भारत सरकार Government Of India
रेल मंत्रालय Ministry Of Railways
(रेलवे बोर्ड) (Railway Board)

Minutes of The Indian Railways Civil Defence Conference, 2013

Held on 22th November, 2013 At Railway Board

1. In terms of Railway Board's letter of even no., dated 29.10.13; "Indian Railways Civil Defence Conference 2013" was held on 22.11.2013 in Railway Board's office. The following officials were present :

A. Railway Board :

1.	Shri Subodh Jain	Member Engineering, Railway Board
2.	Shri Pradeep Kumar	AM/Civil Engg., Railway Board
3.	Shri Alok Kumar	ED/Civil Engg.(G), Railway Board

B. Zonal Railways :

1.	Shri Sunil Udasi	Sr. ADGM, Central Railway
2.	Shri S.S. Vaidya	CDI, Central Railway
3.	Shri Pankaj Singh	DGM(G), Eastern Railway
4.	Shri G.L. Bandyopadhyay	Sr. CDI, Eastern Railway
5.	Shri P.K. Nayak	CDI, East Coast Railway
6.	Shri B.B. Upadhyay	Sr. CDI, Northern Railway
7.	Shri Satish Kumar	Jr. CDI, Northern Railway
8.	Shri Sunil Mittal	DGM(G), N.F. Railway
9.	Shri Biplab Chowdhury	Sr. CDI, N.F. Railway
10.	Shri Rajesh Chandra	Sr. DSO/BKN, North Western Railway
11.	Shri Kailash Dan	Divisional CDI, North Western Railway
12.	Shri Ch. L. Narasimham	ASG, South Central Railway
13.	Shri B. Jagath Kumar	Sr. CDI, South Central Railway
14.	Shri A.K. Satpathy	Sr. DSO/CDO, South East Central Railway
15.	Shri S.K. Khanna	CDI, South East Central Railway
16.	Shri V.V. Marathe	Sr. CDI, South Western Railway
17.	Shri Pankaj Desai	CDI, Western Railway
18.	Shri Nandlal Saroj	CDI, Western Railway
19.	Shri N.D. Gurnani	CDI/JBP, West Central Railway
20.	Shri Sohan Lal Meena	CDI/Kota, West Central Railway
21.	Shri Ramesh Morya	DGM, CLW
22.	Shri S. Ghosh	Sr. CDI, CLW
23.	Shri A.B. Mishra	CDI, DLW
24.	Shri P.K. Ghosh	DGM/G, Metro, Kolkata

2. Shri Subodh Jain, Member Engineering, Railway Board presided over the Conference. The conference was also addressed by Shri Pradeep Kumar, Additional Member/ Civil Engineering and Shri Alok Kumar, Executive Director Civil Engg. (G) conducted the proceedings of the Conference.



Shri Subodh Jain, Member Engineering presented the President's Home Guard and Civil Defence Medals for Meritorious Services to Shri Udayan P. Bhange, Sr.Technician & Pt. CDI/SEC Railway and Shri V.V. Marathe, Sr.CDI/SW Railway.

Shri G.S. Saini, VSM, Director, National Civil Defence College, Nagpur also graced the occasion and gave valuable inputs to all the participants.

All the Dy.GMs(G) & Controllers of Civil Defence from all the Zonal Railways were requested for attending the Conference. However, officials from ECR, NCR, NER, SER, SR, DLMW, ICF, RCF, CORE and RDSO did not attend.

3. Civil Defence Training Courses At NCDC, Nagpur

No. of seats allotted to Indian Railways for Civil Defence Training Courses at NCDC, Nagpur for the year 2013 is 297, whereas Staff nominated for the same are only 132 upto October 2013. Zonal Railways were advised to utilize full quota for the next year's courses.

4. Recommendations For President's Home Guard And Civil Defence Medals For Gallantry/Distinguished/Meritorious Services

On the occasion of Republic Day, 2013 and Independence Day, 2013; our four colleagues on Indian Railways have been awarded President's Civil Defence Medal for the Meritorious Services. It has been observed that only 1 or 2 recommendations from all Railways together are received for these awards. The Railways were advised to forward at least one recommendation each for the award on the occasions of Republic Day and Independence Day.

5. Enhancement Of Civil Defence Duty/Training Allowances

At present the rates of Civil Defence Duty and Training Allowances are Rs. 31 and Rs. 28 per day per head respectively. These rates were lastly revised on 02.09.2005 vide Railway Board's letter no. 97/W(CD)/BD, dated 02.09.05, after implementation of V Pay Commission. All the allowances applicable to Railway staff have been revised and enhanced; however, the Civil Defence duty & training allowances have not been revised/enhanced till date after implementation of VI Pay Commission, which is adversely affecting the attendance of Railway staff during various Civil Defence activities.

It was, therefore, requested that Civil Defence duty & training allowances may be enhanced to Rs. 250 & Rs. 200 respectively, for attracting more Volunteers in Railway Civil Defence Organization. Member Engineering agreed to enhance these allowances to at least Rs. 100 per day.

6. Restructuring Of Civil Defence Cadre

The CDIs working in Civil Defence Organisation on Indian Railways are required to give option within the period of 5 years to remain in Civil Defence Organisation and then they continue without further promotion till their superannuation due to non-availability of further promotional avenue in CD cadre. It seems to be unjustified, but otherwise, the incumbents working as CDIs do have further channel of promotion in Gazetted cadre, in parent department.

It was mentioned that post of Sr. CDI/HQ may be considered to be upgraded to the post of an Assistant Civil Defence Officer (Gazetted) and this post of ACDO should be filled up form amongst the working Sr. CDI/HQ.

Since these posts pertain to Railway Board level, Cadre re-structuring for Civil Defence Inspectors on Indian Railways was implemented during 1995. The restructuring has been implemented in all other cadres on Indian Railways except Civil Defence cadre. The Civil Defence Inspectors have to deal with senior dignitaries and have to perform duties of Sr. Supervisory nature; hence it is proposed to restructure the Civil Defence cadre. The proposed suggested grades were as under :

Present Grade Pay of CDIs	To be Revised in Grade Pay
Jr. CDI - Rs. 4,200	**Jr. CDI - Rs. 4,600**
Sr. CDI - Rs. 4,600	**Sr. CDI - Rs, 4,800**

7. Incentive To The President's Medal Winner

On Indian Railways many of the Civil Defence personnel have been awarded President's Home Guard & Civil Defence Medal for Gallantry/Distinguished/ Meritorious Services. For these awardees, only Medal is given and no other monetary or any other promotional benefits are given, neither any citation certificates is issued to them. On the other hand State Govt. Organizations are giving promotional benefits and special increments to the awardees alongwith citation certificates.

It was requested that the awardees may be given promotional benefits, special increment, cash award and citation certificates as deemed fit during the Railway Board's Railway week award function. This award may be presented and arranged at Railway Board's level by Chairman Railway Board or Board Members.

A letter to Ministry of Home Affairs will be sent requesting for issue of Commendation Certificate/Citation alongwith Medal to the awardees.

8. Formation Of Control Room Procedure During The Disaster

A procedure for releasing the trained Civil Defence personnel during the disaster on concerned Railway needs to be framed for enabling deployment of Civil Defence personnel during the accidents and other natural or man-made disasters for relief and rescue work.

9. Training Module Of Civil Defence

The latest syllabus of Civil Defence Basic / Refresher Courses needs to be implemented on Zonal Railways. Training period of Civil Defence Basic / Refresher Training Course should be for the period of 10 and 06 days respectively. A committee of 3 CDIs {Shri. B.B. Upadhyay, Sr.CDI/NR (convenor), Shri Biplab Chowdhury, Sr.CDI/NFR and Shri S.S. Vaidya, CDI/CR} was formed for preparing the Training

Module. The Committee will submit the report to Railway Board latest by 31st March 2014.

10. Training Module At Zonal Training Centre Level

It was suggested that Civil Defence Training Module of short duration may be formed at Zonal Training Centre Level for initial and refresher training courses of all departmental Railway staff. Necessary orders will be organised through ED/T&MPP, Railway Board.

11. Standardised List Of Civil Defence Equipments At Zonal & Divisional Level

Standard list of Civil Defence equipments for various Civil Defence services, i.e. Fire Fighting, First Aid, Rescue Services etc. needs to be finalized by Railway Board and advised to all Zonal Railways Civil Defence units. Civil Defence Organization is required to be equipped with advanced equipments. Highly sophisticated and fully equipped Civil Defence Training Centres may be formed on Zonal Railways. Sufficient funds also need to be provided. Civil Defence office, store, training equipments and training ground may be provided on each Division of Indian Railway. Central Railway were advised to send detailed proposal in this regard.

12. Civil Defence Training For Frontline Staff

Central Railway Civil Defence Organisation has specially organized the Civil Defence Basic Training and Crash Courses for frontline staff, i.e. Ticket Checking and A.C. Coach Attendants & Mechanics of all Divisions from the year 2010 onwards and maximum staff have been trained.

Similar action may be taken by all the Railways / Units. Enrolment and training should be made mandatory for all railway employees, especially for staff on board; such as Loco Pilots, Assistant Loco Pilots, Guards, Ticket Checking Staff, Electrical Staff etc., towards improving and strengthening of this Organization. This will also help the passengers during unusual incidences including rail accidents.

13. Railway Board's Directives For Releasing The Railway Staff For Various Civil Defence Activities

It is being experienced that the nominated Railway staff are not relieved by their controlling officers/ supervisors/ depot in-charges and they are also reluctant to spare their staff for the various Civil Defence activities organized by the Zonal Railways. It was, therefore, suggested that directives may be issued by Railway Board to all Zonal Railways for releasing the Railway staff for Civil Defence activities as and when required during training and during disaster management period with provision of Special Casual Leave.

Matter needs to be examined in Board and required instructions to be issued.

14. Procurement Of Civil Defence Materials

Each Zonal Railway / Unit is having one Controller of Civil Defence. There are no specific guidelines available for placing requisition and power delegated to Controller of Civil Defence. Finance also raised query very often to incorporate in the Schedule of Power (SOP) the power to accept the indenting materials.

Necessary guidelines need to be issued so that the matter may be included in SOP of Miscellaneous Matters.

Necessary guidelines also need to be issued to all Zonal Railways for streamlining of sanction process through to DGM(G) & Controller of Civil Defence through SOP for conducting civil defence activities. NFR were advised to send detailed draft guidelines and send to Board for needful action.

15. Identity Card

Issuance of Identity Cards to C.D. Personnel / Volunteers, so that their services may be utilized during emergencies. The present system of Identity Card will suffice. Where identity cards are not being issued, the same should be issued to Civil Defence personnel by the concerned Divisions / Zones / Units.

16. Participate Civil Defence Personnel In Disaster Situations

Natural calamity is not covered under Civil Defence Act, 1968. However, seeing the Uttarakhand landslide devastation and recent Phailin cyclone in Odisha; guidelines may be issued by Board to all Zonal Railways for permitting Civil Defence Personnel to participate in Disaster situations over Zonal Railways in times of emergencies/crises.

17. Civil Defence Manual For Railways

The Manual of Civil Defence for Railways was published in 1958. Its soft copy is available on website through Railway Board portal. Zonal Railways were advised to go through the existing Manual and send suggestions by 28th February 2014 for updating & matching with the present situation and current challenges, so that these could be considered in Board for modification of Manual.

18. Annual Seminar/ Conference

Annual Seminar/Conferences may be conducted by each Zonal Railway / Unit for keeping better co-ordination and liaison between all Zones, Railway Board, Ministry of Railways and Ministry of Home Affairs. Railways / Units should organize such conferences not only at Zonal level, but at Division levels too.

19. Distribution Of Posts Of Civil Defence Inspectors

At present, there are 21 permanent ex-cadre posts of 'Civil Defence Instructor/ Inspector' on Indian Railways with distribution as under :

SL	Railway	No. Of Posts	
		Sr.CDI	Jr.CDI
1.	Central Railway	1	1
2.	Eastern Railway	1	4
3.	Northern Railway	1	2
4.	N.E. Railway	1	1
5.	N.F. Railway	1	2
6.	Southern Railway	1	0
7.	S.C. Railway	1	0
8.	S.E. Railway	1	1
9.	Western Railway	1	1
Total		**9**	**12**

Existing sanctioned posts of Civil Defence Inspectors may be distributed uniformly on Zonal Railways, since on newly created Zonal Railways, these posts are not available. Further, 15 posts of Civil Defence Inspectors (1 post each for newly created Railways and PUs) and one post of Civil Defence Officer (to be operated in Railway Board) need to be created for Civil Defence Cadre. Necessary orders will be issued from Railway Board.

20. Uniform

Although Uniform for Civil Defence Personnel on Indian Railways has been prescribed by Board vide letter no. 2004/W(CD)/Mtg., dated 28.06.2005; but its procurement & distribution against Allocation No. 12K-620-99 needs to be streamlined.

21. Training Policy

The success of any Civil Defence plan will depend upon the type of training imparted to the enrolled staff, before they are actually faced with an emergency. For this purpose :

(i) The Zonal Training Institute should be set up with standard modern training materials, equipment etc. or

(ii) Training may be imparted in their Departmental Training Centres / Schools and Zonal Training Centre.

Due to fixed period of training in departmental training centres/ schools, it is not allowed to impart fire fighting, first aid, rescue training etc. However, it must be compulsory training to all the trainees in Departmental Training Centres/ Schools as the staff could be utilized in case of any emergency.

Therefore, provision of Civil Defence Training capsule should necessarily be included in all types of departmental training courses at training centres/schools. Necessary letter in this regard will be organised through ED/T&MPP, Railway Board.

22. CUG Connectivity / SIM

CUG Connectivity / SIM may be issued to every in-charge Civil Defence Volunteer on all Divisions for better communication on Zonal Railways. General Managers may take necessary action in this regard.

(No. 2013/CE-I/W(CD)/5, New Delhi, Dated 06.12.2013)

06.12.13

(आलोक कुमार)
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Distribution for information and necessary action to :

- The General Managers of All Indian Railways for information.
- Dy. GMs(G) and Controllers of Civil Defence of All Indian Railways for information and necessary action.
- Shri G.S. Saini, VSM, Director, National Civil Defence College, Nagpur for information.
- PSO/Sr.PPS to CRB, ME and MS, Railway Board for kind information of CRB, ME and MS please.
- AM/CE, AM/Staff and ED/T&MPP in Railway Board for information & needful action.