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Government of India
Ministry of Defence
Deptt of Defence Production
Dte Gen of Quality Assurance
Room No 234, South Block
New Delhi- 110011

B/DGQA AWARD DGQA SECTT/07 24Aug 07

All Directors

INSTITUTION OF DGQA COMMENDATION CARD WITH BADGE

GENERAL

1. Sanction for institution of DGQA Award has been accorded vide MoD letter No. 85014/DGQA Sectt/06/1770/D(QA)/07 dt 16 Aug 2007. This Award comprises of a Commendation Card along with a Badge, to be conferred in recognition of the outstanding Technical contributions, or extraordinary devotion to duty rendered by the officers and staff of Directorate General of Quality Assurance

PERIODICITY OF AWARD

2. The Award will be conferred by DGQA once a year on the occasion of DGQA Raising Day.

ELIGIBILITY

3. All Officers and staff of Directorate General of Quality Assurance Organisation, including those personnel on tenure/deputation in DGQA Organisation, are eligible for the award.

GUIDELINES & SELECTION

4. The award will be granted to the eligible personnel in recognition of the outstanding Technical/administrative contributions and services rendered by them. Citations for DGQA Awards will be initiated at the establishment/Directorate level, as the case may be and forwarded through proper channel to Dir (Adm) by Mid Jul. Format for initiation is given at Appx 'A'. These cases will be screened and scrutinized by an internal selection committee at HQ DGQA.

INTERNAL SCREENING COMMITTEE

5. The composition of the internal screening committee will be as under:-

(a) Addl DGQA	-Chairman
(b) Dir (PP&T)	- Member
(c) Dir (Adm)	- Member
(d) Technical Directors or their Reps	- Member
(e) JD (P-II)	- Secretary
6. The committee will scrutinize and recommend only those cases for award which involve outstanding & extraordinary contribution or devotion to duty of the highest order. The broad guideline for consideration of award by the screening committee is as under: -
 - (a) Outstanding technical contribution resulting in enhancement of product Quality or substantial monetary savings.
 - (b) An act which greatly contributes to the success of the organization as a service provider bringing singular credit to DGQA Organisation.
 - (c) An act by way of innovative work or improving an existing system or procedure which greatly enhances the efficiency of the organization.
 - (d) Extraordinary devotion to duty beyond the call of duty.
 - (e) Any other outstanding performance/contribution enhancing the image of the organisation

7. Recommendation of the internal screening committee will be submitted to DGQA for his approval by mid Aug.

PUBLICATION

8. Names of recipients of "DGQA Award*" will be released on DGQA Raising Day (27 Sep) by Dir (Adm) on the authority of which necessary part II orders will be published by various establishments. These awards will be conferred to the recipients by DGQA during the Award Ceremony organised during the DGQA Raising Day celebrations.

BEARING AND MONETARY ALLOWANCE

9. The DGQA's Commendation Card is purely an award of recognition of the meritorious work done by the individuals and will in no way have any bearing on the promotion or posting prospects of the individual. This award does not have any allowance/emoluments attached to it. However a copy of the Commendation Card will be kept in the service records of the recipients.

DESIGN AND WEARING OF COMMENDATION BADGE

10. The design and wearing of DGQA commendation badge shall be same as that of GOC-in-C's commendation Badge except that the words 'Directorate General of Quality Assurance and DGQA insignia' shall be inscribed therein. The awardees of DGQA Commendation will be permitted to wear the DGQA Commendation Badge on their working dress/uniform. Service personnel on deputation to DGQA Organisation will wear this Badge only during their service in DGQA organization.
11. These orders will take effect from 27 Sep 07. Orders for grant of DGQA Cash Award & Appreciation Certificate will be issued separately.

(G Sridharan)
Lt Gen
DGQA

Distribution
DGQA Sectt
Addl DGQA Sectt
DGQA Coord

Appendix 'A'
(Refer to para 5 of DGQA
Sectt letter No dt)

**CITATION FOR DGQA AWARD
PART-I**

1. Name:
2. No & Rank
3. Name of Establishment;
4. Date of Birth
5. Educational Qualification
6. Total Service
7. Total Service in DGQA
- 8.. Appointment held
9. Citation giving brief details of:
Contributions made
10. Recommendations of Head of:
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 DGOA