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# **HOME GUARDS**

**COMPENDIUM OF INSTRUCTIONS.**

**2004**

**(Incorporating all orders/Instructions issued by  
Govt. of India upto January 2004)**

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

## **CHAPTER I**

### **HOME GUARDS ORGANISATION**

#### **1.1. Genesis**

During World War-II, Home Guards-a voluntary citizen organization for local defence was raised in the United Kingdom. In India, in 6<sup>th</sup> 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 citizens 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.:

- (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**

(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.

(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 I,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 organization, but Civil Daps, 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 handbook 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.**

When Home Guards are employed as auxiliary to the police, they should be utilized on tasks like guard duty, traffic control, patrolling and the like, in the execution

of which the prestige and dignity of the organization 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 utilized 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**

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 personal 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

composit 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.

#### **1.6. Effective utilization 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 utilized 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 utilize 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 equipments, however, should not be placed at the disposal of other organizations. 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.**

The Home Guards being local volunteers, can be utilized 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, yard etc.**

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 conestion in goods stations and yard etc.

State Governments and U.T. Administrations are therefore requested to make the required number of Home Guards available to the railway authorities and mobilize 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 is 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 organization 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.

### **1.10. Home Guards-Enrolment Policy.**

Home Guards is a voluntary organization and almost all ranks upto company level are volunteers. A small number of full time paid staff for training, command and control is authorized at city/town, district and State levels. The Home Guards Acts/Rules of State Govts. Stipulate varying lengths of tenure for members of Home Guards. After completion of their tenures, 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 organization 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 organization.

### **1.11. Strength.**

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.**

The age group for initial recruitment to the Home Guards should be 18-50 years with relaxations in favour of those specially qualified to act as instructors/leaders and specialized 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.

### **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.

### **1.15. Incentive to Central Government servants to join Home Guards Organization.**

The Central Government servants are permitted to join the Home Guards organization. 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 organization the Commandant General have been requested to issue good service entry certificates to such of the Central Government servants in the Home Guards organization who have completed 3 year of successful service in the organization or under gone prescribed training courses. The permission to join the Home guards Organization has been extended to employees of Public Sector undertaking also.

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

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 of programme, especially the following, would be considered undesirable for recruitment to the Home Guards:

(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 organized 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.

### **1.18. Appointment of Home Guards to paid posts.**

When filling up whole-time paid appointments prescribed for the Home Guards Organization, 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 Organization.

### **1.19. Conversion of Temporary paid posts into permanent ones.**

Home Guards organization has rendered significant service in difficult situations in the past. It seems that Home Guards are likely to be increasingly required for maintenance of law and order. The organization has to play a vital role in the country's defence efforts 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.**

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 contest 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.**

Home Guards being a voluntary organization its success depends on what support it gets from public. It is, therefore, necessary to generate and sustain public interest in the Home Guards organization by adequate publicity. The publicity measure may including 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 publicized 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 organization popular in the public eye, the States/UTs administration should celebrate Annual day for Home Guards and Civil Defence every year on the 6<sup>th</sup> 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 organization.

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

#### **1.22. Formation of association in Home Guards Organization.**

Various States from time have sought the advice of the Central Government if 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.

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 recognized 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 organization.

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. State 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 recognized, no recognition should now be given.
2. In States where Home Guards associations have already been recognized, continuance of recognition should be made subject to the following conditions:
  - (i) Undesirable activities on the part of Home Guards personnel/ associations having a bearing on the discipline, efficiency and voluntary character of the organization 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 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 weightage for employment in Government services, as an incentive. In pursuance of the

above decision 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 'D' where such experience would be an added advantage for efficient performance of duties, vide letter No.14034/5/82-Estt. D 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 17.1.1984 and 29.9.1993 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 10-2-1981, 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 STATES/UTs

#### 2.1. Concept

Home Guards being a voluntary organization, 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 Guard Organisation is basically voluntary in character, and this concept has been kept in view throughout the organizational set up. A rural/urban Home Guards Company consists of 110 personnel. Each company is authorized 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 subdivided into Sections consisting of 11 Home Guards in addition to the Platoon Commander and the Sergeant. All the personnel are volunteers. They offer to receive training during peace time and place their services at the disposal of the nation during the country's hour or need in peace or war time. A nucleus of paid staff for command and control is, however, authorized 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.

#### 2.2. Central Level.

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

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Sr.No.	Post	Combined HG & CD HQ	Separate HG HQ	Separate CD HQ	Equivalent rank
(1)	(2)	(3)	(4)	(5)	(6)
1.	CG-cum-DCD	1	1	1	DGP-IGP/ADGP-IGP/



**Notes:**

- (a) Grade I CD States are Maharashtra, Uttar Pradesh, West Bengal and Delhi.
- (b) Grade II CD States are Bihar, Madhya Pradesh, Karnataka, Haryana, Punjab, Gujarat and Rajasthan.
- (c) 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.
- (d) Clerical and other class III and IV staff are to be authorized, 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 poolable and shareable.
- (e) 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.
- (f) For the present, PROs and the Medical Officers will not be authorized for Andhra Pradesh, Madhya Pradesh, Karnataka, Kerala, Orissa, Tamil Nadu, Manipur, Tripura, Chandigarh and Nagaland.
- (g) 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.
- (h) 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 Commandant General's Headquarters but it will be shared for use by both the incumbents.
- (i) 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 6<sup>th</sup> April 1963 and No.16/5/63-DGCD of 11<sup>th</sup> 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 27<sup>th</sup> April, 1963 (para 34 of the Group Report). No.18/121/165-CD dated the 7<sup>th</sup> January, 1967(Para 5(ii)and

No.1/13/66-CD) dated 31<sup>st</sup> May 1967. In as much as they pertain to Home guards Staff at States/Union Territories Headquarters.

**2.4 Division/District Level.**

Sr.No.	Post.	Scale	Equivalent Rank
<b>(A) STAFF</b>			
(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.	1	Dy.S.P./Captain or equivalent.
	(2) Assistant to District Commandant.	1	Sub-Inspector/Naib Subedar
	(3) Clerk and Storekeepers.	3	or equivalent.
	(4) Orderly/Peon.	1	
	(5) Chowkidar.	1	
	(6) Driver.	1	Per vehicle.

**(B) TRANSPORT**

(1) Jeep with trailer. 1 per District.

Notes for Division/District establishment:

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

## 2.5 City/Town/Company Level.

Sr.No.	Post	Scale of Companies per town												Equivalent Rank.
		1	2	3	4	5	6	7	8	9	10	11	12	
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<b>(A) STAFF</b>														
1	Coy.Commander					1	1	1	1	1	1	1	1	Inspector of Police or Subedar.
2	Paltoon Commander.	1	1	1	1	-	-	-	-	1	1	1	1	Sub-Inspector or Naib Subedar.
3	Hav.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	Storeman.	-	-	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.												

## (B) TRANSPORT

- Light vehicles One per 10-30 urban companies  
Per town. 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:

- 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 storeman 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 of 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 authorized 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 27-04-1963 (Para 37 and 38) of Group Report and para (iii) of Ministry of Home Affairs letter No.18/121-CD dated 07-1-1967.

## 2.6. District Training Centre.

Sr.No.	Post	Scale	Equivalent rank
<b>(A) STAFF</b>			
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.	Storeman.	--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,DDistrict Training Centres respectively.	--

9.	Typists.	2 for A & B and 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 categorized as under:-

Type	No. of rural companies per district.	Training capacity of centre.
D	Upto 10 Companies.	100 trainees.
C	11-20 Companies.	200 trainees.
B	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 Organization, 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 supersession of provisions contained in Ministry of Home Affairs letter No.47/6/63-ERI dated 27-04-1963 ( 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 authorized it may be rented when necessary and such cost is poolable between the Centre and State.

### 2.7. Combined and Separate Central Training Institute.

Sr.No.	Post.	Scale			Equivalent rank.
		Combined HG & CD Institute.	Separate HG Institute.	Separate 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
4.	Medical Officer.	1	1	1	Asst.Surgeon
5.	Quarter Master.	1	1	1	Sub-Inspector/ Naib Subedar
6.	Steno-typist.	1	1	1	--
7.	Armourer 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	3	--	--
19.	Pipe Band L/Nks.	3	3	--	--
20.	Bandsman.	11	11	--	--
21.	Quarter Guard Hav..	1	1	--	--
22.	Quarter Guard Naiks.	2	2	--	--
23.	Quarter Guard l/Nks.	2	2	--	--
24.	Quarter Guard Home Guard.	7	7	--	--
25.	Store Officers.	1	--	--	Inspector/Subedar
26.	Dy.Store Officer.	1	1	1	Sub-Inspector/ Naib Subedar.
27.	Clerks.	1	2	2	--
28.	Storemen.	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  
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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.	Peon.	2	1	1	2	1	1	
36.	Chowkidars.	4	2	1	4	2	1	
37.	Storemen.	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) Gujrat, Punjab and Rajasthan.	B	3	-do-
(iv) Haryana, Himachal Pradesh and Jammu & Kashmir.	C	3	Combined.
(v) Maharashtra.	A	1	-do-
(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 neighbouring 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, Karnataka, 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/ Traylor Pump with Auxiliaries
Andhra Pradesh.	1	1	1	1	1
Karnataka.	--	1	1	1	1
Orissa.	--	1	1	1	1
Tamil Nadu.	--	1	1	1	1

(d) This supersedes item No. (b) and (c) of Appendix II to this Ministry's letter No.27/4/63-ERI dated the 06<sup>th</sup> April, 1963 in so far as Civil Defence Instructional Staff and Transport is concerned.

### **2.8. Full time staff for Rural Home Guards.**

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

### **2.9. Authorization of Armourers.**

For maintenance of arms and ammunition authorized for the Home Guards, Head Constable and ASI armourers have been authorized 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 authorized by the Ministry of Home affairs for the permanent establishment of Home Guards and civil Defence organizations of all State governments and U.T. Administration. This expenditure will be approved on the basis of the existing approved scales on authorized items.

## CHAPTER III UNIFORM FOR HOME GUARDS

### 3.1. Necessity

Home Guards is a uniformed force. Wearing of a standard uniform by all the members of the organization 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 turnedout at all appearances and thus win public esteem and appreciation.

### 3.2. Authorization of uniform

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<sup>st</sup> April, 2004. Details of which is given below:-

Sr.No.	Items of Uniform	Unit	Life span	Revised ceiling cost Per Unit (in Rs.)
1.	2.	3.	4.	5.
1.	Shirt Khaki terrycot.	1 pc	4 years	130.25
2.	Trousers Khaki terrycot.	1 pair	4 years	140.26
3.	Shirt Khaki Cellular.	1 pc	1 year	80.11
4.	Trousers Khaki Drill.	1 pair	1 year	92.82
5.	Belt-Web or Canvas.	1 pc	2 years	36.55
6.	Anklet Web.	1 pair	2 years	20.30
7.	Socks-woolen/len	1 pair	1 year	29.82
8.	Boots Ankle Black.	1 pair	2 years	195.00
9.	Cap Beret.	1 pc	1 year	22.30
10.	Shoulder Titles.	1 pair	3 years	6.88
11.	Cap Badge.	1 pc	3 years	4.25
12.	Whistle.	1 pc	3 years	6.75
13.	Lanyard.	1 pc	2 years	6.40
14.	Hackle.	1 pc	3 years	2.20
15.	Turban(in lieu of cap etc. for Sikhs only).	1 pc	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 revised rates will be effective from 1<sup>st</sup> 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.

**(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:-

Sr.No.	Item.	Unit.	Life.
1.	Saree.	1 pc	3 years
2.	Bushirt Khaki Terrycot.	1 pc	4 years
3.	Slacks Khaki Terrycot.	1 pc	4 years
4.	Bushirt Khaki Cellular.	1	2 years
5.	Slacks-Khaki drill.	1	2 years
6.	Socks-Cotton.	2 pr	1 year
7.	Shoes-lather Brown.	1 pr	1½ years
8.	Buckle Field Service.	1	Permanent.
9.	Cap Badge.	1	4 years
10.	Lanyard.	1	2 years.
11.	Beret (Maroon).	1	2 years
12.	Hackle.	1	2 years
13.	Shoulder.	2	3 years
14.	Badges Proficiency with coloured background.	1	3 years

15.	Badges of ranks and cheverons.	1	Permanent.
16.	Searves for Sikhs only	2	2 years.

### 3.3. Scale of uniform for urban and rural Home Guards.

Item	Scale
(1)	(2)

#### (A) UNIFORMS

(a) Urban Home Guards.	All Urban Home Guards are issued with one set of uniform and additional set of washable items of uniform.
(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.I. as per training Capacity and 10 reserve.

### 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.
(iv) Lathies.	For 33½% if 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 No.18/121/65-CD dated 07-01-1967.
- (b) Serial No. (A)(b) above is in modification of para 40 of Group Report circulated vide Ministry of Home Affairs letter No.47/6/63-ERI dated 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.

### **3.5. Rain Coats**

Rain Coats are to be provided @ 5% of the authorized 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 authorized 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<sup>th</sup> July, 1985.

### **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.

### **3.7. Cleansing material.**

The following items of cleansing material have been authorized 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 centralized basis by the States.

Sr.No.	Item	Quantity	Approximate Cost. Rs.P.	Home Guards	
				Urban	Rural
1.	Boot Polish.	2 Small tins	0.80		
2.	Balance.	1 cake	0.20	Twice a year	Once a year
3.	Brasso.	1 tin	0.94		

### **3.8. Condemnation boards.**

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 share of receipts realized 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.”

### **3.9. Additional items of uniforms & equipment.**

Based upon the recommendation of the 07<sup>th</sup> Biennial Conference of Home Guards and Civil Defence, the following new items of uniforms and equipments have been authorized to Home Guards;

Item	Life span	Scale of authorization.
(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.
(ii) Blankets & Durries.	8 years	25% of the strength of Rural Home guards as mobilization Reserve.
(iii) Mosquito nets.	5 years	50% of the training load at a time at DTCs/CTIs. Of Home Guards.
(iv) Cots.	5 years	As above.
(v) Kitbags	8 years	As above,
(vi) P.T.Kit.	2 years.	50% of the training load at a time of DTCs.

### **3.10. Revised scale of uniforms & equipment.**

As per recommendation of the Biennial Conference of Home Guards and Civil Defence the scale of authorization of the following items has ben revised:

Item	Life span	Revised Scale
(i) Jerseys(In supersession of MHA Letter No.18/121/65-CD dated 07-01-967 as far as authorization Of Jersey is concerned).	6 years	for Urban Home Guards @ 90% of the strength and for Rural Home Guards @ 50% of the strength.

(ii) Blankets & Darries for DTCs. (In supersession of MHA letter No.2/7/67-DGCD(CD) dated 12-5-69 as far as above items are concerned).	8 years	50% of the training load at a time in DTCs.
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**CHAPTER IV  
BADGES OF RANK AND ALLIED INSIGNIA FOR HOEM GUARDS  
ORGANISATION**

**4.1. Necessity**

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

**4.2. Badges of rank**

(i)	Commandant General-in-Chief at the Centre	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 maple leaf.
(vi)	Battalion Commander	A dove.
(vii)	Divisional Commander.	
(viii)	Battalion-Second-in-Command and Deputy District 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)	Asstt. Section leader.	One ribbon bar.

#### **4.3. (i) Star plates:-**

Marooned colour flag presenting Civil Defence with strips with red and blue strips diagonally representing Fire Services and Home Guards respectively along with a monogram of Civil Defence, Home Guards and Fire Services 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 Commandant General but the badges of rank for the same have been indicated for use when and if this rank is authorized by this Ministry.

#### **4.4. Serving Officers.**

Badges of rank shown above will be worn by members of the Home Guards Organization. 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 all items 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 ½” (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/pugree 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 badges 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 1¼" (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 standardizing 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 authorized 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.

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 organized.

### **5.2. Urban Home Guards**

(a) Basic training of 170 periods of 45 minutes each in minimum of 35 days is to be covered at parades of 1½ to 2½ hours duration. Number of days may be extended depending on laocal arrangement.

Plus Camp training: 10 days

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

One parade of 2½ hours, 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 Commanders, Courses may be organized 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 organized. 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 ( 2<sup>nd</sup> 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 any one 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 40<sup>th</sup> 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.**

Whenever 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 neighbouring states to fulfill their training requirements. The establishment for combined and separate Home Guards and civil Defence Central Training Institutes is given in Chapter II. For the training of rural Home Guards District Training Centres are authorized to be set up at the rate of 1 per district. The establishment authorized 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 'B' but in towns considered vulnerable to air attack, the civil Defence equipment being purchased for the Civil Defence services should also be utilized for the training of urban

Home Guards. The equipment shown in Appendix 'B' 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.	06
Drill without Arms	
Drill With Arms	40
Weapon Training.	20
Fire Discipline	02
Lathi drill.	10
Crowd Control	
Traffic control	05
Field Craft.	04
Guard Duties.	02
Patrolling.	06
Message Writing.	01
Duties and responsibilities relating to law and order aspects.	16
Route marches.	<u>06</u>
	<u>130 period</u>

#### Civil Defence training

Fire fighting

Rescue

First Aid

ARP measures

Flood relief(in areas liable to floods)

40 periods

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**

Subject	Duration/periods(34¼ working days 276 periods of 45 minutes each.)
(1)	(2)
P.T.	20
Unarmed Combat.	16
Drill with/without arms.	70
Weapon Training.	40 (including Range firing)
Crowd Control-Lathi Drill.	25
Guard Duties/Patrolling.	10
Field Craft.	08 (including exercises)
Map Reading.	05
Message Writing.	02
Duties and responsibilities relating to law and order aspects.	30
Route March.	06
Village Resistance Group.	10
Ceremonial Parades-Passing out Parade.	10
Civil Defence subject.	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 authorized at 100% of the strength.

**6.2. .22 Rifles.**

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

**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 authorized.

**6.4. Ammunition: .303 Rounds.**

Ammunition at the following scales is authorized:

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

**6.5. Dummy Cartridges.**

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

**6.6. Hand Grenades.**

50 Sets of Hand Grenades, 4 Sten Guns/Carbines, and 2 LMGs are authorized 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 authorized vide letter No.VI-14021/1/80-DGCD(HG) dated 25-12-1981.

## **6.8. Procedure for indenting of Arms & Ammunition and spares.**

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 of 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 BSF. The DG BSF 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 14<sup>th</sup> October, 1986.

**CHAPTER VII**  
**FIANCIAL POLICY**

**7.1. Central Finance Assistance.**

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

(a) The present policy as circulated vide letter No.II-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-imburement 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<sup>st</sup> April, 1987.

(b) The expenditure on raising and training of Border Wing Home Guards upto the authorized strength, in the states of Punjab, Rajasthan and Gujarat is shareable between the Central and state Government 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 Govt. of India at 100%.

(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%.

(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.

(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.

## **7.2. Audit of Accounts by Accountants General.**

(a) The amount of Central Share of assistance claimed by the State Governments is reimbursable 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 authorized by this Ministry. To enable 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 from 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 and Auditor General of India.

(b) The procedure to be adopted for obtaining 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 commandant 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 authorized 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 year.....as shown above, has been scrutinized 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.

### **7.3. Reimbursement procedure.**

As per existing procedure, the State Govts. Are required to submit quarterly claims for reimbursement expenditure on authorized 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 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 proforma prescribed vide Ministry of Home Affairs letter No.II-26011/1/78-DGCD(HG) dated 23<sup>rd</sup> 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 proforma 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 Accountant General, standard sub-heads under the minor heads may be opened. Under an article 26(b) of the Accounts code (Vo.1) the Central/State Govts. Accountant Generals are authorized 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 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 emphasized that the State Governments should send the following information to the Ministry of Home Affairs by the 15<sup>th</sup> 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 authorized items of Home Guards for which old/final claims are likely to be preferred before 31<sup>st</sup> January.
- (b) The State Government's estimated expenditure on authorized items of Home Guards for the current year and Central Government's share for which provisional claims for reimbursement 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**

At 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.**

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 Basis, 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 scrutinizing the reimbursement claims and is required to submitted to this Ministry every quarter by the 15<sup>th</sup> of the month following each quarter. The proforma for this quarter return is at Appendix 'C'.

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

Information in respect of organizational set-up throughout the State/UT Administration, strength of manpower, authorization 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 31<sup>st</sup> March and 30<sup>th</sup> September of every year. The return should reach by 30<sup>th</sup> April and 31<sup>st</sup> October. The proforma for this return is given at Appendix "D".

#### **8.4. Information proforma on Home Guards.**

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

### **8.5. 'Aide memoir' for Home guards Organisation.**

'Aide Memoir' 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.

## **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.**

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

#### **9.3. Transportation Allowance.**

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.**

(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.

**9.5. Travelling/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/duy has been defined. They should be divided into grades and equated with pay groups of Government servants for purpose of sanctioning TA/DA.

**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 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 travelling allowance etc.), he may be sanctioned Transportation Allowance of Rs.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 travelling allowance to Home Guards. It is suggested that travelling 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 travelling allowance should be governed as per supplementary Rule 190 or any corresponding rule followed by state Governments. If the travelling 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.

**CHAPTER X**  
**BORDER WING HOME GUARDS**

**10.1. Role.**

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

- (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.**

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:-

**(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.	Battalion.	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 authorization of transport per battalion in each state is as follows:-

State	Bicycles	Motors	Jeeps	Light	Heavy	Camels
1.	2.	3.	4.	5.	6.	7.
Punjab	31	7	2	6	1	-
Rajasthan	7	-	2	6	1	24
						Permanent 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	8	1	

**10.4. Uniform and equipment.**

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

Sr.No.	Items	Scale of authorization				Life span
		Punjab Rajasthan	Gujarat	Assam Meghalaya Tripura West Bengal		
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.	Angola shirt @ 1 each.	100%	100%	100%	5 years	
3.	Jersey @ 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 @ 1each.	50%	50%	100%	3 years
9.	Jungle boot @ 1 pair each.	50%	50%	100%	3 years
10.	Jungle hat @ 1each	50%	50%	100%	3 years.
11.	Mosquito Net @ 1 each.	50%	50%	100%	3 years.
12.	Vest Cotton.	one pair per Combatant	one pair per Combatant	one pair per Combatant	1 year.
13.	Water bottle @ 1each	50%	100%	100%	3 years
14.	Cooking utensils (1set 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.

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.
(c) Advanced training.	45 working days of 1/3 <sup>rd</sup> strength per year.
(d) Collective training.	40 working days @ 20 days each year(on a two year cycles).

## **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 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 27<sup>th</sup> May, 1982 and letter No.1-36012/1/80-DGCD(HG) dated 19<sup>th</sup> 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.111-14011/6/79-DGCD (HG) dated 07<sup>th</sup> June, 1979 and No.111-14011/6/79-DGCD(HG) dated 05<sup>th</sup> 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 organisation. 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 splendor 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 spirit-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 poolable and shareable. The order of precedence for the march past during Republic Day Parade be followed as per the practice of State/UT concerned.

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.**

(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 popularize 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 poolable and shareable between the Centre and the State/Union Territories on a 50:50 basis, but in proportion to the over all authorized strength of Home Guards and Civil Defence personnel within each State/Union Territory. The expenditure incurred by the State/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 poolable and shareable between the Centre and 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 1996. 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 1<sup>st</sup> July, 1987, which is given in Appendix 'J'.

## **CHAPTER XII**

### **PRESIDENTS HOME GUARDS & CIVIL DEFENCE MEDAL AND HOME GUARDS & CIVIL DEFENCE MEDAL AND OTHER MEDALS**

#### **12.1. President's Medals.**

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 19<sup>th</sup> 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 any one year. The number of medals awarded for meritorious service in any one year shall not exceed 75.

#### **Monetary grant.**

When awarded for gallantry the President's Home Guards and Civil Defence Medals will carry a lump sum monetary grant of Rs.3000.00 and the Home Guards and Civil Defence Medals, Rs1500.00. 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.

#### **Announcement of Awards**

The awards of distinguished/meritorious service shall be announced every year on the 26<sup>th</sup> January (Republic Day) and the 15<sup>th</sup> 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 26<sup>th</sup> January and the 15<sup>th</sup> August should be forwarded so as to reach the Secretary, Ministry of Home Affairs not later than 26<sup>th</sup> October and 15<sup>th</sup> 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.

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

Expenditure involved on payment of lump sum monetary grant and minting of medals shall be poolable 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.**

(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 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/DDGs/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 |

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

Awards may also be granted for other purposes which further 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 authorizing 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 poolable 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 poolable and shareable between the Centres 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.**

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 and 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.

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.

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-14021/15/79-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 regards 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.**

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 Organisation.

#### **13.3. Group Insurance.**

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 Guard Welfare & Benevolent Fund on matching basis w. e. f. 1<sup>st</sup> April, 1988 on the following terms and conditions:-

- (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 authorized strength of Home guards in the State/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-14021/16/79-DGCD(HG) dated 16<sup>th</sup> 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 proforma 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 Guard 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 Commandants appoints as Home guards such number of persons who are fit and willing to serve in the Home Guards Organisations.

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 fine, 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 conviction 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.

**APPENDIX 'B'**  
**(Ref. Para 5.6)**

**LIST OF TRAINING EQUIPMENTS REQUIRED FOR A DISTRICT TRAINING  
CENTRE**

Sr.No.	Name of equipment
<b>I. Rifle Training</b>	
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.
20.	
<b>II Fire fighting training.</b>	
1.	Stirrup Pump
2.	Bucket Large
3.	Fire Bat.
4.	Small Ladder 20.
5.	Ceiling Hooks.

### **III Rescue training.**

1. Ropes 3"/200'
2. Lashing 1½"/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..

**ANNEXURE 'E'**  
**(Ref. para 1.11)**

**STATEMENT ON TARGET STRENGTH OF HOME GUARDS OF STATES**  
(As on 01-01-2004)

Sr.No.	State/U.T.	Authorization target Strength.
1.	Andaman & Nicobar Island(UT).	654
2.	Andhra Pradesh.	12903
3.	Arunachal Pradesh.	1605
4.	Assam.	20407
5.	Bihar.	54612
6.	Chadigarh(UT).	1132
7.	Chhattisgarh.	6006
8.	Dadra & Nagar Haveli(UT).	125
9.	Daman & Diu (UT).	100
10.	Delhi(UT).	10285
11.	Goa.	500
12.	Gujarat.	49808
13.	Jharkhand.	22790
14.	Haryana.	14025
<b>15.</b>	<b>Himachal Pradesh.</b>	<b>8000</b>
16.	Jammu & Kashmir.	4308
17.	Karnataka.	18700
18.	Kerala.	0
19.	Lakshadweep(UT).	55
20.	Madhya Pradesh.	16894
21.	Maharashtra.	56100
22.	Manipur.	3394
23.	Meghalaya.	2538
24.	Mizoram.	760
25.	Nagaland.	2100
26.	Orissa.	16362
27.	Pondicherry(UT).	440

28.	Punjab.	34595
29.	Rajasthan.	28050
30.	Sikkim.	546
31.	Tamil Nadu.	11622
32.	Tripura.	4207
33.	Uttar Pradesh.	117009
34.	Uttranchal.	6411
35.	West Bengal.	46750
<b>Total</b>		<b>573793</b>

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## **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 Incharge 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.
- (l) 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 Incharge 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 Incharge 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 Sub-Committees, 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 meeting 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 and 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.

**Programmed Time-Table and Invitations.**

5. Draw-up detailed programmed 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 completions 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 completions, 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 or 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 and 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 accommodation, 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 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 programmed of fixture ensuring minimum clash or overlap between the professional and sports events. This programmed 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 authorized 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) Stationary.
- (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.I. 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 mangers, judges, competitors and others,

**Camp Administration.**

11. (a) Appoint responsible officers as Camp Commandant any 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/referee/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 organized 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 and 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 Programmed 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.

**Bara 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) Programmed 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 tentage/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 sub-committees/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 State/UTs.

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