

**GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT
(PROTOCOL & HOSPITALITY WING)**

No.F.20019/1/2019-PRO(GAD)

Dated Aizawl, the 29th Oct 2019

OFFICE MEMORANDUM

Subj: Instructions on order of protocol of persons on seating arrangement on 'dais' in the Official functions

Attention is hereby invited to all concerned that when the elected representatives including the Chief Minister, Deputy Chief Minister, Speaker, Ministers, Deputy Speaker, Ministers of States, Government Deputy Chief Whip and MLAs are invited as Chief Guest or Guest of Honour in the Official functions, the following instructions may strictly be followed by all concerned with respect to the selection of venue, seating arrangement on the dais and the sequence of speakers while organizing official functions.

2. Venue selection is a critical requirement for official functions. Selection of venue shall suit the format and size of the occasion and give careful consideration to matching the requirements of the event. The concerned organizers should inspect the venue to make sure it is suitable for the Chief Guest and high dignitaries. If an outdoor event is planned, the host must make sure that a wet-weather contingency plan is prepared in advance. Further, if people with disabilities are invited, a venue with suitable access and facilities must be selected for the official functions.

3. Before making the seating arrangements or placing the guests, the préséance of the chairs should be settled first by the host. The Chief Guest should be seated in the middle, the Guest of Honour on the right side and the Chief Host/Chairman of the meeting on the left and so on in accordance with the status and seniority of other guests. An illustrative DAIS PLAN is produced below:

ILLUSTRATION I (When President visits the State)

		ADC to Governor	ADC to President	PSO to the President	PS to the President			
Other Dignitaries	Union Minister/ Dy CM	Spouse of President	Governor	President of India	Chief Minister	Chief Host/ Chairman	Other Dignitaries	Organizer

ILLUSTRATION II (In normal official function)

Other Dignitaries	Spouse of Chief Guest (if any)	Guest of Honour	Chief Guest	Chief Host/ Chairman	Special Guest	Other Dignitaries
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4. In the event of several hosts or hostesses, hosts or hostesses shall take their places in turns

5. Number of persons to be seated on the dais should be an 'odd numbers' as far as practicable so that the Chief Guest should take precedence over all other Guests. Under no circumstances, the Chairman/Host of the official function shall take the middle seat or take precedence over the Chief Guest. In the case of the visit of President of India, the number of dignitaries on the dais including the President and the First Lady should also be an 'odd number', not exceeding 9.

6. As a general rule of protocol and the sequence of speakers in the official functions, the Guest of Honour should speak after the host and the Chief Guest is normally invited to speak after Guest of Honour.

7. These arrangements may be varied or modified only in exceptional cases depending upon the nature of the function and the dignitaries attending it.

The above instructions may be brought to the notice of all concerned in the Departments.

Sd/LALNUNMAWIA CHUAUNGO
Chief Secretary to the Government of Mizoram

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Copy to:

1. Secretary to Governor, Mizoram
2. Additional Chief Secretary to Chief Minister, Mizoram
3. PS to Deputy Chief Minister/Speaker/Ministers/Deputy Speaker/Ministers of States/ Deputy Govt Chief Whip/ Vice Chairman SPB
4. Sr PPS to Chief Secretary, Government of Mizoram
5. All Administrative Heads of Department for information
6. Secretary, MPSC/SEC/Mizoram Lokayukta/MSIC
7. All Heads of Department for information


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