GOVERNMENT OF GOA
DIRECTORATE OF HIGHER EDUCATION
SCERT Building, Porvorim-Goa.
Tel:2415585/2410824
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No. Dev/ MISC-COR/105/2022 /37509 Dt.:16/02/2023
23

To,

The Principals of all Aided and Government Colleges.

Sub : Regarding Enrollment as Civil Defence Volunteers

Sir/Madam,

I am directed to enclose herewith the letter dated 13/02/2023 from the Dy. Commandant General Home Guard & Dy. Director Civil Defence, Panaji-Goa, on the subject cited above and to request you to extend necessary support/assistance to them.

Yours faithfully,

(Dr. Keshav Dhuri)
Asst. Director (Development)

Encl : as above

Home Guards and Civil Defence Organisation
Government of Goa,
Goa Reserve Police Camp, Altihno, Panaji – Goa. 403 001.
Phone No. + 91 (0832) 2220019 Fax No.+ 91 (0832) 2425534
Email:- commandanthgcd@goapolice.gov.in

No.HG&CD/Adm.I/CD-Enroll/F-375/2858/2023 **Dated:- 13 /02/2023.**

MOST URGENT

Dept. of Higher Education
Inward No 13615
Date 13/2/23

To,

1. The Director,
   Department of Education,
   Porvorim – Goa.

2. The Director,
   Directorate of Higher Education,
   Porvorim, Goa.

Sub:- Regarding Enrollment as Civil Defence Volunteers.

Sir/Madam,

The office of the Home Guards and Civil Defence organization is required to strengthen the Civil Defence as an integral part of the Defence of the Country by enrolling new Civil Defence Volunteers from time to time, in respect of Panjim Town and Mormugao town of Goa State, in accordance with the Policy of the Government of India and the Ministry of Home Affairs and as per the provisions of the Civil Defence Act (Act 27 of 1968).

The aims of Civil Defence is (a) To save life, (b) To minimize damage to property; (c) To maintain continuity of production and (d) To keep up the high morale of the Public.

The extent of operation of 'Civil Defence' includes any measures, not amounting to actual combat, for affording protection to any person, property, place or thing in India or any part of the territory thereof against any hostile attack, whether from air, land, sea and other places, or for depriving any such attack of the whole or part of its effect, whether such measures are taken before, during, at or after the time of such attack.

The members of the CIVIL DEFENCE CORPS/VOLUNTEERS' who exhibit outstanding devotion to duty/gallantry are awarded **"Goa Chief Minister's Home Guards and Civil Defence Medal".**

....2/-

The **"Meritorious Service Medals"** are considered for the bonafide members of the 'CIVIL DEFENCE COPRS/VOLUNTEERS' for valuable service characterized by devotion to duty, including prolonged unbroken service over 8 years. The **"President's Distinguished Service Medals"** are considered for award to the members of the 'CIVIL DEFENCE COPRS/VOLUNTEERS' for distinguished record of service marked by exceptional ability and merit and is generally considered after five (5) years of the award/receipt of Meritorious Service medals.

A copy of the extract containing the eligibility **criteria** that are laid down by the Ministry of Home Affairs, for enrolment as New Civil Defence Corps/Volunteers in the Home Guards & Civil Defence Organisation is **enclosed herewith**. A person who intends to apply for appointment to a Civil Defence Corps must be a **Citizen of India**, should have completed the age of **18 years**, should have passed at least the **primary standard**, that is to say, the **4th class**. The age limit of 18 years may be relaxed in the discretion of the competent authority upto a maximum of 3 years and the condition of education qualification may also be relaxed by the Controller of his discretion. Both **men and women shall be eligible** for appointment as Civil Defence Corps/Volunteers. A person shall not be entitled to be appointed to the corps unless he is found to be **physically fit and mentally alert.** **Necessary training will be imparted** to the Civil Defence Corps/Volunteers, after their enrolment.

Senior students preferably NCC Cadets from the various Schools/Colleges and Teachers/Professors can be enrolled as Civil Defence Volunteers inorder to increase the strength of the Civil Defence Volunteers of both the aforesaid Towns of Goa State.

This work is of national importance and therefore, you are kindly requested to issue necessary directions to the Principals of Schools/Colleges in both the Districts i.e. North Goa and South Goa under the administrative control of your office, to render all the necessary assistance to this organization, for enrolling new Civil Defence Volunteers. The application forms prescribed for the enrolment as new Civil Defence Volunteers are available in the office of Home Guards and Civil Defence Organisation, Altinho, Panaji-Goa. (Copy enclosed).

Yours faithfully,

(Ezilda D'Souza)
Dy. Commandant General Home Guards
& Dy. Director Civil Defence,
Panaji-Goa.

Encl:- As above.

Copy to:- P.A./S.O. to Director General of Police, Police Headquarters, Panaji-Goa.

(ii) He shall not communicate with the press or any political organisation or body in regard to any matter connected with his duties under the Civil Defence Corps except with the permission of the Controller.

(iii) He shall treat as strictly confidential all reports (or copies thereof) coming within his cognisance or knowledge, in the course of his employment as a member of the Corps.

11. Uniform and Accoutrement:-(1) 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. The cost of such uniform or insignia and equipment will be borne by the State Government. In addition each member who is issued a uniform shall be granted a washing allowance at such rate as may be prescribed by the State Government in consultation with the Central Government from time to time.

(2) On termination of his services, he shall immediately return to the officer -in-charge his membership certificate and the uniform and equipment supplied to him and obtain a receipt for the articles returned. If a member fails to return any item issued to him, the cost thereof shall be assessed by the Controller and recovered from him.

12. Compensation:-If a member of the 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 wilful 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 officer.

13. Service Records:-A record of service in respect of every member of the Corps shall be maintained in Form 'D'.

14. Resignation:-Any Member of the Corps who desires to leave the Corps shall submit his resignation in writing to his immediate superior officer giving at least two weeks' notice.

15. 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.

16. Powers of competent authority as regards preventing the contravention of regulations, etc:-The competent authority may take, or cause to be taken, such steps and use, or cause to be used, such force as may, in the opinion of such authority, be reasonably necessary for preventing the contravention of or securing the observance of, these regulations or any order issued there under.

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NOTIFICATION
New Delhi, the 10th July, 1968
THE CIVIL DEFENCE REGULATIONS, 1968

G. S. R. 1278 :- In exercise of the powers conferred by section 9 of the Civil Defence Act, 1968 (27 of 1968), the Central Government hereby makes the following regulations, namely:-

1. **Short title:**-These regulations may be called the Civil Defence Regulations, 1968.

2. **Definitions:**-

(a) "Controller" means the person appointed to command a Civil Defence Corps under sub-section (1) of section 4 of the Civil Defence Apt, 1968 (27 of 1968).

(b) " Competent authority " means the State Government or any person appointed by the State Government to exercise the powers of a competent authority under any provision of these regulations.

(c) "Form" means a Form appended to these regulations.

(d) "Corps" means the Civil Defence Corps of a town or district or any area.

3. **Eligibility:**-

(1) A person who intends to apply for appointment to a Civil Defence Corps must fulfill the following conditions:-

(a) He shall be a citizen of India, or a subject of Sikkim or of Bhutan or of Nepal;

(b) He 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) He shall have passed at least the primary standard, that is to say, the 4th class; & this condition may be relaxed by the Controller in his discretion.

(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 is found to be physically fit and mentally alert.

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

4. **Manner of application:**-(1) Every person eligible for appointment under regulation 3 shall be required to apply in Form 'A' and also present himself for interview before the competent authority.

(2) Every candidate shall be required to produce a certificate from his employer agreeing to spare his service for training and duty, when so required.

(3) The Controller may, for advising him 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.

(4) All candidates shall be required to undergo training and pass examinations prescribed by the competent authority.

5. **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 in a Civil Defence Corps:-

(i) Armed Forces of the Union;
(ii) Police Force;

(iii) Fire Services;

(iv) Territorial Army or Auxiliary Forces of any of the Defence Services;

(v) Civilian personnel employed in connection with the Armed Forces of the union

(3) 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 organisation or services concerned.

6. **Organisation:**- (1) The Controller may divide Corps into such number of Sections consisting of such number of persons as he may consider necessary & appropriate and appoint a person (hereinafter called the Officer-in-Charge) to command each such Section.

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

(3) The Controller may 81ppoint a Deputy to assist any Officer-in-Charge.

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(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.

7. **Membership Certificate:**- Every person appointed to be a member of the Corps shall be given a certificate of membership in form 'C'. A person losing his certificate shall report its loss forthwith to his immediate superior officer, who shall make necessary inquiries and. after satisfying himself, may arrange to issue a duplicate certificate.

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, authorise payment of duty allowance (at such scales 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 condition of service as regards pay, leave and other benefits as the State Government may, by Older, prescribe.

9. **Duty:**-Members of the Corps may be called on duty :-

(i) For training;

(ii) For practice or exercises;

(iii) To perform the duties assigned to them by order under these regulations or under any other law for the time being in force, for the protection of persons and property against hostile attack.

10. **Discipline:**-(1) While undergoing training or on duty, no member of the Corps shall absent himself 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.

(2) Every member of the Corps shall conform to the following regulations:-

(i) He shall notify the Controller through the Officer-in-Charge any change in his permanent address or place of employment.

A53/C

FORM "A"

[See Regulation 4(1)] of
The Civil Defence Regulations, 1968

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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 :- _____

_____

Telephone No./Mobile No. _____

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 Forces (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" :- _____

..... 2/-

(iv) Police Service :- _____

(v) Fire Services :- _____

11. Are you an Ex-Service Person?
If so, give particulars :- _____

12. Do you belong to the National Volunteers 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 details :- _____

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 so 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 diseases, If so, give particulars:- _____

_____

20. Did you have small pox? If so, when :- _____

21. Have you been vaccinated? If so, when :- _____

22. Have you been inoculated for cholera/ typhoid/ T.B. etc.? If so, when :- _____

_____

23. Do you know First Aid/Motor Driving? :- _____

24. Signature of applicant :- _____

..... 3/-

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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 any 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 the Corps, any articles of uniform, badge or other personal equipment issued to me; and

   (iii) to abide by the regulations of the Corps.

Place : Signature of the applicant

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:- _____

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FORM-B

Form of Oath

[See Regulation 5]

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)

FORM-C

[See Regulation 7]

No. _____

Membership Certificate

Government of _____ (name of the State)

CIVIL DEFENCE CORPS

PHOTOGRAPH

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

Govt. Ptg. Press, Panaji-Goa—1493/2000—03/2020.