

STANDING OPERATING PROCEDURE (SOP) FOR THE AWARD OF "KENDRIYA GRIHMANTRI DAKSHATA PADAK"

Introduction

Ministry of Home Affairs, Govt. of India has instituted the award namely "Kendriya Grihmantri Dakshata Padak" (hereinafter referred to as the award) to be conferred on to the members of the Police Forces, Security Organizations and Intelligence Wing/Branch/ Special Branch of States/Union Territories/Central Police Organizations (CPOs)/Central Armed Police Forces (CAPFs)/National Security Guard/Assam Rifles (AR); and Forensic Science (Central/State/Union Territories) throughout the Indian Union.

Objective of the Awards

The "Kendriya Grihmantri Dakshata Padak" has been instituted to recognize excellent work, promote high professional standards and boost the morale of the concerned official/officer in the following fields :

- (a) Special Operation
- (b) Investigation
- (c) Intelligence
- (d) Forensic Science

Eligibility Criteria

- (i) There is no minimum period of service for awarding "Kendriya Grihmantri Dakshata Padak".
- (ii) No judicial proceedings/departmental enquiry should be pending against the recommendee at the time of considering his/her name for the medal. Moreover, recommendee should not have been given any major penalty or punishment in the last five years.

- (iii) Official/officer who recommended for one operation, may not be recommend for medal in any other field.
- (iv) Any act/operation which is worthy of recognition by the award of "Kendriya Grihmantri Dakshata Padak" but is performed by one upon which the decoration has already been conferred, may be recorded by a Bar. For every such additional act an additional Bar may be added.
- (v) ACR/ APAR grading should not be factor/criterion for selection of the recommendee for award.

Apart from the above, It is mandatory to follow the instructions mentioned against each field(s) while considering the proposal for nomination :

Special Operation :

- (a) All rank official/ officers of Police Forces/ Security Organizations are eligible.
- (b) The special operations should be of high degree of planning, high significance for the security of the country, successful conduct of security or rescue operations of a significant nature or scale and have significant impact on security of large sections of the society.
- (c) The Special Operations must be in the areas such as Counter Terrorism, Border Action, Arms Control, Left Wing Extremism, Prevention of Narcotics Smuggling and Rescue Operations. Personnel of Central Board of Indirect Taxes and Customs (CBIC) may also be considered for award under the area "Prevention of Narcotics Smuggling". Only successful conduct of operation of a significant nature or scale, having a direct bearing on security of the State/UT region or country or major rescue operation shall be considered.

Investigation:

- (a) All official/officers from the rank of Head Constable to Superintendent of Police who were involved in investigation of crime are eligible.
- (b) A brief of the case investigated by the investigating officer recommended must be mentioned in the citation alongwith other details like use of innovative methods, prompt charge sheet, attachment of assets of accused, conviction, use of scientific aids and forensic tools, on line investigation tools, media coverage, paper cutting etc. by highlighting the investigation viz:
 - Brief facts of the case such as FIR, section etc.
 - Composition of the Investigation team.
 - Time frame of charge sheet.
 - Conviction, if any.
 - Court's appreciation, if any.
- (c) Preference may be given to women investigating officer in selection for medal.

Intelligence:

- (a) All the Police official/officers serving in Intelligence Department / Special Branches/ Intelligence Wing are eligible.
- (b) Officers engaged in intelligence organization for combating terrorism/militancy/insurgency and breakthrough in unearthing of modules of espionage/terrorism/ militancy/organized crimes or in arrest/capture of members of such outfits. Moreover, engaged in consistent excellence or exemplary contribution in collection, analyzing and dissemination of intelligence in combating terrorism /militancy /insurgency and other threats to the national security.

- (c) A special distinguished record of intelligence service in organizations of Central Government and Intelligence Department/wing/Branch/Special Branch of State/UT Police, CPOs/CAPFs, Assam Rifles, NSG. Special efforts in intelligence gathering against serious or wide spread out breaks of crime or public disorder.

Forensic Science:

- (a) Only serving Government Scientists working in Laboratories/ R&D Institutions/Training Institutions and Academic Institutions with outstanding performance are eligible.
- (b) The award for Meritorious work in the field of Forensic Science, research and development, qualitative case examination work, crime scene management, training & awareness, Forensic Management and outstanding work to the scientists working in government laboratories/R&D institutions/training institutions and academic institutions.

Number of Medal

Field wise total numbers of medal will be as follows:-

- (i) **Special Operation :** In a Year, only 3 operations will be considered for award. In exceptional circumstances, the award may be given maximum upto 5 special operations only to encourage State/UT Police.
- (ii) **Investigation :** In a Year, maximum 162 official/officers shall be awarded in this field, as per details mentioned at Annexure-"A".
- (iii) **Intelligence :** There is no maximum limit for award of medal fixed in this field.
- (iv) **Forensic Science:** In a Year, maximum nine (09) medals may be awarded in this field.

Nomination Process

- (i) Recommendation for "Kendriya Grihmantri Dakshata Padak" shall be invited by Ministry of Home Affairs from all States/UTs/CAPFs/CPOs, National Security Guard/Assam Rifles, Security Organizations and Forensic Science laboratories (Central/State/Union Territories) every year during the month of June. Nomination will be submitted within a month to MHA, last date for submission of nomination/recommendation will be mentioned at the time of calling the nomination.
- (ii) All the nominations for the award shall invariably be filled/submitted by online through National Award Portal (<https://awards.gov.in>), except nominations in the field of Intelligence.
- (iii) All the recommendations for the award should be as per the Prescribed Performa attached as Annexure-"B" and Integrity Certificate as per Annexure-"C". This certificate may also include the declaration that the recommendee has not been recommended earlier for the same action/operation.
- (iv) The recommendations are required to be signed by Director General/Additional Director General/Head of Organization concerned.
- (v) Proposals/recommendations are to be routed through the concerned Home Department/Ministry of respective State Government/UT Administration/Administrative Controlling Department.
- (vi) The proposal of involving two or more recommendees in one single operation must be sent together with a single citation/ other documents and the role played in the special operation by each recommendee must clearly be indicated in the citation. Citation must be brief, chronological and comprehensive (not more than 500 words). Sequence of events must be given properly.

- (vii) In case of joint operation of different units/forces/sister agencies, the role played by other forces/units/sister agencies and their personnel must be properly highlighted. The information must be sent in the prescribed part of the Performa.
- (viii) Personnel killed during action, collection/ gathering of information may also be recommended for medal as per the action/role played in respective operation.
- (ix) Proposal/recommendation of "Kendriya Grihmantri Dakshata Padak" in the field of intelligence should be submitted in physical mode (sealed envelope) directly to Director (IB), Ministry of Home Affairs, North Block, New Delhi for further scrutiny on eligibility criteria and recommendation the cases to MHA for selection of awardees.
- (x) 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 (GoI) immediately in the sealed cover.

Selection Process

- (i) **Committee of Senior Officers at State/UT/ Organization level :** Head of Organization and State/ UT Govt. shall constitute a committee of senior level officers for screening of nominations at the Organization/State/UT Level to select the nominees and send the recommendation to MHA (GoI). State/UTs shall submit the proposal through their respective Home Department to Ministry of Home Affairs, Government of India.
- (ii) **Sub-Committee of MHA :** Sub-committee will be constituted with the approval of the Union Home Secretary, which will scrutinize the nominations and to assist the MHA level committee.

- (iii) **Ministry of Home Affairs (MHA) Level Committee:** MHA level committee under the chairmanship of Union Home Secretary consisting following members will consider all the nomination and submit the final recommendation for award of the medal to the Hon'ble Union Home Minister for consideration and approval: -

- (a) Union Home Secretary : Chairperson
- (b) Director (IB) : Member
- (c) Director (CBI) : Member
- (d) Two (2) DsGP of States/UTs : Member
(on rotation basis)
- (e) One (01) DG of CAPFs : Member
(on rotation basis)
- (f) One (01) representative from DFSS : Member
(Director-cum-Chief Forensic Scientist)

Date of Announcement

Ministry of Home Affairs (GoI) shall declare the award every year on 31st October, on the eve of Birth Anniversary of Sardar Vallabhbhai Patel.

Decorations

- (i) A Medal
- (ii) A certificate (Scroll) signed by the Hon'ble Union Home Minister will be awarded.
- (iii) The name of those to whom this medal is awarded shall be published in the Gazette of India except in the field of Intelligence and a Register of such names may be kept in PMA Cell, Police-I Division, Ministry of Home Affairs.

Withdrawal of Medal

The Union Home Minister is competent to withdraw the Medal, if awardee is punished with dismissal, removal, major penalty or is found involved in criminal offence or is found indulging in conduct unbecoming in the opinion of the Government of the State/UT or the Union.

➤ *Whenever any of the existing recipients of this award 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 MHA Level Committee shall obtain the approval of the Competent Authority for restoration of Medals.

State/UT/Central Investigating Agencies wise distribution of Medals for Investigation.

Srl No.	State	Total Nos of Medal allocated
1.	Andhra Pradesh	5
2.	Arunachal Pradesh	1
3.	Assam	4
4.	Bihar	7
5.	Chhattisgarh	3
6.	Goa	1
7.	Gujarat	6
8.	Haryana	4
9.	Himachal Pradesh	1
10.	Jharkhand	2
11.	Karnataka	6
12.	Kerala	9
13.	Madhya Pradesh	11
14.	Maharashtra	11
15.	Manipur	1
16.	Meghalaya	1
17.	Mizoram	1
18.	Nagaland	1
19.	Orissa	4
20.	Punjab	2
21.	Rajasthan	9
22.	Sikkim	1
23.	Tamil Nadu	8
24.	Telangana	5
25.	Tripura	1
26.	Uttar Pradesh	10
27.	Uttarakhand	1
28.	West Bengal	8
Union Territories (UTs)		
30.	Andam Islands	1
31.	Chandigarh	1
32.	Dadar & Nagar Haveli	1
33.	Daman & Diu	1
34.	Delhi	6
35.	Jammu & Kashmir	1
	Ladakh	1
36.	Lakshadweep	1
37.	Puducherry	1
	Total	137

Central Investigating Agencies wise Distribution of Medals

1.	Central Bureau of Investigation	15
2.	National Investigation Agency	05
3.	Narcotics control Bureau	05
	Total	25

Summary of Medals

(i)	States/UTs Medal	: 137
(ii)	Central Investigating Agencies	: 25
	Grand Total of Medal	: 162

(PRESCRIBED PERFORMA)

RECOMMENDATION FOR AWARD OF "KENDRIYA GRIHMANTRI
DAKSHATA PADAK"

1. NAME OF ORGANIZATION RECOMMENDING THE CASE WITH FULL ADDRESS

(Police Forces, Security Organizations and Intelligence Wing/Branch/ Special Branch of States/Union Territories/Central Police Organizations (CPOs)/Central Armed Police Forces (CAPFs)/National Security Guard/Assam Rifles; and Forensic Science (Central/State/Union Territories)).

2. Mention the Specific Field of Recommendation :-

a)	Special Operation
b)	Investigation
c)	Intelligence
d)	Forensic Science

3. DATE OF ACTION/OPERATION:-

D	D	M	M	Y	Y	Y	Y

4. PLACE OF ACTION/OPERATION:-

STATE	DISTRICT	TEHSIL	POLICE STATION	VILLAGE/AREA

5. DETAILS OF RECOMMENDEE(S):

S. No.	Name		Father's Name	Date of Birth	Designation		Details of all the medals awarded to recommender earlier	Present Posting with complete postal address and PIN Code	Contact number of recommender	Whether recommender is on deputation, if yes, mention date of joining on deputation	If recommender involving in any Disciplinary case in last five years (If yes, specify details) (No/Yes)	If recommender proceeded with any punishment in last five years (If yes, specify details) (No/Yes)
	English	Hindi			At the time of Action/operation	Now						

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

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

7. Achievement/Recovery etc. (in brief) _____

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

Yes/No

If yes, its status as on date _____

9. CITATION (A brief account of action not more than 500 words)

10. Specific Details for the Recommender of Forensic Science:

S. No.	Name	Father's Name	Date of Birth	Recommender's field of specialization	Details of all the medals awarded to recommender	Present Posting with complete postal address and PIN Code	Contact number of recommender	If recommender involving in any disciplinary case in last five years (If yes, specify details) (No/ Yes)	If recommender proceeded with any punishment in last five years (If yes, specify details) (No/ Yes)
	English	Hindi							

Name in English _____

Name in Hindi _____

Date of birth _____

Father's Name _____

Address with telephone/fax/e-mail no. _____

Nominee's field of specialization _____

(i) Academic / Professional Qualifications :

Degree/Diploma/Course	University	Year	Subject

(ii) Position held (in chronological order starting from the present job):

Employer	Post held	From	To	Nature of Work

(iii) Whether the nominee has delivered invited lecture(s):
(in India/Abroad and/chaired any Scientific sessions of the
Conference/Symposium- Give details)

(iv) Whether the nominee is a member / fellow of the Indian Academy of Forensic Science/ Other
(Give details)

Annexure "C"

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 the award of "**Kendriya Grihmantri Dakshata Padak**" on the occasion of Birth Anniversary of Sardar Vallabhbhai Patel i.e on 31st October, ____ 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. It is also certified that the he/she has not been given any major/minor penalty or punishment during last five years.

2. It is also certified that character & antecedents of the 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 operation/field.

Signature of Recommending Officer

Name.....

Designation.....

Contact No.....

Date.....

Following may be kept in mind while submitting recommendations.

1. **In the field of Investigation** the details like FIR No. with date, date of framing charge sheet, present status of the case, details of conviction, if any and Court's appreciation, if any may be provided through concerned Column of proforma.
2. Citation should be in brief and in chronological order.
3. Recommendations of State/UT/Organization level Committee as defined in ***Selection process (i)*** of SOP may be uploaded/submitted **(Mandatory)**.
4. Each document may be uploaded in concerned column of the online proforma.
5. Names of recommendee(s) may be provided in bilingual (Hindi & English) after verifying the same from the Service record of concerned officer/official. Further, proper salutation (Shri/Smt/Ms etc.) may be used while submitting the names of recommendee(s) through proforma/forwarding letter.
