

ਪੰਜਾਬ ਸਰਕਾਰ  
ਆਮ ਰਾਜ ਪ੍ਰਬੰਧ ਵਿਭਾਗ  
(ਪ੍ਰੋਟੋਕੋਲ ਸਾਖਾ)

ਗੋਲਡਨ ਸਿਟੀ ਮਿਸ਼ਨ  
ਮੁਖ ਦਿ. ਮਿਸ਼ਨ

ਸੇਵਾ ਵਿਖੇ,

1. ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼ ।
2. ਰਾਜ ਦੇ ਸਮੂਹ ਡਾਇਰਜ਼ਾਂ ਦੇ ਕਮਿਸ਼ਨਰਜ਼ ।
3. ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਆਫ ਪੁਲਿਸ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ ।
4. ਅਡੀਸ਼ਨਲ ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਆਫ ਪੁਲਿਸ (ਸਕਿਉਰਟੀ), ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
5. ਰਾਜ ਦੇ ਸਮੂਹ ਕਮਿਸ਼ਨਰਜ਼ ਆਫ ਪੁਲਿਸ ।
6. ਰਾਜ ਦੇ ਸਮੂਹ ਸੀਨੀਅਰ ਸੁਪਰਡੈਂਟ ਆਫ ਪੁਲਿਸ ।

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Supervisor  
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11/11/12

ਮਿਸ਼ਨ ਨੰ: 7/9/2011-1ਥੀ 29404

ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ: 16/12/11

ਵਿਭਾਗ :-

ਪੰਜਾਬ ਰਾਜ ਅਤੇ ਸੁਨੀਅਨ ਟੈਰੀਟਰੀ ਵਿਖੇ ਆਉਣ ਵਾਲੇ ਵੀ ਆਈ ਐਲਈ ਕ੍ਰਿਮ ਵਿਭਾਗ, ਡਾਕਟਰ ਸਰਕਾਰ ਵੱਲੋਂ ਜਾਰੀ ਕਰਾਇਜ਼ਾਂ ਦੀ ਪਾਲਣਾ ਕਰਦੇ ਹੋਏ ਲੜੀਵੇਂ ਪ੍ਰਬੰਧ ਕਰਨ ਬਾਰੇ ।

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ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਹਵਾਲੇ ਵਿੱਚ ।

2. ਵਿਸ਼ਾ ਐਕਤਿ ਮਾਮਲੇ ਸਬੰਧੀ ਕ੍ਰਿਮ ਵਿਭਾਗ, ਡਾਕਟਰ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ: 10/2/2011-M&G ਮਿਤੀ 2.11.2011 ਦੀ ਕਾਪੀ ਭੇਜ ਕੇ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਭਵਿੱਖ ਵਿੱਚ ਮਾਨਯੋਗ ਰਾਸ਼ਟਰਗਤੀ ਜੀ, ਮਾਨਯੋਗ ਉਪ-ਰਾਸ਼ਟਰਗਤੀ ਜੀ, ਮਾਨਯੋਗ ਪ੍ਰਧਾਨ ਮੰਤਰੀ ਜੀ ਅਤੇ ਸਾਬਕਾ ਰਾਸ਼ਟਰਗਤੀ, ਸਾਬਕਾ ਉਪ ਰਾਸ਼ਟਰਗਤੀ ਅਤੇ ਸਾਬਕਾ ਪ੍ਰਧਾਨ ਮੰਤਰੀ ਜੀ ਦੇ ਰਾਜ ਵਿੱਚ ਦੌਰੇ ਦੌਰਾਨ ਨਾਲ ਨੱਥੀ ਕਰਾਇਜ਼ਾਂ ਅਨੁਸਾਰ ਲੜੀਵੇਂ ਪ੍ਰਬੰਧ ਕਰਨ ਅਤੇ ਹਦਾਇਤਾਂ ਦੀ ਇਨ-ਬਿਨ ਪਾਲਣਾ ਕਰਨਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ ।

Handwritten notes on the left margin: ਗੋਲਡਨ ਸਿਟੀ ਮਿਸ਼ਨ ਆਫ ਪੁਲਿਸ, ਮਿਤੀ 16/12/11

Handwritten signature and date: 9/1/2012, 10/11/12

Handwritten signature: ਸੁਪਰਡੈਂਟ

ਇਸ ਪੱਤਰ ਦੀ ਕਾਪੀ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਲੜੀਵੇਂ ਕਾ... 16/12/2011

Handwritten signature: ਸੁਪਰਡੈਂਟ

ਸੇਵਾ ਵਿਖੇ,

1. ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਮੁੱਖ ਮੰਤਰੀ ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ ।
2. ਵਿਸ਼ੇਸ਼ ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਉਪ-ਮੁੱਖ ਮੰਤਰੀ, ਪੰਜਾਬ ਚੰਡੀਗੜ੍ਹ ।
3. ਸਕੱਤਰ ਟੂ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ।
4. ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੰਤਰੀ ਸਾਰਿਬਾਨ ਅਤੇ ਮੁੱਖ ਸਮੱਸੀ ਸਕੱਤਰ, ਪੰਜਾਬ ।

Handwritten signature and date: 16/12/2011

ਐ-ਵਿ-ਯ: ਨੰ: 7/9/2011-1ਥੀ 29405

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ :- 16/12/11

No. 10/2/2011-M&G  
Government of India  
Ministry of Home Affairs

New Delhi, Dated the 2<sup>nd</sup> November 2011

To

The Chief Secretaries of all States/Union Territories,

Sub:-Extension of courtesies to be shown to Union Ministers on their visits to States/Union Territories-regarding.

Sir/Madam,

As you are aware, Ministry of Home Affairs has from time to time specified courtesies to be shown to VIPs on their visits to States and Union Territories. A compilation of such courtesies currently in vogue is enclosed.

2. This Ministry is receiving complaints from Union Ministers that States/UTs Government are not following the norms/protocol in functions held in the States/Union Territories and where Union Ministers are invited to attend such functions

3. The States/Union Territories Government are requested to adhere to the norms/protocol in all functions held in the States/Union Territories and where Union Ministers are invited to attend.

Encl:- as above.

Copy for information to:-

Shri K.L. Sharma, Director(Cabinet), Cabinet Secretariat, Rashtrapathi Bhavan, New Delhi w.r.t his OM no. 1/44/1/2011-Cab dated 21<sup>st</sup> July, 2011.

Yours faithfully,

(K.K.PATHAK)  
JOINT SECRETARY TO THE GOVT. OF INDIA.  
TEL NO. 23092630

(Ajay. K. Singh)  
Director (CS)

Tel No. 2309 2956

म.स. (2-5)

9/11/11

S.S. Protocol

Joint Secretary,  
Government of Punjab  
Dist. No. 5553-602  
Date: 9/11/11

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## **COURTESIES TO BE SHOWN TO VIPs ON THEIR VISITS TO STATES AND UNION TERRITORIES**

### **1. PRESIDENT**

- 1.1 The President's visits are classified as public, official and private.
- 1.2 Detailed instructions in respect of each visit are issued by the President's Secretariat indicating the nature of the visit, ceremonials to be observed including guard of honour etc. The following instructions should be observed subject to such detailed instructions.

1.3 **PUBLIC VISITS:-** The President should be received on arrival and seen off at the time of departure by the Governor, Chief Minister, Chief Secretary to the State Government and the Inspector General of Police or, if the visit is to a Union Territory, by the corresponding functionaries of the Union Territory. The Mayor and Shariff, if any, of the town visited should also be among those who receive and see off the President.

1.4 Honorary Personal Staff, senior officers (Central as well as State) and prominent non-officials at the place visited may be invited to be present on such occasions. In addition, foreign consular representatives, if any, stationed at the place visited should be invited.

1.5 **OFFICIAL VISITS:-** If the visit is to the capital of a State, the arrangements for the reception and farewell will be the same as those mentioned in para 1.3 and 1.4 except that the foreign consular representatives need not be invited and the number of other invitees may be kept to the minimum. If, for any reason, the Chief Minister is unable to be present on arrival or departure of the President, one of the Senior Cabinet Ministers should be deputed instead.

1.6 If the visit is to a place other than the State Capital, the President should be received on arrival and seen off on departure by the Chief Minister or a Minister nominated by the State Government, the Commissioner or Deputy Commissioner and the Deputy Inspector General or Superintendent of Police having jurisdiction at that place. The Mayor, if any, of the town visited should also be among those who receive and see off the President.

1.7 **PRIVATE VISITS:-** The President should be received and seen off by the Chief Secretary and Inspector General or Commissioner of Police at the State Capital and the Commissioner or Deputy Commissioner and the Deputy Inspector General or Superintendent of Police at other places. There will be no ceremonials on such occasions and other officers and non-officials need not be present.

### **2. VICE-PRESIDENT**

2.1 **OFFICIAL VISITS:-** If the visit is to a State Capital, the Vice-President should be received by the Governor, the Chief Minister, the Mayor, the Chief Secretary and the Inspector General of Police.

2.2 If the visit is to a town outside the State Capital, the Vice-President should be received and seen off by the Chief Minister or a Minister nominated by him. The President of the local Zila Parishad, the Mayor or President of the local municipal body and two senior most executive and police officers of the district.

2.3 The above provisions will also apply in regard to the departure of the Vice-President.

2.4 If the Vice-President is making a transit halt either at the State Capital or any other place in the State, one executive and one police officer deputed by the State Government may be present to render such assistance as may be necessary.

2.5 PRIVATE VISITS:- One executive and one police officer only should be present on arrival and departure to render necessary assistance.

2.6 GUARD OF HONOUR:- There should be no guard of honour or ceremonial without prior clearance from the Vice-President's Secretariat, whether the visit is official or private.

### 3. PRIME MINISTER

3.1 OFFICIAL VISITS:- If the visit is to a State Capital, the Prime Minister should be received by the Governor, the Chief Minister, the Mayor, the Chief Secretary and the Inspector General of Police. Members of the State Council of Ministers or other officers (except those who have specific duties to perform) need not be present.

3.2 If the visit is to a town outside the State Capital, the Chief Minister or a Minister nominated by the State Government, the President of the local Zila Parishad and the Mayor or President of the local municipal body and the two senior most executives and police officers of the district only should be present to receive the Prime Minister. In particular, the Governor need not be present.

3.3 The above provisions will apply also in regard to the departure of the Prime Minister.

3.4 If the Prime Minister is making a transit halt at a State Capital, the Chief Minister may, if he so desires be present though it should normally not be necessary for him to do so. It is not necessary for the Governor to be present unless the Prime Minister or the Governor wish to have a few minutes talk with each other. One executive and one police officer deputed by the State Government may be present to render such assistance as may be necessary.

3.5 If the Prime Minister is making a transit halt in a town outside the State Capital, there is no need for the Chief Minister or any other Minister to be present. One executive and one police officer of the district only should be present.

3.6 PRIVATE VISITS:- It is not necessary for the Governor or the Chief Minister to be present unless the Prime Minister or the Governor or the Chief Minister wish to have a few minutes talk with each other. One executive and one police officer only should be present on arrival and departure to render necessary assistance.

3.7 GUARD OF HONOUR:- There should be no guard of honour or ceremonial without prior clearance from the Prime Minister's Secretariat whether the visit is official or private.

3.8 CARCADS:- The official carcade both at official and private visits of the Prime Minister should be as short as possible. Members of the Prime Minister's party should be accommodated three to a car. Under no circumstances should cars of State Minister, Officials and other non-officials be tagged on to the carcade.

#### 4. GOVERNORS/LT. GOVERNORS/SPEAKER OF THE LOK SABHA, UNION CABINET MINISTERS, MINISTERS OF STATE, DEPUTY MINISTERS AND DEPUTY SPEAKER OF THE LOK SABHA/DEPUTY CHAIRMAN, RAJYA SABHA

4.1 OFFICIAL VISITS:- An officer should be deputed by the State Government to receive the dignitary on arrival and see him off at the time of departure. It is not necessary to make such arrangements if the dignitary arrives or departs by night air service or makes a transit halt. If, however, the dignitary wishes to be met by an officer of the State Government when he travels by night air service or in transit or desires any facilities such as transport to be provided, arrangements may be made by the State Government accordingly if the arrangements are specifically indicated in the tour programme.

#### 4(a) FORMER PRESIDENTS, FORMER VICE-PRESIDENTS AND FORMER PRIME MINISTERS

These dignitaries on their visit to the States/UTs should be extended the same courtesies as extended to the Union Cabinet Ministers on their official visits to States/UTs. Further, these dignitaries should also be extended appropriate courtesies while they make a night halt or transit halt in the States/UTs.

#### 5. ACCOMMODATION AND TRANSPORT

5.1 During the visit of the President, Vice-President and Prime Minister, accommodation and transport to the extent necessary should be provided by the State Government concerned irrespective of the nature of the visit.

5.2 In the cases of other dignitaries, such facilities may be provided according to the rules of the State Government. If any such facility is to be paid for according to these rules, particularly in the case of private visits, the charges will be paid by the dignitary concerned.

5.3 In the functions organized in connection with the visits of VIPs austerly should be observed and lavish and wasteful expenditure on hospitality should be avoided.

6. GENERAL

6.1 Detailed instructions regarding the presence of the officers of the Army, Navy and Air Force at the place of arrival and departure of different dignitaries are issued by the Ministry of Defence.

6.2 The above instructions do not apply to officials who have specific duties to perform at the place of arrival or departure of any dignitary in connection with the arrangements or for protection and security. Such officials should remain present at that place irrespective of the nature of the visit.

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