

# **Nomination Process for Padma Awards**

(How to Apply for Padma Awards)

All nominations to be submitted online on: <https://awards.gov.in>

## **Registration Process**

### **For Individuals:**

- (A) Go to Registration/Login Button on the top right corner of the Home Page.
- (B) Click 'Individual' radio button and select the Nominator type (e.g. Citizen, Chief Minister, Governor, NRI, Foreigner, etc.)
- (C) Fill your First Name, Last Name (as per the Aadhar Number/Valid Identity Proof) and other requisite details.
- (D) Select mode of identity which includes Aadhar Authentication, PAN Card, Passport, Driving license, etc.

**Do you have Aadhar ID? If 'Yes'**, (While registration, name of the nominator should be same as in Aadhar Card).

1. Enter Aadhar Number and your linked Mobile Number.
2. Enter the OTP received on your linked Mobile Number to complete the verification.

**Do you have Aadhar? If 'No'**

1. Select 'Other Identity Proof' (Driving license, Passport, PAN card, etc.) and fill the details of selected identity document.
2. Enter Mobile Number, Email ID, and other requisite details.
3. Enter the OTP received on your Mobile Number to complete the verification.

- (E) Set a new password & Enter Captcha.
- (F) Click on 'Save'. Once registered the Login ID will be sent on the Mobile Number.
- (G) Login and nominate.

### **For Organization:**

- (A) Go to Registration/Login Button on the top right corner of the Home Page.
- (B) Click 'Organization' radio button and select the Type of Organization.
- (C) Fill the Name of Organization, Name of the Authorized Person and other requisite details.
- (D) Select mode of identity which includes Aadhar Authentication, PAN Card, Passport, Driving license, etc.

**Do you have Aadhar ID? If 'Yes'**, (While registration, name of the nominator should be same as in Aadhar Card).

1. Enter Aadhar Number and your linked Mobile Number.
2. Enter the OTP received on your linked Mobile Number to complete the verification.

**Do you have Aadhar? If 'No'**

1. Select 'Other Identity Proof' (Driving license, Passport, PAN Card, etc) and fill the details of selected identity.
2. Enter Mobile Number, Email ID, and other requisite details.
3. Enter the OTP received on your Mobile Number to complete the verification.

(E) Set a new password & Enter Captcha.

(F) Click on 'Save'. Once registered the Login ID will be sent on the linked Mobile Number.

(G) Login and Nominate.

### **For Authorized Users:**

(A) Go to Login on Home Page of the portal.

(B) Enter Login ID and Password given by the Ministry of Home Affairs.

(C) Enter the details of the Authorized person.

(D) Login and nominate.

### **Nomination Process**

On the Home Page of Portal, click 'Ongoing Award Nominations':

(A) Select Padma Awards.

(B) Click on 'Nominate Now' button present on Padma Awards details.

(C) Fill in your Login ID, Password and Captcha. Click 'Submit'. Then enter the received OTP on registered Mobile Number and Captcha. Click 'Submit'.

(D) Select Category of the Padma Award for which you would like to nominate - Padma Vibhushan, Padma Bhushan or Padma Shri.

(E) Select Field (Area of Excellence) from the given list (Art, Science & Engineering, Sports, Social Work, etc.). Enter Sub field if any. Click 'Submit'.

(F) Fill in 1. Nomination details, enter the Basic Details and click 'Save & Next'.

(G) Fill in 2. Citation, Significant contribution, Number of years working in the field, Impact/Outcome of the work done by the person being nominated. Click 'Save & Next'.

(H) Fill in 3. Details of the Awards or Honors received by the nominee. Enter any other relevant information (max. 300 words). Upload Photo of the nominee (size should not be more than 5 MB in

jpg/jpeg/png format) and any Supporting Document (size should not be more than 5 MB and in pdf format). Tick the Declaration and click 'Save as Draft'.

- (I) On completion of the nomination form, click on 'Final Submit'. Before Final Submit, check if all the information is correct as you won't be able to make changes to the nomination form upon Final Submit.
- (J) Confirmation regarding nomination will be shared through Email or SMS on your registered Email Id and Mobile Number.