



पोलीस महासंचालक कार्यालय, महाराष्ट्र राज्य

महाराष्ट्र राज्य पोलीस मुख्यालय, शहीद भगतसिंग मार्ग, कुलाबा, मुंबई ४०० ००१

कालमर्यादा

क्र.पोमसं/९(NGO)/पीपीएम-पीएम/८-२०२६/२०२५/७१

मुंबई, दिनांक २७/०३/२०२६

विषय: सन २०२६ च्या स्वातंत्र्यदिनी (दि.१५/०८/२०२६) राष्ट्रपतींचे उल्लेखनीय सेवेचे पदक (PSM) व गुणवत्तापूर्ण सेवेचे पदकांच्या (MSM) शिफारशी ऑनलाईन पद्धतीने सादर करणेबाबत.

---०००---

परिपत्रक :-

केंद्र शासनाकडून स्वातंत्र्यदिनी (दि.१५/०८/२०२६) राष्ट्रपतींचे उल्लेखनीय सेवेचे पदक (PSM) व गुणवत्तापूर्ण सेवेचे पदक (MSM) जाहीर करण्यात येणार आहे. त्या अनुषंगाने राज्य पोलीस दलातील उल्लेखनीय / गुणवत्तापूर्ण सेवा केलेल्या **पोलीस उप अधीक्षक ते पोलीस शिपाई** यांच्या शिफारशी ऑनलाईन पद्धतीने https://dgphq.in/medal_master/login.php या वेवसाईटवर मागविण्यात येत आहेत.

२. ऑनलाईन पद्धतीने शिफारशी पाठविण्याबाबतची सर्वसमावेशक कार्यपद्धती (SOP) चे PDF व PPT सोबत जोडून देण्यात येत आहे. तसेच या कार्यालयाकडून सर्व संबंधित घटक प्रमुखांना ऑनलाईन पद्धतीने शिफारशी पाठविण्यासाठी लॉगीन आय-डी तयार करून देण्यात आले आहे, त्याची प्रत देखील सोबत जोडली आहे. जर एखाद्या कार्यालयाचे लॉगीन आय-डी तयार करण्यात आला नसेल किंवा लॉगीन आय-डी बाबत कोणतेही समस्या निर्माण झाल्यास या कार्यालयातील समन्वय अधिकारी, श्री. नटराजेश्वर आंधळकर, माहिती तंत्रज्ञान कक्ष, मो.नं.९११२०६२३२३ यांचेशी संपर्क करावा.

३. केंद्र शासनाकडून स्वातंत्र्यदिनी (दि.१५/०८/२०२६) जाहीर करण्यात येणाऱ्या पदकासंदर्भात अद्याप सुचनापत्र प्रसिध्द झालेली नाही. केंद्र शासनाकडे उल्लेखनीय / गुणवत्तापूर्ण सेवा केलेल्या पोलीस अधिकारी व अंमलदार यांचे प्रस्ताव विहित मुदतीत सादर करणे आवश्यक आहे. प्रस्ताव पाठविण्यासाठी व प्रस्तावाची छाननी करण्यासाठी कमी कालावधी मिळत असल्याने सदर प्रकरणी केंद्र शासनाने दि. १८/०९/२०२५ रोजी निर्गमित केलेल्या पत्रातील निकष, अटी व शर्ती विचारात घेवून निर्गमित करण्यात येत आहे. यामध्ये काही दुरुस्ती आल्यास स्वतंत्रपणे कळविण्यात येईल.

४. सर्व घटक प्रमुखांना विनंती करण्यात येते की, केंद्र शासनाने परिपत्रकामध्ये दिलेल्या सुचनेस अनुसरून उल्लेखनीय / गुणवत्तापूर्ण सेवा असलेल्या पोलीस अधिकारी व अंमलदार यांचे सेवातपशील काळजीपूर्वक तपासून पदकासाठी विहित केलेले निकष पूर्ण करित असलेल्या पोलीस अधिकारी व अंमलदार यांचे प्रस्ताव संबंधित पोलीस महासंचालक /अपर पोलीस महासंचालक / पोलीस आयुक्त तसेच परिक्षेत्रिय विशेष पोलीस महानिरीक्षक / पोलीस उप महानिरीक्षक यांच्या मार्फतीने दिनांक २०/०४/२०२६ पर्यंत ऑनलाईन पद्धतीने वर नमूद वेबसाईटवर पाठवावे. (सर्व घटक प्रमुखांना विशेष सुचना देण्यात येते की, सदर शिफारशी केवळ ऑनलाईन पद्धतीने मागविण्यात येत असल्याने दि.२०/४/२०२६ चे सायंकाळी ५.०० वाजेनंतर पोर्टल / वेबसाईट आपोआप बंद होईल. त्यामुळे आपली माहिती ऑनलाईन पद्धतीनेच विहित मुदतीत पाठविण्याची दक्षता घ्यावी, कोणत्याही परिस्थितीत ऑफलाईन सादर केलेली माहिती स्विकारली जाणार नाही.)

५. सदर पदकासाठी शिफारस करण्यात येणाऱ्या पोलीस अधीक्षक व त्यावरील अधिकाऱ्यांचे प्रस्ताव पोलीस महासंचालक कार्यालयाकडून भरण्यात येतील, तसेच जे अधिकारी / कर्मचारी प्रतिनियुक्तीवर आहेत त्यांचे प्रस्ताव ऑफलाईन पद्धतीने या कार्यालयात स्विकारले जातील.

६. पदकासाठी शिफारस करण्यात येणाऱ्या पोलीस अधिकारी व अंमलदार यांचे प्रस्ताव पाठवितांना खालील नमूद जोडपत्र आवश्यक आहे. शिफारस करण्यात आलेल्या पोलीस अधिकारी व अंमलदार यांचे प्रस्ताव प्रत्येकी स्वतंत्र ऑनलाईन पद्धतीने सादर करावे.

- केंद्र शासनाने त्यांचे पत्र दि. १८/०९/२०२५ अन्वये विहित केलेले निकष, अटी व शर्ती पूर्ण करणाऱ्या पोलीस अधिकारी व अंमलदार यांची विहित नमुन्यामध्ये सेवातपशीलाची अचूक माहिती अवतरणासह (Citation) जोडावी. (Annexure -१). स्कॅन करून अपलोड करावे.
- केंद्र शासनाने वैद्यकीय प्रमाणपत्रासंदर्भात त्यांचे पत्र क्र. ११०१९/२४/२०१७-PMA, दि. २८/९/२०१७ अन्वये मार्गदर्शक सुचना प्रसिध्द केल्या आहेत. सदर सुचनेप्रमाणे वैद्यकीय प्रमाणपत्र शासकीय रूग्णालय किंवा सरकार मान्य स्वायत्त असलेल्या रूग्णालयातून तपासणी करणे आवश्यक आहे.
- विहित नमुन्यामध्ये वैद्यकीय तपासणीची परिपूर्ण माहिती असणे आवश्यक आहे. **वैद्यकीय तपासणीचे FINAL CATEGORIZATION-SHAPE - 1 असणे आवश्यक आहे. (Annexure - A)**
- शिफारस करण्यात येणाऱ्या पोलीस अधिकारी व अंमलदार यांना यापुर्वी सदरचे पदक मिळाले नसल्याचे आणि सचोटीचे प्रमाणपत्र विहित केलेल्या नमुन्यामध्ये ऑनलाईन पद्धतीने स्कॅन करून अपलोड करावे.(Annexure -B).

७. घटक प्रमुखांनी शिफारस केलेल्या पोलीस अधिकारी व अंमलदार यांचे एकत्रीत प्रस्ताव एकदाच त्यांचे संबंधीत परिक्षेत्रीय विभागाकडे विहित मुदतीत पाठवावे.

८. संबंधीत महासंचालक / अपर पोलीस महासंचालक / पोलीस आयुक्त / परिक्षेत्रीय विशेष पोलीस महानिरीक्षक / पोलीस उप महानिरीक्षक यांनी त्यांचे अधिपत्याखालील घटकांचे सर्व प्रस्ताव विहित मुदतीत प्राप्त करून पदकासाठी शिफारस करण्यात आलेल्या पोलीस अधिकारी व अंमलदार यांच्या सेवापुस्तक / वार्षिक गोपनीय अहवालांची तपासणी करून केंद्र शासनाने विहित केलेल्या अटी व शर्तीची पूर्तता करणाऱ्यांचे प्रस्ताव शिफारशीसह एकत्रित करून एकदाच विहित केलेल्या वेळेत ऑनलाईन पद्धतीने या कार्यालयात पाठवावे.

९. Annexure-१ चा अनु.क्र. २० भरतांना त्यामध्ये दिलेल्या सूचनांचे पालन करावे, Grading (प्रतवारी) नमूद करतांना फक्त (OS, VG, G, AV, NIC, ADV, MS, NA) असे नमूद करावे. सन २०१७ पुर्वी ACR मध्ये ६ प्रकारची प्रतवारी (स्तंभ १ ते ३) मध्ये दर्शविल्याप्रमाणे देण्यात येत होती. शासन निर्णय क्र. सीएनफआर-१२११/प्र.क्र.२५७/तेरा, दि. २/२/२०१७ आणि शुध्दीपत्रक, दि. १०/१०/२०१७ नुसार फक्त ४ प्रकारची प्रतवारी (स्तंभ ४ व ५) मध्ये दर्शविल्याप्रमाणे देण्यात येत आहे. तरी, घटकप्रमुखांनी त्या त्या वर्षाचे गोपनीय अहवाल तपासून स्तंभ क्र. ६ मध्ये नमूद प्रतवारी Annexure १ च्या अ.क्र. २० मध्ये भरावी. (पोलीस अधिकाऱ्यांसाठी सन २०१२-१३ ते २०२४-२५ असे वित्तीय वर्ष व पोलीस अंमलदाऱ्यांसाठी सन २०१३ ते २०२५ असे वर्ष पकडावे).

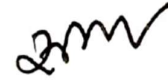
सन २०१७ पुर्वी देण्यात येणारी प्रतवारी			सन २०१७ नंतर देण्यात येणारी प्रतवारी	सन २०१७ नंतर देण्यात येणारे गुणांकन	Annexure १ च्या अ.क्र. २० मध्ये भरावयाची प्रतवारी
१	२	३	४	५	६
Outstanding / Excellent	अतिउत्कृष्ट	A+	A+	८ to १०	OS
Very Good / Very Well	उत्कृष्ट / अतिउत्तम	A	A	६ to ७.९	VG

Positively Good	निश्चित चांगला / उत्तम	B+			
Well / Good / Satisfactory / In turn	चांगला / समाधानकारक / पाळीप्रमाणे	B	B	४ to ५.९	G
Average/High enough	साधारण	B-			
Below Average	साधारणपेक्षा कमी	C	C	० to ३.९	AV

१०. वार्षिक गोपनीय अहवालाची प्रतवारी पाठवितांना शेवटच्या वर्षाचे गोपनीय अहवाल असणे बंधनकारक आहे. केंद्र शासन, गृह मंत्रालय यांचे सुधारीत निकषानुसार शेवटच्या वर्षाचे गोपनीय अहवाल नसल्यास संबंधित अधिकारी व अंमलदार यांना अपात्र ठरविण्यात येईल. सन २०१५-१६ ते २०२४-२५ या कालावधीत प्रतवारी ही साधारण व साधारणपेक्षा कमी असलेल्या पोलीस अधिकाऱ्यांचे व अंमलदारांचे प्रस्ताव पाठविण्यात येवू नये.

११. पदकाच्या शिफारशी केंद्र शासनाकडे ऑनलाईनद्वारे पाठविण्यात येतात व ऑनलाईन माहिती भरतांना अवतरणाची (Citation) मर्यादा फक्त २०० शब्दांची असल्याने फक्त सुरुवातीचे २०० शब्दा ऑनलाईन अपलोड होतात. त्यापेक्षा जास्त शब्द ऑनलाईन अपलोड होत नाहीत. तरी घटकप्रमुखांनी फक्त २०० शब्दाच्या मर्यादेत इंग्रजीमध्ये शुद्ध व्याकरण भाषेत अवतरण तयार करावे. अवतरणामध्ये संपुर्ण सेवेमध्ये केलेल्या उत्कृष्ट व विशेष कामगिरीची थोडक्यात माहिती नमुद करावी.

१२. केंद्र शासनाकडून मंजूर करण्यात येणाऱ्या गुणवत्तापूर्ण सेवेच्या पदकांची संख्या ३९ / ४० असल्याने त्याच्या दिडपट प्रस्ताव शासनास प्रस्तावित करण्यात येतात. त्यामुळे सर्व घटक प्रमुखांनी त्यांचे स्तरावर निवड समिती तयार करून, समितीद्वारे प्रस्तावांची छाननी करून, केंद्र शासनाकडील मार्गदर्शक सुचना व निकषांचे तंतोतंत पालन करून अत्युत्कृष्ट सेवा तपशील असलेल्या पोलीस अधिकारी व अंमलदार यांच्याच शिफारशी ऑनलाईन पद्धतीने या कार्यालयास पाठवाव्यात. जे पोलीस अधिकारी व अंमलदार सेवेने ज्येष्ठ आहेत किंवा नजिकच्या काळात सेवानिवृत्त होणार आहेत, अशा पोलीस अधिकारी व अंमलदार यांचा प्राधान्याने विचार करावा.



(सुप्रिया पाटील-यादव)

विशेष पोलीस महानिरीक्षक (आस्थापना)
पोलीस महासंचालक यांचेकरीता.

प्रति,

महासंचालक, लाचलुचपत प्रतिबंधक विभाग, म. राज्य, मुंबई (सस्नेह सादर).

पोलीस महासंचालक, लोहमार्ग, म.राज्य, मुंबई (सस्नेह सादर).

सर्व पोलीस आयुक्त (लोहमार्गसह).

अपर पोलीस महासंचालक, गुन्हे अन्वेषण विभाग, म.राज्य, पुणे.

अपर पोलीस महासंचालक, दहशतवाद विरोधी पथक / वाहतूक / आर्थिक गुन्हे शाखा / रा.रा.पो.बल /

फोर्स वन / सायबर / महिला व बाल अत्याचार प्रतिबंधक विभाग व नागरी हक्क संरक्षण /

विशेष कृती / प्रशिक्षण व खास पथके, म.राज्य, मुंबई.

संचालक, महाराष्ट्र पोलीस अकादमी, नाशिक.

संचालक, पोलीस दळणवळण व माहिती तंत्रज्ञान विभाग, म.राज्य, पुणे.

आयुक्त, राज्य गुप्तवार्ता विभाग, म.राज्य, मुंबई.

सर्व परिक्षेत्रीय विशेष पोलीस महानिरीक्षक / पोलीस उप महानिरीक्षक.

विशेष पोलीस महानिरीक्षक, अंमली पदार्थ विरोधी टास्क फोर्स / मोटार परिवहन पुणे / रा.रा.पो.बल पुणे व नागपूर / नक्षल विरोधी अभियान, नागपूर / सागरी सुरक्षा व विशेष सुरक्षा, म.राज्य, मुंबई. संचालक, महाराष्ट्र गुप्तवार्ता प्रबोधिनी, वडाची वाडी, पुणे. सर्व पोलीस अधीक्षक (जिल्हा / रेल्वे / बिनतारी संदेश). सर्व समादेशक, राज्य राखीव पोलीस बल. सर्व प्राचार्य, पोलीस प्रशिक्षण केंद्र. प्राचार्य, गुन्हे अन्वेषण प्रशिक्षण केंद्र, नाशिक. प्राचार्य, अपारंपारीक अभियान प्रशिक्षण केंद्र, नागपूर.

प्रत,

अपर पोलीस महासंचालक, कारागृह व सुधार सेवा, महाराष्ट्र राज्य, पुणे

२. कारागृह व सुधार सेवा येथे कार्यरत असलेल्या पोलीस अधिकारी व अंमलदार यांचे प्रस्ताव ऑफलाईन या कार्यालयास पाठवावे.

पोलीस उपअधीक्षक, संगणक कक्ष, पोमस कार्यालय, म. रा., मुंबई

२. सदर परिपत्रक पोलीस विभागाच्या संकेतस्थळावर " Circular of President Medal - 15 August 2026" व "दि.१५/०८/२०२६ रोजी जाही होणाऱ्या मा.राष्ट्रपती पदकाचे परिपत्रक" या शिर्षाखाली उपलब्ध करून द्यावे.

सहपत्रे : (१) केंद्रीय गृह मंत्रालय यांचे दि. १८/०९/२०२५ चे पत्र एकूण २३ पाने .

(२) वैद्यकीय तपासणी संदर्भात केंद्र शासनाचे दि. २८/९/२०१७ चे पत्र एकूण २५ पाने.

**Proforma for the recommendation for the award of
President's Medal for Distinguished service / Medal for Meritorious Service.**

Medal Name _____

1	1) Name (As per Service Record) (in capital letters)	First Name	Middle Name	Surname		
	2) Name in Hindi (Mandatory)					
(Use Hindi Unicode fonts only)						
2	Father's name	First Name	Middle Name	Surname		
3	Date of Birth	Day	Month	Year		
4	Age as on respective occasion (i.e. 15/08/2026)	Year	Month			
5	Sex					
6	Whether belongs to (SC / ST / OBC / General)					
7	Initial appointment	Date of Joining	Rank	Service	Cadre	Category
		dd/mm/yyyy				
8	Status in service i.e. paid or honorary					
9	Total Police Service (As on 15/08/2026)					
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 If yes, Date of joining on deputation.	Yes / No				
		Day	Month	Year		
12	Year of occasion of award of Police Service	Year	Occasion			
13	Rewards					

	A) Cash Awards								
	B Others								
	i) Commendation								
	ii) Appreciation								
	iii) Good Service Entries								
	iv) Any other rewards (Specify)								
14	If Police 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	ACR Grading for last 10 years* (2015-2016 to 2024-2025) In case of maximum 3 years NIC APAR grading for last 13 years* (2012-2013 to 2024-2025) <i>Similarly, in case APAR is given as per calendar year, (2012 to 2024)</i> OS-Outstanding; VG-Very Good, G-Good; AV - Average; NIC - Not initiating Certificate, Adv - Adverse, MS - Missing <i>NA - Not applicable (ACRs are not written in case of Constable and below in some organizations)</i> <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>	1) 2012-13	2013						
		2) 2013-14	2014						
		3) 2014-15	2015						
		4) 2015-16	2016						
		5) 2016-17	2017						
		6) 2017-18	2018						
		7) 2018-19	2019						
		8) 2019-20	2020						
		9) 2020-21	2021						
		10) 2021-22	2022						
		11) 2022-23	2023						
		12) 2023-24	2024						
		13) 2024-25	2025						
21	APAR Grading for last 10 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

Annexure - 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 (h) 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 :

Signature

Date :

Name

Rank

EMPLOYEE CODE:

Designation:

Unit:

P: PHYSICAL

General examination:

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

Body built	:	BP (mmHg)	:
Tongue	:	Pulse/mt	:
Anaemia	:	Temp (C)	:
Cyanosis	:		
Icterus	:	Respiration	:
Oedema	:		
Clubbing	:		
Koilonychia	:		
Lymph glands palpable	:	Tonsils	:
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-

- 22 -

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 45yrs.
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 CATEGORIZATION

**ADVICE/ EMPLOYABILITY
RESTRICTION(S) IF ANY**

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

Certificate

It is certified that Shri/Smt _____

Rank _____ unit _____

1) has not been awarded the medal earlier for which he / she is being recommended.

2) The integrity of the above officer is above suspicion and he / she was not concerned in any proceedings that were censured in a court of law.

3) No judicial or deparmental proceedings are being contemplated / pending against him/her. No vigilance case is pending / contemplating against him/her. The officer recommended has not been given any penalty or punishment in the period under review (2015-16 to 2024-25).

4) The character and antecedents of th

e above officer have been duly verified and nothing adverse is reported against him/her.

Signature of recommending authority

Name

Designation

Date



SOP for Medal Portal



Login Page

- 1) वेबसाइट ओपन करण्यासाठी खालील URL वापरा.

https://dgphq.in/medal_master/login.php

- 2) लॉगिनसाठी आपला नोंदणीकृत 10 अंकी मोबाईल क्रमांक प्रविष्ट करा.

- 3) जर पोर्टलवर “**This mobile number is not registered in the system**” असा संदेश दिसला, तर कृपया अॅडमिन टिम सोबत संपर्क साधा.

Medal Portal

Registered Mobile Number

+91 Enter 10 digit mobile number

Verify Mobile Number

OTP will be sent only if your mobile number is registered.



OTP Verification

Enter the 6 digit OTP sent to your mobile number

OTP has been sent to your registered mobile number.

+91 9960002974

Enter OTP

0 0 0 0 0 0

Login

[Change mobile number](#)

OTP Verification

- 1) लॉगिनसाठी प्राप्त झालेला OTP प्रविष्ट करा.



Dashboard

1) नवीन अर्ज सुरू करण्यासाठी “Add New Application” बटणावर क्लिक करा.

2) भरलेले अर्ज पाहण्यासाठी “Application Register” वर क्लिक करा.

3) डॅशबोर्डवर खालील प्रमाणे माहिती दिसेल:

- भरलेले अर्ज
- ड्राफ्ट / अपूर्ण अर्ज
- स्वाक्षरी केलेले, पण PDF अपलोड प्रलंबित
- मंजूर / DGP कार्यालयाकडे पाठवलेले अर्ज

4) आपण “Quick Access” मेनू वापरून पोर्टलवरील विविध सेवांकडे थेट जाऊ शकता.

The screenshot shows the PSM / MSM Medal Portal Dashboard. The page is titled "Dashboard" and "Medal Portal". The user is logged in as "Pune City". The dashboard provides an administrative overview for application drafting, final submission, signed PDF tracking, and approved forwarding to DGP Office.

PSM / MSM Medal Portal Dashboard
Administrative overview for application drafting, final submission, signed PDF tracking, and approved forwarding to DGP Office.

Application Register **Add New Application**

TOTAL APPLICATIONS
4
All application records in your working scope.

DRAFT / INCOMPLETE
1
Applications still in editable stage, including incomplete forms and completed forms not yet validated.

UPLOAD SIGNED PDF PENDING
0
All tabs filled and validated, but signed PDF upload is pending.

APPROVED / SENT TO DGP
3
Applications approved and forwarded to DGP Office.

Quick Access
Use these shortcuts for daily portal operations.

New Application
Create a fresh PSM / MSM medal recommendation and begin data entry across all tabs.
[Open Form](#)

Application Register
Review all applications, apply medal-wise and rank-wise filters, and track workflow status.
[Open Register](#)

PSM Applications
Directly open the filtered register for PSM cases.
[Open PSM View](#)

MSM Applications
Directly open the filtered register for MSM cases.
[Open MSM View](#)

Workflow Stages
Four key tracking stages used in this dashboard.

- Total Applications**
All application records created in the current working scope.
- Draft / Incomplete**
Applications remain in editable stage until validation/final submit is completed.
- Upload Signed PDF Pending**
After validation/final submit, editing is locked and signed PDF upload becomes mandatory.
- Approved / Sent to DGP**
Applications that have completed approval workflow and have been sent to DGP Office.



Part – A

(Filling Form)



Basic Details

- 1) मेडलचा प्रकार (PSM/MSM) निवडा आणि सेवार्थ क्रमांक अचूक भरा.
- 2) “Initial Appointment (In Service)” टॅबमध्ये सेवेत नियुक्ती बाबतचा तपशील भरा.
- 3) मराठी किंवा हिंदी मध्ये टाइप करण्यासाठी इंग्रजीत शब्द लिहा आणि “Spacebar” दाबा. मजकूर आपोआप रूपांतरित होईल.
- 4) या फॉर्ममधील सर्व फिल्ड भरणे अनिवार्य आहेत.
- 5) हा टॅब पूर्ण भरल्यानंतर “Save and Next” या बटणवर वर क्लिक करा.
- 6) या टॅबमधील सर्व आवश्यक माहिती भरल्यानंतरच पुढील टॅबवर जाता येईल.

Medal Portal
Medal Management Portal

User Form
Medal Portal

Medal Recommendation Form
Complete each section and save before moving to the next tab.

[Back to Dashboard](#) [Complete all tabs for Preview](#)

1 Basic Details 2 Present Posting 3 Rewards 4 Punishment 5 ACR / APAR 6 Final Details 7 Upload Documents

Basic Details

1. Medal Name: MSM Sevarth No.: DGPKRSM8001
Sevarth No. must be unique

2. Name (As Per Service Records)
First Name: KIRAN Middle Name: RAHUL Surname: SHINDE

3. Name (Hindi)
First Name (Hindi): किरण Middle Name (Hindi): राहुल Surname (Hindi): शिंदे

4. Father's Name
First Name: RAHUL Middle Name: RAMESH Surname: SHINDE

5. Date of Birth: 01-01-1980 6. Age as on 15-08-2026: 46 Years 7 Months

7. Gender: Male 8. Category: General

Initial Appointment (In Service)
9. Date of Joining (भरती झालेला दिनांक): 15-01-2000 10. Initial Rank (सेवेत दाखल पद): PC - Police Constable 11. Service: Police

12. Cadre: Maharashtra 13. Initial Category: Class III

14. Status in Service: Paid 15. Total Police Service (As on 15-08-2026): 26 Years 7 Months

16. Email Address: KIRANSHINDE@GMAIL.COM 17. Mobile No.: 9111111111
Example: name@example.com Only 10 digits allowed

[Save](#) [Save & Next](#) [Complete all tabs for Preview](#)



Present Posting

- 1) या टॅब मधील माहिती सध्याच्या पोस्टिंग संबंधी आहे.
- 2) जर अर्जदार “One-Step Rank” वर असेल तर “Designation” या टॅब मध्ये मूळ पद निवडा.
- 3) जर अर्जदार “Grade PSI” असेल तर Rank मध्ये “ASI” निवडा.
- 4) “Place” फिल्डमध्ये कार्यालयाचा संपूर्ण टपाल पत्ता इंग्रजी व हिंदी दोन्ही भाषेत भरा.

Medal Portal
Medal Management Portal

Dashboard
Medal Form
View Filled Forms
Logout

User Form
Medal Portal

Pune City
Logout

Medal Recommendation Form

Complete each section and save before moving to the next tab.

Back to Dashboard Complete all tabs for Preview

1 Basic Details 2 Present Posting 3 Rewards 4 Punishment 5 ACR / APAR 6 Final Details 7 Upload Documents

Present Posting

18. Designation
ASI - Assistant Police Sub-Inspector

19. Present Posting Address (English)
Pashan Road, Chavan Nagar, Pashan, Pune, Maharashtra

20. PIN Code
411008
PIN code must be exactly 6 digits

21. Present Posting Date
09-03-2021

22. Designation (Hindi)
सहाय्यक पुलिस उपनिरीक्षक

23. Present Posting Address (Hindi)
पाषाण रोड, चव्हाण नगर, पाषाण, पुणे, महाराष्ट्र

24. PIN Code (Hindi)
४११००८

25. Present Posting Date (Hindi)
०९-०३-२०२१

26. On Deputation (Only Central Deputation)
No

Previous Save Save & Next Complete all tabs for Preview



Rewards

- 1) सदर टॅब मिळालेल्या बक्षिसांशी संबंधित आहे.
- 2) जर अर्जदार “PSM” साठी अर्ज करत असेल तर या आधी मिळालेल्या “MSM” बाबतची माहिती भरावी.
- 3) या फॉर्ममधील सर्व फिल्ड भरणे अनिवार्य आहेत.

Medal Portal
Medal Management Portal

Dashboard
Medal Form
View Filled Forms
Logout

User Form

Medal Portal

Pune City Pune City Logout

Medal Recommendation Form

Complete each section and save before moving to the next tab.

Back to Dashboard Complete all tabs for Preview

1 Basic Details 2 Present Posting 3 Rewards 4 Punishment 5 ACR / APAR 6 Final Details 7 Upload Documents

Rewards

28. Year of Occasion of Police Service Medal Occasion

Nil Nil

29. Rewards

Part	Reward Type	Count	Details / Amount
A	Cash Awards	201	118205.00
B	Commendation	68	
	Appreciation	11	
	Good Service Entries	25	
	Any Other Rewards (Specify)		DGP Insignia 2021 <small>Ex.DG's Insignia, Jivan Raksha Padak, UHM, Dakshata, Security Special Medal</small>

Previous Save Save & Next Complete all tabs for Preview



Medal Portal
Medal Management
Portal

Dashboard

Medal Form

View Filled Forms

Logout

User Form

Medal Portal

Pune City
Pune City Logout

Medal Recommendation Form

Complete each section and save before moving to the next tab.

Back to Dashboard

Complete all tabs for Preview

1 Basic Details

2 Present Posting

3 Rewards

4 Punishment

5 ACR / APAR

6 Final Details

7 Upload Documents

Punishment / Enquiry / Court

31. Punishments

Year	Details of Penalty
Nil	Nil

32. Medical Category

SHAPE-I

33. Details of Enquiry Pending Against Officer

Nil

34. Details of Disciplinary Proceeding Pending / Contemplated Against Recommende, if any

Year	Nature of Allegation	Present Status
Nil	Nil	Nil

35. Details of Court Cases

Year	Details of Charge	Present Status
Nil	Nil	Nil

Previous

Save

Save & Next

Complete all tabs for Preview

Punishment

- 1) सदर टॅब अर्जदारांच्या शिक्षेशी संबंधित आहे.
- 2) या फॉर्ममधील सर्व फिल्ड भरणे अनिवार्य आहेत.



ACR/ APAR

- 1) सदर टॅब अधिकाऱ्याच्या ACR / APAR तपशीलाशी संबंधित आहे.
- 2) मागील 10 वर्षांचे ग्रेडिंग तपशील भरा, जर एखाद्या वर्षाचे ग्रेडिंग उपलब्ध नसेल तर लगतच्या मागील वर्षाचे ग्रेडिंग वापरा.
- 3) APAR Count Summary मध्ये भरलेल्या ग्रेडिंगची संख्येची बेरीज आपोआप दिसेल.
- 4) या फॉर्ममधील सर्व फिल्ड भरणे अनिवार्य आहेत.

Medal Portal
Medal Management Portal

User Form
Medal Portal

Pune City Logout

Medal Recommendation Form

Complete each section and save before moving to the next tab.

Back to Dashboard Complete all tabs for Preview

1 Basic Details 2 Present Posting 3 Rewards 4 Punishment 5 ACR / APAR 6 Final Details 7 Upload Documents

ACR / APAR

36. ACR / APAR Grading

Main years: 2024-25 to 2015-16. If any year is marked NA, fallback years 2014-15, 2013-14, 2012-13 are considered in order.

Year	Grading
2024-25	<input checked="" type="radio"/> OS <input type="radio"/> VG <input type="radio"/> G <input type="radio"/> AV <input type="radio"/> NIC <input type="radio"/> ADV <input type="radio"/> MS <input type="radio"/> NA
2023-24	<input checked="" type="radio"/> OS <input type="radio"/> VG <input type="radio"/> G <input type="radio"/> AV <input type="radio"/> NIC <input type="radio"/> ADV <input type="radio"/> MS <input type="radio"/> NA
2022-23	<input checked="" type="radio"/> OS <input type="radio"/> VG <input type="radio"/> G <input type="radio"/> AV <input type="radio"/> NIC <input type="radio"/> ADV <input type="radio"/> MS <input type="radio"/> NA
2021-22	<input checked="" type="radio"/> OS <input type="radio"/> VG <input type="radio"/> G <input type="radio"/> AV <input type="radio"/> NIC <input type="radio"/> ADV <input type="radio"/> MS <input type="radio"/> NA
2020-21	<input checked="" type="radio"/> OS <input type="radio"/> VG <input type="radio"/> G <input type="radio"/> AV <input type="radio"/> NIC <input type="radio"/> ADV <input type="radio"/> MS <input type="radio"/> NA
2019-20	<input checked="" type="radio"/> OS <input type="radio"/> VG <input type="radio"/> G <input type="radio"/> AV <input type="radio"/> NIC <input type="radio"/> ADV <input type="radio"/> MS <input type="radio"/> NA
2018-19	<input checked="" type="radio"/> OS <input type="radio"/> VG <input type="radio"/> G <input type="radio"/> AV <input type="radio"/> NIC <input type="radio"/> ADV <input type="radio"/> MS <input type="radio"/> NA
2017-18	<input type="radio"/> OS <input type="radio"/> VG <input type="radio"/> G <input type="radio"/> AV <input type="radio"/> NIC <input type="radio"/> ADV <input type="radio"/> MS <input checked="" type="radio"/> NA
2016-17	<input type="radio"/> OS <input type="radio"/> VG <input type="radio"/> G <input type="radio"/> AV <input type="radio"/> NIC <input type="radio"/> ADV <input type="radio"/> MS <input checked="" type="radio"/> NA
2015-16	<input type="radio"/> OS <input checked="" type="radio"/> VG <input type="radio"/> G <input type="radio"/> AV <input type="radio"/> NIC <input type="radio"/> ADV <input type="radio"/> MS <input type="radio"/> NA
2014-15 Fallback	<input checked="" type="radio"/> OS <input type="radio"/> VG <input type="radio"/> G <input type="radio"/> AV <input type="radio"/> NIC <input type="radio"/> ADV <input type="radio"/> MS <input type="radio"/> NA
2013-14 Fallback	<input checked="" type="radio"/> OS <input type="radio"/> VG <input type="radio"/> G <input type="radio"/> AV <input type="radio"/> NIC <input type="radio"/> ADV <input type="radio"/> MS <input type="radio"/> NA
2012-13 Fallback	<input checked="" type="radio"/> OS <input type="radio"/> VG <input type="radio"/> G <input type="radio"/> AV <input type="radio"/> NIC <input type="radio"/> ADV <input type="radio"/> MS <input type="radio"/> NA

37. APAR Count Summary

OS	VG	G	AV	NIC	ADV	MS	NA
9	1	0	0	0	0	0	0

Previous Save Save & Next Complete all tabs for Preview



Final Details

- 1) सदर टॅब “Citation” संबंधित आहे.
- 2) “Citation” वर्णन 200 शब्दांत भरा.
- 3) “Recommending Authority Name” व “Contact No” मध्ये घटक प्रमुख यांचे नाव व संपर्क क्रमांक भरा.
- 4) “Save & Next” या बटनवर क्लिक केल्यावर भरलेल्या अर्जाचा Preview दिसेल.

Medal Portal
Medal Management Portal

[Dashboard](#)

[Medal Form](#)

[View Filled Forms](#)

[Logout](#)

User Form

Medal Portal

P Pune City
Pune City [Logout](#)

Medal Recommendation Form

Complete each section and save before moving to the next tab.

[Back to Dashboard](#)

[Complete all tabs for Preview](#)

1 Basic Details 2 Present Posting 3 Rewards 4 Punishment 5 ACR / APAR 6 Final Details 7 Upload Documents

Final Details

38. Citation (अवतरण)

Maximum 200 words

Maximum 200 words 3 / 200 words

39. Recommending Authority Name

Enter Name of Signing Authority

40. Designation

SP - Superintendent of Police

41. Contact No.

9222222222

42. Date

25-03-2026

Format: dd-mm-yyyy

[Previous](#)

[Save](#)

[Save & Next](#)

[Complete all tabs for Preview](#)



Upload Documents

- 1) सदर टॅब कागदपत्रे अपलोड संबंधित आहे.
- 2) “Annexure-A” आणि “Annexure-B” मधील सर्व माहिती भरून फॉर्म अपलोड करा.
- 3) या फॉर्मचे नमुने पोर्टलवर उपलब्ध आहेत.

Medal Portal
Medal Management Portal

Dashboard
Medal Form
View Filled Forms
Logout

User Form
Medal Portal

Pune City
Logout

Medal Recommendation Form

Complete each section and save before moving to the next tab.

Back to Dashboard Preview

1 Basic Details 2 Present Posting 3 Rewards 4 Punishment 5 ACR / APAR 6 Final Details 7 Upload Documents

Upload Documents

Annexure-A (PDF only, max 10 MB) Annexure-B (PDF only, max 10 MB)

Choose file No file chosen Choose file No file chosen

Only PDF file allowed. Maximum size: 10 MB. Only PDF file allowed. Maximum size: 10 MB.

View File View File

Previous Save Save & Next Preview Application



Medal Portal
Medal Management
Portal

Dashboard

Medal Form

View Filled Forms

Logout

User Form

Medal Portal

P

Pune City
Pune City

Logout

Medal Recommendation Form

Complete each section and save before moving to the next tab.

Back to Dashboard

Preview



Upload Documents

Annexure-A (PDF only, max 10 MB)

Choose file No file chosen

Only PDF file allowed. Maximum size: 10 MB.

View File

Annexure-B (PDF only, max 10 MB)

Choose file No file chosen

Only PDF file allowed. Maximum size: 10 MB.

View File

Previous

Save

Save & Next

Preview Application

1) सदर टॅब भरलेला अर्ज पाहण्यासाठी आहे.

2) “Preview Application” या बटन वर क्लिक करून भरलेला अर्ज पाहू शकता.



Part – B

(Upload Signed Filled Form)



Application Preview

1) “Accept Declaration & Lock Profile” बटणावर क्लिक करून फॉर्म लॉक करा.

2) भरलेल्या माहिती बाबत घटक प्रमुख जबाबदार असतील.

3) टिप: “फॉर्म लॉक केल्यानंतर फॉर्ममध्ये कोणतेही बदल करता येणार नाही”.

Application Preview

Medal Portal

Preview Application

Annexure -1

Proforma for the recommendation for the award of President's Medal for Distinguished service / Medal for Meritorious Service.

Medal Name : MSM

1) Name (As per Service Record) (in capital letters)	First Name	Middle Name	Surname
	KIRAN	RAHUL	SHINDE
2) Name in Hindi (Mandatory)	(Use Hindi Unicode fonts only)		
	किरण	राहुल	शिंदे
3) Father's name	First Name	Middle Name	Surname
	RAHUL	RAMESH	SHINDE
4) Date of Birth	Day	Month	Year
	01	01	1980
4) Age as on respective occasion (i.e. 15/8/2025)	Year	Month	Day
	45	7	
5) Sex	Male		
6) Whether belongs to (SC / ST / OBC / General)	General		
7) Initial appointment	Date of Joining	Rank	Service / Cadre / Category
	15/01/2000	PC	Police / Maharashtra / Class III
8) Status in service i.e. post or honorary	Post		
9) Total Police Service (As on 15/8/2025)	25 Years 7 Months		
10) (a) Present posting, with complete postal address with PIN Code	Designation	Place	Pin Code / Date
	ASI	Pashan Road, Chavan Nagar, Pashan, Pune, Maharashtra	411008 / 09/03/2021
(b) Above details in Hindi (Mandatory)	संस्थान/पद	पश्चान रोड, चवण नगर, पश्चान, पुणे, महाराष्ट्र	411008 / 09-03-2021
11) Whether on deputation if yes, Date of joining on deputation	No		
12) Year of occasion of award of Police Service	Nil		

13) Rewards	A) Cash Awards: 201 Amount Rs. 116,205							
B) Others	i) Commendation: 68							
	ii) Appreciation: 11							
	iii) Good Service Entries: 25							
	iv) Any other rewards (Specify): DGP Insignia 2021							
14) If Police Medal for Meritorious Service Awarded	Nil							
15) Punishment (s)	Details of Penalty / Year (s)							
	Nil							
16) Medical Category	SHAPE-I							
17) Details of any enquiry pending against the officer	Nil							
18) Details of disciplinary proceedings pending / contemplated against the recommendee, if any	Year	Nature of Allegation	Present Status					
	Nil							
19) Details of the court cases pending against the recommendee, if any	Year	Details of Charge	Present Status					
	Nil							
20) ACP Rating for last 10 years	Year	Rating						
	1) 2013-14	2014	-OS					
	2) 2014-15	2015	-OS					
	3) 2015-16	2016	-VG					
	4) 2016-17	2017	-OS					
	5) 2017-18	2018	-OS					
	6) 2018-19	2019	-OS					
	7) 2019-20	2020	-OS					
	8) 2020-21	2021	-OS					
	9) 2021-22	2022	-OS					
	10) 2022-23	2023	-OS					
	11) 2023-24	2024	-OS					
	12) 2024-25	2025	-OS					
	13) 2025-26	2026	-OS					
21) APAR Grading for last 10 years (in number)	OS	VG	G	AV	NIC	ADV	MS	NA
	10	0	0	0	0	0	0	0
22) In case of volunteers of Home Guard and Civil Defence where there is no system of entry APAR, a current work performance report as per format attached should be submitted with the recommendation.								
23) Email Address	KIRANSHINDE@GMAIL.COM							
24) Mobile No.	9111111111							
25) Brief description of work justifying award of Medal (No posting details) in order of importance (not exceeding 200 words each)	Maximum 200 words							
Signature of recommending authority	Name: _____ Enter Name of Signing Authority							
	Designation: SP							
	Contact No: 922222222							
	Date: 25/05/2025							
Annexure A	View File			Annexure B	View File			
Final Declaration / Next Step								
<input type="checkbox"/> I hereby declare that all information filled in this application is correct and true. If any information is found wrong, false, or misleading, I shall be personally responsible for it.								
Back to Edit Accept Declaration & Locked Profile								

Application Preview

Medal Portal

Preview Application

Annexure -1

Proforma for the recommendation for the award of President's Medal for Distinguished service / Medal for Meritorious Service.

Medal Name : MSM

1) Name (As per Service Record) (in capital letters)	First Name	Middle Name	Surname
	KIRAN	RAHUL	SHINDE
2) Name in Hindi (Mandatory)	(Use Hindi Unicode fonts only)		
	किरण	राहुल	शिंदे
3) Father's name	First Name	Middle Name	Surname
	RAHUL	RAMESH	SHINDE
4) Date of Birth	Day	Month	Year
	01	01	1980
4) Age as on respective occasion (i.e. 15/8/2025)	Year	Month	Day
	45	7	
5) Sex	Male		
6) Whether belongs to (SC / ST / OBC / General)	General		
7) Initial appointment	Date of Joining	Rank	Service / Cadre / Category
	15/01/2000	PC	Police / Maharashtra / Class III
8) Status in service i.e. post or honorary	Post		
9) Total Police Service (As on 15/8/2025)	25 Years 7 Months		
10) (a) Present posting, with complete postal address with PIN Code	Designation	Place	Pin Code / Date
	ASI	Pashan Road, Chavan Nagar, Pashan, Pune, Maharashtra	411008 / 09/03/2021
(b) Above details in Hindi (Mandatory)	संस्थान/पद	पश्चान रोड, चवण नगर, पश्चान, पुणे, महाराष्ट्र	411008 / 09-03-2021
11) Whether on deputation if yes, Date of joining on deputation	No		
12) Year of occasion of award of Police Service	Nil		

13) Rewards	A) Cash Awards: 201 Amount Rs. 116,205							
B) Others	i) Commendation: 68							
	ii) Appreciation: 11							
	iii) Good Service Entries: 25							
	iv) Any other rewards (Specify): DGP Insignia 2021							
14) If Police Medal for Meritorious Service Awarded	Nil							
15) Punishment (s)	Details of Penalty / Year (s)							
	Nil							
16) Medical Category	SHAPE-I							
17) Details of any enquiry pending against the officer	Nil							
18) Details of disciplinary proceedings pending / contemplated against the recommendee, if any	Year	Nature of Allegation	Present Status					
	Nil							
19) Details of the court cases pending against the recommendee, if any	Year	Details of Charge	Present Status					
	Nil							
20) ACP Rating for last 10 years	Year	Rating						
	1) 2013-14	2014	-OS					
	2) 2014-15	2015	-OS					
	3) 2015-16	2016	-VG					
	4) 2016-17	2017	-OS					
	5) 2017-18	2018	-OS					
	6) 2018-19	2019	-OS					
	7) 2019-20	2020	-OS					
	8) 2020-21	2021	-OS					
	9) 2021-22	2022	-OS					
	10) 2022-23	2023	-OS					
	11) 2023-24	2024	-OS					
	12) 2024-25	2025	-OS					
	13) 2025-26	2026	-OS					
21) APAR Grading for last 10 years (in number)	OS	VG	G	AV	NIC	ADV	MS	NA
	10	0	0	0	0	0	0	0
22) In case of volunteers of Home Guard and Civil Defence where there is no system of entry APAR, a current work performance report as per format attached should be submitted with the recommendation.								
23) Email Address	KIRANSHINDE@GMAIL.COM							
24) Mobile No.	9111111111							
25) Brief description of work justifying award of Medal (No posting details) in order of importance (not exceeding 200 words each)	Maximum 200 words							
Signature of recommending authority	Name: _____ Enter Name of Signing Authority							
	Designation: SP							
	Contact No: 922222222							
	Date: 25/05/2025							
Annexure A	View File			Annexure B	View File			
Application locked successfully. Signed PDF upload is pending.								
Final Declaration / Next Step								
<input type="checkbox"/> I hereby declare that all information filled in this application is correct and true. If any information is found wrong, false, or misleading, I shall be personally responsible for it.								
Upload Signed PDF Back to Applications								

1) फॉर्म लॉक केल्यानंतर “Download PDF” वर क्लिक करून अर्ज प्रिंट करा.

2) सदर प्रिंटर घटक प्रमुखांची सही व शिक्का घेऊन त्याची PDF तयार करा.

3) “Upload Signed PDF” वर क्लिक करून सदरील PDF अपलोड करा.



View Filled Forms

- 1) मागच्या स्टेपमधून आपण अर्ज पाहू व डाउनलोड करू शकता.
- 2) किंवा “View Filled Forms” मध्ये जाऊन “View Preview” वर क्लिक करा, प्रिंट काढा, सही व शिक्का घ्या.
- 3) त्यानंतर “Upload Signed PDF” द्वारे स्कॅन केलेली PDF अपलोड करा.

Medal Portal
Medal Management Portal

Dashboard

Medal Form

View Filled Forms

Logout

My Applications

Medal Portal

P Pune City
Pune City Logout

My Applications

Manage medal applications, track submission status, and take the next action quickly.

[Back to Dashboard](#) [Add New Application](#)

Search

Application No, Sevarth No, Officer Name, Medal, Rank

Medal

All Medals

Rank

All Ranks

[Apply Filters](#)

[Reset](#)

Total Applications

4

Filtered records currently shown

Ready for Locked Profile

0

All sections complete

Signed PDF Upload Remaining

1

Locked applications awaiting signed PDF upload

Sent to DGP Office

2

Approved and forwarded applications

Application List

Showing 4 record(s)

Sr.	Application No.	Sevarth No.	Officer Details	Medal	Rank	Status	Created	Actions
1	PSMMSM-20260327-00015	DGPSATM9304	SAGAR ANAND TODKAR सागर आनंद तोडकर	MSM	ASI	Signed PDF Upload Remaining	27-03-2026	View Preview Upload Signed PDF
2	PSMMSM-20260325-00014	DGPKRSM8001	KIRAN RAHUL SHINDE किरण राहुल शिंदे	MSM	ASI	Sent to DGP Office Signed Upload: 25-03-2026 18:29 Sent to DGP: 25-03-2026 18:29	25-03-2026	View Preview View Signed PDF
3	PSMMSM-20260325-00013	DGPVBBM8509	VIRU BHAGWANRAO BHAGAT विरु भगवानराव भगत	PSM	-	Incomplete	25-03-2026	Continue
4	PSMMSM-20260325-00010	DGPPPGM9006	PRAMOD PARSHURAM GADEKAR प्रमोद परशुराम गाडेकर	MSM	PSI	Sent to DGP Office Signed Upload: 25-03-2026 13:15 Sent to DGP: 25-03-2026 13:15	25-03-2026	View Preview View Signed PDF



Upload Signed PDF

- 1) “Upload Signed PDF” वर क्लिक करून स्कॅन केलेली PDF अपलोड करा.

 **Medal Portal**
Medal Management Portal

-  Dashboard
-  Medal Form
-  View Filled Forms
-  Logout

Upload Signed PDF

Medal Portal

P Pune City
Pune City Logout

Upload Signed PDF

Upload the downloaded and signed application PDF.

Application Details

Application No: PSMMSM-20260325-00014

Sevarth No: DGPKRSM8001

Medal: MSM

Status: pending_signed_pdf

Signed PDF (PDF only, max 10 MB)

Choose file New Doc 03-24-2026 17.33.pdf

Back

Upload Signed PDF



View Filled Forms

1) स्कॅन केलेली PDF अपलोड केल्यानंतर “Status” (स्थिती) “Sent to DGP Office” होईल.

2) याचा अर्थ असा होतो की तुमचा अर्ज पूर्णपणे सबमिट (सादर) झाला आहे आणि आता तुमच्या बाजूने काहीही पुढील कृती करण्याची गरज नाही.

Medal Portal
Medal Management Portal

- Dashboard
- Medal Form
- View Filled Forms**
- Logout

My Applications

Medal Portal

P Pune City Pune City Logout

Signed PDF uploaded and sent to DGP Office successfully.

My Applications

Manage medal applications, track submission status, and take the next action quickly.

Back to Dashboard Add New Application

Search

Application No, Sevarth No, Officer Name, Medal, Rank

Medal

All Medals

Rank

All Ranks

Apply Filters

Reset

Total Applications

4

Filtered records currently shown

Ready for Locked Profile

0

All sections complete

Signed PDF Upload Remaining

0

Locked applications awaiting signed PDF upload

Sent to DGP Office

3

Approved and forwarded applications

Application List

Showing 4 record(s)

Sr.	Application No.	Sevarth No.	Officer Details	Medal	Rank	Status	Created	Actions
1	PSMMSM-20260325-00014	DGPKRSM8001	KIRAN RAHUL SHINDE किरण राहुल शिंदे	MSM MSM	ASI	Sent to DGP Office Signed Upload: 25-03-2026 18:29 Sent to DGP: 25-03-2026 18:29	25-03-2026	View Preview View Signed PDF
2	PSMMSM-20260325-00013	DGPVBBM8509	VIRU BHAGWANRAO BHAGAT विरु भगवानराव भगत	PSM PSM	-	Incomplete	25-03-2026	Continue
3	PSMMSM-20260325-00012	sdgdgdgedq	ede wd Pramod It Cell Pramod	MSM MSM	ASI	Sent to DGP Office Signed Upload: 25-03-2026 17:25 Sent to DGP: 25-03-2026 17:25	25-03-2026	View Preview View Signed PDF
4	PSMMSM-20260325-00010	DGPPPGM9006	PRAMOD PARSHURAM GADEKAR प्रमोद परशुराम गाडेकर	MSM MSM	PSI	Sent to DGP Office Signed Upload: 25-03-2026 13:15 Sent to DGP: 25-03-2026 13:15	25-03-2026	View Preview View Signed PDF



General Guidelines

- 1) मराठी किंवा हिंदी मध्ये टाइप करण्यासाठी इंग्रजीत शब्द लिहा आणि “Spacebar” दाबा. मजकूर आपोआप रूपांतरित होईल.
- 2) जर अर्जदार “One-Step Rank” वर असेल तर “Designation” या टॅब मध्ये मूळ पद निवडा.
- 3) MSM साठी अर्ज करण्यासाठी दि. 15/08/2026 पर्यंत किमान 18 वर्षांची सेवा पूर्ण झालेली असणे आवश्यक आहे.
- 4) PSM साठी अर्ज करण्यासाठी दि. 15/08/2026 पर्यंत किमान 25 वर्षांची सेवा पूर्ण झालेली असावी आणि MSM मिळाल्यानंतर किमान ६ वर्षांची सेवा पूर्ण झालेली असणे आवश्यक आहे.
- 5) जर 2024-25 चे ACR Grading उपलब्ध नसेल तर फॉर्म सबमिट होणार नाही.
- 6) Basic Details मध्ये अर्जदाराचा मोबाईल क्रमांक आणि ईमेल भरा.
- 7) सर्व फाइल्स PDF स्वरूपातच अपलोड करा. Annexure-A आणि Annexure-B प्रत्येकी कमाल 10 MB पर्यंत.
- 8) OTP साठी मोबाईल नंबर बदलण्यासाठी Technical Team सोबत संपर्क साधा.



Contact

For Administrative Query :-

- 1) Viru Bhagat – 9702000891
- 2) Pramod Giri - 9881943423

For Technical Query :-

- 1) Prashant Hirgal - 9552920642
- 2) Natraj Andhalkar - 9112062323
- 3) Pramod Gadekar - 9960002974

Sr. No.	Unit Name	OS Name	Login ID
1	DGP Office HQ	Rupinderkaur Parmar	9821230402
2	CP Pimpri Chinchwad	Suresh Appasaheb Patil	9923694046
3	CP Solapur City	Rahul Dattatray Shelke	9892409777
4	CP Pune City	Bhagavat Hishobe	8421279907
5	CP Navi Mumbai	Subodh Manohar Todankar	7738589990
6	CP Nashik City	Gorkshnath Bhoir	9763833040
7	CP Amravati City	Aarti Athawale	9923319612
8	CP Thane City	Saraswati Shashikant Barwe	9673426943
9	CP Ch. Sambhajinagar City	Suresh Laxman Padame	8766930991
10	CP Nagpur City	Umesh Gahminath Phunde	9823087522
11	CP Mira Bhayander	Ajay Madan Gowari	8830446959
12	CP Mumbai City	Gajanan Satpute	9011387772
13	IG ANO Nagpur	Santosh S Shiwalkar	8830141027
14	IG Amravati Range	Milind Namdeo Waghmare	8888891272
15	SP Akola	Digambar Kashiram Wanare	9922619990
16	SP Amravati Rural	Manda Vijayrao Dhawase	7387550887
17	SP Buldhana	Sanjay Tukaram Borade	7972082236
18	SP Washim	Sanjay Sapkale	8483039228
19	SP Yavatmal	Sushila Charan Pawar	9420895622
20	IG Sambhajinagar Range	Suhas Munde	8830119927
21	SP Ch. Sambhajinagar Rural	Sanjay Rane	9405932376
22	SP Beed	Narsingh Kasewad	8975133258
23	SP Jalna	Pramod Korade	9823719159
24	SP Dharashiv	Sunil Babar	9890398765
25	DIG Gadchiroli Range	Vijay Ramaji Wasekar	9923152930
26	SP Gadchiroli	Sudhir Vitthalrao Akhade	9423422507
27	SP Gondia	Santosh Namdevrao Gedam	7720099299
28	IG Kokan Range	Vijaya Kambale	8779620330
29	SP Palghar	Sunil Sitaram Kambale	8108005256
30	SP Raigad	Sandip Sakharam Jadhav	8652502244
31	SP Ratnagiri	Shardha Sawpnil Talekar	9022702885
32	SP Sindhudurg	Nilesh Shivram Naik	9422373171
33	SP Thane Rural	Pushpa Yeshwant Sapkal	9967320461
34	IG Kolhapur Range	Manesh Krishnarao Chandgude	9850443751
35	SP Kolhapur	Parmila Hindurao Sawant	9881104835
36	SP Pune Rural	Aasha Milind Kambale	9923292248
37	SP Sangli	Prakash Chintamanrao Aatkane	9823024606
38	SP Satara	Ganesh Vitthal Patole	9561113091
39	SP Solapur Rural	Babasaheb Pandurang Dharme	8975765073
40	IG Nagpur Range	Ajay Wakodkar	9423167959
41	SP Bhandara	Meena Gangadhar Masram	9423670094
42	SP Chandrapur	Alka Rajedra Sasankar	8637424128
43	SP Nagpur Rural	Sunil Mahadeorao Raut	9325532601
44	SP Wardha	Dilip Sudam Nawade	9527052027
45	IG Nanded Range	Dhananjay Prabhakar Deshmukh	9860869503

46	SP Hingoli	Shivaji Shripatrao Surnar	9921163526
47	SP Nanded	Shrimanta Nagorao Athavle	8805743906
48	SP Latur	Kailas Shriniwas Kale	7745886354
49	SP Parbhani	Sambhaji Baburao Kolgane	9359628185
50	IG Nashik Range	Kishor Shantaram Nerkar	9823072151
51	SP Ahilyanagar	Sopan Kalbhor	9021546093
52	SP Dhule	Anil Dnyadev Bhavar	9923384578
53	SP Jalgaon	Pravin Gulabrao Pawar	9168912613
54	SP Nandurbar	Sandip Kashinath Sonawane	9764659699
55	SP Nashik rural	Vaishali Gulabrao Patil	9403019482
56	ADG SRPF	Shekhar Sudarshan Sakhare	9594935640
57	ADG PCIT (Wireless)	Kavita Shinde	8806151274
58	DG ACB	Sujata Kajarekar	9821877821
59	DG Railway	Aravind Andhere	9224339501
60	CP Railway Mumbai	Sachin Harischandra Ghag	9960099889
61	SP Ch. Sambhajinagar Railway	Dhananjay Bansilal Chavan	9850360228
62	SP Pune Railway	Nishikant Raghunath Sonar	9923369115
63	SP Napur Railway	Suman Pruthviraj Rampurkar	9096035891
64	ADG CID	Rajendra B. Rokade	8605995509
65	ADG Training	Pankaj Narkhede	8087391038
66	ADG Force One	Arati Nitant Pednekar	8424020981
67	ADG EOW	B R Punjabi	9594574111
68	ADG PCR	Amol Surve	9821559822
69	ADG HSP	Gahininath Waghmode	8369662491
70	ADG SID	Vilas Palve	9167919078
71	ADG ATS	Durgesh More	9987003918
72	IG MT	Rajesh Rathod	9823279003
73	SPU	Dhanashree Bhate	9004355011
74	UOTC	Bunde	9767969027
75	SAG	Sunanda Gvande	8806132094
76	East Region Mumbai	Shaikh	8108800375
77	West Region Mumbai	Patil	8369880240
78	South Region Mumbai	Jayashree Gholap	9870906868
79	North Region Mumbai	Akash Shinde	8975484384
80	Central Region Mumbai	Masture	9767239396
81	AP Naigaon Mumbai	Jarwal	9158079672
82	Crime Mumbai	Hetali	7738688270
83	EOW Mumbai	Bhosale	9773190420
84	SB 1 Mumbai	Teli	9819389919
85	SB 2 Mumbai	Palande	9821954954
86	PCIT Mumbai	Smita	9320216136
87	HQ Mumbai	Naik	9773700072
88	Traffic Mumbai	Gharate	8850587002
89	P&S Mumbai	Bidwai	9922785197

No. 11019/09/2025 - PMA
Government of India
Ministry of Home Affairs
Police-I Division
(PMA Cell)

Room No.34020, Kartavya Bhavan-03, New Delhi

Dated the 18th September, 2025

To

- i. The Chief Secretaries of all the States/UTs
- ii. The Home Secretaries of all the States/UTs
- iii. DsGP/Head of States 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 Republic Day- 2026- 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 **Republic Day, 2026 (26th January, 2026)**, 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., 26th January, 2026 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. 26th January, 2026 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 obtain "**No objection Certificate**" from the borrowing department

Continued....4/-

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 **Republic Day, 2026** may be sent/ submitted online by **31st October, 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 31st October, 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 -24010098

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					
	c. Employee I.D./Force No./Regiment No.					
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, 2026)	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, 2026)					
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 _____

Annexure-II

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)

Annexure-III

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-No. of Months	Remarks (if any) [(Part period may be specifically mentioned with grading)]
Financial Year	Calendar Year		
2023-24	2024		
2022-23	2023		
2021-22	2022		
2020-21	2021		
2019-20	2020		
2018-19	2019		
2017-18	2018		
2016-17	2017		
2015-16	2016		
2014-15	2015		
2013-14	2014		
2012-13	2013		
2011-12	2012		

**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, [2012 to 2024].*

***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.

Sevently: 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 statues 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 statues 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 "समर्पणीय 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 "समर्पणीय 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 statues.

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.

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

- (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.

[Handwritten signature]

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.



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.

SP
Shukla

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- req.

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

No. 11019/24/2017-PMA
Government of India
Ministry of Home Affairs
Police-I Division
PMA Cell

North Block, New Delhi
Dated the 28 September, 2017

To

- (i) The Home Secretaries of all the States/UTs
- (ii) DsGP of all the States/UTs
- (iii) Directors – IB/CBI/SVPNPA/SPG/NEPA/NICFS/CFSL/DCPW/NCRB
- (iv) DsG –BSF/ CRPF/ ITBP/ CISF/ NSG/ RPF/ BPR&D /SSB/ NCB/ NDRF/Assam Rifles (Through LOAR)
- (v) DG, National Investigation Agency, NDCC-II Building, Jai Singh Road, New Delhi.
- (vi) The Secretary, R&AW, Cabinet Sectt. Bikaner House Annexe, New Delhi.
- (vii) Ministry of Civil Aviation, B – Block, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi.
- (viii) Secretary General, National Human Rights Commission, New Delhi.
- (ix) Secretary, Commission for SCs/STs
- (x) The Secretary, Lok Sabha /Rajya Sabha Secretariat, New Delhi
- (xi) All Ministries/Departments of Government of India (except M/o Defence)

Subject: Guidelines for Criteria of Physical/Medical fitness for awarding Police Service Medal to Police Officers- reg.

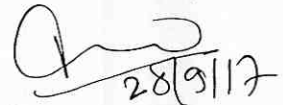
Sir,

In continuation of this Ministry's letter No. 11019/23/2016-PMA dated 21st August 2017 regarding new guidelines for award of President's Police Medal (PPM) for Distinguished Service and Police Medal (PM) for Meritorious Service, guidelines for criteria of Physical/Medical fitness for awarding Police Service Medal to Police officers/Personnel is enclosed.

2. It is decided that they must be in SHAPE-I category as per guidelines (copy enclosed). Relaxation for SHAPE-2 category may be given in exceptional cases.

3. All the States/UTs/CAPFs/CPOs/organisation are requested to obtain fitness form in respect of each recomendee (Appendix-A and B of guidelines) from an authorized Doctor and furnish a certificate regarding physical fitness (Appendix-C) with recommendation.

Yours faithfully,



(Raman Kumar)

Under Secretary to the Government of India
Telefax: 011-23094009

Copy to :-

SO(IT) - to upload on the MHA website:

GUIDELINES

Subject: Guidelines for Criteria of Physical/Medical fitness for awarding Police Service Medal to Police personnel- reg.

Introduction:

Promoting professionalism and excellence among police personnel is one of the priorities of the Government. Government has been focusing on the concept of Smart Police and it is necessary that holders of the President's Police Medal (PPM) for Distinguished Service and Police Medal (PM) for Meritorious Service are physically fit. Accordingly Government of India has amended the guidelines for awarding Indian Police Medal for Meritorious Service and President's Police Medal for Distinguished Service which includes that all recommendees must be physically fit and in SHAPE-1 category. However relaxation for SHAPE-2 category may be given in exceptional cases.

Fitness Standards:

Details for Criteria of Physical/Medical fitness for awarding Police Service Medal to Police personnel is given in Appendix-I (page 1-18).

Process of Medical Examination:

- Police personnel working in Central Government organization may get themselves medically examined in any Central Government Hospital, CAPFs Hospital, reputed AIIMs like institutions as well as State and District level Hospitals run by the State Governments where the police official is posted.
- Police personnel working in the State Government/UTs may get themselves medically examined in any State or District level Hospital including Central Government Hospitals. These Police personnel posted in remote areas may get themselves examined at Sub-Division level Hospitals run by State Government also.
- All officers must submit self declaration as per the Format given in Appendix-'A'. The Medical Officer will submit the Fitness Report as per the Format given at Appendix-'B'.
- Based upon the report of the Medical officer, the State Governments/UTs/CAPFs/CPOs should submit certificate as per the Format given at Appendix'C'.
- Normally SHAPE-I category officers only should be recommended. However, in exceptional cases, officers under SHAPE-II category may be recommended with full justification.
- Validity of such Medical Certificate will be for one year.

- 1 -

GUIDELINES FOR CRITERIA OF PHYSICAL/MEDICAL FITNESS FOR AWARDING POLICE MEDAL TO

POLICE PERSONNEL

CLASSIFICATION PRINCIPLES

Medical classification / reclassification of Police personnel be made after assessing his/her fitness under 5 sectors of health status, in terms of the code letters 'SHAPE' as under:

- S - Psychological
- H - Hearing
- A - Appendages
- P - Physical Capacity
- E - Eye sight

FUNCTIONAL CAPACITY

Functional capacity for duties under each factor will be graded in the scale from 1 to 5 indicating declining functional efficiency and increasing employability limitations.

Functional Capacity Scale

1. Fit for all duties anywhere.
2. Fit for all duties except with limitations in duties involving severe physical / mental strain. They would also require perfect acuity of vision and hearing.
3. Except S factor, fit for routine or sedentary duties but have limitations of employability; both job wise and Terrain wise as spelt out in classification against each factor.
4. Temporarily unfit for duties on account of hospitalization /sick leave.
5. Permanently unfit for service for any type of duties.

1. "S' FACTOR (PSYCHOLOGICAL)

This factor denotes Psychological aspect and other personality defects, mental acuity, emotional stability and psychiatric diseases.

Numerical Grading	Functional Capacity	Employability limitations
S-1	Can withstand severe mental stress. May have fully recovered from a psychological condition with no likelihood of further breakdown.	Fit for all duties anywhere.
S-2	Can withstand moderate stress. Had suffered from psychoneurosis, but now fully stabilized. Likelihood of breakdown under severe mental stress cannot be ruled out.	Fit for all duties anywhere except at high altitude, solitary locations and operational duties during IS duty and hostilities. Not fit for independent Command and duty with live fire-arms.

S-3	Has limited tolerance to stress, recently recovered from Psychoneurosis or toxic / confusional state; or acute psychotic reaction of temporary nature as a result of external causes, un-related to alcohol or drug addiction.	Fit for only sedentary duties with limited /restricted responsibilities under close supervision in peace / field area but only where hospitals with psychiatric facilities are available nearby: Not fit for operational duties during war or peace on IS duty or duties with arms.
S-4	On sick-leave/ in hospital	Temporary Unfit for duties.
S-5	Mentally unstable on account of psychological / psychiatric disorders or having psychopathic personality.	Permanently unfit for service.

2 **'H' Factor (Hearing)**

This factor covers auditory acuity, ability to hear spoken voice or auditory signals often against considerable background noise are important in certain situations.

Numerical Grading	Functional Capacity	Employability limitations
H-1	Has excellent hearing in both ears viz. With back to examiner can hear forced whisper at a distance of 6 meters, each ear tested separately.	Fit for all duties anywhere.
H-2	Has excellent hearing in one ear with impaired acuity in the other, partial or complete. With back to the examiner, can hear forced whisper at 6 meters With one ear (+/- 10 decibels) and conversational voice at 1.2 meters or less with the other ear (60 decibels).	No limitations in physical capacity and fit for duties in peace or field areas including I.S. duties and war any where except as under :- a) Not fit for patrol, scout and laying ambush. b) Not fit for duties which demand keen hearing acuity in both ears.
H-3	Is partially deaf in both ears. With back to the examiner can hear conversational voice at 3 Meters with both ears (40 decibels), each one tested separately.	No limitations in physical capacity and fit for duties in peace or field areas including duties during IS duty and war anywhere except as under. a) Not fit for patrol, scout and laying ambush in noisy surroundings. b) Not fit for duties which demand keen hearing acuity of both ears.
H-4	On rest/Leave on medical ground/in hospital	Temporary unfit for duties.
H-5	Hearing acuity below H 3 standard	Permanently unfit for duties.

NOTE: In assessing auditory acuity and assigning the grades under this factor, it is necessary to remember the following points:

- a) An Official may be required to achieve the standards laid down against considerable background noise, in certain trades and operational Situations, although it is not an invariable requirement.
- b) The standards set to be achieved under different grades are without the Assistance of hearing aids. Hence, while determining the grade of an Official's disability, improvement achieved by the use of hearing aids will not be taken into account.
- c) Testing will normally be done in the usual way, dealing each ear separately. Resort to special testing will be made only under specific indications e.g. - audiometry etc.

When an individual is partially deaf in both ears, he will be examined with neither ear being dampened and if he can hear conversational voice from a distance of 3 meters (40 decibels), he will be placed in H3. If the acuity is below this level even after appropriate treatment, he will be placed in category H5.

ENT diseases e.g.- sinusitis, tonsillitis etc, not affecting hearing shall be classified under 'P' factor.

3. 'A' FACTOR (APPENDAGES)

This covers the functional efficiency of upper and lower limbs (Including amputees, loss of fingers and toes), shoulder girdle, pelvic girdle and associated joints and muscles. A personnel who may be placed in Grade '2' or '3' of A factor, depending on whether their disability pertains to upper limbs or lower limbs, totally different employability restrictions will be applicable. Hence the person placed in grade 2 or 3 of this factor will be further divided into classification A-2(U) or A3(U) if this disability is in the upper limb(s) and A-2(L) /A-3(L) if this disability is in the lower limbs. This will give a clear picture of the individual to the administrative authorities to determine his/her suitable placement.

Numerical Grading	Functional Capacity	Employability limitations
A-1	Has full functional capacity though may be having minor impairments e.g.-	Fit for all duties anywhere
A-1(U)	(a) Loss or disability of the terminal Phalanx of any one of 5 th , 4 th or 3 rd fingers of dominant hand with other hand being normal. OR,	-do-
	(b) Loss of terminal Phalanges of 3 rd 4 th fingers of non dominant hand with grip in same hand being very good and other hand being normal.	-do-
A-1(L)	Loss of terminal phalanges of 3 rd and 4 th toe of any one foot.	Fit for duties anywhere except operational / IS duties /during hostility.
A-2 (U)	Has moderate defects in function of upper limbs e.g.-	Fit for all duties which do not involve crawling.

- (a). Deformity/Disease/Loss of index finger of dominant hand leading to its functional disability. OR, running, jumping, long marching, hill climbing and handling of weapons.
 - (b). Loss of terminal 2 phalanges of 3rd & 4th fingers of non-dominant hand, with reasonable grip retained, and the other hand being normal.
 - OR,
 - (c) Any other minor disease/ disability in non-dominant hand.
- A-2 (L) Has a defect/disease or disability of a moderate nature in one limb below knee capable of marching up to 8 Km and standing for 2 hours. -do-

Note: In case the individual is placed in A2(L), each person's functional capacity in terms of employability has to be assessed on the basis of his disability e.g. a person having classical Symes operation with a good prosthesis is fit for crawling but NOT for jumping.

An individual who is placed in this classification due to an injury/disability/disease will be fit for duties anywhere except at hilly terrain (where he has to go up and down the frequently).

A-3

- A-3 (U) Has major disability or disease in upper limb like complete loss or hand including fingers, or amputation through metacarpals, or a disease/disability of shoulder on one side. Not fit for operation/ Counter Insurgency duties. Can do IS duties without fire-arm. Area restriction not applicable.
- A-3 (L) Has a disease or disability above knee on one side, including pelvic girdle, but should be able to walk up to 5 Km at his own pace. Fit for sedentary duties only. Not fit for high altitude/ operational / CI / IS duties
- A-4 Sick, in Hospital/ rest on medical ground. Temporarily unfit for Duties.
- A-5 Severe derangement of functional efficiency Permanently unfit for duties.

4. "P" — FACTOR (PHYSICAL CAPACITY)

This factor shall cover to describe in details about the physical capacity, strength, endurance, mobility, agility and activity of a person, which might be restricted by Medical/Surgical conditions and those which are not covered under other factors. Concessions are embedded as a function of age under this factor, since stamina and endurance do decrease with ageing process without any obvious pathology being visible

Numerical Grading	Functional Capacity	Employability limitations
P-1	Has full functional capacity and physical stamina.	Fit for all duties anywhere.
	Minor impairment fully under control, but has full physical stamina.	Fit for all duties anywhere but under medical observation, having no employment restrictions.
P-2	Has moderate physical capacity and stamina. Suffered from constitutional / metabolic / infective disease / operative procedures, but now well stabilized.	Fit for duties not requiring severe stress. May have restrictions in employability at high altitude (above 2,700 meters/9,000 feet in hilly terrain and extreme cold areas).
P-3	Has major disablement with limited physical capacity and stamina.	Fit for sedentary duties not involving undue stress. May have restricted employability as advised by medical authorities such as :- <ol style="list-style-type: none">To avoid places with high humidity level 75% round the year.Have access to specialist services nearbyTo avoid driving/handling of weapons near water, fire or heavy machinery.Restricting physical excess, work in desert/ snow bound areas etc.Restricting active participation in hostilities, counter insurgency operations etc. (excluding staff, logistics and allied support duties)
P-4	On sick/ leave on medical ground / in hospital.	Temporarily unfit for duties
P-5	Gross limitations on physical capacity and stamina	Permanently unfit for service.

Note: It is envisaged that grading under 'P' factor is likely to be fraught with ambiguity, mainly for the following counts:-

- Diseases (not considered in other factors) affecting the physical capacity or stamina of a person owing to any type of-medical or surgical condition, whose etiology may be constitutional, metabolic, infective neoplastic or idiopathic are to be considered under this head.

- b) The effect of therapy, whether medical or surgical, may widely vary from case to case, although the clinical presentation of the disease state may be similar or identical. The residual functional incapacity may not be easy to determine, except with experience. There are continuous changes in the concept of the natural history of disease processes, necessitating revision of our ideas regarding cure of disease, sequele, and employability restrictions.

In view of the above, issue of instructions based upon the prevailing consensus of medical opinion becomes necessary for the guiding the medical officers. Currently the following instructions are in vogue and will be followed in grading individuals suffering from the under mentioned conditions, utilizing the equivalence between grades 1-5 under this factor:-

(a) **HIGH ALTITUDE PULMONARY OEDEMA (H.A.P.O.):**

All cases of high altitude pulmonary oedema, after clinical recovery, if there is no clinical, radiological or electro-cardio graphic evidence of residual pulmonary hypertension, will be placed in P-1 category Without any restrictions for employment at high altitude. Officials developing high altitude pulmonary oedema for the second time will not be graded higher than P-2.

(b)I. **ISCHAEMIC HEART DISEASE:** The following policy shall be followed:

Clinical condition	Classification to recommended
Cases of coronary artery disease (CAD) with normal CAG, echo and TMT / Stress Thallium.	P-1
CAD with abnormal CAG with successful PTCA & Stent; CABG with normal systolic LV function and without angina.	P-2 (T), to be evaluated regularly for one year. May be up-graded if remains as such to P-1 or down graded if deteriorates
CAD with abnormal CAG with successful PTCA & Stent / CABG but with abnormal systolic LV function (Low ejection fraction).	P-3(T), to be evaluated regularly for one year. May be up-graded to P-2 on improvement or downgraded to P-5.
Cases with congestive Cardiac failure, dilated cardio-myopathy, marked enlargement of the heart and cardiac aneurysm.	P-5

(b) II. OTHER CARDIO-VASCULAR DISEASES:

Valvular Heart Diseases	P-5
Paroxysmal S.V.T.	P-3, to be up-graded to P-2 after EPS and Radio-frequency ablation and to P-1 if remains asymptomatic for one year.
Permanent Pace-maker implantation	Initially P3, to be up-graded to P-2 if remains asymptomatic for one year.

- 7 -

(c) DIABETES MELLITUS

Personnel who are known diabetes or having impaired Glucose Tolerance or those who have declared themselves to be so and are under treatment should be graded as follows:

- P1 Personnel having diabetes or impaired Glucose Tolerance under treatment with Diet control and or oral Hypoglycemics within following parameters be classified as P1 depending on the health condition and follow-up requirement.
- (i) Fasting glucose estimation less than 126mg (plasma)/dl.
 - (ii) Random or 2 hr. Post glucose (75 Gms) or < 200mg (plasma)/d1. A known diabetic may be permitted to take his usual dose of OHA / insulin following glucose drink / full meals for testing PGBS / PPBS provided that.
 - (iii) Glycosylated Hb (HbA1-c) <7 %.
 - (iv) Individual is free from any target organ involvement / complications.
 - (v) Lipid profile within normal limits.
 - (vi) No insulin requirement.
 - (vii) No Glycosuria.

The above parameters must be maintained for a minimum period of six months with fasting and 2 hr Post-Prandial sugar every Six weeks and Glycosylated HbA1c every 3 months before the individual is upgraded to P1.

During this period of 24 weeks observation the individual shall be kept labeled as P1(O-24) and finally upgraded as P-1 as the case may be if he maintains the control consistently. Keeping the individual under P1 (O-24), will be done only once and need NOT be repeated every year during A.M.E.

- P2: Those who have fasting and Post Prandial as for P1 above for at least 6 months with HbA1c between 7 & 8 % on dietary restriction alone or with OHA; provided that there is no complication or Target organ involvement, including:

- (i) No retinopathy of any grade on fundoscopy,
- (ii) No clinical or electro-physiological evidence of neuropathy,
- (iii) No neuropathy by clinical, bio-chemical or imaging criteria,
- (iv) Normal lipid profile,
- (v) Normal ECG,
- (vi) No history or evidence of cerebro-vascular or peripheral vascular disease.

- P3: Those who have uncontrolled fasting and Post-Prandial sugar with OHA but needing insulin in smaller dose additionally for control, with HbA1c more than 8%, with or without any Target organ damage; but likely to reverse TOD with proper treatment and are likely to become non-insulin dependent.

- P 5: Patients on high dose of insulin, not responding to O.H.A, with complications and Target organ damage with obvious changes; and complete recovery is unlikely.

For the new cases detected during A.M.E. the following procedure should be adopted. The newly detected case should initially be kept under category P3 (T-12). After 12 weeks if the individual fully complies and improves with treatment achieving parameters as given above, he/she be categorized as P2 (T-24). If he does not improve s/he will continue in P3.

In case of newly detected cases of Impaired Glucose Tolerance, the individual should be placed in category P2 (T-12) if his parameters are of P2. If there is no CV risk factor or any target organ involvement, the individual is placed in P-1. If the parameters fall in the category of P1, then he be labeled as P1(O-24) and then dealt with as given above for further categorization. In doubtful cases, complete GTT may be undertaken. If required, cases are hospitalized for 48 to 72 hours for close observation and final decision.

(d) **HYPERTENSION**

The JNC-7 guidelines about grading of hypertension are given below as a ready reference. Hypertension, when associated with diabetes mellitus is graded one step ahead to facilitate urgent intervention/ treatment in view of added risk for irreversible target organ damage in general and IHD in particular.

Grade of hypertension	Blood Pressure	
	Systolic	Diastolic
Normal	<120 and	<80
Pre-hypertension	120-139 or	80-89
Stage-I hypertension	140-159 or	90-99
Stage-II hypertension	>160	>100
-Severe	180-209	110-119
-Very Severe	210 or more	120 or more

As a general rule the systolic- Blood Pressure over 140 or/and diastolic over 90 should be now regarded as significant and such individuals should ideally be hospitalized for observation and clue investigation before final opinion. BP is measured by the conventional mercury manometer after making the individual at home and comfortable for at least 30 mints and 2 to 3 repeated readings be obtained. Other cardio-vascular risk factors e.g. - smoking, obesity, diabetes, poor physical activity, micro-albuminuria or GFR < 60ml /min, family history of CV disease be looked for.

- (i) Cases of hypertension with cardiac, renal and eye involvement who are not stabzed within 24 weeks treatment and are progressive or near decornpensation or decompensated, will be placed in P-5. If, these have stabilind with treatment and are not progressive, the individual will be placed in P-3 for 24 weeks at a time to assess further progress, restricting his employment to sedentary dunes only in areas not involving high altitude or exterminate cold climate.
- (ii) If complying with regular treatment over a continuous period and the cardiac, renal and retinopathy changes have become normal; with basal blood pressure consistently remaining normal or at the most, within Stage-1 limit, the individual may be considered for up-gradation to P-2, with no restriction except rigorous physical exertion.
- (iii) Cases of hypertension without any cardiac, renal or eye involvement and whose blood pressure is within border line under treatment, will be placed in P-2 for 24 weeks at a time to assess progress and finally may be considered for up-gradation to P-1B and then to P-1 in deserving cases depending on response.

- 9-
- (iv) In border line cases, the blood pressure may be checked once every 2 weeks, without changing the existing category; unless there are indications for such change.

(e) **OVER WEIGHT & OBESITY**

Take in to account the average nude weights according to age and height given in Appendix 'C & D' to this order. Individuals who are found to be overweight will be dealt with as under:

- (i) If body weight is more than 10% but less than 20% over and above the ideal weight expected for the height and age, without any symptom/ signs of metabolic abnormality, the Official will be advised, in writing, to reduce his weight within 10 weeks under information to his Controlling Officer. He / she will be reassessed immediately on completion of this period.
- (ii) If the individual fails to reduce weight to the acceptable level even after 10 weeks, he will be down graded to medical category P2 (T-24); and if he/she reduces weight to the acceptable 10% limit within this period, the classification proforma will be completed.
- (iii) If the body weight is in excess of the Ideal Body Weight (IBW) by more than 20%, investigations will be carried out to exclude any metabolic abnormality e.g.- abnormal GTT / RFT / Lipid profile, IHD, Osteo-arthritis etc. If the officer has no metabolic abnormality and ECG is normal, he should be examined by a Medical Specialist or in his absence, an experienced CMO (SG). The latter must decide whether it is due to obesity or due to increased muscle mass / bone thickness by measuring the following parameters:

1. **Body Mass Index (BMI):** - $\frac{\text{Weight (In Kg)}}{(\text{Height in Meter})^2}$

Normal range: 20-25

A person is definitely obese if it is 27 or more.

2. **Waist and hip ratio:**

Method of measurement of waist: Take a point mid-way between the 12th rib and Upper border of iliac crest on both sides and measure with a tape.

Method of measurement of hip: Take upper point of greater Trochanter of Femur on both sides and measure the circumference with tape.

Normal range : 0.6 to 0.9 %

A person has definite central obesity if it is more than 0.9%

3. **Skin fold thickness:**

It is measured with the help of caliper

Normal range of sub-scapular skin fold: 18-20 mm -Triceps skin fold thickness: 12-15mm.

All the above measurements will decidedly determine whether increased weight is due to obesity or due to increased muscle mass/bone thickness. If it is due to obesity the individual should be down graded to medical classification-P2 (T24). If the individual fails to reduce his weight to ideal level by 48 weeks, s/he shall be placed in P-2 permanent and if does not comply by 72 weeks, in P-3 permanent.

(f) **ALCOHOL DEPENDENCE**

Alcohol dependence and drug abuse are recognized as behavioral / psychiatric problems in ICD — 10. These are incompatible with service/ ethos in Armed Forces and all such cases should be invalidated / weeded out of service unless the patient shows an unequivocal determination to give up the use of alcohol / drug for good in the shortest time span. There is well laid down procedure for disposal of such patients of Alcohol dependence/ drug abuse. However it does not meet the organizational interests of Forces where a large number of men are alcohol dependent and still continue to stay. In view of the above following instructions for disposal of Alcohol dependence/ drug abuse cases may be strictly adhered to:-

- (i) Alcohol dependence/ drug abuse cases will be observed in temporary-LMC in S-3(T24) initially if showing favorable response to treatment.
- (ii) If during the period of such observation vide 2(a) his condition relapses again, he should be placed in S-5 and invalidated out of service.
- (iii) After six months of observation in LMC in S-3 (T-24), if his behavioral / abstinence report is complimentary and his observation in hospital shows sign of abstinence (There should not be any symptom/sign of withdrawal when no alcohol/ drug are allowed during the period of observation in psychiatric ward) he/she should be upgraded to category S-2 (T-24).
- (iv) During this period of observation in S-2 (T-24) if the Controlling Officer of patient refers him to psychiatrist with adverse behavioral report / remark and patient shows signs of relapse, he should be placed in S-5.
- (v) After 6 months of observation in S2 (T-24) if the report as above is complimentary and patient shows signs of alcohol abstinence he should be upgraded to S1.
- (vi) If after up-gradation to S-1, the patient shows any time any sign of relapse and referred by Controlling Officer /AMA to psychiatrist with adverse remarks in his report, then also patient should be placed in S-5.

(g) **TUBERCULOSIS:**

- (i) Fresh cases of tuberculosis on domiciliary anti-TB treatment should be placed in P-3 for six months initially with further extension of same till the drug regimen lasts. After treatment is completed, the individual be kept in P2 for 12 weeks if the disease is completely healed without residual fibrosis or with minimal fibrosis not affecting functional capacity before upgrading to P1.
- (ii) If residual fibrosis or pleural thickening occurs with impairment of Pulmonary function after usual course of treatment, the individual will have to be down graded to P3 for 24 weeks and if after that period, his assessment shows no improvement, he be put in permanent P3 category.
- (iii) Resistant cases of tuberculosis or tuberculosis with HIV positive or with severe impairment of pulmonary function or requiring surgery for complications of tuberculosis, possible treatment should be given and individual placed in P5.

(h) **MALIGNANCY & ORGAN- TRANSPLANT CASES**

For the period of active treatment in OPD individual be kept in P3 or P4 on rest. After completion of treatment individual be categorized as per assessment of his physical/mental condition. The terminal cases will be put in P3 permanent category.

(i) **HIV AIDS CASES:**

Individuals who are only HIV positive but asymptomatic will be categorized P-2 & required to be observed periodically. Those who are HIV positive and symptomatic with or without opportunistic infection (AIDS disease), shall be assessed on their physical / medical condition and placed in P-3 permanent if ambulatory to facilitate continued ARTV, provided that they fully cooperate with management plan. If the disability percentage goes beyond 50%, individual will be placed in P-5.

(j) **MISCELLANEOUS CONDITIONS TO BE CONSIDERED FOR P2:**

- a) Asymptomatic **undescended testis** which is entirely intra abdominal, varicocele and **Hydrocele** (Treated or of a mild degree); healed **trachoma**, traumatic **rupture of the tympanic membrane**, healed / closed perforation, **loss of teeth but fitted** with suitable dentures and dental points >14, depending on the limitations.
- b) Cases of **non-ulcer dyspepsia** where no abnormality was detected on G/E evaluation.
- c) Cases of non-incapacitating Asthma, **chronic bronchitis and emphysema** should normally be placed in P-3 but may be considered for P-2 depending on clinical condition and disease behavior.
- d) Cases of **Primary Hypothyroidism are placed in P2** provided that:
 - (i) T3, T4 & TSH confirm diagnosis and there is no other underlying cause found.
 - (ii) Individual continues to be euthyroid on oral thyroxin hormone replacement.
 - (iii) T3, T4 & TSH levels remain within normal limits consistently for 6 months of observation.

Note: While recommending employment restrictions for officers placed in P-2 the following conditions will be given due consideration.

- (i) If disability is due to adverse effects of extreme cold on earlier occasion, of gout, arthritis, sciatica syndrome or chronic bronchitis, certain dermatological conditions and so on prohibition on employment in extreme cold areas will to be restricted.
- (ii) With history of persistent pulmonary hypertension, head injury, fits, amoebic hepatitis, chronic bronchitis, asthma, Ischeamic heart disease, essential hypertension etc, restrictions on employment in high altitude (above 2700 meters) may be required.
- (iii) In disability is due to past h/o Ischeamic heart disease, obesity, sequele of head injury etc, restrictions may have to be imposed on employment in mutinous areas, duties involving strenuous exercise, prolonged route march, long patrolling, running etc.

(k) **DISABILITIES TO BE CONSIDERED UNDER P-1 WITHOUT EMPLOYABILITY RESTRICTIONS:**

1. **Asymptomatic Dyslipidemia**

- Detected incidentally during routine evaluation and,
- There is no cardio-vascular risk factor or obesity,
- Has normal thyroid function (T3, T4, TSH w. n. 1.)
- No indication for drug therapy.

2. **Asymptomatic hyper uricaemia (> 7 mg / dl)**
 - No symptom of Gout
 - Individual has modifiable food habits and is amenable to change.
 - No indication for drug therapy.

3. **Asymptomatic ECG abnormality**
 - Detected incidentally during routine evaluation and,
 - There is absence of any risk factor or symptom / sign of cardio-vascular disease,
 - No underlying cause is detected on cardio-vascular evaluation,
 - Must be under constant evaluation from time to time, not later than every 2 years or less if indicated.

4. **Ventricular or supra-ventricular ectopics**
 - Detected incidentally during routine evaluation and,
 - There is absence of any risk factor or symptom / sign of cardio-vascular disease,
 - No underlying cause is detected on cardio-vascular evaluation.

5. **Asymptomatic cervical spondylosis / Low back-ache**
 - With no neurological deficit or vascular insufficiency,
 - Normal spinal movements,
 - No sciatica.

6. **Cholelithiasis**
 - Consistently asymptomatic,
 - No complication of Gall-stone disease.

7. **Chronic carriers of HBV & HCV with normal LFT and no evidence of Chronic Liver disease.**

8. **Benign Hyperplasia of Prostate (BHP)**
 - Symptoms well controlled on drugs,
 - There is no complication of BHP disease.

9. **Fracture of non-weight bearing bones, Stress fractures & Sprains**
 - When there is no pain persisting,
 - There is no restriction of joint mobility.

10. **Varicose veins**
 - No pain / Swelling / Ulcer,
 - Uncomplicated

11. **Operated Cataract**
 - Corrected vision up to 6/9 BE with glasses not exceeding +/- 3.5 D
 - Uncomplicated I.OL.

l) **DEMONSTRATED PHYSICAL CAPACITY AND ENDURANCE**

For assessing endurance and physical efficiency; the Cooper's 12 minute Run / Walk test* will be conducted for GOs and Inspectors upto 57 years of age. For NGOs, the performance report in his/her annual JD & PET will be taken in to account.

*** The Run / Walk Tests**

Such tests measure the basic endurance as well as the aerobic fitness of an individual, having positive correlation with his / her maximum oxygen consumption capacity (VO2).

Coopers 12 minutes Run / Walk test.

The subject in this case is asked to run (also permitted to walk in between if wishes) for 12 minutes on a level surface and the maximum distance covered is noted to correlate for his / her maximal oxygen uptake capacity. The results of these tests are interpreted as under with due regard to one's age and sex. It is not only a good measure of fitness but also an excellent indicator of progress in physical performance. This test is considered most suitable in our setting.

INTERPRETATION:

Age range(In Years)	Minimum expected distance must be covered to be certified as qualified:	
	Male	Femal
Upto 25.	2.8	2.4
26 to 35	2.4	2.0
36 to 45	2.0	1.75
45 to 57	1.75	1.6

(Adapted from Cooper, 1968)

The above yardstick should be applied rationally with due regard for the age of an individual; the criteria being, younger the age, more is the distance to be covered. Beyond 57 years, the running may not be insisted upon. It may be left to the choice of the Officer whether he opts for this or his/her Physical Capacity/Stamina be ascertained by employing other tests.

5 "E" Factor (Eye Sight) acuity:

This covers acuity of vision, colour vision and field of visions of an individual. A service in the Central Police Forces is concerned with safety of public life, property and therefore high grade of colour perception is considered essential.

Grade	Functional capacity	Employability Restrictions
E-1	Must have a good eye sight and high colour perception, with no ocular pathology. If corrected with conventional spectacles for Myopia or Hypermetropia, power not to exceed 7 diopters. Corrected vision must be:	Fit for all duties anywhere.

	Better Eye		Worse Eye
a	6/6		6/36
		Or	
b	6/9		6/24
		Or	
c	5/12		6/12

E 2 Moderate eye sight: Corrected vision with conventional spectacles for Myopia or manifest hypermetropia not exceeding 3.5 diopters. Corrected vision must be: Fit for duties anywhere excepting jobs which require very accurate and frequent / rapid Firing

6/9 6/60
(or less if other eye is Aphakic or absent)

E 3 Adequate eye sight for ordinary purpose. Corrected vision with conventional spectacles or contact lenses. Fit for duties anywhere except duties requiring firing / driving.

(a) 6/24 6/36
(b) 6/18 Other eye Completely Blind or absent

E 4 In hospital / on leave/ rest on medical ground Temporarily unfit.

E 5 Acuity of vision below E 3 grade Permanently unfit for duty

Those diseases of eye not affecting vision must be assessed under 'P' factor.

Intraocular —Lens (IOL)-Implantations in Aphakics and their disposal:

1. Bilateral aphakic and bilateral contact lens wearers will be placed in this grade irrespective of their visual acuity as long as it is not below E-3 grade.
2. All aphakics, weather uniocular or biocular, after IOL implantations, should be observed in E-3 (T) for a period of one year in two spells of sic months each. If it is well tolerated with good visual return/binocular vision, and the field or vision, interlobular pressure and fundus are normal wherein corrective glasses required are not more than — 3.5 D in any axis then the following principles and sequence are to be followed:
 - (a) Uniocular Aphakics (other eye being normal)
 - i) Left eye with IOL (In Right handed man) - E -1 classification
 - ii) Right eye IOL (in Rt. handed man) -E-2 (Permanent)
 - (b) Biocular Aphakics With IOL both eyes -E-2 (Permanent)
 - (c) Biocular Aphakics with one eye IOL and other eye with or without Contact lens but correctable to 6/12 or more -E-3 (Permanent)
 - (d) Biocular Aphakics with IOL in "one eye and other eye being absent or with no vision" -E-3 (Permanent)

may be awarded but only to highly skilled or professional individuals. In the routine course, such individuals are to be invalided out of service. Exceptional reasons for awarding E-3 classification should be specifically mentioned by the approving authorities

3. **Bilateral Aphakics- individuals with Bilateral Contact lenses**

- (a) E-3 Category : First 6 months (irrespective of the degree of visual acuity and binocular vision, but not below the visual standard of E-3, which is 6/24 vision in the better eye and 6/60 or better but lower than E-2 standard vision in the worse eye).
- (b) E-2 Category: (Permanent) : Thereafter (provided the visual standard is that of E-2 which is 6/12 vision in the better eye and 6/30 or better but lower than E-1 standard in the worse eye along with good binocular vision).
- (c) E-1 Category: Not to be granted to bilateral —contact- lenses wearer under any circumstances.

Unilateral Aphakics- Individuals with Unilateral Contact- Lens:

E.1 category can be granted but only by an Ophthalmologist at a Composite hospital If vision in the better eye is 6/12 or better and vision in the worse eye 6/12 or better along with excellent Bi-ocular vision.

4. **Defective colour vision:** The case is under consideration and separate order will be issued.

SPECIAL REFERENCE FOR LADY OFFICERS IN RELATION TO GYNAE/ OBSTETRICS STATUS (G 1-5) IN ADDITION TO SHAPE CATEGORY

- | | | |
|-----|---|--|
| G-1 | No obstetrics or Gynaecological problem. | Fit for duties anywhere. |
| G-2 | 1 st & 2 nd Trimester of Pregnancy pre menopausal /post menopausal syndrome Hormone replacement therapy causing no disability. OR,

Minor disability/discomfort due to fibroid/Ovarian Tumor/Cyst P.I.D. | Fit for routine duties not requiring exertion of running, long walking jumping, climbing. PT, parade and such other duties.

Fit for duties other than Counter - Insurgency. |
| G-3 | Dysfunctional uterine bleeding controlled with treatment. Pregnancy with complications like Hypertension, PET, Diabetics bad Obstetrics history etc. Pre menopausal /Post menopausal syndrome with severe disability. Hormone replacement therapy with complication causing severe disability. Pelvic Inflammatory disease (P.I.D) with sever disability. | Fit only for sedentary duties with treatment facilities existing nearby. |

Uncontrolled cases of D.U.B. moderate disability due to any Gynae/Ops problem. The officer should normally be placed in G-4 on the completion of 34 weeks of pregnancy.

G-4 Delivery and confinement Temporarily unfit

hospitalization/ rest/ leave on medical grounds.

G-5 Severe incapacitation due to Permanently unfit for
Sequels to Gynae/Obst. Problem service. Required to be
not amenable to treatment. invalidated out.

Note:

1. All the above conditions should be suitably assessed depending on disability and graded accordingly after taking specialist opinion for their employability and restriction of duties / areas etc.
2. The categorization in G-2 and G-3 initially shall be in temporary grade and only after the treatment is completed or on confinement, LMC may be given after assessing the disability.
3. Disability due to these gynecological problems will also reflect in 'P' factor.

**Male Average Nude Weights in Kilograms for Different Age Groups and Heights
(10% variation on Either Side of Average Acceptable)**

Height in Cms	<u>Age in years</u>							
	15-17	18-22	23-27	28-32	33-37	38-42	43-47	48-50
156	48	49	51	52.5	53.5	54	54.5	55
158	49	50	52	54	55	55.5	56	56.5
160	50	51	53	55	56	56.58	57	57.5
162	51	52.5	54.5	56	57.5	58	58.5	59
164	52.5	53.5	55.5	57.5	59	59.5	60	60.5
166	53.5	55	57	59	60.5	61	61.5	62
168	55	56.5	58.5	60.5	62	63	63.5	64
170	56.5	58	60	62	64	64.5	65	65.5
172	58	60	61.5	63.5	65.5	66	66.5	67.5
174	59.5	61	63.5	65.5	67.5	68	68.5	69
176	61	62.5	65	67	69	69.5	70	71
178	62.5	64	66.5	68.5	70.5	71.5	72	72.5
180	64	65.5	68	70.5	72.5	73	74	74.5
182	66	67.5	69.5	72	74	75	75.5	76.5
184	67	70	71.5	74	76	76.5	77.5	78
186	69	70.5	73	75.5	78	78.5	79	80
188	70.5	72	75	77.6	79.5	80	81	82
190	72	73.5	76	78.5	80.5	81	82	83

* The body weights are given in this chart corresponding to height (in cms) on even numbers only. In respect of height in between the principle of 'Average' will be utilized for calculating body weights. For calculating average weight of those above the age of 50 years, 0.71 Kg may be added for each 5 years of age in the corresponding height group.

Female Average body Weights in kilograms for Different Age Groups & Height
(10% variation on Either Side of Average Acceptable)

Height in Cms	<u>Age in years</u>						
	20	25	30	35	40	45	50
148	38.5	41	42.5	44	45	46.5	47
150	40.5	41.5	43.5	45	46	47	48
153	42	43.5	45.5	46.5	48	48.5	49.5
155	43	44.5	46	47.5	49	49.5	50
158	45	46.5	48	49.5	50.5	51.5	52
160	46	47.5	49	50.5	51.5	52.5	53
163	47.5	49	51	52	52	54	55
165	49	50.5	52.5	54	55.5	56	57.5
168	50	52	54	55.5	57	58	59

- The body weights are given in this chart corresponding to height (in cms) on even numbers only. In respect of heights in between the principle of 'Average' will be utilized for calculating body weights.

- For calculating average weight of those above the age of 50 years, 0.71 Kg may be added for each 5 years of age in the corresponding height group.

.....

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 (h) 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 :

Signature

Date :

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) Renriie'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 :
- Tongue :
- Anaemia :
- Cyanosis :
- Icterus :
- Oedema :
- Clubbing :
- Koilonychia :
- Lymph glands palpable :
- JVP :
- Thyroid :
- Spleen :
- C.V.S. :
- S 1 :
- S 2 :
- BP (mmHg) :
- Pulse/mt :
- Temp (C) :
- Respiration :
- Tonsils :
- Teeth/Denture :
- Throat :
- Liver :
- E.C.G. (Required after age of 45 years) :
- Blood Sugar(If applicable):
- 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-

- 22 -

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 45yrs.
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 CATEGORIZATION

**ADVICE/ EMPLOYABILITY
RESTRICTION(S) IF ANY**

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

PHYSICAL/MEDICAL CERTIFICATE

Certified that the Shri/Smt/MsS/O
.....Designation.....Date of Birth (DOB)
.....recommended for award for on
the occasion of **Republic/Independence Day, (year)** has awarded medical
category:.....(*) as per the Medical examination carried out on
.....(date) by authorized Medical Officer/Medical Board.

Signature:.....

Name :.....

Director General of Police / Additional Director General of
Police

Counter Signature:

Name:

Deputy Secretary to the State Government

Contact No.:.....

- 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-1 / SHAPE-2 / SHAPE -3/ SHAPE-4/ SHAPE-5