

Standard Operating Procedure (SOP)

For

3 Special Categories of National Panchayat Awards 2025

1. Under the revamped National Panchayat Awards, Ministry of Panchayati Raj will confer following 3 Special Categories of Awards for Gram Panchayats (GPs) and Institutions:

i.	Climate Action Special Panchayat Award (CASPA)	Existing <i>Gram Urja Vishesh Panchayat Puraskar</i> and <i>Carbon Neutral Vishesh Panchayat Puraskar</i> have been merged and renamed as “Climate Action Special Panchayat Award.” This award will be given to top-3 ranking Gram Panchayats/Equivalent Bodies for 3 GPs for their performance regarding adoption/usage of renewable sources of energy and efforts towards achieving Net-Zero carbon emissions.
ii.	Atma Nirbhar Panchayat Special Award (ANPSA)	‘Atma Nirbhar Panchayat Special Award,’ has been introduced which will be conferred upon top-3 ranking Gram Panchayats/Equivalent bodies in recognition of their outstanding efforts towards mobilization and augmentation of Own Source of Revenue (OSR).
iii.	Panchayat Kshamta Nirman Sarvottam Sansthan Puraskar (PKNSSP)	Panchayat Kshamta Nirman Sarvottam Sansthan Puraskar will be continued in existing manner for 3 Institutions across the country who have provided institutional support to GPs in achieving Localization of Sustainable Development Goals (LSDGs).

2. Constitution of State Level Committees:

States/UTs will constitute nomination Committees as per following in tables 1 and 2:

Table 1: Constitution of State/UT Nomination Committee for Climate Action Special Panchayat Award (CASPA)

Theme/ Thematic Committee	Nodal Department*	Line Departments*	Chairperson*	Members*
Clean and Green Panchayat	D/o Environment, Forest & Climate Change / D/o New and Renewable Energy or equivalent organization	i. D/o Power/Electricity/Energy/Equivalent ii. D/o Rural Development iii. D/o Panchayati Raj iv. D/o Environment, Forest & Climate Change v. D/o Drinking Water & Sanitation	Principal Secretary/Secretary (D/o Panchayati Raj)	<ul style="list-style-type: none"> • State Level Officer (D/o Environment, Forest & Climate Change) • State Level Officer (D/o Power) • State Level Officer dealing with renewable energy • State Level Officer from Rural Development

Theme/ Thematic Committee	Nodal Department*	Line Departments*	Chairperson*	Members*
				Department dealing with SBM-G • Joint/Deputy Director (Panchayati Raj) as Member Convenor

*Or Equivalent Department/Official

Table 2: Constitution of State/UT Nomination Committee for Panchayat Kshamta Nirmaan Sarvottam Sansthan Puraskar (PKNSSP) and Atma Nirbhar Panchayat Special Award (ANPSA)

Nodal Department*	Chairperson*	Members*
D/o Panchayati Raj	Principal Secretary/Secretary (D/o Panchayati Raj)	<ul style="list-style-type: none"> • Director (Panchayati Raj) • Additional/Joint Director (Panchayati Raj) • Deputy Director (Panchayati Raj) as Member Convenor

*Or Equivalent Department/Official

3. Nomination procedure at state/UT level:

- i. State/UT's Nomination Committees constituted will identify potential GPs/Institutes which meets the criteria as defined by Ministry of Panchayati Raj (MoPR).
- ii. Panchayats that have previously received awards under the National Panchayat Awards in any category shall not be nominated by the States/UTs for these awards for next three consecutive years. This is with the objective of creating an inclusive opportunity environment for other equally good performing Gram Panchayats/Equivalent Bodies.
- iii. Nominations will be made online through awards portal by State/Union Territory level committees based on their assessment and **there will not be any direct applications from GPs/Institutions or organizations.**
- iv. While submitting online nominations, an **online form** (as per Table:3) is required to be filled by states/UTs seeking information on any previous award received by GP/Equivalent body /Institution. This form will be available after login by state/UT level Committees on the awards portal.

Table: 3
(Format for previous award details received by GP/Equivalent body/Institution by any other organization)

Format to be filled by states/UTs on the awards portal while nominating Gram Panchayat/Equivalent body /Institution for special category of National Panchayat Awards 2025

Q.(1): Whether Gram Panchayat/Equivalent body /Institution has received any state/national or international level of award relating to the following themes?

1. Climate Action Special Panchayat Award (CASPA)
 2. Atma Nirbhar Panchayat Special Award (ANPSA)
 3. Panchayat Kshamta Nirman Sarvottam Sansthan Puraskar (PKNSSP)
- Yes
 No

(To be filled separately for each category award-NIC to make provision)

Q.(2): If yes, please provide following details:

i.	Name of the award	
ii.	Year of award	
iii.	Award conferred by : <i>(name of Government/Non-Government Organization/Institution)</i>	
iv.	Description of the award (Maximum 100 words) as per following points:	
	<i>a) Key achievements of the Panchayat under the awarded theme/category</i>	
	<i>b) (In 5-6 bullet points)</i>	
	<i>c) Challenges faced by the Panchayat for interventions taken</i>	
	<i>d) Approach taken by the Panchayat to overcome the challenges</i>	
	<i>e) Support received by the Panchayat from key stakeholders</i>	
	<i>f) (Central/state governments, organizations etc.)</i>	
	<i>g) Roadmap for sustainability of thematic achievements</i>	

- v. Field verification: State/UT Nomination Committees will undertake field verification of the identified potential GPs/Institutes for finalization of nomination to be forwarded to MoPR. The field verification report format (Table:4) for will be placed before these GPs/Equivalent Bodies/Institutes in a meeting for validation. The validated field visit report will be signed by the field visit team and counter signed by the Sarpanch/Panchayat Secretary/Head of Institution. The prescribed format for field verification is as follows:

Table: 4

(Field verification report for states/UTs)

Name of Award:				
Name of the GP/Equivalent body/Institution:				
Block:				
District:				
State/UT:				
Date of field visit:				
Number of Field Visit team Members:				
Parameter	Response	Marks obtained	Supporting Document availability (Y/N)	Remarks of the field visit team
(i)				
(ii)				
Final remarks of the field visit team:				
Names of field visit team members: i. (Name), (Designation), (Signature) ii. <p style="text-align: right;">(Counter-sign by the Sarpanch/Panchayat Secretary/Head of Institution) (Signature and stamp)</p>				

vi. Mandatory documents to be submitted alongwith nominations:

Following mandatory documents are required to be submitted by states/UTs alongwith nominations:

- a) Short video film highlighting the key achievements (*of maximum 2-3 minutes*) - **(as per Table:5 below)**. **States/UTs must ensure submission of high-quality videos of the nominated Gram Panchayats/Equivalent Bodies.**
- b) Best Practices/Success Stories for each nominated GP/Equivalent body in a prescribed format – **(as per Table:6 below)**
- c) Mandatory supporting documents concerning award questionnaire **(as per Questionnaires)**.

Table:5 (Checklist for Video Films)

Sl. No.	Particular/Item of the video	Criteria	
1	Duration	Maximum 2-3 minutes	
2	Content and suggestive duration	i. Profile of the Gram Panchayat	Duration: 20-25 seconds
		ii. Theme/Category under which the Panchayat has been nominated to Ministry	Duration: 5-10 seconds
		iii. Key achievements of the Panchayat on specific indicators under the award theme/category (In 5-6 bullet points with supporting figures/data)	Duration: 30-35 seconds
		iv. Challenges faced by the Panchayat for interventions taken under the award theme/category	Duration: 20-25 seconds
		v. Approach taken by the Panchayat to overcome the challenges in the award theme	Duration: 30-35 seconds
		vi. Support received by the Panchayat from key stakeholders (Central/state governments, organizations etc.)	Duration: 15-20 seconds
		vii. Roadmap for sustainability of thematic achievements	Duration: 25-30 seconds
3	Voice over	<ul style="list-style-type: none"> i. In a professional manner as per suggestive storyline as stated above ii. If video is submitted in regional language, subtitles to be given in English/Hindi iii. Voice over to be in background and actual work done / performance of Panchayat should be depicted in video and not just a plain speech by a Sarpanch or officer 	
4	Video Quality standards	Full HD/HD/4K format/ Social media platform supported format	
5	Audio Quality standards	Include background music with thematic and local culture essence	
6	Use of Logos	Logos to be embedded in video: <ul style="list-style-type: none"> i. Concerned award theme ii. Localization of Sustainable Development Goals (LSDGs) 	

Table:6 (Checklist for Write-up format for best practices)

Sl.No.	Topics to be covered (to be submitted in word file only)	Words limit for write up
1	Profile of the Gram Panchayat	30-50
2	Theme/Category under which the Panchayat has been nominated to Ministry	30-50
3	Key achievements of the Panchayat under the awarded theme/category (In 5-6 bullet points with supporting figures/data)	70-100
4	Challenges faced by the Panchayat for interventions taken under the awarded theme/category	70-100
5	Approach taken by the Panchayat to overcome the challenges in the awarded theme	70-100
6	Support received by the Panchayat from key stakeholders (Central/state governments, organizations etc.)	70-100
7	Roadmap for sustainability of thematic achievements	70-100
Total		410-600

vii. **Number of nominations to be sent to MoPR:**

After identification of GPs/Institutions, **states/UTs will nominate ONLY ONE GP/equivalent body/Institute to MoPR** through Awards portal. Nomination format is as per Table 7 below:

Table No. 7

Format for State/UT Nomination Committees for nominating Gram Panchayats/Equivalent Bodies /Institutions for (Award Name...)

Declaration

It is hereby certified by the State/UT Nomination Committees that the following top-ranking Gram Panchayats / Equivalent Bodies / Institutions are hereby unanimously selected after due diligence/verifications and is nominated to Ministry of Panchayati Raj for Special Category of National Panchayat Award of (Award Name.....)

Rank	Name of the Gram Panchayat / Equivalent Body/ Institution (with hierarchy)	Marks obtained	Major achievement
1			

2. Following documents are attached in support of the declaration:

- i. Filled Questionnaire of Gram Panchayats / Equivalent Bodies / Institutions
- ii. Field Verification report of the Gram Panchayats / Equivalent Bodies / Institutions with supporting documents
- iii. Video films
- iv. Write up on Best Practices

(Name and signature of Members of the State/UT Nomination Committee)

[Counter sign by Gram Panchayat Sarpanch (GP Secretary if Sarpanch not in position or not available) / Head of the Institution]

Dated:

4. National Level:

4.1 At National Level, National Scrutiny Committee will scrutinize and shortlist the GPs/Equivalent Bodies/Institutions out of the online nominations forwarded by states/UTs. The composition of National Scrutiny Committee will be as per Table 8 below:

Table 8: Constitution of National Scrutiny Committee for Special Category Awards

1	Additional Secretary, Ministry of Panchayati Raj	Chairperson
2	All Divisional Heads of Ministry of Panchayati Raj	Members
3	Thematic experts (inclusion subject to approvals)	Members
4	Under Secretary, Incentivization Division	Member Convener

4.2 Shortlisting of nominations by National Scrutiny Committee:

- i. Out of the GPs/Equivalent Bodies/Institutions nominated by states/UTs, National Scrutiny Committee will assess, scrutinize and shortlist the top 3 ranking GPs/Equivalent Bodies/Institutions (for each special category of award), including resolution of tied cases if any, based on questionnaires and supporting documents.
- ii. Ministry will conduct field verification of the shortlisted Gram Panchayats/Equivalent Bodies as per nominations submitted by States/UTs.
- iii. National Scrutiny Committee will recommend top 3 ranking GPs/Institutions for the finalization by National Selection Committee (refer para 3.3).

4.3 Finalization of awardees by National Selection Committee:

Based on the recommendations of the National Scrutiny Committee, **National Selection Committee** will finalize the top 3 ranking Gram Panchayats/Equivalent Bodies/Institutions under the Special Category of awards. The composition of National Scrutiny Committee will be as per Table 9 below:

Table 9: Constitution of National Selection Committee for Special Category Awards

1	Secretary, Ministry of Panchayati Raj	Chairperson
2	Additional Secretary, Ministry of Panchayati Raj	Member
3	Divisional Head (Governance Division)	Member
4	Divisional Head (Capacity Building Division)	Member
5	Divisional Head (Fiscal Devolution Division)	Member
6	Divisional Head (Incentivization Division)	Member Convener

5. **Minimum Qualifying Marks:** The minimum qualifying marks for special category of awards will be 70%.

6. The nominations with incomplete information or submitted after the stipulated timeline will be outrightly rejected at all levels.

7. **Grievance/Dispute:** No dispute/grievances/requests of any kind regarding awards will be entertained by MoPR subsequent to declaration of special category of awards.

8. Recognition and Certification of awardees

8.1 Awardee Gram Panchayats/Equivalent Bodies/Institutions under special categories will be recognized with certificates/plaques.

8.2 The financial incentive/award money will be given to awardee Gram Panchayats/Equivalent Bodies/Institutions subject to annual changes, budget availability, sponsorship by concerned Ministry/Department / industry or as decided by MoPR.

9. Utilization of Award money

The award money will be utilized by the awardee GPs/Institutions in the concerned sector in which the Gram Panchayats/Equivalent Bodies/Institutions has received the award.

10. Flow of funds

Incentive amount/award money for the awardee/winning GPs/Institutions would be transferred by electronically & directly into their PFMS Mapped authenticated bank accounts (by State/ UT) during or subsequent to the Award Ceremony/National Panchayati Raj Day celebrated on 24th April every year.

11. Utilization Certificate (UC)

The State Government/UT Administration concerned will furnish a UC (in GFR format) to MoPR as per General Financial Rules (GFR), 2017. The UC submitted by the State Government/UT Administration must be counter-signed by the Administrative Secretary of the Division regulating the Scheme/Finance Secretary. The award money released will be utilized by the GP/Institute as per para 19.3 of the National Panchayat Award guidelines for public purposes, including for capacity building and training of Panchayat elected representatives, training infrastructures etc. in respect of award money released to Institutes.

12. Felicitation of awardees

The special category awardees will be felicitated on the occasion of National Panchayati Raj Day (celebrated annually on 24thApril) or on an occasion decided by Ministry/Gol on account of unforeseen circumstances such as elections etc. The event is usually graced by Hon'ble Prime Minister, Central/State Ministers, Awardee Panchayats and other dignitaries. Invitees would be appropriately decided by MoPR.

13. Ministry of Panchayati Raj reserves the right to following with the approval of competent authority:

- i. Institution of additional special category of award
- ii. Withdrawal of existing special category of award
- iii. Not to confer the special category of awards in case no Gram Panchayats/Equivalent Bodies/Institutions is found eligible/suitable.
