



- worked for the successful design and implementation of the project. No changes or request for change, i.e. addition of names will be considered at later stage or any other stage of the award process.
- 8.5 Contact details of such an officer may be provided who is well versed with the project and access emails and calls on priority under Point of Contact column.
- 8.6 **Online Award Specific Forms** for 5 distinguished categories {as mentioned in para 4 (2) above} are available in a prescribed format for each category of the projects being nominated.
- 8.7 **An organization needs to register only once and can submit more than one project/initiative through the same login ID.**
- 8.8 To register an organization, visit the website <https://nceg.gov.in> and click the **“Register”** tab.
- 8.9 Before registering the organization, please check whether your organization is already registered. To check whether your organization is already registered, click the **“List of already registered organization/ Department/ Ministry/District”** tab. If yes, sign up with the User name, Password and Activation Link sent to the email ID provided at the time of initial registration of the organization. If you do not have these details, the same can be obtained by sending an email to the email ID mentioned against the name of the organization already registered. This email ID has been provided by the authority registering the organization. However, if it is not possible to obtain the same ID, Password and Activation key against which organization is earlier registered, the organization can be registered again using a different email ID.
- 8.10 For logging, click “Log in” tab and fill in the User name, Password and Captcha details to apply for the category-wise Application Form.
- 8.11 **The Self Certification Form (Format-I/Format-II) may be submitted on the letter head of the Department/Organization.**
- 8.12 Download Self Certification Form (**Format-I** for Government Organizations and **Format- II** for Non-Government institutions/Non-Government Academic and Research organizations) from the prescribed place in the application form. Fill in the applicable forms, get it signed with seal, scan it and save it in pdf format and upload at the prescribed place.

(B) Evaluation Stage/Shortlisting of Applications :



- 8.13 **Stage 1** - Initiatives will be shortlisted by a Screening Committee for spot study/project verification, which may be done in a short notice.
- 8.14 **Stage 2** - Screening Committee will consider the spot study reports for shortlisting the initiatives for recommendation to the Jury.
- 8.15 **Stage 3** - In case the project is shortlisted for presenting before Jury, presentation may be made by the officer nominated/authorized by the Organization. A team of not more than 4 (four) members can participate in the presentation. Such members shall invariably be from the team as proposed/nominated during application stage {Ref. Guideline number 8.4 above}.

(C) Award Stage :

- 8.16 In case the project is selected for the Award, the incumbent Head of the Organization and/or the officer(s) nominated by him/her, subject to the condition that not more than 4 (four) members, who have contributed for the initiative/project, may be nominated for receipt of the award, as per para 8.4 above.
- 8.17 The citation film on the initiatives awarded with NAeG 2021-22 will display the names of officers, who have contributed towards the initiative.