

GOVERNMENT OF ASSAM  
GENERAL ADMINISTRATION DEPARTMENT  
DISPUR ::: GUWAHATI-6

No. GAG(A)145/2015/8

Dated Dispur the 14<sup>th</sup> December, 2016

OFFICE MEMORANDUM

Sub :- **Guidelines for functions to be attended by the Hon'ble Chief Minister of Assam.**

In continuation to this Department's O.M. No.GAG(A)145/2015/5-6 dt.d. 29.8.2015 the following guidelines are issued in respect of the Official programmes / functions attended by the Hon'ble Chief Minister of Assam at the invitation of various department and agencies subject to strict compliance of all instruction regarding security arrangement.

- 1) During the visit, the Deputy Commissioners and Superintendent of Police should personally administer all arrangements of accommodation and convenience of the Chief Minister. Utmost Courtesy & necessary facilities should be extended to the Hon'ble Chief Minister and his entourage accompanying including the security personnel and in case of failure on their part to do so, it will be considered as breach of protocol.
- 2) (a) After obtaining the prior consent, date and time from Hon'ble Chief Minister, a tentative minute-to-minute programme shall be prepared by the concerned department / agency with co-ordination to the Chief Minister's Office well in advance and submitted to the office of the Chief Minister for approval.  
  
(b) When such functions are held in open areas the rostrum / dais should be constructed under the supervision of an Executive Engineer of the PWD. The rostrum / dais should normally be 8-12 feet high, 16 feet in length and 12 feet in breadth.  
  
(c) There should not be more than 7 seats in the front row of the rostrum / dais. A microphone should be placed in front of the seat of the Hon'ble Chief Minister. The lectern should also be appropriately placed leaving at least 4 feet free space behind as well as the other sides of the lectern.  
  
(d) There should not be more than two rows on the rostrum / dais and the space between the first row and the second row shall not be less than 4 feet.  
  
(e) There shall be detailed security checks at the stairs to the rostrum / dais.
- 3) Security threat is a serious concern and as such thorough inspection of the adjoining areas & the situation analysis needs to be ensured in order to avoid any untoward incident during the journey period / tour.
- 4) Due to enormous demands on the time of Hon'ble Chief Minister, no programme should ordinarily exceed one hour unless expressly approved by Hon'ble Chief Minister.
- 5) Apart from the general microphone / audio equipment, alternative fail-safe microphone / audio arrangement with battery / inverters shall be arranged and placed by the concerned Department in consultation with the DIPR / DIPRO / SDIPRO etc. Appropriate technical staff of the department shall be kept available near the rostrum / dais in all programmes of Hon'ble Chief Minister to attend to any problem that may arise in the microphone / audio system.
- 6) Not more than two persons shall speak or deliver addresses before the Hon'ble Chief Minister. If required, other speakers may deliver their speeches after the speech of the Hon'ble Chief Minister.

- 7) Only safe drinking water, tea / coffee and biscuits or dry fruits and nothing else shall be served in the meetings / programmes of Hon'ble Chief Minister. The concerned department will arrange for deployment of Food Safety Officer of the Health and Family Welfare Department for prior testing of items to be served to Hon'ble Chief Minister.
- 8) The route map should be ascertained properly so that the shortest and minimal time can be utilized for traversing / navigation and also ensure the fitness of road during each journey.
- 9) Food safety is another areas of concern where keen attention has to be given. Non spicy food and purely assamese / ethnic cuisines is preferred in order to avoid health hazards.
- 10) Hygiene and Sanitation should be given top priority and ensure good upkeep of Guest Houses / Rest Houses for stay of VVIP viz. Proper cleanliness of rooms, adequate water supply into the toilets and wash basins.
- 11) Uninterrupted supply of electricity through Invertors / Generators etc. and proper check of electrical installations should be ensured by the PWD (Electrical) Department and also provide emergency lighting and standby generators at meeting places and the places where accommodation of Hon'ble Chief Minister is arranged.
- 12) Information about the availability of helipads along with latitude and longitude coordinates. Fire fighting equipments and medical facilities should be made available at helipads.
- 13) Medical team, fire fighting team and installation of telephones / WiFi facility in the meeting places and halting places should be ensured.
- 14) For hosting lunch / dinner, the venue, time and menu, prior approval should be taken from Chief Minister's Office.
- 15) For proper dissemination of information, the media personnel need to be informed well in advance for better coverage of the programme.
- 16) Concerned local Hon'ble MLA / MP of the district should be informed about the day to day programmes of the Hon'ble Chief Minister's visit in the headquarter district for proper co-ordination.
- 17) For any further clarification may be contacted at (94354-71408) / Mr. Monjit Sonowal P.S. to CM (97060-59290). Keep in constant touch with the Principal Private Secretary to CM / Private Secretary to CM in the Chief Minister's Office.

These instructions will come into effect immediately.

Sd/-  
Commissioner & Secretary to the Govt. of Assam,  
General Administration Department

Memo No.GAG(A)145/2015/8 - A

Dated Dispur the 14<sup>th</sup> December,2016

Copy for information and necessary action to :-

1. The Commissioner & Secretary to Chief Minister, Assam, Dispur, Guwahati-6.
2. The Principal Secretary, Assam Legislative Assembly, Dispur, Guwahati-6.
3. The Commissioner & Secretary to the Governor of Assam, Guwahati-1.
4. The Press Adviser to Chief Minister, Assam, Dispur, Guwahati-6.
5. All P.S.s to Ministers, Assam, Dispur, Guwahati-6.
6. All P.S.s to Parliamentary Secretaries, Dispur, Guwahati-6.
7. All P.S.s to Advisers to Chief Minister, Assam, Dispur, Guwahati-6.
8. S.O. to Chief Secretary, Assam, Dispur, Guwahati-6.
9. All P.S.s to Additional Chief Secretaries, Dispur, Guwahati-6.
10. All P.S.s to Principal Secretaries / Commissioner & Secretaries / Secretaries, Assam, Dispur, Guwahati-6.
11. All Commissioner of Divisions.
12. All Deputy Commissioners.
13. All Sub-Divisional Officers (Civil).
14. Director General of Police, Assam, Ulubari, Guwahati-7.
15. The Commissioner of Police / Asstt. Commissioner of Police, Guwahati.
16. Accountant General, Assam, Guwahati-29.
17. Registrar General, Gauhati High Court, Guwahati-1.
18. Secretary, A.P.S.C. Khanapara, Guwahati-22.
19. Agriculture Production Commissioner, Assam, Guwahati-6.
20. Chairman, Assam Administrative Tribunal, Guwahati.
21. Chairman, Assam Board of Revenue, Guwahati.
22. Secretary, O/o the Upa-Lokayukta, Assam, Shaktigarh Road, Bhangagarh, Guwahati.
23. Secretary, State Information Commission, Housefed Complex, Dispur.
24. Secretary, State Election Commission, Dispur, Guwahati-6.
25. Vice-Chancellor, Gauhati University, Guwahati / Dibrugarh University, Dibrugarh / Assam University, Silchar / Assam Agricultural University, Jorhat / K.K.Handique State Open University, Guwahati / Tezpur University, Tezpur.
26. Secretary, SEBA, Bamunimaidam, Guwahati-21.
27. Secretary, AHSEC, Bamunimaidam, Guwahati-21.
28. All Departments of Assam Secretariat, Dispur, Guwahati-6.
29. All Heads of Department, Guwahati.
30. All Principal Secretaries of Autonomous Councils.
31. Director, Printing & Stationery, Assam, Guwahati-21. He is requested to publish the above Notification in the Extraordinary Assam Gazette.
32. Director, Information & Public Relations, Assam, Dispur for wide publicity of the above Notification.
33. Director, All India Radio, Guwahati for wide publicity of the above Notification.
34. Director, Doordarshan Kendra, Guwahati for wide publicity of the above Notification.
35. R.C., Assam Bhawan, New Delhi / T.A. & D.M., Kolkata / L.O., Assam House, Shillong / D.R.C., Assam Bhawan, Mumbai.

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An Additional Secretary to the Govt. of Assam,  
General Administration Department