



सत्यमेव जयते

**Prime Minister's Awards for Excellence
in
Public Administration
for
Additional Secretary/ Joint-Secretary and
Director/Deputy Secretary level Officers serving in
Government of India**

January 2018

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

Prime Minister's Award for Excellence in Public Administration-
Additional Secretary/ Joint-Secretary and Director/Deputy Secretary
level Officers serving in Government of India

1. It has been decided that there shall be two awards under the Innovation category, one each for Additional Secretary (AS)/ Joint Secretary(JS) level officers and Director/Deputy Secretary level officers (DS) serving in Government of India under the scheme for “Prime Minister’s Awards for Excellence in Public Administration”. The idea is to recognise exceptional innovative interventions done by AS/JS and Directors/DS level officers serving in Government of India.

For the above two awards under the Innovation category, each Ministry/Department can nominate up to three officers/schemes for innovative initiatives under “Prime Minister’s Awards for Excellence in Public Administration”.

2. Eligibility

AS/JS level officers and Director/DS level officers serving in a Central Staffing Scheme (CSS) post or in a non CSS post in a Ministry/Department are eligible for consideration. Officers working in Ministries/ Department in their cadre posts shall not be covered.

3.Criteria for Award

3.1 Additional Secretary / Joint Secretary level officers

3.1.1 Additional Secretary/ Joint Secretary level officers are expected to bring in a holistic and broader perspective in the policies/ programmes and other areas of work being looked after by them by breaching working in ‘silos’ and bringing in convergence and synergies with different programmes of the Government. The Award for Innovation for AS/JS level officers serving in Government of India will be based on following parameters:

- a) **Policy-making**: Conceptualisation and launch of an innovative idea/ scheme/project in the Department; and/or
- b) **Implementation**: Bringing transformational improvements in processes/systems through simplification and process re-

engineering. This could relate to (i) implementation or monitoring of a scheme or project (ii) in any other area of work; and/or

- c) **Service Delivery**: Making public service delivery of the Department more efficient, transparent and accountable;

3.2 Director/Deputy Secretary level officers

3.2.1 Director/Deputy Secretary level officers form the backbone of government programmes & policies, especially in the context of implementation and effective programme monitoring. The Award for Innovation for Directors/DS level officers serving in Government of India will be based on the following parameters-

- a) **Policy-making**: Contribution towards conceptualisation, formulation and launch of an innovative idea/ scheme/project in the Department; and/or
- b) **Implementation**: Process re-engineering & simplification for substantial positive impact on outcomes & better resource utilisation; and/or
- c) **Service Delivery**: Making public service delivery of the Department more efficient, transparent and accountable.

4. Period of consideration

The period of consideration for initiatives under the scheme shall be from 1st April 2016 to 31st December 2017.

5. Details of Award

The award shall consist of a (i) trophy, (ii) scroll and (iii) Certificate of Recognition, a copy of which will be placed in the APAR of the officer.

6. Norms for evaluation for nominated officers:

6.1 Additional Secretary/ Joint Secretary level officers

The contribution of the nominee will be judged on the following parameters-

- i) Transformational Policy Formulation or systemic reform;
- ii) A new initiative or building upon an existing initiative;
- iii) Achievement of outstanding results/ transformational outcomes under any scheme or project;

- iv) Recognition of the initiative by various stakeholders, including States, Industry and other organisations etc.

6.2 Director/Deputy Secretary level officers

The contribution of the nominee will be judged on the following parameters-

- i) Contribution towards Policy Formulation or systemic reform;
- ii) Innovative ideas/ initiatives for process reengineering/simplification etc;
- iii) Achievement of outstanding results/transformational outcomes under any scheme or project;

7. Submission of Nomination:

- i) A Ministry/ Department can nominate up-to three officers/schemes for innovative initiatives.
- iii) The nomination should contain a write-up on the actual innovation along with supporting documents such as Executive Summary, Field Photographs (maximum 10), Flow Charts etc detailing the uniqueness and success of the initiative. Letters of recognition/ appreciation by any National/ International forum can also be appended along with the application.
- iv) The write up should contain details of the initiative/ process reengineering implemented, period of implementation, exceptional achievements and outcomes, positive impact ,sustainability etc.
- v) Nominations with incomplete/ insufficient details shall not be considered.
- vi) A legend should be provided for all abbreviations/acronyms used in the application and documentation.

8. Short-listing of initiatives

The nominations received from Ministries/Departments will be screened and scrutinized by two Committees- Expert Committee and Empowered Committee. Expert Committee will screen and shortlist the nominations and present to Empowered Committee, which in turn would recommend final selection.

The composition of above committees will be the same as in the Scheme for PM's Awards for Excellence in Public Administration circulated in August 2017.

8.1 The above Committees may take assistance, inputs from domain experts / identified stakeholder(s) for short-listing. The Committee's may also call for presentations by the shortlisted officers before making recommendations.

9. Approval of the Prime Minister

Prime Minister's approval will be taken on the recommendations of the Selection Committee for the Awards.
