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INSTITUTE OF MANAGEMENT IN GOVERNMENT

(An Autonomous Body Constituted by the Government of Kerala)

Vikas Bhavan P.O.
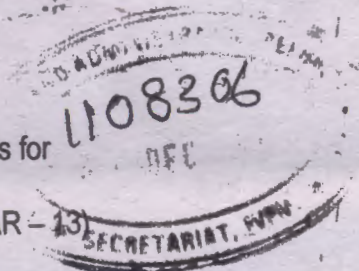*Thiruvananthapuram – 695 033.*

SATYAJEET RAJAN IAS
DIRECTOR GENERAL

DO.No. 9023/P3/2016/IMG dated 26ᵗʰ December 2016

Dear Sir,

Sub: IMG- Inviting Nominations for the Chief Minister's Awards for Innovation in Public Policy (2016) – reg.

Ref: GO(MS) No.34/2011/P&ARD dt. 22.11.2011 of P&AR (AR – 13) Department, Govt. Secretariat, Thiruvananthapuram

In Keeping with its policy for according top priority for improving Public Service Delivery, the Government has instituted the Chief Minister's Awards for Innovation in Public Policy to be awarded in the following categories:

- Public Service Delivery
- Personnel Management
- Procedural Interventions
- Developmental Interventions

2. The Awards for 2011, 2012, 2013, 2014 & 2015 were finalized by an eminent jury constituted by the Government of Kerala of which, the Director General, IMG is the Convenor. The Award carries a cash Prize of Rs.5,00,000/- , a citation & certificates for the prime movers of the initiatives.

3. The notification and the application proforma for the Chief Minister's Award for Innovation in Public Policy (2016) is enclosed. The information may be widely circulated among all Government offices, CDS, PSUs/Autonomous Bodies coming under your jurisdiction. The final nominations may be forwarded to the Director General, Institute of Management in Government, Vikas Bhavan PO, Thiruvananthapuram – 695 033 latest by **31ˢᵗ March 2017**. The nomination form and other details of the awards are also available on the IMG website: www.img.kerala.gov.in.

With regards,

Yours sincerely,

(Satyajeet Rajan)

Smt.S.M.Vijayanand
Chief Secretary
Government of Kerala

Call for nominations

Chief Ministers Awards for Innovation in Public Service 2016

Nominations are invited for the awards by the Government of Kerala for Innovations in Public Policy from Government Departments, Local Governments, Community Development Societies of Kudumbasree, Public Sector Units/Autonomous Bodies under the Government and from Non Government Organisations. The Awards for the year 2011, 2012, 2013 ,2014 have already been declared. The award for the year 2015 is under processing.

Award Categories

There are 4 Award categories

- Public service Delivery
- Personnel Management
- Procedural Interventions
- Developmental Interventions

Award Benefits:

Each award includes a Citation and Cash prize of Rs. 5,00,000 for the Department/Agency, for the furtherance of the award winning initiative and Certificates to the members/participants of the Award Winning Initiatives.

EMINENT JURY

The Government has constituted a five member eminent Jury headed by Dr.K.M.Abraham IAS, Additional Chief Secretary to Government for evaluating the nominations with Director General, IMG as the Convenor- Member.

STAGES OF SELECTION

- Short-listing of entries in all categories
- Field visit /spot study of short listed project
- Finalization of Awards by the Eminent Jury constituted by the Government of Kerala.
- Intimation of Awards
- Awards distribution

SELECTION PROCEDURE

The Selection Process will have the following steps:

1. Short-listing by Selection Committee/Jury which would have its sittings at the IMG
2. Evolving specific criteria for Awards each of the four categories by the Eminent Jury.
3. Collection of additional information and on-site visits of short-listed nominations based on the evolved criteria
4. Presentation by short-listed applicants to the selection committee & Eminent Jury if needed.
5. Recommendations of the awards by the Eminent Jury to the Government of Kerala. Nominations which have not won the awards will not be intimated individually. The decision of the Jury will be final.
6. Presentation of awards at a State level Award Distribution ceremony

ELIGIBLE INSTITUTIONS

Government Departments
Local Governments
Community Development Societies , SHG's & Neighbourhood Groups.
Public Sector Units/Autonomous Bodies under Government
Non Government Organisations

APPLICATION FORMAT & ENCLOSURES

Please provide the information (bullet points) as far as possible with attachments in the suggested format.

- Short description and background (programme 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 nominees) of the project on which you are nominating the Dept. (Maximum 500 words)
- Brief description of the key persons who are/were involved in this project.
- Achievement of the project/outcome of the project (maximum 500 words)
- Discharge of routine duties and responsibilities and /or implementation of programmes/projects in the normal course will not qualify for the Awards.
- Initiatives and projects whose qualitative and quantitative outcomes/results are of a very high order, and benefit a large number of citizens/stakeholders may be considered.
- Details of the challenges faced while implementing the project & how it was overcome may be explained (maximum 500 words)
- Steps initiated in sustaining the practice , possibility of up scaling and disseminating the success outcomes may be detailed.
- Please furnish any other project related useful information including testimonials, CDs, Photocopy etc.
- Please note that private initiatives are not normally entertained unless the initiative has contributed substantially in the cause of public service.

Important Points:

a) Nominations with incomplete data and/or sketchy details and nominations received late would also be rejected.

b) The initiative/project should have been in successful implementation for at least one year, as on the date of nomination.

c) 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.

d) Printed booklets, video films, supplementary material on CDs, press clippings, photographs, reference letters, photo copies of certificates/recognitions etc. could be attached with the nomination. These would be reviewed, if required, at a later date.

e) In all matters of the award scheme, the decision of the Jury constituted by the Government will be final.

f) Canvassing in any form will be a distinct disadvantage.

g) The innovation should have been in operation for at least one year as on 31st December, 2016.

h) Details will be made available in the IMG portal www.img.kerala.gov.in.

ADDRESS FOR SENDING NOMINATIONS

a) **The Institute of Management in Government,** on behalf of the Government of Kerala has been assigned the task of handling all the responsibilities pertaining to the CM's Awards for Innovation in Public Service. Two copies of the nominations, strictly in the attached format should be mailed by registered/speed post, directly to the following address so as to reach us on or before **31st March 2017.**

The Director General
Institute of Management in Government (IMG)
Vikas Bhavan P.O.
Thiruvananthapuram-695 033

Phone :0471-2303230, 2304920, 2305573, 2305436
Fax :0471-2302391
E mail- dgimg2015@gmail.com

** ** **

Government of Kerala

Kerala State Award for Innovations in Public Service (2016)

Nomination Form

1. Category under which the nomination is being made [please tick (√) only one option]

    *   Public service Delivery
    *   Personnel Management
    *   Procedural Interventions
    *   Developmental Interventions

2. **Details of Institutions nominated:**

    a) Name of the Agency (in full)

    b) Department/institution where the initiative was implemented

3. **Nominating institution:**

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

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   Reduced time for delivery of services
        o   Positive beneficiary feedback
        o   Marked improvement in measurable indicators of services
        o   Simplified procedures
        o   Replicablity and sustainability of the initiative
        o   Integration into the governments activities
        o   Financial benefits, if any

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

- Highlights/features of the initiative, for example:

    - *Transparency and stakeholder participation*
    - *Innovativeness of the initiative and its replicability/scalability*
    - *Increased efficiency & effectiveness in outcomes*
    - *Sustainability of the initiative*
    - *Facets of good governance demonstrated by the initiative*
    - *Systemic improvement in service*
    - *Improved accountability and responsiveness*
    - *Public acceptability*

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

6. Was/ Were this initiative or institution/winner 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 team leader with address who executed the initiative:*

8. *Signature of the recommending Officer*

    Name & Address   :

    Designation with Seal:

    Date   :