



सत्यमेव जयते

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

August 2017

**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. 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 Districts / organizations of the Central and 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 Governments / Districts in public governance.

(a) For the awards to be presented on Civil Services Day 2018, the following four priority programmes have been identified:

- i. Pradhan Mantri Fasal Bima Yojana
- ii. Promoting Digital Payments
- iii. Pradhan Mantri Awas Yojana - Urban & Rural
- iv. Deen Dayal Upadhyay Grameen Kaushalya Yojana (DDUGKY)

(b) Awards shall also be given to Organizations of Central/ State Governments / Districts 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 Governments / Districts.

3.2 Period of consideration for both 3.1(a) & (b) is 1st April 2016 to 31st December 2017.

4. Details of Award

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

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

Group 1 - North-East States (8) and Hill States (J&K, HP, Uttarakhand) =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 12.**

4.3 In addition to the awards in Priority Programmes, **two awards** shall be given to organizations of Central/ State Governments/ Districts for Innovation in Public Governance, of which one shall be given to a Backward District. 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 Online applications shall be invited from Districts / Organizations **(applicant)** 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/ Organizations 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)/ Organizations 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

Ayog 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 on the Priority Programme / innovation along with supporting documents like Executive Summary, field photographs (maximum 10), flow charts detailing uniqueness and success story of the initiative. Along with the application, 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) Applications 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.



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**Prime Minister's Awards for Excellence
in
Public Administration
for
Additional Secretary/ Joint-Secretary and
Director/Deputy Secretary level Officers serving in
Government of India**

January 2018

**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-
Additional Secretary/ Joint-Secretary and Director/Deputy Secretary
level Officers serving in Government of India**

1. It has been decided that there shall be two awards under the Innovation category, one each for Additional Secretary (AS)/ Joint Secretary(JS) level officers and Director/Deputy Secretary level officers (DS) serving in Government of India under the scheme for “Prime Minister’s Awards for Excellence in Public Administration”. The idea is to recognise exceptional innovative interventions done by AS/JS and Directors/DS level officers serving in Government of India.

For the above two awards under the Innovation category, each Ministry/Department can nominate up to three officers/schemes for innovative initiatives under “Prime Minister’s Awards for Excellence in Public Administration”.

2. Eligibility

AS/JS level officers and Director/DS level officers serving in a Central Staffing Scheme (CSS) post or in a non CSS post in a Ministry/Department are eligible for consideration. Officers working in Ministries/ Department in their cadre posts shall not be covered.

3.Criteria for Award

3.1 Additional Secretary / Joint Secretary level officers

3.1.1 Additional Secretary/ Joint Secretary level officers are expected to bring in a holistic and broader perspective in the policies/ programmes and other areas of work being looked after by them by breaching working in ‘silos’ and bringing in convergence and synergies with different programmes of the Government. The Award for Innovation for AS/JS level officers serving in Government of India will be based on following parameters:

- a) **Policy-making**: Conceptualisation and launch of an innovative idea/ scheme/project in the Department; and/or
- b) **Implementation**: Bringing transformational improvements in processes/systems through simplification and process re-

engineering. This could relate to (i) implementation or monitoring of a scheme or project (ii) in any other area of work; and/or

- c) **Service Delivery**: Making public service delivery of the Department more efficient, transparent and accountable;

3.2 Director/Deputy Secretary level officers

3.2.1 Director/Deputy Secretary level officers form the backbone of government programmes & policies, especially in the context of implementation and effective programme monitoring. The Award for Innovation for Directors/DS level officers serving in Government of India will be based on the following parameters-

- a) **Policy-making**: Contribution towards conceptualisation, formulation and launch of an innovative idea/ scheme/project in the Department; and/or
- b) **Implementation**: Process re-engineering & simplification for substantial positive impact on outcomes & better resource utilisation; and/or
- c) **Service Delivery**: Making public service delivery of the Department more efficient, transparent and accountable.

4. Period of consideration

The period of consideration for initiatives under the scheme shall be from 1st April 2016 to 31st December 2017.

5. Details of Award

The award shall consist of a (i) trophy, (ii) scroll and (iii) Certificate of Recognition, a copy of which will be placed in the APAR of the officer.

6. Norms for evaluation for nominated officers:

6.1 Additional Secretary/ Joint Secretary level officers

The contribution of the nominee will be judged on the following parameters-

- i) Transformational Policy Formulation or systemic reform;
- ii) A new initiative or building upon an existing initiative;
- iii) Achievement of outstanding results/ transformational outcomes under any scheme or project;

- iv) Recognition of the initiative by various stakeholders, including States, Industry and other organisations etc.

6.2 Director/Deputy Secretary level officers

The contribution of the nominee will be judged on the following parameters-

- i) Contribution towards Policy Formulation or systemic reform;
- ii) Innovative ideas/ initiatives for process reengineering/simplification etc;
- iii) Achievement of outstanding results/transformational outcomes under any scheme or project;

7. Submission of Nomination:

- i) A Ministry/ Department can nominate up-to three officers/schemes for innovative initiatives.
- iii) The nomination should contain a write-up on the actual innovation along with supporting documents such as Executive Summary, Field Photographs (maximum 10), Flow Charts etc detailing the uniqueness and success of the initiative. Letters of recognition/ appreciation by any National/ International forum can also be appended along with the application.
- iv) The write up should contain details of the initiative/ process reengineering implemented, period of implementation, exceptional achievements and outcomes, positive impact ,sustainability etc.
- v) Nominations with incomplete/ insufficient details shall not be considered.
- vi) A legend should be provided for all abbreviations/acronyms used in the application and documentation.

8. Short-listing of initiatives

The nominations received from Ministries/Departments will be screened and scrutinized by two Committees- Expert Committee and Empowered Committee. Expert Committee will screen and shortlist the nominations and present to Empowered Committee, which in turn would recommend final selection.

The composition of above committees will be the same as in the Scheme for PM's Awards for Excellence in Public Administration circulated in August 2017.

8.1 The above Committees may take assistance, inputs from domain experts / identified stakeholder(s) for short-listing. The Committee's may also call for presentations by the shortlisted officers before making recommendations.

9. Approval of the Prime Minister

Prime Minister's approval will be taken on the recommendations of the Selection Committee for the Awards.
