

IMMEDIATE

No.T-16017/02/2023-TFA
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
(Training Division)

Old JNU Campus, New Delhi
Dated the 24th 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.