

Higher Education Commission

Islamabad

Academics Division

2011

**Standard Operating Procedures and Time Table
for Processing Cases for Civil Awards**



Civil Awards

Introduction

Every year, on the 14th of August, the President of Pakistan confers Civil Awards on persons who are citizens of Pakistan for distinction in the following fields:

- a) Gallantry which includes acts of bravery, heroism, courage and rendering of dedicated services with selfless devotion in human rights and public service.
- b) Academic distinction which includes research achievement or outstanding performance in Medicine, Science, Engineering, Philosophy, History, Literature or the Arts.
- c) Inventions of national importance.
- d) Notable achievements in the fields of Arts, Science, Literature, Sports and Nursing.
- e) Distinguished services rendered by zamindars/individual in the agriculture sector.
- f) Outstanding services rendered by public servants beyond the call of normal duty in the larger national interest, like inventing a new device, developing a new system or marking a contribution in any other field of importance for national development.
- g) Highest tax payer/highest exporter

At HEC level, following Civil Awards are processed:

1. Nishan-i-Imtiaz
2. Hilal-i-Imtiaz
3. Sitara-i-Imtiaz
4. Pride of Performance
5. Tamgha-i-Imtiaz

Selection Criteria as Mentioned in Cabinet Division letter:

Selection of University Teachers for these Awards is made on merit and no quota is observed.

Awards are conferred on ***"those who have attained academic distinctions in the fields of science, art, literature, or distinction in the fields of sports and nursing, or for rendering dedicated services with selfless devotion in human rights and public service and in the awards in this order may also be conferred posthumously."***

Standard Operating Procedure for Civil Awards

(I) INVITATION OF NOMINATIONS

- i. Nominations for the Civil Awards be invited on the prescribed proforma **(Annexure II)** from all public and private sector Universities/DAI's.
- ii. In this regard a letter as per specification **(Annexure I)** be written to all Vice Chancellors of public and private sector Universities/DAI's.
- iii. Moreover, an email shall also be forwarded to all the Vice Chancellors in this regard.
- iv. The information regarding invitation of Civil Awards shall also be uploaded at HEC's website and full page advertisement shall also be printed in HEC's News & Views magazine.
- v. The nominations shall be forwarded to HEC through respective Vice Chancellors/Heads of Institutions on prescribed proforma alongwith citation of the nominee duly signed and stamped by the concerned Vice Chancellor/Rector.
- vi. At each University there shall be a standing committee for making recommendation for Civil Awards.

- vii. In case where nomination is of a Vice Chancellor, the citation will be signed by the Executive Director (HEC).
- viii. The Vice Chancellors can also be nominated for Civil Awards by the Commission for only two categories of Awards i.e Hilal-i-Imtiaz & Sitara-i-Imtiaz.
- ix. Foreign faculty members working in Pakistani universities can be considered for award, only if nomination is received from concerned Pakistan Embassy/High Commission on request of native government.

(II) SCRUTINY OF NOMINATIONS

- i. All the nominations received shall be scrutinized by the dealing officer and concerned staff.
- ii. The nominations shall be categorized into following clusters for further evaluation and preparation of working paper:
 - a.** Nominations of University Managerial and Administrative Personnels including Vice Chancellors, Registrars, Controller Examinations, Directors etc
 - b.** Nominations of Faculty Members in the disciplines of Natural, Basic and Applied Sciences including Engineering, Medicines, Agriculture etc.
 - c.** Nominations of Faculty Members in disciplines of Social Sciences, Humanities and Business Education.
 - d.** Nominations of Faculty Members in disciplines of Arts, Design & Architecture.
- iii. For nominations in the disciplines of Natural, Applied and Basic Sciences, impact factor and citation index of the nominees shall be calculated.
- iv. After thorough scrutiny of the nominations, four working paper shall be prepared as per above categories mentioned above for further

evaluation and for making recommendations by the following committees:

- a. Main Awards Committee** headed by Executive Director, HEC and including Chairs of other Committees as Members to consider nominations of University Managerial and Administrative Personnels including Vice Chancellors, Registrars, Controller Examinations, Directors etc. and to finalize recommendations of other three Committees of Civil Awards.
- b. Committee for Natural, Basic & Applied Sciences including Engineering, Medicines and Agriculture.**
- c. Committee for Social Sciences, Humanities and Business Education.**
- d. Committee for Arts, Design & Architecture.**

(III) CONSTITUTIONS OF AWARDS COMMITTEE AND ITS MEETINGS:

- i. Four different independent Civil Awards Committees for evaluation of nominations and making recommendation will be constituted by the Commission and each shall be headed by a person of distinction to be appointed by the Commission.
- ii. The main committee to be headed by Executive Director and comprising the heads of all above three committees shall consider credentials of persons recommended by various committees and finalize the recommendations for approval of Chairman HEC and for submission to Government of Pakistan.
- iii. The main committee headed by Executive Director shall also finalize recommendation of Vice Chancellor and other managerial staff for different national award.

- iv. Convening of Meetings of above mentioned Civil Awards Committees as per schedule available at **Annexure III**.

Annexure I

Standard Letter for Inviting Nominations

No.3-4/Acad(Awards)/Civil/HEC/2009

Dated: 31/01/2009

Subject: **RECOMMENDATIONS OF CIVIL AWARDS – INDEPENDENCE DAY
14TH AUGUST, 2009.**

Dear Sir,

Government of Pakistan, Cabinet Division, Islamabad has invited suitable nominations against the different categories of Civil Awards to be announced on XXXX. I am directed to request you to send suitable nominations/recommendations of your University/Institute complete in all respects for various Civil Awards for the year 2009 to this office on enclosed proforma, (properly highlighting academic and professional distinctions and achievements of nominee to justify recommended award) duly signed and stamped by the recommending authority latest by XXXX positively.

- | | | |
|--|--------------|---|
| 1. Nomination Proforma
(Annex-VI of Cabinet Div.) | 55
copies | i) Duly signed and stamped by
the concerned Vice-
Chancellor/Rector of the
University/Degree Awarding
Institution

ii) In case of Vice-
Chancellor/Rector, the Executive
Director or Chairman, HEC will
sign the proforma. |
| 2. English Citation | 55
copies | Citation not more than 100
words in English and Urdu |
| 3. Urdu Citation | 55
copies | |

- | | | | | |
|----|--|--------------|---|---------------------|
| 4. | Brief C.V / Bio data & List of Publication | 55
copies | } | |
| 5. | Information Sheet | 55
copies | } | This must be filled |
| 6. | A brief Citation in English exceeding not more than 100- words | 05
copies | } | |

Nominations papers received without complete documents (as referred to above) and without signature and office stamp by the recommending authority will not be entertained.

It has been observed that incomplete and unstapled papers are sent to HEC causing great inconvenience both for the nominating agency and Higher Education Commission. It is, therefore, requested that complete and stapled copies may be provided to HEC. Enclosed Form (duly signed and stamped by the recommending authority) + English Citation + Urdu citation + Brief C.V after being stapled will form One Set. 55 such sets are required by HEC alongwith 55 copies of Information Sheet and 05 copies of Citation in English (of not more than 100 words) stapled with these sets. No nomination without signature and stamp of recommending authority on the enclosed Proforma will be entertained.

Your kind co-operation and early action in this regard will be highly appreciated.

Yours sincerely,

Assistant Director

Vice Chancellors/HOI

All Public and Private Sector Universities

Annexure II

FORM

RECOMMENDATION FOR THE GRANT OF PAKISTAN CIVIL AWARD:		14 AUGUST, 201_	
1.	Name of Ministry/Division or Provincial Government		
2.	(i) Award recommended: (ii) Field		
3.	Particulars of recommendee:		
(i)	Name	in English	in Urdu
(ii)	Father's name		
(iii)	Age	Nationality	Domicile
(iv)	Profession & Designation	Standing in the Profession	

	(v)	Postal address of the Recommendee (In case of a posthumous award, please indicate the name and full address of next of kin of the recommendee)		Telephone Number Office Residence
	(vi)	Any honour or award already held with date of conferment (including Awards withdrawn in 1973)		
	(vii)	Whether previously recommended for any Pakistan Civil Awards,		
		Year	Award recommended	Recommending authority

CITATION

Name _____

Awards _____

Field _____

(CONTENTS OF CITATION)

(A detailed citation of the recommendee, both in English and Urdu, composed of about 35-400 words).

Signature of recommending authority

Name _____

Designation _____

Place _____

Date _____

NOTES

1. In making recommendations for the Order of Shuja at the citation should prescribe the notable act of gallantry or courage for which the award is being proposed.

2. For the Order of Imtiaz and for the President's Award for Pride of Performance, the Citation should cover the entire career of the recommendee, highlighting notable achievements in his field of distinction, national and international recognition and other salient features that merit consideration.
3. Citation should be sent both in English and Urdu.
4. Additional detail concerning achievements, including awards, books/articles written etc. may be attached with citation.
5. The citations of individuals in the field of Science, Technology (where applicable) should indicate the Journal Impact Factor and Science Citation Index.

Flow Chart of Civil Awards Activities

