MOST IMMEDIATE
TIME BOUND

No.2946/A7/Estt.I/Pol/PPM-RD-26
GOVERNMENT OF PUDUCHERRY
POLICE DEPARTMENT

Puducherry, dated 22.08.2025

CIRCULAR

Sub: Police- Recommendation for the award of President's Police Medal for Distinguished Service (PSM) and Medal for Meritorious Service (MSM) on the occasion of Republic Day, 2026.

Ref: Letter No. 11019/17/2023-PMA dated 17.10.2023 of PMA Cell of MHA, New Delhi.

******

Applications are invited in sealed cover from the recommending authorities for the award of **"President's Police Medal for Distinguished Service (PSM)/ Medal for Meritorious Service (MSM)"** on the occasion of **Republic Day, 2026 (26th January, 2026)** in the prescribed proforma along with the annexures:- (Annexures may be downloaded from official website of Police Department, Puducherry).

2. **Eligibility criteria/ detailed instructions are as below:-**

(i) Citation in respect of each officer(s) recommended for award of Distinguished Service/ Meritorious Service should not exceed 200 words.

(ii) **President's Medal for Distinguished Service:** A minimum service of 25 years irrespective of rank for Police Personnel on the date of occasion i.e. 26 January 2026 marked by exceptional ability and merit. For Home Guard Personnel a minimum fourteen years (14 Years) of service is required. This award may be recommended after 06 years of award of Medal for Meritorious Service or Police Medal for Meritorious Service.

(iii) **Medal for Meritorious Service:** A minimum service of 18 years on the date of occasion i.e. 26 January 2026 marked by ability and merit for the members of Police Service and a minimum of eight years (08 Years) of service for Home Guard Personnel.

(iv) The President's Medal for Distinguished Service and Medal for Meritorious Service shall be awarded to officer/ personnel only once in his/her entire service.

(v) No major punishment in entire service and no minor punishment for the last thirteen (13) years. No vigilance case should be pending/contemplated against him/her. The character & antecedents of the recommendee need to be duly verified so as to find nothing adverse reported against him/ her.

(vi) Integrity/Character & Antecedent certificate in respect of the recommended on the prescribed proforma.

(vii) **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.

(viii) **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.

(ix) One passport size photographs in respect of recommended for the award of President's Police Medal for Distinguished Service only.

3. It is requested that, keeping in view of the eligibility criteria as per the reference cited above, to recommend cases of Police Officers/Personnel working under them along with Annexure I to VII. It is further requested that all the columns in the format should be duly filled. A soft copy of the recommendations / applications should be forwarded.

4. The last date to receive the filled in (typed) **application with soft copy** at the Chief Office is till **05.00 p.m. on 10.09.2025** so as to process through online for sending the selected nominations with Government of India within stipulated time.

5. **Late application will not be entertained at any cost since all further process through on line.**

(R.ELUMALAI)
SPECIAL OFFICER (POLICE)

Encl: As stated.

To

1. All Superintendents of Police, Puducherry/Karaikal/Mahe/Yanam.
2. ADC to Lt. Governor Secretariat/Secretary Legislative Assembly Department/Private Secretary to Chief Minister, Puducherry.
3. Deputy Collector, Excise/Director Government Press, Puducherry.
4. The Web officer (with instruction to upload all Annexure and other details in official website.

Copy to:

1. The Secretary to the DGP/IGP, Puducherry.
2. The Readers to DIGP (L&O) / DIGP (AP&T)
3. The Readers to SSP (H&Q)/ SSP (L&O)/SSP(C&I)/SSP (KKL)/SSP (Traffic).

ANNEXURE-I

PROFORMA FOR THE RECOMMENDATION FOR THE AWARD OF PRESIDENT'S POLICE MEDAL FOR DISTINGUISHED SERVICE (PSM)/ MEDAL FOR MERITORIOUS SERVICE ON THE OCCASION OF REPUBLIC DAY – 2026

Name of Organisation Recommending the case with full address :	

1.	(a) Name (as per service record)(in Capital letter)	First Name	Middle Name	Surname		
	(b) Name in Hindi					
2.	Father's name	First Name	Middle Name	Surname		
3.	Date of Birth	Day	Month	Year		
4.	Age as on respective occasion (i.e. 15th August,2025	Years	Months	Days		
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 Police Service as on respective occasion (15th August, 2025)	Years	Months	Days		
10.	(a) Present Posting, with complete postal address with PIN code	**Designation**	**Place**	**PIN Code**	**Date**	
	(b) Above details in Hindi ***(Mandatory)***	**पद**	**स्थान**	**पिन कोड**	**दिनांक**	
11.	Whether on deputation If yes, Date of joining on deputation					
12.	Year and occasion of award of Police/Fire Service/Correctional Service/HG & CD	**Year**	**Occasion**			

13.	Rewards	Nos. ____ :Total amount in Rs.
	(a) Cash Awards	

14.	If Police/fire service/ correction service/ HG&CD Medal for Meritorious service awarded	**Year**	**Occasion (RD/ID)**

15.	Punishment(s)	**Details of Penalty**	**Year(s)**

16.	Medical Category	
17.	Details of any enquiry pending against the officer	

18.	Details of disciplinary proceedings pending/ contemplated against the recommended, 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 (2014-2015 to 2023-2024) In case of maximum 3 years NIC, APAR for last 13 years* (2010-2011 to 2023-2024) Similarly, in case APAR is given as per Calendar Year, (2014 to 2024) **OS – Outstanding; VG - Very Good; G – Good; AV – Average; NIC – Not Initiating Certificate, Adv – Adverse, MS- Missing,** **NA – Not Applicable *(ACRs are not written in case of Constable and below in some organizations)*** * 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:	**Year**	**Grading**
		2012-2013	
		2013-2014	
		2014-2015	
		2015-2016	
		2016-2017	
		2017-2018	
		2018-2019	
		2019-2020	
		2020-2021	
		2021-2022	
		2022-2023	
		2023-2024	
		2024-2025	

<table>
<tr><td>21.</td><td>APAR Grading for last ten years (in numbers)</td><td><table><tr><th>OS</th><th>VG</th><th>G</th><th>AV</th><th>NIC</th><th>ADV</th><th>MS</th><th>NA</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></td></tr>
<tr><td>22.</td><td>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</td><td></td></tr>
<tr><td>23.</td><td>Email address (mandatory)</td><td></td></tr>
<tr><td>20</td><td>Mobile number</td><td></td></tr>
<tr><td>21</td><td colspan="2">Brief description of work justifying award of Medal (No Posting details) in order of importance (not exceeding more than 200 words each)</td></tr>
</table>

Signature of Recommending Authority:
Name of the Officer:
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 to certify that _____(Name in English) _____ (Name in Hindi) is presently holding the post of _____ (in English)_____(in Hindi) and his ACR/APAR details are as under:

Tick only one		Grading	Remarks (if any)
Financial Year	Calendar Year		
2024-2025	2024		
2023-2024	2023		
2022-2023	2022		
2021-2022	2021		
2020-2021	2020		
2019-2020	2019		
2018-2019	2018		
2017-2018	2017		
2016-2017	2016		
2015-2016	2015		
2014-2015	2014		
2013-2014	2013		
2012-2013	2012		

*APAR Grading for last 10 years [2015-2016 to 2024-2025] is to be filled. In case of maximum 3 years NIC, APAR grading for last 13 years [2012-2013 to 2024-2025]. Similarly, in case APAR is given as per Calendar Year, [2012 to 2025].

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

Signature of Recommending Authority

Name:
Designation:
Contact No.
Date :

ANNEXURE-IV

INTEGRITY CERTIFICATE

Certified that the integrity of Shri. _____ (in English for notification) _____ (in Hindi for preparation of Scrolls) (Designation) _____ Date of Birth (DOB) _____ recommended for the award of _____ on the occasion of Republic Day 2026 is above suspicion and they were not concerned in any proceedings that were censure in a Court of Law. It is further certified that no judicial or departmental proceedings are being contemplated/pending against him. Similarly, no vigilance case is pending/ contemplated against him. It is also certified that the officer recommended has not been given any major penalty or punishment in the period under review i.e. period from 2012-2013 to 2024-2025.

2. It is also certified that character and antecedents of the above Officer/Personnel have been duly verified and nothing adverse reported against him.

Signature of Recommending Authority
Name:
Designation :
Contact No.
Date :

ANNEXURE-V

CERTIFICATE

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

Signature of Recommending Authority

Name:
Designation :
Contact No.
Date :

ANNEXURE-VI

PHYSICAL/MEDICAL CERTIFICATE

Medical Certificate Form may be downloaded from the Puducherry Police Website:-

https://police.py.gov.in

ANNEXURE-VII

PROFORMA

Sl. No.	Name of the Government Servant	Present Designation	Father's Name	Service Particulars including deputation from the date of initial appointment to till date				Reference to I.D. Note / Memo No. & dt. whether disciplinary action was required by the CVO to be taken against the individual, if any pending in the Department / Office as on date	Remarks
				Name of the Department / Office / Institution	Design-ation	Date of Service			
						From	To		

Signature of Recommending Authority

Name:
Designation:
Contact No.
Date :