

OFFICE OF THE DIVISIONAL COMMISSIONER/CONTROLLER /DIRECTOR
(CIVIL DEFENCE)

GOVT. OF NCT OF DELHI

Nishkam Sewa Bhawan, Raja Garden, New Delhi-110027

F.No.TA.35(77)/CD/2011/ 1822

Dated:- 12.12.2011

STANDING ORDER NO. 1/2011

SUB:-STANDING ORDER ON PROCEDURE FOR ENROLMENT, PROMOTION AND DISCHARGE OF CIVIL DEFENCE VOLUNTEERS

Vide Notification No. F.1/50/2008/HG/913-923 dated 5.3.2009 of the Home Department, Government of NCT of Delhi, the control over the Directorate of Civil Defence from Directorate of Home Guards is placed under the Control of Divisional Commissioner, Delhi. Divisional Commissioner is designated as to be the Commanding and Controlling Authority for all purposes under Civil Defence Act, 1968 and Rules in the NCT of Delhi by the Hon'ble Lt. Governor, NCT of Delhi.

Earlier, the administrative control and operational support for all Civil Defence Activities was with the Home Department, Govt. of NCT of Delhi. Since the Directorate of Civil Defence is now part of Revenue Department, Govt. of NCT of Delhi, the Deputy Commissioners of the respective districts are designated as Additional Controllers (Civil Defence) for their respective districts, Additional District Magistrates of respective districts are designated as Joint Controllers (Civil Defence) for their respective districts and Sub-Divisional Magistrates of respective sub-divisions are designated as Deputy Controllers (Civil Defence) for their respective sub-divisions. Additional Secretary (Revenue)/Joint Secretary (Revenue)/Additional District Magistrate (HQ) is also designated as Additional Controller(Civil Defence) at Headquarter of this department. Additional Controllers, Joint controllers and Deputy Controllers will work under the supervision of Controller/Director, Civil Defence/Divisional Commissioner, Delhi.

OBJECTIVES OF THIS STANDING ORDER

This standing order aims at streamlining the procedure for:-

- (1) enrolment of Civil Defence volunteers and their placement to various posts in the Civil Defence hierarchy on merit;
- (2) to maintain organizational efficiency, and discipline through a periodical review of the work and conduct of its members;
- (3) To discharge Civil Defence volunteers whose work and conduct are detrimental to the functioning of the organization.
- (4) to discharge any other work related to Civil Defence

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Civil Defence volunteers are not normally paid for rendering their services to the society. Under this circumstance, it is not only very essential but equally sensitive to ensure that volunteers get due recognition and respect for their voluntary work and contribution. It is also important to ensure that people with integrity, with resources, and dedication are placed at all supervisory positions so that all Civil Defence activities are executed and coordinated in a fair, transparent and unhindered manner. The selection of right men and women for the right post in the hierarchy needs a fair and transparent procedure. The following procedure will be observed in the enrolment, promotion and discharge of Civil Defence volunteers.

ELIGIBILITY CONDITION FOR ENROLMENT OF CIVIL DEFENCE VOLUNTEERS
(ALL RANKS)

- (1) A person who intends to apply for appointment to the 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 but should be a resident of Delhi.
 - (b) 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 upto a maximum of 3 year for any branch or category of the Corps.

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- (c) He/she shall have passed at least the primary standard, that is to say, the fourth class and this condition may be relaxed by the controller at his direction.

Keeping in view the present scenario education qualification must be changed as follows:-

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|---|-------------------------|
| i. House Fire Party Civil Defence volunteer | : As above i.e. primary |
| ii. Sector Warden to Post Warden | : Middle & Above |
| iii. Dy. Divisional Warden & all above | : Matric & Above |

- (2) Both men and women shall be eligible for appointment to the Corps.
- (3) A person shall not be entitled to be appointed to the Corps unless he/she is found to be physically fit and mentally alert. He/she should also be willing to undergo the basic training on Civil Defence which is conducted either on eight Sundays or eight consecutive days.
- (4) Any service in the National Volunteer Force and in the Armed Forces of the Union shall be a special qualification.

Member of the following forces or services are not ordinarily eligible for enrolment in a 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

TENURE

A candidate shall be enrolled as a member of the Corps, initially, for tenure of three years which may be extended more than once each time by a further period of three years.

MANNER OF APPLICATION:

- (1) Every person eligible for appointment shall be required to apply in form "A" to the concerned district office of Civil Defence or to The Deputy Controller (Civil Defence) office or Headquarters of the Directorate of Civil Defence.
- (2) Every candidate who is in the employment shall be required to produce "No Objection Certificate" from his/her employer agreeing to spare his/her service for training and duty, whenever so required.
- (3) All candidates shall be required to undergo Basic Training in Civil Defence.

POLICE VERIFICATION:

All applicants who are found to be fit are to be enrolled as Civil Defence volunteers by the Deputy Controller only after verification of their character and antecedents. Anyone with criminal background and doubtful integrity are not to be enrolled as a member of this organization. The police verification process in respect of applicants who applied for enrolment will be initiated by the Instructor (Civil Defence) of respective District or by an officer/official as directed by the Dy. Commissioner of the district.

APPOINTMENT OF ALL SR. CHIEF WARDENS UPTO DEPUTY CHIEF WARDENS:

The Posts of Chief Warden and Deputy Chief Warden are the most important posts in Civil Defence organization because it will be under their leadership that resources are to be mobilized and all Civil Defence activities are to be executed and coordinated at various organizational levels. Hence, it is to be ensured that they are selected on merit to be judged by adopting the following procedure:-

- (1) The vacant posts of Sr. Chief Warden/ Chief Warden/ Addl. Chief Warden/ Deputy Chief Warden are to be locally advertised in the district offices of Civil Defence & HQ.
- (2) All qualified and meritorious Civil Defence volunteers of the concerned District may apply, in the prescribed Performa, for the post in the office of Junior Staff

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Officer (Civil Defence) of the Civil Defence Headquarters under proper receipt. Candidates should enclose supporting documents with the application form.

- (3) Junior Staff Officer (Civil Defence) will put up a consolidated report on all application forms received to the screening committee through official hierarchy.

For the purpose of appointments of Sr. Chief Warden and upto the level of Deputy Chief Warden, the Screening Committee will be as under:

1.	Addl. Controller (CD)/ Addl. Secretary (Rev)/Jt. Secy. (Rev)/ADM (HQ)	Chairman
2.	SDM-I(HQ)	Member
3.	Jr. Staff Officer (Civil Defence)	Member

The Screening Committee will keep the following criteria as guidelines to short-list the names of suitable candidates for the post of Sr. Chief Warden/ Chief Warden/ Addl. Chief Warden/ Deputy Chief Warden:-

- (1) The person's knowledge and skill on Civil Defence activities in his district.
- (2) Training Capacity in Civil Defence activities.
- (3) His resources and capability to mobilize volunteers.
- (4) The quality and nature of leadership.
- (5) Person's influence, respectability and authority in their society.
- (6) Educational qualification.
- (7) Administrative capacity.
- (8) Willingness to devote time for organizational work.

The committee will send its recommendations to the Director/ Controller (Civil Defence) for approval.

SELECTION OF DIVISIONAL WARDEN / DEPUTY DIVISIONAL WARDEN/ POST WARDEN/ DEPUTY POST WARDEN:

- (1) The vacant posts of Divisional Warden/ Deputy Divisional Warden/Post Warden/Dy. Post Warden are to be locally advertised in the District offices of Civil Defence with prior information to the Director of Civil Defence i.e. Divisional Commissioner.
- (2) All qualified and meritorious Civil Defence volunteers of the concerned District may apply in the prescribed Performa for the post in the office of Junior Staff Officer (Civil Defence) under proper receipt. The candidates should enclose supporting documents with the application form.
- (3) Junior Staff Officer (Civil Defence) will put up the consolidated report on applications forms received and send them to the Joint Controller through official hierarchy.

For the purpose of appointments of Divisional Warden/ Deputy Divisional Warden/Post Warden/Dy. Post Warden, the Screening Committee will be as under:

1.	Joint Controller/Addl. District Magistrate of respective area	Chairman
2.	Sub-Divisional Magistrate of respective sub-division	Member
3.	Jr. Staff Officer (Civil Defence)	Member
4.	Incharge TA Branch	Member

The above Committees will keep the following criteria as guidelines to short list the names of suitable candidates for the post of Divisional Warden/ Deputy Divisional Warden/ Post Warden/ Deputy Post Warden:-

- (1) The person's knowledge and skill on Civil Defence activities in his district.
- (2) Training capacity in Civil Defence activities.
- (3) His resources and capability to mobilize volunteers.
- (4) The quality and nature of leadership.
- (5) Person's influence, respectability and authority in the society.
- (6) Educational qualification.
- (7) Administrative capacity.
- (8) Willingness to devote time for organizational work.

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The Screening Committee under the Chairmanship of the Joint Controller/ Additional District Magistrate of respective districts will recommend the names of suitable candidates (Men & Women) for the post of Divisional Warden, Deputy Divisional Warden, Post Warden and Deputy Post Warden and send proposal to the Revenue/Disaster Management/Civil Defence Head Quarter through Dy. Commissioner of the District for obtaining approval of the Controller/Director, Civil Defence.

SELECTION OF THE POST OF SECTOR WARDEN, POST MESSENGER AND MEMBER HOUSE FIRE PARTY:

The application forms of all candidates desirous to be enrolled as a Civil Defence Volunteer, will be scrutinized by the Instructor Civil Defence/ District Incharge. He will recommend the names of suitable candidates for enrolment as Civil Defence volunteer to the Deputy Controller. The District Incharge will also consult the Chief Warden/ Deputy Chief Warden/ Divisional Warden/ Deputy Divisional Warden before making such recommendations.

The selection process of Sector Warden, Post Messenger & Member of House Fire Party will be carried out by a Screening Committee consisting of:-

1.	Deputy Controller/Sub Divisional Magistrate of respective Sub-Division	Chairman
2.	Instructor (Civil Defence) of respective district	Member
3.	Chief Warden/ Dy. Chief Warden Concerned	Member
4.	Division Warden/ Dy. Division Warden/Lady Warden/ Dy. Lady Warden concerned	Member

The Screening Committee, will recommend the names of suitable candidates (Men & Women) for the post of Sector Warden, Post Messenger & Member of House Fire Party to the Deputy Commissioners of the respective districts and Deputy Commissioner will send his recommendations to Revenue/ Disaster Management/Civil Defence Head Quarter for obtaining approval of Director/Controller Civil Defence for approval.

In selection of candidates to various posts in the hierarchy, while experience and seniority in the Civil Defence Organization is to be considered, this is to say that, there is no bar to the direct appointment of Civil Defence volunteer to any post in the hierarchy of Civil Defence Organization.

LADIES WING:

Lady Warden-01, Dy. Lady Warden-01, Group Leader-06 & Lady volunteers-112 are also enrolled in every Civil Defence Division.

ISSUE OF IDENTITY CARDS:

When an applicant is found to fulfill all the requisite criteria, he may be enrolled as a Civil Defence volunteer. On enrolment, he is issued an enrolment number and membership certificate. Identity cards are to be issued to only those members who complete their basic training course of eight days duration. The basic training course is conducted in each district training centre on Sundays.

The Deputy Controllers will issue I-cards to all Senior and Junior Volunteers of Civil Defence posted in their respective Sub-Divisions. The regular staff posted will be issued Identity cards from Headquarters. A Proper record of issue of I-cards will be maintained by Technical Assistant Branch and District Offices in separate registers.

REVIEW AND DISCHARGE:

The work and conduct of all members in Civil Defence will be periodically reviewed by the controlling authority i.e. Divisional Commissioner or the Additional Controller/Deputy Commissioners (Revenue) of the Districts. The review will be done on the basis of self-assessment report of the member and the assessment report of the competent authority of this Directorate. The assessment of work and conduct of posts in

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the categories of Chief Warden to Deputy Divisional Warden will be done for each calendar year (1st January to 31st December).

If the assessment report is unsatisfactory, the competent authority will issue order to the concerned to relinquish the post, without terminating his/her enrolment. A warden may also resign from his or her post and continue to be a member of Civil Defence Organization.

Re-enrolment of Civil Defence volunteers is to be reviewed after three year on the basis of his own self assessment report to be submitted to district Offices. The onus of submission of report is upon the Civil Defence volunteer. No reminders will be sent to the concerned. In case of non-compliance, his enrolment shall stand terminated automatically.

DISMISSAL OF MEMBERS OF CIVIL DEFENCE

A member may be discharged from Civil Defence Organization on the following grounds: (Prov. 6(1) and 6(2) of Civil Defence Act, 1968)

- (1) Where any member of the Corps fails or has failed, in the opinion of the Controller, to discharge his 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 enquiry in which such member of the Corps. have been given a reasonable opportunity of being heard in respect of the charges against him, by an order, dismiss such a member from the Corps.
- (2) Where the Controller is of the opinion that the continued presence of any member of the Corps. is undesirable, he may, without assigning any reason, summarily dismiss such member from the Corps.

All the Screening Committees headed by Joint Controllers/Deputy Controllers shall submit their recommendations to the respective Deputy Commissioner for their acceptance and further take any approval from the Director/Controller (Civil Defence). The Screening Committee headed by Addl. Secretary (Revenue)/Joint Secretary (Revenue)/ADM(HQ) shall also submit its recommendations to the Director of Civil Defence for approval.

APPEAL

A member of the Corps who is dismissed from the Corps. Under Section 6 may prefer an appeal to the State Government under Section 7 of the Civil Defence Act, 1968 within thirty days from the date of dismissal and that the Government may, on such appeal, confirm, modify or reverse the order made by the Controller or other authority.


The Standing Order will be implemented with immediate effect. This order supersedes all previous standing orders issued by the Directorate of Home Guards and Civil Defence.



(V.K.DEV)
DIVISIONAL COMMISSIONER/CONTROLLER/
DIRECTOR (CIVIL DEFENCE)
CIVIL DEFENCE: DELHI

Copy forwarded for information and necessary action to:-

1. All Deputy Commissioners, Revenue Department, Govt. of NCT of Delhi
2. Joint Commissioner Police (New Delhi Range).
3. All Additional District Magistrates Revenue Department, Govt. of NCT of Delhi
4. All Sub Divisional Magistrate (HQ), 5, Sham Nath Marg, Delhi
5. All Sub Divisional Magistrates Revenue Department, Govt. of NCT of Delhi.
6. All Dy. Commissioners of Police through Dy. Commissioner (Revenue)
7. All Assistant commissioners of Police through Dy. Commissioner (Revenue).
8. DCA(HQ), o/o Divisional Commissioner, 5, Sham Nath Marg, Delhi
- ✓ 9. SA with the direction to upload the orders on the website of the department.
10. Asstt. Director (Planning), 5, Sham Nath Marg, Delhi.
11. Junior Staff Officer (Civil Defence)/ Officer in Charge (Civil Defence)
12. Company Commander/ Inspecting Officer/ Technical Assistant/ All Civil Defence District Incharges.
13. Standing Order File
14. Notice Board

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CIVIL DEFENCE: DELHI**