

Proceedings of the Government of Karnataka

Subject: Implementation of the State Government's "Sarvottama Seva Prashasti" Scheme - reg.

Read:- 1. Government Order No. DPAR/34/E1AaSu/2002, dated: 13.08.2003.
2. Government Order No. DPAR/63/E1AaSu/2008, dated. 04.03.2011.

Preamble:

In the Government Order No. DPAR/34/E1AaSu/2002, dated: 13.08.2003 read at (1) above, a Scheme of State awards was established to honour the State Government employees who have rendered outstanding service/achievement. This award was used to confer only once to the officers/employees equivalent and below the rank of Additional Secretary who had put in 5 years of service, including Secretariat and its field departments except All India Services Officers (AIS). Performance of the officers/employees and their meritorious service was the sole criteria for this award. Amount of the award was as follows:

| Sl. No. | Cadre | No. of Awards | Amount at District level | Amount at State Level |
|---------|------------------|---------------|--------------------------|-----------------------|
| 1 | Group 'C' | 2 | Rs.20,000 | Rs.40,000 |
| 2 | Gazetted Class-2 | 2 | Rs.20,000 | Rs.40,000 |
| 3 | Gazetted Class-1 | 2 | Rs.20,000 | Rs.40,000 |
| | | Total | Rs.60,000 | Rs.1,20,000 |

2. The total expenditure which was being incurred per annum towards this award was $60,000 \times 30 \text{ Districts} = 18,00,000/- + 1,20,000 = 19,20,000/-$

3. In the meanwhile, the Prime Minister's Award for Excellence in Public Administration was introduced by the Government of India in the year 2006-07. Thereafter, it had called of the Revised Award Scheme for Central Government employees as well as members of public vide Official

Memorandum No.33011/1/98 dated:21-01-1998 and Official Memorandum No. 33011/1/2005-O&M dated: 19-08-2010. Following suit, Government of Karnataka withdrew the Special Scheme of State awards for outstanding civil servants vide Government Order No DPAR 63 AAR 2008 dated:04-03-2011 read at (2) above.

4. It is a known fact that under the Prime Minister's Award for excellence in Public Administration scheme, only one person may get an award from each state per year. In case of Karnataka only two persons have been honoured with the Prime Minister's Award for excellence in Public Administration scheme since its inception. Therefore, in this context, it is felt suitable to introduce '**Sarvottam Seva Prashasti**' scheme by the State Government. Hence, the following Government Order

! GOVERNMENT ORDER NO.DPAR:105:AAR:2011, BANGALORE.

DATED:20.11.2012.

Under the circumstances explained in the preamble, the following guidelines are formulated for the award scheme "Sarvottam Seva Prashasti" to confer the State Government employees who have rendered excellence service/achievement in public administration:

- 1) These awards will be presented every year on Republic Day i.e., 26th January and the presentation of these awards for the first time shall be made on 26.01.2013.
- 2) Since the Home and Education Departments have their own scheme of awards, except these departments, employees of all other departments including their ministerial staff will be eligible for this award.

3) This scheme is not applicable to All India Services (AIS) Officers.

Karnataka State is having a strength of about 6 lakhs employees consisting of Group-A, Group-B, Group-C and Group-D. At this juncture, it is felt suitable to establish "**Sarvottam Seva Prashasti**" Scheme by the State Government. Further, it is envisaged to recognize the extraordinary and innovative work done by Officers/Officials of the State Government in the following spheres.

- Implementation of innovative schemes/projects;
- Bringing changes in working cadres and building up institutions;
- Making public delivery systems efficiently and citizen friendly and create corruption free environment;
- Adapting innovative system on par with requirements of the public;
- Extraordinary performance in emergent situations like floods, earthquake and other natural calamities etc.,
- Setting up value added services and taking up capacity building measures, showing high leadership qualities and dynamics.

Nominations will be in the prescribed format and can be either self-nomination or by any other person familiar with the work of the individual. Multiple nominations in favour of one individual will be clubbed and treated as one nomination during that year.

For each of the nominations, the achievements will be mentioned under the following parameters.

- Taking Leadership and bringing innovation into force.
- Finding solutions to the existing hurdles thorough information analysis

- Strategic Planning for short and long term goal achievement.
- Human resource development to improve productivity and efficiency.
- A Simplified procedural system for achieving the targeted outcomes.
- Operational results in qualitative and quantitative terms
- Benefiting to the Citizen directly or indirectly
- Saving Government /Public's money.

In the backdrop of the above mentioned criteria, reviewing of the targets achieved in the initial and later stages is extremely important and it will be reviewed in the Evaluation Committee. The scheme should be in force for at least one year to the date of nomination.

Awards under this scheme will be of three categories as follows -

| Sl. No. | Awards | Number of Awards | Amount per Award | Total |
|---------|--|------------------|------------------|---------------------|
| 1. | District Award (for each district - total 30 districts) | 6 | Rs.10,000 | Rs.18,00,000 |
| 2. | Department-Awards | 30 | Rs.15,000 | Rs.4,50,000 |
| 3. | State Award | 3 | Rs.25,000 | Rs.75,000 |
| | Total | 39 | Rs.50,000 | Rs.23,25,000 |

District Awards: The Evaluation Committee for selection of district awards will be constituted under the Chairmanship of District-in-charge Secretary consisting of Deputy Commissioner of the District and Chief Executive Officer of Zilla Panchayath and 2 persons of eminence as members. Citizens can also nominate Officials / Officers for this Awards. The evaluation committee shall invite nominations for the district awards and select the awardees among the nominations received and make necessary arrangements to distribute the award at the district

headquarters by the District-in-Charge Minister on 26th January of each year. Moreover, the nominations eligible for district award may be sent for Departmental Award also.

Department Awards: As far as selection of departmental award is concerned, the evaluation committee will be constituted under the Chairmanship of Principal Secretary/Secretary of the concerned department, consisting of head of the field department and two persons of eminence as members. The evaluation committee shall invite nominations for the Department awards and select the awardees among the nominations received and send the list to DPAR-AR. The Principal Secretary/Secretary of the said department will review the nominations and make necessary arrangements to distribute the award to the selected nominee by the Hon'ble Minister of the concerned department during one of their important departmental functions. The nominations of the awardees who have been honoured with Departmental award may also be sent for State Award. Names of the departments (except Education & Police department) which come under the purview of this award scheme are listed at Annexure-1.

State Award: The State awards committee will be constituted under the chairmanship of Hon'ble Chief Secretary which consists of Additional Chief Secretary as its Vice Chairman and two persons of eminence as its members. The said Committee will select for State Award one among the nominees which have been honoured with awards at the District level and Department level. The State Level award will be distributed by His Excellency the Governor of Karnataka and the Honorable Chief Minister of Karnataka on 26th January of every year.

It is the prerogative of the State Awards Committee to get evaluated the selected nominees from Centre for Good Governance or Karnataka Evaluation Authority or any other agency if necessary. Apart from the cash awards, selected awardees will be sent to a reputed training institution for imparting advanced skills training to them in their own field of expertise.

The expenditure to be incurred for the said scheme will be borne out of Administrative Reforms Challenge Fund and Other Expenses Head of Account – “2052-00-090-0-25-059”

This order is issued with the concurrence of Finance Department vide its Note No. FD:851 Expenditure-12/ 2012 dated 22.09.2012

By Order and in the name of the
Governor of Karnataka

(Dr.Geetha.L.)
Under Secretary to Government,
Department of Personnel Administrative Reforms.
(Administrative Reforms -Training)

To,

1. The Accountant General, (A&E), Audit-1 & II, Karnataka, Bangalore.
2. All Principal Secretaries/Secretaries to Government.
3. Principal Secretary to Hon'ble Chief Minister.
4. All Heads of Departments.
5. All Deputy Commissioners/Chief Executive Officers of Zilla Panchayats.
6. Personal Secretary to Chief Secretary to Government/ Additional Chief Secretary to Government/ Additional Chief Secretary & Development Commissioner to Government.
7. All Additional Secretaries/ joint Secretaries / Deputy Secretaries & Under Secretary to Government.
8. Under Secretary to Government, Finance Department (Exp-12)
9. Weekly Gazette/ Section Guard File / Extra Copies.

Annexure-I

SARVOTTAM SEVA PRASHASHTHI SCHEME

- 1 Animal Husbandry and Fisheries Department
- 2 Agriculture Department.
- 3 All Secretariat Departments
- 4 Commerce and Industries Department.
- 5 Co-operation Department.
- 6 Department of Public Enterprises.
- 7 Department of Parliamentary Affair & Legislation.
8. Energy Department.
9. Finance Department
- 10 Food and Civil Supplies Department.
- 11 Forest, Environment & Ecology
- 12 Health & Family Welfare Department & Medical Education
- 13 Horticulture Department.
14. Housing Department.
15. IT & BT
- 16 Infrastructure Development Department
- 17 Kannada, Culture & Information Department
- 18 Labour Department
- 19 Law, Justice & Human Rights Department
- 20 Minority Welfare Department
- 21 Planning Department
- 22 Public Works port & Inland Water Transport Department
- 23 Revenue Department
- 24 Rural Development & Panchayat Raj
- 25 Social Welfare Department
- 26 Tourism Department
- 27 Urban Development Department
- 28 Water Resources Development Department
- 29 Women & Child Development Department
- 30 Youth Services Department

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SARVOTTAM SEVA PRASHASHTHI SCHEME

Annexure-II

Nomination form for the year 201 -

1. Details of the Nominee.

- a) Name of the nominee
- b) Designation of the nominee at the time of the initiative
- c) Department/Organization/ of the nominee at the time of the initiative, with complete postal address
- d) Nominee currently posted at
- e) Current designation
- f) Present postal address with Pin code
- g) Contact details (Phone & Fax Nos, e-mail ID, Mobile Phone Nos)

2. Nominating Authority:

- a) Name of the nominating authority
- b) Name of the Department/Organization
- c) Designation of the Nominating Authority
- d) Complete postal address with Pin Code
- e) Contact details (Phone & Fax Nos, e-mail ID, Mobile Phone Nos)

3. Please furnish the details about the initiative, strictly under the subheads prescribed below: (The entire description and narration should not exceed five one –side A4 size paper).

- a) Title of the initiative
- b) Department/Organization where the initiative was implemented
- c) Background of the initiative
- d) Motivator(s) for the project initiative
- e) Purpose & priorities of the initiative
- f) Date of implementation of the initiative.
- g) Strategies adopted for bringing about the transformation and positive impact

- h) Role of various stakeholders-most importantly, role and details of involvement of the nominee in the initiative.
- i) Highlights/positive features of the initiative under each of the following important dimensions and their outcomes
- Transparency and stakeholder participation along with beneficiaries feedback
 - Simplified procedures: Innovativeness of the initiative and its replicability
 - Increased efficiency of outputs/processes and effectiveness of outcomes, Improvement in measurable indicators and Improvement in delivery time of services
 - Display of leadership/Teamwork by the nominee
 - Sustainability of the initiative

4. Was this initiative or nominee winner of any other Award(s)

Yes

No

(If yes, details of the award won)