

Government of Himachal Pradesh
Department of Personnel
Administrative Reforms Organization

No. Per (AR)A(11)-1/2018, Dated: Shimla-2 the 23rd February, 2022

NOTIFICATION

The Governor, Himachal Pradesh, is pleased to notify Karamyogi (कर्मयोगी) Scheme for motivation and recognition of employees of Himachal Pradesh for outstanding work, achievement and performance in Govt Departments/Offices.

This Scheme shall come into force from the date of its publication in the Rajpatra (e-Gazette) of Himachal Pradesh.

The Scheme is appended herewith.

By Orders

Nisha Singh
Additional Chief Secretary (AR) to the
Government of Himachal Pradesh

Endst. No. as above. Dated: Shimla-2

23-02-2022

Copy is forwarded for information and necessary action to:

1. The Secretary to the Governor, Himachal Pradesh, Shimla-2
2. The Advisor-cum- Pr. P.S to the Chief Minister, Himachal Pradesh, Shimla-2
3. The Spl. P.S to the Chief Secretary to the Govt of Himachal Pradesh, Shimla-2
4. All the Administrative Secretaries to the Govt of Himachal Pradesh, Shimla-2
5. All the Heads of Departments in Himachal Pradesh.
6. All the Divisional Commissioners in Himachal Pradesh.
7. All the Deputy Commissioners in Himachal Pradesh.
8. The Director, I&PR, Shimla-2 to publish in two daily newspapers (one Hindi & one English) and weekly Magazine 'GIRIRAZ' of H.P.
9. The Controller, Printing & Stationary, Shimla-5 for publication in Rajpatra (eGazette) of HP.
10. The Deputy Secretary (GAD) to the GoHP w.r.t his letter No. GAD-C(F) 10-2/part-1, dated: 06-07-2021.
11. Guard file.

Your's faithfully,

Savita

(Savita)

Under Secretary (AR) to the
Government of Himachal Pradesh
Phone No: 0177-2621157

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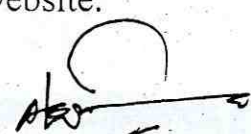
**Directorate of Higher Education
Himachal Pradesh, Shimla-1**

Endst. No. EDN-H(1)B(15)07/2021 Inst. Dated: Shimla 05th April, 2022

Copy for information and further necessary action to:-

1. All the Branch officers / Superintendents, Directorate of Higher Education Himachal Pradesh, Shimla.
2. P.S. to the Director of Higher Education H.P.
3. The Commanding officer, NCC Headquarter, Shimla H.P.
4. The Chief Librarian, CSL Solan Distt. Solan H.P.
5. All the Deputy Directors of Higher Education H.P.
6. All the Principals of Government Degree Colleges of Himachal Pradesh.
7. All the Principals / Headmasters of Government Senior Secondary / High Schools of Himachal Pradesh.
- ✓ 8. The Branch officer/ T.O., IT/ Computer Cell, Directorate of Higher Education H.P. kindly uploaded the same on the departmental website.
9. Guard file.




(Dr. Amarjeet K. Sharma)
Director Higher Education
Himachal Pradesh.

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**KARAMYOGI SCHEME FOR MOTIVATION AND RECOGNITION OF
EMPLOYEES FOR OUTSTANDING WORK, ACHIEVEMENT AND
PERFORMANCE IN GOVT DEPARTMENTS/OFFICES**

1. INTRODUCTION

Employees not only want good pay and benefits but also want to be valued, appreciated for their work, treated fairly and recognize efforts/contribution to the work assigned to them. Recognition and rewards play an important role not only to motivate employees for hardwork and improvement of skills but will also strengthen the organizational set up and ensure timely and quality public service delivery to the citizens. It is a token of appreciation and recognition that make employees feel that their contributions and efforts are recognized. This type of recognition may contribute to high moral in the work environment and develop a zeal to do better.

This need for institution of Scheme for giving recognition to Government employees of the State of Himachal Pradesh for rendering exceptional and outstanding services was under consideration by the government.

To fulfill this need, Karmayogi (कर्मयोगी) Scheme is envisaged to recognize the extraordinary and innovative work done by Officers/Officials of the State Government and to motivate employees consisting of Group-A, Group-B, Group-C and Group-D or Class-I, Class-II, Class-III and Class-IV, as the case may be of the State of Himachal Pradesh for rendering Good work and awarding them for exceptional and outstanding services under this scheme.

2. SHORT TITLE:

This Scheme may be called "कर्मयोगी योजना" hereinafter referred to as the Scheme.

3. OBJECTIVE:

The objectives of the Scheme shall be

- (i) to provide incentives and motivation to the employees of the State Government
- (ii) to accord recognition to exemplary, exceptional and outstanding work and achievement.
- (iii) to motivate all employees towards excellence in work, timely disposal/resolution of work/service delivery and to emulate examples set by such outstanding employees.

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4. ELIGIBILITY:

All categories of the employees consisting of Group-A, Group-B, Group-C and Group-D or class I, Class II, Class III and Class IV, as the case may be of the Government of Himachal Pradesh shall be eligible for the Award, Medal and Certificates instituted under this Scheme.


5. AWARDS:

The Government may annually give recognition to exceptional, excellence and outstanding work/public service, performance and achievement rendered by the State Government employees by conferring on them the following awards;

- (i) The State Award for Outstanding work, performance and achievements, hereinafter referred to as 'State Awards'.
- (ii) The Department Awards for Outstanding work, performance and achievement hereinafter referred to as 'Department Awards'.
- (iii) The District Award for Outstanding work, performance and achievement, hereinafter referred to as the 'District Awards'.

(Provided that in any particular year, an employee shall be awarded only one Award out of State, Department and the District Awards).

6. DETAILS OF AWARDS:



Sr. No.	Name of Awards	Number of Awards	Amount/- others
1	State Awards	10 Awards	30,000/- & medal
2	Department Awards	1 Award for each Department	20,000/- & medal
3	District Awards (12 Districts)	1 Award for each District	15,000/- & medal
4	Appreciation Consolation Awards	2 each for employees on 2 nd and 3 rd position in all State, Department & District Awards	Citation of appreciation or Memento or both

7. DESCRIPTIONS:

The Awards shall carry an amount of appreciation, Medallion and Citation as referred in para 6, the description of which shall be as prescribed by the Government.

8. PERFORMANCE CRITERIA:

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

- a) Outstanding devotion to duty and dedication to official work and public service.
- b) Exemplary control over office and field level officers and staff for performing 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) Formulation/simplification or amendment and Implementation of Right to Information Act/Rules and Public Services Guarantee Act/Rules.
- f) Outstanding orders and judgments in civil and criminal cases.
- g) Usage of e-office and I.T technical tools
- h) Swift and deft solution of complex and protracted issues.
- i) Outstanding cases of speech/script writing
- j) Outstanding cases of Noting and Drafting
- k) Outstanding command on Hindi language for promoting as official language.
- l) Introduction of replicable measures for affecting economy in Government expenditure and recording exemplary Government savings.
- m) Exemplary maintenance of records and inventories and collection and remittance of sale proceeds.
- n) Recording exceptionally higher collection of Government revenue.
- o) Outstanding field duties
- p) Exceptional performance in maintenance of Law and order.
- q) Exceptional performance in any other field which fall in this realm of public service.
- r) Outstanding display of technical caliber in Engineering, IT, Medical and other specialized departments/fields of activity.
- s) Efficient Public Services Delivery at grassroot (Panchayat/village) level.
- t) Possessing Higher/Highest degree in any stream.
- u) Formulation/making of Handbooks/compendiums/Guidelines/Act, Rules/Guidelines etc. to facilitate citizens and stake holders.
- v) Online service delivery/virtual training to employees.

- iii) The Director, HIPA/Director I.T.
- iv) Representative of NGO as may be recognized or amongst prominent public personalities as may be appointed by the Government.
- v) Branch Officer (AR) to the GoHP (Member Secretary)

(B) DIRECTORATE LEVEL RECOMMENDING COMMITTEE

1. Chairman: The Head of the Department concerned.
2. Members:

- (i) Senior Most Officer of the Department
- (ii) One of the District/Zonal/Circle Officers/Branch Officers as may be appointed by the AD/HoD.
- (iii) Controller/Asstt. Controller/S.O. (F&A).
- (iv) Representative of NGO as may be recognized or amongst prominent public personalities as may be appointed by the Government.

(C) DISTRICT LEVEL RECOMMENDING COMMITTEE

1. Chairman: The Deputy Commissioner of the concerned District.
2. Members:

- i) ADC/ADM of concerned District.
- ii) Sub-Divisional Officer (civil) Sadar.
- iii) Representative of the Departments functioning Within District, as appointed by concerned D.C.
- iv) Representative of NGO of the concerned district as may be recognized or amongst prominent personalities as may be appointed by the Government.

11. FINAL SELECTION:

Recommendations from all 3 Committees i.e. State Level Recommending Committee, Department Level Recommending Committee and District Level Recommending Committee will be sent to the Department of Administrative Reforms, HP Secretariat through concerned A.Ds before 15th March of every year. Entries received after the deadline will not be considered for Awards. The Recommendations as received to the Department of Administrative Reforms will be placed before the HP State Level Final Selection Committee headed by the Chief Secretary to the GoHP.

12. THE STATE LEVEL FINAL SELECTION COMMITTEE:

1. Chairman: The Chief Secretary to the Govt of HP.

2. Members:

- i) Administrative Secretary (Finance) to the Govt of HP.
- ii) Administrative Secretary (GAD) to the Govt of HP.
- iii) Administrative Secretary (Training) to the Govt of HP.
- iv) The Deputy Director General & SIO, NIC, HP Unit.
- v) Administrative Secretary (AR) to the GoHP (Member Secretary)

13. CONFIDENTIALITY AND ANNOUNCEMENT OF AWARDS:

All nominations and selections under this Scheme shall be made with complete confidentiality. Formal announcement of the Awards shall be made on such occasion as the Government may, from time to time, prescribe. Amount of Award and expenditure incurred or memento/medal/citation etc. will be borne by those Departments/Districts, whose employees are being awarded. 21st April of every year on the occasion of Civil Services Day.

14. PERIODICITY :

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

15. 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 and shall be published in the Rajpatra (eGazette) by the respective Departments/Districts.

16. AWARD DISTRIBUTION CEREMONY:

The Awards may be given in a special functions to be organized chaired by the Hon'ble Chief Minister on 21st April of every year on the occasion of Civil Services Day, or on such occasion as may be prescribed by the Government.

17. ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

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

18. **ADVANCE INCREMENT:**
The recipient of the State Awards shall be eligible to receive on advance increment to be absorbed in future increments.
19. **PARTICIPATION IN AWARDS CEREMONY:**
The recipients of the Awards shall be invited to State level ceremonial functions during the year of the receipt of such award.
20. **NODAL DEPARTMENT AND COORDINATION DEPARTMENTS:**
Administrative Reforms Department shall be the Nodal Department for the purpose of this Scheme and all respective Departments and Districts shall be the coordinating Departments.
21. **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. Name of the Department/Office
2. Total strength of employees in Department/Office
3. Full Name of officer/staff nominated
4. Category of Award for which nominated
5. Award nominated for which performance criteria and details thereof
6. Designation & present office address of Nominee
7. Specific reasons for forwarding the nomination
(to be recorded by the nominating officer)
8. Any other Remarks

Dated:.....

Place :.....

(Counter sign)

(Signature of the Nominating/recommending Officer)
Name in full.....
Designation.....