



SCHEME FOR

KARMASHREE

THE CHIEF MINISTER'S AWARD

FOR EXCELLENCE IN

PUBLIC ADMINISTRATION, 2020-21

ADMINISTRATIVE REFORMS AND TRAINING DEPARTMENT

GOVERNMENT OF ASSAM

KARMASHREE

THE CHIEF MINISTER'S AWARD FOR EXCELLENCE IN PUBLIC ADMINISTRATION, 2020-21

GUIDELINES

- **OVERVIEW:** The KARMASHREE- The Chief Minister's Award for Excellence in Public Administration to acknowledge, recognize and reward the extra ordinary, exemplary and innovative work done by the officers of the Districts/ Organizations of the State Government.
- **CATEGORY OF AWARD:** The Award will be given for Innovation in Public Administration and outstanding implementation of Govt. schemes, policies and programmes.
- **DETAILS OF THE AWARD:** - There will be a total of 10 awards and shall consists of a **Citation**. The award will be given every year.
- **ELIGIBILITY CRITERIA:** Selection for the award will be on the basis of the following criteria:
 - a) Innovativeness
 - b) Sustainability.
 - c) Up scalability.
 - d) Impact on overall service delivery system.
 - e) Improvement in efficiency and effectiveness in administration or governance.
 - f) Social, economic or other benefits from the initiative.
 - g) Improved transparency and objectivity in the process.
 - h) Any other criteria which may be decided by the Screening Committee and Selection Committee.
 - i) Officers of State Government individually or as a group will be eligible for the award. Not more than **4 (four) officials** (maximum) including the applicant will be allowed in a group.
- * ***For nomination of the Award for implementation of Priority Programme, it has to be from a District/ Implementing Unit.***
- * ***For nomination of the Award for innovation, it has to be from a Department Organizations of the State Government/ Districts.***
- **DOCUMENTS REQUIRED:** The following documents should be attached to the form prescribed in the portal.
 - 1) A brief write-up of 5 pages (A4 size) on the scheme. The write-up should contain details of the initiative/programme/strategies adopted in implementation/period of implementation/ exceptional achievements and outcomes/ positive impact and sustainability.
 - 2) Supporting documents such as –
 - i) Executive Summary.
 - ii) Field photographs (maximum 10).
 - iii) Flow chart detailing uniqueness.
 - iv) Success story of the initiative.
 - 3) A CD of a short film of 3-5 minutes duration highlighting the initiative/innovation may also be appended.

- **PROCESS FLOW:** Department/District/ Organization (applicants) may send applications in the prescribed format through the website art.assam.gov.in with due recommendations of the competent authority as mentioned below:

<i>Sl.</i>	<i>Category of Applicants</i>	<i>Competent Authority</i>
1	a) Officers serving at District Level. b) Officers serving as Deputy Commissioner c) Officers serving in the Autonomous Council Areas.	a) Deputy Commissioner of the District. b) Any Senior most Secretary of the Govt. of Assam, Assam Secretariat, Dispur. c) Principal Secretary of the Autonomous Council.
2	Officers serving at Directorate Level	The Director of concerned Directorate.
3	Officers serving at Commissionerate Level	The Commissioner of concerned Commissionerate.
4	Officers serving in the State Secretariat, Dispur	The Senior most Secretary of concerned Administrative Department.
5	Senior most officers serving at State Secretariat, Dispur	The Minister of the concerned Department.

Constitution of Committee			
SL	Committee	Composition	Action
1	Screening Committee	Screening Committee will be headed by the – <ul style="list-style-type: none"> ▪ Commissioner & Secretary/Secretary to the Govt. of Assam, A.R. & Training Department as Chairperson ▪ Joint Secretary to the Govt. of Assam, A.R. & Training Department as Member Secretary. ▪ Additional Director/Joint Director, AASC as Member. 	Screening Committee shall examine the applications and place before the Expert Committee.
2	Expert Committee	Expert Committee will be headed by - <ul style="list-style-type: none"> ▪ Senior most Secretary to the Govt. of Assam, A.R. & Training Department as Chairperson. ▪ Commissioner & Secretary/ Secretary to the Govt. of Assam, A.R. & Training Department as Member Secretary ▪ An Officer from the T & D Department not below the rank of Secretary. 	Expert Committee will assess the initiatives based on the presentation of the initiatives and conduct spot study (if necessary) of the initiatives shortlisted by the Screening Committee. The shortlisted initiatives would be placed before the State Level Committee.
3	State Level Committee	State Level Committee will be headed by- <ul style="list-style-type: none"> ▪ Chief Secretary, Assam as Chairperson. ▪ Senior most Secretary to the Govt. of Assam, A.R. & Training Department as Member-Secretary. ▪ Additional Chief Secretary to the Govt. of Assam as Member. ▪ Two other Officers of the Govt. of Assam as Member 	State Level Committee will shortlist the applications/ initiatives for making recommendation to the Hon'ble Chief Minister, Assam for final selection of Awards.

FINAL STAGE: Approval of the Hon'ble Chief Minister, Assam for final selection of Awards.

- **HOW TO APPLY:**

1). 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.

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

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

4) 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.

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

- **TIMELINE:** The initiative should have a period of consideration, e.g. January-December of the previous two years.

- **PRESENTATION OF THE AWARD:** - The Award will be given ceremoniously on the occasion of **Civil Service Day on 21st April** or any other occasion as decided by the higher authorities.

Sd/-

Archana Varma, IAS

Principal Secretary to the Govt. of Assam
Administrative Reforms and Training Department