

**INSTRUCTION FOR THE INITIATING & RECOMMENDING AUTHORITIES FOR VARIOUS
TYPES OF CIVIL DEFENCE, HOME GUARDS AND FIRE SERVICE MEDALS**

(Please study carefully the instructions before attempting any recommendations for Medals)

A. GENERAL INFORMATION ABOUT MEDALS

1. In Civil Defence, Home Guards and Fire Service, Medals are considered for award to the bonafied members of aforesaid organizations. Apart from regular paid staff members, this also including volunteers of Civil Defence & Home Guards Organisation.

2. There are total 8 types of Medals in vogue in Civil Defence, Home Guards and Fire Service. 4 of which are Service Medals and remaining 4 are for Gallantry. The details of authorised Presidential Medals are furnished below in order of Precedence/Priority :-

Home Guards & Civil Defence	Fire Service
A. <u>GALLANTRY MEDAL</u> i) President's HG & CD Medal for Gallantry ii) Home Guards and Civil Defence Medal for Gallantry	A. <u>GALLANTRY MEDAL</u> i) President's Fire Service Medal for Gallantry ii) Fire Service Medal for Gallantry
B. <u>SERVICE MEDAL</u> i) President's HG & CD Medal for Gallantry ii) Home Guards and Civil Defence medal for Meritorious Service.	B. <u>SERVICE MEDAL</u> i) President's Fire Service Medal for Distinguished Service ii) Fire Service Medal for Meritorious Service.

3. All Gallantry Medals are to be recommended in the prescribed proforma suggested in Appendix-A of this letter for each case, 07 copies are to be forwarded, two of which must be signed by ink and for the remaining 05 numbers, photocopies will suffice.

4. All service medals are to be recommended in the prescribed proforma suggested in Appendix-B of this letter. For each case, 07 copies are to be forwarded, two of which must be signed in ink and for the remaining 05 numbers, photocopies will suffice.

5. Initiating authority for any case may be the head of Office/Head of the Department. But all recommendations are to be finally recommended by their respective state Governments/ UT- Administrations or Administrative Controlling Ministries / Department of Govt. of India.

6. In case of Fire service, only such fire service organizations which are administered by State Governments, UT – Administrations, Municipal corporation and allied / other autonomous boded are eligible for consideration for the award of aforesaid medals including Fire Services of Public Sector Undertakings.

7. The States/UTs/Central Ministries/Deptt. of Government of India are advised that while making recommendations for award of President's Fire Service, Civil Defence and Home Guard Medals for Distinguished and Meritorious Services to eligible officers, seniority may be given priority.

8. The ACR grading for the last 10 years should be indicated. In case where Non Initiation Certificate is reported against the ACR, the record of such officers for equal number of years preceding the period under consideration may also be sent. However, the last two (current) ACR must be available.

9. The recommending organization must ensure that the names and designation of the officers recommended are correctly indicated in English and Hindi since the notification in respect of award of Medals are issued bilingually.

10. It has been observed that some State send a large number of recommendations. It is requested that limited number of recommendations commensurate with the number of the Medal for the occasion as specified in C-1 may be sent.

B. DETAILS ABOUT GALLANTRY MEDALS

1. Gallantry Medals are considered for award to the eligible members of Home Guards, Civil Defence and Fire Service Organisations for conspicuous act of Gallantry. For highest order of Valour/Gallantry/Bravery, President's Gallantry medal may be considered, otherwise HG& CD/FS Medal for gallantry is generally recommended for ordinary act of gallantry.
2. There is no time schedule for Gallantry Medals. But the recommendations must reach this Ministry within one year from the date of act of such gallantry to avoid technical rejections.
3. As stated earlier, 07 copies of recommendations (2 ink-signed – 05 photocopies) for each case are to be forwarded to this Ministry in the prescribed proforma suggested in Appendix – A of this letter.
4. For subsequent act of gallantry, Bar to any particular Gallantry Medal is admissible which is required to be specifically highlighted in Column-02 of Appendix-A.
5. For substantiating the act of gallantry, all recommendations are desired to be enclosed with supportive documents like attested copies of occurrence book/FIR/Medical/Injury Report of Post-Mortem Report for injured/killed person, Photographs of the incident, if any, News Paper Cuttings, if any or any other supportive documents.

C. DETAILS ABOUT SERVICE MEDALS

1. Service Medals are considered for award to the eligible members of Civil Defence, Home Guards and Fire Service Organisations twice in a year i.e. on the occasion of republic Day and Independence Day. The details of authorization of medals per year, with occasion wise break-ups are as under cited in order of Precedence :-

Sl. No	Type of Service Medals	HG & CD			Fire Service		
		Republic Day (26 th Jan.)	Independence Day (15 th Aug.)	Total	Republic Day (26 th Jan.)	Independence Day (15 th Aug.)	Total
(i)	President's Distinguished Service Medal	25	25	50	13	12	25
(ii)	Meritorious Service Medals	50	50	100	50	50	100
	Total	75	75	150	63	62	125

2. The recommendations made by State Governments/UT-Administrations for various categories of Service medals should not be disproportionate to size of the State/UT or unit.
3. As stated earlier, recommendations for Service Medals are to be forwarded in prescribed proforma suggested in Appendix-B of this letter, 07 copies of recommendations for each case (2 ink-signed + 05 photocopies) are to be forwarded.

4. No copies of certificate/Degrees/Diplomas are required to be attached with the recommendations. No separate sheets are to be attached.
5. As per provisions of the Statue regulating Medals, all recommendations for Service Medals must reach this Ministry on or before 15th May for Independence Day (15th August) and 26th October for Republic Day (26th January) to avoid technical rejections. So, if delay is anticipated, then the case may be forwarded in the next occasion, since this is ongoing process. So, timely submission of recommendations for Service medals is extremely essential.
6. Because of number of limitations and other constraints, if some case is not considered for award on some particular occasion, that does not debar his case not to be considered on subsequent occasion, if fresh recommendations are received from the competent authority in this regard. Competent authority is at liberty to recommend a name any time provided he is found fit for the award of medals.
7. Service Medals of any particular type are awarded once in life time and there is no provision for Bar to that particular type of service medal.

C-1 : SPECIFIC DETAILS ABOUT MERITORIOUS SERVICE MEDALS

8. Meritorious service Medals are considered for the bonafide members of Home Guards, Civil Defence and Fire Service Organisations for valuable service characterized by devotion to duty, including prolonged unbroken service over 10 & 15 years for regular paid staff members and 8 years for Volunteers of Civil Defence and Home Guards Organization.

C-2 :- SPECIFIC DETAILS ABOUT PRESIDENTS DISTINGUISHED SERVICE MEDALS

9. President's Distinguished Service Medals are considered for award to the members of Home Guards, Civil Defence and Fire Service Organisations for distinguished record of service marked by exceptional ability and merit and is generally considered after five (5) years of the award/receipt of Meritorious Service medals. So all initiating/ recommending authorities, before recommending some one's name for President's Distinguished Service Medal, must ensure that he or she must have received meritorious Service Medal at least 5 years back, to avoid technical rejections.

D. GENERAL INSTUCTIONS FOR FILLING UP THE FORMS

1. All columns should be filled up properly with legible hand, preferably by type – writing.
2. All address, whether official or residential, must include, apart from House Name No. Road, Post Office, Pin code, Town/Village/District, State etc.
3. All initiating/recommending or forwarding authorities before recommending any name must ensure that (i) there is no adverse comments recorded in his Annual Character Report (ACR) or (ii) no vigilance case is pending against him during the proceeding 10 years, nor any punishment in any form (Minor or Major) has been given to him during such period. (iii) Integrity should be beyond doubt (Appendix "D"). (iv) Certificates should be issued that recommendees has not awarded Meritorious/Distinguished Service Medals earlier (Appendix – "E"). (v) The ACR may be replaced with last 8 years performance reports for volunteers.

INTEGRITY CERTIFICATE

S/o

Certified that the Integrity of Sh. _____
 Sh. _____ Date of Birth (DOB) _____
 Designation _____ recommended _____ for _____ award _____
 _____ on the occasion of Independence Day/Republic Day
 is above suspicion and that he was not concerned in any proceedings that were censured in a Court
 of Law. It is further certified that no judicial or departmental proceedings are being
 contemplated/pending against him. Similarly, no vigilance case is pending/contemplated against him.
 It is also certified that the officer recommended has not been given any major penalty or punishment
 in the period under review (last ten years).

2. It is also certified that character & antecedents (of the proposed awardees) have been duly
 verified and nothing adverse reported against him.

Signature _____
 Name _____
 Signature of the Head of the Department.
 Contact Number : _____

Signature _____
 Name _____
 Deputy Secretary to the State Government
 Contact Number : _____

Appendix - "E"CERTIFICATE

It is certified that it has been checked and verified from the records of the recommende
 Shri/Srimati/Ms. _____ Designation _____
 _____ and it is confirmed that he/she has not been earlier * awarded the
 President's Home Guards/Civil Defence/Fire Service Medal for Distinguished Service/ Home
 Guards/Civil Defence/Fire Service Medal for Meritorious Service for which he/she is being
 recommended.

Signature _____
 Name of the Officer _____
 Designation _____
 Date _____
 Official Stamp _____

- Note : Head of the Department (Officer signing the certificate) is responsible for factual
 correctness of service details/certificate which include Appendix - "A" to "E".