Frequently Ask Questions (FAQ)

Q.1 What is the objective of National Conference on e-Governance? Who organises it?

Answer:

DAR&PG in collaboration with the DeitY and one of the State Government has been organizing National Conference on e-Governance annually since 1997. Secretaries of IT of all the State governments, Central and State Government officials, Academicians, private sector and Industry, etc. participate in the Conference. The National Conference on e-Governance has been providing a platform of meaningful interaction to policy makers, practitioners, industry leaders and academicians to deliver and recommend an actionable strategy for good governance and to improve the standard of services rendered to the common man. So far seventeen Conferences have been held. Last conference was held in Kochi, Kerala during 30-31 January 2014.

Q.2 What are the categories of the National Award for e-Governance?

Answer:

To recognize and promote excellence in implementation of e-Governance initiatives, DAR&PG presents National Award for e-Governance every year during National Conference on e-Governance. Awards are given in following categories:
1. Excellence in Government Process Re-engineering
2. Outstanding performance in Citizen-Centric Service Delivery.
3. Innovative Use of Technology in e-Governance.
4. Incremental Innovations in existing projects.
5. Best District level initiative in citizen-centric service delivery through ICT.
6. Innovative use of GIS Technology in eGovernance.
7. Innovative use of mobile technology in eGovernance.
8. Sectoral Award (decided each year. Focus Sector for 2014-15: Skill Development and Employability)
9. Innovative Use of ICT by Central Government PSUs.
10. Innovative Use of ICT by State Government PSUs/ Cooperatives/Federations/Societies.
11. Outstanding e-Governance initiative by Academic and Research institutions.

12. Use of ICT for Development by Non-Government Institutions.

Q.3   When to apply for the National Award for e-Governance?

Answer:

Normally in the month of May/June, an Advertisement is published in the Newspapers and also DARPG Website(www.darpg.gov.in) and/or National Conference on e-Governance website (http://nceg.gov.in/awards) inviting nomination for National Award for e-Governance. Awards Scheme can be accessed through Website. Detailed guidelines of the Award Scheme is also available on both the websites.

Q. 4   What is the last date for submission of Application?

Answer:

Normally upto 31st August of the advertisement year.

Q 5   Who Can apply for the National Award for eGovernance?

Answer:

(i) Government Body:

Only Central Ministries/Departments, State/UT Governments, Districts, Local Bodies can apply in categories (i) to (viii).

(ii) Central and State Government PSUs:
   a) Central Government PSUs can apply **only in the category (ix)**: Innovative Use of ICT by Central PSUs.
   b) State Government PSUs/ Cooperatives/Federations/Societies can apply **only in the category (x)**: Innovative Use of ICT by State Government PSUs/ Cooperatives/Federations/Societies.

(iii) Academic and Research Institutions (whether Government or Non-government) can apply **only in category (xi):**'Outstanding eGovernance initiative by Academic and Research Institutions'.

(iv) Non Government Institutions such as Corporations, Firms, Partnerships or proprietary concerns as well as NGOs/Civil Society Organizations where public at large is benefitted can apply only in category (xii): Use of ICT for Development by Non-Government Institutions.

Q. 5   How can one apply for the National Award for eGovernance?

Answer:

The nomination can be sent either online(preferably) or through email.

(i)   Online Nomination

All applicants must fill in registration form online for the organization and both the Main Application Form (common for all categories) and **Award Specific Form** (separate award specific forms are prescribed for 12 distinguished categories as mentioned in Answer 2 above) as per prescribed format **for each category of the** projects being nominated. Registration of the organization is online only. Main Application form is to be filled online. Award specific form for the particular category of the project you want to apply can be accessed and downloaded from Guidelines tab on http://nceg.gov.in/awards or it can directly be browsed while filling main application form. After filling up the necessary information in Award Specific form for particular category, same is to be uploaded in **pdf format** at a space prescribed for that in the online main application form.

Steps:

(a) **Online registration of the organization is mandatory** before submitting online application form.

(b) An organization need to be registered only once and can use the same registered ID for making nomination of other projects/initiatives of the same organization. To register an organization visit the website http://nceg.gov.in/awards and click the "sign up" tab.

(c) Before registering the organization please check whether your organization is already registered. To check whether your organization is already registered, click the "list of already registered organization" Tab., if yes sign in with the user name, password and Activation Key sent to the email ID provided at the time of initial registration of the organization. If you do not have these details   the same can be obtained by sending an email to the email ID mentioned against the name of the organization already registered. This email ID has been provided by the authority registering the organization. However, if it is not possible to obtain the sameID, Password and Activation key against which organization is earlier registered, the organization can be registered again with different email ID.

(d) After registering, click "Submit Project" tab and fill in the project details in online Main Application Form..

(e) Download Award specific form from the prescribed place in the main application form.

(f) Fill in desired information in Award Specific Form. Convert and save it into pdf format and upload.

(g) Download Self Certification Form (Format-I for Government Organizations and Format- II for Non Government institutions/ non government academic organizations as prescribed in the Main Form of the Award Scheme) from the prescribed place in the main application form. Fill in the applicable forms, get it signed with seal, scan and save it in pdf format and upload at the prescribed place in the main form.

IMPORTANT NOTE: An organization need to register only once and can submit more than one project/initiative through the same log in ID.

(ii)   Nomination through email.

All applicants must fill **both** the Main Application Form (common for all categories) and Award Specific Form (separate forms are prescribed for 12 distinguished categories). Main Application form and Award specific form for the particular category of the project can be accessed and downloaded from the Guideline tab on http://nceg.gov.in/awards

Information is to be given as per prescribed format for each of the projects being nominated. Scanned pdf copy of Main Application form and Award Specific Forms along with attachments MUST be sent to awards.arpg@nic.in or awards.arpg@gmail.com before the last date. Nominations received after last date will not be accepted under any circumstances.

IMPORTANT NOTE: Nomination other than above two modes **will NOT be accepted in any case.**

Question 7. If an organization is already registered, can same username and password be used for applying/nominating another project/initiative of the same organization?

Answer: Yes. An organization can nominate more than one project/initiative by using the same username and password obtained through initial registration of the organization.

Question 8.   In which category a project should apply?

Answer: A project can apply to any of the category listed in the Award Scheme as per relevance of the project to the Category being applied for and the eligibility of the project/initiative depending on nature of the organization and the terms and conditions given in the Para 6 of the Award Scheme.

Question 9. Can one project apply in more than one category?

Answer: No.

Question 10. Can a Non Government Organization participate in National Award for e-Governance?

Answer: Yes, in Category No. 12 (Use of ICT for Development by Non-Government Institutions).

Question 11. Can a State PSU participate in National Award for e-Governance?

Answer: Yes, in Category No. 10 (Innovative Use of ICT by State Government PSUs/ Cooperatives/Federations/Societies).

Question 12 . Can Central PSU participate in National Award for e-Governance?

Answer: Yes, in Category No.9 (Innovative Use of ICT by Central Government PSUs).

Question 13. Whether a project already awarded with National Award for e-Governance in previous years can apply this year also?

Answer: Yes, in Category No. 4 (Incremental Innovations in existing projects) subject to fulfilling the eligibility criteria as given in Award Guidelines.

Question 14 What is the eligibility criteria for project applying in Category 4 **(**Incremental Innovations in existing projects) and what are the additional documents required to be attached for this category?

Answer: Only the project that has been awarded National Award for e-Governance by DARPG (for any category) at least two years prior to the year of advertisement is eligible to apply. (For example the project which have won National Award for e-Governance of DARPG (Govt of India) in or before the year 2012 is eligible to apply for advertisement published in the year 2014).

Furthermore, the project must have demonstrated substantial incremental innovations during the last two years from the date of publication of advertisement. For example if an advertisement is released for seeking nominations on 26 June 2014 then the substantial incremental innovation in the project must be between- 26 June 2012 to 26 June 2014.

Additional document required is a scanned pdf copy of the Certificate received by the Project for National Award for e-Governance received in yesteryears. A scanned

pdf copy of this document is to be attached in Main Application Form and the original is to be produced during the spot study, if the project is shortlisted for the same.

Question 15   What is the eligibility criteria for project applying for the categories other than Category 4 **(**Incremental Innovations in existing projects)?

> **Answer:** All nominated projects (except for **Incremental Innovations in existing projects category)** must have been operational for a period of not less than one year (excluding pilot period) on or before the date of publication of advertisement relevant for the year for which nominations have been invited. It should, however, not be operational for more than two years (i.e., not more than two years old) on the date of publication of advertisement of the relevant year. For example if an advertisement is released for seeking nominations on 26 June 2014 then the project launch date must be between- 26 June 2012 to 26 June 2013

Question 16.   What are the mandatory documents in addition to Award Specific Form to be attached to make the application complete?

> ➢ For Government Organisation: Self Certification as per format I prescribed in the 'Award Scheme' as part of Main Application Form for which a link has been given in the Main Application Form. Also see the instructions given therein to attach it in a right manner.
> ➢ Non Government: Self Certification as per format II prescribed in the 'Award Scheme' as part of Main Application Form for which a link has been given in the Main Application Form. Also see the instructions given therein to attach it in a right manner.

No deviation from the prescribed format is allowed.

Question 17.   What to do to modify the data already submitted?

Answer: The data submitted for a project can be modified as many times as required upto the last date of filing the nomination as indicated in the main application form. For this purpose, one has to log in with same username, password and activation key with which the project has been registered initially.

Question 18.   How to attach the documents, incase of online filing of nomination?

Answer:

Step One : Download the correct format from the online Main Application Form.

Step Two: Fill in all the information asked in the format. None of the column should be left blank.

Step Three: After filling all the information as given in Step Two, the file should be converted into PDF format. Only PDF format of size upto 10 MB is allowed for uploading.

Step Four: Click the corresponding browse button on the online main application form and select the document to uploaded at that place.

Step Five: Click the upload button.

Question 19.   What should be the number of team members?

Answer: Maximum seven members including project head can be nominated as team members for a given project nominated for the National Award for e-Governance.

Question 20.   Whom should we contact in case of difficulty in filling Awards?

Answer: A mail stating the problem can be sent from the registered email id of the project to awards.arpg@nic.in and a reply can be expected within three working days.

Question 22. What will a winning project get?

Answer: A winning project will be awarded with Cash Prize, Certificate and Trophy.

Question 23. How many Awards are there?

Answer: There are two awards in each category: Gold and Silver.