MEMORANDUM

The Administrator of Union Territory of Daman & Diu and Dadra & Nagar Haveli, is pleased to extend the STATE GUEST RULES facilities and courtesies to the following dignitaries whenever visiting the Union Territory of Daman & Diu and Dadra & Nagar Haveli, for official purpose and on invitation:

1. Dignitaries :
   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 of Supreme Court of India;
   f. The Speaker and Dy. Speaker of Lok Sabha and the Dy. Chairman of Rajya Sabha;
   g. The Union Ministers, Ministers of State and Deputy Ministers from Central Government;
   h. The Chairman, Vice Chairman and Members of Planning Commission;
   i. The Governors of States and the Lt. Governors of the Union Territories;
   j. The Chief Justice of High Courts;
   k. The Puisne Judges of the Supreme Court of India;
   l. The Chief Ministers, Dy. Chief Ministers and Ministers/Ministers of State/Dy. Ministers of States and Union Territories;
   m. The Speaker and Dy. Speakers of the States and Union Territories, and the Chairman and Dy. Chairman of State Legislative Councils;
   n. The Governor of Reserve Bank of India;
   o. The Chairman, Khadi and Village Industries Commission;
   p. The Finance Commission and other High Powered Commissions set up by the Government of India;
   q. The Leaders of the Opposition of the Rajya Sabha and the Lok Sabha in Parliament;
   r. The Comptroller and the Auditor General of India;
   s. The Governor of Reserve Bank of India;
   t. The Chairman, Khadi and Village Industries Commission;
   u. The Secretaries to Government of India;
   v. The Chief Secretaries to the State Governments and Union Territories;
   w. The Secretary to the State Governments and Union Territories;
   x. The Secretary to the Government of India;
   y. The Chief Secretaries to the State Governments and Union Territories;
   z. Any other eminent personage with the concurrence of the Protocol Department and orders of the Government.

Note: The above dignitaries from 1 (a) to 1 (m) would be extended State Guest hospitality when their visits are both for official as well as non-official purposes.

Dated: 4 May 1990

ADMINISTRATION OF DAMAN & DIU
AND DADRA & NAGAR HAVELI,
SECRETARIAT, DAMAN.
NOTE A. The Director of Audit (Central), Bombay will be treated as State Guest as and when he visits this State to attend the Public Accounts Committee Meeting;

B. The family members of the State Guest not exceeding three, when accompanying the State Guest only will be treated as State Guests. They will include the guest himself, spouse and one dependent member. In case the State Guest is accompanied by his personal staff, State Guest courtesies will be extended to the State Guest, spouse and one personal staff only. This however, will not apply in case of dignitaries from 1 (a), 1 (b), 1 (c) 1 (d) and 1 (e). Government, however, will be competent to relax the provision of this note in suitable cases:

C. The dignitaries listed at para (1), except for those in 1 (a), 1 (b) 1 (c) and 1 (d) visiting the Union Territories will be treated as State Guest for "THREE CALENDER DAYS". Government, however, will be competent to relax the provision of this note in suitable cases.

D. Where it is desired to treat any Foreign dignitary as State Guest whose visit is not being sponsored by Government of India, Ministry of External Affairs need be kept informed and its concurrence obtained:

E. In case of 1 (w) detailed proposal need be submitted by the Department concerned to the Protocol Department for its concurrence and orders of the Government. It shall be the responsibility otherwise, of the concerned Department to make all the required arrangements like reception, lodging, boarding, transport, etc. and settlement of expenditure.

2. RECEPTION:-

(i) State Guests who are VIPs/VIPs shall be received by the State Dignitaries and other officials depending upon the status and protocol involved in the visit. Generally, these arrangements will be made by the Protocol Department both for the reception as well as seeing off;

(ii) Garland and bouquet will be offered to the visiting dignitaries depending on their status and importance of the visit. Arrangements for the same will be made by the Protocol Department. Utmost economy, however, is to be observed and unnecessary profusion of garland and bouquet shall be avoided;

(iii) Photography and other arrangements for the coverage of the VIPs/VIPs visit will be made by the Department of Information & Publicity depending on the importance of the visit.

3. TRANSPORT:-

D.V. cars/staff cars will be provided for the use of the visiting dignitaries/State Guests free of charge. In case of a transit halt, vehicle will be provided free of charge up to the territorial limits and for journey beyond the State Limits on payment of mileage charges on prescribed rates. Government, however, will be competent to relax the payment beyond the territorial limits in case of VIPs and VPs in suitable circumstances. Generally, only one car will be provided to a State Guest.

4. ACCOMMODATION:-

(i) The State Guests, as far as possible will be accommodated in the Government Circuit House/Rest House. However, dignitaries at 1 (a) to 1 (j) will be accommodated at Raj Bhavan/State Guest House or any suitable place under the direction of or with the specific approval of H.E. the Administrator,

(ii) Where no suitable accommodation is available in the Government Circuit House/Rest Houses or where Government so decides, the accommodation will be arranged in any hotel of repute depending upon the status level and convenience of the dignitary.

5. BOARDING:-

Free boarding will be provided to the State Guest at the places of their stay. If during their stay in the Union Territories, the State Guest wishes to entertain some of his own guests, the expenses on such entertainment will have to be borne by the Guest himself/herself.
6. OTHER FACILITIES/RESTRICTIONS :
(i) No alcoholic drinks, cigarettes, laundry etc. will be provided to the State Guests at the Union Territories Administrations expense. The State Guest will be allowed local telephone calls at Government's expense. However, trunk calls, if any, made by him/her will be payable by the State Guest;
(ii) The State Guest will be provided with Medical facilities at Government's expenses;
(iii) No gifts shall be presented to any State Guest at Government's expense.

7. SECURITY :
VVIPs/VIPs/State Guests will be provided with required security by the Asstt. Inspector General of Police, as per the instructions issued by the Ministry of Home Affairs, Government of India, on the subject from time to time.

K M. Sahni Chief Secretary (Protocol) Union Territory of Daman & Diu and Dadra & Nagar Haveli.