

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

Block No. 13, C.G.Os Complex,
Lodhi Road, New Delhi -110 003

No.E-34015/DG's Disc-2022/CS- *674*
To

Dated : // October'2021

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

Subject:- **Recommendations for the award of Director General's
Commendation Disc on the occasion of CISF Day-2022 :
Regarding.**

Kindly refer to CISF HQrs., New Delhi Circular No.05/2015 issued under letter No.E-34015/DG's Disc/Policy/2015/CS-74 dated 27th February 2015, Circular No.15/2015 issued under letter No.E-34015/ DG's Disc/Policy/2015/CS-580 dated 3rd September 2015 and subsequent amendment made vide this Directorate Circular No. 06/2017 issued under letter No.E-34015/ DG's Disc/Policy/2015/CS-107 dated 16.02.2017.

2. As per CISF HQrs., Circulars cited under reference, DG's Commendation Disc is to be awarded to the CISF Officers and men on the occasion of CISF Day. As stated in Para-10 of CISF Circular No.05/15 dated 27.02.2015, the recommendations from Sector IsG are required to reach this Directorate on or before 31st December each year. However, it is seen that due to institution of more DG's Disc after revision of the guidelines during the year 2015, details of all nominations are required to be examined thoroughly at this Directorate after receiving from Sectors. Therefore, the recommendations on the occasion of **CISF Day- 2022** are requested to be forwarded to this Directorate through respective Sector IsG by **30.11.2021** positively.

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

- i) The instructions contained in CISF Circular No.05/2015 dated 27.02.2015 and subsequent amendment made vide this Directorate Circular No. 06/2017 issued under letter No.E-34015/DG's Disc/Policy/2015/CS-107 dated 16.02.2017 may kindly be strictly adhered to.
- ii) Recommendations may be forwarded **as per Annexure-I, II & III enclosed to this letter.**
- iii) Recommendations of the Sectors should be forwarded in a consolidated manner & **not in piecemeal.**
- iv) Recommendations in respect of **Fire Wing personnel** may be routed through IG,Fire(FHQ).
- v) **All APAR gradings for the last 13 years in respect of NGOs may be reflected in the Annexure-I.**
- vi) It may be ensured that all the columns of Annexures are filled in and no column is left blank.

- vii) **Person having any major penalty during entire service and minor penalty during the last 15 (fifteen) years should not be recommended.** Particulars of minor punishments, if any, awarded to the recommendee in entire service may be reflected in column No.15 of Annexure-I.
- viii) **Copies of punishment orders/Displeasure, if any, issued may be enclosed with the Annexure-I of the nominees.**
- ix) All ranks may be considered proportionately.
- x) Type of Disc for which recommended may be indicated against each nominee in the forwarding letter.

4. Recommendations must be sent in a consolidated manner along with a compact disc (**not in PDF mode and not scanned**) so as to reach this Directorate on or before **30.11.2021 positively**. Besides, the recommendations may also be sent through email at **aigpers@cisf.gov.in**.

5. **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.**



(**GANGA SHANKAR**)

ASST. INSPECTOR GENERAL (PERS)

Encl : **As above**.

Copy to :-

AI Zonal/Plant/RTC DIsG

: For information and necessary action, please.

Internal :-

1. IG/Fire, FHQ New Delhi : Recommendations along with all the requisite annexures in respect of CISF Fire Wing Officers & men may please be forwarded to Pers. Directorate **by 30.11.2021.**
2. All DIsG/AIsG FHQ New Delhi : For kind information, please.
3. 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 30.11.2021.**
4. Sr. PS to DG, CISF : For kind information of DG CISF.
5. PS to ADG(HQ) : For kind information of ADG(HQ)
6. PS to IG(Pers), IG(Adm), IG (Tech&Prov.) & IG(Training) : For kind information of IsG.

**RECOMMENDATION FOR AWARD OF DG'S COMMENDATION LETTER/INSIGNIA
(ELLIPTICAL DISC) ON THE OCCASION OF CISF DAY - 2022.**

1.	Name (In capital words in English)			
	(In Devnagari/Hindi)			
2.	In an IPS Officer, mention	Cadre	Year of Allotment	
3.	Date of Birth	Year	Month	Day
4.	Sex			
5.	CISF Number			
6.	Date of initial appointment in CISF with rank	Date	Rank	
7.	Details of promotion	Date of promotion	Rank	
8.	Total Police Service (As on 10.03.2022)	Years	Months	Days
9.	Present place of posting with rank & date of posting and complete postal address.	Rank	Place (Unit/HQrs) with complete postal address	Date
10.	Type of Disc for which recommended			
11.	Rewards	Total No. of rewards	Total amount in Rs.	
	A) Cash Awards			
	B) Others			
	i) Commendation			
	ii) Appreciation			
	iii) Good Service entries			
	iv) Any other rewards (Specify)			
12.	Whether DG's Disc awarded earlier, if so.	Type of Disc (1 st /2 nd /3 rd)	Rank at the time of award	Date & No. of FHQ S.O Part-II & date
		1)		
		2)		
		3)		

13.	Year of award of Service Medals. (if any) (Distinguished & Meritorious Service Medals)	Type of Medal	Year	Occasion (RD/ID)			
14.	Year of award of Gallantry Medals. (if any)	Type of Medal	Year	Occasion (RD/ID)			
15.	Punishment(s) (in entire service)	Details of punishment	Details of allegation(s)/ charge(s)	Date of issue of punishment order			
16.	Details of the court cases pending, if any.	Details of court case			Present status		
17.	ACR/APAR Grading for the last 13 years { 2007-2008 to 2019-2020 } [2008 to 2020 in case ACR is given as per Calendar year] OS – Outstanding VG – Very Good G – Good AV – Average NIC – Not Initiating Certificate NA – Not available. (In case part APARs in a year, period of each Part APAR with grading specifically may be indicated)	Year	Grading				
		2007-2008					
		2008-2009					
		2009-2010					
		2010-2011					
		2011-2012					
		2012-2013					
		2013-2014					
		2014-2015					
		2015-2016					
		2016-2017					
		2017-2018					
18.	ACR Grading for last ten years (in number)	OS	VG	Good	AVG	NIC	NA
19.	e-mail address and Mobile Number						
20.	SHAPE category and date of AME						
21.	Brief description of work justifying award of DG's Disc (No posting details). In order of importance (not exceeding 200 words each)						

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

INTEGRITY CERTIFICATE

Certified that the integrity of Shri/Smt./Ms. _____
Designation _____ CISF Number _____ recommended for
the award of DG's Commendation Disc on the occasion of CISF Day 2022, is above suspicion
and that he/she was not concerned in any proceedings that were censured in a Court of
Law. It is further certified that no judicial or departmental proceedings are being
contemplated/pending against him/her. Similarly, no vigilance case is pending/
contemplated against him/her. It is also certified that the recommendee has not been given
any major penalty in entire service and no minor penalty in the last 15 years.

2. It is also certified that character & antecedents of the recommended officer have been
duly verified and nothing adverse reported against him/her.

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

CERTIFICATE

It is certified that it has been checked and verified from the records of Shri/Smt./Ms.
_____ Designation _____ CISF Number
_____ and it is confirmed that he/she has not been earlier awarded
_____ DG's Disc (Type of Disc) for which he/she is being recommended.

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