

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

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

g) 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: _____
