

**DIRECTORATE GENERAL
FIRE SERVICE, HOME GUARDS & CIVIL DEFENCE, ODISHA
NUAPATNA, CUTTACK-753001.**

Standing Order – 1/2017/HGs (Provisioning)

Sub:- Guidelines for stitching of uniforms for Home Guards at the District level.

Commdt. HGs from different HGs, Units have intimate that as per present practice the standard of Kh. T.C.Uniforms used by the HGs personnel is not up to the mark as stitching is very poor. They are presently stitched by different tailors, not experienced in stitching Kh. T.C.Uniforms, inspite of good quality cloth being procured centrally and issued to all the District Home Guards units. Most of the HGs, though issued with Kh.T.C.Cloth are not submitting their bills for drawal because of which huge funds U/H "Non-Plan Clothing" are being surrendered by most of the HGs units during last two Financial Years.

Keeping in the view the above, the following guidelines are issued regarding stitching of Uniforms which shall be strictly followed to ensure quality stitching of uniforms and better turn out of Home Guards. This order will supercede the earlier orders communicated to all districts vide letter No. 2424/Prov. dtd. 03.03.2014.

A committee shall be constituted at the District level headed by Commdt. of HGs, with at least 2(Two) other members as indicated below :-

1. A.C/D.S.P HGs,
2. R.I of the district
3. Sgt./DSI (Officer in-charge of the store)

This committee shall over see the quality of stitching of uniforms for the members of the Home Guards.

(i) The above committee shall follow codal formalities for selection and empanelment of 1(One) or maximum Nos. of 2(Two) Tailoring firms at unit level depending on quantity of Kh. T.C.Uniforms to be stitched through (a) local purchase committee i.e. for stitching of uniforms less than 1 lakh or (b) through open tenders as per Govt. of Odisha Finance department office memorandum No. 4939/F, dtd.13.02.2012 and the selected firms shall be valid for the financial year. The committee shall keep a standard approved sample of the stitched uniform from the empanelled tailor as per specification and accordingly shall stitch the uniforms of HGs, by taking individual measurement and direct the firm not to deviate from the standard specification while stitching uniforms for the members of Home Guards.

Contd....p/2.....

(ii) As far as practicable, Commandant Home Guards of the Districts shall direct the 2nd in Commdt. HGs, and the Officer in-charge of the stores to take initiative for individual measurement of HGs, by Deputing the selected tailoring firm to each Police Station or to a particular Police Station to which the HGs, of 3 to 4 nearby Police Station shall be deputed on a particular date to take individual measurements. A.C/DSP/R.I/Sgt. of HGs, organization will be responsible for getting the uniform of HGs, stitched as per their actual physical measurement from the empanelled tailors selected in the units for the financial year. The entitled quantity of clothes, the stitching charges and the standard specification of uniforms for HGs, is mentioned as below :-

Sl. No.	Name of the uniform articles	Cloth required	Rate fixed for each item	Specification (Stitching material which shall be used for stitching the uniform articles)
1.	Khaki T.C.Shirt (Full Sleeve)	1.65Mtrs. (For prevailing supply cloth of width 150Cms.)	Rs.160.00	Specification:- Khaki T/C Shirt Full Sleeve(Military Pattern) front opening to be fabricated with Khaki T/C Cloth with 2 breast pockets with flaps and 4Cms. Plate in the centre with tie collar, 2 shoulder straps to be stitched. The following standard in measurement will be adopted depending on individual measurement of user. 1. Width of sleeves - 42 Cms. to 38 Cms. 2. Length of sleeves – 66 Cms. to 60 Cms. 3. Breast Pocket - 15 x 14 to 14 x 13 Cms. 4. Pocket Flap – 8/10 Cms. 5. Shoulder Strap – 14 Cms. to 13 Cms. Other aspects of the measurement & size will be as per individual measurement.
2.	Khaki T.C.Slacks	1.35 Mtrs. (For prevailing supply cloth of width 150 Cms.)	Rs.280.00	Specification:- Khaki T.C.Slacks to be fabricated with Khaki T.C.Cloth with belt and three loops for nylon Belt. The width of the Nylon should be 5 Cms. and each loop length 9 Cms. ,Bottom folding 4 Cms. Each slack should have two pockets with a length of 30Cms. and width 15 Cms. The measurement & size will be as per individual measurement.

They should be given minimum 2(Two) chances on 2(Two) separate dates (T) local IsIC/OsIC for giving their measurements. If any HGs fails to give his measurements then they shall be called to the district Hdqrs. on a particular date to give his measurements. Even after giving 3 (Three) chances, if any HG, fails to give his measurement then uniforms with Size - 1,2 & 3 shall be stitched for them & kept in store for distribution. R.I / Sgt., I/C of the stores shall be responsible for timely stitching of uniforms of the HGs and distribution to the eligible Home Guards.

(iii) The standard of stitching by the tailors should be test checked by the unit head by comparing the same with approved samples submitted by them. In case of any deviation from approved sample found during such inspection the concerned tailor may be black listed at the District level for a period of 3 years from participating in annual tendering process. Further, in case the unit head feels that the empanelled tailoring firms are not able to cope with the demand for stitching by users, the Committee may be convened to select additional tailoring firms by following due procedure as noted above.

(iv) The District Commdt. HGs will personally ensure supply of stitched uniforms to Home Guards after getting individual measurement taken.

(v) This order shall come into force with immediate effect and all cloth received by the District HGs Unit from the Home Guards Central Store during the current financial year 2017-18 shall be stitched by observing due formalities mentioned above.

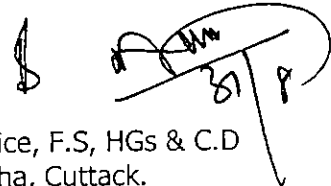
sd/-

Commandant General, Home Guards,
Odisha, Cuttack.

Memo No. U -05-2016/ 2535 /HG,(Prov.)

Dtd. 31/8/17

Copy forwarded All Range IGP / DIG of Police / Commandants of HGs, including DCP-cum-Commdt. HGs, UPD Cuttack & BBSR for information and necessary action.

§ 

I.G. of Police, F.S, HGs & C.D
Odisha, Cuttack.