Bharat Sanchar Nigam Limited
(A Govt. Of India Enterprises)
Welfare & Sports Section,
1st Floor, Bharat Sanchar Bhawan,
Janpath, New Delhi-110001

F.No. 26-2/2013-BSNL (WL) **Dated: 04- 03- 2015**

To

All Chief General Managers-Telecom Circles/ Telephone Districts/Project Circles
All Chief General Managers- Maintenance Regions / Telecom Factories
Chief General Managers- NE Task Force / T & D/ QA Circle/ Rly. Electrification
Chief General Managers-ALTTC/BRBRAITT/Telecom Stores/NCES/ Data Network
All Chief Engineers- Civil/ Electrical

Subject: Prime Minister's Shram Awards 2015- inviting of Application.

Please find enclosed a copy of OM No-79-4/2015-SU dated 24th February 2015 from DOT along with a copy of letter No -12011/01/ 2015-ISH-I dated 16/02/2015 of Minsisry of Labour and Employment and Sharam aur Rozgar Mantralaya on the subject mentioned above and to request that application of eligible candidates may please be sent to Welfare Section BSNL CO by 14th August 2015, positively for onwards transmission to DOT.

(S.S.Rawat)
AGM (Welfare)
Mobile N0- 9868175630
FAX N0-011-23710103

No. 79-4/2015-SU
Government of India
Ministry of Communications & IT
Department of Telecommunications

Sanchar Bhawan, New Delhi-110001
Dated: 24th February, 2015

To

The Chairman & Managing Director,
Bharat Sanchar Nigam Limited
Bharat Sanchar Bhawan, Janpath
New Delhi-110001

उप प्रबन्धक (प्रशासन–I)
Deputy Manager (Admn.-I)
डायरी नं./Dy. No....42.....
दिनांक/Date.4/3/15.....

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

Sir,

I am directed to forward herewith an OM dated 16th February, 2015 from Ministry of Labour and Employment inviting of applications for Prime Minister's Shram Awards, 2015. It is requested that recommendations if any, may be forwarded to this Department, latest by 20th August, 2015 for onward transmission to M/Labour & Employment within the stipulated time period.

2. While making recommendations, it may be ensured that all the guidelines mentioned in the communication from M/Labour & Employment be adhered to.

Encls: As above.

Yours faithfully,

(Rathish Kumar PP)
Section Officer
Tel: 23036758

Secy(T) F 12931012015/CR S.No.1(R) 19/2

(1)

MOST IMMEDIATE

TIME BOUND

No. N-12011/01/2015-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 16th February , 2015

OFFICE MEMORANDUM

Subject: Prime Minister's Shram Awards, 2015 - 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/-
Total number of awards : 33			

SS(T) M(T). M(F) 1-M(S) circulate all PSUs under your admin to send a nomination by e-mail.

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.

US(SW)

20/2 Pl. send it to PSUs 23/2 23/2/15 So(SW)

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 **31st August, 2015.**

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.

....3/-

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 31st August, 2015.** 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, 2015, 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.

(Laxmi Narayan)
Deputy Secretary
Ph. 23714018

Encls : As stated above.

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 by31.08.2015**. 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.

....3/-

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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.

...4/—

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.

...5/-

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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.

LIST OF SECRETARIES TO GOVT. OF INDIA OF ADMINISTRATIVE MINISTRIES / DEPARTMENTS

1. The Secretary,
   Deptt. of Agriculture & Cooperation,
   Krishi Bhawan, New Delhi.

2. The Secretary,
   Deptt. of Food & Public Distribution.
   Panchsheel Bhawan, New Delhi.

3. The Secretary,
   Deptt. of Atomic Energy,
   Anushakti Bhawan, Mumbai.

4. The Secretary,
   Deptt. of Chemicals & Petrochemicals,
   Shastri Bhawan, New Delhi.

5. The Secretary,
   Deptt. of Fertilizers,
   Shastri Bhawan, New Delhi.

6. The Secretary,
   M/o Civil Aviation,
   Rajiv Gandhi Bhawan, New Delhi.

7. The Secretary,
   Ministry of Coal,
   Shastri Bhawan, New Delhi.

8. The Secretary,
   Deptt. of Commerce,
   Udyog Bhawan, New Delhi.

9. The Secretary,
   Deptt. of Industrial Policy & Promotion
   Udyog Bhawan, New Delhi.

10. The Secretary,
    Ministry of Telecommunications & IT,
    Sanchar Bhawan, New Delhi.

11. The Secretary,
    Deptt. of Posts,
    Dak Bhawan, New Delhi.

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12. The Special Secretary,
D/o Information Technology,
New Delhi.

13. The Secretary,
Deptt. of Defence Production,
South Block, New Delhi.

14. The Secretary,
Deptt. of Food & Public Distribution,
Krishi Bhawan, N. Delhi.

15. The Special Secretary,
Deptt. of Consumer Affairs,
Krishi Bhawan, New Delhi.

16. The Secretary,
M/o Micro, Small & Medium Enterprises,
Udyog Bhawan, New Delhi.

17. The Secretary,
Deptt. of Heavy Industries,
Udyog Bhawan, New Delhi.

18. The Secretary,
M/o Petroleum & Natural Gas,
Shastri Bhawan, New Delhi.

19. The Secretary,
Ministry of Mines, Shastri Bhawan,
New Delhi.

20. The Secretary,
M/o Power, S.S. Bhawan, New Delhi.

21. The Secretary M/o New & Renewable Energy,
Block No.14, CGO complex,
New Delhi.

22. The Chairman,
Railway Board,
Rail Bhawan, New Delhi.

23. The Secretary,
Deptt. of Science & Technology,
Technology Bhawan, Mehrauli Road, New. Delhi.

24. Director General,
Council of Scientific & Industrial Research,
Rafi Marg, New Delhi

25 The Secretary,
M/o Steel, Udyog Bhawan,
New Delhi.

26 The Secretary,
Ministry of Shipping,
Transport Bhawan, New Delhi.

27 The Secretary,
Deptt. of Road Transport & Highways,
Parliament Street, New Delhi.

28 The Secretary,
M/o Textiles,
Udyog Bhawan, New Delhi.

29 The Secretary,
M/o Water Resources,
Shram Shakti Bhawan, New Delhi.

30 The Secretary,
Deptt. of Space,
Lok Nayak Bhawan,
New Delhi – 3.

31 The Secretary,
M/o Defence, South Block,
New Delhi.

32 The Secretary,
Defence Research and Development,
South Block, New Delhi.