

70207/2019/FC DTTVPM

File No.LBRD-D2/107/2019-LBRD

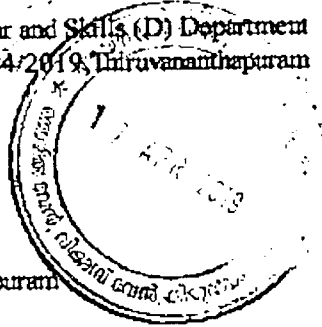
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GOVERNMENT OF KERALA

No.D2/107/2019/LBRD

Labour and Skills (D) Department
10/04/2019, Thiruvananthapuram



From
The Additional Chief Secretary

To
The Labour Commissioner, Thiruvananthapuram
The Director Insurance Medical Service, Thiruvananthapuram
The Director Factories & Boilers, Thiruvananthapuram
The Director Employment, Thiruvananthapuram
The Director Training Department Thiruvananthapuram

Handwritten note:
17/19

Sir.

Sub: Labour & Skills Department – Prime Ministers Shram Awards Scheme -2019
- Reg.

Ref: D.O No. N/12011/01/2019-ISH-1 dated 21.02.2019 from Ministry of Labour
& Employment, Government of India.

I am to forward herewith a copy of the reference cited for information and further
necessary action.

Yours Faithfully,
N.K. CHANDRA
UNDER SECRETARY
For Additional Chief Secretary to Government.

Approved for Issue,

Handwritten signature of Section Officer

Section Officer.

70207/2019/EC DTTVPM



Devender Singh, IES
Economic Adviser
Tel. No.: 011-23710446
E-mail: dev.singh@nic.in

श्रम एवं रोजगार मंत्रालय
भारत सरकार
श्रम शक्ति भवन, राफ़ी मार्ग,
नई दिल्ली-110119
MINISTRY OF LABOUR & EMPLOYMENT
GOVERNMENT OF INDIA
SHRAM SHAKTI BHAWAN, RAFI MARG,
NEW DELHI-110119

06 MAR 2019

330 8666

D.O. No. N-12011/01/2019-ISH-I

Dated: 21st February, 2019

12. Dr. Asha Thomas,
Additional Chief Secretary
Department of Labour and Skills
Government of Kerala, South Block Secretariat
Building Status, Thiruvananthapuram.

Dear 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			

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. I am enclosing a copy of the Prime Minister's Shram Awards Scheme with the request that the same may kindly be circulated among the Departmental and Public Sector Undertakings under your 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.

4. You 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 the recommendations of State Government/UT Administration to this Ministry latest by 31st August, 2019.

...2/-

"बाल श्रम रोके"

"STOP CHILD LABOUR"

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 (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 not 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. 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, 2019. 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 31st August, 2019, since no extension of date will be granted.
17. The State Government/UT Administration 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.

Yours sincerely,


(Devender Singh) 21/2/19

Encls : As above,

As per list enclosed

PRIME MINISTER'S SHRAM AWARDS' SCHEME - 2019
70207/2019/FC DTTVPM

OBJECTIVE:

The objective of the Prime Minister's Shram Awards is to recognize the outstanding contributions made by workman 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 31.08.2019 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 31.08.2019 The nominations should be scrutinized with reference to the scheme and the guidelines.

70207/2009 GUIDELINES AND ELIGIBILITY

The awards will be given to workmen who have distinguished record of performance, devotion, 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.

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 Dev/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 recommendation 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.

LIST OF EMPLOYERS' ORGANIZATIONS/NODAL AGENCIES

S. No.	Apex/National Level Employers' Organization	Area of jurisdiction
1	<p>The Associated Chamber of Commerce and Industry of India. Corporate Office, 1, Community Centre Zamrudpur, Kalaash Colony, New Delhi - 110048 Tel. No. 011-48550555 - Fax No. 011 - 48536481,48536482, 48536497 email : assochem@nic.in</p> <p>NODAL AGENCIES.</p> <ul style="list-style-type: none"> The Federation of Andhra Pradesh Chambers of Commerce and Industry (FAPCCI), federation House, Red Hills, Hyderabad - 500004. Tel: 040-23393428 23393658, Telefax: 040-23393712 - Fax - 040-23395083 Email- info@fapcci.org Cochin Chamber of Commerce and Industry, Bristow Road, Willingdon Island, Cochin - 682003. Tel. 0484-2668349, 2668850 Fax-0484- 2668851. Email- cochinchamber@eth.net The Employers Federation of Southern India, Karumuttu Centre, First Floor, No. 834, Anna Salai, Chennai - 600035. Tel:- 044-24349452, 24349871, 24349720 Fax. 044-24349164 Email - efsi@vanl.net PHD Chamber of Commerce and Industry, PHD House, Opp. Asian Games Village, New Delhi - 110018. Tel:- 011- 26863801-04 Fax- 011-26863135, 26568392 Email phdcci@del2.vanl.net.in 	<p>Andhra Pradesh</p> <p>Telangana</p> <p>Kerala</p> <p>Tamil Nadu Pondicherry</p> <p>Northern Region (Chandigarh, Delhi, Haryana, H.P., J&K, Punjab & Rajasthan)</p>
2	<p>All India Organization of Employers Federation House, Tansen Marg, New Delhi-110001 Tel.- 011-23738780-70 Fax- 011-23320714, 23721504 Email- aioc@ficci.com/secretariat@aioc.com</p> <p>NODAL AGENCIES</p> <ul style="list-style-type: none"> Gujarat Employers' Organization (GEO) TRIDENT Complex, D-Wingh, 34-35, 3rd Floor Opp: GERI Office, Race Course Vadodara - 390007 Tel: 0265-2321471,2340682 Fax: 0265-2342264 Karnataka Employers' Association 74, Shankara Arcade, Vanivilas Road, Besavanegudi, Bangalore - 560004, Tel: 080-26813091, 26607187 Fax: 080-26500264 Email: kea@airtelmail.in Web: www.kea.co.in 	<p><u>Gujarat</u></p> <p><u>Karnataka</u></p>

70207/2019/FC DTTVPM

Government of India
Ministry of Labour & Employment

**INVITATION OF NOMINATION FOR
THE PRIME MINISTER'S SHRAM AWARDS FOR THE YEAR 2018**

Introduction:

The Prime Minister's Shram Awards are given away each year to the workers as defined in the Industrial Disputes Act, 1947 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 workers who have made the supreme sacrifice of laying down their lives in the conscientious discharge of their duties. Workmen solely engaged in routine service duties would not be eligible. The manufacturing units, employing five hundred or more employees, are eligible for participation in the Prime Minister's Awards Scheme.

NOMINATION:- CHANNEL OF SUBMISSION

PUBLIC SECTOR	PRIVATE SECTOR
<p>The Head of the Organization will fill up the prescribed nomination form in all respect in triplicate, and route it through the Administrative Central Ministry/respective State Government Department alongwith enclosures with a crossed demand draft for Rs.500/- in favour of "Pay & Accounts Officer (MS), Ministry of Labour & Employment" payable at New Delhi with their recommendation to the Under Secretary (ISH-1), Ministry of Labour & Employment, Government of India, Shram Shakti Bhavan, Rafi Marg, New Delhi -- 110001 latest by 31.08.2018.</p>	<p>The Chief Executive Officer of the organization will fill up the prescribed nomination form in all respects, in triplicate, and send it to the respective Nodal Agencies/Association/Chamber of Industries alongwith two crossed demand drafts of Rs.500/- each, one in favour of "Pay & Accounts Officer (MS), Ministry of Labour & Employment" payable at New Delhi and the other in favour of the respective Nodal Agency. After scrutiny of the nominations at local/state level by the Nodal Agencies, the nomination with the recommendations will be forwarded by the respective National Level Association/Chamber, in triplicate to the Under Secretary (ISH-1), Ministry of Labour & Employment, Government of India, Shram Shakti Bhavan, Rafi Marg, New Delhi -- 110001 latest by 31.08.2018.</p>

Contd.....2....

70207/2019/FC DTTVPM

- 15 -

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

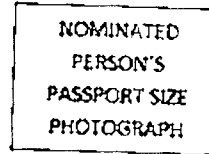
(Signature of worker)

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

70207/2019/FC DTTVPM

-14-

(TO BE OBTAINED BY THE RECOMMENDING AUTHORITY)



**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.

- 13 -

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

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.)

70207/2019/FC DTTVPM

- 11 -

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:

70207/2019/FC DTTVPM

- 10 -

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

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 & Address of the Organisation/ Body</i>	<i>Tel.No./ Fax No./ e-mail</i>

b) *Brief highlight of each Award conferred:*5. *Present Postal Address*6. *Phone Number (with STD code) :*

70207/2019/FC DTTVPM

- 8 -

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

70207/2019/FC DTTVPM

-7-

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.

AFTIX NOMINATED
 PERSONS
 PASSPORT SIZE
 ATTESTED
 PHOTOGRAPH

**GOVERNMENT OF INDIA/ MINISTRY OF LABOUR AND EMPLOYMENT
 NOMINATION FOR PRIME MINISTERS SHRAM AWARDS 2019**

The nomination form giving full particulars as specified and as per instructions should reach before closing date i.e. 31.08.2019 to the Under Secretary, Ministry of Labour and Employment, Shram Shield Bhawan, Rastri 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.

PARTICULARS OF THE WORKER

1. Name in full (block letters)
- (in Roman and Devanagari script)

2. Designation

3. Parent/Spouse's Name

4. Date and place of birth

Age: _____ Sex: _____

.....5.....

- 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 18 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.

70207/2019/FC DTTVPAM

	Associated Chambers of Commerce and Industries of UP, 2/210, Vishal Khand, Gomti Nagar, Lucknow - 226010 Tel: 0522-2301957 Fax-0522-2301958	Uttar Pradesh Uttarakhand
3.	Confederation of Indian Industry, 23, Institutional Area, Lodi Road, New Delhi - 110003. Tel: 011-24601182/24629964-7 Fax: 011-24633168/24626149 Email: s.sen@ciionline.org <u>NODAL AGENCIES</u> Confederation of Indian Industry, 6, Netaji Subhas Road, Kolkata - 700001. Tel: 033-2220772/7128 Fax: 033-2221721	Bihar Jharkhand Orissa North-Eastern States West Bengal
4.	Employers' Federation of India Army & Navy Building, 148, Mahatma Gandhi Road, Mumbai - 400001 Tel: 022-22844093, 22843028, 22844232 Fax: 022-22843028	Chhattisgarh Goa Maharashtra Madhya Pradesh

Details of Websites.

The application forms and other details of the Prime Minister's Shram Awards Scheme such as details of Awards, eligibility criteria etc. are available on the following websites:-

- i) Ministry of Labour & Employment : <http://www.labour.nic.in/>
- ii) Directorate General of Mines Safety : <http://www.dgms.india.in/>
- iii) Directorate General of Factory Advice Service and Labour Institutes : <http://www.dgfesl.nic.in/>
- iv) National level Employers' Organizations :
 - ASSOCHAM : www.assochem.org
 - AIOE/FICCI : www.ficci.com / <http://www.aioe.com/>
 - CII : www.ciionline.org