



DIRECTORATE GENERAL
FIRE SERVICES, HOME GUARDS & CIVIL DEFENCE,
ODISHA

HOME GUARDS CIRCULAR ORDER NO. 02/2018

Lack of uniformity in holding of enrolment/re-enrolment for appointment/re-appointment of Home Guards in different District Home Guards organizations have come to the notice of this Directorate. In order to streamline the process of enrolment/re-enrolment of Home Guards, the following instructions are hereby issued :-

1. Enrolment of Home Guards should preferably be done once in year during the month of January after calculating existing and anticipated vacancies. Enrolment of Home Guards in a piecemeal manner must not be done.
2. Prior approval of Commandant General, Home Guards, Odisha, shall be taken for holding of Enrolment Board of Home Guard volunteers.
3. After getting approval from the Commandant General, Home Guards, Odisha, advertisement shall be issued for filling up of the vacancies in the Home Guards organization of the district preferably in News papers/ Notice Boards / Home Guard Directorate or District Police Website indicating vacancy position and last date of submission of application in Form - "A" by the candidates.
4. Enrolment Board shall consist of the following:-
 - (i) Commandant HGs of the district - Chairman
 - (ii) 2nd-in-Command/AC(HGs)/Dy.S.P, HGs - Member
(Or any Dy. S.P of the district in case of vacancy of the post of AC(HGs) /Dy. S.P(HGs) in the district)
 - (iii) R.I/Sgts/DSI in charge of HGs - Member

5. All matters referred from Directorate General, Home Guards, Odisha, Cuttack for consideration of appointment of candidates as Home Guards shall be taken into account and such candidates shall be treated at par with other candidates during enrolment. Forwarding of an application of a candidate shall not be treated as any instruction for his appointment. No special weightage or extra consideration shall be given to such letters from this Directorate which simply forwards representations received for appropriate disposal at district level.
6. Enrolment Board shall test the physical and mental fitness of candidates. Candidates shall also be medically examined by a Govt. Medical Officer regarding their physical and mental fitness. Board may specify selection criteria which should be rational, realistic and objective.
7. Proceedings of the Enrolment Board shall be submitted to Commandant General, Home Guards, Odisha for approval and only after receipt of approval with charges if any, from Commandant General, Home Guards, appointment orders shall be issued to the selected candidates.
8. A term of 3 years shall be indicated by furnishing date of appointment in the Appointment Certificate as per Form-C of Odisha Home Guards Rules, 1962. The Certificate must show the date of appointment and date of completion of tenure. These appointments shall be published in D.O. and copy of D.O. shall be furnished to the CG, HGs, Odisha, for reference and record.
9. Review Board shall preferably be held in January every year in respect of Home Guards who have completed three years term of office for judging their suitability for further continuance in the Home Guards Organization.
10. The list of eligible HGs, who will appear before the Review Board, shall include those HGs, who are going to complete their three years term in coming three months and who have already completed three years since three months, i.e. within the range of (three years \pm three months). The Review Board may be conducted more than once in a year as per requirement, depending on number of Home Guards eligible to attend the Review Board.

11. For holding the Review Board, prior approval of CG, HGs, Odisha, Cuttack is not required.
12. Constitution of Review Board shall be as follows :-
- (i) Commandant HGs of the district - Chairman
 - (ii) 2nd-in-Command/AC(HGs)/Dy. S.P, HGs - Member
(Or any Dy. S.P of the district in case of vacancy of the post of AC(HGs) / Dy. S.P(HGs) in the district.)
 - (iii) R.I/Sgts/DSI in charge of HGs - Member
13. During the review, the past performance of Home Guards along with trainings undergone shall be examined and their physical and mental fitness shall also be tested. Candidates shall also be medically examined by a Govt. Medical Officer regarding their physical and mental fitness. Board may specify selection criteria which should be rational, realistic and objective.
14. Review Board shall prepare a list containing names of Home Guards who are recommended /not recommended for their further continuance in Home Guards Organization and submit detailed proceedings to Directorate General, Home Guards for approval of Commandant General, Home Guards, Odisha.
15. After approval of CG, HGs, Odisha, re-appointment orders shall be issued in respect of those HGs who are recommended for further continuance. A term of 3 years for the reappointed Home Guards shall be indicated by furnishing date of appointment and date of discharge in the Re-appointment Certificate as per Form-C of the Odisha Home Guards Rules, 1962.
16. Home Guards not found suitable for their further continuance by the Review Board shall be issued one month notice as per Rule-10 of Home Guards Rules, 1962 and only after considering their Show Cause reply, they shall be discharged from Home Guards organization.
17. Speaking orders shall be passed relating to discharge / dismissal / punishment of Home Guards. In case of dismissal/discharge of Home Guards, relevant section 8(1) or 8(2) of Odisha Home Guards Act, 1961 shall be mentioned explicitly in the order. A copy of order, so

passed, shall be served on the Home Guard concerned under proper written acknowledgement.

This may kindly be brought to the notice to all concerned and displayed in the notice Board for information of all Home Guards.

Sd/-
(B.K Sharma)

Director General, Fire Services,
Home Guards & Civil Defence,
Odisha, Cuttack.

Memo No. 1271 / HGs

Date. 10-04-2018.

- (i) Copy forwarded to Commandants, Home Guards of all districts including DCP-cum-Commdt. HGs Cuttack UPD and BBSR UPD for information and necessary action.
- (ii) Copy forwarded to 2nd in Command. Home Guards of all districts Home Guards for information and necessary action.

10/4/18
I.G of Police, F.S, HGs & C.D
Odisha, Cuttack

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