

# Karmashree Award 2021

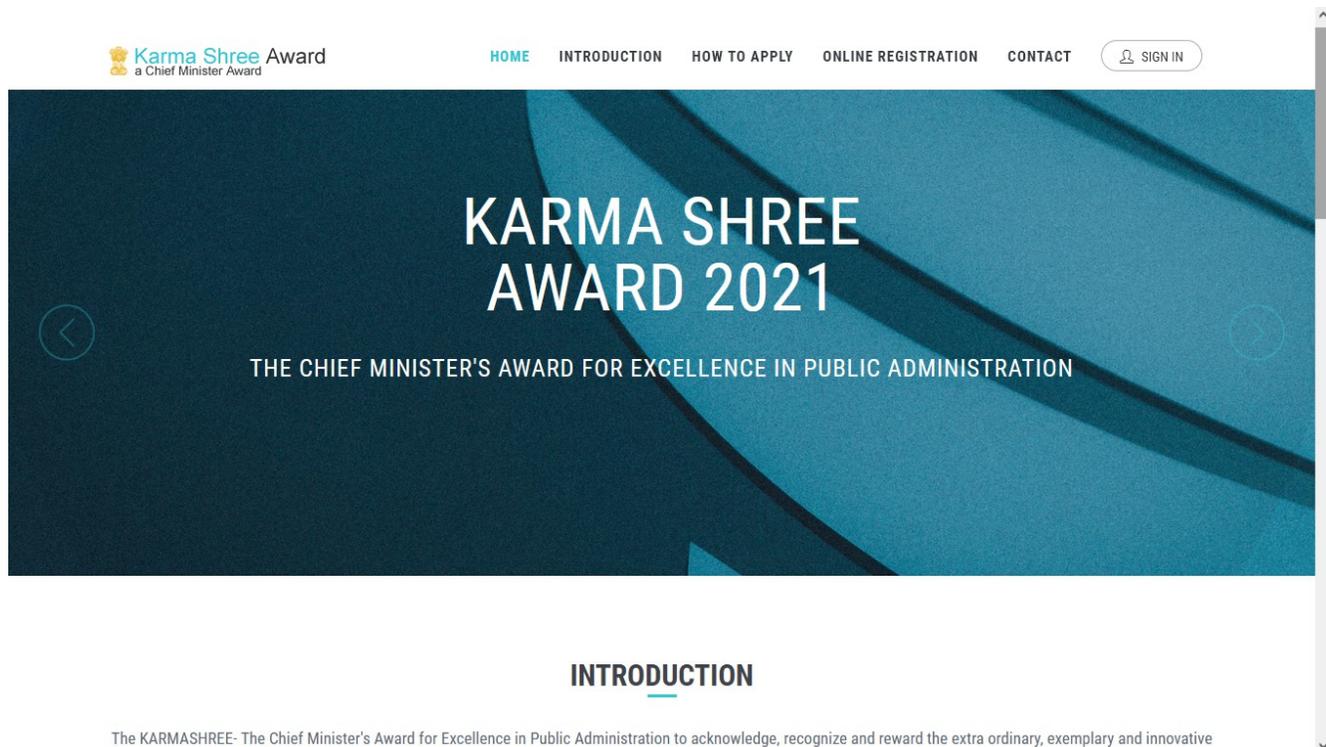
The Chief Minister Award for  
Excellence in Public  
Administration

Administrative Reforms and  
Training Department.  
Government of Assam

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## Home Page of Landing Page of the website



This is a web based application through which one can registration and then apply for the award. Department/District/Organization can register and apply for the award with due recommendations of the competent authority as mentioned in the guidelines.

You can follow the following link to get to know more about the award and guidelines.

**Resource URLs:**

1. Website: <http://webservers.amtron.in/karmaShree>
2. Guidelines:  
<http://webservers.amtron.in/karmaShree/pages/pdfs/GuidelinesforCMAAward2021.2.pdf>

## Online Registration Form

**Karma Shree Award**  
a Chief Minister Award

HOME INTRODUCTION **HOW TO APPLY** ONLINE REGISTRATION CONTACT SIGN IN

### ONLINE REGISTRATION

Data of all the fields are mandatory. Please provide us the data correctly and properly. Always use a valid mobile no to receive "SMS" properly.

User ID (nic/gov.in email address only) <input type="text" value="Domain must be @gov.in, @assam.gov.in, @aasc.gov.in, @assampolice.gov.in, @r"/>	Department <input type="text"/>
First Name <input type="text"/>	Office Address <input type="text"/>
Last Name <input type="text"/>	Self Mobile No(Do not use +91 code) <input type="text"/>
Designation <input type="text"/>	Security Code = <span style="background-color: red; color: white; padding: 2px;">35658</span> <input type="text" value="Enter the above security code"/>

**SUBMIT**

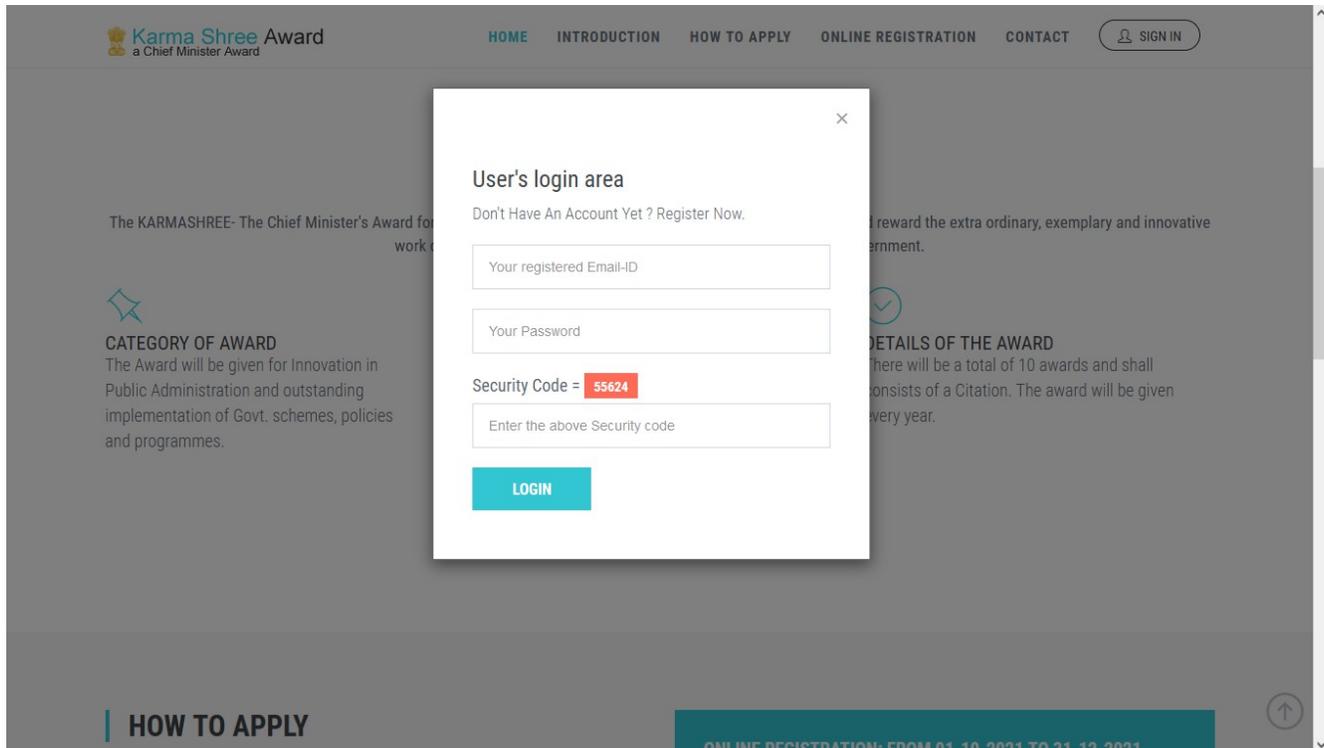
↑

The registration process is to “**Create an Account**”, so that one can apply for the award online using his/her account. All the data of the registration form are mandatory to create your account. Once registration is successful, the system will send a confirmation mail in the registered email address. The autogenerated mail is to complete the registration process to activate your account.

### **Impoprtant Notes:**

1. Please check your “Inbox” of the registered email account to activate your account
2. Please also check the “Span” for the confirmation mail.
3. In case of any problem do write to us at “artassamdept@gmail.com”

## Sign in Form to access the User's Dashboard



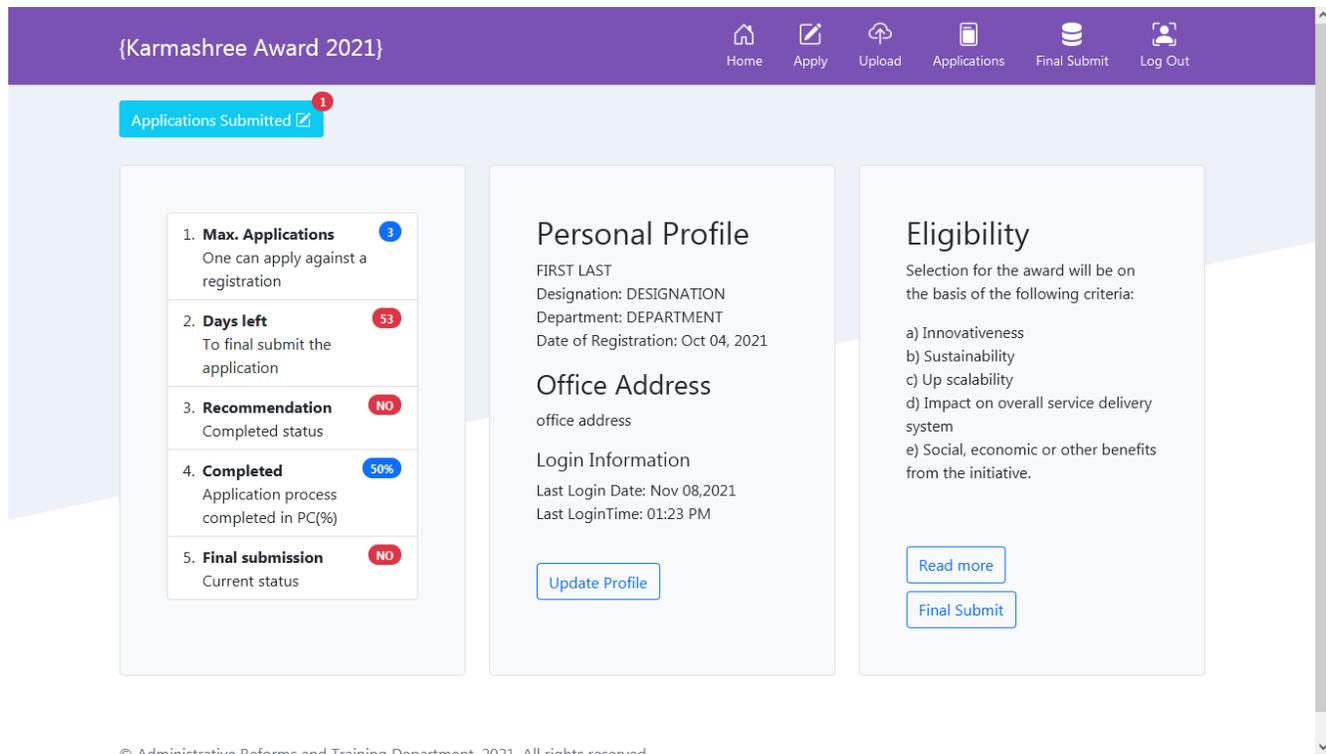
The screenshot displays the Karma Shree Award website interface. At the top, there is a navigation menu with links for HOME, INTRODUCTION, HOW TO APPLY, ONLINE REGISTRATION, and CONTACT, along with a SIGN IN button. A central modal window titled "User's login area" is overlaid on the page. This modal contains a "Don't Have An Account Yet ? Register Now." link, three input fields for "Your registered Email-ID", "Your Password", and "Security Code" (with a red box showing "55624"), and a "LOGIN" button. The background shows sections for "CATEGORY OF AWARD" and "DETAILS OF THE AWARD".

Please check your registered email account for your login credentials. Those who have completed the registration process and activated their account, they can sign in to access the “**User's Dashboard**”.

### **Impoprtant Notes:**

1. Please do not share your “**User's Credentials**” to anyone else.
2. Please do write to us at “**artassamdept@gmail.com**” in case you have problems while logging in the system.

## User's Dashboard Area



The “**User's Dashboard**” area is the home page of the application from where the user can navigate in the system. The main parts of the “**User's Dashboard**” are as follows:

1. A Horizontal Navigator Bar with the following options
  - a) Home
  - b) Apply
  - c) Upload
  - d) Applications
  - e) Final Submit
  - f) Log out
2. First Column displays the
  - a) current activities status
  - b) nos of application already submitted
  - c) recommendations status
  - d) application completion status
3. Second Column displays the “**User's Personal Profile**” with update facility option.
4. Third Column contains the option for “Final Submit” and also to read the “Elegibility Criteria” in details.

## How to Apply

{Karmashree Award 2021}

Home Apply Upload Applications Final Submit Log Out

Applications Submitted 1

Home > Apply

### 1. Select Category of the Award and Applied For

You can submit **maximum of three (3) applications** of three different initiative.

Select the category of award  
Options select menu

Select the applied type (Individual/Group)  
Options select menu

### 2. Enter the Full Name and Organization of the members

Applicable if you have applied for "GROUP". Maximum three(3) members can be specify.

First Member Organization name

Contribution Details of First Member

Second Member Organization name

Contribution Details of Second Member

There are all total 4(four) sections in the application forms.

1. Select Category of the Award and Applied For
2. Enter the Full Name and Organization of the members  
\* This part is mandatory if your have applied as "Group"
3. Enter the Details of the Competent/Recommendate Authority  
\* Please follow the below link to know more about the "Competent/Recommendate Authority"  
\* <http://webservers.amtron.in/karmaShree/dashboard/read-more>
4. Details of the initiatives

There is a provision to "Update" the application data from the "**Application**" navigator option. One can update the application data before last date of submission of application or if you have not "**Final Submitted**" yet.

## How to Upload Document of PDF, JPG and Video Clip

The screenshot shows the application portal for the Karmashree Award 2021. The navigation bar includes Home, Apply, Upload, Applications, Final Submit, and Log Out. A notification indicates 1 application submitted. The breadcrumb trail is Home > Upload. The main heading is "1. Upload PDF Documents, Images or Video Clips". The instructions are as follows:

- 1) A brief write-up of 5 pages (A4 size) on the scheme. The write-up should contain details of the initiative/programme/strategies adopted in implementation/period of implementation/ exceptional achievements and outcomes/ positive impact and sustainability.
- 2) Supporting documents such as:
  - i) Executive Summary.
  - ii) Field photographs (maximum 10).
  - iii) Flow chart detailing uniqueness.
  - iv) Success story of the initiative.
- 3) A CD of a short film of 3-5 minutes duration highlighting the initiative/innovation may also be appended.

Below the instructions are two dropdown menus: "Select the Title of the Initiative" and "Select the Type of the Document". A "Save Data" button is located at the bottom of the form.

There is a provision to upload document against the application in the following format. Select the “**Title of the Application**” followed by “**Document Type**”.

1. Document in PDF format
2. Document in JPG format
3. Video Clip in MP4 format (recommendate)

### **Important Notes:**

1. A brief write-up of 5 pages (A4 size) on the scheme. The write-up should contain details of the initiative/programme/strategies adopted in implementation/period of implementation/ exceptional achievements and outcomes/ positive impact and sustainability.
2. Supporting documents such as:
  - a) Executive Summary.
  - b) Field Photographs (maximum 10).
  - c) Field Photographs (maximum 10).
  - d) Flow chart detailing uniqueness.
  - e) Success story of the initiative.

## How to View the Application Details

The screenshot shows a web application interface. At the top, there is a purple navigation bar with the text "{Karmashree Award 2021}" on the left and several icons with labels: Home, Apply, Upload, Applications, Final Submit, and Log Out. Below the navigation bar, there is a blue notification box that says "Applications Submitted" with a red circle containing the number "1" and a checkmark icon. Below this, there is a breadcrumb trail: "Home > Applications". The main content area is titled "1. View Application Details and Modify". Below the title, there is a light blue box containing the text: "The following list contains the 'Application Submitted'. The details of the application can be viewed from 'View' option. The corresponding data can be modified, only if the 'Final Submission' is not done yet". Below this box, there is a list of application details: "1# Award Category: An innovative step of efficient and transparent execution of schemes/programmes of the State/Center", "Applied Group: INDIVIDUAL", and "Title: Title of the initiative:". At the bottom of the details, there are three buttons: "Details", "Documents", and "Edit".

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All the applications you have submitted against this award can be views from the “**Application**” navigator option. Each applications has the following three option to navigate as required.

1. Details (to view application details)
2. Documents (ducyments uploaded against the application)
3. Edit (to update the data of the application)

## “Final Submit” to Complete the Process

{Karmashree Award 2021}

Home Apply Upload Applications Final Submit Log Out

Applications Submitted 1

[Home](#) > Final Submit

### 1. Final Submission of the application

The application will be considered as complete for award only on FINAL-SUBMIT.

This checklist is for your consideration

- I have entered all the mandatory data correctly and completed the application(s) form properly.
- I have mentioned the details of my "Completed Authority" correctly and properly.
- My application(s) has been recommended by the "Competent Authority" I have mentioned.
- I have uploaded the releavent documents correctly and properly.

I am ready for "FINAL-SUBMISSION" of my application(s).

Final Submit

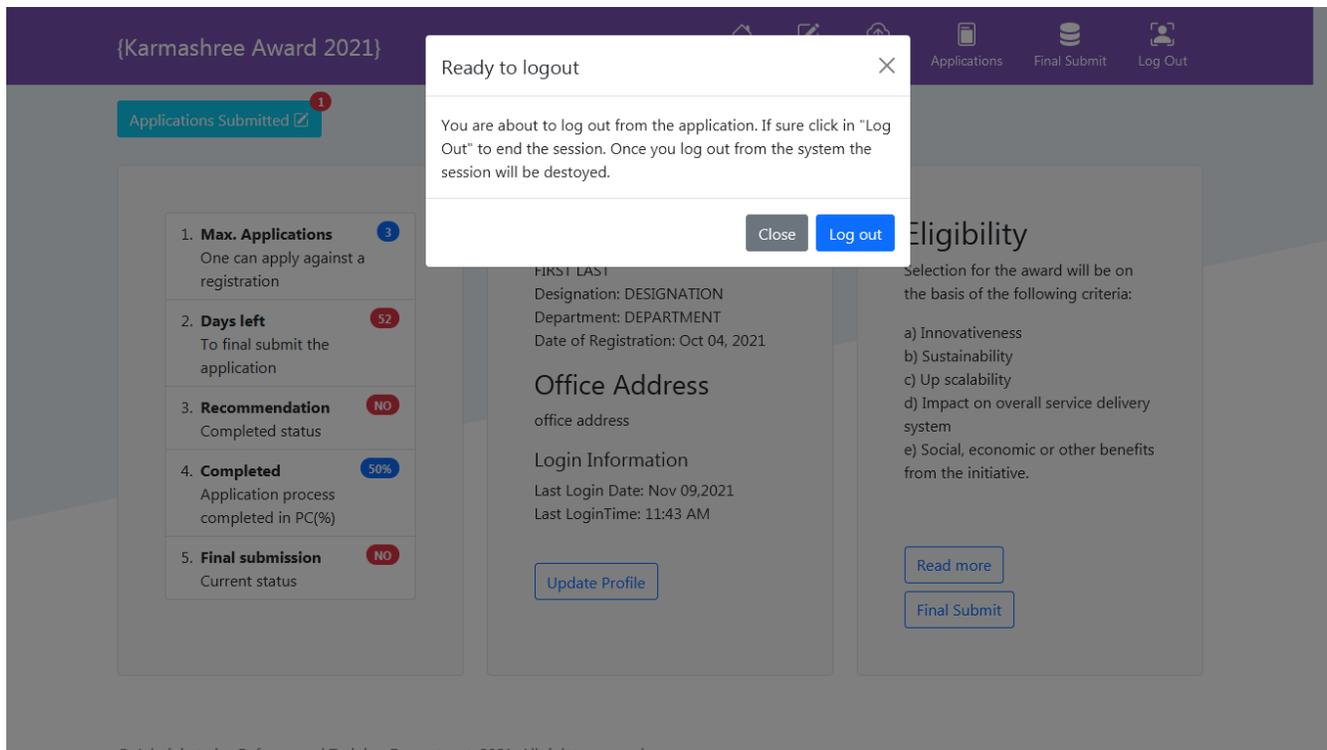
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“**Final Submit**” is the option to complete the process while applying to participate in the award. Once the final submit is completed you are not allowed to “Edit/Update” any data of the application(s), only view options are allowed. Please go through the following check list before final submit.

### **Check list:**

1. I have entered all the mendatory data correctly and completed the application(s) form properly.
2. I have mentioned the details of my "Completed Authority" correctly and properly.
3. My application(s) has been recommended by the "Competent Authority" I have mentioned.
4. I have uploaded the releavent documents correctly and properly.

## Log out from the System



Always “Log out” properly from the system from the “Log out” navigator option. An improper log out may cause problem when login again. The log out process will destroy the “current login session” to assure that the application will work properly on next login process.

## **Points to be Remembered**

The following points to be remembered while applying for the “Karmashree Award 2021”.

1. The email address must be “**authentic**”.
2. You will receive an “**autogenerated**” email to activate your account.
3. Your email address will be the “**User ID**” while logging in the system.
4. All the 4(four) sections of the application must be specify properly and correctly.
5. One must specify the “**Completed Authority**” correctly and properly with a valid email address.
6. The “**Completed Authority**” will receive an email to recommend the application from his/her end as mentioned in the guidelines.  
Please follow the following link for more information:  
<http://webservers.amtron.in/karmaShree/pages/pdfs/GuidelinesforCMAAward2021.2.pdf>
7. There is a provision to attach Documents(PDFs,JPG images and Video Clip) against each applications.
8. Go for “**Final Submit**” to complete the application process otherwise it will be considered as incomplete application.
9. Support team:

For Official Query: *artassamdept@gmail.com*

For Technical Support: *prasanta.lahkar@amtron.in*