OFFICE OF THE INSPECTOR GENERAL OF POLICE
PUDUCHERRY

No. 150/IGP/OW/2025 Dated: 29.09.2025

STANDARD OPERATING PROCEDURE FOR THE AWARD OF "UTKRISHT SEVA PADAK" AND "ATI UTKRISHT SEVA PADAK"

1. INTRODUCTION

Ministry of Home Affairs has instituted two categories of Awards, viz., "Utkrisht Seva Padak" and "Ati Utkrisht Seva Padak". In pursuance of Order No. E.37973/Home/P1/2025 dated 28.05.2025, issued by the Home Department, Puducherry, the Director General of Police, Puducherry, shall award these two categories of medals every year to officers and personnel of the Local Police, India Reserve Battalion (IRBn.) and Home Guards.

2. OBJECTIVES

(i) Utkrisht Seva Padak

- To recognize long, unblemished service of at least 15 years, combined with professional excellence.
- To promote professionalism, dedication, and excellence in service among police personnel.

(ii) Ati Utkrisht Seva Padak

- To recognize long, unblemished service of at least 25 years, combined with professional excellence.
- To encourage sustained professionalism and exemplary conduct throughout service.

3. QUOTA OF MEDALS

S.N.	Police Personnel	Sanctioned Strength	No of Medals (1%)
UTKRISHT SEVA PADAK			
1.	Local Police (All ranks)	3455	35
2.	IRBn.	1007	10
3.	Home Guards	770	7
Total		**5232**	**52**

ATI UTKRISHT SEVA PADAK			No of Medals (0.5%)
1.	Local Police (All ranks)	3455	17
2.	IRBn.	1007	5
3.	Home Guards	770	4
Total		**5232**	**26**

4. OCCASION OF AWARD

The medals shall be announced every year on Puducherry Police Raising Day (1st October).

5. SCREENING PROCEDURE

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

(a) The DGP will finalize the nominations of the candidates based on the recommendations of the Selection committee. Only those personnel who fulfill the eligibility criteria will be approved.

(b) The Selection Committee shall consist of the following :

S.N.	Designation of Officers	Selection Committee
1.	The Inspector General of Police	Chairman
2.	The Dy. Inspector General of Police	Member
3.	The Senior Superintendent of Police (HQ)	Member
4.	The Senior Superintendent of Police (C&I)	Member
5.	The Senior Superintendent of Police (L&O)	Member
6.	The Superintendent of Police (HQ)	Member Secretary

(c) The prescribed committees will assess the suitability of the candidate on the basis of the following criteria :

- Length of service
- APAR/ACR of the period under consideration
- Citations submitted by the candidate
- Performance against 'SMART Policing' parameters (as applicable)
- Previous rewards, commendations and decorations
- Professional performance in field/area of specialization

6. ELIGIBILITY CRITERIA

(i) Utkrisht Seva Padak :

a) The award shall be made to police personnel in recognition of outstanding or meritorious service performed by police personnel along with smart policing.

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

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

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

e) The recommendee should not have been given any major penalty in the period under consideration. An Integrity Certificate to this effect should be furnished by the Recommending Authority as per Proforma in Annexure- II of SOP.

f) As defined in departmental rules, any punishment previously awarded should not be within current period.

g) Considerations for APAR/ACRs :-

(i) The grading for all ranks for awarding the medal should not be less than 'Good' in the last 5 preceding years. There should, at the time of considering his/her name for medal, not be any adverse entry in the last 5 preceding years.

(ii) The officers nominated for the award of the medal shall also be assessed on the following ten parameters of 'SMART Policing to the extent applicable to the organization:-

1. Strict
2. Sensitive
3. Mobile
4. Modern
5. Alert
6. Accountable

7. Reliable
8. Responsive
9. Techno-savvy
10. Trained

(ii) Ati Utkrisht Seva Padak :

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

b) The nominee should have completed not less than twenty five years of service for Ati Utkrisht Seva Medal, on 1st April of the year of nomination.

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

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

e) The recommendee should not have been given any major penalty in the period under consideration. An Integrity Certificate to this effect should be furnished by the Recommending Authority as per Proforma in Annexure- II of SOP.

f) As defined in departmental rules, any punishment previously awarded should not be within current period.

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1. Strict
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3. Mobile
4. Modern
5. Alert

6. Accountable
7. Reliable
8. Responsive
9. Techno-savvy
10. Trained

7. The recommending authority shall forward nominations along with the duly filled and signed Annexures I to IV as mentioned in this SOP.

8. **(i)** The names of those to whom this Medal may be awarded may be kept in the Register of such names which will be maintained by the SP (HQ).

(ii) It shall be competent for the Union Home Minister to cancel and annul the award to any person of the above decoration and that thereupon his name in the Register shall be erased.

9. **DISCLAIMER**

This SOP is issued exclusively for the internal administration of the Puducherry Police Department.

// This issues with the approval of the competent authority //

Ajit Kumar 29/9/21

(Dr. AJIT KUMAR SINGLA, IPS)
INSPECTOR GENERAL OF POLICE
PUDUCHERRY

Distribution:
All concerned.

Copy to:
1. The Director General of Police, Puducherry.
2. Deputy Inspector General of Police, Puducherry.
3. All Senior Superintendents of Police, Puducherry UT.
4. Special Officer (Police), Puducherry.
5. All Superintendents of Police, Puducherry UT.
6. Web Officer, Puducherry Police.
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