

# PROTOCOL

**Naresh Durgapal (P.C.S)**

# What is Protocol?

Protocol means the system of rules governing formal occasions or the accepted way to behave in a particular situation.

# What is Protocol ?

1. A system of fix rules and formal behavior used at Official Meetings Usually Between Governments .
2. Code of Correct Conduct.

# Ministry of Home Affairs

## Warrant of Precedence: Central

Notification Issued By President Secretariat

Date 26 July 1979.

1. President
2. Vice President
3. Prime Minister
4. Governor of States in their States
5. Former Presidents
- 5a Deputy Prime Minister
6. Chief Justice of India/ Speaker of LS
7. Union Cabinet Minister/ CMs/Dy. Chairman Planning Commission/Leader of Opposition in the LS and RS

- 7a. Holders of Bharat Ratna.
8. Ambassadors of High Commissioner
9. Judges Of Supreme Court
- 9a CEC/ CAG
10. Deputy Chairman Of Rajya Sabha/ Deputy Speaker Of Lok Sabha  
/Minister Of State
11. Attorney General/ Cabinet Secretary /LG
12. Chief Of Staff Holding The Rank Full General.
14. Speaker Of State Assembly/Chief Justice High Court.
15. Cabinet Minister Of State.
17. Chairman Cat/SC/ST/NC/UPSC
21. Member of Parliament.
23. Chief Secretary.
26. Joint Secretary Government Of India/ Major General.

# Warrant of Precedence: State

4. Governor
6. Chief Minister
16. Speaker of Vidhan Parishad/ Vidhan Sabha/ Chief Justice of High Court
- 16a. Lok Ayukta
17. Ministers
- 17a. Leader of Opposition
19. Puisne Judges/ Dy Speaker VS/ State Ministers/ Mayor
- 20a. Adhyaksh Zila Panchyat/ Adhyaksh Nagar Palika (In Their Respected Area)
22. MP
- 22a. MLA
23. Chief Sectary
24. Chairman BOR
25. Leftinent General.
26. Advocate General/Chairman SP/SC

29. Secretary and Commissioner Of State Government

IG Police

Commissioner

31. D.M

D.J

DIG

SP/SSP

CMO



# STATE GUEST

- ▶ Arrangements for all VVIPs'/VIPs' looked after by the protocol Department.

A. OFFICIAL VISIT

B. NON-OFFICIAL VISIT

- ▶ The dignitaries of the GOI and other State Governments and others normally treated as State Guests are given below :

# State Guests

## Uttarakhand State Guest Rules:2002

Category-1 (These shall always be state Guests)

- President of India.
- Vice President
- Prime Minister
- Speaker/Dy. Speaker of Lok Sabha/Speaker/Dy. Speaker of Rajya Sabha
- Ministers/State Minister/Dy. Minister of GOI
- Chief Justice of India
- 10 other VIPs

The entourage of the First three including all family members shall be state guests during their stay. From 4-15 with four family members shall be state guests for 7 days.

# State Guests

## Category-2

(shall ordinarily state guests when they are on official visit in uttarakhand)

- Speakers of other state assemblies.
- Speakers/ Dy Speakers of other state Vidhan Parishads
- Chief Justices of High Courts
- Comptroller and Auditor General
- Chairman UPSC
- Chief Election Commissioner
- 5 other VIPs

The duration shall be for three days with their family members

# State Guests

## Category-3

- Can be declared State Guests in special circumstances for 3 days
- If their visit is for work of the govt. of Uttaranchal then the same facilities shall be available to them as are available to nos. 4-16 of SG category-1
- If the visit is not in connection with the work of the Government of Uttarakhand then food lodging and transport shall be on payment

# State Guests

## Definitions:

- Family members: Husband or wife, up to 3 in special circumstances
- Personal staff: Except PM, Vice President and PM a staff of 2 shall be permitted

## Reception:

Shall ne done by the competent authority in the district. Departmental SGs shall be received by the Dept.

# State Guests

## Stay:

- As far as possible in state Guest Houses and Inspection or Dark Bungalows of the State or if not available then:
- In KMVN or GMVN Establishments
- If family members are 4 or more then 2 rooms shall be given

# State Guests

## Security

- Adequate security shall be provided by DGP or SSP/SP
- Instructions issued from time to time by the state Government and the GOI shall be followed

**However, the Government can relax any rules framed for this purpose**

# VIP VISIT

## Information Of Arrival : By Concerned P.S

- **Mode of Travel/Time Of Arrival.**
- **Place Of Stay.**
- **Mention Of Programme.**
- **Time Of Departure.**
- **Party Composition.**
  
- **COMM./DM/SSP/SP/Head Of Deptt.- P.S. Should Also Specify category- Of Visit.**

मा० मुख्यमंत्री उत्तराखण्ड श्री विवेक सिंह रावत जी का अभियान कार्यक्रम  
दिनांक 27-02-2018 (मंगलवार)

0811	बजे	प्रखण्ड (कार ड्राइव)
0814	बजे	आगमन
0818	बजे	प्रखण्ड (स्टेट प्लेन ड्राइव)
0845	बजे	आगमन
1030	बजे	प्रखण्ड (कार ड्राइव)
0800	बजे	आगमन

1030-1100- ज्योत्सवियों एवं किसानों के साथ "आपकी राय अहमता काजूट" कार्यक्रम  
1130-1618- कृषि सुलभ 803 वें अखिल भारतीय किसान मेलो एवं कृषि उद्योग प्रदर्शनी में  
प्रतिभाग

1611	बजे	प्रखण्ड (कार ड्राइव)
1620	बजे	आगमन
1624	बजे	प्रखण्ड (स्टेट प्लेन ड्राइव)
1714	बजे	आगमन
1730	बजे	प्रखण्ड (कार ड्राइव)
1800	बजे	आगमन

आरविता एवं रात्रि विश्राम

दिनांक 28-02-2018 (बुधवार)

0800	बजे	प्रखण्ड (कार ड्राइव)
0830	बजे	आगमन

0900-2100- भारतीय जनता पार्टी की मुख्यमंत्री परिषद की बैठक में प्रतिभाग  
कार्यक्रम स्थल

2100	बजे	प्रखण्ड (कार ड्राइव)
2130	बजे	आगमन

रात्रि विश्राम-मा० मुख्यमंत्री आवास, नई दिल्ली

दिनांक 01-03-2018 (गुरुवार)

0815	बजे	प्रिधान (कार ड्राइव)
1015	बजे	आगमन
1030	बजे	प्रिधान (स्टेट प्लेन ड्राइव)
1130	बजे	आगमन
1130	बजे	प्रखण्ड (कार ड्राइव)
0100	बजे	आगमन

1130-1250- उत्तराखण्ड पर्यटन विकास परिषद, गठबाल मण्डल विकास निगम एवं वन  
विभाग के संयुक्त तत्वाधान में आयोजित अन्तर्राष्ट्रीय योग महोत्सव में प्रतिभाग

1250	बजे	प्रखण्ड (कार ड्राइव)
1350	बजे	आगमन

रंगा रिजॉर्ट, श्रीरामझाड़ी, कश्मिरीया  
सचिवालय

उपरोक्त कार्यक्रम हेतु मा० मुख्यमंत्री जी की सुरक्षा टीम अखिल नेत्री का रही है। मा० मुख्यमंत्री जी वर  
कृत हुए हैं।

एक कार्यक्रम में मा० मुख्यमंत्री जी के साथ श्री रामचंद्र सिंह मा० केन्द्रीय मंत्री भारत सरकार, श्री एमन  
नरुट कोटवाल तत्वाधानकार, श्री जयन सिंह रावत, विशेषकरबधिकारी (83968899496), मा० मुख्यमंत्री एवं अन्य 02 की  
रही।

(डॉ०के०मदनि)

वरिष्ठ प्रमुख निजी सचिव,  
मुख्यमंत्री उत्तराखण्ड।  
फोन- 9927089040

# VIP VISIT

- **Five Days Time Is Sufficient Except In Emergencies.**
- **Information Also Through Press.**
- **Information To MP<sup>s</sup>, MLA<sup>s</sup>, Direct or Through The DM.**

# Visit of President of India:

- a) Public Visit – First visit after assumption of office as President treated as the Public Visit.
- b) Official Visit – All visits will be treated as official visit.

President's visit to state capital is accorded ceremonial reception and send off.

**The following dignitaries and officers shall present on both the occasions of arrival /departure.**

- 1) Governor.
- 2) Chief Minister.
- 3) Chief Secretary.
- 4) Director General & Inspector General of Police.
- 5) Secretary to Government (Political) GAD
- 6) Joint Secretary to Government (GAD) and Director of Protocol.
- 7) The Collector & District Magistrate/ S.P
- 8) Senior most officers of Defence Services.
- 9) Commander, Uttarakhand Sub Area.

► Non Officials:

- 1) Ex-Governors.
- 2) Ex-Chief Ministers.
- 3) Honorary personal staff of the President at State Capital.
- 4) The Members of the Press.

On Alighting the Governor receives the President and introduces to the Chief Minister, Minister in waiting, the Mayor and the other officers present.

► Visit of Vice-President of India:

Arrangements will be generally same as in the case of visit of President.

# Visit of Prime Minister:

Arrangements will be generally same as in the case of visit of President except inviting Defence Services officers and the honorary personal staff of the President.

# Transit Halt of PM:

- ▶ CM can receive if he wishes or the PM desires CM to meet him or else an executive officer and one police officer may be deputed to render necessary assistance

# Visit of Governors:

- ▶ The Governor shall be received by the Collector and SP at the place of arrival and departure. The arrangements to be made for Governor's visit can be given by the Governor's secretariat. The expenditure for the visit can be bear by the State Government.

## Visit of Chief Minister:

- ▶ CM will be received by the District Collector and Superintendent of Police.
- ▶ When they are unable the District Collector and SP may not receive CM but explain the position to CM and can depute any senior most officer to receive the visiting the CM.

## Visit of other Ministers:

- ▶ The above instructions generally will apply to the first visit of all ministers.
- ▶ The Revenue Officer should normally attend to the protocol work within his jurisdiction in all other cases.
- ▶ Be in contact with the PA/PS of the Ministers.
- ▶ Where civil receptions organised in honor of the visiting ministers, the collector and other district officers shall attend when they are in the HQ.
- ▶ When minister visits his own district at frequent intervals the district officer concerned need not receive him after his first visit unless specifically asked to by the minister.

## The arrangements to be made during the visit of vvip:

- ▶ The visit of the vvip shall be informed to all the elected representatives of the district along with the copy of programme.
- ▶ During inauguration or laying of foundation stones, the names on the plaque have to be carved in the order of precedence and protocol.
- ▶ The names must be spell properly.
- ▶ The barricading has to be made at the place of inauguration or laying foundation stones.
- ▶ In case vvip is coming in helicopter, the helipad has to be selected as far as practicable nearer to the site.
- ▶ The Coordinates have to be communicated by using GPS as well as manual method with the help of topo-sheet.

## **The arrangements to be made during the visit of CM: vvip:**

- ▶ The Bushes around the helipad shall be cleared up to 10 meters and on either side of the roads on which VVIP is traveling.
- ▶ The Gangmen shall be placed on patrolling duty and near important bridges, culverts for detecting any sabotages.
- ▶ The helipad preparation is the responsibility of P.W.D Department.
- ▶ The helipad has to be dampened before landing to avoid rising of dust while landing and taking out.
- ▶ There must be one VVIP tent with temporarily toilet fixed with western commode and a tent shall also be erected for the visiting officials and non officials.

- ▶ One Stationary fire tender shall be placed at helipad.
- ▶ One Medical Officer shall be suitably instructed to keep the team of doctors and medical theatre in preparedness, medicines, blood of required group, oxygen cylinders.
- ▶ Necessary check up of the bouquets have to got checked up by the security.
- ▶ Convoy / Carcade Should be Deployed in Following Manner;
- ▶ Anti demo
- ▶ Warning Car
- ▶ Pilot car
- ▶ C.M VIP First
- ▶ Ring Come Scort First
- ▶ Scort Second
- ▶ VIP Spare Car
- ▶ Ambulance
- ▶ D.M/ S.P Car
- ▶ Tail Car

- ▶ In every Convoy there must be one ambulance.
- ▶ The convoy has to conduct rehearsal one day in advance.
- ▶ At the tent there must be protocol team shall be placed to attend the courtesies to the VVIP.
- ▶ Transport Department shall keep one Motor Vehicle Inspector in that convoy to inspect the vehicles in case of necessary.
- ▶ Dias shall be arranged so that the visiting VVIP shall be visible to all the public.

- ▶ The Public address system has to be arranged
- ▶ One mobile-public address system shall be kept ready as a stand by.
- ▶ There must be generators for meeting in any emergency of power failure.
- ▶ Inviting dignitaries to the dias shall be strictly as per the protocol.
- ▶ Fans/Air coolers shall be provided on the dias during summer and leak proof tent has to be erected during rainy season
- ▶ Certificate Of Safety From Fire, Hydle & P.W.D
- ▶ Food Habits & Food sample
- ▶ Blood Group & Donor
- ▶ Safe House
- ▶ Collection Of Intelligence Input regarding Visit
- ▶ Route Magistrate
- ▶ A.T.F & Coordinate/ Room Crew Members Arrangements

- ▶ Four sets of newspapers shall be placed.
- ▶ Necessary security arrangement shall be made.
- ▶ Required food arrangements shall be made
- ▶ Arrange New soap, Fresh Towels, Tissue Paper, Water supply, Functioning of taps etc.,

## Camp Office:

- ▶ Arrange cots with neat bed sheets, toilets have to be checked up by the Tahasildar/P.W.D to ensure the correctness.
- ▶ Brand new bathing soaps, neat and new towels shall be placed.
- ▶ Mosquito repellents shall be arranged.
- ▶ Arrange TV with remote facility.
- ▶ Keep first aid kit.
- ▶ Arrange Telephone with STD facility.
- ▶ Camp Magistrate For Night Duty.

# ASL: ADVANCE SECURITY LIAISON

- The Collector, SP and other officers to visit and finalize the location of helipad and the route for the visit of VVIPs who are in 'Z' category protection in advance and to submit the report to the Government about the safety of route.
- The ASL will be Signed By Police & Admin & L.I.U jointly

# ORDER OF NAMES IN THE INVITATION CARDS / PLAQUES

1. Chief Guest
2. Guest of Honour
3. President of Function
4. Other non-officials who grace the function as per columns 4 and 6.

# VIP VISIT

## Ministers/State Ministers/Adhyaksh/ Upadhyaksh/ Vidhan Parisad/Vidhan Sabha:

- Receive & See Off.
- Call On.
- To See Off Finally
- To Apprise Them Of Ground Reality
- To Apprise Them Of Difficulties
- The Govt. However does not Encourage Pomp& Show.

# Courtesies to be observed by the officers in their dealings with the M.P/ MLAs / MLCs

Memo No.303/Ser-c-91-1, dt:27-08-1991 & 404/Polll.A(2)/2001-3, dt:31-05-2001.

## SEEKING INFORMATION

- When a request for information is received from MP/MLA/MLC on details of administration or any other factual information, the officer should immediately acknowledge it in a letter and tell the member that a reply would be sent shortly and accordingly send it as soon as possible.

## Telephone Calls

- Whenever the M.P/ MLAs telephone to the officer concerned, should immediately come into contact with Legislator and attend to him. If the officer concerned is not available the officer must record the phone call and whenever the officer is available he should immediately call back the MLA

# INTERVIEW WITH OFFICERS

- When a MP/MLA/MLC comes to see the officer an officer should raise from his seat to receive the member and to see him off.
- For purposes of interview, MP/MLA/MLC should be given preference over other visitors, and in very rare cases where an officer is unable to see a MP/MLA/MLC at a time about which he had no previous notice, the position should be politely explained to the Member and another appointment fixed in consultation with him.
- Where for unavoidable reasons, which should not arise, the officers are unable to grant interviews to MP/MLA/MLC during office hours even though it be beyond the hours fixed for interview, they should be so intimated politely only at the instance of interviewing officers and not by the stenos or Receptionists or their own accord.

# PUBLIC FUNCTIONS – INTIMATION OF ARRANGEMENT OF SEATS

- At public functions, seats befitting their position should be reserved for MP/MLA/MLC. Where any such function is presided over by an officer, MP/MLA/MLC present should be given seats on the dais.

# CATEGORIZATION OF VIP



संख्या-228(1)/पत्र सं. 217/2017/राज.सं. की  
 दिनांक 11 जनवरी, 2017

VIP

शुद्धि-पत्र

228(1)/पत्र सं. 217/2017/राज.सं. की  
 दिनांक 11 जनवरी, 2017

राजस्थान राज्य के विभिन्न व्यक्तियों की सुवर्ण की समीक्षा विषयक राजसं.सं. 228(1)/पत्र सं. 217/2017/राज.सं. की दिनांक 11 जनवरी, 2017 द्वारा जारी आदेशों के अन्तर्गत संख्या-1 को निम्नानुसार संशोधन किया जाता है -

1- Z, Z, Y, X श्रेणी की सुवर्ण की सूची में -

क्र. सं.	व्यक्ति का नाम	श्रेणी में प्रस्तावित सुवर्ण	वर्तमान में प्रस्तावित सुवर्ण
01	श्री. राजेश कुमार शर्मा, अजमेर	Z' श्रेणी	Z' श्रेणी
02	श्री. राजेश कुमार शर्मा, अजमेर	01 श्रेणी	Z' श्रेणी
03	श्री. राजेश कुमार शर्मा, अजमेर	Z श्रेणी	Z श्रेणी
04	श्री. राजेश कुमार शर्मा, अजमेर	-	Y श्रेणी (संशोधित)
05	श्री. राजेश कुमार शर्मा, अजमेर	Y श्रेणी (संशोधित)	Y श्रेणी (संशोधित)
06	श्री. राजेश कुमार शर्मा, अजमेर	Y श्रेणी (संशोधित)	Y श्रेणी (संशोधित)
07	श्री. राजेश कुमार शर्मा, अजमेर	Y श्रेणी (संशोधित)	Y श्रेणी (संशोधित)
08	श्री. राजेश कुमार शर्मा, अजमेर	Y श्रेणी (संशोधित)	Y श्रेणी (संशोधित)
09	श्री. राजेश कुमार शर्मा, अजमेर	Y श्रेणी (संशोधित)	Y श्रेणी (संशोधित)
10	श्री. राजेश कुमार शर्मा, अजमेर	Y श्रेणी	Z श्रेणी
11	श्री. राजेश कुमार शर्मा, अजमेर	Z श्रेणी की सुवर्ण की सूची में	Z श्रेणी की सुवर्ण की सूची में
12	श्री. राजेश कुमार शर्मा, अजमेर	Z श्रेणी	Z श्रेणी
13	श्री. राजेश कुमार शर्मा, अजमेर	Y श्रेणी	Y श्रेणी
14	श्री. राजेश कुमार शर्मा, अजमेर	Y श्रेणी	Y श्रेणी
15	श्री. राजेश कुमार शर्मा, अजमेर	Y श्रेणी	Y श्रेणी
16	श्री. राजेश कुमार शर्मा, अजमेर	Y श्रेणी	Y श्रेणी
17	श्री. राजेश कुमार शर्मा, अजमेर	Y श्रेणी	Y श्रेणी
18	श्री. राजेश कुमार शर्मा, अजमेर	Z' श्रेणी	Y श्रेणी
19	श्री. राजेश कुमार शर्मा, अजमेर	-	Y श्रेणी
20	श्री. राजेश कुमार शर्मा, अजमेर	Y श्रेणी	01 श्रेणी

# X, Y, Z, Z+ Securities in India



CATEGORIZATION OF VIP

# BOOKS FOR SECURITY INSTRUCTIONS

## Blue Book

- ✓ Issued by MHA.
- ✓ Laying down SOPs for security of President, VP & PM.

## White Book Contains SOPs for:

- ✓ Security instructions for foreign visits of VIP/VVIP.
- ✓ Security instructions for Foreign VVIP/VIPs visiting India.

# YELLOW BOOK

- A secret document defining categories for VVIP/VIPs.
- Referred to withdraw, upgrade, downgrade security level of centrally protected persons.
- Keeping VIP security in mind, govt has formulated rules/regulations, security arrangements, authorization and procedures.

# CATEGORIZATION OF PROTECTEES

## 'X' Category

- ✓ Likely to be targets of terrorist or fundamentalist groups.
- ✓ Because of association the political / administrative machinery.

## 'Y' Category

- ✓ Face serious threat.
- ✓ Terrorist or fundamentalist group.

# CATEGORIZATION OF PROTECTEES

## 'Z' Category

- ✓ Face grave and imminent threat.
- ✓ Terrorist or fundamentalist group.
- ✓ Due to association with political machinery.

## 'Z+' Category

- ✓ Very highly threatened.
- ✓ Faces grave and continuing threat.
- ✓ Marked by terrorists for killing at any cost.

# CATEGORIZATION OF PROTECTEES

□ 'Z+' with NSG cover

✓ Extension of Z+ security.

✓ NSG taking over mobile security.



# AUTHORIZATION

## 'X' Category

- ✓ One PSO round the clock.

## 'Y' Category

- ✓ Armed static gd (1-4) at residence.

- ✓ 2x PSO round the clock.

- ✓ One in uniform with auto weapon and other one in civvies with secondary weapon/pistol.

# AUTHORIZATION

## 'Z' Category

- ✓ Armed escort of (1-3) in two shifts.
- ✓ Armed static guard of (2-8).
- ✓ 2 x PSO round the clock.
- ✓ One sentry at a time in two shifts.



# AUTHORIZATION

## 'Z+' Category

- ✓ Static guard at residence/office area
- ✓ Two escorts of (1-3).
- ✓ 2 x PSO round the clock.
- ✓ 2 x sentry at day and night.
- ✓ One BR car with commandos.
- ✓ One SI/Inspector for security arrangements.
- ✓ 1 x lady officer in three shifts.
- ✓ Access control measures.
- ✓ Perimeter wall, fencing and lighting.

# AUTHORIZATION

## □ 'Z+' with NSG Cover

✓ Extension of Z+ security.

✓ Rail, road, train and foot movement covered by NSG.

## □ SPG Protection

✓ Provided to PM, Ex PM and their immediate family members.



ACCESS CONTROL

# DEFINITION

- ❑ To restrict entry into a property/building/room to authorized personnel only.
- ❑ Achieved through electronic and mechanical means.
- ❑ To determine authorization for entry/exit.



# REQUIREMENT

## 2. Requirement.

(a) Threat to VIP.

(b) To restrict carrying of weapon/explosive.

(c) Entry to authorized pers only.

(d) To limit movement near the VIP.

# BASIC PRINCIPLES

1. Functionally required.
2. Positively identified.
3. Checking and frisking.
4. Fix route, limitation of area.
5. Time limitation.
6. Ensure exit.



# COMPONENTS

**1. Man.**

**2. Materials.**

**(a) Under veh svl system.**

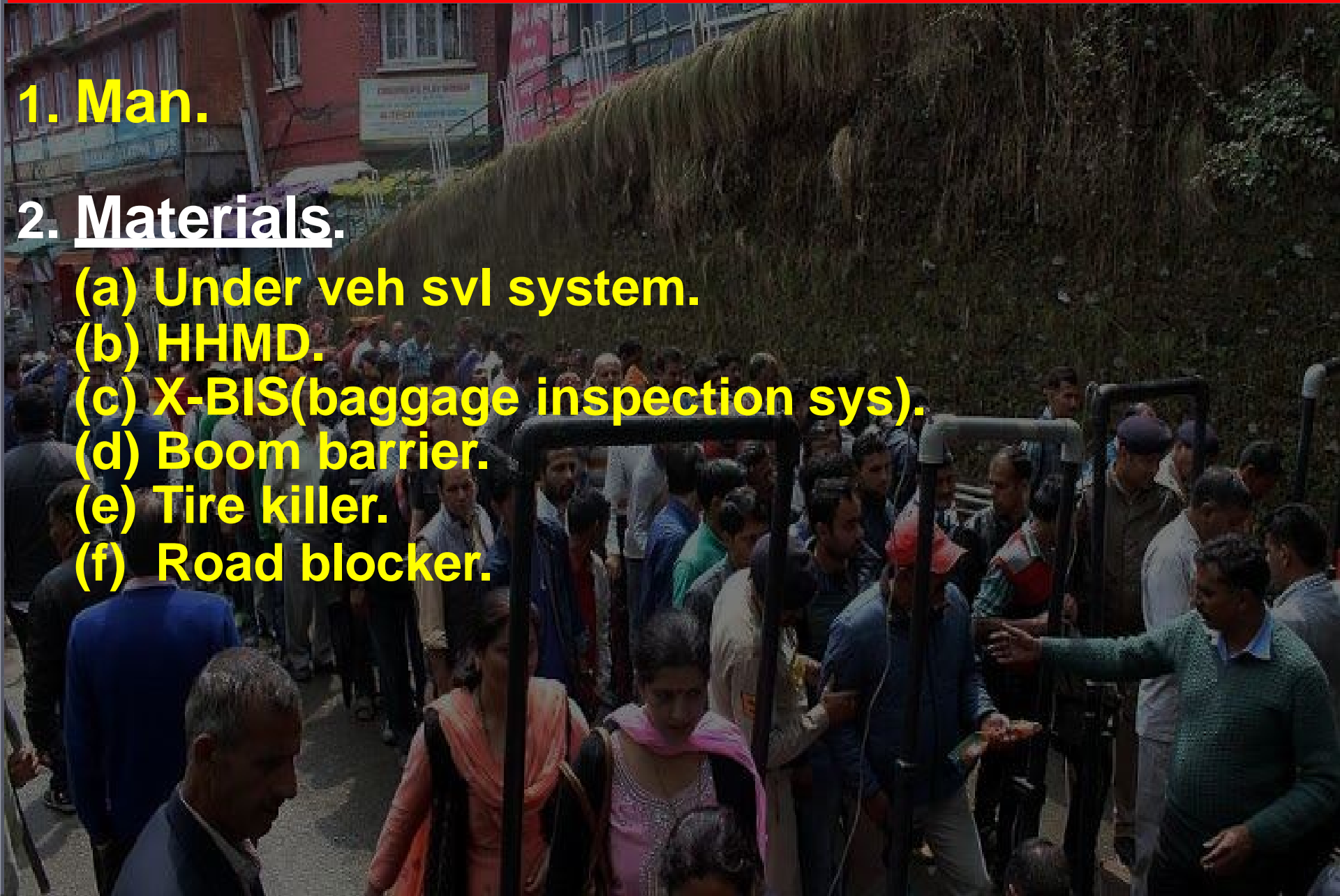
**(b) HHMD.**

**(c) X-BIS(baggage inspection sys).**

**(d) Boom barrier.**

**(e) Tire killer.**

**(f) Road blocker.**



# ACCESS CONTROL AT OFFICE/RESIDENCE

1. Physical checking of pers meeting VIP.

2. Inquire before opening door.

3. Security passes issued to staff by competent authority.

4. Permanent pass should be issued to 2<sup>nd</sup> ring of security & checking by X-Ray scanner.

5. Metal detector, X-ray scanner, sniffer dog, female police in 3<sup>rd</sup> security ring.

6. Single entry point, visitor's diary and pass, staff ID card to be checked everyday.

# ACCESS CONTROL AT PUBLIC MEETING

**1. Pass check and Frisking.**

**2. No unauthorized vehicle near meeting place.**

**3. Close observation at vehicles and people at meeting place.**

**4. Nobody to meet VIP without his consent.**

**5. Ensure proper guard, Metal detector, X-ray scanner, Sniffer dog and Lady police.**

# Mistakes In Protocol Duty

1. Leakage In VVIP Programme
2. Wrong Coordinates
3. Expiry ATF
4. No Scort
5. Fooding & Lodging Facility
6. Over Crowd In Rostrum
7. Improper Dias System
8. No Information To Local REP
9. Protocol In During M.C.C

**Thank You**