



GOVERNMENT OF JAMMU AND KASHMIR
DIRECTORATE OF HOSPITALITY AND PROTOCOL J&K
Gupkar Road Srinagar Tele 0194-2500088-2500623 Canal Road Jammu Tele 0191-2501409-2501410

CITIZEN'S CHARTER OF HOSPITALITY & PROTOCOL DEPARTMENT

Mandate of the Directorate of Hospitality & Protocol Department J&K

- 1. To make necessary arrangements for the following functions :**
 - i) Republic Day
 - ii) Independence Day
 - iii) Oath taking ceremonies
 - iv) Functions organized for Hon'ble Lieutenant Governor
 - v) Any other function desired by the competent authority
- 2. To make all the arrangements of boarding, lodging & transport facilities during the visit of the following high dignitaries/VVIPs :**
 - i) The President of India
 - ii) The Vice President of India
 - iii) The Prime Minister of India
 - iv) The Chairman, Rajyasabha
 - v) The Speaker, Lok Sabha
 - vi) The Chief Justice of India
 - vii) The Governors of other States
 - viii) The Chief Ministers of other States
- 3. To make arrangements for the visit of following dignitaries/VIPs:**
 - i) Union Ministers
 - ii) Leader(s) of Opposition in Rajya Sabha & Lok Sabha
 - iii) Chairman Legislative Councils of other States

- iv) Speaker Legislative Assemblies of other States
- v) Judges of the Supreme Court
- vi) Chief Justice of High Court of other States
- vii) Judges of High Court of other States and Central Administrative Tribunal
- viii) An officer of and above the rank of Secretary to Government of India.
- ix) Any other dignitary declared as State Guest by the Government.

4. Paying Guest :

Subject to the availability of accommodation in Guest Houses/ Circuit Houses at Jammu and Srinagar, the following may be lodged in Guest Houses/Circuit Houses and treated as Paying Guests on payment of the prescribed/ scheduled rents;

- i) Judges of the High Courts Of States
- ii) Ministers/Advisors and equivalent
- iii) Chairman of State Public Service Commission
- iv) Joint Secretaries to the Government of India and equivalent
- v) Principal Secretaries and equivalent of the State.

5. Other duties :

Deployment of Liaison Officers as and when desired

6. Accommodation in Circuit House Jammu / Srinagar :

- i) As per the Government Order No. HP-14 (Estt) of 2010 dated 22-09-2010, the accommodation in the Circuit House Jammu / Srinagar is provided to the following;
 - a) Govt. Employees on duty
 - b) Legislatures/Ex-Legislatures
 - c) Journalists

d) Others

- ii) Accommodation is allotted for no longer than 3 days at a stretch to bona fide touring officers from the districts or from Delhi and other States.
- iii) Stay would be extendable beyond 3 days to a maximum of 7 days by the Director Hospitality & Protocol. Stay beyond 7 days to a maximum of 21 days shall be sanctioned by the Secretary to Government Hospitality & Protocol Department. Stay beyond 21 days would require the sanction of the Chief Secretary.
- iv) Government employees shall be treated on duty only on the authority of their superior officers. Heads of Department shall be treated on duty on their own authority.