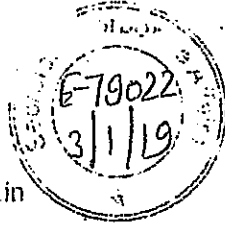


के. वी. ईपेन  
सचिव

K V Eapen  
Secretary

Tel.: 011-23742133  
Fax : 011-23742546  
E-mail : secy-arp@nic.in



भारत सरकार,  
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-11025/4/2018-AR.I (5958)

2<sup>nd</sup> January, 2019

Dear Secretary,

*JS (A)*  
As you are aware, the PM's Awards for Excellence in Public Administration, 2019 will be given for excellence in implementing Priority Programmes of Government of India. In addition, two Awards, one for innovations in environment conservation, disaster management, water conservation, energy, education and health, women and child centric initiatives, etc., and second exclusively for Aspirational districts will also be considered.

2. The process of receiving online applications for the Awards has commenced from 1st January, 2019. It will continue till 15<sup>th</sup> January, 2019 for both Priority Programmes and Innovation categories.

*2/1/19*  
3. Organizations of Central and State Governments / Districts are eligible for the Awards in the Innovation category. I request you to kindly sensitize and encourage organizations under your Ministry/Department and also districts implementing various Central schemes under your Ministry/Department to apply for the Awards. This will cover innovative work done by them during the period 1st April, 2017 to 31st December, 2018 under the Innovation category. For Aspirational districts, a committee chaired by NITI Aayog will do the screening and separate applications are not required.

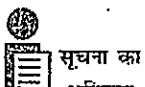
4. I am also happy to inform that this time, the Awards will include one each for Additional Secretaries/Joint Secretaries as Prabhari Officers for Aspirational districts and for Director/DS level and Under Secretary levels as Nodal officers under Gram Swaraj/Extended Gram Swaraj Abhiyan again for which separate applications are not required.

With regards,

Yours sincerely,

02/01/19  
(K. V. Eapen)

Secretaries to Government of India  
(All Ministries/Departments)



*JS (A)*  
8/1/19

*Pl circulate it to all concerned.*

*JS (A)*  
7/1/19  
*JS (RA)*  
*Salient*

ED-913459165

14

के. वी. ईपेन  
सचिव  
K V Eapen  
Secretary



भारत सरकार,  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
प्रशासनिक सुधार और लोक शिकायत विभाग  
सरदार पटेल भवन, संसद मार्ग,  
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GOVERNMENT OF INDIA  
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D.O. No. K-11025/4/2018-AR.I (5958)

05-11-2018

Dear 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. **A copy of the scheme is enclosed.**

2. The PM's Awards for 2019 shall be given for excellence in work in three distinct categories - Priority Programmes, Innovations and Officers of Government of India.

3. The following Priority Programmes have been identified this year for the awards likely to be presented on Civil Services Day, 2019:-

- E-National Agricultural Market (E-NAM)
- National Rural Livelihood Mission (NRLM)
- SAUBHAGYA (Pradhan Mantri Sahaj Bijli Har Ghar Yojana), and
- Mission Indradhanush

For awards under this category, 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 to ensure wider participation.

4. Under the scheme for Prime Minister's Awards, there is a category for 'Innovations.' It would have two awards, one in environmental conservation, disaster management, water conservation, energy, education, health, women and child-centric initiatives, etc. and the other for Aspirational districts for innovations falling under the Aspirational Districts Program (ADP). For these awards, in the first sub category Central/State Government organizations including districts are eligible to apply. For the Aspirational districts category, only aspirational districts should apply. The period for consideration of the award is April, 2017 to December, 2018.

5. The applications for the awards shall be received online on the portal from a notified date in the format to be communicated in due course. Applicants may submit their application forms detailing their achievement, specifically highlighting path-breaking innovations done by any functionary/organizations. The award to the selected organization is likely to be presented on next Civil Services Day i.e 21<sup>st</sup> April, 2019.

6. I would request you to sensitize the Districts/Organizations under your Ministry/Department to compete for the Awards. We expect that the scheme would generate great enthusiasm and wide participation.

With regards

Yours sincerely,

(K. V. Eapen)

Secretaries to Govt. Of India (All Ministries/ Depts.)





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

### PART - A

#### Priority Programmes & Innovation

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 awards are given every year for Excellence in implementing identified Priority Programmes 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 2019, the following four Priority Programmes have been identified:
    - i. National Agriculture Market (e-NAM)
    - ii. National Rural Livelihood Mission (NRLM)
    - iii. SAUBHAGYA (Pradhan Mantri Sahaj Bijli Har Ghar Yojana)
    - iv. Mission Indradhanush
  - b) Two 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.**, of which one shall be given for innovations by Aspirational districts, under the Aspirational Districts Programme ( ADP).

### 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 1<sup>st</sup> April 2017 to 31<sup>st</sup> December 2018.

#### 4. Details of Awards

4.1 Priority Programmes- 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 under this category would be 12.**

4.3 Innovation-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 exclusively for innovation by Aspirational District under the purview of Aspirational Districts Programme. There would not be any grouping of States for Innovations category.

4.4 The award shall consist of a (i) Trophy (ii) Scroll and (iii) an incentive of Rs. ten lakh to the awarded District/organization 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 Programmes will be evaluated on the basis of pre-determined parameters in consultation with Line Ministry/ Department.
- b) The general award for Innovation will be evaluated on the basis of following criteria:

- i. Introducing and implementing an innovative idea/ scheme/project to meet stakeholders' requirement.
  - ii. Bringing perceptible improvement 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.
- c) Under the innovation award reserved for Aspirational District, innovative work done in any of the eight sectors identified by NITI Aayog under the Aspirational Districts Programme would be considered.

## **6. Processing of applications:**

- 6.1 Online applications shall be invited from Districts/ Organizations (applicant) in the selected priority programmes as well as innovations in the prescribed format detailing their achievements specifically highlighting path-breaking innovation done by any functionary/ organisation.
- 6.2 **Step I- Short-listing of Districts/ Organizations by Screening Committee (first stage):** Screening Committee(s) chaired by Additional Secretary level officer(s) shall examine the applications of identified Priority Programmes and Innovation. For evaluation under Innovation (Aspirational Districts), screening committee would be headed by an Additional Secretary level officer of NITI Aayog. Inputs received from the Prabhari Officers with respect to specific work done in Innovation in the Aspirational district would also be taken into consideration.
- 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 the Call Centre and will 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/ initiatives for innovation in Districts/ Organizations shortlisted by the Screening Committee.

There would be two Expert Committees- one headed by Secretary, DARPG for Priority Programmes and Innovation (General) and the other headed by CEO, NITI Aayog for Innovation (ADP). The Expert Committees would evaluate the spot study reports and further shortlist the District(s)/ Organizations for making recommendation to the Empowered Committee chaired by the Cabinet Secretary.

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 shall be chaired by the Cabinet Secretary. Other members would include Additional Principal Secretary to PM, CEO NITI Aayog and three Non-official members.

6.6 The Empowered Committee will 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 will 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 for 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/ stakeholders 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 Awards 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.

## **PART- B**

### **Award for Additional /Joint Secretary, Director/Deputy Secretary and Under Secretary level officers serving in Government of India**

9. There shall be three awards, one each for Additional / Joint Secretary level officers, Director/Deputy Secretary level officers and Under Secretary level officers serving in the Government of India in the following categories.
- (i) Additional/ Joint Secretary level officers serving as Prabhari Officers under Aspirational Districts Programme.
  - (ii) Director/ Deputy Secretary level officers working as nodal officers for implementation, coordination and monitoring of the schemes



under Gram Swaraj Abhiyan or for Extended Gram Swaraj Abhiyan.

- (iii) Under Secretary level officers working as nodal officers for implementation, coordination and monitoring of the schemes under Gram Swaraj Abhiyan or for Extended Gram Swaraj Abhiyan.

## **10. Criteria for Award**

### **10.1 Additional/ Joint Secretary level officers**

Additional/ Joint Secretary level Prabhari officers involved with the Aspirational Districts Programme are expected to contribute effectively for the transformation of the Aspirational Districts allocated to them. The Award for these officers will be based on evaluation of their work relating to coordinating and monitoring for the improvement of key parameters of the Aspirational District allocated to them.

### **10.2 Director/Deputy Secretary level officers**

Director/ Deputy Secretary level officers involved as Nodal Officers with the Gram Swaraj Abhiyan and/or Extended Gram Swaraj Abhiyan (EGSA) are expected to spread awareness about pro-poor initiatives of government, reach out to poor households to enrol them, as well as to obtain their feedback on various welfare programmes. The Award for Director/DS level nodal officers serving in Government of India will be based on evaluation of their efforts towards coordinating and monitoring of the efforts for saturation of the eligible households/persons under seven flagship pro-poor programmes in identified villages. Government of India officers involved with the roll out, implementation, monitoring, portal management etc. at the national level would also be eligible for the award.

### **10.3 Under Secretary level officers**

Under Secretary level officers working as Nodal officer for Gram Swaraj Abhiyan or Extended Gram Swaraj Abhiyan shall also be awarded for their efforts towards coordinating and monitoring of the efforts for saturation of the eligible households/persons under seven flagship pro-poor programmes in identified villages.

### **11. Period of consideration**

The period of consideration for initiatives under the scheme shall be from date of launch of Aspirational District Programme & Gram Swaraj Abhiyan and Extended Gram Swaraj Abhiyan to 31<sup>st</sup> December 2018.

### **12. 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.

### **13. Short-listing of Additional Secretary/Joint Secretary, Director/Deputy Secretary and Under Secretary level officers**

All Additional Secretary/ Joint Secretary level officers appointed as Prabhari Officers under the Aspirational Districts Programme and all Director/ Deputy Secretary and Under Secretary level officers involved as Nodal Officers with the Gram Swaraj Abhiyan and/or Extended Gram Swaraj Abhiyan (EGSA) will be evaluated through a three stage process as given below:-

- i) An initial evaluation for Additional Secretary / Joint Secretary level officers involved with ADP programme as Prabhari Officers will be done by a Screening Committee headed by a senior officer of NITI Aayog with officers of various line ministries responsible for implementation of ADP Programme as members.
- ii) Thereafter, the contribution of the Additional Secretary /Joint Secretary level officers towards the programme will be evaluated by an Expert Committee headed by CEO NITI Aayog. The Expert Committee for Additional/Joint Secretary level officers would be constituted with the approval of the Cabinet Secretary. The Expert Committee will produce a shortlist of 5 officers to be submitted for evaluation by the Empowered Committee.
- iii) The initial evaluation for Director/Deputy Secretary level as well as Under Secretary level nodal officers will be done by a Screening Committee headed by a senior officer of Ministry of Rural Development with officers representing line ministries dealing with

Gram Swaraj Abhiyan and Extended Gram Swaraj Abhiyan as members.

- iv) Thereafter, the contribution of Director/Deputy Secretary level as well as Under Secretary level nodal officers towards the programme will be evaluated by an Expert Committee headed by Secretary, Rural Development. The Expert Committee for Director/Deputy Secretary level officers as well as Under Secretary level officers would be constituted with the approval of the Cabinet Secretary. The Expert Committee will produce a shortlist of 5 officers in each of the category i.e. Director/ Deputy Secretary level and Under Secretary level to be submitted for evaluation by the Empowered Committee.
- v) Recommendations of the Expert Committees for Additional/Joint Secretary, Director/Deputy Secretary and Under Secretary level officers will be presented to the Empowered Committee, which in turn would recommend final selection. The Empowered Committee will be same as defined in Para 6.5 of Part A of this scheme.

#### **14. Approval of the Prime Minister**

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