

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 Gallantry.
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 with 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.

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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 <sup>th</sup> Jan)	Independence Day (15 <sup>th</sup> Aug)	Total	Republic Day (26 <sup>th</sup> Jan)	Independence Day (15 <sup>th</sup> 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

01. 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.

02. 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.

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

04. As per provisions of the Statute regulating Medals, all recommendations for service medals must reach this Ministry on or before 15<sup>th</sup> May for Independence Day (15<sup>th</sup> August) and 26<sup>th</sup> October for Republic Day (26<sup>th</sup> 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.

05. 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 choice 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 OF FIRE ADVIER, GOVT. OF MAHA. OFFICE

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 recommendations 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) Time Schedule : Recommendations should be sent to Fire Adviser to Govt. of Maharashtra :
  - (i) Gallantry Medals - Within 4 months from the date of incident.
  - (ii) Service Medals - 4 months before the Occasion i.e. 26<sup>th</sup> January or 15<sup>th</sup> August

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