CHAPTER - 1

PROTOCOL SET-UP IN THE GOVERNMENT OF ASSAM.

1.1. The Chief Minister is the Minister in charge of Protocol in the State.

1.2. The Deputy Secretary to the Government in General Administration is the State Protocol Officer who functions under the supervision and guidance of the Commissioner/Secretary to the Government in General Administration Department and overall control of the Chief Secretary to the Government of Assam. In addition, there are two Protocol Officer, one Assistant Protocol Officer- cum-Caretaker of State Guest House with Division Assistant, one Typist and one Grade-IV staff to assist the State Protocol Officer- The Superintendent, G.A.D also after Protocol works.

1.3. The General Administration Department is responsible for all protocol arrangements for the visit of dignitaries from foreign Governments, Government of India and other State Governments and Union Territories. This Department makes necessary arrangements for the V.I.P.s in regard to their reception, accommodation, food, sight seeing, press conference, photographic coverage and other ancilliary matters. Transport facilities for the visit of V.I.P.s are also arranged by this Department when the visiting dignitaries are treated as State Guest. In addition, arrangements for the following State functions is also the responsibility of this Department :-

   i) Celebration of Independence Day and Republic Day;

   ii) State funerals ; and

   iii) State Lunch/Dinner hosted by the Chief Minister and other Ministers.

1.4. The Governor's Secretariat organizes the swearing-in ceremony of the Governor of Assam and the Council of Ministers.
1.5. With regard to visits of delegations, Committees etc., to the State at the request of or in connection with matters relating to any Government Department, appropriate arrangements for their reception, accommodation, transportation etc., will be made by the Department concerned. But when more than one department of the Government is concerned with the visit of a dignitary, it will be the duty of the Department who is primarily concerned with the visit to intimate action in consultation with the other concerned Departments and necessary instructions and arrangements for his reception, accommodation, food, security arrangement and the programme of the visiting dignitary are communicated invariably to all the departments concerned. However, visits of Parliamentary and Legislative Committees will be looked after by the Assam Legislative Assembly Secretariat.

1.6 In case of any doubt regarding the protocol status of the V.I.P.s and other matters, the concerned department should consult the General Administration Department before passing any order in this regard.
CHAPTER 2
CLASSIFICATION OF DIGNITARIES

2.1 The dignitaries visiting the State may be grouped under the following categories –

(A) **State Guest** Usually a V.I.P is declared as a State Guest, if he is on an official visit to the State i.e., his visit is either on the invitation of the State Government, or in connection with the affairs pertaining to the State.

(B) **Guests of Govt.** Visitors for whom security arrangements may not be normally necessary and whose visits would be beneficial to a particular Department or Deptts. of Government or to the Government in general.

(C) **Paying Guests.** Visitors not coming under the above categories but otherwise of high status.

**State Guests**

2.2 (a) The following dignitaries will be treated as State Guests whenever they visit the State irrespective of whether their visit is official or unofficial –

1. The President of India;
2. The Vice President of India;
3. The Prime Minister of India;
4. The Chief Justice of India; and
5. Governor of other States including Lt. Governors of Union Territories.

**N.B.** The personal staff and officials when accompanying the above mentioned dignitaries will also be treated as State Guests.

(b) The following dignitaries will be treated as State Guests only when they visit the State on official duty.
1. The Speaker and the Deputy Speaker of the Lok Sabha;
2. The Deputy Chairman, Rajya Sabha;
3. Cabinet Ministers, Ministers, Ministers of State and Deputy Ministers of the Government of India;
4. The Chief Ministers, Ministers of States and Deputy Ministers of other States;
5. Presiding Officers of other State Legislatures; (The Speaker and Deputy Speaker);
6. Deputy Chairman and Members of the Planning Commission of India;
7. Judges of the Supreme Court;
8. Chief Justices and Judges of other High Courts;
9. Union Cabinet Secretary;
10. Union Secretaries;
11. Comptroller and Auditor General of India;
12. Attorney General of India;
13. Chief Election Commissioner of India;
14. Governor of Reserve Bank of India;
15. Chairman, SC/ST Commission, Minority Commission of India;
16. Commissioner, Linguistic Minorities in India;
17. Chairman and Members of U.P.S.C.;
18. Chairman and Members of Finance Commission.
19. Lokayuktas of other States;
20. Chief Secretaries of other States;
21. Eminent Personages (India and Foreign). [The General Administration Department of the State Government in consultation with the Finance Department will decide in each case whether a particular person comes within category (21)]

**N.B.** :- Families of the State Guest will also be treated as State Guests while accompanying them. For this purpose family includes wife and children.
CHAPTER 3

FACILITIES ADMISSIBLE TO STATE GUESTS.

GUESTS OF GOVERNMENT AND PAYING GUESTS

3.1 The facilities admissible to the State Guests, Guests of Government and Paying Guests will be as follows:-

(A) **State Guests**-

State Guests will be entitled to –

(a) Free accommodation and free board in the State Guest Houses, Circuit Houses/ Tourist Bungalows, Hotels. If the accommodation of guests involves cash payments to another agency, the State Protocol Officer should obtain prior approval of the Secretary, G.A.D. In case of exigencies when such prior approval cannot be obtained, the State Protocol Officer may make arrangements in hotels appropriate to the status of the dignitary and get his action ratified;

(b) Free transport within the State. If however, State cars are not available, cars will be hired and provided; and

(c) Free transport to visit the Kamakhya temple and Kaziranga Sanctuary if the State Guest so desires.

2) In addition, expenditure on the following items in respect of the State Guests will normally be borne by the State Government.

(a) Entertainments made by the State Guests during a Press Conference of Interview;

(b) Supply of news papers;

(c) Presentation of garlands and bouquets;

(d) Medical attendance;
(e) Labour charges for loading and unloading luggage etc.; and

(f) Accommodation, board and transport for the members of Personal staff of the State Guests.

N.B. : In the case of members of personal staff of Chief Ministers, Ministers and Deputy Ministers, Speaker and Deputy Speaker of Legislative Assemblies and Chairman and Deputy Chairman of Legislative Councils of other States and Chief Ministers and Ministers of Union Territories, such facilities will be extended on reciprocal basis.

(g) Local telephone calls. In the case of Trunk Call and telephone bills etc. necessary entries will be made in the register and bills would be sent to the State Guests immediately on receipt from the Posts and Telegraph Department. Bills for trunk calls made by dignitaries viz. The President, Vice-President, Prime Minister, Chief Justice of India, Governors of other States and Lt. Governors of Union Territories will be paid by the State Government.

(h) Any other items not covered by the above may be included after obtaining specific order from the appropriate authority.

3) In lunch/dinner parties hosted by Chief Minister, other Ministers, Chief Secretary and other Secretaries of the Govt. and Head of Departments, liquor will be served only when it is given in honour of foreign dignitaries.

4) The Security arrangements for the protection of the State Guests will be made in accordance with the instructions issued by the Govt. of India and the State Govt. from time to time.

(B) Guest of Govt.
(B) **Guest of Govt. —**

1. Free accommodation and free board;

2. Free transport within the State;

3. Free transport to visit the Kamakhya temple of and Kaziranga Sanctuary if the State Guest so desires;

4. News papers;

5. Return charges for loading and unloading luggages etc;

6. Local telephone calls; and

7. Any other item of expenditure which may be included after obtaining specific order from the appropriate authority.

(C) **Paying Guest —**

1. Subject to availability, accommodation and board on payment of charges at the rates fixed by Govt. from time to time.

2. Transport, if required on payment of hire charges at the rates fixed by the Govt. from time to time.

3.2 Regarding the arrangement for visiting official and non-officials who are not State Guests, Govt. instructions contained in the letter No.GAG(A).170/85/13, dated 23.9.87 given in Appendix –I may be followed.
CHAPTER : 4

PROTOCOL TO BE OBSERVED IN CONNECTION WITH THE VISITS OF THE PRESIDENT, THE VICE-PRESIDENT AND THE PRIME MINISTER OF INDIA.

4.1 The arrangements which need be made in connection with the visits of the President, the Vice-President and the Prime Minister of India, are as given below :-

(A) President of India :-

4.1.1 The President's visits are classified as –

(a) Public;
(b) Official; and
(c) Private.

4.1.2 Detailed instructions in respect of each visit are issued by the President's Secretariat indicating the nature of the visits, ceremonials to be observed including guard of honour etc. The following instructions should be observed subject to such detailed instructions -

4.1.3 Public visit - This is when the President visits the State Capital for the first time after assumption of office. At the time of public arrival/departure, the President should be received on arrival and seen off at the time of departure by –

(i) The Governor;
(ii) The Chief Minister;
(iii) The Mayor of Guwahati;
(iv) The Chief Secretary to Govt;
(v) The Director General of Police; and
(vi) The Senior Most local Military Officer available.

4.1.4 Full ceremonial will be observed on the occasion of “Public” arrival and departure, consisting of the following dignitaries -
(i) The Governor;
(ii) The Chief Minister;
(iii) The Speaker, Legislative Assembly;
(iv) The Chief Justice;
(v) All other Ministers;
(vi) Leader of Opposition/ Govt. Chief Whip;
(vii) The Mayor;
(viii) The Deputy Speaker, Legislative Assembly;
(ix) The Member of Parliament and Member of Legislative Assembly residing in the City;
(x) The Chief Secretary to the Govt.;
(xi) The Chief Secretary level Officers;
(xii) The Director General of Police;
(xiii) The Inspector General of Police;
(xiv) The Station Commander;
(xv) The Deputy Commissioner, Kamrup;
(xvi) The Superintendent of Police, Kamrup; and
(xvii) The Honorary Personal Staff of the President.

4.1.5 Guard of Honour – After reception on arrival, the President will inspect a guard of honour provided by the Army, Air Force or the Police as the case may be stationed at Guwahati.

4.1.6 The Guard of Honour is mounted at the Airport if the arrival is by aircraft or within the station premises, if the arrival is by train. When the guard of honour is provided outside the Railway Station, the personages are to be introduced to the President before he proceeds to inspect the Guard of Honour.
4.1.7 The drive of the President on arrival and departure from the Airport/Railway Station to Raj Bhavan/State Guest House No. 1 and back is a ceremonial one for which the Station Commander should be requested to provide a Motor-Cycle escort of nine outriders besides those provided by the Police as part of the security arrangements.

4.1.8 Full security arrangements of the scale laid down in the Blue Book issued by the Ministry of Home Affairs should be made.

4.1.9 It is useful for a Civil reception to be arranged during out visit. The Chief Minister’s order should, however, be taken in this regard.

4.1.10 The Honorary personal staff of the President should be informed of the President’s itinerary. They should be given all facilities as to enable them to be present at the reception and seeing off, if they so desire. They should also be invited to any special functions held in honour of the President such as garden parties etc. The up-to-date list of the Honorary personal staff should be obtained from the office of the Military Secretary to the President in advance.

4.1.11 Specific instructions regarding drawing up of programme of engagements, courtesy calls on President and other arrangements to be made in connection with the visit will be issued at the proper time.

4.1.12 Programmes will be drawn up in consultation with the Director General of Police. The Director General of Police, S.B., the Deputy Commissioner, Kamrup and the Superintendent of Police, Kamrup in respect of Guwahati City and the Deputy Commissioners and Superintendent of Police concerned in other cases. The Programme showing the broad outlines in its provisional form with
(with background materials) should be forwarded to the Military Secretary to the President for obtaining President's approval. Thereafter, a minute-to-minute programme should be drawn up indicating the various engagements, names of persons who receive the President, names and designations of persons to be presented, advance copies of the speeches etc. and sent to the Military Secretary to the President for approval.

4.1.13 A list of persons seeking interview with the President will be sent to the Director General of Police, S.B and the S.P. Kamrup in respect of Guwahati City and the Deputy Commissioner or the Superintendent of Police concerned in other cases.

4.1.14 **Official visit** - If the visit is to the State Capital, the arrangements for reception and farewell of the President will be the same as those mentioned in case of Public visit, except that the number of invitees may be kept to the minimum.

4.1.15 If, for any reason, the Chief Minister is unable to be present to receive or see off the President, specific orders should be taken from him regarding the Minister of the Cabinet who would represent.

4.1.16 On occasions of official visits by the President there will be no guard of honour.

4.1.17 If the visit is to a place other than State Capital, the President should be received on arrival and seen off by the Chief Minister or by the Cabinet Minister nominated by him, the Deputy Commissioner and the Superintendent of Police having jurisdiction over that place. The Chairman of the Municipality of the town visited should also be among those who receive and see off the President.
4.1.18 In case of visits by the President to places other than State Capital, the Deputy Commissioner of the District would be in overall charge of all arrangements.

4.1.19 **Private Visit**: The President should be received and seen off by the Chief Secretary, Director General of Police/ Inspector General of Police at the State Capital and the concerned Deputy Commissioner and the Superintendent of Police at other places. There will be no ceremonials on such occasions and other officials and non-officials need not be present.

4.2.1 **Special Instructions**: As and when a visit to a State by the President is notified all details of the visit, the programme of engagements, ceremonials to be observed on arrival and departure, car plan, accommodation plan, important local telephone numbers, composition of the party and such essential information should be collected. These information should be printed as a handy pocket - size brochure for ready reference of all.

4.2.2 The Aerodrome Officer, Borjhar Air Port should be requested to reserve the VIP lounge for use of the President and his party and the invitees to the reception and send-off.

4.2.3 The information regarding the number of the aircraft and helicopter crew and if any arrangements are to be made for their accommodation and food should be obtained from the military Secretary to the President.

4.2.4 If the President is flying by helicopter, the helipad with marking should be prepared by the PWD in consultation with the Indian Air Force authorities. The P.W.D should remove all loose pebbles from the area besides levelling, watering the ground to prevent
dust-raining during landing and take-off. Necessary arrangements for regulating access to the helicopter should be made in consultation with the Director General of Police.

4.2.5 The Director of Health Services and the Fire Adviser should ensure invariably the medical and fire fighting arrangements. These will be made available for trial landing also.

4.2.6 The Deputy Commissioner will make necessary arrangements for garlands, bouquets etc.

4.2.7 The Blue Book entitled "Rules and instructions for the protection of the President in Delhi and or tour" issued by the M of H.A. Govt. of India containing exhaustive instructions should be followed in this regard.

4.2.8 The instructions of the Govt. of India regarding the courtesies to be shown to the dignitaries visiting the States and Union Territories issued in Ministry of Home Affairs, letter No. F-33/70-Public-I dated 20.1.1973 is appended in Appendix-(iii).

4.2.9 A check lists on arrangements to be made during the visit of VIPs are given in Appendix (iv).

(B) Vice President of India :-

4.3.1 In the warrant of precedence, the Vice President of India ranks below the President and above the Prime Minister. Therefore, the procedure laid down for the reception of the President of India will be generally followed in the case of Vice President of India also.

4.3.2 Official Visit :- If the visit is to a State Capital, the Vice President will be received and seen off by –

(a) the Governor ;
(b) the Chief Minister ;
(c) the Mayor ;
(d) the Chief Secretary; and
(e) The Director General of Police.

4.3.3 If, however, the visit is to a town outside the State Capital, the Vice President will be received and seen off by:

(a) The Chief Minister or a Minister nominated by him;
(b) The Chairman of the local municipal body; and
(c) The two Senior most executive and Police Officers of the District.

4.3.4 If the Vice President is making a transit halt either at the State Capital or any other place in the States one executive and one Police Officer should be deputed by the State Govt. for rendering such assistance as may be necessary.

4.3.5 **Private Visit**:- During Private Visit the Deputy Commissioners and the Superintendents of Polices concerned will receive and see the VIP off at the respective stations during the time of arrival and departure. However, at the State Capital, a Minister will be present on the occasion of arrival and departure of the Vice President.

4.3.6 **Guard of Honour**:- There should be no Guard of Honour of ceremonial without prior clearance from the Vice President’s Secretariat, whether the visit is official or private.

4.3.7 Individuals and institutions seeking inclusion of engagements in the Vice President’s programme should submit their proposals to the Chief Secretary and the Chief Minister for orders and on the basis of which a draft programme will be sent to the Secretary to the Vice-President for approval.
4.3.8 Normally accommodation for the Vice President is arranged in State Guest House No.1.

Transport and security arrangements should be made for the visits of the Vice President by the State Govt. irrespective of the nature of the visit.

4.3.9 The “Rules and instructions laid down for the protection of the Vice-President of India when in residents and on tour” shall be followed strictly.

(C) The Prime Minister of India :-

4.4.1 The procedure laid down for the reception of the President of India will be generally followed for the visits of the Prime Minister also.

4.4.2 If the visit is to the State Capital, the Prime Minister should be received and seen off by :-

(a) the Governor ;  
(b) the Chief Minister ; 
(c) the Mayor ;  
(d) the Chief Secretary to Govt. ; 
(e) Member of the State Council of Ministers ; 
(f) the Director General of Police ; and 
(g) other officers (who have specific duties to perform).

4.4.3 If, however, the visit is to a place outside the State Capital, the Prime Minister will be received and seen off by :-

(a) The Chief Minister or by a Minister nominated by him ; 
(b) The Deputy Commissioner; 
(c) The Chairman of the Local Municipal body ; and 
(d) The Superintendent of Police.
4.4.4 If the Prime Minister makes a transit halt in the State Capital, the Chief Minister may, if he so desires, be present. It is not necessary for the Governor to be present unless the Prime Minister or the Governor wishes to have a few minutes talk with each other. The D.C. and S.P. should be present to render such assistance as may be necessary.

4.4.5 If, however, the Prime Minister makes a transit halt in a tour outside the State Capital there is no need for the Chief Minister or any other Minister to be present. The D.C. and the S.P. should however, be present.

4.4.6 Where the Prime Minister is making a private visit only, the D.C. and S.P. of the concerned district should be present on arrival and departure to render necessary assistance.

4.4.7 There should be no guard of honour or ceremonial without specific instructions from the Prime Minister's Secretariat on any visit.

4.4.8 **Carcade** :- The official carcade both at official and private visits of the Prime Minister should be as short as possible and should not consist of more than 7 or 8 cars. Members of the Prime Minister's party should be accommodated at the rate of 3 persons in one car. Under no circumstances should car of State Ministers, officials and other non-officials be tagged on to the carcade.

4.4.9 **Accommodation and Transportation** :- During the visit of the Prime Minister, accommodation and transportation to the extent necessary should be provided by the State Government irrespective of the nature of the visit. Accommodation for the stay of the Prime Minister and personal staff is usually arranged at the Brahmaputra State Guest House in Guwahati, if the visit is to the State Capital and at suitable places, if the visit is outside the State Capital.
4.4.10 The aircrew will be given accommodation in accordance with the specification laid down by the Govt. of India, Ministry of Defence. Transport will be provided for the aircrew for city trips.

4.4.11 The D.C. concerned will accord permission to those who desire to garland/present bouquets to the Prime Minister after observing the security instructions.

4.4.12 The Director General of Police should make necessary security arrangements in connection with the visit of the VVIP in accordance with the instructions laid down by the Government of India, Ministry of Home Affairs.

4.4.13 The instructions issued by the Ministry of Defence regarding the presence of the officers of the Army, Navy and Airforce at the place of arrival and departure of different dignitaries should be followed strictly.

4.4.14 The instructions contained in the Blue Book “Rules and instructions for the protection of the Prime Minister while on tour and travel” should be followed strictly.

4.4.15 It shall be the duty of the Chief Engineers, Roads and Buildings/D.I.P.R. to arrange the following with the visits of the President, Vice-President and Prime Minister of India:-

   (a) Put up single decorated pandal at the aerodrome for the reception and farewell functions;
   (b) Certain necessary repairs and maintenance of the roads through which the VVIP will be travelling;
   (c) Necessary maintenance of Guest House etc. where the VVIP will be staying;
(d) Provide public address system at the functions attended by the VVIP;

(e) Appropriate barricades at road junctions, pressure points and other places where necessary in consultation with the Police authorities;

(f) Construct rostra at places of public meeting;

(g) The Chief Public Health Engineers and Chief Engineers, Road and Building will ensure proper maintenance of water supply and drainage system in the Guest House etc.;

(h) The D.H.S. will depute Medical Officers with the required staff and necessary equipments for duty at the places of stay and visit of the VVIP; and

4.4.16 In the functions organised in connection with the visits of VVIP austerity should be observed an lavish and wastage expenditure on hospitality should be avoided.

4.4.17 The Political Department will be the co-ordinating Department for visit of the President of India, Vice-President of India and Prime Minister of India. In this connection Govt. letter No.GAG(A)170/85/10 dated 27-9-86 may be referred to (vide Appendix-V).
CHAPTER : 5

PROCEDURE TO BE OBSERVED IN CONNECTION WITH THE TOURS OF
THE GOVERNOR OF ASSAM AND THE GOVERNORS AND LIEUTENANT
GOVERNORS OF OTHER STATES AND UNION TERRITORIES

I. THE GOVERNOR OF ASSAM

5.1 The Private Secretary to the Governor should send advance intimation to the D.C. as early as possible about the projected visit of the Governor to the district. If at that stage it is not possible to give a detailed programme, only the dates of arrival and departure and the places to be visited may be drawn up either by the Private Secretary to the Governor or the D.C may be asked to send a draft programme for the approval of the Governor. If the D.C. is asked to send a draft programme, he should do so in consultation with the local heads of offices, heads of institutions and other non-official organisations who are concerned with the particular item. The programme will be finalised when the approval of the Governor is communicated to the D.C. In this connection Govt. Letter No. HPL.260/49/57, dated 31/07/1952 may be referred to (vide Appendix-VI).

5.2 When the Governor visits a district, he will be received by the D.C. at the Circuit House. The S.P. who is responsible for the security arrangement will accompany the Governor to the Circuit House.

5.3 If the Governor is making a stay in the District, all gazetted officers will call on him, if he so desires, either by writing their names on a visitor's book if one is maintained or by dropping cards. Those officers who have been asked to an interview need not make such formal calls.

5.4 The D.C. should accompany the Governor on all journeys in connection with functions arranged in his honour.
5.5 If the Governor makes halt at Guwahati the D.C. and S.P should meet him on his arrival at the place of halt.

II. GOVERNORS AND LT. GOVERNORS OF OTHER STATES AND UNION TERRITORIES.

5.6 If the visit is to the State Capital, the Governors and Lt. Governors of other States and Union Territories will be received and seen off by the following officers provided that the time of arrival and departure is between 0500 hours and 2100 hours –

(a) The Deputy Commissioner ;
(b) The Superintendent of Police ; and
(c) Protocol Officer/ Assistant Protocol Officer.

5.7 If, however, the arrival and departure take place at any other time, the D.C. and S.P. may depute the Senior Executive and one D.S.P. respectively to represent them.

5.8 If the visit is to a place other than the State Capital, they will be received by the D.C. at the Circuit House if the arrival is by road and at the railway station or the air field if the arrival is by train or air. The S.P. who is responsible for the security arrangement will accompany the Governors and Lt. Governors to the Circuit House.

5.9 When a Governor or Lt. Governor of another State passes through the State, no courtesy arrangements are necessary but if the halt at a station is long, the concerned D.C. and S.P. will depute a Revenue Officer and Police Officer respectively to be present at such station to meet the Governor/ Lt. Governor and look after his comforts.

5.10 When the visit is to the State Capital, the Governors and Lt. Governors of other States and Union Territories may be accommodated at the Raj Bhavan in Guwahati subject to their convenience or at the State Guest House No. 1 or in the Circuit House as may be
convenient. Transport and security arrangements to the extent necessary should be provided by the State Government irrespective of the nature of the visit.
PROCEDURE TO BE OBSERVED IN CONNECTION WITH THE VISITS OF
CABINET MINISTERS/ MINISTERS OF STATE AND DEPUTY MINISTERS OF
THE GOVT. OF INDIA, MINISTERS OF OTHER STATE GOVTS. &
DISTINGUISHED VISITORS

I. CABINET MINISTERS AND MINISTERS OF STATE OF THE
GOVT. OF INDIA, CHIEF MINISTERS AND CABINET MINISTERS OF OTHER
STATE GOVTS. AND THE SPEAKER OF THE LOK SABHA.

6.1 When the visit is to the State Capital, the D.C., the S.P. and the State Protocol Officer/Protocol Officer/Assistant Protocol Officer of the State Govt. will meet the Minister or the Speaker on arrival at the Airport/Railway Station and see him off at the time of departure.

6.2 When the visit is to a district headquarters other than the State headquarters, or any other place in that district, either the D.C. or the S.P. in consultation with the other will meet the Minister or the Speaker on arrival and also see him off at the time of departure. In the case of Ministers of other States, if the D.C. is in the camp, he need not break his camp. It will be sufficient if a responsible officer on his behalf receives and see them off.

6.3 When a Minister or the Speaker visits any place in the district to attend a State function as a representative of the Govt. of India, the Deputy Commissioner and the S.P. of the district should receive him at the station of arrival and also see him off at the time of departure.
6.4 In the cases of visits to the State Capital and Mofussil districts the usual security arrangements will be made by the concerned Superintendent of Police.

II. DEPUTY MINISTERS OF THE GOVT. OF INDIA, DEPUTY CHAIRMAN OF THE RAJYA SABHA, DEPUTY SPEAKER OF THE LOk SABHA, MINISTERS OF STATE AND DEPUTY MINISTERS OF OTHER STATES AND UNION TERRITORIES.

6.5 If the visit is to the State Capital, the Protocol Officer/ Assistant Protocol Officer of the G.A.D. and representatives of D.C. and S.P. will receive on their arrival and also see them off at the time of departure.

6.6 When the visit is to a district headquarter other than State headquarters, or any other place in the district, either the D.C. and the S.P. is consultation with the other, will meet them on arrival and see them off at the time of departure. If, however, the D.C. and the S.P. are in camp, it will be enough if their representatives receive them on arrival and see them off at the time of departure.

NOTE :- It is not necessary for the State Govt. to make arrangement to receive or see off any Ministers of the Govt. of India or the Speaker, the Deputy Speaker, the Deputy Chairman or any distinguished visitors if he arrives or depart by air or by train or by car after 2100 hours and before 0500 hours. It is also not necessary for any civilian Officer of the State Govt. to meet a Minister of the Govt. of India, as a matter of courtesy, if the latter is in transit by day or by night. If, however, the Minister wishes to be met by an Officer of the State Govt. when he travels by the night air services or in transit or
desires, any facilities to be provided, such as transport, arrangements will be made accordingly, if it is especially indicated in the tour programme. However, the Police Officers concerned should remain present during the arrival and departure of Ministers, the Speakers, the Deputy Speakers, the Deputy Speaker or the Deputy Chairman at all times particularly for security reasons.

6.7 The Police and Security arrangements will be similar to those made in the case of visits of Cabinet Ministers and Ministers of State of the Govt. of India.

III. CHIEF JUSTICE AND JUDGES OF THE SUPREME COURT AND THE CHIEF JUSTICES OF HIGH COURTS IN INDIA.

6.8 When the Chief Justice and Judges of the Supreme Court and Chief Justices of High Courts visit the State Capital, the D.C., the S.P. and the Sr. Protocol Officer will receive them on their arrival and also see them off at the time of departure.

6.9 If, however, the visit is to a place other than the State Capital, the D.C. and the S.P. or in their absence the senior most Revenue and Police Officials stationed at the place will receive and see them off.

6.10 The Chief Justice and Judges of the Supreme Court and the Chief Justice of High Courts of other States will be treated as State Guests during their official visits to Assam for a period not exceeding five days.

NOTE:- In the case of visits of the Chief Justice and Judges of Supreme Court and Chief Justices of High Courts, the Registrar of the respective Courts may send copies of the tour programme to the D.C. and the S.Ps concerned for information and necessary action.
PROCEDURE TO BE FOLLOWED IN CONNECTION WITH THE TOURS OF CHIEF MINISTER AND OTHER MINISTERS OF ASSAM INCLUDING THE SPEAKER & THE DEPUTY SPEAKER OF THE ASSAM LEGISLATIVE ASSEMBLY.

(In the following instructions, reference to a Minister shall, where applicable, be deemed to include the Chief Minister also)

**Visit to district headquarters for the first time on assuming office –**

7.1.1 When a Minister after assuming office visits the headquarters of a district for the first time, the D.C. and the S.P. should make it point to meet him no matter whether they have to break their camps or make a journey to do so. The D.C. will discuss with the visiting Minister matters which in the opinion of the Minister, may have to be personally looked into by the D.C. However in cases where owing to pressing nature of public duties they are unable to meet the Minister, they should depute their next senior officers and make necessary arrangements for the accommodation and convenience of the Ministers. Utmost courtesy should be shown to the Minister as per Govt. instructions and failure of a D.C. to do so is indicative of disrespect. In this connection Govt. letter no. GAG.34/63 dated 29.8.63 may be referred to (vide Appendix-VII).

7.1.2 When the Speaker or the Deputy Speaker of the Assam Legislative Assembly after assuming office visits the headquarter of a district for the first time, the
D.C & the S.P. should make it a point to meet him no matter whether they have to break their camps or make a journey to do so. However, in cases where owing to pressing nature of public duties, they are unable to meet the Speaker or the Deputy Speaker, they should depute their next senior officers and make necessary arrangements for the accommodation and convenience of the Speaker and the Deputy Speaker. Utmost courtesy should be shown to the Speaker and the Deputy Speaker and failure on the part of a D.C. to do so will be construed as disrespect.

**Subsequent visits to district headquarters -**

7.2.1 The D.C. and the S.P. should call on the Minister, if they happen to be in station. During such visits, they need not, however, interrupt camp to return to headquarters to meet the Minister unless the Minister specifically desires their presence, or unless the D.C. and the S.P. themselves have any point to discuss with him. However, in the event of their inability to receive the Minister, they must ensure that responsible subordinate officials are deputed for reception of the Minister and that the usual courtesies and facilities are extended to him.

7.2.2 When the Chief Minister visits the Head Quarters of a district, it is not necessary for other district officers to call on the Chief Minister. They need call on the Chief Minster only when so desired by him.

7.2.3 If any other Minister visits the Headquarters of a district, the principal department officers in the headquarters of these departments in charge of the Minister should call on the Minister. If such officers happen
to be on tour, they are not expected to break camp to see the Minister unless the tour programme indicates that he wishes to see them. However, a responsible local subordinate of the department who is at headquarter should be deputed to receive the Minister and extend the usual courtesies to him.

7.2.4 The D.C. will accompany the Chief Minister on all journeys within his district except to Political functions such as party meetings. In the case of other Ministers the local head of the department who is concerned with the particular item on the programme will accompany the Ministers.

7.2.5 If the Chief Minister and other Ministers are making a stay in the district, all gazetted officers will call on them, when desired by them, either by writing their names on a visitor's book if one is maintained or by dropping cards. Those officers who have been asked to an interview need not make such formal calls.

7.2.6 The D.C. and the S.P. should call on the Speaker and the Deputy Speaker, if they happen to be in station. During such visits, they need not however, interrupt camp to return to headquarter to meet the Speaker or the Deputy Speaker unless any of them specifically desires their presence, or unless the D.C. and the S.P. themselves have any point to discuss with the Speaker or the Deputy Speaker. However, in the event of their inability to receive the Speaker and the Deputy Speaker, they must ensure that responsible subordinate officials are deputed for reception of the Speaker and the Deputy Speaker and that the usual courtesies and facilities are extended to them.
Visit to places other than district headquarters (whether for the first time after assuming office or during subsequent visits) –

7.3.1 When a Minister visits places other than the headquarters of a district, it will not be necessary for the D.C. and the S.P. concerned to leave headquarters in order to meet the Minister but if the D.C. or the S.P. happens to be camping at the place of visit, he should always meet the Chief Minister at the station, airport or scheduled place of halt, as the case may be.

7.3.2 If the place of visit of a Minister happens to be a Sub-divisional Headquarter, the concerned S.D.O. and the S.D.P.O. should receive the Minister and extend the usual courtesies to him.

7.3.3 When the Chief Minister or a Minister visits a place other than the district headquarters, it is not necessary for the principal departmental officers in the headquarters of those departments in charge of the Chief Minister or the Minister to leave the headquarters in order to meet the Chief Minister or the Minister. They need call on the Chief Minister or the Minister only when so desired by the Chief Minister or the Minister. But if the officers happen to be camping at the place of visit, they should meet the Chief Minister or the Minister on arrival.

NOTE :- In all the above cases, a responsible local subordinate of the department concerned with headquarters nearby should be deputed to receive the Chief Minister or the Minister and extend the usual courtesies to him.
7.3.4 When the Speaker or the Deputy Speaker visits places other than the headquarters of a district, it will not be necessary for the D.C. and the S.P. concerned to leave headquarters to meet the Speaker or the Deputy Speaker but if the D.C. or the S.P. happens to be camping at the place of visit, he should always meet the Speaker at the station, airport or scheduled place of halt, as the case may be.

7.3.5 If the place of visit of the Speaker or the Deputy Speaker happens to be a Sub-divisional headquarter, the concerned S.D.O and the S.D.P.O. should receive the Speaker and the Deputy Speaker and extend the usual courtesies to them.

7.4.1 If the C.M., the Speaker or a Minister or the Deputy Speaker visits a place to attend a State Function as a representative of the Government and therefore of the Governor himself, the D.C. and the S.P. should receive him at the station on arrival.

7.4.2 The D.C. need not accompany the C.M., the Speaker, a Minister or the Deputy Speaker unless the latter desires him to do so, or unless the purpose of the tour is such that he considers it desirable and necessary for reasons of security.

7.4.3 If the Chief Minister or a Minister visiting a district wishes to discuss any matter with the D.C. of the district or with the officer of the departments he administers, he will inform the D.C. and the officers concerned in advance of the dates in which he is likely to visit and the subjects he wishes to discuss with them. The D.C. and the officers concerned should meet him at the appointed time and place.
7.4.4 When the C.M, the Speaker, a Minister or the Deputy Speaker visits a mofussil station partly for public and partly for private purposes, the entire visit should be deemed to be a public one and arrangements made accordingly.

7.4.5 When the C.M, the Speaker, a Minister or the Deputy Speaker is on tour in the district in their private capacity and they desire the same to be treated as such, their tour programmes would clearly indicate the same. The P.P.S to C.M. and P.Ss to the Speaker, Ministers and the Deputy Speaker would be specifically instructed in this regard to indicate clearly in tour programmes the nature of the visit.

7.4.6 Where civil receptions are organised in honour of a visiting Minister or the Speaker or the Deputy Speaker or a civil address is presented to him and where functions are organised in which a department or departments of the State Government take part, the D.C. and other district officers should normally attend such functions if they are present at the station. For this purpose, it is not necessary that the D.C. and other district officers should break camp or travel to other stations in the district to attend such functions. Neither the D.C. nor the other officers need attend meetings or functions arranged by political organisations.

7.4.7 If a Minister or the Speaker or the Deputy Speaker visits a district which is his own district at frequent intervals, the district officers concerned need not receive him or call on him after the first visit unless specifically asked to do by the Minister or the Speaker or the Deputy Speaker.
7.4.8 It is not necessary for the D.C. to receive or see off the C.M., the Speaker or any Minister or the Deputy Speaker if he arrives or departs by air or by train or by car after 9 P.M. and before 6 A.M. The D.C. should, however, make necessary arrangements for the accommodation, transport and other facilities to the C.M., the Speaker, Ministers and the Deputy Speaker. The Police officer who are primarily concerned with security arrangement, should remain present during their arrivals and departures at all times.

NOTE :- With reference to the above instructions, the D.C. concerned should keep the local Central Government Officers informed of such intended visits. Similarly, the seniormost officers of that Central Department stationed at the headquarter should call on the C.M., the Speaker, Ministers and the Deputy, if desired by the dignitaries.

7.5.1 Police and security arrangements – Police and security arrangements for the C.M, the Speaker and other Ministers and the Deputy Speaker will be made according to the instructions in force.

7.5.2 When the C.M., the Speaker or any Minister or the Deputy Speaker desires to have protection during his visits to other States or New Delhi, he will inform the D.I.G.P (SB) Guwahati. The D.I.G.P (SB) will then make necessary arrangements for providing the personal guards. The names of the guards who will be accompanying during tours and the bore of the weapons they will be carrying should be intimated to the S.P. of the district concerned for necessary arrangements.
Chief Justice and other Judges of the High Court, Assam.

7.6 The procedure in the matter of courtesy to be shown to the Chief Justice and other Judges of the Gauhati High Court on their official tour in the State has been laid down in Govt. letter No.GAG.119/53/29, dated 23.3.54 vide Appendix-VIII.

7.7 On arrival at the district or sub-divisional Headquarters, the Chief Justice will be received by the D.C. or the S.D.O.(C) concerned at the Circuit House if the arrival is by road and at railway station or the airfield if the arrival is by train or air. The local Heads of the Judiciary should also be present to receive the Chief Justice along with the D.C. or the S.D.O.(C) as the case may be. In case the D.C. or the S.D.O.(C) finds it impossible to remain present for any public duty, the next senior officer will be deputed to receive the Chief Justice.

7.8 In the case of Judge, the local heads of the Judiciary will be present to receive them at the Circuit House, railway station or airfield as the case may be. The D.C. or the S.D.O.(C) concerned will however meet the Judges on their arrival or soon thereafter as may be convenient. In their absence due to any Public duty, the next senior officer will meet the Judges on arrival.

7.9 A responsible officer should be instructed to make necessary arrangements for the accommodation and convenience of the Chief Justice and other Judges during their stay at the place of residence. A guard
shall be provided on the building where the Chief Justice or other Judges stay during their visit to a district or sub-division headquarters or any other station. The local head of Judiciary will accompany the Chief Justice or other Judges during their journeys in the district or the sub-division concerned.
8.1 Visits of foreign dignitaries sponsored by the Ministry of External Affairs, Govt. of India are dealt with by the G.A.D. But those sponsored by other Ministries are dealt with by the corresponding departments of the State Govt. These departments should, however, consult the State Protocol Officer, whenever, necessary, especially on the Protocol arrangements to be made in connection with the visits. The instructions contained in the Govt. of India, Ministry of External Affairs letter No. DI-551 (50)/74, dated 06.12.74 given in Appendix-IX and the guidelines issued by the Ministry of External Affairs, Govt. of India on the visit of foreign dignitaries at Appendix-X should be followed in this regard.

8.2 Classification of dignitaries -

For Protocol purposes, Foreign dignitaries are classified as follows:

(a) Head of State ;
(b) Head of Govt. and Vice-President ;
(c) Dignitaries of and above the Ministerial rank ;
(d) Dignitaries of and above Ambassadorial rank ; and
(e) Other visitors.

8.3.1 The Ministry of External Affairs vide letter No. 463(15)DIII/76, dated 5.02.76 (Appendix-XI) has however, decided that the State Governments no longer, need to treat Heads of Foreign Diplomatic Missions serving in India as Government Guests even on their first visit to the State.
8.3.2 This classification covers all foreign dignitaries and senior official or non-official. However the question of categorisation of a particular dignitary will be determined by the Ministry of External Affairs talking into account his/her eminence and/or personal/ political importance.

8.4 **Mode of address** – Dignitaries mentioned in (a) to (d) above are usually addressed as ‘His or Her Excellency’ unless they have any other honorific titles.

8.5.1 **Nature of visits** – Visits of Head of States, Heads of Govts. and Vice-President and Ministers of Foreign Countries in their official capacity are termed as “State Visits” and his party are Guests of the Govt. of India. Instructions on the scale of hospitality to be shown to such foreign dignitaries are issued from the Protocol Division, Ministry of External Affairs, Govt. of India.

8.5.2 There may be cases where a distinguished foreign guest comes to India on a private visit and transits through State Headquarters or any District Headquarters and is not treated as guest of the Govt. of India. It is usual in such cases, if requested by the Govt. of India, to make special arrangements for him such as extending customs facilities, arranging security, reserving the VIP lounge at the airports etc.

8.6.1 **State Visit**– On receipt of information regarding such a visit by foreign dignitary, the Governor, Chief Minister, Minister in-Charge of Protocol, Chief Secretary, Director General of Police and Organisation/ sites to be visited should be informed immediately. Heads of State/ Heads of Government/ Vice Presidents
on arrival at the State Capital are received and seen off by the Governor, Chief Minister, Minister in-Charge of Protocol, Mayor, Chief Secretary and Director General of Police. If the visiting dignitary is accompanied by the spouse, then the spouses of the Governor and the Chief Minister only are required to be present. The Ministers of foreign countries are received by the Minister of the State Government having the corresponding portfolio and State Protocol Officer.

8.6.2 The Reception line-up beginning with the Governor should be along the edge of the Red carpet, so that the Governor is on the left of the visiting dignitary when he alights at the foot of the ladder. Introduction of the dignitaries and officials in the Reception line-up to the distinguished invitees who have gathered at the airport to welcome the dignitaries should be done by the Governor or the Secretary in-charge of Protocol.

8.6.3 It is not necessary for the Indian dignitaries and officials in the Reception line-up to travel with the visitors from the airport to their place of residence, The Protocol Officials on duty should guide the visitors directly to their vehicles. The VIP lounges at the airport should however, be reserved and arrangement for refreshments made.

8.7 **Transport**– The car plan for the VIP and party is drawn up in consultation with the Protocol Division of the Ministry of External Affairs, Govt. of India. Cars are normally provided by the Department of
Tourism and if cars are found insufficient, additional car will be hired. Baggage van with sufficient number of man under the control of responsible officer will be provided by the S.P. for the purpose of handling the baggage of the VIP and party.

8.8.1 **Honour & Courtesies** –

As the VIP is accorded full State honours on arrival/departure at the Capital of the Country, the following honours and courtesies are not necessary at the State Capital –

(a) Gun Salute; and

(b) Welcome and Farewell Speeches.

8.8.2 The following honours and courtesies alone need be arranged –

(a) Welcome/Farewell at the step-ladder of the aircraft;

(b) Red Carpet;

(c) Introductions; and

(d) Ceremonial drive from place of arrival to the place of stay. A model carcade Plan given at Appendix-XII should be followed for this purpose.

8.9 **Security arrangements** –

Security arrangements for the VIP and party are made in accordance with the guidelines laid down by the Govt. of India.

9.10.1 **Miscellaneous** –

Confirmation of programme – As soon as a mutually agreed programme is finalised, the Ministry of External Affairs informs the concerned State Govt., by fax/e-mail, of the minute to minute details drawn up for
the VIP. Such telegrams also indicate the classification of the visit (i.e. State/Official/Private/Transit) thereby automatically indicating the Indian dignitaries who should be at the airport to receive/see off and includes, inter-alia, the senioritywise composition of the party, recommendations in respect of accommodation plan, carcade plan, invitee list for the dinner by the Governor, details of VIPs National/ Personal flags etc.

8.10.2 On receipt of such messages, the concerned State authorities must thoroughly check the feasibility of the programme, connections of timings and other details indicated. It is of utmost importance to confirm the programme back to the Ministry of External Affairs and also to bring out those aspects where any amendments may be necessary so that these could be studied and alternative arrangements indicated.

8.11 **Advance Party**- The State authorities will be informed of the programme of the Advance Party where applicable. Assistance as indicated may invariably be extended to them at all times.

8.12 **Gifts** - Suitable presents are given to the VIP and party members before their departure from the Capital. It is, therefore, not necessary for the State authorities to give any expensive gifts. However, there would be no objection to some token gifts being given to them wherever desired.

8.13 **Air travel**- State authorities are to make necessary security arrangements for the special IAF aircraft. Arrangements for board, loading and transport
for the aircrew, are also made by the State authorities in accordance with the relevant provisions. Arrangements for landing, handling, service, fuelling and parking etc. of the aircraft are made directly by the Air Headquarters with the concerned authorities. Instruction for catering on board the aircraft, provision of magazines and newspapers etc. are issued by the Ministry of External Affairs to the concerned authorities.

8.14 **Security** - A Security Liaison Officer will be accompanying the VIP from New Delhi. State authorities are, however, to ensure that provisions of security instructions as prescribed are complied with.

8.15 **Official Media** - Appropriate officials of the TV/AIR/Press are to be kept informed of the programme of the visit.

8.16 **Printed Programme** - A programme, as indicated, may be printed by the State authorities for the convenience of the VIP and members of his party.

8.17 **Procedure on departure** - The VIP will be seen off last by the Chief Minister and the Governor. The VIP will bid farewell to the distinguished guests like the Ministers and Officers lined up for introduction and finally bid good-bye to the C.S., C.M. and the Governor in that order.

8.18 **Other dignitaries** - Other visiting dignitaries from abroad if they are of Ministerial ranks are seen off by the Minister of the State Govt. holding the corresponding portfolio and the State Protocol Officer. Visitors below Ministerial rank are received and seen off by the Protocol Officer of the State Govt.
8.19 **Transit/ Private Visits** - Foreign dignitaries on transit/ private visits are normally not treated as State Guests. However, as a question of courtesy, they are received and seen off at the levels indicated below:

**Table of Indian dignitaries/ officials to receive/ see off Foreign dignitaries**

**Transit Visit**

<table>
<thead>
<tr>
<th>Category of Foreign dignitary</th>
<th>Between 0700 to 2100 hrs.</th>
<th>Between 2100 to 0700 hours.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Head of State</td>
<td>Chief Secretary, Secretary-in-Charge, Protocol and ADC to Governor.</td>
<td>Dy. Secy. (Protocol) and ADC to Governor.</td>
</tr>
<tr>
<td>3 Foreign Minister</td>
<td>Deputy Secy. (Protocol)</td>
<td>Protocol Officer</td>
</tr>
<tr>
<td>Other Ministers</td>
<td>-do-</td>
<td>-do-</td>
</tr>
<tr>
<td>Visitors below</td>
<td>The level of reception/send off to be decided in each case separately.</td>
<td>The level or reception/send off to be decided in each case separately.</td>
</tr>
</tbody>
</table>

**Note** :- (1) On some occasions, the foreign dignitary indicates in advance that he will not alight from the aircraft. In such cases, Junior Protocol representative viz. Protocol Officer/Assistant Protocol Officer is sent for Heads of State/Govt. levels to attend to any special requirement that may become necessary during the halt.
(2) Spouses of foreign dignitaries, when on independent private/transit visits are accorded similar Protocol Courtesies as are applicable to the dignitary himself.

(3) The level of reception at the airport could be raised if necessary on Political consideration.

**Table of Indian Dignitaries/Officials to receive/see-off foreign dignitaries**

<table>
<thead>
<tr>
<th>Category of foreign dignitary</th>
<th>Between 0700 to 2030 hrs</th>
<th>Between 2030 to 0700 hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of State</td>
<td>Secy-in-charge, Protocol and A.D.C. to Governor</td>
<td>Deputy Secy. (Protocol) and ADC to Governor</td>
</tr>
<tr>
<td>Vice-President/Head of Govt.</td>
<td>Secy-in-charge, (Protocol)</td>
<td>Deputy Secy. (Protocol)</td>
</tr>
<tr>
<td>Other Ministers</td>
<td>-do-</td>
<td>-do-</td>
</tr>
<tr>
<td>Visitors not below Minister but upto Ambassador’s rank</td>
<td>to be decided in each case separately.</td>
<td>to be decided in each case separately.</td>
</tr>
</tbody>
</table>

**NOTE :-**

(1) Spouses of foreign dignitaries, when on independent Private/transit visits, are accorded similar protocol courtesies as are applicable to the dignitary himself.

(2) The level of reception at the airport could be raised if necessary on Political consideration.
CHAPTER : 9  

SWEARING-IN AND FAREWELL CEREMONIES FOR GOVERNORS/ACTING GOVERNORS

9.1 On receipt of the warrant of appointment from the President’s Secretariat, Rashtrapati Bhavan, New Delhi, the date/time of the Swearing-in-Ceremony is finalised in consultation with the Governor-designate and the outgoing Governor. The functions of the Swearing-in-Ceremony of the Governor-designate and the farewell ceremony to the outgoing Governor are arranged by the Governor’s Secretariat in consultation with the G.A. Deptt. The outgoing Governor will be given a Guard of Honour at the place of departure. Normally a get-together is arranged in connection with the farewell of the out-going Governor. The farewell will be arranged at the place chosen by the out-going Governor. The invitation cards to attend the farewell are issued by the Chief Secretary. The invitees may be as for reception of the Governor designate. Forms of invitation card and car pass are given in Appendix-XIII.

9.2 Arrival of the Governor-designate - The arrival of the Governor-designate may be ‘Public’ or ‘Private’ as may be decided by the State Govt. The arrangements made for ‘Public’ arrival are as follows –

(a) He is received by the Chief Minister, Mayor, Chief Secretary, D.G.P and the Secretary to the Governor. Invitees for the function may be Council of Ministers, Speaker/leader of opposition, Chief Govt. Whip, Deputy
Speaker, MLAs of Kamrup (M) District, Officers who upto Art.38 of Warrant of Precedence issued under Government of Assam No. GAG.140/61/121, dated 19.04.64, leaders of Political parties, Press etc. Invitation from the Chief Secretary and car pass will be got printed in Govt. press as per proforma given in Appendix-XIV.

(b) A Guard of Honour is presented at the place of arrival i.e, Airport or Railway Station or some other place, as the case may be, by the Police; and

(c) Police outriders escort him from the place of arrival to Raj Bhavan.

**NOTE** :- For a ‘Private arrival’ there will be no Guard of Honour. All other arrangements will be the same.

9.3 **Swearing –in-Ceremony** –

9.3.1 The time for the Swearing-in-Ceremony is fixed in consultation with the Governor-designate. A Warrant of appointment is sent by the Secretary to the President to the Governor-designate with a copy to the Chief Secretary and the Secretary to the Governor.

9.3.2 The Swearing-in-Ceremony is held either at the Raj Bhavan or the Janata Bhawan, Assam Sectt. The invitees to the function may be –

(a) Council of Ministers, Speaker, Leader of opposition, Govt. Chief Whip, Deputy Speaker ;

(b) Chief Justice and all other Head Quarter Judges ;

(c) All MPs and MLAs of the State ;

(d) Mayor, G.M.C. ;
(e) State Chief Information Commissioner, State Information Commissioner, Chief Secretary, Addl. Chief Secretary, Principal Secretaries, Commissioners of Commissioner and Secretaries, Commissioners of Division and the Secretaries to Govt.;
(f) Chairman, APSC, AAT, ASEB, Board of Revenue;
(g) Advocate General;
(h) D.G.P., I.G.Ps & Vigilance Commissioner;
(i) Station heads of the Army and Air Force;
(j) Station heads of all Central Govt. establishments;
(k) Local Editors of Newspapers;
(l) Vice Chancellors;
(m) Station Directors of AIR and Doordarshan;
(n) Heads of Depts.;
(o) Invitees of the Governor-designate;
(p) Prominent Citizens; and
(q) Representatives of the Press and others, if any, as may be decided by Govt.

9.3.3 Forms of invitation cards and car passes are given in Appendix-XV. Seating arrangements should be made in blocks with cards indicating the names of invitees.

9.3.4 A programme of swearing-in is drawn up and printed in the Government Press-vide the model in Appendix-XVI. Sufficient number of forms of oath of office are also got printed on special thick paper and kept ready for use vide Appendix-XVII. The Chief Secretary should be given in advance a folder containing the warrant of appointment, programme of swearing-in and list of invitees.

9.4 The Chief Secretary requests the Registrar of the High Court to ascertain if the Chief Justice or in his
absence, the senior most Judge of the High Court would be present to swear-in the Governor-designate. On receiving confirmation, the Chief Secretary, demi-officially requests the Chief Justice/Seniormost Judge enclosing the programmes of swearing-in and form of oath. A specimen of the demi-official letter is given at Appendix-XVIII. It has to be ascertained from the Secretary to the Governor well in advance whether the Governor-designate would make an oath or an affirmation and also the language in which he will do so. The S.P., Guwahati City will depute a Police band for playing the National Anthem at the appropriate moment during the ceremonies.

9.5 The Director of Information and Public Relations will arrange photographic coverage of the function.

9.6 The D.H.S. will be instructed to depute Medical Officers with necessary accessories and equipment on duty till the function is over.

9.7 The Parliamentary Affairs Department will publish in a Gazette Extraordinary the notification reading the assumption of office by the new Governor (vide Appendix-XIX). Copies of the notification will be sent to the Secretary to the Governor, Secretary to the President, Secretary to the Vice-President, Secretary to the Prime Minister and to the Chief Secretary in the Ministry of Home Affairs.

9.8 When the Governor is on leave/outside India or dies, the President appoints as Acting Governor, usually the Chief Justice of the Gauhati High Court. The procedure for swearing-in of the Acting Governor is the same, except that the number of invitees is much
less, as may be decided by the Govt. The Acting Chief Justice administers the oath.

9.9 Where the Governor resumes his charge after expiry of his leave/return from abroad, there is no formal ceremony. There is merely intimation regarding the date on which he resumes charge, issued by the Parliamentary Department.

9.10 Where the Governor, on expiry of his term is re-appointed, the procedure and ceremonies are the same, as if he were being appointed abinitio.
10.1 The following procedure shall be followed for the swearing-in ceremony of the Council of Ministers –

(i) The place, date and time of the swearing-in-ceremony will be ascertained from the Chief Secretary and the Chief Minister designate;

(ii) The programme for swearing-in ceremony will be drawn up and got approved by Chief Secretary. A model form of which is given at Appendix-XX; and

(iii) The list of invitees will be got approved.

10.2 Normally, swearing-in ceremony of the Council of Ministers is arranged either in the Janata Bhavan or in the Raj Bhavan. If however, accommodation in both the places is considered to be inadequate in relation to the number of invitees, in such cases the ceremony is to be held on the Janata Bhavan or Raj Bhavan lawns or elsewhere under a pandal to be constructed by the P.W.D.

10.3.1 After the place is decided and pandal of suitable size is got erected, seating plan will be got approved. The seating arrangement will provide for separate blocks for –

(1) The new Ministers being seated in the order in which they are to be sworn-in. The Chief Secretary will be seated separately near the dais. The Chief Minister designate would be seated on the dais to the right of the Governor immediately after he is sworn-in.

(2) The Speaker, Chief Justice, Leader of Opposition, Mayor, Govt. Chief whip and Deputy Speaker.
(3) M.Ps and M.L.As.
(4) Outgoing Ministers, former Ministers, Heads of Political Parties.
(5) Senior Officers including officials of Defence Services.
(6) Press, AIR and Doordarshan.

10.3.2 Actual seating arrangements and the order of Precedence in which the V.I.Ps should be seated should be got approved in good time.

10.3.3 Invitation cards, car passes and programme for swearing-in shall be got printed and distributed to all the invitees. Forms of invitation card and car passes are given at Appendix-XXI.

10.3.4 Sufficient forms of oaths of office and secrecy should be got printed in thick quality paper. It may be ascertained in advance from the members of the incoming Ministry the language in which they would do so, and these forms will be kept ready duly filled in. Copies of the oath of office and oath of secrecy for the Minister and the Minister of state (both in Assamese and also in English) are given at Appendices XXII and XXIII respectively.

10.4.1 Pandal, seating arrangements, public address system will be got arranged by the P.W.D./D.I.P.R.

10.4.2 Traffic arrangements, car parking and security arrangements will be made by the concerned I.G.P., besides arrangements for playing National Anthem at the beginning and end of the ceremony.

10.4.3 The Director of Information and Public Relations will depute departmental photographers for taking photographs.
10.4.4 G.A.D will arrange for the required number of cars for the new Ministers and also bouquets for the functions.

Programme of Swearing-in -

10.5.1 As the Governor attended by the A.D.C. arrives, the Assemblage rises and the band plays the National Anthem. After the Governor takes his seat on the dais, the Chief Secretary requests permission to begin the proceedings. On permission being granted, Chief Secretary presents the Chief Minister-designate to the Governor, who advances and takes his position to the right of the Governor. The Chief Secretary will then handover to the Governor the Oaths of office and of secrecy. The Governor reads out these oaths clause by clause and the Chief Minister designate repeats them. The Chief Minister designate then signs both the forms of oath and of secrecy and takes his seat on the dais.

10.5.2 The Chief Secretary then presents the other Ministers-designate individually and they take the oaths of office and of secrecy in the same way. As each Minister-designate complete his oath he takes his seat near the dais. When all the Ministers designate have been sworn-in, the Governor will resume his seat. The Chief Secretary will then ask for permission of the Governor to close the ceremony. On permission being granted, all present will rise and National Anthem will be played by the Police band whereafter the Governor will leave the dais in procession and the function comes to an end followed by buffet tea party.

10.5.3 Draft Notification regarding resignation of the outgoing Ministry and appointment of the new Ministry and allocation of Govt. business among the
Ministers should be kept ready by the Parliamentary Affairs Department for publication in the Gazette Extraordinary on the day on which the Ministers are sworn-in. A model copy for each of the notification is given at Appendices XXIV, XXV and XXVI respectively. Copies of the Notifications are to be sent to the Government of India, the Accountant General, Assam, all Departments and office of the State Government and other State Governments.

10.6 Where an individual Minister resigns from the Ministry, the Parliamentary Affairs Department publishes the acceptance of the resignation by the Governor in a Gazette Extra-ordinary.

**Procedure for swearing-in of one or more new members joining the Ministry**

10.7.1 On the occasion of swearing-in of one or more new members joining the Ministry, the procedure is the same as detailed above, though the arrangements may not be so elaborate. The following dignitaries are generally invited to attend.

1) Council of Ministers;
2) The Speaker and the Deputy Speaker of the Legislative Assembly;
3) The Chief Justice; and
4) The Chief Secretary to Govt.

10.7.2 In case, those being sworn-in are not just a few, orders are to be taken if the Mayor and Commissioners, Special Secretaries and Secretaries to the Government are also to be invited. Such ceremonies may be held at the Raj Bhavan.

10.7.3 The Oath forms signed by the Ministers are kept in the Custody of the Chief Secretary on receipt from the Governor's Secretariat.
CHAPTER : 11

INDEPENDENCE DAY CELEBRATIONS

11.1 Every year, Independence Day is celebrated with a Flag hoisting function on the 15th day of August in the State capital, Districts and Sub-divisional headquarters and also at the headquarters of Revenue Circles.

11.2 In the second week of July each year, the G.A.D. initiates a proposal regarding celebration of Independence Day and put up to the Chief Secretary with a request that he may obtain the orders of the Chief Minister as to at which district headquarters he would like to preside over the State function and unfurl the National Flag on the 15th of August. The Chief Minister is also requested to allocate district headquarters/ sub-divisional headquarters to the Speaker, Assam Legislative Assembly, Ministers, Ministers of States, Deputy Speakers, Deputy Ministers for the said purpose. After obtaining the orders of the Chief Minister, necessary instructions are issued to the Divisional Commissioners, Deputy Commissioners and Sub-Divisional Officers for making arrangements of the Independence Day Celebrations.

11.3 In Guwahati there will be a ceremonial parade at the Judges’ Field which will consist of the contingents of Army, C.R.P.F., Police, H.G., N.C.C, Scouts and Guides etc. Normally the Chief Minister takes the salute and unfurl the National Flag.

11.4 The Chief Minister will reach the Judges’ Field at 8.50 a.m. and will be received by the Chief Secretary. The Chief Secretary will introduce to the Chief Minister the Service Chiefs in Guwahati and the
Director General of Police. The Chief Minister will unfurl the National Flag at 9.00 a.m. and immediately the State Police Band will play the National Anthem. He will then inspect the parade and deliver a speech. After the speech, the Chief Minister will take the salute of the ceremonial March past. After the March past, the Chief Minister will be seen off by the dignitaries present.

11.5 The following arrangements are to be made for the Independence Day celebrations in Guwahati. The concerned departments in charge of the conduct of celebrations should start the arrangements by the month of June every year. The D.C., Kamrup (M) will be the co-ordinating Officer for all arrangements to be made in connection with the celebrations.

1) The Commissioner, G.M.C. will place the Judges’ Field at the disposal of the Chief Engineer, P.W.D. (Building) for preliminary works, parade rehearsals etc. from 1st August.

2) Chief Engineer (Building) should put up a pandal with unadorned roof with seating arrangements to accommodate VIPs, press representatives, Senior Officials, Army personnel and their families and others. He will also erect a flag staff with necessary accessories and provide a National Flag of approved specification. He will also prepare the field for rehearsal and the pandal by trimming grass and other obstacles, if any. Police address system will also be arranged by him.
3) Appropriate authorities of the Army/ C.R.P.F/ Police/ Home Guards/ N.C.C/ Scouts and Guides stationed in Guwahati will be requested to send their respective contingents for the parade.

4) The Director of Secondary Education, the Director of Elementary Education and the Director of Technical Education should be requested to give appropriate instructions to the heads of educational institutions to send their students to the Judges’ Field at 8 a.m. to attend the function.

5) The Director of Information and Public Relations will be requested to arrange coverage of the function by the Press, AIR and Doordarshan.

6) Parade programme, passes for Press Reporters, Military Officers and families, Volunteer badges and brochure of citations will be got printed in Govt. Press in time.

7) Copies of the Parade programme will be sent to Private Secretary to the Chief Minister, Chief Secretary, Director General of Police, Local Army Chiefs and other concerned.

8) A fly past and air dropping of flowers by the Guwahati Flying Club will be arranged.

NOTE :- A model of the parade composition and Parade programme is given in Appendix-XXVII.
11.6 At the district and sub-divisional headquarters other than Guwahati, there will be parades of the Police force and other organisations mentioned in para 3 above. The Deputy Commissioners and Sub-Divisional Officer respectively will take the salute unless a Minister participates.

11.7 The students of schools, colleges and educational institutions of the State will gather at their respective institutions in the morning of the 15th August and celebrate the day in a befitting manner and hoist the National Flag.

NOTE :- Decoration of Public Offices will be done.
CHAPTER : 12

REPUBLIC DAY CELEBRATIONS

12.1 Every year, Republic Day is celebrated in Assam on 26th January. The programme for the celebration of Republic Day is as follows –

12.2 In Guwahati, there will be a ceremonial parade at 9.00 hours at the Judges’ Field which will consist of contingents of the Army, Police, C.R.P.F., Home Guards, N.C.C, Scouts and Guides, Mounted Police etc. Normally the Chief Minister takes the salute (there being a Common Governor for Assam and Meghalaya). The Defence Forces will be requested to arrange an exhibition of defence equipments by Army or fly past and air display by I.A.F. Planes. The Central Govt. Departments will also be requested to participate.

12.3 In the district and Sub-divisional headquarters other than Guwahati, there will be a parade of Police Force and other units mentioned in para 2 above. The Deputy Commissioner, and Sub-Divisional Officer respectively may take the salute, unless a Minister participates.

12.4 The arrangements to be made will be on the lines indicated for Independence day in Chapter-11. The concerned Departments will start preparation well in advance starting from the month of November.

12.5 The students of schools, colleges and other educational institutions of the State will gather at their respective institutions in the morning of the 26th January and celebrate the day in a befitting manner and hoist the National Flag.

12.6 There will be a speech by the Chief Minister after the presentation of medals.

12.7 The decoration of offices will be done.

12.8 A model of the parade composition and parade programme is given in Appendix-XXVIII.
13.1 In the event of the death of high dignitaries, the General Administration Department will be the Co-ordinating Department for holiday, flying of National Flag at half-mast and State mournings etc. and Home Department for State funerals.

13.2 The following procedure will be observed on the death of High dignitaries of the Union Govt.-

I. President of India

(i) On the day of death –
    All offices of the State Govt. will be closed. If, however, the intimation is received after 12 noon, offices will be closed not only for that afternoon but also for the following day.

(ii) On the day of funeral –
    (a) all State Govt. offices will be closed throughout the State;
    (b) industrial establishments of the State Govt. will be closed at the place where the funeral takes place, and
    (c) a public holiday under the Negotiable Instrument Act, 1881 will be declared by the State Govt. at the place where the funeral takes place, if it is not already a public holiday.

(iii) State mourning –
    State mourning will be observed throughout the State for 13 days. The National Flag will be flown at half-mast throughout the period of State mourning. There will be no official entertainments during the period of State mourning.
I.(A)  **Former President of India**

The Govt. of India have not issued any detailed instructions in the matter of closure of offices on the death of a former President of India or in respect of flying of National Flag at Half-mast. However, State mourning will be observed for seven days throughout the State.

II.  **The Vice-President of India**

(1) In the event of the death of the Vice-President, all offices will be closed throughout the State on the day on which death occurs and at the place where the funeral takes place, for half-a-day on the day of the funeral;

(2) The National Flag will be flown at half-mast throughout the state on the day of the death. If, however, the intimation of the death is received in the afternoon, the flag will be flown at half-mast on the following day also provided the funeral has not taken place before sun rise on that day. On the day of the funeral, the flag will be flown at half-mast at the place where the funeral takes place.

III.  **The Prime Minister of India**

(1) In the event of the death of the Prime Minister, all offices will be closed throughout the State on the day on which death occurs and also on the day of the funeral;

(2) If, however, intimation of the death of the Prime Minister is received after 12 noon, offices will be closed not only for the afternoon but also for the following day;
(3) State mourning will be observed throughout the State for 12 days. The National Flag will be flown at half-mast throughout the State during the period of State mourning and there will be no public entertainment during the said period.

IV. **Union Cabinet Minister** –

(1) In the event of death of a Union Cabinet Minister, the National Flag will be flown at half-mast at the State Capital. If however, the intimation of the death is received in the afternoon, the flag will be flown at half-mast on the following day also provided the funeral has not taken place before sunrise on that day;

(2) On the day of funeral, offices of the State Govt. will be closed for half a day at a place where the funeral takes place if such a place happens to be in Assam.

(3) The flag will be flown at half-mast at the place where the funeral takes place.

V. **Union Ministers of State or Union Deputy Minister** –

In the event of death of a Minister of State or Deputy Minister, the National Flag will be flown at half-mast at the place where the funeral takes place.

VI. **Chief Justice of India and Speaker of the Lok Sabha** –

The National Flag will be flown at half-mast at the place where the funeral takes place.

13.3 The following procedure will be observed on the death of high dignitaries of the Govt. of Assam –
I. **Governor**

(1) In the event of the death of the Governor, immediately on receipt of the information from the Secretary to Governor, the Chief Secretary to Govt. will announce the death by a Gazette Extra-ordinary and intimate the Govt. of India in the Ministry of Home Affairs.

(2) The Chief Secretary will also take action to close all Public Offices throughout the State for the day as a mark of respect and to fly flags at half-mast throughout the state. If the intimation of death is received after 12 noon, the Public offices throughout the State will have to be closed not only in the afternoon of that day, but also on the next day.

(3) The Chief Secretary will order State mourning within the State for a period of seven days during which period there will be no public entertainments. The flag will be flown at half-mast during the period of State mourning.

(4) A State funeral will be accorded. The Chief Secretary will intimate the date and time of the funeral to all Deputy Commissioner etc., Heads of Departments, all Departments of Secretariat, High Court, Central Govt. Offices in Guwahati and the Secretary to the Governor.

(5) The Chief Secretary will make necessary arrangements for the funeral in consultation
with the Secretary to the Governor and the Local Army authorities. The Chief Secretary will arrange for Police/ Military escort detachment with the band at the funeral and to fire a salute of 21 guns, provided artillery units are available locally or within a distance of fifty miles. Flags will be flown at half-mast at the place where the funeral takes place.

(6) The Director General of Police will arrange for Police escort etc. as may be considered necessary. The Chief Secretary will arrange for wreaths to be laid on behalf of the State. The funeral will be attended by all Gazetted Officers of the Govt. who are present in the Station. During the period of that mourning, officers in uniform will wear black craps bands.

(7) The Secretary to the Government of India in the Ministry of Home Affairs will prepare an obituary notification for the consideration of the President and when approved, publish it in the Gazette of India, Extraordinary. The G.A.D will take action to have this Gazette Notification republished in the Assam Gazette.

II. **Chief Minister** –

(1) In the event of the death of the Chief Minister, the Chief Secretary will intimate the Governor and the Govt. of India in the Ministry of Home Affairs besides
members of the Council of Ministers, the Speaker of the Legislative Assembly, Registrar, Gauhati High Court, the Deputy Commissioners of all Districts, all Departments of the Secretariat including Legislative Assembly Secretariat and all Heads of Departments by Telex/Telegram as the case may be. These communications will also contain orders closing the Public Offices throughout the State for the day as mark of respect and for the following day also in case the death occurs after 12 noon.

(2) Ordinarily, in the event of the death of the Chief Minister, there will be no State mourning but in individual cases the State Govt. may order State mourning within the State for not more than 7 days.

(3) The National Flag will be flown at half-mast throughout the State. If the intimation of the death is received in the afternoon, the flags will be flown at half-mast on the following day also provided the funeral has not taken place before sunrise on that day.

(4) On the day of the funeral the flags will be flown at half-mast at the place where the funeral takes place.

(5) If State mourning is to be observed, the flags will be flown at half-mast throughout the period of the mourning. There will be no official entertainment during the period.

(6) Generally there will be no State funeral. But, in individual cases the State
Govt. may order a State funeral. The Chief Secretary will inform all Heads of Departments in Guwahati City of the date and time of the funeral and send copies to Secretary to Governor, all Departments of the Secretariat including the L.A., H.C., Central Govt. offices in Guwahati for information.

(7) The Director General of Police will arrange for Police escort detachment the band at the funeral. The Chief Secretary will arrange for wreaths to be laid on behalf of the State. The funeral will be attended by all the Gazetted officers of Govt. who are present in the station. During the period of mourning, all officers in uniform will wear black craps bands.

(8) A gazette Extra-ordinary announcing the death will be issued together with an obituary notification (Black edged).

III. Chief Justice, Speaker, Assam Legislative Assembly and Ministers of the State Govt. –

(1) In the event of the death of Chief Justice, High Court, Assam, the Speaker Assam Legislative Assembly or any of the Minister of the Govt. of Assam, the Chief Secretary to the Govt. will issue a Gazette Extraordinary immediately on receipt of the information announcing the death. An obituary notification on (black edged) will also be issued. The Govt. of India and the Governor will also be intimated.
(2) Public offices throughout the State will remain closed for the day as a mark of respect.

(3) In the event of the death of Ministers of the State Govt. the National Flag will be flown at half-mast in the State Capital. However, in the case of death of other dignitaries the National Flag will not be flown at half-mast.

(4) **State funeral** –

   In the event of the death of the President, the Prime Minister, a former President or Governor, a State funeral will be accorded. In the event of the death of any other dignitary, ordinarily no State funeral will be accorded but in individual cases Central Govt. may order a State Funeral.

   A State funeral will be attended by all the gazetted officers of Govt. who may be present in the Station. Service Personnel will wear dress as for State functions.

   In the case of State dignitaries, a funeral with Police honours will be accorded by the State Govt. and the procedure laid down by the Govt. of India for State funeral will be followed with suitable modification wherever necessary.

(5) **Half-masting of National Flag on the death of High dignitaries** -

(a) There should be no State mourning or half-masting of the National Flag on the Republic Day, Independence Day and Mahatma Gandhi's birthday as these are days of national rejoicing.
The practice of half-masting of the National Flag over the building in which the body of the dignitary is lying so long as it continues to remain there (vide para 11.6 of the Flag Code-India), may be continued. Official entertainment scheduled on these days may also be cancelled without formally declaring State mourning.

(b) There need be no bar to observance of State mourning and half-masting on any day of the National Week (6th April to 13th April) or on 25th, 27th, 28th and 29th January.

(c) In the event of the death of a foreign dignitary, if the day on which State mourning and half-masting would normally have been observed, falls on the Republic Day, Independence Day or Mahatma Gandhi’s birthday, these may be observed on the following day.

(d) In the event of death of an Indian dignitary, the State mourning to be observed extends over a number of days. If this period is interrupted by any of the three National Days mentioned above, the rest of the prescribed period of the State mourning may be observed immediately after the interruption.

(6) Transportation of dead bodies of Members of Parliament etc. - The Procedure for transportation of dead bodies of high dignitaries, Members of Parliament and Public Servants has been laid down in the Ministry of Home Affairs Office Memorandum No.51/66 Pub.I dt. 26.04.67;

In the case of death of a Member of Parliament at Delhi, it has been normal practice to assist the members of the bereaved family in the following matters –

(a) Arrangements of death certificate.
(b) permission to air lift the body or to carry it by train ;
(c) arrangement of medical certificate regarding the death being not due to infectious disease
(d) embalming the body if necessary ; and
(e) arrangement of the coffin and funeral van.

The actual cost of air lifting the body by commercial flight will be met by Govt. In case a special chartered flight is arranged at the request of the family of the deceased, Govt. shall pay only the cost by commercial flight the balance being born by the family. In the case of transportation of the dead body by rail, Govt. shall pay the cost of transportation at normal commercial rates.

In case the death of a Member of Parliament takes place in the headquarters of a State or in any important town in the State while on official tour, similar assistance will be rendered by the State Govt. The expenditure incurred by the State Govt. in transporting the dead body by air or rail at normal commercial rates will be met by the Central Govt. The necessary bill in that connection may be sent to the respective Secretariats.
of Parliament to which the Member belonged, for necessary payment.

(7) **Airlifting of bodies of V.I.P.s and recovery of charges therefore** –

There have been occasions in the past when, on the demise of dignitaries like Minister, Members of Parliament, etc. their, bodies were airlifted to their home towns by IAF flights. Since the use of IAF aircraft for such purposes is likely to interfere with defence requirements, the entire question of airlifting of bodies of dignitaries by the IAF and the recovery of charges therefore has been considered in detail. It has been decided that the following procedure may be adopted in these cases in future:

(a) **President, Vice-President and Prime Minister** –

In the case of VIPs entitled to State funerals (President, Vice-President, Prime Minister and any other dignitary in whose case it may specially be decided to accord a State funeral), the bodies may if need arises, be transported by IAF aircraft. In such cases, there will be no question of recovery of charges.

(b) **Cabinet Minister, Chief Justice of the Supreme Court and Speaker of the Lok Sabha** –

The Indian Airlines Corporation will be requested to arrange to transport the body in one of their scheduled flights
or by a special chartered flight. The actual cost of lift by commercial flight will be met by Govt. In case of special chartered flight arranged at the request of the family of the deceased, Govt. shall pay only the actual cost by commercial flight, the balance being borne by the family.

(c) Ministers of the State, Judges of the Supreme Court, Deputy Chairman of the Rajya Sabha, Deputy Speaker of the Lok Sabha and Deputy Ministers —

The body may be transported in one of the scheduled flight or a special chartered flight of the Indian Airlines Corporation. The expenses will be met by the family of the deceased, subject to reimbursement admissible, under the relevant T.A. Rules, on demission of office or retirement.

(d) Public Servants -

If the family of a deceased Govt. servant desire to transport his body to his home town, this will have to be done under their own arrangements, subject to reimbursement of the amount due to them under the relevant T. A. Rules on retirement.

(e) Transport of body if death occurs while on tour —

In case of death of any dignitary mentioned in (b) or (c) above or of a public servant, while on tour in India or abroad, the body may be brought by air on a commercial flight to the headquarters or to the home town,
according to the wishes of the family. In such cases the expenditure will be met by government.

(f) Governors -

As in the case of the President, Vice-President and the Prime Minister, Governors are entitled to State funerals. They will, therefore, be accorded the same honours as VIPs entitled to State Funerals. However, since funeral of Governor may normally take place in the State Capitals, the question of airlifting of their bodies to their home towns may not arise.

It may be mentioned that the Indian Airlines can lift dead bodies in accordance with the provisions of the Indian Aircraft (Public Health) Rules, 1954. This cannot, however, be carried in passenger cabins of the scheduled services but will have to be carried in the holds for which special permission has to be obtained from the Chief Commercial Manager at headquarters.

13.4 Detailed Procedure for State funeral :-

General –

1. A State Funeral, as apart from a purely Military Funeral, will be accorded to any dignitary when ordered by the Govt. of India.

2. The main procession will normally start from the residence of the deceased or the place where
the body is lying. But if the mortuary is too far away from the place of burial/cremation or is unsuitable for the procession to form up, another suitable place will be selected where the main procession will form up. The body up to this selected place will be brought escorted by a small party in vehicles.

Procedure before procession starts:

3. The order of forming up at deceased's residence is given at Annexure-A. Following points are for clarification:

   (a) The main procession will normally be formed up on the road;
   (b) The Chief mourners, bearers and Pall bearers will be inside the building;
   (c) The carriage will be just outside the building with the firing party or a detachment from the leading escorts as the case may be (see 80 Manual of Ceremonial), on right or left of the carriage depending on the direction in which the carriage is to move;
   (d) Mourners who have to lay wreaths will be behind the carriage and the firing party;
   (e) Part of the escort will line the whole route;

4. The coffin suitably draped by a National Flag of country of the deceased will be brought out by the bearers, accompanied by pall bearers and followed by the Chief mourners.

5. As the body is brought out of the building, all those near the carriage all come to attention. The firing party will 'Present arms' and 'Reverse arms' as the coffin is placed on the carriage. Officers in uniform will salute. When the coffin had been properly placed on
the carriage, the mourners will lay the wreaths in order of precedence and then proceed to join the mourners lining the road.

6. The cortege is now ready to move off. The firing party or leading detachment and the reminder of the leading portion of the procession will pass through the mourners and band and drummers (with drums muffled), who will have formed up in two ranks facing inwards 2 paces interval between men and 8 paces distance between ranks.

7. If the procession is to start from a selected place the procedure will be as follows –
   (a) The order of forming up is given at Annexure-'B'.

   (b) The order of march from the residence of the deceased to the selected place will be as follows _
       M.C.s
       Escort- maximum two jeeps.
       Vehicle carrying body.
       Bearer |  
       Pall Bearer |  in vehicles.
       Chief Mourners. |
       Rear escort – maximum two jeeps.

   (c) The rest of procedure will be the same as paras 5 and 6 above.

The Procession –
8. The order of march of the procession is given at Annexure-'C'.

9. After laying the wreaths, the mourners will join the order mourners lining up the road. The Havildar in charge of firing party will give the command ‘right’ of ‘left turn’ ‘slow march’. The carriage will follow the firing party.
10. The front escort will move off in ‘slow time’ and resume its correct position i.e., in front of the firing party.

11. The mourners and band and drummers will get in to their proper position in the procession as the firing party or leading detachment and the reminder of the leading portion of the procession passed between their ranks. The officers in uniform will salute as the carriage carrying the body passes them.

12. The band and drums will begin to play the ‘Dead March’ after joining the procession and when 300 yards from the mortuary and continue for such a distance as the officer-in-charge may have order before marching off. The firing party or leading detachment will receive the command ‘quick march’ (the reminder confirming) when the band/drummers cease playing.

When at a convenient distance from the cemetery and at the distance of the officer-in-charge the Hav-in-charge of the firing party or leading detachments will give the command ‘slow march’ and the band/drummers will again begin playing.

13. Troops lining up the route will present arm to the funeral procession as the head of the funeral procession approaches them, and the rest on their arms reversed again, as the firing party approaches.

14. Troops lining up, who are part of the Escort, will join in behind the near Escort as it passes through them.

15. When, marching in slow time, arms will be carried at the reverse in quick time at the trail or at the slope in the case of naval personnel. During
the march, arms may be changed but the party will NOT march at ease.

Procedure at Burial/ Cremation Ground –

16. Arrival at the place of Cremation/ Burial –

(a) When the head of the procession arrives near the cremation/ burial ground, the ranks of the firing party or leading detachment and the band and drums will open out to 6 paces distance and on order of the Hav-in-charge ‘halt’ turn inwards ‘rest on their arms reversed’.

(b) Leading motor cyclists will move to the car park.

(c) Front escort will line up the reminder of route and thicken the cordon around the cremation/ burial ground. The rear Escort may also be used for cordonning the areas.

(d) The coffin is then moved by the bearers and carried feet and foremost.

(e) The vehicle of the VIP accompanying the procession will proceed to the car park.

17. The order of the procession will now be –

Pandit/Granthi/Moulvi etc.
Coffin with bearers and Pall bearers.
Mourters.
Band and drums.
Firing Party/ Detachment.

18. The Order of forming up at the cremation/ burial ground is given at Annexure- ‘D’.
Procedure during cremation/ burial –

19. Before fire is set to the pyre or the coffin lowered into the grave, the flag, head-dress, side arms and wreaths will be removed.

20. During this time, if the deceased is a Hindu/ Sikh, selected bhajans may be sung by the bhajan party.

21. For those entitled to it, the appropriate number of Gun Salutes will be given when the coffin is taken off the carriage and is being carried to the place of burial/ cremation. Three volleys of small arms fire will be fired for all others when fire is being set to the pyre or when the body has been lowered into the grave.

22. After the volleys of ‘Gun Salutes’ have been fired, the buglers will sound the ‘Last Post’- a short interval – then the ‘Rouse’. During the sounding of these calls, all will stand to attention. Firing Party/detachment will fix bayonets and present arms. Officers will remain at the Salute during the sounding of the ‘Last Post’ and the ‘Rouse’.

Procedure at the conclusion of the ceremony –

23. The band and drums will move off followed by the firing party/ detachment mourners and the rest inside the enclosure in that order. Service personnel when marching off the enclosure will get into three without any word of command having been given.

24. The firing party will unfix bayonets at the first opportunity after leaving the burial/ cremation ground. The band will not play, nor the drums beat until
the party is entirely clear of the cremation/ burial ground.

25. The mourners will move off to their respective car parks after coming out of the enclosure.

26. The portion of escort not required for cordonning any more will also move off.

General instruction -

27. Bearers and Pall Bearers – The pall bearers will march immediately on either side of the carriage, and the bearers on the outer flanks at 2 paces interval. The position of the pall bearers will be in order of seniority alternately on either side of the coffin the senior in rear on the left hand side, and so on. If the space does not permit, the bearers and/or pall bearers will march behind the coffin.

The firing party -

28. It consists of 1 Hav. 1 NK and 12 Ors. If the deceased is to be given Gun Salutes, a detachment of the same strength taken from a leading detachment of the Escort will take its place.

Escort -

29. The strength of the Escort will be as laid down in Appendix “G”.

Standards, Guiders or Colours -

30. These will be carried by units forming part of the Escort irrespective of whether the Escort is wholly included in the procession or is partially employed in lining the routes. No compliments will, however be paid to them during the procession.

Dress -

31. (a) Service Personnel – Ceremonial order.

(b) Government Civil Official dress, if any, laid down.
ANNEXURE-A

Forming up of the procession at deceased’s residence

4. MOURNERS NOT IN UNIFORM
    LINING THE ROUTE
3. MOURNERS IN UNIFORM
2. VIP MOURNERS
1. BAND AND DRUMMERS

Note: 1 – 4 All standing in single file facing inwards.

________________     ____________________________________
FRONT ESCORT

DRIVE FROM THE RESIDENCE
<table>
<thead>
<tr>
<th>REAR ESCORT</th>
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<tbody>
<tr>
<td>CAVALRY IF ANY</td>
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<tr>
<td>VEHICLES OF VIPS</td>
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FIRING PATTY

DET. ESCORT

CORTEGE

| 0 |

| MOURNERS WITH WREATHS |

| CAVALRY IF ANY |

| 0 |

RESIDENCE OF THE DECEASED

FRONT

REAR ESCORT

CAVALRY IF ANY

VEHICLES OF VIPS

RESIDENCE OF THE DECEASED
ANNEXURE-B

Forming up of the procession if at a selected place

Direction of March
of the procession

4. MOURNERS NOT IN UNIFORM ——— * 4 4

TROOPS

| Lining
3. MOURNERS IN THE UNIFORM ——— * 3 3 *

ROUTE

| 2. VIP MOURNERS ——— * 2 2 *

* |
1. BAND AND DRUMMERS ——— * 1 1 *

FRONT ESCORT

Note: 1 – 4 All standing in Single file facing in wards.

PALL BEARERS CHIEF MOURNERS

REAR ESCORT ———

CORTEGE ———

REAR ESCORT

CAVALRY IF ANY
MOURNERS WITH WREATHS

VEHICLES OF VIPS

0 0
ANNEXURE-C

Order of march of the procession

*   *   *
   Motor Cyclists

*   *
   Escort Party

Firing Party

Band and Dress Drammers

Bearer Party

Gun Carriage and Pall Bearers

Chief Mourners

VIPs in order of Precedence

Mourners in order of seniority

Mourners not in uniform

Rear Escort Detachment

Vehicles of the VIPs forming the Procession

0 0

Note: Those in uniform will form up in threes; others in sixes depending on the width of the road, otherwise in threes.
Forming up at Cremation/Burial Ground

Car Park Route          | Car Park
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Chief Mourners

Bhajan party

Mourners NOT in Uniform

The dots denote the troops cordonning
ANNEXURE-E

Strength of the Escort.

President and visiting Heads of Foreign States and Governors – General of Commonwealth countries ………..1,500

Prime Ministers of Foreign and Commonwealth States,
Heads of Foreign and Commonwealth Missions of the rank of Ambassador/High Commissioner/Minister
Plenipotentiary accredited to India ………..1,000
All others …………..500
ARRANGEMENT FOR VISITING OFFICIALS AND NON OFFICIALS WHO ARE NOT STATE GUESTS

(A) Government of Assam letter No.GAG(A) 170/85/13 dated 27.9.86.

It has been observed that requests are received by the General Administration Department from various departments for arranging reception, transport, accommodation etc. in connection with visits from outside the state of officials and non-officials who are not state guests.

While the arrangements for the state guests are made by the GAD, the arrangements for reception, transport, accommodation, local programmes etc. for the visitors who are not state guests should be made by the departments concerned with such visits. For circuit house accommodation at Guwahati, the Deputy Commissioner, Kamrup should be directly approached. As the accommodation in Gauhati Circuit House may not always be available, the guest houses and Inspection Bungalows of various departments and undertakings may also be utilised.
Government of Assam letter No.GAG(A)170/85/19 dated 23.9.87.

Refer to this Department O.M. No.GAG(A)170/85/13 dated 27.9.86, and to say that it is noticed that in spite of instruction issued in the above O.M. some Departments often approach General Administration(A) Department, for making arrangement for reception, accommodation, transport for the visiting officials and non-officials who are not State Guests, though it was clearly mentioned in the O.M. that respective Department is to make all arrangement including Circuit House accommodation for the Non-State Guests by making direct contact with the concerned authority.

It is therefore, reiterated that all arrangements for the visiting officials and non-officials who are not State Guests should be made by the Department concerned with such visits, and no unnecessary reference with GA(A) Department should be made. This may also be brought to the notice of Heads of Department under your Administrative Control.
GOVERNMENT OF INDIA

Ministry of Home Affairs


To

All the State Governments,
Governments/Administration of
Union Territories.

Sub: Courtesies to be shown to the dignitaries visiting State and Union Territories.

Sir,

I am directed to say that the instructions issued from time to time regarding the courtesies to be shown to the various dignitaries visiting the States and the Union Territories have been reviewed. A set of revised instructions which may be followed in future is enclosed.

2. It is noticed that in spite of instructions to the contrary, a large number of officers and Ministers of the State Government are present at the airport at the time of the arrival and the departure of Central Ministers. It may be ensured that no person whose presence is not required on such occasions according to the enclosed instructions, need take the trouble of being present at the place of arrival or departure unless he has some specific duty to perform in connection with the arrangements.

3. I am also to request that during the official or private visit of the dignitaries, the arrangements should be simple but dignified and unnecessary expenditure on the presentation of bouquets, garlands, etc., should be avoided. A token presentation of flowers on the arrival or the giving of some beautiful flowers on one’s departure if one is returning home, would have some meaning but the presentation of a large number of bouquets which are later allowed to lie

contd......
wilting in the sun is just wasteful. Therefore, flowers should not be brought for the dignitaries when they change planes. The need for avoiding any pomp and show and observing proper economy may, therefore, be impressed on those who may be in charge of the arrangements for receiving and seeing off the dignitaries.

4. In respect of the visits of the foreign dignitaries to the State and the Union Territories, detailed instructions, as usual, will be issued in each case by the Chief of Protocol in the Ministry of External Affairs.

5. The enclosed instructions aim at minimising the number of State Ministers and officers who may be present at the place of arrival or departure of dignitaries so as to ensure that Government work is not dislocated on that account. The instructions do not apply in respect of members of political parties and other non-officials. In their case, the existing instructions and practice may be followed.

Yours faithfully,

GOVIND NARAIN,
Secretary to the Government of India.
MODEL CAR PLAN

1. Pilot Car
2. Open Jeep for Film Division Cameramen
3. Motor Cycle Outriders
4. VVIP Car
   Front Seat (1)……………………………..
   (2)……………………………..
   Back Seat President of India
5. Police Escort I
6. Police Escort II
7. VVIP Spare Car
   Front Seat Gunman detailed by State Govt.
   (1)……………………………..
   (2)……………………………..
8. Chief Minister
9. VVIP’s Party (Car No.1)
   Back Seat ………………………………..
   Front Seat ………………………………..
10. VVIP’s Party (Car No.2) Guest of the President
11. VVIP’s Party (Car No.3)
    (1)……………………………..
    (2)……………………………..
    (3)……………………………..
12. Chief Secretary to Government
14. VVIP’s Party (Car No.4)
    Back Seat (1)……………………………..
    (2)……………………………..
   Front Seat ………………………………..

Contd......
15. VVIP’s Party  
   (Car No.5)  
   Back Seat  
   (1)……………………………………………….  
   (2)……………………………………………….  
   ………………………………………………….  
   Front Seat  

16. VVIP’s Party  
   (Car No.6)  

17. VVIP’s Party  
   (Car No.7)  

18. VVIP’s Party  
   (Car No.8)  

19. Police Spare Car  

20. Press  

21. Motorcade Marshal  

22. Medical Team.  

Note :-  
1. Motor cycle outriders will be necessary only in………………... for the first and last journeys.  
2. If any Union Minister is accompanying the President in the carcade, his car will be positioned immediately after the Chief Minister’s car. So also if any Ministers of the State Government are accompanying the President in the carcade, their cars will be positioned immediately after the Union Minister’s car.  
3. The car allotted to Section Officer (Tours) will not go in the carcade, but will follow later with the luggage van.
CHECK LIST-I

Arrangements to be made in connection with the visit of the VVIP.

(1) Have correct and up-to-date programme from the VVIP Secretariat/Government of India.

(2) Inform Secretary to Governor, Chief Minister, Cabinet Ministers and Chief Secretary.

(3) Communicate programme to all as per mailing list for making all preliminary arrangements.

(4) Obtain orders of Chief Secretary regarding the dignitaries of the State, Officers and public men to be invited for reception.

(5) Get clearance from the VVIP Secretariat for Guard of Honour, ceremonial motor outriders.

(6) Obtain from VVIP Secretariat information regarding food habits and blood group of the VVIP and communicate to Director, Department of Tourism, Inspector General of Police (Int.), Collectors, Director of Health Services etc.

(7) Convene a co-ordination meeting at State level. Instruct Collectors to convene Co-ordination meeting at District level and inform Government of arrangements being made.

(8) Obtain from Collectors background materials and minute-to-minute programme to be passed on to the VVIP Secretariat for approval.

(9) Ensure good upkeep of Guest Houses/Rest Houses for stay of VVIP.

(10) Ensure fitness of road by Public Works Department (B&R) – Arrange for barricading, construction of rostra for functions by Public Works Department in consultation with Inspector General of Police (Int.) Public Address System to be provided by Public Works Department.

(11) Ascertain availability of helipads and their proper upkeep. Arrange construction of new helipad, if necessary, in consultation with IAF authorities- Arrange trial landing.

(12) Prepare accommodation plan in consultation with collectors and get them approved by the VVIP Secretariat.

(13) Draw up car plan in consultation with the Inspector General of Police (Int.).

Contd......................
(14) Ascertain route distance and time required for each journey.
(15) Provide for fire fighting, medical teams.
(16) Arrange with the General Manager, Telecommunications installation of telephones and secretaries in meeting places and halting places.
(17) Arrange accommodation for the aircrew.
(18) Provide emergency lighting and standby generators at meeting places and halting places.
(19) Ensure uninterrupted supply of electricity by Assam State Electricity Board and check of electrical installations by the Chief Electrical Inspectorate.
(20) Print brochure with particulars regarding minute-to-minute programme, car plan, accommodation plan, composition of VVIP party, important contact officers of the State Government with their phone numbers.
(21) Arrange with Indian Oil Corporation authorities for refueling of VVIP aircraft in consultation with the collectors and Commissioners of Police/Superintendents of Police concerned.
(22) Director of Tourism to detail requisite number of cars to the Deputy Inspector General (CID) for pilot escort and other duties connected with the VVIP visit.
(23) Arrange with Commissioners of Police for open jeep with/without OAS.
(24) Inspect and decide in consultation with Aerodrome Officer and Inspector General of Police (I) the area in the airport to receive the VVIP aircraft. Decide in consultation with them the area for pandal. Arrange construction of pandal/arches etc., by the Public Works Department.
(25) Arrange with Aerodrome Officer for reservation of airport lounge, providing of parking space for VVIP/Convey cars etc.
(26) Arrange for baggage clearance by Superintendents of Police.
(27) Arrange with Director, Department of Tourism for garland bouquets, umbrellas and light refreshments at the airport.
(28) Arrange with Public Works Department for providing National Flags, Red carpets, banners etc., at appropriate places.
(29) Arrange rehearsals.

Contd………..
(30) Address Inspector General of Policed (Int.) to ensure that necessary bundobust arrangements made as per blue book.

(31) Provide police guard to VVIP aircraft.

(32) Send requests for interviews etc., cleared by the CM to Collectors for obtaining policed clearance and approval of PS/PA to VVIP.

(33) (a) If lunch/dinner is to be hosted, prepare list of invitees and get approved by Chief Secretary. The venue, time and menu should be got approved by Chief Secretary.

   (b) Invitations to be printed and despatched. Prepare seating plan and get it approved by Chief Secretary.

(34) Direct Police Control Room/District Collectors to promptly inform the Secretary, General Administration Department and State Protocol Officer the movements of VVIP in the District.

(35) (a) Decide upon the number of airport entry cards and car passes.

   (b) Print duty passes.

   (c) Print photographer’s passes and press passes.

   (d) Send specimen passes of various kinds to Inspector General of Police (Int.)
CHECK LIST- II

Arrangements to be made at districts during the visit of a VVIP.

(1) Have the correct and up-to-date programme.
(2) Communicate to all concerned.
(3) (a) If the visit is official arrange for introduction of officers and other public men to the VVIP.
       (b) Inform the officers that they will be introduced to the VVIP, if there be an introduction.
(4) Obtain the various contact telephone numbers in Guwahati and keep them handy.
(5) Obtain diet habit and blood group of the VVIP from Government.
(6) Convene a Co-ordination meeting at District level and inform Government promptly. Send background materials and minute-to-minute programme to Government for onward transmission to VVIP Secretariat for approval.
(7) (a) Decide on the number of airport entry cards and car passes.
       (b) Print duty passes.
       (c) Print photographer's passes.
       (d) Print press passes.
       (e) Send specimen passes of various kinds to Superintendent of Police.
(8) Arrange for convoy cars.
(9) Arrange for open jeep with/without PAS.
(10) Request I.A.C. to provide all handling facilities.
(11) Indicate the area for barricading in consultation with the P.W.D. authorities.
(12) Indicate the area for pandal at the airport, if necessary.
(13) Indicate the area for Press enclosure.
(14) Provide for light refreshments at the Airport.
(15) Provide sufficient number of garlands, bouquets, etc.
(16) Provide sufficient number of folding chairs in the pandal if required.

Contd………………..
(17) Provide Red Carpets.
(18) Provide National Flags at appropriate places.
(19) Provide banners at appropriate places.
(20) Arrange for the baggage clearance party.
(21) Rehearse, if necessary.
(22) Prepare the accommodation plan and send to Government for approval.
(23) Furnish information about availability of helipads. Fire-fighting equipments and medical facilities should be made available at helipads.
(24) Intimate readiness of helipad for arranging trial landings.
(25) Get in touch with I.O.C. and Aerodrome Officer for refuelling.
(26) Arrange for accommodation of the aircrew, if necessary.
(27) Arrange for supply of breakfast, lunch, etc., on board as per requirement.
(28) Install telephone and secraphones in the meeting places and halting places.
(29) Provide for a medical team.
(30) Provide for firefighting team.
(31) Provide emergency lighting, torches, petromas lights and stand-by generator at the meeting site and halting places.
(32) Ensure good upkeep of Government Circuit Houses for the stay of VVIP.
(33) Provide translator, if required.
(34) Provide toilet facility at the meeting places/helipads.
(35) Provide umbrellas.
(36) Ensure proper supply of power and check electrical installations.
(37) Ensure fitness of road.
(38) Verify road journey timings given in the programme and confirm the correctness to Government.
(39) Obtain Police clearance and approval of Government for fixing up interviews.
(40) Necessary bandobust arrangements should be made as per blue books.
(41) Aerodrome Officer should be addressed for making necessary arrangements at Airport i.e., Reservation of Lounge, providing parking space for convoy cars/VIP cars, etc.,

Contd……………..
(42) Provide guard for VVIP aircraft.

(43) Provide barricading, construction of rostrum, Public Address System, wherever necessary in consultation with Public Works Department.

(44) Inform the Secretary and the Deputy Secretary General Administration Department over phone, the movements of VVIP from the time of arrival in districts and up to the time of departure.

(45) Keep in constant touch with the Secretary, Deputy Secretary, General Administration Department.
INSTRUCTIONS REGARDING ARRANGEMENTS IN CONNECTION WITH THE VISIT OF THE PRESIDENT OF INDIA, VICE-PRESIDENT AND PRIME MINISTER

Govt. of Assam letter No. GAG(A)170/85/10 dt. 27.9.86.

Henceforth, in addition to the existing instructions, the following instructions/clarifications may be followed regarding arrangements in connection with the visit of dignitaries.

1) The Political Department and the General Administration Department will be the co-ordinating departments for visit of the following dignitaries.

<table>
<thead>
<tr>
<th>Dignitaries</th>
<th>Co-ordinating Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) The President of India</td>
<td>Political Department</td>
</tr>
<tr>
<td>2) The Vice President of India</td>
<td>------do---------</td>
</tr>
<tr>
<td>3) The Prime Minister of India</td>
<td>------do--------</td>
</tr>
<tr>
<td>4) All other dignitaries who are State Guests.</td>
<td>General Administration Department</td>
</tr>
</tbody>
</table>

1. The co-ordinating department will intimate the programme of the dignitary to all concerned including Chief Minister’s Secretariat, concerned Deputy Commissioners and the Police Authorities.

2. The Chief Minister’s Secretariat will take necessary action regarding protocol arrangements at the ministerial level, appointments, lunch, dinner etc.,
with the Chief Minister in connection with the visit of the dignitary. The Chief Minister's Secretariat will also take necessary decision as to whether any Minister will receive the dignitary at the airport.

3. Deputy Commissioners will make all arrangements for the dignitary such as protocol, security, reception, accommodation, food, transport etc. As far as Kamrup is concerned, protocol arrangement at the official level will be the responsibility of the Deputy Commissioner, General Administration Department will no longer depute a Protocol Officer to the airport as has been the practice till now. For the accommodation of the state guests visiting Gauhati, the Deputy Commissioner, Kamrup may take action as per this department's letter No.GAG(A)170/86/39 dated 12.8.86 [copy placed at annexure- (I)]. The Deputy Commissioner, Kamrup will co-ordinate the functions of Departments/organizations such as police, ASEB, PWD, Health, PHE, office of the Public Analyst etc. in connection with such visits. As regards transport for the occasion, the Deputy Commissioner, Kamrup will arrange the vehicles from the State Pool under the Transport Department. He should also utilize the vehicles belonging to different Government departments in the District. Only as a last resort he should hire vehicles.

4. If discussions/meetings/conferences are to be arranged for dignitaries other than the President, the Vice President and the Prime Minister, all arrangements will include arrangement of venue, issue of invitations, arrangement of lunch/dinner/tea/snacks. The expenditure on these arrangements will be borne by the concerned department.
Govt. of Assam letter No. HPL.260/49/57 dt. 31.7.1952.

**Courtesy to be shown to the Governor and Ministers when on tour in the State –**

1. The Private Secretary to the Governor in the case of the Governor and Private Secretaries or Personal Assistants to Ministers in the case of Ministers should send advance intimation to the District officer as early as possible of a projected visit to the district. If at that stage it is not possible to give a detailed programme, only the dates of arrival and departure and the places to be visited may be communicated. In the case of tours of Ministers, the Personal Assistants will be responsible to send copies of the tour programme to the Departments included in the Ministers’ portfolio and also to the District Officers concerned. The detailed tour programme may be drawn up either by the Private Secretary to the Governor or by the Personal Assistants in the case of Ministers, or the District Officer may be asked to send a draft programme, for the approval of the Governor of the Ministers, as the case may be. If the District Officer is asked to send a draft programme, he should do so in consultation with the local heads of offices, heads of institutions and other non-official organizations who are concerned with the particular item. The programme will be finalized when the approval of the Governor or the Ministers is communicated to the District Officer.

2. On his arrival in the district, the Governor will be received by the Deputy Commissioner at the Circuit House if the arrival is by road, and at the railway station or the air lift if the arrival is by train or air. The Superintendent of Police who is responsible for the protective arrangement will ..................... the Governor to the Circuit House. No other local ..................Department should be present unless the Governor.................. communicated his desire to meet any of them. On the occasion of visits of the Chief Minister, the Deputy Commissioner and the Superintendent of Police and any local heads of Departments that he may wish to see will be present at the Circuit House, railway station, or the aerodrome as the case may be. In the case of other Ministers the Local Heads of the Departments in charge of the Ministers should be present. It is also incumbent on the Deputy Commissioner/Subdivisional Officer and Superintendent.

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Superintendent of Police/Sub-Divisional Police Officer, if in station, to meet the Ministers on arrival or as soon after arrival as is convenient. If out on tour or otherwise preoccupied in discharge of his public duties, the next senior officer should be deputed to meet the Ministers. A responsible officer should also be instructed to make necessary arrangements for the accommodation and convenience of the Ministers during their stay in the Circuit House. The Deputy Commissioner should accompany the Governor on all journeys in connection with functions arranged in his honour. The Deputy Commissioner will similarly accompany the Chief Minister on all journeys within his district except to political functions such as party meetings. In the case of other Ministers the Local Head of the Department who is concerned with the particular item on the programme will accompany the Ministers.

3. If the Governor, the Chief Minister and other Ministers are making a stay in the district, all gazetted officers will call on them either by writing their names on a visitor's book if one is maintained or by dropping cards. Those officers who have been asked to an interview need not make such formal calls.

4. These instructions will apply mutatis mutandis to all departments of the Governor, the Chief Minister and other Ministers from the district.

5. These instructions do not apply to brief halts made at Gauhati or any other station while en-route to other districts. Even in the case of such short halts made by the Governor and the Chief Minister, the Deputy Commissioner and the Superintendent of Police should meet them on their arrival at the place of halt.

6. However, it often happens that Ministers go out on tour at short notice and not infrequently the tour programme of a Minister is actually published in the gazette some days after the actual beginning of the tour in question. In view of this, guard of honour, should be presented on receipt of information about the details of a visit, even if these are not found to be published simultaneously in the gazette unless the Minister concerned himself informs that no such guard of honour will be necessary. Not more than one guard of honour is to be presented to the same Minister at the same district or sub-divisional headquarters within the course of one month.

NOTE : In the above instructions the expression ‘Ministers’ includes Deputy Ministers.
With reference to Government letter No.HPL.260/49/57 dt. 31.7.1952, the Deputy Commissioner should himself meet the Minister in order to pay the courtesy call on him and discuss with the visiting Minister matters which in the opinion of the Minister, may have to be personally looked into by the Deputy Commissioner and only in cases where due to pressing nature of public duties he is not able to meet the Minister, he should depute his next senior officer. Utmost courtesy should be shown to Ministers as per Government instructions and failure of a Deputy Commissioner to do so is indicative of disrespect.
Govt. of Assam letter No.GAG.119/53/29 dt. 23.3.1954.

Courtesy to be shown to the Chief Justice and other Judges of the High Court, Assam, on their official tour in the State.

The Registrar, Assam High Court, should send advance intimation to the District or Sub-Divisional Officer concerned of a projected visit of the Chief Justice or other Judges to a District or Sub-Division as the case may be.

On arrival at the District or Sub-Divisional Headquarters, the Chief Justice will be received by the Deputy Commissioner or Sub-Divisional Officer concerned at the Circuit House if the arrival is by road and at the railway station or the airfield if the arrival is by train or air. The local Heads of the Judiciary should also be present to receive the Chief Justice along with the Deputy Commissioner or the Sub-Divisional Officer as the case may be. In case the Deputy Commissioner or the Sub-Divisional Officer finds it impossible to remain present as directed above for any public duty, the next senior officer will be deputed to receive the Chief Justice. In the case of Judges, the local Heads of the Judiciary will be present to receive them at the Circuit House, railway station or airfield as the case may be. The Deputy Commissioner or the Sub-Divisional Officer concerned will however meet the Judges on their arrival or as soon thereafter as may be convenient. In their absence due to any public duty, the next senior officer will meet the Judges on arrival. Besides, a responsible officer should be instructed to make necessary arrangements for the accommodation and convenience of the Chief Justice and other Judges during their stay at the place of residence. A guard shall be provided on the building where the Chief Justice or other Judges stay during their visit to a District or Sub-Divisional Head quarters or any other station. The local Head of the Judiciary will accompany the Chief Justice or other Judges during their journeys in the district or the Sub-division concerned.

The Registrar or Private Secretary to the Chief Justice in the case of the Chief Justice and stenographers in the case of the Judges, in consultation with the Deputy Commissioner or Sub-Divisional Officer concerned, will fix up appointment for persons who may desire interviews with the Chief Justice and other Judges or whom they might like to see during their stay in the district or in the Sub-Division. All gazetted officers in the Judiciary will call on them either by writing their names on a visitors book, if one is maintained, or by dropping cards. Those officers who have been asked to an interview need not make such formal calls.
No.DI-551(50)/74, dated 6th December, 1974.

From: Chief Protocol, Foreign,
New Delhi.

To: All Secretaries to Governors,
All Chief Secretaries.

Foreign Heads of States/Heads of Governments and other High Dignitaries while in India also visit places of historical and industrial interest outside Delhi. We are anxious that arrangements for these foreign dignitaries in the States and Union Territories visited by them should be of High standard befitting their status. Therefore, I am directed by the Prime Minister to draw your attention specifically to the following:-

(i) **Reception at the Airport** :- Heads of States/Heads of Governments should be received by the Governor alongwith the Chief Minister and other senior members of the Cabinet. Visiting dignitaries are given full ceremonial reception alongwith the Guard of Honour in Delhi and as such there is no need for any Guard of Honour or National Anthem to be played on the arrival of the dignitary in a State Capital. The same applied at the time of departure.

(ii) **Consular Corps** :- The Consular Corps in places like Bombay, Madras and Calcutta when called to the airport should be lined separately in order of their precedence and introduced to the visiting dignitary by the Secretary-in-charge of Protocol in the State or the Union Territory.

(iii) **Carcade** :- Order of seating of the members of the visiting party in the carcade is indicated from Delhi. It is not essential that the cars used for the visiting dignitaries to the States must be of imported varieties. Wherever, imported cars in good working order are not available, clean Ambassador or Fiat Cars should be used.

(iv) **Accommodation** :- Only the important members alongwith the visiting dignitary should be put at the Raj Bhavan depending on its size and accommodation available for guests. It would be advisable to have a fresh look at the accommodation available for guests and the furnishings and order arrangements in the Guest Wings of Raj Bhavan. Other Members of the party should be put in the best hotel accommodation available locally. In no case should the Raj Bhavan be over crowded. Secretary to the Governor with the help of the ADCs should take personal interest in the comfort and the quality of arrangements made for the stay of the visiting dignitary and his party.

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(v) **Formal meals**: Formal banquets for visiting dignitaries are held in Delhi. Therefore, it is NOT NECESSARY to arrange large dinners for visiting dignitaries in the State Capital, etc. The dinner by the Governor should be of a manageable size with due care being taken regarding the menu selected as normally foreign dignitaries are not used to over spicy and rich oily food of which the Indian guests are so fond of. It should be appreciated if mineral water could be served during such dinners instead of ordinary tap water. Wherever mineral water is not available locally, intimation should be sent to us and we would send sufficient quantities of mineral water in the same aircraft by which the VIP would be travelling. Besides mineral water, abundant quantities of fruit juices should be served throughout dinner and not only towards the end of the dinner at the time of toasts. Bearers and other persons taking part in the service of the dinner should be clean and neatly dressed who should be given some training before hand for service at such dinners.

(vi) **Guest Lists**: As regards the guest list for such dinners, besides the important members of the visiting party, only Indian nationals should be invited as this would be in line with the practice following in Delhi. There is no necessary to invite any one from the local Consular Corps including the Dean. The Dean of the Diplomatic Corps is not invited to such dinners hosted by the President or by the Prime Minister at Delhi.

(vii) **Speeches**: No speeches are necessary on such dinners. The formal speeches and policy statements are made by the dignitaries during their stay in Delhi. All that is required is that a very brief toast of few lines should be proposed by the Governor/Lt. Governor/Chief Commissioner which would be responded to by the visiting dignitary on the same lines.

(viii) **Cultural Programme**: In a number of places cultural programmes are arranged after dinner. These cultural programmes should be well selected and limited to about half-an-hour as normally the visiting dignitary is tired after travelling the whole day.

(ix) **Gifts**: The visiting dignitary and party are given suitable gifts by the Central Government before their departure from Delhi. Therefore, there is no need for giving any expensive gifts to the visiting dignitary by the State authorities. However, there would be no objection to some token gifts being given to them wherever desired.

SJS CHHATWAL,
Chief Protocol, New Delhi.
VISITS OF FOREIGN DIGNITARIES
GUIDELINES FOR STATE GOVERNMENTS

The guidelines are meant to facilitate the handling of ceremonial visits of foreign dignitaries of the level of Heads of States, Vice-Presidents and Heads of Governments/Prime Ministers by State Protocol authorities. It is important from the Protocol point of view to have a uniform policy for the handling of the visits of foreign dignitaries in the different State/Union Territories of India. The guidelines are designed to minimize, if not eliminate, differing protocol practices in the States.

INITIAL PLANNING

On receipt of information regarding a visit, the following should be alerted immediately:

i) The Governor
ii) The Chief Minister
iii) Minister in-charge of Protocol
iv) The Chief Secretary
v) Director General of Police
vi) Organisations/Sites to be visited.

Steps should be taken to book the required transport and hotel accommodation or confirm the bookings made directly by the Ministry of External Affairs (MEA), Protocol Division.

RECEPTION AT AIRPORT

On arrival at the State Capital, the foreign dignitary is to be received by the following Indian dignitaries and officials:

i) The Governor
ii) The Chief Minister
iii) Minister in-charge of Protocol
iv) The Chief Secretary
v) Director General of Police

The Mayor and Sheriff where available, may be included in the Reception line-up. If the visiting dignitary is accompanied by the spouse, then the spouses of the Governor and the Chief Minister only are required to be present at the airport. The
Reception line-up beginning with the Governor should be along the edge of the Red Carpet (if any), so that the Governor is on the left of the visiting dignitary when he alights at the foot of the ladder. Introduction of the dignitaries and officials in the Reception line-up may be done by the Governor or the Secretary in-charge of Protocol.

**BOUQUETS / GARLANDS**

Bouquets are preferable to garlands. The Governor and the Chief Minister and their spouses may hand over bouquets to the visiting dignitary and spouse at the time of the introductions. Others in the Reception line-up should not present bouquets or flowers. Bouquets should be reasonably small to facilitate easy handling. Where bouquets are not readily available, garlands may be used. However, visiting dignitaries, especially their spouses, are reluctant to be garlanded as it tends to disturb their hairdo. It is, therefore, recommended that whenever possible, garlands should also be handed over like bouquets.

**NATIONAL ANTHEMS & GUARD OF HONOUR**

National Anthems should not be played. A Guard of Honour or its inspection by the visitor is not required. The ceremonies involving National Anthems and Guard of Honour are only accorded upon arrival and departure at New Delhi. These ceremonies should not be repeated in the States.

The Reception line-up at a place other than the State Capital, should consist of the following officials :-

i) Mayor, if any

ii) Commissioner of the Division

iii) D.I.G. of the Range

iv) District Magistrates/Deputy Collectors

v) Senior Superintendent of Police

In case of an Air Force base, the Air Officer Commanding should also be present. It is not necessary for spouses to be present.
OTHER ARRANGEMENTS AT THE AIRPORT

On arrival of the aircraft, the handling agency should be directed to position the ladder for the rear door of the aircraft first. This enables the press party from the aircraft to disembark quickly and take position to cover the Reception of the visiting dignitary. State Protocol officials should be stationed at the rear ladder to guide the visual media to the place earmarked for them. The media should be positioned opposite the Reception line-up at some distance. They should not be allowed to come on the Red Carpet and crowd the distinguished visitors. Security officials have a special role to play in restraining the media who should not be permitted to move around as they wish.

Protocol officials on duty should guide the delegation members directly to their vehicles. Where feasible the visiting dignitary can be escorted to the VIP Lounge where refreshments can be offered. This enables the other members of the delegation to locate their vehicles and be seated with the assistance of the Protocol officials. The waiting period in the Lounge should not exceed 10 minutes.

MINISTER & LADY ACCOMPANYING

The Prime Minister nominates a Minister of the Central Government as Minister accompanying the visiting dignitary. The wife of the Minister or the wife of a senior official or a lady officer in the MEA acts as the lady accompanying the spouse of the visiting dignitary. They escort the visiting dignitary and spouse on their visits to various places outside Delhi and travel with them in their respective cars. It is, therefore, not necessary for the Indian dignitaries and officials in the Reception line-up to travel with the visitors from the airport to their place of residence. In case a place is visited before the visitors arrive at Delhi, then the visiting dignitary and spouse travel in the flag car. The Minister and Lady accompanying are attached to the visitors from Delhi.
MOTORCADE PLAN

The motorcade plan should be as under :-

Warning Car(s)

Protocol car (for Chief of Protocol/Deputy Chief of Protocol and State Protocol Officer)

Media vehicle (if required)

Pilot

Outriders

VVIP-I (Flag car)

Escorts

Outriders

VVIP-I spare

VVIP-II (spouse)

Escort

VVIP-II spare

CAR No.1

CAR No.2

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Spare cars

Medical Car/Ambulance

Tail car

Each car should be clearly labelled. Stickers in bold letters should be affixed on the front and rear windscreens. Sufficient copies of the car plan should be kept ready for distribution to the members of delegation as they disembark from the aircraft at the airport. Limousines are preferable as VVIP vehicles. It should be ensured that the flag car has two flag rods on either side. Looking out from inside towards the front, the Indian flag should always be on the right and the visiting country’s flag on the left. The Indian car flag should
be of good quality, clean and pressed. The visiting country’s flag would be provided by the Protocol representative from MEA attached to the visiting delegation. The following points should also be kept in mind:

i) When buses are to be included in the motorcade these should preferably be mini buses – 12 to 15 seaters. It is better to include 2 mini buses than a large bus which is difficult to manouevre and cannot keep pace with the motorcade.

ii) When vehicles have to be hired, the agency should be security cleared. Preference can be given to the State Tourism Development Corporation or a private Company which has been vetted by the security agencies. The vehicles hired should be in good condition. To enable the security agencies to conduct an inspection of the vehicles, they may be hired not more than six hours before the arrival of the visitor.

iii) Depending on the size of the motorcade, at least 2-3 spare cars should be arranged. Their allotment would depend upon exigencies and should be done in consultation with MEA’s Protocol officials.

iv) The drivers of all hired vehicles should be security cleared. It should be ensured that they are properly dressed and are briefed about the programme. They should be given strict instructions about their duties. They should not leave their vehicles or disappears without taking the permission of the concerned State official or their passengers.

v) Often interpreters are required to be seated in the flag car and the car allotted to the spouse. Such vehicles should preferably have bench (not bucket) seats in front.

vi) Traffic is temporarily stopped when the motorcade moves. The Police should be briefed about releasing the traffic only after the Tail car has passed.
The Tail car driver should allow a car in the motorcade which may have been left behind to catch up and join the motorcade. Otherwise this car would not be able to reach the destination on time.

**BAGGAGE**

Transportation of baggage to the place of stay of the visiting dignitary is an important task of Protocol. Ideally there should be two baggage vehicles - a small one exclusively for the baggage of the VVIP & spouse and a larger second vehicle for the baggage of the delegation.

The baggage has to be escorted from the airport to the hotel and back. Normally, police authorities provide trucks for the transportation of baggage. In case vehicles have to be hired, these should be procured from an agency which has been vetted by security.

At least two Protocol officials should be appointed to look after the baggage. They should be equipped with the accommodation plan. On arrival at the hotel, the baggage officers should assist in placing the baggage in the rooms of the members of delegation. For the VVIP baggage, the visiting side usually has its own baggage officer and sometimes a security official. Close liaison with the officials of the visiting side should be maintained for the smooth handling of baggage. Because of the high level of security, baggage has to be properly screened before it is loaded on to the aircraft. This screening sometimes is done at the place of stay or at the airport. Since considerable time is required for screening, baggage is usually collected several hours before departure. VVIP baggage is not screened, and is usually sent with the motorcade to the airport. However, wherever possible, even VVIP baggage should be collected in advance and taken to the airport for loading on to the aircraft.

**ACCOMMODATION**

The visiting dignitary and the delegation should always be accommodated in the best available hotel. Raj Bhavans are not used for accommodating foreign dignitaries. The Chief Security Liaison Officer (CSLO) is a senior officer from the Ministry of Home Affairs who is attached to the visiting
dignitary for the entire visit. He should invariably be accommodated in a room in close proximity to the suite of the visiting dignitary. This should preferably be a room opposite or adjacent to the VVIP suite. This is an important security requirement.

The accommodation plan should be prepared in consultation with the hotel. The party should be accommodated as far as possible, on the same floor or as close together as possible. The hotel should be requested to set up a check in counter for the delegation accompanying the foreign dignitary. The rooming lists and keys to the rooms should be handed over as soon as the delegation members report to the separate check-in counter. The normal check-in formalities would have to be waived in such cases. The CSLO may be approached to liaise with the local security authorities so that the hotel is provided necessary exemption from the requirement of providing details about the individual members of delegation. Copies of the rooming lists should be provided to all the delegation members. This may be placed in the rooms. Publicity brochures regarding the States in general and places to be visited in particular should also be placed in the rooms of the visiting delegation members. Billing instructions conveyed by MEA should be intimated of the hotel. Our hospitality does not include expenses incurred on international communications (telephone calls, telex, telefax, etc.). The onus for obtaining payment for such charges is with the hotel. The hotel should also be instructed to obtain the signatures of delegation members of bills for room service for meals in restaurants, etc. The norms laid down by the Government of India (GOI) for extension of hospitality are as under –

i)  **Head of State/Vice-President/Head of Govt. level** :- A total of 22 persons are treated as guests. MEA will pay for all charges except for expenditure on international communication which has to be borne by the visiting side or their Mission in India. Sometimes larger delegations are treated as GOI guests. Intimation is invariably conveyed by MEA to the State Governments.
ii) Foreign Minister level :

A total of 12 persons are generally treated as guests. The rules applicable are same as in (i) above.

All other members have to pay for themselves. The hotel should be informed accordingly so that payments are collected from members of the delegation, who are not guests of the GOI and are so identified in advance. Transportation is also provided at GOI cost to those who are the guests of GOI. Wherever possible, Ministers are provided cars on individual basis. Senior officials 2 to a car & junior officials 3 to a car, or if the number is large, in mini buses. The media party has varying requirements. In some cases, they all travel in mini buses. In other cases, separate transport have to be provided to the television crew, news agency representatives and radio correspondents.

**LUNCH/DINNER HOSTED BY GOVERNOR/CHIEF MINISTER**

Depending on the available space, the number that can be invited from the visiting side should be indicated to Protocol-I Section of MEA. The ratio of Indian & foreign invitees is generally maintained at 2:1. It is usually our endeavour to invite all those who are the guests of the GOI, although we can leave it to the visitors to indicate their guests provided they keep within the numbers. On receipt of the names of the invitees, invitation cards should be kept ready and handed over to the invitees at the hotel when they are checking in. A few blank cards should be kept handy for last minute changes in the Guest list. If such changes are made, the information should be conveyed to the concerned officials in charge of making arrangements for the lunch/dinner so that alterations in the Table plan can be made. The card should bear the inscription “In honour of H.E.……..(Designation and name of country) and Mrs.………………. It may be noted that the dinner hosted by the Governor is not a State Banquet.
The Table plan should be prepared according to the Warrant of Precedence. However, an attempt should be made to intersperse foreign and Indian invitees, males & female without upsetting Protocol. A copy of the printed Table plan should be handed over to each guest upon arrival at the venue of the lunch/dinner. A master copy of the table plan should be placed at a prominent site in the assembly room or at the entrance of the Dining Hall. Place cards should be arranged on the table as per the Table plan. The menu requires careful selection. Both Continental and Indian items should be included. Many foreign dignitaries prefer food with low oil & spices. To serve a pure vegetarian meal to foreigners who are non-vegetarians is a poor reflection on our long established tradition of hospitality. Printed copies of the menu should be placed on the table, a copy for each invitee.

Indian invitees should be requested to arrive at least 15 minutes in advance of the VVIPs. In the assembly room, they should be briefed about lining up in a single file to enable them to be introduced to the visiting dignitary. The visiting side may be requested to line-up after the Indian invitees. Secretary to the Governor or Secretary (Protocol) may conduct the proceedings in Raj Bhavan. Secretary in-charge of Protocol may conduct the proceedings if the lunch/dinner is hosted by the Chief Minister. The Governor/Chief Minister as the case may be should receive the dignitary on arrival at the point of alighting. Usually the visiting dignitary and the host (and their spouses) proceed to a separate room where they sit down for about 10-15 minutes. Refreshments may be served. Thereafter, they proceed to the main Assembly room. The visiting dignitary is introduced to the Indian invitees and the Indian host introduced to the members of the visiting side. From the Assembly room all invitees except the visiting dignitary, the host and their spouses, proceed to the Dining Room. Once this has been done, the Chief Guest and the Host (and spouses) are conducted into the Dining Room to their seats. Service at the table should be properly timed so that invitees do not have to wait for more than 5 – 7 minutes between courses. National Anthems are not to be played at the lunch/dinner hosted by the Governor/Chief Minister in a State Capital. No Speeches or Toasts are required.
Interpreters (when required) may be seated behind the Chief Guest and the Host. It is not our practice to seat interpreters on the table. They, therefore, cannot have their meal at the table. The host should see off the Chief Guest upto the car.

In some State, it is the practice to have a small cultural function before lunch/dinner. Performers for such functions should be carefully selected. Dances and instrumental music are usually preferred by foreign guests. The performance must be of high quality.

VISITS TO INDUSTRIAL/SCIENTIFIC ESTABLISHMENTS, SIGHT-SEEING, ETC.

For such visits, the following information should be conveyed to Protocol-I, MEA:

i) The number of visitors who can visit.

ii) Whether the media is permitted to cover all events.

In a large industrial establishment, it is always preferable to transport the visitors in a coach/bus, if possible. This facilitates easier movement. To manoeuvre the whole motorcade is always a difficult task inside any establishment. Sufficient copies of brochures may be kept ready for distribution to the visitors.

For sight-seeing tours, a knowledgeable guide is essential. The guide should be experienced, fluent and lucid in his explanation. He should be told about the duration of the tour. The route during a sight-seeing tour should be fixed in advance taking into account the time available. Where interpretation is required, the person should explain and speak in short sentences and pause to enable the interpreters to translate.

GIFTS

Gifts are presented to the visitors in Delhi on behalf of the President/Vice-President/Prime Minister depending upon the host. Therefore, it is not obligatory for the State Government to offer gifts. Should the Governor and Chief Minister
wish to give gifts to the foreign dignitaries, Protocol – MEA should be informed in advance. The gifts should not be expensive. There should be no ceremonial exchange of gifts between the visiting and Indian dignitaries. Gifts should be exchanged through the protocol officials.

ADVANCE TEAMS

In many cases, advance protocol/security teams come to India to tie up details about the programme. These teams meet the security and protocol authorities for briefings and finalization of various details. Wherever these teams visit the State Capitals or other cities, which are on the itinerary of the visiting dignitary, meetings with the concerned security and protocol authorities in the States should be organized. Visits to the venue in the programme should also be arranged. It may be noted that such teams meet their own expenditure and no financial commitment should be made without the prior approval of Protocol-MEA. However all other facilities and courtesies like reception/send-off at the airport, fixing of meetings and escorting them to different venues should be extended.

PROCESSING OF BILLS

All bills should be carefully scrutinized before forwarding them to Protocol-MEA for payment. Some hotels forward their bills directly to Delhi for payment. While this is in order, State Protocol may advise such hotels to keep them informed about the movement of the bills. Bills for transportation and other items should be prepared as per the requirement conveyed by Protocol-MEA. It is expected that the State Government would meet petty expenditure from their own budget. Major items of expenditure, not already authorized by Protocol-MEA, can only be incurred with the prior approval Protocol-MEA.

Bill relating to expenditure on the Indian Air Force Aircraft and the crew are not paid by Protocol-MEA. These bills should be forwarded to the following address :-

Accounts Officer,
Air Headquarters,
West Block,
R. K. Puram,
NEW DELHI – 110 022

All bills for MEA may be forwarded to:

Attache (Protocol Accounts)
Government of India,
Ministry of External Affairs.
Room No.510,
Akbar Bhavan, Chanakyapuri,
NEW DELHI – 110 021

MEDICAL FACILITIES

The blood groups of the dignitary and the spouse and medical history (if any), are conveyed by Protocol-MEA to the security authorities in Delhi. This information is also conveyed to State Protocol. Arrangements for provision of medical facilities should be made as per the guidelines laid down by the security authorities. A fully equipped Ambulance with a Doctor and medical Attendants is normally attached to the motorcade. This Ambulance is stationed at the place of residence of the visiting dignitary. Arrangements for emergency medical care are made at the nearest major hospital. State Protocol is required to co-ordinate with the security and medical facilities regarding these arrangements.

TELECOMMUNICATION FACILITIES

Telephone hotline, fax, telex connections and equipment are sometimes requested by visiting delegations. While instructions are issued from Delhi, State Protocol is required to co-ordinate with the local telecommunication authorities to ensure that the facilities requested are actually put in place and tested before the arrival of the delegation.

GENERAL

The way we organize a visit is a measure of our efficiency and organization abilities in the eyes of the foreign visitors.
Attention to detail is the sine qua non of Protocol work. The conduct and bearing of Protocol and Security officials are important factors contributing to the image of our country. Detailed briefings to all officials involved in the organisation of a visit should be undertaken. There is merit in following a uniform Protocol pattern in all States, to the maximum extent possible.

All the above factors contribute to the impression the foreign visitors take back with them. It should be our endeavour to convey an abiding impression of efficiency, hospitality, decorum and dignity – the heritage of our ancient civilization and culture.
M.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 Governments 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.473(31)DIII/73 of March, 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 dinners/Lunches for them or organize special meeting 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 Houses 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

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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 a 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 and 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 occasions 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 is 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 that Heads of Mission should always meet the Governor or Chief Minister as a matter of course during their visits etc. the 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 charge of Governor or Chief Minister, since his last visit.

Contd....
6. On subsequent occasions meetings 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 diplomats below the 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 Counsellor or at least that of a Counsellor.

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 the specific business they wish to discuss before an appointment is made. No meals need be offered.

9. Foreign Consuls 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 visiting Ambassadors/High Commissioners/Consul General when they ask for it, or when the State Government feels that it is necessary or 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).
A MODEL CARCADE PLAN IN CONNECTION WITH THE VISIT OF FOREIGN
DIGNITARY.

The motorcade plan should be as under :-

Warning Car(s)
Media vehicle (if required)
Pilot
Outriders
VVIP-1 (Flag car)
Escorts
Outriders
VVIP-1 spare
VVIP-II (spouse)
Escort
VVIP-II spare
Car No.1
Car No.2
,,
,,
,,
Spare cars
Medical car/Ambulance
Tail car

Each car should be clearly labelled. Stickers in bold letters should be affixed on the front and near windscreens. Sufficient copies of the plan should be kept ready for distribution to the members of delegation as they disembark from the aircraft at the airport, Limousines are preferable as VVIP vehicles. It should be ensured that the flag car has two flag rods on either side. Looking out from inside towards the front, the Indian flag should always be on the right and the visiting country's flag on the left.
The Indian car flag should be of good quality, clean and pressed. The visiting country’s flag would be provided by the Protocol representative from MEA attached to the visiting delegation. The following points should also be kept in mind –

i) When buses are to be included in the motorcade these should preferably be mini buses 12 to 15 seaters. It is better to include 2 mini buses than a large bus which is difficult to manouever and cannot keep pace with the motorcade.

ii) When vehicles have to be hired, the agency should be given to the State Tourism Development Corporation or a private company which has been vetted by the security agencies. The vehicles hired should be in good condition. To enable the security agencies to conduct an inspection of the vehicles, they may be hired not more than six hours before the arrival of the visitor.

iii) Depending on the size of the motorcade, at least 2 – 3 spare cars should be arranged. Their allotment would depend upon exigencies and should be done in consultation with MEA’s protocol officials.

iv) The drivers of all hired vehicles should be security cleared. It should be ensured that they are properly dressed and are briefed about the programme. They should be given strict instructions about their duties. They should not leave their vehicles or disappear without taking the permission of the concerned State official or their passengers.

v) Often interpreters are required to be seated in the flag car and the car allotted to the spouse. Such vehicles should preferably have bench (not bucket) seats in front.

vi) Traffic is temporarily stopped when the motorcade moves. The Police should be briefed about releasing the traffic only after the Tail car has passed.
vii) The Tail car driver should allow a car in the motorcade which may have been left behind to catch up and join the motorcade. Otherwise this car would not be able to reach the destination on time.
APPENDIX-XIII
(Ref. Para - 9.1)

MODEL FORMS OF INVITATION CARD AND CAR PASS FOR FAREWELL TO OUTGOING GOVERNOR

(Emblem)

To see off

Shri……………………
Governor of Assam

The Chief Secretary to the Government of Assam requests your presence at ………………… hours on…………… the ………
at the .................................................................

R.S.V.P. (Regrets only)
State Protocol Officer,
General Administration Department,
Assam Secretariat,
Guwahati-6
Telephone No………………

1. Entrance will be through the .......... and exit via..............................
.................................
2. Invitees are requested to show this card at the entrance.
3. Car pass is enclosed.

* CAR PASS
FAREWELL

Shri………………………………………
Governor of Assam

* This pass will be in a separate sheet
MODEL FORMS OF INVITATION CARD AND CAR PASS FOR RECEPTION OF
GOVERNOR

(Emblem)

To receive

Shri……………………
Governor-designate

The Chief Secretary to the Government of Assam
requests your presence

at ………………… hours on……………… ………

R.S.V.P. (Regrets only)
State Protocol Officer,
General Administration Department,
Assam Secretariat,
Guwahati-6
Telephone No…………………

1. The invitees are requested to show this card at the entrance and to be in their
seats before…………hours.
2. Car pass is enclosed.

* CAR PASS

RECEPTION OF
GOVERNOR – DESIGNATE

ON…………………………

* This pass will be in a separate sheet.
MODEL FORMS OF INVITATION CARD AND CAR PASS FOR SWEARING-IN-CEREMONY OF GOVERNOR  

(Emblem)

The Chief Secretary to the Government of Assam
Requests the presence of
Shri/Smti………………………………………………………………………………………………………

at the swearing-in of
Shri………………………………………………………………………………………………………

as
Governor of Assam

to be held in the………………………………………………

at........................ on ..............................

N.B. The invitees are requested to bring the pass enclosed and to be in their seats before .........................hours.

* CAR PASS

Swearing-in-Ceremony

At.......................  

GUWAHATI

On..............................

* This pass will be in a separate sheet.
PROGRAMME OF SWEARING-IN-CEREMONY OF GOVERNOR

(Emblem)

CEREMONY

ON THE OCCASION OF THE ASSUMPTION

OF OFFICE OF THE

GOVERNOR OF ASSAM

AT A.M. / P.M. ON .........................(DAY) AT RAJ BHAVAN, GUWAHATI.

Guard of Honour : 1. The Governor-designate, attended staff, on leaving the building of Raj Bhavan, will move towards the western lawn.

2. The Governor-designate and personal staff will form up on the saluting base, facing the guard-of-honour will give a "General Salute".

Procession : 3. The Governor-designate, accompanied by Smti..................will proceed in a procession to the Durbar Hall as follows :

Chobdar Jamadar

Chief Secretary, Assam

Aide-de-Camp

Governor-designate & Smti.........................

Secretary to Governor, Assam.

Contd....
4. When the procession enters the Durbar Hall, all present will rise and remain standing. The Governor-designate and Smti………………..will take their seats, and the others forming part of the procession, will move to their allocated positions. After the Governor-designate and Smti………. ……………..have taken their seats, all present will remain in their seats.

Opening of
Proceedings

5. The Chief Secretary, Assam will then advance in front of the Governor-designate and ask permission to open the proceedings with the following words.

"With your permission, Sir,
the proceedings may start".

Reading of Warrant
of Appointment

6. The Chief Secretary, Assam will next ask permission to read the Warrant of Appointment with the following words:

"When the permission has been granted, the Chief Secretary will begin as follows:

"The Warrant under the hand and seal of the President of India appointing Shri……………… to be the Governor of Assam

Contd ...
He will then read aloud the text of the Warrant of Appointment, bow and return to his chair, where he will remain standing, until the oath has been made.

**Administration of the Oath**

7. The Chief justice will now advance in front of the Governor-designate and say:

   “Are you pleased, Sir, to take the oath or Affirmation”.

   On receiving the assent, the Chief Justice will hand over the form of Oath to the Governor-designate, who will read the oath or Affirmation.

**Signing of Oath**

8. The Governor will then sign the oath of office and greet the Chief Justice.

**Classing of the Proceedings**

9. The Chief Secretary, Assam will rise, advance in front of the Governor, and ask permission to close the proceedings with the following words:

   “With your permission, Sir, the proceedings will now be closed”.

10. On receiving assent, the procession will reform, preparatory to leaving the Durbar Hall.

   Contd....
National Salute : 11. On reaching the main porch, the Governor will mount the saluting base, and the Guard-of-Honour will give the National Salute, followed by the National Anthem.

The Governor followed by personal staff will then return to the main building of the Raj Bhavan.

Reception : 12. The Governor and Smti………………. proceed to the eastern lawn for the reception.
FORM OF OATH OF GOVERNOR

I, ……………………………(name) do swear in the name of God that I will faithfully execute the office of Governor of Assam and will to the best of my ability preserve, protect and defend the Constitution and the law and that I will devote myself to the service and well-being of the people of Assam.

Dated this ……………………………day of…………………………………………
……………………………………………………………………(month and year) ……………………..

FORM OF OATH OF AFFIRMATION

I, ……………………………(name) do solemnly affirm that I will faithfully execute the office of Governor of Assam and will to the best of my ability preserve, protect and defend the constitution and the law and that I will devote myself to the service and well-being of the people of Assam.

Dated this ……………………………...day of……………………………...………………………………………………(place).

Governor of Assam,

The above oath/affirmation was made and subscribed in my presence.
Dated this ……………………………...day of……………………………...………………………………………………(place).

Chief Justice of the High Court of Gauhati
Specimen of demi-official letter to be addressed to The Chief Justice for administering the oath to the Governor.

(Name of Chief Secretary)  D.O.__________________

(Designation)  __________(Date)

As you are aware Shri…………………………has been appointed as Governor of Assam by the President of India. The ceremony at which he will make and subscribe the oath prescribed under Article 159 of the constitution, before assuming charge, has been fixed at……………………………………(time) on the ……………………………… (date) at the …………………………………………………. I am desired to request you kindly to make it convenient to be present at the ceremony and administer the oath to the Governor. Tentative programme is enclosed.

With regards,

Yours sincerely,

(Name of Chief Secretary)

Shri…………………………
The Hon’ble Chief Justice,
Gauhati High Court,
Guwahati.
APPENDIX-XIX
(Ref. Para.9.7)

MODEL FORM OF NOTIFICATION REGARDING
ASSUMPTION OF OFFICE BY THE NEW GOVERNOR

GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR

PERSONNEL (PARLIAMENTARY AFFAIRS) DEPARTMENT

NO.......................... DATED.............................

NOTIFICATION

Whereas the President of India has been pleased to appoint Shri……………to be the Governor of Assam and whereas Shri…………………………, Chief Justice of the Gauhati High Court, who was appointed by the President of India to discharge the functions of the Governor of Assam has vacated the office of the Governor of Assam on the ………………, it is hereby notified that Shri………………….. has on this day taken upon himself the execution of his office.

Chief Secretary to the Govt. of Assam
PROGRAMME
FOR THE SWEARING-IN OF
Shri…………………………
AS CHIEF MINISTER
AND
OTHER MEMBERS OF THE COUNCIL OF MINISTERS
AT
RAJ BHAVAN
GAUHATI

at……………………… hours

ON………………………THE…………………………

The invitees are requested to be in their seats before……………….hours.

The Chief Minister-designate and other Ministers-designate arrive……………...
hours. They will be received by the Chief Secretary to Government on arrival and led to
their respective seats.

The Governor attended by the As. D.C. arrives at ……………….hours. The
Assemblage rises. The band plays the National Anthem. The Assemblage sits after the
Governor takes his seat.

The Chief Secretary rises, bows to the Governor and says –

“Sir, Shri…………………………. Chief Minister-designate and the Ministers-
designate are present to take the oaths of office and secrecy. I request your permission
to present them”. 
The Governor grants permission and rises.

The Chief Secretary then presents Shri……………………. Chief Minister-designate, who advances and takes his position to the right of the Governor. The Governor reads the oath of office clause by clause and Shri…………………… repeats the oath after the Governor. The Governor reads the oath of secrecy in the same way which is repeated by Shri………………… Shri…………………… signs the oaths in the books kept on the table which are then attested by the Governor. After that the Governor shakes hands with Shri…………………… and present a bouquet to him. The Chief Minister then proceeds to his seat.

The Chief Secretary then presents the other Minister-designate individually and they take the oaths of office and secrecy in the same way.

After the Ministers have taken the oaths, the Chief Secretary rises and says:

“Sir, the swearing-in is now complete”.

The band plays the National Anthem.

The Governor attended by the A.D.C. leaves the hall.

The Chief Minister and the other Ministers then leave the hall.

The invitees are requested to remain in their seats till the Governor, the Chief Minister and the other Ministers leave.
The Chief Secretary to the Government of Assam requests your presence on the occasion of the swearing-in of Shri…………………………as Chief Minister and other members of the Council of Ministers at……………………(time) on…………(day) the…………………..(date, month and year) at……………………(place).

The invitees are requested to bring this card and to be in their seats before ……………………………

<table>
<thead>
<tr>
<th>SWEARING-IN CEREMONY</th>
</tr>
</thead>
<tbody>
<tr>
<td>* CAR PASS</td>
</tr>
<tr>
<td>* AT RAJ BHAVAN/JANATA BHAVAN</td>
</tr>
<tr>
<td>GUWAHATI</td>
</tr>
<tr>
<td>ON…………………………</td>
</tr>
</tbody>
</table>

* This will be in a separate sheet.
নই, প্রতিজ্ঞা করো যে, বিষয় দ্বারা স্থাপিত ভবত্ব সংবিধান প্রতি সহ প্রকৃত বিবাহ অক্ষত আনুশোচনা পোষণ করিব। নই ভবত্ব সার্বভৌমত্ব চাও অক্ষতা বক্তা করিব, সহ অসাম বাজ্য এজন রাজিক সংগে বিবৃততাতে আক অব অন্য বিচারে হোর কর্তৃক সম্পাদন করিব সহ তো বা পাক্ষিক, অনুরূপ যা বল্লে অক্ষতালে সংবিধান অক্ষত বিত্ত অনুসারে সকলে প্রকাশ লোক প্রতি ন্যায়ে আচরণ করিব।

আজি তাবিকে সৌম দ্বারা উপরোক্ত স্পষ্ট ক্ষুদ্রা হ’ল।

গুরুহাটী
তাবিক অসন্থ রাজ্যপাল।
Appendix-XXIII
(Reference para-10.3.4)

OATH OF SECRECY

I, , do swear in the name of God that I will not directly or indirectly communicate or reveal to any person or persons any matter which shall be brought under my consideration or shall become known to me as Minister for the State of Assam except as may be required for the due discharge of my duties as such Minister,

The above oath has been administered by me this day of

GUWAHATI,
The GOVERNOR OF ASSAM
GOVERNMENT OF ASSAM  
PERSONNEL (PARLIAMENTARY AFFAIRS) DEPARTMENT

NOTIFICATION
No……………………………..                                         Dt. Dispur the…………………………..

The Governor of Assam has been pleased to accept with effect from the …………………..resignation of Shri……………………………..Chief Minister and the Council of Ministers headed by him as indicated below. The Governor has also been pleased to request Shri……………………………..and other members of the Council of Ministers to continue in office till other arrangements are made :-

Ministers :-
(1)…………………………………
(2)…………………………………
(3)…………………………………
(4)…………………………………
(5)…………………………………

Ministers of State :-
(1)…………………………………
(2)…………………………………
(3)…………………………………
(4)…………………………………

Chief Secretary to the Govt. of Assam.
GOVERNMENT OF ASSAM
PERSONNEL (PARLIAMENTARY AFFAIRS) DEPARTMENT

MODEL FORM OF NOTIFICATION REGARDING APPOINTMENT OF NEW MINISTRY.

No.…………………………… Dated Dispur, the………………

(I)

In exercise of the powers vested in him under clause (i) of Article 164 of the constitution of India, the Governor of Assam has, on the ……………………….. been pleased to appoint Shri………………………… to be the Chief Minister of Assam.

He has been sworn in today in the forenoon/afternoon……………………..

(II)

No……………………………

In exercise of the powers vested in him under clause (i) of Article 164 of the Constitution of India, the Governor of Assam, on the advice of the Chief Minister, has been pleased to appoint on this the……………………………, the following persons as members of the Council of Ministers.

Ministers :-

(1)………………………………

(2)………………………………

(3)………………………………

Ministers of State :-

(1) ……………………………

(2) ……………………………

(3) ……………………………

They have been sworn in on the forenoon / afternoon of …………………

Chief Secretary to the Govt. of Assam.
GOVERNMENT OF ASSAM
PERSONNEL (PARLIAMENTARY AFFAIRS) DEPARTMENT

MODEL FORM OF NOTIFICATION REGARDING ALLOCATION OF BUSINESS AMONG THE MINISTERS

No…………………………                                Dated Dispur, the……………………………

The Governor of Assam, on the advice of the Chief Minister, is pleased to order the allocation of portfolios among the Members of the Council of Ministers as follows :

<table>
<thead>
<tr>
<th>Ministers</th>
<th>Portfolios</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Chief Minister :-</td>
<td></td>
</tr>
<tr>
<td>(2) .........................</td>
<td></td>
</tr>
<tr>
<td>(3) .........................</td>
<td></td>
</tr>
<tr>
<td>(4) .........................</td>
<td></td>
</tr>
</tbody>
</table>

Ministers of state :-

| (1) ......................... |
| (2) ......................... |
| (3) ......................... |
| (4) ......................... |

Chief Secretary to the Govt. of Assam.
A MODEL OF THE PARADE COMPOSITION AND PARADE PROGRAMME

IN CONNECTION WITH INDEPENDENCE DAY CELEBRATION.

On the occasion of flag hoisting on the Independence day celebrations, the Governor/Chief Minister will take the salute and unfurl the National Flag at the Judges’ field at Guwahati.

The children of all educational institutions will come in a procession and meet at the judges’ field before 8 A.M.

The Guard of Honour consisting of personnel from the police force and the state police band will be drawn up in front of the Flag-Mast.

The Governor/Chief Minister will reach the judges’ field about 10 minutes before the Flag hoisting and will be conducted nearer the saluting base. He will then ascend the saluting base and other dignitaries and high officials present on the occasion will line up behind the Governor/Chief Minister below the saluting base. At 8:58 A.M. there will be general salute. The Governor/Chief Minister will unfurl the National Flag at 9 A.M. Immediately after the unfurling of the National Flag the Police Band will play the National anthem. He will then inspect the parade and deliver the speech. After the speech, the Governor/Chief Minister will take the salute of the ceremonial march past.

The Governor/Chief Minister will be seen off by the dignitaries present.
A MODEL OF THE PARADE COMPOSITION AND PARADE PROGRAMME
IN CONNECTION WITH REPUBLIC DAY CELEBRATION

Every year, Republic Day is celebrated in Guwahati City with the Governor/Chief Minister unfurling the National Flag at 9:00 a.m. on the 26th January at the Judges’ field.

From 7 a.m. to 8 a.m. students of different institutions in the city would start converging on the Judges’ field.

The Governor/Chief Minister will arrive at 8:55 a.m. at the site of the function and reach the saluting base. At 8:58 a.m. there will be general salute.

The Governor/Chief Minister will unfurl the National Flag at 9:00 a.m. and immediately, the state police band will play the National Anthem and petals will be showered by I.A.F. Helicopters amidst salute to the National Flag: by the gatherings.

The Governor/Chief Minister will then inspect the parade and deliver the speech. After the speech, the Governor/Chief Minister will take the salute of the ceremonial March past at 9:25 a.m. The March past will consist of the contingent of para-military forces, N.C.C., Home Guards, A. P. Bn, Scouts and guides, RPF, Police Band, APRO, District Police and District Traffic Police.

At 9:35 a.m. there will be fly past by IAF Helicopter with National colours.

After the march past the Governor/Chief Minister will move to the Shamiana and take his seat to witness the dance performance by various cultural troupe, tableaux to be presented by different Government and Semi-Govt. organisations. Army will display their equipments.

The Governor/Chief Minister will then depart from the place.
FLAG CODE-INDIA-EXTRACTS

SECTION-I

GENERAL

On all occasions for official display, only the Flag conforming to specifications laid down by the Indian Standards Institution and bearing their standard mark shall be used. On other occasions also it is desirable that only such Flags of appropriate size should be flown.

SECTION-II

SIZE

2. The standard sizes of the National Flag are given below:

<table>
<thead>
<tr>
<th>Flag size No.</th>
<th>Dimensions in mm.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>6300 x 4200</td>
</tr>
<tr>
<td>2.</td>
<td>3600 x 2400</td>
</tr>
<tr>
<td>3.</td>
<td>2700 x 1800</td>
</tr>
<tr>
<td>4.</td>
<td>1800 x 1200</td>
</tr>
<tr>
<td>5.</td>
<td>1350 x 900</td>
</tr>
<tr>
<td>6.</td>
<td>900 x 600</td>
</tr>
<tr>
<td>7.</td>
<td>225 x 150</td>
</tr>
</tbody>
</table>

The appropriate size should be chosen for display.

The smallest size (225 x 150 mm) is intended for motor cars.

SECTION-VI

DISPLAY ON NATIONAL DAYS OR ON SPECIAL OCCASIONS

6.1 The display of the National Flag shall be unrestricted throughout the country on the following occasions:

1. Republic Day-During the period from the commencement to the close of the celebrations;

2. National Week-6th April to 13th April – In memory of the martyrs of Jallianwala Bagh;

3. Independence Day;

4. Mahatma Gandhi’s birth day; and

5. Any other particular day of national rejoicing as may be specified by the Government of India.
6.2 The Government of India may authorize the unrestricted display of the National Flag on any specified day in any local area on account of local celebrations.

Note :- Even on the occasions mentioned above, the provisions of this Code regarding the display of National Flag on motor cars shall not be regarded as relaxed.

SECTION-VII

SALUTE

7. During the ceremony of hoisting or lowering the Flag or when the Flag is passing in a parade or in a review, all persons present should face the Flag and stand at attention. Those present in uniform should render the appropriate salute. When the Flag is in a moving column, persons present will stand at attention or salute as the Flag passes them. A dignitary may take the salute without a head dress.

SECTION-X

10.1 Public buildings :-

(a) Normally the National Flag should be flown only on important public buildings such as High Courts, Secretariat, Commissioner's offices, Collectorates, Jails and offices of the District Boards, Municipalities and parishads.

(b) In frontier areas the National Flag may be flown on the border customs posts, check posts, out posts and at other special places where the flying of the Flag takes on special significance. In addition, it may be flown on the camp sites of border patrols.

10.2 Official residences :-

(a) The National Flag should be flown on the official residences of the President, Vice-President, Governors and Lieutenant Governors when they are at Headquarters and on the building in which they stay during their visits to places outside the Head quarters, on the days mentioned in on the
in the days mentioned in Section VI the Flag should be flown on such official residences irrespective of whether the dignitary is at Headquarters or not.

(b) The National Flag should be flown on the residences at Headquarters of the Heads of Missions/Posts abroad in the countries where it is the custom for diplomatic and consular representatives to fly their National Flag over their official residences. They may also, in similar circumstances, fly the Flag on their offices where they are separate from residences.

10.3 Institutions :-

(a) When the President, the Vice-President or the Prime Minister visits an institution, the National Flag may be flown by the institution as a mark of respect.

(b) On the occasions of the visit to India by foreign dignitaries, namely, President, Vice-President, Emperor/King or Heir Prince and the Prime Minister, the National Flag may be flown along-with the Flag of the Foreign country concerned in accordance with the rules contained in Section VIII by such private institutions as according reception to the visiting foreign dignitaries and on such public buildings as the foreign dignitaries intended to visit on the day of visit to the institution.

10.4 Motor Cars :-

(a) The privilege of flying the National Flag on motor cars is limited to the :-

(1) President ;

(2) Vice-President ;

(3) Governors and Lieutenant Governors ;

(4) Heads of Indian Missions abroad in the countries to which they are accredited ;

(5) Prime Minister and other Cabinet Ministers ;

    Ministers of State and Deputy Ministers of the Union ;

    Chief Minister and other Cabinet Ministers ;

    Ministers of State and Deputy Ministers of State ;
Ministers of State and Deputy Ministers of Union Territories;

(6) Speaker of the Lok Sabha;
   Deputy Chairman of the Rajya Sabha;
   Deputy Speaker of the Lok Sabha;
   Chairman of Legislative Councils in States;
   Speakers of Legislative Assemblies in States and Union Territories;
   Deputy Chairman of Legislative Councils in States;
   Deputy Speakers of Legislative Assemblies in States and Union Territories;
   Chairman and Deputy Chairman of Metropolitan Council in Delhi;

(7) Chief Justice of India;
   Chief Justices of High Courts.

The dignitaries mentioned in Clauses (6) (7) may fly the National Flag on their cars, whenever they consider it necessary or advisable.

(b) When a foreign dignitary travels in a car provided by Government the National Flag will be flown on the right side of the car and the Flag of the foreign dignitaries will be flown on the left side of the car.

10.5 Trains :-

When the President travels by special train within the country the National Flag should be flown from the drivers cab on the side facing the platform of the station from where the train departs. The Flag should be flown only when the special train is stationary or when coming into the station where it is going to half.

10.6 Aircrafts :-

(a) The National Flag will be flown on the Aircraft carrying the President, the Vice-President or the Prime Minister on a visit to a foreign country. Alongside the National Flag, the Flag of the country visited should also be flown but, when the aircraft lands in countries enroute, the National Flags of the countries touched would be flown instead, as a gesture of courtesy and good will.

Contd....
11.4 If State mourning is to be observed on the death of any dignitary, the flags shall be half-masted throughout the period of the mourning throughout India in the case of the Union dignitaries and throughout the State or Union Territory concerned in the case of a State or Union Territory dignitary.

11.5 Half-masting of flags and where necessary, observance of State mourning on the death of foreign dignitaries will be governed by special instructions which will issue from the Ministry of Home Affairs in individual cases.

11.6 Notwithstanding the above provisions in the event of a half-mast day coinciding with a day mentioned in clause (1) of Section VI the Flags shall not be flown at half-mast except over the building where the body of the deceased is lying until such time as it has been removed and that Flag shall also be raised in the full-mast position after the body has been removed.

11.7 If mourning were to be observed in a parade or procession where a Flag is carried, two streamers of black crepe shall be attached to the spear head, allowing the streamers to fall naturally. The use of black crepe in such a manner shall be only by order of Government.

11.8 When flown at half-mast, the Flag shall be hoisted to the peak for an instant, then lowered to the half-mast position, but before lowering the Flag for the day, it shall be raised again to the peak.

Note:- By half-mast is meant hauling down the Flag to one half the distance between the top and the guy-line and in the absence of the guy-line, half of the staff.
11.9 On occasions of State and Military funerals, the Flag shall be draped over the bier or coffin with the saffron towards the head of the bier or coffin. The Flag shall not be lowered into the grave or burnt in the pyre.

11.10 In the event of death of either the Head of the State or Head of the government of a foreign country, the Indian Mission accredited to that country may fly the National Flag at half-mast even if that event falls on a day mentioned in Section VI. In the event of death of any other dignitary of that country, the National Flag should not be flown at half-mast by the Missions except when the local practice or protocol (which should be ascertained from the Dean of the Diplomatic Corps, where necessary) require that the National Flag of a Foreign Mission in that country should also be flown at half-mast.
CHECK POINTS TO BE DECIDED ON THE RECEIPT OF REPORT OF DEMISE OF AN IMPORTANT DIGNITARY

1. VERIFY POSITIONS HELD BY THE DIGNITARY.

2. Refer to State and Central Government instructions on the nature of courtesies to be extended and past precedents.


5. State mourning – whether necessary; if so, period.


7. Receiving body within the State by air-road-rail.

8. Transport of body- Open vehicle-ASTC-Ambulance-Coffin, making available Ice, Polythene covers, Cloth, Cotton etc., Medical Attendance-other requirements.


10. Arrangements for funeral- Place-Time-Transport of body – Arrangements.

11. Transport to VIPs to the place of funeral.
WARRANT OF PRECEDENCE

ORDER OF PRECEDENCE FOR STATE FUNCTIONS ISSUED UNDER GOVT. OF ASSAM VIDE NO. GAG. 140/61/121, dt. 19.4.1964

4. The Governor.

15. Chief Minister.

23. Chief Justice of High Court.
   Speaker of the Legislative Assembly.

24. Cabinet Ministers of the State Government.

27. Ministers of State of the State Government.
   Deputy Speaker of Legislative Assembly.

28. Puisne Judge of the High Court.
   Presiding Officer, Industrial Tribunal. (If held by a Judge or retired Judge of the High Court).

29. Deputy Ministers of State Government.

    Parliamentary Secretaries.

34. Chairman of the Public Service Commission
    Chief Secretary to the Government.
    Adviser to the Governor.

34A. Advocate General,
     Chairman, State Electricity Board.

35. General Manager, N. F. Railway,
    Commissioners of Division.
    Inspector General of Police.
Officers of the rank of Major-General or equivalent rank.

35A. Development Commissioner,  
Vice-Chancellor of Guwahati University.  
General Manager, Assam Oil Refinery.  
Member (Chairman), Board of Revenue.

36. Secretaries, Additional Secretaries and Joint Secretary to the Government.  
Deputy Commissioners.  
Chief Conservator of Forests.  
Legal Remembrancer.  
District and Sessions Judges.  
Registrar, Assam High Court.  
Chief Engineers,  
Accountant General.  
Members, Board of Revenue.  
Secretary, Legislative Assembly.  
Postmaster General.

37. Brigadiers in Command of Brigade.  
Commissioner of Income Tax.  
Collector of Central Excise and Customs.  
Director of Postal Services.  

Director of Telegraphs.  
Director of Land Records.  
Commissioner of Excise.  
Chief Traffic Superintendent, N. F. Railway and Officers of equivalent rank.

38. Brigadiers not in command.  
State Transport Commissioner.  
Registrar of Co-operative Societies.  
Director of Public Instruction.  
Director of Health Services.  
Director of Agriculture.  
Other Major Heads of Departments.  
Major Heads of Department of NEFA and Nagaland.  
Officers of equivalent rank in the N. F. Railway.  
Deputy Director of Subsidiary Intelligence Bureau.  
Deputy Inspectors-General of Police.
Additional Chief Engineers.
Officers of equivalent rank in the NEFA and Nagaland stationed at Shillong.
Principals of Medical Colleges.
Principals of Engineering Colleges.
Conservators of Forests.

39. Assistant High Commissioner for Pakistan in India (at Shillong).
   Presiding Officer, Labour Court.
   Colonels and Group Captains of the Indian Air Force.

40. Minor Heads of Departments.
   Deputy Secretaries to Government.
   Deputy Commissioner of Taxes.
   Additional District Magistrates.
   Additional District and Sessions Judges.
   Assistant Inspectors-General of Police.
   Deputy Accountant General.
   Additional Heads of Departments (major Departments)
   Military Secretary to Governor.
   Private Secretary to Governor.
   Principal, Cotton College, Guwahati.
   Controller of Immigrant Labour.
   Chief Inspector of Boilers.
   Chief Inspector of Factories.
   Joint Heads of Departments.
   District Council Judges.
   Public Health Engineer.
   Minor Heads of Departments under the NEFA and Nagaland.
   Director of Pasteur Institute.
   Deputy Chief Engineers.
   Superintending Engineers.
   Lt. – Colonels and Wing Commanders of the Indian Air Force.
   Principal, Assam Agricultural College.
   Superintendents of Police.
   Additional Superintendents of Police.
   Secretary, State Electricity Board.
   Agent, State Bank of India, Shillong.
   General Manager, Assam Government Marketing Corporation Ltd.
   Managing Director, Assam State Warehousing Corporation.
   General Manager, Assam Gas Company Ltd.
   Assistant Directors of Intelligence Bureau.
   Commandants of Battalions and Officers of equivalent rank.
41. Sub-Divisional Officers.
   Under Secretaries to Government.
   Government Pleader.
   Principal Private Secretary to Chief Minister.
   Secretary, Assam Public Service Commission.
   Deputy Trade Adviser, Calcutta.
   Deputy Director of Health Services.
   Deputy Director of Surveys.
   Civil Surgeons.
   Medical Superintendent,
   Ganesh Das Hospital.
   Superintendent, Reid Chest Hospital.
   Superintendent, Mental Hospital.
   Station Director, All India Radio.
   Divisional Engineers, Telegraphs.
   Assistant Accountant General.
   Assistant Commissioner of Income Tax.
   Assistant Collectors of Central Excise and Land Customs.
   Regional Coal Controller.
   Assistant Commissioner of Taxes (State).
   Assistant Commissioner for Scheduled Castes and Scheduled Tribes.
   Examiner of Local Accounts.
   Assistant Director of Posts and Telegraphs.
   Assistant Controller of Exports and Imports.

42. Divisional Forest Officers and Officers of equivalent rank in the Forest Department.
   Deputy Heads of Department.
   Sub-Judges.
   Chief Inspector of Plantations.
   Assistant Accounts Officers.
   Secretary, State Transport Authority.
   Principal, Engineering Institute at Guwahati.
   Principal, H.R.H. the Prince of Wales Institute, Jorhat.
   Executive Engineers.
   Regional Agricultural Engineer.
   Secretary, Basic Education.
Private Secretaries to Ministers (Selection Grade).

43. Vice-Principal, Cotton College, Guwahati.
Professors of Government Colleges.
Assistant Director of Public Instruction.
Deputy Chief Inspector of Factories.
Principal, Sericulture Training Institute.
Principal, Government Textile Institute.
Inspectors of Schools.
Assistant Labour Commissioners.
Majors and Squadron Leaders of I.A.F.
District Agricultural Officers.
District Officers of other Departments.
Deputy Directors.
Principal, Extension Training Centre.
Mycologist and equivalent officers in the Agriculture Department.
Officer-in-charge of Seismological Observatory.
Superintendent, Government Press.

NOTE 1. As between officers in the same article, the date of entry into the article will be the basis for determining the relative seniority in the Warrant unless there are other rules or orders determining relative seniority, in which case, such orders will be followed. The order in which the posts are mentioned in any one article is not the basis for determining the seniority inter se.

NOTE 2. Except in the case of ladies who hold a post mentioned in the Warrant of Precedence, all ladies will take their places along with their husbands in their respective Warrant of Precedence.

NOTE 3. Government Whip, Leaders of Opposition in the State Legislature and all members of the State Legislature who are invited to state functions should be assigned rank just after Members of Parliament in Article 30. They will take rank in the following order:

i) Members of Rajya Sabha.

ii) Members of Lok Sabha.
iii) Members of Legislative Assembly. (In alphabetical order in each category).

The following members of the Legislature may, however, take precedence over other members thereof :-

(a) Leader of Opposition.

(b) Leaders of Parties.

(c) Ex-Ministers.

(d) Ex-Speaker.

(e) Government Whip.

NOTE 4. Notwithstanding the precedence allotted in the table, all officers belonging to a given service will, as between themselves, take their place according to their relative seniority in the respective cadres irrespective of the post they hold.

NOTE 5. The order of this Table of Precedence is meant for State and Commercial occasions and may not be strictly followed on more informal occasions.
CENTRAL WARRANT OF PRECEDENCE

The following Table with respect to the rank and precedence of the persons named therein has been published by the President’s Secretariat, New Delhi under No.33-Pres/79 dated 26.7.79.

1. President.

2. Vice President.

3. Prime Minister.

4. Governors of States within their respective States.

5. Former Presidents.

5A. Deputy Prime Minister.

6. Chief Justice of India.
   Speaker of the Lok Sabha.

7. Cabinet Ministers of the Union
   Chief Ministers of States within their respective States.
   Deputy Chairman, Planning Commission.
   Former Prime Ministers.
   Leaders of Opposition in the Rajya Sabha and the Lok Sabha.

7A. Holders of the Bharat Ratna decoration.

8. Ambassadors Extraordinary and Plenipotentiary and High Commissioners of Commonwealth countries accredited to India.
   Chief Ministers of States outside their respective States.
   Governors of States outside their respective States.

9A. Chairperson, Union Public Service Commission.
    Chief Election Commissioner.
    Comptroller & Auditor General of India.

10. Deputy Chairman, Rajya Sabha.
    Deputy Chief Ministers of States.
    Deputy Speaker, Lok Sabha.
    Members of the Planning Commission.
    Ministers of State of the Union {and any other Minister in the Ministry of Defence for defence matters}.

11. Attorney General of India.
    Cabinet Secretary.
    Lieutenant Governors within their respective Union Territories.

12. Chiefs of Staff holding the rank of full General of equivalent rank.

13. Envoys Extraordinary and Ministers Plenipotentiary accredited to India.

14. Chairman and Speakers of State Legislatures within their respective States.
    Chief Justices of High Courts within their respective jurisdictions.

15. Cabinet Ministers in States within their respective States.
    Chief Ministers of Union Territories and Chief Executive Councillor, Delhi, within their respective Union Territories.
    Deputy Ministers of the Union.

16. Officiating Chiefs of Staff holding the rank of Lieutenant General or equivalent rank.

17. Chairman, Central Administrative Tribunal.
    Chairman, Minorities Commission.
    Chairperson, National Commission for Scheduled Castes.
    Chairperson, National Commission for Scheduled Tribes.
    Chief Justices of High Courts outside their respective jurisdictions.
Puisne Judges of High Courts within their respective jurisdictions.

18. Cabinet Ministers in States outside their respective States.
   Chairmen and Speakers of State Legislatures outside their respective States.
   Chairmen, Monopolies and Restrictive Trade Practices Commission.
   Deputy Chairmen and Deputy Speakers of State Legislatures within their respective States.
   Ministers of State in States within their respective States.
   Ministers of Union Territories and Executive Councillors, Delhi, within their respective Union Territories.
   Speakers of Legislative Assemblies in Union Territories and Chairman of Delhi Metropolitan Council within their respective Union Territories.

19. Chief Commissioners of Union Territories not having Councils of Ministers, within their respective Union Territories.
   Deputy Ministers in States within their respective States.
   Deputy Speakers of Legislative Assemblies in Union Territories and Deputy Chairman of Metropolitan Council, Delhi, within their respective Union Territories.

20. Deputy Chairmen and Deputy Speakers of State Legislatures, outside their respective States.
   Ministers of State in States outside their respective States.
   Puisne Judges of High courts outside their respective jurisdictions.


22. Deputy Ministers in States outside their respective States.

23. Army Commanders/Vice-Chief of the Army Staff or equivalent in other Services.
   Chief Secretaries to State Governments within their respective States.
   Commissioner for Linguistic Minorities.
   Commissioner for Scheduled Castes and Scheduled Tribes.
   Members, Minorities Commission.
   Members, National Commission for Scheduled Castes.
   Members, National Commission for Scheduled Tribes.
   Officers of the rank of full General or equivalent rank.
   Secretaries to the Government of India (including Officers holding this office ex-
officio).
Secretary, Minorities Commission.
Secretary, Scheduled Castes and Scheduled Tribes Commission.
Secretary to the President.
Secretary to the Prime Minister.
Secretary, Rajya Sabha/Lok Sabha.
Solicitor General.
Vice-Chairman, Central Administrative Tribunal.

24. Officers of the rank of Lieutenant General of equivalent rank.

25. Additional Secretaries to the Government of India.
   Additional Solicitor General.
   Advocate Generals of States.
   Chairman, Tariff Commission.
   Charge d' Affairs and Acting High Commissioners a pied and ad interim.
   Chief Ministers of Union Territories and Chief Executive Councillor, Delhi outside their respective Union Territories.
   Chief Secretaries of States Government outside their respective States.
   Deputy Comptroller and Auditor General.
   Deputy Speakers of Legislative Assemblies in Union Territories and Deputy Chairman, Delhi Metropolitan Council, outside their respective Union Territories.
   Director, Central Bureau of Investigation.
   Director General, Border Security Force.
   Director General, Central Reserve Police.
   Director, Intelligence Bureau.
   Lieutenant Governors outside their respective Union Territories.
   Members, Central Administrative Tribunal.
   Members, Monopolies and Restrictive Trade Practices Commission.
   Members, Union Public Service Commission.
   Ministers of Union Territories and Executive Councillors, Delhi, outside their respective Union Territories.
   Principal Staff Officers of the Armed Forces of the rank of Major General or equivalent rank.
   Speakers of Legislative Assemblies in Union Territories and Chairman of Delhi, Metropolitan Council, outside their respective Union Territories.

Officers of the rank of Major General or equivalent rank.

NOTES

Note 1  
The order in this Table of Precedence is meant for State and Ceremonial occasions and has no application in the day-to-day business of Government.

Note 2  
Persons in the Table of Precedence will take rank in order of the number of the articles. The entries in the same article are arranged alphabetically. Those included in the same article will take precedence inter se according to date of entry into that article. However, where the dignitaries of different States and Union Territories included in the same article are present at a function outside their States or Union Territories and there is difficulty in ascertaining their dates of entry, they may be assigned precedence inter se in the alphabetical order of the name of States and Union Territories concerned after those whose precedence is determined according to date of entry into that article.

Note 3  
In Article 7, former Prime Ministers will take precedence over the Cabinet Ministers of the Union and the Leaders of Opposition in the Rajya Sabha and the Lok Sabha. The Chief Ministers of States within their respective States will take precedence over the Cabinet Ministers of the Union in official functions held in the respective States.

Note 4  
In Article 8 :-

(a) Ambassadors Extraordinary and Plenipotentiary and High Commissioners of Commonwealth countries accredited to India will en bloc rank above Governors of States outside their respective States.

(b) Governors of States outside their respective States will en bloc rank above Chief Ministers of States outside their respective States.

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Note 5  
The Ministry of External Affairs may assign appropriate ranks to foreign dignitaries and Indian ambassadors, High Commissioners and Ministers
Plenipotentiary during their visit to India.

Note 6

Notwithstanding the procedure laid down in Note 2, the rank inter se and precedence of the persons in Article 10 shall be assigned in the following order:

1. Deputy Chairman, Rajya Sabha.
2. Deputy Speaker, Lok Sabha.
3. Ministers of State of the Union and any other Minister in the Ministry of Defence for defence matters.
4. Deputy Chief Ministers of States.

However, the Deputy Chief Ministers of States outside their respective States will always rank below all other dignitaries figuring in this article.

Note 7

The Chairmen of State Legislative Councils will rank above the Speakers of Legislative Assemblies in cases where they were elected on the same date.

Note 8

When Members of Parliament are invited en bloc to major State functions, the enclosures reserved for them should be next to the Chief justice, Speaker of the Lok Sabha, Ambassadors etc.

Note 9

Speakers of Legislative Assemblies in Union Territories and Chairman of the Delhi Metropolitan Council, Delhi, will take precedence over Ministers and Executive Councillors, included in the same article.

Note 10

In Article 23:

(a) Secretaries in the Ministry of External Affairs other than the Foreign Secretary, between themselves, will take precedence in the order of their seniority in Grade-I of the Indian Foreign Service and both of them will take precedence after the Foreign Secretary.

(b) Members of the Minorities Commission and the Scheduled Castes and Scheduled Tribes Commission will always take precedence over the Secretaries of these Commissions.
(c) In official functions held at Delhi/New Delhi, Army Commanders/Vice Chief of the Army Staff or equivalent in other Services will always rank after Secretaries to the Government of India.

Note 11

In Article 25 :-

(a) Additional Secretaries in the Ministry of External Affairs, among themselves, will take precedence in the order of their seniority in Grade-II of the Indian Foreign Service;

(b) Additional Solicitor General will take precedence above the Advocate General of States;

(c) Lieutenant Governors will take precedence over the Chief Ministers and Chief Executive Councillor, Delhi, and the later will take precedence over Speakers of Legislative Assemblies and Chairman, Metropolitan Council, Delhi;

(d) Deputy Speakers of Legislative Assemblies of Union Territories and Deputy Chairman of Delhi Metropolitan Council will take precedence after Ministers of Union Territories and Executive Councillors, Delhi.

Note 12

For the purpose of Article 26, the posts equivalent to the posts of Joint Secretaries to the Government of India will be determined by the Ministry of Home Affairs.

Sd/-
(K.C. MADAPPA)
Secretary to the President.