

## **BORDER SECURITY FORCE (CEREMONIALS AND MARKS OF RESPECT) RULES, 1989**

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## **BORDER SECURITY FORCE (CEREMONIALS AND MARKS OF RESPECT) RULES, 1989**

G.S.R. 661, dated 10th August, 1989.1-In exercise of the powers conferred by sub-section (1) read with Cl. (L) of sub-section (2) of Sec. 141 of the Border Security Force Act, 1968 (47 of 1968), the Central Government hereby makes the following rules, namely:

### CHAPTER 1

### CHAPTER I

#### **1. Short title and commencement :-**

These rules may be called the Border Security Force (Ceremonials and Marks of Respect) Rules, 1989. They shall come into force on the date of their publication in the Of .-ial Gazette.

#### **2. Definitions :-**

In these rules, unless the context otherwise, requires,-

- (a) "Appendix" means Appendix to these rules;
- (b) "armed party" means a party armed with swords, guns or rifles or wearing side arms;
- (c) "Senior Officers" means the Director-General, Additional Director-General, Inspector-General, Additional Inspector-General, Deputy Inspector-General and Additional Deputy Inspector-General of the Border Security Force and also of other Police Forces;
- (d) all other words and expressions used in these rules and defined in the Border Security Force Act, 1968, shall have the meaning

respectively assigned to them in the said Act.

## CHAPTER 2

National Anthem and National Salute and General Salute

### **3. National Anthem :-**

The two versions of the National Anthem, viz. the full version comprising the first stanza of the song "Jana Gana Mana" (Playing time approximately 52 seconds) and a short version consisting of the first line of the same stanza (playing time approximately 20 seconds) shall be played on the following occasions, namely:

(a) Full version

(i) on all ceremonial occasions when the President pays a visit to the Border Security Force installation;

(ii) on all ceremonial occasions when the Governor or the Lieutenant Governor attends Ceremonial Parade within his State or his Union Territory, as the case may be;

(iii) at Republic Day and Independence Day Parades when the National Flag is unfurled.

(b) Short version on all other ceremonial occasions.

### **4. National salute :-**

The salute is given to the accompaniment of the National Anthem. It is to be given to the President and to the Governors or the Lieutenant Governors within their (respective) States or the Union Territories, as the case may be.

### **5. General salute :-**

In all other cases, the general salute is given for which the band plays the prescribed tune.

Note.-At those receptions to foreign dignitaries in India, at which the giving of the National Salute has been prescribed, the full version of the National Anthem of the visiting dignitary's country is played first, followed by the full version of the National Anthem of India.

### **6. Courtesy call on Governors :-**

When the Governor of a State is officially in a Station, the Officers of the rank of Commandant and above, stationed and visiting that station, will pay a courtesy call on him.

### **7. Courtesy call by Inspectors-General/Deputy Inspectors-**

## **General on the Chief Minister of the State :-**

On the occasion of their first visit to a State after assumption of charge, the Inspector-General and Deputy Inspector-General of the concerned Frontier/State shall call on the Chief Minister of the State. Such calls are not necessary during such officer's subsequent visits to the State capital, unless in the meantime, a new Chief Minister has assumed office.

### CHAPTER 3

#### Guard of Honour

##### **8. General :-**

The strength and composition of Guard of Honour shall depend on the status of the personage and shall be laid down in accordance with the orders issued from time to time in this regard by the Central Government. A Guard of Honour may be drawn from Border Security Force alone, or in conjunction with other Police Forces.

##### **9. Time of Guard mounting :-**

No Guard of Honour shall be mounted between Retreat and Reveille. It shall also not be mounted during the period of a State Mourning.

##### **10. Composition and strength :-**

The composition of the Guard of Honour of the one hundred fifty, one hundred and fifty personnel shall consist of such ranks/files and specified in the Appendix 'A'.

##### **11. Band/Pipes :-**

The Guard of Honour shall be accompanied by a band/pipes and drums.

##### **12. Entitlement and occasions :-**

The personages entitled to Guard of Honour, Gun Salute and the occasions on which these shall be presented shall be such as are specified in the following Appendices:

(a) Civilian VIPs -Appendix 'B'

(b) Military VIPs -Appendix 'C'

(c) VIPs or D.G. Security or Force or Border Guards of the Foreign Countries -Appendix 'D'

##### **13. Layout of Guards of Honour :-**

(1) The Guard of Honour will be formed up:

- (a) in one division when the Guard of 50 rank and file is being provided by the Border Security Force as per Appendix 'E',
- (b) in two equal divisions when being provided by two Police Forces or when 100 rank and file are being provided by the Border Security Force as per Appendix 'F',
- (c) in three equal divisions when three Police Forces are participating or when 150 rank and file are being provided by the Border Security Force as per Appendix 'G'.

(2) The Guard will be in two ranks with a distance of 4 paces between the front and rear ranks, and will be dressed at intervals of 24 inches. The distances between each division, shall be 3 paces. As far as possible, the Guard of Honour when formed up, will face the direction from which the personage for whom it is mounted, will approach. The Border Security Force Guards of Honour shall be sized and equalised in a Company.

#### **14. Position of officers for the Border Security Force Guard :-**

The position of Officers, Subordinate Officers and Under-Officers for the Border Security Force Guard of Honour shall be as follows:

- (a) the Commander shall be 8 paces in front of the centre of the front rank,
- (b) the next senior officer/subordinate officer shall be 2 paces in front of the second File from the right, the Junior Officer/Subordinate Officer shall be 2 paces in front of the second File from the left,
- (c) the Senior Under-Officer shall be the right guide of the division and the next senior shall be the left guide.

#### **15. Position of officers for Inter Force Guard :-**

The position of Officers, Subordinate Officers and Under-Officers in an Inter Police Force Guard of Honour shall be as follows:

- (a) The Commander shall be 8 paces in front of the centre of the Guard of Honour.
- (b) The Commander of the Central Division shall be in the centre of his division and 2 paces from the front rank. Right Division Commanders shall be 2 paces in front of the second file from the right and left of the Division Commanders and 2 paces in front of

the second file from the left.

(c) The Senior Under-Officers of the Force concerned shall be the right guide and the junior shall be the left guide of their respective divisions.

**16. Position of band :-**

The band shall form up on the right flank in the line with the Guard at 7 paces from the right guide of the Guard. It shall be in Column in four files, with 2 paces between each file. The Drum-Major shall be 2 paces in front of the front rank of the band and the Bandmaster shall be 3 paces in front of the Drum-Major.

**17. Saluting dais and flags :-**

The diagramtic layout of the Guard of Honour shall be such as specified in Appendix 'E'.

**18. Position of orderly officers :-**

There shall always be two Officers (Orderly Officers) who shall stand on either side of the dais, 2 paces to the right and left of the front edge of it.

**19. Position of Conducting Officers :-**

The Conducting Officer from the Defence Services/Civil/Border Security Force/Central Police Organisation/State Police, who receives the VIP and conducts him to the saluting dais, shall, after conducting the VIP to the dais, position himself in the rear centre on the dais and 3 paces from the dais. The VIP alone will stand on the dais.

**20. Procedure for flying flag :-**

When flag(s) is (are) required to be flown in conjunction with a Guard of Honour, (e.g. National Flag for the President, or our National Flag and the flag of the country of the visiting head of the State, viz. President and Prime Minister) the following procedure shall be adopted:

(a) When only one flag is required to be flown, it shall be flown from a mast positioned at a suitable distance in the rear centre of the dais.

(b) When our National Flag and a Foreign National Flag are both required to be flown, they will be flown from separate masts of equal height positioned at a distance from and to the near of the dais. Both flags shall be of the same size, our National Flag being

on the right hand side of the VIP as he faces the Guard of Honour.

## **21. Salutes :-**

When the VIP has mounted the dais and is in a position to receive the salute, the Guard of Honour shall give the salute (National/General as the case may be) with the band playing the appropriate tune. Orderly Officers shall not salute, when either the National or General Salute is given to the VIP.

## **22. Inspection :-**

The procedure for inspection shall be as follows :

(a) The Guard Commander shall march forward and report to the VIP. The report shall be in Hindi as under:

(i) for the Inter-Forces Guards of Honour : "Unter dal samman Guard nirikshan ke liey hazir hai Shriman/Shrimati Ji".

(ii) for the Border Security Force Guard of Honour : "(name of unit) Samman Guard nirikshan ke liey hazir hai Shriman/Shrimati Ji".

(b) The Guard Commander taking his position on the VIPs left, shall conduct him to the band. On reaching the right hand man of the band, the Guard Commander shall move to the VIPs right and in line with him. He shall walk and not do the slow march.

(c) The orderly officer shall not precede the VIP- during the inspection except in the case of the President of India. They shall, on such occasion, do the slow march during the inspection.

(d) The VIP shall inspect the band, passing in front of the Drum-Major. The band shall not turn their head and eye towards the VIP during the inspection of the band but shall look straight to the front.

(e) As soon as the VIP passes the left hand man of the band, the Bandmaster shall turn about and get the band ready and start playing. Taking the time from the first beat of the drum, every officer and men of the Guard will also move their heads and eyes towards the VIP and will look at the VIP. As the VIP moves on, the officers and men will also move their heads and eyes looking at him all the time. If the VIP stops during inspection, the movement of heads shall also stop.

(f) The band shall stop playing as soon as the VIP has finished the inspection and the Guard, taking the time from the last note of the

music, shall turn their heads and eyes to the front.

(g) Only the front rank of the Guard shall be inspected. The VIP will move in front of the officers, i.e. he will inspect the Guard from a distance of 3 or 4 paces from the front rank.

(h) The VIP shall be conducted by the Guard Commander towards the conducting officer, who shall have moved from his position behind the dais to a new position suitable to escort the VIP for the inspection. When the VIP has been received by the conducting officer, the Guard Commander shall salute the VIP. The Guard Commander must be prepared to shake hand with the VIP, if the VIP so desires.

### **23. Marching off the Guard :-**

The Guard Commander shall return to his post, and after the VIP has proceeded some distance away from the Guard of Honour he may then stand the Guard at ease (Vishram). The Guard shall, however, not march off or "Stand Easy" (Aram se) until the VIP for whom it is mounted, has left the place of reception.

### **24. Reduction in strength :-**

When any local circumstances preclude the provisions of a Guard of Honour of required strength, the number may be reduced, subject to the condition that any diminution in number shall not affect the honour to which the personage is entitled.

(a) The Unit Commander should not move with the VIP at the time of inspection of Guard of Honour by the VIP.

(b) Guard of Honour should only be arranged with the prior approval of Senior Headquarters.

## CHAPTER 4

### Ceremonial Guards

### **25. Forms of Guard :-**

There are two forms of Guards, the purposes and functions of which are quite different. These are Ceremonial Guards and Technical Guards.

### **26. Selection of form of Guard :-**

Having regard to the functions to be performed, the form of Guard which is to be mounted will be at the discretion of the Unit or Detachment Commanders, as the case may be.

### **27. Ceremonial Guards :-**

The Ceremonial Guards shall be mounted for one of the following purposes:

- (a) To exercise troops in ceremonial drill and to instil in them in highest standards of smartness, cleanliness, discipline and arms drill so that they have the highest sense of pride in Force.
- (b) To pay compliments, to high ranking officers, or other distinguished persons, between reveille and retreat.

### **28. Time for Mounting Ceremonial Guard :-**

- (a) A Ceremonial Guard shall be mounted only between reveille and retreat. It shall not be given any form of protective task other than the security of its own arms, equipment and the treasure chest.
- (b) On conclusion of its ceremonial functions, or at retreat, a ceremonial guard may take over the duties of a tactical guard immediately and vice-versa.
- (c) A ceremonial guard is to be considered at all times the symbol of pride and efficiency of the Unit.
- (d) Its drill, smartness, and turn out shall be of the highest standard. When turned out it shall fall in at attention, and as such no cautionary words of command are necessary.

### **29. Dress for Ceremonial Guard :-**

The dress for the Ceremonial Guard both at Quarter Guard and at other places will be as per pattern laid down by the Inspector-General of the Frontier in accordance with the general instructions contained in FHQ Circular No. 2/4/68-P/BSF, dated 31st January, 1969, and such other instructions as may be issued from time to time by the Director-General.

### **30. Procedure for fall in of Guard :-**

Ceremonial Guards of strength under five shall fall in, in single line and guards of strength of Five to nine will fall in, in two ranks as specified in the Appendix 'H'. For Guard mounting turning out of inspection, relieving a Ceremonial Guard, posting and relieving of sentries and compliments paid by guards/sentries, the Border Security Force Drill Pamphlet, 1973, and such other pamphlets as may be issued from time to time, will be referred.

### **31. Object of Ceremonial Parades :-**

The objects of ceremonial Drill are to promote "Esprit-de-crops" and by attaining a high standard of steadiness and cohesion on the parade ground to assist in the development of the normal qualities which are essential for sources in field operations.

### **32. Rehearsal :-**

These objects will be attained only by careful preparation and exact execution on all ceremonial occasions. To this end practice and rehearsal shall be held at all levels, but Units shall not carry out any form of ceremonials other than covered under these rules.

### **33. Procedure :-**

(a) This chapter deals with the Drill formations procedure applicable to normal ceremonial occasion and provides details of the procedure up to a Battalion level. These could easily be adopted for lower formations upto a Company level.

(b) Officers are expected to interpret these instructions reasonably and intelligently, bearing in mind that slight alterations may be made to suit the personnel ground and other exceptional circumstances.

### **34. Review and Inspections :-**

Review and Inspections will follow generally, the procedure laid down in the Chapter XIII of the Drill Pamphlet, 1973 as modified from time to time.

### **35. Arrival time of officers senior to parade commander :-**

Officers who are senior to the officer commanding the parade, when attending such a parade, should arrive at the parade ground after the Commander has taken the salute and not before. (The time of arrival should therefore be shown in programme).

### **36. Saluting at the time of National Salute :-**

When the National Salute is given to the personage taking the parade all officers including spectators, shall salute at the first note of "Jana Gana Mana" and shall bring down their hands as the last bar ends. The personage for whom the salute is given alone will acknowledge the "Present Arm".

### **37. Band tunes :-**

The band must always play the tune appropriate to the type of Salute which may be given, viz.- National Salute "Jana Gana Mana"

General Salute "General Salute"

**38. Forms of parade :-**

The following shall be procedure of parade :

- (a) Troops drawn up ready for inspection.
- (b) Parade Commander arrives, is given the appropriate salute/compliments and takes over the parade. The officers of the rank of Additional Deputy Inspector-General and above will be entitled to a General Salute by troops under his command.
- (c) The reviewing or Inspecting Officer arrives and is given due honours.
- (d) The Parade Commander then moves forward and reports to the Inspecting Officer and accompanies him on his inspection.
- (e) After the inspection the Inspecting Officer returns to the saluting base and the Parade Commander returns to his position in front of the troops.
- (f) The troops form up, march past and disperse.

**39. Formation for the Inspection :-**

The formation for inspection may be in line, if space permits, otherwise in column. It may sometimes be best to have dismounted troops in line and mechanised units/animal units in the close column.

**40. Points for special attention :-**

When the inspection is not on foot, the Parade Commander will stand in the same vehicle (Jeep) behind the Inspecting Officer, suitable supports will be provided.

**41. Special arrangements when the inspection is on foot :-**

- (a) The Orderly Officer will accompany the Inspecting Officer as given in rule 22. In order to ensure that the party moves off in the correct order and relative position, the Parade Commander, when reporting to the Inspecting Officer, must come right up to him. The staff can then position themselves correctly and the whole party move off smoothly. (If the Inspecting Officer goes forward to meet the Parade Commander, the staff get out of position).
- (b) The Band or Bands shall begin to play for the inspection when the Inspecting Officer arrives opposite the right hand man of the

front rank.

#### **42. Participation by other Government Forces :-**

The question of participation in the parade of detachments of other forces should always be considered where those are available and it should be arranged wherever possible.

#### **43. General arrangements :-**

In order to avoid confusion, all arrangements in connection with an inspection or review of a large body of troops, necessitate careful preparation under the following headings :

- (a) Arrangements before the ceremony.
- (b) Arrangements for the ceremony.
- (c) Arrangements for dispersal.
- (d) Arrangements for spectators.

#### **44. Arrangements before the ceremony :-**

These should normally include instructions on the following :

- (a) The formation in which units are to form up on the inspection line, including any special directions regarding distance and intervals.
- (b) The method by which units are to adjust their dressing on the inspection line, including details as to markers.
- (c) The massing of bands both the inspection and for the march past
- (d) When the bands are to play.
- (e) General administrative arrangement such matters as the preparation of the ground, representatives of the press, traffic control.

#### **45. Arrangement for the ceremony :-**

These should include :

- (a) An outline of various phases of the ceremonies to be executed.
- (b) The method of signalling words of command and the exact procedure to be adopted on each signal. Loud Speakers are the best means, but they must be reliable and be suitably fitted. An alternative method, e.g. visual signalling must be laid down to be used in the event of loudspeaker breaking down or the words of

command not reaching the troops and the audience particularly those in the rear.

- (c) Any special instructions regarding distance and intervals.
- (d) Any special instructions that may be necessary relating to the actions of the bands and drums.
- (e) The action to be taken by the various units and formations after the march past.
- (f) The method of notifying a cancellation of the parade, e.g. who takes the decision, who informs and who are informed, including the means of informing.
- (g) As far as possible mechanised units should march past on a different axis than those on foot. Former's axis should be parallel to the latter's but further away from saluting base.
- (h) Mechanised units which march past at greater speed behind units on foot, should be allowed to regulate their distances so that they can pass the saluting point at the correct speed.
- (i) After advancing in review order, an interval should be allowed for engines of mechanical vehicles to be switched off, so as to allow units on the flanks to hear the commands given.

#### **46. Arrangements for dispersal :-**

Special attention must be paid to "Traffic Control" which must be well co-ordinated. Spectators should be asked to remain in their places till the troops are clear of the parade ground.

#### **47. Cordonning of route :-**

In addition, it is suggested that cordonning of the route by which the troops march off or the parade remaining at ease after the march past till the crowd has dispersed will assist in Traffic Control.

#### **48. Arrangements for spectators :-**

- (a) It is essential that adequate arrangements are made for officials of all Forces and for the general public. There should be the minimum of seats reserved by name and they should be restricted to the highest officials and most prominent local notables. The remainder of the officials of the civil services and armed forces officers and people of similar status in non-official life, should be allotted tickets to general enclosures for them all. They should not be segregated from each other.

- (b) Proper arrangements must also be made for the general public.
- (c) The issue of invitations to those given either individual reserved seats or access to seats in reserved enclosures, should be done in good time and assistance of local civil officials should be sought so that there are no omissions.

#### **49. Programmes :-**

It is useful to issue a programme of the parade, with notes for spectators as to when they stand up, salute, take off their hats, so on. There should also be loudspeakers on all large parades commenting on the parade for the benefit of the spectators, particularly the general public who do not have copy of the programme.

#### **50. Arrangement :-**

There is a tendency in Units to have unnecessary ostentation at Ceremonial Parades/functions specially when such parades/functions are in connection with the visit of VIPs. All arrangements for parade functions will be simple and appropriate, befitting to the occasion.

#### **51. Ceremonial-"TEEN JAI" :-**

Whenever it is desired to give "Teen Jai" on ceremonial parades it will take the form of a personal greeting to the individual concerned. No form of improvised "National Cry" will be used. "Teen Jai" may be given on ceremonial parades to the President, Vice-President, the Prime Minister and the Home Minister in the following manner : Commander-Parade Name of the personage.....ki jai (Repeated 3 times).

#### **52. Word of command and drill procedure :-**

For the word of command and drill procedure, "The Border Security Force Drill Pamphlet, 1973" and such other pamphlets, as may be issued from time to time, shall be referred to.

Note:

- (a) Around the dais only people in uniform shall be present. Broadcasters or radio recorders shall have their tables at some distance behind the dais. Microphones when brought up to the person taking the salute shall be brought by a person in uniform.
- (b) While the parade is on, persons in plain clothes shall not be permitted to wander about in front of spectators. The Press and

Photographer shall be properly controlled by an officer.

## CHAPTER 6

### CHAPTER VI

#### **53. Commemoration parade :-**

A commemoration parade is done annually by the Border Security Force and all other police organisations for paying tributes to the Martyrs, which should be attended to by maximum number of personnel.

#### **54. Procedure :-**

The procedure for holding Bolder Security Force Commemoration Parade shall be as follows :

- (a) The parade shall fall in a hollow square facing the saluting base/memorials wherever exists.
- (b) On arrival of the Senior Officers/VIP, the parade will give present arms, after which the parade will be brought "Vishram".
- (c) The Senior Officer shall then read out the names of those who have laid down their lives/killed in action during the last twelve months.
- (d) After the names of the martyrs have been read out, the Parade Commander shall bring the parade to "Savdhan", "Salami Shastra" and "Shok Shastra".
- (e) Then the Buglers shall sound "Last Post;". All Officers and Subordinate Officers shall salute. On completion of the Last Post all Officers and Subordinate Officers bring down their hands and all those taking part in the parade bow down their heads.
- (f) On completion of two minutes silence the parade commander brings the parade to alert by saying "PARADE"-All raise their heads.
- (g) The Parade Commander then orders "Salami Shastra" and the Buglers sound "Rouse". All officers and Subordinate Officers salute.
- (h) On completion of the Rouse, the Parade Commander orders "Baju Shastra", "Vishram".
- (i) The Parade shall be brought to "Savdhan" and the Senior Officer shall leave. The Parade then is marched off.

Note:

- (i) Spectators shall come to attention when the highest ranking

officer arrives and Parade Commander orders "Parade Savdhan".

(ii) On Command—"Vishram" the spectators shall stand-at-ease.

(iii) When the parade is in Mourning Arm and spectators shall come to attention. Officers and Subordinate Officers shall salute and others shall remain standing in attention position.

## CHAPTER 7

### CHAPTER VII

#### **55. BSF funerals :-**

The Border Security Force funerals shall be accorded on the death of serving members of the Force as under:

(a) While on duty irrespective of the place and circumstances of death.

(b) While not on duty, only in the event of death occurring in a station where troops are available and subject to the discretion of local Border Security Force Commander.

#### **56. BSF funerals in case of recruits, boys, non-combatants personnel :-**

The recruits, boys and non-combatant personnel will not be entitled to Border Security Force Funerals.

#### **57. Escorts :-**

Escorts will be provided on the occasion of the Border Security Force funerals at the scale mentioned below subject to the following conditions :

(1)

(a) the entitlement will be only for paid ranks ;

(b) the prescribed scales of escorts are in ceilings, not compulsory requirement;

(c) the various scales of escorts will be inclusive of all personnel, e.g. pall bearers, carriers, relatives and friends, bandsmen, buglers, drummers, religious teachers, firing party, escort and guards ;

(d) the escort shall not in any circumstances be provided by movement of troops from outstation;

(e) subject to (d) above, only locally available Force transport is to be used in the minimum extent necessary to meet the requirement

of escorts for Border Security Force funerals as provided in this para; and

(f) the next of kin or near relatives of the deceased are authorised to use Border Security Force transport provided for the escort at a Border Security Force funeral. No separate transport will, however, be provided to them exclusively for this purpose.

(2) Scale of Escorts.-The Director-General/Additional Director-General 600 Inspector-General/Additional Inspector-General 400 Deputy Inspector-General/Additional Deputy 400 Inspector-General/Commandant (Selection Grade) Commandants 250 Deputy Commandants 200 Assistant Commandants 150 Subordinate Officers 100 All other ranks/grades 20

**58. Transport :-**

In addition to the transport authorised in rule 57 two Border Security Force vehicles will be provided at Government cost for the funeral of Force personnel entitled to Border Security Force funerals as under:

- (a) one service vehicle for traction of gun carriage carrying the dead body; and
- (b) one vehicle for miscellaneous duties connected with the funeral, such as, making arrangements for cremation or burial of the dead body.

**59. Border Security Force funeral to retired Force personnel :-**

The retired Force personnel are not entitled to a Border Security Force funeral with the exception of a retired Director-General, Border Security Force. In such cases, the scale and the conditions prescribed for serving officers will apply.

**60. Detailed procedure :-**

The detailed instructions on procedure and drills shall be followed as in the Chapter XV of the Border Security Drill Pamphlet, 1973, and such other pamphlet, as may be published from time to time by the Director-General.

**CHAPTER 8**

Attestation Parade

**61. General :-**

An attestation is a ceremony at which recruits take oath of

allegiance in accordance with the tenets of the individual's religion, in the following manner:

- (a) before the ceremony, all recruits to be attested shall be instructed in the meaning and importance of the occasion both by religious teachers and sub- unit Commanders ;
- (b) whatever the detailed procedure, it must be worthy of an occasion which should be recollected by the newly attested men throughout their service;
- (c) the recruits to be attested will be formed up in a prominent position ;
- (d) the religious teachers with their holy books shall be present on the parade;
- (e) the rifle or other personal armament of recruit to be attested shall be so placed to keep his both hands free;
- (f) the oath (all rank being at attention) shall be administered by the religious teachers in suitable groups of recruits who shall place their hands on the holy book and each shall repeat the oath.

#### **62. Address by officer taking salute :-**

The officer taking salute shall address the newly attested soldiers who shall then march past in front of the parade to symbolise their entering to ranks as trained constables.

#### **63. Departure of religious teachers :-**

After the completion of the attestation ceremony the religious teachers with their books shall leave the parade.

#### **64. Conclusion :-**

The parade will be concluded. Note.-For the purpose of this role, the detailed instructions on procedure and drills shall be followed from Chapter XIII of the Border Security Force Drill Pamphlet, 1973 and such other pamphlet, as may be published from time to time, by the Director- General.

#### **CHAPTER 9**

Honours and Salute

#### **65. General instructions :-**

The honours and salute to be given by troops on parade and by guards of honours shall be as follows :

- (a) To the President National Salute - Present arms. The band will

play the \ \\ \\ full score of the National Anthem.

(b) To Governor of State, Lieutenant Governor of a Union Territory within their jurisdiction National Salute - Present arms. The band will play the \\ \\ \\ full score of the National Anthem.

(c) To the National Flag National Salute - Present arms. The band will play with \\ \\ \\ full score of the National Anthem on \\ \\ \\ Republic Day and Independence Day and \\ \\ \\ the shorter version on all other \\ \\ \\ occasions.

(d) To Heads and Prime Ministers of Foreign States and Commonwealth Countries \\ \\ \\ - Same as for the President, except that \\ \\ \\ both the Foreign National Anthem of \\ \\ \\ the country concerned and Indian \\ \\ \\ National Anthem shall be played. The \\ \\ \\ National Anthem of the Foreign country shall be played first.

(e) To the Vice-President, the Prime Minister, the Home Minister (Including Minister of State and Deputy Home Minister in the Ministry of Home Affairs and other VIPs, with the approval of Force Headquarters. General Salute - Present arms. The band playing the first \\ \\ \\ part of the slow march; when no band is \\ \\ \\ available the trumpets or bugles \\ \\ \\ sounding the salute or drum beating a \\ \\ \\ ruffle.

(f) Director-General/Inspector-General/Deputy Inspector-General/Additional Deputy Inspector-General. General Salute - By troops under their command. Present \\ \\ \\ arms. Bands playing the first part of \\ \\ \\ slow march and drums beating when no band is available the trumpet or bugle \\ \\ \\ beating a ruffle.

## **66. Salute and National Anthem :-**

(a) Whenever the National Anthem is played, all ranks in the Border Security Force in uniform not under the orders of parade Commander shall also stand to attention; Officers and subordinate Officers shall salute.

(b) Officers in attendance on the President or the personal staff of Governor (when such Governor of a State represent the President on official occasions) will not salute when the National Anthem is played for the National Salute but will stand to attention. The exception to the above is on the occasions of unfurling of the National Flag on the Republic Day and Independence Day when the

National Anthem is played on the presentation of arms to the National Flag. All officers including officers in attendance on the personage mentioned above shall salute.

(c) Except on the Independence Day and Republic Day, on a parade, after the National Salute has been given, the Commander of the unit forming the parade shall be regarded as in attendance and shall take his position in rear of the President/Officer taking the salute.

(d) During the presentation of a Guard of Honour, (AIDE-DE-CORPS) shall not salute, when either the National or General Salute is played.

#### **67. Compliments to officers in service of any other country**

**:-**

The compliments directed in these regulations shall also be paid to officers in the service of the Government of any country formally recognised by the Central Government, according to their respective ranks.

#### **68. Two minutes silence-commemoration of particular Day/Event :-**

A two minutes silence shall be observed at 11 AM on the 30th January every year in the memory of those who laid down their lives in the struggle for freedom of the country. The procedure for the observance of two minutes silence shall be notified by the local authorities. A commemoration of any other particular day/event shall be observed only under orders of the Central Government and according to the procedure prescribed in such orders.

#### **69. Salute to funeral :-**

The Officers, Subordinate Officers and other ranks passing a Military, Naval, Air Force, Border Security Force and other Armed Forces and Civil Funeral shall salute the body.

#### **70. Compliment by armed parties while marching :-**

The armed parties while paying compliments on the march, shall be cautioned and shall "BAGGAL SHASHTER" and the command "Eyes right (or left)" shall be given.

#### **71. Returning of salute by Officer Commanding :-**

An Officer Commanding of an armed or an unarmed party shall return the salute with the right hand as he gives the command "Eyes right (or left)". The constables in command or parties shall

also conform to the rules laid down for officer.

## **72. Salute by officers while on duty, parade and boarding a ship :-**

- (a) All officers shall salute their senior officers before addressing them on duty or on parade in the following manner. A salute made to two or more officers shall be returned by the senior only. When not on duty or parade but in uniform, officers under the rank of Deputy Commandants shall salute all officers of the rank of Deputy Commandants and upwards. The Senior Officers, Commandants and Deputy Commandants shall salute their superiors in rank.
- (b) The cadets (Trainee/Officers) shall salute all officers in uniform, and the officers their academy whether in uniform or not.
- (c) The officers in uniform shall salute their seniors in rank in the Defence Services, Police Organisations and other Police Forces.
- (d) All ranks boarding any of the Indian Naval ships or a foreign vessel shall salute on entering and leaving the ship. The Naval Customs of saluting on entering the quarter deck shall also be adhered to by all ranks.

## **73. Saluting by subordinate officers and other ranks :-**

- (a) The Subordinate Officers, Under-Officers and men shall salute all Officers whom they know to be such, whether in uniform or not including officers of Defence Services and other Police Forces when in uniform. Subordinate Officers and other ranks shall salute with the right hand. Where due to physical incapacity a right hand salute is impossible, the salute shall be given with the left hand.
- (b) The Under Officers and men when in uniform shall salute the Subordinate Officers whether in uniform or not and also address them in the same manner as they do to officers.
- (c) A person junior in rank, when on duty shall come to attention when addressing or addressed by a person holding a senior rank.

## **74. Salutation by civilian VIPs :-**

The position of Staff Officers/Stick Orderlies, the parade Commander and the seniormost officer at the time of salutation by civilian VIPs shall be as under:

- (a) The VIP stands centrally on the dais with the seniormost Border Security Force Officer and the conducting officer behind him

(seniormost on the right and the conducting officer on the left) if he has Staff Officers attending on him, they may stand on the sides of the saluting dais, a little to the rear of the VIP. The Parade Commander after he has saluted and passed in front of the VIP at the head of the parade may leave the column and take up a position next to the VIP below the dais, on the flank from which the parade marches on.

- (b) At the Ceremonial Parades held on the Republic Day and the Independence Day the salute shall ordinarily be taken by the seniormost civil representative of Government, e.g. the Governor, Chief Minister, Cabinet Minister, Commissioner, Collector or Deputy Commissioner, as the case maybe.
- (c) In the State Capitals where the Border Security Force also participates in the march past on the Republic Day, the seniormost Border Security Force official may also stand behind the VIP alongwith the seniormost officers of the three services and Police.

#### CHAPTER 10

##### Flying of Flag

#### **75. National Flag :-**

The National Flag shall be flown at Border Out Posts, Mobile Border Out Posts in Boats/Crafts and Headquarters Director-General, Border Security Force.

#### **76. Border Security Force Flags :-**

The Border Security Force Flags shall be flown at -

- (a) the Frontier Head Quarters,
- (b) the Head Quarters of Sector Deputy Inspector-General,
- (c) the Training Institutions,
- (d) the Unit Quarter Guards,
- (e) the occasion of Inter-Frontier-Games/Athletic Meets or any other Sports occasion, The Frontier Flags will be flown at the time of Frontier Sports Function.

#### **77. Flags for motor vehicles (Car/Jeeps) :-**

The flags for officers, shall be as specified in Appendix.

#### **78. 78 :-**

The Officers shall fly their entitled flags as under:

(a) Within India except in Delhi On Staff Cars or Private Cars, whether dressed in uniform or Mufti on duty, including functions being attended in an official capacity. Use of Mufti on such occasion must be correct and permitted under the rules for the time being in force.

(b) In Delhi

(i) Director-General, Additional Director-General and Inspector-General at Headquarters Border Security Force may fly flags on staff and private cars when attending office and official functions including functions held at Rastrapati Bhavan.

(ii) Inspectors-General, Additional Inspector-General/Deputy Inspector-General, Additional Deputy Inspector-General may fly flags as follows :

(1) While on duty in uniform travelling in Government transport.

(2) When travelling in Government transport, whether in uniform or mufti, for attending Force functions.

Note.- (1) The Motor Car/JEEP Flag will only be flown when the officer for whom it is authorised is present in the vehicle and an officer officiating in higher appointment may fly the flag of the officiating appointment.

Note.- (2) The Dimensions of Flags for motor vehicles will be six inches (0.152 m) in the hoist and nine inches (0.229 m) in the fly. Dimensions of other flags will be in the ratio of 2:3 to conform with the size ratio for the National Flag.

## CHAPTER 11

### CHAPTER XI

#### **79. Star plates :-**

(1) Distinguishing metal plates, denoting the rank of the occupant of the vehicle, shall be carried on vehicles in addition to the flag authorised for the occupant. The plates, which shall be 18" (0.457 m) long and 4-1/2" (0.114 m) wide of Navy Blue Colour and shall bear bright, silver coloured permanently fixed, five pointed raised metal stars in accordance with the rank of the officers, viz. :

(i) Director-General/Additional Director-General - 3 Stars

(ii) Inspector-General/Additional Inspector-General - 2 Stars

(iii) Deputy Inspector-General/Additional Deputy Inspector-General - 1 Star

(2) Whenever Flags are authorised to be flown as above, star plates be displayed in addition to the flags. On other occasion, when officers are not entitled to fly flags but are travelling in uniform in Government or private cars, they may display star plates only.

Note.-On occasions when visiting shopping centres and places of entertainment etc., flags and star plates shall not be displayed. The plates shall be kept covered with a white rexine cloth.

**80. Star plate :-**

An officer officiating in a higher appointment shall display the star plate of his own rank.

**81. Dress of Border Security Force Driver :-**

The Border Security Force drivers where authorised for private cars, shall not wear uniform when officers are travelling in a car in Mufti or when their families only are using the car.

CHAPTER 12

Guards and Sentries

**82. Compliment by Guards of the President and entitled VIPs :-**

Guards including Guards of Honour, mounted on the occasion of the visit of the President shall pay compliments only to the President. Guards including Guards of Honour, mounted for other entitled VIPs including Military VIPs within their own charges, shall pay no compliments to the officers and persons of lower rank. Any such guard, when visited by the officers on duty, shall turn out with "Bazu Shashter".

**83. Compliments by guards-between reveille and retreat :-**

(a) At all times between reveille and retreat, guards shall turn out and pay the compliments specified in rule 66(b) and rule 10(F) in Chapter IX of the rules.

(b) Unit guards shall turn out, and present arms, once a day to their Commandants, of whatever rank, he may be.

**84. Turn out of guards to armed parties :-**

The Guards shall turn out at all times when armed parties of any Force approach their posts; to armed corps they shall present arms and before other armed parties they shall stand with "Baju

Shashter". They shall not pay compliments between the sounding of 'Retreat' and 'Reveille' except to grand rounds. They shall not turn out to unarmed parties.

**85. Compliments where not entitled :-**

An officer under the rank of a Additional Deputy Inspector-General is not entitled to the compliments of the bugle sounding the salute, or the drum beating a ruffle, when guards "present arms" to him. An officer not in uniform is not entitled to the compliments of a guard turning out except the President or his representatives in their official capacity entitled to a Guard of Honour.

**86. Salute to General Officer :-**

When a senior officer in uniform or a person entitled to a salute, passes in rear of a guard, the commander shall caution his guard to fall-in and stand with "Baju Shashter", facing the front, but no drum shall beat or bugle sound. When such officers pass guards while in the act of relieving, both guards shall salute as they stand, receiving the word of command from senior Commander.

**87. Honour paid by sentries to the President, dignitaries and armed parties/unit :-**

Honours shall be paid by sentries as follows :

**88. Compliments to officers of other Forces :-**

All guards and sentries shall pay the same compliments to the Defence Services Officers. Gazetted Officers or other Central Police Organisations, State Police Officers and Home Guards when in uniform as are directed to be paid to the officers of the Border Security Force.

CHAPTER 13

CHAPTER XIII

**89. Guards at residence :-**

The following shall be authorised a guard at their residence as per the strength mentioned below:

- (i) Director-General/Additional Director- General - 2 Under-Officers and 8 Rifles.
- (ii) Inspector-General/Additional Inspector- General - 1 Under-Officer and 3 Rifles.
- (iii) Deputy Inspector-General/Additional Deputy Inspector-General - 1 Under-Officer and 3 Rifles.

Note. 1-In any particular station only the seniormost officer of the rank of Deputy Inspector-General and above will be entitled a guard at his residence.

Note. 2-In normal conditions Border Security Force guards will not be provided at the residence of any civil official. These restrictions may be modified at the discretion of the Inspector-General/Deputy Inspector-General. If situation demands, armed guards may, however, in exceptional cases, be provided for Border Security Force officers and officer messes at the discretion of the local Border Security Force Commander for purpose of security.

#### CHAPTER 14

Border out-post guard at Reveille-Hoisting of National Flag Hoisting of National Flag by guards of both countries

#### **90. 90 :-**

(1) Daily at reveille one jawan each of the guard from both the countries hoist their National Flag. While hoisting National Flag the Indian Jawan shall stand under counterparts' National Flag and the Jawan from the other side shall stand under Indian National Flag.

(2) Fall-in of Guards of both countries.

(a) At reveille National Flags of both the countries are hoisted at one lime. First day Indian Guard shall fall into the right side of counterparts' guard and the next day it shall be vice-versa. The Guard Commander of the Guard standing on the right shall order "Present Arms". On this word of command the jawans of both the countries who are standing near the flag post shall start hoisting the flag gradually by putting the strings across each other, bugler shall blow the reveille and guards shall "Present Arms".

(b) The speed for pulling up the flags shall be with the sound of the bugle. After hoisting, the jawans shall smartly move to their respective flags and shall tie the strings with the poles, and will fall-in on the left of then- respective guards.

#### **91. Posting of the sentry at the Border out-post first sentry :-**

(a) After completing all formalities at reveille, the Commander of the right guard will command "First Detail Fall-in".

(b) On this word of command the first sentries of both the countries will march smartly and halt at boundry line keeping 24 inches

shoulder distance between each other.

**92. On the word of Command "Sentry Check" by the right Guard Commander :-**

The sentries of both the countries will check/search the pockets of each other to ensure that they are not carrying any grenades/knives, etc.

**93. Position of sentries :-**

- (a) After having checked/searched pocket by both the sentries, the right guard commander will command "Sentry Attention";
- (b) on this the sentries will stand in attention position facing the respective guards.

**94. The right Guard Commander order guard march off :-**

The Guard Commander of both the countries will march off their guards, to their respective lines, where they will be dismissed.

**95. Arms and ammunition carried by sentries :-**

- (a) The sentries of both the countries will carry prescribed automatic weapons or sten guns with one magazine full of ammunition. The safety catch of the weapons will be at safe.
- (b) Sentries will keep their weapons at Sling Arm position.
- (c) Sentries will not discuss any matter which is against the norms of discipline.
- (d) All the sentries must be trained in security matters.

**96. Movement on beat by sentries :-**

The sentries of both the countries will move on their respective beats together. They will halt at their fixed place and stand at ease.

**97. Compliments by the sentries :-**

- (a) If any officer is coming from Indian side, the Indian sentry shall immediately stand on the right of own guard.
- (b) When the officer approaches the sentry shall speak gently 'UP' and both the sentries shall salute together.
- (c) If the officer is coming from opposite side the sentry of the other country will stand at the right side and action will be the same as given in sub-rule (b) above.

## **98. Ceremonial Guard at Border out post :-**

(1) If any officer from India or any other country is coming or going the following drill shall be followed : The Border Out Post sentry shall shout "GUARD FALL IN"- "GUARD FALL IN". On hearing this, all the guard personnel of both the countries will fall-in with "Baju Shashter". On arrival of the officer the Guard Commander will pay compliment as per his rank and guard will be made to stand in "Order Arms". Then the Guard Commander will take his position and will report, "Ceremonial Guard is ready for your inspection. Sir".

(2) The inspecting officer will inspect the guard. When he has inspected the guard Commander, the Guard Commander will come to "Baggal Shashter" and will follow him. After the inspection is over the Guard Commander will salute the inspecting officer and will come back to his original position.

(3) Inspecting officer will order-"Guard Dismiss". On this the Guard Commander will give the word of command "Guard Baggal Shashter". Sentry stand past, remainder dismiss. The Sentry will stand past and other will dismiss. Guard Commander will turn left and salute the VIP and move to his place.

## **99. Guard of honour at Border Out Post for VIP :-**

If any VIP is either passing through from/to India or visiting the Border Out Post as per programme, a guard of honour shall be arranged for him.

## **100. Fall-in of guard :-**

Before the arrival of the VIP the guard shall fall-in with arms in line for alignment.

## **101. Fall-in of band :-**

If the band is available with the guard, they shall fall-in at 8 paces to the right of guard. If the space is not available on the right, the band master shall stand at a distance of 6 paces and the rest 3 paces behind him. The bugler shall fall- in at 8 paces to the right of the guard.

## **102. Procedure :-**

When the VIP is approaching, the Guard Commander shall command:

(a) Guard "Attention"

(i) When the VIP has reached the saluting base, the Guard Commander shall order—"Guard National Salute" "Salami Shahster". The band shall play national anthem/General salute. If band is not available the bugler shall sound the bugle.

(ii) At the end of this tune the Guard Commander shall order "Guard Baju Shashter".

### **103. Reporting by Guard Commander :-**

The Guard Commander moves in quick time towards the VIP and shall halt at place facing the VIP, and shall salute and report:

(a) "Guard of Honour is ready for your inspection. Sir", again salutes the VIP and follows him to his left in slow march. During inspection he shall be on the right and little behind the VIP. When the inspection starts the drum shall beat (Dum) thrice and on the third beat, all the jawans shall turn their eyes towards the VIP and as the VIP inspects they shall turn eyes and head to the left. The band shall play the appropriate tune. When the inspection is over, the drummer shall again beat the drum (dum) thrice and all the Jawans shall look to their front at the last drum (dum). The VIP shall come to the saluting base and the Guard Commander after saluting the VIP shall return to his original position.

(b) Guard National/General Salute "Present Arms" on this the band or bugle shall play. Guard Commander shall command "Guard Baju Shashter", when the VIP leaves the Guard Commander again order "Guard dismiss".

### **104. Border Out Post at the time of retreat :-**

A few minutes before the retreat, the Guard Commander shall bring the guard at fall-in position and shall inspect the guard. He shall order "Guard Baggal Shashter" and shall march the guard in quick time up to the National Boundary line. He shall keep the guard at place where it was standing in the morning in "Baggal Shashter" position.

### **105. Position of Guard Commander of the other country :-**

(a) The Guard Commander of the opposite side will also keep his guard standing at the place where it was standing in the morning.

(b) Jawans detailed to remove the flag will untie the string from poles and will put the string across each other. Indian Jawan will be standing below the opposite country's flag and vice-versa.

## **106. Procedure :-**

When the right Guard Commander orders "Guard Present Arms" the bugler will sound the retreat. At the same time flag will be pulled down with the sound of retreat. Immediately after this the Jawan will move smartly to their flag and will untie the flags from the string. The string will be kept with the poles. The Indian Jawan shall fold the flag in such a way that the tri-colours are visible. Both the Jawans will raise their flags and will march smartly at a distance of 2 paces from their respective guards. Now all other sentries will join their guards to the left.

## **107. Joint briefing of guards by Guard Commander of both countries :-**

The Guard Commander of both the countries will jointly brief the guards and will order—"Guard will move to right in file "Right Turn", "Guard quick march". After reaching their respective lines, the Guard Commander will halt the guard and will command:

- (a) Guard will turn to the front "Left turn" ;
- (b) "Guard dismiss".

## **108. Flag :-**

The flag shall be kept at proper place with due honour. Action in the Border Out Post at the visit of VIP Company/Border Out Post Commander will welcome the VIP at the given time. Before reporting to the VIP the Company/Border Out Post Commander will ensure that the troops are in stand-to position and all personnel are in their respective trenches/bunkers.

## **109. Reporting by Company/Border Out Post Commander to VIP :-**

The Company/Border Out Post Commander will report to VIP as under: "Sir, Alfa Company, 73 Battalion Border Security Force, I Officer, 1 Subordinate Officer and 32 Other Ranks ready for your inspection" (The present strength of the Border Out Post is to be reported).

## **110. Tasks :-**

- (a) The Company/Border Out Post Commander explains the task the area of responsibility; left and right flanking Border Out Posts and similarly about the opposite Border Out Posts.
- (b) The VIP will then be led to each trench/bunker for inspection,

each Jawan will explain his task and area of responsibility. When the VIP finishes the inspection of the picquet, the Company/Border Out Post Commander will stand-down personnel.

**111. Stand-down :-**

After the stand-down the Jawans shall fall-in in open order and their Arms/Ammunition shall be inspected by Company/Border Out Post Commander. All correct report shall be given to VIP in attention position. If the VIP wants to speak to the men, the Jawans shall keep standing there otherwise, under the orders of Company/Border Out Post Commander, the personnel shall dismiss.

**112. Visit to cook house, stores by VIP :-**

The Company or Border Out Post Commander will then take the VIP to cook house, magazine and stores for his inspection.

**113. .-After the inspection of VIP, the Company/Border Out Post Commander shall :-**

Departure of VIP see off the VIP from the post.