

**IMMEDIATE**

No.T-16017/02/2023-TFA  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
(Training Division)  
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Old JNU Campus, New Delhi  
Dated the 24<sup>th</sup> May, 2023

**OFFICE MEMORANDUM**

**Sub: Guidelines for Institution of Awards / Medals / Memorial Lectures, etc. in Central Training Institutes (CTIs).**

The undersigned is directed to say that this Department is the nodal agency of Government of India for matters related to training of Civil Servants. The Central Training Institutes (CTIs), under the administrative control of various Ministries/Departments have been conducting induction and mid-career training programmes for various cadres of Government of India. In order to motivate the participants to perform better in the academic/extra-curricular activities during training, a number of measures are undertaken by the CTIs. Such measures include giving recognition by way of Awards / Rewards / Medals / Certificates etc. Some CTIs have also instituted Memorial Lectures in the name of eminent personalities etc. The expenditure on these awards / rewards / medals / certificates / memorial lectures (hereinafter referred as '**Awards etc.**') is borne either from Government funding or through one time/recurring endowments from non-government entities.

2. However, it has been observed that the CTIs have devised their own system for institution of Awards etc., resulting in adoption of different parameters by different CTIs. While some divergence is understandable as each CTI caters to a different field of specialization and serves a different target group, a certain degree of uniformity is desirable.

3. Therefore, these Guidelines (as per **Annexure**) are being issued to bring about uniformity and transparency in institution of such Awards etc.

4. All the Ministries/Departments are requested to instruct the CTIs under their administrative control to comply with these Guidelines.

5. It may be ensured that the exercise for review of Awards etc., is carried out in a time bound manner. A report on the action taken may be sent to this Department.

Encl: As above.



(D. Ramesh Babu)

Under Secretary to the Govt. of India

The Ministries/Departments  
(As per the list enclosed)

Copy to

1. Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie, Uttarakhand.
2. Institute of Secretariat Training and Management (ISTM), New Delhi.
3. Indian Institute of Public Administration (IIPA), New Delhi.

Copy also to NIC, Training Division, DoPT – for uploading the OM on the Department's website.

**Annexure**

**Guidelines for Institution of Medal/Award/Memorial Lecture  
in Central Training Institutes**



**सत्यमेव जयते**

**GOVERNMENT OF INDIA  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training**

## **Guidelines for Institution of Award/ Medal/ Memorial Lecture etc.**

### **1. Background**

- 1.1 The Central Training Institutes (CTIs) have been conducting induction and mid-career training programmes for various cadres of Government of India. They encourage academic/extra-curricular excellence through awards/rewards/medals/certificates, etc. These are often instituted in commemoration of individuals/ group of individuals/ entities. The CTIs have also instituted Memorial Lectures in the name of eminent personalities etc.
- 1.2 The expenditure on these awards/ rewards/ medals/ certificates/ memorial lectures (herein after to be referred as '**Awards etc.**') is borne either from Government funding or through one time/recurring endowments from non-government entities.
- 1.3 In order to bring out a certain level of uniformity and transparency in the process of institution of 'Awards etc.' in the CTIs, the following Guidelines along with the mechanism of administering the same, have been formulated. These Guidelines shall be followed for examining any new proposal for instituting Awards etc. as well as to review and rationalize the existing Awards etc.

### **2. Procedure for Institution/Review of Awards etc.**

#### **2.1 General Guidelines for Consideration of Proposals for Institution/Review of Awards etc.**

Awards etc. shall, in general, be proposed by the CTI or the Administrative Ministry/Department concerned. However, there can be exceptional circumstances where such proposals can be received from private individuals/ group of individuals/ entities. These Guidelines and the procedure set out below shall be applicable in either case.

- A.** The following shall be taken into consideration, while deciding on institution /review of any Awards etc.
  - i. The Awards etc. shall be introduced only for outstanding performance in the relevant academic/extra-curricular activities etc.
  - ii. Awards etc., shall, in general, be instituted in the name of Constitutional/Public Authorities, such as the Awards instituted in the name of Head of Institution - Director's / Director General's Medal for Excellence.
  - iii. Awards etc. in the name of any individual may be discouraged unless he/she has contributed exceptionally to the cause of the nation/ service/ CTI. Such Awards etc. may be instituted only with the approval of the Administrative Ministry/ Department.

- B.** Once an award has been instituted, each CTI shall develop its own set of Guidelines for selection of Officer Trainees for the Awards etc.

## **2.2 Financial Arrangement for the Awards etc.**

- C.** Financing of all such Awards etc., including where Cash Reward is also involved, shall be generally from the Government budgetary support provided explicitly for the said purpose.
- D.** Financing of all such Awards etc., may not be linked to any Individual/ non-governmental financial support either directly or indirectly, barring in exceptional circumstances. In such cases, approval of the Administrative Ministry/Department shall be taken.
- E.** On review, if any of the Awards etc. is found to have been funded through endowment by an individual/group of individuals/non-government entity, such funding may be discontinued.
- F.** Each CTI, which has been duly authorized for receipt of endowments etc. from non-governmental entities, shall put in place a formal and transparent mechanism for operationalization of the same.

## **2.3 Screening Committee**

- G.** A Screening Committee shall be constituted within each CTI to consider all proposals for instituting Awards etc. This Committee shall also carry out a one-time review of each of the existing Awards etc. with a view to providing specific recommendations as regards continuance or otherwise.
- H.** The Screening Committee shall be constituted by the Head of the CTI. It shall normally consist of not more than 05 members including the Chairperson. The composition of the Committee shall be well-balanced with at least one member as the representative of the Administrative Ministry/Department, of rank not below Joint Secretary. At least one external Expert shall also be nominated having expertise in the relevant field.
- I.** The proposal(s) to be placed before the Screening Committee shall be in conformity with the above mentioned Guidelines and shall include the following details:
- (i) Name of the Award etc.;
  - (ii) Category for which Award etc. is proposed;
  - (iii) Brief description about the intent for institution of Award etc. and its justification in view of the core activities of the service/ CTI;
  - (iv) Terms and Conditions; and

(v) Financial component, if any, and its details.

- J.** The Committee shall consider the proposal(s) for instituting new Award etc. in terms of the general Guidelines prescribed above, and will satisfy itself that the intent of the proposed Award etc. is in consonance with the core activities of the Service/CTI.
- K.** Only such Awards etc., as have been duly approved by the Head of the CTI, after taking into consideration the recommendations of the Screening Committee, shall be instituted.

### **3. Review and Rationalization of existing Awards etc.**

- L.** The existing Awards etc., shall be reviewed by the Screening Committee, in terms of the above mentioned Guidelines.
- M.** The rationale for any such Awards etc. instituted in the name of an Individual /group of Individuals/entities etc., funded either by the government or by an Individual/group of Individuals/entities etc., shall be carefully examined, as regards their continuity or otherwise.
- N.** The Administrative Ministry/ Department shall ensure time bound completion of the review exercise.

### **4. Miscellaneous**

- O.** Details of Awards etc. along with the names of the recipients for the year may be published in the Annual Report of the CTI and its website.

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