**Proposal for reward to officers and informers**

1. Name & Address of Office :
2. Reward proposal bearing ref.
3. Date and time of seizure
4. Case No. with date and charge section.
5. Criminal trial Case No. with date.
6. Detail of seized articles.
7. Place of seizure.
8. Brief fact of the case.
9. Detail of accused persons.
10. Whether the case is under trial or disposed. If disposed, enclose judgement order.
11. Undertaking of the informer should be prepared in separate paper (Name and address of the informer should not be mentioned). Sample is given in annexure-I.
12. (1) Certificate of financial investigation

(2) Certificate of proceedings and

(3) Certificate for complete/partial Reward amount due.

The above three certificate should be prepared in separate paper. Sample is given in annexure-III

1. Certificate of vigilance clearance in respect of officers and staff proposed to be awarded. (The certificate should be prepared in separate paper, signed by the controlling officers/Assistant Commissioner of District office with seal.)

Sample is given in Annexure-II.

1. Documents to be enclosed.
2. Information Report.
3. Report to OC/Panchnama.
4. Complaint sheet.
5. Form-F
6. FSL Report.
7. Name of officers/ORs with designation proposed to be rewarded and part played by each and informers in the operation of seizure.

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Name of the Officers/ORs/informers** | **Role played** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

Reward Proposal submitted by,

Controlling officer/A.C.

**Annexure-I**

**Undertaking by informer**

I, informer have been informed the provision of section 177, 182 and 211 of IPC and I am liable to be punished if the information furnished by me is false. I agree that the reward is not my right to claim but an Ex-gratia based on the fact and circumstances. I accepted that the Government is under no obligation to enter into correspondence regarding the seizure made. The amount of reward to be sanctioned to me will purely depend on the specificity and accuracy of the information and other dependent factors as indicated in para – 3, 5, 6 and 7 of the guidelines.

Signature of informer

S.O/O.C. Signature

with seal

Thumb impression of informer

Countersigned by,

A.C. with seal.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annexure-II**

**Vigilance Clearance Certificate**

This is to certify that Shri/Smt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is presently holding the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on regular basis in our Department.

It is further certified that no vigilance/disciplinary case and departmental enquiry is either pending or contemplated against him/her.

Signature of A.C with seal

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annexure-III**

**CERTIFICATE OF FINANCIAL INVESTIGATION**

It is certified that financial investigation in the case of \_\_\_\_\_( Name of District) Excise & Narcotics case No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dt. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

U/s \_\_\_\_\_\_\_\_\_\_\_\_\_ of NDPS Act, 1985, seizing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_a.m./p.m. was carried out under section 68 of NDPS Act, 1985 provide details of outcome. The accused \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

S/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

was arrested and forward to Judicial Court.

Signature of A.C with seal

**CERTIFICATE OF PROCEEDINGS**

It is certified that provisions under para 4(1) of the notification number G.R. S 380 dated 16.01.15 issued under section 52-A of the NDPS Act, 1985 have been duly complied with. Also, the complaint has been filed before the designated Court. The seized drugs will be disposed as per the order of the Hon’ble Court.

Signature of A.C with seal

**CERTIFICATE FOR COMPLETE/PARTIAL REWARD AMOUNT DUE**

It is certified that no reward proposal on Case No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dt.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ U/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of NDPS Act, 1985, seizing \_\_\_\_\_\_\_\_\_\_\_

On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_ a.m./p.m. has been forwarded earlier and no reward in this case has been sanction earlier to any Excise & Narcotics personnel.

Signature of A.C with seal

**Note:**

1. Seizure of Methamphetamine should not be proposed for reward until test report could be given in term of purity percentage by FSL.

2. Seizure of 250 grams of Heroin only and above will be entertained for reward until further instruction is issued in this regard.

3. In case of Ganja, seizure of 20 Kgs and above only will be entertained for reward.

4. Every copy of documents enclosed in the proposal form should be certified by Controlling Officer/A.C.