

# AWARDS SCHEME FOR EXEMPLARY IMPLEMENTATION OF e-GOVERNANCE INITIATIVES

## PROFORMA OF MAIN APPLICATION FORM (for applying through e-mail) for NATIONAL AWARDS FOR e-GOVERNANCE

1. Name of the Organization:

Garden Reach Shipbuilders & Engineers Ltd

2. Name of the Department:

Central Government PSU under Dept of Defence Production, Ministry of Defence

3. Name of State/UT/Central Government/Others:

Central Government PSU

4. Name of the Project :

Development & Implementation of a Document Management System (DMS) for GRSE

5. Nature of the project :

An Application development project using Ms Sharepoint & .Net towards the objective of paperless office

6. Category of Award Applying for"

ix) Innovative Use of ICT by Central Government PSUs

7. Objective of the Project : (Please provide the brief summary of the project being nominated for the National Award for eGovernance along with salient features (in 500 words approx)

The objective of the project is to establish paperless office at GRSE. All the document processing, approvals etc, which were processed through physical files were re-engineered to develop Document Management System (DMS) to make the system real-time and transparent.

**8. Date of Launch of Project (please see para 6.2 for eligibility of the project with reference to launch date)**

: 01/07/2012

(i) For all categories except Incremental Innovation((dd/mm/yyyy) :

(ii) For Incremental innovation(period during which substantial incremental innovation has been made in the project)-

Year of National e-Governance Award

**9. Beneficiary of the Project :**

Approx 3500 employees of all across 8 plants ( 7 in West Bengal, one in Ranchi, Jharkhand) and regional offices at Delhi, Mumbai & Chennai

**IMPORTANT NOTE**

(i) For each award category for which the project has been nominated, the applicant must fill the Award specific form as well. Applications without completely filled in Main Form and Award Specific Form will be summarily rejected.

(Please fill category specific "Award Specific Form" in the prescribed proforma given with this award scheme. Convert to PDF and email)

(ii) All nominated projects (except for **Incremental Innovations in existing projects category**) must have been operational for a period of not less than one year (excluding pilot period) on or before the date of publication of advertisement relevant for the year for which nominations have been invited. It should, however, not be operational for more than two years (i.e., not more than two years old) on the date of publication of advertisement of the relevant year. For example if an advertisement is released for seeking nominations on 15 June 2014 then the project launch date must be between- 15 June 2012 to 15 June 2013

(iii) For „**Incremental Innovations in existing projects Category**’ :

(a) Only the project that has been awarded National Award for e-Governance by DARPG (for any category) at least two years prior to the year of advertisement is eligible to apply. (For example the project which have won National Award for e-Governance of DARPG (Govt of India) in or before the year 2012 is eligible to apply for advertisement published in the year 2014).

(b) Furthermore, the project must have demonstrated substantial incremental innovations during the last two years from the date of publication of advertisement. For example if an advertisement is released for seeking nominations on 15 June 2014 then the substantial incremental innovation in the project must be between- 15 June 2012 to 15 June 2014.

(iv) **It is important to identify the name of the relevant team members(not more than 07 including project head) at this stage only as these names will be**

**included for acknowledgement in case the nomination is awarded. Under no circumstances, the name would be allowed to change.**

(v) This page of application duly signed and sealed may be scanned and attached with soft copy of the application form. The original copy may be kept which may be required to be submitted to the Department, if the nomination is shortlisted for field visit/ further studies.

**(vi) Self Certification by the Project Head in the format applicable to the organization must accompany the Main Application Form.**

**Details of Head of the nominated project**

Name of the Project Head of the project:

Mr Sanjay Sarkar \_\_\_\_\_

Designation :

DGM (ERP) \_\_\_\_\_

Contact Address :

ERP Department, 43/46 Garden Reach Road \_\_\_\_\_

Kolkata, 700024 \_\_\_\_\_

E-mail Address : Sarkar.Sanjay@grse.co.in Fax: 033 2469 8150

Telephone : 033 2469 8100 Mobile Number: 8584014354

Details of team for the nominated project

Key Team Members with their Role Designation [Please mention key officers/ staffs (not more than 7 including project head) whose contributions were most significant for the success of the Initiative]

SI NO	Name(s):	Designation:
1.	Sanjay Sarkar	Dy General Manager (ERP)
2.	Bani Brata Sengupta	Senior Manager (ERP)
3.	Ashim Ganguly	Manager (ERP)
4.	Biswajit De	Manager (ERP)
5.	Rajendra Banerjee	Dy Manager (ERP)
6.	Nabanita Bera	Dy Manager (ERP)
7.	Subhas Ch Basu	OA (Spl Grade)

## FORMAT-II

### Format of Self Certification by the Project Head of the project nominated for the National Award for Governance for the projects of organization not belonging to Central/ State Government

This is to certify on behalf of the Organization and all team members involved in the Project that :

- (a) the particulars furnished above are correct and true to the best of my/ our knowledge.
- (b) I/We have read and understood the information on the Award Scheme Published in the Website of the Department of Administrative Reforms and Public Grievances (<http://darp.gov.in>) and agree to the terms and conditions given therein. I/ We shall abide by the decision of the Jury for declaration of the award.
- (c) I/We agree with the terms and condition stipulated in the Award Scheme and shall abide by the decision of the DARPG.
- (d) there is no civil or criminal case contemplated or pending against me or any team member(s).
- (e) the organization is not blacklisted/ debarred by any government body.
- (f) I/ We shall not challenge the decision of the Government in any court of law.
- (g) In the event of any information given by me/.us are found false or misrepresented at a later stage, I/We shall return the award and all consequential benefit to the Government of India and will be liable to such legal action as deemed fit by the Government of India.

Place: *Kolkata.*

(Signature of Project Head)

Date: *2014-8-29*

**By. General Manager (ERP)**  
**Garden Reach Shipbuilders & Engineers Ltd.**  
**Seal of Organisation**  
**Kolkata-700024**

#### Note:

1. Nominations of Non Government Institutions and Non-Government academic and research institutions must accompany the above Self Certification.
2. The original Self Certification may be kept safely by the designated authority of the organization and should be produced to authorized representative of DARPG on demand for verification. In case of non-production of original declaration, the nomination will be treated as incomplete and will be liable for rejection as per Para 6.1 (n) of the Award Scheme.