सं: 1801 / एनडीआरएफअ / प्रषिक्षण / विविध पत्रा / 2026– 1776 दिनाक : 23 / 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, Bengaluru (Karnataka)-560042, Fax-080-25576853 Email-hgcdhqrsban@gmail.com & hgcdacademy2019@gmail.com
4.	The Commandant (I/C),Civil Defence Training School, 1st Floor, Home Guards Bhavan, Lal Darwaja,Ahmedabad-380001. Gujarat State, Email: cmdt-cdts-ahd@gujarat.gov.in
5.	The Senior Staff Officer,Directorate of Civil Defence & Home Guards, Top Floor-Horse Shoe Building, Lower Lachumiere, Shillong (Meghalaya)-793001Ph. No.(0364)250053 Email: cdhg-shil-meg@gov.in, dte.cdhg@gmail.com
6.	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
7.	The Dy. General Manager(G) & Controller of Civil Defence, West Central Railway, Jabalpur-482001, Email: dgmwcr@gmail.com
8.	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
9.	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
10.	The Director General of Civil Defence, Govt. of N.C.T of Delhi. 1, Kripa Narayan Marg, Civil Lines, Delhi-110054. Tel: 011-23937350, Email ID: civildefencehq.delhi@gov.in, delhicivildefencehq@gmail.com
11.	Director General Home Guards,Govt. of NTC of Delhi. Nishkam Sewa Bhawan, CTI Complex, Raja Garden, New Delhi-110027 Ph. No. 011-25448148, Fax-011-25107058 E.mail-dghome@nic.in
12.	निदेशक–सह–राज्य अग्निशमन पदाधिकारी बिहार, पटना ई.मेल–sfocumdirector-bih@gov.in
13.	प्रभारी अपर राज्य अग्निशमन पदाधिकारी झारखंड, रॉची ई.मेल– sfojhkfire@gmail.com
14.	The General Manager (M/HRD), South Eastern Coalfields Limited, Management Development, Institute, Indira Vihar Colony, Bilaspur (C.G.)-495006, Tel-07752-255059, 254186 E-mail: gmhrd.secl@coalindia.in

15.	Spl. Director General of Police-cum- Commandant Punjab Home Guards, Director, Civil Defence, State Headquarters, 17 Bays Building, Sector-17C, Chandigarh, Punjab, Email: dir.lg@punjab.gov.in
16.	The Director, civil Defence (Uttarakhand), Home Guard and Civil Defence, Tapovan road, Raipur, Dehradun-248008 Fax No.-0135-2784473 Email-cghgcduk@gmail.com
17.	The Group Captain, HQ maintenance Command IAF Vayusena Nagar, Nagpur-440007,Email: thakranfitness99@gmail.com
18.	The Commandant, Central Training Institute, Home Guard-State of Maharashtra, Netaji Palkar Marg, Ghatkopar (W), Mumbai 400081 Phone-022-25120946/8169803500,Email: commandantcti@gmail.com
19.	The office of the Controler Civil Defence Banaras Locomotive Works, Varanasi-221004, India, Indian Railway, E-Mail- gm@dlw.railnet.gov.in , dygm@dlw.railnet.gov.in
20.	श्री मख्तार मोहसिन, पुलिस महानिरीक्षक, अग्निशमन एवं आपात सेवा, अत्तराखण्ड ई.मेल– fshq.ukfs@gmail.com, ddtfireukd@gmail.com, dig.ukfs@gmail.com
21.	Sh. Sreerama N,Asst. Engineer Gr-II/Factory Services Bharat Heavy Electricals Ltd, Electronics Division Mysure Road, Bengaluru-560026,Ph.(O): 080-26998201 Mobile: 9844909292,E-mail: sreeraman@bhel.in
22.	The Dy. General Manager (G) & Controller of Civil Defence South Eastern Railway, 11, Garden Reach Road, Kolkata (West Bengal)-700043, M. No.9002080004 & 9002080035 Email: srcdihqser@gmail.com and dygm2014ser@gmail.com

विषय:- सिविल डिफेन्स कार्मिकों के लिए सहायक अग्निशमन पाठ्यक्रम (Auxiliary Fire Fighting Course) (क्रम संख्या-65) के संबंध में ज्वाइनिंग निर्देश भेजने बाबत।

महोदय/महोदया,

उपरोक्त विषय के संबंध में सिविल डिफेन्स कार्मिकों के लिए सहायक अग्निशमन पाठ्यक्रम (Auxiliary Fire Fighting Course) (क्रम संख्या-65) हेतु ज्वाइनिंग निर्देश संलग्न कर प्रेषित किए जा रहे हैं। उक्त पाठ्यक्रम दिनांक 09.11.2026 से 18.12.2026 तक एनडीआरएफ अकादमी, नागपुर में आयोजित किया जाना निर्धारित है।

अतः अनुरोध है कि मुख्यालय, एनडीआरएफ, नई दिल्ली द्वारा आवंटित सीटों एवं संलग्न ज्वाइनिंग निर्देशों के अनुसार अपने संगठन के नामित कार्मिकों को उक्त पाठ्यक्रम में भाग लेने हेतु कार्यमुक्त करने का कष्ट करें।

संलग्नक:- यथोपरि।

(कमल मेहरा)
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

AUXILIARY FIRE FIGHTING COURSE FOR CD PERSONNEL SL NO-65

(09.11.2026 TO 18.12.2026)

ORGANIZED BY

NDRF · INDIA

Saving Lives & Beyond...

National Disaster Response Force Academy
Nagpur, Maharashtra

NDRF · INDIA
Saving Lives & Beyond...

NDRF ACADEMY, NAGPUR
JOINING INSTRUCTIONS AUXILIARY FIRE FIGHTING COURSE FOR CD PERSONNEL SL NO-65 W.E.F. (09.11.2026 TO 18.12.2026) 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 you to prepare for your training at the NDRF Academy, Nagpur. Your course has been specifically designed to meet your needs, but to successfully complete the course you must attend all sessions.

2. GENERAL

The **AUXILIARY FIRE FIGHTING COURSE FOR CD PERSONNEL SL NO- 65** is scheduled to be conducted **w.e.f. 09.11.2026 TO 18.12.2026 at** 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 NDRFACADEMY

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 courses commencing at New Campus, Sura Devi a common vehicle will be provided for the participants from Old Campus, Civil Lines after arrival.

4. TITLE.

AUXILIARY FIRE FIGHTING COURSE FOR CD PERSONNEL SL NO- 65.

5. OBJECTIVE:

To train the trainers in the methodology and technique of Fire Prevention & Safety by developing skills of fire fighting in order to make them effective members of Auxiliary / Industrial Fire Services.

6. ENABLING OBJECTIVE: On completion of training the participants will be able to:

- Use different firefighting appliances.
- Apply fire safety standards.
- Organize firefighting training.

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7. LEVEL OF PARTICIPANTS:

Civil Defence officers, & volunteers, Home Guard Platoon Commanders, CAPF personnel, Firemen of the State /Municipal Fire Services, Industrial fire safety personnel, Railway CD officers & personnel.

8. COURSE DURATION

The course duration will be **6 weeks (30 working days) W.E.F. 09.11.2026 TO 18.12.2026.**

9. COURSE LEARNING OUTCOMES.

On completion of the course, the participants will be able to:

- Describe concepts of firefighting.
- Use of different types of fire extinguisher during fire emergency.
- Different types of fire drills.
- Promote awareness activities towards use of various types of fire & fire extinguishers.

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. For outdoor activities and exercise, participants to bring 'Dangree'. **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 incompelling 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.

Contd...P/3

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.

15. RECEPTION CENTRE

A Reception centre will function at the main gate of NDRF Academy, Civil Lines, Opposite Labour Court. Participants can contact at the gate for their accommodation and other details.

16. BOARDING AND LODGING

Boarding and Lodging will be arranged by NDRF Academy. Breakfast, Lunch and Dinner will be offered in the mess on payment basis, which is given to a caterer on contract.

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. SMOKING & DRINKING

Smoking & drinking in campus building is strictly prohibited. By not following the rules strict action will be taken against the individual.

21. MEDICAL CARE

One medical officer 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:-

- Dikshabhumi
- Japanese Garden
- Amabazhari
- Hanuman Temple
- Ganesha Temple
- 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 & December, Nagpur experience Cold. You can expect temperature maximum around 25^0C and minimum in the range of 15^0C. you should pack accordingly.

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

28. Telephone/Mobile Nos:

•	C/Room Civil Line	:	0712-2958177
•	C/Room Suradevi	:	07122958177 (0900 hrs to 1800 hrs)
•	Training officer	:	9430103010
•	Course Director	:	8100341987
•	Course SO	:	8697464095
•	ADM SO	:	9460766808
•	Training SO	:	7488213749

TRAINING OFFICER
NDRF ACADEMY, NAGPUR