

CHAPTER—1

PROTOCOL SET-UP IN THE GOVERNMENT OF HARYANA

The Protocol set-up in the Government of Haryana, is as follows :—

Minister-in-charge of Protocol in General Administration Deptt.	... Chief Minister
Secretary in-charge of Protocol	... Chief Secretary
Chief of Protocol	... Special Secretary (Political & Services)

2. The Protocol Branch of the General Administration Department is incharge of all the matters relating to protocol. This Branch makes all necessary arrangements for the VVIPs/ VIPs (State Guests) with regard to their reception, accommodation, food, transport, sight seeing and other ancillary matters in co-ordination with the concerned departments of the Haryana Government.

3. The Special Secretary to Government Haryana Political & Services Department is the over-all incharge of Protocol matters of the State and Dy/Under Secretary Protocol and Protocol Officer provide necessary assistance to him in this regard.

4. In the Capital of the State-Chandigarh-all necessary arrangements for the State Guests, visiting foreign dignitaries are made by the General Administration Department (as per their programmes) in co-ordination the concerned departments such as Hospitality Organization, Tourism Department, Police Department and Public Relations Department, Haryana.

5. In the districts, the protocol work is carried out by the concerned Deputy Commissioner/ Superintendent of Police as per instructions of the State Government.

CHAPTER—4

PROVIDING OF STATE HOSPITALITY TO VARIOUS VVIPs/VIPs

As per instructions issued by the State Government in the year 2001 the State Guests facilities are extended only to the following VVIPs/VIPs during their visits to Haryana/ Chandigarh :-

Category-I

1. President of India
2. Vice-President of India
3. Prime Minister of India
4. Governors of States
5. Chief Justice of India
6. Speaker Lok Sabha
7. Cabinet Minister of Union
8. Cabinet Ministers of States
Deputy Chairman, Planning Commission
Leader of Opposition in the Rajya Sabha and Lok Sabha
9. Judges of the Supreme Court
10. Deputy Chairman, Rajya Sabha
Deputy Chief Ministers of States
Deputy Speaker, Lok Sabha
Members of Planning Commission
Ministers of State of the Union
11. Attorney General of India
Cabinet Secretary
Comptroller and Auditor General of India
Lieutenant Governor of Union Territories
12. Chief of Staff holding the rank of Full General or equivalent rank.

Category-II

In addition, the following dignitaries will also to be treated as State Guest by the Haryana Government during their official visit to Haryana/Chandigarh when their visits are connected with the affairs of the Haryana State :-

1. Speakers of the State Assemblies (Other States)
2. Chief Justice of High Courts (Other States)
3. Ministers of other States /Deputy Speaker of other States/Minister of State of Other States
4. Chairman, Minorities Commission
Chairman, Scheduled Castes and Scheduled Tribes Commission
Chairman, U.P.S.C.
Judges of High Courts (Other States)
5. Chairman, Monopolies and Restrictive Trade Practices Commission

6. Chief Secretaries of State Governments
Commissioner for Linguistic Minorities
Commissioner for Scheduled Castes and Scheduled Tribes
Members of Minorities Commission/Scheduled Castes and Scheduled Tribes Commission.
7. Secretaries to the Government of India,

Category-III

In exceptional cases, certain distinguished non-officials who happen to visit Haryana/Chandigarh and their visits are concerned with the affairs of the Haryana State, will also be treated as state guests subject to the approval of Chief Secretary, Haryana. It is also stipulated that state guest facility would be admissible for a maximum period of one week only.

Category-IV-Visits of foreigners

As regards the visits of foreign dignitaries, the instructions issued by the Ministry of External Affairs from time to time will prevail.

Category-V Others

For other dignitaries/delegations who happen to visit Haryana/Chandigarh and their visits are concerned with any Department of the Government, the Administrative Department, if considers necessary, may treat such dignitaries/delegations as state guests with the prior approval of the Chief Secretary to Government, Haryana. However, all arrangements for such guests and expenditure will be borne by the Department concerned.

PROTOCOL FOR VISITING FOREIGN HEADS OF MISSIONS

NO. 463 (15)/D.III/76

GOVERNMENT OF INDIA

MINISTRY OF EXTERNAL AFFAIRS

PROTOCOL DIVISION

H.S. VAHALI,
Chief of Protocol

New Delhi, Dated the 5th Feb, 1976.

My dear Chief Secretary,

During the past many years, we have been following the practice of state Government extending Government hospitality to Heads of Foreign Diplomatic Missions when they make their First Official Visit to a State Capital. Our latest Circular in this matter is No. 463(31) D/III/73 of March 13, 1973, which was followed by a Letter on March 16 incorporating some amendments.

2. This matter has now been reviewed and it is considered that it is not necessary any longer to continue this practice. Consequently, there is no need for you to treat Heads of Mission serving in India as Government Guests in future, even on their first visit to the State. There is also normally no need to arrange any Dinner/Lunch for them or organize special meetings at Universities etc. for them to address.

3. Foreign Heads of Mission would of course continue to be treated with courtesy and given whatever help is possible, in case they seek assistance in arranging programmes of visits during their tour to the State. No expenditure should, however, be borne by the Government, and if they stay in Government Guest Houses, Circuit House etc. the cost of their stay should be recovered from them. Also in arranging their programmes of calls etc., there is no need for the highest dignitaries of the State to make themselves available unless, of course, they wish to do so. For instance, there is no reason why in the course of a visit by a Foreign Head of Mission, the Governor, the Speaker, the Chief Minister, the Chief Secretary, the Vice-Chancellor, the Chief Justice and other dignitaries need be disturbed for the visiting Ambassador/High Commissioner to call on them. Even if they visit the institutions headed by them as matter of personal interest, they can be received by a senior officer who can show them around.

4. Appointments to meet the Senior State Dignitaries or Officials may, however, be made for a visiting Head of Mission if there is some special business to discuss or some project of mutual interest which warrants a meeting. Even on such occasion there is no need for arranging high level banquets. When a Head of Mission is associated with a specific economic assistance project or visiting the State for some special business, there no objection to his being entertained to a small meal by a senior officer, who is in charge of the project concerned.

5. In the matter of courtesy calls it is not necessary the Heads of Mission should always meet the Governor or Chief Minister as a matter of course during their visit etc. State Courtesy Calls on these high dignitaries may, however, be arranged, if requested, during a Head of Mission's first visit to the State Capital, or if there has been a change of Governor or Chief Minister, since his last visit.

6. On subsequent occasions, meeting with these dignitaries should only be fixed if there is some particular business to discuss or if the Governor/Chief Minister himself wishes to meet the Head of Mission concerned.

7. *Governors, Chief Ministers and Ministers should not ordinarily receive diplomat below the rank of Head of Mission/Officers below rank of Head of Mission.* Officers below this rank should conduct their business with Chief Secretary or other senior officers and that also if they hold a rank above that of Counselor or at least that of a Counselor.

8. Diplomats including and below the rank of First Secretary should deal with State Officials at the most of the rank of Secretary to the department concerned; even for this they should ordinarily be requested to indicate that specific business they wish to discuss before and appointment is made. No meals need be offered.

9. Foreign Consul General may if the State falls in their consular districts call on Chief Secretaries on their first visit but on subsequent visits they should ordinarily deal with Secretaries of the department with which they have business.

10. Security protection should be given to visit Ambassadors/High Commissioners/ Consul General when they ask for it/or when the State Government feels that it is necessary to have instructions to this effect from the Central Government.

11. The advice being conveyed in this letter supersedes all previous circulars on the subject of facilities and courtesies to be extended to foreign diplomats visiting State Capitals.

Yours sincerely,

Sd/-

(H.S. VAHALI)

NIRANJAN DESAI

**Chief of Protocol
Ministry of External Affairs**

New Delhi-110011.

D.O. No. 463 (18) D.III/86

25th August, 1995.

Dear Chief Secretary,

The practice of State Governments offering government hospitality to Heads of Foreign Diplomatic Missions during their Official Visits to State Capitals is currently governed by the guidelines issued by the Ministry of External Affairs vide Letter No. 463 (31) D.III/73, dated 5-3-1976 and No. 463 (18) D. III/86. Dated 17-1-1989.

2. In the light of Government of India's ongoing policy of economic liberalization, this matter since been reviewed and it has been decided that if, in exceptional circumstances, the State Governments feel that looking after a visiting Head of a Diplomatic Mission can be helpful in promoting investment, trade etc., State hospitality may be offered to him by the State Government.

3. However, prior clearance of the Government of India through the Protocol Division of the Ministry of External Affairs may please be obtained before such visits are finalized. The relevant communications may be addressed to the Deputy Chief of Protocol (F), Ministry of External Affairs, Akbar Bhavan, New Delhi well ahead of the visit, so that the clearance of this Ministry could be processed expeditiously.

Regards,

Yours Sincerely,

Sd/-

NIRANJAN DESAI



नयाचार प्रमुख
विदेश मंत्रालय, नई दिल्ली-११००११
CHIEF OF PROTOCOL
MINISTRY OF EXTERNAL AFFAIRS
NEW DELHI-110011

NO: 4951/PT-III/94

8th December, 1994.

हियाणा सिविल The Chief Secretary
Government of Haryana,
21 DEC 1994 Chandigarh.

परिचालन खाल

Sir,

Some of the State Governments have requested this Ministry to let them know about the security arrangements, including Personal Security Officer, Police Escort vehicle and Police Pilot vehicle etc. for the visiting foreign Ambassadors/High Commissioners and other Diplomats to the respective States.

In this connection, it is reiterated that State Government Protocol is normally expected to render possible help and assistance to visiting foreign Heads of Missions only at the airport on their arrival and departure. Their meetings with the State Government dignitaries like Governors, Chief Ministers and other Ministers should be arranged only with the prior consent of this Ministry. No (repeat no) direct requests should be entertained from the foreign Missions in this regard.

It is not necessary to provide to the foreign Heads of Missions or any other Diplomat Police Pilot vehicle, Personal Security Officers or Police Escorts vehicle unless specifically indicated by the Central Government. However, if the local Consulates insist on these facilities, including accommodation, transport etc., these could be arranged on payment basis.

Yours faithfully,

(NIRANJAN DESAI)
Chief of Protocol.

CHAPTER-4

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As per instructions issued by the State Government from time to time, the State Guest facilities are extended to the following VVIPs/VIPs during their visits to Haryana/Chandigarh:-

Category-I

1. President of India
2. Vice-President of India
3. Prime Minister of India
4. Governors of States
5. Chief Justice of India
6. Speaker Lok Sabha
7. Cabinet Minister of Union
8. Speakers of the State Assemblies (Other States).
9. Cabinet Ministers of States
Deputy Chairman, Planning Commission
Leader of Opposition in the Rajya Sabha and Lok Sabha
10. Judges of the Supreme Court
11. Deputy Chairman, Rajya Sabha
Deputy Chief Ministers of States
Deputy Speaker, Lok Sabha
Members of Planning Commission
Ministers of State of the Union
12. Ministers of other States/Deputy Speaker of other States/Minister of State of Other States.
13. Chief Justice of High Courts(Other States)
14. Judges of High Courts (Other States) (Reciprocal Basis).
15. Attorney General of India
Cabinet Secretary
Comptroller and Auditor General of India
Lieutenant Governor of Union Territories
16. Chief of Staff holding the rank of Full General or equivalent rank.
17. Recipients of Bharat Ratna Award.

Category-II

In addition, the following dignitaries will also to be treated as State Guest by the Haryana Government during their official visit to Haryana/Chandigarh when their visits are connected with the affairs of the Haryana State:-

1. Chairman, Minorities Commission
Chairman, Scheduled Castes and Scheduled Tribes Commission Chairman
and Members of U.P.S.C.
2. Chairman, Monopolies and Restrictive Trade Practices Commission.
Chairman of National Commission for Safai Karamcharies.

- President Customs, Excise and Service Tax Appellate Tribunal.
 Chairman Authority for advance Ruling, Ministry of Finance, GOI.
 Chairperson of National Commission for Protection of Child Rights.
 Central Chief Information Commissions and Information Commissioners.
 State Election Commissioner of other States/Lokayuktas of other States
 (Reciprocal Basis).
 Chairperson, National Human Rights Commission. CEO NITI Aayog.
3. Chief Secretaries of State Governments.
 Commissioner for Linguistic Minorities
 Commissioner for Scheduled Castes and Scheduled Tribes
 Chairman/Chairperson of Minorities Commission/Scheduled Castes and
 Scheduled Tribes Commission.
 4. Secretaries to the Government of India.
 5. Yogrishi Swami Ram Dev Ji.
 6. Shri Amit Shah, National President, B.J.P.

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In exceptional cases, certain distinguished non-officials who happen to visit Haryana/Chandigarh and if their visits are concerned with the affairs of the Haryana State will also be treated as state guests subject to the approval of Chief Secretary, Haryana. It is also stipulated that state guest facility would be admissible for a maximum period of one week only.

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In case of other dignitaries/delegations who happen to visit Haryana/Chandigarh and if their visits are concerned with any Department of the Government, the Administrative Department, if considers necessary, may treat such dignitaries/delegations as state guests with the prior approval of the Chief Secretary to Government, Haryana. However, all arrangements for such guests and expenditure will be borne by the Department concerned.