

महाराष्ट्र शासन

क्र.मअसे/५६/२०२५/१११

दूरध्वनी: २६६७७५५५

Email : supdt@mahafireservice.gov.in

Website: www.mahafireservice.gov.in

महाराष्ट्र अग्निशमन सेवा संचालनालय,

महाराष्ट्र अग्निशमन सेवा अकादमी,

विद्यानगरी, हंस भुग्रा मार्ग,

सांताक्रूझ-पूर्व, मुंबई-४०० ०९८.

दिनांक : २७.०१.२०२५

प्रति,

मा.आयुक्त, सर्व महानगरपालिका,

मा.मुख्य कार्यकारी अधिकारी, विशेष नियोजन प्राधिकरणे, शासकीय उपक्रमे,

मुख्य अग्निशमन अधिकारी, सर्व महानगरपालिका,

मुख्याधिकारी, सर्व नगर परिषदा/नगरपंचायती,

शासनाच्या अन्य अग्निशमन सेवा.

विषय : अग्निशमन सेवेतील अधिकारी/कर्मचारी यांना त्यांच्या सेवेबाबत
पुरस्कार आणि प्रशंसा प्रमाणपत्र देणेबाबत.

संदर्भ : १. केंद्रीय गृह मंत्रालय, नवी दिल्ली यांचे पत्र क्र.VI-11022/01/2025-DGCD (F),
दि.२२.०१.२०२५

महोदय,

केंद्रीय गृह मंत्रालयाच्या सूचनेनुसार प्रत्येक वर्षी संपूर्ण राज्यात दि.१४ ते २० एप्रिल या कालावधीत संपूर्ण राज्यात अग्निशमन सेवा सप्ताह पाळण्यांत येतो व दि.१४ एप्रिल हा दिवस अग्निशमन दिवस म्हणून पाळण्यांत येतो. या दिनानिमित्त अग्निशमन सेवेतील ज्या अधिकारी/कर्मचा-यांनी त्यांच्या सेवा कालावधीत उत्कृष्ट सेवा केली आहे, सेवेसाठी असणारी त्यांची निष्ठा यासाठी केंद्रीय गृह मंत्रालयाकडून दि.१४ एप्रिल, २०२५ रोजी अधिकारी/कर्मचारी यांना पुरस्कार जाहीर करण्यांत येऊन त्यांना डिस्क व प्रशंसा प्रमाणपत्र देण्यांत येणार आहे.

०२. केंद्रीय गृह मंत्रालय, नवी दिल्ली यांनी उपरोक्त संदर्भाधीन पत्रान्वये दि.१४ एप्रिल, २०२५ रोजी जाहीर करण्यांत येणा-या पुरस्कार व प्रशंसा प्रमाणपत्रासाठी अग्निशमन सेवेतील अधिकारी/कर्मचारी यांनी किमान १ वर्ष पूर्ण निष्कलंक सेवा केली आहे तसेच जे अधिकारी/कर्मचारी अग्निशमन विमोचनाचे कार्य करतांना हौताम्य प्राप्त झाले आहे त्यांच्या शिफारशी मागविल्या आहेत.

०३. केंद्रीय गृह मंत्रालय, नवी दिल्ली यांच्या उपरोक्त संदर्भाधीन पत्रासोबत त्यांचे दि.२३.०४.२०२४ च्या पत्राची प्रत सोबत जोडण्यांत येत असून त्यांतील मार्गदर्शक सूचनांचे अवलोकन करुन त्याप्रमाणे आपल्या अग्निशमन सेवेतील अधिकारी/कर्मचारी यांच्या शिफारशी **परिशिष्ट-अ** (अर्जाचा नमुना) व **परिशिष्ट-ब** (Integrity Certificate) दि.२०.०२.२०२५ पूर्वी या संचालनालयास पाठविण्यांत याव्यात.

आपला विश्वासू,

(एस.एस.वारीक)

संचालक,

महाराष्ट्र अग्निशमन सेवा

सहपत्र : वरीलप्रमाणे.

भारतसरकार(Government of India)

गृहमंत्रालय (Ministry of Home Affairs)

महानिदेशालय-अग्निशमनसेवा, नागरिकसुरक्षाएवंगृहरक्षक

Directorate General Fire Service, Civil Defence & Home Guards

अग्निअनुभाग(Fire Cell)

पूर्वखण्ड -7, तल-7

East Block-VII, Level-VII

आर.के. पुरम, नईदिल्ली-110066

R.K. Puram New Delhi- 110066

Dated the 22 January, 2025

To,

- i) All the Heads of the Fire Services in the States/UTs.
- ii) All the concerned Central Ministries/Departments of Govt. of India

Reference : Letter No. VI-11023/01(Policy)/2024-DGCD(CD) dated 23rd April, 2024

Subject : Award of DG – FS,CD & HG's Disc and Commendation Certificate

Sir,

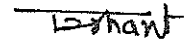
I am directed to refer to this office letter No. VI-11023/01(Policy)/2024-DGCD(CD) dated 23rd April, 2024 (copy enclosed) on the subject mentioned above and to say that DG-FS,CD & HG's Disc and Commendation Certificate has been awarded to the Home Guards/Civil Defence and Fire Service Personnel for their dedication and devotion to the duty.

2. The DG-FS,CD& HG's Disc and Commendation Certificate generally announced on the eve of Fire Service Day i.e. 14th April to the Fire Service personnel every year.

3. As per the guidelines, the recommendations for the award of DG-FS,CD& HG's Disc and Commendation Certificate to the Fire Service personnel should reach to this office by last week of February, to enable this directorate to process and announce the awards on the eve of Fire Service Day.

4. Therefore, it is requested to forward the recommendation of eligible Fire Service personnel in the prescribed format alongwith the Integrity certificate to this directorate latest by 28th February, 2025 for the occasion of Fire Service Day, 2025.

Yours faithfully,



(P.R. Lonkar)

Fire Adviser

Tel. No. 20862332

FORM FOR AWARD OF DG – FS, CD & HG'S COMMENDATION CERTIFICATE/DISC

- 1 Name of the State/UT/Ministry/Deptt. of Govt. of India :
- 2 Full Name of the Applicant : (a) English :
as per Service Records (in block letters) (b) Hindi
- 3 Specific name of the Disc (bronze/Silver/Gold)
recommended in the present case :
- 4 Rank and designation :
- 5 Father's Name :
- 6 Date of Birth :
- 7 Date of appointment/enrolment in CD/HG/Fire :
- 8 Type of Service : Permanent/Honorary
(Strike out whichever is not applicable)
- 9 Total length of Service (whether Paid or Honorary)
- 10 Whether on Deputation, if yes, date of joining on
Deputation :
- 11 * Total Period served in CD/HG/Fire Services (with
dates) :
- 12 Date of retirement :
(in respect of paid staff)
- 13 Details of training programs conducted/attended in last
one year :
- 14 Details of major or minor punishment awarded, if any:
- 15 If DG – FS, CD & HG Disc awarded earlier :
(colour of Disc, Year, DGCD Office order No., if available)
- 16 Citation (Brief description of work not exceeding 200
words)

Initiating Officer/authority with date & designation

- 17 Recommendation of next superior officer/authority

Signature with date & Designation

Note :- * Applicable to the personnel of other departments of State Government, who are posted on transfer/deputation to CD, HG or Fire Services.

**** All above fields are mandatory**

INTEGRITY CERTIFICATE

This is to Certify that Mr./Mrs. is presently holding the post of Designation (Permanent/Honorary Designation) in our organization/department.

It is further certified that the above named official has neither incurred any minor or major punishment nor was convicted in any judicial proceedings. It is further certified that in respect of the conduct of the nominee underlying the present recommendation, no juridical proceeding/departmental enquiry are pending.

It is further certified that no vigilance/disciplinary case and departmental enquiry is either pending or contemplated against the above-named official.

The integrity of the officer is beyond doubt.

Signature of the Initiating/
Recommending authority with date

मिसिल संख्या-F. No VI-11023/01/(Policy)/2024-DGCD (CD)

भारत सरकार (Government of India)

गृह मंत्रालय (Ministry of Home Affairs)

महानिदेशालय-अग्नि सेवा, नागरिक सुरक्षा एवं गृह रक्षक

Directorate General Fire Service, Civil Defence & Home Guards

नागरिक सुरक्षा (Civil Defence)

पूर्वी खण्ड -7, तल-7

East Block-VII, Level-VII'

आर.के. पुरम, नई दिल्ली-110066.

R.K. Puram New Delhi- 110066

Dated the 25 April, 2024

To,

1. Executive Director(G), Ministry of Railways
2. Commandant General Home Guards, All States/UTs
3. Directors Civil Defence, All States/UTs
4. Head of Fire Services, All States/UTs

Subject: Award of DG Disc and Commendation Certificate-reg

Sir,

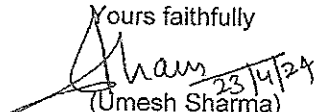
In supersession of this Directorate earlier Letter No. V-11023/01/2023-DGCD(CD) dated 20th February 2023, enclosed please find revised policy for award of DG Disc and Commendation Certificate for your kind reference.

2. It is requested that the nominations of the suitable candidates for the award of DG Disc and Commendations Certificate may be forwarded to this Directorate as per the timelines specified in the enclosed policy.

3. This issues with the approval of Director General.

Encl: As above (Total 08 Pages).

Yours faithfully



(Umesh Sharma)

ADG CD (Comm)

☎:011- 20863645

adgcom.dgfs-cdhq@gov.in

Copy for information and necessary action to:

1. Director, National Fire Service College, Nagpur
2. Under Secretary, DM-III, MHA
3. Commandant, NDRF Academy, Nagpur (erstwhile NCDC)

Internal Copy to:

4. PPS to DG
5. All Section of DG FS-CD & HG
6. File Copy

**Policy for Award of DG Disc and Commendation for Civil Defence,
Home Guards and Fire Services**

1. In order to recognize and motivate to the members of Civil Defence and Home Guards, DG CD Disc and Commendation Certificate was introduced by MHA vide Letter No. 4/4/75-DGCD (HG) dated 8th August, 1975. Later on, MHA vide Letter No. VI-11023/1/2002-DGCD (CD) dated 03rd December, 2002, had extended the facility for Fire Services also. DG Disc are normally announced on the eve of Civil Defence/ Home Guards and Fire Services Day.
2. Subsequently, in 2014, the Directorate's name has been re-designated as Directorate General Fire Services, Civil Defence and Home Guards vide MHA OM No. I-21018/04/2013-IPS-III dated 26 Feb 2014. Accordingly, the existing DGCD's Disc is also re-designated as DG FS, CD & HG's Disc. The detail procedure/ guidelines for award of DG FS, CD & HG Disc and Commendation Certificate is as follows: -

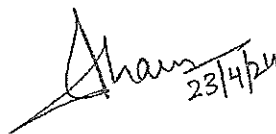
(A) OBJECT

To give recognition to the services of members of Civil Defence, Home Guards & Fire Services, in the following cases: -

- (i) For conspicuous achievement during floods, fires, earthquakes and other natural calamities, air raids, protection of property, detecting and preventing crime, maintenance of law and order and the like.
- (ii) Devotion to duty in any other field which is calculated to promote the reputation and efficiency of the organization.
- (iii) Unblemished record of service marked by ability and merit.
- (iv) Outstanding achievement in sports for the country at the National/International level.
- (v) Witnessing outstanding dedication and commitment towards the organization and community work during the field visit / HQ visit by the Director General or Gazetted Officials of the Directorate.
- (vi) Any other conspicuous work which may be considered of a commendable nature.
- (vii) For being graded "AX" in Army Course of 12 weeks duration or more.

(B) ELIGIBILITY

- (i) All members of Fire Services, Civil Defence & Home Guards Department/ Organizations (both paid staff and volunteers) having at least one year's continuous and unblemished service are eligible for award of DG FS, CD & HG's Disc and Commendation Certificate.


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(ii) The personnel from other departments of State Governments who are posted to these department/ organization on transfer/ deputation are also eligible after having served for at least one year in these department/ organizations, provided they fulfill all other criteria for award of DG FS, CD & HG's Disc and Commendation Certificate.

(iii) The DG FS, CD & HG's Disc and Commendation Certificate can be awarded posthumously also.

(C) **RECOMMENDATION**

(i) All recommendations for DG FS CD & HG's Disc and Commendation Certificate should be made in the proforma enclosed at **Appendix-A**.

(ii) Recommendations may be initiated by an officer not below the rank of Divisional Fire Officer, 'Controller of Civil Defence and District Commandant Home Guards and will be suitably endorsed by the Head of Fire Services, Director of Civil Defence and Commandant General Home Guards of the State as applicable.

(iii) Recommendations in respect of Head of Fire Services, Director of Civil Defence and Commandant General Home Guards of the State/UT should be endorsed by the next superior officer/ controlling authority in the State/UT.

(iv) Each recommendation should invariably be accomplished by integrity certificate. Proforma enclosed as **Appendix-B**.

(D) **LIMITATION**

(i) DG FS, CD & HG's Disc and Commendation Certificate should be awarded on merit and not on request.

(ii) General good work shall not be criterion for awarding this certificate.

(E) **NUMBER OF AWARDS**

The DG FS, CD & HG's Disc are divided into three categories i.e. Bronze, Silver and Golden and to be awarded to the personnel of Fire Services, Civil Defence and Home Guards Organizations, who fulfils the eligibility criteria, after a gap of years specified at Para-(H) of succeeding paragraph.

(F) **REGISTER OF NAMES**

A register of such names to whom the DG FS, CD & HG's Disc and Commendation Certificate is awarded shall be kept in the office of DG FS, CD & HG, Ministry of Home Affairs.

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(G) **PROCEDURE**

(i) All cases which are covered in the objectives {except (a) (v)} will be submitted to the Director General Fire Services, Civil Defence and Home Guards, Ministry of Home Affairs, by the Directors of Civil Defence and Commandants General Home Guards and Heads of Fire Services, of those members who are eligible as per the eligibility criteria as above Para B.

(ii) The recommendations for award of the DG FS, CD & HG's Disc and Commendation Certificate will henceforth be processed only once every year. The recommendations should reach the office of DG FS, CD & HG, Ministry of Home Affairs latest by the dates shown as under: -

- Recommendations for CD/HG personnel - Last week of October.
- Recommendations for Fire Services personnel- Last week of February.

(iii) The DG FS, CD & HG's Disc and Commendation Certificate awarded will be presented to the recipients at the function to be organized in the States/UTs on the occasion of Civil Defence, Home Guards & Fire Services Day as applicable.

(iv) General reputation of personnel should be kept in view while recommending for award of DG FS, CD & HG's Disc and Commendation Certificate.

(v) A mention about the award of DG FS, CD & HG's Disc and Commendation Certificate may also be made in the ACR/ Confidential Card of the individual as is being done in the case of Fire Services, Civil Defence and Home Guards Medal for Gallantry and Meritorious/ Distinguished Service.

(vi) These awards should be given vide publicity in the local press and electronic media.

(vii) Director General, while on visit to the State HQ / District HQs, may decide to announce "***Tatkal / On the Spot Commendation***" to the deserving candidates. In case of visit by the Gazetted Officer other than DG (like DDG, FA, ADG, DFA etc), the provision of "***on the spot / Tatkal***" commendation may be exercised only after due concurrence from the Director General telephonically or after due approval from the Director General on arrival (as applicable).

(H) **DESIGN & DISC COLOUR AND FORMAT OF COMMENDATION CERTIFICATE**

(i) The disc shall be in oval shape, made in three colors i.e. Bronze, Silver and Golden and shall have embossed on the top and inscriptions "Director General FS, CD & HG's Disc with the emblem/Logo of Fire Service, Civil Defence and Home Guards in the Centre.

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➤ The **Bronze Disc** is considered for award to the members of Civil Defence, Home Guards and Fire Services Organizations who are covered in the objectives.

➤ The **Silver Disc** is generally considered after two (2) years from the date of receipt of the Bronze Disc to those members of Civil Defence, Home Guards and Fire Services Organizations for unblemished record of service marked by exceptional ability and merit.

➤ The **Golden Disc** is considered after three (3) years from the date of receipt of Silver Disc to those members of Civil Defence, Home Guards and Fire Services Organizations for distinguished record of service and other conspicuous work which may be considered of a commendable nature.

(ii) The last Disc awarded to the members of Civil Defence, Home Guards and Fire Services Organizations will be worn below the ribbons on the left pocket and above the button of the shirt pocket.

(iii) The old Format of Commendation Certificate has been updated and, now, it will be issued in bilingual (Hindi and English) format. Copy enclosed as **Appendix- C.**

(I) **SELECTION COMMITTEE**

At each occasion, a Selection Committee will be constituted by the order of Director General FS, CD & HG in order to examine the recommendations received from States/ UTs in view of the eligibility criteria and to recommend the names of deserving members of Civil Defence, Home Guards and Fire Services, Organizations for final approval of Director General FS, CD & HG.

(J) **FORFEITURE**

The DG FS, CD & HG's Disc and Commendation Certificate is liable to be forfeited when the holder is found to be guilty of disloyalty, cowardice in action or of such conducts in the opinion of DG FS, CD & HG, brings the department/organization into disrepute. The award of DG FS, CD & HG's Disc and Commendation Certificate is also liable to be withdrawn if subsequently it is found that such an award was not justified. The authority for forfeiture of the award rests with Director General Fire Services, Civil Defence & Home Guards.

(K) **MISCELLANEOUS**

(i) The Heads of Fire Services, Director of Civil Defence and Commandant General Home Guards will keep records of all such personnel who deserve to be recommended for the award of DG FS, CD & HG's Disc and Commendation Certificate in any action or incident of significance. It must be ensured that only those cases are sent, who have not come under adverse comments during the

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course of Inquiry of any other investigations held subsequently after occurrence of the incident/ operations.

(ii) The DG FS, CD & HG's Disc will be worn below the ribbons on the left pocket and above the button of the shirt pocket. When Medals are worn with ceremonial dress, they will be worn below the button of the left pocket.

(iii) The Parade Commander who leads the contingent on Republic Day Parade at Delhi will be considered for the award of DG FS, CD & HG's Disc and Commendation Certificate subject to fulfillment of their requirements as prescribed. Hence while forwarding citations for the award of DG FS, CD & HG's Disc and Commendation Certificate, the name of Parade Commander together with service particulars may also be included.

(L) **POWER**

The power to make amendment in rules for the award of the DG FS, CD & HG's Disc and Commendation Certificate will rest with the DG FS, CD & HG, Ministry of Home Affairs.

3. This Ministry's earlier letter No. V-11023/1/2023-DGCD (CD) dated 20 February 2023 is hereby superseded.

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