

Instruction Manual to fill the Nomination Form

1. Visit the url: <http://cmawardodisha.in>



The screenshot shows the homepage of the Chief Minister's Award website. At the top, there are links for 'My Account' and 'Login'. The main header features the Odisha state emblem, the text 'Chief Minister's Award For Excellence and Innovation in Governance and Public Service Delivery', and the department name 'General Administration and Public Grievance Department, Government of Odisha'. A portrait of the Chief Minister is on the right. A blue navigation bar contains links: HOME, ABOUT US, APPLY FOR CM AWARD(2016-17), PHOTOS, VIDEOS, CIRCULARS, FAQ, CONTACT, and LOGIN. Below the navigation bar is a large photograph of an award ceremony. On the left, a vertical menu lists: Revised guideline for the Chief Minister Award for Excellence and Innovation and Public Service Delivery, Instruction Manual (highlighted in red), Past Awards, and Collector's Conference (28-10-2017). The main content area has a heading 'Welcome to our website' followed by a paragraph explaining the award scheme.

My Account Login

Chief Minister's Award
For Excellence and Innovation in Governance and Public Service Delivery
General Administration and Public Grievance Department, Government of Odisha

HOME ABOUT US APPLY FOR CM AWARD(2016-17) PHOTOS VIDEOS CIRCULARS FAQ CONTACT LOGIN

Revised guideline for the Chief Minister Award for Excellence and Innovation and Public Service Delivery

Instruction Manual

Past Awards

Collector's Conference (28-10-2017)

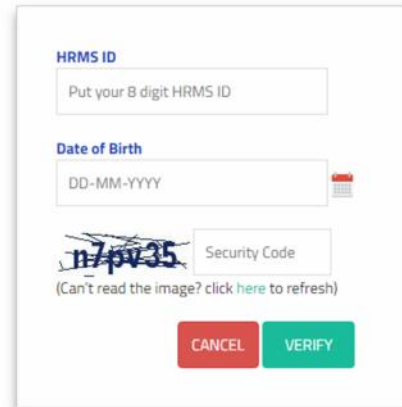
Welcome to our website

A number of innovative initiatives taken by the field officials are not received adequate recognition. Unfortunately in our conventional system of performance appraisal, field officer who have crafted and implemented such innovative initiative are not receiving due recognition for their excellence in governance and delivery of public service. So government have decided to instutionalize a system for recognizing and rewarding to promote excellence and innovation in governance and delivery of public service through a scheme. The name of the scheme has been designated as "**Chief Minister's award for Excellence and Innovation in Governance and Public Service Delivery**". The scheme has been introduced from the year 2012-13 onwards. The award is given to the officers of state government either Individually or as a Group or as Organization.

2. Click on the **APPLY FOR CM AWARD (2016-17)** Menu. You will land on a page as shown below.

Apply for CM Award for the Year 2016-17

1. Use this page to apply for Chief Minister Award 2016-17.
2. Use this page to take a Printout of your applied application(s).
3. Use this page to upload supporting document(s) for your applied applications.
4. Put your valid HRMS ID and Date of birth in the form shown in the right side to Start



HRMS ID
Put your 8 digit HRMS ID

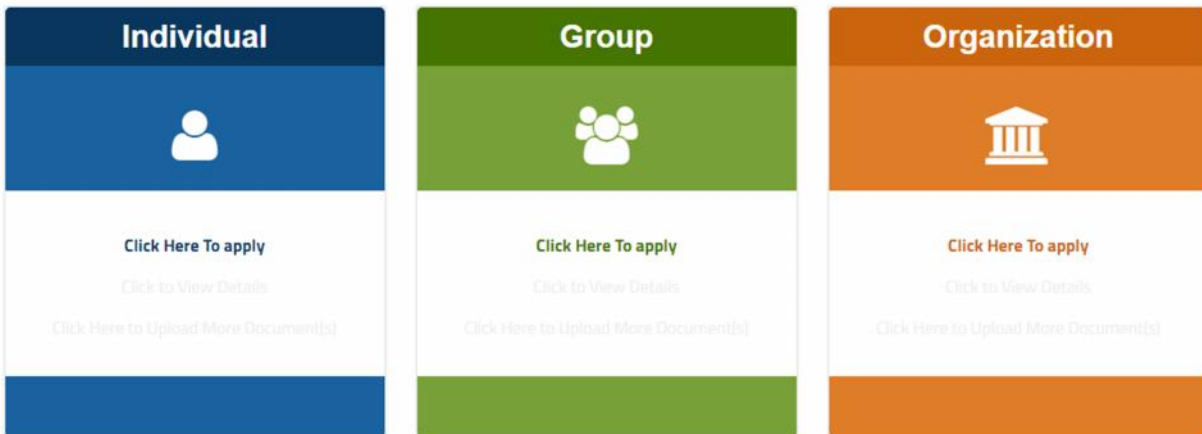
Date of Birth
DD-MM-YYYY

n7pv35 Security Code
(Can't read the image? click [here](#) to refresh)

CANCEL **VERIFY**

3. Put your Valid **HRMS Id**, **Date of Birth** and **Security Code** in the field and Click on Verify Button.
4. Your data will be validated from the HRMS Server.
5. After successful verification you will be redirected to the Registration Master page as shown below.
6. Your name will be visible in the page. Please verify your name.
7. Choose a category from the list (Individual, Group and Organization).
8. In every category there is a **“Click Here to apply”** link. Click on that link to start.

Welcome SUJIT KUMAR DASH



8. In every category you have to choose a Subcategory. Choose a proper subcategory where you belong to.

Category : Individual

Select a Subcategory you belong to: --Select--

- Select--
- Collector
- Officer working in District (Other than Collector)
- Officer of Directorate
- Special Secretary
- Secretary
- Principal Secretary
- Additional Chief Secretary

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(5) Nominee Curre

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Designation

9. Now read the levels against the field and fill the form.

10. After filling the form press the submit button.

11. After successful submission you will get a confirmation message on your mobile number which you have provided during registration.

12. Now your application is available with the respective Nomination authority.

13. You will be notified regarding the movement of your nomination through SMS.

14. After you applied for a particular category the “Click Here to apply” link for that particular category will be changed to “Already Applied” and two more links

a. [Click Here to View Details](#)

b. [Click Here to Upload More Document\(s\)](#)

will be activated below it (As shown in the below figure)

Use the first link to view details and print your application. The second link can be used for uploading any missing/extra document(s) related to your application.

