

**STANDARD  
OPERATING  
PROCEDURE (SOP)  
FOR AWARD OF  
UNION HOME  
MINISTER'S MEDAL  
FOR EXCELLANCE  
IN POLICE  
TRAINING**

## MINISTRY OF HOME AFFAIRS

### POLICE-I DIVISION

#### STANDARD OPERATING PROCEDURE FOR AWARD OF MEDALS UNDER THE SCHEME “UNION HOME MINISTER’S MEDAL FOR EXCELLENCE IN POLICE TRAINING”

##### 1. The Scheme:

- (a) Ministry of Home Affairs, Govt. of India has instituted a scheme for award of Medals to the trainers and other support staff working in Police Training Institutions of State and Central Police Forces. The Medal will be named as “**Union Home Minister’s Medal for Excellence in Police Training**”.
- (b) The medal will be awarded every year on Republic Day celebrations in the States/UTs and raising day or anniversary of the CAPFs/CPOs. BPR&D will call for nominations from States/UTs/CPOs/CAPFs by 31<sup>st</sup> May of every year. The respective States/CPO/CAPF will send their nominations after completing all the formalities including Tests/screening by State level committee as laid down by 31st August of every year to the DG, BPR&D in the enclosed proforma given at **annexure I**.
- (c) The Central Committee of BPR&D/MHA will screen all the nominations and recommend to MHA for award of Medals by 15<sup>th</sup> November of every year.
- (d) MHA will declare the award of Medals by 31<sup>st</sup> December of every year.
- (e) The inaugural year’s Medals under this Scheme will be awarded on the occasion of 26<sup>th</sup> January, 2016, i.e., Republic Day for the performance during the year 2014-15.

##### 2. Objective:

The objective of institution of the Union Home Minister’s Medal for Excellence in Police Training is as follows:-

- a) To recognize the importance of training and the trainers in police organizations & make training a respectable assignment
- b) To promote the quality of training in police training institutes in the country

### **3. Tally of Medals:**

A total of 167 medals will be awarded under various categories (based on sanctioned strength as on 1.1.2013). State/UT/CPO/CAPF-wise distribution of the Medal calculated on the basis of the sanctioned strength of each force has been given in the enclosed **appendix – ‘A’**. However, number of Medals will be reviewed after every 3 years or whenever there is a major change in the strength of the force.

### **4. Categories of Medals:**

For the purpose of ensuring representation of everyone involved in the police training, Medals have been divided in the following three categories:

- (a) Indoor Trainers:** Under this category all trainers who impart classroom training including practical classes will be covered (Law, Investigation, Forensic Science etc.)
- (b) Outdoor Trainers:** Under this category trainers who impart field training will be covered (PT, Drill, Weapons, Field Craft etc.).
- (c) Others:** This category will cover all those assisting in the process of successful running of the training programmes such as supervisors, Planners, ministerial Staff, other support Staff etc. **(help in practical classes, manning of training cell, hostel, mess etc.)**

### **5. Quota of medals:**

- (a) Quota of Medals for States, UTs and CPOs under each category will be as follows:
  - i. Indoor – 40%
  - ii. Outdoor – 40%
  - iii. Others – 20%

(b) Quota of Medals for CAPFs under each category will be as follows:

- i. Indoor – 30%
- ii. Outdoor – 50%
- iii. Others – 20%

(c) Number of GOs to be awarded Medals will not be more than 50% of the total number of Medals awarded over 10 year block commencing from year 2014-15.

(d) Where ever only indoor training is being provided, the quota of outdoor medal will be merged with indoor Medals.

(e) BPR&D will ensure that nominations are invited as per the above quota every year.

#### **6. Certificate and cash reward with the Medals:**

(a) A Certificate (Scroll) signed by the Union Home Minister and a onetime cash award of Rs.25, 000/- will be awarded to each winner along with the medal.

(b) The names of such medal Awardees shall also be published in the Gazette of India and a register of such names will be kept in the Ministry of Home Affairs & BPR&D.

#### **7. Eligibility criteria for candidate:**

(a) The nominee should have completed a minimum of five years of service in the police department.

(b) Only those officers who have completed minimum two years of service in the training institute continuously as on 1st of April of the year of consideration can only be nominated. However, the total length of service in training institute (same or more no. of institutes) should not be less than 3 years. The financial year is declared as the year of consideration for the purposes of the award of this Medal.

(c) No Judicial Proceedings/Departmental Enquiry should have been in pendency or period of punishment should be in currency against the

recommendee at the time of considering his/her name for the Medal. The recommendee should not have been given any major/minor penalty in the last five years. A certificate to this effect should be furnished by the head of State Police or CAPF as per Performa mentioned in **Annexure II**.

(d) The ACR grading of the nominee should be 'Outstanding/very good in 3 years out of last 5 years & 'Good' in the remaining 2 years. There should not be any adverse entry in the last 5 years.

(e) The recommendee should not have been awarded the HOME MINISTERS MEDAL FOR THE EXCELLANCE IN TRAINING on previous occasions. A certificate to that effect should be furnished by the head of state police or CAPF as per Performa mentioned in **Annexure III**.

## **8. Committees for selection of nominees:**

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

### **A. Institution level committee:**

- (i) A three member Committee to be headed by the head of the each institution will be constituted at the institutional level for nomination of the candidates and recommending them to the headquarters level committee. The committee can co-opt one expert each for indoor and outdoor trainee respectively. Only those candidates who fulfil the eligibility criteria strictly will be recommended by this committee subject to maximum three in each category viz. indoor, outdoor and others. The persons whose name is being recommended for Medal cannot be the member of the committee.
- (ii) Candidates will be assessed/evaluated as per the evaluation proforma enclosed herewith as **annexure IV**.
- (iii) Each member of the committee will give separate marks and average will be calculated for the purpose for calculating total marks given to the candidate.
- (iv) Documents to be forwarded by the Institution level committee to the headquarters level committee:

- a) Duly filled in Proforma for nomination as per the details given in **Annexure I** for Medal which will be countersigned by the headquarters level committee.
- b) The evaluation and marks sheets in prescribed Proforma (**Annexure IV & Annexure V**) ( not applicable for 'Other Category' nominees)
- c) The citation, not exceeding 500 words. In case Head of the institution is being recommended, the citation will be prepared by his controlling officer.
- d) A certificate after verifying from the service records of the nominee to the effect that he has completed minimum 5 years of service in the department and working in the training institute from the last two year continuously (**Annexure III**).
- e) Two recent passport size photographs of the nominee.
- f) ACR grading for last five years as per details given in **Annexure I**. Copies of last 5 years' ACRs to be enclosed.

#### **B. Headquarters level Committee:**

- (i) Headquarters level Committee will be headed by the DG/ADG (Trg.) of State/UT/CPO/CAPF with two other members of the level of ADG/IG level officers. Subject experts as per requirement will be co-opted by this Committee depending upon the kind of training viz. indoor, outdoor or specialized training. All recommendations from various institutes will be assessed & evaluated on ground as per the evaluation Proforma enclosed herewith as **annexure V-A & V- B**.
- (ii) This committee will recommend **three times** the number candidates under each category as per its quota of medals to BPR&D.
- (iii) Documents to be forwarded by the Institution Level Committee to the headquarters Level Committee:
  - a) All documents forwarded by the institution level committee duly countersigned.
  - b) Annexure **V-A & V- B** duly filled in & signed by each member of the committee.
  - c) Integrity /character & antecedent certificate in respect of the nominee in the prescribed Proforma (**Annexure II**).

#### **C. MHA/BPR&D Level Committee:**

- (i) MHA/BPR&D Level Committee will finally select the candidates to be recommended for award of Medal and send the list to the MHA. This committee will comprise of the following members:
- a) DG/ADG, BPR&D – Chairman
  - b) Director (Training) – Convener
  - c) Representative of MHA
  - d) CAPFs/CPOs – ADG/IG (Trg.) by rotation
  - e) States/UTs – ADG/IG (Trg.) by rotation
- (ii) MHA/BPR&D level committee will assess the suitability of the candidate on the basis of the following criteria:
- a) ACRs, ( for the last 5 years)
  - b) Previous Awards, commendations &decorations,
  - c) Total length of service
  - d) Length of service in a training institutes
  - e) Citation etc.
  - f) Clean Record
- (iii) The MHA/BPR&D level committee will have the authority to appoint sub-committees for the purpose of final selection of the nominees.

## **9. Withdrawal of Medal**

The Union Home Minister is competent to withdraw the medal if the holder is found guilty of disloyalty or brings the force to disrepute such as removal, major penalty, criminal offence etc. or any such conduct as may be found unbecoming in the opinion of the Government of the State or the Union.

## **10.Design and description of medal:**

The design and description of the medal has been given in **Appendix “B”**

**Annexure-I**

RECOMMENDATION FOR THE AWARD OF HOME MINISTER'S MEDAL  
FOR EXCELLENCE IN POLICE TRAINING' ON THE OCCASION OF  
REPUBLIC DAY 2015

1.	Name (In capital letters) (In Devnagri/Hindi)	Surname name	Middle name	First
2.	Father's Name	Surname name	Middle name	First
3.	Date of Brith	Day	Month	Year
4.	Age as on 26.01.2013	Year	Month	
5.	Sex			
6.	Initial appointment	Year	Rank	Service Cadre
7.	Regimental/Force No.			
8.	Total Police Service (As on 26.01.2013)			



9	Present posting, with complete postal address.	
10	Rewards	No. <span style="float: right;">Total amount in Rs.</span>
	A). Cash Awards	
	B) Others	
	i). Commendations	
	ii). Appreciations	
	iii). Good Service Entries	--
	iv). Any other rewards (Specify)	
11	Year of award of IPM/PPM/PPMG etc.	
12	Punishment(s)	Details of Penalty <span style="float: right;">Year(s)</span>
13	Details of any enquiry pending against the officer	
14	Details of disciplinary	

	proceedings pending/contemplated against the recommended, if any.		
15	Details of the court cases pending against the recommended, if any	Year	Details of charge Present status
16	ACR Grading for last 5 years (2009-2010 to 2013-2014)  OS- Outstanding VG-Very Good G - Good AV-Average NIC-Not initiating Certificate. Adv- Adverse NA-Not available.	Year	Grading
17	In case of NIC corresponding nos. of ACRs Grading beyond 2009-2010.	Year	Grading

18	Brief description of work justifying award of Medal (No posting details). In order of importance (not exceeding 500 words each):
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Signature of Recommending Authority\_\_\_\_\_

Name: \_\_\_\_\_

Designation:\_\_\_\_\_

Date:\_\_\_\_\_

## 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	56,213	3
18.	Haryana	61,681	3
19.	Assam	62,340	3
20.	Chhattisgarh	66,630	4
21.	Jharkhand	73,664	4
22.	Seemandhra	73,012	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
	<b>ALL INDIA</b>	<b>22,09,027</b>	<b>114</b>

**CPOs/CAPFs wise distribution of Medals**

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

**Grand Total of medals –**

**STATES/UTS medals - 114**

**CAPFs/CPOs - 53**

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**167**

**Note:**

- i. Sanctioned strength of less than 10,000 – 1 medal**
- ii. After every increase of 25,000 in strength, one additional medal (+/- 5,000)**

**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 Home Minister Medal for Excellence in Training for the year \_\_\_\_\_ 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/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 \_\_\_\_\_

Signature

\_\_\_\_\_

Name

\_\_\_\_\_

Deputy Secretary of State Government

**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 minimum 5 years of service and is working in the training institute from last 2 years continuously. 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 \_\_\_\_\_

**EVALUATION PERFORMA FOR TRAINERS (INDOOR/OUTDOOR)**

**PERSONAL ACCOMPLISHMENT AND TRAINER ATTRIBUTES**

<b>Sl.No.</b>	<b>Parameter</b>	<b>Max. Marks</b>	<b>Marks allotted</b>	<b>Remarks</b>
1.	Educational Qualification	<b>5</b>		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	<b>5</b>		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	<b>10</b>		Details to be enclosed



4.	Knowledge of use of latest training Aids	<b>10</b>		Details to be enclosed	
5.	Ability to plan curriculum and Lesson plans& actual output	<b>10</b>		Detail to be enclosed	
6.	Ability to Prepare Training Materials & actual output	<b>10</b>		Detail to be enclosed	
7.	Average of feedback of classes taken(2 Years) in the institute on the scale of 1 to 5	<b>10</b>		Detail to be enclosed	
8.	Average of feedback of classes taken outside the institute in other institute on the scale 1 of 5	<b>5</b>		Detail to be enclosed	
9.	Innovations in training (infrastructure/training methodology) /Institute development)	<b>5</b>		Detail to be enclosed	
10	Research paper /Articles published in International/ National/State level journals	<b>5</b>		(1 Numbers to each Research paper/Article subject to maximum 5) Detail to be enclosed	
11	Performance of trainees under his charge	<b>5</b>		Details to be enclosed	
12	Overall impression of head of the institution (Internal Assessment)	<b>20</b>		a. Physical fitness, Bearing/posture, Turnout, personal hygiene, etc.	4 Marks

				<p>b. Communication Skills</p> <p>c. Commitment /motivation level, Sincerity, Responsiveness&amp; reliability</p> <p>d. Leadership Quality, contribution in the development of subordinate instructional staff etc.</p> <p>e. Integrity, Discipline &amp; Punctuality</p>	<p>4 Marks</p> <p>4 Marks</p> <p>4 Marks</p> <p>4 Marks</p>
	<b>Total</b>	<b>100</b>			

## Annexure V – ‘A’

### PERFORMA FOR THE ASSESMENT (INDOOR)

The observer are requested to carefully observethe 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)	<b>Knowledge of subject (25)</b>							
1.	Domain knowledge	0 - 2	3 - 4	5 - 6	7 - 8	9 - 10	<b>10</b>	
2.	Knowledge of latest developments	0 - 1	2	3	4	5	<b>5</b>	
3.	Use of example & case studies in teaching	0 - 2	3 - 4	5 - 6	7 - 8	9 - 10	<b>10</b>	
(B)	<b>Presentation style (30)</b>							
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	<b>10</b>	

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

**Annexure V – ‘B’**

**PERFORMA FOR THE ASSESMENT (OUTDOOR)**

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)	<b>Knowledge of subject (25)</b>							
1.	Domain Knowledge of the trainer	0 - 2	3 - 4	5 - 6	7 - 8	9 - 10	<b>10</b>	
2.	Knowledge of latest developments	0 - 1	2	3	4	5	<b>5</b>	
3.	Use of example/case studies	0 - 2	3 - 4	5 - 6	7 - 8	9 - 10	<b>10</b>	
(B)	<b>Teaching style (30)</b>							
1.	Turn out and conduct	0 - 1	2	3	4	5	<b>5</b>	
2.	Use and quality of Training Aids and Training Methodology including Emphasis on Practice	0 - 2	3 - 4	5 - 6	7 - 8	9 - 10	<b>10</b>	

3.	Class handling , Use of Appropriate language word of command and control over trainees, Voice/eye contact /mannerism	0 - 1	2	3	4	5	<b>5</b>	
4.	Structure and Flow of session	0 - 1	2	3	4	5	<b>5</b>	
5.	Capability of trainee fault detection and its rectification method	0 - 1	2	3	4	5	<b>5</b>	
(C)	<b>Efforts to Involve Trainees (20)</b>							
1.	Link's to trainee interest	0 - 1	2	3	4	5	<b>5</b>	
2.	Inviting /handling questions	0 - 1	2	3	4	5	<b>5</b>	
3.	Interactive Feedback by trainees on the scale of 1 to 10	0 - 2	3 - 4	5 - 6	7 - 8	9 - 10	<b>10</b>	
(D)	<b>Performance of trainees under his charge</b>	0 - 1	2	3	4	5	<b>5</b>	
(E)	<b>Viva –voce (20)</b>						<b>20</b>	
<b>TOTAL</b>							<b>100</b>	

## Annexure VI

### MARK SHEET

S. No.	Particulars	Max marks	Marks allotted	Weightage Factor	Max Marks	Allotted Marks
1	PERSONAL ACCOMPLISHMENT AND TRAINER ATTRIBUTES (Annexure V-A )	<b>100</b>		50%	50	
2	ASSESSMENT TEST (INDOOR/OUTDOOR)  (Annexure V-B )	<b>100</b>		50%	50	
<b>TOTAL</b>		<b>200</b>			100	

**Signature**