

No. 11017/05/2023-AIS-III
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi
Dated the 21st February, 2024

OFFICE MEMORANDUM

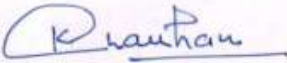
Subject: Guidelines on acceptance of awards from Government Bodies / Private Organizations by Government Servants.

The undersigned is directed to refer to O.M. No. 11017/05/2023-AIS-III dated 22.06.2023 (copy enclosed) and OM No. 11013/22/2023 – Pers. Policy (A-III) dated 04.12.2023 (copy enclosed) vide which guidelines have been issued by this Department regarding acceptance of awards by members of the All India Services and Central Government employees respectively, from Government and Private Bodies/Institutions/Organizations.

2. Reference is invited to para 5(iii) of the aforesaid O.M. dated 22.06.2023 and para 6(c) of aforesaid OM dated 04.12.2023, which specifies the Competent Authority in respect of Secretaries to Government of India and Secretary rank officers serving in the Centre.

3. In this regard, it is clarified that in case of Secretaries to Government of India, the Competent Authority would be the Central Government. For other officers in the pay-level 17, the Competent Authority would be the concerned Ministry/Department.

4. This issues with the approval of Competent Authority.


(Kavita Chauhan)

Under Secretary to the Government of India
Tel. No. 011- 23093479

To:

1. All Secretaries to Government of India
2. All Chief Secretaries
3. MHA, as the Cadre Controlling Authority of Indian Police Service
4. MoEF&CC, as the Cadre Controlling Authority of Indian Forest Service
5. Under Secretary, Pers. Policy (A-III), DoP&T (with a request to circulate this OM to all the stakeholders concerned)

No. 11017/05/2023-AIS-III
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi
Dated the 22nd June, 2023

OFFICE MEMORANDUM

Subject: Guidelines on acceptance of awards from Government Bodies / Private Organizations by members of All India Services.

Instructions have been issued by this Department from time to time regarding acceptance of awards by members of the All India Services (AIS) from Government and Private Bodies/Institutions/Organizations, in accordance with Rule 12(1) of All India Services (Conduct) Rules, 1968.

2. It was stipulated vide DoPT Letter No. 11017/48/93-AIS(III) dated 20th October, 1993, that awards sought to be given by private bodies and institutes to members of the AIS do not need to be encouraged, *inter alia*, because of the fact that there are various methods open to Government themselves to recognize the merits and service of a member of the AIS, and it would not be appropriate to accept an award from a private body. In exceptional circumstances like rewarding the merit of an officer for work done outside the purview of his functions in Government or where Government otherwise thinks that an individual officer deserves a particular award, it was left to the discretion of the Competent Authority to decide in a reasonable and judicious manner, based on the main criterion that such an award should not have a monetary component.

3. It was further clarified vide DoPT letter No. 11017/71-93-AIS(III) dated 9th August, 1994 that it is not appropriate for members of the AIS to accept awards from Private Bodies.

4. It has, however, been observed that members of the AIS are accepting awards/recognition accorded by Private Bodies / Institutions / Organizations, and the aforementioned instructions are not being followed in their true spirit.

5. Accordingly, it is clarified that:

(i) Awards given by Private Bodies / Institutions / Organizations may be accepted only with prior approval of Competent Authority.

(ii) In case of officers serving in the State, the Competent Authority would be the State Government.

(iii) In case of officers serving in the Centre, the Competent Authority would be the Secretary of the Ministry / Department concerned. In case of Secretaries to Government of India, the Competent Authority would be the Cabinet Secretary.

Cont'd....



(iv) The Competent Authority may grant approval, only in exceptional circumstances, as elucidated in para 2 above, subject to the following conditions:

(a) The award should not have any monetary component in the form of cash and/or facilities.

(b) Credentials of the Private Bodies / Institutions / Organizations should be unimpeachable.

6. All Ministries / Departments of Government of India and State / UT Governments are requested to ensure strict adherence to these guidelines.

Ram Lakhan 22/06/23
(Ram Lakhan)

Under Secretary to the Government of India
Tel. No. 011-23093479

To:

1. All Secretaries to Government of India
2. All Chief Secretaries
3. MHA, as the Cadre Controlling Authority of Indian Police Service
4. MoEF&CC, as the Cadre Controlling Authority of Indian Forest Service

F. No. 11013/22/2023 – Pers. Policy (A-III)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)
(Personnel Policy – A.III)

202, North Block, New Delhi
Dated 4 December, 2023

OFFICE MEMORANDUM

Subject: Guidelines on **Acceptance of Awards by Government servants**

Instructions have been issued by this Department, from time to time, regarding acceptance of awards by the Government servants from Private Bodies and Institutes, in accordance with Rule 14 of the CCS(Conduct) Rules, 1964.

2. Rule 14 of the CCS(Conduct) rules, 1964 provides that *“No Government servant shall, except with the previous sanction of the Government, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour; or in the honour of any other Government servant: provided that nothing in this rule shall apply to- (i) a farewell entertainment of a substantially private and informal character held in honour of a Government servant or any other Government servant on the occasion of his retirement or transfer or any person who has recently quitted the service of any Government; or (ii) the acceptance of simple and inexpensive entertainments arranged by public bodies or institutions.*

3. As a corollary to the aforesaid Rule, it was stipulated in DOPT OM No. 11013/2/99-Estt.(A) dated 24th February, 1999 that, in general, awards sought to be given by private bodies and institutes to Government servants do not need to be encouraged, *inter alia*, because of the fact that if a Government servant has done any outstanding work, there are various methods open to Government itself to recognize his merits and service and it would not be appropriate for him to accept such an award from a private body. In exceptional circumstances like rewarding the merit of an officer for work done outside the purview of his functions in Government or where Government otherwise thinks that an individual deserves a particular award, it was left to the discretion of the competent authority to decide such issues in a reasonable and judicious manner based on the main criterion that such an award should not have a monetary component.

4. Further, vide DOPT OM No. 11013/2/99-Estt.(A) dated 17th February, 2000 it was emphasized that *the Government servants should not be allowed to accept awards of monetary benefits instituted by private trusts/ foundations, etc.*

5. It has, however, been observed that these instructions are not being adhered to in their true spirit.

6. Accordingly, it is, hereby, clarified that:

- a. Awards given by Private Bodies / Institutions / Organizations may be accepted only with prior approval of Competent Authority.
- b. The Competent Authority for acceptance of Awards by a Government servant would be Secretary of the concerned Ministry/Department.
- c. The Competent Authority for acceptance of Awards by Secretaries to Govt. of India and Secretary rank Officers would be Cabinet Secretary.
- d. The Competent Authority may grant approval, only in exceptional circumstances as elucidated in Para 3 above subject to the following conditions:
 - i. The award should not have any monetary component in the form of cash and/or facilities.
 - ii. Credentials of the Private Bodies / Institutions / Organizations should be unimpeachable.

7. All Ministries/Departments are requested to ensure strict adherence to these guidelines.


(A K GOPAL)

Under Secretary to the Government of India
Tel. +91-11-23040264

To,

All Ministries/Departments of the Government of India