

**Annual Administrative Report  
&  
Right to Information Act, 2005-Report  
2022-23**



**DEPARTMENT OF HOME GUARDS AND  
CIVIL DEFENCE  
U.S. Club, Shimla - 171001  
HIMACHAL PRADESH**

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H.P. HOME GUARD ORGANISATION

## HIMACHAL PRADESH HOME GUARD ORGANISATION

Himachal Pradesh Home Guard Organization was created in 1962 with the objective to infuse spirit of service, courage and patriotism amongst the citizens and to channelize their energies in maintenance of law and order and socio-economic improvement of the State. All the able bodied individuals who are in the age group of 18-50 years and fulfill the prescribed physical and educational standards are eligible to be enrolled as Home Guard volunteers.

### ORGANISATION (HOME GUARD VOLUNTEERS):

#### **Authorized Strength of Home Guard Volunteers (2022-23):**

The Government of India has authorized 8000 Home Guard volunteers to Himachal Pradesh Home Guards Organization. The State has 12 Battalions of Home Guards consisting of 73 Companies and 04 Independent Platoons of Men Home Guards, 06 Companies and 06 Independent Platoons of Women Home Guards and 12 Platoons of Technical Home Guards.

The total number of authorized female Home Guard volunteers in Companies and independent platoons is 629 and the total number of authorized male Home Guards strength is 7371. The detailed authorized strength of Home Guards in Battalion is as under:

Sr. No.	Battalion	Name of Company/Independent Platoon	Authorised Strength of Home Guard volunteers	Total of authorized strength in Battalions
1	1 <sup>st</sup> Battalion, Kinnaur.	1/1-Kalpa (Men)	71	536
		1/2-Sangla (Men)	80	
		1/3-Nichar (Men)	82	
		1/4-Murang (Men)	81	
		1/5-Urni (Men)	80	
		1/6-Sangla (Women)	88	
		1/7-Technical Platoon (Men)	54	
2	2 <sup>nd</sup> Battalion Shimla	2/1-Rampur (Men)	88	784
		2/2-Rohru (Men)	88	
		2/3-Jubbal (Men)	87	
		2/4-Kumarsain (Men)	88	
		2/5-Sarahan (Men)	87	

		2/6-Theog (Men)	76	
		2/7-Chirgaon (Men))	86	
		2/8-Technical Platoon (Men)	62	
		2/9-Chaupal (Men)	96	
		2/1-Rampur (Women)	26	
3	3 <sup>rd</sup> Battalion, Shimla	3/1-Shimla (Urban) (Men)	83	610
		3/2-Shimla (Urban) (Men)	84	
		3/3-Shimla (Urban) (Women)	83	
		3/4-Ghanahatti (Men)	85	
		3/5-Sunni (Men)	84	
		3/6-Junga (Men)	85	
		3/T-Technical Platoon (Men)	106	
4	4 <sup>th</sup> Battalion, Nahan	4/1-Nahan (Men)	79	658
		4/2-Paonta Sahib (Men)	87	
		4/3-Sarahan (Men)	86	
		4/4-Renuka (Men)	86	
		4/5-Nahan (Women)	61	
		4/6-Moginand (Men)	53	
		4/7-Kalota (Men)	86	
		4/8-Technical Platoon (Men)	59	
		Independent Platoon (Men)	61	
5	5 <sup>th</sup> Battalion, Bilaspur	5/1-Bilaspur (Men)	85	595
		5/2-Ghumarwin (Men)	85	
		5/3-Jhandutta (Men)	86	
		5/4-Bassi (Men)	86	
		5/5-Markand (Men)	83	
		5/6-Bharari (Men)	88	
		5/7-Technical Platoon (Men)	56	
		5/8-Women Platoon	26	
6	6 <sup>th</sup> Battalion, Mandi	6/1-Mandi (Men)	105	876
		6/2-Mandi (Women)	90	
		6/3-Joginder Nagar (Men)	105	
		6/4-Thunag (Men)	106	

		6/5-Sarkaghat (Men)	105	
		6/6-Karsog (Men)	105	
		6/7-Sunder Nagar (Men)	105	
		6/8-Gohar (Men)	95	
		6/9-Technical Platoon (Men)	60	
7	7 <sup>th</sup> Battalion, Kullu	7/1-Kullu (Men)	87	710
		7/2-Bajoura (Men)	82	
		7/3-Hurla (Men)	85	
		7/4-Banjar (Men)	86	
		7/5-Nagar (Men)	87	
		7/6-Ani (Men)	87	
		7/7T-Technical Platoon (Men)	59	
		7/8-Keylong (Men)	86	
		7/9-Palchan (Men)	25	
		7/7-Women Platoon	26	
8	8 <sup>th</sup> Battalion, Chamba	8/1-Chamba (Men)	79	720
		8/2-Chamba	61	
		8/3-Chowari (Men)	78	
		8/4-Mehla (Men)	78	
		8/5-Banikhet (Men)	78	
		8/6-Kakira (Men)	77	
		8/7-Kaini (Men)	78	
		8/8-Sundla (Men)	79	
		8/9-Technical Platoon (Men)	60	
		8/10-Bharmour (Men)	26	
		8/11-Pangi (Men)	26	
9	9 <sup>th</sup> Battalion, Dharamshala	9/1-Dharamshala (Men)	132	908
		9/2-Dharamshala (Women)	90	
		9/3-Indora (Men)	106	
		9/4-Nurpur (Men)	101	
		9/5-Shahpur (Men)	101	
		9/6-Dehra (Men)	106	
		9/7-Palampur (Men)	106	

		9/8-Kangra (Men)	106	
		9/9-Technical Platoon (Men)	60	
10	10 <sup>th</sup> Battalion, Hamirpur	10/1-Hamirpur (Men)	87	503
		10/2-Sujanpur (Men)	84	
		10/3-Nadaun (Men)	81	
		10/4-Bhota (Men)	86	
		10/5-Badsar (Men)	86	
		10/6-Women Platoon	26	
		10/7-Technical Platoon (Men)	53	
11	11 <sup>th</sup> Battalion, Solan	11/1-Solan (Men)	105	597
		11/2-Arki (Men)	100	
		11/3-Kuthar (Men)	104	
		11/4-Nalagarh (Men)	105	
		11/6-Darlaghat (Men)	96	
		11/7-Technical Platoon (Men)	61	
		11/1-Solan Women Platoon	26	
12	12 <sup>th</sup> Battalion, Una	12/1-Una (Men)	85	503
		12/2-Amb (Men)	81	
		12/3-Bangana (Men)	86	
		12/4-Gagret (Men)	87	
		12/5-Haroli (Men)	85	
		12/6-Technical Platoon (Men)	53	
		12/7-Women Platoon	26	
		Total	8000	8000

However, the actual number of enrolled volunteers varies from time to time. 6349 Home Guards volunteers were on rolls as on 31<sup>st</sup> March, 2023.

#### **OPERATIONS:**

During the year 2022-23, Home Guard volunteers were deployed with Police for maintenance of law & order and other duties such as traffic and patrolling, guarding of vital installations, manning of Government treasuries/ sub-treasuries, maintenance of law and order during fairs and festivals and security duties at temples and zonal hospitals. In addition

to this women Home Guards volunteers were deployed for nursing duties in the hospitals. Male Home Guards who have undergone Fire Prevention Course were deployed at Fire Stations to supplement the strength of fire staff.

The details regarding the deployment of Home Guards during the Financial Year 2022-2023, are as under:-

**DEPLOYMENT OF HOME GUARDS FOR ROUTINE & OPERATIONAL DUTIES**

<b>Sr. No.</b>	<b>Nature of duty</b>	<b>No. of Home Guard volunteers deployed</b>
(a)	For assistance of Police in the maintenance of law and order etc.	1367
(b)	Treasury/Sub- Treasury Guard duties.	89
(c)	Battalion Kot Guard duties.	73
(d)	Messengers, Telephone Operators, Demonstrators, Drivers and other administrative duties.	620
(e)	Firemen duty in the Fire Stations/Fire Posts in the Pradesh.	671
(f)	First aid, dispenser and Nursing duty in the District Hospitals. (except Lahaul & Spiti)	108
(g)	H.P. Secretariat security duty & other duties.	115
(h)	Service of Court processes in Police Stations in H.P.	139
(i)	Security duty in various Institutions, such as H.R.T.C. Barrier, temple security duty and zonal hospitals etc.	794
(j)	Jail Warder duty.	9
(k)	State Vigilance & Anti Corruption Bureau duty.	89
(l)	Investigation wing duty in Police Stations.	601
(m)	Tourist duty.	48
(n)	COVID-19 duty	3

**DEPLOYMENT FOR OTHER DUTIES OF SHORT DURATION:**

<b>Sr. No</b>	<b>Nature of duty</b>	<b>No. of Home Guard volunteers deployed</b>
(a)	Watch and Ward duty during the Vidhan Sabha Session.	120
(b)	Maintenance of law and order during Fairs & Festivals in the State. (On separate occasions)	8297
(c)	Republic Day, Independence Day and Himachal Pradesh Day Parade.	1732
(d)	Lok Sabha/Vidhan Sabha and Panchayat Elections.	4696
(e)	Covid-19 duty	23

**ORGANISATION (REGULAR STAFF):**

The sanctioned and posted strength of the regular staff in Home Guard and Civil Defence is as under:

**(a) Executive and non-ministerial staff (as on 31-03-2023):**

<b>Sr. No.</b>	<b>Name of post</b>	<b>Sanctioned Strength</b>	<b>Posted Strength</b>	<b>Vacant Posts</b>
1.	Commandant General	01	01	0
2.	Dy. Commandant General	01	01	0
3.	Senior Staff Officer (Admn.)	01	01	0
4.	Commandant (Training) CTI	01	0	01
5.	Jr. Staff Officer/Commandant	14	13	01
6.	Company Commander	19	07	12
7.	Platoon Commander	46	32	14
8.	Havildar Instructor	50	21	29
9.	Radio Wireless Operator	1	0	01
10.	Radio Wireless Mechanic	1	0	01
11.	Bandman-cum-Guardman	18	13	05
12.	Havildar Armourer	01	0	01
13.	Platoon Commander(Bandmaster)	01	0	01
14.	Havildar Band	01	0	01
	<b>Total</b>	<b>156</b>	<b>89</b>	<b>67</b>

**(b) MINISTERIAL STAFF (as on 31-03-2023):**

<b>Sr. No.</b>	<b>Name of post</b>	<b>Sanctioned Strength</b>	<b>Posted Strength</b>	<b>Vacant Posts</b>
1.	Superintendent Grade-I	02	02	0
2.	Superintendent Grade-II	15	15	0
3.	Personal Assistant	01	0	01
4.	Senior Assistant	25	10	15
5.	Junior Scale Stenographer	01	0	01
6.	Steno-Typist	04	02	02
7.	Junior Office Assistant	20	19	01
8.	Clerks	39	27	12

9.	Drivers	32	02	30
10.	Peon	39	22	17
11.	Chowkidar.	79	20	59
12.	Storemen	10	01	09
13.	Carpenter	01	0	01
14.	Compounder	01	0	01
15.	Tailor	02	0	02
16.	Mali	01	0	01
17.	Cleaner	12	0	12
18.	Cook.	16	02	14
19.	Langari.	04	01	03
20.	Dhobi.	11	03	08
21.	Sweeper.	01	01	0
22.	Barber.	01	01	0
23.	Cobbler.	04	0	04
	<b>Total</b>	<b>321</b>	<b>128</b>	<b>193</b>

At present there are 12 Home Guards Battalions with Battalion Headquarter located at District Headquarters except Lahaul and Spiti District, where only one company of Home Guards volunteers drawn from the 7<sup>th</sup> Battalion Kullu is stationed at district Headquarter Keylong. Shimla District has 2 Battalions with Battalion Headquarter at Shimla. The Central Training Institute of Home Guards and Civil Defence is located at Sargheen (Distt. Shimla) with a Sub-Unit at Advance Training Centre, Baggi (District Mandi). Each Battalion also has a training centre where basic and refresher training is imparted to the volunteers.

### **TRAINING:**

Regular and efficacious training is the cornerstone of any organization and it is even more essential for the uniformed force. During the year 2022-23, refresher training was imparted to 3066 Home Guard Volunteers at Battalion Training Centres. 276 Home Guards were deputed for Training Instructor and Administrative duties during the refresher camps organized at the Battalion Training Centres. 384 Home Guard Volunteers were trained at Central Training Institute Sargheen and Advance Training Centre, Baggi in Junior Officers/Junior Instructor Course, Advanced Course, Disaster Relief, Physical Training, and Un-armed Combat.



### **OTHER ACTIVITIES:**

<b>Sr.No.</b>	<b>Description</b>	<b>Number of Awareness Camps</b>	<b>Number of Participants</b>
1.	Disaster Awareness Campaigns held at various panchayats, schools, colleges and other public places.	428	21]820
2.	Mock Drills held at various schools, colleges, govt. offices and other public places to generate awareness regards earthquake, fire and other natural / man made hazards.	412	40]179

### **PENSIONARY/EX-GRATIA GRANT AND OTHER BENEFITS:**

The HP Government allocated an amount of Rs. 51,98,000/- under Demand No.19, Head of account 2235-60-800-21 SOON (Non-Plan) for Pensioners of Home Guard Department during the year 2022-23. The Himachal Pradesh Government sanctioned a grant of Rs. 1,62,000/- to the Himachal Pradesh Home Guards welfare fund and an amount of Rs. 8,15,100 has been collected as subscription from Home Guard volunteers during the year 2022-2023. An amount of Rs. 17,35,109 were spent for financial assistance on retirement, death, medical claim reimbursement and collective welfare of Home Guard volunteers under Home Guards welfare fund.

### **REMUNERATION:**

As per pay revision, the remuneration of Home Guards has been enhanced from Rs. 675/- to Rs. 883/- per day w.e.f. 01 January, 2022.

### **AWARDS:**

The President of India has awarded **2 medals for distinguished services and 3 medals for meritorious services** in the year 2022-23 to the following officers/employees and volunteers of Himachal Pradesh Home Guards Department:

1. Sh. Anuj Tomar, Dy. Commandant General, State Hdqrs Shimla. (Distinguished Services Medal)
2. Sh. Bhim Sen, Commandant, Home Guard, 5<sup>th</sup> Battalion Bilaspur. (Distinguished Services Medal)
3. Sh. Jai Pal, Home Guard, 11<sup>th</sup> Battalion Solan. (Meritorious Services Medal)

4. Sh. Rohin Pamral, Hony. Company Commander, 2<sup>nd</sup> Battalion, Shimla. (Meritorious Services Medal)
5. Sh. Sunil Dutt Sharma, Hony. Sr. Platoon Commander, 3<sup>rd</sup> Battalion, Shimla. (Meritorious Services Medal)

**BUDGET:**

**HOME GUARDS:**

The sanctioned budget to the Home Guards department for the financial year 2022-23 was as follows:-

Sr. No.	Budget Head:- 2070 - Other Administrative Services			Total
	107 - Home Guards-01 HQ, 02 Distt. Staff & 03 Trg.	796- Tribal Plan	Sub-	
1	01-Salary	126878000	7889000	1347677000
2	02-Wages	430817000	38074000	468891000
3	03-Trv.Exp.	380000	15000	395000
4	05-Office Exp.	4693000	486000	5179000
5	06-Medical Reimbursement	1710000	27000	1737000
6	09-Adv.Pub.	150000	0	150000
7	15-Training	33000	16000	49000
8	20-Other Charges	279000	0	279000
9	27- Motor Vehicle purchase	3000	0	3000
10	30- Motor Vehicle	3088000	165000	3253000
11.	33-Material & Supply	12965000	1017000	13982000
12.	64-Transfer T.A.	35000	1000	36000
13.	65-Remuneration Out Sources	1000	0	1000
14.	07-Rent, Rates & Taxes	2165000	54000	2219000
<b>Total</b>		<b>583197000</b>	<b>47744000</b>	<b>630941000</b>

Besides the above, the HP Government allocated an amount of Rs. 26,76,000/- under Demand No.7, Head of account 2059-01-053-21 SOON (Non-Plan) for maintenance of departmental buildings during the year 2022-23. Under Demand No.07, Head of account

4070-00-800-01 SOON (Plan) an amount of Rs. 4,50,00,000/-, and under Demand No.32, Head of account 4070-00-789-03(SCDP) an amount of Rs. 1,50,00,000/- was allocated for major works during the year 2022-23.

**CIVIL DEFENCE:**

The sanctioned budget for Civil Defence Department for the financial year 2022-23 was as follows:

<b>Sr. No.</b>	<b>Budget Head:-2070–OAS 106- Civil Defence 01 Head Quarter Staff</b>	<b>Allocation</b>
1	01-Salary	3377000
2	03-Travel.Exp.	1000
3	05-Office Exp.	105000
4	06-Medical Reimbursement	70000
5	07-Rent, Rate & Taxes	230000
6	15-Training	1000
7	30-Motor Vehicle	2000
8	33-Material & Supply	36000
	<b>Total</b>	<b>3822000</b>

<b>Sr. No.</b>	<b>Budget Head:- 2070–OAS 106- Civil Defence - 02 Distt. Staff.</b>	<b>Allocation</b>
1	01-Salary	1000
2	02-Wages	609000
3	Travel Exp.	1000
4	05-Office Exp.	242000
5	07-Rent, Rate & Taxes	40000
6	27-Motor Vehicle Purchase	1000
7	30-Motor Vehicle (Outsourced)	1000
8	33-Material & Supply	1000
9	65-Remuneration Out Source	1000
	<b>Total</b>	<b>897000</b>

## H. P. CIVIL DEFENCE

The Civil Defence Organisation in Himachal Pradesh acts as an adjunct to the Home Guards Organisation. Until 1962 the policy of the Government of India was confined to making the States and Union Territories conscious of the need for the Civil Defence measures and to keep Civil Defence plans prepared for major Cities and Towns. The Indo-Pak War of 1965 led to rethinking about the policy and scope of Civil Defence and revised Civil Defence policy was put in place. The usefulness of Civil Defence organization was proved during war with Pakistan in December 1971 and it has been maintaining its preparedness ever since then.

### **AIMS & OBJECTIVE OF CIVIL DEFENCE:**

- (a) To protect/save life.
- (b) To minimize damage to property.
- (c) To maintain continuity of production uninterruptedly.
- (d) To maintain the morale of general public.

Civil Defence and Home Guards Department plays an important role in reducing the impact of disaster. The Civil Defence Act, 1968 has been accordingly amended in 2009 by including civil Defence measures taken for the purpose of disaster management, before, during or after any disaster.

As approved by the Government of India, Shimla is the only Civil Defence town in the State. However, the civil defence setup is to be revamped and made district centric as per GOI policy under the scheme for revamping of Civil Defence in the country Shimla District is categorized as a multi hazard district (MHD), apart from this, eight districts namely Chamba, Bilaspur, Kullu, Mandi, Solan, Sirmour, Kangra and Una have been designated as most vulnerable districts (MVD) by the Ministry of Home Affairs, GOI, in the country.

### **ORGANISATION:**

The details of deployment of Honorary Civil Defence Warden/Volunteers at present in Civil Defence City Shimla, are as follows:

<b>Sr.No.</b>	<b>Designation</b>	<b>Authorised</b>	<b>Posted</b>	<b>vacant</b>
1.	Wardens.	140	13	127
2.	C.D. Volunteers.	684	149	535
	<b>Total</b>	<b>824</b>	<b>162</b>	<b>662</b>

**ADMINISTRATION:**

- (a) During the year, 2022-23, 11 monthly meetings were conducted and 140 Civil Defence Volunteers attended these meetings. Monthly meeting of April 2022 could not be organized due to administrative reasons.
- (b) Lectures and Mock exercises related to Civil Defence were conducted in the following institutions:

<b>Sr. No.</b>	<b>Name of Institution</b>	<b>Date</b>	<b>No of Participants</b>
1.	Indian Institute of Advanced study, Distt. Shimla.	19-04-2022	150
2.	Government High School, Nehra, Distt. Shimla.	20-04-2022	51
3.	Government Senior Secondary School, Thachi, Distt. Shimla	21-05-2022	110
4.	Industrial Training Institute, Sunni, Distt. Shimla.	23-05-2022	100
5.	Government Senior Secondary School, Pahal, Distt. Shimla.	25-05-2022	130
6.	Government Senior Secondary School, Junga, Distt. Shimla.	04-07-2022	305
7.	Government High School, Dublu, Distt. Shimla.	05-07-2022	227
8.	Sanatan Dharma, Government Senior Secondary School, Distt. Shimla.	06-07-2022	330
9.	Government Senior Secondary School, Baldeyan, Distt. Shimla.	11-07-2022	367
10.	Arya Smaj, Government Senior Secondary School, Distt. Shimla.	12-07-2022	160
11.	Industrial Training Institute, Chaura Maidan, Distt., Shimla.	13-07-2022	350
12.	Government High School, Chaura Maidan, Distt. Shimla.	14-07-2022	60
13.	Information and Technology Department, Mehli, Distt. Shimla.	15-07-2022	50
14.	Government Senior Secondary School, Khatnohal, Distt. Shimla.	16-07-2022	155

15.	Convent School, Dhalli, Distt. Shimla.	18-08-2022	1035
16.	Forest Training Institute, Chayal, Distt. Solan.	28-10-2022	58
17.	Government Senior Secondary School, Dargi, Distt. Shimla.	28-11-2022	58
18.	Government Senior Secondary School, Ghanahatti, Distt. Shimla.	30-11-2022	300
19.	Government Girls College, Longwood, Distt. Shimla.	07-12-2022	300
20.	Government Senior Secondary School, Pandoa, Distt. Shimla.	07-12-2022	75
21.	Government High School, Kyalu	08-12-2022	25
22.	International Airport, Jubbarhatti, Distt. Shimla.	22-12-2022	50
23.	Government Model School, Sunni, Distt. Shimla.	29-12-2022	750
24.	Government Senior Secondary School, Khatnohal, Distt. Shimla.	24-02-2023	200
25.	Government Senior Secondary School, Anadale, Distt. Shimla.	01-03-2023	46
26.	Loreto Convent, Tara Hall, Distt. Shimla.	04-03-2023	1032
	<b>Total</b>		<b>6474</b>

**RIGHT TO INFORMATION ACT - 2005.  
HOME GUARDS AND CIVIL DEFENCE DEPARTMENT  
HIMACHAL PRADESH**

**MANUAL-I**

Home Guard is a voluntary organization constituted under the Himachal Pradesh Home Guards Act 1968. The volunteers are drawn from all sections of the society and all able bodied individuals above the age of 18 years and below 50 years, having an employment or profession and medically fit to undergo the outdoor duties are eligible to be enrolled as Home Guard volunteers. The Civil Defence Organization in Himachal Pradesh acts as an adjunct to the Home Guard Department.

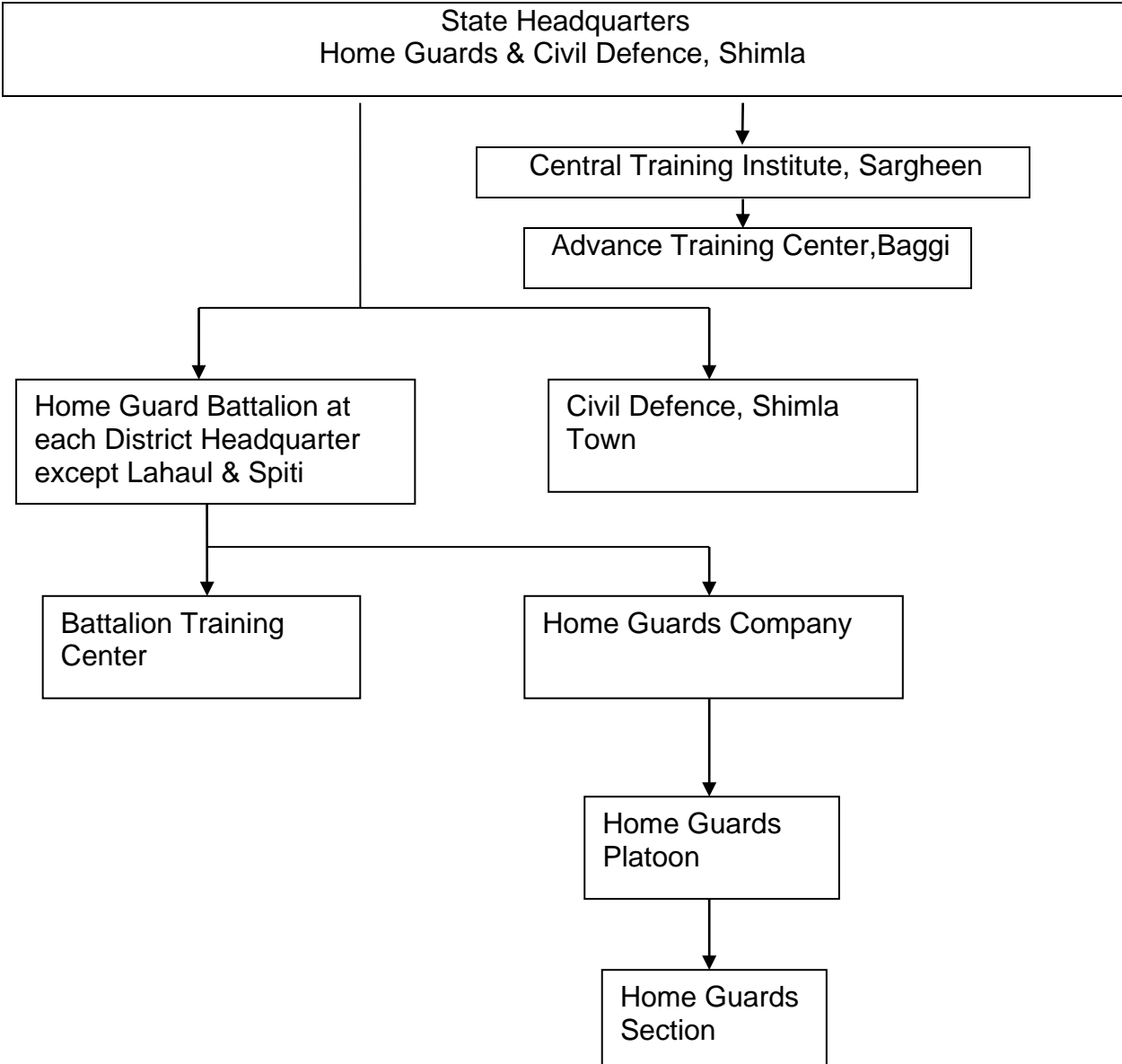
**AIMS AND OBJECTIVES OF CIVIL DEFENCE:**

- (a) To protect/save life.
- (b) To minimize damage to property.
- (c) To maintain continuity of production uninterruptedly.
- (d) To maintain the morale of general public.

**FUNCTIONS AND DUTIES OF HOME GUARDS:**

To assist the local administration in protecting the life and property of citizens from natural calamities or anti-social elements, maintenance of essential services, suppression of disturbances, control and regulation of traffic and prevention of crime.

**ORGANISATIONAL STRUCTURE of HOME GUARDS ORGANISATION**





**SANCTIONED STRENGTH OF GAZETTED AND NON-GAZETTED REGULAR STAFF:**

<b>Sr. No.</b>	<b>Name of post</b>	<b>Sanctioned Strength</b>
1.	Commandant General	01
2.	Dy. Commandant General	01
3.	Senior Staff Officer (Admn.)	01
4.	Commandant (Training)CTI	01
5.	Jr. Staff Officer/Commandants	14
6.	Superintendent Grade-I	02
7.	Superintendent Grade-II	15
8.	Personal Assistant (PA)	01
9.	Senior Assistant	25
10.	Company Commander	19
11.	Platoon Commander	46
12.	Platoon Commander (Bandmaster)	01
13.	Havildar Instructor	50
14.	Havildar Band	01
15.	Junior Office Assistant	20
16.	Clerk	39
17.	Junior Scale Stenographer	01
18.	Steno Typist	04
19.	Havildar Armourer	01
20.	Bandsmen	18
21.	R/Wireless Operator	01
22.	R/Wireless Mechanic	01
23.	Drivers	32
24.	Cook	16
25.	Compounder	01
26.	Peons	39
27.	Chowkidar	79
28.	Storemen	10
29.	Carpenter	01
30.	Tailor	02
31.	Mali	01
32.	Cleaner	12
33.	Langri	04
34.	Dhobi	11
35.	Sweeper	01
36.	Barber	01
37.	Cobbler	04
	<b>Total:-</b>	<b>477</b>

## **HOME GUARDS BATTALIONS:**

At present there are 12 Home Guards Battalions with Battalion Headquarter located at District Headquarters except Lahaul and Spiti District, where only one company of Home Guards volunteers drawn from the 7<sup>th</sup> Battalion Kullu is stationed at district Headquarter Keylong. Shimla District has 2 Battalions with Battalion Headquarter at Shimla. The Central Training Institute of Home Guards and Civil Defence is located at Sargheen (Distt. Shimla) with a Sub-Unit at Advance Training Centre, Baggi (District Mandi). Each Battalion has a Training Center where basic and refresher training is given to the volunteers.

Details of Battalion Training Centers is as under:

<b><u>Sr. No.</u></b>	<b><u>Name of Battalion</u></b>	<b><u>Name of Battalion Training Center</u></b>
1.	1 <sup>st</sup> Battalion, Kinnaur -	Battalion Training Center, Sharbo
2.	2 <sup>nd</sup> Battalion, Shimla -	Battalion Training Center, Parala
3.	3 <sup>rd</sup> Battalion, Shimla -	Battalion Training Center, Sunni
4.	4 <sup>th</sup> Battalion, Nahan -	Battalion Training Center, Vikram Castle Nahan
5.	5 <sup>th</sup> Battalion, Bilaspur -	Battalion Training Center, Bilaspur
6.	6 <sup>th</sup> Battalion, Mandi -	Battalion Training Center, Jasan
7.	7 <sup>th</sup> Battalion, Kullu -	Battalion Training Center, Sarabai
8.	8 <sup>th</sup> Battalion, Chamba -	Battalion Training Center, Saroo
9.	9 <sup>th</sup> Battalion, Dharamshala -	Battalion Training Center, Dhanotu
10.	10 <sup>th</sup> Battalion, Hamirpur -	Battalion Training Center, Amtar (Nadaun)
11.	11 <sup>th</sup> Battalion, Solan -	Battalion Training Center, Kotli
12.	12 <sup>th</sup> Battalion, Una -	Battalion Training Center, Mubarikpur

## **BATTALION-WISE AUTHORISED STRENGTH OF HOME GUARD VOLUNTEERS:**

The Government of India has authorized a total number of 8000 Home Guard volunteers to this State out of which the number of authorised female Home Guards is 629 and the number of authorised male Home Guards is 7371. As on 31<sup>st</sup> March, 2023 the Battalion wise Authorized /Enrolled /Deployed strength of Home Guards in 12 Battalions is as under:-

<b>Sr.No.</b>	<b>Name of District Battalion</b>	<b>Authorized Strength</b>	<b>Enrolled Strength</b>	<b>Deployed Strength</b>
1	1 <sup>st</sup> Battalion, Kinnaur.	536	496	291
2	2 <sup>nd</sup> Battalion, Shimla.	784	683	584

3	3 <sup>rd</sup> Battalion, Shimla.	610	453	349
4	4 <sup>th</sup> Battalion, Nahan.	658	588	459
5	5 <sup>th</sup> Battalion, Bilaspur.	595	508	337
6	6 <sup>th</sup> Battalion, Mandi.	876	576	488
7	7 <sup>th</sup> Battalion, Kullu.	710	545	458
8	8 <sup>th</sup> Battalion, Chamba.	720	610	473
9	9 <sup>th</sup> Battalion, Dharamshala.	908	616	396
10	10 <sup>th</sup> Battalion, Hamirpur.	503	403	250
11	11 <sup>th</sup> Battalion, Solan.	597	530	384
12	12 <sup>th</sup> Battalion, Una.	503	341	257
	<b>Total</b>	<b>8000</b>	<b>6349</b>	<b>4726</b>

**HOME GUARDS AND CIVIL DEFENCE DEPARTMENT  
HIMACHAL PRADESH  
MANUAL-II**

**Duties and functions of Officers and Employees of Home Guards and Civil Defence:**

**At Headquarter Level:**

**1. Commandant General:**

General supervision and control of the H.P. Home Guards organization is vested in the Commandant General. He is also the Head of Civil Defence department.

**2. Deputy Commandant General:**

Assists the Commandant General in day-to-day functioning and administration of the departments of Home Guards and Civil Defence.

**3. Senior Staff Officer:**

He has been delegated the powers of the Head of Office in relation to the Headquarter Staff and assists the Commandant General in the establishment and financial matters.

**4. Junior Staff Officer (Training):**

Assists the Commandant General in regulating training, enrollment and deployment of Home Guard volunteers.

**5. Junior Staff Officer (Supply):**

(a) Assists the Commandant General in the procurement, accounting and distribution of stores/ uniforms articles.

(b) He is responsible for putting up the cases for sanction, purchase and repairs with respect to buildings, transport, stores etc. to the appropriate competent authority.

**6. Superintendent Grade-I:**

He is the senior most official in the ministerial cadre and is responsible for opening the dak/communication letters received from other offices. He is also responsible to mark the dak amongst dealing assistants of concerned branches and after scrutiny of each case all the files pertaining to all sections are submitted to the higher authorities through the Superintendent Grade-I. He supervises the functioning of the clerical staff at Directorate level.

**At District level:**

**1. Commandant (Training), Central Training Institute:**

(a) He is the Head of office in relation to staff posted in the Central Training Institute.

(b) He is responsible for organizing and conducting various cadre courses as per the Training programme and syllabus laid down by State Headquarters annually.

**2. Battalion Commandant:**

(a) He acts as the Head of office in the Battalion.

(b) He is responsible for calling out Home Guards for various duties as per the requirement of District Administration subject to the final approval/sanction of the Commandant General.

(c) He is responsible for enrollment, maintenance of record, training, discipline and welfare of Home Guards volunteers in his Battalion.

- (d) Commandant Home Guards 3<sup>rd</sup> Bn. Shimla also works as Deputy Controller, Civil Defence in Shimla Town.
- (e) Commandant acts as Disbursing Officer in relation to the Fire Stations established in the area of his jurisdiction.

**3. Company Commander:**

- (a) He is responsible for assisting the Commandant in the call-out and deployment of Home Guards and other administration related functions.

**4. Company Commander (Honorary):**

- (a) Incharge of a Company of Home Guard Volunteers.
- (b) He is responsible for accounting and maintaining Company stores.
- (c) He is responsible for mustering Home Guard volunteers as and when directed by the Commandant of the Battalion and for this purpose he is required to keep in constant contact with those volunteers in his Company who are not on call up duty.

**HOME GUARDS AND CIVIL DEFENCE DEPARTMENT  
HIMACHAL PRADESH  
MANUAL-III**

**DECISION MAKING PROCESS:**

The lowest sub-unit of the department is a Company, which is headed by a Company Administrative Officer (Honorary Junior Officer) who is a Home Guard volunteer. 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 Battalion Commandant, who deals with the matters in the capacity of Head of Office and decides these issues. The matter, on which the Commandant feels that decision of Commandant General is required, is forwarded to the Directorate with his detailed comments and recommendations. At the Headquarter level the Commandant General after going through the matter decides it in accordance with the rules/instructions. For this purpose he is assisted by his Staff Officers at the Headquarters. Enrolment of Home Guard Volunteers is done by a board of officers constituted by the Commandant General.

Commandant is the disciplinary authority in respect of Home Guard volunteers and the appeal against the decisions of the Battalion Commandant lies with the Commandant General

whose decisions are subject to review by the State Govt. as prescribed in the HP Home Guards Rules, 1971.

The financial matters are dealt in accordance with the HP Financial Rules. In disciplinary cases pertaining to the regular establishment, the procedure laid down in CCS (Conduct & Appeal) Rules is followed.

**HOME GUARDS AND CIVIL DEFENCE DEPARTMENT  
HIMACHAL PRADESH  
MANUAL-IV**

**NORMS FOR DISCHARGING FUNCTIONS:**

Sr. No.	Activity	Responsibility	Time Frame/Norms	Remarks
1.	Official work & instructions	As laid down in the office manual/instructions	---	---
2.	Formal inspection of Bn. Hdqrs., BTC & CTI.	Dy. Commandant General, Senior Staff Officer & Commandant(Trg.) C. T.I. Sargheen.	Annual	Inspection reports are required to be submitted to H.G. HQ within 15 days of the inspection.
3.	Formal inspection of Coy. Office & BTC	Bn. Commandants	Annual	Inspection reports are required to be submitted to H.G. HQ within 15 days of the inspection.
4.	Basic Training of H.G. Volunteers	Bn. Commandant	As and when enrolment is made.	---
5.	Refresher courses for H.G. Volunteers	Bn. Commandant	4 to 6 courses depending upon the strength of a Bn.	The course report is required to be submitted to HGs Headquarters.
6.	Training courses for Junior officers & Junior instructors	Commandant(Trg.) Central Training Institute.	10 to 12 courses in a year	The course report is required to be submitted to HGs Headquarters.
7.	Advance courses for H.G. Volunteers	-do-	5 to 6 courses in a year	The course report is required to be submitted to HGs Headquarters.
8.	Quarterly Parades at Coy. Hdqrs.	Bn. Commandant	Once in a quarter at Coy. Hdqrs.	The Quarterly Parade reports are required to be submitted to HGs Headquarters.
9.	Civil Defence Instructor Courses	Commandant(Trg.) Central Training Institute.	Once in a year	The course report is required to be submitted to HGs Headquarters.

10.	Civil Defence Casualty course	Commandant(Trg.) Central Training Institute.	Once in a year	The course report is required to be submitted to HGs Headquarters.
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**HOME GUARDS AND CIVIL DEFENCE DEPARTMENT  
HIMACHAL PRADESH  
MANUAL-V**

**OFFICE MANUAL, FINANCIAL RULES AND OTHER SERVICE RULES & INSTRUCTIONS:**

**(a) In relation to Home Guard volunteers:**

- (i) H.P. Home Guards Act, 1968 and amendments.
- (ii) H.P. Home Guards Rules, 1971 and amendments.
- (iii) Civil Defence Act, 1968.
- (iv) Compendium of Instructions (Home Guards) 2004.
- (v) Administrative Instructions issued by Commandant General and revised or amended from time to time.
- (vi) Battalion long rolls.
- (vii) Master Plan of Civil Defence: General Principles Civil Defence.
- (viii) Compendium of Instructions (Civil Defence) 2004.
- (ix) Civil Defence Rules, 1968.
- (x) Civil Defence Regulations, 1968.
- (xi) Company long rolls.
- (xii) Character sheets maintained at battalion offices.

**(b) In relation to regular establishment of the department:**

- (i) H.P. Office Manual.
- (ii) CCS Rules.
- (iii) FR & SR Rules.
- (iv) CCS Leave Rules 1972.
- (v) Pension Rules.
- (vi) CCS - CCA Rules.
- (vii) HPFR.
- (viii) Administrative instructions issued by the Govt. from time to time.
- (ix) Budget Rules.
- (x) Medical Rules.

- (xi) All records like Service Book, Personal Files.
- (xii) Record of DPCs.
- (xiii) Record of the Vehicles.
- (xiv) Record of the Log Books.
- (xv) Record of Govt. buildings and Land in the department.
- (xvi) Record of Private buildings hired for Govt. accommodation.
- (xvii) Stock ledgers regarding receipt and issue of store items.
- (xviii) Office Machine and Computer record.
- (xix) Furniture Register.
- (xx) Cash Book.
- (xxi) Monthly Expenditure Register.
- (xxii) G.P.F. Account.
- (xxiii) H.B.A. Register.
- (xxiv) G.P.F. Advance Register.
- (xxv) Contingents Bill Register.
- (xxvi) Casual Leave Register.
- (xxvii) Attendance Register.
- (xxviii) Token Register.
- (xxix) T.A. Check Register.
- (xxx) G.I.S. Register.
- (xxxi) Arms & Ammunition Register.

**HOME GUARDS AND CIVIL DEFENCE DEPARTMENT  
HIMACHAL PRADESH  
MANUAL-VI**

**A statement of the categories of the documents that are held by it or under its control:**

- (i) Documents related to the financial matters like Bills, APRs, sanctions, Cash Books etc.
- (ii) Documents related to purchase of various store articles like Uniforms, Equipment and Furniture etc.
- (iii) Documents related to service matters of departmental employees.
- (iv) Documents related to the transport, like Log Books, Maintenance Books, Store Registers etc.
- (v) Documents related to training syllabus etc.



- (vi) Documents related to Arms and Ammunition procurement, distribution, stock ledgers, firing registers etc.
- (vii) Documents related to calling out of Home Guard Volunteers are maintained at Bn. Hdqrs.
- (viii) Documents related to enrolment and payments of wages to Home Guard Volunteers are maintained at Bn. Hdqrs.
- (ix) Record of Home Guard Volunteers is maintained at Battalion Headquarters.

**HOME GUARDS AND CIVIL DEFENCE DEPARTMENT  
HIMACHAL PRADESH  
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 administration thereof:

Not applicable.

**HOME GUARDS AND CIVIL DEFENCE DEPARTMENT  
HIMACHAL PRADESH  
MANUAL-VIII**

A statement of board, councils, Committees and other bodies constituted:

Not applicable.

**HOME GUARDS AND CIVIL DEFENCE DEPARTMENT  
HIMACHAL PRADESH  
MANUAL-IX**

**TELEPHONE DIRECTORY OF HOME GUARDS OFFICER:**

**Website: [himachal.gov.in/home](http://himachal.gov.in/home) Home Guard HQ E-mail id:- [hgshimla@gmail.com](mailto:hgshimla@gmail.com)**

<b>Sr. No</b>	<b>Name &amp; Address</b>	<b>Telephone Nos.</b>	<b>Fax Nos.</b>	<b>E-mail Id</b>
1.	Sh. Anand Pratap Singh , IPS Commandant General Home Guards & Civil Defence,HP Shimla - 1	0177-2811453 (O) 98166-21522 (M)	0177- 2811360	dgp-hg-hp@nic.in
2.	Sh. Anuj Tomer, Dy. Commandant General Home Guards & Civil Defence,HP Shimla - 1	0177-2811360 (O) 0177-7962940 (R) 98160-28057 (M)	0177- 2811360	dcg- hgcdfs@hp.gov.in

3.	Sh. A.K. Prashar, Sr. Staff Officer (Admn.) Home Guards & Civil Defence, HP Shimla-1	0177-2652935 (O) 0177-2624856 (R) 94185-21856 (M)	0177- 2811360	hgssso-hp@nic.in
4.	Sh. A.K. Prashar, Commandant (Training) Central Training Institute Shargheen	0177-2624856 (R) 94185-21856(M))	-----	hgcti-hp@nic.in
5.	Sh. N.K. Sharma Staff Officer (Establishment) Home Guards & Civil Defence, HP Shimla - 1	0177-2658531 (O) 98165-09719 (M)	0177- 2811360	hgsot-hp@nic.in
6.	Sh. Rajesh Kumar, Staff Officer (Supply) Home Guards & Civil Defence, HP Shimla - 1	0177-2658531 (O) 94180-08999 (M)	0177- 2811360	hgshimla@gmail.com
7.	Sh. Kuldeep Kapil, Staff Officer (Training) Home Guards & Civil Defence, HP Shimla-1	0177-2658531 (O) 98160-98489 (M)	0177- 2811360	hgshimla@gmail.com
8.	Sh. R.P.Nepta, Commandant Home Guards 1 <sup>st</sup> Bn. Kinnaur HP	01786-222311 (O) 98164-71717 (M)	01786-222311	hg1bn-hp@nic.in
9.	Sh. R.P.Nepta, Commandant Home Guards 2 <sup>nd</sup> Bn. Shimla HP	0177-2621467 (O) 98164-71717 (M)	0177-2621467	hg2bn-hp@nic.in
10.	Sh Navita Sharma, Commandant Home Guards 3 <sup>rd</sup> Bn. Shimla. HP	0177-2651423 (O) 94189-38820 (M)	0177-2651423	hg3bn-hp@nic.in
11.	Sh. Tota Ram, Commandant Home Guards 4 <sup>th</sup> Bn. Nahan HP	01702-222339 (O) 98160-13820 (M)	01702-222339	hg4bn-hp@nic.in
12.	Sh.Kushal Chand, Commandant Home Guards 5 <sup>th</sup> Bn. Bilaspur HP	01978-224654 (O) 70187-46095(M)	01978-224654	hg5bn-hp@nic.in
13.	Sh. Bhupinder Singh, Commandant Home Guards 6 <sup>th</sup> Bn. Mandi HP	01905-235905 (O) 94180-10870 (M)	01905-235905	hg6bn-hp@nic.in
14.	Sh. Nishchint Singh Negi, Commandant Home Guards 7 <sup>th</sup> Bn. Kullu HP	01902-222512 (O) 94180-27711 (M)	01902-222512	hg7bn-hp@nic.in
15.	Sh. Arvind Chaudhari, Commandant Home Guards 8 <sup>th</sup> Bn. Chamba HP	01899-222280 (O) 94181-38110 (M)	01899-222280	hg8bn-hp@nic.in

16.	Sh Madan Lal, Commandant Home Guards 9 <sup>th</sup> Bn. Dharamshala HP	01892-223234 (O) 94180-81286 (M)	01892-223234	hg9bn-hp@nic.in
17.	Sh. Sushil Kumar Kaundal, Commandant Home Guards 10 <sup>th</sup> Bn. Hamirpur HP	01972-292302 (O) 88944-45845 (M)	01972-292302	hg10bn-hp@nic.in
18.	Sh. Shiv Kumar Sharma, Commandant Home Guards, 11 <sup>th</sup> Bn. Solan HP	01792-223845 (O) 94181-75222(M)	01792-223845	hg11bn-hp@nic.in
19.	Sh. Vikas Saklani, Commandant Home Guards 12 <sup>th</sup> Bn. Una HP	01975-223345 (O) 70181-21114 (M)	01975-223345	hg12bn-hp@nic.in

**HOME GUARDS AND CIVIL DEFENCE DEPARTMENT  
HIMACHAL PRADESH  
MANUAL-X**

**The monthly remuneration received by each of the officers and officials, including the system of compensation as provided in the regulations:**

<b>Sr. No.</b>	<b>Name &amp; Designation</b>	<b>Sanctioned Posts</b>	<b>Pay scale/monthly remuneration</b>
1	DG-cum-Commandant General	01	Rs.182200-224100
2	Deputy Commandant General	01	Rs.123100-209600
3	Sr. Staff Officer (Admn.)/ Commandant(Trg.)CTI	02	Rs.83600-203100
4	Jr. Staff Officer/Commandants	14	Rs.67400-201200
5	Supdt. Grade-I	01	Rs.48700-154300
6	Personal Assistant	01	Rs.43000-136000
7	Supdt. Grade-II	15	Rs.43000-136000
8	Sr. Assistant	25	Rs.38500-122700
9	Company Commander	19	Rs.38500-122700
10	Platoon Commander	46	Rs.38100-120400
11	Platoon Commander (Bandmaster)	01	Rs.38100-120400
12	Havildar Instructor	50	Rs.25600-81200
13	Havildar Band	01	Rs.25600-81200
14	Havildar Armourer	01	Rs.25600-81200
15	Jr. Scale Stenographer	01	Rs.28900-91600
16	Steno-typist	04	Rs. 21300-67800
17	Junior Office Assistant (IT)	20	Rs.20600-65500

18	Junior Assistant/Clerks	39	Rs.28900-91600 Rs.20200-64000
19	Bandsman-cum-Guard man	18	Rs.20200-64000
20	Radio Wireless Operator	01	Rs.20200-64000
21	Radio Wireless Mechanic	01	Rs.20200-64000
22	Drivers	32	Rs.21300-67800
23	Compounder	01	Rs. 38100-120400
24	Cook.	16	Rs.20200-64000
25	Peon	39	Rs.18000-56900
26	Chowkidar	79	Rs.18000-56900
27	Storeman	10	Rs.18000-56900
28	Carpenter	01	Rs.18000-56900
29	Tailor	02	Rs.18000-56900
30	Mali	01	Rs.18000-56900
31	Cleaner	12	Rs.18000-56900
32	Langri	04	Rs.18000-56900
33	Dhobi	11	Rs.18000-56900
34	Sweeper	01	Rs.18000-56900
35	Barber	01	Rs.18000-56900
36	Cobbler	04	Rs.18000-56900

**HOME GUARDS AND CIVIL DEFENCE DEPARTMENT  
HIMACHAL PRADESH  
MANUAL-XI**

**Sanctioned Budget for the financial year 2022-23 and its allotment:**

<b>Sr. No.</b>	<b>Head of Account</b>		<b>Sanctioned Budget</b>
1	2070-00-106-01 SOON	HQ STAFF CIVIL DEFENCE	3822000
2	2070-00-107-01 SOON	HQ STAFF Home Guard	24727000
3	2070-00-106-02 SOON	Distt. Staff Civil Defence	897000
4	2070-00-107-02 SOON	Distt. Staff Home Guard	509349000
5	2070-00-107-03 SOON	Training Center Staff Home Guard	49121000
6	2070-00-796-03 SOON	Home Guard Tribal Development	47744000
7	2235-60-800-21	Pensioner Medical	5198000

8	2059-01-053-21-SOON	Repair and Maintaince	2676000
9	2058-00-101 and 103-01	Printing and Stationary	351082
10	4070-00-800-01 SOON	Construction work	45000000
11	4070-00-789-03-SOON	(SCDP)	15000000
		<b>Total:-</b>	<b>703885082</b>

**HOME GUARDS AND CIVIL DEFENCE DEPARTMENT**

**HIMACHAL PRADESH  
MANUAL-XII**

**The manner of execution of subsidy programme:**

Not applicable.

**HOME GUARDS AND CIVIL DEFENCE DEPARTMENT  
HIMACHAL PRADESH  
MANUAL-XIII**

**Particulars of recipients of concessions, permits or authorizations granted:**

Not applicable.

**HOME GUARDS AND CIVIL DEFENCE DEPARTMENT  
HIMACHAL PRADESH  
MANUAL-XIV**

**Information available in an electronic form:**

The information of the department is provided on the official website of the department.

**HOME GUARDS AND CIVIL DEFENCE DEPARTMENT  
HIMACHAL PRADESH  
MANUAL-XV**

**Particulars of facilities available to citizens for obtaining information**

<b>Sr.No.</b>	<b>Place where facility available</b>	<b>Nature of information available</b>	<b>Working hours</b>
1.	H.P. Home Guards Headquarters Shimla-1	Books/Rules/Instructions & records as listed under Sr. Nos (a) & (b) of Manual V and categories of documents at Sr. No. (i) to (vi) of Manual VI	10:00 A.M. to 05:00 P.M. on working days.
2.	Battalions Hqrs.	Documents listed under Sr. No. (vii) to (ix) of Manual VI.	-do-
3.	Web site	himachal.gov.in/home	-do-

**HOME GUARDS AND CIVIL DEFENCE DEPARTMENT  
HIMACHAL PRADESH  
MANUAL -XVI**

**NAME AND DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS AS ON 31.03.2022.**

HQ/CTI /Bns.	Sr.No	Name	Designation	Telephone/Fax number (Fax not available)	
				Telephone (Office)	Residence/Mob No.
Hdqs. Staff	1.	Sh. A.K. Prashar, (A.A)	Senior Staff Officer (Admn.)	0177-2652935 Fax 2811360	9418521856
	2.	Sh. N.K. Sharma, (PIO)	Staff Officer (Estt.)	0177-2658531	9816509719
	3.	Sh. Anil Vaid (APIO)	Supdt. Gr-II	0177-2658531	9418022722
C.T.I. Junga.	1.	Sh.Nain Kumar, (PIO)	Supdt. Gr.- II	0177-2751728	9418108737
	2.	Sh. Nishant, (APIO)	Platoon Commander	---do---	
1 <sup>st</sup> Bn. Kinnaur	1.	Sh.R.P. Nepta, (PIO)	Commandant, HGs 1 <sup>st</sup> Bn. Kinnaur.	01786-222311	7018138197
	2.	Miss. Prem Lata, (APIO)	Supdt. Gr.-II	---do---	
2 <sup>nd</sup> Bn Shimla	1.	Sh. R.P. Nepta, (PIO)	Commandant, HGs 2 <sup>nd</sup> Bn. Shimla.	0177-2621467	7018138197
	2.	Smt. Prabha Khimta, (APIO)	Supdt. Gr. II	---do---	
3 <sup>rd</sup> Bn. Shimla	1.	Smt. Navita, (PIO)	Commandant, HGs 3 <sup>rd</sup> Bn. Shimla.	0177-2651423	9418938820
	2.	Sh.Ganga Ram, (APIO)	Supdt. Gr.- II	---do---	
4 <sup>th</sup> Bn. Nahan	1.	Sh.Tota Ram, (PIO)	Commandant, HGs 4 <sup>th</sup> Bn. Nahan	01702-222339	9816013820
	2.	Sh.Parmod Kumar, (APIO)	Supdt. Gr.- II	---do---	
5 <sup>th</sup> Bn. Bilaspur	1.	Sh.Kushal Chand, (PIO)	Commandant, HGs 5 <sup>th</sup> Bn. Bilaspur	01978-224654	7018746095
	2.	Sh. Chet Ram, (APIO)	Supdt. Gr.-II	---do---	
6 <sup>th</sup> Bn. Mandi	1.	Sh. Bhupinder Singh (PIO)	Commandant, 6 <sup>th</sup> Bn. Mandi.	01905-225905	9418010870
	2.	Sh. Parvinder Singh, (APIO)	Supdt. Gr.-II	---do---	

7 <sup>th</sup> Bn. Kullu	1.	Sh. Nishchint Singh Negi (PIO)	Commandant, HGs 7 <sup>th</sup> Bn. Kullu.	01902-222512	8219899964
	2.	Sh. Minak Chand, (APIO)	Supdt. Gr.-II	---do---	
8 <sup>th</sup> Bn. Chamba	1.	Sh.Arvind Chaudhari, (PIO)	Commandant, HGs 8 <sup>th</sup> Bn. Chamba.	01899-222280	9418138110
	2.	Sh. Bhupinder Kumar, (APIO)	Supdt. Gr. II	---do---	
9 <sup>th</sup> Bn. Dharam- shala	1.	Sh. Madan Lal, (PIO)	Commandant, HGs 9 <sup>th</sup> Bn. Dharamshala.	01892-223234	9418081286
	2.	Sh. Shashi Kumar, (APIO)	Supdt. Gr.-II	---do---	
10 <sup>th</sup> Bn. Hamirpur	1.	Sh. Sushil Kumar Kaundal, (PIO)	Commandant, HGs 10 <sup>th</sup> Bn. Hamirpur.	01972-222274	8894445845
	2.	Sh. Ajay Kumar, (APIO)	Supdt. Gr.-II	---do---	
11 <sup>th</sup> Bn. Solan	1.	Sh. Shiv Kumar Sharma, (PIO)	Commandant, HGs 11 <sup>th</sup> Bn. Solan.	01792-223845	9418175222
	2.	Sh. Kartar Singh, (APIO)	Supdt. Gr.-II	---do---	
12 <sup>th</sup> Bn. Una	1.	Sh. Vikas Saklani, (PIO)	Commandant, HGs 12 <sup>th</sup> Bn. Una.	01975-223345	7018121114
	2.	Sh. Sushil Kumar, (APIO)	Supdt. Gr.-II	---do---	

**Note:-** Total No. of 164 applications were received from 01-04-2022 to 31-03-2023 under RTI Act., 2005, and an amount of Rs.4,090/- collected as fee payment. The details of the applications executed are as follows:

Sr. No.	Name of Public Authority	No. of Requests received	No. of decisions
1.	Kinnaur	0	0
2.	Shimla-II	46	46
3.	Shimla-III	13	13
4.	Nahan	19	19
5.	Bilaspur	20	20

6.	Mandi	08	08
7.	Kullu	02	02
8.	Chamba	12	12
9.	D/Shala	08	05
10.	Hamirpur	01	01
11.	Solan	09	09
12.	Una	08	08
13.	CTI Junga	0	0
14.	State Hqrs.	18	18
	<b>Total:-</b>	<b>164</b>	<b>164</b>

Himachal Pradesh Home Guards & Civil Defence Department received a total No., of 3 applications for execution of appeals under the RTI Act., during the year 2022-2023, the details of which are as follows.

Sr. No.	Name of the department and designation of Appellate Authority.	No. of Appeals received	No. of Appeals accepted	No. of Appeals rejected	No. of Appeals decided.	No. of Appeals not considered.
1.	Home Guards & Civil Defence Appellate Authority-cum-Sr. Staff Officer (Admn.)	03	03	Nil	03	Nil

**HOME GUARDS AND CIVIL DEFENCE DEPARTMENT  
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**Such other information as may be prescribed and thereafter update these publications every year.**

Annual Administrative report is being published yearly.

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