ANNEXURE I

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					
2	Father's Name	First name	Middle name		Surname	
3	Date of Birth	Day	Month		Year	
4	Age as on respective occasion (i.e 26th January, 2025)	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 26th January, 2025)					
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 and occasion of award of Police/Fire Service/Correctional Service/HG & CD	Year	Occasion			

13	Rewards	No.	Total amount in Rs.	
	A) Cash Awards			
	B) Others			
	i) Commendation			
	ii) Appreciation			
	iii) Good Service Entries			
	iv) Any other rewards (Specify)			
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 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	APAR Grading for last 10 years* [2013-2014 to 2022 – 2023] In case of maximum 3 years NIC, APAR grading for last 13 years * [2010-2011 to 2022 – 2023] Similarly, in case APAR is given as per Calendar year, [2011 to 2023] **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 organisations*)** **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** 2010 - 2011 2011 - 2012 2012 - 2013 2013 - 2014 2014 - 2015 2015 - 2016 2016- 2017 2017- 2018 2018- 2019 2019- 2020 2020- 2021 2021- 2022 2022 - 2023	**Grading**	

21	APAR Grading for last ten 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 _____

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)