

**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 :

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(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 <b>Hindi</b> 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 )				
			S.C.	S.T.	OBC	GENE- RAL	SEX Male Or Female
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/Honarium/ Cash Award by the candidate in the past (mention number of times only in box)							
Cash Award	Honarium	Commendation Certificates	General Service Entry (GSE)	Honours/Award in any other form other than specified one (furnish details)			
<b>NB</b> : 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 PINCODE

Signature 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 controlling Deptt./Ministry of Government of India to avoid technical rejection.

