

MOST URGENT.

GOVERNMENT OF TRIPURA
OFFICE OF THE DIRECTOR GENERAL OF POLICE
TRIPURA :: AGARTALA.

No. 13592-648(3) /F.M.I (Medal-III)-PHQ/19(Vol-I) Dated 16 /08/2019.

To

- 01-07. The SsP (South) / (North) / (Dhalai) / (Unakoti) / (Khowai)/ (Sepahijala)/ (Gomati), Tripura. – **BY FAX.**
- 08-19. The SsP (West)/ (SB)/ (Security)/ (Serious Crime)/ (Comn)/ (MTF)/ (Proc)/ (Anti Narcotics)/ (Traffic)/ (GRP)/ (SCRB)/ (Cyber Crime), Tripura.
20. The Principal, KTD Singh PTA, Narsingarh, Tripura.
- 21-24. The AlsGP (HQr)/ (Crime)/ (L&O)/ (TSR), Tripura.
- 25-42. The Cos. (HG Orgn)/(BW HG BN)/(CTI)/ (SAF)/ (TSR-I)/ (TSR-II)/ (TSR-III)/ (TSR-V)/(TSR-VI)/(TSR-VII)/(TSR-VIII)/(TSR-IX)/(TSR-X)/ (TSR-XI)/ (TSR-XII) / (TSR-XIII) Bns../ ACRR TSR Trg. Centre & CIAT School, Tripura.
43. The R.O. (I), PHQ, Tripura.

Subject :- Recommendation for the award of President's Police Medal for Distinguished Service and Police Medal for Meritorious Service on the occasion of **Republic Day, 2020.**

Please forward proposal/ recommendation (both hard & soft copy) from the eligible personnel for award of President's Police Medal for Distinguished Service and Police Medal for Meritorious Service on the occasion of Republic Day, 2020 as per prescribed Proforma/Annexure and guidelines for Criteria of Physical/Medical fitness issued by MHA, New Delhi which are available in Tripura Police website, alongwith the following documents duly signed by the head of office **by 31/08/2019 positively** to PHQ for further necessary action. Before sending proposal norms/guidelines of above medal may strictly be followed-up.

- | | | |
|---|---|-----------|
| 1. Recommendation as per proforma
- at annexure – I. | - | 5 Copies. |
| 2. Citation. | - | 5 Copies. |
| 3. Integrity Certificate | - | 1 Copy. |
| 4. N.O.C. in respect of deputationists
from his parent unit. | - | 5 Copies. |

Contd....P/2.

5. 2(two) passport size photographs for Distinguished Service and 1(one) passport size photograph for Meritorious Service
6. A certificate after verifying from the service records of the recommendee to the effect that the officer has not been awarded in the past. - 1 Copy.
7. Fitness form in respect of recommendee - 1 set. (Appendix-'A' & 'B' of guideline) from an authorized Doctor.
8. AIPR for the year 2018 in respect of IPS officer.

You are requested to send the proposals/ recommendations through proper channel after a careful scrutiny of the documents etc.

Db 16/2/19
(Biplab Deb)
Asstt. Inspr. Genl. of Police (Welfare)
For Director General of Police
Tripura

Copy for kind information to:-

- 01-03. The IsGP (Crime Branch)/ (TSR & OPs)/ (Admn), Tripura.
- 04-10. The DisGP (Training)/ (HG)/ (HQ & AP)/ (S/Range)/ (Intelligence)/ (N/Range)/ (Crime Branch), Tripura.
11. ✓ The Addl. SP, E-Gov. Cell, PHQ. He is requested to display the same letter alongwith enclosures (13 sheets) in Tripura Police website immediately.

Copy also to:-

1. PS to DGP, Tripura.
2. PS to ADGP(L&O), Tripura

Db 16/2/19
(Biplab Deb)
Asstt. Inspr. Genl. of Police (Welfare)
For Director General of Police
Tripura

RECOMMENDATION FOR THE AWARD OF PRESIDENT'S POLICE MEDAL FOR DISTINGUISHED SERVICE /POLICE MEDAL FOR MERITORIOUS SERVICE ON THE OCCASION OF REPUBLIC DAY, 2020.

1. (a) Name (as per service record) : First Name Middle Name Surname
(In capital letter)
- (b) Name of Hindi (**Mandatory**) : *(Type your full name in English in given text Box, then press space bar, translator will automatically convert name into Hindi. Press backspace button, Hindi translator shows other related Hindi words for your help).*
2. Father's Name : First Name Middle Name Surname
3. Date of Birth/Sex : Day Month Year Sex
4. Age as on 26/01/2020. : Year Month
5. Whether belongs to SC/ST/OBC/ :
General (**Mandatory**)
6. Initial Appointment : Date of joining Rank Service Cadre Category
7. Total Police Service :
(as on 26/01/2020).
8. (a) Present Posting, with complete postal address with PIN code. : Designation Place Pin code Date
- (b) Above details in Hindi (**Mandatory**) : *(Type in English in given text Box, then press space bar, translator will automatically convert into Hindi. Press backspace button, Hindi translator shows other related Hindi words for your help).*
9. Whether on deputation : Yes No
If yes, date of joining on Deputation. Day Month Year
10. Rewards : No. Total amount in Rs.
(A) Cash Rewards :
(B) Others
- i) Commendation :
ii) Appreciation :
iii) Good Service Entries :
iv) Any other rewards (Specify) :
11. If Police Medal for Meritorious Service awarded. : Year Occasion (RD/ID)

12. Punishment (s) : Details of Penalty Year (s)
13. Medical Category (**Mandatory**) :
14. Details of any enquiry pending against the officer :
15. Details of disciplinary proceedings pending/contemplated against the recommended, if any. : Year Nature of Allegation Present Status
16. Details of the court cases pending against the recommended, if any. : Year Details of Charge Present status
17. ACR Grading for last 13 years * (2005-2006 to 2017-2018) : Year Grading
- | | |
|---|-----------|
| | 2005-2006 |
| | 2006-2007 |
| (2005 to 2017 in case of ACR is given as per Calendar year) | 2007-2008 |
| | 2008-2009 |
| | 2009-2010 |
| OS – Outstanding, VG - Very Good, | 2010-2011 |
| G – Good, AV-Average, NIC- Not | 2011-2012 |
| initiating Certificate, ADV-Adverse, | 2012-2013 |
| NA-Not available | 2013-2014 |
| | 2014-2015 |
| *ACR gradings should be distinctly | 2015-2016 |
| indicated as Outstanding, Very Good, | 2016-2017 |
| Good, Average etc. wherever different | 2017-2018 |
| grading are applicable in different cadre, | |
| the same should be converted by the | |
| recommending organization into the | |
| equivalent acceptable ACR grading | |
| (viz OS, VG, G, AV) before forwarding | |
| the recommendation. | |
18. ACR Gradings for last ten years (in number) : OS VG GOOD AVG NIC NA
19. Email address (**Mandatory**) :
20. Mobile No. (**Mandatory**) :

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 _____

INTEGRITY CERTIFICATE

Certified that the Integrity of the following personnel of this organization recommended for award of President's Police Medal for Distinguished Service and Police Medal for Meritorious Service on the occasion of **Independence Day, 2019** is above suspicion and they were not concerned in any proceedings that were censured in a Court of Law:

President's Police Medal for Distinguished Service

Sl. No.	Name	Designation
1.		
2.		

Police Medal for Meritorious Service

Sl. No.	Name	Designation
1.		
2.		
3.		

2. It is further certified that no judicial or departmental proceedings are being contemplated/pending against him. Similarly, no vigilance case is pending/ contemplated against him. It is also certified that the officer recommended has not been given any major penalty or punishment in the period under review i.e. period from 2008-09 to 2017-18.

3. It is also certified that character & antecedents of the above personnel have been duly verified and nothing adverse reported against him.

Signature of Recommending Authority _____
Name _____
Designation _____
Date _____

CERTIFICATE

It is certified that it has been checked and verified from the records of Shri/Smt. _____ Designation _____ and it is confirmed that he/she has not been earlier awarded the President's Police Medal for Distinguished Service /Police Medal for Meritorious Service for which he/she is being recommended.

Signature _____
Name of the Officer _____
Designation _____
Date _____
Official Stamp _____

PHYSICAL/ MEDICAL CERTIFICATE

Certified that the following personnel of this organization recommended for award of President's Police Medal for Distinguished Service and Police Medal for Meritorious Service on the occasion of Independence Day, 2019 has awarded medical category as per their medical examination carried out by authorized Medical Officer/ Medical Board:

President's Police Medal for Distinguished Service

Sl. No.	Name	Father's Name	Designation	Date of Birth	Category (*) (S-1/S-2/S-3/ S-4/S-5)
1.					
2.					

Police Medal for Meritorious Service

Sl. No.	Name	Father's Name	Designation	Date of Birth	Category (*) (S-1/S-2/S-3/ S-4/S-5)
1.					
2.					

Signature of Recommending Authority _____
Name _____
Designation _____
Date _____

NOTE 1. Medical category should be awarded as per guidelines for criteria of Physical/ Medical fitness for awarding Police Medal to the Police Personnel.

NOTE 2. Medical examination of the person should be carried out by the Medical Officer of State/Central Government/ Autonomous Body Hospital.

- **SHAPE-I / SHAPE-2 / SHAPE-3 / SHAPE-4 / SHAPE-5**

**Norms for award of President's Police Medal for Distinguished Service and
Police Medal for Meritorious Service.**

President's Police Medal for Distinguished Service

The criterion for award of President's Police Medal for Distinguished Service are as follows:-

- i) ACRs for the last 10 years are considered for award of Medal. **08 OS/VG out of which 05 must be outstanding** for PPM for Distinguished Service.
- ii) The officer should not have earned any below VG ACR during the period under review.
- iii) In case of Non Initiation Certificate (NIC), backward review upto 3 years may be done subject to the condition that minimum 1 ACR must be earned after NIC period.
- iv) Missing ACRs
 - a. **More than 1 missing ACR will lead to disqualification.**
 - b. **Last year ACR should not be missing.**
- v) Length of Service :- A minimum service of **25** years is required for all Police officers irrespective of rank and service. The States/UTs/CAPFs/CPOs are advised that while making recommendations for award of President's Police Medal for Distinguished Service to eligible officers, seniority **combined with professionalism** may be given priority. **Police officers not having clean image should not be recommended.**
- vi) There should be minimum six years gap from the date of award of Police Medal for Meritorious Service for being eligible for this medal. In exceptional circumstances, where the award of IPM was delayed for reasons beyond the control of the officer and if such an officer has only one year of Service left for retirement, the gap of Six years may be relaxed upto 4 years in such cases of Police Officers provided they have a minimum of 8 OS/VG out of which **5 are Outstanding.**
- vii) A Group 'A' officer can be sponsored for the medal not more than 3 times. This will take effect from the prospective date i.e. from Republic Day 2018.
- viii) 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.
- ix) Officer should be physically fit and must be in SHAPE-I category as notified by MHA vide letter No.11019/24/2017-PMA dated 28/09/2017. Relaxation for SHAPE-II category may be given in exceptional cases by CPAC.
- x) Annual verification: State Government/CAPFs/CPOs should send an annual report by 31st January every year about ineligibility of any awardee on account of criteria prescribed under statutes and rules relating to medal.

- xi) Police Medal 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.
- xii) Other factors
- a) *Equitable between ranks*
- Recommendations should be made from all ranks in due proportion.
- b) *Age*
- Age is taken into consideration in the sense that other things remaining the same, older nominee is preferred vis-à-vis younger one.
- c) *SC/ST/Minorities/Woman*
- Due attention is paid to accommodate candidates belonging to SC/ST, Woman and minorities.
- d) *Citation*
- Reliance is made on the nature of the citation while screening.
- e) *Verification*
- By IB/CBI/Vigilance Clearance/ Cadre clearance.

Police Medal for Meritorious Service

The criterion for award of Police Medal for Meritorious Service are as follows:-

- i) ACRs for the available for the last 10 years are considered for award of Medal. **Minimum 08 VG and above and at least one Outstanding ACR.**
- ii) The officer should not have earned any Average ACR during the period under review.
- iii) In case of Non Initiation Certificate (NIC), backward review upto 3 years may be done subject to the condition that minimum 1 ACR must be earned after NIC period.
- iv) Missing ACRs
 - a. **More than 1 missing ACR will lead to disqualification.**
 - b. **Last year ACR should not be missing.**
- v) **Length of Service:** A minimum service of **18** years is required for all Police officers irrespective of rank and service. The States/UTs/CAPFs/CPOs are advised that while making recommendations for award of Police Medal for Meritorious Services to eligible officers, seniority may be given priority.
- vi) A Group 'A' officer can be sponsored for the medal not more than 3 times. This will take effect from the prospective date i.e. from Republic Day 2018.
- vii) 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.
- viii) Officer should be physically fit and must be in SHAPE-I category as notified by MHA vide letter No.11019/24/2017-PMA dated 28/09/2017. Relaxation for SHAPE-II category may be given in exceptional cases by CPAC.
- ix) Annual verification: State Government/CAPFs/CPOs should send an annual report by 31st January every year about ineligibility of any awardee on account of criteria prescribed under statutes and rules relating to medal.
- x) Police Medal 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.
- xi) Other factors
 - a) *Equitable between ranks*
 - Recommendations should be made from all ranks in due proportion.
 - b) *Age*
 - Age is taken into consideration in the sense that other things remaining the same, older nominee is preferred vis-à-vis younger one.
 - c) *SC/ST/Minorities/Woman*
 - Due attention is paid to accommodate candidates belonging to SC/ST, Woman and minorities.
 - d) *Citation*
 - Reliance is made on the nature of the citation while screening.
 - e) *Verification*
 - By IB/CBI/Vigilance Clearance/ Cadre clearance.

APPENDICES

Appendix- 'A'

DECLARATION BY THE OFFICIAL TO BE EXAMINED FOR SHAPE CATEGORISATION

1.	Were you examined for any major ailment or hospitalized during last one year?	Please record your answer:
2.	Are you a patient of : a. Hypertension (High Blood Pressure) b. Ischaemic heart disease? c. Diabetes Mellitus? d. Chronic cough/ Br. Asthma/ COPD? e. Epilepsy(Fits) f. Persistent Headache g. Mental instability?	
3.	Have you suffered from Giddiness at any time?	
4.	Have you suffered from Chest Pain/Palpitation?	
5.	Did you ever suffered from Tuberculosis?	
6.	Your (a) Appetite (b) Sleep	
7.	Smoking habit (If yes, no. of cigarettes per day)	
8.	Alcohol intake (If yes, average quantity per day)	
9.	Any accident/Injury/major surgery undergone so far?	
10.	Have you been transferred recently or under orders of transfer? If so your a. Previous Unit b. New Unit	

It is further certified that the above facts stated by me are true to my best knowledge and belief. I have not suppressed any fact concerning my health condition ever in past and as is at present.

Place:
Date:

Signature
Name

Rank

EMPLOYEE CODE:

Designation:

Unit:

MEDICAL EXAMINATION PROFORMA FOR POLICE OFFICERS

1. Name:
2. ID No :
3. Age:
4. Sex : M/ F
5. Height (Cms):
6. Weight (Kg) :
7. Chest (Not for ladies)
-On Expiration:
-On Full Inspiration:
8. Abdominal girth:
9. Trans- trochanteric girth:
10. Ratio (8/9) :

S. PSYCHOLOGICAL ASSESSMENT AS LAID DOWN

- i) Any past history of psychiatric illness, if so details:
- ii) Any history of breakdown/ outburst or taking wrong decisions, Indecisiveness leading to public reaction or castigation of civil authority.
- iii) History of any alcoholic/ drug abuse.
- iv) History of Head injury/ Infective/ metabolic en-cephalopathy.
- v) Objective Psychometric scale if any applied and result there of.:

CATEGORISATION:

S-1/ S-2/ S-3/ S-4/ S-5

H. HEARING

- i) Normal in both ears.
- ii) Moderate defect in one ear.
- iii) Partial defect in both ears.
- iv) Any other combinations.
- v) Auroscopy-
- vi) Renrie's Test-
- vii) Weber's Test-
- Viii) Audiometry (if indicated)

CATEGORISATION:

H-1/ H-2/ H-3

A. APPENDAGES

- i) Upper limb
- ii) Lower limb
- iii) Any loss/ infirmity in any joint or part must be indicated in detail

CATEGORISATION:

A-1(U), A-2(U), A-3(U)

A-(L), A-2(L), A-3(L)

P: PHYSICAL

General examination:

Distance covered in 12 minutes run/ walk (Meters) :

Body built :	BP(mm Hg) :
Tongue :	Pulse/mt :
Anaemia :	Temp (c) :
Cyanosis :	Respiration :
Icterus :	
Oedema :	
Clubbing :	
Koilonychia :	
Lymph glands:	Tonsils :
Palpable :	
JVP :	Teeth/Denture:
Thyroid :	Throat :
Spleen :	Liver :
C.V.S. :	E.C.G. (Required after age of 45 years) :
S 1 :	Blood Sugar (If applicable) :
S 2 :	Urine exam (In all cases) :
	Hb % (in all cases) :

Murmur if any

R-System:

Any deformity of chest:
Breath sounds

Percussion
adventitious sounds

C.N.S Higher functions:

Memory (Recent & Remote)

Intelligence

Personality

Orientation (time, place & person)

Cranial

Nerves

Meningeal Sign if any-

Motor System

Nutrition of Muscles

wasting-

Tone

Coordination

Abnormal movement/fasciculation

Power

DTR

Plantar-

Abdominal & Cremasteric refl-

Cerebellar Sign Gower's Sign

Sensory system

Reflexes-

Romberg's sign-

SLR

Finger-Toe

Test

Skull & Bone

Abdomen: General: Any mass palpable any other abnormality.

Piles/Fissure- Fistula- Prolapse rectum

INVESTIGATION:

1. Hb %
2. Urine examination for all ages.
3. ECG after age of 45 years: Blood sugar if Applicable and for all above 45 years.
4. Any other-investigation as deemed necessary by examining Medical Board (i.e. X-Ray Chest, Lipid Profile, Glycosylated Hb etc.)

I Agree/ Don't agree to undergo HIV test Signature

CATEGORISATION:

P1 P2 P3

“E” Factor (Eye sight/ Vision)

- (a) Distant Vision
- (b) Near Vision
- (c) Colour Vision
- (d) Field of Vision
- (e) Any other pathology
- (f) IOL

CATEGORISATION:

E1 E2 E3

FINAL CATEGORISATION

ADVICE/ EMPLOYABILITY

RESTRICTION(S) IF ANY

(NAME OF MEDICAL OFFICER):/ BOARD MEMBERS DESIGNATION/ UNIT.