PRESENTATION ON
WEBSITE
FOR
DIRECTORATE GENERAL
FIRE SERVICES, CIVIL DEFENCE & HOME GUARDS
Directorate General Fire Services, Civil Defence & Home Guards is a public-facing website developed by NATIONAL INFORMATICS CENTRE.

- Current website provides the digitization of the process of receipts of Application for various Medals.
- Follow Indian Govt. website standard.
- Support Mobile/tablet devices
STAKEHOLDERS

- Authorized official by HOO/HOD
- Head of Department
- State Government/Ministry
- Ministry of Home Affairs
FS/CD/HG Slogans

Ensure fire safety, save life, save property - Fire Service themes of 2002
WEBSITE MODULES

- Home
- About Us
- Fire Services
- Civil Defense
- Home Guards
- Awards & Medals
- Training
- Martyr
- Contact Us
• Apply for Medals
   • Step 1
     ➢ HOD will create the login for HOO/Authorized personnel
   • Step 2
     ➢ HOO will login by the credentials given by the HOD
     ➢ HOO will fill the form and forward the complete form to HOD
       ◦ Incase HOO does not have the full information the form will be saved as draft.
STEP 1
(HOD will create the login for HOO/Authorized personnel)
PART I

Click on Add HOO User to create
STEP 1
(HOD will create the login for HOO/Authorized personnel)
PART II

Fill up the Registration form and click on save to create the login credentials of the HOO user.
STEP 2
(HOO will login by the credentials given by HOD)
PART I

HOO will click this link to open the page from where it can login.
STEP 2
(HOO will login by the credentials given by HOD)

PART II

HOO will fill the login credentials and click submit.
STEP 2
(HOO will login and click on the Medal forms)
PART III

HOO will selects the forms between Gallantry and Service Medal

This Dashboard shows the count of the total number of application filled.
### Part IV

If the whole details of the form is filled then the form will be forwarded to HOD.
- **Apply for Medals**
  - **Step 3**
    - State government will create the login for HOD
  - **Step 4**
    - HOD will login by the credentials given by the State government
    - HOD will view the medal form and can Add/view/Update details
    - If HOD approved the form, one will upload the signature and stamp along with a forwarding letter and submit the form to state government.
  - **Step 5**
    - MHA will create the login credentials for the State government.
    - State government will approve the forms received from HOD and hence approve it or reject it.
    - Forwarding letter will be attached to the approved forms.
STEP 3
(State government will create the login for HOD)
PART I

Click on Add HOD User to create
STEP 3
(State government will create the login for HOD)
PART II

Fill up the Registration form and click on save to create the login credentials of the HOD user.
STEP 4
(HOD will view the list of medal form which are submitted by the HOO/Authorized personnel)

PART I

Click this link to view the submitted form by HOO
STEP 4
(HOD will view the form which are submitted by the HOO/Authorized personnel and hence fill the details & forward it to State government.)

PART II

HOD will view the medal form and can Add/view/Update details

HOD will approves the form and one will upload the signature and stamp along with forwarding letter.
STEP 5
(State user will login and hence view the files which are forwarded by HOD.)

PART I

State user will view the files which was forwarded by HOD.
**STEP 5**
(State user will view the list of medal form which are submitted by the HOD)

**PART II**

Click this link to view the submitted form by HOD

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Applicant Name</th>
<th>Designation</th>
<th>Gender</th>
<th>State</th>
<th>Central Ministry/Dept. of Govt. of India</th>
<th>Name of the Gallantry Medal</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LOKESH KUMAR</td>
<td>Home gurd</td>
<td>Male</td>
<td>Uttarakhand</td>
<td>President's HG &amp; CD Medal for Gallantry</td>
<td>Pending</td>
<td>View Application</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries
STEP 5
(State user will view the form which are submitted by HOD and hence approve or reject the medal form along with forwarding letter when approved.)

PART III

State user will approve or reject the form and one will upload the forwarding letter if approved and hence get forwarded to MHA.
• Apply for Medals
  • Step 6
    ➢ MHA will receive the medal forms from State Government.
    ➢ MHA will view the forms and hence approve or reject.
STEP 6
(MHA will login and hence view the files which are forwarded by State government.)

PART I

MHA will view the files which was forwarded by State.
**STEP 6**
(MHA user will view the list of medal form which are submitted by the State government)

**PART II**

**Directorate General**
Fire Services, Civil Defence & Home Guards
Ministry of Home Affairs Government of India

---

**Pending Application**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Applicant Name</th>
<th>Designation</th>
<th>Gender</th>
<th>State</th>
<th>Central Ministry/Deptt. of Govt. of India</th>
<th>Name of the Gallantry Medal</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LOKESH KUMAR</td>
<td>Home gurd</td>
<td>Male</td>
<td>Uttarakhand</td>
<td>President's HG &amp; CD Medal for Gallantry</td>
<td></td>
<td>Pending</td>
<td>View Application</td>
</tr>
</tbody>
</table>

Click this link to view the submitted form by State
STEP 5
(MHA user will view the form which are submitted by State and hence approve or reject the medal form.)

PART III

MHA user will approve or reject the form.
EXPERTISE YOU CAN TRUST

Thank You!