



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

HOME GUARDS CIRCULAR ORDER NO.05/2018

Sub :- Training of Home Guards volunteers.

By virtue of powers conferred under Rule -16 of Odisha Home Guards Rules 1962, the undersigned hereby orders that Home Guards shall be imparted different types of trainings as mentioned below :-

Sl. No.	Type of training	Training Centre	Duration in days
1.	Basic Training	District Level	3 weeks
2.	Refresher Training	District Level	2 weeks.
3.	Specialized Training	--	--
	(i) Watermanship Course	OSWALI, Ramachandi, Puri	05 days
	(ii) Computer Training	CCTNS /NIC training centre of the districts	05 days
	(iii) Mobile Technology	CCTNS /NIC training centre of the districts	05 days
	(iv) Traffic Training	UPTTI, Bhubaneswar	05 days
	(v) Driving Training	PMT Workshops available in districts/ Range level PMT Workshops	05 days
	(vi) Basic Fire Fighting Training	OFDRA, BBSR / OFDRI, Cuttack	05 days
	(vii) Arms Training	District Level	05 days
4.	Leadership Training	OFDRI, Naraj	06 days
5.	Training on Disaster Response	National Level	--

1. Basic Course of training :-

Basic course of training shall be held at all the Districts Headquarters. Both Urban and Rural Home Guards shall be imparted Basic Course of training for 3 (three) weeks as per details given below :-

Sl. No	Training to the Home Guards in which year of enrollment	Subjects	For both Urban & Rural Home Guards (3 weeks / 18 working Days)	
			Numbers of Periods (Each period 45 minutes)	Numbers of Days
1	1 st year of joining.	P.T.	08	11
		Turnout and maintenance of Uniform	05	
		Drill without arms	10	
		Squad Drill	10	
		Crowd Control	10	
		Patrolling (Day/Night patrolling)	05	
		Fire & Civil Defence training including	--	
		(i) Fire Fighting	18	
		(ii) Rescue		
		(iii) First-aid		
		(iv) Disaster Management		
Traffic Training (Home Guards shall be attached to a Police Station where they shall perform traffic duty as on-the-job training).	--	02		
Police Station training (Home Guards shall be attached to a Police Station where they shall learn about basic functioning of Police Station).	--	05		
	Total :-	66	18	

Rural Home Guards shall camp at the District Headquarters and Commandant Home Guards shall make necessary arrangements for their stay and messing. Newly enrolled Home Guards shall be given duties only after successful completion of their Basic Training.

2. Refresher Course of training :-

Refresher course of training shall be held at all the Districts Headquarters. Both Urban and Rural Home Guards shall be imparted Refresher Course of training for 2 (two) weeks as per details given below:-

Sl. No.	Training to the Home Guards in which year of enrollment	Subjects	For both Urban & Rural Home Guards (2 weeks) (Each period 45 minutes)
1.	Re-enrolled Home Guards during 1 st year of their re-enrolment.	P.T. & Drill	24
		Computers	24
		Mobile Technology	10
		Driving	14
		Total No. of periods	72
		Total No. of days	12

Refresher course shall be imparted to the Home Guards who have completed three years tenure and have been re-enrolled as Home Guards. Such Home Guards shall be imparted refresher course of training during 1st year of their re-enrolment on each occasion after re-enrolment.

3. Specialized Course of training :-

Specialized Course of training shall be held at State Level / Districts Level training centres as per requirement. Both Urban and Rural Home Guards shall be imparted specialized course of training for 05 days. Different types of specialized course of training shall comprise of the following subjects as mentioned below :-

Sl. No	Training to the Home Guards in which year of enrollment	Subjects	Number of days / Periods (for both Urban & Rural Home Guards)
1	Home Guards are to be imparted specialized training during 2 nd year of joining onwards.	Watermanship course of training (OSWALI, Ramachandi, Puri)	05 days
		Computer Training (CCTNS /NIC training centre of the districts)	05 days
		Mobile Technology (CCTNS /NIC training centre of the districts)	05 days
		Traffic Training (UPTTI, Bhubaneswar)	05 days
		Driving Training (PMT Workshops available in districts / Range level PMT Workshops)	05 days
		Basic Fire Fighting Training (OFDRA, BBSR / OFDRI, Cuttack)	05 days
		Arms Training & Arms Drills (District Level)	05 days

(i) Watermanship Course of training :-

Watermanship Course of training shall be imparted to those Home Guards who know swimming. Home Guards shall be trained on Watermanship course at OSWALI, Ramachandi, Puri.

Home Guards shall camp at the training centre and necessary arrangements for their stay and messing shall be made by Principal, OSWALI, Ramchandi, Puri.

(ii) Computer training :-

Computer training shall be imparted to those Home Guards who have adequate knowledge on computers. Computer training shall be given to Home Guards at CCTNS training centre in the district Hdqrs./NIC training centres available in district as decided by concerned Commandant, Home Guards.

(iii) Mobile Technology:-

Training on Mobile Technology shall be imparted to those Home Guards who have adequate knowledge on computers and mobile technology. Home Guards shall be given Mobile Technology training at any NIC training centre or by technical experts or TOT trainers of CCTNS project of their district, as decided by concerned Commandant, Home Guards.

(iv) Traffic training:-

Traffic training shall be imparted to Home Guards for a period of 5 days at UPTTI, Bhubaneswar. During this training, Home Guards shall learn about how to prepare a challan, how to impose fines and various aspects of traffic rules and duties.

(v) Driving training :-

Driving training shall be imparted to those Home Guards who know driving and have valid driving license. Training shall be given to Home Guards at PMT workshops available in respective districts headquarters / range headquarters.

(vi) Basic Fire Fighting training :-

Basic Fire Fighting training shall be imparted to Home Guards at OFDRA, BBSR / OFDRI, Naraj, Cuttack. Home Guards shall be trained on basic fire fighting and a list of such trained Home Guards shall be kept in the office of Commandant Home Guards and District Hdqrs. Fire Stations so that in case of emergency such trained Home Guards can be utilized.

(vii) Arms training :-

Arms training shall be imparted to Home Guards for a period of 5 days in such districts where Home Guards are being deputed for armed guard duties. Presently Home Guards from Balasore, Bhadrak, Mayurbhanj and Keonjhar are being deputed to ITR, Balasore for watch and ward duty for which Home Guards are to be trained only at these districts as per details below :-

> Home Guards shall be made familiar with different types of weapons available at the Reserve Office of concerned district Hdqrs. and imparted training on handling of weapons.

- Annual range course shall be conducted to train the newly enrolled Home Guards on firing and they shall be given firing practice with .22 rifle.
- After firing practice with .22 rifle, these Home Guards should be given firing practice with .303 rifle if felt necessary and professionally required by Comdt. Home Guards.

For other districts, where there is necessity of Home Guards to be utilized for duty with arms, necessary approval of Commandant General, Home Guards is required to impart arms training to Home Guards.

4. Leadership Course of training :-

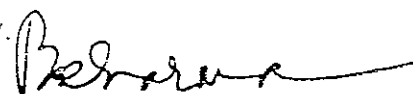
Leadership Course of training shall be held at the State level training centre. Home Guards in the rank of Platoon Commanders and Company Commanders who have completed refresher course of training are eligible to get Leadership course of training as per details given below :-

Sl. No.	Subjects	For both Urban & Rural Home Guards (6 days / 36 periods) (Each period shall be 45 minutes duration)
1.	Platoon Drill	10
2.	Ceremonial Drill	10
3.	Disaster Management	16
	Total No. of periods	36
	Total No. of days	06

5. Training on Disaster Response :-

Training on Disaster Response shall be imparted to selected Home Guards at the National level training centres like NCD, Nagpur, Home Guards & Civil Defence College, Bangalore and such other National and State Level Training Institutes as and when decided by Commandant General, Home Guards.

This shall come into effect immediately.



25-12-2018


(BK Sharma)

Commandant General, Home Guards,
Odisha, Cuttack.

Memo No. 3910 (11) /HG's,

Date. 27/12/2018.


Copy forwarded to All Range I.Gs/ D.I.Gs of Police / all District Commandant, Home Guards including DCP-cum-Commandant, Home Guards, Bhubaneswar UPD and Cuttack UPD for information and necessary action.


I.G. of Police,
Fire Service, Home Guards & Civil Defence
Odisha, Cuttack.

Memo No. 3911 (10) /HG's,

Date. 27/12/2018

Copy forwarded to the CFO, Odisha, Cuttack / CFO, FPW-cum-Director, OFDRA, Bhubaneswar/ Principal, OFDRA, BBSR / Principal, OFDRI, Naraj, Cuttack/ Principal, OSWALI, Ramachandi, Puri / JSO, Home Guards Directorate General, Cuttack/ Asst. Director, Civil Defence, Directorate General, Cutack/ All Range Fire Officers for information.


I.G. of Police,
Fire Service, Home Guards & Civil Defence
Odisha, Cuttack.

3912
O.D. 27/12

Circular Order File / Guard File / All Sections / Officers / Notice Board.

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