

**STANDING ORDER NO.1/2017**  
**HOME GUARDS, UT, CHANDIGARH**

In supersession of previous standing order 2016 pertaining to Home Guards, U.T. Chandigarh, this new standing order is hereby issued in order to further streamline the functioning of the Home Guards, UT, Chandigarh.

**Objective:-**

The objective of this standing order is to lay down procedure for enrollment of Home Guards Volunteers, so that suitable candidates of good standard are enrolled and streamlining the functioning of Home Guards, UT, Chandigarh. The enrollment would be by a board to be constituted by the Commandant General, Home Guards, UT, Chandigarh at the time of enrollment. In the case of volunteer joining Home Guards, the concurrence in writing of the volunteer and Head of the Department would be required. Other conditions would be the same as applicable to unemployed persons.

**1. Enrollment of Home Guards Volunteers:-**

The enrollment procedure will include Physical Measurements/Physical Efficiency Test (PM&ET) followed by an interview.

a) **Composition of Enrollment Board:** Ordinarily, the Enrollment Board will be under an officer of rank of SP/SSP with DCHG and one Dy. SP as members. However, the Commandant General may change composition of the board at the time of enrollment, if necessary.

**b) Physical standard and other conditions of volunteers:-**

**i. For Men:**

The enrollment will be made as per policy laid down in the compendium of instructions Home Guards-2007 issued by the Govt. of India, MHA, New Delhi. The volunteer will not be less than 18 years and more than 50 years with relaxation in favour of those specially qualified to act as Instructors/Leaders and specialized personnel and shall have a minimum height of 165 cms and normal chest measurement of 80 cms with expansion of 04 cms. 05 cms relaxation in height and chest measurement will be given to the persons belonging to hilly areas on production of certificates. The minimum educational qualification shall be **matric (10<sup>th</sup>)**. The Commandant General Home Guards may relax the physical as well as educational standard in special circumstances to be recorded in writing.

The physical test shall include one mile race in 7½ minutes for the age group of 18 to 35 years and one mile jogging in 15 minutes for the age group of more than 35 years to 50 years.

ii. **For Women:**

The enrollment will be made as per policy laid down in the compendium of instructions Home Guards-2007 issued by the Govt. of India, MHA, New Delhi. The volunteer will not be less than 18 years and more than 45 years with relaxation in favour of those specially qualified to act as Instructors/Leaders and specialized personnel and shall have a minimum height of 150 Cms. 05 Cms relaxation in height measurement will be given to persons belonging to hilly areas on production of certificates. The minimum educational qualification shall be **matric (10<sup>th</sup>)**. The Commandant General Home Guards may relax the physical as well as educational standard in special circumstances to be recorded in writing. The physical test shall include 400 meters race in 2.30 minutes for the age group of 18 to 25 years and 800 meters jogging in 10 minutes for the age group of more than 25 years to 45 years.

c) **Interview and Skill Test:**

Interview	=	35 Marks
Skills/Certifications	=	15 Marks
<b>Total Marks</b>	=	<b>50 Marks</b>

- i. **Interview:-** An Interview of the candidates qualifying PM&ET will be conducted by a board constituted by Commandant General Home Guards, UT, Chandigarh.

- ii. **MARKS FOR SKILLS/ CERTIFICATIONS:-**  
The bonus marks would be awarded to the candidate as per the bonafide claims in accordance with the fulfillment of skills as submitted by the applicant in his/her application.

A maximum of 15 marks as bonus will be awarded as per following detail:-

- |  |                           |
|--|---------------------------|
| ➤ <b>Marks for NCC</b>                                   | <b>(03 Marks maximum)</b> |
| NCC Certificate 'C' class                                | 03 Marks                  |
| NCC Certificate 'B' class                                | 02 Marks                  |
| NCC Certificate 'A' class                                | 01 Marks                  |
| ➤ <b>Marks for experience in Civil Defence</b>           |                           |
| 03 years and above experience as Civil Defence volunteer | <b>02 Marks</b>           |

- **Marks** for having certificates of part time instructor course for minimum two Civil Defence Advance Courses from CTI or any course from NCDC-Nagpur **02 Marks -**
- **Marks for Ex-Servicemen** **02 Marks**
- Marks for Skills/Specialized person** **06 Marks**

iii. **During enrolment due consideration will be given to the following skilled/specialized persons:-**

Driver Commercial (HMT/LMV), Part Time Instructor, Bandmen, Carpenter, Garden, Electricians, Auto Electricians, Auto Mechanics, Computer Proficiency, Barber, Masons, Washer men, Cooks, Tailor, Painter/Whitewasher, Draftsman, Xerox Operator, Telephone Operator, Wireless Operator, Ex-Serviceman, First Aid knowledge, Scout & Guides or any other talent, skill, ability, competence which is required in Police/Home Guard or in public service.

iv. **Due consideration will be given to the Sports Person who represented at International/National, State or All India Inter-University level competitions recognized by Indian Olympic Associations/National Federations.**

v. **Enrollments on Compassionate Grounds:-**

The objective of enrollment on compassionate grounds to a dependent family member of a government servant dying in harness thereby leaving his family in penury and without any means of livelihood is to relieve the family of the government servants concerned from financial destitution and to help it get over the emergency.

Applicable to a dependent family member of a government servant who-

- i. Dies while in service (including death by suicide).

During enrollment, due consideration on compassionate ground will be given in the following order of preference to:-

- i. Wards of Chandigarh Police personnel
- ii. Wards of Chandigarh Home Guards Volunteers
- iii. Wards of Police Personnel of any other states
- iv. Wards of Home Guards Volunteers of any other states

2. **Tenure of enrollment:-**

The home guard volunteers will initially be enrolled for a period of 3 years which can be extended for another two years on merits. Thus, the maximum period for which home guards should be retained will be 3 to 5 years and they must be turned over to allow to fresh intake for keeping the voluntary

character of the organization young and vibrant. However, Commandant General Home Guards is competent to grant further extension to those volunteers whose work and conduct, record and performance is found satisfactory.

**3. Checking of original certificates:-**

Office of the District commandant Home Guards would assign these duties to ministerial staff by name that will put their signatures in the enrollment form against the qualification column.

**4. Preparation of enrollment papers:-**

Ministerial staff would be earmarked to prepare enrollment papers as per detail given below:-

- i. Volunteer's enrollment committee proforma.
- ii. Application for enrollment
- iii. Affidavit of the volunteer covering all conditions.
- iv. Proforma of Oath.
- v. Affidavit by the surety, who should be an employee posted in Chandigarh with an attested copy of identity card.
- vi. Medical Certificate
- vii. Verification of character and antecedents three sets alongwith six copies of passport size photographs.
- viii. Nomination of judicial paper
- ix. Attested copies of educational qualification certificate, etc.

The list of finally enrolled volunteers would be put to the Commandant General Home Guards, UT Chandigarh for final approval who alone could grant any relaxation in educational qualification or physical standards, medical fitness. The character verification local as well as of permanent address would be got done before the volunteer is put in training. The date of joining of the training will be the date of enrollment of a volunteer.

**5. Type of training:-**

After enrollment, the home guards are given basic training in accordance with Chapter-V of Compendium of Instructions of Home Guards issued by the Ministry of Home Affairs, New Delhi. The minimum training of 45 days on the subject to inculcate the sense of discipline in home guards is essential. The training of the women home guards should be broadly in Police line and with the training suggested, for men and only a few items such as Bayonet training, weapon training, field craft, lathi drill, etc. avoided.

6. **Age group:-**

The age group of initial enrollment to the home guards should be 18-50 years in case of men and 18-45 years in case of women. Age limit in no case be exempted except in exceptional cases which can only be given by the Commandant General Home Guards. The grant can remain on enrollment upto 58 years. However, Police/Home Guards personnel after attaining the age of superannuation should not be enrolled as home guards beyond the age of 60 years unless their services are considered essential and so certified by the unit In-Charge and approval of the Commandant General, Home Guards, UT Chandigarh.

7. **Medical Fitness:-**

No person shall be enrolled as volunteer in home guards unless he/she is declared medically fit for the job by the Medical Officer from government hospital.

8. **In case of promotion of part time home guards:-**

There will be board for this purpose as mentioned below

- i. One nominee of Commandant General
- ii. One SP rank officer
- iii. District Commandant

The approval shall be given by the Commandant General Home Guards. There will be promotion test for this purpose. A minimum of 5 years service is required in the lower ranks for promotion. However, Ex-Serviceman and Ex-Police shall be considered for promotion after 3 years service in lower rank. JCOs may be recruited in the corresponding rank in home guards. All the ranks above the level of home guard volunteers e.g. Company Commander, Platoon Commander, Platoon Sergeant, Section Leader will not be held by any person for more than 3 years in one go.

9. **Weekly Paid Rest to HGVs:-**

The weekly rest to volunteers of UT Home Guards has been accorded by Chandigarh Administration on the pattern of Punjab Home Guards. Therefore, the weekly paid rest to HGVs who perform their duties for six days continuously are only eligible to avail weekly rest. The weekly rest may be marked as "R" in their attendance records.

10. **Uniforms for Home Guards:-**

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 spirit-de-corps among them. This will also help the home guards to be smartly turned out at all appearances and thus win public esteem and appreciation. Therefore, Home guards will wear the proper uniform with smart turn out while on duty.

**11. Grievance Redressal for Home Guards:-**

Once in 2 months, one SP rank officer would hold a Sampark Sabha with all home guards to address their problems.

All the home guards volunteers who have rendered more than 5 years of service and not been promoted, their cases will be studied by a 3 members committee, which will meet once every six months:-

- i. DIG/SSP
- ii. One SP rank officer
- iii. District Commandant

Performance grading of all ranks higher than home guard volunteer upto the level of Company Commander will be done every 6 months by the same 3 members committee. Those found not discharging their duties efficiently, may be discharged of their positions.

**12. Method of Appointments:-**

➤ **Company Commander:** By promotion from Platoon Commander seniority wise with minimum 6 years of service.

➤ **Platoon Commander:** 40% by direct appointment from Graduates:

- ❖ 5% from National/International Sports Person.
- ❖ 5% from SI/ASI.
- ❖ 45% from amongst Armourer (ASI), Havildar Instructors, Quarter Masters, Sergeant mechanism having experience of 5 years.
- ❖ 10% from amongst clerks with 5 years of service.

➤ **Preferences:**

- a. NCC 'B' or 'C' certificate holders.
- b. International Sportsmen.
- c. All Indian sportsmen.

➤ **Clerks:**

- ❖ 80% by direct appointment.
- ❖ 20% by promotion:
  - a. 10% from dispatch riders.
  - b. 10% from class IV employees working at the State Headquarters and the field offices under the control of the Commandant General.

**13. The powers and duties of the officers and employees:**

Sr. No.	Name of the Department		Function and duties (in brief)
1.	Commandant General Home Guards, UT, Chandigarh	1	He is the Head of the Department and responsible for exercising control over all subordinates, taking decision in all policy matter, promotions, postings of volunteers and the transfer of District Commandant Home Guards. He is also the controlling authority of all the funds allotted to the department by Chandigarh Administration,
2.	Additional Commandant General Home Guards, UT Chandigarh	1	He is second in command of Chandigarh Home Guards.
3.	District Commandant Home Guards, UT Chandigarh	1	He is the Officer In-Charge and DDO of Chandigarh Home Guards.
4.	Company Commander (HQs), U.T. Chandigarh	1	He is responsible for the duties relating to the deployment of volunteers force to assist the Chandigarh Police to maintain law and order and other duties, training and making payment of subsistence allowances to volunteers.
5.	PC (HQ)	1	He assists Company Commander (HQ) in his duties to i.e. deployment of volunteers to maintain law and order, to impart the training to the volunteers, to lead the ceremonial parades, etc.
6.	ADC	1	He is an assistant to the District Commandant Home Guards in office Establishment, Accounts works etc.
7.	Havaldar Instructors	1	They give the training to the volunteers and maintain their records.
8.	Quarter Master	1	He looks after the work of Clothing Store articles being issued to the volunteers and keeps the records in this regard and other inventory items.
9.	Home Guards Volunteers	1	They assist the local Police in different types of multifarious duties assigned to them.




14. The procedure followed in the decision making process, including Channels of supervision and accountability:-

Sr. No.	Nature/Type of work	Level at which the case is initiated (name of the post)	Name of the post which deals with the case before the decision making authority)	Level at which decision is made (name of the post)
1.	All policy matters	DCHG	Additional Commandant General Home Guards, U.T. Chandigarh	Commandant General Home Guards, U.T. Chandigarh
2.	Promotions	DCHG	DPC, constituted by CMT. GEN. from time to time	Commandant General Home Guards, U.T. Chandigarh
3.	Transfers and posting of volunteers	DCHG	Additional Commandant General Home Guards, U.T. Chandigarh	Commandant General Home Guards, U.T. Chandigarh
4.	New Proposals	DCHG	Additional Commandant General Home Guards, U.T. Chandigarh	Commandant General Home Guards, U.T. Chandigarh

If, in the opinion of the enrollment authority, the work or conduct of person, during the period of probation is not satisfactory, it may-

- a. If, such person is recruited by direct appointment, dispense with his services or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
- b. If such person is recruited otherwise,
  - i. Revert him to his former post; or
  - ii. Deal with him in such other manner as the terms and conditions of his previous appointment permit.

  
 Commandant General Home Guards-cum-  
 Director General of Police  
 Union Territory, Chandigarh

No. /077-80/bm/ dated Chandigarh the; 11-5-2017

A copy is forwarded to the following for information and necessary action please:-

- 1) Additional Commandant General Home Guards, U.T. Chandigarh
- 2) District Commandant, Home Guards, UT Chandigarh
- 3) Company Commandant (Hqrs), Home Guards, U.T. Chandigarh.