

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. _____

E-Mail ID _____

Mobile phone Nos. _____

5. Title of the Specific initiative/ 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:-

- Background (what led the Initiative / Project)
- Objective/aims
- Strategies adoped
- Innovative methods used
- Period of the Project Initiative/implementation
- Positive outcomes/changes resulting from the Project/Initiative
- Role/ nature of involvement of the nominee in the initiative/ project
- 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:

- ByWhom: _____
- When _____
- What were the major findings _____

- Contact Adress &Phone Nos.: _____
(Attach an authenticated _____ 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

- _____
- _____
- _____
- _____
- _____

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 _____
