



SCHEME FOR

# KARMASHREE

THE CHIEF MINISTER'S AWARD  
FOR EXCELLENCE IN  
PUBLIC ADMINISTRATION, 2023-24

ADMINISTRATIVE REFORMS AND TRAINING  
DEPARTMENT

GOVERNMENT OF ASSAM

**KARMASHREE****THE CHIEF MINISTER'S AWARD FOR EXCELLENCE IN PUBLIC  
ADMINISTRATION 2023-24****GUIDELINES**

- **OVERVIEW: The KARMASHREE** - The Chief Minister's Award for Excellence in Public Administration to acknowledge, recognize and reward the extraordinary, exemplary and innovative work done by the officers of the districts/organizations of the state government.
- **CATEGORY OF THE AWARD:**  
The Award will be of 2 (two) categories of **a total of 12 (twelve) awards** as detailed below:
  - **Category I:** 6 (six) awards for Implementation of Government Scheme, Policies and Programmes from 6 (six) departments; under this category, a comprehensive picture of the progress achieved across the schemes and their effectiveness over the implementation period will be taken into account. For the year 2024, the schemes for Chief Minister's Awards for Excellence in Public Administration will be from the following departments:-

| <b>Name of the Departments</b>   | <b>Schemes</b>   |
|--|--|
| Agriculture<br>Food, Public Distribution and Consumer Affairs<br>Panchayat and Rural Development<br>School Education<br>Health and Family Welfare<br>Housing and Urban Affairs | Departments will choose the names of the schemes on the basis of the criteria set in the guidelines. |

*Note: Preference may be given for innovative intervention in implementation of the schemes and enhancing their effectiveness*

- **Category – II:** 6 (six) awards for Innovation in Public Administration: The Award recognize innovations at the level of Government Department/PSUs and Districts. 3(three) awards for Administrative Department/PSUs and 3(three) awards for Districts.
- **DETAILS OF THE AWARD:** There will be **a total of 12 (twelve) awards; 6 (six) awards for Implementation of Government Scheme, Policies and Programmes and 6(six) awards on innovation.**

The award will consist of:

- a. Trophy
  - b. Citation
  - c. **Incentive of Rs. 1,00,000/- (Rupees One Lakh) for utilization of implementation of project / programs or bridging resource gaps in any area of public welfare.**
- **ELIGIBILITY CRITERIA:** Selection for the award will be on the basis of the following criteria:
    - a. Performance in core Government activities as laid down in existing Rules/Manuals/Scheme Guidelines/Budget announcement etc.
    - b. Innovativeness.
    - c. Replicability and Sustainability.
    - d. Up scalability.
    - e. Impact on overall service delivery system **performance of grievance redressal in CPGRAMS.**
    - f. Improvement in efficiency and effectiveness in administration or governance.
    - g. Social, economic or other benefits from the initiative.
    - h. Improved transparency and objectivity in the process.
    - i. Inclusiveness and community participation.
    - j. Grievance Redressal mechanism and feedback system.
    - k. Quality and capability of Human Resource and mechanism of capacity building.
    - l. Convergence of schemes.
    - m. Any other criteria which may be decided by the Screening Committee and Selection Committee.
    - n. Officers of State Government individually or as a group will be eligible for the award. **Under Scheme category**, a group of not more than 4(four) no. of officials/officers including the applicant will be allowed.  
**Under Innovation category, Individual may apply.**
    - For nomination of the Award for implementation of Priority Programme it has to be from a District/ Implementing Unit.
    - For nomination of the Award for innovation, it has to be from a Department/Organizations of the State Government/District.

**Note: Previous recipient of the Karmashree Award can also apply**

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- **DOCUMENTS REQUIRED:** The following documents should be attached to the form prescribed in the portal.
  1. Applications should contain a write-up based on common and flexible parameters on the Category 1 and Category 2- Innovation along with supporting documents like executive summary, field photographs (maximum 10), flow charts detailing uniqueness and success story of the initiative.
  2. Along with the application, a short video clip of 3-5 minutes duration highlighting the initiative/ innovation may also be appended.
  3. Details of the Programme/initiative, strategies adopted in implementation, period of implementation, exceptional achievements and outcomes, positive impact, replication and sustainability should be reflected in the write-up.
  4. The application for award in innovation should contain the details of beneficiaries/stakeholders of the initiatives/ projects.
  5. Applications with incomplete/ insufficient details shall not be considered.
  6. An index should be provided for all abbreviations/acronyms used in the application and documentation.
  
- **PROCESS FLOW:** Departments/*PSUs*/Districts/ Organizations (applicants) may send online applications in the prescribed format through the website-art.assam.gov.in with due recommendations of the competent authority as mentioned below:

| Sl. No. | Category of the Applicant   | Competent Authority   |
|---------|---|---|
| 01      | a. Officers serving at District level<br>b. Officers serving as District Commissioner.<br><br>c. Officers serving in the Autonomous Council Areas | a. District Commissioner of the District<br>b. Any senior most Secretary of the Govt. of Assam, Assam Secretariat, Dispur.<br>c. Principal Secretary of the Autonomous Council. |
| 02      | Officers serving at Directorate Level   | The Director of concerned Directorate.  |
| 03      | Officers serving at Commissionerate Level   | The Commissioner of concerned Commissionerate.  |
| 04      | Officers serving in the State Secretariat, Dispur   | The Senior most Secretary of concerned Administrative Department.   |
| 05      | Senior most officers serving at State Secretariat, Dispur   | The Minister of the concerned Department.   |

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**CONSTITUTION OF COMMITTEE for Category 1** (for the concerned administrative departments whose schemes are taken for consideration)

| <b>Sl No.</b> | <b>Committee</b>                 | <b>Composition</b>  | <b>Action</b>  |
|---------------|----------------------------------|---|--|
| 01            | Departmental Screening Committee | Screening Committee will be headed by the following officials:<br>i. Senior Most Secretary of the Administrative Department to nominate a Chairperson not below the rank of Secretary<br>ii. Joint/ Deputy Secretary of the Administrative Department (Member Secretary)<br>iii. An officer from T & D Department not below the rank of Joint Secretary | Screening Committees of the respective administrative departments shall examine the applications and place before their respective Expert Committees.  |
| 02            | Departmental Expert Committee    | Expert Committee will be headed by the following officials:<br>i. Senior Most Secretary of the Administrative Department (Chairperson)<br>ii. Joint / Deputy Secretary of the Administrative Department (Member Secretary)<br>iii. An Officer from T&D Department not below the rank of Joint Secretary (Member)  | Expert Committees of the respective administrative departments will assess the initiatives and conduct spot study (if necessary) of the initiatives shortlisted by their respective Screening Committees. Here, the Expert Committee will shortlist the first three best nominations and place before the State Level Committee. |

- *Concerned Administrative Departments have to nominate one Nodal Officer for monitoring the applications for the award and award related matters.*
- *Each concerned administrative departments shall have their own Login ID /Password (to be created by NIC/Amtron) for monitoring the online applications.*

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**CONSTITUTION OF COMMITTEE (for category 2: Innovation):**

| <b>Sl No</b> | <b>Committee</b>    | <b>Composition</b>  | <b>Action</b>  |
|--------------|---------------------|---|--|
| 01           | Screening Committee | <p>Screening Committee will be headed by the following officials:</p> <p>i. Senior Most Secretary to the Govt. of Assam, ARTPPG Department to nominate a Chairperson not below the rank of Secretary</p> <p>ii. Joint/ Deputy Secretary to the Govt. of Assam, ARTPPG Department (Member Secretary)</p> <p>iii. Additional Director/Joint Director, AASC (Member)</p> | Screening Committee shall examine the applications and place before the Expert Committee.  |
| 02           | Expert Committee    | <p>Expert Committee will be headed by the following officials:</p> <p>i. Senior Most Secretary to the Govt. of Assam, ARTPPG Department (Chairperson)</p> <p>ii. Joint / Deputy Secretary to the Govt. of Assam, ARTPPG Department (Member Secretary)</p> <p>iii. An Officer from T&amp;D Department not below the rank of Joint Secretary (Member)</p>               | Expert Committee will assess the initiatives based on the presentation of the initiatives and conduct spot study (if necessary) of the initiatives shortlisted by the Screening Committee. The shortlisted initiatives would be placed before the State Level Committee. |

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|    |                       |  |  |
|----|-----------------------|--|--|
| 03 | State Level Committee | <p>State Level Committee will be headed by the following officials:</p> <ul style="list-style-type: none"> <li>i. Chief Secretary, Assam (Chairperson)</li> <li>ii. Senior most Secretary to the Govt. of Assam, ARTPPG Department (Member Secretary)</li> <li>iii. Senior Most Secretaries of the departments whose schemes are under consideration (Member)</li> </ul> | <p>State Level Committee will shortlist the applications/initiatives for making recommendation to the Hon'ble Chief Minister, Assam for final selection of Awards.</p> |
|----|-----------------------|--|--|

- **FINAL STAGE:** Approval of the Hon'ble Chief Minister, Assam for final selection of Awards.
- **HOW TO APPLY:**
  - 1) 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.
  - 2) The application for award in innovation should contain the details of beneficiaries/stakeholders (between 7 to 10 ) of the initiatives/projects.
  - 3) Application with incomplete/insufficient details shall not be considered.
  - 4) 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.
  - 5) A legend should be provided for all abbreviations/acronyms used in the application and documentation.
- **TIMELINE:** The initiative should have a period of consideration of the previous *two financial years e.g. 1<sup>st</sup> April – 31<sup>st</sup> March.*
- **FUTURE ASSESSMENT:** For awards given on innovative initiatives, future assessment will be made on the sustainability of the innovation.
- **PRESENTATION OF THE AWARD:** The Award will be given ceremoniously on any occasion as decided by the Competent Authority.

**Signed by**

**Monita Borgohain**

**Date: 16-04-2024 13:07:53**

Secretary to the Govt. of Assam

Administrative Reforms, Training,

Pension and Public Grievances Department