सं: 1801 / एनडीआरएफअ / प्रषिक्षण / विविध पत्रा / 2026– 1719 दिनाक : 09 / 10 / 2026

निदेशक कार्यालय
राष्ट्रीय आपदा मोचन बल अकादमी नागपुर
(गृह मंत्रालय)
E-Mail-ID – dir.academy-ndrf@gov.in

सिविल लाईन्स, नागपुर–440001

To,

1.	The ADGP, Home-Guards, Civil Defence & SDRF,APHQ Complex, 2nd Floor, Gulshan Ground,Gandhi Nagar, Jammu, Jammu & Kashmir Office-0191-2430831, Fax No.-0191-2437030,Office-0194-2455165, Fax No.-0194-2484837,Email-cghgcd-hgcdsdrf@gmail.com, dirhgjmu@jkpolice.gov.in, ighg@jkpolice.gov.in
2.	The Director General Civil Defence And Commandant General of Home Guards,Assam, Beltola, Guwahati (Assam)-781028 Email-hgbn12@gmail.com, director-cdhg@assam.gov.in
3.	The Director General of Police,Commandant General, Home Guards & Director Civil Defence,No.1, Annaswamy Mudaliar Road, Bangaluru (Karnataka)-560042, Fax-080-25576853 Email-hgcdhqrsban@gmail.com & hgcdacademy2019@gmail.com
4.	The Director General cum Commandant General, Home Guards, Department of Home Guards/Civil Defence (Himachal Pradesh), Shimla-171001,0177-2811453/2658531 (O) 0177-2811360-Fax Email-hgshimla@gmail.com
5.	The Office of the Controller Civil Defence, North Eastern Railway, Gorakhpur, Uttar Pradesh -273012,Phone No.-040-62100 E.mail-gm@ner.railnet.gov.in
6.	The Dy. General Manager's (G) & Dy. Controller of Civil Defence, Eastern Railway ,17, N.S. Road, Fairline Place, Eastern Railway, Kolkata-700001, West Bengal, email ID-dgmger@gmail.com Phone/Fax No.033-22427444 The Director General, State Disaster Response and Fire Services, C/o Fire Station Building, 2nd Floor, Beside Police Control Room, Goverorpeta, Vijayawada (Andhra Pradesh)-520002, Tele.No.0866-2570101, Email-peshi apfire@yahoo.com
7.	The Commandant, Central Training Institute, HomeGuard-State of Maharashtra, Netaji Palkar Marg, Ghatkopar (W), Mumbai 400081 ,Phone-022-25120946/8169803500, Email: commandantcti@gmail.com

विषय: आपदा प्रतिक्रिया प्रणाली (IRS) पाठ्यक्रम हेतु ज्वाइनिंग निर्देश प्रेषित करने के संबंध में (सिविल डिफेंस कार्मिक, क्रम संख्या 10)।

महोदय/महोदया,

कृपया संलग्न आपदा प्रतिक्रिया प्रणाली (Incident Response System – IRS) पाठ्यक्रम हेतु ज्वाइनिंग निर्देश का अवलोकन करने का कष्ट करें। उक्त पाठ्यक्रम सिविल डिफेंस कार्मिकों के लिए दिनांक **02.11.2026 से 13.11.2026 तक एनडीआरएफ अकादमी, नागपुर** में आयोजित किया जाना निर्धारित है।

अतः आपसे अनुरोध है कि मुख्यालय, एनडीआरएफ, नई दिल्ली द्वारा आवंटित सीटों एवं संलग्न ज्वाइनिंग निर्देशों के अनुसार अपने संगठन के नामित अधिकारियों को उक्त प्रशिक्षण में भाग लेने हेतु कार्यमुक्त करने की कृपा करें।

संलग्नक:- यथोपरि।

09/4/26

(सचिन चौहान)
द्वितीय कमान अधिकारी/प्रशिक्षण अधिकारी
एनडीआरएफ अकादमी, नागपुर (महाराष्ट्र)

प्रतिलिपि:-

1. उप महानिरीक्षक (प्रशिक्षण), मुख्यालय, एनडीआरएफ, नई दिल्ली को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

JOINING INSTRUCTIONS
INCIDENT RESPONSE SYSTEM (IRS) COURSE
(02.11.2026 TO 13.11.2026)

ORGANIZED BY

NDRF · INDIA

Saving Lives & Beyond...

National Disaster Response Force Academy
Nagpur, Maharashtra

NDRF ACADEMY, NAGPUR
JOINING INSTRUCTIONS FOR INCIDENT RESPONSE SYSTEM (IRS)
COURSE SL NO-10
AT NDRF ACADEMY, NAGPUR (MH)

[Please ensure that these instructions are handed to the person who will be attending the course]

All participants are requested to remember their Gmail ID and password for appearing in the online pre-test and post-test.

1. INTRODUCTION

This instruction is intended to help participants to prepare for your training at the NDRF Academy, Nagpur. Course has been specifically designed to meet participant's needs, but to successfully complete the course you must attend all sessions.

2. GENERAL

The **Incident Response System (IRS) Course Sl no.10** is scheduled to be conducted w.e.f. **02.11.2026 to 13.11.2026** at new campus NDRF Academy, Nagpur. The NDRF Academy is having two campus i.e. old campus located in Civil lines, Opposite Labour Court, Nagpur, Maharashtra-440001 (2.5 Kms from Nagpur Railway Station and 8.5 Kms from the Dr. Baba Saheb Ambedkar International Airport) & New campus at Sura Devi Nagpur, Maharashtra-440001 (22 Kms from Nagpur Railway Station and 30 Kms from the Dr. Baba Saheb Ambedkar International Airport). No late joining shall be permitted. You are required to report one day before from the commencement of the course. On the first day of your course, you are asked to arrive at 08:00 a.m. for initial formalities at NDRF Academy.

3. GETTING TO THE NDRF ACADEMY

The participants arriving by Air/Train are advised to take prepaid taxis or auto rickshaws to the Academy. (On arrival at Nagpur Railway Station/Airport participants will make his/her own arrangement to reach Old Campus NDRF Academy, Nagpur). For course commencing at new campus Sura Devi common vehicle will be provide for the participants.

4. COURSE DETAILS:

The Course Curriculum provides some information on the course that you will be attending at NDRF Academy.

5. TITLE – Incident Response System (IRS) Sl. no.10.

6. AIM

To impart the knowledge and skill of basic and intermediate incident response system concepts & principles.

7. COURSE DURATION

The course duration **will be 10 days w.e.f. 02.11.2026 to 13.11.2026.**

Contd...P/2

8. ELIGIBILITY CRITERIA

District officers designated to work in EOC's & officers from Civil Defence, police & Paramilitary forces. Asstt Cy controllers of civil defence. Assistant commandants of paramilitary forces. District commandant Home Guards and Civil Defence Officers of Railways can also participate.

a) No age limit
b) Education - Preferably graduates in any discipline.
c) Must be medically fit
d) The personnel should be conversant with Hindi & English language for better understanding.

9. COURSE OBJECTIVE

The objective of this training program is to train participants in the following aspects:-

a) Identify requirements and purpose of the IRS.
b) Basic features of the Incident Response System (IRS).
c) Roles and responsibilities of Responsible Officer (RO) during disaster.

10. PERSONAL OBJECTIVE

It is also important that the participants consider their own personal goals prior to the commencement of the training. This will enable you to focus on the achievements of the goals and to ensure the trainer is able to facilitate these being fulfilled within the learning experience.

11. DOCUMENTS

Nominated candidates will be in the possession of the following documents.

a) Original Identity card.
b) Two Stamps sized photographs in uniform.
c) Medical Fitness Certificate.

12. DRESS CODE

One set of proper uniform for opening & closing address and on other occasions. In normal days participants to wear PT dress in which he/she is comfortable to do classroom activity. Please carry the mosquito net.

13. GRANT OF LEAVE

The training at NDRF Academy is extremely intensive. Therefore, sanction of leave is strictly regulated and participants are advised not to request for any type of leave, except in compelling circumstances like medical emergencies or on compassionate grounds which will be considered by the Course Director on a case basis. Wedding ceremonies, festivals and other similar occasions are not considered as compassionate reasons for leave.

14. ARRIVAL/DEPARTURE

Trainees will report to the In-Charge of the NDRF Academy, Nagpur at least 01 day prior to the commencement of course and will be dispatched immediately on termination of the course after 2100 hrs on the last day of the course.

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15. RECEPTION CENTRE

A Reception Centre will function at the **Main Gate of NDRF Academy, Civil Lines, Nagpur (Opposite Labour Court) and also at the New Campus, Sura Devi, NDRF Academy, Nagpur.** Both Reception Centers remain operational to facilitate participants regarding accommodation and other course-related assistance. Participants may contact the Reception Centers telephonically between 1000 hrs to 1800 hrs for any information or assistance. On arrival, all participants are advised to report to the respective Reception Centre for allotment of accommodation and further instructions.

16. BOARDING AND LODGING

Boarding and Lodging will be arranged by NDRF Academy on payment basis. Breakfast, Lunch and Dinner will be offered in the mess on payment basis, which is given to a caterer on contract. Participant has to pay the prevalent charges as per the nominal rate.

17. TRANSPORTATION

Participants are expected to arrange their own transportation.

18. DISCIPLINE

Participants attending the course will follow force discipline during the stay at NDRF Academy, Nagpur. They should scrupulously adhere to the written and unwritten laws, orders, conduct and norms of uniformed service.

19. SECURITY:-

Participants will be responsible for the safe custody of their articles in their possession and also advised not to keep large sum of cash or costly articles/materials with them during the halt of course.

20. INTOXICATION

Drinking, smoking & Tobacco in the NDRF Academy campus is strictly prohibited. Strict action will be taken against the individual on breaking above rule.

21. MEDICAL CARE

One medical officer/nursing assistant is available on all normal working days.

22. RETURN RESERVATION

Return reservation may be done in any train or by Air leaving from Nagpur after 2100 hrs on the last day of the course.

23. RECREATIONAL FACILITIES

The following recreational facilities are available in the Academy:- Sports facilities like, Table Tennis, Carom, Chess, Volley Ball, Badminton and TV set are available in Campus.

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24. PLACES OF INTEREST AT NAGPUR

The places of interest in Nagpur and around are as follows:-

a) Dikshabhumi
b) Japanese Garden
c) Amabazhari , Hanuman Temple
d) Ganesha Temple
e) Futala Lake

25. FAMILY ACCOMMODATION

Since, there is shortage of sufficient accommodation all participants are advised not to bring their family. Even, no out living permission can be granted.

26. CLIMATE

In the month of November, Nagpur remains cold in temperature. Participants can expect temperature around 25°C and minimum in the range of 15°C. Since, you will experience little cold, therefore, you should prepare accordingly. Participants must be in possession of mosquito net.

27. ACCESSIBILITY

If participants have any special requirement/s then feel free to contact us in advance of the course. We will put our best effort to meet your needs. The joining instructions are also available on the following NDRF Academy website. The contact details are:-

a) Email ID - ndrfacademy@gmail.com

b) Email ID - dir. academy-ndrf@gov.in

c) Website - https://www.ndrfacademy.ac.in

Telephone/Mobile Nos:

a)	C/Room Civil Line	:	0712-2958177
b)	C/Room Suradevi	:	7122958177
c)	Training Officer	:	9430103010
d)	Course Director	:	8449684129
e)	Course SO	:	9149614853
f)	Training SO	:	7488213749
g)	ADM SO	:	7976263440
h)	ADM NCO	:	9451981121

Training Officer
NDRF Academy, Nagpur