

No.2(8)/2019/D(Ceremonials)
Government of India
Ministry of Defence

1, South Block, New Delhi,
08th May, 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 Aayog
Secretary, Election Commission of India
Secretary General, National Human Rights Commission
Secretary, Union Public Service Commission
Secretary, Central Vigilance Commission
Secretary, Central Information Commission
Registrar, 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 (Sardar Patel Bhavan III Floor)

**Subject :- Independence Day Flag Hoisting Ceremony at Red Fort on
15th August, 2019 – Issue of invitations.**

Sir/Madam,

The invitations for the forthcoming Independence Day Flag Hoisting Ceremony at Red Fort on 15th August, 2019 will be issued on the last year's pattern. It is requested that the names of officers of the status of Under Secretaries and above and that of equivalent status in their offices and in the Attached and Subordinate Offices, Commissions, Public Sector Undertakings, Autonomous bodies etc. under their administrative control, located in Delhi, may please be furnished to this Ministry (in both Hindi and English) in quadruplicate as per the attached proforma **latest by 15th June, 2019**. Separate lists, duly arranged in alphabetical order, may please be sent for each category of officers, viz., Under Secretary, Deputy Secretary/Director, Joint Secretary, Additional Secretary, Secretary and equivalents. Indication regarding the date of entry into the Article in the Warrant of Precedence in respect of Officers of the rank of Secretaries and above may invariably be given.

Continued-2

The lists in respect of the officers of Attached/Subordinate Offices/Public Sector Undertakings etc. may be checked and consolidated by the Administrative Ministry concerned and forwarded in one lot.

2. The invitation cards are issued/seating arrangements are made on the basis of the person holding rank in the Table of Precedence issued by Ministry of Home Affairs. Therefore, the details of Dignitaries/Officers holding a rank in Table of Precedence (down to Article 23) may also be furnished to Ministry of Home Affairs (Public Section) for inclusion in the list of Dignitaries/officers, as per their place in the Table of Precedence, which will be the basis for making seating arrangements. It may not be possible to provide appropriate seat in the absence of name(s) of dignitaries/officers in the authenticated list issued by Ministry of Home Affairs for the purpose.

3. If Officers below the rank of Under Secretary are desirous of witnessing this ceremony, separate lists containing particulars of such officers may also be sent to this Ministry. Such requests will be accommodated subject to availability of seats.

4. It is possible that some important officials and non-officials connected with the work relating to the Ministry may be visiting Delhi at the time of the Independence Day. Names of such officials, who are desirous of witnessing the ceremony, may also be intimated as soon as possible. Information about their status vis-à-vis the Secretary, Joint Secretary etc. of the Department and also whether they would be accompanied by their spouses may please also be sent. The requests for such guests will be considered subject to availability of seats in appropriate enclosures.

5. It has been observed in the past that supplementary lists are received from Ministries and other offices. Some of these lists do not contain all the information required by this Ministry, which causes delay and inconvenience. It is, therefore, requested that wherever required, supplementary lists in Hindi & English with complete information as per the prescribed proforma should be furnished to this Ministry in **one single lot before 30th June, 2019 positively**. This Ministry may find it difficult to take any action on the lists received subsequent to this date or received with incomplete information.

6. All the Ministries/Departments of Government of India are also requested to furnish the names of Chairpersons and Members of Commissions/Committees, if any, and officials connected therewith functioning in the respective Ministry/Department to enable this Ministry to issue invitation cards for the proper enclosures commensurate with the status of the invitees(s).

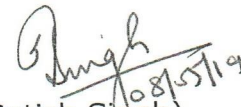
7. It is requested that a Nodal Officer may be nominated by each Ministry/Deptt., attached/subordinate office and PSU and his name along with office and residential addresses and phone/mobile number may also be sent to this Ministry. All requests for invitation cards in respect of officials of Ministries/Deptt, attached/subordinate office and PSU or for their guests etc., should be sent through such nodal officer.

All officials in the Ministry/Deptt, attached/subordinate office, PSU etc. may be suitably addressed accordingly. All cards pertaining to the Ministry/Deptt, attached/subordinate office, PSU etc. shall be delivered to the Nodal Officer.

8. It may please be noted that dignitaries featuring in the Table of Precedence from article 1 to 23 and Additional Secretary to the Govt. of India may be issued E-invitation. Details of these dignitaries may be sent separately in the proforma enclosed for E-Invitation. A soft copy of the same along may also be sent to email address - ceremonials-mod@gov.in. It may also be noted that scanned photograph (upto 20 kb) of the dignitaries may also be sent to the email mentioned above.

9. For queries, if any, please contact D(Ceremonials), Ministry of Defence at telephone No. 2301 2904 or 2301 6547.

Yours faithfully,



(Satish Singh)

Director(Ceremonials)

Copy to:

- | | | |
|--|---|---|
| D(Est.I/GpI) | - | For necessary action in respect of officers of the Ministry of Defence Sectt. including Deptt. of Def. Prod., Department of Ex-servicemen welfare, Defence Finance. |
| Armed Forces Tribunal
West Block, R.K. Puram, New Delhi | - | For necessary action in respect of officers in its offices located in Delhi/New Delhi. |
| CAO(Coord) | - | For necessary action in respect of civilian officers of Service HQrs. and Inter Service Organisations located in Delhi/New Delhi. |
| Army HQrs/AG(CW-1)
Naval HQrs/DDPS(Cer)
Air HQrs/Org(Cer)
HQrs/IDS
Dte. of P&C, DRDO | } | For necessary action in regard to Service Officers of lower formation located in Delhi/
New Delhi |
| | - | In respect of officers of DRDO |

Copy also to:

- | | | |
|---|---|---|
| DPR(Defence) | DG(Coast Guard)
National Stadium, New Delhi. | DGBR,
Seema Sadak Bhavan,
Naraina, New Delhi. |
| DGAFMS, 12, M-Block,
New Delhi. | DGQA, H-Block,
New Delhi | School of Foreign Languages
25, Lodhi Estate, New Delhi. |
| National Defence College,
NDC House, Thees Jan. Marg | DG, NCC WB-IV,
RK Puram. | Defence Exhibition
Organisation |
| Joint Cipher Bureau,
Metcalf House, Timarpur. | Kendriya Sainik Board,
WB-IV,(WG.5), RK Puram | Historical Section, MOD
WB-VIII, RK Puram |
| Defence Plg. Staff,
256B, South Block | IDSA Institute of Defence
Studies & Analysis
1, Development Enclave, (near USI),
New Delhi 110 010 | Coord Section,
DG, Defence Estates |
| AFFPD,
56, H-Block | Security Office,
MOD, H-Block. | CGDA,
WB-V, RK Puram |

Dte of Planning and
Coordination, H-Block

Radar Communication
Project Office

Defence Institute of Fire
Research Metcalfe House,
Probyn Rd, Timarpur

DG, Resettlement,
WB-IV, WG1, RK Puram

OSD(Invitation).

PROFORMA FOR E-INVITATION

(In respect of Secretaries to the Govt. of India and their equivalents, Lt. General and their equivalents and Additional Secretaries to the Govt. of India)

Ministry/Deptt. Full address & location of office

Office

Name	Designation	Date of continuous appointment in the grade (*) & place in the TOP(Article No.)	Pay Level	Basic Pay	Official address showing the place of posting	Marital Status	Residential Address	E-mail ID (NIC/Govt. issued ID)	Mobile Phone number (for delivery of messages in respect of issue of e-invitation)	Photograph (to be pasted)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

(*) 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.

Note: A copy of this shall be sent to the e-mail ceremonials-mod@gov.in Scanned photograph of the dignitary may also be sent separately to the above mentioned email. Size of the photograph should be less than 20 kb in jpg format and it should be renamed on the name and designation of the dignitary, eg. dignitary with name abc and designation xyz, his/her scanned photograph should be renamed as abcxyz.jpg.

Signature of the officer forwarding the list.

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

Designation:.....

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

PROFORMA FOR E-INVITATION

(In respect of dignitaries featuring in the Table of Precedence from Article No. 1 to 20)

Ministry/Deptt. Full address & location of office

Office

Name	Designation	Official address	Marital Status	Residential Address	Official E-mail ID (NIC/Govt. issued ID)	Official Mobile Phone number (for delivery of messages in respect of issue of e-invitation)	Photograph (to be pasted)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Note: A copy of this shall be sent to the e-mail ceremonials-mod@gov.in

Scanned photograph of the dignitary may also be sent separately to the above mentioned email. Size of the photograph should be less than 20 kb in jpg format and it should be renamed on the name and designation of the dignitary, eg. dignitary with name abc and designation xyz, his/her scanned photograph should be renamed as abcxyz.jpg.

Signature of the officer forwarding the list.

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

Designation:.....

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

PROFORMA FOR E-INVITATION

(In respect of Head of Missions sitting on the Rampart)

Ministry/Deptt. Full address & location of office

Office

Name	Designation	Official address	Marital Status	Residential Address	Official E-mail ID (NIC/Govt. issued ID)	Official Mobile Phone number (for delivery of messages in respect of issue of e-invitation)	Photograph (to be pasted)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Note: A copy of this shall be sent to the e-mail ceremonials-mod@gov.in

Scanned photograph of the dignitary may also be sent separately to the above mentioned email. Size of the photograph should be less than 20 kb in jpg format and it should be renamed on the name and designation of the dignitary, eg. dignitary with name abc and designation xyz, his/her scanned photograph should be renamed as abcxyz.jpg.

Signature of the officer forwarding the list.

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

Designation:.....

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

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.)	Pay Level	Basic Pay	Official address showing the place of posting	Married/ Unmarried	Residential Address
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(*) 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.

Signature of the officer forwarding the list.

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

Designation:.....

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	Pay Level	Basic Pay	Status of officer as equivalent to officers in the Administrative Ministry concerned.	Official address showing the place of posting	Married/ Unmarried	Residential Address
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

"Certified that the status of officers indicated in Col.5 is correct"

(Seal & Signature of Dy. Secy.
in the Administrative Ministry/Deptt. concerned.)
Tele:

Signature of the officer forwarding the list.

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

Designation:.....

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

PROFORMA

(In respect of Chairman, Members and officials concerned with Commissions/Committees)
(To be furnished in quadruplicate)

Ministry/Deptt. Full address & location of office

Office

Name	Designation	Date of continuous appointment in the grade(*)	Pay Level	Basic Pay	Status of officer as equivalent to officers in the Admin. Ministry concerned.	Whether figuring in the Table of Precedence	Official address showing the place of posting	Married/ Unmarried	Residential Address
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(8)	(10)

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 (7).

(*) This is required only in respect of officers of the rank of Addl. Secy. & above.
"Certified that the status of officers as indicated in Col.No.6 is correct"

Signature of the officer forwarding the list.

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

Designation:.....

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

(Seal & Signature of Dy. Secy.
in the Administrative Ministry/Deptt. concerned.)
Tele:

PROFORMA

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

Ministry/Deptt. Full address & location of office
Office

Name & Designation	Post held in the Staff Council	Married/ Unmarried	Residential Address
(1)	(2)	(3)	(4)

Signature of the officer forwarding the list.

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

Designation:.....

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