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Annexure - I

**RECOMMENDATION FOR THE AWARD OF
UTKRISHT SEVA PADAK/ATI UTKRISHT SEVA PADAK**

1.	Name (In English capital letters) (In Hindi)	Surname	Middle name	First name
2.	Father's Name	Surname	Middle name	First name
3.	Date of Birth	Day	Month	Year
4.	Age as on <u>01 . 09 . 2021</u>	Year	Month	
5.	Sex			
6.	Initial appointment	Year	Rank	Service Cadre
7.	Regimental/Force No.			
8.	Total Police Service (As on <u>01 . 09 . 2021</u>)			
9.	Present posting, with complete postal address.			
10.	Rewards	No.	Total amount in Rs.	
	A). Cash Awards			
	B) Others			
	i). Commendations			
	ii). Appreciations			
	iii). Good Service Entries	--		

	iv). Any other rewards-(Specify) -	
11	Year of award of IPM/PMG/PPMG etc.	
12	Punishment(s)	Details of Penalty Year(s)
13	Details of any enquiry pending against the officer	
14	Details of disciplinary proceedings pending/contemplated against the recommendee , if any	
15	Details of the court cases pending against the recommendee, if any	Year Details of charge Present status
16	APAR Grading for last 5 years (<u>2015-2016</u> to <u>2019-2020</u>) OS- Outstanding VG-Very Good G - Good AV-Average NIC-Non Initiation Certificate. Adv- Adverse NA-Not available.	Year Grading
17	In case of NIC corresponding nos. of APARs Grading beyond 5 years period of reckoning.	Year Grading
18	Brief description of work justifying award of Medal (No posting details). In order of importance (approximately 500 words)	

Signature of Recommending Authority _____
Name: _____
Designation: _____
Date: _____

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Annexure - II

INTEGRITY CERTIFICATE

Certified that the integrity of Shri _____
(In English) _____ (In Hindi) S/o _____
_____ Date of Birth (DOB) _____
_____ (Designation) _____

_____ recommended for the award for UTKRISHT SEVA PADAK/ATI UTKRISHT SEVA PADAK is above suspicion and that he was not concerned in any proceeding that was censured in a court of Law. It is further certified that no judicial or department proceedings are being contemplated/pending against him. Similarly, no vigilance case is being contemplated / pending against him. It is also certified that recommendee has not been given any major penalty in the last Five Years.

It is also certified that the character & antecedents (of the proposed awardee) have been duly verified and nothing adverse reported against him

Signature _____
Name _____
Head of Unit _____
Official stamp _____

CERTIFICATE

It is certified that it has been checked and verified from the records of
recommendee Shri /Shrimati / Ms _____
designation _____ and it is confirmed that he/she has
completed 15/25 years of service. It is also certified that he/she has not been
earlier awarded UTKRISHT SEVA PADAK/ATI UTKRISHT SEVA PADAK
for which he/she is being recommended.

Signature _____

Name of the officer _____

Designation _____

Date _____

Official stamp _____

'SMART' POLICING PARAMETERS

Guidelines for evaluation of the nominee personnel on the 'SMART' Policing parameters are hereby provided. The evaluation shall be done by the immediate Reporting Officer and the Reviewing Officer on a scale of 1 to 10 on each 'SMART' Policing parameter.

The marks allotted by the Reporting Officer shall carry a weightage of 60% while marks allotted by the Reviewing Officer shall carry a weightage of 40%. Aggregate weighted marks shall be arrived at by adding them together. The personnel attaining more than 60% of the aggregate weighted score shall be eligible for the medal.

These guidelines are not exhaustive. Other suitable and local parameters may also be considered for evaluation of the nominee personnel.

1. Strict

- (a) Adherence to laid down rules & regulations and standard operating procedures.
- (b) Enforcement of orders along with empathy with the victim.
- (c) Maintenance of discipline for all.
- (d) Self - regulation

2. Sensitive

- (a) Protection of human rights of all persons particularly vulnerable sections of society.
- (b) Gender sensitivity.
- (c) Adherence to grievances redressal mechanism.
- (d) Welfare of troops.

3. Mobile

- (a) Timely sharing of information & intelligence.
- (b) Willingness to respond to a situation.
- (c) Optimizing the available resources.
- (d) Responding in the minimum possible time.

4. Modern

- (a) Knowledge of the latest laws/technological/guidelines.
- (b) Use of latest technology.
- (c) Awareness/Use of the best global practices.
- (d) Unlearning out-dated practices.

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5. Alert

- (a) Observation
- (b) Initiative
- (c) Keeness
- (d) Fitness

6. Accountable

- (a) General professional repute
- (b) Relationship with all stakeholders
- (c) Attitude towards public
- (d) Temperament

7. Reliable

- (a) Responding to distress situation
- (b) Ensuring high standards of response
- (c) Team Spirit
- (d) Value orientation

8. Responsive

- (a) Responding quickly
- (b) Problem solving approach
- (c) Taking responsibility
- (d) Out of box solutions (within the legal framework)

9. Techno-savvy

- (a) Efficiency in communication and delivery of services.
- (b) Economy in manpower, removal of redundancy.
- (c) Transparency/fairness and objectivity in process and outcome.
- (d) Investigation, law and order, detection of crime.

10. Trained

- (a) Fulfilling the criteria of compulsory training accomplished or otherwise.
 - (b) Individual initiative in attaining training for professional competence and enhancement.
 - (c) Specialised courses undertaken
 - (d) Additional weightage for specialised or different stream courses on traffic, communication/wireless/ANO/Jungle warfare etc.
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**STANDARD OPERATING PROCEDURE (SOP) FOR AWARD OF
"UTKRISHT SEVA PADAK" & "ATI UTKRISHT SEVA PADAK"**

UTKRISHT SEVA PADAK

- (a) Ministry of Home Affairs, Government of India has instituted a scheme for award of Medals to the permanent police personnel and other permanent support staff working in Central Armed Police Forces, State/UT Police Forces, Central Police Organisations, Assam Rifles, National Security Guards, Intelligence organizations of Central Government/State/UT/CAPF, Home Guards and any other armed Police Force of the Union. The Medal will be named as "UTKRISHT SEVA PADAK".
- (b) The medal will be announced every year on any suitable date as fixed for the purpose by the State/UT/CAPF/Security organization. DGs of the respective States/ CAPFs/CPOs/Intelligence Agencies will constitute a committee headed by SDG/ADG to screen nominations as per prescribed norms and proforma (Annexure - I).
- (c) The inaugural year's medals under this Scheme will be announced on any suitable date as fixed for the purpose by the State/UT/CAPF/Security organization during 2019 for the performance up to the year 2017-18. Serving personnel who have already completed 15 years of service before the declaration of UTKRISHT SEVA PADAK may also be considered for giving the medal.

2. Objective

The objective of institution of the UTKRISHT SEVA PADAK is as follows:-

- (a) To recognize the long and unblemished service rendered by a personnel during the past 15 years, with certain level of professional excellence.
- (b) To promote greater professionalism and excellence in service amongst the serving personnel of Police Organisations and Intelligence Agencies.
- d

3. Quota of medals

(a) The total number of Utkrisht Seva Medal should not be more than 1% of the sanctioned strength of police/intelligence personnel of State/UT/CAPF/CPO/Intelligence agency.

(b) 1% is the maximum cap rank wise subject to the eligibility conditions, the number of awardees in any rank shall in no case exceed 1% of the sanctioned strength in the rank (Constable/Head Constable, ASI/SI/Inspector, Dy.SP & above).

(c) Prior confirmation of the total number of medals to be awarded by State/UT/CAPF/CPO/Intelligence Agency must be obtained from MHA each year before issue of order/notification for awarding such medals based on the list approved by the DGP/DG.

4. Awards of the Medals

The DGP/Head of CAPF/CPO/Intelligence agency may award the medal to permanent personnel who are eligible on all parameters. The names of such medal awardees shall be entered in the register of such names which will be kept in the State/UT Police and by the respective units of CAPFs/CPOs/Home Guards/Intelligence agency.

5. Eligibility criteria

(a) The award shall be made to police personnel of the above mentioned agencies in recognition of outstanding or meritorious service performed by police personnel alongwith smart policing.

(b) The nominee should have completed not less than Fifteen years of service for Utkrisht Seva Medal, on 1st April of the year of nomination. Personnel, who are eligible, for the ATI UTKRISHT SEVA PADAK will not be eligible for the UTKRISHT SEVA PADAK.

(c) The APAR/ ACR assessment year is declared as the year of consideration for the purpose of the award of this Medal.

(d) No Judicial Proceedings/Departmental Enquiry should be pending against the recommendee at the time of considering his/her name for the Medal.

(e) The recommendee should not have been given any major penalty in the period under consideration. An Integrity Certificate to this effect should be furnished by the Head of unit of CAPFs/ States/ CPOs/ Home Guards/Intelligence agencies as per Proforma in Annexure- II of SOP.

- (f) As defined in departmental rules, any punishment previously awarded should not be within currency period.
- (g) Considerations for APAR/ ACRs
 - (i) APAR/ ACR grading shall be considered for all ranks for awarding of medal. In the event of the system of APAR/ ACRs not being in place in some states, a grace period of one year shall be given to adopt the practice of APAR/ ACR for all ranks.
 - (ii) States which do not have APAR/ ACR should introduce a separate form for the purpose on the lines of APAR/ ACR of Government of India.
 - (iii) For States which don't follow APAR/ACR system for Constable and other ranks, citation/ self-appraisal will be taken from the individual whose name is being considered for the award.
 - (iv) The grading for all ranks for awarding the medal should not be less than 'Good' in the last 5 preceding years. There should, at the time of considering his/her name for medal, not be any adverse entry in the last 5 preceding years.
 - (v) The officers nominated for the award of the medal shall also be assessed on the following ten parameters of 'SMART' Policing to the extent applicable to the organisation:-
 - 1. Strict 2. Sensitive 3. Mobile 4. Modern 5. Alert 6. Accountable
 - 7. Reliable 8. Responsive 9. Techno-savvy 10. Trained

6. Screening Procedure

The screening procedure for selection of the candidates will be as follows:

- (a) The DGP/ Head of CAPF/ CPO/Intelligence agencies will finalise the nominations of the candidates based on the recommendations of the apex committee. Only those personnel who fulfil the eligibility criteria will be approved.
- (b) Apex Committee at State/ CPO/ CAPF/Intelligence Agency level shall be constituted in each State/ CPO/CAPF/Intelligence Agency by the DGP/DG/ Director. This committee, by whatever name called, should be headed by SDG/ ADG rank officer. The committee should have at least three members. An officer whose name is being considered for the Medal shall not be a member of the committee.
- (c) Such number of Lower level Committees may be constituted by DGP /Head of CAPFs/CPOs/Intelligence Agency as are necessary for screening at various levels in the organization. Recommendations of these committees will be finally considered by the apex committee.

- (d) The prescribed committees will assess the suitability of the candidate on the basis of the following criteria –
 - i. Length of service
 - ii. APAR/ ACR for the period under consideration.
 - iii. Citations given by the applicant officer.
 - iv. Marks of the nominee personnel on the 'SMART' Policing parameters to the extent applicable to the organisation.
 - v. Previous rewards, commendations and decorations.
 - vi. Performance of the recomendee in the field/ area of expertise/ specialisation.

- (e) Documents to be forwarded by the Lower Level Committees to the State/ CAPF/ CPO/Intelligence Agency level Committee shall be as under –
 - I. Committee proceedings with the list of candidates
 - II. Duly filled and counter signed Annexures I to IV as mentioned in the SOP
 - III. Marks of the nominee officer on the 'SMART' Policing parameters as awarded by the Reporting Officer and the Reviewing Officer.
 - IV. APAR/ ACR grading for period under consideration as per details given in Annexure-I of SOP. Copies of last 5 years' APARs to be enclosed.
 - V. Details of the previous rewards, commendations and decorations.
 - VI. Citations given by the applicant officer.
 - VII. Two recent passport size photographs of the recommendee.

7. Withdrawal of Medal

The Union Home Minister who has conferred the medal is competent to withdraw the medal if the holder is found guilty of disloyalty or brings the force to disrepute such as removal, major penalty, criminal offence etc. or any such conduct as may be found unbecoming in the opinion of the Government of the State or the Union.

8. Design and description of medal

The design and description of the medal is given in Annexure-V of SOP.

9. The Heads of Police Departments in the States/Union Terrorities that is, Director General of Police and Heads that is Director Generals/Director of the Central Armed Police Forces and Central Police Organisations/Directors of Intelligence Agencies are delegated the powers to award Utkrisht Seva Padak to their eligible police personnel .



ATI UTKRISHT SEVA PADAK

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- (b) The medal will be announced every year on any suitable date as fixed for the purpose by the State/UT/CAPF/Security organization. DGs of the respective States/ CAPFs/CPOs/Intelligence Agencies will constitute a committee headed by SDG/ADG to screen nominations as per prescribed norms and proforma (Annexure – I).
- (c) The inaugural year's medals under this Scheme will be announced on any suitable date as fixed for the purpose by the State/UT/CAPF/Security organization during 2019 for the performance up to the year 2017-18. Serving personnel who have already completed 25 years of service before the declaration of ATI UTKRISHT SEVA PADAK may also be considered for giving the medal.

2. **Objective**

The objective of institution of the ATI UTKRISHT SEVA PADAK is as follows:-

- (a) To recognize the long and unblemished service rendered by a personnel during the past 25 years, with certain level of professional excellence.
- (b) To promote greater professionalism and excellence in service amongst the serving personnel of Police Organisations and Intelligence Agencies.

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3. Quota of medals

- (a) The total number of Ati Utkrisht Seva Medal should not be more than 0.5% of the sanctioned strength of police/intelligence personnel of State/UT/CAPF/ CPO/Intelligence agency.
- (b) 0.5% is the maximum cap rank wise subject to the eligibility conditions, the number of awardees in any rank shall in no case exceed 0.5% of the sanctioned strength in the rank (Constable/Head Constable, ASI/SI/Inspector, Dy.SP & above).
- (c) Prior confirmation of the total number of medals to be awarded by State/UT/CAPF/CPO/Intelligence Agency must be obtained from MHA each year before issue of order/notification for awarding such medals based on the list approved by the DGP/DG.

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5. Eligibility criteria

- (a) The award shall be made to police personnel of the above mentioned agencies in recognition of outstanding or meritorious service performed by police personnel alongwith smart policing.
 - (b) The nominee should have completed not less than twenty five years of service for Ati Utkrisht Seva Medal, on 1st April of the year of nomination.
 - (c) The APAR/ ACR assessment year is declared as the year of consideration for the purpose of the award of this Medal.
 - (d) No Judicial Proceedings/Departmental Enquiry should be pending against the recommendee at the time of considering his/her name for the Medal.
 - (e) The recommendee should not have been given any major penalty in the period under consideration. An Integrity Certificate to this effect should be furnished by the Head of unit of CAPFs/ States/ CPOs/ Home Guards/Intelligence agencies as per proforma in Annexure -II of SOP.
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- (f) As defined in departmental rules, any punishment previously awarded should not be within currency period.

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(g) Considerations for APAR/ ACRs

- (I) APAR/ ACR grading shall be considered for all ranks for awarding of medal. In the event of the system of APAR/ ACRs not being in place in some states, a grace period of one year shall be given to adopt the practice of APAR/ ACR for all ranks.
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(d) The prescribed committees will assess the suitability of the candidate on the basis of the following criteria –

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