

No.358/A2/ARW/2018
GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT
ADMINISTRATIVE REFORMS WING

Puducherry, dated 17/04/2018.

I.D.NOTE

Sub: ARW – Recognition of Distinguished Service during Civil services Day
2018 – Nominations – Called for – Reg.

Ref: This Office I.D.Note of even no. dated 16.03.2018 & 11.04.2018.

Kind reference is invited to the I.D.Note's cited under reference, wherein nominations had been called for in the prescribed proforma to recognize the deserving officers from each department who had rendered distinguished service, during Civil Services Day 2018.

2. In this connection, it is stated that the last date of receipt of nominations was fixed earlier on 06.04.2018 and extended upto 13.04.2018. Now it is further extended upto **5.45.P.M. 18.04.2018** for submission of nominations for distinguished service.

3. The Secretaries to Government are therefore requested to communicate to the Heads of Departments under their control and send the nominations accordingly.

4. It is informed that the nominations that are received after **5.45.P.M.** on **18.04.2018** will not be entertained for consideration.

5. This may treated as "Most Immediate".

/By Order/

P.P. Veerama Lakshaj 17/4/18

UNDER SECRETARY TO GOVT.(ARW)

To

1. The Development Commissioner-cum-Secretary to Govt.(Per./Edn./PWD), Pdy.
2. The Commissioner-cum-Secretary to Govt.(Finance/Health/Rev./Excise), Pdy.
3. The Secretary to Govt. (GAD/ Co-op./HRI/Welfare/Women & Child Dev.), Pdy.
4. The Secretary to Govt. (LAD/Town & Country Planning/Housing), Puducherry.
5. The Secretary to Govt. (Transport/Ind. & Commerce/Wakf), Puducherry.
6. The Secretary to Govt. (Labour/Power/Civil Supplies/RD), Puducherry.
7. The Secretary to Govt. (IT/Eco.& Stat./Stationer & Printing/FFC), Puducherry.
8. The Secretary to Govt. (Inf. & Pub./Port/Tourism/Fisheries/Art & Culture),Pdy.
9. The District Collector, Puducherry.
10. The District Collector, Karaikal.
11. The Special Secretary to Govt. (PIPDIIC), Puducherry.

Copy to:

1. The Commissioner -cum-Secretary to Lt. Governor, L.G Sectt., Puducherry
2. The P.S to Chief Secretary, Chief Secretariat, Puducherry.

**GOVERNMENT OF PUDUCHERRY
ADMINISTRATIVE REFORMS WING**

**Recognition of Distinguished Service
Nomination for the year 2018**

1. Details of Nominating Officer :
 - a) Name of the Nominating Officer:
 - b) Designation:
 - c) Name of the Department/Institution:
 - d) Contact details (Phone & Fax Nos., E-mail ID, Mobile Phone Nos.):
2. Details of the nominee(s):
 - a) Name of the nominee:
 - b) Designation of the nominee:
 - c) Name of the Department/Institution:
 - d) Contact details(Phone & Fax No., E-mail ID, Mobile Phone Nos.):
3. Please furnish the details about the initiative/distinguished service strictly under the subheads prescribed below(The entire description and narration should not exceed 5 one-side A4 size pages)
 - a) **Initiative/Distinguished service-its background, reasons for project initiative and the period/duration**
 - b) **Purpose & priorities of the initiative**
 - c) **Strategies adopted/mode of transformation with details of role of various stakeholders**
 - d) **Outcomes ie. impact/benefits resulting from the initiative**

Improvement in delivery time of services, Better beneficiaries, Improvement in measurable indicators, Simplified procedures.
 - e) **Highlights/features of the initiative.**

Transparency of stakeholder participation, Innovativeness of the initiative and it replicability, Increased efficiency of process and effectiveness of outcomes, Display of leadership/team work by the nominee, Sustainability of the initiative.
4. Has the outcome or impact of the initiative been audited or evaluated by any independent agency for reality check of the realized benefits vis-a-vis those envisaged?
 - Yes
 - No

If yes, please attach details of the report
5. Signature of the nominating Officer:

Name & Address:
Designation with Seal:
Date: