



DIRECTORATE GENERAL OF HOME GUARDS

Government of National Capital Territory of Delhi

Office Order No. 248

The Basic training for recently recruited Home Guards shall be held for 36 working days w.e.f 03.09.2012 to 23.10.2012 as per the training programme as per the following details:

Batch No: 198 Timing 0800hrs-1600 hrs.		Class Room No.	Trainees
Group I incharge	Sh. Om Prakash, JI (H) Sh. Vijay Parkash Chouhan, JI (H)	SB-301	63
Group II incharge	Sh. Daleep Kumar, JI (H) Sh. J.D. Mehto, Demo.	SB-303	64

Training incharges outdoor & indoor will make arrangement for outdoor & indoor training from the available man power. The training incharge will coordinate with the outside faculty for lecture. He will also ensure that training programme is run in accordance with syllabus. They will arrange for the substitute, if any instructor is absent. The training shall be conducted under the direct supervision of JSO (CTI) with the over all supervision of the undersigned. He will be responsible for the attendance and refreshment related to the guest faculty, if any.

Group incharge will make provision to report the progress of trainees to the undersigned on weekly basis. They are to make sure that the attendance details are submitted to undersigned within one hour of start of training. Sh. Om Prakash, JI (H) and Sh. Daleep Kumar, JI(H) will be responsible for Fire -Arms simulator Training to the trainees.

Each group In- Charge will be responsible for the attendance, discipline, preparation of bills and certificate etc. for their group. They will maintain a register for recording the behavior and leave of trainees during the training period. They will also conduct drills and lectures during Basic Training as and when required as per the instructions of their respective Training Incharges.

All the permanent staff of this Directorate shall conduct lectures during the Basic Training of Home Guards as per the training programme. Concerned Training Incharge shall inform and remind well in advance to the faculty and coordinate for the training. All deputed instructors are required to coordinate with JSO (CTI) well in advance to prepare their lectures and for making necessary arrangement.

I/c casualty shall provide First-Aid post at parade ground during the course period from the available man power.

Care-Taker to ensure that sufficient drinking water is available to the trainees & toilets are kept clean through out the day in the parade ground, MP Hall and near indoor classes. He will ensure that water coolers placed in the parade ground remain functional throughout training period. He shall ensure that all water storage tanks are cleaned regularly. He will make arrangement for drinking water for MP Hall basement/MP Hall. Concerned training in-charge should also monitor the cleanliness of the toilets and availability of the drinking water to the trainees.

CTI Store Incharge shall provide all training equipment at parade ground during the course period as per requirement by the instructors and faculties.

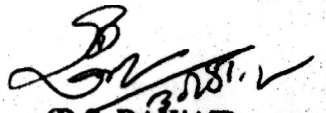


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Each group incharge will be responsible for drawing and depositing of Rifles from the Kot as per daily attendance. I/c Kot is hereby directed to keep the required number of Rifles ready of daily issue in accordance with the requirement and will also adopt the proper procedure as per standing order no. 51 (S)/02/CDHG/CTI/10975-11005 dated 14.06.2002, while issuing and receiving the Rifles. The group incharge will be responsible for security and care of the Rifles. I/c Kot should strictly adhere to training time as per the training programme. All groups in charge should escort their group for drawing and depositing of Rifles from Kot to parade ground and vice versa.

The cloak room in the Parade Ground shall be operational from 08:00 AM to 04:00 PM. For this purpose Band Master shall make necessary arrangement.

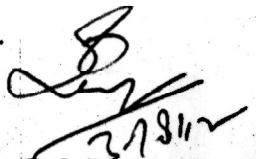
All deputed staff shall be the part of training in addition to their own duties, if any. All deputed staff shall attend training briefing by the undersigned on 31.08.2012 at 1400 hrs at CTI Class Room in CTI Block. (First Aid Classroom)


(D.S. RAWAT)
COMMANDANT (CTI)
HEAD OF OFFICE
Dated:- 30/8/12

F. No. 51(1)/HG/CTI/TRG/4/Courses/38/2012/ 6006 - 30
Copy to:-

1. PA to DGHG.
2. PA to CHG/Comdt.(CTI)/HOO
3. All GOs.
4. All Training In-charges/Store Supdt
5. All Concerned I/c Kot /I/c Billing/Guard Room.
6. I/c Communication to install PA system on daily basis at the parade ground, at classrooms and MP Hall.
7. Both Band Master to arrange volunteers to work for temporary cloak room at parade ground during the training period.
8. Care Taker to ensure that adequate number of sweepers are deployed separately to attend the requirement of parade ground and classrooms.
9. Incharge CTI Store to ensure that all class rooms are well equipped with all teaching aids in working condition.
10. Canteen manager for arrangement of refreshment as per the training programme.
11. Office Order file.

Jt. Sumit Sharma
A.Jt. Programmer


(D.S. RAWAT)
COMMANDANT (CTI)
HEAD OF OFFICE