

Chapter – VI

Section 4(1)(b)(v) of RTIA 2005

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

In Establishment matters , the following Rules relating to the Service Rules and Financial Rules prescribed by the Government are applicable:-

1. Delegation of Financial Power Rules.
2. Meghalaya Financial Rules.
3. Fundamental Rules and Subsidiary Rules
4. Travelling Allowances Rules.
5. Treasury Rules.
6. Meghalaya Medical Attendance Rules.
7. General Provident Fund Rules.
8. Meghalaya Sectt. Manual of Office Procedures, 1990
9. Meghalaya Civil Services (conduct) Rules 1990.
10. Meghalaya Civil Service (Pension) Rules
11. Handbook of General Circulars.
12. Rules of Execurive Bussiness
13. Assam Discipline and Appeal Rules 1963 (As adapted by Meghalaya)

In addition, the following acts and Instructions are followed for making the Department functional:-

- (a) The Civil Defence Act 1968.
- (b) The general principles of Civil Defence, government of India, Ministry of Home Affairs.
- (c) The Compendium Civil Defence (operations, Organisations and training)Government of India , Ministry of Home Affairs.
- (d) The compendium of Instructions Home Guards (In corporating all Orders/ instructions issued by government of India.
- (e) Assam Home Guards Act. 1947 (adopted).

BRIEF WRITE UP ON THIS DOCUMENT.

- (a) **Civil Defence Act. 1968.** This gives legal power to the Controller of Civil Defence who is the D,M of the district for implementing Civil Defence measures in the Civil Defence Town Concerned.
- (b) **General Principles of Civil Defence** . The object of this book is to assist the State Governments in planning and organizing Civil Defence measures for safeguards the Civil population

against the effects of war, natural disasters etc. Civil Defence therefore is nothing but a form of national life insurance.

This handbook is intended to deal with the broad aspects of the Civil Defence Organisation, and will be followed up by a series of other handbooks or manuals which will deal in greater detail with individual services of Civil Defence. It is considered desirable however, to issue this handbook by itself, so as to assist the State Governments in taking initial action for the preparation of paper plans. While the State Government may find it necessary to make modification in matters of detail on account of local consideration, it is requested that no basic deviation from the general principles should be made without consultation with the Government of India

Compendium of Instructions: Civil Defence (1968) was first published in February 1969. Amendments to this edition were issued in October 1969. Since then several instructions have been revised and many new ones issued by the Ministry of Home Affairs. Consequently the Compendium has been revised. Up-to date letters/ instructions issued have been included in this new Handbook which will be referred to as Compendium of Instruction: Civil Defence 1980.

(d) **Compendium of Instructions on Home Guards**

The Compendium of Instructions on Home Guards deals with the raising, training, provisioning and various other aspects of the functioning of Home Guards Organisation in the country. The Compendium, which includes gist of the important circulars on organization establishment, straining, uniforms, arms and ammunition, allowances and honoraria, finance, welfare etc., is thus an important document for the day today functioning of the organization at all levels.

Subsequent to the publication of the earlier Compendium of 1985, the instructions on various aspects have been revised from time to time, keeping in view the changed circumstances and growth of the Organisation. The present revised edition of the Compendium incorporates all these changes.

Since their inception, the Home Guards have been performing multifarious duties and have acquitted themselves creditably in the performance of the tasks assigned to them. It is hoped that this Compendium will benefit their functioning.

HOME GUARDS ACT 1947

- (e) Act Contemplates legal Status to Home Guards, its organization and a volunteer on deployment is covered by this Act. It refers on appointment, Duties and training , discharge, uniforms, powers and protection and penalty of violation.