

GOVT. OF N.C.T. DELHI
DIRECTORATE GENERAL OF HOME GUARDS
NISHKAM SEWA BHAWAN, RAJA GARDEN NEW DELHI-27

F.No.51(6)/HG/CTI/CDV/04/18/Part -I

Dated:-

Sub: - Work and Conduct Report of C.D. volunteers called out on duty at Home Guards HQ.

Civil Defence volunteers are called out for duties at Directorate General of Home Guards. A report on work and conduct of CD Volunteers during the period of their last callout i.e. October-2020 to December-2020 is required to be verified by the officers/officials under whom volunteers are working. Callout for the next quarter i.e. January-2021 to March-2021 will depend upon the report on working efficiency of each individual.

The concerned in charges are hereby requested to send work and conduct report of CD vols. who are working under them with justification of their work load latest by 05.01.2021 positively.

1	2	3	4	5	6	7	8	9	10	11
Sl. No.	Name of CD Vols.	Enrol. No.	Bank A/c No. (16 Digit)	Employee ID	Renewal Date	Nature of Work	Home Distt.	Email ID	Mobile No.	Satisfactory Report

The report must be filled up in the above said format.

(S.K. SHOKEEN)
COMMANDANT (HQ)

F.No.51(6)/HG/CTI/CDV/04/18/Part -I 4403 - 4428

Dated:- 21/12/2020

Copy to:-

1. PA to DGHG for information please
2. PA to CHG/HOO for information please
3. PA to CCTI for information please
4. PA to CHQ for information please.
5. JSOs/AAO/OS
6. Senior Staff Officer, Civil Defence, Delhi
7. All Branch Incharges/Delhi Sectt. /DGCD (R.K. Pura n)/UTS (MHA) North Block.
8. I/c Server please upload in website.
9. Office Order File.

(S.K. SHOKEEN)
COMMANDANT (HQ)