

Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances

Prime Minister's Awards for Excellence in Public Administration

Nomination Form for the Year 2011-12

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

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

2. 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) Ministry / 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".

3. Nominating Authority:

- a) Name of the nominating authority (Dr. / Mr. / Ms.):
- b) Name of the Ministry / 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)

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).

- (a) Title of the initiative
- (b) Ministry / 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)

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

6. 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)

7. Signature of the Nominating Authority:

Name & Address:

Designation with Seal:

Date:

