

महाराष्ट्र शासन

क्र.मअसे/५६/२०१६/१२२८
दूरध्वनी: २६६७७५५५
फॅक्स : २६६६०२८७
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महाराष्ट्र अग्निशमन सेवा संचालनालय,
महाराष्ट्र अग्निशमन सेवा अकादमी,
विद्यानगरी, हंस भुग्रा मार्ग,
सांताक्रूझ-पूर्व, मुंबई-४०० ०९८.
दिनांक : ०६.०९.२०१६

प्रति,
मा.आयुक्त, सर्व महानगरपालिका,
मा.मुख्य कार्यकारी अधिकारी, विशेष नियोजन प्राधिकरणे,
मुख्याधिकारी, सर्व नगर परिषदा/नगरपंचायती,
शासनाच्या अन्य अग्निशमन सेवा.

विषय : दिनांक २६ जानेवारी, २०१७ व दिनांक १५ ऑगस्ट, २०१५ या अनुक्रमे प्रजासत्ताक दिन व स्वातंत्र्य दिनानिमित्त भारताच्या राष्ट्रपतींच्या वतीने, अग्निशमन सेवेतील अधिकारी/कर्मचारी यांना जाहिर होणा-या विविध अग्निशमन सेवा पदकांसाठी शिफारशी पाठविण्याबाबत.

महोदय,

प्रतिवर्षी दिनांक २६ जानेवारी या प्रजासत्ताकदिनी व १५ ऑगस्ट या स्वातंत्र्यदिनी अग्निशमन सेवेतील अधिकारी / कर्मचारी यांना भारताच्या राष्ट्रपतींच्या वतीने खालीलप्रमाणे विविध अग्निशमन सेवा तसेच अग्निशमन शौर्य पदके जाहिर करण्यांत येतात.

अग्निशमन सेवा पदके (Fire Service Medals)

(१) गुणवत्तापूर्ण सेवेसाठी अग्निशमन सेवा पदक (Fire Service Medal for Meritorious Service)

(२) उल्लेखनीय सेवेसाठी राष्ट्रपतींचे अग्निशमन सेवा पदक
(President's Fire Service Medal for Distinguished Service)

अग्निशमन सेवा शौर्य पदके (Fire Service Medals for Gallantry)

(१) राष्ट्रपतींचे अग्निशमन सेवा शौर्य पदक (President's Fire Service Medal for Gallantry)

(२) अग्निशमन सेवा शौर्य पदक (Fire Service Medal for Gallantry)

०२. सदर पदकांसाठी लागणा-या आवश्यक त्या अटी-सुचना, शिफारशीचे नमुने, इ. माहिती (Appendix-A, B & C) या पत्रासोबत जोडण्यात येत आहेत. त्याचे कृपया काळजीपूर्वक अवलोकन व्हावे. दिनांक २६ जानेवारी, २०१७ या प्रजासत्ताक दिनी व १५ ऑगस्ट, २०१७ या स्वातंत्र्यदिनी मा.राष्ट्रपतींच्या वतीने जाहिर होणा-या गुणवत्तापूर्ण सेवेसाठी अग्निशमन सेवा पदक (Fire Service Medal for Meritorious Service) व उल्लेखनीय सेवेसाठी राष्ट्रपतींचे अग्निशमन सेवा पदक (President's Fire Service Medal for Distinguished Service) या अग्निशमन सेवा पदकांच्या शिफारशी खालीलप्रमाणे दिलेल्या अंतिम दिनांकापूर्वी या कार्यालयात १४ प्रतीत (पैकी किमान दोन प्रती शिफारसकर्त्यांच्या मुळ स्वाक्षरीतील असाव्यात) पोहचणे आवश्यक आहे. अंतिम दिनांकापूर्वी शिफारशी पाठविणे शक्य नसल्यास त्या पुढील प्रसंगी पाठविण्यांत याव्यात कारण ही सततची प्रक्रिया (on going process) आहे. शिफारशी पाठविण्याच्या तारखा त्यापुढील वर्षासाठी सुध्दा खालीलप्रमाणेच राहतील.

पदके जाहिर होण्याची तारीख	केंद्राय गृह मंत्रालयास शिफारशी पोहचण्याची अंतिम तारीख	शिफारशी या संचालनालयास पाठविण्याची अंतिम तारीख
२६ जानेवारी, २०१७ - प्रजासत्ताक दिन	२६ ऑक्टोबर, २०१६	३० सप्टेंबर, २०१६
१५ ऑगस्ट, २०१७ - स्वातंत्र्य दिन	१५ मे, २०१७	३१ मार्च, २०१७

०३. अग्निशमन सेवा पदकांच्या शिफारशी परिशिष्ट-बी (Appendix-B) च्या विहित नमुन्यात कागदाच्या दोन्ही बाजूस टंकलिखित असाव्यात. शिफारस नमुन्यातील अनुक्रमांक ८ मधील Integrity

Certificate च्या नमुन्यानुसार Integrity Certificate अग्निशमन सेवा विभागाचे प्रमुखांनी प्रमाणित करावे व त्याखाली कार्यालयाचा शिक्का व सिल आवश्यक आहे. शिफारशीमधील Citation अधिकतम ५०० शब्दात द्यावयाचे आहे. परंतु शिफारशीत हे Citation अतिशय थोडक्यात दिलेले असते. म्हणून Citation विस्तृत व समर्थनासह देण्यांत यावे व मागील किमान ८ वर्षात केलेल्या विशेष कार्याचा उल्लेख असावा. तसेच महानगरपालिका/नगर परिषदा यांचेमार्फत अग्निशमन सेवेतील संबंधितांना त्याच्या सेवा कालावधीत मिळालेली प्रशस्तीपत्रे, रोख बक्षिसे, पदके तसेच सेवा कालावधीतील विशेष नोंदी याचा उल्लेख अनुक्रमांक ७ मध्ये करण्यांत यावा. अन्य कोणतीही कागदपत्रे जोडण्यांत येवू नयेत.

०४. तसेच President's Fire Service Medal for Gallantry आणि Fire Service Medal for Gallantry या शौर्य पदकांच्या शिफारशी ह्या परिशिष्ट-ए (Appendix-A) मध्ये कागदाच्या दोन्ही बाजूस टंकलिखित करून त्या सदर घटना घडल्यापासून एका वर्षाच्या आत राज्य शासनामार्फत केंद्रीय गृह मंत्रालय, नवी दिल्ली येथे पोहचणे आवश्यक आहे. त्यामुळे शौर्य पदकाच्या शिफारशी ह्या संबंधीत घटना घडल्यापासून लवकरात लवकर या कार्यालयात १४ प्रतीत (पैकी किमान दोन प्रती शिफारस कर्त्याच्या मुळ स्वाक्षरीतील असाव्यात) पाठविणे आवश्यक आहे. या पदकाच्या समर्थनार्थ शिफारशीसोबत एफ.आय.आर., ऑकरन्स बुकमधील नोंदींचा उतारा, जखमी व्यक्ती, मृत व्यक्ती इत्यादींचा मेडिकल रिपोर्ट किंवा पोस्ट मॉर्टेम रिपोर्ट, इत्यादीच्या साक्षांकित प्रती सोबत जोडणे तसेच घटनास्थळाचे फोटोग्राफ, वर्तमानपत्रातील बातम्यांची कात्रणे इत्यादी सोबत जोडावेत. परिशिष्ट-ए मध्ये दिलेल्या Integrity Certificate च्या नमुन्यानुसार शौर्य पदकांच्या शिफारशींसाठीही Integrity Certificate अग्निशमन सेवा विभाग प्रमुखांनी प्रमाणित करावे व त्याखाली कार्यालयाचा शिक्का व सिल आवश्यक आहे.

०५. मा.राष्ट्रपतींच्या वतीने जाहिर होणा-या अग्निशमन सेवा पदकांच्या शिफारशी महत्वाच्या असल्याने याबाबत अत्यंत गोपनीयता ठेवण्यात यावी. महानगरपालिकेच्या अग्निशमन दलाच्या अधिकारी/कर्मचारी यांच्या शिफारशी ह्या महापालिका आयुक्त यांच्या सहीने व नगर परिषदांच्या अग्निशमन दलाच्या अधिकारी/कर्मचारी यांच्या शिफारशी ह्या मुख्याधिकारी यांच्या सहीने, रबर स्टॅम्प व ऑफिस सिलसह १४ प्रतीत असाव्यात (पैकी किमान दोन प्रती शिफारस कर्त्याच्या मुळ स्वाक्षरीतील असाव्यात). महानगरपालिकांच्या प्रकरणी शिफारशींचे अधिकार अतिरिक्त / उप आयुक्त यांना प्रदान केले असल्यास तसा स्पष्ट उल्लेख शिफारस पत्रात करण्यांत यावा तथापी महापालिका आयुक्त यांच्या मान्यतेनेच शिफारशी पाठविण्यांत येत आहेत असा उल्लेख शिफारस पत्रात करावा.

०६. ज्या अधिकारी / कर्मचारी यांची वरील पदकांसाठी शिफारस केली आहे त्यांचेबाबत विभागीय चौकशी चालू अथवा प्रस्तावित केलेली नसावी. ज्या प्रकरणात विभागीय चौकशी चालू अथवा प्रस्तावित नाही अशा प्रकरणी त्याअनुषंगाने प्रमाणपत्र शिफारस पत्रात देण्यांत यावे. या प्रमाणपत्राशिवाय शिफारशींचा विचार केला जाणार नाही तसेच या कार्यालयाच्या सुचनेनुसार आगीपासून होणा-या जीवीत व वित्तहानीबाबतचा सहामाही अहवाल व अन्य अहवाल ज्या अग्निशमन सेवांनी या कार्यालयाकडे पाठविला नसेल त्यांच्या शिफारशी विचारात घेतल्या जाणार नाही. म्हणून शिफारशी पाठविताना विविध अहवाल पाठविण्याबाबत अभिप्राय देण्यात यावा.

सदर पत्र, अटी-सुचना व शिफारशींचे नमुने www.mahafireservice.gov.in या संकेतस्थळावर उपलब्ध आहेत.

आपला विश्वासू,

(प्र.सु.रहगदळे)

संचालक,

महाराष्ट्र अग्निशमन सेवा

सहपत्र : वरीलप्रमाणे.

प्रत: मा.प्रधान सचिव-२, नगर विकास विभाग (नवि-२०), मंत्रालय, मुंबई-४०० ०३२ यांना माहितीसाठी

APPENDIX – A (GALLANTRY MEDAL)

REVISED PROFORMA FOR 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 ORGANIZATIONS :

(Please study carefully the Instruction Sheet in Appendix-C before filling up the form)

A : DATE OF INCIDENT : DATE OF RECEIPT BY MHA:
(To be filled in by MHA)

01. Name of the State/UT/Ministry/Deptt. of Govt. of India recommending the case with full address.			Urban Development Department, Government of Maharashtra, Mantralaya, Mumbai – 400 032.				
02. Specific name of the service medal recommended in the present case clarifying whether it is for the first recommendation for a particular type of medal or for bar to the first Medal already awarded.							
03. Name and Designation of the recommended candidate/recommendee			First Name	Mid Name	Surname		
i) name and Designation in full in English in Capital letters only.							
ii) Name & Designation in English in standard abbreviated form in Capital letters only.							
iii) Name & Designation in Hindi (for Notification in Hindi in case of selection for the award)							
04. Present full residential mailing address of the recommendee/next of kin (in case posthumous award) complete with PIN CODE and name of Telegraph Office (for issue of congratulatory telegrams in case of selection). In case of deceased candidate, the name of next kin must be mentioned.			Telegraph PINCODE OFFICE				
05. Other details of the recommendee on the date of recommendation :							
Age (Nearest rounded up years)	Total length of Service in CD/ HG/Fire Service Organization	Status of service in CD/ HG/FS Orgn. i.e. paid or Honorary	Caste (Please Tick mark)				SEX Male Or Female
			S.C.	S.T.	OBC	GENE-RAL	
06. Details of receipt of other medals by the recommendee from State/Central Governments (also mention the year and occasion (in case of service medals) within bracket against each) For Gallantry Medal date of act and date of award may be mentioned within bracket.							
Service Medals		Gallantry Medals			Any other Medals		
1.		1.			1.		
2.		2.			2.		
07. Details of other Awards/Commendation Certificates/General Service Entry/Honorarium/ Cash Award by the candidate in the past (mention number of times only in box)							
Cash Award	Honorarium	Commendation Certificates	General Service Entry (GSE)	Honours/Award in any other form other than specified one (furnish details)			
NB : 12 copies of recommendations for each case must be received by the Ministry with the recommendation of concerned State Govt./UT-Administration or administrative controlling Ministry/Deptt. Of Govt. of India within one year of the act of gallantry to avoid technical rejections							

INTEGRITY CERTIFICATE

Certified that the integrity of Shri
recommended for award of President's Fire Service Medal for Gallantry / Distinguished / Meritorious Service, (Type of Medal) 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 in respect of the conduct of the nominees underlying present recommendations, no judicial proceedings are pending.

Place :

()

Head of the Fire Service
Office Stamp

Date :

CITATION

Citation should be brief and to the point. Preferably within 500-600 words, but not exceeding the box provided for. The citation must highlight the date, time and place of incident, risk involved in the incident and degrees of valour/act of gallantry performed by the recommendee. 12 copies of recommendations in the prescribed proforma including citations must reach this Ministry within one year from the date of incident to avoid technical rejections. All recommendations must be routed through the administrative controlling departments of State Govt./UT-Administration/Ministry's of Government of India. Hindi recommendations/citations must accompany with an English translation. No extra/additional sheet should be used for writing citations.

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 UT/State/Ministry/Deptt. Of GOI Of affirmative, furnish details. :

F. Specific Gallantry Medal Recommended for (Col.02 on pre-page) :

G. Details of enclosures attached as supportive documents. :

Date :

Full Address :
with PINCODESignature of the Head of the Department *
(Director of Civil Defence/Commandant
General Home Guard/Director of Fire
Services, etc.

Name :

Designation :

Official Seal :

NB: If the recommendation is initiated by any other official other than Head of the Department the same must be countersigned by HOD under his official seal or by Competent Authority of the State Govt./UT-Admn./Ministry/Deptt. of Govt. of India.

All recommendations are to be routed through the State Govt./UT-Admn./administrative

APPENDIX- B (SERVICE: DIST/MERIT)

REVISED PROFORMA FOR RECOMMENDATIONS FOR THE AWARD OF PRESIDENT'S DISTINGUISHED SERVICE/MERITORIOUS SERVICE FOR THE VOLUNTEERS AND PAID PERSONNELS OF HOME GUARDS, CIVIL DEFENCE & FIRE SERVICE ORGANISATION.

(Please study carefully the instruction sheet in Appendix-C before filling up the form) * OCCASION : (*Please specify Independence Day / Republic Day & Year above)						
01. Name of the State/UT/Ministry/Deptt. Of Govt. of India recommending the case with full address.			Urban Development Department, Government of Maharashtra, Mantralaya, Mumbai – 400 032.			
02. Specific name of the service medal recommended in the present case (Please see instruction sheet for exact nomenclature).						
03. Name & Designation of the recommended candidate/recommendee			First Name	Mid Name	Surname	
i) Name & Designation in full in English in Capital letters only.						
ii) Name & Designation in abbreviated form in English in Capital letters only (for inscription in Medals in case of selection)						
iii) Name & Designation in Hindi (for Notification in Hindi in case of selection)						
04. Present full residential mailing address of the recommendee/Next to Kin (Name to the mentioned in address in case of posthumous award complete with PIN CODE and Name of Telegraph Office (for issue of Congratulatory telegram in case of selection)						
05. Other details of the recommended candidate/recommendee on the date of proposed Award :						
Age nearest rounded up in years	Total length of Service in CD/ HG/Fire Service Organizations	Status of Service in CD/HG/ FS Organization i.e paid staff or Honorary	Caste (Please Tick Mark)			SEX Male Or Female
			S.C.	S.T.	OBC	
06. Details of receipt of other Medals by the Recommendee from the State/Central Govt. (also mention within bracket against each, the occasion and year of award in case of Service Medals and date of incident and date of award against Gallantry Medals)						
Service Medals		Gallantry Medals		Any other Medals		
1.		1.		1.		
2.		2.		2.		
07. Details of other Honours/Awards received by the Recommendee						
Cash Award	Honorarium	Commendation Certificates	General Service Entry (GSE)	Honours/award in any other form other than specified one (furnish details)		

08.

INTEGRITY CERTIFICATE

Certified that the integrity of Shri recommended for award of President's Fire Service Medal for Gallantry / Distinguished / Meritorious Service, (Type of Award/Medal) 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 in respect of the conduct of the nominees underlying present recommendations, no judicial proceedings are pending.

Place :

()

Head of the Fire Service

Date :

Office Stamp

CITATION

Citation should be brief and based on achievement of the individual for last 8 years. Generalized statement is made in the citation and to the point, based on the clue/guidelines noted in the margin, preferably typed neatly without overwriting in English translation & must be restricted within the space limit of the box provided for. No separate sheet should be attached. No additional enclosures in the form of Certificate/degrees/diplomas etc. are to be attached. 12 copies of recommendations for each case are to be forwarded through the concerned State Govt./UT Admn/Administrative controlling Departments and Ministry within the statutory stipulated date, i.e. 15th May or Independence Day (15th August) and 26th October for Republic Day (26th January) respectively every year to avoid technical rejections. Attempt should be made to limit citation with 500 words only.

A. Introduction : General Background :
and General performance during
the entire Service period.

B. Specific instances of Meritorious/
Distinguished performance during
the last 8 years which contributes
to the goal of the CD/HG or FS
Organization.

C. Specific Medal Recommended :
(Please see Instruction-sheet
In Appendix-C for exact
Nomenclature).

Date :

Signature of the Head of the Department *

(Director of Civil Defence / Commandant
General Home Guards/Director of Fire
Service, etc.)Full Address with Pincode :

Name :

Designation :

Office Seal & Stamp :

NB (*) If the recommendation is initiated by any other official other than HOD, the same must be countersigned by him or his competent authority of State Govt./UT-Admn/Administrative controlling Deptt./Ministry of Government of India.

**Ministry of Home Affairs, Government of India, East Block No.VII,
Level-7, Sector - I, R.K.Puram (Main), New Delhi – 110 066.
INSTRUCTIONS 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

01. In Civil Defence, Home Guards and Fire Service, Medals are considered for award to the bonafide members of aforesaid organizations. Apart from regular paid staff members this also includes Volunteers of Civil Defence & Home Guards Organizations.

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

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

03. All Gallantry Medals are to be recommended in the prescribed proforma suggested in Appendix-A of this letter. For each 12 copies are to be forwarded, two of which must be signed in ink and for remaining 10 numbers photocopies will suffice.

04. All Service Medals are to be recommended in the prescribed proforma suggested in Appendix-B of this letter. For each case 12 copies are to be forwarded two of which must be signed in ink and for remaining 10 numbers photocopies will suffice.

05. 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 Government / UT-administration or administrative controlling Central Ministries / Departments of Govt. of India.

06. In case of Fire Service, only such Fire Service Organizations which are administered by State Government, UT-administration, Municipal Corporation and allied / other autonomous bodies are eligible for consideration for the award of aforesaid medals including Fire Services of public sector undertakings.

B : DETAILS ABOUT GALLANTRY MEDALS

01. Gallantry Medals are considered for award to the eligible members of Home Guards, Civil Defence and Fire Service Organizations for conspicuous act of Gallantry. For highest order of Velour/Gallantry/Bravery, President's Gallantry Medal may be considered other HG & CD / FS Medal for Gallantry is generally recommended for ordinary act of Gallantry.

02. 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.

03. As stated earlier, 12 copies of recommendations (2 ink-signed + 10 photocopies) for each case are to be forwarded to this Ministry in the prescribed proforma suggested in Appendix-A of this letter.

04. 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.

05. For substantiating the act of gallantry, all recommendations are desired to be enclosed with supportive documents like attested copies of FIR / Abstract of Occurrence Book, attested copies of Medical/Injury Report or Post-Mortem Report for injured/killed persons, Photographs of the Incident, if any, News Paper Cuttings, if any or any other supportive documents.

C : DETAILS ABOUT SERVICE MEDALS

01. Service Medals are considered for award to the eligible members of Civil Defence, Home Guards and Fire Service Organizations twice in a year, on the occasion of Republic Day and Independence Day every year. The details of authorized of medals per year with occasion-wise break-up are as under (cited in order of Precedence)

Sr. No	Type of Service Medal	Home Guards & Civil Defence			Fire Services		
		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 Medal	50	50	100	50	50	100
	TOTAL	75	75	150	63	62	125

02. The recommendations made by State Govt.s/UD-Administrations for various categories of service medals should not be disproportionate to size of the State/UT or Units.

03. As state earlier, recommendations for service medals are to be forwarded in prescribed proforma suggested in Appendix-B of this letter. 12 copies of recommendations for each case (2 ink-signed + 10 photocopies) are to be forwarded.

04. No copies of certificate / degrees / diploma are required to be attached with the recommendations. No separate sheets are to be attached.

05. As per provisions of the Statute 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 to the next occasion, since this is on-going process. So, timely submission of recommendations for Services is extremely essential.

06. 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.

07. Service Medals of any particular type are awarded once in life time and there is not provision for Bar to that particular type of service medal.

C.1 : SPECIFIC DETAILS ABOUT MERITORIOUS SERVICE MEDALS

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

C.2 : SPECIFIC DETAILS ABOUT PRESIDENT'S DISTINGUISHED SERVICE MEDALS :

09. President's Distinguished Service Medals are considered for award to the members of Home Guards, Civil Defence and Fire Service Organizations 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 INSTRUCTIONS FOR FILLING UP THE FORMS

01. All columns should be filled up properly with legible hand, preferably by typewriting. In case of multiple choices the relevant portion should be ticked off and other (non-relevant) should be strike off.

02. All address, whether official or residential must include, apart from house Name, No., Road, Post Office, Town/Village, District, State etc. the details of PIN CODE and also Name of the Telephone Office for facilitating letter of congratulatory telegram in case of selection.

03. All initiating/recommending or forwarding authorities before recommending any name must ensure that (i) there are no adverse comments recorded in his Annual Character Report (ACR), (ii) no vigilance case is pending against him during the proceeding 8 years, nor (iii) any punishment in any form (minor or major) has been given to him during such period. Integrity in any case should be beyond doubt in any case. This is related to the Integrity Certificate required to be furnished in Col.8 of Appendix-B for Service Medals only (for volunteers, the ACR may be replaced with last 8 years performance reports.)

CHECK – LIST

Before forwarding the recommendations to this office in time, the Initiating and Recommending Authorities must check the following to avoid the technical rejections at the last moment: -

- i) Whether correct proforma has been chosen, i.e. Appendix-A for Gallantry and Appendix-B for Service Medals, Whether any para has been left blank.
- ii) Whether 14 copies of each recommendation is there or not. (2 ink-signed + 12 photocopies).
- iii) Whether both the side of the Recommendation Sheet (including Bio-data & Citation) has been used and no separate sheet has been used for citations, etc.
- iv) Whether supporting documents have been added for Gallantry Medals. For Service Medal, no supporting documents are required.
- v) Whether minimum qualifying service period for Service Medals have been satisfied by the recommended candidate or not.
- vi) Whether the Recommending Authority has recommended the case or not.
- vii) Whether the Certificate about Departmental inquiry is furnished in the forwarding letter.
- viii) Ensure the time schedule for submission clarified above.