STANDING ORDER NO. 8243

GUIDELINES/INSTRUCTIONS CONCERNING
SANCTION OF REWARDS

INTRODUCTION

To encourage members of public/police personnel to perform the duties required of them by law and assist the law enforcement machinery, Rewards should be given generously. Care must be taken, however, not to prejudice the proceedings of a case by granting rewards before its conclusion. In some instances, however, rewards can be given even before the case is over.

1) POWERS TO SANCTION REWARDS AND COMMENDATION CERTIFICATES AND GROUNDS FOR SANCTIONING REWARDS

The following rewards shall be granted to police personnel by the designated officers as per Rule-7.2 of Andaman & Nicobar Police Manual, 1963.

<table>
<thead>
<tr>
<th>DESIGNATION</th>
<th>REWARD</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>DGP</td>
<td>Commendation Certificate Class-I &amp; Commendation Certificate Class-II</td>
<td>Cash reward up to budget limit for actions of outstanding merit.</td>
</tr>
<tr>
<td>IGP/DIGP</td>
<td>Commendation Certificate Class-I &amp; Commendation Certificate Class-II</td>
<td>Cash reward upto Rs. 2,000/- in each Reward Roll.</td>
</tr>
<tr>
<td>SP</td>
<td>Commendation Certificate Class-II</td>
<td>Cash reward upto Rs. 1000/- in each Reward Roll.</td>
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Subject to the limits imposed by Rule-7.1 of Andaman & Nicobar Police Manual, 1963, rewards may be given to members of the public with a view to encourage them to perform the duties required of them by law and to assist the criminal administration.
II) CONDITIONS GOVERNING REWARDS/DO'S & DON'TS

(a) Rewards strictly within accordance with rules:
Commendation Certificates with suitable cash rewards shall be sanctioned strictly in accordance with Chapter -7 of Andaman & Nicobar Police Manual, 1963.

(b) Recommendations from VIPs
Personnel attached with VVIPs as PSOs/Operators/Security staff should be discouraged from obtaining Reward Rolls from the VIPs/their staff as this is against the provisions of the Rule-7.4 of the Andaman & Nicobar Police Manual, 1963.

(c) Only specific duties merit rewards:
Reward should be given to the staff for their meritorious work in investigation of crime, successful prosecution of heinous offences, prevention/handling of difficult law & order situations, alertness/efficiency in protection of PPs, crime prevention/detection or other specific executive/operational duties assigned to a particular unit.

(d) Rewards not a bonus payment –
Rewards, however, should not be given to an individual who is performing his duties in the required manner, as he is paid salary, one month's extra pay, bonus etc. for performance of the same. Rewards should be given only for some exceptional good work.

(e) Rewards to Personal Staff etc. –
No reward shall be sanctioned to the personal staff, drivers, operators, and the staff engaged on static duties without the prior concurrence of PHQ which should be given only in the rarest of rare cases.

(f) Rewards on transfer/retirement etc. –
Officers shall not recommend/grant reward at the time of their retirement or transfer as the issue of such rewards on such occasions is irregular and generally without merit.

(g) Rewards for good work done in a particular month –
Many sanctioning authorities sanction rewards, particularly to their personal staff or staff who work in their close proximity, for good work done in a particular month. This is a highly undesirable practice and such rewards should not be sanctioned.

(h) Sanctioning beyond financial powers/splitting of rewards –
As per the rules 7.2 of Andaman & Nicobar Police Manual, 1963 the Superintendent of Police are empowered to sanction Rs.1000/- in each case. The Dy. Inspector General of Police & Inspector General of Police are empowered to sanction upto Rs. 2000/- in each case but some sanctioning authorities sanction Commendation Certificate along with cash reward on a single Reward Roll to a large number of police personnel/civilian with cash rewards, the cumulative amount of which is beyond their capacity i.e. if five personnel are sanctioned reward of Rs.500/- each by the SP on a 'single' Reward Roll it amounts to a total of Rs.2500/- which is beyond the sanctioning powers vested with a SP. In such cases rewards are split up at the time of order booking. Such actions are undesirable and incorrect. Another method of splitting up of rewards is by obtaining more than
one reward roll for the same case i.e. a good case is worked out and 5 different reward rolls are sanctioned beyond the sanctioning competence of the concerned officer which is again incorrect.

(i) **Rewards only to direct subordinate staff**

The sanctioning authorities must also ensure that the rewards are sanctioned only to individuals working directly under their command and control and not to those posted in other Distt/Units or other Govt. department unless such rewards are given to individual members of public who assist in working out of cases or the arrest of a wanted criminal etc.

(j) **No rewards for participation in large arrangements**

Commendation Certificates/Rewards should not be given en masse for large arrangements such as Republic Day Parade, Independence Day celebrations, Durga Pooja, Island Tourism Festival, Election duty, etc. as a very large number of officers are on duty and all could not have worked with exceptional dedication and devotion.

(k) **Repeated sanctioning of rewards**

Cases of those who are awarded more than three rewards in a year or amounts exceeding Rs.3,000/- should immediately be brought to the notice of the Director General of Police.

(l) **Rewards for Sports & Cultural activities**

Rewards may also be sanctioned to police officers showing special merit in sports and cultural activities with the prior approval of the DGP.

**Caution:** Rewards should not be distributed in routine as they are at times cited by incompetent and indisciplined police officers, while facing disciplinary action, as an evidence of their competence. It is difficult to explain why a man who has received so many commendations from the department is found/alleged to be indisciplined or incompetent or otherwise unfit.

### III) **PROCEDURE FOR GRANT OF COMMENDATION CERTIFICATE/CASH REWARDS**

(a) **Gazetted officers recommending/granting Commendation Certificates/cash rewards etc. must know that recommendation/sanction of rewards is a matter of considerable importance having a direct bearing on the morale of the force.** The sanctioning authorities must, therefore, exercise total impartiality/transparency in the process and ensure that a clear message goes that only acts of merit/good work will be rewarded.

(b) The Reward Rolls in which rewards are to be sanctioned by the concerned sanctioning authority will be received by the personal section of the concerned sanctioning authority, who will send the same to Reward Cell. These will be put up on file by the Reward Cell after thorough examination to ensure that the reward rolls are in accordance with the guidelines/conditions laid down in the Standing Order. The rewards, if the same are found to be in order, will be sanctioned by the competent authority on the file only. After getting redam issued and Commendation Certificates signed
signed Commendation Certificates to the concerned Unit for disbursement.

While forwarding the Reward Rolls to PHQ for sanction of Commendation Certificates/Rewards, it should be ensured that the recommendation rolls are complete in all respects and:

i) In all the rewards it should be obligatory for officers sanctioning the rewards to record that sufficient fund are available;

ii) It should be clearly mentioned that no other recommendation roll on the same subject is submitted;

iii) Names with correct unit/constabulary number are given after proper check and;

iv) A brief but factual note in support of the recommendation is given.

v) If funds are not available, then the rewards should stand cancelled and the sanctioning officer concerned shall have to re-sanction the rewards when funds are available.

vi) Other conditions regarding the sanctioning of rewards including not giving omnibus rewards where large arrangements are involved, not splitting up of rewards etc. also need to be meticulously complied with.

**IV) FOLLOW UP ACTION BY THE HEAD OFFICE**

(a) The Commendation Certificate shall be prepared accurately and signed by the officers granting the same as far as possible. In cases where the officer is transferred or proceeded on long leave, the Commendation Certificates may be signed by the next incumbent, on behalf of the Sanctioning Authority. One copy of the order shall be sent to the Establishment Section for order book with one spare copy, endorsed to the Accountant concerned for the purpose ofrawl of reward.

(b) Establishment Section will make the entry in the individual’s service record.

(c) Commendation Certificate shall be delivered to the recipients immediately after completion of the above action against proper receipts.

(d) In order to know the pendency of Commendation Certificates to be delivered and reward money to be disbursed, the reward Cell will put up the monthly return by 7th of each month in the prescribed proforma (Annexure “A”) before the Director General of Police.

(e) The Superintendent of Police is authorised to grant reward only to the officers/men of his unit who are working under his operational control. However, a copy of all such sanction of rewards should be sent to the unit which has administrative control over the official, for placing in the relevant records.

**V) UNIT-WISE LIMIT OF EXPENDITURES ON REWARDS**

(a) The budget of rewards shall be divided into two halves of the year. First half of the budget shall be for the period ending 30th September and other half for the period ending 31st March.

(b) No reward should be allowed to be carried forward beyond the financial year. This is to avoid the practice of some officers
### Table

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<thead>
<tr>
<th>COL.NO.</th>
<th>4+7</th>
<th>CC-I</th>
<th>CC-II</th>
<th>Amount in Rspees</th>
<th>Total</th>
<th>Cash Reward</th>
<th>Cash Reward</th>
<th>Authority</th>
<th>Sanctions</th>
</tr>
</thead>
</table>

**Note:** Strike out whichever is not applicable.

**Program for monthly return of expenditure in Rewards for the month of…**

"Annexure "B"
issuing too many rewards to the extent that a good part of funds of the next financial year is also utilized.

(c) In the order it should be clearly stated that money for reward as recommended is available.

VI] MONTHLY SUBMISSION OF RETURN

In order to enable the Director General of Police to exercise a proper check over the grant of rewards, the monthly reward return on the prescribed proforma (Annexure "B") should be sent by 5th of each month to PHQ. It shall be scrutinized by the Account Section and put up before the Director General of Police.

VIII] INTERPRETATION

In the matter of interpretation of the provisions of this Standing Order, the decision of the Director General of Police, Andaman & Nicobar Police shall be final and binding.

IX] SUPERSESSION CLAUSE

This Standing Order supersedes all previous Standing Orders issued in terms of Rewards and/or any other amendments/addendums etc. made thereon.

(Sudhir Yadav, IPS)
Director General of Police
Andaman & Nicobar Islands

Copy forwarded for information & necessary action to:

1. All Inspector Generals of Police
2. Dy. Inspector General of Police (HQ)
3. All Superintendents of Police
4. All Dy. Superintendents of Police
5. All Assistant Commandants IRBn
6. All Inspectors (Home Inspector)
7. All SHOs
8. SO to DGP
9. I/C Establishment (PHQ)
10. Accountant PHQ, Fire & IRBn