

No. VI-11023/1/2014-DGCD (CD)  
Government of India  
Ministry of Home Affairs  
Directorate General FS, CD & HG  
CD Section

East Block-VII, Level-7,  
R.K.Puram, New Delhi- 110 066  
Dated the December 5, 2014

To

1. The Commandant General Home Guards of all States/UTs
2. The Director of Civil Defence of all States/ UTs
3. The Head of Fire Services of all States/ UTs

Sub:- Award of DG FS,CD & HG's Disc and Commendation Certificate

Sir,

I am directed to inform you that DGCD's Disc and Commendation Certificate was introduced vide this office letter No. 4/4/75-DGCD (HG) dated 8<sup>th</sup> August, 1975 for the personnel of Home Guards and Civil Defence Organisations. In addition, the personnel of Fire Services have also been considered for the award of DGCD's Disc for their dedication and devotion to duty vide this office letter No.VI-11023/1/2002-DGCD (CD) dated 3<sup>rd</sup> December, 2002. These will normally be announced on the eve of Civil Defence/ Home Guards and Fire Services Day.

2. Recently the designation of Director General Civil Defence has been re-designated as Director General Fire Services, Civil Defence and Home Guards. Therefore, the existing DGCD's Disc is known as DG FS, CD & HG's Disc with immediate effect. The detail procedure/ guidelines for award of DG FS,CD & HG's Disc and Commendation Certificate will be as under:-

(A) OBJECT

To give recognition to the services of members of Fire Services, Civil Defence & Home Guards 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) 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 Fire Services, Civil Defence & Home Guards Department/ Organisations(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.
- ii) The personnel from other departments of state Governments who are posted to these department/ organization on transfer/ deputation are also also eligible after having served for at least one year in these department/ organizations, provided they fulfil 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 form 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 accompanied by integrity certificate as per 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 Organisations, 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.

(G) PROCEDURE

- i) All cases which are covered in the objectives will be submitted to the Director General Fire Services, Civil Defence and Home Guards, Ministry of Home Affairs, by the Heads of Fire Services, Directors of Civil Defence and Commandants General Home Guards of those members who have already been awarded the Commendation Certificate by the Head of the department/ Organisation of State/UT.
- 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:-
  - (a) Recommendations for  
CD/HG personnel - Last week of October
  - (b) 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 Fire Services, Civil defence & Home Guards 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.

(H) DESIGN AND DISC COLOUR

- i) The disc shall be in Oval shape, made in three colours 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.

➤ The **Bronze Disc** is considered for award to the members of Fire Services, Civil Defence and Home Guards 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 Fire Services, Civil Defence and Home Guards 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 Fire Services, Civil Defence and Home Guards 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 Fire Services, Civil Defence and Home Guards Organizations will be worn below the ribbons on the left pocket and above the button of the shirt pocket.

#### (I) SELECTION COMMITTEE

A Selection Committee under the Chairmanship of Inspector General NDRF & Civil Defence has been constituted in order to examine the recommendations received from States/ UTs in view of the eligibility criteria and recommends the names of deserving members of Fire Services, Civil Defence & Home Guards Organisations for final approval of DG FS, CD & HG. The constitution of the Selection Committee is as under:-

- |                                |   |          |
|--------------------------------|---|----------|
| i) Inspector General NDRF & CD | - | Chairman |
| ii) Deputy Fire Adviser        | - | Member   |

The Chairman of the committee may co-opt or invite any other person related to the above subject as member(s).

#### (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/ organisation 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 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 Mdals are worn with ceremonial dress, the Disc will be worn below the button of the left pocket.
- iii) The Parade Commnader 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.VI-11023/1/2010-DGCD (CD) dated 21<sup>st</sup> September, 2010 is hereby superseded.

Yours faithfully,

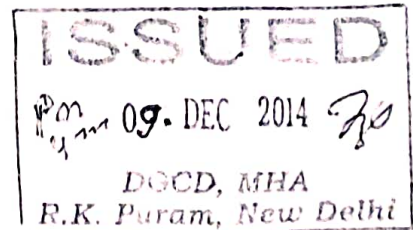
  
(Sandeep Rai Rathore)

Inspector General NDRF & CD

Copy to:-

1. Director, National Civil Defence College, Nagpur
2. Director, National Fire Service College, Nagpur
3. Director (DM-III), MHA, NDCC -II Building, Jai Singh Road, New Delhi.
4. All Sections of DG FS,CD & HG
5. Guard file

PB No 07/14  
09/12/14



APPENDIX-'A'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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APPENDIX-'B'

INTEGRITY CERTIFICATE

Certified that the integrity of  
Shri \_\_\_\_\_

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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