



GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
DIRECTORATE GENERAL CIVIL DEFENCE

Compendium of Instructions Civil Defence

Sixth Edition
2011



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GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
Directorate General Civil Defence

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

Sixth Edition
2011

नागरिक सुरक्षा विभाग
राजस्थान, जयपुर

Published under the Authority of
Director General Civil Defence

Ministry of Home Affairs
New Delhi

PREFACE

Two handbooks on Civil Defence, namely, "General Principles of Civil Defence in INDIA" and "Master Plan for Civil Defence" have already been circulated to the State Governments and Ministries. These two handbooks underline the specific measures necessary for achieving the objectives of Civil Defence.

2. A large number of instructions and policy letters have been issued from time to time on Civil Defence between 1962 and now. For ease of reference, it has been decided to publish a Compendium of instructions on Civil Defence. This Compendium deals very briefly with all the different aspects of Civil Defence in India and where applicable, references to important policy letters issued on the subject upto 19th October 1968 have been given.

3. It is desirable that this Compendium is kept up-to-date by the recipients by incorporating any further instructions, amendments, etc., that may be issued from time to time.

4. As the Compendium contains classified information, it is requested that necessary precautions should be taken for its safe custody.

5. Any suggestions towards the improvement of scope and contents of the Compendium will be gratefully acknowledged.

New Delhi;
1969

Lt.-Gen. R.N. BATRA
Director General Civil Defence,
Ministry of Home Affairs,
Govt. of India.

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

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

B. Transport

	Combined HG & CD CTI	Separate HG CTI	Separate CD CTI
46. 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 settling, the quarterly claims submitted by the State Governments.

4.2 Poolable and Shareable

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

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

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

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

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

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

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

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

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

4.3 Expenditure on Non-classified Towns

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

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

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

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

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

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

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

4.5 Issue of petrol

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

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

4.6 Expenditure on Building/Vehicles for Training

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

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

4.7 Duty Allowance/Training Allowance

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

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

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

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

4.8 Expenditure on Medals Cash Awards

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

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

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

4.9 Categorisation of Honorary CD Personnel

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

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

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

4.10 Reimbursement of Central Share

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

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

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

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

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

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

4.11 Preparation of Civil Defence Budget

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

The following information are required:-

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

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

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

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

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

4.12 Permanency of Civil Defence and Home Guards Organisation

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

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