


16 Jun 2023

MINISTRY OF DEFENCE
DGQA(COORD)

PROPOSALS FOR GRANT OF DGQA COMMENDATION CARD
WITH BADGE/CASH AWARDS : 2022

1. Reference DGQA letter No. B/DGQA AWARD/DGQA SECTT/07 dated 20 Aug 2007 and dated 13 Sep 2007.
2. Detailed Guidelines regarding DGQA Commendation Card with Badge and DGQA Cash Award are laid down vide this HQ letters under reference. However, the ceiling of DGQA Cash Award has been enhanced from Rs 1500/- to Rs 5000/- since last year with the approval of DG, DGQA.
3. It is requested to forward proposals of bonafide DGQA employees for DGQA Commendation and Cash Awards in the forms attached as per Appx 'A' & 'B', with each proposal in quadruplicate.
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. Proposals for grant of DGQA Commendation Card/Cash Award should be scrutinized thoroughly at the Dte level. It will be ensured that proposals are duly countersigned by the concerned ADGQA/Offg ADGQA and vigilance clearance obtained before submitting the proposal 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 **20 Jul 2023**, positively.


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

Encls. As stated.

All Tech Coord Sections/Wings

All Dirs/DDs in Adm Dte

Brig(QA/PP&T), DIQA

Brig(QA/O), Brig(QA/CCW)


DDG(Adm)

Copy to : -

TS to DGQA Sr PPS to Spl DGQA PS to ADG(Adm)

SDCC :- For uploading of the same on DGQA website.

CITATION FOR DGQA COMMENDATION AWARD WITH BADGE : 2022**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 Controllorate : 
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 : 2022

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. 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 Controllorate :
13. Recommendation of Directorate :

PART- II

14. Recommendation of Chairman :
(Internal Screening Committee)

PART- III

15. Approval of DGQA :