

ANNEXURE-1
PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4(1) (b) (i) OF THE RIGHT TO
INFORMATION ACT, 2005
(The particulars of the organisation, functions and duties)

Sr. No.	Name of the Department	Function and duties (in brief)
1	Chandigarh Home Guards	<ol style="list-style-type: none">1. To assist the local police in day to day functioning of Police Stations, patrolling duty, traffic duties, PCR and other units of the department.2. To assist the local police on demand during different agitations, strikes, dharnas, rallies rasta-roko programmes, processions, demolition drives etc.

ANNEXURE-2
PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4(1) (b) (ii) OF THE RIGHT TO
INFORMATION ACT, 2005
 (The powers and duties of the officers and employees)

Sr. No.	Name of the Department	Function and duties (in brief)	
1	Commandant General Home Guards, U.T., Chandigarh	1	He is the Head of the Department and responsible for exercising control over all subordinates, taking decision in all policy matter, promotions, postings of volunteers and the transfer of District Commandant Home Guards, is made by the Administration on his recommendation. He is also the controlling authority of all the funds allotted to the department by Chandigarh Administration.
2	Additional Commandant General Home Guards, U.T., Chandigarh	1	He is second in command of Chandigarh Home Guards
3	Assistant Commandant General Home Guards, U.T., Chandigarh	1	He is third in command of Chandigarh Home Guards
4	District Commandant Home Guards, U.T., Chandigarh	1	He is the Officer in Charge and DDO of Chandigarh Home Guards
5	Company Commander (HQs), U.T., Chandigarh	1	He is responsible for the duties relating to the deployment of volunteers force to assist the Chandigarh Police to maintain law and order and other duties, training and making payment of subsistence allowances to Volunteers.
6	PC (HQ)	1	He assists Company Commander (HQ) in his duties to i.e. deployment of volunteers to maintain law and order, to impart the training to the volunteers, to lead the ceremonial parades etc.
7	ADC	1	He is as assistant to the District Commandant Home Guards in office establishment, accounts works etc.

8	Havaladar Instructors	1	They give the training to the volunteers and maintain their records
9	Quarter Master	1	He looks after the work of clothing store articles being issued to the volunteers and keeps the records in this regards and other inventory items
10	Clerk	3	They are doing the official file work and maintain office record.
11	Home Guards Volunteers	1	They assist the local police in different types of multifarious duties assigned to them.

ANNEXURE-3
PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4(1) (b) (iii) OF THE RIGHT TO
INFORMATION ACT, 2005

(The procedure followed in the decision making process, including
Channels of supervision and accountability)

Name of the department: Chandigarh Home Guards, U.T., Chandigarh

Sr. No.	Nature/type of work	Level at which the case is initiated (name of the post)	Name of the post which deals with the case before the decision making authority	Level at which decision is made (name of the post)
1	All policy matters	DCHG	Additional Commandant General Home Guards & Assistant Commandant General Home Guards, U.T., Chandigarh	Commandant General Home Guards, U.T., Chandigarh
2	Promotions	DCHG	DPC, constituted by CMT. GEN. from time to time	Commandant General Home Guards, U.T., Chandigarh
3	Transfers and posting of volunteers	DCHG	Additional Commandant General Home Guards & Assistant Commandant General Home Guards, U.T., Chandigarh	Commandant General Home Guards, U.T., Chandigarh
4	New Proposals	DCHG	Additional Commandant General Home Guards & Assistant Commandant General Home Guards, U.T., Chandigarh	Commandant General Home Guards, U.T., Chandigarh

ANNEXURE-4
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4(1) (b) (iv) OF THE RIGHT TO INFORMATION ACT, 2005
(The norms set for the discharge of its functions)

Sr. No.	Items of Work	Norms set for the discharge of its functions
1	Enquiries relating to Chandigarh Home Guards	All are cleared within stipulated period.

ANNEXURE-5
PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4(1) (b) (v) OF THE RIGHT TO
INFORMATION ACT, 2005

(The rules, regulations, manuals, records, held by its or under its control or used by its
employees for discharging its functions)

1.	Chandigarh Home Guards follows the rules of Punjab Home Guards as well as Compendium of Instructions issued by Directorate General Civil Defence, Ministry of Home Affairs, Govt. of India, R.K., Puram, New Delhi.
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ANNEXURE-6
PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4(1) (b) (vi) OF THE RIGHT TO
INFORMATION ACT, 2005

(Statement of the categories of documents that are held or under control)

Sr. No.	Name	Category of documents
1	Chandigarh Home Guards	Attendance record of HGVs regarding deployment in different units, service record, receipt & disbursement record, dak receipt/dispatch registers, all circulars and orders received from Chandigarh Administration time to time

ANNEXURE-7
PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4(1) (b) (vii) OF THE RIGHT TO
INFORMATION ACT, 2005

(The particulars of any arrangements that exists for consultation with or representation by
members of the public in relation to the formulation of its policy or implementation
thereof)

Name of the department: Chandigarh Home Guards

This is no applicable to Chandigarh Home Guards.

ANNEXURE-8
PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4(1) (b) (viii) OF THE RIGHT TO
INFORMATION ACT, 2005

(Statement of the boards, councils, committees and other bodies)

Name of the department: Chandigarh Home Guards

Sr. No .	Name and address of the body	Main functions of the body	Member of the body	Date of constitution	Date upto which valid	Whether meeting opened in public	Whether minutes accessible to public
1	Departmental Promotion Committee (DPC)	Consider the promotion/ grant of promotion of CC (HQ), PC (HQ), ADC, Havaldar Instructor., QM and ministerial staff (excluding Class-IV)	DIG/SSP/ Chandigarh (Chairman), District Commandant Home Guards, Members, DSP of Chandigarh Police (Member)	18//9/07	Till further orders	No	No

ANNEXURE-9
PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4(1) (b) (ix) OF THE RIGHT TO
INFORMATION ACT, 2005
(Directory of the Officers and employees)

Sr. No.	Name of the Officer	Designation	Phone No. (Office)
1	Sh. Sanjay Baniwal, IPS	Commandant General Home Guards	0172-2740106
2	Sh. Omvir Singh, IPS	Addl. Commandant General Home Guards	0172-2749900
3	Sh. Vineet Kumar, IPS	Assistant Commandant General	0172-2749797
4	Sh. Rajiv Kumar Ambasta, DANIPS	District Commandant Home Guards	0172-2710918
5	Sh. Balbir Singh	Company Commander (HQ)	0172-2703964

ANNEXURE-10
PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4(1) (b) (x) OF THE RIGHT TO
INFORMATION ACT, 2005

(The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations)

Name of the department: Chandigarh Home Guards.

Rank	Group	Pay Scale
District Commandant Home Guards	A	15600-39100+ G.P. 5400
Company Commander (HQ)	B	10300-34800+ G.P. 3800
Platoon Commander (HQ)	C	10300-34800+ G.P. 3600
ADC	C	10300-34800+ G.P. 3600
Havaldar Instructor	C	5910-20200+ G.P. 2400
Quarter Master	C	5910-20200+ G.P. 2400
Junior Assistant	C	10300-34800+ G.P. 3600
Driver	C	5910-20200+ G.P. 2400
Clerk	C	10300-34800+ G.P. 3200
Dispatch Rider	C	5910-20200+ G.P. 1900
Class-IV	D	4900-10680+ G.P. 1650

ANNEXURE-11
PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4(1) (b) (xi) OF THE RIGHT TO
INFORMATION ACT, 2005

(Budget allocated to each of its agency, indicating the particulars of plans, proposed expenditures and reports on disbursements made)

Name of the department: Chandigarh Home Guards

ACCOUNT HEAD		B.E. 2019-2020
(Amount in Thousands)		
140-HOME GUARDS		
2070-Other Administrative Services		
107-Home Guards		
02-Chandigarh		
020001-Salaries	0	8613
020002-Wages	0	547890
020006-Medical Treatment	0	80
020011-Domestic Travel Expenses	0	17
020013-Office Expenses	0	1200
020025-Clothing and Tentage	0	1100
TOTAL-02-Chandigarh	0	558900
TOTAL-2070	0	558900
TOTAL-140-HOME GUARDS	0	558900

ANNEXURE-12
PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4(1) (b) (xii) OF THE RIGHT TO
INFORMATION ACT, 2005

(The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs)

Name of the department: Chandigarh Home Guards

This is not applicable to Chandigarh Home Guards

ANNEXURE-13
PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4(1) (b) (xiii) OF THE RIGHT TO
INFORMATION ACT, 2005

(Particulars of recipients of concessions, permits or authorizations granted)

Name of the department: Chandigarh Home Guards

This is not applicable to Chandigarh Home Guards.

ANNEXURE-14
PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4(1) (b) (xiv) OF THE RIGHT TO
INFORMATION ACT, 2005

(Details in respect of the information available, reduced in an electronic)

Name of the department: Chandigarh Home Guards

Sr. No.	Name of the Unit	Type of information
1	District Commandant Home Guards	All information relating to Chandigarh Home Guards are available in Chandigarh Home Guards HQs Building Sector-17, Chandigarh

ANNEXURE-15
PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4(1) (b) (xv) OF THE RIGHT TO
INFORMATION ACT, 2005
(Particulars of facilities available to citizens for obtaining information)

Name of the department: Chandigarh Home Guards

Sr. No.	Name of the Unit	Facility	Type of information
1	District Commandant Home Guards	Any type of information relating Chandigarh Home Guards	Monday to Friday 09.00 AM to 05.00 PM

ANNEXURE-16
PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4(1) (b) (xvi) OF THE RIGHT TO
INFORMATION ACT, 2005
(Particulars of facilities available to citizens for obtaining information)

Name of the department: Chandigarh Home Guards

Sr. No.	Name of Office	Rank of Officer Designated as "Central Public Information Officer"	Telephone Number of CPIO	Rank of Officer Designation as "Assistant Public Information Officer"	Appellate Authority	Telephone of Appellate Authority
1	2	3	4	5	6	7
1	Chandigarh Home Guards	Smt. Rajiv Kumar Ambasta, DANIPS, District Commandant Home Guards HQs Building Sector-17, U.T., Chandigarh	0172-2710918	I/C Public Window, Chandigarh Police	Sh. Vineet Kumar IPS, Asst. Commandant General Home Guards, U.T., Chandigarh	0172-2740106