

Protocol Section

1.	Arrangements for the reception of the visiting delegation at the Airport, Railway stations, etc.	PO	
2.	Arrangements for Hotel accommodation.	PO	
3.	Coordination with the Minister of Home Affairs, Ministry of external Affairs, the Delhi Administration, police and security Authorities in connection with the visits.	PO	
4.	Coordination of arrangements with the State Govt. concerned for the visit of the delegations of places in India(Outside Delhi)	PO	
5.	Arrangements regarding official lunches/dinner reception (signing ceremony of trade Agreements etc. given by the Department of Commerce to the visiting delegations.	PO	
6.	Arrangements for purchase of gifts for visiting delegations.	PO	
7.	Control of expenditure on delegations from abroad and entertainment of visitors.	Secretary	PO/US/DIR**/JS
8.	Preparation of estimates of visits of Foreign Trade Delegation and obtaining financial sanctions thereof.	Secretary	PO/US/DIR**/JS
9.	Security and clearance of all bills relating to expenditure incurred on State Guest in respect of hotel accommodation, road transport, invitation cards, air, road and rail travel throughout India and social functions.	DIR**	PO
10.	Processing payment of bills presented by State Government for expenditure incurred by them on the visiting delegations.	DIR**	PO
11.	Parliament questions relating to visit of incoming foreign delegations	DIR**	PO
12.	Audit objections	DIR**	PO
13.	To receive and see off Indian delegations going abroad. To purchase of gifts for them. Despatch of gifts for Indian Delegations. Reception and seeing off foreign dignitaries coming for trade talks.	PO	.
14.	Passport and Visa work	PO	.
15.	Procurement and distribution of invitation cards etc. in connection with Republic Day and Independence Day Celebrations, etc.	PO	.
16.	Arrangements for Transport.	PO	.