

## Frequently Asked Questions

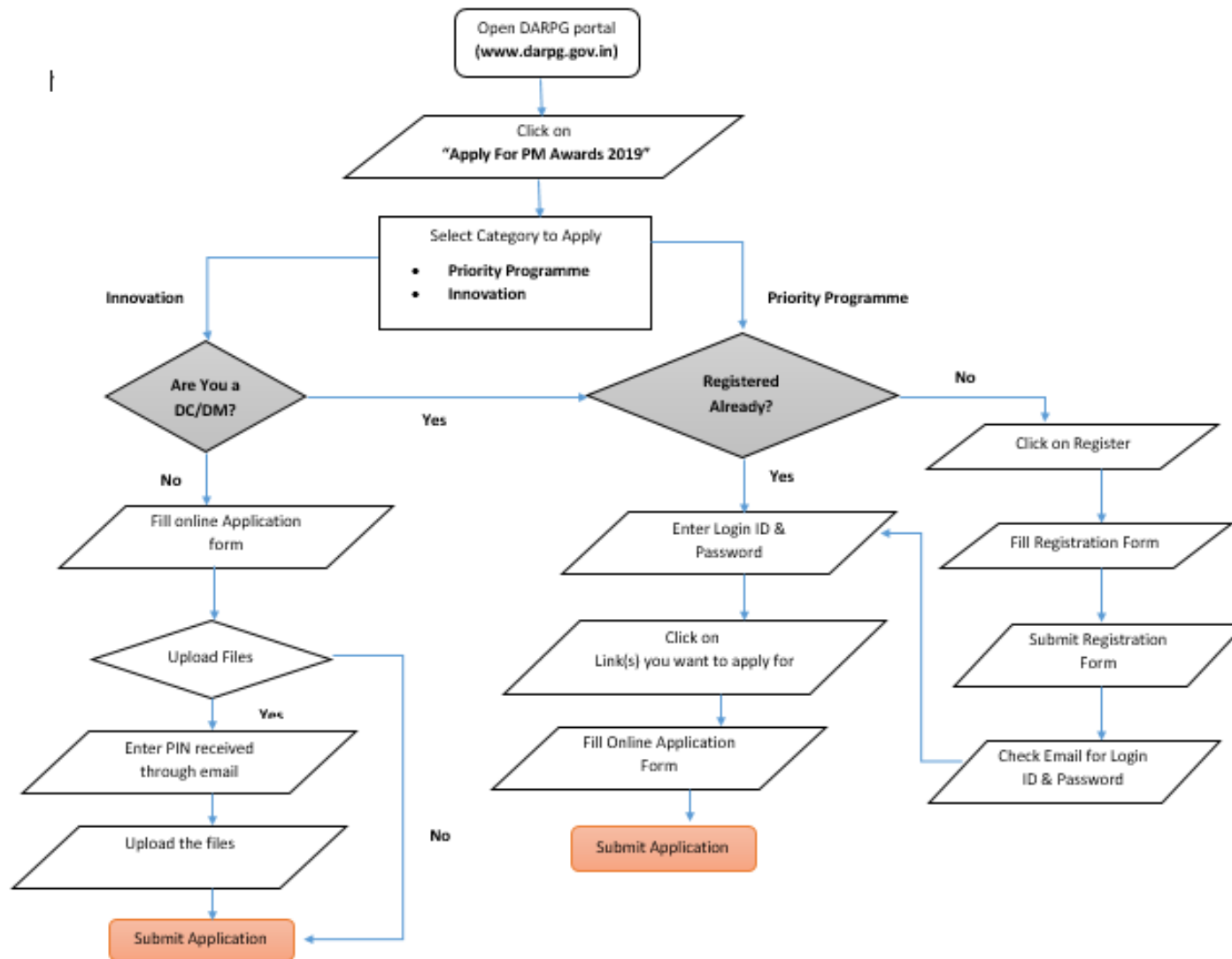
### General

#	Question	Answer
1.	Where can one access the scheme document for Prime Minister's Awards for Excellence in Public Administration?	The scheme document for <b>Prime Minister's Awards for Excellence in Public Administration 2019</b> can be accessed at the DARPG web portal. <a href="https://pmawards.gov.in/public/PM-Award-Scheme-2019.pdf">https://pmawards.gov.in/public/PM-Award-Scheme-2019.pdf</a>
2.	What is the purpose of Prime Minister's Awards for Excellence in Public Administration?	The purpose of Prime Minister's Awards for Excellence in Public Administration is to acknowledge, recognize and reward the extraordinary and innovative work done by the selected Government officers/ Districts/ States/ organizations of the Central and State Governments.
3.	When are these awards given?	Prime Minister's Awards for Excellence in Public Administration are generally presented every year on Civil Services Day held on 21st April.
4.	What are various categories of Awards?	There are two categories of Awards: <ol style="list-style-type: none"> <li>1. Priority Programmes</li> <li>2. Innovation</li> </ol>
5.	Who can apply for different categories of Awards?	<ul style="list-style-type: none"> <li>• <b>Priority Programmes</b> – District/ implementing unit of the identified priority programme</li> <li>• <b>Innovation</b> – Organizations of Central/ State Governments / Districts</li> </ul>
6.	Which Priority Programmes of Government of India are identified for PM Awards 2019?	Following 4 Priority Programmes have been identified for the awards: <ol style="list-style-type: none"> <li>1. National Agriculture Market (e-NAM)</li> <li>2. National Rural Livelihood Mission (NRLM)</li> <li>3. SAUBHAGYA (Pradhan Mantri Sahaj Bijli Har Ghar Yojana)</li> <li>4. Mission Indradhanush</li> </ol>

7.	What is the period of consideration for the award for Priority Programmes and innovative initiatives?	The period of consideration for both, Priority Programmes and Innovation is <b>1<sup>st</sup> April 2017 to 31<sup>st</sup> December 2018.</b>
8.	Is there any grouping of States/ UTs under the Prime Minister's Awards scheme?	<p>Yes, to ensure rationality, equity and level-playing field, the States/UTs are grouped for <b>Priority Programmes</b> as under:</p> <ul style="list-style-type: none"> <li>• <b>Group 1:</b> North-East States and Hill States (J&amp;K, HP, Uttarakhand) – 11 States</li> <li>• <b>Group 2:</b> Union Territories – 7 States</li> <li>• <b>Group 3:</b> Remaining States – 18 States</li> </ul> <p><b>Note:</b> <i>There is no grouping for awards under innovation.</i></p>
9.	What is the maximum number of awards that shall be given for Priority Programmes category?	<p><b>12</b></p> <p><b>Note:</b> <i>For each group in an identified Priority Programme, as far as possible, there would be one award.</i></p>
10.	What is the maximum number of awards that shall be given for Innovation category?	<p><b>2</b></p> <p><b>Note:</b> <i>Of the two awards in Innovation category, one shall be given to Aspirational District.</i></p>
11.	What is the evaluation process of applications?	Please refer to <b>Section-6</b> of Scheme for Prime Minister's Awards for Excellence in Public Administration.
12.	What does the award consist of?	<p>The award shall consist of a</p> <ol style="list-style-type: none"> <li>1. Trophy</li> <li>2. Scroll</li> <li>3. Incentive of Rs. 10,00,000 (Ten lakh) to the District/Organization, to be utilized for implementation of project/ programme or bridging resource gaps in any area of public welfare.</li> </ol>
13.	What is the period of submission of applications?	<p><b>Start Date:</b> 1<sup>st</sup> January 2019 <b>End Date:</b> 15<sup>th</sup> January 2019</p>

14. How can I apply for Prime Minister's Awards for Excellence in Public Administration?

Please follow the steps given in schematic diagram.



15.	Who is the contact person to address queries related to PM Awards for Excellence in Public Administration?	<p><b>Mr. Satish Jadhav</b>, DS, ARPG Phone: (011) 23743030 Email: <a href="mailto:satish.kj@nic.in">satish.kj@nic.in</a></p> <p><b>Ms. Esha Hoon</b>, KPMG Phone: 9711880112 Email: <a href="mailto:eshahoon@kpmg.com">eshahoon@kpmg.com</a></p> <p><b>Mr. Manish Kandpal</b>, KPMG Phone: 7042101166 Email: <a href="mailto:manishkandpal@kpmg.com">manishkandpal@kpmg.com</a></p>
16.	Who is the contact person to address technical queries related to PM Awards for Excellence in Public Administration?	<p><b>Mr. Manish Kandpal</b>, KPMG Phone: 7042101166 Email: <a href="mailto:manishkandpal@kpmg.com">manishkandpal@kpmg.com</a></p> <p><b>Mr. Vineet Kumar</b>, NIC Phone: (91) 8010729971 Email: <a href="mailto:vineetkmr231@gmail.com">vineetkmr231@gmail.com</a></p>

## **Priority Programmes**

#	Question	Answer	
17.	What are the implementing units for various priority programmes?	<b>Priority Programme</b>	<b>Implementing Unit</b>
		National Agriculture Market (e-NAM)	District
		National Rural Livelihood Mission (NRLM)	District
		SAUBHAGYA (Pradhan Mantri Sahaj Bijli Har Ghar Yojana)	District
		Mission Indradhanush	District

18.	Who can apply for Priority Programmes category awards?	<b>Priority Programme</b>	<b>Applicant</b>
		National Agriculture Market (e-NAM)	District Collector/ District Magistrate
		National Rural Livelihood Mission (NRLM)	District Collector/ District Magistrate
		SAUBHAGYA (Pradhan Mantri Sahaj Bijli Har Ghar Yojana)	District Collector/ District Magistrate
		Mission Indradhanush	District Collector/ District Magistrate
19.	What are the parameters of evaluation for priority programmes?	The awards for implementing Priority Programme will be evaluated on the basis of pre-determined parameters. The list of the parameters for each of the Priority Programmes is available at PM Awards web portal.	
20.	How can one recover the forgotten password?	To recover password, you may click on the ' <b>Forgot Password</b> ' <a href="https://pmawards.gov.in/public/password/reset">https://pmawards.gov.in/public/password/reset</a>	
21.	What should be done if one submits wrong email ID?	An email may be sent to <a href="mailto:vineetkmr231@gmail.com">vineetkmr231@gmail.com</a> , with CC to <a href="mailto:satish.kj@nic.in">satish.kj@nic.in</a> with the login ID, correct email ID and mobile number.	
22.	What information needs to be furnished to apply for priority programmes?	The sample application forms for all Priority Programmes are available on the PM Awards web portal. <a href="https://pmawards.gov.in/public/form">https://pmawards.gov.in/public/form</a>	
23.	Can one share additional information of the work done in a priority programme?	<b>Yes</b> , there are options to upload supporting documents, photographs, information of beneficiaries and links of the video of the programme.	
24.	How many photographs can be uploaded?	Up to <b>ten photographs</b> can be uploaded.	
25.	Is there any size limit on the files to be uploaded?	<b>Yes</b> , the file size must not exceed <b>5 MB</b> for each file.	
26.	Can videos related to the priority programme be shared?	<b>Yes</b> , one can share up to <b>three links</b> of online uploaded videos.	
27.	In which format does the applicant need to upload beneficiary information/ supporting documents?	The beneficiary information (e.g. Name, Phone Number etc.)/ supporting documents must be uploaded in PDF format.	
28.	In which format does the applicant need to upload photographs?	The photographs must be uploaded in <b>JPEG or PNG</b> format only.	

29.	Is it mandatory to upload beneficiary information/ supporting documents?	<b>No</b> , although uploading beneficiary information/ supporting documents in the application form is optional, <b>it is recommended</b> to upload the same.
30.	Is it mandatory to upload photographs/ links of video?	<b>No</b> , although uploading photographs/ links of video in the application form is optional, <b>it is recommended</b> to upload the same.
31.	What is the purpose of beneficiary information?	The beneficiary information may be used to obtain citizen feedback on the programme as part of the assessment process.
32.	How can one share information in tabular form (e.g. comparison tables etc.)?	One can prepare a supporting document with the additional information such as tables etc. and upload the PDF version of the document in the application form.
33.	While providing any details like Executive Summary, Detailed write-up etc. what characters and numbers are allowed to write?	Only Alphabets <b>A-Z a-z</b> Number <b>0-9</b> and special characters , . - _ ( ) / @ : & \ % ; " ' < > # \$ * + = are allowed  Kindly don't copy paste directly from any article or any web page in the application form. It is recommended that firstly write the details in word document, save it and then copy it in application form.
34.	Can one apply for Priority Programmes if he/she has not registered on the PM Awards portal?	<b>Yes</b> , you may register on PM Awards portal by filling in a simple registration form till last date of application submission. Using the login credentials generated after registration, you may apply for the Priority Programme(s) through PM Awards portal.
35.	Can one apply for a Priority Programme if he/she has not already chosen the programme on the PM Awards portal?	<b>Yes</b> , you may register on the PM Awards portal and may then submit the applications for Priority Programme(s) through PM Awards portal.
36.	Can one submit the application form physically?	<b>No</b> , only online application forms submitted through PM Awards portal shall be considered for evaluation.
37.	Can one apply for more than one Priority Programmes?	<b>Yes</b> , one may apply for all the programmes.
38.	Can one change/edit the information of the submitted application?	<b>Yes</b> , one may change/edit the submitted application form till the last date of submission of application forms i.e. <b>15<sup>th</sup> January 2019</b> .
39.	Will there be any unique number attached with the application for future reference?	<b>Yes</b> , the reference number of the submitted application will be displayed on the screen when one submits the application. This will also be sent to the applicant's email ID. The applicant is advised to save this reference number for future correspondence.

40.	How can one edit the information of the submitted application form?	<p><b>Step – 1:</b> Login into the PM Awards portal using login ID and Password</p> <p><b>Step – 2:</b> Select ‘<b>Click to edit</b>’ for the submitted application of priority programme which applicant wants to edit.</p> <p><b>Step – 3:</b> The information submitted earlier will be auto-populated in the application form. Edit the field(s) to change the already submitted information</p> <p><b>Step – 4:</b> Click on ‘<b>Submit</b>’ button to submit the changes</p> <p><i>Please note that once the changes are submitted, previously submitted information would be lost and cannot be retrieved.</i></p>
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## Innovation

#	Question	Answer
41.	Who can apply for Innovation category awards?	The <b>Organizations of Central/ State Government/ Districts</b> can apply for Innovation category of awards
42.	What information needs to be furnished to apply for innovation?	The sample application form for Innovation is available on the PM Awards web portal. <a href="https://pmawards.gov.in/public/form">https://pmawards.gov.in/public/form</a>
43.	What are the parameters of evaluation for Innovation category?	<p>The awards for Innovations will be evaluated on the basis of following criteria:</p> <ul style="list-style-type: none"> <li>• Introducing and implementing an innovative idea/ scheme/project to meet stake holders’ requirement.</li> <li>• Bringing perceptible improvements in processes/ systems and building institutions.</li> <li>• Making public delivery systems responsive, transparent and efficient, particularly by leveraging technology.</li> <li>• Preparedness/ performance in emergent situations, disasters like cyclone, earthquake, flood etc.</li> </ul>

44.	Can additional information of the work done in the initiative be shared?	<b>Yes</b> , there are options to upload supporting documents, photographs, information of beneficiaries and links of video of the programme.
45.	How many photographs can be uploaded?	Up to <b>ten photographs</b> can be uploaded.
46.	Is there any size limit on the files to be uploaded?	<b>Yes</b> , the file size must not exceed <b>5 MB</b> for each file.
47.	Can videos related to the initiative be shared?	<b>Yes</b> , one can share up to <b>three links</b> of online uploaded videos.
48.	In which format does the applicant need to upload beneficiary information/ supporting documents?	The beneficiary information (e.g. Name, Phone Number etc.)/ supporting documents must be uploaded in <b>PDF format</b> only.
49.	In which format does the applicant need to upload photographs?	The photographs must be uploaded in <b>JPEG or PNG</b> format only.
50.	Is it mandatory to upload beneficiary information/ supporting documents?	<b>No</b> , uploading beneficiary information/ supporting documents in the application form is optional. Although it is recommended to upload beneficiary information/ supporting documents.
51.	Is it mandatory to upload photographs/ links of video?	<b>No</b> , uploading photographs/ links of video in the application form is optional. Although it is recommended to upload photographs/ links of video.
52.	What is the purpose of beneficiary information?	The beneficiary information may be used to obtain citizen feedback on the innovative initiative, if required.
53.	How can one share information in tabular form (e.g. comparison tables etc.)?	One can prepare a supporting document with the additional information such as tables etc. and upload the PDF version of the document in the application form.
54.	While providing any details like Executive Summary, Detailed write-up, Details of the problem(s), Outcomes etc. what characters and numbers are allowed to write?	Only Alphabets <b>A-Z a-z</b> Number <b>0-9</b> and special characters , . - _ ( ) / @ : & \ % ; " ' < > # \$ * + = are allowed.  Kindly don't copy paste directly from any article or any web page in the application form. It is recommended that firstly write the details in word document, saved it and then copy it in application form.
55.	Can one submit the application form physically?	<b>No</b> , only online application forms submitted through PM Awards portal shall be considered for evaluation.
56.	Can one apply for more than one initiative?	<b>Yes</b> , you may submit applications for as many initiatives as you wish.



57.	Can one submit combined application for multiple initiatives?	<b>No</b> , one application would be considered as one entry. If you want to apply for multiple initiatives under innovation category, you must submit separate application for each initiative.
58.	Can one change/edit the information of the submitted application?	<b>Yes</b> , one may change/edit the submitted application form till last date of submission.
59.	How can one edit the information of the submitted application form?	<p>A confirmation email would have been sent to the email ID provided by applicant while submitting the application form. The email contains the link to edit the application.</p> <p><b>Step – 1:</b> Click on the link given in the confirmation email.</p> <p><b>Step – 2:</b> The information submitted earlier will be auto-populated in the application form. Edit the field(s) to change the already submitted information</p> <p><b>Step – 3:</b> Click on ‘Submit’ button to submit the changes</p> <p><b><i>Please note that once the changes are submitted, previously submitted information of the field would not be taken into consideration.</i></b></p>
60.	Will there be any unique number attached with the application for future reference?	<b>Yes</b> , the reference number of the submitted application will be displayed on the screen when one submits the application. This will also be sent to the applicant’s email ID. The applicant is advised to save this reference number for future correspondence.
61.	What should be done if one submits wrong email ID?	An email may be sent to <a href="mailto:vineetkmr231@gmail.com">vineetkmr231@gmail.com</a> , with CC to <a href="mailto:satish.kj@nic.in">satish.kj@nic.in</a> , with the application reference number, correct email ID and mobile number.