No. 5406/Estt.I(B)/A7/Pol/2025
GOVERNMENT OF PUDUCHERRY
POLICE DEPARTMENT

Puducherry, dated 03.06.2025

CIRCULAR

Sub: Recommendation for the award of "Utkrisht Seva Padak and Ati Utkrisht Seva Padak" for the Year 2025 – Reg.

Ref: 1. Notification No. 11024/02/2018-PMA dt. 23.07.2018 of PMA Cell of MHA, New Delhi.

2. No. 11024/60/2022-PMA dt. 30.09.2022 of PMA Cell of MHA, New Delhi.

3. Order No. E.37973/Home/P1/2025 dt. 28.05.2025 of Home Department, Puducherry.

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In pursuance of the letter/order cited under reference 2 and 3 above, applications are invited in sealed cover from the recommending authorities for the award of **"Utkrisht Seva Padak and Ati Utkrisht Seva Padak" for the Year 2025** in the prescribed proforma accompanied with the following documents: - (Annexures may be downloaded from official website of Police Department).

(i) Citations not exceeding 200 words along with proforma. **(Annexure-I - 3 set)**

(ii) The Citations should be speaking, enumerating the good work done including detection of criminal cases and recovery of case properties.

(iii) Integrity/Character & Antecedent certificate in respect of the recommended on the prescribed proforma **(Annexure —II)**.

(iv) A certificate after verifying from the service records of the officer recommended to the effect that the officer has not been awarded the Medal in the past **(Annexure-III)**.

(v) ***Length of Service:*** The length of service will be completion of 15 / 25 years of service as on 1st January- 2025 "Utkrisht Seva Padak" and "Ati Utkrisht Seva Padak" respectively. In respect of the officials who do not have clean image should not be recommended.

(vi) The Medal shall be awarded to those who have either performed their duties with conspicuous devotion, skill and courage as member of police force within the territory continuously for 15 / 25 years.

(vii) TWO passport size photographs in respect of recommendee.

(viii) The ACR grading for the last 05 years i.e. from 2018-19 to 2024-25.

-2/-

2. It is requested, that keeping in view of the eligibility criteria as per the reference cited above, recommend cases (**minimum one**) of Police Officers/Personnel working under them along with Annexure I, II and III. All the columns in the format should be duly filled and **to restrict not more than two cases** for recommendation. Further a soft copy of the recommendations / applications should be forwarded.

3. The last date to receive the filled in (typed) **application with soft copy** at the Chief Office is till **15.07.2025** so as to process the medals within stipulated time.

//THIS ISSUES WITH THE APPROVAL OF DGP//

OFFICER ON SPECIAL DUTY
POLICE DEPARTMENT
PUDUCHERRY

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.

Copy to:

1. The Secretary to the DGP /IGP, Puducherry.
2. The Readers to DIGPs
3. The Readers to SSP(HQ)/SSP(L&O)/SSP(C&I)/SSP(KKL)/Dy. Comdt. IRBn.
4. Web officer (with instruction to upload all Annexure and other details in official website.

Annexure - I

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

1.	Name (In English capital letters) (In Hindi)	Surname Middle name First name
2.	Father's Name	Surname Middle name First name
3.	Date of Birth	Day Month Year
4	Age as on ___ . ___ .	Year Month
5.	Sex	
6	Initial appointment	Year Rank Service Cadre
7	Regimental/Force No.	
8	**Total Police Service**	
9	Present posting, with complete postal address.	

10	Rewards	No. Total amount in Rs.
	A). Cash Awards	
	B) Others	
	i). Commendations	
	ii). Appreciations	
	iii).Good Service Entries	--

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

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

(58)

Annexure – II

INTEGRITY CERTIFICATE

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

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

Signature _____

Name _____

Head of Unit

Official stamp _____

59

Annexure - III

CERTIFICATE

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

Signature _____

Name of the officer _____

Designation _____

Date _____

Official stamp _____