

**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	GENERAL		
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. 15<sup>th</sup> May or Independence Day (15<sup>th</sup> August) and 26<sup>th</sup> October for Republic Day (26<sup>th</sup> 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.

All recommendations are to be routed through the State Govt./UT-Admn/Administrative controlling Department/Ministry of Government of India to technical rejection.

