

DIRECTOR GENERAL OF TRAINING

From

To

Thiru.S.Gopala Sundara Raj,I.A.S.,
Director General of Training,
No.163/1, P.S. Kumarasamy Raja Salai,
Chennai - 600 028.

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/A2/ 394 /2026/Dated: 20.04.2026

Sir/Madam,

Sub : Awards – Chief Minister's Best Practices Award, 2026 for the Officers / Organizations/Institutions of TamilNadu Government – Selection of Awardees – Reg.

Ref : 1. G.O.(Ms.) No.51 , P & AR (Trg.III) Department, Dated : 16.04.2012.
2. From Principal Secretary to Government P & AR (Trg.III) Department, Lr.No.8529/Trg.III/2021-1, Dated :15.03.2021.

I invite attention to the references cited .

2) 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 forms, etc.

3) I therefore wish to state that the proposals in the nomination form enclosed herewith 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 30.06.2025 as per the guidelines given in the Annexure.

4) The nominations may also be sent through online using the website <https://awards.tn.gov.in> (Awards Portal of Government of Tamil Nadu) from 15.05.2026 to 30.06.2026 . It is imperative to upload the recommendation with the signature of the concerned Secretary in the Administrative Department, Secretariat

while forwarding the eligible nominations through online to the Director General of Training. After obtaining the approval from the Administrative Department it should be uploaded on the Awards portal of Government of Tamilnadu within the period from 15.05.2026 to 30.06.2026. The nominations received after 30.06.2026 and without the approval of the concerned Administrative Department will not be accepted.

5) Further, as informed by the Government in the reference second cited, I request you 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 it easy to understand the initiatives by the committee.

Sl.No	Nominee details	Initiatives	Brief Description	Outcome/Achievement

Encl:

1. Nomination Form
2. Guidelines of the Award Scheme

Yours faithfully,
Sd/-S.Gopala Sundara Raj
Director General of Training

Sd/-S.Gopala Sundara Raj
7/5/26
for Director General of Training

07/05/26
7/5/26

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

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

Guidelines for the award scheme

[G.O.(Ms) No.51, Personnel and Administrative Reforms (Trg.III) Department,
dated :16.04.2012]

- 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 in the basic responsibility and duty of the social(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:
- ❖ Govt. employees - Individual
 - ❖ Govt. employees - As a group
 - ❖ 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.

- 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 to Government of Tamil Nadu would be rejected.
- h) Nominations should strictly adhere to the guidelines of the Scheme and the eligibility criteria he specifically complied.
- 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 nominations. Only reference to them need be mentioned. These would be reviewed if required, at a later date.