

No. 01/07/2022-Pro-II
HARYANA GOVERNMENT
PROTOCOL-II BRANCH

Dated : Chandigarh, the 15th Nov., 2022

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments, Haryana.

Subject : Filling up the posts of Protocol Officers and Protocol Assistants in O/o Haryana Resident Commissioner, Haryana Bhawan, New Delhi on deputation basis.

Sir/Madam,

I am directed to invite your kind attention to the subject noted above and to say that for providing assistance, coordination for Ministers, Chairman Boards/Corporations, Administrative Secretariat and Senior Officers of Government of Haryana, the posts of Protocol Officers and Protocol Assistants is to be filled up in O/o Haryana Resident Commissioner, Haryana Bhawan, New Delhi on deputation basis. The requisite qualification experience/qualification for the posts of Protocol Officers and Protocol Assistants is as under :-

Sr.No.	Name of post	No. of posts to be filled up now	Pay Matrix level	Essential qualification and experience
1.	Protocol Officer	02	FPL-8	Minimum 5 years experience as Superintendent in case of deputation.
2.	Protocol Assistant	04	FPL-6	Minimum 3 years experience in case of deputation as same post.

3. The above said Officers/Officials shall discharge the following duties :-
- i) To provide necessary assistance to officers regarding reservation of accommodation/travel tickets/vehicles etc.
 - ii) To provide pick up and drop facility upto Bus Stand, Railway Station and Airport by staff car of Protocol, free of cost.
 - iii) To coordinate with Government Hospitals & private hospitals located at New Delhi for appointment treatment etc.
 - iv) To attend any other duties like renewal of passport and registration of new vehicles, water-electricity issues, bank issues etc.
 - v) To do any other work to be got done from other Government department etc or other any work assigned by the competent authority as per requirement.

You are, therefore, requested to send names and details of the willing and eligible Officers/Officials alongwith summary of ACR (attested copies) for the last five years, through proper channel within 15 days positively. Please ensure the names of the recommended officers / official should not be under any kind of disciplinary

proceeding under Rule 7 or 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 2016 and also free from any type of vigilance enquiry / judicial proceeding.


Superintendent (Protocol-II)
for Chief Secretary to Government Haryana

Endst. No. 01/07/2022-Pro-II

Dated : Chandigarh, the 15th Nov., 2022

A copy is forwarded to Chief Secretary to Government of Haryana, with reference to their letter No. 18/34/2024-4GS1 dated 26.05.2022 for information and necessary action.


Superintendent (Protocol-II)
for Chief Secretary to Government Haryana

Endst. No. 01/07/2022-Pro-II

Dated : Chandigarh, the 15th Nov., 2022

A copy is forwarded to Haryana Resident Commissioner, Haryana Bhawan, New Delhi with reference to their letter No. RC/2022/A-1/952 dated 10.10.2022 for information.


Superintendent (Protocol-II)
for Chief Secretary to Government Haryana