



*Published by*  
Director General Civil Defence  
Ministry of Home Affairs, Government of India  
East Block-VII, Level-7, R.K. Puram, New Delhi-110 066



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  
2011**

*Published under the Authority of*  
**Director General Civil Defence**  
Ministry of Home Affairs  
New Delhi

**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**

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## **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 हितै र्का " finds place at the bottom. Olive green wreath is symbolic of peace and prosperity. Triangle in Veda 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 21<sup>st</sup> 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 हितै र्का" 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 "c")	1	-	1	See note "c"
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)
<b>A.</b>	<b>Staff</b>			
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	superintendent 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 Band 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		
1	2	3	4	5	6	7	8	9
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. Jeep	1	1	1
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-Redividing 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 30<sup>th</sup> September every year. It is emphasised that non-receipt of the necessary following information by the 15<sup>th</sup> 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 31<sup>st</sup> 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) <b>Peace-Time</b>		
At 400 GPM per 1,00,000 population	100 minutes Supply @ 2,400 GPM	2, 40,000
(b) <b>Extra for War-Time</b>		
At 250 GPM per 50,000 population	100 minutes Supply @ 3,000 GPM	3, 00,000
		<b>Total 5, 40,000</b>
For C.D. Towns with twelve lakhs populations		
(a) <b>Peace-Time</b>		
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) <b>Extra for War-Time</b>		
At 250 GPM per 50,000 population	100 minutes Supply @ 6,000 GPM	6, 00,000
		<b>Total 9, 60,000</b>

[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 31<sup>st</sup> 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., 31<sup>st</sup> July and 31<sup>st</sup> 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 30<sup>th</sup> June and 31<sup>st</sup> 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., 31<sup>st</sup> July and 31<sup>st</sup> 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 Categorised 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.

(SI. 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 21<sup>st</sup> & 22<sup>nd</sup> 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 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 plain 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)

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## PART : TRAINING

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## **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 UXBs 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 : [ncdcngp@dataone.in](mailto:ncdcngp@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.

## APPENDIX-A

### 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 set up	
3.	Assam	Director Civil Defence Dr. Bhabendra Nath Saikia Path, Opposite Lakhimandir, Beltola – Basistha 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.	Chhattisgarh	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 <sup>th</sup> Floor Home Guards Building, Lal Darwaja, Ahmedabad-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, Batamalo, 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 <sup>st</sup> Floor, M.G. Road, Near Elphinstone 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 <sup>nd</sup> Floor, Shilong-793001.	0364-2226393 -O 0364-2225779 -F 0364-2500659-O 0364-2225614-F
18.	Mizoram	Director Civil Defence, MRHG Office, Chawhlhmun, 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 Bhawan, 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	0260- 2642707-O 0260- 2630707-F
32.	Daman & Diu	Police Hqrs., Nani Daman-396220	
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/Supdt. of Police Government of Lakshadweep-UT, Kavaratti-628555.	04896-262258-O 04896-262624-F
35.	Pondicherry	No Civil Defence set up	

APPENDIX-C OF COMPENDIUM

APPENDIX A & C

MHA Letter No. VI-24042/1/79-DGCD(CD) dated 31.7.1980

PAID ESTABLISHMENT

Name of the State/UT. ....

Position as on .....

(AT STATE HQ. LEVEL AND CENTRAL TRAINING INSTITUTE CENTRE)

S. No.	Whether the HQ & CTI is combined with HQ or separate	Designation of posts	No. of posts authorised	MHA sanction order under which posts have been sanctioned	No. of existing full time paid officers	Deficiency if any	Remarks and step taken to make up Deficiency
1	2	3	4	5	6	7	8

APPENDIX-C OF COMPENDIUM

APPENDIX B to M.H.A.

LETTER No. VI-24042/1/79-DGCD(CD) DATED 31.7.1980

PAID ESTABLISHMENT

Name of the State/UT. ....

Position as on .....

(AT CIVIL DEFENCE TOWN/DISTRICT LEVEL)

S. No.	Name of C.D. Town/District in State/UT	Name of District	Population of CD Town/District	Whether Dist. HQ	Designation of Posts	No. of posts authorised	MHA Sanction order under which posts authorised vide Col. 7	No. of existing full time paid Officers	Deficiency, if any	Remarks & steps taken to make up deficiencies
1	2	3	4	5	6	7	8	9	10	11





SALVAGE SERVICE				WELFARE SERVICE												
GODOWN		CD VOLUNTEERS		REST CENTRES		MEAL CENTRES		HOUSING & BILLETING CENTRES		EMERGENCY CLOTHING CENTRES		CD VOLUNTEERS FOR WELFARE SERVICE				
22	Auth.	Ear-marked	23		24		25		26		27		28			
			Auth.	Raised marked	Trained marked	Auth.	Ear-marked	Auth.	Ear-marked	Auth.	Ear-	Auth.	Ear-	Auth.	Raised	Trained
48		49	50	51	52	53	54	55	56	57	58	59	60	61	62	63

CORPSE DISPOSAL SERVICE				TRANSPORT				EXERCISES			
CD VOLUNTEERS				AMBULANCE		RESCUE VEHICLE		MOTOR CYCLE		NAME OF THE EXERCISE	DATE CONDUCTED
29				30		31		32		33	
Authorised	Raised	Trained		Authorised	Available	Authorised	Available	Authorised	Available		
64	65	66		67	68	69	70	71	72	73	74

Note: In Column 30 and 31, only those vehicles be shown which are authorised in Compendium of Instructions.



On the date of recommendation		Caste (PL Tick mark)			Sex	
Age (Nearest rounded up years)	Total length of Service in CD/CG/ Fire Service Orgn.	Status of service in CD/HG/FS Orgn. i.e. Paid or Honorary	SC	ST	Gen.	Male or Female
06. Details of receipt of other medals by the recommendee from State/Central Governments (also mention the year and occasion (in case of service medals) within bracket against each) For gallantry medal date of act and date of award may be mentioned within bracket)						
Service Medals		Gallantry Medals		Any other Medals		
1.		1.		1.		
2.		2.		2.		

CITATIONS	
<p>Citation should be brief and to the point, preferably within 500-600 words, but not exceeding the box provided for. The citation must highlight the date, time and place of incident, risk involved in the incident and degrees of valur/act of gallantry performed by the recommendee. 12 copies of recommendations in the prescribed proforma including citations must reach this Ministry within one year from the date of incident to avoid technical rejections. All recommendations must be routed through the administrative controlling departments of State Govt./UT-Administration/Ministry's of Government of India. Hindi recommendations/citations must accompany with an English translation. No extra/additional sheet should be used for writing citations.</p>	
<p>A. Date, Time &amp; Place of the Incident</p> <p>B. Brief Introduction with chronological development of the incident.</p> <p>C. Details of risk involved in the incident and its brief analysis.</p> <p>D. Details of achievements highlighting the degrees of valour/act of gallantry by the recommendee.</p> <p>E. Whether any honour conferred On the recommendee for the Same act of gallantryby UT/State/Ministry/Deptt. Of GOI Of affirmative, furnish details</p> <p>F. Specif Gallantry Medal Recommended for (Col. 02 on pre-page)</p> <p>G. Details of enclosures attached as supportive documents.</p> <p>Date _____ Full Address..... with PINCODE _____</p> <p>Signature of the Head of the Department* Director of Civil Defence/Commandant General Home Guard/Director of Fire Services etc.</p> <p>Name _____ Designation _____ Official Seal _____</p>	

NB : If the recommendation is initiated by any other official other than Head of the Department the same must be countersigned by HOD under his official seal or by competent authority of the State Govt./UT Admn./Ministry/Deptt. of Govt. of India.

**APPENDIX-E of Compendium**  
**APPENDIX-B (SERVICE: DIST/MERIT)**  
**MHA Letter No. VI-11021/Policy/93-DGCD (P & C) dated 13-03-95**  
**REVISED PROFORMA FOR THE RECOMMENDATION FOR THE AWARD OF PRESIDENT'S**  
**DISTINGUISHED SERVICE/MERITORIOUS SERVICE MEDALS FOR THE VOLUNTEERS AND PAID**  
**PERSONNELS OF HOME GUARDS, CIVIL DEFENCE AND FIRE SERVICE ORGANISATIONS**  
(Please study carefully the instruction Sheet in Appendix-C before filling up the forms)

\* OCCASION .....

(Please specify Independence Day/Republic Day & Year above)

1.	Name of the State/UT/Ministry/Deptt. of Govt. of India recommending the case, with full address
2.	Specific name of the service medal recommended in the present case (please see Instruction sheet for exact nomenclature)
3.	Name and designation of the recommended candidate/Recommended
	First Name                      Mid Name                      Surname
(i)	Name and designation in full in English in Capital letters only
(ii)	Name and designation in abbreviated form in English in Capital letters only (for inscription in medals in case of selection)
(iii)	Name and designation in Hindi (for Notification in Hindi in case of selection)

04.	Present full residential mailing address of the recommender/Next of kin (name to be mentioned in address in case of posthumous award) complete with PINCODE and Name of Telegraph office issue of congratulatory telegrams in case of selection).	PIN CODE .....	Office .....	Telegraph .....	Sex		
05.	Other details of the recommended candidate/recommender						
	On the date of Proposed award	Status of Service in CD/HG/FS Orgn i.e., Paid or Honorary					
	Age (Nearest rounded up years)	Total length of Service in CD/HG/ Fire Service Organisation	SC	ST	OBC	General	Male or Female
06.	Details of receipt of other medals by the Recommender from the State/Central Govt. (also mention within bracket against each, the occasion and year of award in case of service medals and date of incident and date of award against gallantry medals)						
	Service Medals		Gallantry Medals		Any other Medals		
1.	1.		1.		1.		
2.	2.		2.		2.		
07.	Details of other honours/awards received by the recommender						
	Cash Awards	Honorarium	Commendation Certificates	General Service Entry (GSE)	Honours/award in any other from other then specified one (furnish details)		
08.	Integrity of the Recommender						

## CITATIONS

Citations should be brief and to the point, based on the cues/guidelines noted in the margin, preferably typed neatly without overwriting in English (Hindi version must accompany English translation) and must be restricted within the space limit of the box provided for. No separate sheet should be attached. No additional enclosures in the form of certificate/degrees/diplomas etc. are to be attached, 12 copies of recommendation for each case are to be forwarded through the concerned State Govt./U T. Admn./administrative controlling Departments and Ministries of Govt. of India so as to be received by the Ministry within the statutory stipulated date, i.e., 15th may for Independence Day (15th August) and 26th October for Republic Day (26th January) respectively every year to avoid technical rejections. Attempt should be made to limit citation within 500 words only)

- A. Introduction: General Background and General  
Performance during the period entire service period
- B. Specific instances of meritorious/distinguished performance during  
the last 8 years which contributes to the goal of the CD/HG or FS organisation
- C. Specific Medal recommended (Please see Instruction sheet in Appendix C for  
exact nomenclature)

90

Signature of the Head of the Department\*  
(Director of Civil Defence/Commandant General  
Home Guards/Director of Fire Service etc.)

Date .....

Full Address .....  
with Pincode

Name: .....  
Designation: .....  
Office Seal: .....

**NB\*** If the recommendation is initiated by any other official other than HOD, the same must be countersigned by him or him competent Authority of the State, Govt./UT-Admn./Administrative controlling Deptt./Ministry of Govt. of India.  
All recommendations are to be routed through the State Govt./UT-Admn./Administrative controlling Deptt./Ministry of Govt. of India to avoid technical rejection :

Appendix-F of Compendium

Appendix 'A' & 'B' to MHA

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

### FORM FOR AWARD OF DGCD's COMMENDATION CERTIFICATE/DISC

1. Name (in full, in block letters) (a) English  
(b) Hindi
2. Rank and designation
3. Date of appointment/enrolment
4. \* Period served in CD / HG / Fire Services (with dates)
5. (a) Enrolment No.  
(b) Personal No.
6. Date of birth
7. Date of retirement  
(in respect of paid staff)
8. Qualification (a) Academic  
(b) Professional
9. Details of major or minor punishment awarded, if any
10. Citation
11. Recommendation of next superior officer/authority  

Signature of Initiating Officer/  
Authority with date & Designation
12. Final orders of DGCD, MHA  

Signature with date & Designation
13. Serial No. of the Certificate issued

**Note :** \* Applicable to the personnel of other department of State Government, who are posted on transfer / deputation to CD, HG or Fire Services.

## Appendix 'B'

## INTEGRITY CERTIFICATE

Certified that the integrity of Shri \_\_\_\_\_

is above suspicion and that he has neither incurred censure nor was concerned in proceedings that were censured in Court of Law. It is further certified that in respect of the conduct of the nominee underlying the present recommendation, no judicial proceedings are pending.

Signature of the recommending authority with date

## LIST OF CENTRAL TRAINING INSTITUTE

- |  |  |
|--|--|
| 1. Principal,<br>Civil Defence Emergency Relief,<br>Training Institute,<br>No. 6-3-652, Lal Bagh,<br>Somajiguda, Andhra Pradesh,<br>HYDERABAD-500004   | 6. Commandant (Training),<br>Combined Civil Defence and Home<br>Guards Training Institute,<br>Government of Himachal Pradesh,<br>Junga District,<br>SHIMLA-173216.                               |
| 2. Principal,<br>Combined Civil Defence and<br>Home Guards Training Institute,<br>Panikhaity, Govt. of Assom,<br>GUWAHATI-781026   | 7. Commandant,<br>Central Civil Defence and<br>Home Guards Training Institute,<br>Regional Training Centre,<br>Ganderbal,<br>JAMMU & KASHMIR   |
| 3. Commandant,<br>Combined Civil Defence and<br>Home Guards Training Institute, CTI<br>Complex, Near Shivaji College, Raja<br>Garden, Govt. of National Capital<br>Territory of Delhi,<br>NEW DELHI-110027 | 8. Commandant,<br>Combined Civil Defence and<br>Home Guards Training Institute,<br>Government of Karnataka,<br>No. 1 & 2, Annaswamy Mudaliar<br>Road, BANGALORE-560 042.                         |
| 4. Commandant,<br>Central Civil Defence Training<br>Institute, Government of Gujarat,<br>4th Floor, Home Guards Building,<br>Lal Darwaja,<br>AHMEDABAD-380 001.  | 9. Commandant,<br>Combined Civil Defence and<br>Home Guards Training Institute,<br>Government of Madhya Pradesh,<br>Khamaria, JABALPUR-482 005.  |
| 5. Commandant,<br>Combined Civil Defence and<br>Home Guards Training Institute,<br>Government of Haryana, Sector-9,<br>PANCHKULA-134109  | 10. Commandant & Senior Staff Officer<br>(Training)<br>Civil Defence Staff College,<br>Maneckiji Technical Centre,<br>Government of Maharashtra,<br>Cross Maidan, Dhobi Talao,<br>MUMBAI-400020. |

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|---|--|
| <p>11. Commandant,<br/>Combined Civil Defence and<br/>Home Guards Training Institute,<br/>Government of Meghalaya,<br/>Bishnupur, SHILLONG-793 004.</p> <p>12. Commandant,<br/>Combined Civil Defence and<br/>Home Guards Training Institute,<br/>Government of Punjab,<br/>Phase-7, MOHALI (Punjab)</p> <p>13. Commandant,<br/>Combined Civil Defence and<br/>Home Guards Training Institute,<br/>Government of Rajasthan,<br/>Alu Factory, Near G.P.O.,<br/>M.I. Road, JAIPUR-302 001.</p> <p>14. Commandant,<br/>Combined Civil Defence and<br/>Home Guards Training Institute,<br/>Government of Sikkim,<br/>Home Guards Office Devp. Area,<br/>GANGTOK (East Sikkim)-737 101</p> | <p>15. Commandant,<br/>Combined Civil Defence and<br/>Home Guards Training Institute,<br/>Government of Tripura,<br/>Arundhutinaga,<br/>AGARTALA-799 003.</p> <p>16. Commandant,<br/>Central Civil Defence Training<br/>Institute,<br/>Government of Uttar Pradesh,<br/>Chakkar Purwa, Sitapur Road,<br/>LUCKNOW.</p> <p>17. Commandant,<br/>Central Civil Defence Training<br/>Institute,<br/>Government of West Bengal,<br/>16/5, Block-A, New Alipore,<br/>KOLKATA-700 053.</p> |
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### PART III : Revised Master Plan For Civil Defence

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**General lines of action to be taken by the State/ UT  
Governments  
First Stage  
(Peace Time Stage)**

1. Prepare Civil Defence plan as per the existing scale and requirements.
2. Prepare/review plans every year-in the month of April- and obtain the certificates of the District Magistrates concerned to that effect. Forward a certificate to that effect to Government of India.
3. Find out the number and type of personnel required for each individual Civil Defence Service, in the State.
4. Decide the sources and method of recruitment.
5. Co- ordinate the demands of various C.D. Services in respect of buildings, equipments, vehicles, recruitment, etc.
6. Calculate resources, cost and source of supply other than the vehicles for training.
7. Work out the number and type of motor vehicles including fitments, motor cycles or bicycles and spare parts required.
8. Prepare a list of vital installations (having bearing in a war efforts of the nation) in the State which will need special precautionary measures.
9. Plan arrangements for proper storage, installation, periodical inspection and repair of the equipment, vital plants and machinery.

10. Ensure that water supply arrangements and other essential services are adequate.
11. Plan mutual assistance with neighbouring areas/ States/UTs and Industries.
12. Prepare necessary draft orders, forms and publicity literature
13. Proper secrecy wherever required should be ensured.
14. Get a nucleus of officers and instructors trained.

## **Second Stage**

### **(Preparatory Stage)**

1. Setup State Advisory Committee to advise on Civil Defence measures.
2. Prepare detailed estimate of expenditure and get it sanctioned.
3. Appoint and enroll officers/personnel and reserves.
4. Train all instructors/officers and the personnel.
5. Indent for necessary stores, equipment and furniture required for the CD set up in the area.
6. Indent for fitments, required for the conversion of vehicles and make detailed arrangements so that vehicles can be converted at short notice.
7. Complete detailed arrangements for immediate requisitioning, structural modifications, etc. of earmarked buildings.
8. Complete installations of vital equipment like sirens, telephones and computers etc.
9. Prepare detailed plans for shelter accommodation and implement the plans as directed from time to time.
10. Make necessary arrangements for implementing all precautionary measures in the area.
11. Print necessary forms, booklets and publicity literature as already approved in the first stage in the local languages for enrolment, training of C.D. personnel and public.
12. Submit progress reports to Central Government as stipulated.

## **Third Stage**

### **(War Stage)**

1. Mobilise the entire personnel and man various Civil Defence related Centres, Posts etc.
2. Take over buildings earmarked and complete structural precautions and alterations.
3. Take over vehicles, bicycles, motor cycles, previously earmarked and supplement any deficiency by requisitioning.
4. Carry out conversion of vehicles.
5. Ensure regular inspection of personnel, adequate care of equipment and vehicles and maintenance of proper accounts.
6. Implement plans for public shelter /accommodation.
7. Co- ordinate the work of C.D. organization with that of other voluntary organizations.
8. Enforce all Civil Defence measures as indicated by Government of India from time to time.
9. Submit progress reports to Central Government as stipulated.

**Line of action to be taken by local authorities in respect  
of different Civil Defence Services**

**First Stage  
(Peace Time Stage)**

1. Nominate an Officer at District Headquarters/ Metropolitan town to co- ordinate, guide and assist in the organization of Civil Defence schemes for the headquarters town and / or other towns in the District.

2. Preparation of C.D. Plans by earmarking Head of Departments, Officers in-charge of C.D. services and earmarking their responsibilities and duties.

3. Get the plan approved in principle from the State Government and review them every year in the month of April and forward a certificate to that effect to the State Government.

4. Prepare a large scale map of the town and mark out Wardens, Sectors, Posts, Divisions, Control Centre and Sub Control Centres, Depots, First-Aid Posts, sites for sirens etc. etc.

5. Survey the area for location of sirens having regard to the availability of electric current and alternative source of supply.

6. Work out the number and specification of sirens and chalk out plans for their storages, installation, periodical inspection, repairs and manning of sirens and vital equipments such as stirrup pumps etc.

7. Prepare a list of factory hooters to be included in the warning system. Work out arrangements for sounding sirens individually as well as from a remote control in the control center.

8. Estimate the overall telephone requirements. Decide their location, work out deficiency & keep the State Government informed to the additional telephones required.

9. Determine the number of Control Centre and Sub Control Centres required. Decide their location and earmark suitable buildings for use as Control Centre and Sub-Control Centres and prepare plans for security arrangements for them.

10. Work out detailed procedure and instructions for the functioning of Wardens Posts, Control Centre and Sub Control Centres, First Aid Posts, C.D. Depots, Rest Centres, etc.

11. Work out the number and type of personnel required for various Civil Defence Services including reserves and training wastages and decide the sources and method of recruitment for different Civil Defence Service. Keep ready a list of influential and suitable persons who are likely to be of help in organizing the services.

12. Find out requirements of vehicles, motor cycles, etc. for various Civil Defence Services and after taking into account the available resources, find out the deficiency. Work out a scheme in consultation with transport authorities for making up the deficiency. Plan arrangement for providing fittings and fixtures and conversions to the vehicles to suit the specific needs of Civil Defence.

13. Plan arrangements for the proper parking, garaging, periodical inspection, repairs, etc. of vehicles, motor cycles, etc.

14. Work out detailed plans for regular supply of petrol, oils, lubricants and spare parts, and frame rules to govern their day to day use.

15. Work out schemes in co-operation with transport companies and find out alternative means of transport.

16. Study type of buildings construction in the town and the nature of requisition problems likely to be met.

17. Get acquainted with the arrangements for cutting of gas, electricity and water supplies.

18. Make arrangements for setting up repair and demolition squads and work out plans for quick repairs of partially damaged houses and restoration of essential services.

19. Prepare plans for expeditious collection, identification and disposal of unclaimed dead bodies and earmark suitable sites for cremation and burial.

20. Draft orders to ensure prompt reporting by Police Stations, Hospitals, Rest Centres, First Aid Posts, etc. for information to the higher authorities and the Information Officers and dissemination of the post air raid information to the public.

21. Draw up instructions for the public and earmark alternative means of transport for disposal of refuse, etc.

22. Prepare plans for tightening of food sanitation and inspection regulations and intensifying campaigns for destruction of pests, and make the arrangements for reporting and isolating contagious cases.

23. Work out schemes for prevention of disease amongst animal's treatment and transport of injured animals and destruction and evacuation of dangerous animals in zoos and other places.

24. Prepare instructions for the householders and others for lighting restrictions in gradual stages.

25. Draft instructions for the owners of pet animals, much cattle and the farmers.

26. Prepare plans for re-devising the electric circuits to permit switching off street lighting independently of the domestic lighting.

27. Plan for crash blackout for factories engaged in production of national importance.

28. Ascertain special risks on account of chemicals, LPG etc. stocked in the town and work out general instructions to be followed for the safety and security of the public.

29. Work out detailed procedure in accordance with which the neighbouring areas would help each other. Estimate the number of different services to be earmarked for mutual aid and reinforcement.

30. Plan to have a Military Liaison Officer in the Control Centre at the time of an air raid.

31. In consultation with the local military authorities, work out schemes for assistance in fire fighting, clearing debris, repairing essential services, loan of doctors and ambulances, assistance in dealing with unexploded bombs.

32. Prepare draft forms of notifications, instructions, operational procedures, calling assistance, etc. and indicate arrangements of printing plans.

33. Work out stores, equipment (personnel and party), medical equipment, fuel, furniture, stationery, office equipment, disinfectants, chemicals, etc. for various Civil Defence services.

34. Find out sources of supply and prepare list of items not locally available and inform the State Government.

35. Prepare necessary specifications for the stores, equipment etc. to be procured locally.

36. Work out plans for providing emergency lodging, emergency clothing, emergency feeding, emergency water supply, sanitation etc. The quantity of foodstuffs, fuel and fodder may be estimated.

37. Work out plans for alternative lighting and water supply. Prepare plans for the maintenance or restoration of water supply in wells, tanks and reservoirs.

38. Standardise Procedure for Indenting, Accounting, replacement of stores and equipments etc.

39. Plan Arrangements for security prevention of loss damage, storage, repair, periodical inspection of the stores, equipment etc.

40. Carry out survey of private sources of supplies and ascertain stock position in the local market from time to time.

41. Plan co- operation schemes with industrial and commercial bodies to ensure steady flow of supplies.

42. Decide the number of training centers to be set up in different localities. Work out training syllabi and programme and refresher training courses for the members of the C.D. services as well as for the supervisory staff.

43. Ensure publicity to attract C.D. volunteers.

44. Earmark suitable building with alternative sites for locating Warden Posts, Civil Defence depots, First Aid Posts, Information Centres and Training centres.

45. Work out procedural details for the despatch and operation of Civil Defence Services at the incident centers.

46. Find out high fire risk areas such as exposed factories and their location.

47. Work out the number and size of tanks to be installed near the main fire risk areas.

48. Keep ready plans for mutual assistance and for adequate supply of pressure and water.

49. Earmark lorries and plan conversions for mounting water tanks.

## **Second Stage (Preparatory Stage)**

1. Open Information and Recruiting Offices in various towns and conduct publicity for Civil Defence measures as approved by the Government.

2. Complete arrangements for requisition of buildings & prepare estimate for carrying out structural alterations.

3. Set up training centers to train local instructors, issue training equipment, co-ordinate training programme and keep up-to-date record of training.

4. Make full use of local voluntary organizations for training instructors and civilian population in different services of Civil Defence.

5. Conduct regular combined exercise.

6. Educate the public & house- holders in fire prevention methods and action to be taken in case of fire.

7. Install static tanks in high fire risk areas and take necessary action to ensure adequate pressure and supply of water.

8. Make necessary arrangements in consultation with CPWD, PWD and other such agencies for structural precautions.

9. Indent standard equipments required and complete arrangements for conversion of vehicles, installation of vital equipment like telephones, sirens etc. and hold practices.

10. Mobilise a nucleus of personnel, equip a few selected centers, posts depots, etc. and carry out such alterations as may be necessary.

11. Ensure that local essential services in the towns selected for Civil Defence are brought up to the standard.

12. Print necessary identity cards, draft orders, forms, booklets, and publicity literature in local languages for enrolment, training of personnel and for distribution among the public.

13. Inform telephone authorities of the Civil Defence requirements in respect of telephones, the priority of calls, etc., and make arrangements for installation of telephones at selected centers, posts, depots, etc. which are mobilised

14. Ask P & T authorities to complete arrangements for transmission of warning messages.

15. Indent for the sirens required and fix them on buildings earmarked.

16. Make arrangements for full time manning of warning arrangement where required.

17. Teach the public the meaning and significance of different signals of sirens.

18. Make sure that recipients of messages are alert and cautions to receive the messages without delay.

19. Designate staff for "shadow control" centers.

20. Work out structural precautions and alterations required to earmark buildings for proper functioning of control and supply control centers.

21. Make arrangements for telephones wherever required.

22. Finalise arrangements with heads of essential services for posting their Liaison Officers in the Control Sub Control Centres.

23. Finalise arrangements for mutual aid and reinforcements with neighbouring Civil Defence areas.

24. Make proper security arrangements for guarding of Control and Sub-Control Centres and for regulating entry There to.

25. Keep the tally- board and other equipment ready.

26. Organise self-help parties from among the resident of locality.

27. Finalise arrangements for incident control.

28. Educate the people on the importance of lighting restrictions, emergency sanitation and other precautionary measures.

29. Take over certain percentage of vehicles, motor cars etc. Make detailed arrangements for rapid conversion of vehicles.

30. Make arrangements to ensure regular supply of petrol and spare parts. Install a certain percentage of petrol pumps and tanks where needed.

31. Arrange for parking areas for depots.

32. Assign specific duties to the volunteers of various services and drill them in taking of inventory, storing, maintaining, repacking and so on.

33. Procure equipment and other stores in order of priority and watch the progress of procurement.

34. Stock pile items previously determined and ensure resources through normal trade channels.

35. Ensure regular inspection of the equipment and its testing from time to time for its reliability in actual emergency.

36. Ensure proper replacement of articles of short life which deteriorate quickly.

37. Test the procedures for the operation and despatch of services to the scene of disaster.

38. Intensify campaigns for destructions of disease carrying pests and building up blood reserves.

39. Educate people in emergency methods of First Aid to animals and issue necessary instructions to the owners of pet animals, much cattle, transport animals etc.

40. Enlist the support of S.P.C.A. & other organizations concerned for organising relief measures for the animals .

41. Get the estimated expenditure sanctioned by the appropriate authorities.

42. Submit progress reports to the State as stipulated.

## **Third Stage**

### **(War Stage)**

1. Mobilise and appoint full complement of Civil Defence Defence personnel.

2. Mobilise all units and ensure functioning of Civil Defence Posts, Depots, Centres and other institutions as required.

3. Take over all buildings earmarked for Civil Defence purposes. Carry out alterations and structural precautions and install telephones.

4. Take over motor cycles and vehicles earmarked and carry out fitments.

5. Ensure co-ordination of public warning systems with the internal warning systems in factories, etc.

6. Ensure house to house propaganda and organize basic training in all institutions and organizations in the area.

7. Co-ordinate the work of Wardens service with other services of Civil Defence organizations.

8. Collect clothing by voluntary contributions and ensure adequate reserves of essential supplies through normal trade channels.

9. Distribute ambulances and other vehicles to the units requiring them.

10. Provide amenities for the Depot based personnel and make adequate arrangements for the care of their health.

11. Supervise depot routine programme for personnel and supervise training.

12. Install and fill up petrol tanks where needed.

13. Ensure regular inspection of personnel, adequate care of equipment, vehicle & maintenance of proper accounts.

14. Take over sites where mass cremation should take place. Keep ready trenches for burying estimated number of casualties.

15. Evacuate animals to safer places.

16. Destroy unwanted, unclaimed and dangerous animals.

17. Indent and issue fodder supplies and other articles.

18. Set up additional veterinary hospitals where necessary and carry out additions and alterations where necessary.

19. Enforce lighting restrictions strictly, if necessary, with the help of Police.

20. Mobilise industrial Civil Defence personnel in full and implement Civil Defence plans for the industries.

21. Intensify publicity campaigns. Secure publicity vans and display slides, posters, cartoons, etc. for publicity.

22. Submit progress report to the State as stipulated.

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#### **PART IV : Revised Civil Defence Training Syllabus**

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# Revised Civil Defence Training Syllabus – Local Level

Sr.No	Name of Course	Objective	Duration	Annexure
1.	CIVIL DEFENCE FOUNDATION COURSE	To train Civil Defence Volunteers on all aspects of Civil Defence in general before selection for various services.	5 Working days.	Annexure-"A"
2.	BASIC WARDENS COURSE	To train selected Civil Defence Wardens in performance of their duties before, during and after any emergency whether Natural or Manmade.	5 Working days.	Annexure-"B"
3.	BASIC CONTROL ROOM OPERATIONS COURSE	To train District level Staff & CD Volunteers selected for operating Control/Sub-control centre except Telephone/ Wireless Operators.	5 Working days.	Annexure-"C"
4.	BASIC SEARCH & RESCUE COURSE	To train Civil Defence & Home Guards volunteers in Search & Rescue Techniques so as to enable them to become effective members of Civil Defence SAR Team.	4 Working days.	Annexure-"D"
5.	BASIC FIRE RESPONSE COURSE	To train Civil Defence & Home Guards volunteers in Fire Fighting, Fire Prevention and Protection Techniques so as to enable them to become effective members of Civil Defence House Fire Parties & Trailer Fire Pump Teams.	4 Working days.	Annexure-"E"
6.	BASIC FIRST AID COURSE	To train Civil Defence & Home Guards volunteers in Search & Rescue Techniques so as to enable them to become effective members of Civil Defence SAR Team.	5 Working days.	Annexure-"F"
7.	BASIC RECOVERY OPERATIONS COURSE	To train Civil Defence & Home Guards volunteers in Recovery Operations so as to enable them to become effective members of Civil Defence Welfare, Depot & Transport, Salvage and Supply Services.	3 Working days.	Annexure-"G"
8.	BASIC PUBLIC HEALTH RESPONSE COURSE	To train Civil Defence Volunteers in Disaster Health Services for Epidemic control, Care of animals and Copse Disposal Services.	3 Working days.	Annexure-"H"
9.	BASIC FLOOD SAFETY COURSE	To train Civil Defence volunteers in Flood safety measures in order to organize and perform Flood Rescue Operations, operate boats and build swimming / floating aids.	4 Working days.	Annexure-"I"
10.	SHORT TERM CIVIL DEFENCE AWARENESS PROGRAM	To build awareness amongst the members of the Community against various hazards existing in households, offices, industries and other outdoors areas in order to motivate them to enroll as Civil Defence Volunteer.	2 hrs each	Annexure-"J"

# Annexure-"A"

## CIVIL DEFENCE FOUNDATION COURSE LOCAL LEVEL

**OBJECTIVE:** To train Civil Defence Volunteers on all aspects of Civil Defence in general before selection for various services.

**DURATION :** 30 Periods of 45 minutes each – 5 Working days.

Sr.No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
A	B	C	D
1.	History, Objectives & Necessity of Civil Defence measures, Modern Warfare and Defence Potential of the Nation. Role of CD Volunteers in Disasters.	L	2
2.	General organization of C.D. – at Centre, State and local level, Civil Defence Services & their functions.	L	1
3.	Explosives: Types of Explosives, Problem of Improvised Explosive devices: Safety Precautions & Protection against Bombs & IED's.	L/D	2
4.	Study of provisions in CD Act 1968 & DM Act. 2005. Rules and Regulations, Enrolment procedure, Responsibilities and privileges of a CD Volunteer.	L/D	2
5.	Control/Sub-Control Centre, Warning System – Air Raid Warnings, ARP	L/D	2
6.	Principles of combustion, Methods of Fire extinction, Organization of House Fire Parties, Use and Care of Stir up Pumps and Fire Extinguishers.	L/D/P	3
7.	General Principles of Rescue, knowledge & use of simple Rescue Equipments – Ladders, ropes & Types of Knots.	L/D/P	2
8.	Emergency Method of Rescue & Self rescue, Casualty handling and transportation.	L/D/P	2
9.	Principles of First Aid, First-Aid Equipment – Triangular Bandages, Stretcher loading/lashing and improvisation.	L/D/P	3
10.	Nature of injuries & Problems to be faced by a First Aider, Artificial Respiration & CPR.	L/D/P	2
11.	Weapons of Mass Destruction, Nuclear, Chemical and biological hazards effects preventive/precautionary measure.	L/D/P	2
12.	Disasters affecting India & Disaster Management, Nature of hazards, Hazard Maps, Study of Preventive & Protective measure- Do's & Don'ts	L/D/P	2
13.	Visit to Control, Sub-Control Centre, Wardens Posts, Depot, First Aid Posts and Fire Brigade where possible.	Visit	3
14.	Review and Test Feed back.		2
Total			30

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

## Annexure-"B"

**BASIC WARDENS COURSE**  
**LOCAL LEVEL**

**OBJECTIVE:** To train selected Civil Defence Wardens in performance of their duties before, during and after any emergency whether Natural or Manmade.

**ELEGIBILITY:** Must have completed C.D. Foundation Course at local level

**DURATION :** 30 Periods of 45 minutes each – 5 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
A	B	C	D
1.	Organization of Warden Service, Functions & duties of Warden before, during and after an emergency. Documents & Equipment at the Warden Posts.	L	2
2.	Warning System – Internal Warning System (Air-raid, Warnings Yellow, White, Red, and Green) Siting and maintenance of Sirens; Need for alternative warning methods.	L/D/P	2
3.	Reconnaissance: Importance and role of Wardens in Reconnaissance, Preparation of Reconnaissance Report.	L	1
4.	Map Reading and field sketching – Preparation of small Maps in Wardens Posts/Sector area.	L/D	2
5.	Warden Posts records and registers (House Hold Registers, Vulnerable locations, Post Log book and Warden Diary). Study of area facts about localities, fire alarms, vulnerable points-public utility services, stores, doctors, Hazardous chemicals, fire stations, police stations etc. Routine at Warden Posts in emergency.	L/D/P	4
6.	Explosive safety-identification of Bombs & IED's, Role of Warden in Safety against Bombs / IED's/ Crashed Aircraft.	L1	2
7.	Incident Control and Command.	L/P1	2
8.	Action to be taken by Warden pending arrival of Services.		1
9.	Reporting Procedure – Message writing and Message transmission.	L/D/P	4
10.	Transmission/Reception of reports on telephone/radio	L/D/P	2
11.	Panic Control – Causes or panic effects/prevention and control rumor propagandas.	L	1
12.	Lighting Restrictions – stages-enforcement of orders Wardens Responsibilities.	L/P	2
13.	Simulated Outdoor Exercise on Incident Control & Management.	Exercise	3
14.	Review/Test/Feed back	L/P	2
Total			30

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

## Annexure-"C"

**BASIC CONTROL ROOM OPERATIONS COURSE**  
**LOCAL LEVEL**

**OBJECTIVE:** To train District level Staff & CD Volunteers selected for operating Control/Sub-control centre except Telephone/ Wireless Operators.

**ELEGIBILITY:** Must have completed C.D. Foundation Course at local level

**DURATION:** 30 Periods of 45 minutes each – 5 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
A	B	C	D
1.	Organization of Communication Services: Need & organization of Control/Sub-Control Centres	L	2
2.	Layout of the Control/Sub-Control Centres and equipment at the Control/Sub-Control Centre.	L/D	2
3.	Air raid warning System and various Warning lists, External and Internal warning System, Internal Communication between Control/Sub-Control Centre, Depots, Warden Posts, Line & radio Communication.	L/D	2
4.	Duties of Civil Defence Controller, OIC Control/Sub-control, Heads of the Civil Defence Services, Representatives of other services and liaison officers.	L	2
5.	Duties of staff at the Control Centre: Plotting Clerk-cum-chart writer, Tally board-cum-record clerk, Message Supervisor etc. Maintenance of Tally Board. Colour Codes-Tallies and Discs, planning of reinforcements.	L/D/P	4
6.	Duties of an Intelligence Officer/reconnaissance parties, their organization, equipment, training, reconnaissance procedures – Recce.	L/P	2
7.	Maintenance of various records in the Control/Sub-Control Centre. Duties of Message Supervisor.	L/D	2
8.	Circulation of message in a Control/Sub-Control Centre – Incoming messages, outgoing messages, action on various in-messages.	L/D/P	4
9.	Emergency Operations Center for Disaster Management: Need to upgrade CD Control room, Revised formats for messages.	L/P	2
10.	Practice of Line and Radio Telephone Procedure EPBX operating procedure and message writing.	L/D	3
11.	Table Top Exercise on functioning of a Control/Sub-Control Centre / EOC	L/D	3
12.	Review/Test/Feedback		2
Total			30

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

**BASIC SEARCH & RESCUE COURSE**  
**LOCAL LEVEL**

**OBJECTIVE:** To train Civil Defence & Home Guards volunteers in Search & Rescue Techniques so as to enable them to become effective members of Civil Defence SAR Team.

**ELEGIBILITY:** Must have completed C.D. Foundation Course at local level

**DURATION:** 24 Periods of 45 minutes each – 4 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
A	B	C	D
1.	Organization of Rescue Service – Rescue Party & its equipment. Duties and action on arrival at the scene of damage.	L/D	1
2.	Elementary building construction, types of building & forms of collapse.	L/P	1
3.	Uses care of maintenance of ropes in rescue work, splicing, whipping knots and lashing.	L/D/P	4
4.	Type & importance of survey. Five stages of rescue, precaution on entering damaged building, debris clearance etc.	L	2
5.	Emergency methods of rescue, Stretcher lashing and securing casualty to Stretcher.	L/D/P	2
6.	Ladder drill: carrying, pitching, climbing & rescue.	D/P	2
7.	Structural TRIAGE and INSAARG marking system.	L	2
8.	Search & location techniques in collapsed structure.		2
9.	Immobilization of casualty on backboard, handling and transportation of victims to First aid posts.	D/P	2
10.	Bandages, dressing and Slings, Triangular and Roller Bandages & Stretcher drill	D/P	2
11.	Stretcher drill & improvisation of stretcher-carriage of casualties without stretcher.	L/D/P	2
12.	Review/Test/Feedback		2
Total			24

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

**BASIC FIRE RESPONSE COURSE**  
**LOCAL LEVEL**

**OBJECTIVE:** To train Civil Defence & Home Guards volunteers in Fire Fighting, Fire Prevention and Protection Techniques so as to enable them to become effective members of Civil Defence House Fire Parties & Trailer Fire Pump Teams.

**ELEGIBILITY:** Must have completed C.D. Foundation Course at local level

**DURATION:** 24 Periods of 45 minutes each – 4 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice (F) Film	No. of Periods
A	B	C	D
1.	Elements of combustion, modes of fire spread, principles of extinction & classification of fire, its spread and control.	L	2
2.	Organization of House Fire Parties, its need, role and duties. Stirrup pump drill for Fire fighting.	L	2
3.	Fire Extinguishers – types and uses (all portable extinguishers).	L/D/P	2
4.	Introduction to fire hoses, hydrants & other fire appliances.	L/D	1
5.	Introduction to Trailer fire pump, duties of team members and hose drill.	D/P	2
6.	Knots and lashing use for fire and rescue operations.	D/P	1
7.	Emergency method of rescue for fire incidents, Use of cervical column and splints.	L/D/P	2
8.	Ladder drill: carrying, pitching, climbing and carrying hoses.	L/D/P	2
9.	Respiratory protection devices: SCBA & Respirators.	L	2
10.	Burns and Scalds: First aid for burns, Bandages, Transportation of victims by Stretchers.	L/P	2
11.	Cardio Pulmonary Resuscitation (CPR)	D/P	2
12.	Feedback/ Review		2
Total			24

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

## Annexure-"F"

### BASIC FIRST AID COURSE LOCAL LEVEL

**OBJECTIVE:** To train Civil Defence & Home Guards volunteers in Search & Rescue Techniques so as to enable them to become effective members of Civil Defence SAR Team.

**ELEGIBILITY:** Must have completed C.D. Foundation Course at local level

**DURATION:** 30 Periods of 45 minutes each – 5 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
A	B	C	D
1.	Organization and functions of Casualty Service, Principles of F.A. and Introduction to all Human body systems.	L/P	2
2.	Duties of First-Aider, Patient Assessment & PPE for First Aiders.	L/P	3
3.	TRIAGE – concept & application for Mass casualty Incident Management.	L/P	2
4.	Asphyxia – causes, signs & symptoms. Artificial Respiration methods & CPR.	L/D/P	4
5.	Shock and Unconsciousness- sign and symptoms, First aid measures.	L/P	1
6.	Wounds & Hemorrhage – Signs, Symptoms & First Aid measures.	L	1
7.	Fractures- Types, Signs, Symptoms & First Aid measures.	L/D/P	2
8.	Stroke and Heart attack - Signs, Symptoms & First Aid measures.	L/D/P	2
9.	Burns and Scalds –Degree of burns and First aid measures.	L/P	1
10.	Bandages, Dressing and Slings- Types, Application of Triangular and Roller Bandages, stabilization by using splints.	L/P	4
11.	Casualty labels and records.	L	1
12.	Stretchers- Types, improvisation of stretchers, Transportation of Casualties with / without Stretcher.	L/D/P	5
13.	Review/Test/Feedback		2
Total			30

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

## Annexure-"G"

### BASIC RECOVERY OPERATIONS COURSE LOCAL LEVEL

**OBJECTIVE:** To train Civil Defence & Home Guards volunteers in Recovery Operations so as to enable them to become effective members of Civil Defence Welfare, Depot & Transport, Salvage and Supply Services.

**ELEGIBILITY:** Must have completed C.D. Foundation Course at local level.

**DURATION:** 18 Periods of 45 minutes each – 3 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
A	B	C	D
1.	Recovery Management – purpose, principles and need for community involvement.	L	1
2.	Community Recovery Services- Organization of CD welfare services – staff and their duties for each service.	L	1
3.	Public Information Services - Types of information, Collection/ Collation / Dissemination of information, Registration of inquiries.	L	1
4.	Planning of Evacuation – Types, Problems faced, Priority categories, Pre-evacuation arrangements & identity tags.	L/D	2
5.	Emergency Sheltering services- Arrangements, equipment and logistics for setting up camps, Camp administration, Types of tents, Health / hygiene & sanitation in Camps.	L/D	2
6.	Emergency Feeding Services- organization, management of supplies, preparation & distribution of meals, nutrition / diet planning, emergency substitute's & kitchen hygiene.	L	2
7.	Emergency Clothing Services- Organization, scale, Collection of Voluntary Clothing, Sorting & Stocking.	L	1
8.	Emergency Logistics - Organization of CD Supply Services – Functions, scale of Staff and Equipment.	L	1
9.	Emergency Salvage- Organization of CD Salvage Services, Appointment of custodian, Requisition of Go-downs, Working procedure & records, Preservation and Protection of Salvaged property.	L	2
10.	Emergency Transport Services – Organization of CD Depot & Transport Services, Equipments, Security & communication, Requisition of Transport, Health and Safety of Response Services.	L	1
11.	Media & Publicity Services – Media Management, Preparation of Press briefs & Publicity material for information dissemination.	L	1
12.	Psychosocial Intervention Strategies – effects on behaviour and relationships, psychological first aid measures.	L	2
13.	Review/Test/Feedback	L	1
Total			18

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

## Annexure-"H"

**BASIC PUBLIC HEALTH RESPONSE COURSE**  
**LOCAL LEVEL**

**OBJECTIVE:** To train Civil Defence Volunteers in Disaster Health Services for Epidemic control, Care of animals and Copse Disposal Services.

**ELEGIBILITY:** Must have completed C.D. Foundation Course at local level.

**DURATION :** 18 Periods of 45 minutes each – 3 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
A	B	C	D
1.	Introduction to Impact of disasters on health – Need for Assessment, Control and Management of Communicable diseases.	L	2
2.	Epidemics- Nature of problems, Measures for Prevention and Control of diseases – Disease Surveillance system and Immunization Program.	L	2
3.	Biological Agents – Types, Effects and Detection: Need for Personal Hygiene and Decontamination, Patient Isolation Precautions.	L	2
4.	Problems of Disposal of Dead – Organization of Corpse Disposal Services, Need for identification and record for unidentified dead, Creation of Temporary mortuary, Disposal of animal carcasses.	L	2
5.	Drinking Water Management- disinfection of water sources, purification of water for drinking purposes, sterilization and chlorination process.	L	2
6.	Disposal of Waste – arrangements for emergency lavatories: shallow and deep trench latrines, soakage pits, disposal of garbage and control of vermin.	L	2
7.	Disposal of hazardous wastes – Drugs, Disposable equipment, body parts and disinfection measures.	L	2
8.	Care of disaster affected animals- arrangements for fodder and shelter, Need for veterinary services.	L	2
9.	Review/Test/Feedback	L	2
	<b>Total</b>		<b>18</b>

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

## Annexure-"I"

**BASIC FLOOD SAFETY COURSE**  
**LOCAL LEVEL**

**OBJECTIVE:** To train Civil Defence volunteers in Flood safety measures in order to organize and perform Flood Rescue Operations, operate boats and build swimming / floating aids.

**ELEGIBILITY:** Must have completed C.D. Foundation Course at local level.

**DURATION:** 24 Periods of 45 minutes each – 4 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice (F) Film	No. of Periods
A	B	C	D
1.	Flood hazards – Causes, Effects and Need for Community Preparedness. Secondary Effects of Land slides, Contamination & Crop damage.	L/P	2
2.	Flood rescue – Rules of river, Types & parts of Boats, Words of command for rowing.	L/P	2
3.	Life jackets – Introduction to swimming floating aids, Use of life jackets and life lines. Breast lines throw.	D/P	2
4.	Introduction to Ropes & knots – Building of rope bridges.	D/P	4
5.	Construction of improvised rafts and boats.	D/P	4
6.	Lifting and hauling devices – construction of derrick, sheer and tripod, use of block tackles.	D/P	2
7.	Operation of boats & Outboard Motors.	D/P	6
9.	Review/Test/Feedback		2
	<b>Total</b>		<b>24</b>

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

# Annexure-"J"

## SHORT TERM CIVIL DEFENCE AWARENESS PROGRAM LOCAL LEVEL

**OBJECTIVE:** To build awareness amongst the members of the Community against various hazards existing in households, offices, industries and other outdoors areas in order to motivate them to enroll as Civil Defence Volunteer.

**DURATION:** Each awareness program will be conducted in the form of workshops and have duration of 2 hrs each involving awareness presentation followed by demonstrations.

Sr. No.	Topics	Content
1.	Earthquake Safety	a. Earthquake hazard vulnerability b. Building Safety and National Building Code. c. Earthquake Safety Rules and Precautions. d. Emergency Methods of Rescue.
2	Transport Accidents Safety	a. Rules for Road Safety. b. Emergency Methods of Rescue. c. Bandaging & Supporting accident injuries. d. Transportation of injured.
3	Elementary Fire Safety	a. Fire hazards & Causes of Fire. b. Fire Prevention & Protection. c. Operation of Fire Extinguishers & other devices. d. Emergency Methods of Rescue.
4.	Household LPG Safety	a. Properties of LPG & its Hazards. b. Safe handling & storage of LPG Cylinders. c. Fire Extinguishers. d. Gas leakage response and precautions.
5.	Emergency First Aid	a. Basic Medical Emergencies. b. Artificial Respiration. c. Bandaging d. Transportation of injured.
6.	Emergency Casualty Handling	a. Control of Bleeding b. Supporting broken limbs & splinting. c. Improvised stretchers. d. Airway clearance & patient assessment.
7.	CPR / FBAO Training	a. Cardiac arrest and heart attack. b. Cardio-Pulmonary Resuscitation techniques. c. Foreign Body Airway obstruction drill.
8.	IED Safety	a. Introduction of Explosives & its effects. b. Identification of Safety Precautions. c. Protective barriers for public safety. d. Evacuation procedures.
9.	Flood & Water Safety	a. Introduction of Flood hazards. b. Swimming floating aids. c. Ropes and rescue of drowning victims. d. boats and techniques of operations.
10.	Community Risk Management.	a. Hazard and vulnerability assessment. b. Evaluation and Identification of total risk. c. Prioritization of Risk. d. Need for Risk Reduction measures.
11.	Industrial Risk Management.	a. Industrial hazard Risk Identification. b. Effects of Hazardous Materials. c. Risk Reduction measures. d. Safe Evacuation & Personal safety.
12.	Disease Control	a. Communicable diseases & epidemics b. Water disinfection & Purification. c. Waste Management d. Immunization & Body Substance Isolation.

## Revised Civil Defence Training Syllabus - State Level

Sr. No.	Name of Course	Objective	Duration	
1.	Advance Warden Service Course	To train CD Wardens/Incident Control Officer/Staff Officers forming part of Civil Defence Warden Service	6 Working days.	Annexure-"I"
2.	Basic Life Support Course	To train Officers / Instructors & Volunteers from Civil Defence / Home Guards in order to become effective members of Casualty Services to be organized by local administration post Disaster or War Emergency	6 Working days.	Annexure-"II"
3.	Advanced Vertical Rescue Course	To Train Staff Officers / Instructors / Volunteers in Advanced Techniques of Vertical Rescue using Ropes	5 Working days.	Annexure-"III"
4.	Collapsed Structure Search & Rescue Course	To train Civil Defence & Home Guards volunteers in Search & Rescue Techniques so as to enable them to become effective members of Civil Defence SAR Team.	6 Working days.	Annexure-"IV"
5.	Volunteer Fire Fighters Course	To train Civil Defence/Home Guards volunteers in Advance Fire Fighting Techniques and Drills in order to build capacities for becoming effective members of Auxiliary Fire Services	6 Working days.	Annexure-"V"
6.	Bombs Safety Course	To train Officers / Instructors / Volunteers of Civil Defence /Home Guards in order to enable them to detect, identify, report and undertake Public Safety measures against any Unexploded Bombs or improvised explosive device	6 Working days.	Annexure-"VI"
7.	Chemical, Biological, Radiological / Nuclear First Responder Course	To train Officers / Instructors / Volunteers from Civil Defence / Home Guards in Management of CBRN Incidents during War Emergencies or Terrorist strikes	6 Working days.	Annexure-"VII"
8.	Emergency Communication Course	To train Officers / Instructors / Volunteers from Civil Defence / Home Guards in organizing Communication Services for War Emergencies and Disasters	6 Working days.	Annexure-"VIII"
9.	Conduct Of Training Course	To train Officers / Instructors / Volunteers of Civil Defence & Home Guards in the methodologies for conduct of effective training	5 working days.	Annexure-"IX"
10.	Disaster Response & Preparedness Course	To train Officers / Instructors / Volunteers from Civil Defence /Home Guards in Organizing, Planning & co-ordinating Disaster Response & Preparedness through Civil Defence resources.	5 Working days.	Annexure-"X"
11.	Incident Command Course	To train Officers / Instructors / Volunteers from Civil Defence /Home Guards in the application of ICS for Managing Emergencies in India.	3 Working days.	Annexure-"XI"
12.	Flood Rescue Operation Course	To train Officers/Instructors/ Volunteers From Civil Defence & Home Guards in Flood Rescue Operations in order to Build capacities for organizing Response Teams during Floods/ Cyclones.	6 Working days.	Annexure-"XII"
13.	One Day Workshop Civil Defence Planning For Industrial Disaster Preparedness	To train Executives from Industries and Factory Inspectorate on necessity of Civil Defence Planning for Industrial Disaster Preparedness	4 Sessions of 1 1/2 hrs each - 1 Day.	Annexure-"XIII"
14.	One Day Workshop Civil Defence Orientation Program	To train Government Officers to command Civil Defence resources and Eminent Citizens selected for Civil Defence Wardens Service in order to create awareness on Civil Defence Management & Planning	4 Sessions of 1 1/2 hrs each - 1 Day.	Annexure-"XIV"

### ADVANCE WARDEN SERVICE COURSE (STATE LEVEL)

**OBJECTIVE:** To train CD Wardens/Incident Control Officer/Staff Officers forming part of Civil Defence Warden Service.

**ELIGIBILITY:** Must have completed Basic Wardens Course at local level.

**DURATION :** 36 Periods of 45 minutes each- 6 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
A.	B.	C.	D.
1.	Modern warfare, Defence potential of Nation, Role of Volunteers, Community Organization's in Crisis Management, Civil Defence Organization and Services.	L	2
2.	Warden service-General organization, enrolment, training, duties & responsibilities of Warden – before, during and after emergency.	L	1
3.	System of Air Raid Warning: Internal & External, Types of Warning Messages, and Role of Wardens.	L	1
4.	Conventional & Weapons of Mass Destruction. – High Explosives, Chemical, Biological & Radiological Weapons. Effects and Personal protection.	L	2
5.	Warden Post – location, layout, records and equipment: Reporting Procedure.	L	2
6.	Incident Control Officer (ICOs) – Selection, duties & responsibilities; Incident Control & Management by ICO / Warden.	L	2
7.	Psychological Impact of Emergencies- Propaganda, rumours, Role of Warden in influencing Public behaviour and Crowd control, Psychological First Aid.	L	1
8.	Map reading and Field sketching	L/D/P	1
9.	Reporting Procedure, Type of reports and different Type of forms used.	L/P	4
10.	Civil Defence Legislation – CD Act, 1968, Rules & Regulations.	L	1
11.	Reconnaissance – Types-identifications and reporting of Unexploded Bomb (UXB) by warden, precautionary measures to be adopted.	L	2
12.	Community Disaster Preparedness- Need for Disaster Prevention and Mitigation, Hazard analysis and response team building.	L	3
12.	Radio Telephony and Line Telephone (RT & LT) Procedure, Handling Radio Equipment & Passing of Messages on Radio & Telephone.	L	3
14.	Role of Warden in organizing House Fire Party, Fire Watching & Fire watch observation post (FWOP). Types of Extinguishers.	L	1
15.	First aid – Principles of first aid – Artificial Respiration & CPR. Wounds, Fractures and their First aid, Transportation of injured.	L/D/P	2
17.	Practice – preparation of house hold register, Post log book and Warden's diary.	P	4
18.	Emergency Methods of Rescue.	P	2
19.	Review / Test / Feed back.		2
	Total		36

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

### BASIC LIFE SUPPORT COURSE (STATE LEVEL)

**OBJECTIVE:** To train Officers / Instructors & Volunteers from Civil Defence / Home Guards in order to become effective members of Casualty Services to be organized by local administration post Disaster or War Emergency.

**ELIGIBILITY:** Must have completed Basic First Aid Course at local level.

**DURATION :** 36 Periods of 45 minutes each- 6 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
A.	B.	C.	D.
1.	Organization & function of Medical and Health Services during emergencies- Manpower requirement and Equipment.	L	1
2.	General principles of first aid and duties of first aiders Patient Assessment- Initial assessment and physical examination of patients	L	1
3.	Types of Ambulance and role of Ambulance services during emergencies	L	1
4.	START Triage, process of Triage & Triage Tags	L	1
5.	Human body and nine basic systems- anatomical terms of reference, Skeletal system: Fractures - Types and treatment, Injuries in joints and muscles.	L	2
6.	Circulatory system, external and internal bleeding, types, pressure points and FA treatment.	L	1
7.	Wounds and miscellaneous injuries-bleeding from nose, foreign body in ears, eyes, nose etc. and FA treatment. Burns: types, sign & symptoms and FA treatment.	L	2
8.	Unconsciousness and shock: Signs & symptoms, prevention and FA treatment.	L	1
9.	Respiratory System - Artificial Respiration, Cardio-Pulmonary Resuscitation (CPR) and Foreign Body Airway Obstruction (FBAO)	L/D/P	4
10.	Poisons, bite by snake, dog, insects bites and stings and their FA treatment	L	1
11.	Incident Command in Mass Casualty situations	L	1
12.	Environmental emergencies: Heat cramps, heat exhaustion, heat stroke, hypothermia, frostbite or local old injuries, late or deep old injuries, prevention and treatment	L	1
13.	Infectious and Communicable Diseases - Personal Protective Equipment – Body Substance Isolation Precautions.	L	1
14.	Use of Triangular and Roller bandages	D/P	4
15.	Transportation of injured – Stretcher & Ambulance Drills	D/P	4
16.	Emergency Rescue: Lifting, stabilizing and moving the patient by using back-board and other emergency methods.	D/P	2
17.	Use of Cervical collars and various splints during emergencies	D/P	2
18.	Integrated Skill Exercise	P	4
20.	Review/Test/Feed back		2
	Total		36

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

### **ADVANCED VERTICAL RESCUE COURSE** (STATE LEVEL)

**OBJECTIVE:** To Train Staff Officers / Instructors / Volunteers in Advanced Techniques of Vertical Rescue using Ropes.

**ELIGIBILITY:** Must have completed Basic Search & Rescue Course at local level.

**DURATION:** 30 Periods of 45 minutes each- 5 Working days.

Sr. No.	Subject	Type of Period	No. of Periods
A	B	C	D
1.	Organization of Rescue Services – Functions, duties of Team members & equipment.	L	1
2.	Rescue Operations – Action of Rescue party at a place of damage, Survey - Types & Procedure.	L	1
3.	Ropes used in Rescue Operation - Types, strength of a rope, testing of a rope, care and maintenance.	D/P	2
4.	Basic Knots and Lashings used in Rescue Operation- Square lashing, Round lashing, Diagonal lashing, Cross bar Lashing etc.	L/D/P	4
5.	Ladders- Types, Carrying & Pitching, Care and maintenance, Ladder, Drill – leg lock, ladder used as improvised stretcher and bridging.	L/D/P	2
6.	Use of blocks, tackles and pulleys – making of hold-fast and anchorages.	D/P	2
7.	Field Machines –Types -Derrick, Sheer, Gyn (Tripod) - preparation, use and precautions to be adopted while using.	L/D/P	2
8.	Rescue Party Drill-Rescue vehicle equipments, mounting / dismounting of vehicle, duty of each member, care & maintenance of equipment.	L/D/P	2
9.	Emergency methods of carrying and handling casualties.	D/P	2
10.	Rescue Operation- Rescue of trapped persons in high-rise buildings, basements- All methods using ropes, pulleys, tackles, stretchers- standard and improvised equipment.	D/P	8
11.	Use of Rescue Chute, Rescue Nets, Cages, Self escape pulley etc.	L/D/P	2
12.	Review/Test/Feed back		2
<b>Total</b>			<b>30</b>

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

### **COLLAPSED STRUCTURE SEARCH & RESCUE COURSE** (STATE LEVEL)

**OBJECTIVE:** To train Civil Defence & Home Guard volunteers in Search & Rescue Techniques so as to enable them to become effective members of Civil Defence SAR Team.

**ELIGIBILITY:** Must have completed Basic Search & Rescue Course at local level

**DURATION:** 36 Periods of 45 minutes each – 6 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
A	B	C	D
1.	Organization of Rescue Service – Rescue Party & its equipment. Duties and action on arrival at the scene of damage.	L/D	2
2.	Elementary building construction, types of buildings & forms of collapse, voids and likely survival points.	L/P	2
3.	Type & importance of survey. Five stages of rescue, precaution on entering damaged building, debris clearance etc.	L	2
4.	Emergency methods of rescue, Stretcher lashing and securing casualty to Stretcher.	L/D/P	2
5.	INSAARG guidelines for Search & Rescue – Structure of USAR Teams and capabilities.	L	2
6.	Structural TRIAGE and INSAARG marking system.	L	2
7.	Search & location techniques in collapsed structure- Modes, Types and Patterns of Search- Electronic Search devices.	L/D/P	6
8.	Principles of Shoring- Types & construction.	D/P	2
9.	Confined space – Problems & use of small tools, Safety precautions, Debris tunneling & Debris clearance.	L/D	2
10.	Introduction to Heavy Tools – Hydraulic cutters, spreaders, rams, jacks, winches & circular saw.	D/P	2
11.	Respiratory protection devices, use of SCBA in confined spaces & PPE.	D/P	4
12.	Immobilization of casualty on backboard, handling and transportation of victims to First aid posts.	D/P	2
13.	Bandages, dressing and Slings, Triangular and Roller Bandages & Stretcher drill	D/P	2
14.	Stabilization of victims before extrication – medical examination of buried victims & crush syndrome.	D/P	2
15.	Review/Test/Feedback		2
<b>Total</b>			<b>36</b>

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

**VOLUNTEER FIRE FIGHTERS COURSE**  
(STATE LEVEL)

**OBJECTIVE:** To train Civil Defence/Home Guards volunteers in Advance Fire Fighting Techniques and Drills in order to build capacities for becoming effective members of Auxiliary Fire Services.

**ELIGIBILITY:** Must have completed Basic Fire Response Course at local level

**DURATION :** 36 Periods of 45 minutes each – 6 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
A	B	C	D
1.	Organization of C.D. Fire Service-their duties and equipments	L	1
2.	Principles of combustion- modes of fire spread & methods of extinction.	L	1
3.	Chemical Fire Extinguishers – types, use, care and maintenance	L/D	1
4.	Principles of Building construction-Effect of Fire on different building materials.	L	1
5.	Hose, hose fittings and hydrants.	L/D	2
6.	Hose and hydrant drill.	D/P	6
7.	Pumps, Water tenders and water relay. TPU and Portable pump drill.	L/D/P	6
8.	Special problems in dealing with Gas/ Electrical / Liquid & Rural Fires.	L	1
11.	Emergency methods of Rescue – Rescue from Smoke/Gas filled rooms.	L/D/P	3
12.	Ropes, knots and lashing.	L/D/P	2
13.	Ladders-types & uses-ladder drill.	L/D/P	3
14.	General Principles of First Aid- Burns and scalds, Artificial Respiration and CPR, Unconsciousness, Shock & Fractures-use of triangular bandages	L/D/P	2
15.	Use of Stretchers for Casualty transportation – Types & Stretcher drill.	D/P	2
17.	Fixed Fire Fighting Installations- visit to an Industry.	Visit	3
18.	Review/Test/Feedback		2
	<b>TOTAL</b>		<b>36</b>

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

**BOMBS SAFETY COURSE**  
(STATE LEVEL)

**OBJECTIVE:** To train Officers / Instructors / Volunteers of Civil Defence /Home Guards in order to enable them to detect, identify, report and undertake Public Safety measures against any Unexploded Bomb or Improvised Explosive Device.

**ELIGIBILITY:** Must have completed Basic Warden Course at local level

**DURATION :** 36 Periods of 45 minutes each – 6 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
A	B	C	D
1.	Conventional Weapons and Aerial Bombs – Types, Explosives used and impact.	L	2
2.	Guided missiles - Types, construction & effects.	L	2
3.	Pyrotechnics – types, identification & Safety precautions.	L	2
4.	Civil Defence operations against detection of Unexploded Devices.	L	2
5.	Improvised Explosive Devices – Identification, effects, safety precautions and public protective measures.	L	4
6.	Bomb Disposal Policy -Responsibilities, statutory powers, Bomb disposal Services, organization and duties.	L	2
7.	Construction of Protective Works for Public Safety	D/P	10
8.	Evacuation and Safety distances	D/P	2
9.	Confirmation and Reporting of Unexploded Bombs (UXB) / Crashed Air Craft - Reporting channels and Allotment of priorities during War Emergencies.	L	2
10.	Safety Precautions for Disposal of Stray Ammunition	L	2
11.	Bomb Detection and Identification exercise.	Exercise	4
13.	Review/Test/Feedback		2
	<b>TOTAL</b>		<b>36</b>

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

**CHEMICAL, BIOLOGICAL, RADIOLOGICAL / NUCLEAR**  
**FIRST RESPONDER COURSE**  
**(STATE LEVEL)**

**OBJECTIVE :** To train Officers / Instructors / Volunteers from Civil Defence / Home Guards in Management of CBRN Incidents during War Emergencies or Terrorist strikes.

**ELIGIBILITY :** Must have completed Basic Wardens & First Aid Course at local level

**DURATION :** 36 Periods of 45 minutes each – 6 Working days.

Sr. No.	Subject		No. of Periods
A	B	C	D
1.	Introduction to CBRN Weapons – Types, Effects & Impact.	L	2
2.	Chemical Weapons and Toxic industrial chemicals – Identification, health effects and detection.	L	2
3.	Biological Agents – Recognition of hazards, health effects and role of local health authorities.	L	2
4.	Radiological / Nuclear Weapons- Radioactive material & Health effects of radiation.	L	2
5.	General Principles of Protection against CBRN hazards – sheltering policy, identification of potential shelter, protection factors and provisioning of shelters.	L/P	4
6.	Personal Protective Equipment (PPE) against CBRN – Selection, donning and doffing & Use of Respiratory devices.	D/P	6
7.	Decontamination- Methods, Technical & Patient decon.	D/P	4
8.	Detection Instruments for CBRN – Dosimeters, Radiation Survey Meters, Contamination Monitors, Chemical Detector Tubes and Biological hazard sampling.	L/D/P	6
9.	Civil Defence Response Operations in CBRN event - Concept of Emergency Planning & Web Defence, Scene security and Evacuation Planning.	L	2
10.	Simulated Outdoor Exercise for Detection, Identification and Response to CBRN Event.	Exercise	4
14.	Review/Test/Feedback		2
17.	Total		36

**EMERGENCY COMMUNICATION COURSE**  
**(STATE LEVEL)**

**OBJECTIVE:** To train Officers / Instructors / Volunteers from Civil Defence / Home Guards in organizing Communication Services for War Emergencies and Disasters.

**ELIGIBILITY:** Must have completed Basic Control Room Operations Course at local level

**DURATION:** 36 Periods of 45 minutes each – 6 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
A	B	C	D
1.	Organization of Communication Services: Need, functions and staff requirements.	L	2
2.	Planning of Control/Sub-Control Centres – Layout, staff and equipment.	L/D	2
3.	Air raid warning System – External and Internal warning System, Deployment of sirens and their maintenance- ARP Equipment & its functioning.	L/D	2
4.	Basic Radio Theory – VHF, HF & UHF Communication, Principles of Radio Communication and Rules for speaking on line / radio. Use of Standard Phrases.	L	2
5.	Duties of Staff at the Control Centre: Maintenance of Files, Records, Display Boards & Maps.	L/D/P	4
6.	Reconnaissance & Damage Assessment – Information collection / collation / evaluation.	L/P	4
7.	Circulation of messages in a Control/Sub-Control Center – Incoming messages, outgoing messages, action on various in-messages.	L/D/P	4
8.	Emergency Operations Center for Disaster Management: Need to upgrade CD Control room, Revised formats for messages & Management Information System.	L/P	2
9.	Communication Networking and Use of Computers for Incident Management.	L/P	4
10.	Practice of Line and Radio Telephone Procedure, EPBX operating procedure and message writing.	L/D	4
11.	Field Exercise on functioning of a Control/Sub-Control Centre / EOC.	L/D	4
12.	Review/Test/Feedback		2
Total			36

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

### CONDUCT OF TRAINING COURSE (STATE LEVEL)

**OBJECTIVE:** To train Officers / Instructors / Volunteers of Civil Defence & Home Guards in the methodologies for conduct of effective Training.

**ELIGIBILITY:** Must have completed all Basic Courses at local level.

**DURATION :** 30 Periods of 45 minutes each – 5 working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
A	B	C	D
1.	General Organization of Civil Defence – History , principles of organization & functions of services	L	2
2.	Study of Civil Defence Legislation – CD Act 1968, Rules & Regulations, GPCD & MPCD.	L	2
3.	Organization of Training Service – Functions and Staff requirements.	L	2
4.	Principles of Disaster Management – Prevention / Mitigation, Response, Recovery and Preparedness, Stages of Disaster Planning.	L	2
5.	Civil Defence and Internal Security – Threat of Terrorism and use of WMD, Preparedness of CD Wardens & Volunteers in Community Based Policing.	L	2
6.	Principles of instruction for conducting CD Training.	L	2
7.	Planning & Designing a Training Program – Objectives, contents & methodology, Preparing a Lesson Plan.	L	4
8.	Training Aids & Training methodologies for skill development and awareness training.	D/P	4
9.	Leadership & Motivation – Types and strategies for motivating volunteers.	L	2
10.	Utility of Casualty Simulation for field training exercises- selection of staff, faking of injuries & equipment used.	D/P	2
11.	Conduct of Training – Practice different methodologies through street play, demonstration, presentation, etc.	P	4
12.	Review/Test/Feedback		2
	<b>TOTAL</b>		<b>30</b>

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

### DISASTER RESPONSE & PREPAREDNESS COURSE (STATE LEVEL)

**OBJECTIVE:** To train Officers / Instructors / Volunteers from Civil Defence /Home Guards in organizing, planning & coordinating Disaster Response & Preparedness through Civil Defence resources.

**ELIGIBILITY:** Must have completed all the Basic Courses at local level

**DURATION :** 30 Periods of 45 minutes each – 5 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
A	B	C	D
1.	Disasters – Definition, Nature of Hazards, causes, types & impact on India. Vulnerability and Risk Assessment.	L	2
2.	Disaster Management – Definition, phases and principles.	L	2
3.	Nature of Technological Hazards & threat of Terrorism- Impact of Industrial hazards, hazard identification and assessment.	L	2
4.	Disaster Response – Objectives of Response Plan, Organising Intervention Teams as per MPCD.	L	2
5.	Incident Command & Management Systems- Selection & Designation of Incident Commanders, duties of command team.	L/P	3
6.	Disaster Preparedness – Planning strategies, Risk Assessment, Vulnerability Assessment. Public Awareness Programs, Community Training and Disaster Drills.	L/P	3
7.	Disaster Recovery Management – Resource Generation, Management of Food, Shelter & clothing needs of affected Population. Planning Relief Camps.	L	2
8.	Planning Emergency Operation & Co-ordination Centers- Need, layout, staff & functions, information display, map maintenance & decision making.	L	2
9.	Public Information & Media – Public warnings, collection and evaluation of information, media handling by response agencies.	L	2
10.	Critical Incident Stress Management.	L/D	2
11.	Legal Aspects of Disaster Management – Study of DM Act, 2005 & Amendment to CD Act 1968.	L	2
12.	Visit to District EOC	Visit	4
13.	Review/Test/Feedback		2
	<b>Total</b>		<b>30</b>

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

### **INCIDENT COMMAND COURSE (STATE LEVEL)**

**OBJECTIVE:** To train Officers / Instructors / Volunteers from Civil Defence /Home Guards in the application of ICS for Managing Emergencies in India.

**ELIGIBILITY:** Must have completed all the Basic Courses at local level

**DURATION :** 18 Periods of 45 minutes each – 3 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
A	B	C	D
1.	Concept of Incident Command System – Definitions, Eight components of ICS & Management staff.	L	2
2.	Incident Management functions – functional units, staff, resource identification and duties of Incident Command Staff.	L	2
3.	Scene Safety – Identification of hazards, need for scene safety plan, securing the incident scene and evidence preservation.	L	2
4.	Critical Incident Stress Management.		
5.	Public Information and Media- Need for public information plan and identifying citizen's concerns.	L	2
6.	Case Study – the resource deployment during 26/11 Terrorist attack in Mumbai.		2
7.	Field Exercise – Practice duties of Incident Command Team.	P	6
8.	Review/Test/Feedback		2
	<b>Total</b>		<b>18</b>

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

### **FLOOD RESCUE OPERATIONS COURSE (STATE LEVEL)**

**OBJECTIVE:** To train Officers/ Instructors/ Volunteers from Civil Defence & Home Guards in Flood Rescue Operations in order to build capacities for organizing Response Teams during Floods/ Cyclones.

**ELIGIBILITY:** Must have completed Basic Flood Safety Course at local level.

**DURATION:** 36 Periods of 45 minutes each – 6 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice (F) Film	No. of Periods
A	B	C	D
1.	Flood hazards – Causes, Effects and Need for Community Preparedness. Secondary Effects of Land slides, Contamination & Crop damage.	L	2
2.	Landslides & Avalanches; Causes - Mechanical & Chemical weathering, Precautions for Public Safety & Protective measures to be taken.	L	2
3.	Flood rescue – Rules of River, Safety precautions for flood rescue, Words of command for rowing.	L/P	2
4.	Life jackets – Introduction to swimming floating aids, Use of life jackets and life lines. Breast lines throw.	D/P	2
5.	Introduction to Ropes & knots – Building of rope bridges.	D/P	5
6.	Construction of improvised rafts and boats.	D/P	6
7.	Lifting and hauling devices – construction of derrick, sheer and tripod, use of block tackles.	D/P	2
8.	Buoyancy Calculations.	L/P	1
9.	Flood Rescue Boats; Type, Parts of a boat, Paddling/Rowing of boats, practice words of command and use of Anchor's & Buoys.	D/P	10
10.	Out board motor; Acquaintance with parts and its working. Using out board motor on boats	D/P	2
11.	Review/Test/Feedback		2
	<b>Total</b>		<b>36</b>

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

**One Day Workshop**  
**CIVIL DEFENCE PLANNING FOR INDUSTRIAL DISASTER PREPAREDNESS**  
 (STATE LEVEL)

**OBJECTIVE:** To train Executives from Industries and Factory Inspectorate on necessity of Civil Defence Planning for Industrial Disaster Preparedness.

**ELIGIBILITY:** Industrial Executives and Government Officers dealing with Industries.

**DURATION:** 4 Sessions of 1 ½ hrs each - 1 Day.

	Topics	Type	Duration
<b>Session - 1</b>	Concept of Civil Defence for Disaster Preparedness- Objectives, Functions of Services, Resource Management as per MPCD	Lecture	1 ½ hrs
<b>Session - 2</b>	Incident Command & Management- functional units, staff, resource identification and duties of Incident Command Staff.	Lecture	1 ½ hrs
<b>Session-3.</b>	Disaster Preparedness- Need for Risk & Vulnerability Assessment, Hazard Identification, Scene Safety – Need for scene safety & security plan.	Lecture	1 ½ hrs
<b>Session- 4</b>	Case Study – Effective use of Civil Defence resources during a Disaster. ( Select any event occurred in respective State requiring Civil Defence deployment for immediate response).	Discussion	1 ½ hrs

**One Day Workshop**  
**CIVIL DEFENCE ORIENTATION PROGRAM**  
 (STATE LEVEL)

**OBJECTIVE:** To train Government Officers to command Civil Defence resources and Eminent Citizens selected for Civil Defence Wardens Service in order to create awareness on Civil Defence Management & Planning.

**ELIGIBILITY:** Government Officers, Chief Warden, Dy. Chief Warden & Divisional Warden.

**DURATION:** 4 Sessions of 1 ½ hrs each - 1 Day.

	Topics	Type	Duration
<b>Session - 1</b>	Concept & Principles of Civil Defence for War Emergency & Disaster Preparedness- Objectives, Functions of Services, Resource Management as per MPCD	Lecture	1 ½ hrs
<b>Session - 2</b>	Incident Command & Management- functional units, staff, resource identification and duties of Incident Command Staff.	Lecture	1 ½ hrs
<b>Session-3.</b>	Disaster Preparedness- Need for Risk & Vulnerability Assessment, Hazard Identification, Risk prioritization, pre-incident planning and resource inventory.	Lecture	1 ½ hrs
<b>Session- 4</b>	Case Study – Effective use of Civil Defence resources during a Disaster. (Select any event occurred in respective State requiring Civil Defence deployment for immediate response).	Discussion	1 ½ hrs

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**PART V : Revised List of Equipment Authorised  
For Civil Defence Services**

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**I WARDEN SERVICE**

S.NO.	ITEMS	Quantity
1.	<b>First Aid Box :</b>	1 (Fibre glass in large size)
	(a) Bandages, Triangular	12
	(b) Dressing shell	6
	(c) Dressing, first field	
	(d) Safety pins(large) cards of 6	4
	(e) Scissor	1
	(f) Oxygen Respirator/Resuscitator( Hand - bellow type)	(Ambu Bag)
2.	Rechargeable Electric Torch	1
3.	Fire Point consist of:- (in addition to HFP)	
	(a) Fire Bucket	2
	(b) Fire beater	1
	(c) Fire bill hook	1
	(d) Water type Extinguishers	1+3
4.	Light Blue Helmet	10(For Sector Wardens)
5.	Flag Light Blue 24" x 18"	1 (Blue flag with a flag pole having yellow beacon light on top).
6.	Wax candle large size with match box.	6
7.	Aluminium Ladder ( 12")	1
8.	Nylone rope (cotton mixed) ( 20' length)	2
9.	Flag Red(for signifying closed roads for day)	2
10.	Red lamps( for signifying closed roads for night)	2(Red luminescent paint boards)
11.	Self Rescue Equipment (as per NCDC design)	1
12.	Sand Bags( for UXB/AirRaid Precaution)	200
13.	Crow bars (ft. length)	1
14.	Motor Cycle	1(can be requisitioned through RTO during Emergency/War).

Contd.....

S.NO.	ITEMS	Quantity
1.	<b>Personal Equipment:-</b> Bedge	1 each
2.	Helmet light blue ( fibre glass)	1 ( Luminous painted)
3.	Report forms	1 pad (each of CDM -1,2,3 & 4)
4.	Rechargeable Electric torch	1
5.	Whistle with lanyard	1
6.	Shirt Sky blue ( terrycot sleeves shirt.)	1
7.	Trouser Dark blue ( terrycot)	1
8.	Belt web	1
9.	Socks (Black)	2 Pairs (Cotton & woollen)
10.	Shoes black( DMS Ankle boots)	1 Pair.
11.	Barret - cloth (Woollen Navy blue side cap)	1
12.	Turban for Sikhs(Navy blue)	1
13.	Shoulder titles (White metallic shoulder titles of "Civ. Defence").	1Pair
14.	Water bottle with sling	1
15.	Ball point pen	1
16.	Warden's Diary	1
17.	Appointment plate ( The case of identification of all wardens need to have appointment plates affix on the top of the left pocket with appointment written/ inscribed on it. e.g. 'Sector Warden', 'Post Warden'. The recommended size if plate is 2 x 0 cms will appropriate thickness).	1
18.	Jersey (Navy Blue for winter stations.)	1
19.	Battery operated magaphone	1

Contd.....

S.NO.	ITEMS	Quantity
	<b><u>EQUIPMENT FOR HOUSE FIRE PARTY</u></b>	
	<b>(a) Personal Equipment:-</b>	
	(i) Helmet( Fibre glass with visor (Shield)	1 each
	(ii) Whistle	1 each
	(iii) Whistle Cord	1 each
	(iv) Gum boots	1 pair
	<b>(b) Party Equipment:</b>	
	(i) Stirrup pump ( with Nylone 30' dia discharge tube).	1
	(ii) Buckets	2
	(iii) Rechargeable Electric torch	1
	(iv) Hand Axe	1 (in addition as per ISL).
	(v) Fire Hook ( 8 ft. length)	1 ( Shock proof as per ISL) .

## II FIRE FIGHTING SERVICE

(a) House Fire Party with Warden Service, (b) Auxiliary Fire Service

### EQUIPMENT FOR AUXILIARY FIRE PARTY

S.NO.	ITEMS	Quantity
(a) 1.	Trailer Pump with 2 delivery outlets: capacity 1800 ltr/mt at 7kg/cm <sup>2</sup> 2 pressure. Complete with towering bar & towing eye as per ISI. 944.	1
2.	Lengths of Armoured/Suction hose of 2.5 mts length each. With universal suction trench. (100 m dia)	4
3.	Metal Strainer	1
4.	Basket Strainer	1
5.	Three ways suction collecting head with 3 soft suction hose of 5 mts length.	1
6.	15 mts long non per-collating 63mm dia delivery hoses complete with gun metal couplings.	20
7.	Dividing breeching piece (Controlled)	1
8.	Collecting breeching piece.	1
9.	Branch pipe of 25 mm, nozzles-I, Diffusor branch-I, triple purpose branch-I	3
10.	Hydrant stand pipe	2
11.	Hydrant Keys	2
12.	Hydrant Adapters( Double female)	2
13.	Hydrant Extension Piece	2
14.	Portable canvas tank(5000 ltr. Capacity).	1
15.	Canvas Buckets	6
16.	Ceiling hook(Preventor) 7ft. overall with cutting edge.	1
17.	Portable hand pump/stirrup pump (with two buckets)	1
18.	Lowering line 35 metre long	2
19.	9 mts Aluminium Extension ladder	1
20.	First Aid Box with contents (Contents as given to First Aid & Rescue party).	1
21.	Rubber gloves tested up to 25000 Volts.	1Pair
22.	Large Axe	1
23.	Spade	1
24.	Pick Axe	1
25.	Crow bar	1
26.	HT Fire man axe	1
27.	Chain saw	1
28.	Circular saw	1
29.	Rechargeable Electric torch	3
30.	Hose Ramps	2Pair
31.	Portable Electric Generator 1.5 KVA	1
32.	Flood light with tripod stand and 100 m electric cable roll. 3.	2
33.	Sheers medium size	1
34.	B.A. Sets( self contained)	2
35.	Aluminised protective suits	1
36.	Towering vehicle	1
37.	Suction adaptor	1
38.	Short line 15 mts.	1
39.	Foam making branch 5	1

Contd.....

(a) House Fire Party with Warden Service, (b) Auxiliary Fire Service

### EQUIPMENT FOR AUXILIARY FIRE PARTY

S.NO.	ITEMS	Quantity
(b) 1.	Portable Fire pump as per BIS	1
2.	Armoured suction hose of 2.5 mts.	1
3.	Universal suction	1 pair
4.	Metal suction strainer	1
5.	Basket strainer	1
6.	Two way collecting head with soft suction 2 lengths of 5 mts each	2
7.	Length of non pre-collating delivery hose of 15 mts length each	10
8.	Standard branch of 7 mm nozzle	2
9.	Stand pipe	1
10.	Hydrant adapter (double female)	1
11.	Hydrant keys	1
12.	Ceiling hook(preventor) standard length	1
13.	Lowering line 35 mts.	1
14.	Short line 15 mts.	1
15.	Shovel with long handle	1
16.	First Aid Box with contents	1
17.	Large Axe	1
18.	Spade Ordinary	1
19.	Pick Axe	1
20.	Crow bar	1
21.	Hand saw	1
22.	Rechargeable electric torch	2
23.	Hose Ramps	2 pairs
24.	Suction adapter	1
25.	Rubber G loves tested for 25000 Volts.	1 pair
26.	Fireman Axe with HT handle	1
27.	Hose Bandage	6
<b>Personal Equipment:</b>		
1.	Helmet	1 each
2.	Fireman Axe	1 each
3.	Gum boots	1 Pair each
4.	Over-alls	2 each
5.	Web belt	2 each
6.	Belt line	1 each

### III EQUIPMENT FOR CASUALTY SERVICE

S.NO.	ITEMS	Quantity
I.	<b>FOR EACH MEMBER OF F.A. PARTY</b>	
	1. Helmet (white with red cross) Fibre glass	1
	2. Water Bottle with sling + Glass steel	1
	3. Rechargeable Electric Torch	1
	4. First Aid Pouch	1
	<b>FOR DRIVER OF F.A. PARTY VEHICLE</b>	
	5. Helmet fibre glass	1
II.	<b>FOR FIRST AID PARTY</b>	
	6. Stretchers( Aluminium folding)	2
	7. Blankets	2
	8. Durrie/ ground sheets	2
	9. Pnuematic splints	2
III.	<b>HAVERSACK CONTAINING THE FOLLOWING ITEMS</b>	
	10. Bandages triangular	36
	11. Bandages roller	36
	12. Cotton wool 100 gms packets	8
	13. Dressing sterile pads	24
	14. Lint, out- in- places of 45 Cm x 30 Cm.	6
	15. Safety pin, large	2Doz.
	16. Scissors Stainless steel 12.5 Cms.	1
	17. Forceps normal stainless steel 12.5 cms.	1
	18. Ball point pen	2
	19. Triage labels.	10 each for y green
	20. Safety Razor Blade	1
	21. Liquid sprays for pain, burn, wound	4 (one each ( burn,wound band aid)
	22. Micropore/ prempore surgical dressings of different sizes.	100
	23. Portable Aluminium oxygen cyclender 4-5 ltr along with oxygen Nasal catheters/masks	1
	24. Crepe Bandage	1
	25. Eye pads	1 pair
	26. Thermometer/ Tongue depressor	1 each
	27. Paracetamol tablets	100 (Nos. x40 in closed
	28. Brufen tablets	
	29. Tab. Disprin (Acetyl salicylic Acid)	100 tabs.
	30. Soap Bathing	1 cake.

Contd.....

S.NO.	ITEMS	Quantity
	31. Ambu Bag with 2 masks	1
	32. Sunction apparatus with sterile disposable suction catheters- 5 each paediatric and adult size.	1
IV.	<b>CONTENTS OF FIRST AID POUCH ( WITH EACH FIRST AIDERS)</b>	
	33. Bandage triangular Individual	9
	34. Bandage roller first Aider pouch -do-	9
	35. Dressing, sterile pads -do-	9
	36. Triage labels -do-	10(each for yellow, red, green & black 1doz.
	37. Safety pins, large -do-	1
	38. Safety Razor Blade with handle -do-	10
	39. Band aid dressings -do-	1pkt.
	40. Leucoplast -do-	
V.	<b>AMBULANCE EQUIPMENT</b>	
	<b>(i) Personal Equipment</b>	
	41. Helmet Per driver	1
	42. Helmet Per Attendant	1
	<b>(ii) Ambulance Equipment</b>	
	43. Water bottle with sling + glass steel Per Amb.	1
	44. Stretchers light aluminium -do-	4
	45. Blankets -do-	4
	46. Hot water bottle, improvised -do-	1
	47. Rechargeable Electric Torch -do-	1
	48. Thermometer/ tongue depressor -do-	1 each
VI.	<b>Ambulance Satchel Containing:-</b>	
	49. Bandage triangular -do-	6
	50. Bandage loosewoven 6cm. -do-	6
	51. Cotton wool, 100 gms packets -do-	6
	52. Sterile surgical dressing -do-	12
	53. Lint, unmedicated, 100 gms pkt. -do-	6
	54. Safety pins large -do-	2 Doz.
	55. Scissors stainless steel 12.5 cms -do-	1
	56. Forceps stainless steel 12.5 cms -do-	1
	57. Pressure bandage -do-	1
	58. Pnuematic splints -do-	1
	59. Portable Aluminium oxygen cyclender -do-	1
	10 Litre along with Nasal catheters/Masks -do-	1
	60. Ambu Bag with 2 masks -do-	1
	61. Suction apparatus with sterile disposable Suction catheters- 5 each paediatric/ adult. -do-	1

#### IV MEDICAL STORES & EQUIPMENTS FOR FIRST AID POSTS

S. NO.	ITEMS	Basic Requirement	Percentage of reserve
1.	Tablets Disprin (Acetylsalicylic Acid) For each F.A. Post.	100tabs	100
2.	Tablets Septran -do-	100tabs	100
3.	Lysol, 1 lit. bottle -do-	1	100
4.	Morphine sulphate, 1c.c. ampoules, boxes of 6. -do-	1	100
5.	Liq. Adrenalin Hydrochlorine -do-	100	100
6.	Sodium Bicarbonate -do-	100gm	100
7.	Spirit, Methylated, Mineralised, pints -do-	1000ml	50
8.	Air way Medium I.R./Paediatric -do-	1	Nil
9.	Forceps tongue( cross action) -do-	1	1
10.	Mouth Gag -do-	1	Nil
11.	Glucose saline I. V. sets -do-	10	50
12.	Bandages loose woven, 1 OcmsX6cms -do-	100	75
13.	Bandages loosewoven, 5cmsX 6cms -do-	100	75
14.	Bandages triangular -do-	18	50
15.	Bandages many tailed -do-	3	100
16.	Premopore dressing +surgical sterile. -do-	25	100
17.	Dressing -do-	10	100
18.	Gauze, absorbent, 1 mts X 10mts wide folded. -do-	6pkts	50
19.	Lint, cotton absorbent in 500 gm Pkt. -do-	5pkts	100
20.	Wool, cotton absorbent in 500gms Pkt. -do-	5pkts	100
21.	Plaster, adhesive, zinc oxide spool (7.5 CMSx5 cms) -do-	1spoon	100
22.	Silk surgical braided, sterilized No. 3(T) in vial. -do-	1	100
23.	Wool cotton, non absorbent 500 gms Pkt -do-	5pkts	100
24.	Forceps artery 5" Per F.A. Party	4*	100
25.	Forceps dissecting -do-	1*	100
26.	Forceps sinus -do-	1*	100
27.	Forceps dressing -do-	1*	100
28.	Forceps, sterilizer, cheatle's -do-	1*	100
29.	Probe -do-	1*	100
30.	Scissors, surgical -do-	1*	100
31.	Scalpel -do-	1*	100
32.	(a) Knife B.P with handle -do-	1	100
	(b) Blade NO.22 -do-	3	100
33.	Splinter forceps -do-	1*	100
34.	Tongue depressor, metal -do-	1*	100
35.	Surgeons overalls -do-	1	100
36.	Surgical gloves -do-	2 Pairs	100
37.	Scissors, (7" long, 1 badge pointed 1 blade blunt) -do-	2	50
38.	Catheter NO.8 I.R. -do-	1	100
(*)	For Medical Officers on duty		

Contd.....

S. NO.	ITEMS	Basic Requirement	Percentage of reserve
39.	Catheter NO. 6 I.R. Per F.A party. For F.A Party	1	100
40.	Razor common -do-	1	100
41.	Syringe Hypodermic 2cc with needles (Disposable) -do-	100	100
42.	Syringe 2cc with needles (Disposable) -do-	100	100
43.	Syringe hypodermic 10cc with -do-	50	100
44.	Pins safety, tins of 36 -do-	1	100
45.	Splinting, Gooche's wood (60 cms x 45 cms pieces. -do-	2	50
46.	Splints ,arm, wood, plain sets of 8 -do-	1	100
47.	Splints, knee, Thomas's without foot pieces. -do-	3	100
48.	Splints, posterior, wood with a foot pieces. -do-	4	100
49.	Straps and buckles for splints doz. -do-	2	50
50.	Eye Shades -do-	3	50
51.	Hot water bottle I.R.30x20 cms -do-	4	50
52.	Sterilizer, fish kettle with lamp complete size 37.5 x37.5 x10c -do-	1	100
53.	LPG gas stoves - 4 Kg. -do-	1	100
54.	Basin, dressing, E.I.Kidney shape 25cms -do-	2	100
55.	Bowl, E.I., 20 cms. -do-	2	100
56.	Jug, measure, E.I. graduated 500ml. -do-	1	100
57.	Jar, dressing 25x20cms EI with cover -do-	2	100
58.	Tray dressing E.I. 28x22x5 cms -do-	1	100
59.	Basin, E.I. washing 35 cms. -do-	2	50
60.	Bed -do-	1	100
61.	Bin, Ash, large -do-	1	100
62.	Bottle Urine E.I. -do-	1	100
63.	Brush, nail, ward -do-	2	100
64.	Cup, Feeding, E.I. -do-	2	100
65.	Mug, enameled -do-	3	100
66.	Pail, plastic -do-	1	100
67.	Table with trestles size -do-	1	100
68.	Pair of trestles -do-	1	100
69.	Rechargeable emergency light -do-	6	100
70.	Candles -do-	6	100
71.	Match Boxes -do-	6	100
72.	Kerosene oil -do-	10 ltr.	100
73.	Towel, hand- size -do-	6	25
74.	Soap, hand-cakes -do-	6	50
75.	Detergent Powder -do-	1/2Kg.	50
(*)	For Medical Officers on duty		

Contd.....

S. NO.	ITEMS		Basic Requirement	Percentage of reserve
76.	Floor mop-short handle	-do-	1	100
77.	Stretchers ambulance(Modified light Aluminium)	-do-	6	50
78.	Sheet, water proof width 90 cms	-do-	3 mts.	100
79.	Blankets	-do-	12	50
80.	Crutches	-do-	2 pairs	50
81.	Walking sticks	-do-	3	100
82.	Ball point pen	-do-	1	100
83.	Rechargeable electric torch	-do-	2	0
84.	Casualty Register	-do-	2	50
85.	Tie-on-labels, set of 18 in an envelop	-do-	4 sets	100
86.	Tea Box (Aluminium)	-do-	1	
	<b>Contents of Tea Box:</b>			
(i)	Tea	-do-	½ Kg.	
(ii)	Milk Powder	-do-	½ Kg.	
(iii)	Sugar	-do-	1kg.	
(iv)	Mugs	-do-	6 sets	
(v)	Sauce pan	-do-	2	
(vi)	Spoons	-do-	6	
(vii)	Kettle E.L.	-do-	1	100
87.	Detol/Savlon/ Betadine	-do-	1ltr.	100
88.	Injectic thiopentomi sodium ampoule of 0.5.	-do-	6 Amp.	50
89.	Paraffirum liguidum	-do-	100 ml.	100
90.	Diazepam/ Nitrozepam 5 mg.	-do-	50 Nos.	100
	(calmose/ Nitrogen 5 mg.)			
91.	Pethedeine Hydrochloride 50 mg. Amp. & 100 mg Amp.	-do-	25 Amp. each	100
92.	Bandages, elastic, adhesive, 5cmx5 mtr.	-do-	3 Nos.	100
93.	Needle,serum	- do	4 Nos	100
94.	Needle holder, Mayo	-do-	1No.	100
95.	Nylone suture material medium-hanks of 50	-do-	10 Pkts	100
96.	Forceps, dissecting, toothed 10 cms	-do-	1No.	100
97.	Splinting, wire( cramer) 60x8 cms	-do-	6pes.	100
98.	Listone long splint	-do-	1set	100
99.	Sphygmomanometer dial type-	-do-	2 Nos.	100
100.	Tubing, drainage 3/16"	-do-	1mtr.	100
101.	Measure glass double(15x60ml)	-do-	1	100
102.	Bag ice, head I.R. 15 cms.	-do-	1No.	100
103.	Bag, sand, empty, 40x 15 cms.	-do-	5	100
104.	Thermameter clinical	-do-	4 Nos.	100
105.	Tray,E.L. Kidney shaped 26 cms	-do-	2	100
106.	Mask (face) Paediatric/ Adult	-do-	6	100
107.	Nasal catheters	-do-	10 each	100
108.	Oxygen cylinder with regulator	-do-	1	100
109.	Measuring tape	-do-	1	100

Contd.....

S. NO.	ITEMS		Basic Requirement	Percentage of reserve
110.	Needles, suture, cutting, straight, triangular, pointed, size 2(large) packet of 6	per F.A post.	2 Pkts	50
111.	Linen thread size 75x30 cms length hanks of 50	-do-	2	50
112.	Inj. Xylocaine 50 ml vial	-do-	5 vial	100
113.	Suction apparatus	-do-	1No.	100
114.	Ethyl Chloride Spray	-do-	1No.	100
115.	Liquid sprays for pains, burn, wounds	-do-	1each	100
116.	Band Aid Strips	-do-	100 Nos	100
117.	Ambu Bag	-do-	1 No.	100
118.	Ryle's tube( polythene)	-do-	5 Nos.	100
119.	Butterfly hypodermic needle sets	-do-	5 Nos.	100
120.	Brufen tablets( 200 mg) each	-do-	500 Nos.	100
121.	Oral Rehydration solution Dry Powder packs of 100 gm.each	-do-	10 Nos.	100
122.	Inj. Tetanus toxide 10 dose vials	-do-	6	100
123.	Pneumatic splints	-do-	6	100
124.	Suction Catheters( disposable)	-do-	5 Nos.	100
125.	Ryle's tube (disposable)	-do-	5 Nos.	100
126.	Stethoscope	per doctor	1	1 per Doctor of FA po
127.	<b>Personal Equipment:</b>			
	Doctors Nurses First Aiders	per person		
	Lay personnel Drivers Attendants			
				1 Helmet each

**Additional list of Injection, Tablets, Ointments,  
Syrup & Drops**

S.No.	List Of Item	Quantity
	<b><u>INJECTABLES</u></b>	
1.	Normal saline	200
2.	Ringer Lactate	200
3.	Dextrose 5 %	200
4.	Haemaccel	100
5.	Efficorlin	30
6.	Decadron	30
7.	Atropine	20
8.	Aminophylline	20
9.	Lasix	50
10.	Paracetamol	100
11.	Perinorm	50
12.	Ranitidine	100
13.	Dizepam	100
14.	Stemetil	50
15.	Inj. Tetanus toxoid	50
16.	Inj. Amplox	50
	<b><u>TABLETS</u></b>	
1.	Crocin	500
2.	Brufen	500
3.	Nimulid	500
4.	Perinorm	100
5.	Avil	500
6.	Digene	5000
7.	Amoxycillin	500
8.	Furoxone	500
9.	Oral Rehydration Salt (ORS)	500
	<b><u>LIQUIDS</u></b>	
1.	Septon Syrup	30
2.	Ampicillin Syrup	30
3.	Furozone Syrup	30
4.	Paracetamol Syrup	30
5.	Metronidazole Syrup	30
6.	Ibugesic Syrup	30
	<b><u>MISCELLOEOUS</u></b>	
1.	Soframycin	10
2.	Silvers Sulfadiazine Cream	10
3.	Leucoplast	30
4.	Crepe Bandage( 6"/3" )	30
5.	Eye- drop- Ciplox	30
6.	Ear drop- otek-AC	30
7.	Band Aid (assorted two-Pkt)	30
8.	Methylated spirit	1bottle
9.	Savlon	1bottle
10.	Betadine	1bottle
11.	Sterile cotton ( 200 gm)	30

**Contd.....**

	<b><u>EQUIPMENT FOR MOBILE SURGICAL UNIT:</u></b>	
1.	Instrument table	1
2.	Monitoring Equipment:-	
	-Stethoscope	6
	-B.P.Apparatus	6
	-Thermometer	10
	-Multifunction monitor with following features:	2 Nos.
	-ECG with all alarms and leads.	
	-ET Co2 with 2 sampling lins & filters	
	-Invasive pressure( 2 lines) monitoring set	
	-Temperature module with probe	
	-Pressure transducers	2 Sets
	-Sufficient NICD batteries for power	
	-External pacing facilities with pacing pads	
	-ECG Electrodes	1pkt.
	-Electrode Jelly	6tubes
	-NICD Battery Charger	2
3.	Ventilator, fixed tidal volume 10 % and 30%.	1
4.	Electrical suction apparatus, light weight wall mount negative pressure 100-700 m/bar adjustable.	1
5.	Portable patient monitor.	1
6.	Defibrillator	1
7.	Tentage	1
8.	Emergency light	1
9.	Generator	1
	<b><u>OPERATIVE UNIT:</u></b>	
	-Operation Ceiling lamp	4
	-Operation table	2
	-Electrical surgical fan	2
	-Electro- cautery ( Unipolar and biolar)	3
	-Compact monitored NIBP, Pulse- oximeter,	
	-Capnograph and EKG	2
	-Portable anaesthesia Machine with ventilator	2
	-Bain circuit	2
	-Serum hanger ( Mobile)	4
	-Infusion pump	3
	-Instrument desk	4
	-Square table	4
	-Stool	3
	-Central gas outlets( Oxygen 4, Nitrogen	
	-Protocsite 2 and Vacuum 2 )	
	-Step (duplex)	2
	<b><u>Intubation equipment:-</u></b>	
	a). Laryngoscope (with 4 blades) Macoy's laryngoscope	1
	b). Endotracheal tubes in different sizes (2.5 via 9,7-8.5 )	20 each. rest
		02 each

# Contd.....

(c) 3 way Cannulae connector	50
(d) IMA (size 3)	2
(e) Combitube	4
(f) Oral and nasal 2 sets airways tube	2sets
(g) Face mask (size 2,3,4)each	2
(h) Venture mask	5
(I) Intubation stilet	5
(j) Resuscitator( Ambulance emergency case complete)	5
(k) Mobile transport oxygen apparatus	1
-Blood and serum heater	2
-Infected garage box	2
-Non infected garage box	2
-Dirty sheet trolley	2
-Patient transporter	2
-Autoclave not less than 180 ft.	3
-Storing boards with basin	2
-Surgical washbasin	2
-Ultraviolet lamp	4
-Plugs for every operative unit, 200 V.	3
-Surgical equipment cleaning unit	1
-Oxygen Cylinder	12
-N20 Cylinders	12
- Vaporisers ( Halothane)	2
-Suction Machine ( foot operated)	2
-Transport Ventilators ( Min.T.Volume 20ml)	2
-Refrigerator	1
-Wall clock	1
<b>Additional Airway Equipments -Trolley-I (Standard):-</b>	
1. Airways ( all sizes)	1each
2. Leucoplast	6 Rolls
3. Bandages (2")	12 Pkts
4. Laryngoscope with blades all 4 sizes	2
5. Battery Cells ( Medium)	4
6. Harness ( all sizes)	2each
7. Suction catheters - all sizes	1Pkt. each
8. Infant feeding tubes	1Pkt.
9. Ambu bag with reservoir- both sizes (Paediatric & Adult)	2
10. Head ring (small & Adult size)	1 each
11. Oxygen cylinder, pressure gauges with regulator	6
12. Opening key for Oxygen Cylinder	6
13. H.P.Pipeline for connection	10 Meters
14. Connectors. ET Tube connections ( all size)	1 each
15. HIP Tube to Ambu Connectors	1
16. Suction machine Catheter connectors	1
17. Xylocain Jelly	6 Tubes
18. Style with stopper	6
19. Gloves (6,6 1/2, 7 sizes)	4 each
20. Maggills forceps ( small & large)	2 each

# Contd.....

<b>Airways Equipment - Trolley-II ( Difficult Airway):-</b>	
1. Cervical collars ( all sizes) with holes for tracheostomy tube.	1 each
2. Tracheostomy tubes (all sizes).	1 each
3. Tracheostomy tray (preferably, precutaneous tracheostomy tray).	2 in Nos,
4. Laryngeal Mask of all sizes .	1 each
5. Fibroptic laryngoscope( Adult & Paediatric size).	1 each
6. Macoy laryngoscope with blades of all sizes.	1
7. Gum Elastic Bougie all sizes.	2 each
8. Style with stopper	plenty
9. Jelly (lubricating)	2 bottles
10. Connectors of all sizes.	2 each
11. HP Tubes.	20 mts.
<b>Disposable Equipments:-</b>	
1. Measured volume sets (Paediatric drip-set)	20
2. LV. sets	1000 Pkts.
3. Blood infusion sets	100
4. Syringes of 2ml,5ml	1000 each
5. Syringes of 10ml.	100
6. LV. Canula of all sizes 16,18,20,22,24 &26	5 each
7. CVP canula ( long line)	10
8. Sutures ( Non-absorbable)	20
9. Stitching needles all types	2 Pkts each
10. Spinal needles 20,22,24,25 & 26	10 each
11. Chest tube + Chest drainage sets	5
12. Suction catheters	100
13. Blades ( surgical)	10 Pkts.
14. ECG Recording paper	10 Rolls
15. Torch Cells large size	10
16. Laryngoscope bulbs spare	10
17. Electrode Jelly	2 bottles
18. Epidural needles- 16,18 & 20	5 each
19. Stomach aspiration ( Bon's) tube with funnel	1
20. Ryles tubes	20
21. Flatus tube	2
22. Urinary Catheter & drainage set	10 each
23. Urine & Blood samples collecting bottles	50
24. Various types e.g. fluoride bottle	20
25. EDTA bottle	20
26. Cotton rolls	100
27. Bandages all sizes	100 Pkts each
28. leucoplast	100 Rolls
29. Threeway cannulae connectors	50
30. Gauze pieces	50 thans
31. Soaps, polythene bags for waste disposal	5000

# Contd.....

<b>Cut Down Set:-</b>		
1.	Lancet handle small 10-15 Nos.	1
2.	Scissors straight 13-15 cms.	1
3.	Scissors small curved 13-15 cms.	1
4.	Forceps Mayo	2
5.	Edson forceps 15-18 cms	2
6.	Forceps gas holder curved	1
7.	Forceps cloth standard	4
8.	Forceps Hem, Mosquito curved 10 cms.	2
9.	Forceps Hem Medium size curved 14	2
10.	Forceps right angle size 14-18 cms	1
11.	Stile ( blunt tip)	2
12.	Needle holder small standard size.	1
13.	Portegu (needle holder) small size fine .	1
<b>SUTURING SET - (12 SETS):-</b>		
1.	Scissors straight standard 13-15 cms	1
2.	Scissors curved( Baby Metzenbaum) 13-15- cms	1
3.	Forceps straight	2
4.	Portegu ( Needle holder) small standard size thick	1
5.	Pens Hem, medium size curved 14 cms	4
<b>DRESSING SET - ( 16 SETS) :-</b>		
1.	Scissors straight standard 13-15 cms	1
2.	Forceps straight standard	1
3.	Pens Hem, medium size curved 14 cms	2
<b>GENERAL SURGERY - (8 SETS):-</b>		
1.	Abdominal tool kit metal	1
2.	Bistury handle, small (10-15 nos)	1
3.	Bistury handle short (18-38 no.)	1
4.	Bistury handle big	1
5.	Scissors straight standard 13-15 cms	1
6.	Scissors curved 18-25 cm ( Mayo type)	1
7.	Scissor curved (Metzenbaum) 13-15 cm	1
8.	Scissors curved fine(Baby Metzenbaum) 13-15cms	2
9.	Pens straight standard 13-15 cms	2
10.	Pens straight Rechester 13-15 cms	2
11.	Pens straight standard big 25-30 cms	2
12.	Debaquey pense 20-30 cms	2
13.	Pens tampon holder ( Dressing forceps) forester-Balienger (curved)	2
14.	Pen Allies (Standard) 15cm.	2
15.	Forceps cloth 13.5 cm	10
16.	Pens holder Mayo type 14cm	5
17.	Pen Hem, Mosquito curved 10cm	6
18.	Pan Hem, Mosquito straight 10cm	6

# Contd.....

19.	Pens Hem Medium size curved 14 cm.	12
20.	Pens Hem, Medium size straight 14 cm	6
21.	Pens Hem, Curved bis 18-24 cms	12
22.	Pens Kocher 14-15cms	1
23.	Pens medium size curved(thick mouth) 14-18cms	1
24.	Pens Moynihan ( big) 20-24 cms	1
25.	Pens Moynihan (medium) 14-18 cms	1
26.	Clamp Right angle (mediumsize) 14-18 cms	2
27.	Clamp Right angle (big) 20-24 cms	6
28.	Pens pean 18-23 cms	4
29.	Forceps intestine curved 18-24 cms	4
30.	Babcock (big size)	2
31.	Babcock (medium size)	2
32.	Stile	1
33.	Cuvette (small size)	2
34.	Vein ecarteur	2
35.	Farabeuf ecarteur	2
36.	Rlehardson small	2
37.	Rlehardson big	2
38.	Automatic abdomen ecarteur	1
39.	Ecarteur Deaver 19 x 180 mm	2
40.	Ecarteur Biagsari	2
41.	Needle set	1
42.	Kidney Cuvette	1
43.	Square Cuvette	1
44.	Aspirator tip metallic	1
45.	Dissector Micro Adson 14cm	1
46.	Dissector long (baby) 18cm	1
47.	Portegu (needle Holder) thick tip	2
48.	Portegu (needle holder) thick tip long (8-24cm)	2
49.	Portegu (needle holder) fine tip small (113-15cms)	1
50.	Portegu (needle holder) fine tip long(18-24cms)	2
51.	Porotology set	1
52.	Oscope	1
53.	Daniel Pens	2
54.	Anal ecarteur	2
<b>BIG VASCULAR SET - (1 SET):-</b>		
1.	Vascular set tool box metallic	1
2.	Pens ration	1
3.	Pens vascular	2
4.	Scissors safen	2
5.	Scissors curved	1
6.	Portegu atraumatic	2
7.	Portegu atraumatic	1
8.	Thorax ecarteur	1
9.	Soft clamp (long, medium, short)	6

# Contd.....

10.	Small cross clamp	2
11.	Satensky pens for vessel	4
12.	Cross clamp	2
13.	Clips holder	2
14.	Siner hook	1
15.	Rujin	1
16.	External fixation set	1
17.	Hand Surgery set	1
18.	Osteotomy set-62mm	1
19.	AO Compression plate + screw set	1
20.	Mini fragman plate and screw set	1
21.	Compression Supracondylar plate + screw set	1
22.	Unreamed Kuntcher set (femur, tibia, humerus)	1
23.	Kuntcher set	1
24.	Harris Muller hip plate 1 nail set for infants	1
25.	Illip Parial Prosthesis set	1
26.	Different size, stienmen, pin and kirchner set	1
27.	Bone set ( Electricity or/ and pneumatic)	1
28.	General tool set	1
29.	Osteotomy set	1
30.	Sterilizing Tray/1/1 deep	1
31.	Lid 1/1	1
32.	Ambu Vacuum splints:	
	(a) Ambu full leg splints	10
	(b) Ambu leg splint	10
	(c) Ambu arm splint	10
	(d) Ambu artieu splint	50
33.	Ambu NAJO backboard	50
34.	Ambu Stretcher/ transfer Mattresses	10
35.	Ambu perfit and ambu perfit ACE	10
<b>GENRAL SURGERY SET:-</b>		
1.	Bone hook, sharp, small, length 230mm	1
2.	Bone hook, sharp, medium, length 230mm	1
3.	Retractor, 8mm wide, short narrow tip,length 220mm	2
4.	Retractor, 18mm wide, short narrow	1
5.	Retractor, 24mm wide, longend wide tip length 270mm	1
6.	Periosteal Elevator, curved shell, 14mm wide length 200mm	1
7.	Periosteal Elevator, round edge, 6mm wide length 200mm	1
8.	Periosteal Elevator, straight shell, 14mm wide length 200 mm	1
9.	Hammer 500g, length 230mm	1
10.	Chisel handle, length 230mm	1
11.	Chisel blade,10mm wide, length 81thickness 0.9mm.	1

# Contd.....

12.	Chisel blade, 25mm wide, length 81mm thickness 0.9 mm	1
13.	Chisel blade, 25mm wide, length 81mm thickness 0.9 mm	1
14.	Langenburg	1
15.	Hook	1
16.	Pens Bulldog	4
<b>TRACHEOSTOMY SET - ( 2 SETS ):-</b>		
1.	Bistury handle ( thin and thick)	2
2.	Farabeaf Ecarteur	2
3.	Pens straight short standard	2
4.	Pens Rochester short standard	2
5.	Tissue scissors( Baby Metzenbaum)	1
6.	Cotton scissors( short standard)	1
7.	Pens Hemostatik (small)	4
8.	Dissector ( medium size)	1
9.	Single notched hook	1
10.	Portegu	1
11.	Mikulich Pens	2
12.	Allis Pens ( Allis Forceps)	2
<b>ORTHOPAEDIC UNIT :-</b>		
1.	Fracture reduction table ( Which can easi ly operate with C-Armed X-ray instrument)	1
2.	Plaster cutting engine	1
3.	Esmarch bandage	10
4.	Pneumatic turnstile (shall be an automatic turnstile which operates with electricity)	1
5.	Arm	1
6.	Leg	1
7.	Lee bag	10
8.	Set of Traction equipments	6
	(a) Skin traction	5
	(b) Skeleton traction	1
	(b.1) Different sizes of house shoes	10
9.	Gauge, curved, for cancellous bone graft, 10mm wide ,length 250mm	1
10.	Bone holding forceps, self-centering, length 240mm speed lock	1
11.	Bone holding forceps, self-centering, length 280mm, speed lock	2
12.	Reduction forceps, serrated, length 240mm spped lock	1
13.	Reduction forceps scraped, length 170mm	2
14.	Reduction forceps with points, length 165mm	1
15.	Reduction forceps large, with points, length 200mm	1

Contd.....

<b>TRACTION MATERIAL SET :</b>		
1.	Hollow Reamer for 3.5/4.0 mm	1
2.	Spare Reamer tube for Hollow Reamer NO.1	1
3.	Extraction Bolt for 3.5/4.0 mm screws	1
4.	Extraction screw, Conical for 2.7,3.5 and 4.0mm screw	1
5.	Hollow Reamer for 4.5mm screw	1
6.	Spare reamer tube for hollow reamer No.309,450mm	1
7.	Extraction screw, conical for 4.5mm screw	1
8.	Extraction screw, conical for 4.5/6.5 screw	1
9.	Hollow reamer for screw for 5.0/6.0/6.5/7.0 mm dia	1
10.	Spare reamer tube for hollow reamer no. 309,065	1
11.	Extraction bold for screw of 5.0/6.0/6.5/7.0mm dia	1
12.	Aluminium plate, anodized	1
13.	T.Handle, large, with quick coupling, length 160mm	1
14.	Sharp Hook, length 155mm	1
15.	Forceps for screw removal, length 205mm	1
16.	Gauge length 205mm, 10mm wide	1
<b>DIAGNOSTIC EQUIPMENTS:</b>		
1.	Incubator	1
2.	Centrifuge	1
3.	Microscope	2
4.	Portable X-ray unit	1
5.	Working table with drawer	1
6.	Hot and cold water basin	1
7.	Hematocrite	1
8.	Automatic and conventional pipette set	1
9.	Manual blood counting slides, pipettes, reagents	2
10.	Reagents and consumables / counter	1
<b>MISCELLANEOUS ITEMS:</b>		
1.	Rectangular trays	1
2.	Surgical drums( Laparotomy, Thoractomy, Craneotomy, Dressing Drum, Orthodrum )	1
3.	Sterilizer	1
Linen items:-		
(a)	Curtains	10 Mtrs.
(b)	Bedsheet	1
(c)	Pillow	1
(d)	Pillow cover	1
(e)	Towel	1
(f)	O.T. Dresses( Surgeon caps, mask and gowns)	1 each
(g)	O.T. Linen, Laparotomy sheet	1
(h)	Slippers in adequate	1
(i)	Safety pin	1Pkt.

Contd.....

<b>MEDICINES:</b>		
1.	Topical Spray	
(a)	Pain spray	10
(b)	Burn spray	10
(c)	Antiriptic spray	10
2.	<b>Inhalers (along with nebulizer)</b>	
(a)	Asthalin inhalor	10
(b)	Budecart inhalor	10
3.	<b>Injectable</b>	
1.	Ringer Lactate	200
2.	Normal Saline	200
3.	Dextrose 5%	200
4.	Haemacel	100
5.	Efficorlin	30
6.	Decadron	30
7.	Atropine	20
8.	Aminophylline	20
9.	Asthalin	20
10.	Deriphylline	20
11.	Adrenaline	20
12.	Pethidine	20
13.	Morphine	20
14.	Voveran	30
15.	Dopamine	20
16.	Potassium Chloride	20
17.	Sodium Bicarbonate	30
18.	Stemetil	50
19.	Perinorm	50
20.	Avil (25mg)	50
21.	Phenergan	50
22.	Paracetamol	100
23.	Dizepam	100
24.	Ranitidine	100
25.	Buscopan	100
26.	2% Xylocard	50
27.	Injection Tetanus toxoid	50
28.	Inj. Ciprofloxacin	50
29.	Inj. Gentamycin	50
30.	Inj. Amplox	50
31.	Inj. Metrinidazole	50
4.	<b>Tablets</b>	
1.	Crocini	500
2.	Brufen	500
3.	Nimulid	500
4.	Perinorm	100
5.	Avil	500
6.	Prednisolone(5mg, 10mg)	100

Contd.....

	7. Sorbitrate ( 5mg, 10mg )	100
	8. Depin Capsules ( 5mg, 10mg)	100
	9. Domstal ( 10mg)	100
	10. Alprax ( 0.25 mg.)	100
	11. Norflox TZ	100
	12. Metronidazole	500
	13. Furoxone	500
	14. Digene	500
	15. Buscopan ( 10mg.)	100
	16. Ciplox ( 500 mg.)	300
	17. Septran	500
	18. Amoxycillin	500
	19. Asthalin	500
	20. Oral Rehydration Salt (ORS)	500
5.	<b>Liquid preparations ( six bottles)</b>	
	1. Septran syrup	30
	2. Ampicillin syrup	30
	3. Furozone syrup	30
	4. Paracetamol syrup	30
	5. Metronidazole syrup	30
	6. Ibuprofen syrup	30
6.	<b>Miscellaneous</b>	
	1. Soframycin Ointment	10
	2. Silver sulfadiazine cream	10
	3. Eye drops- ciplox	30
	4. Ear drops- otek-AC	30
	5. Band Aid (assorted-two packets)	30
	6. Methylated spirit	3 bottles
	7. Savlon	3 bottles
	8. Betadine	3 bottles
	9. Sterile cotton ( 200gm )	30
	10. Cotton gauze ( 3' x 3' )	100
	11. Cotton roll ( big size)	30
	12. Cotton bandage	100
	13. Leucoplast	30
	14. Eye pads	30
	15. Crepe Bandage ( 6"/3" )	30
	16. Slings- elbow/ Shoulder	30
	17. Gloves ( size 6 ½, 7 and 7 ½ )	30

## V COMMUNICATION SERVICE

S.NO.	ITEMS	Quantity
1.	<b>EPBX:</b> (a) For 2 lakhs population (5+20) (b) Between 2 to 6 lakhs (10+50) (c) For every multiple of further 6 lakhs population for each Sub- Control Centre. (10+50)	1 1 (Additional Board) 1 (Additional Board)
2.	<b>ARP Equipment:</b> (a) For BGF & 24 CCS for main Station Units. (b) For 72 GBF & 24 CCS for each Station units (c) 36 GBF for satellite units (d) 12 GBF & CCS for small units	1 1 1 1
3.	<b>Siren:</b> (a) Electric Siren (b) Hand Operated Siren:- (i) For 2 lakhs population (ii) For subsequent 2 lakhs	1 per 3.22 Km/Sq area to be covered. 13 13+10%
4.	<b>VHF Sets -( Cat. -I &amp; 1A towns ):</b> (a) Population less than 1 lakh (b) Population between 2-6 lakhs (c) Population more than 6 lakhs  (d) Walkie- talkies Proto phones	7 Sets 7 Sets 7 sets (One additional) compatible set per additional 2 lakhs population. By which it exceeds 6 lakhs pop. Or population thereof. 20% Over & above the out of working.
5.	HF Sets (100 watts)	1 per town
6.	Telephones	As per GPCD
7.	(i) In Messengers (i) Helmet (Fibre glass) (b) Out Messengers (i) Helmet (Fibre Glass) (ii) Water Bottle with sling (iii) Mopeds (50-100cc)  (iv) Bicycles	1 each 1 each 1 each 1 per Control/Sub-Control Centre. 50% of the messenger strength.

Contd.....

S.NO.	ITEMS	Quantity
	(c) Message Commandant:	
	(i) Helmet ( Fibre Glass)	1
	(ii) Rechargeable Electric torch	1
	(iii) Whistle with lanyard	1
	(iv) Water bottle with sling	1
	(d) Control & Sub-Control Staff: (Other items authorized for Control/ Sub-Control Centre as specified in GPCD) :	
	(e) Additional Equipment for Control/ Sub-Control Centre :	
	(i) Computer (PC) with printers & Monitor & floppies,	1 (per Control/Sub Control Centre
	(ii) Pagers (for Officer Commanding Service & Officer I/C Control room)	1 each
	<b>RECONNAISSANCE PARTY:</b>	
	1. Motor Cycle	1per party
	2. Helmet ( Fibre Glass, grey colour Red)	1each
	3. Water bottle with sling	1each
	4. Probe ( Metal detector/Bomb detector)	1
	5. Pad	1
	6. Ball point pen	1
	7. Rechargeable Electric torch	1each
	8. NBC suit	1each
	9. Gas Mask	1each
	10. Area Survey meter	1per party
	11. Gas detector/analyzer	1each
	12. Pocket Dosimeter	1each

## VI RESCUE SERVICE VEHICLE EQUIPMENTS FOR RESCUE PARTY

S.NO.	ITEMS	Quantity
	<b>RESCUE PARTY (PER PARTY):</b>	
1.	Iron shod levers 10' long	2 (To be reinforced with meta. rings through out the length)
2.	Heavy blocks for fulcrum	2
3.	Crowbars 2 ½ " to 3" circum.	8 (4' to 6' length)
4.	Picks	2
5.	Shovels	2
6.	Half round file	2
7.	Sledge Hammer	2
8.	Heavy Axe	1
9.	Light Axe	1
10.	Two handled cross cut saw	1
11.	Hand saw	2
12.	100 ft. length 5/3" wire rope	1
13.	100 ft. length 3" Fibre rope	3
14.	40'/60'/80' length 1-1/2" Fibre lines	3 each
15.	Chain tackle	2
16.	Single Sheeve Snatch Block	1
17.	20 ft. Bamboo ladder	2
18.	Rechargeable Electric torch	4
19.	Hurricane Lanterns	2
20.	Tarpaulin 12' x 12'	2
21.	Box of Misc. tools (size)	1
22.	Set of rope tackles 3 sheeves. 2 sheeves	1each
23.	Jack with 5 ton lift ( 1-Mechanical & 1- Pneumatic)	1each
24.	Rubber Gloves (Tested up to 25000 Volts)	1Pair
25.	200 ft length fibre rope 3" or 4" (where needed)	1
26.	Stretcher Harness set	1
27.	Scaffold Poles for sheer legs	3
28.	Debris Basket( Metallic)	6
29.	Fireman's Axes with carrying pouch (25000 volts tested)	1
30.	Short Aluminium ladder (8ft or 10ft.)	1
31.	Buckets	3
32.	Tarpaulin or Jumping sheets 12' x 12'	1
33.	First Aid Pouches	2 (Contents same as at Casual Service)
34.	First Aid Box	1(Contents same as in Warden Service)
35.	Stretchers	2

Contd.....

S.NO.	ITEMS	Quantity
36.	Aluminium Extension ladder -25ft.	1
37.	Self Rescue Equipment	1
38.	Spreader	1
39.	Blankets	4
40.	Bed sheets for covering dead bodies	8
41.	Hand operated Power cutter, Driller & Saw	1 each
	<b>PERSONAL EQUIPMENT:-</b>	
1.	Helmet (Red fibre glass with head light fitted)	1 each
2.	Water bottle with sling	1 each
3.	Electric tester	1 each
4.	Toggle ropes 20 ft. long	1 each
5.	Leather Gloves (Less Dur)	1 pair each
6.	Face Mask (Less Daur)	1 pair each
7.	Whistle with lanyard	1 each
8.	Inner Gloves ( Rubber)	1 pair each
	<b>HAEVY EQUIPMENT (DEPOT):</b>	
1.	3 ton lifting tackle	1
2.	6ft. Chains (3 ton lift)	2
3.	Oxygen Propane cutting set	1
4.	Extension Ladder ( 35 ft.)	1
5.	Hydrant Keys with adopters	2 sets
6.	Air Breathing Apparatus( Compressed Air)	2 sets+1 set per Rescue Party per shi
7.	Chain Saw	2
8.	Floor Cutters	2
9.	Trapped persons locator (TPL)	2
10.	Portable Generator set 1.5 KV A	2
11.	Search light units with bulbs	10
12.	Electric cable 100 mtrs	10 reels
13.	Power Drill	2
14.	Rescue cage	2
15.	Tirfor with 100' sheet rope	2
16.	Pull lift	2
17.	NBC Suits 8	(To cater for 1 party per town).
18.	Survey Meter	1 per party
19.	Pocket Dosimeter	8 ( To cater for 1 party per town).
20.	Jumping Cushion	1
21.	Spot Decontamination Kit:-	1 per depot

Contd.....

S.NO.	ITEMS	Quantity
	<b>Contents:-</b>	
	(a) Plastic Bath Tubs	3
	(b) Scrapping Druch with long handle	3
	(c) Spray Machine 20 lts capacity with spray nozzle	3
	(d) Towels large	3
	(e) Liquid Detergent	100 ml.
	(f) Bath soap	1 cake
	(g) Can 40 ltrs for collecting contaminated waste water	1
	(h) Canvas/plastic sheets 12' x 10'	1
	(i) Traffic Taps/Cordonning Tape	100 mtr.
	(j) Traffic Pest ( Plastic)	20 Nos.
	<b>CONTENTS MISC. TOOL BOX FOR RESCUE PARTY:-</b>	
1.	Screw Driver Set	2
2.	D Spanner Set	1
3.	Ring Spanner Set	1
4.	Pliers	1
5.	Adjustable Spanner	1
6.	Pipe Wrench	1
7.	Hack Saw	1
8.	Hammer with nail extractor	1
9.	Drill machine with bits set	1
10.	Plier insulated	1
11.	High tension cutting tool	1

## SALVAGE SERVICE

S.NO.	ITEMS	Quantity
<b>FOR SALVAGE TEAM:</b>		
1.	Vehicle (3 ton truck)	1
2.	Baskets (metallic)	8
3.	Spades with handle	4
4.	Ladder Aluminium 10'-12'	1
5.	Rope length ½ " & ¼ " 50 ft. long	4 Nos. each
6.	Jute strings ( Sutli)	5 kg.
7.	Gunny Bags with sand	2 doz
8.	Rechargeable Electric torch	4
9.	Crow bar 5 ft 6 inch long	1
10.	Pick Axe with handle	3
11.	Axe 2 kg with handle	2
12.	Hand Saw cutting edge with handle (55cm)	2
13.	Sledge Hammer 3.5 kg.	2
14.	Tarpaulin 18' x 18'(sal sheets plasticised)	6
15.	Standard Ceiling Hook	2
16.	Dollies 1.5 m (made out of condemned pieces of hose filled with sand)	4 Nos.
<b>ADDITIONAL EQUIPMENT:</b>		
1.	2 Hydraulic and 2 Pumatic jacks with compressed air cylinder	4
2.	Drag hook and 5 forks with 1.5 m, handle	2
3.	Iron shod lever 1.5 m long	2
4.	Telescopic Stanchion	4
5.	Rubberised Gloves tested for 25000 Volts. including 2 reserve.	3 pairs
6.	Asbestos Gloves	1 pairs
7.	Metal Trays 2' x 4' X 6'	6

## Contd.....

S.NO.	ITEMS	Quantity
<b>PERSONAL EQUIPMENT:</b>		
<b>(a) Salvage Party:</b>		
1.	Helmet ( Fibre glass, grey colour)	1
2.	Overall	1
3.	Gum boots	1 pair
4.	Web belt	1
5.	Water Bottle	1
6.	Bobbin line 25 ft.	1
<b>(b) Supervisor, Custodian:</b>		
1.	Helmet ( Fibre glass, grey colour)	1
2.	Rechargeable Electric torch	1
3.	Whistle with lanyard	1
4.	Water Bottle	1
<b>(c) Accountant Attendant:</b>		
1.	Helmet ( Fibre glass, grey colour)	1
<b>(d) Watchman:</b>		
1.	Helmet ( Fibre glass, grey colour)	1
2.	Rechargeable Electric torch	1
3.	Whistle with lanyard.	1

### TRAINING EQUIPMENT FOR LOCAL INSTRUCTORS

S.NO.	ITEMS	Quantity
1.	Chart section diagram of I kilo I.B.	1
2.	Chart diagram of 30 Lbs. I.B.	1
3.	Chart diagram of 250 Lbs. I.B.	1 Chart -A set Of 10 bombs.
4.	Chart diagram 500 Lbs. I.B.	1
5.	Stirrup Pump	1 (Cut Section)
6.	CD Respirator with pulvasorb filter	1
7.	Charts:- (A set of one chart each)  (a) Organisational charts of all services. (b) Ropes, Knots and lashings (c) Emergency methods of Rescue & Rescue from heights. (d) Use offield machines. (e) Improvised water crossing expedients (f) Boats and OBM (g) First Aid charts. (h) C.D. Organisation at all levels (i) Air Raid warning system (k) Types of bombs, missiles & their effects & protection. (l) B.A. Sets (m) Effects of NBC strike and preventive (n) Control and Sub- Control Centres, layout & communication. Training Aids:-	
8.	_____	
	(a) Stirrup pump	1
	(b) Buckets	2
	(c) All types of bandages	As required
	(d) Ropes and lines	As required
	(e) Stretcher	1
	(f ) Sand bags	As required
	(g) Film strips/ cassettes on CD & NBC	As required
	(h) Megaphone	1
	(I) Black board roller with duster and chalk.	1 each
	(k) Plus all stores available at the warden post.	
9.	Personal Equipment:-	
	(a) Helmet	1 each
	(b) Overall khaki	1 each
	(c) Whistle with lanyard	1 each
	(d) Boot ankle black	1 Pair each
	(e) Socks	1 Pair each

## VIII. DEPOT AND TRANSPORT SERVICE

S.NO.	ITEMS	Quantity
1.	Authorised equipment for all services including 10 % reserve to be maintained at depot.	
2.	<b><u>Personal Equipment:-</u></b>	
	(a) Depot Supdt.                      - Helmet	1 each
	(b) Dy. Depot Supdt.                - Electric torch	1 each
	(c) Transport Supervisor           - Whistle	1 each
	- Water bottle with sling	1 each
3.	Remaining depot staff               - Helmet	1 each
4.	Vehicles calculates as per the requirement based on service wise calculation should be requisitioned through the RTO and placed under command Depot Supdt.	
5.	Resources tally board as at Control/Sub-control be provided.	
6.	<b><u>Miscellaneous Staff :-</u></b>	
	C.D. personnel not catered for in various services equipment Scheduled such as Controller, Dy. Controller & Computer Operator etc. will draw personal equipment from depot kept as reserved.	
7.	<b><u>Extra Reserve :-</u></b>	
	(i) Helmet	50
	(ii) Water Bottle with sling	12
	(iii) Whistle with lanyard	12
	(iv) Rechargeable Electric Torch	12
	(v) Overall	12
	(vi) Gum boots	12 pairs
8.	Loud Howler/PA system	1 per depot.
9.	Maps as Control/Sub-Control Centre	1 per depot.

## IX. SUPPLY SERVICE

S.NO.	ITEMS	Quantity
	<b>Personal Equipment:-</b>	
1.	Helmet ( Fibre glass grey colour )	1 each
2.	Rechargeable Electric Torch	1 each
3.	Whistle with lanyard	1 each
4.	Water Bottle	1 each

## X CORPSE DISPOSAL SERVICE

S.NO.	ITEMS	Quantity
<b>A.</b>	<b><u>PARTY EQUIPMENT :-</u></b>	
1.	Light metal stretchers	2
2.	Tarpaulin (4m X 4m )	1
3.	Ropes Fiber 3/8" X 20ft.	2
4.	Bucket (Plastic) with lid & Mug.	2
5.	Basket (Metallic)	2
6.	Broom stick	2
7..	Bar Soap	2
8.	Towel small	6
9.	Disinfectant (sevlon)	5 liters
10.	White Sheets (6' X 3')	8
11	Duster	12
12.	Deodorants/Bleaching powder	1 bag of 30kg.
13.	Gunny Bags	6
<b>B.</b>	<b><u>PERSQNAL EQUIPMENT :-</u></b>	
1.	Helmet	1 Per Member
2.	Nose Pad	1 Per Member
3.	Pair of rubber gloves	1 Per Member
4.	Spade	1 Per Member
5.	Rechargeable electric torch	1 Per Party
6.	Label of each type	1 doz.
7.	Shoes canvas with socks	1 pair each
8.	Overall full sleeves	1 each
9.	Deodorant spray	1 cane
10.	Plastic bags 6" X 4"	2 doz.
11.	Pocket Dosimeter	1 each