

**Government of Jammu and Kashmir
Hospitality and Protocol Department,
Civil Secretariat, Jammu/Srinagar**

Subject: - The Jammu and Kashmir, Hospitality and Protocol Rules and Procedures, 2023.

Reference: 1) Concurrence of the Finance Department vide U.O. No. FD-Code/134/2022-02-506 dated: 07-08-2023;

2) Department of Law, Justice & Parliamentary Affairs No. LAW/SL/99/2023-10 dated: 20-09-2023.

**Government Order No: 09-JK (HP) of 2023
Dated: 22-12-2023**

In supersession of all previous rules/orders issued on the subject, it is hereby ordered that the following rules shall now be applicable:-

1. Short title and commencement:

- i. These rules shall be called the Jammu and Kashmir, Hospitality and Protocol Rules and Procedures, 2023;
- ii. These rules shall come into force with immediate effect.

2. Definitions:

- a) "Administrative Department" means the Hospitality and Protocol Department in the Civil Secretariat;
- b) "Director" means the Director of the Hospitality and Protocol Department;
- c) "Government" means the Government of Jammu and Kashmir;
- d) "Paying Guest" means a visiting dignitary or any official/non-official person who is provided boarding and lodging on payment basis;
- e) "Secretary" means the Administrative Secretary to the Government, Hospitality and Protocol Department; and
- f) "State Guest" means a person as defined in Rule 4 of these rules;



3. Application of the rules:

These rules shall apply to all such official/non-official persons of different categories who are either State Guests or Paying Guests visiting Jammu & Kashmir and may be provided boarding and lodging facilities by the Government.

4. State Guests:

(i) The State Guest facility shall always be extended to the following dignitaries, their family members and also to the personal staff accompanying them:-

- a. The President of India
- b. The Vice-President of India
- c. The Prime Minister of India
- d. The Chairman, Rajya Sabha
- e. The Speaker, Lok Sabha
- f. The Chief Justice of India
- g. The Governors/Lt. Governors/Administrators of other States/ Union Territories
- i. The Chief Ministers of other States/Union Territories

Provided that the party accompanying the President of India, the Vice President and the Prime Minister of India shall be provided boarding and lodging free of charges. However, the boarding and lodging for the Security Officers and the SPG personnel visiting the Union Territory for Advance Security Liaising (ASL) will be made on payment basis.

(ii) The following dignitaries shall be treated as State Guests when they visit the Union Territory in connection with official business /meetings/conferences etc.-

- a. Union Ministers
- b. Leaders of Opposition in Rajya Sabha and Lok Sabha
- c. Chairman, Legislative Councils of other States
- d. Speaker, Legislative Assemblies of other States
- e. Judges of the Supreme Court of India
- f. Chief Justices of High Court of other States/UTs
- g. Vice President, NITI Aayog
- h. Chairperson and Members of Lokpal of India.
- i. Judges of the High Courts of other States/ UTs and the Central Administrative Tribunal
- j. CEO, NITI Aayog
- k. An officer of and above the rank of Secretary to Government of India.



(iii) Apart from the dignitaries mentioned in sub-rules (i) and (ii) of rule 4, the Lieutenant Governor/Chief Minister may declare any visiting dignitary/person as State Guest, in the larger State/Public interest.

(iv) If any dignitary mentioned in rule 4(ii) visits the Union Territory of Jammu & Kashmir on a personal visit (such as LTC etc.) he/she shall be provided all facilities as are admissible to a State Guest, on payment basis.

5. Period for which State Guest facilities can be provided:

The State Guest facilities shall be provided for a maximum period of five (05) days within the municipal limits of cities / towns of Srinagar and Jammu.

Provided that in exceptional circumstances the Chief Secretary may authorize the extension of State Guest facilities beyond the prescribed limits and duration of stay.

Provided further that the maximum period for which State Guest facilities can be provided shall not exceed seven (07) days under any circumstances;

Provided that arrangement of accommodation in private hotels shall require the prior approval of the Chief Secretary, subject to the tariffs recommended by the designated committee for the purpose.

Provided also that the requests for treating the dignitaries / officers as State Guests shall be considered only if such requests are received at least three days in advance from the actual date of visit.

6. Reception/Departure:

(i) The State Guests shall be received / seen off by the Director, Hospitality and Protocol Department or such officers of the department as may be authorized by the Director, Hospitality and Protocol according to the requirement of Protocol.

(ii) Besides, the Hospitality and Protocol Department, one liaison officer shall be nominated by the concerned Ministry/ Department on whose recommendation State Guest facility is extended to a visiting dignitary/officer, to coordinate with the Hospitality and Protocol Department before arrival of the Guest so that the State Guest may not face any difficulty during his / her stay.

Provided that the Government may nominate any Government functionary to receive/see off a State Guest keeping in view the status / rank and stature of the Guest.



7. State Guest facilities:

State Guest facilities shall include the following:-

- i. **Transportation:** The facility of transport to State Guest(s) shall be provided by the J&K Motor Garages Department as per their status/rank.
- ii. **Boarding/Lodging:** Free boarding and lodging shall be provided only to the State Guest(s) and as provided in rule 4 which shall be reckoned from the hour of their arrival. The arrangement of food for the State Guest shall be as per the menu provided/updated from time to time by the Government Guest House. Only in exceptional circumstances if the requisition for any other permitted food item is made by the State Guest other than the prescribed menu, the same shall be provided with the approval of the Director.
- iii. **Newspaper / Magazines etc.**
- iv. The dignitaries indicated in rule 4 shall be provided security and all other facilities on demand or as may be required befitting their status.
- v. The State Hospitality shall not include the services of alcoholic drinks, cigarettes, cigars and other tobacco products.

8. Free meals for officials on duty: A bare minimum number of officials / liaison officers who are required to be in attendance with the State Guest for long hours outside duty hours may be provided meals free of cost with the approval of the Director.

9. Appointment with a State Guest: In case the State Guest as mentioned in rule 4 (i) & 4 (ii) have any official appointment with any person/Government functionary within the premises of Government Guest House, the Director, Hospitality and Protocol Department shall be informed of the same in advance except when such appointment may have been required to be arranged at a short notice. Refreshment like tea, snacks etc. served during such meetings shall be part of the Government Hospitality within the said premises.

10. Breakage or damage: In case of any breakage or damage to the articles of the Department of Hospitality and Protocol by a State Guest, it shall be duty of the Hospitality and Protocol Officer in-charge of the Guest House to get a certificate from the State Guest or his/her authorized representative recorded with reasons thereof to enable the department to write off such articles. However, in case of a Paying Guest, the cost of breakage or damaged items shall be payable by the concerned Paying Guest at market rate to be conveyed by the officer in-charge of the Guest House.



11. Maintenance of Register: A Register shall be maintained in every Guest House by the Receptionist / official on duty, indicating the date and time of arrival and departure of the Guest(s), duly attested either by the Guest herself/himself or by her/his authorized representative. Such Register shall be regularly inspected by the concerned authorities of the Hospitality and Protocol Department.

12. Special functions:

i) State functions shall be arranged by the Hospitality and Protocol Department as per convention/guidelines issued in this regard from time to time.

ii) Special functions like hosting of lunches/dinners and tea parties by the Lieutenant Governor/ Chief Minister shall be arranged by the Department of Hospitality and Protocol. The prior approval of the Lieutenant Governor/ Chief Minister regarding the menu and the number of invitees shall be obtained by the Director, Hospitality and Protocol through the Principal/Personal Secretary to the Lieutenant Governor/Chief Minister.

iii) Expenditure incurred on the lunch/dinner hosted by the Lieutenant Governor/ Chief Minister in honour of the Hon'ble President, the Vice President and the Prime Minister or any other dignitary/delegate(s) shall be borne by the Hospitality and Protocol Department from appropriate head of account.

iv) On the request of other departments, Hospitality and Protocol Department may arrange parties, lunches / dinners on payment basis;

Provided, the request is conveyed to the Secretary, Hospitality and Protocol Department in advance and 100% of the payment is also made at least three days in advance.

13. Paying Guests and the method of booking: All other official and non-official guests of the below mentioned categories, who are not State Guests or declared as such in terms of sub-rule (iii) of rule 4, on their request shall be lodged in the government guest/circuit houses on first-come-first-serve basis and treated as paying guests on payment of the prescribed rent as notified from time to time.

- (a) Any officer of the Government of India;
- (b) Any officer of the Supreme Court;
- (c) Any officer of the High Court of States/UTs;
- (d) Any office bearer of a National Commission;
- (e) Any office bearer of a State/UT level Commission;
- (f) Any officer/official of the Government of Jammu & Kashmir;



- (g) Any AIS/ Central Government Officer during their temporary stay in any Guest/ Circuit House of the UT in or outside J&K.
- (h) Any officer/official of other States/UTs;
- (i) Any elected representative;
- (j) Any private person of the Union Territory of Jammu & Kashmir if he/she requests for accommodation during short visit to Jammu or Srinagar or to any city outside of Jammu & Kashmir where J&K Guest House exists.
- (k) Any other private person belonging to the rest of India visiting in the interest of UT of J&K.

Provided that all requests for booking of accommodation in the J&K Government Guest/Circuit Houses by the paying guests shall be made and accepted only through online mode at J&K Guest House Booking System i.e. at [www.jkhospitalityprotocol.nic.in/booking].

Provided further that in case of the temporary stay of the AIS/ Central Government Officer mentioned in above part (g), guidelines issued under O.M. No. 2/05/2018-E.II(B), dated 1st of February 2019 by the Union Ministry of Finance, Department of Expenditure shall apply included further amendments issued if any in this regard.

14. Power to relax: The Lieutenant Governor/ Chief Minister may relax any provision contained in these rules.

15. Interpretation: In case any question arises relating to the interpretation of these rules, the matter shall be referred to the Hospitality and Protocol Department whose decision thereon shall be final and binding.

16. Repeal and Savings: The Jammu and Kashmir State Hospitality Rules, 2013 or any other rule / order made in this behalf are hereby repealed. Any action taken under the aforesaid rules applicable immediately before the commencement of these rules shall be deemed to have been taken under these rules.

By order of the Lieutenant Governor.

Sd/-
(Talat Parvez Rohella), IAS
Secretary to Government,
Hospitality and Protocol Department

No:HP-Estt/67/2022-05(25236)

Dated: 22-12-2023




Copy to the:-

1. Advocate General, J&K.
2. Financial Commissioner (Additional Chief Secretaries),
3. Director General of Police, J&K.
4. Director General, J&K, IMPA&RD.
5. All Principal Secretaries to the Government.
6. Principal Secretary to the Lieutenant Governor, J&K.
7. Principal Resident Commissioner, J&K Government, New Delhi.
8. All Commissioners/ Secretaries to the Government.
9. Joint Secretary (J&K), Ministry of Home Affairs, Govt. of India.
10. Chief Electoral Officer, J&K
11. Chairman, Special Tribunal, J&K.
12. Divisional Commissioner, Kashmir/Jammu.
13. All Head of Departments/ Managing Directors.
14. All Deputy Commissioners.
15. Director, Information J&K.
16. Director Archives, Archaeology and Museums, J&K.
17. Director, Estates, Kashmir/ Jammu.
18. Secretary, JKPSC/JKBoPEE/JKSSB.
19. Secretary, J&K Legislative Assembly.
20. General Manager, Government Press, Jammu/Srinagar.
21. Private Secretary to the Chief Secretary, J&K.
22. Private Secretary to Advisor (B) to the Lt. Governor.
23. Private Secretary to the Secretary to Government, H&P Department.
24. I/C Website, H&P Department.
25. Government Order file.

Copy also to the:-

1. Registrar (I/c Protocol), High Court of J&K and Ladakh.
2. Registrar (I/c Protocol), High Courts of States/UTs (All).
3. Protocol Officer, Supreme Court of India.
4. PPS/Pvt. Secretaries to the Chief Secretaries of States/UTs (All)


(Manzoor Ahmad Jan)
Under Secretary to Government,
Hospitality & Protocol Department