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कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,  
प्रशासनिक सुधार और लोक शिकायत विभाग,  
सरदार पटेल भवन, संसद मार्ग,  
नई दिल्ली-110001  
GOVERNMENT OF INDIA  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS,  
DEPARTMENT OF ADMINISTRATIVE REFORMS  
& PUBLIC GRIEVANCES,  
SARDAR PATEL BHAVAN, SANSAD MARG,  
NEW DELHI-110001

D.O. No. K-11021/22/2016-AR-I

August 24, 2016

**Dear Chief Secretary,**

Government of India has instituted "Prime Minister's Awards for Excellence in Public Administration" to acknowledge, recognize and reward the extraordinary and innovative work done by officers of the Central and State Governments. The Awards are presented by the Hon'ble Prime Minister on the occasion of the Civil Services Day. Copy of the Scheme, is enclosed as **Annexure-I**.

2. Awards are given for Excellence in implementing Priority Programmes of Government of India. In addition, innovations in environment conservation, disaster management, water conservation, energy, education and health, women and child centric initiatives etc. will also be considered for Prime Ministers' Award for Excellence in Public Administration.

3. Following Priority Programmes have been identified for the awards to be presented on CSD, 2017:-

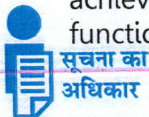
- i. Pradhan Mantri Krishi Sinchayee Yojana
- ii. Deendayal Upadhyaya Gram Jyoti Yojana
- iii. Pradhan Mantri Fasal Bima Yojana
- iv. Start Up India/Stand Up India
- v. e-National Agriculture Market (National e-Mandi)

4. For Priority Programmes, Districts/Implementing Units are eligible to apply and for Innovations, Organizations of Central/State Government including Districts can send their applications for the awards. The period for consideration of award is April, 2015 to December, 2016.

5. For the awards in implementation of Priority Programme(s), each District is expected to choose at least one Priority Programme for competing under this scheme. However, Districts may be sensitized to choose maximum number of Priority Programmes so that there can be a wider participation. The Priority Programme(s) selected by the District may be communicated to this Department latest by 30.09.2016 in the format as at **Annexure-II**.

6. In addition, organizations of Central/State Governments/Districts which have done innovative work in the field of environment conservation, disaster management, water conservation, energy, education and health, women and child centric initiatives etc. may also be sensitized to compete for the awards.

7. Applications for the award shall be received online from 1<sup>st</sup> January, 2017 in the format to be communicated. Applicants may send their application detailing their achievement specifically highlighting path-breaking innovation done by any of the functionalary/organization.



8. The above Scheme may be publicized widely.
9. We expect that the Scheme would generate greater enthusiasm and wider participation this year.

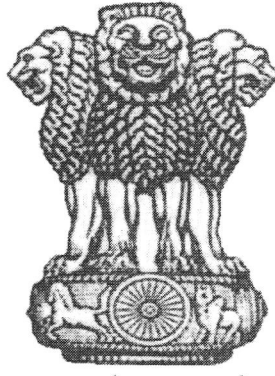
With regards,

Yours sincerely,



(C. Viswanath)

**Chief Secretary/Administrator of the State/UTs**  
(As per the list attached)



सत्यमेव जयते

**Scheme for  
Prime Minister's Awards for Excellence  
in  
Public Administration**

**August 2016**

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

## Prime Minister's Award for Excellence in Public Administration

1. The Government of India has instituted a scheme, "Prime Minister's Awards for Excellence in Public Administration" - to acknowledge, recognize and reward the extraordinary and innovative work done by District/ organizations of the Central, State Governments.

2. The award will be given every year for Excellence in implementing Priority Programme of Government of India and extraordinary and innovative work done by the Organizations of Central/ State Government/ District in public governance.

(a) At least five **Priority Programmes** shall be chosen for awards under this Scheme. For the awards to be presented on Civil Services Day 2017, following five priority programmes have been identified:

- i. Pradhan Mantri Krishi Sinchayee Yojana
- ii. Deendayal Upadhyaya Gram Jyoti Yojana
- iii. Pradhan Mantri Fasal Bima Yojana
- iv. Start Up India/ Stand Up India
- v. e-National Agriculture Market (National e-Mandi)

(b) Awards shall also be given to Organizations of Central/ State Government/ District for **Innovations in environment conservation, disaster management, water conservation, energy, education and health, women and child centric initiatives etc..**

### 3. Eligibility

3.1(a) Awards for implementation of Priority Programme: District / Implementing Unit.

(b) Awards for Innovation: Organizations of Central/ State Government/ District.

3.2 Period of consideration for both 3.1(a) & (b) is 1<sup>st</sup> April 2015 to 31<sup>st</sup> December 2016.

#### **4. Details of Award**

##### **4.1 Grouping of States/ UTs for awards in Priority Programmes:**

To ensure rationality, equity and level-playing field, the States/UTs are grouped as under:

Group 1 - North-East States (8) and Hill States (J&K, HP, Uttrakhand) =11

Group 2 - Union Territories = 7

Group 3 - Remaining States = 18

4.2 For each group in an identified Priority Programme, as far as possible, there would be one award. As such the **maximum number of Awards would be 15.**

4.3 In addition to the awards in Priority Programmes, **two awards** shall be given to organizations of Central/ State Government/ District for Innovation in Public Governance. There would not be any grouping of States.

4.4 The award shall consist of a (i) Trophy and (ii) Scroll.

4.5 The awarded District/ Organization will be given an incentive of Rs. ten lakh under this Scheme to be utilized for implementation of project/ programme or bridging resource gaps in any area of public welfare.

#### **5. Criteria for evaluation:**

(a) The awards for implementing Priority Programme will be evaluated on the basis of pre-determined parameters in consultation with Line Ministry/ Department.

(b) The awards for Innovations will be evaluated on the basis of following criteria:

- i. Introducing and implementing an innovative idea/ scheme/ project to meet stake holders' requirement.

- ii. Bringing perceptible improvements in processes/ systems and building institutions.
- iii. Making public delivery systems responsive, transparent and efficient particularly by leveraging technology.
- iv. Preparedness/ performance in emergent situations, disasters like cyclone, earthquake, flood etc.

**6. Processing of applications:**

- 6.1 District/ Organization (**applicant**) may send application in the prescribed format detailing their achievements specifically highlighting path-breaking innovation done by any of the functionary/ organisation.
- 6.2 **Step I- Short-listing of Districts/ Organization by Screening Committee (first stage):** Screening Committee(s) chaired by Additional Secretary level officer shall examine the applications in consultation with nodal Ministry/Department of identified Priority Programme/ theme of innovation. Joint Secretary level officer(s) and expert(s) from the NITI Ayog will be members of the Committee. Screening Committee will be constituted with the approval of Secretary (AR&PG).
- 6.3 **Step II: Short-listing of Districts/ Organization by Screening Committee (second stage):** Feedback from beneficiaries/ stakeholders shortlisted in the first stage will be obtained through a Call-Centre. Screening Committee(s) will then examine the shortlisted applications on the basis of presentations & analysis of feedback received from Call Centre and further shortlist the applications.
- 6.4 **Step III: Evaluation by Expert Committee:** A two-member team of officers of Central Government, not below the rank of Deputy Secretary, will conduct 'on the spot study' of the implementation of Priority Programmes/ initiative for innovation in districts/ Organizations shortlisted by the Screening Committee.

**Expert Committee** chaired by Secretary, Department of Administrative Reforms & Public Grievances will consider the spot study reports and further shortlist the district(s)/ Organization for

making recommendation to the Empowered Committee chaired by the Cabinet Secretary.

Secretaries of the nodal Ministry/ Department of identified Priority Programmes/ theme of innovation and Expert(s) from NITI Aayog would be members of the Expert Committee. The Expert Committee would be constituted with the approval of the Cabinet Secretary.

6.5 **Step IV: Recommendation of the Empowered Committee:** The Empowered Committee would be chaired by the Cabinet Secretary. Other members would include Additional Principal Secretary to PM, CEO NITI Aayog and two/ three Non-official members.

6.6 The Empowered Committee would consider the recommendations of the Expert Committee and may also ask the applicants to make a presentation and/ or make such inquiry as deemed fit.

6.7 The Empowered Committee would then make its recommendations to the Prime Minister for final selection of Awards.

6.8 The Empowered Committee shall be constituted with the approval of the Prime Minister.

6.9 **Step V:** Approval of the Prime Minister of the Awards.

## 7. **Submission of application(s):**

(i) Applications for the Award shall be received online in the prescribed format. All the columns of the application form must be duly filled as per the instructions contained therein.

(ii) Application should contain a write-up of about 5 pages (A4 size) on the Priority Programme/ innovation along with support documents like Executive Summary, field photographs (maximum 10), flow charts detailing uniqueness and success story of the initiative. Alongwith the application, a CD of a short film of 3-5 minutes duration highlighting the initiative/ innovation may also be appended.

(iii) The write up should contain details of the programme/initiative, strategies adopted in implementation, period of implementation,

exceptional achievements and outcomes, positive impact and sustainability.

- (iv) The application for award in innovation should contain the details of beneficiaries/ stake holders of the initiatives/ projects.
- (v) For award in innovation, the organization may be represented by the serving Head of the organization or an officer nominated by him/ her for receiving the award.
- (vi) Application with incomplete/ insufficient details shall not be considered.
- (vii) A legend should be provided for all abbreviations/acronyms used in the application and documentation.

**8.** In all matters of the Award Scheme, the decision of the Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pension, Government of India, would be final and binding.



**PRIME MINISTER AWARD FOR EXCELLENCE IN PUBLIC ADMINISTRATION FOR CIVIL  
SERVICE DAY 2017**

1.	Name of the State	
2.	Name of the District	
3.	Name of the Priority Programme(s) for competing under the Scheme	
4.	Name & Contact Details of the District Collector/Magistrate	