OFFICE MEMORANDUM

Sub: Online Nomination/Recommendation for Padma Awards to be announced on the occasion of Republic Day, 2020 – reg.

The undersigned is directed to refer to D.O. No.1/15/2019-Public dated 25th April, 2019 of the Joint Secretary, Government of India, Ministry of Home Affairs (MHA) on the subject cited above which is self-explanatory.

2. Suitable and deserving nominations for the Award in the format available on the website: www.padmawards.gov.in along with citation in narrative form (maximum 800 words), bringing out the distinguished and exceptional achievements/services of the person recommended in her/his respective field/discipline, may be forwarded to the undersigned latest by 30th May, 2019 for consideration of the competent authority in the Ministry. For facilitating expeditious nomination/recommendation, specific format is being uploaded on the Website of the Ministry. It may be ensured that the word limit given in the format (SI.20 to SI.24) is not exceeded even by a single word and complete postal address (SI.12) should not exceed 250 characters. In case it exceeds, the material will not be accepted in the online format of the MHA. It is advisable that the word limit should be kept far below the limit indicated in the format. While making the nomination, salient points/parameters enumerated in the semi-official communication cited above may be kept in view besides the details uploaded on the website: www.padmawards.gov.in. The photograph may be sent exactly in the manner as it is indicated at SI.25 of the format. The soft copy of the nomination may be emailed at pceayush@gmail.com in MS Office Word format only besides forwarding the hard copy.

3. D.O. No.1/15/2019-Public dated 25th April, 2019 of the Joint Secretary, Govt. of India, MHA along with the format for nomination is being uploaded on the Website of the Ministry of AYUSH: www.ayush.gov.in to economise on usage of stationery. The pathway for viewing the document is: www.ayush.gov.in →Tender/Vacancy→Communication received from other Ministries for information of Officers under Ministry of AYUSH. The communication is being uploaded in e-Office as well for wider circulation. All concerned are requested to peruse/download the above-referred communication of MHA and the format for submission of Nomination/Recommendation for the Padma Award.

[Signature]
[Name]
Under Secretary to the Government of India

To
1. CEO (NM/PB)/Adv.Ay. (MN)/(DKC)/(UNANI)
2. Dir. (SRKV)/(SKA)/Jt. Adv. (Raghu) (Dr. Qasmi)
3. DS (RM)/DS (YVS)/(VB)/ Dy. Adv. JGM/(Chinta)/Sr.Con(SS)/DD(P&E)
4. US (AB)/US (BN)/US(KBS)/US(S)/US(K) with a request to forward the nominations received from all the constituent units of the Ministry dealt with by them in a consolidated manner in specific format positively by the stipulated date
5. All Directors General of Research Councils/Secretary, CCIM/CCH/ Directors of National Institutes/ HPL/PLIM/FCIM&II/Managing Director, IMPLC
6. NIC Cell, Ministry of AYUSH with a request to upload the communication along with D.O. No.1/15/2019-Public dated 25th April, 2019 of the Joint Secretary, GOI, MHA [Annexure I] and the format [Annexure II] for submission of Nomination/Recommendation for the Padma Award on the Website of the Ministry of AYUSH and e-Office.

Copy to:
1. PPS to Secretary (AYUSH)
2. PPS to AS
3. PS to JS (RJ)/PSO to JS (PNRK)
The Padma Awards, namely, Padma Vibhushan, Padma Bhushan and Padma Shri, are amongst the highest civilian awards of the country. Instituted in 1954, these Awards are announced on the occasion of the Republic Day every year. The award seeks to recognize ‘work of distinction’ and is given for distinguished and exceptional achievements/service in all fields/disciplines, such as, Art, Literature and Education, Sports, Medicine, Social Work, Science and Engineering, Public Affairs, Civil Service, Trade and Industry etc. All persons without distinction of race, occupation, position or sex are eligible for these Awards. A copy of the statutes and rules governing these Awards is available on the web-site: www.padmaawards.gov.in.

2. It is the convention to invite nominations for these Awards from all Ministries/Departments of the Government of India as also from several other sources to enable broad-based consideration.

3. The nominations/recommendations for the Padma Awards will be received only on the online portal www.padmaawards.gov.in designed for this purpose. The nominations/recommendations should contain all relevant details specified in the format available on the above portal, including a citation in narrative form (maximum 800 words), clearly bringing out the distinguished and exceptional achievements/service of the person recommended in his/her respective field/discipline. While recommending a person online, it should be ensured that all the necessary details are properly filled. The steps to be taken for making online recommendations are available on the above said web-site www.padmaawards.gov.in.

4. It has been observed in the past that while nominations are received in respect of a large number of persons; there could, however, be several talented persons who are left out of consideration despite exceptional contribution in their field. Often many such persons may get overlooked primarily for the reason that they may not seek publicity or attention in the public domain. It is, therefore, requested to make concerted efforts in identifying such persons whose excellence and achievements deserve to be recognized and make suitable nominations in their favour. It goes without saying that recognition of such deserving persons will only add to the prestige of these Awards.

Continued...
5. In the above background, I request you to kindly send suitable nominations for the Padma Awards to be announced on the occasion of Republic Day, 2020. While finalizing recommendations, the following points may be kept in view:

(i) Persons recommended are pre-eminently worthy of the Awards, looking at their life-time achievement. The criteria for selection should invariably be 'excellence plus' and the highest standards should be applied while recommending persons for these awards. The existence of an element of public service in the achievements of the person recommended for the award would be a desirable factor.

(ii) As the Padma Award is the second highest civilian award of the country, it should also be considered whether the recommended person has earlier been given any National award or a State award in his/her respective field.

(iii) Efforts may be made to identify talented persons from amongst women, weaker sections of the society, SCs & STs, divyang persons, etc., who deserve to be considered for the award.

(iv) The decoration is normally not conferred posthumously. However, in highly deserving cases, Government could consider giving an award posthumously if the demise of the person proposed to be honoured has been recent, say within a period of one year preceding the Republic Day on which it is proposed to announce the award.

(v) A higher category of Padma Award can be considered in respect of a person who has earlier been conferred an award, provided a period of at least five years has elapsed. However, in exceptionally deserving cases, a relaxation can also be considered.

(vi) Government servants including those working with PSUs, except Doctors and Scientists, are not eligible for Padma Awards.

6. The online nominations/recommendations for the Padma Awards will begin from **May 1st, 2019** and the last date for nominations is **September 15th, 2019**. The cut-off date may please be strictly adhered to as nominations/recommendations received only during 1st May, 2019 to 15th September, 2019 will be considered. It may also be noted that the nominations/recommendations received through online mode only will be considered.

With regards,

Yours sincerely,

(S. K. Shahi)

To Secretaries of all Ministries/Departments of Government of India

(as per list attached)
PADMA AWARD FORMAT

1. First Name of the Nominee

2. Middle Name of the Nominee

3. Last Name of the Nominee

4. Father's/Husband's Name

5. Date of Birth (DD/MM/YYYY)

6. Age

7. Nationality

8. Gender

9. Country

10. State

11. District

12. Complete Postal Address (Maximum Length 250 Characters)

13. Religion

14. Category (OBC/SC/ST)

15. Earlier Padma Award received (Write YES/NO). If yes, the name of the Award (Padma Shri/Padma Bhushan/Padma Vibhushan) and the year in which the Award was awarded

NOMINATION DETAILS

16. Field of Activity

17. Sub Field

18. Award Applied For

19. Recommended By

20. CITATION (Not exceeding 800 words).

21. Significant contribution of the Nominee/Applicant/Achievement (Maximum 250 words are allowed to furnish the details)
22. Awards/Recognition Received by the Applicant/Nominee

(a) State Level (Maximum 250 words are allowed to furnish the details)

(b) National Level (Maximum 250 words are allowed to furnish the details)

(c) International Level (Maximum 250 words are allowed to furnish the details)

23. Impact of the work done by the Nominee/Applicant/Contribution to the field (Maximum 250 words are allowed to furnish the details)

24. Contribution to the Society (Maximum 250 words are allowed to furnish the details)

25. Uploading of Photograph (Please make sure that the photo size is less than 1MB. Only PNG and JPG files will be accepted. The photograph may be sent by email)

26. Uploading of relevant documents in support of the nomination (necessary documents may be forwarded)