

MOST IMMEDIATE

**MINISTRY OF DEFENCE
D(CEREMONIALS)**

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

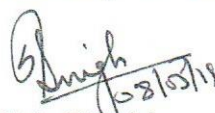
Service HQrs. are requested to furnish to this Ministry a list (in quadruplicate), in Hindi and English as per the proforma given below, of services officers of the rank of Lt. Colonel and above and their equivalent civilian officers stationed in Delhi/New Delhi including HQrs Delhi Area/HQrs Operational Command, I.A.F., Palam latest by **15th June, 2019** for issuing invitations for the Flag Hoisting Ceremony. There should be a separate sheet for separate categories of officers. It may please be noted that names of those officers who are on deputation to other Ministries/Departments should not be included in the list since their names will be sent by the Ministries/Departments concerned.

2. If any senior officer is likely to be in Delhi at the time of Independence Day Ceremony and if he wishes to attend the Ceremony, information in respect of officer(s) may also be furnished in the same proforma as soon as possible and in any case not later than **15th July, 2019.**

3. Each Service may nominate a nodal officer and two others who shall be issued identity cards for entry to the invitation office area. All lists and other requests emanating from service officers/personnel should be routed through such nodal officer. The cards shall be delivered to the nodal officers for further delivery to the officers/guests concerned. Name, address and phone numbers of the nodal officer be intimated.

4. It may please be noted that officers of the rank of Lt. General and equivalent may be issued E-invitation like last year. Details of these officers may be sent separately in the proforma enclosed for E-invitation. A soft copy of the same may also be sent to email address-ceremonials-mod@gov.in.

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


(Satish Singh)
Director(Ceremonials)

**Army HQrs/AG(CW-1)
Naval HQrs/DDPS(Cer)
Air HQrs/DD(Org/Cer)
HQ IDS/Adm. & Coord (RN 22 KH)**

Min. of Def. ID No. 2(8)/2019/D(Ceremonials) dated 08th May, 2019.

Copy to: **OSD(Invitation)**

PROFORMA

Sl. No.	Name	Rank & Designation	Rank, if any, in the table of precedence	Married/ Unmarried	Remarks

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).....