

No. 11019/ 22 /2020 – PMA  
Government of India  
Ministry of Home Affairs  
Police-I Division

\* \* \* \*

New Delhi, Dated the 15<sup>th</sup> September, 2020.

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, CGO Complex, New Delhi.
- (vi) The Secretary, R&AW, Cabinet Sectt., CGO Complex, 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, LNB, Khan Market, New Delhi
- (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, 2021.**

Sir,

Recommendations are hereby invited for consideration of the award of Service Medals on occasion of **Republic Day, 2021 (26<sup>th</sup> January, 2021)**, only through on-line recommendation supported by ID login, Password and OTP, uploading signed copy of generated forwarding letter, Integrity Certificate, Medical Certificate, Annexure-I (Citation).

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 duly filled in the enclosed proforma are to be sent/uploaded (**Annexure-I**).
- (ii) Consolidated Integrity/Character & Antecedent certificate in respect of the recommended officers in the prescribed **Integrity Certificate proforma**.

- (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 should mentioned in **prescribed forwarding letter.** 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 2009-10 to 2018-2019.*
- (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) 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.
- (vi) 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. The sponsored organization will issue a separate certificate in respect of medical fitness after receiving of physical/medical fitness from authorized Medical Officer in prescribed **consolidated Physical/Medical certificate proforma.** 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.
- (vii) 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.
- (viii) 'No objection Certificates' wherever applicable as mentioned in para 5 below.
- (ix) One passport size photograph in respect of officer recommended for the award of President's Police Medal for Distinguished Service only.
- (x) *The APAR grading for the last 10 years i.e. from 2009-10 to 2018-2019/ 2010 to 2019 (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 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/uploaded.*

- (xi) *It may be ensured that the recommended IPS officers have submitted Annual Immovable Property Return (AIPR) for the year 2019 to the Cadre Controlling Authority (IPS-II Section, MHA, North Block). In the absence of AIPR for the year 2019, 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, 2021.*
- (xii) 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.
- (xiii) Contact No. of forwarding officers may also be indicated.
- (xiv) Sl. No. 1(b), 5, 8(b), 13, 19 and 20 of Annexure-I is mandatory.

2. 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 medals allocated to a particular States/CPOs may be forwarded. (**Annexure –II**)

3. 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 12<sup>th</sup> 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.

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 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.

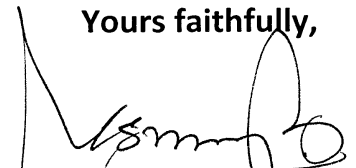
5. APARs however must be completed for the period stipulated in para 1(xi) above and **'No Objection Certificate'** from the parent cadre invariably be obtained so that if any complaint/court case/departmental proceedings are pending or contemplated against the person recommended, the same becomes available 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 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, 2021** may be sent/submitted on-line by **26<sup>th</sup> October, 2020 positively.** **The recommendations received after that date will not be considered.** The online citation may be sent by feeding of **citations/APARs** for service medals in the prescribed proforma on the Police Medal's website address <https://policesservicemedals.gov.in>.

7. **On-line recommendation is supported by ID login, Password and One Time Password (OTP).** Recommending organization is requested to upload signed copy of **generated forwarding letter, Integrity Certificate, Medical Certificate and Annexure-I** in the website address <https://policesservicemedals.gov.in>.

**Encl : As above.**

Yours faithfully,



[Rakesh Kumar Singh]  
Joint Secretary (Police-I)  
Tel. No.: 011 -23094927

## STEPS FOR FEEDING AND UPLOADING OF RECOMMENDATION

- (i) Open the website <https://policesservicemedals.gov.in>
- (ii) Click State Login
- (iii) Recommendation is supported by ID login, password and OTP. (For OTP, if no change of controlling/nodal officer, then click update and continue. If Controlling/Nodal officer has been changed, then update the records and continue.)
- (iv) Click Medal Entry Form (Annexure-I)
- (v) Entry form is in the 3 Parts. Fill up all the parts carefully for each of the recommendee separately and submit.
  - a. Part -1- Personal Basic Details
  - b. Part-2- Awards & ACR Grading
  - c. Part-3- citation
- (vi) Generate the following and take print:
  - a. Forwarding letter,
  - b. Consolidated Annexure-I for President's Police Medal for Distinguished Service and Police Medal for Meritorious Service separately.
  - c. Consolidated Integrity Certificate
  - d. Consolidated Medical Certificate
- (vii) Verify each and every data filled up for each recommendee in the printed version and if found correct, then get sign of recommending authority on above generated documents
- (viii) Upload each of above documents on the website
- (ix) **Final Submit:- The signing authority is advised to ensure the correctness of data filled up before making final submission.**

Note: If needed, consult the following:

For Technical Assistance: NIC, MHA-011-23094745

For Administrative Assistance: PMA, MHA-011-23093443

**RECOMMENDATION FOR THE AWARD OF PRESIDENT'S POLICE  
MEDAL FOR DISTINGUISHED SERVICE/ POLICE MEDAL FOR  
MERITORIOUS SERVICE ON THE OCCASION OF  
REPUBLIC DAY-2021**

1	(a) Name (As per Service Record) (In capital letter)	First name	Middle name	Surname
	(b) Name in Hindi ( <i>Mandatory</i> )	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.		
2	Father's Name	First name	Middle name	Surname
3	Date of Birth/Sex	Day	Month	Year
4	Age as on 26.01.2021	Year	Month	
5	Whether belongs to SC/ST/OBC/General ( <i>Mandatory</i> )			
6	Initial appointment	Date of joining	Rank	Service
			Cadre	Category
7	Total Police Service (As on 26.01.2021)			
8	(a) Present posting, with complete postal address with PIN code	Designation	Place	PIN code
	(b) Above details in Hindi ( <i>Mandatory</i> )	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.		
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	If Police Medal for Meritorious Service awarded,	Year	Occasion(RD/ID)	
12	Punishment(s)	Details of Penalty	Year (s)	
13	Medical Category ( <i>Mandatory</i> )			
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	<p>APAR Grading for last 10 years* [2009-2010 to 2018 – 2019] In case of maximum 3 NIC, APAR grading for last 13 years * [2006-2007 to 2018 – 2019]</p> <p>Similarly, in case APAR is given as per Calendar year, [2007 to 2019 ]</p> <p><b>OS – Outstanding; VG – Very Good</b> <b>G – Good; AV – Average ; NIC – Not initiating Certificate, Adv – Adverse, Ms- Missing</b> <b>NA – Not applicable (ACRs are not written in case of Constable and below in some organisations)</b></p> <p><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 APAR grading (viz OS, VG, G, AV, NIC, ADV, MS, NA) before forwarding the recommendation.</i></p>	<p>Year</p> <p>2006 - 2007</p> <p>2007 - 2008</p> <p>2008 - 2009</p> <p>2009 - 2010</p> <p>2010 - 2011</p> <p>2011 - 2012</p> <p>2012 - 2013</p> <p>2013 - 2014</p> <p>2014- 2015</p> <p>2015- 2016</p> <p>2016- 2017</p> <p>2017- 2018</p> <p>2018- 2019</p>	Grading																	
18.	APAR Grading for last ten years (in number)	<table border="1"> <tr> <td>OS</td> <td>VG</td> <td>G</td> <td>AV</td> <td>NIC</td> <td>ADV</td> <td>MS</td> <td>NA</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>			OS	VG	G	AV	NIC	ADV	MS	NA								
OS	VG	G	AV	NIC	ADV	MS	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 the following personnel of this organization recommended for award of President's Police Medal for Distinguished Service and Police Medal for Meritorious Service on the occasion of Republic Day, 2021 is above suspicion and they were not concerned in any proceedings that were censured in the Court of Law:

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

Sl. No.	Name	Designation
1		
2		

#### Police Medal for Meritorious Service

Sl. No.	Name	Designation
1		
2		

2. 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 2009-10 to 2018-2019.

3. It is also certified that character & antecedents of the above personnel have been duly verified and nothing adverse reported against him.

Signature:.....

Name :.....

Designation:.....

Deputy Secretary to the State Government/  
Director General of Police/Additional Director General of Police

Contact No.:.....



**PHYSICAL/MEDICAL CERTIFICATE**

Certified that the following personnel of this organization recommended for award of President's Police Medal for Distinguished Service and Police Medal for Meritorious Service on the occasion of Republic Day, 2021 has awarded medical category as per their Medical examination carried out by authorized Medical Officer/Medical Board:

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

Sl. No.	Name	Father's Name	Designation	Date of Birth	Category (*) (S-1/S-2/ S-3/S-4/S-5)
1					
2					

**Police Medal for Meritorious Service**

Sl. No.	Name	Father's Name	Designation	Date of Birth	Category (*) (S-1/S-2/ S-3/S-4/S-5)
1					
2					

Signature:.....

Name :.....

Designation:.....

Deputy Secretary to the State Government/Director General of  
Police/Additional Director General of Police

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

Government of .....

.....

Place:..

Date....

Letter No.....

To  
Joint Secretary (P-I)  
Ministry of Home Affairs  
North Block, New Delhi-110001

**Subject: Award of President's Police Medal for Distinguished Service and Police Medal for Meritorious Service on the occasion of Republic Day, 2021- regarding.**

**Ref.: MHA letter No. 11019/22/2020-PMA Dated...15<sup>th</sup> Sept, 2020**

The undersigned is directed to say that the following Police officers/officials are recommended for the Award of President's Police Medal for Distinguished Service and Police Medal for Meritorious Service on the occasion of Republic Day, 2021:

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

Sl. No.	Name	Designation
	In English In Hindi	
	In English In Hindi	

**Police Medal for Meritorious Service**

Sl. No.	Name	Designation
	In English In Hindi	
	In English In Hindi	

2. It is certified that the above officers have not been awarded the medal for which they are being recommended. Integrity Certificate, Medical Certificate and individual-wise on-line submission of recommendation in respect of above officers/official are uploaded after sign alongwith this forwarding letter.

Cont..

3. This issues with the approval of the competent authority.

Signature:.....

Name :.....

Designation:.....

Deputy Secretary to the State Government/Director General of Police/Additional  
Director General of Police

Contact No.:.....

Number of Police Medal for Meritorious Service available on the occasion of  
Republic Day, 2021

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, 2021
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>424</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#	<b>UTs</b>	<b>18</b>	<b>09</b>
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>669</b>

#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 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.

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 28<sup>th</sup> 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 31<sup>st</sup> 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 1<sup>st</sup> and 6<sup>th</sup> 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.