

GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATION (AR) DEPARTMENT

NO.F.13(1)-GA(AR)/2022/210

Dated, Agartala, the 29th January, 2022.

MEMORANDUM

Subject :- Submission of proposals for Chief Minister's Civil Service Awards for Excellence in Public Administration – regarding.

The undersigned is directed to refer to the notification issued vide even number dated 28th January, 2022 (copy enclosed) notifying the revised guidelines for the Chief Minister, Civil Service Awards for Excellence in Public Administration. As per the revised guidelines 14(fourteen) awards will be given. Out of 14(fourteen) awards 2(two) awards to best performing districts, 3(three) awards to best performing blocks for excellence in overall implementation of block level schemes including identified priority schemes and other notable works, 3(three) awards to exceptional departmental performance or initiatives in implementing of identified flagship, priority schemes, other schemes or governmental activities, 3(three) awards each to individuals for extra ordinary performance/innovation/contribution.

2. The Chief Minister's Civil Service Awards for Excellence in Public Administration will be awarded on the Civil Services Day, to be held on 21st April, 2022.

3. The undersigned is hereby directed to request all Principal Secretaries/Secretaries & Special Secretaries, and also the DGP & PCCF for submission of an application for the Chief Minister's Civil Service awards to the GA(AR) Department by 10th March, 2022.

Enclo : As stated above.


(P. Das)


Under Secretary to the
Government of Tripura

To

1. All Principal Secretaries/Secretaries/Special Secretaries, Govt. of Tripura.
2. The Director General of Police, Tripura
3. The PCCF, Tripura
4. All D.M. & Collector West/South/North/Gomati/Dhalai/Khowai/Unakoti & Sepahijala District.

Copy to :

1. The Principal Secretary to the Chief Minister, Tripura for kind information of the Hon'ble Chief Minister.
2. The PS to Chief Secretary, Tripura for kind information of the Chief Secretary.
3. The Director/SIO, NIC with a request to kindly upload in the State Portal.


(P. Das)

Under Secretary to the
Government of Tripura

GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATION (AR) DEPARTMENT

NO.F.13(1)-GA(AR)/2022/173-209


Dated, Agartala, the 28th January, 2022.

NOTIFICATION

Subject :- Revised Guidelines of Chief Minister's Civil Service Awards for Excellence in Public Administration.

The undersigned is directed to forward herewith a copy of the revised guidelines of Chief Minister's Civil Service Awards for Excellence in Public Administration for kind information of all Principal Secretaries/Secretaries/Special Secretaries.

Encl : As stated above.

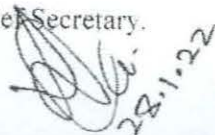

(P. Das)
Under Secretary to the
Government of Tripura

To

1. All Principal Secretaries/Secretaries/Special Secretaries, Govt. of Tripura.
2. The Director General of SIPARD, Tripura, Agartala.
3. The Director General of Police, Tripura, Agartala.
4. The Principal Chief Conservator of Forests, Tripura, Agartala.
5. All District Magistrate & Collectors, West/South/North/Gomati/Dhalai/Khowai/Unakoti & Sepahijala District.

Copy to :

1. The Principal Secretary to the Hon'ble Chief Minister, Tripura for kind information of the Hon'ble Chief Minister.
2. The PS to the Hon'ble Deputy Chief Minister, Tripura for kind information of the Hon'ble Deputy Chief Minister.
3. The PS to Chief Secretary, Tripura for kind information of the Chief Secretary.


(P. Das)
Under Secretary to the
Government of Tripura

GOVERNMENT OF TRIPURA

GENERAL ADMINISTRATION (ADMINISTRATIVE REFORMS) DEPARTMENT

Revised Guidelines

for

Chief Minister's Civil Service Awards

for

Excellence in Public Administration

CHIEF MINISTER'S CIVIL SERVICE AWARDS FOR
EXCELLENCE IN PUBLIC ADMINISTRATION

1. The Government of Tripura has instituted a scheme, known as the "Chief Minister's Civil Service Awards for Excellence in Public Administration" in the year 2018 to acknowledge, recognize and reward the extra ordinary and innovative work done by the District/ Departments. The scheme was notified vide Memorandum No. F. 13(4)-GA (AR)/2018/104 dated 7th January, 2019. Subsequently, the scheme was revised and notified vide Memo. No. F. 13(4)-GA (AR)/2018/1285 dated 20th July, 2020 and notification No.F. 13(4)-GA (AR)/2018/1285 dated 20th January, 2021.

2. The awards will be given for excellence in implementation of the schemes in the following categories:

- i. Awards for extra-ordinary performance or initiative by any Department.
- ii. Awards for best performing District and best performing Block.
- iii. Awards for individual for extra-ordinary performance/innovation (Gazetted Officer);
- iv. Awards for individual for extra-ordinary performance/innovation (Non-Gazetted Officer);

3. Number of Awards:

- i. Awards will be given to 2(two) best performing districts and 3(three) best performing RD Blocks for excellence in overall implementation of block level schemes including identified priority schemes and other notable works.
- ii. Awards will be given to 3(three) departments for exceptional performance or initiatives in implementation of identified flagship, priority schemes, other schemes or governmental activities.
- iii. Awards will be given 3(three) Gazetted Officers and 3 (three) Non-Gazetted employees of the State Government for their extra-ordinary performance / innovation /contribution.

4. Value of awards:

- i. The award will be in the form of Certificate and Trophy for Districts/Blocks and Departments.
- ii. An incentive of Rs.25,000/- (Rupees twenty-five thousand) in cash along with a certificate for Gazetted Officers.
- iii. Rs.10,000/- (Rupees ten thousand) and certificate for Non-Gazetted employees.

5. Criteria for Evaluation:

The awards for best performing Blocks, Districts & best Departments and individual awards will be evaluated on the basis of following criteria:

- i. Evaluation of performance of the block will be done on the basis of the MIS reports of flagship schemes & other ongoing schemes. In case of district, it will be evaluated on the basis of performance of constituent blocks / sub-divisions as well as other line departments within the district.
- ii. Introducing and implementing an innovative idea/scheme/project.
- iii. Integrity of the Officer/employee for individual award.
- iv. Remarkable contribution of the officer/employee. Impact and outcome of the work/innovation;
- v. Exceptional Departmental performance or initiatives in implementation of identified flagship, priority schemes, other schemes or Governmental activities.
- vi. Any other criteria as may be determined by the Empowered Committee.

6. Processing of Application:

Applications (online/ manual) will be invited by the GA (AR) Deptt in the month of January/ February of the year. Any department will recommend maximum 2 (two) nominations for individual category (both Gazetted & Non-Gazetted Officer). The Deptt may recommend one nomination for the award i.e. best performing Deptt.

7. Period for consideration of the Awards:-1st April to 31st December of the preceding year.

8. Submission of Application(s):

- i. Application for the award shall be received online / manual in prescribed format (Annexure-I).
- ii. Application should contain a write-up [maximum 5 (five) pages] along with photographs. The write-up should contain details of the works/ strategies, remarkable contribution and impact of the work including outcomes.

9. Scrutiny Committee:

The GA (AR) Deptt shall scrutinize the applications received for the Awards and place them before the Selection Committee with observations.

10. Selection Committee:

- i. The Chief Secretary will be the chairman of the selection committee. Other members of the committee are the Addl. Chief Secretary, all the Principal Secretaries, DGP, PCCF and the Secretaries of the concerned Department(s) shall also be invited to appraise the Selection Committee. The Secretary of the GA (AR) Deptt will be the Member Secretary of the Committee.
- ii. The Selection Committee will make evaluation / assessment of each application based on the write up submitted by the applicant.
- iii. The Selection Committee will make its recommendations to the Chief Minister for final selection of Awardees.

11. Revision of Guidelines:

In all matters of the awards, the decision of the GA (AR) Department, Government of Tripura, would be final and binding. The State Government may review the guidelines from time to time for the purpose of Civil Service Awards.

12. Giving the Awards:

The awards will be given on Civil Services Day on 21st April every year or any date as may be decided by the State Government.

CHIEF MINISTER'S CIVIL SERVICE AWARD NOMINATION FORMAT

- 1 Nomination :
- i. Department :
- ii. Category (Individual) :
- 2 Title of the Initiative / work undertaken :
- 3 Details of the initiative/ work with photographs (not exceeding 5) :
- 4 Role played by the nominated Officer :
- 5 Uniqueness of the initiative in the following categories:
 - a) Innovation :
 - b) Improvement :
 - c) Policy making :
 - d) Achievements :
 - e) Implementation :
 - f) Service delivery :
 - g) Savings etc. :
- 6 Outcome of the initiative :

Signature of the Officer

7. Integrity of the officer/ employee

Recommendation of the Head of the Department

Recommendation of the Secretary of the Department