

# Instructions for Filling Application Form

## SAUBHAGYA

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### General Instructions

1. Application form should be filled by District Collector/ District Magistrate.
2. Period of implementation to be considered is between 1<sup>st</sup> April, 2017 (or beginning of the scheme, whichever is later) and 31<sup>st</sup> December, 2018 for Prime Minister's Awards for Excellence in Public Administration 2019.
3. All the values entered by District Collector/ District Magistrate in the application form would be reconciled and validated by the concerned Ministry or Department in the Government of India.
4. For sharing additional information, District Collector/ District Magistrate has the option to upload supporting documents, photographs and videos.
5. District Collector/ District Magistrate may share contact details of beneficiaries of the programme. This may be used for seeking citizen feedback on the programme.

# Sample Application Form

## SAUBHAGYA

### Application Details <auto-populated>

<b>Registration ID:</b>	<b>Category:</b> Priority Programme – SAUBHAGYA	
<b>State:</b>	<b>District:</b>	<b>Group:</b>

### Application Form (to be filled by District Collector/ District Magistrate)

Please note that the period of implementation to be considered is between **1<sup>st</sup> April, 2017 and 31<sup>st</sup> December, 2018**. Hence, the information should be provided for the work done in same period only. **Data will be verified by the concerned Ministry or Department in Government of India.**

Fields marked with \* are mandatory.

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**1. Please enter values for following:**

<b>A.</b> Total number of households electrified between 11 <sup>th</sup> October 2017 and 31 <sup>st</sup> December 2018	
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**2. Please provide Detailed Write-up of the work done in your district under the Saubhagya Scheme between 11<sup>th</sup> October, 2017 and 31<sup>st</sup> December, 2018. Including, highlights of the strategies adopted in implementation especially in achieving targets in areas that are inaccessible/remote, providing coverage to economically and socially backward sections, , special achievements and outcomes, positive impact and sustainability, innovations done and transparency in implementation of scheme. (substantiated by figures)**

<1800 words>

**3. Information on Innovative methods used if any, such as mobile apps/ web portal/ tool to expedite the progress. Please provide the URL and a short write up on how the tool facilitated/ expedited in achieving the target.**

<300 words>

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- 4. Please provide an Executive Summary of the work done in your district between 11th October, 2017 and 31st December, 2018.**

<300 words>

- 5. Upload information of persons who have been impacted/ benefitted from Saubhagya (Name, Phone number etc.):**  
*(The document must be uploaded in PDF format with file size not exceeding 5 MB)*
- 6. Upload supporting document (e.g. Flow charts etc.):**  
*(The document must be uploaded in PDF format with file size not exceeding 5 MB)*
- 7. Upload the relevant photographs (Maximum 10):**  
*(The photograph(s) must be uploaded in jpeg or png format with each file size not exceeding 5 MB)*
- 8. Provide link of the video (Duration 3-5 minutes), if any, on implementation of Saubhagya in your District:**

I, hereby, certify that the information and particulars furnished above are true and correct to the best of my knowledge:

Name:

Designation:

Place:

Date: