

Directorate General
Central Industrial Security Force
(Ministry of Home Affairs)

Block No.13, CGO Complex
Lodhi Road, New Delhi -03

No.E-34013/1/ID-2021/CS- **114**
To

Dated: **01/02/2021** Feb,2021

ADsG(APS/North/South)
All Sector IsG including IG/Training, IG/NISA Hyderabad & IG/Fire.

Subject:- **Recommendations for the award of President's Police Medal (PPM) for Distinguished Service, President's Fire Service Medal (PFSM) for Distinguished Service, Police Medal (PM) for Meritorious Service and Fire Service Medal (FSM) for Meritorious Service on the occasion of Independence Day-2021 : Regarding.**

Your kind attention is invited to various instructions issued by this Directorate vide letter No.E-34011/2/2006/CS-193 dated 03-06-2009, No.E-34011/2/2009/CS-206 dated 10-06-2009, No.E-34013/1/ID-2012/CS-577 dated 30-05-2012, New guidelines issued vide No.E-34011/2/2006/CS-613 dated 08.09.2017, No.E-34011/2/2006/CS-679 dated 11.10.2017, letter No.E-34013/RD-2019/CS-532 dated 03.10.2018 and Revised guidelines for recommendations for award of PPM for DS & PM for MS issued vide MHA letter No.11019/23/2016-PMA dated 12.02.2020 vide which the MHA has intimated that the Competent Authority has decided that there is no bar for sponsoring of name of Group 'A' Officers which was restricted to 3 times earlier. **It is requested to kindly go through the instructions contained in these letters.**

2. The Recommendations for the award of service medals & Fire Service Medals on the occasion of **Independence Day-2021** are to be submitted to MHA. Therefore, the recommendations for the award of above mentioned Service Medals & Fire Service Medals are required to be sent to this Directorate through respective Sector IsG **by 10.03.2021.**

3. It is requested that while forwarding the recommendations, the following points may kindly be taken into consideration:-

- i) The instructions contained in letters cited under reference may kindly be strictly adhered to.
- ii) Recommendations may be forwarded within the time frame outlined by the Directorate.
- iii) **Recommendations should not be forwarded in piecemeal.**
- iv) All ACR grading for the last 13 years in respect of NGO's (including AC/LR) may be reflected invariably in the appropriate Column i.e.Serial No.19 of **Annexure-I**.
- v) It may be ensured that all the columns of **Annexures-I are filled up and no column is left blank.** The citation must be within 200 words, restricted to 1100 characters and should justifiably speak only about the action/performance of the recommendee making him suitable for award of the medal. Mentioning of posting details one after other and other irrelevant points in citation should be avoided. Some samples of citation containing below 200 words/1100 characters are enclosed with this letter as per **Appendix- 'C'** for ready reference. The citations should be simple in expression, but grammatically correct.

- vi) It is seen that Serial No. 12 in the Annexure-I is either left blank or filled up with wrong details. **Year & occasion of award of Police Medal for Meritorious Service must have to be mentioned correctly in the appropriate column of Serial No.12 in Annexure-I, in case the recommendee has been awarded Police Medal for Meritorious Service earlier & is being recommended for PPM for Distinguished Service.**
- vii) Person having any Average ACR during the period under review should not be recommended.
- viii) **Officer/personnel having more than 02 Good ACRs/APARs may not be recommended for Police Medal for Meritorious Service. If the Officer/personnel having below Very Good grading in ACRs/APARs, their name may not be recommended for President's Police Medal for Distinguished Service.**
- ix) **Recommendation may be forwarded only in the prescribed Proforma attached to this letter.**
- x) Details regarding **Mobile Number and e-mail address** of the recommendee must be reflected in the relevant column of **Annexure-I**.
- xi) **Person having any major penalty during entire service and minor penalty during the last 13 years should not be recommended. Particulars of minor punishments mentioning the nature of offence/charge with date of punishment if any awarded to the recommendee in entire service must be reflected(Supported by the Documents) at the relevant columns in Annexure-I.**
- xii) All ranks may be considered proportionately.
- xiii) It must be ensured that **the officers and men recommended have not been awarded the medal earlier for which he/she is being recommended**. While sending the recommendations, it should be ensured that the Officers/personnel whose name is being recommended for particular service medal, the same should be invariably mentioned in the forwarding letter. In the past, it has been observed that officers/personnel whose name is being recommended for Police Medal for Meritorious Service, his name was mentioned in the forwarding letter for recommendation for President's Police Medal for Distinguished Service and vice-versa which should be carefully checked & accordingly forwarded.
- xiv) **While forwarding the recommendations, SHAPE-I category of the recommended Officer/personnel should be ensured. The recommended Officer/personnel must be having Medical SHAPE-I category valid beyond the relevant date (i.e 15.08.2021) for which the recommendations are sent for award of particular service medal. If in any case, while sending the nomination, the AME does not covers the relevant date(15/08/2021), it must be ensured that the valid AME certificate is submitted latest by 15.04.2021 to this Directorate.**
- xv) Particulars in respect of each recommendee must be given in the prescribed format viz., **Annexure-I/Appendix-B(Fire), II, III, IV & V** enclosed to this letter.

- xvi) Service particulars of the recommended Officer/personnel should also be filled in medal-wise (Separate sheets for PPM for DS, PM for MS & Separate sheets for PFSM for DS, FSM for MS) **as per the enclosed Proforma (Appendix-A) in MS Excel format. The consolidated recommendations medal-wise be forwarded to this Directorate in hard copy of the same and it's soft copy (in a Compact Disc in MS Excel format only).** The instructions for data entry in the proceeding is enclosed herewith for strict compliance (**Appendix-D**).

4. Recommendations along with **Annexure-I or Appendix-B(Fire), II, III, IV, V, & Appendix-C(Citation) in MS Word** and Service particulars of the recommended Officer/personnel as per the above said **Proforma in MS Excel format(Appendix-A)** be sent in a **consolidated manner** so as to reach this Directorate on or before **10.03.2021 positively. The Soft copy of the recommendations along with its all related Appendices & Annexures** should also be sent through email at aigpers@cisf.gov.in.

5. It has been observed that even ineligible nominations had been received last time. A serious view had been taken by the competent authority on such cases being sent. I have been directed to convey that responsibility would be fixed at each level if such cases are received. It is therefore, requested that the nominations must be carefully examined at each level & no ineligible nominations be sent.

6. It has been observed on the previous occasions that some Sectors did not send the nominations and several reminders had to be issued. It is requested that the recommendations may please be ensured to be sent timely as per above timeline

Encl : **As above.**


(**GANGA SHANKAR**)
ASST. INSPECTOR GENERAL (PERS)

Copy to :-

	All Zonal/Plant/RTC DIsG & all Unit Commander(s)	:	For information and necessary action, please.
<u>Internal :-</u>			
1.	All DIsG/AIsG FHQ New Delhi	:	For kind information please.
2.	AIG(Adm) FHQ New Delhi	:	Recommendations along with all the requisite annexures in respect of deserving NGOs posted at FHQ may please be forwarded to Pers. Directorate by 10.03.2021.
3.	Sr. PS to DG, CISF	:	For kind information of DG CISF please.
4.	PS to SDG(HQ)	:	For kind information of SDG(HQ) please.
5.	PA to IG (Pers)/IG (Adm)/IG(Tech & Prov)/IG(Training)/IG(Fire).	:	For kind information of IsG please.

RECOMMENDATION FOR THE AWARD OF PRESIDENT'S POLICE MEDAL FOR DISTINGUISHED SERVICE/POLICE MEDAL FOR MERITORIOUS SERVICE ON THE OCCASION OF INDEPENDENCE DAY- 2021

1.	(a) Name (as per Service record) (In capital letter)	First name		Middle name		Surname	
	(b) Name in Hindi (Mandatory)						
2.	Father's Name	First name		Middle name		Surname	
3.	Date of Birth / Sex	Day	Month	Year		Sex	
4.	Age as on 15.08.2021	Year		Month		Days	
5.	Whether belongs to SC/ST/OBC/General (Mandatory)						
6.	Initial appointment	Date of joining	Rank	Service	Cadre	IPS/ Non-IPS	
7.	Regimental/Force No.						
8.	Total Police Service (As on 15.08.2021)	Year		Month		Days	
9.	(a) Present posting, with complete postal address with PIN code.	Designation		Place		PIN code	Date
	(b) Above details in Hindi (Mandatory)	Designation		Place		PIN code	Date
10.	Whether on deputation						
	If yes, Date of joining on deputation.	Day	Month	Year			
	--	--	--				
11.	Rewards	No.		Total amount in Rs.			
	A) Cash Awards						
	B) Others						
	i) Commendation						
	ii) Appreciation						
	iii) Good Service entries						
	iv) Any other rewards (Specify)						
12.	Year and occasion of award of Police Medal for Meritorious Service	Year		Occasion (RD / ID)			

13.	Punishment(s)	Details of penalty		Nature of misconduct		Date of Punishment		
14.	Medical Category	Medical category		Date of medical examination				
15.	Details of any enquiry pending against the officer							
16.	Details of disciplinary proceedings pending/contemplated against the recommended, if any.	Year	Nature of Allegation			Present status		
17.	Details of the court cases pending against the recommended, if any.	Year	Details of charge			Present status		
18.	Date of initial appointment with rank in CISF (Indicate separately in case of re-employed personnel)	CISF	Rank			Date of appointment		
		Army/Navy / Air Force	Rank			Date of appointment		
19.	APAR grading for last 13 years* (2007-2008 to 2019-2020) (2008 to 2020 in case APAR is given as per Calendar year) OS – Outstanding VG – Very Good G – Good AV – Average NIC – Not Initiating Certificate ADV – Adverse NA – Not available	Year	Grading					
		2007-2008						
		2008-2009						
		2009-2010						
		2010-2011						
		2011-2012						
		2012-2013						
		2013-2014						
		2014-2015						
		2015-2016						
	2016-2017							
	2017-2018							
	2018-2019							
	2019-2020							
20.	APAR Grading for the last ten years (in numbers)	OS	VG	GOOD	AVG	NIC	NA	
21.	Presently performing duties	(field duty / CIW duty / Adm. duty / office duty/ shift duty / QM / Orderly / Armourer , etc.)						
22.	Email address (Mandatory)							
23.	Mobile No. (Mandatory)							
Brief description of work justifying award of medal (No posting details) In order of importance (not exceeding 200 words restricted to 1100 Characters) (Citation enclosed separately)								

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

INTEGRITY CERTIFICATE

Certified that the integrity of the following personnel of this Sector recommended for award of President's Police Medal for Distinguished Service and Police Medal for Meritorious Service on the occasion of Republic Day-2021 is above suspension and they were not concerned in any proceedings that were censured in a Court of Law:-

President's Police Medal for Distinguished Service

SI No	Name	Designation
1		
2		

President's Police Medal for Meritorious Service

SI No	Name	Designation
1		
2		

It is further certified that no judicial or departmental proceedings are being contemplated / pending against him. Similarly, no vigilance case is pending / contemplated against him. It is also certified that the recommendee has not been given any major penalty or punishment in the period under review i.e. period from 2009 to 2019.

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

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

PHYSICAL/MEDICAL CERTIFICATE

Certified that the integrity of the following personnel of this Sector recommended for award of President's Police Medal for Distinguished Service and Police Medal for Meritorious Service on the occasion of Republic Day-2021 has awarded medical category as per their Medical examination carried out by authorized Medical Officer/Medical Board.

President's Police Medal for Distinguished Service

Sl No	Name	Father's Name	Designation	Date of Birth	Category(*) (S-1/S-2/S-3/S-4/S-5)
1					
2					

President's Police Medal for Meritorious Service

Sl No	Name	Father's Name	Designation	Date of Birth	Category(*) (S-1/S-2/S-3/S-4/S-5)
1					
2					

Signature of Unit Commander

Name.....

Designation

Date.....

Name of Unit

Counter Signature

Name.....

Inspector General of the concerned sector

Date.....

Name of Sector.....

Note 1. Medical category should be awarded as per guidelines for criteria of Physical/Medical fitness for awarding Police Medal to the Police personnel.

Note 2. Medical examination of the person should be carried out by the Medical Officer of State /Central Government/Autonomous Body Hospital.

* **SHAPE-1/ SHAPE-2/ SHAPE-3/ SHAPE-4/ SHAPE-5**

CERTIFICATE

It is certified that it has been checked and verified from the records of the
recommendation Shri/Smt./Ms. _____ Designation
_____ and it is confirmed that he/she has not been earlier
awarded the President's Police Medal for Distinguished Service / Police Medal for
Meritorious Service for which he / she is being recommended.

Signature of Recommending Authority _____

Name _____

Designation _____

Date : _____

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ANNEXURE -V

UNDERTAKING

I No. _____ Rank _____ Name _____ of
CISF Unit _____ certify that I have not been earlier awarded
_____ (please
clearly indicate the name of the medal for which he/she is being recommended).

Signature : _____

Name : _____

Rank : _____

Unit : _____

Dated : _____

APPENDIX – B

**RECOMMENDATION FOR THE AWARD OF PRESIDENT'S FIRE SERVICE MEDAL
FOR DISTINGUISHED SERVICE AND FIRE SERVICE MEDAL FOR MERITORIOUS
SERVICE ON THE OCCASION OF INDEPENDENCE DAY- 2021**

	Occasion	Independence Day-2021			
24.	Name of the State/UT/Ministry/ Deptt/ of Govt. of India recommending the case with full address	Directorate General, Central Industrial Security Force, 13, CGO's Complex, Lodhi Road, New Delhi-110 003.			
25.	Specific name of the service medal recommended in the present case (Please see instruction sheet for exact nomenclature)				
26.	Name and designation of the recommended candidate/ recommendee	Surname	Middle Name	First Name	Designation
A.	Name and designation (in full and capital letters only)				
B.	Name and designation (in abbreviated & capital letters only)	Name		Designation	
C.	Name and designation in Hindi				
27.	Father's Name	Surname		Middle name	First name
28.	Date of Birth / Sex	Day	Month	Year	Sex
29.	Age as on 15-08-2021	Year		Month	Days
30.	Whether belongs to SC/ST/OBC				
31.	Date of initial appointment				
32.	Total length of service in CD/HG/ Fire Service (as on 15-08-2021)	Year		Month	Days
33.	Status in service in CD/HG/FS/ Org. i.e. paid or honorary				
34.	Present posting, with complete postal address with PIN code	Designation		Place	Date
35.	Rewards	No.		Total amount in Rs.	
	A) Cash Awards				
	B) Others				
	i) Honorarium				
	ii) Commendation Certificates				
	iii) Good Service entries (GSE)				
	iv) Any other rewards (Specify)				
36.	Year and occasion of award of FS/HG/CD Medal for Meritorious Service	Year		Occasion (RD / ID)	

37.	Any other medals awarded by the Centre / State	Year	Occasion (RD / ID)					
A.	Service Medals	Year	Occasion (RD / ID)					
B.	Gallantry Medals	Date of incident	Occasion (RD / ID)					
C.	Any other of Medals	Year	Occasion (RD / ID)					
38.	Punishment(s)	Details of penalty			Year(s)			
16	Medical Category	Medical category			Date of medical examination			
17	Details of any enquiry pending against the officer							
18	Details of disciplinary proceedings pending/ contemplated against the recommended, if any.	Year	Nature of Allegation		Present status			
19		Year	Details of charge		Present status			
20	APAR grading for last 13 years* (2007-2008 to 2019-2020) (2008 to 2020 in case APAR is given as per Calendar year) OS – Outstanding VG – Very Good G – Good AV – Average NIC – Not Initiating Certificate ADV – Adverse NA – Not available	Year	Grading					
21		2007-2008 2008-2009 2009-2010 2010-2011 2011-2012 2012-2013 2013-2014 2014-2015 2015-2016 2016-2017 2017-2018 2018-2019 2019-2020						
21	APAR Grading for the last ten years (in numbers)	OS	VG	GOOD	AVG	NIC	NA	
22	Email address (Mandatory)							
23	Mobile No. (Mandatory)							
24.	Brief description of work justifying award of medal (No posting details) In order of importance (not exceeding 200 words each) (Citation enclosed separately)							

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

SIGNATURE OF RECOMMENDING AUTHORITY
NAME:
DESIGNATION:
DATE:

SIGNATURE OF RECOMMENDING AUTHORITY
NAME.....
DESIGNATION.....
DATE.....

SIGNATURE OF RECOMMENDING AUTHORITY
NAME:
DESIGNATION:
DATE:

RECOMMENDATIONS FOR THE AWARD OF FIRE SERVICE MEDAL FOR MERITORIOUS SERVICE ON THE OCCASION OF INDEPENDENCE DAY-2021: NAME OF THE UNIT/SECTOR

S. No.	CISF No.	Rank	Name	Whether General/ OBC/SC/ST	Unit	Sec- tor	Year & occasion on which Police Medal for FSM for MS awarded.	Entry Grade & subsequent promotions/ ranks with date	Medical Category SHAPE-I covering period upto 15.08.21	DOB	Date of initial appointment			Total service up to 15.08.2021	Hard area service	Marks allocated for hard area	Punishments awarded in entire service	No. of Punishment (Pl mention only Figure or Nil)	Details of punishments with date of Final Order	Marks to be deducted (Penalty)	Rewards	ACRs/APARs grading for the last ten years (In case APAR/IC for any full year of the affected periods (i.e. 2010-11 to 2019-20 or 2011 to 2020) is not available, APAR Grading of precedings years may be taken into account)			Total marks (APARs (+) Hard area (-) Penalty)	Remark	
											Day	Mn	Yrs	Yrs	M	Day	Yrs	Mn	Minor/ Major			Year	Grading	If part APAR	Marks		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				
1	852020201	INSP/FIRE	KALYANA SUNDARAM	GENERAL	BRBN/PL SALBONI	SES	NA	SILFIRE 25.01.90	SHAPE-I 16.08.20	14.05-1985	25	01	1985	34	12	1	1	5	3	Minor	3	0	CR-25	OS	6	46	
																			Major	Nil		CC-12 DGD-01 APP-02	2010-11 OS 2011-12 VG 2012-13 OS 2013-14 OS 2014-15 OS 2015-16 OS 2016-17 OS 2017-18 OS 2018-19 OS 2019-20 OS	6 4 6 			

1. Two days pay fine due to negligence on duty vide F.O. dated 15.10.2015

2. Censure for 03 days OSL vide F.O. dated 10.10.2012.

3. Withholding of 01 increment for failure in discharging Govt. bonafide duties vide F.O. dt.10.10.10

SIGNATURE OF RECOMMENDING AUTHORITY

NAME:

DESIGNATION:

DATE:

Sample of Citation (GOs)

Shri, **DIG** joined CISF in as Assistant Commandant. He did his Foundation Course at National Academy of Direct Taxes and bagged the DG's Gold Medal as the Best Performer amongst 140 probationers of different civil services. He again won Gold Medal and Sword of Honour for all round best performance in his basic course at NISA. He participated in CISF Raising Day Parade on four occasions and also commanded the parade in the year for which he was awarded the Sword of Honour.

He has worked at various CISF Units and Airports and brought qualitative changes in the working environment of CISF. During his tenure at, he brought vast improvements in the security system and it was adjudged the 'Best Airport' in the passenger feed back scheme. While posted as, he systematized security scheme in the Units of Department of Space.

He received DG's Commendation Certificate on four occasions and DG's Commendation Disc in the year and

Sample of Citation (Insp/Exe)

Shri, **Inspector/Executive** joined CISF in 1984 as Head Constable/GD (Sportsman). His performance in Basketball representing CISF team in All India Police Games in the year 1985 was outstanding, due to which he was promoted to the rank of ASI/Exe out of turn by DG CISF. His services during Inter Zonal Undertaking Basketball Tournament, State Amateur Athletic Meet, Delhi State League Championship from 1984 to 2004 has been highly appreciated. He has significantly contributed in upgrading the level of sports in CISF.

Even after his sports career, he has enthusiastically learnt the security duties and has discharged his various responsibilities with immense dedication and commitment. He has 34 years of spotless service record in CISF at various space installations, petro chemicals sector, sea ports, steel sector and airport sector. He is highly disciplined and has gained outstanding knowledge in Intelligence and crime control. He always comes forward to take new assignments /responsibilities

His high sense of devotion to duties, sincerity, unimpeachable honesty, integrity, discipline and suave manners have been recognized by the Senior officers by awarding Cash Rewards and Commendations in different units.

Sample of Citation (SI/Fire)

Shri, **Sub Inspector/Fire** was appointed as Head Constable/Driver Cum Pump Operator in CISF in 1992. After successful completion of his Basic Training at Deoli he has been posted in various CISF Units.

He has undergone a number of courses during his service and has always been keen to improve his knowledge and skills. He has participated as a team member in various fire fighting and rescue operations in various units a number of times and discharged his responsibilities with immense dedication, sincerity and commitment. He exhibited high sense of responsibility in discharging his duty on when a fire had broken out at, Jhansi. He was instrumental in the operation in which several lives and public property was saved. He took part in various First Aid Fire Fighting Training Classes at various locations/schools to create awareness among the public.

His performance in managing and controlling demonstration on death of a labourer in was appreciated by senior officials. He has proved his worthiness, dependability and efficiency in all the assignments given to him for which he has been awarded 10 cash rewards and 03 Commendations by senior officials.

Sample of Citation (ORs)

Shri..... joined CISF as Constable (Sweeper). He has exhibited true professionalism and sound knowledge in his sphere of duty. He has proved to be very instrumental during Inspections, Bada Khana, Republic Day, Independence Day and other events organized by CISF for which he has been rewarded by the Unit Commanders. His responsibilities as Sweeper in the Force truly justifies his commitment and dedication towards cleanliness, sanitation and hygiene and is an exemplary champion of Swatch Bharat Abhiyan. During his long career, he has been awarded 25 Cash Rewards and 06 Commendations by the Senior Officers from time to time which exhibits his devotion and sincerity towards duty. He has maintained an unblemished service record by his immense hard work and devotion towards his assigned duties.

INSTRUCTIONS FOR DATA ENTRY IN THE PROCEEDINGS: ID-2021

Sl.No.	Column No. of proceedings	Instructions for data entry
1.	2 (CISF No.)	CISF number of the Officer/personnel be verified from the Service documents and filled in correctly.
2.	3 (Rank)	<p>Rank of the Officer/personnel be mentioned as:- IG, DIG, AIG, SR.CO, CO, CO/LR, DC/EXE, DC/EXE(LR), DC/FIRE, AC/EXE, AC/EXE(LR), AC/JAO, AC/JAO(LR), AC/FIRE, INSP/EXE, INSP/MIN, INSP/STN, INSP/FIRE, SI/EXE, SI/MIN, SI/STN, SI/MT, ASI/EXE, ASI/CLK, ASI/FIRE, ASI/MT, HC/GD, HC/MIN, HC/DVR, HC/FIRE, HC/DCPO, CT/GD, CT/FIRE, CT/DCPO, CT/TM(COOK) ETC....</p> <p>If the Lady Officer/personnel their rank be mentioned as L/INSP(EXE), L/SI(EXE), L/ASI(EXE), L/HC(GD), L/CT(GD) etc...</p> <p>Further, the entry of Senior Officer/Personnel be entered before the juniors.</p>
3.	4 (Name)	Name of the Officer/personnel be verified from the service documents and mentioned accordingly. (example: correct name : Kavyanjali Chaturvedi, Incorrect name: K.Chaturvedi)
4.	6 (Unit)	Name of the Unit be mentioned as BRBNMPL Salboni etc.
5.	7 (Sector)	Name of the Sector be mentioned as NS, NCR, WS, CS, SS, SES, ES, NES, APS-I, APS-II, DAE-DOS, NISA, TRG. FHQ.
6.	8 (Year & occasion on which Police Medal for MS awarded)	For the recommendation of President's Police Medal for Distinguished Service, the medal earlier awarded to the recommended Officer/personnel should invariably be mentioned in this column with year & occasion as shown in the prescribed excel format i.e. Appendix-A.
7.	9 (Entry grade & subsequent promotions/ranks with date)	<p>1). Entry grade in the rank of Ct/GD & Promotions:- Ct/GD on 14-05-1985, HC/GD on, ASI/Exe on..... so on.</p> <p>2). Entry grade in the rank of ASI/Exe & Promotions:- ASI/Exe on 14-05-2005, SI/Exe on, so on.</p> <p>3). Entry grade in the rank of Ct/GD & subsequently appointed as ASI/Exe or SI/Exe through LDCE:- Ct/GD on 14-05-2006 & appointed as ASI/Exe or SI/Exe on, Promoted to the rank of Insp/Exe on.....so on.</p> <p>4). Entry grade in the rank of SI/Exe & subsequently appointed as AC/Exe through LDCE:- SI/Exe on 14-05-2010, appointed as AC/Exe on, Promoted to the rank of DC/Exe on.....so on.</p>

Sl.No.	Column No. of proceedings	Instructions for data entry
8.	10 (Medical category SHAPE-I covering period up to or beyond 15.08.2021)	SHAPE category with date of the SHAPE certificate be mentioned as shown in the prescribed excel format i.e. Appendix-A.
9.	11 (DOB)	Date of birth of the Officer/personnel be verified from the Service documents and entered in the format as dd-mm-yyyy (i.e.27-01-2019).
10.	12 (Date of initial appointment) & 13 (Total service as on 15.08.2021)	The date of initial appointment be verified from the service documents and entered accordingly. When the date of initial appointment entered in the column No.12, the column No.13 will automatically calculate and display the result. Formula has been applied and protected.
11.	14 (Hard area service)	The hard area services rendered by the Officers/Personnel be verified from the Service documents and entered in this column in accordance with FHQ Posting Policy (GOs) vide CISF Circular No.14/2015 dated 27.07.2015 & Posting Policy (NGOs) vide circular No.22/2017 dated 25.09.2017.
12.	15 (Marks allotted for hard area)	When the years and months rendered as Hard area service and entered in column No.14, the column No.15 will automatically calculate and display the result. Formula has been applied and protected.
13.	17 (No. of punishments (Pl. mentioned only figure or Nil))	No. of Major/Minor punishment is to be mentioned.
14.	18 (Details of punishments with date of Final Order)	The details of punishment awarded to the Officers/personnel be furnished in the merged Column No.10 to 17 as per sample given in the excel format.
15.	19 (Marks to be deducted (Penalty))	The punishments earned by the Officers/personnel in the entire service be verified from the service documents and entered in the column in figures. When the number of minor/major punishment is entered in column No.17, the column No.19 will automatically display the mark to be deducted. Formula has been applied and protected.

Sl.No.	Column No. of proceedings	Instructions for data entry
16.	20 (Nos. of rewards)	The Rewards/Commendations/Appreciations/DG's Disc etc earned by the Officers/personnel be checked from the service documents and entered accordingly. (i.e. for example : CR-25, CC-12,DGD-01, APP-02. The details of abbreviations are as under:- (1) CR-Cash Reward (2) CC- Commendation Certificate (3) DGD-DG's Disc (4) APP- Appreciations.
17.	21 (ACRs/APARs grading for the last ten years)	The ACRs/APARs grading for the last ten years be verified from the service documents/CR-dossiers and entered accordingly. In case APAR/NIC for any full year of the affected periods (i.e.2007-08 to 2019-2020 or 2008-2020) is not available, APAR grading of preceeding(s) years be taken into account and entered.
18.	22 (Marks of APAR/ACR)	When the grading of the Officer/personnel is entered under the column of Grading, the column No.22 will automatically display the marks earned by the Officer/personnel. Formula applied and protected.
19.	23 Total marks (APARs (+) Hard area (-) Penalty	The total marks earned by the Officers/personnel will automatically display in column No.23. Formula applied and protected.
20.	24 (Remarks)	If the grading of ACs/LR is not entered, the present location of CR-dossiers be mentioned with letter No. & date, if forwarded to FHQ. Otherwise the grading may be collected and entered in the Column No.21. Any other remarks, if necessary, may be entered.

Font usage.

- The data may be entered the all letters in CAPITAL (UPPER CASE mode) and in one Cell & Row as per enclosed proforma.
- All the date should be in the format of dd-mm-yyyy(i.e.27-01-2019).
- All the data should be entered in Arial Narrow font with 12 size.
