

PROACTIVE DISCLOSURE ON RTI ACT 2005

Protocol & Hospitality Wing General Administration Department

Proactive Disclosure under Section 4(1)(b)(ii) : the powers and duties of its officers and employees:

Sl.No	Designation	Powers & Duties
1	Chief Secretary/ Chief Protocol Officer	He is the Chief Protocol Officer who can decide whether visiting officials are to be declared State Guests or not. He is the key person and final authority in the reception of the high dignitaries including President, Vice President, Prime Minister, Union Minister, Foreign Dignitaries etc.
2	Commissioner & Secretary/ Addl Chief Protocol Officer	He is the head of the Protocol & Hospitality Wing. He is the budget controlling authority and the head of administrative department.
3	Joint Secretary, GAD	He assists the Addl Chief Protocol Officer in discharging his duties
4	State Protocol Officer	He is the head of the Protocol & Hospitality Wing. He is also the Drawing & Disbursing Officer for the Protocol Wing. He is also looking after the State Guest House which is assisted by Deputy Manager in the State Guest House. The general superintendence, direction & management of the affairs of the Protocol & Hospitality Wing is vested in the State Protocol Officer who is be assisted by the Protocol Officer.
5	Protocol Officer	Protocol Officer assists the State Protocol Officer.
6	Deputy Manager, State Guest House	Deputy Manager is the in-charge of State Guest House. Supervises and controls the daily working of the staff under the State Guest House
7	Assist Manager, State Guest House	Assistant Manager assists the Deputy Manager in their discharge of duties in day-to-day works.