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#### NOTIFICATION

**No.A.37020/I/2014-P&AR(GGC), the 24<sup>th</sup> September, 2018.** The Governor of Mizoram is pleased to notify the Chief Minister's Award for Excellence in Public Administration with immediate effect for recognizing outstanding and exemplary performance of civil servants for achievements of 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.

**Irene Zohlmpuii Chongthu,**  
Joint Secretary,  
Department of Personnel & Administrative Reforms,  
Good Governance Cell.

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

The "SCHEME FOR CHIEF MINISTER'S AWARD FOR EXCELLENCE IN PUBLIC ADMINISTRATION" is instituted by the Government of Mizoram to recognize and reward innovative and extraordinary work done by Officers under the Government of Mizoram including Officers under Public Sector Undertakings, Municipalities and autonomous bodies including Autonomous District Councils.

**2. Objective of the Scheme :** The Scheme shall reward outstanding and exemplary performance of civil servants. 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 and/or reduction in time and costs including outstanding implementation of Centrally Sponsored Schemes and State Plan Schemes can be considered for the Award.

**3. Eligibility under the Scheme :** All serving Officers under the State Government (inclusive of officers on deputation to the Government of Mizoram) including Officers under Public Sector Undertakings, Municipalities and autonomous bodies (inclusive of Autonomous District Councils), either Individually or as a Team, or as an Organisation will be eligible for the Award. Under the team nomination, all the members should have been active and directly involved in the initiative nominated.

**4. Details of the Award:**

- 1) The Award would be divided into three different categories, viz., (i) Individual (ii) Team and (iii) Organisation categories. In each category, there can at most be two prizes in any given year viz., First Prize and Second Prize.
- 2) The Award would carry with it:
  - a) A Certificate and
  - b) A Cash Award
- 3) In the Individual category, the Cash Award for the First Prize would be ^ 1,00,000/- (Rupees one lakh) only and the Second Prize would carry ^ 75,000/- (Rupees seventy five thousand) only.
- 4) In case of the Team category, the Cash Award for the First Prize would be ^ 2,00,000/- (Rupees two lakh) only and the Second Prize would carry ^ 1,25,000/- (Rupees one lakh twenty five thousand) only. The cash award for Team category shall be distributed equally among the Team members.
- 5) For the Organisation category, the Cash Award for the First Prize would be ^ 3,00,000 (Rupees three lakh) only and the Second Prize would carry ^ 1,50,000/- (Rupees one lakh fifty thousand) only. The cash award for Organisation category shall be utilised for creation of durable assets for the public welfare.
- 6) Notwithstanding anything stated above, the amount of the cash award for each category 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 for any of the category in any year.

**5. Nominating Authorities:** Nomination for an Individual, a Team or an Organisation category could be submitted through the Administrative Department concerned. Self nomination will not be accepted.

**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(s). The format of "Nomination Form" at *Annexure-I* and the guidelines at *Annexure-II* shall be strictly followed for submission of nomination.

An illustrative list of thrust areas under which nominations may be considered for the Award is given below:

- a) Introducing and implementing an innovative scheme/project
- b) Bringing perceptible improvements in systems and building up institutions
- c) Making public service delivery systems efficient and corruption free
- d) Extraordinary performance in emergent situations like floods, earthquake, landslides, etc.
- e) Outstanding implementation of Centrally Sponsored Schemes and State Plan Schemes

**7. Processing of Nominations:**

- 1) The nominations would be examined by an Expert Committee chaired by Secretary, DP&AR. This Expert Committee could also take up noteworthy initiatives suo moto. On the spot studies would be done for the nominations shortlisted by this Committee. The Committee would take into account the study reports and make its recommendations to the Empowered Committee.
- 2) The composition of the Expert Committee would be as follows:
 

Secretary, DP&AR	:	Chairman
Addl./Joint Secretary, DP&AR(GGC)/(ARW)	:	Member
Director, ATI	:	Member
Expert(s) in the relevant field	:	Member
Nodal Officer, DP&AR (GGC)	:	Member Secretary

- 3) Representative of the Department making nominations as well as the nominee(s) himself may be invited as and when required by the Expert Committee.
- 4) The Empowered Committee chaired by the Chief Secretary would consider the nominations recommended by the Expert Committee and may also ask the nominees to make a presentation before the Committee. The Empowered Committee would then make its recommendations for the consideration of the Chief Minister after assessing the vigilance status and overall performance of the Officers recommended for the Awards.
- 5) The composition of the Empowered Committee would be as follows:

Chief Secretary	:	Chairman
Secretary to Chief Minister	:	Member
Finance Commissioner	:	Member
Secretary, GAD	:	Member
Secretary, Planning	:	Member
Secretary, DP&AR	:	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 DP&AR final and binding:** In all matters of the Award Scheme, the decision of the Department of Personnel & Administrative Reforms (Good Governance Cell), Government of Mizoram would be final and binding.

*Annexure-I*

### CHIEF MINISTER'S AWARDS FOR EXCELLENCE IN PUBLIC ADMINISTRATION NOMINATION FORM

1. Category under which the nomination is being made *[please tick (✓) only one option]:*
  - Officer of State Government — As an Individual
  - Officers of State Government — As a Team
  - Organization
2. Details of the Nominee(s):
  - (a) Name of the nominee (Dr. / Mr. / Ms.)
  - (b) Designation of the nominee at the time of the initiative
  - (c) Department/Organization of the nominee at the time of the initiative, with complete postal address
  - (d) Nominee currently posted at/working with
  - (e) Current designation
  - (f) Present postal address with Pin Code
  - (g) Contact details (Phone & Fax Nos., E-mail ID, Mobile Phone Nos.)

Notes:

- (i) (a) to (g) to be repeated for all nominees, in case of nominations as a Team.
- (ii) (b) to (e) are not applicable when the nominee is 'Organization'.

3. Nominating Authority:
  - a) Name of the nominating authority (Dr. / Mr. / Ms.):
  - b) Name of the Department/Organization

- c) Designation of the Nominating Authority
  - d) Complete postal address with Pin Code
  - e) Contact details (Phone & Fax No., E-mail ID, Mobile Phone No.)
4. Please furnish the details about the initiative, strictly under the subheads prescribed below: (The entire description and narration should not exceed ten one-side A4 size pages).
- (a) Title of the initiative
  - (b) Department/Organization where the initiative was implemented
  - (c) Background of the initiative
  - (d) Purpose & priorities of the initiative
  - (e) Year of implementation of the initiative
  - (f) Strategies adopted for bringing about the transformation and positive impact
  - (g) Role of various stakeholders - most importantly, role and details of involvement of the nominee(s) in the initiative
  - (h) Highlights/positive features of the initiative under each of the following important dimensions:
    - \* Transparency and stakeholder participation
    - \* Innovativeness of the initiative and its replicability
    - \* Increased efficiency of outputs/processes and effectiveness of outcomes
    - \* Display of leadership/Team work by the nominee(s)
    - \* Sustainability of the initiative
  - (i) Outcomes, i.e. impact/benefits resulting from the initiative, for example:
    - \* Improvement in delivery time of services
    - \* Better beneficiaries feedback
    - \* Improvement in measurable indicators
    - \* Simplified procedures

*(A comparative analysis of the key performance indicators and other socio-economic impact parameters, before and after the implementation of the initiative, in the form of a table, must be submitted)*
5. Has the outcome or impact of the initiative been audited or evaluated by any independent agency for reality check of the realized benefits vis-a-vis those envisaged ?
- Yes
  - No
- (If Yes, please provide brief details thereof, in not more than 100 words)***
6. Was/were this initiative or nominee(s) winner(s) of any other Award(s) instituted by any other State/National/International organization?  
***(If Yes, please provide brief details thereof, in not more than 100 words)***
7. Signature of the Nominating Authority:  
Name & Address :  
Designation with Seal :  
Date :

*Annexure-II*

**GUIDELINES FOR FILLING IN THE NOMINATION FORM OF CHIEF MINISTER'S AWARDS FOR EXCELLENCE IN PUBLIC ADMINISTRATION**

- a) This award is open to Government Servants from State Government (inclusive of officers on deputation to the Government of Mizoram) including Officers under Public Sector Undertakings, Municipalities and autonomous bodies (inclusive of Autonomous District Councils) for achievements as follows:
- \* Implementation of innovative schemes/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 earthquake, floods, landslides, etc.
  - \* Setting high standards of services and continued improvement, showing high leadership qualities and improving employee motivation etc.
  - \* Outstanding implementation of Centrally Sponsored Schemes and State Plan Schemes
- b) Implementation of a project as given is the basic responsibility and duty of the official(s)/authority(ies) concerned and hence, nominee(s)/nomination(s) would be worthy of consideration under the Award Scheme, if and only if the initiative(s) and accomplishment(s) is/are truly innovative, extra-ordinary, outstanding, exemplary and/or exceptional.
- c) In case of Team Category, the size of the team should be limited to seven in a nomination. The names of all the nominees should be explicitly stated. No change in the same would be permitted at a later stage. In case of change of incumbent during the eligibility period, names of all officials relevant to the initiative/project may be sent by the nominating authority, subject to the limit specified above.
- d) In case of any dispute regarding the classification of nomination(s), the Secretary of the concerned Department will be asked to give their advice and DP&AR will consider the views before taking the final decision. In spite of this, if there is any ambiguity, the category will be converted from Team' to 'Organization'.
- f) Self nominations, nominations that are **not** of serving civil servants and also nominations of organizations **not** involving serving civil servants would be rejected.
- g) If a nominated Government servant superannuates after submitting the application, he/she shall not be excluded from receiving the award for the 'Individual' and Team' category.
- h) In case of death of a nominated officer under 'Individual' and Team' categories during the evaluation process, the award would be given posthumously.
- i) For nominations under the 'Organization' category, the organization may be represented by the serving Head of the organization or an officer nominated by him. In case of any complaint being received against a person, the case will be considered after obtaining the advice of the Secretary of the concerned Department
- j) Nominations with incomplete data and/or sketchy details shall not be considered.
- k) Nominations received after the last date stipulated in the advertisement shall not normally be considered.

- 1) The initiative/project should have been in successful implementation generally for a period of **one year** on the date of publication of advertisement calling for nomination and should not be more than **three years** old on the date of publication of advertisement.
- m) In case of any dispute about the officers promoting the award, the category of the award from 'Individual' or Team' categories would be converted to 'Organization' category.
- n) Nominations made should be self-explanatory. In case any documentation in support of the initiative is to be attached along with the nomination, the same should be brief and relevant. A legend should be provided for all abbreviations/acronyms used in the nomination and documentation.
- o) Printed booklets, video films, supplementary material on CDs, press clippings, photographs, reference letters, photo copies of certificates/recognitions etc. should **not** be attached with the nomination. Only references to them need be mentioned. These would be reviewed, if required, at a later date.
- p) Two copies of the nominations strictly as per the above format along with a soft copy in CD should be sent directly to the following address:  
  
Nodal Officer  
Department of Personnel & Administrative Reforms  
Good Governance Cell  
New Secretariat Building, New Secretariat Complex  
Aizawl, Mizoram  
Fax : 0389-2333526 e-mail: [ggcmiz@gmail.com](mailto:ggcmiz@gmail.com)
- q) Nominations not in the prescribed form as above will be returned to the senders for resubmission by the due date.
- t) Canvassing in any form will be a distinct disadvantage.