

# The Rajasthan Municipalities (Volunteer Force) Rules, 1963

RAJASTHAN

India

## The Rajasthan Municipalities (Volunteer Force) Rules, 1963

### Rule

### THE-RAJASTHAN-MUNICIPALITIES-VOLUNTEER-FORCE-RULES-1963 of 1963

- Published on 6 March 1963
- Commenced on 6 March 1963
- [This is the version of this document from 6 March 1963.]
- [Note: The original publication document is not available and this content could not be verified.]

The Rajasthan Municipalities (Volunteer Force) Rules, 1963Published vide Notification No. Tax/Rules/14/DLB/63, dated 6-3-1963, Published in Rajasthan Gazette, Extra-ordinary, Part 4-C, dated 20-3-1963In exercise of the powers conferred by section 297 of the Rajasthan Municipalities Act, 1959 (Act No. 38 of 1959) read with clause (ss) of sub-section (ii) of section 98 thereof, the State Government makes the following Rules, namely:-

#### 1. Short title and commencement.

(1)These Rules may be called the Rajasthan Municipalities (Volunteer Force) Rules, 1963.(2)These Rules shall come into force after one month from the date of their publication in the Official Gazette.

#### 2. Definitions.

- In these Rules, unless the context otherwise re-quires:-(1)'Act' means the Rajasthan Municipalities Act, 1959;(2)'Board' means a Municipal Board and includes a Municipal Council;(3)'Chairman' means a Chairman of a Municipal Board and includes the President of a Municipal Council;(4)Words and expressions used but not defined in these Rules shall have the meaning assigned to them in the Act.

#### 3. Establishment of Volunteer Force.

- Volunteer Force shall be established in every Municipal Town or City in the State.Every able bodied male person above the age of eighteen years residing with the Municipality who may be

desirous of enrolling himself as member of the Force shall be eligible for membership of the Force. The name of every such person shall be entered in a register in Form A.

#### **4. Appointment of the Chief Officer.**

(1) The Chairman with the approval of the District Magistrate or his nominee shall appoint the Chief Officer for commanding the Force. (2) The person to be eligible for appointment as Chief Officer must be:-(a) over 21 years of age on the date of such appointment; (b) of good moral character; (c) physically fit to stand the rigorous of out door duties; (d) able to read and write Hindi in Deonagri Script. In selecting a person for appointment as Chief Officer, preference shall be given to a person who has had war or police service to his credit or who has been a member of the NCC or ACC or who has received training in Lok Sahayak Sena Shivirs.

#### **5. Training of Chief Officer.**

- The Chief Officer shall after his appointment be required to undergo a course of training for a period of one month at the district headquarters or at the place selected by the District Magistrate for such training. The training will be for a period of 15 days only, in case of persons who are ex-servicemen or ex-policemen or NCC OR ACC or who had received training in Lok Sahayak Sena Shivirs. Upon the completion of the training, the Chief Officer shall be required to pass a test and if found successful shall be granted a certificate in Form B. (2) The training of the Chief Officer shall consist of a course in:-(a) physical drill, (b) fire fighting, (c) general watch and ward, (d) resisting dacoits and burglars, (e) repairing breaches of bunds and other irrigation embankments, (f) first aid, (g) fostering a feeling of good will and co-operation amongst the different communities of the Municipal circle, (h) taking precautionary measures in the case of outbreak of epidemic diseases such as cholera, small-pox, plague, malaria, etc. (i) training in use of Lathi and fire arms, and (j) training in citizenship. A detailed syllabus for the training shall be drawn up by the Director of Local Bodies in consultation with the police. Education, Medical, PWD (Irrigation) and Development Departments. Programmes and Syllabus prescribed:-[Notification No. Tax/Rules/ 14/DLB/63, dated 5-4-1963, Published in Rajasthan Gazette, Extra-ordinary, Part IV-C, dated 16-5-1963] In pursuance of sub-rule (2) of rule 5 of the Rajasthan Municipalities (Volunteer Force) Rules, 1963 published under this Department Notification No. Tax/Rules/14/DLB/63, dated 6-3-1963, in Part IV-C in an extra-ordinary issue of the Rajasthan Rajpatra, dated 20-3-1963, the State Government hereby directs that the programme and syllabus for training of the Chief Officers Volunteer Force shall be as specified in the schedule below:-

Programme and Syllabus for Training of Chief Officers Training Programme

Out of 30 days training 25 days will be devoted to training at the campus and 5 days will be kept for field visits. The break-up of 30 days will be as follows:-

- |  |          |
|--|----------|
| (1) Institutional training                 | 20 days. |
| (2) Field visits                           | 5 days.  |
| (3) Sundays and other Gazetted holidays    | 4 days.  |
| (4) Final examination & passing out parade | 1 day.   |

The training for each day will be for five hours. Each period will be of forty minutes. The allotment of periods for different subjects may be made on the following basis:-

S. No.	Subject	Theory periods	Practical periods
1.	Training in Citizenship.	10	0
2.	Training in Volunteer Force.	3	1
3.	Fostering a feeling of goodwill and co-operation amongst the different communities of the Panchayat circle.	4	2
4.	Physical Drill and Rifle exercise.	23	45
5.	Training in fire fighting.	3	5
6.	Training in General Watch and Ward.	3	2
7.	Resisting Dacoits and Burglars.	3	3
8.	Training in Repairing breaches of bunds and other irrigation embankments.	6	4
9.	Training in First-aid.	12	6
10.	Taking precautionary measures in the case of outbreak of epidemic diseases such as Cholera, Smallpox, Plague, malaria etc.	3	2
11.	Production Programme	5	5
	Total	75	75

Besides 5 hours training every day, the trainees should devote half an hour in the morning for P.T./Physical exercise/Shramdan and one hour in night for compulsory study. Comments. - The word "Panchayat" appearing in subject against S. No. 3 should be "Municipal" as referred in clause (g) of sub-rule (2) of Rule 5. Programme of the Day

- |                                   |                        |
|-----------------------------------|------------------------|
| 1. Morning prayer                 | 7 A.M.                 |
| 2. P.T./Physical exercise.        | 7.30 A.M. to 9 A.M.    |
| 3. Classes.                       | 9.30 A.M. to 12.30 A.M |
| 4. Classes and practicals.        | 2.30 P.M. to 4.30 P.M. |
| 5. Games/Sports.                  | 5 P.M. to 6 p.m.       |
| 6. Self study/Cultural programme. | 8 P.M. to 9 P.M.       |

Note. - Slight changes can be made in the above timings to suit local conditions. Syllabus(a) Citizenship

## 1. Democracy, Local Self Government and Democratic way of life.

## 2. Our Constitution with particular reference to the Directive Principles of State Policy and Fundamental Rights.

**3. Planning-Third Five Year Plan.**

**4. Community Development.**

**5. National Unity-its importance, impact and achievement.**

**6. Loyalty to the country and faith in its leaders.**

**7. Citizenship-duties and obligations of a citizen.**

**8. Our National Flag and National insignia, their meaning and significance.**

**9. Our National Anthem-its meaning, significance and importance.**

**10. Punctuality and the right use of time.**

**11. Good leadership-qualities essential in development of leadership in all walks of life.**

**12. Social Service.**

**13. Good manners and obedience.**

**14. Organisation in the Country for maintenance of Law and Order.**

**15. Organisation of Armed Forces/Territorial Army/Home Guards/NCC/ACC.**

(b)Scheme of Volunteer Force

**1. The Scheme of Volunteer Force-its aim and objects.**

**2. Public co-operation, maintenance of essential supplies and services-such as food, water, electricity, transport and other forms of communications.**

(c)Fostering a feeling of goodwill and Co-operation amongst the different communities of the community life.(d)Physical DrillSquad Drill

**1. Dressing and numbering.**

- 2. Sizing, dismissing and falling out.**
- 3. Attention, stand at ease and stand easy.**
- 4. Forming up in single rank and threes and dressing.**
- 5. Open and close order march.**
- 6. Marching in slow time and halting.**
- 7. Quick and double march and halt.**
- 8. Turning on march in quick time.**
- 9. Right, left and about-turn at the halt and on the march, side step.**
- 10. Turning in slow march.**
- 11. Changing steps, changing from quick to double time.**
- 12. Changing directions right and left wheel.**
- 13. Saluting at the halt to the front and on the march to the right and left, dismissing without arms.**
- 14. Eyes right and left.**
- 15. Stepping out and stepping short.**
- 16. Places forward, rear and to side.**
- 17. Wheeling and turning in slow and quick time.**
- 18. Marking time, forward and halt.**
- 19. Changing step, slow and quick time.**

**20. Breaking in slow, quick and double time.**

**21. Eyes right and left on march.**

**22. Revision.**

Lathi Drill

**1. Attention, stand at ease and stand easy with the lathi.**

**2. Marching with the lathi.**

**3. Saluting with the lathi at the halt and on the march.**

**4. Revision.**

Arms Drill carrying out correctly arms drill movements in a Squad

**1. Attention, stand at ease and stand easy.**

**2. Shoulder, order and trial arms and present from order.**

**3. Quick march and halt.**

**4. Right, left and about turn at the halt and on the march.**

**5. Changing directions left and right wheel and form.**

**6. Ground and pick up arms.**

**7. Saluting to the front at the halt and to the right and left on the march at the shoulder and the trial.**

**8. Examine arms unload and order arms.**

**9. For inspection Port Arms and order Arms.**

**10. Slope arms and orders arms.**

**11. Present arms from the slope.**

**12. Saluting at the slope and dismissing with arms.**

**13. Revision.**

Weapon Training

**1. Care, cleaning and maintenance of Rifle.**

**2. The basic essentials of good shooting: -**

(a)Holding(b)Aiming(c)Trigger operation

**3. Loading and unloading.**

**4. Firing positions:-**

(a)Lying(b)Kneeling and sitting

**5. Test of elementary training.**

**6. Cleaning after firing.**

**7. Types of targets.**

**8. Range and fire discipline training.**

**9. Firing 22" Rifles.**

Field Craft Training

**1. Use of ground.**

**2. Cover from view.**

**3. Cover from fire.**

**4. Selection of fire positions.**

**5. Movement by day.**

**6. Movement by night.**

**7. Individual stalk.**

**8. Digging.**

**9. Tent pitching.**

**10. Knotting.**

Map Reading

**1. Location own position on map.**

**2. Explaining the map in general.**

**3. Map and ground.**

**4. Map references.**

**5. Measuring distances and heights on maps.**

**6. Elementary scales.**

**7. Verbal orders.**

**8. Simple appreciations.**

**9. Public speaking-discussions and talk.**

(e) Training in Fire Fighting

**1. Auxiliary Fire Service and House Fire Party Organisation Composition of personnel, duties and equipment.**



**2. Fire warning.**

**3. Arrangement of sand buckets.**

**4. Rescue operations and Fire-aid.**

(f) Training in General Watch and Ward

**1. Gradation of village for watch and ward purposes.**

**2. Stages of town watch and ward planning.**

**3. Panic-its causes, prevention and control.**

**4. Dangers of rumour mongering.**

**5. Maintenance of people's more.**

**6. Self and mutual aid, coolness and courage in disaster, hints on self preservation.**

**7. Responsibility of Police for watch and ward work.**

(g) Resisting Dacoits and Burglars

**1. Co-operation of citizens in resisting dacoits and burglars.**

**2. Helping the local police in resisting dacoits and burglars.**

**3. Information and intelligence work.**

(h) Repairing breaches of bunds and other irrigation embankments

**1. Simple salient features for construction of tanks, culverts cause ways and roads.**

**2. Repair of breached tanks and roads.**

### **3. Plantation of trees.**

(i) Training in First-Aid

#### **1. Casually service; first aid parties.**

#### **2. Corpse disposal, identification of casualties, case of animals.**

Sanitation

#### **3. Importance of sanction and environmental sanitation.**

#### **4. Disposal of refuse-methods and means.**

#### **5. Ways and means of neighbourhood cleanliness, infection and disinfection.**

Hygiene

#### **6. Air and ventilation.**

#### **7. Water, source of water supply, contamination of water**

#### **8. methods of purification of water. Importance of exercise.**

#### **9. Personal Hygiene, care of the eyes, ears, nose, teeth etc.**

First Aid

#### **10. Elementary Principles of First-aid.**

#### **11. Elementary Anatomy.**

#### **12. Fractures, causes, varieties, signs and symptoms.**

#### **13. First-aid in case of fracture.**

#### **14. Sprains and strains-signs, symptoms and its first-aid.**

**15. Wounds.**

**16. Bruises and treatment.**

**17. Burns scalds, stings bites of snakes and rabid animals.**

**18. Respiration.**

**19. Foreign bodies, in eye, ear and nose and their removal.**

**20. Poisons.**

**21. Bandaging.**

**22. Use of roller bandage.**

**23. Artificial respiration and stretcher drill.**

Home Nursing

**24. Importance and scope of Home nursing.**

**25. Preparation of sick room and bed making.**

(j) Taking precautionary measures in the case of outbreak of epidemic diseases such as Cholera, Small Pox, Plague, Malaria etc. Simple elementary knowledge on the followings:- (1) Epidemic Diseases. (2) Prevention Methods. (k) Production programme Assist in Community effort in- (a) Construction of Field Channels and Tanks. (b) Pasture development. (c) Plant protection measures. (d) Medh Bandi. (e) Plantation.

**6. Declaration.**

- All members of the Force including the Chief Officer shall make a declaration in Form C attached and shall upon making such declaration be entitled to receive a certificate of enrollment in Form D under the seal and signatures of the Chairman and Collector of the District or any other officer authorised by him in this behalf, in the case of Chief Officer and under the seal and signature of the Chief Officer and Chairman in the case of other members of the Force.

**7. Training of the Force.**

- As soon as possible after a certificate in Form B has been granted to the Chief Officer, he shall arrange within the limits of a Municipality a course of training for the members of the Force. The

minimum strength of the Force shall be 20. This training shall be for a period of 15 days and shall consist of as far as possible, all the items enumerated in para 5(2) above. Upon completion of this training member of the Force shall be required to pass a prescribed test and if found successful shall be awarded a certificate in Form E. After a member of the Force has been granted a certificate, he shall be required to attend physical drills and such other programmes as may be decided by the Chief Officer for a maximum period of three days in a week but not less than 2 days in a week. Such physical drills etc., may be held in batches formed by the Chief Officer.

## **8. Uniform.**

- While under training, or on duty or proceeding to or returning from duty or training, the Chief Officer, Sectional Officers and members of the Force shall be entitled to use such uniform (consisting of shirts, shorts and side caps), carry equipment and wear volunteer's badge as may be prescribed by the Government. No weapons or emblems other than those authorised shall be carried or used by a member of the Force while in uniform.

## **9. Division of the Force.**

(1)The Chief Officer, for the sake of administrative convenience, divide the Force into squads and place each squad in charge of a Sectional Officer to be selected by him from amongst the members of the Force.(2)The different squads, if formed on functional basis may be designated as under:-(a)fire squad, (b) watch and ward squad, (c) peace squad, (d) first aid squad,(e)such other squads as the Chief Officer may, in consultation with the Chairman from time to time form.

## **10. Call for duty.**

(1)A member of the Force shall be liable to be called out for duty at any time during an emergency and the failure of any members to assemble at the specified place on the sending of an alarm signal shall, in the absence of a satisfactory explanation, render him liable to removal.(2)While the convenience of the members of the Force shall ordinarily be taken into account by the Chief Officer in preparing a chart of their duties, the members shall comply with the roster of duties allotted to them by the Chief Officer.(3)A member of the Force shall normally be called out for duty in his own Municipality but during the emergency he may be liable to be called out for duty in the neighbouring areas also.(4)The members of the Force shall be liable to be called out for duty under the orders of the Chairman/Chief Officer at any time whether by day or night, when the Chairman/Chief Officer is of opinion that an emergency has arisen.

## **11. Duties of the Force.**

(1)It shall be the duty of every member of the Force to assist in the maintenance of peace and tranquillity within the Municipal area and to inculcate the habit of self-reliance and discipline and develop a sense of civic responsibility among the residents thereof.(2)Subject to the general or special orders of the State Government, the Force may be required to perform all or any of the

following duties, namely:-(a)prevention of commission of crime,(b)protection of life and property,(c)suppression of disorders,(d)reporting and checking of rumours likely to disturb the peace,(e)fighting fire, famine and epidemics,(f)rendering first-aid and helping in removal of casualties to hospitals.(g)organising and regulating of meals,(h)discharging any other allied functions which may be assigned to them.(3)The Chief Officer shall comply with the orders issued by or under instructions from the Chairman. All Sectional Officers and other members of the Force shall comply with the orders of the Chief Officer.(4)Every member of the Force shall carry out promptly and with due diligence all orders of his superior officer or of any police officer or other servant of the State Government.

## **12. Requisition for assistance of the Force.**

- A police officer or any other servant of the State Government, while on duty in connection with the prevention of a breach of the peace in a Municipality, may, on application made to the Chief Officer through the Chairman, seek such assistance of the Force as the police officer or the servant of the State Government may require.

## **13. Removal from the Force.**

- Any member of the Force who:-(1)While on parade or engaged on duty or wearing volunteers' uniform or armlets-(a)uses or threatens to use force against or uses threatening or improper language to his superior officer, or(b)disobeys any standing order or lawful command given by his superior office, or(c)neglects to obey a general order given by the Chief Officer or the Officer of the Section to which he belongs, or(d)is found in a state of intoxication, or(e)being an officer of the Force, causes violence to, or maltreats, or abuses, any person who is subordinate to him in rank or position and who is subject to the provisions of these Rules; or(2)without sufficient cause, fails to attend a parade at the time fixed or to perform any duty assigned to him or deserts the Force while attending such parade or discharging such duty; or(3)without sufficient cause, fails to complete any part of the training which, by or under these Rules, he is required to complete; or(4)uses or offers violence to any person who is placed in his custody, whether under these Rules or under any other law for the time being inforce; or(5)if in charge of any property, belonging to the Municipality or the State Government, illegally disposes of it or allows it to be illegally disposed of; or(6)willfully damages or negligently losses or damages any property belonging to the Municipality or the State Government; or(7)knowingly furnishes a false return or report about the number of persons under his command or charge or of any money, clothing, equipment, stores or other property in his charge; or(8)makes a declaration in pursuance of his duties, which he either knows or believes to be false or does not believe to be true; or(9)fails to take care of any uniform, armlet or equipment supplied to him; or(10)knowingly makes against any person a complaint which he either knows or believes to be false or does not believe to be true; or(11)fails or show, while on duty, courtesy to the public;

## **14. Certificates of appreciation.**

(1)The Board may grant a "Certificate of Appreciation" to the Chief Officer or a member of the Force serving in a Municipality for good work done by him.(2)A list of such certificates of appreciation

issued to the Chief Officer or members of the Force will be maintained in a register kept for the purpose.

## **15. Rewards.**

(1) Rewards may be granted to members of the Force in cash or kind. (2) The grant of a reward to a member of the Force shall be sanctioned, upon the recommendation of the Board by the Director of Local Bodies, Rajasthan at his discretion.

## **16. Distribution of awards.**

(1) The distribution of reward in cash or in kind during a year shall be made in a befitting manner at the Annual Rally or at a function specially organised for the purpose. (2) Proper receipts shall be obtained from persons receiving rewards.

## **17. Members of the Force prohibited for accepting rewards from public.**

- Any member of the Force shall not accept any reward either in cash or in kind from a member of the public but it shall be lawful for the Chairman on behalf of the Board to accept a gift of money or presents from any person as token of public appreciation of the good work done by the Force.

## **18. Discharge from the Force.**

(1) A member of the Force may be discharged by the Chairman at any time on the ground of physical inability or for any other satisfactory reason with the approval of the Board. (2) Every member who is discharged from the Force shall be entitled to receive a certificate of discharge in Form F and shall thereupon surrender to the Chief Officer his certificate of enrollment together with the uniforms, armlets and equipment supplied to him.

## **19. Expenditure.**

- The expenditure for the training of the Chief Officers shall be borne by the State Government. All expenses for the training of the Force shall be borne either by the members of the Force or by the Board from its own resources or contributions from the public.

## **20. Phased programme of training.**

- The training of the Chief Officer shall be organised at the District headquarters to be selected by the Additional Inspector General of Police in consultation with the Director of Local Bodies, Rajasthan, Jaipur. The Additional Inspector General of Police will be responsible for giving training to the Chief Officers but necessary assistance will be provided by the Education, Medical, PWD (Irrigation) and Development Departments. The training shall be so organised that all the Chief Officers trained in a period of about ten months.

## 21. Superintendence and control of the Force.

- It shall be lawful for the District Magistrate assisted by the Superintendent of Police or for such other officer as may from time to time be appointed by the State Government to exercise the power of general superintendence, direction and control over the Force within a district.

## 22. Standing orders.

- All orders shall be given by the Chief Officer in consultation with the Chairman. Form - A Municipal Board.....Tehsil.....District Register of the Volunteer Force

S. No.	Name of volunteer	Father's name	Address	Age	Occupation	Remarks
--------	-------------------	---------------	---------	-----	------------	---------

Form - B Certificate of Fitness of the Chief Officer This is to certify that ..... (name of the Chief Officer) ..... son of ..... (name of father), of ..... (address) has passed the test held on ..... (date) after undergoing the prescribed course of training for the Chief Officer of the Volunteer Force. Signature of Officer I/c Training. Form - C Form of declaration by a member of the Volunteer Force I ..... (name of the member of the Volunteer Force), do hereby solemnly declare that I shall serve the Municipality of ..... (name of Municipality) and the Government of my country as by law established faithfully and honestly, so help me God. Signature of the member of the Volunteer Force. Form - D Certificate of Enrollment This is to certify that Shri ..... (name of the member of the Volunteer Force) son of ..... (name of father) of ..... (address) has been enrolled as volunteer in the municipality of ..... (name of the Board) ..... (Name of the Tehsil) ..... (Name of the District) ..... Signature of the Collector/Chief Officer. Place ..... Date ..... 19.... Signature of the Chairman. Form - E Certificate of fitness as a member of the Volunteer Force This is to certify that ..... (name of the member of the Volunteer Force) son of ..... (name of the father) of ..... (address) has been passed the test held on ..... (date) after undergoing the prescribed course of training for a member of the Volunteer Force. Place ..... Date ..... Signature of the Chief Officer. FORM - F Certificate of Discharge This is to certify that ..... (name of the member of the Volunteer Force) son of ..... (name of father) of ..... (address) enrolled as a volunteer in the Municipal Board of ..... (name of Board) has been discharged for ..... (state reasons of discharge) on ..... (date). Seal of Municipal Board. Signature of Chairman.