

# POLICY AND GUIDELINES FOR PAKISTAN CIVIL AWARDS - 2024

## General

Pakistan Civil Awards are conferred upon the most meritorious and distinguished individuals every year to acknowledge their excellence and surpassing achievements at the National level, under Article 259 of the Constitution of Islamic Republic of Pakistan 1973; Decorations Act 1975; and Warrant of Institution of Pakistan Awards (Civil). The business of Civil Awards has been assigned to the Cabinet Division under Rules of Business, 1973, Schedule II, Entry 22. This policy has been revised to improve objectivity in the selection process. The Procedure and Guidelines for recommending and processing Civil Awards have been issued from time to time, however, they are not available in a consolidated form. To ensure the prestige and sanctity of the National Awards, "Quantified Proformae for Evaluation" have been improved to focus on the benefit to the public and excellence in the field, rather than routine career achievements. To further streamline the process, an elaborate effort has been made to define the role of the Nominating Agencies clearly and to constitute dedicated committees for more transparency and objectivity.

## 2. Overview of the Process

Recommendations for Pakistan Civil Awards will be invited by the Cabinet Division, normally in December every year, from Ministries/Divisions and Provincial Governments. The recommendations received will then be arranged field-wise. The particulars and citations of the recommendees will be placed before the Awards Sub-committees during their meetings. The recommendations of the Sub-Awards Committees shall then be placed before the Main Awards Committee for further deliberations. The final recommendations made by the Main Awards Committee shall be forwarded to the Prime Minister, who after his review will send them to the President for final approval. The names of the awardees will preferably be announced on 14th August every year. Thereafter, the awards investiture ceremony shall be held on 23rd March every year.

## 3. Procedure at Nominating Agency's Level

- a. Specified Nominating Agency (Federal Ministries and Divisions and Provincial/Regional Governments) for each category shall invite nominations from relevant associations, organizations/entities (Government, Semi-Government and Non-Government), departments, institutions and individuals, to preclude any chances of missing out on any deserving individual (list of specified nominating agencies is at **Annex-I**).
- b. Each Nominating Agency will publish the dates for receiving nominations of deserving candidates on their website etc.
- c. Each Nominating Agency shall constitute and notify the following two committees, under intimation to the Cabinet Division: -
  - i. Scrutiny Committee (suggested composition and TORs are at **Annex-II**)
  - ii. Awards Recommending Committee (suggested composition and TORs are at **Annex-III**)

- d. Scrutiny of the documents by the Scrutiny Committee shall be completed by 15th March. The Scrutiny Committee shall render a certificate to this effect to the respective nominating agency, as well as the Cabinet Division, along with each nomination (specimen is attached as **Annex-IV**).
- e. Any case not scrutinized by the Scrutiny Committee shall neither be discussed nor recommended by the Awards Recommending Committee.
- f. Meetings of the Awards Recommending Committee shall be completed by 31<sup>st</sup> March to recommend the most deserving individuals for relevant Pakistan Civil Awards.
- g. Nominating Agencies shall convey the schedule of the meetings of this Awards Recommending Committee to the Cabinet Division at least 14 days in advance, to enable the Cabinet Division to nominate one or two officers to attend important meetings.
- h. Each Nominating Agency shall also search for deserving candidates itself. They may identify and recommend well-acknowledged and distinguished persons for a particular award, even if they have not been recommended by any entity.
- i. Nominations along with minutes of the Award Recommending Committee meeting must reach the Cabinet Division latest by 15th April.
- j. The chairman/members of the Scrutiny Committees and Award Recommending Committees are expected to carry out this important task of national importance with due diligence.
- k. For shujaat / bravery awards, a committee will be constituted by the Secretary Interior, including IGs Police, etc.

#### 4. Mandatory Documents

Each nomination forwarded to the Cabinet Division shall contain the following documents:-

- a. Quantified Proformae of the particular field (no column should be left blank) **Annex-V**.
- b. One-page typed citation. The citation must contain a lucid and precise account of the achievements of the nominee in the respective field, besides containing aspects like personal biodata, qualification, experience, impact on society and any previous authentic recognition/awards, etc. It should focus on lifetime achievements or recent achievements. The text of the citation must be factually correct and compatible with the award for which any person is being recommended.
- c. Citations should be sent both in Urdu and English. A soft copy of the citation (M.S. Word and Inpage) should also be provided on a flash drive.
- d. For recommendations in the Order of Shuja'at, the citation should clearly describe the notable act of gallantry or courage, focusing on the last five years. If the incident is more than 5 years old, then justification must be provided.
- e. Recommendation Form (**Annex-VI**).
- f. Latest photographs (3 copies; passport size)
- g. A two-minute video clip on the achievements of the nominee (if available) may be sent in a flash drive.
- h. Supporting documents mentioning achievements, awards, books/articles written, etc. may be attached.

- i. Documents shall be signed as under: -
  - i. Citation and Quantified Proforma will be signed by the Chairman of the Award Recommendation Committee.
  - ii. All other documents will be signed by an officer, not below BS-19.

**Note:** No person shall be recommended for another Civil Award within five years of the conferment of a Civil Award, unless there is an irrefutable justification.

#### 5. Procedure at Cabinet Division Level

- a. Cabinet Division shall constitute the following committees for ensuring a transparent and merit-based processing of cases for Civil Awards: -
  - i. Scrutiny Committee  
(composition and TORs are attached at **Annex-VII**).
  - ii. Awards Sub-Committees on:-
    - a) Science, Engineering & Education
    - b) Arts and Literature
    - c) Social Welfare, Philanthropy and Public Service
    - d) Gallantry
  - iii. Main Awards Committee (Composition and TORs of Awards Sub-Committees and Main Awards Committees at **Annex-VIII**)
- b. Cabinet Division (Awards Wing) shall invite nominations from specified/notified Nominating Agencies with a cut-off date of 15<sup>th</sup> April (List of Specified Nominating Agencies at **Annex-I**).
- c. Nominations not received by the cut-off date shall not be entertained by the Cabinet Division.
- d. The Prime Minister's Office may direct the inclusion/processing/approval of any person at any time.
- e. A nomination received from any entity other than the specified Nominating Agency shall be sent to the concerned Nominating Agency, for consideration as per policy.
- f. Scrutiny of the documents by the Scrutiny Committee shall be completed by 15<sup>th</sup> May.
- g. Only nominations scrutinized by the scrutiny committee shall be included in the agenda of the Awards Committee Meetings.
- h. Awards sub-committee meetings shall be completed by 20<sup>th</sup> June.
- i. The nominations considered and recommended by the Award sub-committees shall be included in the agenda of the Main Awards Committee.
- j. Main Awards Committee's meeting shall preferably be completed by 30<sup>th</sup> June.
- k. In case, the Chairman of any awards committee does not sign the minutes within seven days of the meeting, the Vice Chairman may sign the minutes.
- l. Summary for approval of Civil Awards by the President of Pakistan shall normally be sent by the Cabinet Division by 15<sup>th</sup> July, to the Prime Minister.
- m. No other Ministry/Division shall directly initiate a summary for conferment of Civil Award to the Prime Minister, without routing it through the Cabinet Division.
- n. The Chairman of the Main Awards Committee or the Cabinet Secretary may include any deserving candidate for consideration by the Main Awards Committee.

- o. Issuance of Press Release on the awardees for the awardees will be made preferably on Independence Day (14<sup>th</sup> August) through print and electronic media.
- p. After 14<sup>th</sup> August, a summary for conferment of awards may ordinarily only be initiated if a distinguished dignitary (Foreign Citizen) is visiting Pakistan or if the Prime Minister directs.

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**FIELDWISE SPECIFIED NOMINATING AGENCIES**

1.	Science/Engineering/ Agriculture/IT	i. Ministry of Science & Technology ii. Ministry of National Food Security & Research iii. Ministry of Information Technology & Telecommunication iv. Ministry of Federal Education & Professional Training
2.	Education	Ministry of Federal Education & Professional Training
3.	Medicine / Nursing	Ministry of National Health Services, Regulation & Coordination
4.	Arts & Literature	i. National Heritage & Culture Division ii. Ministry of Information & Broadcasting
5.	Religious Scholar	Ministry of Religious Affairs & Interfaith Harmony
6.	Sports	Ministry of Inter-Provincial Coordination
7.	Philanthropy	Ministry of Human Rights
8.	Public Service	Establishment Division
9.	Services to Pakistan	Ministry of Foreign Affairs
10.	Gallantry	i. Ministry of Defence ii. Ministry of Interior

**Note:**

Provincial and Regional Governments may submit nominations in any of the above fields/sub-fields (except "Services to Pakistan") provided that nominations are called from the most relevant department of the Provincial or Regional Government.

**SUGGESTED COMPOSITION & TORs OF SCRUTINY COMMITTEE AT  
NOMINATING AGENCY LEVEL**

1.	An officer of preferably BS 20, but not below BS-19	Chairman
2.	Two Officers of BS 18/17	Members
3.	Two Experts in the relevant field	Members

**TERMS OF REFERENCES (TORs)**

The committee will be responsible for verifying the following: -

- a. Mandatory documents are complete in all respects
- b. Documents are endorsed by the Heads of the concerned Departments.
- c. Nomination has been received from specified Nominating Agency.
- d. To sign the certificate for the correctness of documents for each nominee.

**SUGGESTED COMPOSITION & TORS OF AWARDS RECOMMENDING  
COMMITTEE AT NOMINATING AGENCY**

1. Secretary of Federal Ministry/Division / Chief Secretary of the Province **(Chairman)**
2. 5 Officers not below BS-20 **(Member)**
3. 5 Experts in the relevant field **(Member)**
4. An Officer of Cabinet Division **(Member)**

**Terms of References (ToRs)**

The committee will be responsible for ensuring: -

- a. Suitable Civil Awards are recommended for the most meritorious and distinguished individuals to acknowledge their excellence and achievements, at the National level.
- b. Focus on the benefit to the public and excellence, in the field rather than routine career achievements.
- c. In case, a recommendee has already received a Civil Award, ensure manifestly exceptional services since the conferment of the previous award.
- d. Each Nominating Agency shall search for deserving candidates itself also. They may identify and recommend well-acknowledged and distinguished persons for a particular award, even if it has not been recommended by any entity.
- e. Endeavor to ensure adequate representation of the following in the nominations: -
  - i. Gender
  - ii. Provinces
  - iii. Minorities
  - iv. Special Persons
- f. Certificate of nomination shall be signed by the Chairman Awards Recommending Committee.

Certificate

It is certified that the following documents and information in respect of Mr./Ms ----- nominated for Civil Award i.e. ----- have been checked and found complete in all respects.

- i. Relevant Quantified Proformae.
- ii. Citation both in English and Urdu (highlighting qualification, standing and achievements, benefits of services of the nominee to the community/country and award(s) already received)
- iii. Recommendation Form

2. All relevant documents regarding the qualification, experience and achievements of the nominee have been verified and are enclosed.

Signature & Stamp  
Chairman Scrutiny Committee  
(Name of Nominating Agency)

**CRITERION FOR EVALUATION**

**Note:-** The emphasis will not be on routine career achievements. The two main factors will be:

- (a) Achievements which have proven to benefit the society/ public.  
 (b) Achievement is exceptional and manifested. Examples include:  
 (i) Invention used by the public, which has enhanced productivity.  
 (ii) High-quality book of original research, cited in reputed international journals or taught in foreign universities.  
 (iii) Discovery in the medical or engineering sectors which benefitted the public.  
 (iv) Medal in Olympics and Asian Games.

**EDUCATION (RESEARCHERS / PROFESSORS)**

Name: \_\_\_\_\_ (Total Marks = \_\_\_\_\_ / 100)

i. **Originality and Innovation (Significant contribution to the field)** \_\_\_\_\_ / 15

Level	International	National	Organizational/Institutional
Marks	15	10	5

ii. **H-Index** \_\_\_\_\_ / 15

More than 40	30-40	20-30	10-20	Less than 10
15	12	10	5	2

iii. **Number of Articles Published in Impact Factor Journals** \_\_\_\_\_ / 5

Status of Journal	Q1 & Q2	Q3 & Q4
International	1 for each	0.5 for each

iv. **Books Purchased by Reputed Libraries/Prescribed in Curricula** \_\_\_\_\_ / 10

International Level	National Level	Provincial Level
10	5	3

v. **Fellowship/Membership of Professional Bodies** \_\_\_\_\_ / 5

International	National
1 body	1 body
2.5	1

vi. **Projects from Organizations (Mention the Outcome of the Research)** \_\_\_\_\_ / 10

Grant from	More than 20M	15-20M	10-15M	5-10M	Less than 5M
Private Sources	10	8	6	4	2

vii. **Prestigious Awards (having Worldwide Recognition)** \_\_\_\_\_ / 10

International Level	Recognition by Peers (recognized by HEC)
10	5

viii. **Proven Impact of Research** \_\_\_\_\_ / 20

Tangible Impact on Economic Development	Proven Impact on Society	Impact on Social Development
10	5	5

ix. **Volunteer Work and Services to Public** \_\_\_\_\_ / 10

Signature/stamp of the recommending authority

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  - (iv) Medal in Olympics and Asian Games.

### EDUCATION (COLLEGE/SCHOOL TEACHERS)

Name: \_\_\_\_\_

(Total Marks = \_\_\_\_\_ / 100)

**i. Highest Academic Qualification** \_\_\_\_\_ / 10

Post Doctoral	Ph. D	M.Phil./ MS	Post-Graduation
10	8	6	4

**ii. Mentorship (Mention number of students risen to distinction or achieved a respectable place in society)** \_\_\_\_\_ / 20

Remote Rural Area	Rural Area	Urban Area
20	15	10

**iii. Innovation in Teaching System** \_\_\_\_\_ / 25

Highly Significant	Significant	Good
25	15	10

**iv. Commitment to Social Responsibility and Civic Engagement (Inspiring students to become active and responsible citizens)** \_\_\_\_\_ / 20

**v. Proven Impact on Various Fields** \_\_\_\_\_ / 25

Tangible Impact on Economic Development	Proven Impact on Society	Impact on Social Development
10	10	5

Signature/stamp of the recommending authority

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  - (i) Invention used by the public, which has enhanced productivity.
  - (ii) High-quality book of original research, cited in reputed international journals or taught in foreign universities.
  - (iii) Discovery in the medical or engineering sectors which benefitted the public.
  - (iv) Medal in Olympics and Asian Games.

### EDUCATION (ADMINISTRATION)

Name: \_\_\_\_\_ (Total Marks = \_\_\_\_\_ / 100)

i. Financial Management and Resource Utilization \_\_\_\_\_ / 30

Addition/ Enhancement of Facilities	Enhancement/ Improvement of Infrastructure	Human Resource Development
10	10	10

ii. Improvement in Ranking by at least 10 Points \_\_\_\_\_ / 30

Global	Asian/ South Asian Region	National
30	20	10

iii. Promotion of Access to Education (Establishing Campuses in remote areas. Support argument with the number of students risen to distinction or achieved a respectable place in society) \_\_\_\_\_ / 20

Remote Rural Areas by Leading Institutions	Remote Rural Areas by Other Institutions	Rural Areas	Urban Area
20	15	10	5

iv. Proven Impact on Socio-Economic Development \_\_\_\_\_ / 20

Tangible Impact on Economic Development	Proven Impact on Society	Impact on Social Development
10	5	5

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  - (i) Invention used by the public, which has enhanced productivity.
  - (ii) High-quality book of original research, cited in reputed international journals or taught in foreign universities.
  - (iii) Discovery in the medical or engineering sectors which benefitted the public.
  - (iv) Medal in Olympics and Asian Games.

### SCIENCE / ENGINEERING / AGRICULTURE / I.T.

Name: \_\_\_\_\_

(Marks = \_\_\_\_\_ / 100)

**i. Registered Patent/ Variety/ Software/ Startup** \_\_\_\_\_ / 25

International	National
10 for each	5 for each

**ii. Laurels/ Awards/ Recognition** \_\_\_\_\_ / 10

International	National	Provincial
10	5	2

**iii. Membership of Recognized Scientific Societies** \_\_\_\_\_ / 10

International	National
5 for each	2.5 for each

**iv. Number of Articles Published** \_\_\_\_\_ / 10

Status of Journal	Q1	Q2	Q3	Q4
International	3 for each	2 for each	1 for each	0.5 for each

**v. Securing Funding other than Government** \_\_\_\_\_ / 15

More than 10M	5-9M	Less than 5M
15	10	5

**vi. Proven Research Impact** \_\_\_\_\_ / 20

Tangible Impact on Economic Development	Proven Impact on Society	Impact on Social Development
10	5	5

**vii. Extraordinary Achievement (Mention specific quantitative/ proven details)** \_\_\_\_\_ / 10

Signature/stamp of the recommending authority

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- (b) Achievement is exceptional and manifested. Examples include:
  - (i) Invention used by the public, which has enhanced productivity.
  - (ii) High-quality book of original research, cited in reputed international journals or taught in foreign universities.
  - (iii) Discovery in the medical or engineering sectors which benefitted the public.
  - (iv) Medal in Olympics and Asian Games.

### MEDICINE/ NURSING

Name: \_\_\_\_\_

(Marks = \_\_\_\_\_ / 100)

i. Significant Proven Contributions to Medical Research, Leading to Advancements in Diagnosis, Treatment, or Prevention of Diseases (Mention Details) \_\_\_\_\_ / 30

ii. Fellowship of Professional Bodies \_\_\_\_\_ / 10

International	National
10	5

iii. Service in Difficult/ Hostile Areas (# of years) \_\_\_\_\_ / 15

More than 5	3-5	1-2
15	10	5

iv. Teaching and Mentorship (Mention contributions in imparting specialty skills to the next generation. e.g. Textbooks taught in curriculum etc.) \_\_\_\_\_ / 15

v. Number of Articles Published \_\_\_\_\_ / 10

Status of Journal	Q1 & Q2	Q3 & Q4
International	2 for each	1 for each

vi. Proven Impact on Socio-Economic Development \_\_\_\_\_ / 20

Tangible Impact on Economic Development	Proven Impact on Society	Impact on Social Development
10	5	5

Signature/stamp of the recommending authority

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  - (i) Invention used by the public, which has enhanced productivity.
  - (ii) High-quality book of original research, cited in reputed international journals or taught in foreign universities.
  - (iii) Discovery in the medical or engineering sectors which benefitted the public.
  - (iv) Medal in Olympics and Asian Games.

### LITERATURE

Name: \_\_\_\_\_

(Marks = \_\_\_\_\_ / 100)

i. **Authentic Prior Recognition/ Awards**

International	National	Provincial
25	15	5

\_\_\_\_\_ / 25

ii. **Books Published**

International Publisher	National Level Publisher	Local Publisher
15	10	5

\_\_\_\_\_ / 15

iii. **Books Purchased by Reputed Libraries (Mention details)**

International Library	National Level Library	Provincial Level Library
15	10	5

\_\_\_\_\_ / 15

iv. **Literary Work Quoted (For Writers, Literary Magazines & Websites/ For Poets, Sung by Singers)**

Ph.D. Thesis	M Phil Thesis
20	10

\_\_\_\_\_ / 20

v. **Services/ Significant Contributions**

Contribution to National Unity/ Harmony/ Counterterrorism	Contribution to Literature/ Society	Any Other Significant Contribution
10	10	5

\_\_\_\_\_ / 25

Signature/stamp of the recommending authority

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  - (i) Invention used by the public, which has enhanced productivity.
  - (ii) High-quality book of original research, cited in reputed international journals or taught in foreign universities.
  - (iii) Discovery in the medical or engineering sectors which benefitted the public.
  - (iv) Medal in Olympics and Asian Games.

### PERFORMING ARTS

Name: \_\_\_\_\_

(Marks = \_\_\_\_\_ / 100)

**i. Experience in Related Field (# of years)** \_\_\_\_\_ / 10

More than 20	16-20	11-15	5-10	Less than 5
10	8	6	4	2

**ii. Authentic Prior Recognition/ Awards** \_\_\_\_\_ / 25

International	Asian/ South Asian Region	National
25	20	10

**iii. Appearance on TV/ Social Media Hits/ Volumes Sold** \_\_\_\_\_ / 20

Significant	Frequent	Occasional
20	10	5

**iv. National Standing / Calibre** \_\_\_\_\_ / 15

Originality and Creativity	Technical Skill and Execution	Critical Acclaim
5	5	5

**v. Services/ Significant Contributions** \_\_\_\_\_ / 20

Contribution to National Unity/ Harmony/ Counterterrorism	Contribution to Literature/ Society	Any Other Significant Contribution
10	5	5

**vi. Education and Development of Aspiring Artists through Mentorship, Teaching, or Workshops  
(Mention details)** \_\_\_\_\_ / 10

Signature/stamp of the recommending authority

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  - (i) Invention used by the public, which has enhanced productivity.
  - (ii) High-quality book of original research, cited in reputed international journals or taught in foreign universities.
  - (iii) Discovery in the medical or engineering sectors which benefitted the public.
  - (iv) Medal in Olympics and Asian Games.

### SINGING

Name: \_\_\_\_\_

(Marks = \_\_\_\_\_ / 100)

i. Experience in Related Field (# of years) \_\_\_\_\_ / 10

More than 20	16-20	11-15	6-10	Less than 5
10	8	6	4	2

ii. Quality of Work/ Original Content Creation/ Innovation \_\_\_\_\_ / 20

Original Content			Remix	Reproducing Old Content
International Level	National Level	Regional Level		
20	15	10	10	5

iii. Social Media Presence (# of followers) \_\_\_\_\_ / 15

More than 2M	1-2M	0.5-1M	100K-0.5M	Less than 100K
15	12	10	5	2

iv. Genres of Work/ Variety and Range (Mention Details) \_\_\_\_\_ / 10

v. National Standing / Calibre \_\_\_\_\_ / 15

Originality and Creativity	Technical Skill and Execution	Critical Acclaim
5	5	5

vi. Authentic Prior Recognition/ Awards \_\_\_\_\_ / 10

International	Asian/ South Asian Region	National
10	8	5

vii. Additional Services/ Significant Contributions \_\_\_\_\_ / 20

Contribution to National Unity/ Harmony/ Counterterrorism	Contribution to Literature/ Society	Any Other Significant Contribution
10	5	5

Signature/stamp of the recommending authority

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  - (iii) Discovery in the medical or engineering sectors which benefitted the public.
  - (iv) Medal in Olympics and Asian Games.

### SPORTS

Name: \_\_\_\_\_

(Marks = \_\_\_\_\_ / 100)

**i. Experience in Related Field (# of years)** \_\_\_\_\_ / 10

More than 10	9-10	7-8	5-6	Less than 5
10	8	6	4	2

**ii. Skill Level (Only Fill either a or b)** \_\_\_\_\_ / 50

**a. Team Sports**

**1. Player Category**

Captain		Member		
National Team	Domestic Team	National Team	Domestic Team	Regional Team
20	10	10	5	3

**2. Individual Record/ Achievement**

International	National	Regional
15	10	5

**3. Contribution to the Success of National Team**

Outstanding	Significant	Occasional
15	10	5

**OR (b). Individual Sports**

**1. Highest Ranking Achieved**

International					Regional Asian/ SAARC				National			
No. 1	Top 5	Top 10	Top 50	Top 100	No. 1	Top 5	Top 10	Top 50	No. 1	Top 5	Top 10	Top 50
20	18	15	10	5	15	13	10	5	10	8	6	4

**2. Individual Record/ Achievement**

International	National	Regional
15	7	3

**3. Participation in Events**

International	National	Regional
15	10	5

**iii. Honours/ Laurels Earned** \_\_\_\_\_ / 40

International			National		
Gold Medal	Silver Medal	Bronze Medal	Gold Medal	Silver Medal	Bronze Medal
10 for each	7 for each	5 for each	5 for each	3 for each	2 for each

Signature/stamp of the recommending authority

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  - (i) Invention used by the public, which has enhanced productivity.
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  - (iii) Discovery in the medical or engineering sectors which benefitted the public.
  - (iv) Medal in Olympics and Asian Games.

### PHILANTHROPY

Name: \_\_\_\_\_

(Marks = \_\_\_\_\_ / 100)

**i. Years of Service** \_\_\_\_\_ / 15

More than 20	16-20	11-15	6-10	Less than 5
15	12	10	5	2

**ii. Organization Outreach** \_\_\_\_\_ / 20

National Level	Provincial Level	Regional Level
20	15	10

**iii. Recognition/ Awards** \_\_\_\_\_ / 15

International	National	Provincial	Regional
15	10	5	3

**iv. Services/ Significant Contributions** \_\_\_\_\_ / 30

Contribution to National Unity/ Harmony/ Counterterrorism	Population Benefitted by Free Services (Proven by Evidence)				Any Other Significant Contribution
	More than 10M	6-10M	1-5M	Less than 1M	
10	15	10	5	2	5

**v. Area where Free Services are Provided (Districts)** \_\_\_\_\_ / 20

Rural		Urban	
Hard/ Difficult	Semi-Hard	Neglected	General
20	15	10	5

Signature/stamp of the recommending authority

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  - (iv) Medal in Olympics and Asian Games.

### PUBLIC SERVICE

Name: \_\_\_\_\_

(Marks = \_\_\_\_\_ / 100)

i. Pay Scale \_\_\_\_\_ / 15

22 & 21	20	19	18 & 17
15	12	10	5

ii. Contribution in Policy Making \_\_\_\_\_ / 20

High	Mid	Low
20	15	10

iii. Services/ Significant Contributions \_\_\_\_\_ / 20

Contribution to Social-Economy Sectors	Innovation / Contribution to Public Service Delivery	Any Other Significant Contribution
10	5	5

iv. Any Service Extended Beyond the Call of Duty (Mention Details) \_\_\_\_\_ / 25

v. Reputation (Fairness, Honesty, Impartiality and Integrity) \_\_\_\_\_ / 20

Excellent	Very Good	Good	Fair	Average
20	15	10	5	3

Signature/stamp of the recommending authority

## CRITERION FOR EVALUATION

**Note:-** The emphasis will not be on routine career achievements. The two main factors will be:

- (a) Achievements which have proven to benefit the society/ public.
- (b) Achievement is exceptional and manifested. Examples include:
  - (i) Invention used by the public, which has enhanced productivity.
  - (ii) High-quality book of original research, cited in reputed international journals or taught in foreign universities.
  - (iii) Discovery in the medical or engineering sectors which benefitted the public.
  - (iv) Medal in Olympics and Asian Games.

### RELIGIOUS SCHOLAR/ FIGURE

Name: \_\_\_\_\_

(Marks = \_\_\_\_\_ / 100)

i. Experience in Related Field (# of years) \_\_\_\_\_ / 15

More than 25	21-25	16-20	10-15	Less than 10
15	12	10	5	2

ii. Participation in Various Events \_\_\_\_\_ / 10

International	National	Regional
10	7	4

iii. Publications \_\_\_\_\_ / 30

Books	Research Papers	Articles
3 for each	2 for each	1 for each
Max 30	Max 20	Max 10

iv. Authentic Prior Recognition/ Awards \_\_\_\_\_ / 15

International	National	Regional
15	10	5

v. Significant Contributions in Various Fields \_\_\_\_\_ / 20

Counterterrorism	Countering Religious Extremism	Inter-Faith Harmony/ Unity
10	5	5

vi. Outstanding Services/ Contributions (Mention Details) \_\_\_\_\_ / 10

Signature/stamp of the recommending authority