

**PROACTIVE DISCLOSURE OF INFORMATION IN RESPECT OF  
DIRECTORATE GENERAL CIVIL DEFENCE, ISLAMABAD UNDER SECTION-5  
OF THE RIGHT OF ACCESS TO INFORMATION ACT 2017**

Sr. No.	Information to be Proactively Disclosed	Status as on 14-02-2022
1	<b><u>Description of Federal Civil Defence, Structure, Functions (Mandate) Duties and Powers</u></b>	
1.1	Federal Civil Defence Department Functions under the administrative control of the Ministry of Interior. It came into being under Civil Defence Act 1952, to exist as war-oriented organization. Status of Federal Civil Defence has been determined as a policy making body (relevant to civil defence subjects) not as a field organization. Department is mandated for coordinated passive defence policy and planning besides having powers to implement Civil Defence measures in collaboration with the other stake holders	Already uploaded on the website <a href="http://www.civildefence.gov.pk">www.civildefence.gov.pk</a>
1.2	Federal Civil Defence Department is, in addition, also mandated for establishment and maintenance of training facilities (through its training institutions across Pakistan) for the public / private sector organizations besides providing Fire / life safety consultancy services to the above	
1.3	<b><u>Directory of the officers and employees and their duties / services to public.</u></b>	
1.3.1	Directory of the officers and employees along with an account of their duties is annexed herewith marked as Annex-A	uploaded on CD website.
1.3.2	Federal Civil Defence is not a public dealing department	
2	<b><u>Statutes, statutory rules, regulations bye-laws, orders and notifications, etc.</u></b>	
2.1	Civil Defence Act 1952	Already uploaded
2.2	Civil Defence Special powers rules 1951.	Uploaded
2.3	Fire Order 1987.	-do-
3	<b><u>Substantive or procedural rules of the general application evolved or adopted by the public body, including any manual or policies by its employees.</u></b>	
3.1	No any	
3.2	Rules as framed by the Establishment Division	Already uploaded on the web site of Establishment Division

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4	<b><u>Relevant facts and background information relating to important policies and decisions which have been adopted, along with a statement of policies adopted by the public body</u></b>	
4.1	Policies relevant to services rules and functional procedures are adopted as described by the administrative department / Establishment Division	Already uploaded on the relevant websites
	<b><u>Criteria, standards or guidelines upon which discretionary powers are exercised by it</u></b>	
4.2	Federal Civil Defence department does not exercise any discretionary powers.	
5	<b><u>Criteria, terms and conditions for licenses permits, consents approval, grant and allotment or other benefit</u></b>	
501	Federal Civil Defence department is not mandated for issuing any such instruments	
6	<b><u>Decision making processes and public input</u></b>	
6.1	Director General Civil Defence being Head of an attached Department is the ultimate authority to make decisions. However, each Section Incharge initiates matters pertaining to its section	
6.2	Civil Defence work being of classified nature does not involve any public input or consultation.	
7	<b><u>Details pertaining to the budget</u></b>	
7.1	Directorate General Civil Defence receives annual budget from the Finance Department Govt of Pakistan through Ministry of Interior.	Annual budget allocations for the financial year 2021-22 uploaded
7.2	Proposals for supplementary budget are initiated incase situation so warrants	
8	<b><u>The methods of obtaining information</u></b>	
8.1	Through written communication.	Format of Application for Seeking Information Uploaded
8.2	Through official email	<a href="mailto:dg@civildefence.gov.pk">dg@civildefence.gov.pk</a>
8.3	By submitting applications to designated officers	<ol style="list-style-type: none"> <li>1. Mr. Tariq Jawed Qazi Director (BS-19) Tele: 051-9106305</li> <li>2. Mr. Muhammad Muzaffar Siddique, Dy. Director (BS-18) Tele: 051-9106307</li> </ol>

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9	<b><u>Uploading finalized reports</u></b>	
	9.1 Annual Performance report are regularly submitted to MOI	Uploaded
	9.2 Audit observations are properly replied for settlement.	Will be uploaded as and when finalized.
	6.3 Inquiry, if any, is also dealt with determination	-do-
10	<b><u>Such other matters which the principal officer of the public body deems fit to be published in the public interest</u></b>	
	10.1 Official record not liable to be wedding out is properly archived	Will be uploaded
	10.2 Civil Defence Annual training schedule is regularly published.	Already uploaded
11	<b><u>Camera footages at public places, wherever available, which have a bearing on a crime</u></b>	
	11.1 Civil Defence has no jurisdiction in so far as public places are concerned	Not applicable