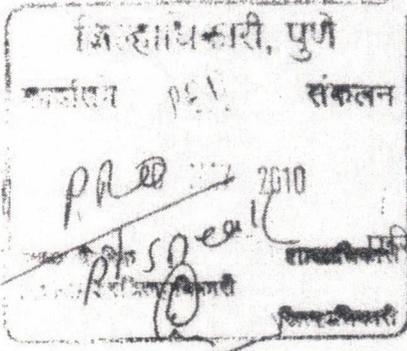


मा.राज्यपाल, मा.मुख्यमंत्री, मा.उपमुख्य
मंत्री, मा.अध्यक्ष, विधान सभा,
मा.सभापती, विधान परिषद, तसेच इतर
मान्यवरांचा जिल्हा दौरा / भेटी



महाराष्ट्र शासन
सामान्य प्रशासन विभाग

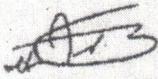
परिपत्रक क्रमांक टीआरएस/१००८/प्रक्र ५८/२१,
मंत्रालय, मुंबई - ४०० ०३२
दिनांक : २१ एप्रिल २०१०

या विभागाचे समक्रमांक दिनांक २० एप्रिल २०१० चे परिपत्रक रद्द समजण्यांत
यावे.

Manual of Protocol and ceremonials दि.३०/६/१९६५ मधील भाग
क्रमांक ४ मध्ये मान्यवरांच्या जिल्हाच्या ठिकाणी भेटी संदर्भात करावयाच्या कार्यवाही
बाबत मार्गदर्शक तत्वे विहित करण्यांत आली आहेत, सदर मार्गदर्शक तत्वे रद्द
करण्यांत येत असून, सुधारित मार्गदर्शक तत्वे या परिपत्रका सोबत जोडण्यांत येत
आहेत.

सदर मार्गदर्शक तत्वांची काटेकोरपणे कार्यवाही करण्यांत येईल याबाबतची
सर्व संबंधितांनी दक्षता घ्यावी. व मान्यवरांच्या दौऱ्याच्या कालावधीत त्यांचा
मानसन्मान राखला जाईल व कोणत्याही परिस्थितीत त्यांची गैरसोय होणार नाही
याबाबत सर्व संबंधितांनी दक्षता घ्यावी.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नांवाने,


(सुमीत मल्लीक)

प्रधान सचिव व मुख्य राजशिष्टाचार अधिकारी

प्रति,

- १) मा.सभापती, विधान परिषद यांचे सचिव, विधान भवन, मुंबई
- २) मा.अध्यक्ष, विधान सभा यांचे सचिव, विधान भवन, मुंबई
- ३) मा.उपसभापती, विधान परिषद यांचे सचिव, विधान भवन, मुंबई
- ४) मा.उपाध्यक्ष, विधान सभा, यांचे सचिव, विधान भवन, मुंबई
- ५) मा.मुख्यमंत्री यांचे प्रधान सचिव, मंत्रालय, मुंबई
- ६) मा.उपमुख्यमंत्री यांचे सचिव, मंत्रालय, मुंबई
- ७) मुख्य सचिव, महाराष्ट्र शासन, मंत्रालय, मुंबई

Barcar W.S. Imp

रोटा/एच-६४८(३५०-४-१०)-१

- ८) प्रधान सचिव, विधान मंडळ सचिवालय, मुंबई
९) सर्व विभागीय आयुक्त,
१०) सर्व पोलीस आयुक्त,
११) सर्व जिल्हाधिकारी
१२) सर्व मुख्य कार्यकारी अधिकारी, जिल्हा परिषद
१३) सर्व जिल्हा पोलीस अधिक्षक

CHAPTER IV

Visits of the Governor, Chief Minister and Deputy Chief Minister, Chairman, Speaker of State Legislature and other dignitaries to Districts.

Visit of Governor

The Divisional Commissioner, the Collector and the Commissioner of Police/Superintendent of Police, should remain present to receive and see off the Governor whenever the Governor arrives at or leaves the Divisional Headquarter irrespective of whether the Governor travels by train, car or aeroplane, and Collector and the Commissioner of Police/Superintendent of Police should remain present to receive and see off the Governor at any place in the District, provided that previous intimation of the Governor's arrival and departure has been received. The Municipal Commissioner should also remain present to receive and see off the Governor at a place under his jurisdiction.

The Collector should arrange for the necessary security and traffic arrangements in consultation with the Commissioner/Superintendent of Police during the visit of the Governor to any place in the District in accordance with the standing instructions in this behalf.

During the Governor's visit to Pune and Nagpur, the Governor stays at Raj Bhavan at those places. As regards visits to other places in the Districts, the Collector should make proper arrangements for messing, accommodation and transport in prior consultation with the Secretary to the Governor and the Comptroller of the Governor's Household. Generally, the Secretary to the Governor keeps the Collector concerned informed of the requirements in these respect.

४

The programme for the visit of the Governor to places in the District is finalised by the Secretary to the Governor after obtaining the orders of the Governor. The Secretary to Governor consults the Divisional Commissioner, Collector concerned or need be, the concerned Department of Mantralaya regarding the requests received for engagements/appointments etc. before they are submitted to the Governor for orders. It is the responsibility of the Divisional Commissioner and the Collector concerned to ensure proper execution of the programme of the visit.

Visits of the Chief Minister/Dy. Chief Minister

(i) The Collector and the Commissioner of Police/Superintendent of Police should receive the Chief Minister on arrival at and see him off at the time of departure from, the District Head Quarter/any other place in the District, irrespective of whether the visit is 'public' or 'private'. The Divisional Commissioner should also receive and see off the Chief Minister at the Divisional Headquarter.

The above instructions should also apply to visits of the Dy. Chief Minister to Divisional/District Head Quarter/any other place in the District.

Minister for Revenue will be received by Collector in the District Headquarters.

Whenever the Chief Minister visits a Divisional Headquarters, all regional heads of State Government offices in the Division should remain present at the place of halt of the Chief Minister. Likewise, whenever the Chief Minister visits a District headquarters or any place in a District all the District head of State Government offices should remain present at the place of halt of the Chief Minister.

(ii) Visit of the⁴ Chairman/Speaker of the Legislature:

If the Visit is "Public" (i.e if it is the first visit after assumption of office). The Collector, and the Commissioner of Police/Superintendent of Police, should receive the Chairman and Speaker of Legislature, on arrival at and see off at the time of departure.

In the case of subsequent visits to District Head Quarter's Additional Collector/ Deputy Commissioner of Police/ Additional Superintendent of Police, should receive the Chairman, and Speaker of Legislature on arrival and see off at the time of departure.

In the case of subsequent visit to the other places of District, Sub Divisional Officer, SDPO, and B.D.O. should receive on arrival and see off at the time of departure.

The Collector, Divisional Commissioner, Additional Collector, Superintendent of Police, should however call on the dignitaries if they happen to be at that place.

(iii) In the case of the visits of other Ministers, Ministers of State and Deputy Ministers to the District Headquarter and other places in the District, the Collector should request the Head of the Department or any other suitable officer concerned with the portfolio of the visiting Minister/Minister of State or Deputy Minister to receive and see off the Minister/Minister of State/Deputy Minister. The Superintendent of Police should depute a senior Police Officer to receive and see off the V.I.P.

(iv) In the case of the visits of the Deputy Chairman, Maharashtra Legislative Council and the Deputy Speaker, Maharashtra Legislative Assembly and Leaders of Opposition in M.L.A. and M.L.C. to the District Head Quarter/any other place in the District, the Collector should depute a suitable officer of the Revenue Department or any other Department to receive and see them off. The Superintendent of Police should depute a Senior Police Officer for the purpose.

(v) The Collector and the Dy. Commissioner of Police/Superintendent of Police should however, call on the Minister / Minister of State / Deputy Minister / Deputy Chairman/ Deputy Speaker, Leaders of Opposition if they happen to be at the place.

(vi) If the visit of the Minister / Minister of State / Deputy Minister / Deputy Chairman / Deputy Speaker, Leader of Opposition to the District Head Quarters is 'Public' (i.e., if it is the first visit after assumption of office), the V. I. P. should be received on arrival by the Collector and the Dy. Commissioner of Police/Superintendent of Police. In the case of subsequent visits of these V. I. Ps to any place in the District they should be met on arrival by an officer deputed by the Collector/Superintendent of Police.

The Commissioner of Police/ Superintendent of Police concerned should make the security and traffic arrangements during the visits of the Chief Minister, Deputy Chief Minister and other V. I. Ps. mentioned above according to the standing instructions from the Home Department.

No arrangements are required to be made for providing Guard of Honour during the visits to Districts of the above mentioned V. I. Ps.

The Collector or the officer deputed by the Collector should ensure that suitable accommodation is provided for the Chief Minister/Dy. Chief Minister and other dignitaries at each camp and that suitable transport arrangements are made.

The Private Secretary to the Chief Minister/Dy. Chief Minister and other dignitaries should send advance notice of the intended visit to the Districts to the Collector and Commissioner of Police/Superintendent of Police and other officers concerned, and also inform the Collector whether any arrangements are required to be made as regards accommodation and transport.

The Private Secretary to the Chief Minister dealing with the drawing of programs for the visits to Districts communicates the information regarding the engagements /appointments which are proposed to be included in the programme of the Chief Minister to the concerned Divisional Commissioner/Collector and to the local head of Police authorities for offering their remarks regarding the proposed engagements. The Collector concerned while forwarding his remarks to the Chief Ministers's Secretariat gives detailed information regarding organizers, venues of the function, road-running time, flying time etc. on the basis of which a draft programme for the visit is submitted to the Chief Minister for approval.

Similar procedure is followed by the Deputy Chief Minister's Secretariat for finalising the programme for the visit of the Deputy Chief Minister to Districts.

The Collector should send copies of the programme of the Chief Minister/Dy. Chief Minister, & other dignitaries to the local Members of the Parliament and the members of the Legislative Council/Legislative Assembly.

Transport:

The Collector should provide D.V. Cars to the visiting dignitaries. In case the D.V. Cars are not available, either good cars from other State Government Departments or luxury taxies in good mechanical condition should be provided to the visiting dignitaries. As far as possible the number of the cars in the carcade of the dignitaries should be kept to the minimum. The cars of other non-officials and officials should not be included in the main carcade.

Visits of Chief Justice and Judges of Mumbai High Court. Lokayukta & Upa-Lokayukta.

Reception:

The Collector, the Deputy Commissioner of Police/Superintendent of Police should receive the Chief Justice and Lokayukta at District headquarters, if it is the first visit after assumption of office. During the subsequent visits the Collector should depute a gazetted officer to receive and see off the Chief Justice and Lokayukta. Normally, the officers of the local courts, ensure arrangements for the visiting Chief

Justice and Judges of the High Court to the places in Districts.

The Collector, the Commissioner of Police/Superintendent of Police, should depute a suitable officer to receive and see off the Judges of Mumbai High Court and Upalokayukta.

Arrangements for accommodation, transport, and security are to be made as is done in case of other dignitaries mentioned in earlier paras and as per the requests from the High Court authorities and the office of Lokayukt