

59398/1/DGQA(Coord)

May 2019

MINISTRY OF DEFENCE  
DGQA(Coord)PROPOSALS FOR GRANT OF DGQA COMMENDATION CARD WITH BADGE/CASH AWARDS:2018

1. Reference DGQA Sectt letter No. B/DGQA Award/DGQA Sectt/07 dated 20 Aug 2007 and this office letter of even number dated 13 Sep 2007.
2. Detailed Guidelines for DGQA Commendation Card with Badge and DGQA Cash Award are available in this HQ letters under reference.
3. It is requested to forward proposals of bonafide DGQA employees for DGQA Commendation and Cash Awards in the forms attached as Appx 'A' & 'B', in Four copies of each case.
4. It may be noted that **Gazetted officers of DGQA will not be considered for Cash Awards**. Hence, proposals for Cash Awards in respect of gazetted officers may not be forwarded to this HQ. Other proposals should also be scrutinized thoroughly at Dte level. Please ensure that proposals are duly countersigned by the concerned ADGQA/Offg ADGQA and vigilance clearance is obtained before submitting the proposals to this office. **Proposals received without vigilance clearance will not be entertained.**
5. **Name, Designation, details of Establishment/Unit and contributions made by the individual be sent both in English and Hindi in prescribed formats. Word limit prescribed for citation should be max 100 words.** Citations may however be written either in Hindi or English in case of any difficulties in its translation.
6. In order to submit these proposals to the Screening Committee, the proposals must reach to DGQA(Coord) by **20 Jun 2019** , Positively.

*Aparajita*  
(Aparajita Srivastava)  
Dy Director(C&P)  
DGQA

All Tech Coord Sections/WingsAll Dirs/DDs in Adm DteBrig(QA/PP&T), DIQABrig(QA/O), Brig(QA/CCW)DDG(Adm)Copy to :-TS to DGQA PPS to Spl DGQA PS to ADG(Adm)SDCC: For uploading of the same on DGQA website.

SDCC DAK Serial No. 693  
Date... 21.5.19

DDG (E)	
DIRECTOR SDCC	
JT. DIRECTOR	<i>Dr</i>
TECH. I/C	

*Pl done*

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CITATION FOR DGQA COMMENDATION AWARD WITH BADGE : 2018

PART -I

1. Name in Full :  
( in English & Hindi )
2. No./Rank. :
3. Name of Establishment :  
(in English & Hindi)
4. Appointment held :  
(in English & Hindi)
5. Date of Birth(DD/MM/YY)
6. Date of Joining Service in DGQA :
7. Educational Qualification :
8. Details of previous Award, if any, :  
(Year and Type of Award)
9. Citation justifying the award of commendation :  
With badge (in English & Hindi not exceeding  
100 words)
10. Recommendation of Head of the Unit/  
Establishment :
11. Recommendation of Controllerate :
12. Recommendation of Directorate :

PART-II

13. Vigilance Clearance :
14. Recommendation of Chairman :  
(Internal Screening Committee)

PART-III

15. Approval of DGQA :

CITATION FOR DGQA CASH AWARD: 2018

PART -I

1. Name in Full :  
(in English & Hindi)
2. No./Rank. :
3. Name of Establishment :  
(in English & Hindi)
4. Appointment held :  
(in English & Hindi)
5. Date of Birth
6. Date of Joining Service in DGQA :
7. Educational Qualification :
8. Details of previous Award, if any, :  
(Year and Type of Award)
9. Is any Departmental enquiry or disciplinary :  
Action pending against the individual.
10. Citation justifying the award of cash reward :  
(in English & Hindi not exceeding 100 words)
11. Recommendation of Head of the Unit/  
Establishment :
12. Recommendation of Controllerate :
13. Recommendation of Directorate :

PART-II

14. Recommendation of Chairman :  
( Internal Screening Committee)

PART-III

15. Approval of DGQA :