

**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, 2024)	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, 2023)				
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	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px;">Yes</div> <div style="border: 1px solid black; padding: 2px 5px;">No</div> </div>			
	If yes, Date of joining on deputation	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px;">Day</div> <div style="border: 1px solid black; padding: 2px 5px;">month</div> <div style="border: 1px solid black; padding: 2px 5px;">year</div> </div>			
		<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> </div>			
12	Year and occasion of award of Police/Fire Service/Correctional Service/HG & CD	Year	Occasion		

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* [2012-2013 to 2021 – 2022] In case of maximum 3 years NIC, APAR grading for last 13 years * [2009-2010 to 2021 – 2022]</p> <p>Similarly, in case APAR is given as per Calendar year, [2010 to 2022]</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>2009 - 2010</p> <p>2010 - 2011</p> <p>2011 - 2012</p> <p>2012 - 2013</p> <p>2013 - 2014</p> <p>2014 - 2015</p> <p>2015 - 2016</p> <p>2016- 2017</p> <p>2017- 2018</p> <p>2018- 2019</p> <p>2019- 2020</p> <p>2020- 2021</p> <p>2021- 2022</p>	Grading	

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 _____