

Government of India
Ministry of Home Affairs



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**BUREAU OF POLICE RESEARCH &
DEVELOPMENT**

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No.78/45/2015/Trg.(PP)/BPR&D
16 /08/2015

1. The Director/Director General
NEPA/NDRF/NIA/NCB/SVPNPA/DCPW/NSG/NICFS/IB/
AR/ITBP/SSB/CISF/BSF/CRPF
2. Director General of Police/IsGP
All States/UTs
3. Commissioner of Police, Delhi

Sub: Recommendation for “Union Home Minister’s Medals for Excellence in Police Training” for the year 2015-16.

Sir,

Ministry of Home Affairs, Govt. of India vide their Notification No 23011/16/2014-PT/PMA dated 11th May, 2016 has instituted a scheme for award of “union Home Minister’s Medal for Excellence in Police Training’ to the trainers and support staff working in Police Training Institutions of States and Central Forces with the following objectives:

- (a) To recognize the importance of training and trainers in police organizations and make training a respectable assignment.
 - (b) To promote the quality of training in police training institutions in the country.
2. The recommendations are hereby invited for consideration of the award of “Union Home Minister’s Medals for Excellence in Police Training” for the year 2015-16. from States/UTs police, CAPFs and CPOs on the prescribed proforma and as per illegibility conditions given below:

A. Tally of Medals: A total of 167 Medals will be awarded under three categories as per State/UT/CAPF/CPO wise distribution list enclose as Appendix ‘A’. Nomination must be sent **03 times the number of candidate under each category as per quota of medal of** each State/UTs/CAPFs/CPOs.

B. Categories of Medal and Quota thereof: Medal will be awarded in the following three categories.

- (i) **Indoor Trainers:** Trainers who impart classroom training. Under this category quota of Medals will be 40% for States/UTs and CPOs of the total medal allotted to them and 30% for CAPFs.
- (ii) **Outdoor Trainers:** Trainers who impart field training (PT, Drill, Weapon, Field Craft etc. under this category quota of Medals will be 40% for States/UTs and CPOs of the total medal allotted to them and 50% for CAPFs.
- (iii) **Others:** Staff of the training institutions who assist in successful running of the training programme like supervisors, Planners, Ministerial staff and other support staff. Under this category quota of Medals will be 20% for States/UTs/CAPFs and CPOs of the total medal allotted to them..
- (iv) Where ever only indoor training is being imparted, the quota for outdoor medal will be merged with indoor medal.

C. Eligibility criteria: As on **31/03/2016** the nominee:

- (i) Must be posted in Training Institution
- (ii) Must have completed minimum 05 years' service in police department.
- (iii) Must have completed 02 years continuous service in the training institution and three years' service in the training institution(s) (same or more no. of training institutions).
- (iv) Should be clear from vigilance point of view.
- (v) Should not have been given major/minor punishment during last 05 years.
- (vi) There should not be any adverse entry in last 05 years APAR.
- (vii) Minimum APAR grading should be 'Good' and above but should not have 'Good' grading more than two.

D. Committees for Selection: A three tier screening procedure will be followed for selection of the candidates as under:

- (i) **Institution level committee;** to be constituted at training institutions to recommend nominations to their Headquarters.
- (ii) **Headquarter Level Committee:** To be formed at Police/Force HQs to assess and evaluate the recommendation of nominees received from various training institutions and further recommending name to MHA/BPR&D Level Apex Committee. Number of nominations to be recommended by this committee is as per para-2A.

- (iii) **MHA/BPR&D Level Apex Committee:** The committee will finally select candidates of each States/UTs/CAPFs/CPOs from among their nominations recommended by Headquarter Level Committees.

E. **Documents to be submitted:** Following documents must be submitted along with each nomination.

- (i) Recommendation as per Performa in **Annexure-I** properly filled in each column.
- (ii) Integrity certificate as per **Annexure-II**
- (iii) Certificate of completion of two years / three year in training institutions as per **Annexure-III**
- (iv) Personal accomplishment and trainer attributes evaluation as per **Performa-IV** duly signed by HQ level Committee. (for indoor category and other category)
- (v) Evaluation as per **Performa-V'A'** in case of nominees for '**indoor**' category **or Performa – V'B'** in case of nominees for '**outdoor**' category duly signed by HQ level Committee.

F. **Certificate and Medal;** A Medal and a Certificate (Scroll) signed by the Union Home Minister will be awarded to each winner. However the competent authority may withdraw the medal if the awardee is found guilty of disloyalty or brings the force to disrepute such as removal, major penalty, criminal offence or any such conducts may be found unbecoming in the opinion of the State/Union Govt.

3. It is, therefore, requested to send nomination of eligible and suitable candidates along with all supporting documents as mentioned in para 2E(i) to (e) above to this Bureau by **30th October, 2016**.

Encl.: As above



(Abhay)

Director (Training)

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Appendix 'A'**State/UT wise distribution of No. of medals**

| S.No. | State | Sanctioned Strength | Total No. of medals |
|--------------|--|----------------------------|----------------------------|
| 1. | Daman & Diu, Dadra& Nagar Haveli & Lakshadweep (by rotation) | 410/328/349 | 1 |
| 2. | Puducherry | 3,951 | 1 |
| 3. | A&N Islands | 4,432 | 1 |
| 4. | Sikkim | 6,076 | 1 |
| 5. | Goa | 7,118 | 1 |
| 6. | Chandigarh | 7,873 | 1 |
| 7. | Mizoram | 11,246 | 1 |
| 8. | Arunachal Pradesh | 12,763 | 1 |
| 9. | Meghalaya | 13,141 | 1 |
| 10. | Himachal Pradesh | 17,185 | 2 |
| 11. | Uttarakhand | 20,193 | 2 |
| 12. | Nagaland | 24,282 | 2 |
| 13. | Tripura | 27,339 | 2 |
| 14. | Manipur | 31,914 | 2 |
| 15. | Kerala | 52,712 | 3 |
| 16. | Orissa | 56,840 | 3 |
| 17. | Telengana | 56213 | 3 |
| 18. | Haryana | 61,681 | 3 |
| 19. | Assam | 62,340 | 3 |
| 20. | Chhattisgarh | 66,630 | 4 |
| 21. | Jharkhand | 73,664 | 4 |
| 22. | Andhrapradesh | 73012 | 4 |
| 23. | Jammu & Kashmir | 78,242 | 4 |
| 24. | Punjab | 79,478 | 4 |
| 25. | Delhi | 81,158 | 4 |
| 26. | Bihar | 87,913 | 4 |
| 27. | Madhya Pradesh | 90,445 | 5 |
| 28. | Karnataka | 91,169 | 5 |
| 29. | Rajasthan | 93,469 | 5 |
| 30. | West Bengal | 1,09,330 | 5 |
| 31. | Gujarat | 1,13,380 | 5 |
| 32. | Tamil Nadu | 1,15,080 | 6 |
| 33. | Maharashtra | 2,09,441 | 9 |

| | | | |
|-----|------------------|------------------|------------|
| 34. | Uttar Pradesh | 3,68,230 | 12 |
| | ALL INDIA | 22,09,027 | 114 |

CPOs/CAPFs wise distribution of Medals

| | | | |
|----|---|--------|-----------|
| 1 | Central Reserve Police Force | 296752 | 12 |
| 2 | Border Security Force | 243161 | 11 |
| 3 | Central Industrial Security Force | 133628 | 6 |
| 4 | Sashastra Seema Bal | 83409 | 4 |
| 5 | Indo-Tibetan Border Police | 77022 | 4 |
| 6 | Assam Rifles | 66412 | 4 |
| 7 | BPR&D including CDTS/CAPT | | 2 |
| 8 | Intelligence Bureau | | 2 |
| 9* | National Crime Records Bureau/NICFS (By rotation) | | 1 |
| 10 | National Security Guard | | 1 |
| 11 | Directorate of Coordination Police Wireless | | 1 |
| 12 | SVP National Police Academy | | 1 |
| 13 | Narcotics Control Bureau | | 1 |
| 14 | National Investigation Agency | | 1 |
| 15 | National Disaster Response Force | | 1 |
| 16 | North Eastern Police Academy | | 1 |
| | Total | | 53 |

Grand Total of medals –

STATES/UTS medals - 114

CAPFs/CPOs - 53

167

* For 2014-15 NCRB was considered and in 2015-16 NICFS will be considered.

RECOMMENDATION FOR THE AWARD OF UNION HOME MINISTER'S MEDAL FOR EXCELLENCE IN POLICE TRAINING FOR THE YEAR 2014-15.

| | | | | |
|-----|--|--|------------------------|------------------|
| 1. | Name (In capital letters) (In Devanagari/ Hindi) | Surname | Middle name | First name |
| 2. | Father's Name | Surname | Middle name | First name |
| 3. | Date of Birth | Year | Month | Day |
| 4. | Age as on 31.03.2016 | Years | Months | |
| 5. | Sex | | | |
| 6. | Initial appointment | Date | Rank | Service Cadre |
| 7. | Regimental/Force No. | | | |
| 8. | Total Police Service (As on 31.03.2016) | Year | Month | Day |
| 9. | Present posting (Training Institute) with date of posting and complete postal address. | Designation | Place (Trg. Institute) | Date |
| 10. | Date of continuous present appointment in the Training Institute and total service as on 31.03.2016 in the present Training Institute | Date of Posting | | |
| | | Total Continuous service –Year Month Day | | |
| 11. | Total period of service in Police Training Institute as on 31.03.2016 (present as well as previous tenure in training | Year | Month | Day |

| | | |
|-----|--|--|
| | institutions) | |
| 12. | Category for which recommended | Outdoor/Indoor/Others |
| 13. | Total marks obtained in evaluation tests | i) Marks in personal accomplishment(as per Annex-IV) ii) Marks in evaluation for Indoor(Marks of Annx-VA) OR Marks in evaluation for outdoor (Marks of Annx-VB) Total Marks = (i) + (ii) |
| 14. | Rewards | |
| | A). Cash Awards | Total No. of rewards Total Amount |
| | B) Others | |
| | i). Commendations | |
| | ii). Appreciations | |
| | iii).Good Service Entries | |
| | iv). Any other rewards (Specify) | |
| 15. | Year of award of IPM/PPM/PPMG etc. (if any) | Year Occasion (RD/ID) |
| 16. | Punishment(s) | Details of Penalty Year(s) |
| 17. | Details of any enquiry pending against the officer | |
| 18. | Details of disciplinary proceedings pending/ | Year Nature of Allegation Present Status |

| | | | | | | | |
|---|--|---------|-------------------|------|-----|----------------|----|
| | contemplated , if any. | | | | | | |
| 19. | Details of the court cases pending , if any | Year | Details of charge | | | Present status | |
| 20. | ACR Grading for last 5 years (2010-2011 to 2014-2015) OS- Outstanding VG-Very Good G - Good AV-Average NIC-Not initiating Certificate. Adv- Adverse NA-Not available. | Year | Grading | | | | |
| | | 2010-11 | | | | | |
| | | 2011-12 | | | | | |
| | | 2012-13 | | | | | |
| | | 2013-14 | | | | | |
| | | 2014-15 | | | | | |
| 21. | In case of NIC corresponding nos. of ACRs Grading beyond 2010-2011. | Year | Grading | | | | |
| | | 2008-09 | | | | | |
| | | 2009-10 | | | | | |
| 22. | Summary of ACR grading for last five years (in No.) | OS | VG | GOOD | AVG | NIC | NA |
| | | | | | | | |
| Brief description of work justifying award of Medal (No posting details) in order of importance (not exceeding 500 words each): | | | | | | | |

Signature of Recommending Authority_____

Name: _____

Designation:_____

Date:_____

INTEGRITY CERTIFICATE

Certified that the integrity of Shri _____
(In English) _____ (In Hindi) S/o
_____ Date of Birth (DOB)
_____, (Designation) _____

recommended for the award for Home Minister Medal for Excellence in Training for the year 2015-16 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 recommended has not been given any Major Penalty/minor 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 _____

Director General of police

Official stamp _____

CERTIFICATE

It is certified that it has been checked and verified from the records of recommended Shri/Smt./Ms. _____ designation _____ and it is confirmed that **as on 31.03.2016** he/she has completed minimum 5 years of service and is working in the training institute from last 2 years continuously and completed three years of service in Training Institutions (same or more no. of training institutions). It is also certified that he/she has not been earlier awarded Home Minister Medal for Excellence in Training for which he/she is being recommended.

Signature _____

Name of the officer _____

Designation _____

Date _____

Official stamp _____

Annexure -IV

EVALUATION PERFORMA FOR TRAINERS
PERSONAL ACCOMPLISHMENT AND TRAINER ATTRIBUTES

NAME-----

RANK-----

| Sl.No. | Parameter | Max. Marks | Marks allotted | Remarks |
|---------------|--|-------------------|-----------------------|--|
| 1. | Educational Qualification | 5 | | a. PhD-5 Marks b. Master's Degree-4 Marks c. Graduation - 3 Marks d. 10+2 -2 Marks e. Matriculation -1 Marks |
| 2. | Medal's /Decoration's | 5 | | a. PPMG/PMG - 5 Marks b. Distinguished service medal - 4 Marks c. Meritorious service medal - 3 Marks d. State Level Award - 2 Marks e. DG Disc /Commendation-1 Mark |
| 3. | Knowledge of subject matter and latest developments | 10 | | Details to be enclosed |
| 4. | Knowledge of use of latest training Aids | 10 | | Details to be enclosed |
| 5. | Ability to plan curriculum and Lesson plans& actual output | 10 | | Detail to be enclosed |
| 6. | Ability to Prepare Training Materials & actual output | 10 | | Detail to be enclosed |

| | | | | | |
|-----|---|------------|--|--|---------|
| 7. | Average of feedback of classes taken(2 Years) in the institute on the scale of 1 to 5 | 10 | | Detail to be enclosed | |
| 8. | Average of feedback of classes taken outside the institute in other institute on the scale 1 of 5 | 5 | | Detail to be enclosed | |
| 9. | Innovations in training (infrastructure/training methodology) /Institute development) | 5 | | Detail to be enclosed | |
| 10. | Research paper /Articles published in International/ National/State level journals | 5 | | (1 Numbers to each Research paper/Article subject to maximum 5) Detail to be enclosed | |
| 11. | Performance of trainees under his charge | 5 | | Details to be enclosed | |
| 12. | Overall impression of head of the institution (Internal Assessment) | 20 | | a. Physical fitness, Bearing/posture, Turnout, personal hygiene, etc. | 4 Marks |
| | | | | b. Communication Skills | 4 Marks |
| | | | | c. Commitment /motivation level, Sincerity, Responsiveness& reliability | 4 Marks |
| | | | | d. Leadership Quality, contribution in the development of subordinate instructional staff etc. | 4 Marks |
| | | | | e. Integrity, Discipline & Punctuality | 4 Marks |
| | Total | 100 | | | |

(To be signed by each member of Headquarter Level Committee)

Annexure -V – ‘A’

PERFORMA FOR THE ASSESMENT (INDOOR)

NAME-----

RANK-----

The observer are requested to carefully observe the learning event and record the reaction for each item. This can be done by marking the number that most closely matches the view in the table mentioned below:

| Sl. No. | Items | Poor | satisfactory | Good | Very Good | Excellent | Max marks | Marks allotted |
|----------------|--|-------------|---------------------|-------------|------------------|------------------|------------------|-----------------------|
| (A) | Knowledge of subject (25) | | | | | | | |
| 1. | Domain knowledge | 0 - 2 | 3 - 4 | 5 - 6 | 7 - 8 | 9 - 10 | 10 | |
| 2. | Knowledge of latest developments | 0 - 1 | 2 | 3 | 4 | 5 | 5 | |
| 3. | Use of example & case studies in teaching | 0 - 2 | 3 - 4 | 5 - 6 | 7 - 8 | 9 - 10 | 10 | |
| (B) | Presentation style (30) | | | | | | | |
| 1. | Use and quality of visual Aids (PPT & visualizer etc.) and Teaching Methodology (Role-play, Screening of Film, etc.) | 0 - 2 | 3 - 4 | 5 - 6 | 7 - 8 | 9 - 10 | 10 | |
| 2. | Structure of lesson and flow | 0 - 2 | 3 - 4 | 5 - 6 | 7 - 8 | 9 - 10 | 10 | |

| | | | | | | | | |
|--------------|--|-------|-------|-------|-------|--------|------------|--|
| 3. | Use of Appropriate language, Voice/eye contact /mannerism | 0 - 1 | 2 | 3 | 4 | 5 | 5 | |
| 4. | Voice/eye contact/mannerism | 0 - 1 | 2 | 3 | 4 | 5 | 5 | |
| (C) | Efforts to Involve Trainees (20) | | | | | | | |
| 1. | Link's to trainee interest / entry behaviour/ Gain attention /Establish rapport /Explain purpose of lecture | 0 - 1 | 2 | 3 | 4 | 5 | 5 | |
| 2. | Inviting /handling question | 0 - 1 | 2 | 3 | 4 | 5 | 5 | |
| 3. | Interactive Feedback by trainees on the scale of 1 to 10 | 0 - 2 | 3 - 4 | 5 - 6 | 7 - 8 | 9 - 10 | 10 | |
| (D) | Performance of trainees under his charge | 0 - 1 | 2 | 3 | 4 | 5 | 5 | |
| (E) | Viva –voce (20) | | | | | | 20 | |
| TOTAL | | | | | | | 100 | |

(To be signed by each member of Headquarter Level Committee)

Annexure V – ‘B’

PERFORMA FOR THE ASSESMENT (OUTDOOR)

NAME-----

RANK-----

The observer are requested to carefully observe the learning event and record the reaction for each item .This can be done by marking the number that most closely matches the view in the table mentioned below

| Sl. No. | Items | Poor | satisfactory | Good | Very Good | Excellent | Max marks | Marks allotted |
|----------------|--|-------------|---------------------|-------------|------------------|------------------|------------------|-----------------------|
| (A) | Knowledge of subject (25) | | | | | | | |
| 1. | Domain Knowledge of the trainer | 0 - 2 | 3 - 4 | 5 - 6 | 7 - 8 | 9 - 10 | 10 | |
| 2. | Knowledge of latest developments | 0 - 1 | 2 | 3 | 4 | 5 | 5 | |
| 3. | Use of example/case studies | 0 - 2 | 3 - 4 | 5 - 6 | 7 - 8 | 9 - 10 | 10 | |
| (B) | Teaching style (30) | | | | | | | |
| 1. | Turn out and conduct | 0 - 1 | 2 | 3 | 4 | 5 | 5 | |
| 2. | Use and quality of Training Aids and Training Methodology including Emphasis on Practice | 0 - 2 | 3 - 4 | 5 - 6 | 7 - 8 | 9 - 10 | 10 | |
| 3. | Class handling , Use of Appropriate language word of command and control over trainees, Voice/eye contact /mannerism | 0 - 1 | 2 | 3 | 4 | 5 | 5 | |

| | | | | | | | | |
|--------------|--|-------|-------|-------|-------|--------|------------|--|
| 4. | Structure and Flow of session | 0 - 1 | 2 | 3 | 4 | 5 | 5 | |
| 5. | Capability of trainee fault detection and its rectification method | 0 - 1 | 2 | 3 | 4 | 5 | 5 | |
| (C) | Efforts to Involve Trainees (20) | | | | | | | |
| 1. | Link's to trainee interest | 0 - 1 | 2 | 3 | 4 | 5 | 5 | |
| 2. | Inviting /handling questions | 0 - 1 | 2 | 3 | 4 | 5 | 5 | |
| 3. | Interactive Feedback by trainees on the scale of 1 to 10 | 0 - 2 | 3 - 4 | 5 - 6 | 7 - 8 | 9 - 10 | 10 | |
| (D) | Performance of trainees under his charge | 0 - 1 | 2 | 3 | 4 | 5 | 5 | |
| (E) | Viva –voce (20) | | | | | | 20 | |
| TOTAL | | | | | | | 100 | |

(To be signed by each member of Headquarter Level Committee