

No.1/8/67-DG CD(HG)
 Government of India
 Ministry of Home Affairs

To.

The Home Secretaries of all State Govts./
 U.Ts(except Nefa and L.M.A. Islands).

New Delhi-11, the 19th October, 1968.

Subject: Grant of cash awards to Home Guards and
 Civil Defence personnel.

Sir,

I am directed to invite reference to para 3 of this Ministry's letter No.1/8/67-CD, dated the 6th June, 1968 on the subject noted above and to say that rules for the regulation of expenditure arising from the grant of awards to Home Guards and Civil Defence personnel by the Director General, Civil Defence, Commandant General Home Guards and Directors of Civil Defence of the States/U.Ts have since been finalised. Two copies of the same are enclosed herewith.

2. This issues with the concurrence of Ministry of Finance, Home Finance Branch's U.O. No. 6490-HF-68, dated the 14th October, 1968.

Yours faithfully,

Sd: Bishan Chandra
 Deputy Secretary to the Govt. of India.

No.1/8/67-DG CD(HG) New Delhi, 19th October, 1968.

Copy with a copy of the enclosure to:

1. Ministry of Finance (Department of Expenditure), Home Finance Branch.
2. Ministry of Finance (Department of Expenditure) E II Branch, with reference to their U.O. No.1332 EII(A)/68, dt. 8.4.68.
3. Accountants General of State Govts./U.Ts.
4. All Commandants General Home Guards (except Nagaland and N.E.F.A.)
5. All Directors of Civil Defence(except Madras and Kerala.

Sd: Bishan Chandra
 Deputy Secretary to the Govt. of India.

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Rules for the regulation of expenditure arising from grant of Awards to Home Guards and Civil Defence Organisations by Director General Civil Defence and Commandant's General Home Guards/Directors of Civil Defence of States/Union Territories.

1. TITLE

(a) These Rules may be called Rules for the regulation of expenditure arising from grant of Awards to members of Home Guards Organisation and Civil Defence Corps enrolled/appointed under the Acts relating to these organisations.

(b) They extend to the whole of India.

2. DEFINITIONS

In the Rules unless the context otherwise requires:-

(a) Home Guards Organisation means the Organisation raised under the Home Guards Act of State Government/ Union Territory Administration and a Home Guard means a person enrolled under the Act.

(b) Civil Defence Corps means the Organisation raised under the Civil Defence Act-1968 of the Union Government and a member of the Civil Defence Corps means an individual appointed under the Act.

(c) Competent authority means the Director General Civil Defence, Ministry of Home Affairs appointed by the Central Government and the Commandant General Home Guards/Director of Civil Defence appointed by the State Government/Union Territory Administration.

(d) Commandant General Home Guards includes Additional Commandant General Home Guards (where such posts exist).

3. OBJECT

The object of the Award is recognition of conspicuously good work or work of outstanding nature in saving life, protection of property, assistance in maintenance of law and order and devotion to duty, individually or collectively, by the Home Guards and Civil Defence personnel. Awards may also be granted for other purposes which further the aims and objectives of the Home Guards and Civil Defence Organisations.

4. MONETARY LIMITS FOR AWARDS

(a) Subject to the budget provision made for the purpose of granting such Awards, the competent authority may in any one case or on any one occasion grant Awards up to the extent of monetary limits mentioned at sub para (c) below.

- (b) The amount of Award in any one case or on any one occasion shall not exceed the monetary limits prescribed for the competent authorities, who may, however, grant Awards at a reduced scale at their discretion.

(c) (i) Director General Civil Defence ... Rs.1,000.00

(ii) Commandant General Home Guards/
Director of Civil Defence ... Rs. 250.00

- ✓(d) The Awards may be in cash or in kind.

5. SHARING OF EXPENDITURE

The expenditure incurred on the Awards by the Commandants General Home Guards/Directors of Civil Defence subject to the provisions of Rules 3 and 4 above, will be shared between the Centre and the States in the same ratio as the expenditure on these organisations is borne by them viz. 50% except in the case of Assam, 5 northern districts of West Bengal and the Union Territories where the entire expenditure is borne by the Centre.

6. PRINCIPLES GOVERNING GRANT OF AWARDS

Awards may be granted to all members of the Home Guards Organisation and Civil Defence Corps including the paid staffs and to others connected with the two Organisations for:-

- (a) doing conspicuously good work requiring special courage, skill or initiative in saving life from floods, fires, earthquakes, AIR RAIDS, protecting property, detecting and preventing crime, administration of law, maintenance of peace and the like.
- (b) doing work of an outstanding nature requiring prompt and intelligent observance of and obedience to orders so as to be of material assistance in a life saving operation; in administration of law and maintenance of peace.
- (c) in exceptional cases for devotion to duty, fidelity, diligence, praiseworthy attention to the public or any other purpose which in the opinion of the competent authority is calculated to promote the reputation and efficiency of the Home Guards Organisation and Civil Defence Corps.
- (d) for other purposes which further the aims and objectives of the two Organisations.

7. LIMITATIONS

- (a) No grant of Award of a recurring nature involving any future commitments shall be made.

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- (b) Awards shall not be sanctioned on requests.
- (c) "General good work" shall not be a ground for the grant of an Award.

8. COORDINATING AUTHORITY

Director General Civil Defence or an officer specified by him shall be responsible to watch and coordinate the payments sanctioned by the competent authorities so that they do not exceed the limits given at Rule 4 above.

9. CITATION

For each Award a citation should be written and a copy thereof forwarded to the Home Ministry. Orders sanctioning Awards should indicate reasons for which they are granted. The clause or clauses of Rule 6 above under which an Award is granted should also be mentioned in the order sanctioning the Award. The citation may be read at parades at the discretion of the Commandant General Home Guards/Director Civil Defence.

10. MAINTENANCE OF ACCOUNTS

- (a) The competent authority shall cause a register of sanctions to be maintained in the form annexed to these Rules, in which shall be serially entered all the disbursements sanctioned by it.
- (b) Payments shall be made in cash by drawing the amounts in simple receipted bill form (T.R.42), or if the awardee so requests in writing, by Money Order, after deducting the Money Order Commission. The details of the payments to be made to the individuals are to be indicated in the bill itself or by attaching a statement thereto along with supporting documents when necessary.
- (c) Such of the recipients as receive payments in cash shall sign in the register of sanctions in token of their having received the amount of the Cash Awards. In respect of those to whom the payment is made by Money Order, receipt of Money Order coupons containing acknowledgement of the payee may be watched and note kept against the relevant item in the register of sanctions.
- (d) The competent authority shall periodically inspect the register of sanctions and exercise such other checks as he may think necessary for the proper account of payments.

11. AUDIT OF SANCTIONS

Sanctions for Awards and expenditure against them shall be subject to Audit by the Accountant General, Central Revenues/Accounts General States and Union Territories. Vouchers in support of the Award/Sanction shall be made available for the purpose of audit.

RECORD OF SANCTIONS OF AWARDS BY DIRECTOR GENERAL CIVIL DEFENCE /
 CONTAINING GENERAL NOTE GUARDS/DIRECTOR OF CIVIL DEFENCE

1	Serial Number
2	Reference No. (File No.)
3	Name and address of awardee
4	Date of order
5	Brief history of the award
6	Amount sanctioned
7	Particulars of Bill for drawing the amount (No. and date).
8	Amount paid in cash or by M.O. (Postal Receipt) No. and date
9	Initials of drawing officer and competent authority

To

The Home Secretaries,
All States/Union Territories,
(Except Nagaland, NEFA, LMA Islands)

New Delhi-1, the 1st February, 1969
12th Magha, 1890.

Subject: - Grant of awards to Home Guards and Civil Defence personnel.

Sir,

I am directed to refer to this Ministry's letter of even number dated the 19th October, 1968 and to say that it has been decided:-

- i) to also declare Deputy Director General Home Guards and Deputy Director General Civil Defence, Ministry of Home Affairs, as competent authorities for the grant of awards. The amount of awards granted by them shall be Rs.250.00 each in any one case on any one occasion; and,
 - ii) the expenditure incurred on the awards by the Director General Civil Defence; and the Deputy Director General Home Guards and Civil Defence, Ministry of Home Affairs, will be met out of the budget of the Ministry of Home Affairs and will not be shareable and poolable with the States.
2. In order to ensure that awards made in cash or kind are ~~handed~~ handed over to the recipients quickly, State/Union Territory Governments may consider the desirability of also authorising District Commandants, Home Guards and Controllers of Civil Defence at the district headquarters (and these are normally District Magistrates functioning in their Ex-Officio capacity) to make such awards and they may prescribe suitable lower monetary limits below Rs.250.00 for this purpose.
3. It is requested that the following amendments may be made in the 'Rules for the Regulation etc.' forwarded under this Ministry's letter No.1/8/67-DGCD(HG) dated the 19th October, 1968:
- i) In para 2(c) after Director General Civil Defence add the words "Deputy Director General Home Guards and Deputy Director General Civil Defence."
 - ii) In para 4(c) add "(iii) Deputy Director General Home Guards and Deputy Director General Civil DefenceRs.250.00."
4. This issues with the concurrence of Ministry of Finance (Department of Expenditure) U.O.No.53-E II(A)/69, dated the 6th January, 1969.
5. Receipt of the latter may please be acknowledged.

Yours faithfully,

Sd/-

(G.D.GUPTA)

Under Secretary to the Government of India.

No.1/8/67-DGCD(HG) Dated, the 1st February, 1969
12th Magha, 1890.

Copy to:

- 1) Ministry of Finance (Department of Expenditure) Home Finance Branch.
- 2) Ministry of Finance (Deptt. of Exp. EII Branch) with reference to their U.O.No.53-E-II(A)/69 dated the 6th January, 1969.
- 3) Accountant Generals of State Govts./UTs.
- 4) All Commandants General Home Guards except Nagaland and NEFA.
- 5) All Directors of Civil Defence (Except Tamil Nadu and Kerala)

Sd/-

(G. D. GUPTA)

Under Secretary to the Government of India.

Copy to :-

P.S. to Director General Civil Defence. DDG(HG), DDG(CD), Fire Adviser, ADG(HG), ADG(CD), ADG(C), Home Guards Section, C.D. Section, ER Section.

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No.VI-11024/1/2003-DGCD(HG)
Government of India
Ministry of Home Affairs
Directorate General Civil Defence

New Delhi, dated the 8th April, 2003

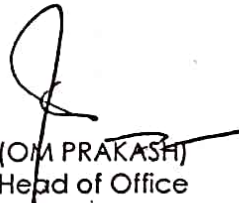
ORDER

In continuation of Order Nos.1/8/67-CD dated the 6th June 1968, 1/8/67-DGCD dated 1st February 1969 and No.VI/14021/80-DGCD (HG) dated the 16th June, 1981, I am directed to convey the sanction of the President to the enhancement of Financial Powers for grant of Cash Awards to Civil Defence, Home Guards and Fire Services Personnel indicated as under:-

Sl.No.	Level	Existing Powers (Rs.)	Proposed Powers (Rs.)
1.	DGCD	1,000/-	3,000/-
2.	IG / Jt. DGCD	----	2,000/-
3.	DIGs/DDGs/FA	250/-	500/-
4.	Commandant/ADG	---	300/-
FOR STATES/UNION TERRITORIES			
1.	DGs/CGHGs/DIRECTORS OF CIVIL DEFENCE	500/-	1,500/-
2.	IGs/Jt.GHG/Jt.DIRECTOR CD	---	1,000/-
The above delegated powers shall be subject to overall annual budgetary ceiling of Rs. 2.50 lakhs in case of Directorate General Civil Defence, MHA, New Delhi and Rs. 1.25 lakhs for each State/Union Territory.			

2. This issues with the concurrence of Integrated Finance Branch of Ministry of Home Affairs vide their Dy. No. F-1526/FA (Home)/2003 dated the 27th March 2003.

3. This order will be applicable with immediate effect.


(OM PRAKASH)
FIRE ADVISER & Head of Office

Copy to:-

1. The Pay and Accounts Office, MHA (Sectt.), C.I Hutments, Dalhousie Road, New Delhi.
2. Cash-I Section, MHA with one spare copy.
3. Ministry of Finance, Department of Expenditure, E.II Branch, North Block, New Delhi.
4. AFA (Fin.I), Ministry of Home Affairs, North Block, New Delhi.
5. The Chief Secretaries of all States/Union Territories.
6. The Accountant Generals of all State Governments/Union Territories.
7. All Commandants General Home Guards.
8. All Directors of Civil Defence.
9. Commandant, Mobile Civil Emergency Force, Kolkata.
10. PPS to DGCD / AD (CD) / ADG (CD) / ADG (Communication) / DDO (ESTT.) DGCD / ALL SECTIONS IN DGCD.

SPARE COPIES - 5.