



DIRECTORATE GENERAL OF HOME GUARDS

Government of National Capital Territory of Delhi

Office Order No. 663

7th Home Nursing Course for trained Civil Defence & Home Guards Men/Women volunteers from all Districts will commence w.e.f. 02.04.2012 to 24.04.2012 (15 days) as per training programme from 13:00-18:00 hrs at CTI complex, Raja Garden, New Delhi-27 from Monday to Friday. All the volunteers will get the training allowance as admissible under the rules. However, they are also to do regular duties out of course timing.

To organize the said training in proper manner, a maximum of 50 volunteers shall be allowed for the course. The outdoor training shall be conducted at parade ground and the indoor classes shall be conducted at HB-203 at hostel block.

Smt. Rajni Malhotra, Sr. Instructor shall be the training incharge for teaching/practical training. She will be responsible to prepare Training Programme and Time Table for the Course in detail indicating the name of the instructors in each period under the guidance of JSO(CTI). She will coordinate with the guest faculty for lectures and shall also be responsible for their attendance/Refreshment bills/payment etc. She will also ensure that training programme is run in accordance with the syllabus. She will arrange for the substitute, if any instructor is absent. The training shall be conducted under the direct supervision of JSO(CTI).

Mohd. Farooq, ICD shall be the course coordinator who shall be assisted by 01 home guard PTI. He will be responsible for attendance, disciplines, billing of Vols/ PTIs/Guest Faculties /Refreshments etc. apart from conducting lectures/exercises. He will make suitable arrangements as per the requirement of the guest faculties/PTIs. He will also be responsible for certificates preparation and distribution in an efficient manner. He will ensure that the electronic attendance is taken on Time Attendance Machine and record kept.

Care-Taker to ensure that sufficient drinking water is available to the trainees & toilets are kept clean through out the day near indoor classes. He will make arrangement for drinking water for the class with provisioning of Mayur Jugs and tumblers.

CTI Store Incharge shall provide all training equipment during the course period as per requirement by the instructors and faculties. He shall provide Time Attendance Machine for electronic attendance of the trainees and maintain such records. Any shortcoming to be informed to the TI/undersigned immediately.

This course is conducted with the prior approval of DGHG.

(RAHUL SUDAN)

JUNIOR STAFF OFFICER (CTI)

Dated:- 27/3/12

F. No. 51(1)/HG/CTI/TRG/4/Courses/14/2012/16312-349
Copy to:-

1. PA to DGHG.
2. PA to CHG/CCTI
3. P.S to Divisional Commissioner Revenue Cum Secretary Revenue, 5 Shamnath Marg, Delhi.
4. All JSOs.
5. Training In-charge.
6. All In-charges Home Guards/Civil Defence district offices with direction to give wide publicity in their district and nominate suitable candidates whose list must be forwarded at least 3 days in advance to CTI.
7. All concerned/I/c Billing/Guard Room.
8. In-charge CTI Store/Caretaker.
9. Canteen manager for arrangement of refreshment as per the training programme.
- ✓ 10. Server Room for uploading in website
11. Notice Board.
12. Office order file.

(RAHUL SUDAN)

JUNIOR STAFF OFFICER (CTI)