

# Chapter 8

## Rewards

### Introduction

1. In an organisation like police an element of risk and danger is always present in the job performance. Motivation, therefore, plays a significant role in the professional life of policemen. Provision for giving rewards for exceptional and commendable performance has to be naturally an integral part of the overall police functioning. Rewards for such a performance are given to the subordinate ranks, senior officers and even to the public. Such rewards can be given by the senior officers to the juniors and to the public as per provisions made in this regard by the Government for money rewards for –

(i) Exceptional and commendable performance in providing valuable information, investigation, arrest, handling of law and order, VIP visits, ceremonial functions, or any other police work;

(ii) Re-capture of prisoners escaped from jails. Rewards for such act will be given by the Jail administration;

(iii) Rewards for apprehension of deserters from the Army are granted by the military authorities, but are not given in cases where the deserter surrenders himself;

(iv) Saving life and property during fires, natural calamities etc.

### Classification

2. Such rewards can be of the following categories:

1. Cash Rewards
2. Appreciation/Commendation letters
3. Commendation certificates
4. State Government Awards
5. Rewards by Central Government
6. Medals

## 7. Other rewards

### **Monetary Rewards**

3. Monetary Rewards within the sanctioning powers of the officers and commendation certificates in Form I may be granted to subordinate police officers below the rank of Inspector and private individuals in deserving cases for exceptional and commendable performance. These rewards, in particular monetary rewards, should not be given in a routine matter lest they lose their motivation value. A copy of the order shall be placed in the personal file of the rewardees and necessary entries made in their service records. Officers of the rank of Inspector of Police and above would be given Appreciation/Commendation letters. However, police officers of all ranks are eligible for money rewards offered by the Government and by Courts.

### **Appreciation/Commendation letters**

4. An appreciation or commendation letter may be issued to a superior police officer to place on record any work of outstanding merit. Such a letter will be issued in the form of a demi-official letter and will be signed by the Chief Secretary/Home Secretary or the Director General of Police. Appreciation letters may also be issued by the branch head in respect of their officers of the rank of Inspector and above for exceptional and commendable performance. A copy of such letters will be placed in the personal file of the police officer.

### **No direct and private rewards**

5. Police Officers should under no circumstances, accept rewards direct from any other source. All sums of money tendered by private persons or corporate bodies, or offered by other departments or other States should be received by the concerned Superintendents of Police after satisfying themselves that they are given voluntarily, and shall be distributed as per orders of the Government. In case orders of the Government are likely to be delayed the money received shall be deposited in the State Bank of Sikkim under the Police revenue head, '0055 – Police'.

### **No delay in giving rewards**

6. Rewards of whatever nature, whether for services in aid of public justice or for the capture of escaped convicts, or in encouragement of acts of humanity and courage, should be granted and disbursed as speedily as possible. Rewards in connection with cases brought to trial should be granted only after conviction and on the expiry of the time limit for appeals or revisions against such conviction, or in any such event, only after their disposal. All recommendations for grant of rewards should be submitted to the sanctioning authority and should at every stage be treated confidential.

### **Sanctioning powers of officers**

7. The financial powers of officers to grant rewards shall be as prescribed by the State Government from time to time

### **Recapture of prisoners escaped from jails and lock-ups**

8. Rewards for the recapture of prisoners escaping from Jails will be given by the Prisons Department. Recommendation rolls applying for reward for the recapture of prisoners escaped from Jails should be sent to the Superintendent of the Jail concerned for transmission to the appropriate authority explaining the part played by the police officers in the recapture of the prisoner and justifying how the police officers recommended deserve the reward.

### **Rewards for capturing deserters**

9. Rewards are granted by the Military authorities for the apprehension of deserters from the Army, but they will not be given in a case in which the deserter surrenders himself.

### **Rewards for saving life and property during fires, natural calamities etc.**

10. The DGP, the Branch Heads and Heads of Offices can also sanction rewards to police officers for saving life and property during large fires, natural calamities etc.

### **Communication of rewards**

11. All rewards including appreciation/commendation/letters/certificates and money rewards granted to police officers by the Department and all money rewards accepted

from courts, private individuals, corporate bodies, other departments and other States will be communicated to the police officer or officers concerned with a copy filed in their personal file, and entries made in the service book.

### **Rewards offered by foreign government**

12. Acceptance of any present, emolument or office of any kind from or under any foreign State without the consent of the President is prohibited under the Constitution.

### **Rewards to government servants of other departments**

13. Government servants of other departments may also be granted rewards as an incentive for assisting the police in the detection of any heinous or serious crime or for apprehension of offenders. Rewards to Government servants of other departments will be paid through the Head of the Department concerned.

### **Rewards to private persons**

14. Rewards may be in cash or any suitable article in the case of private individuals. Rewards to private persons for the apprehension of offenders and for giving information leading to the detection of crime may be sanctioned within the powers of sanction.

### **Certificates to private individuals**

15. Officers of and above the rank of Superintendents may grant to private individuals and others, letters of thanks or in exceptional circumstances certificates acknowledging the services rendered by these persons to the police in cases where money rewards are not appropriate. Rewards of special nature granted to private persons for extraordinary help rendered by them should be presented to them at a suitable function, if one could be easily arranged, provided the persons concerned are willing to accept the rewards openly.

### **Medals**

16. The Government of India have instituted the following medals:

- (i) The President's Police and Fire Services Medals for gallantry or distinguished service.
- (ii) Police Medals for gallantry or meritorious service;
- (iii) Prime Minister's Medal for life-saving; and

(iv) Police (Special Duty) Medal.

17. The President's Police and Fire Services Medal and the Police Medal will be awarded to the members of the Police Forces and organised Fire Services in consideration of gallantry or meritorious services and outstanding devotion to duty. While the medals, either the President's Police Fire Services Medal or the Police Medal, for gallantry are awarded for particular acts of gallantry, the President's Police and Fire Services Medal for distinguished service will be awarded for exceptional skill or conspicuous devotion to duty and the Police Medal for conspicuous merit.

**Eligibility parameters**

18. Normally no recommendation should be made for the award of President's Police Medal for distinguished Service unless the officer has completed 20 years of service and a period of 6 years has elapsed since the award of Police Medal for meritorious service. Similarly, no recommendation should be made for the award of Police Medal for meritorious service unless the officer has completed 15 years of service. There may, however, be very exceptional cases where it should be proper to award these medals although the conditions in respect of length of distinguished or meritorious services and the period which should lapse since the previous award, are not fulfilled. In such cases the conditions may be relaxed at the discretion of the Government of India. Such recommendations should be sent separately from the normal provision and they should be accompanied by a statement of reasons which would justify the waiving of the normal requirements. It should, however, be borne in mind that recommendations under these special provisions are to be made only under very exceptional circumstances. This criterion does not apply to the recommendation for gallantry award.

**Procedure and method**

19. Recommendations for the award of medals for gallantry should be marked confidential and submitted to the Director General of Police through the concerned Branch Head as soon as possible after the act that has occasioned the recommendation has occasioned. These will be considered by the Government of India as and when they are received. In other cases, the awards will be made twice a year on the occasion of the Republic Day (26<sup>th</sup> January) and the Independence Day (15<sup>th</sup> August). Recommendations

for the awards, which are due with the Government of India by the 26<sup>th</sup> October and 15<sup>th</sup> May, should be marked confidential and submitted in the prescribed proforma giving full particulars through the Branch Head concerned so as to reach the Director General of Police by the 10<sup>th</sup> September and the 1<sup>st</sup> April respectively, each year. The citation should be comprehensive without being unduly long. The citation for the President's Police Medal for distinguished service should clearly indicate whether the officer has already been awarded the Police Medal for Meritorious Service.

20. No recommendation for award of medal for distinguished or meritorious service should be sent where an officer has been awarded a punishment. However, in cases where an officer has been censured or awarded minor punishment outside a court of law for minor shortcomings, a statement should be furnished showing the nature of punishment and the circumstances in which the officer was punished, indicating the reasons which justify the officer being considered especially for the award.

21. While forwarding nominations for the award of the President's Police and Fire Services Medal for distinguished services and the President's Police and Fire Services Medal and Police Medal for gallantry, photograph of the officer who is considered for such award should be sent. The photographs of the nominees should be secured without divulging the recommendation of their names for the award of the medals.

22. While sending the recommendations for gallantry, in addition to the citation, the following information/document should be furnished:-

- (a) A copy of the first information report or the report made to the Director General or the State Government about the incident.
- (b) Details about the composition of the police party and in case the party had been divided into groups, the number of Policemen included in each group should be mentioned. The details of arms carried by the police party should be mentioned.
- (c) The details of the injuries, if received, by the Police personnel should be furnished.

- (d) Details of the injuries, if received, by the criminals and in case the criminal was killed in the incident a copy of the postmortem report should be furnished.
- (e) If any magisterial inquiry and/or departmental inquiry was conducted into the matter, a copy of the inquiry report should also be furnished.

### **Publicity of the Award**

23. The award of the President's Police and Fire Services Medal for distinguished service and gallantry and the award of the Police Medal for gallantry and meritorious service and the State awards are ordinarily given wide publicity. The Master of Mint, Government of India, sends the respective medals to the State Government which, in turn, sends them to the Director General of Police for safe custody and presentation to the awardees during the Independence Day or Republic day or the investiture parade arranged for the purpose.

24. Whenever departmental or criminal proceedings are pending against the awardees of the medal, their names should be promptly reported to the Director General of Police, so that the presentation of the medals could be withheld till the proceedings are over. The President's Police Medal and the Police Medal are liable to be forfeited when the holder is guilty of disloyalty, cowardice in action or such conduct as in the opinion of the President brings the force into disrepute.

### **The Prime Minister's Medal for Life-saving**

25. The Prime Minister's Medal for Life-saving will be awarded in cases where exemplary devotion to duty is shown by a police officer in saving human life. Recommendations for the award of the medal should be marked confidential and submitted to the Director General of Police through the Branch Head concerned soon after the incident takes place, with full facts of the case. The announcement and the presentation of the award will be made by the Government of India.

### **The Police (Special Duty) Medal**

26. The Police (Special Duty) Medal will be awarded to the members of the Police Forces in recognition of their services under condition of particular hardship and severe

climate. Recommendation for the award of this medal should be sent through proper channel as soon as officers become eligible for the award. If an officer recommended for the award of any medal dies before the award is actually announced, necessary intimation should be given to the Director General of Police immediately. In the case of officers on deputation, the borrowing authority will consult the lending authority before recommending a medal and vice-versa.

### **The order and manner of wearing decorations and medals**

27. The order of precedence of wearing the various medals and decorations as per the rules should be strictly followed. When medals and decorations are worn on the breast, the ribbon will be one inch in length, unless the possession of clasp necessitates its being longer. The uppermost clasp will be one inch from the top of the ribbon. When two or more medals and decorations are worn, they will be so arranged that the lower edges are in line. The length of all ribbons will be regulated by that of the decoration or medal which, including clasps, is the longest, subject to the condition that the total length of the ribbon and the decoration or medal together should be 3 inches. These instructions apply equally to miniature medals and decorations but their length including ribbon should be 2". The bar from which badges of orders, decorations or medals are suspended will be placed immediately above the left breast pocket of jackets with an open collar, and the centre of the bar midway between the first and the second buttons of jackets fitted with a stand-up collar. When the decorations and medals cannot, on account of their number, be suspended from the bar so as to be fully seen, they are to overlap. The medals are to be worn so as to show the State Emblem.

### **Loss of medal to be reported**

28. All losses of medals should be reported by the recipients to the Director-General through proper channel. They will be replaced on payment of the cost by the recipient subject to the orders of the Government after due enquiry.

### **Award by the State Government**

29. Awards are also given by the State Government of Sikkim to its employees, including police personnel, who have completed 15 years of service for outstanding

devotion to duty. Recommendations for the grant of State awards on the occasion of Independence Day and Republic Day shall be sent by the branch heads in the prescribed proforma giving full particulars by the 1<sup>st</sup> of July and 10<sup>th</sup> of December respectively. The Headquarters and General Administration branch shall ensure that recommendations for the medals and Central/State Government awards are sent in time to the concerned authorities.

Form I

Chapter Rewards

See Order 3



**COMMENDATION CERTIFICATE**

This certificate is awarded to \_\_\_\_\_(rank),  
\_\_\_\_\_(name), \_\_\_\_\_(unit) for his commendable  
performance in/at/on the occasion of \_\_\_\_\_on  
\_\_\_\_\_(date).

Dated: \_\_\_\_\_

( )  
Name & Designation  
of the Authority