

GOVERNMENT OF PUDUCHERRY

ABSTRACT

ARW-Formulation of the Scheme towards grant of Chief Minister's Award for excellence in Public Administration-Notification-Issued

CHIEF SECRETARIAT (AR WING)

G.O. Ms. No.2/2023/A2/ARW

Puducherry, dt. 12.06.2023

- Read:** i) G.O. Ms. No. 3/2010/A2/ARW, dt.25.07.2010 of ARW
ii) G.O. Ms. No.2/2012/A2/ARW, dt.20.06.2012 of ARW
iii) G.O. Ms. No. 4/2013/A2/ARW dt. 26.06.2013 of ARW
iv) G.O. Ms. No. 2/2020/A2/ARW dt. 22.06.2020 of ARW

Order: The following notification shall be published in the next issue of the Official Gazette of the Government of Puducherry.

NOTIFICATION

Approval of the Lt. Governor, Puducherry is hereby accorded for the formulation of the Scheme as below towards grant of Chief Minister's Award for excellence in Public Administration in supersession of G.O.'s read above with immediate effect for recognizing outstanding and exemplary performance by a team of Officers under the Government of Puducherry including Offices under Public Sector Undertakings, Local bodies and autonomous bodies for achievements of initiatives and projects whose qualitative and quantitative outcomes/results are of very high order and which have benefitted a large number of citizens.

SCHEME FOR CHIEF MINISTER'S AWARD FOR EXCELLENCE IN PUBLIC ADMINISTRATION

The "SCHEME FOR CHIEF MINISTER'S AWARD FOR EXCELLENCE IN PUBLIC ADMINISTRATION" is instituted by the Government of Puducherry to recognize and reward innovative and extraordinary work done by a team of Officers under the Government of Puducherry including Offices under Public Sector Undertakings, Local bodies and autonomous bodies.

2. Objective of the Scheme: The Scheme shall reward outstanding and exemplary performance of Government Departments/Organizations. Initiatives and projects whose qualitative and quantitative outcomes/results are of a very high order and which have benefitted a large number of citizens/stakeholders can be considered for the Award. Besides, successful completion of an

extraordinarily challenging task or major systemic improvement resulting in significant benefits to the public reaching the last mile and/or reduction in time and costs including outstanding implementation of Centrally Sponsored Schemes, Flagship programmes and State Plan Schemes can be considered for the Award.

3. Eligibility under the Scheme: All Government Departments including Public Sector Undertakings, Local bodies and autonomous bodies, Corporations, Agencies, etc., under the Government of Puducherry.

Selection for the award will be on the basis of the following criteria:

- a) Innovativeness
- b) Sustainability
- c) Up scalability
- d) Impact on overall service delivery system

4. Details of the Award: There shall be **two numbers** of awards. **One award** shall be **for Government Departments** and the **other** shall be for **Public Sector Undertakings, Local bodies and autonomous bodies, Corporations, Agencies, etc.**, under the Government of Puducherry.

The Award would carry with it: **A Cash Award**

The Cash Award for the Prize would be Rs. 2,50,000 (Rupees two lakh and fifty thousand only) The cash award for Organisation shall be utilized for creation of durable assets for the public welfare.

Notwithstanding anything stated above, the amount of the cash award can be varied by the Government from time to time subject to availability of funds and the Government reserves the right not to present an Award in any year.

5. Nominating Authorities: Nomination should be submitted with proper Administrative approval of the competent authority. Self nomination of Departments/Organisations/Institutions will not be accepted and will summarily be rejected at early stage itself.

6. Nominations under the Scheme: The details furnished in support of the nomination should contain the background of the programme/project/initiative, its priorities and purposes, the strategies adopted for its implementation, innovative methods used, period of implementation, exceptional achievements and resulting outcomes, positive changes and impact, sustainability and most importantly, the nature and role of involvement and contribution by the nominee Departments/Organisations/Institutions. The format of "Nomination Form" and the guidelines at Annexure shall be strictly followed for submission of nomination.

Nominations may be considered for the Award in the following thrust areas:

- Introducing and implementing an innovative scheme/project or best practices of other states
- Bringing perceptible improvements in systems and building up institutions
- Making public service delivery systems efficient and corruption free
- Extraordinary performance in emergent situations like floods, earthquake, landslides, etc.
- Outstanding implementation of Centrally Sponsored Schemes and State Plan Schemes
- Other Specific areas, if any.

Documents Required:

The following documents should be attached to the nomination form:

- a) A brief write-up of 5 pages (A4 size) on the scheme. The write-up should contain details of the initiative/programme/strategies adopted in implementation/period of implementation/exceptional achievements and outcomes/positive impact and sustainability
- b) Supporting documents such as:
 - i. Executive Summary
 - ii. Field photographs
 - iii. Flow chart detailing uniqueness
 - iv. Success story of the initiative
- c) A CD of a short film of 3-5 minutes duration highlighting the initiative/innovation may also be appended.

7. Processing of Nominations: The nominations would be examined by an *Empowered Committee*. The Committee would take into account the study reports and make its recommendations.

The composition of the *Empowered Committee* would be as follows:

1.	Chief Secretary to Govt.	Chairman
2.	Secretary to govt. (Finance)	Member
3.	Secretary to govt. (Law)	Member
4.	Secretary/Special Secretary to govt. (ARW)	Member
5.	The Chair person IIPA, Puducherry chapter	Member
6.	Additional/Joint/Under secretary, ARW	Member Secretary

8. Presentation of the Award: The Chief Minister's Award for Excellence in Public Administration shall be presented by the Chief Minister on such date and time as decided by the Chief Minister from time to time.

9. Decision of Government is final and binding: In all matters of the Award Scheme, the decision of the Government of Puducherry would be final and binding.

10. This issues with the concurrence of the Finance Department vide their I.D. Note No. 240/FD/F4/A3/FC/2023-24 dt. 07.06.2023

/ BY ORDER OF THE LIEUTENANT GOVERNOR/



(N. UDAYAKUMAR)

UNDER SECRETARY TO GOVT. (ARW)

To

The Director
Department of Stationery & Printing
Puducherry

Copy to

1. All Secretaries to Government/HoDs, Government of Puducherry.
2. The Collector Puducherry, Karaikal
3. The Regional Administrator Mahe, Yanam
4. The P.S. to Chief Minister/Speaker/Deputy Speaker/all Ministers, Puducherry
5. The Private Secretary to Chief Secretary to Govt., Puducherry
6. The AG Audit, Puducherry Branch, DAT Complex, Puducherry
7. C.R.B.
8. Stock file/G.O. File

**NOMINATION FORM FOR CHIEF MINISTER'S AWARD FOR EXCELLENCE IN
PUBLIC ADMINISTRATION**

General instructions: Type 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 or best practices of other states
- 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]

Department/ PSU/Local Bodies/Autonomous Insititutions.

3. Details of the Nominee(s) Departments/Organisations/Institutions:

Name of the Institution/ Dept.: _____

Complete Postal address (with Pin code)_____

4. Contact Details of nominees Departments/Organisations/Institutions:

Phone/FAX No _____ E-Mail ID _____ Mobile phone Nos.

Information on the Nomination Authority:

Name of the Authorized official

(Dr./ Mr./Ms.)

Designation _____

Name of the Institution /Dept. _

Complete Postal Address (with Pin Code):__

5. Contact Details of Competent Authorities of the nominee
Departments/Organisations/Institutions:

Phone/Fax No. _____

E-Mail ID _____ Mobile phone Nos. _____

(a). Title of the Specific initiative/ project for which this nomination is being made:

(b). Date of commencement of Project: _____

6. Please specify the broad areas of governance under which the initiative fall.

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

- Transparency
- Accountability
- Responsiveness
- Consistency, equity/equality of opportunity
- Simplification of procedures and processes
- Showcasing of best practices
- Improved quality of services
- Target surpassing in terms of quality and quantum of results and timeliness
- Introduction of unique idea or a distinctively new approach
- Facilitating ICT-enabling/e-Governance
- Promotion of sustainable Public-private Partnership
- Increased efficiency (Reduced time/cost of service delivery and/ improved quality and quantum of output)
- Reduction of corruption
- Government Process Re-engineering/Re-vitalization

ANNEXURE-I

The following documents should be attached to the nomination form:

- i. A brief write-up of 5 pages (A4 size) on the scheme. The write-up should contain details of the initiative/programme/strategies adopted in implementation/period of implementation/exceptional achievements and outcomes/positive impact and sustainability
- ii. Supporting documents such as:
 - Executive Summary
 - Field photographs
 - Flow chart detailing uniqueness
 - Success story of the initiative
- iii. A CD of a short film of 3-5 minutes duration highlighting the initiative/innovation may also be appended.
- iv. 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 Initiatives ?
 - Yes
 - No

If "Yes" details thereof:

- By Whom: __
 - When _____
 - What were the major findings
- v. Were these Initiative/Nominee Departments/Organisations/Institutions a winner of any Award instituted by any National/International organization? (If so, please provide brief details thereof, in not more than 100 words)
 - vi. Supporting documents attached-NOT MORE THAN 5(FIVE) PAGES
 - vii. Name and detail of Awards received earlier by the Nominee Departments/Organisations/Institutions, if any.
 - viii. Document of proof for approval from the competent authority.

Signature of the Nominating officer __

Name & Address _

Designation with seal __ Date_

ANNEXURE-II

- a) This award is only open to State government / Semi Govt. Departments/Institutions/Organisations.
- b) Nomination form should clearly mention approving authority with relevant details
- c) The nomination should be sent for the rewardable work done during previous one Financial year as on the date of nomination.
- d) Nomination be made **ONLY** in the format prescribed as above, in soft and hard copy mailed directly by Regd. Post/Speed Post and email directly to following addressee:

Special Secretary to the Government (ARW)

Chief Secretariat, Puducherry-605001

e-mail Address: secygd@py.gov.in and usar@py.gov.in

- e) Nominations should strictly adhere the guidelines of the scheme.
- f) The eligibility criteria of Scheme may be paid special attention to.
- g) Self nominations of the Departments/Organisations/Institutions themselves without recommendation of competent authority are not permitted and shall not be entertained at all.
- h) Nominating authorities are requested to forward nominations of the Departments/Organisations/Institutions if the initiatives/accomplishments are truly innovative, extraordinary and outstanding in nature.
- i) Nomination with incomplete data or sketchy details and not supported by authenticated documentation will be rejected.
- j) In all matters of this Award scheme, decision of the Govt. would be final and binding.
- k) Canvassing in any form is not permitted and will lead to disqualification.
