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06/10/25

मिसिल संख्या F. No I-30020/01/2025-DGCD (CD) 1230-1319

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)

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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

All Secretaries / Head of Department of Government of India  
& Heads of Central Public Sector Undertakings

Sr./AS

Sr./AS  
Sr./AS

**Sub: Grant of Permission to Central 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.

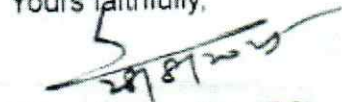
2. It was stipulated therein that the period of absence of Government employees while performing duties and functions in Civil Defence services during office hours would be treated as *special casual leave*.

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 Central Government employees and those working in Public Sector Undertakings. Accordingly, it is reiterated that Ministries/Departments and Central Public Sector Undertakings may kindly ensure:

- (d) Wide circulation of the above instructions among all employees.
- (e) Encourage interested employees to enrol as Civil Defence volunteers.
- (f) 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 Government's first-response capacity in emergencies, 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.

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

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

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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.

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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 servant 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.

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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 servant concerned may also be permitted to 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.

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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-HEF/72 dated the 19th June 1972.

Copy of Office Memorandum No. 2/1/66-DGCD-II (1) dated the 15<sup>th</sup> 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 23<sup>rd</sup> 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 7<sup>th</sup> 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.

Copy of Office Memorandum No. 47/7/63-Ests (A) dated the 23<sup>rd</sup> 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.

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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.