

MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT
(DEPARTMENT OF SOCIAL JUSTICE AND EMPOWERMENT)
NOTIFICATION

NEW DELHI, 31st December, 2012

No. 5-1/2011/DP-II.--Whereas the process of rehabilitation of alcohol and drug dependents is an inter-disciplinary process covering various aspects namely, prevention, early detection, intervention, education, vocational training, rehabilitation and social integration etc. Apart from resources, it requires dedicated efforts of humans involved in the process of development.

2. And, whereas recognizing that alcoholism and drug abuse is a psycho-social-medical problem, community based intervention through Non-Government Organisations has been considered as the best approach for treatment and rehabilitation of the addicts.

3. Now, therefore, in order to recognise the efforts and encourage excellence in the field of prevention of substance abuse and rehabilitation of its victims, the Department of social Justice and Empowerment hereby makes the following Scheme of National Awards for Outstanding Services in the field of Prevention of Alcoholism and Substance (Drug) Abuse, namely:-

(1) Short Title - This Scheme may be called the scheme of National Awards for outstanding services in the field of Prevention of Alcoholism and Substance (Drug) Abuse.

(2) Application - This Scheme shall be applicable to Institutions and individuals working in the field of Prevention of Alcoholism and Substance (Drug) Abuse.

4. Objective and Scope -

The Ministry of Social Justice and Empowerment is the nodal Ministry for drug demand reduction. It coordinates and monitors all aspects of drug abuse prevention which include assessment of the extent of the problem, preventive action, treatment and rehabilitation of addicts, dissemination of information and public education. The Ministry provides community-based services for the identification, treatment and rehabilitation of addicts through voluntary organizations. In order to recognize the efforts, and, encourage excellence in the Prevention of Alcoholism and Substance (Drugs) Abuse and rehabilitation of its victims, awards will be presented, every year, for the most effective or outstanding services as individuals as well as institutions in the prevention of abuse of:-

- (a) Alcohol;
- (b) Narcotic Drugs;
- (c) Psychotropic Substances;
- (d) Other Addictive Substances (Except tobacco and its products)
e.g. cough syrups, correction fluid, etc.

5. Categories of Awards -

(1) The following awards (generally one in each category) will be presented, every year, on the 26th June, which has been declared by the United Nations, as the International Day against Drug Abuse and Illicit Trafficking namely:

Sl. No.	Category	Description	Nature of Award
I. Institutional Category			
1.	Best Integrated Rehabilitation Centre for Addicts (IRCA) for providing rehabilitation services to alcoholics and drug users	For an IRCA with a record of outstanding work in providing rehabilitation services to alcoholics and drug users.	(a) Citation (b) Memento (c) Cash award of two lakh rupees
2.	Best Regional Resource and Training Centre (RRTC) providing exemplary contribution in the field of prevention of addiction	For an RRTC with a record of outstanding work in providing exemplary contribution in the field of prevention of addiction.	(a) Citation (b) Memento (c) Cash award of four lakh rupees
3.	Best Panchayati Raj or Municipal Body working for prevention of alcoholism and substance (drug) abuse	For a Panchayat or Municipality, which has done outstanding work for Prevention of Alcoholism and Substance (Drug) Abuse.	(a) Citation (b) Memento (c) Cash award of five lakh rupees
4.	Best Educational Institution doing outstanding work in awareness generation and prevention of alcoholism and substance (drug) abuse	For a University or College or Institution imparting post-matric education, which has done outstanding work in awareness generation and Prevention of Alcoholism and Substance (Drug) Abuse.	(a) Citation (b) Memento (c) Cash award of four lakh rupees
5.	Best Non-Profit Institution, other than Serial Number 1, 2, 3 and 4 above, with outstanding	For a Non-Profit Institution such as self help group, non-governmental organisation (NGO), trust	(a) Citation (b) Memento (c) Cash award of four lakh

	contribution Prevention of Alcoholism and Substance (Drug) Abuse.	or society, community based organisation (CBO), etc. which has made outstanding contribution to Prevention of Alcoholism and Substance (Drug) Abuse.	rupees
6.	Best Research or Innovation	For an Institution which has conducted research on issues related to addiction and has developed new techniques on treatment and preventive modules, etc. and/ or undertaken innovative measures for prevention of addiction and evolved techniques to identify early phase addicts.	(a) Citation (b) Memento (c) Cash award of five lakh rupees
7.	Best Awareness Campaign	For outstanding awareness campaign through consistent and comprehensive coverage on addiction related issues on sustained basis, to be awarded to any institution or organisation other than an educational institution.	(a) Citation (b) Memento (c) Cash award of four lakh rupees
II. Individual Category			
8.	Outstanding individual achievement by a professional	For a professional individual such as General Duty or specialist medical doctor including psychiatrist, treatment and rehabilitation professional, psychologist, clinical psychologist, skill trainer, etc. who has made outstanding achievement in the field of prevention of alcoholism and substance (drug) abuse and rehabilitation of addicts.	(a) Citation (b) Memento (c) Cash award of two lakh rupees
9.	Outstanding individual achievement by a non-professional	For a non-professional individual such as activist, students leader, etc. who has made outstanding achievement in the field of prevention of alcoholism	(a) Citation (b) Memento (c) Cash award of two lakh rupees

		and substance (drug) abuse and rehabilitation of addicts	
10.	Former Addict, who has done outstanding work in the field of awareness generation or de-addiction or rehabilitation	For a former addict, who has remained abstinent for at least five years and has done outstanding work in the field of awareness generation/ de-addiction/ rehabilitation	(a) Citation (b) Memento (c) Cash award of one lakh rupees

(2) The Awards may be presented to more than one individual or institution in any category, deserving of recognition, if the Jury considers them to be equally deserving of recognition in a given year.

(3) The Awards will not be presented posthumously, Provided that if the death occurs subsequent to a proposal having been submitted to the Jury in the manner stipulated in this Scheme, the Award may be presented posthumously.

(4) A Screening Committee and Selection Committee shall be constituted for the purpose which shall consider the achievements of the Institutions and the Individuals nominated or recommended for the Awards by the prescribed authority and the outstanding contribution in the field shall be the primary consideration in identifying the recipients of Awards.

Explanation: For the purpose of this sub-paragraph, the prescribed authority means the agency or person mentioned in sub paragraph (1) of the paragraph 8.

6. Eligibility for the Awards -

(1) The National Awards are open to all Indian Institutions, Organisations and Individuals without any distinction or discrimination on grounds of religion, race, sex, caste or creed.

(2) To be eligible for the National Awards, it would be necessary that the nominee is recommended in writing by someone authorized to recommend the nominations.

(3) The Self nominations for the Awards shall not be considered by the Screening Committee and the Selection Committee.

7. Eligibility Criteria for Nominations -

A. Best Integrated Rehabilitation Centre for Addicts (IRCA) for providing rehabilitation services to alcoholics and drug users –

(1) For an IRCA the institute shall have a record of outstanding work in providing rehabilitation services to alcoholics and drug users.

- (2) An IRCA, to be eligible shall fulfil the following requirements namely:-
- (a) a minimum of five years experience in the field of prevention of Alcoholism as substance (drug) abuse;
 - (b) delivered comprehensive treatment service for people with alcoholism and drug dependence which includes follow-up and providing opportunities for rehabilitation;
 - (c) adapted new techniques or undertaken new strategies for improving existing services;
 - (d) made outstanding achievements in the areas of counselling or treatment or rehabilitation;
 - (e) developed a family therapy module or offered services to cater to the problems of families of addicts;
 - (f) developed a module to deal with relapse and continues to provide continuous support towards whole person recovery;
 - (g) established or networked or provided referral to vocational rehabilitation centres towards rehabilitation of addicts and their families;
 - (h) provided and continues to provide outreach services including conducting camps in villages and in small towns;
 - (i) made and continues to make use of involvement of the community towards prevention of addiction, rehabilitation of treated addicts and dealing with issues related to stigma and discrimination;
 - (j) outstanding ability towards documentation and periodical evaluation and is making appropriate changes based on the feedback;
 - (k) expertise and knowledge in creating database related to details of patients along with follow-up and recovery status; and
 - (l) a proven record of credibility both in delivery of services as well as in financial management uninterruptedly for the previous five years.

B. Best Regional Resource and Training Centre (RRTC) providing exemplary contribution in the field of prevention of addiction –

(1) For an RRTC the institution shall have a record of outstanding work in providing exemplary contribution in the field of prevention of addiction.

- (2) An RRTC, to be eligible, shall fulfil the following requirement namely:-
- (a) a minimum of five years experience in the field of Prevention of Alcoholism and Substance (Drug) Abuse;
 - (b) delivered comprehensive training programmes which include treatment, prevention, documentation, community mobilization and research methodology;
 - (c) delivered comprehensive training programmes covering specific issues related to treatment and rehabilitation as mentioned by Minimum Standards of Care – counselling, group therapy, family therapy, relapse prevention, etc;

- (d) delivered comprehensive training programmes to cover various target groups like doctors, nurses, ward boys, peer educators, counsellors, social workers, management personnel, etc;
- (e) carried out advocacy among political leaders, private and public enterprises, Community Based Organisations (CBOs), academicians and social activists;
- (f) expertise in documentation and in bringing forth manuals, booklets, leaflets for different target groups;
- (g) developed innovative techniques and strategies to improve the functioning of IRCAs;
- (h) capacity to develop information, education and communication (IEC) materials in other languages based on their needs;
- (i) capacity to develop power point presentations or newsletters;
- (j) capacity to conduct and promote research in the area of addiction and publishing articles in professional journals;
- (k) capacity to network with Government or non Governmental agencies towards promoting the cause of addiction;
- (l) taken up media campaigns to make public aware that addiction is a treatable disease;
- (m) expertise and knowledge in creating database of individual clients, details about Non-Governmental organisations, etc; and
- (n) a proven record of credibility both in delivery of services as well as in financial management uninterruptedly for the previous five years.

C. Best Panchayati Raj or Municipal Body working for prevention of alcoholism and substance (drug) abuse -

(1) The following rural or urban local body which has done outstanding work for prevention of alcoholism and substance (drug) abuse are eligible for the awards -

- (a) A Panchayat at any of the three tiers as defined under clause(d) of article 243 of the Constitution of India, namely, Village, Intermediate and District level;
- (b) A Municipality as defined under clause(e) of articles 243P of the Constitution of India, namely, Nagar Panchayat, Municipal Council, Municipal Corporation; and
- (c) Cantonment Board and Other Statutory Urban Local Body.

(2) A Panchayat or Municipality or Cantonment Board and Other Statutory Urban Local Body, to be eligible, should have:

- (a) been working in the field of prevention of alcoholism and substance (drug) abuse for at least three years and preference shall be given to those institutions who are continuing in the field;
- (b) been involved in creating awareness among educational institutions, self help groups (women), youth groups and community on a continuous basis;
- (c) adopted a policy of creating alcohol or drug free villages or town;
- (d) had active involvement of the community in creating and adopting policy of prevention of drug abuse;
- (e) dealt with issues related to stigma and discrimination and promoting treatment for those affected;
- (f) taken pro active measures towards reducing the availability of alcohol and drugs in the community, as a result of which some villages or municipalities have emerging as model villages or towns; and
- (g) been offering or networking with treatment providers.

D. Best Educational Institution doing outstanding work in awareness generation and prevention of alcoholism and substance (drug) abuse -

(1) For a University or College or Institution imparting post-metric education which has made outstanding contribution in awareness generation and prevention of alcoholism and substance (drug) abuse is eligible for award.

(2) An Educational Institution, to be eligible, should have:

- (a) been working in the field of prevention of Alcoholism and Substance (Drug) abuse and for at least [five years preference shall be given to those institutions who are continuing in the field];
- (b) been involved in creating awareness about the ill-effects of alcohol and drugs amongst students, youth in colleges or universities on a regular basis;
- (c) been collaborating with various departments of State Government or UT Administration towards developing a policy for alcohol and drug demand reduction;
- (d) involved in motivating students and youth to stay away from alcohol and drugs;
- (e) been supporting family of youth addicts;
- (f) been taking pro active measures towards reducing the availability of alcohol and drugs in the community;
- (g) been actively involved in networking with Non-Governmental organisations, and Community based organisations and facilitating implementation of prevention programmes;
- (h) adopted in its curriculum lessons on alcohol and drugs; and

- (i) created visibility through media and other programmes in promoting alcohol and drug free life style.

E. Best Non-Profit Institution, other than those mentioned in subparagraph A,B,C and D of paragraph 7, with outstanding contribution to prevention of alcoholism and substance (drug) abuse –

1. For a Non-Profit Institution such as self help group, Non-Governmental Organisations(NGOs), trust or society, Community based Organisations, etc. which has made outstanding contribution to Prevention of Alcoholism and Substance (Drug) Abuse is eligible for award.

2. An Institution, to be eligible, should have:

- (a) been working in the field of prevention of Alcoholism and Substance (Drug) abuse for at least five years [preference shall be given to those institutions who are continuing in the field];
- (b) been involved in creating awareness about the ill-effects of alcohol and drugs amongst youth through its network on a regular basis;
- (c) been working with addicts with a view to address the stigma and discrimination faced by them;
- (d) been supporting the addicts and their family for treatment and rehabilitation of the addicts;
- (e) been providing treatment facilities for marginalized people in the centres being run by it;
- (f) provided opportunities for its employees to undergo training on issues related to alcohol and drug use as part of induction programme; and
- (g) been actively involved in networking with Non-Governmental Organisations and Community Based Organisations for facilitating implementation of prevention programmes.

F. Best Research or Innovation –

(1) For an Institution, which has conducted research on issues related to addiction and has developed new techniques on treatment and preventive modules, etc. or undertaken innovative measures for prevention of addiction and evolved techniques to identify addiction in early phase is eligible for award.

(2) An Institution, to be eligible, should have:

- (a) made outstanding contribution for more than five years in the field of prevention of addiction – medical, research, psychological therapy etc. [Preference shall be given to those individuals who are continuing in the field];

- (b) developed treatment modules or methodologies to provide medical treatment or psychological therapy, family therapy, therapy for children, follow-up services, after care services and relapse prevention;
- (c) developed cost effective model of treatment to provide for those who live in villages or in remote areas;
- (d) developed prevention modules which can be readily implemented in educational institutions or industries and communities;
- (e) carried out evidence based research on various population groups including drug users, women and children;
- (f) developed manuals and booklets in the area of addiction in English and in other languages; and
- (g) conducted research on issues related to addiction which help in promoting more effective method of treatment delivery.

G. Best Awareness Campaign –

(1) For outstanding awareness campaign through consistent and comprehensive coverage on addiction related issues on a sustained basis the institution or organization other than an educational institution which has made outstanding achievement is eligible for award.

(2) An Organisation or institution, to be eligible, should have:

- (a) been innovative in creating awareness programmes for reduction of alcohol and drug abuse;
- (b) evolved cost-effective campaign methods for alcohol and drug demand reduction reaching masses and results of which are visible in the society;
- (c) been consistently and comprehensively created visibility through media and other programmes on promoting alcohol and drug free life style;
- (d) existing policy related to alcohol and drug issues for its employees with a view to keep alcohol and drug free workplace; and
- (e) created awareness or educated the public about the adverse impact of alcohol and drugs through the media to help change the mindset in the society.

H. Outstanding individual achievement by a professional –

(1) Following are the professionals who have made outstanding achievement in the field of prevention of alcoholism and substance (drug) abuse and rehabilitation of addicts is eligible for award-

- (a) General Duty or Specialist medical doctor including psychiatrist;
- (b) Psychologist including Clinical psychologist;
- (c) Treatment and Rehabilitation professional; and
- (d) Skill trainer, including vocational skill trainer, Yoga Therapist, etc.

- (2) An individual, to be eligible, should have:-
- (a) made outstanding contribution for more than five years in the field of prevention of addiction [Preference shall be given to those individuals who are continuing in the field];
 - (b) developed cost effective module of treatment to provide for those who live in villages or in remote areas;
 - (c) developed a comprehensive model of treatment for IV drug users, homeless people and children who live on streets and for prison population;
 - (d) developed prevention modules which can be readily implemented in educational institutions/industries and communities;
 - (e) worked towards dealing with stigma and discrimination in the community and worked for the rights of the patients; and
 - (f) been an outstanding person championing the welfare and overall development of persons affected by alcoholism and drug dependence and sensitizing the community about the ill effects of alcoholism and drug addiction.

I. Outstanding individual achievement by a non-professional –

(1) For a non-professional individual such as activist, students leader, etc. who has made outstanding achievement in the field of prevention of alcoholism and substance (drug) abuse and rehabilitation of addicts is eligible for award:

- (2) An individual, to be eligible, should have:
- (a) a minimum of five years of involvement in the field of Prevention of Alcoholism and Substance (Drug) Abuse and is continuing to work in the said field;
 - (b) developed a policy for the institution in collaboration with management and other stakeholders towards alcohol or drug free environment;
 - (c) been addressing and working towards elimination of illicit alcohol production in the community;
 - (d) helped those who are involved in illicit liquor trade to have alternative means of livelihood;
 - (e) been dealing with stigma and discrimination and facilitating those with alcohol or drug problem to access help;
 - (f) been creating awareness in the community, self help groups and peers about the harmful impact of alcohol and drugs;
 - (g) been conducting awareness programmes on a regular basis through poster competitions, workshops, project work, etc.; and
 - (h) been educating the public and helping towards promoting a change in lifestyle and mindset of society, specially the young generation

J. Former Addict, who has done outstanding work in the field of awareness generation or de-addiction or rehabilitation -

(1) For a former addict, who has remained abstinent for at least five years and has done outstanding work in the field of awareness generation or de-addiction or rehabilitation is eligible for award.

(2) This award is meant for an individual who has successfully come out of addiction and has been engaging himself in the field of awareness generation or de-addiction or rehabilitation. [The individual should have been abstinent for a minimum period of five years, leading alcohol or drug-free, crime-free, qualitative life. There should not be any criminal case pending against him or her].

(3) An individual, to be eligible, should have -

- (a) made outstanding contribution for more than five years in the field of addiction [Preference shall be given to those individuals who are continuing in the field, and has emerged as a role model and developed professionalism].
- (b) promoted alcoholics anonymous and narcotics anonymous and al-anon groups;
- (c) developed cost effective model of treatment to provide for those who live in villages or in remote areas;
- (d) developed prevention modules which can be readily implemented in educational institutions or industries and communities;
- (e) developed many manuals and booklets in the area of addiction in English, Hindi and other languages;
- (f) been supporting the addicts and their family for treatment and rehabilitation of the addicts;
- (g) conducted awareness programmes and training programmes for professionals and general public; and
- (h) worked towards removing stigma and discrimination in the community and worked for the rights of the patients.

8. Agencies Authorized to Forward Nominations and Procedure to invite Nominations -

(1) The following agencies or persons are authorized to nominate and recommend eligible institutions or individuals for the Awards:

- (a) Concerned Ministries or Departments of the Government of India and their autonomous institutions with the approval of the Minister-in-charge of the Ministry;
- (b) State Governments or Union Territory Administrations with the approval of the concerned Chief Minister or Lt. Governors in Union Territory Administrations;

- (c) Regional Resource and Training Centres working in the field of drug de-addiction within their own jurisdiction;
- (d) Members of the National Consultative Committee on De-addiction and Rehabilitation (NCCDR);
- (e) Renowned Apex Chambers like Federation of Indian Chambers of Commerce and Industry, Confederation of Indian Industry, The Associated Chambers of Commerce and Industry of India, etc;
- (f) Past Awardees.
- (g) Organizations like University Grand Commission(UGC), All India Council for Technical Education(AICTE), Medical Council of India(MCI), Nehru Yuva Kendra Sangathan(NYKS), Universities, Central Board of Secondary Education(CBSE), National Council of Educational Research and Training(NCERT), Kendriya Vidyalaya Sangathan(KVS), Navodaya Vidyalaya Samiti(NVS), Council of Scientific and Industrial Research(CSIR), etc; and
- (h) Collector of the District in which the Institution or Individual is working.

(2) Only nominations or recommendations emanating from Authorised Agencies or persons, designated for the purpose, supported by adequate justification, shall be considered.

(3) The requisite information shall be obtained in the prescribed form at **Annex I** (for Individuals) and **Annex II** (for Institutions).

9. Calendar of Activities to be followed each year -

The calendar of activities to be followed each year with regard to the awards is given at **Annex-III**.

10. Evaluation of Proposals -

(1) No work, achievement or contribution shall merit an Award unless in the opinion of the Screening Committee and Selection Committee it is outstanding in promoting or contributing to the cause of drug or alcohol dependent or is for outstanding personal achievements by drug or alcohol dependent, in the selected fields.

(2) While considering the nominations the broad parameters as detailed in paragraph 6, 7 and 8 shall be kept in view.

11. Screening of Proposals -

(1) There shall be a **Screening Committee**, which shall be constituted every year for short listing of nominees for awards in different categories of National Awards to ensure objective selection of the awardees in the context of nature of the award and relative merit.

(2) The composition of the Screening Committee shall consist of the following persons namely:-

1.	Special Secretary or Additional Secretary, Ministry of Social Justice and Empowerment	Ex-officio Chairperson
2.	Joint Secretary (Social Defence), Ministry of Social Justice and Empowerment	Ex-officio Vice-Chairperson
3.	Eminent Professionals (two) engaged in the field of Alcoholism and Drug Abuse Prevention but not connected with any programme of the Ministry, to be nominated by the Chairperson	Member
4.	Eminent Social Workers (two) in the field of Prevention of Alcoholism and Drug Abuse, to be nominated by the Chairperson	Member
5.	A Representative each from the following Ministries (Not below the rank of Director or Deputy Secretary): (i) Panchayati Raj; (ii) Urban Development; (iii) Youth Affairs and Sports; and (iv) Health and Family Welfare	Ex-officio Member
6.	Representative from Narcotics Control Bureau (NCB) (Not below the rank of Director)	Ex-officio Member
7.	Nominee of the Head of the National Drug Dependent Treatment Centre (NDDTC)	Ex-officio Member
8.	Chief Functionary of one of the RRTC to be nominated by the Chairperson	Member
9.	Director of National Institute of Social Defence	Ex-officio Member
10.	Director or Deputy Secretary (DP), Ministry of Social Justice and Empowerment	Ex-officio Convener

3. The non-official members of the Screening Committee shall be entitled to TA/DA in accordance with the Financial Rules and procedures as applicable in Government of India.

12. Selection of Awardees by the National Selection Committee -

(1) A **National Selection Committee** shall consider the recommendations of the Screening Committee and would approve the names of awardees, one for each category of the awards.

(2) The Composition of the National Selection Committee shall consist of the following persons namely:

1	Union Minister of Social Justice & Empowerment	Ex-officio Chairperson
2.	Minister of State of Social Justice & Empowerment	Ex-officio Vice-Chairperson
3.	Secretary, Ministry of Social Justice and	Ex-officio Member

	Empowerment	
4.	Special Secretary or Additional Secretary, Ministry of Social Justice and Empowerment	Ex-officio Member
5.	Professor and Head of National Drug Dependent Treatment Centre (NDDTC)	Ex-officio Member
6.	Eminent Social Workers (three) in the field of Prevention of Alcoholism and Drug Abuse, to be nominated by the Chairperson	Member
7.	Principal Secretary or Secretary of two States or Union Territory's, to be nominated by the Chairperson	Ex-officio Member
8.	A Representative each from the following Ministries (Not below the rank of Joint Secretary) <ul style="list-style-type: none"> (i) Youth Affairs and Sports; (ii) Health and Family Welfare; (iii) Human Resources Development; (iv) Information and Broadcasting; and (v) Women and Child Development 	Ex-officio Members
9.	Director, Central Drug Research Institute, Lucknow	Ex-officio Member
10.	Joint Secretary (Social Defence), Ministry for Social Justice and Empowerment	Ex-officio Convener

3. The non-official members of the Selection Committee shall be entitled to TA/DA in accordance with the Financial Rules and procedures as applicable in Government of India.

4. The decisions of the National Selection Committee shall be taken by a majority vote and in the event of the votes on both sides being equal, the Chairperson presiding over a particular meeting shall have a casting vote.

5. The decisions of the National Selection Committee shall be final.

13. Presentation of Award -

(1) The awards shall be conferred on the awardees in a function to be held in New Delhi on the 26th June every year, which has been declared as the **“International Day against Drug Abuse and Illicit Trafficking”**

(2) The Awards shall be presented by the President of India or the Prime Minister of India.

(3) The boarding and lodging expenses of the awardees including one companion for each awardee shall be borne by the Central Government.

(4) To and fro travelling expenses and accommodation for up to one day prior and after the date of Award ceremony (depending upon the actual arrival and departure dates) shall be arranged or expenditure reimbursed by the Central Government.

(5) Before the announcement of the Awards, the concurrence of the prospective awardees or institutions shall be suitably ascertained.

Annexure-I

**Application for conferring award for ‘Outstanding individual Achievement’
for work on Alcohol and Drug Use related issues**

Year of nomination:

1. Name of the individual			
2. Address for communication			
3. Other contact details : a) Organisation telephone number with area code b) Personal mobile number c) FAX number with code d) eMail			
4. Educational Qualifications or Credentials			
5. List posts or positions held in relation to the field of alcohol or drug use chronologically from the time of starting work in the field to the present. Please list only those related to alcohol or drug related activities – prevention, treatment, research etc.			
Years	Position	Organization*	Major activities undertaken
Indicate the nature of the posts or positions held – government, non-governmental, voluntary, corporate or private firm and also if it was honorary or paid position			
6. Briefly describe details of work done in terms of awareness generation, prevention, treatment, training, publication, research or advocacy and area of work including years of work, the district or State where worked, in not more than 200 words			
7. Describe briefly any special contributions made by the individual which have not been covered in questions 5 and 6 of this application or specific issues for			

which the person should be considered for this award in not more than 200 words.

8. Has the individual been felicitated by any other agency in the past? If so, provide details related to the agency or organization which conferred the award or recognition, year and the programme or activities or achievement for which the award was given.

9. Details of the person nominating the individual for the 'Outstanding Individual Achievement Award' - name, designation, Organization and contact details and office seal

Signature:

Name:

Designation:

Organization:

Contact details:

Place:

Date:

Annexure-II

Application for conferring title as ‘Organization of Excellence’ among those working on Alcohol and Drug Use related issues

Year of nomination:

1.Name of the organization	
2. Category of Organisation viz. IRCA or RRTC or NGO or PSU or private sector company.	
3.Year of registration as a voluntary or non profit organization or public sector company or private sector company (enclose copy of certificate)	
4.Name and designation of functionary of the organisation for communication	
5. Address for communication	
6. Other contact details : a) Organisation telephone number with area code; b) Personal mobile number; c) FAX number with code; and d) e Mail	
7. Brief description of origin, growth and the current activities of the organization within 300 words with emphasis on the programmes that the organization has continuously carried out for 5 years or more.	
8. Present briefly the strengths of the organization to highlight the reasons why the organization should be considered for this National Level Achievement Award (words not to exceed 150 words).	
9. List not more than 10 projects in the field of alcohol and drug use that the organization undertook in the past 10 years with financial support from other	

agencies

Years in which the project was executed	Funding agency	Main objectives of the project	Target group	Was the project assessed by any external agency? State yes or no. If yes, list the name of the of the agency

10. Has the organization been felicitated by any other agency in the past? If so, provide details related to the agency or organization which conferred the award or recognition, year and the programme or activities or achievement for which the award was given.

11. Please enclose the following :

- a) Annual reports for the last five years ;
- b) Balance sheet for the last three years ;
- c) Any other reports or documents which highlight the achievements of the organization: please list:

In case, an individual is recommending Institutions or Organisations, the above documents need not be enclosed. However, the documents, if readily available, may be enclosed.

12. Details of the person nominating the Institution for the 'Outstanding Achievement Award' - name, designation, Organization and contact details and office seal

Signature:
 Name:
 Designation:
 Organization:
 Contact details:
 Place:
 Date:

CALENDAR OF ACTIVITIES TO BE FOLLOWED EACH YEAR

Sl. No.	Activities	Date and Month
1.	Issue of letter inviting Nominations by the Ministry	15 th July
2.	Last date of receipt of Nominations	31 st October
3.	Short listing of Nominations by Screening Committees	30 th November
4.	Final selection by the Jury	31 st January
5.	Approval by the Minister	28 th February
6.	Ministry of Home Affairs clearance	30 st April
7.	Announcement of the Awards	31 th May
8.	Presentation of the Awards	26 th June

(T.R. Meena)
Joint Secretary to the Government of India