

**Government of Jammu and Kashmir**  
**Directorate of Hospitality and Protocol**

**Functioning of Hospitality and Protocol Department.**

The Department of Hospitality and Protocol has been very important wing of the Jammu and Kashmir Government to extend the courtesy from the Government to the VVIPs higher dignitaries and other State Guests, National and providing International Delegation with regard to reception, transport and providing of accommodation to these dignitaries in the state. The visitors include high dignitaries like HE the President, the vice President, the Prime Minister and his ministerial colleagues, the Chief Ministers, Ministers of other states, Judicial officers and other officers of other states and other important functionaries in Government, politics, socio-economic field also the foreign dignitaries.

The Hospitality and Protocol Department also caters to the requirement of hospitality and sumptuary on the occasion of Independence Day, republic day other festivities and official parties hosted by H.E the Governor, Hon'ble Chief Minister and other Hon'ble Ministers. Besides this the department also makes arrangements for national/state level conferences, seminars and events on behalf of various ministries.

The Department of Hospitality and Protocol is running a considerable number of structures in and outside the vicinity of Srinagar and Jammu cities and for the infrastructural development and maintenance of these structures, the Government has been kind enough to establish an Engineering wing in the Department which functions under the Supervisory control of the Contract Committee Constituted by the Government.

The Department bears all the expenses of the VVIP's and other State guests while as normal rent is charged for the other visitors which does not include the catering expenses. The details of which are given as under:

- a) Accommodation will be allotted for no longer than 3 days at a stretch to Bonafide touring officers from the district or from Delhi & other States.
- b) Stay would be extendable beyond 3 days to a maximum of 7 days by the Director, Hospitality and Protocol. Stay beyond 7 days to a maximum of 21 Days shall be sanctioned by the Secretary to Government in the Hospitality And Protocol Department. Stay beyond 21 days would require the sanction of the Chief Secretary.
- c) Government employees shall be treated on duty only on the authority of Superior officers. Heads of Departments shall be treated on duty on their own authority.
- d) Ex-Legislators /Journalists shall be entitled for 20% concession on the Revised rates.

The details of infrastructure available with the Department are given hereunder:-

**Kashmir Province**

1. State Guest House (East)
2. State Guest House West
3. Nehru Guest House Cheshmashahi
4. Dachigam Guest House
5. Guest House No:5
6. Guest House No:6 (occupies by CBI)
7. Harwan Guest House (Gutted)
8. Palace Building Gulmarg
9. 3 VIP Huts at Gulmarg
10. Bobby Hut Pahalgam
11. 2 VIP Huts at Pahalgam
12. Guest House Pahalgam (Gutted)
13. Rest House Akad( Gutted)
14. Banquet Hall
15. Circuit House at Srinagar
16. H&P Stores, Gupkar Road

### Jammu Province:-

1. State Guest House No:1
2. State Guest House No:2
3. Tara Niwas Palace, Udhampur
4. Circuit House at Jammu
5. Banquet Hall
6. H&P Stores
7. Administrative Block
8. Convention Centre (Under construction)

With the construction and completion of convention complex at Jammu, a long felt need to handle international/ national level seminars , meetings would be addressed

### Grievance, Redressal, Mechanism

In case any citizen has any valuable suggestion for improvement of the working of the department, the same can be preferred personally or in writing to the designated nodal agency of the department.

For any information or assistance in this regard any of the following officers can be contracted:

S. No	Name with designation	Tele/Fax Numbers	Mobile Numbers
<b>Jammu</b>		<b>(0191)</b>	
1	Joint Director,H&P,Jammu	2501411 2504540(fax)	
2	Assistant Director,H&P,Jammu	2505623(Tel/fax)	
<b>Kashmir</b>		<b>(0194)</b>	
1	Deputy Director,H&P, Kashmir	2500126	
2	Shri Manzoor Ahmad, Assistant Director	2500126(Tel/Fax)	