

No.VI-11023/1/2010-DGCD(CD)  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
(CD Section)

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East Block-VII, Level-7  
R.K. Puram, New Delhi-110 066.  
Dated the 21 September, 2010.

To

1. The Commandant Generals Home Guards of all States/Uts
2. The Directors of Civil Defence of all States/Uts.
3. The Heads of Fire Services of all States/Uts.
4. The Executive Director Civil Engineer (G), Ministry of Railway.

Subject: Award of 'DGCD's Disc and Commendation Certificate.

Sir,

I am directed to refer to this Ministry's letter No.VI-11023/1/2002-DGCD(HG) dated 3<sup>rd</sup> December, 2002 on the subject noted above and to say that the personnel of Home Guards and Civil Defence Organisations, and the personnel of Fire Services will be awarded the DGCD's Commendation Certificate and DGCD's Disc for their dedication and devotion to duty coupled with outstanding / excellent performances during the year of award. These will be announced a few days before the Civil Defence/Home Guards Day and Fire Services Day every year by the office of DGCD. The detailed procedure/guidelines for award of DGCD's Disc and Commendation Certificate, will be as under:-

(a) OBJECTIVE

To give recognition to the services of members of Home Guards, Civil Defence and 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 acts as a catalyst to promote the reputation and efficiency of the organisation.
- iii) Unblemished record of service marked by exceptional ability and merit.
- iv) Outstanding achievement in sports for the country at the National/International level.
- v) Any other conspicuous work which may be considered of a commendable nature.
- vi) For being graded "AX" in Army Course of 12 weeks duration or more.

(b) **ELIGIBILITY**

- i) All members of Home Guards and Civil Defence Organisation (both paid staff and volunteers) and members of Fire Services having at least one year's continuous and unblemished service are eligible for award of DGCD's Disc and Commendation Certificate.
- ii) The personnel from other departments of State Governments who are posted to these organisations on transfer / deputation are also eligible after having served for at least one year in these organisations, provided they fulfil all other criteria for award of DGCD's Disc and Commendation Certificate.
- iii) This certificate can be awarded posthumously also.

(c) **RECOMMENDATION**

- i) All recommendations for DGCD's Disc and Commendation Certificate should be made in the form enclosed at Appendix-A.
- ii) Recommendations may be initiated by an officer not below the rank of District Commandant Home Guards, Controller of Civil Defence and District Fire officer and will be suitably endorsed by the Commandant General Home Guards, Director of Civil Defence and Head of Fire Services of the State as applicable.
- iii) Recommendations in respect of Commandant General Home Guards, Director of Civil Defence and Head of Fire Services of the State should be endorsed by the next superior officer / controlling authority in the State.
- iv) Each recommendation should invariably be accompanied by integrity certificate as per Appendix-B.

(d) **LIMITATION**

- i) DGCD's Disc and Commendation Certificate should be awarded on merit and not on request.
- ii) General good work shall not be a criterion for awarding this certificate.

(e) **NUMBER OF AWARDS**

There is no limit to the number of awards of the DGCD's Disc and Commendation Certificate. Persons who have already been awarded the said Disc and Certificate are also eligible for subsequent award, after a gap of one year from the last award.

(f) **REGISTER OF NAMES**

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

(g) PROCEDURE

- i) All cases which are covered in the objectives will be submitted to the Director General Civil Defence, Ministry of Home Affairs, by the Commandant Generals Home Guards, Directors of Civil Defence and Heads of Fire Services.
- ii) Those who have been awarded Home Guards and Civil Defence Medal for Meritorious/Distinguished Services in the last one year or being considered for the same in the current year may not be recommended and considered for award of DGCD's Disc and Commendation Certificate.
- iii) The recommendations for award of the DGCD Commendation Certificate and DGCD's Disc will henceforth be processed only once every year. The recommendations should reach the office of DGCD latest by the dates shown as under:-
  - (a) Recommendations for  
CD / HG personnel - Last week of October
  - (b) Recommendations for  
Fire Services personnel - Last week of February
- iv) The DGCD's Disc/Commendation Certificate awarded will be presented to the recipients at the function to be organised in the States on the occasion of Civil Defence / Home Guards Day and on the occasion of Fire Services Day as applicable.
- v) General reputation of personnel should be kept in view while recommending for award of DGCD's Disc and Commendation Certificate.
- vi) A mention about the award of DGCD'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 Home Guards and Civil Defence Medal for Meritorious/Distinguished Service.
- vii) These awards should be given wide publicity in the local press and electronic media.

(h) FORFEITURE

The DGCD's Disc/Commendation Certificate is liable to be forfeited when the holder is found to be guilty of disloyalty, cowardice in action or such conduct as in the opinion of DGCD, brings the Organisation into disrepute. The award of DGCD's Disc/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 Civil Defence.

(i) MISCELLANEOUS

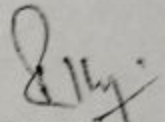
- i) The Commandants General Home Guards, Directors of Civil Defence and Heads of Fire Services will keep records of all such personnel who deserve to be recommended for the award of DGCD's Disc/Commendation Certificate in any action or incident of significance.

It must be ensured that only those cases are sent, who have not come under adverse comments during the course of Inquiry of any other investigations held subsequently after occurrence of the incident/operations.

- ii) The DGCD'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, the Disc 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 DGCD's Disc/Commendation Certificate subject to fulfilment of other requirements as prescribed. Hence while forwarding citations for the award of DGCD's Disc/Commendation Certificate, the name of Parade Commander together with service particulars may also be included.
- iv) The power to make amendment in rules for the award of the DGCD's Disc/Commendation Certificate will rest with the DGCD, MHA.

2. This Ministry's earlier letter No.VI-11023/1/2002-DGCD(HG) dated 3<sup>rd</sup> December 2002 is hereby superseded.

Yours faithfully,



( Raj Kumar )

Asstt. Director General (Civil Defence)

- Copy to: 1. All Sections in DGCD Unit.  
2. Directors, NCDC and NFSC.  
3. AD(CD) Section, MHA.  
4. Guard file.

FORM FOR AWARD OF DGCD's COMMENDATION CERTIFICATE/DISC

1. Name (in full, in block letters) (a) English  
(b) Hindi
2. Rank and designation
3. Date of appointment/enrolment
4. \*Period served in CD/HG/Fire Services (with dates)
5. (a) Enrolment No.  
(b) Personal No.
6. Date of birth
7. Date of retirement  
(in respect of paid staff)
8. Qualification (a) Academic  
(b) Professional
9. Details of major or minor punishment awarded, if any
10. Citation

Signature of Initiating Officer/authority with date & Designation

11. Recommendation of next superior officer/authority

Signature with date & Designation

12. Final orders of DGCD, MHA
13. Serial No. of the Certificate issued

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

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INTEGRITY CERTIFICATE

Certified that the integrity of  
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is above suspicion and that he has neither incurred censure nor was concerned in proceedings that were censured in Court of Law. It is further certified that in respect of the conduct of the nominee underlying the present recommendation, no judicial proceedings are pending.

Signature of the recommending authority with date

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