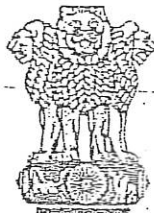


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CODE OF PROCEDURE

AS AMENDED WITH EFFECT FROM: 24th JANUARY, 2017

**NATIONAL AWARD
FOR
OUTSTANDING FIELDWORK
IN ERADICATING UNTOUCHABILITY AND COMBATING
OFFENCES OF ATROCITIES AGAINST MEMBERS OF
SCHEDULED CASTES**



सत्यमेव जयते

**GOVERNMENT OF INDIA
MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT
DEPARTMENT OF SOCIAL JUSTICE AND EMPOWERMENT
www.socialjustice.nic.in**

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Section – I: Description of the Award

1. The National Award shall be given to Non-Governmental Organizations (NGOs) or individual Human Rights Activists who have done outstanding fieldwork in the area of eradicating untouchability and in combating offences of atrocities under the Protection of Civil Rights Act, 1955 (PCR Act) and the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989 (PoA Act).
2. There shall be Four Awards every year. Award to individual activist shall carry an amount of Rs.2.00 lakhs and to an Institution shall carry an amount of Rs.5.00 lakhs. The Award will be given to outstanding NGOs or Human Rights Activists in each of the four regions of the country namely North, South, East and West) for rendering yeomen services in the said fields.
3. The Award may be presented jointly or shared by more than one recipient or organisation as may be considered by the Jury to be equally deserving of recognition in a given year.
4. Normally the Award will not be presented posthumously. If, however, the death occurred subsequent to a proposal having been submitted to the jury in the manner stipulated in this Code, then the Award may be presented posthumously.
5. A Screening Committee and finally the Selection Committee constituted for the purpose shall consider the achievement of the NGOs and the Individual Human Rights Activists nominated/recommended for the Award by the prescribed authority. The outstanding fieldwork in the area of eradicating untouchability and combating offences of atrocities shall be the primary consideration in identifying the Awardee.

Section – II: Eligibility for Award

1. The Award is open to all Indian NGOs and Human Rights Activists without any distinction or discrimination on grounds of race, sex, caste or creed.
2. To be eligible for the Award, it would ordinarily be necessary that an NGO and the Human Rights Activists is recommended in writing by someone competent therefor in accordance with Section – IV of this Code.
3. Personal applications for the Award shall not be considered by the Screening Committee and the Selection Committee.

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Section – III: Periodicity of the Award

1. The Award shall be instituted in the year 2016 and conferred annually as far as possible. However, owing to certain administrative and operational factors, the award can be clubbed for several years.
2. If it is considered that none of the proposals that have been made, merit recognition, the Screening Committee and the Selection Committee will be free to withhold the Award for that year.
3. Only recent achievements or contributions made within two years immediately preceding the nomination shall be considered for the Award. However, older work may be considered if its significance has become apparent only recently. The award shall not be conferred in appreciation of the activity which is older than two years from the date of nomination for the award.

Section – IV: Competence to Submit Proposals

1. Competence to submit proposals for the Award shall be of :

- (i) Ministries of the Government of India. The proposal is required to be signed by an officer not below the level of Joint Secretary.
- (ii) The State Governments/Union Territory Administrations with approval of the Principal Secretary/Secretary of the concerned Department or the District Magistrate of the concerned District.
- (iii) Member of Parliament, Lok Sabha of the concerned constituency and Member of Parliament, Rajya Sabha of the concerned State.
- (iv) Registered NGOs working for development of the Scheduled Castes since last five years with clear credentials and not a Member of the Screening Committee or the Selection Committee.

2. A circular letter to the Central Ministries, State Governments and Union Territory Administrations will be generally annually issued by the Department of Social Justice and Empowerment, the Ministry of Social Justice and Empowerment, inviting nominations in accordance with the provisions of Sub-section 1 above. The requisite information shall be obtained in the prescribed proforma at Annexure – I (for NGOs) and Annexure – II (for Individual Human Rights Activists). Besides, advertisement would also be given in a few newspapers, as well as uploaded on the website of the Department of Social Justice and Empowerment, Ministry of Social Justice and Empowerment.



3. Consideration of proposals:

The Screening Committee and the Selection Committee shall consider nominations received for the award. The nominations shortlisted by the Screening Committee shall be finally decided for the awards, by the Selection Committee.

Section - V : Evaluation of Proposals

1. No work, achievement or contributions shall merit an Award unless in the opinion of the Screening Committee and the Selection Committee it is outstanding in promoting or contributing to the cause of protecting the Civil Rights and preventing offences of atrocities against members of Scheduled Castes. While considering the nominations the broad parameters as detailed in Section I shall be kept in view.

2. A widely recognized and acclaimed mass movement organized by the NGO or an individual Human Rights Activist to eradicate untouchability and combat/ prevent offences of atrocities against members of Scheduled Castes which had made considerable impact in the society, may also be taken into consideration while deciding an award.

Section – VI : Screening of proposals

1. The screening of the responses received for the Award for the year shall be done by a Screening Committee appointed by the Ministry of Social Justice and Empowerment, Department of Social Justice and Empowerment, for this purpose.
2. The Screening Committee shall consist of six members who shall all be Indian nationals.
3. The Special Secretary/Additional Secretary, Department of Social Justice and Empowerment, Ministry of Social Justice & Empowerment, Government of India shall be the Chairperson of the Screening Committee. The other Members of the Screening Committee shall be:
 - (i) The Joint Secretary, Ministry of Law and Justice, Department of Legal Affairs;
 - (ii) The Joint Secretary (CS), SC and ST Cell, Ministry of Home Affairs;
 - (iii) The Joint Secretary, Tribal Affairs;
 - (iv) Two Representatives from the registered NGOs which are doing outstanding work in creating awareness generation and assisting atrocity victims. However, such NGOs shall not submit proposals for the Award nor be represented by their representatives as Members on the Screening Committee or the Selection Committee.
 - (v) The Joint Secretary, Scheduled Castes Development Division, Department of Social Justice and Empowerment, Ministry of Social Justice and Empowerment, (*Member – Secretary*).

4. Non-official Members of the Screening Committee shall be appointed for a period of three years. After the expiry of three years, such nominated members shall retire. The retiring persons shall, however, be eligible for re-appointment.

5. If a nominated non-official member of the Screening Committee retires or dies or otherwise resigns or demits his/her membership before the expiry of the terms of his office, another member shall be appointed in his/her place for the unexpired period of that term.

6. The non-official members of the Screening Committee shall be entitled to travelling and Daily allowance as admissible to a Joint Secretary to Government of India. However, air travel by the shortest route shall be performed only be economy class and only by such airlines by which Central Government Officers are permitted to travel without exemption.

7. No vacancy in the Screening Committee or absence of any member in the meeting of the Screening Committee shall render the Committee or its decisions invalid.

8. Decisions of the Screening Committee shall be final and shall not be subject to confirmation by any other authority and no appeal or protest would lie against the Screening Committee.

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Section – VII: Selection of Awardee

1. The final selection for the Award shall be made by the Selection Committee constituted by the Department of Social Justice and Empowerment, Ministry of Social Justice and Empowerment.
2. The Selection Committee shall consist of nine Members who shall be Indian Nationals.
3. The Union Minister for Social Justice and Empowerment shall be the Chairperson of the Selection Committee. The other Members of the Selection Committee shall be the following:
 - (i) The Chairperson, National Commission for Scheduled Castes(NCSC) or a Member of NCSC nominated by the Chairperson of the NCSC;
 - (ii) The Chairperson, National Commission for Safai Karamcharis(NCSK); or a Member of NCSK nominated by the Chairperson, NCSK.
 - (iii) The Chairperson, National Human Rights Commission (NHRC) or a Member of the NHRC nominated by the Chairperson, NHRC;

- (iv) Two Members of Parliament belonging to Scheduled Castes, as suggested by the Ministry of Parliamentary Affairs, for three years or till their term/nomination in the concerned House, whichever is earlier;

(v) Two Members from amongst the Heads of reputed NGOs to be nominated by the Department of Social Justice and Empowerment, Ministry of Social Justice and Empowerment for three year;

(vi) Two Members from amongst human rights activists, to be nominated by the Department of Social Justice and Empowerment, Ministry of Social Justice and Empowerment for three year;

(vii) The Secretary, Department of Social Justice and Empowerment Ministry of Social Justice and Empowerment. (*Ex-officio* Member);

4. If a nominated non-official member of the Selection Committee retires or dies or otherwise resigns or demits his/her membership before the expiry of the term of his/her office, another member shall be appointed in his/her place for full term of three years.

5. No vacancy in the Selection Committee or the absence of any member in the meeting of the Selection Committee shall render the Committee or its decisions invalid.

6. The non-official members of the Screening Committee shall be entitled to travelling and daily allowance as admissible to a Joint Secretary to Government of India. However, air travel by the shortest route shall be performed only be economy class and only by such airlines by which Central Government Officers are permitted to travel without exemption.

7. The decisions of the Selection Committee shall be by a majority vote or by consensus. In the event of the votes on both sides being equal, the Chairperson presiding over a particular meeting shall have a casting vote.

8. Decisions of the Selection Committee shall be final and shall not be subject to confirmation by any other authority and no appeal or protest would lie against the Selection Committee's decision.

9. Antecedents of the finally selected awardees will be verified by the government agency and in case of adverse observations; a suitable decision will be taken with the approval of the Union Minister for Social Justice and Empowerment.

Section – VIII: Presentation of Award

1. The Award, as far as possible, shall be presented at New Delhi.
2. The amount of the Award and a Citation shall be presented to each awardee.
3. The Awardee shall be invited to receive the Award in person and if he/she so desired may also address the gathering on the subject connected with the work recognized for the Award.
4. Payment of amount of the Award: The Department of Social Justice and Empowerment, Ministry of Social Justice & Empowerment, shall make payment of the Award at the Award ceremony by mode of an Account Payee Demand Draft/Banker's Cheque/Pay Order.
5. Non-acceptance of Award: Before the announcement of conferring the award, the concurrence of the prospective awardees or institutions would be suitably ascertained. However, even after obtaining such concurrence, if an awardee declines the Award, the Award money shall immediately revert to the Department of Social Justice and Empowerment, Ministry of Social Justice & Empowerment,. But if an awardee accepts the Award and yet fails to draw the amount within the validity period of the financial instrument, then the amount shall revert to Department of Social Justice and Empowerment, Ministry of Social Justice and Empowerment.

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Section – IX : General

1. Any member of the Screening/Selection Committee/ Department of Social Justice and Empowerment, Ministry of Social Justice and Empowerment, shall be competent to propose an amendment in the Code. The members of the Jury for the time being shall decide whether such a change should be made or not but a change so proposed will not be incorporated in the Code until the consent of the Ministry of Social Justice & Empowerment is obtained and shall come into force from the date of issue of appropriate communication in this regard.
2. The necessary finance for the Award and for all expenses incidental thereto shall be provided by the Department of Social Justice and Empowerment, Ministry of Social Justice and Empowerment, from the Administrative Expenses Head.
3. The Secretarial assistance for the Award shall be provided by the Department of Social Justice and Empowerment, Ministry of Social Justice and Empowerment, or such other agency as the Ministry may nominate from time to time.

**FORMAT FOR RECOMMENDING NON-GOVERNMENTAL ORGANISATION FOR
NATIONAL AWARD FOR OUTSTANDING FIELD WORK IN ERADICATING
UNTOUCHABILITY AND COMBATING OFFENCES OF ATROCITIES AGAINST
SCHEDULED CASTES**

1. Full Name, Designation and complete Address of the NGO
2. Whether operating in own premises or in rented premises
3. Other Communication devices:
 - (i) Landline Phone no.
 - (ii) Mobile No.
 - (iii) Fax no.
 - (iv) E-mail address:
4. Area of specialization
(Please attaché Memorandum and Articles of Association containing objects and bye-laws)
5. Name of the parent Organisation/
Registered Body (attach certified copy of the certificate of registration):
6. The details of Managing Committee and qualification of their members:
7. Percentage of SC Members in the Managing Committee:
8. Total staff strength of the NGO:
9. Please attach copies of the Minutes of the Annual General Body meeting of last three years:
10. Please attach the annual reports of the last three years:

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11. Please attach copies of the audited Accounts of the last three years:
12. Please specify sources of funding:
13. Date on which the last Election of the Members of the Managing Committee was held:
14. Please specify details of notable work during the last three years in the field of eradicating untouchability and combating offences of atrocities against SCs:
15. Details of Awards/honours received, if any (attach citations)
16. Justification for the award.

**FORMAT FOR RECOMMENDING HUMAN RIGHTS ACTIVISTS FOR NATIONAL
AWARD FOR OUTSTANDING FIELD WORK IN ERADICATING UNTOUCHABILITY
AND COMBATING OFFENCES OF ATROCITIES AGAINST SCHEDULED CASTES**

1. Full name and complete address:
2. Other Communication devices:
 - (i) Landline Phone no.:
 - (ii) Mobile No.:
 - (iii) Fax No.:
 - (iv) E-mail address:
3. Academic Qualifications:
4. Subject of study/research:
5. Area of specialization:
6. Details of Professional experience
(Area and number of years in
chronological order)
7. Please specify details of notable work
during the last three years in the
field of eradicating untouchability and
combating offences of atrocities against SCs:
8. Details of Awards/honours received,
if any (attach citations)
9. Justification for the award.

FORMAT FOR NOMINATIONS FOR NON-GOVERNMENTAL ORGANISATIONS FOR NATIONAL AWARD FOR OUTSTANDING FIELD WORK IN ERADICATING UNTOUCHABILITY AND COMBATING OFFENCES OF ATROCITIES AGAINST MEMBERS OF SCHEDULED CASTES.

Zone:

1. Full Name, Designation and complete Address of the NGO:
2. Whether operating in own premises or in rented premises:
3. Other Communication devices:
 - (i) Landline Phone no.
 - (ii) Mobile No.
 - (iii) Fax no.
 - (iv) E-mail address:
4. Area of specialization:
(Please attach Memorandum and Articles of Association containing objects and bye-laws)
5. Name of the parent Organisation/ Registered Body (attach certified copy of the certificate of registration):
6. The details of Managing Committee and qualification of their members:
7. Percentage of SC Members in the Managing Committee:
8. Total staff strength of the NGO:
9. Please attach copies of the Minutes of the Annual General Body meeting of last three years:
10. Please attach the annual reports of the last three years:

11. Please attach copies of the audited Accounts of the last three years:
12. Please specify sources of funding:
13. Date on which the last Election of the Members of the Managing Committee was held:
14. Please specify details of notable work during the last two years in the field of eradicating untouchability and combating offences of atrocities against SCs (To be submitted along with supporting documents):
15. Details of Awards/honours received, if any (attach citations):
16. Justification for the award: (in not more than 1000 words)

FORMAT FOR NOMINATIONS OF HUMAN RIGHTS ACTIVISTS FOR NATIONAL AWARD FOR OUTSTANDING FIELD WORK IN ERADICATING UNTOUCHABILITY AND COMBATING OFFENCES OF ATROCITIES AGAINST MEMBERS OF SCHEDULED CASTES

Zone:

1. Full name and complete address:
2. Other Communication devices:
 - (i) Landline Phone no.:
 - (ii) Mobile No.:
 - (iii) Fax No.:
 - (iv) E-mail address:
3. Academic Qualifications:
4. Subject of study/research:
5. Area of specialization:
6. Details of Professional experience (Area and number of years in chronological order):
7. Please specify details of notable work during the last two years in the field of eradicating untouchability and combating offences of atrocities against SCs (To be submitted along with supporting documents):
8. Details of Awards/honours received, if any (attach citations):
9. Justification for the award: (in not more than 1000 words)

Annexure-D

Regions for the purpose of the National Award for outstanding fieldwork in eradicating untouchability and combating offences of atrocities against members of Scheduled Castes.

Region	States/UTs in the Region
North	Chhattisgarh, Haryana, Himachal Pradesh, Jammu and Kashmir, Madhya Pradesh Punjab, Uttar Pradesh, Uttarakhand, Chandigarh and Delhi.
South	Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Telangana, Lakshadweep and Puducherry.
East	Arunachal Pradesh, Assam, Bihar, Jharkhand, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Odisha, West Bengal and Andaman and Nicobar Islands.
West	Goa, Gujarat, Maharashtra, Rajasthan, Dadra and Nagar Haveli and Daman and Diu.
