

Gujarat State Guests Rules, 2004

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Gujarat State Guests Rules, 2004

In supersession of all the existing Government orders relating to the rules governing the extension of courtesies and facilities to the 'State Guests' visiting Gujarat, the Government of Gujarat is pleased to make the following rules to regulate all matters relating to the 'State Guests' visiting the State.

1. Short title and application :-

These rules shall be called "The Gujarat State Guests Rules, 2004". These rules apply to the VVIPs/VIPs dignitaries and officials who are treated as 'State Guests' under these rules when they visit any place in the State of Gujarat.

(i) VVIPs/VIPs mentioned in the list at Annexure 'A' to these rules shall be treated as 'State Guests' for the purposes of reception, transport, boarding and lodging when they visit any place in the State of Gujarat irrespective of the nature of their visits.

(ii) The VIPs/dignitaries and officials mentioned in the list at Annexure 'B' to these rules shall be treated as 'State Guests' for the purpose of reception, transport, boarding and lodging when their visit is at the invitation of the Government of Gujarat with the affairs pertaining to this State Government only.

(iii) As regards Parliamentary Committees visiting Gujarat in

connection with the official work concerning the expenditure on arrangements for boarding, lodging and transport will be borne by the concerned Department. Expenditure if any, incurred on arranging meetings, conferences visit to places, reception, lunch, dinner or floral bouquet etc. will also be borne by the concerned Department. It will be the prime responsibility of the Sachivalaya Department concerned to ensure that the visit of a particular committee/commission is an official one and connected with the affairs of State Government and the guidelines issued in this regard are scrupulously followed. Regarding Committees of Assembly of other State visiting Gujarat, they are not treated as State Guests. So Gujarat Legislative Assembly shall have to make arrangement in consultation of Collector and Concerned Department. Security will be provided as per entitle scale by Home Department under direction of Protocol.

(iv) Any non-official who does not figure in the list at Annexure 'A' and 'B' shall be treated as 'State Guests' with the specific orders of the Chief Secretary, Government of Gujarat.

(v) An official or ex-official who does not figure in the list at Annexure 'A' and 'B' visiting the State shall be treated as 'State Guest'. With the specific orders of the Chief Secretary, Government of Gujarat. However, the concerned Department desires of treating any dignitary, committee, commission etc. as State Guest will ensure that such a visit is directly connected with the affairs of the State of Gujarat and is in the interest of the State, before seeking orders of the Chief Secretary/Chief Minister, Government of Gujarat. In exceptional cases when proposal is recommended by the Minister and for administrative reason or otherwise if it is not possible to accept the same, then only in such cases final approval at the level of Chief Minister is to be obtained.

(vi) Former Chief Minister of Gujarat State shall also be treated as State guests, in the state guest houses owned by State but situated outside the State.

2. Family Members/Party Members :-

(i) All the members of the family (whether dependent or otherwise) and the party accompanying the following VVIPs shall be provided boarding and lodging free of charge.

(1) The President of India

(2) The Vice President of India

(3) The Prime Minister of India

(4) The Deputy Prime Minister of India (except Press and media party) Arrangements for boarding and lodging for the security officers and the S.P.G. personnel visiting Gujarat in advance will however be made on payment basis by Home Department and arrangement for transportation, liaison officer, boarding and lodging for press/media party will be done by Collector concerned in consultation with Information and Broadcasting Department.

(ii) Family Members (subject to maximum of three) accompanying the 'State Guests' mentioned in Annexure 'A' shall be treated as 'State Guest'.

(iii) Family Members (subject to maximum of two) accompanying the 'State Guest' mentioned in Annexure 'B' shall be treated as 'State Guest' Note. Family members of 'State Guest' includespouse and dependent children, unmarried daughters and parents.

3. Personal Staff :-

(i) The personal staff upto a maximum 2 persons accompanying the Governor and the Chief Minister of other States shall be provided lodging and boarding facilities free of cost during the stay of the Governor/Chief Minister.

(ii) Only one member of the personal staff accompanying the 'State Guests' mentioned in Annexure 'C' shall be provided lodging and boarding facilities free of cost during the period of stay of the State Guest in the State Guest Houses.

(iii) Any personal staff accompanying the 'State Guests' mentioned in Annexure 'B' shall be provided lodging and boarding facilities in the State Guest Houses, subject to availability, on payment basis.

4. Period for providing State Guest facilities :-

(i) The following VIPs and members of their party shall be accorded 'State Guest' facilities during their entire period of stay in the State.

(a) The President of India.

(b) The Vice President of India.

(c) The Prime Minister of India.

(d) The Deputy Prime Minister of India.

(ii) For other 'State Guests', the period for providing State Guest facilities will not exceed five days for the dignitaries mentioned in Annexure A and B on each occasion. Thereafter all facilities except security will be provided on payment of regular charges as in vague. However, Government will be competent to relax the provisions of this rules in suitable cases. The period shall be counted from the time of first arrival in Gujarat. The Chief Justices of High Courts of other States will be treated as State Guests at par with the Judges of the Supreme Court of India and accordingly the Chief Justices of High Courts of other States, his wife, his dependent sons and unmarried daughters will be treated as State Guests for a period of 7 days even if their visits are not on official duties of public affairs. The Judges of High Courts of other States and one member of the family will be treated as State Guests for three calendar days when their visits are for official duties of public affairs. The Judges of the Supreme Court of India, his wife, his dependent sons and unmarried daughters will be treated as State Guests for a period of 7 days even if their visits are not on official duties of the public affairs.

5. Reception/Seen off :-

(i) Visits of the President, the Vice-President, and the Prime Minister of India to Gujarat. During the visits of (i) the President of India, (ii) The Vice-President of India, (iii) The Prime Minister of India to any place in Gujarat State, the reception and farewell will be arranged as per the guidelines given vide the Government of India, Minister of Home Affairs letter No. 13-37-79, States dt. 8.7.1980 (subject: courtesies to be shown to the dignitaries visiting States and Union territories) attached herewith as Annexure 'G'.

(ii) Visits of other 'State Guests' to Gujarat. In Ahmedabad: Reception and seen off will be as per Circular No. TRS/1476/4419/GH dt. 18.7.1988 attached herewith as Annexure 'F' in which Governors/Speakers of the Lok Sabha/Union Cabinet Ministers and dignitaries of Cabinet rank, on a visit to the State should be received and seen off in Ahmedabad by the following officers:

(i) The Secretary of the Concerned Department.

(ii) The Collector of Ahmedabad.

(iii) A Police Officer of a rank not lower than Dy. Commissioner of Police. The other dignitaries should be received and seen off in Ahmedabad by the following officers:

(i) Head of Department concerned or a Dy. Secretary from the Department concerned.

(ii) A Deputy Collector (Protocol) from Ahmedabad.

(iii) A Police Officer of rank not lower than the Superintendent of Police. The Deputy Collector (Protocol) of the Collector office Ahmedabad shall receive and see off the 'State Guest' at the time of arrival and departure at the Airport/Railway station. In Districts : The Collector of the district concerned shall make appropriate arrangements to receive and see off the 'State Guests'. As regards the dignitaries and officials who are treated as 'State Guests' by a General Administration Department (Protocol) and officer of the concerned Department shall also receive and see off the 'State Guest'. Attention is also drawn on circular No. TRS/1498/CM-45/GH dt. 18.9.1998 attached herewith as Annexure 'E'.

6. Transport :-

(i) The State Guests shall be provided free transport.

(ii) Ordinarily, the transport placed at the disposal of the State Guest is for his use in the town of this visit within Gujarat as per programme. In certain contingencies, the State Guest may have to change the programme in which case, formal permission from the General Administration Department (Protocol) shall be obtained.

(iii) Normally, one car is provided per dignitary during the visit except the following dignitaries : (i) The President of India (ii) The Vice President of India Cars are provided (iii) The Prime Minister of India according to requirements (iv) The Deputy Prime Minister _ \ (Car Plan) \ of India (v) The Governor of other State (vi) The Chief Minister of other Two Cars \ State _

(iv) Where transport arrangements have been made on payment basis, the charges for the same shall be recovered before the departure of the party from the place of the visit.

(v) In case Government Vehicle is not available, a hired vehicle shall be provided to a "State Guest." The Manager, Government Transport Service in Gandhinagar/Ahmedabad and the Collector concerned in district shall ensure that a hired vehicle so provided is

in good condition and the driver of the same is security cleared.

7. Boarding :-

The State Guests shall be provided free boarding, during the period of entitlement as 'State Guest' The items from the Standard Menu will be provided to the occupants. If during his stay in the State, a State Guest wishes to entertain some of his own guests the expenses on such entertainment will be met by him.

8. Lodging arrangements :-

(i) Lodging arrangements for the State Guests will be made in the State Guest Houses and Circuit Houses in the Districts, Arrangements for certain dignitaries may be made in Raj Bhavan at Gandhinagar subject to the approval of the Governor of Gujarat.

(ii) In case the 'State Guest' desires to stay beyond the entitled duration then, subject to availability of rooms and with the prior approval of the General Administration Department, rooms on direct payment basis will be made available as per prescribed rates in force.

(iii) Subject to approval of the Chief Secretary accommodation for a 'State Guest' may be arranged in a good hotel in special circumstances.

9. Other Arrangements :-

(i) Arrangements regarding reception, farewell, transport, accommodation and security for the VIPs/dignitaries enlisted at Annexure 'A' and 'B' will be looked after by the Protocol Division in the General Administration Department.

(ii) Arrangements for dignitaries/officials who are treated as State Guest under Rules I(iii) and I(iv)(v) shall be made by the nodal Department/Offices Sponsoring. Expenditure on arrangements on such visits shall also be borne by the concerned Department/Office.

(iii) Regarding Parliamentary Committee visit, Gujarat Protocol division will issue instruction for providing security only as per entitled scale.

10. Telephone/STD/Trunk Calls/STD facilities :-

(i) The following State Guest shall be provided with full telephone facilities free of charge. (a) The President of India (b) The Vice President of India (c) The Prime Minister (d) The Deputy Prime

Minister

(ii) The State Guests mentioned in Annexure 'D' will be provided the facility of the STD and trunk calls only for official purpose free of charge.

(iii) All 'State Guests' will be provided facility of local calls free of charge

(iv) The facilities for STD/trunk calls shall be provided to other guests on payment basis.

(v) Trunk calls and STD calls shall be looked through the telephone operator on duty who shall enter all trunk calls, STD in a separate register maintained for the purpose.

11. Security :-

The State Guests will be provided with required Pilot, Escort security by the Director General of Police as per the instructions issued by the Ministry of Home Affairs, Government of India and the State Government on the subject, from time to time.

12. Relaxation :-

The State Government may in the circumstances of each case relax any of the provisions of these Rules relating to composition of entourage of a particular State Guest and party and their duration of stay in Gujarat. These rules will come into force with immediate effect.