

BY SPEED POST

REPUBLIC DAY, 2023

No. 11019/33/2022 – PMA
Government of India
Ministry of Home Affairs
Police-I Division

* * * *

North Block, New Delhi

Dated the 21st September, 2022.

To

- (i) The Home Secretaries of all the States/UTs
- (ii) DsGP of all the States/UTs
- (iii) Directors – IB/CBI/SVPNPA/SPG/NEPA/ NCRB
- (iv) DsG –BSF/ CRPF/ ITBP/ CISF/ NSG/ NIA/ RPF/ BPR&D /SSB/ NCB/ NDRF/NHRC/Assam Rifles (Through LOAR)
- (v) The Secretary, R&AW, Cabinet Sectt., CGO Complex, New Delhi.
- (vi) Ministry of Civil Aviation, B – Block, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi.
- (vii) Secretary, Commission for SCs/STs, LNB, Khan Market, New Delhi
- (viii) The Secretary, Lok Sabha /Rajya Sabha Secretariat, New Delhi
- (ix) 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, 2023.

Sir/Madam,

Recommendations are hereby invited for consideration of the award of Service Medals on occasion of **Republic Day, 2023 (26th January, 2023)**, only through on-line recommendation supported by ID login, Password and OTP through Nation Award Portal (<https://awards.gov.in>). **Earlier website address <https://policesservice-medals.gov.in> for recommendation of Police Service Medals has been closed.**

2. Eligibility criteria are indicated below:
- (i) The Citation in respect of each officer recommended for award of PPM/PM should not exceed 200 words. It may be noted that **on-line recommendation** in each case of the person recommended for the award of PPM and PM separately through online submission (**Annexure-I**) alongwith following declaration as per direction enclosed:
 - a. The above officer has not been awarded the medal for which he/she is being recommended.
 - b. The integrity of the above officer is above suspicion and he/she was not concerned in any proceedings that were censured in the Court of Law.
 - c. No judicial or departmental proceedings are being contemplated/pending against him. No vigilance case is pending/contemplated against him. The officer recommended has not been given any major penalty or punishment in the period under review (2011-12 to 2021-21).
 - d. The character & antecedents of the above officer have been duly verified and nothing adverse reported against him.
 - e. Medal category given as per their medical examination carried out by authorized medical officer/medical board.
 - (ii) 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. Officials having poor integrity should not be recommended. 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 2011-12 to 2020-2021*.
 - a. 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.
 - b. **The crucial date from date of joining of service for counting of number of years will be 26th January 2023.**
 - (iii) a. 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.
 - b. **The crucial date from date of joining of service for counting of number of years will be 26th January 2023.**
 - (iv) Police personnel should be physically fit and must be in SHAPE 1 category. Relaxation for SHAPE 2 category may be given in exceptional cases. Guidelines in this regard have already been circulated. Guidelines regarding Physical/Medical fitness for awarding Police Service Medal to Police Officers should be strictly followed in letter and spirit while issuing medical fitness certificate.
 - (v) 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 1st and 6th year of every decade) be taken together.

- (vi) 'No objection Certificates' wherever applicable may be sent this Ministry as early as possible.
- (vii) One passport size photograph in respect of officer recommended for the award of President's Police Medal for Distinguished Service only.
- (viii) *The APAR grading for the last 10 years i.e. from 2011-12 to 2020-21/ 2012 to 2021 (in case APAR is given as per Calendar Year). The post for which the APAR is written may also be indicated. APAR Grading for last ten year should be indicated strictly in the prescribed format. In case where Non-Initiation-Certificate (NIC) is reported against the APAR, the record of such officers for equal number of years preceding the period under consideration may please be sent/uploaded.*
- (ix) *It may be ensured that the recommended IPS officers have submitted Annual Immovable Property Return (AIPR) for the year 2021 to the Cadre Controlling Authority (IPS-II Section, MHA, North Block). In the absence of AIPR for the year 2021, 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, 2023.*
- (x) The recommending organizations must ensure that the names and designations of the officers recommended are correctly indicated in Hindi and English in the forwarding letter since the notifications in respect of award of Service Medals are issued bilingually.
- (xi) Contact No. of forwarding officers may also be indicated.

3. It has been observed that some States forward 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 Police Medal for Meritorious Service (PM) allocated (**Annexure-II**) to a particular States/CPOs may be forwarded.

4. A copy of the **guidelines** is enclosed herewith as **Annexure-III** for guidance of the Committee screening the proposals at the State level. *There is no bar for sponsoring of name of Group 'A' officers for the award. In this effect, a revised guidelines has been circulated vide this Ministry's letter no. 11019/23/2016-PMA dated 12th January 2020.* 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. Officials having poor integrity should not be recommended. State Governments are requested to strictly abide by the above norms while forwarding the recommendations.

5. 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 forwarded by the parent departments to this Ministry. Where, the officer is on deputation and in the borrowing department has completed more than one year service, the recommendation should be initiated by the borrowing department.

6. APARs however must be completed for the period stipulated in para 2(ix) 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 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.***

7. 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, 2023** may be sent/submitted on-line by **26th October, 2022**. The online citation may be sent by feeding of **citations/APARs** for service medals in the prescribed proforma on the Nation Award's Portal address [https:// awards.gov.in](https://awards.gov.in).

It is once again requested to submit the proposal before 26th October 2022 through online only. Last date of submission will not be extended further.

Encl : As above.

Yours faithfully,



[A. K. Saran]

Director (Police)

Tel. No.: 011 -23093256

SAMPLE

Annexure - I

Application for President's Police Medal for Distinguished Service

1. Nomination ID : AQG226000008 2. Name : Mr TEST



3. Father : TEST 4. DOB :
5. Age : 45 6. Gender : Male

7. Mobile No : 8. Email ID :
9. Country : INDIA 10. Nationality : Indian

11. Religion : Hindu 12. Category :
13. State : ANDHRA PRADESH 14. District : EAST GODAVARI

15. Address : TEST
16. Posthumous : No 17. Nominated By : TEST (Individual By Organization)

19. ACR Grading

Sr.No.	Year	Month	Gradingtype
1	1994	8	G

20. Details of Recommende for Republic Day 2023

21. Initial appointment

Sr.No.	Date of joining	Rank	Service	Cadre	Category
1	06/09/2022	TEST	TEST	TEST	TEST

22. Total Police Service (As on 26/01/2023)

Sr.No.	Years of Service	Months of Service
1	32	11

Sr.No.	Designation	Place	PIN Code	Date
1	TEST	TEST	TEST	07/09/2005

24. Whether on Deputation

Yes

25. Date of joining on deputation

07/09/2004

26. If Police Medal for Meritorious Service Awarded

Yes

27. If Yes then mention the year

28. If yes mention Occasion

Republic Day

29. Punishment(s)

Sr.No.	Details of Penalty	Year(s)
1	TEST	1989

30. Details of any inquiry pending against the officer

TEST

31. Details of disciplinary proceedings pending/contemplated against the recommended, if any

32. Details of the court cases pending against the recommended, if any

33. Whether received any rewards earlier?

Yes

34. If yes, type of rewards

Cash Rewards

35. Others Rewards

36. If cash award, total amount received

37. Medical Category

SHAPE - I

38. Brief description of work justifying award of Medal, in order of importance

TEST

39. Details of Same Award Received by the Nominee :

Nil

40. Details of Other Awards or Honors Received by the Nominee

Nil

It is certified that:

1. The above officer has not been awarded the medal for which he/she is being recommended
2. The integrity of the above officer is above suspicion and he/she was not concerned in any proceedings that were censured in a court of law.
3. No judicial or departmental proceedings are being contemplated/pending against him. No vigilance case is pending/contemplating against him. The officer recommended has not been given any major penalty or punishment in the period under review.
4. The character and antecedents of the above officer have been duly verified and nothing adverse reported against him.
5. Medical category given as per their medical examination carried out by authorised medical officer/medical board.

Mr TEST

SAMPLE

Application for Police Medal for Meritorious Service

1. Nomination ID : AQF226000003 2. Name : Mr TEST



3. Father : TEST 4. DOB : 08/09/1942

5. Age : 80 6. Gender : Male

7. Mobile No : 8. Email ID :

9. Country : INDIA 10. Nationality : Indian

11. Religion : 12. Category :

13. State : ASSAM 14. District : DARRANG

15. Address :

16. Posthumous : No 17. Nominated By : TEST (Individual By Organization)

19. ACR Grading

Sr.No.	Year	Month	Gradingtype
1	2009	5	NIC

20. Details of Recommende for Republic Day 2023

21. Initial appointment

Sr.No.	Date of joining	Rank	Service	Cadre	Category
1	06/09/2006	TEST	TEST	TEST	TEST

22. Total Police Service (As on 26/01/2023):

Sr.No.	Years of Service	Months of Service
1	21	10

23. Present Posting, with complete postal address with PIN code

Sr.No.	Designation	Place	PIN Code	Date
1	TEST	TEST	TEST	07/04/2011

24. Whether on deputation

Yes

25. Date of joining on deputation

01/09/2005

26. If Police Medal for Meritorious Service Awarded

Yes

27. If Yes then mention Year

1985

28. If Yes mention Occasion

Republic Day

29. Punishment(s)

Sr.No.	Details of Penalty	Year(s)
1	TEST	TEST

30. Details of any inquiry pending against the officer

31. Details of disciplinary proceedings pending/contemplated against the recommended, if any

Sr.No.	Year	Nature of Allegation	Present Status
1	TEST	TEST	TEST

32. Details of the court cases pending against the recommended, if any

33. Whether received any rewards earlier?

Cash Rewards

34. If yes, type of rewards

Cash Rewards

35. If cash award, total amount received

TEST

36. Other Rewards

37. Medical Category

SHAPE - II

38. Brief description of work justifying award of Medal (No posting details) In order of importance (not exceeding 200 words each)

TEST

39. Details of Same Award Received by the Nominee :

Nil

40. Details of Other Awards or Honors Received by the Nominee

Nil

It is certified that:

1. The above officer has not been awarded the medal for which he/she is being recommended
2. The integrity of the above officer is above suspicion and he/she was not concerned in any proceedings that were censured in a court of law.
3. No judicial or departmental proceedings are being contemplated/pending against him. No vigilance case is pending/contemplating against him. The officer recommended has not been given any major penalty or punishment in the period under review.
4. The character and antecedents of the above officer have been duly verified and nothing adverse reported against him.
5. Medical category given as per their medical examination carried out by authorised medical officer/medical board.

Mr TEST

Steps for Feeding and Uploading of Recommendation

- (i) Open the website awards.gov.in
- (ii) A list of Awards with their guidelines will be visible, and then search for Police Service Medal. Then click on Police Service Medal.
- (iii) On clicking on Police Service Medal the guidelines of the police service medal will be visible
- (iv) Click on 'Nominate/Apply Now' on the top right corner
- (v) The page of 'Log id' opens and then the user has to put the given Log in id password
- (vi) Then the page of basic details opens where the basic details have to filled
- (vii) Once the basic details is filled the phone number of the authority is filled
- (viii) Then an one time password is received on the registered mobile number

Number of Police Medal for Meritorious Service available on the occasion of Republic Day, 2023

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, 2023
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
	Total States	828	424
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
	Total CAPFs	332	167
38	M/o Railways	30	15
39#	UTs	18	09
40	CBI	30	15
41	IB	40	20
	Total CPOs	70	35
42@	CABINET SECRETARIAT	12	06
43*	MINISTRY OF HOME AFFAIRS	25	13
	Grand Total	1315	669

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

* Combined quota for all Ministries, BPR&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) APARs 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* APAR 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** APAR must be earned after NIC period.
- iv) *Missing APARs*
 - a) **More than 1 missing APAR will lead to disqualification.**
 - b) **Last year APAR 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) 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 31st 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 1st and 6th year of every decade) be taken together.

xi) 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) APARs for the available for the last 10 years are considered for award of Medal. Minimum **08 VG and above and at least one Outstanding APAR.**
- ii) The Officer should not have earned any Average APAR 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** APARs must be earned after NIC period.
- iv) *Missing APARs*
 - a) **More than 1 missing APAR will lead to disqualification.**
 - b) **Last year APAR 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) 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) Officer should be physically fit and must be in SHAPE 1 category as notified by MHA vide letter no. 11019/24/2017-PMA dated 28th September 2017. Relaxation for SHAPE 2 category may be given in exceptional cases by CPAC.
- viii) Annual verification: State Government/CAPFs/CPOs should send an annual report by 31st January every year about ineligibility of any awardee on account of criteria prescribed under statutes and rules relating to medal.
- ix) 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 1st and 6th year of every decade) be taken together.

x) 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.