

**GOVERNMENT OF ASSAM
ADMINISTRATIVE REFORMS AND TRAINING DEPARTMENT
DISPUR: GUWAHATI-6.**

NOTIFICATION

Dated Dispur 19th May 2006

NO.AR. 19/2006/83 : The Governor of Assam is pleased to constitute a State Level Committee to recommend nominations for "Prime Minister's Award for Excellence in Public Administration" instituted by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions, Government of India as under :

- | | | |
|--|---|------------------|
| 1. Chief Secretary | - | Chairman |
| 2. Additional Chief Secretaries (I) | - | Member |
| 3. Additional Chief Secretary (II) | - | Member |
| 4. Additional Chief Secretary (III) | - | Member |
| 5. Senior most Secretaries of Departments related to the fields of excellence in which nominations are submitted | - | Invited Member |
| 6. Senior most Secretary of Administrative Reforms and Training Department | - | Member-Secretary |

The Committee will short list the nominations and verify the facts mentioned therein before forwarding the nominations to the Central Government as per guidelines enclosed at Annexure I.

The Schedule of submission and forwarding the nominations will be as under:

- | | | |
|--|---|-----------------------|
| (a) Last date of receiving nominations from various State Government Departments | - | 15 th June |
| (b) Short list of nominations and recommendations by the State Level Committee | - | 15 th July |

This will come into force with immediate effect.

Sd/- S.K.Khare
19.05.06

**Commissioner and Secretary to the Govt. of Assam
Administrative Reforms and Training Department**

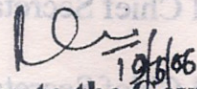
Memo No.AR. 19/2006/83-A

Dated Dispur, the 19th May 2006

Copy to:

1. The Staff Officer to the Chief Secretary to the Govt. of Assam, Dispur.
2. The Commissioner & Secretary to Chief Minister, Assam, Dispur.
3. All Additional Chief Secretaries to the Govt. of Assam, Dispur.
4. All Principal Secretaries to the Govt. of Assam, Dispur.
5. All Commissioner & Secretaries to the Govt. of Assam, Dispur.
6. All Secretaries to the Govt. of Assam, Dispur.
7. The Chairman, Assam Board of Revenue, Guwahati.
8. The Chairman, Assam Administrative Tribunal, Guwahati.
9. The Joint Secretary to His Excellency the Governor of Assam for kind information.
10. All Commissioners of Divisions.
11. The Principal Secretary, Bodoland/Karbi-Anglong/N.C.Hills Autonomous Council
12. All Heads of Departments.
13. All Deputy Commissioners.
14. All Sub-Divisional Officers (Civil).

By order etc.



Deputy Secretary to the Govt. of Assam
Administrative Reforms and Training Department

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Sd/- S.K.Khare
 19.05.06
 Commissioner and Secretary to the Govt. of Assam
 Administrative Reforms and Training Department

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

The Award

The Government of India has decided to introduce "Prime Minister's Awards for excellence in Public Administration" to recognize the extraordinary and innovative work done by the officers of the Central and State Governments.

Objective of the Scheme

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

- Implementation of innovative schemes/project;
- 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 Central and State Governments individually or as a group or as organizations are eligible to be considered for the awards

Details of Award

The Award would comprise the following:

- i) A medal
- ii) A scroll, and
- iii) Cash award of Rs.1,00,000/-. In case of a group of officers total award money for that group will be Rs.5 lakhs subject to a maximum of Rs1 lakh per person. The amount for an organization will be upto a limit of Rs.5 lakhs.

The Prime 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 Central Government Departments/Ministries/State Governments/Non-Governmental Organizations and other stake-holders. 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. Innovations in public administration are very often the output of good teamwork and leadership. Therefore, recognition should be accorded to the institution/office, which introduced the innovation as much as the few individuals who provided 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.

The State Governments will constitute a State level Committee to shortlist their nominations and verify the facts before forwarding the nominations to the Central Government.

(II) Screening

The Expert Committee will be chaired by Secretary (Personnel) and will consist of five other Members. Of the five members, two members shall be retired civil servants of the level of Secretary. One of them shall be from the IAS and one from any other service. The remaining three members shall be eminent persons from the areas of civil society, academics, management and media, to be approved by PM.

The committee would examine the nominations and would conduct spot studies also. It would also have the power to suo moto recommend officers. If required, Committee can also co-opt members. It will short-list and recommend at least 25 nominations to the Empowered Committee after verifying the facts.

(III) Recommendations

The recommendations made by the Expert Committee would be considered by an Empowered Committee comprising the following officers:

Cabinet Secretary	Chairperson
Principal Secretary to Prime Minister	Member
Secretary, Planning Commission	Member
2 or 3 eminent persons from outside Government	Member
Secretary (Personnel)	Member-Secretary

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

(V) Announcement of Awards

The awards would be announced on January 26 each year. The schedule would as follows:

- | | | |
|---|---|-------------|
| a. Last date of receiving nominations | - | July 31 |
| b. Short listing of nominations | - | August 31 |
| c. Recommendation by Expert Committee | - | November 15 |
| d. Finalization of recommendations by the Empowered Committee | - | December 15 |
| e. Recommendations to reach PMO | - | December 25 |