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PART III
HARYANA GOVERNMENT
HOME DEPARTMENT

Notification

The 6th May, 1980

No. G.S.R. 55/H.A. 31/74/S. 11/80.—In exercise of the powers conferred by section 11 of the Haryana Home Guards Act, 1974, and all other powers enabling him in this behalf, the Governor of Haryana, hereby makes the following rules, regulating the enlistment and training of persons enlisted as Home Guards, namely:—

1. (1) These rules may be called the Haryana Home Guards Rules, 1980. Short title.

(2) These shall apply only to the part-time employees. ✓

2. In these rules, unless the context otherwise requires,— Definitions.

(a) "Act" means the Haryana Home Guards Act, 1974,

(b) "Appendix" means an appendix to these rules,

(c) "Commandant-General and Deputy Commandant-General" respectively means Commandant-General, Home Guards, Haryana, and Deputy Commandant-General, Home Guards, Haryana, appointed under the Act,

(d) "Gazetted Officer" means a wholetime officer of the status specified below and includes an officer of the status notified as gazetted by the Government:—

(i) Commandant-General and Director, Civil Defence;

(ii) Deputy Commandant-General and Deputy Director, Civil Defence;

(iii) Commandant, Combined Training Institute;

(iv) Senior Staff Officer;

(v) Junior Staff Officer;

(vi) Accountant-cum-Administrative Officer;

(vii) District Commandant;

(viii) District Relations Officer;

(ix) Chief Instructor;

(x) Medical Officer;

(xi) Deputy Controller, Civil Defence;

(e) "Government" means the Government of the State of Haryana,

(f) "Home Guards" means the Haryana Home Guards constituted under section 3 of the Act,

(g) "N.C.Os." means Non-Commissioned Officers from Sub-Section Leader to Havaldar.

(h) "Non-Gazetted Officer" means a wholetime officer of the status specified below:—

- (i) Centre Commander; a n
- (ii) Company Commander; o f
- (iii) Administrative Subedar; A. S.
- (iv) Quarter Master Subedar; W. S.
- (v) Senior Instructor; i n
- (vi) Store Officer; s l
- (vii) Platoon Commander/Civil Defence, Instructor; U. S.
- (viii) Quarter Master Sergeant; U. S.
- (ix) Deputy Store Officer; U. S.
- (x) Store Superintendent, Civil Defence.

Wings of
Home
Guards.
Section 11
(2) (a)

3. (1) There shall be the following two wings of the Home Guards, namely:—

- (i) Urban Wing, Home Guards, Unit I,
- (ii) Rural Wing, Home Guards, Unit II.

(2) Subject to the overall control of the State Government, the control of Home Guards shall vest in the Commandant-General.

(3) The Government may appoint such number of officers as it may think fit for the purpose of assisting the Commandant-General and may assign to them such ranks and such duties as it may think fit.

Organisation
of Home
Guards.
Section 11
(2) (b)

4. (1) The Home Guards shall be organised in sections, each section consisting of a Section Commander, Assistant Section Commander and nine Home Guards volunteers. Three Sections shall be combined to form a Platoon. For each Platoon there shall be a Platoon Commander and a Platoon Havaldar. Three Platoons shall constitute a Company. The Company Headquarters shall consist of a Company Commander, Company 2nd in Command, Company Havaldar-Major, Company Clerk and one Company Quarter Master and a Runner. The overall strength of a Company shall be one hundred and ten.

(2) At the State Headquarters, Commandant-General, Deputy Commandant-General, three Senior Staff Officers and three Junior Staff Officers together with appropriate office and supervisory staff shall be appointed.

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(3) At District Headquarters, the District Commandant, Home Guards of the status of Deputy Superintendent of Police will be appointed. He shall be assisted by the Assistant District Commandant, Home Guards together with office staff.

5. The enrolment form of members shall be as given in Appendix 'A'. Enrolment Form Section 11 (2) (b)

6. The strength of each Wing of the Home Guards shall be such as may be fixed by the Government from time to time. Strength of Home Guard Section 11 (2) (b)

7. (1) No person shall be enlisted as a member unless he is,— Eligibility Section 11 2 (b)

- (a) a citizen of India; or
- (b) a subject of Nepal; or
- (c) a subject of Bhutan; or
- (d) a Tibetan refugee, who came over to India before 1st January, 1962, with the intention of permanently settling in India; or
- (e) a person of Indian Origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India:

Provided that a person belonging to categories (b), (c), (d), (n), (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) No person shall be enlisted as a member, unless he produces a certificate of character from the principal academic officer of his university, college, school or institution last attended, if any, and similar certificates from two other responsible persons, not being his relatives who are well acquainted with him in his private life and are unconnected with his university, college, school or institution. from the H/G or S/G, in which he is wholly or partly employed

8. No person shall be enlisted as a member unless he has attained the age of eighteen years and is below fifty years: Age Limit Section 11

12A

11A

Provided that the age limit prescribed above may be relaxed by the Commandant-General in suitable cases.

Medical
fitness
Section 11
(2) (b).
Preference
to Ex-Sold-
iers and
Ex-Police-
men Section
11 (2) (b).
Employees
members
Section 11
(2) (b).

9. No person shall be enlisted as a member in any Unit of Home Guards unless he is declared medically fit.

10. In enlisting members preference shall be given to trained ex-soldiers, ex-I.N.A. personnel, ex-Policemen and National Cadet Corps Trained personnel.

11. Such Government employees or other employees as could be made available by their respective employers in the case of emergency may be enrolled as supernumerary or regular members with the permission of the head of the office in the case of government employees and the employer in the case of other employees.

12. The appointment of Honorary Gazetted Officers shall be made by the Government.

Appoint-
ment of
Honorary
Non-Gazet-
ted Officers
and Mem-
bers Section
11 (2) (b)

Appoint-
ment of
Honorary
Non-
Gazetted
Officers and
Members
Section 11
(2) (b).

13. All non-gazetted officers as well as members shall be appointed by the District Commandant on the recommendations of a Selection Committee consisting of—

- (i) a representative of Commandant-General, Home Guards, Haryana;
- (ii) concerned Unit Commander; and
- (iii) District Commandant.

Pay and
allowances
Section 11
(2) (b).

14. The pay, allowances and amenities, if any, admissible to the members, including Gazetted and non-gazetted officers shall be such as may be determined by the Government from time to time.

Members to
take oath
of loyalty
Section 11
(2) (b).

15. Every member on appointment and before receiving a certificate as provided hereinafter shall take the oath of allegiance in such form as may be specified by the Government in that behalf.

Members to
receive
certificate
of appoint-
ment
Section 11
(2) (b).

16. (1) Every member shall on his appointment receive a certificate in the form given in Appendix 'B' under the signature of District Commandant by virtue of which he shall be vested with the powers, functions and privileges of a police officer.

(2) A certificate referred to in sub-rule (1) shall cease to have effect whenever the person named in it ceases, for any reason, to be a member, and on his ceasing to be a

member, such certificate shall forthwith be surrendered by him to an officer empowered by the District Commandant to receive it.

17. For the purpose of discipline and paying compliments to various ranks, Home Guards may be equated with such police ranks as may be specified by the Government by an order issued in this behalf.

Ranks in
the Home
Guards.
Section 11
(2) (b).

✓ 18. Members may be called out to perform such functions, in connection with protection of persons and security of property or the public safety, as may be assigned to them from time to time and in particular for:—

Functions
of
Members.
Section 11
(2) (b).

- (a) helping the police in village defence scheme in the border districts;
- (b) patrolling and Nakabundi;
- (c) suppression of disturbances or serious crime;
- (d) providing nucleus for Emergency Relief Organisation in important towns;
- (e) the maintenance of essential services in important towns in emergency;
- (f) providing relief in the event of natural calamities such as floods or fire;
- (g) rendering social service to the Community, and
- (h) evacuation according to schemes.

19. (1) When on training or on duty or when proceeding to or returning from training or duty, the officers and other ranks of Home Guards shall wear the uniforms and accoutrements prescribed by orders issued from time to time by the Commandant-General. They may also carry rifles or other weapons sanctioned by the Government.

Uniforms
and
accoutrements.
Section 11
(2) (b).

(2) Uniforms and accoutrements shall be supplied by the Government to all members and whole-time employees of the Home Guards which shall continue to be the property of the Government till the expiry of life of items of uniform which is given below:—

(a) Male Home Guards

Item	Unit	Life
Shirt Khaki Cellular	1	*
✓ Trousers-Khaki Drill	1 pair	*
✓ Belt (Belt Web or canvas	1	4 years
✓ Anklets-Webs or canvas	1 pair	4 years
Socks	1 pair	*

Boots-ankle-black	6	
Beret-Cloth	1 pair	3 years
Shoulder Titles	1	2 years
Cap Badge	1 pair	3 years
Whistle	1	4 years
Lanyard	1	4 years
Hackle	1	2 years
	1	2 years

*The life of clothing items of uniforms is one year for the training reserve, two years for Urban Home Guards and five years for the mobilisation Stores.

<i>(b) Women Home Guards</i>		
Bush Shrit Khaki Cellular	2	2 years
Slacks-Khaki Drill	2	2 years
Socks-Cotton	2 pair	2 years
Shoes-Leather Brown	1 pair	1½ years
Buckle Field Service	1	permanent
Cap Badge	1	2 years
Lanyard	1	2 years
Beret (marson)	1	2 years
Hackle	1	2 years
Shoulder title	1	2 years
Badges Proficiency with coloured background	2	3 years
Badges of ranks and Cheveron	1	3 years
sarves for Sikhs only	1	permanent
	2	2 years

(3) No unauthorised emblems and other ornamental articles shall be worn with the uniforms. Medals shall be worn on ceremonial occasions only. Medal ribbons shall be worn on all occasions except when ordered to be removed for training or for operation.

(4) Efficiency badges granted to such Home Guards as who have successfully completed their advanced training shall be worn at all times with the uniforms except when ordered to be removed. The hackle of white and black plumps shall be worn on ceremonial occasions on the beret, above the left eye on centre-front of the turban as applicable. The white features and black leathers shall be in the lower portion and above portion of the hackle respectively.

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(5) The following articles of uniforms shall be issued to all Urban Men/Women Home Guards:—

<i>Men Home Guards</i>	<i>Women Home Guards</i>
Shirt Khaki Celluler	Bush Shirt Khaki Celluler
Belt Web or Canvas	Slacks-Khaki Drill
Trousers Khakhi Drill	Socks Cotton
Anklets Web or Canvas	Shoes-Leather brown
Socks	Buckle field service
Boots Ankle Black	Cap Badge
Shoulder titles	Lanyard
Cap Badge	Beret (Mareon)
Whistle	Hackle
Lanyard	Shoulder Titles
Hackle	Efficiency badge
Efficiency Badge	Whistle

(6) The uniforms for the Rural Home Guards shall be kept at the Training Centre and made available, to them during training and on duty.

20. (1) The term of a member shall be three years, and he shall be eligible for re-enlistment provided that if any member is found to be medically unfit to continue as a member, his enlistment may be terminated before the expiry of prescribed term. Conditions of Services Section 11 (2)(b)

(2) Service in the Home Guards shall ordinarily be voluntary and unpaid. Government may, however, determine the allowance and expenses to be paid to the members when called out for training or duty. The members and officers of Home Guards shall be entitled to receive such allowances and at such rates as the government may prescribe, from time to time. The allowances received by them shall be in addition to their pay and allowances received by them from their parent department.

(3) The members when called out under section 6 of the Act shall have the same powers, privileges and protection as an officer of the police appointed under any enactment for the time being in force. No prosecution shall be instituted against any member in respect of anything done or purporting to be done by him in the discharge of his duties as a member except with the prior sanction of the Government.

(4) The members shall be transferred to reserve for a period of three years after the completion of the original appointment for three years. While in reserve, the members shall be liable to be called out for duty at any time if the exigencies of the service so require.

(5) The members shall be liable to serve at any place within the State of Haryana. In emergency, those members, who volunteers, may however, be deputed for special duty outside the State.

(6) The members for all purposes, shall be public servants. They shall, however, not be debarred from being elected to the corporations, State Assemblies or Parliament or other Public bodies:

Provided that whole time employees of Home Guards Department shall be governed by the rules made under article 309 of Constitution of India.

Allowances
and
honoraria
Section 11
(2) (b).

21. (1) The service in the Home Guards shall be voluntary, provided that the Government may, in the case of any class of officers or other ranks determine the allowances to be paid for out of pocket expenses.

(2) The rates of honouraria and allowances shall be such as may be fixed by the Government from time to time.

Training
Section 11
(2) (b) and
(d).

22. (1) Every member shall undergo such training at such places as may be determined by the Commandant General from time to time. The regular course of training shall be given to the members to enable them to perform their duties efficiently. The training shall be phased into basic training, refresher training, advance training and leadership training.

(2) The syllabus for training members in essential services shall be prescribed by the Commandant General.

(3) The technical training shall be given in such manner and for such periods as may be determined by the Commandant General from time to time.

(4) The timing for regulating the drills, parade and other jobs shall be decided by the Commandant General in consultation with the Commandant concerned. The Commandant General may exempt a member for basic training in case he/she is enrolled for the second term of service.

(5) The District Commandant shall maintain a complete record of training received by every member as well as a statement showing the total parade/Camps training held and those attended by the members in a year.

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23. The Government may issue a calling out order to members individually or may request any officer of the Home Guards subordinate to the authority giving the order to produce a specific member or members for duty or training at such place or places as the order may specify.

Order
calling out
members.
Section 6.

24. The following officers shall have the authority of calling out members within their jurisdiction for duty:—

Authority
calling out
for duty
and training
Section 6.

- (a) The Commandant General... For any period
or any other officer
authorised by him in this
behalf
- (b) District Magistrate... For any period
- (c) The District Commandant... For fifteen days
- (d) The Superintendent of... For fifteen days
Police
- (e) The Police Officer not
below the rank of Station
House Officer or Boarder
Picket Commandant in
cases of emergency only,
for a period not exceeding
ten days at a time:

Provided that in the case of officers specified in clause (e) a report of the action taken with reasons thereof shall be made immediately by the officer concerned to the Superintendent of Police and the District Commandant, as the case may be.

25. (1) The following shall be deemed to be offences on the part of the members when undergoing a course of training or performing duty, namely:—

Offences
and
punishment
Section 9.

- (a) failure to respond to call up notices without any reasonable cause;
- (b) failure to report for training/duty at the proper time and at the specified place;
- (c) disobedience of orders of lawful command given by superior officers;
- (d) threatening or using of violence or improper language against any member;

- (e) being found in a State of intoxication;
 (f) misuse or illegal disposal of any property belonging to the State or Home Guards;
 (g) knowingly furnishing a false report in regard to Home Guards under his command or charge or any money, arms, ammunition, clothing, stores, or other property on his charges;
 (h) failure to return property or any weapon or uniform issued to him;
 (i) failure to show proper courtesy towards public;
 (j) conduct or behaviour prejudicial and disgraceful to the Home Guards.

(2) The following punishments may be imposed by the appointing authority on members for any offence, namely:—

- (a) reprimand;
 (b) extra Duty;
 (c) suspension;
 (d) reduction of rank;
 (e) dismissal;

(3) The penalties indicated above shall be imposed after proper proceedings by the District Commandant.

(4) The members on whom any of the aforesaid punishment is imposed may, within a period of thirty days of the communication of the orders to him, appeal to the office immediately superior to the authority imposing the punishment.

(5) The proceedings for the investigation of the offences shall be regulated under the general orders of the Government unless special orders, if any, are issued in this respect.

Compensation for
 damage
 Section 11
 (2) (b) and
 (d).

26. If a member suffers any damage to his person or property while under training or on duty, he shall be paid such compensation as may be determined by the Government; provided that such damage is not caused by his own negligence or wilful act or omission in contravention of any of the provisions of the Act or these rules or orders or directions issued by his superior officers.

Awards
 Section 11
 (2) (b).

27. (1) The members shall be eligible for cash awards individually or collectively for conspicuous good work or for a work of outstanding nature in saving life.

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Protection of property, assistance in maintenance of law and order, devotion to duty and for any other purpose which furthers the aims and objects of the Home Guards.

(2) The Commandant General is authorised to grant awards upto a monetary limit of two hundred and fifty rupees in any one case or on any one occasion. *five Rupees*

(3) The complete citation indicating the reason for which the award is granted shall be written and duly publicised.

28. (1) A member may resign his office by submitting application in writing addressed to the District Commandant. Resignation
Section II
(2) (b).

(2) The resignation shall not take effect unless the District Commandant accepts the resignation and intimation to this effect is given to the applicant. Failure to report for duty, without permission of the calling authority or information of his inability to attend the duty on the place on the plea that a letter of resignation has been submitted will amount to absence from duty.

(3) The District Commandant shall forward the resignation with his remarks to the appointing authority in the case of officers.

29. (1) A member shall be discharged on completion of the term of his service of three years; provided that the appointing authority may discharge him earlier on any one of the following grounds or may extend the period of his membership :— Discharges
Section II
(2) (b).

(a) physical unfitness;

(b) attaining the age of fifty years;

(c) commission of an act detrimental and prejudicial to good order, welfare or discipline of the Home Guards;

(d) his request with the notice; provided that a change of residence from one district to another shall not necessarily be a valid ground for discharge and the member concerned shall form part of the Home Guards Unit functioning in the district to which he moves.

(2) Every discharged member shall receive from the appointing authority a discharge certificate in the form specified in Appendix C.

30. The Commandant General may delegate his powers under these rules, except the powers of dismissal to any officer of his Unit subject to such condition as may be specified in the order. Delegation
Section 10.

Special
provisions
Section 11
(2) (b).

31. Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.

Repeal and
savings.

32. The Punjab Home Guards Rules, 1963, in their application to the State of Haryana, are hereby repealed :

Provided that anything done or any action taken under the rules so repealed shall be deemed to have been done or taken under the corresponding provisions of these rules.

APPENDIX A

(See rule 5)

ENROLMENT FORM

1. Name
2. Father's ^{Husband's} Name
3. Home Address
 - (a) Village
 - (b) Post Office
 - (c) Police Station
 - (d) Railway Station
 - (e) District
4. Age
5. Profession.
6. Academic Qualifications.
7. Present occupation and where employed with complete address.
8. Whether convicted by any criminal court.
9. Are you willing to be enrolled in the Home Guards Urban or Rural Wings.
10. Are you prepared to serve when called for duty in case of Emergency.
11. Have you ever served in I.A., I.N.A., I.T.E., Police etc.?
12. Are you a member of the Army Reserve Force.
13. What is your Hobby.
14. Any other information you would like to give.

DECLARATION OF acceptance for enrolment.
I, _____ solemnly declare that the
(Name and designation)

answer given to the questions in this form are true.

SIGNATURE.

Certified that the applicant understands and agrees to the conditions of enrolment.

(SIGNATURE OF ENROLLING OFFICER)