

पत्रांक-ना0सु0निदे0-40/2025-26

बिहार सरकार
नागरिक सुरक्षा निदेशालय
(आपदा प्रबंधन विभाग)

आफिसर्स फ्लैट 59, 60/84, न्यू पुनाईचक, पटना-800023

AS

प्रेषक,

डॉ० चन्द्रशेखर सिंह,
सचिव।

सेवा में,

सभी अपर मुख्य सचिव/प्रधान सचिव/सचिव/विभागाध्यक्ष, बिहार, पटना,
सभी आयोग एवं प्राधिकार के सचिव, बिहार,
पुलिस महानिदेशक, बिहार, पटना,
सभी प्रमंडलीय आयुक्त, बिहार/सभी क्षेत्रीय पुलिस महानिरीक्षक/
पुलिस उप महानिरीक्षक,
सभी जिला पदाधिकारी, बिहार,
सभी वरीय पुलिस अधीक्षक/पुलिस अधीक्षक, बिहार।

पटना-23/दिनांक-05-01-2026

विषय:-नागरिक सुरक्षा सेवाओं में सरकारी कर्मियों की सहभागिता के संबंध में।

प्रसंग:-महानिदेशालय-अग्निशमन सेवा, नागरिक सुरक्षा एवं गृह रक्षक, गृह मंत्रालय,
भारत सरकार का मिसिल संख्या.I-30020/01/2025-DGCD (CD) Dated-
28.08.2025

महाशय,

उपर्युक्त विषयक प्रासंगिक पत्र (छायाप्रति संलग्न) का संदर्भ ग्रहण किया जाय।
नागरिक सुरक्षा, गृह मंत्रालय, भारत सरकार द्वारा नागरिक सुरक्षा को पुनर्जीवित एवं
विस्तारित करने के उद्देश्य से देश भर के सरकारी कर्मचारियों एवं सार्वजनिक क्षेत्र के
उपक्रमों में कार्यरत कर्मचारियों सहित समाज के सभी वर्गों को नागरिक सुरक्षा में
प्रशिक्षित कर उन्हें नागरिक सुरक्षा स्वयंसेवक के रूप अभ्यावेशित किये जाने का निदेश
प्राप्त हुआ है, ताकि किसी अकस्मात आपदा या बैरपूर्ण आक्रमण (Hostile Attack) की
स्थिति में इन प्रशिक्षित स्वयंसेवकों की सहायता ली जा सके।

इस संदर्भ में गृह मंत्रालय, भारत सरकार से प्राप्त निदेश के आलोक में निम्न
व्यवस्था सुनिश्चित किया जाना है:-

F:\2025\Chandan Kumar\Civil Def\Letter-26-12-2025.docx

अपर सचिव, कोषांग

डायरी सं० 52

दिनांक 07/01/26

जल संसाधन विभाग,

बिहार, पटना 04 3130

09-01-26

उप सचिव
मुख्यालय (स्थापना)
जल संसाधन विभाग, बिहार, पटना
डाकरी संख्या- 493/वृ०

दिनांक 07-01-26

पिपचा मित्र-नाम
पटना-27 के कोषांग

दिनांक 12.01.2026

07

10.01.26

श्री प्रमोद
09.01.2026
श्री अशोक

क. राज्य के सभी सरकारी क्षेत्र एवं सार्वजनिक क्षेत्र (Government employees and Public Sector undertakings) के कर्मियों को उपर्युक्त निदेशों से अवगत कराना।

ख. इच्छुक कर्मियों को नागरिक सुरक्षा स्वयंसेवक के रूप में अभ्यावेशित करने हेतु प्रोत्साहित करना।

ग. सरकारी कर्मियों को नागरिक सुरक्षा का प्रशिक्षण या नागरिक सुरक्षा के कर्तव्यों के निर्वहन हेतु विशेष आकस्मिक अवकाश स्वीकृत करना।

अतः अनुरोध है कि अपने विभाग एवं अधीनस्थ कार्यालयों में उक्त निदेशों का अनुपालन सुनिश्चित कराने हेतु आवश्यक कार्रवाई करने की कृपा की जाय।

प्रस्ताव पर मुख्य सचिव, बिहार का अनुमोदन प्राप्त है।

विश्वासभाजन,

अनुलग्नक:-यथोक्त।

05/01/26
सचिव

बिहार सरकार
जल संसाधन विभाग

आपदा प्रबंधन विभाग,
बिहार, पटना।

ज्ञापांक-17/विविध(बाह्य)-04-05/2025- 557 /पटना, दिनांक-29/01/26

प्रतिलिपि :-माननीय मंत्री के आप्त सचिव/प्रधान सचिव के प्रधान आप्त सचिव/सभी अभियंता प्रमुख/अपर सचिव/सभी मुख्य अभियंता/सभी संयुक्त सचिव/निदेशक, क्रय भण्डार एवं सामग्री प्रबंधन/सभी उप सचिव/अधिक्षण अभियंता, उड़नदस्ता अंचल/सभी अवर सचिव/सभी प्रशाखा पदाधिकारी, जल संसाधन विभाग, बिहार, पटना को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

Umesh
29.1.2026

(उमेश प्रसाद गुप्ता)
सरकार के संयुक्त सचिव

ज्ञापांक-17/विविध(बाह्य)-04-05/2025- 557 /पटना, दिनांक-29/01/26

प्रतिलिपि :-कार्यपालक अभियंता, सूचना प्रवैधिकी केन्द्र, जल संसाधन विभाग, बिहार, पटना को विभागीय वेबसाइट पर अपलोड/ई-मेल करने हेतु प्रेषित।

Umesh
29.1.2026

(उमेश प्रसाद गुप्ता)
सरकार के संयुक्त सचिव

134
12/07/15

134
01/09/25

मिसिल संख्या F. No I-30020/01/2025-DGCD (CD)
भारत सरकार (Government of India)
गृह मंत्रालय (Ministry of Home Affairs)
महानिदेशालय-अग्निशमन सेवा, नागरिक सुरक्षा एवं गृह रक्षक
Directorate General Fire Service, Civil Defence & Home Guards
(नागरिक सुरक्षा Civil Defence)

पूर्वी खण्ड-7, तल-7
East Block-7, Level-7
आर.के. पुरम, नई दिल्ली-110066
R.K. Puram, New Delhi-110066

Dated 28 August, 2025

To

Chief Secretaries / Administrators
All States and Union Territories
(As per standard distribution list)

Sub: Grant of Permission to Government Employees to join Civil Defence Services: Reiteration of Instructions

Sir,

I am directed to invite your kind attention to the Ministry of Home Affairs, Government of India (Directorate General of Civil Defence) Letter No. 2/1/66-DGCD-II(i) dated 15.01.1966 (Copy enclosed), wherein Central Government employees were authorized to join the Civil Defence Organisation.

2. It was stipulated therein that the period of absence of Government employees while performing duties and functions in Civil Defence services during office hours would be treated as *special casual leave*.

3. As part of the ongoing national initiative to rejuvenate and expand Civil Defence preparedness across the country, it is considered essential to mobilize trained manpower from all segments of society, including State or Union Territory Government employees and those working in State or Union Territory Public Sector Undertakings. Accordingly, it is reiterated that States or Union Territories may kindly ensure:

- Wide circulation of the above instructions among all State Government employees and Public Sector undertakings.
- Encourage interested employees to enrol as Civil Defence volunteers.
- Grant of special casual leave to employees when they are called upon to discharge Civil Defence duties or attend training.

4. This measure will not only strengthen the volunteer base of Civil Defence but will also enhance the State Government's first-response capacity in emergencies.

गोपनी
02/09/25

गोपनी
02/09/25

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02/09/25

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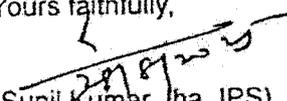
7/2006

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disasters & hostile situations and will go a long way in achieving the national goal of building a well-prepared and resilient Civil Defence system.

Yours faithfully,


(Sunil Kumar Jha, IPS)
Director General FS CD & HG

Copy to:

1. Dr Rajesh Gupta, Joint Secretary Disaster Management Division, MHA: For information please.
2. Director Civil Defence, All States and Union Territories: For information and necessary action please.

2. As far as possible it is envisaged that the normal period of training will be outside office hours. However, in an emergency, a Government servant who is enrolled as a member of the Civil Defence Service, is required under the Civil Defence Service Rules, 1962 to perform any duties and function during office hours, the period of absence shall be treated as special casual leave. The Government servant concerned may also be permitted receive in addition to their civil pay, such allowances as may be prescribed for them under the Civil Defence Service Rules, 1962.

3. These orders are not applicable to Government servants desiring to join Civil Defence Organisation on a whole time paid basis. Such Government servants would be sent on deputation basis if they are permanent, and other individual case should be examined on its merits.

4. As regards employees of Semi-Governments Organisations and Public Undertakings, the Ministry of Finance etc. are requested if there is no objection to take action on the above lines in respect of the undertakings under their control.

5. In so far as persons serving the Indian Audit and Accounts Departments are concerned, these orders are issued in consultation with the Comptroller and Auditor General of India.

Copy of OFFICE Memorandum No.2/1/72-DGCD(CD) dated 26.6.1972 from the Government of India, Ministry of Home Affairs, New Delhi addressed to all Ministries/Departments of the Government of India etc. etc.

Subject:-Grant of permission to Central Government Servants to join the Civil Defence Services.

The undersigned is directed to refer to this Ministry's O.M. No. 2/7/68-DGCD(CD) dated the 29th October, 1968 and to say that clarification has been sought whether the orders regarding payment of out of pocket allowance and grant of special casual leave contained in this Office Memorandum, are also applicable to Government employees on the work charges establishment or to the employees paid from contingencies etc. Out of pocket allowance for civil defence volunteers is so not in the nature of pay or remuneration for the services rendered by Civil Defence volunteers but is Government's contribution toward out of pocket expenses which these volunteers incur while on civil defence duty or training. It is, therefore, suggested that, as far as possible, the employees paid from contingencies should be deprived of their salary which they would have drawn, but for their call out for Civil Defence Duty.

2. The contingency paid staff are not entitled to any leave, but they can be allowed casual leave if no extra expenditure is involved to Government. Therefore, special casual leave which is just like ordinary casual leave, can be granted to contingency paid staff for Civil Defence duty if the condition mentioned above is fulfilled.

3. This issues with the concurrence of the Ministry of Finance vide their U.O. No.4511-40/72 dated the 19th June 1972.

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Copy of Office Memorandum No.2/1/66-DGCU-11(1) dated the 15th January, 1966 from the Ministry of Home Affairs, New Delhi addressed to all Ministres and Union Territories etc. etc.

Subject:- Grant of permission to Central Government Servants to join the Civil Defence Services.

The undersigned is directed to invite a reference to this Ministry O.M. No.47/7/63-Ests(A) dated the 23rd May, 1963 (copy attached) wherein Central Government Ministries/Department/Offices were authorised to permit all Government employees employed in the Offices/Departments under the Central Government to join as volunteers in the Civil Defence Services. It was also provided in this order that the period of absence of the Government Servants in performing duties and functions in Civil Defence services during office hours would be treated as special casual leave and the Government servants were also permitted to receive in addition to their Civil pay such allowances as may be prescribed for them under the Civil Defence Services Rules, 1962.

It was pointed out at the conference of the Directors of Civil Defence held at Vigyan Bhawan on the 7th October, 1965 that in spite of these orders, the Central Government employees working in some of the Central Government offices were not permitted to join Civil Defence Organisation of the locality in which these offices were located.

3. It is considered that such of the Government servants as are not holding key posts who can be released in emergency may be encouraged to join Civil Defence Organisations as Government Servants should not lag behind in playing an important and useful role in the life of the citizens. It is requested that these instructions may be brought to the notice of concerned authorities, including semi-government organisations and public sector undertakings.

Copy of Office Memorandum No.47/7/63-Ests(A) dated the 23rd May, 1963 from the Government of India Ministry of Home Affairs, New Delhi to all ministries and Union Territories etc.

Subject:- Grant of permission to Central Government Servants to join the Civil Defence Services.

Enquiries have been made whether Government servants employed in the offices or establishments under the Central Government in Delhi and elsewhere could be allowed to join as volunteers to play an important and useful role in the life of the citizens. The Ministries are, therefore, requested to permit Government Servants working under them necessary facilities for this purpose. Such of the Government servants as are holding key posts and who cannot be released during an emergency need not be permitted to join the service.2

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Typed Copy of OM

Copy of Office Memorandum No. 2/1/66-DGCD-II (1) dated the 15th January, 1966 from the Ministry of Home Affairs, New Delhi addressed to all Ministres and Union Territories etc. etc.

Subject: - Grant of permission to Central Government Servants to join the Civil Defence Services.

The undersigned is directed to invite a reference to this Ministry O.M. No. 4777/63-Ests (A) dated the 23rd May, 1963 (Copy attached). Wherein Central Government Ministries / Department / Offices were authorized to permit all Government employees employed in the Offices Departments under the Central Government to join as volunteers in the Civil Defence Services. It was also provided in this order that the period of absence of the Government Servants in performing duties and functions in Civil Defence services during office hours would be treated as special casual leave and the Government servants were also permitted to receive in addition to their Civil pay such allowances as may be prescribed for them under the Civil Defence Services Rules, 1962.

2. It was pointed out the conference of the Directors of Civil Defence held at Vigyan Bhavan on the 7th October, 1965 that in spite of these orders, the Central Government employees working in some of the Central Government offices were not permitted join Civil Defence Organization of the locality in which these offices were located.
3. It is considered that such of the Government servants as are not holding key posts who can be released in emergency may be encouraged to join Civil Defence Organisations as Government Servants should not lag behind in playing an important and useful role in the life of the citizens. It is requested that these instructions may be brought to the notice of concerned authorities, including semi government organisations and public sector undertakings.

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Copy of Office Memorandum No. 477/63-Ests (A) dated the 23rd May, 1963 from the Government of Indian Ministry of Home Affairs, New Delhi to all ministries and Union Territories etc.

Subject: - Grant of permission to Central Government servants to join the Civil Defence Services.

Enquiries have been made whether Government servant employed in the offices or establishments under the Central Government in Delhi and elsewhere could be allowed to join as volunteers have to play an important and useful role in the life of the citizens. The Ministries are, therefore, requested to permit Government Servants working under them necessary facilities for this purpose. Such of the Government servants as are holding key posts and who cannot be released during an emergency need not be permitted to join the service.

2. As far as possible it is envisaged that the normal period of training will be outside office hours. However, if in an emergency, A Government servant who is enrolled as a member of the Civil Defence Service is required under the Civil Defence Service Rules, 1962 to perform any duties and function during office hours, the period of absence shall be treated as special casual leave. The Government servants concerned may also be permitted receive in addition to their civil pay, such allowances as may be prescribed for them under the Civil Defence Service rules, 1962.

3. These orders are not applicable to Government servants desiring to join Civil Defence Organisation on a whole-time paid basis, Such Government servants would be sent on deputation basis if they are permanent, and other individual case should be examined on its merits.

4. As regards employees of Semi-Government Organisations and Public Undertakings, the Ministry of Finance etc. are requested if there is no objection to take action on the above lines in respect of the undertakings under their control.

5. In so far as persons serving the Indian Audit and Accounts Departments are concerned, these orders are issued in consultation with the Comptroller and Auditor General of India.

Copy of Office Memorandum No. 2/1/72-DGCD (CD) dated 26.6.1972 from the Government of India, Ministry of Home Affairs, New Delhi. Addressed to all Ministries / Departments of the Government of India etc.

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Subject: - Grant of permission to Central Government servants to join the Civil Defence Services.

The undersigned is directed to refer to this Ministry's O.M. No. 277/68-DGCD (CD) dated the 29th October, 1968 and to say that clarification has been sought whether the orders regarding payment of out-of-pocket allowance and grant of special casual leave contain into this Office Memorandum, are also applicable to Government employees on the work charges establishment or to the employees paid from contingencies etc. Out of pocket allowance for Civil Defence Volunteers is sought in the nature of pay of remuneration for the service rendered by Civil Defence Volunteers but is Government's contribution toward out-of-pocket expenses which these volunteers incur while on Civil Defence duty or training. It is, therefore suggested that, as far as possible, the employees paid from contingencies should be deprived of their salary which they would have drawn, but for their call out for Civil Defence Duty.

2. The contingency paid staff are not entitled to any leave, but they can be allowed casual leave. If no extra expenditure is involved to Government, therefore special casual leave which is just the ordinary casual leave, can be granted to contingency paid staff for Civil Defence duty if the condition mentioned above is fulfilled.

3. This issues with the conferences of the Ministry of Finance vide their U.O. No. 4511-HF/72 dated the 19th June, 1972.