

BY SPEED POST
INDEPENDENCE DAY, 2024

No. 11019/05/2024 - PMA
Government of India
Ministry of Home Affairs
Police-I Division
(PMA Cell)

Room No.14, North Block, New Delhi
Dated the 4th April, 2024

To

- (i) The Chief Secretaries of all the States/UTs
- (ii) The Home Secretaries of all the States/UTs/
- (iii) DsGP of all the States/UTs
- (iv) Directors – IB/CBI/SVPNPA/SPG/NEPA/ NCRB
- (v) DsG –BSF/ CRPF/ ITBP/ CISF/ NSG/ NIA/ RPF/ BPR&D /SSB/ NCB/ NDRF/NHRC/Assam Rifles (Through LOAR)/ Fire Service/ HG & CD
- (vi) The Secretary, R&AW, Cabinet Sectt., CGO Complex, New Delhi.
- (vii) Secretary, Commission for SCs/STs, LNB, Khan Market, New Delhi
- (viii) The Secretary, Lok Sabha /Rajya Sabha Secretariat, New Delhi
- (ix) All Ministries/Departments of Government of India (except M/o Defence)

Sub: Recommendation for the award of President's Medal for Distinguished Service (PSM) and Medal for Meritorious Service (MSM) in respect of personnel of Police, Fire, Home Guard & Civil Defence and Correctional Services on the occasion of Independence Day- 2024- reg.

Sir/Madam,

The undersigned is directed to refer to President's Secretariat Notification dated 14th October, 2023, this Ministry's letter dated 16th October, 2023 and 10th November, 2023 (**Copies enclosed**) on the subject cited above and to say that recommendations are hereby invited for consideration of the award of Service Medals in respect of Police Service, Fire Service, Home Guard & Civil Defence and Correctional Service on the occasion of **Independence Day, 2024 (15th August, 2024)**, only by on-line mode supported by login ID, Password and OTP through National Award Portal (<https://awards.gov.in>). All are requested that recommending authority may go through the details given in above referred communications.

2. Eligibility criteria are indicated below:

- (i) Citation in respect of each officer(s) recommended for award of Distinguished Service/ Meritorious Service should not exceed 200 words. Recommendations are required to be signed by Director General/Additional Director General/Head of Organization concerned and routed through the State Government/UT Administration/ Administrative Controlling Department to

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avoid any problem at later stage as per **Annexure –“I”**. However, CAPFs/CPOs may submit their recommendation directly to Ministry of Home Affairs with due recommendation of concerned DsG/Director/Head of Organizations as per above mentioned Annexure.

(ii) Prolonged service of 25 years irrespective of rank on the date of occasion i.e. 15th August, 2024 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 (14 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.

(iii) Prolonged service of minimum 18 years on the date of occasion i.e. 15th August, 2024 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 (08 Years) of service for the volunteer members of the Home Guard and Civil Defence are required for **Medal for Meritorious Service**.

(iv) The officer who has already been awarded President’s 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.

(v) Similarly, 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.

(vi) 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. In this regard, concerned States/UTs/Organization will furnish a certificate to this Ministry mentioning that officer recommended to the effect that the officer has not been awarded the Medal in the past while submitting the recommendation.

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- (vii) 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.
- (viii) No vigilance case should be pending/contemplated against him/her.
- (ix) The recommendee has not been given any penalty or punishment in the period under review (Last ten years).
- (x) The character & antecedents of the recommendee need to be duly verified so as to find nothing adverse reported against him/ her.
- (xi) APARs for last 10 years shall be considered for both the awards.
- (xii) 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.
- (xiii) 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.
- (xiv) Missing APARs
 - a) More than 1 missing APAR will lead to disqualification
 - b) Last year APAR should not be missing (Not Available)
- (xv) 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.
- (xvi) In case of Non-Initiation Certificate (NIC), backward review of APARs upto 3 years may be done for both the awards.
- (xv) 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.
- (xviii) 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. Medical category should be given as per their medical examination carried out by authorized medical officer/medical board.

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(xix) Recommendation for awards shall be made by the concerned States/ UTs/ Organizations from all ranks in the due proportion.

(xx) While recommending the name(s) for awards to eligible personnel, seniority combined with professionalism and repute may be taken into consideration.

(xxi) 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 this Ministry. 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.

(xxii) 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.

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

(xxiv) Service Medal (PSM/MSM) should not be awarded to more than 50% of the total strength of a Group ‘A’ service in each batch of the cadre including IPS. For counting 50% of the batch in each cadre, a block of five batches (starting from 1st and 6th Year of every decade) be taken together.

(xxv) In case anything adverse is noticed about the recommendee(s) 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.

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3. Since, the process of award of medals is a time-consuming procedure, it is not feasible to consider recommendations received beyond the stipulated date. It is, therefore, requested that the recommendations relating to the awards of service medals on the occasion of **Independence Day, 2024** may be sent/ submitted on-line by **15th May, 2024**. The online citation may be sent by feeding of **citations/APARs** for service medals in the prescribed proforma on the National Award Portal address [https:// awards.gov.in](https://awards.gov.in).

4. It is once again requested to submit the proposal before 15th May, 2024 through online mode only. Last date of submission will not be extended further.

Yours faithfully,

Encl : As above.



(D K Ghosh)

Under Secretary (PMA)

Tel. No.: 011 -23094009

Copy to :

1. All the Heads of Fire Services in the all States/UTs
2. All the Directors of Civil Defence in the all States/UTs
3. All the Commandant General Home Guards in the all States/UTs
4. Prison/Home-In-charge of Prisons in the all States/UTs
5. DIG/IG (Prisons) of the all States/UTs
6. All Divisions in Ministry of Home Affairs.
7. Technical Officer CASU, MHA, North Block, New Delhi
8. SO (IT), MHA, North Block, New Delhi- for uploading on MHA's website.
9. Director, Enforcement Directorate (Through Ministry of Finance).

**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 15 th August, 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 15 th August, 2024)				
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		

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 _____