

## Star Awards Form

1. Name of the officer & Designation :-
2. Department:
3. Nomination: Minimum 3- Maximum 5 officers/ employees
4. Brief description of the activities of the department (300 words):
5. Major Schemes and programmes of the department:
6. Please provide Detailed Write-up of the work done by your department in district under the scheme between July, 2018 to September, 2018, highlighting strategies adopted in implementation, exceptional achievements and outcomes, positive impact and sustainability, innovations done and transparency in implementation of scheme (substantiated by figures/data)  
[1000-1200 words]
7. What are the innovative activities that your department has undertaken? (500 words)
8. Any Special recognition received: District/ State/ National Level
9. Upload supporting documents (e.g. Flow charts etc.)
10. Upload photos of the activities with caption (meetings held, projects etc.)
11. Provide link of any video (if applicable) / Copy of Press clippings/ Media reports

**\* Disclaimer: All Departments/HOD's to ensure that information furnished is correct and fact based; not misleading. No vigilance enquiry/ disciplinary action is pending against officers whose name is proposed.**

## CATEGORY-I (Infrastructure Development)

Parameters	Description	Status report /ATR
<b>Infrastructural Development</b>		
<b>'A'</b>		
a. Status of allotted work to contractors and completion of work	Number of works allotted by the departments/district/CM Announcement and status of completion of the same.	
b. Time period utilized in completion of an infrastructure work	Time period defined for the completion of work: <ul style="list-style-type: none"> <li>- Time taken for preparation of estimates.</li> <li>- Administrative and Technical sanctions</li> <li>- Floating of DNIT</li> <li>- Construction activity</li> </ul>	
c. Percentage of target met against monthly/annual targets	Achievement of targets met in comparison to the annual targets defined for the department.	
d. Number of enforcement drives including challaning/penalties imposed	Number of challans and penalties imposed on violaters. Preference would be given to e-challaning process.	
<b>'B'</b>		
e. CM Window and Social Media	Overdue complains in the last month and overdue complains in the current month.	
f. Cm announcements	Progress in execution of CM announcement	
g. Clean and Green Office	Cleaning of toilets, Use of glass/clay water bottles, Banning use of plastic water bottles in office premises, plantation, Interactive IEC for people,	
h. Punctuality (marking attendance on bio-metric)	Marking attendance on bio-metric systems of the field staff and office staff.	
i. Use of Centralized File Management and Tracking System	Number of files recorded and use of Centralized File Management and Tracking System.	
j. Collaboration with different departments	Effective collaboration with different departments in problem solving. (eg. Collaboration between MC and Public Health during water logging situations)	
k. Digitization of records	Digitization of manual records, measurement books etc.	

l. Performance on SARAL dashboard and other portals (Harpath, HarSamay, Swachh Maps etc.)	Performance on delivering service and schemes through department.	
'C'		
m. Innovation in existing scope of work	Examples of innovation in the existing scope of work.	
n. Maintenance of existing projects/assests	Regular check on maintenance of existing assets and projects by the department.	
o. Effective utilization of store inventory/ other resources	To avoid dead stock/resources	



## CATEGORY-II( Social Development and Community Engagement)

Parameters	Description	Status Report / ATR
<b>Infrastructural Development</b>		
<b>'A'</b>		
a) Percentage of target met in the state flagship program/schemes and services against monthly/ annual targets	Achievement of targets met in comparison to the annual targets defined for the department.	
b) Percentage of target met in the district flagship program/schemes and services against monthly/annual targets	Achievement of targets met in comparison to the annual targets defined for the department.	
c) Number of awareness/information/citizen interaction/grievance redressal camps /enforcement drives organized	The number of field camps organized for dissemination of information and directly reaching out to citizens for application filling etc.	
<b>'B'</b>		
d) CM Window and Social Media	Overdue complains in the last month and overdue complains in the current time.	
e) Clean and Green Office	Cleaning of toilets, Use of glass/clay water bottles, Banning use of plastic water bottles in office premises, plantation, Interactive IEC for people,	
f) Punctuality (marking attendance on bio-metric)	Marking attendance on bio-metric systems of the field staff and office staff.	
g) Use of Centralized File Management and Tracking System	Number of files recorded and use of Centralized File Management and Tracking System.	
h) Collaboration with different departments	Effective collaboration with different departments in problem solving.	
i) Effective use of ICT	Using e-portals, social media pages, WhatsApp groups for effective working.	
j) Digitization of records	Digitization of manual records, measurement books etc.	
<b>'C'</b>		
p. Innovation in existing scope of work or new innovative activity.	Examples of innovation in the existing scope of work.	

q. Performance in Parivartan Scheme / Cm announcement	Status on responsibilities allotted for the Parivartan Scheme.	
r. Maintenance of existing projects/assests	Regular check on maintenance of existing assets and projects by the department.	
s. Utilisation of store inventory and other resources like machines, land etc	Planning to utilize the resources in effective manner.	
t. Generation of revenue	Examples of revenue generation activities by the department	



## CATEGORY-III (Integrated/Economic Development)

Parameters	Description	Status report/ATR
<b>Infrastructural Development</b>		
<b>'A'</b>		
a) Percentage of target met in the state/district flagship program/schemes and services against monthly/annual targets	Achievement of targets met in comparison to the annual targets defined for the department.	
b) Number of awareness/information/citizen interaction/grievance redressal camps organized	The number of field camps organized for dissemination of information and directly reaching out to citizens for application filling etc.	
c) Number of enforcement drives includes challaning/penalties imposed	Number of challans and penalties imposed on violators. Preference would be given to e-challaning process.	
<b>'B'</b>		
d) CM Window and Social Media	Overdue complaints in the last month and overdue complains in the current time.	
e) Clean and Green Office	Cleaning of toilets, Use of glass/clay water bottles, Banning use of plastic water bottles in office premises, plantation, Interactive IEC for people,	
f) Punctuality (marking attendance on bio-metric)	Marking attendance on bio-metric systems of the field staff and office staff.	
g) Use of Centralized File Management and Tracking System	Number of files recorded and use of Centralized File Management and Tracking System.	
h) Collaboration with different departments	Effective collaboration with different departments in problem solving.	
i) Effective use of ICT	Using e-portals, social media pages, WhatsApp groups for effective working.	
j) Digitization of records	Digitization of manual records, measurement books etc.	
k) Performance on SARAL dashboard and other portals (Harpath, HarSamay, Swachh Maps etc.)	Performance on delivering service and schemes through department walk-ins and	

'C'		
l) Innovation in existing scope of work or new innovative activity.	Examples of innovation in the existing scope of work	
m) Performance in Parivartan Scheme / CM Announcement	Status on responsibilities allotted for the Parivartan Scheme / Completion of work allotted in CM Announcement and updating on the portal	
n) Utilisation of store inventory and other resources like machines, land etc	Planning to utilize the resources in effective manner to avoid dead funds/unutilized resources	
o) Generation of revenue	Examples of revenue generation activities by the department	

