

CITATION FOR AWARD

For Use of MS(X)

Sponsored by

Diary No : Name of Unit :
Date : Brigade :
Initial : Division :
Corps :
Command :

PART – I : PERSONAL DATA

1. Personal No -
2. Rank -
3. Name in full (English) -
Name in full (Hindi) -
4. Dates of :-
 - (a) Birth : (b) Commission -
 - (c) Date of promotion (d) Likely Retirement -
 - (i) Acting -
 - (ii) Substantive -
5. Regiment/Corps -
 - (a) Present Appointment (Last appointment in case of deceased/retired) -
 - (b) Present Unit (Last Unit in case of deceased/retired) -
6. Details of Previous awards - **Awards** **Year**

7. (a) Permanent Home Address :
- (b) (i) Name of next of kin -
- (ii) Relationship -
- (iii) Address (With pin code) -
- (c) Nearest Railway Station -
8. State of Domicile -
9. Mother Tongue
10. Religion -
11. Details of case of Casulty :-
- (a) Killed/Wounded in action at _____ - _____ on _____ - _____
- (b) Died or wounds on _____ - _____ for Casualty at _____ - _____
- (c) Missing on _____ - _____ from _____ - _____
- (d) Prisoner of war on _____ - _____ at _____ - _____
- (e) Died subsequently on _____ - _____ for reasons not related to qualifying act.
12. Citation for the present qualifying act NOT initiated earlier/initiated vide _____
_____ dated _____
13. Act pertains to - Gallantry/Distinguished Service/Civil Awards
14. Act of Gallantry/Service - War/Other than war/Rescue/Humane/IS Duties/
pertains to - Adventure/Sports/others
15. Type of Act - Individual/Collective

- | | | | |
|-----|---|---|-------------------------------------|
| 16. | Casualty suffered | - | Death/Seriously injured/Injured/Nil |
| 17. | Achievement (Highlight in about 30 words) | - | |
| 18. | Impact on further action/mission | - | |
| 19. | Details of witness | - | |

PART-II CITATION

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21. No _____ Rank _____ Name –

22. Place of Act _____ :

23. **Brief description to cover QALIFYING ACT and ACHIEVEMENT in not more than 200 words (Attach photographs, press cutting, copies of strips as relevant).**

Station :

Signature of Initiating Officer

Designation :

Date :

Unit/Fmn

PART III – RECOMMENDATIONS

24. No. _____ Rank _____ Name _____

25. Citation relates to –

- (a) Gallantry Not/in the face of Enemy :
- (b) Distinguished Services Not in War :
- (c) Rescue/Humane while Not/on duty :
- (d) Adventure/Sports/Civil Awards :

26. Recommendations :-

	Recommendations	Award	Signature and date with seal
Initiating Officer			
Reviewing Officer			
Senior Reviewing Officer			
Next Reviewing Officer (if applicable)			
Next Reviewing Officer			

CERTIFICATE FOR HONOURS AND AWARDS

1. Certified that this is the First/Second/Third citation in respect of
Number _____ Rank _____ Name _____ of _____ for his Act of
Gallantry /Distinguished Service that occurred on _____

2. His earlier (First/Second/Third) citation was forwarded for the period from
_____ to _____ vide our letter No _____ dated _____

Station :

(Signature of Initiating Officer)

Name :

Rank :

Dated :

Appointment :

Unit :

CERTIFICATE THAT ACT HAS NOT BEEN RECOGNISED EARLIER BY ANY AWARD(S)

It is certified that this act for which the present recommendation is being made in respect of
Number_____Rank_____Name_____ has not been recognized by
way of any award earlier.

Station :

(Signature of Initiating Officer)

Name :

Rank :

Dated :

Appointment :

Unit :

CERTIFICATE FOR CORRECTNESS OF PERSONAL DATA IN RESPECT OF
NUMBER RANK NAME

It is certified that name of Number -----Rank-----Name-----has been given in full expanded form and all other personal data mentioned in citation is correct.

Station :

(Signature of Initiating Officer)

Name :

Rank :

Dated :

Appointment :

Unit :

NON INVOLVEMENT CERTIFICATE

Certified that Number-----Rank-----Name-----
recommended for the award is not involved in any vigilance/disciplinary proceedings or has not earned any
adverse report or has not been given any displeasure or censure or any punishment in a court martial
proceeding or through administrative action.

Station :

(Signature of Initiating Officer)

Name :

Rank :

Dated :

Appointment :

Unit :

CERTIFICATE

Certified that Number_____Rank_____ Name_____ whose citation is being forwarded is alive.

Station :

(Signature of Initiating Officer)

Dated :

Name :

Rank :

Apptt :

Fmn :

COUNTERSIGNED BY THE NEXT SUPERIOR OFFICER

Station :

Dated :

CHECK LIST FOR PREPARATIONS OF CITATION INTERMEDIATED RESPECT

OF

<u>S. No.</u>	<u>Points to be checked</u>	<u>To be indicated by checking agency</u>	
		<u>Yes/No</u> !	<u>Rectification required</u>
(a)	(b)	(c)	(d)
1	Has the citation been initiated on IAFZ-3046		
2.	Is the Army No. Rank, Name Regt Corps and Address of the individual mentioned correctly? Is it in the from of (First Name, middle name and Surname).		
3.	Is the name written in both Hindi and English?		
4.	Has the full name, postal address alongwith Pin Code of NOK been indicated clearly (In case of Posthumous award)?		
5.	Has the place and date of action been indicated clearly (Where applicable)?		
6.	If more than one individual is engaged in the same action, the qualifying act/period covered in citation are not varying.		
7.	Has the endorsement been made against Sr. 11 of the form IAFZ-3046? (in case the individual has previously received any award.	NA	
8.	Is the degree of award recommended is commensurate with the act of gallantry	Yes	
9.	Has the retirement dated been mentioned in citation (In case recommended for VSM)	Yes	
10.	For Jeevan Raksha Padak Series, has the initiating officer brought out the fact in the citation that the individual performed the act of human nature Voluntarily and not during the course of the normal Duty?	NA	
11.	Has the qualifying act been brought out keeping the genuineness intact? Min use of 'Adjective'.	Yes	
12.	The citation should be explicit and concise	Yes	

13.	Is the act of gallantry evident?	Yes
14.	Has the difference whether the act pertaining to an act gallantry of devotion to duty be brought out clearly?	
15.	Is the recommendation commensurate with the Gallantry act as contained in Army HQ letter No. 30397/MS (X) dated 30 Mar 86?	NA
16.	Has the expanded form of abbreviation been used in citation (at least one in the beginning)	Yes
17.	Does the citation pertain to the period of the act specified for each occasion	Yes
18.	Has the certificate regarding non-involvement of indl in any vigilance, disep, displeasure censure/Court Martial or adm action been attached with the citation?	Yes
19.	Has the endorsement 'Subjudice' has been made in Red Ink at the top of IAFZ – 3046 ? (Intermediated case of indl recommended for Ashok Chakra)	NA
20.	Has the citation covered the entire span of service of the individual? (Intermediated case recommended for distinguished Service award only).	Yes
21.	Is the full name and other particulars of the indl recommended at the top citation as well as in the Performa?	Yes
22.	Has the certificate to the effect that the indl is not in receipt of award earlier for the same act, which he is not recommended for attached?	Yes
23.	Has the photographs been affixed? (Only if asked by Army HQ (MS-10)	