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**புதுச்சேரி மாநில அரசிதழ்**  
**La Gazette de L'État de Poudouchéry**  
**The Gazette of Puducherry**

**PART - II**

<b>சிறப்பு வெளியீடு</b>	<b>EXTRAORDINAIRE</b>	<b>EXTRAORDINARY</b>
அதிகாரம் பெற்ற வெளியீடு	Publiée par Autorité	Published by Authority

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No. } Puducherry	Friday	16th	June 2023

(26 Jyaistha 1945)

GOVERNMENT OF PUDUCHERRY  
CHIEF SECRETARIAT  
(ADMINISTRATIVE REFORMS WING)

(G.O. Ms. No. 2/2023/A2/ARW., Puducherry, dated 12th June 2023)

NOTIFICATION

Approval of the Lieutenant-Governor, Puducherry, is hereby accorded for the formulation of the Scheme as below towards grant of Chief Minister's Award for excellence in Public Administration in supersession of (i) G.O. Ms. No. 3/2010/A2/ARW., dated 25-07-2010, (ii) G.O. Ms. No. 2/2012/A2/ARW., dated 20-06-2012, (iii) G.O. Ms. No. 4/2013/A2/ARW., dated 26-06-2013 and (iv) G.O. Ms. No. 2/2020/A2/ARW., dated 22-06-2020 of Administrative Reforms Wing with immediate effect for recognizing outstanding and exemplary performance by a team of Officers

under the Government of Puducherry including Offices under Public Sector Undertakings, Local Bodies and Autonomous Bodies for achievements of initiatives and projects whose qualitative and quantitative outcomes/ results are of very high order and which have benefitted a large number of citizens.

**SCHEME FOR THE CHIEF MINISTER'S AWARD FOR THE  
EXCELLENCE IN PUBLIC ADMINISTRATION**

The "Scheme for the Chief Minister's Award for the Excellence in Public Administration" is instituted by the Government of Puducherry to recognise and reward innovative and extraordinary work done by a team of Officers under the Government of Puducherry including Offices under Public Sector Undertakings, Local Bodies and Autonomous Bodies.

**2. Objective of the Scheme:** The Scheme shall reward outstanding and exemplary performance of Government Departments/Organizations. Initiatives and projects whose qualitative and quantitative outcomes/results are of a very high order and which have benefitted a large number of citizens/stakeholders can be considered for the Award. Besides, successful completion of an extraordinarily challenging task or major systemic improvement resulting in significant benefits to the public reaching the last mile and/or reduction in time and costs including outstanding implementation of Centrally Sponsored Schemes, Flagship programmes and State Plan Schemes can be considered for the Award.

**3. Eligibility under the Scheme:** All Government Departments including Public Sector Undertakings, Local Bodies and Autonomous Bodies, Corporations, Agencies, *etc.*, under the Government of Puducherry.

Selection for the award will be on the basis of the following criteria:

- (a) Innovativeness
- (b) Sustainability
- (c) Up scalability
- (d) Impact on overall service delivery system

**4. Details of the Award:** There shall be two number of awards. One award shall be for Government Departments and the other shall be for Public Sector Undertakings, Local Bodies and Autonomous Bodies, Corporations, Agencies, *etc.*, under the Government of Puducherry.

The Award would carry with it: A Cash Award

The Cash Award for the Prize would be ₹ 2,50,000 (Rupees two lakh and fifty thousand only). The cash award for Organisation shall be utilized for creation of durable assets for the public welfare.

Notwithstanding anything stated above, the amount of the cash award can be varied by the Government from time to time subject to availability of funds and the Government reserves the right not to present an Award in any year.

**5. Nominating Authorities:** Nomination should be submitted with proper Administrative approval of the Competent Authority. Self-nomination of Departments/Organisations/Institutions will not be accepted and will summarily be rejected at early stage itself.

**6. Nominations under the Scheme:** The details furnished in support of the nomination should contain the background of the programme/project/initiative, its priorities and purposes, the strategies adopted for its implementation, innovative methods used, period of implementation, exceptional achievements and resulting outcomes, positive changes and impact, sustainability and most importantly, the nature and role of involvement and contribution by the nominee Departments/Organisations/Institutions. The format of "Nomination Form" and the guidelines at Annexure shall be strictly followed for submission of nomination.

*Nominations may be considered for the Award in the following thrust areas:*

- Introducing and implementing an innovative scheme/project or best practices of other States;
- Bringing perceptible improvements in systems and building up institutions;
- Making public service delivery systems efficient and corruption free;
- Extraordinary performance in emergent situations like floods, earthquake, landslides, *etc.*;
- Outstanding implementation of Centrally Sponsored Schemes and State Plan Schemes;
- Other Specific areas, if any.

**Documents Required:**

*The following documents should be attached to the Nomination Form:*

(a) A brief write-up of 5 pages (A4 size) on the Scheme. The write-up should contain details of the initiative/programme/strategies adopted in implementation/period of implementation/exceptional achievements and outcomes/positive impact and sustainability.

(b) Supporting documents such as: (i) Executive Summary, (ii) Field photographs, (iii) Flow chart detailing uniqueness, (iv) Success story of the initiative.

(c) A CD of a short film of 3-5 minutes duration highlighting the initiative/innovation may also be appended.

**7. Processing of Nominations:** The nominations would be examined by an Empowered Committee. The Committee would take into account, the study reports and make its recommendations.

*The composition of the Empowered Committee would be as follows:*

- |   |                       |
|---|-----------------------|
| 1. Chief Secretary to Government  | . . Chairman          |
| 2. Secretary to Government (Finance)  | . . Member            |
| 3. Secretary to Government (Law)  | . . Member            |
| 4. Secretary/Special Secretary to Government (Administrative Reforms Wing).     | . . Member            |
| 5. The Chairperson IIPA, Puducherry Chapter                                     | . . Member            |
| 6. Additional/Joint/Under Secretary to Government, Administrative Reforms Wing. | . . Member-Secretary. |

**8. Presentation of the Award:** The Chief Minister's Award for Excellence in Public Administration shall be presented by the Chief Minister on such date and time as decided by the Chief Minister from time to time.

**9. Decision of Government is final and binding:** In all matters of the Award Scheme, the decision of the Government of Puducherry would be final and binding.

10. This issues with the concurrence of the Finance Department *vide* their I.D. Note No. 240/FD/F4/A3/FC/2023-24, dated 07-06-2023.

(By order of the Lieutenant-Governor)

**N. UDAYAKUMAR,**  
Under Secretary to Government  
(Administrative Reforms Wing).

**NOMINATION FORM FOR CHIEF MINISTER'S AWARD FOR  
EXCELLENCE IN PUBLIC ADMINISTRATION**

**General instructions:** Type 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 or best practices of other states.
- 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) Department/PSU/Local Bodies/Autonomous Institutions.

3. Details of the Nominee(s) Departments/Organisations/Institutions:  
Name of the Institution/Department:.....

.....  
Complete Postal address (with Pin code):.....  
.....  
.....

4. Contact Details of Nominees Departments/Organisations/Institutions:

Phone/FAX No. \_\_\_\_\_ E-Mail ID \_\_\_\_\_ Mobile Phone Nos.

Information on the Nomination Authority:

Name of the Authorized Official:

(Dr./ Mr./Ms.)

Designation:

Name of the Institution/Department:

Complete Postal Address (with Pin Code):

5. Contact Details of Competent Authorities of the Nominee Departments/Organisations/Institutions:

Phone/Fax No. ....

E-Mail ID .....

Mobile Phone Nos. ....

(a) Title of the specific initiative/project for which this nomination is being made:

(b) Date of commencement of Project: .....

6. Please specify the broad areas of Governance under which the initiative fall.

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

- Transparency
- Accountability
- Responsiveness
- Consistency, equity/equality of opportunity
- Simplification of procedures and processes
- Showcasing of best practices
- 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
- Promotion of sustainable Public-Private Partnership
- Increased efficiency (Reduced time/cost of service delivery and/ improved quality and quantum of output)
- Reduction of corruption
- Government Process Re-engineering/Re-vitalization

## ANNEXURE-I

The following documents should be attached to the Nomination Form:

(i) A brief write-up of 5 pages (A4 size) on the Scheme. The write-up should contain details of the initiative/programme/strategies adopted in implementation/period of implementation/exceptional achievements and outcomes/positive impact and sustainability.

(ii) Supporting documents such as:

- Executive Summary
- Field photographs
- Flow chart detailing uniqueness
- Success story of the initiative

(iii) A CD of a short film of 3-5 minutes duration highlighting the initiative/innovation may also be appended.

(iv) 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

If "Yes" details thereof:

- By whom: .....
- When.....
- What were the major findings

(v) Were these Initiative/Nominee Departments/Organisations/Institutions a winner of any Award instituted by any National/International organization? (If so, please provide brief details thereof, in not more than 100 words).

(vi) Supporting documents attached-Not more than 5 (five) pages.

(vii) Name and detail of Awards received earlier by the Nominee Departments/Organisations/Institutions, if any.

(viii) Document of proof for approval from the Competent Authority.

Signature of the Nominating Officer.....

Name and Address.....

Designation with seal.....Date.....

## ANNEXURE-II

(a) This award is only open to State Government/Semi-Government Departments/Institutions/Organisations.

(b) Nomination Form should clearly mention approving authority with relevant details.

(c) The nomination should be sent for the rewardable work done during previous one Financial 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 Registered Post/Speed Post and e-mail directly to following addressee:

Special Secretary to the Government  
(Administrative Reforms Wing),  
Chief Secretariat,  
Puducherry-605 001.  
e-mail Address: *secygd@py.gov.in* and *usar@py.gov.in*

(e) Nominations should strictly adhere the guidelines of the Scheme.

(f) The eligibility criteria of Scheme may be paid special attention to.

(g) Self-nominations of the Departments/Organisations/Institutions themselves without recommendation of Competent Authority are not permitted and shall not be entertained at all.

(h) Nominating authorities are requested to forward nominations of the Departments/Organisations/Institutions if, the initiatives/accomplishments are truly innovative, extraordinary and outstanding in nature.

(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 Government would be final and binding.

(k) Canvassing in any form is not permitted and will lead to disqualification.