



பாரதியார் பல்கலைக்கழகம்
BHARATHIAR UNIVERSITY
COIMBATORE – 641 046, TAMILNADU, INDIA

State University | Re-Accredited with "A" Grade by NAAC | Ranked 14th among Indian Universities by MHRD-NIRF

No. C6/CM Best Practices Award/11252-1/2024

Date : 05.07.2024

CIRCULAR

It is hereby informed that the Tamil Nadu Government has announced the "Best Practices Award" for those who achieve the excellent results in good Governance and who have successfully implemented strategies, new initiative 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 systematic way. In this regard, 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., The Guidelines for the Best Practices Award Scheme and Nomination form which received from Higher Education Department may be downloaded from the University Website.

In this connection, it is requested to send the proposals either from the individual Officer or as a group or organization/Institution/Office **on or before 08.07.2024**.

Hence, all the Heads of the Departments/Officers are requested to circulate it among the Faculty Members, Staff and students of their Departments/offices, so as to apply for the above said Award.

N. J. e
5/7/24
REGISTRAR i/c

To
All the Heads of the Departments/Officers,
Bharathiar University.

Copy to :

1. The P.A. to Vice-Chancellor, B.U.
2. The P.A. to Registrar, B.U.
3. The Co-ordinator,
Centre for Website and Internet
Services

– with a request to upload the enclosed letter & Circular
in the University Website.



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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

(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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b. New
Section Officer

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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?

- 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:

V. TRAIANBU
PRINCIPAL SECRETARY TO GOVERNMENT

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B. Karan
Section Officer

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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 30th 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 th April 2012
Consolidating the data forms	: Before 30 th May 2012
Short-listing by the Screening Committee	: Before 15 th June 2012
Final selection by the Selection committee	: Before 15 th July 2012
Award Function	: Before 15 th Aug 2012

V. IRAI ANBU
PRINCIPAL SECRETARY TO GOVERNMENT

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B. Ravi
Section Officer

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