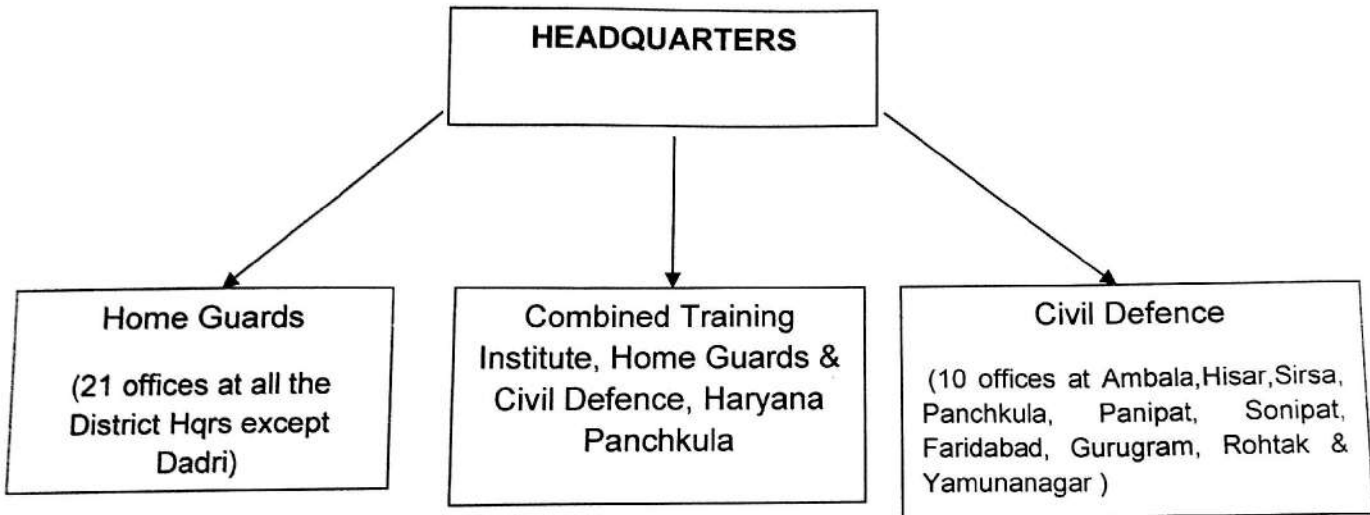


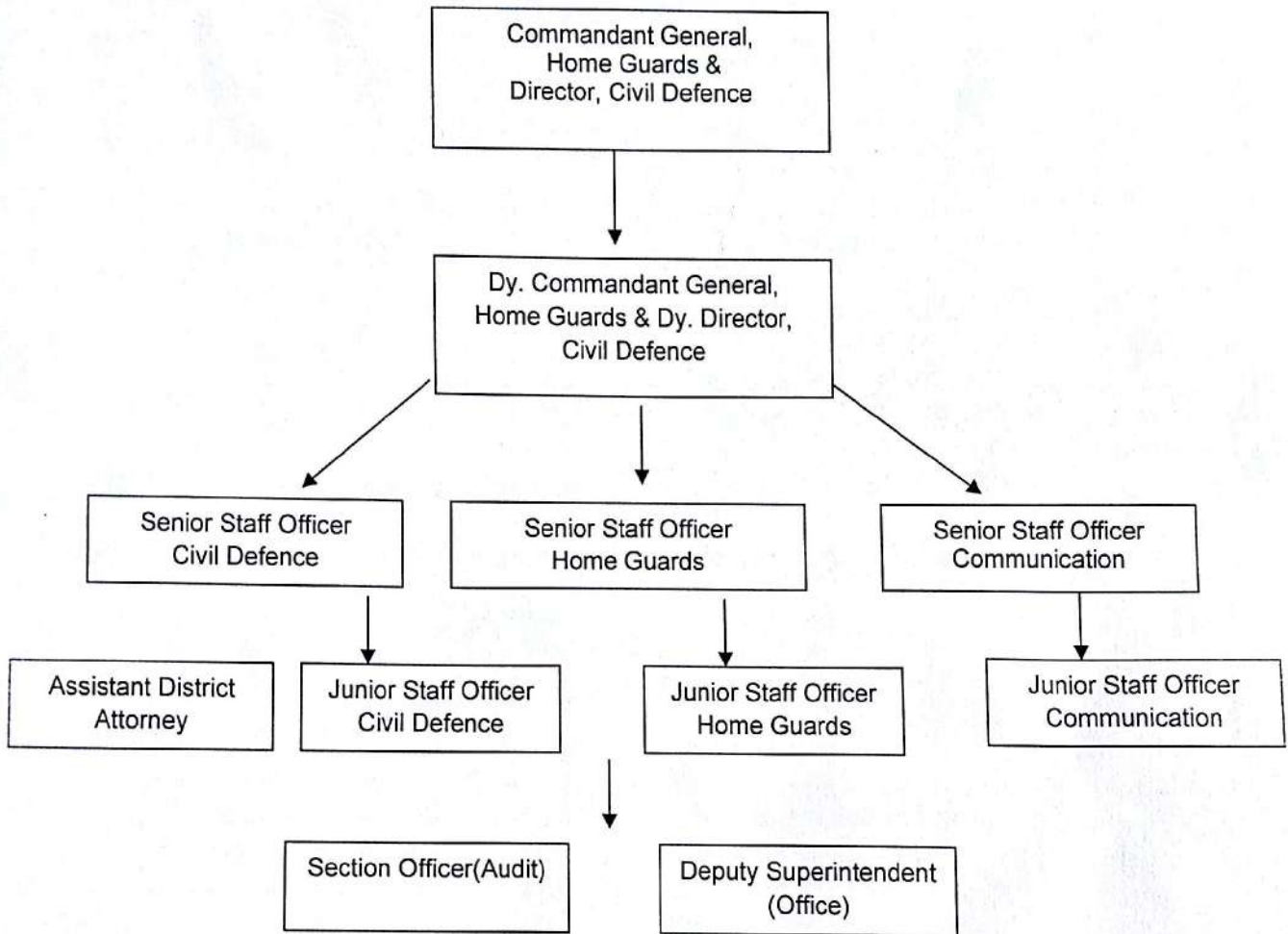
(i) Organization, functions and duties

The department is headed by a Commandant General, Home Guards and Director, Civil Defence. He is assisted by the Deputy Commandant General Home Guards and Deputy Director, Civil Defence, Haryana.

A chart showing the organizational set-up of the department is as under:-



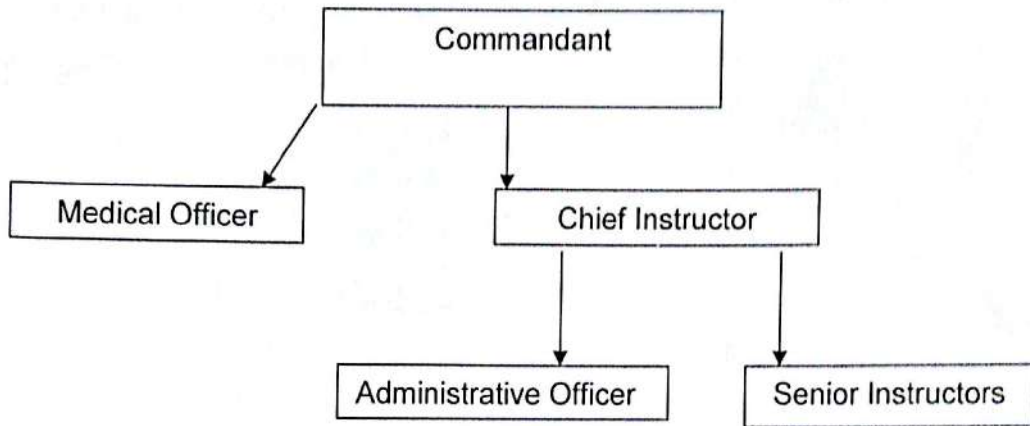
Organization Structure at Head Office



COMBINED TRAINING INSTITUTE, HOME GUARDS AND CIVIL DEFENCE, HARYANA

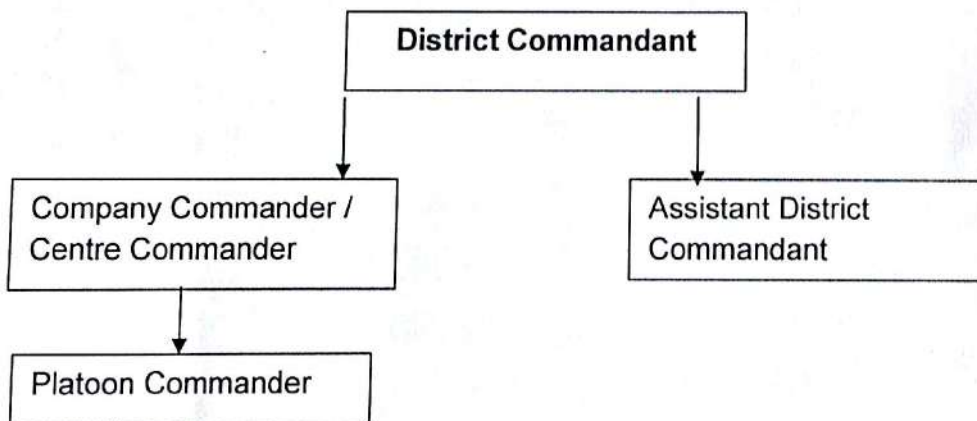
One Combined Training Institute in the State with a training capacity of 100 persons is presently headed by a Commandant. It imparts training to whole-time and part-time staff of the department in various subjects of Home Guards & Civil Defence like Drill, Watermanship, P.T., Traffic Control, Warden Service, Rescue, Communication, First Aid, Fire Fighting etc.

At present, the Combined Training Institute is functioning at Moginand, Panchkula in an area measuring 6 acres in the department's own building. The set up of the Combined Training Institute is as under:-



DISTRICT HOME GUARDS OFFICE

The organization structure at the district HQ is as follows:-



Home Guards is established in every district in the State, except the newly created district of Dadri. There are at present 21 offices of District Commandant, Home Guards.

This department, through the District Home Guards offices, has been providing as many Home Guards Volunteers as are requisitioned by the Police for the maintenance of law and order and to other Government departments, Boards/Corporations etc for watch and ward duty.

In addition, these offices are also running Civilian Firearms Training Scheme. This training which extends over five days is imparted by the whole-time Instructors of Home Guards in their spare time without any additional expenditure to State

Government. On the other hand, a sum of Rs. 1000/- per trainee is charged for this training from the civilians. All able-bodied young men and women are eligible for receiving training under this scheme.

The total sanctioned strength of Home Guards in Haryana State is 14025. The district-wise distribution is as under:-

S.No.	District	Sanctioned strength
1	Ambala	960
2	Bhiwani	742
3	Faridabad	426
4	Fatehabad	636
5	Gurugram	532
6	Hisar	1170
7	Jind	636
8	Jhajjar	530
9	Karnal	742
10	Kurukshetra	530
11	Kaithal	530
12	Nuh	425
13	Narnaul	530
14	Panipat	638
15	Panchkula	638
16	Palwal	532
17	Rohtak	851
18	Rewari	530
19	Sonepat	744
20	Sirsa	745
21	Yamunanagar	958

FUNCTIONS OF HOME GUARDS

The main functions and duties of Haryana Home Guards are as under :-

- 1 They will serve as an auxiliary to the police and assist in maintaining internal security.
- 2 Assist the community in any kind of emergency – air raid, fire, flood, epidemic and so on.
- 3 Organise functional units to provide essential services such as motor transport, pioneer and engineer groups, fire brigades, nursing and first aid, operation of water and power supply in installations etc.
- 4 Promote communal harmony and give assistance to the administration in protecting weaker sections of the society.
- 5 Participate in socio-economic and welfare activities such as adult education, health and hygiene, development schemes and such other tasks as are deemed useful.

DUTIES OF HOME GUARDS

Home Guards is a voluntary organisation. Home Guards volunteers perform duty in emergency and on the demand of the Police department for maintenance of law & order and other departments for watch & ward duty. They also work in the Civil Defence Organisation.

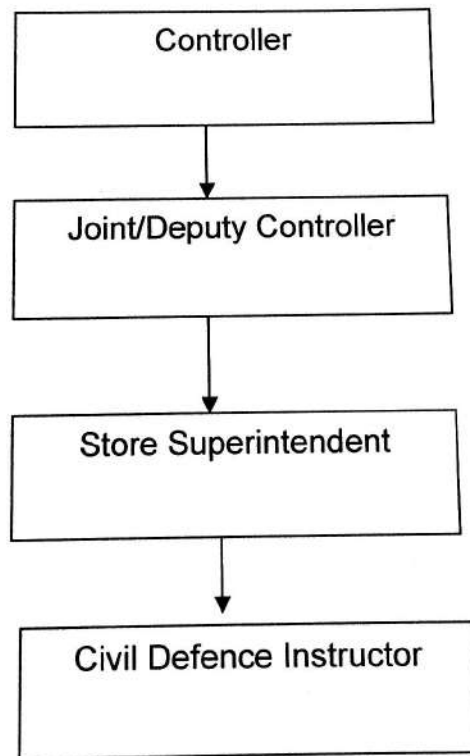
The duties and powers of officers and subordinate staff at State Head Quarters (SHQ) include passing appropriate orders and ensuring implementation of such orders with respect to Administration, Accounts, Training and Miscellaneous works in 21 Home Guards districts and 10 Civil Defence town offices. SHQ also deploys Home Guards volunteers with the Police for law & order duty and with various organisation for watch & ward duty.

CIVIL DEFENCE OFFICES

With the revocation of the Emergency and with the Defence of India Act, 1962 and rules framed there under ceasing to operate, the Parliament, keeping in view the overall situation, enacted the Civil Defence Act, 1968, by which Civil Defence was put on a permanent footing. The main objectives of these offices are :-

- a) to save life;
- b) to minimize damage to property;
- c) to maintain continuity of production
- d) to keep up the high morale of the public

The following chart shows the organizational set up of each Civil Defence office :



At present there is one office of Joint Controller, Civil Defence in Ambala and nine offices of Dy. Controller, Civil Defence located in Yamunanagar, Panchkula, Panipat, Sonipat, Rohtak, Gurugram, Faridabad, Hisar and Sirsa.