

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No.2009/Sec (Spl)/56/1, New Delhi,

dated: 10 December, 2009
24


STANDING ORDER No. 97

General Managers, all Indian Railways.

Chief Security Commissioners/RPF, all Indian Railways, RPSF and KRCL.

Sub: Drill for ceremonial occasions and other events

1. RPF being an Armed Force of the Union is required to organize formal ceremonies on occasions of national importance besides local events. It has been observed that different units have evolved practices over the years which do not conform to the standard practices in vogue in CPMF's.
2. This SO intends to standardize the procedures and practices on ceremonial occasions such as Republic Day, Independence Day, Republic Day Parade, Commemoration Day, Wreath Laying ceremonies and sports meets organized by the force. Drill for Sainik Sammelans is also being prescribed. Detailed instructions are placed at Annexure-A.
3. The Hindi Version of the Standing Order will follow. The SO should be got translated into the regional languages and supplied to the Posts/Outposts for display on the Notice Boards. The RPF personnel should also be briefed on the contents of this SO during Roll Call/Parades. The SO supercedes SO-46.


24/12/09
(RANJIT SINHA)
Director General/ RPF

INDEX

Chapter no	Name of Ceremony	Pages
I	Republic Day and Independence Day	03
II	Republic Day Parade	06
III	Police Commemoration Day on 21 st Oct.	08
IV	Wreath Laying Ceremony	10
V	Procedure for Opening and Closing ceremonies during Inter Railway/divisional Sports & Games.	12
VI	Investiture Parade	15
VII	Raising Day	17
VIII	Sainik Sammelan	18

CHAPTER -1

REPUBLIC DAY AND INDEPENDENCE DAY

I. REPUBLIC DAY

1. The Republic Day Parade being the most important national function needs to be observed with due respect and proper ceremony. The procedure to be followed by all units and establishments of RPF is outlined in succeeding paragraphs.

2. FLAG HOISTING

- i. A presentable National flag will be hoisted. It will be tied with flower petals in such a manner that at the time of unfurling the loops of the ropes come loose with least resistance and the flag unfurls instantaneously, showering flower petals.
- ii. Since the General Flag Hoisting at the national capital is done followed by Republic Day Parade, the timing of flag hoisting in Force establishment located at Delhi should be before the General Flag Hoisting, enabling senior officers to attend and witness the Republic Day Parade.
- iii. The flag hoisting at Delhi will be done at 0800 hrs.
- iv. The Chief Guest will make a brief speech about the significance of the Republic Day and the responsibility of the members of the Force in upholding the unity and integrity of the Nation. The achievements of the Force in discharging their responsibility will be highlighted.
- v. The names of Officers, SOs and men who have been awarded Distinguished and Meritorious Service Medals will be read out and thereafter the assembly will be dispersed.

3. DRESS CODE

- i. The dress code for Officers and SOs will be shirt Angola, khaki trousers, peak cap, cross belt and mounted medals, and for other ranks it will be the prescribed ceremonial uniform with hackles.
- ii. Places other than Delhi will follow ceremonial dress code as per local orders.

II INDEPENDENCE DAY

1. FLAG HOISTING:

- i. Independence Day after flag hoisting in the similar manner as of Republic Day the Chief Guest or senior-most officer of the Station/ Unit will read out the names of awardees of Distinguished/Meritorious Service Medal.
- ii. Thereafter, he will highlight the struggle to gain independence and briefly touch upon the efforts of the Force in upholding the independence, Unity and Integrity of the Nation. The role of the Force in these aspects will be eulogized.

2. DRESS CODE : The dress code for officer and men will be shirt, trousers khaki, peak cap, cross belt and mounted medals, and for other ranks it will be the prescribed ceremonial uniform with hackles.

III. Divisions/Bn's and training institutions will organize sports competitions on Republic Day/ Independence Day in the afternoon and Barakhana and cultural programme in the evening. The Republic Day/ Independence Day Celebrations must rejuvenate and strengthen national feelings in the hearts and minds of the members of the Force. Therefore, these ceremonies should not be a matter of routine. Enough thought and effort must go behind making these celebrations truly inspiring. After the celebrations, stocktaking should be done. Good performance should be appreciated and if any shortcoming is noticed, proper steps should be taken to rectify it.

IV. SEQUENCE OF REPUBLIC / INDEPENDENCE DAY FLAG HOISTING PARADE.

- i. All ranks present in the unit/establishment will form up at the venue of flag hoisting in Hollow Square or suitable formation according to space available.
- ii. A guard consisting of 1 SO, 2 HC's and 18 OR's will form up towards the right side and front of the flag post in the formation (two lines).
- iii. A senior Gazetted officer as per availability will command the assembly on arrival of the Chief Guest.
- iv. The next senior officer present will receive the chief guest hoisting the flag.
- v. The words of command of the guard commander of the guard will be followed for paying compliments to the Flag.
- vi. On arrival of the Chief Guest guard commander gives the command guard "SAVDHAN".
- vii. The guard commander gives command "guard general salute SALAMI SHASTRA". Officers, SOs/Min. Staff and Ors will remain in attention during general salute.
- viii. Guard Commander gives command, guard BAJU SHASTRA, guard comes to BAJU SHASTRA.
- ix. The officer commanding parade marches forward to the dais halts, salutes and gives the report of the parade to the Chief Guest. Thereafter, he salutes and takes his place in the ranks of Officers.
- x. Chief guest is requested and conducted to the flag post to unfurl the National Flag.
- xi. As soon as the flag is unfurled, the guard commander gives command guard "RASHTRIYA SALUTE SALAMI SHASTRA".
- xii. Guard comes to SALAMI SHASTRA and National Anthem is sung or played on band if available. When the flag unfurls all including the Chief Guest will salute the flag.

- xiii. Guard will remain in SALAMI SHASTRA, the salutes will not be lowered till the national anthem concludes.
- xiv. Guard Commander gives command guard BAJU SHASTRA. Guard comes to BAJU SHASTRA and the salutes are lowered in time with the BAJU SHASTRA movements of the guard. Guard Commander gives command guard VISHRAM.
- xv. Speech by chief guest and reading out of names of officers, SOs and men who have been awarded Distinguished Service Medals and Meritorious Service Medals.
- xvi. As the Chief Guest leaves the dais, the guard commander gives the command guard "SAVDHAN". The entire parade will come to attention.
- xvii. After the chief guest and senior officers leave, guard commander give command guard " VISHRAM".
- xviii. The parade comes to VISHRAM, the ceremony concludes and all disperse.

CHAPTER- II

REPUBLIC DAY PARADE

1. GENERAL: One RPF parade contingent of men or women with brass Band shall take part in the Republic Day Parade on 26th January every year at Rajpath in New Delhi.

2. RESPONSIBILITY: CO/6 Bn will be responsible for preparing the band and the marching contingent for the Parade.

3. SELECTION OF CONTINGENTS AND BAND:

(i) COMPOSITION: The marching contingents will include two GOs, six SO's and 144 Ors. 24 men will be kept as reserve. As regards the brass band contingent, one Inspector with three SI's and 72 Bandsmen will take part in Parade. 12 bandsmen will be kept as reserve.

(ii) SELECTION CRITERIA: The contingent would consist of those with a smart bearing, elegant drill movement and are preferably 6' in height.

CSC's will ensure to depute freshly passed out constable recruits and SO's below 40 yrs of age for the parade. All those selected for the parade shall be assembled at the zonal hqrs and checked for their physical fitness and drill movements before being directed for the RDP camp at 6 Bn. The same criteria may be followed for the Investiture parade, and the RDP contingent may be selected from amongst the members of the force participating in the Investiture Parade.

The parade will be commanded by a young and smart Asstt. Commandant. He must be exemplary in outdoor work.

The best bandsmen and buglers drawn from various zones shall be selected.

4. COMMENCEMENT OF PRACTICE:

The contingent including band would assemble at 6 Bn in the last week of December. After about a weeks practice at 6 Bn the contingent will begin regular practice commence at Rajpath.

5. TRAINING AND ADMINISTRATION:

CO/6 Bn will be responsible for making all administrative arrangements and the training of the contingent. One officer of the rank of Asst Commandant who is good at administering training along with other support staff may be placed at the disposal of CO/6 Bn by IG/RPSF for the purpose. They will remain with the contingent from the time they arrive in 6th Bn/RPSF, Delhi. For the transportation of the contingent for rehearsals at Rajpath the Commandant/6th Bn will provide sufficient transportation. Transport requirement may be met by hiring or by requisitioning from other RPF/railway establishments.

6. PRESS REVIEW:

Director/RPF with the assistance of Director/PR/RBd, will arrange for a briefing of the press/media to be addressed by DG/ RPF or any other officer who is assigned the responsibility by DG/RPF a few days prior to the Republic Day Parade. This is to give adequate publicity about the participating contingent. The press should be invited in adequate numbers. The press Review may be followed by lunch.

7. Funds:

Funds required for special diet for Republic Day Parade contingent and Band personnel provided during the rehearsals/final parade, hiring of transport, barakhana on 26th January, new uniform, band equipment etc and for other activities connected with the Republic Day Parade will be made out of government funds with the sanction of finance.

8. Barakhana:

Barakhana will be organized following the Republic Day Parade. It will be attended by all RPF officers of Delhi area and other invitees as may be decided by the DG/RPF.

CHAPTER-III

POLICE COMMEMORATION DAY

1. Police Commemoration Day is observed by all police forces on 21st October every year to commemorate the sacrifice of 10 CRPF men who laid down their lives fighting Chinese aggression on 21st October 1959 at Hotspring, Ladakh(J&K).

2. Observance of Police Commemoration Day is fixed for 8 AM on 21st October each year. On this day police forces throughout the country pay homage to all police personnel who laid down their lives in the line of duty. The following procedure will be followed/observed on this solemn occasion: -

- (i) Wherever the Martyr's memorial is available, the venue for observance of Police Commemoration Day will be the Martyr's Memorial.
- (ii) The area will be marked for assembly rank-wise with appropriate place for guard of honour and the band.
- (iii) The podium will be fixed and provision of PA equipment to facilitate delivery of brief speech about the significance of the occasion and reading out of names of the Martyr's who laid down their lives since the last Police Commemoration Day.
- (iv) At the given time all ranks assemble at the venue and the senior-most officer of the station on arrival is given a report and escorted to the podium. All the officers and men assembled will be brought to stand at ease.
- (v) The senior-most officer will then deliver a brief speech about the significance of the day and will mention the valour of the 10 CRPF men who fought against the Chinese Aggression. Thereafter, the names of the martyr's as per list will be read out.
- (vi) The Senior-most officer moves to the position at the marker for wreath laying. The band plays SLOW MARCH upto the memorial and the senior most officer holds the wreath in his hands. The band will continue to play till the wreath is laid and the senior most officer takes position at the appointed place. (The procedure delineated for wreath laying ceremony in Chapter – IV will be followed).
- (vii) The guard Commander of samman guard will give the command SAMMAN GUARD SHAHEEDON KO SALAMI DENG SALAMI SHASTRA. Guard presents arms. All GOs and SOs will salute and the men will remain in attention. The RPF flag is unfurled.
- (viii) The guard commander gives the command SHOK SHASTRA. On completion of the motion of SHOK SHASTRA. The buglers sound last post.
- (ix) Once the words of command SHOK SHASTRA is given, the officer incharge of RPF flag will slowly lower the flag to half mast, the movement of the flag will coincide with the commencement and conclusion of LAST POST.
- (x) On completion of the LAST POST a drumbeat will be sounded and the guard personnel will bow their heads with their chin touching their chest. Simultaneously all GOs, SOs and men will bow their heads in similar manner.
- (xi) Two minutes silence will be observed and within two minutes after expiry of one minute the band will play tune O GOD OUR HELP IN AGES PAST for one minute. On conclusion of the tune there will be a drumbeat, all GOs, SOs and men will raise their heads.
- (xii) The guard commander will give the command SAMMAN GUARD, SALAMI SHASTRA and the guard personnel will present arms. All GOs and SOs will salute and the ORs will remain in attention. Bugles will sound ROUSE call for one minute.
- (xiii) During this period, the RPF flag will be hoisted to full mast position. The guard commander gives the command BAJU SHASTRA.

- (xiv) The guard will come to BAJU SHASTRA position. All officers and SOs will bring down their hands from saluting position.
- (xv) The band sings VATAN KI RAH MEIN VATAN KE NAUJAWAN SHAHEED HO..... with accompanying music.
- (xvi) On conclusion of the song the guard commander will give command VISHRAM. Here the ceremony concludes and all officers, SOs and men will break off and disperse.

3. Wherever the Martyr's Memorial is not available, the officers, SO's and men will fall-in a hollow square in front of a raised dais with provision of PA equipment and podium and following procedure will be observed:-

- a) The senior-most officer on arrival at the venue is received by the next senior officer and escorted to the podium.
- b) A guard of honour of the strength as prescribed for wreath laying ceremony will be in position.
- c) The officer commanding the assembly hands over report to the senior-most officer.
- d) The parade is brought to VISHRAM and the ceremony commences with a brief speech on the significance of the day as mentioned above.
- e) Thereafter, the names of martyr's will be read out by the designated officer.
- f) On completion of reading out of names of martyr's, the procedure for paying homage to martyr's will be same as mentioned in para-2 above.

(Note: - it will be advisable if a temporary Memorial is erected for the occasion whenever this ceremony is taking place.)

CHAPTER – IV

WREATH LAYING CEREMONY

1. Wreath Laying is a solemn ceremony wherein the officers, SOs and men of the Force pay homage to those gallant Officers, SOs and men who have sacrificed their lives on the altar of duty. This is also an occasion that reminds all ranks of the Force of the dedication and commitment expected from each one of them. The Martyr's Memorial will be suitably but solemnly decorated for the occasion.
2. Wherever regular Martyr's Memorial does not exist a suitable memorial could be improvised for the occasion.
3. The troops for the guard of honour at the Martyr's Memorial should be carefully selected keeping in view their height, smartness and elegant drill movements.
4. The strength of the guard will be 1 SO, 2 HCs and 18 CTs and they will fall in 2 rows (file formation).
5. A brass/pipe band as per availability will take position towards the right perpendicular to the guard of honour facing the Memorial.
6. There will be 4/6 buglers for sounding requisite calls during the ceremony and will be placed suitably.
7. The path of approach of the Memorial should have a marking at 15 paces from the Memorial in line with the guard of honour.
8. There will be two pairs of tall and smart men. One pair will be on both sides of the starting point at 15 paces to escort the VIP to the Memorial in slow March for Wreath laying.
9. They will hold the wreath with their right and left hand i.e., the one on left will hold with his right and the one on right will hold with his left hand, 3 paces short of the Memorial the escort will halt and hand over the wreath to the VIP, who will step ahead place the wreath salute and come back after a brief silence.
10. These escorts will peel off towards left and right on completion of Wreath laying by the VIP. In the meantime, the second pair will take position at the starting point for the next dignitary.
11. 4-armed guards in ceremonial regalia will be placed at four corners of the Martyr's Memorial with fixed bayonets.
12. Two SOs will be positioned at the Memorial to the right side for handing over the Wreath to other Officers. The Wreaths will be kept on a small table.
13. The drill for the Wreath Laying ceremony will be as under:-
 - i) The senior-most officer present in the station arrives at the marker. Band plays SLOW MARCH. The Senior-most officer marches in slow march up to the Memorial and takes the wreath in his hands. The band plays 'ABIDE WITH ME' till the senior-most officer lays the wreath and takes position at the appointed place.
 - ii) Guard Commander gives the command SAMMAN GUARD SHAHEEDON KO SALAMI DENG, SALAMI SHASTRA. Guard presents arms. All GOs & SOs salute. All ORs will remain in attention. RPF flag will be unfurled.
 - iii) Guard Commander gives the command SHOK SHASTRA. GOs & SOs will bring down their hands. The guard comes to SHOK SHASTRA POSITION EXCEPT BOWING OF THE HEADS.
 - iv) The buglers sound LAST POST. Once the word of command SHOK SHASTRA is given, the officer in-charge of the RPF flag will slowly bring the flag to half-mast position, the movement of the flag will be completed with the end of the note of LAST POST.
 - v) After completion of the LAST POST at the beat of the drum all personnel of the guard will bow the heads by touching the chin to their chest. Simultaneously, all GOs, SOs and ORs will similarly bow their hands.

- vi) Two minutes silence will be observed. Within this period, after expiry of one minute, the band will play the tune O GOD OUR HELP IN AGES PAST for one minute. At the end of the tune there will be a drumbeat. All GOs, SOs & ORs will bring their heads up.
- vii) The Guard Commander gives the command SAMMAN GUARD, SALAMI SHASTRA. The guards will present arms. All GOs, SOs will salute. ORs will remain in attention.
- viii) Buglers will sound ROUSE call for one minute. During this time the RPF Flag will be raised to full mast position.
- ix) The Guard Commander gives the command Baju SHASTRA. The guard will come to the BAJU SHASTRA position. Officers and SOs will bring down their hands.
- x) The band sings VATAN KI RAH MEIN VATAN KE NAUJAWAN SHAHEED HO..... With accompanying music.
- xi) At the end of the song, Guard Commander will give the command VISHRAM. At this command, the Wreath laying ceremony concludes. All officers will break off and disperse.

CHAPTER – V

PROCEDURE FOR OPENING AND CLOSING CEREMONIES DURING INTER ZONAL RPF SPORTS AND GAMES

The Procedure as outlined in the subsequent paragraphs will be followed during inter Zonal/Divisional Sports tournament with suitable modifications where required:

OPENING CEREMONY

1. The chief Guest Arrives.
2. The Chief host and the Organizing Secretary of the meet him.
3. The Band pays compliments to the chief Guest.
4. The chief host presents members of the Jury Honour and Appeal, the members of the organizing committee and Managers of the participating teams.
5. The chief Guest is then conducted to the Rostrum.
6. The opening ceremony commences with the March past by teams.
7. The Chief Guest is requested by the chief host to take the salute.
8. The contingents participating in the march past maintain an interval of 15 paces between one another. All participants are dressed preferably in white athletics singlet, white trousers and P.T. shoes. Each contingent is preceded by a person carrying a placard bearing the name of the team and is led by the Captain of the team carrying its flag.
9. The placard bearer marches 5 paces ahead of the flag bearer who, in turn is 5 paces ahead of his team.
10. The teams march past in alphabetical order, the only exception being that the winner of the previous year lead and the host team comes last in the order of march.
11. The contingents pay compliments to the chief Guest when they approach the rostrum by turning their heads to the right and by dipping the zonal Flags (3' x 2' on a 8' pole) to the right at an angle of about 50 degrees, on the command "Eyes Right" (Dahine Dekh) given by the captain of each team.
12. After passing the Rostrum, the captains gives the command "Eyes Front" (Samne Dekh) and also bring the flag to the carry position.
13. Each team, after completing its march, forms up in column of three behind its placard and flag round the athletic track facing inward.
14. The band stops as the last team comes to a halt.
15. After a brief pause the Band resumes playing and the teams march inwards and come to a halt in a semicircle facing the Tribune of Honour and stand at ease.
16. The Chief host delivers a short speech of welcome from the rostrum. At the conclusion of his speech, the chief host requests the Chief Guest to declare open the meet in the following words: "I have the honour to request **(THE CHIEF GUEST) TO PROCLAIM THE INTER DIVISIONAL/ZONAL MEET OPEN**".
17. The Chief Guest declares the meet open with the words: "I **PROCLAIM THE INTER DIVISIONAL/ZONAL MEET OPEN**".
- 18) Immediately a fanfare of trumpets is sounded; the teams come to attention and flags are unfurled.
- 19) As soon as the fanfare is over, pigeons and balloons are released and general jubilation is expressed by firing of Feu – de – joie, very light Pistols (multi coloured), crackers, Fire works and playing of joyous music on the Shehnai and beating of drums.
- 20) The captain of the host Zonal/Divisional team gives the command "Team Captains"..... Quick March". The captains carrying their flags march forward 15 paces, forming an inner semi circle in front of the Tribune of honour.

- 21) The Captain of the host Sector team advances further to the foot of the Tribune of honour where he comes to a halt and plants his flag in the ground. The other captains also rest their flags on the ground.
- 22) The captain of the host team then mounts the Tribune of Honour and facing the Chief Guest raises his right hand while holding a corner of his flag with the left hand.
- 23) The members of all teams raise their right hands and the captains dip their flags as the captain of the host team pronounces the following oath on behalf of all the assembled players :-

"HUM SHAPATH LETE HAIN KI ANTER MANDAL/KSHETRIYA RAILWAY SURAKSH BAL KHEL KOOD PRATIYOGITA MEIN SABHI NIYAMON KA PALAN KARTE HUE PRATIYOGITA ME SACHHI BHAWNA SE BHAG LENGE AUR APNI SANSTHA KE YASH AUR KHEL KOOD SAMMAN KE LIYE USME SAMMILIT HONE KE ICHHUK HAIN".

- 24) On the conclusion of the Oath, the flags are raised and team captain of the host team steps down from the Tribune of Honour.
- 25) The team captains rejoin their respective teams on the words of command 'Team Captains... About Turn Quick March'.
- 26) The Chief Guest resumes his seat.
- 27) The athletes march away in column by the shortest route in the same order in which they entered the stadium followed by the Band.

VICTORY CEREMONY:

- 28) Medals shall be awarded as soon as possible after each event is over.
- 29) The competitors who are adjudged First, Second and third take their places in their sports costume on the victory stand. The winner stands slightly above the second who is on his right and the Third who is on his left. Trumpets are sounded.
- 30) The victors are awarded Medals by the distinguished visitors at the request of the CSC/DSC/Senior most officer of the host Div/Zone.

CLOSING CEREMONY:

- 31) The Chief Guest arrives. He is received by the Chief Host.
- 32) The Band pays compliments to the Chief Guest.
- 33) The Chief host presents members of the jury of Honour and appeals, members of the Organizing Committee and managers of the participating teams.
- 34) The Chief Guest is conducted to his seat
- 35) The Chief Guest is requested by the chief host to take the salute at the march past of athletes.
- 36) The champion team in athletic leads the march past while the host team comes Last, the other teams march past in alphabetical order.
- 37) The teams then form a semi-circle facing the Tribune of Honour.
- 38) The chief host requests the Chief Guest to give away the trophies.
- 39) The Chief Guest gives away the trophies.
- 40) The chief host then thanks the Chief Guest.
- 41) 'Retreat' is sounded and simultaneously flags are lowered.
- 42) Team captains dip the flags carried by them and bring them to the carry Position as soon as the retreat is over.
- 43) The Meet flag is then folded and carried at the slow march by four athletes of the host team up to the dais; the flag is folded and handed over to the Chief Guest by the CSC/DSC who in turn hands it back for safe custody with the following declaration:-

"I DELIVER THIS FLAG TO YOU FOR SAFE CUSTODY UNTIL SUCH TIME AS IT IS AGAIN FLOWN AT THE NEXT RPF INTER DIVISIONAL/ZONAL COMPETITION".

44) The chief host receives the flag and replies: -
"THIS DUTY I WILLINGLY UNDERTAKE TO PERFORM".

45) The Band pays compliments to the Chief Guest.

46) The Chief Guest departs.

47) Now, at the sound of a drum beat the flag bearers form up in a line on the right of the Tribune of Honour.

48) Immediately at the sound of the second drumbeat, the competitors fall in behind these flags in one file behind each flag but in mixed groups, irrespective of their Divisions/Zones. The competitors now march out, waving out to the spectators as they go Out of the arena by the assigned route.

49) TEAM GAMES:

In respect of team events such as hockey, football, basketball, volleyball, Wrestling, kabbadi, judo, weightlifting etc. the procedure to be followed for opening and closing ceremonies would be as under:

- i) Before the arrival of the chief guest, the contending teams on the opening day of the match would be formed up in the center of the playing, field together with the referee /umpire
- ii) On the arrival of the chief guest he will be received by the chief host and introduced to the members of the contending teams as well also to the referee /umpire
- iii) The chief guest returns to his seat and the game /event starts.
- iv) For closing ceremony the contending teams together with the referee /umpire would be introduced to the chief guest before the start of the game or if this is not possible for some reason then the teams may be introduced to the chief guest during the interval

50) PRIZE DISTRIBUTION CEREMONY:

- i) The chief guest would be requested to give away prizes to the teams, by chief host, who will escort the former to the place from where the prizes are to be distributed.
- ii) The chief guest may be requested to declare the game closed.
- iii) At the end of the prize distribution ceremony, three cheers will be given in honor of the guest of honor.
- iv) The ceremony closes.

CHAPTER-VI

INVESTITURE CEREMONY

1. Investiture Ceremony is an occasion to recognize and honour the meritorious, distinguished and gallant members of the force for their deeds of valour in the service of the Nation and in enhancing the image of the Force.
2. Therefore, the giving away of these honors should be with due ceremony and grandeur so that it evokes a sense of pride in the recipients and the audience.
3. President's Police Medal for Gallantry, Police Medal for Gallantry, President's Police Medal for Distinguished Service, Police Medal for Meritorious Service, Railway Minister's Medal for Bravery and for best investigation will be awarded during the Investiture Parade every year.
4. On the occasion of the Investiture parade, the medals are given away by the Chief Guest after the welcome address. Normally the Hon'ble Minister for Railways shall be invited to give away the awards.
5. The medal to be presented will be arranged in the order of presentation and kept on a table beside the dais.
6. The medals for presentation of awards will be placed in velvet in laid special tray designed for the ceremony and handed over to the VIP for pinning on the awards.
7. CO/6Bn/RPSF under the supervision of IG/RPSF will be responsible for the Investiture ceremony, who will detail suitable officers for the conduct of the ceremony.
8. Female personnel will be detailed by name to escort the widows of the posthumous awardees.
9. Proper hooks for pinning of the medal shall be stitched above left side breast pocket of the uniform. Widows/Parents of posthumous awardees will be presented the medal in hand.
10. The awardees at the commencement of the investiture ceremony are lined up in a manner so that the person whose name is being read out is in front of the dais and the next in line at a convenient distance. As soon as the name is called the awardees marches forward to the dais to receive the award and the next in line takes position while the medal is being presented to the first recipient. Thus the procedures will continue till all the awardees have been presented with the medal.
11. For gallantry awardees the investiture ceremony of presentation of medals commences with the reading out of briefs citations of the gallant act of valour, which led to the award. Similar procedure will be followed in case of police Medal for gallantry.
12. Where the award is posthumous the widow, father or mother as the case may be would be duly escorted to the dais to receive the medal on behalf of the deceased. In this case also the next of kin of the awardees stands in front of the dais while citation is being read out.
The widow, father, mother as the case may be of the deceased gallant RPF men chosen for the award should be received and accommodated with due honours and they should be well cared for.
13. On conclusion of the investiture ceremony, the awardees will be photographed with the Chief Guest which will be followed by tea with the chief guest.
14. The drill for the occasion as laid down in the Police Drill Manuel for Ceremonial Parades will be followed.

15. DRESS ORDER FOR DIFFERENT RANKS:

(I) FOR THE PARTICIPANTS

1. GOs – Angola/TC Shirt, TC Khaki Trousers with Peak Cap, Cross-Belt, Medals and Sword.
2. SOs—Angola/TC Shirt, TC Khaki Trousers with Peak Cap, Cross Belt, Medals, Sword and ceremonial gear.

3. ORs – Angola/TC Shirt, TC Khaki Trousers with Medals and ceremonial gear including pagri.

(ii) FOR THE MEDAL RECIPIENTS:

1. GOs– Angola/TC Shirt, TC Khaki Trousers with Peak Cap, Cross-Belt, Medals and Sword.
2. SOs- Angola/TC Shirt, TC Khaki Trousers with Peak Cap, Cross-Belt and Medals.
3. ORs- Ceremonial Dress with Medals.

(iii) FOR ALL RANKS WITNESSING THE PARADE

1. GOs- Angola/TC Shirt, TC Khaki Trousers with Peak Cap, Cross-Belt, Medals. Officers above the rank of DIG would also put on Sword.
2. SOs- Angola/TC Shirt, TC Khaki Trousers with Peak Cap, Cross-Belt and Medals.
3. ORs- Ceremonial Dress with Medals.

CHAPTER-VII

RAISING DAY

1. RPF Raising Day is being celebrated every year on the 20th of September each year i.e. the day on which the Force was given the Status of Armed Force of the Union. It is a prestigious event as it highlights the performance, morale, discipline and effectiveness of the Force. It is therefore, necessary to celebrate RPF Raising Day at the Zonal/ Divisional Headquarters and the Bns without exception. Guidelines for holding the Raising Day are indicated below. The guidelines are indicative and not exhaustive. CSCs/DSCs/COs are free to include other suitable items keeping in view the peculiarities of their area.

2. Raising Day Parade may also be organized centrally and combined with Investiture Parade or held separately.

3. Guidelines for Ceremonial Parade as prescribed in the Police Drill Manual shall be followed.

4. The DG's Insignia will be presented at the Raising Day Parade organized by the Zonal Railways/RPSF.

5. The following guidelines are suggested for making the Raising Day a success:

- Preparation for the Raising Day should be planned in advance.
- Supply of uniforms to RPF personnel for the year should be got done before the Raising Day.
- All the RPF buildings should be white washed and spruced up.
- Raising Day Celebrations may go on for 2-3 days
- Retired personnel of all ranks, residing in the city where the Parade is held, should be invited. Widows and dependants of deceased RPF personnel should be invited.
- Welfare Exhibition should be organized.
- New initiatives to help the traveling public should be started. For assessing the needs of the public for this purpose, "Public Opinion Survey" should be conducted in which the passengers may be interviewed at Railway Stations and in running trains. It would help in better planning of new initiatives.
- Modernization programmes should be got inaugurated so that they get proper publicity and importance.
- Seminars should be organized at Zonal/ Divisional level, in which members of the force from all ranks should participate. In these seminars performance of RPF and methods for bringing out improvement in our working should be discussed. GRP, Local Police and railway staff should be invited to participate.
- Bara Khana followed by Cultural Show should be organized.
- Arrangements should be made for giving wide publicity to the Raising Day Parade at Central Level as well as Zonal/Divisional level. Newspaper and Electronic media should be invited to cover the function. The CSC and DSC should hold Press Conferences. News handouts along with photographs should be given in the press Conference. Newspapers advertisements should also be given through DPR/CPRO at the Central/Zonal Level.

CHAPTER-VIII

SAINIK SAMMELAN

Sainik Sammelan is a regimental forum where men express their views and suggestions for betterment of the Unit administration and welfare. Sainik Sammelan will be held at post/coy level monthly, at the Division/Bn level quarterly and by other senior officers while visiting the men in the field/units. The arrangements/procedure for the Sainik Sammelan will be as follows:

- i) The venue of the Sainik Sammelan should be in the open or in a spacious auditorium or a hall.
- ii) There should be a raised platform where the Officer holding the sammelan and the next senior officer will sit and from where the men present can see them while addressing and the officers holding SAINIK SAMMELAN can see the men he is addressing.
- iii) Other officers will be towards the right side of the raised platform and the SO's will be towards the left side of the platform and the men will be seated in front of the dais or platform on chair or on dury(carpet) as per availability.
- iv) The under officers should be at the rear of CTs and should be provided with chairs/benches to sit.
- v) The strength present should be seated coy wise and small tabulates should be displayed to indicate the coy or branch.
- vi) When the senior officers like DG, ADG, IG addresses, the next senior will be positioned towards the right a step back and other senior officer will be on the left side of the dais facing DG, ADG, IG as the case may be.
- vii) The seating arrangements on the dais should be presentable; a tablecloth with RPF crest will be spread on the table for the officer addressing the Sainik Sammelan.
- viii) The Crest should be so embroidered that it is visible to the audience on the front hangings of the tablecloth.
- ix) A presentable writing pen, pad, Sainik Sammelan register and statement of officers and men present should be kept with stationery/white paper on a clip board for taking notes etc.
- x) A stenographer would be in attendance to record the proceedings of the Sammelan.
- xi) On arrival of the officer holding Sainik Sammelan, the 2 I/C of the Unit/establishment will call Sainik Sammelan to attention and report to the officer holding Sainik Sammelan and hand over the details of officers, SOs and men present in the Sainik Sammelan.
- xii) After reporting he will salute, take two steps to the right, turn about and escort the officer holding Sainik Sammelan to his seat. He will than move to his designated seat.
- xiii) As soon as the senior officer holding the Sainik Sammelan comes to his seat the buglers will sound the Sammelan call. All officers, SOs who is seated will remain in attention in sitting position.
- xiv) After the bugle the senior officer will salute as a gesture of acknowledging the compliments and will commence addressing the sainik Sammelan and put forward whatever he has to say.
- xv) Thereafter, points raised during the previous Sainik Sammelan will be reviewed and stock of action on these points will be taken.
- xvi) In the case of Sainik Sammelan of DG, ADG, IG & DIG, the points of the previous Sainik Sammelan may not be taken up but the men would be asked by them to put forward their suggestions or points.
- xvii) In order to present satisfactory replies to the queries and the points being raised in the Sainik Sammelan, it will be necessary that all such points are compiled well in advance and examined and a detailed note prepared as to the position of each point to enable logical response and appropriate decisions.
- xviii) PA equipment should cater arrangements for men to deliver their points audibly so that it could be heard by everyone present in the Sainik Sammelan.

- xix) On conclusion of the Sainik Sammelan buglers will sound conclusion of Sainik Sammelan. The 2 I/C will call the Sainik Sammelan to attention and pay compliment to the senior officer holding the Sainik Sammelan. After senior officer leave he will disperse other officers and order SM to take charge.
- xx) The dispersal of SO's and men will be in an organized manner after the departure of senior officers.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX