

No. PrI.PS-cum-Advisor/CM Office/Protocol
Government of Himachal Pradesh
Chief Minister Office-IT Cell



From

Advisor-cum-PPS to the Chief Minister,
Government of Himachal Pradesh

To

1. All the Heads of Departments in Himachal Pradesh
2. All the MDs/ CEOs of Boards/ Corporations
3. All the Deputy Commissioners in Himachal Pradesh

Dated: Shimla-2, the 10th December, 2020

Subject: Regarding protocols to be followed while organizing virtual programs/ events/ meetings of Hon'ble Chief Minister, Himachal Pradesh

Sir,

As you are aware that due to COVID-19 pandemic, the movement of Hon'ble Chief Minister to the field has been restricted and most of the field activities are being carried out online using video conferencing facility. However, over a period of time, it has been observed that standard protocols are not being observed while organizing events/ meetings/ programs through video conferencing and at times, causing too much inconvenience and disruptions. Therefore, it has been decided that a standard protocol should be devised to organize online events and the same should be conveyed to field functionaries.

In this context, I am directed to convey the standard protocols to be followed by all HODs/MDs/CEOs/DCs while organizing virtual programs/ events/ meetings of Hon'ble Chief Minister, Himachal Pradesh:

- (a) In the event of inauguration/ laying of foundation stone of schemes, it is to be ensured that information about schemes, is supplied in the Performa attached well in advance, i.e., 3 days prior to the events;
- (b) HIMSWAN/ NICNET/ Internet connectivity, not below 10 Mbps bandwidth (1:1), will be required to be provided;
- (c) Two nos. of HD cameras should be available for the coverage of entire event;
- (d) Minimum three nos. of LED Screens should be installed during Virtual Program. One big LED Screen (65" or higher as per site requirement) on the stage and two small size LED screens (55" or higher) for public view;

Add Head release

Sh. G.N. Sharma

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15/12/2020

- (e) Audio / Video system, installed at the event site, should be integrated with video Conference setup (e.g., Webex) so that live streaming of the event on social media could be done smoothly;
- (f) A Nodal Officer (Technical Expert) should be available at event site, during Virtual Program, to fix technical glitches/ issues, if any, arising during the program;
- (g) The concerned HOD/ Deputy Commissioner shall arrange full rehearsal of the Virtual Program 24 hour prior to the event and ensure that there is no technical issue;
- (h) The minute-to-minute program of the event should be finalized in consultation with the o/o Hon'ble Chief Minister 3-days prior to the event;
- (i) ~~In the end, the concerned HOD/ Deputy Commissioner must share media coverage plan with the o/o Hon'ble Chief Minister and wide publicity of the program shall be done;~~
- (j) Efforts should be made to display the program live in other places in the constituency.

All HODs/MDs/CEOs/DCs are, therefore, advised to adhere to the above-mentioned protocols.

Yours faithfully,

(Dr. R.N. Batta)

Advisor-cum-PPS to Chief Minister,
Government of Himachal Pradesh

Directorate of Hr. Education
Himachal Pradesh

Endst. No. EDN-H(1)B(15)1/2009- Imp. Instt. Dated Shimla - 17/10/2021
Copy forwarded to following for information and strict compliance:-

1. The Advisor-cum-Advisor/CM Office/Protocol to the Govt. of Himachal Pradesh w.r.t. No. Pri. Ps-cum-Advisor/CM Office/Protocol dated 10.12.2020 for information please.
2. The Secretary (Education) to Govt. of HP for information please.
3. The Additional Director of Higher Education Admn. / Colleges, H.P.
4. The Joint Director of Hr. Education, C-I / C-II / S/ H.P.
5. The Joint Controller (F&A), Dte. of Hr. Education, H.P.
6. The OSD(C)/ OSD (Skt.) Directorate of Hr. Education, H.P.
7. The DDO, Directorate of Hr. Education, H.P.
8. All the Branch Officer / Superintendent, Directorate of Higher Education H.P.
9. The Incharge Computer Cell, Dte. of Hr. Education, H.P with the remarks to upload the said orders on the deptt. Website.
10. All the Deputy Directors of Higher Education in Pradesh.
11. All the Principal, GDC / GCTE Dharamshala & Skt. Colleges in Pradesh.
12. All the Principals/ HM of Govt. Sr. Sec. Schools / High Schools in the H.P.
13. The Chief Librarian, Center State Library Solan.
14. All the District Library in the Pradesh, HP.
15. The NCC Group Commander, GP HQ, Shimla-4.
16. All the NCC units in the Pradesh, HP.
17. Guard File.

06/01/2021
Addl. Director Higher Education (College)
Himachal Pradesh

INAUGURATION

Sr. No.	Name of Scheme	Department	Date of laying of F.S.	Total Cost	Budget provided in last 3 years	Final completion cost/date
1	2	3	4	5	6	7

FOUNDATION STONE

Sr. No.	Name of Scheme	Department	A.A. & E.S. date	Status of forest clearance etc. if any	Likely date of completion
1	2	3	4	5	6