

## **Padma Awards 2017**

- The process of receiving the recommendations/nominations for the Padma Awards 2017 started w.e.f 1<sup>st</sup> May, 2016. Last date for receipt of the nominations for the Padma Awards, 2017 is 15<sup>th</sup> September 2016.
- Nominations received after 15<sup>th</sup> September 2016 will not be considered.
- Nominations/Recommendations for the Padma Awards 2017 are to be sent only online on the platform ([www.padmaawards.gov.in](http://www.padmaawards.gov.in)). No other mode of nominations/recommendations will be accepted.
- For sending the Nominations/Recommendations, please visit our portal [www.padmaawards.gov.in](http://www.padmaawards.gov.in)
- The steps for sending Nominations/Recommendations, in brief, are as under:-

### **Instructions for online Recommendations/Nominations BYAUTHORITY/ CITIZEN**

Home Page of the Padma award website contains two option for nomination, one is “**By Authority**” and the other “**By Citizen**”.

- (i) If as a citizen, you want to nominate self for award, then choose “**By Citizen**” option and follow the step of registration.
- (ii) If as an authority, you want to nominate others for award, then choose option “**By Authority**” and follow the process of registration and nomination.

## **Steps for filling online Nominations / Recommendations**

### **BY AUTHORITY**

1. In case of authority, please Click on 'BY AUTHORITY'.
2. Select from the list of the authorities and proceed to registration/login process.
3. Union Cabinet Minister/MoS(IC)/MoS/Ministries/Departments of Government of India and Governors/Chief Ministers/States/Union Territories can proceed through their designated User ID and Password, which have been provided through email by the Ministry of Home Affairs.
4. The other Authorities can register themselves through the following steps: -
  - Click on 'Register' button and then fill up Name, Gender, Date of Birth, email ID, Mobile No. and other columns.
  - Choose your own login ID and password (which may be carefully noted as it will be required for making recommendation every time). Press register button.
  - Site will redirect to the login page.
  - Once you enter your login Id and password and pressed 'submit', it will redirect to the next page. In the meanwhile, you will receive an OTP(one time password) on your mobile. (OTP remains for 8 hours)
  - Fill 'OTP' received on your registered mobile no.

- After entering OTP – home screen will appear which contains two options ‘Existing Nomination’ and ‘New Nomination’.
- In case, name already exists in the ‘Existing Nomination’ list and you want to recommend the same, select the said nominee and upload your recommendation letter/documents (in PDF format). This will complete the nomination process for the existing nominee.
- In case it is a fresh nomination, please click on ‘New Nomination’.
- It will lead you to the next page.
- Please fill in all the details about the nominee in the prescribed format.
- After all the details have been filled in, click ‘Next’ which will lead to the next page i.e. ‘Citation’.
- The citation should not be more than 800 words. The other fields on this page should not be more than 250 words.
- It may be noted that this page will not accept any of these Special Characters namely { } & ` ~ | ^ # ! [ ] \ < > \$ % “ ”
- After all details have been filled in, please press ‘Save & Next’.
- Please upload the recent photograph of the nominee and recommendation letter.
- You can save it as draft for any further modification.

- Please recheck the entries and then click 'Final Submit'. This will be the 'Final Submission' and thereafter entries cannot be modified.
5. This completes the nomination process.

### BY CITIZEN

1. In case of citizen, please Click on 'BY CITIZEN' button.
  - Click 'Register' button and fill up Name, Gender, Aadhar No., Date of Birth, Mobile No., email ID and other columns.
  - Choose your own login ID and password (which may be carefully noted as it will be required by you for making your nomination and uploading recommendation letters). Press register button.
  - Site will redirect to the login page.
  - Once you enter your login Id and password and pressed 'submit', it will redirect to the next page. In the meanwhile, you will receive an OTP (one-time password) on your mobile. (OTP remains for 8 hours)
  - Please fill in the OTP, which will lead you to the menu page.
  - Menu page contains five buttons
    - (i) Nomination form
    - (ii) Edit/Modify Nomination
    - (iii) Upload New recommendation letters
    - (iv) Print/ Preview Nomination
    - (v) Change Password

- For self nomination, please fill all your details in the prescribed format.
- After all the details have been filled in, click 'Next' which will lead to the next page of citation.
- The citation should not be more than 800 words. The other fields on this page should not be more than 250 words.
- It may be noted that this page will not accept any of these Special Characters namely { } & ` ~ | ^ # ! [ ] \ < > \$ % “ ”
- After all details have been filled in, please press 'Save & Next'.
- Please upload your recent photograph and recommendation letters, if any.
- You can save it as draft for any modification.
- Please recheck the entries and then click 'Submit'. This will be your 'Final Submission' and there after entries cannot be modified.

2. This completes the nomination process.

- Note:-*
- (i) *'Foreigners/NRI/PIO' can register without Aadhar No.*
  - (ii) *Please do not make nominations of the same person more than once.*