

(TO BE PUBLISHED IN PART-IV OF DELHI GAZETTE-EXTRAORDINARY)
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
HOME (GENERAL) DEPARTMENT, DELHI SECRETARIAT I.P. ESTATE,
NEW DELHI.

No.F.1/47/89-Home (General)/

Dated, the November, 2004

NOTIFICATION

No.F.1/47/89-Home (General)-In partial amendment of this Government's notification No.F.1/47/89-Home (G) dated, the 22nd May, 1990 read with the Govt. of India, Ministry of Home Affairs letters No.VI-14021/16/79-DGCD (HG) dated the 20th October, 1987 and No.VI-14021/16/79-DGCD (HG) dated, the 16th December, 1988, the Lt. Governor of the National Capital Territory of Delhi is pleased to make the following rules further to amend the Delhi Home Guards Welfare and Benevolent Fund Rules, 1990, namely:-

RULES

Short title and commencement.	1. (1) These rules may be called the Delhi Home Guards Welfare and Benevolent Fund (Amendment Rules, 2004). (2) They shall come into force with immediate effect.
Substitution of new rule for rule 4.	2. In the Delhi Home Guards Welfare and Benevolent Fund Rules, 1990, for rule 4, the following rule shall be substituted, namely:-

"4. The objects of the Delhi Home Guards Welfare and Benevolent Fund shall be-

(a) to provide financial assistance for the following purposes:-

- (i) one time grant to the dependent of a Home Guard dying on duty or training -Rs.30,000/-;
- (ii) one time grant to an injured/disabled Home Guard who sustains injury/is disabled-

- (1) in case of minor injuries -Rs.1,500/-;
- (2) in case of major injuries -Rs.5,000/-;

(iii) one time grant to the Home Guards in distress, while on duty/training, subject to a maximum of Rs.1,000/-;

(iv) monetary lump sum grant to the children of deceased/disabled Home Guard for purchase of books,-

- (1) For one school going child upto a maximum of two children Rs.1,000/- (Per child)

- (2) For one college going ward upto a maximum of two wards

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- (V) one time grant for the marriage of only one daughter of a deceased/disabled Home Guard Rs.10,000/-;
- (VI) Grant for the purpose of money earning devices and machines to the widow/family of deceased/disabled Home Guards for their livelihood, in deserving case, subject to a maximum of RS.2,000/- lump sum;
- (b) to provide funds for welfare activities including welfare centre at the Home Guards units/Central Training Institute/District Training Centres;
- (c) to promote sports, cultural educational, recreational activities including provisioning of information/recreational rooms and libraries in the Home Guards Units/Central Training Institute/District Training Centres."

By order and in the name of the
Lt. Governor of the National
Capital Territory of Delhi,

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(PETER BARA)
DY.SECRETARY (HOME)

No.F.1/47/89-Home (General)/ 6564

Dated, the 18-November, 2004

Copy to:-

1. Deputy Secretary to Govt. of India, Ministry of Home Affairs, New Delhi.
2. Director General Civil Defence, Govt. of India, Ministry of Home Affairs, Block-7, Level-7, R.K.Puram, New Delhi.
- ✓ 3. Director General Home Guards & Director Civil Defence, CTI Complex, Raja Garden, New Delhi.
4. Addl. Secretary (Home)(D), Govt. of NCT of Delhi.
5. Joint Commissioner of Police, PHQ, I.P.Estate, New Delhi.
6. Library in charge (Vidhan Sabha), Old Sectt., Delhi.
7. Superintendent GAD/CN, Govt. of NCT of Delhi (in duplicate) for publication in Delhi Gazette.
8. PS to Principal Secretary (Home), Govt. of NCT of Delhi.


(PETER BARA)
DY.SECRETARY (HOME)

SUBJECT: THE DELHI HOME GUARDS WELFARE AND BENEVOLENT FUND RULES.

TITLE:

1. These Rules may be called the Delhi Home Guards Welfare and Benevolent Fund Rules, 1990.

DEFINITIONS:

2. In these Rules, unless the context otherwise requires:
 - (a) "FUND" means the Delhi Home Guards Welfare and Benevolent Fund;
 - (b) "Beneficiary" means a member of the Delhi Home Guards both voluntary member and permanent staff below gazetted rank entitled to financial assistance from the fund and includes:
 - i. a dependent, as defined hereinafter;
 - ii. a member of the Home Guards Organisation who is invalidated out of service on medical grounds attributed to Home Guard duty/training;
 - (c) "Dependent" means wife, non-earnings upto the age of 21 years, and non-earning unmarried daughter of a member of the Home Guards;
 - (d) "Duty" means a member of Home Guards called up for duty/training under the orders of Home Guards Authorities.

SOURCES OF THE FUND:

3. The fund shall be constituted of:
 - (a) voluntary contributions by the member of the Home Guards Organisation at the rate of fifteen rupees per Home Guard per annum.
 - (b) grant received from the Central Government / Delhi Administration.
 - (c) voluntary subscriptions and donations from Central Government / Delhi Administration / Public Sector Undertaking and nationalised banks.
 - (d) voluntary subscriptions from the members of the Fund as per rate fixed by the Managing Committee. Membership of the Fund shall be voluntary.

OBJECTS OF THE FUND:

4. The object of the Delhi Home Guards Welfare and Benevolent Fund are:-
 - (a) to provide financial assistance for the following purposes:-

- i) One time grant to the dependent of deceased Home Guard who die while on duty/training. The maximum financial assistance will be Rs.2,500/- lump sum;
- ii) one time grant to the injured/disabled Home Guards who got injured/disabled while on duty/training. The maximum financial assistance will be Rs. 1,500/- lump sum;
- iii) one time grant to the Home Guards in distress situation, while on duty/training, subject to a maximum of Rs. 1,000/-;
- iv) monetary grant in deserving cases, to the children of deceased/disabled Home Guards for education purposes like purchasing of books, stationary etc. upto a maximum of Rs. 300/- per child upto school level and Rs.600/- each at college level as one time lump sum grant;
- v) one time grant for marriage of daughter of deceased/disabled Home Guards who died/got disabled while on duty/training;
- vi) grant for the purpose of money earning devices and machines to the widow/family of deceased/disabled Home Guards for their livelihood, in deserving cases, subject to a maximum of Rs. 2,000/- lump sum;
- (b) to provide funds for welfare activities including welfare centre at the Home Guards Units/Central Training Institute/District Training Centres;
- (c) to promote sports, cultural, educational, recreational activities including provisioning of information/Recreational rooms and libraries in the Home Guards Units/Central Training Institute/District Training Centres.

ADMINISTRATION OF THE FUND:

5. (i) The fund shall be administered by a Managing Committee. The composition of the Managing Committee shall be as under:-

i	Chairman	Commandant General Home Guards, Delhi.
ii	Secretary	Deputy Commandant General Home Guards, Delhi.
iii.	Member(1)	Deputy Secretary Home (General), Delhi Admn., Delhi.
	Member(2)	One Officer from District Home Guards to be nominated for four years by the Commandant General Home Guards, Delhi.
	Member(3)	Section Officer (Accounts), Directorate General of Home Guards and Civil Defence, Delhi.

Contd...3/-

- (b) The Managing Committee shall decide all cases as per rule in respect of investment of funds quantum of financial assistance and any other matter that may not have been provided for. All Money of the fund shall be invested in postal cash certificates or other government securities or fixed deposits with the Nationalised Banks or with Public sector undertaking except such amount as may be required for current working expenses, which shall be kept in a Bank Accounts in Nationalised Banks.

CONDUCT OF BUSINESS:

6. (a) The Managing Committee shall meet as often as necessary but atleast once a quarter to deal with applications for relief and to dispose of all business connected with the Management of the Fund.
- (b) The quorum for a meeting of Managing Committee shall be Chairman or Secretary and two members physically present at a meeting so conducted.
- (c) In the meeting of the Managing Committee, the Chairman shall exercise casting vote only in respect of controversial issues which can not be decided due to equal number of members for and against the proposals, in a particular cases. In other cases, the Chairman will not exercise the vote.
- d) The accounts of the Fund for each quarter shall be checked by the Internal Auditor (Section Officer, Acctts.) and a report submitted to the Managing Committee at its quarterly meetings.
- (e) The minutes book shall be maintained by the Honorary Secretary in which all the proceedings of meetings shall be recorded. The minutes book shall be preserved for six years and shall not be destroyed, except the decision taken by the Managing Committee through resolution recorded in the Minutes Book.
- (f) A copy of Agenda of the meetings shall be circulated by the Honorary Secretary to all members and the Chairman atleast one week before the date of next meeting.

REMUNERATION OF THE MEMBERS OF THE MANAGING COMMITTEE:

7. Members being officers of the Managing Committee shall not be entitled to any remuneration.

PROVISION OF STAFF:

8. Commandant General Home Guards, Delhi shall provide the necessary staff for the maintenance of proper accounts records and clerical work of the Managing Committee.

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MAINTENANCE OF RECORD:-

9. The following records shall be maintained by the Treasurer:-

- (a) Cash Book: All transactions of the Fund shall be entered in Cash Book. The Cash Book shall be given page numbers and shall contain a certificate on the first page by the Deputy Commandant General Home Guards/Deputy Director Civil Defence showing the total number of pages contained in it. It shall be a permanent record. It shall be closed at the end of each month by the Treasurer and submitted to the Secretary of the Fund alongwith the Post Office Savings Bank Pass Book for his signatures, after being duly checked and initialed by the Section Officer (Accounts) and the Treasurer.
- (b) Receipt Book: A Receipt Book shall be maintained by the Treasurer. Each Book shall contain 100 serially numbered foils and counter-foils. Not more than one book shall be used at a time. Blank Receipt Book shall be kept in the Custody of the Section Officer (Accounts) under lock and key. These shall be issued under his signatures, one at a time, with a certificate on the front cover about the correctness of page. All money shall be acknowledged by the issuing a receipt.
- (c) Personal Accounts Ledger: A Personal Accounts Register shall be maintained by the Treasurer to watch that the payment made from the Fund is correct. The opening entry in the Register shall be got attested from the Secretary.
- (d) The Income and Expenditure Account and Balance Sheet:-
A quarterly income and expenditure account and Balance Sheet shall be prepared by the Treasurer and shall be checked by the Section Officer (Accounts). These statements shall be submitted in the Managing Committee's quarterly meetings.
- (e) Ledger Accounts: In order to facilitate the compilation of Income & Expenditure Account, Ledger Accounts shall be maintained from the Cash Book and Supporting Vouchers.

ACCOUNTS AND AUDIT :

10. Regular accounts shall be kept of all moneys belonging to the Fund and shall be audited by the Audit Party of Delhi Administration and a firm of Chartered Accountants every year. The auditor shall also certify that the expenditure from the Fund has been incurred correctly in accordance with the objects of the Fund.

PERIODICAL REPORTS:

11. Annual Report, showing the scheme and number of beneficiaries under such scheme from the Fund and the annual audited statement of account, shall be rendered to the Delhi Administration as well as to the Ministry of Home Affairs within six months of the close of the Financial Year.

RELIEF FROM THE FUND:

12. (a) On the death of a subscriber, the concerned District Staff Officer shall ascertain particulars of the legal heir of the deceased viz. the widow, legitimate children and dependent parents (if alive). District Staff Officer shall forward his recommendations along with details of the case and an affidavit worth Rs. 2/- on the prescribed lines after obtaining the same from the widow/legal heirs of the deceased, duly attested by a 1st Class Magistrate to the Chairman of the Fund, for grant of financial assistance from the fund to the widow/legal heir of the deceased member.
- (b) Before sanctioning a claim, a certificate from the District Staff Officer/Treasurer shall be obtained to the effect that the volunteer/official was member of the Fund and his upto subscription have been received.

IMPREST MONEY:

13. An imprest of Rs. 10,000/- shall be kept for timely payments for immediate relief and cremation charges etc. provisionally pending ratification by the Managing Committee as this system ensures speedy grant of financial assistance. The Chairman shall also be authorised to sanction expenditure upto Rs. 10,000/- in urgent cases without convening a meeting of the Managing Committee. A special meeting shall be called immediately in cases where amount to be sanctioned exceeds Rs. 10,000/-.

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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
HOME (GENERAL) DEPARTMENT
5TH LEVEL, 'A' WING, DILLI SACHIVALYA, I.P. ESTATE, NEW DELHI

No F 1/58/2003-HG/14

Dated: 4/5/04

To

✓ The Director General Home Guards &
Director Civil Defence,
Govt. of NCT of Delhi,
CTI Complex, Raja Garden,
New Delhi-27

**Sub: Approval for Enhancement of funeral allowance to the deceased Home
Guards/Civil Defence Volunteers.**

Sir,

With reference to your letter No.ES.55(52)/CDHG/2000/22514 Dated 13.10.2003 on the subject cited above, I am directed to convey the approval of Finance Department, Govt. of NCT of Delhi, for enhance the funeral allowance to the families of deceased Home Guards/Civil Defence Volunteers from Rs.100/- (One Hundred) to Rs.1000/- (One Thousand) as per the approval of Govt. of India, MHA letter No.VI-31011/1/98-DCCD (HG) dated 10th April, 2003.

This issues with the concurrence of Finance Department vide their U.O.No.575/DSF/E-II dated 24.02.2004.

Yours faithfully,


(PETER BARA)

DY. SECRETARY :HOME(G)

Dated:

No.F.1/58/2003-HG/

Copy to:

1. Deputy Secretary, Finance E-II, Delhi Sectt., I.P.Estate, New Delhi
2. PAO-XX, Maya Puri through concerned Department.
3. PS to Principal Secretary (Home), Govt. of NCT of Delhi for information.


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Sd/- Sangeet Maini LDC

DY. SECRETARY:HOME(G)

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DIRECTORATE GENERAL OF HOME GUARDS & CIVIL DEFENCE
NISHKAM SEWA BHAWAN: RAJA GARDEN: NEW DELHI- 27.

P.NO. ES 55(52)/CHG/2000/ 373-388

Dated:- 12/8/04

Copy forwarded for information and necessary action to:

1. PS to DCHG/DCD.
2. PA to DCHG/DCD.
3. PA to CHG.
4. PA to SSO (CD).
5. PA to DDCD(M).
6. PA to C/CTI.
7. JSO(CD)/JSO(HG)/JSO(CTI).
8. AAO.
9. AO (CTI).
10. OS (Estt.).
- ✓ 11. I/C Billing Section.
12. PAO-XX (Maya Puri). (Through AAO).
13. Office Order File.



(B. K. MISHRA)
COMMANDANT HOME GUARDS: DELHI.