

CHAPTER -NO. 18

(A)

**INSTRUCTIONS  
REGARDING ACTION  
TO BE TAKEN  
ON THE DEATH OF  
HIGH DIGNITARIES**



सत्यमेव जयते

GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS

## CHAPTER -I

### GENERAL

#### Section-I

##### INTIMATION

1.1. In the event of the death of Union dignitary namely, the President, Vice-President, Prime Minister, Speaker of the Lok Sabha, Chief Justice of India, Cabinet Minister, Minister of State or Deputy Minister of the Union, the Secretary of the dignitary concerned will inform the Secretary of Ministry of Home Affairs at once about the death. In case the death of the dignitary takes place while on tour in India, the local district Officer will be informed, and, it shall be his duty to inform the Chief Secretary of the State Government/U.T. and Secretary Ministry of Home Affairs. Chief Secretary on receipt of information, will also inform Secretary, Ministry of Home Affairs. In respect of a former President as well as State dignitaries, namely, Governor and Chief Minister, the Chief Secretary of the State Govt. concerned will at once sent intimation to the Secretary, Ministry of Home Affairs about the death.

1.2. The Ministry of Home Affairs send an official communication about the death of central dignitaries to the State Governments, Secretaries to Governors, L.Gs., Chief Commissioners and Administrators of Union Territories by crash wireless messages or most immediate telegrams and also inform all Ministries/ Departments of the Government of India and Supreme Court etc.

1.3. The Ministries and Departments referred to in para. 1.2. will, in turn, inform all authorities subordinate to and/or under them. The State Government and Union Territory Administrations will also inform all authorities located in the State/Union Territory.

1.4. Simultaneously with the issue of the official communication the Ministry of Home Affairs will inform the \*AIR and \*Doordarshan who will announce the death/official mourning of the dignitary immediately on receipt of intimation from the Home Ministry. The Heads of Department/Offices of the Central Government located in and outside Delhi will take action accordingly on the basis of such an announcement, in case they have not otherwise received officially the news about the death earlier from the Ministry of Home Affairs or State Government/Union Territory Administration.

1.5. The External Affairs Ministry will communicate the information to all Foreign Missions in India and Indian Mission abroad.

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\* Director General A.I.R.  
Director General Doordarshan.

#### Section-II

##### STATE MOURNING

2.1 State mourning will be observed throughout India in the event of the death of the President, Prime Minister or the former President.

2.2 State mourning will be observed with the State concerned in the event of the death of a Governor and, at the discretion of the State Government, in the event of the death of a Chief Minister of the State Government concerned.

2.3 Ordinarily there will be no State mourning in the event of the death of any other dignitary but in individual cases the Central Government may issue special instructions.

2.4 There will be no official entertainment during the period of State mourning.

2.5 The National Flag will be flown at half-mast during the period of State mourning, as indicated in section IV.

### Section-III

#### STATE FUNERAL

3.1 A State funeral will be accorded in the event of the death of the President, Prime Minister, a former President or a Governor.

3.2 No State funeral will be accorded in the event of the death of any other dignitary but in individual cases Central Government may order a State funeral.

3.3 A State funeral will be attended by all the gazetted officers of Government who may be present in the station. Service personnel will wear dress as for State functions.

3.4 Arrangements for the State funeral will be made by the Ministry of Defence on receipt of information from the Ministry of Home Affairs. In the case of the death of any person mentioned in para 3.1 Ministry of Defence should proceed to make necessary arrangements without waiting for information from Ministry of Home Affairs. (The detailed procedure for State funeral is given in the Annexure).

### Section-IV

#### HALF-MASTING OF NATIONAL FLAGS

4.1 In the event of the death of the following dignitaries the National Flag will be half-masted at the places indicated against each on the day of the death of the dignitary:

| <b>Dignitary</b>                      | <b>Place or Places</b>          |
|---------------------------------------|---------------------------------|
| <b>Union dignitaries</b>              |                                 |
| President                             | Throughout India                |
| Vice-President                        |                                 |
| Prime Minister                        |                                 |
| Former President                      |                                 |
| Speaker of the Lok Sabha              | Delhi                           |
| Chief Justice of India                |                                 |
| Union Cabinet Minister                | Delhi and State Capital         |
| Minister of State or                  |                                 |
| Dy. Minister of the Union dignitaries | Delhi                           |
| <b>State dignitaries</b>              |                                 |
| Governor                              |                                 |
| Lt. Governor                          |                                 |
| Chief Minister of a State             | Through out the State           |
| Chief Minister of a Union Territory   | or Union territory              |
| Chief Executive                       | concerned.                      |
| Councillor, Delhi                     |                                 |
| Cabinet Minister in a State           | Capital of the State concerned. |

Note : "Delhi" means the areas under the jurisdiction of the Delhi Municipal Corporation, the New Delhi Municipal Committee and the Delhi Cantonment Board.

4.2 If the intimation of the death of any dignitary is received in the afternoon, the flags will be half-masted on the following day also at the places or places indicated above, provided the funeral has not taken place before sun-rise on that date.

4.3 On the day of the funeral of a dignitary mentioned in para 4.1 the flags will be half-masted at the place where the funeral takes place.

4.4 When State mourning is observed on the death of any dignitary, the flags will be half-masted throughout the period of mourning throughout India in the case of the Union dignitaries and throughout the State concerned in the case of a State dignitary.

## Section V

### SPECIAL PROVISIONS WITH REGARD TO NATIONAL DAYS AND NATIONAL WEEK

5.1 Notwithstanding the earlier provisions of the Chapter:-

- (a) no State mourning shall be observed on the Republic Day, Independence day and Mahatma Gandhi's Birth Day as these are days of National rejoicing. If any such day falls within a period of State mourning, the mourning shall be interrupted on such day and the unexpired period of mourning shall be observed immediately following the interruption.
- (b) there shall be no half-masting of the National Flag on any of the days aforesaid but if a National Flag is flown on the building where the body of the deceased dignitary is lying that Flag shall be half-masted until such time as the body is removed and the Flag shall be raised to the full-mast position after the body has been removed; and
- (c) even though State mourning is interrupted on any such day, official entertainment scheduled on that day shall be cancelled, but other official programmes may be proceeded with.

**Note :-** There is no bar to the observance of State mourning and half-masting should an occasion arise for the same on any day of the National Week (from 6th April to 13th April) or on other days when the Republic Day celebrations take place, namely, 25th, 27th, 28th and 29th January.

## Section VI

### CLOSING OF CENTRAL GOVERNMENT OFFICES

6.1 Closing of Central Government offices on the death of high dignitaries are indicated below:-

**President**- On the day on which death occurs and also on the day of the funeral throughout India;

**Vice President** - On the day on which death occurs throughout India; and at the place where the funeral takes place, for half-a-day on the day of the funeral;

**Prime Minister**- On the day on which death occurs and also on the day of the funeral throughout India;

**Former President** - On the day of the funeral throughout India;

**Union Cabinet Minister**- For half-a-day in Delhi and if the funeral takes place outside Delhi, for half-a-day at the place where the funeral takes place;

**Minister of State/Deputy Minister of the Union** - Offices under the direct charge of the deceased Minister will be closed for half-a-day in Delhi and, if the funeral takes place outside Delhi, for half-a-day at the place where the funeral takes place;

**Governor or Chief Minister of a State**- In the Capital of the State concerned for half-a-day; if death occurs at a place outside the State capital, also for half-a-day at that place; and if the funeral takes place at any other place, for half-a-day at the place where the funeral takes place.

6.2 Industrial establishments of the Central Government are not to be closed on the death of any high dignitary except that in the event of the death of the President such establishments will remain closed only on the day of the funeral at the place where the funeral takes place. That day will also be declared as a public holiday at that place under the Negotiable Instruments Act, 1881. No public holiday will be declared under that Act on the death of any other dignitary.

6.3 In the event of the death of a State or Union territory dignitary, the State Government or Administration concerned will take its own decisions for the closure of its offices. The offices and the industrial establishment of the Central Government are not required to follow suit in such cases, but in the event of the death of a Governor or a Chief Minister of a State, such offices (but not industrial establishments) should be closed in accordance with para 6.1.

6.4 If the intimation of the death of President, Vice-President, Prime Minister or Former President is received after office hours, Central Government office will be closed throughout India on the following day if it is otherwise a working day.

6.5 If intimation of the death of the President, Vice-President, Prime Minister or Former President is received during office hours late in the afternoon, offices will be closed for rest of the day but if it is not possible to effect closure for more than three hours, Ministry of Home Affairs may issue instructions for closing the office on the following day also if it is otherwise a working day.

6.6 In the event of the death of a Union Cabinet Minister, the Ministry of Home Affairs will intimate the particular half day when offices at Delhi and at the place of the funeral may remain closed.

6.7 In the event of the death of a Union Minister of State or Deputy Minister, the concerned Ministry or Department will determine the particular half day when their offices may remain closed at Delhi and at the place of funeral. The closure should be so adjusted to enable officers and staff of the Ministry or Department concerned to pay homage to the deceased or attend the funeral.

6.8 In the event of the death of a Governor or Chief Minister of a State, the particular half day when the offices may remain closed will be determined by the Heads of local offices in consultation with the Chief Secretary of the State Government.

6.9 In the event of the death of the President or Prime Minister, offices and industrial establishments of the State Governments and Governments/Administration of Union Territories will follow the above instructions. These offices need not be closed in the event of the death of any other union dignitary.

6.10 In the event of the death of an Administrator or Chief Minister or other Minister of a Union Territory, the Government /Administration of the Union Territory concerned may take its own decision regarding closure of its offices. Other Central Government offices in the Union Territories will not be closed on such occasions.

6.11 Closure of the Supreme Court, High Court and the Court of the Judicial Commissioner on the death of high dignitaries is governed by the orders issued by the Court itself. Closure of the Subordinate Courts in the States and the Union Territories is also governed by the orders issued by the High Court or the Court of the Judicial Commissioner, as the case may be.

In the event of the death of the President or the Prime Minister the Registrars of the Supreme Court/ High Court/Court of the Judicial Commissioner have been requested to move the concerned Court to follow these instructions in order to maintain uniformity.

## CHAPTER II

### PROCEDURE IN INDIVIDUAL CASES

7. The following procedure will be observed on the death of high dignitaries in India viz., President, Vice-President, Prime Minister, Former President, Speaker of the Lok Sabha, Chief Justice of India, Union Cabinet Minister, Minister of State or Deputy Minister of the Union, Governor, Chief Minister of the State.

#### PRESIDENT

8.1 In the event of the death of the President, the Ministry of Home Affairs will take action as follows :—

- (1) Issuing of gazette notification extraordinary [black bordered] announcing the death;
- (2) Declaring State Mourning throughout India for a period of 13 days;
- (3) Issuing instructions for half-masting of the National Flags throughout India for the duration of the State Mourning ; and
- (4) Issuing of orders for—
  - (a) closing of all offices of the Central Government throughout India on the day of the death and on the day of funeral.
  - (b) closing of industrial establishments of the Central Government at the place where the funeral takes place; and
  - (c) declaring a public holiday under the Negotiable Instruments Act, 1881 at the place where the funeral takes place, if it is not already a public holiday.

8.2 Ministry of Defence will arrange in consultation with the Secretary to the President for the State Funeral with full Military honours and firing of minute guns 21 in number at the time of the funeral. (Detailed instructions for the funeral are given in the annexure)

8.3 Secretary to the President will obtain instructions of the Acting President about issuing of obituary notification on behalf of the President to be published in the gazette extraordinary (black bordered).

#### VICE PRESIDENT

9.1 In the event of the death of Vice-President the Ministry of Home Affairs will take following action :—

- (1) issuing of gazette notification extraordinary [black bordered] announcing the death;
- (2) Issuing of instructions for half-masting of National Flags throughout India on the day of the death and on the day of the funeral at the place where the funeral takes place; and
- (3) Issuing of orders for closing of all offices of Central Government throughout India on the day of the death and for closing these offices for half-a-day at the place where the funeral takes place.

9.2 Secretary to the President will obtain instructions of the President as to whether any obituary notification is to be issued in the gazette of India extraordinary (black bordered).

#### PRIME MINISTER

10.1 In the event of the death of the Prime Minister, the Minister of Home Affairs will take the following action :—

- (1) Issuing of gazette notification extraordinary (black bordered) announcing the death;
- (2) Declaring State Mourning throughout India for a period of 12 days;
- (3) Issuing of instructions for half-masting of the National Flags throughout India for the duration of the State Mourning ; and
- (4) Issuing of orders for closing of all offices of the Central Government throughout India on the day of the death and on the day of funeral.

10.2 Ministry of Defence will arrange in consultation with the Secretary to the President, Prime Minister for the State funeral with full Military honours (Detailed instructions for the funeral are given in the annexure).

10.3 Secretary to the President will obtain instructions of the President about issuing of obituary notification on behalf of the President to be published in the gazette extraordinary (black bordered).

#### **FORMER PRESIDENT**

11.1 In the event of the death of a Former President the Ministry of Home Affairs will take the following actions :—

- (1) issuing of gazette notifications extraordinary (black bordered) announcing the death;
- (2) Declaring State Mourning throughout India for a period of 7 days;
- (3) Issuing of instructions for half-masting of the National Flags throughout India for the duration of the State Mourning ;
- (4) Issuing of orders for closing of all offices of Central Government in India for one day on the day of the death if funeral takes place on the same day otherwise on the day of the funeral ; and
- (5) issuing of obituary notification in the gazette of India extraordinary in the (black bordered).

11.2 Ministry of Defence will arrange for State funeral with full Military honours in consultation with the Chief Secretary to the State Government/Union Territory concerned where the Former President is resident (Detailed instruction regarding the funeral are given in the annexure).

#### **GOVERNOR**

12.1 The State Government concerned will take action as follows :—

- (1) issuing of gazette notification extraordinary (black bordered) announcing the death; and
- (2) observation of State Mourning within the State for a period not exceeding 7 days as the State Government may decide.

12.2 National Flags will be flown at half-mast during the period of State Mourning on all buildings where they are flown regularly within the State.

12.3 Central Government offices will be closed :—

- (a) in the capital of the State concerned for half-a-day;
- (b) if death occurs at a place outside the State Capital also for half a day at that place; and
- (c) if the funeral takes places at any other place, for half-a-day at the place where the funeral takes place.

The particular half day when the offices of the Central Government may remain closed will be determined by the Heads of local offices in consultation with the Chief Secretary of the State Government.

12.4 The State Government concerned will make arrangements for the State funeral with full military honours in consultation with the Secretary to the Governor and local military authorities (Detailed instructions regarding the funeral are given in the annexure).

12.5 The Chief Secretary of the State Government concerned will announce the date, time and place of the funeral and will communicate the details thereof to :—

- (a) President, Vice-President, Prime Minister and the Secretaries to the Ministries of Home Affairs, Defence and External Affairs ; and
- (b) The State Governments, Secretaries to Governors/Lt. Governors and Chief Commissioners/Administrators by Crash Wireless Message or Most Immediate Telegram.

12.6 The Ministry of External Affairs will arrange to inform all Diplomatic Missions at Delhi who have Diplomatic/Consulate offices in the State Capital concerned.

12.7 The Ministry of Home Affairs will prepare an obituary notification for the consideration of the President and when approved, publish it in the gazette extraordinary (black bordered).

#### **CHIEF JUSTICE OF INDIA**

13. In the event of the death of the Chief Justice of India the Ministry of Home Affairs will take the following action :—

- (1) issuing of gazette notification extraordinary (black bordered) announcing the death; and
- (2) issuing of instructions for half-masting of National Flag in Delhi on the day of the death and on the day of the funeral at the place where the funeral takes place.

#### **SPEAKER OF THE LOK SABHA**

14. In the event of the death of the Speaker of the Lok Sabha the Ministry of Home Affairs will take the following action :—

- (1) issuing of gazette notification extraordinary (black bordered) announcing the death ; and
- (2) issuing of instruction for half-masting of National Flag in Delhi on the day of the death and on the day of the funeral takes place.

#### **CABINET MINISTERS OF THE UNION**

15. In the event of the death of a Cabinet Minister of the Union, the Ministry of Home Affairs will take the following action :—

- (1) issuing of gazette notification extraordinary (black bordered) announcing the death ;
- (2) issuing of instructions for half-masting of National Flag in Delhi and Capitals of State/Union Territories on the day of the death and on the day of the funeral at the place where the funeral takes place ;
- (3) issuing of orders for closing all offices of Central Government for half a day in Delhi and also at the place where the funeral takes place; and
- (4) issuing of obituary notification in the extraordinary gazette of India (black bordered).

#### **CHIEF MINISTER**

16.1 The State Government concerned will take action as follows :—

- (1) Issuing of gazette notification extraordinary (black bordered) announcing the death ; and
- (2) Ordinarily there will be no State Mourning but in individual case the State Government concerned may order State Mourning within the State for not more than 7 days.

16.2 National Flag will be flown at half-mast on the day of death throughout the State

concerned and on the day of funeral at the place where funeral takes place. If State Mourning is ordered the Flag will be half-masted during the entire period of mourning within the State.

**16.3 Central Government offices will be closed :—**

- (a) in the capital of the State concerned for half a day;
- (b) if death occurs at a place outside the State Capital, also for half a day at that place;
- (c) if the funeral takes place at any other place, for half a day at the place where the funeral takes place.

The particular half day when the offices of the Central Government may remain closed will be determined by the Head of local offices in consultation with the Chief Secretary of the State Government.

**MINISTERS OF STATE OR DEPUTY MINISTERS OF THE UNION**

17.1 In the event of death of a Minister of State or Deputy Minister of the Union, the Ministry of Home Affairs will take the following action :—

- (1) issuing of gazette notification extraordinary (black bordered) announcing the death;
- (2) issuing of instructions for half-masting of National Flag in Delhi on the day of death and on the day of the funeral at the place where the funeral takes place; and
- (3) issuing of obituary notification in the extraordinary gazette of India (black bordered).

17.2 Offices of the Central Government under the direct charge of the deceased Minister will be closed for half a day in Delhi and if the funeral takes place outside Delhi for half a day at the place where the funeral takes place. The concerned Ministry/Department will determine the particular half day when their offices would remain closed at Delhi and at the place of the funeral.

**CABINET MINISTERS IN STATE**

18.1 The State Government concerned will issue a gazette notification extraordinary (black bordered ) announcing the death.

18.2 National Flag will be flown at half-mast on the day of death in the capital of the State concerned and on the day of funeral at the place where funeral takes place.

**DIGNITARIES OF UNION TERRITORIES**

19.1 In the event of the death of a Lieutenant Governor or the Chief Minister of Union Territory or of the Chief Executive Councillor of Delhi, the Union Territory concerned will issue a gazette notification extraordinary (black bordered) announcing the death.

19.2 National Flag will be flown at half-mast on the day of death throughout the Union territory concerned and on the day of funeral at the place where the funeral takes place.

**FOREIGN DIGNITARIES**

20.1 In the event of death of any Head of Foreign State or any high dignitary or any other important person of a Foreign State, the Ministry of External Affairs will take a decision about half-masting of the National Flag and, where necessary, observance of State Mourning and communicate the decision to the Ministry of Home Affairs who issue necessary instructions in the matter.

20.2 In the event of the death of a foreign dignitary, if the day on which State Mourning and half-masting would normally have been observed falls on the Republic Day, Independence Day or Mahatma Gandhi's Birthday instructions in this behalf will be observed on the following day.

**DETAILED PROCEDURE FOR STATE FUNERAL**

**GENERAL :**

1. A State Funeral, as apart from a purely Military funeral, will be accorded to any dignitary when ordered by the Government of India.

Before the arrangements are made for the funeral, and after the customary/religious rituals have been performed, the body will lie in State to enable last homage being paid to the deceased.

In the case of the death of the President a vigil party from the senior officers of the three services down to the rank of Brigadier and equivalent will be on vigil duty while the body is lying in State.

2. The main procession will normally start from the residence of the deceased or the place where the body is lying. But if the mortuary is too far away from the place of burial/cremation or unsuitable for the procession to form up, another suitable place will be selected where the main procession will form up. The body up to his selected place will be brought escorted by a small party in vehicles. Suitable barricades may be erected at this place. This will enable the cortege carrying the body to join the procession that is already formed up.

3. Procedure before procession starts: The order of forming up at deceased residence is given at Appendix 'I'.

**Following points are for clarification :**

- (a) The main procession will normally be formed up on the road. The point from which the procession will start would be earmarked and suitably barricaded.
- (b) The Chief mourners, bearers and Pall bearers will be inside the building, where the body will lie.
- (c) The carriage will be just outside the building with the firing party or a detachment from the leading escort as the case may be on the right or left of the carriage depending on the direction in which the carriage is to move.
- (d) Mourners who have to lay wreaths will be behind the carriage and the firing party.
- (e) Depending upon the availability of troops locally, the route of the funeral procession will be lined for appropriate distances both at the beginning and at the end, except for the President for whom the entire route as far as possible will be covered.
- (f) The strength of the escort to move the funeral procession is laid down in Appendix-V. "The prescribed escorts are the ceiling and not a compulsory requirements and these will be inclusive of all personnel i.e. Pall Bearers, Bearers, bandsmen and firing party".

4. The coffin suitably draped by a National Flag of the appropriate size will be brought out by the bearers, accompanied by Pall Bearers and followed by the Chief Mourners.

5. As the body is brought out of the building, all those near the carriage will come to attention. The firing party will 'present arms', when officers in uniform will salute. The firing party will then 'Reverse arms's as the coffin is placed on the carriage. Officers in uniform will

salute. When the coffin has been properly placed on the carriage, the mourners will lay the wreaths in order of precedence and then proceed to join other mourners lining the road.

6. The cortege is now ready to move off. The firing-party or leading detachment and the reminder of the leading portion of procession will pass through the mourners and band the drummers (with drums muffled). Who will have formed up in two ranks facing inwards. 2 paces interval between men and 8 paces distance between ranks.

**\*Note :—** A gun carriage with a flat board on top will be used as far as possible to add solemnity to the occasion. Ropes may also be provided on the hearse to enable the mourners to pull the carriage. At places other than the Capital. If the flat boards are not locally available, these may be ordered from such places as possible.

7. If the procession is to start from a selected place, the procedure will be as follows :—

- (a) The order of forming up is given at Appendix -II
- (b) The order of march from the residence of the deceased to the selected place will be as follows :—

Motor Cyclists  
Escort-Max. two jeeps  
Vehicles carrying body  
Bearers  
Pall bearers  
Chief mourners

IN VEHICLES

Rear escort-max. two jeeps.

- (c) The rest of procedure will be the same as in paragraphs 5 to 6 above.

#### THE PROCESSION

8. The order of march of the procession is given at Appendix -III

9. After laying the wreaths, the mourners will join the other mourners lining up the road, the Officer/N.C.O. in charge of firing party will give the command 'right' or 'left' turn slow march. The carriage will follow the firing party.

10. The front escort will move off in 'slow time' and resume its correct position, i.e. in front of the firing party.

11. The mourners and band and drummers will get into their proper position in the procession as the firing party or leading detachment and the reminder of the leading portion of the procession passes between their ranks. The officers in uniforms will salute as the carriage carrying the body passes them.

12. The band and drums will begin to play the 'Dead March' after joining the procession and when 300 yards from the mortuary and continue for such a distance as the officer-in-charge may have ordered before marching off. The firing party or leading detachment will receive the command 'Quick March' (the reminder conforming) when the band/drummers cease playing.

When at a convenient distance from the cemetery/cremation ground and at the instance of the officer-in-charge the Officer/N.C.O. in-charge of the firing party or leading detachment will give the command 'Slow March' and the band/drummers will again begin playing.

13. Troops lining up the route will be at the Order Arms. As the funeral procession comes into view they will be at 'Rest on your Arms Reversed'. They will "Present Arms" as the head of the funeral procession approaches them and revert to 'Rest on your Arms Reversed'.

with the passing of the procession. When the procession is out of sight, the troops will resume the procession of 'Order Arms' and await further instructions for dispersal.

14. Troops lining up, who are part of the escort, will join in behind the rear escort as it passes through them.

15. When marching in slow time, arms will be carried at the reverse, in quick time at the reverse trial (but forward, sling uppermost). During the march, arms may be changed, but the party will NOT march at ease.

#### **PROCEDURE AT CREMATION/BURIAL GROUND**

16. Arrival at the place of Cremation Burial :—

- (a) When the head of the procession arrives near the cremation/burial ground, the rank's of the firing party or leading detachment and the band and drums will open out to 6 paces distances, and on order of the Office/N.C.O.-in-charge 'half-turn inward's-rest on their arms reversed'.
- (b) Leading motor cyclists will move to the car park.
- (c) Front escort will line up the remainder of the route and thicken the cordon around the cremation/burial ground. The rear escort may also be used for cordoning the area.
- (d) The coffin is then moved by the bearers and carried head end/feet-end foremost in accordance with the religious practice and local custom.
- (e) The vehicles of the VIP's accompanying the procession will proceed to the car park.

17. The order of procession will now be :—

Pandit /Granthi/Moulvi etc.  
Coffin with bearers and Pall bearers.  
Mourners.  
Band and Drums.  
Firing Party/Detachment.

18. The order of forming up at the cremation/burial ground is given at Appendix-IV.

#### **PROCEDURE DURING CREMATION/BURIAL**

19. Before fire is set to the pyre or the coffin is lowered into the grave, the flag, head dress, side arms and wreaths will be removed.

20. During this time, if the deceased is Hindu/Sikh, selected Bhajans may be sung by the Bhajan party.

21. (1) In the case of the death of a serving President the following procedure should be observed :—

- (a) **Minute Guns** : 21 Minute guns will be fired when the body is being conveyed to the burning ghat or burial place. The first round will be fired when the body is placed on gun carriage and the cortege starts moving.
- (b) **Gun Salute** : Gun salute of 21 guns will be fired when the pyre is lit or the body is laid in the grave.

(2) In case of other deceased personages a salute of 3 volleys of small arms fire shall be given on the occasions mentioned in preceding sub-paragraph.

22. After the volleys of small arms fire, and when authorized the Gun Salute, have been fired, the buglers will sound the Last Post- a short interval of approximately 5 seconds duration- then the 'reveille'. During the sounding of these calls, all will stand to attention. Firing party/ detachment will fix bayonets and present arms. Officers will remain at the salute during the sounding of the Last Post and the Reveille.

#### **PROCEDURE AT THE CONCLUSION OF THE CEREMONY**

23. The band and drums will move off followed by the firing party/detachment, mourners and the rest inside the enclosure in that order. Service personnel when marching off the enclosure will get into three without any word of Command having been given.

24. The firing party will unfix bayonets at the first opportunity after leaving the cremation/burial grounds. The band will NOT play, nor the drums beat until the party is entirely clear of the cremation/burial grounds.

25. The mourners will move off to their respective Car Parks after coming out of the enclosure.

26. The portion of escort not required for cordoning any more will also move off.

#### **GENERAL INSTRUCTIONS**

27. In making check list of the arrangements for lying in State, an effort should be made to ensure that the following requirements are fulfilled as far as possible in view of the circumstances :—

- (i) The body should be placed in an open ground or large verandah on a raised mound or a platform.
- (ii) The path on which the people have to file past should be broad enough to enable 4-5 persons to walk abreast.
- (iii) There should be one way traffic and suitable barricading should be put up at the place where the body is lying in State.
- (iv) Publicity and persuasion should be employed to keep the people moving rather than lingering near the body.
- (v) The lying in State should be of as long a duration as the religious and other considerations may permit.

28. Check-list Regarding the Route of the Procession :—

- (i) Traffic on the route of the procession should be stopped 15 minutes in advance.
- (ii) The public should be dissuaded from accompanying the procession and it should be explained to them through advance publicity that it would be more befitting if they take up position on the route and pay their respect in an orderly manner.
- (iii) The route of procession should be determined in consultation with local administrative authorities. The route should be as long as possible so that a large number of people may have a chance of paying homage. This may be broadcast in advance along with the details of the arrangements and the part the public is expected to play.
- (iv) Only the cars in which the family members of the departed leader and high dignitaries are accommodated, should accompany the cortege. Ordinarily the number should not exceed five or six and these should be provided

with special car park labels and their position in the procession should be fixed. Heads of the Diplomatic Missions wishing to be present at the funeral should be allowed to go in advance.

- (v) Adequate arrangements should be made for photo coverage and press. For this purpose, an open truck should be provided for cameramen and one or two buses for the accredited press correspondents-both Foreign and India. Two stands-each being able to accommodate about eight persons-or three moveable step ladders should also be provided for the photographers and pressmen at the cremation grounds, facilities to All India commentators should also be provided.
- (vi) Adequate arrangements for lighting, cleanliness and sanitation should be made at the site of the cremation grounds. Details should be decided by the Co-ordinating Committee.
- (vii) The cremation/burial site may be enclosed by suitable barricades. So that the principal mourners, military escort party, etc. can approach the place and take up their positions. The general public and other mourners should not be permitted to come within the barricaded enclosure. To assist improper crowd regulation and control, suitable enclosures may be erected in reasonable proximity to enable them to watch and follow the ceremony.

#### **BEARERS AND PALL BEARERS**

29. The Pall Bearers will march immediately on either side of the carriage, and the bearers on the outer flanks at 2 paces interval. The position of the Pall bearers will be in order of seniority alternatively on either side of the coffin, the senior being in rear on the right hand side, the next senior in the rear on the left and side, and so on.

If the space does not permit, the Bearers and /of Pall bearers will march behind the coffin.

#### **THE FIRING PARTY**

30. The constitution of the Firing Party will be as laid down by the Services.

#### **STANDARDS, GUIDONS OR COLOURS**

31. These will be carried by units forming part of the escort irrespective of whether the escort is wholly included in the procession or is partially employed in falling the routes. No compliments will, however, be paid to them during the procession. All Standards, etc., brought out on the occasion will be duly draped in black.

#### **DRESS**

- 32. (a) Service Personnel :— As for State Functions.
- (b) Government Civil Officials :— Formal dress or officials dress, if any laid down.

#### **CO-ORDINATION**

33. Secretary in the Ministry of Home Affairs/Chief Secretary as the case may be will co-ordinate and exercise overall control over the arrangements made at the time of the State Funeral. For this purpose, the Home Secretary will have a Co-ordinating Committee consisting of :—

- (i) Home Secretary, Chairman.
- (ii) Addl. Secretary, Ministry of Home Affairs.

(B)

**INSTRUCTIONS OF HARYANA GOVERNMENT REGARDING ACTION TO BE  
TAKEN ON THE DEATH OF HIGH DIGNITARY**

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners, Ambala and Hissar Divisions and all Deputy Commissioners and all Sub-Divisional Officers (Civil) in Haryana State.
2. The Registrar Punjab and Haryana High Court & all District and Sessions Judges in Haryana.

No. 2970-POL (3)-76/16980

Dated Chandigarh, the 8th July 1976

**Subject:** Action to be taken on the Death of High Dignitaries in Haryana.

Sir,

I am directed to invite a reference to Haryana Government Letter No. 187-POL (3)-73/1560 dated the 17th January 1973 on the subject noted above and to say in the light of instructions received from the Government of India, vide their Letter No. 3/5/74-Public dated the 5th May 1976, instructions mentioned below the Sub heading, 'Special Instructions' in the memorandum regarding 'Action to be taken in Haryana State on the Death of High Dignitaries' as issued with the letter dated the 17th January 1973, have been supplemented by inserting a fresh paragraph 7 (a) (b) (c) & (d) therein. A copy of the 'Memorandum Regarding Action to be taken in Haryana State on the Death of High Dignitaries' so made up to date is also enclosed for information and guidance.

Yours faithfully,

Promilla Issar,

Deputy Secretary Political & Services  
for Chief Secretary to Government, Haryana.

**MEMORANDUM REGARDING ACTION TO BE TAKEN IN HARYANA STATE ON THE  
DEATH OF HIGH DIGNITARIES**

**ACTION TO BE TAKEN ON THE DEATH OF HIGH DIGNITARIES OF THE GOVERNMENT OF INDIA**

| Name of the Dignitaries                                                                                | Number of day for the closure of                                                                                  |                                                                                                                                                                                                                           | Number of days for the observance of State Mourning | Whether State Funeral to be accorded | Number of days for half-masting of National Flag                                                             |
|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------|
|                                                                                                        | Offices                                                                                                           | Industrial Establishments                                                                                                                                                                                                 |                                                     |                                      |                                                                                                              |
|                                                                                                        | (a)                                                                                                               | (b)                                                                                                                                                                                                                       |                                                     |                                      |                                                                                                              |
| 1                                                                                                      |                                                                                                                   | 2                                                                                                                                                                                                                         | 3                                                   | 4                                    | 5                                                                                                            |
| President                                                                                              | TWO-On the day on which death occurs as also on the day of funeral Holidays to be observed throughout the State.  | On the day of funeral all Industrial Establishments of the State Government will be closed at the place of funeral and a public holiday under the Negotiable Instrument Act to be declared at the place of function only. | 13days                                              | Yes                                  | 13 days throughout the State                                                                                 |
| Vice-President                                                                                         | —                                                                                                                 | —                                                                                                                                                                                                                         | —                                                   | —                                    | On the day of death throughout the State. also on the day of funeral at the place where funeral takes place. |
| Prime Minister                                                                                         | TWO-on the day on which death occurs as also on the day of funeral. Holidays to be observed throughout the State. | —                                                                                                                                                                                                                         | 12 days                                             | Yes                                  | 12 days throughout the State                                                                                 |
| Former President                                                                                       | —                                                                                                                 | —                                                                                                                                                                                                                         | 7 days                                              | Yes                                  | 7 days throughout the State                                                                                  |
| Speaker of The Lok Sabha & Chief Justice of India                                                      | —                                                                                                                 | —                                                                                                                                                                                                                         | —                                                   | —                                    | Only on the day of death and that also at Delhi.                                                             |
| Union Cabinet Ministers                                                                                | —                                                                                                                 | —                                                                                                                                                                                                                         | —                                                   | —                                    | One day at Delhi and at the State Capital on the day of death.                                               |
| Other Members of the Council of Ministers including Ministers of State & Deputy Ministers of the Union | —                                                                                                                 | —                                                                                                                                                                                                                         | —                                                   | —                                    | One day at Delhi only.                                                                                       |

\*Deleted vide Haryana Government Letter No. 13/3/97-Pol (2P) dated 22nd May 2001. Sec Box Below :

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments in Haryana State; Commissioners, Ambala, Hissar, Rohtak and Gurgaon Divisions; All the Deputy Commissioners & All Sub Divisional Officers (Civil) in Haryana State; The Registrar Punjab & Haryana High Court and all District & Session Judges in Haryana State.

No. 13/3/97-Pol (2P)

Dated, Chandigarh the 22nd May 2001.

**Subject:** Action to be taken on the Death of High Dignitaries in Haryana.

Sir,

I am directed to invite a reference to *Haryana Government Letter No. 2970-POL (3)-76/16980*, dated the 8th July 1976 on the subject noted above and to say that on the recommendation of the 5th Central Pay Commission, the Government of India have decided that no holiday may be declared in future on the demise of any leader or any dignitary except in the case of death of President or Prime Minister in harness. In addition to this, it has also been decided by the State Government that no holiday will be declared in future on the demise of any leader or dignitary except in the case of death of H.E. the Governor or Hon'ble Chief Minister in harness.

Yours faithfully,

Under Secretary Political,  
for Chief Secretary to Government Haryana.

**II. ACTION TO BE TAKEN ON THE DEATH OF HIGH DIGNITARIES OF HARYANA STATE, VIZ GOVERNOR, CHIEF MINISTER, CHIEF JUSTICE OF THE HIGH COURT, SPEAKER HARYANA VIDHAN SABHA, MINISTERS OF STATE AND DEPUTY MINISTER OF THE STATE.**

1. On receipt of intimation of the death of above-mentioned dignitaries of Haryana State while they are holding office, the Chief Secretary to the Government of Haryana, in the Political Department will immediately send intimation through Express Telegram/Telephone to :
  - i. The Governor
  - ii. The Chief Minister
  - iii. The Chief Justice of the High Court
  - iv. The Speaker, Haryana Vidhan Sabha
  - v. All Ministers including Ministers of State and Deputy Ministers of the State
  - vi. The Commissioners of Divisions and all Deputy Commissioners in the Haryana State.
  - vii. The Secretary to the President of India (in the case of Death of the Governor)
  - viii. The Government of India, Ministry of Home Affairs.
  - ix. The All India Radio (through D.P.R.)

**Note :** Intimation to Nos. (i) to (vi) as in Draft-I of Annexure A

Intimation to Nos. (vii) to (ix) as in Draft-II of Annexure A

ANNEXURE A

DRAFT -I

EXPRESS

TELEGRAM

STATE

Most profoundly regret to state that Governor/Chief Minister/Chief Justice, High Court/ Speaker Vidhan Sabha/Minister/Deputy Minister—passed away at— on— at—. All Government Offices, Courts and Institutions to be closed for —as a mark of respect. \*State Mourning for him will be observed for (date, full day/half day & number)—days up to and including—(date) \*Flags will be flown at half-mast and there will be no public entertainment during the period.

HYCHIEFSEC.

A copy each is forwarded by post in confirmation to all concerned.

(Sd/)

Under Secretary (Administration)  
for Chief Secretary to Government, Haryana.

mentioned according to the Orders/Instructions.

DRAFT -II

EXPRESS

TELEGRAM

STATE

Most profoundly regret to state that Governor/Chief Minister/Chief Justice, High Court/ Speaker Vidhan Sabha/Minister/Deputy Minister—passed away at (time)— on (date)— at (Place)—.

HYCHIEFSEC.

A copy each is forwarded by post in confirmation to all concerned.

(Sd/)

Under Secretary (Administration)  
for chief Secretary to Government, Haryana.

2. In the event of the death of the Governor, the procedure as indicated in the Government of India's Letter No. 44/2151-Public, dated the 1st July, 1953 shall be adopted. (Extract enclosed at Annexure B).

ANNEXURE 'B'

GOVERNOR

1. In the event of the death of a Governor of a State, while holding office, the Secretary, to the Governor will at once inform to the Secretary to the President of the event by Most Immediate Telegram. He will at the same time inform the Government of India (Ministry of Home Affairs), all Governors'/Lt. Governors' Secretaries and Chief Commissioners of the event by Most Immediate Telegram and endorse a copy of Telegram to local military authorities, for their information. He will by a subsequent telegram inform them of day and time fixed for the funeral as soon as a decision has been taken. The same information will be supplied by the Governors' Secretary to the Chief Secretaries of the States and to the Heads of Offices of the Government of India in the State.

2. On receipt of intimation of death of Governor, the Ministry of Home Affairs will by Immediate Telegram issue instructions to all State Governments regarding the closing of Government Offices and flying of flags at half-mast in State Capitals. A copy of these orders will also be endorsed to all Ministries etc., for necessary action.

3. The State Government will publish a Gazette Extraordinary announcing the death, copies of which they will send to the Government of India in the Ministry of Home Affairs.

4. The Government will issue instructions regarding the period for which State Mourning will be observed, which shall not exceed seven days within the State concerned.

5. The State Government will make arrangements for the funeral in conjunction with the Secretary to Governor and the local military authorities. The local military authorities will arrange for the firing of 17 Minute Guns at the time of the funeral, at the Headquarters of the State Government provided artillery units are available locally or within a distance of fifty miles.

6. The State Government will issue such orders, as they consider necessary for the closing of offices under their control. The Offices of the Central Government in the State will follow the orders issued by the State Government, in the matter of closing of offices, flying of flags and mourning.

7. The Secretary to the Government of India in the Ministry of Home Affairs will prepare an obituary notification for the consideration of the President and when approved publish it in a Gazette of India Extra-ordinary (Part I, Section I black edge).

3. (a) The Chief Secretary will issue a Gazette Extraordinary (Black Edged) announcing the Death of these dignitaries of Haryana State as in **Draft-III** of **Annexure 'A'**.

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**DRAFT-III**

**GENERAL ADMINISTRATION**

**(POLITICAL)**

**NOTIFICATION**

No. \_\_\_\_\_

Daed the \_\_\_\_\_

The Haryana Governement announce with profound regret the death of \_\_\_\_\_  
Governor/Chief Minister/Chief Justice, High Court/Speaker Vidhan Sabha/Minister/Deputy  
Minister, Haryana at (time \_\_\_\_\_ on (date) \_\_\_\_\_ at (Place) \_\_\_\_\_.

A further Gazette Extrraordinary will be issued in due course.

(Sd/)

Chief Secretary to Government, Haryana

No. \_\_\_\_\_

Date the \_\_\_\_\_

A copy each is forwarded for information to :

1. All Heads of Department, Commissioners of Divisions and all Deputy Commissioners in the State.
2. The Registrar, High Court and all District and Sessions Judges in Haryana.

By Order,

Under-Secretary (Administrarion)

for Chief Secretary to Government, Haryana

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A copy each is forwarded for information to all the Financial Commissioners and other Administrative Secretaries to Government, Haryana.

Under-Secretary (Administration)

for Chief Secretary to Government, Haryana

To

The Financial Commissioners and other Administrative Secretaries to Government, Haryana.

U.O. No. \_\_\_\_\_, dated \_\_\_\_\_

No. \_\_\_\_\_, dated \_\_\_\_\_

A copy each is forwarded for information to the :

1. Secretary to the Government of India, Ministry of Home Affairs, New Delhi.
2. Chief Secretary to the Government of All States/Union Territories.

Under-Secretary (Administration)

for Chief Secretary to Government, Haryana.

- (b) The Chief Secretary will also issue a letter or telegram of condolences to the Chief Mourner in Draft IV or V of Annexure 'A'. The Gazette Extraordinary as in draft-III of annexure 'A' will be followed by another Gazette Extraordinary setting out a brief sketch of the life of deceased.

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**DRAFT-IV**

D.O.No.

Haryana Civil Secretariat,

Dated the \_\_\_\_\_

Dear,

I am desired to convey the heart-felt sympathies and condolences of the State Government to you and other members of the family on the sad and untimely demise of \_\_\_\_\_ Governor/Chief Minister/Chief Justice, High Court/ Speaker Vidhan Sabha/ Minister/Deputy s Minister, Haryana, which has plunged the entire State into mourning.

Yours Sincerely,  
(Chief Secretary),

Shri/Shrimati \_\_\_\_\_

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**DRAFT-V**

**EXPRESS**

**TELEGRAM**

**STATE**

**CHIEF MOURNER**

No.

Please accept heart-felt sympathies of Haryana Government and convey same to other members of family on the sad and untimely demise of \_\_\_\_\_ Governor/Chief Minister/ Chief Justice, High Court/Speaker Vidhan Sabha/Minister/Deputy Minister, Haryana, which has plunged the entire State into mourning.

Chief Secretary.

A copy is forwarded to \_\_\_\_\_ by post, in confirmation.

(Sd/)

Under-Secretary (Administration)

for Chief Secretary to Government, Haryana.

- (c) The Secretary to the Governor or the Principal Secretary to the Chief Minister, as the case may be, will obtain instructions of the Governor/Chief Minister as to whether a message of sympathy and condolence should issue from the Governor/Chief Minister.

4. Procedure for the closing of Offices & Industrial Establishments, State Mourning, State Funerals and Half Masting of National Flags will be observed as under.

| Name of the dignitaries                                                                   | Number of days for the closure of                                                         |                           | Number of days for the observance of State Mourning | Whether State Funeral to be accorded | Number of days for half-masting of National Flag                                                                   |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------|
|                                                                                           | Offices                                                                                   | Industrial Establishments |                                                     |                                      |                                                                                                                    |
|                                                                                           | (a)                                                                                       | (b)                       |                                                     |                                      |                                                                                                                    |
| 1                                                                                         | 2                                                                                         | 3                         | 4                                                   | 5                                    |                                                                                                                    |
| Governor                                                                                  | Two-On the day on which the death occurs and on the day of funeral (throughout the State) | —                         | 7Days                                               | Yes                                  | 7 Days throughout the State                                                                                        |
| Chief Minister                                                                            | Ditto                                                                                     | —                         | —                                                   | —                                    | On the day of death throughout the State and also on the day of the funeral at the place where funeral takes place |
| Chief Justice of High Court                                                               | —                                                                                         | —                         | —                                                   | —                                    | On the day of death at the State Capital and also on the day of the general at the place where funeral takes place |
| Speaker, Vidhan Sabha/Ministers, Ministers of the State and Deputy Ministers of the State | —                                                                                         | —                         | —                                                   | —                                    |                                                                                                                    |

\* Deleted vide Haryana Government Letter No. 13/3/97-Pol (2P) dated 22nd May 2001.

5. Instructions with regard to the action to be taken on the above lines will be intimated by the Chief Secretary in the Political Department telegraphically to all concerned.

### STATE FUNERAL

6. In the event of death of any one of the dignitaries mentioned in these instructions in whose case State Funeral has not been prescribed, the Orders of the Governor will be obtained, as to whether a State Funeral is to be accorded and, if it is decided to accord a State Funeral the instructions contained in Annexure 'C' will be observed.
7. The State Funeral will be attended by all Gazetted Officers of the State Government at the place of funeral. Service Personnel will wear dress as for State Functions.

## **STATE MOURNING**

8. In the event of the death of the Chief Minister, the Chief Secretary will obtain Orders of the Governor whether State Mourning is to be observed as also the period for which State Mourning is to be observed within the State which should not be more than 7 days.
9. In the event of the death of any other dignitary, ordinarily there will be no State Mourning, but in individual cases the State Government may issue Special Instructions.

## **SPECIAL INSTRUCTIONS**

1. On receipt of the intimation of the death of any of the above-mentioned dignitaries of the Government of India and the State Government, the Chief Secretary will send intimation to all concerned. The All India Radio will also make an announcement in that respect. All concerned throughout the State will arrange for the closure of their offices as soon as intimation is received by them from the Chief Secretary or through the announcement in the AIR, whichever is earlier.
2. If intimation of the death of the President, Vice-President, Prime Minister, Governor Haryana and the Chief Minister, Haryana is received after office hours, all the State Government offices will be closed, on the following day if it is otherwise a working day.
3. If intimation of the death of the President, Vice-President, Prime Minister, Governor Haryana and the Chief Minister, Haryana is received during office hours late in the afternoon, offices will be closed for the rest of the day but if it is not possible to effect closure for more three hours, the Chief Secretary may issue instructions for closing the offices on the following day also if it is otherwise working day.
4. In the event of the death of dignitaries other than the President, Vice-President, Prime Minister, Governor Haryana and the Chief Minister, Haryana the Chief Secretary will intimate the particular half day when offices at the State Headquarters and /or at the place of the funeral may remain closed.
5. If the intimation of the death of any dignitary is received in the afternoon, the flags will be half-masted on the following day also at the place or places indicated above, provided the funeral has not taken place before sun-rise on that day.
6. If the State Mourning is to be observed on the death of any dignitary, the flags will be half-masted throughout the period of mourning throughout the State.
7. (a) There would be no State Mourning or half-masting of the National Flag on the Republic Day, Independence Day and Mahatma Gandhi's Birthday, as these are days of national rejoicing. The practice of half-masting of the National Flag over the building in which the body the dignitary is lying so long as it continues to remain there may be continued. Official entertainment scheduled on these days may also be cancelled without formally declaring State Mourning.  
(b) There need be no bar to the observance of State Mourning and Half-Masting on any day of the National Week (6th April to 13th April) or on 25th, 27th, 28th and 29th January.

- (c) In the event of the death of a Foreign Dignitary, if the day on which State Mourning and half-masting would normally have been observed, falls on the Republic Day, Independence Day or Mahatma Gandhi's Birthday, these may be observed on the following day.
- (d) In the event of death of an Indian dignitary, the State Mourning to be observed extends over a number of days. If this period is interrupted by any of the three National Days mentioned above, the rest of the prescribed period of the State Mourning may be observed immediately after the interruption.

### **Annexure 'C'**

## **Detailed Procedure for the State Funeral to be accorded to Dignitaries of the State of Haryana**

### **GENERAL**

1. A State Funeral will, if so decided by Government be accorded to the following Dignitaries of the Haryana State in the event of their death while holding office:

- i. The Governor .
- ii. The Chief Minister.
- iii. The Chief Justice High Court.
- iv. The Speaker Haryana Vidhan Sabha.
- v. Ministers of the Haryana Government.

2. The main procession will normally start from the residence of the deceased or the place where the body is lying. But if the aforesaid residence or place is too far away from the place of burial/cremation or is unsuitable for the procession to form up, another suitable place will be selected where the main procession will form up. The body will be brought up to this selected place escorted by a front and rear escort each consisting of one jeep.

### **PROCEDURE BEFORE PROCESSION STARTS**

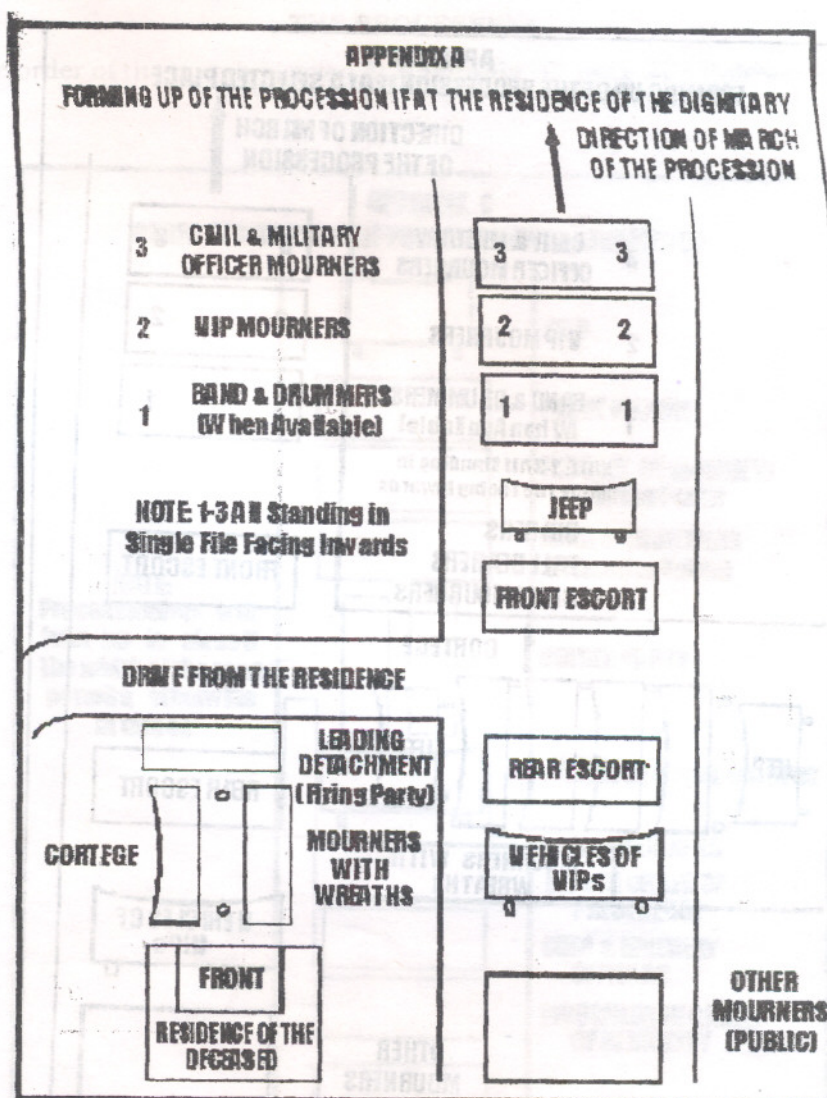
3. The order of forming up at deceased's residence is given at **Appendix 'A'**.

(See Box at next page)

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FOLLOWING POINTS ARE FOR CLARIFICATION :

- A. THE MAIN PROCESSION WILL NORMALLY BE FORMED UP ON THE ROAD.
  - B. THE CHIEF MOURNERS, BEARERS AND PALL BEARERS WILL BE INSIDE THE BUILDING.
  - C. THE CARRIAGE WILL BE JUST OUTSIDE THE BUILDING WITH THE DETACHMENT FROM THE LEADING ESCORT (FIRING PARTY), ON THE RIGHT OR LEFT OF THE CARRIAGE DEPENDING ON THE DIRECTION IN WHICH THE CARRIAGE IS TO MOVE.
  - D. MOURNERS WHO HAVE TO LAY WREATHS WILL BE BEHIND THE CARRIAGE AND THE FIRING PARTY.
-



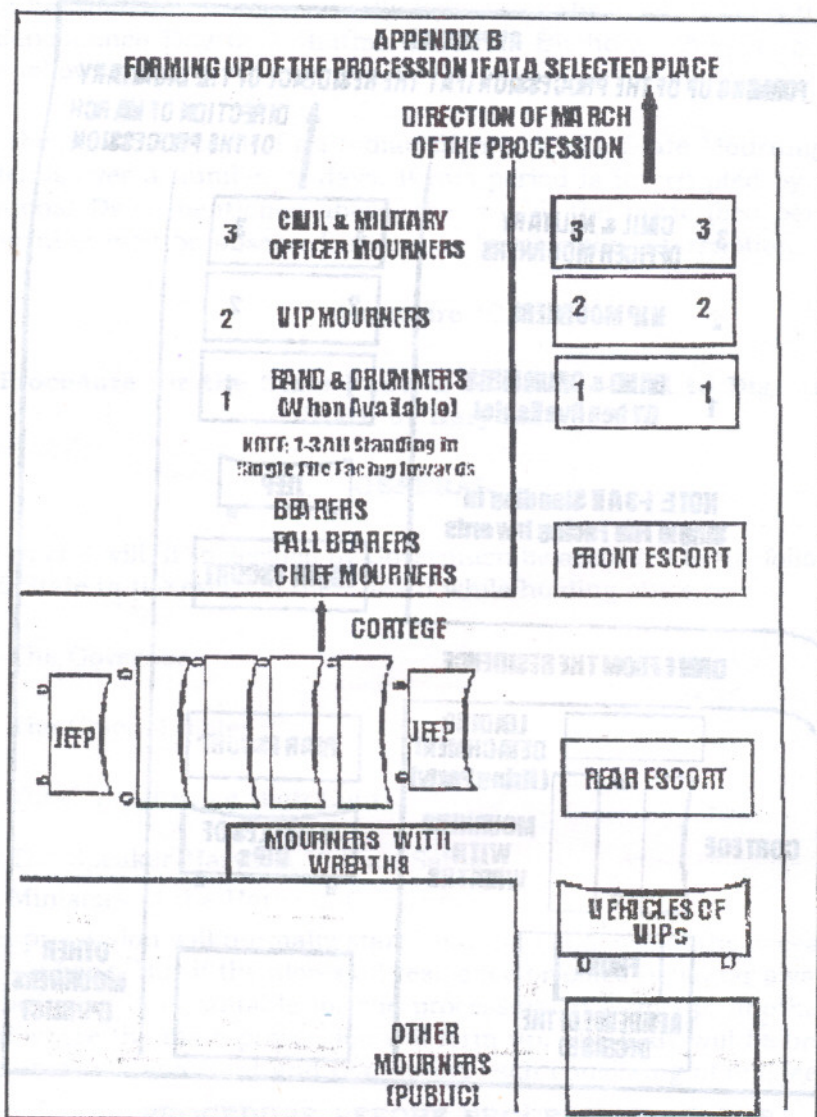
4. The coffin suitably draped by the National Flag will be brought out by the bearers, accompanied by Pallbearers and followed by the Chief Mourners.

5. As the body is brought out of the building, all those near the carriage will come to attention. The firing party will 'Present Arms' and 'Reverse Arms' as the coffin is placed on the carriage. Officers in uniform will salute. When the coffin has been properly placed on the carriage, the mourners will lay the wreaths in Order of Precedence and then proceed to join the mourners lining the road.

6. The cortege is now ready to move off. The leading detachment (firing party) and the remainder of the leading portion of the procession (i.e., the leading jeep and the Front Escort) will pass through the mourners and when available and present, the band and drummers (with drums, muffled), who will have formed up in two ranks, facing inwards 2 paces interval between men and 8 paces distance between ranks.

7. If the procession is to start from a selected place, the procedure will be as follows:

(a) The order of forming up is given at Appendix 'B' (See Box Below) :



- b) The order of march from the residence of the deceased to the selected place will be as follows:

**Front Escort (One Jeep)**

**Vehicle carrying the body**

**Bearers**

**Pall Bearers**

**Chief Mourners**

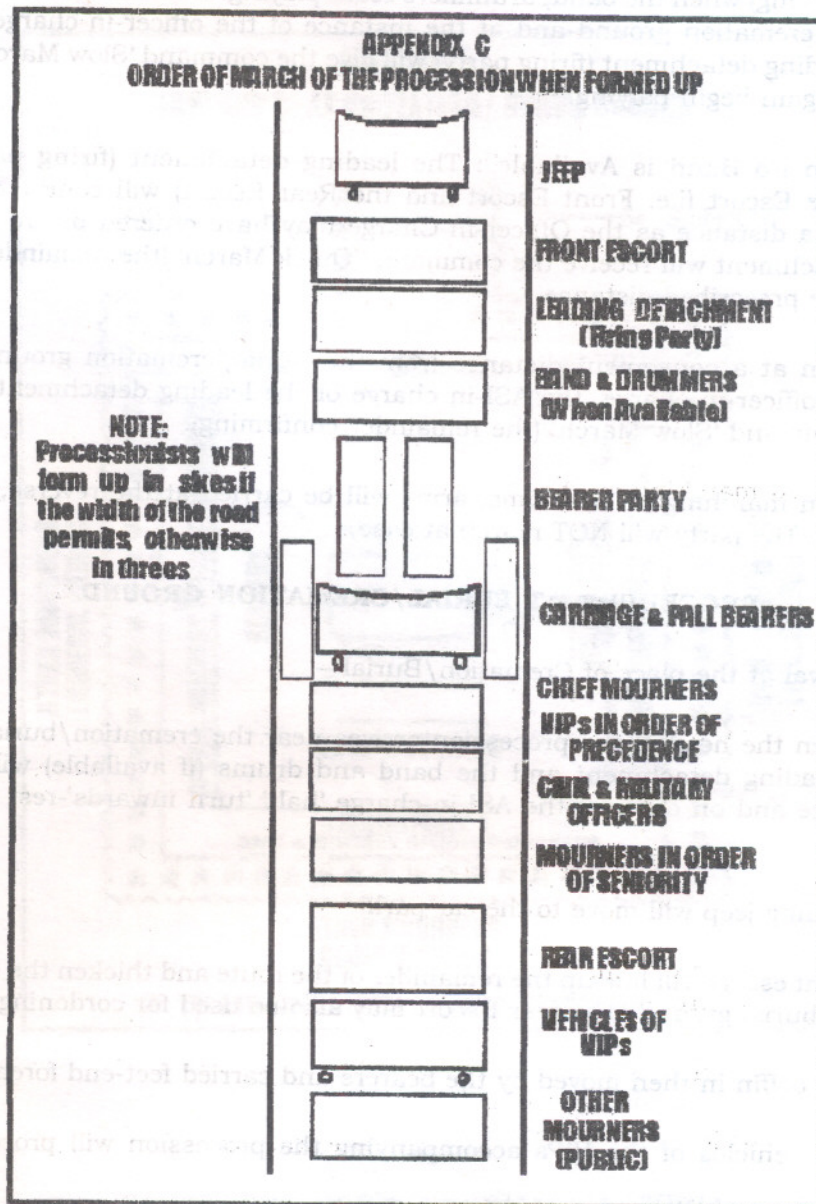
**Rear Escort (One Jeep)**

**In Vehicles**

- c) The rest of the procedure will be the same as in paras 5 and 6 above.

## THE PROCESSION

8. The order of the march is given at **Appendix 'C'** (See Box Below).



9. After lying the wreaths the mourners will join the other mourners lining up the road. The ASI in-charge of the leading detachment (firing party) will give the command 'right' or 'left turn' 'Slow March'. The carriage will follow the leading detachment (firing party).

10. The front escort will move off in 'slow time' and resume correct position i.e. in front of the leading detachment (firing party).

11. The mourners and band and drummers (when available ) will get into their proper position in the procession as the leading detachment (firing party) and the remainder of the leading portion of the procession (i.e. leading jeep, the Front Escort, the Bearer Party, the carriage carrying the body and the Pall Bearers) passes between their ranks. The officers in uniform will salute as the carriage carrying the body passes them.

**12. (a) When a Band is Available :** The band and drums will begin to play the 'Dead March' after joining the procession and when 300 Yards from the residence of the deceased and continue for such a distance as the officer-in-charge may have ordered before marching off. The leading detachment (firing party) will receive the command 'Quick March' (the remainder confirming) when the band/drummers cease playing. When at a convenient distance from the burial/cremation ground and at the instance of the officer-in-charge, the ASI-in-charge of the leading detachment (firing party) will give the command 'Slow March' and band/drummers will again begin playing.

(b) When No Band is Available : The leading detachment (firing party) and the remainder of the Escort (i.e. Front Escort and the Rear Escort) will continue at the Slow March for such a distance as the Officer-in-Charge may have ordered before marching off. The leading detachment will receive the command 'Quick March' (the remainder confirming) at the end of the prescribed distance.

(c) When at a convenient distance from the burial/cremation ground and at the instance of the officer-in-charge, the ASI-in charge of the leading detachment (firing party) will give the command 'Slow March' (the remainder confirming).

13. When marching in slow time, arms will be carried at the reverse, and in quick time at the trail. The party will NOT march at ease.

#### **PROCEDURE AT BURIAL/CREMATION GROUND**

14. Arrival at the place of Cremation/Burial—

(a) When the head of the procession arrives near the cremation/burial ground, the ranks of the leading detachment and the band and drums (if available) will open out to 6 paces distance and on order of the ASI-in-charge 'halt' 'turn inwards'-rest on their arms reversed.'

(b) Leading jeep will move to the car park.

(c) Front escort will line up the remainder of the route and thicken the cordon around the cremation/burial ground. The rear Escort may also be used for cordoning the area.

(d) The coffin is then moved by the bearers and carried feet-end foremost.

(e) The vehicles of the VIPs accompanying the procession will proceed to the car park.

15. *The Order of the Procession* will now be :

Pandit/Granthi/Maulvi, Etc.

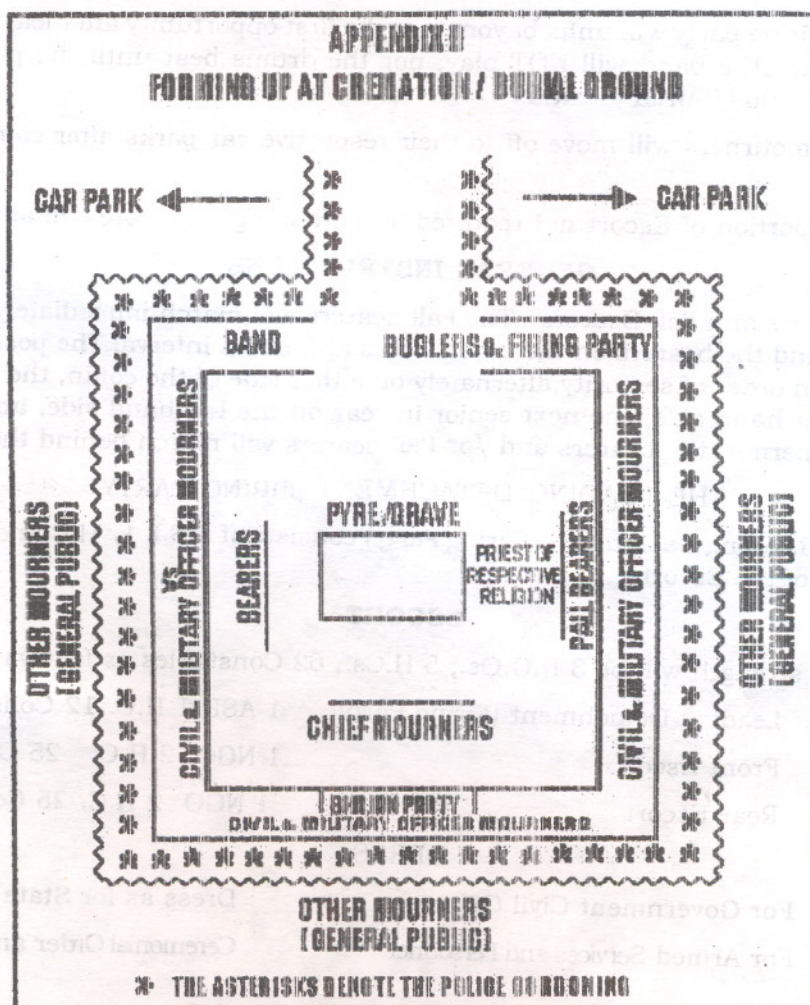
Coffin with bearers and Psallbearers.

Mourners.

Band and Drums (when available).

Leading Dsetachment (Firing Party).

16. The order of forming up at the cremation/burial ground is given at **Appendix 'D'**  
(See Box Below)



#### PROCEDURE DURING CREMATION/BURIAL

17. Before fire is set to the pyre or the coffin lowered into the grave, the flag, head dress and wreaths will be removed.

18. During this time, if the deceased is a Hindu/Sikh selected bhajans may be sung by the Bhajan Party.

19. Three volleys of small arms fire will be fired when the fire is being set to the pyre or when the body has been lowered into the grave.

20. After the volleys of small arms fire have been fired, the buglers will sound the 'Last Post' a short interval-then the 'Rouse'. During the soundings of these calls, all will stand to attention. Leading detachment (Firing Party) will fix bayonets and presents arms. officers will remain at the salute during the sounding of the Last Post and the Rouse.

## PROCEDURE AT THE CONCLUSION OF THE CEREMONY

21. The band and drums (when available) will move off followed by the leading detachment (firing party), mourners and thereafter by the rest inside the enclosure, in that order. Service personnel when marching off the enclosure will get into fours without any word or command having been given.

22. The firing party will unfix bayonets at the first opportunity after leaving the burial/cremation ground. The band will NOT play, nor the drums beat until the party is entirely clear of the cremation/burial ground.

23. The mourners will move off to their respective car parks after coming out of the enclosure.

24. The portion of Escort not required for cordoning any more will also move off.

### GENERAL INSTRUCTIONS

25. Bearers and Pall Bearers—The Pall bearers will march immediately on either side of the carriage and the bearers on the outer flanks at 2 paces interval. The position of the Pall bearers will be in order of seniority alternately on either side of the coffin, the senior being in rear on the right hand side, the next senior in rear on the left hand side, and so on. If the space does not permit, the bearers and /or Pall bearers will march behind the coffin.

### THE LEADING DETACHMENT (FIRING PARTY)

26. The Leading Detachment (Firing Party) consists of A.S.I. 1, H.C. and 12 Constables and forms part of the Escort.

### ESCORT

27. The strength will be 3 N.G.Os., 5 H.Cs., 62 Constables as follows :

- |                                      |                            |
|--------------------------------------|----------------------------|
| i. Leading Detachment (Firing Party) | 1 ASI 1 H.C. 12 Constables |
| ii. Front Escort                     | 1 NGO 2 H.C. 25 Constables |
| iii. Rear Escort                     | 1 NGO 2 H.C. 25 Constables |

### DRESS

- |                                       |   |                                   |
|---------------------------------------|---|-----------------------------------|
| 28. (a) For Government Civil Officers | — | Dress as for State Function       |
| (b) For Armed Services and Personnel  | — | Ceremonial Order and Review Order |

## INSTRUCTIONS REGARDING ACTION TO BE TAKEN ON THE DEATH OF FREEDOM FIGHTER OF THE STATE

(C)

As per instructions issued by the State Govt. vide letter No. 49/16-4PP/88, dated 24-8-1988, at the time of cremation of the freedom-fighter of the State, the concerned SDM/City Magistrate places a "Wreath" on behalf of the State Government in their respective jurisdiction of Sub Division/District and for meeting the funeral expenses on the death of freedom-fighter of the State an amount of Rs. 1500/- is immediately paid to the nearest relative of the concerned freedom-fighter by the Deputy Commissioner from the contingent fund which is remitted later on by the Treasurer Charitable Endowments, Haryana.