भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय उत्पाद शुल्क, सीमा शुल्क और सेवा कर
CENTRAL EXCISE, CUSTOMS & SERVICE TAX
कोच्चिन COCHIN
केन्द्रीय राजस्व भवन CENTRAL REVENUE BUILDING
आई एस प्रेस रोड, कोच्चि I.S. PRESS ROAD, KOCHI-682 018

E-mail: cexcochi@nic.in Fax: 0484-2390608 Phone: 0484-2390404

C.No.II/7/2/2014-Estt. Date: 18.11.2016

ESTABLISHMENT CIRCULAR NO. 13 /2016

Attention is invited to the following letter received from the Ministry of Finance:-

Sl. No.	Letter No. and date	Subject
1.	File No.296/14/2011-CX-9 dated 06.10.2016	Prime Minister's Awards for excellence in Public Administration.

Copy of the mentioned letter may be downloaded from the website of Cochin commissionerate - www.cenexcisekochi.gov.in for information.

Nominations/recommendations, if any, may be sent to this office urgently for onward submission to the Board.

18/11/2016

[Krishnenthu Raja Mintoo P S]
Assistant Commissioner [P&V]

To

1. The DC/AC of divisions under Cochin commissionerate.
2. All Section Heads in Headquarters Cochin.
3. The Superintendent (EDP) for uploading in website.
4. Notice Board, Hqrs Cochin.
5. Notice Board, Central Excise Bhavan, Kathrikadavu.

Copy to:

1. The Deputy Commissioner (CCO), Hqrs Cochin for information.

File No. 296/14/2011-CX-9
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs
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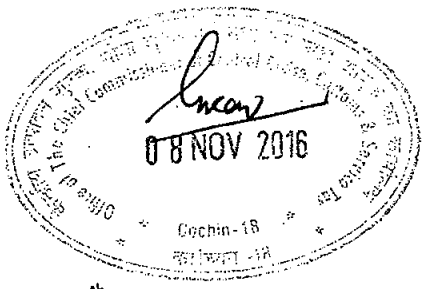

New Delhi, dated 6th October, 2016

To,

All Chief Commissioners/ DGs in CBEC

Subject:-Prime Minister's Awards for excellence in Public Administration.

Sir,

I am directed to forward a copy of OM .No O-22012/1/2014-Coord. dated 12.09.2016 along with enclosures from Coordination Section on the above mentioned subject.

2. It is requested that the required information asked therein may kindly be provided to the Board at the earliest.

Encl: As above

Yours faithfully,

(Surendra Singh)
Under Secretary to the Govt. of India
Tel: 23092413

F. No. O-22012/1/2014-Coord

Government of India
Ministry of Finance
Department of Revenue
(Coordination Section)

O/o Commissioner (Coord)/CSEC
Dy/File No. 4105 /2016
Date 20-9-16
FTS No.

New Delhi, the *12th September*, 2016

OFFICE MEMORANDUM,

Subject: - **Prime Minister's Award for Excellence in Public Administration.**

The undersigned is directed to enclose a copy Department of Administrative Reforms & Public Grievances & Pensions' D.O. No. K-11021/22/2016-AR (2760), dated 2nd September, 2016 along with its enclosures, on the above subject.

2. It is requested that suitable nominations/recommendations, if any for the Prime Minister's Award for Excellence in Public Administration for the period of April, 2015 to December, 2016 of your organization/directorate/offices may kindly be sent to Department of Administrative Reforms & Public Grievances online from 1st January, 2017 in prescribed format for their consideration under intimation to Coordination Section.

Encl : As above

Narendra Kumar
19/9/2016
(Narendra Kumar)
Under Secretary (Coordination)
Telefax: 23095539

1. Chairman, CBDT
2. Chairman, CBEC
3. Director General, CEIB.
4. Director (Enforcement)
5. Director (FIU-IND)
6. Director (NC)
7. Director (HQrs.)
8. Director (Admin)

सी. विश्वनाथ
सचिव
C. VISWANATH
SECRETARY
Tel : 011-23742133
Fax : 011-23742546
E-mail : secy-arpg@nic.in

सत्यमेव जयते

भारत सरकार,
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,
प्रशासनिक सुधार और लोक शिकायत विभाग,
सरदार पटेल भवन, संसद मार्ग,
नई दिल्ली-110001

GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS,
DEPARTMENT OF ADMINISTRATIVE REFORMS
& PUBLIC GRIEVANCES,
SARDAR PATEL BHAVAN, SANSAD MARG,
NEW DELHI-110001

OFFICE OF REVENUE SECRETARY
FTS. 256970
DATE 7/9/16

D.O. No.K-11021/22/2016-AR(2760) 2.09.2016

Dear Secretary

Government of India has instituted "Prime Minister's Award for Excellence in Public Administration" to acknowledge and recognize the extraordinary and innovative work done by Districts and Central/ State Governments organization. Copy of the Scheme is enclosed as Annexure-I.

2. Under the Scheme for Prime Minister's Award for Excellence in Public Administration, Innovations in environment conservation, disaster management, water conservation, energy, education and health, women and child centric initiatives etc. would be considered. For these awards Central/ State Government Organizations including Districts are eligible to apply. The period for consideration is April, 2015 to December, 2016.

3. Applications for the awards shall be received online from 1st January, 2017 in the format to be communicated. Applicants may send their application detailing their achievement specifically highlighting path breaking innovations done by any of the functionary/ organizations. Awards to the selected organizations will be presented on next Civil Services Day i.e. 21st April, 2017.

4. I request you to sensitize the organizations/ functionaries under your Ministry/ Department to compete for the awards. We expect that the Scheme would generate greater enthusiasm and wider participation.

With regards

Yours sincerely

(C. Viswanath)

To
(All Secretaries to the Government of India)

7/9/16
US (C)

Pl forward to all subordinate/ attached offices including Admn branches of Rev Hqrs

NW
7/9/16

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8/9/16
Sh. Gour

सूचना का अधिकार



सत्यमेव जयते

Scheme for
Prime Minister's Awards for Excellence
in
Public Administration

August 2016

Department of Administrative Reforms and Public Grievances
Ministry of Personnel, Public Grievances & Pensions
Government of India

Prime Minister's Award for Excellence in Public Administration

1. The Government of India has instituted a scheme, "Prime Minister's Awards for Excellence in Public Administration" - to acknowledge, recognize and reward the extraordinary and innovative work done by District/ organizations of the Central, State Governments.

2. The award will be given every year for Excellence in implementing Priority Programme of Government of India and extraordinary and innovative work done by the Organizations of Central/ State Government/ District in public governance.

(a) At least five **Priority Programmes** shall be chosen for awards under this Scheme. For the awards to be presented on Civil Services Day 2017, following five priority programmes have been identified:

i. Pradhan Mantri Krishi Sinchayee Yojana
ii. Deendayal Upadhyaya Gram Jyoti Yojana
iii. Pradhan Mantri Fasal Bima Yojana
iv. Start Up India/ Stand Up India
v. e-National Agriculture Market (National e-Mandi)

(b) Awards shall also be given to Organizations of Central/ State Government/ District for **Innovations in environment conservation, disaster management, water conservation, energy, education and health, women and child centric initiatives etc..**

3. Eligibility

3.1(a) Awards for implementation of Priority Programme: District / Implementing Unit.

(b) Awards for Innovation: Organizations of Central/ State Government/ District.

3.2 Period of consideration for both 3.1(a) & (b) is 1st April 2015 to 31st December 2016.

4. **Details of Award**

4.1 Grouping of States/ UTs for awards in Priority Programmes:

To ensure rationality, equity and level-playing field, the States/UTs are grouped as under:

Group 1 - North-East States (8) and Hill States (J&K, HP, Uttrakhand) =11

Group 2 - Union Territories = 7

Group 3 - Remaining States = 18

4.2 For each group in an identified Priority Programme, as far as possible, there would be one award. As such the **maximum number of Awards would be 15.**

4.3 In addition to the awards in Priority Programmes, **two awards** shall be given to organizations of Central/ State Government/ District for Innovation in Public Governance. There would not be any grouping of States.

4 4 The award shall consist of a (i) Trophy and (ii) Scroll.

4 5 The awarded District/ Organization will be given an incentive of Rs. ten lakh under this Scheme to be utilized for implementation of project/ programme or bridging resource gaps in any area of public welfare.

5. **Criteria for evaluation:**

(a) The awards for implementing Priority Programme will be evaluated on the basis of pre-determined parameters in consultation with Line Ministry/ Department.

(b) The awards for Innovations will be evaluated on the basis of following criteria:

i. Introducing and implementing an innovative idea/ scheme/ project to meet stake holders' requirement.

ii. Bringing perceptible improvements in processes/ systems and building institutions.

iii. Making public delivery systems responsive, transparent and efficient particularly by leveraging technology.

iv. Preparedness/ performance in emergent situations, disasters like cyclone, earthquake, flood etc.

6. **Processing of applications:**

6.1 District/ Organization (applicant) may send application in the prescribed format detailing their achievements specifically highlighting path-breaking innovation done by any of the functionary/ organisation.

6.2 **Step I- Short-listing of Districts/ Organization by Screening Committee (first stage):** Screening Committee(s) chaired by Additional Secretary level officer shall examine the applications in consultation with nodal Ministry/Department of identified Priority Programme/ theme of innovation. Joint Secretary level officer(s) and expert(s) from the NITI Ayog will be members of the Committee. Screening Committee will be constituted with the approval of Secretary (AR&PG).

6.3 **Step II: Short-listing of Districts/ Organization by Screening Committee (second stage):** Feedback from beneficiaries/ stakeholders shortlisted in the first stage will be obtained through a Call-Centre. Screening Committee(s) will then examine the shortlisted applications on the basis of presentations & analysis of feedback received from Call Centre and further shortlist the applications.

6.4 **Step III: Evaluation by Expert Committee:** A two-member team of officers of Central Government, not below the rank of Deputy Secretary, will conduct 'on the spot study' of the implementation of Priority Programmes/ initiative for innovation in districts/ Organizations shortlisted by the Screening Committee.

Expert Committee chaired by Secretary, Department of Administrative Reforms & Public Grievances will consider the spot study reports and further shortlist the district(s)/ Organization for

making recommendation to the Empowered Committee chaired by the Cabinet Secretary.

Secretaries of the nodal Ministry/ Department of identified Priority Programmes/ theme of innovation and Expert(s) from NITI Ayog would be members of the Expert Committee. The Expert Committee would be constituted with the approval of the Cabinet Secretary.

6.5 **Step IV: Recommendation of the Empowered Committee:** The Empowered Committee would be chaired by the Cabinet Secretary. Other members would include Additional Principal Secretary to PM, CEO NITI Aayog and two/ three Non-official members.

6.6 The Empowered Committee would consider the recommendations of the Expert Committee and may also ask the applicants to make a presentation and/ or make such inquiry as deemed fit.

6.7 The Empowered Committee would then make its recommendations to the Prime Minister for final selection of Awards.

6.8 The Empowered Committee shall be constituted with the approval of the Prime Minister.

6.9 **Step V:** Approval of the Prime Minister of the Awards.

7. Submission of application(s):

(i) Applications for the Award shall be received online in the prescribed format. All the columns of the application form must be duly filled as per the instructions contained therein.

(ii) Application should contain a write-up of about 5 pages (A4 size) on the Priority Programme/ innovation along with support documents like Executive Summary, field photographs (maximum 10), flow charts detailing uniqueness and success story of the initiative. Alongwith the application, a CD of a short film of 3-5 minutes duration highlighting the initiative/ innovation may also be appended.

(iii) The write up should contain details of the programme/initiative, strategies adopted in implementation, period of implementation,

exceptional achievements and outcomes, positive impact and sustainability.

(iv) The application for award in innovation should contain the details of beneficiaries/ stake holders of the initiatives/ projects.

(v) For award in innovation, the organization may be represented by the serving Head of the organization or an officer nominated by him/ her for receiving the award.

(vi) Application with incomplete/ insufficient details shall not be considered.

(vii) A legend should be provided for all abbreviations/acronyms used in the application and documentation.

8. In all matters of the Award Scheme, the decision of the Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pension, Government of India, would be final and binding.