



Shree Pretoria Hindu Seva Samaj

Established in 1932

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“Satyameva Jayate” - Truth Alone Prevails

Celebrating 81 Years of Selfless Service

SAMAJ SERVICE RECOGNITION AWARDS POLICY

1. PREAMBLE

As a Service (“Seva”) Organisation, the SHREE PRETORIA HINDU SEVA SAMAJ is heavily reliant on the spirit of volunteerism and selfless dedication of its members to furthering its social, cultural and religious aims and objectives. Whilst no reward is expected, it is important that the exceptional contributions of individuals are recognised as it serves not only to bestow recognition for services rendered but the ceremony serves as a catalyst to encourage and motivate others, especially the youth and future leaders, to embrace the spirit of community service.

Over the years, the officials of the Shree Pretoria Hindu Seva Samaj had in various ways bestowed recognition to individuals and officials for services rendered to the Gujarati/Hindu community of Pretoria. However, many of these initiatives were not underpinned by a well-thought out policy with well-defined criteria. As a result, the awarding of recognition tended to be ad hoc in nature and dependent on the particular preferences of the officials of the day.

This policy attempts to a) institutionalize the Samaj’s Recognition Awards System; and b) provide clear guidance to current and future officials on the nature and criteria for making awards to deserving individuals on behalf of the Samaj.

2. TYPES OF AWARDS

The following Recognition Awards will be conferred on deserving individuals:

2.1 The Lotus Award

- 2.2 Bharat Award
- 2.3 Sanskruti Award
- 2.4 Milan (Unity) Award

3. **CRITERIA & NATURE OF AWARDS**

In general, recognition awards should be given to individuals who have a long and consistent track record of community service, either in an official or non-official capacity. The period of service should be at least 10 years. This criterion applies strictly to the Lotus, Bharat and Sanskruti Awards. Other criteria are: nature of contribution; impact of contribution (was it long-lasting or of short duration?); did the contribution make the organisation more efficient or more effective?

3.1 ***The Lotus Award***

The Lotus Award is conferred on those local individuals who have served the community faithfully over a long period of time in various **official** capacities. The service could have been either as an executive committee member, portfolio or management committee member or that of a trustee. This service need not have been consecutive. To qualify, an individual must have served the Samaj in an official capacity for at least 10 years, was instrumental in making a lasting contribution that can directly be attributed to his/her efforts or be seen to have played a significant leadership role. At least one noteworthy contribution needs to be identified.

3.2 ***Bharat Award***

The Bharat Award is conferred on those local individuals who have served the community faithfully over a long period of time in various **non-official** capacities or as volunteers. To qualify, the individual must have a track record of “seva” or volunteerism for at least 10 years. The contribution made can be in any one specific area or cover a range of Samaj activities.

3.3 ***Sanskruti Award***

This award is conferred on local individuals (whether officials or not) who have made a significant contribution to the development of Education, Arts, Culture & Religion. To qualify, the individual must have contributed to the growth and development of the community in any of the performing or visual arts, culture, religion or education for at least 10 years. At least one noteworthy contribution needs to be identified.

3.4 ***Milan (Unity) Award***

This award is conferred on non-member individuals who have made a significant contribution to the Gujarati/Hindu community of Pretoria. To qualify, the individual

should have made a noteworthy contribution to the Pretoria Gujarati Hindu community in general or rendered a specific service to the Samaj.

4. PROCEDURE FOR NOMINATIONS

The following nomination procedure applies:

- The Executive Committee will inform the public via email of the opening and closing dates for nominations;
- Nominations can be made by any member of the community
- Self-nominations are acceptable
- A prescribed nomination form (Annexure A), **must** be completed in full.
- The nomination form must be submitted to the Samaj office
- Nominations must be submitted timeously as per the prescribed date. Late nominations will not be considered
- All nominations must be presented to the Trustees for their consideration and decision.
- Posthumous awards will not be allowed.

- Individuals who were recognised by past administrations will not qualify to receive an award
- Only one award per category per annum will be granted

- Should a suitable person not be nominated for any of the categories in any single year, than the Trustees reserve the right not to make an award in any particular category.
- The trustees' decision with regards to awards is final.

5. THE AWARDS FUNCTION

Awards will be conferred to the successful recipient(s) at the annual Gujarati New Year function. The recipients of the awards will be notified that they have been successfully nominated to receive an award. The awards will be presented jointly by the President and Chairman of Trustees.

This policy was approved by the Executive Committee at a meeting held in February 2013

**RAMESHBHAI CHHAGAN
PRESIDENT**

**BHAAVIC CHHANA
SECRETARY-GENERAL**



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ANNEXURE A: SAMAJ RECOGNITION AWARDS POLICY

Preamble

This annexure must be completed by all individuals who wish to nominate a person or self-nominate to receive a Samaj Recognition Award as set out in the Samaj Recognition Awards Policy which is available from the office or the Samaj website (www.sphss108.co.za). The policy sets out the different types of awards available, the qualifying criteria and procedure for nominations.

ANNEXURE A:

Full Name of Person Nominated:

Address of Nominee:

Contact details: Landline ; Cell phone:

Has this person consented to being nominated: Yes No (please tick or cross)

NB: Please obtain consent as it is embarrassing for the Samaj to give recognition to someone who does not want it

Name of Award being nominated for (please tick or cross one of the following):

NB: The trustees reserve the right to determine which award is most suitable for the nominee.

LOTUS AWARD BHARAT AWARD SANSKUTI AWARD

MILAN AWARD

Motivation for Nomination (Please provide detailed description for reason for nomination. In your response, please indicate length of service, impact of contribution, including examples or specific incidents or events, if possible).

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