

Annual Administrative Report

2024-25



DEPARTMENT OF HOME GUARDS AND CIVIL DEFENCE U.S. CLUB, SHIMLA - 171001 HIMACHAL PRADESH

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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 (2024-25):

The Government of India has authorized 8,000 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 7,371. The detailed authorized strength of Home Guards in Battalion is as under:

Sr. No.	Battalion	Name of Company/Independent Platoon	Authorized Strength of Home Guard volunteers	Total of authorized strength in Battalions
1	1 st 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 nd Battalion	2/1-Rampur (Men)	88	
		2/2-Rohru (Men)	88	
		2/3-Jubbal (Men)	87	
		2/4-Kumarsain (Men)	88	

	Shimla	2/5-Sarahan (Men)	87	784
		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 rd 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 th 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 th 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	
		6/1-Mandi (Men)	105	
		6/2-Mandi (Women)	90	

6	6 th Battalion, Mandi	6/3-Joginder Nagar (Men)	105	876
		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 th 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 th Battalion, Chamba	8/1-Chamba (Men)	79	720
		8/2-Chamba (Women)	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	
		9/1-Dharamshala (Men)	132	
		9/2-Dharamshala (Women)	90	
		9/3-Indora (Men)	106	
		9/4-Nurpur (Men)	101	

9	9 th Battalion, Dharamshala	9/5-Shahpur (Men)	101	908
		9/6-Dehra (Men)	106	
		9/7-Palampur (Men)	106	
		9/8-Kangra (Men)	106	
		9/9-Technical Platoon (Men)	60	
10	10 th 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 th 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 th 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		8,000	8,000

However, the actual number of enrolled volunteers varies from time to time. 5,928 Home Guards volunteers were on rolls as on 31st March, 2025.

OPERATIONS:

During the year 2024-2025, 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 2024-2025, are as under:-

DEPLOYMENT OF HOME GUARDS FOR ROUTINE & OPERATIONAL DUTIES

Sr. No.	Nature of duty	No. of Home Guard volunteers deployed
(a)	For assistance of Police in the maintenance of law and order etc.	1,271
(b)	Treasury/Sub- Treasury Guard duties.	94
(c)	Battalion Kot Guard duties.	77
(d)	Messengers, Telephone Operators, Demonstrators, Drivers and other administrative duties.	568
(e)	Firemen duty in the Fire Stations/Fire Posts in the Pradesh.	706
(f)	First aid, dispenser and Nursing duty in the District Hospitals. (except Lahaul & Spiti)	90
(g)	H.P. Secretariat security duty & other duties.	138
(h)	Service of Court processes in Police Stations in H.P.	147
(i)	Security duty in various Institutions, such as H.R.T.C. Barrier, temple security duty and zonal hospitals etc.	784
(j)	Jail Warder duty.	63
(k)	State Vigilance & Anti Corruption Bureau duty.	85
(l)	Investigation wing duty in Police Stations.	551
(m)	Tourist duty.	45

DEPLOYMENT FOR OTHER DUTIES OF SHORT DURATION:

Sr. No	Nature of duty	No. of Home Guard volunteers deployed
(a)	Watch and Ward duty during the Vidhan Sabha Session.	86
(b)	Maintenance of law and order during Fairs & Festivals in the State. (On separate occasions)	3,964
(c)	Republic Day, Independence Day and Himachal Pradesh Day Parade.	1,239
(d)	Lok Sabha/Vidhan Sabha and Panchayat Elections.	14,832
(e)	VVIPs Duty	2,460

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 31-03-2025):

Sr. No.	Name of post	Sanctioned Strength	Posted Strength	Vacant Posts
1.	Commandant General	01	01	0
2.	Dy. Commandant General	01	01	0
3.	Senior Staff Officer (Admn.)	01	0	01
4.	Commandant (Training) CTI	01	0	01
5.	Jr. Staff Officer/Commandant	14	12	02
6.	Company Commander	19	10	09
7.	Platoon Commander	46	36	10
8.	Havildar Instructor	50	14	36
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
	Total	156	87	69

(b) MINISTERIAL STAFF (as on 31-03-2025):

Sr. No.	Name of post	Sanctioned Strength	Posted Strength	Vacant Posts
1.	Superintendent Grade-I	02	02	0
2.	Superintendent Grade-II	15	15	0
3.	Personal Assistant	01	0	01
4.	Senior Assistant	25	11	14
5.	Junior Scale Stenographer	01	0	01
6.	Steno-Typist	04	02	02
7.	Junior Office Assistant	20	20	0

8.	Clerks	39	24	15
9.	Drivers	32	02	30
10.	Peon	39	21	18
11.	Chowkidar.	79	17	62
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	01	15
19.	Langari.	04	0	04
20.	Dhobi.	11	02	09
21.	Sweeper.	01	0	01
22.	Barber.	01	01	0
23.	Cobbler.	04	0	04
	Total	321	119	202

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 7th 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 2024-25, refresher training was imparted to 1,410 Home Guard Volunteers at Battalion Training Centres. 38 Home Guards were deputed for Training Instructor and Administrative duties during the refresher camps organized at the Battalion Training Centres. 347 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:

Sr.No.	Description	Number of Awareness Camps	Number of Participants
1.	Disaster Awareness Campaigns held at various panchayats, schools, colleges and other public places.	373	17,698
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.	1,134	1,04,103

PENSIONARY/EX-GRATIA GRANT AND OTHER BENEFITS:

The HP Government allocated an amount of Rs. 46,98,000/- under Demand No.19, Head of account 2235-60-800-21 SOON (Non-Plan) for Pensioners of Home Guard Department during the year 2024-25. 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. 8,34,740 has been collected as subscription from Home Guard volunteers during the year 2023-2024. An amount of Rs. 17,01,563 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. 903/- to Rs. 957/- per day w.e.f. 01st October, 2024.

AWARDS:

The President of India has awarded **3 medals for meritorious services** in the year 2024-25 to the following officers/employees and volunteers of Himachal Pradesh Home Guards Department:

1. Sh. Jai Kumar, Hony. Sr. Platoon Commandant, 1st Battalion. Kinnaur.
2. Sh. Dinesh Kumar, Hony. Compay Commander, 3rd Battalion, Shimla.
3. Sh. Budh Raj, Hony. Platoon Commander, 1st Batttion, Kinnaur.

4.

BUDGET:**HOME GUARDS:**

The sanctioned budget to the Home Guards department for the financial year 2024-25 was as follows:-

Sr. No.	Budget Head:- 2070 - Other Administrative Services			Total
	107 - Home Guards-01 HQ, 02 Distt. Staff & 03 Trg.		796- Tribal Sub-Plan	
1	01-Salary	12,22,62,176	80,99,000	13,03,61,176
2	02-Wages	39,31,30,000	3,56,74,000	42,88,04,000
3	03-Trv.Exp.	3,55,000	15,000	3,70,000
4	05-Office Exp.	48,01,000	5,70,000	53,71,000
5	06-Medical Reimbursement	14,10,000	7,000	14,17,000
6	07-Rent, Rates & Taxes	19,14,000	54,000	19,68,000
7	09-Adv.Pub.	0	0	0
8	15-Training	0	16,000	16,000
9	20-Other Charges	2,79,000	0	2,79,000
10	27- Motor Vehicle purchase	0	0	0
11.	29-Compensation	15,00,000	0	15,00,000
12.	30- Motor Vehicle	33,42,000	1,35,000	34,77,000
13.	33-Material & Supply	79,94,000	1,17,000	81,11,000
14.	64-Transfer T.A.	6,993	1,000	7,993
15.	65-Remuneration Out Sources	0	0	0
16	99-Honorarium	20,000	0	20,000
Total		53,70,14,169	4,46,88,000	58,17,02,169

Besides the above, the HP Government allocated an amount of Rs. 6,76,000/- under Demand No.7, Head of account 2059-01-053-21 SOON (Non-Plan) for maintenance of departmental buildings during the year 2024-25. Under Demand No.07, Head of account 4070-00-800-01 SOON (Plan) an

amount of Rs. 3,46,03,763/-, 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 2024-25.

CIVIL DEFENCE:

The sanctioned budget for Civil Defence Department for the financial year 2023-24 was as follows:

Sr. No.	Budget Head:-2070–OAS 106- Civil Defence 01 Head Quarter Staff	Allocation
1	01-Salary	37,23,837
2	03-Travel.Exp.	0
3	05-Office Exp.	1,12,000
4	06-Medical Reimbursement	12,759
5	15-Training	0
6	30-Motor Vehicle	1,776
7	33-Material & Supply	42,000
	Total	38,92,372

Sr. No.	Budget Head:- 2070–OAS 106- Civil Defence -02 Distt. Staff.	Allocation
1	01-Salary	0
2	02-Wages	6,09,000
3	03-Travel Exp.	0
4	05-Office Exp.	2,40,000
5	07-Rent, Rate & Taxes	40,000
6	27-Motor Vehicle Purchase	0
7	30-Motor Vehicle (Outsourced)	0
8	33-Material & Supply	0
	Total	8,89,000

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:

Sr.No.	Designation	Authorised	Posted	vacant
1.	Wardens.	140	13	127
2.	Civil Defence Volunteers.	684	197	487
	Total	824	210	614

ADMINISTRATION:

- (a) During the year, 2024-25, 11 monthly meetings were conducted and 132 Civil Defence Volunteers attended these meetings.
- (b) On the occasion of the 62nd Home Guards Raising Day, organized on 6th December 2024, a total of 32 volunteers actively participated. It is also noteworthy that, for the first time, 27 volunteers from the Civil Defence organization took part in the March Past during the Republic Day parade held on 26th January 2025.

- (c) Lectures and Mock exercises related to Civil Defence were conducted in the following institutions:

Sr.	Name of Institution	Date	No of Participants
1.	Government Senior Secondary School, Shamlaghat, Distt. Shimla.	04-04-2024	120
2.	Government Senior Secondary School, Totu, Distt. Shimla..	04-04-2024	420
3.	Government Senior Secondary School, Junga, Distt. Shimla.	04-04-2024	168
4.	Government Senior Secondary School, Durgapur, Distt. Shimla.	27-04-2024	195
5.	D. C. Office, Shimla.	14-06-2024	200
6.	Government Senior Secondary School, Bhatakufar, Distt. Shimla.	20-06-2024	250
7.	Government Senior Secondary School, Basantpur, Distt. Shimla.	27-06-2024	77
8.	State Level Training Institute, Chayal, Distt. Solan.	28-06-2024	70
9.	Government Senior Secondary School, Sunni, Distt. Shimla	10-07-2024	620
10.	Vantic Hall, DIET (Kanda) Distt. Shimla	10-07-2024	64
11.	Government Senior Secondary School, Neen, Distt. Shimla.	16-07-2024	116
12.	Government Senior Secondary School, Sunni, Distt. Shimla.	23-07-2024	615
13.	Hotel Sterling	06-08-2024	25
14.	DAV Senior Secondary School New Shimla.	07-08-2024	1930
15.	Annadale Army Area, Shimla	27-08-2024	64
16.	Government Model Senior Secondary School Chhota Shimla, Distt. Shimla	30-09-2024	800
17.	Government Senior Secondary School, Rampuri, Distt. Shimla.	01-10-2024	150

18.	Government Model Girls Senior Secondary School, Portmore, Distt. Shimla..	19-10-2024	1798
19.	Government Primary School, Rajhana, Distt. Shimla	22-10-2024	87
20.	Government Senior Secondary School, Khalag, Distt. Shimla.	22-10-2024	243
21.	Government Senior Secondary School, Dargi, Distt. Shimla.	23-10-2024	176
22.	Atal Bihari Vajpayee Government Degree College, Sunni, Distt Shimla	23-10-2024	430
23.	Government Senior Secondary School, Summerhill, Distt. Shimla.	25-10-2024	252
24.	Government Senior Secondary School, Sunni, Distt. Shimla	29-10-2024	75
25.	Government Senior Secondary School, Pandoa, Distt. Shimla	07-11-2024	60
26.	Government Senior Secondary School, Sandoa, Distt. Shimla	08-11-2024	90
27.	Government Senior Secondary School, Dharogda, Distt. Shimla	08-11-2024	60
28.	Gram Panchayat Dhalli, Distt. Shimla	21-11-2024	50
29.	Gram Panchayat dhudlatti, Chayali, Neri, Pahal, Sangati, Sanhog, Distt. Shimla	11-11-2024 to 13-11-2024	60
30.	Gram Panchayat (ghanahatti)- Neen mulvari- Devnagar, Shamlaghat, galot, Distt. Shimla	18-11-2024 to 21-11-2024	65
31.	Gram Panchayat Dhami- Piplidhar, Okhru, Halog (Dhami), Ghandal, Badmana, Distt. Shimla	25-11-2024 to 27-11-2024	49
32.	Gram Panchayat Chalahal- Maily jejar, ghanavag- Nehra, Shakrah, Bhalog, Distt. Shimla	09-12-2024 to 12-12-2024	75
33.	Gram Panchayat Rampur Keonthal-Baggi, Chanog, Baichirri, Totu- Majhath, Dhamun,	16-12-2024 to 18-12-2024	51

	Distt. Shimla		
34	ITBP Office, Tara Devi, Distt. Shimla	19-12-2024	200
35	Government Senior Secondary School, Khatnol, Distt. Shimla	30-12-2024	60
36	Gram Panchayat Jalel- Kot, Anandpur, Shoghi, Thari, Barai, Distt. Shimla	02-01-2025 to 04-01-2025	63
37	Government Senior Secondary School, Shakra, Distt. Shimla	07-01-2025	75
38	Hotel Sterling, Shimla	22-01-2025	12
39	Block Development Office, Totu, Distt. Shimla	17-02-2025	30
40	Institute of Hotel Management, Kufri, Distt. Shimla	12-03-2025	260
	Total		10,205

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.

FUNCTIONS AND DUTIES OF HOME GUARDS:

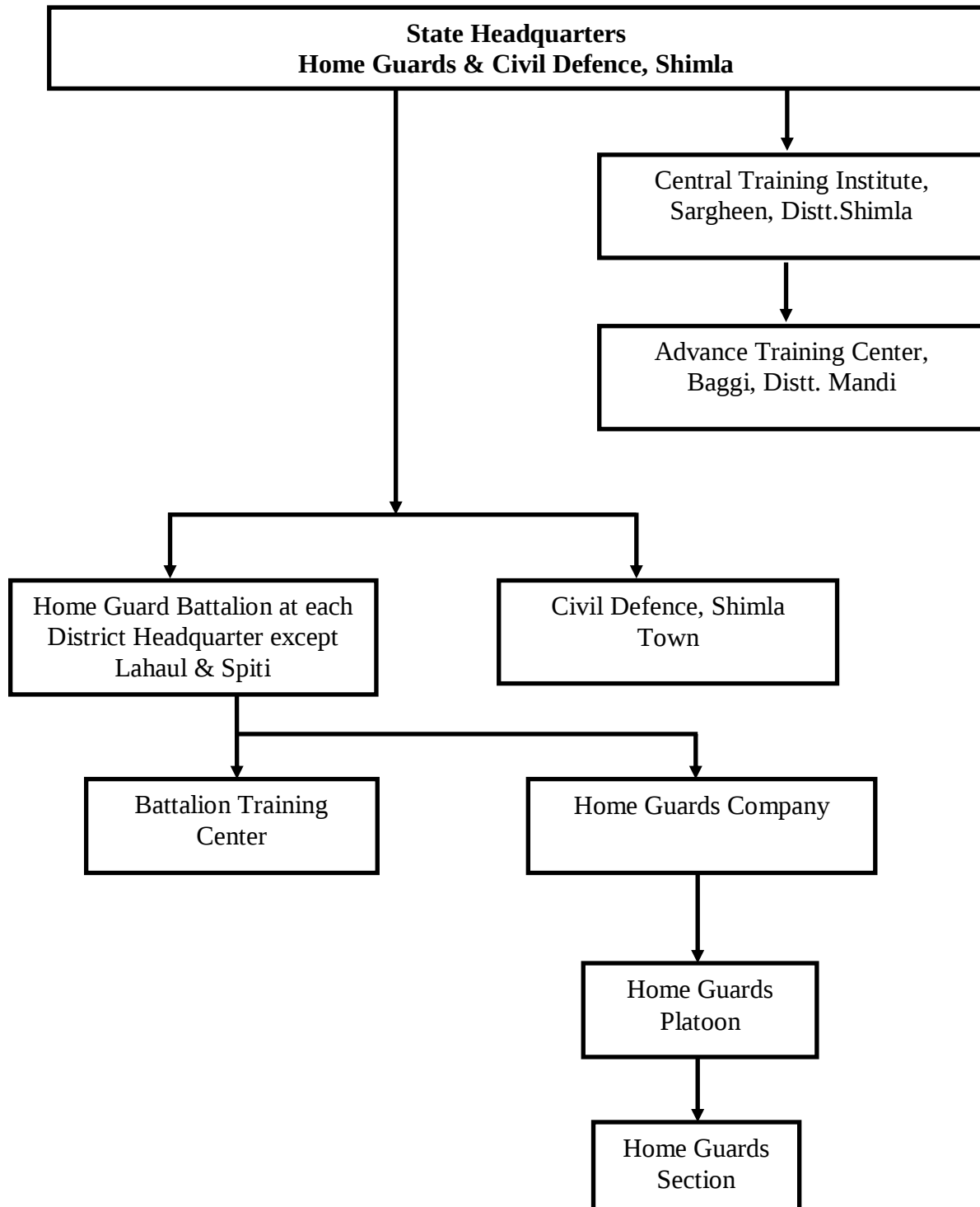
The Home Guards Organization is a voluntary civilian force established with the objective of maintaining internal security, managing disasters, and promoting social harmony within the country. Its primary duty is to assist the police and administrative systems, especially during situations where public safety or law and order are under threat. Home Guards actively contribute to rescue and relief operations during emergencies such as floods, earthquakes, fires, and other natural disasters. In addition, they play a crucial role in crowd management, traffic regulation, and security arrangements during religious, social, and state-level events.

AIMS & OBJECTIVES OF CIVIL DEFENCE:-

The primary aim of Civil Defence is to safeguard the nation's civilian population during emergencies, both in times of war and peace. Its key objectives include protecting and saving human lives from potential threats such as natural disasters, enemy attacks, or man-made catastrophes. Civil Defence also strives to minimize damage to property and essential infrastructure, ensuring that the impact of any calamity is kept to a minimum. A vital function of Civil Defence is to maintain the continuity of industrial and economic production without interruption, even in adverse conditions. Furthermore, it plays a crucial role in boosting and preserving the morale of the general public, fostering resilience, discipline, and a sense of national responsibility among citizens during challenging times.

ORGANISATIONAL STRUCTURE

The Structure of the Home Guards Organization is illustrated below, which defines its organizational framework.



SANCTIONED MANPOWER STRENGTH OF REGULAR PERSONNEL (MINISTERIAL & NON MINISTERIAL):-

Sr. No.	Name of post	Sanctioned Strength
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
	Total:-	477

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 7th 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:

<u>Sr. No.</u>	<u>Name of Battalion</u>	<u>Name of Battalion Training Center</u>
1.	1 st Battalion, Kinnaur -	Battalion Training Center, Sharbo
2.	2 nd Battalion, Shimla -	Battalion Training Center, Parala
3.	3 rd Battalion, Shimla -	Battalion Training Center, Sunni
4.	4 th Battalion, Nahan -	Battalion Training Center, Vikram Castle Nahan
5.	5 th Battalion, Bilaspur -	Battalion Training Center, Bilaspur
6.	6 th Battalion, Mandi-	Battalion Training Center, Jasan
7.	7 th Battalion, Kullu-	Battalion Training Center, Sarabai
8.	8 th Battalion, Chamba -	Battalion Training Center, Saroo
9.	9 th Battalion, Dharamshala-	Battalion Training Center, Dhanotu
10.	10 th Battalion, Hamirpur -	Battalion Training Center, Amtar (Nadaun)
11.	11 th Battalion, Solan -	Battalion Training Center, Kotli
12.	12 th 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 31st March, 2025 the Battalion wise Authorized /Enrolled /Deployed strength of Home Guards in 12 Battalions is as under:-

Sr.No.	Name of District Battalion	Authorized Strength	Enrolled Strength	Deployed Strength
1	1 st Battalion, Kinnaur.	536	475	348
2	2 nd Battalion, Shimla.	784	658	601

3	3 rd Battalion, Shimla.	610	431	357
4	4 th Battalion, Nahan.	658	561	395
5	5 th Battalion, Bilaspur.	595	482	295
6	6 th Battalion, Mandi.	876	530	401
7	7 th Battalion, Kullu.	710	502	429
8	8 th Battalion, Chamba.	720	570	463
9	9 th Battalion, Dharamshala.	908	549	448
10	10 th Battalion, Hamirpur.	503	363	231
11	11 th Battalion, Solan.	597	505	396
12	12 th Battalion, Una.	503	302	225
	Total	8,000	5,928	4,619

**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 & Establishment):

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

5. Junior Staff Officer (Supply & Accounts):

- (a) Assists the Commandant General in the financial matters & 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 3rd 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.

**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 Home Guard HQ E-mail id:- hgshimla@gmail.com

Sr. No	Name & Address	Telephone Nos. (Office)	E-mail Id
1.	Smt. Satwant Atwal Trivedi, IPS Commandant General Home Guards & Civil Defence, HP Shimla - 1	0177-2811453	dgp-hg-hp@nic.in
2.	Sh A.K. Prashar, Dy. Commandant General Home Guards & Civil Defence, HP Shimla - 1	0177-2811360	dgcg-hgcdfs@hp.gov.in
3.	Sr. Staff Officer (Admn.) Home Guards & Civil Defence, HP Shimla-1	0177-2652935	hgssso-hp@nic.in
4.	Sh. Sushil Kumar Kaunadl Staff Officer (Establishment & Trg.) Home Guards & Civil Defence, HP Shimla - 1	0177-2658531	hgssot-hp@nic.in
5.	Smt. Navita Sharma, Staff Officer (Supply & Acct.) Home Guards & Civil Defence, HP Shimla - 1	0177-2658531	hgssos-hp@nic.in
6.	Sh. R.P.Nepta, Div.Commandant (Central Training Institute Shargheen & ATC Baggi)	0177-2751728	hgcti-hp@nic.in
7.	Sh. Suresh Kumar, Commandant Home Guards 1 st Bn. Kinnaur HP	01786-222311	hg1bn-hp@nic.in
8.	Sh. R.P.Nepta, Commandant Home Guards 2 nd Bn. Shimla HP	0177-2621467	hg2bn-hp@nic.in

9.	Sh. Kuldeep Kapil, Commandant Home Guards 3 rd Bn. Shimla. HP	0177-2651423	hg3bn-hp@nic.in Kuldeep.kapil83@hp.gov.in
10.	Sh. Tota Ram, Commandant Home Guards 4 th Bn. Nahan HP	01702-222339	hg4bn-hp@nic.in
11.	Sh. Vinay Kumar, Commandant Home Guards 5 th Bn. Bilaspur HP	01978-224654	hg5bn-hp@nic.in
12.	Sh. Bhupinder Singh, Commandant Home Guards 6 th Bn. Mandi HP	01905-235905	hg6bn-hp@nic.in
13.	Sh. Bhupinder Singh, Commandant Home Guards 7 th Bn. Kullu HP	01902-222512	hg7bn-hp@nic.in
14.	Sh. Kushal Chand, Commandant Home Guards 8 th Bn. Chamba HP	01899-222280	hg8bn-hp@nic.in
15.	Sh Madan Lal, Commandant Home Guards 9 th Bn. Dharamshala HP	01892-223234	hg9bn-hp@nic.in
16.	Sh. Vijay Kumar, Commandant Home Guards 10 th Bn. Hamirpur HP	01972-292302	hg10bn-hp@nic.in
17.	Sh. Santosh Kumar, Commandant Home Guards, 11 th Bn. Solan HP	01792-223845	hg11bn-hp@nic.in
18.	Sh. Vikas Saklani, Commandant Home Guards 12 th Bn. Una HP	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:

Sr. No.	Name & Designation	Sanctioned Posts	Pay scale/monthly remuneration
1	DG-cum-Commandant General	01	Rs.1,82,200-2,24,100
2	Deputy Commandant General	01	Rs.1,23,100-2,09,600
3	Sr. Staff Officer (Admn.)/ Commandant(Trg.)CTI	02	Rs.83,600-2,03,100
4	Jr. Staff Officer/Commandants	14	Rs.67,400-2,01,200
5	Supdt. Grade-I	01	Rs.48,700-1,54,300
6	Personal Assistant	01	Rs.43,000-1,36,000
7	Supdt. Grade-II	15	Rs.43,000-1,36,000
8	Sr. Assistant	25	Rs.38,500-1,22,700
9	Company Commander	19	Rs.38,500-1,22,700
10	Platoon Commander	46	Rs.38,100-1,20,400
11	Platoon Commander (Bandmaster)	01	Rs.38,100-1,20,400
12	Havildar Instructor	50	Rs.25,600-81,200
13	Havildar Band	01	Rs.25,600-81,200

14	Havildar Armourer	01	Rs.25,600-81,200
15	Jr. Scale Stenographer	01	Rs.28,900-91,600
16	Steno-typist	04	Rs. 21,300-67,800
17	Junior Office Assistant (IT)	20	Rs.20,600-65,500
18	Junior Assistant/Clerks	39	Rs.28,900-91,600 Rs.20,200-64,000
19	Bandsman-cum-Guard man	18	Rs.20,200-64,000
20	Radio Wireless Operator	01	Rs.20,200-64,000
21	Radio Wireless Mechanic	01	Rs.20,200-64,000
22	Drivers	32	Rs.21,300-67,800
23	Compounder	01	Rs.38,100-1,20,400
24	Cook.	16	Rs.20,200-64,000
25	Peon	39	Rs.18,000-56,900
26	Chowkidar	79	Rs.18,000-56,900
27	Storeman	10	Rs.18,000-56,900
28	Carpenter	01	Rs.18,000-56,900
29	Tailor	02	Rs.18,000-56,900
30	Mali	01	Rs.18,000-56,900
31	Cleaner	12	Rs.18,000-56,900
32	Langri	04	Rs.18,000-56,900
33	Dhobi	11	Rs.18,000-56,900
34	Sweeper	01	Rs.18,000-56,900
35	Barber	01	Rs.18,000-56,900
36	Cobbler	04	Rs.18,000-56,900

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

Sanctioned Budget for the financial year 2024-25 and its allotment:

Sr. No.	Head of Account		Sanctioned Budget
1	2070-00-106-01 SOON	HQ STAFF CIVIL DEFENCE	38,92,372
2	2070-00-107-01 SOON	HQ STAFF Home Guard	1,70,47,878
3	2070-00-106-02 SOON	Distt. Staff Civil Defence	8,89,000
4	2070-00-107-02 SOON	Distt. Staff Home Guard	47,20,00,876
5	2070-00-107-03 SOON	Training Center Staff Home Guard	4,79,65,415

6	2070-00-796-03 SOON	Home Guard Tribal Development	4,46,88,000
7	2235-60-800-21	Pensioner Medical	13,98,000
8	2059-01-053-21-SOON	Repair and Maintenance	7,10,000
9	2058-00-101 and 103-01	Printing and Stationary	2,87,384
10	4070-00-800-01 SOON	Construction work	5,00,00,000
11	4070-00-789-03-SOON	(SCDP)	2,00,00,000
		Total:-	65,88,78,925

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

Sr.No.	Place where facility available	Nature of information available	Working hours
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-
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**HOME GUARDS AND CIVIL DEFENCE DEPARTMENT
HIMACHAL PRADESH
MANUAL –XVI**

NAME AND DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS AS ON 31.03.2025.

Sr.No	HQ/CTI /Bns.	Name	Designation	Telephone (Office)
1.	Hdqrs. Staff	Sh. A.K. Prashar, (A.A)	Deputy Commandant General	0177-2811360 Fax 2811360
2.		Sh. Sushil Kumar Kaundal, (PIO)	Staff Officer (Estt.)	0177-2658531
3.	C.T.I. Junga.	Sh. R.P. Nepta, (PIO)	Div. Commandant	0177-2751728
4.	1 st Bn. Kinnaur	Sh.Suresh Kumar, (PIO)	Commandant, HGs 1 st Bn. Kinnaur.	01786-222311
5.	2 nd Bn Shimla	Sh. R.P. Nepta, (PIO)	Commandant, HGs 2 nd Bn. Shimla.	0177- 2621467
6.	3 rd Bn. Shimla	Sh. Kuldeep Kapil, (PIO)	Commandant, HGs 3 rd Bn. Shimla.	0177-2651423
7.	4 th Bn. Nahan	Sh.Tota Ram, (PIO)	Commandant, HGs 4 th Bn. Nahan	01702-222339
8.	5 th Bn. Bilaspur	Sh. Vinay Kumar, (PIO)	Commandant, HGs 5 th Bn. Bilaspur	01978-224654
9.	6 th Bn. Mandi	Sh. Bhupinder Singh (PIO)	Commandant, 6 th Bn. Mandi.	01905-225905
10.	7 th Bn. Kullu	Sh. Bhupinder Singh (PIO)	Commandant, HGs 7 th Bn. Kullu.	01902-222512
11.	8 th Bn. Chamba	Sh. Kushal Chand, (PIO)	Commandant, HGs 8 th Bn. Chamba.	01899-222280
12.	9 th Bn. Dharam-shala	Sh. Madan Lal, (PIO)	Commandant, HGs 9 th Bn. Dharamshala.	01892-223234
13.	10 th Bn. Hamirpur	Sh. Vinay Kumar, (PIO)	Commandant, HGs 10 th Bn. Hamirpur.	01972-222274
14.	11 th Bn. Solan	Sh. Santosh Kumar Sharma, (PIO)	Commandant, HGs 11 th Bn. Solan.	01792-223845
15.	12 th Bn. Una	Sh. Vikas Saklani, (PIO)	Commandant, HGs 12 th Bn. Una.	01975-223345

Note:- Total No. of 107 applications were received from 01-04-2024 to 31-03-2025 under RTI Act., 2005, and an amount of Rs.4,322/- collected as fee payment. The details of the applications received , amount of charges collected and applications executed are as follows:

Sr. No.	Name of Public Authority	No. of Requests received	Amount of charges colleted	No. of decisions
1.	Kinnaur	01	0	01
2.	Shimla-II	04	10	04
3.	Shimla-III	05	1260	005
4.	Nahan	04	116	04
5.	Bilaspur	12	980	12
6.	Mandi	14	520	14
7.	Kullu	04	370	04
8.	Chamba	06	36	06
9.	D/Shala	19	340	19
10.	Hamirpur	07	110	07
11.	Solan	07	80	07
12.	Una	06	40	06
13.	CTI Junga	05	110	05
14.	State Hqrs.	23	350	23
	Total:-	107	4,322	107

Himachal Pradesh Home Guards & Civil Defence Department received a total No. of 1 application for execution of appeals under the RTI Act., during the year 2024-2025, 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- Deputy Commandant General	01	01	Nil	01	Nil

**HOME GUARDS AND CIVIL DEFENCE DEPARTMENT
HIMACHAL PRADESH
MANUAL –XVII**

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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