



**Government of Odisha  
General Administration Department**

No. 18437/AR Date 25/08/2016

**ADVERTISEMENT FOR  
CHIEF MINISTER'S AWARD, 2015-16**

Nominations are invited from intending and eligible Individuals / Groups / Organizations, as per guidelines, for the Chief Minister's Award for Excellence and Innovation in Governance and Public Service Delivery for the year 2015–16. The last date for receipt of nomination forms is **31.10.2016**.

Other details regarding Nomination Form and Guidelines are available in our website : [gaodisha.gov.in/sites/default/files/CM Award for website.pdf](http://gaodisha.gov.in/sites/default/files/CM Award for website.pdf) .

*Sd/-*

*Additional Secretary*

**Nomination Form for Chief Minister's Award for Excellence and Innovation in Governance and Public Service Delivery for the year 2015-2016**

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

- Officer of State Government – Individually
- Officers of State Government – As a group
- Organization

2. Applying for (*please mention the category as indicated in guidelines at Point (a)*) :

3. Details of the Nominee(s):

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

Notes:

- (i) (a) to (g) to be repeated for all nominees, in case of nominations as a Group.
- (ii) (b) to (e) are not applicable when the nominee is "Organization".

4. Nominating Authority:

- a. Name of the nominating authority (Dr. / Mr. / Ms.):
- b. Name of the Department / Organization
- c. Designation of the Nominating Authority
- d. Complete postal address with Pin Code
- e. Contact details (Phone & Fax No.s, E-mail ID, Mobile Phone No.s)

5. 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).

- (a) Title of the initiative
- (b) Department / Organization where the initiative was implemented
- (c) Background of the initiative
- (d) Motivator(s) for the project initiative

- (e) Purpose & priorities of the initiative
- (f) Date of implementation of the initiative
- (g) Strategies adopted for bringing about the transformation and positive impact
- (h) Role of various stakeholders – most importantly, role and details of involvement of the nominee(s) in the initiative
- (i) Highlights/positive features of the initiative under each of the following important dimensions:
  - Transparency and stakeholder participation
  - Innovativeness of the initiative and its replicability
  - Increased efficiency of outputs/processes and effectiveness of outcomes
  - Display of leadership / Team work by the nominee(s)
  - Sustainability of the initiative
- (j) Outcomes i.e. impact/benefits resulting from the initiative, 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, in the form of a table, is a MUST)*

6. 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 provide brief details thereof, in not more than 100 words)*

7. Was/were this initiative or nominee(s) winner(s) of any other Award(s) instituted by any other National / International organization?

*(If Yes, please provide brief details thereof, in not more than 100 words)*

8. Signature of the Nominating Authority:

Name & Address:

Designation with Seal:

Date:

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## **Guidelines for Filling in the Nomination Form**

- a) This award is open to the officers of civil service of the State Government, including local bodies, panchayats and zilla parishads for achievements as follows:
- Implementation of innovative schemes / projects
  - Bringing perceptible systematic 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) will 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 name will be permitted at a later stage.
- d) Self-nominations, nominations that are not of serving civil servants will be rejected.
- e) Nominations with incomplete data and/or sketchy details and nominations received late will 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. A legend should be provided for all abbreviations/acronyms used in the nomination and documentation.
- h) Printed booklets, video films, supplementary material on CDs, press clippings, photographs, reference letters, photo copies of certificates/recognitions etc. should be attached with the nomination. These will 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 with soft copy (word file) to be sent through mail:**

Additional Secretary to Government  
General Administration (AR) Department  
Odisha Secretariat  
Bhubaneswar-751001  
Phone: 0674-2322367  
Mail: gaarcell65@yahoo.com

- j) Nominations for the year **2015-2016** should reach the above address latest by **31<sup>st</sup> October, 2016**.
- k) Nominations not in the prescribed form as above shall not be considered.
- l) Soft copy of the Nomination form (**WORD FILE**) should be sent in the mail ID **gaarcell65@yahoo.com**.
- m) In all matters of the Award Scheme, the decision of the General Administration Department, Government of Odisha, will be final and binding.
- n) Canvassing in any form will be a distinct disadvantage.

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## Chief Minister's Award for Excellence and Innovation in Governance and Public Service Delivery

### **The Award**

Government of Odisha have decided to introduce "Chief Minister's Award for Excellence and Innovation in Governance and Public Service Delivery" to recognize the extraordinary and innovative work done by the officers of the State Government.

### **Objective of the Scheme**

The Scheme is envisaged to acknowledge the outstanding and exemplary performance of the State civil servants. An illustrative list of work/projects, which may be considered for the award are given below:

- Implementation of innovative scheme/projects;
- Bringing in perceptible systemic changes and building up institutions;
- Making public delivery systems efficient and corruption free;
- Showing innovation and adaptation to meet the 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.

Generally, not more than one award will be given in each area mentioned above.

### **Scope of the Scheme**

All officers of State Government individually or as group or as organizations are eligible to be considered for the awards.

### **Details of Award**

The Award will comprise the following:

- (i) A medal
- (ii) A scroll, and
- (iii) Cash award of ₹1lakh. In case of a group of officials total award money for that group will be ₹5lakhs subject to a maximum of ₹1lakh per person. The amount for an organization will be upto a limit of ₹5 lakhs.

The Chief Minister would distribute the Awards in a ceremonial function.

## **Modalities**

### **(I) Nomination**

Nomination of an individual or a group of officers or an organization can be made by State Government/Non-Governmental Organizations and other stakeholders. Nominations must be accompanied by details of work done by each individual, innovative methods used for improving service delivery, period and circumstances in which the job was done and initiative taken by the officers concerned. Innovation in public administration is a product of good teamwork and leadership. Therefore, recognition will be accorded to the institution/ office, which introduces the innovation as much as the few individuals who provide the leadership in translating ideas into action. It is also important to ensure that the innovations are sustainable and result in permanent improvements in service delivery.

### **(II) Screening**

The preliminary shortlisting of nominations will be done by an Expert Committee.

The Chairman of the Expert Committee shall be a retired AIS Officer with ample field experience. The other members of the Expert Committee shall be as follows:

- (a) A Professor of Xavier Institute of Management, Bhubaneswar.
- (b) A Professor of Department of Economics, Utkal University.
- (c) A Professor of IIT, Bhubaneswar.
- (d) Two eminent persons may be nominated by the Chief Minister.

The Expert Committee will scrutinize the nominations, made field visits, organize spot studies and make recommendation of at least 5 nominations to the Empowered Committee.

### **(III) Recommendations**

The recommendations made by the Expert Committee will be considered by an Empowered Committee comprising the following Officers:

Chief Secretary	Chairperson
Development Commissioner-cum-ACS	Member
Chief Administrator (KBK)	Member
2 or 3 eminent persons from outside Government	Members
Principal Secretary, G.A. Department	Member-Secretary

Eminent Personalities from outside the Government will be nominated with the approval of Chief Minister. The Empowered Committee may also ask the nominees to make presentations on their respective projects/work. It will make the final recommendations for approval of the Chief Minister.

**(IV) Announcement of Awards**

The Awards will be announced on January 26 each year. The schedule will be as follows:

- |  |               |
|--|---------------|
| a. Last date of receiving nominations                        | - October 31  |
| b. Shortlisting of nominations                               | - November 15 |
| c. Recommendations by Expert Committee                       | - November 30 |
| d. Finalisation of recommendation by the Empowered Committee | - December 15 |
| e. Recommendations to reach C.M. Office                      | - December 25 |



Government of Odisha  
General Administration (AR) Department

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**NOTIFICATION**

No. GAD-AR-ORPJ-0009-2014/ 2997 /AR, Bhubaneswar dated 3<sup>4</sup> February 2016

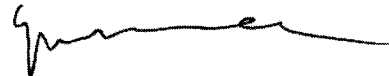
**Sub.: Revised Guidelines for the Chief Minister's Award for Excellence and Innovation in Governance and Public Service Delivery.**

The following revisions are hereby made in the Guidelines on Chief Minister's Award for Excellence and Innovation in Governance and Public Service Delivery.

- 1- The words " Excluding AIS Officers" shall be deleted from the paragraph under the heading The Award
- 2- (i) The words "The Chairman of the Expert Committee shall be a retired AIS Officer with ample field experience" shall be inserted in the paragraph under the heading Screening.  
(ii) A retired Judge of High Court and Sri Jagadananda, eminent personality appearing at points (d) and (e) under the same paragraph i.e. Screening, shall be substituted by "(d) Two eminent persons may be nominated by the Chief Minister"
- 3- The words "Development Commissioner" and "Additional Chief Secretary (KBK)" under the heading Recommendation shall be substituted by "Development Commissioner-cum-ACS" and "Chief Administrator (KBK)" respectively.

All other points remain unaltered.

By order of Governor



PRINCIPAL SECRETARY TO GOVERNMENT  
GA (AR) DEPARTMENT

Memo No. 2998 /AR, dated 3<sup>4</sup> February 2016

Copy forwarded to the Director, Printing, stationary and Publications, Odisha, Cuttack / Odisha Gazette Cell in-Charge, Odisha Gazette Cell, Commerce Department for information and necessary action. They are requested to publish the Notification in the extraordinary issue of the Odisha Gazette and supply 200 copies of the same to this Department for official use.

Memo No. 2999 /AR, dated 3<sup>4</sup> February 2016

Copy forwarded to Sr PS to Chief Secretary, Odisha for kind information of Chief Secretary.

Memo No. 3000 /AR, dated 3<sup>4</sup> February 2016

Copy forwarded to all Departments of Government / All Collectors for information and necessary action.

Memo No. 3001 /AR, dated 3<sup>4</sup> February 2016

Copy forwarded to Officer-in-charge, Secretariat I T Centre, Bhubaneswar for information and necessary action. He / She is requested to upload the Notification in the website of G A Department.

Additional Secretary to Government