

**GUIDE - LINES FOR SUBMISSION OF RECOMMENDATIONS FOR THE
AWARD OF PRESIDENT'S POLICE MEDAL FOR DISTINGUISHED SERVICE
/ POLICE MEDAL FOR MERITORIOUS SERVICE, ON THE OCCASION OF
INDEPENDENCE DAY, 2013**

According to President's Secretariat Notification No.3-Press and No.4-Pres, dated: 1.3.1951, as amended from time to time, the recommendations for the award of President's Police Medal for Distinguished Service and Police Medal for Meritorious Service on the occasion of Independence Day, 2013 are required to be sent by the Home Department of the State to the Ministry of Home Affairs latest by 15.5.2013.

2. Particulars of each officer /men nominated for either of the award may be furnished in the prescribed formats. Viz. Annexure-I, Annexure – II, Annexure-III and Annexure-IV (copies of which are attached) correctly and clearly.

3. Three (3) complete sets of recommendations i.e. annexure – I, Annexure – II, Annexure – III, Annexure – IV and other documents in respect of each recommendee duly signed by the Nominating / Recommending Authority may be sent to this Headquarters for the purpose.

4. Description of work justifying award of Medal (to be mentioned against Col.19 of the Annexure-I and at the bottom of Annexure-II) should be brief and limited to 200 words and should highlight the achievements and good work done by the recommendee in order of importance without any posting details.

5. Police personnel with "Outstanding" / "Very Good" and "Good" record of service should only be recommended and those having a poor record or adverse remarks in their A.C.Rs. / C.C.Rs during the year 2002 to 2013 should not be recommended. It may also be ensured that the recommendee should not have earned any Average ACR / CCR during the period under review i.e. 2002 to 2013. In this regard, the Annual Confidential Rolls / C.C.Rs of the concerned recommendee should be verified very carefully before making recommendations.

6. Over all P.A.Rs. /C.C.Rs. assessment viz. "Outstanding" / "Very Good" / "Good" etc. for each year may please be mentioned clearly year wise against Col.17 of the Annexure –I and 19 of Annexure – II.

7. "Integrity / Character and Antecedent Certificate" in Annexure – III and record verification certificate in Annexure -IV in respect of each recommendee duly filled in may be attached with each copy of the recommendation.

8. Brief details of Major /Minor punishments (year wise) awarded to the recommendee during the year 2002 to 2013, if any, should also be attached with the recommendation with detail D.O. reference.

9. In the case of officers on "deputation" a "No Objection Certificate" from the borrowing cadre / office or lending cadre / office (as the case may be) should invariably be sent along with the recommendations. The recommendations in respect of "deputationists" if received without a "No Objection Certificate" from the parent / lending cadre /office (as the case may be) are liable to be rejected summararily. In the case of State Police Officers working on deputation in the Ministries of the Government of India, public sector undertakings etc. the recommendations may be sent in accordance with Ministry of Home Affairs letter No.VI-11011/7/78-GPA-III, dtd. 27th November, 1978.

10. No recommendation should be made for the award of president's Police Medal for Distinguished Service unless the Police personnel (Other than I.P.S.) has completed 25 years of Police service and a period of 6 years has elapsed since the award of Police medal for meritorious service. Similarly, no recommendation should be made for the award of Police medal for Meritorious Service unless the Police personnel (other than I.P.S.) has completed 20 years of Police Service.

ANNEXURE - I.

RECOMMENDATION FOR THE AWARD OF PRESIDENT'S POLICE MEDAL FOR DISTINGUISHED SERVICE /POLICE MEDAL FOR MERITORIOUS SERVICE ON THE OCCASION OF INDEPENDENCE DAY - 2013.

1. N a m e. : Surname Middle name First name
(In capital words).
(In Devnagri / Hindi). :
2. Father's Name. : Surname Middle name First name
3. Date of Birth / Sex. : Day Month Year
4. Age as on 15.8.2013 : Year Month Days
5. Religion :
6. Whether belongs to :
S.C. / S.T. / O.B.C.
7. Initial appointment. : Year Rank Service Cadre
8. Regimental / Force No. : No.
9. Total Police Service : Year Months Days
(As on 15.8.2013)
10. Present with posting, : Designation Place Date
postal complete address.

Name of the Recommender _____

18. In case of NIC corresponding nos. of A.C.Rs- Grading beyond 2002-2003. : Year Grading.
1999-2000
2000-2001
2001-2002
19. Brief description of work justifying award of Medal. : In order of importance.
(Not exceeding 200 words each)
(No posting details).

Signature of Recommending Authority

N a m e :

Designation:

D a t e. : - -2013.

ANNEXURE – II

INDEPENDENCE DAY – 2013.

President's Police Medal/ Police Medal State / CPOs :
Recommend :
Allocation :

Sl. No. :

N a m e. :
(in English).

(in Hindi).

Father's Name. :

Date of Birth. :

Age (As on 15.8.2013). : Year Month Days

Religion. :

Initial Appointment. : Year Rank Service Cadre

Total Police Service : Year Month Days
(As on 15.8.2013.)

Whether belongs to :
SC/ST/OBC

Present Posting. : Designation Place Date

Cash Rewards. : No. Total Amount (Rs.)

Commendations. :

Name of the Recommendeed _____

Appreciations. :

Good Service Entries. :

Any Other Awards. :

Year & occasion of Meritorious Service Award. : Year Occasion (RD/ID)

Punishment Details. :

Details of Disciplinary proceeding / Court Case pending against the recommendee, if any. : Year Details of Charge. Present Status.

A.C.R. Grading. : O.S. V.G. Good. Average. N.A. N.I.C.

ACR Grading for last 10 years*

(2002-2003 to 2011-2012) & 2012-13 (if available)

(2002-2003 to 2010-2012 in case of IPS Officers.)

(2002 to 2012 in case ACR is given as per Calendar year)

*ACR Grading should be distinctly indicated as Outstanding, Very Good, Good, Average etc. wherever different grading are applicable in different cadre, the same should be converted by the recommending organization into the equivalent acceptable ACR grading. (Viz. OS, VG, G, AV) before forwarding the recommendation.

2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013 (if available)
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Remarks.

MAJOR ACHIEVEMENTS.

(No posting details, not exceeding 200 words)

ANNEXURE – III.

INTEGRITY CERTIFICATE.

Certified that the integrity of **Shri/Smt./Ms.**-----

(In English for Notification) _____

(In Hindi for preparation of Scrolls) S/O -----, **Date of Birth**, (DOB) --

----- (**Designation**) ----- recommended for award of --

----- **Service on the occasion of Independence Day, 2013** is above

suspicion and that he was not concerned in any proceedings that were censured

in a Court of Law. It is further certified that no judicial or departmental

proceedings are being contemplated / pending against him. Similarly, no

vigilance case is pending / contemplated against him. It is also certified that the

recommendee has not been given any major penalty or punishment in the period

under review i.e. period from 2002 to 2013.

2. It is also certified that character and antecedents (of the proposed awardees)

have been duly verified and nothing adverse reported against him.

Signature

Name of the officer:

Designation :

D a t e : - - 2013.

ANNEXURE – IV.

CERTIFICATE

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

Signature

Name of the officer:

Designation :

D a t e : - - 2013.

Official Stamp: