



सत्यमेव जयते

F.No: D-11011 /2/2021-O/o OSD (H&P)

**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
HOSPITALITY AND PROTOCOL DEPARTMENT**

Email: pstocomsecutl@gmail.com

UT Secretariat, Ladakh

Dated: 27 . 08 .2021

Subject: - The Union territory of Ladakh, State Guest Rules, 2021

ORDER NO. 18- LA-(H&P) of 2021

Dated: 27 . 08 .2021.

In supersession of all orders on the subject, it is hereby ordered that all matter relating to "State Guest" in Union territory of Ladakh shall be governed by the rules appended to this order.

This order shall come into force with immediate effect.

By order of the Lt. Governor, UT of Ladakh.

Sd/-

(Ajeet Kumar Sahu) IAS

Commissioner / Secretary

Hospitality & Protocol Department

Copy to the: -

1. All Administrative Secretaries.
2. Additional Director General of Police, Ladakh.
3. Joint Secretary (JKL), Ministry of Home Affairs.
4. Deputy Commissioner / CEO, LAHDCs Leh/Kargil.
5. All Head of Departments.
6. Joint Director Hospitality & Protocol Ladakh.
7. District Informatics Officer, NIC, Ladakh for uploading on the UT website
8. OSD to Hon'ble Lt. Governor, for information of Hon'ble Lt. Governor
9. Private Secretary to Advisor for information of Advisor to Hon'ble Lt. Governor.
10. Private Secretary to Hon'ble Chief Executive Councillors for information of HCECs, Leh/Kargil
11. Office /order file.

(Zahir Ahmed)

OSD with

Commissioner / Secretary

Hospitality & Protocol Department

RULES GOVERNING STATE GUESTS IN UNION TERRITORY OF LADAKH

Annexure to Order No: 18-LA-(H&P) of 2021, dated : 27/8/2021

1. Short title, application and commencement:

- i. These rules shall be called the Union territory of Ladakh, State Guest Rules, 2021
- ii. These rules shall apply to dignitaries and officials who are treated as "State Guests" under these rules, when they visit any place in the Union territory of Ladakh.
- iii. These rules shall come into force with immediate effect.

2. Definitions.

- a) Administrative Department means the Hospitality & Protocol Department in the Administration of Union territory of Ladakh.
- b) Administration means the Administration of Union territory of Ladakh.
- c) Secretary means Administrative Secretary, Hospitality & Protocol Department.
- d) Joint Director means Joint Director of Hospitality and Protocol Department.

3. State Guests.

- (i) For the purpose of extending courtesy and hospitality the following dignitaries, whether on duty or otherwise, visiting the Union territory shall be treated and categorised as State Guests:
 - a) The President of India.
 - b) The Vice-President of India.
 - c) The Prime Minister of India.
 - d) The Deputy Prime Minister of India. *
 - e) The Chief Justice & Judges of Supreme Court of India.
 - f) The Speaker and Deputy Speaker of Lok Sabha and Deputy Chairman of Rajya Sabha.
 - g) Union Ministers, Ministers of State and Deputy Ministers of the Central Government.
 - h) Ex-Presidents/Vice Presidents of India.
 - i) Ex-Prime Minister/Ex-Deputy Prime Minister of India.
 - j) Leader of opposition in the Lok-Sabha & Rajya Sabha.
 - k) Former Chief Justice of India.
 - l) Vice Chairman NITI Ayog.
 - m) Governors of State and Lt. Governors of the Union Territories.

- n) Chief Ministers of States/U.Ts.
- o) Chief Justice & Judges of Common High Court of UT of J&K and Ladakh.
- p) Cabinet Secretary.

(ii) The following dignitaries shall be treated as State Guests, if on duty: -

- a) Ministers, Ministers of State & Dy. Ministers of States & Union Territories.
- b) Chief Justices & Judges of High Courts of other States/U.Ts.
- c) Central Vigilance Commissioner.
- d) Governor of Reserve Bank of India.
- e) Chairman and Members National Commission for Scheduled Castes.
- f) Chairman and Members of National Commission for Scheduled Tribes.
- g) Chairman and Members of National Commission for Backward Classes.
- h) Chairman and Members of National Commission for Women.
- i) Chairman and Members of National Commission for Protection of Child Rights.
- j) Chairman and Members of National Human Rights Commission of India
- k) Chairman and Members of National Commission for Minorities.
- l) Chief Information Commissioner of India.
- m) Chief of Armed Forces.
- n) Speaker of Legislative Assemblies of States.
- o) Chairman and Deputy Chairman of Legislative Councils of States.
- p) Comptroller and Auditor General of India.
- q) Attorney General of India.
- r) Chairman, Union Public Service Commission.
- s) Chief Election Commissioner and Election Commissioners of Election Commission of India.
- t) Secretaries of the Government of India.
- u) Special/Additional/Joint Secretaries, Govt. of India.
- v) Chief Secretaries of States.
- w) Advisors to Administrators/Lt. Governors of UTs.
- x) Members of NITI Ayog.
- y) Chairman of Parliamentary Committees.
- z) Recipient of Bharat Ratna.
- aa) Non-Officials having equivalent Status of Cabinet Secretary, Government of India.



- (iii) Apart from the dignitaries mentioned in sub rule (i) and (ii) of rule 3, the Lieutenant Governor may declare any visiting dignitary/person as State Guest.
- (iv) If any dignitary mentioned in sub rule (ii) of rule 3 visits the UT 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.

4. Family Members:

- (i) All the members of the family (whether dependent or otherwise) accompanying the following 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
- (ii) Family members (subject to a maximum of three) accompanying the 'State Guest' mentioned in Rule 3(i) shall be treated as 'State Guest'.
- (iii) Family members (subject to maximum of two) accompanying the 'State Guest' mentioned in Rule 3(ii) shall be treated as 'State Guest'.

NOTE: Family members of 'State Guest' includes spouse and dependent children, unmarried daughters and parents.

5. Personal Staff:

- (i) Only one member of the personal staff accompanying the 'State Guest' mentioned in Rule 3 (i) shall be provided lodging and boarding facilities free of cost during the period of stay of the State Guest in the State Guest Houses.
- (ii) Any personal staff accompanying the 'State Guest' mentioned in Rule 3(ii) shall be provided lodging and boarding facilities in the State Guest Houses, subject to availability on payment basis.

6. Period for providing 'State Guest' Facilities:

- (i) The following 'State Guests' and members of their party shall be accorded 'State Guest' facilities during their entire period of stay in the Union territory.
 - (a) The President of India.
 - (b) The Vice President of India.
 - (c) The Prime Minister of India.
- (ii) If a "State Guest" mentioned in rule 3 (i), excluding those referred in rule 6 (i), visits the UT on official duty their entire period shall be treated as state guest. However their visit of the UT on a

personal visit (such as vacation), the period for providing State Guest facilities will not exceed 3 days on each occasion. Thereafter all such facilities will be provided on payment of regular charges.

- (iii) For other 'State Guests' mentioned in rule 3 (ii) the period for providing State Guest facilities will not exceed beyond the period of duty on each occasion. Thereafter all facilities except security will be provided on payment of regular charges.
- (iv) The claims raised after expiry of entitled period if not paid by the State Guest be sent to his office by the Joint Director Hospitality and Protocol Department.

7. Courtesies:

- (i) During the visit of (i) the President of India, the Vice President of India, (iii) the Prime Minister of India to any place in the Union territory of Ladakh, the reception and farewell will be arranged as per the extant guidelines of Government of India.
- (ii) In other cases, the 'State Guest' will be received/seen off by the Joint Director Hospitality and Protocol or by an officer as may be authorised by the UT Administration according to requirement of protocol.
- (iii) One Liaison Officer shall be nominated by the concerned department on whose recommendation State Guest facility is extended to a visiting officer, to coordinate with the Hospitality & Protocol Department before arrival of the State Guest.
- (iv) In Districts, the Deputy Commissioners shall make appropriate arrangements to receive & see off the 'State Guests'.
- (v) The Lieutenant Governor, Advisor or any officer authorized by the UT Administration may present traditional Ladakhi gifts, souvenirs or books related to Ladakhi Culture, Flora and Fauna to the visiting dignitaries, depending on the status and importance of the visit. Utmost economy, however is to be observed.

8. Transport:

- (i) The State Guests shall be provided free transport within the Union territory of Ladakh and from Srinagar/Manali for purpose of receiving & seeing-off.
- (ii) Normally, one car (other than security vehicle) is to be provided per dignitary during his visit/stay in the Union territory of Ladakh. Where more than one car is required to be attached with the State Guest during his period of stay or transit, specific permission of the Administration in this regard will be necessary. However, the limits regarding number of cars mentioned herein



shall not apply in case of President of India, Vice President of India and the Prime Minister of India.

9. Accommodation:

- (i) Accommodation shall be arranged in the UT Guest Houses, Circuit Houses and Rest Houses. Where such accommodation is not available, State Guests may be accommodated in hotels run by tourism department or any Corporation of the UT and as a last resort, in private hotels.
- (ii) In case the 'State Guest' desires to stay beyond the entitled duration then, subject to availability of rooms and with prior approval of the Administrative Department, rooms on direct payment basis will be made available on payment of applicable rates. However, such permission shall not extend beyond a period of nine (09) days.
- (iii) Subject to approval of the Administrative Department, accommodation for a 'State Guest' may be arranged in a good hotel in special circumstances.

10. 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.

However, during their stay in the UT, no expenditure shall be borne by the UT Administration on entertainment given by the state guests to their own guests.

11. Other Facilities:

Other facilities like Newspapers/Internet services, laundry services etc. shall be provided on demand or as may be required befitting the stature of the State Guest.

12. Security:

The State Guests will be provided with required security by the Head of Police, Ladakh as per the instructions issued by Ministry of Home Affairs, Government of India and the UT Administration on the subject, from time to time.

13. Free meals for officials on duty:

Subject to the approval of the Administrative Department, officials of the Hospitality & Protocol Department and a bare minimum number of such other officials who are required to be in attendance with the 'State Guest' for long hours outside duty hours may be provided meals free of cost.

14. Appointment with State Guest:

Where a dignitary of the UT has any official appointment with a 'State Guest', his office shall keep the Joint Director, Hospitality and Protocol Department informed of the same in advance. Arrangements for tea, snacks etc during such meeting shall be part of the UT hospitality within the premises of the State Guest House.

15. Breakage or Damage:

In case of breakage or damage to the articles of Hospitality & Protocol by a State Guest, it shall be the duty of the Hospitality & Protocol Officer in charge of the Guest house to get certification of the Guest concerned with reasons thereof to enable the Department to write off such articles. In case of a paying guest, the cost at the market rates shall be payable by the concerned guest.

16. Maintenance of Register:

A register shall be maintained in the Guest House by the Receptionist or Clerk on duty, indicating the date and time of arrival and departure of the Guest, duly attested either by the Guest himself or by his representative or by the Liaison officer. Such register shall be regularly inspected by the concerned officer in charge of the Hospitality & Protocol Department.

17. Special Functions:

- (i) Special functions like hosting of Luncheon, Dinners and Tea parties by the Hon'ble Lt. Governor shall be arranged by the Hospitality & Protocol Department. The prior approval of the Hon'ble Lt. Governor regarding menu and the number of invitees shall be obtained by the Joint Director Hospitality & Protocol Department.
- (ii) The expenditure in respect of all other luncheons/dinners/ functions hosted by the Hon'ble Chief Executive Councillor(s) shall be paid out of respective budgetary heads of the Council Secretariats.

18. Power to Relax:

The Hon'ble Lieutenant Governor may in the circumstances of each case relax any provisions of these rules in respect of any class or category of State Guest in the interest of administrative exigencies or public service


