

# **“CITIZENS’ CHARTER”**

## **HOME GUARDS AND CIVIL DEFENCE ORGANIZATION**

GOVERNMENT OF GOA

This Charter seeks to provide a framework which enables our users to know:

What services are available in this Organisation, the quality of services they are entitled to, the means through which complaints regarding denial or poor quality of service will be redressed.

This Organisation has got two branches, viz.:

- (a) Home Guards and                      (b) Civil Defence

### **(a) HOME GUARDS**

#### **1. Genesis**

During World War –II, ‘Home Guards’ a Voluntary Citizen Organisation for local defence was raised in the United Kingdom. In India, in 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 citizen’s force as auxiliary to the Police for maintenance of law & order and for meeting emergencies like floods, fire, famines, etc. was adopted by several other States. 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.

The Home Guards Organisation was started in Goa in the year, 1967 and the same was functioning under Goa Police Department.

The Home Guards Organisation was established in a full-fledged manner in the year, 1981 under I.G.P/Ex-Officio Commandant General Home Guards and Director Civil Defence. The Bombay Home Guards Act, 1947 was extended to the Union Territory of Goa, Daman and Diu in the year, 1965. As per the said Act, this is a voluntary Organisation for utilizing the force in emergencies and for other purposes in the State of Goa. Presently, the Director General of Police, who is Ex-Officio Commandant General Home Guards and Director Civil Defence is the Head of the Department of Home Guards and Civil Defence Organisation.

### **APPOINTMENT OF MEMBERS:**

Subject to the approval of the Director General of Police/Ex-Officio Commandant General Home Guards & Director Civil Defence, the Commandant may appoint as many members of the Home Guards who are

fit and willing to serve, as may, from time to time, be determined by the Government, and may appoint any such members to any office of command in the Home Guards.

**FUNCTIONS AND DUTIES OF MEMBERS:**

The Commandant General may at any time call out a member of the Home Guards for training or to discharge any of the functions for duty assigned to the Home Guards in accordance with the provisions of the aforesaid Act and the Rules made thereunder.

**POWERS, PROTECTION AND CONTROL:**

A member of the Home Guards when called out under Section 4 shall have the same Powers, Privileges and Protection as a Police Officer appointed under any Act for the time being in force.

No prosecution shall be instituted against a member of the Home Guards in respect of anything done or purported to be done by him in the discharge of his function or duties as such member except with the previous sanction from the District Magistrate.

**CONTROLLED BY OFFICERS OF POLICE FORCE:**

The members of the Home Guards when called out under Section-4 in aid of the Police Force shall be under the control of the Officers of the Police Force.

**PUNISHMENT OF MEMBER FOR NEGLECT OF DUTY, ETC.**

The Commandant shall have the authority to suspend, rescue, dismiss or fine to an amount not exceeding to Rs. 50/- any member of the Home Guards under this control, if such member without reasonable cause, on being called out under Section-4 neglects or refuses to obey such order or to discharge his functions and duties as a member of Home Guards or to obey any lawful order or directions given to him for the performance of his functions and duties or he is guilty of any breach of discipline or misconduct. The Commandant shall also have the authority to dismiss any member of the Home Guards on the ground of conduct which was led to his convictions on a Criminal Charge. The Commandant General shall have the like authority in respect of any members of the Home Guards appointed to a post under his control.

**MEMBERS OF HOME GUARDS TO BE PUBLIC SERVANTS:**

Members of the Home Guards acting under this Act shall be deemed to be public servants within the meaning of Section-21 of the Indian Penal Code (XLV of 1860).

**APPOINTMENT OF MEMBER OF HOME GUARDS:**

No person shall be appointed as a member of the Home Guards:-

- a) Unless he has attained the age of 20 years and has not completed the age of 50 years.
- b) Unless he has passed at least the VIII standard examination in any language.
- c) Unless he has been medically examined in accordance with the directions of the Commandant General and in the opinion of the Commandant, is physically fit.

Provided that the Commandant General may relax the conditions regarding the age for Educational qualifications prescribed in clauses (a) and (b) above in the suitable cases.

**APPLICATION FOR APPOINTMENT:**

A person desiring to be appointed a member of the Home Guards shall make an application in Form 'A'.

**TERM OF OFFICE:**

The term of office of a member of the Home Guards shall be three years.

Provided that if any such a member is found to be medically unfit to continue as a member of Home Guards, his appointment may be terminated before the expiry of the term of office.

Provided further that a person appointed shall be eligible for reappointment.

Provided, also that the services of a member of the Home Guards may be terminated at any time by the Commandant or the Commandant General as the case may be after giving a month's notice. A member of the Home Guards may continue to be such member until he attains the age of 55 years.

**ROLE OF HOME GUARDS:**

The following roles are assigned to the Home Guards:-

- a) Serve as an auxiliary to the police and assist in maintaining internal Security.
- b) Assist the community in any kind of emergency such as Air Raid, fire, flood, epidemic and so on.

- c) Organize functional units to provide essential services such as Motor Transport, Pioneer and engineer groups, Fire Brigade, nursing Aid, operation of water and power supply and installations etc.
- d) Promote communal Harmony and give assistance to the administration in protecting weaker section of the society.
- e) Participate in social, economic and welfare activities such as adult education, health and hygiene, development schemes and such other tasks as are deemed useful.

#### **HOME GUARDS ENROLMENT POLICY:**

Home Guards is a voluntary Organisation 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 Civil Defence Town, District and State levels. The Home Guards Acts/Rules stipulate varying lengths of tenure for members of Home Guards. After completion of their tenure, they are eligible for re-enrollment.

However, it is desired 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 Organisation.

#### **COMPULSORY HOME GUARDS TRAINING FOR CENTRAL CLASS-IV 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/Department/offices of the Government of India, shall be made subject to the conditions that such recruitment shall be required to undergo Home Guards training (Refer Para 1.16 at page-9 of Home Guards Compendium of Instructions, 1993).

#### **A WOMEN HOME GUARDS WING:**

Keeping in view the need for certain kind of services which women can perform with greater aptitude than men, such as welfare services, a wing of Women Home Guards has been raised in this State. These women Home Guards are also been used to assist women Police in the State in duties relating to Law & Order.

### **OBSERVANCE OF ANNUAL DAY FOR HOME GUARDS:**

Home Guards, being a voluntary Organisation, its success depends on what support it gets from public. It is, therefore, necessary to generate and sustain public interest in the Home Guards Organisation by adequate publicity. In order to keep the activities of this Organisation popular in the public eye, this Organisation celebrates Annual Day for Home Guards and Civil Defence every year on the 6<sup>th</sup> December. This celebration includes ceremonial parade, cultural/educational functions highlighting the role of this Organisation.

### **INCENTIVES TO HOME GUARDS FOR EMPLOYMENT IN GOVT. SERVICES:**

Many States have reserved vacancies of Constables/Guards in police Force and Excise Department for Home Guards to provide them incentives to put in spirited work and be regular for duty/parade. This State too, has already approved vide their O.M. No. 5/3/89-HD(G), dated 25-4-94 reservation of 10% of vacancies to Home Guards in the post of Police Constables, Excise guard, Jail guard, fireman and Forest guard. Accordingly, vide said O.M. the concerned Departments have been directed to maintain a hundred point roster and fill up the reserved vacancies/posts at point numbers 5, 15, 25, 35, 45, 55, 65, 75, 95, etc. of this roster.

### **HOME GUARDS ESTABLISHMENT IN THE STATE OF GOA:**

The Home Guards Organisation is basically voluntary in character and this concept has been kept in view throughout the Organisational set up. An urban Home Guards Company consists of 110 personnel. Each Company is authorized a Company Commander, 1 I/C, CSM, CLM Clerk and Runner. The Company is divided into three Platoons, each having a Platoon Commander and a 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 of need in war time, communal disturbances, Law & Order etc. A nucleus of paid staff for command and control is, however, authorized at various levels.

This Department has raised Home Guard Volunteers at the following places:

- |             |           |
|-------------|-----------|
| 1) Panaji   | 2) Valpoi |
| 3) Mapusa   | 4) Ponda  |
| 5) Pernem   | 6) Margao |
| 7) Bicholim | 8) Vasco  |
| 9) Quepem   |           |

The Sub-Divisional Police Officer, Mapusa, Margao, Quepem, Ponda, Bicholim, Pernem, Vasco and Principal PTS Valpoi are Ex-Officio Divisional Commandant Home Guards for the respective areas and the Home Guards raised at these Sub-Divisions are working under the supervision of the said Ex-Officio Divisional Commandant whenever they are called for duty. In case of Panaji Division, the same is under the control of the Junior Staff Officer Civil Defence & District Commandant Home Guards.

### **TRAINING OF HOME GUARDS:**

The Home Guards are imparted basic training in drill with and without arms, fire discipline, crowd control, field craft, patrolling and Civil Defence training including fire fighting, rescue, first Aid, etc. The training for urban Home Guards is phased into four 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 as part-time parade.

### **ALLOWANCES:**

Home Guards are Volunteers who offer their service in their spare time. But whenever Home Guard is called for duty or training, he is entitled to certain allowances as per rules. Home Guards are eligible for allowances as mentioned below:-

#### **DUTY ALLOWANCE:**

The State Government vide Order No.3/19/85-HD(G)/1852 dated 29/06/2017 has granted minimum of pay to the Home Guard Volunteers which comes to Rs.626/- per day as per pay matrix, Level 1 of VII<sup>th</sup> Central Pay Commission, to be calculated with reference to each day of work put in w.e.f. 01/06/2017 and all other allowances getting subsumed in this amount.

Further, the Government vide letter No.3/19/85-HD(G)/3038 dated 12/10/2017 has informed that the Dearness Allowance, as and when revised and implemented by the State Government will also be applicable to the Home Guards.

## **REPUBLIC DAY PARADE:**

To generate and sustain public interest in the Home Guard Organisation, it is necessary to ensure that Home Guards are seen by the public in large. 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 control, traffic regulation, security duties or helping the public in emergencies.

## **COMPLAINTS AND GRIEVANCES:**

There will be an occasion when services of this Department will not be upto the expectations of the general public. Please do not hesitate to register your complaint with the Dy. Commandant General Home Guards and Dy. Director, Civil Defence, Panaji. It will help us to serve you better. Every grievance will be duly acknowledged. We aim to settle your genuine complaints within shortest possible time upon its receipts. Suggestions/complaint boxes are also provided at the entrance of the office of Home Guards and Civil Defence Organisation at Police Head Quarters, Panaji.

## **(b) CIVIL DEFENCE**

### **WHAT IS CIVIL DEFENCE ?**

Civil Defence, as the name suggests, is a parallel line of Defence, primarily manned by civilians and to be utilized not only during the war time but also during the peace time, especially for combating civil emergency and safeguarding the civilian population in disasters and natural calamities.

The Civil Defence in India first came into existence in the year 1962 during the Chinese aggression and played a crucial role during the India Pakistan conflict in 1965 and 1971.

The main objectives of Civil Defence is to:-

- a) Save life
- b) Minimize damage to property,
- c) Maintain continuity of production, and
- d) Keep up the high morale of Public.

Civil Defence service is classified under 10 most important services amongst others. They are: Rescue Service, Depot and Transport Service, Communication, Casualty, First Aid, Fire Fighting, Welfare, Corps Disposal, Publicity, Supply, etc. The above services are manned by various Government Departments dealing with their respective works. Besides, local Self Governing Bodies, Home Guards, Red Cross, National Cadet Corps (NCC), Institute of Public Assistance also take part in rendering assistance in times of need. Other Voluntary Organizations like the Lions Club, Rotary Club, and Jaycee Club also play important role.

The action work of Civil Defence is divided into three stages; Peace Time Stage, Preparatory Stage and War Time Stage.

### **CIVIL DEFENCE TOWNS IN GOA**

So far two major towns in the State of Goa have been categorized as Civil Defence Category II Towns, viz. (1) Panaji with the municipal areas of Panaji, Taleigao, Ribandar (2) Mormugao with Dabolim, Chicalim, Vasco, (Details of Warden Posts is at Annexure -I).

The Civil Defence Town is divided into various posts, each headed by a Warden. The Warden Service is the backbone of Civil Defence Organisation since they are responsible for raising and motivating the volunteers in their areas. Government of India has recently revised the criteria for enrolment of volunteers and has introduced voluntary service without training for professionals like Doctors, Lawyers, Engineers and others engaged in full time duties.

### **GENERAL INFORMATION**

Civil Defence Organisation was started in the State of Goa in the year 1981 by clubbing it with Home Guards Organisation under Inspector General of Police, who is now declared as Director General of Police/Ex-Officio Commandant General Home Guards & Director, Civil Defence, Goa.



**List of paid officers and staff from combined Home Guards and Civil Defence is as follows:**

**OFFICERS**

Sr. No.	Name of Post	No. of Posts
1.	Deputy Commandant General Home Guards & Dy. Director, Civil Defence cum Controller, Civil Defence	01
2.	Junior Staff Officer, Civil Defence & District Commandant Home Guards	01
3.	Deputy Controller, Civil Defence	01
4.	Medical Officer	01
5.	Civil Defence Instructor	02
6.	Platoon Commander	04
7.	Havildar Instructor	02

**Establishment Staff**

Sr. No.	Name of Post	No. of Posts
1.	Head Clerk	01
2.	Accountant	01
3.	Upper Division Clerk	02
4.	Jr. Stenographer	02
5.	Lower Division Clerk	04
6.	Driver	02
7.	Peon/MTS	04
8.	Sweeper	01

**APPOINTMENT OF MEMBERS**

Appointment is subject to the approval of the Director General of Police/Ex-Officio Commandant General Home Guards & Director Civil Defence. The Commandant may appoint any citizen as Civil Defence Volunteer, for Mormugao Civil Defence Category-I Town and Panaji Civil Defence Category-II Town in the State of Goa.

## **ELIGIBILITY**

The minimum age prescribed for enrolment is 15 years. He/She shall have passed at least the primary standard, physically fit and mentally alert, etc. However, serving members of the Armed Forces of the Union, Police Force, Fire Service, etc. are not ordinarily eligible for enrolment in a "Civil Defence Corps".

## **FUNCTIONS AND DUTIES OF MEMBERS**

The Director of Civil Defence and Controller Civil Defence may at any time call out a member of Civil Defence.

- a) To perform such functions in relation to carrying out of measures for Civil Defence as may be assigned to them.
- b) For training.

## **CIVIL DEFENCE SET UP**

The Civil Defence Organisation is basically voluntary in character and this concept has been kept in view throughout the organizational set up. Civil Defence consists of categorized Civil Defence Towns having two Sector Wardens per 4000 population and one Post Warden for 20,000 populations. For 10 Post Wardens, there will be a Chief Warden assisted by Dy. Chief Warden for 2,00,000 population.

## **TRAINING**

Training is imparted to Civil Defence Volunteers in batches consisting of 30-35 persons for 5 days duration, consisting of the basic knowledge of Civil Defence subject:

- a) First Aid
- b) Casualty Service
- c) Fire Fighting
- d) Emergency Rescue Methods.

**ALLOWANCES:**

**CIVIL DEFENCE:**

Civil Defence Volunteers are entitled for payment of allowances as mentioned below:-

<b><u>Sr. No.</u></b>	<b><u>Type of Allowance</u></b>	<b><u>Amount paid</u></b>
1)	Duty Allowance	Rs. 31/- per head per day.
2)	Training/Parade Allowance	Rs. 14/- per head per parade/training of 2½ hours duration but not less than 1½ hours. Rs. 28/- per head per day for more than one parade/ training hours exceeding 2½ hours duration.
3)	Out of Pocket Allowance	Rs. 12/- per head per day.
4)	Messing Allowance	Free boarding and lodging within ceiling of Rs. 16/- per head per day.

**Note:** The above allowances are being revised by the Government of India, Ministry of Home Affairs, New Delhi.

**FOR FURTHER DETAILS CONTACT:**

1.	Smt. Ezilda D'Souza, Dy. Commandant General Home Guards & Dy. Director Civil Defence, Panaji -Goa.	0832 - 2220019 (O) Fax - 0832 - 2425534
2.	Smt. Sharmila Zuzarte, Dy. Controller-Civil Defence, Panaji -Goa.	0832 - 2425534 ( Tele-fax )
3.	Shri Francisco X. Corte, Junior Staff Officer Civil Defence & District Commandant Home Guards, Panaji -Goa.	0832 - 2220019 (O) Fax - 0832 - 2425534

**DETAILS OF WARDEN POST OF PANAJI CIVIL DEFENCE TOWN**

1. Market Post
2. Altinho Post
3. Patto Post
4. City Post
5. Ribander Post
6. Fontainhas Post
7. Miramar Post
8. Dona Paula Post

**DETAILS OF WARDEN POST OF MORMUGAO ( VASCO) CIVIL DEFENCE TOWN:**

1. Head Land Sada Post
2. Destero Post
3. Baina Post
4. Mangoor Post
5. Town Post
6. Shipyard Post
7. New Vadem Post
8. Chicalim Post

**F O R M – “A”**

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(See Rule 4)

To,  
The Commandant General Home Guards,  
Panaji-Goa.

I declare that I am a citizen of India and that I desire to be enrolled as a member of the Home Guards for Goa State and have no intention of permanently leaving the limits of the State for at least three years after enrolment and that I am not under any obligation to serve in any other force.

2. I understand that:-

1. In any emergency, I shall be liable to be called out for duty at any time for any period and in any part of the State.
2. I shall be liable to undergo training and attend parade in accordance with the orders of Superior Officers.
3. I shall be required to take the following pledge, namely:-

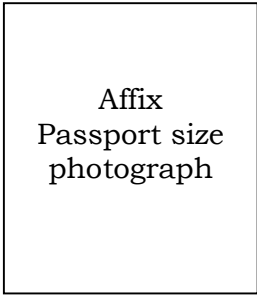
3. I,.....residing at ..... do hereby solemnly and sincerely declare and affirm that I will honestly and truly serve the Government of India as member of the Home Guards in.....without favour of affection, malice or ill-will, communal or political bias; and that I will, to the best of ability, discharge the functions and duties assigned to me for the protection of peace, the security of property and the public safety and that I will, to the best of my skill and knowledge, discharge all the duties, as such member, faithfully, according to Law and will not allow any communal and political bias to interfere with the duties assigned to me by Government or my Superior Officers.

4. I shall be required to serve for a period of three years in the Home Guards unless I am allowed to resign in pursuance of the Goa Home Guards Rules, 1986.

5. I shall ordinarily be liable to serve in any part of Goa State.

**PERSONAL DETAILS:**

1. Name in full: .....
2. Address: .....  
(Residence) .....  
(Business).....
3. Telephone No. ....  
(Residence), if any .....  
(Business) .....
4. Date of Birth: .....
5. Place of Birth (Town & District) : .....
6. Occupation or profession: .....
7. Education (Degree held or examination passed): .....  
Other qualification (**Diploma in Trade**: Carpentry, Electrician, Motor Mechanic, Welding, Blacksmith, Auto Electrician etc. from recognized Institute. \_\_\_\_\_  
**Computer training** : (minimum 6 months from recognized Institute),  
**Sports**, NCC, etc. \_\_\_\_\_
8. Particulars of war service or Military or Naval Training or Training with any First Aid or Ambulance Corps:.....
9. Father's name: .....
10. Father's occupation or profession: .....
11. If originally a resident of Pakistan the address in that Dominion and the date of migration to Indian Union: .....
12. Particulars of places where the applicant resident for more than one year during the preceding five years, residential address at each such place specifying the House No., Lane /Street No. Village or Town and District and the period of residence at such place showing the date thereof should be stated.



From	To	Residential Address in full i.e. H.No., Lane/Street No., Village or Town and District

The answer to the following questions are as given against them.

1. Do you hold an arm licence? If so, give description of the weapon.
2. Have you ever received any training in the use of the fire Arms?
3. Do you own a motor vehicles? If so, give its description and whether you would keep your vehicle at the disposal of motorize unit:
4. Have you ever been convicted by a Court of any offences? If so, give full particulars of the convictions and the sentences.

I declare that the above particulars are correct.

Date: .....

(Signature)

Certificates of character signed by two gentlemen of positions who have known you personally for atleast three years should be written in space below:-

1. Name: .....  
Address.....  
Signature: .....
2. Name: .....  
Address.....  
Signature: .....

- Notes: 1) If you are a Government servant or an employee in a local authority, a firm or any other office, you should send this form through your superior Officers with his certificate that he has no objection to your attending the training and that he will release you for duty in an emergency at any time and for any period and in any part in the State of Goa.
- 2) After completing the form you should deliver it to the District Commandant, Home Guards Police Headquarters, Panaji-Goa.

**TO BE FILLED BY HG & CD ORGANIZATION**

**For Male Candidates**

Height:- \_\_\_\_\_

Remarks (Qualified / Disqualified) \_\_\_\_\_ (Signature of Dy.S.P.)

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1. One Km. Run (Q/DQ) \_\_\_\_\_(Signature of Dy.S.P.)

2. Overall Remarks (Qualified/Disqualified)\_\_\_\_\_ (Signature of S.P.)

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**For Female Candidates**

Height:- \_\_\_\_\_

Remarks (Qualified / Disqualified) \_\_\_\_\_(Signature of Dy.S.P.)

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1. 800 metres Run (Q/DQ) \_\_\_\_\_(Signature of Dy.S.P.)

2. Overall Remarks (Qualified/Disqualified)\_\_\_\_\_ (Signature of S.P.)

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