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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

No. 8428/P4/2011/IMG

22nd February, 2013

The Principal Chief Conservator of Forests
Forest Head Quarters
Vazhuthacaud
Thiruvananthapuram

Sir,

Sub: IMG - Inviting nominations for the Chief Minister's Awards for
Innovations in Public Policy - reg.
Ref: GO(MS)No.34/2011/P&ARD dtd.22.11.2011 of P&AR (AR-13)
Dept., Govt. Secretariat, Tvpm.

In keeping its policy of giving topmost priority for improving Public Service Delivery, the Government have instituted awards for Innovations in Public Policy from 2011. The awards for 2011 have been finalized and will be presented to the award winners by the Hon'ble Chief Minister at 11.00 am on March 12th, 2013.

The Institute of Management in Government on behalf of Government of Kerala now seeks applications for the Chief Minister's award for Innovations in Public Policy for the year 2012 from the following categories of institutions.

1. Government Departments
2. Local Governments
3. Community Development Societies of Kudumbashree
4. Public Sector Units/Autonomous Bodies under Government
5. NGOs

The awards will be given in the following categories.

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

You are kindly requested to circulate this information and solicit nominations for the aforesaid categories. The information may be widely circulated among all Government Offices/ CDS, PSUs/Autonomous Bodies (coming under your purview). A write up on the awards is also enclosed. The final nominations may be forwarded to the Director, Institute of Management in Government (IMG), Vikas Bhavan P.O., Thiruvananthapuram -695 033 latest by 31st March, 2013. The nomination form and other details of the award are also available in the IMG webportal :www.img.kerala.gov.in

Thanking you,

Yours faithfully,

Tharay

22/02/13
Additional Chief Secretary & Director

Encl: a/a

Kerala State Awards for Innovation in Public Service 2012

The Government of Kerala has decided to institute awards for Innovations in Public Policy for Government Departments, Local Governments, Community Development Societies of Kudumbasree, Public Sector Units/Autonomous Bodies under Government and NGOs.

Award Categories

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

Award Benefits:

Certificate & Trophy for each category

Important Date

Last Date for receipt of the application forms (complete in all respects) at IMG : 31March, 2013.

Follow up Steps

- Short-listing of entries in all categories
- Field visit of short listed project
- Finalization of Awards by the selection committee
- Awards distribution ceremony

Selection Procedure

The Selection Process will have the following steps

1. Short-listing by selection committee/jury
2. Evolving specific criteria for each of the four categories by the jury
3. Collection of additional information and on-site visits of short-listed applicants based on the evolved criteria
4. Presentation by short-listed applicants to the selection committee & award jury if needed.
5. Recommendations of the awards by the award jury to Government of Kerala.
6. Presentation of awards at a state level award distribution ceremony

ELIGIBLE INSTITUTIONS

Government Departments

Local Governments

Community Development Societies of Kudumbasree

Public Sector Units/Autonomous Bodies under Government

NGOs

CATEGORY OF AWARDS

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

Enclosures for the application:

Please provide the information (bullet points) as far as possible as attachments to the enclosed form.

{NB: Please provide CD's/softcopies for supporting evidence, Hard copy write-up covering all essential claims should not exceed 5 A4-size pages, excluding projects}

- 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 350 words)
- Brief description of the key persons who are involved in this.
- Achievement of the project/outcome of the project (maximum 350 words)
- Discharge of routine duties and responsibilities and /or implementation of programmes/projects in the normal course, do not qualify for the Award.
- Initiatives and projects whose qualitative and quantitative outcomes/results are of a very high order, and benefit a large number of citizens/stakeholders could be considered.
- Details of the challenges that you faced while implementing the project & how did it was overcome (maximum 350 words)
- Steps initiated in sustaining the practice and disseminating the success outcomes.
- Please furnish any other project related useful information including testimonials, CDs, Photocopy etc.

Postal Address of IMG

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

Phone :0471-2306739, 2304608

Fax :0471-2302391, 2303233

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Government of Kerala

Kerala State Award for Innovations in Public Service

Nomination Form for the year 2012

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
 - Reduced time for delivery of services
 - Positive beneficiary feedback
 - Marked improvement in measurable indicators of services
 - Simplified procedures
 - Replicability and sustainability of the initiative
 - Integration into the governments activities
 - 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 of processes and effectiveness of outcomes*
 - *Sustainability of the initiative*
 - *Facets of good governance demonstrated by the initiative*
 - *Systemic improvement*

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 :

Guidelines for filling in the Nomination Form

- a) These awards are instituted under the following categories .
- Public Service Delivery
 - Personnel Management
 - Procedural Interventions
 - Developmental Interventions
- b) Nominations with incomplete data and/or sketchy details and nominations received late would also be rejected.
- c) The initiative/project should have been in successful implementation for at least one year, as on the date of nomination.
- d) 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.
- e) Printed booklets, video films, supplementary material on CDs, press clippings, photographs, reference letters, photo copies of certificates/recognitions etc. should be attached with the nomination. Only references to them need be mentioned. These would be reviewed, if required, at a later date.
- f) **Two copies of the nominations, strictly as per the above format should be mailed by registered/speed post, directly to the following address so as to reach us on or before 31st March, 2013.**

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

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- g) In all matters of the award scheme, the decision of the Jury constituted by the IMG will be final.
- h) Canvassing in any form will be a distinct disadvantage.
- i) The innovation should have been in vogue for at least one year as on 31st December, 2012,
- j) Details are available in the IMG portal www.img.kerala.gov.in