

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.

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

(name)

High Court/Speaker Vidhan Sabha/Minister/Deputy Minister, Haryana, which has plunged the entire State into mourning.

Yours sincerely,
(Chief Secretary)

Shri/Shrimati _____

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 sad and untimely demise of _____ (name)

Governor/Chief Minister, Haryana/Chief Justice, high Court/Speaker, Vidhan Sabha/Minister/Deputy Minister, Haryana, which has plunged entire State into mourning.

Chief Secretary,

A copy is forwarded to _____ by post, in confirmation.

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

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 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 the 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 the Ministries etc., for necessary action.

(3) The State Government will publish a Gazette Extra-ordinary 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 50 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 1 black edged).

ANNEXURE 'C'

Detailed procedure for State Funerals 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 start

3. The orders of forming up at deceased's residence is given at Appendix 'A'. 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 a National Flag 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 give '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'.
(b) The order of march from the residence of the deceased to the selected place will be as follows :—

From Escort One jeep

Vehicle carrying the body—

Bearers }
Pall Bearers }
Chief Mourners } in Vehicles

Rear Escort One jeep

- (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'.

9. After laying the wreaths the mourners will join the other mourners lining up the road. The A.S.I.-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 its 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 position of the procession (i.e. the 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 A.S.I.-in-charge of the leading detachment (firing party) will give the command "Slow March" and the 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. the 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 that prescribed distance.

When at a convenient distance from the burial/cremation ground and at the instance of the officer-in-charge the A.S.I.-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 A.S.I.-in-charge 'half'—'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 Pall bearers.

Mourners

Band and drums (when available)

Leading detachment (firing party)

16. The order of forming up at the cremation/burial ground is given at Appendix 'D'.

Procedure during Cremation/Burial

17. Before fire is set to the pyre or the coffin lowered into the grave, the flag, head dress and weraths 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 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 sounding of these calls, all will stand to attention. The leading detachment (firing party) will fix bayonets and present 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 of 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 1 A.S.I., 1 H.C. and 12 Constables and forms part of the Escort.