

No. AW-1/1/2020-AR-AR
GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(Administrative Reforms Division)

Imphal, the 27th December, 2023

To

1. All Administrative Secretaries, Government of Manipur.
2. The Secretary, Manipur Public Service Commission
3. All Deputy Commissioners, Manipur
4. All Heads of Department, Manipur.

Sub: Invitation of nomination for "The Chief Minister's Award for Good Governance"
for the year 2022 - 2023.

Sir/Madam,

In supersession of this Government letter of even number dated 27/07/2023 on the above subject, I am directed to request you to kindly submit nominations for the "**Chief Minister's Award for Good Governance**" to Department of Administrative Reforms through the Administrative Departments concerned **on or before 15/01/2024**. The Scheme, Nomination Form and Guidelines for the Award are enclosed as Annexure I, II & III. The same is available at the Official website <https://manipur.gov.in> and in e-Office Notification.

All serving Officers under the State Government including Officers under Public Sector Undertakings, Municipalities and autonomous bodies (inclusive of Autonomous District Councils) are eligible for the Award.

Two copies of the Nomination form along with soft copy in CD/DVD format are to be submitted or mailed to the address provided below strictly as per the prescribed format.

Under Secretary/Nodal Officer
Department of Administrative Reforms
Government of Manipur
New Secretariat, North Block, 3rd Floor, Administrative Reforms Section
Imphal West, Manipur – 795001
Or
e-mail: darmanipur@gmail.com

Yours faithfully,



(Roji/Rajkumari)
Joint Secretary, Administrative Reforms
Government of Manipur

Copy to:

1. Secretary to Hon'ble Chief Minister, Manipur.
2. Staff Officer to Chief Secretary, Government of Manipur.
3. Addl. Chief Secretary (AR), Government of Manipur.
4. Website Manager (DIT), Manipur (with a request for uploading on the Official Website and Notice Board of e-Office)
5. GAD Dispatch, Manipur Secretariat, Imphal.
6. Guard file.

Chief Secy's Office
R.R. No.....
Dated.....11/11/2020

**GOVERNMENT OF MANIPUR
DEPARTMENT OF ADMINISTRATIVE REFORMS**

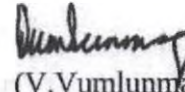
NOTIFICATION

Imphal, the 6th November, 2020

Subject: Scheme for Chief Minister's Award for Good Governance.

No.AW-1/1/2020-AR: The Governor of Manipur is pleased to notify the Chief Minister's Award for Good Governance with immediate effect to recognise and reward innovative and extraordinary work done by civil servants under the Government of Manipur that promotes good governance. Government servants shall be rewarded for outstanding and exemplary performance in initiatives and projects which have benefitted a large number of citizens/stakeholders.

The detailed Scheme, Guidelines and Nomination Form are enclosed as Annexure I, II and III respectively.


(V. Vumlunmang)
**Principal Secretary, AR
Government of Manipur**

Copy to:

1. Secretary to the Hon'ble Governor, Manipur.
2. Secretary to the Hon'ble Chief Minister, Manipur.
3. P.S. to the Hon'ble Minister (AR/Training) Manipur.
4. Staff Officer to Chief Secretary, Government of Manipur.
5. All Additional Chief Secretaries, Government of Manipur.
6. All Principal Secretaries/ Commissioners/Secretaries, Government of Manipur.
7. All Deputy Commissioners, Manipur.
8. All Heads of Department, Government of Manipur.
9. Director, Printing & Stationery, Manipur. *With a request to kindly publish the Notification.*
10. Website manager, Department of Information Technology, Manipur. *With a request to kindly upload the notification in the official website (<https://manipur.gov.in>) and e-office Notice Board.*
11. GAD, Central Dispatch, Manipur Secretariat.
12. Guard file.


11/11/20


PS/AR

**GOVERNMENT OF MANIPUR
DEPARTMENT OF ADMINISTRATIVE REFORMS**

SCHEME FOR CHIEF MINISTER'S AWARD FOR 'GOOD GOVERNANCE'

The "SCHEME FOR CHIEF MINISTER'S AWARD FOR GOOD GOVERNANCE" is instituted by the Government of Manipur to recognize and reward innovative and extraordinary work done by Officials under the Government of Manipur that promotes good governance.

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 Schemes shall be considered for the Award.

3. **Eligibility under the Scheme:** All serving Officers under the State Government, including officers on deputation to the Government of Manipur, Officers under Public Sector Undertakings, Municipalities and Autonomous Bodies, Autonomous District Councils, either Individually or as a Team 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.**

- a) The Award would be divided into two different categories, viz. (i) Individual and (ii) Team categories.
- b) One Award would be given every year to the following, either as Individual or Team:
 - i) Administrative Secretaries
 - ii) Deputy Commissioners
 - iii) Heads of Departments (Non-Engineering Departments)
 - iv) Heads of Engineering Departments (CEs or Equivalent)
 - v) Any other Official or Department. (One Individual award and one Team award)
- c) The Award would consist of:
 - i) A certificate, and
 - ii) A cash Award
- d) A copy of the certificate shall be kept in the service book/dossier and also mentioned in the APAR.
- e) In the Individual category, the cash award would be **Rs.1,00,000/-** (Rupees one lakh) only.
- f) In case of the Team category, the cash award would be **Rs. 2,00,000/-** (Rupees two lakhs) only. The cash award for team category shall be distributed equally among the team members.
- g) Notwithstanding anything stated above, the amount of the cash award for each category can be varied by the Government from time to time and the



6.11.2020

Government reserves the right not to present an award for any of the category in any year.

5. **Nominating Authorities:** Nomination for an Individual or a Team category shall be submitted in the prescribed form through the Administrative Department concerned by any person/organization, including self-nomination.
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-II* and the guidelines at *Annexure-III* shall be strictly followed for submission of nomination.

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

- Introducing and implementing an innovative scheme/project.
- 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.

The above is an illustrative list of items for consideration of the award. Any extraordinary performance or innovations towards good governance shall be eligible to be considered for the award.

7. Processing of Nominations:

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

Administrative Secretary, AR	:	Chairman
Addl./Joint Secretary, DP	:	Member
Representative of Finance Deptt.	:	Member
Joint Secretary/Deputy Secretary, AR	:	Member Secretary

(The Committee may utilize the services of Experts in the relevant field as required.)
- c) Representative of the Department making nominations as well as the nominee(s) himself may be invited as and when required by the Expert Committee.

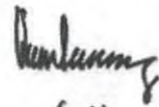
d) There shall be an **Empowered Committee** chaired by the Chief Secretary which would consider the nominations recommended by the Expert Committee and may also ask the nominees to make a presentation before the Committee. The Empowered Committee would then make its recommendations for the consideration of the Chief Minister after assessing the overall performance of the Officers recommended for the Awards.

e) The composition of the Empowered Committee would be as follows:

Chief Secretary	-	Chairman
Administrative Secretary, Finance	-	Member
Administrative Secretary, Planning	-	Member
Administrative Secretary, DP	-	Member
Administrative Secretary, AR	-	Member Secretary

(The Empowered Committee may co-opt other Administrative Secretaries or Subject Experts as required from time to time.)

8. Presentation of the Award: The Chief Minister's Award for Good Governance shall be presented on such date and time as decided by the Chief Minister from time to time. Usually it will be presented on Statehood Day, Republic Day or Independence Day of every year.
9. Residuary Power: The power to amend, relax and interpret any of the provisions under the Award Scheme shall rest with the Department of Administrative Reforms, Government of Manipur. In all matters of the Award Scheme, the decision of the Department of Administrative Reforms, Government of Manipur would be final and binding.


6.11.2020

CHIEF MINISTER'S AWARDS FOR GOOD GOVERNANCE 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
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 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:

(a) to (g) to be repeated for all nominees, in case of nominations as a Team.

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 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. Details of Immovable Property Return (IPR) filed:

Signature of the Nominating Authority:

Name & Address :

Designation with Seal :

Date :

**GUIDELINES FOR FILLING IN THE NOMINATION FORM OF CHIEF
MINISTER'S AWARDS FOR GOOD GOVERNANCE**

- a) 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.
- b) 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.
- c) Nominations that are not of serving civil servants and also nominations of Departments not involving serving civil servants would be rejected.
- d) If a nominated Government servant superannuates after submitting the application, he/she shall be considered for the award for the 'Individual' and Team' category.
- e) In case of death of a nominated officer under 'Individual' and Team' categories during the evaluation process, the award would be given posthumously.
- f) Nominations with incomplete data and/or sketchy details shall not be considered.
- g) 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.
- h) 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.
- i) Printed booklets, video films, supplementary material on CDs, press clippings, photographs, reference letters, photocopies 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.
- j) The credentials of the nominated officers shall be subject to filing of Immovable Property returns (IPR), clearance from the Vigilance angle and confirmation by Police Department that there is no pending criminal case.
- k) 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 (AR),

Department of Administrative Reforms,
Good Governance Cell
New Secretariat Block, Manipur Secretariat
Babupara, Imphal
e-mail:

- l) Nominations not in the prescribed form as above will be rejected.
- m) Canvassing in any form will be a distinct disadvantage and should be avoided.