

मिसिल संख्या-F. No VI-11023/01/(Policy)/2024-DGCD (CD)

भारत सरकार (Government of India)

गृह मंत्रालय (Ministry of Home Affairs)

महानिदेशालय-अग्नि सेवा, नागरिक सुरक्षा एवं गृह रक्षक  
Directorate General Fire Service, Civil Defence & Home Guards  
नागरिक सुरक्षा (Civil Defence)

पूर्वी खण्ड -7, तल-7

East Block-VII, Level-VII

आर.के. पुरम, नई दिल्ली-110066.

R.K. Puram New Delhi- 110066

Dated the 23 April, 2024

To,

1. Executive Director(G), Ministry of Railways
2. Commandant General Home Guards, All States/UTs
3. Directors Civil Defence, All States/UTs
4. Head of Fire Services, All States/UTs

**Subject: Award of DG Disc and Commendation Certificate-reg**

Sir,

In supersession of this Directorate earlier Letter No. V-11023/01/2023-DGCD(CD) dated 20<sup>th</sup> February 2023, enclosed please find revised policy for award of DG Disc and Commendation Certificate for your kind reference.


2. It is requested that the nominations of the suitable candidates for the award of DG Disc and Commendations Certificate may be forwarded to this Directorate as per the timelines specified in the enclosed policy.
3. This issues with the approval of Director General.

**Encl: As above (Total 08 Pages).**

Yours faithfully

  
23/4/24

(Umesh Sharma)  
ADG CD (Comm)

:011- 20863645

[adgcom.dgfs-cdhg@gov.in](mailto:adgcom.dgfs-cdhg@gov.in)

**Copy for information and necessary action to:**

1. Director, National Fire Service College, Nagpur
2. ✓ Under Secretary, DM-III, MHA
3. ✓ Commandant, NDRF Academy, Nagpur (erstwhile NCDC)

**Internal Copy to:**

4. PPS to DG
5. All Section of DG FS-CD & HG
6. File Copy

**Policy for Award of DG Disc and Commendation for Civil Defence,  
Home Guards and Fire Services**

1. In order to recognize and motivate to the members of Civil Defence and Home Guards, DG CD Disc and Commendation Certificate was introduced by MHA vide Letter No. 4/4/75-DGCD (HG) dated 8th August, 1975. Later on, MHA vide Letter No. VI-11023/1/2002-DGCD (CD) dated 03<sup>rd</sup> December, 2002, had extended the facility for Fire Services also. DG Disc are normally announced on the eve of Civil Defence/ Home Guards and Fire Services Day.

2. Subsequently, in 2014, the Directorate's name has been re-designated as Directorate General Fire Services, Civil Defence and Home Guards vide MHA OM No. I-21018/04/2013-IPS-III dated 26 Feb 2014. Accordingly, the existing DGCD's Disc is also re-designated as DG FS, CD & HG's Disc. The detail procedure/ guidelines for award of DG FS, CD & HG Disc and Commendation Certificate is as follows: -

**(A) OBJECT**

To give recognition to the services of members of Civil Defence, Home Guards & Fire Services, in the following cases: -

- (i) For conspicuous achievement during floods, fires, earthquakes and other natural calamities, air raids, protection of property, detecting and preventing crime, maintenance of law and order and the like.
- (ii) Devotion to duty in any other field which is calculated to promote the reputation and efficiency of the organization.
- (iii) Unblemished record of service marked by ability and merit.
- (iv) Outstanding achievement in sports for the country at the National/International level.
- (v) Witnessing outstanding dedication and commitment towards the organization and community work during the field visit / HQ visit by the Director General or Gazetted Officials of the Directorate.
- (vi) Any other conspicuous work which may be considered of a commendable nature.
- (vii) For being graded "AX" in Army Course of 12 weeks duration or more.

**(B) ELIGIBILITY**

- (i) All members of Fire Services, Civil Defence & Home Guards Department/ Organizations (both paid staff and volunteers) having at least one year's continuous and unblemished service are eligible for award of DG FS, CD & HG's Disc and Commendation Certificate.

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(ii) The personnel from other departments of State Governments who are posted to these department/ organization on transfer/ deputation are also eligible after having served for at least one year in these department/ organizations, provided they fulfill all other criteria for award of DG FS, CD & HG's Disc and Commendation Certificate.

(iii) The DG FS, CD & HG's Disc and Commendation Certificate can be awarded posthumously also.

(C) **RECOMMENDATION**

(i) All recommendations for DG FS CD & HG's Disc and Commendation Certificate should be made in the proforma enclosed at **Appendix-A**.

(ii) Recommendations may be initiated by an officer not below the rank of Divisional Fire Officer, 'Controller of Civil Defence and District Commandant Home Guards and will be suitably endorsed by the Head of Fire Services, Director of Civil Defence and Commandant General Home Guards of the State as applicable.

(iii) Recommendations in respect of Head of Fire Services, Director of Civil Defence and Commandant General Home Guards of the State/UT should be endorsed by the next superior officer/ controlling authority in the State/UT.

(iv) Each recommendation should invariably be accomplished by integrity certificate. Proforma enclosed as **Appendix-B**.

(D) **LIMITATION**

(i) DG FS, CD & HG's Disc and Commendation Certificate should be awarded on merit and not on request.

(ii) General good work shall not be criterion for awarding this certificate.

(E) **NUMBER OF AWARDS**

The DG FS, CD & HG's Disc are divided into three categories i.e. Bronze, Silver and Golden and to be awarded to the personnel of Fire Services, Civil Defence and Home Guards Organizations, who fulfils the eligibility criteria, after a gap of years specified at Para-(H) of succeeding paragraph.

(F) **REGISTER OF NAMES**

A register of such names to whom the DG FS, CD & HG's Disc and Commendation Certificate is awarded shall be kept in the office of DG FS, CD & HG, Ministry of Home Affairs.

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(G) **PROCEDURE**

(i) All cases which are covered in the objectives {except (a) (v)} will be submitted to the Director General Fire Services, Civil Defence and Home Guards, Ministry of Home Affairs, by the Directors of Civil Defence and Commandants General Home Guards and Heads of Fire Services, of those members who are eligible as per the eligibility criteria as above Para B.

(ii) The recommendations for award of the DG FS, CD & HG's Disc and Commendation Certificate will henceforth be processed only once every year. The recommendations should reach the office of DG FS, CD & HG, Ministry of Home Affairs latest by the dates shown as under: -

- Recommendations for CD/HG personnel - Last week of October.
- Recommendations for Fire Services personnel- Last week of February.

(iii) The DG FS, CD & HG's Disc and Commendation Certificate awarded will be presented to the recipients at the function to be organized in the States/UTs on the occasion of Civil Defence, Home Guards & Fire Services Day as applicable.

(iv) General reputation of personnel should be kept in view while recommending for award of DG FS, CD & HG's Disc and Commendation Certificate.

(v) A mention about the award of DG FS, CD & HG's Disc and Commendation Certificate may also be made in the ACR/ Confidential Card of the individual as is being done in the case of Fire Services, Civil Defence and Home Guards Medal for Gallantry and Meritorious/ Distinguished Service.

(vi) These awards should be given vide publicity in the local press and electronic media.

(vii) Director General, while on visit to the State HQ / District HQs, may decide to announce "**Tatkal / On the Spot Commendation**" to the deserving candidates. In case of visit by the Gazetted Officer other than DG (like DDG, FA, ADG, DFA etc), the provision of "**on the spot / Tatkal**" commendation may be exercised only after due concurrence from the Director General telephonically or after due approval from the Director General on arrival (as applicable).

(H) **DESIGN & DISC COLOUR AND FORMAT OF COMMENDATION CERTIFICATE**

(i) The disc shall be in oval shape, made in three colors i.e. Bronze, Silver and Golden and shall have embossed on the top and inscriptions "Director General FS, CD & HG's Disc with the emblem/Logo of Fire Service, Civil Defence and Home Guards in the Centre.

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➤ The **Bronze Disc** is considered for award to the members of Civil Defence, Home Guards and Fire Services Organizations who are covered in the objectives.

➤ The **Silver Disc** is generally considered after two (2) years from the date of receipt of the Bronze Disc to those members of Civil Defence, Home Guards and Fire Services Organizations for unblemished record of service marked by exceptional ability and merit.

➤ The **Golden Disc** is considered after three (3) years from the date of receipt of Silver Disc to those members of Civil Defence, Home Guards and Fire Services Organizations for distinguished record of service and other conspicuous work which may be considered of a commendable nature.

(ii) The last Disc awarded to the members of Civil Defence, Home Guards and Fire Services Organizations will be worn below the ribbons on the left pocket and above the button of the shirt pocket.

(iii) The old Format of Commendation Certificate has been updated and, now, it will be issued in bilingual (Hindi and English) format. Copy enclosed as **Appendix- C.**

(I) **SELECTION COMMITTEE**

At each occasion, a Selection Committee will be constituted by the order of Director General FS, CD & HG in order to examine the recommendations received from States/ UTs in view of the eligibility criteria and to recommend the names of deserving members of Civil Defence, Home Guards and Fire Services, Organizations for final approval of Director General FS, CD & HG.

(J) **FORFEITURE**

The DG FS, CD & HG's Disc and Commendation Certificate is liable to be forfeited when the holder is found to be guilty of disloyalty, cowardice in action or of such conducts in the opinion of DG FS, CD & HG, brings the department/organization into disrepute. The award of DG FS, CD & HG's Disc and Commendation Certificate is also liable to be withdrawn if subsequently it is found that such an award was not justified. The authority for forfeiture of the award rests with Director General Fire Services, Civil Defence & Home Guards.

(K) **MISCELLANEOUS**

(i) The Heads of Fire Services, Director of Civil Defence and Commandant General Home Guards will keep records of all such personnel who deserve to be recommended for the award of DG FS, CD & HG's Disc and Commendation Certificate in any action or incident of significance. It must be ensured that only those cases are sent, who have not come under adverse comments during the

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course of Inquiry of any other investigations held subsequently after occurrence of the incident/ operations.

(ii) The DG FS, CD & HG's Disc will be worn below the ribbons on the left pocket and above the button of the shirt pocket. When Medals are worn with ceremonial dress, they will be worn below the button of the left pocket.

(iii) The Parade Commander who leads the contingent on Republic Day Parade at Delhi will be considered for the award of DG FS, CD & HG's Disc and Commendation Certificate subject to fulfillment of their requirements as prescribed Hence while forwarding citations for the award of DG FS, CD & HG's Disc and Commendation Certificate, the name of Parade Commander together with service particulars may also be included.

(L) **POWER**

The power to make amendment in rules for the award of the DG FS, CD & HG's Disc and Commendation Certificate will rest with the DG FS, CD & HG, Ministry of Home Affairs.

3. This Ministry's earlier letter No. V-11023/1/2023-DGCD (CD) dated 20 February 2023 is hereby superseded.

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**Appendix A****Proforma for the Recommendations for the award of DG FS CD & HG Disc and Commendation Certificate****Application for Bronze / Silver / Gold Disc (Strike out whichever is not applicable)**

1. Name of the State/UT/Ministry/Department. of Govt of India:
2. Full Name of the Applicant: (a) English:  
as per Service Records (in block letters) (b) Hindi:
3. Rank and designation:
4. Father's Name:
5. Date of Birth:
4. Date of appointment / enrolment in CD / HG / Fire:
5. Type of Service: Permanent / Honorary (Strike out whichever is not applicable)
6. Total Length of Service (Whether Paid or Honorary)
7. Whether on Deputation, if yes, date of joining on Deputation:
8. \*Total Period served in CD / HG / Fire Services (with dates)
9. Date of retirement (in respect of paid staff)
10. Details of training programs conducted / attended in last 1 year:
11. Details of major or minor punishment awarded, if any
12. If DG-FS, CD & HG disc awarded earlier:  
(Color of Disc, Year, DGCD Office Order No, if available)
13. Citation (Brief description of work not exceeding 200 words)

Initiating Officer/authority  
with date & designation

14. Recommendation of next superior officer /authority

Signature with date & Designation

\*Note: Applicable to the personnel of other departments of State Government, who are posted on transfer/deputation to CD, HG or Fire Services.

\*\*Note: All above fields are mandatory.

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**Appendix B****Integrity Certificate**

This is to certify that Mr/Mrs. .... is presently holding the post of Designation (Permanent / Honorary Designation) ..... in our Organization/Department.

It is further certified that the above-named official has neither incurred any minor or major punishment nor was convicted in any judicial proceedings. It is further certified that in respect of the conduct of the nominee underlying the present recommendation, no judicial proceeding/departmental enquiry are pending.

It is further certified that no vigilance /disciplinary case and departmental enquiry is either pending or contemplated against the above-named official.

The integrity of the officer is beyond doubt.

Signature of the Initiating /  
Recommending authority with date

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अग्निशमन सेवा



नागरिक सुरक्षा



गृह रक्षक

## महानिदेशक द्वारा प्रशंसा Commendation By Director General

अग्नि सेवा / नागरिक सुरक्षा / गृह रक्षक

श्री / श्रीमती / सुश्री (नाम) \_\_\_\_\_ (पदनाम) \_\_\_\_\_ अवधि (वर्ष) \_\_\_\_\_ के दौरान, (संगठन, राज्य) \_\_\_\_\_ में सेवा करते हुए, आपने अत्यंत सार्थक कर्तव्य निष्ठा एवं कार्य-कुशलता का परिचय देते हुए विभाग की ऊँची परंपराओं का अनुकरणीय उदहारण प्रस्तुत किया है। इसके लिए मैं आपकी प्रशंसा करता हूँ और आपको महानिदेशक (रंग) \_\_\_\_\_ डिस्क प्रदान करता हूँ।

Shri/Smt/Ms(Name) \_\_\_\_\_ (Designation) \_\_\_\_\_ during the period (Year) \_\_\_\_\_, while serving at (Organization, State/UTs) \_\_\_\_\_, you have displayed great dedication, honesty and uphold the high traditions of the organization, resulting in praiseworthy contribution to the service, for which I bestow you with Director General (Color) \_\_\_\_\_ Disc and Commendation Certificate.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

File No: \_\_\_\_\_

महानिदेशक

अग्निशमन सेवा / नागरिक सुरक्षा / गृह रक्षक

गृह मंत्रालय, भारत सरकार

Director General

Fire Service, Civil Defence and Home Guards

Ministry of Home Affairs, Govt of India

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