

GOVERNMENT OF TRIPURA  
OFFICE OF THE DIRECTOR GENERAL OF POLICE  
TRIPURA :: AGARTALA.

No.F. M.I (Medal)/CMCS/PHQ/19/ 2026-64(3)

Dated 29 /01/2022

To

- 01-19. The SsP (West)/(South) / (North) / (Dhalai)/ (Unakoti) / (Khowai)/ (Gomati)/ (Sepahijala)/ (SB)/ (Security)/ (Anti Narcotics)/ (Comn)/ (Proc.)/ (SCRB)/ (Traffic)/ (GRP)/ (MTF)/ (Serious Crime & EO)/ (Cyber Crime), Tripura.
20. The Principal, KTD Singh PTA, Narsingarh, Tripura.
- 21-38. The Cos. (HG)/ (BW HG Bn)/ (CTI)/ (SAF)/ (TSR-I)/ (TSR-II)/(TSR-III)/ (TSR-V) / (TSR-VI)/(TSR-VII)/ (TSR-VIII)/(TSR-IX)/(TSR-X) / (TSR-XI)/ (TSR-XII)/ (TSR-XIII) Bns./ CIAT School & ACRR TSR Trg. Centre, Tripura.

Subject: - **Suggestion on the revised guidelines for Chief Minister's Civil Service Awards for Excellence in Public Administration.**

Please find enclosed a copy of letter vide No.F.13(4)-GA(AR)/2018(P)/15 dated 03/01/2022 along with draft revised guidelines for Chief Minister's Civil Service Awards for Excellence in Public Administration as received from Principal Secretary, GA(AR) Department, Govt. of Tripura on the above mentioned subject.

2. You are requested to furnish your suggestions/ views on the revised guidelines to the undersigned by 10<sup>th</sup> February, 2022 for further necessary action.



(H.S. Darlong)  
Asstt. Inspr. Genl. of Police (Welfare)  
For Director General of Police  
Tripura

Copy to:-

1. ✓ The I/C, E-Gov. Cell, PHQ. He is requested to display the same letter alongwith enclosures (6 sheets) in Tripura Police website immediately.



(H.S. Darlong)  
Asstt. Inspr. Genl. of Police (Welfare)  
For Director General of Police  
Tripura



GOVERNMENT OF TRIPURA  
GENERAL ADMINISTRATION (AR) DEPARTMENT

No. (4)-GA (AR)/2018(P)/15

Dated, Agartala,  
The, 3<sup>rd</sup> January, 2022

To  
The Secretary  
Home/ FCS & CA Deptt  
Govt. of Tripura

Subject:-Suggestions on the revised guidelines for CM's Civil Service Awards for Excellence in Public Administration-thereof.

Sir,

The Chief Minister's Civil Service Awards for Excellence in Public Administration was launched in the year 2018 and, thereafter, the scheme was revised from time to time. In the meetings held on 23<sup>rd</sup> September, 2021 & 22<sup>nd</sup> December, 2021 under the chairmanship of the Chief Secretary, Tripura, it was decided that the guidelines for CM's Civil Service Awards for Excellence in Public Administration shall be revised. Further, it was also decided that suggestions from all the Pr. Secretaries and Secretaries may be obtained on the revised guidelines of the scheme. Draft revised guidelines for CM's Civil Service Awards for Excellence in Public Administration has been prepared (copy enclosed).

2. I would, therefore, request you to kindly share your valuable suggestions which will be incorporated in the revised guidelines of the scheme.

Encl:-As stated above.

Yours faithfully,

*L H Darlong*  
(L H Darlong)

Pr. Secretary to the  
Government of Tripura

*C.R. Das / Sughit / B. Biswas*

D. No. 45 / (G)-PD/2022  
Dated 04/01 2022

GOVERNMENT OF TRIPURA

GENERAL ADMINISTRATION (ADMINISTRATIVE REFORMS) DEPARTMENT

Revised Guidelines

for

Chief Minister's Civil Service Awards

for

Excellence in Public Administration

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CHIEF MINISTER'S CIVIL SERVICE AWARDS FOR  
EXCELLENCE IN PUBLIC ADMINISTRATION

1. The Government of Tripura has instituted a scheme, known as the "Chief Minister's Civil Service Awards for Excellence in Public Administration" in the year 2018 to acknowledge, recognize and reward the extra ordinary and innovative work done by the District/ Departments. The scheme was notified vide Memorandum No. F. 13(4)-GA (AR)/2018/104 dated 7<sup>th</sup> January. 2019. Subsequently, the scheme was revised and notified vide Memo. No. F. 13(4)-GA (AR)/2018/1285 dated 20<sup>th</sup> July, 2020 and notification No.F. 13(4)-GA (AR)/2018/1285 dated 20<sup>th</sup> January, 2021.

2. The awards will be given for excellence in implementation of the schemes in the following categories:

- i. Awards for extra-ordinary performance or initiative by any Department.
- ii. Awards for best performing District and best performing Block.
- iii. Awards for individual for extra-ordinary performance/innovation (Gazetted Officer);
- iv. Awards for individual for extra-ordinary performance/innovation (Non-Gazetted Officer);

3. Number of Awards:

- i. Awards will be given to 2(two) best performing districts and 3(three) best performing RD Blocks for excellence in overall implementation of block level schemes including identified priority schemes and other notable works.
  - ii. Awards will be given to 3(three) departments for exceptional performance or initiatives in implementation of identified flagship, priority schemes, other schemes or governmental activities.
  - iii. Awards will be given 3(three) Gazetted Officers and 3 (three) Non-Gazetted employees of the State Government for their extra-ordinary performance / innovation / contribution.
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4. Value of awards:

- i. The award will be in the form of Certificate and Trophy for Districts/Blocks and Departments.
- ii. An incentive of Rs.25,000/- (Rupees twenty-five thousand) in cash along with a certificate for Gazetted Officers.
- iii. Rs.10,000/- (Rupees ten thousand) and certificate for Non-Gazetted employees.

5. Criteria for Evaluation:

The awards for best performing Blocks, Districts & best Departments and individual awards will be evaluated on the basis of following criteria:

- i. Evaluation of performance of the block will be done on the basis of the MIS reports of flagship schemes & other ongoing schemes. In case of district, it will be evaluated on the basis of performance of constituent blocks / sub-divisions as well as other line departments within the district.
- ii. Introducing and implementing an innovative idea/scheme/project.
- iii. Integrity of the Officer/employee for individual award.
- iv. Remarkable contribution of the officer/employee. Impact and outcome of the work/innovation;
- v. Exceptional Departmental performance or initiatives in implementation of identified flagship, priority schemes, other schemes or Governmental activities.
- vi. Any other criteria as may be determined by the Empowered Committee.

6. Processing of Application:

Applications (online/ manual) will be invited by the GA (AR) Deptt in the month of January/ February of the year. Any department will recommend maximum 2 (two) nominations for individual category (both Gazetted & Non-Gazetted Officer). The Deptt may recommend one nomination for the award i.e. best performing Deptt.

7. Period for consideration of the Awards:- 1<sup>st</sup> April to 31<sup>st</sup> December of the preceeding year.

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Submission of Application(s):

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- i. Application for the award shall be received online / manual in prescribed format (Annexure-I).
- ii. Application should contain a write-up [maximum 5 (five) pages] along with photographs. The write-up should contain details of the works/ strategies, remarkable contribution and impact of the work including outcomes.

9. Scrutiny Committee:

The GA (AR) Deptt shall scrutinize the applications received for the Awards and place them before the Empowered Committee with observations.

10. Empowered Committee:

- i. The Chief Secretary will be the chairman of the empowered committee. Other members of the committee are all the Principal Secretaries, DGP, PCCF and the Secretaries of the concerned Department(s). The Secretary of the GA (AR) Deptt will be the Member Secretary of the Committee.
- ii. The Empowered Committee will make evaluation / assessment of each application based on the write up submitted by the applicant.
- iii. The Empowered Committee will make its recommendations to the Chief Minister for final selection of Awardees.

11. Revision of Guidelines:

In all matters of the awards, the decision of the GA (AR) Department, Government of Tripura, would be final and binding. The State Government may review the guidelines from time to time for the purpose of Civil Service Awards.

12. Giving the Awards:

The awards will be given on Civil Services Day on 21<sup>st</sup> April every year or any date as may be decided by the State Government.

31/1/2022

CHIEF MINISTER'S CIVIL SERVICE AWARD NOMINATION FORMAT

- 1 Nomination :
- i. Department :
- ii. Category (Individual) :
- 2 Title of the Initiative / work undertaken :
- 3 Details of the initiative/ work with photographs (not exceeding 5) :
- 4 Role played by the nominated Officer :
- 5 Uniqueness of the initiative in the following categories:
  - a) Innovation :
  - b) Improvement :
  - c) Policy making :
  - d) Achievements :
  - e) Implementation :
  - f) Service delivery :
  - g) Savings etc. :
- 6 Outcome of the initiative :

Signature of the Officer

7. Integrity of the officer/ employee

Recommendation of the Head of the Department

Recommendation of the Secretary of the Department

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