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HOME GUARDS

COMPENDIUM OF INSTRUCTIONS.

2007

**(Incorporating all orders/Instructions issued by Govt.
of India up to December 2006)**



**GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
NEW DELHI**

**Director General,
National Disaster Response Force &
Civil Defence ,
Ministry of Home Affairs**



PREFACE

The Compendium of Instructions on Home Guards was initially published in the year 1975 and subsequently revised from time to time. With the passage of time many new policies have been evolved either by addition or by modification of old policies. This necessitated the present revised edition.

2. The revised Compendium includes a gist of important circulars on organization, establishment, training, uniform, arms and ammunition, allowances, welfare etc. and is, therefore, an important document for the day-to-day functioning of the organization at all levels. The Compendium is intended to serve as a easy reference and should not be taken as an authority. The exiting provision of the respective State/UT Acts and rules as well as policy letters issued by the central Government should be referred to as authority.
3. I also take this opportunity to thank the DGCD staff for their valuable contribution in updating this Compendium.
4. Your suggestions for the improvement of this booklet are most welcome.

Jai Hind

New Delhi,
17th Jan, 2007

A handwritten signature in dark ink, appearing to read 'M.K. Sinha', with a horizontal line underneath.

(M.K. SINHA)
Director General

NOTE

The Compendium of Instructions on Home Guards was has been compiled and published with a view to serve as a reference material and assist in day to day functioning of various Home Guards Organisations, and in no way serves as an authority for any purpose.

For all administrator, financial, legal and other purpose, the Home Guards Acts and Rules of respective States/Union Territories as applicable, and advisories/direction/policies, issued by the Central/State Governments or agencies under them as mandated by law , would be taken as authority and should be referred to wherever required. Reference of the contents of this compendium would not constitute as authority for any purpose.

The provisions of the concerned Home Guards Acts/Rules or Specific letter from the Central/State Government or authorities empowered by them along with the document number and date Should be quoted as authority.

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CHAPTER I

HOME GUARD ORGANISATION

1.1. Genesis

During World War-II, 'Home Guards' - a voluntary citizen organisation for local defence was raised in the United Kingdom. In India, in 6th December 1946, Home Guards were raised in Bombay to assist the police in controlling Civil disturbances and communal riots. Subsequently, this concept of a voluntary citizen's force as auxiliary to the Police for maintenance of law and order and for meeting emergencies like floods, fires, famines etc. was adopted by several other States such as Paranti Raksha Dal, West Bengal Village block and Civic Guards. In the wake of Chinese Aggression in 1962, the Centre advised the States and Union Territories to merge their existing voluntary organizations into one all - India force known as 'Home Guards' which would be voluntary both in concept and character.

1.2. Role

The following revised roles are assigned to the Home Guards. These instructions have been reiterated from time to time:

No. VI-14021/5/
79-DGCD (HG),
dated 11.7.79

- (a) Serve as an auxiliary to the police and assist in maintaining internal security.
- (b) Assist the community in any kind of emergency an air raid. a fire, a flood, an epidemic and so on.
- (c) Organise functional units to provide essential services such as motor transport, pioneer and engineer groups, fire brigades, nursing and first-

aid, operation of water and power supply in installations etc.

- (d) Promote communal harmony and give assistance to the administration in protecting weaker sections of the Society.
- (e) Participate in socio-economic and welfare activities such as adult education, health and hygiene, development schemes and such other tasks as are deemed useful.

1.3. Role of Home Guards in Civil Defence Duties

No. 1/16/67-CD Dt.
20.11.67

No. VIII-11011/01/
83-DGCD (CD) dt.
12.12.85

No. VIII-11011/41/
90-DGCD (CD) dt.
3.7.90

(a) Category I & I-A towns are to have full scale Civil Defence measures, wherein the under mentioned Civil Defence services have to be manned by Urban Home Guards:

- (i) Incident control and Reconnaissance parties (to the extent possible).
- (ii) Rescue parties.
- (iii) Trailer pump parties.
- (iv) Mobile Canteens.
- (v) Part-time instructors.

No. VIII-11011/41/
98-DGCD (CD) dt.
01.6.1999

(b) In category II, III & IV towns only partial Civil Defence measures comprising six Civil Defence services, namely Headquarters, Wardens, Communications, Casualty, Training and Fire-fighting Services, are required to be provided at the full scale. The remaining Civil Defence services as per the scales laid down are to be found from among the Home Guards, but only to the extent actually required. Stores and equipment for these services are, however, to be provided from Civil Defence resources.

(c) For places other than Category I, IA and II towns like category III & IV and non- categorized towns Civil Defence arrangements may take the form of training Home Guards in air raid precautions and other general Civil Defence duties, so that a ready nucleus of disciplined and trained personnel is available, should this become necessary in an emergency. This must, however, be done without any financial liability to the Government of India.

(d) The concept of vulnerability, having been enlarged and the threat of foreign aggression not having completely receded, it would be advisable that Urban Home Guards in Category 1, II, III & IV & non-categorized towns are used for Civil Defence to the maximum extent possible. In fact in such towns, the Civil Defence work should for the present have first call on the Home Guards. This is of course not to say that any change is envisaged in the character of the organisation, but Civil Defence work will, perhaps, have to take precedence over other duties so long as it is not possible to have the required number of fully trained Civil Defence volunteers to man the various services.

(e) The scales of personnel for these services are laid down in Civil Defence hand-book entitled "General Principles of Civil Defence". In consultation with the Directors of Civil Defence and the Commandants General of Home Guards of the States/ Union Territories, proper requirements of Home Guards for Civil Defence purposes for each Category I, IA & II vulnerable towns need to be worked out and trained in their respective duties.

1.4. Home Guards as Auxiliary to Police

No. 1/16/67-CD Dt.
26.11.67 and No.
111-14011/31 -'8-
DGCD (HG) Dt.
4.2.81

When Home Guards are employed as auxiliary to the police, they should be utilised on tasks like guard duty, traffic control, patrolling and the like, in the execution of which the prestige and dignity of the organisation is enhanced, and the Home Guards earn the goodwill and sympathy of the general public. The employment of Home Guards for tasks like breaking up of strikes, prevention of illegal occupation of Government lands, the apprehension of unlicensed vendors and the like should be avoided, as such duties lead to their estrangement from the general public. For the latter duties, Home Guards should replace the police from guards, traffic control and patrolling, so that additional police can be made available for such duties.

Taking into consideration the fact that the Govt. of India is sharing percentage expenditure on the raising and training of Home Guards in States, it is suggested that before any State Govt. / U.T. Admn. ask for the deployment of Central Police Forces they must first ensure that the Home Guards are fully utilised to release their own police forces from routine police duties. This would require a conscious recognition of the full potentials of the Home Guards.

1.5. Functional units of Home Guards

No. 7/8/65-ER
Dt. 30.1.65

No. 5/3/74-DGCD
(HG) Dt. 10.4.75

As one of the functions of Home Guards will be to have functional units to provide essential services such as motor transport, pioneer and engineer groups; fire brigades, operation of water and power supply installations etc. Government of India consider it desirable that State Governments etc. should raise

sufficient number of such functional units of Home Guards so that trained manpower is available to augment and maintain essential services when required in an emergency.

The maintenance of essential services require that enrolled personnel have intensive training and adequate technical knowledge. Therefore, a functional unit raised by giving only elementary training to selected Home Guards will have no utility. In view of this, it would be more advantageous to enroll sufficient number of volunteers to form companies of Home Guards from among technically trained workers employed in various public utility services. If the State Govts. / UTs Administration feel that the existing target strength of Home Guards is inadequate for raising such units, the Government of India will consider their request for upward revision of the existing target.

No. 1/35014/1/79-
DGCD (HG) Dt.
22.1.81

**1.6. Effective utilisation of the services of Home
Guards in the event of Natural Calamities**

One of the major roles of Home Guards is to help the community during an emergency viz. air raids, fires, floods, epidemics etc. The Home Guards, therefore, should be utilised to help the community in any kind of natural calamity. The Home Guards personnel who are trained in rescue and relief work will be able to meet the demand of trained manpower for providing services to the affected people during natural calamity. It is therefore suggested that in order to utilise the Home Guards, their services may be made available to the concerned authorities or emergency relief work during any natural calamity. There is no objection to the use of Home Guards equipment by the members of Home Guards for emergency relief work. The

No. 111-14011/5/
78-DGCD (HG)
Dt. 13.6.78

Equipments, however, should not be placed at the disposal of other organisations. As per existing financial policy, the responsibility for payment of duty allowance etc. to Home Guards deployed for such duty, lies with the authorities at whose instance the Home Guards are called up.

1.7. Use of Home Guards for Communal harmony and protection of weaker section of the society

No. IV-14011/7/ 78-
DGCD (HG) Dt.
9.2.81

The Home Guards being local volunteers, can be utilised more effectively in assisting the administration in preventing and controlling communal disturbance, restoring confidence amongst the minorities and protecting weaker sections of the Society. Hence it is necessary to ensure that local minority groups, scheduled castes and scheduled tribes are adequately represented in Home Guards. It is therefore suggested that State Governments may take adequate steps to make Home Guards a balanced force representing various minority groups, scheduled castes and scheduled tribes. They should be deployed in greater number along with the police in sensitive areas for maintenance of communal harmony and protection of weaker sections of the society. Pilot projects in specific areas may also be undertaken for this purpose.

1.8. Deployment of Home Guards for clearing congestions in goods stations, yards etc.

No. 1/24/76-
DGCD (HG)
Dt. 11.10.79

Railways have its vast network all over the country and there may be occasions when help from the State Govt./U.T. Admns. is requested by Railway authorities to meet any emergent situations viz.

hostility, clearing of congestion in goods stations and yards etc.

State Governments and U.T. Administrations are therefore requested to make the required number of Home Guards available to the railway authorities and mobilise them speedily on receipt of request from the railway authorities at various vulnerable stations. The expenditure involved for such deployment of Home Guards will be borne by the railway authorities who have also agreed to provide necessary accommodation for Home Guards in those vulnerable stations and pay compensation to the Home Guards sustaining injury/death, besides payment of duty/ traveling allowances.

1.9. Broad-based recruitment

The Home Guards organisation should be broad-based, free from political affiliations and recruited from amongst all classes of people and from all walks of life. Recruitment of Govt. servant especially in urban Home Guards should not be on very large scale as calling out of such Home Guards during emergencies may adversely affect the essential work of Govt. Departments. Therefore, recruitment of urban Home Guards should be broad-based.

No. 1/16/67-CD Dt.
20.11.67

No. 111-14011/3/93
DGCD (HG) dt.
16.12.93

1.10. Home Guards-Enrolment Policy

Home Guards is a voluntary organisation and almost all ranks up to company level are volunteers. A small number of full time paid staff for training, command and control is authorised at city/town, district and state levels. The Home Guards Acts/Rules of State Governments stipulate varying lengths of tenure for members of Home Guards. After completion of their tenures,

No. 1-35012/1/81
DGCD (HG) Dt.
10.2.81

No. 1-35012/1/81-
DGCD (HG) Dt.
27.8.91

No. 1-36012/Gen/
92-DGCD (HG) dt.
6.7.92

they are eligible for re-enrolment. However, it is observed that in some states by retaining those members over long period, erosion in the voluntary character of the organisation is taking place. It is suggested that as far as possible, unemployed persons should not be retained as Home Guards over a long period so as to preserve the voluntary character of the organisation.

1.11. Strength

No. 47/24/62-
ER-1 Dt. 11.1.63

The original scale as envisaged by the Govt. of India, for raising Home Guards is as follows:-

In rural areas, there should be on an average one company of 110 men for each Community Development Block. In the border districts on an average an extra platoon, 35 strength may be raised in each Block. Volunteers should be drawn, as far as possible, from all the villages of the Block.

In urban areas, Home Guards may be raised at the rate of one Company of 110 men for every 25,000 of population.

The practical targets of Home Guards, are however, allotted to the States/UT Administrations by the Govt. of India as per actual requirements. The target of 5,16,908 Home Guards fixed in 1975 have been reviewed and after restoration of 10% cut of affected States/UTs the revised practical target for Home Guards for the whole country has now been fixed at 5,73,793 as on (Appendix 'E').

1.12. Age group

No. 18/11/65-CD
Dt.31.12.66

The age group for initial recruitment to the Home Guards should be 18-50 years with relaxations in

favor of those specially qualified to act as instructors/
leaders and specialised personnel.

1.13. Physical Standards

A high degree of physical fitness being essential for Home Guards, State Governments/Union Territories may like to follow, broadly, the standards laid down for the State/UT police forces.

No. 47/24/62-CD
Dt. 11.1.63

1.14. Service Liability

Home Guards will have liability for service within the State. In an emergency, those who volunteer may, however, be drafted for special duties outside the State.

No. 47/2/62-ER-1
Dt. 11.1.63

1.15. Incentive to Central Government servants to join Home Guards Organisation

The Central Government servants are permitted to join the Home Guards organisation. The period spent by them on training/duty would be treated as special casual leave. They are permitted to receive in addition to their civil pay such allowances as may be prescribed for them under the Home Guards Rules. In order to give incentive to Central Government servants to join the Home Guards organisation the Commandants General have been requested to issue good service entry certificates to such of the Central Government servants in the Home Guards organisation who have completed 3 year of successful service in the organisation or undergone prescribed training courses. The permission to join the Home Guards Organisation has been extended to employees of Public Sector undertaking also.

No. 29/1/49-Ests
Dt. 16.1.49

No. 1115/65-CD
Dt. 6.3.62

No. 47/43/63-Ests
(a) Dt. 22.6.63

1.16. Compulsory Home Guards training for Class IV Central Government Employees

No. 10/2/73-
DGCD (HG)
dt. 4.9.75

With a view to inculcate a sense of discipline amongst the Class **IV** Central Government employees, it has been decided that direct recruitment of peons in the Ministries/Departments/Offices, of the Government of India will henceforth be made subject to the conditions that such recruits shall be required to undergo Home Guards training. Instructions have been issued to States/UTs that persons recruited as peons and recommended by Ministries/Departments/Offices of the Government of India may be enrolled as Home Guards subject to fulfillment of physical standard and educational qualification as require under Home Guards Acts/Rules.

1.17. Verification of Character and Antecedents of Home Guards recruits.

The following criteria may be adopted for verifying the character and antecedents of the prospective recruits to the Home Guards. Persons belonging to or associated with any objectionable activity or programme , especially the following, would be considered undesirable for recruitment to the Home Guards:

No. 7/10/64-ER dt.
29.12.64

No. 1/10/66-CD dt.
1.2.68

No.
111/14011/3/93
DGCD (HG) dt.
16.12.93

(a) Those who are, or have been, members of or associated with, any body or association declared unlawful after it was so declared and those having participated in, or associated with any activity or programme:

- (i) Aimed at the subversion of the constitution;
- (ii) Aimed at the organised breach of defiance of the law involving violence;

- (iii) Prejudicial to the interests of the sovereignty and integrity of India and the security of the State; or
- (iv) Which promotes on grounds of religion, race, language, caste or community, feelings of enmity or hatred between different sections of the people;
- (b) Participation in such activities at any time after attaining the age of 21 years and within 3 years of date of enquiry should be considered as evidence.

1.10. Appointment of Home Guards to Paid Posts

When filling up whole-time paid appointments prescribed for the Home Guards organisation, it would be best for each State to follow the scales for equivalent ranks in their own police force. It is clarified that police/military ranks have been indicated mainly for the purpose of pay scale and status of the post. Such of the Home Guards volunteers as have creditably equipped themselves in the training courses conducted at the Central Training Institute of the States could be considered for appointment to the paid posts. The State Governments may also consider duly qualified and competent civilian volunteers along with serving or retired service/police officers for appointment to the paid posts in the Home Guards Organisation.

No. 1/4/67-CD dt .
19.2.68

No. VI-31011/1/
81-DGCD (HG)
dt. 29.9.93

1.19. Conversion of Temporary paid posts into permanent ones

Home Guards organisation has rendered significant service in difficult situations in the past. It seems that Home Guards are likely to be increasingly

No. 1/11/66-CD
dt. 17.12.67

No. VIII-11012/2/
77-DGCD (CD) Dt.
23.5.72 and Dt.
19.6.79

required for maintenance of law and order. The organisation has to play a vital role in the country's Defence effort and is expected to continue in existence in the foreseeable future. There is therefore requirement for declaring certain percentage of the temporary paid posts into permanent one under the rules applicable in the States.

1.20. **Women Home Guard**

No. 47/6/63-ER-1
Dt. 27.4.63

No. 19/1/69-
DGCD (HG)
Dt. 11.9.69

Keeping in view the need for certain kinds of services which women can perform with greater aptitude than men such as welfare services, it has been suggested to raise Women Home Guards in all States and Union Territories. In the context of the present situation in the country such Women Home Guards in all States and Union Territories. In the context of the present situation in the country such Women Home Guards may be required to assist women police in duties relating to law and order. The strength of Women Home Guards is to be determined within the overall target as allotted to each State/Union Territory. The upper age limit for recruitment of Women Guards is 45 years. They are liable to be called out at their place of residence only.

1.21. **Home Guards publicity/observance of annual day for Home Guard**

NO.7/4/68-DGCD
(HG) Dt. 27.11.68

Home Guards being a voluntary organisation its success depends on what support it gets from public. It is, therefore, necessary to generate and sustain public interest in the Home Guards organisation by adequate publicity. The publicity measure may include holding of Home Guards exhibitions, demonstrations, screening of cinema slides, publication of newspaper articles and advertisement etc. Outstanding deeds of

public service performed by the Home Guards should be publicised in the local papers and press cuttings relating to these praise-worthy activities of Home Guards are to be sent to Ministry of Home Affairs every month.

In order to keep the activities of this organisation popular in the public eye, the States/UTs administration should celebrate Annual Day for Home Guards and Civil Defence every year on the 6th December. In order to celebrate the day in a befitting manner suitable programme may be drawn up which will include ceremonial parade, cultural/educational functions highlighting the role of this organisation.

The expenditure on the observance of Annual Day will be treated as authorised expenditure and would be pool able and shareable between the Central and State Government as usual.

No. 7/10/73-
DGCD (CD)
Dt.9.8.73

1.22 Formation of association in Home Guards Organisation

Various States from time to time have sought the advice of the Central Government in regard to formation of Home Guards Association. As the Home Guards are raised under the Home Guards Acts of respective states, this issue has to be viewed in the light of the said enactment. The police force (Restriction of Rights) Act, 1966 is not applicable to Home Guards.

No. VI-15013/29/
77-DGCD (HG)
Dt. 26.4.80

As Home Guards personnel are not government servants, any association of Home Guards would necessarily have a different character from service association of government servants. It is, therefore, for the State/UT. Government to decide whether a

particular association of Home Guards should be recognised or not under the existing legal provisions available. While no hard and fast rule on the subject. can be laid down, the main consideration should be that while providing scope for the democratic aspirations of the people, nothing should be done which will spoil the voluntary character of the Home Guards organisation.

No. IV-24021/
85/87-GPA.-1
Dt. 23.4.92

Govt. of India has issued guidelines to the State Govts. regarding recognition of Police Associations. It was; however, felt that it may be desirable to have similar approach towards certain other essential public services dealing with security. Saving of human lives etc. including Home Guards and fire services. States Govt. are, therefore, requested to take appropriate action wherever necessary in accordance with the guidelines mentioned below:

1. In States where Home Guards associations have not as yet been recognised, no recognition should now be given.
2. In States where Home Guards associations have already been recognised, continuance of recognition should be made subject to the following conditions:
 - (i) Undesirable activities on the part of Home Guard personnel/associations having a bearing on the discipline, efficiency and voluntary character of the organisation should be firmly handled.
 - (ii) To eliminate external influence, membership of the Association should be open only to serving Home Guards.

(iii) Restriction on the tenure of office bearers may also be incorporated.

(iv) No monetary contributions from non member may be accepted.

(v) Acting in concert with other Unions/ Associations should be strictly prohibited.

1.23. Incentive to Home Guards for employment in Government Services

The VIII Biennial Conference on Home Guards and Civil Defence held in New Delhi in November, 1980, had recommended that unemployed Home Guards and Civil Defence volunteers, after rendering national service for a few years, should be given some weight age for employment in Government services, as an incentive. In pursuance of the above decision Department of personnel & A.R. had issued detailed instructions to Central Ministries and Departments on the question of giving preference to Home Guards and Civil Defence volunteers having three years service and requisite training in those posts in Group 'C' and 'o' where such experience would be an added advantage for efficient performance of duties, vide letter NO.14034/5/82-Estt. o dated 5-11-1983. The above circular, was forwarded to State Government under this Ministry's letter No. VI-31011/1/81- DGCD (HG) dated .17.1.84 and 29.9.93 with the request that the State Government may also consider issuing similar instructions in the matter and that copies of the instructions issued may be forwarded to the Home Ministry. Home Ministry had also issued instructions earlier vide letter No. 1-35012/1/81-DGCD dated 10-

No. VI-31011/1/
81-DGCD (HG)
Dt.17.1.84

No. VI-31011/1/
81-DGCD (HG)
Dt. 29.9.93

2-1981, requesting State Governments to provide assistance to unemployed Home Guards in seeking gainful employment on the completion of their term of enrolment.

1.24. List of Commandants General Home Guards

The addresses of Commandants General, Home Guards of various States/UTs, together with their telephone numbers is provided at Appendix-A.

CHAPTER II

HOME GUARDS ESTABLISHMENTS IN STATE S/UTs

2.1. Concept

Home Guards being a voluntary organisation, are governed by the Home Guards Acts and Rules of their respective States/UTs. A model Home Guard Acts and Rules have been circulated to all States/UTs.

The Home Guards Organisation is basically voluntary in character, and this concept has been kept in view throughout the organisational set up. A rural / urban Home Guards Company consists of 110 personnel. Each company is authorised a Company Commander, 2 i/c CHM, CQMH/Clerk and Runner. The Company is divided into three Platoons each having a Platoon Commander and a Sergeant. Each Platoon is further sub-divided into Sections consisting of 11 Home Guards in addition to the Platoon Commander and the Sergeant. All the personnel are volunteers. They refer to receive training during peace time and place their services at the disposal of the nation during the country's hour of need in peace or war time. A nucleus of paid staff for command and control is, however, authorised at various levels. Details of the paid staff at the Central level, State Headquarters level, and for the District Training Centres and Training Institutes are given below.

No. 18/50/65-CD
Dt. 22.3.1966 &
No. 1/1/69 DGCD
(HG) dt. 17.2.1969.

2.2 Central Level

The Director General Civil Defence in the Ministry of Home Affairs is responsible for all policy matters

No. 47/6/63
DI. 27.4.1963

Concerning raising, training and equipping of Home Guards in the country. He is assisted by a Deputy Director General, Home Guards, an Asstt. Director General, Home Guards, a Senior Staff Officer, Home Guards and a Junior Staff Officer together with the secretariat staff.

2.3. State/Union Territory HQ Level

S. No.	Post	Com- bined HG & CD HQ	Sep- arate HG HQ	Sep- arate CD HQ	Equivalent rank
		2	3	4	
NO.217167-DGCD (CD) Dt. 12.5.69	(A) STAFF				
	1. CG-cum-DCD				DGP-IGP/ADGP-IGP/Secretary to State Govt.
	2. Dy. CG-cum-DCD				IGP-DIG/Senior Sup dt. of Police (SSP)
	3. Senior Staff Officer (SSO)	3	2		Sup dt. of Police
	4. Addl. SSO for over 30,000 HGs (See note 'e')				-Do-
	5. Addl. SSO for Grade-I CD States				-Do-
	6. Junior Staff Officer (JSO)		1 per SSO	1 per Grade I & II CD States (See notes 'a' & 'b')	Dy. SP
	7. Addl. JSO	1 per Grade-I CD State		1 per Grade-I CD State	Dy. SP

1	2	3	4	5	6
8.	Public Relation Officer (PRO) (See note 'f')	1	1	-	Dy. SP
9.	Medical Officer (See note '1')	1	-	1	See note 'g'
10.	Accounts-Cum-Administrative Officer	1	1	-	Accounts Officer (Class II)
11.	Drivers	1 per Staff Car	1 per Staff Car	-	-
(B) TRANSPORT					
1.	Staff Cars	1	1		

Notes:

- Grade I CD States are Maharashtra, Uttar Pradesh, West Bengal and Delhi.
- Grade II CD States are Bihar, Madhya Pradesh, Karnataka, Haryana, Punjab, Gujarat and Rajasthan.
- If *any* of the posts is filled by an honorary/ex-officio officer (such as IG Police etc.), an additional full time paid Deputy/Staff Officer of one rank lower will be permitted.
- Clerical and other Class III and IV staff are to be authorised, additionally as may be sanctioned as per scales obtaining in these States. Expenditure on this account, as also on contingencies such as bicycles; telephones etc. shall be pool able and shareable.
- Where Divisional Commandants Home Guards exist at HQ of Divisional Commissioners, in those States, the additional SSO for over 30,000 HGs will not be provided.
- For the present, PROs and the Medical Officers will not be authorised for Andhra Pradesh, Madhya Pradesh, Karnataka, Kerala, Orissa, Tamil Nadu, Manipur, Tripura, Chandigarh and Nagaland.
- Medical Officers for Maharashtra, Uttar Pradesh, West Bengal and Delhi will be of the status of Deputy-Director of Civil Defence (Medical) For the States of Jammu and Kashmir, Punjab, Haryana, Rajasthan, Gujarat, Bihar, Assam and Himachal Pradesh, they will be known as Medical Officers.
- In States, where there are separate Commandant General Home Guards and Director of Civil Defence, there will be *only* one staff car (with one driver), on the establishment of the Commandment General's Hev1quarters but it will be shared for use by both the incumbents.
- The sanction at Serial ii, supersede item No. (B) a, b, c(ii) of Appendix II of the Ministry of Home Affairs Letter No. 27/9/63 E.R.I.

dated the 6th April 1963 and No. 16/5/63-DGCD of 11th July 1963 in as much as it pertains to Civil Defence; and this Ministry's Letter No. 47/6/63-E.R.I. dated the 27th April 1963 (Para 34 of the Group Report), No. 18/121/65-CD dated the 7th January, 1967 (Para 5 (ii) and No. 1/13/66-CD) dated 31st May 1967. In as much as they pertain to Home Guards Staff at States/Union Territories Headquarters

2.4. Division/District Level

S. No.	Post	Scale	Equivalent Rank
No. 2/7/67-DGCD (CD) Dt.12.5.1969	(A) STAFF		
	(a) At Headquarters of a Division		
	(1) Divisional Commandant	1	S.P. Major or equivalent
	(2) Stenographer	1	
	(3) Orderly/Peon	1	
	(b) At Headquarters of a District		
	(1) District Commandant		Dy. S.P./Captain or equivalent
	(2) Assistant to District Commandant	1	Sub-Inspector/Naib Subedar or equivalent
	(3) Clerks and Storekeepers	3	
	(4) Orderly/Peon		
	(5) Chowkidar	1	
	(6) Driver	1	Per Vehicle
No. 14021/1/80-DGCD (HG) Dt. 25.2.81	(B) TRANSPORT	1	
	(1) Jeep with trailer		Per District

Notes for Division/District establishment:

- The Divisional Commandants may use of the jeep where provided at District level.
- Where appointments are filled by honorary/ex-officio officer an additional full time Deputy/Staff Officer of one rank lower will be permitted.
- Class III & IV staff and office contingencies like bicycles, telephone, etc., will be provided as per State practice and the expenditure shall be pool able/shareable, but up to the limit of Class III and IV shown above.
- The above sanctions are in modification of provisions contained in Ministry of Home Affairs Letter No. 47/6/63-ERI dated the 27th April, 1963.

2.5. City/Town/Company Level

S. No.	Post	Scale of Companies per town	Equivalent Rank
		1 2 3 4 5 6 7 8 9 10 11 12	
(A)	STAFF		
1.	Company Commander	1 1 1 1 1 1 1	Inspector of Police or Subedar
2.	Platoon Commander	1 1 1 1 - - - - 1 1 1 1	Sub-Inspector or Naib Subedar
3.	Havildar Instructor	- 1 1 1 2 2 2 2 3 3 3 3	
4.	Clerks	1 1 1 1 1 1 2 2 2 2 2 2 -	
5.	Store man	- - 1 1 1 1 1 2 2 2 2 2 -	
6.	Chowkidar	1 1 1 1 1 1 2 2 2 2 2 2 -	
7.	Inspecting Officer	One per group of 20 urban companies or part thereof above 7 companies in town having more than 20 companies	(Inspector/ Subedar or equivalent)
8.	Drivers	One per vehicle	
(6)	TRANSPORT		
1.	Light Vehicles per town	One per 10-30 urban companies Two per 31-60 urban companies Three per 61-90 urban companies Four per 91-120 urban companies Five per 121 companies and above.	

Notes:

- (a) In towns with more than 12 companies, the scale for staff is to be applied on accumulative basis except:
 - (i) In towns with more than 12 companies, one additional Havildar instructor will be provided for every unit of 4 companies.
 - (ii) In towns with more than 16 companies, one additional store man for every unit of 8 companies will be provided.
- (b) The paid company and platoon commanders are to be in lieu of corresponding number of honorary commanders.

- (c) Where honorary instructors have been found suitable, they may be continued at 3 honorary instructors on the existing rates 01 honoraria in place of 1 paid instructor, rank for rank,
- (d) In areas of heavy urban concentration, Commandants and Assistant Commandants may be appointed additionally as already authorised in the Group Report,
- (e) The above sanctions are in modification of provisions contained in Ministry of Home Affairs Letter No. 47/6/63-ERI dated 27.4.1963 (Para 37 and 38) of Group Report and Para (iii) of Ministry of Home Affairs Letter No. 18/121/63-CD dated 7.1.1967.

2.6. District Training Centre

S. No.	Post	Scale	Equivalent rank
(A) STAFF			
No. 2/7/67-DGCD DI. 12.5.1969	1. Centre Commander	1 per type A & B District Training Centre	Captain / Dy. SP
	2. Centre Commander	1 per type C & D District Training Centre	Subedar Inspector
	3. Administrative	1 per District Training Centre	-Do-
	4. Quarter Master	-Do-	
	5. Store man	-Do-	
	6. Havildar Clerk	-Do-	
	7. Platoon Commander	4,3,2, 1 for types A, B, C, D District Training Centres respectively	Sub-Inspector/ Naib Subedar
	8. Instructors Havildar	21, 17, 13, 9 for types A, B, C, D District Training Centres respectively	-
	9. Typists	2 for A & Band 1 for C & D type District Training Centres	-
	10. Cooks	7,5,3,2 for types A, B, C, D District Training Centres respectively	-
	11. Sweepers	5, 4, 3, 2 for types A, B, C, D District Training Centres respectively	-
	12. Class IV Staff	12, 10, 8, 6 for types A, B, C, D District Training Centres respectively	-

Notes:

(a) For the provision of the staff on a sliding scale District Training Centres are categorised as under:

Type	No. of rural companies per district	Training capacity of centre
D	Up to 10 companies	100 trainees
C	11-20 companies	200 trainees
S	21-30 companies	300 trainees
A	31-40 companies	400 trainees

(b) No provision for leave reserve has been made as the entire staff is expected to take leave during busy agricultural season, when there will have to be a break in the training.

(C) Arrangements for storage of arms and ammunition should normally be made with District Police Organisation . wherever this is not possible, Quarter Guard personnel at the following scale will be provided:

"12 Home Guards for A & B and 8 Home Guards for C & D types District Training Centres in the ratio of 1 Nk, 1 L/NK and 2 Sainiks".

(d) The above sanctions are in super session of provisions contained in Ministry of Home Affairs Letter No. 47/6/63-ERI dated 27.4.1963 (Para 35 of Group Report).

(e) Suitable equipment required for training at a District Training Centre is at Appendix 'B'. The uniforms for the rural Home Guards dependant upon a District Training Centre are maintained there.

(f) Although no transport has been specifically authorised it may be rented when necessary and such cost is pool able between the Centre and State.

2.7. Combined and Separate Central Training Institute

S. No.	Post	Scale			Equivalent rank
		Com-bined HG & CD institute	Sepa-rate HG institute	Sepa-rate CD institute	
1	2	3	4	5	6
(A)	STAFF				
1.	Commandant	1	1	1	SP/Major
2.	Chief Instructors	1	-	-	Captain/ Dy. SP
3.	Administrative	1	1	1	Inspector/ Subedar

1	2	3	4	5	6			
4.	Medical Officer	1	1	1	Asstt. Surgeon			
5.	Quarter master	1	1	1	Sub-inspector/ Naib Subedar			
6.	Steno typist	1	1	1	-			
7.	Armourers Havildar	1	1	-	-			
8.	Compounder/ dresser	2	1	1	-			
9.	Buglers	2	2	-	-			
10.	Draftsman	1	1	1	-			
11.	Carpenter	1	1	1	-			
12.	Clerks	3	2	2	-			
13.	Fatigue party-men	3	2	2	-			
14.	Peons	3	2	2	-			
15.	Malies	2	2	2	-			
16.	Chowkidars	2	1	1	-			
17.	Pipe Band Havildar	1	1	-	-			
18.	Pipe Band Nks		3	-	-			
19.	Pipe Band U/Nks	3	3	-	-			
20.	Bandsman	1	1	-	-			
21.	Quarter Guard Havildar	1	1	-	-			
22.	Quarter Guard Naiks	2	2	-	-			
23.	Quarter Guard U/Nks	2	2	-	-			
24.	Quarter Guard Home Guards	7	7	-	-			
25.	Store Officers	1	-	-	Inspector/ Subedar			
26.	Dy. Stores Officer	1	1	1	Sub-Inspector/ Naib Subedar			
27.	Clerks	1	2	2	-			
28.	Store men	3	2	2	-			
29.	Chowkidars	3	2	2	-			
		Scale according to training load				Equivalent Rank		
		Home Guards		Civil Defence				
		A	B	C	1	2	3	
30.	Senior instructor	3	2	1	3	2	1	Inspector/ Subedar
31.	Junior Instructors	7	4	2	7	4	2	Senior Havildar
32.	Demonstrators	14	8	4	14	8	4	Havildar
33.	Steno typist	1	1	1	1	1	1	
34.	Clerks	3	2	1	3	2	1	
35.	Peons	2	1	1	2	1	1	

1	2	3	4	5	6		
		A	B	C	1	2	3
36.	Chowkidars	4	2	1	4	2	1
37.	Store men	2	1	1	2	1	1
38.	Cooks	One per 60 trainees or part thereof.					
39.	Water Carriers	One per 65 trainees or part thereof.					
40.	Sweepers	One per 75 trainees or part thereof.					
41.	Dhobies	One per 75 trainees or part thereof.					
42.	Barbers	One per 100 trainees or part thereof.					
43.	Tailors	One per 500 trainees or part thereof.					
44.	Bootmakers	One per 250 trainees or part thereof for minimum of 75 trainees.					
45.	Drivers	One per vehicle.					
		Combined HG and CD CTI		Separate HG CTI		Separate CD CTI	
(B)	TRANSPORT						
46.	Jeep			1	1		1
47.	Ambulance			1	1		1
48.	Rescue Vehicle			1	1		1
49.	Heavy Vehicles			2	1		1
50.	Fire Engine/Trailer Pump			1	1		1

Notes:

(a) Although the actual establishment of the combined and/or separate CTIs will depend on the training capacity necessary for planning purposes these have been taken as under:

	State	HG	CD	Remarks
(i)	Assam	B	3	Combined
(ii)	Delhi	C	1	-Do-
(iii)	Gujarat, Punjab and Rajasthan	B	3	-Do-
(iv)	Haryana, Himachal Pradesh, and Jammu & Kashmir	C	3	Combined
(v)	Maharashtra	A		-Do-

	State	HG	CD	Remarks
(vi)	Karnataka	A	1	-Do-
(vii)	Andhra Pradesh. Kerala	C	-	Separate
(viii)	Bihar	A	2	-Do-
(ix)	Madhya Pradesh	C	2	-Do-
(x)	Orissa	C	3	-Do-
(xi)	West Bengal and Uttar Pradesh	A	1	-Do-
(xii)	Nagaland	-	3	-Do-

(Remaining Union Territories will use facilities of their neighboring States).

(b) Part-time instructors, if employed, should be at the rates of 3 part-time instructors to one full-time instructor.

(c) The new establishment will, for the present, not be applicable to Andhra Pradesh, Karnatak, Orissa and Tamil Nadu, These States will continue to function under the old Government of India sanctions except for the following items which will be permitted:

State	Pipe Band	Quarter Guard'	Ambulance Vehicle with driver	Rescue Vehicle with driver	Fire Engine/Trailer pump with auxiliaries
Andhra Pradesh	1	1	1	1	1
Karnataka Orissa	-	1	1	1	1
Tamil Nadu	-	1	1	1	1

(d) This supersedes item No. (b) and (g) of Appendix II to this Ministry's Letter No. 27/4/63-ERI dated the 6th April, 1963 in so far as Civil Defence Instructional Staff and Transport is concerned.

2.8. Full time staff for Rural Home Guards

No. 2/2/75-
DGCD (HG) Dt.
29.11.1978

A post of Assistant Sub-Inspector on full-time basis is authorised for a group of 12 Rural Home Guards Companies in each State/UT.

2.9. Authorisation of Armourers

No. 13/2/73-
DGCD (HG)
Dt. 21.4.1976

For maintenance of arms and ammunition authorised for the Home Guards, Head Constable and ASI armourers have been authorised to all States/UTs as per Appendix 'H'.

2.10. Central assistance of pensionary charges in respect of permanent establishment of Home Guards

The Central Government's share of financial assistance towards pensionary benefits will be limited to the expenditure on the posts authorised by the Ministry of Home Affairs for the permanent establishment of Home Guards and Civil Defence organisations of all State Governments and U.T. Administration. This expenditure will be approved on the basis of the existing approved scales on authorised items.

No. 111-11012/2/
77-DGCD (CD)
Dt. 23.5.78

CHAPTER III

UNIFORM FOR HOME GUARDS

3.1. Necessity

No. VI-14021/1/
93-DGCD (HG)
Dt. 3.12.1993

Home Guards is a uniformed force. Wearing of a standard uniform by all the members of the organisation will go a long way in maintaining discipline, morale and esprit-de-corps among them. This will also help the Home Guards to be smartly turned out at all appearances and thus win public esteem and appreciation.

3.2. Authorisation of uniform

No. VI-21021/2/
03-DGCD (HG)
Dt. 18.03.04 &
04.01.06

The Life and ceiling cost per unit of uniform were last revised in 1992. The revised authorization of set of uniform, their life span and ceiling cost per unit will be effective from 1 st April, 2004. Details of which is given below :-

S. No.	Items of Uniform	Unit	Life span	Revised ceiling cost per Unit (in Rs.)
1	2	3	4	5
1.	Shirt Khaki Terrykot	2pc	4 years	130.25
2.	Trousers Khaki Terrykot	2pair	4 years	140.26
3.	Belt-Web or Canvas	1pc	2 years	36.55
4.	Anklet Web	1pair	2 years	20.30
5.	Socks Woolen/len	1pair	1 year	29.82
6.	Boots Ankle Black	1pair	2 years	195.00
7.	Cap Baret	1pc	1 year	22.30
8.	Shoulder Titles	1pair	3 years	6.88
9.	Cap Badge	1pc	3 years	4.25
10.	Whistle	1pc	3 years	6.75

S. No.	Items of Uniform	Unit	Life span	Revised ceiling cost per Unit (in Rs.)
1	2	3	4	5
11.	Lanyard	1pc	2 years	6.40
12.	Hackle	1pc	3 years	2.20
13.	Turban (in lieu of cap etc. for Sikhs only).	1pc	2 years	

3. As per rates indicated above, the revised ceiling costs of a full set of Home Guards uniform will be Rs. 773.89. It is, therefore, requested that while claiming reimbursement from the Government of India, on procurement of uniforms, the State Government must adhere to the above ceiling/ rates. The liability of the Govt. of India to reimburse expenditure on procurement of Home Guards uniform will be restricted to the above ceiling cost.

4. The Life span and rates of various items of uniform for Home Guards as shown vide para 2 of this Ministry's letter No. VI-14021/6/88 -DGCD (HG) dated 05-12-1991, is hereby superseded with the issue of this letter. The revised rates will be effective from 1 st April,2004.

5. This issues with the concurrence of Integrated Finance Division (Fin-IV Desk) of the Ministry vide their Dy. No. 428/Fin.IV/2004 dated 15-3-2004.

No. 18/11/65-CD
Dt. 14.02.1966

(b) Women Home Guards

For the Women Home Guards the following items of uniform are prescribed which are of the same pattern as the one laid down for the Girls Division of N.C.C.:-

Sl. No.	Item	Unit	Life
1.	Saree	1pc	3years
2.	Bushirt Khaki Terrykot	1pc	4years
3.	Slacks Khaki Terrykot	1pc	4years
4.	Bushirt Khaki Cellular	1	2years
5.	Slacks -Khaki Drill		2years
6.	Socks-Colton	2pr	1years
7.	Shoes- Leather Brown	1 pr	1½ years
8.	Buckle Field Service	1	permanent
9.	Cap Badge	1	4years
10.	Lanyard	1	2years
11.	Beret (Maroon)	1	2years
12.	Hackle	1	2years
13.	Shoulder	2	3years
14.	Badges Proficiency with coloured background	1	3years
15.	Badges of ranks and cheverons		permanent
16.	Searves for Sikhs only	2	2years

3.3. Scale of uniforms for urban and rural Home Guards

Item	Scale2
1	2

No. 2/7/67-
DGCD (CD)
Dt. 12.5.1969

(A) UNIFORMS	All Urban Home Guards are issued with one set of uniform and additional set of washable items of uniform
(a) Urban Home Guards	
(b) Rural Home Guards	As above
(i) PT Kit (one pair of PT shoes, one pair of shorts and one vest).	One set trainee in the C.T.1. as per training capacity and 10 reserve

No. VI-14021-
DGCD (HG) Dt.
4.4.1981

3.4. Equipments

(i) Water bottles and mess tins	One water bottle and one mess tin to 20% of total strength of Home Guards
(ii) Helmet	For 10% of total strength of Home Guards
(iii) Tentage	For 5% of total strength of Home Guards

1	2
(iv) Lathies	For 33Y % of total strength of Home Guards
(v) Fire extinguishers	One each of 3 types per DTC and CTI
(vi) (a) Basic Rescue Equipment as per abridged.	One set per CTI
(b) Special Rescue Equipment for floods, consisting of one engine propelled boats, two-country type boats one search light and one generator	One set per CTI.

NOTES:

(a) Sub-serial (A) above is in modification of Para 2(i) of Ministry of Home Affairs letter No. 18/121/65-CD dated 7-1-1961.

(b) Serial NO.(A) (b) above is in modification of Para 40 of Group Report circulated vide Ministry of Home Affairs letter NO.47/6163-ERI dt. 27-4-1963.

(c) Warm Dress & Jerseys

Home Guards in very cold regions are to be provided with quilted type of warm dress, while those in areas north of latitude 22° N receive great coats at the scale of 25% of the raised strength.

NO.18/12/65-CD
Dt. 7.1.1967

3.5. Rain Coats

Rain Coats are to be provided @ 5% of the authorised strength of Home Guards in States/UTs. The life span of each rain coat will be 5 years. However, Home Guards in Goa have been authorised rain-coats at 20% of the raised strength keeping in view the heavy rainfall in the State as per MHA letter No. 1-36011/9/ 85-DGCD(HG) dated 15 July, 85.

No. 1/14/72-
DGCD (HG)
Dt. 13.5.1975

3.6. Hackle

A hackle of white and black colour is to be provided to all the Home Guards. This is to be worn by Home Guards on ceremonial occasions. The white feathers are to be in the lower portion of the hackle and black feathers on top.

No. 1/14/72-
DGCD (HG)
Dt. 13.5.75

NO.10/22/66-CD
dated 18.12.67

3.7. Cleansing material

The following items of cleansing material have been authorised to be issued in kind to the Home Guards for maintaining uniforms in a neat and tidy condition. In the interest of economy purchase of these items should be made on a centralised basis by the States.

S. Item No.	Quantity	Approximate cost	Home Guards	
			Urban	Rural
		Rs. P.		
1. Boot Polish	2Smalltins	0.80	Twice a year	Once a year
2. Balance	1 cake	0.20		
3. Brasso	1 tin	0.94		

3.8. Condemnation boards

No. 4/1/66-CD
dated 1.10.1966

The life prescribed for the various items of uniforms is laid down as a guide for the purpose of budgetary planning. The question of replacement of articles should be considered after taking into account their actual condition and after the approval of Condemnation Board under the rules. The sale proceeds of the condemned articles is to be credited as revenue and shared between the Centre and the State/UTs. in accordance with the pattern of Central Financial Assistance given to the State/UTs. The Central Government's share of receipts realised from the sale of condemned articles is to be credited to the Central Government account under the Head "065 Other Administrative Service C-Other Service Other Receipts."

No. 2-9-69-
DGCD (HG)
dated 19.9.68

3.9. Additional items of uniforms & equipment

Based upon the recommendation of the 7th Biennial Conference of Home Guards and Civil

Defence, the following new items of uniforms and equipments have been authorised to Home Guards:

Item	Life span	Scale of authorisation	
(i) Angola Shirt (for Home Guards above 22" North Latitude)	6 years	60% of the strength or Urban Home Guards and 40% of the strength of Rural Home Guards	No. VI-14021/9/ 79-OGCO (HG) 01. 10.11.80
(ii) Blankets & Durries	8years	25% of the strength of Rural Home Guards as mobilisation reserve	
(iii) Mosquito nets	5years	50% of the training load at a time at OTCs/CTIs. of Home Guards.	
(iv) Cots	5years	As above	
(v) Kitbags	8years	As above	
(vi) P.T. Kits	2years	50% of the training load at a time of OTCs.	

3.10. Revised scale of uniforms & equipment

As per recommendations of the Biennial Conference of Home Guards and Civil Defence the scale of authorisation of the following items has been revised:

Item	Life span	Revised Scale	
(i) Jerseys (In super session of MHA letter NO.18/121/65-CO dated 7-1-67 as far as authorisation of Jersey is concerned)	6 years	for Urban Home Guards @ 90% of the strength and for Rural Home Guards @ 50% of the strength.	No. VI-14021/9/ 79-OGCO (HG) dated 10.11.1980
(ii) Blankets & Darries for OTCs. (In Super session of MHA letter NO.2/7/67-OGCO (CD) dated 12-5-69 as far as above items are concerned)	8 years	50% of the training load at a time in DTCs.	

CHAPTER IV

BADGES OF RANK AND ALLIED INSIGNIA FOR HOME GUARDS ORGANISATION

4.1. Necessity

NO.10/24/66-CD
dated 6.2.1967

Standardisation of badges of ranks, car and Unit flags and allied insignia are essential for the Home Guards Organisation from the points of view of smartness, morale and esprit de-corps. Black facing colour has been adopted for the Home Guards Organisation to distinguish it from the blue facing colour authorised for the Police. The badges of rank for the NCOs, and officers together with star plates as standardised for the Home Guards Organisation are given below.

4.2. Badges of rank

(i)	Commandant General-in-Chief at the Center	A dove and crossed baton and sword.
(ii)	Commandant General (at the States/UTs)	A maple leaf and crossed baton and sword.
(iii)	Deputy/Joint Commandant General/Regional Commandant (Commissioner's Division).	A dove and 3 maple leaves in a triangle.
(iv)	Commandant-District	A dove and two maple leaves.
(v)	Senior Staff Officer	A dove and a maple leaf.
(vi)	Battalion Commander	A dove
(vii)	Divisional Commander	
(viii)	Battalion-Second-in-Command and Dy. Distt. Commandant.	
(ix)	Company Commander/Senior-Instructor/Battalion Staff Officer.	3 maple leaves.
(x)	Company Second-in-Command/Senior Platoon Commander/Junior Instructor.	2 maple leaves

(xi)	Platoon Commander	1 maple leaf
(xii)	Battalion Sergeant Major	Ribbon cross and a dove.
(xiii)	Battalion Q.M. Sergeant	Ribbon cross and two discs.
(xiv)	Coy Sergeant Major	Ribbon cross and one disc.
(xv)	Coy Q.M. Sergeant	Ribbon cross.
(xvi)	Sergeant	Three ribbon bars.
(xvii)	Section leader	Two ribbon bars.
(xviii)	Asstl. Section leader	One ribbon bar.

4.3. (i) Star plates

(i)	Director General, Civil Defence (Ex-officio Commandant-General - Chief) (at the Center)	Three white stars on a black plate
(ii)	Commandant-General (at the States/UTs)	Two white stars on a black plate.
(iii)	Deputy/Joint Commandant General! Regional Commandant (Commissioner's Division).	One white star on black plate.

4.3. (ii) Car Flag:-

Marooned colour flag presenting Civil Defence with strips with red and blue strips diagonally representing Fire Service and Home Guards respectively along with a monogram of Civil Defence Home Guards and Fire Service respectively. The logo of Civil Defence will be on the above left portion of the flag and the other two below right side of the flag. The size of the flag will be 15x26cms. as far as all the flag in the States are concerned.

According to the existing scheme of Home Guards there is presently no provision for the post of Joint Com'ndant General but the badges of rank for the same have been indicated for use when and if this rank is authorised by this Ministry.

4.4. Serving Officers

Badges of rank shown above will be worn by members of the Home Guards Organisation. Service

officers of the Armed Forces and Police, on deputation to continue to wear the badges of rank of their respective service.

4.5. Uniformity within a State

In those States where the existing badges of rank are of different pattern than those prescribed above, they may gradually switch over to the new badges when convenient. It is , however, to be ensured that at all times uniformity within the State with regard to the badges of rank is maintained.

4.6. Wearing of badges

(a) The maple and the dove are to be of white metal. The beak of the dove should point forward on both shoulders. The Home Guards (HG) lettering is to be of white metal, the letters being 1/2" (1.27cms) high and 3/8" (.95cms) wide. The badges are to be affixed either directly on the epaulettes or alternatively on to a slip-on but within each State/UT there should be uniformity.

(b) All stripes and diagonals for the NCO's badges are to be of maroon coloured tape. The discs and doves for Coy/Bn Sgt. Majors are to be of red Cloth. The beak of the dove on both the shoulders should point forward.

(c) The cap/purge badges is to be of white metal and when worn, the beak of dove is pointed towards the right eye.

4.7. Efficiency badge

An efficiency badge is to be granted to Home Guards who have successfully completed their advance training. The efficiency badge is to be a black circular

metal disc of 1 ¼" (3.18cms) in diameter with white metal dove with its beak facing forward embossed thereon. It will have an attached pin at the back and is to be worn on the left sleeve mid-way between the shoulder and the elbow.

4.8. Hackle

The hackle is to be of white and black plumes. The white plumes will be in the lower portion of the hackle and black feathers above. It is to be worn on ceremonial occasions on the beret above the left eye or centre front of the turban, as applicable.

4.9. Head Band

The Head Band is to be of woolen or silken black band of 1.75" (4.45cms) width with the Home Guards emblem in white metal in it and is to be worn on the cap or turban, as applicable, by the Commandant General-in-Chief, Commandant General and Dy/Joint Commandant General/Regional Commandant Home Guards.

4.10. Gorget patches

Gorget patches are to be of black woolen material 1" (2.54cms) wide with a 3/20" (0.38cms.) wide silver threaded stripe down the centre and ½ (1.27cms) white metal button at top. It is to be worn on both the collars by the Commandant Home Guards.

4.11. Medals

Full medals are to be worn on ceremonial occasions only. Medal ribbons are to be worn with shirt sleeves and bushirts on all occasions, except when ordered to be removed for training or during operations.

4.12. Home Guard March

The need for standardising a marching song for Home Guard of the country was under consideration for Long. On the basis of the suggestions received from various States/UT administrations, a marching song has been finally adopted for the Home Guards March throughout the country. The musical score of the approved March has been printed and circulated to all States/UTs who are authorised to have pipe bands in Central Training Institute. The approved March will be played on all ceremonial parade/occasions by the bands and Home Guards will accordingly march to its tune in future.

CHAPTER V

TRAINING OF HOME GUARDS

5.1. Type of training

The Home Guards are given basic training in drill with and without arms, weapon training, fire discipline, crowd control, field craft, patrolling, map reading and Civil Defence training including fire fighting, rescue, first-aid, flood relief etc.

The training for Urban and Rural Home Guards is phased into 4 parts namely, Basic training, Refresher training. Advance training and Leadership training, Urban Home Guards are trained outside their normal working hours with the training extending over a fairly long period, generally at part-time parades.

No. 47/6/63-ER-1
dated 27.4.1963

In the case of Rural Home Guards, the training is imparted in camps at District Training Centres during slack agricultural seasons. In certain thinly populated areas of the country specially in hilly regions, if necessary a few mobile training teams may be organised.

5.2. Urban Home Guards

(a) Basic training in first year of joining.

A programme of 170 periods of 45 minutes each in minimum of 35 days is to be covered a~ parades of 1 % to 2% hours duration. Number of days may be extended depending on local arrangement.

Plus Camp training: 10 days

(b) Refresher Training (in the second year of joining)

One parade of 2½ hrs, duration every week should be attended by every Urban Home Guard. The entire syllabus of basic training should be gone over gradually with greater emphasis on P.T. Unarmed Combat, Drill, Weapon Training. Crowd Control and duties and responsibilities relating to law and order aspect.

Plus Camp training: 8 days.

(c) Advanced Training

One-third of the total strength is to be given advanced training of 80 periods through part-time parades. In Advanced Training emphasis should be laid on higher training in subjects such as Drill, Weapon Training, Crowd Control, Anti-riot duties, Unarmed Combat, Traffic Control, arrangements for control of large public meeting, Protection of vital installations, Patrolling, Fire-fighting and Civil Defence-subject such as Rescue and first-Aid. If possible, handling of automatic weapons such as stenguns and light machine guns may also be taught.

(d) Leadership Training

There is no change in syllabus of Leadership Training which will continue to be for 21 days- for Section and Platoon Commanders and for 30 days in the case of Company Commanders. From the second year onwards, Section Leaders, Platoon Leaders, Courses may be organised either at all the Rural Home Guards District Training Centres or at selected Centres throughout the State From the third year, the Company Commander's Courses should also be organised. Similar arrangements will also be necessary for securing a built-in leadership for the Urban Home

Guards and their women's wing. Here the Leadership Courses may be run on Part-time basis, except for Company Commanders, who should preferably go to the Central Institute for one month's intensive course.

5.3. Rural Home Guards

(a) Basic Training (First year)

The period of Basic training for Rural Home Guards will be reduced to six weeks. It will consist of 276 periods of 45 minutes each.

(b) Refresher Training (2nd year)

Annual refresher training of 25 days of training will be given at DTCs in such a manner that the total of 25 days is broken into a suitable number of lesser days at anyone time. During this training emphasis will be laid on subjects of PT; Unarmed Combat, Drill, Weapon Training, Crowd Control and duties and responsibilities relating to law and order aspect.

(c) Advanced Training

One platoon strength of 40th Home Guards in each CD Block will, be given this training. The training will last for 25 days in DTCs for non-border States and 30 days for Border States. The emphasis on subject in Advanced Training will be the same as for Urban Home Guards.

(d) Leadership Training

Duration of leadership training will be the same as for Urban Home Guards

5.4. Training Institutes

Wherever authorized a Central Training Institute will be established to cater for the training requirements of Home Guards in respect of specialized C.D. subjects.

Company Commander's courses and cadre courses for the paid instructors. The Union Territories may join with neighboring states to fulfill their training requirements. The establishment for combined and separate Home Guards and Civil Defence Central Training Institutes is given in Chapter I.I. For the training of Rural Home Guards District Training Centres are authorised to be set up at the rate of 1 per district. The establishment authorised for different categories of District Training Centres, is given in Chapter II.

5.5. Training grant

The training grant for a Rural Home Guards Training Centre is RS.1,000 per annum. The grant for an Urban Home Guards Training Centre will have to be calculated on the basis of the number of trainees to be handled.

5.6. Training Equipment

Equipment required for training in fire fighting and rescue is shown in Appendix 'S' but in towns considered vulnerable to air attack, the Civil Defence equipment being purchased for the Civil Defence services should also be utilised for the training of urban Home Guards. The equipment shown in Appendix 'S' is considered sufficient for two full companies of Home Guards.

5.7. Training Syllabi

(a) Basic Training

(i) Urban Home Guards

Subject	Periods (45 minutes each)
1	2
P.T.	12
Unarmed Combat	6

1	2
Drill without Arms	40
Drill with Arms }	
Weapon Training	20
Fire Discipline	2
Lathi Drill	10
Crowd Control }	5
Traffic Control }	
Field Craft	4
Guard Duties	2
Patrolling	6
Message Writing	1
Duties and responsibilities relating to law and order aspects.	16
Route marches	6
	<u>130 period</u>

Civil defence training

Fire fighting	40 periods
Rescue	
First Aid	
ARP measures	
Flood relief (in areas liable to floods)	

170 periods to be completed with minimum of 35 days. Number of days may be extended depending on local arrangement.

Plus Camp training: 10 days.

(ii) Rural Home Guards

Subjects	Duration/periods (34¼ working days 276 periods of 45 minutes each.)
1	2
P.T.	16
Unarmed Combat	70
Drill with/without Arms	20

1	2
Weapon Training	40 (including Range firing)
Crowd Control Lathi Drill	25
Guard Duties/Patrolling	10
Field Craft	8 (including exercises)
Map Reading	5
Message Writing	2
Duties and responsibilities relating to law and order aspects.	30
Route March	6
Village Resistance Group	10
Ceremonial Parades-Passing out parade.	10
Civil Defence subjects.	24
Fire Fighting, Rescue, Flood Relief in areas liable to floods, First Aid.	
Principles of Civil Defence.	
	276 periods

(iii) Women Home Guards

The training of the Women Urban Home Guards should be broadly in line with the training suggested, for men and only a few items such as, Bayonet Training, Weapon Training, Field Craft, Lathi Drill etc., may be omitted.

CHAPTER VI

ARMS AND AMMUNITION FOR HOME GUARDS

6.1. .303 Rifles

The scale of .303 rifles is 30% in the case of border States and 20% in respect of the non-border States/UTs. In the case of Manipur as a special case, rifles are authorised at 100% of the strength.

No. 18/121/65-CD
dated 7.1.1967

6.2. .22 Rifles

.22 rifles are authorised at 10% of the total entitlement of .303 rifles to initiate the recruits for proper handling of fire arms.

No. 10/6/67-
DGCD (HG)
Dt.11.11.68

6.3. Arms for Border Wing Home Guards Battalions

The Border Wing Home Guards Battalions in the States are armed at 100%. The officers, JCOs, clerks and the like are issued with stenguns/carbines. Hand grenades for each Battalion are authorised.

No. 10/1/67-CD
Dt. 4.9.67

6.4. Ammunition: .303 Rounds

Ammunitions at the following scales is authorised:

(a) 25 rounds to first year Home Guards for basic training.

(b) 15 rounds to second year and subsequent year Home Guards for refresher training.

(c) 30 rounds to Home Guards doing advance training.

No. 2/7/67-
DGCD (HG)
Dt. 12.5.1969

- (d) 50 rounds per rifle for Border Wing Home Guards Battalion.
- (e) 90 rounds per Sten Gun for Border Wing Home Guards Battalion.

6.5. Dummy Cartridges

NO.10/16/67-CD,
Dt. 8.8.1968

Dummy Cartridges are authorised at the scale of 10 percent of existing .303 rifles i.e., one dummy round per rifle.

6.6 Hand Grenades

NO.2n167-
DGCD (CD)
Dt. 12.5.1969

50 Sets of Hand Grenades, 4 Sten Guns/ Carbines, and 2 LMGs are authorised per Central Training Institute.

6.7. Service ammunitions & D.P. rifles

Service ammunitions @ 10 rounds per rifles and D.P. rifles for arms drill practice @ 10 % of .303 rifles authorised vide letter No. VI-14021/1/80-DGCD(HG) dated 25-12-1981.

6.8. Procedure for indenting of Arms & Ammunition and spares

NO.IV-12041/1/
86-DGCD (HG)
Dt. 14.10.1986

Commandant General Home Guards of States often request the DGCD Ministry of Home Affairs to help them in procuring arms and ammunition, since the correct procedure for indenting arms-ammunition for Home Guards organisation has not been fully understood. As per procedure laid down by this Ministry each user unit such as Police, Jails, Home Guards, Excise, Forest etc. is required to submit a firm demand! forecast for arms and ammunition to be designated authority in the State Govt. i.e. State Police Department which consolidate the firm demand/forecast as per

prescribed schedule and forward the same to the Head Quarters DG SSF. The DG SSF further consolidates all demands of States/UTs after which those demands are forwarded to Ministry of Defence/DG Ordnance Factories. Hence as per above procedure, it is the State Police Deptt. which is responsible to place firm demand and to distribute the stores to various user units in the States as to when the stores are received. In view of this DGCD, Ministry of Home Affairs has hardly any role to play in provisioning or supply of arms and ammunition to CGHGs against consolidated firm demands placed by the State Police Departments. It is suggested CGHGs while placing the firm demand/forecast for arms and ammunition with the State Police Deptt. scrupulously followed the procedure and time schedule prescribed in the Ministry of Home Affairs letter No. IV-12041 /1 /86-DGCD (HG) dated 14th October, 1986.

CHAPTER VII FINANCIAL POLICY

7.1 Central Finance Assistance

No. 11-17018/41/
93-DGCD (HG)
Dt. 16.11.93

The finance policy regarding Central finance assistance has been changing over the years. The instructions issued in this connection mentioned below:

No. 11-17018/41/
93-DGCD (HG)
Dt. 03.02.1997

(a) The present policy as circulated vide letter No. 11-17018/41/93-DGCD(CD) dated 03.02.1997, all States will be given only 25% except North-Eastern States excluding Assam for raising, training and equipping of Civil Defence as indicated below :-

	Name of states	Recommended share of Govt. of India For re-imbursement purpose	
		1995-96	1996-97 onwards
1	North Eastern States viz. Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura	75%	50%
2	For all other States including Assam	50%	25%

However, the Central financial assistance for raising, training and equipping Home Guards in J&K will continue to be governed by the instructions contained in 1-36011/13/81-DGCD (HG) dated 21 April 1987.

No. 10/11/67-CD
Dt. 04.9.67

No. 1/17/75-
DGCD (HG)
Dt. 10.10.76

(b) The expenditure on raising and training of Border Wing Home Guards up to the authorized strength, in the States of Punjab, Rajasthan and Gujarat is shareable between the Central and State Governments at 75:25 basis on items which have been

specified in the schemes. The authorized items of expenditure in respect of Border Wing Home Guards in the States of Assam, Meghalaya, Tripura and West Bengal is shareable by the Government of India at 100%.

No. 1-36011/10/
78-DGCD (HG)
Dt. 29.6.79

(c) When the Border Wing Home Guards are called up for deployment with BSF the expenditure on payment of pay and allowances to the members of Border Wing Home Guards is shareable by Government of India at 100%.

No. 111-
14011/6/ 79-
DGCD (HG) Dt.
7.6.79 and Dt.
5.8.80

(d) When Home Guards are called-up for duty and have to be paid; the cost will be borne by the agency at whose instance the Home Guards are called up. The expenditure is not shareable by the Centre unless they are called up at the instance of the Centre.

No. 47124/62-ER.1
Dt. 11 .1.1963

(e) For augmentation of manpower resources for Law and Orders duty during general election to Lok Sabha and Vidhan Sabha, the State Government may call up required number of Home Guards with the prior approval of the Ministry of Home Affairs. The expenditure involved for such call-up is shareable by the Central and State Government at 50:50 basis.

No. 1/21n6".
DGCD (HG)
Dt.22.1.77

7.2. Audit of Accounts by Accountants General

(a) The amount of Central Share of assistance claimed by the State Governments is reimburse able by this Ministry to the extent of expenditure verified by audit. For a current year, provisional payments can be considered in the absence of the audit certificates from the Accountant General, but the claims for reimbursement should be supported by a certificate from the State Government that the expenditure was incurred on items authorised by this Ministry. To enable

No. 6/6/67-CD
Dt. 7.11.1967

NO.6/S/67-CD
Dt. 20.12.1967

this Ministry to judge in broad from the admissibility of expenditure included in the reimbursement claims and to make provisional payments until the audit certificates become available, copies of the sanctions issued by the State Governments on items such as creation of posts, purchase of uniform, purchase of equipments and the like should be endorsed to this Ministry. Where provisional payments for the past years have remained unadjusted for long time, it is not possible for this Ministry to make any further provisional payments to the State Governments, as finally unadjusted provisional payments have attracted adverse audit criticism. If any difficulty is experienced by the State Government in getting the audit certificate from the Accountants General, it may be intimated to this Ministry for resolving it in consultation with the Comptroller 3rd Auditor General of India.

NO.6/5/67-CD
Dt. 9.2.1968

(b) The procedure to be adopted for obtained the audit certificate from the Accountants General is given below:

The bulk of the expenditure covering purchase of uniform, arms, ammunition etc. on Home Guards is incurred at the Commandants General level, and copies of the vouchers and the sanctions issued are endorsed to the Accountants General for scrutiny and audit. The District Commandants Home Guards are normally authorised to incur expenditure on specified items such as payment of duty allowance during training and call up. The vouchers for any expenditure incurred by the District Commandants are prepared by them and sent to the Accountants General. In addition a statement of expenditure is compiled by them

every month and forwarded to the Commandant General. The entire expenditure is then reconciled with the Accountant General. The staff of the Accountant General carries out periodical inspections of the accounts of the District Commandants Home Guards as well as those of the Commandant General Home Guards. After the observations made by the inspecting teams are cleared, a simple audit certificate is issued by Accountant General.

(c) A specimen of the audit certificate is given below :

'It is certified that expenditure of Rs. incurred by the Government of during the yearas shown' above, has been scrutinised with reference to the prescribed audit checks and found correct subject to the observation, if any to be made, during the course of local audit.

No. 6-6-67-CD
Dt. 9.2.1968

7.3. Reimbursement procedure

As per existing procedure, the State Govts. are required to submit quarterly claims for reimbursement expenditure on authorised items as the end of each of the first three quarters i.e. in July, October and January on the basis of departmental figures of expenditure and the claims for the fourth quarter i.e. final claim is to be submitted along with audit certificate covering the whole year's expenditure issued by the State Accountant Generals after the close of financial year. It has been observed that while the provisional claims for the first 3 quarters are submitted more or less within the concerned financial year, submission of final claims

No. 11-26011/1/
78-DGCD (HG)
Dt. 233.87
&
No. VI-31013/1!
89-DGCD (HG)
Dt. 29.9.93

supported by audit certificate are inordinately delayed for years together resulting in accumulation of huge amounts of arrears payable to State Govts. by the centre. It has also been observed that based upon the total expenditure, certificate by the Accountant General, huge amount of non-shareable expenditure is also claimed as shareable expenditure which is against the existing scheme of reimbursement by the Govt. of India. Keeping in view this aspect, State Govts. have been requested to submit claims as per Performa prescribed vide Ministry of Home Affairs Letter No. 11-26011/1/78-DGCD(HG) dated 23 March 1987. State Govts. have also been requested to issue suitable instructions to Commandant General Home Guards to maintain accounts of expenditure incurred at State Head Quarters/Division/District / Training Centres level in greater details as required in the prescribed Performa w.e.f. 1987-88. It has also been suggested that to facilitate booking of all expenditure on Home Guards object-wise in the books of Account General, standard sub-heads under the minor heads may be opened. Under an article 26(b) of the Accounts Code (Vol. 1) the Central/State Govts. Accountant Generals are authorised to determine the subject heads below minor heads to meet the local and special requirements of each State Govt.

7.4. Instructions regarding Home Guard Budget

In the absence of information received from States, difficulties are being experienced in formulation of Home Guard Budget in the Ministry of Home Affairs, non submission of audit certificates in time by the state Governments has resulted in accumulation of huge back-log of old claims and it is essential that the State

No. 23/4/73-
DGCD (CD)
Dt. 3.7.75

Governments make all-out effort to forward pending claims duly supported by audit certificates at an early date. In order to make sufficient provisions in the Central budget for reimbursement of the share of States, it has been emphasised that the State Governments should send the following information to the Ministry of Home Affairs by the 15th October every year failing which it may not be possible to meet the claims of State in time :-

- (a) The amount of central share of expenditure on authorised items of Home Guards for which old/final claims are likely to be preferred before 31st January.
- (b) The State Government's estimated expenditure on authorised items of Home Guards for the current year and Central Government's share for which provisional claims for re-imbursement would be preferred during central financial year.
- (c) Estimates of expenditure on Home Guards provided in the budget under various broad heads for the next financial year.

CHAPTER VIII

REPORTS AND RETURNS

8.1. Necessity

As Home Guards play a vital role in the security of the nation, information regarding progress achieved in various aspects of the organisation by the States/ UT Administrations has to be collected and kept up to date for review, for answering Parliamentary Questions and submission of reports to Home Minister and Cabinet. With this end in view, the under-mentioned reports/returns have been introduced for submission by the States/UT Administrations.

8.2. Quarterly progress report on raising, training and callout of Home Guards

No VI~2404511!
77DGCD (HG)
Dt. 11.1.1982

This return included information regarding raised strength of urban, rural and Border Wing Home Guards, against the allotted target, number of Home Guards trained in Basic, Refresher, Advanced, Leadership and Collective Unit and the number of Home Guards trained in specified Civil Defence services in category IA, I, II, III & IV CD towns to be manned by Home Guards as per instructions contained at Para 1-3. This return is very essential for scrutinising the reimbursement claims and is required to be submitted to this Ministry every quarter by the 15th of the month following each quarter. The Performa for this quarter return is at Appendix 'C'.

8.3. Annual return on organisation, manpower establishment, transport etc.

Information in respect of organisational set-up throughout the State/UT Administration, strength of manpower, authorisation and holding in respect of paid establishment, transport and arms and ammunitions at different level are included in this report, which is to be submitted at the furthest for the half year ending 31st March and 30th September of every year. The return should reach by 30 April and 31 October. The Performa for this return is given at Appendix 'D'.

No. 11/4/73-
DGCD (HG)
Dt. 26.8.1975

No. VI-24045/1/
77-DGCD (HG)
Dt. 31.1.78
No. VI-24045/1/
83-DGCD (HG)
Dt. 18.2.1985

8.4. Information Performa on Home Guards

During visit of DGCD to States/UTs information Performa given at Appendix 'F' duly completed should be handed over by the commandants General Home Guards to DGCD soon after his arrival.

No. 12/2/75-
DGCD (HG)
Dt. 29.8.1975

8.5. 'Aide memoire' for Home Guards organisation

'Aide Memoire' mentioned at Appendix 'G' has been circulated to all States/UTs so that it serves as a useful guide at all levels to ensure that matters relating to administration, training, welfare etc. are attended to in a systematic and planned manner. It will also serve as a yard stick to assess effectiveness and readiness of the organisation at all times.

No. 12/2/75-
DGCD (HG)
Dt. 31.7.1975

CHAPTER IX

ALLOWANCES AND HONORARIA

9.1. Entitlement

Home Guards are volunteers who offer their services in their spare time. But whenever a Home Guard is called for duty or training, he is entitled to certain allowances and honoraria as per rules. Both rural and urban Home Guards are eligible for the various allowances at the under-mentioned rates.

9.2. Duty Allowance

No. 11-29012/1/
97-DGCD (HG)
Dt. 24.07.2000

Present Duty Allowance of Home Guards is Rs. 45/- per day per Home Guard w.e.f. 1st April, 1999. The expenditure involved is to be borne by the agency calling up Home Guards for duty.

9.3. Transportation Allowance

No. 11-29012/1/
97-DGCD (HG)
Dt. 24.07.2000

Whenever an urban or rural Home Guard is required to perform duty/training at a place beyond 8 k.m. from the place of his residence, he will be paid transportation allowance of Rupee one or the actual expenditure if in excess of Rupee one by public conveyance for both ways journey.

9.4. Parade Allowance/Training Allowance

No. 11-29012/1/
97-DGCD (HG)
Dt. 24.07.2000

- (i) Parade allowance for Urban Home Guards has been revised at Rs. 22.50 per parade of two and half hours duration or Rs. 45/- for two parades or more of the same duration each per head per day.

- (ii) Out-of-pocket allowance for Rural and Urban Home Guards has been revised at Rs. 15/- per head per day while undergoing training in Training Centres.

Under the existing financial policy, the expenditure on Duty Allowance is payable by the agency at whose instance the Home Guards are called up for duty. The liability of the Central Government in sharing the expenditure on Duty Allowance will be as per policy restricted to 50% of the expenditure involved in call-up of Home Guards during general elections to the Lok Sabha / Vidhan Sabha, with prior approval of this Ministry, and 100% of the Expenditure when the call-up is at the instance of the Central Government. As regards Parade/Training Allowance, the expenditure involved as per revised rates will be shareable between the Central and the State Governments. As per the existing financial policy.

(iii) Messing Charges

Free boarding and lodging for Camp training of Rural and Urban Home Guards has been fixed at Rs. 30/- per head per day (Not to be paid in cash) while undergoing training in camps/training Centres.

No. 11-29012/1/
97-DGCD (HG)
Dt. 24.7.2000

9.5. Traveling/Daily Allowance

The status of honorary officers and other ranks of Home Guards for purposes of TA/DA when they undertake long distance journey on training/duty has been defined. They should be divided into grades and equated with pay groups of Government servants for purpose of sanctioning TA/DA.

NO.1 /11 /69-
DGCD (HG)
Dt. 23.7.1970

No. 11-2101"1/1/
82-0GCO (HG)
dt.22.11.82

9.6. Payment of T.A. / D.A. to Home Guards when called up for Duty/Training

The State Governments have been suggested the following guidelines for payment of T.A./D.A. to Home Guard Guards volunteers depending upon local circumstances :-

(i) Duty/Training Allowance & Transportation Allowance.

Whenever a Home Guard is called-up for duty/training within the limits of his headquarters, (Headquarters as declared by the competent authority for the purpose of drawal of traveling allowance etc.), he may be sanctioned transportation allowance of As. 1 or actual expenditure by public conveyance in excess of Rs. 1) in addition to usual duty/training allowance, if the place of duty/training is more than 8 Kms. from his residence. No T.A./D.A. would be paid to him in such circumstances.

(ii) Duty/Training Allowance and Traveling Allowance

In this Ministry's letter No. 1/11/69-DGCD(HG) dated 23.1.1970, honorary members of Home Guards have been equated with various grades of Government servants for the purpose of sanctioning traveling allowance to Home Guards. It is suggested that traveling allowance may be sanctioned to Home Guards as per grade indicated in this Ministry's letter referred to above, when they are required to perform journey and stay at outstation on duty/training beyond the limits of his headquarters and the distance traveled is more than 8 Kms. from his headquarters each way. Payment of such traveling allowance should be governed as per supplementary Rule 190 or any

corresponding rule followed by State Governments. If the traveling allowance involves payment of daily allowance depending upon duration of journey/stay at outstation on duty/training, daily allowance and duty/ training allowance may be paid to Home Guards concurrently subject to the discretion of the competent authority of the State Government. Such discretion should be exercised in cases where payment of only duty/training allowance but no daily allowance will cause undue hardship to the Home Guard volunteers to bear the cost of boarding and lodging at the outstation. While sanctioning daily allowance and duty/ training allowance concurrently, care should be taken to maintain voluntary character of Home Guards Organisation so that services rendered as Home Guards do not become a remunerative job.

9.7. Washing Allowance

A Home Guard volunteer when called out for duty/training is entitled to washing allowance. The rate of washing allowance W.E.F. 1.10.2002 is Rs.25/- per month. The expenditure incurred on this allowance will be met by the agency at whose instance the Home Guard volunteers are called out. Expenditure on payment of washing allowance during training will however be pool able and shareable between the Centre and the State Governments as per the existing financial policy.

No.II-29012/1/2002
DGCD(HG)
Dt.11.10.2002

CHAPTER X

BORDER WING HOME GUARDS

10.1. Role

Border Wing Home Guards have been authorised to be raised in the States of Punjab, Rajasthan, Gujarat, Assam, Meghalaya, Tripura and West Bengal to perform the following roles in addition to their normal roles :-

No. 1-36012/1/
80-DGCD (HG)
Dt. 5.4.82

- (a) In normal times and during periods of tension on the border, to assist in providing local security to border villages and thereby boost the morale of inhabitants to stick to their lands and to pose as a deterrent against pilferage from across the border.
- (b) To assist the local administration in protecting the lines of communications including VAs and VPs in times of emergency and in tackling problems of internal security in the border areas.
- (c) When required, commensurate with their capabilities, to provide assistance to the security forces including protection of their VAs/VPs patrolling along the border and in checking and preventing infiltration.

10.2. Organisation

NO.10/11/67-CD
DI. 4.9.67

No. 1/17/75-
DGCD (HG)
Dt. 15.10.76

Each battalion of Border Wing Home Guards consists of 4 to 8 companies together with nucleus of full time paid staff at various levels. There are 4 platoons in a company in the Punjab battalion as against 3 in the remaining 6 States. There are 4 Sections in a

platoon in Punjab as against 3 in a platoon in other States. The strength of Border Wing Home Guards sanctioned for each State and composition of each battalion and strength of full-time personnel for battalion is appended below:

No. 1-36011/101
78-DGCD (HG)
Dt. 29.6.79 and
Dt. 30.6.1982

(a) Sanctioned strength

State	No. of Bns.	No. of Coys.	No. of Platoons	No. of Sections	Strength of Combatant Per Battalion
Punjab	6	36	144	576	1274
Rajasthan	4	24	72	216	751
Gujarat	4	24	72	216	752
Assam	1	4	12	36	508
Meghalaya	1	6	18	54	752
Tripura	1	6	18	54	752
West Bengal	1	8	24	72	996

(b) Strength of full time staff per battalion

State	Platoon	Combatant Coy	Bn.	Non-Combatant Sweeper/ Chowkidar
Punjab	1	9	74	13
Rajasthan	1	11	85	13
Gujarat	1	8	68	13
Assam	1	8	52	9
Meghalaya	1	8	68	13
Tripura	1	8	68	13
West Bengal	1	8	84	17

10.3. Transport

The scale of authorisation of transport per battalion in each state is as follows:

State	Bicycles	Motors Cycles	Jeeps	Light Trucks	Heavy Trucks	Camels
1	2	3	4	5	6	7
Punjab	31	7	2	6	1	-

NO.10/11/67-CD
Dt. 4.9.1967

No. 1/17175-
DGCD (HG)
Dt. 15.10.76

No. 1-36011/101
78-DGCD (HG)
Dt. 29.6.1979

1	2	3	4	5	6	7
Rajasthan	7	-	2	2	1	24
	Permnet 186 Part- Time					
Gujarat	18	7	2	6	1	
Assam	12	5	2	4	1	
Meghalaya	18	7	2	6	1	
Tripura	18	7	2	6	1	
West Bengal	24	9	2	6	1	

10.4. Uniform and equipment

Uniform and equipments are authorised to the members of Border Wing Battalions at the following scale:

S. No.	Items	Scale of authorisation			
		Punjab/ Rajasthan	Gujarat	Assam Meghalaya Tripura West Bengal	Life span
1	2	3	4	5	6
1.	One complete set and one washable item of uniform	100%	100%	100%	As mentioned in Chapter-III
2.	Angol shirt @ 1 each	100%	100%	100%	5 years
3.	Jerseys @ 1 each	100%	100%	100%	5 years
4.	Blankets @ 1 each	50%	100%	100%	5 years
5.	P.T. shoes @ 1 pair each	50%	50%	100%	5 years
6.	Ground sheet @ 1 each	50%	100%	100%	5 years
7.	Overall	11 per Bn.	11 per Bn.	11 per Bn.	1 year
8.	Rain Coat @ 1 each	50%	50%	100%	3 years
9.	Jungle boot @ 1 pair each	50%	50%	100%	3 years
10.	Jungle hat @ 1 each	50%	50%	100%	3 years

No. 1-36012/11
80-DGCD (HG)
01. 27.3.1982
NO.10/11/67-CD
01. 4.9.67
No. 1117/75-
DGCD (HG)
01. 15.1.76
No. 1-36011/101
78-DGCD (HG)
01. 30.6.1982

	2	3	4	5	6
11. Mosquito Net @ 1 each	50%	50%	100%	3 years	
12. Vest Cotton	One pair per comb- atant	One pair per comb- atant	One pair per comb- atant	1 year	
13. Water bottle @ 1 each	50%	100%	100%	3 years	
14. Cooking utensils (1 set of 45) @ 2 sets per coy. and 2 sets per Bn. HQ	100%	100%	100%	-	
15. Eating utensils (one set of a plate and a mug per head)	100%	100%	100%	-	
16. Picks & Shovels	3 sets per sec.	3 sets per sec.	3 sets per sec.		

10.5. Revised training period

The training period for Border Wing Home Guards of all the seven states has been revised as under as per recommendation of the Working Group:

No. 1-3012/1/
80-DGCD (HG)
Dt. 5.4.82

Type of Training

Revised duration

- | | |
|--|--|
| (a) Basic training (including the camp training of 10 days) | 45 working days of 360 periods @ 8 periods of 45 minutes each per day. |
| (b) Refresher training (including the camp training of 8 days) | 35 working days of 280 periods @ 8 periods of 45 minutes each per day. |
| © Advanced training | 45 working days of 1/3rd strength per year. |
| (d) Collective training | 40 working days @ 20 days each year (on a two year cycles) |

No. 1-36011/1/
80-DGCD (HG)
Dt. 6.2.81

10.6. Recruitment

Members of Border Wing Home Guards may be enrolled both from Rural and Urban Home Guards belonging to specific zones where Border Wing Home Guards have been raised. The strength of each sanctioned battalion will be found from within the overall existing allocated targets of Home Guards of each state.

10.7. Call-up of Border Wing Home Guards by the Army and administrative arrangement thereof

Call-up of Border Wing Home Guards by the Army and their administrative arrangement while employed by the Army will be governed as per instructions contained in MHA letter No. 1-36012/1/80-DGCD (HG) dated 27th May 1982 and letter No. 1-36012/1/80DGCD (HG) dated 19th March 1983.

10.8. Call-up of Border Wing Home Guards by the Border Security Force

The procedure for call-up of Border Wing Home Guards by the Border Security Force and sharing of expenditure for such call-up will be governed as per instructions contained in MHA letter No. 111-14011/61 79-DGCD (HG) dated 7th June 1979 and No. 111-14011/6/79-DGCD (HG) dated 5th August 1980.

CHAPTER XI

REPUBLIC DAY PARADE AND ALL INDIA HOME GUARDS AND CIVIL DEFENCE PROFESSIONAL AND SPORTS MEET

11.1. Public Interest

To generate and sustain public interest in the Home Guards Organisation it is necessary to ensure that Home Guards are seen by the public at large in conditions that create public esteem. Since Home Guards Organisation is a voluntary one public support is necessary to swell the number of members in the organization. Public support is also necessary for the successful functioning of the organisation as Home Guards are mainly engaged in roles such as crowd/traffic control or helping the public in emergencies.

11.2. Republic Day parade

Republic Day celebration in Delhi is an important occasion in the history of the nation and the parade in all its splendour is watched by lakhs of people. It has therefore, been decided that three contingents of Home Guards drawn from *States/UTs* would participate in Republic Day Parade in Delhi. This participation goes a long way in sustaining morale and esprit-de-corps among the Home Guards throughout the country. It also gives them a sense of participation in the national event. The expenditure on this account is pool able and shareable. The order of precedence for the march past during Republic Day Parade be followed as per the practice of *State/UT* Concerned.

No. VI-32015/1/
2003-DGCD (HG)
Dt. 31.07.2003

During the XI All India Home Guards & Civil Defence Biennial Conference held in 1997 in New Delhi, the decision was taken for enhancement of Sports fund. Accordingly, Government of India has increased the amount of advance from 15 lakhs to 20 lakhs to the host state for organising the All India Home Guards & Civil Defence professional and sports meet.

11.3. All India Home Guards and Civil Defence Professional and sports meet

No. 11/4/69-
DGCD (HG)
Dt. 16.7.1969

(a) With a view to improve the professional standards of performance of the Home Guards and Civil Defence Organisation and to foster esprit-de-corps among their members belonging to various State/Union Territories and thus/help to popularise these two great voluntary Organisations. All India Home Guards and Civil Defence Professional and Sports Meets are to be held every year from November 1969 onward. The Meets will be held annually in rotation in different States/ Union Territories which possess the necessary facilities for conducting such meets.

(b) Overall Challenge Championship and Runner up Trophies for professional items as well as challenge championship and runners up trophies for other events have been provided. In addition individual prizes are awarded to members of winning and runners up teams for each event.

(c) The cost of the trophies and individual prizes as well as the expenditure incurred by the host State/ UT on reception, transport, accommodation for visiting teams, provision of balls and other sports kits for tournament matches, contingencies including Class IV staff for running of camps and the like is pool able and

shareable between the Centre and the State/Union Territories on a 50:50 basis, but in proportion to the over all authorised strength of Home Guards and Civil Defence personnel within each State/Union Territory. The expenditure incurred by the States/Union Territories for selection and training of their teams on payment of daily allowance, journeys to and from their headquarters and to the host State/Union Territory capital is pool able and shareable between the Centre and the States as per instructions contained in the Para .

7.2.

(d) The conduct of All India Home Guards and Civil Defence Professional & Sports Meet is governed by All India Home Guards and Civil Defence Professional & Sports Meet Rules 1975 as up dated up to 1986. Guidelines to be followed by host State for holding the Meet have been circulated to all States/ UTs vide MHA Letter No. VI-32015/3/87-DGCD (HG) dated 1st July 1987, which is given in Appendix 'J'.

No. VI-32015/3/
87-DGCD (HG)
Dt. 1.7.1987

CHAPTER XII
PRESIDENTS HOME GUARDS & CIVIL
DEFENCE MEDAL AND HOME GUARDS &
CIVIL DEFENCE MEDAL AND OTHER
MEDALS

12.1. President's Medals

No. 1/14/74-
DGCD (HG)
Dt. 4.4.1974

In recognition of conspicuous acts of gallantry, outstanding devotion to duty and distinguished/meritorious service, the President's Home Guards and Civil Defence Medal and Home Guards and Civil Defence Medal have been instituted in October 1974. A notification in this regard has been published in Part-I Section 1 of the Gazette of India, dated Saturday the 19th October, 1974 copies of which have been circulated to all States and UT administrations.

Eligibility

The members of Home Guards, Civil Defence and Mobile Civil Emergency Force organisations including both permanent staff (Permanent Cadre or on deputation) and volunteer members of these organisations within the territory of India are eligible to get these awards.

Number of awards

There will be no limit on the number of medals to be awarded for gallantry in anyone year. The number of medals awarded for meritorious service in anyone year shall not exceed 75.

Monetary grant

When awarded for gallantry the President's Home Guards & Civil Defence Medals will carry a lump sum monetary grant of Rs. 3000.00 and the Home Guards and Civil Defence Medals, Rs. 1500.00. For any subsequent award for further act of gallantry the lump sum monetary grant shall be Rs. 3000.00 in respect of the former and Rs. 1500.00 in respect of the latter.

No. VI-11 022/2/87
DGCD (P&C)
Dt. 5.4.90

Announcement of Awards

The awards of distinguished/meritorious service shall be announced every year on the 26th January (Republic Day) and the 15th August (Independence Day). For conspicuous gallantry, the awards shall be announced as soon as possible after the occasion on which the conspicuous gallantry was shown.

Recommendation

Recommendations for announcement of awards for distinguished/meritorious service on the 26th January and the 15th August should be forwarded so as to reach the Secretary, Ministry of Home Affairs not later than 26th October and 15th May respectively each year. Recommendations for award on ground of gallantry may be made as soon as possible after the occasion on which the gallantry was shown. In special circumstances, recommendations on other grounds may also be made at any times for an immediate award.

No. VI-11021/4/93
DGCD (P&C)
Dt. 21.9.1993

Recommendations shall be sent in duplicate in the prescribed citation form vide Appendix 'A' to the letter mentioned in the margin and it should invariably be accompanied by an integrity certificate as per Appendix 'S' to the said letter. Recommendations in

respect of Commandants General Home Guards and Directors of Civil Defence, should be initiated by the Governor/Lt. Governor/Chief Commissioner or by an authority appointed by him senior to the Commandant General Home Guards and Director Civil Defence which is placed at Appendix 'K'.

Sharing of Expenditure

No. 1/14/74-
DGCD (HG)
Dt. 19.5.1975

Expenditure involved on payment of lump sum monetary grant and minting of medals shall be pool able and shareable between the States and the Government of India on 50:50 basis. Payment of the monetary grant to the recipients of the Medals as well as the cost of minting of Medals shall be made by the State Government first and thereafter claim 50% reimbursement of the same from the Government of India.

Forfeiture

The Medals are liable to be forfeited if subsequently the holder is found guilty of disloyalty, cowardice in action or such conduct as in the opinion of President of India, brings the organisation into disrepute.

12.2. Grant of cash awards to Home Guards and Civil Defence

No. 1/8/67-CD
Dt. 6.6.1968

(a) In recognition of conspicuously good work or work of outstanding nature in saving life, protection of property, assistance in maintenance of law and order and devotion to duty, individually or collectively, by the Home Guards and Civil Defence Volunteers including members of the Mobile Civil Emergency Force, the Director General Civil Defence, the Deputy Directors General (Home Guards and Civil Defence at the central

No. 1/8/67-
DGCD (HG) Dt.
19.10.1968

level and the Director General/Commandant General Home Guards/Director of Civil Defence/Inspector General/Joint Commandant General Home Guards/Joint Director Civil Defence at the State/UT level have been declared as competent authorities for the grant of awards up to the extent of monetary limits mentioned below:-

- | | | |
|----|---------------------------------------|----------|
| 1. | Director General Civil Defence/MHA | RS.3,000 |
| 2. | IG/Jt. Director General Civil Defence | RS.2,000 |
| 3. | DIGs/DOGs/FA | RS.500 |
| 4. | Commandant/ ADG | RS.300 |

For States/Union Territories

- | | | |
|----|------------------------|----------|
| 1. | DGs/CGs/DsCD | RS.1,500 |
| 2. | IGs/Jt. CGsHG/Jt. DsCD | RS.1,000 |

No. VI-11024/1/
2003-DGCD (HG)
dated 8.4 2003

The above delegated powers shall be subject to overall annual budgetary ceiling of Rs. 2.50 lakhs in case of Directorate General of Civil Defence, MHA, New Delhi and Rs. 1.25lakhs for each State/Union Territory.

Awards may also be granted for other purposes which further the aims and objectives of the Home Guards and Civil Defence Organisations. It is also permissible for performance of social welfare duties by Home Guards/Civil Defence Volunteers.

(b) In order to ensure that awards made in cash or kind are given to the recipients quickly. State Union Territory Governments have been asked to consider the desirability of, also authorising District Commandants Home Guards and Controllers of civil Defence at the district Headquarters and these are normally District Magistrates functioning in their Ex-Officio capacity to make such awards and they may prescribe suitable lower monetary limits below Rs. 250.00 for this purpose.

(c) Rules for the regulation of expenditure arising from the grant of awards to Home Guards and Civil Defence personnel by the competent authorities are contained in the letters mentioned in the margin.

(d) The Expenditure incurred on the awards by D.G.C.D. and Deputy Director General Home Guards and Civil Defence, Ministry of Home Affairs is not pool able and shareable with the States. The amount of the awards by the Commandants General Home Guards and Directors Civil Defence and the District Commandants Home Guards and Controllers of Civil Defence is pool able and shareable between the Centre and States/Union Territories in the same ratio as the expenditure on these organisations is borne by them.

12.3. Director General Civil Defence Commendation

Certificate and disc

NO.4/4n5DGCD
(HG) dated
8.8.1975

In order to provide incentive to the members of Civil Defence Organisations and Mobile Civil Emergency Force for dedication and devotion to duty, Director General Civil Defence Commendation Certificate has been instituted in 1975. Recently, it has been decided to award Director General Civil Defence disc also along with Commendation Certificate. This Certificate shall be awarded to those persons whose work and performance may not warrant the award of the President's Civil Defence & Home Guards Medals and Civil Defence and Home Guards Medal but deserve recognition. Rules governing the award of this Certificate have been circulated to all Directors of Civil Defence and Commandant General Home Guards.

No. VI-34012/1/
02-DGCD (CD)
dated 5.11.2002

The award does not carry any monetary grant. There is no limit to the number of awards of this

Certificate in a year. The Certificate shall not be awarded posthumously. All recommendations for this award should be made in the prescribed form mentioned at Appendix 'A' to the rule circulated with the letter mentioned in the margin. Recommendations may be made at any time during the year and should be initiated by an officer not below the rank of District Commandant Home Guards, Controller of Civil Defence will be suitably endorsed by Commandants General Home Guards and Directors of Civil Defence as applicable. Each recommendation shall invariably be accompanied by Integrity Certificate as mentioned at Appendix 'B' to the rule.

No. VI-11 023/1/
2002-DGCD (HG)
Dt. 3.12.2002

A suitable entry in regard to the grant of this Commendation Certificate should be made in the Service book/Service records of the individual to whom it is awarded.

CHAPTER XIII

WELFARE

13.1. Compensation for Injuries during Training/ Duty

Home Guard volunteers who suffer death/injury during training/duty are to be provided death-cum-injury benefits on the same basis as to the Police personnel engaged in similar operations in terms of instructions contained in MHA letter No. VI-14021/1Sn9-DGCD (HG) dated 4 April 1981. The payment in respect of death-cum-injury benefits is to be made by the agency at whose instance the Home Guards are called up for duty. The Central Govt's liability in this regard will arise only when Home Guards are called up for duty at the instance of Central Govt. and when called up for training, expenditure on which is to be shared by the Centre and the State Govt. as per the existing financial policy.

13.2. Ex-gratia grant for Funeral Expenses

No. VI-31011/1/
98-DGCD (HG)
Dt. 10.4.2003

Ex-gratia grant for funeral expenses of deceased Home Guards and Civil Defence volunteers has been revised at Rs. 1000/- per individual in the Home Guards and Civil Defence Organization.

13.3. Group Insurance

No. VI-31011/1/
87-DGCD (HG)
Dt. 28.12.87

The question of Group Insurance coverage to Home Guard personnel over and above the death-cum-injury benefits has been considered by the Ministry of Home Affairs. There is no objection in extending

accident Group Insurance benefit to Home Guards personnel against accidental death/injury subject to the condition that insurance premium is paid by the individual Home Guards every year since this is an additional benefit over and above the death-cum-injury benefit to be provided by the Central/State Govt.

13.4. Institute of welfare and benevolent fund for

Home Guards

For the welfare of Home Guard volunteers, the Ministry of Home Affairs will provide Central financial assistance to the State Govts. /UT Administrations who opt for instituting Home Guards Welfare & Benevolent Fund on matching basis w.e.f. 1st April 1988 on the following terms and conditions:

No. VI-14021/1L
79-DGCD (HG)
Dt. 16.12.88

- (i) The Fund shall be instituted by the States/ UTs by issuing of formal orders to be notified in the Gazette.
- (ii) The fund shall be constituted by grants from State Govts. and Central Govt. @ Rs. 15 per Home Guard per year on the basis of authorised strength of Home Guards in the States/UTs by this Ministry. In the case of State Govt. 50% of the grants shall be met by the Central Govt. and in the case of Union Territories Administrations, the Central Govt's contribution will be 100%.
- (iii) The State Govts. shall release grants on 100% basis in the first instance and thereafter claim reimbursement of 50% share from the Central Govt. They may, therefore, make necessary provisions in their budget for the next financial year. The

UT Administrations may seek additional funds in this regard in their budget grants for 1988-89.

The rules for the administration of funds shall be framed by the State Govt. /UT Administration on the pattern of the model rules prescribed by the Ministry of Home Affairs vide MHA letter No. VI-14021/16/79DGCD (HG) dated 16th December 1988 which is given at Appendix 'N'.

The State Govt. will have to claim matching Central financial assistance along with final reimbursement claim of the State as per Performa placed at Appendix 'M'.

CHAPTER XIV

STATUTORY PROVISIONS

14.1. The Home Guards are raised under the Home Guards Act of the State Governments. The general supervision and control of Home Guards throughout the State vests in the Commandant General who is appointed by the State Government. The administration of Home Guards in a district is vested in the Commandant who is also appointed by the State Government. The Commandant works under the general superintendence, control and the direction of the District Magistrate. Subject to the approval of the Commandant General, the Commandant appoints as Home Guards such number of persons who are fit and willing to serve in the Home Guards Organisations.

No. 49-3-63-ER.1
Dt. 26.8.65

14.2. A Home Guard on appointment makes a solemn declaration and affirms that he will truly serve as a Home Guard without favour, malice, communal or political bias and he will discharge his duties to the best of his skill and knowledge. A certificate of appointment is issued to a Home Guard under the signature and seal of the appropriate authority.

14.3. A Home Guard when called out for training or duty has the same powers, privileges and protection as an officer of police. No prosecution shall be instituted against a Home Guard in respect of anything done by him in the discharge of his functions or duties as a Home Guard.

14.4. The Commandant General or the Commandant has the authority to discharge any Home Guard at any time if in his opinion the services of such Home Guard are no longer required. The Commandant General or the Commandant can suspend, reduce or dismiss, or to fin~, not exceeding fifty rupees, any Home Guard under his control, if such Home Guard on being called out, without reasonable cause, neglects or refuses to obey orders or refuses to discharge his functions and duties as a Home Guard or is found guilty of any misconduct or breach of discipline.

14.5. Any Home Guard aggrieved by an order of the Commandant General or the Commandant may appeal against that order to the Government or the Commandant General as appropriate within 30 days of the date on which he was served with notice of the concerned order. Any fine imposed may be recovered in the manner provided by the Code of Criminal procedure, 1898 for the recovery of fines imposed by a Courts as if such fine were imposed by a Court.

14.6. If any Home Guard on being called out without reasonable excuse neglects or refuses to turn up for training, or to discharge his functions and duties as a Home Guard or refuses to obey any lawful order or direction given to him for the performance of his duties, he shall, on convection and fine, be punished as per the State Act enforced.

14.7. The Home Guards acting under the Home Guards Act are deemed to be public servants. A Home Guard is not disqualified for being chosen, and for being, a member of the State Legislature or local authority merely by reason of the fact that he is a Home Guard.

PPENDIX 'A'
(Ref. Para 1.24)

LIST OF COMMANDANTS GENERAL HOME GUARDS

S. No.	Postal Address	Office Telephone No.
1.	Dy. Commissioner (Home Guards) / Director Civil Defence Andaman and Nicobar Administration Secretariat Port Blair-744101 (A&N Island)	03192-233089-O 03192-245444-F
2.	Inspector General, Home Guards Opposite Ravinder Bharti DGP Office Complex, Saifabad Hyderabad-500004 (Andhra Pradesh)	040-23235005-TF 040-27852565-O
3.	----- (ARUNACHAL RADESH)	
4.	Commandant General Home Guards & Director Civil Defence Beltola - Basistha Road Guwahati-781 028 (ASSAM)	0361-2301756-TF 0361-2608709-R
5.	Addl. Director General of Police, Home Guards Grih Raksha Vahini, Patna-800001 (BIHAR)	0612-2221191-TF 0612-2222676-O
6.	Commandant General Home Guards Police Head quarters, Sector-9 (CHANDIGARH)	0172-740106-O 0172-749311-TF
7.	Director General Home Guards & Director Civil Defence Directorate of Home Guards & Civil Defence Central Jail, Raipur-492001 (CHHATISGARH)	0771-2886670-TF 0771-2331207-R
8.	AI GP/Commandant General Home Guards Police Headquarters, Nani Daman-396220 (DADRA NAGAR HAVELI)	0260-2642707-O 0260-2630707-F
9.	AI GP/Commandant General Home Guards Daman & Diu - UT Administration Police Headquarters Nani Daman-396220 (DAMAN & DIU)	

S. No.	Postal Address	Office Telephone No.
10.	Director General Home Guards & Director Civil Defence Directorate General of Home Guards & Civil Defence Nishkam Sewa Bhawan, CTI Complex, Raja Garden, New Delhi-11 0027	011-25440069-O 011-25431661-F
11.	Commandant General Home Guards & Director Civil Defence Police Hqrs., Panaji-403001 (GOA)	0832-2428360-O 0832-2428073-F 0832-2428245-R
12.	Commandant General Home Guards & Director Civil Defence 4th Floor, HG Hqrs., Lal Darwaja Ahmedabad-380001 (GUJARAT)	079-25506411-O 079-25507455-F
13.	Commandant General Home Guards & Director Civil Defence 30 Bays Building, Sector-17 Chandigarh-160017 (HARYANA)	0712-27071357-TF 0712-2728181-R
14.	Commandant General Home Guards & Director Civil Defence Home Guards Hqrs. Club Shimla-171001 (HIMACHAL PRADESH)	0177-2811453-O 0177-28113'60-F 0177-2671280-R
15.	Joint Commandant General Home Gaurds/Civil Defence & Aux. Police (I) New C.P.O. Building, Battamalloo Srinagar-190001	0194-2455165- TF
(ii).	Police Headquarters, Jammu Tawi-180001 (JAMMU & KASHMIR)	0191-2450841-O 0191-2450831-F
16.	Commandant General Home Guards & Commissioner Civil Defence, Audrey House Complex, Ranchi-834008 (JHARKHAND)	0651-2281515-O 0651-2283784-F
17.	Commandant General Home Guards & Director Civil Defence No.1, Annaswamy Mudaliar Road Bangalore-560042 (KARNATAKA)	080-25570733-O 080-22942108-F

S. No.	Postal Address	Office Telephone No.
18.	Addl. Director General of Police Home Guards and Civil Defence Thiruvananthapuram-695004 (KERALA)	0471-551424-TF
19.	 (LAKSHADWEEP)	
20.	Commandant General Home Guards & Director Civil Defence (i) Home Guards & Civil Defence Hqrs. South Civil Lines, Jabalpur-482001 (ii) Jahangirabad Bhopal Camp Office Bhopal-462004 (MADHYA PRADESH)	0761-2320653 0761-2321002-TF 0755-2550884- TF
21.	Commandant General Home Guards & Director Civil Defence Old Secrlariat Annexe, 3rd Floor, M.G. Marg, Mumbai-400032 (MAHARASHTRA)	022-22842423-O 022-22856616-F 022-22856435-F
22.	Commandant General Home Guards Lamphelpat, P.O. Imphal D.C. (Imphal West), Office Complex Imphal-739012 (MANIPUR)	0385-2451166-O 0385-2449825-F
23.	Commandant General Home Guards & Director Civil Defence Horsu Building, Shilong-793001 (MEGHAYAIA)	0364-2226393-D 0364-2225614-TF 0364-2225452-R
24.	Commandant General Home Guards & Director Civil Defence MRHG Office Chawlhmun, Aizwal-796009 (MIZORAM)	0389-2330339-TF
25.	Commandant General Home Guards & Director Civil Defence Upper Chandmari, Kohima-797001 (NAGALAND)	0370-2244313-O 0370-2243108-F
26.	Commandant General Home Guards Tulsipur, Cuttack-753008 (ORISSA)	0671-2300317-O 0671-2300201-TF
27.	IGP & Commandant General Home Guards 1 Dumas Street (PONDICHERY-60S001)	0413-2334006-O 0413-2336149-F

S. No.	Postal Address	Office Telephone No.
28.	Commandant General Home Guards & Director Civil Defence 17 Bays Building, Sector-17 Chandigarh-160017 (PUNJAB)	0172-2701353 -TF 0172-2548747-R
29.	Commandant General Home Guards & Director Civil Defence Safed Nalwali Building, Jalebi Chowk Jaipur-303001 (RAJASTHAN)	0141-2204475 Ext. 73 0141-2605525- TF
30.	Commandant General Home Guards & Director Civil Defence Fire Brigade Building, Police Hqrs. Gangtok-737101 (SIKKIM)	03592-227910-O 03592-202371-O 03592-226008-O
31.	Addl. Director General of Police Home Guards & Civil Defence 475 Link Road, Nandanm-600035 (TAMIL NADU)	044-24343398-TF 044-24330203-DIR.
32.	Commandant General Home Guards Government of Tripura, Police Hqrs., Agartala-799001 (TRIPURA)	0381-2216217-TF
33.	Addl. Director General of Police Home Guards & Civil Defence 12 Subhash Marg, Dehradun-248001 (UTTRAKHAND)	0135-2674471-O 0135-2674473-F
34.	Commandant General Home Guards & Director Civil Defence Jawahar Bhavan, Room No. 525, Ashok Road, Lucknow-226005 (UTTAR PRADESH)	0522-2451388- O 0522-2450251-F
35.	Commandant General Home Guards South Block, 2nd Floor, Vikas Bhavan Kolkata-700091 (WEST BENGAL)	033-23370296-O 033-23347649- TF

APPENDIX 'B'*(Ref. Para 5.6)***LIST OF TRAINING EQUIPMENTS REQUIRED FOR A DISTRICT
TRAINING CENTRE**

S.No.	Name of Equipment
I. Rifle Training	
1.	Aiming Rest (Tripod)
2.	Eye Disc
3.	Aim Corrector
4.	Small Target 1' x 1'
5.	Small Target 4' x 4' (for firing Range)
6.	Small Target 4' x 4'
7.	Musketry Chart
8.	Small Arms Chart
9.	Grouping Ring 1"-4"
10.	Grouping Ring 4"-12"
11.	Snap Shooting Target Fig. 11
12.	Snap Shooting Target Fig. 11
13.	Snap Shooting Target Fig. 12
14.	Snap Shooting Target Fig. 13
15.	Snap Shooting Target Fig. FA
16.	Standing Dummy Complete
17.	Training Stick
18.	Black Board
19.	Funnel and Mug
II. Fire fighting training	
1.	Stirrup Pump
2.	Bucket Large
3.	Fire Bat
4.	Small Ladder 20'
5.	Ceiling Hooks

S.No.	Name of Equipment
III Rescue training	
1.	Ropes 3"/200'
2.	Lashing 1 ½"/40'
3.	Sash Cord 1 "/15'
4.	Pole 6"/20'
IV. First Aid Training	
1.	Leg Splints
2.	Arms Splints
3.	Stretchers
4.	Blankets
5.	First Aid Charts
V. A.R.P Training	
1	Picks
2	Shovels

APPENDIX 'C'
(Ref. Para 8.2)

QUARTERLY RETURN ON RAISING & TRAINING OF HOME GUARDS REPORT FOR QUARTER ENDING

_____ 200

(A) Raising

Types of Home Guards	Allotted target strength	Effective raised strength at the end of quarter preceding the quarter under report			No. of HGs discharged due to turn over during the quarter under report out of the strength at Col. 3, 4 & 5			No. of new H.G.s enrolled during the quarter under report			Total effective raised strength of H.G.s at the end of quarter under report (Col. 5 plus 11 minus Col. 8
		Men	Women	Total	Men	Women	Total	Men	Women	Total	
1	2	3	4	5	6	7	8	9	10	11	12
(a) Urban											
(b) Rural											
(c) Border Wing											
(d) Total											

(B) Training

Training Courses	No. 01 HGs already trained out 01 the strength shown at Col. No. 12 up to the end 01 the quarter preceding the quarter under report				No. 01 HGs who completed training during the quarter under report out 01 the strength shown at Col. No. 12				Progressive total number of HGs who are trained up to the end 01 the quarter under report out of the strength shown at Col. 12			
	Urban	Rural	B.W.	Total	Urban	Rural	B.W.	Total	Urban (b+f)	Rural (c+g)	B.W. (d+h)	Total (e+i)
a	b	c	d	e	f	g	h	i	j	k	l	m
(i) Basic Trg.												
(ii) Refresher Trg.												
(iii) Advanced Trg.												
(iv) Leadership Trg.												
(v) Collective unit trg. (for BWHG)												

(B) Training - Contd ...

Training Courses	No. of HGs out of the strength shown at Col. 12 who are under going training but could not complete during the quarter under report			No. of HGs out of the strength shown at Col. No. 12 who are yet to be trained in various courses by the end of the quarter under report		
	Urban	Rural	B.W.	Urban	Rural	BW.
	n	o	p	r	s	t
	Total			Total		
	q			u		
(i) Basic Trg.						
(ii) Refresher Trg.						
(iii) Advanced Trg.						
(iv) Leadership Trg.						
(v) Collective unit trg. (for BWHG)						

(C) Training of Home Guards for Civil Defence Services

S.No.	Name 01 Civil Defence Services for which HGs are to be raised and trained	Target 01 HGs for each CD services	HGs trained in each C.D. Service up to the end 01 the quarter preceding the quarter under report	No. 01 HGs trained in C.D. services during the quarter under report	Total No. 01 HGs trained up to the end of the quarter under report
1	2	3	4	5	6

QUARTERLY REPORT ON CALL- UP/RESPONSE / DEPLOYMENT OF HOME GUARDS FOR
STATE / CENTRAL GOVERNMENT DUTIES (Breakdown be given month wise)

Name of the State/U.T.....				For the Quarter ending.....							
Actual No. of days in a calendar month on which the HGs have actually been called up/ responded/ deployed@	Total Number of Home Guards @ @				Average of HGs		Raised strength of HGs in the state during the month	Percentage of HGs		Nature of duties performed by the Home Guards	
	Called up		Responded		Deployed	Called-up per day		Responded per day	Deployed per day		
1	2	3	4	5	6	7	8	9	10	11	

@ It will never exceed 28/29, 30 or 31.
@ @ Man-days duties to be shown. Signature of competent authority

ORGANISATION AND MANPOWER

Name of the State/U.T.....

Position as on.....

S. No.	Name of Divisions	Distt. under each division S.No. Name of Distt.	No. of towns in each Distt.	No. of towns in each Distt. where HGs already raised	No. of blocks in each Distt. where HGs already raised	No. of blocks in each Distt. where HGs yet to raised	No. of blocks in each Distt. where HGs yet to raised	MANPOWER.				
			Urban Home Guards	Target (Distt. wise)	Raised (Distt. wise)	Trained (Distt. wise)						
1	2	3	4	5	6	7	8	9	10	11	12	13

PAID ESTABLISHMENT

Name of the State/U.T

Position as on

(AT DIVISION/DISTRICT HQ LEVEL)

S. No.	Designation of Posts	Authorised strength		Ministry of Home Affairs sanction order under which posts vide Col. 4 were authorised	Actual holdings		Deficiency, if any	Remarks and steps taken 10 make up deficiency
		No. of Divs./ Distts. where HGs raised	No. of posts authorised		No. of Hony/ Ex-Officio Officers	No. of full time paid Officers		
1	2	3	4	5	6	7	8	9

PAID ESTABLISHMENT

Name of the State/U.T

Position as on

(AT CITYTOWN/COY. LEVEL)												
S. No.	Designation of Posts	No. of HGs coys, raised			No. of posts authorised as per Ministry of Home Affairs sanction No. 277/67-DGCD (CD) dt. 12.5.1969		Actual holdings		Deficiency, if any		Remarks and steps taken to make up deficiency	
		Urban HGs	Rural HGs	Border wing Hgs	Total of Col. 3 to 5		Hony. posts	Paid posts	Hony. posts	Paid posts		
1	2	3	4	5	6	7	8	9	10	11	12	13

PAID ESTABLISHMENT

Name of the State/U.T

Position as on

(AT C.T.I. & DISTT. TRG. CENTRE)								
S. No.	Designation of Posts	Type of training centre i.e. C.T. I. or Distt. Trg. Centre	Whether the C.T.I. is combined with CD or separate	Total No. of Distt. Training Centres	No. of posts authorised for C.T. I. Distt. Trg. Centre	Actual holdings	Deficiency if any	Remarks and steps taken to make up deficiency
1	2	3	4	5	6	7	8	9

TRANSPORT

Name of the State/U.T Position as on

(AT STATE HQ / DIV. / DIST. / TOWN / COMPANY / C.T.I. LEVEL)

S. No.	Type of Transport	Authorised strength of State/U.T.						Actual Holdings				Deficiency, if any	Remarks and steps taken to make up deficiency
		State HQ. level	Div. / Distt. level	City/ Town/ Coy. level	C.T.I. level	Total of Co 3 to 6	State HQ. level	Div./ Distt. level	City/ Town/ Coy. level	C.T.I. level	Total		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

ARMS & AMMUNITION

Name of the State/U.T. Position as on															
Level	Authorised		Present holdings		Serviceable		Unserviceable		Deficiency		Remarks regarding deficiency etc.				
	Rifles	Ammunition	Rifles	Ammunition	Rifles	Ammunition	Rifles	Ammunition	Rifles	Ammunition					
	.303	.22	.303	.22	.303	.22	.303	.22	.303	.22					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
State HQ.															
Div/Disit. Level															
City/Town															
Coy. level															
D.T.C. level															
C.T.I. level															
Grand Total															

N.B.: - A separate statement on authorisation and holding of other weapons such as Stenguns, Carbines, Handgrenades etc. for Border Wing Home Guards may be attached with this statement.

**STATEMENT ON TARGET STRENGTH OF
HOME GUARDS OF STATES**
(as on 01.01.2007)

S. No.	State/U.T.	Auth. Tgt. Stgth.
1.	Andaman & Nicobar Island (UT)	*800
2.	Andhra Pradesh	*15903
3.	Arunachal Pradesh	*805
4.	Assam	*23907
5.	Bihar	*55612
6.	Chandigarh (UT)	*1352
7.	Chhattisgarh	*7345
8.	Dadra & Nagar Haveli (UT)	125
9.	Daman & Diu (UT)	100
10.	Delhi (UT)	10285
11.	Goa	*750
12.	Gujarat	49808
13.	Jharkhand	*25490
14.	Haryana	14025
15.	Himachal Pradesh	8000
16.	Jammu & Kashmir	4308
17.	Karnataka	*21700
18.	Kerala	0
19.	Lakshadweep (UT)	55
20.	Madhya Pradesh	16894
21.	Maharashtra	*53856
22.	Manipur	*2038
23.	Meghalaya	2538
24.	Mizoram	*1260
25.	Nagaland	2100

S. No.	State/U.T.	Auth. Trg. Stgth.
26.	Orissa	*15708
27.	Pondicherry (UT)	440
28.	Punjab	34595
29.	Rajasthan	28050
30.	Sikkim	*766
31.	Tamil Nadu	11622
32.	Tripura	*3955
33.	Uttar Pradesh	*118348
34.	Uttaranchal	6411
35.	West Bengal	*34842
Total		573793

*Note :- Latest revision in target strength of Home Guards has been carried out vide Letter No.I -35011/1/2001 - DGCD (HG) dt. 02.03.2005

APPENDIX 'F'
(Ref. Para 8.4)

INFORMATION PROFORMA ON HOME GUARDS

Name of State/U. T.

(To be submitted in duplicate at the time of the visit of Director General, Civil Defence)

1. Brief history and achievements of Home Guards in the State/U.T. (Not to exceed 50 words)

2. **Targets**

	Urban	Rural	Total
(a) Authorised			
(b) Raised			
(c) Trained			
(d) Under Training			
(e) Staff at different levels (both paid and Honorary)	Authorised	Held	Deficiency/ excess

3. **Training**

	Number Authorised	Number Established	Location
(a) C.T.I.			
(b) D.T.C.s			
(c) Specialised Training	No.	Trained	
(i) Platoons Weapons & Tactics Course			
(ii) Armour Basic Course			
(iii) Unarmed Combat Course			
(iv) Weapons & Tactics Course for NGOs/NCOs			
(v) Flood Relief Training			
(vi) Water Supply			
(vii) Electricity			
(viii) Sewage etc.			
(d) Proficiency in use of arms (indicate numbers for various grades achieved)			
(e) Training aids			

- | | | |
|---|-------------------|--------------------------|
| <ul style="list-style-type: none"> (f) Camps held in previous two years and camps planned for current year indicating location/duration of each camp and number of trainees expected to attend. (g) Difficulties experienced, if any, and remedies applied for interrupted training. (h) Leadership Training <li style="margin-left: 40px;">(i) Section leader <li style="margin-left: 40px;">(ii) Platoon Commander <li style="margin-left: 40px;">(iii) Coy Commander | <p>No trained</p> | <p>Standard achieved</p> |
|---|-------------------|--------------------------|
4. **Equipment & Uniforms**
- (a) Deficiencies, if any, particularly arms (along with reasons).
 - (b) Steps to make up shortage
 - (c) Expenditure incurred on major items including uniforms in previous two years
 - (d) Arrangements for issue of uniforms to rural HGs on call-up.
 - (e) System of procurement of equipment & uniforms
5. **Call-up**
- | | | |
|--|--|-----------------------|
| <ul style="list-style-type: none"> (a) Number called out (b) Rate at which call-up materialised <ul style="list-style-type: none"> (i) Period of advance warning. (ii) Percentage of response (c) Reasons for shortfalls (d) Action taken against defaulters. (e) Areas of desertions in previous/ current year with reasons and categories of deserters rank wise (f) Steps taken to rectify for future Calls-up. (g) Arrangements for supervision/ Visits/checks during call up. | <p>Broad tasks for which called-up</p> | <p>Calling agency</p> |
|--|--|-----------------------|

- (h) How are Home Guards employed during call-up *i.e.*, in two, three or section/platoons strength. Should they not be deployed under section strength.
 - (I) Has a mobilisation plan for call-up been worked out? Give Salient features
- 6. Enrolment**
- (a) Areas of enrolment
 - (b) Categories of volunteers enrolled (give trades and whether Government servants, numbers only)
 - (c) Public response and Public media.
- 7. Payments**
- (a) System of payment of duty training allowance during Call-up short as well as prolonged call-up.
 - (b) Payments outstanding and periods.
- 8. Administration**
- (a) Feeding arrangements during call-up and accommodation-particularly during prolonged call up.
 - (b) Is there any provision of rations at controlled rates?
 - (c) Possibility of attachment to police messes.
 - (d) Reaction of volunteers to these arrangements.
 - (e) Instructions if any issued in this context.
- 9. Morale & Publicity**
- 10. Command & Control**
(Chain followed from Commandant General Home Guards to District Commandant)
- 11. Frequency of visits/Inspections (DTCs & CTI)**
- 12. Outstanding Claims of Reimbursement (Year wise with reasons)**
- 13. Any Specific Problems with Suggestions**
- 14. General Comments**

**GOVERNMENT OF INDIA MINISTRY
OF HOME AFFAIRS
AIDE MEMOIRE - HOME GUARDS**

I. Organisation

- (a) Have you achieved your laid down target strength?
- (b) Have you checked your requirements of staff at district, city and town level?
- (c) Have you got transport according to the authorised scale?
- (d) Have you ensured that the staff, equipment & stores positioned at DTCs and C.T.I. are up to authorisation?

II. Training

- (a) Have you made syllabi, timetable, lesson plans and check sheets training aids, etc. on different subjects for training your urban and rural Home Guards?
- (b) Has programme for Advanced/Leadership courses been planned and worked out for the year? Does an exhaustive panel of would be trainees to attend these courses exist?
- (c) Have the camps been planned and held regularly as laid down in the Compendium of Instructions?
- (d) Do recreational arrangements exist in training camps?
- (e) Have all volunteers been put through weapon training and fired the range practices?
- (f) Has training been imparted in flood relief, maintenance of essential services, viz., electricity and water, traffic control and Civil Defence Services (rescue, first aid and fire fighting)?
- (g) Have you the qualified and efficient staff to train Home Guards according to the authorised strength?

- (h) Have you made sure that your permanent staff and Instructors are put through a cadre course annually?
- (j) Have you placed your demand for vacancies on courses of Instruction runs at CRP School, Neemuch, 8.S.F. School Indore and National Civil Defence College, Nagpur?
- (k) Does your training institute contain all the training equipments/ aids required for imparting training?
- (l) Have you ensured that your training institute has sufficient accommodation for living, administration and training, also that adequate training grounds are available?
- (m) Have you made arrangements for meals, cleanliness and other facilities necessary for the rural Home Guards while in training Camps?
- (n) Is a Medical officer readily available?
- (o) Have you ensured that the trainees get their training allowance in time while undergoing training?
- (p) Have you utilised your training aid grant?
- (q) Have CTI/DTC been provided with charpoys for trainees?

III. Administration

- (a) Have you enrolled Home Guards according to recruitment rules with regard to age, strength, physical standards education, etc?
- (b) Is your recruitment board-based to include government servants, professors, teachers, lawyers, businessmen and other self-employed persons on a proportionate basis?
- (c) Have you got the character verification done according to the rules?
- (d) Have you enrolled women Home Guards authorised?
- (e) Have you clearly defined the role of Home Guards in Civil Defence duties?

- (f) Have you filled all the authorised appointments in the full time cadre of paid posts?
- (g) Has a separate cadre for Home Guards been set up for recruitment at various levels for the full-time paid staff?
- (h) Have you declared full-time posts of Home Guards permanent according to rules?
- (J) Are your Home Guards Act, Rules and Regulations up to date?
- (k) What are the number of Home Guards called out in the previous quarter and what were the shortfalls? What steps have been taken to ensure that the call-up is subscribed to in full as far as possible?
- (l) Were there any defaulters/deserters? Has appropriate disciplinary action been taken against such persons?
- (m) Do you visit all District HQ (rural / urban) regularly? Is there a programme of regular inspections at all levels? Is a record of these inspections/visits maintained?
- (n) Do adequate facilities exist for proper maintenance and care of clothing, equipment and tents?
- (o) Do you hold tent age and other equipments as per authorisation? What steps have been taken to make up deficiencies?
- (p) What is the state of maintenance of Service Records, ledgers and long rolls at District HQ and below?

IV. Uniforms

- (a) Have you placed your orders for supply of clothing items and cleansing material on Ordinance Factories or approved agencies?

- (b) Are you maintaining the authorised quota of uniforms for Home Guards according to the scale?
- (c) Are the Uniforms being condemned periodically under the supervision of condemnation Board according to the rules?
- (d) Have you issued clothing items and cleaning material to your Home Guards?
- (e) Have you made periodical inspections of the clothing items etc. to ensure good turn-out of volunteers? Are you satisfied that the turnout of Home Guards is up to the required standard?
- (f) Have you made sure that the Home Guards, NCOs & Officers (full time and honorary) possess and are wearing correct badges of rank medals and other items of uniform?

V. Arms & Ammunition

- (a) Do you hold the full quota of arms and ammunition as authorised?
- (b) Have you made periodical inspections of your arms and ammunition?
- (c) Are technical inspections done regularly e.g. A.I.As.?
- (d) Have you laid down proper procedure for maintenance of arms and ammunition?
- (e) Have you taken steps for replenishment of arms and ammunition in case of deficiencies?
- (f) Have you taken full security measures for the custody of arms and ammunition on your charge?

VI. Finance

- (a) Have you submitted your claims for reimbursement in time? Are the quarterly claims being preferred immediately on conclusion of each quarter?

- (b) Have you obtained the audit certificate for your claims?
- (c) Have you received payments of your reimbursement claims from the Centre?
- (d) Have you utilised the amount provided in the budget for Home Guards?

VII. Welfare

- (a) Have you included in your rules provision for medical facilities, hospitalisation, and compensation for injuries to Home Guards during peacetime as well as war?
- (b) Have you made provision in the Act for temporary allowance, disability pension and family pension for severe injury in emergency and also for ex-gratia grant for funeral expenses?
- (c) Have you made sure that an immediate reference is made to the quarter concerned for grant of cash awards, medals etc. to your deserving Home Guards?
- (d) Are eligible Home Guards recruited proportionately into State Services such as Police, fire and ministerial Services? Is incentive provided to Home Guards in this matter? What is the number recruited service-wise since 1971 onwards?

VIII. Call-up

- (a) Do you employ full-time paid staff including Instructors for supervision during call-up, especially during prolonged/protracted call-up? Are they allotted specific duties and are these checked and reported?
- (b) Are Home Guards being employed in Section strength to ensure better control and supervision? What steps are being taken to discourage the practice of their employment in ones and twos?
- (c) What are the missing arrangements during call-up?

- (d) Do you ensure that turn-out of volunteers is up to the required standard during call-Up? Are their uniforms washed and pressed? Do they get the cleaning material e.g., boot polish, soap etc. regularly?
- (e) Have you worked out your mobilisation scheme for call out of Home Guards under your jurisdiction? What is the ratio of response to the actual strength? What is the rate of build up on the basis of 24-48-72 hours notice?
- (f) Are the billeting arrangements during call-up adequate and reasonably comfortable?
- (g) Do you make sure that duty allowance to volunteers are paid promptly and no arrears are allowed to accumulate?

IX. Morale and Publicity

- (a) Have you taken adequate steps to make the Home Guards popular in respective towns/areas?
- (b) Have you effective liaison with local authorities?
- (c) Are regular melas, symposiums and exercises held to popularise the organisation within the areas of enrolment?
- (d) Are proper records kept for recommending appropriate awards including President's and Home Guards and Civil Defence Medals? Are you conversant with the procedure to be followed in each case? Have detailed instructions been formulated in this matter?

APPENDIX 'H'
(Ref. Para 2.9)

LIST OF POSTS OF ARMOURERS AUTHORISED TO STATES/U.Ts

S.	Name of State/UT	Armourers			
No.					
		Head-constable armourers	A.S./Ts. Armourers	Total	Remarks
1.	Andhra Pradesh	2	-	2	
2.	Assam	4	1	5	*To look after the requirements of Meghalaya etc.
3.	Bihar	11	2	13	
4.	Gujarat	2	-	2	
5.	Haryana	1	-	1	
6.	Jammu & Kashmir	1	-	1	
7.	Madhya Pradesh	5	1	6	
8.	Tamil Nadu	1	-	1	
9.	Maharashtra	4	-	4	
10.	Meghalaya	*			
11.	Karnataka	1	-	1	
12.	Mizoram	Existing arrangement			
13.	Orissa	2	-	2	
14.	Punjab	10	2	12	** To look after the requirement of Chandigarh Admn.
15.	Rajasthan	2	-	2	
16.	Uttar Pradesh	11	2	13	
17.	West Bengal	4	-	4	
18.	Chandigarh	**			
19.	Delhi	1	-	1	
20.	Himachal Pradesh	1	-	1	
21.	Manipur	Existing arrangement			
22.	Tripura	1	-	1	
23.	Pondicherry	Existing arrangement			
24.	Andaman & Nicobar Island	Existing arrangement			
25.	Goa	Existing arrangement			
26.	Dadra & Nagar Haveli	Existing arrangement			
	Total	64	8	72	

APPENDIX-J

(Para 11.3)

GUIDELINES FOR ORGANISING ALL-INDIA HOME GUARDS AND CIVIL DEFENCE PROFESSIONAL AND SPORTS MEET

Aim

The aim of these Guidelines is to list out important actions to be taken by Commandants General Home Guards and Directors Civil Defence, of the host States/U.Ts. for the smooth and efficient conduct of all India Home Guards and Civil Defence Professional and Sports Meet. The actions connected with various aspects of the meet are given under relevant headings in the subsequent paragraphs.

Organisation

2. An Organising Committee may be set up for the successful and efficient organisation and conduct of the Meet. Sub-Committee or Officer In charge need to be appointed for various functions, such as :-
 - (a) Campus and Accommodation
 - (b) Transport
 - (c) Water and Electricity
 - (d) Reception of Contingents and VIPs
 - (e) Camp Administration and Sanitation
 - (f) Conduct of Sports Events
 - (g) Conduct of Professional Events
 - (h) Cultural Entertainment
 - (i) Supplies of the following:
 - (I) Groceries
 - (ii) Utensils and other essential items
 - (iii) Personal items required by members of contingent

- (j) Opening and Closing Ceremonies
 - (k) Publicity and Liaison
 - (i) Enforcement of Camp Discipline
 - (m) Prize distribution
3. A senior officer at the Headquarters level may be appointed the Organising Secretary to Co-ordinate the functions of various Sub-committees. The other general actions may be as under :-
- (a) Appoint key officers in charge of various activities or as Secretaries of the Sub-Committees, if constituted to carry out the directives of the Organising Committee.
 - (b) Work out the number and type of personnel required to implement the decisions of the Organising Committee for organising the Meet and attach them with the key officers referred to in sub-Para (a) above, for necessary assistance.
 - (c) Fix the duties and responsibilities of each Sub-Committee or Officer In charge and allot a specific charter of duties indicating dates for completion of each item of work assigned by the Organising Committee.
 - (d) Obtain in the approval of the State Government on constitution of the Organising Committees well as Subcommittees, including the powers and functions delegated to them, so that action taken by them on various matters has the seal of approval of the State Government.
 - (e) Appoint an officer at State Government/Directorate level to co-ordinate and approve the activities of the Organising Committee/Sub-Committees and to monitor all information at the highest level.
 - (f) Prepare a check list for each event well in advance giving specific dates for completion of arrangements for the conduct of the event.

- (g) Carry out periodic monitoring/appraisal of the progress made by holding meetings and getting written or verbal reports, as required.

Finance

- 4. (a) Prepare detailed estimate of expenditure on various items for conduct of the Meet and forward the same to the Ministry of home Affairs for approval and sanction.
- (b) Consult the State Finance Department and work out the following:-
 - (i) Methods of incurring expenditure;
 - (ii) Methods of drawal and disbursement of amount & keeping accounts;
 - (iii) Delegation of financial powers to one or more officers for incurring and approving various expenditure.
- (c) Audit of expenditure by the internal audit of the State Government as well as by the Accountant General.

Programme Time-Table and Invitations

- 5. Draw-up detailed programme and time-table for the following:-
 - (a) Date of completion of the camp accommodation and accommodation of VIPs, including furniture, electricity, water supply, sanitation arrangements, opening of supply services in camp in respect of groceries and essential commodities to the incoming contingents and distribute responsibility to various Sub-Committees/Officers.
 - (b) Dates of arrival of the contingents, date of inauguration of the Meet, dates of various competitions and other important events and activities.
 - (c) Issue invitations to all States/UTs with detailed programme and time-table of the Meet for participation, indicating full

details about arrival, reception, transport, accommodation, supplies, discipline, camp administration, dispersal, dates of various competitions, and so on.

- (d) Nominate Liaison Officers from amongst the competent officers of State Home Guards/Civil Defence Organisation to assist and guide incoming contingents throughout their stay and make them fully conversant about all programmes, facilities, rules and regulations of the Meet. The Liaison Officers must be well versed with the jobs assigned to them.

Planning and Administration

6. Campus Accommodation, Water Supply and Lighting etc.

- (a) *Accommodation:* A chart should be prepared giving detailed lay-out of the campus having separate accommodation for the following:-
 - (i) Male members of contingent
 - (ii) Female members of contingent
 - (iii) Managers and Dy. Managers
 - (iv) Other officers of the contingent.
- (b) *Tented Accommodation:* If tented accommodation is provided, please ensure that the tents are enough in number for stay of the members of the contingents and the tents are not pitched in low-lying areas to avoid water-logging in the event of rain.
- (c) *Feeding and Ancillaries:* Keeping in view that each contingent will have around 123 members participating in the Meet, sufficient accommodation/arrangements should be provided for the following:-
 - (i) Dining halls
 - (ii) Cook houses
 - (iii) Bathrooms
 - (iv) Deep trench latrines.

Each dining hall should be provided with dining tables, chairs and benches. Separate dining halls, bathrooms and latrine areas should be provided for female participants.

- (d) *Water Supply:* Arrangements for adequate quantity of potable water and its storage, should be made for cooking and drinking. Also adequate quantities of water for bathing & washing should be arranged.
- (e) *Lighting:* The campus should have adequate lighting arrangements in the living quarters, cook houses, dining halls, bathrooms and latrines. The routes to the latrines and bathrooms should also have sufficient lights. Alternative arrangements for lighting should be made for campus, cook houses and living tents by standby generators/petromaxes, in case of power failure.
- (f) *Manager's Accommodation :* The rooms / tents provided to the team managers should be spacious and equipped with cots and essential furniture with facilities of lavatory, bath and proper lighting.
- (g) *Lady Competitors Accommodation :* Camp cots should preferably be provided for lady competitors. Adequate lighting arrangements should be ensured and separate latrines and bathroom arrangements be made.
- (h) *Officer Accommodation:* Standard accommodation for the officers of the Central/State Governments, preferably in the Govt. Guest Houses, as per their tour itinerary, should be arranged. During the stay of the officers in these reserved accommodations, please detail some trained and responsible Home Guards with those officers for providing essential services/messenger's duty to them. A brochure showing accommodation plan/allotment for various officers giving names of their helper Home Guards, details of transport allotted for them and the name of the driver should be

prepared and a copy of the same be handed over to the officer on arrival.

- (i) *Hygiene and Sanitation*: Please make adequate arrangements for hygiene, sanitation and cleanliness in the campus.
- (j) *Inventory of Items* : Make a list of tents/equipment/furniture allotted to each contingent and hand over the items to the managers under proper handling over/taking over vouchers.
- (k) *Security in the Campus*: There should be proper security arrangements like day and night sentries in various sectors of the campus, particularly for the ladies accommodation, quarter-guard, stores, etc.
- (l) Separate identity badges should be issued for judges, officials team managers and competitors for easy recognition.

Reception and Transport

- 7. (a) Advance planning for reception of each incoming contingent with adequate arrangements for transport from the point of reception to the campus may be made.
- (b) Reception points for reception of each contingent and VIPs at the predetermined nearest railway station/bus-stand airport be set up and those reception counters should be manned round the clock till arrival of contingents/VIPs as per the scheduled programmes.
- (c) Attach an ambulance fitted with adequate medical aid to each reception point for giving first-aid and for transportation of persons falling sick in course of their journey, to the nearest hospital, if required.
- (d) *Liaison Officer*: The Pre-nominated Liaison Officer for each contingent must remain present at the reception point on

the date of arrival of the contingent to take care of them right from the time of their arrival. The Liaison Officer must see that the contingent is properly housed in the campus and necessary assistance provided. The Liaison Officer should be motivated to take pride in ensuring that the reception and conveyance of the contingent is smooth and free of any inconvenience to the contingent members.

- (e) *Transport:* The plan for arrangements of transport for each contingent and senior officers should be as per estimate approved by the Ministry of Home Affairs. The vehicle should be allotted to each contingent and senior officers on arrivals as per the approved plan. Please ensure that transport provided for carrying the competing teams of each-contingent to participate in each competition is adequate and there is no delay/difficulty in arrival of the team at the venue of competition at stipulated time. Separate vehicles may also be earmarked for administration of the contingents.
- (f) Each vehicle should be provided with proper Log Book for recording movements of the vehicle to be used by the contingents/officers and the users should be advised to fill up the Log Book after each journey to keep accounts of POL.
- (g) Ensure proper arrangements for requisition of vehicles, supply of POL and repairs to vehicles in the events of any break-down. Stand by vehicles may be arranged to replace the broken-down vehicles quickly to ensure timely participation of each team in the competition.

Conduct and venue of Competitions

- 8. (a) Ensure that the venue of each competition is in close proximity of the main campus. There may be a requirement of at least two grounds each for hockey & football and three for volley ball.

- (b) Make lists of items of sports gears/equipment for sports/ professional items of competition and ensure availability of those items in the venue of the competitions well in advance.
- (c) Draw of fixture should be done in the presence of representative of Director General Civil Defence or team Managers as per approved method to avoid criticism and to ensure impartiality.
- (d) Draw up programme of fixtures ensuring minimum clash or overlap between the professional and sports events. This programme should be circulated widely to all contingents and supervising official.
- (e) Depute responsible officers for each competition to assist the judges/referees/umpires in conduct of competitions for physical verification of competitors of respective teams as per list verified by the authorised representative of Director General Civil Defence. Please ensure that the verified list of competitors duly certified by the judges/ umpires is sent to the Camp Office of Director General Civil Defence/ Chief Judge along with the result sheet for formal announcement of results in the campus.
- (f) In the event of any protest by any contesting team, they may be advised to lodge their protest with the office of the Jury of Appeal within the stipulated time.
- (g) Ensure first-aid arrangements at the venue of each competition.
- (h) Ensure adequate seating arrangement for officers and men at each venue of competition.

Office of the jury of appeal and of Chief Judge

9. Separate Camp Office equipped with furniture and other necessities for the Jury of Appeal and for the Chief judge for verification of the list of Competitors and computation/ declaration

of results may be set up in the campus. The following may be arranged:

- (i) Stationery
- (ii) Typewriters and typists
- (iii) Dispatch rider with motor cycle
- (iv) Vehicles for duty
- (v) Public address system

Supplies and Welfare

10. (a) Proper arrangements for supply of the following may be made:-

- (I) Fuel
 - (ii) Milk
 - (iii) Groceries
 - (iv) Vegetables
 - (v) Other essential commodities to each contingent on payment, for which co-operative departmental stores may be opened.
- (b) For Proper and timely medical aid to any sick! injured persons, M.1. Room may be opened in the campus and a sufficient number of ambulances may be kept there for transportation of sick persons to hospitals.
- (c) *Information Centre:* An information centre with a telephone, P.A., equipment and a dispatch rider should be set up near the Camp Office to disseminate all type of information by announcements, dispatch of messages and telephones to team managers, judges, competitors and others.

Camp Administration

11. (a) Appoint responsible officers as Camp Commandant and Dy. Commandant for administration of the camp.

- (b) Draw up rules and a list of Do's and Don'ts to be followed by the members of participating teams for maintenance of order and discipline in the campus and issue instructions to the Manager of each contingent for compliance.
- (c) Set up a proper machinery to ensure strict compliance of the instructions and to adjudge discipline maintained by each team in the campus for determining the best disciplined team for award of the trophy on best discipline.
- (d) Set up a Grievance Cell in the office of the Camp Commandant for receiving complaints of contingents in respect of accommodation, transport, sanitation, water supply, power supply, supplies of essential commodities etc, and to ensure quick follow-up action. Each counter should be manned by responsible staff during a stipulated time with complaint books for recording and follow-up action. CGHG/ Dy. CGHG should hold a durbar of complainants every evening and review the action taken.
- (e) Set up a Camp Office manned by responsible officers/staff to assist the VIPs/Managers of contingents in arranging reservation of accommodation in Railways/Airways. Appoint an officer to maintain liaison with the Railway reservation authorities and Indian Airlines authorities.
- (f) Arrange Dhobi, Barber and Mochi etc. for the camp.

Kots and quarters guards

- 12. For safe custody of arms and ammunition, please set up Kots with quarter guard and a standing armed guard round the clock.

Security

- 13. Police personnel or Home Guards may be posted in the campus as well as the venues for cultural functions and professional/sports competition for proper security.

P & T Service

14. (a) In liaison with the postal authorities a field post office may be opened in the campus to ensure quick postal services.
- (b) Telephones should be provided to DGCD, CGHG, Chief Judge, Office of the Jury of Appeal, Camp Commandant, M.I. Room, quarter guard, etc.

Invitation and Public Relations

15. (a) Arrange to print Invitation Cards for various functions of the Meet in the name of Director General Civil Defence and Commandant General Home Guards jointly and distribute those well in advance.
- (b) Arrange adequate publicity of the Meet by poster/banners and press release press conference well in time to ensure proper publicity of the Meet.
- (c) Arrange to take photographs of important events and send those to Director General Civil Defence for press release.

Judging

16. (a) Judges/referees/umpires as nominated by Ministry of Home Affairs as well as by the host State, must be supplied with copies of the relevant rules for conduct of the competitions.
- (b) All arrangements for conducting competitions of Professional items should be made in advance as per suggestions of the panel of judges in each competition.

Opening and closing ceremonies

17. (a) The opening and closing ceremonies of the Meet should be properly organised and neatly arranged to ensure dignity of the functions.
- (b) Correct procedure for opening and closing ceremonies, march past handing/taking over of the flag should be

followed. A few rehearsals may be carried out to ensure smooth conduct.

- (c) During opening/closing ceremonies, seating arrangements for VIPs on the rostrum should be made as per protocol of the host State and seats should be earmarked by name to avoid occupation by non-entitled officials.
- (d) Proper seating arrangements for other senior officers & important guests should be made in the front row.
- (e) All VIPs and senior officers should be properly received and ushered to their seats and a copy of the Programme handed over to them.

Arrangements at Competition sites

- 18. The following arrangements may be made at each site:
 - (a) Seating arrangements for VIPs, officials and spectators may be made at each competition site and reserved seats must be earmarked for senior visiting officers/guests.
 - (b) Awning may be provided to cater for shade etc. by erecting lean-to tents/shamiana depending upon the weather conditions.
 - (c) The competition arena/ground must be properly marked with white lime/flags as necessary and the ground should look neat and tidy.
 - (d) The competition arena/ground should be properly cordoned and adequate arrangements for spectator's control should be made. Under no circumstances spectators should be permitted to break the cordon or become unruly.

Sara Khana

- 19. In the event of a Bara-Khana arranged by the Host State, it should be restricted to invitees and contingents and should be arranged

with proper dignity. Uninvited personnel should not be allowed to join.

Dispersal

20. (a) Programme for dispersal of each contingent should be drawn up in advance and vehicles should be allotted to each contingents accordingly.
- (b) Before dispersal, handling-over/taking over of the tent age/ equipment/furniture etc. as allotted to each contingent, should be completed by Camp Commandant properly. In the event of any damage to tents/equipment/furniture etc. caused by the contingent, it should be properly recorded for further action.
- (c) Setting up of a Rail/Air Booking Cell with an energetic liaison officer who should have the complete information of train and air timings displayed on charts/booklet will help the contingents' smooth departure.

Report on the Meet

- 21.(a) A copy of check-sheet and detailed duties of subcommittees/officers detailed for organising various events may be sent to DGCD at least two weeks before the start of meet.
- (b) After the meet is over, a comprehensive report on each aspect, as mentioned in these guidelines, should be prepared by the host State and sent to Director General Civil Defence and to all participating States/UTs.

APPENDIX- K (SERVICE : DIST/MERIT)

**REVISED PROFORMA FOR THE RECOMMENDATION FOR THE AWARD OF PRESIDENT'S
DISTINGUISHED SERVICE/MERITORIOUS SERVICE MEDALS FOR THE VOLUNTEERS AND PAID
PERSONNELS OF HOME GUARDS, CIVIL DEFENCE AND FIRE SERVICE ORGANISATIONS**

(Please study carefully the instruction Sheet in Appendix-C before filling up the forms)

*OCCASION.....

(Please specify Independence Day/Republic Day & Year above)

1.	Name of the State/UT/Ministry/Deptt. of Govt. of India recommending the case, with full address			
2.	Specific name of the service medal recommended in the present case (please see Instruction sheet for exact nomenclature)			
3.	Name and designation of the recommended candidate/Recommended	First Name	Mid Name	Surname
(i)	Name and designation in full in English in Capital letters only			
(ii)	Name and designation in abbreviated form in English in Capital letters only (for inscription in medals in case of selection)			
(iii)	Name and designation in Hindi (for Notification in Hindi in case of selection)			

CITATIONS

Citations should be brief and to the point, based on the cue/guidelines noted in the margin: preferably typed neatly without overwriting in English (Hindi version must accompany English translation) and must be restricted within the space limit of the box provided for. No separate sheet should be attached. No additional enclosures in the form of certificate/degrees/diplomas etc. are to be attached, 12 copies of recommendation for each case are to be forwarded through the concerned State Govt./UT. Admn./ administrative controlling Departments and Ministries of Govt. of India so as to be received by the Ministry within the statutory stipulated date, i.e., 15th may for Independence Day (15th August) and 26th October for Republic Day (26th January) respectively every year to avoid technical rejections. Attempt should be made to limit citation within 500 words only)

- A. Introduction: General Background and General Performance during the period entire service period:
- B. Specific instances of meritorious/distinguished performance during the last 8 years which contributes to the goal of the CD/HG or FS organisation
- C. Specific Medal recommended (please see Instruction sheet in Appendix-C for exact nomenclature)

Date
Full Address.....
with Pin code

Signature of the Head of the Department*
(Director of Civil Defence/Commandant General
Home Guards/Director of Fire Service etc.)
Name :
Designation:
Office Seal:

NB* If the recommendation is initiated by any other official other than HOD, the same must be countersigned by him or him competent authority of the State, Govt./UT-Admn./Administrative controlling Deptt./Ministry of Govt. of India. All recommendations are to be routed through the State Govt./UT-Admn./Administrative controlling Deptt./Ministry of Govt. of India to avoid technical rejection :

Appendix- L of Compendium Appendix 'A' & 'B' to MHA
Letter No. VI-11023/1 /2002-DGCD (HG) dated 3.12.2002

**FORM FOR AWARD OF DGCD's COMMENDATION
CERTIFICATE/DISC**

1. Name (in full, in block letters) (a) English
(b) Hindi
2. Rank and designation
3. Date of appointment/enrolment
4. (a) Enrolment No.
(b) Personal No.
5. Date of birth
6. Date of retirement
(in respect of paid staff)
7. Qualification (a) Academic
(b) Professional
8. Details of major or minor punishment awarded, if any
9. Citation

Signature of Initiating Officer/
Authority with date & Designation
10. Recommendation of next superior officer/authority

Signature with date & Designation
11. Final orders of DGCD, MHA
12. Serial No. of the Certificate issued

INTEGRITY CERTIFICATE

Certified that the integrity of Shri _____
is above suspicion and that he had neither incurred censure nor was
concerned in proceedings that were censured in Court of Law. It is further
certified that in respect of the conduct of the nominee underlying the
present recommendation, no judicial proceedings are pending.

Signature of the recommending authority with date

ANNEXURE
HOME GUARDS WELFARE AND BENEVOLENT FUND
(Ref.: MHA Letter No. VI-14021/16179-DGCD (HG) dated 16.12.1988)

S. No.	Total authorised strength of HGs of the State	Strength of HGs which are not covered under the scheme	Entitled Strength of HG Volunteers Le. (2-3)	Rate at which state Govt. is contributing towards the fund	Amount released by the State Govt. during the year	Authority for release of money by State Govt.	Centre's share claimed & the rate at which which claimed	Remarks
2		3	4	5	6	7	B	9

(126)

CERTIFICATE								
1.	Certified that Centre's share claimed is only for the entitled strength of HG volunteers.							
2.	Certified that State Govt. has released the grant for the fund at 100% for which reimbursement is being claimed from the Centre.							
3.	Certified that the investment of the fund has been done as per the rules notified by the State Govt./UT Admn.							
4.	Certified that all the details given in the annexure are correct.							
								Commdt. General Home Guards

APPENDIX 'N'
(Ref. Para 13.4)

MODEL RULES FOR ADMINISTRATION OFSTATE
HOME GUARDS WELFARE AND BENEVOLENT FUND

Title

1. The Fund shall be called the State
Home Guards Welfare & Benevolent Fund.

Definition

2. In these Rules, unless the context otherwise require,
 - (a) "Fund" means the State Home
Guards Welfare & Benvolent Fund.
 - (b) "Beneficiary" means a member of the Home Guards both
voluntary member and permanent staff below gazetted rank
entitled to financial assistance from the Fund and includes -
 - (i) a dependent, as defined hereinafter;
 - (ii) a member of the Home Guards organisation who is
invalidated out of service on medical grounds
attributable to Home Guards duty/training.
 - (c) "Dependent" means wife, non-earning son up to the age of 21
years, and non-earning unmarried daughter of a member of
the Home Guards.
 - (d) "Duty" means a member of Home Guards called up for duty
(including training) under the orders of the Governments/UT
Administrations or authorised Home Guards authorities.

Source of the Fund

- 3 The Fund shall be constituted of -
 - (a) Voluntary contributions by the members of the Home Guards
Organisation;

- (b) Grants received from the Central/State Governments/UT Admns.
- (c) Voluntary subscriptions and donations from Central/State Government public sector undertakings and nationalised banks.
- (d) Voluntary subscription from the members of the Fund as per rate fixed by the Managing Committee, Membership of the Fund shall be voluntary.

Objects of the Fund

4. The object of the Home Guards Welfare & Benevolent Fund are
 - (a) To provide financial assistance for the following purposes:
 - (i) Onetime grant to the dependents of deceased Home Guards who die while on duty/training, the maximum financial assistance will be Rs. 2,500 lump sum .
 - (ii) One time grant to the injured/disabled Home Guards who got injured/disabled while on duty/training. The maximum financial assistance will be Rs. 1,500 lump sum.
 - (iii) Onetime grant to the Home Guards in distress situation, while on duty/training, subject to a maximum of Rs. 1,000 lump sum.
 - (iv) Monetary grant in deserving cases, to the children of deceased or disabled Home Guards for education purposes, like purchasing of books, stationery etc. up to a maximum of two children, to the maximum of Rs. 300 per child up to school level and Rs. 600 each at college level as one time lump sum grant.
 - (v) Onetime grant for marriage of daughters of deceased/ disabled Home Guards who died/got disabled while on duty/training.

- (vi) Grant for the purpose of money earning devices and machines to the widow/family of deceased/disabled Home Guards for their livelihood, in deserving cases, subject to a maximum of Rs. 2,000 lump sum.
- (b) To provide funds for welfare activities including welfare center at the Home Guards units/Central Training Institute/District Training Centres.
- (c) To promote sports, cultural, educational, recreational activities (including provisioning of information/Recreational rooms and libraries in the Home Guards units/Central Training Institutes/ District Training Centres).

Administration of the Fund

5. (a) The Fund shall be administered by a Managing Committee to be constituted by the State Govt./U.T. Admn. The composition of the Managing Committee shall be as under:
- | | | |
|-------|---|------------------|
| (i) | Commandant General Home Guards | Chairman |
| (ii) | Dy. Commandant General Home Guards/Sr. Staff Officer | Member Secretary |
| (iii) | One officer not below the rank of Under Secretary from the Home or Finance Department to be nominated by the State Govt./UT Admn. | Member |
| (iv) | One other officer from Distt. Home Guards organisation to be nominated by the Commandant General Home Guards for 4 years period by rotation | Member |
| (v) | Accounts Officer of the State/ UT Home Guards Headquarters | Member |

- (b) The Managing Committee shall decide all cases per Central/ State Government rules to be notified by the State Govt./ U.T. Admn. in respect of investment of fund, quantum of financial assistance and any other matter that may not have been provided for. All moneys of the Fund shall be invested in postal cash certificates or other government securities or fixed deposits with the nationalised Banks or with public sector undertakings, except such amount as may be required for current working expenses, which shall be kept in a Bank Accounts in nationalised Bank.

Conduct of Business

- 6. (a) The Managing Committee may meet as often as necessary but at least twice a year to pass the budget and approve the expenditure.
- (b) The quorum for a meeting of Managing Committee shall be Chairman or Member Secretary and two Members physically present at a meeting so conduct.
- (c) The State Govt./Managing Committee may frame subsidiary rules for the administration of this Fund which are not in consistent with the guidelines of the Central/State Government.

Remuneration of the Members of the Managing Committee

- 7. Members being officers of the Managing Committee shall not be entitled to any remuneration.

Provisioning of Staff

- 8. Commandant General Home Guards shall provide the necessary staff for the clerical work of the State Managing Committee.

Accounts and Audit

- 9. Regular accounts shall be kept of all moneys belonging to the Fund and shall be audited by a firm of chartered accountants or

by Accountants General, as may be prescribed in the Rules to be framed by the State Governments/UT Administrations. The auditor shall also certify that the expenditure from the Fund has been correctly incurred in accordance with the objects of the Fund.

Periodical Reports

10. Annual Report, showing the schemes financed and number of beneficiaries under each scheme from the Fund and the annual audited statement of accounts, shall be rendered to the State Governments as well as to the Ministry of Home Affairs within six months of the close of the financial year.

TO BE USED FOR ADDITION/ALTERATION/CORRECTION ETC.

Reference to existing Para Number	Reference to MHA letter number & date containing latest decision	Gist of MHA latest decision
(1)	(2)	(3)

TO BE USED FOR ADDITION/ALTERATION/CORRECTION ETC.

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