



ABSTRACT

Training - Chief Minister's Best Practices Award for Officers from the Tamil Nadu Government departments – detailed guideline for selection procedure - Orders – Issued.

Personnel and Administrative Reforms (Trg.III) Department

G.O.(Ms) No.51

Dated: 16.4.2012

திருவள்ளூர் ஆண்டு 2043
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Read:

1. G.O.(Ms)No.166, Personnel and Administrative Reforms (Trg.III) Department, dated 28.12.2011.
2. From the Director, Anna Institute of Management and Director General of Training, D.O. Lr.No.CGG/2/2012, dated 2.2.2012.

ORDER:

In the Government order first read above, Government have sanctioned a scheme of Chief Minister's Best Practices Award to the Officers from the Tamil Nadu Government departments, with an annual grant of Rs.14 lakhs. This Award is given in recognition of improvement of quality system ensuring good governance and sustaining development by Government officers and it should be distributed to them by the Hon'ble Chief Minister on every Independence Day Celebrations.

2) In this D.O. letter second read above, the Director, Anna Institute of Management and Director General of Training has sent a proposal to Government, evolving a draft detailed guidelines for selection procedure for this Award including the draft formal letter to Additional Chief Secretaries to Government / Principal Secretaries to Government and requested for approval.

3) The Government after careful examination of the draft proposal of the Director, Anna Institute of Management and Director General of Training have decided to give approval to the draft detailed procedure for the distribution of the Best Practices Award by Hon'ble Chief Minister. Accordingly, the Government hereby evolve the detailed procedure as mentioned in the Annexure I to III to this order for awarding the Best Practices Award by Hon'ble Chief Minister on every Independence day. The first Best Practices Award for the Government Officers of Tamil Nadu Government will be presented by Hon'ble Chief Minister on 15th August 2012.

This order issues with the concurrence of Finance department vide its U.O. No. 20082/Pub/2012, Finance (Pub) Department, dated 12.04.2012.

(BY ORDER OF THE GOVERNOR)

V. IRAI ANBU
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Director, Anna Institute of Management and
Director General of Training, Chennai – 28
The Accountant General, Chennai – 9/18
The Pay and Accounts Officer(South), Chennai –35

Copy to:

Principal Secretary III to Hon'ble Chief Minister, Chennai-9.
Private Secretary to Principal Secretary to Government, Finance Department, Chennai-9.
Private Secretary to Chief Secretary, Chennai-9.
Private Secretary to Principal Secretary to Government, Personnel and Administrative Reforms (Training) Department, Chennai -9.
Senior Personal Assistant to Hon'ble Minister (Commercial Tax and Registration, Law, Courts and Prisons), Chennai-9.
Senior, Personal Assistant to Hon'ble Minister (Finance), Chennai-9.
Office of the Hon'ble Chief Minister, Chennai-9.
The Personnel and Administrative Reforms (OP.II/AR.II/CC/Trg.I) Department, Chennai –9.
The Finance (Public/BG.I, II) Department, Chennai-9.
SF/SC.

//Forwarded by Order//


SECTION OFFICER



ANNEXURE - I

[G.O.(Ms) No.51, Personnel and Administrative Reforms (Trg.III) Department,
dated 16.4.2012]

A) Receipt of proposal: **Operating Procedures**

All proposals in the prescribed nomination form either from individual / Officer or as a group or organization / Institution / office will have to be forwarded to the concerned Secretaries to Government through district Collectors (or) Head of Departments, as the case may be.

This nomination will be studied by the respective Secretaries to Government and will have to be forwarded to Director, Anna Institute of Management before the closing date.

Government may prescribe the last date in this regard to forward the applications / proposals received to be sent to Secretary, Personnel and Administrative Reforms (Training) Department from the Additional Chief Secretaries / Principal Secretaries / Secretaries to the Government departments concerned.

B) Screening of the nominations:

The screening will be done by the Screening Committee constituted by the following officers:

1. Principal Secretary to Government, - Chairman
Finance Department
2. Principal Secretary to Government,
Personnel and Administrative
Reforms (Training) Department - Member Secretary

Members:

3. Additional Chief Secretary to Government, Planning and Development Department or his nominee.
4. Secretary to Government, Special Programme Implementation Department or his nominee
5. Director, Anna Institute of Management and Director General of Training
6. Secretary to Government, Public Department or his nominee
7. Thiru D. Ponnusamy, Faculty Member, Good Governance Cell, Anna Institute of Management.

The Screening committee will formulate its own procedure for preliminary scrutiny and then acceptance of nominations received.

The nominations will undergo preliminary scrutiny and those shortlisted alone will be taken up for presentation by the Officer / Officers concerned. Screening committee will arrange for a two or three day Seminar at Anna Institute of Management where the individual officers who have implemented the best practices award will present their cases to the Screening Committee. The Screening Committee will forward the accepted nominations to the Selection Committee.

(C) Selecting the awardees:

All the nominations screened and forwarded to the Selection Committee will be considered by the Selection Committee constituted by the following officers:

1. Chief Secretary to Government - Chairman
2. Principal Secretary to Government, Personnel and Administrative Reforms (Training) Department - Member Secretary

Members:


3. Additional Chief Secretary to Government Municipal Administration and Water Supply Dept.
4. Principal Secretary to Government, Industries Department
5. Principal Secretary to Government, Revenue Department
6. Principal Secretary / Commissioner of Revenue Administration
7. Principal Secretary to Government, Rural Department and Panchayat Raj Department
8. Principal Secretary to Government, Home Department.
9. Principal Secretary to Government, Finance Department
10. Principal Secretary to Government, Personnel and Administrative Reforms Department
11. Secretary to Government, Agriculture Department
12. Secretary to Government, Commercial Taxes Department

The Selection committee will formulate procedures for final selection of awardees.

The Selection Committee will select the awardees and intimate to Principal Secretary to Government, Personnel and Administrative Reforms Department. The Principal Secretary to Government Personnel and Administrative Reforms Department will take further steps for the award to be distributed by Hon'ble Chief Minister on the Independence Day.

V. IRAI ANBU
PRINCIPAL SECRETARY TO GOVERNMENT

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Section Officer



ANNEXURE - II
[G.O.(Ms) No.51, Personnel and Administrative Reforms (Trg.III) Department,
dated 16.4.2012]

Nomination Form for the year 2012.

1. Category under which the nomination is being made (Please tick () only one option).

- o Govt. employees – Individual
- o Govt. employees – As a group
- o Organization / Institution / Office

2. Details of the nominee (s) :

- a) Name of the nominee
- b) Department / Organization where the initiative was implemented
- c) Designation at the time of the initiative
- d) Currently posted at / working with
- e) Current designation
- f) Current complete postal address with Pin Code
- g) Contact details (Phone & Fax Nos. E-mail ID, Mobile Phone Nos.)

(Note: (a) to (f) to be repeated, in case of nominations as a group)

3. Nominating individual / institution:

- a) Name of the official authorized to nominate
- b) Name of the institution
- c) Designation
- d) Complete postal address with Pin Code
- e) Contact details (Phone & Fax Nos. E-mail ID, Mobile Phone Nos.)

(Please also provide the details of involvement of the nominating officer / authority with the initiative)

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)

- Initiative – its background reasons for project initiative and the period / duration
- Purpose & priorities of the initiative
- Strategies adopted / mode of transformation with details of role of various stakeholders
- Outcomes i.e. impact / benefits resulting from the project, for example
 - o Improvement in delivery time of services
 - o Better beneficiaries feedback
 - o Improvement in measurable indicators
 - o Simplified Procedures

(A comparative analysis of the key result areas, key performance indicators and other socio-economic impact parameters or any other quantifiable parameters before and after the implementation of the initiative is a MUST)

- Highlights / features of the initiative, for example:
 - Transparency and participation of public
 - Innovativeness of the initiative and its replicability
 - Increased efficiency of processes and effectiveness of outcomes
 - Display of leadership / Team work by the nominee(s)
 - Sustainability of the initiative

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-à-vis those envisaged?

- Yes
- No

If yes, please attach details of the report

6. Was / were this initiative or nominee(s) winner(s) of any other Award instituted by Any other National / International organization including those from India? (If yes, please provide brief details thereof, in not. more than 100 words)

7. Signature of the nominating authorized officer: (Secretary to Government of Tamil Nadu)

Name & Address :

Designation with Seal:

Date:

V. IRAI ANBU
PRINCIPAL SECRETARY TO GOVERNMENT

//True copy//

B. N. / 18/14
Section Officer



ANNEXURE - III
[G.O.(Ms) No.51, Personnel and Administrative Reforms (Trg.III) Department,
dated 16.4.2012]

Guidelines for the award scheme

- a) This award is open to the officers from State Government Departments of Tamil Nadu.
- Implementation of innovative schemes / projects
 - Bringing perceptible systemic changes and building up organizational set up
 - Making public delivery systems efficient, effective and ethical
 - Extraordinary performance in disaster situations like floods, earthquake, major accidents, etc.
 - Setting high standards of quality of services and continues sustainable improvement, showing high leadership qualities and improving employee motivation, morale etc.
- b) Implementation of Scheme/Project as given is the basic responsibility and duty of the official(s) authority (ies) concerned. So, 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.
- c) The initiative / project should have been in successful implementation for at least one year, as on date of nomination.
- d) Nomination can be made in the following categories:
- Govt. employees - Individual
 - Govt. employees – As a group
 - Organization / Institution / Office of any wing of the Tamilnadu Government, as unit
- e) Where the nomination is in respect of a group of individuals, names of all the nominees should be explicitly stated. No change in the same would be permitted at a later stage.
- f) The nomination in the prescribed form should be sent to the respective Secretaries to Government through the District Collectors / Heads of Departments / Organizations. Only Secretaries to Government will be nominating authorities. The last date of receipt of nomination by Anna Institute of Management is 30th April 2012.
- g) Self nominations, nominations that are not of serving employees of Government of Tamil Nadu and also nominations of organizations not pertaining to public servants of Government of Tamil Nadu would be rejected.
- h) Nominations should strictly adhere to the guidelines of the Scheme and the eligibility criteria be specifically complied with.

- i) Nominating authorities should ensure that no vigilance case / enquiry is pending against the officer(s) nominated. Overall performance of the officer / officers should also be considered while forwarding the nomination.
- j) Nominations should be submitted in the Form prescribed.
- k) 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.
- l) Printed booklets, video films, supplementary material on CDs, press clippings, photographs, reference letters, photo copies 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.
- m) Sample nomination form and guidelines are enclosed as Annexure – I and II
- n) The Secretaries to Government may send the nomination to the Principal Secretary to Government, Personnel and Administrative Reforms (Training) Department on or before the date to be prescribed by the Government in this regard.
- o) Tentative Programme of Action for 2012 (Subject to approval by Government)
- | | |
|--|-------------------------------------|
| Last date for receipt of nomination | : 30 th April 2012 |
| Consolidating the data forms | : Before 30 th May 2012 |
| Short-listing by the Screening Committee | : Before 15 th June 2012 |
| Final selection by the Selection committee | : Before 15 th July 2012 |
| Award Function | : Before 15 th Aug 2012 |

V. IRAI ANBU
PRINCIPAL SECRETARY TO GOVERNMENT

//True copy//

B. K. S. 14
Section Officer

V



ABSTRACT

Training - Anna Institute of Management - Sanction of annual grant of Rs.14,00,000/- lakhs for the Best Practices Award to be distributed by the Hon'ble Chief Minister on Independence Day every year for improvement of quality delivery system ensuring Good Governance and sustaining development - Sanctioned - Orders - Issued.

Personnel and Administrative Reforms (Trg.III) Department

G.O.(Ms) No.166

Dated: 28.12.2011

திருவள்ளூர் ஆண்டு 2042

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Read:

From the Director, Anna Institute of Management and Director General of Training D.O. Letter No. CGG/2011, dated 30.9.2011.

ORDER:

During the budget discussion on demand for grants (Demand No.35) of Personnel and Administrative Reforms (Training) Department for the year 2011-2012 held in the Legislative Assembly on 14.09.2011, the Hon'ble Minister (Information, Law, Courts and Prisons) had announced that the Best Practices Award will be presented by the Hon'ble Chief Minister on every year on Independence day for those who achieve excellent results in Good Governance and who have successfully implemented strategies, new initiative and Best Practices which will guide others in extending good services to the public and making the schemes and services of Government to reach the public in a systematic way.

2. The Director, Anna Institute of Management and Director General of Training has sent necessary proposal to Government in this regard and requested the Government to sanction an annual grant of Rs.20,00,000/-lakhs for the Best Practices Award activities.

3. The Government, after careful examination of the proposal of the Director, Anna Institute of Management and Director General of Training accord sanction an annual grant for a sum of Rs.14,00,000/- (Rupees Fourteen lakhs only) for giving the best practices award to be distributed by the Hon'ble Chief Minister on Independence Day every year for improvement of quality delivery system ensuring Good Governance and sustaining Development as detailed below.

- i) The department shall give "Innovations and good governance initiatives" award for three persons every year @ Rs.2.00 lakhs (Rupees Two lakhs only) each. This may be on public service improvement or Developmental initiatives or tax and administrative reforms etc., totally this will cost Rs.6.00 lakhs per annum.

P.T.O

- ii) Besides this, Rs. 6.00 lakhs may be given for administrative expense to Anna Institute of Management and 2.00 lakhs for documentation.

4) The expenditure sanctioned in para 3 above shall be debited to the following new head of account opened under Demand No:35-06:

" 2070.00 Other Administrative Services -
800 Other Expenditure - I Non- Plan --
CC. Best Practices Award "
(DPC 2070-00-800-CC-0000)

-09 Grants in - Aid - 01 Grants for Current expenditure - Rs.6.00 lakhs
(DPC 2070-00-800-CC-0911)

-09 Grants-in-Aid - 03 Grants for specific Schemes - Rs.2.00 lakhs
(DPC 2070-00-800-CC-0939)

- 59. Prizes and Awards - Rs.6.00 lakhs
(DPC 2070-00-800-CC-5907)

Total Rs.14.00 lakhs

5. The Director, Anna Institute of Management and Director General of Training is the Estimating, Reconciling and Controlling authority for the above new head of account.

6. The Pay and Accounts Officer concerned is requested to open the above new head of account in their accounts.

7. The expenditure sanctioned at para 3 above, shall constitute an item of "New Service" and the approval of the Legislature shall be obtained in due course by specific inclusion in the Supplementary Estimates for the year 2011-2012. Pending approval of the Legislature, the expenditure shall initially be met by drawal of an advance from the Contingency Fund. Orders regarding this will be issued by the Finance (BG.I) Department separately. The Director, Anna Institute of Management and Director General of Training shall apply to the Government in Finance (BG.I) Department in the prescribed format along with a copy of this order for sanction of an advance from the Contingency Fund. The Director, Anna Institute of Management and Director General of Training shall also send necessary draft explanatory notes for inclusion of the expenditure in the Supplementary Estimates for the year 2011-2012 without fail.

8. This order issues with the concurrence of Finance Department vide U.O. No.61791/Pub/2011, dated 27.12.2011 and ASL No.1246 (One thousand two hundred and forty six)

(BY ORDER OF THE GOVERNOR)

V. IRAI ANBU
SECRETARY TO GOVERNMENT

To
The Director, Anna Institute of Management and
Director General of Training, Chennai - 28.

The Accountant General, Chennai - 9/18
The Pay and Accounts Officer(South), Chennai -35

Copy to:

Principal Secretary III to Hon'ble Chief Minister, Chennai-9.
Private Secretary to Principal Secretary to Government, Finance Dept, Chennai-9.
Private Secretary to Chief Secretary, Chennai-9.
Private Secretary to Secretary to Government, Personnel and Administrative Reforms (Trg.) Department, Chennai -9.
Senior Personal Assistant to Hon'ble Minister (School Education, Sports and Youth Welfare, Law, Courts and Prisons), Chennai-9.
Senior, Personal Assistant to Hon'ble Minister (Finance), Chennai-9.
Office of the Hon'ble Chief Minister, Chennai-9.
The Personnel and Administrative Reforms (OP.II/AR.II/CC/Trg.I) Department, Chennai -9.
The Finance (Public/BG.I, II) Department, Chennai-9.
SF/SC.

//Forwarded by Order//

B. Rami
27/12/2011
SECTION OFFICER

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