OFFICE MEMORANDUM

Sub: Recommendations for award of President's Police Medal for Distinguished Service & Police Medal for Meritorious Service on the occasion of INDEPENDENCE DAY - 2016.

Nominations are invited from Unit Officers for the award of President's Police Medal for Distinguished Service & Police Medal for Meritorious Service on the occasion of INDEPENDENCE DAY - 2016.

The Central Police Award Committee while scrutinizing the recommendations observed that the recommendations are being made in a routine manner. The quality of human material recommended for award is often so poor and citation so characteristically insipid & weak that it becomes impossible to select sufficient number of awardees as per each State entitled quota. In this regard the following guidelines are issued apart from the guidelines issued by the Government of India from time to time.

- No recommendations should be made for the award of President’s Police Medal for Distinguished Service & Police Medal for Meritorious Service, unless the officer (other than IPS) has completed 26 years and 20 years of Police service respectively. Also, for the award of President’s Police Medal for Distinguished Service, a period of 6 years should have elapsed since the award of Police Medal for Meritorious Service.

- In respect of IPS Officers, the officers who have completed 21 years and 15 years of service are being considered for PPM and IPM respectively on the occasion of INDEPENDENCE DAY - 2016. The Unit Officer may take this into account while sending recommendations.

- The Unit Officers should ensure that only the eligible and deserving police officials having exemplary record of service and APRs (at least eight out of last ten years APRs must be graded as 'Very Good') are recommended for award of medals. The citations should not be more than two pages of typed material in double space and should be legible. The Unit Officers should personally draft it carefully bringing out the points justifying the nomination. Lengthy descriptions stretching over pages should be avoided.
The material sent by the unit Officers often runs into a number of pages, which is unnecessary. It may, therefore be ensured that the brief material containing description of work for justification of award of medal in order of importance **not exceeding 200 words** should be prepared by the unit officers on the basis of records of the recommendees.

- The citation (should be in English version) for medal requires concise account of the career highlights of the nominees. It would be preferable to have instances of good work done rather than a verbatim account of his postings and transfers.

- The recommending unit may ensure that the names and designations of the recommendees are correctly indicated in Hindi and English since the notifications in respect of award of service Medals are issued bi-lingually. Where these details are not given in both languages, it has to be translated into the other languages and resulting spelling may differ from that used by the officer. This generates unnecessary correspondence later for effecting corrections by the President’s Secretariat. Such requests will not be entertained if both the versions had not been sent in correct form along with the recommendations.

- It is further impressed upon the unit officers to ensure adequate nominations of police officials of the rank of Sub-Inspectors, ASIs, HCs and PCs or equivalent ranks including women police personnel / officers.

- The recommendations should be accompanied by the following details.
  Filled up proforma (only proforma enclosed herewith should be used and if required, it may be photo copied) along with brief resume justifying the nomination. These should also be sent in the MS Word document file in a CD-RW.

  a) Integrity Certificate (copy enclosed)

  b) APR grading for the last ten years i.e. 2005-06 to 2014-2015.

  c) The Officer should not have earned any **AVERAGE ACR** during the period under review i.e. 2005-06 to 2014-2015.

  d) Details of punishments (Up-to-date) including minor punishments.

  e) Details of disciplinary action / Court cases pending and / or contemplated.
f) Ten-passport size photographs and negative (negative in respect of PPM only) in CD also.

g) List of names in respect of officers recommended for award of medals in English and Hindi for preparation of notification and scrolls.

- Unit Officers should personally scrutinize the ACRs and personal details of the nominees furnished in the proforma and Unit Officers shall be solely liable for any details of punishments (if not mentioned), errors etc. In Case where the in-complete information is sent, the same will be rejected.

- The process of award of medals is procedural and time consuming, the delay in submission of recommendations by the unit, hamper the process and causes inconvenience for consideration of the cases for award of medals.

- It is therefore, requested that the Nominations should reach Chief Office on or before April 20, 2016 positively and no recommendations will be entertained after this date.

Sd/-
(Seemant Kumar Singh, IPS)
IGP, Admn,
for Director General and
Inspector General of Police.

To,

2. The Commissioner of Police, Bengaluru City.
4. Inspectors General of Police of all Ranges.
6. Commissioners of Police, Mysuru City / Hubli - Dharwad City / Mangalore City / Belagavi City.
7. All Addl. /Joint Commissioners of Police, Bengaluru City.
10. Principal, Police Training College, Gulbarga.
11. All Superintendents of Police i/c of Districts including KGF and Railways.
12. All Dy. Commrs. of Police, Bengaluru City including Traffic East & West/ CAR Hqrs/ South/ North.
16. All Commandants, K.S.R.P., India Reserve Bn., Munirabad, Koppal
17. PRO, Chief Office, Bengaluru.

**Copy with Compliments and for Similar action to the:**

1) Director General of Police & Chairman, K.S.P.H.C. Ltd, Bengaluru.
2) Director General of Police, CID, Special Units & Economic Offences, Bengaluru.
3) Director General of Police & Commandant General Home Guards & Ex- Officio, Director, Civil Defense & Director Fire Force, Bengaluru
4) Director General of Police, Training, Bengaluru.
5) Director General of Police, Prisons, Bengaluru.
6) The Registrar General, High Court (Vigilance), Bengaluru

Copy to: Supdt. of Police, S.C.R.B., M.S. Building, Bengaluru with a request to publish in Police Web Site.
RECOMMENDATION FOR THE AWARD OF POLICE MEDAL FOR MERITORIOUS SERVICE ON THE OCCASION OF INDEPENDENCE DAY - 2016.

1. Name (In capital letters): Surname Middle Name First Name

2. Father’s Name: Surname Middle Name First Name

3. Date of Birth/sex: Day Month Year

4. Age as on 15-08-2016: Years Months

5. Whether belongs to SC/ST/OBC:

6. Initial appointment: Year Rank Service Cadre

7. Regimental /Force No.: No.

8. Total Police Service as on 15-08-2016: Years Months

9. Present posting with complete Postal address: Designation Place Date

10. Rewards: No(s) Total Amount (in Rs)

   a) Cash Rewards:
   b) Others: No(s) Year
      i) Commendations:
      ii) Appreciation:
      iii) Good Service Entries:
      iv) Any other rewards (Specify):

11. Year of award of Police Medal for Meritorious Service:

12. Punishment (s): Details of penalty Year(s)

13. Details of enquiry pending against the officer, if any:
14. Details of disciplinary proceedings pending/ contemplated against the recommendee, if any.

Year  | Nature of allegation | Present status
--- | --- | ---

15. Details of Court cases pending against the recommendee, if any

Year  | Details of charge | Present status
--- | --- | ---

16. ACR grading for last 10 years

17. Brief description of work justifying award of Medal (No posting details):

Signature of the Recommending Authority

NAME:

Designation:

Date:
CITATION

SHRI.

Signature of the Recommending Authority……………………
NAME:
Designation:
Date:

PROFORMA - "B"

STATEMENT OF OVERALL ASSESSMENT (AS PER ANNUAL CONFIDENTIAL REPORT)

SHRI.

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<th>SL. NO.</th>
<th>YEAR</th>
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<td>10.</td>
<td>2014-2015</td>
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Signature
NAME:
Designation:
Date:
INTEGRITY CERTIFICATE

Certified that the integrity of Sri……………………………… S/o………………………… Date of Birth (DOB)……………… Designation………………………… recommended for the award of Police Medal for Meritorious Service on the occasion of INDEPENDENCE DAY - 2016 is above suspicion and he was not concerned in any proceedings that were censured in a Court of Law. It is further certified that no judicial or departmental proceedings are being contemplated / pending against him. Similarly, no vigilance case is pending / contemplated against him. It is also certified that the recommendee has not been given any major penalty of punishment in the period under review i.e. period from 2005 to 2015. Similarly, no vigilance case is pending / contemplated against him.

It is also certified that character & antecedents of the (proposed awardees) have been duly verified and nothing adverse reported against him.

Signature
NAME: __________________
Designation: __________________
Date: ______________

PROFORMA - “C”

CERTIFICATE

It is certified that it has been checked and verified from the records of the recommendee Sri……………………………… S/o………………………… Designation ……………………… and it is confirmed that he/she has not been earlier awarded the Police Medal for Meritorious Service for which he/she is being recommended.

Signature……………………………………
Name of the Officer ……………………..
Designation……………………………
Date ………………………………………
Official Stamp……………………………
Norms for award of President’s Police Medal for Distinguished Service Police Medal on the occasion of Independence Day, 2016

The criterions for award of President’s Police Medal for Distinguished Service are as follows:-

i) **ACRs**
   - ACRs for the last 10 years are considered for award of Medal. 08 OS/VG out of which 02 must be outstanding for PPM for Distinguished Service
   - The Officer should not have earned any **Average ACR** during the period under review i.e. 2005-06 to 2014-2015.
   - In case of NIC, backward review upto 3 years subject to the condition that minimum 2 ACRs must be earned after NIC period.

ii) **Missing ACRs**
   a) 3 or more missing disqualified.
   b) Last 2 missing disqualified

iii) **Length of Service:**
   - A minimum service of 21 years is required for IPS (RR) Officers. Seniority may be given priority
   - For Non-IPS Officers, 5 years gap vis-à-vis IPS i.e. 26 years of Service has been kept as the general requirement.
   - SPS officers inducted to IPS are considered by the criteria of length of Service at par with other State Police Personnel.
   - Minimum six years gap from the date of award of Police Medal for Meritorious Service.
   - In exceptional circumstances, where the award of IPM was delayed for reasons beyond the control of the officer and if such an officer has only one year of Service left for retirement, the gap of Six years may be relaxed upto 4 years in such cases of Police Officers provided they have a minimum of 8 OS/VG out of which 4 are Outstanding.

iv) **Other factors**
   a) **Equitable between ranks**
      - As far as possible it is endeavoured to make recommendations so as to be equitable between the ranks.
   b) **Age**
      - Age is taken into consideration in the sense that other things remaining the same, older nominee is preferred vis-à-vis younger one.
   c) **SC/ST/Minorities/Woman**
      - Due attention is paid to accommodate candidates belonging to SC/ST, woman and minorities.
   d) **Citation**
      - Reliance is made on the nature of the citation while screening.
   e) **Verification**
      - By IB/CBI/Vigilance Clearance/Cadre clearance.
POLICE MEDAL FOR MERITORIOUS SERVICE

The criterions for award of Police Medal for Meritorious Service are as follows:

i) **ACRs**

- ACR’s for the available for the last 10 years are considered for award of Medal. Minimum 05 VG and above.

- The Officer should not have earned any **Average ACR** during the period under review i.e. 2005-06 to 2014-2015.

- In case of NIC, backward review upto 3 years subject to the condition that minimum 2 ACR’s must be earned after NIC period.

ii) **Missing ACRs**

   a) 3 or more missing disqualified.
   b) Last 2 missing disqualified.

iii) **Length of Service:**

   - A minimum service of 15 years is required for IPS(RR) Officers. Seniority may be given priority.

   - For Non – IPS Officers, 5 years gap vis-à-vis IPS i.e. 20 years of Service has been kept as the general requirement.

   - SPS officers inducted to IPS are considered by the criteria of length of Service.

iv) **Other factors**

   a) **Equitable between ranks**

   - As far as possible it is endeavoured to make recommendations so as to be equitable between the ranks.

   b) **Age**

   - Age is taken into consideration in the sense that other things remaining the same, older nominee is preferred vis-à-vis younger one.

   c) **SC/ST/Minorities/Woman**

   - Due attention is paid to accommodate candidates belonging to SC/ST, woman and minorities.

   d) **Citation**

   - Reliance is made on the nature of the citation while screening.

   e) **Verification**

   - By IB/CBI/Vigilance Clearance/Cadre clearance.