

GOVERNMENT OF PONDICHERRY

HOME DEPARTMENT

Pondicherry, the 20th November

NOTIFICATION

G.S.R. No.16 - In exercise of the powers conferred by Section 12 of the Pondicherry home guards ACT .1965 (Act No.14 of 1965), the Lieutenant Governor, Pondicherry, is pleased to make the following Rules, namely:-

SHORT TITLE

1. These Rules, may be called the Pondicherry Home Guards Rules, 1966.

DEFINITIONS

2. In these Rules, unless the context otherwise requires,
 - (i) "Act" means the Pondicherry Home Guards ACT, 1965.
 - (ii) "Commandant-General" means the Commandant General appointed under sub-section (3) of Section 3;
 - (iii) "Commandant" means the Commandant appointed under sub-section (2) of Section 3;
 - (iv) "Form" means a form appended to these Rules.
 - (v) "Home Guards" means the Home Guards constituted under Section 4;
 - (vi) "Member of Home Guards" means a Member appointed under section 4;
 - (vii) "Section" means a section of the act.
3. (1) The Inspector-General of Police shall be the Commandant General of the Home Guards for the entire Union Territory of Pondicherry.
 - (2) In the day-to-day administration of the Home Guards the Commandant-General shall be assisted by an Assistant Commandant-General selected from the civilian who is a person of dignity calibre, status and financial soundness commanding the respect of all communities and appointed by Government.
 - (3) The Home Guards constituted for different regions in the Union Territory of Pondicherry shall have a Commandant who will be assisted by an Assistant Commandant each, appointed by Government. The Commandant shall be chosen from among the senior most Home Guards trainees who are superior in age efficiency.
 - (4) The appointments of Company Commanders. Platoon Commanders, Assistant Platoon Commanders, section Leaders and Assistant section leaders will be made by the Commandant General the recommendation of the Commandants of the respective regions.

(2)

- (5) The Home Guards shall be organized in Sections, each consisting of members. Three sections shall form a platoon and three platoons shall form a company. Besides the members of the Home Guards in the Sections, there shall be a separate Home Guards messenger for each platoon and also for each company.
- (6) A separate women's Wing of Home Guards shall be constituted in such areas as the Government may decide. The rules regarding the recruitment and training shall be as may be prescribed by the Government.

RECRUITMENTS AND APPOINTMENTS OF HOME GUARDS

4. (1) No person shall be appointed as a Member of the Home Guards unless he.
 - (a) has completed the age of 18 years and has not completed the age of 50 years;
 - (b) is of good character and is physically fit.
 - (c) is a resident of the Union Territory of Pondicherry;
 - (d) is in the opinion of the Commandant of their respective regions suitable for appointment as a member of the Home Guards.

Provided that the age limit specified in clause (a) and educational qualification specified in clause (e) may, for reasons to be recorded in writing, be relaxed in individual cases, by the Commandant-General, to facilitate recruitment of candidates who are otherwise qualified.
 - (e) Must have passed S.S.L.C or equivalent examination;
 - (f) As per the Pondicherry Home Guards (Amendment) Rules, 1975, un-employed persons are also be appointed in the Home Guards Organisation.
- (2) Every person desiring to be appointed a Member of the Home Guards shall make an application in Form 'a' to the Commandant-General.
- (3) After testing the General Knowledge, alertness, intelligence, physical fitness, character and antecedents of the candidate, the Commandant, subject to the approval of the Commandant-General, shall enroll the required number of Home Guards.
- (4) Every person shall, before appointment as a member of the Home Guards, sign a declaration, in Form 'B' before the Commandant-General or an officer authorized by him, on his behalf, for the purpose.

CERTIFICATE

5. Every person appointed as member of the Home Guards shall be given a certificate of appointment in form 'C' under the seal and signature of the Commandant-General.

TERMS OF APPOINTMENT

6. Every person appointed as member of the Home Guards shall be given a certificate of appointment in form 'C' under the seal and signature of the Commandant-General.

Provided that the appointment of any such member may, at any time, be terminated by the Commandant-General or the Commandant, as the case may be, before the expiry of the term of office.

- (a) by giving one month's notice of
- (b) without such notice, if such member is found to be medically unfit to continue as a member of Home Guards.

AGE LIMIT FOR A MEMBER OF THE HOME GUARDS

7. A member of the Home Guards may continue to be such member until he attains the age of 60 years.

DISCHARGE

8. A member of the Home Guards may be discharged under sub-section (5) of Section (4) if the Commandant-General or the Commandant is satisfied that the said member is physically unfit to continue as such or the continuance of any member in the Home Guards as detrimental to the good order.

Welfare or discipline of the Home Guards or is prejudicial to the security of India or any part thereof.

RESIGNATION

9. A Member of the Home Guards may, by application in writing addressed to the Commandant-General, resign his office:

Provided that such resignation shall not taken effect until it is accepted by the Commandant-General.

TRAINING

10. (1) The Commandant of the regions are responsible for imparting both basic and advanced training to the member of the Home Guards in their respective regions. They will be assisted by training staff as may be specified by the Government from time to time.

(2) The member of the Home Guards shall, on enrolment, be required to undergo training for 64 parade days, at the rate of 3 periods of 45 minutes duration each day. The training will be imparted in the following subjects:-

- | | | |
|-----------------------|-----|------------|
| a) Physical training | ... | 12 periods |
| b) Drill without arms | ... | 40 periods |
| c) Drill with arms | | |
| d) Weapon training | ... | 20 periods |

(4)

| | | |
|--------------------------------|-----|------------|
| e) Fire discipline | ... | 2 periods |
| f) Lathi Drill | ... | 10 periods |
| g) Crowd control | | |
| h) Traffic control | ... | 5 periods |
| i) Field craft | ... | 4 periods |
| j) Guard duties | ... | 2 periods |
| k) Patrolling | ... | 6 periods |
| l) Map reading | ... | 6 periods |
| m) Message writing | ... | 1 period |
| n) Duties and responsibilities | ... | 6 periods |
| o) Route marches | ... | 6 periods |
| p) Fire fighting | ... | 21 periods |
| q) Rescue | ... | 30 periods |
| r) First-aid | ... | 15 periods |
| s) A.R.P. measures | ... | 6 periods |

Total ... 192 periods

(3) On completion of the basic training prescribed in sub-rule (2), an advanced course for a period of about a month and half shall be conducted for member of the Home Guards above the rank Assistant Selection Leaders. The advanced course shall comprise of lectures and practical work on the following subjects.

- (a) Organisation and man management
- (b) Civil Defence measure
- (c) Emergency relief
- (d) Map reading
- (e) Field craft
- (f) Automatic weapons
- (g) Traffic control
- (h) Protection of vital installations
- (i) Patrolling.

(4) During training, Home Guards shall be required to attend not less than 3 parades per week. Thereafter, members of Home Guards shall be called out at least once in a week either for training or for practical work.

(5) The members of the Home Guards may be called out for training or for duty by the Commandants of the regions under the orders of the Commandant-General.

FUNCTIONS AND DUTIES

11. (1) It shall be the duty of every Home Guard to assist in the maintenance of peace and tranquility of the State, to inculcate the habit of self-reliance and discipline and to develop sense of civil responsibilities among citizens of the state and to assist in the maintenance of essential services for which these volunteers may be trained specially.
- (2) Subjects to any general or special orders of the Commandant-General the Home Guards may be required to perform all or any of the following duties.
 - (i) Manning traffic points;
 - (ii) Service of beats and night patrols;
 - (iii) Collection of information and intelligence.
 - (iv) Service of summons;
 - (v) To allay panic organize rescue work, provide relief measures, organize fire fighting and
 - (vi) To have functional units to provide essential services such as Motor transport, pioneer and engineer groups, fire brigades, nursing and first aid, operations of water and power supply installations etc.
- (3) A member of the Home the Guards constituted for any area shall be liable to serve in any other area in which the Act is in force.

DISCIPLINE

12. (1) A member of the Home Guards shall perform such duties and functions as may be assigned to him and shall obey every order of his superior officers.
- (2) If a contingent of Home Guards is acting in conjunction with the Police, they shall be subject to the control of the senior Police Officer present.
- (3) The commandant-General of Home Guards may, for good and sufficient reasons, impose on any member of the Home Guards any of the following penalties namely:
 - (a) reprimand
 - (b) suspension
 - (c) reduction in rank
 - (d) forfeiture of allowance
 - (e) removals

(6)

POWERS OF THE COMMANDANT – GENERAL AND COMMANDANTS

13. (1) The Commandant-General shall exercise general supervision and control over the working of the Home Guards. He shall be directly responsible to the District Magistrate (Independence) for the efficient working, discipline, administration and training of the organization.
- (2) Subject to the supervision and control of the Commandant-General, the Commandants shall exercise supervision and control over the working of the Home Guards under their command.
- (3) Subject to the supervision and control of the Commandant-General, the Commandant, any officer of the Home Guards authorized by the Commandant-General in this behalf may exercise the powers conferred by section 7 in such circumstances as the Commandant-General may specify.

REWARDS

14. (1) Good service marks and commendations will be entered in service books. Money rewards may be awarded to Platoon Commanders and other lower ranks. While an individual Home Guards shall be accept any money or other reward from members of the public, the Commandant-General, the Commandant or the District Magistrate (Independent) may accept on behalf of the section or the platoon, gifts of money or presents intended to encourage the force as a token of public appreciation.
- (2) Appropriate rewards and recommendations will be cited at rallies of the Company or Platoon.

UNIFORM, ACCOUTREMENTS ETC.,

15. (1) A member of the Home Guards shall, while on duty, wear the following uniform:-
 - Men
 - (i) a grey mazri bush coat and khaki trousers for officers of and above the rank of Assistant Platoon Commander and a grey mazri shirt and khaki trousers for other members of the Home Guards.
 - (ii) Blue heret;
 - (iii) Boots-ankles black;
 - (iv) Woolen socks;
 - (v) Whistle with cord-blud;
 - (vi) Cloth belt (mazri cloth) with white metal buckle and brown boots-ankles for officers of and above the rank of Assistant Platoon Commanders and web belt for other members of the Home Guards.
 - Women
 - (i) White saree;
 - (ii) Grey mazri blouse;
 - (iii) White canvas shoes;

(7)

(2) Members of the Home Guards shall wear the letters H.G.” on their shoulder traps and officers shall wear, in addition, badges of rank as specified below:-

| | | |
|------------------------------|---|---|
| Assistant Section Leader | - | One White metal strap on the shoulders. |
| Section Leader | - | Two white metal straps on the shoulders. |
| Assistant Platoon Commander | - | One maple leaf on the shoulders. |
| Company Commander | - | Three maple leaves on the Shoulders |
| Assistant Commandant | - | One Dove and one Maple leaf, on the shoulders. |
| Commandant | - | The respective badges of rank in Police on the shoulders. |
| Assistant Commandant-General | - | One Dove and two Maple leaves on the shoulders. |
| Commandant-General | - | The respective badges of rank in Police on the shoulders. |

(3) All members of the Home Guards shall be supplied with 2 sets of uniform at Government cost on enrolment and replacement thereafter shall be at such intervals as the Government may be order specify.

(4) A member of the Home Guards shall, while on duty wear the uniform supplied to him. He may also carry a Rifle or a Reviver or, any other weapon sanctioned by the Commandant-General from time to time.

(5) No unauthorized ornaments or emblem shall be worn with the uniform.

ALLOWANCE

16. (a) Members of the Home Guards shall receive Training Allowance at the rates as may be prescribed by Government from time to time provided the members have attended at least 75% of parades.

(b) Members of the Home Guards shall receive an allowance of Rs. 2.50 each per day when they are called out on duty provided the duration of the duty is not less than two and half hours. The period spent in reaching a parade of assembly ground will also count as duty. The Home Guards shall get a single railway or bus fare of the lowest class spent by him in reaching the place, provided no transport facility is arranged by the Government.

COMPENSATION

17. If a member of the Home Guard suffers any injury to his person while under training or on duty, he shall be paid such compensations as may be determined by the Government provided that such injury is not caused by his own negligence or by his own willful act or omission in contravention of any of the provisions of the rules or of orders or directions issued by his superiors.

(8)

FORM "A"

(See Rule 4(2))

(Each applicant is required to fill this form in duplicate)

To

The Commandant-General of Home Guards,
Pondicherry.

1. Name in full :
2. Address (residence)
(business)
3. Telephone No. (residence)
(business)
4. Date of Birth
5. Place of Birth
6. Occupation of profession
7. Educational or special qualification such as knowledge of foreign languages or stenography or typewriting.
8. Particulars of war service or military or naval training with any first-aid or ambulance corp including N.C.C.
9. Father's Name
10. If originally a resident of Pakistan the address in that country and the date of migration to the Indian Union.
11. Father's Occupation or profession.
12. Particulars of places where you have resided for more than one year during the preceding five years.

| | | | |
|------|----|-------------|--|
| From | To | Residential | Address in full (i.e. village) police station and district or house No. lane, st. and road). |
|------|----|-------------|--|

13. Do you hold an Arms license; if so give description of weapon?
14. Have you received any training in the use of fire arms?
15. Do you own a motor vehicle; if so give its description?
16. Have you ever been convicted by a Court of any offence?
If the answer is "YES" the full particulars of conviction and sentence should be given.
17. I declare that I am a citizen of Indian and that I desire be enrolled as a member of Home Guard for (place) and have no intention of permanently leaving the limits of the Union Territory of Pondicherry for at least three years after enrolment and that I am not under any obligation to serve in any other force.

I understand that:

(9)

In any emergency I shall be liable to be called out on duty at any time and for any period and in any part of the Union Territory of Pondicherry.

I shall be liable to undergo training and attend parades in accordance with the order of my superior officers:

I shall be required to serve in the Home Guards till and thereafter for such a term as may be ordered by the Government under rules.

I declare the above particulars are correct.

Signature

Certificate of character signed by the gentlemen of position who have known you personally for at least three years should be written in space below:-

1. Signature of person who gives the certificate.
(Address and Telephone No.)
2. Signature of person who gives the certificate.
(Address and Telephone No.)

NOTE:- If you are a Government servant or an employee in a local authority, a firm, or any other office you should send this form through your superior officer with his certificate that he has no objection to your attending the training and that he will release you for duty in an emergency at any time and for any period and in any part in the Union Territory of Pondicherry.

2. After completing the form you should post it or deliver it to the Commandant-General of Home Guards, Pondicherry. You will receive intimation in due course whether your services can be utilised.

FORM "B"

(See Rule 4(4))

DECLARATION

I, son of resident of do hereby solemnly declare and affirm that I will truly serve as a Home Guard without favour or affection, malice or ill-will, communal or political bias, for a period of three years from the date of appointment including the period spent over training and that I further undertake to serve as a Home Guard at any time or any place in India during any further period if I am called out for training or duty during such period. I will to the best of my skill and knowledge discharge the duties of a Home Guard.

Place :

Date :

Signature.

(10)

FORM "C"

(See Rule 5)

CERTIFICATE OF APPOINTMENT

Shri son of shri
..... resident of
..... has been appointed a Home Guard under Section 4(3) of the
Pondicherry Home Guards Act, 1965. When lawfully on duty he shall have the same
powers, privileges and protection as an Officer of Police appointed under any enactment
for the time being in force.

Date of appointment

Place :

Date :

Signature and seal of the prescribed authority.

Sd/-
(V. PALANI)
Under Secretary to Government.

GOVERNMENT OF PONDICHERRY

Home Department

G.O. Ms. No. 42

Dated : March 15, 1983.

NOTIFICATION

In exercise of the powers conferred by section 12 of the Pondicherry Home Guards Act, 1965 (Act No. 14 of 1965) the Lieutenant Governor, Pondicherry hereby makes the following rules further to amend the Pondicherry Home Guards Rules, 1966, namely:-

1. Short title and commencement:- (1) These rules may be called the Pondicherry Home Guards (Amendment Rules, 1979).
 2. They shall come into force on the date of their publication in the official gazette.
2. Amendment of rule 15 :- In the Pondicherry Home Guards Rules, 1966 (hereinafter referred to as the said rules), for sub-rules(1), (2) and (3) the following shall be substituted, namely:-

(1) A member of the Home Guards, while he or she is on duty, shall wear the following uniform, namely:-

(a) Men Home Guards:

- (i) Shirt Khaki Cellular.
- (ii) Trousers Khaki Drill.
- (iii) Belt-Web or canvas.
- (iv) Anklets-Web or canvas.
- (v) Socks
- (vi) Boots ankle Black
- (vii) Beret-cloth
- (viii) Shoulder titles.
- (ix) Cap badge
- (x) Whistle
- (xi) Lanyard.
- (xii) Hackle.

(b) Women Home Guards:

- (i) Bush Shirt-khaki Cellular.
- (ii) Slacks-Khaki Drill.
- (iii) Socks-Cotton
- (iv) Shoes-Leather Brown.
- (v) Buckle field service.
- (vi) Cap badge.
- (vii) Lanyard.
- (viii) Beret (Maroon)
- (ix) Hackle
- (x) Shoulder titles
- (xi) Badges proficiency with coloured background.
- (xii) Badges of ranks and chevrons.
- (xiii) Scarves (for Sikhs only).

(2)

3. The members of the Home Guards shall wear the letters 'H.G.' on their shoulder straps and the officers shall, in addition, wear the badges of rank as follows:-

- | | | |
|---------|---|---|
| (i) | Commandant General - | A dove and crossed baton and sword. |
| (ii) | Commandant General - | A maple leaf and crossed baton and sword. |
| (iii) | Deputy / Joint Commandant General / Regional Commandant (Commissioner's Division) | A dove and 3 maple leaves in a triangle. |
| (iv) | Commandant District | A dove and 2 maple leaves. |
| (v) | Senior Staff Officer | A dove and a maple leaf. |
| (vi) | Battalion Commander | A dove and a maple leaf. |
| (vii) | Divisional Commander | A dove |
| (viii) | Company Commander / Senior Instructor / Battalion Staff Officer | 3 maple leaves. |
| (ix) | Battalion-second-in-command and Deputy District Commandant | A dove |
| (x) | Company Second-in-command / Senior Platoon Commander / Junior Instructor. | 2 maple leaves. |
| (xi) | Platoon Commander | 1 maple leaf. |
| (xii) | Battalion Sergeant Major | Ribbon cross and a dove. |
| (xiii) | Battalion / Q.M. Sergeant | Ribbon cross and two discs. |
| (xiv) | Company Sergeant Major | Ribbon cross and one disc. |
| (xv) | Company Q.M. Sergeant | Ribbon cross. |
| (xvi) | Sergeant | Three ribbon bars. |
| (xvii) | Section Leader | Two ribbon bars. |
| (xviii) | Assistant Section Leader | One ribbon bar. |

(3)

3. The Home Guards shall be supplied uniforms and accoutrements at the following scales, namely:-

- | | |
|------------------------|---|
| (a) Urban Home Guards. | One Complete set of uniform and one additional set of washable items of uniform. |
| (b) Rural Home Guards. | One Complete set of uniform and one additional set of washable items is permissible to 25% of the total strength. |

Note:- The questions of replacement of the uniform shall be considered after taking into account their actual condition and after approval of their condemnation by the Government. The normal life of the clothing items shall be two years:.

3. Amendment of rule 16 – In the said rules, in clause (b) of rule 16, for the word and figures “Rs. 2.50”, the word and figures “Rs. 5.00” shall be substituted.

(By Order of the Lieutenant Governor).

Sd/-
(E.S. PARTHASARATHY),
Chief Secretary to Government.

THE PONDICHERRY HOME GUARDS RULES, 1966

RECRUITMENT AND APPOINTMENT OF HOME GUARDS

Rules 4:

- 1) No person shall be appointed as a Member of the Home Guards unless he.
 - a) has completed the age of 18 years and has not completed the age 50 years.
 - b) Is of good character and is physically fit.
 - c) Is a resident of the Union Territory of Pondicherry.
 - d) Is in the opinion of the Commandants of the respective regions suitable for appointment as a member of the Home Guards.

Provided that the age limits specified in clause (a) and educational qualification specified in writing, be relaxed in individual cases, by the Commandant-General, to facilitate recruitment of candidates who are otherwise qualified.
 - e) Must have passed S.S.L.C. or equivalent examination.
 - f) Must be a Government employee or an earning member of any institution.
- 2) Every person desiring to be appointed a Member of the Home Guards shall make application in Form 'a' to the Commandant-General.
- 3) After testing the general knowledge, alertness, intelligence, physical fitness, character and antecedents of the candidates, the Commandant, subject to the approval of the Commandant-General, shall enroll the required number of Home Guards.
- 4) Every person shall, before appointment as a member of the Home Guards, sign a declaration, in Form 'B' before the Commandant-General or an officer authorized by him, on his behalf, for the purpose.

Rule 4(f) i.e. Must be a Government employee or an earning member of any institution: was deleted by way of amendment in C.O.Ms.No.117 dt. 15-10-1975 and the same was also incorporated in Home Guards (Amendment) Rules, 1975. As such, at present as per Home Guards (Amendment) Rules, 1975, un-employed persons are also be appointed in the Home Guards Organisation.

RECRUITMENT RULES

Supplement to the Gazette No. 19
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GOVERNMENT OF PONDICHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

(G.O. Ms. No. 24, dated 25th April 2005)

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, read with the Notification No. F5/4/65-GP, dated the 11th January 1965 of the Ministry of Home Affairs, Government of India, New Delhi and in partial modification of the Department of Personnel and Administrative Reforms (PW)'s Notification issued in G.O. Ms. No. 67, dated 25th August 2000 and published in the Gazette No. 35, dated 29th August 2000, the Lieutenant-Governor, Pondicherry hereby makes the following rules to amend the Government of Pondicherry (Group-D posts) Recruitment Rules, 2000 namely:-

1. *Short title and commencement.* – (1) These rules may be called the Government of Pondicherry (Group-D posts) Recruitment (Amendment) Rules, 2005.
 (2) They shall come into force on and from the date of their publication in the official gazette.
2. *Amendment of the Schedule.* – In the Government of Pondicherry (Group-D) Recruitment Rules, 2000, in Schedule II, III and IV relating to the post of Watchman, Sanitary Assistant and Sanitary Helper, for the entries against column No. 11, the following shall be substituted, namely:-

I. Watchman:

“(1) 75% by absorption of male daily rated employees with 2 years of continuous service failing which by absorption of male part-time employees with 4 years of continuous service and working in various departments/officers of Government of Pondicherry in Pondicherry / Karaikal / Mahe / Yanam region performing the functions of Watchman, Sanitary Assistant, Sanitary Helper and Gardener.

(2) 25% by absorption of male Home Guards who have put in at least 3 years of service as Home Guard.

Note: Daily rated employees/part-time employees working in Pondicherry / Karaikal / Mahe / Yanam region will be considered for absorption in the regular vacant post(s) of the particular region only based on their region-wise inter-se seniority position in the respective category”.

II. Sanitary Assistant:

“By absorption of daily rated employees with 2 years of continuous services failing which by absorption of part-time employees with 4 years of continuous service and working in various department/offices of Government of Pondicherry in Pondicherry / Karaikal / Mahe / Yanam region performing the function of Watchman, Sanitary Assistant, Sanitary Helper and Gardener.

Note: Daily rated employees/part-time employees working in Pondicherry / Karaikal / Mahe / Yanam region will be considered for absorption in the regular vacant post(s) of the particular region only based on their region-wise inter-se seniority position in the respective category”.

III. Sanitary Helper:

“By absorption of daily rated employees with 2 years of continuous services failing which by absorption of part-time employees with 4 years of continuous service and working in various department/offices of Government of Pondicherry in Pondicherry / Karaikal / Mahe / Yanam region performing the function of Watchman, Sanitary Assistant, Sanitary Helper and Gardener.

Note: Daily rated employees/part-time employees working in Pondicherry / Karaikal / Mahe / Yanam region will be considered for absorption in the regular vacant post(s) of the particular region only based on their region-wise inter-se seniority position in the respective category”.

(By order of the Lieutenant – Governor)

H. DASATATHAN,
 Under Secretary to Government