

महाराष्ट्र शासन

क्र.मअसे/५६/२०२५/११०३

दूरध्वनी: ०२२-२६९८२०५००

Email : supdt@mahafireservice.gov.in

Website: www.mahafireservice.gov.in

महाराष्ट्र अग्निशमन सेवा संचालनालय,

महाराष्ट्र अग्निशमन सेवा अकादमी,

विद्यानगरी, हंस भुग्रा मार्ग,

सांताक्रूझ-पूर्व, मुंबई-४०० ०९८.

दिनांक : २६.०८.२०२५

अत्यंत तातडीचे

कालमर्यादा : दि.३० सप्टेंबर, २०२५

प्रति,

मा.आयुक्त, सर्व महानगरपालिका,

मा.मुख्य कार्यकारी अधिकारी, विशेष नियोजन प्राधिकरणे,

मुख्याधिकारी, सर्व नगर परिषदा/नगरपंचायती,

शासनाच्या अन्य अग्निशमन सेवा.

विषय : दिनांक २६ जानेवारी, २०२६- प्रजासत्ताक दिनानिमित्त भारताच्या राष्ट्रपतींच्या वतीने अग्निशमन सेवेतील अधिकारी/कर्मचारी यांना जाहिर होणा-या शौर्य व सेवा पदकांसाठी शिफारशी पाठविण्याबाबत.

संदर्भ : केंद्रीय गृह मंत्रालयाचे पत्र क्र-11024/06/2023 -PMA, dt.16.10.2023

महोदय,

दिनांक २६ जानेवारी, २०२६ - प्रजासत्ताक दिनानिमित्त अग्निशमन सेवेतील अधिकारी / कर्मचारी यांना भारताच्या राष्ट्रपतींच्या वतीने खालीलप्रमाणे शौर्य व सेवा पदके जाहिर करण्यांत येणार आहेत. केंद्रीय गृह मंत्रालयाने अग्निशमन सेवा, होमगार्ड, सिव्हिल डिफेंन्स यांच्या सेवेतील अधिकारी/कर्मचारी यांना भारताच्या राष्ट्रपतींच्या वतीने जाहिर करण्यांत येणा-या पूर्वीच्या वेगवेगळ्या पदकांच्या नामांकनानुसार पदकांची नावे आता एकत्रित खालीलप्रमाणे विलीनीकरण करण्यांत आलेली आहेत.

अ.क्र.	पदकांची सुधारीत नावे
१.	राष्ट्रपतींचे शौर्य पदक (President's Medal for Gallantry)
२.	शौर्य पदक (Medal for Gallantry)
३.	राष्ट्रपतींचे विशिष्ट सेवा पदक (President's Medal for Distinguished Service)
४.	गुणवत्तापूर्ण सेवा पदक (Medal for Meritorious Service)

०२. सदर पदकांसाठी लागणा-या आवश्यक त्या अधिसूचना, मार्गदर्शक तत्वे, कार्यप्रणाली, शिफारशीचे नमुने, इ. माहिती केंद्रीय गृह मंत्रालयाच्या उपरोक्त संदर्भाधीन पत्रामध्ये देण्यांत आल्या आहेत. सदर पत्राची प्रत सोबत जोडण्यात येत असून त्यातील अटी व शर्तीचे अवलोकन करण्यांत व्हावे. शौर्य व सेवा पदकांच्या शिफारशी खालीलप्रमाणे दिलेल्या अंतिम दिनांकापूर्वी या कार्यालयात ०३ प्रतीत (दोन प्रती शिफारसकर्त्याच्या मुळ स्वाक्षरीतील असाव्यात) पोहचणे आवश्यक आहे. शौर्य पदकांच्या शिफारशी अंतिम दिनांकापूर्वी पाठविणे शक्य नसल्यास त्या पुढील प्रसंगी (म्हणजेच दि.१५ ऑगस्ट, २०२६) पाठविण्यांत याव्यात कारण ही सततची प्रक्रिया (ongoing process) आहे.

कृ.मा.प.

०३. शौर्य पदकांच्या शिफारशी हया घटनेच्या दिनांकापासून एक वर्षाच्या आत राज्य शासनामार्फत केंद्र शासनास सादर करणे आवश्यक असते. त्यामुळे शौर्य पदकांच्या शिफारशी घटनेच्या दिनांकापासून तात्काळ सादर करण्यांत याव्यात.

०४. मा.राष्ट्रपतींच्या वतीने जाहिर होणा-या अग्निशमन सेवा पदकांच्या शिफारशी महत्वाच्या असल्याने याबाबत अत्यंत गोपनीयता ठेवण्यात यावी. महानगरपालिकेच्या अग्निशमन दलाच्या अधिकारी/कर्मचारी यांच्या शिफारशी हया महापालिका आयुक्त यांच्या सहीने व नगर परिषदांच्या अग्निशमन दलाच्या अधिकारी/कर्मचारी यांच्या शिफारशी हया मुख्याधिकारी यांच्या सहीने, तसेच विशेष नियोजन प्राधिकरणे यांच्या शिफारशी मुख्य कार्यकारी अधिकारी/व्यवस्थापकीय संचालक तसेच शासनाच्या अन्य अग्निशमन सेवांच्या बाबतीत विभाग /कार्यालय प्रमुख यांच्या सहीने, रबर स्टॅम्प व ऑफिस सिलसह ०३ प्रतीत असाव्यात (पैकी किमान दोन प्रती शिफारस कर्त्याच्या मुळ स्वाक्षरीतील असाव्यात). महानगरपालिकांच्या प्रकरणी शिफारशींचे अधिकार अतिरिक्त आयुक्त यांना प्रदान केले असल्यास तसा स्पष्ट उल्लेख शिफारस पत्रात करण्यांत यावा तथापी महापालिका आयुक्त यांच्या स्वाक्षरीनेच शिफारस पत्र पाठविण्यांत यावे.

०५. दिनांक २६ जानेवारी, २०२६ - प्रजासत्ताक दिनानिमित्त जाहिर होणा-या आपल्या अग्निशमन सेवेतील अधिकारी/कर्मचारी यांच्या शौर्य /सेवा पदकांच्या शिफारशी सादर करून विहित नमुन्यामध्ये छापील ३ प्रती (दोन प्रती शिफारस कर्त्याच्या मुळ स्वाक्षरीतील असाव्यात) या संचालनालयास दि.३० सप्टेंबर, २०२५ पूर्वी सादर करण्यांत याव्यात. तसेच शिफारस अर्ज/ सायटेशनची सॉफ्ट कॉपी supdt@mahafireservice.gov.in या मेलवर पाठविण्यांत यावी.

आपला विश्वासू,

(एस.एस.वारीक)

संचालक,

महाराष्ट्र अग्निशमन सेवा.

सोबत : वरीलप्रमाणे.

प्रत : माहितीसाठी सादर.

१. मा. प्रधान सचिव-२, नगर विकास विभाग, मादाम कामा रोड, मंत्रालय, मुंबई-४०० ०३२.
२. मा.आयुक्त तथा संचालक, नगरपरिषद प्रशासन संचालनालय, नवी मुंबई मनपा इमारत, ७ वा मजला, बेलापूर भवन, नवी मुंबई
३. उप सचिव, नगर विकास विभाग (नवि-१४), मादाम कामा रोड, मंत्रालय, मुंबई-४०० ०३२.

No. 11024/06/2023 - PMA
Government of India
Ministry of Home Affairs
Police-I Division
PMA Cell

North Block, New Delhi

Dated the 16th October, 2023

Subject:- General procedures and Guidelines governing
"President's Medal for Gallantry" and "Medal for
Gallantry".

Introduction

The President is pleased to institute the awards namely "President's Medal for Gallantry" (PMG) and "Medal for Gallantry" (GM) (hereinafter referred to as the awards) to be conferred on the members of recognized Police Forces of States/Union Territories/Central Police Organizations (CPOs)/ Central Armed Police Forces(CAPFs), Security Organizations; Fire Service (organized and administered by the Central Ministries or Departments, State Governments, Union Territory Administrations, Municipal and other Autonomous Bodies, and Public Sector Undertakings); Prison Administration; Home Guards and Civil Defence in India.

Objective of the Awards

- I. The President's Medal for Gallantry has been instituted to recognize rare conspicuous gallant act of exceptional courage & skill in saving life and property, or in preventing crime or arresting criminals, apprehending a prisoner or in preventing their escape, the risk incurred being estimated with due regard to the obligations and duties of the officer concerned.



- II. The **Medal for Gallantry** has been instituted to recognize **conspicuous gallant act** of merit in saving life and property, or in preventing crime or arresting criminals, apprehending a prisoner or in preventing their escape, the risk incurred being estimated with due regard to the obligations and duties of the officer concerned.

Number of Medal

There will be no ceiling on the number of medals to be awarded for both the gallantry awards in any one year.

Timeline of Awards

- (i) The recommendation for President's Medal for Gallantry and Medal for Gallantry may be submitted throughout the year.
- (ii) The medals will be awarded on the occasion of Republic Day and Independence Day.

Nomination Process

- A. All the recommendations for the award shall generally be filled/ submitted through National Award Portal (<https://awards.gov.in>) as per Prescribed Performa attached as Annexure I.
- B. The award of gallantry medals is a continuous process and recommendation for the awards must be made by the concerned State/UT/Organizations immediately within one year from the date of relevant act of gallantry. If, the recommendation is not submitted within the stipulated time period of the gallant action, the proposal of same must be supported by valid reason of delay.
- C. If, there is any court case/ judicial proceedings/ clarification of litigation etc is pending of the case, the entire proposal may be withheld till such time when all the issues are resolved.

Shashi

- D. The proposal of involving two or more recommendees in one single action must be sent together with a single citation and the role played in the gallant action by each recommendee must clearly be indicated in the citation.
- E. In case of joint operation of different units/forces, the role played by other forces/units and their personnel must be properly highlighted. The information must be sent in the prescribed part of the Performa.
- F. The citation must be brief, chronological and comprehensive (**not more than 400 words**). Sequence of events must be given properly.
- G. A copy of the FIR or the report made to the State Police authorities, or the State Govt. about the incident must be submitted together with legible copies of the post-mortem reports in respect of persons killed and injury reports in respect of persons injured.
- H. The Hon'ble Supreme Court vide its judgment dated 23.09.2014, in Criminal Appeal No 1255 of 1999 titled People's Union for Civil Liberties & Anr V/s State of Maharashtra & Ors has issued the guidelines regarding holding of Magisterial enquiry in the cases of death occurred in police firing. (**Extract attached as Annexure III**). As per the direction of the Hon'ble Supreme Court, a Magisterial Inquiry under Section 176 of the Code must invariably be held in all cases of death which occur in the course of police firing. Therefore, requirements/norms, as directed by the Hon'ble Supreme Court must be strictly observed and a copy of Magisterial Inquiry report must be submitted along with proposal in all cases of death and grievous injury in police encounters.
- I. The organization must provide Integrity certificate (**attached as Annexure II**) in respect of personnel for whom the award has been recommended. This certificate may also include the declaration that the recommendee has not been recommended earlier for the same gallant action.



- J. The recommendations in respect of Central Police Organizations (CPOs)/Central Armed Police Forces (CAPFs)/are required to be signed by Director General/Additional Director General/Head of Organization concerned.
- K. All recommendations are to be routed through the State Government/UT Administration/Administrative Controlling Department to avoid technical rejections.
- L. In those cases where the above information/documents are not received along with the initial proposal, the same will be rejected with the deficiency duly pointed out to Recommending Authority.
- M. In case, anything adverse is noticed about the recommendee subsequent to the recommendations but before the declaration of the final award, details of such action should be sent to Ministry of Home Affairs immediately in a sealed cover.

Selection Process

- (i) **A Committee of Senior Officers:** For examination and selection of nominees at Central/State/UT Agency Level, constituted by the head of the Organizations. Thereafter, the respective Organization will submit the nominations of the same to this Ministry after completing all the codal formalities.
- (ii) **A Sub-Committee:** It is formed with the approval of Union Home Secretary at the level of Ministry of Home Affairs to scrutinize the nominations and assist the Central Awards Committee.



(iii) **A Central Awards Committee** : Compositions of following members will make the final recommendations.

Home Secretary	: Chairman
Special/Additional Secretary (Incharge of Police-I Division, MHA)	: Member
Secretary(R), Cab. Sectt	: Member
Director, IB	: Member
Director, CBI	: Member
DsG of 2 CAPFs (by rotation)	: Member
DsG of 2 States (by rotation)	: Member
Joint Secretary (Police-I)	: Member Secretary

- ***Special Invitees from Fire/HG&CD/Correctional Service and CPOs with the approval of Union Home Secretary.***

Decorations

- (i) A Medal
- (ii) A certificate (Scroll) signed by the President will be awarded.
- (iii) The name of those to whom these awards are awarded shall be published in the Gazette of India and a Register of such names may be kept in the Ministry of Home Affairs by such person as the President may direct.
- (iv) The citation recounting the awardees' achievement shall be published in the Gazette of India.



(v) When awarded, the "President's Medal for Gallantry" and the "Medal for Gallantry" shall carry a monetary allowance at the rates as decided by Govt. of India from time to time and subject to conditions set forth below. The charges thereof shall be borne by the revenues of the State/Union Territories concerned in respect of recipients belonging to the State/Union Territories/Autonomous Body/PSU and by the respective Central Government Organizations in respect of officers belonging to these organizations.

a) Where a person, who has already been awarded any Medal, Medal and a Bar, or Bar thereto for gallantry, for which he/she is getting allowance, is subsequently awarded President's Medal for Gallantry or Medal for Gallantry for a further act of gallantry, he/she shall be paid a monetary allowance attached to these Medals in addition to the allowance attached to the earlier Medals awarded to the person concerned.

b) The allowance shall be granted from the date of the act for which the award is given, unless, it is forfeited for misconduct, shall continue until death.

c) Where a recipient is in receipt of the allowance at the time of his death, it shall be continued for life or till re-marriage of his widow (the first married wife having the preference), in the case of posthumous award of the Medal or a Bar, the allowance shall be paid, from the date of the act for which the award is made, to the widow (the first married wife having preference) for her life or till re-marriage.

d) When the award is made posthumously to a bachelor/spinster, the monetary allowance shall be paid to his/her father or mother (mother will receive the allowance first and after her death the father) and in case the posthumous awardee is widower/widow, the allowance shall be paid to his/her son below 18 years or unmarried daughter, as the case may be.



- e) All the recipients of these Gallantry awards shall be entitled to the monetary allowance at a uniform rate, irrespective of their ranks.
- f) At present, the Monetary allowance for the "**President's Medal for Gallantry**" is Rs 6,000 per month as also for the subsequent Bar to the Medal.
- g) At present, the Monetary allowance for the "**Medal for Gallantry**" is Rs 2,000 per month as also for the Bar to the Medal.

Withdrawal of Medal

- a) The awards are liable to be forfeited/withdrawn/annulled when :-
 - (i) The awardee is convicted by any court of law for such an act or conduct involving moral turpitude which brings the service into disrepute
 - (ii) The awardee is dismissed from service for such an act or conduct which brings the service into disrepute
 - (iii) Any other act/conduct of the awardee which is specifically not covered under (i) and (ii) above, nevertheless, as in the opinion of the President, the awardee is guilty on the ground of disloyalty, cowardice in action or such conduct which brings the service into disrepute.
- b) Regarding withdrawal under circumstances as enumerated in (i) and (ii) of the above para, the Ministry of Home Affairs after due examination shall obtain the approval of the Competent Authority. In respect of cases falling under (iii) above, the

Sp. Insp.

Ministry may consult the Central Award Committee before recommending the case for approval of the Competent Authority for withdrawal of Medals.

- *Whenever any of the existing recipients of these awards are adversely noticed at any stage for any action which is likely to bring the service into disrepute, the concerned organization must send a detailed report to the Ministry of Home Affairs immediately.*

Restoration of Medal

The restoration of medal which may have been so forfeited may be considered, if the officer is subsequently exonerated or cleared of the charges framed against him/her by the court of law or his/her department. The Ministry of Home Affairs, after due examination and in consultation with Central Awards Committee shall obtain the approval of the Competent Authority for restoration of Medals.

[Handwritten signature]

(PRESCRIBED PERFORMA)

**RECOMMENDATION FOR AWARD OF PRESIDENT'S MEDAL FOR
GALLANTRY/ MEDAL FOR GALLANTRY****1. NAME OF ORGANIZATION RECOMMENDING THE CASE WITH FULL
ADDRESS**

(Police Force of State/UTs/CPOs/CAPF, Security Organization; Fire Service(organized and Administered by the Central Ministries or Departments, State Government, UTs, Municipal and other autonomous Bodies, and PSUs), Prison Administration, Home Guard and Civil Defence)

2. DATE OF GALLANT ACTION:-

D	D	M	M	Y	Y	Y	Y

3. PLACE OF GALLANT ACTION:-

STATE	DISTRICT	TEHSIL	POLICE STATION	VILLAGE/AREA

4. DETAILS OF RECOMMENDEES:-

Sl No	Name		Father's Name	Date of Birth	Designation		Medal Recommended (President's Medal for Gallantry/ Medal for Gallantry)	Serving/ Posthumus	If posthumus, details of Next of kin	Contact number of recommender	Details of Gallantry medal awarded earlier (if any)	Rewards (i.e. Cash, Honorarium, Commendation Certificate, any other (specify))	If recommender involving in any Disciplinary case (If yes, specify details)	If recommender proceeded with any punishment (If yes, specify details)	Uplad Photograph of recommender
	Engl ish	Hindi			At the time of operation	N o w									

**5. COMPOSITION OF PARTY(S) WHO PARTICIPATED (WHICH WILL
INCLUDE ALL FORCES)**

Sl. No.	Name of Forces	Name and rank of persons who participated
1.		
2.		

[Signature]

6. PERSONNEL PARTICIPATED BUT NOT RECOMMENDED

Sl. No.	Name of Forces	Name and rank of persons who participated	Reasons for not recommending
1.			
2.			

7. NAME OF PERSONS INCLUDING POSTHUMOUS RECOMMENDEES, WHO KILLED IN ACTION

Sl.No.	Recommendees	Non recommendees

8. NAME OF PERSONS INJURED

Sl.No.	Recommendees	Not recommendees

9. RECOVERIES MADE:- _____

10. IS THERE ANY COURT CASE/JUDICIAL /MAGISTERIAL PROCEEDINGS WITH REFERENCE TO THE OPERATION IN QUESTION?

Yes/No

If yes, its status as on date _____

11. REASONS FOR DELAY, IF ANY-

(In case of proposal is made after one year from the date of incident)

12. CITATION (A brief account of gallant action Not more than 400 words)

13. IN CASE OF JOINT OPERATION, COMMENTS FROM OTHER PARTICIPATING FORCES TAKEN.

Yes/No

In case of 'No' why? _____

*Reasons for not recommending other including personnel of other forces who participated _____

[Signature]

14. CHECK LIST

1. Forwarding letter from Organization
2. FIR
3. Post Mortem Report (if, any person died in operation)
4. First Sitrep/Copy of occurrence register
5. Medical documents/Injury Report (if, any person injured during operation)
6. Firing Details
7. Seizure Memo
8. Magisterial Inquiry
9. Status of NHRC/SHRC/Court Case (if any)
10. Integrity certificate
11. Any other documents (News paper cutting/Photographs etc)

Signature of the Recommending Authority

Name

Designation

Signature

Date



Annexure II

INTEGRITY CERTIFICATE

It is certified that the Integrity of Shri/Smt./Ms. (Full name both in English and Hindi)

(Name in English) _____

(Name in Hindi) _____

Date of birth _____

Father's Name _____

Designation _____ recommended

for award of **President's Medal for Gallantry/ Medal for Gallantry** is above suspicion and he/she is not concerned in any judicial proceedings/ departmental enquiry that is being contemplated/ pending against him/her. Similarly, no vigilance case is pending/ contemplated against him/her.

2. It is also certified that character & antecedents of the (proposed recommendee) have been verified and nothing adverse has been reported against him/her.

3. It is also certified that the recommendee has not been recommended earlier for the same gallant action.

Signature _____

Name _____

Head of Organization

[Handwritten Signature]

No. 11024/06/2023 - PMA
Government of India
Ministry of Home Affairs
Police-I Division
PMA Cell

North Block, New Delhi

Dated the 16th October, 2023

Subject:- General procedures and Guidelines governing
"President's Medal for Distinguished Service" and
"Medal for Meritorious Service".

Introduction

The President is pleased to institute the awards namely **"President's Medal for Distinguished Service" (PSM)** and **"Medal for Meritorious Service" (MSM)** (hereinafter referred to as the awards) to be conferred on the members of recognized Police Forces of States/Union Territories/Central Police Organizations (CPOs), Central Armed Police Forces (CAPFs), Security Organizations; Fire Service (organized and administered by the Central Ministries or Departments, State Governments, Union Territory Administrations, Municipal and other Autonomous Bodies, and Public Sector Undertakings); Prison Administration; Home Guards and Civil Defence in India.

Objective of the Awards

- (i) The **President's Medal for Distinguished Service** has been instituted to recognize a **special distinguished record or prolonged service, but only when distinguished by very exceptional ability and merit or exhibition of conspicuous devotion to duty** in Police Service or the Units of Centre Police & Security Organization/ Correctional Service/ Fire Service/ Home Guard & Civil Defence, so as to organize and maintain their respective services successfully



under special difficulties and marked by efficiency, integrity, loyalty, high sense of discipline and spirit of sacrifice such as :

- a. In case of Police Force, special service in dealing with serious or widespread outbreaks of crime or public disorder.
- b. In case of Fire Service, handling various or widespread outbreaks of fires.
- c. In case of Correctional Service, outstanding ability in putting out riots, preventing escape of prisoners, mass admission of prisoners, rescuing the officials and exemplary service.
- d. In case of Civil Defence & Home Guards, special service in dealing with serious or widespread outbreaks of crime or public disorder, or with calamities like fire, earthquake, famine, flood and epidemics.

- (ii) **The Medal for Meritorious Service** has been instituted to recognize the valuable services characterized by resource and devotion to duty including prolonged service marked by ability and merit in Police Service or the Units of Centre Police & Security Organization/ Correctional Service/ Fire Service/ Home Guard & Civil Defence.

Eligibility Criteria

- (i) Prolonged service of 25 years irrespective of rank on the date of occasion i.e. 26th January/ 15th August as the case may be, marked by exceptional ability and merit for the members of Police Service or the Units of Centre Police & Security Organization, Fire Service, Correctional Service and regular paid employees of Home Guard and Civil Defence and minimum fourteen years of service for the volunteer members of the Home Guard and Civil Defence are required for

President's Medal for Distinguished Service. This award may be recommended after 06 years of award of Medal for Meritorious Service or Police Medal for Meritorious Service/Fire Service Medal for Meritorious Service/Correctional Service Medal for Meritorious Service/Home Guard and Civil Defence Medal for Meritorious Service, as the case may be for any of the aforesaid services.

- (ii) Prolonged service of minimum 18 years on the date of occasion i.e. 26th January/ 15th August as the case may be, marked by ability and merit for the members of Police Service or the Units of Centre Police & Security Organization, Fire Service, Correctional Service and regular paid employees of Home Guard and Civil Defence and minimum eight years of service for the volunteer members of the Home Guard and Civil Defence are required for **Medal for Meritorious Service**.
- (iii) The officer who has already been awarded Presidents' Police/Fire Service/Correctional Service/Home Guard and Civil Defence Medal for Distinguished Service shall not be awarded "**President's Medal for Distinguished Service**" thereafter.
- (iv) Also, for the officer who has already been awarded Police/Fire Service/Correctional Service/Home Guard and Civil Defence Medal for Meritorious Service shall not be awarded "**Medal for Meritorious Service**" thereafter.
- (v) The President's Medal for Distinguished Service and Medal for Meritorious Service shall be awarded to officer/ personnel of eligible organizations as mentioned above only once in his/her entire service.

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(vi) The integrity of the recommendee shall be above suspicion and he/she should not be concerned in any proceedings that were censured in the Court of Law. Further, no judicial or departmental proceedings shall be contemplated/pending against him/her.

(vii) No vigilance case should be pending/contemplated against him/her.

(viii) The recommendee has not been given any penalty or punishment in the period under review (Last ten years).

(ix) The character & antecedents of the recommendee need to be duly verified so as to find nothing adverse reported against him/ her.

(x) APARs for last 10 years shall be considered for both the awards.

(xi) In case of volunteers of Home Guards and Civil Defence where there is no system of writing APAR, a current work performance report as per the format attached (**Annexure II**) should be submitted with the recommendation.

(xii) In case of "**President's Medal for Distinguished Service**", out of 10 APARs, minimum 08 APARs must be Outstanding/ Very Good (in which also at least 05 APARs must be Outstanding) and the Officer should not have earned any below Very Good APAR during the period under review.

(xiii) Missing APARs

- a) More than 1 missing APAR will lead to disqualification
- b) Last year APAR should not be missing



(xiv) In case of "Medal for Meritorious Service", out of 10 APARs, minimum 08 APARs must be Outstanding/ Very Good (in which also at least 01 APAR must be Outstanding) and the Officer should not have earned any below Good APAR during the period under review.

(xv) In case of Non-Initiation Certificate (NIC), backward review of APARs upto 3 years may be done for both the awards.

(xvi) 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.

(xvii) 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 Central Awards Committee.

(xviii) Medical category given as per their medical examination carried out by authorized medical officer/medical board.

Number of Medal

(i) The number of **President's Medal for Distinguished Service** in any one year shall not exceed 278.

(ii) The number of **Medal for Meritorious Service** in any one year shall not exceed 1590.

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Timeline of Award /Award Timeline

- (i) Recommendations for the awards should be submitted by 26th October (for announcement on Republic Day) and 15th May (for announcement on Independence Day).
- (ii) The medal will be awarded on the occasions of Republic Day and Independence Day.

Nomination Process

- A. The respective Organizations will fill/submit their nominations through National Award Portal (<https://awards.gov.in>) in prescribed proforma as per **Annexure-I**.
- B. The recommendation for the awards shall be made by the concerned State/UT/organizations from all ranks in due proportion.
- C. While recommending for these service awards to eligible personnel, seniority combined with professionalism and repute may be taken into consideration.
- D. The citation in respect of each officer recommended for award of Distinguished Service/Meritorious Service should not exceed 200 words.
- E. 'No Objection Certificates' wherever applicable may be sent to this Ministry as early as possible;
 - a) 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 these awards, the recommendation should be forwarded by the parent departments to the Ministry of Home Affairs. Where the officer is on deputation and in the borrowing department



has completed more than one year of service, the recommendation should be initiated by the borrowing department.

- b) APARs however must be completed for the period 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 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 President's Medal for Distinguished Service/ Medal for meritorious service.

F. Due attention is to be paid to accommodate candidates belonging to SC/ST, woman and minorities.

G. The recommendations are required to be signed by Director General/Additional Director General/Head of Organization concerned. All recommendations are to be routed through the State Government/UT Administration/Administrative Controlling Department to avoid technical rejections.



H. In case anything adverse is noticed about the recommendee subsequent to the recommendations but before the declaration of the final award, details of such action should be sent to the Ministry immediately in the sealed cover.

Selection Process

(i) **A Committee of Senior Officers** : For examination and selection of nominees at Central/State/UT Agency Level, constituted by the head of the Organizations. Thereafter, the respective Organization will submit the nominations of the same to this Ministry after completing all the codal formalities.

(ii) **A Sub-Committee** : It is formed with the approval of Union Home Secretary at the level of Ministry of Home Affairs to scrutinize the nominations and assist the Central Awards Committee.

(iii) **A Central Awards Committee** : Compositions of following members will make the final recommendations.

Home Secretary	: Chairman
Special/Additional Secretary (Incharge of Police-I Division, MHA)	: Member
Secretary(R), Cab. Sectt	: Member
Director, IB	: Member
Director, CBI	: Member
DsG of 2 CAPFs (by rotation)	: Member
DsG of 2 States (by rotation)	: Member
Joint Secretary (Police-I)	: Member Secretary

- **Special Invitees from Fire/HG&CD/Correctional Service and CPOs with the approval of Union Home Secretary.**

Decorations

(i) A Medal

(ii) A certificate (Scroll) signed by the President will be awarded.

(iii) The name of those to whom this medal may be awarded shall be published in the Gazette of India and a Register of such names may be kept in the Ministry of Home Affairs by such person as the President may direct.

Withdrawal of Medal

a) The award is liable to be forfeited/withdrawn/annulled when :-

(i) The awardee is convicted by any court of law for such an act or conduct involving moral turpitude which brings the service into disrepute

(ii) The awardee is dismissed from service for such an act or conduct which brings the service into disrepute

(iii) Any other act/conduct of the awardee which is specifically not covered under (i) and (ii) above, nevertheless, as in the opinion of the President, the awardee is guilty on the ground of disloyalty, cowardice in action or such conduct which brings the service into disrepute.

b) Regarding withdrawal under circumstances as enumerated in (i) and (ii) of the above para, the Ministry of Home Affairs after due examination shall obtain the approval of the Competent Authority. In respect of cases falling under (iii) above, the Ministry may consult the Central Award Committee before recommending the case for approval of the Competent Authority for withdrawal of Medals.



- *Whenever any of the existing recipients of these awards are adversely noticed at any stage for any action which is likely to bring the service into disrepute, the concerned organization must send a detailed report to the Ministry of Home Affairs immediately.*

Restoration of Medal

The restoration of medal which may have been so forfeited may be considered, if the officer is subsequently exonerated or cleared of the charges framed against him/her by the court of law or his/her department. The Ministry of Home Affairs, after due examination and in consultation with Central Awards Committee shall obtain the approval of the Competent Authority for restoration of Medals.

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Annexure I

**PROFORMA FOR THE RECOMMENDATION FOR THE AWARD OF
PRESIDENT'S MEDAL FOR DISTINGUISHED SERVICE/MEDAL FOR
MERITORIOUS SERVICE**

NAME OF ORGANIZATION RECOMMENDING THE CASE WITH FULL ADDRESS

(Police Force of State/UTs/CPOs/CAPF, Security Organization; Fire Service(organized and Administered by the Central Ministries or Departments, State Government, UTs, Municipal and other autonomous Bodies, and PSUs), Prison Administration, Home Guard and Civil Defence)

1	(a) Name (As per Service Record) (In capital letter)	First name	Middle name	Surname
	(b) Name in Hindi			
2	Father's Name	First name	Middle name	Surname
3	Date of Birth	Day	Month	Year
4	Age as on respective occasion (i.e 26 th January/15 th August of that year)	Year	Month	Day
5	Sex			
6	Whether belongs to SC/ST/OBC/General			
7	Initial appointment	Date of joining	Rank	Service Cadre Category
8	Status in service i.e paid or honorary			
9	Total Service as on respective occasion (i.e 26 th January/15 th August of that year)			
10	(a) Present posting, with complete postal address with PIN code	Designation	Place	PIN code Date
	(b) Above details in Hindi (Mandatory)			
11	Whether on deputation	Yes No		
	If yes, Date of joining on deputation	Day	month	year
12	Year and occasion of award of Police/Fire Service/Correctional Service/HG & CD	Year	Occasion	

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13	Rewards	No.	Total amount in Rs.	
	A) Cash Awards			
	B) Others			
	i) Commendation			
	ii) Appreciation			
	iii) Good Service Entries			
	iv) Any other rewards(Specify)			
14	If Police/fire service/correction service/HG&CD Medal for Meritorious Service awarded,	Year	Occasion(RD/ID)	
15	Punishment(s)	Details of Penalty		Year (s)
16	Medical Category			
17	Details of any enquiry pending against the officer			
18	Details of disciplinary proceedings pending/ contemplated against the recommendee, if any	Year	Nature of Allegation	Present Status
19	Details of the court cases pending against the recommendee, if any	Year	Details of Charge	Present Status
20	<p>APAR Grading for last 10 years* [2011-2012 to 2020 – 2021] In case of maximum 3 years NIC, APAR grading for last 13 years * [2008-2009 to 2020 – 2021]</p> <p>Similarly, in case APAR is given as per Calendar year, [2009 to 2021]</p> <p>OS – Outstanding; VG – Very Good G – Good; AV – Average ; NIC – Not initiating Certificate, Adv – Adverse, MS- Missing NA – Not applicable (ACRs are not written in case of Constable and below in some organisations)</p> <p><i>*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 APAR grading (viz OS, VG, G, AV, NIC, ADV, MS, NA) before forwarding the recommendation.</i></p>	<p>Year</p> <p>2008 - 2009 2009 - 2010 2010 - 2011 2011 - 2012 2012 - 2013 2013 - 2014 2014- 2015 2015- 2016 2016- 2017 2017- 2018 2018- 2019 2019- 2020 2020- 2021</p>	Grading	

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21	APAR Grading for last ten years (in number)	OS	VG	G	AV	NIC	ADV	MS	NA
22	In case of volunteers of Home Guard and Civil Defence where there is no system of writing APAR, a current work performance report as per format attached should be submitted with the recommendation								
23	Email address								
24	Mobile No.								
25	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 _____



Annexure-II

Work Performance Report (For Civil Defence and Home Guards volunteers only)

1. Name of the Volunteer-----
2. Designation-----
3. Years of volunteering-----
4. Training Courses attended at Local/State/National/Any other institutions
 - (a) -----
 - (b) -----
 - (c) -----
5. Check one column for each attribute:

Attributes	Ratings				
	Outstanding	Very Good	Good	Average	Below Average
Professional Competence					
Job Knowledge					
Quality of Work					
Sense of Responsibility					
Ability to participate in discussion, seminars and Mock drills					
Ability to manage incident					
Personal Attributes					
Aptitude					
Motivation for Volunteering					
Tact for dealing with Community					
Ability to Inspire others					
State of Health					



(Signature of initiator/Commandant General/Director Civil Defence)