

एच.पी. स्टेट सिविल सप्लाइज कारपोरेशन लिमिटेड

पंजीकृत कार्यालय: ब्लॉक नं. 16-17, एस.डी.ए. कमर्शियल
कॉम्प्लेक्स, कसुम्पटी, शिमला-171 009, हि0 प्र0
सी.आई.एन.: U99999HP1980SGC004263
जी.एस.टी.आई.एन.: 02AABCH4054K1ZV



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2621176, 2627017, 2620539
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No. E316044 HPSCSC-B/9/2025-Admin -15040-15064 Dated 24-03-2026

To

All the Divisional Manager/Area Managers
HPSCSC Ltd.

**Subject:- Grant of Permission to Government Employees to join Civil
Defence Services: Reiteration of Instructions.**

Sir/Madam,

Kindly find attached herewith letter no. Home-F(A)1-10/2025 dated
21st February, 2026 received from the Department of Home(F-Section) on the
subject cited above.

In this regard you are requested to encourage the employees
working under your control to join Civil Defence Services for strengthening of
Civil Defence in Himachal Pradesh.

The instructions of Director General, Civil Defence, Ministry of Home
Affairs Government of India, New Delhi vide letter no. I-30020/01/2025-
DGCD(CD)-994-1066 dated 28.08.2025 alongwith enclosures is also enclosed
herewith for further necessary action at your end.

Yours faithfully,

Encls: as above.

Pankaj Sharma
General Manager (Admin.)

Copy to:-

1. All the Officers, Head Office HPSCSC Ltd. for the same course of action as requested above.
2. The Assistant Computer Programmer, HPSCSC Ltd. with the direction to upload the same on the official website of this Corporation.

General Manager (Admin.)

No. Home-F(A)1-10/2025
Government of Himachal Pradesh,
Department of Home (F-Section).

From

Additional Chief Secretary (Home) to the
Government of Himachal Pradesh.

To

1. All the Administrative Secretaries to the
Government of Himachal Pradesh.
2. All the Heads of Departments
in Himachal Pradesh.

Managing Director	
Executive Director	
General Manager	(A) 3.
Procurement Officer	
Asstt. Procurement Officer	
PS/PA 92	02.03.26

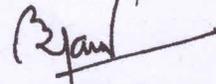
Subject:-

Dated: Shimla-171002, the 21st February, 2026
**Grant of Permission to Government Employees to join Civil
Defence Services: Reiteration of Instructions.**

Sir,

I am directed to refer to the subject cited above and to request you to encourage the Government employees to join Civil Defence Services for strengthening of Civil Defence in Himachal Pradesh as per instructions of Director General, Civil Defence, Ministry of Home Affairs, Government of India, New Delhi vide their letter No. I-30020/01/2025-DGCD(CD)-994-1066 dated: 28.08.2025 (Copy alongwith its enclosures enclosed).

Yours faithfully



(Ritu Raj Verma)

Addl. Secretary (Home) to the
Government of Himachal Pradesh
Ph. No. 2622765

Endst. No. As above

Dated: Shimla-02, the February, 2026

Copy forwarded to the DG(P)-cum-Commandant General,
Home Guards & Civil Defence Department, Himachal Pradesh w.r.t. her letter No.
100-29/62-XI-(CDR)-IV-32 dated: 03.01.2026 for necessary action.

(Ritu Raj Verma)

Additional Secretary (Home) to the
Government of Himachal Pradesh.

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मिसिल संख्या F. No I-30020/01/2025-DGCD (CD) 994-1066

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)

256
15/9/25

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:

- (a) Wide circulation of the above instructions among all State Government employees and Public Sector undertakings.
- (b) Encourage interested employees to enrol as Civil Defence volunteers.
- (c) 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,

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14/25

19/25
-S (Home)

15/9/25

US (H-F)

16/09/2025
Sof Home F)

Richard
16/9/25

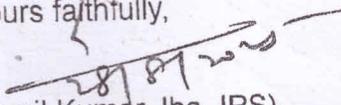
Sd/- M-12

22

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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.

(5) 6 27

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 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 of 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-HF/72 dated the 19th June 1972.

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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 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.

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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. 477/63-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. 47/7/63-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.

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. 47/7/63-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.

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