Getting Started Guide

Digitized process of receipt of Application for various types of Medals awarded to Fire Service, Civil Defence and Home Guards Personnel in this website (www.dgfscdhg.gov.in).

DIRECTORATE GENERAL FIRE SERVICES, CIVIL DEFENCE & HOME GUARDS
MINISTRY OF HOME AFFAIRS
GOVERNMENT OF INDIA
Table of Contents

1. INTRODUCTION ............................................................................................................. 3

2. Login as Applicant ........................................................................................................... 4
   2.1. Apply for Gallantry Medal ......................................................................................... 7
   2.2. Apply for Service Medal ......................................................................................... 11

3. Login as HOD .................................................................................................................. 13

4. Login as State .................................................................................................................. 21

5. Login as MHA ................................................................................................................ 32

6. Login as Screening Committee ....................................................................................... 47

7. Login as Approver Committee ....................................................................................... 50
1. INTRODUCTION
The Directorate General, Civil Defence was established by MHA on 17th November, 1962. There were only four sections during that time i.e. Fire Section, Civil Defence, Home Guards and Communication Section. On 7th January 2003, this office has been declared as an attached office of MHA under Disaster Management Division and two more sections i.e. Cash and Establishment were added. On 2nd September, 2004 it was redesignated as Director General, National Emergency Response Force and Civil Defence. On 01st December, 2006 it was redesignated as Director General, National Disaster Response Force & Civil Defence. Again, on 26th February, 2014 it was redesignated as Director General, Fire Services, Civil Defence and Home Guards.

Open the URL: www.dgfscdhg.gov.in/administrator/ in any browser or device to access the application.

The Home page will appear:
2. Login as Applicant

To login as applicant, click on the “Medals/DISC/Awards” link

Following sub links display as shown below:-

- Click on Apply for Medals
Click on Authorised Official by HOO/HOD, login screen will display as shown below:

- Enter User Name
- Enter Password
- Enter Captcha Code
Click on submit button, Applicant dashboard will display as shown in figure below:-
2.1. **Apply for Gallantry Medal**

To apply for gallantry medal, click on "**Apply for Gallantry Medal**" link, respected screen will display.
Date of Birth: DD/MM/YYYY
Age on 15th August/26th January: Years, Months
Gender: Select
Whether belongs to: Select
Father's Name:
First Name
Middle Name
Last Name
Date of Initial Appointment: DD/MM/YYYY
Total length of service in CD/HG/Fire Service: Years, Months
Status in Service: In CD/HG/FS/Org: Select
Place
Pin
Date: (DD/MM/YYYY)

Present posting with complete postal address with PIN code (Next of kin in case posthumous award)
Designation
Place
Date: (DD/MM/YYYY)

Any other Medal awarded by the Centre/State
Service Medals: Years, Occasion
Gallantry Medals: Date of Incident
Any other of Medals: Years, Occasion
Citation should be brief
Date of the Incident: DD/MM/YYYY
Time of the Incident: Time
Place of the Incident
Fill Mandatory Fields and click on either Save As Draft or Forward to HOD. ‘Save as Draft’ may be chosen if the user want to save the values temporarily and come back to fill the form later. Clicking ‘Forward To HOD’ will make the form available to the ‘HOD’.

If user clicks on “Save As Draft”, status will show blank as shown in figure below.

If user clicks on “Forward to HOD”, status will display as “Forwarded to HOD” as shown in figure below.
## Gallantry Medal List

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Applicant Name</th>
<th>Designation</th>
<th>Gender</th>
<th>Name of the Gallantry Medal</th>
<th>State</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>VIPIN BHAT</td>
<td>developer</td>
<td>Male</td>
<td>President’s HG &amp; CD Medal for Gallantry</td>
<td>Uttarakhand</td>
<td>Forwarded to HOD</td>
<td>View Application</td>
</tr>
<tr>
<td>2</td>
<td>TESTING</td>
<td></td>
<td></td>
<td>President’s HG &amp; CD Medal for Gallantry</td>
<td>Uttarakhand</td>
<td>Draft Application</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 2 of 2 entries
2.2. **Apply for Service Medal**

To apply for gallantry medal, Click on “**Apply for Service Medal**” link, respected screen will display.
Fill Mandatory Fields and click on either Save As Draft or Forward to HOD. ‘Save as Draft’ may be chosen if the user want to save the values temporarily and come back to fill the form later. Clicking ‘Forward To HOD’ will make the form available to the ‘HOD’.

If user clicks on “Save As Draft”, status will show blank as shown in figure below

If user clicks on “Forward to HOD”, status will display as “Forwarded to HOD” as shown in figure below.

3. Login as HOD

To approve the form, login by HOD.

Enter login details in login form
Click on Submit button, Dashboard page for HOD will appear as shown in figure below:

To view the All HOO User List, click on “All HOD User”, user list will display
To Add HOO, click on “Add HOO User” link, form will display.

- Enter Name
- Select State
- Enter Mobile Number
- Enter Email
- Enter Password
- Select Status
Click on save button, successfully message will display and user will be added in “User List”.

**Note:** - Password field must be at least one lowercase letter, one Uppercase, one number, one special character and minimum length 8 character.

**Note:** - After the HOO created by HOD then HOO will login then HOO need to change the password first time.
To approve the Gallantry Medals, click on View All, Gallantry Medal list will display

To approve the application, click on “View Application” link, Gallantry Application form will display
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)

Date of Incident
15/09/2018

Date of Receipt by MHA
DD/MM/YYYY

Name of the State/UT
Uttarakhand

Name of the Gallantry Medal
President’s HG & CD Medal for Gallantry

Name of the recommended candidate/Recommendee
VIRIN

First Name
Middle Name
Last Name
BISHT

Designation of Candidate
developer
developer

Name in Hindi
developer

designation in Hindi
developer

Date of Birth
15/09/2018

Age on 15th August/26th January
2005

Gender
Male

Whether belongs to
GEN
Click on the check box of “I hereby declare that form is fill up completed”

Enter Name

Enter Designation

Enter Full Address

Enter Pin Code

Click on Choose file to Upload Signature

Click on Choose file to Upload Office Seal

Click on Choose file to Upload Forwarding letter

Note: - After clicking on checkbox then only “Forward to State Govt” and “Cancel” button will display.
Click on “Forward to State Govt”, application form will forward to State Govt and status will get change.
Note: - To forward the Service Medal application form to state, same process will be followed as explained above for Gallantry Medal.

4. Login as State

To approve the application form by State User, login by State User.

- Enter login details in login form
- Click on Submit button, Dashboard page for State will appear as shown in figure below:-
➢ To view the All User List, click on “All HOD User List”, user list will display.

To Add HOD, click on “Add HOD” link, form will display.
- Enter Name
- Select State
- Enter Mobile Number
- Enter Email
- Enter Password
- Select Status
Click on the **save** button, successfully message will display and user will be added in “User List”.

**Note:** Password field must be at least one lowercase letter, one uppercase, one number, one special character and minimum length 8 character.

**Note:** After the HOD created by state then HOD will login then HOD need to change the password first time.

➢ To approve the Gallantry Medals, click on View All, Gallantry Medal list will display
Gallantry Dashboard will display

Application form after approved by HOD will appear under Pending Application. To approve the form click on View All.
Click on View Application, Application form will display
Click on Checkbox of “I hereby declare that form is fill up completed”, “Approve” and “Not Approve” buttons will display.
➢ To approve the application click on “Approve” button and to reject the application click on “Not Approve” button.
➢ On click on “Not Approve” button, application will appear under “Not Approved Application” section.

➢ Click on “View All” under Not Approved Application section to view the not approved application list.

➢ To approve the application, Click on View Application, Application form will display.
➢ Click on Checkbox of “I hereby declare that form is fill up completed”, “Approve” and “Not Approve” buttons will display
➢ To approve the application click on “Approve” button and to reject the application click on “Not Approve” button.
➢ Click on “Approve” button application will get approved and will appear under “Approved Application” section.

➢ Click on “View All” under Approved Application section to view the approved application list.
To export the list in EXCEL or PDF, click on respected buttons.

To forward the application form to MHA, click on checkbox then click on “Forward to MHA” button, following screen will display:-

- Click on Checkbox of “I hereby declare that form is fill up completed”, “Forward to MHA” button will display.
- Click on Choose File to upload State Forwarding Letter
- Click on “Forward to MHA” button, successful message will display.
Note: - To approve the service medal same process will be followed as explained above for gallantry medal.

5. Login as MHA

To approve the application form by MHA, login by MHA User.

- Enter login details in login form

- Click on Submit button, Dashboard page for MHA will appear as shown in figure below:-
To view the All State User List, click on “All State User”, user list will display.

To add state user, click on “Add State User”, Add user form will display.
Fill the required value, click on **Save** button, user will get created.

To view the All Screening Committee User List, click on “All Screening Committee User”, user list will display
➢ To add Committee user, click on “Add Committee User”, Add user form will display.

➢ Fill the required value in form, click on Save button, user will get created.
➢ To view the All Approver Committee User List, click on “All Approver Committee User”, user list will display

➢ To add Committee user, click on “Add Committee User”, Add user form will display.
Fill the required value in form, click on Save button, user will get created.

To view the All Ministry User List, click on “All Ministry User”, user list will display
➢ To add Ministry user, click on “Add Ministry User”, Add user form will display.

➢ Fill the required value in form, click on Save button, user will get created.
To view the All HOD User List, click on “All HOD User”, user list will display.

To add HOD user, click on “Add HOD”, Add user form will display.
 Fill the required value in form, click on Save button, user will get created.

 To view the “All Ministry HOD User” List, click on “All Ministry HOD User”, user list will display
➢ To add Ministry HOD user, click on “Add HOD”, Add user form will display.

➢ Fill the required value in form, click on Save button, user will get created.
➢ To approve the Gallantry Medals, click on View All.

➢ Gallantry Dashboard will display

Application form after approved by State will appear under Pending Application. To approve the form click on View All.
Click on View Application, Application form will display
Click on Checkbox of “I hereby declare that form is fill up completed”, “FIT CASE” and “UNFIT CASE” buttons will display

To approve the application click on “FIT CASE” button and to reject the application click on “UNFIT CASE” button.
On click on “UNFIT CASE” button, application will appear under “Unfit case Application” section.

Click on “View All” under Unfit Case Application section to view the not Unfit Case application list.

To approve the application, click on View Application, application form will display.

Click on Checkbox of “I hereby declare that form is fill up completed”, “FIT CASE” and “UNFIT CASE” buttons will display.
Click on FIT Case button, application will get approve, application will appear under “Fit case Application” section and it will get forwarded to Screening Committee.

Click on view all
Note: - To approve the service medal same process will be followed as explained above for gallantry medal.

6. Login as Screening Committee

To approve the application form by Screening Committee, login by Screening Committee User.

- Enter login details in login form
Click on Submit button, Dashboard page for Screening Committee will appear as shown in figure below:-
➢ To view the Gallantry medal list, click on View All, Gallantry Dashboard will display

Application form after approved by MHA will appear under Pending Application. To approve the form click on View All.

➢ Click on View Application, Application form will display
7. Login as Approver Committee

To approve the application form by Screening Committee, login by Screening Committee User.

- Enter login details in login form
➢ Click on Submit button, Dashboard page for Approver Committee will appear as shown in figure below:-
To view the Gallantry medal list, click on View All, Gallantry Dashboard will display:

![Gallantry Dashboard](image)

Application form after recommended by screening committee will appear under Pending Application. To approve the form click on View All:

![Pending Application](image)

Click on View Application, Application form will display
### APPENDIX – "K" (GALLANTRY)

**REVISED PROFORMA FOR THE RECOMMENDATION FOR THE AWARD OF PRESIDENT’S GALLANTRY MEDAL/ GALLANTRY MEDAL FOR THE VOLUNTARY 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.

<table>
<thead>
<tr>
<th>Date of Incident</th>
<th>Date of Receipt by MHA</th>
</tr>
</thead>
<tbody>
<tr>
<td>15/03/2018</td>
<td>Name of the State/UT</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of the Gallantry Medal</th>
<th>Name of the recommended candidate/Recommendee</th>
</tr>
</thead>
<tbody>
<tr>
<td>President’s HG &amp; CD Medal for Gallantry</td>
<td>Name in Hindi: WIPIN BISHT, Designation in Hindi: developer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Age on 15th August/26th January</th>
</tr>
</thead>
<tbody>
<tr>
<td>15/03/2018</td>
<td>2015 7 Months</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Whether belongs to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>GEN</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Initial Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15/03/2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total length of Service in CD/HG/Fire Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>003.5</td>
</tr>
</tbody>
</table>
Click on Checkbox of “I hereby declare that form is fill up completed”, “Approve” and “NOT Approve” buttons will display
To approve the application click on “Approve” button and to reject the application click on “Not Approve” button.

On click on “Not Approve” button, application will appear under “Not Approved Application” section.

Click on “View All” under Not Recommended section to view the Not Recommended application list.

To approve the application, click on View Application, application form will display.

Click on Checkbox of “I hereby declare that form is fill up completed”, “Approve” and “Not Approve” buttons will display.
- Click on Approve button, application will get approved, application will appear under “Approved Application” section and it will get approved.

- Click on view all
**Note:** - To approve the service medal same process will be followed as explained above for gallantry medal.

**NOTE:** - Same process will also be followed by ministry to approve the application form as explained above.