

**Manual I**

**PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES**

During World War-II, 'Home Guards'-a voluntary citizen organisation for local defence was raised in the United Kingdom. In India, on 6<sup>th</sup> December 1946, Home Guards were raised in Bombay to assist the Police in controlling civil disturbances and communal riots. Subsequently, this concept of a voluntary citizen's force as auxiliary to the Police for maintenance of law and order and for meeting emergencies like floods, fires, famines etc. was adopted by several other States such as Paranti Raksha Dal, West Bengal Village block and Civic Guards. In the wake of Chinese Aggression In 1962, the Centre advised the States and Union Territories to merge their existing voluntary organizations into one all - India force known as 'Home Guards' which would be voluntary both in concept and character.

**ROLE**

The following revised roles are assigned to the Home Guards. These instructions have been reiterated from to time:

- (a) Serve as an auxiliary to the police and assist in maintaining internal security.
- (b) Assist the community in any kind of emergency- an air raid. A fire, a flood, an epidemic and so on.
- (c) 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.
- (d) Promote communal harmony and give assistance to the administration in protecting weaker sections of the Society.
- (e) Participate in socio-economic and welfare activities such as adult education, health and hygiene, development schemes and such other tasks as are deemed useful.

## **ROLE OF HOME GUARDS IN CIVIL DEFENCE DUTIES**

(a) Category I & I-A towns are to have full scale Civil Defence measures, wherein the under mentioned Civil Defence services have to be manned by Urban Home Guards:

(i) Incident control and Reconnaissance parties (to the extent possible).

(ii) Rescue parties.

(iii) Trailer pumps parties.

(iv) Mobile Canteens.

(v) Part-time instructors.

(b) In category II, I II & IV towns only partial Civil Defence measures comprising six Civil Defence services, namely Headquarters, Wardens, Communications, Casualty, Training and Fire-fighting Services, are required to be provided at the full scale. The remaining Civil Defence services as per the scales laid down are to be found from among the Home Guards, but only to the extent actually required. Stores and equipment for these services are, however, to be provided from Civil Defence resources.

(c) For places other than Category I, I A and II towns like category III & IV and non- categorized towns Civil Defence arrangements 'may take the form of training Home Guards in air raid precautions and other general Civil Defence duties, so that a ready nucleus of disciplined and trained personnel is available, should this become necessary in an emergency. This must, however, be done without any financial liability to the Government of India.

(d) The concept of vulnerability, having been enlarged and the threat of foreign aggression not having completely receded, it is advised by the Government of India that Urban Home Guards in Category I, I I, I II & IV & non- categorized towns may used for Civil Defence to the maximum extent possible. In fact in such towns, the

Civil Defence work should for the present have first call on the Home Guards. This is of course not to say that any change is envisaged in the character of the organisation, but Civil Defence work will, perhaps, have to take precedence over other duties so long as it is not possible to have the required number of fully trained Civil Defence volunteers to man the various services.

(e) The scales of personnel for these services are laid down in Civil Defence hand-book entitled "General Principles of Civil Defence".

### **HOME GUARDS AS AUXILIARY TO POLICE**

When Home Guards are employed as auxiliary to the police, they are utilized on tasks like guard duty, traffic control, patrolling and the like, in the execution of which the prestige and dignity of the organisation is enhanced, and the Home Guards earn the goodwill and sympathy of the general public. The employment of Home Guards for tasks like breaking up of strikes, prevention of illegal occupation Government lands, the apprehension of unlicensed vendors and the like is avoided; as such duties lead to their estrangement from the general public. For the latter duties, Home Guards replace police from guards, traffic control and patrolling, that additional police can be made available for such duties.

### **FUNCTIONAL UNITS OF HOME GUARDS**

As one of the functions of Home Guards, is, to have functional units to provide essential services such as motor transport, pioneer and engineer groups, fire brigades, operation of water and power supply installations etc. Government of India consider it desirable that State Governments should raise sufficient number of such functional units of Home Guards so that trained manpower is available to augment and maintain essential services when required in an emergency.

The maintenance of essential services requires that enrolled personnel have intensive training and adequate technical knowledge.

Therefore, a functional unit raised by giving only elementary training to selected Home Guards will have no utility. In view of this, it would be more advantageous to enroll sufficient number of volunteers to form composite companies of Home Guards from among technically trained workers employed in various public utility services.

### **EFFECTIVE UTILISATION OF THE SERVICES OF HOME GUARDS IN THE EVENT OF NATURAL CALAMITIES**

One of the major roles of Home Guards is to help the community during an emergency viz, air raids, fires, floods, epidemics etc. The Home Guards, therefore, can be utilised to help the community in any kind of natural calamity. The Home Guards personnel who are trained in rescue and relief work will be able to meet the demand of trained manpower for providing services to the affected people during natural calamity. As per exist financial policy, the responsibility for payment of duty allowance etc. to Home Guards deployed for such duties with the authorities at whose instance the Home Guards are called up.

### **USE OF HOME GUARDS FOR COMMUNAL HARMONY AND PROTECTION OF WEAKER SECTION OF SOCIETY**

The Home Guards being local volunteers are utilised more effectively in assisting administration in preventing and controlling communal disturbance, restoring confidence amongst minorities and protecting weaker sections of Society.

The following is the organizational setup of the department:



## Manual II

### THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

The following are the duties of officers posted at unit level:

#### BATTALION HEADQUARTERS

##### BATTALION COMMANDER

- i) Overall in charge of Border Wing in respect of its administration, training, deployment etc.
- ii) Is responsible to Central Headquarters on all matters of command, control, administration and training of Border Wing Battalion.
- iii) Drawing and Disbursing Officer for the Border Wing Battalion.
- iv) Handling cash, its distribution and accounts supervision.
- v) Publication of Battalion orders.
- vi) Responsibility for the efficient and smooth running of Battalion office.
- vii) Responsibility for maintenance of discipline.
- viii) Carrying out monthly and surprise checks of Border Companies and Platoon Headquarters all along the Indo-Pak Border.
- ix) Imparting Rifle training to Border inhabitants.
- x) Preparation of village Defence Schemes for all Border villages, organisation of village defence parties etc.
- xi) Enrolment and discharge of volunteers.
- xii) Calling out/calling off Border Wing volunteers in emergencies.
- xiii) Supervision and control of vehicles, their upkeep and repairs.
- xiv) Issuing/cancellation of Arms licences to Border Wing volunteers.
- xv) Attending co-ordination meetings with District Civil Police, Border Security Force authorities.

##### BATTALION 2<sup>ND</sup> -IN-COMMAND

- i) To act as Battalion Commander in his absence on duty/tour/leave (except handling of cash).
- ii) To assist the Battalion Commander in the efficient discharge of his duties as enumerated above, relating to the control, command, administration and training of the Border Wing Battalion.
- iii) To act as in charge of the Quartermaster (Clothing Equipment) store side of the Battalion.
- iv) To conduct refresher camps of Instructors and volunteers and promotional cadres.
- v) To conduct and supervise the annual range classification firings of the Border Wing Battalions.
- vi) To carryout periodical verification of stores, clothing, equipment, arms and ammunition, issued to Border Wing Companies.
- vii) To conduct courts of enquiry in cases of losses and misuse of government stores, equipment, arms ammunition, etc.
- viii) Preparation of training programmes of volunteers, Organisation of training camps and their implementation.
- ix) Supervision of Accounts Branch.
- x) To act as Battalion sports officer.
- xi) Responsibility for maintaining, checking security measures/arrangements at Headquarters.
- xii) Supervision of Fire fighting equipment and acting as fire fighting officer at Battalion Headquarters.
- xiii) Checking and maintaining discipline of Battalion Headquarters and the guard personnel.
- xiv) Dealing with leave complaints and other connected matters.
- xv) Command control of collective refresher, training camps of Instructors/volunteers.

**COMPANY COMMANDER**

- i) Administration and training of volunteers of his company, preparation of their allowance bills and disbursement to individual volunteers.

**DISTRICT HEADQUARTER**

**DISTRICT COMMANDER**

- i) Drawing and Disbursing Officer for the Urban and Rural Wings.
- ii) Administrative control over Urban Units.
- iii) Taking measures to ensure proper turn out of volunteers at all times.
- iv) Administrative control over rural units.
- v) Responsible to the Commandant, Punjab Home Guards on all matters of command, control, administration and training of Rural and Urban Wings.
- vi) To handle all correspondence and to maintain accounts, stores, equipment centrally for the District. The units in the district will deal with Central Headquarters through District Commander in all matters.
- vii) Is responsible for organising Urban Wing and Civil Defence Auxiliary Company through 2<sup>nd</sup>-in-command, Home Guards and Civil Defence.

**DISTRICT 2<sup>ND</sup> -IN-COMMAND (HOME GUARDS)**

To assist the District Commander in his multifarious duties enumerated above.

**DISTRICT 2<sup>ND</sup> -IN-COMMAND (CIVIL DEFENCE)**

- i) To assist the District Commander in office routine connected with C.D. work.
- ii) To organise Civil Defence in the district.
- iii) General supervision of training classes.
- iv) Supervision of specialised training to auxiliary regular Home Guards unit/Training Centre.
- v) To assist the district authorities in arranging the Civil Defence Exercises.
- vi) To impart instructions regarding C.D. work to local instructors.
- vii) To allot duties of Civil Defence instructors and supervise their working.
- viii) To assist the District authorities in setting up of various centres.
- ix) To keep control of C.D. equipment and its issue to service for training exercises and for organising C.D. measures.
- x) To submit weekly progress reports/diaries to the Headquarters through the District Commander.

**COMPANY COMMANDER**

Administration and training of volunteers of his Company, Preparation of their allowance bills and disbursement to individual volunteers.

**COMMANDER TRAINING CENTRE**

- i) To contact and seek help of Block Development Officers, Block Samitis, Village Panchyats, Local Police and other agencies for the enlistment of Rural Wing volunteers.
- II) To allot and issue of uniforms to the trainees.
- III) To allot volunteer numbers.
- IV) Character verification of Rural Wing volunteers.
- V) Responsible for training of the Rural Wing/Units of the District.
- VI) Internal administrative control in Training Centre and Rural Wing units.
- VII) To arrange various training courses in the Training Centre viz.- basic training course, refresher training course and advance training courses etc.

- VIII) To put the Rural Wing volunteers through the Range Classification.
- IX) To call-out and deploy the Rural Wing volunteers during emergencies.
- X) To make clothing, equipment and messing arrangements for the trainees.
- XI) Administration of the projected 'Civilian Rifle Training Scheme' being introduced shortly in the state under the supervision of District Commander.

### **STATE TRAINING CENTRE**

#### **COMMANDANT**

- i) Overall in charge of administration, office work, accounts and training.
- ii) Responsibility to Central Headquarters for all matters of administration and training.
- iii) To deliver lectures and impart training in different Punjab Home Guards & Civil Defence subjects.
- iv) Responsibility to keep the high standard of his instructional staff.
- v) Responsibility for the welfare, accommodation and messing arrangements of trainees.
- vi) Arranging of demonstrations/parades, rehearsals at state level.

#### **CHIEF INSTRUCTOR**

- i) To assist the Commandant in his duties.
- II) To prepare training syllabus and training programme as drill, weapon training, field craft, elementary tactics and civil defence.
- III) Responsibility for training of instructors of state training centre.
- iv) To take classes of trainees detailed to attend the courses of various units of Punjab Home Guards from the state.



The following are the Punishing/Appellate authorities under Departmental Services Rules:

S. NO.	Designation of Post	Minor Penalty		Major Penalty	
		Punishing Authority	Appellate Authority	Punishing Authority	Appellate Authority
1.	Commandant General	Government	Government	Government	Government
2.	Dy. Commandant General	Government	Government	Government	Government
3.	Divisional Commandant	Government	Government	Government	Government
4.	Battalion Commander	Government	Government	Government	Government
5.	Commandant	Government	Government	Government	Government
6.	District Commander	Commandant General	Government	Government	Government
7.	Bn. 2 <sup>nd</sup> in Command	Commandant General	Government	Government	Government
8.	Chief Instructor	Commandant General	Government	Government	Government
9.	Junior Staff Officer	Commandant General	Government	Government	Government
10.	Assistant Controller (Finance & Accounts)	Government (F.D.)	Government (F.D.)	Government (F.D.)	Government (F.D.)
11.	Superintendent Grade -I	Commandant General	Government	Government	Government
12.	Section Officer (Audit)	Government (F.D.)	Government (F.D.)	Government (F.D.)	Government (F.D.)
13.	Superintendent Grade - II	Commandant General	Government	Government	Government
14.	Company Commander	Bn./District Commander	Commandant General	Commandant General	Government
15.	Senior Assistant	Commandant General	Government	Commandant General	Government
16.	Senior Scale Stenographer	Commandant General	Government	Commandant General	Government
17.	Draftsman	Bn./District Commander	Commandant General	Commandant General	Government
18.	Platoon Commander	Bn./District Commander	Commandant General	Commandant General	Government
19.	Junior Scale Stenographer	Divisional Commandant	Commandant General	Dy. Commandant General	Commandant General
20.	Armourer (A.S.I Rank)	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
21.	Quarter Master Sergeant	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
22.	Sergeant Armourer	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
23.	Havildar Instructor	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
24.	Sergeant Mechanic	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
25.	Pipe Band Havildar	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General

26.	Head Constable/Orderly/Driver	Dy. Commandant General	Commandant General	Dy. Commandant General	Commandant General
27.	Steno Typist	Divisional Commandant	Commandant General	Dy. Commandant General	Commandant General
28.	Clerk	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
29.	Corporal Instructor	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
30.	Corporal Armourer	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
31.	Corporal Mechanic	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
32.	Demonstrator	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
33.	Constable Orderly	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
34.	Driver	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
35.	Dispatch Rider	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
36.	Radio Wireless Operator	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
37.	Radio Wireless Operator (Technician) Radio Wireless Mechanic	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
38.	Carpenter	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
39.	Pipe Band Naik	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
40.	Pipe Band Lance Naik	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
41.	Bandsman	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
42.	Bugler	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
43.	Duplicator Operator	Dy. Commandant General	Commandant General	Dy. Commandant General	Commandant General
44.	Chowkidar	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
45.	Sweeper	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
46.	Class IV	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
47.	Cook	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
48.	Gardener	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
49.	Water Carrier	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
50.	Washer man	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
51.	Boot maker	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General
52.	Barber	Bn./District Commander	Commandant General	Dy. Commandant General	Commandant General

The following are the Appointing authority under Departmental Services Rules:

<b>S. NO.</b>	<b>Designation of Post</b>	<b>Appointing Authority</b>
1.	Commandant General	Government
2.	Dy. Commandant General	Government
3.	Divisional Commandant	Government
4.	Battalion Commander	Government
5.	Commandant	Government
6.	District Commander	Government
7.	Bn. 2 <sup>nd</sup> in Command	Government
8.	Chief Instructor	Government
9.	Junior Staff Officer	Government
10.	Assistant Controller (Finance & Accounts)	Government
11.	Superintendent Grade -I	Government
12.	Section Officer (Audit)	Government
13.	Superintendent Grade - II	Government
14.	Company Commander	Commandant General
15.	Senior Assistant	Commandant General
16.	Senior Scale Stenographer	Commandant General
17.	Draftsman	Commandant General
18.	Platoon Commander	Commandant General
19.	Junior Scale Stenographer	Commandant General
20.	Armourer (A.S.I Rank)	Dy. Commandant General
21.	Quarter Master Sergeant	Dy. Commandant General
22.	Sergeant Armourer	Dy. Commandant General
23.	Havildar Instructor	Dy. Commandant General
24.	Sergeant Mechanic	Dy. Commandant General
25.	Pipe Band Havildar	Dy. Commandant General
26.	Head Constable/Orderly/Driver	Dy. Commandant General
27.	Steno Typist	Dy. Commandant General
28.	Clerk	Dy. Commandant General
29.	Corporal Instructor	Dy. Commandant General
30.	Corporal Armourer	Dy. Commandant General
31.	Corporal Mechanic	Dy. Commandant General
32.	Demonstrator	Dy. Commandant General
33.	Constable Orderly	Dy. Commandant General
34.	Driver	Dy. Commandant General
35.	Dispatch Rider	Dy. Commandant General
36.	Radio Wireless Operator	Dy. Commandant General
37.	Radio Wireless Operator (Technician) Radio Wireless Mechanic	Dy. Commandant General
38.	Carpenter	Dy. Commandant General
39.	Pipe Band Naik	Dy. Commandant General
40.	Pipe Band Lance Naik	Dy. Commandant General
41.	Bandsman	Dy. Commandant General
42.	Stenotypist	Dy. Commandant General
43.	Bugler	Dy. Commandant General
44.	Duplicator Operator	Dy. Commandant General
45.	Chowkidar	Dy. Commandant General
46.	Sweeper	Dy. Commandant General
47.	Class IV	Dy. Commandant General
48.	Cook	Dy. Commandant General
49.	Gardener	Dy. Commandant General
50.	Water Carrier	Dy. Commandant General
51.	Washerman	Dy. Commandant General
52.	Bootmaker	Dy. Commandant General
53.	Barber	Dy. Commandant General

### **Manual III**

#### **The Procedure followed in the decision making process, including channels of supervision and accountability**

At the lowest level department has its sub-unit, i.e. Company, affairs of which are supervised by Company in charge. All grievances, complaints and suggestions received at his level are disposed of by him, if these fall within his competency. The matters which are beyond his competency are referred by him to District Commandants/Battalion Commandants, who deal with the matter in the capacity of Head of Office and decide these issues. Any matter on which he feels that that the decision of Divisional Commandant is required, is forwarded by him to the Divisional Commandant. The Unit Commander/ Divisional Commandant if feels or decides that the decision of Commandant General is required on some particular case, he sends the case to the Directorate with his detailed comments and recommendations, if any. At the Headquarters level the Commandant General after going through the matter decides it in accordance with rules/instructions, for this purpose he is provided with a team of Deputy Commandant General & staff officers at the Headquarters.

District Commandant/Bn. Commandant is the disciplinary authority in case of Home Guards volunteers and the appeal against the decisions of the District Commandant/Bn. Commandant lies with the Divisional Commandant. The final authority in this regard is Commandant General at State Headquarters.

In all financial matters, procedure laid down in the Punjab Financial Rules is followed. In disciplinary cases of establishment, the procedure laid down in Punjab Civil Services Rules is followed.

**Manual IV**

**The norms set by the department for the discharge of its functions**

The department follows the norms set by the State Government for the discharge of its functioning.

## **Manual V**

### **The Rules, Regulations, Instructions, Manuals and Records, held by the department or under its control or used by the employees for discharging its duties**

1. The East Punjab Volunteers Corps Act, 1947
2. The Punjab Home Guards Rules, 1963
3. The Civil Defence Act, 1968
4. The Civil Defence Rules, 1968
5. The Civil Defence Regulations, 1968
6. The Punjab Home Guards & Civil Defence (Class-I) Service Rules, 1988
7. The Punjab Home Guards & Civil Defence (Class-II) Service Rules, 1988
8. The Punjab Home Guards & Civil Defence (Field) Class-III Service Rules, 1983
9. The Punjab Home Guards & Civil Defence (State Headquarters) Class III Service Rules, 1999
10. The Compendium of Instructions (Home Guards)
11. The Compendium of Instructions (Civil Defence)
12. General Principles of Civil Defence
13. Master Plan of Civil Defence
14. War time Operational Plans of various battalions of Border Wing Home Guards (Secret)
15. Civil Defence Paper Plans of earmarked Civil Defence towns of Punjab (Secret)
16. Standing instructions issued by State Government from time to time
17. Standing instructions issued by State Headquarters from time to time
18. The Punjab Civil Services Rules

## **Manual VI**

### **A statement of the categories of documents that are held by the department or under its control**

1. Documents related to the financial matter like Bills, Cash Books etc.
2. Documents related to purchase of various store articles like uniform, equipment, furniture etc.
3. Documents related to service matters of departmental employees.
4. Documents related to the transport, like log books, maintenance books, history sheets etc
5. Documents related to training syllabus.
6. Documents related to Arms & Ammunition procurement, distribution, stock ledgers etc.
7. Documents related to call out of Home Guards volunteers (at unit level).
8. Documents related to enrolment and payment of wages to Home Guards volunteers (at unit level).
9. Case sheets of Home Guards volunteers (at unit level).

**Manual VII**

**The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof**

Not Applicable



## **Manual VIII**

**STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES  
CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE  
PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETINGS OF THESE BOARDS,  
COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE  
MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.**

The department does not have any such Board, Council, Committee and other body for the purpose of advice. However, in Civil Defence such committee exists with Deputy Commissioners of the Districts (Ex- Officio Controller of Civil Defence Town) in which notified Civil Defence Towns falls.

**Manual IX****A DIRECTORY OF ITS OFFICERS AND EMPLOYEES**

<b>S. No.</b>	<b>Designation</b>	<b>email id</b>	<b>Contact No.</b>	<b>Postal Address</b>
1.	Commandant General	comdtgenlphg@punjab.gov.in	0172-2701237	O/o Commandant Punjab, # 17 Bays Building, Sector 17-C, Chandigarh 160017
2.	Dy. General Commandant	dcg.phg.chd@punjab.gov.in	0172-5075033	
3.	Divisional Commandant Jalandhar	div.phg.jal@punjab.gov.in	0181-2465840	O/o Divisional Commandant, Punjab Home Guards, Police Line, Near Bus Stand Jalandhar 144001
4.	Divisional Commandant Ferozepur	div.phg.fzr@punjab.gov.in	01632-247594	O/o Divisional Commandant, Punjab Home Guards, Ferozepur Housing Board Colony Ferozepur Cantt. 152 002
5.	Divisional Commandant Patiala	div.phg.ptl@punjab.gov.in	0175-2211852	O/o Divisional Commandant, Punjab Home Guards, Patiala # 33-D, Baradari Gardens, Patiala 147 001
6.	Commandant C.T.I.	cdt.phg.cti@punjab.gov.in	82830-45340	O/o Commandant, Combined Training Institute, Home Guards & Civil Defence, Punjab, Sundran, Dera Bassi, SAS Nagar, Mohali
7.	Commandant 1st Bn. Gurdaspur	bn.phg.gsp@punjab.gov.in	01874-242746	O/o Commandant, 1 <sup>st</sup> Bn. Punjab Home Guards, Gurdaspur Old SSP Office, Near Court Complex, Gurdaspur 143 521
8.	Commandant 2nd Bn. Batala	bn.phg.btl@punjab.gov.in	01871-240655	O/o Commandant, 2 <sup>nd</sup> Bn. Punjab Home Guards, Backside Mata Sulakhani, Civil Hospital, Batala 143505
9.	Commandant 3rd Bn. Amritsar	bn.phg.asr@punjab.gov.in	0183-2548579	O/o Commandant, 3 <sup>rd</sup> Bn. Punjab Home Guards, Police Line (Rural), Amritsar Amritsar 143 002
10.	Commandant 4th Bn. Patti	bn.phg.patti@punjab.gov.in	01851-299225	O/o Commandant, 4 <sup>th</sup> Bn. Punjab Home Guards, Patti Near Dana Mandi, Patti-143416
11.	Commandant 5th Bn. Ferozepur	bn.phg.fzr@punjab.gov.in	01632-242412	O/o Commandant, 5th Bn. Punjab Home Guards, Ferozepur Complex Housing Board Colony, Ferozepur City 152 002
12.	Commandant 6th Bn. Fazilka	bn.phg.fzlk@punjab.gov.in	01638-262179	O/o Commandant, 6th Bn. Punjab Home Guards, Fazilka Distt Administrative, Block Room No 314, 2nd Floor, Fazilka- 152123

Punjab Home Guards & Civil Defence

13.	Junior Staff Officer (Administration) at S.H.Qs.	adm.n.phg.shq@punjab.gov.in	0172-2701169 (Ext. 215)	O/o Commandant General, Home Guards & Director Civil Defence, Punjab # 17 Bays
14.	Junior Staff Officer (Civil Defence) at S.H.Qs.	cd.phg.chd@punjab.gov.in	0172-2701169 (Ext. 208)	
15.	Junior Staff Officer (Training) at S.H.Qs.	trg.phg.chd@punjab.gov.in	0172-2701169 (Ext. 208)	
16.	Assistant Controller (Finance & Accounts) at S.H.Qs.	accts.phg.shq@punjab.gov.in	0172-2701169 (Ext. 206)	
17.	District Commander Ropar	distt.phg.rpr@punjab.gov.in	01881-222359	O/o District Commander, Punjab Home Guards, Ropar, Distt Admin. Block, Room No. 320, 2nd Floor Mini Secretariat, Ropar 140001
18.	District Commander Ludhiana	distt.phg.ldh@punjab.gov.in	0161- 2544644	O/o District Commander, Punjab Home Guards, Gill Road, Nagar Council Ludhiana, 141003
19.	District Commander Sangrur	distt.phg.sgr@punjab.gov.in	01672-234122	O/o District Commander, Punjab Home Guards, J.P. Colony Sangrur, 148 001
20.	District Commander Patiala	distt.phg.ptl@punjab.gov.in	0175-2212184	O/o District Commander, Punjab Home Guards, Patiala, # 37-D, Chotti Baradari, Patiala 147 001
21.	District Commander Fatehgarh Sahib	distt.phg.fgs@punjab.gov.in	01763-3232101	O/o District Commander, Punjab Home Guards, Old Police Line, Sarhind City, Fatehgarh Sahib-140412
22.	District Commander Kapurthala	distt.phg.kpt@punjab.gov.in	01822-232658	O/o District Commander, Punjab Home Guards, Kapurthala, Kanjhali Road, Kapurthala 144601
23.	District Commander Hoshiarpur	distt.phg.hpr@punjab.gov.in	01882-220526	O/o District Commander, Punjab Home Guards, Hoshiarpur, # Room No. 523, 5th Floor Room No 52, Mini Secretariat, Hoshiarpur-146001
24.	District Commander Amritsar	distt.phg.asr@punjab.gov.in	0183-2582565	O/o District Commander, Punjab Home Guards, Police Line (Rural), Amritsar Amritsar 143 002
25.	District Commander Jalandhar	distt.phg.jal@punjab.gov.in	0181-2483338	O/o District Commander, Punjab Home Guards, Police Line, Near Bus Stand Jalandhar 144 001

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26	District Commander Gurdaspur	distt.phg.gsp@ punjab.gov.in	01874-242747	O/o District Commander, Punjab Home Guards, Distt Administrative Complex, Room No 324-26, Gurdaspur-143521
27	District Commander Bhatinda	distt.phg.bti@ punjab.gov.in	0164-2214366	O/o District Commander, Punjab Home Guards, Bhatinda # Room No. 464-65,482, 3rd Floor Mini Secretariat Bhatinda 151 001
28	District Commander Faridkot	distt.phg.fdk@ punjab.gov.in	01639-250148	O/o District Commander, Punjab Home Guards, Faridkot, Opp. D.C's Residence, Kotkapura Road, Faridkot-151203
29.	District Commander Ferozepur	distt.phg.fzr@ punjab.gov.in	01632-242687	O/o District Commander, Punjab Home Guards, Ferozepur, Housing Board Colony, Ferozepur- 152002
30.	District Commander Mansa	distt.phg.mns@ punjab.gov.in	01652-227704	O/o District Commander, Punjab Home Guards, # Room No. 76-77, 3rd Floor Mini Secretariat, Mansa-151505
31.	Superintendent (Establishment) at S.H.Qs	-	0172-2701169 (Ext. 213)	O/o Commandant General, Home Guards & Director Civil Defence, Punjab, 17 Bays Building, Sector 17- C, Chandigarh 160 017
32.	Section Officer (Audit) at S.H.Qs	phgcd.chd@ punjab.gov.in	0172-2701169 (Ext. 216)	
33.	Superintendent (Accounts) at S.H.Qs		0172-2701169 (Ext. 236)	
34.	Superintendent (C.D. & Training) at S.H.Qs		0172-2701169 (Ext. 211)	
35.	Control Room at S.H.Qs.	phgcd.chd@ punjab.gov.in	0172-2701169	

**Manual X****THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND  
EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS  
REGULATIONS****SCALE OF PAY**

<b>S. No.</b>	<b>Designation of Post</b>	<b>Scale of pay</b>
1.	Commandant General	31
2.	Dy. Commandant General/ Divisional Commandant	23
3.	Battalion Commander/ Commandant	21
4.	District Commander/ Bn. 2 <sup>nd</sup> in Command/ Chief Instructor/ Junior Staff Officer	18
5.	Assistant Controller (Finance & Accounts)	16
6.	Superintendent Grade -I	16
7.	Section Officer (Audit)	13
8.	Superintendent Grade - II	12
9.	Company Commander	11
10.	Senior Assistant	11
11.	Senior Scale Stenographer	11
12.	Draftsman	11
13.	Platoon Commander	10
14.	Junior Scale Stenographer	7
15.	Armourer (A.S.I Rank)	3
16.	Quarter Master Sergeant	6
17.	Sergeant Armourer	6
18.	Havildar Instructor	6
19.	Sergeant Mechanic	6
20.	Pipe Band Havildar	6
21.	Head Constable/Orderly/Driver	6
22.	Steno Typist	5
23.	Clerk	3

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24.	Corporal Instructor/ Demonstrator	(Matter has been taken up with Govt. regarding pay scale)
25.	Corporal Armourer	3
26.	Corporal Mechanic	3
27.	Constable Orderly	3
28.	Driver	5
29.	Despatch Riders/	3
30.	Radio Wireless Operator	6
31.	Radio Wireless Operator Technician	3
32.	Carpenter	3
33.	Pipe Band Naik	3
34.	Pipe Bank L. Naik	3
35.	Bandsmen	3
36.	Steno typist	5
37.	Bugler	3
38.	Duplicate Operator	1
39.	Chaukidar	1
40.	Sweeper	1
41.	Class-IV	1
42.	Cook	1
43.	Mali	1
44.	Water Carrier	1
45.	Dhobi	1
46.	Mochi	1
47.	Nai (Barber)	1
48.	Volunteer	
	After enrollment initial three year	Rs. 338.63 per day
	After three year	Rs. 1100.69 per day

**Details of Pensionary benefits payable to Punjab Home Guards personnel at the time of their retirement**

<b>S. No.</b>	<b>Nature of Benefit</b>	<b>Admissibility</b>	<b>Rules/Authority</b>
01	Pension	Last 50% of basic pay drawn of 10 months average emoluments whichever is benefited to the employee. Minimum pension = 9000/- per month. Minimum service qualifying for pension is 10 years.	Rule 6.16 of Punjab CSR Volume II r.w. Government of Punjab, Finance Department letter no. 3/1/2021-3FPPC/281 dated 29-10-2021
02	Family pension	I. During First 15 years or till Government employee would have attained the age of 65, whichever period is less: (a) Pay up to 30,000/- : 60% of last basic pay (b) Pay up to 30,000/- : 50% of last basic pay, subject to minimum of Rs.12,000/-. II. After 15 years or till Government employee would have attained the age of superannuation, whichever period is less: (a) Pay up to 30,000/- : 40% of last basic pay, subject to minimum of Rs.9,000/- (b) Pay above 30,000/-: 30% of last basic pay, subject to minimum of Rs.12,000/-.	Rule 6.17 of Punjab CSR Volume II r.w. Government of Punjab, Finance Department letter no. 3/1/2021-3FPPC/281 dated 29-10-2021
03	Death-cum-Retirement Gratuity	<u>AxB 4</u> Where A is Basic pay + Dearness Allowance. B is Qualifying service in half years subject to maximum of 66 half years. Maximum limit is Rs. 3,50,000/-	Rule 6.16 A of Punjab CSR Volume II r.w. Government of Punjab, Finance Department letter no. 3/23/09-3FPPC/879 dated 17-08-2009
04	Commutation of Pension	40% of basic pension x 12 x as per rates prescribed in the table attached with State Government letter No.3/1/2021-3FPPC/281 dated 29-10-2021	Rule 6.17 of Punjab CSR Volume II r.w. Government of Punjab, Finance Department letter no. 3/1/2021-3FPPC/281 dated 29-10-2021
05	Leave encashment	<u>(Pay + DA) X A</u> 30 Where A is No. of days of unutilized earned leave at the credit of Government servant subject to maximum of 300 days. Emoluments include Basic pay + Dearness pay + Dearness allowance.	Rule 8.116 of Punjab CSR, Volume I.

06	General Provident Fund	As per balance at the credit of the subscriber at the time of credit of the subscriber at the time of death.	Rule 13.28 of Punjab CSR, Volume II
07	Group Insurance Scheme Fund	Group A= Rs.1,20,000/- Group B=Rs.60,000/- Group C=Rs.30,000/- Group D=Rs.15,000/- Along with amount at the credit of saving fund of employee	Rule ii (1) of Appendix vii referred to rule 15.1(b) of Punjab CSR, Volume II.
08	Ex-Gratia 1 Emp who dies in service	Rs. 2 Lac in lump sum	Rule 2.7 of Punjab CSR Volume II r.w. Government of Punjab, Finance Department letter no. 3/1/2021-3FPPC/281 dated 29-10-2021
	2. Death due to accident in course of performance of duties	20 Lac	
	3. Death in performing duty in or dealing with riots, terrorist, attack or enemy action	20 Lac	
	4 Accidental or homicidal death of GE or who incurred complete permanent disability during performing of duty.	10 Lac	



**Details of Pensionary benefits payable to the Family/Legal heirs of Punjab Home Guards personnel in the event of death during service.**

S. No.	Nature of benefits	Admissibility	Rules/Authority
01	Family pension	<p>1 During First Seven years or till Government employee would have attained the age of 65 whichever period is less:</p> <p>(a) Pay up to 30000/-: 60% of last basic pay.            (b) Pay above 30000/-: 50% of basic pay subject to minimum of Rs.12000/-.</p> <p>III. After first 15 years or till Government employee would have attained the age of superannuation, whichever period is less:</p> <p>(a) Pay up to 30000/- : 40% of basic pay subject to minimum of Rs.9000/-            (b) Pay above 30000/-: 30% of basic pay subject to minimum of Rs.12000/-.</p>	Rule 6.17 (1) of Punjab CSR, Volume II, r.w. Punjab Government letter no. 1/7/98-IFP3/8709 dated 16-07-1998 and no. 3/2/97-FPI/4035 dated 01-06-2004.
02	Death –cum- Retirement Gratuity	<p><math>\frac{A \times B}{4}</math></p> <p>Where A is Basic pay + Dearness pay + Dearness allowance.            B is qualifying service in half years subject to maximum of 66 half years.            Maximum limit is Rs.20,00,000/-.</p>	Rule 6.16-AA of Punjab CSR Volume II r.w. Punjab Government Finance Department letter no. 3/23/09-3 FPPC/879 dated 17-08-2009.
03	Leave Encashment	<p><math>\frac{\text{Emoluments} \times A}{30}</math></p> <p>Where A is No. of days of unutilized earned leave at the credit of deceased Government servant subject to maximum of 300 days.            Emoluments include Basic pay + Dearness pay + Dearness allowance.</p>	Rule 8.116 of Punjab CSR, Volume I.

04	General Provident Fund	As per balance at the credit of the subscriber at the time of credit of the subscriber at the time of death.	Rule 13.28 of Punjab CSR, Volume II
05	Group Insurance Scheme Fund	Group A= Rs.1,20,000/- Group B=Rs.60,000/- Group C=Rs.30,000/- Group D=Rs.15,000/- Along with amount at the credit of saving fund of employee	Rule ii (1) of Appendix vii referred to rule 15.1(b) of Punjab CSR, Volume II.
06	Ex-Gratia 1 Emp who dies in service	Rs. 2 Lac in lump sum	Rule 2.7 of Punjab CSR Volume II r.w. Government of Punjab, Finance Department letter no. 3/1/2021-3FPPC/281 dated 29-10-2021
	2. Death due to accident in course of performance of duties	20 Lac	
	3. Death in performing duty in or dealing with riots, terrorist, attack or enemy action	20 Lac	
	4 Accidental or homicidal death of GE or who incurred complete permanent disability during performing of duty.	10 Lac	

## **Manual XII**

### **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES**

This Department does not have any subsidy programme.

**Manual XIII**

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS  
GRANTED BY IT**

This department is neither a licensing authority nor gives any sort of concessions.

## **Manual XIV**

### **DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM**

1. The East Punjab Volunteers Corps Act, 1947.
2. The Punjab Home Guards Rules, 1963.
3. The Civil Defence Act, 1968.
4. The Civil Defence Rules 1968.
5. The Civil Defence Regulations, 1968.
6. The Punjab Home Guards & Civil Defence (Class-I) Service Rules, 1988.
7. The Punjab Home Guards & Civil Defence (Class-II) Service Rules, 1988.
8. The Punjab Home Guards & Civil Defence (Field) Class III Service Rules, 1983.
9. The Punjab Home Guards & Civil Defence (State Headquarters) class-III Service Rules, 1999.

**Manual XV**

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use**

The relevant information can be had from the all units on all week days (except on holidays) from 0900 hrs to 1700 hrs by the citizens. However, no separate library or reading room is maintained by the department, for public use.

**Manual XVI****THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS****List of APIOs/Appellate Authority**

<b>Sr. No.</b>	<b>Designation of APIO at unit level</b>	<b>Contact No.</b>	<b>Area of Jurisdiction</b>
01	Bn. Comdr., 1 <sup>st</sup> Bn. PHG, Gurdaspur	01874-242746	Jurisdiction of the unit
02	Bn. Comdr., 2 <sup>nd</sup> Bn. PHG, Batala	01871-240655	Jurisdiction of the unit
03	Bn. Comdr., 3 <sup>rd</sup> Bn. PHG, Amritsar.	0183-2534579	Jurisdiction of the unit
04	Bn. Comdr., 4 <sup>th</sup> Bn. PHG, Patti.	01851-299225	Jurisdiction of the unit
05	Bn. Comdr., 5 <sup>th</sup> Bn. PHG, Ferozepur.	01632-242412	Jurisdiction of the unit
06	Bn. Comdr., 6 <sup>th</sup> Bn. PHG, Fazilka.	01638-262179	Jurisdiction of the unit
07	Distt. Commander, PHG, Amritsar.	0183-2582565	Distt. Amritsar
08	Distt. Commander, PHG, Bathinda.	0164-2214366	Distt. Bathinda
09	Distt. Commander, PHG, Faridkot.	01639-250148	Distt. Faridkot, Moga & Mukatsar
10	Distt. Commander, PHG, Fatehgarh Sahib.	01763-232103	Distt. Fatehgarh Sahib
11	Distt. Commander, PHG, Ferozepur.	01632-242687	Distt. Ferozepur
12	Distt. Commander, PHG, Gurdaspur.	01874-222748	Distt. Gurdaspur
13	Distt. Commander, PHG, Hoshiarpur.	01882-220526	Distt. Hoshiarpur
14	Distt. Commander, PHG, Jalandhar.	0181-2483338	Distt. Jalandhar & Nawan Shehar
15	Distt. Commander, PHG, Kapurthala.	01822-232658	Distt. Kapurthala
16	Distt. Commander, PHG, Ludhiana.	0161-2401740	Distt. Ludhiana
17	Distt. Commander, PHG, Mansa.	01652-227704	Distt. Mansa
18	Distt. Commander, PHG, Patiala.	0175-2212184	Distt. Patiala

<b>Sr. No.</b>	<b>Designation of APIO at unit level</b>	<b>Contact No.</b>	<b>Area of Jurisdiction</b>
19	Distt. Commander, PHG, Ropar.	01881-222359	Distt. Ropar
20	Distt. Commander, PHG, Sangrur.	01672-234122	Distt. Sangrur

<b>Sr. No.</b>	<b>Designation of PIO at SHQs level</b>	<b>Contact No.</b>
01	Junior Staff Officer (Admn.)	0172-2701169 (Ext. 215)

<b>Sr. No.</b>	<b>Designation of Appellate authority at SHQs level</b>	<b>Contact No.</b>
01	Deputy Commandant General	0172-5075033