

Minutes of the Meeting regarding Preparation of Comprehensive Draft Protocol Manual and Warrant of Precedence for the General Administration Department.

Venue : Office Chamber of the Secretary to the Govt. of Assam,
General Administration Department,
2nd Floor, Block-A, Janata Bhawan, Dispur.

Date : 23-11-2020

Time : 11:00 AM

Members/Officers Present : At Annexure-I.

At the outset, the Secretary to the Govt. of Assam, General Administration Department welcomed all present there and initiated the discussion on the subject.

The State Protocol Officer, General Administration Department explained the purpose of the meeting and explained the work progress till date regarding the Draft Protocol Manual and Warrant of Precedence.

A thorough discussion was held with the members present regarding the Preparation of Comprehensive Draft Protocol Manual and Warrant of Precedence for the General Administration Department and the following decisions were arrived upon:-

1) A comparative study of the Warrant of Precedence of Govt. of India and also the different states of India will be done and a draft Warrant of Precedence will be prepared.

(Action : General Administration Department, Home & Political Department, Establishment of Deputy Commissioner Kamrup (Metropolitan)).

2) General Administration Department had already collected views of the Chief Minister's Office/Secretariat, Finance (PRU) Department, Parliamentary Affairs Department, Judicial Department, Home & Political Department, Personnel Department on draft Warrant of Precedence. The committee members will study all these views and prepare the draft Warrant of Precedence.

(Action : All members).

3) The committee members will also study the existing Protocol Manual of Govt. of Assam and the draft Protocol Manual. After that they will provide their suggestions to make the Protocol Manual better.

(Action : All members).

4) The views of the present committee members will be placed by 2nd week of December, 2020.

(Action : General Administration Department).

5) The next meeting will be finalised after obtaining views from the members of the committee which is likely to be held on 3rd week of December, 2020.

(Action : General Administration Department).

The meeting ended with a vote of thanks from the chair.

Enclosures: As stated above.



(Shri Bharat Bhushan Dev Choudhury, ACS)
Secretary to the Govt. of Assam,
General Administration Department.

03/12/2020

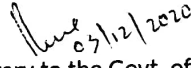
Memo No.GAG(A)92/2019/154-155-A

Dated- Dispur, the 03rd December, 2020

Copy to:-

- 1) S.O. to Chief Secretary, Assam for kind information and necessary action.
- 2) All members present in the meeting/All members of the committee for Preparation of Comprehensive Draft Protocol Manual and Warrant of Precedence for kind information and necessary action.
- 3) P.S. to Commissioner & Secretary to the Govt. of Assam, General Administration Department, Dispur for kind perusal of the Commissioner & Secretary.
- 4) P.A. to the Secretary to the Secretary to the Govt of Assam, General Administration Department, Dispur for kind perusal of the Secretary.
- 5) Website of General Administration Department, Assam. (<https://gad.assam.gov.in>).

By order etc.,


Joint Secretary to the Govt. of Assam,
General Administration Department
& State Protocol Officer


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