

## **PRIME MINISTER'S SHRAM AWARDS' SCHEME : 2009**

### **I. OBJECTIVE:**

The objective of the Prime Minister's Shram Awards is to recognize the outstanding contributions made by workmen as defined in the Industrial Dispute Act, 1947 in organizations both in public and private sector and who have distinguished record of performance, devotion to duty of a high order, specific contribution in the field of productivity, proven innovative abilities, presence of mind and exceptional courage and also to the workmen who have made supreme sacrifice of laying down their lives in the conscientious discharge of their duties.

### **II. SCOPE:**

The Awards will be presented to the workmen as defined in the Industrial Disputes Act, 1947 and employed in the Departmental Undertakings of the Central and State Governments, Central and State Public Sector Undertakings as also private sector and having minimum of 500 employees on roll and engaged in manufacturing and productive processes and whose performance is assessable. Workmen solely engaged in routine service duties would not be eligible.

1. Coverage should be given to the workers in all sectors of industry. Persons working in important Departmental/Undertakings like those under the Department of Defence Production and Supplies, Ministry of Heavy Industry and Public Enterprises etc. should be given adequate coverage.
2. Adequate representation would be given to women and handicapped workers who have made outstanding contributions in the areas specified above.
3. The organizations recommending their workmen for the "PRIME MINISTER'S SHRAM AWARDS" should satisfy themselves regarding the eligibility of the workman for this prestigious National Award and issue a certificate to that effect under the signature and seal of the Head of the Organisation/Chief Executive Officer where the workman is employed.

### **III NOMINATION :- CHANNEL OF SUBMISSION:-**

#### **(a) PUBLIC SECTOR**

The Head of the Organisation will fill up the attached nomination forms in all respects, in triplicate, and route it through the Administrative Central Ministry/respective State Government Deptt. alongwith enclosures and with their recommendation to the Under Secretary (ISH-I), Ministry of Labour and Employment, Govt. of India, Shram Shakti Bhavan, Rafi Marg, New Delhi – 110001, **latest by 31<sup>st</sup> October, 2009**. The nominations should be scrutinized with reference to the Scheme and the guidelines.

#### **(b) PRIVATE SECTOR**

The Chief Executive Officer of the organization will fill up the attached nomination forms in all respects, in triplicate, and send it to the respective Local/State Association/Chamber of Industries. After scrutiny of the nominations at local/state level, the nominations with recommendations will be forwarded through the National level of Association/Chamber, in triplicate, to the Under Secretary (ISH-I), Ministry of Labour and Employment, Govt. of India, Shram Shakti Bhavan, Rafi Marg, New Delhi – 110001 **latest by 31<sup>st</sup> October, 2009**. The nominations should be scrutinized with reference to the scheme and the guidelines.

#### IV. GUIDELINES AND ELIGIBILITY

The awards will be given to workmen who have distinguished record of performance, devotion to duty of a high order, specific contribution in the field of productivity, proven innovative abilities, presence of mind and exceptional courage. The awards may be given to those workmen also who have risked their lives or made supreme sacrifice of laying down their lives in the conscientious discharge of their duties.

His/her performance should have resulted in any or some of the followings:-

- Improving productivity;
- Workers who have made outstanding contribution in the field of productivity, safety and who have also shown innovative ability of high order;
- Increasing the efficiency of the organization;
- Innovations and improvements that bring about saving in materials including fuel, power and explosive;
- Improvement in the utilization of plant and equipment;
- Improvement in quality/safety of products for users;
- Better utilisation of waste or scrap material & Conservation of resources;
- Substitution of indigenous process/material for imported one;

The following eligibility criteria are required to be fulfilled.

- The nominated worker should be a workman as defined in the Industrial Disputes Act, 1947.
- He / She should have worked continuously at least for the past 10 years in the nominating establishment.
- He / She should have distinguished record of performance in the industry/company
- He / She should have regularity and punctuality in attendance.
- The nominated worker should not have caused any type of reportable accident during his/her service period.
- The worker should have displayed courage by risking or sacrificing his/her life in the discharge of his/her duties, if applicable.
- He / She should be trustworthy.
- He/She should have good character, good temperament, traits of good team work including good relations with fellow employees and be amenable to discipline etc.
- His/her police record should be good.
- He/She should be an Indian Citizen.

## V. DETAILS OF AWARDS

The number of cash prizes for each are as follows :-

S.No.	Name of Award	No. of Awards	Cash Prize	Criteria
1.	Shram Ratna	1	Rs.2,00,000	Highest Award will be given to a worker who has really outstanding calibre and has made exceptional all round contribution.
2.	Shram Bhushan	4	Rs.1,00,000 each	Workers who have made outstanding contribution in productivity, and also shown innovative abilities of high order.
3.	Shram Vir / Shram Veerangana	12	Rs. 60,000 each	Workers who have a continuous record of dedicated service and has achieved high order of productivity.
4.	Shram Devi/ Shram Shree	16	Rs. 40,000 each	Workers who have shown extra ordinary zeal and enthusiasm for work and have made remarkable contribution towards productivity.

The Shram Ratna Award would be common for both the Public and Private Sectors and the remaining 32 awards would be shared equally by both the sectors, i.e. 16 each for Public and Private Sectors.

In case of awards being shared by a worker with team and/or different teams/other individual worker, the award money would be equally shared by the total number of workers {members of the team(s) + individual worker}.

While the total number of awards in one year would be thirty three, in case awards for any one or more categories are not being given, these can be distributed among the other lower categories. It may not be mandatory to give all the prizes every year. Besides the cash prize, awardees would also receive a "SANAD" from the Prime Minister. The awardees are also eligible for 75% concession in 2<sup>nd</sup> Class Rail Fare.

## VI. SELECTION PROCEDURE

All the nominations received through the administrative Ministries/State Governments in the case of Departmental Undertakings of the Central and State Governments and Central and State Public Sector Undertakings and that of private sector through their National Associations/Chambers will be scrutinized and graded in descending order, award-wise, by a Technical Committee. The Technical Committee is chaired by an eminent personality in the field of technology with representatives from employers' organizations, central trade unions, experts from the scientific/technical institutions of repute and DGFASLI. The Technical Committee will make recommendations for various categories of awards to the Screening Committee.

The Screening Committee under the Chairmanship of Union Labour and Employment Secretary will further consider the recommendations of the Technical Committee and will make final recommendations for the approval of Hon'ble Labour and Employment Minister / Hon'ble Prime Minister. A lady member should also be nominated (either the lady member could be part of the Committee in an ex-officio capacity or in the case there is no lady member, a suitable lady member to be nominated).

The decision of the Government regarding the selection will be final.

The Govt. of India will have the right to publish any of the information in respect of the winners who have been conferred the awards for their outstanding performance for the benefit of others.

1. **INCOMPLETE NOMINATION FORM IN ANY MANNER IS LIABLE TO BE REJECTED.**
2. **ANY TYPE OF UNDUE INFLUENCE / RECOMMENDATIONS ON THE COMMITTEE BY THE NOMINEE OR EMPLOYER WILL RESULT IN DISQUALIFICATION OF THE NOMINATION.**

#### **VII. ANNOUNCEMENT AND DISTRIBUTION OF THE AWARDS**

These awards shall be announced on the eve of the **Republic Day, 2010** and will be distributed in the public function to be chaired by the Hon'ble Prime Minister as per his convenience.

The awardees are also allowed the following facilities for attending the Prime Minister's Shram Awards Presentation Function:-

- i. To bring one guest
- ii. Air Fare (Economy) or expenditure incurred on actual mode of travel both ways, whichever is less, both for the awardee and one guest.
- iii. Lodging facilities for two days both for the awardee and one guest, and
- iv. Out of pocket expenses of Rs. 2,000/- for both the awardee and one guest.

#### **VIII. INSTRUCTIONS FOR FURNISHING COMPACT DISC (CD) ALONG WITH THE APPLICATIONS.**

- a. A Compact Disc (CD) of only the "Citation" part (i.e. Annexure-II) in respect of the employees or group employees is required to be sent along with the application.
- b. The CD must be in Windows, 2000 (TEXT FORMAT ONLY) Package.

- c. Only fresh (free of virus) CD should be used.
- d. Underlining should be avoided. Where necessary, italics fonts may be used instead of underlining.
- e. At the top of the Citation, the name of the employees/group of employees along with designation should be indicated clearly in capitals and bold.
- f. Where the citation has been prepared in any language other than English, English translation of the same should accompany the application. The CD should be of English Version only.
- g. Line spacing – between the lines should be ‘double’.
- h. Margins should be as under :
  - Left margin should be 16 syllables and Right Margin 12 Syllables.
  - Top/bottom margins should be 3 line (12 Syllables).
- i. Preferably only Times New Roman Font and Font size ‘12’ should be used for text of the citation. The name of the employees(s) may be typed in slightly bigger Font size.

AFFIX  
NOMINATED  
PERSON'S  
PASSPORT SIZE  
ATTESTED  
PHOTOGRAPH

**GOVERNMENT OF INDIA/ MINISTRY OF LABOUR AND EMPLOYMENT**  
**NOMINATION FOR PRIME MINISTER'S SHRAM AWARDS 2009**

The nomination form giving full particulars as specified and as per instructions should reach before closing date i.e. **31<sup>st</sup> October, 2009** to the Under Secretary, Ministry of Labour and Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001, along with Crossed Demand Draft of value of Rs. 500/- drawn in favour of "Pay & Accounts Officer (MS), Ministry of Labour, New Delhi" payable at New Delhi in respect of nominations pertaining to Public Sector. The manufacturing units employing 500 or more workers in the Private Sector may forward their applications along with two demand drafts, each for Rs. 500/-, one in favour of "Pay & Accounts Officer (MS), Ministry of Labour, New Delhi" payable at New Delhi and the other drawn in favour of the concerned Nodal Agency. **THE DECISION OF THE GOVERNMENT REGARDING THE SELECTION WILL BE FINAL.**

**NOTE**

Before filling up the form, please read the following instructions carefully

1. Nomination form received directly from an individual worker will not be accepted.
2. The filled in Nomination Form along with the recommendation typed on separate sheet should be routed through the Administrative Central Ministry/ State Government Department/National level Association/Chambers.
3. Please type the information against respective columns/ items.
4. Strike out whichever is not applicable.
5. Enclose two separate passport size attested photographs duly signed at the back side.
6. Incomplete nomination form in any manner is liable to be rejected.
7. Any type of undue influence/ recommendations on the committee by the nominee or employer will result in disqualification of the nomination.
8. Ensure that the **phone numbers** (*Office & Residential*) along with the **Fax number** (with **STD Code**) be furnished without fail.

**I. PARTICULARS OF THE WORKER**

1. Name in full (block letters) :  
(in Roman and Devanagri script)
2. Designation :
3. Parent/Spouse's Name :
4. Date and place of birth : Age: Sex:

5. Present Postal Address :
6. Phone Number (with STD code) :
7. Permanent Postal Address :
8. Family background :  
(State the composition of the family,  
their occupation, etc.)

S.No.	Name of Family member	Age	Relationship with the applicant	Occupation

9. Whether physically challenged :

**QUALIFICATION :**

EDUCATIONAL	TECHNICAL	PROFESSIONAL

**NOTE :** 1. Please attach certified copies of the Certificates/Mark Sheets about qualification duly attested by Executive Magistrate or Gazetted Officer of the Govt. or Principal of the School/College.

**EXPERIENCE :**

Date of Appointment	Designation		Years of Experience	Remarks
	At the time of appointment	Present		

- i) Nature of work :
- ii) Duties and responsibilities entrusted to the worker :
- iii) Present Salary :

**NOTE :** Please attach a separate sheet wherever needed.

**II. ABOUT THE INDUSTRY/ COMPANY WHERE THE NOMINATED PERSON IS EMPLOYED.**

Name & address of the company/ factory	Name & address of the employer	Tel.No./ Fax.No./ e-mail	No. of workers employed

Registration No. under relevant Act	Enforcement Authority	
	Name of the officer with postal address	Tel.No./ Fax.No./ e-mail

**III. BRIEF HISTORY OF NOMINATED PERSON**

a) About personal characteristics of the nominated person in general:

b) About the service:

i) with previous employer :

ii) with present employer :

c) Any other information relevant and :  
which is not reflected in the form  
highlighting the other activities  
of the nominated person

**IV. PARTICULARS OF AWARDS GRANTED TO NOMINATED PERSON IN THE PAST:**

a)

Year in which Award conferred	Name of the Award Conferred	Name & Address of the Organisation/ Body	Tel.No./ Fax No./ e-mail

b) Brief highlight of each Award conferred:

Note: Please attach certified copies of the Awards certificates as a documentary proof.

**CITATION**

(To be given by the Head of the Organisation/Company/Chief Executive Officer)

NOTE : To be submitted in typed form in not more than 600 words giving details on following points.

1. Meritorious service
2. Achievements

Place :  
Date :

Signature  
Name & Designation  
Address :

**OFFICE SEAL**

**CERTIFICATE**

(To be signed by Nominated person)

I \_\_\_\_\_ the undersigned Shri/Smt./Kum.  
\_\_\_\_\_ hereby give my willingness to  
accept the Award and Sanad awarded to me under the Prime Minister's Shram  
Awards Scheme. If I am selected for such Award, I shall abide by the rules and  
regulations prescribed by the Committee and the Committee's decision will be  
binding on me.

Date :

Signature/Thumb Impression  
of the Nominated person  
(Left hand Thumb Impression, if  
Male and Right hand Thumb  
Impression, if Female.)

Countersigned by the Employer :

Name :

Designation :

Industry's/Company's Seal:

**DECLARATION OF NOMINATED PERSON**

I ..... hereby declare that all the statements made in the nomination form are true, complete and correct. In the event of any information being found false/incorrect or ineligibility being detected before or after the declaration of the Prime Minister's Shram Award, my nomination will stand automatically cancelled. I am also aware that the Government reserves the right to withdraw the Award with penal action, if any irregularity is detected at a later stage.

I further declare that I am a citizen of India.

Place :  
Date :

Signature/Thumb Impression  
of the Nominated person  
(Left hand Thumb Impression, if  
Male and Right hand Thumb  
Impression, if Female.)

### EMPLOYER'S CERTIFICATE

1. This is to certify that our Industry/Company is registered under the \_\_\_\_\_ Act. Our Registration No. is \_\_\_\_\_ and further it is certified that Shri/Smt./Kum. \_\_\_\_\_ is a temporary/permanent employee of our \_\_\_\_\_ industry/Company M/s. \_\_\_\_\_ situated at \_\_\_\_\_ and that he/she is working with us from \_\_\_\_\_ and holding a post of \_\_\_\_\_ in our Industry/Company.

2. Further it is certified that particulars furnished by Shri/Smt./Kum. \_\_\_\_\_ have been verified from his/her record and found correct.

3. No vigilance case is either pending or contemplated against Shri/Smt./Kum. \_\_\_\_\_ His/her integrity is beyond doubt.

4. No major or minor penalty was imposed on Shri/Smt./Kum. \_\_\_\_\_ during last 10 years.

5. He/she is hard working, sincere and honest in discharging the duties allotted to him / her.

6. He/she has not caused any reportable accident during last 10 years.

7. I am also aware that if any irregularity/false information is detected before or after the declaration, penal action may be taken against me.

We wish him / her grand success.

The undersigned is duly authorized to sign this certificate.

Date :  
Place :

Signature  
Name & Designation  
Tel.No.

**OFFICE SEAL**

(TO BE OBTAINED BY THE RECOMMENDING AUTHORITY)

NOMINATED  
PERSON'S  
PASSPORT SIZE  
PHOTOGRAPH

**VERIFICATION CERTIFICATE  
FROM THE LOCAL POLICE STATION**

This is to certify that Shri/Smt./Kum.  
\_\_\_\_\_ son of/ wife of/ daughter of  
\_\_\_\_\_ is not involved  
in any case and no criminal case is registered against him/her. His/her record is good  
and he/she is residing at  
\_\_\_\_\_. Further, it is certified  
that he/she does not have any anti-social/criminal case record.

Other remarks, if any.

Place :

Signature

Date :

Name of the Police Officer with

Full address, Tel. No., Fax No.

**OFFICE SEAL**

**NOTE** : The officer issuing the Verification certificate should attest the photograph of the nominated person with a signature and rubber stamp in such a way that one half of the signature and stamp appears on the photograph and the other half on the certificate.

Full name of worker in *Devanagri Script* duly signed (in original) by the worker.

(Signature of worker)

**NOTE : THE NEAREST BRANCH OF UNION BANK OF INDIA MAY  
PLEASE BE INDICATED IN CAPITAL LETTERS.**

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