NOMINATION FORM FOR CIVIL SERVICE AWARD

General instructions : Type or Print all answers. Use only one side of the paper.

- 1. Under which category of the scheme is the nomination made [please tick one category only]
 - Implementation of innovative Scheme/ Projects.
 - Bringing perceptible systemic changes and building up Institutions. •
 - Making public delivery systems efficient and corruption free
 - Showing innovation and adaptation to meet 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.
- 2. The category for which the nomination is being made [please tick]
 - * Officer(s) of State Government-As an individual
 - * Officer(s) of State Government-As a Group
 - * Department/ organization/ Institution.
- 3. Details of the Nominee(s):

a) Name of the Nominee(s) (Dr./Mr/Ms) (individual/ Group of individuals)

b) Name of the Institution/ Deptt.

c) Current position/ designation [

d) Position/ Designation at the time when the project was conceived/ commenced

e) Position/ Designation at the time when the project was implemented f)Complete Postal address(with Pin code)

g) Contact Details:

Phone/FAXNo

E-Mail ID

Mobile phone Nos.

- 4. Information on the Nomination Authority:
 - 1. Name of the Authorized official (Dr./ Mr./Ms. Official
 - Designation 2.
 - 3
 - Name of the Institution /Deptt.
 - Complete Postal Address(with Pin Code) 4
 - 5. Contact Details: Phone/FaxNo.

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E-Mail ID

Mobile phone Nos.

5. <u>Title of the Specfic initiative</u>/ project for which this nomination is being made:

5(a). Date of commencement of Project:

- 6. Under which of the following broad areas of governance does the initiative fall? Please tick one area only:
 - Education
 - Healthcare
 - Law & Order
 - Delivery of justice
 - Urban management
 - Agriculture& Rural development
 - Environment
 - Employment Generation
 - Citizen Empowerment
 - Infrastructure development/improvement
 - Other(Please specify):

7. To which of the following positive outcomes has the project /initiative contributed significantly?

- Transparency
- Accountability
- Responsiveness
- Consistency, equity/equality of opportunity
- Uniformity and standardization
- Operational convenience and ease
- Simplification of procedures and processes
- Showcasing of best practices
- Promotion of team work
- Improved quality of services
- Target surpassing in terms of quality and quantum of results and timeliness
- Introduction of unique idea or a distinctively new approach
- Facilitating ICT-enabling/e-Governance
- Enhanced citizen role, involvement & participation
- Facilitation of democratic processes and functioning
- Synergizing geographical conditions and local cultural and social talents
- Creating productive assets of lasting nature
- Promotion of sustainable Public-private Partnership
- Increased efficiency (Reduced time/cost of service delivery and/ improved quality and quantum of output)
- Reduction of corruption
- Computerization of records and access to citizens
- Improved regulatory compliance
- Government Process Re-engineering/Re-vitalization

• Reduction in Digital Divide(Reduced gap between digital haves and digital have nots

Important

Attach a narrative of the Project/Initiative(NOT MORE THAN 1500 WORDS), clearly bringing out the following:(Your project description should include all the following information:-

- a) Background (what led the Initiative / Project)
- b) Objective/aims
- c) Strategies adoped
- d) Innovative methods used
- e) Period of the Project Initiative/implementation
- f) Positive outcomes/changes resulting from the Project/Initiative
- g) Role/ nature of involvement of the nominee in the initiative/ project
- h) Sustainability
- 8. Has the Project/initiative been audited/ measured /verified by any independent agency for a reality check of envisaged and realized benefits and outcomes, i.e, comparative study of performance indicators and socio–economic impact, before and after the implementation of the Initiatives ?
 - Yes
 - No
- 9. If "Yes" details therof:
 - a) ByWhom:

Findings)

- b) When
- c) What were the major findings

d) Contact Adress & Phone Nos. (Attach an authenticaticated)

Copy of

- 10.Was this initiative/Nominee a winner of any Award instituted by any National /International organization?(If so, please provide brief details thereof, in not more than 100 words)
- 11. Supporting documents attached-NOT MORE THAN 5(FIVE) PAGES
 - _____

12. An affidavit to the effect that the nominee has not ever been convicted or no police / court case is pending against him.

13. Name and detail of Awards received earlier by the Nominee, if any.

Important Notes on the Award Scheme

- a) This award is <u>only</u> open to State government / Semi Govt. employees
- b) Nomination form should clearly mention approving authority with relevant details
- c) The nomination should be sent for the rewardable work done during last one (1) year as on the date of nomination .
- d) Nomination be made ONLY in the format prescribed as above, in soft and hard copy mailed directly by Regd.Post/Speed Post and e .mail directly to following addressee:

Secretary(GAD) to the

Government of Himachal Pradesh

e.mial Add.: gadsecy-hp@nic.in

- e) Nominations should strictly adhere the guidelines of the scheme. The eligibility criteria of Scheme may be paid special attention to
- f) Self nominations are not permitted and shall not be entertained at all.
- g) Nominating authorities and State Level Committees are requested to forward nominations if the initiatives/ accomplishments are truly innovative, extraordinary and outstanding in nature.
- h) Nomination for the Awards should reach on or before 31st of January every year.
- i) Nomination with incomplete data or sketchy details and not supported by authenticated documentation will be rejected.
- j) In all matters of this Award scheme, decision of the Govt. would be final and binding.
- k) Canvassing in any form is not permitted and will lead to disqualification.

Signature of the Nominating	
officer	
Name & Address	
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Designation with seal	
Date	
