

Telangana Excellence Awards (TEXA) – 2018

Application form for submission of nominations

1. Category of award	General	
	Innovation	
	Flagship Programme	
2. Type	Individual	
	Group	
	Organization	
3. (a) Details of the applicant	Individual name with designation	
	Head of group with members and designations	
	Organization name, name of HoD and designation	
(b) Contact details	Phone number with STD code	
	Mobile number	
	Email id	
	Fax number with STD code	
	Office address with landmark	
4. Details of initiative		
a. Title		
b. Objective		
c. Department/Organization where the initiative was implemented		
d. Summary (1000 words)		
e. Date of commencement		
f. Date of completion		
g. Geographical coverage		
h. Situation before the initiative		
i. Implementation process including strategy adopted, processes reengineered, etc.		
j. Uniqueness of the initiative		
k. Situation after implementation of initiative along with impact/benefit		
5. Institutionalizing and internalizing of the initiative		
a. Scalability		
b. Replicability		
c. Sustainability		

6. Photographs	Photo	Description with date
	a.	
	b.	
	c.	
	d.	
	e.	
	f.	
7. Additional Information		
a. Any third party assessment/evaluation done	Yes/No	
b. If yes, provide details of assessment/evaluation		
c. Any award/recognition received	Yes/No	
d. If yes, provide details of award/recognition received		
e. Media coverage/video (please provide web link where possible)		

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GUDIELINES

A. GENERAL

1. A project shall be submitted in only one of the categories. For e.g., Project 'AA' if submitted under General category shall not be submitted under Innovation or Flagship Programmes category. However an applicant can make multiple submissions for different initiatives.
2. Similarly, a project shall be submitted as one of the Types only. For e.g., Project 'AA' if submitted under Individual shall not be submitted under Group or Organization type.
3. Application for awards shall be submitted online. All the details of application form must be filled in as per the instructions contained herewith.
4. Application with incomplete/insufficient details shall not be considered.
5. The application allows for saving the contents and retrieval. This feature is available only if the applicant has entered the employee ID and mobile number.
6. An application shall be considered as submitted only after clicking **Submit** button. The saved application will not be considered.
7. In all the matters relating to Awards, the decision of Government of Telangana shall be final and binding.

B. GUIDELINES FOR FILLING THE ONLINE APPLICATION FORM

On the home page of www.texa.telangana.gov.in a link to the application form is provided. Upon clicking the link, the applicant will be directed to the application. The application will be enabled only upon selecting the check box "*I have read and understood the guidelines*". The applicant can start to fill the application form.

Different sections of the application form are explained below:

1. Award Category - General/ Innovation/Flagship programme

Select the award category of the initiative.

Criteria for award category:

- **General:** *Initiatives undertaken by a civil servant in any area beyond the normal call of duty.*
- **Innovation:** *Initiatives involving innovative measures to improve the public policy and service delivery by providing better unique alternatives which reduces the cost, improves the governance and the service delivery.*
- **Flagship Programme:** *Excellence in implementing any of the following Government programmes:*
 - Girl child education, nutrition
 - IT initiative in Governance
 - KCR Kit

- Land record updation
- Solid Waste disposal
- Sheep distribution

Note: Projects submitted under flagship programmes mentioned above shall not be eligible for submission under General and Innovation categories.

2. Type - Individual/Group/Organization

Select the type of initiative.

Criteria for type of applicant:

- **Individual:** *The civil servant working in Telangana applying for award in his/her individual capacity.*
- **Group:** *The civil servant working in Telangana has worked with a group of officers from the same/other departments for the applied project.*
- **Organization:** *Agency/Society/Trust/Corporation/District/Department headed by a civil servant.*

3. Details of the applicant

Category specific information

Category	Details to be entered
Individual	Individual Name, Designation, Employee ID
Group	Name of Head, Designation, Employee ID, Details of group members with designation
Organization	Organization name, Head of Organization, Designation, Employee ID

Contact details

Enter details of - Office Phone Number with STD code, mobile no., email ID, fax no. with STD code

Office address:

Enter details of District, PIN code, office address

4. Details of initiative

a. Title

Mention the title of initiative.

b. Objective

Mention objective of the initiative.

c. Department (s) where the initiative was implemented:

The details of the department (s) where the initiative was implemented has to be mentioned irrespective of the type of applicant.

d. Summary:

A summary of the initiative undertaken has to be mentioned not exceeding 1000 words which will give a snapshot of the initiative.

e. Date of commencement:

Enter the date of commencement of the initiative.

Note: Projects initiated during April 2017 to March 2018 are eligible to submit the application. The projects that have been initiated prior to April 2017 and are / were operational during FY 2017-18 are also eligible.

f. Initiative Status:

If the initiative is completed, select the status as complete and select the date the date of completion of initiative. If the initiative is continuing as on date select status as “ongoing”.

g. Geographical coverage and population (beneficiaries) covered:

Enter the details of coverage like State/District(s)/Mandal(s)/Village(s) where the initiative has been implemented. Also mention the percentage of population/beneficiaries/area covered by this initiative.

h. Situation before the initiative:

A description of the situation be mentioned covering bottlenecks, challenges, constraints, etc., that led the applicant to undertake this initiative.

i. Uniqueness of the initiative

Describe about uniqueness of this initiative in two/three points which makes it standout within the same genre of category.

j. Implementation process including strategy adopted, processes reengineered etc.:

A description about the initiative proposed and steps undertaken to address the bottlenecks, challenges, constraints identified and strategies adopted to bring the change contemplated by this initiative. This also includes coordination mechanism, day to day monitoring, stakeholder consultations, corrective action, piloting, etc.

k. Situation after the implementation of initiative along with impact/benefit:

A description about the change brought by this initiative in terms of efficiency and effectiveness be mentioned. This description may also include tangible benefits like reduction in cost, time, manpower and processes. Other intangible benefits like social impact, trust building, transparency, accountability, etc., may also be covered.

5. Institutionalizing and internalizing of the initiative:

The applicant should specify the following parameters to institutionalize the initiative:

a. Scalability:

If the initiative is scalable, please mention how it can be scaled up OR if it is being expanded to other geographic location, provide details about the expansion process/strategies adopted.

b. Replicability:

Description about potential of the initiative for replication in any other department or geographical area may be mentioned. If the initiative is under replication, please provide details where it is replicated.

c. Sustainability:

Steps taken like institutional level changes, continued financial assistance (including CSR and other sources), incentives, etc., to ensure that this initiative continues over a period may be mentioned.

6. Photographs (Optional):

Photographs (upto 6 nos) relating to the initiative before (if available), during and after the implementation may be uploaded. Description of the photograph along with date may also be provided.

7. Additional Information

(a) Any third party assessment/evaluation done

If yes, Provide details of assessment/evaluation done

The details of assessment/evaluation undertaken by any department of the Government/NGO/Civil Society Organization/Academic or Research institution may please be provided.

(b) Any award/recognition received

If yes, Provide details of award/recognition received

The details of any award/recognition received in respect of the initiative may be provided.

(c) Media coverage/Video (please provide web link where possible)

The details of coverage by any print/electronic medium or as part of documentation by the applicant may be provided. The web link details may also be provided.

C. Guidelines for *Initiative Specific Information* section under Flagship Programmes

After the selection of any one programme under “Select Flagship Programme” certain additional information has to be entered by the applicant under the section “*Initiative Specific Information*”. The guidelines for entering information in this section are mentioned below:

Note: Information being provided by the applicant shall be for the period for which the award is being claimed.

S.No.	Parameter	Guideline
1. Girl child education, nutrition		
a	Child Sex Ratio	Mention the details of Child Sex Ratio.
b	% of increase in girl child school enrolment	Mention the percentage of increase in girl child enrolment in schools
c	% of decrease in girl child dropout	Mention the percentage of decrease in girl child dropout.
d	Increase in pass percentage of girl child	Mention the increase in pass percentage of girl child.
e	% of increase in girl child covered under different nutritional schemes	Mention the percentage of increase in girl child coverage under different nutritional schemes.
f	% change in anaemic girl child below the age of six years	Mention the percentage of change in anaemic girl child below the age of 6 years.
g	% change in girl child immunization	Mention the percentage of change in girl child immunization.
2. IT initiative in governance		
a	Average time taken for service delivery / completion of transaction before and after the initiative	Mention the details of time taken for service delivery / completion of transaction before and after the initiative.
b	Quantification of benefit of the initiative (e.g. savings, reduction in service time & cost, additional revenue generated etc.)	Mention specific details of cost and time reduction and revenue generated by this initiative.
c	User friendliness of the initiative	Briefly explain about ease of user friendliness, user centricity and usability.
d	Does the initiative provide MIS reports? If yes, provide details.	Mention the details of different MIS reports provided.
e	Details of data updation.	Mention the details of frequency of data updation.

S.No.	Parameter	Guideline
f	Details of grievance handling & feedback mechanism	Mention the details of grievance redressal system, no. of grievances handled and the feedback mechanism.
3. KCR Kit		
a	% of pregnant women registered	Mention the percentage of pregnant women registered.
b	% of pregnant women covered with KCR Kit out of registered pregnant women	Mention the % of pregnant women provided with KCR Kit.
c	% change in public institutional deliveries	Mention the percentage of change in public institutional deliveries
d	% of institutional deliveries (public and private institutions)	Mention the percentage of institutional deliveries
e	% decrease in Maternal Mortality Rate after launch of KCR Kit	Mention the percentage of decrease in Maternal Mortality Rate.
4. Land record updation		
a	Innovation in new system of mutation	Details on how the mutation process has been handled is to be mentioned.
b	% of land records updated / purified	Mention the % of land records updated/purified against the total records.
c	Entry of updated records in the Pahani and IB Registers	Enter the number of records updated in Pahani and IB Register.
5. Solid waste disposal		
a	Total population with number of households	Mention the total population and number of households in the jurisdiction of local body.
b	Total number of properties in the categories of domestic, commercial, institutional, religious, hotel & restaurants, marriage halls, etc	Mention the number of properties in different categories like domestic, commercial, institutional, religious, hotel & restaurants, marriage halls, etc.
c	% solid waste collected per month	Mention the percentage of solid waste collected by the local body every month.
d	% of households and properties covered through door to door collection system	Mention the percentage of households and properties covered by door-to-door collection system.

S.No.	Parameter	Guideline
e	% of solid waste segregated at primary level/door to door collection	Mention the percentage of solid waste segregated at primary level/door to door collection.
f	% of solid waste disposed through - (a) Composting (b) Scientific landfill site and (c) Open dumping at designated places	Mention the percentage of solid waste disposed through (a) Composting (b) Scientific landfill site and (c) Open dumping at designated places.
g	User charges collected as percentage of total expenditure incurred on solid waste management	Mention details of user charges collected as percentage of total expenditure incurred on solid waste management.
h	Resource deployment - per capita expenditure from own resources, sanitary staff per 1,000 population, etc	Mention the details of staff deployed for sanitation and the amount spent from own resources on solid waste management for every 1000 population. Also mention any other resources deployed.
i	% of public places freed from open dumping	Mention the percentage of public places freed from open dumping.
6. Sheep distribution		
a	No. of eligible beneficiaries	Mention the number of eligible beneficiaries for sheep distribution.
b	% of people benefitted	Mention the percentage of people benefitted through sheep distribution.
c	Detailed guidelines prepared and issued for field staff	Mention if detailed guidelines were prepared and issued for field staff for sheep distribution.
d	% of beneficiary details entered on eLaabh web portal?	Mention the percentage of beneficiary detailed entered on eLaabh portal.
e	Quantum of fodder produced for sheep distribution	Mention the details of quantity of fodder produced.