



Special Secretary
Tele : 051-9211152

Islamabad, the 26th February, 2024

SUBJECT: NOMINATIONS FOR PAKISTAN CIVIL AWARDS-2024

Dear Sir/Madam,

Pakistan Civil Awards are conferred under the provisions of Article 259(2) of Constitution of Islamic Republic of Pakistan, read with the Decorations Act 1975 and Item No. 11A of Schedule V-B of the Rules of Business, 1973, upon the most meritorious and distinguished Pakistani citizens and foreign nationals every year to acknowledge their exceptional achievements / services to Pakistan. The policy guidelines for recommending and processing Civil Awards have been issued from time to time. To uphold the prestige and sanctity of the highest National Awards, the Prime Minister has approved the Revised "Policy/Guidelines for Civil Awards – 2024" and "Quantified Proformae for Evaluation". The aim is to ensure that the most outstanding persons with irrefutable credentials/achievements are selected. Therefore, the guidelines and proformae have been improved and updated to focus on 'benefit to public' and 'excellence', rather than routine achievements. In addition, more clarity has been brought in defining the role of the Nominating Agencies and committees, for greater transparency and objectivity.


2. The revised "**POLICY AND GUIDELINES FOR CIVIL AWARDS – 2024**" are enclosed for making nominations for Pakistan Civil Awards henceforth. This includes revised Awards Policy and Guidelines, Quantified Proformae, Awards Sub-Committees and Main Awards Committee. The main points are mentioned as under:-

- i. Specified nominating agencies shall constitute and notify the "*Scrutiny Committee*" and "*Awards Recommending Committee*", as required by para 3(c) of revised Policy and Guidelines.
- ii. Nomination for Pakistan Civil Awards from specified nominating agencies shall first be scrutinized by the Scrutiny Committees.
- iii. Then nominations will be evaluated and recommended by the Awards Recommending Committees.

- iv. Quantified Proformae for the relevant field shall be duly filled (no column to be left blank).
- v. Citations (300-350) of the nominee must contain a lucid and precise account of the achievements in the respective field, besides containing aspects like personal biodata, qualification, experience, impact on society and any previous authentic recognition award, etc. A soft copy of the citation, both in English and Urdu (M.S. Word and Inpage) should also be provided in a flash drive.
- vi. Citation and Quantified Proforma shall be the signed by the Chairman of the Award Recommendation Committee (Federal Secretary/Provincial Chief Secretary).
- vii. 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.

3. It is requested that the revised Awards Policy and Guidelines may be followed in letter and spirit for nomination process and be sent to all concerned, and may also be placed on website for wide circulation.

4. Nominations for Pakistan Civil Awards-2024 along with forty-five (45) hard and soft copies of the Recommendation Form, relevant Quantified Proformae, Citation(s) in English and Urdu containing 250-300 words along with minutes of the Award Recommending Committee meeting must reach the Cabinet Division latest by **30th April, 2024**.


(Sajid Baloch)
Special Secretary
26/2/24

All Secretaries/Addl. Secretaries Incharge of the Ministries/Divisions.
Chief Secretaries of the Provincial Governments.
Heads of Department concerned.

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 31st 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 15th 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 15th 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 20th 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 30th 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 15th 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 (14th August) through print and electronic media.
- p. After 14th 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.

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

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 (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

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 (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

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.

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

CRITERION FOR EVALUATION

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- (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.

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

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.

LITERATURE

Name: _____

(Marks = _____ / 100)

i. **Authentic Prior Recognition/ Awards** _____ / 25

International	National	Provincial
25	15	5

ii. **Books Published** _____ / 15

International Publisher	National Level Publisher	Local Publisher
15	10	5

iii. **Books Purchased by Reputed Libraries (Mention details)** _____ / 15

International Library	National Level Library	Provincial Level Library
15	10	5

iv. **Literary Work Quoted (For Writers, Literary Magazines & Websites/ For Poets, Sung by Singers)** _____ / 20

Ph.D. Thesis	M Phil Thesis
20	10

v. **Services/ Significant Contributions** _____ / 25

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

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.

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

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.

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

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.

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

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.

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

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.

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

RECOMMENDATION FORM

Photograph

1.5 x 1.5

RECOMMENDATION FOR THE GRANT OF PAKISTAN CIVIL AWARD

1.	Name of Ministry/Division/Provincial or Regional Government or any other Office	
2.	(i) Award recommended	
	(ii) Field	

PARTICULARS OF RECOMMENDEE

(i)	Name (in English):		(ix)	Domicile:	
(ii)	Name (in Urdu):		(x)	Nationality/ies:	
(iii)	Father's Name:		(xi)	Religion:	
(iv)	CNIC:		(xii)	Office No:	
(v)	Date of Birth:		(xiii)	Residence No:	
(vi)	Place of Birth:		(xiv)	Mobile:	
(vii)	Age:		(xv)	WhatsApp:	
(viii)	Province:		(xvi)	Email:	
(xvii)	Postal address of the Recommendee: (In case of a posthumous award, please indicate the name, mobile number, full address of next of kin and relation with the recommende)				
(xviii)	Education (Highest Degree)	(Higher level Education)			
		Degree	Passing Year	Board / University	
(xix)	Professional Experience:	Field:			
		No of years:			
(xx)	Any honour or award already held with the date of conferment (Including awards withdrawn in 1973)				
(xxi)	It is certified that the nominee has not been conferred any Civil Award during the last five years. If received, mention the reasons for nominating with an exception clearly.				

Signature & Stamp

Chairman Award Recommending Committee

**COMPOSITION & TORs OF SCRUTINY COMMITTEE AT
CABINET DIVISION LEVEL**

1.	Director M-II (Military Wing)	Chairman
2.	Deputy Secretary (Awards)	Member
3.	Section Officer (Awards-I)	Member
4.	Section Officer (Awards-II)	Member
5.	Assistant-I, Awards-I Section	Member
6.	Assistant-II, Awards-I Section	Member

**TERMS OF REFERENCE (TORS) FOR SCRUTINY COMMITTEE
AT CABINET DIVISION LEVEL**

The committee will be responsible for checking the following: -

- a. Mandatory documents are complete in all respects and also verified by the Heads of the concerned Nominating Agencies.
- b. The original set of documents is signed by the Federal/Chief Secretary along with 45 copies of the original set.

**COMPOSITION OF AWARDS SUB-COMMITTEE ON
SCIENCE, ENGINEERING & EDUCATION**

1.	Minister for Science and Technology	Chairman
2.	Secretary, Ministry of Science and Technology	Vice Chairman
3.	Chairman, Higher Education Commission	Member
4.	Secretary, Federal Education and Professional Training Division	Member
5.	Chairman, Pakistan Atomic Energy Commission	Member
6.	Secretary General, Pakistan Academy of Sciences	Member
7.	Secretary, National Food Security & Research Division	Member
8.	Secretary, Information Technology & Telecommunications Division	Member
9.	Secretary, Ministry of National Health Services, Regulations & Coordination	Member
10.	Chief Secretary, Govt. of the Punjab	Member
11.	Chief Secretary, Govt. of Sindh	Member
12.	Chief Secretary, Govt. of Khyber Pakhtunkhwa	Member
13.	Chief Secretary, Govt. of Balochistan	Member
14.	Chief Secretary, Gilgit-Baltistan	Member
15.	Chief Secretary, Govt. of Azad Jammu & Kashmir	Member
16.	Chairman, Pakistan Agriculture Research Council	Member
17.	Chairman, Pakistan Engineering Council	Member
18.	Additional Secretary, Ministry of Defence Production	Member
19.	Additional Secretary-I, Cabinet Division	Member
20.	Joint Secretary (EA), Prime Minister's Office	Member
21.	Joint Secretary (Awards), Cabinet Division	Member/ Secretary
22.	Two Renowned Experts/Professionals from civil society in the field of Science (Members to be decided by the Chairman/Vice Chairman of the Committee in consultation with the Cabinet Division).	Co-opted Member
23.	Two Renowned Experts/Professionals from civil society in the field of Engineering (Members to be decided by the Chairman/Vice Chairman of the Committee in consultation with the Cabinet Division).	Co-opted Member
24.	Two Renowned Experts/Professionals from civil society in the field of Education (Members to be decided by the Chairman/Vice Chairman of the Committee in consultation with the Cabinet Division).	Co-opted Member
25.	Two Renowned Experts/Professionals from civil society in the field of Medicine (Members to be decided by the Chairman/Vice Chairman of the Committee in consultation with the Cabinet Division).	Co-opted Member

TOR: To recommend the most suitable nominees for appropriate Civil Award in the fields of Science, Engineering I.T, Education & Medicine Health.

COMPOSITION OF AWARDS SUB-COMMITTEE ON ARTS & LITERATURE

1. Minister for National Heritage and Culture	Chairman
2. Secretary, Ministry of National Heritage and Culture	Vice Chairman
3. Secretary, Information and Broadcasting Division	Member
4. Secretary, Religious Affairs and Inter-Faith Harmony Division	Member
5. Secretary, Climate Change Division	Member
6. Chairman, Pakistan Academy of Letters	Member
7. Chief Secretary, Govt. of the Punjab	Member
8. Chief Secretary, Govt. of Sindh	Member
9. Chief Secretary, Govt. of Khyber Pakhtunkhwa	Member
10. Chief Secretary, Govt. of Balochistan	Member
11. Chief Secretary, Govt. of Gilgit Baltistan	Member
12. Chief Secretary, Govt. of Azad Jammu & Kashmir	Member
13. Representative of National and Provincial Arts Councils	Member
14. Chairman, Pakistan Sports Board	Member
15. Representative of Pakistan Olympics Association	Member
16. Additional Secretary-I, Cabinet Division	Member
17. Joint Secretary (IA-III), Prime Minister's Office	Member
18. Joint Secretary (Awards), Cabinet Division	Member/ Secretary
19. Two Renowned Experts/Professionals from civil society in the field of Arts (Members to be decided by the Chairman/ Vice Chairman of the Committee in consultation with Cabinet Division).	Co-opted Member
20. Two Renowned Experts/Professionals from civil society in the field of Literature (Members to be decided by the Chairman/ Vice Chairman of the Committee in consultation with Cabinet Division).	Co-opted Member

TOR: To recommend the most suitable nominees for appropriate Civil Award in the fields of Arts, Literature, Sports and Journalism.

**COMPOSITION OF AWARDS SUB-COMMITTEE ON SOCIAL/WELFARE WORK,
PHILANTHROPY AND PUBLIC SERVICE**

1.	Minister for Human Rights	Chairman
2.	Secretary, Ministry of Human Rights	Vice Chairman
3.	Secretary, Establishment Division	Member
4.	Secretary, Ministry of Finance	Member
5.	Secretary, Ministry of Climate Change	Member
6.	Secretary, Ministry of Industries	Member
7.	Secretary, Revenue Division	Member
8.	Secretary, Religious Affairs and Inter-Faith Harmony Division	Member
9.	Secretary, National Heritage and Culture Division	Member
10.	Secretary, Ministry of Health Services, Regulations & Coordination	Member
11.	Member (IR), Federal Board of Revenue	Member
12.	Chief Secretary, Govt. of the Punjab	Member
13.	Chief Secretary, Govt. of Sindh	Member
14.	Chief Secretary, Govt. of Khyber Pakhtunkhwa	Member
15.	Chief Secretary, Govt. of Balochistan	Member
16.	Chief Secretary, Govt. of Gilgit-Baltistan	Member
17.	Chief Secretary, Govt. of Azad Jammu & Kashmir	Member
18.	Additional Secretary-I, Cabinet Division	Member
19.	Joint Secretary (IA-II), Prime Minister's Office	Member
20.	Joint Secretary (Awards), Cabinet Division	Member/ Secretary
21.	Two Renowned Experts/Professionals from civil society in the field of Social/Welfare work/ Philanthropy (Members to be decided by the Chairman/Vice Chairman of the Committee in consultation with Cabinet Division).	Co-opted Member
22.	Two Renowned Experts/Professionals from civil society in the field of Public Service (Members to be decided by the Chairman/Vice Chairman of the Committee in consultation with Cabinet Division).	Co-opted Member
TOR:	To recommend the most suitable nominees for appropriate Civil Award in the fields of Social/Welfare Work, Philanthropy and Public Service, keeping in view the genders, minorities and special persons as received from specified nominating agencies.	

COMPOSITION OF AWARDS SUB COMMITTEE ON GALLANTRY

1.	Minister for Interior	Chairman
2.	Secretary, Ministry of Interior	Vice Chairman
3.	Secretary, Ministry of Defence	Member
4.	Director General, Intelligence Bureau	Member
5.	Director General, National Police Bureau	Member
6.	Chief Secretary, Govt. of the Punjab	Member
7.	Chief Secretary, Govt. of Sindh	Member
8.	Chief Secretary, Govt. of Khyber Pakhtunkhwa	Member
9.	Chief Secretary, Govt. of Balochistan	Member
10.	Chief Secretary, Govt. of Azad Jammu & Kashmir	Member
11.	Chief Secretary, Govt. of Gilgit-Baltistan	Member
12.	Additional Secretary-I, Cabinet Division	Member
13.	Joint Secretary (EA), Prime Minister's Office	Member
14.	Joint Secretary (Awards), Cabinet Division	Member/Secretary

TOR: To recommend the most suitable nominees for appropriate Civil Award in the field of Gallantry.

COMPOSITION OF MAIN AWARDS COMMITTEE

1.	Minister for Planning & Reforms	Chairman
2.	Cabinet Secretary	Vice Chairman
3.	Secretary, Ministry of Interior	Member
4.	Secretary, Ministry of Information & Broadcasting	Member
5.	Secretary, Ministry of Science & Technology	Member
6.	Secretary, Religious Affairs and Inter-Faith Harmony Division	Member
7.	Secretary, National Heritage and Culture Division	Member
8.	Secretary, Ministry of Foreign Affairs	Member
9.	Secretary, Ministry of Defence	Member
10.	Secretary, Inter-Provincial Coordination	Member
11.	Secretary, Ministry of Human Rights	Member
12.	Chairman, Pakistan Academy of Letters	Member
13.	Chairman, Higher Education Commission	Member
14.	Chief Secretary, Govt. of the Punjab	Member
15.	Chief Secretary, Govt. of Sindh	Member
16.	Chief Secretary, Govt. of Khyber Pakhtunkhwa	Member
17.	Chief Secretary, Govt. of Balochistan	Member
18.	Chief Secretary, Govt. of Gilgit-Baltistan	Member
19.	Chief Secretary, Govt. of Azad Jammu & Kashmir	Member
20.	Renowned Experts (Co-opted by the Committee)	Member
21.	Additional Secretary, Prime Minister's Office	Member
22.	Additional Secretary-I, Cabinet Division	Member
23.	Joint Secretary (Awards), Cabinet Division	Member/ Secretary
24.	Two Renowned Experts/Professionals from civil society in each of a specified field (decided by the Chairman/ Vice Chairman of the Committee in consultation with Cabinet Division).	Co-opted Member

TOR:

1. Review Sub-Committee approved cases and finalize recommendations.
2. Recommend the most suitable nominees for appropriate Civil Award in the field of Service to Pakistan (Foreign Nations/Overseas Pakistani), keeping in view the genders, minorities and special persons as received from specified nominating agencies.