



भारत सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
पुलिस-I डिविजन/Police-I Division

Sub: **Institution of new Medals- reg.**

The undersigned is directed to inform that following new medals have been instituted by this Ministry which will be applicable to the personnel of State/UT Police, CAPFs, CPOs and Central Intelligence agencies:-

(a)	Union Home Minister's Special Operation Medal
(b)	Police Antrik Suraksha Seva Padak for J&K State, LWE & NE Region
(c)	Asadharan Aasuchana Kushalata Padak
(d)	Utkrisht Seva Padak & Ati Utkrisht Seva Padak

2. The copies of Statues, Rules and SOPs of each medal is forwarded herewith for uploading in MHA's website under Police-I Division, Medal and Award column.

Encl: As above.

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MHA ID Note No. No.11024/05/2018-PMA

Dated **8th** August, 2018

भारत के राजपत्र के भाग-I, खंड 1 में प्रकाशनार्थ

गृह मंत्रालय

अधिसूचना

नई दिल्ली, 23 जुलाई, 2018

सं. 11024/02/2018-पीएमए-केंद्रीय गृह मंत्री संपूर्ण भारत संघ के केंद्रीय सशस्त्र पुलिस बलों, राज्य/संघ राज्य क्षेत्र पुलिस बलों, केंद्रीय पुलिस संगठनों, असम राइफल्स, राष्ट्रीय सुरक्षा गारद, केंद्र सरकार/राज्य सरकार/संघ राज्य क्षेत्र/केंद्रीय सशस्त्र पुलिस बलों, होमगार्ड्स तथा किसी अन्य सशस्त्र पुलिस बल के स्थाई पुलिस कार्मिकों तथा अन्य स्थाई सहायक स्टाफ को 15/25 वर्ष लंबी सेवा अवधि के आधार पर लंबी सेवा के सम्मानस्वरूप प्रदान किए जाने वाले "उत्कृष्ट सेवा पदक" तथा "अति उत्कृष्ट सेवा पदक" प्रारंभ करने तथा इन्हें अभिशसित करने वाली निम्नलिखित संविधियों को बनाने, विधान करने तथा स्थापित करने की घोषणा करते हैं जो अधिसूचना की उनकी तारीख से प्रभावी मानी जाएंगी।

उत्कृष्ट सेवा पदक

प्रथमतया:-पुरस्कार पदक के रूप में होगा तथा उसे "उत्कृष्ट सेवा पदक" (जिसे इसमें इसके पश्चात पदक कहा गया है) का नाम दिया जाएगा।

द्वितीय:- पदक गोल आकार का होगा और कपरो-निकल से बना होगा, जिसका रंग सिल्वर होगा तथा व्यास 1 3/8 इंच होगा। इसके अग्र भाग पर बीचों-बीच "भारत के मानचित्र की रूपरेखा" का डिजाइन उत्कीर्ण होगा। इसके ऊपरी किनारे पर हिंदी में "उत्कृष्ट सेवा पदक" तथा निचले किनारे पर "UTKRISHT SEVA PADAK" शब्द अंग्रेजी में उत्कीर्ण होंगे। पदक के पृष्ठ भाग पर बीचों-बीच राज्य संप्रतीक बना होगा तथा इसके नीचे "सत्यमेव जयते" हिंदी में लिखा होगा। "सत्यमेव जयते" के नीचे "भारत सरकार" हिंदी में तथा उसके बाद "Government of India" अंग्रेजी में लिखा होगा।

तृतीय:- पदक केवल उन व्यक्तियों को प्रदान किया जाएगा जिन्होंने लगातार 15 वर्षों तक भारत के क्षेत्र के भीतर पुलिस बलों के सदस्यों के रूप में पूर्ण निष्ठा, कौशल एवं साहस से अपने कर्तव्यों का निर्वहन किया है।

चतुर्थ:- जिन व्यक्तियों को यह पदक प्रदान किया जाएगा, उनके नाम की प्रविष्टि ऐसे नामों वाले एक रजिस्टर में की जाएगी जिसका संबंधित राज्य/संघ राज्य क्षेत्र/ केंद्रीय सशस्त्र पुलिस बलों/केंद्रीय पुलिस संगठनों द्वारा रख रखाव किया जाएगा।

पंचम:- प्रत्येक पदक सीने की बाईं ओर लटकाया जाएगा और "उत्कृष्ट सेवा पदक" के मामले में 1 3/8 इंच चौड़ा मानक आकार का रिबन आधा नीला तथा आधा लाल होगा।

षष्ठम:- केंद्रीय गृह मंत्री किसी भी व्यक्ति को प्रदान किए गए उपयुक्त पदक को निरस्त करने अथवा रद्द करने के लिए सक्षम होंगे और ऐसी स्थिति में उस व्यक्ति का नाम रजिस्टर से हटा दिया जाएगा। तथापि, केंद्रीय गृह मंत्री को इस प्रकार जब्त किए गए पदक को पुनः बहाल करने का अधिकार होगा। प्रत्येक ऐसे व्यक्ति, जिसे यह पदक प्रदान किया गया है, को इसे प्राप्त करने से पूर्व एक अनुबंध करना होगा कि यदि उसका नाम उपर्युक्त ढंग से हटा दिया जाता है तो वह पदक लौटा देगा। प्रत्येक मामले में पदक को रद्द किए जाने अथवा उसे बहाल किए जाने की सूचना रजिस्टर में दर्ज की जाएगी।

सप्तमः इन संविधियों के उद्देश्य को लागू करने के लिए नियम बनाने का अधिकार गृह मंत्रालय को होगा।

अति उत्कृष्ट सेवा पदक

प्रथमतया:- पुरस्कार पदक के रूप में होगा तथा उसे "अति उत्कृष्ट सेवा पदक" (जिसे इसमें इसके पश्चात पदक कहा गया है) का नाम दिया जाएगा।

द्वितीय:- पदक गोल आकार का होगा और कपरो-निकल से बना होगा, जिसका रंग गोल्डन होगा तथा व्यास 1 3/8 इंच होगा। इसके अग्र भाग पर बीचों-बीच "भारत के मानचित्र की रूपरेखा का डिजाइन उत्कीर्ण होगा। इसके ऊपरी किनारे पर हिंदी में "अति उत्कृष्ट सेवा पदक" तथा निचले किनारे पर "ATI UTKRISHT SEVA PADAK" शब्द अंग्रेजी में उत्कीर्ण होंगे। पदक के पृष्ठ भाग पर बीचों-बीच राज्य संप्रतीक बना होगा तथा इसके नीचे "सत्यमेवजयते" हिंदी में लिखा होगा। "सत्यमेवजयते" के नीचे "भारत सरकार" हिंदी में तथा उसके बाद "Government of India" अंग्रेजी में लिखा होगा।


तृतीय:- पदक केवल उन व्यक्तियों को प्रदान किया जाएगा जिन्होंने लगातार 25 वर्षों तक भारत के क्षेत्र के भीतर पुलिस बलों के सदस्यों के रूप में पूर्ण निष्ठा, कौशल एवं साहस से अपने कर्तव्यों का निर्वहन किया है।

चतुर्थ:- जिन व्यक्तियों को यह पदक प्रदान किया जाएगा, उनके नाम की प्रविष्टि ऐसे नामों वाले एक रजिस्टर में की जाएगी जिसका रखरखाव संबंधित राज्य/संघ राज्य क्षेत्र/केंद्रीय सशस्त्र पुलिस बलों/केंद्रीय पुलिस संगठनों द्वारा किया जाएगा।

पंचम:- प्रत्येक पदक सीने की बाईं ओर लटकाया जाएगा और "अति उत्कृष्ट सेवा पदक" के मामले में 1 3/8 इंच चौड़ा रिबन होगा जिसका एक तिहाई हिस्सा नीला, एक तिहाई पीला तथा एक तिहाई हिस्सा लाल रंग का होगा।

षष्ठम:- केंद्रीय गृह मंत्री किसी भी व्यक्ति को प्रदान किए गए उपर्युक्त पदक को निरस्त करने अथवा रद्द करने के लिए सक्षम होंगे और ऐसी स्थिति में उस व्यक्ति का नाम रजिस्टर से हटा दिया जाएगा। तथापि, केंद्रीय गृह मंत्री को इस प्रकार जब्त किए गए पदक को पुनः बहाल करने का अधिकार होगा। प्रत्येक ऐसे व्यक्ति, जिसे यह पदक प्रदान किया गया है, को इसे प्राप्त करने से पूर्व एक अनुबंध करना होगा कि यदि उसका नाम उपर्युक्त ढंग से हटा दिया जाता है तो वह पदक लौटा देगा। प्रत्येक मामले में पदक को रद्द किए जाने अथवा उसे बहाल किए जाने की सूचना रजिस्टर में दर्ज की जाएगी।

सप्तमः इन संविधियों के उद्देश्य को पूरा करने के लिए नियम बनाने का अधिकार गृह मंत्रालय को होगा।


(पी.के. श्रीवास्तव)
अपर सचिव, भारत सरकार

गृह मंत्रालय

अधिसूचना

नई दिल्ली, 23 जुलाई, 2018

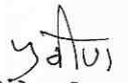
सं. 11024/02/2018-पीएमए-उत्कृष्ट सेवा पदक तथा अति उत्कृष्ट सेवा पदक प्रदान करने से संबंधित संविधियों की 'सप्तम' संविधि के अनुसार पदक प्रदान करने का अधिशासन करने वाले निम्नलिखित नियम अधिसूचित किए जाते हैं जो अपनी अधिसूचना की तारीख से प्रभावी माने जाएंगे।

उत्कृष्ट सेवा पदक

1. सतत सेवा के आधार पर पदक प्रदान करने संबंधी संस्तुतियां सतत सेवा के 15 वर्ष पूरे होने के बाद यथा शीघ्र की जाएंगी।
2. सभी संस्तुतियों में संस्तुत व्यक्ति के नाम और पदनाम, पुलिस बल, अथवा केंद्रीय पुलिस/सुरक्षा/आसूचना संगठनों की यूनिट का, जिनका वह सदस्य है अथवा था, के नाम और सेवा विवरणों, जिसके लिए पदक प्रदान की करने की संस्तुति की गई है, का उल्लेख होगा।
3. 'उत्कृष्ट सेवा पदक' के अंतर्गत प्रदान किए गए पदकों की संख्या राज्य/संघ राज्य क्षेत्र/सीपीओ/सीएपीएफ/एआर/एनएसजी तथा केंद्र सरकार के आसूचना संगठन के पुलिस बल की स्वीकृत संख्या के 1 प्रतिशत से अधिक नहीं होनी चाहिए।
4. पदक निम्नलिखित के लिए प्रदान किया जाएगा:
 - (i) 15 वर्ष की सतत सेवा; और
 - (ii) पुलिस सेवा अथवा केंद्रीय पुलिस/सुरक्षा संगठन/आसूचना संगठन की यूनिटों में विशेष विशिष्ट रिकार्ड।
5. राज्यों/संघ राज्य क्षेत्रों के पुलिस विभागों के प्रमुखों अर्थात् पुलिस महानिदेशकों और प्रमुखों अर्थात् केंद्रीय सशस्त्र पुलिस बलों और केंद्रीय पुलिस संगठनों के महानिदेशकों/निदेशकों/आसूचना एजेंसियों के निदेशक को अपने पात्र पुलिस कार्मिकों को 'उत्कृष्ट सेवा पदक' प्रदान करने की शक्तियां प्रत्यायोजित की जाती हैं।
6. पदक उस स्थिति में जब्त कर लिया जाएगा जब सरकार की राय में इसका धारक द्रोह अथवा ऐसे आचरण का दोषी हो जिससे बल को अप्रतिष्ठा मिली हो।
7. पदक की घोषणा राज्य/संघ राज्य क्षेत्र/सीएपीएफ/सुरक्षा संगठन द्वारा इस उद्देश्य के लिए यथानिर्धारित किसी उचित तिथि को की जाएगी।
8. मंत्रालय इन नियमों को लागू करने के लिए मानक प्रचालन प्रक्रिया (एसओपी) निर्धारित करेगा।
9. पदक प्रदान करने के संबंध में उत्पन्न किसी भी विवाद या शिकायत की स्थिति में केन्द्रीय गृह मंत्री का निर्णय अंतिम होगा।
10. पदक का कोटा और पदक प्रदान करने की चयन प्रक्रिया इन नियमों के तहत निर्मित मानक प्रचालन प्रक्रिया (एसओपी) के अंतर्गत निर्धारित की जा सकेगी।

अति उत्कृष्ट सेवा पदक

1. सतत सेवा के आधार पर पदक प्रदान करने संबंधी संस्तुतियां सतत सेवा के 25 वर्ष पूरे होने के बाद यथासंभव शीघ्र की जाएंगी।
2. सभी संस्तुतियों में संस्तुत व्यक्ति के नाम और पदनाम, पुलिस बल अथवा केंद्रीय पुलिस/सुरक्षा/संगठनों की यूनिट के नाम जिनका वह सदस्य है अथवा था और सेवा विवरणों, जिनके लिए पदक प्रदान की करने की संस्तुति की गई है, का उल्लेख होगा।
3. 'अति उत्कृष्ट सेवा पदक' के अंतर्गत प्रदान किए गए पदकों की संख्या राज्य/संघ राज्य क्षेत्र/सीपीओ/सीएपीएफ/एआर/एनएसजी तथा केंद्र सरकार के आसूचना संगठन के पुलिस बल की स्वीकृत संख्या के 0.5 प्रतिशत से अधिक नहीं होनी चाहिए।
4. पदक निम्नलिखित के लिए प्रदान किया जाएगा:-
 - (i) 25 वर्ष की सतत सेवा
 - (ii) पुलिस सेवा अथवा केंद्रीय पुलिस/सुरक्षा संगठन/आसूचना संगठन की यूनिटों में विशेष विशिष्ट रिकार्ड।
5. राज्यों/संघ राज्य क्षेत्रों के पुलिस विभागों के प्रमुखों अर्थात् पुलिस महानिदेशकों और प्रमुखों अर्थात् केंद्रीय सशस्त्र पुलिस बलों और केंद्रीय पुलिस संगठनों के महानिदेशकों/निदेशकों/आसूचना एजेंसियों के निदेशक को अपने पात्र पुलिस कार्मिकों को 'अति उत्कृष्ट सेवा पदक' प्रदान करने की शक्तियां प्रत्यायोजित की जाती हैं।
6. पदक उस स्थिति में जब्त कर लिया जाएगा जब सरकार की राय में इसका धारक द्रोह अथवा ऐसे आचरण का दोषी हो जिससे बल को अप्रतिष्ठा मिली हो।
7. पदक की घोषणा राज्य/संघ राज्य क्षेत्र/ सीएपीएफ/ सुरक्षा संगठन द्वारा इस उद्देश्य के लिए यथानिर्धारित किसी उचित तिथि को की जाएगी।
8. मंत्रालय इन नियमों को लागू करने के लिए मानक प्रचालन प्रक्रिया (एसओपी) निर्धारित करेगा।
9. पदक प्रदान करने के संबंध में उत्पन्न किसी भी विवाद या शिकायत की स्थिति में केन्द्रीय गृह मंत्री का निर्णय अंतिम होगा।
10. पदक का कोटा और पदक प्रदान करने के लिए चयन की प्रक्रिया इन नियमों के तहत निर्मित मानक प्रचालन प्रक्रिया (एसओपी) के अंतर्गत निर्धारित की जा सकेगी।


(पी.के. श्रीवास्तव)
अपर सचिव, भारत सरकार

TO BE PUBLISHED IN PART-I, SECTION 1, OF GAZETTE OF INDIA
Ministry of Home Affairs

NOTIFICATION

New Delhi, 23rd July, 2018

No. 11024/02/2018-PMA – The Union Home Minister is pleased to institute an award for permanent police personnel and other permanent support staff working in Central Armed Police Forces, State/UT Police Forces, Central Police Organisations, Assam Rifles, National Security Guards, Intelligence organizations of the Central Government/State/UT/CAPF, Home Guards and any other armed Police force of the Union throughout the Indian Union in consideration of the long service medal based on the length of service after 15 / 25 years of service to be designated “UTKRISHT SEVA PADAK” and “ATI UTKRISHT SEVA PADAK” and to make, ordain and establish the following statutes governing them which shall be deemed to have effect from the date of their notification.

UTKRISHT SEVA PADAK

Firstly – The award shall be in the form of a Medal styled and designated as the “UTKRISHT SEVA PADAK” (hereinafter referred to as Medal).

Secondly - The Medal shall be circular in shape, made of cupro-nickel and will be of silver colour, one and three eighth inches in diameter, and shall have embossed on the obverse the design of “OUTLINE OF MAP OF INDIA” in the Centre and shall have engraved “UTKRISHT SEVA PADAK” in Hindi on the upper edge and the words “UTKRISHT SEVA PADAK” in English inscribed on the lower edge thereof. On the reverse, it shall have embossed the State Emblem in the Centre and words “SATYAMAVE JAYATE” in Hindi shall be embossed below the State Emblem. The words “BHARAT SARKAR” in Hindi followed by “Government of India” in English will be embossed below “SATYAMAVE JAYATE”.

Thirdly – The Medal shall only be awarded to those who have either performed their duties with conspicuous devotion, skill and courage as members of police forces within the territory of India, continuously for 15 Years.

Fourthly – The names of those to whom this Medal may be awarded may be kept in the Register of such names which will be maintained by concerned States/UT/s/CAPFs/CPOs.

Fifthly – Each Medal shall be suspended from the left breast and the riband, of an inch and three eighth in width, shall, in the case of UTKRISHT SEVA PADAK, be half blue and half red of the standard size.

Sixthly – It shall be competent for the Union Home Minister to cancel and annul the award to any person of the above decoration and that there upon his name in the Register shall be erased. It shall, however, be competent for Union Home Minister to restore any decoration, which may have been so forfeited. Every person to whom the said decoration is awarded shall, before receiving the same, enter into an agreement, to return the medal if his name is erased as aforesaid. Notice of cancellation or restoration in every case shall be entered in the Register.

Seventhly – It shall be competent for Ministry of Home Affairs to make rules to carry out the purpose of these Statutes.

ATI UTKRISHT SEVA PADAK

Firstly – The award shall be in the form of a Medal and styled and designated the “ATI UTKRISHT SEVA PADAK” (hereinafter referred to as the Medal).

Secondly - The Medal shall be circular in shape, made of cupro-nickel and will be of golden colour, one and three eighth inches in diameter, and shall have embossed on the obverse the design of “OUTLINE OF MAP OF INDIA” in the Centre and shall have engraved “ATI UTKRISHT SEVA PADAK” in Hindi on the upper edge and the words “ATI UTKRISHT SEVA PADAK” in English inscribed on the lower edge thereof. On the reverse, it shall have embossed the State Emblem in the Centre and words “SATYAMAVE JAYATE” in Hindi shall be embossed below the State Emblem. The words “BHARAT SARKAR” in Hindi followed by “Government of India” in English will be embossed below “SATYAMAVE JAYATE”.

Thirdly – The Medal shall only be awarded to those who have either performed their duties with conspicuous devotion, skill and courage as members of police forces within the territory of India, for continuously for 25 Years.

Fourthly – The names of those to whom this Medal may be awarded may be kept in the Register of such names which will maintained by concerned States/UT/s/CAPFs/CPOs.

Fifthly – Each Medal shall be suspended from the left breast and the riband, of an inch and three eighth in width, shall, in the case of ATI UTKRISHT SEVA PADAK, be one third blue, one third yellow and one third Red.

Sixthly – It shall be competent for the Union Home Minister to cancel and annul the award to any person of the above decoration and that there upon his name in the Register shall be erased. It shall, however, be competent for Union Home Minister to restore any decoration, which may have been so forfeited. Every person to whom the said decoration is awarded shall, before receiving the same, enter into an agreement, to return the medal if his name is erased as aforesaid. Notice of cancellation or restoration in every case shall be entered in the Register.

Seventhly – It shall be competent for Ministry of Home Affairs to make rules to carry out the purpose of these Statutes.



(P K SRIVASTAVA)

Addl. Secretary to the Govt. of India

TO BE PUBLISHED IN PART-I, SECTION 1, OF GAZETTE OF INDIA
Ministry of Home Affairs

NOTIFICATION

New Delhi, 23rd July, 2018

No.11024/02/2018-PMA - In accordance with the Statute 'Seventhly' of the statutes relating to the award of UTKRISHT SEVA PADAK and ATI UTKRISHT SEVA PADAK, the following Rules governing the award of the Medal are notified which shall be deemed to have effect from the date of their notification:-

UTKRISHT SEVA PADAK

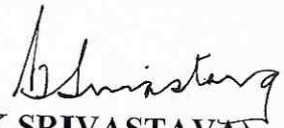
1. Recommendations for award on the ground of continuous service shall be made as soon as possible after the completion of 15 years of continuous service .
2. All the recommendations shall state the name and rank of the person recommended, the name of the Police Force, or the Unit of the Central Police/Security/Intelligence Organizations of which he is or was a member and particulars of the service for which the grant of the medal is recommended.
3. The number of medals awarded for UTKRISHT SEVA PADAK should not be more than 1% of the sanctioned strength of the Police Force of the State/UT/CAPF/ CPO/AR/NSG and Intelligence organization of Central Government.
4. The medal shall be awarded for:
 - (i) 15 years of continuous service; and
 - (ii) A special distinguished record in police service or in the Units of Central Police / Security Organization/Intelligence Organisation.
5. The Heads of Police Departments in the States/Union Territories that is, Director General of Police and Heads that is Director Generals/Director of the Central Armed Police Forces and Central Police Organisations/Director of Intelligence Agencies are delegated the powers to award Utkrisht Seva Padak to their eligible police personnel .

6. The Medal is liable to be forfeited when the holder is guilty of disloyalty or such conduct as in the opinion of the Government brings the force into disrepute.
7. The medal will be announced on any suitable date as fixed for the purpose by the State/UT/CAPF/Security organization.
8. The Ministry may lay down standard operating procedure (SOP) for giving effect to these Rules.
9. In case of any dispute or complaint arising in connection with the award of the Medal, the decision of the Union Home Minister shall be final.
10. The quota of the medal and Selection procedure for awarding the medal may be prescribed in the Standard Operating Procedure (SOPs) made under these Rules.

ATI UTKRISHT SEVA PADAK

1. Recommendations for award on the ground of continuous service shall be made as soon as possible after the completion of 25 years of continuous service.
2. All the recommendations shall state the name and rank of the person recommended, the name of the Police Force, or the Unit of the Central Police/Security Organizations of which he is or was a member and particulars of the service for which the grant of the medal is recommended.
3. The number of medals awarded for ATI UTKRISHT SEVA PADAK should not be more than 0.5% of the sanctioned strength of the Police Force of the State/UT/CAPF/CPO/AR/NSG and Intelligence organization of Central Government.
4. The medal shall be awarded for
 - (i) 25 years of continuous service; and
 - (ii) A special distinguished record in police service or in the Units of Central Police / Security Organization/Intelligence Organization.
5. The Heads of Police Departments in the States/Union Territories that is, Director General of Police and Heads that is Director Generals/Director of the Central Armed Police Forces and Central Police Organisations/Director of Intelligence organisation are delegated the powers to award Ati Utkrisht Seva Padak to their eligible police personnel .

6. The Medal is liable to be forfeited when the holder is guilty of disloyalty or such conduct as in the opinion of the Government brings the force into disrepute.
7. The medal will be announced on any suitable date as fixed for the purpose by the State/UT/CAPF/Security organization.
8. The Ministry may lay down standard operating procedure (SOP) for giving effect to these Rules.
9. In case of any dispute or complaint arising in connection with the award of the Medal, the decision of the Union Home Minister shall be final.
10. The quota of the medal and Selection procedure for awarding the medal may be prescribed in the Standard Operating Procedure (SOPs) made under these Rules.


(P K SRIVASTAVA)
Addl. Secretary to the Govt. of India

**STANDARD OPERATING PROCEDURE (SOP) FOR AWARD OF
“UTKRISHT SEVA PADAK” & “ATI UTKRISHT SEVA PADAK”**

UTKRISHT SEVA PADAK

- (a) Ministry of Home Affairs, Government of India has instituted a scheme for award of Medals to the permanent police personnel and other permanent support staff working in Central Armed Police Forces, State/UT Police Forces, Central Police Organisations, Assam Rifles, National Security Guards, Intelligence organizations of Central Government/State/UT/CAPF, Home Guards and any other armed Police Force of the Union. The Medal will be named as “UTKRISHT SEVA PADAK”.
- (b) The medal will be announced every year on any suitable date as fixed for the purpose by the State/UT/CAPF/Security organization. DGs of the respective States/ CAPFs/CPOs/Intelligence Agencies will constitute a committee headed by SDG/ADG to screen nominations as per prescribed norms and proforma (Annexure – I).
- (c) The inaugural year's medals under this Scheme will be announced on any suitable date as fixed for the purpose by the State/UT/CAPF/Security organization during 2019 for the performance up to the year 2017-18. Serving personnel who have already completed 15 years of service before the declaration of UTKRISHT SEVA PADAK may also be considered for giving the medal.

2. Objective

The objective of institution of the UTKRISHT SEVA PADAK is as follows:-

- (a) To recognize the long and unblemished service rendered by a personnel during the past 15 years, with certain level of professional excellence.
- (b) To promote greater professionalism and excellence in service amongst the serving personnel of Police Organisations and Intelligence Agencies.

d

3. Quota of medals

- (a) The total number of Utkrisht Seva Medal should not be more than 1% of the sanctioned strength of police/intelligence personnel of State/UT/CAPF/CPO/Intelligence agency.
- (b) 1% is the maximum cap rank wise subject to the eligibility conditions, the number of awardees in any rank shall in no case exceed 1% of the sanctioned strength in the rank (Constable/Head Constable, ASI/SI/Inspector, Dy.SP & above).
- (c) Prior confirmation of the total number of medals to be awarded by State/UT/CAPF/CPO/Intelligence Agency must be obtained from MHA each year before issue of order/notification for awarding such medals based on the list approved by the DGP/DG.

4. Awards of the Medals

The DGP/Head of CAPF/CPO/Intelligence agency may award the medal to permanent personnel who are eligible on all parameters. The names of such medal awardees shall be entered in the register of such names which will be kept in the State/UT Police and by the respective units of CAPFs/CPOs/Home Guards/Intelligence agency.

5. Eligibility criteria

- (a) The award shall be made to police personnel of the above mentioned agencies in recognition of outstanding or meritorious service performed by police personnel alongwith smart policing.
- (b) The nominee should have completed not less than Fifteen years of service for Utkrisht Seva Medal, on 1st April of the year of nomination. Personnel, who are eligible, for the ATI UTKRISHT SEVA PADAK will not be eligible for the UTKRISHT SEVA PADAK.
- (c) The APAR/ ACR assessment year is declared as the year of consideration for the purpose of the award of this Medal.
- (d) No Judicial Proceedings/Departmental Enquiry should be pending against the recommendee at the time of considering his/her name for the Medal.
- (e) The recommendee should not have been given any major penalty in the period under consideration. An Integrity Certificate to this effect should be furnished by the Head of unit of CAPFs/ States/ CPOs/ Home Guards/Intelligence agencies as per Proforma in Annexure- II of SOP.



(f) As defined in departmental rules, any punishment previously awarded should not be within currency period.

(g) Considerations for APAR/ ACRs

(i) APAR/ ACR grading shall be considered for all ranks for awarding of medal. In the event of the system of APAR/ ACRs not being in place in some states, a grace period of one year shall be given to adopt the practice of APAR/ ACR for all ranks.

(ii) States which do not have APAR/ ACR should introduce a separate form for the purpose on the lines of APAR/ ACR of Government of India.

(iii) For States which don't follow APAR/ACR system for Constable and other ranks, citation/ self-appraisal will be taken from the individual whose name is being considered for the award.

(iv) The grading for all ranks for awarding the medal should not be less than 'Good' in the last 5 preceding years. There should, at the time of considering his/her name for medal, not be any adverse entry in the last 5 preceding years.

(v) The officers nominated for the award of the medal shall also be assessed on the following ten parameters of 'SMART' Policing to the extent applicable to the organisation:-

1.Strict 2. Sensitive 3.Mobile 4.Modern 5.Alert 6.Accountable
7.Reliable 8. Responsive 9.Techno-savvy 10.Trained.

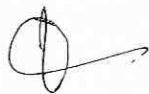
6. Screening Procedure

The screening procedure for selection of the candidates will be as follows:

(a) The DGP/ Head of CAPF/ CPO/Intelligence agencies will finalise the nominations of the candidates based on the recommendations of the apex committee. Only those personnel who fulfil the eligibility criteria will be approved.

(b) Apex Committee at State/ CPO/ CAPF/Intelligence Agency level shall be constituted in each State/ CPO/CAPF/Intelligence Agency by the DGP/DG/ Director. This committee, by whatever name called, should be headed by SDG/ ADG rank officer. The committee should have at least three members. An officer whose name is being considered for the Medal shall not be a member of the committee.

(c) Such number of Lower level Committees may be constituted by DGP /Head of CAPFs/CPOs/Intelligence Agency as are necessary for screening at various levels in the organization. Recommendations of these committees will be finally considered by the apex committee.



(d) The prescribed committees will assess the suitability of the candidate on the basis of the following criteria –

- i. Length of service
- ii. APAR/ ACR for the period under consideration.
- iii. Citations given by the applicant officer.
- iv. Marks of the nominee personnel on the 'SMART' Policing parameters to the extent applicable to the organisation.
- v. Previous rewards, commendations and decorations.
- vi. Performance of the recomendee in the field/ area of expertise/ specialisation.

(e) Documents to be forwarded by the Lower Level Committees to the State/ CAPF/ CPO/Intelligence Agency level Committee shall be as under –

- I. Committee proceedings with the list of candidates
- II. Duly filled and counter signed Annexures I to IV as mentioned in the SOP
- III. Marks of the nominee officer on the 'SMART' Policing parameters as awarded by the Reporting Officer and the Reviewing Officer.
- IV. APAR/ ACR grading for period under consideration as per details given in Annexure-I of SOP. Copies of last 5 years' APARs to be enclosed.
- V. Details of the previous rewards, commendations and decorations.
- VI. Citations given by the applicant officer.
- VII. Two recent passport size photographs of the recommendee.

7. Withdrawal of Medal

The Union Home Minister who has conferred the medal is competent to withdraw the medal if the holder is found guilty of disloyalty or brings the force to disrepute such as removal, major penalty, criminal offence etc. or any such conduct as may be found unbecoming in the opinion of the Government of the State or the Union.

8. Design and description of medal

The design and description of the medal is given in Annexure-V of SOP.

9. The Heads of Police Departments in the States/Union Territories that is, Director General of Police and Heads that is Director Generals/Director of the Central Armed Police Forces and Central Police Organisations/Directors of Intelligence Agencies are delegated the powers to award Utkrisht Seva Padak to their eligible police personnel.



ATI UTKRISHT SEVA PADAK

- (a) Ministry of Home Affairs, Government of India has instituted a scheme for award of Medals to the permanent police personnel and other permanent support staff working in Central Armed Police Forces, State/UT Police Forces, Central Police Organisations, Assam Rifles, National Security Guards, Intelligence organizations of Central Government/State/UT/CAPF, Home Guards and any other armed Police Force of the Union. The Medal will be named as "ATI UTKRISHT SEVA PADAK".
- (b) The medal will be announced every year on any suitable date as fixed for the purpose by the State/UT/CAPF/Security organization. DGs of the respective States/ CAPFs/CPOs/Intelligence Agencies will constitute a committee headed by SDG/ADG to screen nominations as per prescribed norms and proforma (Annexure – I).
- (c) The inaugural year's medals under this Scheme will be announced on any suitable date as fixed for the purpose by the State/UT/CAPF/Security organization during 2019 for the performance up to the year 2017-18. Serving personnel who have already completed 25 years of service before the declaration of ATI UTKRISHT SEVA PADAK may also be considered for giving the medal.

2. Objective

The objective of institution of the ATI UTKRISHT SEVA PADAK is as follows:-

- (a) To recognize the long and unblemished service rendered by a personnel during the past 25 years, with certain level of professional excellence.
- (b) To promote greater professionalism and excellence in service amongst the serving personnel of Police Organisations and Intelligence Agencies.



3. Quota of medals

- (a) The total number of Ati Utkrisht Seva Medal should not be more than 0.5% of the sanctioned strength of police/intelligence personnel of State/UT/CAPF/ CPO/Intelligence agency.
- (b) 0.5% is the maximum cap rank wise subject to the eligibility conditions, the number of awardees in any rank shall in no case exceed 0.5% of the sanctioned strength in the rank (Constable/Head Constable, ASI/SI/Inspector, Dy.SP & above).
- (c) Prior confirmation of the total number of medals to be awarded by State/UT/CAPF/CPO/Intelligence Agency must be obtained from MHA each year before issue of order/notification for awarding such medals based on the list approved by the DGP/DG.

4. Awards of the Medals

The DGP/Head of CAPF/CPO/Intelligence agency may award the medal to permanent personnel who are eligible on all parameters. The names of such medal awardees shall be entered in the register of such names which will be kept in the State/UT Police and by the respective units of CAPFs/CPOs/Home Guards/Intelligence agency.

5. Eligibility criteria

- (a) The award shall be made to police personnel of the above mentioned agencies in recognition of outstanding or meritorious service performed by police personnel alongwith smart policing.
- (b) The nominee should have completed not less than twenty five years of service for Ati Utkrisht Seva Medal, on 1st April of the year of nomination.
- (c) The APAR/ ACR assessment year is declared as the year of consideration for the purpose of the award of this Medal.
- (d) No Judicial Proceedings/Departmental Enquiry should be pending against the recommendee at the time of considering his/her name for the Medal.
- (e) The recommendee should not have been given any major penalty in the period under consideration. An Integrity Certificate to this effect should be furnished by the Head of unit of CAPFs/ States/ CPOs/ Home Guards/Intelligence agencies as per proforma in Annexure -II of SOP.
- (f) As defined in departmental rules, any punishment previously awarded should not be within currency period.



(g) Considerations for APAR/ ACRs

- (I) APAR/ ACR grading shall be considered for all ranks for awarding of medal. In the event of the system of APAR/ ACRs not being in place in some states, a grace period of one year shall be given to adopt the practice of APAR/ ACR for all ranks.
- (II) States which do not have APAR/ ACR should introduce a separate form for the purpose on the lines of APAR/ ACR of Government of India.
- (III) For States which don't follow APAR/ACR system for Constable and other ranks, citation/ self-appraisal will be taken from the individual whose name is being considered for the award.
- (IV) The grading for all ranks for awarding the medal should not be less than 'Good' in the last 5 preceding years. There should, at the time of considering his/her name for medal, not be any adverse entry in the last 5 preceding years.
- (V) The officers nominated for the award of the medal shall also be assessed on the following ten parameters of 'SMART' Policing to the extent applicable to the organisation:-
1.Strict 2. Sensitive 3.Mobile 4.Modern 5.Alert 6.Accountable
7.Reliable 8. Responsive 9.Techno-savvy 10.Trained.

6. Screening Procedure

The screening procedure for selection of the candidates will be as follows:

- (a) The DGP/ Head of CAPF/ CPO/Intelligence agencies will finalise the nominations of the candidates based on the recommendations of the apex committee. Only those personnel who fulfill the eligibility criteria will be approved.
- (b) Apex Committee at State/ CPO/ CAPF/Intelligence Agency level shall be constituted in each State/ CPO/CAPF/Intelligence Agency by the DGP/DG/ Director. This committee, by whatever name called, should be headed by SDG/ ADG rank officer. The committee should have at least three members. An officer whose name is being considered for the Medal shall not be a member of the committee.
- (c) Such number of Lower level Committees may be constituted by DGP /Head of CAPFs/CPOs/Intelligence agency as are necessary for screening at various levels in the organization. Recommendations of these committees will be finally considered by the apex committee.



(d) The prescribed committees will assess the suitability of the candidate on the basis of the following criteria –

- I. Length of service
- II. APAR/ ACR for the period under consideration.
- III. Citations given by the applicant officer.
- IV. Marks of the nominee personnel on the 'SMART' Policing parameters to the extent applicable to the organisation.
- V. Previous rewards, commendations and decorations.
- VI. Performance of the recommendee in the field/ area of expertise/ specialisation.

(e) Documents to be forwarded by the Lower Level Committees to the State/ CAPF/ CPO/Intelligence Agency level Committee shall be as under –

- I. Committee proceedings with the list of candidates
- II. Duly filled and counter signed Annexures I to IV as mentioned in the SOP
- III. Marks of the nominee officer on the 'SMART' Policing parameters as awarded by the Reporting Officer and the Reviewing Officer.
- IV. APAR/ ACR grading for period under consideration as per details given in Annexure-I of SOP. Copies of last 5 years' APARs to be enclosed.
- V. Details of the previous rewards, commendations and decorations.
- VI. Citations given by the applicant officer.
- VII. Two recent passport size photographs of the recommendee.


7. Withdrawal of Medal

The Union Home Minister who has conferred the medal is competent to withdraw the medal if the holder is found guilty of disloyalty or brings the force to disrepute such as removal, major penalty, criminal offence etc. or any such conduct as may be found unbecoming in the opinion of the Government of the State or the Union.

8. Design and description of medal

The design and description of the medal is given in Annexure- V of SOP.

9. The Heads of Police Departments in the States/Union Territories that is, Director General of Police and Heads that is Director Generals/Director of the Central Armed Police Forces and Central Police Organisations/Directors of Intelligence Agencies are delegated the powers to award Ati Utkrisht Seva Padak to their eligible police personnel .



Annexure - I

RECOMMENDATION FOR THE AWARD OF
UTKRISHT SEVA PADAK/ATI UTKRISHT SEVA PADAK

1.	Name (In English capital letters) (In Hindi)	Surname	Middle name	First name
2.	Father's Name	Surname	Middle name	First name
3.	Date of Birth	Day	Month	Year
4.	Age as on ____ . ____ . ____	Year	Month	
5.	Sex			
6.	Initial appointment	Year	Rank	Service Cadre
7.	Regimental/Force No.			
8.	Total Police Service (As on ____, ____, ____)			
9.	Present posting, with complete postal address.			
10.	Rewards	No.	Total amount in Rs.	
	A). Cash Awards			
	B) Others			
	i). Commendations			
	ii). Appreciations			
	iii). Good Service Entries	--		

	iv). Any other rewards (Specify)		
11	Year of award of IPM/PMG/PPMG etc.		
12	Punishment(s)	Details of Penalty	Year(s)
13	Details of any enquiry pending against the officer		
14	Details of disciplinary proceedings pending/contemplated against the recommendee, if any		
15	Details of the court cases pending against the recommendee, if any	Year	Details of charge Present status
16	APAR Grading for last 5 years (____ - ____ to ____ - ____) OS- Outstanding VG-Very Good G - Good AV-Average NIC-Non Initiation Certificate. Adv- Adverse NA-Not available.	Year	Grading
17	In case of NIC corresponding nos. of APARs Grading beyond 5 years period of reckoning.	Year	Grading
18	Brief description of work justifying award of Medal (No posting details). In order of importance (approximately 500 words)		

Signature of Recommending Authority _____
 Name: _____
 Designation: _____
 Date: _____

Annexure – II

INTEGRITY CERTIFICATE

Certified that the integrity of Shri _____
(In English) _____ (In Hindi) S/o _____
_____ Date of Birth (DOB) _____
_____ (Designation) _____

_____ recommended for the award for UTKRISHT SEVA PADAK/ATI UTKRISHT SEVA PADAK is above suspicion and that he was not concerned in any proceeding that was censured in a court of Law. It is further certified that no judicial or department proceedings are being contemplated/pending against him. Similarly, no vigilance case is being contemplated / pending against him. It is also certified that recommendee has not been given any major penalty in the last Five Years.

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

Signature _____
Name _____
Head of Unit
Official stamp _____

Annexure - III

CERTIFICATE

It is certified that it has been checked and verified from the records of recommendee Shri /Shrimati / Ms _____ designation _____ and it is confirmed that he/she has completed 15/25 years of service. It is also certified that he/she has not been earlier awarded UTKRISHT SEVA PADAK/ATI UTKRISHT SEVA PADAK for which he/she is being recommended.

Signature _____

Name of the officer _____

Designation _____

Date _____

Official stamp _____

'SMART' POLICING PARAMETERS

Guidelines for evaluation of the nominee personnel on the 'SMART' Policing parameters are hereby provided. The evaluation shall be done by the immediate Reporting Officer and the Reviewing Officer on a scale of 1 to 10 on each 'SMART' Policing parameter.

The marks allotted by the Reporting Officer shall carry a weightage of 60% while marks allotted by the Reviewing Officer shall carry a weightage of 40%. Aggregate weighted marks shall be arrived at by adding them together. The personnel attaining more than 60% of the aggregate weighted score shall be eligible for the medal.

These guidelines are not exhaustive. Other suitable and local parameters may also be considered for evaluation of the nominee personnel.

1. Strict

- (a) Adherence to laid down rules & regulations and standard operating procedures.
- (b) Enforcement of orders along with empathy with the victim.
- (c) Maintenance of discipline for all.
- (d) Self - regulation

2. Sensitive

- (a) Protection of human rights of all persons particularly vulnerable sections of society.
- (b) Gender sensitivity.
- (c) Adherence to grievances redressal mechanism.
- (d) Welfare of troops.

3. Mobile

- (a) Timely sharing of information & intelligence.
- (b) Willingness to respond to a situation.
- (c) Optimizing the available resources.
- (d) Responding in the minimum possible time.

4. Modern

- (a) Knowledge of the latest laws/technological/guidelines.
- (b) Use of latest technology.
- (c) Awareness/Use of the best global practices.
- (d) Unlearning out-dated practices.

5. Alert

- (a) Observation
- (b) Initiative
- (c) Keenness
- (d) Fitness

6. Accountable

- (a) General professional repute
- (b) Relationship with all stakeholders
- (c) Attitude towards public
- (d) Temperament

7. Reliable

- (a) Responding to distress situation
- (b) Ensuring high standards of response
- (c) Team Spirit
- (d) Value orientation

8. Responsive

- (a) Responding quickly
- (b) Problem solving approach
- (c) Taking responsibility
- (d) Out of box solutions (within the legal framework)

9. Techno-savvy

- (a) Efficiency in communication and delivery of services.
- (b) Economy in manpower, removal of redundancy.
- (c) Transparency/fairness and objectivity in process and outcome.
- (d) Investigation, law and order, detection of crime.

10. Trained

- (a) Fulfilling the criteria of compulsory training accomplished or otherwise.
 - (b) Individual initiative in attaining training for professional competence and enhancement.
 - (c) Specialised courses undertaken
 - (d) Additional weightage for specialised or different stream courses on traffic, communication/wireless/ANO/Jungle warfare etc.
-

ANNEXURE - V

The design and description of UTKRISHT SEVA PADAK

- (a) The medal shall be circular in shape
 - (b) The medal shall be made of cupro-nickel and will be of silver colour
 - (c) The medal shall be one and three eighths inches in diameter.
 - (d) The medal shall have embossed on the obverse the design of –
 - (i) The design of “OUTLINE OF MAP OF INDIA” in the Centre
 - (ii) The medal shall have engraved “UTKRISHT SEVA PADAK” in Hindi on the upper edge and the words “UTKRISHT SEVA PADAK” in English inscribed on the lower edge thereof.
 - (e) On the reverse, it shall have embossed
 - (i) The State Emblem in the Centre and words “SATYAMAVE JAYATE” in Hindi shall be embossed below the State Emblem.
 - (ii) The words “BHARAT SARKAR” in Hindi followed by “Government of India” in English will be embossed below “SATYAMAVE JAYATE”
 - (f) On the rim, the name of the person to whom the medal has been awarded, shall be inscribed.
2. Each Medal shall be suspended from the left breast and the ribbon, of an inch and three eighths in width, shall, in the case of UTKRISHT SEVA PADAK, be half blue and half red of the standard size.

The design and description of ATI UTKRISHT SEVA PADAK

- (a) The medal shall be circular in shape
 - (b) The medal shall be made of cupro-nickel and will be of golden colour
 - (c) The medal shall be one and three eighths inches in diameter.
 - (d) The medal shall have embossed on the obverse the design of –
 - (i) The design of “OUTLINE OF MAP OF INDIA” in the Centre
 - (ii) The medal shall have engraved “ATI UTKRISHT SEVA PADAK” in Hindi on the upper edge and the words “ATI UTKRISHT SEVA PADAK” in English inscribed on the lower edge thereof.
 - (e) On the reverse, it shall have embossed
 - (i) The State Emblem in the Centre and words “SATYAMAVE JAYATE” in Hindi shall be embossed below the State Emblem.
 - (ii) The words “BHARAT SARKAR” in Hindi followed by “Government of India” in English will be embossed below “SATYAMAVE JAYATE”
 - (f) On the rim, the name of the person to whom the medal has been awarded, shall be inscribed.
2. Each Medal shall be suspended from the left breast and the ribbon, of an inch and three eighths in width, shall, in the case of ATI UTKRISHT SEVA PADAK, be one third blue, one third red and one third red of the standard size.

