

No. GAD-B(F)4-3/2023

Government of Himachal Pradesh
General Administration Department
(GAD-B-Section)

From

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

To

1. All Administrative Secretaries
to the Government of Himachal Pradesh.
2. All Heads of Departments in Himachal Pradesh.
3. All Deputy Commissioners in Himachal Pradesh.

Dated: Shimla-2, the

30-10-2023

Subject: **Regarding inviting nominations for State Level Awards i.e. State Civil Services Award/Prerna Srot Samman/Himachal Gaurav Purskar-2024.**

Sir/Madam,

I am directed to invite your attention on the subject cited above and to say that three State Level Awards, namely State Civil Services Award, Prerna Srot Samaan and Himachal Gaurav Purskar 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 nomination/recommendation for these three above mentioned awards are invited every year so as to reach this office by the 31st December positively to enable broad base consideration. Recommendations are to be send on the Prescribed Proforma, a brief write-up **(citation) in Hindi (Maximum two pages)**, in precise form clearly bringing out the distinguished and exceptional achievements/services justifying the recommendation may also be forwarded for consideration of the State Level Scrutiny Committee.

You are also 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 December, 2023.**

The cut off date may strictly be adhered to. It would not be possible to consider recommendations received after cut off date.

Cont. next page-2/...

Schemes, alongwith Prescribed Proforma for sending nomination are available on the departmental website at www.himachal.nic.in/gad.

You are also requested to kindly send recommendation/ nominations of eligible persons/organizations after due scrutiny at your level well **before 31st December, 2023**.

Yours faithfully,



(Pushpa Chaudhary)

Under Secretary (GAD) to the
Government of Himachal Pradesh

Contact No. 0177-2628841

Endst. No. **GAD-B(F)4-3/2023**

Dated: Shimla-2, the 30-10- 2023

Copy forwarded to:-

1. The Director, Public Relations, HP, Shimla-2 with the request that wide publicity be made through electronic and print media.
2. Sr. Tech. Director & SIO, NIC, HP Sectt., Shimla-2 with the request to upload the above information on the Govt. website.



(Pushpa Chaudhary)

Under Secretary (GAD) to the
Government of Himachal Pradesh

Contact No. 0177-2628841

CIVIL SERVICE Award under Scheme of incentives for deserving Government employees :-

Scheme Circulated by Department of Personnel to all Administrative Secretaries / HODs/ DCs vide letter No.: Per (AP-B)B(11)-2/2003 Dated: 28th July 2008., is administered through GAD.

Under this Scheme Govt. employee / group of employees will be rewarded with **Civil Service Award** for exceptional performance/ setting high standards of service . 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.

Presentation: This award will be presented by the Hon'ble Chief Minister in State Level Function of Himachal Day, 15th of April, every year. Under this Scheme there will be maximum of 4 awards in a year . The composition of the Award will be as under:

- (i)Himachali Shawl & Cap.
- (ii)Cash Prize of Rs 51000/- in case of individual and Rs. 2,50,000/- to a group/ organization but not exceeding Rs. 50,000/- per individual.
- (iii) Citation

(The Awardees will be treated as State Guests when invited for receiving the Awards.)

Nominations for the said award will be decided by the State Level Committee constituted under the Chairpersonship of Chief Secretary to the Govt. of H.P., who will scutinize the nominations so received. The composition of the Committee will be as under:

1. Chief Secretary	Chairperson
2. Pr. Secretary to Chief Minister	Member
3. Pr. Secretary Finance	Member
4. Concerned Administrative Secretary	Special Invitee
5. One non-Official Member , who is eminent Citizen or retired Civil Servant.	Member
6. Secretary (GAD)	Member Secretary.

NOMINATION FORM

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 of 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, along with its Hindi version), clearly bringing out the following:(Your project description should include all the following information:-

- Background (what led the Initiative / Project)
 - Objective/aims
 - Strategies adopted
 - Innovative methods used
 - Period of the Project Initiative/implementation
 - Positive outcomes/changes resulting from the Project/Initiative
 - Role/ nature of involvement of the nominee in the initiative/ project
 - 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:

- By Whom: _____
- When _____
- What were the major findings _____

d) Contact Address & 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

- 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 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 December 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 Government 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 _____

प्रेरणा स्रोत सम्मान प्रदान करने के लिए योजना/ दिशा-निर्देश

ऐसे बहुत से लोग और संगठन हैं जो अपने सार्वजनिक और व्यक्तिगत जीवन में अपने-अपने क्षेत्र में उत्कृष्ट कार्य करते आ रहे हैं और लोक हितैषी कार्यों में भी अपना योगदान दे रहे हैं ऐसे लोग न केवल अपने प्रतिष्ठानों की बल्कि पूरी मानवता की शोभा बढ़ाते हैं। वे दूसरों के लिए महान प्रेरणा का स्रोत और आदर्श होते हैं।

यह सरकार और समाज का कर्तव्य है कि ऐसे लोगों के कार्यों की प्रशंसा की जाए और उन्हें सार्वजनिक रूप से सम्मानित किया जाए।

सम्मान को धन एवं कीमती उपहारों से नहीं आंका जा सकता। प्रशंसा के चन्द शब्द या सम्मान का छोटा सा प्रतीक भी ऐसे लोगों को जीवन में और आगे बढ़ने के लिए प्रेरित कर सकता है।

उपरोक्त के मद्देनजर सरकार द्वारा वर्ष 2008-09 से "प्रेरणा स्रोत सम्मान" के नाम से एक पुरस्कार आरम्भ किया गया है। जिसके अन्तर्गत ऐसे लोगों को सम्मानित किया जाता है जिन्होंने जीवन के किसी भी क्षेत्र में न केवल उत्कृष्ट कार्य किया हो, बल्कि परोपकारी कार्यों में भी अपना योगदान दिया हो ताकि आने वाली पीढ़ियां उनकी काम करने की तीव्र इच्छा व उत्साह से प्रेरित होती रहें।

2. पुरस्कार का स्वरूप:-

वर्ष में अधिक से अधिक तीन व्यक्तिगत व एक गैर सरकारी संस्था/संगठन को पुरस्कार दिए जाएंगे।

पुरस्कृत व्यक्ति को निम्न प्रकार से सम्मानित किया जाएगा

(I) हिमाचली शॉल और टोपी ।

(II) 51,000/- रुपये का नगद ईनाम ।

(III) प्रशंसा पत्र ।

पुरस्कृत गैर-सरकारी संस्था/संगठन को निम्न रूप से सम्मानित किया जाएगा:-

(I) 2,50,000/- रुपये का नगद ईनाम ।

(II) प्रशंसा पत्र

(III) संस्था के प्रतिनिधि को हिमाचली शॉल व टोपी

3 पात्रता:

(I) कोई भी व्यक्ति या संगठन जिसमें गैर सरकारी संगठन भी सम्मिलित हैं, जिसने सार्वजनिक सेवा, सामाजिक सेवा, विज्ञान एवं यान्त्रिकी, स्वास्थ्य, शिक्षा, व्यापार और उद्योग, पर्यटन, कला एवं संस्कृति तथा खेल, इत्यादि किसी भी क्षेत्र में अति विशिष्ट कार्य किया हो, तथा लोक कल्याण में महत्वपूर्ण योगदान दिया हो, इस पुरस्कार का पात्र होगा ।

(II) कोई भी व्यक्ति या संगठन जिसमें गैर सरकारी संगठन भी सम्मिलित हैं इस पुरस्कार के तभी पात्र होंगे जब उन्होंने हिमाचल प्रदेश के लोगो की भलाई के लिए महत्वपूर्ण योगदान दिया हो ।

(III) कोई भी व्यक्ति या संगठन जिसमें गैर सरकारी संगठन भी सम्मिलित हैं, जिसने एक बार पुरस्कार प्राप्त कर लिया हो, पश्चातवर्ती वर्षों में इस पुरस्कार के लिए पात्र नहीं समझा जाएगा ।

4 प्रविष्टि भेजने की प्रक्रिया:

पुरस्कार के लिए व्यक्तिगत प्रविष्टियां अनुबन्ध- I में दिये गए प्रपत्र पर तथा संगठन के लिए अनुबन्ध-II में दिए गए प्रपत्र पर सीधे सम्बन्धित उपायुक्त/विभागाध्यक्षों को भेजी जाएंगी जो उन्हें अपनी संस्तुतियों के साथ सचिव, सामान्य प्रशासन विभाग को अग्रेषित करेंगे । उपायुक्त एवं विभागाध्यक्ष अपने स्तर पर भी उन व्यक्तियों एवं संगठनों की अनुशंसा/सिफारिश सचिव, सामान्य प्रशासन विभाग को भेज सकते हैं जिन्हें वे इस पुरस्कार के लिए उपयुक्त समझते हैं । सामान्य प्रशासन विभाग में प्रविष्टियाँ प्राप्त करने की अन्तिम तारीख प्रतिवर्ष 31 दिसम्बर रहेगी ।

5 चयन की प्रक्रिया:

उपायुक्तों/विभागाध्यक्षों से प्राप्त संस्तुतियों का मुख्य सचिव, हिमाचल प्रदेश सरकार की अध्यक्षता में गठित राज्य स्तरीय स्क्रीनिंग कमेटी द्वारा मूल्यांकन किया जायेगा । इस स्क्रीनिंग कमेटी के निम्नलिखित अन्य सदस्य होंगे :-

- | | |
|-------------------------------|-------------------|
| 1. प्रधान सचिव, मुख्य मन्त्री | सदस्य |
| 2. प्रधान सचिव(वित्त) | सदस्य |
| 3. सम्बन्धित प्रशासनिक सचिव | विशेष अतिथि |
| 4. एक विशिष्ट नागरिक/ | गैर- सरकारी सदस्य |

सेवा निवृत्त प्रशासनिक अधिकारी

5. सचिव (सामान्य प्रशासन)

सदस्य सचिव

यदि आवश्यक हुआ तो स्क्रीनिंग कमेटी में किसी भी विशेषज्ञ को सहयोजित करने का सरकार को अधिकार होगा । स्क्रीनिंग कमेटी का निर्णय अन्तिम होगा ।

6. पुरस्कार की घोषणा एवं वितरण:

(I) पुरस्कार की जानकारी समस्त पुरस्कृतों को पत्र/समाचार पत्रों और इलैक्ट्रॉनिक मीडिया/ दूरभाष के माध्यम से दी जाएगी।

(II) पुरस्कार प्रत्येक वर्ष माननीय मुख्य मंत्री महोदय द्वारा हिमाचल दिवस समारोह (15 अप्रैल) में वितरित किये जायेंगे ।

(III) पुरस्कृत विभूतियों को राज्य अतिथि माना जाएगा ।

प्रेरणा स्रोत सम्मान पुरस्कार के लिए प्रपत्र
(व्यक्ति गत)

1 नाम और पता

- (क) नाम
- (ख) स्थायी पता
- (ग) पत्राचार के लिए पता
- (घ) डाकतार पता
- (ङ) दूरभाष नम्बर/ई-मेल

2. जन्म तिथि
3. जन्म स्थान
4. शैक्षणिक आर्हता
5. राष्ट्रीयता
6. निवास स्थान
7. संस्थान/संगठन जिससे व्यक्ति सम्बन्धित है और सम्बद्धता की प्रकृति
8. क्रिया कलाप का क्षेत्र
9. अवस्थिति और निष्पादन के क्षेत्र सहित व्यक्ति के निष्पादन का ब्यौरा और समाज पर उसके कार्य का प्रभाव
10. किस प्रकार व्यक्ति के निष्पादन को उत्कृष्ट/आसाधारण अधिनिर्णीत किया गया है
11. समर्थित और संस्तुत अभिकरण की रिपोर्ट
12. अभ्यार्थी का संक्षिप्त जीवन वृत्त (केवल 1एक.-दो पृष्ठों में)
13. पहले प्राप्त किए गए पुरस्कार/ईनाम का नाम और ब्यौरा
14. इस प्रभाव का शपथ-पत्र कि नामांकित व्यक्ति कभी भी दोषि सिद्ध नहीं हुआ है और न ही उसके

खिलाफ कोई भी पुलिस/ न्यायालय मामला लम्बित है

अनुबन्ध- II

प्रेरणा स्त्रोत सम्मान पुरस्कार के लिए प्रपत्र (गैर सरकारी संगठन / संस्था के लिए)

1 नाम और पता

- (क) नाम
- (ख) स्थायी पता
- (ग) पत्राचार के लिए पता
- (घ) डाकतार पता
- (ङ) ई-मेल
- (च) दूरभाष नम्बर
- (छ) सम्पर्क किए जाने वाले व्यक्ति

का पद नाम सहित नाम

2. स्थापना का वर्ष

3. क्या किसी सोसाइटी के रजिस्ट्रीकरण

अधिनियम, कम्पनी अधिनियम या किसी

अन्य सुसंगत अधिनियम के अधीन पंजिकृत

है, यदि हां तो रजिस्ट्रेशन नम्बर और तारीख

4. गैर सरकारी संगठन सहित संस्थान / संगठन

द्वारा किये गये कार्य का क्षेत्र और प्रकृति

5. संस्थान द्वारा, स्थान-स्थान पर किए गए कार्यों

सहित कार्य का ब्यौरा

6. कार्य का गुणात्मक निर्धारण

7. क्या संस्थान ने राज्य या केन्द्रीय सरकार से

अनुदान प्राप्त किया है, और यदि ऐसा है तो

उसके पिछले तीन वर्ष के ब्यौरे

8. क्या संस्थान का केन्द्रीय या राज्य सरकार के

किन्ही अधिकारियों द्वारा या अन्य द्वारा पहले दौरा किया गया था,

और यदि ऐसा है तो दौरा करने वाले अधिकारी की टिप्पणी

9. क्या किये गए कार्य का स्वतन्त्र मूल्यांकन कर्ता द्वारा

मूल्यांकन किया गया है, यदि ऐसा है तो मूल्यांकन रिपोर्ट

संलग्न की जाए

10. राज्य के किसी अधिकारी द्वारा किये गये निरीक्षण,

यदि कोई किया गया है तो उसकी अन्तिम रिपोर्ट

11. पहले प्राप्त किए गए पुरस्कार/ईनामों का नाम और ब्यौरा

12. इस प्रभाव का शपथ-पत्र कि संगठन देश में कही भी

काली सूचि में नहीं है

HIMACHAL GAURAV PURSKAR-Instructions thereof:

Himachal Gaurav Puskar was started in the 1992. Persons of either 'sex' in all walks of life are eligible for Himachal Gaurav Puskar. The Members of Armed Forces, Police Forces and the recognized Fire Services etc. are eligible for the puskar 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,/ Group of persons, who is to be decorated with the Himachal Gaurav Puskar 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 Puskar 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 Puskar:-

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 Puskar.

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 Puskar on the merit of the case.

Presentation: There will be maximum four awards in a year , Three for individuals and one for a group. The award will be presented by Hon'ble Chief Minister in State Level Function of Himachal Day i.e. 15th of April every year . The composition of the Award will be as under:

For Individual:

- i) Cash Award- Rs. 21000/-
- ii) Himachali Shawl & Cap.
- iii) Citation

For Group

- i) Cash Award-Rs. 1,00,000/- (not exceeding 20,000/- per head)
- ii) Himachali Shawl & Cap (for each member)

iii)Citation (for each member)

(All the awardees will be treated as State Guests for participating in the Award Ceremony.)

Procedure for Selection: All the recommendations received from the respective HODs/ DCs will be scrutinized by the Screening/ recommending Committee constituted for the purpose The Committee shall consist following members:-

- | | |
|---|-------------------|
| 1. Chief Secretary | Chairperson |
| 2. Pr. Secretary to Chief Minister | Member |
| 3. Pr. Secretary Finance | Member |
| 4. Concerned Administrative Secretary | Special Invitee |
| 5. One non-Official Member ,
who is eminent Citizen or
retired Civil Servant. | Member |
| 6. Secretary (GAD) | Member Secretary. |

Recommendations: All the quarters concerned in the Himachal Pradesh are requested to send the recommendations of those persons/ Group of persons whose cases are not covered under the instructions of awards instituted by the Government of India like Padma Awards, Jeevan Raksha Padak series of awards and Ashok Chakra series of awards on the prescribed proforma endorsed with the letter with in very two calendar years from the date of incident / performance of act . It may also be ensured that cases not covered under the instructions of Himachal Gaurav Purskar will be disposed of by the concerned Deputy Commissioner / Department at their own level by giving them appreciation letter / appropriate cash award. Last date for receiving nominations/recommendations in GAD is 31st of December .

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

-2-
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:
