No. 1234/POL/OSD/Estt-I(B)/A1/CM Award/2025
GOVERNMENT OF PUDUCHERRY
POLICE DEPARTMENT

Puducherry, dated 21 MAR 2025

CIRCULAR

Sub: Police – Estt-I(B) – Chief Minister's award for Excellence in Public Administration and Chief Minister's Appreciation for Initiative in Public Administration for Independence Day 2025 – Applications – Invited.

Ref: Notification of AR Wing, Chief Secretariat vide G.O.Ms. No.1/2025/A2/ARW dated 03-01-2025 (Copy enclosed at www.http\\police.py.gov.in)

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Applications are invited for "Chief Minister's award for Excellence in Public Administration" and "Chief Minister's Appreciation for Initiative in Public Administration" on the occasion of Independence Day 2025, in the prescribed format attached in the annexure of notification cited under reference above.

2. The applications are invited in the following categories:

- 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 Natural Disaster situations like Cyclones, floods, earthquake etc.
- Outstanding implementation of Centrally Sponsored Schemes and State Plan Schemes
- Other Specific areas, if any.

3. Applications should contain a write-up (including an executive summary) along with supporting documents like field photograph (maximum 10), flow charts detailing uniqueness and success story of the initiatives. The write up should contain details of the programme/initiative, period of implementation, strategies adopted in implementation, details of beneficiaries/ stakeholders, exceptional achievements and outcomes and positive impact etc. In particular, the write-up would be expected to emphasize such elements in the strategy that have enhanced quality and good governance in the scheme. The elements of good governance that are to be promoted include measures towards enhancing transparency and checking corruption, effectiveness of administration & regulatory quality, convergence of schemes, inclusiveness and community participation, accountability, grievance redressal mechanism and feedback system, quality and capability of human resources and mechanism of capacity building, replicability & sustainability.

4. The notification cited under reference above may be perused for detailed information in this regard.

5. The last date for receiving the applications at the Chief Office is **15.05.2025.** If there is no nomination a NIL reply may please be sent. **Belated applications will not be entertained at any cost.**

Encl: As above

(R. ELUMALAI)
OFFICER ON SPECIAL DUTY

To

1. All Superintendent of Police, Puducherry/Karaikal/Mahe/Yanam.
2. The Dy. Commandant. IRBn.Puducherry.
3. The Web Officer

Copy to:
1. The DGP/IGP, Puducherry.
2. The DIGP (L&O/Admin)
2. The SSP(HQ/L&O/C&I/Traffic/KKL)/Puducherry.

GOVERNMENT OF PUDUCHERRY

ABSTRACT

ARW-Formulation of the Scheme towards grant of Chief Minister's Award for Excellence in Public Administration-Notification-Issued

CHIEF SECRETARIAT (AR WING)

G.O. Ms. No.1/2025/A2/ARW Puducherry, dt. 03-01-2025

Read: G.O. Ms. No. 2/2023/A2/ARW dt. 12.06.2023 of Administrative Reforms Wing, Chief Secretariat, Puducherry.

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Order: The following notification shall be published in the next issue of the Official Gazette of the Government of Puducherry:

NOTIFICATION

Approval of the Lt. 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 G.O. read above with immediate effect for recognizing outstanding and exemplary performance by a team of officials under the Government of Puducherry including Offices under Public Sector Undertakings, Local bodies, Autonomous Bodies, etc., 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 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 Puducherry to recognize and reward innovative and extraordinary work done by a team of officials under the Government of Puducherry including Offices under Public Sector Undertakings, Local bodies, Autonomous bodies, etc.,

2. **Objective of the Scheme:**

The Scheme aims to encourage good governance, high standards of services, replication of best practices and innovation while encouraging leadership

qualities and improving employee motivation etc.

3. **Scope of the Scheme:**

i. An illustrative list of themes for the award is given below:-

a) Mission mode implementation of schemes prioritized by Government including those announced in the Budget;

b) Mission Mode implementation of Govt. of India schemes including specific categories/themes mentioned in the Prime Ministers Awards for Excellence in Public Administration Schemes for the year;

c) Implementation of innovative ideas / schemes / projects to meet stakeholders' requirement;

d) Bringing perceptible improvement in processes / systems and in building institutions;

e) Making public delivery systems responsive, transparent and efficient, particularly by leveraging technology;

f) Replication of best practices

g) Preparedness / performance in emergent situations and disasters etc.,

h) Other specific areas, if any.

ii. a) Application should be submitted in the prescribed format annexed to this order along with recommendation of the Departmental Committee.

b) Applications should contain a write-up (including an executive summary) along with supporting documents like field photograph (maximum 10), flow charts detailing uniqueness and success story of the initiatives. The write up should contain details of the programme / initiative, period of implementation, strategies adopted in implementation, details of beneficiaries/ stakeholders, exceptional achievements and outcomes and positive impact etc. In particular, the write-up would be expected to emphasize such elements in the strategy that have enhanced quality and good governance in the scheme. The elements of good governance that are to be promoted include measures towards enhancing transparency and checking corruption, effectiveness of administration & regulatory quality, convergence of schemes, inclusiveness and community participation, accountability, grievance redrassal mechanism and feedback system, quality and capability of human resources and mechanism of capacity building, replicability &

sustainability.

4. **Eligibility under the Scheme:** All Government Departments, Public Sector Undertakings, Local Bodies and Autonomous Bodies, Corporations, Agencies, etc., under the Government of Puducherry are eligible to be considered for the award.

5. **Details of the Award:** There shall be two categories of award viz.,

i) Department

ii) Institution/Organisation (Including Autonomous Bodies, Local Bodies, Societies, Public Sector Undertakings, etc.)

The Award would carry with it: **(i) A Commendation Scroll and (ii) A Cash Award**

a) Two "Chief Minister's Award for Excellence in Public Administration", one each for Departments' and Organizations/Institutions' categories - with the cash component of ₹10 Lakhs each.

b) Two "Chief Minister's Appreciation for Initiative in Public Administration"- one each for Departments' and Organizations/Institutions' categories - with the cash component of ₹5 Lakhs each.

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.

6. **Nominating Authorities:** Nomination can be made only through the Administrative Secretary. Innovation in public administration is very often the output of good teamwork and leadership. *The Administrative Secretary of the Department may constitute a Departmental Committee to shortlist the nominations and verify the facts before forwarding the nominations to the Government. The Recommendation of the Administrative Secretary or the report of the Departmental Committee should be sent along with the nomination*. Self-nomination will summarily be rejected at early stage itself.

7. **Nominations under the Scheme:** 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 Natural Disaster Situations like Cyclones, floods, earthquake, etc.
- Outstanding implementation of Centrally Sponsored Schemes and State Plan Schemes
- Other Specific areas, if any.

8. **Screening Process:** The screening process shall consider inter-alia, the efforts, impact/outcomes, constraints, sustainability and scope for replication.

There shall be a two stage selection process through Screening Committee and Empowered Committee and the residual powers vest with Chief Secretary.

A Screening Committee shall screen the applications in the first stage. The composition of the Screening Committee would be as follows:

1.	Secretary/Special Secretary to Govt. (ARW)	Chairperson
2.	Deputy/Under Secretary to Govt. (Finance)	Member
3.	Under Secretary to Govt. (Law)	Member
4.	Retired senior civil service Officer of UT Administration nominated by Chief Secretary	Member
5.	A Senior Academician from Pondicherry University	Member
6.	Additional/Joint/Deputy/Under Secretary, ARW	Member Secretary

The Screening Committee shall examine the nominations and conduct spot studies, wherever required. The Committee may invite any domain expert to facilitate screening of applications. The Screening Committee will endeavour to shortlist sufficient number of nominations for consideration of the Empowered Committee with specific recommendations.

9. **Empowered Committee: a)** The recommendations made by the screening committee shall be considered by an Empowered Committee. The composition of the *Empowered Committee* would be as follows:

1.	Chief Secretary to Govt.	Chairperson
2.	Secretary to Govt. (Finance)	Member
3.	Secretary to Govt. (Law)	Member
4.	Secretary/Special Secretary to Govt. (ARW)	Member
5.	Additional/Joint/Deputy/Under Secretary, ARW	Member Secretary

b) The Chairperson may include any eminent person from the respective fields in the Committee's deliberations. If required, the Empowered Committee may ask the nominees to make a presentation on their respective projects/works. The Empowered Committee would take into account the study reports and make its recommendations.

c) The Committee may recommend the awards as per the Scheme or lesser numbers as felt appropriate for the approval of the Chief Minister.

d) The Chief Secretary may permit one stage selection process through Empowered Committee if the number of applications is less.

10. Presentation of the Award: The indicative schedule for the implementation of the scheme is as under:-

Receipt of nomination	15th June
Recommendation by Screening Committee	7th July
Recommendation by Empowered Committee	31st July
Announcement and Distribution of Awards	15th August

In case of insufficient nominations, the receipt of nominations may be extended.

11. Residual Points: a) The Selection of the nomination will be on merit basis. Canvassing in any form at any point of time will not be entertained and such departments or organisations will be debarred as may be decided by the Chief Secretary. In all matters of the Award Scheme, the decision of the Chief Secretary to the Government of Puducherry would be final and binding.

b) Booking of Expenditure: The Expenditure is debitable to the Head of "2052-Secretariat-General Services 092- Other Offices 092(05) - Strengthening of Personnel and Administrative Reforms Wing - Rewards 092(05)(01)- Puducherry Region (40) Awards & Prizes".

12. This issues with the concurrence of the Finance Department vide their ID No. E-6995/FC/FD/F3/A4/2024-25 dt.18.12.2024

/ BY ORDER OF THE LIEUTENANT GOVERNOR/

Signed by
N Udayakumar
Date: 03-01-2025 15:31:41

(N. UDAYAKUMAR)
UNDER SECRETARY TO GOVT. (ARW)

To
The Director, Department of Stationery & Printing, Puducherry

Copy to

1. All Secretaries to Government/Heads of Departments, Institutions, PSUs, etc. Government of Puducherry.
2. The Collector Puducherry/Karaikal
3. The Regional Administrator Mahe/Yanam
4. The P.S. to Chief Minister/Speaker/Deputy Speaker/all Ministers, Puducherry
5. The Private Secretary to Chief Secretary to Govt., Puducherry
6. The AG Audit, Puducherry Branch, DAT Complex, Puducherry
7. C.R.B.
8. Stock file/G.O. File

Annexure to G.O. Ms. No. 1/2025/A2/ARW dated 03.01.2025

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]

   a. Mission mode implementation of schemes prioritized by Government including those announced in the Budget;
   b. Mission Mode implementation of Govt. of India schemes including specific categories / themes mentioned in the Prime Minister's Awards for Excellence in Public Administration Schemes for the year;
   c. Implementation of innovative ideas / schemes / projects to meet stakeholders' requirement;
   d. Bringing perceptible improvement in processes / systems and in building institutions:
   e. Making public delivery systems responsive, transparent and efficient, particularly by leveraging technology;
   f. Replication of best practices and
   g. Preparedness / performance in emergent situations and disasters 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 Department / Institution:___

Complete Postal address (with Pin code)__

Phone/FAX No_____E-Mail ID_____ Mobile phone Nos.

4. Information on the Nominating Authority:

Name of the Authorized official
(Dr./ Mr./Ms.)
Designation_____
Name of the Department / Institution_____
Complete Postal Address (with Pin Code):__
Phone no:
e-mail id:

5. Title of the specific initiative/project for which this nomination is being made:_____

6. Please specify the broad areas of governance under which the initiative fall (please tick).

a)	Education	
b)	Care	
c)	Law and Order	
d)	Justice Delivery	
e)	Urban Management	
f)	Agriculture and Rural Development	
g)	Environment	
h)	Employment Generation	
i)	Citizen Empowerment	
j)	Infrastructure Development/Improvement	
k)	Other (Please specify):	

7. (a)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

(b) Attach a narrative of the project/Initiative (Not more than 2500 words), clearly bringing out the following:-

a. Background
b. Priorities and purpose
c. Strategies adopted
d. Innovative method used
e. Period/duration of the project Initiation/Implementation
f. Outcome/Changes resulting from the Project/Initiative.
g. Exceptional achievements (in substantiation of each of the chosen/ticked outcomes listed, above provide a descriptive note of not more than 150 words)
h. Sustainability and Replicability.

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

If "Yes" details thereof:

- By Whom:_____
- When_____
- What were the major findings_____

9. 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)

i. Name and details of Awards received earlier by the Nominee Departments/Organisations/Institutions, if any.

ii. Supporting documents attached-NOT MORE THAN 5(FIVE) PAGES along with document of proof for approval from the Administrative Secretary.

Signature of the Nominating officer_

Name & Address _

Designation with seal & Date_

10. Important Notes:

a. This award is only open to State government / Semi Govt. Departments/Institutions/Organisations of Government of Puducherry

b. Nomination form should clearly mention the approving authority with relevant details

c. The nomination should be sent for the rewardable work done during *previous one calendar 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 email directly to the following addressee:

Secretary to the Government (ARW)
Chief Secretariat, Puducherry-605001
E-mail Address: usar@py.gov.in

e. Nominations should strictly adhere to 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 Administrative Secretary 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 Empowered Committee would be final and binding.

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

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