



**Revised Guideline for
Chief Minister's Award for Excellence and
Innovation
In
Governance & Public Service Delivery**

August 2017

**General Administration & Public Grievance (Administrative Reforms)
Department**

Government of Odisha

1. The Award

Government of Odisha have introduced "Chief Minister's Award for Excellence and Innovation in Governance and Public Service Delivery" since the year 2012-13, to recognize the extraordinary and innovative work done by the officers of the State Government.

2. Objective of the Scheme

The Scheme is envisaged to acknowledge the outstanding and exemplary performance of the State Civil Servants. The illustrative works/projects, to be considered for the award, are given below:

- i. Implementation of Innovative Schemes/Projects
- ii. Bringing in perceptible systemic changes and building up institutions
- iii. Making Public Delivery Systems efficient, corruption free and hassle free
- iv. Showing innovation and adaptation to meet the stakeholders' requirements
- v. Extraordinary performance in emergent situations like flood, earthquake etc.
- vi. Setting high standards of services and continued improvement, showing high leadership qualities and improving employees' motivation etc.

3. Scope of the Scheme

All Officers of State Government **Individually** or as **Group** or as **Organization** are eligible to apply for the Awards.

4. Details of Award

The Award will comprise the following:

- (i) **A Trophy**
- (ii) **A Certificate**, and
- (iii) Cash award of ₹1.00 Lakh for Individual. In case of a Group of officials, total award money for that Group will be ₹5.00 Lakh subject to a maximum of ₹1.00 Lakh per person. The amount for an Organization will be of ₹5.00 Lakh.

5. Distribution of the Awards

The Chief Minister would distribute the Awards in a Ceremonial Function.

6. Modalities

(I) Nomination

The Employees of State Government and State Government Undertakings are eligible to apply online by following due procedure. Nominations must be accompanied by details of work done by each individual, such as, innovative methods used for improving Service Delivery, period and circumstances in which the job was done and initiative taken by the officers concerned. It is also important to ensure that the innovations are sustainable and result in permanent improvements in Service Delivery.

The nominations will be considered for **Innovations in the areas of environment conservation, disaster management, water conservation, energy,**

education and health, women and child centric initiatives, agriculture, Skill development, smooth delivery of Citizen-Centric Services etc.

(II) Eligibility

Period of initiation of the Project for consideration for the Award: Within 3 years preceding to the Notification for the Award.

(III) Criteria for evaluation:

The initiatives 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 preferably by leveraging technology.
- iv. Preparedness / extraordinary performance in emergent situations, disasters like cyclone, earthquake, flood etc.

(IV) Submission of Application:

- i. Applications for the Award shall be received online only, in the prescribed format.
- ii. Application should contain a write-up of about 300 words with a focus on key elements of the innovative approach taken up, objective, sustainability etc.
- iii. There will be 3 categories of nominations like Individual, Group and Organization. The nominee(s) is/are to submit application(s) to the respective Nominating Authority as detailed below:

SL	Category	Nominee(s)	Nominating Authority
1	Individual	Officer working in a District, other than the Collector	Concerned Collector
2	Individual	Collector	Concerned RDC
3	Individual	Officer of a Directorate	Concerned Department of Government
4	Individual	Special Secretary/Secretary/Principal Secretary/Additional Chief Secretary	DC-cum-ACS
5	Group	Officers working in a District (Other than Collector)	Concerned Collector

6	Group	Officers working in a District, where Collector himself is a nominee	Concerned RDC
7	Group	Officers of a Directorate	Concerned Department of Government
8	Group	Special Secretary/Secretary/Principal Secretary/Additional Chief Secretary, even such High Level Officer(s) is/are also nominee(s)	DC-cum-ACS
9	Organization (Functioning within a District)	Organization	Concerned Collector
10	Organization (covering more than one District)	Organization	Concerned Department of Government
11	Directorate(s)	Organization	Concerned Department of Government

- iv. Same person cannot apply more than once in a particular year.
- v. The innovation should have been implemented at least one year back, prior to sending for award.
- vi. The Application for the award should contain the details of the contribution of each nominee / stake holder of the initiatives / projects.
- vii. For receipt of the Award, the Organization may be represented by the serving Head of the organization or an Officer nominated by him/ her for making presentations, whenever required.
- viii. The innovation work should be beyond the normal official schematic project / usual job assignment.
- ix. Incomplete nomination and nomination received after due date will not be accepted.
- x. Whenever any abbreviation is used frequently in the Application, its full term to be used, at the outset.
- xi. No self-nomination will be allowed in Individual and Group category of Application. For Organization category, Head of Organization will be the Nominating Authority.
- xii. The Nominating Authority has to offer his views on the nomination while forwarding the application online to GA&PG Department.



(V) 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, Bhubaneswar.
- (c) A Professor of IIT, Bhubaneswar.
- (d) A Professor of Sociology, RD Women's University, Bhubaneswar.

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

(VI) 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
Agricultural Production Commissioner	Member
Special Secretary, GA&PG Department	Member-Secretary

The Empowered Committee may ask the nominees to make presentations on their respective projects/works. It will make the final recommendations for approval of the Chief Minister.

In all matters of the Award Scheme, the decision of the General Administration & Public Grievance (Administrative Reforms) Department, Government of Odisha would be final and binding. Any project/initiative can be rejected by the Competent Authority, without assigning any reason thereof.

(VII) Calendar for the Award

The schedule of the Awards will be as follows:

- a. Opening date of online registration - 1st July
- b. Last date of receiving nomination - 31st October
- c. Shortlisting of nomination - By 15th November
- d. Expert Committee Sitting - By 30th November
- e. Field Visit - By December
- f. Recommendations of Expert Committee - By 15th January
- g. Finalization of recommendation by the Empowered Committee - By 31st January
- h. Award giving ceremony- As Decided by Hon'ble Chief Minister.