

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Government of Pakistan
CABINET DIVISION
(Post Code No. 44000)

Islamabad, the 27th December, 2021

Additional Secretary-I
Tele : 051-9211152

Subject: RECOMMENDATIONS FOR CONFERMENT OF PAKISTAN CIVIL AWARDS-2022

Dear Sir/Madam,

Pakistan Civil Awards are conferred by the President, Islamic Republic of Pakistan under Article 259(2) of the Constitution of the Islamic Republic of Pakistan, 1973. These Awards are announced on the Independence Day, 14th August every year, whereas Investiture Ceremonies are held at Aiwan-e-Sadr, Provincial Headquarters, JSHQ / GHQ and Missions abroad on the subsequent Pakistan Day, 23rd March. Recommendations for Foreign Nationals & Pakistani National living abroad are made by the Ministry of Foreign Affairs.

2. Detailed instructions, compiled in the booklet form titled '*General Instructions and Legal Provisions for Making Recommendations for Pakistan Civil Awards*' are enclosed, as guidelines (Annex-I). The same instructions alongwith Recommendation Form and Quantified Proforma are also available on the Cabinet Division's website (www.cabinet.gov.pk). The guidelines, issued vide Cabinet Division, Islamabad D.O.No.8/4/2021-Awards-I, dated 3rd November, 2021, under the directions of Award Committees, may also be observed in letter and spirit (Annex-II).

3. **Nominations must be scrutinized by the scrutiny committees, already constituted by the Federal Ministries / Divisions & Provincial Governments**, for the purpose, before forwarding the same to Cabinet Division. Moreover, an officer may be nominated to act as Coordinator / Focal Person, for further correspondence. His / her designation and contact number(s) alongwith postal and e-mail addresses may also be communicated.

4. The recommendations for Pakistan Civil Awards-2022 alongwith forty five (45) hard and a soft copy of Nomination form(s), Citation(s) in Urdu and English containing 250-300 words, incorporating date of birth, place of birth, education, institute and relevant Recommendation Form and Quantified Proforma, duly signed / stamped, by the competent authority, must reach at the Cabinet Division (Section Officer Awards-I, Room No. 1063, Cabinet Block, Cabinet Division, Islamabad, Phone No. 051-9203013 / Fax No. 051-9206525, E-mail address so.awards@gmail.com), not later than **15th April, 2022**, positively. In case of no recommendation(s), a 'NIL' report may also be sent to this Division.

: 2 :

5. Furthermore, Prime Minister of Islamic Republic of Pakistan has been pleased to direct submission of recommendations invariably one month prior to announcement for conferment of civil awards (copy enclosed). Therefore, the nominations, completed in all aspects must reach Cabinet Division till 15th April 2022 for subsequent holding of meetings of Awards Committees at Cabinet Division to complete the process, well in time as desired by the Prime Minister of Pakistan. Moreover, if the recommendations for conferment of Pakistan Civil Awards-2022 are delayed from the cut-off date, due to any reason, the nominating agencies must send the same to the Cabinet Division through Prime Minister's Office. Nominations received after or on the day of conduct of concerned award committee meeting will not be entertained.

with warm regards!

Yours' sincerely,



(EAZAZ A. DAR)

Federal Ministers (Chair of the Awards Committees)
All Secretaries/ Addl. Secretaries Incharge of the Ministries/Divisions
Chief Secretaries of the Provincial Governments
Heads of Department concerned



Joint Secretary (Awards)
Tele : 051-9202912

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

F. No. 8/4/2021-Awards-I
Government of Pakistan
CABINET DIVISION
(Post Code No. 44000)
Islamabad, the 3rd November, 2021

SUBJECT: GENERAL INSTRUCTIONS REGARDING NOMINATIONS FOR PAKISTAN AWARDS (CIVIL)

Dear Sir/Madam,

During the meetings of Awards Sub-Committees and Main Award Committee of the year 2021, a few of the observations were recorded, which need to be addressed and taken into consideration for finalizing the nominations for the next year 2022. The main points/observations are as under:-

S. #	Points/Observations	Action by
a.	Ministry of Foreign Affairs to seek opinions/suggestions of relevant Ministries/Departments while recommending any nominations.	Ministry of Foreign Affairs
b.	All nominations from Ministry of Foreign Affairs must be included in the field of services to Pakistan.	- Do -
c.	The process of selection of nominations by the nominating agencies must be improved by applying more efforts and ensuring transparency. All nominating agencies must verify the claim of nominee's achievements from relevant Ministries/Departments and provide the documentary proof to this effect.	All nominating agencies.
d.	The quality of citations of nominees is not up to the mark, which needs to be improved. All nominating agencies to ensure best quality of citations while shortlisting the nominations.	- Do -
e.	The relevant forum for considering Civil Servant's award is Secretaries Committee.	- Do -
f.	In order to maintain respect and prestige of the national awards, nominees with outstanding performance, supported by relevant documents, should be recommended.	- Do -
g.	More weightage should be given to nominees who are alive, however, posthumous awards should only be given to internationally reputed personalities.	- Do -
h.	Nominating agencies must exercise due care/attention while recommending the nomination through scrutiny committees.	- Do -
i.	The research work/extra ordinary performance by the nominees should be supported by commercial patents / innovations, which have the socio-economic impact for the country.	- Do -

Contd. P.2

j.	Nominating agencies should exercise high professional standards, while recommending nominations and ensure verification of nominees' work claimed. Moreover, marks in the innovation column of quantified proforma must be supported by the documentary proof, verified by relevant government forums/agencies.	- Do -
k.	Nominating agencies must include independent experts in their scrutiny respective committees, in order to achieve the highest level of merit and transparency.	- Do -
l.	Youngsters must be nominated in order to encourage the youth to work beyond the call of duty.	- Do -
m.	Ministry of Science & Technology to revise Quantified Proforma, in consultation with Higher Education Commission, Ministry of Education & Professional Training, Pakistan Agriculture Research Council, Pakistan Engineering Council etc., duly verified by the Chairman and submit the same to the Cabinet Division for approval of the Prime Minister.	Ministry of Science & Technology.

2. Forwarded for necessary action and future compliance, please.

Yours' sincerely,



Brig.

(Hammad Amjad)

All Secretaries/Addl. Secretaries Incharge of the Ministries/Divisions.

Chief Secretaries of the Provincial Governments.

Heads of Department concerned.

PRIME MINISTER'S OFFICE
ISLAMABAD

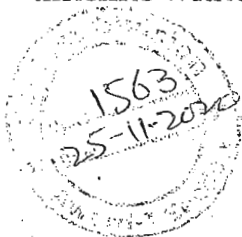
Annex III

Subject: CONFERMENT OF CIVIL AWARDS

Pakistan Civil Awards are conferred by the President, Islamic Republic of Pakistan under the provisions of Article 259 of the Constitution of Pakistan read with the Decorations Act, 1975 on individuals for distinction in the different fields. The Civil Awards are announced once a year i.e. on the 14th August, while the investiture for these awards takes place on the 23rd March every year.

2. To objectively assess the nominations received in this behalf, multiple committees are working that consider the nominees on the basis of objective criteria already in field. The Main Awards Committee, besides making its own recommendations in certain fields, also finalizes the recommendations received from Sub-Committees. While an elaborate process for consideration of nominations is already in place, the final recommendations of the awards are normally received so late that careful consideration of the nominations at the level of Prime Minister is hardly feasible.

3. In view thereof, the Prime Minister has been pleased to direct that henceforth, the Cabinet Division shall ensure submission of recommendations, duly finalized by Main Awards Committee, to the Prime Minister invariably one month prior to announcement for conferment of awards. The Cabinet Division shall issue necessary instructions to all concerned, including heads of the Main Awards Committee/ Sub-Committees, and ensure compliance of the aforesaid timeline without fail.



Cabinet Secretary

No. 5225/17/3 PM/2020

(Muhammad Azam Khan)
Secretary to the Prime Minister

23 November, 2020

By No. 147
Dated 24-11-2020
By No. 713
Dated 25-11-2020
By No. 208
Dated 24-11-2020
By No. 208
Dated 24-11-2020