

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)

2. Designation

3. Name of the Institution /Deptt.

4. Complete Postal Address(with Pin Code)

5. Contact Details:

Phone/FaxNo.

- 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:
- b) When
- c) What were the major findings
- d) Contact Adress &Phone Nos.
(Attach an authenticaticated Copy of Findings)

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

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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 only 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

Designation with seal

Date
