



GOVERNMENT OF ODISHA

**THE STATE GUEST RULES,
ODISHA - 2017**

HOME (PROTOCOL) DEPARTMENT

**GOVERNMENT OF ODISHA
HOME DEPARTMENT**

ORDER

No. HOME-PROT-SGR-0001-2017- 31698 /PRO Dt. 19.08.2017

Subject : The State Guest Rules, Odisha - 2017

1. These Rules may be called 'THE STATE GUEST RULES, ODISHA - 2017' and will replace the previous 'THE STATE GUEST RULES, ORISSA' and Notifications issued under the same Rules.
2. Definition :
 - a) "Government" means the Government of Odisha.
 - b) "Department" means Home Department, Government of Odisha.
 - c) "Protocol Division" means Protocol branch of the Home Department, Government of Odisha.

State Guests:

3. The following dignitaries shall be treated as **State Guests** when they visit any part of the State of Odisha on official visit,
 - (i) The President
 - (ii) Vice President
 - (iii) Prime Minister including Deputy Prime Minister
 - (iv) Governors of States
 - (v) Chief Justice of India
 - (vi) Speaker of Lok Sabha
 - (vii) Cabinet Ministers of the Union
 - (viii) Chief Ministers of other States
 - (ix) Deputy Chairman of Rajya Sabha
 - (x) Deputy Speaker of Lok Sabha
 - (xi) Puisne Judges of the Supreme Court
 - (xii) Ministers of State of the Union
 - (xiii) Deputy Chief Ministers of other States
 - (xiv) Attorney General of India
 - (xv) Cabinet Secretary
 - (xvi) Comptroller and Auditor General of India
 - (xvii) Lieutenant Governor of Union Territories
 - (xviii) Deputy Ministers of the Union
 - (xix) Cabinet Ministers of other States
 - (xx) Chairmen and Speakers of State Legislatures
 - (xxi) Chairman of Union Public Service Commission

- (xxii) Chief Election Commissioner
- (xxiii) Chairman, Finance Commission
- (xxiv) Chief Justices of High Courts of other States
- (xxv) Deputy Chairman and Deputy Speakers of State Legislatures
- (xxvi) Ministers of State of other States
- (xxvii) Puisne Judges of High Courts of other States
- (xxviii) Deputy Ministers of other States
- (xxix) Commissioner of Scheduled Castes and Scheduled Tribes
- (xxx) Secretaries to the Government of India
- (xxxi) Secretary to the President
- (xxxii) Secretary to the Prime Minister
- (xxxiii) Additional Secretaries to the Government of India
- (xxxiv) Chief Secretaries to the Government of other States
- (xxxv) Members of Finance Commission
- (xxxvi) Members of Union Public Service Commission
- (xxxvii) Chief Information Commissioner of Central Information Commission
- (xxxviii) Information Commissioner of Central Information Commission
- (xxxix) Vice Chairperson of the NITI Aayog
- (xl) Members of the NITI Aayog

4. Eminent dignitaries both Indian and foreign including officials and non-officials may be declared as State Guests either by the Minister, Home/ Chief Secretary/ Additional Chief Secretary, Home Department/ Principal Secretary, Home Department. Approval of Minister, Home/ Chief Secretary/ Additional Chief Secretary, Home Department/ Principal Secretary, Home Department shall be taken through Protocol Division of the Home Department.

Note. 1

Official visit means visit to the State on the request of the State Government or the visit in connection with the affairs pertaining to the State of Odisha. The concerned department in the state or any official institution/ agency in which the proposed State Guest would be participating will place the requisition to the Protocol Division of the Home Department.

5. (a) Dignitaries mentioned at Rule 3 (i), (ii), (iii), (iv) and (v), above shall however be treated as State Guests whether their visit to the State is official or otherwise.
- (b) Sitting Judges of Hon'ble Supreme Court of India, accompanied by their spouses shall be treated as State Guests during their official or private visits to the State of Odisha for a period not exceeding four days.

(c) Sitting Chief Justices and Judges of High Court of other States, accompanied by their spouses shall be treated as State Guests during their official or private visits to the State of Odisha for a period not exceeding four days on a reciprocal basis.

(d) Hon'ble Governor of Odisha shall be treated as a State Guest during his/her visit to cities where the Home Department maintains official accommodation facilities.

(e) Hon'ble Chief Justice of Orissa High Court shall be treated as a State Guest during his/her visit to cities where the Home Department maintains official accommodation facilities.

(f) Former Presidents, former Vice Presidents and former Prime Ministers of India shall be treated as State Guests during their visits to Odisha and will be extended the same courtesies as extended to the Union Cabinet Ministers on their official visits to Odisha for a period not exceeding four days.

(g) The former Chief Justices of India shall be treated as State Guest during their visit to Odisha and will be extended the same courtesies as extended to the sitting judges of Supreme Court of India during their visit to Odisha for a period not exceeding four days.

Note 1 A State Guest Register shall be maintained in the State Guest House/ Govt. accommodation. All State Guests or their Private Secretaries or P.A.s will acknowledge in the said Register and Log-book of vehicles used.

Family Members:

6. Family members of the State Guest not exceeding three shall be treated as Guests of the State Government excepting the cases of those mentioned at Rule 3 (i), (ii), (iii), (iv) and (v) above.

Personal Staff:

7. Personal Assistant/Private Secretary/Class IV employees and private servants not exceeding two, accompanying a State Guest will be provided boarding and lodging free of charge for the duration of the State Guest's official hospitality.

All the personal staff accompanying the Guests mentioned vide Rule 3 (i), (ii), (iii), (iv) and (v) above shall be provided with suitable boarding, lodging in State Government Guest House facilities and transport free of charge.

8. Excepting State Guests under Rule 3 (i), (ii), (iii), (iv) and (v) if a State Guest wishes to entertain his own Guests during his stay in the State, expenses on such entertainment shall not be borne by the State Government.

Period of Stay:

9. The period of stay of State Guests excepting those mentioned at Rule 3 (i), (ii), (iii), (iv) and (v) shall not exceed 4 (four) days on each occasion. But in exceptional cases, Home Department may specifically order to treat the dignitaries as State Guests for a longer period.

Courtesies:

10. Dignitaries visiting the state as State Guests should be received and seen off by officer(s) of appropriate level of the concerned Department/official institution/agency. Instructions of Government of India issued from time to time regarding reception and send off to the State Guests shall be strictly followed. However, State Guests declared under Rule 3 of the State Guest Rules, Odisha - 2017 will be invariably received by Protocol Division of the Home Department.

Transport:

11. (A) Free transportation will be provided to the dignitaries visiting as State Guests for their use within the state subject to 500 km on each occasion.

Hired Taxis may be engaged for the visit of the State Guests in case of non-availability of good conditioned official cars with the prior approval of the Home Department.

11. (B) The State Guests on official visit to the State concerning any Department of Government/official institution/agency, the concerned Department/official institution/agency shall provide transport for use of State Guests. Where the visit of State Guest does not concern any Department/ official institution/ agency, free transport will be provided by the Protocol Division of the Home Department for use of State Guests, subject to 500km on each occasion.

Accommodation:

12. (i) The State Guests mentioned in Rule 3 (i), (ii), (iii), (iv) and (v) may be put up at Raj Bhawan subject to the convenience of the Governor. Other State Guests may also be accommodated at Raj Bhawan if desired by the State Guest concerned or by the State Government subject to the approval of the Governor. When the State Guests are not put up at Raj Bhawan, arrangements for their stay shall be made in the State Guest House, Bhubaneswar. If accommodation at the State Guest House is not sufficient for the State Guests at any particular time they may be accommodated in other State Government facilities.

(ii) The State Guest shall be provided with free accommodation and board at the State Guest House, Bhubaneswar. At any other place of their visit inside the State, Government accommodation will be the first preference. In case hotel accommodation is provided, approval of Home Department will be required.

Boarding

13. State Guests during their stay at State Guest House will be served with meals and charges of the meal shall not exceed the tariff rates approved by the Government. In case of Hotels, the actual expenditure incurred for accommodation and board of the State Guest(s) shall be paid out of Sumptuary Expenditure.

No liquor or alcoholic beverages shall be provided to any State Guest(s) or at State Parties/Functions at the cost of State Government.

Medical Facilities:

14. Medical services on sudden illness or indisposition shall be rendered to the State Guests(s) by Health & Family Welfare Department of State Government. The Protocol Division will coordinate the same.

State Functions:

15. The State parties and State functions including cultural programmes may be arranged with the written approval of Home Department as the case may be. The size, venue, nature and expenditure for such functions and parties shall be approved by Home Department if funds from the Sumptuary Expenditure are used.

Bouquets and Garlands:

16. Bouquets and Garlands shall be arranged by Protocol Division of the Home Department as and when necessary.

Photograph and Press Conference:

17. Photographic coverage and Press Conference if any during the visit of the State Guest shall be arranged by Director, Public Relations, Information & Public Relations Department when advised by Protocol Division of the Home Department. Press Conference if convened at the instance of the State Guest, the expenditure in this connection shall be borne by Director, Public Relations, Information & Public Relations Department.

Expenditure:

18. (i) Expenditure incurred in connection with boarding, lodging and transport for the State Guests entertained by Protocol Division of the Home Department shall be met out of the Sumptuary Expenditure.
- (ii) Expenditure of State Guests put up at Raj Bhawan shall be met out of Sumptuary Expenditure.

The expenses on the obligatory parties of the Governor such as Independence Day and Republic Day shall be met out of Sumptuary Expenditure.

Security:

19. Adequate security arrangements shall be made by the police authorities on receipt of tour programme of the State Guests. The State Guest & the concerned office shall transmit the details of the tour programme sufficient in advance to the Director General and Inspector General of Police, Director, Intelligence, Director, Security, Deputy Inspector General of concerned Range, Director, Air Port Authority, Superintendent of Police, Security, Superintendent of Police of the concerned District. In case of journey of the State Guests by Train, copies of tour programme shall be sent to the Superintendent of Police, Railways. Protocol Division of the Home Department will coordinate with the Director, Intelligence for receive and see off of the State Guests.
20. For any other arrangements to meet any eventuality concerned with State Guest not provided in the aforesaid Rules, orders of the Protocol Division of the Home Department shall be sought for and to be acted upon accordingly.
21. If any question arises relating to interpretation of these rules, it shall be referred to Government in the Home Department for decision.
22. **Relaxation:-**
The State Government by its own motion or otherwise, may by order, and for the reasons to be recorded in writing relax any of the provisions of these Rules in respect of any class or category of State Guests in the interest of administrative exigencies/public service.

By Order of the Governor

ASIT TRIPATHY
Addl. Chief Secretary to Government

Memo No. 31699 /PRO Dt. 19.08.2017

Copy forwarded to the Principal Secretary to Governor, Raj Bhawan, Bhubaneswar/ PS to Chief Minister, Odisha/ PSs to all Ministers, Govt. of Odisha for information.

Addl. Secretary to Govt.

Memo No. 31700 /PRO Dt. 19.08.2017

Copy forwarded to the OSD to Chief Secretary, Odisha for information.

Addl. Secretary to Govt.

Memo No. 31701 /PRO Dt. 19.08.2017

Copy forwarded to all Departments of Govt. of Odisha/ Secretary, Board of Revenue, Odisha, Cuttack/ PS to Chief Resident Commissioner, Govt. of Odisha, New Delhi/ Secretaries to all RDCs/ all Heads of Departments, Odisha/ all Collectors & DMs for information.

Addl. Secretary to Govt.

Memo No. 31702 /PRO Dt. 19.08.2017

Copy forwarded to Accountant General, Odisha, Bhubaneswar for information.

Addl. Secretary to Govt.

By Fax

Memo No. 31703 /PRO Dt. 19.08.2017

Copy forwarded to Manager, State Guest House, Bhubaneswar/ Manager, Odisha Bhawan, New Delhi/ Manager, Utkal Bhawan, Kolkata/ OSD, Odisha Bhawan, Navi Mumbai for information.

Addl. Secretary to Govt.