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OFFICE MEMORANDUM

Subject : Guidelines for deployment of MAP/IR Bn/Home Guards in establishments outside the purview of State Government.

No. G. 20011/1/2000-HM(HG), the 28th March, 2012. In order to curtail Government expenditure and to ensure uniformity and also to regulate deployment of MAP/IR Bn/Home Guards in establishments outside the purview of the State Government, it has been decided to lay down the following guidelines for compliance by all concerned with immediate effect and until further orders.

- (i) Requisition for deployment of MAP/IR/Home Guards by any agencies not under the State Government should be submitted in prescribed template at Annexe 'A' to the Home Secretary, Government of Mizoram.
- (ii) The Requisitioning Authority should invariably enclose an authorization issued by the competent authority in his/her organization for such requisition.
- (iii) The Requisitioning Authority should also invariably enclose an underwriting clearly stating that they would abide by the terms and conditions in regard to costs of deployment, other expenditure etc. for such deployment framed by the State Government.
- (iv) The rate of deployment costs will be charged per head based on actuals of security personnel deployed in the establishment. The rate will be exclusive of POL and repairs/depreciation value of vehicles/equipment and also costs of transportation/movement of security personnel beyond 8km of their station.
- (v) The requisitioning Authority should bear all costs for providing suitable and adequate accommodation and other facilities such as adequate supply of water, power etc. for the detachments/contingents deployed.
- (vi) In case of agencies such as MRB and MCAB in which the State Government is one of the stakeholders, the costs of deployment of security personnel in the agencies will be charged at 50% of the rates of deployment charges or as notified by the State Government from time to time.
- (vii) DGP or CG, MRHG will raise the bill for deployment charges on behalf of the State Government to the requisitioning authority on quarterly basis by the end of the month following a quarter i.e. July, October, January and April.
- (viii) Payment received from the requisitioning authority within 90 days from the date of issue of bill will get a rebate of 2.5% of the bill value. Delay would attract a cumulative quarterly penalty rate of 2.5% of the outstanding bill amount raised.
- (ix) All requisitioning Authorities will maintain that sufficient provisions are incorporated in their budgets to facilitate regular payment of deployment charges.

- (x) The current system of payment of bills for deployment costs by the Requisitioning Authority in bank drafts will continue. Bank draft received by DGP and CG, MRHG from Requisitioning Authority should be forwarded to Finance Department (EA) without delay to enable them to credit them into Government account with intimation to Home Department.
- (xi) The State Government will reserve the right to revise the rate of deployment costs at any time without citing the reason thereof.

K. Riachho,
Secretary to the Govt. of Mizoram,
Home Department.

ANNEXE 'A'

REQUISITION FORM FOR DEPLOYMENT OF MAP/IR/MRHG

Dated Aizawl, the _____

To,

The Home Secretary,
Government of Mizoram,
New Secretariat Complex,
Khatla, Aizawl, Mizoram.

From :

Subject : *Request for requisition of SAP/Home Guards.*

Dear Sir,

I would like to make the request for requisition of SAP/Home Guards with following details as per the format specified by Government of Mizoram, Home Department as below :

- 1. Name and contact details of the requisitioning authority**

(a) Name and designation	(b) Address for correspondence
(c) Telephone Numbers	(d) Fax Numbers
(e) Mobile Numbers	(f) Email address

- 2. Purpose of requisition :**

(a) Static guard	(b) VIP Security
(c) Any other purpose, please specify	

- 3. The proposed location/location of deployment :**
If the force is requested for more than one location, then location-wise force should be specified.

- 4. Likely duration for the deployment : (Please specify the start and end dates)**

(a) For specific events on given dates - less than a week
(b) Short term - up to three weeks
(c) Medium term - up to three months
(d) Long term more than three months

5. **No. of personnel of SAP/Home Guards and the force type requested :**
(a) MAP (b) IR Bn. (c) Home Guards (d) NDRF
6. **Present availability of force at the requested location**
(a) Mizoram Armed Police (b) IR Bn. (c) Home Guards
7. **Reasons and justification as to -**
(a) Why this requirement cannot be met from with the available forces, if any.
(b) Reasons for asking the number of personnel of SAP/Home Guards as mentioned above.
8. **The officer of the requisitioning authority to whom the force may report for deployment duty and the office who would be responsible for providing logistic support to the SAP/Home Guards.**
(a) Name and designation (b) Address for correspondence
(c) Telephone Numbers (d) Fax Numbers
(e) Mobile Numbers (f) email address
9. **Please indicate the following logistics arrangements available at the requested location :**
(a) Arrangement for stay with electricity, proper water supply and sanitation.
(b) Arrangement for transportation
(c) Any other arrangement required in view of the peculiar circumstances
10. The total outstanding liability of pending bills within the Requisitioning Authority in respect of the SAPs/IR Bns/Home Guards requisitioned earlier from Government of Mizoram and by when this outstanding liability is likely to be cleared by the Requisitioning Authority.

(Please note that no point in the above table should be left blank)

It is confirmed that the approval of the competent authority i.e. Board/Managing Director, etc. has been obtained for placing this requisition with Government of Mizoram (please note that the requisition should be sent only with the approval of the competent authority. Any requisition directly received from the local office, subordinate offices in the State would not be acted upon).

The Requisitioning Authority undertakes to pay the costs of deployment of SAPs/Home Guards including transportation costs to Government of Mizoram in accordance with the terms and conditions fixed by the State Government.

The Requisitioning Authority also undertakes to pay the costs of deployment of the SAPs/Home Guards requisitioned from other States including their transportation/movement costs to the locations concerned as and when a bill is raised by those States for the same.

Signature : _____
(Name & Designation)
Telephone & Fax Nos.