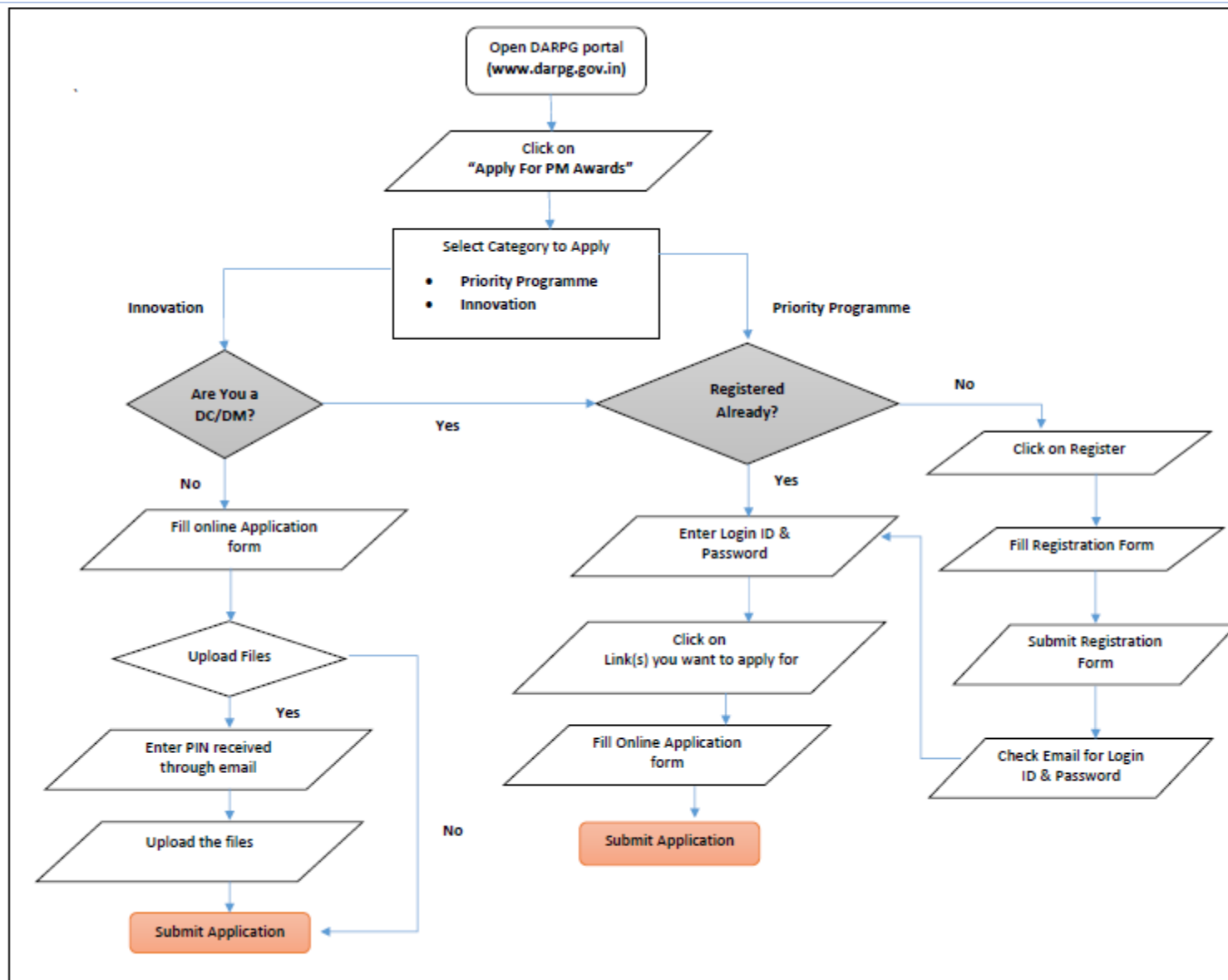


## Frequently Asked Questions

### 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 'Prime Minister's Awards for Excellence in Public Administration 2018' can be accessed at the DARPG web portal. <a href="https://pmawards.gov.in/public/PM-Award-Scheme-2018.pdf">https://pmawards.gov.in/public/PM-Award-Scheme-2018.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 select 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.
4.	What are various categories of Awards?	There are two categories of Awards: 1. Priority Programmes 2. Innovation
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 Government / Districts</li> </ul>
6.	Which Priority Programmes of Government of India are identified for PM Awards 2018?	Following Priority Programmes have been identified for the awards: 1. Deen Dayal Upadhyaya Grameen Kaushalya Yojana 2. Promoting Digital Payments 3. Pradhan Mantri Fasal Bima Yojana 4. Pradhan Mantri Awas Yojana (Urban & Gramin)
7.	What is the period of consideration of work done for Priority Programmes and innovative initiatives?	The period of consideration for both, Priority Programmes and Innovation, is 1 <sup>st</sup> April 2016 to 31 <sup>st</sup> December 2017.

8.	What is the period of consideration of work done for Priority Programmes and innovative initiatives?	The period of consideration for both, Priority Programmes and Innovation, is 1 <sup>st</sup> April 2016 to 31 <sup>st</sup> December 2017.
9.	What is the maximum number of awards that shall be given for Priority Programmes category?	<b>12</b> <b>Note:</b> <i>For each group in an identified Priority Programme, as far as possible, there would be one award.</i>
10.	What is the maximum number of awards that shall be given for Innovation category?	<b>2</b> <b>Note:</b> <i>Of the two awards in Innovation category, one shall be given to Aspirational district.</i>
11.	Where can one access the list of Aspirational Districts for 'Prime Minister's Awards for Excellence in Public Administration' under Innovation category?	List of Aspirational Districts - Innovation Category for Prime Minister's Awards for Excellence in Public Administration can be accessed at the DARPG web portal.  <a href="https://pmawards.gov.in/public/List-of-Aspirational-Districts.pdf">https://pmawards.gov.in/public/List-of-Aspirational-Districts.pdf</a>
12.	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.
13.	What does the award consist of?	The award shall consist of a <ol style="list-style-type: none"> <li>1. Trophy</li> <li>2. Scroll</li> <li>3. Incentive of Rs. 10,00,000 to the organization, to be utilized for implementation of project/ programme or bridging resource gaps in any area of public welfare.</li> </ol>
14.	What is the period of submission of applications?	<b>Start Date:</b> 1 <sup>st</sup> January 2018 <b>End Date:</b> 31 <sup>st</sup> January 2018
15.	How can I apply for Prime Minister's Awards for Excellence in Public Administration?	Please follow the steps given in schematic diagram.



16.	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>Mr. Manish Kandpal</b>, KPMG Phone: (011) 23401405 Email: <a href="mailto:manishkandpal@kpmg.com">manishkandpal@kpmg.com</a></p>
17.	Who is the contact person to address technical queries related to PM Awards for Excellence in Public Administration?	<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	
18.	What are the implementing units for various priority programmes?	Priority Programme	Implementing Unit
		Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDUGKY)	District
		Promoting Digital Payments	District
		Pradhan Mantri Fasal Bima Yojana (PMFBY)	District
		Pradhan Mantri Awas Yojana (Urban)	Urban Local Body (ULB)
		Pradhan Mantri Awas Yojana (Gramin)	District
19.	Who can apply for Priority Programmes category awards?	Priority Programme	Applicant
		Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDUGKY)	District Collector/ District Magistrate
		Promoting Digital Payments	District Collector/ District Magistrate

		<table border="1"> <tr> <td>Pradhan Mantri Fasal Bima Yojana (PMFBY)</td> <td>District Collector/ District Magistrate</td> </tr> <tr> <td>Pradhan Mantri Awas Yojana (Urban)</td> <td>District Collector/ District Magistrate or Municipal Commissioner*</td> </tr> <tr> <td>Pradhan Mantri Awas Yojana (Gramin)</td> <td>District Collector/ District Magistrate</td> </tr> </table> <p><b>* Please note that EITHER District Collector/ District Magistrate OR Municipal Commissioner may apply under <i>Pradhan Mantri Awas Yojana – Urban</i>, on behalf of Urban Local Body.</b></p>	Pradhan Mantri Fasal Bima Yojana (PMFBY)	District Collector/ District Magistrate	Pradhan Mantri Awas Yojana (Urban)	District Collector/ District Magistrate or Municipal Commissioner*	Pradhan Mantri Awas Yojana (Gramin)	District Collector/ District Magistrate
Pradhan Mantri Fasal Bima Yojana (PMFBY)	District Collector/ District Magistrate							
Pradhan Mantri Awas Yojana (Urban)	District Collector/ District Magistrate or Municipal Commissioner*							
Pradhan Mantri Awas Yojana (Gramin)	District Collector/ District Magistrate							
20.	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 DARPG web portal. <a href="https://pmawards.gov.in/public/parameters">https://pmawards.gov.in/public/parameters</a>						
21.	How can one recover the forgotten password?	To recover password, you may click on the ‘Forgot Password?’ <a href="https://pmawards.gov.in/public/password/reset">https://pmawards.gov.in/public/password/reset</a>						
22.	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.						
23.	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>						
24.	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.						
25.	How many photographs can be uploaded?	Up to ten photographs can be uploaded.						
26.	Is there any size limit on the files to be uploaded?	<b>Yes</b> , the file size must not exceed 2MB for each file.						
27.	Can videos related to the priority programme be shared?	<b>Yes</b> , one can share up to three links of online uploaded videos.						
28.	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.						

29.	In which format does the applicant need to upload photographs?	The photographs must be uploaded in JPEG or PNG format.
30.	Is it mandatory to upload beneficiary information/ supporting documents?	<b>No</b> , although uploading beneficiary information/ supporting documents in the application form is optional, it is recommended to upload the same.
31.	Is it mandatory to upload photographs/ links of video?	<b>No</b> , although uploading photographs/ links of video in the application form is optional, it is recommended to upload the same.
32.	What is the purpose of beneficiary information?	The beneficiary information may be used to obtain citizen feedback on the programme, if required.
33.	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.
34.	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.
35.	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.
36.	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.
37.	Can one submit the application form physically?	<b>No</b> , only online application forms submitted through PM Awards portal shall be considered for evaluation.
38.	Can one apply for more than one Priority Programmes?	<b>Yes</b> , one may apply for all the programmes.
39.	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. 31 <sup>st</sup> January 2018.
40.	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.

41.	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>
<b>Deen Dayal Upadhyaya Grameen Kaushalya Yojana</b>		
42.	For ‘Deen Dayal Upadhyaya Grameen Kaushalya Yojana’, is there any reference/ source of data?	<p><b>Yes</b>, data provided by District Collector/ District Magistrate should reconcile with Monthly Progress Report (MPR) and Kaushal Panjee.</p> <p><i>Please ensure that data should be updated in MPR and Kaushal Panjee.</i></p>
<b>Pradhan Mantri Fasal Bima Yojana (PMFBY)</b>		
43.	Is it mandatory to provide information of all four seasons, viz. Kharif 2016, Kharif 2017, Rabi 2016 and Rabi 2017, separately?	<p><b>Yes</b>, it is mandatory to provide information separately for all 4 seasons.</p> <p>If for any season, scheme was not applied in your district please input zero for those fields.</p>
<b>Promoting Digital Payments</b>		
44.	For ‘Promoting Digital Payments’, is it mandatory to upload information of Bank Accounts seeded with Aadhaar and Mobile Number?	<p><b>Yes</b>, it is mandatory to upload information of Bank Accounts seeded with Aadhaar and Mobile Number</p>
45.	For ‘Promoting Digital Payments’, what is the format to upload information of Bank Accounts seeded with Aadhaar and Mobile Number?	<p>The information may be uploaded in an excel with following columns:</p> <ul style="list-style-type: none"> <li>• District</li> <li>• Name of Bank</li> <li>• Number of Bank Branches</li> <li>• Number of Bank Accounts in all Branches of Bank</li> </ul>

		<ul style="list-style-type: none"> <li>• Number of Bank Accounts seeded with Aadhaar</li> <li>• Number of Bank Accounts seeded with Mobile Number</li> </ul>
46.	Is there any size limit on the excel file to be uploaded?	<b>Yes</b> , the file size must not exceed 2 MB for each file.
47.	For 'Promoting Digital Payments', is it mandatory to upload a certificate from DISCOM with respect to number of electricity bills paid through digital payment in the district during period 1st April, 2016 to 30th May, 2016 and 1st November, 2017 to 31st December, 2017.	<p><b>Yes</b>, it is mandatory.</p> <p>District Collectors/ District Magistrates may direct district officials of Power Distribution Company to issue a certificate w.r.t. number of electricity bills paid through digital payment during the requisite period.</p>
48.	For 'Promoting Digital Payments', what is the format to upload a certificate from DISCOM with respect to number of electricity bills paid through digital payment in the district during period 1st April, 2016 to 30th May, 2016 and 1st November, 2017 to 31st December, 2017.	The certificate from DISCOM must be uploaded in PDF format.
49.	Is there any size limit on the DISCOM certificate to be uploaded?	<b>Yes</b> , the file size must not exceed 2 MB for each file.
50.	How will I get the data for Percentage of Bank accounts seeded with Aadhaar as on 31st December, 2017?	The Lead District Manager (LDM) may collect this data for the district and provide to the District Magistrate.
51.	How will I get the data for Percentage of Bank accounts seeded with Mobile Number as on 31st December, 2017?	The Lead District Manager (LDM) may collect this data for the district and provide to the District Magistrate.
52.	How will I get the data for Number of FPS (PDS Ration) with Digital Payment Facility (POS, any QR, BHIM, Aadhaar, mobile) which have completed 50 digital payment transactions successfully during 1st December 2017 to 31st December, 2017?	<p>The District Magistrate DM may direct District Food Supply Officer or any other officer interested with this work to submit data of total number of FPS Shops and number of shops meeting the criteria.</p> <p>The data may be collected for all kind of shops - Government owned, private, or cooperative. It should be an authorized shop under Public Distribution System.</p> <p>All digital payment acceptance modes will be considered including PoS, QR based, BHIM Aadhaar, Mobile. Prepaid Instruments like Paytm/Mobikwik, etc. are also included.</p>



53.	Number of Fertilizer Retail Points with Digital Payment Facility (POS, any QR, BHIM, Aadhaar, mobile) which have completed 50 digital payment transactions successfully during 1st December 2017 to 31st December, 2017. How will I get data for this parameter?	<p>The District Magistrate DM may direct District Agricultural Officer or any other officer interested with this work to submit data of total number of Fertilizer Distribution Shops and number of shops meeting the criteria.</p> <p>The data may be collected for all kind of shops - Government owned, private, or cooperative. It should be an authorized shop for distribution of fertilizer.</p> <p>All digital payment acceptance modes will be considered including PoS, QR based, BHIM Aadhaar, Mobile. Prepaid Instruments like Paytm/Mobikwik, etc. are also included.</p>
54.	Number of Revenue (Tehsil) offices having Digital Payment facility and completed 50 digital payment transactions successfully during 1st December 2017 to 31st December, 2017. How will I get data for this parameter?	<p>The District Magistrate DM may list number of Revenue (Tehsils) in the district and identify the number of Tehsils having Digital Payment Facility.</p> <p>All digital payment acceptance modes will be considered including PoS, QR based, BHIM Aadhaar, Mobile. Prepaid Instruments like Paytm/Mobikwik, etc. are also included.</p>
55.	If Tehsil office has multiple points where payment is accepted from public. Do we need to digitize all such points for being considered?	<b>Yes</b> , if there are more than one payment acceptance points in a tehsil, then all of them are to be enabled with digital payment infrastructure.
<b>Pradhan Mantri Awas Yojana (Urban &amp; Gramin)</b>		
56.	For 'Pradhan Mantri Awas Yojana' (PMAY), after registration I had selected PMAY as one programme, why do I see two separate links for PMAY (Gramin) and PMAY (Urban)?	PMAY (Gramin) and PMAY (Urban) would be evaluated separately. Therefore, applications for both should be submitted separately.
57.	I am a Municipal Commissioner, can I apply under PM Awards for programme PMAY – Urban, for work done in my ULB.	<b>Yes</b> , you can apply for the work done in your ULB under PMAY (Urban).
58.	I am a Municipal Commissioner, how do I apply under PM Awards for PMAY-Urban on behalf on my ULB?	<p>Please following the steps given below:</p> <p><b>Step - 1:</b> Open PM Awards portal  <a href="https://pmawards.gov.in/public/login">https://pmawards.gov.in/public/login</a></p> <p><b>Step – 2:</b> Click on 'Register' (on the right side)</p> <p><b>Step – 3:</b> Select Implementing Unit as 'Urban Local Body (ULB)'</p>

		<p><b>Step – 4:</b> Fill in the simple registration form* and submit Register button</p> <p><b>Step – 5:</b> Once you have registered, you may login on PM Awards portal using the Login ID and Password generated during registration</p> <p><b>Step – 6:</b> Select ‘Click to apply’</p> <p><i>* Please note that you will be able to register only if your email ID has been shared by concerned Ministry/Department with DARPG or you have any government allocated email id (gov.in or nic.in). Kindly ensure the same, in case of any issues.</i></p>
59.	Can both, Municipal Commissioner and District Collector/ District Magistrate, apply for one ULB under PMAY (Urban)?	<b>No</b> , EITHER Municipal Commission OR District Collector/ District Magistrate, may apply for one particular ULB under PMAY (Urban). That means if application for an ULB is submitted by Municipal Commissioner, District Collector/ District Magistrate will not be able to submit application for that ULB, and vice-versa.
60.	I am a District Collector/ District Magistrate. Since ULB is the implementing unit for PMAY (Urban), how do I apply if there are multiple ULBs in my district?	You may submit individual applications for each ULB of your district, for which application is not submitted by Municipal Commission.
61.	I am a District Collector/ District Magistrate. If there are multiple ULBs in my district, will the performance of my district be assessed for the work done in all ULBs under PMAY (Urban)?	<b>No</b> , assessment would be done on the basis of work done in each ULB individually.
62.	I am a District Collector/ District Magistrate. Can I apply for both programme, PMAY (Gramin) and PMAY (Urban)?	<b>Yes</b> , you may apply for both, PMAY (Gramin) on behalf of district and PMAY (Urban) on behalf of ULB(s) in your district. In this case, you will have to submit individual (separate) applications for each ULB of your district, for which application is not submitted by Municipal Commission.
63.	I am a Municipal Commissioner. Can I apply for both programme, PMAY (Gramin) and PMAY (Urban)?	<b>No</b> , you may apply only for PMAY-Urban and only for that ULB which you were selected during registration.

## Innovation

#	Question	Answer
64.	Who can apply for Innovation category awards?	The Organizations of Central/ State Government/ Districts can apply for Innovation category of awards
65.	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>
66.	What are the parameters of evaluation for Innovation category?	The awards for Innovations will be evaluated on the basis of following criteria: <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>
67.	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.
68.	How many photographs can be uploaded?	Up to ten photographs can be uploaded.
69.	Is there any size limit on the files to be uploaded?	<b>Yes</b> , the file size must not exceed 2 MB for each file.
70.	Can videos related to the initiative be shared?	<b>Yes</b> , one can share up to three links of online uploaded videos.
71.	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.
72.	In which format does the applicant need to upload photographs?	The photographs must be uploaded in JPEG or PNG format.
73.	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.

74.	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.
75.	What is the purpose of beneficiary information?	The beneficiary information may be used to obtain citizen feedback on the innovative initiative, if required.
76.	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.
77.	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.
78.	Can one submit the application form physically?	<b>No</b> , only online application forms submitted through PM Awards portal shall be considered for evaluation.
79.	Can one apply for more than one initiative?	<b>Yes</b> , you may submit applications for as many initiatives as you wish.
80.	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.
81.	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.
82.	How can one edit the information of the submitted application form?	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. <b>Step – 1:</b> Click on the link given in the confirmation email. <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 <b>Step – 3:</b> Click on 'Submit' button to submit the changes

		<b><i>Please note that once the changes are submitted, previously submitted information of the field would not be taken into consideration.</i></b>
<b>83.</b>	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.
<b>84.</b>	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.