

WEST PAKISTAN CIVIL DEFENCE SERVICE RULE, 1966

[11th October 1966]

NOTIFICATION

No.5(12)/Vol.II/C.D/Ranger – In exercise of the powers Conferred by section 2 of the Civil Defence Act 1952 (XXXI of 1952) read with the Government of Pakistan Notification No.5/1/50/CD-I, dated the 26th July, 1951 the Governor of West Pakistan is pleased to make the following rules namely:-

1. Short title and commencement – (1) these rules may be called the West Pakistan Civil Defence Service Rule, 1966.

(2) They shall come into force at once, and shall supplement the Civil Defence (Special Powers) Rules, 1951.

2. Definitions – In these rules unless there is anything repugnant in the subject or context.

(a) “Act” means the Civil Defence Act 1952 (XXXI of 1952).

(b) “Government” means the Government of West Pakistan.

(c) “Area” means the area for which the Government under rules 3 of the Civil Defence (Special Powers) Rules, 1951, has constituted a service.

(d) “Civil Defence Controller” means a Controller appointed under rule 3 of the Civil Defence (Special Powers) Rules 1951.

(e) “Service” means any of the Air Raid Precaution Services or the Civil Defence Services constituted under rule 3 of the Civil Defence (Special Powers) Rules, 1951.

(f) “Razakar” means a volunteer who has been appointed as a paid or unpaid member of the Service on his own request.

3. Organization. – (1) In each Area the Civil Defence Controller shall be in command of the Service and shall be responsible for its direction, organization enrollment, training, and equipment.

(2) Each area may be divided into such number of Report Centre areas, sub sector areas, Divisions Groups, Post areas and Sectors as the Civil Defence Controller may deem expedient.

(3) The service shall consist of some or all of the following Branch Services:-

(i) The Wardens Services.

(ii) The Rescue Service comprising of Mobile, Street, and Local Rescue Parties.

(iii) Control and Communication Service comprising of Control and Report Centres and

Messengers.

- (iv) The Casualty Service Comprising of First Aid Posts (Mobile and Static), the Ambulance Service, and First Aid Party Service.
- (v) The Combined Depot Services.
- (vi) The Fire Service comprising of Auxiliary Fire Service and Stirrup Pump Parties.
- (vii) The Training Service.
- (viii) Any other service, which may be notified by the Government for inclusion hereinafter.

(4) The branch services specified in sub-rule (3) may be organized either in whole or in part as may be determined by Government from time to time.

(5) The Civil Defence Controller shall determine the location of posts, centres, or Depots of the Branch services.

- (6) (a) Government may in order to assist the Civil Defence Controller, in the proper discharge of his duties, appoint an *ex-officio* officer or a whole-time paid officer as an additional or Deputy Controller.
- (b) The Civil Defence Controller shall have such staff to assist him in the performance of his functions as the Government may from time to time determine and appoint.

(7) The following offices or any other offices, which may be notified by the Government, shall be deemed the offices of command in the service:-

- (i) Additional Controller
- (ii) Deputy Controller.
- (iii) Civil Defence Officer.
- (iv) District Rescue Officer.
- (v) Group Rescue Officer.
- (vi) Staff Officer Rescue Service.
- (vii) M.S./D.H.O. (District Casualty Officer).
- (viii) Staff Officer Casualty.
- (ix) Auxiliary Fire Officer.

- (x) M.O. Incharge First Aid Post (Mobile/Stable).
- (xi) Staff Officer, S. Pump Parties.
- (xii) Chief Warden.
- (xiii) Deputy Chief Warden.
- (xiv) Divisional Warden.
- (xv) Deputy Divisional Warden.
- (xvi) Head Warden.
- (xvii) Post Warden.
- (xviii) Deputy Post Warden.
- (xix) Depot Superintendent.
- (xx) Deputy Depot Superintendent.
- (xxi) Officer Incharge, C.C., and E centre.
- (xxii) Deputy Officer Incharge Posts Stirrup Pump Parties.
- (xxiii) Communication Officer.
- (xxiv) Message Supervisor.
- (xxv) Training Officer.

(8) Appointments to honorary posts of Offices of command referred to in sub-rule (7) may be made by the Civil Defence Controller. Government may cancel revise any appointment made by the Civil Defence Controller.

4. Enrollments and appointments (1) The members of service appointed in pursuance of the provisions of rule 4 of the Civil Defence (Special Powers) Rules, shall be called Razakars.

(2) A candidate for appointment as a Razakar shall apply in writing on the form C.D.F.O.I specified in schedule 'A' to the Civil Defence Controller or to such other person authorized by the Civil Defence Controller who may appoint or refuse to appoint the applicant and his decision shall be final.

- (3) No person shall be appointed as a Razakar unless he:-
 - (i) has attained the age of 18;

(ii) is physically fit and is of good character.

(4) On enrollment, every Razakar shall, before receiving the Warrant of Appointment, make a declaration in the Form C.D.F.O.2 (Schedule "B").

(5) On appointment every Razakar shall receive a Warrant of Appointment in the Form C.D.F.O.5 (Schedule 'C') and shall acknowledge its receipt in Form C.D.F.O.6 (Schedule 'D'). Such Warrant of Appointment shall cease to have effect when the person named in it ceases for any reason, to be a Razakar and on his ceasing to be a Razakar the said warrant shall then be, forthwith surrendered to the appointing authority.

(6) Every loss of a Warrant of Appointment shall be reported immediately by the Razakar to whom it belonged to the issuing authority.

5. Conditions of Service.- (1) the service may include paid as well as unpaid Razakars.

(2) Paid Razakars shall be entitled to such pay or Government from time to time may fix allowances or both as.

(3) The service of unpaid Razakars shall be honorary in normal conditions and no pay or allowances shall be paid to them except in special circumstances when the unpaid Razakars are called out for prolonged duty, they shall receive such allowance at such rates as Government may determine from time to time.

(4) The term of services of a Razakar shall not be limited to any specific period. The appointing authority may retire from service unpaid Razakar, if in the opinion of the appointing authority, he is not fit to *perform* and discharge actively the functions and duties assigned to him.

(5) Subject to any general or special order, the Civil Defence Controller or any other person authorized by the Civil Defence Controller may grant casual leave to such extent as may be deemed absolutely necessary to the unpaid Razakars called out for prolonged duty.

(6) Unpaid Razakars of any branch service shall not, unless the volunteer themselves for that purpose be required to service outside the area for which they are appointed.

(7) The Civil Defence Controller or any person authorized in this behalf by the Civil Defence Controller may call out all or any number of Razakars of any branch service for training or duty at any time.

The Razakars so called out shall report for training or duty to such place as the Civil Defence Controller of the person authorized in this behalf by him may, from time to time, direct by any channel or means in accordance with any scheme or set of instructions that has been approved by Government or the Civil Defence Controller.

(8) No Razakar once called out shall relinquish his duty until specifically ordered by the Civil Defence Controller, or the person authorized in this behalf by the Civil Defence Controller.

(9) When called out for undergoing training no Razakar shall absent himself from any lecture, demonstration, practice, and exercise except with the leave of the Officers-in-Charge of the training.

7. Duties.- It shall be the duty of Razakar to:-

- (a) attend regularly such lectures, demonstrations, practices and exercise or any such other training course according to any scheme or set of instructions that may be approved by Government of the Civil Defence Controller;
- (b) perform the functions assigned to the Service by order under the Act or under any other law for the time being in force for the protection of life and property of the people against enemy attack in the area in respect of which the Razakars have been appointed.
- (c) perform such duties as may be prescribed by the Government for the protection of life and property of the people in case natural calamities like flood, famine fire accidents, and epidemics, etc:-

8. Razakars.- (1) when called out for training or duty shall remain under the control of the Civil Defence Controller or such other Officer as he may designate in this behalf and will carry out any such general or special instructions as may be issued by the Civil Defence Controller or the said Officer.

(2) Razakars shall not allow party politics to interfere with their Civil Defence duties as Razakars.

(3) Razakar shall not salute or provide a guard of honour to any non-official person without the previous permission of the Civil Defence Controller.

(4) In addition to the punishment prescribed in sub-rule (3) of rule 6 of the Civil Defence (Special Power) Rules, 1951, the Civil Defence Controller or any other person authorized by him in this behalf may impose the following penalties on a Razakar for breach of any rule or order made under the Act:-

- (i) Warning and Censure.
- (ii) Recovery from pay of the paid Razakar the whole or part of any pecuniary loss caused to Government by negligence or by breach of any rule or order made under the Act.
- (iii) Fine not exceeding three days pay in one month in the case of paid Razakars.
- (iv) Reduction to a lower rank.
- (v) Removal.

(5) The decision of the Controller or of any other authority referred to in the proceeding rule, as the case may be, shall subject to provisions of sub-rule (6).

(6) An appeal shall lie:-

- (i) from the decision of Civil Defence Controller to the Divisional Commissioner;
- (ii) from the decision of any authority under the Civil Defence Controller to the Civil Defence Controller;

9. Resignation.- (1) No Razakar shall be at liberty to resign his Office or withdraw him from duty thereof unless allowed to do so in writing by the authority by which he was appointed.

(2) Any Razakar desiring to resign shall give to his appointing authority at least a month's notice, but such authority may accept the resignation of the Razakar without such notice or on receipt of a short notice.

(3) Any Razakar submitting his resignation shall remain a Razakar and be subject to all the provision of the Act or the rules framed there under until his resignation has been duly accepted.

10. Compensation-If any injury or death is caused to a Razakar, while under training or on duty, he and in the event of his death, his dependent will be entitled to such compensation as may be determined by Government in each case.

11. Uniforms.- (1) Razakars shall, when on duty, wear such uniform armlets, badges and brassards as may be prescribed by Government.

(2) No uniform will be supplied to unpaid Razakars by Government they will have to provide uniforms at their own cost except the Service badges, brassards, and steel helmets, which will be provided by Government free of cost.

(3) The Civil Defence Controller may as a special case direct that any Razakar need not wear the uniform.

(4) No Razakar shall be entitled to wear the uniform when he ceases to be a Razakar.

(5) Any person who ceases to be a Razakar shall return to the issuing authority the service badges, brassards, the steel helmets, and other items of uniforms, if any, issued to him.

12. Equipment.- (1) Necessary equipment required for the discharge of the duties assigned to the Razakars, will be issued to them by the Civil Defence Controllers as specified by Government from time to time.

(2) Any article issued to a Razakar as his personal equipment shall not be transferred by him to any other person unless he is authorized in writing to do so by the Civil Defence Controller.

(3) All or any item of equipment issued to a Razakar shall be surrendered by him when called upon to do so, or if he ceases at any time, to be a Razakar.

(4) A Razakar shall pay the cost of replacement of all equipment of part thereof if lost due to his negligence.

13. Advisory Committee.— The Civil Defence Controller shall constitute a District Civil Defence Advisory Committee consisting of such number of Government servants and private persons, as he may consider necessary as its members to advise on Civil Defence matters which may be referred to the Committee by the Civil Defence Controller.

14. The Civil Defence Controller may dissolve the service to Re-organize it in accordance with any new/revised scheme or set of instructions issued by the Government.

15. *Service Records* – The Civil Defence Controller will cause to be maintained service record of each Razakar as specified in the forms C.D.F.O. 1 to 10 given in schedules A, B, C, D and E.

16. The Civil Defence Controller may grant sands and cash rewards to the Razakars who render outstanding service in the Civil Defence Organization.

SCHEDULE "A"

C.D.F.O. 1

(See Rule 4 (2))

APPLICATION FORM

To

The Civil Defence Controller,

Sir,

I, _____ son of _____
volunteer my services for Enrolment in the Civil Defence Service. I know that shall be liable to be called out on duty at any time for any Period and that I shall be subject to the provisions of the Civil Defence Act of 1952 and the Rules made there-under.

The particulars given by me on overleaf are correct to the best of my knowledge.

Dated

Signatures of the Applicant

May be enrolled

Civil Defence Controller

PARTICULARS

1.	Name	
2.	Father's name	
3.	Nationality	
4.	Religion	
5.	Age	
6.	Height Feet and Inches	
7.	Full Address:-	
(a)	House No.	
(b)	Name / No. of Street	
(c)	Locality	
(d)	Police Station	
(e)	Town	
(f)	District	
8.	Identification Marks	
9.	Profession and detail of how otherwise employed	

1. Qualifications

Dated

Signature of the Razakar

For use in the office of the Civil Defence Controller only.

Appointed as

_____ (Rank / in the Civil Defence)

Service in *----- (*the place and area of jurisdiction i.e. Sector, Warden Post, Depot, First Aid Post, Fire Station, etc. should be inserted).

SCHEDULE "B"

C.D.F.O. 2

DECLARATION FORM

I, _____ son of _____ do
hereby solemnly affirm that I will always remain loyal to Pakistan and its Constitution and that I will obey
all commands of those placed in lawful authority over me.

Dated _____

Signature

Made before me this _____ day of _____

Civil Defence Controller.

SCHEDULE "C"

C.D.F.O. 5

GOVERNMENT OF WEST PAKISTAN

(Seal)

CIVIL DEFENCE DEPARTMENT

WARRANT OF APPOINTMENT

NOT TRANSFERABLE

WARRANT OF APPOINTMENT

Enrolment No. _____

Civil Defence Organization

_____ Town

Mr. _____ son of _____

Full Address _____

Is under Sub-section (1) of Rule (4) of the Civil Defence (Special Powers) Rules, 1951 appointed to be a member of the Civil Defence _____ Services as _____ and is authorized to carry out the duties imposed on him by or under the Civil Defence Act, 1952, and the Rules made there under or any other law for the time being in force.

Civil Defence Controller

Serial No.

Identification Marks _____

Age _____

Date _____ of _____ Issue

C.D.F.O. 7

Enrolment No. _____

**ACKNOWLEDGEMENT
RECEIPT OF EQUIPMENT**

I have received the following:-

Serial No.	Name of Article	Quantity	Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

from the Civil Defence Controller _____ town and I undertake:-

- (1) not to transfer to any other person any one of the above.
- (2) to pay the cost of replacement if lost.
- (3) to tender all the articles supplied to me the issuing authority when called upon to do so, or if I cease at any time to be a member of the Civil Defence Service.

Signature

Address

Date _____

TRAINING RECORD

Date	Name of Course	Certificate No.	Signature of Officer

A-PROMOTIONS

Date	Promoted to	Order No.	Signature of Officer

B-REWARDS AND AWARDS

Date	Detail of Award or Reward	Service for which awarded	Signature of Officer

C-PUNISHMENTS

Date	Offence	Punishment awarded	Signature of Officer

