

GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATION (AR) DEPARTMENT

No.F.13(4)-GA(AR)/2018/196

Dated, Agartala, the 20th January, 2021

NOTIFICATION

Subject:- Guidelines for Chief Minister's Civil Service Awards for Excellence in Public Administration.

The guidelines for Chief Minister's Civil Service Awards for Excellence in Public Administration are enclosed. This is issued in supersession of all earlier guidelines in this regard.

2. The undersigned is directed to request all Principal Secretaries/ Secretaries/Special Secretaries to take appropriate action on this issue on priority.

Enclo: As stated
2 (two) sheets

A.K.Bhattacharya 19/1/21
(A.K.Bhattacharya)
Additional Secretary to the
Government of Tripura

To

1. All Principal Secretaries/Secretaries/Special Secretaries, Government of Tripura.
2. The Director General of SIPARD, A.D.Nagar, Agartala.
3. The Director General of Police, Tripura, Agartala.
4. The Principal Chief Conservator of Forest, Tripura.
5. The District Magistrate & Collector, West Tripura/Sepahijala/Gomati/ South Tripura/ Khowai/ Dhalai/ Unakoti/North Tripura District.

Copy to:-

1. The Special Secretary to the Hon'ble Chief Minister, Tripura for kind information of the Hon'ble Chief Minister.
2. The PS to the Hon'ble Deputy Chief Minister, Tripura for kind information of the Hon'ble Deputy Chief Minister.
3. The PS to Chief Secretary, Tripura for kind information of the Chief Secretary.
4. Finance Department, Government of Tripura.

A.K.Bhattacharya 19/1/21
(A.K.Bhattacharya)
Additional Secretary to the
Government of Tripura

Chief Minister's Civil Service Awards

"Chief Minister's Civil Service Awards for Excellence in Public Administration" was instituted in the year 2018 to acknowledge, recognize and reward the extra-ordinary and innovative work done by the Districts / Departments. The awards may be given ceremonially on Civil Services Day on 21st April every year on any date as may be fixed by the State Government.

The award will in following categories:

- a. Best performing District and Block.
- b. Extra-ordinary performance or initiative by any Department.
- c. Individual award for extra-ordinary performance/innovation.

The award will be in the form of a Certificate and a trophy for districts and departments. For individual award, Rs. 25,000/- in cash will also be considered along with a certificate for Gazetted category. It can be Rs.10,000/- and certificate for non-gazetted category.

1. Best Performing Districts and Blocks.

- a. Awards will be given to 2(two) best performing districts and 3(three) best performing R.D. Blocks for excellence in overall implementation of block level schemes including identified priority schemes and other notable works.
- b. Evaluation of performance of the district will be done on the basis of leaflets / publications made on the developmental activities of the districts and submitted annually to the Department of Information & Cultural Affairs (ICA) as well as feedback of the Probhary Officers. Achievement in implementation of big project, if any in the district can also be considered by the Evaluation Committee. The evaluation of blocks will be on the basis of annual leaflet of achievements.
- c. The existing Committee constituted by the ICA Department will evaluate the performance on the basis of leaflets / publications and submit the names of selected two districts and three blocks to the GA (AR) Department for further course of action.

2. Award to Departments for best performance in the initiative /flagships programmes.

- a. Awards will be given to 3(three) exceptional departmental performance or initiatives in implementation of identified flagship, priority schemes, other schemes or governmental activities.
- b. The GA (AR) Dept. will request Departments to submit maximum two proposals for awards with comprehensive write-ups (maximum 2

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pages for each) on the implementation of projects / schemes / initiatives to the GA (AR) Department.

- c. A 'Selection Committee' under Chief Secretary with all Additional Chief Secretaries, Principal Secretaries, DGP and PCCF will evaluate the proposals of the departments. The Secretary In-charge of the GA (AR) will be the member-secretary of the Selection Committee.
- d. This Committee will select maximum 3(three) best departments on the basis performance.
- e. After selection of 3(three) best performing performance / initiative of the departments, the GA (AR) Department will arrange for final approval of the State Government.

3. Individual awards for extra-ordinary performance / innovation.

The award will be in two categories : **A. Gazetted Officers, B. Non-Gazetted Employees.**

- a. Awards will be given to 3(three) Gazetted Officers, 3(three) Non-Gazetted government employees working in various departments of the State Government for extra-ordinary performance / innovation / contribution in implementation of government schemes or government activities.
- b. The Departments may recommend individual Officer /employee on application or otherwise the award along with comprehensive write-up on his / her exceptional performance / innovation / contribution made in implementation of government schemes or government activities (maximum 2 pages). AR Dept. will issue a circular for the same every year well in advance.
- c. Any department will recommend maximum two names and submit the same to the GA (AR) Department along with write-ups.
- d. The "Selection Committee" formed under Chief Secretary will select upto 3(three) Gazetted Officers and 3(three) Non-Gazetted Employees, or their exceptional contribution.
- e. After selection of 3(three) Gazetted Officers and 3(three) Non-Gazetted Employees, the GA (AR) Department will arrange for final approval of the State Government.

Handwritten signature
19/1/21