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Compendium of Instructions
Civil Defence

2011



GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
DIRECTORATE GENERAL CIVIL DEFENCE

Compendium of Instructions Civil Defence

Sixth Edition
2011



GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
Directorate General Civil Defence

Compendium of Instructions
Civil Defence
(Operations, Organisation and Training)

Sixth Edition
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PREFACE TO THE SIXTH EDITION



Director General
National Disaster Response Force &
Civil Defence
Ministry of Home Affairs
Government of India

Compendium of Instructions - Civil Defence was first published in 1969 and was last revised in 2007. Consequent to the enactment of Civil Defence (Amendment) Act 2009 to include Disaster Management as an additional role of the Civil Defence Organization, revision of Compendium of Instructions of Civil Defence has become necessary.

2. This edition has been brought up-to-date especially in terms of revised curriculum of training courses to be conducted at National Civil Defence College, aspects of Civil Defence in India and includes reference to important policy letters including legal aspects.

3. I would like to extend special thanks to Col (Retd) Raj Kumar, ADG (Comm./CD) and Shri G.S. Gaur, JSO (CD) of DGCD Office for their valuable contribution in updating this compendium and getting it printed in a short time.

RAJIV, I.P.S.
Director General

New Delhi
9th March, 2011

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PART I : Organisation and Operations

CHAPTER I

CIVIL DEFENCE IN INDIA

1.1 Background

The Policy of the Government of India till the declaration of emergency in 1962 was confined to making the States and Union Territories conscious of the need of Civil Defence measures and to ask them to keep ready Civil Defence Paper Plans for major cities and towns. Two events of Major significance which gave fillip to Civil Defence in India, took place since independence. The first, which really marked the revival of Civil Defence in the Country, was the Chinese aggression in November, 1962. The other was the Indo-Pakistan conflict in September 1965, when, for the first time after Independence, the nation was subjected to enemy air attacks. This led to considerable rethinking about the policy and scope of Civil Defence and as a result the Civil Defence policy, as it exists to day, was evolved. The country was subjected to further hostile attacks from Pakistan in December 1971 when the Civil Defence Organisation acquitted itself commendably. Since then, as per policy, the revision and renewal of categorised towns is being done at regular intervals, the basic criteria of categorisation remains the threat perception.

Up to 1985, all Civil Defence preparedness was restricted against threat of conventional weapons. During 1985, revision of list of categorised Civil Defence Towns, preparedness against nuclear threat to a very limited extent was considered by the Ministry. The revised list of categorized CD towns was finalized and issued vide Govt. of India letter No. VIII-11 011/ 41/04-DGCD (CD) Dated 15-12-2005. The Civil Defence Act, 1968, has been suitably amended by the Civil Defence (Amendment) Act, 2009 by Notification No. 3 of 2010, to include the disaster management as an additional role for the Civil Defence Corps, while retaining its primary role. The additional

role in disaster management will be enacted by the Civil Defence personnel before, during and after emergencies arising out of calamities/ disasters, whether natural or manmade. 100 Multi Hazard Prone Districts have been identified for inclusion in the revamping process being undertaken through Centrally Sponsored Scheme for revamping of Civil Defence set up in the country and are hereby categorized-III Civil Defence Districts. The list of 100 Multi Hazard Prone Districts has been circulated to State Governments/ UT-Administrations vide this office letter No. VIII-11011/41/08-DGCD (CD) dated 24.09.2010. These districts are in addition to the already notified 225 categorized Civil Defence towns as per the revised list issued vide this Ministry letter No. VIII-11011/41/04-DGCD (CD) dated 15.12.2005. In districts, where an existing notified category-I or category-II Civil Defence town falls within the said 100 districts, the category of such town will continue to remain the same as earlier notified, and the balance of the area of district will be treated as category-III Civil Defence districts.

Civil Defence is to be organized as an integral part of the Defence of the Country. The scale is to be such as the Nation can live with it on long term basis. It is to be appropriately augmented as and when the situation worsens.

(No. VIII-11 011 /41 /98-DGCD(CD) Dated 01.06.1999)

(No. VIII-11 011 /41 /04-DGCD(CD) Dated 15.12.2005)

(No. VIII-11 011 /41 /08-DGCD(CD) Dated 24.09.2010)

1.2 Extent of operation

'Civil Defence' includes any measures, not amounting to actual combat, for affording protection to any person, property, place or thing in India or any part of the territory thereof against any hostile attack, whether from air, land, sea and other places, or for depriving any such attack of the whole or part of its effect, whether such measures are taken before, during or after the time of such attack.

[Section-2(a) of Civil Defence Act, 1968]

1.3 Aims

- (a) To save life;
- (b) To minimise damage to property;
- (c) To maintain continuity of production; and
- (d) To keep up the high morale of public.

1.4 Policy

To take full Civil Defence measures throughout the country, will require tremendous resources and expense, which a country like ours can ill afford. Government of India, has, therefore, laid down the following broad policy under which Civil Defence measures are to be taken :-

- (a) Civil Defence is to be organized as an integral part of the defence of the Country. The scale is to be such as the nation can live with it on a long term basis. It is to be approximately augmented as and when the situation worsens.
- (b) Civil Defence arrangements should be confined to selected place and vital plants and installation. These places are to be reviewed from time to time. The present list of the towns selected for full Civil Defence measures is given MHA Letter No. VIII-11011/41/04-DGCD (CD) Dated 15.12.2005. (No. VIII-11 011 /41 /98-DGCD(CD) Dated 01.06.1999) (No. VIII-11 011 / 41 /04-DGCD(CD) Dated 15.12.2005) (No. VIII-11 011 / 41 /08-DGCD(CD) Dated 24.09.2010)
- (c) Civil Defence is to be organized primarily on a voluntary basis.
- (d) There is no need for any shelter construction or large scale camouflage programmes No. 4/19-65-DGCD (ii) dated 12.11.1965 and also No. 3/3/71.DGCD(CD) dated 20.9.1971.
[No. 4119/65-DGCD (ii) dt. 12.11.65 & No. 3/3/71 DGCD(CD) dt. 20.9.71]
- (e) Digging of trenches should not be done at public expenses. Guidelines in this respect given in Ministry of Home Affairs letter No. 2/4/73-DGCD(CD) dated 11.6.1974.
[No. 2/4173-DGCD(CD) dt. 16.6.74]
- (f) Large - scale evacuation of the sponsored type is not to be considered. Evacuation schemes are to be prepared only for border areas which will be intimated to States concerned by the Central Government.

- (g) For factories and installations no expensive protective steps are needed but reliance is to be placed mainly on repair and recovery.
- (h) Speedy black-out measures are to be planned.
- (I) The Civil Defence measures against nuclear attack are under consideration of this Ministry. Details will be forwarded when the policy is finalized in this respect.
[No. 16/9/65-DGCD(ii), dt. 21.2.67 & 23.9.67]
- (j) It has been decided that the services of Civil Defence volunteers may also be utilized by the State Governments for mitigation/prevention and preparedness for Disasters as well as for response and relief after a disaster has struck and incident/accident, social service & welfare services etc.
(No. VIII.11011/9/2000-DGCD (CD) Dated 25.9.2000) (Govt. of India letter No. 31-27/2003-NDM.1 Dated 05.09.2003) .
- (k) The question of giving weightage/preference to Civil Defence & Home Guards volunteers in recruitment to good service has been examined by this Department in consultation with the Ministry of Home Affairs (DGCD) and it has been decided that the Civil Defence and Home Guards volunteers who have rendered at least 3 years service in the organization and are trained in Basic and refresher Course in Civil Defence and Home Guards, may be given preference on account of these desirable qualification for appointment Group 'C' and 'D' posts.
(Govt. of India letter No.14034/5/82-Estt.(D) Dated 05.11.1983)
- (I) Ex-gratia grant for funeral expenses of deceased Home Guards and Civil Defence volunteers has been revised at Rs. 1000/- per individual in the Home Guards and Civil Defence Organization.
(No. VI-31 011/1 /98-DGCD(HG) Dated 10.04.2003)

- (m) **Civil Defence Logo:** Consequent to decision taken in the IX All India CD & HG biennial Conference held in October, 1986, the Civil Defence logo was released by the Hon'ble Home Minister Shri L.K. Advani on the 6th May, 2002 at National Civil Defence College, Nagpur.

The logo has a bicolour triangle at the center of the live green wreath. The State Emblem is at the top of the wreath and the inspiration of Civil Defence " सर्व भूत हिते च " finds place at the bottom. Olive green wreath is symbolic of peace and prosperity. Triangle in Vedas indicates safety. State Emblem at the top, the wreath enhances the status of the State Emblem. Green, Machine-blue, red, white and light blue signify the Civil Defence services viz. Warden service, Rescue service, Fire Fighting, First Aid, Rescue and Incident control respectively.

(No. VI-33013/41/97-DGCD(CD) Dated 19th June, 2000)

- (n) **Civil Defence Flag:** Civil Defence flag in consultation with the States was designed by DGCD's office which was released by Hon'ble Deputy Prime Minister Shri L.K. Advani during the inauguration of All India Civil Defence and Home Guards Biennial Conference on 21st March, 2003 at Vigyan Bhavan, New Delhi.

The back ground of the flag is Maroon with a logo in bicolour triangle at the centre of the wreath. The National Emblem is at the top of the wreath and the motto of the Civil Defence "सर्व भूत हिते च" finds place at the bottom. The size of the approved flag is 6 ft. x 4ft.

(No. VI-330 13/41 /03-DGCD(CD) Dated 26th August, 2003)

- (o) **Car Flag :** Marooned colour flag presenting Civil Defence with strips with red and blue strips diagonally representing

Fire Service and Home Guards respectively along with a monogram of Civil Defence, Home Guards and Fire Service respectively. The logo of the Civil Defence will be on the above left portion of the flag and the other two below right side of the flag. The size of the flag will be 15x26 cms. as far as all the flag in the states are concerned.

1.5 Statutory Provision

The Civil Defence Act (Act 27 of 1968) was passed by the Parliament in May 1968 and has been published in the official Gazette dated 24th May, 1968. The Act extends to the whole of India and provides for among other things measures not amounting to actual combat, for affording protection to any person, property or place against any hostile attack. It also authorizes the raising of a Civil Defence Corps and for making Rules and Regulations for Civil Defence. In short, this Act of Parliament provides the legal status for Civil Defence, which previously operated under the now defunct Defence of India Act 1962. The Civil Defence Act has taken effect from 10th July 1968 (that is the date of provisions of the Defence of India Rules ceased to apply). Rules and Regulations under the Act have been framed and issued. Times to time amendments have also been made.

CHAPTER II

ORGANISATION OF CIVIL DEFENCE AT THE CENTRE

2.1 Planning and responsibility

Civil Defence planning in India is the responsibility of a number of Ministries, each of whom undertakes duties, which, in wartime, would represent a natural extension of its peace time function. The Ministry of Home Affairs is responsible for formulating Civil Defence policy and for co-ordinating and supervising measures taken to implement it.

(No. VI-14027/1/96-DGCD (CD) Dated 05.6.1997)

2.2 Organisation at the Central level

(a) Home Minister's Civil Defence Advisory Committee

There is a committee under the Chairmanship of the Home Minister to review the progress and problems of Civil Defence and Home Guards for making these organizations more effecting. The committee consists of :-

- | | |
|---|----------|
| (i) Union Home Minister | Chairman |
| (ii) Union Finance Minister | Member |
| (iii) Union Defence Minister | Member |
| (iv) Union Agriculture Minister | Member |
| (v) Union Minister of State for Home Affairs | Member |
| (vi) Minister-in-charge of Home Department of the States of Andhra Pradesh, Arunachal Pradesh, Chhattisgarh, Delhi, Goa, Gujarat, Kerala, Madhya Pradesh, Maharashtra, Mizoram, Nagaland and Rajasthan. | Members |

- | | |
|---|-------------------------------|
| (vii) Member, NDMA | Member |
| (viii) Union Home Secretary | Member |
| (ix) Secretary (Border Management)-MHA | Member |
| (x) Special Secretary & Financial Advisor-MHA | Member |
| (xi) Director General, National Disaster Response Force & Civil Defence | Member & Ex-Officio Secretary |

Special Invitees

- (i) Executive Director, Natinal Institute of Disaster Management
- (ii) Director, National Civil Defence College, Nagpur
(No. VI-14027/1/96-DGCD (CD) Dated 05.6.1997)
(No. I-45011/2/2007-AD (CD) Dated 03.03.2008)

(b) Civil Defence Committee

The Home Secretary is the Chairman of this Committee, with representatives of other Ministries as Members. The Committee advises the Government of India on Civil Defence Policy matters.

(c) Civil Defence Joint Planning Staff

The Joint Planning Staff consists of the Director General Civil Defence as Chairman and representatives of various Ministries at Deputy Secretary level as Members. This Committee co-ordinates the implementation of Civil Defence policy and suggests specific measures for reorganization and strengthening of the Civil Defence Organisation in the country.

List of Joint Planning Staff members is placed at AppendixA.

(d) Director General of Civil Defence

The Director General of Civil Defence is a part of the Ministry of Home Affairs and handles all the Civil Defence, Home Guards and Fire-Service matters. He is assisted by the

Deputy Directors General, Fire Advisor, the Assistant Directors General, Senior Staff Officer (P & C) and Junior Staff Officers.

2.3 Civil Defence Functions are extension of peace-time Functions

It should be borne in mind that the measures necessary for Civil Defence (as distinguished from active Defence) are an extension of the peace-time functions of the Government to suit the war conditions and that the responsibility for each subject of Civil Defence should be placed on that Department of the, Govt. which administers a similar subject in peacetime, e.g.-

Ministry of Agriculture (Department of Food):

- Procurement of Food Stuffs;
- Civil Defence measures for food storage and distribution;
- Advice to Farmers on protection of crops;
- Care of animals.

Ministry of Communications and Information Technology:

Civil Defence measures for posts and Telegraphs offices, wireless Stations, Overseas communication, Internet, Computers etc.;

Civil Defence measures for the Telephone industry;

Air raid warning system including provision of communication facilities for Civil Defence.

Ministry of Defence:

Civil Defence in Cantonments, Military aerodromes and Ordnance Factories;

Disposal of unexploded bombs and crashed aircrafts;

Appreciation and assessment of possible scale and area of attack prepared by Defence to be intimated.

Ministry of External Affairs:

Collect the literatures and reports on Civil Defence/Home Guards from the other countries.

Ministry of Finance:

Civil Defence measures in Mints, Security printing press & Reserve Bank;

State Bank, other Banks etc.

Ministry of Home Affairs:

Civil Defence Organisation and planning;

Fire Services;

Civil Defence in Union Territories;

Issue of Handbooks, Manuals and other C.D. literature;

Civil Defence in Jails and Police Stations;

Technical advice on Civil Defence matters;

Co-ordination in matters relating to Civil Defence and progress reports;

Constitution of Civil Defence Service proper :-

Wardens Service (including House Fire Parties);

Communications Service;

Depot Service (including Transport Service);

Training Service;

Rescue Service;

Casualty Service;

Supply Service;

Welfare Service (including plans for evacuation and care of the homeless);

C.D. Ambulance Training Organisation;

Civil Defence Legislation;

Provision of higher training or technical training in Civil Defence;

General instructions;

Co-ordination of mutual aid schemes;

Identity discs;

Notification of casualties;

Lighting restrictions and aids to movements in darkness;

Control of regional Civil Defence Organisation;

Warning System;

Shelter Policy;

Liaison with Military;

Liaison with Railways;

General Administration policy in consultation with other Ministries;

Allocation of Civil Defence equipment, material, vehicles and administration of Central Stores Depots.

Overall responsibility for Civil Defence including policy planning, operational research, technical training, advice to the State Governments and co-ordination of Civil Defence work on an all-India basis;

Ministry of Health and Family Welfare :

Emergency Hospital Organisation;

Public Health (Sanitation, lighting, water, gas supply, sewage and Conservancy);

Procurement and distribution of medical equipment and medicines;

Any other Local Self Government subjects;

Control of epidemics;

Casualty Service and training of personnel of the same water supply.

Ministry of Human Resource Development (Department of Education):

Civil Defence in Schools, Colleges & Universities;

Civil Defence in Archaeological Monuments;

Civil Defence in Art Galleries, Museums and Libraries;

Civil Defence in National Laboratories;

Advice and Research and Scientific problems relating to Civil Defence.

Ministry of Road Transport and Highways :

Hiring and providing the transportation to the CD services in an emergency.

Ministry of Urban Development:

Technical advice on constructional problems;

Protection of Government Buildings;

Construction of shelters, trenches, etc.;

Maintenance of Civil Aerodromes;

Control of building material;

Repair squads for emergency repairs, demolition and Heavy Rescue;

Requisitioning of premises earmarked for Civil Defence;

Evacuation where necessary and provision of accommodation for offices when necessary as a result of an air attack.

The above principle should be observed throughout the administration. The District Magistrate & Sub-Divisional Officer respectively are the ultimate authority for Civil Defence in the District and Sub-Division.

CHAPTER III

CIVIL DEFENCE SET UP IN THE STATES/ UNION TERRITORIES

3.1 Directors of Civil Defence

The State Government may, for the purpose of co-ordinating the activities of the Controllers of Civil Defence within the State appoint a Director of Civil Defence.

[Section-4(2) of Civil Defence Act, 1968]

3.2 A list of Directors of Civil Defence is placed at Appendix-B.

3.3 Controller of Civil Defence

The State Government may appoint a person, not being in its opinion, below the rank of a District Magistrate to be known as the "Controller".

[Section-4(1) of Civil Defence Act, 1968]

3.4 Deputy Controller of Civil Defence

Under certain conditions the State Govt. may also appoint Deputy Controller of Civil Defence in appropriate rank up to that of Deputy Collector, but not inferior to that of a Sub-Divisional Magistrate.

3.5 Civil Defence Corps

The State Government may constitute, for any area within the State a body of a person to be called the Civil Defence Corps.

[Section-4(1) of Civil Defence Act, 1968]

3.6 Role of Home Guards

As Home Guards and Civil Defence are complementary organizations, it has been decided to combine them wherever possible. At Headquarters of State/Union Territories, therefore, provision has been made separately for staff and transport for both combined Home Guards and Civil Defence and for separate Home Guards and Civil Defence Organizations.

3.7 Establishment

The establishment at Headquarters of States/Union Territories authorised by the Government is as follows

A. Staff at Headquarters of State:

Sl. No.	Post	Combined HG & CD HQ	Separate HG HQ	Separate CD HQ	Equivalent rank
1	2	3	4	5	6
1.	CG-cum-DCD (see note "a")	1	1	1	DGP-ADGP/ADGP-IGP/Secretary to State Govt.
2.	Dy. CG-cum-Dy. DCD	1	-	-	IGP-DIG/Senior Supdt. of Police (SSP)
3.	Senior Staff Officer (SSO)	3	2	1	Superintendent of Police
4.	Addl. SSO for over 30,000 HG	1	1	-	Do
5.	Addl. SSO for Grade I CD States	1	-	1	Do
6.	Junior Staff Officer (J SO)	1 per SSO	1 per SSO	1 per Gde I & II CD States	Dy. SP
7.	Addl. JSO	1 per Gde-I CD State	-	1 per Gde-I CD State	Dy. SP
8.	Public Relations Officer (PRO)	1	1	-	Dy. SP
9.	Medical Officer (see note "e")	1	-	1	See note "e"
10.	Accounts-cum-Administrative Officer	1	1	-	Accounts Officer (Class III)
11.	Drivers	1 per Staff car	per Staff car	-	

B. Transport

Sl. No.	Post	Combined HG & CD HQ	Separate HG HQ	Separate CD HQ	Equivalent rank
1.	Staff Cars	1	1		

Notes for Serial I

- If any of the posts is filled by on honorary/ex-officio officer (such as DG/ADG/IG Police etc.), on additional full time paid Deputy/Staff Officer of one rank lower will be permitted
- Clerical and other Class III & IV Staffs are to be authorised additionally as may be sanctioned as per scales obtaining in these States expenditure on this account, as also on contingencies such as bicycles, telephones etc. shall be pool able and shareable.
- Medical officers for Maharashtra, Uttar Pradesh, West Bengal and Delhi will be of the status of Deputy Director of Civil Defence (Medical). for the rest States they will be known as "Medical Officer". He is responsible for administration of the service, enrolment, training, deployment of personnel for duty in on emergencies and maintenance of records etc.
- In States, where there are separate Commandant General Home Guards and Director of Civil Defence there will be only one staff car (with one driver) on the establishment of the Commandant General Headquarters but it will be shared for use by both the incumbents.
- Delete Notes (a), (b), (c) (f) & (j) and renumber notes (a), (b) (c) and (d).

3.8 Staff in the Districts

Civil Defence in a district is usually placed in charge of the person not below the rank of a District Magistrate (to be known as the

"Controller") Controller commands the Civil Defence Corps in a district and is responsible for implementing all Civil Defence measures laid down from time to time in the nominated cities/towns and areas in the district.

State Governments/UT Administrations are also authorized to appoint full time Deputy Controllers at the District Headquarter having Civil Defence towns in the district together with ancillary staff and vehicles in accordance with the provisions contained in Serial IX of Appendix-A to this Ministry's letter No. 2/7/67-DGCD (CD) dt. 12.5.69

[No. 2/7/67-DGCD (CD) dt. 12.5.69]

3.9 Staff in the towns

In large metropolitan cities such as Kolkata, Mumbai and Delhi, a whole-time Controller with a few Clerks, and Chowkidars has been authorised. Other staff and vehicles for these towns have been authorized taking into consideration their individual requirements.

[No. 27/4/63-ER. 1 dated 6.4.63]

In other Civil Defence towns, staff vehicles and hospital beds and equipment for mobile first-aid post authorized as well as of CTIs are as follows :-

Establishment of CD Staff and transport of District Headquarter & in CD towns (excluding Mumbai, Kolkata & Delhi) and provision of medical stores and storage accommodation for casualty services

Sl. No.	Post	Scale		
		HQ of Distt. having CD	Category Town (not a Distt. HQ)	Category II town (not a Distt. HQ)
A.	Staff			
1.	Dy. Controller	1 (see notes)	1 (see notes)	1 (see notes)
2.	Stenographer			
3.	Clerks	1	1	1
4.	Peons	1	1	1
5.	QM/Store Supdt. Inspector/ Subedar	One per CD Depot with a minimum of one per CD town		

6.	Store man		Do
7.	Chowkidar		Do
8.	Medical Officer (Asstt. Surgeon)	—	1. —
9.	Clerk/Typist	—	1. —
10.	Clerk/Store	—	1. —
11.	Chowkidar	—	1. 1.
12.	Store man	—	1. 1.
13.	OIC RCDCC	One per RCDCC (maximum 6)	
14.	Clerk	One per OIC RCDCC	
15.	Drivers/Dispatch Riders	One DR per motor cycle and one driver each per other vehicle.	

B. Transport for CD Town

16.	Motor Cycle	One per 6 lakh population with a minimum of one per town	
17.	Ambulance	Do	
18.	Rescue Vehicle	Do	

C. Casualty Services

1.	Provision of 7500 additional Hospital beds	One per 750 population in category I CD towns less 113 beds held by existing civil hospital.	
2.	Provision of equipment for mobile FA posts	One mobile FA post per 6 lakhs population of category I CD town with a minimum of one post per such town.	
3.	Provision of storage accommodation for (a) Hospital beds and associated items (b) Medical equipment	(a) 600 sq. ft. for a brick of 100 beds. (b) 500 sq. ft. for every 10 FA posts.	

Notes

- Chowkidars at Serial 11 above are not to be provided at places where medical stores are kept in CD Depots.
- OIC RCDCC are not to be provided at Category I towns or HQ of Districts for which a Dy. Controller of Dy. Collector status has been proposed separately.
- Dy. Controllers of Civil Defence in appropriate rank up to that of Deputy Controller, but not inferior to that of a sub - divisional Magistrate are provided-
 - at headquarters of districts having either Category I of Category II Civil Defence Town/Towns.

- (ii) in all Category I CD Towns (excepting Delhi, Mumbai, Chennai & Kolkata and in those Category II towns, which are having a population of over 6 lakhs/but excluding such Category I & II towns which themselves are district headquarters and are therefore, already covered under noted c (i) above.
- (d) Personal staff for Dy. Controllers is a guide only. Actual provision of personal staff, together with other office contingencies like bicycles, telephones etc. shall be made per State practice as
- (e) (i) Total hospital beds in all Category I CD Towns are 39,960
- (ii) Beds available for CD purposes by discharging 33% patients 13,320
- (iii) CD Beds already provided by DGHS 4,400
- (iv) Total available 17,720
- (v) Balance Proposes 7,500

These will be allocated by DG (Health), Ministry of Health & Family Welfare

- (f) Storage for hospital beds & medical equipment to be provided in existing hospitals, wherever possible, otherwise to be rented additionally.
- (g) Allotment to be made by DGCD on as required basis.

[No. 2/767.DGCD (CD) dated 12.05.69, as amended by letter No. 5/37/70-DGCD (CD) dated 29.04.71]

3.10 Civil Defence Instructors in C.D. Towns

In all Civil Defence towns, except large metropolitan towns of Kolkata, Mumbai and Delhi, instructional staff is authorized at the scale of two Instructors, one clerk and one messenger per two lakh population

or part thereof with a minimum of one each per town. This staff may also be used for the purpose of planning, organization & implementation of civil of Civil Defence measures.

[No. 5/36/69-DGCD (CD) dated 20.09.69]

3.11 Establishment at Combined & Separate Central Training Institutes (CTIs)

A. Staff

Sl. No.	Post	Scale			Equivalent Rank
		Combined HG & CD Institution	Separate HG Institution	Separate CD Institution	
1.	Commandant	1	1	1	uperintendent of Police/Major Capt./Dy. SP
2.	Chief Instructors	1	-	-	Inspector/Subedar
3.	Administrative Officer	1	1	1	Asst. Surgeon
4.	Medical Officer	1	1	1	S/Nb. Subedar
5.	Quartermaster	1	1	1	-
6.	Steno-typist	1	1	1	-
7.	Armourer Havildar	1	1	-	-
8.	Compounder/Dresser	2	1	1	-
9.	Buglers	2	2	-	-
10.	Draftsman	1	1	1	-
11.	Carpenters	1	1	1	-
12.	Clerks	3	2	2	-
13.	Fatigue party man	3	2	2	-
14.	Peons	3	2	2	-
15.	Malies	2	2	2	-
16.	Chowkidars	2	1	1	-
17.	Pipe Band Havildar	1	1	-	-
18.	Pipe Band Naik	3	3	-	-
19.	Pipe Bank L/NK s	3	3	-	-
20.	Bandsman	11	11	-	-
21.	Quarter Guard Havildar	1	1	-	-
22.	Quarter Guard Naiks	2	2	-	-
23.	Quarter Guard L/Nks	2	2	-	-
24.	Quarter Guard Home Guards	7	7	-	-
25.	Stores Officer	1	-	-	Inspector/Subedar

26.	Dy.Store Office	1	1	1	Sub-inspector/ Nb. Subedar
27.	Clerks	3	2	2	-
28.	Store men	3	2	2	-
29.	Chowkidar	3	2	2	-

Sl. No.	Post	Scale according to training load						Equivalent Rank
		Home Guards			Civil Defence			
		A	B	C	2	3		
		3	4	5	6	7	8	
30.	Senior Instructors	3	2	1	3	2	1	Inspector/ Subedar
31.	Junior Instructors	7	4	2	7	4	2	Senior Havildar
32.	Demonstrators	14	8	4	14	8	4	Havildar
33.	Steno-typist	1	1	1	1	1	1	
34.	Clerks	3	2	1	3	2	1	
35.	Peons	2	1	1	2	1	1	
36.	Chowkidars	4	2	1	4	2	1	
37.	Store man	2	1	1	2	1	1	
38.	Cooks	One per 60 trainees or part thereof.						
39.	Water Carriers	One per 65 trainees or part thereof.						
40.	Sweepers	One per 75 trainees or part thereof.						
41.	Dhobies	Do.						
42.	Barbers	One per 100 trainees or part thereof.						
43.	Tailors	One per 500 trainees of part thereof.						
44.	Bookmakers	One per 250 trainees or part thereof for Minimum of 75 trainees.						
45.	Drivers	One per vehicle						

B. Transport

	Combined HG & CD CTI	Separate HG CTI	Separate CD CTI	
				46.
47.	Ambulance	1	1	1
48.	Rescue Vehicles	1	1	1
49.	Heavy vehicles	2	1	1
50.	Fire Engine/Trailer Pump	1	1	1

CHAPTER IV FINANCIAL POLICY

4.1 Central Assistance

The finance policy regarding Central finance assistance has been changing over the year. The instructions issued in this connection mentioned below.

(No. 11-17018/41 /93-DGCD(CD) Dated 16.11.93)

The present policy as circulated vide letter No. 11-17018/41/93-DGCD(CD) Dated 03.02.1997, all States will be given according to the present policy for raising, training and equipping for Civil Defence as indicated below :-

(No. 11-17018/41 /93-DGCD (CD) dated 03.02.1997)

Name of States	Recommended share of Govt. of India for Re-imbursement purpose.
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		YEAR	
		1995-1996	1996-1997 onwards
1.	North Eastern States viz. Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura.	75%	50%
2.	For all other States including Assam	50%	25%

However, expenditure on all authorised items is first incurred by the State Governments and thereafter it is reimbursed, in the form of grants-

in-aid, to the State Governments, as policy. These grants-in-aids are released in the form of reimbursement of share of expenditure while setting, the quarterly claims submitted by the State Governments.

4.2 Poolable and Shareable

Some broad items on which expenditure is poolable and shareable by the Central Government are as under:-

- No. 27/4/63-ER.1 Dated 06.04.63 & 11.07.63.
- No. 16/9/65-DGCD (CD) dated 21.02.67.
- No. 2/5/71-DGCD (CD) dated 16.10.71.
- No. 5/47/71-DGCD (CD) dated 19.10.71.
- No. 7/35/74-DGCD (CD) dated 12.04.74.
- No. 11.17018/4/93-DGCD (CD) dated 03.02.1997.

- (1) Local bodies are responsible for bringing up to peace time Scales facilities normally provided by them. For additional measures, during emergency periods, the State contributions to local bodies will be shared by the Centre like all other authorised C.D. expenditure.

[No. 27/4/63-E.R. I dated 6.4.63]
- (2) The expenditure on acquiring and dubbing the documentary Films in regional language's from the Films Division will be poolable.
- (3) Civil Defence Publicity literature issued by Government of India may be translated & published in regional languages. Expenditure will be poolable.
- (4) All expenditure for external lines and radio communications will be payable by Central Government.
- (5) Expenditure on Internal Communication including Central control of Sirens (CCS), Simultaneous Broadcast Facilities on telephone (SBF) and provision of PBXs and PXs, other than those

of Central Government undertaking, will be poolable as per the existing financial policy.

- (6) **Dress** :- Civil Defence being a voluntary and non-uniformed service, during training period an overall (Dangree) in dark blue and a pair of gum boots are issued which are taken back after the training. However, for the initial purchase of these items and for their subsequent replacement, the expenditure is poolable and shareable.

(No. IV-21 024/1 /2003-DGCD (CD) dated 16.04.2003)
- (7) Pay and Allowances of Civil Defence Officers & establishment The expenditure only on the post authorised by the Ministry of Home Affairs is poolable and shareable. The expenditure on unauthorised posts will have to be borne by the State Governments themselves. For Civil Defence Towns, Kolkata, Mumbai and Delhi separate staff has been authorised seeing their special requirements. The expenditure on which is poolable and shareable.
- (8) The cost of procurement of Equipment and stores for fire fighting, rescue, medical etc. for Civil Defence Towns on the Scale circulated vide MHA letter no. VI-32020/41/2003-DGCD(CD) dated 23.12.2003, vehicles & POL as per scale, with the incidental changes on storage, replacement of perishable items and maintenance and replacement of essential parts will be poolable.
- (9) Duty Allowance to a Civil Defence Volunteer when he is called on duty during the period of actual emergency or for a rehearsal at any time or when he is undergoing a full-time training course is poolable and shareable.
- (10) Lighting Restriction-Redvising of electric circuits may be done in each of the selected Civil Defence towns in the State subject to the limit that the expenditure incurred is on the

scale of Rs. 4 lakhs for population of every 50 lakhs. The expenditure is pool able.

- (11) Expenditure on such works in the selected Civil Defence towns as are necessitated by emergency and do not create an asset of peacetime nature e.g. construction of Control Room, Report Centre is pool able and shareable.
- (12) Expenditure incurred on the augmentation of water supply in any of the selected Civil Defence town, specifically necessitated by the emergency would be pool able and shareable.
- (13) Expenditure on observance/celebration of Home Guard & Civil Defence Annual Day (6th December) is shareable and pool able.
[No. 7/10/73-DGCD(CD)dated 09.08.73]
- (14) Pensionary benefits on the expenditure of authorised Posts only in Permanent establishment of Civil Defence & Home Guards Organisation of State Governments/Union Territories is shareable and pool able.
[No. VIII- 11 012/2/77-DGCD(CD) dated 23.05.78]
- (15) During the XI All India Home Guards & Civil Defence Biennial Conference held in New Delhi 1997, the decision was taken for enhancement of Sports fund. Accordingly, Government of India has increased the amount of advance from 15 lakhs to 20 lakhs to the host State for organising the All India Home Guards & Civil Defence Professional and Sport Meet.
(No. VI-32015/1/2003-DGCD(HG) dated 31.07.2003)

4.3 Expenditure on Non-classified Towns

In addition to Civil Defence towns/districts i.e. Category, I, II & III towns/districts State Governments/Union Territory Administrations may decide to

take any Civil Defence measures in any other town/district in their State at their discretion but the expenditure on these measures is not pool able, and is to be borne entirely by the State/UT concerned.

(No. VIII-11 011 /41 /98-DGCD(CD) Dated 01.06.1999)

(No. VIII-11 011 / 41 /04-DGCD(CD) Dated 15.12.2005)

(No. VIII-11 011 / 41 /08-DGCD(CD) Dated 24.09.2010)

4.4 Expenditure on Annual Day for Home Guards and C.D.

Annual Day for Home Guards and Civil Defence is observed on the 6th December, Celebration of Home Guards and Civil Defence Day will include items like ceremonial parades, demonstrations in fire-fighting, rescue, first-aid etc. by Home Guards and Civil Defence Volunteers to highlight the role of these two organizations. This will not only create esprit - decorps between the members of these two organizations but also carry the message of Civil Defence to public. Expenditure on these items, can, therefore, be treated as authorised expenditure and will be pool able and shareable.

4.5 Issue of petrol

Rate of scale of issue of petrol/diesel oil and lubrication to Civil Defence vehicles has been standardised and circulated.

(No. 15/12/69-DGCD (CD) dated 27.11.69)

4.6 Expenditure on Building/Vehicles for Training

There is no provision for requisitioning and acquisition of vehicles/ property in Civil Defence Act, 1968. As such vehicles and buildings at the authorised scale required for training purposes only should be hired and all expenditure on this account will be treated as pool able and shareable.

(No. 10/17/68-DGCD (CD) dated 26.09.68)

4.7 Duty Allowance/Training Allowance

Duty/Training Allowance is admissible to the C.D. Volunteers while undergoing training at various levels.

As per Civil Defence Act Sec-9,Duty and Training Allowance are same. Training is part of duty.

When the C.D. Volunteers are called for training (including training exercises & rehearsals etc.) beyond 8 K.M. from the place of their residence, they may be paid transportation charges of Re. 1/- or actual expenditure whichever is higher.

(No. 5/46/71-DGCD (CD) dated 20.10.75)

4.8 Expenditure on Medals Cash Awards

Expenditure involved on payment of lump sum monetary grant and minting of medals shall be pool able and shareable between the States and the Government of India on 50:50 basis. Payment of the monetary grant to the recipients of the Medals as well as the cost of minting of Medals shall be made by the State Governments first and thereafter claim 50% 50% reimbursement of the same from the Government of India.

(No. 1/14/74 - DGCD (HG) dated 19.5.75)

The expenditure on account of cash awards granted by the Directors of Civil Defence and the Controllers of Civil Defence is pool able and shareable.

4.9 Categorisation of Honorary CD Personnel

Categorisation of honorary Civil Defence Personnel for payment for TA/DA has been worked out and a suggested equation between various ranks in the Civil Defence Organisation with pay groups of Government servants is given in the MHA Letter No. 11/11/69.DGCD(HG) dated 23.1.70 and No. 2/1/73-DGCD(CD) dated May, 1973.

[No. 11/11/69-DGCD (HG), dated 23.01.70 &

No. 2/1 /73-DGCD (CD), dated May, 1973)

4.10 Reimbursement of Central Share

- (i) States should submit provisional claims for each quarter regularly after the each quarter i.e. first, second and third quarter. The claims should also be supported by a certificate that the expenditure in respect of which reimbursement is claimed has been incurred on authorised items of Civil Defence measures in accordance with the Policy letter No. 27/4/63-ER-1 dated 6.4.63 (as amended from time to time). In the claim expenditure should be on authorised items and should be shown against each item under different broad heads.

[No. 6/18/68-DGCD (HG), dated 29.10.68)

- (ii) In case State Government have booked pool able and non-pool able expenditure under the same head of account, a certificate from the Accountant General's Office should be obtained in regard to the total expenditure by the State Government. The details of expenditure which is non-pool

able & hence is being borne by the State Government entirely by themselves should be indicated separately in such cases.

[No. 27/4/63 - E.R. I dated 6.4.63

No. 16/9/65-DGCD (ii), dt. 21.2.67 & 23.8.67 No.
23/4/75-DGCD (CD), dt. 3.7.75]

4.11 Preparation of Civil Defence Budget

Some procedures are to be strictly followed. Budget on Civil Defence expenditure should be prepared by States on absolute realistic point of view. Preparation of Budget and submission of claim should be strictly followed on regular time-schedule and specific information basis. The Home Ministry's Civil Defence Budget can only be formulated on receipt of the following information from the State Governments as early as possible but latest by the 30th September every year. It is emphasised that non-receipt of the necessary following information by the 15th September every year would result in the Home Ministry's inability to make provision in the Central Budget for reimbursement of the claims on Civil Defence expenditure in respect of the defaulting State.

The following information are required:-

- (a) The amount of Central Government share of expenditure on authorised items of Civil Defence for which old/final claims are likely to be preferred before the 31st January. The amount of huge backlog of old claims can then only be possible to be included in the budget provision for speedy settlement. State Governments should make an all out effort to prefer all pending final claims which must be duly supported by Audit Certificates from Accountant General's Office of the State and other certificates.

[No. 1011 0/73-DGCD (CD), dated 21.12.79]

- (b) The State Governments likely estimated expenditure on authorised Civil Defence measures for the current financial.

year and Central Government's share, for which provisional claims reimbursement would be preferred during the current financial year.

- (c) Estimates of expenditure on Civil Defence provided in the Budget under various broad heads i.e. pay and allowances, cost of vehicle and PLO and maintenance, warning system, cost of stores & equipment, duty allowance, contingencies etc., etc., for the next financial year.

4.12 Permanency of Civil Defence and Home Guards Organisation

As Civil Defence and Home Guards Organisation have to play vital roles in the country's Defence effort, the State Governments have been advised to consider the desirability of declaring the two organisations as permanent and for converting at least a certain percentage of temporary posts in these organisations into permanent ones.

(No. 1/11/66-CD dated 7.12.66)

CHAPTER V

PLANNING FOR CIVIL DEFENCE

5.1 Civil Defence Towns

Vulnerable areas and towns/districts requiring Civil Defence measures are selected on the recommendations of the Ministry of Defence (Military Wing). There are three categories of Civil Defence towns/districts viz. Category I towns/districts requiring full/partial Civil Defence measures. The Present and up to-date list of Categories Civil Defence towns/districts was issued Vide MHA letter No. VIII-11011/41/04-DGCD (CD dated 15.12.2005 and No. VIII-11011/41/08 DGCD (CD) dated 24.0.2010

(No. VIII-11 011 /41 /98-DGCD(CD) Dated 01.06.1999)

(No. VIII-11 011 / 41 /04-DGCD(CD) Dated 15.12.2005)

(No. VIII-11 011 / 41 /08-DGCD(CD) Dated 24.09.2010)

Some strategically important towns/districts have been categorised as Category I towns/districts. For details, please see Para 1.1.

- (a) Category I & II Civil Defence towns/districts requiring full Civil Defence measures are provided with the following twelve Civil Defence Services:-

- (1) Headquarters Service,
- (2) Communication Service,
- (3) Warden Service,
- (4) Casualty Service,
- (5) Fire-Fighting Service,
- (6) Training Service,
- (7) Rescue Service,
- (8) Depot and Transport Service,

- (9) Supply Service,
 - (10) Salvage Service,
 - (11) Welfare Service, and
 - (12) Corpse Disposal Service.
- (b) Category III Civil Defence towns /districts - With partial Civil Defence measures are provided with the following six Civil Defence Service only :-
- (1) Headquarters Service,
 - (2) Communication Service,
 - (3) Warden Service,
 - (4) Casualty Service,
 - (5) Fire-fighting Service, and
 - (6) Training Service.

The remaining six Civil Defence Service viz. Rescue, Depot and transport, supply, salvage, welfare and corpse disposal should be provided to the extent actually required (i.e. not necessarily to full scale) by employing the Home Guards. The equipment required by the additional services shall, however, be provided by the Civil Defence Organisation.

(No. VIII-11011/41/98-DGCD (CD) Dated 01.06.1999)

This partial Civil Defence measures requires for the category-II CD towns may be introduced in selected posts. Oil installations, railway junctions, air fields and other places of special importance.

- 5.1 (a) WARP equipments are to be installed in category I & II Civil Defence Towns/districts.

(No. IV-15021/43-W/03-DGCD(Comm.) Dated 20.05.2003)

5.2 Sequence of Action

The sequence of action to be taken for implementation of Civil Defence measures at different stages of hostilities. Air raid DOs don't have been circulated to the State Governments/Ministries.

[No. 2/9/66-DGCD (ii) dated 30.9.66 &
No. 2/4/73-DGCD (CD) dated 14.2.74]

The salient points of consideration for the action to be taken in an emergency to check the State of readiness are:-

- (a) Early Warning System.
- (b) Manpower.
- (c) Black out facilities.

(No. 2/3/71-DGCD (CD), dated 3.6.71 & 16.8.71)

While checking the State of readiness of Civil Defence organisation, the following elements of CD Organisation deserve special consideration:

- (a) Manpower.
- (b) Transport requirement for C.D. purposes.
- (c) Augmentation of water supply for fire-fighting.
- (d) Provision of WARP equipment for Central Control of Sirens and periodical testing of Sirens.
- (e) Civil Defence Exercises.

(No. 2/3/71-DGCD(CD) dated 16.8.71)

Employment (Utilisation) of Home Guards for manning of different Civil Defence Service to the extent actually required by the States/UTs. Details have been explained in circular letter to all.

(No. 5/7/68-DGCD (CD) dated 8.10.68)

5.3 Civil Defence in Industry, Vital Plants/Installations

- (i) Central Government undertakings and Installations & Public/Private Sector Enterprises under the administrative control of

the Ministries/Depts. of Government of India, other vital plants and Defence installations located in classified towns/districts should ensure implementation of appropriate C.D. measures in consultation with the local Civil Defence authorities and should have their own Civil Defence arrangements and Services. The Directors of Civil Defence or their representatives should also provide assistance and guidance to those undertakings and installations in drawing up of their CD measures. Similarly Civil Defence exercises in such installations etc. should be properly supervised and integrated with those of the towns/districts.

The Ministries/Depts. concerned may also please obtain progress reports from each undertaking and a consolidated report sent to the ministry of Home Affairs.

(No. 11/7/65-CD dated 21.5.66)

No. 5/36/66-DGCD (ii) dated 24.11.66

No. 8/4/68-DGCD (CD) dated 26.9.68

No. 7/1/67-DGCD (ii) dated 6.9.68

No. 1/2/71-DGCD (CD) dated 27.10.71)

- (ii) (a) As regards smaller industries, both in Public & Private sector, the Directors of Civil Defence may decide to group them in to a Civil Defence Unit.

(No. 11/7/65-CD dated 21.5.66)

- (b) In regard to very small industries employing less than 100 workers, these should be treated like household & should be required to adopt the same Civil Defence measures.

(No. 11 /7/65-CD dated 21.5.66)

- (c) In industries which are directly under the Control of the Central Government or the State Government, expenditure on Civil Defence measures adopted by them is to be met out of the budget of the Ministry/Govt. concerned. In case of commercial organisations, the expense is treated as revenue expenditure for purpose of income-tax.

[Govt. of India, Min. of Finance I, No. 10/22/65-IT (A-1), dated 24.5.65 & M.H.A. letter No. 11/17/65CD, dated 21.5.66]

- (d) A guideline as regards to provide CD measures in Govt. offices and buildings and to prepare CD Schemes for the protection of Staff, buildings, office equipments etc. in any emergency has been given in letter circulated to all.

(No. 5/77/71-DGCD (CD), dated 28.10.71)

(No. VIII-11 011 /41 /98-DGCD(CD) Dated 01.06.1999)

(No. VIII-11 011 / 41 /04-DGCD(CD) Dated 15.12.2005)

(No. VIII-11 011 / 41 /08-DGCD(CD) Dated 24.09.2010)

5.4 Civil Defence Scheme for Hospitals

A Civil Defence Scheme for Hospitals has been prepared and circulated. It has dealt with the general organisation and responsibilities, earmarking of hospital, CD Officer, treatment of casualty and maintenance of essential services, protection of patients and personnel, reception and treatment and care of casualty.

(No. 20/6/68-DGCD (CD), dated 18.2.69 & 2.6.69)

5.5 Requirement of Water Supply

A letter has been circulated describing about the augmentation of water supply resources for Civil Defence purposes, such as fire-fighting during air raids in Category I, IA, II, III & IV CD towns, requirements of water supply for fire-fighting during air-raids should be worked out on the basis of the scale as laid down here :

Scale	Water Supply required for fire-fighting	Gallons
For C.D. Towns of and below six lakhs of population		
(a) Peace-Time		
At 400 GPM per 1,00,000 population	100 minutes Supply @ 2,400 GPM	2, 40,000
(b) Extra for War-Time		
At 250 GPM per 50,000 population	100 minutes Supply @ 3,000 GPM	3, 00,000
		Total 5, 40,000
For C.D. Towns with twelve lakhs populations		
(a) Peace-Time		
At 400 GPM per 1,00,000 population for 1st 3 lakhs and at 400 GPM per 1,00,000 subsequent population	100 minutes Supply @ 3,600 GPM	3, 60,000
(b) Extra for War-Time		
At 250 GPM per 50,000 population	100 minutes Supply @ 6,000 GPM	6, 00,000
		Total 9, 60,000
[No. 5/4/69-DGCD (CD) dated 04.06.69]		

5.6 Movement of Traffic during Air-Raids

In the event of enemy air-raids and/or on sounding of 'Action Warning Air-raids message-Red" all vehicular traffic (except that on Civil Defence or other authorised duties) will come to a halt. The occupants of the vehicles will take precautions as in the open. Normal traffic may resume on sounding of Raiders past - "Air Raid Message-Green".

(No. 2/6/69-DGCD (CD) dated 27.05.70)

5.7 Deployment of CD services during Air-Raids

During the Air-Raids Warden, Rescue, Casualty, Communication, Depot & Transport and Fire-fighting Services will be operative since the hostilities commence till the situation demands. Welfare, Corpse Disposal, Salvage, Supply services are to wait till the "All Clear" is sounded.

(No. 2/4/69.DGCD (CD) dated 28.06.69)

5.8 Maintenance of Essential Services

The State Government have been advised to survey the available engineering technical manpower etc. in all the essential services and civic amenities such as water supply undertakings, sewage disposal undertakings etc. and prepare advance plans for repairing any damage that may be caused in these undertakings on account of enemy bombing by pooling the available of all these undertakings.

(No. 5/18/65-DGCD (ii) dated 6.11.67 &
No. 2/2/65-DGCD (ii) dated 12.7.65)

5.9 Grant of permission to Central Govt. employees to join Civil Defence

Grant of permission to Central Government servants to join the Civil Defence Services to perform any duty and function including training or participating in an exercise or rehearsal during Office hour's period of absence may be treated as special casual leave. Government Servants may be permitted to receive, in addition to their civil pay, such allowances as may be prescribed for them from time to time. As far as possible such staff may be encouraged to join local CD Organisation.

(No. 2/7/68-DGCD (CD) dated 29.10.68 &
No. 2/6/71.DGCD(CD) dated 29.3.73)

5.10 Utilisation of Home Guards for Civil Defence

- (1) Home Guards Organisation has a very important role to play in Civil Defence. For Home Guards have been raised not only in the vulnerable towns but also in all other important towns. In Category I towns, certain Civil Defence Services viz. Incident Control and Reconnaissance Parties (to the extent possible), Rescue Parties, Trailer Pump Parties, Mobile Canteens and part-time Instructors are to be manned by Home Guards.

For category IA towns, special steps should be taken to ensure full strength training & equipments in view of nuclearization of weapon in our neighborhood.

- (2) In Category II towns additionally the following services viz. Rescue, Supply, Welfare, Depot & Transport, Corpse Disposal and salvage are to be found (to the extent actually required)' from among the Home Guards. The necessary equipment will, however, be provided by Civil Defence.
- (3) Effective utilisation of the services of Home Guards and Civil Defence and Para-military force in the event of natural calamities. Details vide MHA letter no. 111-14011/5/78-DGCD (HG) dated 13.6.78.

The services of CD volunteers may also be utilized by the State Governments for mitigation/Prevention & preparedness for any disaster as well as for response and relief after a disaster has struck and incident/accident, social service and welfare service etc.

(MHA letter no. 111-14011/5/78-DGCD (HG) dated 13.6.78)
(No. VIII-11011/9/2000-DGCD (CD) .dated 25.9.2000) (Govt. of India letter No. 31-27/20 03-NDM.1 dated 05.09.2003)

- (4) Urgent steps may be taken to make up the deficiency in the target strength of Civil Defence Corps by earmarking, if necessary, an equal number of Home Guards for Civil Defence duties in Category I, IA towns and so also in category II, III & IV towns in the border States.

(No. 1/2/71-DGCD (CD), dated 29.1.72)
(No. VIII-11011/41/ 98-DGCD (CD) dated 01.6.1999)

5.11 Use of N.C.C. for Civil Defence

NCC personnel are quite suitable for mobilisation for Civil Defence duties in an emergency. In fact, in Indo-Pak War in 1965 NCC personnel did commendable work when drafted for Civil Defence duties. A close liaison between C.D. and NCC Units be maintained at all times for the

benefits of the Civil Defence Organisation. The Directors of Civil Defence, on request from NCC may depute CD Instructor to impart Civil Defence training to NCC cadets.

(No. 5/26/65-DGCD (ii), dated 14.7.65)

When NCC will be drafted for Civil Defence duties in an emergency, the cadets may be paid either out of pocket allowance or served refreshments. Expenditure for this is pool able and shareable.

(No. 19/22/71-DGCD (CD), dated 25.10.71, 4.12.71 & 6.3.72)

5.12 Documentary Films/Training Films

- (1) Ministry of Information and Broadcasting (Films Division) have produced a number of documentaries on Civil Defence, Fire-fighting and First Aid and the prints are available in English and Hindi. A list of Films available is given in Appendix-D. The Films Division will also undertake to dub the films in other languages provided the State Government concerned are willing to pay extra charges for dubbing the films in regional languages. The expenditure on acquiring and dubbing these documentaries from the Films Division will be pool able and shareable.

(No. 15/5/67-DGCD (ii) dated 31.1.68)

- (2) Procedure to purchase the documentaries on Civil Defence and allied matters provided by Deputy Chief Producer (Film Division), Ministry of I & B, 24 - Dr. Gopal Rao Deshmukh Marg, Mumbai-400026. Telephone No. 022-3861421, 3861461, Fax: +91(22) 3800308, 3873655, E-mail: filmsd@bom4.vsnl.net.in and website: www.filmsdivision.org. are laid down in this Ministry's letter.

No. 15/9171-DGCD(CD) dated 06.12.71.

(No. 15/9/71.DGCD (CD) dated 6.12.1971)

5.13 Public Co-operation

Civil Defence Services require huge manpower for operations. It cannot be made on a paid basis. Civil Defence on the other hand is the Defence of citizens by the citizens. They have to sustain this programme by volunteering their services and resources and it is for the Director and the Controller of Civil Defence to utilise them in branches suited to their normal vocation in life.

The services of well-educated citizens and professionals including women like Doctors & Nurses, Professors & Teachers, Engineers etc. are to be enlisted in Civil Defence for manning various services of the organisation at town/local level. Services of the Senior Students and young people are required to be inducted in the organisation for manning Messenger Service, Rescue Service and House Fire Parties etc.

CHAPTER VI

REPORTS AND RETURNS

6.1 Necessity

As Civil Defence is an integral part of the Defence of the country, it plays a vital role. Information regarding progress achieved in various aspects of the organisation by the States/UTs Administration has to be collected and kept up to-date for review, for answering Parliamentary Questions and for necessary action. These reports are also required at the time of settlement of reimbursement claims.

6.2 Half-Yearly Progress Report on C.D. Preparedness

Half-Yearly Progress Reports for the implementation of Civil Defence measures reflecting therein the number of CD Volunteers (Target, raised & trained strength), establishment, vehicular position etc. should be furnished on prescribed 74 columns proforma in respect of each categorised CD towns for each half-year befalling due on 30th June and 31st December, every year. As per accepted norms, this report is required to be received by the Ministry within one month of the date by which the same falls due, i.e., 31st July and 31st January every year respectively.

(No. 3/3/76-DGCD (CD), dated 3.6.76
No. VI-24034/1/84-DGCD (CD), dated 18.2.85 &
No 1/40015/41/99-DGCD (CD), dated 07.10.99)

6.3 Half-Yearly Report on Paid Staff Position

Half-Yearly report in prescribed proforma reflecting the whole time paid staff in respect of Civil Defence Organisation at all level, i.e., State Headquarters, State-CTI and Cat. CD towns/districts are to be furnished to this Ministry for each half-year befalling due on 30th June and 31st December

every year. As per accepted norms, the reports are required to be received by the Ministry within one month of the date by which the same falls due, i.e., 31st July and 31st January every year respectively.

(No. VI-24042/1/79-DG CD (CD), dated 31.7.80 &
No. VI-24034/1/84, dated 18.2.85)

The prescribed proforma is given in Appendix-C.

6.4 Quarterly Report on Significant Activities on Civil Defence

Significant and important activities of Civil Defence are highlighted in a quarterly news letter form from the States/UTs to this Ministry for each quarter befalling due in March, June, September and December every year. As per accepted norms, all such reports are required to be received by the Ministry within 15 days by which the same falls due.

6.5 Certificate for Review of Civil Defence Plans for Categorized C.D. Towns

The Certificate for review of Civil Defence Plans for categorised C.D. towns/districts towns are required to be submitted to this Ministry by all connected States/UTs latest by the first week of May every year. For this purpose, all States/UTs are required to review the C.D. Plans for all Cat. C.D. towns/districts within their own jurisdiction during the month of April every year with a view to updating their Civil Defence requirement. This review is necessary because various services can be up-graded or down-graded in any Cat. C.D. towns/districts towns as per population existing in the month of April every year.

(Sl. No. 02 of the Standing Order in Part-I of the M.P.C.D.)

6.6 Annual Report on Names etc. of Officers in Civil Defence Organisations in States/UTs.

The Annual Report furnishing the names of the Minister-in-Charge of Civil Defence, Director of Civil Defence, Addl./Joint/Deputy Director of Civil Defence, Senior Staff Officers, Staff Officers at State Headquarters, Commandant, Central Training Institutes of States/UTs, complete with their official and residential address and telephone numbers, are required to be submitted to the Director General Civil Defence Unit of the Ministry during the month of January every year.

CHAPTER VII

CONFERENCE, SPORTS, MEDALS AND AWARDS ETC.

7.1 C.D. Publicity and Observance of Annual Day

C.D. being a voluntary organisation its success depends on what support it gets from public. It is, therefore, necessary to generate and sustain public interest in the C.D. Organisation by adequate publicity by way of demonstration, screening of cinema slides, advertisement brochure lectures through print and electronic Media etc.

(No. 7/1 0/73-DGCD (CD) dated 09.08.73)

In order to keep the activities of this organisation in the public gaze, the States/UT Administrations should celebrate Annual Day for Home Guards and Civil Defence on 6th December every year. In order to celebrate the Day in a befitting manner suitable programmes may be drawn up. It will include cultural/educational functions in addition to demonstration in conjunction with the Home Guards Organisation.

The expenditure on the observance of Annual Day is an authorised expenditure and hence pool able and shareable between the Centre and State Governments.

7.2 All India Home Guards & Civil Defence Professional & Sports Meet

- (a) With a view to improving the professional standards of performance of the Home Guards & Civil Defence Organisation and to foster esprit-de-corps among their members belonging to various State/Union Territories and this help to popularise these two great voluntary

Organisations. All India Home Guards and Civil Defence Professional and Sports Meets are to be held every year from November 1969 onward. The Meets will be held annually in rotation in different States/Union Territories which process the necessary facilities for conducting such Meets.

During the XI All India Home Guards & Civil Defence Biennial Conference held in New Delhi, 1997 the decision was taken for enhancement of Sports fund. Accordingly, Government of India has increased the amount of advance from 15 lakhs to 20 lakhs to the host State for organising the All India Home Guards & Civil Defence professional and Sport Meet.

(No. VI-320 15/1 /2003-DGCD (HG) dated 31.07.2003)

- (b) Overall Challenge Championship and Runner up Trophies or professional items as well as challenge championship and runners up trophies for other events have been provided. In addition individual prizes are awarded to members of winning and runners up teams for such event.
- (c) The cost of the trophies and individual prizes as well as the expenditure incurred by the host State/UT on reception, transport, accommodation for visiting teams, provision of balls and other sports kits for tournament matches, contingencies including Class IV staff for running of camps and the like is pool able and shareable between the Centre and the States/Union Territories on a 50:50 basis, but in proportion to the over all authorised strength of Home Guards and Civil Defence personnel within each State/Union Territory. The expenditure incurred by the States/Union Territories for selection and training of their teams on payment of daily allowance, journeys to and from their headquarters and to the host State/Union Territory capital. is pool able and shareable between the Centre and the States on a 50:50 basis.

- (d) Rail travel concession for members of teams from States/Union Territories is authorised and the forward and return journeys are covered on payment of single rail fare.
- (e) The All India Home Guards and Civil Defence Professional and sports Meet Rules, 1975 have been circulated to all States/UT Administrations. The said rules are effective from the 5th Meet held in October 1975 at Chandigarh.

(No. 11/4/69-DGCD (HG) dated 16.7.69 &
No. 3/5174-DGCD (HG) dated 24.6.75)

7.3 Compensation

If a member of the Corps suffers any damage to his person or property, while on duty, he shall be paid such compensation as may be determined by the competent authority provided that such damage is not caused by his own negligence or willful act or omission and contravention of the provisions of the C.D. Act, 1968 or rules made there under or orders or directions issued by his superior officer. In this respect the, competent authority' means the State Govt or any person appointed by the State Govt. to exercise powers of a competent authority under any provisions of 'the C.D. Regulations, 1968'.

[C.D. Regulations, 1968 (Paras-2 & 12)]

7.4 Annual Conference of CD/HG and Fire Service

During the XII All India Civil Defence & Home Guards Biennial Conference held in New Delhi on 21st & 22nd March, 2003 which was inaugurated by Hon'ble Deputy Prime Minister of India. Decision was taken that this conference will be held every year which will also include Fire Service. In the said Conference various issues, having All India ramifications are discussed. The State Governments/UT Administrations are intimated well in advance about the scheduled time of the conference and are asked to intimate the points which they want to include in the agenda of the conference. The conference serves as an impetus to the activities of the twin voluntary organisations and fire service and also

provides greater interaction at the highest levels amongst the Director of Civil Defence/Commandant Generals of Home Guards and Head of Fire Services of all States/UTs.

As an internal arrangement, the matters of Annual Conference are handled in the Civil Defence Section and the matters concerning Sports meet are handled in the Home Guard Section of the DGCD Unit.

(No. VI-1402111/03-DGCD (CD) dated 25.4.2003)

7.5 President's Medals

In recognition of conspicuous acts of gallantry, outstanding devotion to duty and distinguished/meritorious service, the President's Home Guards and Civil Defence Medal and Home Guards and Civil Defence Medal have been instituted in October 1974. A notification in this regard has been published in Part I Section I of the Gazette of India, dated Saturday the 19th October, 1974 copies of which have been circulated to all States and UT administrations.

(No. 1/14/74-DGCD (HG) dated 4.4.74)

Eligibility

The members of Home Guards, Civil Defence and Mobile Civil Emergency Force organisations including both permanent staff (Permanent Cadre or on deputation) and volunteer members of these organisations within the territory of India are eligible to get these awards.

Number of Awards

There will be no limit on the number of medals to be awarded for gallantry in anyone year. Similarly the limit on the number of medals to be awarded for distinguished/meritorious service in any one year will be 75 each.

Monetary grant

When awarded for gallantry the President's Home Guards & Civil Defence Medals will carry a lump sum monetary grant of Rs. 3000-00 and

the Home Guards and Civil Defence Medals, Rs. 1500-00. For any subsequent award for further act of gallantry the lump sum monetary grant shall be Rs. 3000-00 in respect of the former and Rs. 1500-00 in respect of the latter.

Announcement of Awards

The awards of distinguished/meritorious service shall be announced every year on the 26th January (Republic Day) and the 15th August (Independence Day). For conspicuous gallantry, the awards shall be announced as soon as possible after the occasion on which the conspicuous gallantry was shown.

Recommendations

Recommendations for announcement of awards for distinguished/meritorious service on the 26th January and the 15th August should be forwarded so as to reach the Secretary, Ministry of Home Affairs not later than 26th October and 15th May respectively each year. Recommendations for award on ground of gallantry may be made as soon as possible after the occasion on which the gallantry was shown. In special circumstances, recommendations on other grounds may also be made at any time for an immediate award.

(No. 1/14/74-DGCD (HG) dated 22.1.75)

Recommendations shall be sent in duplicate in the revised prescribed citation form which is placed at Appendix "E" and it should invariably be accompanied by an integrity certificate. "Recommendations in respect of Commandants General Home Guards and Directors of Civil Defence should be initiated by the Governor/Lt. Governor/Chief Secretary or by an authority appointed by him senior to the Commandant General Home Guards and Director Civil Defence.

Sharing of Expenditure

Expenditure involved on payment of lump sum monetary grant and minting of medals shall be pool able and shareable between the States

and the Government of India on 50:50 basis. Payment of the monetary grant to the recipients of the Medals as well as the cost of minting of Medals shall be made by the State Governments first and thereafter claim 50% reimbursement of the same from the Government of India.

(No. 1/14/74-DGCD (HG) dated 19.5.75)

Forfeiture

The Medals are liable to be forfeited if subsequently the holder is found guilty of disloyalty, cowardice in action of such conduct as in the opinion of President of India, brings the organisation into disrepute.

7.6 Grant of cash awards to Home Guards & Civil Defence Personnel/Volunteers

- (a) In recognition of conspicuously good work or work of outstanding nature in saving life, protection of property, assistance in maintenance of law and order and devotion to duty individually or collectively, by the Home Guards & Civil Defence Volunteers including members of the Mobile Civil Emergency Force, the Director General Civil Defence, the Deputy Directors General (Home Guards) at the central level and the Director General/Commandant General Home Guards/Director of Civil Defence/Inspector General/Joint Commandant General Home Guards/Joint Director Civil Defence at the State/UT levels have been declared as competent authorities for the grant of awards up to the extent of monetary limits mentioned below :-

1.	Director General Civil Defence/MHA	Rs. 3,000/-
2.	IG/Jt. Director General Civil Defence	Rs. 2,000/-
3.	DIGs/DDGs/FA	Rs. 500/-
4.	Commandant/ADG	Rs. 300/-

For States/Union Territories

1.	DGs/CGsHG/DsCD	Rs. 1,500/-
2.	IGs/Jt. CGsHG/Jt. DsCD	Rs. 1,000/-

The above delegated powers shall be subject to overall annual budgetary ceiling of Rs. 2.50 lakhs in case of Directorate General of Civil Defence, MHA, New Delhi and Rs. 1.25 lakh for each State/Union Territory.

(No. VI-II 024/1 /2003-DGCD (HG) dated 8th April, 2003)

Awards may also be granted for other purposes which further the aims and objectives of the Home Guards and Civil Defence Organisations. It is also permissible for performance of social welfare duties by Home Guards/Civil Defence volunteers.

(No. VI-14021/4/80-DGCD (HG) dated 16.6.81)

- (b) In order to ensure that awards made in cash or kind are given to the recipients quickly. State/Union Territory Governments have been asked to consider the desirability of also authorising District Commandants Home Guards and Controllers of Civil Defence at the district Headquarters and these are normally District Magistrates functioning's (in their Ex-Officio capacity) to make such awards and they may prescribe suitable lower monetary limits below Rs. 250.00 for this purpose.
- (c) Rules for the regulation of expenditure arising from the grant of awards to Home Guards and Civil Defence personnel by the competent authorities are contained in the policy letters issued by GOI.
- (d) The expenditure incurred on the awards by DGCD and Deputy Director General Home Guards, Ministry of Home Affairs is not pool able and shareable with the States. The amount of the awards by the DG/Commandant General Home Guards and Directors Civil Defence/IG/Jt. CGHG/Jt. DCD, and the District Commandants Home Guards and Controllers of Civil

Defence is pool able and shareable between the Centre and States/ Union Territories in the same ratio as the expenditure on these organisations is borne by them.

7.7 Director General Civil Defence Commendation Certificate & Disc

In order to provide incentive to the members of Civil Defence Organisations and Mobile Civil Emergency Force for dedication and devotion to duty, Director General Civil Defence Commendation Certificate has been instituted in 1975. Recently, it has been decided to award Director General Civil Defence disc also along with Commendation Certificate. This Certificate shall be awarded to those persons who have been awarded Home Guards and Civil Defence Medal for Meritorious/Distinguished Services in the last year or being considered for the same in the current year may not be recommended and considered for award of DGCD's Disc and Commendation Certificate, but deserve recognition. Rules governing the award of this Certificate have been circulated to all Directors of Civil Defence and Commandant General Home Guards.

(No. 4/4/15-DGCD (HG) dated 8.8.1975)

The award does not carry any monetary grant. There is no limit to the number of awards of this Certificate in a year. The Certificate shall be awarded posthumously. All recommendations for this award should be made in the prescribed form mentioned at Appendix "F" to the rule circulated with the letter No. VI.11023/1/2002-DGCD (HG) dated 03.12.2002. Recommendations may be made only once every year latest by last week of October. In the term inclosed at Appendix - "A". Recommendation may be initiated by an officer not below the rank of District commandant. Home Guards, Controller of Civil Defence and Commandants MCEF and will be suitably endorsed by Commandants General Home Guards and Directors of Civil Defence as applicable. Each recommendation invariably be accompanied by Integrity Certificate as per Appendix -"B".

A suitable entry in regard to the grant of this Commendation certificate should be made in the Service book/Service records of the Individual to whom it is awarded.

(No. VI-11023 / 1 /2002-DGCD(CD) Dated 03.12.2002)

(No. VI-11023 / 1 /2010-DGCD(CD) Dated 21.09.2010)

7.8 25th Independence Anniversary Silver Medal & 50th Independence Anniversary Golden Jubilee Medal

All personnel belonging to Home Guards and Civil Defence Organisation, who were borne on the effective strength on 15th August, 1972 and 15th August, 1997 are eligible for award of these Medals. Cost of these medals will be borne by the Govt. of India at 100%. Claims for the award of the medals to eligible Home Guards and other are to be sent to Ministry of Home Affairs for placing demand on the Ministry of Defence.

(No. 1/1 0/72-DGCD (HG) dated 31.1.73

(No. 1/9/75-DGCD(HG) dated 21.8.75)

(No. VIII-14015/42/2002-DGCD(CD) dated 26.6.2002)

7.9 Sangram Medal

In recognition of the service of Home Guards and Civil Defence personnel in the conflict with Pakistan in 1971. Govt. of India have decided to award Sangram Medal to those individuals who were borne on the effective strength of Home Guards and Civil Defence Organisations on 3rd December 1971 or thereafter till the final disengagement and were deployed in operational areas or in such other areas or have directly participated in operations against Pakistan. In order to assess the actual requirement of this medal, State Governments/UT Administrations are to furnish information to the Ministry of Home Affairs regarding the number of Home Guards and Civil Defence personnel who are borne on the effective strength and were deployed during the operation against Pakistan in the qualified zone.

(No. 1/5/72-DGCD (HG) dated 21.8.72)

CHAPTER VIII ENROLMENT EQUIPMENT AND PREPARATION OF CIVIL DEFENCE PLANS

8.1 Authorised Strength

There is no fixed authorised strength for raising the Civil Defence Volunteers. The strength will vary each year because it is on the basis of sliding scale of population in each categorised C.D. Town as it exists in April each year. The population of such categorised C.D. Towns is required to be ascertained by the method of physical checking and updating the "Household Register" in the month of April every year or it can be based on the percentage of growth rate of population as specified in the Census Report.

8.2 Eligibility

The minimum age prescribed for enrolment is 15 years, shall have passed at least the Primary Standard, physically fit and mentally alert etc. However, serving members of the Armed-Forces of the Union, Police Force and Fire Service etc. are not ordinarily eligible for enrolment in a "C.D. Corps".

(No. VI-340 12/1 /02 DGCD (CD) dated 05.11.2002)

(Paras 3 & 5 of CD Regulation-1968)

8.3 A Nucleus of Paid Staff

The C.D. Organisation under the C.D. Act, 1968 is a Voluntary Organisation. It has rendered good service in difficult situations in the past. To enroll and train a large number of volunteers it is necessary to have a nucleus of paid staff. The said paid staffs are the employees of the concerned State Government. However, the posts are duly authorised by

the Govt. of India as mentioned in Chapter-III of the Compendium of Instructions and in para NO.8 (2) of the CD. Regulations,1968.

(Paras-8(2) of CD Regulation, 1968. Also See Chapter III of the Compendium for details).

8.4 Dress :- Civil Defence being a non-uniformed organization, no uniform for Civil Defence volunteers have been prescribed. Civil Defence personnel, when called for duty will wear the following dresses :-

- (i) **Bib for Civil Defence Volunteers**, fluorescent bib with V shape neck with logo on the front, two side pockets and CIVIL DEFENCE printed in fluorescent colour on the back of the bib. The cloth for the bib should be ploy square fluorescent yellow.
- (ii) **Jacket for Civil Defence Warden**, the jacket of the same material and colour as of the bib with three pockets, small pocket on right chest and two pockets on each side at the bottom and CIVIL DEFENCE printed in fluorescent colour on the back side. The jacket should have a metallic chain in the centre front and should have shoulder flaps for display of the rank.
- (iii) Grey colour sports cap with CIVIL DEFENCE Logo in colour in the front.

Rule 11 of Civil Defence Regulations 1968 issued under Section 9 of the Civil Defence Act, 1968 stipulates that the cost of the uniform and insignia shall be borne by the State Government. However, if State Government do not have adequate funds, it may be got sponsored from the Corporate Sector and there is adequate space for display of the logo of sponsor on the bib as well as on jacket (Right chest side).

(No. VI-14025/1/08-DGCD(CD) Vol-I Dated 20.10.2008)

8.5 Lapel for Civil Defence & Home Guards personnel

A lapel is approved by Director General Civil Defence. The cost of the Lapel is to be borne by the individual but there is no objection if the same is borne by the State Governments from their own resources and non shareable terms.

8.6 Role of Warden

Warden's service is the back-bone of the CD. Organisation. He is friend, philosopher and guide to the people in his area as he is the eyes and ears of the C. D. Authorities. Undoubtedly he should be a person from the locality who knows his area and the people. The details and scales of the number of Wardens per population are given in the General Principles of CD. For 4 thousand populations there will be 2 Sector Wardens and for 20 thousand population or 5 Sectors there will be one Post warden. For 10 Warden Posts or two lakhs of population there will be a Divisional Warden.

(Chapter VI of the G.P.C.D.)

8.7 Equipment and Stores

C.D. Services require various equipments/appliances/stores for smooth and successful operations of respective services e.g. fire fighting, rescue, medical, training etc. Revised list of equipment for Civil Defence Services have been circulated to States/UTs vide MHA letter no. VI-32020/41/2003-DGCD(CD) dated 23rd December, 2003.

(No. VI-32020/41/2003-DGCD (CD) dated 23.12.2003)

8.8 Vehicles and Transport

For operational and training and other purpose some vehicles/transport has been authorised. The scale of such vehicles and transport is given in various paras of Chapter-III of the Compendium of Instructions.

POL for the vehicles has been authorised separately.

(No. 27/4/63-ER.1 dated 06.04.63

No. 2/7/67-DGCD (CD) dated 12.05.69 No.

15/12/69-DGCD (CD) dated 27.11.69)

8.9 Condemnation of Equipment/Vehicles etc.

Equipments/appliances/stores/vehicles,after they have served their

lives, can be declared duly condemned by the 'Condemnation Board' constituted by the competent authority as per practice prevailing in the respective States/UTs for the condemnation of such equipments/appliances/stores/vehicles etc.

New articles, in lieu of the condemned ones, can be purchased by the concerned State Governments on which the expenditure will be pool able & share able as per policy of financial assistance in the year in which such articles are purchased.

Sale proceeds of condemned articles-As on all authorised, equipments/appliances/stores/vehicles and transport, etc. of the Govt. of India has already shared the cost of purchase at the time of reimbursement claim according to the financial policy prevailing in respect of each the share of the amount realised from the sale of condemned articles is also required to be deposited in favor of the Govt. of India. The amount of such share will be determined on the basis of the share borne by the Central Government at the time of original purchase. The Head of A/c is as under :-

(No. 11-16011/41/91-DGCD (CD) dated 23.04.92)

8.10 Preparation of Civil Defence Plan

After a town/district has been brought on the list of categorised towns/districts the preparation of the Civil Defence Plan is the basis on which subsequent C.D. measures can be taken. The Plan cannot be prepared until and less a "Controller of Civil Defence" for the respective towns/districts have been appointed by the State Government. The appointment of Controller should be accompanied by the appointment of the Civil Defence Instructors, clerk and Messenger, as per scale mentioned in para 3.9 of this Compendium of Instruction. The Instructors being regular employees, will be in a position to draft the Civil Defence Plan and put it up to the controller of

Civil Defence. After the Controller is satisfied that the Plan is according to the scale mentioned in G.P.C.D. and other instructions issued by the Ministry from time to time, will submit the same to the State Government/UT-Administration, for approval. The State Govt. will send a copy of the approved Civil Defence Plan to this Ministry for record only. It may be mentioned here that the State Government/UT. Administration is the approving authority for Civil Defence Plans of Categorised Civil Defence Town/district.

[Standing Order at SI. No. 03 : Part-11 MPCD (Peace-Time Stage)].

8.11 Review of Civil Defence Plan during April every year and furnishing a Certificate to this Ministry to that effect

A review of Civil Defence Plan is required during the month of April every year. After the review of State Governments/UT-Administrations are required to furnish a Certificate in the prescribed proforma to that effect to this Ministry latest by the first week of May every year.

For details, see para-6.5 of this Compendium of Instructions.

[Standing Order in SI. No. 02: Part I: M.P.C.D. (Peace-time Stage)]

8.12 Rescue Vehicle

In pursuance to the Agenda Item No. CD/12 of the minutes of the meeting of 10th Biennial Conference of Directors of Civil Defence & Commandant Generals of Home Guards held in 1989, "Model Specifications" of Civil Defence Rescue Vehicle were evolved, after a great of efforts, by a sub-committee appointed by the Ministry. The "Model Specification of C.D. Rescue Vehicle" have since been circulated to all States/UT-Administrations. However, the "Model Specification" have left adequate scope for variations warranted by terrain and other local conditions.

(No. IV-15021/42/89-DGCD (CD) dated 20.04.92)

8.13 Natural Calamities/Disasters

The Civil Defence Act, 1968, has been suitably amended by the Civil Defence (Amendment) Act, 2009 by Notification No. 3 of 2010, to include the disaster management as an additional role for the Civil Defence Corps, while retaining its primary role. For this purpose, the Ministry of Home Affairs is working as the nodal Ministry in Govt. of India. The Relief Commissioners of the States/UTs are responsible for taking necessary steps in the above matters. The Relief Commissioners being very senior level officers are expected to be aware about the availability of man power resources while preparing contingency plans. However, the State Governments/UT-Administrations may utilise the Civil Defence resources including trained Civil Defence Volunteers, in a voluntary capacity, during natural calamities.

The services of C.D. volunteers may also be utilised by the State Governments for mitigation/prevention and preparedness for Disasters as well as for response and relief after a disaster has struck and incident/accident, social service and welfare service etc.

(No. VIII.11011/9/2000-DGCD (CD) dated 25.9.2000)

(Govt. of India letter No. 31-27/2003-NDM.1 dated 05.09.2003)

(No. V-11011 / 1 /03-DGCD(CD) Dated 20.09.2010)

8.14 Model Plan for State Central Training Institutes

In pursuance to the Agenda Item No. CD/09 of the minutes of the meeting of the 10th Biennial Conference of the Directors of Civil Defence and Commandant General of Home Guards held in 1989, a "Model Plan" for the State Central Training Institute (State-CTI) was prepared by the Ministry in consultation with various States/UTs, National Civil Defence College, Nagpur and also in conformity with the guidelines contained in the pamphlets of the Institute of Secretarial Training and Management Ministry of Home Affairs, New Delhi. The "Model Plan for State, CTI" was a guideline with ample scope for variations/modification warranted by local conditions. The "Model Plan for State-CTI" was circulated to all concerned to help the States/UTs in planning and organising their respective State-CTIs in a befitting manner.

(No. III-11011/41/89-DGCD (CD) dated 22.10.90)

(No. VI-14025 / 1 /09-DGCD(CD) Dated 08.06.2009)

PART : TRAINING

PART II TRAINING

01. Training of Civil Defence Volunteers

Any person willing to enroll in the Civil Defence Corps should get in touch with the Controller Civil Defence who is generally District Magistrate of Civil Defence towns (Category I, IA, II, III and IV) in his jurisdictions. Controller may utilise the services of such a volunteer directly for the purpose of Civil Defence. Instructions have been issued to all Ministries/Departments of Central Government that all Government employees who are not holding key posts may be permitted to enroll themselves as Civil Defence volunteers. The period of absence from office for actual Civil Defence duty may be treated as special casual leave.

(No. 2/1/66-DGCD (ii), dated 15.01.66

No. 2/7/68-DGCD (CD) dated 29.10.68

No. 2/6/71-DGCD (CD) dated 29.03.73)

The responsibility for the training of Civil Defence volunteers rests with the Civil Defence Controllers.

Civil Defence training comprises individual, team & combined training. For this purpose training staff is provided in Civil Defence Towns as under:-

- (a) Two whole-time instructors with one clerk & one messenger per two lakhs of population or part thereof with minimum of one Instructor, one clerk and one messenger per Civil Defence town.

- (b) In Border Districts, the services of local rural Home Guards are to be utilised for Civil Defence and the staff and transport of Community Development Blocks, their hospitals and health centres would render first-aid and prompt medical relief whenever need arises.

02. Civil Defence Training in Schools, Colleges & Technical Institutions

Ministry of Education have issued instructions to the State Government that Civil Defence training should be imparted to all the students, and teachers should deliver talks on Civil Defence. Standard syllabi for Civil Defence training for use in Schools, Colleges and for training of Civil Defence volunteers have been circulated to States/Ministries.

(No. 19/2/71-DGCD (CD) dated 5.2.71 & 13.2.74

No. VIII-14012/32/02-DGCD (CD) dated 14.1.2002)

03. Civil Defence Training under NCC

All NCC cadets are trained in Civil Defence. Their syllabus includes civil Defence subjects.

(No. 19/12/68-DGCD (ii) dated 21.05.68)

04. Civil Defence Training under National Service Scheme

National Service Corps, which has been introduced as a pilot project in some colleges and universities also includes Civil Defence training both theoretical and practical.

05. Assistance by Directors of Civil Defence

The Directors of Civil Defence should render all possible assistance to the educational authorities for implementation of these programmes as students and teachers can provide the post-material for raising CD

volunteers. Detailed information in this regard may be obtained from respective educational and NCC authorities.

06. Civil Defence Exercises and Rehearsals

It has already been stated that Civil Defence Training comprises individual, team and combined training. The perfection of the CD complete training and its effect of compact maturity is best manifested in a Civil Defence Exercise and Rehearsal. Holding of Civil Defence Exercises and Rehearsals regularly in vulnerable CD towns to assess the operational efficiency of the Organisation is, therefore, imperative to achieve coordination of different Civil Defence Services and various agencies. Civil population needs not be involved these exercises which are held under the Civil Defence Act (Act 27 of 1968).

In case Blackout exercises are proposed to be held in any vulnerable towns located within 25 miles of the Border with Pakistan, prior permission of the Ministry of Home Affairs should be taken at least 15 days in advance. If block-out exercises are to be held in other towns, the notice of such exercises should be given to the Home Ministry at least 7 days in advance.

(No. 5/27/66-DGCD (ii) dated 26.09.66

No. 19/11/67-DGCD (ii) dated 16.09.67 & 19.04.68

No. 10/2/66-DGCD (ii) dated 24.07.68

No. 10/1172-DGCD (CD) dated 04.01.74 & 02.08.74)

Civil Defence Exercises are also required to be held on Reconnaissance (Recee) and disposed of un-exploded Bomb (UXB) in cooperation with Bomb Disposal Units.

(No. 19/18/68-DGCD dated 16.01.69 & 21.06.69 & 24.7.69)

07. Disposal of Unexploded Bombs (UXBs)

Disposal of unexploded bombs (UXB) is the responsibility of the Ministry of Defence to whom Civil Defence requirements have been fully

projected by Army Bomb Squad from Army. The resources of equipments and man power being limited, it is not possible of augment the existing UXB platoon of the Army.

The present and proposed location and deployment of Bombs Disposal Units of the Army has been intimated in MHA letter No. 15/34/63-DGCD (ii) dated 12.6.67.

(No. 15/34/63-DGCD (ii) dated 12.07.67)

Training course in reconnaissance and reporting of UXB's are organised at College of Military Engineering (CME) at Poona for Gazetted Officers only and such courses are also organised at National Civil Defence College (NCDC) Nagpur for other trainees.

(No. 23/65-67.ER, dated 26.04.68)

08. Equipment

It is left to the discretion of the State Governments to procure such of the equipment as is likely to be in short supply in an emergency and difficulty for procurement in such conditions, while for other items of equipment; sources of supply of the same may be earmarked. All expenditure incurred by the States on the procurement of equipment of authorised CD Services, and other policy letters is treated as pool able and shareable. Revised list of equipments for Civil Defence Services have been circulated to States/UTs vide MHA letter no. VI-32020/41/2003-DGCD (CD) dated 23.12.2003.

(No. 27/4/63-ER.I, dated 06.04.63

No. 2/4/65-CD, dated 16.07.65

No. 11/20/66-DGCD (ii), dated 07.08.67

No. VI-32020/41/2003-DGCD (CD) dated 23.12.2003)

09. Training Institutions

The Ministry of Home Affairs has under its control National Civil Defence College located at Nagpur.

National Civil Defence College

The First Disaster Management Training Institution of the country was founded on 29th April 1957 at Nagpur as the Central Emergency Relief Training Institute (CERTI) to support the Emergency Relief Organisation of the Government of India. This Central Institute organized advanced and specialist training for the leaders of Disaster Relief and Response operations to manage the consequences of any natural or manmade disaster.

The conflicts of 1962 and 1965 compelled the Government of India to reorient its emergency training activities from natural disasters to those relating to protection of life and property, reducing damage and raising public morale during any war emergency. Hence, CERTI was renamed as National Civil Defence College on 1st April 1968. But the devastating Andhra Pradesh cyclone in 1978 once again vested the responsibility of training Disaster Response & Relief Officers upon NCDC. Skill enhancing Training of Trainers in the field of Search and Rescue, Basic Life Support, Communications, Welfare Services, Psycho-social Intervention and Community Disaster Preparedness are organized every year.

This college is catalogued in the UNDHA centers of Disaster Relief training. It has also been identified as a premier training establishment in Chemical Disasters by the Ministry of Environment & Forests. The college has been recognized as a nodal training institute for Chemical, Biological, Radiological & Nuclear Emergencies training by the Ministry of Home Affairs, in year 2002. The Institute is regularly training Trainers of NDRF and other Central Paramilitary Forces for developing skills to handle disasters as well as terrorist threats.

Its present Objectives include:

- To Plan & Organize specialized Training of Trainers on the basis of skill development, enhancing knowledge and generating awareness for Management of Response to Disasters.
- To develop hands-on Training programs on realistic patterns.
- To advise Ministry of Home Affairs in technical matters related to Civil Defence Organization & Disaster Response.
- To assist the Ministry of Home Affairs in compilation of handbooks, manuals and other Civil Defence literature.

The College has a vision "To provide a premier Hands-on Training Center with realistic training to induce protection and safety of responders, the public and the environment in order to nurture a culture of responsive and preventive management

of disasters" in preview of the amendment effected in the Civil Defence Act 1968.

The Institute regularly conducts 27 Training of Trainers Programs every year, training 1400 trainers annually. Since inception in 1957 the Institute has trained 50,795 Trainers which also includes 8 Foreign Nationals. The College has successfully introduced many new Training Programs recently.

- TOT on Disaster Psycho-social Intervention Program
- A Community Disaster Preparedness Training Program
- Emergency Response to Rail Transport Accidents.
- Incident Command Management System.
- Biological Incident First Responders.
- Emergency Operations Center Management.
- Collapsed Structure Search & Location.

The Institute has also successfully organized Training Programs on special request from State Governments / Educational Institutions.

- The Institute organized a Training Camp for 1200 NCC Cadets of Senior Division from Maharashtra NCC Directorate in Disaster Relief Operations consecutively for past three years. The project has been conceived and initiated by the Hon'ble Governor of Maharashtra under the banner of "AVHAN 2009", in order to organize a "Chancellor's Brigade".
- Training of Trainers Program for students undergoing MBA (Disaster Management) at Institute of Management Studies Indore (MP) affiliated to Devi Ahilya Vishwavidyalaya under an MOU signed between IMS, Indore & NCDC.
- A Special Training Program for NDMC Fire Service Personnel in preparation for the forthcoming Commonwealth Games 2010.
- A Special Chemical Emergency Training Program for Kolkota Police Officers & Personnel.
- Disaster Management Drills for Ordnance Factories at Nagpur, Jabalpur & Ambernath.

The Institute organizes National Training Conference & National Seminar on Disaster Management every alternate year.

10. Training Programs at NCDC:

Civil Defence Programs

- (i) Civil Defence Instructors (Foundational).
- (ii) Unexploded Bombs & Explosive Safety.
- (iii) Auxiliary Fire Fighting.
- (iv) TOT on Civil Defence.
- (v) TOT in Radiological & Nuclear Emergencies.

Disaster Management Programs

- (vi) Civil Defence & Disaster Management.
- (vii) Industrial Disaster Management.
- (viii) Disaster Management for Sr. Executives from Govt. & Industries.
- (ix) Flood/ Cyclone Disaster Response.
- (x) Earthquake Disaster Response.
- (xi) Advanced Search & Rescue.
- (xii) Collapsed Structure Search & Location.
- (xiii) Chemical Disaster First Responders.
- (xiv) Emergency Response to Rail Transport Accidents.
- (xv) Incident Management & Command System.
- (xvi) Community Disaster Preparedness for CD Wardens.

Emergency Medical Response Programs.

- (xvii) Medical Operations against WMD for Doctors.
- (xviii) Basic Life Support.
- (xix) Biological Incident First Responders.
- (xx) TOT in Disaster Psycho-Social Intervention

Emergency Communication Programs.

- (xxi) Emergency Operation's Center (EOC) Management.
- (xxii) Communication for CD Trainers

11. General Information:

How to Apply

National Civil Defence College, Nagpur is a subordinate office of Director General Civil Defence Ministry of Home Affairs, Government of India, established for fulfilling the training requirement of Civil Defence Organisation. The College does not charge any COURSE FEE for its training programmes. However boarding and lodging charges are to be borne by the nominated candidates.

The NCDC expects the nominating authorities to select candidates as per laid down eligibility conditions so that the training obtained by them is employed to further multiply the number of trained Civil Defence personnel. Request for seats should be forwarded at the under mentioned address well in time. Once the seats on a course are allotted to any authority NO CONFIRMATION will be given but it shall be the responsibility of the nominating authority to nominate only suitable candidates who satisfy the eligibility standards and have working knowledge of Hindi/ English languages.

Trainee officers for all courses should be medically fit and in good health so as to be in position to pursue practical training exercises which include extensive outdoor jobs. Those not in possession of a Medical examination certificate will not be accepted by the college for undergoing any of the courses.

Postal Address:

The Director
National Civil Defence College,
Govt. of India, Ministry of Home Affairs
61/1, Civil Lines,
Nagpur - 440001 (Maharashtra)
Tel.No. :- 91-0712-2565614, 2562611
Telefax :- 0712-2565614

Telephone Numbers:

	Office	Extn.	Residence
1. Director	0712-2565614		2542909
	0712-2562611	201	
2. Dy. Director	0712-2562611		
3. Dy. Director (Med)	0712-2562611	214	
4. Assistant Director (R)	0712-2562611	204	2634077
5. Administrative Offr.	0712-2562611	203	
6. Hostel Warden	0712-2561772	210	

Website: <http://www.ncdcnagpur.nic.in>
Email : ncdengp@dataone.in

12. College of Military Engineering, Pune

- (a) Civil Defence Bomb Disposal Course for Gazetted officers.
- (b) Special Camouflage & Concealment course. This is intended For Engineers / Technical personnel, staff officers etc. from vital plants in public/private sectors etc.

13. C.T.I. - Karnataka, Bangalore

Course in Waterman ship

14. Central Training Institutes in States/UTs

Some States have organized under their control the Central Training Institutes to impart training on different Civil Defence courses to the local Civil Defence volunteers. The Commandants, appointed by the States, are responsible for administration of and the training in these Institutes.

A list of Commandants/Principals of the existing Central Training Institutes is given at Appendix- G.

MEMBERS, CIVIL DEFENCE JOINT PLANNING STAFF

1. Chief Security Officer,
Department of Atomic Energy, CSM Marg,
Anushakti Bhavan, Mumbai-400039
2. Deputy Secretary (GA),
Ministry of Agriculture,
(Department of Agriculture & Cooperation)
Room No. 147A, Krishi Bhavan, New Delhi
3. Deputy Secretary
Ministry of Civil Aviation,
Room No. 61, Rajiv Gandhi Bhavan, "B" Block
Safdarjung Airport, New Delhi
4. Director (Admn.)
Ministry of Chemical & Fertilizer,
Department of Chemical & Petrochemical
Room No. 228 A, "A" Wing, Shastri Bhavan, New Delhi
5. Director (SU-II)
Ministry of Communication & Information Technology,
(Department of Telecommunication)
Room No. 1206, Sanchar Bhavan, 20, Ashok Road, New Delhi
6. Deputy Secretary (Admn.)
Ministry of Cool, Room No. 323, "A" Wings
Shastri Bhavan, New Delhi
7. Deputy Secretary (C & G)
Ministry of Consumer Affairs & Public Distribution,
Department of Food & Public Distribution,
Room No. 184, Krishi Bhavan, New Delhi
8. Director (Ops.)
Ministry of Defence, Room No. 29
Kashmir House, New Delhi-110011
9. Director (Ops. Lgs),
Ministry of Defence, Room No. 29 "D"
Kashmir House, New Delhi-110011

10. Joint Secretary (Pers)
Ministry of External Affairs,
Room No. 73, South Block, New Delhi-110001
11. Deputy Secretary (GA)
Ministry of Finance, Department of Financial Services,
Room No. 4, 3rd Floor, Jeevan Deep Building,
Parliament Street, New Delhi
12. Assistant Director General (Health Service)
Ministry of Health & Family Welfare,
C-Wing, Nirman Bhavan, New Delhi
13. Deputy Secretary (Admn.)
Ministry of Heavy Industry & Public Enterprises,
Room No. 117, Udyog Bhavan, New Delhi
14. Deputy Secretary (Admn.)
Ministry of Human Resources Development,
Department of S & HE, Shastri Bhavan, New Delhi-1
15. Deputy Secretary (PP, Coord & Parliament)
Ministry of Information and Broadcasting
Room NO. 753 "A" Wing, Shastri Bhawan, New Delhi
16. Deputy Secretary (Admn.)
Ministry of Labour, Room No. 302
Shram Shakti Bhavan, Rafi Marg, New Delhi
17. Director
Ministry of Law & Justice
Dept. of Legal Affairs and Legislation
Room No. 411 "A" Wing, 4th Floor
Shastri Bhavan, New Delhi-1
18. Director
Ministry of Mines, Room No. 306
D-Wing, Shastri Bhavan, New Delhi
19. Deputy Secretary (Admn.)
Ministry of Power, Room No. 220, 2nd Floor,
Shram Shakti Bhavan, New Delhi-110001
20. Deputy Secretary (Admn.)
Ministry of Petroleum & Natural Gas, Room No. 310-A,
Shastri Bhavan, New Delhi
21. Executive Director Civil Engineering (G)
Ministry of Railways (Railway Board)
Room No. 127, Rail Bhavan, New Delhi-1
22. Deputy Secretary (Coordination)
Ministry of Road Transport & Highways
Room NO. 233, 2nd Floor,
Transport Bhavan, New Delhi-110001
23. Director
Ministry of Science and Technology
(Department of Technology), Room No. 5 A, Admn. Block,
Technology Bhavan, New Mehrauli Rd., New Delhi
24. Deputy Secretary (Coord)
Ministry of Shipping, Room No. 543,
Transport Bhavan, Sansad Marg, New Delhi
25. Director (Admn.)
Ministry of Steel, Room NO. 116,
Udyog Bhavan, New Delhi
26. Joint Secretary (Admn.)
Ministry of Tourism, Transport Bhavan,
New Delhi
27. Director of Works (P & WA)
Ministry of Urban Development
(Directorate General of Works), CPWD,
120A, Nirman Bhavan, New Delhi
28. Deputy Secretary
Ministry of Water Resources,
Room No. 425, Shram Shakti Bhavan, Rafi Marg
New Delhi-110001

APPENDIX-B

LIST OF DIRECTORS CIVIL DEFENCE IN STATES/UTS

Sl. No.	State	Address	Telephone Office/ Fax
1.	Andhra Pradesh	Principal Secretary (Home) Government of Andhra Pradesh Secretariat, Hyderabad.	040-23450426-O 040-23453570-F
2.	Arunachal Pradesh	No Civil Defence se up	
3.	Assam	Director Civil Defence Dr. Bhabendra Nath Saikia Path, Opposite Lakhimandir, Beltola – Basisthra Road, Guwahati-781028.	0361-2301756-TF
4.	Bihar	Director Civil Defence/ Commissioner Civil Defence Barrack No.9-D, Old Secretariat, Patna- 800015.	0612-2217701 -O 0612-2212388 -F
5.	Chhatisgarh	Director Civil Defence Home Guards HQrs, Mana Raipur.	0771-2418133-O, 0771-2418006-F
6.	Goa	Director Civil Defence Goa Police Hqrs. Opp. Azad Maidan, Panaji-403001	0832-2428360 -O 0832-2428073 -F
7.	Gujarat	Director Civil Defence 4 th Floor Home Guards Building, Lal Darwaja, Ahmedbad-380 001	079 – 23259983-O 079 – 25507455 -F
8.	Haryana	Director Civil Defence 30 Bays Building, Sector-17, Chandigarh- 160017.	0172-2701357-TF 0172-2707194-F
9.	Himachal Pradesh	Director Civil Defence Directorate of Home Guards / Civil Defence and Fire Services, US Club, Shimla-171001	0177 – 2811453 –O 0177 – 2811360 –F

Sl. No.	State	Address	Telephone Office/ Fax
10.	Jammu & Kashmir	Director Civil Defence <u>During Winter Season at Jammu(Nov to Apr):-</u> New APHQ Building, II Floor, Gulshan Ground, Gandhi Nagar, J & K, Jammu- 180002. <u>During Summer Season at Srinagar(May to Oct):-</u> Zonal Police Headquarters, II Floor, Batamaloo, Srinagar-190 010	0191 - 2430831-TF 0191 - 2437030-F 0194- 2455165-O 0194- 2484837-F 0194- 2549100-CR
11.	Jharkhand	Commissioner Civil Defence/ Director Civil Defence Engineering Hostel-2, Second Floor, Room No. 209-211, Durwa, Ranchi.	0651-2401718-O 0651-2400231-F
12.	Karnataka	Director Civil Defence NO. 1 Annaswamy Mudaliar Road, Bangalore-560042	080-25570733-O 080-22971501-O 080-25567363-O 080-22942108-F
13.	Kerala	Director Civil Defence Housing Board Junction, Thiruvananthapuram-695001.	0471-2320868-TF
14.	Madhya Pradesh	Director Civil Defence Noorbagh Camp, Bhopal Camp Office, Bhopal – 462004.	0761-2678753- O 0761-2620642-F 0755-2550884 –TF
15.	Maharashtra	Director Civil Defence Old Secretariat Annexe Building, 1 st Floor, M.G. Road, Near Elphinston College, Fort, Mumbai-400 032	022-22025352-P 022-22022246-O 022-22843667-O 022-22856616 -F 022-22856435- F
16.	Manipur	Secretary (Relief and Disaster Management)/ Director Civil Defence, Room No. 314, Annexe Building, New Secretariat, Imphal- 795 001 Manipur	0385-2440736-O 0385-2443443- F

Sl. No.	State	Address	Telephone Office/ Fax
17.	Meghalaya	Director Civil Defence Lower Lachumiere, Horse Shoe Building, 2 nd Floor, Shilong-793001.	0364-2226393 -O 0364-2225779 -F 0364-2500659-O 0364-2225614-F
18.	Mizoram	Director Civil Defence, MRHG Office, Chawlhmun, Aizawl- 796009.	0389-2330339-O, 0389-2330240-F
19.	Nagaland	Director Civil Defence Upper Chandmari, Kohima-797001	0370-2244313-O 0370-2243108-F
20.	Orissa	Director Civil Defence At.- Nuapatna, P.O.- Buxibazar Dist.- Cuttack- 753 001	0671-2300317-O 0674-2300201-F
21.	Punjab	Director Civil Defence, 17 Bays Building, Sector – 17, Chandigarh-160 017.	0172 – 2701353 –O 0172- 2701 1169-F
22.	Rajasthan	Director Civil Defence City Palace, Safed Nalwali Building, Jalebi Chowk, Jaipur-303001	0141-2605525 –TF 0141-2612592 – F
23.	Sikkim	Director Civil Defence Home Guards HQrs., Kazi Road, Gangtok- 737101	03592- 205314-O 03592- 202432-O 03592- 202354-F
24.	Tamil Nadu	Director Civil Defence DGP Office complex, Dr. Rathakrishnan Salai, Mylapore, Chennai-600 004	044-2844 6455-O 044-2844 7703 –TF,
25.	Tripura	Director Civil Defence/ Controller of Civil Defence (DM & Collector, West Tripura), Old Secretariat Complex, Agartala	0381-2323742-O 0381-2325713-O 0381-2326334-F
26.	Uttarakhand	Director Civil Defence, Dun Hills Colony, Village-Ladpur, Ring Road, Dehradun- 248 008	0135-2674471-O 0135-2674473-F
27.	Uttar Pradesh	Director Civil Defence 525, Jawahar Bhavan, Ashok Road, Lucknow – 226 005.	0522-2286668-O 0522-2286662-F

Sl. No.	State	Address	Telephone Office/ Fax
28.	West Bengal	Director Civil Defence, Government of West Bengal, Civil Defence Building, 81/2/2, Phears Lane, Kolkata-700 012.	033-22252179-O 033-22374438-F
29.	A & N Island	Dy. Commissioner Civil Defence Andaman and Nicobar Administration, Secretariat Port Blair-744101.	03192- 233089(O) 03192- 245444(F)
30.	Chandigarh	Dy. Commissioner cum-Director Civil Defence Estate Office Building, Near State Library, Sector-17, Chandigarh-160017	0172-2700109-O 0172-2700053-F
31.	Dadra Nagar Haveli	Director Civil Defence/DIG Government of Daman & Diu-UT Police Hqrs., Nani Daman-396220	0260- 2642707-O 0260- 2630707-F
32.	Daman & Diu		
33.	New Delhi	Director Civil Defence Divisional Commissioner (Revenue) Government of NCE of Delhi, 5, Sham Nath Marg, Delhi	011-2391 4805-O 011-2396 4825-O
34.	Lakshadweep	Director Civil Defence/Suptd. of Police Government of Lakshadweep-UT, Kavaratti-628555.	04896-262258-O 04896-262624-F
35.	Pondicherry	No Civil Defence set up	