



**GOVERNMENT OF SIKKIM**  
**HOME DEPARTMENT**  
**TASHILING, GANGTOK – 737101**  
**Email: hd.confdlsection@gmail.com**

**No: 04 /Home/2023**

**Dated: 25 .11.2023**

**OFFICE MEMORANDUM**

The State Government hereby prescribes the guidelines for airlift requisition for disaster relief and emergency purposes to streamline the process for requisition of airlift service from the Ministry of Defence for better co-ordination and early response and to ensure timely settlement of airlift liabilities.

1. Directorate of Operation Logistics at Headquarters Integrated Defence Staff under the Ministry of Defence, GoI is the nodal point for coordinating and timely execution of entire Humanitarian Assistance and Disaster Relief (HADR).
2. Additional Secretary (Protocol), Home Department, Government of Sikkim shall be the Nodal Officer to coordinate with the Directorate of Operation Logistics for requisition of air effort.
3. The Nodal Officer while requisitioning, Helicopter/Air effort will submit the following details:-
  - a) Type of load to be Air lifted/Air dropped.
  - b) Coordinates of helipad (from where to be lifted and where to be dropped/landed).
  - c) Paying agency for making payment of helicopter used.
  - d) Contact person/Point of Contact of the State Government.
4. The Department/Party whosoever requires the air lift effort for humanitarian assistance, medical emergencies and disaster relief shall place the requisition to the Nodal Officer, Home Department with due approval of the competent authority. The Nodal Officer, in case of exigency, shall obtain confirmation of the approval of the competent authority in writing for air lift effort.



5. Air lift expenditure shall be borne by the concerned department/party for requisition of air lift service. Clearance of airlift expenditure shall be done under intimation to Home Department.
6. Instances where Air Force helicopter is requisitioned for private purposes, the expenditure shall be borne by the concerned private party.

This issues with the approval of the Competent Authority.



Sd/-  
**(Tashi Cho Cho) IAS**  
Secretary  
Government of Sikkim  
Home Department  
**File No. Home/Confdl/183/2016**

Copy for information to:-

1. All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/HoDs;
2. Secretary to Hon'ble Governor, Raj Bhavan;
3. Additional Secretary(Protocol), Home Department;
4. Secretary to the Hon'ble Chief Minister, CMO;
5. Additional Director-cum- Staff Officer to the Chief Secretary;
6. P.S to ACS, Home Department;
7. ✓ Programmer-IT, Home Department for uploading in Government Website;
8. File & Guard File.

  
Joint Secretary-I (Confdl.)  
Home Department