

Kapethimal - R.B



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

Home Guards Circular Order No. 4/2018

In order to maintain transparency and fairness in the process of enrollment of Home Guards, a checklist as per Annexure -A shall be submitted by Commandants Home Guards at the time of submission of proceedings of the Enrollment Board for approval of Commandant - General, Home Guards.

This Circular Order will come into force with immediate effect.

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

Sd/-

(B.K.Sharma)
Commandant General, Home Guards,
Odisha, Cuttack.

Memo No. 3122 /HG,
1-10-2018

Dtd. 04 -10-2018.

Copy forwarded to all Commandants, Home Guards, Odisha including DCP-cum-Commandants, Home Guards Bhubaneswar / Cuttack City for information and necessary action.

ii) Copy forwarded to all 2nd-in-Commandants, Home Guards of the Districts for information and necessary action.

I.G. of Police, Home Guards,
Odisha, Cuttack.

Annexure - A

Checklist to be submitted by Commandants Home Guards at the time of submission of proceedings of the Enrollment Board for approval of Commandant General, Home Guards.

Sl. No.	Subject	Yes	No	Letter Reference	Details
1	Whether prior approval of Commandant General, Home Guards was taken for conducting Enrollment Board of Home Guards ?				
2	Whether it was widely published through :- News Paper or/and Notice Board or/and Web site and communicated to PRO of concerned district / All IICs / OICs of the all P.Ss of concerned district ?				
3	Whether rational criteria was adopted during the selection process for enrollment of Home Guards ? Give details.				
4	Whether candidates were properly briefed about the enrollment process?				
5	Whether provisions of Odisha Home Guards Act 1961 and Rules 1962 and Circular Order No-1/2017 were strictly followed during the enrollment of Home Guards ?				
6	Whether orders of Hon'ble High Court of Odisha, Cuttack, passed in different WPs(C) relating to enrollment / re-enrollment of HGs, if any, have been complied to ?				
7	Whether orders of Commandant-General Home Guards passed in Appeal petitions / Revision petitions relating to enrollment / re-enrollment of HGs, if any, have been complied to ?				
8	Whether grievance redressal mechanism relating to instant enrollment of HGs was put in place ? Give details.				
9	Whether candidates/staff engaged in enrollment process were warned against indulging in malpractices ?				
10	Whether any complaint either orally or in writing relating to instant enrollment of Home Guards was received ? Give details.				
11	Action taken on the complaints received . Give details.				
12	Whether action taken on the complaint was communicated to the petitioner concerned ?				
13	Whether local vigilance office was informed about the enrollment with a request to keep a watch on the corruption / malpractices ? Whether vigilance office communicated anything adverse in this regard ? If yes, what action was taken? Give details.				
14	Whether intelligence was collected regarding adoption of malpractices / demand for money / corruption etc ? Whether any adverse intelligence report was received in this regard ? If yes, what action was taken? Give details.				
15	Was there any delay in declaration of result ? If yes, then specify the reasons for the same.				

Note: - Additional Sheets may be attached, if required.

Seal and signature of
Commandant Home Guard