

No. 11019/ 23 /2017 – PMA  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
Police Division-I

\* \* \* \*

New Delhi, date the 13<sup>th</sup> September, 2017.

To

- (i) The Home Secretaries of all the States/UTs
- (ii) DsGP of all the States/UTs
- (iii) Directors – IB/CBI/SVPNPA/SPG/NEPA/NICFS/CFSL/DCPW/NCRB
- (iv) DsG –BSF/ CRPF/ ITBP/ CISF/ NSG/ RPF/ BPR&D /SSB/ NCB/ NDRF/Assam Rifles (Through LOAR)
- (v) DG, National Investigation Agency, NDCC-II Building, Jai Singh Road, New Delhi.
- (vi) The Secretary, R&AW, Cabinet Sectt. Bikaner House Annexe, New Delhi.
- (vii) Ministry of Civil Aviation, B – Block, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi.
- (viii) Secretary General, National Human Rights Commission, New Delhi.
- (ix) Secretary, Commission for SCs/STs
- (x) The Secretary, Lok Sabha /Rajya Sabha Secretariat, New Delhi .
- (xi) All Ministries/Departments of Government of India (except M/o Defence)

**Subject : Recommendation for award of President's Police Medal (PPM) for Distinguished Service and Police Medal (PM) for Meritorious Service on the occasion of Republic Day, 2018.**

Sir,

The recommendations are hereby invited for consideration of the award of Service Medals on occasion of **Republic Day, 2018 (26<sup>th</sup> January, 2018)**, in the prescribed proforma along with the following documents **as per new guidelines** circulated vide this Ministry's letter no. 11019/23/2016-PMA dated 21 August 2017: -

- (i) The Citation in respect of each officer recommended for award of PPM/PM should not exceed 200 words. It may be noted that **only 3 sets** of the material for consideration in each case of the person recommended for the award of PPM and PM duly filled in the enclosed proforma are to be sent **(Annexure-I)**.
- (ii) Integrity/Character & Antecedent certificate in respect of the recommended officers in the prescribed proforma **(Annexure –II)**.

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- (iii) A certificate after verifying from the service records of the officer recommended to the effect that the officer has not been awarded the Medal in the past (**Annexure-III**). The States/UTs/CAPFs/CPOs are advised that while making recommendations for award of President's Police Medal for Distinguished Service and Police Medal for Meritorious Service to eligible officers, seniority may be given priority. *It may further be certified that the officer has not been awarded any major penalty or punishment during the period under review i.e. period from 2006-07 to 2015-2016.*
- (iv) **Length of Service-** A minimum service of 18 years for Police Medal for Meritorious Service and 25 years for President's Police Medal for Distinguished Service is required for all police officers irrespective of rank and service. The States/UTs/CAPFs/CPOs are advised that while making recommendations for award of Police Medal for Meritorious Service/President's Police Medal for Distinguished Services to eligible officers, seniority, combined with professionalism may be given priority. Police officers not having clean image should not be recommended.
- (v) A Group 'A' officer can be sponsored for the medal not more than 3 times. Such officers who were already recommended 3 times for a particular service medal but were not awarded should not be recommended for the fourth time.
- (vi) Minor penalty/censure should be counted only for review period i.e. only from the last thirteen (ten +three) years, and not for the whole service.
- (vii) Police personnel should be physically fit and must be in SHAPE 1 category. Relaxation for SHAPE 2 category may be given in exceptional cases. A guidelines in this regard is being issued shortly. The sponsored organization will issue a separate certificate in respect of medical fitness after receiving of physical/medical fitness from authorized Medical Officer in *Annexure-IV (medical certificate proforma)*.
- (viii) Police Medal should not be awarded to more than 50% of the total strength of a Group 'A' service in each batch of the cadre including IPS. For counting 50% of the batch in each cadre, a block of five batches (starting from 1<sup>st</sup> and 6<sup>th</sup> year of every decade) be taken together.
- (ix) 'No objection Certificates' wherever applicable as mentioned in para 4 below.
- (x) Two passport size photographs in respect of officer recommended for the award of President's Police Medal for Distinguished Service only.
- (xi) *The ACR gradings for the last 10 years i.e. from 2006-07 to 2015-16/2007 to 2016 (in case ACR is given as per Calendar Year). The post for which the ACR is written may also be indicated. ACR Grading for last ten year should be indicated strictly in the prescribed format as shown in col.17 of Annexure-I. In case where Non-Initiation-Certificate (NIC) is reported against the Annual Confidential Reports, the record of such officers for equal number of years preceding the period under consideration may please be sent.*
- (xii) *It may be ensured that the recommended IPS officers have submitted AIPR for the year 2016 to the Cadre Controlling Authority (IPS-II Section, MHA, North Block). In the absence of AIPR for the year 2016, the vigilance clearance will not be granted and as such the IPS officers will not be considered for award of Service Medals on the occasion of RD, 2018.*

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- (xiii) List of names in respect of officers recommended for award of Medals in English and Hindi for preparation of Notification and scrolls. The recommending organizations must ensure that the names and designations of the officers recommended are correctly indicated in Hindi and English since the notifications in respect of award of Service Medals are issued bilingually.
- (xiv) Contact No. of forwarding officers may also be indicated.
- (xv) Sl. No. 1(b), 5, 9(b), 20 and 21 of Annexure-I is mandatory.

2. It has been observed that some States send a large number of recommendations (several times of the allocated number of medals) which serve no purpose. It is again requested that limited number of recommendations (ordinarily not more than 1.5 times) commensurate with the number of medals allocated to a particular States/CPOs may be sent. **(Annexure –V)**

3. A copy of the **new guidelines** is enclosed herewith as **Annexure-VI** for guidance of the Committee screening the proposals at the State level. The States/ UTs/ CAPFs/CPOs are advised that while making recommendations for award of President's Police Medal for Distinguished Services to eligible officers, seniority may be given priority. State Governments are requested to strictly abide by the above norms while sending the recommendations.

4. The cases of police officers who are working on deputation for a period of one year or less and where the officer is eligible and is considered fit for the award, the recommendation should be sent by the parent departments to this Ministry. Where, the officer is on deputation and in the borrowing departments has completed more than one year service, the recommendation should be initiated by the borrowing departments.

5. ACRs however must be completed for the period stipulated in para 1(xi) above and **'No Objection Certificate'** from the parent cadre invariably be obtained so that if any complaint/court case/departmental proceedings are pending or contemplated against the person recommended, the same becomes available with the recommending authority. Similarly, vice versa the lending department will also obtain **'No Objection Certificate'** from the borrowing Department for the services rendered with the borrowing Department even when the officer on deputation is repatriated to his parent Cadre. **In case, an officer on Central Deputation moves from one organization to the other, and is recommended by his present employer, he will seek 'No Objection Certificate' from his previous organization(s) as well as**

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his parent cadre. *Recommending authority is wholly responsible for timely submission of 'No Objection Certificate' in respect of police officer on deputation recommended for the PPM/PM.*

6. Since, the process of award of medals is a time consuming procedure, it is not feasible to consider recommendations received beyond the stipulated date. It is, therefore, requested that the recommendations relating to the awards of service medals on the occasion of Republic Day, 2018 may be sent to this Ministry by 26<sup>th</sup> October, 2017 positively. The recommendations received after that date will not be considered. The recommendations will not be accepted if the same are not submitted online. It is, therefore, reiterated that submission of online citations alongwith hardcopy is mandatory for consideration. The online citation may be sent by feeding of citations/ACRs for service medals in the prescribed proforma on this Ministry's website address <http://mha1.nic.in/PoliceMedal/pma/login.aspx>.

Encl : As above.

Yours faithfully,



12/09/2017  
[Kumar Alak]

Joint Secretary (Police-I)

Tel. No.: 011 -23092548

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**RECOMMENDATION FOR THE AWARD OF PRESIDENT'S POLICE  
MEDAL FOR DISTINGUISHED SERVICE/POLICE MEDAL FOR  
MERITORIOUS SERVICE ON THE OCCASION OF  
REPUBLIC DAY-2018**

1	(a) Name (As per Service Record) (In capital letter)	First name      Middle name      Surname			
	(b) Name in Hindi ( <i>Mandatory</i> )	<b>Type your full name in English in given Text Box, then Press Space bar, Translator will automatically convert Name into Hindi. Press Backspace Button, Hindi Translator shows other related Hindi words for your help.</b>			
2	Father's Name	First name      Middle Name      Surname			
3	Date of Birth/Sex	Day      Month      Year			
4	Age as on 26.01.2018	Year      Month			
5	Whether belongs to SC/ST/OBC/General ( <i>Mandatory</i> )				
6	Initial appointment	Date of joining	Rank	Service	Cadre      IPS/ Non-IPS
7	Total Police Service (As on 26.01.2018)				
8	(a) Present posting, with complete postal address with PIN code	Designation	Place	PIN code	Date
	(b) Above details in Hindi ( <i>Mandatory</i> )	<b>Type in English in given Text Box, then Press Space bar, Translator will automatically convert into Hindi. Press Backspace Button, Hindi Translator shows other related Hindi words for your help.</b>			
9	Whether on deputation	Yes      No			
	If yes, Date of joining on deputation	Day	month	year	
10	Rewards	No.      Total amount in Rs.			
	A) Cash Awards				
	B) Others				
	i) Commendation				
	ii) Appreciation				
	iii) Good Service Entries				
	iv) Any other rewards(Specify)				
11	Year and occasion of award of Police Medal for Meritorious Service	Year      Occasion(RD/ID)			
12	Punishment(s)	Details of Penalty      Year (s)			
13	Medical Category				

14	Details of any enquiry pending against the officer							
15	Details of disciplinary proceedings pending/ contemplated against the recommended, if any		Year	Nature of Allegation		Present Status		
16	Details of the court cases pending against the recommended, if any		Year	Details of Charge		Present Status		
17	ACR Grading for last 13 years * [2003-2004 to 2015 – 2016]  [2004 to 2016 in case ACR is given as per Calendar year] OS – Outstanding; VG – Very Good G – Good; AV – Average ; NIC – Not initiating Certificate, Adv – Adverse, NA – Not available <i>*ACR gradings should be distinctly indicated as Outstanding, Very Good, Good, Average etc. wherever different grading are applicable in different cadre, the same should be converted by the recommending organization into the equivalent acceptable ACR grading (viz OS, VG, G, AV, NIC, NA) before forwarding the recommendation.</i>		Year	Grading				
			2003 - 2004					
			2004 - 2005					
			2005 - 2006					
			2006 - 2007					
			2007 - 2008					
			2008 - 2009					
			2009 - 2010					
			2010 - 2011					
			2011 - 2012					
			2012 - 2013					
			2013 - 2014					
			2014- 2015					
			2015- 2016					
18.	ACR Grading for last ten years (in number)		OS	VG	GOOD	AVG	NIC	NA
19	Email address ( <i>Mandatory</i> )							
20	Mobile No. ( <i>Mandatory</i> )							
	Brief description of work justifying award of Medal(No posting details ) In order of importance (not exceeding 200 words each)							

Signature of Recommending Authority \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Contact No. \_\_\_\_\_  
Date \_\_\_\_\_



INTEGRITY CERTIFICATE

Certified that the Integrity of Shri/Smt/Ms  
 ..... (in English for Notification)  
 .....(in Hindi for preparation of  
 Scrolls)..... (Designation)  
 S/o..... Date of Birth(DOB)  
 .....recommended for award for  
 ..... on the occasion of **Republic Day, 2018** is  
 above suspicion and that 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 officer recommended has not  
 been given any major penalty or punishment in the period under review i.e. period  
 from 2006-07 to 2015-2016.

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

Signature:.....

Name :.....

Director General of Police / Additional Director General  
 of Police

Signature: .....

Name: .....

Deputy Secretary to the State Government

Contact No.:.....

CERTIFICATE

It is certified that it has been checked and verified from the records of  
 Shri/Smt./Ms..... Designation  
 ..... and it is confirmed that he/she has not been  
 earlier awarded the President's Police Medal for Distinguished Service/Police Medal  
 for Medal for Meritorious Service for which he/she is being recommended.

Signature.....

Name of the Officer.....

Designation.....

Date .....

Official Stamp .....

**\*Note: Head of the organization (officer signing the certificate) is responsible for factual  
 correctness of service details / certificate which include Annexure-I to III.**

PHYSICAL/MEDICAL CERTIFICATE

Certified that the Shri/Smt/Ms .....S/O .....  
.....Designation.....Date of Birth (DOB) .....  
.....recommended for award for  
.....on the occasion of  
**Republic/Independence Day, ..... (year)** has awarded medical  
category:.....(\*) as per the Medical examination carried out on  
.....(date) by authorized Medical Officer/Medical Board..

Signature:.....

Name :.....

Director General of Police / Additional Director General  
of Police

Signature: .....

Name: .....

Deputy Secretary to the State Government

Contact No.:.....

NOTE 1. Medical category should be awarded as per guidelines for criteria of Physical/Medical fitness for awarding Police Medal to the Police Personnel.

NOTE 2. Medical examination of the person should be carried out by the Medical Officer of State/Central Government/Autonomous Body Hospital.

\* SHAPE-1 / SHAPE-2 / SHAPE -3/ SHAPE-4/ SHAPE-5



## No. of Police Medal for Meritorious Service available on the occasion of Republic Day, 2018

Sl. No.	Name of the State/Organization	No. of Medals available in a calendar year	No. Of Medals Available on the occasion of Republic Day, 2018
1	Andhra Pradesh	29	15
2	Arunachal Pradesh	03	02
3	Assam	27	14
4	Bihar	34	17
5	Chhattisgarh	20	10
6	NCT of Delhi	33	17
7	Goa	03	02
8	Gujarat	34	17
9	Haryana	23	12
10	Jharkhand	23	12
11	Himachal Pradesh	07	04
12	Jammu & Kashmir	33	17
13	Karnataka	37	19
14	Kerala	20	10
15	Madhya Pradesh	33	17
16	Maharashtra	79	40
17	Manipur	13	07
18	Meghalaya	05	03
19	Mizoram	05	03
20	Nagaland	10	05
21	Odisha	22	11
22	Punjab	29	15
23	Rajasthan	32	16
24	Sikkim	02	01
25	Tamil Nadu	42	21
26	Telangana	23	13
27	Tripura	12	06
28	Uttar Pradesh	145	73
29	Uttarakhand	10	05
30	West Bengal	40	20
	<b>Total States</b>	<b>828</b>	<b>422</b>
31	Assam Rifles	26	13
32	BSF	92	46
33	CISF	47	24
34	CRPF	114	57
35	ITBP	23	12
36	NSG	08	04
37	SSB	22	11
	<b>Total CAPFs</b>	<b>332</b>	<b>167</b>
38	M/o Railways	30	15
39#	UTs	18	09
40	CBI	30	15
41	IB	40	20
	<b>Total CPOs</b>	<b>70</b>	<b>35</b>
42@	CABINET SECRETARIAT	12	06
43*	MINISTRY OF HOME AFFAIRS	25	13
	<b>Grand Total</b>	<b>1315</b>	<b>667</b>

#Combined Quota of Union Territories @Combined quota for Organizations under Cabinet Secretariat.

\* Combined quota for all Ministries, BPR&amp;D, SVPNPA, NCB, NCRB, NIA, NDRF, BCAS, DCPW, NEPA, NHRC, NICFS

Note: There will be no States/UTs/CAPFs quota in respect of President's Police Medal for Distinguished Service. The number of Medals for Distinguished Service in a one year shall not exceed 178. The number of Medals for Police medal for Meritorious Service in a year shall not exceed 1315.

**Norms for award of President's Police Medal for Distinguished Service/Police Medal for Meritorious Service**

**President's Police Medal for Distinguished Service**

The criterion for award of President's Police Medal for Distinguished Service are as follows: -

- i) ACRs for the last 10 years are considered for award of Medal. 08 OS/VG out of which **05** must be outstanding for PPM for Distinguished Service.
- ii) The Officer should not have earned any *below VG* ACR during the period under review.
- iii) In case of Non Initiation Certificate (NIC), backward review upto 3 years may be done subject to the condition that minimum **1** ACR must be earned after NIC period.
- iv) *Missing ACRs*
  - a) *More than 1 missing ACR will lead to disqualification.*
  - b) *Last year ACR should not be missing.*
- v) *Length of Service:* A minimum service of **25** years is required for all police officers irrespective of rank and service. The States/ UTs/ CAPFs/CPOs are advised that while making recommendations for award of President's Police Medal for Distinguished Services to eligible officers, seniority **combined with professionalism** may be given priority. ***Police officers not having clean image should not be recommended.***
- vi) There should be minimum six years gap from the date of award of Police Medal for Meritorious Service for being eligible for this medal. 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 **5 are Outstanding.**
- vii) A Group 'A' officer can be sponsored for the medal not more than 3 times.
- viii) Minor penalty/censure should be counted only for review period i.e. only from the last thirteen (ten + three) years, and not for the whole service.



ix) Officer should be physically fit and must be in SHAPE 1 category as notified by MHA. Relaxation for SHAPE 2 category may be given in exceptional cases by CPAC. (Separate guideline will be issued on physical fitness).

x) Annual verification: State Government/CAPFs/CPOs should send an annual report by 31<sup>st</sup> January every year about ineligibility of any awardee on account of criteria prescribed under statutes and rules relating to medal.

xi) Police Medal should not be awarded to more than 50% of the total strength of a Group 'A' service in each batch of the cadre including IPS. For counting 50% of the batch in each cadre, a block of five batches (starting from 1<sup>st</sup> and 6<sup>th</sup> year of every decade) be taken together.

xii) Other factors

a) *Equitable between ranks*

- Recommendations should be made from all ranks in due proportion.

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/MHA/Vigilance Clearance/Cadre clearance.

## POLICE MEDAL FOR MERITORIOUS SERVICE

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

- i) ACRs for the available for the last 10 years are considered for award of Medal. Minimum *08 VG and above and at least one Outstanding ACR*.
- ii) The Officer should not have earned any Average ACR during the period under review.
- iii) In case of Non Initiation Certificate (NIC), backward review upto 3 years may be done subject to the condition that minimum *1* ACRs must be earned after NIC period.
- iv) *Missing ACRs*
  - a) *More than 1 missing ACR will lead to disqualification.*
  - b) *Last year ACR should not be missing.*
- v) *Length of Service:* A minimum service of *18* years is required for all police officers irrespective of rank and service. The States/ UTs/ CAPFs/CPOs are advised that while making recommendations for award of Police Medal for Meritorious Services to eligible officers, seniority may be given priority.
- vi) A Group 'A' officer can be sponsored for the medal not more than 3 times.
- vii) Minor penalty/censure should be counted only for review period i.e. only from the last thirteen (ten + three) years, and not for the whole service.
- viii) Officer should be physically fit and must be in SHAPE 1 category as notified by MHA. Relaxation for SHAPE 2 category may be given in exceptional cases by CPAC. (Separate guideline will be issued on physical fitness).
- ix) Annual verification: State Government/CAPFs/CPOs should send an annual report by 31<sup>st</sup> January every year about ineligibility of any awardee on account of criteria prescribed under statutes and rules relating to medal.
- x) Police Medal should not be awarded to more than 50% of the total strength of a Group 'A' service in each batch of the cadre including IPS. For counting 50% of the batch in each cadre, a block of five batches (starting from 1<sup>st</sup> and 6<sup>th</sup> year of every decade) be taken together.



xii) Other factors

*a) Equitable between ranks*

- Recommendations should be made from all ranks in due proportion.

*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/MHA/Vigilance Clearance/Cadre clearance.