

STANDARD OPERATING PROCEDURE (SOP'S) FOR VISIT TO RAJ BHAVAN

Prior Appointment:

Visitors are required to obtain prior permission before visiting Raj Bhavan. This can be done through the official website.

Identification and Security Clearance:

Bring a valid government- issued photo ID, such as EPIC, Driving License, Aadhar card, etc. for security verification.

Be prepared for security checks at the entrance. Follow the instructions of security personnel.

Dress Code:

It's advisable to dress in formal or semi- formal attire, respecting the protocol of the place.

Arrival:

Arrive at Raj Bhavan at least 15 (fifteen) minutes before the scheduled appointment time.

Parking:

Follow instructions for parking.

Entry Procedure:

Upon arrival, proceed to the designated entry gate, Show your appointment confirmation and identification to the security personnel.

Visitor's Book:

In some cases, you may be required to sign a visitor's book upon entry. Provide accurate details as requested.

Respectful Behaviour:

Maintain a respectful and dignified demeanour throughout your visit. Follow instructions given by the security personnel or protocol officers.

Photography and Recording:

Respect the privacy and protocol regulations. Photography and recording may not be allowed in certain areas.

Mobile Phones:

Ensure that your mobile phone is on silent mode or turned off during the visit.

Follow Guidelines:

Adhere to any additional guidelines provided by the Raj Bhavan staff during your visit.

Exit Procedure:

After the visit follow the designated exit route.