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NOTIFICATION

No.F.20016/1/97-GAD, the 19th November, 2002. In the interest of public service, the Governor of Mizoram is pleased to notify "A Scheme for recognition of exception and outstanding public service" for awarding recognition to the employees of the Government of Mizoram for exceptional and outstanding public service.

The Scheme shall come into force from the date of its publication in the Official Gazette.

The Scheme is appended herewith.

Lalmalsawma,
Secretary to the Govt. of Mizoram,
General Administration Department.

A SCHEME FOR RECOGNITION OF EXCEPTION AND OUTSTANDING PUBLIC SERVICE

1. INTRODUCTION :

A need for institution of a Scheme of giving recognition to Government employees of Mizoram for rendering exceptional and outstanding public service has been felt by the Government for sometime.

In fulfillment of this need, the Governor of Mizoram is pleased to notify the following Scheme for awarding employees of the Government of Mizoram for exceptional and outstanding public service.

2. SHORT TITLE:

This scheme may be called "The Scheme for Recognition of Exceptional and Outstanding Public Service," hereinafter referred to as the Scheme.

3. OBJECTIVES :

The objectives of the Scheme shall be

- (i) to provide incentives, and Motivation to the State Government employees.
- (ii) to accord recognition to exemplary, exceptional and outstanding public service.
- (iii) to motivate all employees towards excellence and to enable them to emulate examples set by such outstanding employees.

4. ELIGIBILITY :

All categories of employees of the Government of Mizoram without distinction of race, occupation, position or sex shall be eligible for the Award and the Certificates instituted under this Scheme.

5. AWARDS:

The Government may annually give recognition to exceptional and outstanding public service rendered by State Government employees by conferring on them the following awards;

- (1) The State Award for Outstanding Public Service, hereinafter referred to as the State Awards.
- (2) The District Award for Outstanding Public Service, hereinafter referred to as the District Award.

The District Award shall also be made to cover other category of offices comprising of the Civil Secretariat, Directorates, and Mizoram Houses apart from all the Districts of Mizoram.

Provided that in any particular year, no employee shall be awarded both the State and the District Awards.

6. NUMBER OF AWARDS:

In any particular year, the number of such awards may be as under:

- The State Award — not more than 2(two) for the entire State of Mizoram.
- The District Award — not more than 3(three) for all District including other category of offices prescribed below Para 5(2).

7. Descriptions:

The Award shall carry a Citation and a Medallion, the description of which shall be as prescribed by the Government.

8. PERFORMANCE CRITERIA:

Outstanding performance of an employee, resting on the following illustrative fields or activities, shall make him or her eligible for nomination under this Scheme:

- a) Outstanding devotion to duty and dedication to public service.
- b) Exemplary control over office and field level officers and staff for producing effective public service delivery.
- c) Formulation of innovation concept of governance and formulation of viable and innovative development projects.
- d) Formulation of new rules and regulation for better governance and best practices.
- e) Outstanding orders and judgements in civil and criminal cases.
- f) Swift and deft solution of complex and protracted issues.
- g) Outstanding cases of speech/script writing.
- h) Introduction of replicable measures for affecting economy in Government expenditure and recording exemplary Government savings.
- i) Exemplary maintenance of records and inventories and collection and remittance of sale proceeds.
- j) Recording exceptionally higher collection of Government revenue.
- k) Outstanding field duties.
- l) Exceptional performance in maintenance of law and order.
- m) Exceptional performance in any other field which fall in this realm of public service.
- n) Outstanding display of technical calibre in Engineering, IT, Medical and other specialised fields of activity.

9. NOMINATION.

The District Awards. 1. District Officers of the various Departments may send, not more than two nominations in a particular financial year, to the Deputy Commissioner concerned giving biodata of such nominated employees alongwith a gist of their performances with authentic proof of their performances.

Provided that equal number of other category offices may be sent to the Secretary GAD by the respective Administrative Heads, Heads of Departments or Head of concerned Offices, as the case may be.

2. All such nominations shall be placed before the Recommending Committee prescribed under the Scheme for submission to the State Level Selection Committee.

The State Awards.

Nomination of employees for State Awards shall be sent to the Secretary, General Administration Department by Heads of Departments giving full details of outstanding performance of the nominee and their biodata for final selection by the Selection Committee prescribed under the Scheme. In a given financial year, the Head of Department shall send not more than two such nominations in respect of a single Department.

10. RECOMMENDING COMMITTEE :

There shall be Recommending Committee comprising of the following at the State and District Level :

(A) DISTRICT LEVEL RECOMMENDING COMMITTEE

1. Chairman — Deputy Commissioner of the concerned District.

2. Members—

- i) Representative of the Departments functioning within the Districts.
- ii) Representative of Non-Govt. Organisation of the concerned District as may be appointed by the Government.

3. Member—Secretary—Sub-Divisional Officer (Sadar)

The District Level Recommending Committee shall nominate not more than 9 employees from their respective area, and forward such nominations to the State Level Selection Committee.

(B) RECOMMENDING COMMITTEE FOR OTHER CATEGORY OFFICES

1. Chairman — Secretary, DP & AR

2. Member — JS, FD (E)

— Director, F & CS

— Director, Transport

— Director, ATI

— Representative of NGO as may be appointed by the Government.

3. Member /Secretary — DS, SAD.

The Recommending Committee for other category offices shall nominate not more than 9 employees from the entire category of offices for selection by the State-Level Selection Committee.

(C) STATE LEVEL RECOMMENDING COMMITTEE

1. Chairman — Secretary, GAD
2. Members —
 - i) Secretary, DP & AR
 - ii) Secretary, SAD
 - iii) Secretary, PWD
 - iv) Secretary, Industries & IT
3. Member-Secretary-
Deputy Secretary,
GAD. — Secretary/Under

The State Level Recommending Committee shall nominate not more than 6 employees from various Departments for final selection by the State Level Selection Committee.

11. THE STATE LEVEL SELECTION COMMITTEE :

1. Chairman — Chief Secretary
2. Members :
 - i) Finance Commissioner
 - ii) Secretary, Law & Judicial
 - iii) One representative from staff-side.
3. Member-Secretary - Secretary, GAD

12. CONFIDENTIALITY AND ANNOUNCEMENT OF AWARDS :

All nominations under this scheme shall be made with complete confidentiality and the business of the Recommending and Selection committees shall be conducted in similar manner. Formal announcement of the Awards shall be made on such occasion as the Government may, from time to time, prescribe.

13. PERIODICITY :

Selection of eligible officers and staff shall be done annually or in such periodicity as may be decided by the Government.

14. PUBLICATION OF NAMES OF THE RECIPIENTS :

Names of the recipients of the Awards shall be announced annually or in such periodicity as may be decided by the Government, by the General Administration Department and shall be published in the Official Gazette of Mizoram.

15. AWARD GIVING CEREMONIES :

The Awards may be given away in a special function either on Republic Day or Independence Day, or on such occasion as may be prescribed by the Government.

16. ANNUAL CONFIDENTIAL REPORT (ACR):

Performances of the officers and staff receiving such recognition shall invariably be recorded in ACR and shall not be rated below outstanding in their ACR for the year he/she has received such recognition.

17. ADVANCE INCREMENT :

The recipient of the State Award shall be eligible to receive one advance increment to be absorbed in future increments.

18. PARTICIPATION BY STATE AWARDEES IN STATE CEREMONIAL FUNCTIONS :

All recipients of the State Award shall be invited to all State level ceremonial functions during the year of receipt of such award.

19. NODAL DEPARTMENT :

General Administration Department shall be the Nodal Department for the purpose of this Scheme.

20. REVIEW :

The Government may review the provisions of this Scheme from time to time and may amend, modify or rescind the Scheme at any time deemed necessary.

NOMINATION FORMAT

1. Full name of officer/staff nominated :
2. Award for which nominated :
3. Designation & present post :
4. Full address with phone nos. :
5. Complete details of the performances with authentic proof. :
6. Specific reasons for forwarding his nomination (to be recorded by the nominating officer)

Date : _____
Place : _____

(Signature of the Nominating Officer)

Name in full _____
Designation _____