



GOVERNMENT OF MEGHALAYA

The Meghalaya State Guest ~~House~~
Rule 1991

THE MEGHALAYA STATE GUEST RULES 1991

GENERAL

- (1) These Rules may be called "The Meghalaya State Guest Rules, 1991".
- (2) The Rules lay down procedure etc. On declaration and treatment of dignitaries as State Guests during their visit to the State, The Rules shall come into force with immediate effect whereupon the instructions as contained in Government Memoranda No. GA.58/76/78 dated 25th March, 1976 and No. LJ (A)72/86/1427 shall cease to operate.
- (3) The Administrative Department concerned shall be responsible for declaring dignitaries as State Guests. (see Annexure III).
- (4) The concerned Administrative Department shall be responsible for making all arrangements in connection with the reception, accommodation, transport and security of the State Guest, and in making arrangements for his appointments in the State. If required, assistance may be obtained from the Protocol Cell.

DIGNITARIES

- (5) Subject to the provisions of Rule (3) the following dignitaries shall be treated as State Guest when they visit any part of the State of Meghalaya;

1. The President of India;
2. The Vice-President of India;
3. The Prime Minister of India;
4. (a) Former President.
(b) Deputy Prime Minister.
5. Chief Justice of India,
Speaker of Lok Sabha.
6. Holders of the Bharat Ratna decoration.

7. Cabinet Ministers of India.

Leaders of Opposition in the Rajya Sabha and Lok Sabha.

Deputy Chairman, Planning Commission.

8. Ambassadors, Extraordinary and Plenipotentiary; accredited to India, including High Commissioners of Commonwealth countries on their first visit to the State subject to such special instructions as may be issued by the Government of India in this behalf;

9.(a) Chief Ministers of States.

(b) Governors.

10. Judges of Supreme Court.

11. Deputy Chairman, Rajya Sabha;

(a) Deputy Chief Minister of State.

(b) Deputy Speaker, Lok Sabha.

(c) Members of Planning Commission.

(d) Ministers of States of Union;

12. Attorney General of India.

Cabinet Secretary.

Controller and Auditor General of India.

13. Chief of Staffs holding the rank of full General or equivalent rank.

14. Envoys Extraordinary and Ministers Plenipotentiary accredited to India;

15. Union Deputy Ministers.

16. Officiating Chief and Staffs holding the rank of Lieutenant General or equivalent rank.

17. Chairman, Central Administrative Tribunal.

Chairman of Minorities Commission.

Chairman Scheduled Castes and Scheduled Tribes Commission

Chairman Union Public Service Commission.

Chief Election Commissioner.

Chief Justices of High Court.

18. Cabinet Ministers,
Chairman and Speaker of State Legislature,
19. Chairman of Monopolies and Restricted Trade Practices Commission.
20. Deputy Chairman and Deputy Speaker of State Legislative.
21. Minister of State,
Puisne Judges of High Court,
22. Members of Parliament.
23. Deputy Ministers of State.
24. Army Commanders/Vice Chief of the Army Staff or equivalent in other Services.
Commissioner of Linguistic Minorities,
Commissioner for Scheduled Castes and Scheduled Tribes.
Members Minorities Commission.
Members SC and ST Commission.
Officers of the rank of full General or equivalent rank.
Secretaries, to the Government of India,
Secretary, Minorities Commission.
Secretary, SC and ST Commission.
Secretary, to the President.
Secretary, to the Prime Minister.
Secretary, Rajya Sabha, Lok Sabha.
Solicitor General,
Vice Chairman, Central Administrative Tribunal.
25. Officers of the rank of Lieutenant General or equivalent rank
26. Additional Secretaries to the Government of India.
Additional Solicitor General.
Advocate General of States.
Chairman Tariff Commission.
Charged Affairs and Acting High Commissioners (a pied and ad interim),
Chief Ministers of Union Territories and
Chief Executive Councillor, Delhi.

Chief Secretaries of State Government,
 Deputy Controller and Auditor General.
 Deputy Speaker or Legislative Assemblies in Union Territories and
 Deputy Chairman, Delhi Metropolitan Council.
 Director, Central Bureau of Investigation.
 Director General Border Security Force.
 Director General, Central Reserve Police.
 Director, Intelligence Bureau.
 Lieutenant Governors of Union Territories.
 Members, Monopolies and Restrictive Trade Practices Commission.
 Members, Union Public Service Commission.
 Ministers of Union Territories and Executive Councillor, Delhi.
 Principal Staff officers of the Armed Forces of the rank of
 Major General or equivalent rank.
 Speaker of Legislative Assemblies in Union Territories and
 Chairman of Delhi, Metropolitan Council.

Other eminent dignitaries, both Indian and Foreign including Officials and Non-officials who may be declared as State Guest by the Government in the General Administration Department with the approval of the Chief Secretary or the Chief Minister.

Visiting dignitaries declared State Guest by the Government of India.

JUDGES OF THE HIGH COURTS

(6) Notwithstanding anything contained in this rule, a Puisne Judge of High Court and his spouse and two other members accompanying him, when on private visit to the State, may be treated as State Guest for the purpose of transport only for period not exceeding seven days and one vehicle will be provided and expenses on Pol porne by the Government.

(7) Arrangements for his accommodation may be made but expenditure there on is to be borne by the dignitary himself. This facility will be made available only to those High Court Judges hailing from States which have reciprocal arrangements in the matter.

(8) Excepting the President of India, the *vice* President of India the Prime Minister, the Deputy Prime Minister, Governor, Lt. Governors, Chief Justices and Puisne judges of the Supreme Court of India and Chief Justices of High Courts all other dignitaries mentioned rule 4 shall be treated as State Guests only when their visits to the State are Official or and the invitation of the State Government. "Office visits are either visits to the State at the invitation of the State Government or visit in connection with affairs pertaining to the State of Meghalaya

(9) Not more than three members, namely the spouse of the dignitary and two other members, of family shall be entitled to all facilities admissible to the State Guest while accompanying him.

(10) The period for treating a dignitary as State Guest shall ordinarily not exceed four days.

RECEPTION

(11) A State Guest shall be received by representative of the State depending upon the status and protocol involved in the visit. All arrangements regarding appointments, etc. will be made by the concerned Department one official of appropriate level shall normally accompany the dignitary throughout his stay in the State.

(12) During the visit of a State Guest to any district outside Shillong, the Deputy Commissioner and the Superintendent of Police of the district concerned or their representative should meet the State Guest on his arrival and see him off at the time of his departure.

TRANSPORT

13. The State Guest shall be provided with transport for all journeys with the State including journeys from and to the airport, railway station, etc. for which cars will be made available by the Transport Department on requisition by the concerned administrative Department. If Transport Department certifies in writing that no car is available, then Administration Department will have to make their own arrangements.

14. Where transport required cannot be detailed from the resource available with the State Government arrangement shall be made by providing suitable hired cars, the cost of which shall be borne by the concerned department of the Government. Regular log Books indicating fuel amount allotted and distance covered per days journeys, performed, are to be maintained.

BOARDING, LODGING AND MEDICAL FACILITIES

15. The State Guest shall be provide with free boarding and lodging facilities and medical service, but to be limited by the tariff of the hotel/Guest house where they are staying, rates to be fixed by the Government from time to time.

16. State Guest at Shillong shall normally be accommodated in the State Guest House and Circuit House, Where no suitable accommodation available in the State Guest House, Circuit or Rest House, accommodation may be arranged in any hotel of repute with one consideration of the State and convenience of the State Guest.

17. Except as provided under Rule 16, no alcoholic drinks, cigarettes or laundry facility will be provided to the State Guest at State Government's expense. The State Guest will be allowed to make local telephone calls and also trunk call for official purposes at Government's expense. Trunk calls which are not for official purposes shall be paid for by the State Guest himself. Official trunk calls should be so certified by the State Guest or his authorised staff.

18. In case the State Guest happens to be a foreign national, prior written approval of the Chief Secretary shall be necessary in each individual case where it is proposed to serve alcoholic drink or cigarettes Government's expense.

19. Any expenditure incurred by the State Guest in respect of lunches, dinner, or entertainment of his visitors or guests shall be borne by the State Guest himself. No expensive gift shall be presented to any State Guest at Government expense.

FUNCTIONS LUNCHEONS AND DINNERS

20. State function, Luncheons and dinners in honour of the visiting State Guest may wherever necessary, be arranged by the Department concerned, on approval by the Minister concerned.

SECURITY

21. State Guests who are entitled to protective arrangements will be provided with required security. Protective arrangements should be made by the police authorities. For this purpose a list of four programmes of visiting dignitaries and delegations, etc. should be sent to the following officers immediately after intimation is received.

(a) IG of Police (b) DIG of Police (HQ) SB/GID (c) SP of District concerned (d) SP of Staffing.

In case of visits to districts by dignitaries information should be sent immediately to the district officers and the SP of the district concerned as also the Commissioner of Division and the Division and the DIG of Police.

EXPENDITURE

(22) All expenditure connected with State Guests under these Rules shall be paid by the concerned Department out of its budget provisions with the concurrence of Finance Department whenever necessary.

POWER TO RELAX

(23) The provisions of any of these Rules may be, for any special occasion or reason, be relaxed on orders of the Chief Secretary.

ANNEXURE—III

Visiting Dignitary

President, Vice President, Prime Minister, Governor, Lieutenant Governor, Minister without Portfolio and Chief Ministers of other States. Ambassadors, High Commissioners and other representatives of Foreign Governments.

Minister of Agriculture, Food, Co-operation and Rural Development.

Minister of Atomic Energy

Minister of Commerce ...

Minister of Communication ...

Minister of Defence ...

Minister of Human Resource & Social Welfare.

Minister of External Affairs

Minister of Finance ...

Minister of Health & Family Planning.

Minister of Heavy Industry ...

Minister of Home Affairs ...

Minister of Industries ...

Minister of Civil Supplies ...

Minister of Information and Broadcasting

Minister of Irrigation and Power

Minister of Labour ...

Minister of Law, Justice & Company Affairs.

Department of Government of Meghalaya responsible for all arrangements.

Political Department.

Agriculture and Community Development Department, Food and Civil Supplies Department and Environment Co-operation Department, Forest Department & Animal Husbandry & Veterinary Department.

Power Department.

Industries Department.

Public Works Department (R&B)

Home Department.

Education Department.

Home Department.

Finance Department.

Health & Family Welfare Department.

Industries Department.

Home Department.

Industries Department.

Food and Civil Supplies Department.

Information & Public Relations Department.

Power Department.

Labour Department.

Law Department.

Minister of Personnel, Public Grievances and Pension.	Department of Per. & A R.
Minister of Petroleum and (Natural Gas).	Supply Department.
Minister of Planning Deputy Chairman, Members of Planning Commission.	Planning Department.
Minister of Parliamentary Affairs	Home Department.
Minister of Programme Implementation.	Implementation Programme Department.
Minister of Railway	Transport Department.
Minister of Science and Technology.	Science and Technology Department.
Minister of Shipping and Transport.	Transport Department and P.W.D Department.
Minister of Steel and Mines	Industries Department.
Minister of Tourism	Tourism Department.
Minister of Civil Aviation	Transport Department.
Minister of Food and Supply.	Food and Civil Supplies Department.
Minister of Works and Housing	Housing Department.
Minister of Textiles Department.	Sericulture Department.
Minister of Urban Development.	Urban Affairs Department.
Chief of Justice and P.Judge of Supreme Court of India and High Courts.	Law Department.
Chief Election Commission, and Delimitation Commission.	Election Department.
Secretaries or dignitaries of above Ministries at II declared as State Guest.	Same as at right hand Column of II.
Any State Guest not covered by any Department.	General (State Protocol Officers to be the Escort Officers

Deputy Secretary to the Govt. of Meghalaya,
General Administration (B) Department,

Shillong the 28th August, 2006

ADDENDUM

No.GAB.112/89/269.—The under mentioned Dignitaries may be added in the list of dignitaries vide Rule (5) of the Meghalaya State Guest Rules, 1991, at Sl. No.26 :—

“The Presiding Officer of Securities Appellate Tribunal”

“The member of the Securities Appellate Tribunal”

Y. TSERING

Commissioner & Secretary to the Govt. of Meghalaya,
General Administration Department (B)

Shillong the 13th June, 2006

ADDENDUM

No.GAB-112/89/261.—The under mentioned Dignitaries may be added in the list of dignitaries vide Rule (5) of the Meghalaya State Guest Rule. 1991 at Sl. No.26:—

“The Chief Information Commissioner of the Central Informations Commission”.

“The Information Commissioner of the Central Information Commission”.

S. S. GUPTA

Commissioner & Secretary to the Govt. of Meghalaya,
General Administration Department. (B)

Shillong the 27th June, 2005

ADDENDUM

No.GAB.112/89/200.—The under mentioned Dignitaries may be addept in the list of dignitaries vide Rule (5) of the Meghalaya State Guest Rules, 1991, at Sl. No.26 :—

“The Chairperson, vice-Chairperson and Members of the National Commission] for Scheduled Tribes”.

“The Chairperson and Members of the National Commission for Safai Karamcharis”.

“The Chairman and Members of the National Commission for Minority Educational Institutions”.

S. S. GUPTA

Commissioner & Secretary to the Govt. of Meghalaya,
General Administration Department (B).

GOVERNMENT OF MEGHALAYA
GENERAL ADMINISTRATION DEPARTMENT (B)

Shillong, the 2nd May 2005

AMENDMENT

No. GAB.1/2005/24—The Governor of Meghalaya is pleased to make the following rules to amend the Meghalaya State Guest Rules, 1991, namely:—

1. Short Title and Commencement — (1) These rules may be called the Meghalaya State Guest (amendment) Rules, 2005.

(2) They shall come into force at once.

2. Amendment of Annexure-III—For the existing Annexure-III of the Meghalaya State Guest Rules, 1991 the following shall be substituted namely—

“ANNEXURE—III”

Visiting Dignitary — Department of Government of Meghalaya responsible for all arrangements.

President, Vice President, — Political Department.

Prime Minister, Governor,
Lieutenant Governor, Minister
Without portfolio and Chief
Ministers of other States
Ambassadors, High Commis-
sioners other representatives
of Foreign Governments.

Minister of Agriculture — Agriculture and Animal Husban-
dry & Veterinary Department.

Minister of Atomic Energy — Power Department.
& Power.

Minister of Commerce Indus- — Industries Department.
tries, Heavy Industries, Steel.

Minister of Coal & Mines. — Mining & Geology Department.

Minister of Road Transport — Public Works Department
and Highway. (R&B)

Minister of Environment & — Forests Department.
Forest.

Minister of Communication & — Communication Department.
information Technology.

Minister of Defence, External — Home Department.
Affairs and Home Affairs.

Minister of Human Resource — Education Department.
Development.

- Minister of Social Welfare — Social Welfare Department.
Social Justices & Empowerment
Women and Children.
- Minister of Finance — Finance Department.
- Minister of Health & Family Welfare. — Health & Family Welfare Department.
- Minister of Civil Supplies, Food & Supply and Petroleum & (Natural Gas). — Food, Civil Supplies and Consumer Affairs Department.
- Minister of Information & Broadcasting. — Information & Public Relations Department.
- Minister of Irrigation — Agriculture Department.
- Minister of Labour — Labour Department.
- Minister of Law, Justice & Company Affairs, Chief Justice and P. Judges of Supreme Court of India and High Courts. — Law Department.
- Minister of Personnel, Public Grievances and Pension. — Personnel & A. R. Department
- Minister of Rural Development. — Community & Rural Development Department.
- Minister of Planning, DONER, Deputy Chairman, Members of Planning Commission Minister of Tribal Affairs. — Planning Department.
- Minister of Parliamentary Affairs. — Parliamentary Affairs Department
- Minister of Programme Implementation. — Programme Implementation Department.
- Minister of Railway, Shipping & Transport and Civil Aviation. — Transport Department.
- Minister of Science & Technology. — Science & Technology Department.
- Minister of Tourism & Culture — Tourism Department, & Arts & Culture Department,
- Minister of Housing — Housing Department.

- Minister of Textiles — Sericulture Department ;
- Minister of Urban Development and Poverty Alleviation, — Urban Affairs Department ;
- Minister of Youth Affairs and Sports. — Sports and Youth Affairs Department ;
- Chief Election Commissioner and Delimitation Commission. — Election Department ;
- Secretaries or Dignitaries of above Ministries declared as State Guests. — Same as at right hand Column of respective Ministries ;
- Any State Guest not covered by any Department. — G.A.D. (State Protocol Officer to be the Escort Officers).

S. S. GUPTA,

Commissioner & Secretary to the Government of Meghalaya,
General Administration Department, (B)

Shillong, the 14th April 2005

A D D E N D U M

No. GAB 1/2005/23—Please add the following below Rule 11 under "Reception" of the Meghalaya State Guest Rules, 1991.

"Visit of the Union Ministers, Governors, Judges of Supreme Court, Chief Justices of High Courts and Deputy Chairman Planning Commission may be received and seen off by the State Protocol Officer alongwith the Liaison Officer of the concerned Department"

"During the absence of the State Protocol Officer, the senior most Protocol Officer should function as the State Protocol Officer".

S. S. GUPTA,

Commissioner & Secretary to the Govt. of Meghalaya,
General Administration Department, (B)

Shillong, the 18th April 2000

ADDENDUM

No. GAB-112/89/120 - The under mentioned dignitary is incorporated in the list of dignitaries vide Rule (5) of the Meghalaya State Guest Rules, 1991, at serial No. 17:—

“President, National Consumer Disputes Redressal Commission”.

A. K. SRIVASTAVA,
Commissioner & Secretary to the Govt. of Meghalaya,
General Administration Department.

Shillong, the 12th January 1999

A M E N D M E N T

No. GAB-112/89/100 - The Governor of Meghalaya is pleased to make the following rules to amend the Meghalaya State Guest Rules, 1991, namely:—

1. Short title and commencement:—

- (1) These Rules, may be called the Meghalaya State Guest (Amendment) Rules, 1998.
- (2) They shall come into force at once.

2. Amendment of Rule 22:—For the existing Rules 22 under “Expenditure” of the Meghalaya State Guest Rules 1991, the following shall be substituted, namely:—

“(22) All expenditure connected with State Guests under these Rules shall be paid by the concerned Department out of its budget provisions with the concurrence of Finance Department whenever necessary except Departments of Personnel & Administrative Reforms, Political, Law & Parliamentary Affairs including General Administration which shall be paid by General Administration (B) Department”.

K. V. EAPEN,
Secretary to the Govt. of Meghalaya,
General Administration (B) Department.

Shillong, the 21st March 1997

ADDENDUM

No.GAB.47/94/72—In partial modification to this Department Addendum letter No.GAB.47/94/7, dated 16th July, 1994 the under mentioned dignitaries may be added to para (5) of the list of dignitaries of the Meghalaya State Guest Rules, 1991:

“Chairpersons and Members of the National and State Human Rights Commission and their spouses”

H K. MAZHARI,
Commissioner & Secretary to the Govt. of Meghalaya,
General Administration (B) Deptt.

Shillong, the 22nd November 1996

ADDENDUM

No.GAB.112/89/80—The Under mentioned dignitaries are incorporated to para (5) of the list of dignitaries of the Meghalaya State Guest Rules, 1991,

“Chairperson and Member of the National Commission for Women”

“Chairperson and Members of the National Commission for Backward Classes”;

“Chairperson and Members of the National Commission for Safai Karamcharis”.

H. K. MAZHARI,
Commissioner & Secretary to the Govt. of Meghalaya,
General Administration (B) Deptt.

Shillong, the 16th June 1994

ADDENDUM

No.GAB.47/94/7—The Under mentioned dignitaries may be added to para (5) of the list of dignitaries of the Meghalaya State Guest Rules, 1991.

Chairman and Members of the National Human Rights Commission:

H. CHINKENTHANG,
Commissioner & Secretary to the Govt. of Meghalaya
General Administration (B) Deptt,

2006

Printed at the Directorate of Printing and Stationery (Press Wing)
Meghalaya Shillong