

No. 11019/12/2024 - PMA
Government of India
Ministry of Home Affairs
Police-I Division
(PMA Cell)

Room No.14, North Block, New Delhi.

Dated the 4th April, 2025

To

- i. The Chief Secretaries of all the States/UTs
- ii. The Home Secretaries of all the States/UTs
- iii. DsGP/ Heads of Police 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: **Calling for 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- 2025- reg.**

Sir/Madam,

I am 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, 2025 (15th August, 2025)**, 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 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.



Continued...2/-

- ii. Prolonged service of 25 years irrespective of rank on the date of occasion i.e., 15th August, 2025 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, 2025 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.
- 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.



Continued...3/-

- 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 up to 3 years may be done for both the awards.
- xvii. A certificate stating name & designation of the official in English and Hindi along with the status of ACR/APAR for the specified period may also be submitted as per Annexure-III.
- xviii. 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.
- xix. 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.
- xx. Recommendation for awards shall be made by the concerned States/ UTs/ Organizations from all ranks in the due proportion.
- xxi. While recommending the name(s) for awards to eligible personnel, seniority combined with professionalism and repute may be taken into consideration.
- xxii. 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.
- xxiii. 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



Continued...4/-

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.

- xxiv. Due attention is to be paid to accommodate candidates belonging to SC/ST, woman and minorities.
- xxv. 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.
- xxvi. 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.

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, 2025** may be sent/ submitted online by **15th May, 2025**. 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, 2025 through online mode only. Last date of submission will not be extended further.**

Yours faithfully,

Encl : As above.



(D. K. Ghosh)

Deputy Secretary to the Govt. of India
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, 2025)	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, 2025)					
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;"> Yes No </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>				
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	APAR Grading for last 10 years* [2014-2015 to 2023 – 2024] In case of maximum 3 years NIC, APAR grading for last 13 years * [2011-2012 to 2023 – 2024] Similarly, in case APAR is given as per Calendar year, [2011 to 2023] 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) <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>	Year Grading 2011 - 2012 2012 - 2013 2013 - 2014 2014 - 2015 2015 - 2016 2016- 2017 2017- 2018 2018- 2019 2019- 2020 2020- 2021 2021- 2022 2022 – 2023 2023 - 2024	
21	APAR Grading for last ten years (in number)	OSVGAVNICADVMSNA	

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 _____

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)

This is certify that -----(name in English) -----
 ----(हिन्दी में नाम) is presently holding the post of -----(in English)-----
 -----(हिन्दी में) and his ACR/APAR details are as under:

Tick only one		Grading	Remarks (if any)
Financial Year	Calendar Year		
2023-24	2023		
2022-23	2022		
2021-22	2021		
2020-21	2020		
2019-20	2019		
2018-19	2018		
2017-18	2017		
2016-17	2016		
2015-16	2015		
2014-15	2014		
2013-14	2013		
2012-13	2012		
2011-12	2011		

**APAR Grading for last 10 years [2014-2015 to 2023 – 2024] is to be filled. In case of maximum 3 years NIC, APAR grading for last 13 years [2011-2012 to 2023 – 2024]. Similarly, in case APAR is given as per Calendar year, [2011 to 2023].*

***In case of **no ACR/APAR** for the post is maintained, then it should be clearly specified.*

Signature_____

Name_____

Head of Organization

Fourthly: Each medal shall be suspended from the left breast and the riband, of an inch and three eighth in width, shall have three vertical stripes of saffron colour in left, golden yellow colour in middle and green colour in right side. Each stripe will be one third in width of the ribbon.

Fifthly: Any conspicuous act of gallantry which is worthy of recognition by the award of Medal for Gallantry but is performed by one upon which the Decoration has already been conferred, may be recorded by a Bar attached to the riband by which the medal is suspended. For every such additional act, an additional Bar may be added and for each Bar awarded, a small silver rose shall be added to the riband when worn alone.

Sixthly: It shall be competent for the President to cancel and annul the award to any person of the above Decoration and that there upon his name in the Register shall be erased. It shall, however, be competent for the President to restore any Decoration, which may have been so forfeited. Every person to whom the said decoration is awarded shall, before receiving the same, enter into an agreement, to return the medal if his name is erased as aforesaid. Notice of cancellation or restoration in every case shall be published in the Gazette of India.

Seventhly: It shall be competent for the Ministry of Home Affairs to frame guidelines to carry out the purpose of these statutes.

S.M. SAMI
Under Secretary

✓ No. 86-Pres/2023—The President is pleased to institute the “President’s Medal for Distinguished Service” award 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 in consideration of the outstanding devotion to duty and to make ordain and establish the following statutes governing “President’s Medal for Distinguished Service” which shall be deemed to have effect from the Fourteenth day of October month in the year Two Thousand Twenty Three.

Firstly: The award shall be in the form of a medal and styled and designated the “President’s Medal for Distinguished Service” and (hereinafter referred to as the Medal).

Secondly: The Medal shall be circular in shape, made of cupronickel, one and three eighth inches in diameter, 3 mm in thickness and shall have embossed on the obverse the State Emblem, with its motto “सत्यमेव जयते” in the Centre and shall have engraved on the upper edge, the words “राष्ट्रपति का विशिष्ट सेवा पदक” and the words “President’s Medal for Distinguished Service” inscribed on the lower edge thereof. Hindi and English inscription shall be separated by a small Star appearing on either side. On the reverse, it shall have embossed the “Ashok Chakra” in the centre and the words “राष्ट्रपति का विशिष्ट सेवा पदक” and the words “President’s Medal for Distinguished Service” on the upper and lower edge respectively. Hindi and English inscription shall be separated by a small Star appearing on either side.

Thirdly: The names of those to whom this medal may be awarded may 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.

Fourthly: Each medal shall be suspended from the left breast and the riband, of an inch and three eighth in width, shall have two vertical blue stripes and a golden yellow stripe in the centre of 8 mm each in width. The blue and golden yellow stripes shall be separated by two vertical stripes of red colour of 4 mm width each.

Fifthly: It shall be competent for the President to cancel and annul the award to any person of the above Decoration and that there upon his name in the Register shall be erased. It shall, however, be competent for the President to restore any Decoration, which may have been so forfeited. Every person to whom the said decoration is awarded shall, before receiving the same, enter into an agreement, to return the medal if his name is erased as aforesaid. Notice of cancellation or restoration in every case shall be published in the Gazette of India.

Sixthly: It shall be competent for the Ministry of Home Affairs to frame guidelines to carry out the purpose of these statutes.

S.M. SAMI
Under Secretary

✓ No. 87-Pres/2023—The President is pleased to institute the “Medal for Meritorious Service” award 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 in consideration of the meritorious

service and to make ordain and establish the following statutes governing "Medal for Meritorious Service" which shall be deemed to have effect from the Fourteenth day of October month in the year Two Thousand Twenty Three.

Firstly: The award shall be in the form of a medal and styled and designated the "Medal for Meritorious Service" and (hereinafter referred to as the Medal).

Secondly: The Medal shall be circular in shape, made of bronze, one and three eighth inches in diameter, 3 mm in thickness and shall have embossed on the obverse the "State Emblem", with its motto "सत्यमेव जयते" in the Centre and shall have engraved on the upper edge, the words "समर्पण सेवा के लिए पदक" and the words "Medal for Meritorious Service" inscribed on the lower edge thereof. Hindi and English inscription shall be separated by a small Star appearing on either side. On the reverse, it shall have embossed the "Ashok Chakra" in the centre and the words "समर्पण सेवा के लिए पदक" and the words "Medal for Meritorious Service" on the upper and lower edge respectively. Hindi and English inscription shall be separated by a small Star appearing on either side.

Thirdly: The names of those to whom this medal may be awarded may 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.

Fourthly: Each medal shall be suspended from the left breast and the riband, of an inch and three eighth in width, shall have two vertical blue stripes of 4 mm each in width and a saffron stripe of 8 mm in width in the centre. The blue and saffron stripes shall be separated by two vertical stripes of red colour of 8 mm width each.

Fifthly: It shall be competent for the President to cancel and annul the award to any person of the above Decoration and that there upon his name in the Register shall be erased. It shall, however, be competent for the President to restore any Decoration, which may have been so forfeited. Every person to whom the said decoration is awarded shall, before receiving the same, enter into an agreement, to return the medal if his name is erased as aforesaid. Notice of cancellation or restoration in every case shall be published in the Gazette of India.

Sixthly: It shall be competent for the Ministry of Home Affairs to make rules to carry out the purpose of these statutes.

S.M. SAMI
Under Secretary

No. 88-Pres/2023—The existing "President's Police Medal for Gallantry", "President's Fire Service Medal for Gallantry", "President's Home Guards and Civil Defence Medal for Gallantry" and "President's Correctional Service Medal for Gallantry" instituted by President's Secretariat are merged with immediate effect to institute a new medal "President's Medal for Gallantry".

S.M. SAMI
Under Secretary

No. 89-Pres/2023—The existing "Police Medal for Gallantry", "Fire Service Medal for Gallantry", "Home Guards and Civil Defence Medal for Gallantry" and "Correctional Service Medal for Gallantry" instituted by President's Secretariat are merged with immediate effect to institute a new medal "Medal for Gallantry".

S.M. SAMI
Under Secretary

No. 90-Pres/2023—The existing "President's Police Medal for Distinguished Service", "President's Fire Service Medal for Distinguished Service", "President's Home Guards and Civil Defence Medal for Distinguished Service" and "President's Correctional Service Medal for Distinguished Service" instituted by President's Secretariat are merged with immediate effect to institute a new medal "President's Medal for Distinguished Service".

S.M. SAMI
Under Secretary

No. 91-Pres/2023—The existing "Police Medal for Meritorious Service", "Fire Service Medal for Meritorious Service", "Home Guards and Civil Defence Medal for Meritorious Service" and "Correctional Service Medal for Meritorious Service" instituted by President's Secretariat are merged with immediate effect to institute a new medal "Medal for Meritorious Service".

S.M. SAMI
Under Secretary

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.



- (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.

A handwritten signature in black ink, appearing to be 'G. H. (S)', is written over a horizontal line.

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.

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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.

A handwritten signature in black ink, appearing to be 'S. K. Singh', written in a cursive style with a horizontal line underneath.

BY SPEED POST

No. 11019/06/2023- PMA

Government of India
Ministry of Home Affairs
Police-I Division
(PMA Cell)

Room No.14, North Block, New Delhi

Dated the 10th November, 2023

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)
- (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: General Procedures and Guidelines governing “President’s Medal for Distinguished Service” and “Medal for Meritorious Service- reg.

Sir/Madam,

I am directed to refer to this Ministry’s letter of even number dated 16th October, 2023 on the subject cited above and to say that the undermentioned guidelines may be inserted under clause “**Nomination Process**” after Para-“H” as Para -“I” :

“ 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.”

Yours faithfully,



(D K Ghosh)

Under Secretary (PMA)
Tel. No.: 011 -23094009

Contd.....2/-

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.



(D K Ghosh)

Under Secretary (PMA)

Tel. No.: 011 -23094009