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:

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>(a)</td>
<td>Union Home Minister’s Special Operation Medal</td>
</tr>
<tr>
<td>(b)</td>
<td>Police Antrik Suraksha Seva Padak for J&amp;K State, LWE &amp; NE Region</td>
</tr>
<tr>
<td>(c)</td>
<td>Asadharan Aasuchana Kushalata Padak</td>
</tr>
<tr>
<td>(d)</td>
<td>Utkrisht Seva Padak &amp; Ati Utkrisht Seva Padak</td>
</tr>
</tbody>
</table>

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.

(Sushil Kumar)
Section Officer (PMA)
Tele : 23093443

SO, IT, MHA, North Block, New Delhi.

MHA ID Note No. No.11024/05/2018-PMA Dated 8th August, 2018
भारत के राजपत्र के भाग-1, खंड 1 में प्रकाशनार्थ

गृह संबंध

अधिसूचना

नई दिल्ली, 23 जुलाई, 2018

सं. 11024/02/2018-पीएमए-केंद्रीय गृह मंत्री संपूर्ण भारत संघ के अन्तर्गत स्वच्छ भारत संघ के केंद्रीय सचाई पुलिस बलों, राज्य/संघ स्तर राज्य क्षेत्र पुलिस बलों, केंद्रीय पुलिस संगठनों, अमर रायक्ष, राष्ट्रीय सुरक्षा गाँव, केंद्र सरकार/राज्य सरकार/संघ राज्य क्षेत्र/केंद्रीय सचाई पुलिस बलों, होममाइंड तथा किसी अन्य सचाई पुलिस बल के स्थाई पुलिस कार्यक्रमों तथा अन्य स्वाइंस सहायक स्टाफ को 15/25 वर्ष लंबी सेवा अवधि के आधार पर लंबी सेवा के समान्तर रूप प्रदान किए जाने वाले "उत्कृष्ट सेवा पदवी" तथा "अति उत्कृष्ट सेवा पदवी" प्राप्त करने तथा इसे अभिविनिम्नित करने वाली निम्नलिखित संविधियों को बनाने, विधान करने तथा स्थापित करने की घोषणा करते हैं जो अधिसूचना की उनकी तारीख से प्रभावी मानी जाएगी।

उत्कृष्ट सेवा पदवी

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

द्वितीयः- पदक गोल आकार का होगा और कपोल-शिकार से बना होगा, जिसका रंग सिंधू होगा तथा व्यास 1 3/8 इंच होगा। इसके अब भाग पर बीची-बीची "भारत के मानमित्र की रुपरेखा" का डिजाइन उक्ती होगा। इसके ऊपरी निर्माण के हिंदी में "उत्कृष्ट सेवा पदवी" तथा निचले किनारे पर "UTKRISHT SEVA PADAK" शब्द अंग्रेजी में उक्ती होगे। पदक के पृष्ठ भाग पर बीचो-बीच राज्य संप्रदायिक 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।

तृतीयः- पदक केवल उन व्यक्तियों को प्रदान किया जाएगा जिन्होंने लगातार 15 वर्षों तक भारत के क्षेत्र के मूल पुलिस बलों के सदस्यों के रूप में पूर्ण निधान, कौशल एवं साहस से अपने कर्त्तव्यों का निर्वहन किया है।

चतुर्थः- जिन व्यक्तियों को यह पदक प्रदान किया जाएगा, उनके नाम की प्रबन्ध ऐसे नामों बाले एक रजिस्टर में की गई जिसका संबंधित राज्य/संघ राज्य क्षेत्र/केंद्रीय सचाई पुलिस संगठनों द्वारा रख रखाव किया जाएगा।

पंचमः- प्रशंसक पदक सीधे की बार और लटकाया जाएगा और "उत्कृष्ट सेवा पदक" के मामले में 1 3/8 इंच चौड़ा मानक आकार का रिसेप आया नीला तथा आधा लाल होगा।

पाषाधः- केंद्रीय गृह मंत्री किसी भी व्यक्ति का प्रदान किए गए उपयुक्त रूप से अधिकार पदक न उत्तराधिकार करने अथवा रुद्र करने के लिए सबसे होंगे और ऐसे आवेदन में उस व्यक्ति का नाम रजिस्टर से हटा दिया जाएगा। तबाह, केंद्रीय गृह मंत्री को इस प्रकार जब होते हुए उपयुक्त पदक को पुन: बहाल करने का अधिकार होगा। प्रशंसक ऐसे व्यक्ति, जिसे यह पदक प्रदान किया गया है, को इसे प्राप्त करने से पूर्व एक अनुबंध करना होगा कि इसका नाम उपयुक्त ढंग से हटा दिया जाता है तो यह पदक हटा दिया देंगे। प्रशंसक मामले में पदक को रुद्र किए जाने अथवा उसे बहाल किए जाने की सूचना रजिस्टर में दर्ज की जाएगी।
सप्तम: इन संविधियों के उद्देश्य को लागू करने के लिए नियम बनाने का अधिकार गृह मंत्रालय को होगा।

अति उल्कृष्ट सेवा पदक

प्रथमतयः- पुरस्कार पदक के रूप में होगा तथा उसे “अति उल्कृष्ट सेवा पदक” (जिसे इसमें इसके पश्चात पदक कहा गया है) का नाम दिया जाएगा।

द्वितीयः- पदक गोल आकार का होगा और कपरो-निकल से बना होगा, जिसका रंग गोल्डन होगा तथा व्यास 1 3/8 इंच होगा। इसके अग्नि भाग पर बीचों-बीच “भारत के मानचित्र की रूपरेखा का दिखाई उत्कीर्ण होगा। इसके ऊपर निम्नलिखित इंगित होगा “अति उल्कृष्ट सेवा पदक” तथा निचले निम्नलिखित पर “ATI UTKRISHT SEVA PADAK” शब्द अंग्रेजी में उत्कीर्ण होंगे। पदक के पृष्ठ भाग पर बीच-बीच राज्य संप्रतिक 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।

तृतीयः- पदक केवल उन व्यक्तियों को प्रदान किया जाएगा जिन्होंने लगभग 25 वर्षों तक भारत के क्षेत्र के भीतर पुलिस बलों के सदस्यों के रूप में पूर्ण निष्ठा, कौशल एवं साहस से अपने कर्त्तव्यों का निर्वाह किया है।

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

पाँचमः- प्रत्येक पदक दीवार की बाई ओर लगाया जाएगा और “अति उल्कृष्ट सेवा पदक” के मामले में 1 3/8 इंच चौड़ा रिबन होगा जिसका एक विचार हिस्सा नीला, एक तिहाई भीला तथा एक तिहाई हिस्सा लाल रंग का होगा।

छठमः- केंद्रीय मंत्री की भी व्यक्ति को प्रदान किए गए उपर्युक्त पदक को निर्वाह करने अथवा रहकर करने के लिए समय होगा और ऐसी स्थिति में उस व्यक्ति का नाम रजिस्टर से हटा दिया जाएगा। तथापि, केंद्रीय मंत्री की इस प्रकार निर्वाह 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 दंग से हटा दिया जाता है तो वह पदक लौटा देगा। प्रत्येक मामले में पदक को रह किए जाने अथवा उसे बहाल किए जाने की सूचना रजिस्टर में दर्ज की जाएगी।

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

(पी.के. भीमालाल)
अपर सचिव, भारत सरकार
भारत के राजपत्र के भाग-1, खंड 1 में प्रकाशनार्थ
गृह मंत्रालय
अधिसूचना

नई दिल्ली, 23 जुलाई, 2018

सं. 11024/02/2018-पीएमए - उल्कृष्ट सेवा पदक तथा अर्थ उल्कृष्ट सेवा पदक प्रदान करने से संबंधित संस्थाओं की ‘सत्ता’ संगठिक अनुसार शर्तक से पदक प्रदान करने का अधिशासन करने वाले सिविलियंट नियम अधिसूचित किए जाते हैं जो अपनी अधिसूचना की तारीख से प्रभावी माने जाएंगे।

उल्कृष्ट सेवा पदक
1. सत्ता सेवा के आधार पर पदक प्रदान करने संबंधित संस्थाओं तथा सेवा के 15 वर्ष पूरे होने के बाद यथा सीधी की आवश्यकता।
2. सभी संस्थाओं में संस्कृत व्यक्ति के नाम और पदनाम, पुलिस बल, अथवा केंद्रीय पुलिस/सुरक्षा/आर्मी संगठनों की तृतीय अक्षरों, जिनका बहु संस्कृत है अथवा शर्तक के नाम और सेवा चिह्नों, जिसके लिए पदक प्रदान करने की संरक्षित की तृतीय अक्षरों, जिनका बहु संस्कृत है, का उल्लेख होगा।
3. ‘उल्कृष्ट सेवा पदक’ के अंतर्गत पदक प्रदान किए गए पदकों की संख्या राज्य/संघ राज्य क्षेत्र/ विभागों/सीएचडीएफ/एआर/एनएसजी तथा केंद्र सरकार के आस्थान संगठन के पुलिस बल की स्वीकृत संस्था के 1 प्रतिशत से अधिक नहीं होनी चाहिए।
4. पदक निर्दिष्ट के लिए पदक प्रदान किया जाएगा:
   (i) 15 वर्ष की सत्ता सेवा; और
   (ii) पुलिस सेवा अथवा केंद्रीय पुलिस/सुरक्षा संगठन/आर्मी संगठन की तृतीय अक्षरों में विशेष विशेष कोडाँ।
5. राज्यों/संघ राज्य क्षेत्रों के पुलिस विभागों के प्रमुखों, पुलिस महानिदेशकों और प्रमुखों अथवा केंद्रीय पुलिस संगठनों के महानिदेशकों/निदेशकों/आस्थानी एजेंसियों के निदेशकों को अपने पास पुलिस कार्यकर्ता को ‘उल्कृष्ट सेवा पदक’ प्रदान करने की शक्तियों प्रत्यायोजित की जाती है।
6. पदक उस स्थिति में जब कर लिया जाएगा जब सरकार की राय में इसका धारक बहु अथवा ऐसे आवरण का दोषी हो जिससे वह अपराधिक प्रभाव भुगतान की जाती है।
7. पदक को भोपाल राज्य/संघ राज्य विभाग/विभागीय/सुरक्षा संगठन द्वारा इस उद्देश्य के लिए यथानिर्देशित किसी उपलब्ध निधि को जाएगी।
8. मंत्रालय इन निर्देशों को पालन करने के लिए सहायक प्रतिष्ठान (एसएमओ) निर्धारित करेगा।
9. पदक प्रदान करने के संबंध में उपरोक्त किसी भी विभाग या शिकायत की स्थिति में केंद्रीय गृह मंत्री का निर्णय बंधित होगा।
10. पदक का कोटा और पदक प्रदान करने की चयन प्रक्रिया इन निर्देशों के तहत निर्धारित मानक प्रदान प्रक्रिया (एसएमओ) के अंतर्गत निर्धारित की जा सकेगी।
अंति उल्कृष्ट सेवा पदक

1. सतत सेवा के आधार पर पदक प्रदान करने संबंधी संस्तुतियां सतत सेवा के 25 वर्ष पूरे होने के बाद यथासंभव शीर्ष की जाएंगी।

2. सभी संस्तुतियों में संस्तुत व्यक्ति के नाम और पदनाम, पुलिस बल अथवा केंद्रीय पुलिस/सुरक्षा/संगठनों की यूनिट के नाम जिनका यह सदस्य है अथवा तथा और सेवा विवरणों, जिनके लिए पदक प्रदान की करने की संस्तुति की गई है, का उल्लेख होगा।

3. 'अंति उल्कृष्ट सेवा पदक' के अंतर्गत प्रदान किए गए पदकों की संख्या राज्य/संघ राज्य क्षेत्र/सीएपीएफ/एआर/एनएससी तथा केंद्र सरकार और आयुक्त नगर अथवा मुख्य अधिकारी के संबंध में 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/आयुक्तना संगठन की यूनिटों में विशेष विशिष्ट रिकॉर्ड।

5. राज्यों/संघ राज्य क्षेत्रों के पुलिस विभागों के प्रमुखों अथवा पुलिस महानिदेशकों और प्रमुखों अथवा केंद्रीय सरकार पुलिस बलों और केंद्रीय पुलिस संगठनों के महानिदेशकों/निदेशकों/आयुक्तों एवं निदेशक को अपने पात्र पुलिस कार्यक्रमों को "अंति उल्कृष्ट सेवा पदक" प्रदान करने की अनुमति प्रदान की जाती हैं।

6. पदक उस स्थिति में जब कर लिया जाएगा जब सरकार की राय में इसका भारी भाग अथवा ऐसे आचरण का होता ही जिससे बल को अपरिष्कृत मिले हो।

7. पदक की घोषणा राज्य/संघ राज्य क्षेत्र/ सीएपीएफ/ सुरक्षा संगठन द्वारा इस उद्देश्य के लिए व्यापारिक उचित तिथि को की जाएगी।

8. मंत्रालय इन नियमों को लागू करने के लिए मानक प्रचालन प्रक्रिया (एसओसी) निर्धारित करेगा।

9. पदक प्रदान करने के संबंध में उत्पन्न किसी भी विवाद या शिकायत की शिक्षा में केंद्रीय 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 (एसओसी) के अंतर्गत निर्धारित की जा सकेगी।

(प्र.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/CPF, 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/UTs/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 SRIVASTAVĀ)
Addl. Secretary to the Govt. of India
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.
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 along with 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:-

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 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 Utkrisht Seva Padak to their eligible police personnel.

*****
ATI UTKRISHT SEVA PADAJK

(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 PADAJK”.

(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 PADAJK may also be considered for giving the medal.

2. Objective

The objective of institution of the ATI UTKRISHT SEVA PADAJK 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:-

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.

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**Annexure - I**

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

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<td>iii). Good Entries</td>
<td>Service</td>
<td></td>
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<table>
<thead>
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<tbody>
<tr>
<td>11</td>
<td>Year of award of IPM/PMG/PPMG etc.</td>
<td></td>
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<tr>
<td>12</td>
<td>Punishment(s)</td>
<td>Details of Penalty</td>
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<tr>
<td>13</td>
<td>Details of any enquiry pending against the officer</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Details of disciplinary proceedings pending/contemplated against the recommendee, if any</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Details of the court cases pending against the recommendee, if any</td>
<td>Year</td>
</tr>
<tr>
<td>16</td>
<td>APAR Grading for last 5 years (_<strong>-</strong>__ to <strong><strong>-</strong></strong>)</td>
<td>Year</td>
</tr>
<tr>
<td></td>
<td>OS- Outstanding</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VG-Very Good</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G - Good</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AV-Average</td>
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</tr>
<tr>
<td></td>
<td>NIC-Non Initiation Certificate.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adv- Adverse</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NA-Not available.</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>In case of NIC corresponding nos. of APARs Grading beyond 5 years period of reckoning.</td>
<td>Year</td>
</tr>
<tr>
<td>18</td>
<td>Brief description of work justifying award of Medal (No posting details). In order of importance (approximately 500 words)</td>
<td></td>
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</tbody>
</table>

Signature of Recommending Authority
Name: ____________________________
Designation: ____________________________
Date: ____________________________
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 ____________________________
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.
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 eighth 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 eighth 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 PADA

(a) The medal shall be circular in shape

(b) The medal shall made of cupro-nickel and will be of golden colour

(c) The medal shall be one and three eighth 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 PADA” in Hindi on the upper edge and the words “ATI UTKRISHT SEVA PADA” 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 eighth in width, shall, in the case of ATI UTKRISHT SEVA PADA, be one third blue, one third red and one third red of the standard size.