
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’, with each proposal in quaduplicate.

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 DGQA(Coord) by 15 Jul 2020, positively.

(DK Bhagat)
Dy Director(C&P)
For DGQA

All Tech Coord Sections/Wings
All Dirs/DDs in Adm Dte
Brig(QA/PP&T) DIQA
Brig(QA/O), Brig(QA/CCW)
DGQ(Adm)

Copy to:

TS to DGQA    PPS to Spl DGQA    PS to ADGQ(Adm)

SDCC: For uploading of the same on DGQA website.
CITATION FOR DGQA COMMENDATION AWARD WITH BADGE : 2019

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 : 2019

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 :  