



OUT - ATONCE

F.No. 18-2/2003-GA
अण्डमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय/SECRETARIAT

Port Blair, dated the 28th July, 2005

To

All Heads of the Departments
Andaman & Nicobar Administration
Port Blair.

Sub: Recommendation for Padma Awards-reg.

Sir(s)

I am directed to enclose herewith a copy of proforma received from the Ministry of Home Affairs regarding awarding of **Padma Awards** namely, **Padma Vibhusan, Padma Bhusan and Padma Sri**, to the deserving persons, which are to be announced on the eve of Republic Day, 2006

The following guidelines are to be borne in mind while recommending the awards to the person of respective departments and the proforma duly filled in all respect should reach this Administration by **15th September** for onward submission to the Ministry.

- a) It may be ensured that the person recommended for the award is preeminently worthy of the award. We should, infact, look for life time achievement. The criteria for selection has to be 'excellence plus'. It is necessary that highest standards are applied while recommending persons for these awards. It may also be kept in view that there is an element of public service in the achievement of the person recommended for the award.
- b) Efforsts may be made to identify talented persons from amongst the weaker sections of the society like SCs & STs handicapped persons, women, etc., who deserve to be decorated with the award.
- c) State/UT Governments are not expected to recommend officials of the Central Government (posted in States) for these awards. However, if they wish to recommend the name of a Central Government official, they may bring his/her name to the notice of the concerned Ministry/Department of the Central Government.

- d) **Where a person employed under any autonomous organization or public sector undertaking of the Government is recommended for any of these awards, it may be ensured that his/her employer is invariably consulted.**
- e) **The decoration is normally not conferred posthumously. However, in highly deserving cases, Government could consider giving an award posthumously if the person proposed to be honoured has died recently, say within a period of one year preceding the Republic Day on which it is proposed to announce the award.**

Yours faithfully,

Encl: Proforma

Assistant Secretary(GA)

2009

PROFORMA

Annexure-II

- 1. Name:
 - (a) First Name
 - (b) Last Name
- 2. Sex (Male/Female)
- 3. Date of Birth/Age
- 4. Place of Birth (if known)
- 5. Nationality
- 6. Postal Address with Telephone/email etc.
- 7. Religion
- 8. Category (SC/ST/OBC/General)
- 9. Profession or Occupation (with designation/office held)
- 10. *Field of activity, viz., Art, Sports, Social work, etc.
- 11. Padma Award for which name is recommended, viz. Padma Vibushan, Padma Bhushan or Padma Shri.
- 12. Name of Padma Award conferred, if any, in the past.

13. Citation : This should be in the form of a write up in narrative form indicating distinctions obtained / achievements in the concerned field of activity. (IN NOT MORE THAN 2 PAGES) – attach separate sheets.

* An illustrative list of fields is given on the reverse for the convenience of reference.

6

(8/5)28

Illustrative List of Fields

1. **Art** (includes Music, Painting, Sculpture, Photography, Cinema, Theatre etc.)
 2. **Social work** (includes social service, charitable Service, contribution in Community Projects etc.)
 3. **Public Affairs** (includes Law, Public Life, Politics, etc.)
 4. **Science & Engineering** (includes Space Engineering, Nuclear Science, Information Technology, Research & Development in Science & its allied subjects etc.)
 5. **Trade & Industry** (includes Banking, Economic Activities, Management, Promotion of Tourism, Business etc.)
 6. **Medicine** (includes medical research, distinction/specialization in Ayurveda, Homeopathy, Sidhha, Allopathy, Naturopathy etc.)
 7. **Literature & Education** (includes Journalism, Teaching, Book composing, Literature, Poetry, promotion of education, promotion of literacy, Education Reforms etc.)
 8. **Civil Service** (includes distinction/excellence in administration etc. by Government Servants)
 9. **Sports** (including popular Sports, Athletics, Adventure, Mountaineering, promotion of sports, Yoga etc.)
 10. **Others** (fields not covered above and may include propagation of Indian Culture, protection of Human Rights, Wild Life protection/conservation etc.)
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