

NATIONAL HIGHWAY AUTHORITY
Administration Wing (Personnel Bureau)

No. 7(3)-Admn (P-I)/NHA/18/89

23 January, 2018

C I R C U L A R

Subject: **IDEA AWARDS SCHEME**

The Pakistan Public Administration Research Centre (PPARC) of Establishment Division has invited suggestion/ideas from serving and retired employees for simplification of procedures and for improving efficiency and disposal of official business covering the following aspects (copy enclosed):-

A. By Improving the Following	B. By Reducing/ Eliminating the following	C. Not to be considered under the Scheme:
i) Efficiency ii) Methods & Procedures iii) Systems iv) Office Lay-outs v) Equipment vi) File working with new IT concepts (e.g. E-filing etc. vii) Cooperation viii) Public Relations ix) Employee's Motivation x) Civil Servant laws/rules	i) Red-tapism ii) Bottlenecks iii) Duplication iv) Waste v) Out-dated rules/laws vi) Irregularities	i) Personal grievances ii) Service problems iii) Changes in the set-ups of organizations iv) Suggestions for legislation v) Already known Measures Department Specific Impracticable

2. The requisite suggestions/ideas may be provided directly on the following address latest by 31.03.2018 under intimation to this office:

The Director General,
Pakistan Public Administration Research Centre (PPARC)
Management Services Wing, Establishment Division,
Rafi Centre, Zero Point, G-7/1, Islamabad
Ph: 051-9253072 Fax: 051-9252880
Email: researchpparc@gmail.com

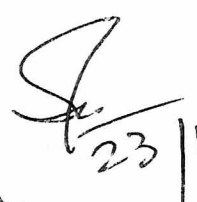

(MUHAMMAD YOUSAF SANI)
Deputy Director (Personnel-I)

Distribution:-

- All Members (HQ/Zones)
- All GMs (HQ/Regions/Projects)
- All Directors (HQ/Regions/Projects)
- All DDs/ADs (HQ/Regions/Projects)
- Notice Board
- NHA's Website

Copy to:

- GM (Admn) NHA HQ
- SO to Member (Admn)


DD(MIS-II)

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMUNICATIONS

<<<>>>

F. No. 202/Estab/Coord

Islamabad, the 08th January, 2018

From: Sehrish Mazari,
Section Officer (Coord),
Tele: 9205723

To: ✓ Chairman,
National Highway Authority,
Islamabad.

Inspector General,
National Highways & Motorways Police,
Islamabad.

Chief,
National Transport Research Centre,
Islamabad.

Director,
Construction Technology Training Institute
Islamabad.

Subject:- IDEA AWARDS SCHEME

I am directed to refer to the Establishment Division (Pakistan Public Administration Research Centre) letter No. 3/4/2000-R dated 01st January, 2018 on the subject noted above and to state that in 1961 the Government introduced IDEA Award Scheme with the objective to involve both serving and retired Public Servants in decision making through inviting suggestions/ideas from them for improving efficiency and disposal of official business.

2. In this regard, PPRAC has requested that suggestion/ideas regarding improvement in efficiency of official business as per criteria mentioned (copy enclosed) may be forwarded on the following address latest by 31-03-2018.

The Director General,
Pakistan Public Administration Research Centre,
Management Services Wing,
Establishment Division,
Rafi Centre, G-7/1, Islamabad.
Phone Office: 051-9253072 / Fax: 051-9252880
Email: researchpparc@gmail.com

(Sehrish Mazari)

Copy to: All Sections of Ministry of Communications, Islamabad (main).

11/18 ADP-I
41/18 (P-1)

DD (P/I)

16/11/2018
F/M.

No 3/4/2000-R
GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
MANAGEMENT SERVICES WING
PAKISTAN PUBLIC ADMINISTRATION
RESEARCH CENTRE
ISLAMABAD

Dated: 01-01-2018

IDEA AWARDS SCHEME

The Idea Award Scheme was introduced by the Government in 1961 to involve public in decision making through inviting suggestions/ideas for the expeditious disposal of business. Under this Scheme, novel and original Ideas are invited from the serving and employees of the Federal Government, to harness their knowledge, expertise and vision for improvement and efficiency of the Government functionaries. A copy of brochure containing its features (both in English & Urdu) is also attached.

In this regard it is requested to kindly circulate the Scheme amongst the Attached departments/Sub-ordinate offices and other organizations under your administrative control with a request to forward their suggestions/ideas regarding simplification of complicated procedures and the improvement/efficiency in the disposal of official business. The suggestions may be sent at the following address latest by 31-03-2018.

The Director General,
Pakistan Public Administration Research Centre,
Management Services Wing,
Establishment Division,
Rafi Centre, G-7/1,
Islamabad.
Phone Office: 051-9253072
researchpparc@gmail.com

Fax: 051-9252880

I shall be grateful for your kind cooperation in this regard.

With regards,

Yours Sincerely,

(Muhammad Lakhkar Khan Hoti)

Mr. Muhammad Siddique Memon,
Secretary,
Communications Division,
Islamabad.

SD(4)

THE IDEA AWARD SCHEME

INTRODUCTION

The Government of Pakistan introduced the Idea Award Scheme in 1961 to encourage the Federal Government employees to put forward useful suggestions. The object of the Scheme was to utilize the public servants' knowledge, expertise and their vision to enhance the efficiency of Government machinery.

2. In this Scheme, the received ideas / suggestions are initially scrutinized by an internal Departmental Scrutiny Committee and then by a Standing Committee comprising of Secretary Establishment Division, Secretary Cabinet Division, Secretary Finance Division and Director General Pakistan Public Administration Research Centre (PPARC). This Standing Committee is the highest forum for recommending any idea to an award which may comprise issuing of a meritorious / performance certificate as well as to a cash award upto Rs. 100,000/- to the author of a suggestion, if it is approved for implementation.

3. All serving & retired employees of Federal Government as well as employees of Semi-Autonomous or Autonomous Bodies under the Federal Government, are eligible to give suggestions or ideas under the Scheme. Any employee may furnish his/her idea directly to this office or through e-mail.

4. The suggestion may cover the following aspects:-

A. By Improving the following:

- (i) Efficiency
- (ii) Methods & Procedures
- (iii) Systems
- (iv) Office Lay-outs
- (v) Equipment
- (vi) File working with new I.T concepts (e.g. E-filing etc.)
- (vii) Cooperation
- (viii) Public Relations
- (ix) Employee's Motivation
- (x) Civil Servant laws/rules

B. By Reducing / Eliminating the following:

- (i) Red-tapism
- (ii) Bottlenecks
- (iii) Duplication
- (iv) Waste
- (v) Out-dated rules/ laws
- (vi) Irregularities

C. Not to be considered under the Scheme:

- (i) Personal grievances
- (ii) Service problems
- (iii) Changes in the set-ups of organizations
- (iv) Suggestions for legislation
- (v) Already known Measures
- (vi) Department Specific Impracticable

D. The suggestion may be forwarded to:

Address:

**The Director General,
Pakistan Public Administration Research Centre, Management Services Wing,
Establishment Division, Rafi Centre, Zero Point,
G-7/1, Islamabad.
Phone Office : 051-9253072
Fax # : 051- 9252880**

OR

Email Address:

researchpparc@gmail.com

آئیڈیا ایوارڈ سکیم

تعارف :

☆ حکومت پاکستان نے 1961ء میں کارآمد تجاویز پیش کرنے پر وفاقی حکومتی ملازمین کی حوصلہ افزائی کے لیے آئیڈیا ایوارڈ سکیم متعارف کروائی۔ اس سکیم کا مقصد ملازمین کے علم، تجربہ اور بصیرت کو بروئے کار لاتے ہوئے حکومتی مشینری کو بہتر بنانا تھا۔

☆ اس سکیم کے تحت حاصل ہونے والے آئیڈیاز / تجاویز کو ابتدائی طور پر محکمہ جائزہ کمیٹی (D.S.C) اور بعد ازاں سیکریٹری اسٹیمپلڈیشن، سیکریٹری کینٹ ڈویژن، سیکریٹری فنانس ڈویژن اور ڈائریکٹر جنرل پاکستان پبلک ایڈمنسٹریشن ریسرچ سنٹر پر مشتمل مجلس قائمہ کے ذریعے جانچا جاتا ہے۔ مجلس قائمہ نامزد تجویز دہندہ کے آئیڈیا کو کارکردگی سرٹیفیکیٹ / تعریفی اسناد اور نقد -/100,000 روپے تک کی سفارش کرنے کا اعلیٰ فورم ہے۔

☆ اس سکیم کے تحت وفاقی حکومت کے تمام حاضر سروس اور ریٹائرڈ ملازمین اور اس کے علاوہ وفاقی حکومت کے ماتحت نیم سرکاری یا خود مختار اداروں کے ملازمین آئیڈیاز اور تجاویز دینے کے اہل ہیں۔ کوئی بھی الہکار اپنا آئیڈیا براہ راست دفتر ہذا یا E-mail پر ارسال کر سکتا ہے۔

☆ تجاویز درج ذیل پہلوؤں کا احاطہ کرتی ہوں۔

الف: جس سے بہتری ہو:

- (i) کارکردگی
- (ii) طریقہ کار، اور اسلوب
- (iii) نظام
- (iv) دفتری ترتیب
- (v) آلات
- (vi) نئے انفارمیشن ٹیکنالوجی اصولوں کے تحت فائل ورک (مثلاً ای فائلنگ وغیرہ)
- (vii) تعاون
- (viii) تعلقات عامہ
- (ix) ملازمین کو متحرک کرنا
- (x) ملازمین کے لیے اصول و ضوابط

یا

ب: درج ذیل کا تذکرہ

- (i) سرخ فیتہ

- (ii) رکاوٹیں
- (iii) دوہراؤ
- (iv) ضیاع
- (v) متروک شدہ اصول و ضوابط
- (vi) بے قاعدگیاں

ج: اس سکیم کے تحت درج ذیل تجاویز کو زیر غور نہیں لایا جائے گا۔

- (i) ذاتی شکایات
- (ii) ملازمت کے مسائل
- (iii) اداروں کی ہیئت اور ساخت کی تشکیل نو
- (iv) قانون سازی کے لیے تجاویز
- (v) پہلے سے مروجہ اقدامات
- (vi) کسی مخصوص ادارے کے بارے میں تجویز کردہ اقدامات

د: تجاویز کو اس پتہ پر ارسال کریں۔

پتہ:-

ڈائریکٹر جنرل ، پاکستان پبلک اینڈسٹریشز ریسرچ سنٹر ، منجمنٹ سروسز ونگ ، اسٹیل سٹیمٹ ڈویژن ،

رائف پلازہ ، زیر پونٹ ، جی سیون - ون ، اسلام آباد

دفتر فون نمبر: 051-9253072 فیکس: 051-9252880

یا

ای میل : researchpparc@gmail.com