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Registered No.
PY/44/2021-23

புதுச்சேரி மாநில அரசிதழ்
La Gazette de L'État de Poudouchéry
The Gazette of Puducherry

PART - II

சிறப்பு வெளியீடு	EXTRAORDINAIRE	EXTRAORDINARY
அதிகாரம் பெற்ற வெளியீடு	Publiée par Autorité	Published by Authority

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No. } Puducherry	Thursday	17th		February	2022	

(28 Magha 1943)

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT
(G.O. Ms. No. 02/2022/597, Puducherry, dated 02nd February, 2022)

ORDER

Whereas, Civil Defence is considered as an integral component of Nation's Defence Strategy and the preparedness level of Civil Defence Organization and its personnel can be linked directly to the crisis absorbing and recovering capability of the Nation;

2. Whereas, as per the Civil Defence Act, 1968 and Union War Book of India, 2010, Civil Defence has been mandated to perform the primary role of passive defence of the Country. In the year 2010,

the role of the Civil Defence has been broadened and an additional role of Disaster Management in all phases has been added by the Amendment in the Civil Defence Act, 1968;

3. Whereas, the Government of Puducherry has appointed Officers in Civil Defence Corps for the Union territory of Puducherry *vide* G.O. Rt. No.15, dated 22-08-2016 of the Department of Revenue and Disaster Management, Puducherry. While so, it is necessary to issue Guidelines for establishment and operationalization of Civil Defence set up in the Union territory of Puducherry;

4. Now, therefore, the Lieutenant-Governor is pleased to approve the "Guidelines for Establishment and Operationalization of Civil Defence in Puducherry" in the Union territory of Puducherry as appended herewith.

(By order of the Lieutenant-Governor)

E. VALLAVAN, I.A.S.,
Special Secretary to Government (Revenue).

GUIDELINES FOR ESTABLISHMENT AND OPERATIONALIZATION OF CIVIL DEFENCE IN PUDUCHERRY

Introduction.— Civil Defence is considered as an integral component of Nation's Defence Strategy and the preparedness level of Civil Defence organization and its personnel can be linked directly to the crisis absorbing and recovering capability of the Nation. As per the Civil Defence Act, 1968 and Union War Book of India, 2010, Civil Defence has been mandated to perform the primary role of passive defence of the country. In the year 2010, the role of Civil Defence has been broadened and an additional role of Disaster Management in all phases has been added to the charter by amendment in the Civil Defence Act, 1968.

The Government of the Union territory of Puducherry has initiated the process of establishing Civil Defence setup in the Union Territory. Accordingly, the Government has issued necessary Orders (G.O. Rt. No. 15, dated 22-08-2016) for appointment of Director of Civil Defence for the Union territory of Puducherry, Controllers of Civil

Defence for Puducherry and Karaikal Districts and Additional Controllers of Civil Defence for Mahe and Yanam divisions with the following roles and responsibilities:

Sl. No.	Officer appointed in Civil Defence Corps	Designated as	Roles and Responsibility
1	Relief and Rehabilitation Commissioner.	Director of Civil Defence.	To Co-ordinate the activities of the Controllers of Civil Defence within the State.
2	District Collector, Puducherry/Karaikal.	Controller of Civil Defence, Puducherry/Karaikal District.	To command the Civil Defence Corps for any area within the District.
3	Regional Administrator, Mahe/Yanam.	Additional Controller of Civil Defence, Mahe and Yanam.	To command the Civil Defence Corps for any area within the region.

The following guidelines are prepared for establishment and operationalization of Civil Defence setup in the Union territory of Puducherry. These guidelines are intended to suggest actions to be taken by the State Government, District Administrations and local authorities for taking various measures for Civil Defence Services. These guidelines may also be used to standardize the practices and procedures for preparing Civil Defence Plans for the Union territory of Puducherry. Since, the Union territory of Puducherry is prone to cyclones, tsunami, heavy rainfall and floods, *etc.*, the proposed Civil Defence measures may also be designed with more emphasis on Training and Capacity Building to deal with the management of these types of disasters and immediate emergency conditions, Rescue and Relief operations and to protect the public and restore vital services and facilities that may be destroyed or damaged by these disasters.

1. *Eligibility Criteria.*— For enrolling as Civil Defence Volunteers in Puducherry, the following criteria regarding age, educational qualifications and health, *etc.*, may be followed (as per the General

Principles of Civil Defence and Civil Defence Regulations, 1968 issued by the Directorate General, Civil Defence, Ministry of Home Affairs, Government of India).

A person who intends to apply for engagement as a Civil Defence Corps must fulfill the following conditions:—

(a) He/she shall be a citizen of India, or a subject of Sikkim or of Bhutan or of Nepal and should be a resident of Puducherry. Any one of the following documents (with photo) is required to be submitted for verification.

1. Voters EPIC Card
2. Aadhaar Card/ Driving Licence/Passport/ Bank Passbook
3. Any other Employment Identity Card.

(b) **Age :** He/she shall have completed the age of 18 years provided that this age-limit may be relaxed in the discretion of the Competent Authority up to a maximum of 3 years for any branch or category of the Corps:

(c) **Educational Qualification**

(1) He/she shall have passed at least fifth standards that is to say, the tenth class or metric and this condition may be relaxed by the controller at his/her discretion.

- (a) House Fire parties : 10th class/Metric
- (b) Sector Warden/Warden: Graduation and above

(2) Both men and women shall be eligible for appointment to the Corps.

(3) Any service in the National Volunteer Force and in the Armed Forces of the Union shall be a special qualification.

(d) **Health :** A person shall not be enrolled as Civil Defence Volunteer unless he/she found to be physically fit, mentally alert and also with the normal vision (corrected vision after wearing specs).

2. *Manner of application.*—(1) Every person eligible for appointment shall be required to apply in Form-‘A’ to the concerned District/Regional Head Quarters in the *pro forma* available on Website free of cost for the purpose of selection and also present himself/herself for interview (if required) before the Competent Authority.

(2) The Notification for engagement of Civil Defence Volunteers shall also be kept in the official website of the Government of Puducherry. The details will also be displayed on the Notice-Boards of DM/SDM offices, Revenue Department/District websites by the Controllers. This information should be widely published through local newspapers, electronic and print media. Applications will be accepted throughout the year and selections will be made periodically. After scrutiny of applications as per the eligibility criterion mentioned above in terms of age, educational qualifications, health, *etc.*, the character and antecedents of the shortlisted candidates will be verified by the Police and only those candidates, whose character and antecedents are verified and certified by the Police will be permitted to be enrolled as Civil Defence Volunteers.

(3) The interested and eligible candidates shall download the application form and apply. There is no fixed Last date for applying.

(4) In case of those who are already in employment, the candidate shall be required to produce a certificate from his/her employer agreeing to spare his/her service for training and duty, when so required.

(5) The Controller may, for advising him/her in the selection of candidates, constitute a Selection Committee which shall consist of such number of members and such persons as the Controller may determine and appoint.

(6) All short listed candidates will have to undergo a Basic Training on Civil Defence and only those candidates who have successfully completed the Basic Training on Civil Defence will be enrolled as Civil Defence Volunteers.

3. *Selection Procedure for Ranks among the Volunteers.*— Civil Defence Volunteers/Corps are rendering their services to the Society. Under the circumstances, it is essential that Volunteers/Corps gets due recognition and respect for their voluntary work and contribution. It is also important that persons with integrity and dedication are placed at supervisory positions so that all Civil Defence activities are executed and coordinated in an effective and efficient manner. The selection of right men and women for the right rank in the hierarchy needs a fair and transparent procedure. The following procedure shall be observed in the enrolment, selection for higher ranks.

- I. All qualified meritorious and desirous Civil Defence Volunteers may apply.
- II. Screening Committees for selection of various ranks among the Volunteers shall be constituted by the Collector and District Magistrate and the Screening Committees may adopt the following criteria for short listing the names of suitable candidates.

Sl. No.	Attributes	Points
1	Knowledge and Skill on Civil Defence activities	10
2	Courses/Training programmes attended in Civil Defence	20
3	Leadership Skills, Resources, Capability to mobilize Volunteers.	20
4	Physical Fitness	20
5	Educational Qualifications (Professional Degree: 20, PG : 15, Graduate : 10, Intermediate : 7, Matric : 5).	20
6	Discipline and Past Performance	10
Total		100

The Screening Committee shall prepare a panel of 3 persons for each rank along with score sheets and detailed Bio-Data.

(a) The selection to the rank of Chief Warden/Deputy Chief Warden and above will be made by the Director of Civil Defence. He/she may either select volunteers from the panel or return the panel for preparation of fresh panel in which case new names will be put up for his/her consideration.

(b) The selection to the rank of Divisional Warden, Deputy Divisional Warden, Firka Warden will be made by the Collector and District Magistrate/Controller, Civil Defence. He/She may either select volunteers from the panel or return the panel for preparation of fresh panel in which case new names will be put up for his/her consideration.

(c) The selection to the rank of Sector Warden and Post Messenger will be made by Additional Controller, Civil Defence. He/she may either select volunteers from the panel or return the panel for preparation of fresh panel in which case new names will be put up for his consideration.

4. *Grant of Honorary Ranks.*— The Collector and District Magistrate, Puducherry/Controller, Civil Defence may grant an Honorary Rank to the high achievers irrespective of their experience in the Corps in order to promote Civil Defence Corps.

5. *Work Conduct/Performance.*— The Screening Committees for the respective ranks will also assess the work and conduct for all ranks of Civil Defence Corps/Volunteers. Assessment will be done for each calendar year, *i.e.*, from 01st January to 31st December. This process of assessment should be completed before 01st February of each calendar year.

6. *Enrolment.*— (1) A candidate who has been accepted for appointment to the corps shall be formally enrolled in such manner as the controller may, by order, determine and at the time of enrolment shall make an oath or affirmation according to Form-"B" before such officer as the controller may, by order, appoint.

(2) Members of the following forces or services are not ordinarily eligible for enrolment as Civil Defence Corps:

- (1) Armed Forces of the Union;
- (2) Police Force;
- (3) Fire Services;
- (4) Territorial Army or Auxiliary Forces of any of the Defence services; and
- (5) Civilian personnel employed in connection with the Armed Forces of the Union.

(This regulation shall not apply to Government servants who are specifically deputed for whole time or part time Civil Defence duties by the heads of organization or services concerned).

7. *No Objection Certificate (NOC) in case of employed persons.*— The Volunteers who are employed and aspiring to join Civil Defence, shall require to produce NOC from his/her employer stating that the employer agrees to spare his/her service for training and duty whenever required.

Former Officers and staff of Armed/Police Forces, Fire and Emergency Services, Territorial Army, Auxiliary Forces of Defence Services and Civilian Personnel employed in connection with all forces and Retired Defence personnel will be allowed to be enrolled.

All the volunteers will be subjected to the provision of Civil Defence Rules, Acts and Regulation, 1968. They must follow the stipulated Rules and Regulations issued time to time by the Government of India or the Competent Authority of Civil Defence.

8. *Conditions of Service.*—(1) The Members of the corps shall ordinarily serve in a voluntary and honorary capacity; provided that the State Government may, by order, authorize payment of duty allowance at such rates as may be prescribed by it from time to time in consultation with the Central Government to a Member of the corps when called on duty.

(2) Notwithstanding anything contained in clause (1), the Central Government may declare any appointment or class of appointments as paid appointments. A person appointed on the basis of payment shall be entitled to such conditions of service as regards pay, leave and other benefits as the State Government may, by order, prescribe.

9. *Renewal of Tenure.*—The Screening Committees of the respective ranks will also review the tenure of Civil Defence Volunteers/Corps periodically.

Review will be done keeping in view the following points:-

- (i) A Civil Defence Volunteer/Corps may apply for renewal of his tenure 03 months before the date of expiry of his tenure. However, the Competent Authority for selection shall have the discretion to relax the same in deserving cases.
- (ii) Submission of Self Assessment Report along with Form 'B' is necessary along with work performance through proper channel *i.e.*, Civil Defence hierarchy.
- (iii) Controller of Civil Defence of the respective District will submit his/her assessment individually for every Civil Defence Volunteer on the basis of record maintained in his/her office.
- (iv) There would be a review meeting quarterly *i.e.*, in the last week of every Quarter starting from January for each calendar year.

- (v) The tenure of every rank is 03 years which is to be completed and reviewed after 3 years.
- (vi) No correspondence/alert/reminder, *etc.*, shall be passed on to the Civil Defence Volunteers to apply for renewal.
- (vii) If, a Civil Defence Volunteers applies in the prescribed *pro forma* before the expiry of the tenure he would continue to work till the declaration and grant the extension is given by the Competent Authority.

10. *Duty.*—Members of the Corps may be called on duty:—

- (1) For training;
- (2) For practice or exercise;
- (3) To perform the duties assigned to them by order under the Civil Defence regulations or under any other laws for the time being in force, for the protection of persons and property.

Maintenance of Discipline and Code of Conduct: Civil Defence Volunteers are expected to be the first respondents in case of all disaster situations. It is important that the citizens interested to join in Civil Defence as volunteers must have high integrity, motivation and commitment to serve society and nation on voluntary basis. Hence, the antecedents of the selected candidates may be verified by the concerned Police authorities before enrolment of any citizen as a Civil Defence Volunteer. Civil Defence being a uniformed and hierarchical Volunteer Corps requires a high standard of discipline to be maintained by the members. The members of Civil Defence Corps should serve as a role model for the society and devote themselves to the service of the nation. All the enrolled members of Civil Defence Corps are subjected to the provisions of Civil Defence Act, Rules and Regulations, 1968. They must follow the stipulated rules, regulations and instructions issued from time to time by the Government or Competent Authorities of Civil Defence.

11.1 ***Discipline:***

- 11.1.1. Every Civil Defence Volunteer/Warden shall give proper regards to his/her seniors and follow the proper protocol as per hierarchy during official gatherings/ functions/duties/deployments, *etc.*

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- 11.1.2. Always present himself/herself in society as an exemplary law abiding citizen to motivate other citizens to join as member of Civil Defence Corps and help the community.
 - 11.1.3. Follow the cultural and social etiquettes during day to day life especially towards children, women and senior citizens.
 - 11.1.4 Refrain from indulging in any unlawful activity including posting objectionable videos, photographs and messages at social media.
 - 11.1.5. Follow laid down procedures for redressal of grievances (if any) within the organization as per rules.
 - 11.1.6. Report for duty/training as and when called out by Competent Authority and remain available till dispersal.
 - 11.1.7 Adhere to the Officials Secrets Act, 1923 and maintain confidentiality while dealing with the official communication.
 - 11.1.8 While undergoing training or on duty, no member of the corps shall absent from any lecture, practice or exercise or any other training course, except with the specific permission of the Officer in-charge or other Superior Officer.
 - 11.1.9 Every member of the corps shall conform to the following regulations.
 - 11.1.9.1 He/she shall notify the Controller through the Officer-in-charge any change in his permanent address or employment.
 - 11.1.9.2 He/she shall not conduct himself any manner which may adversely affect the image of organization and lower the morale of its members.
 - 11.1.10 The Civil Defence Volunteers shall be subject to the provisions in the Civil Defence Act, 1968 relating to penalty and dismissal, *etc.*

11.1.11 The Collector and District Magistrate, Puducherry/ Controller Civil Defence may lower the rank of any of its volunteer/warden, *etc.*, as result of screening the non-performers or as a measure of penalty or punishment.

12. *Code of Conduct for Civil Defence Volunteers/Wardens.—*

Every Civil Defence volunteers/wardens shall:

- (1) Maintain absolute self-discipline and integrity at all times.
 - (2) Not indulge in any activity which tarnishes the image of the Civil Defence Corps.
 - (3) Not involve in any act of giving or taking bribe in cash or kind or any other act of corruption.
 - (4) Act as responsible citizen and carry out his/her liabilities through lawful means.
 - (5) Remain polite and respectful at all times and refrain from using unparliamentary/foul language or gestures.
 - (6) Show due concerns to the needs of the people or animals in distress and provide help in the best interest of the society.
 - (7) Introduce himself/herself to the appropriate authority, while attending to incident/accident/disaster and Co-ordinate with other agencies.
 - (8) Not be a member of any political party or having any political indication, he/she must maintain absolute political conduct in public life.
9. Take part in all Civil Defence Activities, as far as possible, and carry out the allocated tasks with the best of his/her abilities.

13. *Forbidden Practices which amount to misconduct.—*

13.1. Misbehavior towards other members of the Civil Defence Corps or Civil Defence Authorities or with any citizen, at large, especially the women.

13.2. Absence or late coming or early leaving from training class/mustering/official meetings/deployed duty point, *etc.*, without permission of the Competent Authority.

13.3. Disobeying lawful orders of superiors and Civil Defence Authorities.

13.4. Intentionally disturbing the instructor/faculty/orator during classes/exercises/meetings/musterings/official gatherings, *etc.*, and showing any kind of bullying/rowdyism/threatening towards fellow members of the Corps/Authorities or others.

13.5. Bringing any unauthorized person or article into the offices or official gatherings/functions without the permission of the Competent Authority.

13.6. Indulging in any act of violence/moral turpitude/favoritism /nepotism/ casteism/communalism/ untouchability, *etc.*

13.7. Smoking/use of drugs or alcohol/gambling in Civil Defence offices or premises.

13.8. Theft/pilferage/damage to any Government property inside or outside Civil Defence offices.

13.9. Any association with banned organizations.

13.10. Propagating or taking part in strike/gherao/disruption of official work/shouting slogans of any kind.

13.11. Accusing or enticing/provoking others in accusing another member of the Corps/Authorities or others by making false accusations/complaints/verbally or in writing or through audio/video clips or media without proper evidence and without following proper procedure for grievance redressal at Departmental level.

13.12. Any other action/behavior leading to unbecoming of a Member of Civil Defence.

14. *Regular working, Supervision and Training.*— Civil Defence Corps is perceived as first responders at the local level in case of any disaster. Corps being from within the community, it is essential that regular activities are carried out to check their preparedness and build their capacity.

15. *Functioning of Control Room.*— Efforts will be made to locate 2 sub-control rooms at division level (*i.e.*, one for each division @ North and South) for efficient utilization of resources. The flow of information may be as follows:—

15.1 Sub-control Room would pass the messages from Chief Warden to Deputy Chief Warden.

15.2 Deputy Chief Warden would pass the message to Divisional Warden, who will pass it further to Post Warden. Post Warden will then pass it to Deputy Post Warden/Sector Warden. Sector Warden will pass it to Member.

15.3 All the modes, wireless, telephone, mobile, messaging service, *etc.*, will be used.

15.4 All the Disaster related activities would be held under the direct supervision of the IC/RO namely, the Collector and DM.

16. *Dismissal of Members of Civil Defence Corps.—*

16.1 Where any member of the Corps fails or has failed, in the opinion of the Controller to discharge his/her duties as such Member satisfactorily or is or has been found guilty of any misconduct in the discharge of his duties as such Member, the Controller may, after an inquiry in which such Member of the Corps has been given a reasonable opportunity of being heard in respect of the charges against him/her, by an order, dismiss such member from the Civil Defence Corps.

16.2 Where the Controller is of opinion that the continued presence of any Member of the Corps is undesirable, he/she may, without assigning any reason, summarily dismiss such member from the Corps.

17. *Punishment /Penalties.—* Any act of misconduct/indiscipline or indulgence in forbidden practices by any Civil Defence Volunteer/ Warden shall be dealt with sternly at all levels as per the provisions of Civil Defence Act, Rules and Regulations, 1968 as per the gravity of the case which may include:

17.1 Issuance of verbal/written warning/Show cause notice/Memorandum.

17.2 Fine which may extend to five hundred rupees or more as per the provisions under Section 11(1) (2) of Civil Defence Act, 1968.

17.3 Suspension from Civil Defence Activities for a specified period.

17.4 Recovery of loss through replacement to Government property due to willful damage.

17.5 Permanent discharge from Civil Defence Corps under Section 6 (1) or 6 (2) of Civil Defence Act, 1968.

17.6 No renewal for another term.

17.7 No consideration for any Award /Reward/DG Disc, *etc.*

17.8 Reduction in Rank.

18. *Mustering Exercise.*— All the District Civil Defence offices will organize Mustering Exercise every quarter during 11.00 a.m. to 12.00 noon. Apart from this Zones and Divisions are free to organize such mustering exercises periodically. This would be in addition to the District Mustering Exercise. At least four such exercises/meetings are mandatory at division level in a calendar year and this would be the responsibility of Divisional Wardens/Deputy Divisional Wardens of the respective Divisions.

19. *Review Meeting.*—

19.1 A review meeting with Chief Warden to Deputy Chief Warden should be taken up by the Collector and District Magistrate in the first week of every month.

19.2 A review meeting with Deputy Chief Warden to P.W. should be taken up by the Sub-divisional Magistrate of respective Sub-division in the second week of every month.

20. *Annual Civil Defence Professional and Sports Competition.*— In order to develop mutual understanding and team spirit among the members of the Civil Defence Corps, various Sports competitions will be held to develop technical proficiency of Civil Defence Volunteers in various events. Duty allowance may be paid to the participants of such events of competition after prior approval of the Collector and District Magistrate, Puducherry/Controller Civil Defence.

21. *Ceremonial Parade.*— The Collector and District Magistrate will ensure that maximum Civil Defence Volunteers/Corps (Men and Women) participate to witness Independence Day and Republic Day functions. The Civil Defence contingents will also participate in the Independence Day/Republic Day parades after due preparation and will be led by Warden/ Senior Officer of Civil Defence.

22. *Civil Defence Raising Day Celebration.*— Raising day of Civil Defence will be celebrated on 06th December every year. All Officers/ Officials of Directorate of Civil Defence, Puducherry, will participate in the Civil Defence Raising Day Celebration to showcase their skills in various events.

23. *Training Courses.*— Training of Civil Defence volunteers may be conducted by the District Administration of Puducherry in three tiers, *i.e.*, at the Local level (Firka) level, Division level and District level. The Civil Defence Volunteers are trained by various officers from the Line Departments, ESF Heads, Other Senior Officers, Deputy Controllers, Medical Officers and Civil Defence Instructors and Personnel from NDRF, Indian Armed Forces, Indian Coast Guard and other CAPFs. The District Controller/Additional Controller may entrust the responsibility of conducting specialized programmes to any particular Department which it may feel fit and appropriate. Some selected Volunteers (based on their qualifications, experience and suitability) may also be trained in various Central and State Civil Defence Training Institutes. Some dedicated Trainers from the regular Government employees may be identified and train them as Master Trainers and draft them for training the Civil Defence Volunteers. The training of Civil Defence Master Trainers and specialized training is conducted at the National Civil Defence College, Nagpur and Team/Leadership training programmes are being conducted at various State Civil Defence Training Institutes.

23.1 Civil Defence Basic Training Course is mandatory for every freshly enrolled Civil Defence Volunteers/Corps.

23.2 Besides, Civil Defence Volunteers/Corps will be encouraged to undergo Advance Training Courses. Since the Union territory of Puducherry is prone to cyclones, tsunami, heavy rainfall and floods, *etc.*, the Training may be designed to deal with the management of these types of disasters and immediate emergency conditions, Rescue and Relief operations and to protect the public and restore vital services and facilities that may be destroyed or damaged by these disasters.

23.3 Visit of Volunteers to other states on mutual basis and also for understanding the working of the Civil Defence Organization existing in those states will be organized.

24. *Organization.*—

24.1 The Controller may divide Corps into such number of sections consisting of such number of persons as he/she may consider necessary and appropriate and appoint a person (hereinafter called the officer-in-charge) to command each such section.

24.2 The duties of the Officer-in-charge shall be such as the Controller may by order prescribe from time to time.

24.3 The Controller may appoint a Deputy to assist any officer-in-charge.

24.4 The Controller shall, subject to such general or special orders as may be issued by the Competent Authority in this behalf from time to time, appoint all other staff required to man the service and may delegate such powers of appointment to any Officer-in-charge.

25. *Duties of Civil Defence Wardens, etc.*— All the Volunteers and other staff of Civil Defence shall perform their duties and responsibilities under the overall control and supervision of the Collector and District Magistrate, Puducherry. Every warden, Deputy Warden, *etc.*, has to adhere to the following:

25.1 **Chief Warden** : He/She will be the overall in-charge.

25.2 **Deputy Chief Warden** : He/she will assist the Chief Warden in their duties. He or she would also ensure maximum participation of volunteers in various training programmes and other activities, liaison and coordinate with Departments and all Emergency Support Functions. He/she would mark the layout plan from the District to post level and make it understand to all the volunteers. He/she will also hold the meetings and mustering exercises. He/she would also ensure submission of fresh enrollment forms in a time bound manner.

25.3 **Divisional Warden/Deputy Divisional Warden** : Enrolment of Civil Defence Volunteers, submission of forms with their recommendations. He/she will also be responsible for training programmes and other activities.

25.4 **Firka Warden (Male and Female)** : Motivating Civil Defence Volunteers and Co-ordinating them with Deputy Chief Wardens/ Deputy Divisional Wardens and organizing awareness programmes for

general public at Post level. Submission of forms with their recommendations. He/she will also be responsible for training programmes and other activities.

26. *Membership Certificate.*— Every person appointed to be a member of the Civil Defence Corps shall be given a certificate of membership in Form–C. A person losing his certificate shall report its loss forth with to his immediate Superior Officer, who shall make necessary inquiries and, after satisfying himself, may arrange to issue a duplicate certificate.

27. *Uniform and Accoutrement.*— A member of the Corps shall when on duty, wear such uniform and badges of rank or insignia and carry such equipment as may be prescribed by the Controller. On termination of his/her services, the member of Civil Defence Corps shall immediately return to the Officer-in-charge his/her membership certificate and the uniform and equipment supplied to him/her and obtain a receipt for the articles returned. If, any member fails to return any item issued to him/her, the cost thereof shall be assessed by the Controller and recovered from him/her.

28. *Compensation.*— If, a member of the Civil Defence 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 in contravention of any of the provisions of the Civil Defence Act, 1968 or rules made there under, or orders or directions issued by his Superior Officers.

29. *Service Records.*—A record of service in respect of every member of the Corps shall be maintained in Form–'D'.

30. *Resignation.*— Any member of the Corps who desires to leave the Corps shall submit his resignation.

31. *Recovery of loss.*— If, a member of the Corps fails to pay the cost of the uniform assessed by the Controller, or make good any pecuniary loss caused to Government by misuse or negligence, the cost of the uniform or the amount of the loss shall be recoverable from him.

32. *Financial Powers.*— The Collector and District Magistrate will utilize the budgetary allocation for Civil Defence as per the established financial norms/delegated financial powers.

32.1 In connection with the expenditure towards provision of uniforms, provision/ purchase of basic equipments, imparting trainings, *etc.*, the expenditure may be met from State Disaster Response Fund (SDRF) on one time basis only for training and capacity building. The total expenditure on this should not exceed 5% of the annual allocation of the SDRF

32.2 In respect of payment of honorarium/duty allowance to the Civil Defence Corps and Nucleus staff, the expenditure may be incurred from the State Budget. However, as per the Finance Policy (under Chapter IV of Compendium of Instructions Civil Defence), expenditure on all authorized items has to be first incurred by the State Government *i.e.*, on raising, training and equipping, *etc.*, for Civil Defence. Thereafter, reimbursement can be obtained in the form of grants-in-aid to the State Government.

33. *Proposed Civil Defence Organizational Setup for Puducherry District.*—

Sl. No.	Rank/Post	No. of posts
1	Chief Warden	1
2	Deputy Chief Warden (1 for each Zone <i>i.e.</i> , North and South).	2
3	Male Firka Warden (1 for each Firka)	11
4	Female Firka Warden (1 for each Firka)	11
5	Member Volunteers (Male and Female)	6972
	Total	6997

APPENDIX

FORM – A

(See Regulation 4(1) of the Civil Defence Regulation, 1968)

APPLICATION FOR ENROLMENT AS A MEMBER OF
THE CIVIL DEFENCE SERVICE

1. Name in full (in Block letters) :
2. Father's/Husband's name :
3. Date of birth :
4. Nationality :
5. Permanent address
6. Occupation and present address :
7. Name and address of present employer :
8. Educational qualifications :
9. Languages known (to read/write/speak) :
10. Are you a member of the following–
 - (i) Defence Force (Army/Navy/Air Force) :
or any of their reserves:
 - (ii) Territorial Army or any other auxiliary :
force of Defence Services:
 - (iii) Civilian Cadre of Armed Forces of :
the Union, subject to Naval, Army or
Air Force law, other than “Casual
Employees”.
 - (iv) Police Service :
 - (v) Fire Service :
11. Are you an ex-service person (if so, give particulars).
12. Do you belong to the National Volunteer Force. if so, give
particulars.

13. Have you any previous experience in Civil Defence Corps? If so, give particulars, including date.
14. Have you any preference for any particular section of Civil Defence Corps? If so, state the section.
15. Have you any special qualifications for enrolment in the section chosen by you? If so, give detail.
16. In case of preference for service in Mobile Columns or Ambulance trains are you prepared to serve anywhere in India, should an emergency arise?
17. For how many hours and on what days of the week will you be available for Civil Defence Duty (for part-time volunteers only).
18. Do you have any conveyance (bicycle, motor car, motor cycle, *etc.*).
19. Are you suffering from any communicable disease. If so, give particulars.
20. Did you have small pox? If so, when.
21. Have your been vaccinated? If so, when.
22. Have you been inoculated for Cholera/Typhoid/Tuberculosis, *etc.*? If so, when.
23. Do you know First Aid/motor Driving?
24. Signature of applicant.

DECLARATION

1. I have read the "Civil Defence Regulations, 1968".
2. As far as I know, I am physically fit to render efficient service as a member of the corps.
3. If, my application is accepted. I am prepared to service as a whole-time/part-time member of the Corps, *i.e.*, to undergo the appropriate training and in the event of an emergency occurring whilst I remain a member of the Corps, to carry out my obligations as a member thereof.

4. I undertake—

- (i) to carry out my duties in the Civil Defence Corps in accordance with the instructions and orders issued by the authorities concerned;
- (ii) to return, when I cease to be a member of Corps, any articles of uniform, badge or other personal equipment issued to me; and
- (iii) to abide by the regulations of the Corps.

Place :

Date :

 This Form duly completed should be submitted to :

Name and address of Enrolling Authority :

FOR OFFICIAL USE

Recommendations of the Head of Corps/Staff Officer concerned

Admitted to (Corps, *etc.*) and
allotted to (post No. *etc.*)

Signature :

Signature :

Designation :

Designation :

Date :

Date :

FORM – B

(See Regulation 5 of the Civil Defence Regulation, 1968)

FORM OF OATH

I, * son/daughter/
wife of swear/solemnly affirm that I will be faithful
and bear, true allegiance to India and to the Constitution of India as by
law established, and that I will loyally carry out the duties entrusted to
me (so help me God*).

(* To be deleted as necessary)

Date :

Signature :

(Name)

FORM – C

Serial No.

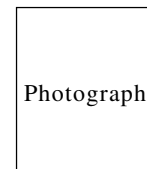
(See Regulation 7 of the Civil Defence Regulation, 1968)

MEMBERSHIP CERTIFICATE

Government of (Name of the State)

CIVIL DEFENCE CORPS

1. Name in full :
2. Nationality :
3. Date of birth :
4. Father's/Husband's name :
5. Identification marks :
6. Permanent Address :
7. Name of Civil Defence Corps in which employed. :
8. Assignment :
9. Name and address of next of kin :
10. Signature/thumb-impression of the person :



Date of issue :

Office stamp of issuing Authority.

*Signature and designation
of issuing Authority.*

FORM – D

(See Regulation 13 of the Civil Defence Regulation, 1968)

1. Name :
2. Father's/Husband's name :
3. Nationality :
4. Date of birth/age :
5. Identification marks :

*Signature of Civil Defence Controller
or of any officer on his behalf.*

Particulars of C.D. Corps/ Training etc.									
Name of Service	Assignment	Identity Card No	From	To	Scale	Pay	Allow- ances	Total	Reason for termination of assignment e.g. transfer etc.
1	2	3	4	5	6	7	8	9	10

N.B.:

- (a) A record in the *pro forma* should be maintained in respect of all Civil Defence personnel.
- (b) Particulars in column (1) to (10) should be filled in as and when they occur, and attested.
- (c) This record should be kept in the custody of a responsible officer, not below the rank of head of Corps.

of (name of State)

Corps

SERVICE

6. Permanent address :
7. Particulars of post held under Government, *etc.* :
8. Name and address of employer :
9. Name and address of next of kin :
10. Signature/thumb-impression :

Leave taken			Personal equipment, uniform and accoutrement		Signature of CD workers	Signature of Head of CD corps	Remarks
Nature of leave	Period		Items issued and date of issue	Items returned and date of return			
	From	To					
11	12	13	14	15	16	17	18

Items 1 to 10 at the top should be filled in at the time of enrollment.