

From

The Chief Secretary to Government, Haryana.

To

1. The Director General of Police, Haryana.
2. The Addl. D.G.P., C.I.D., Haryana.
3. The Secretary, Haryana Vidhan Sabha, Chandigarh.
4. The Director General, Information, Public Relations & Languages, Haryana.
- ✓ 5. The Administrative Officer, N.I.C., Haryana.

No. 50/151/2019-5Pro

Dated Chandigarh, the:

Subject: - Meeting of Northern Zonal Council.

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Reference to the subject cited above.

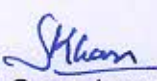
2. The 29<sup>th</sup> meeting of the Northern Zonal Council will be held on September 20, 2019 at Chandigarh. As the host State, the Government of Haryana has been requested to make requisite logistical arrangements for the meeting including reception, security, transport, boarding and lodging etc for 70-75 dignitaries/officers from State Governments and Central Ministries.

3. An illustrative Check List of the arrangements to be made is found enclosed with the request, the following points are mentioned to be taken note of while making arrangements for the meeting of the Zonal Councils/Standing Committees:-

|     | Arrangements required to be made   | Action to be taken by  |
|-----|--|--|
| i   | Arrangements for reception, transport and accommodation for Members and other Officers on the basis of intimation to be received by the State Government directly. Sufficient number of rooms in one or more equivalent hotels may be booked   | Protocol Branch  |
| ii  | Security arrangements at the venue of the meeting and at the place(s) of stay of Chairman, members and other participants.   | DGP, DGP/CID;<br>DGP Chandigarh Admn.,<br>SSP Chandigarh   |
| iii | One small room each near the main meeting hall and in the hotel for use by the Zonal Council Secretariat as an Office with two good computers and UPS, two laser printers, One Laptop, One Photocopier, adequate stationery items may be provided. Two typists with knowledge of computer operations, one stenographer and photocopies operator may also be arranged. These rooms may be required one day prior to the meeting and till the meeting is over. | Protocol Branch (Booking of Small Room)<br><br>Addl. Secy. Sectt. Estt./<br>U.S. General & U.S. Sectt. Estt.<br>(Computers, printers, laptop, typists, stenographer, photocopies operator) |
| iv  | An S.T.D./I.S.D. telephone in a Chamber adjacent to/near the meeting hall for use, if necessary, by the Chairman, other members, Chief Secretaries etc. during the meeting   | U S General  |
| v   | Four English Rapporteurs & Hindi Rapporteurs preferably from the State Assembly Secretariat, to take doo nth proceddings verbatim. The Rapporteurs may be adequately briefed before the meeting  | Secretary, Haryana Vidhan Sabha  |

|      |   |                                      |
|------|---|--------------------------------------|
| vi   | Arrangement for audio/video recording of the entire proceedings. The audio/video CDs & Pen Drive will be taken and used by the Zonal Council Secretariat for preparing the final proceedings. | DIPR                                 |
| vii  | Arrangement for some photographs of the meeting. The CD/Pen Drive containing the photographs will be taken by Zonal Council Secretariat   | DIPR                                 |
| viii | Microphone (with earphone for the Reporters) to ensure adequate volume and clarity  | DIPR                                 |
| ix   | Laptop, Projectors, Screens & other accessories for Power Point Presentation  | NIC                                  |
| x    | Designation-wise name boards for Chairman and other participants  | Co-ordination                        |
| xi   | One Backdrop in the meeting hall and sufficient signages to be prepared   | DIPR                                 |
| xii  | A sketch of the meeting hall indicating table dimensions and seating capacity around the table and in the rows behind the table to be sent to Inter State Council Secretariat in advance      | Hotel                                |
| xiii | Good quality folders, containing writing pads and pens etc. to be provided for each participant   | Addl. Secy. Estt. Estt./U.S. General |
| xiv  | As per convention, participants at the meeting of Zonal Councils and their Standing Committees and officers of the Secretariat coming for such meetings are treated as State Guests           | Protocol Branch                      |

4. It is, therefore, requested to make necessary arrangements pertaining to your office.

  
Under Secretary Protocol,  
for Chief Secretary to Govt., Haryana.

Endst. No. 50/151/2019-5Pro

Dated Chandigarh, the: 04.09.2019

A copy is forwarded to the following for information & necessary action:-

1. Principal Secretary to Government, Haryana, Monitoring & Co-ordination Department, Haryana.
2. Secretary to Govt., Haryana, Secretariat Establishment.
3. Under Secretary to Government, Haryana, Secretariat Establishment.
4. Under Secretary (General), Haryana Civil Secretariat.

Under Secretary Protocol,  
for Chief Secretary to Govt., Haryana.

Endst. No. 50/151/2019-5Pro

Dated Chandigarh, the: 04.09.2019

A copy is forwarded to the following for information & necessary action:-

1. Home Secretary, Chandigarh Administration, Chandigarh.
2. Director General of Police, Chandigarh Administration, Chandigarh.
3. Deputy Commissioner, Chandigarh.
3. Senior Superintendent of Police, Chandigarh.

Under Secretary Protocol,  
for Chief Secretary to Govt., Haryana.