

No.: GAD-B(F)4-3/2015
Government of Himachal Pradesh
General Administration Department
B Section.

From: The Secretary (GAD) to the
Government of Himachal Pradesh.

To All Administrative Secretaries/ HODs/ Deputy
Commissioners of Himachal Pradesh.

Dated: Shimla-2,

21-9-2015

Subject: Regarding inviting nominations for Himachal Gaurav Puraskar/
Prerna Srot Samman / Civil Service Award-2016.

Sir

I am directed to invite your kind attention on the subject cited above and to say that three State level Awards, namely **Himachal Gaurav Puraskar, Prerna Srot Samman and Civil Service Award** are conferred on the occasion of Himachal Day i.e. 15th April every year. These awards are based on various recommendations received through your office and other channels.

As per prevailing practice nominations/ recommendations for these three above mentioned awards are invited every year so as to reach this office by the 31st December positively to enable broad based consideration. Recommendations are to be sent on the Prescribed Proforma. It is essential that in addition to the bio-data in the Prescribed Proforma, a brief write-up (citation) in Hindi (maximum two pages), in narrative form clearly bringing out the distinguished and exceptional achievements / services leading to the recommendation is also sent.

Over the years it has been observed that while making recommendations for the above mentioned awards a lot of uncalled for and unnecessary papers/photographs etc. are being sent which do not in any way assist in the making of final choice and is leading of accumulation of piles of

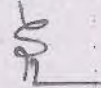
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paper in this office. In view of this you are requested to ensure that while making recommendations only relevant papers required under the prescribed forms may be sent to this office. The last date for receipt of nominations/ recommendations in GAD is **31st of December, 2015**. The cut Off date may strictly be adhered to . It would not be possible for the Department to consider recommendations received after cut off date.

Schemes, along with Prescribed Proforma for sending nominations are available on the Govt. Website at www.himachal.nic.in/gad. You are also requested to kindly send recommendations/ nominations of eligible persons / organizations after due verification.

Yours faithfully,



(Surinder Thakur)

Under Secretary (GAD) to the
Government of Himachal Pradesh.
Ph. No. 0177- 2622186

Dated: ✓ 2015.

Endst. No.: GAD-B(F)4-3/2015

Copy forwarded to :-

1. Director Public Relation, Himachal Pradesh with the request that wide publicity of last date of receiving nominations in GAD for above awards be made through electronic and print media.
2. Sr. Tech. Director & SIO, NIC. He is requested to flash the above information on the Home page of Govt. Website.

Under Secretary (GAD) to the
Government of Himachal Pradesh.

NAME OF NODAL OFFICER OF GAD-B SECTION:

Shri Surinder Kumar
Under Secretary (GAD)

TELEPHONE NUMBER

0177-2622186

GENERAL ADMINISTRATION DEPARTMENT-B DEALS WITH MATTERS RELATED TO HIMACHAL GAURAV PURASKAR, PRERNA SROT SAMMAN AND CIVIL SERVICE AWARD, FOR WHICH RECOMMENDATIONS/NOMINATIONS ARE CALLED FROM CONCERNED ADMN. SECRETARIES/ HODS/ DCS, ON THE PRESCRIBED PROFORMAS. THESE FORMS ARE PROVIDED FREE OF COST. DETAILS OF THESE AWARDS/FORMS ARE AS UNDER:-

1. “PRERNA SROT SAMMAN PURSKAR”

A person or an organization including NGO that has done exceptionally commendable job in any field such as Public services, Social services, Science & Engineering, Health, Education, Trade and Industry, Tourism, Art & Culture and Sports etc. and also contributed significantly towards welfare of people of State of Himachal Pradesh, will be eligible for the purskar.

In a year maximum three awards can be given to individuals and one award for NGOs/Organizations.

Award for each individual awardee, shall consist of:-

- (i) A Himachali Shawl, and a Cap.
- (ii) Cash Prize of Rs.51,000/-
- (iii) A Citation

Award to each organization including NGO shall consist of:-

- (i) A cash prize of Rs.2,50,000/-
- (ii) A Citation

2. HIMACHAL GAURAV PURSKAR

Government of Himachal Pradesh confers eligible persons with a State Level Award Namely “**HIMACHAL GAURAV PURSKAR**” since 1992. Persons of either ‘sex’ in all walks of life are eligible for Gaurav Purskar. The Members of Armed Forces, Police Forces and the recognized Fire Services etc. are eligible for the purskar provided the life saving act/ gallant work is performed by them otherwise than in the course of their duty. The award can also be conferred posthumously. The Person, who is to be decorated with the Gaurav Purskar should either be Himachali or the commendable job should have been done in/ for Himachal Pradesh.

(I) Life Saving Act: The persons, who save the life of persons by endangering their own life and showing exemplary courage to save the life of a person are eligible for consideration of Himachal Gaurav Purskar as under:

- i) For conspicuous courage in saving life under circumstances of very great danger to the life of the rescuer.
- ii) For courage and promptitude in saving life under circumstances of great danger to the life of the rescuer.
- iii) For courage and promptitude in saving life under circumstances of grave bodily injury to the rescuer/gallantry

(II) Art and others: The persons who have done commendable job in following fields are also eligible for consideration of Himachal Gaurav Purskar:-

Arts, Social Work, Public Affairs, Science & Engineering, Trade & Industry, Medicine, Literature & Education, Civil Services , Others (fields not covered above and may include propagation of Himachal Culture, Protection of Human Rights, Wild Life Protection/ conservation etc.)

(III) Sports: Outstanding sports persons of the State who have won medals in various recognized National/ International level Championships are also considered for Himachal Gaurav Purskar.

Though the awards for the persons doing commendable job in the fields stated above are considered by the concerned departments , nevertheless the State Government can consider the name for Himachal Gaurav Purskar on the merit of the case.

Presentation: The awardee will be given a Cash Award as approved by the committee alongwith Shawl/ Himachali Cap and Appreciation Letter which will be presented by Hon’ble Chief Minister.

Procedure for Selection: All the recommendations received from the respective Deputy Commissioners/ Departments will be scrutinized by the Screening Committee constituted for the purpose under the Chairmanship of Chief Secretary to the Government of Himachal Pradesh.

Award for each individual awardee, shall consist of:-

- (i) A Himachali Shawl, and a Cap.
- (ii) Cash Prize of Rs.51,000/-
- (iii) A Citation

Award to each organization including NGO shall consist of:-

(i)A cash prize of Rs.2,50,000/-

(ii)A Citation

3. CIVIL SERVICE AWARD

Government of Himachal Pradesh has also evolved a Scheme of incentives for deserving Govt. employees in the year,2008 . Under this Scheme an employee for exceptional performance / setting high standards of service is rewarded. A unit or a group of employees will be given preference over an individual if that exceptional work has been achieved by the joint efforts of a group of officials.

Nominations for the said award will be acceptable from State level as well as District level. At District Levels, a committee under the Chairmanship of the DC with ADC/ADM as member Secretary and officers of concerned department as members will decide proposals for awards. Similarly HODs and Secretaries can send proposal for their respective departments. Nominations so received will be considered at the State Level Committee headed by Chief Secretary to the Govt. of HP.

There will be maximum of 5 awards in a year. The Award, namely “CIVIL SERVICE AWARD” will be given in the shape of Cash Award of Rs. 51000/- to an individual and maximum of Rs. 2,50,000/ to a group, but not exceeding Rs. 50,000/- for an individual. In addition to it a certificate/ appreciation letter will also be given.

PROFORMA FOR HIMACHAL GAURAV PURSKAR

1. Full Name in English (in Block Letters):
2. Full Name in Hindi:
3. Date of Birth/ Age in years:
4. Place of Birth:
5. Permanent Address:
6. Address for Correspondence:
7. Telephone Number(Landline/Mobile) / e.mail address
8. Nationality:
9. Date of Incident in the case life saving act with number of lives saved:
10. Category (SC/ ST/ OBC/ General) :
11. Occupation (with designation / Office held):
12. Name of Award Conferred , if any, in the past:
13. Name of Award, if the name is recommended for any other award:
14. Name of the Next-of-Kin along with Relationship (only in case of Posthumous Award)
15. Affidavit to the effect that the nominee has never been convicted and no police or Court case is pending against him

CITATION(In Hindi)

(Biography/ Achievements/ Social Contributions/ alongwith prominent date)

Not more than two pages

CERTIFICATE

It is certified that the character and antecedents of (Name of Candidate) have been verified and it is confirmed that nothing adverse has been reported against him/her.

Place: Signature and Seal of the Competent Authority

Date:

NOMINATION FORM FOR CIVIL SERVICE AWARD

General instructions : Type or Print all answers. Use only one side of the paper.

1. Under which category of the scheme is the nomination made [please tick one category only]
 - Implementation of innovative Scheme/ Projects.
 - Bringing perceptible systemic changes and building up Institutions.
 - Making public delivery systems efficient and corruption free
 - Showing innovation and adaptation to meet stakeholders requirements
 - Extraordinary performance in emergent situations like floods, earthquake etc.
 - Setting high standards of services and continued improvement, showing high leadership qualities and improving employee motivation etc.

2. The category for which the nomination is being made [please tick]
 - * Officer(s) of State Government-As an individual
 - * Officer(s) of State Government-As a Group
 - * Department/ organization/ Institution.

3. Details of the Nominee(s):
 - a) Name of the Nominee(s) (Dr./Mr/Ms) (individual/ Group of individuals): _____

 - b) Name of the Institution/ Deptt.: _____

 - c) Current position/ designation _____
 - d) Position/ Designation at the time when the project was conceived/ commenced _____
 - e) Position/ Designation at the time when the project was implemented _____
 - f) Complete Postal address(with Pin code) _____

 - g) Contact Details:
 - Phone/FAXNo _____
 - E-Mail ID _____
 - Mobile phone Nos. _____

4. Information on the Nomination Authority:
 1. Name of the Authorized official
(Dr./ Mr./Ms. Official) _____
 2. Designation _____
 3. Name of the Institution /Deptt. _____
 4. Complete Postal Address(with Pin Code): _____

5. Contact Details: _____
Phone/FaxNo. _____
E-Mail ID _____
Mobile phone Nos. _____

5. Title of the Specific initiative/ project for which this nomination is being made: _____

5(a). Date of commencement of Project: _____

6. Under which of the following broad areas of governance does the initiative fall?

Please tick one area only:

- Education
- Healthcare
- Law & Order
- Delivery of justice
- Urban management
- Agriculture & Rural development
- Environment
- Employment Generation
- Citizen Empowerment
- Infrastructure development/improvement
- Other(Please specify):

7. To which of the following positive outcomes has the project /initiative contributed significantly?

- Transparency
- Accountability
- Responsiveness
- Consistency, equity/equality of opportunity
- Uniformity and standardization
- Operational convenience and ease
- Simplification of procedures and processes
- Showcasing of best practices
- Promotion of team work
- Improved quality of services
- Target surpassing in terms of quality and quantum of results and timeliness
- Introduction of unique idea or a distinctively new approach
- Facilitating ICT-enabling/e-Governance
- Enhanced citizen role , involvement & participation
- Facilitation of democratic processes and functioning
- Synergizing geographical conditions and local cultural and social talents
- Creating productive assets of lasting nature

- Promotion of sustainable Public-private Partnership
- Increased efficiency (Reduced time/cost of service delivery and/ improved quality and quantum of output)
- Reduction of corruption
- Computerization of records and access to citizens
- Improved regulatory compliance
- Government Process Re-engineering/Re-vitalization
- Reduction in Digital Divide(Reduced gap between digital haves and digital have nots)

Important

Attach a narrative of the Project/Initiative(NOT MORE THAN 1500 WORDS), clearly bringing out the following:(Your project description should include all the following information:-

- a) Background (what led the Initiative / Project)
 - b) Objective/aims
 - c) Strategies adopted
 - d) Innovative methods used
 - e) Period of the Project Initiative/implementation
 - f) Positive outcomes/changes resulting from the Project/Initiative
 - g) Role/ nature of involvement of the nominee in the initiative/ project
 - h) Sustainability
8. Has the Project/initiative been audited/ measured /verified by any independent agency for a reality check of envisaged and realized benefits and outcomes, i.e , comparative study of performance indicators and socio-economic impact, before and after the implementation of the Initiatives ?
- Yes
 - No

9. If “Yes” details thereof:

- a) ByWhom:_____
 - b) When_____
 - c) What were the major findings_____
- _____
- _____
- _____
- d) Contact Adress &Phone Nos.:_____
- (Attach an authenticated_____ Copy of Findings)

10.Was this initiative/Nominee a winner of any Award instituted by any National /International organization?(If so, please provide brief details thereof, in not more than 100 words)

11. Supporting documents attached-NOT MORE THAN 5(FIVE) PAGES

- _____
- _____
- _____
- _____

• _____
12. An affidavit to the effect that the nominee has not ever been convicted or no police / court case is pending against him.

13. Name and detail of Awards received earlier by the Nominee, if any.

Important Notes on the Award Scheme

- a) This award is only open to State government / Semi Govt. employees
- b) Nomination form should clearly mention approving authority with relevant details
- c) The nomination should be sent for the rewardable work done during last one (1) year as on the date of nomination .
- d) Nomination be made ONLY in the format prescribed as above, in soft and hard copy mailed directly by Regd.Post/Speed Post and e .mail directly to following addressee:
Secretary(GAD) to the
Government of Himachal Pradesh
e.mial Add.: gadsecy-hp@nic.in
- e) Nominations should strictly adhere the guidelines of the scheme. The eligibility criteria of Scheme may be paid special attention to
- f) Self nominations are not permitted and shall not be entertained at all.
- g) Nominating authorities and State Level Committees are requested to forward nominations if the initiatives/ accomplishments are truly innovative, extraordinary and outstanding in nature.
- h) Nomination for the Awards should reach on or before 31st of January every year.
- i) Nomination with incomplete data or sketchy details and not supported by authenticated documentation will be rejected.
- j) In all matters of this Award scheme, decision of the Govt. would be final and binding.
- k) Canvassing in any form is not permitted and will lead to disqualification.

Signature of the Nominating
officer _____

Name & Address _____

Designation with seal _____

Date _____
