

PROACTIVE DISCLOSURE ON RTI ACT 2005

Protocol & Hospitality Wing General Administration Department

Proactive Disclosure under Section 4(1)(b)(i) : the particulars of its organization, functions and duties:

Protocol & Hospitality Wing (GAD) was created in the year 1987. It has been functioning under the overall supervision of the Commissioner/Secretary, General Administration Department, who is a Head of Department. Protocol & Hospitality Wing deals with all matters relating to protocol services for the visit of VVIP/VIP, dignitaries from foreign countries, Central Government and high officials from the other State Governments. It is also responsible for making arrangement for accommodation, boarding, transport, security and other related matters for the State Guests. It also extends guidance and supervision to the Departments in the matters of high official visits, seminars, conference and important National Days. Protocol & Hospitality Wing also extends support to courteous reception to the Governor and the Chief Minister.

Protocol & Hospitality Wing, GAD has the following Wings/Sections/Divisions:

Sl.No	Wing/Section/Division	Functions
1	Establishment Section	Deals with all establishment matters and protocol arrangements for VVIPs/VIPs and celebration of important days
2	Accounts Section	Deals with all finance and accounts matters including budgeting, audit of accounts and procurement of goods
3	State Guest House	State Guest House caters accommodation and boarding to the State Guests and Guests of Government. Besides these guests, officials and non-officials guests are also catered by the State Guest House.
4	All India Service Transit Accommodation	After Circuit House was demolished, All India Service Transit Accommodation is looked after by Protocol & Hospitality Wing
5	Lengpui Airport	Protocol & Hospitality Wing posted one Protocol Assistant and one Group D Staff in Lengpui Airport to extend protocol services to the VIPs coming to Mizoram and going out of Mizoram

2. Functions of the Department (Role & relevance of the department)

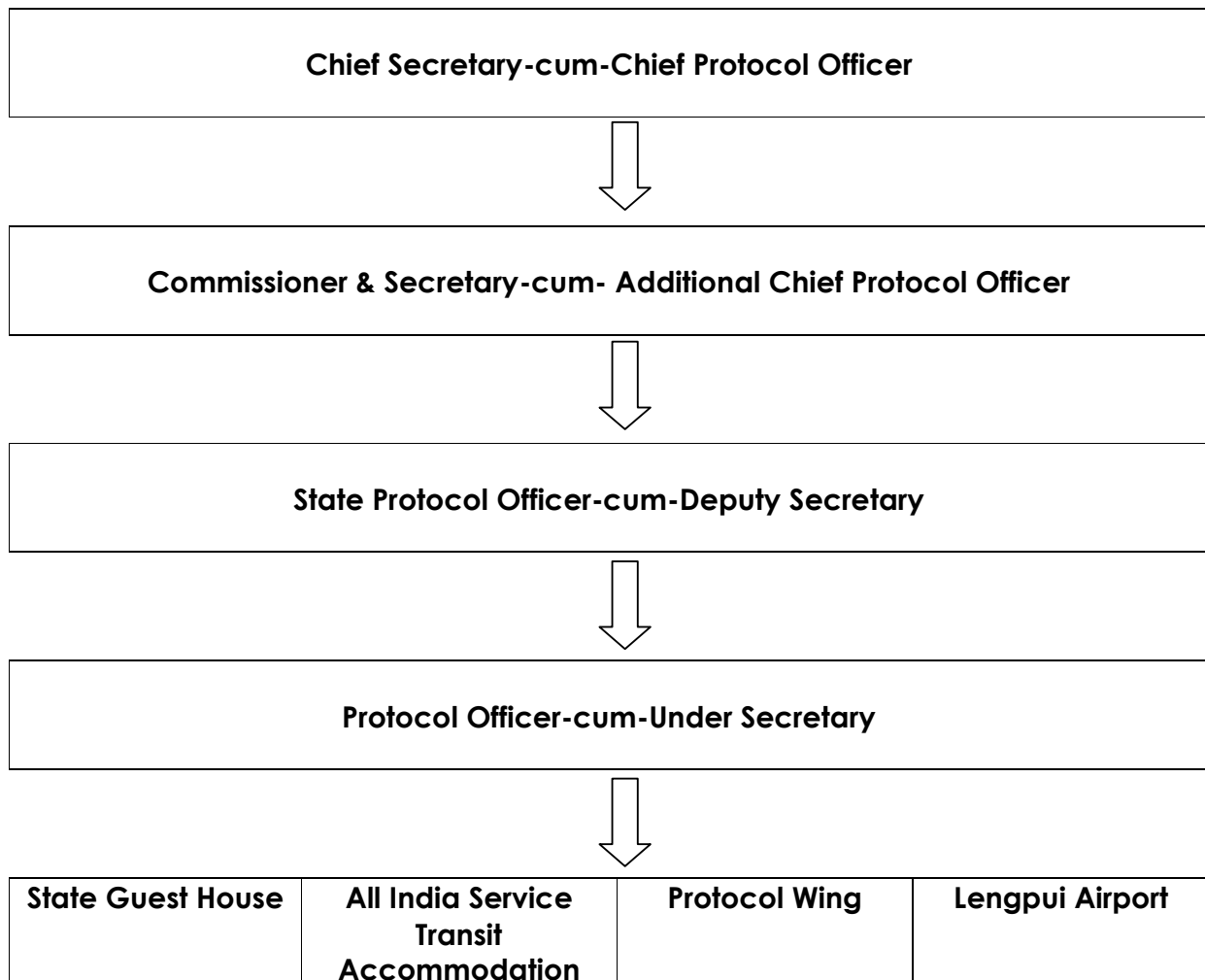
Protocol & Hospitality Wing is responsible for state protocol matters and ceremonial events. It organizes and coordinates protocol affairs for major visits of the VVIPs and VIPs and manages matters related to courteous reception and privileges of those visiting State Guests coming to the State. It also develops protocol rules including Warrant of Precedence, State Guest Rules etc.

One function of Protocol & Hospitality Wing includes generating welcome letters, arranging for small gifts and tokens of appreciation or making phone calls to facilitate dignitaries' travel plans. Occasionally, it plans elaborate ceremonies marking the arrival of State Guests. State dinners are a major and frequent protocol function of the Department.

Protocol & Hospitality Wing also functions as support to logistics and manages its role as event planners. Officers and Staff under Protocol & Hospitality Wing exercise judgment, poise and interpersonal skills as they interact with high officials involved

After visits from dignitaries, Protocol & Hospitality Wing also frequently ensures proper follow-up with thank you notes and tokens of appreciation such as commemorative photographs, plaques and trophies. The function of Protocol & Hospitality Wing may be regarded as one of the most complex and diversified in nature among the Departments in the Government of Mizoram

3. Organization structure of the department



4. OFFICE TIMING : The Office Timing is 9:00 AM to 5:00 PM and 9:00 AM to 4:00 PM during summer and winter respectively