



No. G. 20011/1/2001-HM(HG)  
GOVERNMENT OF MIZORAM  
HOME DEPARTMENT

Dated Aizawl, the 1<sup>st</sup> July, 2022

O F F I C E M E M O R A N D U M

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

In supersession of Office Memorandum No. G.20011/1/2001-HM(HG) dated 28.03.2012, the following revised guidelines to regulate deployment of MAP/IR Bn/Home Guards in establishments outside the purview of the State Government are issued for compliance by all concerned with immediate effect and until further orders:

- (i) Requisition for deployment of MAP/IR/ Home Guards by any Agencies outside the State Government should be submitted in the prescribed template at Annexure 'A' to Home Department, Government of Mizoram.
- (ii) The Requisitioning Agency should invariably enclose an authorization issued by the competent authority of his/her Organization for such requisition.
- (iii) The Requisitioning Agency should also invariably enclose an undertaking 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 at the rate of total emoluments (as per the Pay Rules in force) 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 8 km of their station.
- (v) The Requisitioning Agency shall 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 Mizoram Rural Bank and Mizoram Cooperative Apex Bank 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 mentioned at Sl. (iii) or as notified by the State Government from time to time.
- (vii) Commandants concerned of the Battalions of Police and District Commandant of MRHG&CD shall submit bills by the end of each month to Director General of Police, Mizoram or Commandant General cum Addl. Director General, Mizoram Home Guards & Civil Defence who shall in turn submit the bills to the Requisitioning Agencies for payment by means of Banker's Cheque. The Director General of Police or Commandant General cum Additional Director General, Mizoram Home Guards & Civil Defence

shall forward the Banker's Cheque to the Government for crediting into Government revenue account.

- (viii) All Requisitioning Agencies will maintain that sufficient provisions are incorporated in their budgets to facilitate regular payment of deployment charges.
- (ix) The Requisitioning Agency shall make payment to Director General of Police, Mizoram or Commandant General, Mizoram Home Guards on the basis of the security personnel deployed, The Banker's Cheque received from the Requisitioning Agency shall be forwarded to Finance Department (EA) without delay to enable them to credit it into Government account with intimation to Home Department.
- (x) The State Government will reserve the right to revise the rate of deployment costs at any time without citing any reason thereof.

**Sd/- H. LALENGMAWIA**

Commissioner & Secretary to the Govt. of Mizoram,  
Home Department

**Memo No. G. 20011/1/2001-HM(HG)**

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**Dated Aizawl, the 1<sup>st</sup> July, 2022.**

Copy to:-

1. Secretary to Governor, Mizoram.
2. Secretary to Chief Minister, Mizoram.
3. P.Ss to Speaker/Ministers/Ministers of State/Deputy Speaker/ Deputy Chief Whip, Mizoram.
4. Sr. P.P.S. to Chief Secretary, Government of Mizoram.
5. All Commissioners/Secretaries, Government of Mizoram.
6. All Head of Departments, Government of Mizoram. They are requested to bring the contents of this OM to the notice of any Central Government agencies in need of deployment of security personnel for information and compliance.
7. Assistant General Manager, SBI Regional Office, Aizawl.
8. Managing Director, MCAB, MUÇO Bank, Mizoram Rural Bank.
9. General Manager, Bank of Baroda, Aizawl, Mizoram.
10. Area Manager, Food Corporation of India, Aizawl.
11. Chief Manager, Power Grid Corporation of India Ltd. Aizawl Mizoram.
12. Controller, Printing & Stationary Department with 5 (five) spare copies for publication in Mizoram Gazette.
13. Guard File.

  
(ZAHMINGTHANGA)

Under Secretary to the Government of Mizoram,  
Home Department.

**ANNEXURE - 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	<b>Name and contact details of the requisitioning agency</b>	
	a)	Name and designation
	b)	Address for correspondence
	c)	Telephone Numbers
	d)	Fax numbers
	e)	Mobile Numbers
	f)	Email Address
2	<b>Purpose of requisition:</b>	
	a)	Static guard
	b)	VIP Security
	c)	Any other purpose, please specify
3	<b>The proposed location / location of deployment:</b>	
	If the force is requested for more than one location, then location-wise force should be specified	
4	<b>Likely duration for the deployment: (Please specify the start and end dates)</b>	
	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	<b>No. of personnel of SAP/Home Guards and the force type requested:</b>	
	a)	MAP
	b)	IR. Bn.
	c)	Home Guards
	d)	NDRF
6	<b>Present availability of force at the requested location</b>	
	a)	Mizoram Armed Police
	b)	IR. Bn.

	c)	Home Guards	
7	<b>Reasons and justification as to-</b>		
	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	<b>The officer of the requisitioning agency to whom the force may report for deployment duty and the office who would be responsible for providing logistics support to the SAP/Home Guards</b>		
	a)	Name and designation	
	b)	Address for correspondence	
	c)	Telephone Numbers	
	d)	Fax Numbers	
	e)	Mobile Numbers	
	f)	Email Address	
9	<b>Please indicated the following logistics arrangements available at the requested location:</b>		
	a)	Arrangement for stay with electricity, proper water supply and sanitation.	
	b)	Arrangement for transportation.	
	c)	Any other arrangement requirement required in view of the peculiar circumstances.	
10	<b>The total outstanding liability of pending bills within the Requisitioning Agency in respect of the SAPs/IR Bns/Home Guards requisitioned earliest from Government of Mizoram and by when this outstanding liability is likely to be cleared by the Requisitioning Agency.</b>		

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

It is confirmed that the approval of the competent authority Le. 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 Agency 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 fired by the State Government.

The Requisitioning Agency 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.