

## DIRECTOR GENERAL OF TRAINING

From  
Thiru . V. Irai Anbu, I.A.S.,  
Chief Secretary/  
Director General of Training  
No.163/1, P.S.Kumarasamy Raja Salai,  
Chennai -600 028.

To  
All Additional Chief Secretaries /  
Principal Secretaries/  
Secretaries to Government(w.e)  
All Heads of Departments (w.e)  
All District Collectors (w.e)

Rc.No.DGT/ 460 /2023 / Dated : 09.05.2023

Sir / Madam,

|      |   |
|------|---|
| Sub: | Award- Chief Minister's Best Practices Award, 2023 for the Officers / Organizations / Institutions from Tamil Nadu Government – Selection of Awardees –Regarding  |
| Ref: | 1. G.O.(Ms.) No. 51, Personnel &Administrative Reforms (Trg - III) dated 16.04.2012<br>2. From the Principal Secretary to Government, Personnel and Administrative Reforms (Trg.III) department, letter No. 8529/Trg.III/2021-1, dated: 15.03.2021. |

I invite your kind attention to the references cited (Copy enclosed). The Government in the Order first cited have announced that the "Best Practices Award" will be presented by the Hon'ble Chief Minister on every Independence Day to those who achieve excellent results in good Governance and who have successfully implemented strategies, new initiatives and Best Practices which will guide others in extending good services to the public in a systematic way.

As per the said Government Order, an amount of Rs. 6.00 lakh is sanctioned every year for giving "Innovations and Good Governance Award" to three Awardees @ Rs. 2.00 lakh each by this Department. This may be on public service improvement or departmental initiatives or Tax and Administrative Reforms, etc.,

I wish to further state that the proposals in the prescribed nomination form (Annexure-II in the G.O. cited) either from individual officer or as a Group / Organization / Institution / Office have to be forwarded to the concerned Secretaries to Government through the District Collectors or heads of Department, as the case may be.

As the Secretaries to Government are the nominating authorities as per the guidelines issued in the Government Order first cited, I request that the Additional Chief Secretaries / Principal Secretaries / Secretaries to Government may send eligible nominations along with their recommendations and signature to this office **on or before 19.07.2023**, as per the guidelines given in the Annexure.

The nominations may also be sent through online using the website <https://awards.tn.gov.in> (Awards Portal for Government of Tamil Nadu) **on or before 19.07.2023** and it is imperative to upload the recommendation with signature of the concerned Secretary while forwarding the eligible nominations through online to the Director General of Training.

Further, as informed by the Government in the reference second cited, I request to furnish the following additional details without fail while sending nomination for the Best Practices Award along with the existing format for better presentation of nominee's initiatives before the screening committee and to make easy to understand the initiatives by the committee.

| Sl.No. | Nominee details | initiatives | Brief Description | Outcome/Achievement |
|--------|-----------------|-------------|-------------------|---------------------|
|        |                 |             |                   |                     |
|        |                 |             |                   |                     |

I request to send two sets of hard copy along with soft copy in this regard.

Please accord **"TOP PRIORITY"** to this matter.

Encl: As above

Sd/- xx xx xx,  
Chief Secretary/  
Director General of Training

for Director General of Training



**ABSTRACT**

Training - Chief Minister's Best Practices Award for Officers from the Tamil Nadu Government departments - detailed guideline for selection procedure - Orders - Issued.

**Personnel and Administrative Reforms (Trg.III) Department**

G.O.(Ms) No.51

Dated: 16.4.2012

திருவள்ளூர் ஆண்டு 2043  
சித்திரை 4

Read:

1. G.O.(Ms)No.166, Personnel and Administrative Reforms (Trg.III) Department, dated 28.12.2011.
2. From the Director, Anna Institute of Management and Director General of Training, D.O. Lr.No.CGG/2/2012, dated 2.2.2012.

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**ORDER:**

In the Government order first read above, Government have sanctioned a scheme of Chief Minister's Best Practices Award to the Officers from the Tamil Nadu Government departments, with an annual grant of Rs.14 lakhs. This Award is given in recognition of improvement of quality system ensuring good governance and sustaining development by Government officers and it should be distributed to them by the Hon'ble Chief Minister on every Independence Day Celebrations.

2) In this D.O. letter second read above, the Director, Anna Institute of Management and Director General of Training has sent a proposal to Government, evolving a draft detailed guidelines for selection procedure for this Award including the draft formal letter to Additional Chief Secretaries to Government / Principal Secretaries to Government and requested for approval

3) The Government after careful examination of the draft proposal of the Director, Anna Institute of Management and Director General of Training have decided to give approval to the draft detailed procedure for the distribution of the Best Practices Award by Hon'ble Chief Minister. Accordingly, the Government hereby evolve the detailed procedure as mentioned in the Annexure I to III to this order for awarding the Best Practices Award by Hon'ble Chief Minister on every Independence day. The first Best Practices Award for the Government Officers of Tamil Nadu Government will be presented by Hon'ble Chief Minister on 15<sup>th</sup> August 2012.

P.T.O.

This order issues with the concurrence of Finance department vide its U.O. 20082/Pub/2012, Finance (Pub) Department, dated 12.04.2012.

(BY ORDER OF THE GOVERNOR)

V. IRAI ANBU  
PRINCIPAL SECRETARY TO GOVERNMENT

To  
The Director, Anna Institute of Management and  
Director General of Training, Chennai - 28  
The Accountant General, Chennai - 9/18  
The Pay and Accounts Officer(South), Chennai -35

Copy to:  
Principal Secretary III to Hon'ble Chief Minister, Chennai-9.  
Private Secretary to Principal Secretary to Government, Finance Department, Chennai-9  
Private Secretary to Chief Secretary, Chennai-9.  
Private Secretary to Principal Secretary to Government, Personnel and Administrative  
Reforms (Training) Department, Chennai -9.  
Senior Personal Assistant to Hon'ble Minister (Commercial Tax and Registration, Law,  
Courts and Prisons), Chennai-9.  
Senior. Personal Assistant to Hon'ble Minister (Finance), Chennai-9.  
Office of the Hon'ble Chief Minister, Chennai-9.  
The Personnel and Administrative Reforms (OP.II/AR.II/CC/Trg.I) Department, Chennai -  
9.  
The Finance (Public/BG.I, II) Department, Chennai-9.  
SF/SC.

//Forwarded by Order//

*B. Ram*  
SECTION OFFICER

27-9  
9-

**ANNEXURE - I**  
**[G.O.(Ms) No.51, Personnel and Administrative Reforms (Trg.III) Department, dated 16.4.2012]**

**A) Receipt of proposal:      Operating Procedures**

All proposals in the prescribed nomination form either from individual / Officer or as a group or organization / Institution / office will have to be forwarded to the concerned Secretaries to Government through district Collectors (or) Head of Departments, as the case may be.

This nomination will be studied by the respective Secretaries to Government and will have to be forwarded to Director, Anna Institute of Management before the closing date.

Government may prescribe the last date in this regard to forward the applications / proposals received to be sent to Secretary, Personnel and Administrative Reforms (Training) Department from the Additional Chief Secretaries / Principal Secretaries / Secretaries to the Government departments concerned.

**B) Screening of the nominations:**

The screening will be done by the Screening Committee constituted by the following officers:

1. Principal Secretary to Government, - Chairman  
Finance Department
2. Principal Secretary to Government,  
Personnel and Administrative  
Reforms (Training) Department - Member Secretary

**Members:**

3. Additional Chief Secretary to Government, Planning and Development Department or his nominee.
4. Secretary to Government, Special Programme Implementation Department or his nominee
5. Director, Anna Institute of Management and Director General of Training
6. Secretary to Government, Public Department or his nominee
7. Thiru D. Ponnusamy, Faculty Member, Good Governance Cell, Anna Institute of Management.

The Screening committee will formulate its own procedure for preliminary scrutiny and then acceptance of nominations received.

The nominations will undergo preliminary scrutiny and those shortlisted alone will be taken up for presentation by the Officer / Officers concerned. Screening committee will arrange for a two or three day Seminar at Anna Institute of Management where the individual officers who have implemented the best practices award will present their cases to the Screening Committee. The Screening Committee will forward the accepted nominations to the Selection Committee

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**(C) Selecting the awardees:**

All the nominations screened and forwarded to the Selection Committee will be considered by the Selection Committee constituted by the following officers:

- |  |                    |
|--|--------------------|
| 1. Chief Secretary to Government   | - Chairman         |
| 2. Principal Secretary to Government, Personnel and Administrative Reforms (Training) Department | - Member Secretary |

**Members:**

3. Additional Chief Secretary to Government Municipal Administration and Water Supply Dept.
4. Principal Secretary to Government, Industries Department
5. Principal Secretary to Government, Revenue Department
6. Principal Secretary / Commissioner of Revenue Administration
7. Principal Secretary to Government, Rural Department and Panchayat Raj Department
8. Principal Secretary to Government, Home Department
9. Principal Secretary to Government, Finance Department
10. Principal Secretary to Government, Personnel and Administrative Reforms Department
11. Secretary to Government, Agriculture Department
12. Secretary to Government, Commercial Taxes Department

The Selection committee will formulate procedures for final selection of awardees.

The Selection Committee will select the awardees and intimate to Principal Secretary to Government, Personnel and Administrative Reforms Department. The Principal Secretary to Government Personnel and Administrative Reforms Department will take further steps for the award to be distributed by Hon'ble Chief Minister on the Independence Day.

V. IRAI ANBU  
PRINCIPAL SECRETARY TO GOVERNMENT

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*P. Raw*  
Section Officer

*h*

**ANNEXURE - II**

[G.O.(Ms) No.51, Personnel and Administrative Reforms (Trg.III) Department, dated 16.4.2012]

Nomination Form for the year 2012.

1. Category under which the nomination is being made ( Please tick ( ) only one option)
- ☐ Govt. employees – Individual
  - ☐ Govt. employees – As a group
  - ☐ Organization / Institution / Office

2. Details of the nominee (s) :

- a) Name of the nominee
- b) Department / Organization where the initiative was implemented
- c) Designation at the time of the initiative
- d) Currently posted at / working with
- e) Current designation
- f) Current complete postal address with Pin Code
- g) Contact details (Phone & Fax Nos. E-mail ID, Mobile Phone Nos.)

(Note: (a) to (f) to be repeated, in case of nominations as a group)

3. Nominating individual / institution:

- a) Name of the official authorized to nominate
- b) Name of the institution
- c) Designation
- d) Complete postal address with Pin Code
- e) Contact details (Phone & Fax Nos. E-mail ID, Mobile Phone Nos.)

(Please also provide the details of involvement of the nominating officer / authority with the initiative)

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
  - ☐ Improvement in delivery time of services
  - ☐ Better beneficiaries feedback
  - ☐ Improvement in measurable indicators
  - ☐ Simplified Procedures

(A comparative analysis of the key result areas, key performance indicators and other socio-economic impact parameters or any other quantifiable parameters before and after the implementation of the initiative is a MUST)

• Highlights / features of the initiative, for example:

- o Transparency and participation of public
- o Innovativeness of the initiative and its replicability
- o Increased efficiency of processes and effectiveness of outcomes
- o Display of leadership / Team work by the nominee(s)
- o Sustainability of the initiative

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-à-vis those envisaged?

- o Yes
- o No

If yes, please attach details of the report

6. Was / were this initiative or nominee(s) winner(s) 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 nominating authorized officer: (Secretary to Government of Tamil Nadu)

Name & Address :

Designation with Seal:

Date:

V. TRAI ANBU  
PRINCIPAL SECRETARY TO GOVERNMENT

//True copy//

*[Signature]*  
Section Officer



ANNEXURE - III  
[G.O.(Ms) No.51, Personnel and Administrative Reforms (Trg.III) Department, dated  
16.4.2012]

Guidelines for the award scheme

- a) This award is open to the officers from State Government Departments of Tamil Nadu.
- Implementation of innovative schemes / projects
  - Bringing perceptible systemic changes and building up organizational set up
  - Making public delivery systems efficient, effective and ethical
  - Extraordinary performance in disaster situations like floods, earthquake, major accidents, etc.
  - Setting high standards of quality of services and continues sustainable improvement, showing high leadership qualities and improving employee motivation, morale etc.
- b) Implementation of Scheme/Project as given is the basic responsibility and duty of the official(s) authority (ies) concerned. So, nominee(s) nomination(s) would be worthy of consideration under the Award Scheme. If and only if the initiative(s) and accomplishment(s) is /are truly innovative, extra-ordinary, outstanding, exemplary and / or exceptional.
- c) The initiative / project should have been in successful implementation for at least one year, as on date of nomination.
- d) Nomination can be made in the following categories:
- o Govt. employees - Individual
  - o Govt. employees - As a group
  - o Organization / Institution / Office of any wing of the Tamilnadu Government, as unit
- e) Where the nomination is in respect of a group of individuals, names of all the nominees should be explicitly stated. No change in the same would be permitted at a later stage.
- f) The nomination in the prescribed form should be sent to the respective Secretaries to Government through the District Collectors / Heads of Departments / Organizations. Only Secretaries to Government will be nominating authorities. The last date of receipt of nomination by Anna Institute of Management is 30<sup>th</sup> April 2012.
- g) Self nominations, nominations that are not of serving employees of Government of Tamil Nadu and also nominations of organizations not pertaining to public servants of Government of Tamil Nadu would be rejected.
- h) Nominations should strictly adhere to the guidelines of the Scheme and the eligibility criteria be specifically complied with.
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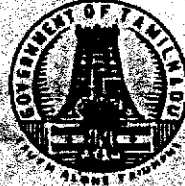
- i) Nominating authorities should ensure that no vigilance case / enquiry is pending against the officer(s) nominated. Overall performance of the officer / officers should also be considered while forwarding the nomination.
- j) Nominations should be submitted in the Form prescribed.
- k) Nominations 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.
- l) Printed booklets, video films, supplementary material on CDs, press clippings, photographs, reference letters, photo copies of certificates / recognitions etc. should not be attached with the nomination. Only references to them need be mentioned. These would be reviewed, if required, at a later date.
- m) Sample nomination form and guidelines are enclosed as Annexure – I and II
- n) The Secretaries to Government may send the nomination to the Principal Secretary to Government, Personnel and Administrative Reforms (Training) Department on or before the date to be prescribed by the Government in this regard.
- o) Tentative Programme of Action for 2012 (Subject to approval by Government)
  - Last date for receipt of nomination : 30<sup>th</sup> April 2012
  - Consolidating the data forms : Before 30<sup>th</sup> May 2012
  - Short-listing by the Screening Committee : Before 15<sup>th</sup> June 2012
  - Final selection by the Selection committee : Before 15<sup>th</sup> July 2012
  - Award Function : Before 15<sup>th</sup> Aug 2012

V. IRAI ANBU  
PRINCIPAL SECRETARY TO GOVERNMENT

//True copy//

*A. Ravi*  
Section Officer

*V*

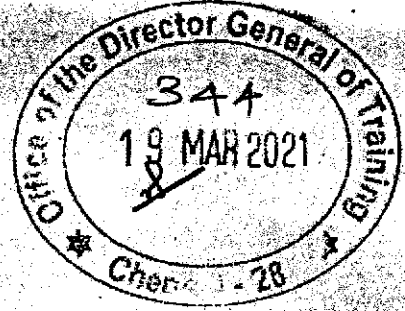


Personnel and Administrative  
Reforms (Trg-III) Department,  
Secretariat, Chennai-600 009.  
சார்வரி, பங்குனி 2  
திருவள்ளூர் ஆண்டு 2052

Letter No.8529/Trg.III/2021-1, dated 15.03.2021

From  
Thiru. Har Sahay Meena, IAS.,  
Principal Secretary to Government.

To  
The Additional Chief Secretary / Director General of Training,  
"Mahizhampoo"  
No.163/1, P.S. Kumarasamy Raja Salai (Greenways Road),  
Chennai-600 028.



Sir,

Sub: Award – Chief Minister's Best Practices Award, 2021 –  
Certain additional particulars to be called for from the  
nominees – Regarding.

- Ref: 1. G.O.(Ms)No.166, Personnel and Administrative Reforms  
(Trg.III) Department dated 28.12.2011.  
2. G.O.(Ms)No.51, Personnel and Administrative Reforms  
(Trg.III) Department dated 16.04.2012.

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I am directed to invite attention to the reference first cited, in which the Government have instituted the "Best Practices Award" which will be presented by the Hon'ble Chief Minister every year on the occasion of Independence Day to those who achieve excellent results in Good Governance and who have successfully implemented strategies, new initiatives and best practices which will guide others in extending good services to the public and making the schemes and services of Government to reach the public in a systemic way.

2. In the reference second cited, the Government have issued detailed guidelines on selection procedure for the distribution of the Best Practices Award by Hon'ble Chief Minister on Independence Day. As per guidelines mentioned in the above Government Order the nominations were called Best Practices Award every year.

3. In this connection, I am to state that for better presentation of nominees initiatives before the screening committee and to made easy to understand the

P.T.O.

initiatives by the committee. I am to request you to sought certain additional details as detailed below while calling nomination for the Best Practices Award along with the existing format.

| Sl. No. | Nominee Details | Initiative | Brief Description | Outcome / Achievement |
|---------|-----------------|------------|-------------------|-----------------------|
|         |                 |            |                   |                       |

Yours faithfully,

*D. S. Subramanian*

for Principal Secretary to Government.

*16.3.21*