

No. 18/34/2024-4GS1
HARYANA GOVERNMENT
HUMAN RESOURCE DEPARTMENT
(GENERAL SERVICES-I BRANCH)

Dated: Chandigarh, the 26th May, 2022

To

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

Subject: Appointment of Protocol Officers in Haryana Civil Secretariat.

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 following posts have been created in Haryana Civil Secretariat:-

Sr. No.	Name of Post (s)	No. of Post (s)	Pay Matrix Level
1.	Chief Protocol Officers	02	FPL- 11
2.	Protocol Officers	04	FPL-8
3.	Protocol Assistants	07	FPL-06

The above said officers shall discharged 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 (PGI, GMCH-32, GMCH-16 etc) & private hospitals (forties, Max, etc.) for appointment, treatment etc.
- iv) To attend any other duties like renewal of passport and registration of new Vehicles etc.
- v) To attend the complaints regarding installation of water/electricity meter and get the job done from the concerned departments.
- vi) To get the passbooks updated from the banks, post officers and deposit the cheques/withdrawal of cash etc.
- vii) To help the family of officers in case there is requirement of tent, chairs etc. during exigency.
- vii) 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.

2. The requisite experience/qualification for the posts of Chief Protocol Officers, Protocol Officers and Protocol Assistant is as under:-

Sr. No.	Designation	Educational Qualification	Experience
1.	Chief Protocol Officer	As per existing norms of Haryana Civil Secretariat and Health Department.	Minimum 3 years experience on the post equitant to Under Secretary / 3 years as Medical Officer of Health Department.
2.	Protocol Officer	Graduation	Minimum 5 years experience as Superintendent of case of deputation (10 years in case of contractual) from Tourism / Administrative / Protocol wing and Health Department of U.T. Chandigarh and Haryana State. In case of engagement through HKRN, Nigam wages shall be paid.
3.	Protocol Assistant	Gradation	Minimum 3 years experience in case of deputation (5 years in case of contractual) as same post. In case of engagement through HKRN, Nigam wages shall be paid.

Note: The officers/officials working in Haryana Civil Secretariat, Tourism, Protocol Branch and Health Department of U.T. Chandigarh and Health Department, Haryana will be preferred.

3. They are, requested to send the names to interested and eligible officers/officials of your department within 15 days positively.

Tilak Ram
Superintendent, General Services-I
for Chief Secretary to Government Haryana

Endst. No. 18/34/2024-4GS1

Dated: Chandigarh, the 26th May, 2022

A copy is forwarded to Additional Secretary to Government Haryana, Secretariat Establishment, with reference to their letter No1/11/2021-7Estt.-I, dated 06.05.2021 for information and necessary action.

Tilak Ram
Superintendent, General Services-I
for Chief Secretary to Government Haryana

Endst. No. 18/34/2024-4GS1

Dated: Chandigarh, the 26th May, 2022

A copy is forwarded to Sh. Yashpal Garg, IAS, Secretary, Health Department, Union Territory, Sector-9, Chandigarh for information and necessary action.

Tilak Ram
Superintendent, General Services-I
for Chief Secretary to Government Haryana