

The Orissa State Guest Rules, 1979

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1.

These rules may be called "The Orissa State Guest Rules, 1979" and will supersede the "State Guest House Rules".

2. State Guest.

- 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 or the Union;(xv)Deputy Chief Ministers of other States;(xvi)Attorney General of India;(xvii)Cabinet Secretary;(xviii)Controller and Auditor General of India;(xix)Lieutenant Governor of Union Territories;(xx)Deputy Minister of the Union;(xxi)Cabinet Ministers Of other States;(xxii)Chairman and Speakers of State Legislatures;(xxiii)Chairman of Union Public Service Commission;(xxiv)Chief Election Commissioner;(xxv)Chairman, Finance Commission;(xxvi)Chief Justice of High Courts of other States;(xxvii)Deputy Chairman 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.

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.

5. Family members.

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

6. Personal staff.

- 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. All the personal staff accompanying the Guests mentioned at Rule 2 (i), (ii), (iii), (iv) and (v) above 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).

8. Period of stay.

- The period 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.

9. Courtesies.

- Dignitaries visiting the 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.V.I.P. and V.I.P. shall be followed.

10. Transport.

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

11. Trunk call.

- All charges of trunk calls booked by the Guests at Rule 2 (i), (ii), (iii), (iv) and (v) shall be met out of Hospitality Grant. Telephone calls booked by other State Guests shall be paid by the concerned Guests.

12. State functions.

- 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, value and nature of State functions on each occasion shall be approved by Secretary/Additional Secretary to Government, Home Department.

13. Bouquets and garlands.

- 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.

14. Photograph and Press Conference.

- 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.

15. Accommodation, Board and medical facilities.

- 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 Bhawan subject to the convenience of the Governor. Other State Guests may also be accommodated at Raj Bhawan 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 State parties/functions at the cost of State Government.

16. Expenditure.

- All expenditure incurred in connection with boarding, lodging and transport for the State Guests shall be met out of the State Hospitality Grant.

17. Hospitality at Raj Bhawan.

- 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 and Technology and the annual parties of the State Legislators should be met out of State Hospitality Grant.

18. Security.

- 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.I.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 Guests not provided in the aforesaid rules, orders of Chief Secretary/Additional Chief Secretary/Secretary/Additional Secretary to Government, Home Department shall be taken.