

**“Awards for Excellence in e-Governance initiatives  
in Madhya Pradesh”  
2014-2015**

## **Nomination Process**

The nomination has to be filed online, for which, registration of the project / proposal has to be done first of all. At this step, a user-id will be created for the registered project / proposal. In the next step, registered project / proposal has to be nominated in relevant category.

1. **User Registration:** Everyone who desires to submit entry, must have to register his project / proposal by accessing “**Apply Now**”. Alternatively it can be done from Login section of “Award homePage”

- a. **Registration for**– Select appropriate option to register the User
  - (i) Proposals under categories 1 to 7
  - (ii) Citizen service kiosk (Under category -8)
  - (iii) Individual (under Category -9)
  - (iv) Proposals under category 10
- b. Respective form would be appeared, fill in all the desired information. **It should be noted that fields marked with “\*” are mandatory.**
- c. Create user id and password of your own choice, which would be required further to nominate the registered entry into one or more categories.
- d. An OTP ( One time password) would be generated and shared with entered mobile number and email id for verification. After verification, the registration will be completed.
- e. A confirmation will be sent to the registered e-mail id as well as on mobile of the nominee/contact person.

### **2. Login**

- a. User will be automatically logged in as soon as he/she registers himself/herself.
- b. The registered user may also login with his/her user id and password at later stage whenever required.

### **3. Nominate the registered project into relevant category**

The project registered at the first step, has to be nominated into relevant category. This page would open automatically as soon as user registers himself/herself. Alternatively, he/she may access the page by logging in with his/her user-id and password.

- a. After login, user’s Home (DASHBOARD) page will be appeared where relevant categories will be displayed along with the nomination submission status.

- b. Click on the category for which you want to submit your entry. You may nominate the same project into multiple categories.
- c. Category specific form will be opened, fill up all the fields. **It should be noted that fields marked with “\*” are mandatory.**
- d. The form can be saved as Draft for further use. To do so, click “**Save as Draft**” button provided at bottom of the form.
- e. You can **View / Print** the nomination form by clicking at “**Preview**” button.

#### 4. Upload Documents

Following documents are supposed to be uploaded for each nomination. It can be accessed from user’s home (dashboard):

- Self-Declaration [in pdf format max 1 MB] \*
- Photographs (At least 1 photograph is a must) [in jpg format, max 200 kb] \*
- Presentation (mandatory) [in ppt/pdf format, max 2 MB] \*
- Project Document [in pdf format, max 2 MB]
- URL of the video of the proposal (if any)

\* **(1) Documents marked with \* are mandatory to upload. However, nominees are suggested to provide all the relevant documents in support of their nomination.**

**(2) Self-Declaration template is available on User's dashboard and contains the category details, project details, project leader and team member details in pre-printed manner. The user has to download the system generated self-declaration form, sign it and has to upload the signed copy of the same through user's dashboard.**

#### 5. Final Submission

After successful completion of the above steps, the user has to finally submit the nomination by clicking at “**Final Submission**” button available at User’s home (dashboard). Upon submission of the form, a **Registration ID** will be generated which will be utilized for all future correspondence.

It is important to mention that this module will **validate the entire proposal**, and will not allow for final submission until all the validations are fulfilled/satisfied. It is, therefore, suggested to not to wait for the last date of submission as this process may require you to review the input values.

#### 6. Project Brief

Proposals/Entries shortlisted for final level of evaluation have to submit “**project brief**” in one page in the desired template available on user’s dashboard. **It is mandatory to submit the project summary in English & Hindi separately prior to final evaluation.**

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