

**MOST IMMEDIATE**

**TIME BOUND**

**No. N-12011/01/2018-ISH-I  
Government of India/Bharat Sarkar  
Ministry of Labour and Employment  
Shram aur Rozgar Mantralaya**

Shram Shakti Bhawan,  
Rafi Marg, New Delhi – 110 001.

Dated 9<sup>th</sup> March, 2018

**OFFICE MEMORANDUM**

**Subject: Prime Minister's Shram Awards, 2018 - Inviting of applications – reg.**

The undersigned is directed to say that the Ministry of Labour and Employment has been implementing the Prime Minister's Shram Awards Scheme under which, awards are given to workers in recognition of their outstanding contribution towards production and for showing exemplary zeal and enthusiasm in discharge of their duties. The details of the awards are as under:

| Sl. No.                            | Title of Award        | No. of Awards | Cash Prize    |
|------------------------------------|-----------------------|---------------|---------------|
| 1.                                 | SHRAM RATNA           | 1             | Rs.2,00,000/- |
| 2.                                 | SHRAM BHUSHAN         | 4             | Rs.1,00,000/- |
| 3.                                 | SHRAM VIR/ VEERANGANA | 12            | Rs. 60,000/-  |
| 4.                                 | SHRAM SHREE/DEVI      | 16            | Rs. 40,000/-  |
| <b>Total number of awards : 33</b> |                       |               |               |

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.

2. The awards are generally announced on the eve of the Independence Day/the Republic Day every year and are presented to the winners at a function held subsequently. A copy of the **Prime Minister's Shram Awards Scheme** is sent herewith to all the concerned Ministries/Departments with the request that the same may kindly be circulated among the Departmental and Public Sector Undertakings under their administrative control for sponsoring the names of deserving workers.

3. In view of the high distinction that the awards confer on the workers, it is necessary that the selection of the workers for the awards be made with utmost care. At the same time, it may also be ensured that workers who have made significant contribution in the above-mentioned areas are not overlooked.

...2/-

4. All the Ministries/Departments are, therefore, requested to make an assessment of the performance of the workers employed by the Departmental Undertakings and the Public Sector Undertakings under their administrative control on the basis of the Scheme and the guidelines appended hereto and make available their recommendations to this Ministry latest by **31<sup>st</sup> August, 2018.**
5. Full particulars (**Three copies**) in respect of each worker who is recommended for the award in question may be sent to this Ministry in the enclosed annexures, along with two copies of a recent passport size photograph of the worker.
6. The **Citation** should contain a brief biographical sketch and, in addition, give adequate description of the principal activities, achievements, significant contributions made in the field of productivity proven innovative abilities, presence of mind and exceptional courage which justify the award.
7. The **Citation** is intended to be published if the worker is chosen for the award and, as such, great care should be taken while drafting it so as to ensure that it is factually and grammatically correct. The citation should be precise and concise and in no case should be of more than 600 words. If for the purpose of recommending the case, any further details are considered necessary, these should be furnished in a separate annexure. The citation should be neatly typed in 1½ space on a sheet of paper (on one side only).
8. It may be noted that the instructions for preparation of the citation are required to be adhered to strictly and in case the citation does not conform to specifications mentioned above, the citation/nomination may be liable to be returned/ rejected summarily.
9. In addition to the hard copy, a **Compact Disc {in MS Word – Windows' 2000 (text format only) package}** of only the citation part must also be enclosed with the application. Instructions for preparation of CD are mentioned under point VIII of the scheme enclosed.
10. **Nominations of a worker received directly from the employer will not be entertained.**
11. It may be noted that the **category** of the **award** for which the worker is recommended is **not to be mentioned**. The Technical Committee constituted for this purpose will recommend the category of the award after due scrutiny of the application.
12. In making the recommendations, it may kindly be ensured that the workers proposed for the awards are worthy of the distinction, enjoy good reputation in their fields and have not come in for any adverse notice or criticism for any lapse in their professional or social work. In point No. IV of the application form, details of the **applicant(s) having received any of the Prime Minister's Shram Awards in the past specifying the 'Year' and 'Category' may also be mentioned.**

13. While making recommendations, it may also kindly be ensured that adequate representation is given to women workers and physically challenged workers as far as possible.

14. Where the citation has been prepared in a language other than English, an English translation of the same should accompany the application. The Compact Disc should be provided only of English Version.

15. For sending applications, the instructions contained in guidelines appended herewith should be followed.

16. The recommendations complete in all respects may be forwarded so as to reach this Ministry as early as possible and in any case **latest by 31<sup>st</sup> August, 2018.** As the recommendations will be taken up for consideration soon thereafter, it is necessary that the deadline be strictly adhered to. Any recommendation received after the **last date as stipulated above will run the risk of not being considered at all and of being summarily rejected.** Therefore, the Ministries/Departments are requested to ensure that all recommendations must reach this Ministry by 31<sup>st</sup> August, 2018, since **no extension of date** will be granted.

17. The administrative **Ministries/Departments** should invariably quote **Phone & Fax numbers** of the officer forwarding the recommendations in all correspondence. The Ministry/Department should also ensure that similar details of **applicants** and their **organisations** are also submitted to facilitate speedy communication.

18. The receipt of this Office Memorandum may kindly be acknowledged.

*B. Neeraja*  
(B. Neeraja)

Under Secretary to the Govt. of India  
23473326

**Encls : As stated above.**

To

All Ministries/Departments of Govt. of India.

## PRIME MINISTER'S SHRAM AWARDS' SCHEME - 2018

### **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 and forward the same to the Under Secretary (ISH-I), Ministry of Labour and Employment, Govt. of India, Shram Shakti Bhavan, Rafi Marg, New Delhi – 110001, **latest by 31.08.2018** 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 and forward the same 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 31.08.2018** 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/Independence Day** 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:-

1. To bring one guest
2. Air Fare (Economy) or expenditure incurred on actual mode of travel both ways, whichever is less, both for the awardees and one guest.
3. Lodging facilities for two days both for the awardees and one guest, and
4. Out of pocket expenses of Rs. 2,000/- for both, the awardees 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 :*
  - i. *Left margin should be 16 syllables and Right Margin 12 Syllables.*
  - ii. *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 2018**

The nomination form giving full particulars as specified and as per instructions should reach before closing date i.e. **31.08.2018** 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.**

| <i>Name &amp; address of the company/ factory</i> | <i>Name &amp; address of the employer</i> | <i>Tel.No./ Fax.No./ e-mail</i> | <i>No. of workers employed</i> |
|---|---|---------------------------------|--------------------------------|
|   |   |                                 |                                |

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

**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)

| <i>Year in which Award conferred</i> | <i>Name of the Award Conferred</i> | <i>Name &amp; Address of the Organisation/ Body</i> | <i>Tel.No./ Fax No./ e-mail</i> |
|--------------------------------------|------------------------------------|---|---------------------------------|
|                                      |                                    |   |                                 |

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 :

Date :

Signature

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.**

\*\*\*\*\*