

MOST IMMEDIATE

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

New Delhi, the May, 2019.

To

The Registrar,
Delhi University,
DELHI.

The Registrar,
Jamia Millia University,
Jamia Millia, **New Delhi.**

The Registrar,
Jawahar Lal Nehru University,
New Delhi.

The Registrar,
Guru Govind Singh Indraprastha
Vishva Vidhyalaya, **Delhi.**

The Registrar(Administration),
Indira Gandhi National Open University,
Maidan Garhi, **New Delhi** - 110 068

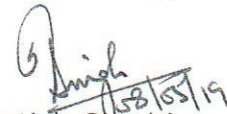
Subject: **Independence Day Flag Hoisting Ceremony at Red Fort on 15th August, 2019.**

Sir,

In connection with issue of invitations for the Flag Hoisting Ceremony at Red Fort on 15th August, 2019, you are requested to furnish to this Ministry the names of officers (in quadruplicate) of the status equivalent to Under Secretary to the Government of India and above in the University, in the attached proforma in Hindi and English, for facilitating preparation of Invitation Cards. It would be better if separate lists of various categories of officers are prepared and sent to this Ministry. These lists should be sent to this Ministry as early as possible but in any case not later than **15th June, 2019.**

2. **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: OSD(Inv.), MOD.

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 (excluding allowances)	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)

"Certified that the status of officers indicated in Col.4 is correct"

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

Signature of the officer forwarding the list.

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

Designation:.....

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

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)

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