



GOVERNMENT OF ORISSA

**GUIDELINES FOR UTILISATION
OF
HOME GUARDS FOR SECURITY AND
FOR A TROUBLE FREE WORK FORCE**

HOME (CIVIL DEFENCE) DEPARTMENT

GUIDELINES FOR UTILISATION OF HOME GUARDS FOR SECURITY AND FOR A TROUBLE FREE WORK FORCE

What is Home Guard ?

The 'Home Guards' is basically a voluntary Organisation and Governed by the Orissa Home Guards Act and Rules made thereunder. A Home Guard is a member of a volunteer body called the Home Guards, which discharge such functions and duties in relation to protection of persons, security of property and public safety and such other functions as may be assigned to them in accordance with the provisions of the Act and the Rules framed thereunder.

Role of the Home Guards.

2. The Home Guards are treated on par with, but secondary to, the general police. They are efficient and disciplined within their sphere of duties and adequately trained. The aims and objectives of the Home Guards are:—

- (a) to serve as an auxiliary to the police and generally help in maintaining internal security as well as Law and Order,
- (b) to help the community in any kind of emergency—air raid, fire, flood, epidemic and the like,
- (c) to maintain 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) to promote communal harmony and give assistance to the administration in protecting weaker sections of the society,
- (e) to participate in socio-economic and welfare activities such as adult education, health and hygiene, implementation of development scheme and such other tasks as are deemed useful,
- (f) to undertake such other works as may be assigned by the Commandant of Home Guards so as to ensure better utilisation of manpower available with the Home Guards.

3. (i) The services of Home Guards can be placed at the disposal of Government departments and public and private organisations in furtherance of the objectives of the Home Guards, if they so requisition.

(ii) The requisitioning authorities get the following benefits in utilisation of Home Guards in Departments of Government/Government Undertakings/Private Bodies :—

- (a) Home Guards provide disciplined and trained men for work,
- (b) A Home Guard can work under the supervision of the Local Police,
- (c) The inefficient and troublesome elements can also be replaced with the least trouble,
- (d) Home Guards can be replaced through rotation of duties in every 3 months or so, so that vested interests do not develop,
- (e) There is no burden of maintaining books for the purposes of labour and industrial laws,
- (f) There is no botheration about establishment aspects of the Home Guards as they are looked after by the Superintendent of Police, who is *ex officio* Commandant, Home Guards of the districts,
- (g) The Home Guards can be utilised on manual jobs like plantation work, watering plants, etc. besides usual guard duties, traffic control, patrolling, etc.,
- (h) Last but not the least the requisitioning authorities will be helping the State in keeping its second line of Policemen constantly engaged and in a State of preparedness for any emergency.

Remuneration and other facility to Home Guards while they discharge duties in uniform.

4. (i) The requisitioning authority has to make provision for the following dues and perquisites if he wants armed Home Guards or Home Guards in uniform—

- (a) Duty call allowance of Rs. (22) per 8 hours duty to each Home Guard,
- (b) Capitation charges towards training and equipments at the rate of Rs. (10) per Home Guard per day to be deposited in Government Treasury as State revenue,
- (c) Washing charge of Rs. 5 per week to each Home Guard,

Rs. 20/-

(d) Safe custody of arms and ammunitions.

Remuneration for duty without uniforms.

(ii) The scale of payment and perquisites are different in case Home Guards are utilised without uniforms, e. g., in works like labour plantation which involves manual labour;

Rs. (25) per day per head for 8 hours.

Common remuneration and facilities in respect of uniform and non-uniform duties for Home Guards.

5. There are some common expenditures to be incurred by requisitioning authority whether Home Guards are in uniform or not.

- (a) Actual journey expenses of Home Guards from their Police Station to place of duties,
- (b) Free transport from camp to duty place to bring mess commodities etc.
- (c) Barrack accommodation if a number of Home Guards is requisitioned @ 50 Sq. ft. per head in case they are to be stationed away from a town,
- (d) Transport facilities from camp to duty place if it is more than 4 Kms.
- (e) Food packet allowance at the rate of Rs. (8) per day per head if Home Guards and Supervising staff perform duties for more than 8 hours.
- (f) When a party of more than 30 Home Guards are deputed to work in one batch, a Police Officer of S. I./A. S. I. or equivalent rank can be deputed to command them. The cost for such deputation which works out to an average of Rs. 2,260 for S. I. and Rs. 2,015 for A. S. I. per month to be paid by the indenting party.

Accounting procedure.

6. The dues are to be paid through bank draft issued in favour of the Commandant, Home Guards concerned who on his part ensures payment to Home Guards.

How to requisition the services of Home Guards/duties of Requisitioning Officers

7. Whenever any Department of Government, Public Undertaking, Private Agency or Organisation needs the services of Home Guards, they can write to or contact the Superintendent of Police of the concerned district, who is the Commandant of Home Guards of that district to depute required number of Home Guards.

In the requisition, they should mention the number of Home Guards required, the type of works in which such Home Guards would be engaged and the place at which the Home Guards are required to be stationed. The Requisitioning Authorities should indicate their willingness to pay the usual charges which they would be required to deposit with the Superintendent of Police of the district concerned.

The duties of the Superintendent of Police and *ex officio* Commandant Home Guards to meet the requisition for Home Guards.

8. (a) The Commandant, Home Guards on receipt of the requisition from any Department, Public Undertaking or other agency will immediately intimate the availability or otherwise of the required number of Home Guards for such deputation and shall also intimate the details of the dues which the Requisitioning Authorities will have to pay and other conditions which the Requisitioning Authorities have to fulfil. On receipt of consent for payment of fees and fulfilment of other conditions, the Commandant, Home Guards should immediately depute the required number of Home Guards and ensure that they discharge their duties properly and adequately.

(b) The Commandant, Home Guards will also be responsible for proper supervision of the works and duties of the Home Guards so long as they work under the Requisitioning Authorities.

Proper utilisation of Home Guards,

9. It should be ensured by all concerned that Home Guards are utilised for the purposes for which they are deputed. Home Guards should not be misutilised.

Difficulties in the matter of utilisation of Home Guards.

10. (a) Any difficulty in the matter of deputation of Home Guards, their replacement infliction of punishment or payment of remuneration etc., should be brought to the personal notice of the Superintendent of Police, i. e., Commandant, Home Guards of the concerned districts.

(b) If there is any complaint regarding the conduct of any officer connected with Home Guards and it requires handling beyond the Superintendent of Police the matter may be brought up to the notice of D.-G. of Police-cum-Commandant-General, Home Guards, Cuttack or Home Secretary, Bhubaneswar.