

Protocol Section
Items of work handled

- Providing comprehensive protocol arrangement for the Minister/Minister of State of Environment and Forests and senior officers of this Ministry. This includes working out the itinerary, booking of passage, baggage handling, customs/ immigration/ security checks both at the time of Departure/Arrival of VIPs as well as Security Passes for Airport and Reserved/Ceremonial Lounge for MEF.
- To receive and see off foreign delegations VIPs who visits Paryavaran Bhavan to meet Minister/Minister of State/ Secretary.
- To handle issue/ revalidation of Diplomatic/ Official Passports and getting note verbal and arranging visas from Embassies.
- To arrange passes for Independence Day/ Republic Day for under Secretary and above officers of this Ministry,
- To arrange Domestic/ International ticketing of Minister/ Secretary (E&F)/ Spl. Secretary/DGF and various officers of the Ministry and payment of Bills thereof.
- Handling of work relating to Receptions at Rashtrapati Bhawan for VIPs upto Addl. Secretary levels.
- Examining /Passing of canteen bills on hospitality of US & above officers, ITDC, Ashoka at IGI Airport, Parliament House (N.Rly Catering), Tea Board/Coffee Board and VIP Guests of Hon'ble Minister/Minister of State/ Secretary.