To

All the Chief Commissioners/ Directors General
And Commissioners-in-charge under CBEC

Subject: Nomination for the Padma Awards to be announced on the occasion of

Sir/ Madam,

I am directed to enclose herewith a copy of do letter No. 1/17/2016-Public dated
29.04.2015 received from Joint Secretary (Admin), Ministry of Home Affairs along with
its enclosures on the subject mentioned above and to request that the nomination(s),
duly filled in the prescribed proforma, for Padma Awards may be forwarded to the
Board by 31st August, 2016, if any, for onward transmission to Ministry of Home
Affairs.

Encl: As above

Yours faithfully,

(B. Ginkhan Mang)
Under Secretary to the Govt of India
Tel. No. 011-26182673

Copy to: Webmaster, O/o Directorate General of System, New Delhi with request to
kindly upload the letter on CBEC's website.
Dear Sir,

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 relating to these awards is enclosed (Annexure - I).

2. It is the conventional practice 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. It has been decided with approval of competent authority that from this year the nominations/recommendations for the Padma Awards will be received online only on an electronic management system designed by MHA. (address of the website: www.padmaawards.gov.in.) The nominations/recommendations should contain all relevant details specified in the format available on the above said website, 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, please make sure that all the necessary details are filled properly. Details relating to the steps to be taken for making online recommendations are enclosed for guidance.

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 of these persons may get overlooked primarily for the reason that they may not seek publicity or attention in the public domain. It is, therefore, requested you to make concerted efforts in identifying such persons whose excellence and achievements really 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 justness of these awards.

Contd...
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, 2017. While finalizing the 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 award of the country, it should be considered whether the recommended person has earlier been given any National award or at least a State award in his respective field.

(iii) Efforts may be made to identify talented persons from amongst women, weaker sections of the society, SCs & STs, handicapped 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 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 1, 2016 and the last date for nominations for Padma Awards is September 15, 2016. The cut-off date may please be strictly adhered to, as nominations/recommendations received only during 1st May, 2016 to 15th September, 2016 will be considered. It may also be noted that the nominations/recommendations received through online mode only will be considered.

With regards,

Yours sincerely,

(Sarat Chouhan)

Shri Hasmukh Adhia,
Secretary,
Department of Revenue,
Ministry of Finance,
North Block, New Delhi.
Statute and Rules relating to Padma Awards

The President is pleased to make the following regulations for the award of the decoration PADMA VIBHUSHAN in supersession of those published in Notification No. 2-Prev/41, dated the 2nd January, 1954—

1. The decoration shall be conferred by the President by a Sash under his hand and seal.

2. The decoration shall be mainly circular in design, with a geometrical pattern superimposed on the circle by the representative drawing in the circumference. The diameter of the inner portion of the decoration shall be one and three-fourths inches and the thickness of the decoration shall be one-eighth of an inch. The geometrical pattern shall be composed of the outer lines of a square of one and three-fourths inches side, centrally placed on each side of which shall be a rectangle projecting beyond the rim density forming the circumference. A band of the circular design of the decoration shall be enclosed within each of the outer angles of the geometrical pattern. There shall be a raised circular space of diameter one and one-half inches forming the center of the decoration. On the reverse, a red ribbon shall be embossed in this circular space. The name of the decoration shall be embossed in Hindi with the word PADMA placed below the name and the word VIBHUSHAN placed below the same, and the word PADMA VIBHUSHAN shall be embossed in the center of the decoration. On the reverse shall be embossed the word Honor. On the reverse shall be embossed the word Honor. The name and motto in Hindi shall be described in the center of the ribbon.

3. A raised design of the decoration (manufactured according to the specifications described above) and the inlay in the miniature in these regulations shall be approved and kept.

4. The decoration shall be worn by men on the left breast, suspended from a plain gold pin, divided into one and one-quarter inches in width and by women on the left shoulder, suspended from a ribbon of the same colour and width fashioned into a bow.

5. The decoration shall be awarded for exceptional and distinguished services in any field including service rendered by Government servants.

6. Any person without distinction of race, occupation, position or sex shall be eligible for the award.

7. The decoration may be awarded posthumously.

8. The names of the persons upon whom the decoration is conferred, shall be published in the Gazette of India and a register of all such recipients shall be maintained under the direction of the President.

9. The miniature of the decoration which may be worn on certain occasions by recipients shall be half the size of the PADMA VIBHUSHAN, and a half the size of the miniature of the said miniature shall be approved and kept.

10. The President may exempt and award the decoration to any person and during his reign shall be entered in the Register and the same shall be issued to the person. The President to reserve the decoration and award to the President to reserve the decoration and award to the person in case of cancellation of declaration to which case shall be published in the Gazette of India.

11. All persons upon whom the decoration PADMA VIBHUSHAN (PARELA VARDI) was conferred upon the Regulations issued with Notification No. 2-Prev/41, dated the 2nd January, 1954, for all purposes of these regulations, by Order in Council in supersession of those regulations, the President, persons on whom the decoration of PADMA VIBHUSHAN has been conferred by the President.
4. The decoration shall be conferred by the President by a Sword under his hand and seal.

2. The decoration shall be mainly circular in design, with a geometrical pattern superimposed on the circle as in the representative drawing in the annexure. The diameter of the circular portion of the decoration shall be one and three-fourth inches and the circumference of the decoration shall be one-eighth of an inch. The geometrical pattern shall be composed of the outer lines of a square of one inch and three-sixtieth inch sides, centrally placed on each side of which shall be a rectangle projecting beyond the rim thereby breaking the circumference of the circular design of the decoration. A line shall be entered within each of the outer angles of the geometrical pattern towards the rim. There shall be a raised circular space of diameter one and one-sixtieth inches forming the center-piece of the decoration. On the reverse a lotus flower shall be entered in this circular space. The name of the decoration shall be inscribed in Hindi, with the word PADMA placed above and the word SHRI placed below the lotus flower. On the reverse shall be inscribed the State Emblem and motto in Hindi below it. The inscription PADMA SHRI shall be on the obverse of the decoration and the geometrical pattern on either side and the bowers around the periphery shall be of boundless crown. All, inscribing on either side of the decoration shall be of stainless steel.

3. A second pattern of the decoration manufactured according to the specifications described above and the drawing in the annexure in these regulations shall be deposited and kept.

ANNEXURE

PADMA SHRI
The process of receiving the recommendations/nominations for the Padma Awards 2017 has started w.e.f 1st May, 2016. Last date for receipt of the nominations for the Padma Awards 2017 is 15th September 2016.

Nominations received after 15th September 2016 will not be considered.

Nominations/Recommendations for the Padma Awards 2017 are to be sent on-line only. No other mode of nominations/recommendations will be accepted.

For sending the nominations please visit our website www.padmaawards.gov.in

Process for sending nominations/recommendations by the Citizens of India and by the specified Authorities has to be followed in all cases. The details are available on the above-said website.

For Nomination (By citizen) process, please follow the given steps:

1. Go to Nomination and choose BY CITIZEN option.
2. Now register yourself with valid details for further process.
3. If you have already registered, proceed to login.
4. After successful registration and login process, follow the user-menu to nominate yourself.
5. Upload the relevant documents (in PDF format) wherever required.
6. After filling all the required details, you have to save the form as draft.
7. In nomination process, after Final Submission you cannot edit/modify the details.

For Recommendation (By Authorities i.e all State / UT Governments, Ministries/Departments of the Government of India, Bharat Ratna and Padma Vibhushan awardees, Central/State Ministers, Chief Ministers/Governors of State, Members of Parliament etc) process, please follow the given steps:

1. Go to Nomination and choose BY AUTHORITY option.
2. Now select the authority type and proceed to registration process.
3. If you have already registered, proceed to login.
4. After registration, make a search for any existing (desired) nomination. If searching parameters does not find you result, then you can proceed to new nomination process.
5. After filling all the required details, you have to save the form as draft.
6. In nomination process, after Final Submission you cannot edit/modify the details.
7. If in search result, there is an existing nomination to which you want to recommend, select the nominee and proceed for uploading the recommending letter/documents (in PDF format) and citation for the nominee if any.