web office

Annexure-D.

Following may be kept in mind while submitting recommendations.

1. **In the field of Investigation** the details like FIR No. with date, date of framing charge sheet, present status of the case, details of conviction, if any and Court's appreciation, if any may be provided through concerned Column of proforma.

2. Citation should be in brief and in chronological order.

3. Recommendations of State/UT/Organization level Committee as defined in ***Selection process (i)*** of SOP may be uploaded/submitted **(Mandatory).**

4. Each document may be uploaded in concerned column of the online proforma.

5. Names of recommendee(s) may be provided in bilingual (Hindi & English) after verifying the same from the Service record of concerned officer/official. Further, proper salutation (Shri/Smt/Ms etc.) may be used while submitting the names of recommendee(s) through proforma/forwarding letter.

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