

Government of the People's Republic of Bangladesh

Ministry of Education

Administration & Establishment Section

Secondary and Higher Education Division

www.shed.gov.bd

Memo No: 37.00.0000.061.22.0005.16-77/1

Date: 06 July 2022

Subject: International Mother Language Award Guidelines 2019 (Revised-2022)

Following the decision taken by International Mother Language Institute regarding the conferment of awards, the International Mother Language Award Guidelines 2019 (Revised-2022) is hereby notified for the intimation of all concerned; and as per the International Mother Language Award Guidelines 2019 (Revised-2022), awards would be conferred in recognition of the outstanding contribution for the protection and promotion, culture, practice and research of mother languages in Bangladesh and throughout the world.

1.0 Short title and jurisdiction

- 1.1 The guidelines shall be called as the International Mother Language Award Guidelines 2019 (Revised-2022).
- 1.2 The jurisdiction of the guidelines shall be Bangladesh and the member states of UNESCO.
- 1.3 The guidelines shall come into force forthwith.

2.0 Unless there is anything repugnant in the subject or context, the following shall be defined by these guidelines

- 2.1 "Institute" means "International Mother Language Institute" established under the section 3 of 'International Mother Language Institute Act - 2010'.
- 2.2 "International Mother Language Award" means the 'Prize' conferred in favour of the native and foreign individuals by International Mother Language Institute under these guidelines in recognition of the outstanding contribution for the protection, promotion, culture, practice and research of mother languages.
- 2.3 "Certificate of Appreciation" means the "Certificate of Appreciation" to be conferred in favour of the individual or institution/agency by Institute.
- 2.4 "Selection Committee" means the 'Committee' formed under the leadership of Director of International Mother Language Institute, which shall, after scrutiny and examination, refer the application/proposal of individual, institution/agency for the recommendation of Nomination Committee.
- 2.5 "Nomination Committee" means the 'Committee' formed under the tutelage of Minister for Ministry of Education, which shall recommend from the shortlist prepared by Selection Committee for the conferment of the award.
- 2.6 "Director" means the 'Director' appointed under Section 10 of International Mother Language Institute Act 2010 (Amended 2019).

3.0 Name of the Award

International Mother Language National Award and International Mother Language International Award

4.0 The number of the Award

04 (four) awards shall be conferred every after one year, for example-2021, 2023, 2025, etc. (2 in national category and 2 in international category) in favour of individual or institution/agency.

5.0 Procedure of application for the award

- 5.1 International Mother Language Institute (IMLI) shall publish notifications inviting application/proposal in at least four daily newspapers (2 Bangla and 2 English) within 1 July of the preceding year of the award giving year and publish as well on the websites of International Mother Language Institute, Secondary and Higher Education Division, Ministry of Foreign Affairs and other organizations and agencies under Ministry of Education;



- 5.2 For international category International Mother Language Institute shall do the needful for the publication of notification on the website of UNESCO within 31st August;
- 5.3 In the beginning any individual, government, non-government and autonomous institution, university, similar organization/agency can send the application/proposal for the award in prescribed form (appendices – A/B).

6.0 Value of the Award

An 18 (eighteen) carat Gold Medal of 35 (thirty-five) grams along with a Certificate of Appreciation and BDT 4,00,000/- (Taka Four Lac) or USD 5,000 would be conferred as awards. It is notable that International Mother Language Institute shall reserve the rights to increase or decrease from time to time the number of awards as well as the amount of money.

7.0 Eligibility for receiving the award

- 7.1 Contributions towards the protection, promotion and revitalization of mother languages;
- 7.2 Specially proven contributions towards the practice and culture of mother language (Standard published books or Research papers published as books would be submitted as evidence);
- 7.3 Outstanding contributions towards the research of mother language;
- 7.4 Special contributions towards the innovation of digital technology with regard to the preservation, revitalization and development of mother language;
- 7.5 Special contributions towards the publicity and spread of mother language in the world outside;
- 7.6 Special contributions in the translation of literary works written in mother language and in the translation of original books on other discipline/subjects (Published standard books would be submitted as evidence);
- 7.7 Special contributions in the translation of books written in foreign language as well as in translation of books on language and language related other subjects into Bangla language (Standard published books would be submitted as evidence).

8.0 Instructions to be followed for processing the applications or proposals

- 8.1 Three (03) copies of application or proposal filled in duly in prescribed format (available in the appendices 'A'/'B' of International Mother Language Award Guidelines 2019) shall be sent to the Member-Secretary of Selection Committee, either by hand or by post, within the specified time span. Soft copy of the same shall also be sent to the email address.
- 8.2 Applications would be rejected in case of providing any false or incomplete information or indistinct/vague statement in the application/proposal, and due to the failure of properly enclosing the certificates/testimonials which are not prepared following the model of sample or specimens;
- 8.3 Conferment of International Mother Language Award in any category (National and International) shall remain 'postponed' for the concerned year unless the competent person/institution is found;
- 8.4 The same person or institution/agency shall not be considered eligible for International Mother Language Award for the second time;
- 8.5 This award shall not be conferred posthumously. In case of the death of the person after being nominated for the award, the selected successor among the heirs or heiresses, upon the submission of succession certificate duly countersigned either by Deputy Commissioner or by Ambassador/High Commissioner, or having no heirs or heiresses an appropriate person would receive the award on his behalf.
- 8.6 If any Bangladeshi national is nominated for the award while staying in Bangladesh and after the nomination if he/she goes abroad and he/she is not in a position to receive the award in Bangladesh, in that case he/she would receive the award, subject to the prior



intimation of his staying in foreign country to the authority of International Mother Language Institute, from the embassy/high commission (if there is any) of the country he/she lives or stays in. The same procedure shall be applicable to the deceased person if he/she dies after the nomination for the award, but in this regard the authenticity of the heir or heiresses shall be duly examined by the embassy/high commission in the concerned country. The award giving ceremony would be organized at the embassy/high commission and Ambassador or High Commissioner would give away the award.

The prize money would be paid to the awardee from embassy or high commission and International Mother Language Institute would reimburse the fixed amount of money to Ministry of Foreign Affairs / embassy or high commission through Secondary and Higher Education Division under Ministry of Education.

9.0 Committee on the Conferment of the award

Two committees shall do the activities for the conferment of International Mother Language Award in due time in the working year; these committees will be named as: (a) Selection Committee and (b) Nomination Committee.

9.1 Structure of the Selection Committee:

9.1.1	Director General, International Mother Language Institute	: Chairperson
9.1.2	Director General (International Agency) Ministry of Foreign Affairs	: Member
9.1.3	Director (Admin, Finance & Training), International Mother Language Institute	: Member
9.1.4	Representative, Cabinet Division, (Not below Joint Secretary)	: Member
9.1.5	Representative, Ministry of Public Administration (Not below Joint Secretary)	: Member
9.1.6	Representative, Secondary and Higher Education Division, (Not below Joint Secretary)	: Member
9.1.7	Representative, Ministry of Primary and Mass Education, (Not below Joint Secretary)	: Member
9.1.8	Representative, Ministry of Cultural Affairs (Not below Joint Secretary)	: Member
9.1.9	Chairman, Dept. of Linguistics, University of Dhaka	: Member
9.1.10	Deputy Secretary General, Bangladesh National Commission for UNESCO	: Member
9.1.11-12	2 distinguished persons including 1 woman (Nominated by Director General, International Mother Language Institute & approved by Secondary and Higher Education Division)	: Member
9.1.13	Director (Language, Research & Planning), International Mother Language Institute	: Member- Secretary

9.2 Terms of Reference

9.2.1 After scrutinizing the received applications and proposals of names both in national and international categories, selection committee shall prepare a list of individuals/institutions and send it to the Nomination Committee by 31 October.

9.2.2 For the purpose of nomination the committee may call upon the applicants to attend the interview and communicate with them by email.



9.3 Structure of Nomination Committee

- 9.3.1 Honorable Minister, Ministry of Education : Chairperson
9.3.2 Honorable State Minister/Deputy Minister, Ministry of Education : Vice Chairperson
9.3.3 Senior Secretary/Secretary, Secondary and Higher Education, Ministry of Education : Member
9.3.4 Senior Secretary/Secretary, Ministry of Public Administration : Member
9.3.5 Senior Secretary/Secretary, Finance Division : Member
9.3.6 Senior Secretary/Secretary, Ministry of Foreign Affairs : Member
9.3.7 Senior Secretary/Secretary, Ministry of Cultural Affairs : Member
9.3.8 Senior Secretary/Secretary, Ministry of Primary and Mass Education : Member
9.3.9 Senior Secretary/Secretary, Ministry of Information : Member
9.3.10 Secretary (Coordination and Reforms), Cabinet Division : Member
9.3.11 Additional Secretary (Admin. & Finance) : Member
9.3.12 Representative, Prime Minister's Office (Not below the Status of Director General) : Member
9.3.13 Director General, Bangla Academy : Member
9.3.14 Director, Modern Language Institute, DU : Member
9.3.15 Director General, International Mother Language Institute : Member-Secretary

9.4 Terms of Reference

- 9.4.1 The committee will choose 3/4 names in national category and 3/4 names in international category from the list sent by the Selection Committee.
9.4.2 The committee can enquire about the persons and the institutions included in the of the Selection Committee if necessary and can organize the interview for the concerned.
9.4.3 The committee will recommend for the final approval of Honorable Prime Minister.
9.4.4 The committee can co-opt as many members as it is deemed necessary.

10.0 Expenditure on Conferment of the Awards

There will have to be an allocation of requisite amount of money in the budget of International Mother Language Institute for the implementation of activities regarding the conferment of the awards. For ensuring this allocation necessary approval will be taken from Secondary and Higher Education Division under Ministry of Education and Ministry of Finance.

11.0 Time-schedule for processing the formalities as to the conferment of award

The performance of the prospective awardee up to December of the preceding year and in special cases the total contributions of the awardee or institution would be taken into consideration.

11.1 Time-schedule for processing the formalities as to the conferment of award shall be as follows:

- 11.1.1 Request for application/proposal and collection (For international category notification to be published on the Website of embassy/high commission and for national category to be Published in four or more dailies) : within 1st July
11.1.2 The deadline for submission/collection of application/proposal : 31st August
11.1.3 Applications to be scrutinized by the Selection Committee : 30th September
11.1.4 Selected Names to be sent to the Nomination Committee : 31st October
11.1.5 Nomination to be finalized by the Nomination Committee : 30th November



- 11.1.6 Nomination to be endorsed by Honorable Prime Minister : 31st December
11.1.7 Declaration of International Mother Language Award : 15th January
(Through notification published in one or more than one
daily newspaper)
11.1.8 Award to be conferred formally : 21st February

12.0 Use of title by the Awardee:

The Awardees of International Mother Language Award will be regarded as International Mother Language Awardee and they may use 'IMLA' as a title after their names.

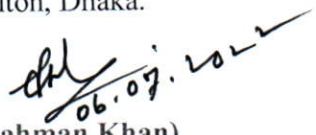
Signed/-
(Md. Abu Bakr Siddique)
Secretary
Secondary and Higher Education Division
Ministry of Education

Memo No: 37.00.0000.061.22.0005.16-77/1

Date: 06 July 2022

Copy for kind information and action:

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Principal Secretary, Prime Minister's Office, Old Sangsad Bhabon, Dhaka.
3. Comptroller General and Auditor, Comptroller General and Auditor's Office, Kakrial, Dhaka.
4. Senior Secretary/Secretary
5. Additional Secretary (All), Secondary and Higher Education Division, Ministry of Education, Bangladesh Secretariat, Dhaka.
6. Commissioner, Division (All).
7. Director General, BANBEIS, Dhaka.
8. Deputy Secretary General, BNCU, Dhaka.
9. Managing Director, Prime Minister's Educational Assistance Trust, Dhaka.
10. Chief Engineer, Directorate of Education Engineering, Dhaka.
11. International Mother Language Institute, Segunbagicha, Dhaka.
12. Director General, Directorate of Secondary and Higher Education, Dhaka.
13. Director General, National Academy for Educational Management, Dhaka.
14. Deputy Commissioner, All.
15. PS to Honorable Minister, Ministry of Education, Dhaka.
16. PS to Senior Secretary, Secondary and Higher Education Division, Ministry of Education, Bangladesh Secretariat, Dhaka.
17. PS to Honorable Deputy Minister, Ministry of Education, Bangladesh Secretariat, Dhaka.
18. Senior System Analyst, Secondary and Higher Education Division, Ministry of Education, Bangladesh Secretariat, Dhaka.
19. Chief Accounts Officer, Ministry of Education, 45, Old Palton, Dhaka.


(Saifur Rahman Khan)
Deputy Secretary (Admin and Establishment)
Phone: 9549130
E-mail : sas_admin1@moedu.gov.bd

Information Form for the Proposed Person

Affix colored photos of the proposed person (2 pp size & 2 stamp size)

Information about the proposed person

1.0 Personal Information

1.1	Name (in block letter)	:	
1.2	Father's name	:	
1.3	Mother's name	:	
1.4	Date of Birth	;	
1.5	National Identification Number (NID)	:	
1.6	Nationality	:	
1.7	Permanent Address	:	
1.8	Present Address	:	
1.9	Phone number	:	Office: Residence: Cellphone:
1.10	Fax number	:	
1.11	Email ID	:	

2.0 Educational Qualifications

SN	Education Level	Educational Institutions and Address	Special feat in academic career
2.1	Elementary		
2.2	Secondary		
2.3	Graduation		
2.4	Post-graduation		
2.5	Higher Degree		
2.6	Any remarkable certificate/diploma		

3.0 Description of the published research papers/articles/books, etc.

SN	Name of the published research papers/articles/books, etc	Name of the publisher/journal Place of publication and year of publication	Remarks

4.0 Description of received prizes/certificates/awards

SN	Name of prize/certificate/award, Year of receipt	The work/task for the prize/certificate/award has been conferred	Remarks



5.0 Remarkable activities in social/cultural/political field

SN	Name of organization and address	Name of post (in case of discharging responsible duties), Tenure	Special performance

6.0 Contribution of the proposed person towards the field in recognition of which she/he is being proposed for the award

7.0 Description of important information (if any)

8.0 Information of the person with whom necessary communications can be made while the proposal being under process

8.1	Name	:	
8.2	Present address	:	
8.3	Phone and cellphone number	:	
8.4	Fax number	:	
8.5	Email address	:	

9.0 Information of the person who will receive the award on his behalf in case the selected person is unable to receive it in person for unavoidable circumstances

9.1	Name	:	
9.2	Present address	:	
9.3	Phone and cellphone number	:	
9.4	Fax number	:	
9.5	Email address	:	

10.0 proposal


The information given above regarding Mr. as well as the documents and papers enclosed herewith are correct and genuine to the best of my knowledge. In consideration of his outstanding contribution towards the welfare of the country and nation and the achievements throughout his life she/he has become eligible for the International Mother language International Award – 2019. Hence I am proposing Mr. as a prospective recipient for the International Mother Language International Award – 2019 for his outstanding contribution towards theprotection, promotion and revitalization of / of.....

Date:

Signature of the Proposer
(Name of the Proposer)
Seal (if applicable)

11.0 Information of the Proposer

11.1	Year of receiving the award if the proposer himself recipient of IMLA	:	
11.2	Designation of the signatory of the proposal giving Ministry/Division, Name of Ministry/Division	:	
11.3	Present address	:	
11.4	Phone and cellphone number	:	
11.5	Fax number	:	



12.0 Directives regarding proposed Form Fill-up

- 12.1 In respect of proposal from the Ministry/Division, the Senior Secretary/Secretary of the ministry/ Division will sign the proposal.
- 12.2 The proposer will give initial in every page and Annexure of the proposal.
- 12.3 The proposal must be computer composed on A4 sized paper using only one side and a soft copy of the proposal must be sent in a CD in Nikosh Font/ SutonnyMJ Font.
- 12.4 Photocopy of the National ID Card and Birth Registration Certificate must be attached with the proposal.
- 12.5 In the Article 6 and 7 of the Proposal Form, specific information must be provided within 300 words. If necessary, detail information regarding those matters can be provided with the proposal in the form of Annexure.
- 12.6 The subjects of the Form that are not applicable for the proposed person, must be filled-up with the term 'Not Applicable'. Likewise, the matters that are not in existence, must be filled-up with the term 'Non-existent'.
- 12.7 In case of the death of the person after being nominated for the award, the selected successor among the heirs or heiresses, upon submission of succession certificate duly countersigned by Deputy Commissioner, would receive the award on his/her behalf.
- 12.8 The Form can be downloaded from the address <http://www.imli.gov.bd>



Information Form for the Proposed Institution

Affix colored photos of the Head of proposed institution (2 pp size & 2 stamp size)

Information about the proposed institution

1.0 Personal Information

1.1	Name (in block letter)	:	
1.2	Full Address	:	
1.3	Registration and Year of Registration (If applicable)	:	
1.4	Name of the Chief Executive	:	
1.5	Designation of the Chief Executive	:	
1.6	Phone Number	:	Office: _____ Residence: _____ Cell phone: _____
1.7	Fax Number	:	
1.8	Website Address	:	
1.9	Email ID	:	

2.0 Remarkable activities and achievements/contributions/credits

3.0 Awards/Honors/Medals received

SN	Name of Awards/Honors/Medals received and year of receiving	For which contribution the Awards/Honors/Medals were received	Remarks

4.0 Contributions of the proposed institution in the concerned fields in recognition of which the award is being offered

5.0 Descriptions of other remarkable important information (If there is any)

6.0 Attached Reports [Give Tick or Cross]

- 6.1 Year Annual Report (Latest one)
- 6.2 Year Meeting Minutes of the Annual General Meeting (Latest one)
- 6.3 Year Audit Report (Latest one)
- 6.4 Dated,,,, and
Meeting Minutes of the Board of Governors/ Board of Directors/ Managing Committee (Latest 5)

7.0 Information of the person with whom necessary communications can be made while the proposal being under process

7.1	Name	:	
7.2	Designation	:	
7.3	Address	:	
7.4	Phone and Cell Number	:	
7.5	Fax Number	:	
7.6	E-mail ID	:	

8.0 Information of the person who will receive the award on behalf of the Head of the institution in case he/she is unable to receive it in person for unavoidable circumstances

8.1	Name	:	
8.2	Designation	:	
8.3	Address	:	
8.4	Phone and Cell Number	:	
8.5	Fax Number	:	
8.6	E-mail Address	:	

9.0 Proposal

The information given above regarding (Name of proposed institution)..... as well as the documents and papers enclosed herewith are correct and genuine to the best of my knowledge. In consideration of the outstanding contribution towards the welfare of the country and nation, the institution is eligible for receiving the..... Award. Hence I am proposing the..... Award 20..... to the institution in the field of.....

Date:

Signature of the Proposer
(.....Name of the Proposer.....)
Seal (if applicable)

10.0 Information of the proposer

10.1	If the proposer is a previous recipient of the Award of International Mother Language Institute, the year of receiving award	:	
10.2	If the proposer is of the Ministry/Division, designation and the Ministry/ Division of the signatory	:	
10.3	Present Address	:	
10.4	Phone and Cell Number	:	
10.5	Fax Number	:	
10.6	E-mail Address	:	

11.0 Guidelines regarding proposed Form Fill-up

- 11.1 In respect of proposal from the Ministry/ Division, the Secretary of the ministry/ Division will sign the proposal.
- 11.2 The proposer will give initial in every page and Annexure of the proposal.
- 11.3 The proposal must be computer composed on A4 sized paper using only one side and a soft copy of the proposal must be sent in a CD in Nikosh Font/ SutonnyMJ Font.
- 11.4 Photocopy of the National ID Card and Birth Registration Certificate of the proposed person must be attached with the proposal.
- 11.5 In the Article 4 and 5 of the Proposal Form, specific information must be provided within 300 words. If necessary, detail information regarding those matters can be provided with the proposal in the form of Annexure.
- 11.6 The subjects of the Form that are not applicable for the proposed person, must be filled-up with the term 'Not Applicable'. Likewise, the matters that are not in existence, must be filled-up with the term 'Non-existent'.
- 11.7 The Form can be downloaded from the address <http://www.imli.gov.bd>

