

**The function, powers and duties is as under:**

<b><u>Sr. No.</u></b>	<b><u>Particulars</u></b>	<b><u>Details</u></b>
(i)	Particulars of Organisation Functions and Duties	<p>Hospitality &amp; Protocol Deptt., HP  <b>Secretary (GAD) discharges the duties relating to :</b></p> <p>i). Head of Administrative Department</p> <p>ii) To function as Secretary (Protocol) to the Govt. of Himachal Pradesh.</p> <p>iii) To accord expenditure sanctions on account of boarding/lodging and transport arrangements above Rs. 1.00 lac on each State Guest Party.</p> <p>iv) Rendering advice to the Department in relation to the matters of Protocol, Boarding/Lodging and Transport arrangements to the State Guests and State Functions etc.</p> <p><b>Spl. Secretary (GAD)</b></p> <p>To assist the Secretary (GAD) on the issues as state above.</p>

**B. AT STATE LEVEL**

<b><u>Sr.</u></b>	<b><u>Particulars No.</u></b>	<b><u>Details</u></b>
i)	The particulars of its organisation, functions and duties;	<p><b><u>ORGANISATION</u></b></p> <p>The Hospitality and Protocol Department, Himachal Pradesh is headed by the ex-officio Director of Hospitality &amp; Protocol, Himachal Pradesh. He, at</p>

Directorate level is assisted by one Assistant Director, one Superintendent Grade-II, two Senior Assistants, two clerks and one Peon. There is no subordinate branch of the Hospitality & Protocol Department elsewhere in Himachal Pradesh except in Shimla.

### **FUNCTIONS AND DUTIES**

1. The Hospitality & Protocol Department is a Non-plan non-developmental Department. The primary duty of the Department is to make boarding, lodging and transport arrangements for for the VVIPs/VIPs State Guests/State functions.
2. The boarding, lodging arrangements for the State Guests are being made in the Peterhoff State House, Govt. Circuit Houses and Rest Houses. Where such accommodation is not available, State Guests are accommodated in the Hotels of H.P. Tourism Development Corporation and at a last resort, in Private Hotels.
3. To make arrangements of flower bouquets and flower garlands for the visiting dignitaries depending on the status and importance of the visit.
4. To make arrangements in connection with the selection/purchase/presentation of token gifts to the VVIPs/VIPs State Guests
5. To provide advance for fuel etc to the vehicles of the General Administration Department deployed

on State Guest duty.

6. To perform protocol duties at the time of visit of State Guests/VVIPs visit to Retreat/Luncheons/Luncheons/Dinners, At Home etc. Hosted by the Hon'ble Chief Minister.
- 7 To incur the expenditure on boarding/lodging/.transport of State Guests/State Functions.
8. Release of Grant-in-Aid to the H.P. Tourism Development Corporation for running the management of Himachal Bhawan/Himachal Sadan, New Delhi.
9. Other routine office work relating to Establishment/Accounts/Cash/Budget/Reconciliation/Audit/Vidhan Sabha Committees etc.
10. Under the single file system, the Directorate office also performs the duties of Administrative Department for the Hospitality and Protocol.