

**DIRECTORATE**  
**HOME GUARDS RAJASTHAN**  
**JAIPUR**

Phone :- 0141-2612018 Fax:-0141-2603407 email:-hg.trg.rj@nic.in

No. HGHQ/TRG/syllabus/2020 27750-98

Date :- 9/9/2020

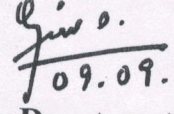
Standing Order No. 18/2020

Sub- 'Induction Course' for directly recruited Dy.  
Commandants of Rajasthan Home Guards.

With reference to section 24 of Rajasthan Home Guards & Civil Defence Rules 1976, Government of Rajasthan appoints officers to the rank of Dy. Commandants in Rajasthan Home Guards Department by direct recruitment through RPSC. After joining the service, these officers undergo an Induction course for assimilation, orientation, understanding of the rules, procedures, tasks and organizational culture of the Department.

Considering the role of technology in administration, enactment of new legislations and new dimensions in the role, functioning and duties of the Home Guards Department, the updated Syllabus for Induction Course for Directly recruited Deputy Commandants of Home Guards, Rajasthan is hereby issued as enclosed.

Encl :- As above

  
09.09.2020  
(Rajeev Dasot, IPS)  
Director General  
Home Guards, Rajasthan  
Jaipur

Copy to:-

- 1- Addl. Director General, Home Guards Rajasthan, Jaipur.
- 2- Inspector General, Home Guards Rajasthan, Jaipur.
- 3- Financial Advisor, Home Guards Rajasthan, Jaipur.
- 4- Director, Central Training Institute, Home Guards Rajasthan, Jaipur.
- 5- Dy. Commandant General, I/II Home Guards Rajasthan, Jaipur.
- 6- Senior Staff Officer I/II Home Guards Rajasthan, Jaipur.
- 7- All Bn. Commandants, Border Home Guards Battalions, Rajasthan.
- 8- All Commandants, Home Guards Training Centres, Rajasthan.
- 9- Official website.
- 10- Guard File.

Director General  
Home Guard, Rajasthan  
Jaipur



## **Summary of Induction Course for Dy. Commandants (R.R.)**

Number of Weeks : 06  
Number of days in a Week : 5 ½  
Working Days : 36  
Periods per day : 10  
Duration of every period : 45 Minutes  
Total Periods : 280 (170 For Indoor Training)  
(110 For Outdoor Training)  
: 1 Week for Practical Training

### **Phase – I : Academy Training**

#### **(A) Indoor Training**

Total Periods / Sessions : 170 / 85  
No of periods / Sessions Per Day : 6 / 3  
Timing for Periods / Sessions : 10.00 AM To 11.30 AM  
&  
11.45AM To 1.15 PM  
(Pre Lunch Sessions)  
3.00 PM To 4.30 PM  
(Post Lunch Session)

#### **(B) Outdoor Training**

Total Periods / Sessions : 110 / 55  
No of periods / Sessions per day : 4 / 2  
Timing for Periods / Sessions : 6.00 AM To 7.30 AM  
(Morning Session)  
5.00 PM To 6.30 PM  
(Evening Session)

### **Phase II : Practical Training**

No. of Days : 6

8/



# Annexure- 'A'

## Detailed Syllabus

### Phase I : Academy Training

#### Indoor Training

S.NO	Subject	Subject Details	Period	Total Period
1	Home Guards	(i) Organization and Role: Central, State and District/ Unit level.	2	48
		(ii) Rajasthan Home Guards Act 1963 and Rules 1962.	6	
		(iii) Rajasthan Home Guards and Civil Defence Service Rules 1976.	2	
		(iv) Powers and Roles of HOD/ HOO.	4	
		(v) Policies and Standing Orders of Rajasthan Home Guards.	4	
		(vi) Enrolment, Training and Deployment of HG Volunteers.	8	
		(vii) Duties with Police and Central Para Military Forces.	8	
		(viii) Priorities of Rajasthan Home Guards for the year.	2	
		(ix) Human behaviour, Personality development. (Understanding human behaviour, Personality Development and Ethical Behaviour and Ethics and Administration)	6	
		(x) Role of Border Home Guards with Army and BSF	6	
2	Civil Defence	(i) Civil Defence Act 1962 and Rules 1962.	2	8
		(ii) Disaster Management Act 2005	2	
		(iii) Role of Home Guards in Disaster Management: Service provided by Home Guards to Civil Defence during Disasters. (Warden Service, Training Service, Welfare Service, Depot and Transport Service, Salvage Service and Supply Service).	2	
		(iv) Fire Fighting and First Aid.	2	
3	Police	(i) Role and Organization and hierarchy of Police and Central Police Organizations. (CRPF, BSF, ITBP, SSB, IB, CBI, CISF, RPF etc.)	2	18
		(ii) Police Administration and Organization at District and Local Level and its coordination with Home Guards. ( Rajasthan Police, RAC, ACB, CID(CB), CID(SSB), GRP at Range, District, Circle and P.S level)	2	



		(iii) Security : Principles and Concepts of Security, Unlawful Assembly, Maintenance of law & order and concerned provisions of law, public nuisance & related laws.	2	
		(iv) Intelligence: Definition, Importance, Methods of collection of intelligence, Sources and Agents and their handling.	2	
		(v) Police Act 2007 Section 7,29,30 a, 31, 32, 34 and 34 a, Important Sections of IPC and CrPC related to Home Guards.	4	
		(vi) Traffic Duties and Rules ( Knowledge of Traffic Rules, Traffic Signal, Safety Education.	2	
		(vii) General Police procedures: FIR, Chargesheet (General aspect of police investigation/procedures)	4	
4	Office Procedures	(i) Office Management System.	2	14
		(ii) Maintenance of files. Receipt of Letters and their Disposal process, Goshwara.	2	
		(iii) Records in Establishment Branch.	2	
		(iv) DPC process.	2	
		(v) SSO ID, Pay Manager.	2	
		(vi) Sampark Portal.	2	
		(vii) Maintenance of Log book and Vehicle History Sheet. Functioning and maintenance of Vehicles.	2	
5	Service Rules	(i) Rajasthan Service Rules 1958.	2	16
		(ii) Conditions of Service, Salary.	4	
		(iii) Allowances, Compensation Allowances.	2	
		(iv) Joining, Dismissal, Termination, Kind of Leaves and Rajasthan Pension Rules 1996.	4	
		(v) CCA Rules 1958: Punishment, Suspension, Procedure for Departmental Action Under Rule 16 & 17 of CCA Rules, Sexual harassment of women at workplace (prevention, prohibition and redressal) Act, 2013	4	
6	Accounts	(i) Acquaintance with GF and AR	2	16
		(ii) Duties & Responsibilities of Head of Office, Powers of DDO, Salary, Allowances, L.P.C., Service Book.	2	
		(iii) Different Budget Heads.	2	
		(iv) Audit: Internal, A.G., Inspection Department.	2	
		(v) IFMS.	2	
		(vi) TA & Medical Rules,	2	
		(vii) HRA Rules.	2	



		(iii)	Security : Principles and Concepts of Security, Unlawful Assembly, Maintenance of law & order and concerned provisions of law, public nuisance & related laws.	2	
		(iv)	Intelligence: Definition, Importance, Methods of collection of intelligence, Sources and Agents and their handling.	2	
		(v)	Police Act 2007 Section 7,29,30 a, 31, 32, 34 and 34 a, Important Sections of IPC and CrPC related to Home Guards.	4	
		(vi)	Traffic Duties and Rules ( Knowledge of Traffic Rules, Traffic Signal, Safety Education.	2	
		(vii)	General Police procedures: FIR, Chargesheet (General aspect of police investigation/procedures)	4	
		(i)	Office Management System.	2	
		(ii)	Maintenance of files. Receipt of Letters and their Disposal process, Goshwara.	2	
4	Office Procedures	(iii)	Records in Establishment Branch.	2	14
		(iv)	DPC process.	2	
		(v)	SSO ID, Pay Manager.	2	
		(vi)	Samprk Portal.	2	
		(vii)	Maintenance of Log book and Vehicle History Sheet. Functioning and maintenance of Vehicles.	2	
		(i)	Rajasthan Service Rules 1958.	2	
		(ii)	Conditions of Service, Salary.	4	
5	Service Rules	(iii)	Allowances, Compensation Allowances.	2	16
		(iv)	Joining, Dismissal, Termination, Kind of Leaves and Rajasthan Pension Rules 1996.	4	
		(v)	CCA Rules 1958: Punishment, Suspension, Procedure for Departmental Action Under Rule 16 & 17 of CCA Rules, Sexual harassment of women at workplace (prevention, prohibition and redressal) Act, 2013	4	
		(i)	Aquaintance with GF and AR	2	
		(ii)	Duties & Responsibilities of Head of Office, Powers of DDO, Salary, Allowances, L.P.C., Service Book.	2	
6	Accounts	(iii)	Different Budget Heads.	2	16
		(iv)	Audit: Internal, A.G., Inspection Department.	2	
		(v)	IFMS.	2	
		(vi)	TA & Medical Rules,	2	



		(viii) New Contributory Pension Scheme.	2	
7	Store	(i) Record Entry and maintenance of Stores.	2	10
		(ii) Physical Verification, Condemnation and Auction.	2	
		(iii) Authorization and issue of Uniform to employees and volunteers.	2	
		(iv) Authorization and issue of Arms and Ammunition to employees and volunteers.	2	
		(v) Procurement of Stores and RTPP Act 2012 and RTPP Rules 2013.	2	
8	Welfare	(i) Organization at State and District/Unit level.	1	4
		(ii) Welfare Committees at State and District level.	1	
		(iii) Welfare Activities related to Home Guard Employees and Volunteers.	1	
		(iv) Standing Orders related to welfare.	1	
9	Annual Inspections	(i) Standing Orders related to Annual Inspections.	1	2
		(ii) Inspection of Units: Inspections process, Checking Land and Building, Audit paras, Record of Establishment, Record of Training, Accounts, Cash book and Store.	1	
10	Constitution and Human Rights National Honor Act	(i) Fundamental Rights and Duties under Indian Constitution.	2	4
		(ii) Human Rights Act 1993.	1	
		(iii) Human Right Commission: NHRC/SHRC: Power, Role & Responsibility.	1	
11	National Honor Act	(i) The Prevention of Insults to National Honor Act 1971 (Section 2 and 3)	2	2
12	Private Security Agencies Act 2005	(i) General Principles and Guidelines related to Private Security agencies.	2	6
		(ii) Inspection of Private Security Agencies and Training Institutes.	1	
		(iii) Standing Orders related to Private Security Agencies.	1	
		(iv) The Private Security Agencies (Regulation) Act 2005 and Rajasthan PSAR Rules 2006	2	
13	RTI	(i) Knowledge of RTI Act 2005.	1	2
		(ii) Disposal of application under RTI Act.	1	
14	Motor Vehicle Act	(i) Knowledge of Motor Vehicles Act 1988.	4	4
15	RP Act	(i) Representation of Peoples Act, 1951 (Sec. 2, 123 to 130)	2	2
16	Computer	(i) Basic knowledge of Computer and related Softwares.	2	12
		(ii) Knowledge of Ms word, Ms Excel	2	
		(iii) Power Point Presentation.	2	
		(iv) General Principles of Cyber Security	4	
		(v) Internet, Remote Access, Window operating system & its familiarization	2	
17	Miscellaneous	(i) Opening/ Closing Address.	2	2



## Detail Syllabus

### Phase I : Academy Training

#### Outdoor Training

S.NO	Subject	Subject Details		Period	Total Period
1	PT, UAC, Yoga and Games	(i)	Types of PT. ( Table No. 1 to 6), Run 5 km, assault course	10	34
		(ii)	Introduction and Objectives of UAC. (Types of Falls & Body Targets)	8	
		(iii)	Yoga and Pranayam.	8	
		(iv)	Games	8	
2	Drill	(i)	Squad drill without Arms.	4	21
		(ii)	Squad drill with Arms.	4	
		(iii)	Ceremonial drill	2	
		(iv)	Company drill	2	
		(v)	Cane drill	2	
		(vi)	Sword drill	2	
		(vii)	Guard Duties,	2	
		(viii)	Guard of Honor,	2	
		(ix)	Turn Out	1	
3	Weapons Training and Firing	(i)	7.62 SLR Rifle, Handling and knowledge	2	25
		(ii)	.303 Rifle, Handling and knowledge	2	
		(iii)	7.62 LMG Handling and knowledge	2	
		(iv)	9 mm Pistol and Carbine Handling and knowledge.	2	
		(v)	No 36 HE Hand Grenade(Types and Uses)	1	
		(vi)	Fire Order	2	
		(vii)	Firing (Grouping and Application)	14	
4	Police Subject	(i)	Lathi Drill	2	10
		(ii)	Gas Gun & Gas Ammunition	1	
		(iii)	Anti-Riot Gun.	1	
		(iv)	MBL, Water canon & other Non Lethal Weapons	2	
		(v)	Riot Drill	4	
5	Field Craft	(i)	Field Craft (Judging Distance ),Section, Platoon, Company Formations	2	10
		(ii)	Target Description and Identification	2	
		(iii)	Ambush and Patrolling	2	
		(iv)	Cordon and Search.	2	
		(v)	Functioning of Naka Party.	2	
6	Visits	(i)	Visit to OTS and other Government Offices.	10	10



**Detailed Syllabus****Phase II - Practical Training**

After the completion of Phase I (Academy Training) each officer trainee will undergo one week attachment to Home Guards Training Centre or Border Home Guards Battalion under the concerned Commandant or Deputy Commandant.

During this attachment with Home Guards Training Centre/ Border Home Guards Battalion, Practical Training related to day to day functioning off an office will be imparted to officer trainees as follows:-

**(A) Establishment:**

(i)	Receipt/Dispatch of letters and e-mails.
(ii)	Maintenance of service records of staff & disposal of letters.
(iii)	Land & Building, Court Cases Handling.

**(B) Training :**

(i)	Maintenance of Record of Volunteers & its updation.
(ii)	Imparting training to Volunteers.
(iii)	Visit to various sub centres / coys & understanding of their functioning.
(iv)	Duties & responsibilities of staff & Honorary Rank Holders.
(v)	Deployment Procedures of Volunteers with various agencies.

**(C) Accounts:**

(i)	Upkeep of Accounts.
(ii)	Procedure for Drawing and Disbursing of salary & others allowance of staff, Functioning of DDO.
(iii)	Payment System of Volunteers i.e. Drawing and Disbursing of Honorarium.

**(D) Store:**

(i)	Receipt & Distribution of Clothing & Stores to sub centres/coys & its distribution to volunteers & staff.
(ii)	Procedure of Distribution of Arms/Ammunition to volunteers.

**(E) MT:**

(i)	Upkeep & Maintenance of vehicles & its record.
(ii)	Distribution & Use of vehicles in various conditions.

**(F) Welfare:**

(i)	Functioning of welfare fund at unit/sub unit level.
(ii)	Facilities available under welfare fund to volunteers and staff.