



GOVERNOR'S SECRETARIAT, ODISHA  
RAJ BHAVAN, BHUBANESWAR-751 008

No. 560 /SG Dated 22-10-18

**OFFICE ORDER**

In order to streamline the process for consideration of the requests of various organisations for any programme inside State of Odisha to be attended by Hon'ble Governor and to avoid last minute requests / inclusion of the programme in the engagement list, a procedure has been formalised fixing the time line to process the programme requests adhering to the Standard Operation Procedure approved by Hon'ble Governor. The copy of the Standard Operation Procedure is enclosed for reference and strict compliance.

By Order of Hon'ble Governor

*MSDm*  
22/10/2018

Principal Secretary to Governor

Memo No. 561 /SG dated 22.10.18

Copy to PSG / ADC / ASG(HE) / ASG(G) / CGH / PRO-I / PRO-II / Sr. Specialist in Medicine-I / Sr. Specialist in Medicine-II for information and necessary action.

Personal Secretary to Governor

*MSDm*  
22/10/18

## Standard Operation Procedure

For Governor's Programme: Inside State

### TIMELINE

#### D Day 20- Receipt of Request

1. The request for programme must reach Governor's Secretariat clear 20 days ahead of the programme.

#### D Day 17- In Principle approval

2. All the request letters for a day/ date are to be screened at the level of ADC / PSG and the shortlisted requests are to be put up before Principal Secretary for according in principle approval by Hon'ble Governor. Then same is to be sent to District/ Police Authorities for Credential report after in principle approval.

#### D Day 14- Credential Check

3. On receipt of the request for any programme, the Collector and SP / DCP of the concerned district would to verify the credential of the organisation making the request / suitability of the location along with as to whether the programme is befitting to be attended by Hon'ble Governor, and furnish their report within three days to Raj Bhavan.

#### D Day 11- Final Approval

4. On receipt of the report from the Collector / SP/ DCP of the concerned District, the report along with the request letter of the organisation would be placed before Hon'ble Governor through Principal Secretary for obtaining consent and convenience of Hon'ble Governor.

M/S

**D Day 08-Organisation to make MTM programme**

5. If the programme request is accepted, the organisation would be intimated regarding acceptance of their request with request to furnish the minute-to-minute programme, dais-plan and background notes about the function.

**D Day 06- MTM programme approval**

6. On receipt of the above mentioned information the same would be placed before Hon'ble Governor through Principal Secretary for perusal and approval.

**D Day 05- Communication of MTM programme**

7. The organisation would be communicated with the approved minute-to-minute programme and dais-plan. PRO to Governor would prepare the speech and place the same before Hon'ble Governor for approval.

**D Day 04- MTM to all Qtrs & Security check of the programme location**

8. The minute-to-minute programme would be communicated to all quarters as per protocol and for maintenance of law and order at the location of the function and on the route Governor's carcade will move.
9. Any deviation in the approved minute-to-minute programme shall not be entertained normally. However, in case of exigencies the organisation must report the deviation well ahead of time to Raj Bhavan.
10. The location of the function will be inspected by District/Commissionerate Police / Security wing of Raj Bhavan simultaneously.
11. ADC / CSO will ensure that the function is held as per the approved schedule.

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*MGT*