



DIRECTORATE GENERAL OF HOME GUARDS

Government of National Capital Territory of Delhi

CITIZEN CHARTER

1. VISION:

To develop an array of disciplined and trained human resources who could be utilized to promote communal harmony, assist state administration in protection of weaker sections of the society, participate in socio-economic and welfare activities etc through an act of volunteerism and help in sustainable development of society.

2. MISSION:

To enroll volunteers amongst the citizen of Delhi state in a fair and transparent manner, train them adequately in the fields of Fire Fighting, Rescue, First Aid, Communication, Disaster preparedness etc and deploy them with external agencies for maintenance of law and order, Regulation of Traffic, watch and ward duties and other socio-cultural and welfare activities. Besides this Directorate conduct Environmental Marshal Training to the Home Guards as well as private Security Guards, Home Guards men/women and civilian who fulfill the training conditions.

3. THE ORGANISATION:

3.1 BRIEF:

The Delhi Home Guards has been raised under the Bombay Home Guards Act 1947 as extended to the NCT of Delhi in 1959. The Delhi Home Guards Rules were framed in 1959. The Directorate General of Home Guards and Civil Defence was setup in 1964 to strengthen and pursues the aims and objectives of Home guards and Civil Defence in Delhi. But, due to bifurcation of Home Guards and Civil Defence, the Directorate of Civil Defence has started working separately under Divisional Commissioner (Revenue) w.e.f 1st April 2011.

The Department of Home Guards in Delhi is headed by Director General Home Guards who is a Senior I.P.S Officer. He is further assisted by Deputy Director General Home Guards and other senior officers.

Nishkam Sewa Bhawan, CTI Complex, Raja Garden New Delhi-110027

Phone No. – 011-25448148, Fax No. 011-25107058

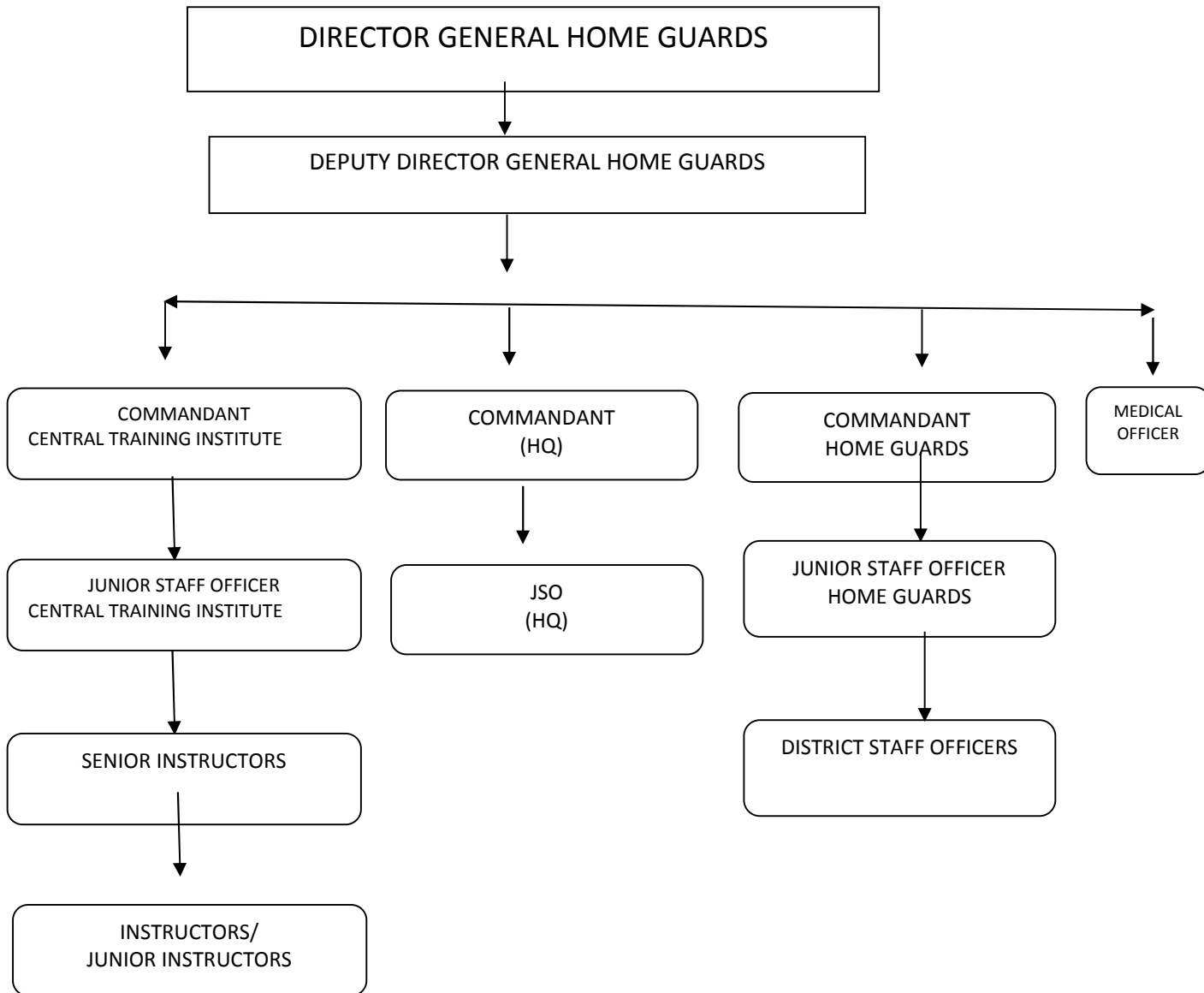
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3.2 HIERARCHY (EX-CADRE STAFF)



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3.3 Other than Ex Cadre staff, the other Cadre staff such as Assistant Accounts Officer, Section Officer, Assistant Programmer, Assistant Section Officer, Senior Assistant and Junior Assistant are provided by GNCT of Delhi.

4 HOME GUARDS ROLES:

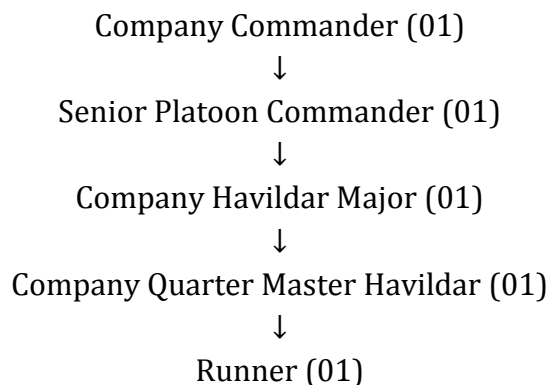
As per the provisions of Compendium of instructions issued by MHA which is revised from time to time, the role of Home Guards is summarized below:-

- (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, an flood, an epidemic and so on.
- (c) Organize functional units to provide essential services such as motor transport, pioneer and engineer groups, fire bridges, 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 scheme and such other tasks as are deemed useful.

4.1 HIERARCHY OF HOME GUARD VOLUNTEERS:-

Total strength of a Company - 110 Personnels

AT COMPANY LEVEL:-(5)



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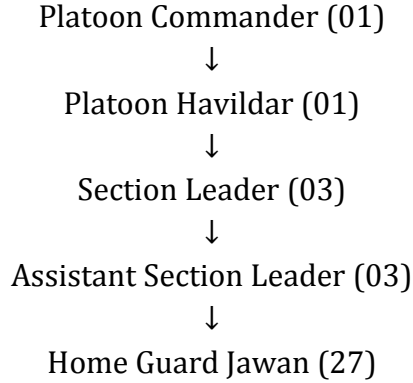
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AT PLATOON LEVEL:- (35*3)



4.2 AUTHORIZED STRENGTH:

Govt. of India vide letter no. Ref/35011/1/87/DDCD (HG)/ND, 14/01/1988 has authorized 10285 Home Guard Volunteers for Delhi.

4.3 ENROLMENT OF HOME GUARDS.

4.3.1 ELIGIBILITY:

All candidates must fulfill the following criterion to become a member of the Home Guards organization:

1. Age 20 -47 yrs for Male and Women.
2. Educational qualification: 10th Pass.
3. Height: Minimum 165 cm for male and 150 cm for female.
4. Must be a resident of Delhi proof of residence required in the form of passport or voter I Card or Aadhar Card or Driving License issued by Transport Deptt. GNCT Delhi or Bank Account in Delhi or any certificate issued by any authority/ Deptt. in Delhi having photographed with residential address.

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4.3.2 SELECTION PROCEDURE

All eligible candidates shall have to appear in written test and only those who qualify in written test as per the merit of 1.5 times of the vacancies for the enrollment of HGs and fulfill the conditions of minimum height shall be permitted for physical endurance test.

4.3.2.1 WRITTEN TEST:

Written Test shall consist of 80 multiple choice objective type questions having one answer each. Candidates shall have to mark the OMR/OCR answer sheet for evaluation through computer.

The general standard is of the level of CBSE class 10th and the following subjects are covered:

- Constitution of India
- Ancient Indian History and culture
- Current Affairs
- Geography and General Knowledge
- Mathematics
- General Science
- History culture & Topography of Delhi
- Logic and reasoning

4.3.2.2 PHYSICAL ENDURANCE TEST

- **Race:** Distance One Km. for male candidates & 800 meters for female candidates. **Qualifying** time 5 min 30 Seconds for who are within the age group of 20 years – upto 35 years and 06 min. 30 Seconds for who are within the age group of 35 years- and above.

There is video coverage with audio of physical measurement, endurance test, written test & race at Starting/finishing point to ensure transparency. Appeals/Complaints shall be disposed off promptly.

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Height:

5'5" (165 cms) for male

4'11" (150cms) for female candidates

Qualifying
qualifying

BONUS MARKS

Maximum 20 Bonus marks may be awarded as per following.

Candidates seeking bonus marks shall submit the original certificate during checking of documents and the physical Board nominated shall scrutinize and allot bonus marks accordingly.

NCC Certificate 'C' Class	05 Marks
NCC Certificate 'B' Class	03 Marks
NCC Certificate 'A' Class	02 Marks

Bonus marks for Discharged Home Guards

Discharged Home Guard Volunteer Should be given
Weight- age during enrollment having 03 Years
of experience.

15 marks

Bonus marks for CTI/NCDC Nagpur/Bangalore courses(05 marks maximum)

Any 02 advance courses from CTI or
Part Time Instructor Course or
Any 01 course from NCDC Nagpur/Bangalore.

05 Marks

Bonus marks for Experience in Civil Defence (5 Marks maximum)

03 years and above experience as Civil Defence
Volunteer/ Warden in Delhi

05 Marks

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4.3.2.5 MEDICAL FITNESS REPORT

The Candidates should be physically fit and mentally alert. He shall submit the Performa duly filled & signed by a Registered Medical practitioner (MBBS) (ANNEXURE 1)

Medical form will be issued to the candidates on the day of written test and shall be submitted by the selected candidates during the stage of document verification.

4.3.2.6 VERIFICATION OF CHARACTER AND ANTECEDENTS:

A satisfactory character and antecedents report from local police is mandatory for all eligible candidates selected for enrolment. (ANNEXURE II)

Police Verification Performa will be issued to the candidates on the day of written test and shall be submitted by the selected candidates at the stage of document verification. These shall then be sent to concern Distt. DCP's through DSO's (HG).

4.3.3 SELECTION BOARD

The selection board constituted by order no F-1/1/2002-HG/3683 dated 3/7/2002 shall be responsible for the successful conduct of the written and outdoor tests, the scrutiny of record, award of bonus marks tabulation of results and declaration of result after approval by DGHG. The selection Board shall comprise of the following officers:-

- | | |
|--|----------|
| a) Commandant Home Guards (CHG) | Chairman |
| b) Representative of the Delhi Police not below the rank of ACP | Member |
| c) Representative of the Divisional Commissioner not below the rank of SDM | Member |

4.3.4 CONTROLLER OF EXAMINATION

The Deputy Commandant General Home Guards/Deputy Director General Home Guards Shall exercise overall supervision over the Selection Board, Procedure and conduct of the various stages of enrolment for the purpose of ensuring compliance of Govt. / Deptt. Orders. The Controller of Examinations shall set the time tables and venues for the conduct

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of the examinations in consultation with the Selection Board. He shall nominate officers for conduct of physical test, written test and document verification. He shall also liaise with Delhi Police to expedite verification of antecedents & character of the selected candidates.

4.3.5 ADVERTISEMENT / PUBLICITY FOR ENROLMENT PROCESS

The recruitment process shall be initiated after obtaining the approval of Govt. of NCT of Delhi. Commandant Home Guards shall prepare the schedule for enrollment and issue press release in minimum Two daily newspapers on in English, Hindi, Urdu & Punjabi indicating number of vacancies and eligibility criteria. 30 day of period shall be made available for sale & submission of application forms from the date of publication. Wide publicity shall be given through notice board at all offices of the Directorate General in Delhi. Information shall also be displayed at official website of the directorate.

4.3.6 VIGILANCE & SECRECY OFFICER

Any officer of directorate nominated by the DGHG as the Secrecy Officer shall be responsible for ensuring the secrecy of result of various tests & marks at all stage & also for the smooth functioning and professional integrity at all levels including those deputed from outside Departments for the assistance of the Selection Board in the various stages of the enrollment process as mentioned in the Standing Order. In case of a specific complaint from a candidates or department official of any other reliable source; it shall be the duty of the Vigilance Officer to take required measures immediately, under information to the DDGHG/DGHG.

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4.4 ALLOWANCES TO HOME GUARDS

As per latest Govt. instructions whenever Home Guards Volunteer are called out for duty in any organization, they are entitled for the following allowances:-

Basic Pay	Rs. 18000/-
*DA @9%	Rs. 1620/-
Conveyance Allowance (Rs. 40/- Per Day)	Rs. 1200/-
Total:-	Rs. 20, 820/-

*DA will increase as per order of Delhi Govt.

Daily Duty Allowances: Rs. 20,820/30 (30 days a month) = Rs. 694/- Per day

Note: i) These allowances/DA are revised from time to time by the Govt. of Delhi. The user agency is liable to pay arrears of allowances, if any, occurred due to change of allowances by competent authority.

ii) Additional Duty Hours (beyond 8 Hours of duty) is calculated on pro-rata basis.

iii) This washing allowance will be subsumed in a single dress allowance vide GNCT of Delhi letter no F.1/65/2015/HG/3257 dated 18.05.2018 in the financial year 2018-2019.

iv) Payment of Dress Allowance to the Home Guards Volunteers = Rs. 13.70/- per day.

4.5 HOME GUARDS WELFARE AND BENEVOLENT FUND

The objects of the Delhi Home Guards Welfare and Benevolent Fund Shall be to provide financial assistance for the following purposes: -

- (i) One time grant to the dependent of a Home Guard dying on duty or training
:Rs. 30,000/-
- (ii) One time grant to an injured/disable Home Guard who sustains injury/is disabled
 - (a) In case of Minor injuries Rs. 1,500/-
 - (b) In case of Major injuries Rs. 5,000/-

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- (iii) One time grant to the Home Guards in distress, while on duty/training, subject to a maximum of Rs. 1,000/- Rs.
- (iv) Monetary lump sum grant to the children of deceased/disabled Home Guard for purchase of Books.
- (v) One time grant for the marriage of only one daughter of a deceased/disabled Home Guard Rs. 10,000/-
- (vi) Grant for money earning devices and machines to the widow/family of deceased/disabled Home Guards for their livelihood, in deserving case, subject to a maximum of Rs. 2,000/- lump sum.
- (vii) To provide funds for welfare activities including welfare centre at the Home Guards units/Central Training Institute/District Training Centers.
- (viii) To promote sports, cultural educational, recreational activities including provisioning of information/recreational rooms and libraries in the Home Guards Units/Central Training Institute/District Training Centers.

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4.6 Ex- GRATIA TO HOME GUARDS.

The payment of compensation in the form of ex-gratia lump sum to the member of the Delhi Home Guards in the following circumstances, namely:-

(a)	Death occurring due to accident in the course of performance of duties.	Rs. 10.00 lakhs
(b)	Death occurring in the course of performance of duties attributable to acts of violence by terrorists, anti-social elements, etc.	Rs. 10,00 lakhs

The payment of compensation in the form of ex-gratia lump sum to the member of the Delhi Home Guards who suffer injuries while on duty or under training, namely:-

Sl No.	Nature of injury suffered	Amount of Compensation
1.	Loss of both eyes	Rs. 2,00 lakhs
2.	Loss of one eye	Rs. 1,00 lakh
3.	Loss of two limbs	Rs. 2,00 lakhs
4.	Loss of one limb	Rs. 1.00 lakh
5.	Grievous hurt as defined in the Indian Penal Code other than above	Rs. 30,000/-

The payment of the compensation specified above and payable in the form of ex-gratia shall be made by the Departments/Organizations/Agencies at whose request the Home Guards thus affected were called up for duties.

4.7 INSURANCE FACILITIES TO HOME GUARDS:

(On their Willingness with premium to be paid by Individual).

GENERAL TERMS AND CONDITIONS

1. Sum insured Rs. 10,00,000/- (TenLacs per Home Guard)
2. Group personal accidental insurance policy. (Named Policy)
3. Addition/Deletions during the policy on Pro-rata are allowed.
4. All other terms and conditions are same as per Group Personal Accident Policy.

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ACCIDENTAL COVERAGE

1. Accidental Death (100% of sum insured)
2. Permanent Disablement
 - (a) Loss of two limbs, two eyes or one limb and one eye 100% of sum insured.
 - (b) Loss one limb or one eye 50% of sum insured.
3. Permanent total disablement from injuries other than named above 100% of sum insured.
4. Additional medical benefits medical expenses arising out of accident maximum up to 10% of capital sum insured or 40% of admissible claim whichever is lower.

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4.8 UNIFORM TO 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 esprit-de-corps among them. This will also help the Home Guards to be smartly turned out at all appearances and thus win public esteem and appreciation.

Home Guards Volunteers has been authorized to get Rs. 5000/- per annum as Dress Allowance in lieu of uniform articles.

Payment of Dress Allowance to the Home Guards Volunteers:

As per the Delhi Govt. letter no. F.1/65/2015/HG/3257 Dated 18/05/2018. The Director General of Home Guards Delhi is pleased to grant Dress allowance to the Home Guards Vols. at the rate of Rs. 5000/- per annum (Rs. 13.70/- per day rounded of) w.e.f. 01 July 2018 to 30 June 2019.

1.	Dress Allowance per Annum	Rs. 5000/-
2.	No. of days in year	365 days
3.	Dress Allowance per day	Rs. 13.698. or Rs. 13.70/- per day

4.9 LOCATION OF DISTRICT OFFICES:

DETAIL OF DISTRICT OFFICES CONTACT NO. ADDRESS		
S NO.	NAME OF THE DISTT.	ADDRESS & TELEPHONE NO. OF THE DISTT.
1	CENTRAL	A-BLOCK, 2ND FLOOR, I.T.O., VIKAS BHAWAN, NEW DELHI-110002 OFFICE TELE.NO.23378425
2	SOUTH WEST	THANA DELHI CANTT. OLD BUILDING DELHI CANTT, NEW DELHI-110010. OFFICE TELE NO.25089517
3	EAST	A-BLOCK, 2ND FLOOR, VIKAS BHAWAN I.T.O., NEW DELHI-110002 OFFICE TELE.NO.23378425
4	SOUTH-EAST	PS DEFENCE COLONEY BACK SIDE N.DELHI TELE NO. 26258100

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5	OUTER	PITAM PURA POLICE LINE BARRICK NO-2, 3RD FLOOR, DELHI-110034, TELE NO.27018363
6	NORTH	PS SADAR BAZAR BACK SIDE POLICE STAFF QUATOR GROUND FLOOR, DELHI TELE NO.23610881
7	WEST	PS, JANAK PURI 2ND FLOOR, DELHI TELE NO.25593206
8	NEW DELHI	POLICE SATAION TOUGLAK ROAD, GROUND FLOOR, DELHI TELE NO. 011-23342754
9	NORTH- EAST	POLICE STATION SHAHADARA, DELHI. TELE NO.22324340
10	NORTH- WEST	PS,PUNJABI BAGH BACK SIDE GROUND FLOOR N.DELHI TELE NO.25223168
11	SOUTH	PS, HOUZ KHAS BACK SIDE POLICE STATION, GROUND FLOOR, NEW DELHI. TELE NO.26562287
12	SHAHADRA	PS, SEEMA PURI, 3 rd FLOOR, DELHI. TELE No. 22575178
13	ROHINI	DCP OFFICE TRAFFIC 2 ND FLOOR. ROHINI NEW DELHI- 110085 TELE No. 27061606
14	DWARKA	PS DWARKA, SECTOR-09 SOUTH 3 RD FLOOR, NEW DELHI, TELE NO.25089517
15	OUTER- NORTH	DCP OFFICE TRAFFIC 2 ND FLOOR. ROHINI NEW DELHI- 110085 TELE No. 27061606

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4.10 TERMS AND CONDITIONS OF ENGAGEMENT OF HOME

1. Delhi Home Guards Organization was raised by an act of Parliament "The Bombay Home Guards Act, 1947 (Bombay act No. III of 1947)" as extended to the Union Territory of Delhi, and is governed by Delhi Home Guards Rule 1959.
2. As per extant rules, the Home Guards Volunteers are provided to :-
 - (a) Serve as an auxiliary to the police and assist in maintaining internal security.
 - (b) Assist the community in any kind of emergency and air raid, a fire. A flood. An epidemic and so on.
 - (c) Organize 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 installation 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.

Note: Under no circumstances, a HG Volunteer will be asked to perform menial work official or personal.

3. As per the Govt. instructions, whenever HG Volunteers are called out for duty in any organization/ user agency, they are entitled for the following allowances:-

Basic Pay	Rs. 18,000.00
*DA@ 9%	Rs. 1620.00
Conveyance Allowance (Rs. 40.00 per day)	Rs. 1,200.00
TOTAL	Rs. 20,820/-

*DA will increase as per order of Delhi Govt.

Daily Allowances: Rs. 20,820/30 (30 days a month)= Rs. 694/- Per day

Note: i) These allowances/DA are revised from time to time by the Govt. of Delhi. The user agency is liable to pay arrears of allowances, if any, occurred due to change of allowances by competent authority.

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ii) Additional Duty Hours (beyond 8 Hours of duty) is calculated on pro-rata basis.

iii) This washing allowance will be subsumed in a single dress allowance vide GNCT of Delhi letter no F.1/65/2015/HG/3257 dated 18.05.2018 in the financial year 2018-2019.

iv) In addition above, payment of dress allowance to the HG Vols. Rs-13.70/- per day.

4. To facilitate the administrative work, the user department is also required to pay for those Home Guards Volunteers who work as supervisory staff, the calculation of which is as follows:-

SN.	Particulars	Strength	Remarks
5.	Company Strength	110	
U	1. Company Commander (C.C)	01	
s	2. Company Messenger	01	
e	3. Platoon Commander (P.C)	03	
r	4. Platoon Messenger	03	
a	5. Effective HG Volunteers on duty	102	
g	G.TOTAL	110	
e			
n			
c			
y			

is required to deposit the amount for 3 months in advance. The deployment of Home Guards Volunteers will be automatically stopped, if advance payment for subsequent months is not received in time.

6. In case of death or injury while on active or non- active duty, a Home Guard Volunteer is entitled for compensation at the rates as determined by the Govt. If NCT of Delhi, from time to time. This compensation is to be paid by the organization using the services of the Home Guards Volunteers.
7. The name and telephone number of the designated officer responsible for making the payment for deployment of volunteers should be intimated to this Directorate.
8. The user agency is required to provide the list of place of duties along with the number's of Home Guards Volunteers proposed to be deployed at each place of duty, so that the Home Guard Volunteer may be posted near to their place of residence.

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9. User department will nominate suitable officer/company who will verify the attendance of Home Guards Volunteer, for timely disbursement of duty allowances.
10. It will be the responsibility of the user department to supervise the day-to-day work and conduct of the Home Guards Volunteer deployed for duty. On the recommendation of the user department, this directorate may, if deemed fit, take necessary disciplinary action against volunteer. However, once Home Guard Volunteer is discharged, this organization doesn't have any administrative and financial control over the volunteer.
11. Since a Home Guards Volunteers is enrolled for certain period and thereafter he is automatically discharged from the organization, the directorate will not be responsible for payment of any compensation, for his act of omission and commission to the user department.
12. The Home Guard Volunteers are not a Govt. Servant, and hence their role and responsibility maybe limited to that extent, particularly in matter related to court.
13. The user department is to provide facilities like office space, stationary, Photostat etc. to prepare the bills, duty roaster, bank lists and other matters related to administrative work.
14. Against the requisition of _____ Home Guards Volunteers, the user agency is required to deposit an advance of Rs. _____ (Rupees _____ only) with "DDO" Directorate General of Home Guards Delhi" before deployment of Home Guards Volunteers. The process of deployment will start after receipt of the stipulated amount.

4.11 TENURE OF HOME GUARDS

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The term of office of a member of the Home Guards shall be three years provided that the appointment of any such member may, at any time be terminated by the Commandant General or the Commandant, as the case may be, before the expiry of the term of office

- (a) By giving one month's notice, or
- (b) Without such notice, if such member is found to be medically unfit to continue as a member of Home Guards.

4.12 RE-ENROLMENT OF HOME GUARDS

Home Guards who complete their tenure of 03 years with the satisfaction of Competent Authority, their tenure may be extended for further 02 yrs.+1yr.+1yr.+2yrs=09yrs. subject to fulfilling the eligibility criteria i.e. physical fitness, work conduct integrity etc .

4.13 REHABILITATION OF DISCHARGED HOME GUARDS

The Directorate has planned many schemes for rehabilitation of home guards, this includes the following:

1. Home Guards are being trained in advance courses on fire fighting, rescue, first aid, communication, disaster management/preparedness etc.
2. Security Agencies are provided with the details of discharged Home Guards and vice versa for many job opportunities.
3. The discharged home guard's volunteers may apply as fresh candidate as per the notification no. F1/16/07/HG/8409 dated 24.12.2013.
4. In order to rehabilitate the Ex- Home Guards to provide employment opportunity, Directorate General of Home Guards GNCT Delhi had undertaken a measure to impart training so as to enable them to work as private security guards. The said training is mandatory as per PSARA ACT Private Security Agencies (Regulation) Act, 2005 to undergo for job. The Department is charging Rs. 3000/- for the candidate taking up the said training but the same was waived-off for Ex- Home Guards and training was imparted free of cost to the interested candidates.

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5. Department has Submitted proposal to GNCT Delhi. for providing reservation to Home Guards Volunteers in Group “C” and “D” posts i.e. Delhi Police and other Departments.

5. CENTRAL TRAINING INSTITUTE

Central training institute provides Basic Training to Home Guards and conducts advance Training Courses for Home Guards & Civil Defence volunteers and paid staff.

The following courses are conducted by Central Training Institute on regular basis

- (i) Basic Training for Home Guards for 36 working days.
(ii) This Department provides Advance Training to Civil Defence/Home Guard volunteers and paid staff covering the basic knowledge of Fire, First Aid & Rescue and other related activities during a Calamity/Disaster. The details of courses are given below:-

5.1 COURSES CONDUCTED AT CTI, RAJA GARDEN DELHI

5.1.1 A. BASIC COURSES.

B. ADVANCE COURSES FOR HOME GUARDS/CIVIL DEFENCE VOLUNTEERS

S.No.	NAME OF COURSE
1	DISASTER PREPAREDNESS COURSE FOR HG & CD
2	FLOOD DISASTER PREPAREDNESS COURSE FOR HG & CD
3	EARTHQUAKE DISASTER PREPAREDNESS COURSE FOR HG & CD
4	WARDEN SERVICE COURSE FOR CD
5	COMMUNITY ORIENTED POLICING SERVICE (COPS) FOR CD
6	SELF DEFENCE COURSE FOR WOMAN HG & CD
7	NBC DISASTER PREPAREDNESS COURSE FOR HG & CD

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8	SEARCH & RESCUE COURSE FOR HG & CD
9	FIRE-FIGHTING COURSE FOR HG & CD
10	COMMUNICATION COURSE FOR HG & CD
11	PART TIME INSTRUCTOR COURSE FOR HG & CD
12	BASIC COMPUTER COURSE FOR HOME GUARDS
13	REPUBLIC DAY CAMP (as per requirements)
14	RAISING DAY CAMP (as per requirements)
15	INDEPENDENCE DAY CAMP (as per requirements)
16	BASIC PIPE BAND TRAINING FOR HG & CD
17	BASIC BRASS BAND TRAINING FOR HG & CD
18	CERTIFICATE COURSE ON FIRST-AID FOR HG & CD
19	HOME NURSING COURSE
20	BASIC TRAINING FOR HOME GUARDS (as per requirements)
21	JUNIOR LEADERSHIP COURSE FOR HOME GUARDS (as per requirements)
22	BASIC LEADERSHIP COURSE (as per requirements)
23	ADVANCE LEADERSHIP COURSE (as per requirements)
24	ENVIRONMENTS MARSHAL TRAINING FOR HOME GUARDS
25	PRIVATE SECURITY GUARDS TRAINING

Eligibility

1. Basic Training of Civil Defence/Home Guards.
2. Other conditions as per annual training calendar

Nishkam Sewa Bhawan, CTI Complex, Raja Garden New Delhi-110027

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Email – dghome@nic.in



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5.1.2 SPECIALISED COURSE AT CTI, BANGLORE

A. All India Watermanship Course in the Month of May & September

Eligibility

1. As per course fixed by CTI, BANGLORE
2. Other conditions as per annual calendar

5.1.3 ADVANCE COURSES AT NDRF (NCD) ACADEMY NAGPUR.

Sl. No.	Name of Course
1	CIVIL DEFENCE INSTRUCTORS
2	EMERGENCY OPERATIONS CENTRE MANAGEMENT
3	EARTHQUAKE DISASTER RESPONE
4	CIVIL DEFENCE DISASTER MANAGEMENT
5	BIOLOGICAL INCIDENT FIRST RESPONDERS
6	COMMUNICATION FOR CD TRAINERS
7	TOT IN DISASTER PSYCHO-SOCIAL INTERVENTION
8	INCIDENT COMMAND MANAGEMENT SYSTEM
9	TOT ON CIVIL DEFENCE
10	MEDICAL LIFE SUPPORT
11	UNEXPLODED BOMBS AND EXPLOSIVE SAFETY
12	FLOOD/CYCLONE DISASTER RESPONDERS
13	COLLAPSED STRUCTURE SEARCH AND LOCATION
14	TOT ON RADIOLOGICAL & NUCLEAR EMERGENCIES
15	INDUSTRIAL DISASTER MANAGEMENT

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16	CHEMICAL DISASTER FIRST RESPONDERS
17	MEDICAL OPERATIONS AGAINST WMD FOR DOCTORS
18	EMERGENCY RESPONSE TO RAIL TRANSPORT ACCIDENTS
19	ADVANCE SEARCH & RESCUE
20	NATIONAL SEMINAR ON DISASTER MANAGEMENT
21	AUXILIARY FIRE FIGHTING
22	DISASTER MANAGEMENT FOR SENIOR EXECUTIVES FROM GOVT. & INDUSTRIES
23	COMMUNITY DISASTER PREPAREDNESS FOR WARDENS

Eligibility

1. as per course fixed by NCDC, Nagpur
2. Other conditions as per annual calendar

6. CITIZEN FACILITATIONS COUNTER

The Directorate has developed a citizen facilitation counter at the entrance of the main Administrative Block.

7. GRIEVANCE REDRESSAL

The Directorate maintains a committee for complaints on sexual harassment whose members are changed from time to time. The latest information at any time could be received from Facilitation counter.

For grievance redressal the aggrieved person may submit his grievance to Vigilance officer, Sh. D. S. Rawat, CCTI, Telephone No. 25150481 email ID: dghome@nic.in

The time frame of general category of grievance redressal is 30 days. However, specific grievances may take more time which shall be communicated to the aggrieved person within 30 days.

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8. SUGGESTIONS

The citizens and the stakeholders may send their suggestions for improving the functioning and transparency of this Department on our email address: dghome@nic.in

While sending suggestions the senders are requested to mention their Name, Contact Number, email address etc so that a feedback on their suggestions could be provided to them.

9. WEBSITE

This Directorate maintains a website at <http://www.delhihomeguards.nic.in> or under department at Delhi govt. portal [www. Delhigovt.gov.in](http://www.Delhigovt.gov.in).

All information on the department could be accessed through the website and various forms and information could be downloaded.

10. RIGHT TO INFORMATION

As per the provision of RTI Act 2005 the details are as follows:

Sl. No.	Name	Designation
1.	Sh. Pramod Kumar Khatri, SO	APIO
2.	Sh. D. S. Rawat, CCTI	PIO
3.	Sh. J. K. Sharma, DGHG	1 st Appellate Authority

An applicant seeking information related with this Deptt. may address his application to PIO of this office and if not satisfied with his reply may prefer an appeal to the first appellate authority.

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