

मिसिल संख्या-V-11021/02/2022-DGCD (CD)  
भारत सरकार (Government of India)  
गृह मंत्रालय (Ministry of Home Affairs)  
महानिदेशालय-अग्निशमन 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:- 18 February, 2022

To,

The Chief Secretaries of all States/UTs

**Subject: Award of President's Home Guards & Civil Defence Medal for Distinguished Service and Home Guards & Civil Defence Medal for Meritorious Service awarded by the Ministry – Last date of receipt of recommendations –reg.**

Sir,

Please refer MHA Letter No I-45011/13/2-2—AD(CD)-670 dated 10 Sep 2021, Chapter 7, Para 7.5 of Compendium of Instructions of Civil Defence 2011 and Chapter 12 Para 12.1 of the Compendium of Instructions of Home Guards 2007.

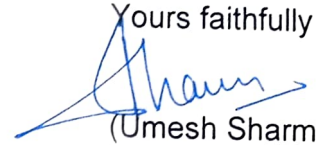
2. Ministry of Home Affairs vide above referred letter has directed this office to realign the calendar for processing the medal file and redefine last date of entry of medal so as to reach 3 months in advance for the approval of Hon'ble President of India. In pursuance of MHA's directions, Director General FS, CD & HG, chairman of the screening committee for the award of Home Guards & Civil Defence Medals had decided that the recommendations for award of President's Home Guards & Civil Defence Medals for Distinguished Service and Home Guards & Civil Defence Medals for Meritorious service on the occasion of 26<sup>th</sup> January (Republic Day) and the 15<sup>th</sup> August (Independence Day) are required to be forwarded to this office latest by 30<sup>th</sup> September and 20<sup>th</sup> April respectively each year.

4. In view of above, it is requested that the necessary directions to the concerned department dealing with Civil Defence and Home Guards organization may be given to realign the calendar as per the dates defined at Para 3 above, so that the recommendations reach this office within the aforesaid timeline.


5. This letter partially modifies the Para 7.5 of Compendium of Instructions of Civil Defence 2011 and Para 12.1 Compendium of Instructions of Home Guards 2007 and supersedes the earlier time line for receiving the recommendations of Home Guards & Civil Defence Medal from States/UTs..

6. This issues with the approval of Director General.

Yours faithfully



(Umesh Sharma)  
ADG CD (Comm)

 011- 20863645

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

- (i) Executive Director, Civil Engineer (G), Railway Board, Ministry of Railway, GOI.
- (ii) ACS (Home)/Principal Secretary all States/UTs
- (iii) Director Civil Defence & Commandant General Home Guards of all States/UTs.
- (iv) Commandant NDRF Academy (NCDC College), Nagpur.
- (iv) US DM-III, MHA: with reference to your letter no I-45011/13/2-2—AD(CD)-670 dated 10 Sep 2021.