

## **Frequently asked Questions (FAQ's)**

### **Q. What are Padma Awards?**

**Ans.** Padma Awards are one of the highest civilian honors of India announced annually on the eve of Republic Day. The Awards are given in three categories: Padma Vibhushan, Padma Bhushan and Padma Shri. The Award seeks to recognize achievements in all fields of activities or disciplines where an element of public service is involved.

### **Q. What do the 3 categories of Padma Awards mean?**

**Ans.** Padma Awards are given in three categories, namely, Padma Vibhushan, Padma Bhushan and Padma Shri:-

- Padma Vibhushan is awarded for 'exceptional and distinguished service';
- Padma Bhushan is awarded for 'distinguished service of a high order'; and
- Padma Shri is awarded for 'distinguished service'.

### **Q. Who can nominate?**

**Ans.** The nomination process is open to the public. Even self-nomination can be made. Nominations/Recommendations are invited online from 1<sup>st</sup> May to 15<sup>th</sup> September every year.

### **Q. Who is eligible to be nominated?**

**Ans.** Any person without distinction of race, occupation, position or sex is eligible for these awards. However, serving Government servants, including those working with PSUs, except Doctors and Scientists, are not eligible for these Awards.

### **Q. What is the need of asking 'Do you have Aadhar'?**

**Ans.** Aadhar Number is required to authenticate the user's identity. Mobile Number entered should be linked to the Aadhar Number provided by the applicant.

In case the person does not have Aadhar Number, registration can be done by uploading any other Identity document like Driving License, Passport, PAN Card, etc.

### **Q. How can an Organization/ Individual register itself?**

#### **Ans. Individuals:**

- Go to Registration/Login Button on the top right corner of the screen.
- Click 'Individual' radio button and select nominator type (e.g. Citizen, Chief Minister, Governor, NRI, Foreigner, etc.)
- Fill your First Name, Last Name (as per the Aadhar Number/Valid Identity Proof) and other requisite details, and click 'Submit' button.

#### **Organization:**

- Go to Registration/Login Button on the top right corner of the screen.
- Click 'Organization' radio button.
- Select the Type of Organization, fill the Name of Organization, Name of the Authorized Person and other requisite details, and click 'Submit' button.

**Q. How do I log in?**

**Ans.** On the Home page of the Portal, Click ‘Ongoing Award Nominations’.

(A) Click ‘View Details’ of Padma Awards.

(B) Click on the ‘Nominate Now’ button available on Awards details page.

Enter your Login ID, Password and Captcha. Click ‘Sign In’ button, Enter the OTP received and Captcha. Click ‘Submit’ button.

**Q. What to do in case you forget your Login Id?**

**Ans.** On the Login page click on ‘Forgot Login Id?’ button. Select the Registration type which you chose at the time of Registration. Enter your registered Mobile Number and given Captcha. Enter the OTP received on the registered Mobile Number. Thereafter Login Id will be sent on your registered Mobile Number.

**Q. What to do in case you forget your Password?**

**Ans.** On the Login page, click on ‘Forgot Password?’ button, Enter your Login Id and the Captcha. Enter the OTP received on your registered Mobile Number. Thereafter you will be able to create a new password.

**Q. How would an individual know which field suits the work of the nominee?**

**Ans.** The Award seeks to recognize work of distinction and is given for distinguished and exceptional achievements/service in all fields of activities/disciplines. The field can be chosen keeping in mind the area of work of the nominee.

**Q. What is a Subfield?**

**Ans.** Subset of a given field is known as a Subfield. For Example: ‘Literature - Hindi’ is a Subfield of the field ‘Literature & Education’ and ‘Cricket’ is a Subfield of the field ‘Sports’.

**Q. What is self-nomination?**

**Ans.** Self-nomination means any individual who has indicated an interest in being considered for an Award can nominate himself/herself for the award.

**Q. Is the Award conferred posthumously?**

**Ans.** As a rule, the Awards are not conferred posthumously. However, if the person proposed to honoured, has died recently (say, within a period of one year preceding the Republic Day on which it is proposed to announce the Award), the Government could consider giving an Award posthumously.

**Q. What is a ‘Citation?’**

**Ans.** A citation is a brief write-up on the entire work done by the person being nominated in their field/domain.

**Q. What is meant by a significant contribution?**

**Ans.** A significant contribution is the result of effort/research/product etc. made in specific field of work by the nominee.

**Q. What is ‘Impact/Outcome of the work done by the person being nominated’?**

**Ans.** It includes impact of the work done on the society and impact in the field of work done by the person being nominated.

**Q. What kind of Award can be written in ‘Details of Awards or Honors Received by the Nominee’?**

**Ans.** This section allows nominator to enter the details of the Awards received in the past by the nominee. One section allows nominator to enter the details about Padma Awards received in past. The other section allows nominator to enter the details for any other awards received in the past.

**Q. Can more than one Award be added in ‘Details of Awards or Honors Received by the Nominee’?**

**Ans.** Yes, any number of previous awards or honours received by the nominee in their field of work can be entered in this section.

**Q. What can I upload as Supporting Documents?**

**Ans.** Any document such as award received or on contributions made by the nominee in their field of work can be uploaded.

**Q. How can I upload a document?**

**Ans.** In the ‘Uploading of Photograph/Other Necessary Documents’ section, the second part ‘Any Supporting Document (PDF)’ click on ‘Choose File’ and select a PDF file (size of the file should not be greater than 5 MB) to be uploaded.

**Q. Why I am not able to upload more than one Document in the ‘Uploading of Photograph/Other Necessary Documents’ section?**

**Ans.** Only one document is allowed to be uploaded in the ‘Uploading of Photograph/Other Necessary Documents’ section. However, the Document may contain more than one page.

**Q. Can I preview my nomination form?**

**Ans.** Yes, the nomination form can be viewed before final submission. After final submission, one can take a print out also.

**Q. Can I edit my nomination details after I already filled it?**

**Ans.** Yes, the applicant can edit the information (before final submission) any number of times during the nomination process. However, once the nomination is finally submitted, the information provided by them cannot be edited/modified.

**Q. Why am I not able to nominate myself again?**

**Ans.** An individual can nominate himself/herself only once for this Award.

**Q. What happens after I submit the nomination?**

**Ans.** After the final submission of the nomination form, you will receive a confirmation message on the registered Mobile Number: ‘Your Nomination Submitted Successfully with Nomination Id.’ from NATAWD.

**Q. What happens next after I nominate myself or someone else?**

**Ans.** All nominations/recommendations received for Padma Awards within the stipulated time are placed before the Padma Awards Committee, constituted by the Prime Minister every year. No Award is conferred except on the recommendation of the Awards Committee. The recommendations of the Committee are

submitted to the Prime Minister and the President of India for approval. The names are announced on the eve of Republic Day every year.

**Q. I have submitted the nomination form but have not received the confirmation? What should be done in this case?**

**Ans.** To review the confirmation status of the nomination form, an individual can log in again using their previous login credentials and can see the confirmation status. Also, the Helpdesk may be contacted for any other assistance.