

CEREMONIES REQUIRED TO BE ORGANISED IN CRPF ON DIFFERENT OCCASIONS

CHAPTER – I REPUBLIC DAY AND INDEPENDENCE DAY

REPUBLIC DAY :

1. The Republic Day period being the most important National function needs to be observed with due respect and proper ceremony. The procedure to be followed by all units and establishments of CRPF is outlined in succeeding paragraphs.

2. FLAG HOISTING:

- i. A presentable National Flag will be hoisted. It will be tied with flower petals in such a manner that at the time of unfurling the loops of the ropes come loose with least resistance and the flag unfurls instantaneously, showering flower petals.
- ii. Since the general flag hoisting at the National Capital is done followed by Republic Day parade, the timings of flag hoisting in Force establishments located at Delhi should be before the general flag hoisting, enabling senior officers to attend and witness the Republic Day parade.
- iii. The flag hoisting at Delhi will be done at 0800 hours.
- iv. The senior-most officer of the establishment / Unit at Delhi will unfurl the flag.
- v. All ranks present in the unit / establishment will form up at the venue of flag hoisting in hollow square or suitable formation according to space available.
- vi. A Senior most Gazetted Officer as per availability will command the assembly on arrival of the Chief Guest.
- vii. The senior-most officer hoisting the flag will be received by the next junior to him.
- viii. A guard consisting of 1 SO, 2 HCs and 18 ORs will form up towards the right side and front of the flag post in file formation (two lines).

- ix. The word of command of the Commander of the guard will be followed for paying respect to the Flag.
 - x. The Chief Guest will be given general salute and thereafter escorted to the flag post for unfurling of the National Flag.
 - xi. When the flag unfurls all including the Chief Guest will salute the flag and the guard will do Salami Shashtra.
 - xii. National anthem will be played and till national anthem concludes the guard will remain in Salami Shashtra and the salutes will not be lowered.
 - xiii. The Chief Guest will make a brief speech about the significance of the Republic Day and the responsibility of the members of the Force in upholding the unity and integrity of the Nation. The achievements of the Force, in discharging this responsibility, will be highlighted.
 - xiv. The name of Officers, SOs and men who have been awarded Distinguished and Meritorious Service Medals will be read out and thereafter the assembly will be dispersed.
3. National Flag will be hoisted on all Government buildings and Quarter Guard and sweet will be distribution in every unit / establishment.
4. **DRESS CODE**
- i. The dress code for Officers and SOs will be angola shirt, khaki trousers pea cap, cross belt and mounted medals, and for other ranks it will be the prescribed ceremonial uniform with hackles.
 - ii. Places other than Delhi will follow ceremonial dress code as per local orders.
5. **AT HOME FOR SOs (GD) & SOs (MINISTERIAL STAFF)**
- i. After flag hoisting ceremony, it is customary that the SOs of the station inclusive of Ministerial Staff are invited to the Officers Mess for “At Home”.
 - ii. During the “At Home” in the Officers Mess, the Officers will interact with the SOs and refreshments, tea etc will be served as per the direction of senior-most officer in the station.
 - iii. **The units located in Delhi may organise the “At Home” between 1100 hrs and 1200 hrs.**

- iv. “At Home” will generally be of one hour duration.
- v. The Mess Secretary will receive the SOs on their arrival and PMC or senior-most officer present will express thanks to the invited SOs before dispersal.

6. **BARAKHANA**

On the occasion of Republic Day a Barakhana will be organised in all units/establishments as per the orders of the unit/establishment.

II. **INDEPENDENCE DAY :**

7. **FLAG HOISTING :**

- i. On independence Day, after flag hoisting in similar manner as in Republic Day, the Chief Guest or senior-most officer of the Station/ Unit/ GC will read out the name of awardees of Distinguished /Meritorious Service Medal.
- ii. Thereafter, he will highlight the struggles to gain Independence and briefly touch upon the efforts of the Force in upholding the Independence, Unity and Integrity of the Nation. The role of the Force in these aspects will be eulogized.

8. **DRESS CODE**

- i. The dress code for officers and men will be shirt, khaki trousers, pea cap, cross belt and mounted medals and for other ranks it will be the prescribed ceremonial uniform with hackle. Only officer/SOs carrying sword will wear cross-belt.

9. **AT HOME**

- i. After flag hoisting ceremony, it is customary that the Sub-ordinate Officers invite the Officers to SOs mess for “At Home”.
- ii. This “At Home” should be organised for a duration of one hour at station level.

10. Units may organise Republic Day / Independence Day Sports competitions in the afternoon and Barakhana in the evening. Units/GCs, Training Institutions may also organise cultural programme along with the Barakhana at their discretion.

11. The Republic Day / Independence Day Celebrations must rejuvenate and strengthen national feeling in the heart and mind of the members of the Force. Therefore, these ceremonies should not be a matter of routine. Enough thought and effort must go behind making these celebrations truly inspiring.

12. A Committee should be constituted 45 days in advance and tasks related to the above ceremonies should be allocated.
13. After the celebration a stock-taking should be done. Good performance should be appreciated and if any short-coming is noted, proper steps should be taken to rectify it.

SEQUENCE OF REPUBLIC / INDEPENDENCE DAY FLAG HOISTING PARADE

14. Sequence of parade will be as under :-
 - i) Parade forms up in pre-arranged formation in accordance with available space.
 - ii) Guard takes position towards right side and front of flag post in two lines.
 - iii) On arrival of the Chief Guest Gazetted Officer commanding parade gives the command parade "SAVDHAN".
 - iv) The guard commander gives command "guard general salute SALAMI SHASTRA" Officers, SOs, Min. Staff and ORs will remain in attention during general salute.
 - v) Guard Commander gives command "Guard" "BAJU SHASTRA," guard comes to BAJU SHASTRA.
 - vi) The officer commanding parade, marches forward to the dais & halts, he salutes and gives the report of the parade to the Chief Guest. Thereafter, he salutes and takes his place in the rank of officers.
 - vii) Chief Guest is requested and escorted to the flag post to unfurl the National Flag.
 - viii) As soon as the flag is unfurled, the guard commander gives command 'guard, "RASHTRIYA SALUTE SALAMI SHASTRA".
 - ix) Guard comes to SALAMI SHASTRA and National Anthem is sung on played on band, if available.
 - x) Guard will remain in SALAMI SHASTRA, the salutes will not be lowered till the National Anthem concludes.
 - xi) Guard Commander gives command guard "BAJU SHASTRA". Guard comes to BAJU SHASTRA and the salutes are lowered simultaneously with the "BAJU SHASTRA" movement of the guard. Guard Commander gives command guard VISHRAM.
 - xii) Speech by Chief Guest and reading out of name of officers, SOs and men who have been awarded Distinguished Service Medals and Meritorious Service Medals.

- xiii) As the Chief Guest leaves the dais, the guard commander gives the command guard “**SAVDHAN**”. The entire parade will come to attention.
- xiv) After the Chief Guest and senior officers leave, guard commander gives command guard “**VISHRAM.**”
- xv) The parade comes to **VISHRAM**, the ceremony concludes and all disperse.

CHAPTER – II

CRPF RAISING DAY :

The CRPF owes its origin to the Crown Representative's Police on 27th July, 1939 at Neemuch (M.P.). After independence, the Crown Representative's Police was rechristened as Central Reserve Police Force. Therefore, 27th of July hold special significance for CRPF and is observed as the Raising Day of the Force. Neemuch being the place of origin, the Raising Day celebrations are held at Neemuch. It has also been decided to hold Annual Training Seminar / Workshop along with the Raising Day celebration at Neemuch every year. Ceremonies to be organised are enumerated in succeeding paras.

WREATH LAYING AT MARTYR'S MEMORIAL :

2. Wreath Laying at the Martyr's Memorial to pay homage to the Gallant officers and men who laid down their lives in the line of duty will be the most significant & solemn event of the raising day.
3. The detailed procedure of Wreath Laying at the Martyr's Memorial will be as under :-
 - i). The Chief Guest arrives at the marker. Band plays SLOW MARCH. In slow march DG/Chief Guest moves upto the Memorial and takes the wreath in his hands. The band plays '**ABIDE WITH ME**' till the DG lays the wreath and takes position at his place.
 - ii) Guard Commander gives the command "**SAMMAN GUARD SHAHEEDON KO SALAMI DENGE, SALAMI SHASTRA**". Guard presents arms.
 - iii) All GOs & SOs salute.
 - iv) All ORs remain in attention.
 - v) CRPF flag will be unfurled.
 - vi) The strength of the Samman Guard will be 1 SO and 2 HCs and 18 CTs formed up in file formation (two lines).

- vii) Guard Commander gives the command “**SHOK SHASTRA**”. GOs & SOs will bring down their hands.
- viii) The guard comes to ‘**SHOK SHASTRA**’ position except bowing of the heads.
- ix) The buglers play **LAST POST**.
- x) Once the word of command ‘**SHOK SHASTRA**’ is given, the officer incharge of the CRPF Flag will slowly bring the Flag to half mast position and the movement will be completed along with the notes of **LAST POST**.
- xi) After completion of the **LAST POST** at the beat of the drum all personnel of the guard will bow the heads by touching the chin to the chest.
- xii) Simultaneously, all GOs, SOs & ORs will similarly bow their heads.
- xiii) Two minutes silence will be observed. Within this period, after expiry of one minute, the band will play the tune **O GOD OUR HELP IN AGES PAST** for one minute.
- xiv) At the end of the tune there will be a drum beat. All GOs, SOs & ORs will raise their heads up.
- xvi) The Guard Commander gives the command “**SAMMAN GUARD, SALAM SHASTRA**”. The guard will present arms.
- xvii) All GOs & SOs will salute. ORs will remain in attention.
- xviii) Buglers will sound **ROUSE** call for one minute. During this time the CRPF Flag will be raised to full mast position.
- xix) The Guard Commander gives the command “**BAJU SHASTRA**”. The guard will come to the **Baju Shashtra** position.
- xx) Officers & SOs will bring down their hands.
- xx) The song **VATAN KI RAH MEIN VATAN KE NAUJAWAN SHAHEED HO...** will be sung by the band with accompanying music.
- xxi) At the end of the song, Guard Commander will give the command ‘**VISHRAM**’. At this command, the wreath laying ceremony concludes.
- xxii) All ranks will break off and disperse.
- xxiii) A new flag will be hoisted at the Quarter Guard of GC Neemuch where a ceremonial guard in full ceremonial regalia will be mounted.
- xxiv) The senior-most officer of the Station i.e. DIG Neemuch will take salute at the Quarter Guard.

3. Inauguration and other programmes relating to Training Seminar and Workshop will be organised as per details given by the Training Branch, Directorate General, CRPF.
4. Raising Day sports and other competitions may be organised by the DIG Neemuch.
5. On the eve of Raising Day Celebration i.e. 26th July, a press conference will be organised which will be addressed by DG or the senior-most officer present in the station as may be designated in connection with CRPF Raising Day and Training Seminar / Workshop.

RAISING DAY AT PLACES OTHER THAN NEEMUCH :

6. The Raising Day will be celebrated at other stations in the following manner :-
 - i) Paying homage to the Martyr's.
 - ii) Commanding Officer or the senior-most officer will take salute at the Quarter Guard where ceremonial guard will be mounted with a new flag hoisted.
 - iii) After taking salute, the Commanding Officer or the Senior-most officer present in the station will make special entry in the visitors book of the QG indicating the significance of the day.
 - iv) Raising Day fete wherever possible may be organised.
 - v) Raising Day Sports competition or any other such event as the Commanding Officer or senior-most officer in the station may consider proper be organised such as painting competition for children, debate, elocution etc. for men on topics pertaining to the role and functions of the Force with relation to area deployment.
 - vi) Barakhana for all ranks will be organised. Wherever possible some cultural events may also be organised.

CHAPTER-III

RAISING DAY OF THE GROUP CENTRE/UNIT/ESTABLISHMENT

The raising day will be celebrated in the following manner:-

- I. The entire Unit will fall-in, in appropriate formation in accordance with the space of the venue and officers and men will pay homage to the Martyr's at the Martyr's memorial if existing, otherwise a suitable memorial will be made for the day for the ceremony.
- II. A ceremonial guard will be mounted and new flag will be hoisted at the Quarter Guard.
- III. A raising day '**SAINIK SAMMELAN**' will be organised which will be addressed by the Commanding Officer or the Senior most officer present in the station.
- IV. He will eulogize the achievements of the Unit while speaking on the Raising day and encourage men to follow the glorious traditions.
- V. Raising day fete may be organised.
- VI. Raising day sports competitions or any other such event as the Commanding Officer may think proper be organised
- VII. Barakhana will be organised and wherever possible cultural events may also be organised.

CHAPTER –IV

CRPF ANNIVERSARY DAY CELEBRATIONS AND REPUBLIC DAY PARADE

CONSTITUTION OF COMMITTEES:

For the smooth conduct of the various functions associated with the CRPF Anniversary Celebrations the following committees would be constituted by the Dte. Genl. in the month of September of that year.

- I. Organising Committee under the Chairmanship of ADGP, HQrs.
- II. Parade Committee under the Chairmanship of IGP (Trg).
- III. Invitation, Ushering and seating arrangement Committee under the Chairmanship of IGP(Ops).
- IV. Committee for adjudging Best Parade Contingent/Best Maintained Contingent Camp under the Chairmanship of IGP(Prov & Works).
- V. Senior Officers Conference, Medal Presentation, Script and Announcement, Senior Officers Conference Lunch committee under the Chairmanship of IGP (Pers.& Hqrs).
- VI. Media coverage, DG's Press Conference and Lunch, Publicity press Review, PA Equipments and Communication Committee under the Chairmanship of IGP, RAF.
- VII. Refreshment (At designated GC during Parade/after Parade, Escort/Drivers/LOs), CRPF Day Dinner, LO/Escorts VVIP, Chief Guest and Senior Officers Committee under the Chairmanship of IGP, Northern Sector.
- VIII. Transport and Accommodation Committee under the Chairmanship of IGP, Northern Sector.
- IX. Barakhana Committee under the Chairmanship of IGP, RAF.
- X. Traffic and Security Arrangement Committee under the Chairmanship of DIG, Range New Delhi.

- XI. Budget/Expenditure Committee under the Chairmanship of IGP, Northern Sector.
- XII. Inter Sector Shooting And Endurance Competition Committee under the Chairmanship of IGP,RAF.
- XIII. DAGO's arrangement Committee under the Chairmanship of Commandant, IGP Spl. Sector.

INITIAL PREPARATION OF THE PARADE

- 2. The composition and practice of the Parade contingents would be the overall responsibility of the Training Branch of Directorate General.

3. **COMPOSITION OF THE PARADE**

i) **SECTOR CONTINGENTS**

Each Adm. Sector excluding Manipur/Nagaland and Jammu will field their contingents. Northern Sector and Western Sector will be represented by Mahila contingents in alternate years. The mahila personnel would be pooled in from 88 (M) Bn. 135 (M) Bn and RAF.

ii) **MOBILE COLUMNS**

RAF Mobile column representing one complete team with their vehicles and equipment will take parts.

iii) **INVITEES COLUMNS**

Special invitees like the International Sports personalities, retired Gallantry Award winners and Arjuna Award winners of the Force will be invited by DIG(Adm) for being part of the parade. They may also be put on open Gypsies. They should reach at designated place by 20th December so that they are available for rehearsals. International Sports personalities and Arjuna Awardees would be invited by the Training Branch of the Directorate and the Gallantry Medal Awardees are invited by the Adm Branch of the Directorate after receiving the list of names from the Ops. Branch. They should reach at designated place by 20th December so that they are available for rehearsals.

iv) **OPTIONAL**

The following items may also be presented in the parade in case it is approved by the Directorate General. The units which will put up these items should be earmarked well in advance so that they can start preparation and rehearsals.

The quality of these displays should be of the highest standard as they would depict the image of the force: -

- Two vehicles of the Communication Branch with their equipments.
- Four to five tableaux depicting CRPF achievements, activities during the year.
- Cultural dance troupes.
- Martial arts display.
- Mass PT.
- Lazium.
- Band display.
- Malkhamb.

4. **SELECTION OF THE CONTINGENT**

i) **SELECTION AT SECTOR LEVEL**

The selection process is to be done by the concerned Zone / Sectors by the last week of October and the contingent should be concentrated at one of the Group Centres of their Zones / Sector for practice in individual drill (including Arms drill) and marching etc. The DIG of the concerned GC will personally select and will be responsible for sending the best personnel for the parade. They should be fully equipped before being despatched to designated GC/place for parade.

ii) **STRENGTH OF THE CONTINGENT**

There will be 21 files in a contingent and will consist of 2 – GOs, 6 – SOs (2 – Inspectors and 4 – SIs) , HCs – 9 and Constables – 71 (Total – 88 including reserve)

iii) **SELECTION CRITERIA**

The Sectors while selecting personnel for the parade contingent will adhere to the following standards :-

- a) Height 5’10” to 6’ for men including SOs and the contingent Commander.
- b) Smart bearing
- c) Elegant drill movements
- d) Age:-

For CTs less than 30 years

SOs / HCs less than 45 years

Contingent Commander, Asstt. Comdt. Less than 30 years
(Young and preferably a DAGO)

e) Height for mahilas would be 5'4" and above.

iv) **RESERVE**

Zone / Sector will select 50% reserve in the rank of CTs / HCs and 100% in the rank of Officers and SOs. After final selection of the contingents by DIG (Trg) and Parade Commanders, to be completed by 20th November, only 25% reserve will be retained and remaining personnel will be returned to their respective Units. As regards SOs/GOs, 100% reserve will be retained for the parade.

v) **COLOUR PARTY**

Colour party comprising four ORs with 100% reserve will be selected out of reserve personnel. The Colour party will be escorted from the Quarter Guard to the parade ground by one Pipe Band consisting of twenty two Pipers.

vi) **LANCERS**

Lancers approximately 54 personnel will be selected out of the reserves to be placed on the fort walls i.e. 27 each on both sides.

vii) **ADM. STAFF**

Zone / Sectors will provide the following Adm. Staff to their contingents:-

- a) One Adm SO, one Mess Commander, two Mess Constables, two HCs and 8 ORs for Kote guard.
- b) Cooks - 03
- c) Water carriers - 02
- d) Washermen - 02
- e) Barber - 01
- f) Safai Karamcharis - 02
- g) Painter - 01
- h) Carpenter - 01
- i) Tailor - 01
- j) Mochi - 01
- k) Security Aids - 04

Each contingent would be responsible for running their own mess and maintaining their kote for their respective contingent.

5. **SELECTION OF THE PARADE COMMANDER, PARADE 2-I/C, PARADE ADJUTANT, FLAG BEARER, BUGLERS, DRILL INSTRUCTORS, BAND AND COMMENTARY TEAM.**

- i) The Parade Commander, Parade 2-I/C, Parade Adjutant and the Flag Bearer including their reserves will be selected before 10th November by the Parade Committee nominated by Directorate General. Each Sector will nominate one suitable Officer each by 10th October out of which the above selections will be made.
- ii) Each Zone / Sector will earmark three Buglers each, well in advance and despatch them to report at designated GC for parade by 25th November. Proper practice of Buglers with parade would commence from 30th November. 28 Buglers would be on parade. The final selection of Buglers will be the responsibility of DIG, of the hosting GC, and the Parade Commanders.
- iii) Two drill instructors each qualified in drill from IMA, Dehradun will be provided by all CTCs and RTCs who can motivate contingent members with their personal example of correct drill movements. The drill instructors so selected by the Principals will be despatched to report at designated GC, for parade by 20th November and will remain attached till the conclusion of the parade.
- iv) The selection of Band personnel will be made out of the Pipe and Brass Bands of all Zones / Sectors who will report at designated GC, for parade by 15th November. The DIG, of the hosting GC, and Parade Commanders along with the Band Master will select members for the final composition of the Band contingent which will consist of Brass Band with a strength of two SOs and 98 bandsmen and Pipe band with a strength of one SO and 48 Bandsmen. Both the Bands will be commanded by one Inspector (Band).
- v) DIG(Pers) will be responsible for selection of team for commentary in Hindi and English. Team comprising of at least two speakers in each language, preferably one male and one female under one senior Officer of the rank of 2-I/C/Commandant as coordinator will be concentrated at designated GC, for parade for preparation of script and rehearsal with the parade by 10th December.
- vi) All extra personnel not required should be returned to their respective Units by 21st November.

6. **SELECTION OF CAMP COMMANDANT AND STAFF**

IGP, Northern Sector will select one suitable Officer of the rank of 2-I/C or a senior Dy. Commandant to perform the duties of Camp Commandant along with CHM, CQMH, Coy writer etc. for proper functioning of the Camp Office. They should be positioned at designated GC, for parade by 10th November to complete preparatory work and be in position to receive the contingents by 15th November.

7. **ESTABLISHMENT OF CAMP**

- i) The DIG, GC, hosting the event will be responsible for making elaborate camping arrangements for the parade contingents. The following tentage accommodation should be ready before the arrival of contingents on 15th November :-
 - a) 11 columns of 12 rows each i.e. 132 Nos. 180 lb tents for accommodating the parade personnel.
 - b) 10 EPIP tents for Kote.
 - c) 10 EPIP tents for SOs.
 - d) 3 Columns of 12 rows each i.e. 36 Nos 180 lb tents for band personnel.
 - e) 20 Nos 180 lb tents for followers and tradesmen.
 - f) 10 Nos. 180 lb tents for Water Carriers and Cooks.
 - g) 10 tarpaulines supported by ballis for messes (one each per contingent)
 - h) 10 EPIP tents for keeping rations (one each per contingent)
 - i) 01 Store tent for Recreation room.
 - j) 01 EPIP tent for Office of Camp Commander
 - k) 01 180 lb for Control Room.
- ii) Electricity and water supply should be arranged before arrival of the contingent. A 65 KV Generator set may also be provided at the camping site as an alternative arrangement. Approximately 100 toilets also would be arranged for the contingent.
- iii) Cooking utensils and syntax tanks would be brought by the respective contingents and the cots would be provided by the DIG, of the hosting GC. The demand for the same should be placed by the designated GC with IGP, Northern Sector well in advance so that they could be pooled from the local units.
- iv) The Mahila contingent would be accommodated in one of the barracks in Group Centre.

8. **PREPARATION AND MARKING OF THE PARADE GROUND**

Responsibility for preparation and marking of the Parade Ground will rest with IGP, Northern Sector.

ASSEMBLY OF CONTINGENTS AT THE GROUP CENTRE

9. CONCENTRATION OF PARADE CONTINGENTS

- i) The contingents including Adm. personnel finally selected by Zone/Sectors will report at designated GC by 15th November and will complete establishment of their Camp by 18th November.
- ii) The Pipe and Brass Bands of all Zone/Sectors will report at designated GC by 15th November.
- iii) The Buglers earmarked by Zone/Sectors will report at designated GC by 25th November.
- iv) The officers selected by the Parade Committee will report at designated by 18th November.

10. DRESS AND EQUIPMENT.

DIG, of the host will provide items of dress and equipment of contingents participating in the parade in consultation with respective Zone /Sector. As far as possible, all Zone/Sectors should equip their contingents in all respects except for items of uniform which need to be stitched of same colour cloth. Any special requirement should be intimated to the host GC well in advance to initiate procurement action. Old pagries should be brought by the Zone/Sector contingents for practice.

11. The Dress Order for the Parade would be as shown in Appendix-‘B’.

12. PA SYSTEM

DIG (Commn.) will be responsible for getting mikes placed in the parade ground and will arrange for other requirements of communications or day to day practice and for final Anniversary Parade. He will also arrange one telephone at the parade ground during the period of rehearsals.

13. DETAILMENT OF VIDEO CAMERA TEAM FOR RECORDING REHEARSALS

Video camera teams of CTC-I and III will report at designated GC by 25th November. In addition DIG(Adm) will also arrange one video camera team of Directorate General To be placed at designated GC for recording day to day practice. Each Zone/Sector contingent will be in possession of one VCP and TV for viewing of drill movements of the contingents and their screening for correction. These will be viewed by entire contingent under supervision of the Contingent Commander.

14. DETAILMENT OF VEHICLES FOR SELECTED OFFICERS ON PARADE AND CONTINGENTS :-

- i). Commandant (MT) will be responsible to provide following vehicles for the use of Parade Officers and Parade Contingents :-
 - a). 01 ton / 03 ton : 05 i.e. one each for contingents of two Sectors for various Adm. Duties.
 - b). Gypsy : 04 i.e. one each for conveyance of Parade Commander/ Reserve, Parade 2-I/C
 - c). Mini Bus : 01 for conveyance of all Contingent Commanders.
- ii). The above vehicles would remain attached from 15th November to 31st December.
- iii). In addition to above, Commandant (MT) will also provide 8 new Gypsies for Gallantry Medal Awardees, Arjuna Awardees and Sports personalities of the year who will take part in the parade in Gypsies. These new vehicles along with drivers should be made available by 10th December.

15. **ARRIVAL OF MEDAL RECIPIENTS, WIDOWS/NEXT OF KIN OF POSTHUMOUS GALLANTRY MEDAL AWARDEES AND TROPHY WINNERS :-**

- i). The Pers. Branch of the Dte. would intimate the respective Sectors the names of the Medal recipients for Distinguished Service, Meritorious Service and Gallantry Medal Awardees. The Sectors in turn would intimate the recipients. In the case of posthumous awardees the respective Sectors would direct the nearest Unit to send their representative to escort the widow / NOK to the designated GC.
- ii). The accommodation and messing arrangements for the medal recipients would be made by designated GC so that they could participate in the daily rehearsals. In the case of widows, 88(M) Bn would be assigned this responsibility.
- iii). The recipients of Medals for Distinguished Service and Gallantry would arrive at designated GC by 20th December.
- iv). The widows/ next of kin of recipients of Gallantry Medal posthumously would arrive at designated GC by 20th December.
- v). The winners of CRPF trophies for Best OPS Bns, Best Group Centre etc. would arrive at designated GC by 20th December.

16. **PRACTICE AND REHEARSALS :-**

i). **SUPERVISION :-**

Since the CRPF Day Parade is a prestigious parade, DIG (Trg) would be responsible for supervising the practice for the parade and also coordinating other activities related to the parade. He will be assisted by one Commandant selected by Parade Committee for day – to – day rehearsal.

ii). **COMMENCEMENT OF PRACTICE :-**

a). The contingents would commence their practice at parade ground of designated GC by 21st November. The special invitees i.e. Gallantry Award Winners and decorated Sports personalities would commence their practice on 22nd December.

b). The Medal recipients for Distinguished Service, Gallantry Medal Awardees, widows of Medal Awardees would commence their practice on 22nd December.

c). The winners of the various CRPF trophies i.e. the Best Ops Bn Trophy, the Best GC Trophy etc. would commence their practice on 22nd December.

iii). **SCHEDULE OF SPECIAL REHEARSALS :-**

The following would be the schedule of special rehearsals:-

a). **IGP(Trg) REHEARSALS :-**

First Rehearsals	-	8 th December
Second Rehearsal	-	16 th December
Third Rehearsal	-	24 th December

b). **DG's FULL DRESS REHEARSALS :-**

First Rehearsals (if desired)	-	18 th December
Final Rehearsal	-	26 th December

(Note : Date of above rehearsals may be adjusted based on availability of IGP(Trg) & DG)

iv). **DRILL FOR FULL DRESS REHEARSAL AND THE PARADE :-**

The VVIP on arrival at the dais would be received by the DG. The DG would introduce the VVIP to the officers of the rank of ADG, IG, DIG who would be lined up on the left of the DAIS. Thereafter, the VVIP would be

escorted to the dais & would be flanked by the DG on his right and the ADG(HQrs.) on his left.

(Note – The Drill sequence of the Parade and the Word of Command alongwith the Dress Order for all ranks on Parade is given in Appendix- ‘A’ & ‘B’ respectively.)

17. **ADM ARRANGEMENTS BEFORE THE ANNIVERSARY :-**

The responsibility for making all Adm arrangements before the anniversary would rest with IGP, Northern Sector.

i). **INVITATION FOR THE CHIEF GUEST :-**

The IGP(HQr) would discuss with the DG and send a letter to the JS(P), MHA in the month of June regarding availability of the VVIP as the Chief Guest. Further follow up action will be taken by IGP (HQr).

ii). **BUDGET :-**

IGP(HQr) will send a demand for the sanction of budget to MHA well in advance.

iii). **ACCOMMODATION FOR THE PARTICIPATING OFFICERS:-**

Proper accommodation duly furnished with all essential items will be provided by the designated GC to all the officers participating in the parade including reserves. In each room, at the most two officers (Contingent Commander) will be accommodated. The rest of the officers may be provided independent rooms. The officers are required to bring their own winter bedding with them.

iv). **MESSING ARRANGEMENTS FOR THE PARTICIPATING OFFICERS :-**

The officers would be provided messing facilities in the Force Officers Mess at the rates laid down.

v). **PRINTING OF BROCHURES :-**

The Media and Publicity Committee would be responsible for the publication of brochures. It would include the following details :-

- a). Details of the Contingents.
- b). Names of Officers on Parade.
- c). Sequence of the Parade.

- d). Brief write up on each display on Parade.

- e). Tunes to be played by the Band.

The brochures would be printed in the CRPF Press, Jharoda Kalan, New Delhi and would be ready by 25th December. These brochures would be distributed to the invitees, officers etc. present to witness the parade. This will be done by the Adm. Branch of the Dte.

vi). **INVITATIONS AND ITS DISTRIBUTION INCLUDING PARKING LABELS INVITATION FOR OTHER OFFICERS**

- a). Officers of the rank of DIG and above of all CPMFs, officers of civil department of appropriate seniority, seniors officers of MHA, senior retired officers, deputationists, three retired personnel from each Zone/ Sector, one SO and four ORs who are serving from each Zone/ Sector will be invited.
- b). The IGP(Ops & Trg) would get the list of invitees updated from all departments by end of November.
- c). The Adm. Branch of the Dte. is responsible for printing of invitation cards for the parade and dinner. The parking labels for the vehicles would also be prepared by the Adm Branch. The IGP(Ops & Trg) would be responsible for getting the invitation cards distributed. The parking labels should be enclosed with the invitation cards for the invitees and for the officers of the local Units. They should be despatched to office of the IGP, Northern Sector for further distribution by 15th December.

INTER SECTOR COMPETITION FOR CAMP LAYOUT AND MAINTENANCE

- 18. An Inter Sector Competition to select the best laid out and maintained camp from amongst the participating Sectors would be held on 23rd Dec. It would be adjudged by a Board of Officers so detailed/headed by the IGP(Prov & Works).
- 19. The Board of Officers while selecting the best laid out camp must lay emphasis on the layout, planning, cleanliness, beautification, discipline etc. The Sectors must ensure that they maintain the camp from within their available limited resources and no assistance is taken from outside.

CHECK LIST OF DATES

20. The following time schedule must be adhered to initiate / complete the various actions:-

1. Concentration of contingents at Sector level : Last week of Oct
2. Nomination of officers for central appointments by Zone / Sectors : 10th Oct
3. Theme of tableaux/ cultural troupe to be received from Zone/Sectors : 05th Sep
4. Completion of selection of contingents at Sector level : 30th Oct
5. Reporting of Camp Comdt. with his staff at designated GC : 10th Nov
6. Reporting of Parade / Band contingents at designated GC. : 15th Nov
7. Reporting of vehicles for parade officers : 15th Nov
8. Establishing of Camp : 15th Nov
9. Reporting of Parade Officers : 18th Nov
10. Completion of final selection of contingents : 20th Nov
11. Reporting of Drill Instructors : 20th Nov
12. Starting of rehearsals of Parade Contingents : 21st Nov
13. Completion of final selection of Band contingents : 22nd Nov
14. Starting of rehearsals of Band with parade : 25th Nov
15. Reporting of Buglers : 25th Nov
16. Reporting of video camera team from CTC-I/II and Dte : 25th Nov
17. Submission of revised minute to minute programme by Parade Comdr. to Trg. Branch : 06th Dec
18. Rehearsal of IGP(Trg) : 08th Dec
19. Reporting of Commentary team : 10th Dec
20. Reporting of vehicles for special invitees : 10th Dec
21. Rehearsal of IGP(Trg) : 16th Dec
22. DG's First Dress rehearsal (if desired) : 18th Dec

23.	Reporting of Special Invitees i.e. Gallantary Medal Awardees and Decorated Sports personalities.	: 20 th Dec
24.	Arrival of Medal Recipients, widows/ NOKs of posthumous Gallantry Medal Awardees and Trophy Winners.	: 20 th Dec
25.	Commencement of rehearsals for Special Invitees	: 22 nd Dec
26.	Commencement of rehearsals for Medal Recipients and Trophy Winners	: 22 nd Dec
27.	Rehearsal of IGP(Trg)	: 24 th Dec
28.	DG's Full Dress Rehearsal	: 26 th Dec

ADM ARRANGEMENTS ON THE DAY OF ANNIVERSARY

21. I). **BARRICADING AND SECURITY OF PARADE GROUND**

- a). The security arrangements at the parade ground is the responsibility of DIG, host GC.
- b). The DIG of the host GC in consultation with range DIG will ensure proper barricading of the parade ground.
- c). Proper arrangements for crowd control needs to be made at the GC besides, entry and exit points of the enclosures.
- d). Those enclosures where families of SOs and ORs are seated, should be properly barricaded in front and on the sides so that women and children do not come on to the parade ground.
- e). Similarly, there should be barricading of the area which is adjacent to the family quarters, so that uncontrolled crowd do not enter and disturb the parade.
- f). The barricading material ie. ballis, pipes, clamps and nuts will be taken on loan from CPWD, Central Store.
- g). The barricading should be completed by 24th December and on completion of the function, the materials would be returned to CPWD. Approx. 600 iron poles and 500 wooden poles would be required for barricading purpose.
- h). DIG, New Delhi will deploy sufficient personnel to restrict any entry from outside to the parade ground.

- i) One each 2-I/C or DC will be In – Charge of crowd control of the enclosures on both sides of the rostrum.
- j) Adequate number of SOs and CTs will be deployed in front of shamianas and enclosures, where families of SOs and ORs are seated.
- k) It has to be ensured that women and children do not enter the parade ground, while the parade is going on and also after the parade, when other displays are on show.
- l) Sufficient number of SOs and CTs must also be deployed in the area adjacent to the family quarters, to prevent any kind of unauthorized entry on to the parade ground, while the parade etc. is in progress.
- m) It must be ensured that the parade is conducted undisturbed by any kind of unruly crowd coming on the parade ground.
- n) Our own security personnel and personnel of the Spl. Security Branch of Delhi Police carry out checking and frisking.
- o) The dog squads of CRPF and the Security Branch are also utilized for checking the dais and the area surrounding the dais.
- p) Proper coordination between the Delhi Police, Security Branch and our own Security Committee should be ensured as the Security Branch of Delhi Police hands over the area to our Security committee after sanitization.

II.) SEATING ARRANGEMENTS ON THE PARADE GROUND.

- a) A separate committee formed by Dte.Genl is responsible for the seating arrangements at the parade ground.
- b) VVIPs and Senior officers of other organizations and CRPF would be seated on the right side of the dais.
- c) The enclosure for the Press and Media would be made on the left side of the dais.
- d) Other CRPF officers and families also would be seated on the left side.
- e) For the SOs, ORs, and their families, shamianas would be erected on the far ends of both the existing enclosures with proper barricading.

- f) The sofas and chairs for the occasion will be pooled from the GC, other local units and CPWD.

III. BEATIFICATION OF THE PARADE GROUND/HORTICULTURE ARRANGEMENTS.

- a) DIG of host GC is responsible for the beautification of the parade ground and adjoining area.
- b) The central area of the parade ground and the area in front of the enclosures should be lush green and must have seasonal flowers.
- c) The marching area should be properly tarred well in advance.
- d) The dais should be covered with canopy and well decorated.
- e) The Horticulture Wing of CPWD must be approached for providing sufficient potted plants.
- f) Approx three thousand potted plants would be required for adequately decorating the venue..

IV) DECORATION, WHITE WASHES, PAINTING OF THE PARADE GROUND AND OTHER BUILDING OF THE GC.

- a) DIG of host GC would ensure that the fort walls are distempered, the enclosures are painted and the buildings adjoining the parade ground are white washed.
- b) The VVIP entry should be well decorated with flowers.
- c) The main gate of GC and roads should be property maintained.
- d) The GOs Mess should be kept neat and clean for rest/arrival of chief guest and other VIPs.
- e) These should be carried out with the help of CPWD, well in advance so that all formalities are done.

V) SECURITY AND TRAFFIC ARRANGEMENTS ENROUTE AND IN THE GC CAMPUS

- a) Since the weather conditions are uncertain in the month of December security and traffic arrangements will have to be made to cater for travel of VVIP by road and by air.
- b) Traffic and Security arrangements Committee headed by DIG, New Delhi would be responsible for the same.

VI) IN CASE OF ARRIVAL OF CHIEF GUEST BY ROAD

- a) Security arrangements will be made on the arrival routes of the venue.
- b) Approx. one Company strength would be use for route lining duties.
- c) In addition, RPs in pairs will be deployed at all crossings.
- d) The concerned Commandant will carry out mobile patrolling of the route and would carry with him strength of one HC and three CTs for catering to any contingency.
- e) An officer of the rank of Commandant and 2-I/C will be assigned the overall responsibility of the routes.
- f) DCP (Traffic) should be informed well in advance about the time of movement of the VVIP in order to impose traffic restrictions enroute.

VII) IN CASE OF ARRIVAL OF CHIEF GUEST BY HELICOPTER

- a) One section will be deployed under command of an SO at the helipad and another section under command of an SO will be deployed from the helipad to the parade ground.

VIII) SECURITY ARRANGEMENTS IN THE GC CAMPUS

- a) Frisking arrangements should be made at gate No.2 of GC Campus and at the entrance gate of the parade ground.
- b) Mahila personnel should also be deployed for frisking of ladies.
- c) A section each under a GO should be made in charge of the perimeter security.
- d) In addition one platoon should be kept as striking reserve under command of a SO with a vehicle and a wireless set.

IX) FIRE – FIGHTING ARRANGEMENTS

- a) DIG, GC of the venue is responsible for ensuring that adequate fire-fighting arrangements are made at the parade ground, Helipad and the Force Officers Mess.

X) VEHICLE PARKING ARRANGEMENTS

- a) DIG, of the host GC would be assigned the responsibility for making parking arrangements near the parade ground.
- b) Car calling facility could be installed with the help of 1st Signal Bn, to facilitate systematic calling of vehicles, to avoid congestion after the parade.
- c) Only the cars of the Chief Guest, Home Secretary, DG and the Addl DG (Hqrs) would be parked near the dais.

XI) EARMARKING OF ENTRY POINTS FOR THE SENIOR OFFICERS OTHER OFFICERS, SOs, ORs AND FAMILIES

- a) The DIG, of host GC, is responsible for earmarking separate entry points for the senior officers, other officers, families, SOs, Ors and their families, according to the seating arrangements.
- b) The entry and exit points for SOs, Ors and their families should be properly barricaded as the GC gets over crowded due to their large numbers.

XII) DETAILMENT OF OFFICERS FOR USHERING IN OF GUESTS

The invitation, seating and ushering in committee would earmark offices for receiving and ushering in of guests.

XIII) PREPARATION OF FORCE OFFICERS' MESS FOR THE VVIP

- a) The Chief Guest on arrival at the venue is escorted to the Force Officers Mess.
- b) DIG, of the concerned GC, would ensure that the mess is white washed, cleaned and decorated.
- c) Sufficient potted plants and flowers could be used for its decoration.
- d) Tea and snacks should be kept ready if required to serve the VVIP.

REFRESHMENTS AFTER THE PARADE

- 22. DIG, of host GC, would be responsible for making arrangements for the refreshment after the parade. The arrangements would be made in the ground opposite the parade ground.

i) **PHOTOGRAPH**

- a) Arrangements for a photograph of the VIP with the officers on parade and medal winners including widows / NOKs should be made on one side of the ground near the VIP refreshments enclosure.
- b) The photograph should be taken before the tea is served.

ii) **LAY OUT OF THE REFRESHMENT ARRANGEMENTS**

- a) Refreshment arrangements should be made for approx. 850 people.
- b) The entire ground should be divided (imaginatively) into four segments to cater to 200 guests in each segment to avoid overcrowding and to ensure proper distribution of refreshment.
- c) In the centre of the ground, an area should be earmarked for making tea arrangements for the VVIP, Press and special invitees (Approx 50).
- d) This area should be covered with shamianas on the top and kanats on the sides.
- e) This should be tastefully decorated. Sofa sets with centre tables should be provided for seating of the VVIP and Guests.
- f) Ten tables for the snacks should be laid out with good quality crockery.
- g) Bearers of the Group Centre, Force Officers Mess should be utilized here for service of snacks, if the guests are sitting. They should also individually serve tea and coffee as required by the guests.
- h) It should be ensured that the entry is restricted in this area so that proper attention can be given to the Chief Guest and other special invitees.
- i) One senior officer should be made overall in charge of all arrangements here.
- j) The rest of the ground should be divided into four segments catering to approx. 200 persons each, so that the crowd is properly distributed and there is no overcrowding.
- k) In each part of the ground there should be ten tables each for snacks, two tables each for water and tea/coffee kiosk.

- l) One senior officer should be made in charge of each segment who would be responsible for replenishing of snacks, to ensure that guests are properly looked after and that there is no overcrowding that particular area.
- m) Sufficient number of bearers i.e two per table (approx twenty per segment) should be detailed to attend to each segment.
- n) The DAGOs if they are invited from CRPF Academy should be equally distributed in all the four segments of the refreshment area so that there is no overcrowding by them at one place.

iii) **DETAILMENT OF OFFICERS FOR IDENTIFYING THE GUESTS AND AT THE VARIOUS ENCLOSURES.**

- a) Sufficient number of firm and strict officer's from the GC including Medical officers should be detailed at the entry point of the refreshment area to prevent undesirable elements from entering the area.
- b) They should be able to identify genuine guests and officers from the gatecrashers.
- c) They can be also used at the same time for welcoming the guests.

iv) **BEAUTIFICATION OF VENUE**

DIG, of host GC, would ensure that the lawn is well maintained and sufficient potted plants are placed at the entrance and at various parts of the ground which would add to its beauty.

v) **CATERING OF SNACKS FOR THE VVIP**

In Addition to the menu decided, the DIG, GC organising the event will ensure that items like biscuits, wafers, fresh juices, soft drinks etc. are catered for keeping in mind the preferences of the VVIP.

vi) **MENU**

A good menu as per the budget provision made available is to be served which is to be decided by IGP, NS. Ideally, the menu should consist of at-least four savory and three to four sweet items followed by tea and coffee.

vii) **REFRESHMENT FOR DRIVERS, ESCORTS AND LIAISON OFFICERS**

One of the local Unit would be entrusted the responsibility to serve refreshments in small packets to the drivers, escorts and LOs of invitees and officers (approx.400 persons at the rate of Rs 15=00 each) at the parking area itself.

viii) **REFRESHMENT FOR PARADE CONTINGENTS FAMILIES AND STUDENTS OF BAL MANDIR**

The GC, organising the event would be responsible for serving refreshments to the parade contingents after the parade. They would also arrange for distribution of sweet packets to families and students of Bal Mandir after the completion of parade.

ix) **BUDGET**

Funds for all the above will be earmarked from the Govt. grant.

CRPF DAY DINNER

24. i) **VENUE**

The CRPF Day dinner will be held at the SDG Officers Mess, Old JNU Campus, and New Delhi. Date and time to be fixed by DG, CRPF.

ii) **INVITEES**

All senior officer of CRPF present in Delhi, officers of Delhi based Units, retired senior officers would be invited for the dinner.

iii) **DINNER ARRANGEMENTS**

- a) The overall responsibility of the dinner would rest with Commandant SDG under the guidance of IG (Northern Sector).
- b) The arrangements would be made for approx 450 people.
- c) The front lawn of the Mess would be utilized for assembly of the visitors/guests besides service of drinks and snacks.
- d) The area should be covered by the shamianas to be provided by hosting GC. Sofa sets approx five would be placed for seating of VIPs and ladies.
- e) Sufficient number of chairs and side tables should be laid out in small circles for other guests.

- e) Two bars for serving liquor and two points for serving cold drinks will be established by putting up canopies to be provided by SDG.
 - f) Sufficient number of coal warmers will be provided by the caterers to warm up the place and coal for the same will be provided by SDG.
 - g) The snacks will be prepared by caterers and served by their staff for which snack counters would be setup by caterers.
 - h) Liquor and soft drinks will be served by the CRPF Staff.
 - j) The following items would be provided by SDG and other Delhi based units.
 - i. Canopies with tables, table covers and frills (for serving soft drinks and liquor).
 - ii. Service trays.
 - iii. Soft drinks, soda, juice & liquor
 - k) The following would be made available by the private caterer:-
 - i. Snack counter
 - ii. Glasses, service trays, ice bowls, ice & snacks.
 - iii. Mineral water, tea & coffee
 - l) The area outside the mess lawn will be fully covered, to be utilized for the service of dinner.
 - n) The decoration of the gate, shamiana and the decoration of the dinner area would be done by the caterer.
 - o) He will provide adequate number of tables for food and water.
 - p) Sufficient number of tables with chairs will be provided in the dining area for the invites to sit and eat comfortably.
 - q) The entire service in this area would be the responsibility of the caterer.
 - q) Sufficient number of officers from SDG as well as local Units would be detailed for supervision of the dinner.
- iv) **MENU**
- a) A good menu as per the budget provision made available is to be served which is to be decided by IGP, Northern Sector.

- b) Since, this is the only dinner being arranged during these celebrations and a large number of Police Officers with their families from CRPF and other Delhi based Police Organisations are invited, it is necessary to ensure that the dinner should be of a high standard.

Note- Since this dinner is on large scale it is better to hire a caterer.

v) **DECORATION**

- a) Floral decoration of the gate and the shamianas will be done by the caterer / contractor.
- b) Flower vases will be placed on the tables.
- c) Sufficient potted plants will be placed at various places in the shamianas.
- d) The light series will be provided by SDG and GC New Delhi.
- e) Sufficient bunting flag poles for flags also will be arranged from hosting GC.

vi) **PARKING**

- a) The large open area facing the entrance will be used for parking of vehicles.
- b) Sufficient number of RPs from SDG and other Delhi based Units will be provided in the parking area, to facilitate systematic parking and to regulate the traffic.
- c) Car calling booth will be installed at the entrance under one SO, for calling of cars. This would be set up by 1st Signal Bn.
- d) Two drivers would be made available from SDG, for parking the vehicles of officers, arriving by self-driven vehicles and also will aid in their departure.
- e) The parking area would be sufficiently lit up by putting up halogen lamps.

vii) **SECURITY**

- a) Two platoons from Delhi based Units will be detailed by Range DIG, New Delhi for the outer cordon security, covering the perimeter wall, fencing

extending from the main gate of Old JNU Campus, covering upto trainee barracks on one side and from block No. 4 upto tennis court.

- b) The inside cordon will consist of one section of SDG personnel who will cover the Officers Mess and the dining area.

viii) FIRE FIGHTING ARRANGEMENTS

- a) Sufficient fire extinguishers to be provided by SDG will be placed near all the points where fire is lit and near electric junctions.
- b) A party of five personnel with other fire fighting equipments should also be kept ready for any contingency.

ix) MISC. ARRANGEMENTS

- a) Generator would be kept as stand by. Ambulance would be provided by CMO, BH-1 along with medical assistance.
- b) Vehicles for Adm. arrangements would be attached from Delhi based units.

x) ENTERTAINMENT

- a) Soft instrumental music would be played in the background which would be arranged by SDG and 1st signal Bn. Jazz and Brass Band of CRPF would be called for enteraining the guests/ officers.
- b) After dinner is over, suitable figts neatly packed will be presented to both the Band by the Director General, which would be arranged by the SDG.

xi) FOOD FOR DRIVERS, ESCORTS AND LIAISON OFFICERS.

One of the local Unit would be assigned the responsibility of providing food packets to the drivers, escorts, LOs of invitees/officers, Band and the Orchestra party to be distributed at the place of the function.

xii) BUDGET

The dinner is contributory. Each CRPF officer would contribute at the rate decided from year by year and for the invitees the payment would be made by the Directorate General out of the Central Welfare Fund/Government grant.

CWWA MEETING

25 i) **VENUE**

The meeting of ladies of CRPF Womens' Welfare Association will be organised in the CRPF mess at Andheria More. Date and time to be fixed by the Chairperson of CWWA i.e lady wife of DG, CRPF. It is generally organised in the forenoon.

ii) **INVITATIONS**

All the lady wives of senior officers in Delhi, lady wives of officers invited to witness the parade and lady wives of officers of Delhi based Units are invited to attend the meeting.

iii) **ARRANGEMENTS**

- a) The Commandant of the Unit located at Andheria More would be responsible for arranging the meeting. This will be followed by lunch to be catered for approx. 100 ladies.
- b) Depending on the climatic conditions, seating arrangements would be made either in the lounge or in the lawn outside.
- c) Snacks and soft drinks would be served by the mess staff.
- d) Adequate security arrangements by deploying sufficient men and RPs would be made by the Unit Commandant.

iv) **ENTERTAINMENT**

Group games like tambola, musical chair etc will be organised. The Jazz band of CRPF would be arranged and the Mahila Bn. of CRPF also could organise some cultural dances.

v) **MENU**

A good menu as per the budget provision made available is to be served which is to be decided by IGP, Northern Sector in consultation with the Chairperson of CWWA.

vi) **BUDGET**

Budget as required may be allotted for the function.

SENIOR OFFICERS CONFERENCE

26 i) **VENUE**

The Senior Officers' Conference will be held in Conference Hall of Directorate General, CRPF. Date and time to be decided by DG, CRPF.

ii) **DETAILMENT OF DELEGATES**

The Adm. Branch of the Directorate is responsible to nominate the delegates for the conference. The following delegates are nominated:-

- All Addl. DsGP IsGP, Director Medical and FA.
- One DIG each from the Adm. Sectors, one DIG/Principal from Training Range, all DsIG in the Dte., DD(Accts) and Dy. FA.
- One DIG each from all Sectors, one DIG from Training Branch DIsGP in Dte. Genl, DIG, GC New Delhi and DIG of Gurugram.
- Two Commandants from each Sector and one Commandant Communication Range.
- All Commandants in Dte. Genl. Commandants of Office of IGP NS Special Sector and RAF.
- Five Medical Officers.
- PRO

iii) **PREPARATION OF AGENDA**

The preparation of agenda for the Conference will be responsibility the Adm. Branch of the Directorate.

iv) **ACCOMMODATION AND TRANSPORT**

- a) The responsibility for providing accommodation to the delegates will be the IGP, Northern Sector.
- b) Rooms will be taken from our own Units and other CPMF Messes.

- c) The responsibility for providing transport to all the delegates will rest with IGP, Northern Sector.
- d) The demands for transport would be placed with Commandant(MT) Dte. General well in advance and accordingly vehicles will be detailed by the MT Dte. from all CRPF Units which would be pooled in Delhi by 15th December.
- e) The vehicles will be parked at Andheria More and the Unit based at the location would be responsible for providing POL.

v) **LUNCH**

The lunch would be organised by the Adm. Branch of Dte. Genl. in the Dte. Mess.

vi) **FOOD FOR DRIVERS, ESCORTS AND LOS**

A Delhi based unit would be given the responsibility for providing lunch packets for drivers, escorts and Liaison Officers.

BRAKHANA

27 i) **VENUE**

Barakhana will be organised at Pappankalan under the overall supervision of IGP, RAF. The Battalion located at Pappankalan would provide all the logistic support.

ii) **PARTICIPANTS**

Representatives from the parade contingents, delegates of the Senior Officer's Conference, all the Senior Officers of the Dte. General and Delhi based Units, DAGOs, Band personnel, drivers, escorts and LOs will attend the Barakhana.

ii) **ADM ARRANGEMENTS**

Adequate number of shamianas will be provided by host GC and tables & chairs will be hired. Seating arrangements for approx. 1450 people would be made.

iv) **COOKING ARRANGEMENTS**

Food will be cooked by the different contingents at their camp in Jharoda Kalan and brought to Pappankalan. Food for officers and men other than the

parade contingents will be cooked at Pappankalan under the arrangement of the local Unit. Food will be cooked for approx. 2400 people.

v) **ENTERTAINMENT**

Band will be display. Some cultural programmes will be put up by various sectors. IG, RAF may select the items to be presented for a duration of 40 minutes.

vi) **AWARD OF TROPHIES**

Award of trophies for the Best Marching Contingent, Best Camp Maintenance, felicitation of gallantry medal winners etc would be made by the DG.

vii) **MENU**

A standard Barakhana menu is to be served like every year. Expenditure will be met from Govt/CWF.

DG'S PRESS REVIEW

28 i) **VENUE**

The DG's Press Review would be organised in the Conference Hall of Dte. Genl. CGO, Complex, New Delhi. Normally it is held on the eve of the Anniversary Parade. Date would be fixed by the DG.

ii) **INVITATION**

The members of the Press and Media are invited by the PRO, CRPF, Approx. 80 persons from the leading News paper dailies and the Media would be invited.

iii) **ADM ARRANGEMENTS.**

The responsibility for making the overall arrangements would rest with IGP, RAF.

iv) **LUNCH**

a) The responsibility for organising the lunch would rest with the Adm. Branch of the Dte. General. To be held in the Dte. Mess.

- b) Apart from the members of the Press/Media, the lunch would also be attended by the Senior Officers of the Dte. Genl.

v) **BUDGET**

The expenditure incurred on the lunch would be met from the Govt. grant.

INTER SECTOR SHOOTING AND ENDURANCE COMPETITION

- 29. The Inter Sector Shooting and Endurance competition will be organised by IGP, RAF in the third week of December.
 - i) The following events would be included :
 - a) Rifle shooting (7.62 SLR and AK 47 rifle)
 - b) Obstacles
 - c) 20 Kms road walk and run
 - d) 25 Kms cycle race
 - ii) All these events will be held on one day, one after the other.
 - iii) Each sector team would comprise of three participants for each weapon, out of which one will be reserve. The Sector team should not comprise of participants from different BNs. of their Sector. They should be selected from the Bn. which stood first in the Sector Inter Bn. Competition.

iv) **PRIZES**

There will be one running trophy for the team scoring maximum points in each event on the basis of highest aggregate in both Rife and AK-47 shooting competitions. There will be individual trophy presented to the best shot. Cash reward will be awarded for the first, second and third position in each weapon category.

- v) The prize will be distributed by the DG during the Anniversary Barakhana

ARRANGEMENTS FOR DAGO

- 30 i) The current batch of DAGOs undergoing training at the Academy if called to witness the CRPF parade and to attend the other allied functions, the arrangements for accommodation and transport of the DAGOs would be the responsibility of Spl. Sector.

ii) **ACCOMMODATION AND OTHER ARRANGEMENTS**

The DAGOs, if called would be accommodated in a designated place and sufficient transport would be provided to them by Spl. Sector. The messing arrangements would also be made for them at the same location.

iii) Arrangements would also be made for their familiarisation with the other CRPF/Para-Military Institutions in Delhi during their visit.

FAMILY WELFARE EXHIBITION:

31. Welfare of the families of the members of the Force assumes prime importance in upholding the morale and motivation of the Force. Activities for vocational training of family members particularly wives of the members of the Force are undertaken in the Family Welfare Centre in all Group Centres which includes knitting, stitching, handicrafts food preservation and such other skills. Along with learning of these skills the participating member of the Family Welfare Centres produce marketable items Annual Family Welfare Centre Exhibition coinciding with CRPF anniversary Celebration will be organised every year to give incentive to the families of the members of the Force and to promote family welfare activities.

VENUE

2. The exhibition will be held at the venue decided on year to year basis by the Directorate General (Adm. Branch)

INAUGURAL FUNCTION

3. The exhibition will be inaugurated by the Hon'ble lady wife of Director General CRPF.

4. On the occasion of the inaugural ceremony all lady wives of officers invited for witnessing the Anniversary Parade, if accompanying and the lady wives of all officers of Delhi based units would be invited to attend.

5. Extending of invitations to the Chief Guest and other invitees will be organised by DIG (Adm).

ORGANISING ARRANGEMENTS & CONTROL

6. The exhibition will be organised under the overall responsibility of IGP Northern Sector.

7. IGP N/Sector will nominate one DIG and one Commandant from his Sector for coordinating all physical arrangements for the exhibition. In addition, and organising

Committee will be detailed by IG N/S for planning, organising and supervising the arrangements of the exhibition.

8. The number of stalls which would be put up for display of items fabricated by Welfare Centre would be decided on year to year basis as approved by the DG.

9. A stall will be provided for 'TRIPITI'.

10. Family Welfare Centres of Group Centre will mainly put up artifacts and items of handi-craft fabricated by the participating members of the Family Welfare Centre. In addition, area specific items of local art and craft may also be displayed.

11. Each stall would be charged as entry fee which would be decided on year to year basis based on the likely expenditure.

12. The Venue of the exhibition should provide for space to install communication facilities and for band display.

13. The sale and security in the stalls of Welfare Centre of each Group Centre will be manned by CRPF personnel only who have been selected for the purpose by the DIsG, Group Centre. In any case the strength of security personnel should not exceed-5.

14 Civil contractors or professional salesman from the market will not be allowed to participate in sales in any of the stalls.

15 Transportation of stores for the exhibition will be made by rail. No CRPF vehicle will be used for this purpose.

16. Shamianas for stalls, main gate and furniture required for putting up the stalls will be hired locally after observing due codal formalities. Similar procedure will be followed with regard lighting arrangements.

17. Seating arrangements for the inaugural function will be organised from own sources depending upon the number of invitees and guests. The furniture for this occasion will include sofa sets, centre tables, chairs etc.

18. Adequate crockery, cutlery, tea sets etc. will be catered for tea and refreshments from own sources.

19. Parking and security arrangements will be assigned to Delhi based Units which will detail adequate number of RPs and security personnel as per requirement in the area.

20. Arrangements for tea and refreshments will be made in accordance with number of invitees on the occasion of the inaugural ceremony of the exhibition.

21. The Menu and arrangements will be decided by the Organising Committee detailed by IGP N/Sector.

22. The entry fee collected from various Sectors would from the budget for this ceremony.

23. Hiring charge and expenditure incurred on refreshments will be given out of this amount.

24. The duration of the exhibition will be decided on year to year basis which will generally be from 2 to 3 days.

32. CHECK LIST OF FUNCTIONS/ ACTIVITIES.

- a) Inter Sector Shooting and Endurance Competition
- b) Senior Officers Conference
- c) CWWA Meeting
- d) DG's Press Review
- e) CRPF Day Parade
- f) CRPF Day Dinner
- g) Barakhana
- h) Family Welfare Exhibition.

**DRILL SEQUENCE AND THE WORDS OF COMMAND FOR THE RAISING
DAY PARADE**

S. NO.	Sequence of Action	Words of Command
1	Parade is made to fall-in behind the Fort-walls in the order of 5,4,3,2 and 1 Coys on one side and 10,9,8,7 & 6 Coys on the other side. After assuming the charge of Parade from the SI(A), SM comes on to the Prade ground.	Companies Parade Par.
2	On the order of SM, Coys emerge from the fort-gate two a breast i.e 1&10, 2&9 3&8, 4&7, 5&6 and move to their respective places on the inspection line. (The Coys come to a halt at their respective places on the beat of the drum). After reaching the inspection line, they stand facing outward i.e 1,2,3,4 & 5 to the right 10,9,8,7 & 6 to the left. SM turns to the Coys and dresses them up.	1. Parade Dahine Baen Mur 2. Parade Baju Shastra 3. Parade Madhya Saj.
3	SM hands over the Parade to the Parade Adjutant.	Parade Bagal Shastra (SM proceeds and hands over to the Parade Adjutant, after which he returns and stands in the centre of the parade behind the place for Nishan).
4	Parade Adjutant hands over the Parade to Parade 2-IC.	Parade Baju Shastra. (On arrival of the 2-IC in front of the Parade for taking report Adjutant order “Parade Bagal Shastra” and reports to the 2-IC
5	After handing over the Parade to the Parade 2-IC, Adjutant marches back and stands in front of No. 2 file from the left and to the left of No. 10 Coy Comdr.	--
6	Coy Commanders brought on Parade.	On Officers call all Coy Commanders in file formation march to their respective places.
7	The Parade 2-IC takes his position in the centre in front of the Parade. Officers and SOs are ordered to draw their swords and presentation of arms is given to the Parade comdr.	1. Parade Baju Shastra. 2. Officers aur SOs Kirch Nikalenge, Nikal Kirch.

		<p>3 Parade Salami Degi, Salami Shastra.</p> <p>4 Parade Baju Shastra.</p> <p>5 Parade Bagal Shastra (2-IC proceeds and hands over Parade to the Parade Comdr.) After handing over he takes his position in front of No. 2 file of No. 1 Coy in line with the Coy Comdr.</p>
8	After taking over the Parade, from the Parade 2-IC, the Parade Comdr takes his position in front of the Parade and draws out his sword.	---
9	Parade Comdr order the Colour to join the Parade. (Before this the Colours are drawn from the GC kote by the Colour Party escorted by two platoons and one Band.)	<p>1. Parade Baju Shastra.</p> <p>2. Nishan Parade par.</p> <p>3. Parade Nishan ko Samman Degi, Salami Shastra. Band plays the tune. (Parade will remain in this position till the Colour has taken position and escort has also come in Salami Shastra position).</p> <p>4. Parade Baju Shastra</p> <p>5. Parade Vishram</p>
10	On arrival of IGP, Norhter Sector.	<p>1. Parade sawdhan</p> <p>2. Parade General Salute, Salami Shastra (Band plays General Salute).</p> <p>3. Parade Baju Shastra</p> <p>4. Parade Vishram</p>
11	On arrival of the DG.	<p>1. Parade savdhan</p> <p>2. Parade General Salute, Salami Shastra (Band plays General Salute).</p> <p>3. Parade Baju Shastra</p> <p>4. Parade Vishram</p>
12	On arrival of VVIP, buglers play fanfare from ramparts of the For-wall. On alighting from the car the VVIP is introduced to the Senior Officers of the Force.	<p>1. Parade savdhan</p> <p>2. Parade Rashtriya Salute Or General Salute, (depending upon the status of the VVIP) Salami Shastra. Band plays.</p> <p>3. Parade Baju Shastra</p>
13	Parade Comdr. Proceeds to the dias, salutes and give the report to the VVIP	--Uch Adhikari, --Adheenast Adhikari Aur—Any Sainik Parade par Aap ke nirikashan ke liye Upasthit Hain, Shriman.

14	While Parade Comdr is reporting to the VVIP the Inspection Jeep comes and stops in front of the dias behind the Parade Comdr. After report, Parade Comdr. salutes the VVIP and takes a step to the left. As the VVIP comes down the dias walking towards the jeep the Parade comdr. turns right. When VVIP boards the jeep, the Parade Comdr. also mounts the jeep from the rear and stands. DG also accompanies the VVIP during inspection. (Sword to be returned by the Parade Comdr. before mounting the Jeep)	
15	The VVIP in the Inspection Jeep inspects the Parade. As he approaches No. 1 Coy, Band starts the Inspection tune. As he passes in front of the Colour, Parade Comdr./DG requests the VVIP to salute the Colour and themselves salute the Colour. As the Inspection jeep crosses the last file of No. 10 Coy, Band stops and Inspection jeep takes a complete round of the ground and returns to the dias.	-----
16	As the VVIP is proceeding to the dias, the Parade Comdr. takes his position in front of the dias and the jeep moves out. Parade Comdr draws the sword, salutes the VVIP, seeks permission for the march past and turns about and takes his position in the centre of the Parade ground.	Parade Ko Manch se Guzarne Ki Agya Pradan Karen Shriman
17	The Parade Comdr gives the marching orders.	1. Parade Nikat Line Chal. 2. Parade Bagal Shastra. 3. Parade Teen-O-Teen Ke Column Mein Manch Se Gujregi, Dahine Mur.
18	The Colour Party Comdr. will order the Colour to change direction.	Nishan Toli Thum Kar Dahine Disha Badli Karegi, Dahine Badal, Tez Chal
19	The Parade Comdr. marches towards No. 1 Coy and stops in front of No. 1 Coy Comdr and orders the Parade to march (On the orders of the Parade Comdr all the Coys start marching)	Parade Baen Se Tez Chal
20	As the Parade reaches the second corner flag, the respective Coy Comdrs. order their coys to turn left and march in column in front of the Saluting base. While marching past, near first flag Coy Comdrs order “ Dahine Dekh”	01. No-----coy Baen Mur. 02 -----coy Dahine Dekh. 03. coy Samne Dekh. 04. No.-----coy Dahine Mur, Baen Se Baen Ghum.

	and on reaching the last flag on the other side of the Saluting base order “ Samne Dekh” On reaching the third corner flag Coy Comdrs order “ Dahine Mur, Baen se Baen Ghum”.	
21	After the march past Coys will halt on the Inspection line (base line) on the command of respective Coy comdrs. The Parade Comdr will move to take his original position in front of the Parade.	01. No.-----coy Thurn.
22	The Parade Comdr again takes over the Parade and starts the sequence for review order.	01. Parade Aage Baregi, Baen Mur.(Nishan Party changes direction to the left) 02. Parade Baju Shastra. 03. Parade Madhya Saj (No. 1,2,3,4,&5 Coys will look to the left 6,7,8,9, & 10 Coys will look to the right and quick dressing is done by the men. Band drums do the rolling. GOs and SOs turn back on the beat of the drum, the Parade does wyes front. Gos amd SOs also turn about and face the dias) 4. Parade Samtol Shastra Samiksha Kram Mein Madhya Se Tez Chal
23	The Parade moves ahead 16 steps i.e. 15+1 Band plays and parade stops at the given distance. The VVIP will be given Rashtriya/ General Salute.	01. Parade Rastriya/ General Salute, Salami Shastra (Band plays) 02. Parade Baju Shastra 03. Parade Vishram
24	Welcome address by DG Medal and Trophy presentation will be held following by the speech of the VVIP. On completion of this ceremony, 03 cheers are given to the VVIP	01. Parade Savdhan. 02. Parade Mananiya Mukhya Athithi Ko Harsh Dhvari Degi. Mukhya Athithi (his name may be taken) Ki Jai, Ki Jai, Ki Jai.
25	Colour is marches off from the Parade ground	01. Nishan Kooch Kar (the Colour pary Comdr. will give orders to the party “ Nishan Toli Madhya Se Tez Chal” As the Colour reaches in front of the Parade Comdr, the Nishan party Comdr gives orders Nishan Toli Dahine Disha Badli Karegi, Dahine Badal Aage Barh.) 2. Parade Nishan ko Samman Degi Salami Shastra (Parade will remain in this position till the Colour party clears the Parade ground). 3. Parade Baju Shastra

26	All Officers and SOs are ordered to return the swords. Officers are called to fall in, to the left of the Parade Comdr. Subedar Major is ordered to take over the Parade for marching off.	1. Officers Aur SOs Kirch Wapas Kareng, Wapas Kirch. 2. Officers Mere Baen Line Bana. 3. SM Sthan Lo.
27	The Parade Comdr. brings Officers in quick march to the dias where they are introduced to the VVIP.	1. Officers Samne Se Tez Chal 2. Officers Thum. 3. Officers Salute. 4. Officers Dahine Mur, Tez Chal.
28	SM takes over the Parade and marches it off.	1. Parade Nikat Line Chal. 2. Parade Bagal Shastra. 3. Parade Andar Ko Mur (On this No. 1,2,3,4 and 5 Coys will turn left 6,7,8,9 & 10 Coys will turn right). 4. Parade Dahine Baen Ghum, Tez Chal.
29	Coys two abreast will move back into the Fort gate in the same fashion as they had come out i.e. 10 & 5,9 & 4,8 & 3,7 & 2,6 & 1. On reaching the gate the Coys flank off outward to the left and right.	-----

**DRESS ORDER FOR DIFFERENT RANKS DURING ANNIVERSARY DAY
PARADE**

FOR THE PARTICIPANTS

- i) GOs – Angola Shirt, Cotton Khaki Trousers with Peak cap, Cross Belt, Medals and Sword.
- ii) SOs – Angola Shirt, Cotton Khaki Trousers with Peak Cap, Cross Belt, Medals and Sword.
- iii) ORs – Angola Shirt, Cotton Khaki Trousers with Medals.

FOR THE MEDAL RECIPIENTS AND TROPHY WINNERS

- i) GOs –Winter Ceremonial Dress with Peak Cap, Cross Belt, Medals and Sword.
- ii) SOs- Winter Ceremonial Dress with Peak Cap, Cross Belt and Medals.
- iii) ORs- Winter Ceremonial Dress with Medals.

FOR ALL RANKS WITNESSING THE PARADE

- i) GOs – Winter Ceremonial Dress with Peak Cap, Cross Belt and Medals.
- ii) SOs – Winter Ceremonial Dress with Peak Cap, Cross Belt and Medals.
- iii) ORs – Winter Ceremonial Dress with Medals.

Note : DG, ADG(HQrs) and IGP, NS would also put on the Swords as they are going on the Saluting base.

REPUBLIC DAY PARADE

33. i) **GENERAL**

One CRPF parade contingent, men or women and Brass Band has normally been taking part in the Republic Day Parade on 26th January every year.

ii) **RESPONSIBILITY**

IGP, Northern Sector will be responsible for preparing the Band and marching contingents for the parade.

iii) **SELECTION OF CONTINGENTS AND BAND**

a) **COMPOSITION**

i) The marching contingents will include two GOs, Six SOs and 166 ORs including reserves. In all 144 men with two SOs and one AC will finally participate in the parade.

ii) As regards Band contingents, one Inspector with three SIs and 97 Bandsmen will take part in parade. However, while selecting the personnel at least 25% reserve will be kept.

iv) **SELECTION CRITERIA**

Constable - Freshly passed out recruits of the RTC with a smart bearing and elegant drill movements would be selected for the parade contingent. Height should be 5'-10" to 6'

SOs - Age - not more than 40 years
Height - Same as that of the CTs.

Would be selected from amongst the SOs participating in the Anniversary Parade.

Contingent - Age - Asst. Comdts. not more than 30 Years

Commander Height- Same as that of the CTs

Would be selected from amongst the officers participating in the Anniversary Parade.

The respective RTCs would select Constables from the freshly passed out recruits and would concentrate them at RTC-I, Neemuch, where the final selection would be made by Principal, RTC-I in the first week of October.

v) **COMMENCEMENT OF PRACTICE**

a) The contingent would commence practice at RTC-I Neemuch in the first week of October.

b) Thereafter, in the first week of December they would be brought to Bawana, Delhi so that they may be put through practice once a week on Rajpath.

c) After the dispersal of Anniversary Parade contingents from the host GC, the Republic Day Parade Contingent would be concentrated at designated place/sGC.

d) The contingent would commence regular practice at Rajpath wef 1st January.

e) The Band also would commence practice with the contingent on completion of the CRPF Anniversary Day Parade.

vi) **TRAINING AND ADMINISTRATION**

a) One officer of the rank of Commandant who is good at administering training would be selected by IGP, Northern Sector and would remain with the contingent from the period that they arrive in Bawana, Delhi.

b) One officer of the rank of 2-IC or Dy. Comdt. would be selected by IGP, Northern Sector for assisting him. He would also be responsible for making adm. arrangements, messing etc.

vii) **TRANSPORT**

a) Two gypsies, one 3/5 ton and one 1 ton vehicle would be attached with the Republic Day Parade contingents, out of the transport already provided for the Anniversary parade.

b) For the transportation of the contingents for rehearsals at Rajpath six buses will be provided by the Commandant (MT) from 1st January every year.

viii) **PRESS REVIEW**

A Press review to be addressed by DG/ADGP Hqrs, would be organised a few days prior to the Republic Day Parade. This is to give adequate publicity about the participating contingents. The Press should be invited in adequate numbers.

a) **Venue**

It would be organised in one of the local unit where sufficient space is available to display the drill movements of the Contingent.

The date and venue would be decided by IGP, NS

b) **Invitation**

The members of the Press and Media would be invited by PRO, CRPF

c) **Adm Arrangements.**

The local unit who has been assigned the responsibility would make all arrangements.

d) **Lunch**

i) The Press Review would be followed by lunch to be arranged by the Unit.

ii) Apart from the members of the Press/Media, lunch would also be attended by all Senior Officers based in Delhi.

ix) **Funds**

Funds for the Republic Day Parade contingent and Band personnel will be provided by the DIG (Adm) as under:-

a) **Special diet**

Special diet for 10 days including full dress rehearsal and final parade will be provided to all the contingents from CWF.

b) **Press Review**

The expenditure incurred on the lunch would be met from the Govt. Grant.

c) **Establishing of enclosures at Red Fort**

On the day of the full dress rehearsal and on 26th January, one enclosure would be established at Red Fort. The contingents on arrival would be served tea/ juice with heavy snacks. For this purpose, adequate funds will be provided to the Organising Sector.

d) **Refreshments at Scindia House** .

On the day of the full dress rehearsal and on 26th January, refreshments would be served to the contingents at Scindia House, where the parade would briefly halt enroute to the Red Fort. Sufficient funds would be provided for it.

e) **Barakhana**

After the Republic Day Parade, Barakhana would be organised at one of the locations. Approximately 350 officers and men including drivers would participate. Appropriate grant will be provided from CWF for the Barakhana.

All the above arrangements would be the responsibility of IGP, Northern Sector who would assign the task to one of the local Units.

x) **Security**

Sufficient security arrangements would be made by the Unit assigned the responsibility at Red Fort and at the time of Barakhana.

CHAPTER- V

RAF ANNIVERSARY PARADE:

RAF being a special task force of CRPF raised to tackle communal riots and riot like situations, natural calamities and other situations assumes significance by virtue of its special task orientation.

2. RAF celebrates its raising day on 7th of October every year to instill a sense of pride in its rank and file and bring awareness in the public about its skills and the services it renders to the people.
3. Keeping this aspect in view the RAF Anniversary is celebrated at the locations of different RAF Battalions every year as decided.
4. The scheme of celebration of RAF Anniversary by rotation in RAF battalions covers practically all parts of the Country and therefore, should be an event which besides the pageantry should bring about the much needed awareness about RAF and its role.
5. It must receive extensive media coverage and local/regional dignitaries should be invited to witness the event.

PREPARATION

6. The preparations of RAF Anniversary at the designated venue will commence well in advance to have the parade ground and surroundings prepared befitting to the pageantry of the occasion.

SELECTION OF CONTINGENTS:

7. The contingents participating in the RAF anniversary parade would be selected out of the 10 RAF Battalions and will be concentrated at the venue of the parade one month in advance of practice and rehearsals of the parade.
8. The criteria of selection of personnel should be tall and smart bearing (minimum height 5.10”), well co-ordinated movements which would make their drill movements and marching impressive.
9. Each contingent will have one fourth of its strength as reserve for unforeseen casualties/eventualities.

COMMANDERS:

10. The Commanders should be selected with care because training and presentation of the parade in a befitting manner depends on the competence and diligence of the commanders.

11. Efforts must be made to select officers who besides being tall and smart with impressive bearing and drill movement, are endowed with a flare for training.

12. It is advisable to select officers with good achievement, awards etc which will instill a sense of pride in them and the troops being commanded by them.

13. Following will be the rank structure of Parade Commanders.

- | | | | |
|----|--------------------|---|----------------------|
| a) | Parade Commander | - | 2-I/C of a Battalion |
| b) | Parade 2-I/C | - | Dy. Commandant |
| c) | Parade Adjutant | - | Asstt. Commandant |
| d) | Contingent Comdrs. | - | Asstt. Commandant |

14. The parade SM and Platoon Commanders and other functionaries of the parade will be as applicable and prescribed for the CRPF anniversary.

15. The procedure of the RAF Anniversary Parade will be same as laid down for CRPF Anniversary Parade.

16. Mounted columns, demonstrations and cultural troupes will be decided on year to year basis.

INVESTITURE CEREMONY

17. Police Medal for Meritorious Service will be presented to awardees in accordance with the instructions and list of awardess given by Adm. Branch of Directorate General CRPF.

RAF ANNIVERSARY DINNER

18. An RAF dinner will be organised as per programme. The timings of the dinner will be generally 2000 hrs or as per local orders and conditions.

BARAKHANA:

19. A barakhana with cultural programmes may be organised on the occasion.

CHAPTER – VI
INVESTITURE CEREMONY

Investiture Ceremony is an occasion to recognise and honour the gallant officers and men for their deeds of valour in the service of the Nation and in enhancing the image of the Force.

2. Therefore, the giving away of these honours should be with due ceremony and grandeur so that it evokes a sense of pride in the recipients and the audience.

GALLANTRY AWARDS:-

3. In the normal course President's Police Medal for Gallantry and Police Medal for Gallantry will be awarded during the Anniversary Day parade of CRPF every year.

4. On the occasion of the Anniversary Day parade, the gallantry medals are given away by the Chief Guest after the welcome address along with and distribution of other awards and trophies.

5. The medal to be presented will be arranged in the order of presentation and kept on a table beside the dais.

6. The medals for presentation of awards will be placed in a velvet inlaid special tray designed for the ceremony and handed over to the VIP for pinning on the awardee.

7. DIG (Adm) will be responsible for the investiture ceremony, who will detail suitable officers for conduct of the ceremony.

8. Mahila personnel will be detailed by name to escort female NOKs of the posthumous awardee.

9. Proper hooks for pinning of the medal shall be stitched above left side breast pocket of the uniform. NOKs of posthumous awardees will be presented the medal in hand.

10. The Investiture ceremony of presentation of gallantry awards commences with the reading out of brief citations of the gallant act of valour which led to the award.

11. The gallantry awardees at the commencement of the Investiture ceremony are lined up in a manner so that the person whose citation is being read out is in front of the dais and the next in line at a convenient distance.

12. As soon as the citation is completed and the name is called the awardee marches forward to the dais to receive the award and the next in line takes position while the

medal is being presented to the first recipient. Thus the procedure will continue till all the awardees have been presented with the medal.

13. Similar procedure will be followed in case of Police Medal for Gallantry.

14. Where the award is posthumous the widow, father or mother as the case may be would be duly escorted to the dais to receive the medal on behalf of the deceased. In this case also the next of kin of the awardees stand in front of the dais while citation is being read out.

15. The widow, father, mother as the case may be of the deceased gallant CRPF men chosen for the award should be received and accommodated with due honour and they should be well cared for.

16. The arrangement of their to and fro journey and travel expenses etc shall be paid for as per existing instructions on the subject as amended from time to time.

17. On conclusion of the investiture ceremony, the awardees will be photographed with Chief Guest followed by tea with the Chief Guest.

18. Where the investiture ceremony is not organised as a part of the anniversary parade, it may be an indoor function at an appropriate venue which may be befitting for holding the ceremony.

19. The investiture ceremony commences with the arrival of the Chief Guest. The Chief Guest on arrival is escorted to the dais and welcomed by presenting a bouquet followed by welcome speech by the DG and the Chief Guest is requested to give away the awards.

20. Citations will be read and the officers, SOs and ORs as the case may be make towards the dais and on the dais he stands in attention at the appointed place till the citation is over and move forward to receive the award when his name is called. This process will continue till all the awardees have been presented with the award.

21. The Chief Guest is requested to address the gathering.

22. After address of the Chief Guest, vote of thanks will be proposed by IGP(Pers & Hqr) or a senior officer designated. Thereafter, tea will be served and the awardees will be photographed with the Chief Guest.

AWARD OF DISTINGUISHED SERVICE MEDAL

23. Presentation of President's Police Medal for Distinguished Service will normally be a part of the investiture ceremony during the Anniversary Parade.

24. Whereas, all the other procedure will be similar to presentation of gallantry medals the only difference being no citations are read out as in the case of gallantry medal awardees. In this case, only the name of the officer, SO or OR as the case may

be is called out and he marches forward to the dais for receiving the award from the Chief Guest of the occasion.

25. The President's Police Medal for Distinguished Service can also be presented during a separate investiture ceremony along with presentation of gallantry award. In this case also the awardees will join for group photograph with recipients of gallantry awards.

POLICE MEDAL FOR MERITORIOUS SERVICE

26. Presentation of Police Medal for Meritorious Service will be made during the RAF Anniversary on 7th October every year.

27. All the awardees will be notified well in time by IGP RAF about the venue and date of reporting etc. for the investiture ceremony.

28. The list of names of awardees and the medals will be collected from Adm, Branch of Directorate will in advance.

29. Presentation of awards will be similar to the presentation of Gallantry awards and Distinguished service medals followed by group photograph with the Chief Guest.

Presentation of DG's Commendation Disc.

30. DG's Commendation Disc and Certificate is a prestigious award to officers, SOs and men who exhibit outstanding performance in Operations, Administration & Training and other miscellaneous fields.

31. Since this is a recognition from the Chief of the Force, the presentation of the Disc and Certificate should be made with due ceremony and honour.

32. The procedure will be as follows :-

i) Number of officers and men for presentation of Commendation Disc and Certificate in a Sector should be consolidated and a date and venue fixed for the presentation ceremony.

ii) The Disc will be presented by the Sector Inspector General of Police.

iii) The recipients of the Disc should report to the venue atleast a day in advance for rehearsals etc. of the ceremony.

iv) The method of presentation of Disc will be similar to that of presentation of President's Police Medal for Distinguished service and Police Medal for Meritorious service except that in this case a brief account of the good work done by the officer, SO and OR as the Case may be is mentioned while the Disc is being presented.

- v) At the commencement of the ceremony the Range DIG or the DIG, GC where the ceremony is being held will deliver a welcome speech and request the Chief Guest to present the Disc to the recipients.
- vi) On conclusion of the presentation of discs, the Chief Guest will be requested to address the gathering which will be followed by a group photograph with the Chief Guest and tea.

CHAPTER- VII
DAY OF VALOUR

In April 1965, Pakistan Army had launched operation “DESERT HAWK” against Indian border posts to establish claim over some Indian Territory bordering the then West Pakistan. 4 Coys of 2nd Bn, CRPF wer manning SARDAR and TAK posts in the Rann of Kutch (Gujrat) along the international border with West Pakistan. On 9th April at about 0330 hours, an Infantry Brigade of Pakistani Army attacked the Indian border posts of SARDAR and TAK held by CRPF Coys. The CRPF men resisted fiercely, fought valiantly and repulsed the attack, 34 Pakistani Army men were killed and 4 captured alive by the CRP. In this action, 8 CRPF men had laid down their lives and 19 were taken captive by the Pakistani Army. The determination and valour of personnel of 2nd Bn kept the might of Pakistani Infantry Brigade at bay for 12 hours, which is an unique feat in the history of military battle where a small contingent of Para Military Force personnel pushed back a determined attack by a full – fledged Infantry Brigade.

2. In order to keep alive the memories of the gallant deeds of the heroes of CRPF and to motivate members of the Force to live upto this example: it has been decided that 9th April every year will be observed as “DAY OF VALOUR” by Units/GCs/establishments of CRPF as per details given in succeeding paragraphs.

3. **PARADE / GUARD:**

- i) Presentable Flag will be hoisted at the Quarter Gurad.
- ii) The Commandant of the Unit or senior-most officer of the formation/establishment will take salute at the Quarter Guard.
- iii) After taking salute the Commandant or senior-most officer will make a special entry in the Quarter Guard register indicating the significance of the day.

4. **SAINIK SAMMELAN**

- i) A special Sainik Sammelan in full ceremonials will be organised on the occasion where Ceremonial Parade in not held.
- ii) The Commandant or the senior-most officer holding the Sainik Sammelan will narrate the SAGA of Valour of the CRPF men at Sardar Post and Hot Springs in accordance with the prescribed text.
- iii) After recounting the history of valour, Unit personnel will be told about the gallant deeds of the individuals of their own Unit and Gallantry Medals awarded to them.

- iv) Individual awardees who have done the unit proud should be remembered.
- v) On completion of description of valour, a “Sankalp (Pledge)” will be taken by the Unit to follow the traditions of valour.
- vi) All Gallantry awardees servicing in the Unit, irrespective of the Unit where awarded, should be given special and prominent seating arrangements.
- vii) All Gallantry awardees, who are residing in the district of deployment of the Unit, should be invited to participate the Sammelan and appropriately felicitated.
- viii) The Sammelan will conclude with CRPF song followed by Jaikara of the Force.

5. **BARAKHANA**

- i) Barakhana will be organised which will be attended by all available retired Gallantry awardees.
- ii) The serving and retired Gallantry awardees will be given prominent seating arrangements.
- iii) The serving of food should commence from the Gallantry awardees starting from the retired awardee, then serving awardee, thereafter others.

6. **INTER COY CULTURAL COMPETITION**

- i) After Barakhana, cultural competition involving troupes from all Coy on patriotic themes will be organised.
- ii) The items will be songs, short plays etc. of 10 to 15 minutes duration.
- iii) Assessment will be made by a designated board of officers on the spot and result declared during the programme itself and suitable prizes distributed.

7. **VISIT TO LOCATION OF SARDAR POST IN RANN OF KUTCH**

- i) A contingent of selected DAGOs, DASOs and Recruits will be constituted to visit the location of Sardar Post every year under the arrangements of Group Centre, Gandhinagar.
- ii) IGP, W/Sector and DIG Gandhinagar will reccee, plan the movement of the contingent and make all arrangements in consultation with local Army and BSF formations having jurisdiction and responsibility of the area.
- iii) The training institutions namely ISA, CTC-2 and RTCs will intimate particulars of trainees selected to form the contingent to DIG, Gandhinagar by January every year who will organise the command structure of the group in consultation with IGP, Western Sector.

- iv) The Group will be lead by 2 I/C or Dy Commandant who will be responsible for discipline and dignified conduct of the contingent.
- v) On arrival at location the Commander of the contingent in consultation with BSF authorities erect a temporary Martyr's Memorial for paying homage to the gallant CRPF men who achieved Martyrdom at Sardar Post.
- vi) The drill at this Martyr's Memorial will be as laid down in Chapter-IX for Wreath Laying.
- vii) The contingent should be taken to '**SARDAR**' and '**TAK**' post and battle explained on ground.
- viii) IGP, Western Sector will organise adequate transport for the journey of the contingent and will provide for all other administrative and security arrangements.
- ix) A feed-back on annual visit to **SARDAR POST** will be submitted to Directorate General (Adm. Branch) by IGP Western Sector.

CHAPTER – VII

POLICE COMMEMORATION DAY ON 21ST OCTOBER

Police Commemoration Day is observed on 21st October every year to commemorate the sacrifices of 10 brave CRPF men who laid down their lives fighting Chinese aggression on 21st October 1956 at Hot spring, Ladakh (J&K). It is a pride to the Force that sacrifices of these valiant CRPF men have been adopted by Police Forces of the entire Country as Police Commemoration Day.

2. Observance of Police Commemoration Day is fixed for 8 AM on 21st October each year. On this day police forces throughout the country pay homage to all police personnel who laid down their lives in the line of duty. The following procedure will be followed/ observed on this solemn occasion.

- i) Wherever the Martyr's memorial is available, the venue for observance of Police Commemoration Day will be the Martyr's memorial.
- ii). The area will be marked for assembly rank wise with appropriate place for guard of honour and the band.
- iii). The podium will be fixed and provision of PA equipments to facilitate delivery brief speech about the significance of the occasion and reading out of names of the martyr's who laid down their lives since the last Police Commemoration Day.
- iv). At the given time all ranks assemble at the venue and the senior-most officer of the station on arrival is given a report and escorted to the podium. All the officers and men assembled will be brought to stand at ease.
- v). The senior most-officer will then deliver a brief speech about the significance of the day and will mention the valour of the 10 CRPF men who fought against the Chinese Aggression. Thereafter, the names of the Martyr's as per list received from MHA will be read out.
- v). The senior most – officer moves to the position at the marker for wreath laying. The band plays SLOW MARCH up to the memorial and the senior – most officers holds the wreath in his hands. The band will continue to play till the wreath is laid and the senior-most Officers takes position at the appointed place. (The procedure delineated for wreath laying ceremony in Chapter-IX will be followed).
- vii). The guard commander of Samman guard will give the command "SAMMAN GUARD SHAHEEDON KO SALAMI DENGE, SALAMI SHASTRA". Guard presents arms. All GOs and SOs will salute and the men will remain in attention. The CRPF Flag is unfurled.

- viii). The Guard commander gives the command “**SHOK SHASTRA**”. On completion of the motion of “**SHOK SHASTRA**”. The buglers sound last post.
- ix). Once the words of command **SHOK SHASTRA** is given, the officer in–charge of CRPF flag will slowly lower the flag to half mast, the movement of the flag will coincide with the commencement and conclusion of LAST POST.
- x). On completion of the **LAST POST** a drum beat will be sounded and the guard personnel will bow their heads with their chin touching their chest. Simultaneously all GOs, SOs and men will bow their heads in similar manner.
- xi). Two minutes silence will be observed and within two minutes after expiry of one minute the band will play tune **O GOD OUR HELP IN AGES PAST** for one minute. On conclusion of the tune there will be a drum beat, all GOs, SOs and men will raise their heads.
- xii). The guard commander will give the command “**SAMMAN GUARD, SALAMI SHASTRA**” and the guard personnel will present arms. All GOs and SOs will salute and the ORs will remain in attention. Buglers will sound **ROUSE** call for one minute.
- xiii). During this period, the CRPF flag will be hoisted to full mast position. The guard commander gives the command **BAJU SHASTRA**.
- xiv). The guard come will come to “**BAJU SHASTRA**” position. All officers and SOs will bring own their hands from saluting position.
- xv). The band sings **VATAN KI RAH MEIN VATAN KE NAUJAWAN SHAHEED HO** with accompanying music.
- xvi). On conclusion of the song the guard commander will give command ‘**VISHRAM**’. Here the ceremony concludes and all officers, SOs and men will break off and disperse.

3. Wherever the Martyr’s Memorial is not available, the officers, SOs and men will fall–in a shallow square in front of a raised dais with provision of PA equipment and podium and following procedure will be observed:-

- a. The senior–most officer on arrival at the venue is received by the next senior officer and escorted to the podium.
- b. A guard of honour of the strength as prescribed for wreath laying ceremony will be in position.

- c. The officer commanding the assembly hands over report to the senior most officer.
- d. The parade is brought to VISHRAM and the ceremony commences with a brief speech on the significance of the day as mentioned above.
- e. Thereafter, the names of martyr's will be read out by designated officer.
- f. On completion of reading out of names of martyr's the procedure for paying homage to Martyr's will be same as mentioned in Para-2 above.

(Note: -It will advisable if a temporary Memorial is erected for the occasion whenever this ceremony is taking place.)

CHAPTER – IX

WREATH LAYING CEREMONY

Wreath Laying is a solemn ceremony where in the Officers, SOs and men of the Force pay homage to those gallant Officers, SOs and men who have sacrificed their lives on the altar of duty. This is also an occasion which reminds all ranks of the Force of the dedication and commitment expected from each one of them. The Martyr's Memorial will be suitably but solemnly decorated for the occasion.

2. Lay out of the assembly at the Martyr's Memorial is attached as Appendix – 'A' wherever regular Martyr's Memorial is not existing a suitable memorial could be improvised for the occasion.
3. The troops for the guard of honour at the Martyr's Memorial should be carefully selected keeping in view their height, smartness and elegant drill movements.
4. The strength of the guard will be 1 SO, 2 HC, and 18 CTs and they will fall in 2 rows (file formation).
5. A brass/pipe band as per availability will take position towards the right perpendicular to the guard of honour facing the Memorial.
6. There will be 4/6 buglers for sounding requisite calls during the ceremony and will be placed suitably.
7. The path of approach to the Memorial should have a making at 15 paces from the Memorial line with the guard of honour.
8. There will be two pairs of tall and smart men. One pair will be on both sides of the starting point at 15 paces to escort the VIP to the Memorial in slow March for Wreath laying.
9. They will hold the wreath right and left hand i.e the one on left will hold with his right hand and the one on right will hold with his left hand. 3 paces short of the Memorial the escort will halt and hand over the wreath to the VIP, who will step ahead place the wreath salute and come back after a brief silence.
10. These escorts will peel off towards left and right on completion of Wreath lying by the VIP. In the meantime, the second pair will take position at the starting point for the next dignitary.

11. 4 armed guards in ceremonial regalia will be placed at four corners of the Martyr's Memorial with fixed bayonets.
12. The SM of the Unit/Institution with 1 SO will be positioned at the memorial to the right side for handing over the Wreath to other Officers. The Wreaths will be kept on a small table.
13. The drill for the Wreath Laying ceremony will be as under:-
 - i) The senior-most officer present in the station arrives at the marker. Band plays **SLOW MARCH**. The senior-most officer marches in slow march up to the Memorial and takes the wreath in his hands. The band plays 'ABIDE WITH ME' till the senior-most officer lays the wreath and takes position at the appointed place.
 - ii) Guard Commander gives the command "**SAMMAN GUARD SHAHEEDON KO SALAMI DENGE, SALAMI SHASTRA**". Guard present arms. All GOs & SOs salute. All ORs will remain in attention. CRPF flag will be unfurled.
 - iii) Guard Commander gives the command "**SHOK SHASTRA**". GOs & SOs will bring down their hands. The guard comes to "**SHOK SHASTRA POSITION EXCEPT BOWING OF THE HEADS**".
 - iv) The buglers sound **LAST POST**. Once the word of command **SHOK SHASTRA** is given, the officer in-charge of the CRPF Flag will slowly bring the Flag to half mast position, the movement of the flag will be completed with the end of the note of **LAST POST**.
 - v) After completion of the **LAST POST** at the beat of the drum all personnel of the guard will bow the heads by touching the chin to their chest. Simultaneously, all GOs, SOs & ORs will similarly bow their heads.
 - vi) Two minutes silence will be observed. Within this period, after expiry of one minute, the band will play the tune **O GOD OUR HELP IN AGES PAST** for one minutes. At the end of the tune there will be a drum beat. All GOs, SOs & Ors will bring their heads up.
 - vii) The Guard commander gives the command **SAMMAN GUARD, SALAMI SHASTRA**. The guard will present arms. All GOs & SOs will salute. ORs will remain in attention.
 - viii) Buglers will sound ROUSE call for one minute. During this time the CRPF Flag will be raised to full mast position.
 - ix) The Guard Commander gives the command **BAJU SHASTRA**. The guard will come to the Baju Shastra position. Officers & SOs will bring down their hands.

- x) The band sings **VATAN KI RAH MEIN VATAN KE NAUJAWAN SHAHEED HO.....** with accompanying music.
- xi) At the end of the song, Guard Commander will give the command **VISHRAM**. At this command, the wreath laying ceremony concludes. All officers will break off and disperse.

APPENDIX – ‘A’

CHAPTER – X

PASSING OUT PARADE OF DAGOs

Passing out parade is one of the most significant event in the career of a DAGO when having completed his basic training he is launched for active service in the Force. The pageantry and grandeur of the ceremony should inspire and motivate the young officers and must be an event to remember throughout their service.

2. ARRANGEMENTS:

The Academy will plan the event of Passing Out Parade at-least two months in advance and organize the following pre-requisites:-

- i) Preparation of Parade ground for the event.
- ii) List of invitees and others who would be attending the function and making arrangements for seating, pavilion, saluting dais etc.
- iii) Invitation to parents of DAGOs and co-ordination of their reception, accommodation, transport etc.
- iv) Sending of invitation to Chief Guest and other invitees with approval of the DG.
- v) Selection for presentation of awards to Meritorious trainees.
- vi) Dress of those participating in the Parade.
- vii) CRPF Colour and escort.
- viii) Band.
- ix) Supporting Platoons for the Parade.

3. The DAGOs expected to pass out will be put through intensive practice in the drill for the occasion aiming at a very high standard of the Parade.

4. AT HOME:

On the day of full dress rehearsal an “At Home” will be organized at the Principal’s residence followed by tea and snacks. A cultural evening will be organized on the same day.

5. PROCEDURE OF PASSING OUT PARADE

- i) The participating contingents of DAGOs from up behind the Fortwall.
- ii) On markers call, markers come on the parade followed by the Parade Contingent who form up at the inspection line. Parade is handed over to the parade Commander through Parade Adjutant & Parade 2 I/C.
- iii) The parade 2 I/C will bring the officers commanding contingents on parade before handing over parade to the Parade Commander.
- iv) The Parade Commander, 2 I/C and the Adjutant will generally be the officers who have been selected for Award of Sword of Honour, Best in Out Door subjects and winner of the Home Minister's Trophy for all-round best performance.
- v) Colour party consisting the National Flag and CRPF Flag arrives duly escorted by a Platoon and band from the Quarter Guard.
- vi) Parade Commander gives command '**PARADE NISHAN KO SAMMAN DEGI 'SALAMI SHASTRA'**'. Parade present arms and the colour troupe enter into the parade ground. Colour party reaches designated place on the parade.
- vii) The escort is brought to '**BAJU SHASTRA'** by Colour Party Commander and then '**SALAMI SHASTRA'**'. When escort also come to '**SALAMI SHASTRA'**', the Parade Commander orders '**BAJU SHASTRA'**'.
- viii) The Parade Commander pays compliments to Principal, IGP and the DG when they arrive with general salute.
- ix) On arrival of the Chief Guest at the dais, Parade Commander orders '**SALAMI SHASTRA'**' and pays compliments, brings parade to '**BAJU SHASTRA'**' and proceeds to report to the Chief Guest.
- x) Having handed over the report of the parade, Parade Commandeer takes two steps to the left sheath the Sword and takes position towards rear left of the Chief Guest in the inspection vehicle of inspection of the Parade. Other senior officer accompanying may take position to the right side of the VIP.
- xi) On arrival back at the dais after inspection, the Parade Commander alights from the inspection vehicle draws sword and when the Chief Guest has taken position at the dais salutes and seeks permission for the march past.
- xii) He then marches back to his position, turns back and waits for the Oath taking Ceremony.

- xiii) Principal. Academy or the senior officer designated by him will administer Oath of allegiance to the DAGOs from a podium near the dais.
- xiv) On conclusion of the administration of Oath the Parade Commander gives command “**NISHAN TOLI KARVAI SHURU KAR**”.
- xv) On this command the flag bearers will march to extreme right of the parade and commence slow march in front of the parade. The National Flag in front followed by CRPF flag.
- xvi) The free hand will be raised when the flag passes in front of each officer. Both flags will be touched by them and the hand lowered.
- xvii) The flag need to pass only in the front and the officers in subsequent rows will lower their hands in unison with the officers in the front row in a symbolic gesture of affirming their Oath by touching the National Flag and CRPF Flag.
- xviii) On completion of oath taking Ceremony flag bearers return to the designated place in the colour party.
- xix) The Parade Commanders gives the command ‘**NISHAN KUCH KAR**’.
- xx) On this command the colour tropes out (both National flag and CRPF flag) and the Parade pays compliments by **SALAMI SHASTRA** on the command of the parade Commanders “**PARADE NISHAN KO SAMMAN DEGI-SALAMI SHASTRA**”.
- xxi) After the colour troupes out of the parade ground the Parade Commander gives the command “**PARADE PLATOON KE COLUMN MEIN MANCH SE GUJREGI, FASLA 20 KADAM.....TEENO TEIN MEIN DAHINE CHAL, DAHINE MUD.....** and marches to take position at the head of the parade and gives command on reaching his position “No.1 **PLATOON AGAE**”.
- xxii) On this order the platoon Commander gives command “No.1 platoon **BAYE SE TEJ CHAL**”. Other platoons follow in order at the given distance.
- xxiii) On reaching the left corner of the parade ground in line with the dais, the Commander & contingents change direction to left in colum of Platoon.
- xiv) The contingents passing through the dais will salute the VIP by eyes right “**DAHINE DEKH**” and the Commanders dipping their swords in salute. Commencement and conclusion of “**DAHINE DEKH**” will be done at the flags placed for cautionary & executionery words of Command.

- xxv) After passing through the dais and saluting the Chief Guest, the parade again comes on the marching line faces front and does **MADHYA SAJ** on command.
- xxvi) After **MADHYA SAJ** Parade Commander gives Command **PARADE SAM TOL SHASTA– SAMIKSHA KRAM MEIN AGAE BADEGI–MADHYA SE TEJ CHAL**.
- xxvii) The parade moves 15 paces forward and halts. Parade pays compliment to the Chief Guest with general salute and is brought to **VISHRAM**.
- xxviii) Welcome speech is delivered by the DG or Principal/IGP, Academy and the VIP is requested to present to awards to meritorious trainees and address the parade.
- xxix). The awardees on announcement will march to the dais and receive the awards. While the awardee is marching towards dais, a brief a description about him & his performance leading to the award will be announced by the commentators.
- xxx) On conclusion of the address of the Chief Guest the parade will offer three cheers in the form of “**MUKHYA ATITHI MAMANIYA SHRI..... KI JAI.....KI..... JAI.....KI.....JAI.....** Parade Commander will repeat **KI** and the parade will shout **JAI**.
- xxxi). Parade Commander orders officers “**PEEL OFF KE LIYE DAHINE–BAYE SE AGE BARH – DHIRE CHAL**”.
- xxxii) On his command the Parade Commander & Platoon Commanders will form up first and other officers in line of 3 will march in **DHIRE CHAL** towards the dais and peel off from the dais to the left and right and leave the ground.

PIPING CEREMONY:

6. Piping is the most significant event of the Passing out Parade. The privilege of piping the newly passed out Officers should naturally go to the parents of the officer present.
7. Otherwise, it must be held in convenient groups, which should be pre-decided by the Principal, Academy and the VIP & Senior officer who will pip the group should also be designed with an officer who will conduct the senior officer / VIP.
8. The senior being piped will line up and the designed senior officer / VIP will be requested to pip each officer at his position in the line.

9. As the officer is approached for piping the officer escorting the senior officer / VIP will introduce the officer and the VIP/Senior Officer will uncover the prefixed badges of rank of the officer.

10. After the piping ceremony the Chief Guest and invitees will be requested for tea and thereafter group photograph with the Chief Guest will be organized.

PASSING OUT DINNER

11. In the evening of Passing Out Parade, a dinner will be organized for the newly passed out officers and their parents.

Note: The procedure of Passing Out Parade will be adopted, with suitable modifications, for Passing Out Parade of DASOs & Recruits wherever required.

CHAPTER – XI

PASSING OUT PARADE OF DASOS (MINISTERIAL STAFF)

1. On conclusion of the training of DASOs (Min. Staff), they will be administered the Oath of Affirmation at the Parade Ground or Quarter Guard of the institution in a ceremony wherein the Oath will be administered by the Principal.
2. The DASO (Min) will fall in three front of the QG or the venue decided for the ceremony.
3. A dais and a podium will be placed for the Chief Guest to address the DASOs and administration of Oath of allegiance.
4. An Assistance Principal will command the parade.
5. On arrival of the Principal, the Officer Commanding the parade will command DASOs (Min) to “**SAVDHAN**” and report to the Principal the number of DASOs (M) present for the Oath taking ceremony and revert back to his place.
6. The senior – most VP present will request the Principal to administer the Oath.
7. On conclusion of the Oath, the Officer Commanding Parade will order the flag bearers’ holding national flag and CRPF flag to commence March in front of the DASOs (M) with the command “**DHWAJ VAHAK KARWAI SHURU KAR**”.
8. The flag bearer will be smart SIs specially selected for the task. On command the flag bearers will move in front of the rows of the DASOs (M) who will salute the flag and touch it in a symbolic gesture of affirming their allegiance to the Nation. The National Flag will be in front followed by CRPF Flag.
9. The Head of the Institution will the after address the newly passed out DASOs (M) exhorting them on their role and responsibilities in upholding the morale and motivation of the Force with their supporting role.
10. On conclusion of the address, Officers of the Institution will pip the new DASOs (M) in groups as pre-determined.
11. The shoulder flaps with badges of rank will be carried in by a tray bearer alongside the Officer Piping the group.
12. The individual shoulder flaps will be arranged in the order the DASOs (M) are standing for the piping.
13. On conclusion of the piping ceremony there will be tea and group photograph.

CHAPTER – XII

PIPING CEREMONY OF NEWLY PROMOTED UOs , SOs IN THE UNIT / FORMATIONS.

Promotion are an achievement in the career of ORs, Under Officers and SOs and the piping of such deserving personnel should give them a sense of achievement and honour besides enthusing them for better performance.

2. Therefore, on promotion the piping should be done with honour and due ceremony. The following procedure will be observed:-

- i) CT/VO or SO who has been promoted will be presented before the Commandant. ADIG or the DIGP as the case may be.
- ii) The individual to be piped will have the chevrons / badges of ranks ready with hooks or press buttons etc. stitched at the appropriate place in the uniform i.e. in the case of an VO it will be chevrons on the right side of the arm and for SOs EPAULETTES (badges / ranks) to be worn on the shoulder.
- iii) After the individual is presented before the Head of Office by the Adjutant with the SM/SI (Adj) in attendance the chevrons and EPAULETTES will be brought in a tray with flower petals and the Head of Office will pip the individual with his own hands and congratulate him and offer words of advise and motivation.
- iv) A cup of tea with the newly promoted officials may be organized with the Commandant/ Head of the establishment as an appreciation for his promotion and assessing of new responsibilities.

CHAPTER – XII

SAINIK SAMMELAN :

Sainik Sammelan is a regimental forum where men express their views and suggestions for betterment of the Unit administration and welfare. Sainik Sammelans will be held at Coy level monthly, at the Bn level quarterly and by senior officers as and when they visit the unit/establishments. The procedure of the Sainik Sammelan will be as follows:-

- i) The venue of the Sainik Sammelan should be in the open or in a spacious auditorium or a hall.
- ii) There should be raised platform where the Commandant and the next senior officer will sit and from where the men present can see them while addressing and the officers holding SAINIK SAMMELAN can see the men he is addressing
- iii) Other officers will be towards the right side of the raised platform and the SOs will be towards the left side of the platform and the men will be seated in front of the dais or platform on chair or on durry as per availability.
- iv) The UOs should be at the rear of CTs and should be provided with chairs/benches to sit.
- v) The strength present should be seated coy wise and small tablettes should be displayed to indicate the coy or branch.
- vi) When the senior officers are addressing the Sainik Sammelan, IG, DIG and Commandant of the Unit/establishment will take position of the dais.
- vii) When the senior officers like DG, ADG, IG addresses, the next senior will be positioned towards the right a step back and other senior officer will be on the left side of the dais facing DG, ADG, IG as the case may be.
- viii) The seating arrangement on the dais should be presentable, a table cloth with CRPF Crest will be spread on the table for the officer addressing the Sainik Sammelan.
- ix) The Crest in the table cloth should be so embroidered that the Crest is visible to the audience on the front hangings of the table cloth.
- x) A presentable writing pen, pad, Sainik Sammelan register and statement of officers and men present should be kept with stationary/white paper on a clip board for taking notes etc.
- xi) A stenographer would be in attendance to record the proceedings of the sammelan.

- xii) On arrival of the officer holding sainik sammelan, the 2-I/C of the Unit/Establishment will call sainik sammelan to attention and report to the officer holding sainik sammelan and hand over the details of officers, SOs and men present in the sainik sammelan.
- xiii) After reporting he will salute take two steps to the right turn about and escorts the officer holding sainik sammelan to his seat and moves to his designated position.
- xiv) As soon as the senior officer holding the Sainik Sammelan comes to his seat the buglers will sound the sammelan call. All officers. SOs who are seated will remain in attention in sitting position.
- xv) After the bugle the senior officer will salute as a gesture of acknowledging the compliments and will commence addressing the sainik sammelan and put forward what ever he has to say.
- xvi) Therefore, Points raised during the previous Sainik Sammelan will be reviewed and stock of action on these points will be taken.
- xvii) In the case of Sainik Sammelan of DG, ADG, IG & DIG, the points of the previous Sainik Sammelan may not be taken up but the men would be asked by them to put forward their suggestions or points.
- xviii) In order to present satisfactory replies to the queries and the points being raised in the Sainik Sammelan, it will be necessary that all such points are complied well in advance and examined and a detailed note prepared as to the position of each point to enable logical response and appropriate decisions.
- xix) PA equipment should cater arrangement for men to deliver their points audibly so that it could be heard by everyone present in the Sainik Sammelan.
- xx) On conclusion of the Sainik Sammelan buglers will sound conclusion of Sainik Sammelan. The 2 I/C will call the Sainik Sammelan to attention and pay compliment to the senior officer holding the Sainik Sammelan. After senior officer leave he will disperse other officers and order SM to take charge.
- xxi) The dispersal of SOs and men will be in an organized manner after the departure of senior officers/officers.

DIRECTORATE GENERAL, CRPF, LODHI ROAD, NEW DELHI -110003

No. C.46/I-RK (Adm III)

Dated, the Nov, 2001.

To

The Addl DG, NWZ
All IsGP Including Ops IsGP, RAF CRPF
The Principal/IGP, ISA, CRPF, Mount Abu
All Range DIsGP, CRPF including RAF and Ops DIsGP
Principal/DIGP. CTC I, II, III, IV, CRPF
Addl DIsGP, All GCs CRPF including SGC, CWS
Principal/ADIGP, RTC I. II. III.IV, CRPF
Commandant All Bns including Sig Bns/SDG/RAF, CRPF
The CMOs BS I, II, III, Composite Hosp, jammu

Subject:- **JAYAKARA AND LALKARA OF THE FORCE**

Please refer to DIGP (Trg), Dte Genl, CRPF Signal No. M.V-7/2007.

Trg.9 dated 29.10.2001 on the subject. (Copy enclosed).

2. This Jaykara & Lalkara for the force – “CRPF SADA AJAI” – BHARAT MATA KI JAI”, have been adopted to inculcate a sense of pride in the Force and the service rendered by force personnel in maintaining the integrity of the country. Sufficient number of Boards displaying the Jaykara & Lalkara should be prepared with bold metallic letters of 4” size and displayed at prominent places like Quarter Guard, Recreation Room, Parade Ground, Roll Ground etc in every formation i.e. Bns, Group centers, Training Institutions/ Range/ Sector HQrs and all other establishments. As preparation of large number of Boards with metallic letters may not always be possible/feasible, normal wooden display Boards with the Jaykara and Lalkara written in bold letters of same size, should be prepared. It should be ensured that the Jaykara and Lalkara are visible from a distance.

3. For ensuring currency of the Jaykara & Lalkara in the force at a desirable speed, it is desired that all functions, such as daily Evening Roll Call, Sainik Sammelan, gatherings at the Prayer Halls, Briefing/De-briefing Sessions, starting movement by troops in convoy of vehicles, Closing Ceremony of any Sports events etc. should end with shouting of the “Jaykara” & “Lalkara” by the gathering/participants.

4. Hindi version will follow.

Encl : 1

(DR. TRINATH MISHRA)
DIRECTOR GENERAL

Internal :

- a) SO to DG
- b) PS to DG/ADG (HQrs)
- c) PS to IsGP (Ops & Trg)/(Pers & HQ)(Prov & Works) / Dir Med) /FA
- d) DIsGP (Adm)/(Ops)/(Trg)/Comms)/(Pers)/DyFA/DD(Accounts)
- e) ADIsGP (Adm)/(Ops)/Trg)/(Comms)/(Pers I)/(Prov)/(Legal)
- f) Commandant (Works)/(Pers II/III)/ (MT/(EDP)/ (HR & Intt/PRO)
- g) All Branches of Dte Genl.

CHAPTER – XIV

PROCEDURE FOR OPENING AND CLOSING CEREMONIES DURING INTER SECTOR SPORTS AND GAMES

The procedure as outlined in the subsequent paragraphs will be followed during Inter Sector Sports tournament with suitable modifications where required:-

OPENING CEREMONY

- 1) The Chief Guest arrives.
- 2) He is met by the Chief host and the Organising Secretary of the meet.
- 3) The Band pays compliments to the Chief guest.
- 4) The Chief host presents members of the Jury Honour and Appeal, the members of the organizing committee and Managers of the participating teams.
- 5) The Chief Guest is then conducted to the Rostrum.
- 6) The opening ceremony commences with the March past by teams.
- 7) The Chief Guest is requested by the Chief host to take the salute.
- 8) The contingents participating in the march past maintain an interval of 15 paces between one another. All participants are dressed in white athletic singlets, white trousers and P.T shoes each contingent is preceded by a person carrying a placard bearing the name of the team and is led by the Captain of the team carrying its flag.
- 9) The placard bearer marches 5 paces ahead of the flag bearer who, in turn is 5 paces ahead of his team.
- 10) The Teams march past in alphabetical order, the only exception being that the winners of the previous year lead and the host team comes last in the order of march.
- 11) The contingents pay compliments to the Chief Guest when they approach the Rostrum by turning their heads to the right and by dipping the Sector Flags (3' x 2' on a 8' pole) to the right at an angle of about 50 degrees, on the command "Eyes Right" (**DAHINE DEKH**) given by the captain of each team.
- 12) After passing the Rostrum, the captain give the command 'Eyes Front' (**SAMNE DEKH**) and also bring the flag to the carry position.
- 13) Each team, after completing its march, forms up in column of three behind its play card and flag round the athletic track facing inward.
- 14) The Band stops as the last team comes to a halt.
- 15) After a brief pause the Band resumes playing and the teams march inwards and come to a halt in a semicircle facing the Tribune of Honour and stand at ease.

- 16) The Chief host delivers a short speech of welcome from the Rostrum. At the conclusion of his speech, the Chief host requests the Chief Guest to declare open the meet in the following words:-

“ I HAVE THE HONOUR TO REQUEST (THE CHIEF GUEST) TO PROCLAIM THE.....INTER SECTOR.....MEET OPEN”,

- 17) The Chief guest declares the meet open with the words:-

“ I DECLARE..... INTER SECTOR.....MEET OPEN”.

- 18) Immediately a fanfare of trumpets is sounded; the teams come to attention and flags are unfurled.
- 19) As soon as the fanfare is over, pigeons and balloons are released and general jubilation is expressed by firing of Feu – de – joie, very light Pistols (multi coloured), crackers, Fire works and playing of joyous music on the Shehnai and beating of drums.
- 20) The Captain of the host Sector team gives the command “ Team Captains”..... Quick March”. The captains carrying their flags march forward 15 paces, forming an inner semi circle in front of the Tribune of honour.
- 21) The Captain of the host Sector team advances further to the foot of the Tribune of honour where he comes to a halt and plants his flag in the ground. The other captains also rest their flags on the ground.
- 22) The captain of the host Sector team then mount the Tribune of Honour and facing the Chief guest raises his right hand while holding a corner of his flag with the left hand.
- 23) The members of all teams raise their right hands and the captains dip their flags as the Captain of the host Sector team pronounces the following oath on behalf of all the assembled players:-
“ HUM SAPATH LETE HAIN KI ANTER KSHETRIYA KENDRIYA RESERVE POLICE BAL KEHL KOOD PRATIYOGITA MEIN SABHI NIYAMON KA PALAN KARTE HUE PRATIYOGITA KI SACHI BHAWNA SE BHAG LENGE AUR APNI SANSTHA KE YASH AUR KEHL-KOOD KE SAMMAN KE LIYE USME SAMMILIT HONE KE ICHHUK HAIN.”
- 24) On the conclusion of the oath, the flags are raised and the team captain of the host Sector team steps down from the Tribune of honour.
- 25) The team Captains rejoin their respective teams on the words of Command ‘Team Captains.....About Trun Quick March’.
- 26) The Chief Guest resumes his seat.
- 27) The athletes march away in column by the shortest route in the same order in which they entered the stadium followed by the Band.

VICTORY CEREMONY :-

- 28) Medals shall be awarded as soon as possible after each event is over.
- 29) The competitors who are adjudged First, Second and Third take their places in their sports costume on the victory stand. The winner stands slightly above the second who is on his right and the Third who is on his left. A fanfare of trumpets is sounded.
- 30) The victors are awarded Medals by distinguished visitors at the request of the DIGP/senior most officer of the host Sector.

CLOSING CEREMONY:-

- 31) The Chief Guest arrives. He is received by the Chief Host.
- 32) The Band pays compliments to the Chief Guest.
- 33) The Chief host presents members of the jury of Honour and appeals, members of the Organizing Committee and managers of the participating teams.
- 34) The Chief Guest is conducted to his seat.
- 35) The Chief Guest is requested by the Chief host to take the salute at the march past of athletes.
- 36) The champion team in athletic leads the march past while the host Sector comes last, the other teams march past in alphabetical order.
- 37) The teams then form a semi- circle facing the tribune of Honor.
- 38) The Chief host requests the chief guest to give away the Trophies.
- 39) The Chief Guest gives away the Trophies.
- 40) The Chief host then thanks the chief guest.
- 41) 'Retreat' is sounded and simultaneously flags are lowered.
- 42) Team captains dip the flags carried by them and bring them to the carry position as soon as the retreat is over.
- 43) The Meet flag is then folded and carried at the slow march by four athletes of the host Sector upto the Dais: the flag is folded and handed over to the Chief guest by the CSO/RSO who in turn hands it back for safe custody with the following declaration:-
"I DELIVER THIS FLAG TO YOU FOR SAFE CUSTODY UNTIL SUCH TIME AS IT IS AGAIN FLOWN AT THE NEXT CRPF INTER SECTOR COMPETITION".
- 44) The Chief host receives the flag and replies:-
'THIS DUTY I WILLINGLY UNDERTAKE TO PERFORM'.
- 45) The Band pays compliments to the Chief Guest.
- 46) The Chief guest departs.
- 47) Now, at the sound of a drum beat the flag bearers form up in a line on the right of the Tribune of Honor.

- 48) Immediately at the sound of the second drum beat, the competitors fall in behind these flags in one file behind each flag but in mixed groups, irrespective of their Sector. The competitors now march out, waving out to the spectators as they go out of the arena by the assigned route.

TEAM GAMES:-

- 49) In respect of teams events such as Hockey, Football, Basketball, Volleyball, Wrestling, Kabbadi, Judo, Weightlifting etc. the procedure to be followed for opening and closing ceremonies would be as under:-
- i) Before the arrival of the Chief Guest, the contending Teams on the opening day of the Match would be formed up in the centre of the playing, Field together with the Referee/Umpire.
 - ii) On arrival of the Chief Guest he will be received by the Chief Host and introduced to the members of the contending Teams as also to the Referee/Umpire.
 - iii) The Chief Guest returns to his seat and the game/event starts.
 - iv) For closing ceremony, the contending teams together with the Referee/Umpires would be introduced to the Chief Guest before the start of the game or if this is not possible for some reasons then teams may be introduced to the Chief Guest during the interval.
- v) **PRIZE DISTRIBUTION CEREMONY**
- a) The Chief Guest would be requested to give away prizes to the Teams, by the Chief host, who will escort the Former to the place from where the prizes are to be distributed.
 - b) the Chief Guest may be requested to declare the game closed.
 - c) At the end of the prize distribution ceremony, three cheers will be given
 - d) in honour of the Guest of Honor.
 - d) The ceremony closes.

CHAPTER – XV

FAREWELL FUNCTION OF DIRECTOR GENERAL, WHEN THE OFFICER IS NOT RETIRING FROM SERVICE BUT LEAVING FROM FORCE AND RETIRING FROM SERVICE

The guidelines/standing instructions for farewell function of Director General. CRPF when the officer is not retiring from service will be as under:

i) SAINIK SAMMELAN:

- a) A Sainik Sammelan will be organized at a convenient place in Delhi on a day convenient to the Director General. Officers of Delhi based offices/ Units, staff from Directorate General and representative staff of other Delhi based units/offices shall attend the Sainik Sammelan.
- b) The officers and men attending the Sainik Sammelan will wear summer/winter-working uniform as the case may be. Officers and SOs shall wear Peak Cap and ORs hackle.
- c) The Director General on arrival at the venue, will be received by the ADG. The DIG(ADM) present, will give a report on the assembly to the Director General and escort him to the dais.
- d) After the Sainik Sammelan, Subedar Major senior most sub-ordinate officer from each unit located in Delhi will garland the Director General.
- e) Following the Sainik Sammelan, a Group photograph of all officers present with DG will be arranged.

ii) FAREWELL TEA PARTY AT DIRECTORATE GENERAL:

- a) A Farewell tea party will be arranged at Directorate General office in the afternoon of the day on which the DG relinquishes charge.
- b) The farewell tea will be attended by all officers and staff of the Directorate General. In addition, all officers of the rank of Commandant and above from Delhi based offices/units may also be requested by Adm Dte to attend the farewell function. In case the Commandant is not available in any unit, the next senior most officer present in the unit will attend.
- c) Arrangements for light refreshment will be made by DIGP(ADM)

- d) After the farewell tea, DG will be escorted back to his Chamber by Addl DG/IsGP and DIG (Adm)
- e) CRPF band will be in attendance for the farewell function.

iii)

FAREWELL PARADE/GUARD OF HONOUR

- a) If sufficient time and manpower is available, a farewell parade will be organized under the arrangement of concerned Zone/Sector IsG IGP N/S at pre-decided place. In case sufficient time is not available for organizing a farewell parade to the DG, then a Guard of Honour only will be presented.
- b) Sector IG, CRPF will make arrangements for Guard of Honour as laid down in the Drill Manual.
- c) DG will be escorted from his office Chamber to the venue of Guard of Honour by Zone, SDG/ADG & DIG(ADM).
- d) At the venue of Guard of Honour, DG will be received by Sector IGP/IG (Adm). All the officers present at the Gurard of Honour will fall in at a specified place in file formation.
- e) Band will remain in attendance.
- f) After the Guard of Honour, DG will be garlanded.
- g) After conclusion of garlanding by senior officers, the DG will be escorted to his Car and will be seen off. The car will be flanked by four outriders followed by an escort vehicle with appropriate armed escort.
- h) Farewell in the event of retirement of the Director General will be organised in similar manner with the difference that in this case after the guard of honour the Director General will be requested to stand in a decorated jeep, which will be hauled by officers past gate No.1, where the Car of DG with escort will be in postiton and the DG is seen off by senior officers.
- i) During DG's journey connected with his farewell ceremonies from his residence to office and back, an officer of the rank of DIG will accompany him.

iv)

Farewell Dinner

- a) A farewell dinner will be arranged at a convenient place on a convenient date, but sufficiently early in time, permission of the Chief Guest should be taken before hand as some officers are too modest to accept such a function.
- b) All officers present in Delhi shall attend the dinner along with their wives/spouses.
- c) Invitation will be extended to officers of CPOS/Ministries and selected elites of Delhi associated with CRPF.
- d) Confirmation should be obtained by CRD from all the invitees and information fed to the Unit arranging the dinner.
- e) IGP N/S will issue signals to all Delhi based officers/units regarding date/time and venue of dinner. In turn DIGP (Adm) will send a circular to officers of the Directorate General for their information.
- f) The Mess dinner will be contributory for all the officers present in station whether he attends the dinner or not. For such a dinner function the wives/spouses of officers will be treated as guests.
- g) At the conclusion of the dinner, farewell speeches and a presentation ceremony of memento will follow.
- h) DIGP (Adm)/IGP (Adm)/ Vice President of Central Mess will be the Master of Ceremony for the dinner function.
- i) Band will be in attendance. Two pipers will move around when dinner is being served.
- j) All security and safety precautions including fire precautions will be ensured during the time of farewell dinner.
- k) Dress for the dinner will be National with miniature medals/Lounge suit.
- l) As per an old tradition, a youngest CRPF officer present in Delhi will be nominated to speak first briefly after the dinner, followed by an address from the master of ceremony or the senior most officer of the evening, garlanding DG, presentation of bouquet to the wife of DG, & presentation of Memento to the DG and speech by DG.

- v) **General**
- a) Arrangements should be made to cover the Farewell Parade/Guard of Honour and Ceremonial pulling of jeep by the Doordarshan and Press under arrangements of PRO.
 - b) Video as well as photo coverage of all functions should be arranged.
 - c) Audio recording of DG's speech in Sainik Sammelan as well as in farewell parade should be ensured for office records. DG would be given a set of photographs taken of these function set in an album.

vi) **Farewell function to be organised by CRPF Wives Welfare Association.**

A farewell function under the general arrangements of the IGP N/S at a selected place will be organized by CRPF Wives Welfare Association in honour of the wife of the DG on a date and time convenient to her. A memento will be presented to her during this function.

CHAPTER – XVI DINING IN AND OUT OF OFFICERS

Dining in and dining out is a ceremony denoting high traditions of courtesy and etiquette of officers and esprit-de-corps. During dining in the officers welcome a colleague and his lady wife who has joined that unit/ station. This, besides being a regimental tradition affords an opportunity to the new officer and his lady wife to get introduced to the social circle of the officers in the station. Similarly, an officer departing the station or unit on posting or retirement is given farewell in a dining out function. The procedure for dining out/dining in will be as under:-

- i) The officer being given dining out shall be invited along with his lady wife. Mess Secretary will present the invitation card to the Officer and personally invite the lady. Mess Secretary will ascertain the convenience of the Officer before tendering the invitation.
- ii) On the day of the party the guest will be escorted from his house.
- iii) On the arrival of the guest if band is available, it will play the welcome tune.
- iv) The guest will be introduced by Mess Secretary to all members.
- v) Serving of drinks and snacks will commence starting from the guest. Preference will be given to the ladies. Once the guest is served, the service will be made in clock-wise or anti clockwise direction without any regard of rank and status of the persons.
- vi) At the appointed time soup will be served. While soup is being served the food will be laid. Once the soup is finished, the mess HC will report to the PM about laying out of food.
- vii) The PMC will then request the lady and guest for food. Others will follow. The Mess Secretary may hand a plate to the guest (ladies first). The remaining will pick up on their own.
- viii) Once the food is finished the Mess Secretary who will act as master of ceremony will remind the occasion of the gathering and invite the PMC to deliver the dine out address. The mess Secretary will provide complete bio-data of the guest to the PMC well in advance.
- ix) After dine out speech by the PMC, the guest and his lady wife will be garlanded i.e. the guest will be garlanded by the PMC with presentation of memento and the lady will be garlanded or presented with bouquet by the Senior-most lady of the station.

- x) In a station, Heads of other offices/ Heads of institution may also garland the guest. After garlanding is over, the guest may make his farewell speech.
- xi) On conclusion of the speech by the guest, he will be taken to the band stand where he will make a present to the band.
- xii) The guest will be seen off and escorted back to his residence.
- xiii) The gathering will thank the mess Secretary and disperse.
- xiv) During dine out of an officer who proceeds on superannuation, the procedure will be similar to that of normal dining out except that the retiring officer will be presented a Memento specially designed for retiring officers, besides the Memento of the Unit.
- xv) For dining in of an officer, the procedure will be same except farewell ceremony i.e. no garlanding, speeches, Memento presentation etc.

CHAPTER – XVII

DAY ON 30TH JANUARY (MARTYR'S DAY)

Martyr's Day is observed on 30th of January each year wherein homage is paid to all those who sacrificed their lives in the struggle for independence of the Country. This day is observed on 30th of January since on this day Mahatma Gandhi achieved martyrdom when he fell to the bullets of Nathuram Vinayak Gadse. This solemn occasion will be observed in the following manner :-

- i) At 11 A.M Sharp, a siren or bugle will be sounded upon which all work and movement will be stopped and all officers, SOs and men wherever they are will stand at their place and observe absolute silence with bowed heads for two minutes. On expiry of two minutes, siren or bugle will be sounded and the silence will be broken.
- ii) This procedure will be followed throughout the country. Alternatively it would be ideal if all the officers and personnel of the unit/establishments gather at one place and observe silence as described above.
- iii) However, if such gathering is likely to disrupt work for longer time the procedure as in the preceding para will be followed.

CHAPTER – XVIII

21st MAY ANTI TERRORISM DAY, SADBHAVANA DIWAS ON 20TH AUGUST AND VIGILANCE AWARENESS WEEK DAY DURING THE M/O OCT-NOV :

Anti-terrorism day will be observed on 21st May each year on the occasion of death anniversary of late Prime Minister Rajiv Gandhi and the day will be observed as under:-

- i) The ceremony will be observed preferably in the forenoon and all present in the establishment/unit will be gathered together in a hall or ground. A podium will be placed with PA equipment for administering the pledge by the senior-most officer present.
- ii) At the appointed time all will assemble at the given venue and fall-in in appropriate manner as the place permits and the senior-most officer will deliver a brief speech about the significance of anti-terrorism day. Thereafter, the following pledge will be administered :-

“We the people of India, having abiding faith in our country’s tradition of non-violence and tolerance, hereby solemnly affirm to oppose with our strength, all forms of terrorism and violence. We pledge to uphold and promote peace, social harmony, and understanding among all fellow human being and fight the forces of disruption threatening human lives and values.”

The pledge is read out and repeated by the assembly.

- iii) On conclusion, the assembly will remain in attention till the senior officer leaves. Thereafter, the next senior officer or adjutant of the unit/establishment will disperse the gathering.
- iv) In the event of 21st May falling on a GH or Sunday the Ceremony will be organised and held on the previous working day.

SADBHAVANA DIWAS ON 20TH AUGUST:

Sadbhavana Diwas will be observed on 20th August every year on the occasion of birth anniversary of late Prime Minister Rajiv Gandhi.

2. This day is observed with the aim of promoting National Integration and Communal Harmony amongst people of the country.

3. The procedure for observing this day will be similar to anti-terrorism day. In case 20th August happens to be a GH or Sunday, the day will be observed on the preceding working day.

4. The following pledge will be administered on the day to all personnel:-

“I take this solemn pledge that I will work for the emotional oneness and harmony of all the people of India regardless of caste, creed, region, religion or language. I further pledge that I shall resolve all differences among us through dialogue and constitutional means without resorting to violence.”

VIGILANCE AWARENESS WEEK DAY DURING THE MONTH OF OCTOBER -NOVEMBER.

1. Vigilance Awareness Week Day will be observed during the month of October-November every year.

2. This day is observed with the aim of promoting fillings of civil servant, integrity and honesty in their work place amongst the people of country.

3. The procedure for observing this day will be similar to anti- terrorism day.

4. The following pledge will be administered on the day to all personnel:-

“We the people of India solemn pledge that we will always effortful to be honest and transparent in all the field of our work. We also pledge that we will freely work for eradication of corruption of every field of life. We will continues towards development and prestige of our organization and we will work for the same—We will make our organization as great organization with our collective efforts and we will serve to our country men based on principle. We will do our duty with full honesty & without fear or favour.

CHAPTER-19

NATIONAL INTEGRATION DAY ON 31st OCTOBER

National Integration day will be observed 31 October every year on the occasion of birth anniversary of Late Sardar Ballabh Bhai Patel.

1. This day will be observed with the aim of promoting national integration, unity and security amongst people of the country.
2. The procedure for observing this day will be similar to Anti-terrorism day. In case 31st October happens to be a GH or Sunday, the day will be observed on the proceeding working day. All the personnel will present in the parade of the day.
3. The following pledge will be administered:-
“I take this solemn pledge that I will dedicates to maintains national integrations, unity and security and I will all out effort to spread this message amongst people of the country. I take this pledge carrying my country’s unity which made possible by his providence and work done by the Sardar Ballabh Bhai Patel. I also resolve to contribute with full dedication for internal security of the country.

NATIONAL INTEGRATION DAY PARADE

1. Line-up of platoons behind fort wall.
2. S.M. will give word of command-(“**PLATOON DAHINE BAYEN GHUM.....DAHINE BAYEN SE TEJ CHAL**”)
3. Platoons march to the beat of the band. (Platoon take “**THUM**” action, after doing “**KADAMTAL**” to the beat of the band and platoons will take action to move left to right according to word of command of SM.
4. Platoons take action of “**MADHYA SAJ**” according to word of command of SM and SM gives word of command of “**VISHRAM**” to platoons.
5. Parade Adj. will line-up on given time at marked place and SM gives word of command of “**SAWDHAN**” to the platoons. He marches to the marked place to give report to Adj. After giving report, he takes action for moving backward and the Adj. & SM march together according to indication of Adj.
6. S.M. and Adj. halts at their marked places & turn about on the beat of the drum.
7. Parade Adj. gives word of command “**PARADE VISHRAM**”.
8. Parade Comdr. line-up on given time at marked place and parade Adj. gives command of “**PARADE SAWDHAN**”. Parade Adj. and Parade Comdr. marches together report and both halt on reaching at their marked place. Parade Adj. gives report to Parade Comdr.

9. Parade Adjnt takes action to about turn and according to indication of Parade Comdr both marches for marked place. Parade Adjnt and Parade Comdr halt on reaching at their marked places. After this they took about turn on the beat of drum.
10. Parade Comdr gives word of command “**COMMANDERS KRICH NIKALENGE NIKAR KRICH**. After this he commands “**PARADE VISHRAM**”. At the prescribed time on reaching of “**CHIEF GUEST**”. Parade Commander gives word of command “**PARADE SAWDHAN**” and bigular blows “**FAN FAIR CALL**”.
11. Parade Commander will present “General Salute” to the Chief Guest.
12. Parade Commander marches towards podium to give parade report to chief guest. On reaching at podium he gives report to chief guest and takes permission to march the parade in front of the podium. After taking permission he moves backward and marches to his marked place and take halt on reaching at marked place.
13. Parade Commander gives command “**PARADE PALATOONO KE COLUMN ME TEJ CHAL SE MANCH SE GUJREGI FASLA 20 KADAM, NO.1 PLATOON AAGE, PARADE TINO-TIN KE CALUMN ME DAHINE CHALEGI DAHINE MUD**”. Parade Commander reaches at his marked place and gives command “**PARADE BAYEN SE TEJ CHAL**”
14. It have to action of left turn (**GHUM**) on flag ‘A’ and left move (**MUD**) on flag ‘B’.
15. It have to take action of (**DAHINE DEKH**) on flag ‘C’ and **SAMNE DEKH ‘D’**.
16. It have to take action to turn right (**DAHINE MUD**) and to move left (**BAYEN GHUM**) on flag “E” and again to turn left (**BAYEN GHUM**).
17. Parade Commander gives command of “halt” on reaching at marked place, parade commander gives command to turn (**BAYEN MUD**) and “**MADHY SAJ**”. After this it has to take action of “**SAMIKSHA KRAM**” for forwarding of Parade.
18. Chief guest addresses the parade; action to take oath will be done by Commandant. Parade will move behind the fort after returning of chief guest. Then it will take action of dispersal.

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CHAPTER – XX

FUNERAL DRILL

It is necessary that all ranks, while on duty and while fighting with Militants/Anti-social-elements, when die are given proper honours at the time of their funeral. The procedure outlined in succeeding paragraphs will be followed at a Funeral Ceremony.

2. ORGANISATION OF FUNERAL PARTIES:

i) FIRING PARTY:

A Firing party consisting of two HCs and 13 LNKs/CTs will be detailed for firing volleys at the time of funeral.

ii) BEARER PARTY

a) This will consist of officer. SOs and 8 bearers, the rank of whom will depend upon the rank and status of deceased.

b) The bearers will be detailed as per the religious custom of the deceased. They will be responsible to carry/escort the Coffin/bier upto the place of cremation/burial.

c) The Commander of this party should ensure that the flag, head dress, side arms and wreathes laid on the Coffin/bier are properly arranged and secured to prevent them from falling during movement.

d) The dress for firing and Bearers Party will be full ceremonial with mounted medals.

e) All those CRPF personnel who have laid down their lives while fighting terrorism or enemy their Coffin will be wrapped in the National Flag in accordance with MHA letter No. III – 11039/33/2000-G dated 8th June, 2000.

4. ORDERS FOR FORMING UP

i) The firing party will form up in file formation facing the front of the building where the body is placed.

- ii) The senior HC will command the party whereas the second HC will stand at the flank of the front rank towards procession (marker).
- iii) As soon as the body is brought out from the building by the bearers, the Commander of the Firing Party will give word of command “**SALAMI SHASTRA**”.
- iv) Once the Coffin has been placed on the carriage and they and they are ready to move. The Firing Party will “**REVERSE ARMS**” and “**TURN LEFT OR RIGHT**” and move at “**SLOW MARCH**”. (If the distance is long, the firing party may move in one vehicle leading the procession).
- v) Mourners in uniform, band and drummers with drums muffled will form on to two flanks, 8 paces apart to allow the Firing Party and the carriage to move in between the two files. The procession will move to burial/ cremation ground in the following order:-
 - a) Firing Party.
 - b) Band and drums
 - c) Carriage and bearers.
 - d) Chief mourners.
 - e) Mourners in uniform.
 - f) Mourners not in uniform.
 - g) Other vehicles and personnel.

5. **PROCEDURE FOR ARRIVAL AT CREMATION/BURIAL GROUND:**

- i) The procession should normally halt approximately 300 yards short of the burial/cremation ground from where the Coffin/bier should be carried with the band/drums playing “**Dead March**”.
- ii) The Firing Party will move in “**SLOW MARCH**” leading the procession. On reaching the cremation / burial ground, on words of command “**HALT**” from the Firing Party Commander, the procession will halt.
- iii) The procession, band and drums will open out at six paces and turn inwards. The Firing Party Commander will order “**SHOK SHASTRA**”.
- iv) The Coffin/ bier will then be moved by bearers and carried, feet-end foremost, through the ranks of the Firing Party.
- v) The order of procession will now be the religious priests, the body with bearers, mourners, bands, drums and firing party.
- vi) The mourners will then file around the grave/pyre, halt and turn inwards.
- vii) The Firing Party will follow mourners, halt near the grave/pyre and form-up at a convenient distance facing towards the grave / pyrs.

6. PROCEDURE DURING SERVICE:

- i) As soon as the chief mourners are in position and the burial / cremation services ready to start the Bearers will raise the Coffin / bier and lower it into the grave or to the pyre having removed the flag, head dress, side arms and wreath and so on from the Coffin.
- ii) The religious teachers will perform the ceremony as per their custom. At the conclusion of the service the Firing Party will fire volleys as per the word of command given below :-

“Firing Party	-	SALAMI SHASTRA – BAJOO SHASTRA.”
“Firing Party	-	TEEN BAR FIRE KAREGI”
	-	BHAR
	-	“PESH KAR “(Firing position of shoulder at 135 degrees)
	-	“FIRE”
	-	“DUBARA BHAR”
	-	“FIRE”
	-	DUBARA BHAR”
	-	“FIRE”
	-	“KHALI KAR”
“Firing Party	-	BAJOO SHASTRA”

- iii) Thereafter, the Firing Party will give **“SALAMI SHASTRA”** and **“SHOK SHASTRA”**.
- iv) Once the Firing Party has completed **“ SALAMI SHASTRA”**, the Buglers will sound **“LAST POST”** and then after as short interval **“ROUSE”**. During the sounding of these calls, all will stand to **“ATTENTION”**, Officers and SOs will salute.
- v) After the sounding of **“ROUSE’**, the Firing Party Commander will bring his party to **“SALAMI SHASTRA”** and **“BAJOO SHASTRA”**.

7. PROCEDURE FOR DISPERSAL

- i) After the completion of burial / cremation (lighting of pyre etc.) the dispersal from the burial ground will be led by band and drums followed by Firing Party, mourners in uniform and others.
- ii) The band and drums will, however, not play. The entire procession should first clear from the burial / burning ground in an orderly manner before dispersal to their respective location.
