

**Government of West Bengal  
Directorate of Correctional Services**

No.1875/IG/10

Dated. 26.07.10

**Award of Correctional Services Medals and cash incentive to the Executive Officers and Guarding Staff of West Bengal Correctional Services**

Reference Jails Department Notification vide No. 1324 – H.J. dated 20.10.03 introducing Correctional Services Medals and cash incentive to the correctional services personnel to recognize the outstanding and meritorious services including exhibition of high degree of courage, loyalty, devotion to duty, etc rendered by the executive officers and guarding staff in correctional homes.

**The following will be the procedure for award of Correctional Services Medals and cash incentive to correctional personnel in future:**

These State Medals shall be announced once annually for a particular calendar year. The Medals and cash incentive to be awarded annually shall carry title, denomination, etc as has been mentioned in the said Government order.

**The following will be the eligibility criteria for award of the Medals:**

- 1. MINIMUM CONTINUOUS SERVICE:** The following will be the minimum continuous service requirement for being eligible for the award:

	Name of Medal	Period of Service
i	<b>NISHTHA PADAK</b>	Minimum of <b>25 years</b> of continuous service with at least 15 years of service in Subsidiary / Special / District / Central Correctional Homes.
ii	<b>PRASHANSHA PADAK</b>	Minimum of <b>15 years</b> of continuous service with at least 10 years of service in Subsidiary / Special / District / Central Correctional Homes
iii	<b>SEWA PADAK</b>	Minimum of <b>10 years</b> of continuous service with at least 8 years of service in Subsidiary / Special / District / Central Correctional Homes

**2. DESCRIPTION AND WEARING OF THE MEDALS AND RIBBONS:**

The following is the description of the Medals and Ribbons:

	Name of the Medal	Description of Medal	Colour of Ribbon
i	<b>NISHTHA PADAK</b>	<p>The Padak shall be in the form of circular Medal, 40 millimeters in diameter and 2 millimeters in thickness made of metal alloy with gold gilt.</p> <p><b>Front Face</b> will be embossed with Ashok Chakra and inscribed '<i>Nishtha Padak</i>' in English and Bengali,</p> <p><b>Reverse Face</b> will be embossed with emblem of the West Bengal Correctional Services and inscribed West Bengal Correctional Services in English and Bengali.</p>	Vertical strip of 15 mm orange colour & 15 mm cream colour.

<b>ii</b>	<b>PRASHANSHA PADAK</b>	The Padak shall be in the form of circular Medal, 40 millimeters in diameter and 2 millimeters in thickness made of metal alloy with silver plating. As above except that the inscription on the Medal will be 'Prashansa Padak'	Vertical strip of 10 mm white colour in the centre and gray colour on both sides.
<b>iii</b>	<b>SEWA PADAK</b>	The Padak shall be in the form of circular Medal, 40 millimeters in diameter and 2 millimeters in thickness made of metal alloy with bronze plating. As above except that the inscription on the Medal will be "Sewa Padak'.	Vertical strip of 10 mm golden colour in the centre and green colour on both sides.

b) All Medals shall be suspended from the left breast by a ribbon 30 millimetres in width to the left of the last Medal awarded by the Government of India.

### 3. CASH INCENTIVE:

The Medals will carry a cash incentive as indicated below :

<u>Sl. No.</u>	<u>Name of Medal</u>	<u>Cash Incentive</u>
i	NISHTHA PADAK	: Rs. 10,000/-
ii	PRASHANSHA PADAK	: Rs. 5,000/-
iii	SEWA PADAK	: Rs. 2,500/-

### 4. PHYSICAL & MENTAL FITNESS:

The correctional personnel being recommended for the award should be physically and mentally fit.

### 5. SERVICE RECORD:

5 (a) The correctional personnel being recommended for any of the above mentioned award:

- i. should not have been awarded any major penalty in any Departmental action;
- ii. should not have been awarded any minor punishment five years prior to the date of recommendation being submitted for grant of the award
- iii. should not have been absent from Government Duty in an unauthorized manner;
- iv. should not have any Criminal Case pending in any court in the country;
- v. should not have been awarded any punishment by any Court;
- vi. should not have any Departmental Proceedings pending against him at the time of recommendation for the award;

5 (b) If any Inquiry is in progress against the correctional personnel being recommended for the award, this should be mentioned separately and brief details of the allegations on which the inquiry is being conducted must be mentioned;

### 6. REWARDS:

6(a) The correctional personnel being recommended for the award should have the following minimum rewards/commendations:

- i. **NISHTHA PADAK** : Minimum of 7 rewards/commendations/appreciation letters.
- ii. **PRASHANSHA PADAK** : Minimum of 5 rewards/commendations/appreciation letters.
- iii. **SEWA PADAK** : Minimum of 3 rewards/commendations/appreciation letters.

6(b) Rewards for the following acts will only be taken into consideration while examining the eligibility of the correctional personnel for grant of the award:

- i. For detection of any illegal/criminal act by any of the prisoners in the correctional home as laid out in Sec 80(vii),(viii),(ix),(x),(xiii) of the West Bengal Correctional Services Act, 1992;
- ii. For prevention of escape of prisoner;
- iii. For apprehension of an escaped prisoner by himself or with the assistance of the police based on information provided by the concerned correctional staff;
- iv. For reporting to the Superintendent or any other Superior Officer in the correctional home about the commission or attempt to commit any of the acts by a correctional staff mentioned in Sec 83 of the West Bengal Correctional Services Act, 1992.
- v. For participation in and encouraging sports and cultural activities amongst the prisoners;
- vi. For minimum absence due to sickness etc;
- vii. For good turn out in ceremonial parades or presenting ceremonial guards on special occasions.

6(c) Rewards mentioned above should be from a person competent to grant awards to a correctional personnel. In the case of awards, if any, from the public or any other Government organization, only those for which approval has been accorded by the competent authority can be considered. Similarly, appreciation letters received from any other Government Departments, private organization will only be considered if these have been approved for acceptance by the competent authority. (Competent Authority in this case would be the Inspector General of Correctional Services, or any officer delegated this power by him.)

6(d) Rewards/appreciation letters which have been entered in the Service Book of the correctional personnel as provided for in Rule 213(1) of the West Bengal Jail Code will only be considered.

## **7. DEVOTION TO DUTY:**

Irrespective of the reward for punctuality and for being regular in attending his duty and minimum absence on account of sickness, the Superintendent of the correctional home, should incorporate details of absence, being late for duty etc in respect of the correctional personnel being recommended for the award.

## **8. TRAINING:**

While recommending the case of any correctional staff it should be ascertained it he/she has completed his/her basic training. No recommendations for Sewa Padak should be made unless the concerned correctional staff has completed his/her basic training.

b) Details of other training attended by the correctional staff should be mentioned in the form of particulars of the correctional staff recommended for the Medal.

## **9. PARTICIPATION IN GAMES / CULTURAL ACTIVITIES:**

The participation of the correctional personnel being recommended for the award, in games and sports as well as his role in encouraging the same amongst the prisoners will also be a criterion for being considered for grant of the award.

## 10. INITIATION OF RECOMMENDATIONS:

Recommendation for award of the Medals and cash incentive shall be made as shown below :

	Rank	To be initiated by	Recommendation of	Recommendation of
1.	Warder/ Head Warder/ Chief Head Warder	Superintendent of correctional home where posted or by the Principal Training Institute	Superintendent of concerned correctional home/ Principal, Training Institute	DIG and Addl. IG and DIG (Training) for staff posted at Training Institute
2.	Asst. Controller/ Controller/ Chief Controller	do	do	do
3.	Superintendents of District CH/ Dy. Superintendent of Central CH	Zonal DIG	Addl. IG	
4.	Superintendent of Central CH & Principal, Training Institute	do	do	
5.	DIsG and above	Inspector General of Correctional Services	---	---

The initiating officer shall prepare a write up on achievements of the officer recommended for award of Medal. If the officer recommended is finally selected for award of Medal, the extract of said write up shall be read out at the time of award of the Medal.

## 11. SCREENING OF RECOMMENDATIONS FOR AWARDS:

Once the recommendations for the awards is received in the Directorate of Correctional Services, the Inspector General of Corrections Services will set up a Screening Committee, for scrutinizing and recommending nominations in respect of each Zone of the West Bengal Correctional Services. The Committee shall comprise the respective Zonal Addl. IG, DIG and one senior most Supdt. of the Central Correctional Home of the Zone.

The Screening Committee will ensure that those who are recommended are as per the rules/directions issued by the Directorate of Correctional Services. The final list, duly scrutinized by the Screening Committee will be placed for selection of suitable persons for grant of the awards.

## 12. METHOD OF SELECTION:

A Selection Committee headed by the Inspector General of West Bengal Correctional Services shall be constituted for the purpose of selecting and recommending the award of Medals to the personnel of the West Bengal Correctional Services. The other members of the said Committee shall be as follows :

<b>i.</b>	All Addl. Inspectors General of Correctional Services;
<b>ii.</b>	Director, West Bengal Institute of Correctional Administration / RICA;
<b>iii.</b>	Principal, Training Institute, Medinipur;
<b>iv.</b>	Deputy Inspector General, (Headquarters), Directorate of Correctional Services, West Bengal, who will be the Convener.

The Committee shall finalize the selections which will be sent to the State Government. Consequent upon ratification of the selections by the State Government, the Committee headed by the Inspector General of Correctional Services, West Bengal shall make the announcement of award and the Committee's decision in this regard shall be final.

### 13. NUMBER OF AWARDS:

The award of Medals will be made only to the personnel qualifying in all respects strictly as per these orders. The award of Medals will be subject to the following ceiling as decided in the meeting of the Principal Secretary, Jails Department on 17<sup>th</sup> September, 2004 and communicated vide Prisons Directorate No3960/IG/04 dated 18<sup>th</sup> November, 2004:

Description		Executive Officers	Guarding Staff	Total
i.	<b>NISHTHA PADAK</b>	<b>01</b>	<b>05</b>	<b>06</b>
ii.	<b>PRASHANSHA PADAK</b>	<b>02</b>	<b>16</b>	<b>18</b>
iii.	<b>SEWA PADAK</b>	<b>03</b>	<b>27</b>	<b>30</b>
<b>Total</b>		<b>06</b>	<b>48</b>	<b>54</b>

### 14. NOTIFICATION OF AWARDS:

The names of awardees shall be published in the West Bengal Correctional Services Gazette and official website <http://www.westbengalcorrectionalservices.org/>.

This order is issued in partial modification of this Directorate No 3960/IG/04 dated 18/11/2004.

**Encl: Nomination Form**

**ADGP & IG of Correctional Services  
West Bengal**

**No. 1875/1(65)/IG/10 Dated. 26.07.10**

#### **Copy to :**

1. Addl. Chief Secretary, Home & Department of Correctional Administration, Govt of West Bengal  
.....for information.
2. All AIsG of CS / DIsG of CS.
3. All Superintendents of Central / District / Open Air / Special / Women / Sub Correctional Homes.
4. Director, West Bengal Institute of Correctional Administration.
5. Principal, Training Institute, Medinipur.  
.....for information and necessary action.

**ADGP & IG of Correctional Services  
West Bengal**