

**STATUTES AND RULES RELATING TO THE PRESIDENT’S FIRE SERVICES MEDAL AND  
THE FIRE SERVICE MEDAL**

**PRESIDENTS SECRETARIAT**

**NOTIFICATION**

New Delhi, the 19<sup>th</sup> May, 1975.

No. 40-Prcls/75: The president is pleased to institute the following awards to be conferred on the members of Fire Service organized and administered by the Central Ministries or Departments, state Governments, Union Territory Administrations. Municipal and other autonomous bodies and public sector undertakings, in consideration of distinguished or meritorious service or gallantry and outstanding devotion to duty, to be designated “**राष्ट्रपति का अग्निशमन सेवा पदक**” Presidents fire services medal and Fire services Medal respectively and to make ordain and establish the flowing statues governing them which shall be deemed to have effect from the 19<sup>th</sup> may, 1975.

**PRESIDENT’S FIRE SERVICES MEDAL (राष्ट्रपति का अग्निशमन सेवा पदक)**

Firstly :- The award shall be in the form of a model styled and designates as “**राष्ट्रपति का अग्निशमन सेवा पदक** President’s Fire Services Medal “(hereinafter referred to as the Medal.)

Secondly :- The medal shall be circular in shape, made of silver with gold gilt, thirty five millimeters in diameter and fitted to a ring and shall have embossed on the obverse the State Emblem with its motto “Satyamev Jayate” in the center and words “**राष्ट्रपति का अग्निशमन सेवा पदक** President’s Fire Service Medal” on either side along the edge of the medal separated by two five-pointed heraldic President’s Fire Service Medal. President’s Fire Gallantry Medal. For Distinguished Service stars. On the reverse, it shall have embossed the “Ashok Chakra” in the center and the words “**वीरता के लिए,** for Gallantry” or “**विशिष्ट सेवा के लिए,** for “Distinguished Service” along the lower edge and a wreath joined by a plain class at the top along the upper edge. On the rim the name of the person to whom the medal is awarded, shall be inner bed. A medal of pattern of the medal shall be deposited and kept.

Thirdly :- The medal shall be worn suspended from the left breast and the ribbon of thirty two millimeters in width shall, in the case of distinguished service, be half maroon and half golden yellow. In the case of awards for acts of exceptional courage and gallantry, it will be half maroon and half golden yellow, the two colours being separated by a vertical navy blue line 3 mm in width.

Fourthly :- The medal shall only be awarded to those who have either performed acts of exceptional courage and skill or exhibited conspicuous devotion to duty as members of Fire Services organized and administered by the Central Ministries or Departments. State Governments, Union Territory Administrations. Municipal or other autonomous bodies and public sector undertakings.

Fifthly :- The names of those to whom this medal is awarded shall be published in the Gazette of India and a Register of such names shall be kept in the Ministry of Home Affairs by such person as the President may direct.

Sixthly :- Any act of gallantry which is worthy of Recognition by the award of the “**राष्ट्रपति का अग्निशमन सेवा पदक** President’s Fire Services Medal” but is performed by one upon whom the Decoration has already been conferred, may be recorded by a bar attached to the ribbon by which the medal is suspended. For every such additional act an additional bar may be added and for each bar awarded a small silver rose with gold gilt shall be added to the ribbon when worn alone.

Seventhly :- It shall be competent for the president to cancel and annual the award of the Decoration and there upon the name of the person concerned shall be erased from the Register. It shall, however be competent for the President to restore any Decoration which may have been so forfeited. Every person to whom the said Decoration is a warded shall, before receiving the same, enter into any agreement to return the medal if his name is eased as aforesaid. Notice of cancellation or restoration in every case shall be published in the Gazette of India.

Eighthly :-It shall be competent for the President to make rules to carry out the purposes of these statutes.

**FIRE SERVICE MEDAL अग्निशमन सेवा पदक**

Firstly :- The award shall be in the form of a medal styled and designated as the “अग्निशमन सेवा पदक FIRE SERVICE MEDAL” (hereinafter referred to as the Medal)

Secondly :- The medal shall be circular in shape, made of bronze, thirty five millimeters in diameter and fitted to a ring and shall have embossed on the obverse the State Emblem with its motto “satyamev Jayate” in the center and the words “अग्निशमन सेवा पदक Fire Service Medal” on either side of the State Emblem along the edge of the medal separated by two five pointed heraldic stars. On the reverse, it shall have embossed the words “सराहनीय सेवा के लिए, FOR MERITORIOUS SERVICE” OR “वीरता के लिए, FOR GALLANTRY” exactly at the center enclosed between parallel straight lines connected at either end to each other by a concave line the whole being encircled by a wreath joined by a plain clasp at the bottom. On the rim the name of the person to whom the medal is awarded shall be inscribed. A scaled pattern of the medal should be deposited and kept.

Thirdly :- The medal shall be worn suspended from the left breast, and the ribbon of thirty two millimeters in width shall be of maroon colour with a narrow golden yellow stripe on either side and a navy blue stripe in the center, and in the case of awards for acts of gallantry, each of the maroon portions of the ribbon shall contain a navy blue line down the middle.

Fourthly :- The medal shall only be awarded to those members of fire service, organized and administered by the Central Ministries or Departments. State Governments, Union Territory Administrations, Municipal and other autonomous bodies, and public sector undertakings, who have performed service or conspicuous merit or an act of gallantry.

Fifthly :- The names of those to whom this medal is awarded shall be published in the Gazette of India and a Register of such names shall be kept in the Ministry of Home Affairs by such person as the President may direct.

Sixthly:- Any meritorious conduct or act of gallantry which is worth of recognition by the award of the “अग्निशमन सेवा पदक FIRE SERVICE MEDAL” but is performed by one upon whom the decoration has already been conferred may be recorded by a bar attached to the ribbon by which the medal is suspended. For every such additional act an additional bar may be added and for each Bar awarded a small silver rose shall be added to the ribbon when worn alone.

Seventhly:- It shall be competent for the President to cancel and annual the award of the decoration and thereupon the name of the person concerned shall be erased from the Register. It shall, however, be competent for the President to restore any medal, which may have been so forfeited. Every person to whom the said Decoration is warded shall, before receiving the same, enter into an agreement to return the medal if his name is erased as aforesaid. Notice of cancellation or restoration in every case shall be published in the Gazette of India.

Eighthly :- It shall be competent for the President to make rules to carry out the purposes of these statutes.

Sd/-

(K. BALACHANDRAN)  
Secretary to the President

**TO BE PUBLISHED IN PART-I, SECTION – I, OF THE GAZETTE OF INDIA DATED  
SATURDAY THE 31<sup>ST</sup> MAY, 1975.**

**PRESIDENT'S SECRETARIAT**

**NOTIFICATION**

New Delhi, the 19<sup>th</sup> May, 1975.

No. 41 Pres/75. In accordance with the Statute "eighthly" of the Statutes relating to the award of the "राष्ट्रपति का अग्निशमन सेवा पदक " Presidents' Fire Service Medal" and the "अग्निशमन सेवा पदक " Fire Service Medal" the following rules governing them are notified:-

**PRESIDENT'S FIRE SERVICES MEDAL(राष्ट्रपति का अग्निशमन सेवा पदक)**

- (1) Recommendations for awards for conspicuous gallantry shall be made as soon as possible after the occasion on which the conspicuous gallantry was shown.
- (2) All Recommendations shall state the name and rank of the person recommended, the name of the FIRE SERVICE of which he is or was a member and details of the act of gallantry or service for which the grant of the medal is recommended.
- (3) The medal shall be awarded:-
  - (i) For conspicuous gallantry in saving life and property the risk incurred being estimated with due regard to the obligations and duties of the offer concerned.
  - (ii) For distinguished record of service such as organizing and maintaining fire services under special difficulties and handling various or wide spread outbreaks of fires.
- (4) The number of medals awarded for distinguished service in any one year shall not exceed 25. There will however, be no limit on the number of medals to be awarded for gallantry in any one year.
- (5) When awarded for gallantry the medal shall carry a monetary allowance at the rates and subject to the conditions set forth below. The charges thereof shall be borne by the revenues of the Central Ministries/States/Union Territories concerned in respect of recipients belonging to the central Ministries/States/Union Territories and by the respective organizations in respect of personnel belonging to their Fire Services.
  - (a) All the recipients of this gallantry award shall be entitled to the monetary allowance on a uniform rate irrespective of their ranks. The rates of monetary allowance for the Medal shall be Rupees Sixty per mensem and for the bar to the Medal shall be Rupees thirty per mensem.
  - (b) Where an officer who has already been awarded either the King's Police and Fire Services Medal/ President's Police and Fire Service Medal /President Fire Services Medal, or that Medal and a Bar or bars thereto for gallantry, is subsequently awarded the president's Fire Service Medal for a further act of gallantry he shall be paid a monetary allowance attached to the bar to the latter Medal in addition to the original allowance and not the full allowance attached to the medal itself. Where an officer who has already been awarded the Indian Police medal for gallantry he shall be paid the full allowance attached to the latter Medal in addition to the Original allowance.
  - (c) The allowance shall be granted from the date of the act for which the award is given and unless it is forfeited for misconduct shall continue until death.
  - (d) Where a recipient is in receipt of the allowance at the time of his death, it shall be continued for life or his re-marriage of his widow (the first married wife having the preference. In the case of a posthumous award is made to the widow(the first married wife having preference for her life or till re-marriage.
  - (6) The Medal is liable to be forfeited if subsequently the holder is guilty of disloyalty; cowardice in action or such conduct as in the opinion of the president brings the Service into disrepute.
  - (7) Recommendations for the announcement of awards for distinguished service on the 26<sup>th</sup> January (Republic Day and the 15<sup>th</sup> August) Independence day Should be forwarded so as to reach the Secretary to the Government of India. Ministry of Home Affairs not later than the 26<sup>th</sup> October and the 15<sup>th</sup> May respectively each year.

**FIRE SERVICE MEDAL (अग्निशमन सेवा पदक)**

- (1) Recommendations for awards for gallantry shall be made as soon as possible after the occasion of which the gallantry shall be made as soon as possible after the occasion on which the gallantry is shown.
- (2) Each recommendation shall state the name and rank of the person recommended, the Fire Service of which he is or was a member and details of the act or service for which grant of the Medal is recommended.
- (3) The Medal shall be awarded:-
  - (i) For Gallantry :
  - (ii) For services characterized by resource and devotion to duty including prolonged service of ability and merit.
- (4) The number of Medals awarded for meritorious service in any one year (excluding Bar's shall not exceed 100. There will be no limit on the Medals to be awarded for gallantry in any one year.
- (5) (a) when awarded for gallantry the Medal shall, subject to the conditions set fort for the President's fire Services Medal for gallantry, carry a monetary allowance on a uniform rate of Rupees forty per mensum and the Bar Rupees Twenty per mensum irrespective of the rank of the recipients. The charge thereof shall be borne by the revenues of the Central Ministries / States / Union Territories and by the respective organizations in respect of personnel belonging to their Fire Services.  
  
(b) Where an officer who has already been awarded either the Indian Police Medal/ Fire Service Medal or that Medal and a Bar of Bars thereto for gallantry, is subsequently awarded the fire Services Medal for a further act of gallantry he shall be paid the monetary allowance attached to the Bar to the latter Medal in addition to the original allowance and not the full allowance attached to the Medal itself. Where an officer who has already been awarded the King's Police and Fire Service / President's Police and Fire Service Medal/ President's Fire Service Medal for gallantry, in subsequently awarded the Fire Service Medal for a further act of gallantry, he shall be paid the full allowance attached to the latter Medal in addition to the original allowance.
- (6) The award of the Medal will not be a bar to the subsequent award of the **PRESIDENTS FIRE SERVICES MEDAL (राष्ट्रपति का अग्निशमन सेवा पदक)**
- (7) The Medal is liable to be forfeited if subsequently the holder is found guilty of disloyalty cowardice in action or such conduct as in the opinion of the President brings the service into disrepute.
- (8) Recommendations for awards for meritorious service on the 26<sup>th</sup> January (Republic Day and the 15<sup>th</sup> August (Independence Day' Should be forwarded so as to reach the Secretary to the Government of India. Ministry of Home Affairs not later than the 26<sup>th</sup> October and 15<sup>th</sup> May respectively each year.

**Sd/-**  
**(K. BALACHANDRAN)**  
**Secretary to the President.**

**TO BE PUBLISHED IN PART-I, SECTION 1 OF THE GAZETTE OF INDIA, DATED  
SATURDAY, THE 31<sup>ST</sup> MAY 1975.**

**PRESIDENT'S SECRETARIAT**

**NOTIFICATION**

**New Delhi. the 19<sup>th</sup> may,1975**

No. 42-Pres/75- The President is pleased to direct that the following amendment shall be made in the Preamble and the Statutes governing the awards of the president's Police and Fire Services Medal and the Police Medal Published in Part-I, Section 1 of the Gazette of India of the 10<sup>th</sup> March 1951, under Notification No.-3-Pres/51, dated the 1<sup>st</sup> march,1951 as amended from time to time.

- (1) The name of the "President's Police and Fire Services Medal wherever occurring the preamble and the Statutes will be read as "President's Police Medals".

**PRESIDENT'S POLICE MEDAL**

- (2) The Words ' and organized Fire Service" occurring in the Statute Thirdly be deleted.

**POLICE MEDAL**

- (3) The Words "or of and organized fire service" occurring in the Statute Thirdly be deleted.

**Sd/-  
(K. BALACHANDRAN)  
Secretary to the President**

**TO BE PUBLISHED IN PART – I. SECTION –1 OF THE GAZETTE OF INDIA DATED  
SATURDAY, THE 31<sup>ST</sup> MAY 1975.**

**PRESIDENT’S SECRETARIAT**

**NOTIFICATION**

**New Delhi, the 19.05.1975.**

No. 43-Pres/75-The president is pleased to direct that the following amendments shall be made in the rules governing the award of the President’s Police and fire Service Medal and the Police Medal published in part – I. Section 1 of the Gazette of India of 10<sup>th</sup> march 1951 under Notification No. 3-Pres/51. dated the 1<sup>st</sup> March 1951 as amended from time to time.

- (1) The name of the “President’s Police & Fire Services Medal” wherever occurring in the Preamble and the Rules will be read as “President’s Police Medal”

**PRESIDENTS POLICE MEDAL**

- (2) The words “or the Fire Service” occurring in Rule (2) and Rule (4) Sub-rule (iii) be deleted.
- (3) In Schedule appended below sub-rule ( c) or Rule 5 the words “District Fire Officer” and “Fire Station Officer I. Fire Station Officer – II. Head Leading Fireman Lading Fireman and Selection Grade Fireman and Fireman” be deleted.

**POLICE MEDAL**

- (4) The words “or the Fire Service” occurring in Rule (2) may be deleted.

Sd/-  
**(K. BALACHANDRAN)**  
**Secretary to the President**

**TO BE PUBLISHED IN PART-1. SECTION 1 OF THE GAZETTE OF INDIA, DATED  
SATURDAY, THE 11<sup>TH</sup> SEPTEMBER, 1976.**

**PRESIDENT'S SECRETARIAT**

**NOTIFICATION**

**New Delhi, the 31<sup>st</sup> August, 1976.**

No. 76-Pres/76 The President is pleased to direct that, with immediate effect, the following amendments shall be made in the rules governing the awards of the "राष्ट्रपति का अग्निशमन सेवा पदक" Presidents Fire Service Medal" and the "अग्निशमन सेवा पदक" Fire Service Medal" published in Part-I, Section 1 of the Gazette of India, dated 31<sup>st</sup> May, 1975 vide Notification No.41-Pres/75, dt. 19<sup>th</sup> may, 1975 :-

(1) "PRESIDENT'S FIRE SERVICES MEDAL" "राष्ट्रपति का अग्निशमन सेवा पदक"

Under Rule (5) add the following as sub – rule (a) :

When the award is made posthumously to a bachelor, the monetary allowance shall be paid from the date of the act for which the award is made to his father or mother and in case the posthumous awardee is a widower, the allowance shall be paid to his son below 18 years or unmarried daughter, as the case may be.

(2) "FIRE SERVICES MEDAL "अग्निशमन सेवा पदक"

Under Rule (5) add the following as sub-rule - ( c) :

When the award is made posthumously to a bachelor, the monetary allowance shall be paid from the date of the act for which the award is made to his father or mother and in case the posthumous awardee is a widower, the allowance shall be paid to his son below 18 years or unmarried daughter, as the case may be.

**Sd/-  
Deputy Secretary to the President  
(S. Nilakantan)**

**TO BE PUBLISHED IN PART 1. SECTION 1 OF THE GAZETTEE OF INDIA, DATED  
SATURDAY, THE 18<sup>TH</sup> OCTOBER, 1984.**

**PRESIDENT'S SECRETARIAT**

New Delhi, the 26.09. 1984.

**NOTIFICATION**

No. 103-Pres/84 – The President is pleased to direct that the following amendments shall be made in the rules governing the award of the President's Fire Services Medal and the Fire Services Medal Published in Part – I. Section 1 of the Gazette of India, dated the 31<sup>st</sup> May, 1975 under Notification No. 41-Pres/75 dt. 19-05-75.

**PRESIDENT'S FIRE SERVICE MEDAL FOR GALLANTRY वीरता के लिए राष्ट्रपति का  
अग्निशमन सेवा पदक**

For the existing sub-rule (a) of Rule (5), substitute the following :-

“All the recipients of this Gallantry Award shall be entitled to the monetary allowance on the uniform rate, irrespective of their rank. The rates of monetary allowance of the Medal shall be Rs. 90/- per mensum and for the Bar to the Medal it shall be Rs. 60/- per mensum”.

**FIRE SERVICES MEDAL FOR GALLANTRY वीरता के लिए अग्निशमन सेवा पदक**

For the existing sub-rule (5) (a), substitute the following :-

“When awarded for gallantry, the Medal shall subject to the conditions set forth for the President's Fire Services Medal for Gallantry, to carry a monetary allowance on a uniform rate of Rs.60/- per mensum, and the bar to the Medal Rs. 30/- per mensum irrespective of the rank of recipient. The charges thereof shall be borne by the revenues of the Central ministries/States/Union Territories concerned in respect of recipients belonging to the Central Ministries/States/Union Territories, and by the respective organizations in respect of personnel belonging to their Fire Services.”

The revised rates of the monetary allowances will be effective from 26<sup>th</sup> September, 1982, the date of issue of the President's secretariat notification granting the revised rates in respect of the Police Medals.

**Sd/-  
Deputy Secretary to the President  
(S.NILAKANTAN)**



**TO BE PUBLISHED IN PART 1. SECTION 1 OF THE GAZETTE OF INDIA, DATED  
SATURDAY, THE 5<sup>TH</sup> MARCH, 1988.**

**PRESIDENT'S SECRETARIAT**

New Delhi, the 22.2.1988.

**NOTIFICATION**

No. 15-pres/88 – The President is pleased to direct that with immediate effect, the following amendments shall be made in the rules governing the award of the President's Fire Service Medal and the Fire Services Medal published in Part-I, Section 1 of the Gazette of India, dated the 31<sup>st</sup> May, 1975, under Notification No. 41-Pres./75. dt. 19<sup>th</sup> May, 1975.

**PRESIDENT'S FIRE SERVICES MEDAL FOR GALLANTRY वीरता के लिए राष्ट्रपति का  
अग्निशमन सेवा पदक**

For the existing sub-rule (5) (a), substitute the following :-

“All the recipients of this Gallantry Award shall be entitled to the monetary allowance on the uniform rate, irrespective of their rank. The rates of monetary allowance for the Medal as also for the bar to the Medal shall be Rs. 100/- per mensem”.

**FIRE SERVICES MEDAL FOR GALLANTRY वीरता के लिए अग्निशमन सेवा पदक**

For the existing sub-rule (5) (a), substitute the following :-

“When awarded for gallantry, the Medal as also the Bar to the Medal shall subject to the conditions set forth for the President's Fire Services Medal for gallantry, carry a monetary allowance on a uniform rate of Rs.60/- per mensem irrespective of the rank of the recipient. The charges thereof, shall be borne by the revenues of the Central Ministries/State/ Union Territories and by the respective organizations in respect of personnel belonging to their Fire Services.”

**Sd/-  
(S.NILAKANTAN)  
Director**

**No. VI-11021/Policy/93-DGCD (P&C)**  
**Government of India**  
**Ministry of Home Affairs**  
**DGCD (P&C) Unit.**

**Dated . New Delhi, the 13<sup>th</sup> March,1995.**

**To**

- (i) The Chief Secretary / Home Secretary of All States / UT's per List**
- (ii) All Ministries / Departments of Govt. of India as per list.**

**Sub. :- Co-ordination – Awards and Medals – Home Guards, Civil Defence & Fire service Medals – Revision of formats for the recommendation of various types of Medals – Request for forwarding of recommendations in the revised formats.**

**Sir,**

I am directed to invite your attention on the subject noted above and to say that this Ministry co-ordinates the award of various types of Presidential Medals now in vogue in Civil Defence, Home Guards and Fire Service Organizations. The Presidential Medals are broadly classified in two major groups. Viz Gallantry Medals which includes President's Gallantry Medal and Gallantry Medal and Service Medals including President's Distinguished Service Medal and Meritorious Service Medals.

2. Gallantry Medals are awarded to a candidate for an act of valour/gallantry in any particular incident and depending upon the degrees of gallantry involved. President's Gallantry or Ordinary gallantry Medals are considered. In contrast, Service Medals are considered for award for unblemished long service marked with devotion and dedication which invites special merits or is of distinguished nature. In view of this, the prerequisites of information for selection of suitable candidates naturally varies for the above broad two types of medals. In view of this, the Ministry recently reviewed the formats for recommendations for the above two types of Medals, which are enclosed herewith as per following details :-

- (i) Appendix A: Revised formats for President's Gallantry / Gallantry Medals**
- (ii) Appendix B: Revised formats for Presidents Distinguished Service / Meritorious Service Medals**

Depending upon the broad types/categories of medals, both the "CD" & HG and Fire Service Organizations can use the above two formats while recommending the cases for the award of medals.

3. In addition to above, General information about the various types of Medals and General instructions for filling up the forms have also been enclosed in Appendix C, which may please be carefully studied before initiating and forwarding any recommendations to this Ministry for considerations.

4. It may be evident from the information-cum-instruction Sheet at Appendix "C" that there is no time limit or fixed date for recommending the cases of Gallantry medals which as per accepted norms must reach this Ministry with the recommendations of the State Govt./UT Admns. Or administrative controlling Deptts./ Ministries of Govt. of India within one year of such act of gallantry to avoid technical rejections. But the Service Medals are awarded twice in a year on the occasion of Republic day (26<sup>th</sup> January) and independence Day (15<sup>th</sup> August\_ every year. For such Service Group of Medals (Distinguished Service or Meritorious Service), the statute for medals stipulates strict time frame for the receipt of recommendations of medals as 15<sup>th</sup> May for Independence Day and 26<sup>th</sup> October for Republic Day every year to avoid technical rejections.

5. In view of the above, you are requested to kindly initiate immediate necessary action to ensure timely forwarding the recommendations for the Service Medals for the forthcoming Independence Day, 1995 so as to be received latest by 15<sup>th</sup> may, 1995 in the suggested prescribed proforma, vide Appendix B to avoid technical rejections. In future, you may like to follow the aforesaid time frame at your own level without waiting for the reminder from the Ministry, since the process is of on-going type in nature. As in

the past, the recommendations may be addressed to Secretary to the Government of India, Ministry of Home Affairs, New Delhi with a cover addressed to Senior Staff officer (P & C) DGCD unit Ministry of Home Affairs, Express Building, 2<sup>nd</sup> Floor, 9 & 10 Bahadur Shah Zafar Marg, New Delhi – 110002.

6. It is requested that the copies of this letter may kindly be circulated to all concerned with the copies of enclosures in the forms of Appendices A.B. & C with the advice to keep them as model copy in the guard file for future use.

Yours faithfully

Sd/-

(Smt. UMA Goel)

Deputy Secretary to the Government of India

Encls :- Appendices A.B & C as in paras  
2 in paras - 2& 3 Above.

No. VI-11021/Policy/93-DGCD(P&C) dated, New Delhi, The 13<sup>th</sup> March,1995.

Copy forwarded for information and necessary action to :-

- (i)The Director of Civil Defence, Govt. of  
..... of All States/UT's as per List.
- (ii) The Commandant General of Home Guards, Govt.  
..... of All States/UT's as per List.
- (iii) The Director/Head/Chief of Fire Service, Govt. of  
..... of All States / UT's as per List.
- (iv) Head/ Chief/ In-charge of Fire Service, Civil Defence,  
Public Sector Vital Plants/Installations as per standard List.

With the request to kindly follow the instructions contained in Appendix C while forwarding the recommendations of various types of medals and also to strictly adhere to the time frame stipulated for Gallantry & Service Medals.

Action must be initiated for the forwarding of recommendation for Distinguished and Meritorious Service.

Medals or the forthcoming independence day (15<sup>th</sup> August), 1995 immediately in the revised proforma suggested in Appendix B so as to be received by the Ministry strictly within the stipulated time frame, i.e. in or before 15<sup>th</sup> May, 1995, to avoid technical rejections. In future, they may like to Initiate action in time at their own level without waiting for the reminder of the Ministry, since this is an on – going process.

Sd/-

(Smt. UMA GOEL)

Deputy Secretary to the Government of India.

**APPENDIX –A (GALLANTRY)**

**REVISED PROFORMA FOR THE RECOMMENDATION FOR THE AWARD OF  
PRESIDENT’S GALLANTRY MEDAL/GALLANTRY MEDAL FOR THE VOLUNTEERS AND  
PAID PERSONNELS OF HOME GUARDS, CIVIL DEFENCE AND FIRE SERVICE  
ORGANISATIONS**

(Please study carefully the instruction Sheet at Appendix – C before filling up the form)

A. DATE INCIDENT _____	DATE OF RECEIPT BY MHA _____ (TO BE FILLED BY M.H.A.)
1. Name of the State/UT/ Ministry/ Deptt. Of Govt. of India recommending the case with full address.	
2. Specific name of the medal recommended in the present case clarifying whether it is the first recommendation for a particular type of medal or for Bar to the first medal already awarded.	
3. Name and designation of the recommended candidate / Recommendee.	First Name    Mid Name                  Surname
I. Name and designation in full in English in Capital letters only.	
II. Name and designation in full in English in standard abbreviated form in capital letters Only	
III. Name and designation in Hindi (for Hindi Notification in case of selection for the award).	
4. Present mailing residential address of the Recommendee/Next of kin (In case of posthumous award) complete wit Pin Code and name of Telegraph office (for issue of congratulatory telegrams in case of selection). In case of deceased candidate, the name of Next of kin must be mentioned.	_____ _____ _____ PIN CODE _____ Telegraph Office : _____

5. Other details of the Recommendee		Status in Service	Caste (Pl. tick Mark)				Sex
On the data of recommendation.		In CD/HG/FS/Orgn.	SC	ST	OBC	General	Male/ Female
Age (nearest rounded up years)	Total length of service in CD/HG/Fire Service Organisation	Whether Paid Staff or Honorary					

6. Details of receipt of other medals by the recommendee from the state/central Govt. (also mention the year and occasion (in case of service medals /other medals) within bracket against : (i) each, (for gallantry Medal, date of act and date of award may be mentioned within bracket.)

Service Medals	Gallantry Medals	Any other type of Medals
1.	1.	1.
2.	2.	2.

7. Details of other Awards/Commendation Certificate/General Service Entry / Honorarium/Cash Award received by the candidates in the past (Mention number of times only in the box).

Cash Awards	Honorarium	Commendation Certificates	General Service Entry (GSE)	Awards in any other form other than specified one

Note :- 12 Copies of recommendations for each case must be received by the Ministry with the recommendation of concerned State Govt./UT – Administrative or administrative controlling Ministry / Deptt. of Govt. of India within one year of gallantry to avoid technical rejections.

### CITATIONS

Citation should be brief and to the point, preferably within 500-600 words. But not exceeding the box provided for. The citations must highlight the date, time and place of incident, risk involved in the incident and degrees of valour/act of gallantry performed by the recommendee, 12 copies of recommendations in the prescribed proforma including citations must reach this Ministry within one year from the date for incident to avoid technical rejections. All recommendations must be routed through the administrative controlling departments of State Govt./UT – Administrations / Ministry's Govt. of India, Hindi recommendations/citations must accompany with an English translation. No extra/additional sheet should be used for writing citations.

- A. Date, Time & Place of the incident
- B. Brief introduction with chronological development Of the incident
- C. Details of risk involved in the incident and its brief Analysis.
- D. Details of achievements highlighting the degrees Of valour/act of gallantry by the recommendee.
- E. Whether any honour conferred on the recommendee for the same act of gallantry by UT / State/Ministry/Dept. of GOL of affirmative, furnish Details.

F. Specific Gallantry Medal recommended (Col. 02  
On pre-page).

G. Details of enclosures attached as supportive  
Documents.

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

\_\_\_\_\_  
**Signature of the Head of the Department.**

**Place/Full Address :-  
With Pin Code**

**(Director of Civil Defence, Commandant  
General, Home Guard or Director of Fire  
Fire Service \*.)**

**Name:-**

**Designation :-**

**Office Seal :-**

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Note (\*) If the recommendation is initiated by any other official other than Head of The Department, the same must be countersigned by HOD under his Official seal or by competent authority of the States Govt. UT Admn./ Ministry/ Deptt. of Govt. of India.

All recommendations are to be routed through the State Govt./UT Administration/administrative controlling deptt./Ministry of Government of India to avoid technical rejection.

**APPENDIX – B (SERVICE : DIST/MERIT)**

**REVISED PROFORMA FOR THE RECOMMENDATION FOR THE AWARD OF  
PRESIDENT’S DISTINGUISHED SERVICE/MERITORIOUS SERVICE MEDAL FOR THE  
VOLUNTEERS AND PAID PERSONNELS OF HOME GUARDS, CIVIL DEFENCE AND FIRE  
SERVICE ORGANISATIONS.**

(Please study carefully the instruction sheet in Appendix –C before filling up the form)

\*OCCASION : \_\_\_\_\_

(please specify Independence Day / Republic Day & Year above)

1. Name of the State/UT/Ministry/Deptt. Of Govt. of India recommending the case with full address.	
2. Specific name of the medal recommended in the present case (Please see instruction Sheet for exact nomenclature)	
3. Name and designation of the recommended candidate / Recommendee.	First Name    Mid Name                  Surname
I. Name and designation in full in English in Capital letters only.	
II. Name and designation in full in English in standard abbreviated form in capital letters Only	
III. Name and designation in Hindi (for Hindi Notification in case of selection for the award).	
4. Present full residential mailing address of the Recommendee/Next of kin (Name to be mentioned in address in case of posthumous award)complete with Pin Code and name of Telegraph office (for issue of congratulatory telegrams in case of selection).	_____ _____ _____ PIN CODE _____ Telegraph Office: _____

5. Other details of the Recommended candidate/  
recommendee on the data of proposed award..

Caste (Pl. tick Mark)    Sex

Age (nearest rounded up years)	Total length of service in CD/HG/Fire Service Organization	Status in Service in CD HG /FS/Org. i.e. paid or Honorary.	SC	ST	OBC	General	Male/ Female
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6. Details of receipt of other medals by the recommendee from the state/central Govt.(also within bracket against each, the occasion and year of award in case of service medals and date of incident and date of award against gallantry medals.

Service Medals	Gallantry Medals	Any other of Medals
1.	1.	1.
2.	2.	2.

**7. Details of other Honours /Awards received by the recommendee.**

Cash Awards	Honorarium	Commendation Certificates	General Service Entry (GSE)	Awards in any other form other than specified one (furnish details)

8. Integrity of the Recommendee.

**CITATIONS**

Citation should be brief and to the point, based on the cue/guidelines noted in the margin, preferably typed neatly without overwriting in English (Hindi version must accompany English translation) and must be restricted within the space limit of the box provided for No. separate sheet should be attached. No. additional enclosures in form of certificate/degrees/diplomas etc. are to be attached. 12 copies of recommendation for each case are to be forwarded through the concerned State Govt. / UT Admn. / Administrative controlling Departments and Ministries of Govt. of India so as to be received by the Ministry within the statutory stipulated date i.e. 15<sup>th</sup> May or independence Day (15<sup>th</sup> August) and 26<sup>th</sup> October for Republic Day (26<sup>th</sup> January) respectively every year to avoid technical rejections. Attempt should be made to limit citation within 500 words only.

**A. Introduction, General Background and General Date, Time & Place of the incident**

**B. Specific instances of meritorious/ distinguished Performances during the last 8 years which Contributes to the goal of the CD/HG or FS Organisation.**

**C. Specific Medal recommended (Please See Instruction – Sheet in Appendix – C for exact nomenclature.**

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

Full Address  
With Pin Code

\_\_\_\_\_  
Signature of the Head of the Department.

(Director of Civil Defence, Commandant General, Home Guard or Director of Fire Fire Service \*.)

Name:-

Designation :-

Office Seal :-

Note (\*) If the recommendation is initiated by any other official other than Head of The Department, the same must be countersigned by him or his competent authority of the States Govt. UT Admn./ Administrative Controlling Deptt./ Ministry for Govt. of India.

All recommendation are to be routed through the State Govt. / UT Admn/Administrative Controlling Deptt./ Ministry of Govt. of India to avoid technical rejections.



**INSTRUCTION FOR THE INITIATING & RECOMMENDING AUTHORITIES FOR VARIOUS TYPES OF CIVIL DEFENCE, HOME GUARDS AND FIRE SERVICE MEDALS**

(Please study carefully the instructions before attempting any recommendations for Medals)

**A. GENERAL INFORMATIONS ABOUT MEDALS**

1. In Civil Defence, Home Guards and Fire Service, Medals are considered for award to the bonafied members of aforesaid organizations. Apart from regular paid staff members, this also including volunteers of Civil Defence & Home Guards Organisation.
2. There are total 8 types of Medals in vogue in Civil Defence, Home Guards and Fire Service. 4 of which are Service Medals and remaining 4 are for Gallantry,. The details of authorised Presidential Medals are furnished below in order of Precedence/Priority :-

<b>Home Guards &amp; Civil Defence</b>	<b>Fire Service</b>
<b>A. <u>GALLANTRY MEDAL</u></b> i) President’s HG & CD Medal for Gallantry ii) Home Guards and Civil Defence Medal for Gallantry	<b>A. <u>GALLANTRY MEDAL</u></b> i) President’s Fire Service Medal for Gallantry ii) Fire Service Medal for Gallantry
<b>B. <u>SERVICE MEDAL</u></b> i) President’s HG & CD Medal for Gallantry ii) Home Guards and Civil Defence medal for Meritorious Service.	<b>B. <u>SERVICE MEDAL</u></b> i) President’s Fire Service Medal for Distinguished Service ii) Fire Service Medal for Meritorious Service.

3. All Gallantry Medals are to be recommended in the prescribed proforma suggested in Appendix-A of this letter for each case, 12 copies are to be forwarded, two of which must be signed by ink and for the remaining 10 numbers, photocopies will suffice.
4. All service medals are to be recommended in the prescribed proforma suggested in Appendix-B of this letter. For each case, 12 copies are to be forwarded, two of which must be signed in ink and for the remaining 10 numbers, photocopies will suffice.
5. Initiating authority for any case may be the head of Office/Head of the Department. But all recommendations are to be finally recommended by their respective state Governments/ UT-Administrations or Administrative Controlling Ministries / Department of Govt. of India.
6. In case of Fire service, only such fire service organizations which are administered by State Governments, UT – Administrations, Municipal corporation and allied / other autonomous boded are eligible for consideration for the award of aforesaid medals including Fire Services of Public Sector Undertakings.

**B. DETAILS ABOUT GALLANTRY MEDALS**

1. Gallantry Medals are considered for award to the eligible members of Home Guards, Civil Defence and Fire Service Organisations for conspicuous act of Gallantry. For highest order of Valour/Gallantry/Bravery, President’s Gallantry medal may be considered, otherwise HG& CD/FS Medal for gallantry is generally recommended for ordinary act of gallantry.
2. There is no time schedule for Gallantry Medals. But the recommendations must reach this Ministry within one year from the date of act of such gallantry to avoid technical rejections.
3. As stated earlier, 12 copies of recommendations (2 ink-signed – 10 photocopies) for each case are to be forwarded to this Ministry in the prescribed proforma suggested in Appendix – A of this letter.

4. For subsequent act of gallantry, Bar to any particular Gallantry Medal is admissible which is required to be specifically highlighted in Column-02 of Appendix-A.

5. For substantiating the act of gallantry, all recommendations are desired to be enclosed with supportive documents like attested copies of Medical/Injury Report of Post- Mortem Report for injured/killed person Photographs of the incident, if any, News Paper Cuttings, if any or any other supportive documents.

### **C. DETAILS ABOUT SERVICE MEDALS**

1. Service Medals are considered for award to the eligible members of Civil Defence, Home Guards and Fire Service Organisations twice in a year i.e. on the occasion of republic Day and Independence Day. The details of authorization of medals per year, with occasion wise break-ups are as under (cited in order of Precedence\_ :-

Sl. No	Type of Service Medals	HG & CD			Fire Service		
		Republic Day (26 <sup>th</sup> Jan.)	Independence Day (15 <sup>th</sup> Aug.)	Total	Republic Day (26 <sup>th</sup> Jan.)	Independence Day (15 <sup>th</sup> Aug.)	Total
(i)	President's Distinguished Service Medal	25	25	50	13	12	25
(ii)	Meritorious Service Medals	50	50	100	50	50	100
	Total	75	75	150	63	62	125

2. The recommendations made by State Governments/UT-Administrations for various categories of Service medals should not be disproportionate to size of the State/UT or unit.

3. As stated earlier, recommendations for Service Medals are to be forwarded in prescribed proforma suggested in Appendix-B of this letter, 12 copies of recommendations for each case (2 ink-signed + 10 photocopies ) are to be forwarded.

4. No copies of certificate/Degrees/Diplomas are required to be attached with the recommendations. No separate sheets are to be attached.

5. As per provisions of the Statue regulating Medals, all recommendations for Service Medals must reach this Ministry on or before 15<sup>th</sup> May for Independence Day (15<sup>th</sup> August) and 26<sup>th</sup> October for Republic Day (26<sup>th</sup> January) to avoid technical rejections. So, if delay is anticipated, then the case may be forwarded in the next occasion, since this is ongoing process. So, timely submission of recommendations for Service medals is extremely essential.

6. Because of number of limitations and other constraints, if some case is not considered for award on some particular occasion, that does not debar his case not to be considered on subsequent occasion, if fresh recommendations are received from the competent authority in this regard. Competent authority is at liberty to recommend a name any time provided he is found fit for the award of medals.

7. Service Medals of any particular type are awarded once in life time and there is no provision for Bar to that particular type of service medal.

**C-1 : SPECIFIC DETAILS ABOUT MERITORIOUS SERVICE MEDALS**

8. Meritorious service Medals are considered for the bonafide members of Home Guards, Civil Defence and Fire Service Organisations for valuable service characterized by devotion to duty, including prolonged unbroken service over 10 & 15 years for regular paid staff members and 8 years for Volunteers of Civil Defence and Home Guards Organisation.

**C-2 :- SPECIFIC DETAILS ABOUT PRESIDENTS DISTINGUISHED SERVICE MEDALS**

9. President's Distinguished Service Medals are considered for award to the members of Home Guards, Civil Defence and Fire Service Organisations for distinguished record of service marked by exceptional ability and merit and is generally considered after five (5) years of the award/receipt of Meritorious Service medals. So all initiating/ recommending authorities, before recommending some one's name for President's Distinguished Service Medal, must ensure that he or she must have received meritorious Service Medal at least 5 years back, to avoid technical rejections.

**D. GENERAL INSTUCTIONS FOR FILLING UP THE FORMS**

1. All columns should be filled up properly with legible hand, preferably by type – writing. In case of multiple choice, the relevant portion should be ticked off and other) No – relevant) should be struck off.
2. All address, whether official or residential, must include, apart from House Name No. Road, Post Office, Town/Village/District, State etc. The details of Pin Code and also Name of the Telegraph Office for facilitating issue of congratulatory Telegram in case of selection.
3. All initiating/recommending or forwarding authorities before recommending any name must ensure that (i) there is no adverse comments recorded in his Annual Character Report (ACR) or (ii) no vigilance case is pending against him during the proceeding 8 years, nor (iii) any punishment in any form (Minor or Major) has been given to him during such period. Integrity in any case should be beyond doubt in any case. This is related to the integrity Certificate required to be furnished in Col8. of Appendix – B for Service Medals only (for volunteers, The ACR may be replaced with last 8 years performance reports.

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**TO BE PUBLISHED IN PART I SECTION I OF THE GAZETTE OF INDIA DATED SATURDAY  
THE 1<sup>ST</sup> JUNE, 2002**

**PRESIDENT'S SECRETARIAT**

**NOTIFICATION**

New Delhi, 8<sup>th</sup> May, 2002

No. 108-Pres/2002 – The President is pleased to direct that the following amendments shall be made in the rules governing the award of the President's Fire Service Medal and Fire Service Medal published in Part – I, Section 1 of the Gazette of India of 31<sup>st</sup> May, 1975 vide Notification No. 41 – Pres/75 dated the 19<sup>th</sup> May, 1975, with immediate effect :-

**PRESIDENT'S FIRE SERVICE MEDAL FOR GALLANTRY**

For the existing sub-rule (a) of Rule (5), substitute the following: -

“ All the recipients of this gallantry award shall be entitled to monetary allowance at uniform rates, irrespective of their ranks. The rate of monetary allowance for the Medal as also for the Bar to the Medal shall be Rs. 750/- per mensem”.

**FIRE SERVICE MEDAL FOR GALLANTRY**

For the existing sub-rule (a) of Rule (5), substitute the following: -

“ When awarded for gallantry, the Medal as also the Bar to the Medal shall, subject to the conditions set forth for the President's Fire Service Medal for Gallantry, carry monetary allowance at a uniform rate of Rs. 450/- per mensem irrespective of the rank of the recipient. The charges thereof shall be borne by the revenues of the Central Ministries/States/Union Territories, and by the respective organizations in respect of personnel belonging to their Fire Services”.

**Sd/-  
( Barun Mitra)  
Director**

**TO BE PUBLISHED IN PART I SECTION I, SECTION – I OF THE GAZETTE OF INDIA**  
**DATED SATURDAY THE 1<sup>ST</sup> AUGUST, 2009**

**PRESIDENT’S SECRETARIAT**

**NOTIFICATION**

New Delhi, the 15<sup>th</sup> July, 2009

No. 91-Pres/2009 – The President is pleased to direct that the following amendments shall be made in the rules governing the award of the President’s Fire Service Medal and Fire Service Medal published in Part – I, Section 1 of the Gazette of India of 31<sup>st</sup> May, 1975 vide Notification No. 41 – Pres/75 dated the 19<sup>th</sup> May, 1975, with immediate effect :-

**PRESIDENT’S FIRE SERVICE MEDAL FOR GALLANTRY**

For the existing sub-rule (a) of Rule (5), substitute the following: -

“ All the recipients of this gallantry award shall be entitled to monetary allowance at uniform rates, irrespective of their ranks. The rate of monetary allowance for the Medal as also for the Bar to the Medal shall be Rs. 1500/- (Rs. one thousand five hundred) per mensem”.

**FIRE SERVICE MEDAL FOR GALLANTRY**

For existing sub-rule (a) of Rule (5), substitute the following: -

“ When awarded for gallantry, the Medal as also the Bar to the Medal shall, subject to the conditions set forth for the President’s Fire Service Medal for Gallantry, carry monetary allowance at a uniform rate of Rs. 900/- (Rs. nine hundred) per mensem irrespective of the rank of the recipient. The charges thereof shall be borne by the revenues of the Central Ministries/States/Union Territories, and by the respective organizations in respect of personnel belonging to their Fire Services”.

**Sd/-**  
**( Barun Mitra)**  
**Joint Secretary to the President**