

**No. V-16015/1/2023-PR**  
**Government of India**  
**Ministry of Home Affairs**

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Women Safety Division, 2<sup>nd</sup> Floor,  
Major Dhyan Chand National Stadium,  
India Gate, New Delhi-110001  
April 3, 2023

To

1. The Chief Secretary/Principal Secretary (Home) of all States and UTs.
2. The DG (Prisons)/IG (Prisons) of all States and Union Territories.

**Sub: Nominations for President's Correctional Service Medals to be announced on Independence Day, 2023.**

Sir/Madam,

The Government of India confers the following Correctional Service Medals to prison personnel on Republic Day and Independence Day every year:

- (a) President's Correctional Service Medal for Distinguished Service
- (b) Correctional Service Medals for Meritorious Service
- (c) President's Correctional Service Medal for Gallantry
- (d) Correctional Service Medal for Gallantry

2. The awards have been instituted with the objective of boosting the morale of prison personnel, who are doing good work in correctional administration. You will kindly agree that such awards are not only a token of appreciation of the meritorious service rendered by prison personnel but also encourage them to perform better in their future assignments, thus bringing greater efficiency in the system.

3. A copy of the Guidelines cum eligibility criteria regulating the grant of Correctional Service Medals is attached as Annex-I. The Application Form in which the nominations are to be sent is at Annex-II. The nominating authorities are requested to ensure that **nominations of only those prison personnel are sent to this Ministry who satisfy the eligibility criteria as mentioned in Annex-I.**

4. It may also be noted that the Scroll for the award is issued in **Hindi**. It is therefore essential that the name of the candidate is accurately/correctly mentioned in the Application Form in Hindi to avoid any mistake in the name of the recipient on the Scroll.

**Contd./2**

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5. It has been noted in the past that some States/UTs have not been sending nominations for Correctional Service Medals with the result that such States/UTs go unrepresented in the list of awards announced on Republic Day and Independence Day. Since this is an award which has been **specifically instituted to recognize the meritorious work done by Prison/Correctional Service officials**, this Ministry would like all States and UTs to send suitable nominations for the award.

6. You are requested to send ten copies each of the nominations of eligible prison personnel for Correctional Service Medals to be announced on Independence Day, 2023 **by 31.5.2023 positively**.

**Encl: As above.**

Yours sincerely,



(Arun Sobti)

Deputy Secretary (PR & ATC)

Phone: 23075297

Email: [dspr.atc@mha.gov.in](mailto:dspr.atc@mha.gov.in)

No. 16015/1/08-PR  
GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS  
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New Delhi  
April 17, 2017

**Sub: GUIDELINES FOR CORRECTIONAL SERVICE MEDALS TO PRISON PERSONNEL**

Apart from the eligibility conditions provided in President Secretariat's Notification No. 63-Pres/99 dated 5<sup>th</sup> April 1999, the following criterion is to be adopted in selection of the candidates for the award of the Correctional Service Medals. These guidelines were last approved by the Selection Committee headed by Home Secretary on 23.12.2015:

Criterion	Correctional Service Medal for Meritorious Service	President's Correctional Service Medal for Distinguished Service
Length of service	A minimum of 15 years of service or more will be required.	A minimum of 20 years of service or more will be required.
ACR Grading	Last 10 years ACRs will be required.  Out of this a minimum of 4 ACRs must be Very Good.	Last 10 years ACRs will be required.  There must be 6 Very Good/ Outstanding ACR.  Out of this 2 must be Outstanding.
Minimum ACRs	Persons with 3 or more missing ACRs will not be considered.  Last 2 missing ACRs will also not be considered.	
Age	Age and length of service will be taken into account considering that the official fulfils all other eligibility conditions.	
Citations	The nature of the citation in ACRs will also be taken into consideration.	
State Awards	Preference will be given to the prison personnel who have been awarded medals by the State Government.	

<b>Women Candidate</b>	Preference will be given to the women candidates.
<b>SC/ST/Minorities</b>	Due attention will be given to nominations belonging to these categories.
<b>Verification</b>	Candidates must be cleared by IB/CBI.

**Note:**

**Where ACRs are not maintained, the citation sent by the State Government as well as other awards etc. received by the nominated candidate, shall be taken into account.**

**There will be a minimum of 5 years gap between the award of Correctional Service Medal for Meritorious Service and President's Correctional Service Medal for Distinguished Service.**

Signed  
**(Arun Sobti)**  
April 17, 2017

**APPLICATION FORM FOR CORRECTIONAL SERVICE MEDAL**

Recent  
passport size  
photo

1. Category of Award recommended: \_\_\_\_\_  
(Please refer to Para 1 of the letter for category of awards)

2. Name of the candidate (in English): \_\_\_\_\_

Name of the candidate (in Hindi): \_\_\_\_\_  
(Please note it is compulsory to mention name in Hindi)

3. Date of Birth: \_\_\_\_\_ / Age \_\_\_\_\_

4. Gender: Male/Female

5. Category:  
SC/ST/OBC: \_\_\_\_\_

6. **Initial appointment:**

Designation: \_\_\_\_\_

Year of appointment: \_\_\_\_\_

Service: \_\_\_\_\_

7. **Present posting:**

Designation: \_\_\_\_\_

Date since when posted: \_\_\_\_\_

Place of posting: \_\_\_\_\_

8. **Total Prison Service rendered :** \_\_\_\_\_ (in years)

9. Number of Awards/Rewards received by the candidate:

a) Commendations : \_\_\_\_\_

b) Appreciations : \_\_\_\_\_

c) Good Service Entries : \_\_\_\_\_

10. Whether the candidate has received any Correctional Service Medal earlier: \_\_\_\_\_

If yes, year and category of award be specified \_\_\_\_\_

11. Whether the candidate is clear from vigilance angle \_\_\_\_\_

12. Integrity of the candidate \_\_\_\_\_

13. Details of Punishment/Penalty imposed (if any): \_\_\_\_\_

14. Details of any Inquiry/disciplinary proceedings/Court Case pending (if any)

\_\_\_\_\_  
(Please use separate sheet if necessary)

15. **ACR grading** for last:                      Year                      Grading  
10 years  
**(Compulsory)**

16. **Citation indicating Brief description of the good work** justifying award of Medal (in the order of importance/significance)