



GOVERNMENT OF KERALA

Personnel and Administrative Reforms (AR-13) Department

CIRCULAR

No. 999/AR13 (1)/2006/P&ARD.

31st May, 2006.

Sub:—P&ARD—Prime Minister's Award for Excellence in Public Administration—Filing of nominations—Instructions—Regarding.

Ref:—DO letter No. K. 11011/1/2005-O&MS dated 17-2-2006 from Shri P. I. Suvrathan, Additional Secretary, Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances, New Delhi, addressed to the Chief Secretary, Kerala.

The Ministry of Personnel, Public Grievances and Pensions, Government of India, New Delhi have intimated their decision to invite nominations for the Prime Minister's Award for Excellence in Public Administration from this year onwards. Usually the time of inviting applications is in mid February and nominations are to be filed by mid March in the prescribed Pro forma given. The award is open to officers of Civil Service from State/Central Governments, including Local Governments. Every year on announcement of the scheme, the details will be circulated to all Secretaries and Head of Departments, for information and filing of nominations. All proposals received within a prescribed time limit will be placed before a Committee of Secretaries to be nominated by Chief Secretary and cleared nominations will be forwarded to Government of India with the approval of Chief Minister. A copy of Government of India letter dated 19-1-2006, brief guidelines of the scheme and a copy of the format for filing nomination is enclosed. Advance action may be taken by all departments to identify potential best practices as per the guidelines so that timely filing of nomination can be done as and when the Ministry gives the call for applications.

S. M. VIJAYANAND,
Principal Secretary (AR), P&ARD.

To

All the Secretaries to Government.

All Heads of Departments.

Department of Public Relations (for publicity).

Deputy Secretary to Chief Secretary.

Copy to:—C.A. to Principal Secretary (AR), P&ARD.

All Sections and Officers in P&ARD.

Secretary

Government of India
Ministry of Personnel, Public Grievances
and Pensions,
New Delhi-110 001, India.

D. O. No. 11011/1/2005-O&MS.

19th January, 2006.

Dear Chief Secretary,

Government of India has decided to introduce "Prime Minister's Awards for Excellence in Public Administration" in order to recognize extraordinary and innovative work done by the officers of the Central and State Governments, individually, or as a group or as organizations.

2. A copy of the Scheme is enclosed. Generally not more than one award will be given in each of the six areas mentioned in para 2 of the Scheme.

3. The awards will be announced on 26th January each year. However, in this year, due to lack of time, the awards are proposed to be announced by 31st March, 2006.

4. The success of the Scheme depends on the quality of the nominations sent for selection. I would, therefore, request you to send not more than one nomination in each category so as to reach this Department latest by 20th February, 2006.

Yours Sincerely,

(Sd.)

(PRATYUSH SINHA).

**PRIME MINISTER'S AWARDS FOR
EXCELLENCE IN PUBLIC ADMINISTRATION**

**Department of Administrative Reforms and Public Grievances
Ministry of Personnel, Public Grievances and Pensions
Government of India
New Delhi**

**PRIME MINISTER'S AWARDS FOR
EXCELLENCE IN PUBLIC ADMINISTRATION**

The Award

The Government of India has decided to introduce "Prime Minister's Awards for Excellence in Public Administration" to recognize the extraordinary and innovative work done by the officers of the Central and State Governments.

Objective of the Scheme

The Scheme is envisaged to acknowledge the outstanding and exemplary performance of civil servants. An illustrative list of work/projects, which may be considered for the award is given below:

- Implementation of innovative schemes/projects;
- Bringing in perceptible systemic changes and building up institutions;
- Making public delivery systems efficient and corruption free;
- Showing innovation and adaptation to meet the stakeholders' requirements;
- Extraordinary performance in emergent situations like floods, earthquake, etc.
- Setting high standards of services and continued improvement, showing high leadership qualities and improving employee motivation etc.

Generally, not more than one award will be given in each area mentioned above.

Scope of the Scheme

All officers of Central and State Governments individually or as a group or as organizations are eligible to be considered for the awards.

Details of Award

The Award would comprise the following:

- (i) A medal
- (ii) A Scroll, and
- (iii) Cash award of Rs. 1,00,000 in case of a group of officers total award money for that group will be Rs. 5 lakhs subject to a maximum of Rs.1 lakh per person. The amount for an organization will be upto a limit of Rs. 5 lakhs.

The Prime Minister would distribute the Awards in a ceremonial function.

Modalities

I. Nomination

Nomination of an individual or a group of officers or an organization can be made by Central Government Departments/Ministries/State Governments/Non-Governmental Organisations and other stake-holders. Nominations must be accompanied by details of work done by each individual, innovative methods used for improving service delivery, period and circumstances in which the job was done and initiative taken by the officers concerned. Innovations in public administration are very often the output of good teamwork and leadership. Therefore, recognition should be accorded to the institution/office, which introduced the innovation as much as the few individuals who provided the leadership in translating ideas into action. It is also important to ensure that the innovations are sustainable and result in permanent improvements in service delivery.

The State Governments will constitute a State Level Committee to short-list their nominations and verify the facts before forwarding the nominations to the Central Government.

II. Screening

The Expert Committee will be chaired by Secretary (Personnel) and will consist of five other Members. Of the five members, two members shall be retired civil servants of the level of Secretary. One of them shall be from the IAS and one from any other service. The remaining three members shall be eminent persons from the areas of civil society, academics, management and media, to be approved by PM. The Committee would examine the nominations and would conduct spot studies also. It would also have the power to suo moto recommend officers. If required, Committee can also co-opt members. It will short-list and recommend atleast 25 nominations to the Empowered Committee after verifying the facts.

III. *Recommendations*

The recommendations made by the Expert Committee would be considered by an Empowered Committee comprising the following officers:

Cabinet Secretary	:	Chairperson
Principal Secretary to Prime Minister	:	Member
Secretary, Planning Commission	:	Member
2 or 3 eminent persons from outside Government	:	Member
Secretary (Personnel)	:	Member-Secretary

IV. Eminent Personalities, from outside the Government would be nominated with the approval of Prime Minister. The Empowered Committee may also ask the nominees to make presentations on their respective projects/work. It will make the final recommendations for the approval of the Prime Minister.

V. *Announcement of Awards*

The awards would be announced on January 26 each year. The schedule would be as follows:

- | | | |
|---|----|--------------|
| (a) Last date of receiving nominations | .. | July 31 |
| (b) Short listing of nominations | .. | August 31 |
| (c) Recommendation by Expert
Committee | .. | November 15 |
| (d) Finalisation of recommendations
by the Empowered Committee | .. | December 15 |
| (e) Recommendations to reach PMO | .. | December 25. |

GOVERNMENT OF INDIA

Ministry of Personnel, Public Grievances and Pensions

Department of Administrative Reforms and Public Grievances

PRIME MINISTER'S AWARD FOR EXCELLENCE IN PUBLIC ADMINISTRATION

NOMINATION FORM

1. Area under which the nomination is being made [*please tick (0)*] :
- Implementation of innovative scheme/projects;
 - Bringing perceptible systemic changes and building up institutions;
 - Making public delivery systems efficient and corruption free;
 - Showing innovation and adaptation to meet the stakeholders' requirements;
 - Extraordinary performance in emergent situations like floods, earthquake, etc.
 - Setting high standards of services and continued improvement, showing high leadership qualities and improving employee motivations etc.
2. Category under which the nomination is being made [*please tick (0)*] :
- Officer(s) of Central/State Government—Individually
 - Officer(s) of Central/State Government—As a Group
 - Organization/Institution/Office
3. Details of the Nominee :
- (a) Name of the individual responsible (Dr./Mr./Ms.) :
.....
- (b) Name of the Institution :
.....
- (c) Complete Postal Address (with Pin Code)
.....
.....
.....
.....

(d) Contact Details :

Phone No.

Fax No.

E- Mail ID

Mobile Phone Nos.

4. Information on the Institution making the nomination:

(a) Name of the Authorized Official (Dr./Mr./Ms.):

.....

(b) Name of the Institution:

.....

(c) Complete Postal Address (with Pincode):

.....

.....

.....

.....

(d) Contact Details:

Phone No.

.....

Fax No.

.....

E-Mail ID

.....

Mobile Phone Nos.

.....

5. Title of the specific Initiative/project for which this nomination is being made:

.....

.....

.....

6. Under which of the following broad areas of governance does the Initiative fall ? [please tick ()]

- Education
- Healthcare
- Law and Order
- Justice delivery
- Urban Management
- Agriculture and Rural Development
- Environment
- Employment generation
- Citizen empowerment
- Infrastructure development/improvement
- Other (Please specify)

7. To which of the following positive outcomes has the Project/Initiative contributed significantly? [Please tick ()]

- Transparency
- Accountability
- Responsiveness
- Consistency, Equity and/or equality of opportunity
- Uniformity and Standardization
- Operational convenience and ease
- Transformation of administration
- Simplification of procedures and processes
- Showcasing of best practices
- Promotion of team work
- Better quality of service
- Target-surpassing in terms of quality and quantum of results and timeliness.
- Introduction of a unique idea or a distinctively new approach
- Good governance
- Facilitating ICT-enabling/E-Governance
- Enhanced citizen role, involvement and participation
- Facilitation of democratic processes and functioning

- Synergizing geographical conditions and local cultural and social talents
- Creating productive assets of lasting nature
- Promotion of sustainable Public-Private Partnership
- Increased Efficiency (Reduced time and/or cost of service delivery and/or improved quality and quantum of output)
- Reduced Corruption
- Elimination of red-tape
- Improved regulatory Compliance
- Government Process Re-engineering/Re-vitalization
- Reduction in Digital Divide (*Reduced gap between digital haves and digital have nots*)

Important

Attach a narrative of the Project/Initiative (NOT MORE THAN 2500 WORDS), clearly bringing out the following :

- Background
- Priorities and purposes
- Strategies adopted
- Innovative methods used
- Period/duration of the Project Initiation/Implementation
- Outcomes/Changes resulting from the Project/Initiative
- Exceptional achievements (In substantiation of each of the chosen/ticked outcomes listed above, provide a descriptive note of not more than 150 words).
- Role/nature of involvement of the nominee in the Initiative/Project
- Sustainability.

8. Has the Project/Initiative been audited/measured/verified by any independent agency for reality check of envisaged and realized benefits and outcomes, i.e., comparative study of performance indicators and socio-economic impact, before and after the implementation of the Initiative ?

- Yes
- No.

9. If yes, details thereof:

(a) By whom.....

(b) When.....

(c) What were the major findings:.....

.....

.....

.....

.....

.....

.....

(d) Contact address and Phone Nos:

.....

.....

10. Was this Initiative/Nominee a Winner of any Award instituted by any National/International Organization? (If so, please provide brief details thereof, in not more than 100 words).

11. Supporting documentation attached—Not more than (5) five pages

.....

.....

.....

.....

.....

Important Notes on the Award Scheme:

(a) This award is open to Officers of Civil Service from State/Central Governments, including Local Bodies, Panchayats and Zilla Parishads.

(b) The Initiative/Project should be in successful implementation for at least one (1) year as on date of nomination.

- (c) Nominations may be made in the format prescribed as above, in soft and hard copy form (3 copies) and mailed directly to the following address:

Director (O&M/R/C)

Department of Administrative Reforms and Public Grievances,
Sardar Patel Bhavan, Sansad Marg,
New Delhi.

Phone: 011-23362369.

Fax : 011-23742133.

- (d) Nominations for the 2006 Awards should reach on or before 10th March 2006.
- (e) Nominations with incomplete data or sketchy details and not supported by authenticated documentation as specified herein, are liable to be rejected.
- (f) In all matters of this Award Scheme, the decision of the Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions, Government of India, would be final and binding.
- (g) Canvassing in any form will be a distinct disadvantage.
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Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances

Prime Minister's Award for Excellence in Public Administration

Nomination Form

General instructions: *TYPE or PRINT all answers. Use only one side of the paper.*

1. Under which Category of the Scheme is the nomination made [*please tick (✓) one Category only*]:

- Implementation of Innovative Scheme / Projects
- Bringing perceptible systemic changes and building up institutions
- Making public delivery systems efficient and corruption free
- Showing innovation and adaptation to meet stakeholders' requirements
- Extraordinary performance in emergent situations like floods, earthquake etc.
- Setting high standards of services and continued improvement, showing high leadership qualities and improving employee motivation etc.

2. The category for which the nomination is being made [*please tick (✓)*]:

- Officer(s) of Central / State Government – As an Individual
- Officer(s) of Central / State Government – As a Group
- Organization / Institution / Department

3. Details of the Nominee(s):

a) Name of the Nominee (s) (Dr. / Mr. / Ms.) (Individual/Group of individuals):

b) Name of the Institution/Deptt.: _____

c) Current position / designation

d) Date of Joining Service / Batch / Service to which he / she belongs _____

e) Position / Designation at the time when the project was implemented

e) Complete Postal Address (With Pin Code): _____

f) Contact Details:

Phone / Fax No. _____

Fax No. _____

E-Mail ID _____

Mobile Phone Nos _____

4. Information on the Nominating Authority:

a) Name of the Authorized Official (Dr. / Mr. / Ms.): _____

b) Designation: _____

c) Name of the Institution / Deptt.: _____

d) Complete Postal Address (With Pin Code): _____

e) Contact Details:

Phone No. _____

Fax No. _____

E-Mail ID _____

Mobile Phone Nos. _____

5. Title of the specific Initiative / project for which this nomination is being made:

5 (a) Date of commencement of project _____

6. Under which of the following broad areas of governance does the initiative fall?
[please tick (✓) one area only]:

- Education
- Healthcare
- Law & Order
- Delivery of Justice
- Urban Management
- Agriculture & Rural development
- Environment
- Employment generation
- Citizen empowerment
- Infrastructure development/ improvement
- Other (Please specify): _____

7. To which of the following positive outcomes has the project / Initiative contributed significantly?

- Transparency
- Accountability
- Responsiveness
- Consistency, Equity and/or equality of opportunity
- Uniformity and Standardization
- Operational convenience and ease
- Simplification of procedures and processes
- Showcasing of best practices
- Promotion of team work
- Improved quality of services
- Target-surpassing in terms of quality and quantum of results and timeliness
- Introduction of a unique idea or a distinctively new approach
- Facilitating ICT-enabling / E-Governance
- Enhanced citizen role, involvement and participation
- Facilitation of democratic processes and functioning
- Synergizing geographical conditions and local cultural and social talents
- Creating productive assets of lasting nature
- Promotion of sustainable Public-Private Partnership
- Increased efficiency (Reduced time and/or cost of service delivery and/or improved quality and quantum of output)
- Reduction in corruption
- Computerisation of records and Access to citizens
- Improved regulatory compliance
- Government Process Re-engineering/ Re-vitalization
- Reduction in Digital Divide (Reduced gap between digital haves and digital have nots)

Important

Attach a narrative of the Project / Initiative (NOT MORE THAN 1500 WORDS), clearly bringing out the following: (Your project description should include all of the following information.)

- a) Background (What led to the Initiative/Project)
- b) Objective / Aims
- c) Strategies adopted
- d) Innovative methods used
- e) Period of the Project Initiative / Implementation
- f) Positive Outcomes/Changes resulting from the Project / Initiative
- g) Role / nature of involvement of the nominee in the Initiative / Project
- h) Sustainability

8. Has the Project / Initiative been audited / measured / verified by any independent agency for a reality check of envisaged and realized benefits and outcomes, i.e. comparative study of performance indicators and socio-economic impact, before and after the implementation of the Initiative?

- Yes
- No

9. If "yes", details thereof:

(a) By Whom : _____

b) When : _____

c) What were the major findings: _____

d) Contact Address & Phone Nos: _____
(Attach an authenticated _____
copy of Findings) _____

10. Was this Initiative / Nominee a Winner of any Award instituted by any National / International organization? (If so, please provide brief details thereof, in not more than 100 words)

11. Supporting documents attached – NOT MORE THAN 5 (FIVE) PAGES

- _____
- _____
- _____
- _____
- _____

Important Notes on the Award Scheme:

- a) This Award is **ONLY** open to officers of Civil Service from State/ Central Governments.
- b) Nomination form should clearly mention approving authority with relevant details.
- c) The Initiative/Project should have been in successful implementation for at least **one (1) year**, as on the date of nomination.
- d) Nominations be made **ONLY** in the format prescribed as above; in soft and hard copy form (3 copies) and mailed directly by (Regd. Post / Speed Post) to the following address:

Director (AR)
Department of Administrative Reforms & Public Grievances
Room No.517,
Sardar Patel Bhavan, Sansad Marg
New Delhi-110001
Phone : 011-2336 2369
Fax: 011-2374 2133

- e) Nominations should strictly adhere the guidelines of the Scheme. The eligibility Criteria of scheme may be paid special attention to.
- f) Self nominations are not permitted and shall not be entertained at all.
- g) Nominating authorities and State Level Committees are requested to forward nominations if the initiatives/accomplishments are truly innovative, extraordinary and outstanding in nature.
- h) Nominations for the 2007-08 Awards should reach on or before <date> _____
- i) Nominations with incomplete data or sketchy details and not supported by authenticated documentation will be rejected
- j) In all matters of this Award Scheme, the decision of the Department of Administrative Reforms & Public Grievances, Ministry of Personnel, Public Grievances and Pensions, Government of India, would be final and binding.
- k) Canvassing in any form is not permitted and will lead to disqualification.

Signature of the authorized officer _____

Name & Address: _____

Designation with seal: _____

Date: _____