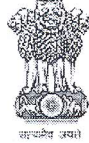


MOST IMMEDIATE
PM SHRAM AWARDS, 2015



No. N-12011/01/2015-ISH-I
Government of India/Bharat Sarkar
Ministry of Labour and Employment
Shram aur Rozgar Mantralaya

New Delhi, dated 16th February , 2015

To

- 1 Shri Ajay.S. Sriram,
President,
Confederation of Indian Industry
23, Institutional Area, Lodi Road, New Delhi – 110 003.
- 2 Shri D.S. Rawat,
Secretary General,
ASSOCHAM Corporate Office,
1, Community Centre, Zamrudpur,
Kailash Colony, New Delhi – 110 048
- 3 ✓ Shri B.P. Pant,
Secretary, AIOE
Federation House,
Tansen Marg, New Delhi – 110 001.
- 4 Shri Sharad S. Patil,
General Secretary, Employers' Federation of India,
Army & Navy Building,
148, Mahatma Gandhi Road,
Mumbai – 400 023.

Subject: Prime Minister's Shram Awards, 2015 – Inviting of applications – reg.

Sir,

As you are aware 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/-
Total number of awards: 33			

Contd...2/-

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 announced on the eve of the Independence Day/the Republic Day every year and are presented to the winners at a function held subsequently. I am enclosing a copy of the **Prime Minister's Shram Awards Scheme** with the request that the same may kindly be circulated amongst the manufacturing units employing 500 or more workers under the concerned nodal agencies 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.

4. You are, therefore, requested to make an assessment of the performance of the workers employed by the manufacturing units covered under your organisation in private sector on the basis of the Scheme and the guidelines appended thereto and make available the recommendations to this Ministry latest by **31st August, 2015**.

5. Full particulars (Two 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** in Annexure-II 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** (Annexure-II) 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. You are requested to note 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 [Annexure-II] must also be enclosed with the application. Instructions for preparation of CD are mentioned under point VIII of the scheme enclosed.

Contd ---31---

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 workman 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 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 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. You are requested to ensure that the instructions contained in guidelines, for sending applications 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 31st August, 2015**. As the recommendations will be taken up for consideration soon thereafter, it is necessary that the deadline is 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 Employers' Organisation are requested to ensure that all the recommendations must reach this Ministry by 31st August, 2015, since **no extension of date** will be granted.

17. The Employers' Organisations/Nodal Agencies/applicants should invariably quote its **Phone & Fax numbers** (with **STD** code) in all correspondence. It is also requested that the details of the scheme may be posted on your website as soon as possible for use of workers and Nodal Agencies.

18. The receipt of this letter may kindly be acknowledged.

Encl: As above

Yours faithfully,


(Laxmi Narayan)
Deputy Secretary
Ph.No.23714018

PRIME MINISTER'S SHRAM AWARDS' SCHEME - 2015

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 31.08.2015**. 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 31.08.2015**. 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 2nd 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:-

- 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.

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