



Kirti Saxena,  
Economic Adviser  
Tel: 2338 4578

File No.: 2338149  
Fax No.: 23381800  
Fax No.: 23381654  
Website: www.wcd.nic.in

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भारत सरकार  
महिला एवं बाल विकास मंत्रालय  
GOVERNMENT OF INDIA  
MINISTRY OF WOMEN & CHILD DEVELOPMENT

शास्त्री भवन, नई दिल्ली-110 001, दिनांक  
Shastri Bhawan, New Delhi-110 001, Dated

Dated the 5<sup>th</sup> September, 2014.

Dear Shri Dash,

The Ministry of Women and Child Development, Government of India has instituted two awards "Zila Mahila Samman" and "Rajya Mahila Samman" to be conferred from 2015 onwards. These awards will recognise and reward selfless work done by exceptional and committed women, in particular at the community and grass root levels. There will be one award in every district (Zila Mahila Samman) and one in each State/Union Territory (Rajya Mahila Samman).

Zila Mahila Samman	One woman in each district of the country	A cash prize of Rs. 20,000/- and a scroll/ citation
Rajya Mahila Samman	One woman in each State/ Union Territory	A cash prize of Rs. 40,000/- and a scroll/ citation

The awards will be presented each year on International Women's Day, 8<sup>th</sup> March.

In this connection Smt. Maneka Sanjay Gandhi, the Minister for Women and Child Development has written to Chief Ministers of States/UTs.

The guidelines for the awards and the processes that will need to be followed, from the call for nominations to selection and then the award ceremonies are attached with this letter (Annexure - I). A model application form is also enclosed as Annexure - II.

I would be grateful if the necessary action for initiating the above awards is taken at the earliest. **A line in confirmation will be appreciated.**

With kind regards,

Encls: As above.

Your sincerely,

*Kirti Saxena*  
(Kirti Saxena)

Shri S. K. Dash  
Principal Secretary,  
Deptt. of Social Justice & Empowerment,  
Govt. of Himachal Pradesh,  
H.P. Secretariat,  
Shimla-171 002



Annexure - I

Guidelines for the processing and selection of recipients for the "ZilaMahilaSamman" and the "RajyaMahilaSamman"

1. Awards may be given for advocacy and awareness creation, motivation, community mobilisation, women's empowerment, skill development, training and capacity building and enterprise promotion in conjunction with tangible activities. Carrying out any one or more of these could be indicatively in fields such as health and hygiene, child sex ratio, women safety and survival, education, nutrition, environment, water management, social security. They could be in any area that affects the lives, livelihoods, status and dignity of women and girls. It could be action that seeks to remove gender asymmetries and attitudes towards women. Demonstrated innovation in any field could also be rewarded.
  - a) An area that merits special consideration is protecting women from violence and harassment, at home, in the workplace and everywhere in the public domain. The awards may recognize women who have shown exceptional courage, especially in adverse circumstances.
  - b) It is important to ensure that the most deserving, courageous and committed are recognized. There are some fields, which by themselves, would not be sufficient to consider and confer an award. Indicatively, these include achieving first position in school/college, organising a large number of classes on a subject/topic, participating in many programmes/cultural shows, association with a large number of organizations, being on a Board/Executive Committee:
2. The awardee should be above 21 years of age on 1st January 2014. She should be a resident, or have worked in that District/ State/ UT for at least two years, and not have received the award earlier. Awardees should not be recommended for both District and State level awards in the same year.
3. At the State Government level, an advertisement containing the eligibility criteria, and the areas of awards will be issued in the leading newspapers as well as social media inviting applications from the eligible girls/women as per the timelines at Para 8 of the guidelines.
4. State Governments are requested to invite applications, preferably electronically, for the State awards, and for the district awards. The invitation for applications should be disseminated in the print media, including in the local language (s), through the electronic media, and through social media networks.
5. For the District awards, Collectors/ Deputy Commissioners will constitute a Selection Committee, with the following composition:

Collector/ Deputy Commissioner

Chairperson

Two eminent women from the District, to be nominated by the Collector/ Deputy Commissioner

Members

District Programme Officer, ICDS

Member Secretary &  
Convener

- a) District level Committees will furnish to the State Government, in order of their recommended priority, three names for the award from their district. The State Government will select one name for the award, and inform the Collector/ Deputy Commissioner and the Ministry of Women and Child Development, Government of India.
  - b) The State Government (Women and Child Development Department) will carry out a similar exercise at the State level for the State level award.
  - c) The money to be paid to the awardees would be transferred into their bank accounts, on 08 March, through electronic transfer. An announcement would be made at the respective award ceremonies. The scroll/ citation would be presented at the award ceremony.
6. Award ceremonies for the district level award should be held at each district headquarter, on International Women's Day, 08 March every year. These ceremonies could be held in conjunction with other events that mark the day.
7. ~~The State level awards would be presented at a function organized by the Government of India in New Delhi, on 08 March.~~

8. The time-lines are as follows (last dates):

Action	Last date
Constitution of Selection Committees at State & District levels	30 <sup>th</sup> September
Issuance of advertisements/ information by State Governments/ UTs	15 <sup>th</sup> October
Last date for receipt of applications	3 <sup>rd</sup> November
Completion of scrutiny and processing	30 <sup>th</sup> November
Finalisation of recommendations	15 <sup>th</sup> December
Communication of names and details, including bank account details ( number, branch, IFSC Code) of recommended awardees to the Ministry of Women and Child Development, Government of India by States	31 <sup>st</sup> December
Award ceremonies	8 <sup>th</sup> March of the following year



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Annexure - II

### Application Form

Format for applications for Awards

I.	Name	
II.	Date of Birth	
III.	Mother's Name	
IV.	Telephone No. (with code)	
V.	Present address	
VI.	a. Bank Account number, Bank branch and IFSC code	
VII.	Field of Work and the location(s) at which you have worked	
VIII.	A description of yourself, your goals and aspirations	
IX.	Description of work done by you, with timelines, collaborations, impact and outcomes	Please enclose separately as Annexure
X.	References from two persons who are aware of your work	

Place:

Applicants' Signature

Date: