

**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 for the year 2009-10**

1. Category under which the nomination is being made [*please tick (✓) only one option*]:

- Officer(s) of Central / State Government – Individually
- Officer(s) of Central / State Government – As a group
- Organization / Institution / Office

2. Details of the nominee(s):

- a) Name of the nominee (Dr. / Mr. / Ms.)
- b) Department / institution where the initiative was implemented
- c) Role / designation at the time of the initiative
- d) Currently posted at / working with
- e) Current designation
- f) Current complete postal address with Pin Code
- g) Contact details (Phone & Fax No.s, E-mail ID, Mobile Phone No.s)

*[Note: (a) to (f) to be repeated, in case of nominations as a group]*

3. Nominating individual / institution:

- a) Name of the official authorized to nominate (Dr. / Mr. / Ms.):
- b) Name of the institution
- c) Designation
- d) Complete postal address with Pin Code
- e) Contact details (Phone & Fax No.s, E-mail ID, Mobile Phone No.s)

(Please also provide the details of involvement of the nominating officer/authority with the initiative)

4. Please furnish the details about the initiative, strictly under the subheads prescribed below: (The entire description and narration should not exceed ten one-side A4 size pages)

- Initiative – its background, reasons for project initiative and the period/duration

- Purpose & priorities of the initiative
- Strategies adopted/mode of transformation with details of role of various stakeholders
- Outcomes i.e. impact/benefits resulting from the project, for example:
  - Improvement in delivery time of services
  - Better beneficiaries feedback
  - Improvement in measurable indicators
  - Simplified procedures

*(A comparative analysis of the key result areas, key performance indicators and other socio-economic impact parameters, before and after the implementation of the initiative is a MUST)*

- Highlights/features of the initiative, for example:
  - Transparency and stakeholder participation
  - Innovativeness of the initiative and its replicability
  - Increased efficiency of processes and effectiveness of outcomes
  - Display of leadership / Team work by the nominee(s)
  - Sustainability of the initiative

5. Has the outcome or impact of the initiative been audited or evaluated by any independent agency for reality check of the realized benefits vis-à-vis those envisaged?

- Yes
- No

If yes, please attach details of the report

6. Was/were this initiative or nominee(s) winner(s) of any other Award instituted by any other National / International organization including those from India? *(If Yes, please provide brief details thereof, in not more than 100 words)*

7. Signature of the nominating authorized officer

Name & Address :

Designation with Seal :

Date :

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**Important Notes on the Award Scheme &  
Guidelines for Filling in the Nomination Form:**

- a) This award is open to the officers of civil service from state / central Governments, including local bodies, panchayats and zilla parishads for achievements as follows:
- Implementation of innovative schemes / 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.
- b) Implementation of a project as given is the basic responsibility and duty of the official(s) / authority(ies) concerned and hence, nominee(s) / nomination(s) would be worthy of consideration under the Award Scheme, if and only if the initiative(s) and accomplishment(s) is/are truly innovative, extra-ordinary, outstanding, exemplary and/or exceptional.
- c) Where the nomination is in respect of a group of individuals, names of all the nominees should be explicitly stated. No change in the same would be permitted at a later stage.
- d) Self nominations, nominations that are not of serving civil servants and also nominations of organizations not involving serving civil servants would be rejected.
- e) Nominations with incomplete data and/or sketchy details and nominations received late would also be rejected.
- f) The initiative / project should have been in successful implementation for at least one year, as on the date of nomination.
- g) Nominations made should be self-explanatory. In case any documentation in support of the initiative is to be attached along with the nomination, the same should be brief and relevant.
- h) Printed booklets, video films, supplementary material on CDs, press clippings, photographs, reference letters, photo copies of certificates/recognitions etc. should not be attached with the nomination. Only references to them need be mentioned. These would be reviewed, if required, at a later date.
- i) Two copies of the nominations, strictly as per the above format should be mailed by registered / speed post, directly to the following address:

The Director (AR)  
Department of Administrative Reforms & Public Grievances  
Sardar Patel Bhavan, 5<sup>th</sup> Floor  
Sansad Marg  
New Delhi – 110 001

Telefax: 011-2336 0369  
Fax: 011-2374 2133  
Mail: [ritika.bhatia@nic.in](mailto:ritika.bhatia@nic.in)

- j) Nominations for the 2009-10 Awards should reach the above address latest by 15<sup>th</sup> July, 2010.
- k) Nominations not in the prescribed form as above will be returned to the senders for resubmission by the due date. No extension of date in such cases would, however, be possible.
- l) In all matters of the 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.
- m) Canvassing in any form will be a distinct disadvantage.

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