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.____________________________________
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 have 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 adopted
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/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 Initiative?
   - Yes
   - No

9. If “Yes” details therof:
   a) By Whom: ____________________________________________
   b) When ________________________________________________
   c) What were the major findings ____________________________
      ______________________________________________________
   d) Contact Address & 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.mail 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__________

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