

No. VI-11022/01/2023-DGCD(F)
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
अग्नि अनुभाग (Fire Cell)

East Block-VII, Level-7
R.K. Puram, New Delhi-110066.
Dated the 22nd March, 2023

To

The Chief Secretaries of all the States/UTs

Subject :- Recommendation for the award of President's Fire Service, Home Guards & Civil Defence Medal for Gallantry & Distinguished Service and Fire Service, Home Guards & Civil Defence Medal for Gallantry & Meritorious Service on the occasion of Independence Day, 2023.

Sir,

The recommendations are hereby invited for consideration of the award of Presidential Medals on the occasion of Independence Day, 2023 (15th August, 2023), in the prescribed proforma along with the following documents as per guidelines.

- (i) The Citation in respect of each officer recommended for award of President's Distinguished/Meritorious Service Medal should not exceed 200 words and 600 words for the award of Gallantry Medals respectively. It may be noted that only seven sets of the material for consideration in each case of the person recommended for the award of Distinguished and Meritorious Service Medals duly filled in the enclosed proforma are to be sent (Appendix-"A" & "B").
- (ii) Integrity/Character & Antecedent certificate in respect of the recommended officers as per the format enclosed in Appendix – "A" & "B".
- (iii) It may further be certified that the officer has not been awarded any major penalty or punishment during the period under review i.e. period from 2012-13 to 2021-2022.
- (iv) Length of Service- A minimum service of 15 years for Meritorious Service and 20 years for President's Medal for Distinguished Service is required for the Fire Service personnel irrespective of rank. For Home Guards and Civil Defence personnel for valuable service characterised by resource and devotion to duty including prolonged unbroken service marked by ability and merit and extending over ten to fifteen years for the regular paid employees of Home Guards and Civil Defence organization, and eight years for the volunteer members of the aforesaid organization for the award of Meritorious Service, and after five years of the award/receipt of Meritorious Service Medal, may be considered for the Distinguished Service Medal. The States/UTs/Central Ministries are advised that while making recommendations for award of Meritorious Service/President's Medal for Distinguished Services to eligible officers, seniority, combined with professionalism may be given priority. Officers not having clear image should not be recommended.
- (v) The ACR grading for the last 10 years i.e. from 2012-13 to 2021-22/2012 to 2021 (in case ACR is given as per Calendar Year). **The post for which the ACR is not written may also be indicated and their Annual Performance Report for the last 10 years must be mentioned in the prescribed column. In case of volunteers of Home Guards and Civil Defence where there is no system of writing APAR, a current work performance report as per the format enclosed in Appendix "B" should be submitted with the recommendation.** ACR Grading for the last ten years should be indicated strictly in the prescribed format as shown in col. 20 & 21 of Appendix – "B". In case where Non-Initiation-Certificate (NIC) is reported against the Annual Confidential Reports, the record of such officers for equal number of years preceding the period under consideration may please be sent.

Contd....P/2

(vi) List of names in respect of officers recommended for award of Medals in English and Hindi for preparation of Notification is mandatory. The recommending organizations must ensure that the names and designations of the officers recommended are correctly indicated in Hindi and English since the notifications in respect of award of Medals are issued bilingually.

(vii) Contact No. of forwarding officers may also be indicated.

2. A copy of the guidelines is enclosed herewith as Appendix-"C" for guidance of the Committee, screening the proposals at the State level. The States/UTs/Central Ministries are advised that while making recommendations for award of President's Medal for Distinguished Services to eligible officers, seniority may be given priority. State Governments are requested to strictly abide by the above mentioned norms while sending the recommendations.


3. ACRs, however, must be completed for the period stipulated in para 1 (v) above

4. Since, the process of award of medals is a time consuming procedure, it is not feasible to consider the recommendations received beyond the stipulated date, It is, therefore, requested that the recommendations relating to the awards of service medals on the occasion of Independence Day, 2023 may be sent to this Ministry **by 20th April, 2023 positively. The recommendations received after that will not be considered.**

5. The recommendations will not be accepted if the same are not submitted online. It is, therefore, reiterated that submission of online citations along with hardcopy is mandatory for consideration of the Medals. The online citation may be sent by feeding of citations/ACRs/integrity certificates, etc., for the medals in the prescribed proforma on this Ministry's website address www.dgfscdhg.gov.in

Encl : As above.

Yours faithfully,


22/03/23

(Taj Hassan, IPS)

Director General FS, CD & HG

Copy to :

- (i) All the Heads of Fire Services in the States/UTs.
- (ii) All the Directors of Civil Defence in the States/UTs.
- (iii) All the Commandant General Home Guards in the States/UTs.
- (iv) Central Ministries/Departments of Government of India
- (v) Director, NDRF Academy, Nagpur
- (vi) Director General, CISF, MHA, CGO Complex, Lodhi Road, New Delhi -110 003

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 : _____	DATE OF RECEIPT BY MHA : _____		
1	Name of the State/UT/Ministry/Deptt. of Govt. of India recommending the case with full address.			
2	Specific Name of the Medal recommended in the present case (Please see instruction sheet for exact nomenclature)			
3	Name and Designation of the recommended candidate/Recommendee (Serving/Posthumous)	Surname	Middle name	First name
A	Name and designation (in full & capital letters only)			
B	Name and designation (in abbreviated & capital letters only)			
C	Name and designation in Hindi			
4	Father's name	Surname	Middle name	First name
5	Date of Birth/Sex			
6	Age as on 15 th August/26 th January			
7	Whether belongs to SC/ST/OBC			
8	Date of Initial Appointment			
9	Total length of service in HG/CD/Fire Service			
10	Status in Service in HG/CD/FS Org. i.e. paid or honorary			
11	Present posting with complete postal address with PIN code (Next of kin in case posthumous award)	Designation	Place	Date
12	Rewards	No.	Total amount in Rs.	
	A. Cash Awards			
	B. Others			
	i) Honorarium			
	ii) Commendation Certificates			
	iii) Good Service Entries (GSE)			
	iv) Any other rewards (Specify)			

13	Year and occasion of award of HG and CD/FS Medal for Meritorious Service	Year	Occasion (RD/ID)		
14	Any other Medal awarded by the Centre/State till date				
A	Service Medals	Year	Occasion		
B	Gallantry Medals	Date of Incident			
C	Any other of Medals	Year	Occasion		
15	Citation should be brief and to the point preferably within 500 to 600 words for the gallant action.				
A	Date, Time & Place of the incident				
B	Brief introduction with chronological development of the incident				
C	Details of risk involved in the incident and its brief analysis				
D	Details of achievements highlighting the degrees of valour/act of gallantry by the recommendee				
E	Whether any honour conferred on the recommendee for the same act of gallantry by State/UT/Ministry/Deptt. of GOI of affirmative, furnish detail				
F	Specific Gallantry Medal recommended				
G	Details of enclosures attached as supportive documents				
16	Composition of Fire/Home Guards/Civil Defence Party (Local Police/Central Armed Police Forces (CAPF)/Other Forces)	Sl. No.	Name of Forces		Name & rank of persons who participated
17	Fire/Home Guards/Civil Defence/ Local Police/Central Armed Police Forces (CAPF)/Other Forces personnel participated but not recommended	Sl. No.	Name of Forces	Name & rank of persons who participated	Reasons for not recommending
18	A. Name of persons including posthumous recommendees, if died in the incident	Sl. No.	Recommendees		Non Recommendees
	B. Name of persons injured	Sl. No.	Recommendees		Non Recommendees
19	Is there any court case/judicial/magisterial proceedings with reference to the operations in question ?	Yes/No If yes, its status as on date:			

20	Is the recommendee (s) involved in any disciplinary case -	Yes/No If yes, specify details :
21	Is the recommendee (s) ever proceeded with any punishment	Yes/No If yes, specify details :
22	Reasons for delay, if any (In case of proposal is made after one year from the date of incident)	
23	Reasons for not recommending others including personnel of other forces who participated in the action.	

Check List

- | | |
|--|--------|
| 1. Copy of the occurrence register enclosed | Yes/No |
| 2. FIR (if any) enclosed | Yes/No |
| 3. Post Mortem Report (in case of posthumous) enclosed | Yes/No |
| 4. Medical documents/injury report enclosed | Yes/No |
| 5. Magisterial Inquiry, if any | Yes/No |
| 6. Photographs of the incidents enclosed | Yes/No |
| 7. Newspaper cuttings are enclosed | Yes/No |
| 8. Integrity certificate enclosed | Yes/No |

Signature of the Recommending Authority

Name : _____

Designation : _____

Signature : _____

Date : _____

Dated : _____

Signature of the Head of the Department

Full Address with Pin Code

Name : _____

Designation : _____

Contact No. : _____

Office Seal :-

Note : If the recommendation is initiated by any other official other than Head of the Department, the same must be countersigned by him or his competent authority of the States Govt./UT Admn./ Administrative Controlling Deptt./Ministry for Government of India.

All recommendations are to be routed through the State Govt./UT Admn./ Administrative Controlling Deptt./Ministry for Government of India to avoid technical rejections.

INTEGRITY CERTIFICATE

Certified that the Integrity of Shri (Full name both in English and Hindi)

(Name in English) _____

(Name In Hindi) _____

Date of Birth _____

Father's Name _____

Designation _____ recommended for

award of President's Home Guards and Civil Defence/Fire Service Medal for Gallantry (PHGCDMG/PFSMG) Home Guards and Civil Defence/Fire Service Medal for Gallantry (HGCDMG/FSMG) is above suspicion and that he was not concerned in any proceedings that no judicial or departmental proceedings are being contemplated/pending against him. Similarly, no vigilance case is pending/contemplated against him.

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

3. It is also certified that the recommendee has not been recommended earlier for the same gallant action.

Signature : _____

Name : _____

Head of the Fire Service/Commandant General Home Guards/
Director of Civil Defence

Signature : _____

Name : _____

Deputy Secretary to the State Government

APPENDIX – “B” (SERVICE : DISTINGUISHED/MERITORIOUS)

**REVISED PROFORMA FOR THE RECOMMENDATION FOR THE AWARD OF
PRESIDENT’S DISTINGUISHED SERVICE/MERITORIOUS SERVICE 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)

OCCASION: _____

(Please specify Independence Day/Republic Day & Year above)

1	Name of the State/UT/Ministry/Deptt. of Govt. of India recommending the case with full address.	
2	Specific Name of the Medal recommended in the present case (Please see instruction sheet for exact nomenclature)	
3	Name and Designation of the recommended candidate/Recommendee (As per Service Record)	Surname Middle name First name
A	Name and designation (in full & capital letters only)	
B	Name and designation (in abbreviated & capital letters only)	
C	Name and designation in Hindi	
4	Father's name	Surname Middle name First name
5	Date of Birth/Sex	
6	Age as on 15 th August/26 th January	
7	Whether belongs to SC/ST/OBC	
8	Date of Initial Appointment	
9	Total length of service in HG/CD/Fire Service	
10	Status in Service in HG/CD/FS Org. i.e. paid or honorary	
11	Present posting with complete postal address with PIN code	Designation Place Date
12	Whether on deputation If yes, Date of joining on deputation	Yes/No Day Month Year
13	Rewards	No. Total amount in Rs.
	A. Cash Awards	
	B. Others	
	i) Honorarium	
	ii) Commendation Certificates	
	iii) Good Service Entries (GSE)	
	iv) Any other rewards (Specify)	
14	Year and occasion of award of HG and CD/FS Medal for Meritorious Service	Year Occasion (RD/ID)

15	Any other Medal awarded by the Centre/State	
A	Service Medals	Year Occasion
B	Gallantry Medals	Date of Incident
C	Any other of Medals	Year Occasion
16	Punishment (s)	Details of Penalty Year (s)
17	Details of any enquiry pending against the officer	
18	Details of disciplinary proceedings pending/contemplated against the recommended, if any	Year Nature of Allegation Present Status
19	Details of the court cases pending against the recommendee, if any	Year Details of Charge Present Status
20	ACR Grading for last 10 Years* OS – Outstanding, VG – Very Good, G – Good, AV- Average, NIC - Not imitating Certificate, Adv – Adverse, NA – Not Available * ACR grading should be distinctly indicated as Outstanding, Very Good, Good, Average etc. wherever different grading are applicable in different cadre, the same should be converted by the recommending organization into the equivalent acceptable ACR grading (viz. OS, VG, G, AV) before forwarding the recommendation.	2012-13 – 2013-14 – 2014-15 – 2015-16 – 2016-17 – 2017-18 – 2018-19 – 2019-20 – 2020-21 – 2021-22 –
21	(a) ACR grading for last ten years (in numbers)	OS VG Good Avg. NIC NA
	(b) In case of volunteers of Home Guards and Civil Defence where there is no system of writing APAR, a current work performance report as per the format enclosed, should be submitted with the recommendation.	
22	Email address (Mandatory)	
23	Mobile No. (Mandatory)	
24	Brief description of work justifying award of Medal (No posting details) In order of importance (not exceeding 200 words each) Specific instances of meritorious/distinguished Performances during the last 10 years (8 years for volunteers) which contributes to the goal of the CD/HG or FS organization	

Dated : _____

Full Address with Pin Code

Signature of the Head of the Department

Name _____

Designation : _____

Contact No. : _____

Office Seal :-

Note : If the recommendation is initiated by any other official other than Head of the Department, the same must be countersigned by him or his competent authority of the States Govt./UT Admn./ Administrative Controlling Deptt./Ministry for Government of India.

All recommendations are to be routed through the State Govt./UT Admn./ Administrative Controlling Deptt./Ministry for Government of India to avoid technical rejections.

INTEGRITY CERTIFICATE

Certified that the Integrity of Sh. _____

S/o _____ Sh. _____ Date _____ of Birth (DOB) _____
_____, Designation _____ recommended for award for _____
_____ 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.

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

Signature _____

Name _____

Signature of the Head of the Department.

Contact Number :

Signature _____

Name _____

Deputy Secretary to the State Government

Contact Number :

* Note : Head of the Department (Officer signing the certificate) is responsible for factual correctness of service details/certificate.

Work Performance Report (For Civil Defence and Home Guards volunteers only)

1. Name of the Volunteer _____
2. Designation _____
3. Years of volunteering _____
4. Training Courses attended at Local/State/National/Any other institutions
 (a) _____
 (b) _____
 (c) _____
5. Check one column for each attribute:

Attributes	Ratings				
	Outstanding	Very Good	Good	Average	Below Average
Professional Competence					
Job Knowledge					
Quality of Work					
Sense of Responsibility					
Ability to participate in discussion, seminars, and Mock drills					
Ability to manage incident					
Personal Attributes					
Aptitude					
Motivation for Volunteering					
Tact for dealing with Community					
Ability to Inspire others					
State of Health					

(Signature of initiator/Commandant General/Director Civil Defence)

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

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

A. GENERAL INFORMATION ABOUT MEDALS

1. In Home Guards and Civil Defence, and Fire Service Medals are considered for award to the bonafied members of the aforesaid organizations. Apart from regular paid staff members, this also includes volunteers of Home Guards and Civil Defence Organisations.
2. There are total eight types of Medals in vogue in Home Guards and Civil Defence, and Fire Service, four of which are Service Medals and remaining four 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 and 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 and CD Medal for Distinguishes Service 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, seven copies are to be forwarded, two of which must be signed by ink and for the remaining five 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, seven copies are to be forwarded, two of which must be signed in ink and for the remaining five 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 bodies 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, Home Guards and Civil Defence 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. **The post for which the ACR is not written may also be indicated and their Annual Performance Report for the last 10 years must be mentioned in the prescribed column. In case of volunteers of Home Guards and Civil Defence where there is no system of writing APAR, a current work performance report as per the format enclosed in Appendix "B" should be submitted with the recommendation.** 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) ACRs 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 may be sent as specified in C-1 below.

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 Home Guards and Civil Defence /Fire Service 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, seven copies of recommendations (two ink-signed – five 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/ Post- Mortem Report of killed person/Magisterial Inquiry if any/ Photographs of the incident/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 the Republic Day and the 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, seven copies of recommendations for each case (two ink-signed + five photocopies) are to be forwarded.

Contd....P/3

4. No copies of certificate/Degrees/Diplomas are required to be attached with the recommendations. No separate sheets are to be attached.
5. All recommendations for Service Medals must reach this Ministry on or before 20th April for Independence Day (15th August) and 30th September 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 the 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 Fire Service Organisations for valuable service characterized by devotion to duty, including prolonged unbroken service of minimum fifteen years irrespective of rank. For Home Guards and Civil Defence personnel, for valuable service characterised by resource and devotion to duty including prolonged unbroken service marked by ability and merit and extending over ten to fifteen years for the regular paid employees of Home Guards and Civil Defence organization and eight years for the volunteer members of the aforesaid organization for the award of Meritorious Service and ACR/APR grading is not considered below good for the award of Meritorious Service Medals.

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 five years back**, to avoid technical rejections and ACR/APR grading is not considered below very good for the award of Distinguished Service Medals.

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) (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 and a Certificates should be issued that recommendees has not awarded Meritorious/Distinguished Service Medals earlier including Integrity.(iv) **In case of volunteers of Home Guards and Civil Defence where there is no system of writing APAR, a current work performance report as per the format enclosed in Appendix "B" should be submitted with the recommendation.**