

No.498 (GOI)-IH(I)-2013/10718
Chandigarh Administration
Home Department

Chandigarh, dated the 10-6-2013

To

DP/GMCH-32
All the Administrative Secretaries/
Heads of Departments,
Chandigarh Administration

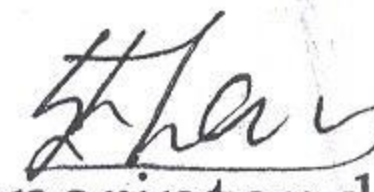
EW 13231
11 JUN 2013

Subject: Prime Minister's Awards for Excellence in Public Administration for the year 2012-13.

Enclosed please find herewith a copy of letter No. K-11021/01/2013-AR, dated 21.5.2013 alongwith its enclosures from the Secretary, Govt. of India, Department of Administrative Reforms & Public Grievances, New Delhi, which is self explanatory.

2. You are requested to send nominations, if any, complete in all respects to this department by 5.7.2013 positively, for onward transmission to the Govt. of India, well in time.

3. If the nominations are not received well in time then the information in respect of your department will be treated as 'Nil'.


Superintendent Home-I,
for Home Secretary,
Chandigarh Administration.

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GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph:0172-2665253-59, Fax: 0172-2608488)

(ESTABLISHMENT BRANCH-IV)

21221-42

14 JUN 2013

Endst. No. GMCH-E-IV-EA1(24/3)-2013/

Dated, Chandigarh the,

A copy is forwarded to the Computer Programmer, GMCH-32, Chandigarh with a request to **e-mail the same alongwith its enclosures** to the followings for information with a request to send the nominations, if any, complete in all respect to this office by 30.06.2013 positively, for onward transmission to the quarter concerned otherwise the same will be treated as NIL.

1. The Medical Superintendent, GMCH, Chandigarh.
2. All HOD's, GMCH-32, Chandigarh.
3. The HOD/MRD & IT Centre, GMCH-32, Chandigarh.
4. The Deputy Medical Superintendent, GMCH.
5. The Deputy Controller (F&A), GMCH-32, Chandigarh.
6. The Assistant Registrar (Academic), GMC, Chandigarh.
7. The Assistant Controller (F&A)-I & II, GMCH-32, Chandigarh.
8. The Section Officer (Accounts) & Section Officer (Audit), GMCH, Chd.
9. The Incharge, Dept. of Pharmacy, GMCH-32, Chandigarh.
10. The Incharge, IT Centre, GMCH-32, Chandigarh.
11. The Nursing Superintendent, GMCH-32, Chandigarh.
12. The Dispensary Superintendent, GMCH, Chandigarh.
13. The Chief Dietician, GMCH, Chandigarh.
14. All Office Superintendents, GMCH-32, Chandigarh.
15. The S.O-II, GMCH-32, Chandigarh.
16. The Law Officer, GMCH, Chandigarh.
17. The Acting Librarian, GMCH, Chandigarh.
18. The Computer Programmer, GMCH, Chandigarh.
19. The In charge Communications, GMCH, Chandigarh.
20. PA to DP/ADA/MS/for kind information of the DP/ADA/MS/please.
21. Spare copy for Master file


13.6.13
Office Superintendent Est. IV

1873
29-5-13



Dy. No. 498(901)
Dated 31/5/13
Dy. No. 160

File No.K-11021/01/2013- AR
Government of India
Department of Administrative Reforms & Public Grievances

Sardar Patel Bhavan, Sansad Marg,
New Delhi-110001.
Dated 21st May 2013

To

All Chief Secretaries of States/UTs (As per list attached)

All Head of Services (As per list attached)

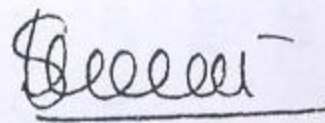
Subject : Prime Minister's Award for Excellence in Public Administration for the year 2012-13

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. These awards were introduced in 2005-06. A copy of the award scheme is enclosed.

2. Nominations for the year 2012-13 are now being invited. Though a large number of nominations are received every year since the inception of these awards, quite a few of them are found ineligible, not being in conformity with the guidelines of the scheme. Therefore, while inviting nominations for the current year, I feel it necessary to highlight and reiterate the salient features of the Scheme and the operational guidelines evolved for the purpose, as follows:

- Nominations should strictly adhere to the guidelines of the Scheme and the eligibility criteria be specifically complied with.
- Self nominations are not accepted.
- In respect of nominations from States, the State Governments will constitute State level committees to shortlist their nominations and verify the facts before forwarding the nominations to the Central Government.
- Nominations should generally be encouraged. However, nominating authorities and State-level committees are requested to forward/short-list nominations only if the initiative(s)/accomplishment(s) concerned is/are truly innovative, extra-ordinary, outstanding, exemplary and/or exceptional in nature. In other words, nominations should rank as exceptional on qualitative as well as quantitative measures for the achieved outcomes/results.

- (e) Nominating authorities should ensure that no vigilance case/enquiry is pending against the officers/s nominated. Overall performance of the officer/officers should also be considered while forwarding the nomination.
- (f) Central Government Departments, Ministries/Departments, NGOs and other stakeholders can be nominating authorities.
- (g) Where the nomination is in respect of a group of individuals, it should be ensured that names of all the nominees concerned are explicitly stated.
- (h) Nominations should be submitted in the Form prescribed (copy attached for ready reference).
3. Ensuring the above would not only contribute to upholding the high values and true spirit of the Award Scheme, but also facilitate speedy and efficient processing of the nominations received.
4. The above guidelines may please be publicised widely.
5. The nominations must reach this office latest by 16th July, 2013.
6. We expect that the Scheme would generate greater enthusiasm and participation in the current year.


(Sanjay Kothari)
Secretary (AR&PG) 21/5/2013

लोक प्रशासन में उत्कृष्टता के लिए प्रधानमंत्री पुरस्कार योजना

भारत सरकार ने केन्द्र और राज्य सरकार के अधिकारियों द्वारा किये गए असाधारण और नवप्रवर्तनकारी कार्य-निष्पादन को अभिस्वीकृति एवं मान्यता देने और पुरस्कृत करने के लिए "लोक प्रशासन में उत्कृष्टता के लिए प्रधानमंत्री पुरस्कार" शुरू किया है।

योजना का उद्देश्य

इस योजना के अंतर्गत लोक सेवकों के उत्कृष्ट एवं अनुकरणीय कार्य निष्पादन के लिए पुरस्कार प्रदान किया जाता है। नेमी प्रकार की ड्यूटी और जिम्मेदारियों का निर्वहन और/अथवा सामान्य रूप से कार्यक्रमों/परियोजनाओं का कार्यान्वयन पुरस्कार के लिए पात्र नहीं बनाएगा। ऐसी परियोजनाएं, जिनके गुणात्मक एवं मात्रात्मक निष्कर्ष/परिणाम बहुत ऊँचे हैं और जिनसे अनेक नागरिकों/पणधारियों को लाभ पहुँचा हो उन पर विचार किया जा सकता है।

योजना के अन्तर्गत पात्रता

केन्द्र और राज्य सरकारों के सभी कार्यरत अधिकारी व्यक्तिगत रूप से अथवा एक समूह या एक संगठन के रूप में पुरस्कारों के लिए पात्र हैं। समूह नामांकन के अन्तर्गत, समूह के सभी सदस्यों को नामांकित की गई पहल में सक्रिय रूप से और प्रत्यक्ष रूप से शामिल होना चाहिए।

पुरस्कार के ब्यौरे

वैयक्तिक, समूह और संगठन श्रेणियों के अन्तर्गत अधिकतम 15 पुरस्कार प्रदान किए जाएंगे। इस पुरस्कार में निम्नलिखित शामिल

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

The 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 the State Governments.

Objective of the Scheme

The Scheme rewards the outstanding and exemplary performance of civil servants. Discharge of routine duties and responsibilities and/or implementation of programmes/projects in the normal course, do not qualify for the Award. Initiatives and project whose qualitative and quantitative outcomes/results are of a very high order, and which have benefited a large number of citizens/stakeholders could be considered.

Eligibility under the Scheme

All serving officers of the Central and the State Governments, either individually or as a team, or as organisations are eligible for the Awards. Under the team nomination, all the members of the team should have been actively and directly involved in the initiative nominated.

Details of Award

There would be a maximum of 15 Awards, given under individual, team and organisation categories. The Award would carry with it:

- (i) एक पदक
- (ii) एक स्क्रोल, और
- (iii) एक नकद पुरस्कार

वैयक्तिक श्रेणी में पुरस्कार की राशि 1 लाख रुपए है। समूह के मामले में कुल पुरस्कार की राशि 5 लाख रुपए होगी जिसमें प्रत्येक सदस्य के लिए अधिकतम राशि 1 लाख रुपए होगी। एक संगठन के लिये पुरस्कार की राशि 5 लाख रुपये होगी। पुरस्कार की इस राशि पर आयकर अधिनियम, 1961 की धरा 10(17क) (i) के अन्तर्गत, आयकर में छूट प्राप्त है।

नामांकन करने वाले प्राधिकरण

स्वयं किए गए नामांकन स्वीकार नहीं किए जाएंगे। किसी व्यक्ति अथवा अधिकारियों के किसी समूह या किसी संगठन के नामांकन केन्द्र सरकार के विभागों/मंत्रालयों/राज्य सरकारों/गैर सरकारी संगठनों और अन्य पणधारियों द्वारा किए जाएंगे।

नामांकन प्राप्त करने की अंतिम तिथि पिछले वर्ष के पुरस्कारों के लिए प्रत्येक वर्ष की 16 जुलाई होगी।

योजना के अन्तर्गत नामांकन

नामांकन के लिए प्रस्तुत किए जाने वाले व्यौरों में कार्यक्रम/परियोजना/पहल की पृष्ठभूमि, इसकी प्राथमिकताएं और उद्देश्य, इसके कार्यान्वयन के लिए अपनाई गई कार्य नीतियाँ, प्रयुक्त किए गए नवप्रवर्तनकारी उपाय, कार्यान्वयन की अवधि, असाधारण उपलब्धियाँ और परिणामी निष्कर्ष, सकारात्मक परिवर्तन और प्रभाव, निरन्तरता तथा सबसे महत्वपूर्ण नामांकित की भागीदारी की प्रकृति एवं भूमिका तथा उसके योगदान का विवरण शामिल होना चाहिए।

मुख्य क्षेत्रों की एक उदाहरणात्मक सूची, जिनके अंतर्गत नामांकनों पर विचार किया जाएगा, नीचे दी गई हैं:-

- (i) A medal
- (ii) A scroll, and
- (iii) A Cash Award

In the individual category, the Award amount would be ₹ 1 lakh. In case of a team, the total Award amount for the team would be ₹ 5 lakh subject to a maximum of ₹ 1 lakh per member. The Award amount for an organisation would be ₹ 5 lakh. The Award amount is exempt from income tax under section 10(17A) (i) of the Income Tax Act, 1961.

Nominating Authorities

Self nominations would not be accepted. Nomination of an individual or a team of officers or an organisation could be made by Central Government Departments/Ministries/State Governments/Non-Governmental Organisations and other stake-holders.

The last date for the receipt of nominations is 16th July of each year for the Awards for the previous year.

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(s).

An illustrative list of thrust areas under which nominations may be considered for the Award, is given below:

- ★ एक नवप्रवर्तनकारी योजना/परियोजना का कार्यान्वयन शुरू करना
- ★ प्रणालियों में ग्राह्य सुधार लाना और संस्था निर्माण करना
- ★ लोक प्रणाली को कुशल और भ्रष्टाचार मुक्त बनाना
- ★ आपात स्थितियों जैसे – बाढ़, भूकम्प आदि में असाधारण कार्य निष्पादन।

नामांकनों पर कार्रवाई करना

नामांकनों की जाँच सचिव, प्रशासनिक सुधार और लोक शिकायत विभाग की अध्यक्षता में एक विशेषज्ञ समिति द्वारा की जाएगी। यह समिति अपनी ओर से भी विचारणीय पहलों को शामिल कर सकती है। इस समिति द्वारा छॉटे गए नामांकनों के लिए मौका अध्ययन भी किए जाएंगे। यह समिति अध्ययन रिपोर्टों पर भी विचार करेगी और मंत्रिमंडल सचिव की अध्यक्षता में गठित शक्ति प्राप्त समिति को अपनी सिफारिशें प्रस्तुत करेगी।

विशेषज्ञ समिति द्वारा सिफारिश किए गए नामांकनों पर शक्ति प्राप्त समिति द्वारा विचार किया जाएगा तथा यह समिति नामांकितियों को समिति के समक्ष एक प्रस्तुतीकरण देने के लिए भी कह सकती है। उसके बाद शक्ति प्राप्त समिति पुरस्कारों के लिए सिफारिश किए गए अधिकारियों की सतर्कता स्थिति एवं समग्र कार्य निष्पादन का मूल्यांकन करने के बाद प्रधानमंत्री को विचार के लिए अपनी सिफारिशें करेगी। विशेषज्ञ समिति और शक्ति प्राप्त समिति दोनों में सदस्यों का नामांकन प्रधानमंत्री के अनुमोदन से किया जाएगा।

पुरस्कार प्रदान किया जाना

प्रत्येक वर्ष सिविल सेवा दिवस के अवसर पर अर्थात् 21 अप्रैल को श्री. भारत सरकार द्वारा ये पुरस्कार प्रदान किए जाएंगे।

- ★ Introducing and implementing an innovative scheme/project.
- ★ Bringing perceptible improvements in systems and building up institutions
- ★ Making public delivery systems efficient and corruption free
- ★ Extraordinary performance in emergent situations like floods, earthquake etc.

Processing of Nominations

The nominations would be examined by an Expert Committee chaired by Secretary, Department of Administrative Reforms & Public Grievances. This Committee could also take up noteworthy initiative(s) suo-moto. On-the-spot studies would be done for the nominations shortlisted by this Committee. The Committee would take into account the study Reports and make its recommendations to the Empowered Committee chaired by the Cabinet Secretary.

The Empowered Committee would consider the nominations recommended by the Expert Committee and may also ask the nominees to make a presentation before the Committee. The Empowered Committee would then make its recommendations for the consideration of the Prime Minister after assessing the vigilance status and overall performance of officers recommended for the Awards. The members in both Expert Committee and the Empowered Committee would be nominated with the approval of the Prime Minister.

Presentation of Awards

The Awards would be presented by the Prime Minister of India on the occasion of Civil Services Day i.e. 21ST April each year.