

8/31/20  
22/10/20 (2)

**GOVERNMENT OF TELANGANA  
GENERAL ADMINISTRATION (SPL.E) DEPARTMENT**

**Memo No.GAD-SPLE/5/13/2020-SPECIAL-E-GAD**

**Dated:08.10.2020**

**Sub:** Observance of protocol by the Government officials while dealing with Members of Parliament / State Legislature and other VVIPs – Instructions – Further Instructions – Reg.

**Ref:**

- 1 G.O.Ms.No.348, G.A.(Poll.A) Department, dated 26.06.2012
- 2 G.O.Ms.No.520, GA(Poll.A) Department, dated 01.07.2013.
- 3 Memo.No.50/Poll.A/2015, GA(Poll.A) Department, dated 16.01.2015.
- 4 Memo.No.240/Poll.A/2015-1 & 2, G.A.(Poll.A) Department, dated 27.04.2015
- 5 Memo.No.501/Spl.E/A2/2020-3, G.A.(Poll.A) Department, dated 26.03.2020

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Attention is invited to the references cited.

2. In the G.O. 1<sup>st</sup> cited, consolidated instructions were issued on observance of protocol by the Government Officials while dealing with Members of Parliament / State Legislature and other VIPs.
3. In the G.O.2<sup>nd</sup> cited, consolidated instructions were issued on observance of protocol by the Government of Officials in dealing with Members of Legislatures and other VVIPs during the functions organized by Government / Local Bodies.
4. In the reference 3<sup>rd</sup> cited, the instructions received from Government of India vide Office Memorandum No.11013/4/2012-Estt.(A), dated 19<sup>th</sup> November, 2014 along with Office Memorandum No.11013/4/2011-Estt.(A), dated 1<sup>st</sup> December, 2011 and 9<sup>th</sup> October, 2012, have been communicated for compliance.
5. In the reference 4<sup>th</sup> cited, the orders issued in the references 1<sup>st</sup> to 2<sup>nd</sup> cited were adapted to the State of Telangana.
6. Of late, certain instances have been brought to the notice of the Government that the letters / representations received from the Members of Parliament / State Legislature are not being acknowledged and in some cases replies are not being sent to the Hon'ble Members. Several notices for violation of protocol / breach of privilege given by the Hon'ble Members of Parliament / State Legislature are received in Government for taking action against the officials, for violation of protocol norms. The Committee of Privileges, Telangana Legislative Assembly, in its meeting held on 16.11.2019, has recommended to re-iterate the guidelines on observance of protocol issued from time to time and also desired to issue certain additional instructions on the subject.
7. Accordingly, in the reference 5<sup>th</sup> cited, the instructions issued in the references 1<sup>st</sup> to 3<sup>rd</sup> cited with regard to observance of protocol while dealing with Members of Parliament / MLCs/MLAs, were reiterated.
8. In addition to the instructions issued in the above references cited, the following further instructions are issued in the matter:-
  - i. *The District Level/ Divisional Level/ Mandal Level officials have to save / record the Phone numbers of the Local MPs/MLCs/MLAs and to respond promptly to the phone calls of such members representing on public issues.*
  - ii. *The senior officials are requested to coordinate with local public Representatives viz., MP/MLC/MLA after assuming charge at New Station.*
  - iii. *The Officials shall work in coordination with the local MPs/ MLCs/MLAs for successful implementation of various developmental programmes / schemes being implemented by Government.*
  - iv. *The Departments / HoDs/ District Collectors / CPs/SPs concerned have to create awareness on observance of protocol to newly recruited officers, as MPs/MLCs/MLAs are frequently touring / visiting within their constituency limits / to other districts, in the recent past.*

p.t.o.

9. (All the Departments of Secretariat, Heads of Departments and Collectors and District Magistrates shall strictly adhere to these guidelines / instructions in letter and spirit and sensitize the officers and staff working under their control about these guidelines for strict compliance without giving room for complaints in future. / Non compliance of these guidelines / instructions would be viewed seriously and stern action will be taken against erring officials.

**VIKAS RAJ**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

To

All the Departments of Secretariat.

All the Heads of Departments.

All the Collectors and District Magistrates.

Copy to:

The Secretary to Government of India, Ministry of Personnel,  
Public Grievances and Pensions, Department of Personnel  
and Training, North Block, New Delhi.

The Director General of Police, Telangana State, Hyderabad.

The Secretary to Governor, Raj Bhavan, Hyderabad.

The P.S. to Chairman, T.S. Legislative Council, Hyderabad.

The P.S. to Speaker, T.S Legislative Assembly, Hyderabad.

The Registrar (Protocol), High Court for the State of Telangana, Hyderabad.

The Principal Secretary to Chief Minister.

All the OSDs / P.Ss. to the Cabinet Ministers.

The Secretary to State Legislature, Telangana Legislature Secretariat, Hyderabad.

The Inspector General of Police, Intelligence, Telangana Hyderabad.

The Inspector General of Police, Security, Telangana Hyderabad.

All the Commissioners of Police/ Superintendents of Police.

All the Chief Executives Officers of Zilla Praja Parishads.

All the District Revenue Officers.

All administrative sections in General Administration Department.

SF/SCs

//FORWARDED :: BY ORDER//

*N. S.*  
SECTION OFFICER

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GOVERNMENT OF TELANGANA

OFFICE OF THE  
COMMISSIONER OF TECHNICAL EDUCATION,  
TELANGANA::HYDERABAD.

Sub:- Observance of protocol by the Government officials while dealing  
with Members of Parliament/State Legislature and other VVIPS-  
Instructions – Further instructions –Reg.

Ref:- Memo.No. GAD-SPLE/5/13/2020-SPECIAL-E-GAD, Dt: 08.10.2020.

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While enclosing a copy of the memo under reference cited, all the Principals/OSDs of Govt. Polytechnics under the administrative control of this department are hereby informed to follow the guidelines /instructions issued from the Government under reference cited, in respect of observance of protocol by the Government officers while dealing with Members of Parliament/State Legislature and other VVIPS.

Signature valid

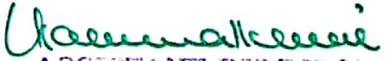
Digitally signed by AKHIL PULLAIAH  
Date: 2020.11.09 16:46:05 IST  
Reason: Approved

For COMMISSIONER

To:

The all Principals of Polytechnics/OSDs/FACs.  
Copy to the Secretary, SBTET, TS ,Hyderabad  
Copy to the all Officers of O/o the CTE,TS, Hyderabad.

HT.C.F.B.O,

  
ASSISTANT DIRECTOR

Department of Technical Education  
Government of Telangana, Hyderabad

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