THE STATE GUEST RULES
ORISSA

ZOME (PROTOCOL) DEPARTMENT
THE STATE GUEST RULES, ORISSA

1. These rules may be called "THE STATE GUEST RULES, ORISSA" and will supersede the "STATE GUEST HOUSE RULES".

State Guests—

2. The following dignitaries shall be treated as State Guests when they visit any part of the State of Orissa 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) Deputy Chairman of the Planning Commission
(ix) Chief Ministers of other States
(x) Deputy Chairman of Rajya Sabha
(xi) Deputy Speaker of Lok Sabha
(xii) Puisne Judges of the Supreme Court
(xiii) Members of the Planning Commission
(xiv) Ministers of State of the Union
(xv) Deputy Chief Ministers of other States
(xvi) Attorney General of India
(xvii) Cabinet Secretary
(xviii) Comptroller and Auditor-General of India
(xix) Lieutenant Governor of Union Territories
(xx) Deputy Ministers of the Union
(xxi) Cabinet Ministers of other States
(xxii) Chairmen and Speakers of State Legislatures
(xxiii) Chairmen of Union Public Service Commission
(xxiv) Chief Election Commissioner
(xxv) Chairman, Finance Commission
(xxvi) Chief Justices of High Courts of other States
(xxvii) Deputy Chairmen and Deputy Speakers of State Legislatures
(xxviii) Ministers of State of other States
(xxix) Puisne Judges of High Courts of other States
(xxx) Deputy Ministers of other States
(xxxi) Commissioner of Scheduled Castes and Scheduled Tribes
(xxxii) Secretaries to the Government of India
(xxxiii) Secretary to the President
(xxxiv) Secretary to the Prime Minister
(xxxv) Additional Secretaries to the Government of India
(xxxvi) Chief Secretaries to Government of other States
(xxxvii) Members of Finance Commission
(xxxviii) Members, Union Public Service Commission

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

Note 1—Official visit is either visit to the State at the invitation of the State Government or visit in connection with the affairs pertaining to the State of Orissa.

2—A State Guest Register shall be maintained in the State Guest House. All State Guests or their Private Secretaries or P. As. will sign in the said Register and Log-Book of vehicles used.

4. (a) Dignitaries mentioned at Rule 2 (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) Judges of the Supreme Court, their wives, dependant sons and unmarried daughters shall be treated as State Guests during their official or private visits to the State of Orissa for a period of four days.

(c) Chief Justices and Judges of High Court of other States and their wives shall be treated as State Guests during their official or private visits to the State of Orissa for a period of four days on a reciprocal basis.

(d) Lokpal/Lokayuktas of other States and their spouses shall be treated as State Guests during the official or private visits to the State of Orissa for a period of four days on a reciprocal basis.

Family Members—

5. Not more than four members of the family of the State Guest including himself shall be treated as Guests of the State Government excepting the cases of those mentioned at Rule 2 (i), (ii), (iii), (iv) and (v), above.

Personal Staff—

6. Personal Assistant/Private Secretary/Class-IV employees and private servants not exceeding three in all accompanying a State Guest will be provided boarding and lodging free of charge. While touring with the State Guest, they will also be provided with free transport.

Rule—4(b), (c) and (d) inserted vide Home Department Office Order No. 7223/Pro., dated the 7th February 1987 and No. 39642/Pro., dated the 20th May 1991.
All the personal staff accompanying the guests mentioned at Rule 2 (i), (ii), (iii), (iv) and (v) shall be provided with suitable boarding, lodging and transport free of charge.

7. If a State Guest wishes to entertain some of his own guests during his stay in the State, the expenses on such entertainment will be met by him. This will not apply to State Guests under Rule 2 (i), (ii), (iii), (iv) and (v).

Period of Stay—

3. The period of stay of State Guests, excepting those mentioned at Rule 2 (i), (ii), (iii), (iv) and (v) shall not exceed 7 days on each occasion. But in exceptional cases Chief Minister/Minister, Home/Chief Secretary/Additional Chief Secretary may specifically order to treat the dignitaries as State Guests for a longer period.

Courtesies—

9. Dignitaries visiting the State as State Guests should be received and seen off by an Officer of the concerned Department of Government, Instructions of Government of India, issued from time to time regarding reception and send off to the V. I. P. and V. I. P. shall be followed.

Transport—

10. Free transportation will be provided to the dignitaries visiting as State Guests for their use within the State subject to £500 K. Ms. on each occasion. The cost of transport beyond £500 K. Ms. shall be realised from the concerned State Guests. This rule will not be applicable to the guests mentioned at Rule 2 (i), (ii), (iii), (iv) and (v).

Taxi may be hired for the visit of the State Guests in case of non-availability of State Guest House car with the prior approval of Deputy Secretary, Home (Protocol) Department.

When the State Guests will visit the State on matters relating to any department of Government the concerned department shall provide transport for use of State Guest during his visit in the State. Where the visit of State Guest does not concern any department, free transport will be provided by the State Guest House for use of State Guests within the State subject to £500 K. Ms. on each occasion.

Trunk Call—

11. (a) All charges of trunk calls booked by the following State Guests shall be met out of State Hospitality Grant:

(i) The President of India
(ii) Vice-President of India
(iii) Prime Minister including Deputy Prime Minister of India
(iv) Governors of States
(v) Chief Justice, Supreme Court of India.

(b) All charges of trunk calls booked by the following dignitaries during their official visit to Orissa as State Guests shall be met out of State Hospitality Grant:

(i) Cabinet Ministers and Ministers of State of Government of India
(ii) Chief Ministers and Deputy Chief Ministers of other States
(iii) Deputy Chairman, Planning Commission, Government of India.

(c) Telephone calls/trunk calls booked by other State Guests shall be paid by the concerned guests.

*Inserted vide Home Department Office Order No. 18769-Pro., dated 30-3-1996*
State Functions—

12. The State parties and State functions including cultural programmes shall be arranged with the written approval of Chief Minister/Minister, Home/Chief Secretary/Additional Chief Secretary as the case may be. The size, venue and nature of State functions and parties shall be determined by them. The cost of such State functions on each occasion shall be approved by Secretary/Additional Secretary to Government, Home Department.

Bouquets and garlands—

13. Bouquets and garlands shall be arranged through State Guest House with the approval of Secretary/Additional Secretary to Government, Home Department. Utmost economy shall, however, be observed in offering bouquets and garlands at the cost of Government.

Photograph and Press Conference—

14. Photographic coverage and Press Conference during the visit of V. V. I. P. and V. I. P. shall be arranged by the Director, Public Relations with the approval of Secretary/Additional Secretary to Government, Home Department. When Press Conference is convened at the instance of the State Guest the expenditure in this connection shall be borne by him or his office.

Accommodation, Board and medical facilities—

1. The State Guests will be provided with free accommodation and board at the State Guest House or at any other place of their visit inside the State. Medical services for sudden illness or indisposition shall also be rendered to a State Guest.

The State Guests mentioned at Rule 2 (i), (ii), (iii), (iv) and (v) will be put up at Raj Bhavan subject to the convenience of the Governor. Other State Guests may also be accommodated at Raj Bhavan if so desired either 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 at Circuit House. If no accommodation is available at Circuit House they may be accommodated at Guest Houses of Orissa State Electricity Board, Fertiliser Corporation of India and suitable hotels on payment of charges out of State Hospitality Grant. During their visit in the interior the State Guests shall be accommodated in the Circuit House/Inspection Bungalow and in suitable hotels as per instructions issued from Government in the Home Department.

Where accommodation is reserved in the State Guest House and other Guest Houses usual meals will be served to the State Guest. Where meals are not provided by a Guest House, the charges of meals shall not exceed the tariff rates approved by Government from time to time. In case of hotels, the actual expenditure incurred for accommodation and board of State Guest shall be paid out of State Hospitality Grant.

No liquor or alcoholic beverages shall be provided to any State Guest or at State parties/functions at the cost of State Government.

Expenditure—

16. All expenditure incurred in connection with boarding, lodging and transport for the State Guests shall be met out of the State Hospitality Grant.
17. Expenditure of all State Guests put up at Raj Bhawan shall be met out of State Hospitality Grant.

The expenses on the obligatory parties of the Governor vide P. & S. Department letter No. 5495-Gen., dated the 16th March 1968, such as Independence Day, Republic Day, Convocation Day of Utkal University, Berhampur University, Sambalpur University, Orissa University of Agriculture & Technology and the annual parties of the State Legislators should be met out of State Hospitality Grant.

Security

18. Adequate security arrangements shall be made by the police authorities. For this, copies of tour programme of V.V.I.P. and V.I.P. shall be sent to the I.G. of Police, D.L.G., Intelligence//D.I.G. of the concerned range/S.P., Special Branch/S.P. of the concerned district. When the V.V.I.P. and V.I.P. are travelling by Air/Train copies of tour programme shall be sent to the S.P., Railways and to the Aerodrome official.

19. For any other arrangements in connection with State Guest not provided in the aforesaid rules, orders of Chief Secretary/Additional Chief Secretary/Secretary/Additional Secretary to Government, Home Department shall be taken.
ANNEXURE I

From
Shri J. M. PATNAIK
Deputy Registrar (Administration and Protocol) of
the High Court of Orissa.

To
The Under-Secretary to the Government of Orissa, Home (Protocol) Department,
Bhubaneswar.

Dated Cuttack, the 2nd December 1993

Subject—Provision of reciprocal arrangements with other State Governments—
Information regarding.

Sir,

With reference to your letter No. 56551, dated the 16th November 1993 on the
above subject, I am directed to intimate the names of the following States having
reciprocity with the State of Orissa so far as visit of Hon'ble Puisne Judges are
concerned:

1. Bihar
2. Jammu & Kashmir
3. Madhya Pradesh
4. Kerala
5. Punjab & Haryana
6. Uttar Pradesh

Further, I am directed to inform you that all the State Governments extend State
Guest Hospitality to Hon'ble the Chief Justice of Orissa High Court during the visit.

This is for your kind Information.

Yours faithfully

J. M. PATNAIK
Deputy Registrar (Administration & Protocol)
Orissa High Court, Cuttack
ANNEXURE II
No. 36802—PRO-M-8/66
GOVERNMENT OF ORISSA
HOME DEPARTMENT
OFFICE MEMORANDUM
Bhubaneswar, dated the 5th July 1996

Subject—State hospitality on reciprocal basis

Government have been pleased to order that Hon'ble Judges of Calcutta High Court, who have been transferred from Orissa High Court, shall be treated as State Guests during the period of their visit to the State of Orissa for a period of three days for the purpose of transport only not exceeding 500 Kms.

This facility is valid on reciprocal basis only in response to the intimation sent vide letter No. 3435, dated the 3rd June 1996 of Registrar (AS), Calcutta High Court and will cease to operate on withdrawal of such facilities by the Government of West Bengal.

S. C. HOTA
Commissioner-cum-Secretary to Government
ANNEXURE III

No. 58483—Pro.111-101/98-Pro.
GOVERNMENT OF ORISSA
HOME DEPARTMENT

Bhubaneswar, dated the 31st October 1996

From

Shri S. C. Hota, I. A. S.,
Commissioner-cum-Secretary to Government

To

All Collectors

Subject—Extending of courtesies and facilities

Sir,

I am directed to say that the Government of India constituted (1) National Commission for Scheduled Caste and Scheduled Tribe, (2) National Commission for Safai Karmacharies and (3) National Commission for backward classes. The Chairman and Members of these Commissions are very often visiting various parts of the State to discharge their crucial duties and responsibilities pertaining to rapid economic and social development of Scheduled Caste, Scheduled Tribe and other backward classes of the Country. Hon'ble Prime Minister of India has kindly shared his concern about the problem and attach high priority for their rapid development. Therefore, he desires that whenever the Hon'ble Chairman and Hon'ble Members of the aforesaid Commissions visit to a State Headquarters, Districts and remote villages, due courtesies should be extended and facilities to be provided for them.

I am, therefore, to request you to kindly extend due courtesies and facilities to the visiting Chairman and Members of these Commission whenever they visit any part of your districts. Suitable instructions may also be issued to the concerned field functionaries of your districts to ensure courtesies and facilities to the dignitaries.

Receipt of the latter may kindly be acknowledged.

Yours faithfully

S. C. HOTA
Commissioner-cum-Secretary to Government

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