
	<b>वेस्टर्न कोल्फील्ड्स लिमिटेड</b> (कोल इंडिया ली. की अनुषंगी कंपनी) एक मिनीरल कंपनी भारत सरकार का उपक्रम	<b>सुरक्षा विभाग</b> <b>“सक्षम-सर्वोत्तम-सर्वज्ञ”</b>	 <b>वे.को.लि.</b> <b>सुरक्षा विभाग</b>
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Ref No: HOD (Security)/CSO/WCL/2025/182

Date:10.09.2025

**SOP ON AWARD OF COMMENDATION BADGE TO PERSONNEL**  
**ENGAGED IN SECURITY RELATED DUTIES**  
**(TOTAL PAGES - 06)**

1. The Commendation Badge is a mark of recognition for employees who have consistently displayed dedication, integrity and valuable contributions towards the growth and efficiency of WCL. It symbolizes both honor and responsibility and serves as a visible token of appreciation for WCL employees who go beyond the ordinary call of duty in order to keep WCL Security as the top most priority.

2. In order to maintain the dignity, fairness and transparency of this award, this SOP lays down the procedures, eligibility criteria, occasions and guidelines governing the recommendation, approval, presentation and wearing of the Commendation Badge for WCL employees esp. from Security Department.

**A) Objective of this SOP :**

- Recognize and reward employees (incl. third party contracts eg. MSSC/MSSGB/CISF/SISF etc.) for acts of consistent service, devotion to duty and value addition.
- Encourage a culture of excellence, discipline and commitment.
- Ensure uniformity and transparency in the process of selection and award to meritorious individuals.

**B) Eligibility for Commendation Badge:**

1. Acts of Dedication - Consistent and outstanding performance in the discharge of duties, reflecting sincerity and professional excellence in security discipline.
2. Innovation and Initiative - Efforts beyond the normal scope of duty such as improving systems, processes or introducing innovative security practices that enhance organizational efficiency.
3. Contribution to Events/Projects - Significant contribution to successful completion of important organizational initiatives or events of National/departmental importance concerning in WCL.
4. Discipline and Integrity - Maintaining exemplary conduct, ethics, and devotion to duty in security discipline at WCL.
5. Sports person - Those sports person (of Security discipline) who bring National/International recognition in Olympic notified games.

**C) Selection Procedure:**

1. HOD (Security)/CSO shall seek names biannually from all areas of WCL.
2. The selection shall ensure transparency, merit-based evaluation and proportionate representation from various Operational and Administrative functional security areas of WCL.

**D) Authority for Presentation of Commendation:**

1. The authority to recommend the presentation of Commendation Badge to security personnel shall rest exclusively with the HOD (Security)/CSO, WCL. The recommended personnel (both executive & Non-executive) shall be presented by CMD, WCL & Dir (HR), WCL.
2. No other Officer or authority shall issue, present or distribute the Commendation Badge under any circumstances unless approved by WCL HQ.

**E) Occasions for Award of Commendation Badge/Disc :**

1. The Commendation Badge shall be awarded to meritorious security personnel twice every year on the following National occasions:
  - Republic Day (26th January)
  - Independence Day (15th August)
2. Besides, on exemplary performance, act of bravery or timely undertaking of an important task, the Commendation disc can be awarded to any security personnel or employee on the spot by HOD (Sec) or CSO, WCL.

**F) Ceremonial Function Guidelines:**

1. Employees selected from WCL command areas must obtain a release order from their Area Security Officer to attend the award ceremony once notified by WCL HQ.
2. Awardees shall report to the organizing team prior to the commencement of the ceremony for co-ordination.
3. The Commendation Badge and Certificate shall be formally presented at the ceremonial parade/function on Republic Day or Independence Day by CMD or Dir (HR), WCL as the case may be or presented by HOD (Sec) at WCL HQ or AGM of respective area in the condition that the individual cannot attend the National event held at WCL HQ .
4. A certificate/scroll duly signed by CMD or Dir (HR) shall be presented to the award winner on the occasion .

**G) Wearing of the Commendation Badge:**

1. The Awardees shall wear the Badge on the left side of the chest pocket of the uniform/formal attire as prescribed at Annexure 'B' (for Security Personnel) and Annexure 'C' (for other than Security Personnel) respectively.
2. During the ceremonial function, the Badge shall be pinned immediately after presentation by the dignitary.

3. After the ceremony, the Badge must be worn daily at the workplace as a mark of honor and recognition.
4. Only one badge is to be worn at a time in case of multiple commendations.
5. Only Awardees can wear the Badge and no other employee is permitted to wear the aforementioned Badge/Disc.
6. The approved design of the Badge/Shape/Material is placed at Annexure "A".

3. The Commendation Badge honors employees (Incl. third party Security Services provided by CISF/SISF/MSSC/MSSGB etc.) for their exceptional service and commitment, symbolizing excellence and loyalty within the organization. All employees are expected to uphold its dignity.

Sincerely,

  
(Lt Cdr Vikrant Malhan)  
HOD (Security)/CSO

**Encl:** Annexure "A" - Design  
Annexure "B" - Security Personnel  
Annexure "C" - Non Security Personnel

**Copy to:**

- All Area General Managers, WCL
- GM (System), WCL : w.r.t upload the same on WCL website
- IG, CISF, Durg, Zone
- DG, SP (Induction) MSSC
- ADG, SISF, Bhopal (MP)
- MSSGB
- All Area Security Officers, WCL
- Security Incharge - All Areas
- E-Office File #2008994 on in-principle Approval on Commendation Badge/Disc
- SOP File

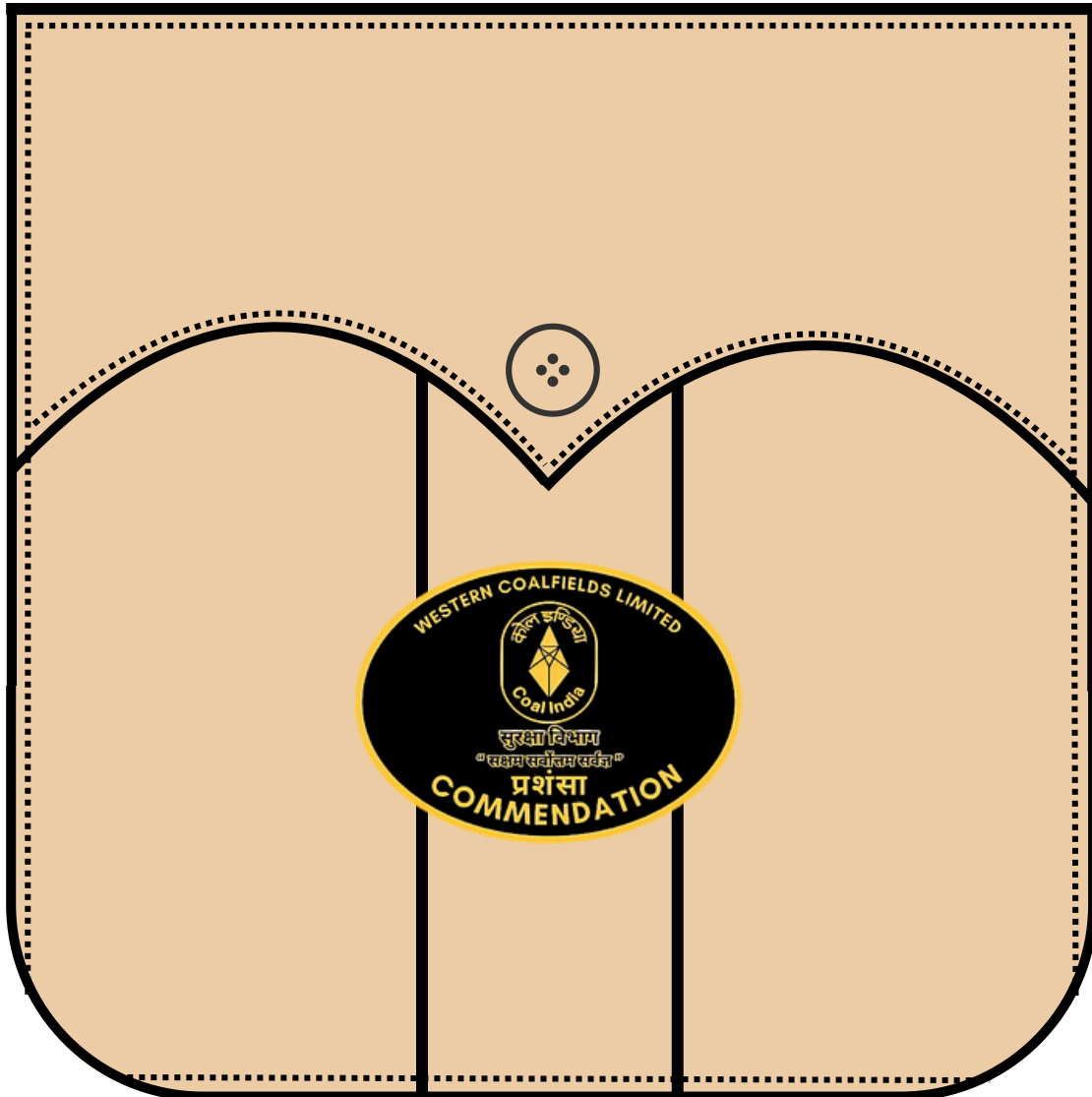
# Commendation Badge

( DESIGN )



# Commendation Badge

( On Uniform Security )



LEFT POCKET

# Commendation Badge

On CIL Uniform  
( Other Than Security )



LEFT POCKET