

MOST IMMEDIATE

**No.1(I)/13/2019/D(Ceremonials)
Government of India
Ministry of Defence**

New Delhi, the 17th September, 2019.

To

Secretary to the President
Secretary to the Vice-President
Secretary to the Prime Minister
Secretary (Coord), Cabinet Secretariat
Secretary General, Rajya Sabha Sectt.
Secretary General, Lok Sabha Sectt.
Secretaries, All Ministries/Departments of the Govt. of India
Member Secretary; Niti Ayog
Secretary, Election Commission of India
Secretary General, National Human Rights Commission
Secretary, Union Public Service Commission
Secretary, Central Vigilance Commission
Secretary, Central Information Commission
Chairman, University Grants Commission
Registrar (Admin), Supreme Court of India
Registrar (Admin), High Court of Delhi
Deputy Comptroller & Auditor General of India
Deputy National Security Adviser

Subject: - Republic Day Celebrations, 2020 - Issue of invitation cards.

Sir/Madam,

As in the past, admission to the seating enclosures for Republic Day Parade and the Beating Retreat Ceremony, 2020 will be regulated partly through invitation cards/admit cards and partly through priced tickets. Invitation/admit cards will be issued only to the entitled categories. Invitation/admit cardholders will be allowed to bring children below 10 years of age, who will be seated in front on carpets. The entitlement and procedure for issue of Invitation Cards is as under:-

REPUBLIC DAY PARADE

2. **For the Republic day Parade, 2020 invitation cards will be issued to all officers of the rank of Under Secretary and above and equivalents in the Government Offices.** A limited number of Admit cards are proposed to be issued for staff too. Lists up to Under Secretary level officers and above may be sent to this Ministry in the enclosed proforma (Appendix 'A') both in Hindi.

Contd...2/-

and English **in quadruplicate** for issue of invitation cards. Specified number of Admit cards will be sent to each Ministry/Department etc. on their request for issue to the appropriate staff.

BEATING RETREAT CEREMONY

3. The Beating Retreat Ceremony, 2020 will be held on 28th and 29th January. Invitation cards for the main show on the 29th January, 2020 will be issued to the dignitaries figuring in the Warrant/Table of Precedence issued by MHA, Officers of the rank of Directors and above in the Ministries/Depts. of the Central Government, Brigadiers and above and equivalents in the Services and the dignitaries next to the Heads of Missions and Military Attaches in the foreign Missions in India. For the 28th January show, officers of the rank of Deputy Secretary in the Ministries/Depts of the Govt. of India/Colonel and equivalents in the Services will be invited in addition to the ticket holders. Officers in attached/subordinate offices and other Govt. offices of the equivalent rank of Directors in Central Ministries would also be issued Invitation Cards for 28th January.

Officers in the Public Sector Undertakings/Companies/Autonomous Bodies including Nationalised Banks located in Delhi.

4. Invitation for the Republic day Parade will be issued only to senior executives of the Public Sector Undertakings/Companies/ Autonomous Bodies etc. stationed in Delhi. A copy of the proforma to be furnished in respect of these officers is enclosed as Appendix 'B'. In general, officers equivalent in status to that of Deputy Secretary to the Govt. of India and above only will be entitled to the Invitation cards. A certificate to the effect that the officers whose names are being forwarded are equivalent to Deputy Secretaries and above be given by the Deputy Secretary of the sponsoring Ministry.

5. For the Beating Retreat Ceremony, invitation will be restricted only to the Chairman/Managing Directors and members of the Board of directors of the Public Sector Undertakings/Companies located in Delhi for the actual show on 29th January, 2020. For others, the invitation can be given for the show on 28th January, 2020 on request.

6. Officers of the Public Sector Undertakings etc. not located in Delhi are not eligible to be invited. However, requests for invitation to the visiting officers of the Public Sector Undertakings located outside Delhi will be entertained only if the requests are duly countersigned by the Joint Secretary in the Ministry concerned.

Committees and commissions under the Central Govt.

7. Chairmen and members of the Commissions/Committees functioning under Ministries are also entitled to the invitation cards in accordance with their status. Names and particulars of the officers in this category are to be given in the enclosed proforma at Appendix 'C'.

Office bearers of Staff Councils

8. The President and the Secretaries of the Staff Councils (Not of Associations) are also entitled to the invitation cards for the Republic Day Parade. Names and particulars of the proposed invitees are to be given in the proforma at Appendix 'D'.

Earmarked/reserved seats

9. It may please be noted that officers figuring in the Warrant/Table of Precedence down to Article 22 opting to sit on the south side will be provided earmarked seats subject to receipt of their willingness to attend the function by 5.00 p.m. on 23rd January in respect of Republic Day Parade and by 5.00 p.m. on 27th January in respect of Beating Retreat Ceremony. If no such confirmation is received by the stipulated date/time, no earmarked seat will be provided and the officers will have to occupy unreserved seats in the sub-block meant for them. All other officers will be provided unreserved seats. The officers opting to sit on the North side will be provided unreserved seats in the sub-block meant for them. For officers of the rank of Joint Secretary to the Govt. of India/Maj Gen and equivalent, 50% seats will be on the North Side and 50% on the South Side. The lists may be adjusted accordingly.

Last date for submission of lists to MOD

10. The lists as per the enclosed proforma and in the form of a complete set in quadruplicate may be sent to Under Secretary(Ceremonials), Ministry of Defence, Room No.1, South Block, New Delhi, positively by 31st October, 2019. While compiling the list, the following points may please be taken special note of :-

- (i) **Separate lists for each category of officers of the rank of Under Secretary and above, indicating the pay level in pay matrix etc., should be prepared in the form of a complete set indicating the page number in each set.**
- (ii) The name of the Ministry/Deptt./Office should be indicated on each page of each list.
- (iii) To facilitate quick despatch of the invitation cards, the exact location of the office and the telephone number (office as well as residence) of the officer who is entrusted with the responsibility of distribution of the cards should be clearly mentioned in the covering letter which should be sent in duplicate.
- (iv) The names of the entitled officials working as the personal staff of the Ministers/State Ministers/Deputy Ministers may also be included in the lists.
- (v) **The list should be made available in quadruplicate both in English and Hindi.**

Contd...4/-

It may please be noted that this Ministry may not be in a position to issue invitation cards against those lists, which are not conforming to the above requirements. The details for issue of such Admit cards may be sent to OSD(Invitation) in the Ministry of Defence by 25th December, 2019 positively.

Officers of PSUs/Lower formations etc.

11. The contents of this letter may be brought to the notice of their attached and subordinate offices by respective Ministries/Deptts. The lists from Attached/Subordinate offices should invariably be forwarded through the Ministries/Deptts. concerned. Separate lists should be forwarded in respect of the officers in the Public Sector Undertakings/Companies and Nationalised Banks etc. located in Delhi through the Ministries concerned only. The lists of such organisations sent directly will not be considered.

Foreign Guests

12. Some important dignitaries/officers of the Foreign Govts. may be visiting Delhi at the time of the Republic Day as guests of Central Ministries/Deptts. and may like to witness the Republic Day Parade/Beating Retreat Ceremony. The request for issue of invitation cards for those foreign dignitaries/officers should be forwarded to this Ministry through the Ministry of External Affairs (Protocol Division). Invitation cards appropriate to the rank/status of the visitors will be issued by the Ministry of Defence as per the advice of Ministry of External Affairs(Protocol). Such requests received in the Ministry of Defence otherwise than through the Ministry of External Affairs will not be considered.

Supplementary lists

13. It has been observed that numerous supplementary lists are sent by the Ministries and other offices till the last moment. This results in avoidable additional work on the part of this Ministry and consequent delay in issue of Invitation Cards. It may, therefore, please be ensured that supplementary lists, with complete information as required in the proforma, are furnished to **OSD(Invitation), Ministry of Defence in one lot latest by 25th December, 2019.** This Ministry may not be in a position to take any action on the lists received thereafter. A decision regarding inclusion of the name of an officer in the supplementary lists should be taken in the light of the appointment that he is expected to hold on 26.01.2020.

14. It has also been observed that some supplementary lists are received from the Ministries/Deptts. containing names etc. of officers who join the Ministries/Deptts. after the earlier list were forwarded by them. It is requested that in the case of supplementary lists an indication to the effect that the appointment is against a newly created vacancy or is a case of transfer must be given. In the case of transfer the Invitation Cards in respect of the officers who have been transferred out of Delhi should invariably be returned along with the supplementary lists to the OSD(Invitation), Ministry of Defence.

15. Separate instructions will be issued regarding sale of tickets in due course.

NODAL OFFICER FOR EACH MINISTRY

16. It is seen that large number of requests are received from the officers/staff of various Ministries/Deptts./Organisation under them. It is requested that all such requests should come through a nodal officer appointed by that Ministry. Name of the Nodal officer along with telephone numbers (official and residential) and complete postal address be intimated to Under Secretary(Cer), MoD latest by 31st October, 2019 so as to enable this Ministry to deliver the invitation cards in time.

17. **All correspondences after 30th November, 2019 regarding issue of invitation cards in connection with the Republic Day Celebrations should be addressed to OSD(Invitation), Ministry of Defence, Opposite Syndicate Bank, South Block, New Delhi. Due to security reasons, the invitation cards will be issued against the original request (ink signed) only. The request for issue of invitation cards received through photocopies/FAX shall not be entertained.**

Yours faithfully,



(Satish Singh)

Director(Air-I & Ceremonials)

Tele: 23016304

Copy to :-

MEA(Procolot-III) - w.r.t. para 12 above.

D(Est.I/Gp.I), MOD - For necessary action in r/o officers of the Ministry of Defence Sectt. including Def(Finance), Defence Production & Ex-Servicemen Welfare.

CAO(Coord), MOD - For necessary action regarding civilian officers of Service HQrs. and Inter-Service Organisations located in Delhi/New Delhi.

Dte. of PI, DRDO HQ., DRDO Bhavan. Armed Forces Tribunal, Principal Bench.

Army HQrs/DDG(Cer)
Naval HQrs/DDPS(SC)
Air HQrs./DD Org(Cer)
HQrs. IDS/Dir(Adm. & Coord)
DG CG, DG QA, DG AQA,
DG BR, DG NCC, DG DE

For necessary action in regard to service Officers of lower formations located in Delhi/New Delhi.

Copy also to : OSD (Invitation)

PROFORMA
(In respect of under Secretaries and above)
(To be furnished in quadruplicate)

Ministry/Deptt. Full address & location of office

Office

Designation	Name	Date of continuous appointment in the grade (*) & place in the TOP (Article No.)	Scale of Pay (Rs.)		Official address showing the place of posting	Married/ Unmarried	Residential Address	Would opt to sit on North or South of Rajpath(**)
			Pay Level	Basic Pay				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

* This is required in respect of officers of the rank of Secretaries to the Govt. of India, their equivalent and above. The details of such persons, i.e., name, designation, scale of pay/pay, Article No. and date of entry into the article of Table of Precedence may please also be furnished to MHA(Public Section) simultaneously to enable them to issue authenticated list of persons as per their position in the Table of Precedence, which will be the base for making seating arrangements.

** Should not be left unfilled.

(Signature of the officer forwarding the list)

Name (in Block letters):.....

Designation:.....

Office Address:.....

Tel.No. (Office)..... (Res).....

PROFORMA
(In respect of Public Sector Undertakings/Autonomous Bodies located in Delhi)
(To be furnished in quadruplicate)

Ministry/Deptt. Full address & location of office

Office

Name	Designation	Scale of pay (Rs.)		Status of officer as equivalent to officers in the Administrative Ministry concerned.	Official address showing the place of posting	Married/Unmarried	Residential Address	Whether residence is on North or South of Rajpath
		Pay Level	Basic Pay					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

"Certified that the status of officers indicated in Col.6 is correct"

(Seal & Signature of Dy. Secy.
in the Administrative Ministry/Deptt. concerned.)
Tel.No. (Office)..... (Res).....

(Signature of the officer forwarding the list)

Name (in Block letters):.....

Designation:.....

Office Address:.....

Tel.No. (Office)..... (Res).....

PROFORMA

(In respect of Chairman and Members of the Commissions/Committees)
(To be furnished in quadruplicate)

Ministry/Deptt. Full address & location of office

Office

Name	Designation	Date of continuous appointment in the grade(*)	Scale of pay (Rs.)		Status of officer as equivalent to officers in the Admin. Ministry concerned.	Whether mentioned in the Table of Precedence	Official address showing the place of posting	Married/Un-married	Residential Address	Whether residence on North South of Rajpath
			Pay Level	Basic Pay						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Note: In case a person held a rank in the Table of Precedence at any time, the position held by him together, with the rank and the period may also be indicated in column (8).

* This is required only in respect of officers of the rank of Secretary and above.

"Certified that the status of officers as indicated in Col.No.7 is correct"

(Seal & Signature of Dy. Secy.
in the Administrative Ministry/Deptt. concerned.)
Tel.No. (Office)..... (Res).....

(Signature of the officer forwarding the list)

Name (in Block letters):.....

Designation:.....

Office Address:.....

Tel.No. (Office)..... (Res).....

PROFORMA
(In respect of President/Secretaries of Staff Councils)
(To be furnished in quadruplicate)

Ministry/Deptt. Full address & location of office
Office

<i>Name & Designation</i>	<i>Post held in the Staff Council</i>	<i>Married/ Unmarried</i>	<i>Residential Address</i>	<i>Whether residence is on North or South of Rajpath</i>
(1)	(2)	(3)	(4)	(5)

(Signature of the officer forwarding the list)

Name (in Block letters):.....

Designation:.....

Office Address:.....

Tel.No. (Office)..... (Res).....