



Bureau of Police Research & Development
Ministry of Home Affairs
Government of India, New Delhi

POLICE DRILL MANUAL



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विक्रम श्रीवास्तव, भा.पु.से.
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महानिदेशक
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PREFACE

The last editions of the Police Drill Manual were brought by Bureau in 1977 & 1995. It received an overwhelming response from well as State Police forces and we continued to get demand for copies of the Manual.

To meet this demand, it was decided to republish the revising it thoroughly. Revision of the Manual was done in consultation with experts. The present edition is the result of this effort.

In addition to many alterations done in the provisions of the earlier publication, the present Manual incorporates nine new chapters *i.e.*, on *Drills & Parades, Role of Drill Instructors, Selection of the Drill Instructors, Drill with 5.56 mm INSAS Rifle, Conduct in Uniform, Injury Management, Medals & Medal Ribbon, Flag code of India, Band Music & Saluting without Arms.*

Besides incorporating the Hindi words of command at places, Hindi equivalents of English words of command had forth in an annexure.

We shall gladly welcome your comments and suggestions if any.

SD/- Vikram Srivastava
Director General

March, 2012

Bureau of Police Research & Development

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We also acknowledge the contribution of Shri S. Ramakrishnan, IPS (WB:73) in formulating the new chapters which have been added. The contribution and efforts of Shri Rakesh Jaruhar, IPS (JH:76) and Shri Rakesh Kumar Singh, Commandant, CRPF in the revision and updation of this Manual is deeply appreciated. Valuable inputs have also been provided by the instructors of all the CPOs and the State Police Training Centres. Our profound thanks to all for their contribution in this effort.

Kuldeep Sharma
Addl. Director General

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CHAPTER I

DEFINITIONS

1. Alignment—Any straight line on which a body “of men is formed or is to form”.
2. Column—Bodies of men—one behind the other on parallel and successive alignments, at such a distance from one another as when formed to an angle of 90 degrees to either flank, will bring them into line with three paces interval between each.
3. Close Column—A column with distance reduced to suit requirements.
For normal purposes Close Column of platoon will be formed at 12 paces distance. For Drill seven paces is more convenient.
4. Column of Route—A column of threes with not more than three men abreast in any part of the column, including officers and supernumeraries. The normal formation for men marching closed up on a road.
5. Column of Threes—A column with its officers and supernumeraries maintaining their places except for the officer in command who places himself at the head of the unit or sub-unit.
6. Covering—The act of a body placing itself directly in rear of another.
7. Depth—The space occupied by a body of men from front to rear.
8. Directing Body—The body, unit or subordinate unit on which the direction, pace and alignment or relative positions of several parts of a formation depend.
9. Distance—The space between men or bodies of men from front to rear.
10. Dressing—The act of taking up an alignment correctly.
11. File—A front rank man and his coverer or coverers.
12. Blank File—A file without a centre and rear rank man, or without a centre rank man. A blank file is the second file from the left. While in two ranks, the blank file is the third file from the left.
13. Flank—Either side of a body of men, as opposed to its front or rear.
14. Directing flank—That by which units march or dress.
15. Inner flank—That nearer the directing flank and serving as pivot when a body is changing its direction.
16. Outer flank—That opposite to the inner or directing flank (often known as reverse flank).
17. Forming—A method of changing direction as opposed to wheeling.

18. Front—The direction in which men are facing or moving at any given time.
19. Frontage—The extent of ground covered laterally by a body of men.
20. Incline—A diagonal movement by which ground is gained to the front and flank simultaneously without alteration of the original alignment.
21. Interval—The lateral space between men or bodies of men on the same alignment measured from flank to flank. Between dismounted men intervals are measured from elbow to elbow. Each dismounted man is allotted a lateral space of 24 inches in two ranks; in three ranks this lateral space is at arm's length with first clenched.
22. Line—Units formed on the same alignment.
23. Markers—Personnel employed in certain circumstances, to mark points on which to direct a movement or by which to regulate a formation or alignment.
24. Mass—A battalion with its companies in line of Close Column of Platoons, with 5 paces of interval between companies.
25. Open Order—An increased distance between ranks for ceremonial or inspection purposes.
26. Close Order—The normal distance between ranks in line.
27. Pace—A measurement of distance on foot (e.g. 30 inches). Movement.
28. Rank—A line of men, side by side.
29. Single file—Men one behind the other on a frontage of one man at normal marching distance.
30. Supernumeraries—The N.C.Os etc., forming the third rank if in the fourth rank if in threes.
31. Wheeling—A movement by which a body of men on parade changes direction, each rank of file pivoting on the inner flank but staining its dressing.

CHAPTER II

Section 1

Object Of Drill

- 1) The primary object of parade ground drill is to build up and maintain in a recruit a high standard of discipline, turn-out, bearing and pride in self and in the Police Force. In addition to these qualities being instilled among the force, well executed parade ground drill also indirectly develops individual self-respect and gives to the Force a feeling of power, cohesion and purpose. Drill brings about the co-ordination between mind and body and serves as the basis for imparting other service training.
- 2) A high standard of drill has a value over and above that obtained by the participants in a particular parade, for it also gives to the spectators a feeling of pride and confidence in the Force. The public generally see single policemen, or small parties on duty in the cities and rural areas, but they have too few opportunities of seeing larger formations to judge the police as an efficient and disciplined force. The Ceremonial Drill provides a valuable opportunity for the Force to demonstrate to the public as a whole their high standard of training and discipline.
- 3) The drill plays an essential part in the training of men for outdoor field work, for it teaches strict and implicit obedience to orders and develops in the man pride and confidence in the force to which he belongs. Well executed drill causes the men temporarily to exchange their individuality for the corporate spirit and thus helps to develop collective morale and esprit de corps.

Section 2

Principles of Instruction

The drill instructor must bear in mind that instruction is an art and should be studied as such. He must always bear in mind the primary object of his subject, which is to promote and maintain a high standard of discipline, turnout, bearing and esprit de corps. He will at all times reflect to his squad the qualities which drill is designed to instil in the men. The drill instructor must ensure that a squad understands reasons for doing various movements. He must not be a slave driver nor must he imagine that he can achieve his object only by bullying and shouting, but at the same time his attitude towards his squad must always be firm and determined. He, cannot afford to accept anything but the very highest standards in all movements. To achieve the best results the instructor himself must mirror the qualities that drill is designed to develop—he must in fact teach by his own example.

Section 3

Preparation

The drill instructor must prepare his lesson with the same care and attention to detail as is necessary for all other instructions. He must think out his lesson beforehand and know thoroughly the subject matter he is to teach. The drill instructor must also plan his instruction with an eye to the position of and arrangements for his squad. No member of the squad should be allowed to face or have his back to the sun. If possible, the whole of the squad should work in the shade.

Section 4

Method of Instructions

Action is the main means of instruction in drill. Words alone are of little value and the talkative instructor will soon lose the interest of his squad. The following should always be adhered to:—

- (a) Complete demonstration.
- (b) Demonstration by numbers, with explanation. (Supernumerary if present, to be used for demonstration). Instructor to point out and explain drill movements.
- (c) Collective practice by squads, by numbers
- (d) Individual practice by numbers
- (e) Collectively by squads (counting the time)
- (f) Collectively by squads (judging the time)

The instructor will not attempt to explain his actions during the complete demonstration of the drill movement. He will not demonstrate the wrong way of doing the movement. During the period of individual practice he will check each individual and explain his faults to him.

The drill instructor must remember that he is a teacher like any other type of instructor. He must employ normal principles and methods of instruction to teach his squad, but at the same time bear in mind that his example will always retard or improve their performances. When actually giving a word of command to his squad, he himself will stand to attention, though he will of course be free to move afterwards in his own time to check faults or errors in the squad.

When exercising the trained man, it should not be necessary for the instructor to depart from the correct position of attention though it will often be necessary

and desirable for him to demonstrate and correct faults in his squad. Again it cannot be too strongly emphasized that example constitutes the finest teaching in DRIL the bearing, manner and carriage of the instructor will inevitably and accurately reflect themselves in his squad, and it is, therefore, the task of the instructor to set his squad a high standard by his personal example and employ normal techniques of instruction to instil this standard into them.

Section 5

Arrangements And Conclusion Of Instructional Periods

Instructional periods must be planned with an eye to variety. Un-organized periods of aimless drill are valueless and teach nothing. Fifteen minutes is the maximum time to spend on any one drill movement at a time.

Instructional periods should not exceed forty minutes at a time. A drill period should always end with five minutes "Good Drill" devoted to movements which the instructor knows the squad can execute perfectly. The squad will thus leave the parade ground with a sense of achievement and pride in their performance.

Section 6

The Backward Man

Instructors must never be allowed to make the backward man in a drill squad the butt for their abuse or sarcasm. A man must not be allowed to develop the impression that he is slow, by the instructor constantly calling out his name. The instructor should gradually and unobtrusively work round to the backward man in a squad, and by standing in front of him show him what he is doing wrong. Patience and understanding will soon develop the slow starter, who with proper handling will often prove ultimately to be one of the best men in the squad.

Section 7

General Instructions On Drilling Recruits

The object of drill is to teach and maintain discipline. It is essential that drill should be done extremely well. Slovenly drill merely impairs discipline. The quality of drill is all important and this matters far more than the variety and quantity of drill practices. It is, however, essential that while the standard of drill should be higher than it was ever before, the amount of time which can be devoted to it should be reduced.

All movements on parade are to be performed smartly. Stamping of feet in such movements as turning, coming to attention or standing at ease should not be permitted.

The details of drill movements given in the following sections are for the information of the instructor only. It will not be repeated word for word to the men on parade.

When recruits are being taught a particular motion or exercise the instructor will form a squad round him and explain what is required in simple language. As soon as he is satisfied that his meaning is clear he will proceed to the second stage, (Demonstration) by performing the motion himself. During this stage he will point out details done by him or by his demonstrator. The men will then be made to perform the movements themselves firstly by numbers, secondly by individual practice, thirdly by counting out the time collectively and fourthly by judging the time. It is stressed here that the recruits will learn through practicing the movements and being corrected while doing so individually.

Recruits will be taught that, when on parade, it is the duty of every man to see that he is at all times in the correct dressing from which ever flank is the directing flank. This principle applies both when falling in and whenever the squad is brought to face the advance position after marching except in ceremonial drill where men will not correct their dressing on completion of a movement until they receive the command to dress.

Men should be given frequent short rests (Stand Easy) between exercises.

When men of a squad are being tested separately in any movement, those not under instruction at the moment should be ordered to stand easy or to continue practicing the movement in their own time.

In drill movements which have two or more movements, when judging the time, recruits should be taught to make a uniform pause after each motion, equal to two paces in quick time. In early stages of training, every member of a squad must be made to call out the time for each movement. This fixes the standard time of 40 movements in a minute.

Section 8

Words Of Command

Good drill depends in the first instance on good words of command.

Drill instructors and those responsible for taking drill parades must frequently practice giving words of command. This practice will give them confidence in giving words of command distinctly and loudly and accustom them to use their voices in the best manner. A word of command to a squad of six men need not be as loud as a command to a battalion.

Commands which consist of one word will be preceded by a caution, which

may be part of the word itself. The first or cautionary part of word of command will be given deliberately and distinctly. The last or executive part which, as a rule, should consist of only one word or syllable will be given sharply [e.g. PLATOON (Slowly)—HALT (sharply)]. A pause, which should be uniform in all words of command, will be made between the cautionary and the executive words of command. When however an order is given which cannot be executed quickly (e.g. wheeling which takes some time to carry out) the executive should itself be lengthened. Example— LEFT WH — E — EL.

The cautionary and executive words of command given in this pamphlet refer generally to one flank only but the same with certain modifications can be applied to movements to the other flank also.

Words of command must be given at all times with precision; indistinct and slovenly words of commands produce slovenly movements and must be avoided.

Instructors, when giving words of command, must stand to attention and should not move along with the squad. They should adopt a correct bearing thereby setting an example of alertness to their men.

It should always be remembered that a word of command is an order which must be obeyed smartly and properly. Instructors must after giving the word of command observe the drill movements of the squad and check any tendency on the part of men to carry them out in a slovenly manner. For instance, when men are called to attention, or after completion of the movement ordered to stand at ease, absolute steadiness and silence must be insisted upon. There must be no talking by the squad when they are being drilled. It should be the principle to perfect one movement before proceeding with the next. If faults and slack habits are passed over in the early stages, they will, in time, undermine discipline without which no force can train or perform their duties efficiently.

When it is desired to resume the position which obtained immediately prior to the last word of command, the command “AS YOU WERE” should be given.

The words of command laid down for use in close order drill are not intended for use in movements in the field. They are designed with a view to training the recruit’s mind and body to habits of strict obedience to the will of the leader.

The following table shows when to give words of command to men on the move during close order drill: —

Word of Command	Slow Time	Quick Time
Halt (Tham)	As the left foot is coming to the ground and level with the right	As the right foot is coming to the ground.
About Turn (Pichhe Mur)	As the right foot is coming to the ground and level with the left	As the left foot is coming to the ground.
Right Turn (Dahine Mur), Right Incline (Adha Dahine Mur), Right Form (Dahine ban), On the right form—squad (Dahine ko squad Bana)	As the left foot is passing and level with the right foot	As the right foot is coming to the ground.
Left Turn (Baen Mur), Left Incline (Adha Baen Mur), Left Form (Baen ban), On the left form squad (Baen ko squad Bana)	As the right foot is passing and level with the left foot	As the left foot is coming to the ground.
Mark Time (Qudam Tal)	Do	Do
Halt (Tham) When marking time (Qadam Tal)	As the right knee is just fully raised.	As the right foot is coming to the ground.
Forward (When marking time) (Agebarh –Qadam Tal Par)	When the left foot is touching the ground.	When the left foot is coming to the ground.
Break into quick time, Quick March (Tej Chaal Men Aa, Tej Chal)	When the left foot is touching the ground.	
Break into slow time, Slow March (Dhire Chaal Men Aa, Dhire Chal)		When the left foot is coming to the ground.
Break into double time, Double March (Daur Chaal Men Aa, Daur Ke Chal)		When the left foot is coming to the ground.

Section 9

Inspection

1. (i) Whenever a squad parading in three ranks is to be inspected, the ranks will be opened for the inspection and closed on its completion, by the following orders:—
 - (a) ‘OPEN ORDER-MARCH’ (Khuli line-chal)

The front rank will take two paces forward, the rear rank two paces to the rear.
 - (b) ‘CLOSE ORDER—MARCH’ (Nikkat line-chal)

The ranks will re-form close order, the front rank taking two paces to the rear, the rear rank taking two paces forward, the centre rank will remain steady in the position of attention throughout.
 - (ii) The Instructor will pay attention to the personal cleanliness of the men as well as to the state of their arms, equipment and clothing. A clean and smart turnout must be insisted on at all times. In this respect instructors must set a high standard for young recruits to emulate. Men learn good habits more quickly by example than by any other method.
 - (iii) Instructors will be trained in methods of inspection so that with practice, they will be able to tell at a glance whether or not each man on parade is correctly turned out.
 - (iv) A man ordered to adjust his dress, if in the front and middle ranks will take a pace forward; if in the rear rank a pace to his rear. On completion of adjustments the men will regain their original places in the ranks.
 - (v) The following points become second nature with experience, both in their being noticed at inspection and in their observance by the men. Full wear must be extracted from clothing and as long as it is serviceable it must be worn.

There is, however, no reason why part worn clothing should not be clean, correctly pressed, and in good repair.
 - (vi) It is usual to inspect, starting at the right hand man of the front rank, from the head downwards, the front of the rank before the back of it, and the men before their arms. After the inspection of the front rank has been completed the other two ranks will be inspected similarly.
2. *General impression*—Is the man clean? Is his uniform clean, well fitting, pressed, and correctly put on? Are his arms clean? Is he standing at the correct position of Attention?

NOTE:— Before starting to inspect, see that any incorrect positions are put right. The Inspecting Officer should be accompanied by the Platoon or Section Commander who will note anything he is told.

3. *Head-Dress*

- (a) From the front
 - (i) Is the hat, safa, or side cap clean and free from sweat and hair grease?
 - (ii) Is the head gear placed correctly, or is it falling back, or tilted to the side?
- (b) From the back
 - (i) Is the head gear clean from the back?
 - (ii) Is the hair short? If in doubt, tell the man to take off his cap so as to see if it is of moderate length on top.

4. *Face and neck clean and shaven*

NOTE : Check that the men's eyes do not follow the Inspecting Officer.

5. *Shirts*

- (a) From the front
 - (i) The shirt should be well fitted and properly tucked in.
 - (ii) Should be well starched, sleeves properly rolled, if wearing long sleeve shirts.
 - (iii) Buttons intact and not broken.
 - (iv) Designation and badges of rank must be clean and properly sewn on.
 - (v) No ends of cotton from the stitching must be allowed to appear.
 - (vi) If tunic is worn see that it is properly starched and that the shirt collar and tie are well fitted and clean.
 - (vii) See that buttons are clean and placed correctly.
- (b) From the back
 - (i) Is the collar clean?
 - (ii) Is the back of the shirt properly tucked in and pulled down?

6. *Belts*

- (a) From the front
 - (i) This must be fitted so tight that during marching the weight of the bayonet cannot pull it down one side.

- (ii) The buckle must be central to the front and in line with the clothing buttons. In case of Web belts the brass loops should be at one inch from the buckle.
 - (iii) The brass and silver fittings in the belt should be well polished.
 - (iv) When wearing a cross belt on Tunic, see that it crosses between the first two buttons from the collar end.
- (b) From the back
 - (i) The frog when worn with the belt should be on the left hip—not under the arms or in the small of the back.
 - (ii) The belt fittings in the rear should be clean.
- 7. *Hands*—Clean, with no tobacco or other stain, nails clean and trimmed.
- 8. *Shorts and Trousers*
 - (i) See that they are properly fitted specially at the waist.
 - (ii) See that they are of the regulation pattern and well starched and creased.
- 9. *Hosetops*
 - (i) See that they are of the approved shade.
 - (ii) Are tied immediately below the knees and the upper folds are correctly turned over—approximately 4 inches.
 - (iii) See if garters are worn.
- 10. *Putties and Anklets Putties*
 - (i) See that they are of the approved shade and pattern.
 - (ii) That they are properly tied and the bow of the tape is in line with the ankle and neatly tied.
 - (iii) Not more than two folds should be seen when wound round the ankle.
- 11. *Ankles*
 - (i) These must be of a large enough size not to wrinkle, gape at the side, or bulge, and must be so tightly fitted as to remain straight and not turn round at ankle.
 - (ii) The webbing and the straps must not be frayed.
 - (iii) Buckles if of brass, will be polished back and front.
- 12. *Boots*
 - (a) From the front

- (i) These must be in a good state of repairs and free from cracks. Laces must be strong and not twisted or knotted. Laces must be done up tight, so as to close the lace holes.
 - (ii) Should be neatly polished.
 - (iii) The angle of the feet when at Attention is correct (30 degrees). If carrying arms, the toe butt is in line with the toes of the boot.
- (b) From the back
- (i) See that the heels are together and in line.
 - (ii) Get some men to lift one foot at a time to see if the soles are in good repairs and properly studded.

13. Inspection of Arms

- (i) Arms should be clean and dry for inspection.
- (ii) Slings should be tight and properly fitted.
- (iii) When at the Order see that the sights are down and the safety catch is rear.

DRILL AND PARADES



CHAPTER III

DRILL AND PARADES

The term "DRILL" comes from the old tradition of formation combat, in which soldiers were held in very strict formations as to maximize their combat effectiveness. Formation combat was seen as an alternative to *mêlée* combat, which required strict soldier discipline and competent commanders. As long as the formations could be maintained, the 'civilized' soldiers would maintain a significant advantage over their less organized opponents.

Although modern warfare has shirked this in favour of guerilla combat and loose formations, modern militaries still use parades for ceremonial purposes or in noncombat environments for their efficiency, ease of organization and encouragement of discipline. Roughly synonymous are "drill" and "march". Drilling started in the 16th century with the Dutch army of prince Maurice of Orange. The English word drill is from Middle Dutch origin. All new recruits to the police and para military forces are taught drill to teach them how to work and move as a team. In addition, formations are still used in riot control situations.

A drill in military terms is the action of memorising certain actions through repetition until the action is instinctive to the soldiers being drilled. Complex actions are broken down into simpler ones which can be practised in isolation as when the whole is put together the desired results are achieved. Such is necessary for a fighting force to perform at maximum efficiency in all manner of situations. Drilling increased in importance when men stopped fighting as individuals and began to fight together as units. Drilling as a vital component of a war machine further increased with the increases in the size of armies, for example when Phillip II of Macedon disciplined his army so they could swiftly form the phalanxes that were so critical to his successes as a general. Military drilling later was used by the Roman Army to maximise efficiency and deadliness throughout their long history. After the fall of the empire, and the Dark Ages set in Europe, most feudal lords more heavily relied on peasant levies and their wealthy knights to fight their wars, the knights for the most part reverting to fighting as individuals. Massed military drilling was used mostly by only the foremost armies and nations, such as the Normans. The U.S. drill is based on the contributions of Baron von Steuben, a Prussian Army officer who served as a volunteer in the Continental Army. During the winter quarters in Valley Forge, Pennsylvania, von Steuben taught a model company of 100 soldiers musket drill. These soldiers, in turn, taught the remainder of the Continental Army.

Parades consist of four directions:

Advance

Retire

Left

Right

The Advance is the primary direction of movement, regardless of which direction the soldiers are actually facing (similar to a ship's bow.)

The Retire is opposite the advance, against the primary direction of movement (similar to a ship's stern.)

The Left is to the left of the Advance (similar to a ship's port.)

The Right is to the right of the Advance (similar to a ship's starboard.)

If the Advance is changed, then all other directions are changed to be based on the new Advance.

Movements

There is only one person in charge of a parade at a time. Changing this person is very ceremonious. This is to make it obvious to the personnel who is currently in command, and therefore whom to pay attention to.

During parades, unless explicitly told otherwise, the personnel have restricted movement, meaning they can only move exactly when they are told, and then only doing exactly what they are told to do. In most stances any movement at all is disallowed, and is held to such an extent as to have soldiers fainting on parade, although fainting under any conditions short of plural hours standing still in the hot sun is considered a sign of medical disability.

Attention (Savdhan) : standing straight, eyes forward, chest out, shoulders back and down, knees straight but not locked, heels together, feet at a 30-degree angle (540 mils). All muscles are rigid. The hands are held in tight fists with the thumbs aligned with the seam of the trousers.

At Ease (Vishram) : a modified position of attention in which the left foot is moved to shoulder width and the hands are placed behind the back with arms fully extended. The right hand is placed inside the left with all fingers together and pointing rigidly downwards.

Easy (Aaram Se) : Legs remain at Ease position, arms are brought to the sides to a more natural standing position. Member may relax their muscles and make minimal movements.

Commands

The typical parade commands are spoken extremely clearly and emphatically, and consist of four major parts.

Identifier or who is to follow the command. This is typically (number) Section, (number) Platoon, (letter) Company, or (name) Regiment, although the prefixes are often dropped when there is no ambiguity (Section, Platoon, Company (Coy.) or Regiment) Parade can only be given by the parade commander, and always refers to the entire parade, regardless of size.

Precautionary, or what is to be done in an abstract sense: Move to the Advance, Move to the Retire, etc. (This is not always used in American usage)

Cautionary, or the first part of what is to be done. This is called the "preparatory command."

Executive, or execution, a single syllable on which the soldiers actually move. This is as true in the other services; however, the accent of the commander often leads this to be heard as simply huh on commands such as "Present Arms" and "Order Arms." There is always a significant pause between the Cautionary and the Executive. The executive command is always given a greater emphasis than the preparatory command. Often there is no chance of ambiguity, and much of the command can be unspoken. In such cases there must always be the Cautionary and the Executive.

Common parade commands

Fall In : Have the forementioned troops fall into formation.

Fall Out : Have the troops fall out. This is done with a right turn followed by either three steps or a Quick March in a straight line to the edge of the parade square, determined by context.

Dis -Miss : A fall-out where the soldiers have free time until their next designated work period (typically done at the end of a common day, although often is simply an erroneous substitution for Fall Out).

Attention : Have the soldiers uniformly adopt the Attention position, the most constrictive position (with feet together), but the only position from which soldiers can actually be made to move. Actions such as a salute also return soldiers to the attention position.

Alignment commands :

Dressing right, Dress, or just Right Dress,- All personnel in the unit except the right marker. take two steps forward, pause, and bring up their arms parallel to the ground and at the same time snap their heads so they're facing right, unless otherwise specified (Elbow Dressing, Shoulder Dressing). After this, they pause, and then shuffle back to a new position, where their hand is extremely close to the soldier's shoulder on their right. On the command of 'Eyes Front', the front rank snaps their arms down and faces forward, while all other ranks simply face forward.

Rest positions :

Stand at Ease : Have the personnel adopt the more relaxed position At Ease position, with feet shoulder width apart, although still no movement is allowed. This is typically used when soldiers must wait a short duration. This is also the initial positions soldiers are in when they fall into formation. Changing from At

Ease to Attention and back again, or the converse, is standard when the command of a parade is transferred (typically between the commanding officer and his Sergeant-Major), since command of a formation isn't actually transferred until the new commander makes a command.

Stand Easy : Have the soldiers adopt the next easiest stance, where hands are hung at the sides and the shoulders can actually be slacked. This is often, but not always, followed by an implicit 'Relax' ('Rest').

Marching with weapons/saluting

Shoulder Arms : If the personnel have the weapons at the order, then it is brought up and carried on the right shoulder. Although Left and Right Shoulder Arms are both valid commands, right is assumed if it is unstated. The police/para military personnel must be at attention to shoulder weapons. This is typically done through a throw rather than a carry.

Port Arms : The weapon is brought out in front of the personnel, and held by the right hand on small of the butt, or equivalent, and the left hand about the forestock, or equivalent.

Present Arms : The police/para military personnel use the salute for their particular weapon. Personnel without weapons use a salute appropriate for their headdress. Often officers can salute on behalf of their troops, and any such ambiguity will be discussed with the personnel before hand. This is often used with the precautionary General Salute, when appropriate.

Order Arms : If the personnel are carrying a weapon which can be ordered they will lower it so that it is resting on the ground, touching the outer toes of the right boot, and being supported by a slightly bent right arm.

Saluting/saluting on the march

To the front Salute or Salute: The right arm is raised so the forearm is placed at a 90° angle, while pointing at the temple. It is generally to a count of "Up, two, three, down!" While marching it is exactly the same, except the count is "Up, two, three, four, five, down, away!"

To the Right Salute: The right arm is raised so the forearm is placed at a 90° angle, while pointing at the temple. It is generally to a count of "Up, two, three, down!" while marching it is exactly the same, except the count is "Up, two, three, four, five, down, away!" This is done while looking to the right, except the right marker, who must stay looking to the front, to keep the flight, squad, platoon, etc. staying straight.

To the Left Salute: The right arm is raised so the forearm is placed at a 90° angle, while pointing at the temple. It is generally to a count of "Up, two, three, down!" While marching it is exactly the same, except the count is "Up, two, three, four,

five, down, away!" This is done while looking to the left, except the right marker, who must stay looking to the front, to keep the flight, squad, platoon, etc. staying straight.

Turning motions while marching

Right Turn : A 90° turn to the right done by rotating on the right heel and left ball. The cautionary and executive are both called on the left foot. The left leg is then brought up to be parallel to the ground (although different patterns are followed by the Police forces and the para military forces) and slammed into the ground in the position of attention. This motion is done at a particular fixed point.

Left Turn : A 90° turn to the left, done by rotation on the right ball and the left heel. The right leg is then brought up to be parallel to the ground and slammed down into attention. This motion is done at a particular fixed point.

About Turn: A 180° turn to the right, done as an exaggerated version of the right turn. Right Flank MARCH or Right turn, it is still the same even on the march for some countries: All members marching execute 90° turn to the right done by rotating on the right heel and left ball. Left Flank MARCH or Left turn, it is still the same even on the march for some countries: All members marching 90° turn to the left, done by rotation on the right ball and the left heel.

Turning motions while still

Right Turn: The body is rotated 90° to the right members shall bend the left knee, straighten it in double time and smartly place the left foot beside the right to assume the position of attention.

Left Turn: A mirror image of Right Turn.

About Turn: The body is rotated 180° in a clockwise direction, knees locked. Members shall bend the left knee, straighten it in double time and smartly place the left foot beside the right to assume the position of attention.

Right Incline: Exactly the same as a right turn, but one only turns 45°.

Left Incline: Exactly the same as a left turn, but one only turns 45°.

Drill movements for recruits

When a recruit is training in a Police Training School, usually have to call out timings of their parade moves, for example for a left or right turn, they call out "1" whilst they are turning, "2" is the regimental pause, "3" times the left or right foot to the parallel position and "4" is the timing to slam/drill your foot in to the floor.

For a salute on the halt, you halt, check, 1, 2 then call out 2, 3 up (then you bring your arm up into the salute call out 2, 3 pause or a second or two then lower your arm in to your attention stance. Do this according to your command.

Saluting on the march. Commands ARE ALWAYS given off on the LEFT foot. While marching, you will be commanded on your left foot, saluting, regimental pause, saluting to the right, then salute on your LEFT Foot, in which you will call, up miss over 2, 3, 4, 5, down (then you bring your arm down and face forward) swing, in which your right arm will be in position with your left foot, whilst marching.

Marching motions

Quick March: The standard pace is 120 beats/minute with a 30in. step. The pace is based on the individual units, the pace given by the commander, and the speed of the band's rhythm.

Slow March: This is a ceremonial pace, used for funeral marches and when a unit's colors are marched out in front of the troops. The standard pace is 60 paces per minute.

Double March: This is essentially a moderate jog at approximately 180 paces per minute. It creates a travel speed of approximately double that of Quick Time, designed to be used even when carrying heavy burdens. This is often erroneously used to describe a sprint or an ordinary run.

Easy March: This is an unrestricted march at approximately Quick Time. This is designed for field marches and other rough conditions, though is not used in combat areas.

Mark Time: This is essentially a stationary march with the knees coming up parallel to the ground or the foot dangling six inches off of the ground. This is designed to maintain the time of large parades when portions need no forward speed.

Step For-Ward or Forward or Forward, March: This causes troops marking time to resume a normal march.

Cavalry drill

The purpose of cavalry drill was to train men and horses to work together for war. It survives to us in a much diminished form in the modern sporting discipline of dressage. The movements sideways, at angles the pirouettes etc. were the movements needed for massed cavalymen to form and reform and to deploy. Of the proponents of classical dressage from which modern dressage evolved probably the best known are the Lipizzaner Stallions of the Spanish Riding School. The Canadian Mounties Musical Ride giving us an inkling of what massed cavalry drill at speed would have been like.

CHAPTER IV

THE ROLE OF THE DRILL INSTRUCTORS IN INCREASING TRAINEE MOTIVATION AND INVOLVEMENT IN ADULT TRAINEES

Training of the Police Personnel & Para Military Forces is receiving attention of the Leaders of the Force. The Padmanabiah Committee report on Police Reforms has made certain recommendations regarding the training of the Police personnel. Outdoor training is an important feature of Police Training. It has to be remembered that the personnel joining the Police & Para military forces are well educated and they are to be treated as Adults who have different qualities and their capability of learning is quite different as compared to children.

Training is a conscious effort to impart, improve or increase knowledge and skills to develop attitudes and values of an individual in a desired direction. It is, thus, a process of developing a person's effectiveness through carefully selected methods by competent trainers in a suitable training climate. It should be directed not only towards preparing him/her for the efficient and effective performance of his/her duties in the assigned job, but also towards developing his/her capacity for greater responsibility and, where appropriate, fitting him/her for other duties. This fact requires that we reassess a major issue in training: how best to enable recruits, trainees of the basic courses, and the in service participants to learn what they need to know. At the heart of this issue lies the topic of motivation: unless learners are adequately motivated they will not perform effectively, nor will they find learning rewarding or satisfying.

Designing the Programme

It is accepted that the first necessity of a good training programme, is the manner in which the programme has been designed. Designing and carrying out training activities can be challenging and rewarding; ingenuity and imagination are often required. The satisfaction of gaining or helping to impart to others knowledge about learning is also an important task. In each designed programme, there should be a lot of flexibility, depending on the number, background and learning styles of the participants, learning environment and other variables. In addition, the trainer will need to be familiar with the following:

- 3 Effective ways to present the material,
- 3 How to deal with problem participants
- 3 How to keep momentum going
- 3 How to determine how much the trainees have learned

The Adult learner

One aspect that has to be remembered is that the personnel joining the

Police and the Para Military Forces are adults and there is a need to understand that there is a different way to deal with adult learners. Even the trainees who attend the basic courses are adult learners, some of whom have past job experiences also. Some of the women trainees who join fresh from college find that their pre-professional education may have left them ill-equipped to adapt to the learning styles in the Police institutions, where it may be authoritative presentation of information and encouragement of dependency relations with the Instructors. There is a lot of difference between transferring learning to younger people and to adults. There are certain characteristics which are totally different and which cannot be ignored by a trainer. While few of them doubt their own learning ability, their participation and learning are affected by the need to avoid revealing professional incompetence in public. What, then are the optimum conditions for adult learning? Given below are six of the areas, which form an important part of the adult learning:

- 3 Learning goes on throughout life;
- 3 Learning is a personal and natural process;
- 3 Learning involves change;
- 3 Learning is bound with human development;
- 3 Learning pertains to experience and experiencing;
- 3 Learning has its intuitive side

Learning then is an activity of one who learns. It may be intentional or random; it may involve acquiring information or skills, new attitudes, understanding or values. It usually is accompanied by change in behavior and goes on throughout life.

Critical Characteristics of adult learners

In any Training Institution, the learning process imparted for the trainees, through training should be designed for the Adult learner. They differ from children and youth as learners and the implications for practice. What are the special characteristics of adult learners that have to be kept in mind?

- (a) A different orientation to education and learning: Adults have multiple roles, unlike children. Time to the adult is precious. They are able to internalize long-range goals and work towards them over a period of time. On the other hand, many adults live in here-and-now and will seldom work towards distant goals unless they themselves have a commitment towards these goals. The adult has a firmer and more fully formed self-concept than the child learner. If the adult thinks that learning and change are much a part of his life as his work, he will be more likely to enter into learning and achieve higher level of intellectual performance. Hence, the adult's orientation towards life and their broader experience bases is that they can usually

identify or help identify what they need to learn.

- (b) An accumulation of experience: Adults enjoy the potential benefit and drawbacks or more accumulated life experience than younger persons. Past experience then constitutes a base for new learning and a source of obstacles discouraging deliberate entrance into learning or hampering learning.
- (c) Special developmental trends: The term development refers to more or less orderly, predictable and sequential changes in characteristics and attitudes. Adults pass through developmental phases that are different from those experienced by children. There is continuous individual growth and change together with periodic changes in orientations, assumptions and patterns of relationships. During periods of transition or following major change events, adults appear receptive to learning related to reassessing personal goals, reasserting themselves as valued members of the organization and society and reconfirming their self-esteem.
- (d) Anxiety and ambivalence: Very often, many adults confront learning with mixed feeling and even with fear. Understanding these reactions can help one to learn more effectively and assist others to do so. Sometimes, learners confronted with more responsibility for their learning than they expected, usually respond with anxiety and sometimes withdrawal. Later adulthood are periods when people are especially prone to this source of anxiety. Methodology poses problems too. People may be uncomfortable with certain techniques, certain tasks, and certain environments. The anxious learner will have to be helped to overcome this anxiety.

Does Authority Block learning

As soon as an individual attains the maturity of a self-responsible adult, he is in the process of moving from dependency to autonomy. During this period a learner can become resentful, sometimes intensely so, of the continuing efforts of instructors to provide direction. At this time the learner is particularly eager to be self-reliant, despite an instructor's misgivings. Some learners soon find their sense of autonomy and self-esteem confirmed through a general situation of responsible self-identity. But for others the struggle to achieve autonomy is far more difficult and may not be completed until middle age or later. These are the trainees that may reject authority and be problem trainees during Drill classes.

The period of transition to full mature adult status in society has two important characteristics that are relevant to learning: authority repudiation and colleague affiliation. The intensity with which any individual manifests these characteristics varies, but the prevalence of these responses in training institutions accounts for the ineffectiveness of the authority- obedience model of learning.

Authority repudiation is a strong term to use, yet it is an apt description that denotes the individual's rejection of supervision, direction, instruction, and so

on. In general, individuals who are struggling to assert their autonomy tend to resist the efforts of persons in authority to exercise control over them. The authority may be an instructor or the 'ustad'. The individual does not necessarily reject the legitimacy of the authority, but rather seeks to extend his/her own autonomy by working to control the interaction with the authority.

This is a problem faced by some of the women trainees when they initially undergo the basic training at the Training Institutions. Understanding the problems and providing help to overcome this behaviour should be the aim of the Trainer.

At the same time that the individual is resisting authority figures as sources of direction, colleagues are becoming a much more important source of mutual reliance. The problems faced by the trainee joining the Police Training Institutions in adjusting to the tough rigour and adjusting to a very disciplined life brings them closer to each other, friendships blossom, confidant relationships are established, groups and cliques form, and experiences of the problems of adjustment to a new atmosphere are shared. As a result, the trainees are drawn together as people who can share and understand one another within their own subculture, whose standards are their own rather than outsiders'. The trainees are normally open to one another and very much influenced by how their peers view them. This openness to colleague influence usually continues, through in a more subdued form, after the initial period of difficulty in adjusting to changed atmosphere.

In addition, trainees share essentially the same pursuit of autonomy. Each tends to rely on contemporaries as models for self-direction. A trainee who continues to lean on authority figures is likely to be rejected by contemporaries as immature or childish. Within their groups, the trainees can vent their hostile feelings toward authority figures, who become "anti-models". Such colleague affiliation dynamics bear directly on trainees responses to the authority-obedience model in the parade ground. For example, one way by which a trainee can gain colleague approval is to challenge a "Ustad" on an order which may appear to the trainee as uncalled for. Another way is to object to the slightest token of arbitrariness or unfairness on the part of authorities, and to get others to rally around in demanding justice from the Trainer or the "ustad". There, is therefore, a need to look into this aspect of the conditions that are essential for imparting proper training in Drill to the police and Para military service personnel.

Optimum Conditions for adult learning

Adults are characterized by special orientation to life, living, education and learning; a relatively rich experience based to draw on and cope with; different developmental changes and tasks than younger learners and their own brand of anxiety and ambivalence. These essential characteristics generate some optimum conditions for adult learning- conditions that trainers find useful to activate and

that learners have a right to expect. Adults learn best when these conditions are met:

- ™ They feel the need to learn and have inputs into what, why and how they will learn;
- ™ Learning's content and processes bear a perceived and meaningful relationship to past experience and experience is effectively utilized as a source of learning;
- ™ What is to be learned relates optimally to the individuals developmental changes and service tasks;
- ™ The amount of autonomy exercised by the learner is congruent with that required by the mode or methods utilized;
- ™ They learn in a climate that minimizes anxiety and encourages freedom to experiment;
- ™ Their learning styles are taken into account.

Effects of learning and instruction on learning how to learn

The content for every trainee in every training activity influences the trainee's skills in, or attitude toward learning. Teaching, learning and learning how to learn are related in at least five ways:

A spirit of inquiry: Fostering a spirit of inquiry and curiosity enhances the trainee, leaving behind positive residues in addition to the information required. Any activity that requires or encourages the learner to ask questions or identify or solve problems is relevant. Helping the trainee sharpen his/her questions or internalize a problem solving methodology would contribute more.

Transference capability: The capacity to transfer has been called the most powerful capacity a person can possess. This involves the transfer of situations containing elements matching those where application is to take place. This involves the training for desired outcomes. The learning skill element will accrue from instructions that foster the outcomes and provide opportunities for the trainee to plan application and implementation.

Subject matter mastery: The study of a content area of any subject provides opportunity to think critically and use methods of inquiry peculiar to that subject. Thinking and reasoning are involved.

Self-understanding: Training experience that involves constructive self-examination stands to leave the learner better equipped for further learning because a central task of learning how to learn is developing awareness of oneself as a learner. It can be furthered by helping the trainees relate problems, issues and ideas to their own lives and by helping them to acquire new ways of perceiving their environment.

Process awareness: Learning how to learn involves a set of processes in which the individual learner acts at least for some time as his own manager of change and his focus of change is his own self-concept and learning processes.

Finally the adult who has learned how to learn knows the following:

- | How to take control of his own learning;
- | How to diagnose strength and weaknesses as a learner
- | How to overcome personal blocks to learning;
- | How to learn from everyday experiences;
- | How to learn from computers;
- | How to lead and participate in discussion and problem solving groups;
- | How to get the most from a training class;
- | How to help others learn more effectively

The Importance of change of attitude of the trainee:

One of the most neglected aspects of training is the significant influence attitudes have on learning and performance. Administrators of companies, universities, and schools, as well as teachers, usually pause to consider the quality of employees' or students' attitudes only when they have become so negative or deviant as to result in confused, divisive, unacceptable, or even illegal behavior. Other attitudes are likely to be regarded as a personal and individual matter- part of one's personality-and are rarely seen as subject matter that is significant enough to be brought into focus through teaching, evaluation or appraisal.

The Role of the Chief Drill Instructor

The Chief Drill Instructor, who performs the role of a learning administrator, may be a trained teacher or an individual who joins the training establishment for the first time as a trainer. There is significant difference between a teacher and a trainer of adults. First, he/she must relinquish the idea that he/she is a person responsible for producing learning. The effective learning administrator is one who has no rewards to give or withhold, who may or may not be a subject expert and whose activities are limited to administering a learning process. A key difference concerns the exercise of leadership. He/she encourages the trainee to exercise self- initiative and plays the role of a facilitator in the learning process.

As and when there is a problem in the learning event in a Drill Class, the decision about whether or not to intervene is the initial issue of a learning administrator. In deciding whether or not to intervene, a learning administrator might ponder the following questions:

- 3 Is the problem serious enough to require his/her intervention or should the

learners solve it themselves?

- 3 Do the trainees have enough time to resolve the problem through critique?
- 3 Would intervention help silent members who are presently being ignored, to express their thoughts or feelings?
- 3 Would intervention motivate the trainees to work harder or better?

Motivation

Perhaps the most important factor in learning is motivation to learn. Experimental evidence indicates that little learning takes place in the absence of motivation. What motivates one person to learn may, of course, be quite different from what motivates another. For some people, it is the interest or challenge of the task (intrinsic motivation): for others, it is the anticipated reward or punishment (extrinsic motivation, e.g. reward); for still others, it is the need for recognition or status - (becoming the Parade Commander). Up to a point, the stronger the motivation, the more learning takes place, but beyond a critical level, the learner becomes too anxious and tense to learn effectively (some of the energy that has been aroused is spilling over in tension, which disturbs learning).

Drill instructors should have an adequate understanding of the part that "needs satisfaction" can play in effective learning, from the basic problems of participant comfort (lighting, seating and ventilation) and fatigue (the timing of training) to an awareness of the trainees' need to feel accepted and respected by colleagues and by the instructor. If these needs are met in large measure, participants will be more likely to try to satisfy their needs for creativity and self-fulfilment in the learning experience.

CHAPTER V

SELECTION OF THE DRILL INSTRUCTOR

The first and most essential requirement of a good Drill instructor is that he should have adequate professional knowledge and experience of the subject, which he is to teach with sincerity and enthusiasm for the job. He has to deal with the most sensitive material in existence, namely human personality. For the young and the impressionable trainees, the instructor's devotion to duty, enthusiasm should be catching. A good teacher must have a well-balanced personality and an even disposition. His bearing and appearance should display abundant self-confidence and vitality. Only then will he have the force of character sufficient to mould the character and attitudes of the trainees who come to the training institution as adults.

The skills and competencies of an Instructor should broadly cover the following areas:

- (a) Imparting of necessary knowledge and skills;
- (b) The creation of right attitudes;
- (c) The generation of decision making ability;
- (d) Stimulation of critical and innovative thinking.

Trainers Role today is not merely that of an instructional agent. He is very much involved in the organizational development and contributes research on training programmes, their methodology and affects. Hence it would be necessary to identify the following trainer characteristics:

- (a) **Trainee orientation:** observing and analyzing trainee behaviour around him while at the same time placing himself above the trainee behaviour in the classroom and outside it;
- (b) **Involvement in the Training Programme:** Such a trainer will hold a strong basic responsibility for all trainees and understand their aptitude and opinion. He will be able to communicate better and effectively and develop constructive and amicable personal relations;
- (c) He should be practical in his approach to the problems of the organization and match the training inputs to the organization needs, to bridge the present gap between theory and practice;
- (d) He should have the ability and willingness to recognize change as the basic law of life, affecting the environment both outside and the inside the training centre. This enable him to devise methods, procedures, attitudes and skills and seek to enhance his own competence;
- (e) He should understand that the training resources are scarce and should

be meticulously used. The above trainer characteristics further depend on the following five factors which contribute to trainer effectiveness:

- 3 Knowledge and experience of the trainer
- 3 Motivation
- 3 Organizational framework and climate
- 3 Training policies
- 3 Interest and support of senior officers

Identification of Instructors in the Courses conducted at the Academy:

It will have to be remembered that any person identified as an Instructor may not be a born teacher. While every training institution does lay stress on Academic development but it is the development of the overall personality of the trainee that is of importance. Thus, for a new Trainer who joins any training establishment:

- (a) It will take about 3-4 months when he would have the competency to take classes in outdoor subjects;
- (b) It will be necessary to be the Under-study of a senior Drill Instructor to understand the designing and conduct of the course;
- (c) Will require a minimum of three to four months to develop the capability of preparing the lesson plans etc. for the Drill classes.

Hence, the essential qualities that would be necessary for being selected as Drill Instructor in a Training institutions should be :

- (a) Good, pleasant and smart personality;
- (b) Physical Fitness;
- (c) Sound professional knowledge;
- (d) Good power of communication/presentation;
- (e) Sociability;
- (f) Positive attitude;
- (g) Will be accepted as a role model by the trainees;
- (h) Computer awareness.(additional qualification);
- (i) Field experience;
- (j) Application of theory to practice;
- (k) Ingenuity of ideas supported by logical analysis, though contrary to normal line of thinking

Tenure : The normal tenure of an instructor in Training Institution will be four years.

An officer SO/OR who has been an instructor in any Training Institution should normally not be posted back as an instructor again. However, exceptionally talented instructors can be reconsidered for fresh posting after fresh empanelment on attaining two years actual field experience.

Cases of officers/sos/OR who are posted as instructors in the Training Institutions after lapse of considerable period of their empanelment may be considered for re-empanelment immediately on the recommendations of Heads of Training Institutions.

QRs FOR SELECTION OF INSTRUCTORS

(A) FOR OTHER RANKS

- 1) Should not have been awarded major punishment in a case of moral turpitude in his entire service. There should be no red entry in service record during last three years at the time of empanelment.
- 2) Should hold matriculate or above educational standard.
- 3) Should have obtained three or more Good reports during the last five years at the time of empanelment. Should not have earned any adverse entry in the ACRs during this period. The last report should be "GOOD" or higher grading.
- 4) Should be medically fit.
- 5) The maximum age limit should be forty five years.
- 6) Should have obtained minimum b/by grading with specific recommendations regarding. Regarding instructional capability in the prescribed course attended within seven years at the time of empanelment.

(B) FOR OFFICERS AND SUBORDINATE OFFICERS

- 1) Should have clean record of service (no adverse entry during the last 5 years) with at least two more "above average"/very GOOD" ACRs. In case of CDO/PT courses, last three ACRs will be considered.
- 2) Should not have been awarded any major or minor punishment during the last five years. Major punishment involving moral turpitude at any time in his service would permanently debar an Officer/SO from being selected as instructor. However while examining the cases of those punished under minor punishment, in exceptional cases, nature of the minor punishment should be examined and offences, having no direct relevance with the discipline of the individual may be overlooked.
- 3) Should be medically fit (SHAPE-I/AYE). However, a person with some handicap may also be considered if he is exceptionally good and the proposed instructional assignment does not involve much

physical strain. The departmental screening committee may consider each case on merit after ascertaining full details about physical ability of the person and the requirement the courses for which he is being considered.

QRs FOR SELECTION OF DRILL INSTRUCTORS

Rank	Age	Med.Category	Course attended	Remarks	
1	SO's	Below 45 years	Shape I	(a) UID/ UID(Army) (within seven years) - (B-Grading) (b) PW or YO's Leg I	Experience of a Drill Instructor in any Training Institution
2	NCO's	Below 40 years	Shape I	(a) UID/UID(Army) with BY Grading within seven years (b) PW Course	Experience of a Drill Instructor in any Training Institution

TRAINING OF TRAINERS' COURSE FOR THE DRILL INSTRUCTORS

The Role of the Trainer :

Quality in Training is generally associated with rigour, hardwork, excellence and such other notions valued by society. It will have to be appreciated that competent professionals are the best judges of how to exercise their professional skills. Good training like good practice in other professions comes from a marriage of training, knowledge and personal qualities, not from rigid application of externally imposed formulas. There are, of course, other things that have to be considered. It is clearly important that trainers, like other professionals, are accountable and it is important that standards are maintained.

Flexibility : Flexibility in training is an important feature, which is often neglected. Every change in the training programme suggested by the Trainers should be examined and implemented. It is to be remembered that the flexibility to be aimed at *it's* flexibility to enable good trainers to train well - not bad ones to do the job badly.

The problem is to get the balance right, and that is by no means straightforward. An important aspect that has to be remembered by the trainers is that they should behave professionally and should be called to account when they do not. That requires rigorous self-criticism and some robust system for ensuring that the trainees are properly served. When the regulation of the profession is purely internal - professional setting the standards and judging whether they have been achieved or not - the possibilities of complacency and arrogance are likely to be high.

Conduct of Training of Trainers' Course

Once the selection of a Drill Instructor has been completed, there is need to prepare him for his role as a Drill Instructor. The Drill Instructor plays a very significant role in the early stages of the training and hence, should be able to generate a lasting impression on a trainee. The Drill classes can become very monotonous for a trainee and it is for the Instructor to generate a positive interest in the Drill classes. There is, therefore a need for the conduct of a Training for Trainers Class for Drill Instructors before the commencement of a new course as well as during the induction of a new Drill Instructor to the training Institution.

The conduct of the

- (a) Discussion about the objective of conduct of Drill for the trainees;
- (b) Syllabus of the Drill Training;
- (c) Expected standard to be achieved by a trainee at different stages of training;
- (d) Evaluation of the standard achieved by a trainee and handling of the trainees who are lagging behind;
- (e) Group Discussions on the common problems faced during the conduct of the Drill classes and management of such problems;
- (f) Handling of the Adult trainee;
- (g) Use of training aids during class (Use of mirrors, Video camera etc);
- (h) Common injuries that are sustained, prevention and injury management;
- (i) Sequencing of the Training events;

The Training of Trainers Course can be conducted with the in-house Drill Instructors. However, some of the classes on Handling of the Adult Trainees, Common injuries and evaluation of training should be handled, wherever, possible, by experts on the subject.

In addition to the Training of Trainers' Course, there should be periodical discussions amongst the Drill Staff on the following:

- (a) Common Problems being faced;
- (b) Evaluation of the Standard that has been attained by the trainees and handling of the trainees who are not coming up to the required standard;
- (c) Sequencing of the training events.

The decisions on sequencing will depend on:

- i. How to start on past experience and knowledge - where to start
- ii. How to build up progressively the inputs on skill and knowledge

- iii. How chunks will be used to complement each other in the development of the learning
- iv. Where and when to attempt the "unfreezing" of the past attitudes
- v. When and how to include practise, reinforcement, transfer application
- vi. How to maintain variety and interest
- vii. How best to pace the learning

Induction of the new Instructor

Every new Instructor selected in any training establishment should be made to work as a Under-study of a senior Instructor, during the Drill classes, for a period of a fortnight, following which he should be given independent charge of conducting the Drill classes.

CHAPTER VI

INJURY MANAGEMENT

Suffering an injury can be a terrible and aggravating experience for a trainee. All training institutions of the Police and the Para Military Forces where trainees frequently sustain injuries ranging from muscle sprains and joint strains, to the more severe orthopedic and chronic pain problems. Though not all injuries are career ending, all do require some form of appropriate (medical) attention heading down the path toward effective recovery. It is very difficult to continue with the Drill Classes effectively, when injured or recovering from injury. A nagging injury always seems to crop its annoying head. Injuries interrupt training, cause de-conditioning, and can be downright discouraging ... It often takes trainees months of serious training to merely gain back what was lost to begin with.

Good injury management aims to prevent additional pain or discomfort to the trainee and minimise the consequences of the injury. The benefits include reduced acute symptoms (pain, swelling, etc) and a faster recovery. Effective injury management is especially important for those sustained directly or indirectly in Drill Classes. Injuries that are not investigated thoroughly can lead to problems for a trainee.. With proper treatment and supervision however, injuries sustained during drill classes tend to heal quickly. The early, accurate diagnosis by a medical professional of any injuries such as stress fractures or to joints is of specific importance. Failure to detect these injuries may lead to serious consequences for a trainee. Many of the injuries that are sustained during Drill classes are because of the inability of the Drill Instructor to understand the reasons and cause for such injuries.

The human body is designed to move in many fluid and meticulous manners. Knowledge of the machine-like nature of the body is necessary to understand the effects and stress of Drill and other forms of training. Like all other activities, Drill has very specific stresses and stressors all impacting the body in various ways. There is, therefore a need for the Drill Instructors to be aware of the unique mannerisms of the human anatomy, so they can have a better understanding of biomechanics and how to properly teach Drill, without affecting serious bodily injury.

Before examining some of the more basic injury management protocols, it's important to note that injury management by a Drill Instructor is not a substitute for the attention it should receive from a Medical specialist. The role of the Drill Instructor is to appreciate the nature of injury and decide the attention it should receive.

PHYSICAL STRESS

Does stamping the feet, marching on the heels, swinging the arms to shoulder height and above, damage the body more than another? What affect does increased drill practice have on the body and its energy systems? Will sport-specific training minimize the risk for injury? The body is subject to wear and tear, not oblivious

to an occasional flat tire or a breakdown. Repeating a motion over and over again places many physical stresses on the joints including the bones, muscles, tendons, ligaments, cartilage, and other supporting tissues. Performing drill every day, a trainee places tremendous stress on many of the joints, thereby requiring increased levels of physical fitness to support the activity. Without it, a breakdown is sure to occur.

COMMON INJURIES THAT AFFECT TRAINEES IN DRILL CLASSES:

The following are some of the common injuries that affect trainees, which may develop during the Drill training classes:

(a) Tendonitis

Tendonitis is a nagging ever-present injury, commonly sustained during Drill classes that, once developed, never seem to go away. The injury sustained in a drill class is very often aggravated by other rigorous training activities. Tendonitis produces a dull ache or sometimes-sharp piercing pain that persists with most any movement of the specific joint. The type of pain is directly related to the severity of the injury. Many trainee experience tendonitis once or more during their basic training. It can develop in the knee, shoulder, wrist, and more commonly the elbow joint. These are the most active of all joints that sustain large amounts of stress while performing drill - persistent stamping of the feet etc. Some cases are more severe and require greater amounts of treatment, therapy, and recovery. Others demand proper attention of the injured individual implementing various assistive healing measures (those which only assist the healing process). No matter what the specific degree or extent of the injury, tendonitis is both painful and debilitating.

Factors Affecting the Development of Tendonitis

Several factors contribute Tendonitis. The presence of these factors does not necessarily cause the problem itself, but rather amplify the risk of developing or promoting the injury. The following are some of the factors for the cause of this type of injury during drill classes:

- 1) Poor Mechanics - A forced or unnatural release of the arms or the legs places excessive stress on the wrist, elbow, and shoulder joint. The body may not immediately respond to these undue stresses, but give it time; it will sooner or later relay the message to the trainee.
- 2) High Repetition - High repetition of some drill movements requiring frequent stamping of the feet.
- 3) Poor Physical Condition - Weak stiff muscles and joints accelerate risk. Joint mobility, flexibility, and range of motion are terms used in the exercise community to describe the amount of elasticity or pliability of a given joint or set of muscles. A lack of strength and flexibility in a joint most certainly increases the risk of injury. Stiff weak joints are highly susceptible to the cumulative stress of our sport.

- 4) Poor shoe fit - a stretched span or improper fit will often strain the tendons of the legs .

(b) Stress Fracture of the Foot

A stress fracture is an overuse injury. It occurs when muscles become fatigued and are unable to absorb shock and repeated impacts. Over time the fatigued muscle transfers this stress to the bone, resulting in a small crack (a stress fracture).

Cause of Stress Fracture

Stress fractures often are the result of overuse or repeated impacts on a hard surface. Increasing the amount or intensity of an activity too rapidly is a common cause of a stress fracture, as is using improper equipment. The usual mechanical factors seen are an imbalance between the posterior and anterior muscle groups. The posterior muscles may be both too tight and too strong. The effect of too tight posterior musculature has ramifications for the gait cycle at two points. The first time in which too tight posterior muscles have an impact on the anterior muscles is just before and after foot contact (heel during Drill movements). At this time the anterior muscles (anterior tibialis, extensor digitorum longus, extensor hallucis longus) are functioning to slow up the forward and downward (plantarflexion) of the foot. They are acting as decelerators. If the posterior muscles are too tight they will force the anterior muscles to work longer and harder in this deceleration. The second point in the gait cycle where the anterior muscles may work too hard is when the foot leaves the ground, at march off. The anterior muscles should be lifting up, or dorsiflexing, the foot as this time, so that the toes will clear the ground as the leg is brought forward. If the posterior muscles are too tight, the anterior muscles again will be working harder than they should be.

Repetitive impact on hard surfaces is another frequently associated factor. Excessive pronation may be a minor factor, but it is a much greater factor in the medial tibial stress syndrome (medial shin splints).

Key Causes and Solutions

The key factors to correct will be:

- z Tight posterior muscles
- z Imbalance between the posterior and anterior muscles
- z Stamping on concrete or other hard surfaces
- z Improper Shoes - inadequate shock protection
- z Overtraining

(c) Specific Problems Related to Drill Shoe Design Flaw

Achilles Tendonitis Shoes that have inflexible soles cause the calf muscles to work harder and can contribute to the development of achilles tendonitis. The mechanical reason for this is that the looking at the Drill shoe and leg as a fulcrum

and lever system, they make the lever arm function over a longer distance and make the tip of the shoe the location of the fulcrum. The Drill shoe should flex at the point where the toes join the foot, which also happens to be the widest part of the shoe. The shoe should also have a slight heel lift, which most Drill boots do.

Shoes that have too much heel cushioning, including some of the air-cushioned models can also contribute to achilles tendonitis. After the heel strikes the ground, it continues moving, as the shoe's cushioning continues to absorb shock. This continued motion can stretch a susceptible achilles tendon excessively.

Plantar Fasciitis Shoes that are too flexible in the midsole or that flex before the point at which the toes join the foot result in forces that can both directly cause a stretch in the plantar fascia and contribute to excess pronation in the foot (subtalar joint). The lack of stability that exists in a shoe with this characteristic occurs not just at the transverse plane of the shoe where the shoe actually flexes, but also in a longitudinal plane, reducing the effectiveness of the shoe in controlling pronation.

(d) Heat Related Injuries

Heat exhaustion is very common during Drill Classes in places with very warm climates. There is, therefore, a need for the Police and Para Militray Training centres to have a comprehensive heat injury prevention capsule which should include Heat Stress Control and Heat Casualty Management , which covers all aspects of heat injury prevention. Heat mitigation procedures include identifying high-risk individuals, heat acclimatization, fluid and electrolyte replacement, work/rest guidelines, management of heat casualties, and vigilance. Early recognition of heat exhaustion is critical to prevent progression to more serious heat injury and death. Fresh recruits, especially those from cool climates, are more at risk of becoming a heat casualty when exposed to hot weather and not properly heat acclimatized.

Three variables interact to cause a heat injury: (1) climate (temperature and humidity), (2) intensity of activity and (3) individual risk factors. Individual risk factors include: lack of heat acclimatization, cumulative exposure to heat, poor physical fitness, overweight, concurrent illness, medications/ alcohol use, prior history of heat injury, skin disorders, and age older than 40.

Prevention

Prevention is the best injury management procedure to implement. It is the initial days of training in which the trainees are prone to some of the injuries mentioned above. Very often, trainees are afraid of revealing their injuries for fear of being reprimanded. There is, therefore need for a Drill Instructor to be able to screen those trainees whose injuries need attention.

Injury Management

Injuries lead to damage to soft tissues (muscle,tendons, ligaments, capsules,

fascia and skin). This results in an abnormal fluid build-up, which is visible as swelling. The increased pressure caused by swelling can inhibit healing and cause pain and muscle spasm. An effective way of reducing the amount of bleeding at the site of injuries such as muscle strains, ligament sprains and bruises is to apply the R.I.C.E.D. procedure and avoid H.A.R.M-ful factors.

- † **Rest** minimises further damage. Avoid as much movement of the injured part as possible.
- † **Ice** is an effective way to reduce pain and spasm and minimise the swelling caused by bleeding.
- † **Compression** helps to reduce bleeding and swelling. It decreases the blood flow by applying pressure to the blood vessels close to the injury site. Care must be taken to ensure bandaging is not so tight that it cuts off circulation.
- † **Elevation** of the injured area above the level of the heart will reduce the blood supply that it receives and swelling will be reduced.
- † **Diagnosis.** If the pain or swelling has not gone down significantly within 48 hours, there is need that the trainee must be referred for medical aid from a qualified Physician.

Avoid the following H.A.R.M-ful factors within the first 72 hours after an injury:[4]

- † **Heat** increases the bleeding within the injured tissues. Hot baths and showers, saunas, hot water bottles, heat packs and liniments should be avoided.
- † **Alcohol** should not be consumed as it increases the bleeding and swelling around soft tissue injuries.

Repair and regeneration of tissues and rehabilitation of injuries can only begin after the swelling has disappeared. Increased bleeding and swelling consequently lengthens recovery time. Alcohol masks the pain of an injury;

- † **Running, Drill classes** or exercise of the injured part can cause further damage and increase the severity of acute injury. Activity should not be resumed within 72 hours unless approved by a medical professional
- † **Massage** causes an increase in bleeding and swelling and should be avoided in the initial stages of an injury.

Professional Advice and Rehabilitation

Advice from medical professionals on the effective treatment and rehabilitation of injuries is beneficial and should be used. Doctors, physiotherapists and rehabilitation experts are skilled and experienced in sports injury and care and can help make the recovery process as effective as possible.

Rehabilitation is the restoration of an injured person to the level of physical function they had before the injury. A thorough rehabilitation process is important

because it decreases the risk of future/recurrent injury. Rehabilitation aims to first restore the functional abilities (strength, flexibility, endurance, speed, proprioception) and then restore the Drill -specific abilities (e.g. Quick march, swinging of arms, stamping of feet). Regaining confidence to return to the normal Drill classes should also be part of the rehabilitation process. These psychological factors may need to be addressed specifically.

Shoe Wearing & Selection Tips

A shoe's sole lasts according to the use it is put on. It degrades from use and the resultant useful life of a Drill Boots depends on the nature of Drill training as well as on the other uses the Boots are put to. (Route marches/Weapon Training etc). A trainee will, accordingly have to decide when to change the Drill Boots - as the requirements from a Drill Boot, in terms of its outside appearances, is much more than what is required for other aspects of training. The old shoe may still serve a useful purpose - weapon training, route marches etc. There should be a shock liner inner sole - which designed to be comfortable and cushy in the initial stages of wear after which it loses shock absorption capacity quickly.

z **Sole wear** does not necessarily reflect the loss of shock absorption by a shoe. Even with a new looking shoe, adequate shock absorption may be lacking.

z **Length:**

† It should be made sure that there is about a finger's width at the front of the shoe being provided to a trainee. This will help prevent (black) toe. The shape and depth of the front of the shoe also have an effect on this problem.

† The shoes should be checked for size by the trainee at the end of the day, when his/her feet are somewhat larger from the day's walking.

z **Width:**

† The widest part of the shoe should be at the widest part of the trainee's foot.

z If the trainee has had no problems while using a shoe, in the first two weeks, it can be presumed that his/her shoes are comfortable.

z New shoes are provided before a Ceremonial Occasion., Don't provide the shoes just before the event - it should be provided much earlier so that the trainee can make the shoes comfortable by periodical wear.

z **Lacing:**

† Make sure that the trainee carefully laces his/her shoes before the commencement of the Drill class. Too tight a shoe may make parts of

the top of the foot sore or squeeze the trainee's metatarsals too tightly. Too loose a shoe may make the trainee's foot move excessively and be less stable, resulting in more than normal pronation.

Shoe Wear - What Can It Tell You?

Shoe wear is often taken to hold much meaning. While it may tell you much, there is much ambiguity present also. It will be useful to examine a foot and watch the gait of a trainee. It will tell more about how the shoes will wear, than examining the shoes will tell you about either the feet or his gait. One of the things to look for is asymmetry in wear. This will reflect asymmetry of function. There may be a leg length difference, one foot may pronate more than the other, muscles may be tighter or weaker on one side, or a rotational deformity may be present.

Sole Wear

Outer Heel - Rearfoot striker. The point of initial contact with the ground is usually the place showing the most wear. This could be normal wear. Most people have wear here. This can occur with a slight outtoe and the increase in the various foot position that occurs in drill movements because of the narrower base of gait (the distance from the midline that the foot strikes the ground).

Inner Heel Rearfoot Striker. Possibly in-toe gait, which would make this area the initial point of contact with the ground. Could also be severe pronation, if the heel counter is bent inward and the medial part of much of the sole shoes wear. The best way to tell is really looking at the foot in addition to the shoe.

Forefoot Wear

Much forefoot wear and little heel wear, usually indicates forefoot strike. Uneven wear, or wear below a second or third metatarsal area may indicate a Morton's foot (short first metatarsal) and excess pronation. The indicated metatarsal may be at higher risk for a stress fracture.

Middle of the Sole

Lateral sole wear in general, may reflect a high arch, excessively supinating foot. Medial sole wear, with a bent counter and a medial shift of the upper, probably indicates severe excessive pronation.

Heel Counter

The heel counter may be bent inward with excessive pronation and tilted to the outside by a high arched foot.

Upper

The upper may likewise tilt inward with a hyperpronating foot and tilt outward with a supinated (under pronating) foot. It may exhibit holes by the toes, or by the

big toe alone. This means it may be too shallow or too short at the front of the foot. There should be a fingers width at the front of the shoe in front of the toes. If the toes make a big bump in the shoe less than 1/2 inch from the tip of the shoe, the shoe is probably too short.

How to ensure correct Fit of the drill boots

- Make sure that the trainee is provided good quality shoes to be worn during Drill Classes;.
- Sock thickness affects the fit of the shoe. Make sure the trainee wears the same socks he/she intends to wear while choosing a new pair of Drill Boots.
- Be fit for the shoe late in the day. The foot expands later in the day after bearing weight.
- Make certain that the trainee wears the shoe to see how the shoe feels when he/she is moving.
- The trainee should choose a shoe that feels comfortable; it won't feel better in a week, if it doesn't feel good when it is purchased.

Some guidelines for fabrication/selection of drill boots

Very often a trainee may have peculiar features in his feet which need attention to prevent injuries. The following are some of the examples:

- a) Low Arch - Needs much support. Stable shoe needed with good rearfoot control.
- b) High Arch - Needs more shock absorption. Better with a narrower heel A wide heel may make the rear foot, which in a high arched foot, may be restricted in inversion and aversion, move too much and too fast at heel contact.
- c) Normal Foot - Probably best with a combination of control and shock absorption.
- d) Post Stress Fracture - Don't forget to get a shoe with adequate shock absorption.
- e) Achilles Tendinitis - See above discussion. Use a heel lift. Avoid shoes that are too stiff in the sole. It should bend where the toes attach to the foot.

CHAPTER VII

CONDUCT IN UNIFORM

Introduction

Most people can identify a police officer by the official police uniform. When citizens on a busy street are in need of help, they scan the crowds of pedestrians looking for the distinctive uniform of a police officer. Drivers who come to an intersection occupied by a person in a police uniform usually willingly submit to that person's hand directions. Criminals usually curb their unlawful behaviour when they spot a uniformed police officer in the area. Many parents teach their children to respect and trust a person in the police uniform. Police academy recruits relish the day when they may finally wear their official police uniforms. What is so special about a uniform which is often made of cheap polyester and is usually hot and uncomfortable to wear?

The crisp uniform of the police officer conveys power and authority. When a police officer puts on his or her uniform the officer is perceived in a very different way by the public. He or she is viewed as embodying each person's stereotypes about all police officers. Research has suggested that clothing has a powerful impact on how people are perceived, and this goes for the police officer as well. The uniform of a police officer has been found to have a profound psychological impact on those who view it. Research has also suggested that even slight alterations to the style of the uniform will change how citizens will perceive the officer.

The police uniform is a tradition as old as the field of law enforcement itself. In 1829 the first modern police force, the London Metropolitan Police, developed the first standard police apparel. These first police officers, the famous "Bobbies" of London, were issued a dark blue, paramilitary-style uniform. The color blue was chosen to distinguish the police from the British military who wore red and white uniforms at the time. The first official police force in the United States was established in the city of New York in 1845. Based on the London police, the New York City Police Department adopted the dark blue uniform in 1853. Other cities, such as Philadelphia, Boston, Cincinnati, Cleveland, Buffalo, and Detroit quickly followed suit by establishing police departments based on the London model, including the adoption of the dark blue, paramilitary-style uniform.

Therefore, while in uniform all police personnel are expected to maintain a very high standard of smartness and discipline. Unless an officer is smartly turned out and well-disciplined and knows how to conduct himself, while in uniform, he cannot command respect from his subordinates. Nor can he tick them off for lapses. It is, therefore, most essential that all officers should learn and practice good turn-out and correct manner of paying and receiving compliments while in uniform.

Turn-Out

2. Good turn-out, while in uniform, is the basic essential of discipline. Turn-out reflects one's personality. All officers should take pride in good turn-out of their own while in uniform at all times. Uniform of the correct regulation pattern should be worn properly and at no time should the officers appear outside their rooms / quarters partially dressed in uniform and partially in civilian clothes. A clothing item worn must be very clean and correctly pressed and also correctly put on.
3. The following points should be remembered on good turn-out :-
 - (a) **Head dress**
 - (i) It should be of the regulation pattern and should be correctly fitting; in case of the beret, it should be drawn well to the right side and should cover up to half of right ear.
 - (ii) It should be clean and free from sweat and hair grease.
 - (iii) It should be worn properly.
 - (iv) The hair should be cut short, to moderate length.
 - (b) **Face**

Clean shaven. A gentleman will shave every day. (Sikh officers should keep their beard and moustaches well groomed).
 - (c) **Shirts**
 - (i) Should be well-fitting and properly tucked in, with all gathers at the sides.
 - (ii) Should be well cleaned and ironed and sleeves properly rolled if wearing a long sleeve shirt.
 - (iii) Buttons should be intact and not broken, and fastened properly.
 - (iv) Badges of rank should be clean and worn properly.
 - (v) No ends of cotton from the stitching should be allowed to appear.
 - (vi) Lanyard and the whistle should be worn properly.
 - (d) **Belt**
 - (i) Should be tight-fitting.
 - (ii) The buckle should be central to the front and in line with the clothing buttons. In case of web belts the brass loops should be at a distance of one inch from the buckle on either side.
 - (iii) The brass/silver fittings in the belt should be well polished.
 - (iv) If wearing web belt the back loop of the trousers should be centrally located between the two hooks of the belt.
 - (v) Web belts should be properly polished and the leather brown belts polished neatly.

(e) **Trousers**

- (i) Should be of regulation pattern and well-fitting specially at the waist. The bottom should neither be too tight nor too loose.
- (ii) Should be well cleaned and ironed.
- (iii) The loops for the belts should be of proper size and fastened by buttons with the belt through the same.

(f) **Socks**

- (i) Should be pulled fully up.
- (ii) If elastic tops are not provided in the socks or if the elastic gives way, elastic suspender may be used.
- (iii) Under no circumstances should torn socks be worn.

(g) **Shoes**

- (i) These should be of regulation pattern and in a good state. Laces should be strong and not twisted or knotted. These should be done up tight so as to close the lace holes and flap.
- (ii) Should be neatly polished.
- (iii) The soles should be in good repair.

Compliments

4. Each and every officer must understand the importance of salute. It is a method of greeting a superior and not a servile act. It is an outward sign of the inward spirit of discipline and respect for superiors. The general tone and feeling in a Police force is indicated as much by the manner in which the men salute and the officers return the salute as by any other action.
5. A salute is, in fact, the normal greeting between comrades in arms. That a salute is given when a subordinate meets a superior officer is a basic matter of discipline. That the salute is properly and smartly given is a matter of training. That the salute is promptly and properly returned is a matter of duty. Failure to salute or to return a salute shows disrespect and a low standard of discipline. Failure by the officer in uniform to insist on being saluted is also a breach of discipline.
6. Salutes should be given in the following manner:-
 - (a) With Head Dress on
 - (i) *White reporting to a senior officer:* While reporting to a senior officer for some verbal communication, march to the officer smartly, halt at a distance of two paces from the officer and salute. After the communication, salute again, turn about and march off.

If reporting to a superior officer for handing over or taking over something, take a step forward after the salute and hand over/take over the thing, after which take a step back, salute, turn about and march off.

- (ii) While passing a superior officer: While passing a superior officer, salute should be given to the flank. Salute should begin from a distance of about three paces from the officer. The head should be turned to the officer while saluting.
 - (iv) When approached by a superior officer: When a superior officer approaches, one should come to attention facing the officer and salute. If a group of officers in some disciplined formation are present in one place, the senior-most will face the senior officer and call the whole to attention and he alone will salute.
- (b) Saluting when without head-dress and when wearing plain clothes
- (i) When reporting to an officer, march to the officer and halt smartly in attention position only.
 - (ii) When passing a superior officer, cut both the hands the sides and turn the head and eyes to the flank. Do no salute by hand.
 - (iii) When spoken to by a senior officer stand to attention.
 - (iv) When passed by an officer stand to attention. If two or more persons are present in a disciplined formation in one place, the senior-most will call the whole to attention.
 - (v) When in plain clothes, if wearing a western head dress, remove the same well clear off the head and come to attention facing the officer.

General

7. (a) When reporting to a senior officer for the first time inside his office room, do not go without head dress. Report to the superior officer with the head dress on and salute as indicated above. For the second or subsequent time the head dress may not be used inside the office.
- (b) When going out of any building, do not go without the head dress on.
- (c) When inside the office room of a superior officer if asked to sit down, remove the head dress and then sit down, especially when using a peak cap. After removing the cap do not keep it on the desk of the superior officer. Keep it on the lap or on a chair etc., available nearby. Before taking leave from the officer, again put on the cap, salute and take leave.
- (d) When entering into the Mess lounge or dining room remove the head dress and hang it on the rack provided at the entrance.

- (e) While sitting in one's own office or anywhere the head dress should be removed.
- (f) Officers will receive and return a salute with the courtesy it deserves. When two or more officers are present the senior will return the salute.
- (g) When riding a horse with both hands on the reins, give an eyes right or left without moving the hands. When holding the reins with only one hand, give a salute by the right hand.
- (h) When driving a Motor vehicle (including a motor cycle), do not salute but when the vehicle is stationary, salute the superior officer in the usual manner while sitting in the driver's seat.
- (i) When in uniform the ladies are to be greeted in the usual manner or paying compliment i.e., if wearing a head dress by saluting and not doing 'namaste' and if not, by coming to attention.
- (j) Where through physical incapacity, a salute with the right hand is impossible, the salute will be given with the left hand.

Dress Regulations

All ranks must ensure that they are conversant with the instructions on the dresses/Uniforms given as follows and they comply with Dress Regulations: -

- a) Officers will ensure that they are in possession of all types of Uniforms.
- b) The Supdt. Of Police/Commandant will ensure that all ranks (less Officers) under their command are issued prescribed uniforms.
- c) While in uniform, no un-authorized ornament or emblem is to be worn. The wearing of signet ring is made permissible.
- d) Personnel, who are to keep beard, are not permitted to tie thatha on their beards when in Uniform while on duty or when appearing in public.
- e) Personnel on leave must be in possession of the Uniform articles, permitted for carrying with them while proceeding on leave to meet the necessity arising for them to do the same for many official purposes.
- f) Occasions when uniform is required to be worn: -
 - i) While on duty
 - ii) While travelling in service transport
 - iii) When doing courier or escort duties
 - iv) While travelling with troops
 - v) While attending ceremonial functions
 - vi) Any form of Uniform other than the prescribed uniform will not be worn.

Note: When in uniform, the head gear will be worn except in mess, conferences, class rooms or while attending meeting etc.

- g) When dancing in restaurant, Hotels or other public places (except when attending Regimental/Official/Social functions), Civil or Clubs, uniform will not be worn.
- h) Walking/Going out for shopping in uniform should invariably be avoided and discouraged except when individual / group is going for official purposes.
- i) Officers may be dressed in plain clothes: -
 - i) When going or coming back from organised games and other recreational activities, whether as participants or spectators.
 - ii) When the transport is hired by the officers for amenity purposes.
 - iii) When attending office in the afternoon or on holidays or other specified weekdays at the discretion of Supdt. Of Police/ Commandant or other Superior Officer.
 - iv) When travelling on duty in any public or private conveyance.
- j) An officer, while receiving the President and Head of a State or Senior Officers in an area other than field/operational area, will be dressed in ceremonial dress. All other civil dignitaries can be received in normal working dress with Peak Cap/Black Pagri except for any ceremonial occasions or when specially ordered.
- k) Coat Parka/Short Great Coat/Great Coat may be worn while travelling in open vehicle or riding motorcycle/ scooter.
- l) Ceremonial dress will be worn on State ceremonial occasions or Investitures, Independence Day ceremonies, Republic Day Parade, Beating of the Retreat Army/CPO/CPMF Parades, Visit to President/ Governor House or any occasions specifically notified as such.
- m) Serving Officers will not wear miniature medals with civilian dresses.
- n) Sword will be carried by the following only: -
 - i) Commanders and other supernumeraries of Guard of Honour.
 - ii) Parade Commanders at Colours Presentation Parade.
 - iii) Commanders and other supernumeraries of Contingents participating in BSF Day, Republic Day Parade and Presentation Parades.
 - iv) Adjutant or the CDI during the passing out parades at Academy or other Training institutions.
 - v) All Supernumerary Appointments during the passing out parade

at the Correctional Training Institute or such other locations where the parade is held;.

Note: - The Reviewing Officers may carry a Sword.

Types of Dresses

The type of dress to be worn on different occasions will be described in orders issued by the Inspector General of Correctional Services.

Civil Dress

Civil dresses to be worn by Officers are given below: -

(a) **Normal**

- (i) National Dress: - Black Achkan with white Churidar Pyjama or Cream Achkan with Cream Churidar Pyjama or Cream Short buttoned up Coat (Jodhpuri) with Cream trousers or Black Short buttoned up Coat (Jodhpuri) with White Trousers.
- (ii) Trousers and closed collar tunic (Jodhpur).
- (iii) Dinner Jacket.

(b) **Formal**

- (i) Lounge Suit.
- (ii) Black Trousers, Full sleeves White Shirt (open collar).

(c) **Casual**

- (i) Combination Suits.
- (ii) Trousers and bush-shirt or shirt tucked in with or without tie.
- (iii) Safari Suit.

Note: - Chappals will not be worn with civilian dresses when these dresses are worn on duty or in any organised social function.

Details of Dress Items

The details of the dress items vary from force to force. However some of the common features of a uniform is given below:

Specifications of Major Items of Dress

The types of head dress to be worn are given as under:-

(a) Ceremonial Head Dress

- (i) Non Sikh personnel Officers - Peak Cap
- (ii) Sikh Personnel Officers - Khaki Pagri or color as prescribed

(b) With working dress

Pagri or specified color or Beret Cap with Badge.

(c) Training and Field Service (Including Operational Environment)

- (i) Non Sikh Officers - Jungle Hat/Monkey Cap Helmet - steel/fiber.
- (ii) Sikh Personnel - Pagri with camouflage nets.

Dimension of Crown and other details of Beret

Size No.	Measurement in Centimetres on ribbon binding all Internal	Depth of level to seam round Diameter of Crown Circumferences
6.	48.5	23.5
6 ¼	50.5	24
6 ½	52.5	25
6 ¾	54.5	25.5
7	56.5	26.5 Cms
7 ¼	58.5	26.5
7 ½	60.5	27.5
7 ¾	62.5	28
8	64.5	28.5

Specifications of Peak Cap

1. The specifications of Peak Cap are given below: -
 - (a) Crowns: - The overhand of the crown on the two sides will be 5 Cms, in front 6 Cms and at the back 4 Cms. The height of the top of the crown in the front from the base of the headband level will be 11 Cms. There will be two ventilation holes 1.5 Cms apart on both sides. The ventilation holes will be as near as possible to the headband level.
 - (b) Chin Strap: - For Comdt and above, the chin strap will be made of black patent leather. The width of the chin strap will be 1.9 Cms. The ends of the chin strap will be fixed with two miniature buttons. The buttons on both sides of the Peak Cap will be fixed to the head hand level 1.5 Cms from the end of the peak.
 - (c) Peak: - The peak will be set at an angle of 20 degrees to the horizontal and will have a compressed fibre interlining. The width of the peak at the centre will be 6.5 Cms. The peak will also be covered with Khaki baratheia, serge.
 - (d) Headband bevel: - The width of the headband bevel will be 5 Cms all round. The thickness of the headband bevel will be 0.5 Cms.
2. All work of Zari on the Peak Cap will be done in white color Zari where authorised.

SHOULDER WEAR

1. Embroidered Shoulder titles will have the letters as specified in orders,
Shoulder Title - half inch in height and shall be worn at the base of the shoulder strap. Embroidered shoulder titles may be worn alongwith the embroidered badges of rank when wearing informal working dress at the time of operations and such other duties.
2. **Badges of rank** - White metal, the State emblem to be 5/32 by 3/4 inches. The stars to be of the 'Star of India' five pointed pattern and 1 inch broad Badges of rank to be worn by an Officer should be related to the rank that he actually holds either substantively or in an officiating capacity in the IPS.

Note: No back ground material will be used under the Cap Badge
Note: Gorget patches by Commandant and above Collar Dogs with Flash backing as authorised.

NECK WEAR

Scarfs

1. Scarfs of pattern approved by the Competent Authority may be worn with Dress. All ranks participating as members of contingent in Republic Day Parade, Investiture Parades and Guards of Honour, if in Ceremonial will wear scarf of prescribed Patterns. Personnel of ceremonial and quarter guards and stick orderlies may also wear such Scarfs.

Gorget Patches and Collar Dogs

2. Officers of the rank of Supdt. Of Police/Commandant and above, as per the prescribed rules will wear gorget patches of size and specification as under -
 - a) Dress with which to be worn
 - i) Shirt Terrycot Khaki (summer)
 - ii) Shirt Angola Drab (Winter)
 - iii) Service Dress
 - b) Gorget patches worn with Shirts: - The inner edge will be 4 Cms long and the outer edge 4.5 Cms long. The width will be 3 Cms. The top of the gorget patch will be made pointed by adding an isosceles triangle of sides 2.5 Cms to the dimensions given above. The bottom edge of the gorget patches will be slightly slanted because of the variations between the inner and the outer lengths so that it conforms to the cut of the shirt collar. Gorget patches will be clipped on the collar with the metal clip going under the collar or fixed with Velcro. Gorget

patches will be worn on the collars in such a way that the shorter inner edge is in line with the fold of the collar.

- c) Description: - A metal miniature button, will be in the middle of the triangle at the pointed end. The button will be of IPS pattern for Commandants and above. The design of the embellishment on the gorget patches will be Single Strip of White Zari for Supdts of Police/ Commandants, Addl DIsG and DIsG. The design of the embellishment on gorget patches for Inspectors General of Police and above will be an Oak Leaf to two leaves.

Medals and Medal Ribbons

- a) Description and method of Wearing: the medals will be fixed on a piece of hard buckram or metal plate covered with scarlet lining. The size and method of wearing full medals are as under: -
 - i) Horizontal dimension of the backing will be a maximum of 20 Cms (though where possible it should be restricted to 15 Cms) and the vertical dimension 7.5 Cms
 - ii) The vertical length of the medal ribbon upto the top of the medal will be 4 to 4.5 Cms and at the back of the medal it should cover the whole of the backing i.e. 7.5 Cms The medals will be so stitched that half the medal hangs out side the backing and all medals are uniformly dressed in line at the bottom.
 - iii) When the medals can not, on account of their numbers, be stitched on so as to be fully visible, they will overlap from right to left so that the senior most decoration or medal is full visible.
 - iv) Full medals will be worn over the left pocket of the shirt or tunic so that the bottom edges of the medals fall in line just above the top of the pocket flap button.
 - v) The medals will be worn so that the backing is symmetrical on either side of a vertical line drawn through the middle of the pocket button.
 - vi) The backing will be affixed to the shirt or tunic with Velcro and supported at the top by a hinged metal bar fixed to the backing, the bar running through threat loops on the shirt or tunic and fastened to the backing with a hook.
- b) Occasions for wearing: Full medals will be worn on all ceremonial occasions with shirt terrycot Khaki. They will also be worn with mess dress while attending Official functions at Rashtrapati Bhawan, Raj Bhawans, Raj Niwas and formal receptions at the residence of the all CPOs chiefs.

Miniature Medals

- a) Description and method of wearing. Miniature medals will be fixed on a piece of hard buckram covered with scarlet lining. The size and method of wearing miniature medals are as under: -
 - i) Horizontal dimension of the backing will be a maximum of 17 Cms (though where possible it should be restricted to 15 cms) and the vertical dimension 4.5 cms
 - ii) The vertical length of the medal ribbon will be 3.5 to 4 Cm upto the top of the medal. At the back of the medal to cover the whole backing it would be 4.5 Cm. The medals will be so stitched that half the medals hang out side the backing and all medals are uniformly dressed in line at the bottom.
 - iii) When the miniature medals cannot, on account of their numbers, be affixed so as to be fully visible they will overlap from right to left so that the senior most decoration or medal is fully visible. Miniature medals will be worn over the left pocket of winter or summer mess dress jackets so that the bottom edge of the medals fall in line with the top edge of the pocket.
 - iii) The medals will be worn so that the backing is symmetrical on either side of the vertical line drawn through the middle of the pocket button.
- b) Occasions for wearing Miniature Medals: With mess jackets, summer and winter between retreat and reveille.

Medals Ribands

- a) Description and Method of Wearing. Medal ribands will be mounted on a flat bar -
 - i) Each medal riband will be fully visible. There will be no overlap.
 - ii) The vertical dimension of the visible portion of each riband will be 1.3 Cms
 - iii) A maximum of four medal ribands will be worn in each row. When larger numbers are authorised they will be worn in two or more rows.
 - iv) The shorter row will be worn upper most and displaced symmetrically on either side of the centre of the longer row.
 - iv) Except when only one medal riband is authorised, a single medal riband will never be worn as a row. Where necessary, the top two rows will be adjusted that the top row has two medal ribands and the one below has three medal ribands.

- v) Ribands will be worn in order of their precedence, with the one having the highest precedence being worn at the right extreme of the top row, and the one with the lowest precedence worn at the left extreme of the bottom row.
- vi) Plastic medal ribands will not be worn. Backing underneath the ribands to give them a curbed appearance will not be used. Ribands will not be encased in transparent plastic material.
- b) Occasions when worn: - On all occasions when wearing uniform, except when wearing the following:
 - i) Over Garments (Great Coat, Short Great Coat, Coat Parka, Smock Denimson or Jersey Pullover
 - ii) Field Service Marching Order
 - iii) Full Medals or miniature medals

Buttons

1. Buttons to be used on various types of dresses are given in the succeeding paragraphs.
2. Terrycott Uniform Khaki: Ordinary Khaki Bone or Plastic Buttons.
3. Shirt Angola Drab: - On these, buttons of two sizes will be used. The details are as under :
 - i) On the Front: 2.5 Cms in diameter
 - ii) On Pocket Flaps: 1.5 Cms in diameter Epaulettes and Cuffs
4. Buttons on Peak Caps and Gorget Patches: - White metal buttons of size 1.2 Cms.
5. Designation of Button: - the three sizes of the buttons mentioned in this Appendix will be designed as under: -
 - a) 2.5 Cms button - Large
 - b) 1.5 Cms button - Small
 - c) 1.2 Cms buttons - Miniature

Name Tabs and Special Insignia

1. Name Tabs: - Will be worn above the right breast pocket symmetrically on either side of a vertical line running through the pocket button. They will be worn on all dresses.
2. The design, material, size of lettering and attaching system of name tabs other than one worn with the combat dress will be as under: -
 - a) Colour - Black background with white letters inscribed in script as

Prescribed by the Competent Authority on top and in Roman below

- b) Material - Laminated sheet of plastic material c) Size - Length - 80 mm
Width - 17 mm
Thickness - 1.5 mm
 - d) Size of - .53 Cms X 40 Cms (Square type) in block letters and capital letters.
 - e) Attaching- They will be affixed to the garment using system press buttons, Velcro or a metal bar with hook running through small button holes. They will not be worn through thread loops.
3. Only initials and surnames without rank will be engraved. There will be no full stops between the initials and the surname in name tabs. Surnames will follow the initials.
- 5. Special Insignia**
- a) Commando Badge: Will be worn by entitled personnel in the centre of the right breast pocket of the Shirt T/C or Shirt angola drab or tunic
 - b) Other Types of Supposedly Commemorative Badges: These will not be worn on any uniform

WAIST WEAR

1. Leather Belt

- a) Officers: - A leather belt with the Unit Crested buckle will be worn by all officers with Dress Nos. 1, 2 and 4. T Plastic coating/cover will not be used with these belts.
- c) Belt Buckle: - It will be of size 8 Cms horizontally and 6 Cms vertically and made of polished or dulled metal. It will be affixed with Organisation crest as currently authorised.

2. Cross Belt i.e. Pouch Belt : - Cross Belt i.e. Pouch Belt is authorised to officers only and will be worn with mess dresses or winter ceremonial dress when taking part in or while witnessing parades.

3. Web Belt : Web belt will be worn while on field service or during training.

4. Bayonet Frog

- a) By troops, when authorised to wear black leather belt. Leather bayonet frogs will also be black in colour.
- b) Bayonet Frog Web: When wearing belts web during field service and training.

5. Cumberbund

- a) All Ranks will be wearing taking part in Republic Day, Investiture Parades, and Guard of Honour. It may also be worn by quarter guards, ceremonial guards, in peace areas and stick orderlies. Black leather belt with crested buckles will be worn on top of Cumberbands on all such occasions.

FOOT WEAR

1. Boot Ankle or Boots DMS (Double Moulded Shoe). These Boots will be worn by all ranks as authorised. Details are as under: -
 - a) Color : Black/Brown
 - b) Design : Ordnance
 - c) Occasions for wearing : Officers when on parade, training or on exercise with all ranks.
2. Shoes
 - a) Color : Black
 - b) Type : Oxford Type/ Plain Toe
3. Socks
 - i) Officers : Socks Khaki woollen or Nylon or colour as prescribed for the
4. Spats
 - a) Description : To be of white
 - colour b) Occasions for wearing
 - i) Officers : When acting as contingent commanders and supernumeraries during guards of honour, Republic Day, Colour Presentation and Investiture Parades.

CHAPTER VIII

MEDALS AND MEDAL RIBBONS

There is certain aura of mystery and fascination attached to the Medal ribbons and medals worn on the uniform by the officers and men of the armed forces. People usually associate them with some war of distinction bestowed on them, but comparatively only a few can distinguish between the different medals and medal ribbons by just looking at them.

Most of them have their distinctive colourings and stripes and though it is true that some medals are awarded in time of peace, a complete summary of a man's career can often be obtained by observing the medals and medal ribbons on a uniform.

For the Officers and men of the Police and the Para Military Forces, medals have a peculiar fascination. They take great pride in having won them, often at a great personal risk and wear them to show the distinction bestowed on them for their gallant deeds. Medals for gallantry in action are always won at a great risk to life in the face of action by enemy terrorists and other anti national elements and a policeman feels rewarded if he finds recognition and appreciation for his deeds. In fact there is nothing more precious to police personnel than his medals which he displays proudly on ceremonial occasions.

Bravery and self-sacrifice in the battle have always been regarded as the highest qualities of service personnel. They are taught and trained to accept hardship, risk, injury and even death as a normal hazard of their profession. A policeman considers bravery as part of his duty. There are some police men who have urge to go beyond the call of duty regardless of the consequences, in response to some inner challenge.

Gallantry has always commanded respect and attention. In the primitive societies the leadership of the clan or the tribe fell upon the bravest. The origin of the state saw the brave elevated to kingship, Indra, the most distinguished of the brave warriors among the Indo-Aryans, became a king and a Commander. In the Vedic age, soldiers were rewarded with a share in the spoils of war. In the epic age, with philosophical and religious achievements, emphasis came to be laid upon the heavenly rewards, During as a martyr in the cause of "Dharma" was a meritorious way to heaven. In the Mahabharata war, Lord Krishna had exhorted Arjuna to fight since in the event of death in a battle one achieved heaven, and in case of success, one would have all the worldly enjoyments as the gallants always got royal treatment and honoured with jewels and other rewards.

The Arthshastra of Kautaliya is most elaborate on the point of gallantry awards. He offered rewards of money and honour to his soldiers. During the time of Harsha, Kings made grants of land to their successful generals. Commanders and Officers who distinguished themselves on the battlefield were rewarded with

titles and other marks of respect. The Mughals granted jewels, weapons with jeweled hilts, pearls, palanquins, horses and elephants to their distinguished officers and soldiers as reward and incentive for deeds of valour performed on the battlefield. Maharaja Ranjit Singh used to go into action with several golden bracelets and rewarded his officers and soldiers with a pair of them for any act of personal courage on their part. He was perhaps the first Indian ruler to institute medals and other decorations patterned on the European style. The earliest was the 'Order of Maharaja Ranjit Singh' which shows the bust of the Maharaja while on the obverse are given the names of the battles in which the recipient of the medal took part. There was also the "Auspicious Star of Punjab", the highest order of the Lahore Darbar.

In course of time, medals became the highest symbol of honor and bravery. Queen Elizabeth introduced a medal particularly for military service to commemorate the victory over the Spanish armada in 1538. In 1643, king Charles I also introduced a badge of silver for meritorious services. These medals were, however, given only to generals, knights, nobleman and men of high ranks. The first award of a medal to a common soldier, was, however, introduced in the United States of America on August 7, 1782 by George Washington by the award called the Badge of Military Merit. When Napoleon proposed the introduction of the Legion of Honour, he was told "Cross and ribbons were the pillars of our hereditary throne and they were unknown to the Romans who conquered the world". In his reply to this objection he said, "For the soldier, as for all men in active life you must have glory and distinction; recompense are the food which nourish military virtue". "A soldier will fight long and hard for a bit of colour ribbon," Napoleon said while originating the awarding of personal decorations. Duke of Wellington introduced the campaign medals to all troops who fought at Waterloo. Both Napoleon and Wellington realized that decorations and medals not only expressed national gratitude to individuals but stimulated emulation and spirit in battles to come.

The East India Company had granted gold medals to the British Officers and silver to the Indian officers present in the campaign in Deccan in 1780-81, the War of Mysore 1791-92; the Expedition to Ceylon 1795-96, the capture of Seringapatnam; and Expedition to Egypt-1801 etc. After the issue of silver medals to all Officers for the Battle of Waterloo, the East India Company issued medals similar to that issued for Waterloo for their wars in Nepal 1814-16; the First Burmese War 1824-26, the capture of Ghuznee 1839; the defence of Jelalabad 1841-42 etc. For the Gwalior Campaign a bronze five-pointed star was issued. The first Sikh War of 1846 saw the last issue of a Medal by the East India Company. Queen Victoria authorized the Medal for the Punjab Campaign of 1848.

At first the name of each important battle was inscribed on the reverse of the medals itself, as in the case of the Candahar, Ghuznee and the Kabul Medals

of 1842, all given for the same war in Afghanistan. Inscribing medals on the reverse was not found satisfactory as a casual inspection of the recipient's medal, worn obverse to the front, would not reveal for which particular battle he had earned the medal.

All ribbons and medals are worn in certain sequence on the left breast, the position of priority being the centre of chest and are from right to the left of the wearer.

With the Independence in 1947, the Institution of British honours and awards came to an end and the Indian awards came into being. The first batch of decorations was introduced on January 26, 1950 and was made effective with retrospective effect from August, 15, 1947. These included the Vir Chakra and Ashok Chakra Series.

- * Param Vir Chakra
- * Ashok Chakra Class I (now Ashok Chakra)
- * Maha Vir Chakra
- * Ashok Chakra Class II (now Kirti Chakra)
- * Vir Chakra
- * Ashok Chakra Class II, (now Shaurya Chakra)
- * General Service Medal, 1947
- * India Independence Medal 1947

The second batch came in March 1953 and included the Meritorious Service Medal, Long Service Medal and Good Conduct Medal, Territorial Army Decoration and Territorial Army Medal.

The third batch came in 1954, which included the Country's highest award - the Bharat Ratna and Padam Shri.

- * Bharat Ratna
- * Padma Vibhusan
- * Padma Bhusan
- * Padam Shri

On January 26, 1960 the Vishist Seva Medals Class I,II and III, Saiya Seva Medal, Videsh Seva Medal, Sena, Nao Sena and Vayu Sena Medals were instituted. As a result of the Indo Pakistan Conflict in 1965, the Raksha Medal, Samanya Seva Medal and Samar Seva Medal were introduced and the 1971 war led to the institution of Sangram Medal, poorvi Star and the Paschmi Star.

Generally anything, which is not a "Medal", is usually held to be a 'decoration', Medals fall into four distinct groups: medals for gallantry in action,

medals for war services, commemoration medals, and medals for long service and good conduct. The medals for gallantry in action (President's Police Medal, Indian Police Medal for gallantry, and Cholera services) are on right first. Actual medals are only worn on ceremonial parades; functions and ribbons are worn on the daily normal used uniform. Normally, neither medals nor ribbons are worn in a battle or on an overcoat.

MEDAL RIBBONS - SIGNIFICANCE OF COLOR

It has not been possible to obtain the official version of the significance of the various color on the ribbon of the medals issued. However, the interpretation of the color of medals is :

The white is for purity and peace;

Saffron signifies dedication to duty;

Blue is symbolic of the unlimited expanse of the sky;

The green signifies relationship with the plant on which all other life depends, firmness and faith;

Golden yellow signifies the brightness of the sun;

Red is the color of the army and of courage and strength.

ORDER OF PRECEDENCE OF MEDALS AND DECORATIONS

- Bharat Ratna (1954-77, 1980--)
- Param Vir Chakra (1952--)
- Ashoka Chakra (1952--)
- Padma Vibhushan (1954-77, 1980--)
- Padma Bhushan (1954-77, 1980--)
- Sarvotam Yudh Seva Medal (1980--)
- Param Vishisht Seva Medal (1960--)
- Maha Vir Chakra (1952--)
- Kirti Chakra (1952--)
- Padma Shri (1954-77, 1980--)
- Sarvottam Jeevan Raksha Padak (1961--)
- Uttam Yudh Seva Medal (1980--)
- Ati Vishisht Seva Medal (1960--)
- Vir Chakra (1952--)
- Shaurya Chakra (1952--)
- Yudh Seva Medal (1980--)
- President's Police and Fire Services Medal for Gallantry (1951--)
- President's Police Medal for Gallantry

- President's Fire Services Medal for Gallantry
- President's Home Guards and Civil Defence Medal for Gallantry (1974-)
- Sena Medal (1961--)
- Nao Sena Medal (1960--)
- Vayu Sena Medal (1960--)
- Vishisht Seva Medal (1960--)
- Indian Police Medal for Gallantry (1948-51)
- Police Medal for Gallantry (1951--)
- Fire Services Medal for Gallantry
- Home Guards and Civil Defence Medal for Gallantry (1974--)
- Uttam Jeevan Raksha Padak (1961--)
- Wound Medal (1973--)
- General Service Medal 1947
- Samanya Seva Medal 1965
- Samar Seva Star (1965)
- Poorvi Star (1971)
- Paschimi Star (1971)
- Siachen Glacier Medal (1984--)
- Punjab Ribbon
- Special Service Medal (1986--)
- Raksha Medal 1965
- Sangram Medal (1971)
- Sainya Seva Medal (1960--)
- High Altitude Service Medal
- Police (Special Duty) Medal 1962
- Videsh Seva Medal (1960--)
- President's Police and Fire Services Medal for Distinguished Service (1951--)
- President's Police Medal for Distinguished Service
- President's Fire Service Medal for Distinguished Service
- President's Home Guards and Civil Defence Medal for Distinguished Service
- Meritorious Service Medal (1957--)
- Long Service and Good Conduct Medal (1957--)
- Coast Guard Medal for Meritorious Service
- Indian Police Medal for Meritorious Service

- Police Medal for Meritorious Service (1951--)
- Fire Services Medal for Meritorious Service
- Home Guards and Civil Defence Medal for Meritorious Service
- Jeevan Raksha Padak (1961--)
- Territorial Army Decoration (1952--)
- Territorial Army Medal (1952--)
- Indian Independence Medal 1947
- Independence Medal 1950
- 50th Independence Anniversary Medal (1997)
- 25th Independence Anniversary Medal (1972)
- 30 Years Long Service Medal (1980--)
- 20 Years Long Service Medal (1971--)
- 9 Years Long Service Medal (1971--)
- Unnat Raksha Suraksha Corps Medal
- Raksha Suraksha Corps Medal
- National Cadet Corps Long Service Medal for 14 Years
- National Cadet Corps Long Service Medal for 7 Years
- Mention in Dispatches
- COAS/CNS/CAS/DGP Commendation Card

Description of Important Indian Medals

Bharat Ratna

The award is made for exceptional work in the advancement of art, literature and science and in recognition of public service of the highest order.

The decoration is in the form of a peeped leaf. It is of toned bronze. On the obverse is embossed a replica of the sun below which the words 'Bharat Ratna' are embossed. On the reverse is the State Emblem and motto 'Satyameo Jaite' (Truth Alone Triumphs). The emblem, the sun and the rim are of platinum. The inscriptions are in burnished bronze.

This decoration is worn round the neck with a white ribbon.

Padma Vibhushan

The award is made for exceptional and distinguished service in any field including service rendered by Government servants.

The decoration is of bronze and is circular in design with a geometrical pattern superimposed on the circle. There is a lotus flower embossed on the obverse, on the circular space. The word 'Padma' is embossed above and the word 'Vibhushan' below the four-petal led lotus. On the reverse is the State Emblem

and motto 'Satyameo Jayte'. The inscription 'Padma Vibhushan' on the obverse, the geometrical pattern on either side or the border around the periphery are burnished bronze. All embossing on either side of the decoration is in white gold. This decoration is worn on the left breast with an all salmon-pink ribbon.

Padma Bhushan

The award is made for distinguished service of a high order in any field including service rendered by Government servants.

It has the same design as the Padma Vibhushan; on its obverse the word 'Padma' appears above and the word 'BHushan' below the lotus flower with three petals. The inscription "Padma Bhushan" on the obverse, the geometrical pattern on either side or the border around the periphery are in burnished bronze. All the embossing on either side of the decoration is in standard gold.

The decoration is worn on the left breast with a salmon-pink silk ribbon divided into two by white stripes.

Padma Shri

This award is made for distinguished service in any field, including service rendered by Government servants.

It has the same design as the Padma Vibhushan. On its obverse the word "Padma" above and the word 'Shri' below the lotus flower with five petals are embossed. The inscription 'Padma Shri' on the obverse, the geometrical pattern on either side and the border around the periphery are burnished bronze. All the embossing on either side of the decoration is in stainless steel.

The decoration is worn on the left breast with a salmon pink silk ribbon, an inch and an quarter wide, divided into three by two white stripes.

For Gallantry in the face of the Enemy

Param Vir Chakra

This is the highest decoration for valour awarded for “the most conspicuous bravery or some daring or pre-eminent act of valour or self-sacrifice in the presence of the enemy whether on land, at sea or in the air”.

The decoration is made of bronze and is circular in shape. It has, on the obverse, four replicas of Indra's Vajra' embossed round the State emblem in the centre. On the reverse, the words 'Param Vir Chakra' are embossed both in Hindi and in English with the lotus flowers in the middle.

The decoration is worn on the left breast with a plain purple colour ribbon. When only the ribbon is worn it has a miniature replica of the 'Vajra' worn on it.

It carries a monetary allowance of Rs. 100 per month and Rs. 40 per month for each bar.

Maha Vir Chakra

This is the second highest decoration and is awarded for 'an act of conspicuous gallantry in the presence of the enemy whether on land, at sea or in the air'.

It is made of standard silver and is circular in shape. Embossed on the obverse is a five-pointed star with a domed centrepiece bearing the gilded State Emblem in a circle in the centre? On the reverse, the words 'Maha Vir Chakra' are embossed both in Hindi and in English with two lotus flowers in the middle.

The decoration is worn on the left breast with a half white and half saffron ribbon with the saffron nearer to the left shoulder.

It carries monetary allowances of Rs. 75 per month and Rs. 25 per month for each bar.

Vir Chakra

This is the third in the order of awards and is given for 'an act of gallantry in the presence of the enemy whether on land, at sea or in the air'.

The decoration is made of standard silver and is circular in shape. Embossed on the obverse is a five-pointed star, which has an Ashoka Chakra in the centre. Within this Chakra is a domed centrepiece bearing the gilded State Emblem. On the reverse, the words 'Vir Chakra' are embossed in Hindi and English with two lotus flowers in the middle.

The Vir Chakra is worn on the left breast with a half blue and half saffron ribbon, the saffron bearing nearest to the left shoulder.

It carries monetary allowances of Rs. 50 per month and Rs, 50 per month for each bar.

All members of the Armed Forces and civilian serving regularly or temporarily under the direction or supervision of any of the Armed Forces are eligible for any of the three awards.

If the recipient of a Chakra wins the same award again for a further act of bravery, this is indicated by the addition of a bar to the ribbon by which the decoration is suspended. When the ribbon alone is worn, each bar is represented by a replica in metal of 'Indira's Vajra' in miniature, in the case of Param Vir chakra and that of the respective Chakras in miniature, in case of Maha Vir and Vir Chakras stitched on to the ribbon.

Ashoka Chakra

This decoration is awarded for the 'most conspicuous bravery or some daring or preeminent act of valour or self sacrifice on land, at sea or in the air'.

The Chakra is made of gilt gold and is circular in shape. Embossed on the

obverse is a replica of Ashoka's chakra surrounded by a lotus wreath. Along the edge is a pattern of lotus leaves, flowers and buds. On the reverse the words 'Ashoka Chakra' are embossed both in Hindi and English with lotus flowers in the intervening space.

The Chakra is worn on the left breast with a green colored silk ribbon divided into two equal parts by a saffron vertical line.

It carries monetary allowances of Rs. 90 per month and Rs. 35 per month for each bar.

Kirti Chakra

This decoration is awarded for 'an act of conspicuous gallantry'

It is made of standard silver and is circular in shape. The obverse and reverse are exactly the same as in the case of Ashoka Chakra. On the reverse are embossed the words 'Kirti Chakra' both in Hindi and English.

The Chakra is worn on the left breast with a green colored silk ribbon and divided into three equal parts by two saffron vertical lines.

It carries monetary allowances of Rs, 65 per month and Rs. 20 per month for each bar.

Shaurya Chakra

This decoration is awarded for 'an act of gallantry'.

It is exactly like the other two Ashoka Chakras except that it is made of bronze and words 'Shaurya Chakra' are embossed on the reverse.

The Chakra is worn on the left breast with a green colored ribbon, divided into four equal parts by three saffron vertical lines.

All nationals of India are eligible for the award of the Ashoka Chakra, Kirti Chakra and Shaurya Chakra.

A bar attached to the ribbon recognizes each further act of gallantry entitling a recipient to the award of a Chakra of the same class as originally awarded to him. When the ribbon alone is worn, the award of a bar is denoted by a replica of decoration concerned in miniature, which is stitched to the ribbon.

It carries monetary allowances of Rs, 40 per month and Rs 16 per month for each bar.

Presidents Police Medal and Police Medal for Gallantry

General

1. The recognition to good and selfless work and dedicated service during operations or peace time is being given by grant of the following medals/ insignia:

- (a) Presidents Police Medal for gallantry
 - (b) Police Medal for gallantry
 - (c) Presidents Police Medal for distinguished service
 - (d) Prime Ministers Medal for life saving
 - (e) Director Generals Commendation roll
 - (f) Medal for Serving in difficult of specific areas on granted by the Govt.
2. In addition to above Army may consider grant of medals like PVC, MC, Vr C, Kirti Chakra, Shaurya Chakra, PVSM, AVSM, VSM, Sena Medal etc during operations or when any CPMF Unit is under Ops Control of Army.
 3. Individuals can be considered for grant of other civilian awards.
 4. Appreciation roll and commendation certificates can be granted by IsG, DIsG and commandants.

Gallantry Awards

5. For any act of conspicuous gallantry exhibited in the course of performance of duty, all ranks are entitled to the award of President's Police medal (or Police Medal) for gallantry. A citation giving account of conspicuous gallantry exhibited by the individual will be sent to the DGP's office who will submit it to MHA for examination of the same and recommendation to the Presidents of India for the award of Medal. In due course, Presidential Notification is issued announcing the grant of the medal to the Individual concerned.

Monetary Allowance for Gallantry Awards.

7. The recipients of awards will be given following monetary allowance on a uniform rate, irrespective of their ranks:-
 - (a) Presidents Police Medal for gallantry Rs 100/- pm
 - (b) Police Medal for gallantry Rs 60/- pm

Presentation of Medal

8. The medals are normally presented during raising day/ investiture parades.

Wearing of Medals

9. The medals will be worn during ceremonial parades, raising day parades, Police Commemoration Parade, visit of Head of the nation/ Government, Ceremonial occasions or when ordered specifically by Head of the Office.

Service Condition

10. Individual must complete minimum 15 years service for grant of Police

Medal for meritorious service and 6 years after grant of meritorious service medal for consideration for Distinguished Service Medal.

Selection of individuals for nomination of awards

11. The Individuals must fulfil following criteria:-
 - (a) Minimum service prescribed.
 - (b) Age should preferably be round about 50 years.
 - (c) Cases of those who had fought in the 1971 war should be given preference.
 - (d) The nominees should not have received any punishment.
 - (e) The personnel should have received maximum number of reward.
 - (f) Individuals should have contributed in his field of work/ specialization.

Prime Ministers Life Saving Medal

12. Citation of all individuals who have saved lives of any other individuals at the risk of his own life be sent for grant of PM life saving medal.

Medals for grant of serving in difficult/ special areas

13. Medals for serving in difficult areas like Rajasthan, J&K, high altitude is granted after completion of one year of service in that area.

Director General of Police's Commendation Roll

14. DGP's Commendation Roll is a prestigious reward and will be given to those who perform outstanding work.

Eligibility Parameters

15. The following are normally the eligibility parameters will be followed for grant of DGP's CR.
 - (a) For any conspicuous achievements during operations.
 - (b) Commendable work in natural calamities.
 - (c) Outstanding achievements in sports for the country at the national/ International level.
 - (d) Any innovation which may bring sufficient improvement in the working of the Force.
 - (e) Clean and good record of service for 25 years.
 - (f) Accident free driving and good record for continuous period of 20 years.
 - (g) For being graded "AX" in courses of 12 weeks duration or more.
 - (h) Processing of difficult cases.

- (i) Any other conspicuous and outstanding work which may be considered of a commendable nature.

Wearing of Insignia

- 16. All awardees of DGPs Commendation Roll will wear an insignia of silver disc on the upper right hand side pocket above name plate, in the centre, on the uniform. A silver disc shall be presented to the awardees of DGPs CR at the time when he receives his first Commendation Roll. For the award of additional Commendation Roll, no addition to the disc shall be made which means that a particular individual will be given Silver Disc only once at the time of receiving first CR in his service career though he may receive subsequently number of DGPs CR.

Ribbons

- 17. Ribbons will form part of working dress and will be worn as and when dress is being worn. Ribbons will not be worn while going out on exercises, operations or on jersies.

बैन्ड संगीत व परेड



CHAPTER IX

BAND MUSIC

Music and the use of musical sounds to convey orders, messages and signals to the soldiers have been used from the earliest time and martial music was a regular feature of ancient Indian warfare. The soldiers marched into battle accompanied by conches, drums and trumpets. According to the Rig Veda in addition to the musical instruments which were intended for use only on sacrificial or festive occasions, there were other like "dundubhi", a kettle-drum or the musical instrument "bakura", with its varieties which were used only for war purposes. In the course of an expedition against "Dasyas", the "Asvins" used "bakura" to help their army against the enemies.

Originally made with conch, horn and the "dholak" these early sounds developed through the years into the modern military airs whose stirring melodies provoke pride and also the emotions of Servicemen and civilians alike. In peace and in the war the military bands have done much to inspire many fine traditions and they have added greatly to the pomp of ceremonials. Today no ceremony of any significance is considered complete without the presence of a military band. It is used on ceremonial parades, reception of high dignitaries with Guards of Honour, band concerts in the hospitals, and certain national functions.

References to the Military Band or to musicians performing at military functions can be found in records dating back to the pre-Christian era. The term 'band' was not used until the 19th century, and the 'Military Band' was first introduced in England by Germany. Ancient musical tradition in India was confined to the use of musical instruments such as conch shells, horns, bugles and drums only to sound signals during battle. The concept of Military Band and Pipes and Drums, as we know it today, is primarily of Western origin, understandably a legacy of the British who introduced the tradition with their arrival in India. In the pre-Independence era, the musicians in Military Bands were Indian and their Bandmasters or Conductors generally British, who used to impart training in Western music on established international pattern.

With the departure of the British in 1947, the need was felt to set up an institution of military music in India on the lines of Kneller Hall, London. Since the termination of British power from India the various bands of the Indian Army had to be re-oriented to render them truly Indian. The task was not easy as with the division of the country many bandsmen of various units opted for Pakistan. Under the distinguished patronage of Gen. K.M Kariappa, OBE the then Commander-In-Chief of the Indian Army, a Military School of Music was established in Pachmarhi in 1950. Here the bandsmen of the bands of the various defence forces are given training in playing the various instruments used in the Military bands. The Military Music Wing at Pachmarhi has not only been prolific

with over 200 musical compositions to its credit, but has excelled in maintaining the standard of military music in India through its diverse range of courses designed to train recruit bandsmen, pipers or drummers.

Besides training the bands of all the three services, police and para military forces, and musicians from friendly foreign countries, the Military Music Wing runs 10 courses of which four are designed purely for the Military Band, the most advanced of which is the Potential Band Master's Course, run over three years. It, besides developing practical skills at all musical instruments of a Military Band, imparts effective training in composing, arranging and conducting. The merit of a musician is recognised with the award of Licentiate in Military Music. The students are also taught Indian instruments and, by the end of the course, are eligible for a diploma in Hindustani Sangeet.

The fusion of the Western and Indian musical traditions, although extremely difficult to accomplish, has been quite successful at MILITARY MUSIC WING, and instruments such as sitar, sarod, santoor and tabla are now an integral part of the Concert Band at MILITARY MUSIC WING. Several popular Indian folk tunes and ragas have also been successfully arranged by these composers and the number of such tunes continues to grow. Another musical form fast gaining popularity in military circles is group singing. Group rendering of such favourites as watan ki rahon mein, kaisa sundar aur bahadur, deh shiva var moh ihe (Army song), seldom fail to enthral audience, civil or military. A recent addition to the repertoire of patriotic songs has been vir sipahi composed by Maj Gen KN Bhatt. It has been performed during the Beating the Retreat a few years back.

In the early years the Police bandsmen had to play western martial tunes as suitable native material scores did not exist. Gradually over the years a small group of composers sprang up who composed martial music appropriate for our Bands, based on the folk-lore of the regions which contributed most to the strength of the Indian Defence Forces. Thus the folk lores of Punjab, Rajasthan, Marwar, Garhwal and Konkan coast have given inspiration to the Indian composers.

The brass bands give immense pleasure to all ranks when they are played in unit lines; and they are played also on guest nights in the officers' messes, and periodically in the afternoons on club and park lawns and in other public places.

But apart from the traditions they have inspired in others, military music has much tradition of its own to which a good measure has been added by the musicians of the three Services.

It has been appreciated that music and singing are aides to morale and are therefore encouraged in the armed forces. Men of a unit who break into song at easy provocation are far less likely than others to become disgruntled and unhappy. Units which sing on a march find the task less tiring, especially towards the end of a long march. The military band in a Police Unit or the Para Military Force Battalions helps build up morale.

MUSIC FOR MILITARY PARADES, DRILL AND MARCHES

In addition to the music of the various marches and musical calls, the repertoire of ceremonial music included three other compositions of which two were played in quick-time and one in slow. Each has a special place in the ceremonial drill movements and is widely used throughout the Services, Police and the Para Military Forces:

The General Salute

The Advance in Review Order

The Point of War

The 'General Salute' is still played, on all occasions, when an officer of and above the rank of DIG or equivalent in other Services takes the salute. The arrangements of a general salute may have fragments of a quick-march in the background, while the trumpets or bugles play the salute.

The 'Advance in Review Order' is part of a ceremonial parade, when after a march-past the parade advances by the centre for 15 paces, the band and drums playing a 5 pace roll. At the conclusion of the seven and a half bar of music the band and drum cease playing and the whole parade automatically halts. The parade is then ordered to salute in the same manner as when receiving the reviewing officer after which it is ordered to order arms and await order for dispersal.

The 'Point of War' is a slow march played less frequently since it is reserved exclusively for ceremonials in which colors and standards take part; it is, in fact, a set-piece, played before the color or standard is marched on and off the parade ground. It is an Army composition and the practice of playing it during the color and standard ceremonies is an old Army tradition.

THE BAGPIPES

The bagpipes is one of the ancient musical instruments. It is mentioned in many ancient writings, and there are in existence Hittite carvings that show its use in thousand years B.C. It was used in the Roman Army and it reached Britain by that agency.

The literature of all European countries testifies to the bagpipe's universality from the Middle Ages onwards. It is mentioned by Dante in the 13th century; by Chaucer, Froissart and Boccaccio in the 14th; by Rabelais, Ronsard, Cervantes, Spencer and Shakespeare in the 16th; by Drayton, Milton, Butler and Pepys in the 17th; by Beaumarchis and a host of others in the 18th; in the 19th by George Sand in one of her novels; and Victor Hugo in his *The Toilers of the Sea*, wishing to display his knowledge of the English language, speaks of it as the 'bug-pipe'. Most countries have bagpipes in one form or another.

This instrument has received little attention from those known as 'the great

composers', but it has played a large part in the social life of court and camps in all of which its practitioners are still active.

The Highland Pipe or Scottish Pipe - first mention of them in Scottish military history occurs in 1594 -used by the Scottish people, in their Army and the Indian Army, is the one known almost the world over.

The music of a Bagpipe has a unique scale with the 4th and the 7th note slightly out of tune. The tone of both chanter and drones is penetrating and is at first baffling to those not accustomed to it, not only from the unusual interval of the scale and the forceful tone, but also from the lavish use of 'grace notes' (very quick notes played before each melody note) which, until they are recognized as decorations, tend to disguise the main tune.

The technique of this instrument is certainly more difficult to acquire in perfection than that of any other instrument of so small a range of notes. Another difficulty is the fact that the pipers have to memorise every tune they learn from the printed music.

It is not known when the pipes came into the Indian Army, after which it came in to the Police.

Bugle Calls

Bugles have been a very important musical instrument for the Military, during war and peace. The Police and the Para Military Forces make use of the buglers for various calls, some of which are given below:

- ***Reveille***: The bugle call which marks the beginning of a day. The Regimental Flag is raised at the Quarter Guard.
- ***Fall-In***: The bugle call ordering the men to get on Parade.
- ***General Salute***: The bugle call for the General Salute. General Salute is authorised for the ranks above a Brigadier. The bugle call is used when the band is not in attendance.
- ***Retreat***: The bugle call which marks the end of a day. Called during sun set, the Regimental Flag is brought down.
- ***Last Post***: The bugle call ordering the soldiers to put of all lights and go to sleep. The same call is also called during military funerals. Last Post during funerals, is called as the last bugle call which a soldier will hear before he is put to rest.

Band Tunes

The Songs of the Nation

The National Anthem The National Anthem (Jana Gana Mana) The National Anthem of India, Jana Gana Mana. Composed and written by Rabindranath Tagore.

Vande Mataram (I bow to thee.. my Motherland)	The National Song Vande Mataram song was written by Bankim Chandra Chatterjee.
Sare Jahan Se Achcha (Best in the world)	The Quick March of the Indian Armed Forces. The words of this composition was written by the noted Urdu poet, Mohammad Iqbal. It was arranged for Military Band, by Prof. A. Lobo. In this version, the combined band of the Three Services is playing the march.

Marches

Some of the commonly used band tunes in the Police and the Para Military Forces are given below:

- ***Amar Senani*** (The Immortal Soldier): Quick march. There is no fixed occasion for this tune to be played.
- ***Dhwaj Ka Rakshak*** (Defenders of the Flag): Slow march. This is a tune for the compound march. The band platoon does a slow march and forms up in various formations on the parade ground.
- ***Gulmarg***: Quick march. There is no fixed occasion for this tune to be played. Gulmarg is a very beautiful garden in Jammu & Kashmir.
- ***Benihaal***: Quick march of the Indian Army. Benihaal is the name of a Pass, in the Himalayas.
- ***Uttari Seemaye*** (The Northern Frontiers): Quick march of the Indian Army.
- ***Suvruth*** (The Holy Oath): Quick march of the Indian Army.
- ***Vijayi Bharath*** (India, the Victorious): Quick march of the Indian Defence Forces.
- ***Hind Maha Sagar*** (The mighty Indian Ocean): Quick march of the Indian Navy.
- ***Naval Ensign***: Quick march of the Indian Navy. Composed by Commander S.A. Anchees, Director of Music, Indian Navy.
- ***Sea Lord***: Slow March of the Indian Navy. This is a tune for the compound march. The band platoon does a slow march and forms up in various formations on the parade ground. This march might originally be from the Royal Navy.
- ***Vayu Sena Nishaan*** (The Air Force emblem): This tune is not a quick march, but played on other official ceremonies. The band does not march, when this tune is played.

- ***Nabh Rakshak*** (Defenders of the Air): Quick march of the Indian Air Force.
- ***Antariksh Baan*** (Arrow in the Air): Quick march of the Indian Air Force.
- ***Dhwani Avrodh*** (Sound Barrier): Quick march of the Indian Air Force.
- ***Nirmaljit***: Quick march of the Indian Air Force. In memory of Fg. Off. Nirmal Jit Singh Sekhon, PVC.
- ***Siki Amole*** (Precious Coins): A prayer or hymn, played to remember the fallen soldiers. The band does not march when this tune is played.
- ***Voice of the Gun***: Quick march. There is no fixed occasion for this tune to be played. Originally an English one, but is played by the Indian Army as well. The tune was composed by Kenneth Alford, the composer who composed the ever-green classic "Colonel Bogey".
- ***Sare Jahan Se Acha*** (Best in the World): The official march of India's Armed Forces (Para-Military and NCC forces generally play the Kadam Kadam Bhadaye Jaa). In this recording, this tune is played by all the three bands (Army, Navy and Air Force). This march is always played during the end of military parade, or any official function where the band is in attendance.
- ***Deshon Ka Sartaj, Bharath*** (India, Crown of the World): Quick March of the Indian Armed Forces. In this recording, the tune is sung by the Band and Choir of the Indian Navy. This is also the regimental march of the 13th, 16th and 19th Kumaon Battalions and also of the Mahar Regiment.
- ***Have the NCC Spirit in You***: Quick march of the National Cadet Corps. Played by the Marching Band of San Thome High School.

The General Salute: The General Salute tune played by the Police and Para Military Force Band. General Salute is authorised for a Brigadier and above.

Swagatam: This tune is not a march, but played during other ceremonial occasions. It is based on the lyrics of Narindar Sharma, and is composed by L.B Gurung.

Channa Bilawari: Slow march composed by Subedar Ram Pal, Band Master of the Kumaon Regiment. This tune has been adapted from a popular folk song of Kumaon hills. The song is sung by a girl requesting her father that she should not be got married to a boy of the village "Channa Bilauri" which is very hot and humid. Used to the luxury of cold climate, the girl narrates how it will be difficult for her to get adjusted with the heat waves in Channa Bilauri. This is generally played during inspection of Parades.

Almore March: This is a quick march composed by Subedar Major Ganesh Gurung, the band Master of the Kumaon Regiment. It is based on a Kumaoni folk tune.

Gangotri: This stunning quick march was judged as the best quick march during the Army Band Competition held in the year 1976 and received the "Lawrence D' Mello Shield". It was composed by Subedar Major Bachan Singh Negi, the band master of Garhwal Rifles Regimental Centre. Gangotri is also the name of a glacier in the Himalayas.

Sam Bahadur: Quick march composed by L.B.Gurung. This tune is named after Field Marshal S.H.F.J Manekshaw, the hero of the 1971 war. Manekshaw had commanded a few Gorkha units, and was affectionately called Sam Bahadur.

Hai Kancha: Quick march played by the pipe band. Composed by L.B. Gurung. Kancha in Gorkhali, means a young boy. It is an affectionate term used in the Indian Army, when referring to Gorkha soldiers.

Kadam Baraye Ja : A stunning Quick march composed by Jemadar Sete. This is also the regimental quick march of the Para Regiments.

Samman Guard: Slow march composed by L.B Gurung. This tune may be used during the inspection of a Guard of Honour.

Rajasthan: Slow march composed by F.H. Reid.

Beating the Retreat

Beating Retreat or Beating the Retreat is a military ceremony dating back to the 16th century and was originally used in order to recall nearby patrolling units to their castle. Originally it was known as watch setting and was initiated at sunset by the firing of a single round from the evening gun.

An order from the army of James II of England dated to 18 June 1690 had his drums beating an order for his troops to retreat and a later order, from William III in 1694 read "The Drum Major and Drummers of the Regiment which gives a Captain of the Main Guard are to beat the Retreat through the large street, or as may be ordered. They are to be answered by all the Drummers of the guards, and by four Drummers of each Regiment in their respective Quarters". However, either or both orders may refer to the ceremonial tattoo.

In India it officially denotes the end of Republic Day festivities. It is conducted on the evening of January 29, the third day after the Republic Day. It is performed by the bands of the three wings of the military, the Indian Army, Indian Navy and Indian Air Force. The venue is Raisina Hills and an adjacent square, flanked by the north and south block of the Indian Parliament.

The Chief Guest of the function is the President of India who arrives escorted by the 'President's Body Guards'(PBG), a cavalry unit.

Ceremony

The ceremony starts by the massed bands of the three services marching in unison, playing popular marching tunes like Colonel Bogey and Sons of the Brave. The Fanfare then is followed by the bands marching forward in quick time, then breaking into slow time, then by the 'compound march' involving movements to form intricate and beautiful patterns. The band, again, breaks into quick time and goes back to the farthest end of Raisina Hills. Then the Pipes and Drums of the Indian Army play traditional Scottish tunes and Indian tunes like "Gurkha Brigade" and "Chaandni". This band also does a compound march. The last bands to perform are the combined bands of the Navy and the Air Force. This part of the ceremony ends with their compound march.

The three band contingents march forward and take position close to the President's seat. The drummers give a solo performance (known as the Drummer's Call). A regular feature of this pageant is the last tune played before the Retreat. It is the famous Christian Hymn composed by William H Monk, Abide with Me. The chimes made by the tubular bells, placed quite at a distance, create a mesmerising ambience.

This is followed by the bugle call for Retreat, and all the flags are slowly brought down. The band master then marches to the President and requests permission to take the bands away, and informs that the closing ceremony is now complete. The bands march back playing a popular martial tune Saare Jahan Se Achcha. As soon as the bands cross Raisina Hills a spectacular illumination display is set up on the North and South Blocks of the Parliament building.

भारत की ध्वज संहिता



CHAPTER X

FLAG CODE OF INDIA

The Indian National Flag represents the hopes and aspirations of the people of India. It is the symbol of our national pride. Over the last five decades, several people including members of armed forces have ungrudgingly laid down their lives to keep the tricolor flying in its full glory.

The significance of the colors and the chakra in the National Flag was amply described by Dr. S. Radhakrishnan in the Constituent Assembly which unanimously adopted the National Flag. Dr. S. Radhakrishnan explained-"Bhagwa or the saffron color denotes renunciation of disinterestedness. Our leaders must be indifferent to material gains and dedicate themselves to their work. The white in the centre is light, the path of truth to guide our conduct. The green shows our relation to soil, our relation to the plant life here on which all other life depends. The Ashoka Wheel in the centre of the white is the wheel of the law of dharma. Truth or satya, dharma or virtue ought to be the controlling principles of those who work under this flag. Again, the wheel denotes motion. There is death in stagnation. There is life in movement. India should no more resist change, it must move and go forward. The wheel represents the dynamism of a peaceful change."

There is universal affection and respect for, and loyalty to, the National Flag. Yet, a perceptible lack of awareness is often noticed, not only amongst people but also in the organisations/agencies of the government, in regard to laws, practices and conventions that apply to the display of the National Flag. Apart from non-statutory instructions issued by the Government from time to time, display of the National Flag is governed by the provisions of the Emblems and Names (Prevention of Improper Use) Act, 1950 (No.12 of 1950) and the Prevention of Insults to National Honour Act, 1971 (No. 69 of 1971). Flag Code of India, 2002 is an attempt to bring together all such laws, conventions, practices and instructions for the guidance and benefit of all concerned.

For the sake of convenience, Flag Code of India, 2002, has been divided into three parts. Part I of the Code contains general description of the National Flag. Part II of the Code is devoted to the display of the National Flag by members of public, private organizations, educational institutions, etc. Part III of the Code relates to display of the National Flag by Central and State governments and their organisations and agencies.

Flag Code of India, 2002, takes effect from January 26, 2002 and supersedes the 'Flag Code - India' as it existed.

PART I
GENERAL

- 1.1 The National Flag shall be a tri-colour panel made up of three rectangular panels or sub-panels of equal widths. The colour of the top panel shall be India saffron (Kesari) and that of the bottom panel shall be India green. The middle panel shall be white, bearing at its centre the design of Ashoka Chakra in navy blue colour with 24 equally spaced spokes. The Ashoka Chakra shall preferably be screen printed or otherwise printed or stencilled or suitably embroidered and shall be completely visible on both sides of the Flag in the centre of the white panel.
- 1.2 The National Flag of India shall be made of hand spun and hand woven wool/cotton/silk khadi bunting.
- 1.3 The National Flag shall be rectangular in shape. The ratio of the length to the height (width) of the Flag shall be 3:2.
- 1.4 The standard sizes of the National Flag shall be as follows:-

Flag Size No.	Dimensions in mm
1	6300 X 4200
2	3600 X 2400
3	2700 X 1800
4	1800 X 1200
5	1350 X 900
6	900 X 600
7	450 X 300
8	225 X 150
9	150 X 100

- 1.5 An appropriate size should be chosen for display. The flags of 450X300 mm size are intended for aircrafts on VVIP flights, 225X150 mm size for motor-cars and 150X100 mm size for table flags.

PART II
**HOISTING/DISPLAY/USE OF NATIONAL FLAG BY MEMBERS OF
PUBLIC, PRIVATE ORGANISATIONS, EDUCATIONAL
INSTITUTIONS, ETC.**

Section 1

- 2.1 There shall be no restriction on the display of the National Flag by members of general public, private organizations, educational institutions, etc., except to the extent provided in the Emblems and Names (Prevention of Improper Use) Act, 1950* and

*The Emblems and Names (Prevention of Improper Use) Act, 1950.

Section 2

In this Act, unless the context otherwise requires:-

"emblem" means any emblem, seal, flag, insignia, coat-of-arms or pictorial representation specified in the Schedule.

Section 3

Notwithstanding anything contained in any law for the time being in force, no person shall, except in such cases and under such conditions as may be prescribed by the Central Government, use, or continue to use, for the purpose of any trade, business, calling or profession, or in the title of any patent, or in any trade mark of design, any name or emblem specified in the Schedule or any colorable imitation thereof without the previous permission of the Central Government or of such officer of Government as may be authorised in this behalf by the Central Government.

NOTE : The Indian National Flag has been specified as an emblem in the Schedule to the Act.

The Prevention of Insults to National Honour Act, 1971** and any other law enacted on the subject. Keeping in view the provisions of the aforementioned Acts -

- (i) The Flag shall not be used for commercial purposes in violation of the Emblem and Names (Prevention of Improper Use) Act, 1950;
- (ii) The Flag shall not be dipped in salute to any person or thing;

**THE PREVENTION OF INSULTS TO NATIONAL HONOUR ACT, 1971

(Amended by the Prevention of Insults to National Honour (Amendment) Act, 2003)

Whoever in any public place or in any other place within public view burns, mutilates, defaces, defiles, disfigures, destroys, tramples upon or otherwise shows disrespect to or brings into contempt (whether by words, either spoken or written, or by acts) the Indian National Flag..... or any part thereof, shall be punished with imprisonment for a term which may extend to three years, or with fine, or with both.

Explanation 1. - Comments expressing disapprobation or criticism of the Indian National Flag or an alteration of the Indian National Flag by lawful means do not constitute an offence under this section.

Explanation 2. - The expression, "Indian National Flag" includes any picture, painting, drawing or photograph, or other visible representation of the Indian National Flag, or of any part or parts thereof, made of any substance or represented on any substance.

Explanation 3. - The expression "Public place" means any place intended for use

by, or accessible to, the public and includes any public conveyance.

Explanation 4. - The disrespect to the Indian National Flag means and includes-

- (a) a gross affront or indignity offered to the Indian National Flag; or
- (b) dipping the Indian National Flag in salute to any person or thing; or
- (c) flying the Indian National Flag at half-mast except on occasions on which the Flag is flown at half-mast on public buildings in accordance with the instructions issued by the Government; or
- (d) using the Indian National Flag as a drapery in any form whatsoever except in state funerals or armed forces or other para-military forces funerals; or
- (e) using the Indian National Flag as a portion of costume or uniform of any description or embroidering or printing it on cushions, handkerchiefs, napkins or any dress material; or
- (f) putting any kind of inscription upon the Indian National Flag; or
- (g) using the Indian National Flag as a receptacle for receiving, delivering or carrying anything except flower petals before the Indian National Flag is unfurled as part of celebrations on special occasions including the Republic Day or the Independences Day; or
- (h) using the Indian National Flag as covering for a statue or a monument or a speaker's desk or a speaker's platform; or
- (i) allowing the Indian National Flag to touch the ground or the floor or trail in water intentionally; or
- (j) draping the Indian National Flag over the hood, top, and sides or back or on a vehicle, train, boat or an aircraft or any other similar object; or
- (k) using the Indian National Flag as a covering for a building; or
- (l) intentionally displaying the Indian National Flag with the "saffron" down.

3A. MINIMUM PENALTY ON SECOND OR SUBSEQUENT OFFENCE

Whoever having already been convicted of an offence under section 2 is again convicted of any such offence shall be punishable for the second and for every subsequent offence, with imprisonment for a term, which shall not be less than one year.

- (iii) the Flag shall not be flown at half-mast except on occasions on which the Flag is flown at half-mast on public buildings in accordance with the instructions issued by the Government;
- (iv) the Flag shall not be used as a drapery in any form whatsoever, including private funerals;

- (v) the Flag shall not be used as a portion of costume or uniform of any description nor shall it be embroidered or printed upon cushions, handkerchiefs, napkins or any dress material;
- (vi) lettering of any kind shall not be put upon the Flag;
- (vii) the Flag shall not be used as a receptacle for receiving, delivering, holding or carrying anything; provided that there shall be no objection to keeping flower petals inside the Flag before it is unfurled as part of celebrations on special occasions and on National Days like the Republic Day and the Independence Day;
- (viii) when used on occasions like unveiling of a statue, the Flag shall be displayed distinctly and separately and it shall not be used as a covering for the statue or monument;
- (ix) the Flag shall not be used to cover a speaker's desk nor shall it be draped over a speaker's platform;
- (x) the Flag shall not be intentionally allowed to touch the ground or the floor or trail in water;
- (xi) the Flag shall not be draped over the hood, top, sides or back of a vehicle, train, boat or an aircraft;
- (xii) the Flag shall not be used as a covering for a building; and
- (xiii) the Flag shall not be intentionally displayed with the "saffron" down.

2.2 A member of public, a private organization or an educational institution may hoist/display the National Flag on all days and occasions, ceremonial or otherwise. Consistent with the dignity and honour of the National Flag-

- (i) whenever the National Flag is displayed, it should occupy the position of honour and should be distinctly placed;
- (ii) a damaged or dishevelled Flag should not be displayed;
- (iii) the Flag should not be flown from a single masthead simultaneously with any other flag or flags;
- (iv) the Flag should not be flown on any vehicle except in accordance with the provisions contained in Section IX of Part III of this Code;
- (v) when the Flag is displayed on a speaker's platform, it should be flown on the speaker's right as he faces the audience or flat against the wall, above and behind the speaker;
- (vi) when the Flag is displayed flat and horizontal on a wall, the saffron band should be upper most and when displayed vertically, the saffron band shall be on the right with reference to the Flag (i.e. left to the

person facing the Flag);

- (vii) to the extent possible, the Flag should conform to the specifications prescribed in Part I of this Code.
- (viii) no other flag or bunting should be placed higher than or above or side by side with the National Flag; nor should any object including flowers or garlands or emblem be placed on or above the Flag-mast from which the Flag is flown;
- (ix) the Flag should not be used as a festoon, rosette or bunting or in any other manner for decoration;
- (x) the Flag made of paper may be waved by public on occasions of important national, cultural and sports events. However, such paper Flags should not be discarded or thrown on the ground after the event. As far as possible, it should be disposed of in private consistent with the dignity of the Flag;
- (xi) where the Flag is displayed in open, it should, as far as possible, be flown from sunrise to sunset, irrespective of weather conditions;
- (xii) the Flag should not be displayed or fastened in any manner as may damage it; and
- (xiii) when the Flag is in a damaged or soiled condition, it shall be destroyed as a whole in private, preferably by burning or by any other method consistent with the dignity of the Flag.

2.3 The National Flag may be hoisted in educational institutions (schools, colleges, sports camps, scout camps, etc.) to inspire respect for the Flag. A model set of instructions for guidance is given below -

- (i) The School will assemble in open square formation with pupils forming the three sides and the Flag-staff at the centre of the fourth side. The Headmaster, the pupil leader and the person unfurling the Flag (if other than the Headmaster) will stand three paces behind the Flag-staff.
- (ii) The pupils will fall according to classes and in squads of ten (or other number according to strength). These squads will be arranged one behind the other. The pupil leader of the class will stand to the right of the first row of his class and the form master will stand three paces behind the last row of his class, towards the middle. The classes will be arranged along the square in the order of seniority with the seniormost class at the right end.
- (iii) The distance between each row should be at least one pace (30 inches); and the space between Form and Form should be the same.
- (iv) When each Form or Class is ready, the Class leader will step forward

and salute the selected school pupil leader. As soon as all the Forms are ready, the school pupil leader will step up to the Headmaster and salute him. The Headmaster will return the salute. Then, the Flag will be unfurled. The School pupil leader may assist.

- (v) The School pupil leader in charge of the parade (or assembly) will call the parade to attention, just before the unfurling, and he will call them to the salute when the Flag flies out. The parade will keep at the salute for a brief interval, and then on the command "order", the parade will come to the attention position.
- (vi) The Flag Salutation will be followed by the National Anthem. The parade will be kept at the attention during this part of the function.
- (vii) On all occasions when the pledge is taken, the pledge will follow the National Anthem. When taking the pledge the Assembly will stand to attention and the Headmaster will administer the pledge ceremoniously and the Assembly will repeat it after him.
- (viii) In pledging allegiance to the National Flag, the practice to be adopted in Schools is as follows:-

Standing with folded hands, all repeat together the following pledge:

"I pledge allegiance to the National Flag and to the Sovereign Socialist Secular Democratic Republic for which it stands."

PART III

HOISTING/DISPLAY OF THE NATIONAL FLAG BY THE CENTRAL AND STATE GOVERNMENTS AND THEIR ORGANISATIONS AND AGENCIES

Section I

DEFENCE INSTALLATIONS/HEADS OF MISSIONS/POSTS

- 3.1 The provisions of this Part shall not apply to Defence Installations that have their own rule for display of the National Flag.
- 3.2 The National Flag may also be flown on the Headquarters and the residences of the Heads of Missions/Posts abroad in the countries where it is customary for diplomatic and consular representatives to fly their National Flags on the Headquarters and their official residences.

Section II

OFFICIAL DISPLAY

- 3.3 Subject to the provisions contained in Section I above, it shall be mandatory for all Governments and their organisations/agencies to follow the provisions contained in this Part.

- 3.4 On all occasions for official display, only the Flag conforming to specifications laid down by the Bureau of Indian Standards and bearing their standard mark shall be used. On other occasions also, it is desirable that only such Flags of appropriate size are flown.

Section III

CORRECT DISPLAY

- 3.5 Wherever the Flag is flown, it should occupy the position of honour and be distinctly placed.
- 3.6 Where the practice is to fly the Flag on any public building, it shall be flown on that building on all days including Sundays and holidays and, except as provided in this Code, it shall be flown from sun-rise to sun-set irrespective of weather conditions. The Flag may be flown on such a building at night also but this should be only on very special occasions.
- 3.7 The Flag shall always be hoisted briskly and lowered slowly and ceremoniously. When the hoisting and the lowering of the Flag is accompanied by appropriate bugle calls, the hoisting and lowering should be simultaneous with the bugle calls.
- 3.8 When the Flag is displayed from a staff projecting horizontally or at an angle from a windowsill, balcony, or front of a building, the saffron band shall be at the farther end of the staff.
- 3.9 When the Flag is displayed flat and horizontal on a wall, the saffron band shall be upper most and when displayed vertically, the saffron band shall be to the right with reference to the Flag, i.e., it may be to the left of a person facing it.
- 3.10 When the Flag is displayed on a speaker's platform, it shall be flown on a staff on the speaker's right as he faces the audience or flat against the wall above and behind the speaker.
- 3.11 When used on occasions like the unveiling of a statue, the Flag shall be displayed distinctly and separately.
- 3.12 When the Flag is displayed alone on a motor car, it shall be flown from a staff, which should be affixed firmly either on the middle front of the bonnet or to the front right side of the car.
- 3.13 When the Flag is carried in a procession or a parade, it shall be either on the marching right, i.e. the Flag's own right, or if there is a line of other flags, in front of the centre of the line.

Section IV

INCORRECT DISPLAY

- 3.14 A damaged or disheveled Flag shall not be displayed.
- 3.15 The Flag shall not be dipped in salute to any person or thing.
- 3.16 No other flag or bunting shall be placed higher than or above or, except as hereinafter provided, side by side with the National Flag; nor shall any object including flowers or garlands or emblem be placed on or above the Flag-mast from which the Flag is flown.
- 3.17 The Flag shall not be used as a festoon, rosette or bunting or in any other manner for decoration.
- 3.18 The Flag shall not be used to cover a speaker's desk nor shall it be draped over a speaker's platform.
- 3.19 The Flag shall not be displayed with the "saffron" down.
- 3.20 The Flag shall not be allowed to touch the ground or the floor or trail in water.
- 3.21 The Flag shall not be displayed or fastened in any manner as may damage it.

Section V

MISUSE

- 3.22 The Flag shall not be used as a drapery in any form whatsoever except in State/Military/Central Para Military Forces funerals hereinafter provided.
- 3.23 The Flag shall not be draped over the hood, top, sides or back of a vehicle, train or boat.
- 3.24 The Flag shall not be used or stored in such a manner as may damage or soil it.
- 3.25 When the Flag is in a damaged or soiled condition, it shall not be cast aside or disrespectfully disposed of but shall be destroyed as a whole in private, preferably by burning or by any other method consistent with the dignity of the Flag.
- 3.26 The Flag shall not be used as a covering for a building.
- 3.27 The Flag shall not be used as a portion of a costume or uniform of any description. It shall not be embroidered or printed upon cushions, handkerchiefs, napkins or boxes.
- 3.28 Lettering of any kind shall not be put upon the Flag.
- 3.29 The Flag shall not be used in any form of advertisement nor shall an advertising sign be fastened to the pole from which the Flag is flown.

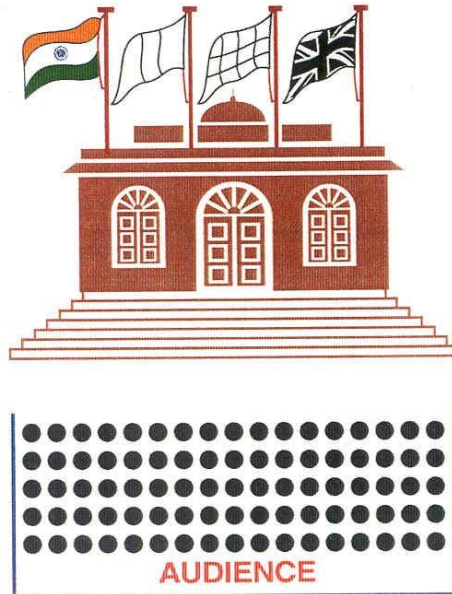
3.30 The Flag shall not be used as a receptacle for receiving, delivering, holding or carrying anything.

Provided that there shall be no objection to keeping flower petals inside the Flag before it is unfurled, as part of celebrations on special occasions and on National Days like the Republic Day and the Independence Day.

Section VI

SALUTE

3.31 During the ceremony of hoisting or lowering the Flag or when the Flag is passing in a parade or in a review, all persons present should face the Flag and stand at attention. Those present in uniform should render the appropriate salute. When the Flag is in a moving column, persons present will stand at attention or salute as the Flag passes them. A dignitary may take the salute without a head dress.



Section VII

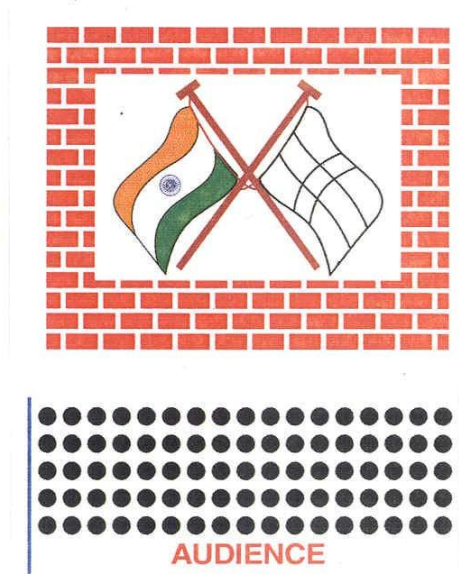
DISPLAY WITH FLAGS OF OTHER NATIONS AND OF UNITED NATIONS

3.32 When displayed in a straight line with flags of other countries, the National Flag shall be on the extreme right; i.e. if an observer were to stand in the centre of the row of the flags facing the audience, the National Flag should be to his extreme right. The position is illustrated in the diagram below:-

3.33 Flags of foreign countries shall proceed as from the National Flag in alphabetical order on the basis of English versions of the names of the countries concerned. It would be permissible in such a case to begin and

also to end the row of flags with the National Flag and also to include National Flag in the normal countrywise alphabetical order. The National Flag shall be hoisted first and lowered last.

- 3.34 In case flags are to be flown in an open circle *i.e.*, in an arc or a semi-circle, the same procedure shall be adopted as is indicated in the preceding clause of this Section. In case flags are to be flown in a closed, *i.e.*, complete circle, the National Flag shall mark the beginning of the circle and the flags of other countries should proceed in a clockwise manner until the last flag is placed next to the National Flag. It is not necessary to use separate National Flags to mark the beginning and the end of the circle of flags. The National Flag shall also be included in its alphabetical order in such a closed circle.
- 3.35 When the National Flag is displayed against a wall with another flag from crossed staffs, the National Flag shall be on the right *i.e.* the Flag's own right, and its staff shall be in front of the staff of the other flag. The position is illustrated in the diagram below:-
- 3.36 When the United Nation's Flag is flown along with the National Flag, it can be displayed on either side of the National Flag. The general practice is to fly the National Flag on the extreme right with reference to the direction which it is facing (*i.e.* extreme left of an observer facing the masts flying the Flags). The position is illustrated in the diagram below:-
- 3.37 When the National Flag is flown with flags of other countries, the flag masts shall be of equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.
- 3.38 The National Flag shall not be flown from a single mast-head simultaneously with any other flag or flags. There shall be separate mast-heads for different flags.



Section VIII

DISPLAY OVER PUBLIC BUILDINGS / OFFICIAL RESIDENCES

- 3.39 Normally the National Flag should be flown only on important public buildings such as High Courts, Secretariats, Commissioners' Offices, Collectorates, Jails and offices of the District Boards, Municipalities and



Zilla Parishads and Departmental/Public Sector Undertakings.

- 3.40 In frontier areas, the National Flag may be flown on the border customs posts, check posts, out posts and at other special places where flying of the Flag has special significance. In addition, it may be flown on the camp sites of border patrols.
- 3.41 The National Flag should be flown on the official residences of the President, Vice-President, Governors and Lieutenant Governors when they are at Headquarters and on the building in which they stay during their visits to places outside the Headquarters. The Flag flown on the official residence should, however, be brought down as soon as the dignitary leaves the Headquarters and it should be re-hoisted on that building as he enters the main gate of the building on return to the Headquarters. When the dignitary is on a visit to a place outside the Headquarters, the Flag should be hoisted on the building in which he stays as he enters the main gate of that building and it should be brought down as soon as he leaves that place. However, the Flag should be flown from sun-rise to sun-set on such official residences, irrespective of whether the dignitary is at Headquarters or not on the - Republic Day, Independence Day, Mahatama Gandhi's Birthday, National Week (6th to 13th April, in the memory of martyrs of Jalianwala Bagh), any other particular day of national rejoicing as may be specified by the Government of India or, in the case of a State, on the anniversary of formation of that State.

- 3.42 When the President, the Vice-President or the Prime Minister visits an institution, the National Flag may be flown by the institution as a mark of respect.
- 3.43 On the occasions of the visit to India by foreign dignitaries, namely, President, Vice-President, Emperor / King or Heir Prince and the Prime Minister, the National Flag may be flown along with the Flag of the foreign country concerned in accordance with the rules contained in Section VII by such private institutions as are according reception to the visiting foreign dignitaries and on such public buildings as the foreign dignitaries intend to visit on the day of visit to the institution.

Section IX

DISPLAY ON MOTOR CARS

- 3.44 The privilege of flying the National Flag on motor cars is limited to the:-
- (1) President;
 - (2) Vice-President;
 - (3) Governors and Lieutenant Governors;
 - (4) Heads of Indian Missions/Posts abroad in the countries to which they are accredited;
 - (5) Prime Minister and other Cabinet Ministers; Ministers of State and Deputy Ministers of the Union; Chief Minister and other Cabinet Ministers of a State or Union Territory; Ministers of State and Deputy Ministers of a State or Union Territory;
 - (6) Speaker of the Lok Sabha; Deputy Chairman of the Rajya Sabha; Deputy Speaker of the Lok Sabha; Chairmen of Legislative Councils in States Speakers of Legislative Assemblies in States and Union territories. Deputy Chairmen of Legislative Councils in States; Deputy Speakers of Legislative Assemblies in States and Union territories;
 - (7) Chief Justice of India; Judges of Supreme Court; Chief Justice of High Courts; Judges of High Courts.
- 3.45 The dignitaries mentioned in Clauses (5) to (7) of paragraph 3.44 may fly the National Flag on their cars, whenever they consider it necessary or advisable.
- 3.46 When a foreign dignitary travels in a car provided by Government, the National Flag will be flown on the right side of the car and the Flag of the foreign countries will be flown on the left side of the car.

Section X

DISPLAY ON TRAINS / AIRCRAFTS

- 3.47 When the President travels by special train within the country, the National Flag should be flown from the driver's cab on the side facing the platform of the station from where the train departs. The Flag should be flown only when the special train is stationary or when coming into the station where it is going to halt.
- 3.48 The National Flag will be flown on the aircraft carrying the President, the Vice-President or the Prime Minister on a visit to a foreign country. Alongside the National Flag, the Flag of the country visited should also be flown but, when the aircraft lands in countries enroute, the National Flags of the countries touched would be flown instead, as a gesture of courtesy and goodwill.
- 3.49 When the President goes on tour within India, the National Flag will be displayed on the side by which the President will embark the aircraft or disembark from it.

SECTION XI

HALF-MASTING

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

Dignitary	Place or places
President	
Vice-President	Throughout India
Prime Minister	
Speaker of the Lok Sabha	Delhi
Chief Justice of India	
Union Cabinet Minister	Delhi and State Capitals
Minister of State or Deputy	Delhi
Minister of the Union	
Governor	
Lt. Governor	
Chief Minister of a State	Throughout the State or Union
Chief Minister of a Union Territory	Territory concerned.
Cabinet Minister in a State	Capital of the State concerned

- 3.51 If the intimation of the death of any dignitary is received in the afternoon, the Flag shall be half-masted on the following day also at the place or places indicated above, provided the funeral has not taken place before sun-rise on that day.
- 3.52 On the day of the funeral of a dignitary mentioned above, the Flag shall be half-masted at the place where the funeral takes place.
- 3.53 If State mourning is to be observed on the death of any dignitary, the Flag shall be half-masted throughout the period of the mourning throughout India in the case of the Union dignitaries and throughout the State or Union territory concerned in the case of a State or Union territory dignitary.
- 3.54 Half-masting of the Flag and, where necessary, observance of State mourning on the death of foreign dignitaries will be governed by special instructions which will issue from the Ministry of Home Affairs in individual cases.
- 3.55 Notwithstanding the above provisions, in the event of a half-mast day coinciding with the Republic Day, Independence Day, Mahatama Gandhi's Birthday, National Week (6th to 13th April, in the memory of martyrs of Jalianwala Bagh), any other particular day of national rejoicing as may be specified by the Government of India or, in the case of a State, on the anniversary of formation of that State, the Flags shall not be flown at half-mast except over the building where the body of the deceased is lying until such time it has been removed and that Flag shall be raised to the full-mast position after the body has been removed.
- 3.56 If mourning were to be observed in a parade or procession where a Flag is carried, two streamers of black crepe shall be attached to the spear head, allowing the streamers to fall naturally. The use of black crepe in such a manner shall be only by an order of the Government.
- 3.57 When flown at half-mast, the Flag shall be hoisted to the peak for an instant, then lowered to the half-mast position, but before lowering the Flag for the day, it shall be raised again to the peak.

Note : By half-mast is meant hauling down the Flag to one half the distance between the top and the guy-line and in the absence of the guy-line, half of the staff.

- 3.58 On occasions of State/Military/Central Para-Military Forces funerals, the Flag shall be draped over the bier or coffin with the saffron towards the head of the bier or coffin. The Flag shall not be lowered into the grave or burnt in the pyre.

3.59 In the event of death of either the Head of the State or Head of the Government of a foreign country, the Indian Mission accredited to that country may fly the National Flag at half-mast even if that event falls on Republic Day, Independence Day, Mahatama Gandhi's Birthday, National Week (6th to 13th April, in the memory of martyrs of Jalianwala Bagh) or any other particular day of national rejoicing as may be specified by the Government of India. In the event of death of any other dignitary of that country, the National Flag should not be flown at half-mast by the Missions except when the local practice or protocol (which should be ascertained from the Dean of the Diplomatic Corps, where necessary) require that the National Flag of a Foreign Mission in that country should also be flown at half-mast.

CHAPTER XI

DRILL WITH 5.56 MM INSAS RIFLE

RD-16 5.56 MM INSAS RIFLE PRESENT ARM FROM ORDER ARM AND ORDER ARM FROM PRESENT ARM.

OBJECTIVE :

1. During this period one more lesson on Arms Drill will be covered, that is Present Arm from Order Arm and Order Arm from Present Arm. Firstly, Present Arm from Order Arm. Now, the demonstration of the movement.

NECESSITY:

2. Present arm is considered to be a drill by which a person pays respect to a senior. In ceremonial parades VIP is presented with present arm. All officers above the rank of Dy.Commandant/Major has to be presented with present arms.

PARTS:

3. The lesson will be completed in two parts.

PART-I PRESENT ARM FROM THE ORDER ARM DEMONSTRATION:

4. Word of command (for me i.e. the instructor), Arm drill, Present Arm (Salami Shastra) by number, one-two-three-one (ek-do-tin-ek), two-three-one (do-tin-ek), two-three-one (do-tin-ek) two-three-one (do-tin-ek). As you were (jaise the). Now watch this movement by number.

DEMONSTRATION BY NUMBER :

5. Word of command for me, Arm Drill, Present Arm by number one-one (ek-ek), Squad two-two (do-do), and Squad three-three (tin-tin), Squad four-four (char-char). As you were. Now watch this movement by number and with explanation.

DEMONSTRATION BY NUMBER AND EXPLANATION:

6. When you are in Order Arm and receive word of command, Arm Drill, Present Arm by number one (ek), catch the forehand guard from left hand and shout one (ek). Watch this movement.
7. Word of Command for me Arm drill, Present Arm by number one-one (ek-ek). In this position point to note: -
 - z Catch the forehand guard by the left hand, all four fingers from out and thumb from inside.
 - z Wrist to elbow of left hand in the line of waist belt.
 - z Body position at rest, as earlier.

As you were. Now practice this motion by number on my Word of Command.

PRACTICE :

8. On Instructor's word of command squad will practices stage number 1 by number.
9. On Instructor's Word of Command squad practices first motion on their own.

DEMONSTRATION :

10. Instructor resumes the class with rifle in number 1 position. When you receive Word of command Squad two (do), strike right hand on the butt. Shouting two (do). Check the movement till this position. Squad two-two (do-do). In this position point to note: -
 - z Right hand on the small of the butt.
 - z All four fingers from out and thumb from inside pointing towards the ground.

As you were. Now practice of this motion by number on my word of command.

PRACTICE :

11. On Instructor's word of command squad will practice stage number 2 by numbers.
12. On Instructor's word of command squad practices second motion on their own.

DEMONSTRATION:

13. Instructor resume class from rifle in number 2 position. When you receive Word of command Squad three (tin). Raise the rifle with both hand in front and centre of the body, at the same time place left hand on the left side of rifle. Shouting three (tin). Check movements till this position. Squad three-three (tin-tin). In this position point to note: -
 - z Rifle in front and centre of the body and erect at 90 degree.
 - z Magazine in front of the face.
 - z Wrist to elbow of left hand touching the rifle.
 - z All four fingers and thumb together and extended and thumb touching the lower corner of forehead guard.
 - z Hold small of the butt with right hand. All four fingers from out and thumb from inside. Rest position in attention.

As you were. Practice this motion on my word of command.

PRACTICE :

14. On Instructor's word of command squad will practice stage number 3 by number.
15. On Instructor's word of command squad practices first motion on their own

DEMONSTRATION :

16. Instructor resumes the class with rifle in number 3 position. When you receive Word of command squad four (char). Pull down the rifle by right hand. Catch the fore hand guard of the rifle by left hand at the same time place right foot with left foot in marching position. Shout four (char). Check movement till this position. Squad four-four (char-char). In this position point to note:-

- z Left hand on the forehand guard, thumb pointing towards the barrel.
- z Right hand on the small of the butt, all four fingers from out and thumb from inside, right and left foot in marching position.

As you were. On my word of command squad will practice of this movement.

17. On Instructor's word of command squad will practices by number.
18. On Instructor's word of command squad will practice on their own.
19. On Instructor's word of command squad practices counting the time.
20. On Instructor's word of command squad practices estimating the time themselves.

PART- II ORDER ARM FROM PRESENT ARM

21. Now Order Arm from Present Arm.

DEMONSTRATION :

22. Word of command (for me i.e. for instructor), Order Arm one-two-three-one (ek-do-tin-ek), two-three-one (do-tin-ek), two- three-one, (do-tin-ek). As you were. Now watch this movement by number.

DEMONSTRATION BY NUMBER :

- 23 Word of command for me, Arm drill, Order Arm by number one-one (ek-ek), squad two-two (do-do), Squad three-three (tin-tin). As you were. Now watch this movement by number and explanation.

DEMONSTRATION BY NUMBER AND EXPLANATION :

24. When you get word of command Order Arm by number one (ek), and you are in Present Arm, place right hand on pistol grip at the same time put the right foot up in line with the left as in attention position. Shouting one (ek). (Check movement till this position).

25. Word of command for me, Arm drill, Order Arm by number one-one (ek-ek). In this position point to note:-
- z Catch pistol grip by right hand, all four fingers from lower and thumb from upper side of pistol grip.
 - z Right foot in attention position.
 - z Remaining position remains same.

When you get word of command squad two (do), bring rifle on right side of body with both hands. Shouting two (do). (Check movement till this position). Squad two-two (do-do). In this position point to note:-

- z Wrist to elbow of left hand parallel to belt.
- z Catch fore hand guard , fingers from out and thumb from inside.
- z Rifle in right side of body.
- z Right hand on pistol grip.

Word of command received squad three (tin), place left hands in attention position. Shouting three (tin). (Check movement till this position). Squad three-three (tin- tin). In this position point to note:-

- z Rifle in right side on 90 degree angle.
- z Catch pistol grip by right hand.
- z Position as in Order Arm or Attention position.

As you were. Squad will practice of same movement on my word of command.

PRACTICE :

26. On Instructor's word of command squad will practices by number.
27. On Instructor's word of command squad will practice on their own
28. On Instructor's word of command squad practices counting the time.
29. On Instructor's word of command squad practices estimating the time themselves.

NOTE: 5.56 INSAS rifle is different from 7.62 mm SLR in its size and weight so there is some differences in Arms drill of 5.56 INSAS. Drill with this rifle will be as under-

- z 5.56 mm INSAS rifle will always remain on left side as in side arm in SLR This position will be called Order Arm in INSAS.
- z Attention and stand at ease with 5.56 rifle will be always in Order arm position. On word of command stand easy, Rifle will be in front and centre of the body, catch fore hand guard by left hand. On word

of command Parade, Squad or as you were, Rifle will again be in Order Arm position.

- z The drill in INSAS is different from SLR and there is no motion / word of command of Side arm and Order arm in INSAS is not similar to Order arm in SLR.
- z If at the same parade, both, 7.62mm SLR and 5.56 mm INSAS is included for drill, on word of command of Present Arm troops with SLR will stop in Number 2 motion to match drill movements of four motion of 5.56 mm INSAS Rifle. No. 2 and No. 3 motion of SLR will be No.3 and No. 4 motion of 5.56 mm INSAS Rifle.

CHAPTER XII

SQUAD DRILL AT THE HALT

Section 1

Formation Of Squads With Interval

A few men will be placed in single rank at arm's length apart; while so formed, they will be termed a squad with intervals.

Instruction can best be imparted to a squad in single rank but, if want of space makes it necessary, the squad may consist of two ranks, in which case the men of the rear rank will cover the intervals between the men in the front rank so that in marching they may take their points, as directed in Chapter IV, Section 2.

When recruits have learned to dress as described in Section 5 they will be taught to fall in, and to dress and correct the intervals immediately without any further order.

Care must be taken that the positions of recruits in the ranks are changed frequently, as they must be taught to dress correctly in any position in the squad.

Section 2

Attention

“Squad—Attention” (Squad—Savdhan).

Spring up to the following position: — Heels together and in line. Feet turned out at an angle of about 30 degrees. Knees straight. Body erect and carried evenly over the thighs with the shoulders (which should be level and square to the front) down and moderately back—this should bring the chest to the natural forward position without any straining or stiffening. Arms hanging from the shoulders as straight as the natural bend of the arms will allow. Wrists straight, hands closed and slightly clenched, backs of the fingers slightly touching the thigh, thumbs to the front and close to the forefinger, thumb immediately behind the seam of the trousers / shorts. Neck erect. Head balanced evenly on the neck and not poked forward, eyes looking their own height and straight to the front.

The weight of the body should be balanced evenly on both feet and evenly distributed between the forepart of the feet and the heels.

The breathing must not in any way be restricted and no part of the body should be either drawn in or pushed out.

The position is one of readiness in expectation of the word of command and is also adopted when speaking to or being addressed by a superior officer.

Common faults:

- (i) A strained and exaggerated position, causing breathing to be restricted;

- (ii) Unsteadiness and movement of the eyes;
- (iii) Feet and body not square to the front, heels not closed, one foot more extended than the other;
- (iv) Arms slightly bent and creeping forward;
- (v) Backs of the hands to the front, thereby opening the shoulder blades and constricting the chest.

Section 3

Standing At Ease

Stand –at –Ease (Vishram)

Carry the left foot about 12 inches to the left so that the weight of the body rests equally on both feet. At the same time carry the hands behind the back and place the back of the right hand in the palm of the left, grasping it lightly with the finger and thumb, and allowing the arms to hang at their full extent.

When a recruit falls in, he will stand at ease after he has got his dressing.

Common faults:

- (1) Failure to carry the foot off 12 inches;
- (2) Movement of the right foot with consequent loss of dressing;
- (3) Bending at the waist when picking the foot up.

Section 4

Standing Easy

Stand-Easy (Aram-Se)

The limbs head, and body may be moved but the man will not move his feet. So that on coming to attention there will be no loss of dressing. Slouching attitudes are not to be permitted. If either foot is moved men are inclined to lose their dressing.

On the caution “Squad” etc., the correct position of Stand–At –Ease will be Assumed.

Common faults:

- (i) Moving the feet, thereby losing dressing.
- (ii) Slouching and talking.

Section 5

Dressing A Squad With Intervals

Dressing in single rank

“Right or Left—Dress” (Dahine/Baen—Saj)

Each man, except the man on the named flank, will take a short sharp pace (15 inches) forward, pause, turn his head and eyes to the right/left (for right dress to the right and for left dress to the left) and at the same time extend his right arm, (left if carrying a rifle in Order Arm—Baju Sastra position) with fist clenched, knuckles touching the shoulder of the man on his right (left if carrying a rifle). He will then take up his dressing in line by moving with short quick steps, till he is just able to distinguish the lower part of the face of the third man beyond him. Care must be taken to carry the body backward or forward with the feet, the shoulders being kept perfectly square in their original position. When the squad is correctly dressed, the instructor will give the command—

‘Eyes—front’ (Samne-Dekh)

The head and eyes will be turned smartly to the front, the arm cut away to the side, and the position of attention resumed.

Common faults:

- (i) Jumping forward with both feet off the ground at once,
- (ii) Feet and shoulders not held square to the front; leaning forward when taking up the dressing.
- (iii) Bending at the waist when moving the feet.
- (iv) Incorrect distance, interval and covering off.

Section 6

Turning And Inclining By Numbers

1. Turning to the Right by numbers—One (*Ginti Se Dahine Murna—Dahine Mur—Ek*)

Keeping both knees straight and the body erect, turn to the right (90°) on the right heel and left toe, raising the left heel and right toe in doing so.

On the completion of this preliminary movement, the right foot must be flat on the ground and the left heel raised; both knees straight, and the weight of the body, which must be erect, on the right foot.

Two (*Do*)—Bring the left foot smartly up to the right, lifting it clear six inches from the ground in doing so.

2. *Turning to the Left by numbers—One (Ginti Se Baen murna—Baen Mur—Ek).*

As for above, except for right read left and vice versa.

Two (Do)—Bring the right foot smartly up to the left.

3. *“Inclining by numbers right incline—One” (Ginti Se Adha Murna—Adha Dahine Mur—Ek).* As above but turn through 45 degrees.

“Squad—Two” (Squad—Do)—As above.

NOTE : Point out at once the different aspects of dressing and covering. Each man’s right shoulder must be in the centre of the next man’s back and in the case of centre and rear ranks the left shoulder must point to the centre of the back of the man originally covered off.

4. *“Turning About” (by numbers)*

“Turning About by Numbers, Squad — One “ (Ginti Se Piche Murna—Squad Piche Mur — Ek)

Keeping both knees straight and the body erect, turn by the right completely about by 180" pivoting on the right heel and the left toe, raising the right toe and the left heel in doing so but keeping the right held firm on the ground. On the completion of this movement the right foot must be flat on the ground and the left heel raised, both knees straight and the weight of the body (which must be erect) on the right foot. During the first movement of the turn, the hands must be held close to the side and not allowed to wave about.

NOTE: (i) It is a great help to take hole of very lightly in between the thumbs and forefingers a small piece of each trouser leg, along the seam. This will prevent the hands from waving about. This practice must cease after the Squad has been sufficiently practised.

(ii) It will also be great help to keep both the thighs pressed against each other after completion of this motion, because it will help in keeping the balance of the body.

“Squad—two” (Squad—Do)

Bring the left foot smartly up to the right lifting it clear of the ground in doing so.

Throughout all turns the arms must be kept close to the sides as in the position of attention.

In turning “Judging the time” commands are Right (or Left) or About-Turn, Right (or Left) incline; the movements described above will be carried out on the command turn or incline, observing the two distinct motions.

Common faults:

- (i) The weight being put on the rear foot; allowing the heel of the forward foot to move over the ground instead of simply pivoting.
- (ii) Moving the arms, particularly when bring in the rear foot.
- (iii) Bending at the waist when bringing in the foot.
- (iv) Not making a square turn with the body and shoulder in the first motion.

MARCHING



CHAPTER XIII

MARCHING

Section 1

Length Of Pace And Time In Marching

1. In slow and in quick time the length of pace is 30 inches; in stepping out 33 inches; in double time 40 inches; in stepping short 21 inches and in the side pace 12 inches.
2. In slow time, 70 paces are taken in one minute. In quick time, 120 paces equal to 100 yards in a minute are taken.
3. During the first few weeks of recruits training, however, recruits when not in marching order, will take 130 paces a minute in quick time.
4. In double time 180 paces, equal to 200 yards a minute are taken.
5. The time for the side pace is the same as for quick time.
6. No recruit or squad of recruit should, unless unavoidable, be taught to march without the constant use of the drum and pace stick.

The drum will first be at the time in which the men are to march, when the squad is halted; then, from time to time, when it is in motion. While the drum is beating at the halt, the men will give their attention to the time; when it ceases, the instructor will put the squad in motion.

The length of the pace in marching will be corrected with the pace stick, the accuracy of which should occasionally be tested by measurement.

7. Distances of 100 yards and 200 yards will be marked on the drill ground, and men will be practised in keeping correct time and length of pace.

Section 2

Position In Marching

1. In marching, the recruit will maintain the position of the head and body as directed in *Chap. III Sec. 2*. He must be well balanced. In slow time his arms and hand must be kept steady by his sides. In quick time the arms, which should be as straight as their natural bend will allow, should swing naturally from the shoulder, hands reaching as high as the waist belt in front and rear. Hands should be kept closed but not clenched, thumbs always to the front.
2. It will be found difficult initially when teaching drill to recruits to obtain correct swinging of the arms. It is, therefore, of value when instructing recruits slightly to accentuate the height to which the arms should swing in marching. As training progresses, this tendency slightly to exaggerate the

swinging of the arms should be corrected, until the hands reach only as high as the waist belt in front and rear. It will be found that if emphasis is placed in instruction on swinging the arms correctly and straight to the rear, the swing to the front develops automatically in the correct manner.

3. The legs should be swung forward freely and naturally from the hip joints, each leg as it swings forward being bent sufficiently at the knee to enable the foot to clear the ground. The foot should be carried straight to the front, and, without being drawn back, placed upon the ground with the knee straight, but so as not to jerk the body. Any tendency to turn the toes outwards or inwards or both will be checked.
4. Although several recruits may be drilled together in a squad with intervals, they must act independently, precisely as if they were being instructed singly. They will thus learn to march in dressing and to take a correct pace, both as regards length and time, without reference to the other men of the squad.
5. Before the squad is put in motion the instructor will take care that each man is square to the front and in dressing with the remainder. The recruit will be taught to take a point straight to his front, by fixing his eyes upon some distant object, and when observing some nearer point in the same, straight line. The same procedure will be followed by the men on the named flank.

Section 3

Marching In Quick And Slow Time

1. The Slow March

Slow time is used to teach movement on the march before demanding them in quick time. It is taught by means of “balancing step” as follows:

Slow March—by number—One (Dhire chal Gintise—Ek)

Shoot the left foot forward 15 inches toe turned over very slightly and pointing towards the ground but just clear of it; upper part of the body erect; arms still to the sides; weight of the body on the right leg.

Squad—two: (Squad Do)

Complete the pace of thirty inches, the toes touching the ground first, bring the weight of the body on left leg, the right leg being to the rear and very slightly bent so as to bring the toes just clear of the ground.

Squad—Forward: (Squad Agebarh)

Complete the pace with the right foot as described for the left foot, swinging the leg forward smoothly, and without checking when the leg is straightened out in front of the body. This movement may be continued until the squad has got its balance; and until instead of “Forward” the command “Squad-Halt” is given.

During recruit training squad drill should be frequently practised in slow time only. The executive words of command will be Slow-March. The men will step off and march as described for Quick-March, but in slow time, and keeping the arms and hands steady at the sides, thumbs to the front. Each leg will be brought forward in one even motion and will be straightened as it comes to the front with the toes pointed downwards and placed on the ground before the heel.

It is difficult to over-estimate the training value to the policeman, especially the recruit, of well executed drill in Slow Time, since it ensures a correct grounding in drill and prevents the development of basic errors and faults which often go unchecked in quick time. Over and above its value in ensuring a correct foundation-for drill, drill in Slow Time teaches the policeman balance and control of his body and is of great value in developing correct bearing and carriage. The recruit should not be allowed to drill in quick time until he has perfected the various movements in slow time—only then can the instructors be certain that he is building on a firm foundation.

Slow March in judging time

Squad Age Badhega Dahinese—Dhire-Chal

Shoot the left foot forward by 15 inches and maintaining the correct pause complete the pace of 30 inches and touch the ground. The moment left foot touches the ground shoot the right foot forward by 15 inches. Repeat these motions alternatively keeping the required paused after taking the left / right foot 15 inches forward.

Halt: (Tham): While practicing slow march by number the command for halt will be given after the motions of “Squad-two” is over i.e. instead of “Squad-One” the command “Squad-Halt (Squad-Tham)” is given.

While practicing slow march by judging the time the command “Squad-Halt (Squad-Tham)” will be given when the left foot is coming to the ground and is level with the right. On this command, complete the pace of 30 inches by the left foot taking the correct pause and then the moment left foot touches the ground, shoot the right foot forward and bring it on the ground in line with the left in double time, so as to assume the position of attention.

2. *The Quick March*

Quick March-by number-one (Tez chal-Gintise—ek)

Shoot the left foot forward 30 inches; toe turned upward, heel touching firmly on the ground; upper part of the body erect; weight of the body equally on both the legs, heel of the right leg raised but the toe touching the ground; position of the hand as described in section 2 above (i.e., right hand forward and left hand backward).

Squad-two: (Squad—Do)

Push the body forward and simultaneously take the right foot forward by slightly bending the right knee and a full pace of 30 inches; right heel touching the ground and toe ratted: left heel raised and toe touching the ground; weight of the body on both legs While doing thi s motion the hands should also be interchanged simultaneously (*i.e.* left hand taken forward and the right hand brought backward).

NOTE : To continue these motions by numbers, the words of command will be “Squad One (Squad-Ek)” and “Squad Two (Squad-Do)” to bring the left foot and right foot forward respectively. These movements may be continued until the word of command

“Squad-Halt (Squad-Tham)” is given

“Quick March Judging time”

“Squad will advance by the right-Quick March (Squad Age Badhega Dahinese TezChai)”

The Squad will step off together with the left foot, taking it 30 inches forward in one simple motion and then touching the ground by the heel. After this, the same movement may be done for the right foot and then alternatively the left and right. Simultaneously the hand should be swung forward and backward as described in para 18-2 above.

3. *The Halt* : —The word of command “Squad-Halt (Squad-Tham)” will be given when the right foot touches the ground. After that, a pace of 30 inches is completed with the left foot and then the right foot brought up in line with the left. At the same time the right and left hands will be cut smartly to the sides.

Common faults

- (a) Marching in Slow time:
 - (i) Heels touching the ground first,
 - (ii) Elbows away from the sides,
 - (iii) Hands gripped to the leg and therefore moving at each pace,
 - (iv) Not keeping the weight of the body on the rear foot, thereby loosing balance;
 - (v) Not shooting the rear foot to a distance of 15 inches forward very smartly the moment the front foot touches the ground.
- (b) Marching in Quick time:
 - (i) Not marching on the heels,
 - (ii) At all times unequal arm swinging, loss of the rhythm, lack of dressing and covering, stiffening the legs too much and scraping the ground when feet move forward,

- (iii) Bending the arms at the elbow.
- (c) Halting (Both slow and quick time):
 - (i) Bending the front foot from the knee or and bending from the waist,
 - (ii) Bending the arms,
 - (iii) Looking down,
 - (iv) Swaying about immediately after the halt.

4. *Stepping Out*

Step—Out (Lamba Qadam)

The moving foot will complete its pace, and the man will lengthen the pace by three inches, leaning forward a little, but without altering the time.

This step is used when a slight increase of speed without an alteration of time is required. On the command Quick (or Slow) March the normal length of pace will be resumed.

5. *Stepping Short*

Step—Short (Chhota Qadam)

The foot advancing will complete its pace, after which the pace will be shortened by nine inches until the command Quick (or Slow) March is given, when the normal length of pace will be resumed.

6. *Marking Time Mark—Time (Qadam Tal)*

The foot then advancing will complete its pace, after which the time will be continued, without advancing, by raising each foot alternately about six inches keeping the foot almost parallel with the ground (this can be achieved by pressing the toe downward), the knee raised to the front, the arms steady at the sides, and the body steady. On the command “Forward”*, the quick pace at which the men were moving will be resumed.

In slow time the feet should be raised twelve inches when marking time, the ball of the foot being immediately below the point of the knee, toes pointing downwards.

Common faults :-

- (i) Not remaining stationary on the same ground with consequent loss of dressing or interval.
- (ii) Movement of the body shoulders or arms.
- (iii) Looking down.
- (iv) Increasing the time above that of marching.

- (v) A tendency to lean forward.
- (vi) Raising the foot so that it is too far back instead of with the toe under the point of the knee.

Section 4

Paces Forward and To the Rear

... Paces Forward/Step back March (Qadam Age/Pichhe chal)

Forward / Step Back the named number of paces of 30 inches straight to the front/rear commencing with the left foot and keeping the arms still by the sides.

The maximum number of paces that the man will be ordered to step forward or to the rear will be four.

Common faults:

- (i) Hurrying the movement so that an incorrect length of pace is taken.
- (ii) Bending the leg that is taking the step forward, and “hopping”, with both feet off the ground.
- (iii) Bending at the waist.

Section 5

Changing Step In Slow And Quick Time

NOTE :- This should be taught by numbers, starting with Slow Time.

“ Changing step by numbers, Left foot leading ”

1. “Change step—One” (Qadam-Badal-Ek) [given as the right foot reaches the ground]. Complete the pace with the left foot so that the left foot is flat on the ground and 30 inches in front of the right foot.
2. “Squad—Two” (Squad-Do) Bring the right foot forward so that the foot is placed flat on the ground with the hollow in the heel of the left foot.
3. “Squad— Three” (Squad-Teen) Shoot the left foot forward placing the foot flat on the ground 30 inches in front of the right foot.
4. Changing step with the right foot leading can be taught in a smaller manner. except that for “left” read “right” in each case.
5. Having taught the movements by numbers the squad carry on without interruption. The first and third movements are done at the rate of marching. The second movement is done in double that time. The word of command is given on alternate and successive feet.
6. Changing step in quick time is taught by numbers in a similar way and the words of command and movements are identical.

7. Changing step marking time — the word of command is given on alternate and successive feet. If “Change” is given on the left foot, and “Step” on the right foot, two beats will be made with the left foot in the same time as the marching, after which normal marking time will be resumed. If given on the opposite foot, two beats will be made with the right foot.

The movements are the same in slow and quick time.

Common faults

- (a) When marching
 - (i) Swinging the shoulders.
 - (ii) Not taking a full pace for the third movement
- (b) When marking time
 - (i) Body rolling.
 - (ii) Increasing the rate of marching.

Section 6

Marching In Double Time

1. The Double March

Squad will Advance, Double March (Squad Age Barhega-Daur Ke-chal)

Step off with the left foot and double on the toes with easy swinging strides, inclining the body slightly forward. But maintaining its correct carriage. The feet must be picked up cleanly from the ground at each pace, and the thigh, knee and ankle joints must all work freely and without stiffness. The whole body should be carried forward by a thrust from the rear foot without unnecessary effort. The heels must not be raised towards the seat, but the tout carried straight to the front and the toes placed lightly on the ground. The arms should swing easily from the shoulders and should be bent at the elbow, the forearm forming an angle of about 135 degrees with the upper arm (*i.e.* midway between a straight arm and a right angle at the elbow), fists slightly clenched, backs of the hands outwards, and the arms swung sufficiently clear of the body to allow full freedom for the chest. The shoulders should be kept steady and square to the front and the head erect. The length of pace will be 40 inches and the rate of marching 180 paces in a minute.

Common faults:

- (i) Swinging the shoulders.
- (ii) Looking down.
- (iii) Stepping too long at the head of the squad thus causing straggling in rear.

- (iv) Running on the heels and loss of dressing, distance and interval.
- (v) Hurrying the rate of marching.

2. *Marking Time*

As for quick time, except that the ball of the foot only is put to the ground and the arms are kept to the side in the bent position. The rate of double marching is maintained.

3. *Halting*

As for quick time, at the same time cutting the arms to the side. The word of command “Halt” (Tham) is given in both cases, as the right foot touches the ground, after which three more paces are taken starting from the left foot and halt is achieved on the fourth pace on the right foot. These three paces are required to check the more rapid movement of the body before gaining the position of attention. It is, however, normal to break into quick time before ordering “Halt” from double time.

Common faults:

- (i) Hoping with both feet off the ground at once,
- (ii) Loss of precision in halting.

Section 7

Breaking Into Slow, Quick And Double Time

1. *Breaking into quick time from slow time.*

“Break into quick time quick march”, (Tej Chal Men Aa, Tej Chal). The executive words of command are given on successive paces, “Quick” as the left foot reaches the ground. “March” as the right foot reaches the ground. Swing the left leg and right arm forward, and the left arm to the rear in the correct rate of marching; continue marching in quick time.

Common faults :

- (i) Making the first pace too hurriedly thereby failing to gain correct rhythm at the start
- (ii) Stamping the left foot on the ground in the first pace, thereby losing height.
- (iii) Failing to swing the left arm to the rear,
- (iv) Left foot not taking 30 inches forward.

2. *Breaking into slow time from quick time*

The words of command will be “Break into slow time, slow march”, (Dhire Chal Men Aa, Dhire Chal). The change into slow time will be done without

pause. The executive word of command “March” is given as the left foot is level with and passing the right. On this command the right foot is taken to the front fully 30 inches in the usual speed. This movement will act as a check pace after which the left foot is taken to the front 15 inches and then another 15 inches as per slow march (Dhire chal). Also when the right foot (check pace) come to the ground both the hands are cut sharply to the sides.

Common faults :

- (i) Swinging the right shoulder to the rear,
- (ii) Allowing the body to lean backwards.
- (iii) Failure to cut the arms into the side sharply enough.

3. *Breaking into double time from quick time*

“Break into double time, double March” (Daur Chaal Men Aa, Daur Ke Chal). The executive word of command ‘March’ (Chal) is given as the left foot reaches the ground. After this a full pace of 30 inches is taken by the right foot and then break into double time swinging the leg forward at the correct rate of marching, i.e. 180 paces to the minute; at the same time bend the arms.

Common faults :

- (i) Immediate relaxation of control and loss of rhythm.
- (ii) Allowing the head to roll forward.

4. *Breaking into quick time from double time*

“Break into quick time, quick—march”. (Tej Chaal Men Aa, Tej Chal). The executing words of command— “Quick March” are given on successive paces, “Quick” as the left foot reaches the ground and “March” as the right foot reaches the ground.

Complete two more paces in double time, checking the pace to 30 inches and then break automatically into quick time.

Common faults:

Failure to march correctly at once.

Section 8

The Side Pace

1. The side pace (12 inches) is used to move the squad up to twelve paces to a flank—(If greater than twelve paces the squad should be “turned” and moved).

The exact number of paces, up to four, can be specified, when the squad will halt automatically; or the squad will continue moving until halted.

It is usual to teach the side pace to the left first as a direct “follow on” from the stand at ease.

2. “.....paces left close — march “ (Qadam Baen Baju — Chal) Carry the left foot off 12 inches to the left (as for the stand at ease), instantly closing the right foot to it in a similar manner and in double time, thus completing the pace. Continue the movement until the specified number of paces has been completed. Except for the movement of the feet the correct position of attention will be maintained.
3. “Left close — march “ (Baen Baju — Chal), Number of paces not being specified, continue the movement until halted or eight paces completed.
4. “Squad—halt” (Squad—Tham) The word of command will be given as the heels are together. The squad will complete one more pace and remain steady.

Common faults:

- (i) Uneven pace, loss of covering and dressing,
- (ii) Failure to close the heels at each pace,
- (iii) A tendency to “hop” instead of bringing the right foot in sharply as the left foot touches the ground.

Section 9

Turning When On The March

1. Turnings on the march are first taught in slow time. They are taught by numbers.
2. Throughout all turnings on the march, the correct position of marching must be maintained. The turn must be made squarely to the new direction and covering, dressing, distance, and interval must be corrected by each individual member of the squad immediately after turning.

3 — 104 BPR & D / 74

(a) *Right (or Left)—Turn. [Dahine (ya Baen)—Mur]*

On the command Right (or Left)—Turn, the left (or right) foot will be brought forward until it is just in front of the right (or left) foot, and each man will then turn smartly in the required direction, using his left (or right) foot as a pivot, and advance a full pace of 30 inches in the new direction with the right (or left) foot.

The turn to the right must be made off the left foot and to the left off the right foot.

(b) *About-Turn. (Pichhe Mur)*

Complete the pace with the right foot, and then commence the turn with the left foot, the turn being completed in three beats of the time in which the squad is marching. Having completed the turn about, the squad will at once move forward, the fourth pace being a full one and taken with the right foot. While in quick march, after getting the orders About-Turn. (Pichhe Mur) when the right foot comes to the ground both the arms should be cut sharply to the sides and kept there until the fourth pace i.e. the right foot comes forward on which the left hand should come smartly forward and the right hand backward.

In the case of a Squad with a blank file marching in line, the blank file will mark time two paces on the word “About”, thus gaining his position in the new front rank before the turn is completed. Guides should set in a similar manner,

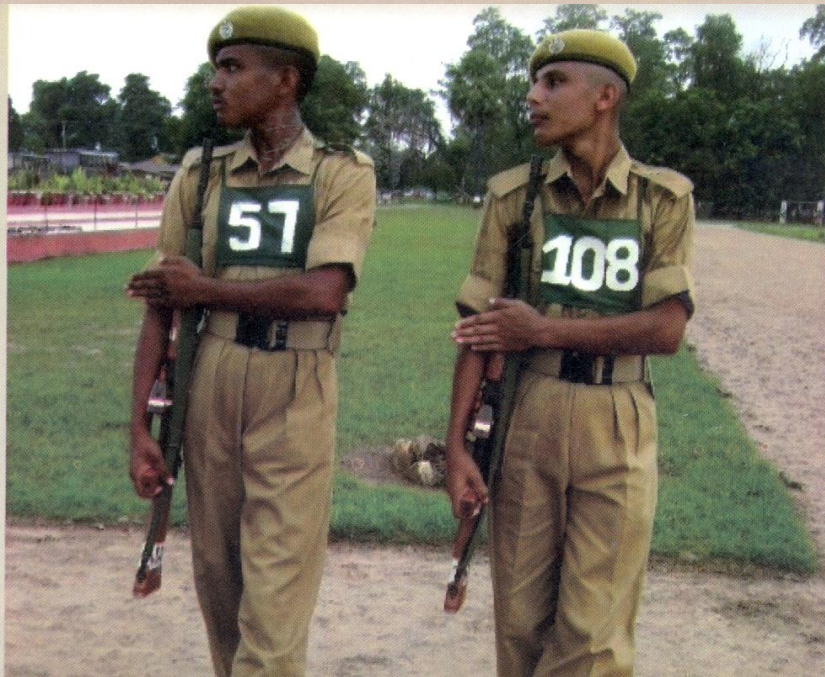
(c) *Right (or Left) Incline. [Adha Dahine (ya Baen) Mur]*

On the command “incline”, take a half turn in the required direction in the same way as described in sub para (a) above.

(d) Turnings and changes on the march should always be preceded by a cautionary word of command, e.g. Move to the right (Dhaine chalega)—The Squad will advance (Squad Age Badhega) Break into slow time (Dhire Chal men Aa) Diagonal march, (Adha Murega) etc.

Common faults:

- (i) Not making a full and square turn with head and shoulders.
- (ii) Allowing the hands and arms to swing away from the position of attention.



CHAPTER XIV

SALUTING WITHOUT ARMS

Instructors will impress upon recruits the importance of Salute. It is a method of greeting a superior, not a servile act. It is an outward sign of the inward spirit of discipline and respect for superiors. The general tone and feeling in a Force is indicated as much by the manner in which the men salute and the officers return the salute as by any other action.

A salute is, in fact, the normal greeting between comrades in arms. That a salute is given when a subordinate meets an officer is a basic matter of discipline. That the salute is properly and smartly given is a matter of training. Failure to salute shows disrespect, idleness and a low standard of discipline. Failure by an officer in uniform to insist on being saluted is a breach of discipline.

Section 1

Saluting At The Halt

1. This is a basic lesson but most often be reverted to with trained men, to correct any bad habits which have been picked up. To permit free movement, this is best practised with the squad in open order and inclined diagonally.

2. *Saluting to the Front*

(i) By Numbers.

“Salute to the Front by Number—One”, (Ginti Se Samane Siloot—Ek). The Right arm is kept straight and raised sideways until it is horizontal, palm of the hand to front, fingers extended, thumb close to the forefinger.

Two (Do) Keeping the upper arm still and the hand and wrist straight bend the elbow until the forefinger tip of right hand is one inch above the right eye. Points to note are:

(a) Upper arm horizontal and at right angles to the side; forearm, wrist and fingers all in one straight line.

(b) Palm of the hand vertical and wrist not bending. *“Squad—Three” (Squad Teen)* To return to the position of attention hand is cut the shortest way to the side by dropping the elbow towards front. The fingers are curled up on the way down.

(ii) Judging the time.

When judging the time, the right hand will be brought smartly with a motion to the head, as taught by Numbers. The hand will remain at the position of the salute for a regulation pause. The words of command will be: *“Salute to the Front—Salute” Samne siloot—Siloot).*

Common faults

In coming up to the salute:

- (i) Leaning to the left, straining the muscles and leaning backwards,
- (ii) Elbow forward; forearm, wrist and fingers not in a straight line,
- (iii) Hand too high or too far over towards the centre of the forehead; hand tilted forward; fingers not together; moving of the left arm; pushing the head forward.

In cutting the hand away:

- (iv) Dropping the hand before the elbow,
- (v) Not straightening the arm and therefore not resuming a proper position of attention; moving the left hand when cutting the right arm away.

In general the most common fault in saluting to the front is that the movement is started before the man has halted, stopped speaking, etc., and that he starts speaking before the movement has been properly completed.

3. *Salute to the flank*

“Salute to the Right—Salute” (Dahine Siloot—Siloot) This is best taught from the correct position of the salute to the front. Get the recruit to turn his head and eyes square off to the right and, without upsetting the position of the right arm, wrist or hand, to shift the hand so that the right eye can just look along the palm of the hand. The recruit should look along his own height or into the eyes of the officer he is saluting. This must be practised until the movements of the head, eyes and hands become simultaneous.

Common faults:

- (i) Leaning forward, looking along the back of the hand or not looking the officer squarely in the face,
- (ii) Hand too high,
- (iii) Left shoulder allowed coming forward,
- (iv) Right elbow allowed coming forward and dropping or falling to the rear.
- (v) Not looking square off to the flank,
- (vi) Raising the wrist.

4. *Salute to the Left—Salute”,* (Baen Siloot—Siloot) Taught as above head and eyes turned smartly to the left, the right hand, wrist and arm being pushed further over to the left to the correct position above the right eye.

Common faults:

- (i) Turning the shoulder to the left and allowing the right elbow to drop forward.

- (ii) Not allowing the right hand to move over to its correct position,
- (iii) Dropping the wrist.

Section 2

Saluting on the March

1. Saluting on the march may be to a flank or to the front and may be done in quick or slow time.
2. “Salute to the right (left)—Salute” (Dahine/’Baen ko Siloot—Squad Siloot) Given as the left foot comes to the ground. Come up to the salute the next time the left foot touches the ground and cut the hand down after the sixth pace counted from the first right foot after the salute.
3. When passing an officer

When a subordinate passes an officer, he will salute on the third pace before reaching him, and lower the hand on the third pace after passing him. During the salute the man will look the officer full in the face.

- NOTE:
- (i) Recruits will be practised in marching two or three together, saluting “points” being placed on either side. When several men are together, the man nearest the “point” will give the time.
 - (ii) They should be practised in saluting “points” on the move as well as fixed saluting “points”.

Common faults:

“In addition to the faults already mentioned, there is a tendency to swing the shoulders and to stray from the direction of marching in the direction of the salute. This latter fault is corrected in instruction by getting an instructor to act as a guide to the squad.

4. *Salute to the Front*

“*Salute to the front—Salute*”, (*Samne Siloot—Siloot*) The word of command is given as for the “Halt” i.e. when the left-foot comes to the ground in slow march and the right foot comes to the ground in quick march: The squad will halt, salute to the front, wait for a regulation pause, salute to the front again, pause, turn about, pause and lead off in quick or slow-time as the case may be.

- NOTE:
- (i) This is the drill movement to teach how to approach an officer.
 - (ii) Instructors will insist on the correct counting of the regulation pause.
 - (iii) During initial training saluting to the front may be practised in slow time but when actually reporting to a superior officer it must be done in quick march.

5. *Salute to the Front with a message*

“*Salute to the front with a message—Squad Salute*” (*Sandesh Ke sath Samneko Siloot—Squad—Siloot*) The words of command will be given exactly as to para 4 above. The action will also done as described in Para 4 above except that after the first salute the person reporting should take one step forward, handover the message and then take one step back walk, before saluting for the second time

Section 3

Dismissing without Arms

“Line Tor” when the squad is to be given a short break after which they are required to re-form, the word of command ‘Line Tor’ is given.

1. On the word of command ‘Line Tor’, the squad will turn to the right and after a pause equal to two beats in quick time they will break ranks and leave the place. No salute is required to be given for this movement.
2. “Swasthan” - This word of command is given when the squad has to be dismissed from a hall or a classroom.

On the word of command ‘Swasthan’ the class will sit steady with both, their hands in a straight position on their knees. Thereafter they will stand and leave the place. No salute is required to be given.

3. “Visarjan (Dismiss)” - This word of command is given when the squad is to be dismissed and they are not required to reform.

On the word of command ‘Visarjan’ The squad will turn to the right, salute (the head and eyes will be turned towards the officer) and after a pause equal to two beats in quick time - break rank - and leave the parade ground in quick time.

Common faults:

There is a tendency to regard ‘Dismiss’ as the “last of a bad business”. This is a wrong attitude and will be checked at once. The ‘Dismiss’ is a complement to the senior rank on parade and will be made as such. Squad Instructors will at all times watch for a good turn and check the salute whether after a drill or any other parade.

CHAPTER XV

CANE DRILL

Introduction

The Baton/Cane is a part of uniform which is normally used on special occasions by other ranks and can be carried by officers of the rank of Sub Inspectors and above in the normal course of duties.

In the case of NCOs and Constable, Cane can be carried when they are deployed for regimental duties like RP duties, Cane Orderlies and Stick Orderlies.

Section 1

Difference between Baton and Cane

The Baton is of 60 cms length and circumference of approximately 6 cms with two silverplated metal caps of length of 4 cms. at both ends with insignia of the organization at the top end welded to the metal cap.

The Cane has a circular knob on the top part with the insignia embossed on it. There is a metal cap at the bottom of the Cane. The Cane may be of the following types:

- (a) Whip Cane - This is normally of length between 24" to 27". This Cane does not have a metal knob but a leather handle at the top with 2 flaps at the bottom of the Cane. This is used by the Equitation Wing only.
- (b) Normal Cane - This Cane varies in length from 27" to 30" having circular knob on the top end with the insignia of the organization embossed on it and a metal cap at the bottom of the cane.
- (c) Regimental Cane - This is normally of length between 30" and 33" having a metal circular knob at the top and a metal cap at the bottom. This is thicker than the normal cane and is decorated with silver chains etc. This is normally used by Stick Orderlies for regimental duties or for piloting VIPs during ceremonial parades.

The following should be avoided by a person carrying a Cane:

- (1) Swinging the Cane in the hand.
- (2) Hitting the Cane-on the side of the pads.
- (3) Pointing at some one with the Cane.
- (4) Using the Cane for drawing sketches, etc. on the ground.

Section 2

Position of Cane

1. Position of cane when at attention

The cane will be held firmly in the right hand in a perpendicular position

close to the right side of the body, first joint of the forefinger of the right hand underneath knob of cane and pointing towards the thigh; thumb across the front of the cane, the remaining three fingers grasping the cane.

2. *Position of cane when standing at ease*

The back of the right hand will be in the palm of the left, the cane to be held between the right arm and the body, ferrule pointing obliquely upwards and to the right front.

3. *Position of cane when on the march*

On the command “QUICK MARCH”, step off as explained in quick march without cane. As the left foot comes to the ground for the first time, both hands will be brought smartly to the centre of the cane (one movement), the cane being kept perpendicular to the right side. As the left foot comes to the ground the second time, the left hand will be cut smartly away to the side, the cane will be carried smartly to the right side and parallel with the ground, balanced between the thumb and first two fingers of the right hand, ferrule to the front. The arms to be swung as in marching without cane; the cane being kept parallel to the ground throughout the swing.

The cane is now in the position of the trail. If the squad is moving in file, the cane will be carried as for the position of attention.

4. *Halting*

On receiving the command “HALT” canes will be kept at the trail. After a slight pause, canes will then be brought to the position of attention in two movements, viz.:—

(a) The cane will be seized with the left hand at the centre and brought to a perpendicular position at the right side. Simultaneously, the right hand will be moved to the knob of the cane as in the position of attention.

(b) The left hand will then be cut away smartly to the left side.

5. *Turning About*

When halted, the cane is kept in the position of attention when the squad is turned about.

On the march, on the first movement of the about turn (Left foot), the cane will be brought smartly to a perpendicular position in front of the right shoulder, upper part of the cane close to the side, fore-arm horizontal, hand in line with the waist belt. On the First pace after the turn (Right foot), the cane will be brought to the trail.

Section 3

Saluting With Cane

1. *Saluting the Front with the Cane*

This procedure is adopted when delivering messages, written or verbal or addressing an officer.

2. *“Salute to the Front Squad—Salute” (Sumne Ko Siloot-Squad Siloot)*
The Command “SALUTE” will be given as the right foot comes to the ground (as for halt). The squad will halt, judge a pause equal to two paces in quick time, place the cane smartly under the left arm ferrule to the rear, cut the right hand smartly to side, salute; take one step forward, transfer the written message, if any, to the right hand and deliver to the officer, take one step back, salute again, turn about keeping cane under left arm, and march off in quick time (If there is no message or anything, to be transferred and only verbal communication is to be made it is not necessary to take one step forward after the first salute) Pause equal to two beats in quick time should be observed between each separate movement. As the left foot comes to the ground for the first time, seize the cane with the right hand as near the centre as possible with the back of the hand uppermost, thumb underneath. On the left coming to the ground again, bring the cane smartly to the trail .

3. *Saluting to the Right (or Left) with the cane on the move*

“SALUTE TO THE RIGHT (or LEFT) SQUAD-SALUTE” [Dahine (Ya Baen) Ko Siloot—Squad Siloot]

The Command “SALUTE” is given as the left foot is coming to the ground. As the left foot comes to the ground the first time after the word “SALUTE” place the cane smartly under the left arm, ferrule to the rear. Next time the left foot comes to the ground (4th pace) cut the right hand smartly away to the side and commence the salute on the 6th pace, turning the head in the direction given. On the 12th pace (left foot) cut the right hand smartly away to the side, turning the head to the front. On left foot coming to the ground (14th pace) seize the cane with the right hand as near the centre as possible, back of the hand upper-most, thumb underneath. On the left foot coming to the ground (16th pace) bring the cane smartly to the right side at the trail. “the left arm is not to be swung during the salute. All cane movements are carried out on the beat of the left foot.”

Section 4

Dismissing With The Cane

“SQUAD, DISMISS” (Squad Visarjan)

The squad will turn to the right, place the cane under the left arm, ferrule to the rear, the right hand to the side, salute (Without turning the head or eyes) and break off in quick time. Moments will be carried out at the same pace as in quick time, the hand being cut away to the side on the fourth pace. If there is no officer present on the parade the squad will not salute (While turning to the right the cane should be kept in the position of attention) .

NOTE :— If an officer carrying a cane has to keep the cane underneath the

left arm during inspection or conversation with other officers, he would hold the cane with the left hand fingers together and on the left, extending the slanting upwards, thumb straight on right. The cane would thus rest on the outside of the hand between the thumb and the forefinger.

Section 5

Drill Movements with Marching with the Baton/Cane

(a) Bagai Cane from Buzu Cane

From the Savdhan position the Cane/Baton is to be taken to underneath the armpit with the right hand. The right hand will be cut sharply and brought to the side and simultaneously the left hand will be taken up to hold the head of the Cane fingers together and on the left extending and slanting upwards, thumb straight and on right. The Cane would then rest on the outside of the hand between the thumb and the forefinger.

(b) Saluting with the Cane in Bagal Cant; position

In this position while saluting, the left hand will come down as the right hand goes up for the salute. As soon as the salute is complete and the right hand is brought down sharply, the left hand will take up its original position on the Cane/Baton.

(c) Bazu Cane from Bagal Cane

The right hand will move up sharply to take up the position where the Cane was being held by the left brought down sharply to the side.

With the help of the right hand the Cane is to be pulled out from under the left arm and brought to Bagal Cane.

(d) Bagal Cane from To I Cane

From the word of command Bagal Cane the right hand will be brought sharply to underneath left hand keeping the knuckles upwards.

The right hand is brought down sharply to the side and simultaneously the left hand will hold the Cane with fingers together and on the left extending and slanting upwards, thumbs straight and on right. The Cane would then rest on the outside of the hand between the thumb and forefinger.

(e) Tol Cane from Bagal Cane

The right hand is brought sharply to hold the Cane from the centre with the knuckles facing upwards and the elbow kept straight across the chest.

The right hand is brought down sharply to Tol Cane position.

CHAPTER XVI GENERAL INSTRUCTIONS ON SALUTING

Section 1

Saluting When Without Head-dress And When Wearing Plain Clothes Etc.

This Section covers the case of an individual policeman (including upper subordinates in reference to gazetted police officer) who passes an officer, is spoken to by an officer, or who is passed by an officer when the individual either has no head-dress, or is dressed in plain clothes. As part of a recruit's training, the movements will be explained, demonstrated and practised on the square.

1. *Without head-dress*

At all times when without head-dress

- (a) When passing an officer, will cut his hands to his sides and turn his head and eyes to the flank on the left foot and so remain for six paces, after which he will turn his head to the front.
- (b) When spoken to by an officer, will stand to attention.
- (c) When passed by an officer, will stand to attention.

2. *When in plain clothes*

A policeman, if wearing a western head-dress will remove his head dress well, clear off the head and look the officer in the eye. In the case of Indian head-dress he would not remove it, but would smartly turn his head in the direction of the officer after cutting his arms to the sides. He will come to attention if speaking to or spoken to by the officer.

3. *When sitting*

A policeman, if sitting when an officer approaches will stand to facing the officer and salute with the hand. If two or more men are or standing about, the senior officer, N.C.O. or oldest policemen face the officer, call the whole to attention, and alone will salute.

4. *When addressing or delivering a message to an officer*

A policeman will march smartly towards the officer in quick time, halt two paces from him, salute, address the officer or deliver his message (by going a step forward and again stepping back after delivering the message), salute again, turn about and march off in quick time

Common faults:

- (i) Failure to pay the necessary compliment,
- (ii) Saluting with no hat or head dress on.

Section 2

Miscellaneous

NATIONAL ANTHEM

1. The “National Salute” will be given to:—
 - (a) President of the Republic of India;
 - (b) Governors within their own States.
2. Other dignitaries entitled to Salute on ceremonial occasions will be given the “General Salute”.
3. The National Anthem (JANA GANA MANA) will be played for the following:
 - (a) President of the Republic of India;
 - (b) Governors within their own States;
 - (c) Ceremonials, functions, parades-whether any of the personages mentioned in 1(a) and 1(b) above is present or not—on the 15th August and 26th January.
4. The ‘National Anthem’ can also be played for the Prime Minister of India on special occasions with the prior approval of the State Government.
5.
 - (a) Whenever the ‘National Anthem’ is played, all ranks in uniform will stand at attention; officers, both gazetted and non-gazetted including Under Officers, saluting.
 - (b) When ‘National Anthem’ is played on a ceremonial parade, all ranks in uniform, not under the order of the O.C. Parade, will stand at attention; as in 5(a), all officers and under officers saluting Officers in attendance on the chief dignitary taking the salute at the ceremonial parade will only come to attention and will not salute when the “National Anthem” is played
 - (c) If in plain clothes all ranks will stand to attention and persons wearing western head dress will take off their head-dress. All officers or under officers commanding a party on the move will halt the party which will remain at the slope or attention; the officer or under officer will salute. If carrying a drawn sword, the officer will remain at the carry. Sentries will slope arms.
6. *Acknowledging salutes*

Officers will receive and return a salute with the courtesy it deserves. When two or more officers are together, the senior will return the salute.

7. *Left Hand salute*

Where through physical incapacity, a salute with the right hand is impossible,

the salute will be given with the left hand.

8. *Police and Military Funerals*

Officers and men passing a Police or military funeral will salute the bier by giving eyes right or left. The senior in charge of the party will salute.

9. *When riding a horse*

An officer riding without arms will salute with the right hand. A policeman mounted without arms will salute as follows:

- (a) When riding with both hands on the reins, will give an eye right or left without moving his hands.
- (b) When holding the reins in one hand only, will drop the right hand to the full extent of the arm behind the right thigh, fingers half closed, back of the hand to the right, and give an eye right or left.

10. *When Driving a Mechanical Vehicle (including bicycle)*

The rider of a bicycle (pedal or motor) or driver of a mechanical vehicle will not salute when the vehicle is in motion, owing to the danger of taking the eyes off the road.

When the vehicle is stationary, he will salute by giving an eye right or left but will not remove his hands from the handlebar or steering wheel.

When seated on or in a horsed or mechanical vehicle as a passenger, Officers will pay compliments by saluting with the right hand, if possible. Otherwise they will follow the instructions laid down for dismounted men. A driver will sit to attention and, if facing the direction in which the Vehicle is moving, will salute by giving an eye right or left. If seated facing to any other direction, he will look straight to his own front.

CHAPTER XVII

DRILL IN THREE RANKS AT THE HALT

The following chapter deals with the drilling of a platoon in Three Ranks. The instructions are equally of use for any smaller body of men. In practice, however, with a squad of recruits, it is best to have the men in a single rank, so that they can all see the Instructor clearly till they have mastered the elements. They can then drill in two ranks, and finally in three ranks.

Section 1

Falling In A Squad/Platoon

1. The correct way to “fall in” a squad or a platoon is for the instructor to call “Right marker”. The “Right Marker” (Right hand man of the front rank—or any man detailed) marches up to the instructor, and faces him standing to attention (or at the slope if armed). The instructor then orders the man to stand at ease and gives the command.
2. Squad/Platoon fall in (Squad/Platoon Line Ban)

The men then march smartly to the left of the marker and fall in, in three ranks and stand at ease.

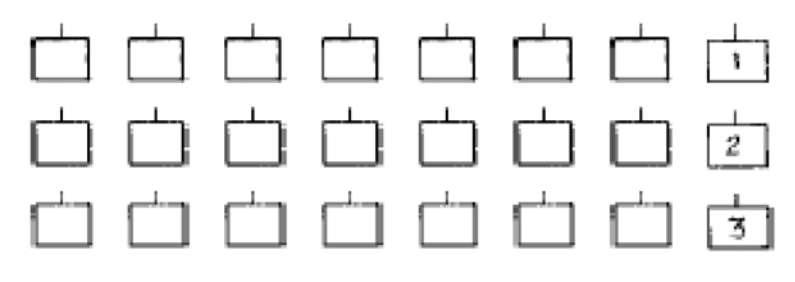


Diagram 1

3. The lateral interval between each man is the length of his outstretched arm with the fist closed; the distance between ranks, one pace (30 inches). The men must pick up their dressing from the right as they fall in and cover off from front to rear.

NOTE: Position of Section Commanders. In an organized platoon each of the three ranks forms a section, and the section commander falls in on the right of his section. Where sections are organized into subsections, the sub-section commanders are in the ranks on the right of their subsections.

Section 2

Blank File (Khali File)

1. If the total number of men is not divisible by three there will be a “blank

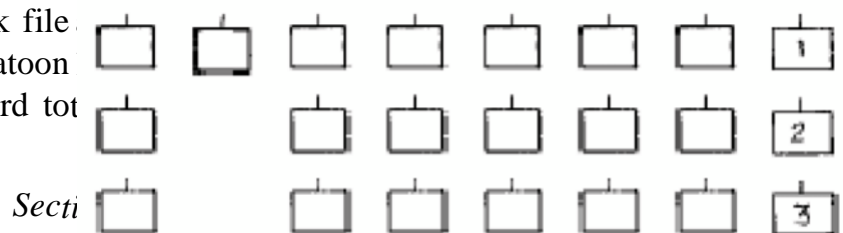
file” (an incomplete file of three). The blank file will occur in the last place but one from the left in the middle rank.

Diagram 2.

2. If two men are missing there will be a second blank file in the rear rank as shown in diagram 3.

Diagram 3.

3. There must never be a blank file (Consequently, when the platoon s odd man must step forward tot fill in the front.



Dressing

1. *Right Dress (Dahine Saj)*

Each man, except the right hand man, will take a short sharp pace (15 inches) forward, pause, turn his head and eyes smartly to the right and at the same time extend his right arm (left arm if carrying a rifle in order arms) with fist closed, knuckles touching the shoulder of the man on his right. He will then take up his dressing in line by moving with short quick steps, till he is just able to distinguish the lower part of the face of the second man beyond him. Care must be taken to carry the body backward or forward with the feet, the shoulders being kept perfectly square in their original position and the body kept erect.

2. *Eyes Front (Samne Dekh)*

The head and eyes will be turned smartly to the front, the arm cut away to the side, and the position of attention resumed.

3. *General Note on Dressing*

Men on parade are expected to keep their dressing when marching and to “pick it up” automatically when halted. This means that the moment a platoon is halted, each man glances to his right/left and corrects his dressing and covers off and at once turns his head back to his front and remains at attention. This is always done without an order; the hand is not raised for this purpose—it is only raised when the formal command “Right/Left Dress” is given.

NOTE: During the initial training the men may be allowed to raise their hands to get an idea of the correct interval. Care must be taken to see that the dressing is done within three or four seconds only.

Section 4

Drill On The Move

1. General note on Marching and the Fixed Front

For purposes of parade ground drill, a platoon is regarded as having a “Fixed front”. The “Right Guide” (right hand man in the front rank, normally No. 1 Section Commander) is the Key man. When the platoon is in line with the Right Guide in position on the right, the platoon is “facing its front” or “advancing”. When turned about (with the Right Guide on the left flank of the rear rank) the platoon is “facing its rear” or “retiring”. These terms are used with reference to the position of the “Right Guide” and th

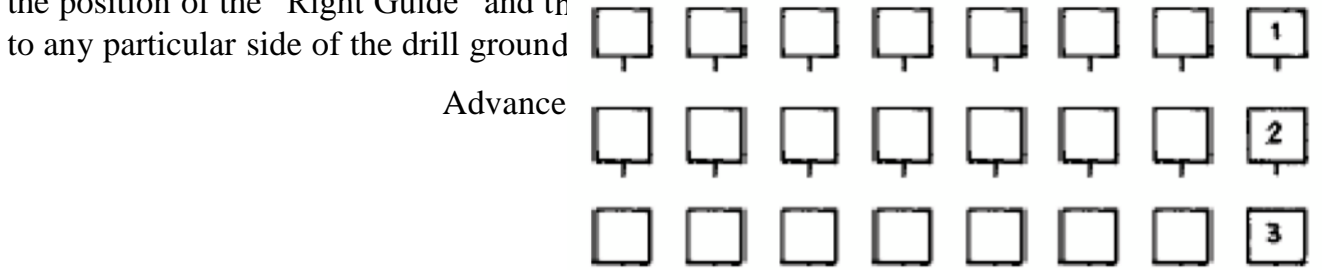


Diagram 4.

Retire Position

Diagram 5.

Section 5

Platoon In Line And In Threes

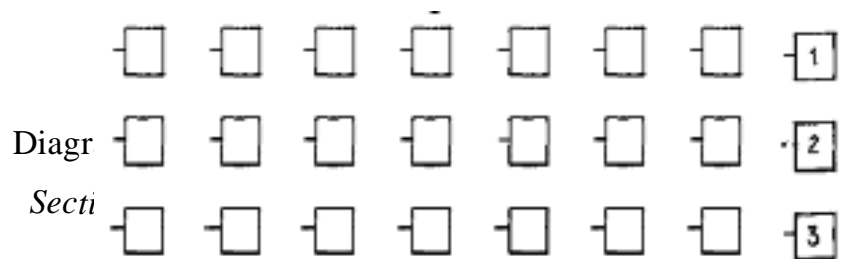
There are two drill ground formations for a platoon.

- (a) In Line (of three ranks) facing to its front, or its rear, as in

Diagrams 4 and 5.

- (b) In Threes—which is a line turned to the right or the left.

Diagrams 6



Dressing On The March

1. When the order is given to march, the “directing flank” is usually given, and the end man of the leading rank on the flank mentioned is responsible for the direction and the step. He is called the Guide and should look straight to his front, and the rest of the platoon must keep their dressing by him and cover off correctly.

2. *Directing Flank*

Unless there is very good reason to the contrary, a platoon in line marches by the Right when advancing (i.e. the Right Guide); by the Left when retiring (still by the original Right flank). When moving to the Right in Threes, it marches by the left (again by the Right Guide) and when moving to the Left in Threes, by the Right.

3. When moving off for the first time from the Halt, the directing flank is usually mentioned in the command, but when a platoon is being drilled on the

move, the directing flank is assumed to be known as already indicated, and a well drilled platoon will not need to be constantly reminded.

Section 7

Marching In Line

1. By the Right Quick March (Dahine Se Tej Chal) [The cautionary word of command 'Platoon Will Advance' (Platoon Age Barhega) may precede the Order]

The Platoon steps off with the left foot, dressing by the Right.

N.B. Marching: The first step should be sharp, the pace 30 inches, 120 paces to the minute, heads held erect, eyes looking to the front, the arms as straight as the natural bend will allow, swinging naturally from the shoulder and hands slightly clasped. The arms should swing to the front and not across the body. The rhythm of good marching depends on the men being accustomed to the correct pace and time, and the steady swinging of the arms acts as metronome.

2. Platoon will Retire, About Turn (Platoon Pichhe Lautega—Pichhe Mur) The platoon turns about by the right and steps off with the right foot, dressing by the left. The correct way to turn about is as follows. The order is heard while the left foot is coming to the ground; a complete pace is then taken with the right, and the men mark time three paces (L.R.L.) turning round while doing so and then step off with the right foot.

3. Giving the Order on the Correct Foot

(a) To ensure smartness, the command must be given on the correct foot. This needs some practice. It means that the men should hear the executive order as the left foot is passing the right foot, i.e. coming to the ground. It follows that if the Instructor is far away from his platoon the command must be given rather earlier than when he is near to the men. A little practice will soon enable the command to be given on the correct foot and the men to turn together smartly.

(b) *Blank File* The command is given with a distinct pause between the caution about and the executive turn. When there are two blank files, the front rank man marks time two paces on the word about, and turns on turn. When properly done this means that the rear rank will have overtaken him by the time the executive word of command is given, and when he turns he will be in position in the leading rank.

4. Platoon will Advance, About Turn (Platoon Age Barhega, Pichhe Mur)

The men turn about in the usual way. This command brings the platoon back into its original position. Note the caution. Care should always be taken

when bringing a body of men up to a given position, or handing them over to an officer to ensure that the platoon is facing its front (right guide on the right flank). It is very easy to make a mistake and get the rear rank in front.

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Section 8

A Line Changing Direction to A Flank

1. This movement is used to change the alignment of a body of men; it is generally employed so as to face to the right or the left (i.e. a turn through an angle of 90 degrees).

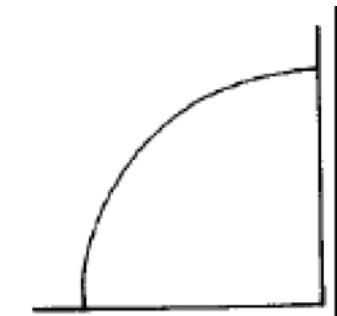


Diagram 8

It can, however, be used to turn the line half right, or half left i.e. through an angle of 45 degrees). In such a case the usual caution is preceded by the word "Halt".

2. It can be done either when halted or when marching. It is best to practice from the half first.
 - (a) *A Line Changing Direction from the Halt. Change Direction Right, Right Form. (Dahine Disha Badal, Dahine Ban)*
 - (i) The Right Guide turns full right, the rest of the front rank half right. Remainder stand fast. *Quick March. (Tez Chal)*
 - (ii) *The Right Guide marches forward three paces and then marks time. The rest of the front rank march round into position, picking up their dressing from the right. Ranks 2 and 3 march round into position behind their front rank men. The whole platoon continues marking time until a new order is given. See Diagram 9.*

N.B. (1) At the Halt (Thorn Kar). If this caution precedes the order Right Form, it means that the men halt as they come into position.

- (2) *Change Direction Left, Left Form, Quick March (Baen Disha Badal, Baen ban, Tez Chal). This order is used when the line has to be formed to the left. The general movements are the same. The left hand man turns full left, etc. The men dress by the left on coming into position.*

(b) *A Line Changing Direction when on the Move*

The commands are the same though the executive ‘Quick March’ is not required since the men are on the move, and the movements similar. If it is desired that the line shall halt on completing the movement, the caution ‘At the Halt’ precedes ‘Right Form.’

Dia

3. *Change Direction Right, Right Form*

Here ‘Form’ is the final executive. The platoon continues marching for three paces (to the front)

the second and third rank men follow him half right and come up into line with the first rank. The other two ranks follow round and draw up into line.

N.B. (1) The correct foot on which to pass is the left. The turn is to the right.

(2) A similar movement can be made to the left.



4. *Platoon Forward (Platoon Age Backward)*

This order is necessary to get the platoon forward again. The platoon will now march in the opposite direction, which was originally the right flank.



Section 9

Marching in Threes

1. ‘Threes’ is the name given on the parade ground to a platoon turned in threes to a flank.

Move to the Right in Threes, Right Turn, (Tinon tin Men Dahine Chalega, Dahine Mur) The platoon turns to the Right in the usual way. By the left Quick March (Baen Se Tez Chal) The platoon steps off with the left foot. The left-hand leading man (Right Guide) sets the pace and direction.

N.B.— It is of course equally possible to move to the left in Threes, in which case the dressing is by the right.

2. *Move to the left in threes—About Turn (Tinon Tin Men Baen chalega—Pichhe Mur)*

The platoon turns about in the usual way, continuing to march in the opposite direction and now dressing by the right (original flank).

Section 10

Turning From Threes Into Line On The Move

1. When a platoon is in Threes on the march it is moving to a flank as far as its 'fixed front' is concerned. Orders, therefore, to turn right or left (which of course will bring the platoon into line) must be prefaced by the correct caution as follows:

(a) Assuming the Squad/Platoon is moving to the Right.

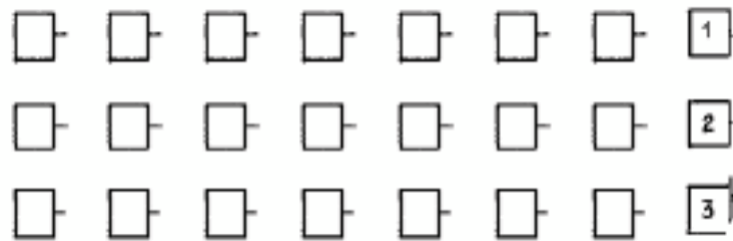


Diagram 10

The platoon will advance, Left turn (Platoon Age Barhega, Baen Mur).

This brings them into line facing their front (dressing by the right because the right guide of the platoon is on the right).

or

The platoon will Retire, Right turn (Platoon Pichhe Lautega. Dahine Mur)

This brings them into line, facing their rear (dressing by the left),

(b) Assuming the Squad/Platoon is moving to the left.

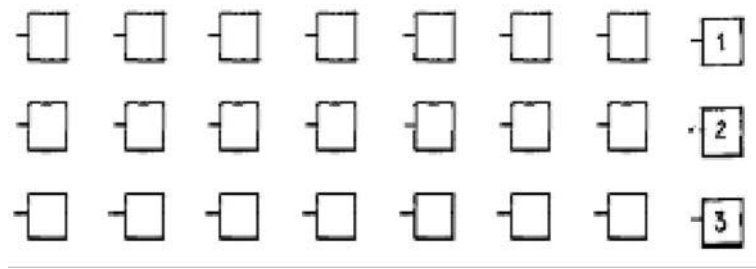


Diagram 11

The platoon will Advance, Right Turn (Platoon Age Barhega— Dahine Mur).

This brings the platoon into line facing the front (dressing by the right)

or

The Platoon Will Retire, Left Turn (Platoon Pichhe Laitega, Baen Mur) This will bring the platoon into line facing the rear (dressing by the Left).

Section 11

Turning From Line Into Threes On The Move

1. These movements are similar to those described in the previous section, but since they are done on the move, the executive 'Quick March' is not required. The movement can, of course, be carried out whether a platoon is advancing in line or retiring but the cautions will vary in accordance with the principle of the fixed front.

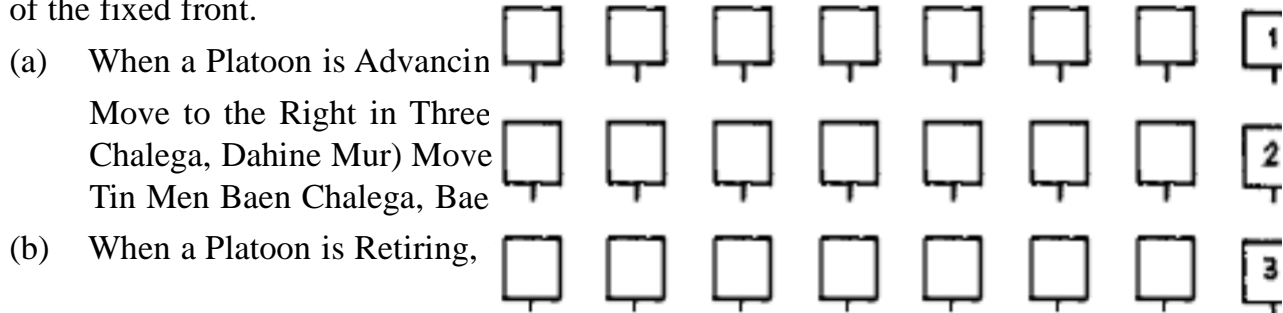


Diagram 12

Move to the Left in Threes, Right Turn (Tinon Tin Men Baen Chalega, Dahine Mur) will be given for turning the platoon to the original Left Flank, and

Move to the Right in Threes, Left Turn (Tinon Tin Men Dahine Chalega, Baen Mur), will be given for turning the platoon to the original Right Flank.

Section 12

Wheeling In Threes

Change Direction Left (or Right), Left (or Right) Wheel (Baen/Dahine Disha Badal, Baen/Dahine Ghoom)

The inner man of the leading section of threes will move round a quarter of the circumference of a circle having a radius of four feet, stepping short to enable the outer men of the file who would step out during the wheeling to keep the dressing with him. The inner man of each file will turn his head and eyes towards the outer man of his file, the remainder of the file will turn their heads and eyes towards the inner man. When the quarter circle is completed the file will turn their heads and eyes to the front and move on in the new direction. The other files succession will follow in the footsteps of the leading file without increasing or diminishing their distances from each other altering the time.

- N.B. (1) In a good wheel each section will come round at the same point and dressing and covering will be retained. If the movement is done in a slovenly way, the column is apt to be pushed out towards the right/left.
- (2) If the Instructor wishes to wheel through less than a right angle he gives the command "Forward" (Age Barh) when he wishes.

Section 13

Forming Line From Threes Facing The Same Direction

1. A very useful movement for parade purposes is to form the Threes into Line facing the same direction in which it is marching. If the platoon is moving to its right in Threes or advancing in Threes, the command should be as follows:
On the Left, Form Squad/Platoon. (Baen ko Squad/Platoon Bana)

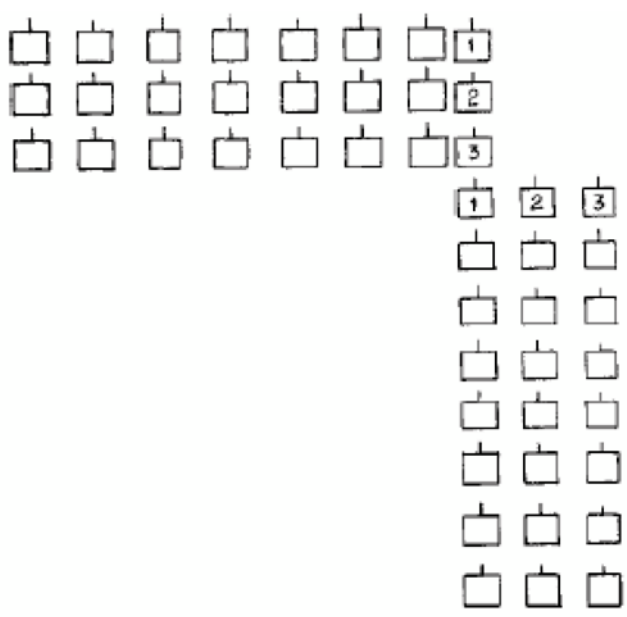


Diagram 13

2. The left hand man (Right Guide) leads forward three paces and then marks time, his right hand men (the other section commanders) follow round behind him, covering off at the correct interval. The rest of the Squad/Platoon turn half left and march up into position in three ranks covering off and dressing by the right. The whole Squad/Platoon continues to mark time, making sure that the dressing is correct and awaits the next order.

N.B.— If it is desired to halt the men on the completion of the movement, the caution “At The Halt” precedes the order. The left hand man (Right Guide) then halts when he has completed his three paces, and the other men halt as they come up.

3. *On the Right, Form Squad/Platoon (Dahine ko Squad/Platoon Bana)*

This would bring the third rank (Rear Rank) in front. It should only be used if it is desired to form the platoon in line in the opposite direction to that in which it is marching. The order will then be followed by the command “About Turn” which of course brings the front rank into its correct position.

N.B. (1) If the Squad/Platoon were marching in Threes to the Left, these orders would be reversed, e.g. “On the Right Form Squad/ Platoon” would bring the front rank forward.

(2) Dressing will always be picked up from the flank on which the platoon pivots, unless a contrary order is given.

(3) It is desirable to teach this movement first at the halt and then on the march. When doing at the halt (Right guide leading) as soon as the words of command (to form Squad in the left) is received, all except the left hand man of the leading file of three (i.e. the original right guide of the Squad/Platoon) turn half left and then remain standing.

After this, the words of command ‘Quick March’ (Tez chal) will be given. On this command the guide (who has not turned) will march three paces and then mark time, the rest of the front rank march round into position on the left of the guide, picking up their dressing from the right. Ranks 2 and 3 (i.e. Middle and Rear ranks) march round into position behind their front rank men. The whole platoon/squad continue marking time, until a new order is given (Similarly when the formation is done on the right, the right guide of the leading file i.e. the original right guide of the rear rank will move three paces forward. The rear rank will come to the front).

(4) While doing this formation on the march/halt it is necessary that each file of three comes to the new position together and also start mark time/halt together.

CHAPTER XVIII

FORMING TWO RANKS

It is often necessary to form two ranks for the purpose of Street lining and Riot Drill. To effect this the only rank to move is the centre rank. Before forming two ranks the Squad will be dressed and numbered.

SECTION 1

To Form Two Ranks From Three Ranks

1. *“Form—two Ranks” (Do line Bana)*

First Movement : The centre rank carry the left foot, a side pace of 24 inches to the left.

Second Movement : Odd numbers bring the right foot forward a full pace of 30 inches. Even numbers bring the right foot to the rear a full Pace of 30 inches.

Third Movement : The centre rank resume the position of attention—odd numbers in the intervals of the front rank, even numbers in the intervals of the rear rank.

2. If there is a blank file in the centre rank, the left hand man of that rank will carry out the reverse of the above i.e. if an odd number, he will act as an even number, and vice versa, except that in the case of a squad with an even number of men in the front and no centre or rear rank man the blank file the left hand man of the centre rank will act in accordance with the detail for his even number.

Common faults:

- (i) Centre rank not knowing their correct numbers.
- (ii) Incorrect interval in three ranks thereby not leaving room for the centre rank men to move into. This can be overcome by giving “Right—Dress” before forming two deep.
- (iii) Not carrying the left foot far enough to the left in the first movement, thereby causing collisions and uneven covering.
- (iv) Not reaching out far enough in the second movement, thereby failing to reach the correct new alignment.

3. *“In Two Ranks, Right—Dress” (Do Line Main, Dahine Saj).*—The normal drill movements are carried out except that dressing is without arms interval, each man being allowed 24 inches in the ranks, the rear rank remains two paces of 30 inches in rear of the front rank.

SECTION 2

To Form Three Ranks From Two Ranks

1. “Form—Three Ranks” (Tin Line Bana).—The original centre rank men take up their original position as follows:—

First Movement :

If in the front rank they bring the left foot to the rear a full pace of 30 inches. If in the rear they bring the left foot a full pace of 30 inches forward..

Second Movement:

All concerned will carry the right foot a side pace of 24 inches.

Third Movement:

Centre rank men resume the position of Attention.

2. “*In Three Ranks, Right—Dress*” (Tin Line Main Dahine Saj): — *Dressing will be carried out as normal at arms length.*

Common faults:

“Not carrying the right foot off far enough in the second movement thereby failing to cover off.

CHAPTER XIX MARCHING OFF IN SINGLE FILE

It is often necessary for a squad in three ranks to form single file, *e.g.* when marching into a building or through a narrow opening.

Section 1

A Squad Facing Its Right Flank In Three With The Front Rank On The Left, Marching Off In Single File

1. *When Halted*

“Form Single File from the Left—Quick March”. (Baen se EK File Bana—Tej Chal)

At the command “Quick March” the front rank march off and the remaining two sections will mark time. When the last man of the front rank passes the man in front of the centre rank, the centre rank will follow on behind the front rank. Similar action will be taken by the rear rank.

2. *On the March*

“Form single file, from the Left” (Baen se EK File Bana)

At the command “Left” the section on the left (Front rank) will continue marching and remaining two (Centre and Rear ranks) will mark time. When the 1st man of the rank passes the Guides of the sections, the remaining two ranks will follow.

Forming Threes

3. *When Halted*

“At the Halt on the Right, form Threes—Quick March” (Dahine Thamkar Tinon Tin Bana—Tej Chal)

At the command “Threes” the front rank will remain stationary and the other two ranks will make a right incline.

At the command “Quick March” the middle and the rear ranks will form up on the right of the front rank in Threes.

4. *On the March*

“On the Right, form Threes” (Dahine Par Tinon Tin Bana)

At this command the front rank will mark time and the remaining two ranks will form up on the right of the front rank in Threes and mark time.

Section 2

A Squad In Three Ranks (Line) In The Advance Position, Marching Off In Single File.

1. *When Halted*

“Advance in Single File from the Right—Quick March” (Dahine Se EK File men age barh—Tej Chal.)

At the command “Right” the right guides of the three ranks remain stationary and the remaining men of the Squad incline to the right.

2. At the command “*Quick March*”, the Right Guide of the front rank advances forward and the remaining men of the front rank follow him. The other two ranks (middle and rear rank) mark time. When the last man of the front rank is passing the Right Guide of the middle rank, the middle rank will advance with its right guide leading and follow the front rank. Similar action will be taken by the rear rank.

3. *On the March*

“Form Single File, from the Right” (Dahine Se Ek File Bana)

At this command the whole squad will mark time and incline to the right except for the guides of the section. At the same time the front rank will advance with its right guide leading. When the last man of the front rank is passing the Right Guide of the middle rank, the middle rank will advance forward and follow the front rank. Similarly the rear rank will follow the middle rank.

NOTE : While forming single file the ranks will wheel from the point from where their respective guides moved.

Forming Three Ranks (Line)

4. *When Halted*

“At the Halt on the Left Form Line—*Quick March*” (Baen Thamkar Line Bana—Tej Chal)

At the command “Line” the right Guide of the three ranks will remain stationary and the remaining men of the squad will incline to the left.

At the command “*Quick March*” the Right Guide of the front rank will remain stationary and the remaining men of the front rank will march off and form line on the left of the right guide.

Similar action will be taken by the middle and rear rank. They will advance forward and form line behind the front rank. Interval and distance between the ranks will be the same as for a squad in Three Ranks.

5. *On the March*

“On the Left, Form Line” (Baen Par Line Bana)

At this command the Right Guide of the front rank will mark time and the remaining men of the front rank will form line on his left. The other two sections who will be marking time will advance forward and form line behind the front rank and correct their interval and distance.

NOTE: IF “At the Halt” it preceded before the command, men will halt when they reach their correct positions.

CHAPTER XX

PASSING OUT PARADE (DEEKSHANT PARADE)

Introduction

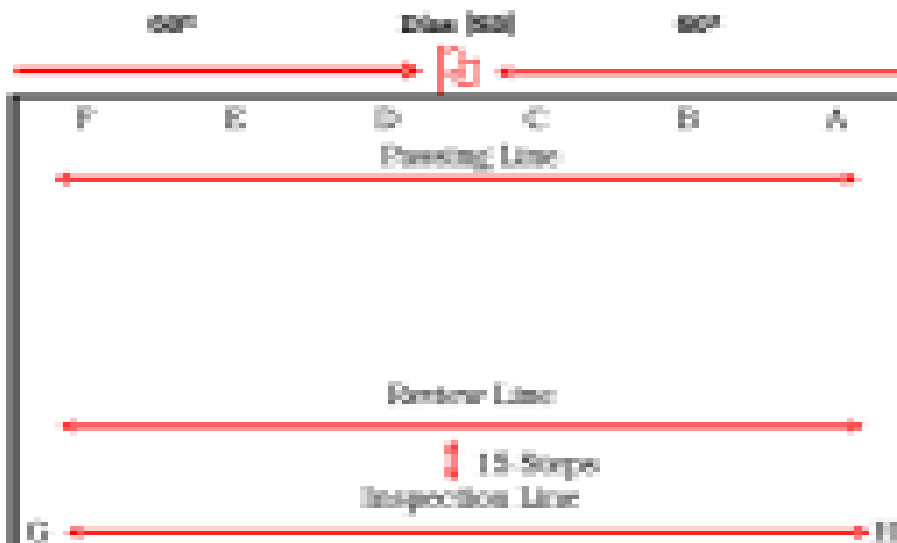
1. Passing Out Parade, is held in Police Academies, Police Training Colleges, Recruits Training Schools and other Police Training establishments to mark the conclusion of training of personnel (cadets and recruits) in that establishment.
2. The Passing Out Parade is a ceremonial occasion. Therefore, the units should make careful preparation as this will- reflect the standard of training imparted, before a number of invitees and general public.
3. The Passing Out Parade involves 'Oath Taking' by the trainees and their induction to a professional life. Thus this is a solemn occasion to which the trainees look forward and take pride. The trainees should be motivated to give their best in the Parade.
4. To achieve these objectives, adequate number of rehearsals should be done under proper supervision at all levels.
5. This chapter deals with the standard procedure to be followed during this parade. However, officers are expected to interpret these instructions reasonably and intelligently bearing in mind that slight alternations can always be made to suit the strength of the trainees.

Section 1

General Instructions

The Passing Out Parade being a ceremonial occasion, the instructions regarding General Arrangements, Inspection ground, Unit organisation, Sizing of units, Parade formation, Receiving the Inspecting Officer (including VVIps), Inspection Post of officers, March Past in various formations, and Advancing in Review Order as contained in Chapter XVI of this Manual, will be followed. Also the officers will follow special instructions as contained in the same chapter. Diagram of the Inspection ground is given 'below for ready reference (Figure 1)

The Inspection or Review Parade Ground.



(Figure 1, For details please see Section 2 of Chapter XVI)

Section 2

Formation of Parade

- (i) Thirty minutes before the scheduled commencement of the programme, the “Deekshant Parade” will form up behind the Fort Wall, platoon-wise, rifles in “Bazu Shastr” (Order Arms) position with bayonets fixed. Half of the number of platoons will take position on the right side of the ‘Fort Gate’, platoon number 1 being near to the gate and other platoons to its right in the ascending order of their serial numbers. The remaining half will stand on the left of the gate, the serially last platoon being near the gate and the others to its left in the descending order of their serial number. Thus, if there are six platoons participating in the parade, platoon numbers 1,2,3 will stand on the right of the ‘Fort Gate’ and platoon numbers 6, 5,4 to its left, in that order (Figure 2 given below). With five platoons in the Parade, platoon numbers 1,2,3 will stand on the right of the gate and platoon numbers 5,4 on its left. The parade commander will take position in front. The swords of the parade commander and platoon commanders will be in “Carry” position. The Riding Section, if available, will be behind the parade followed by the Band at the rear, in the center. Buglers and Lancers will also position behind the fort wall.

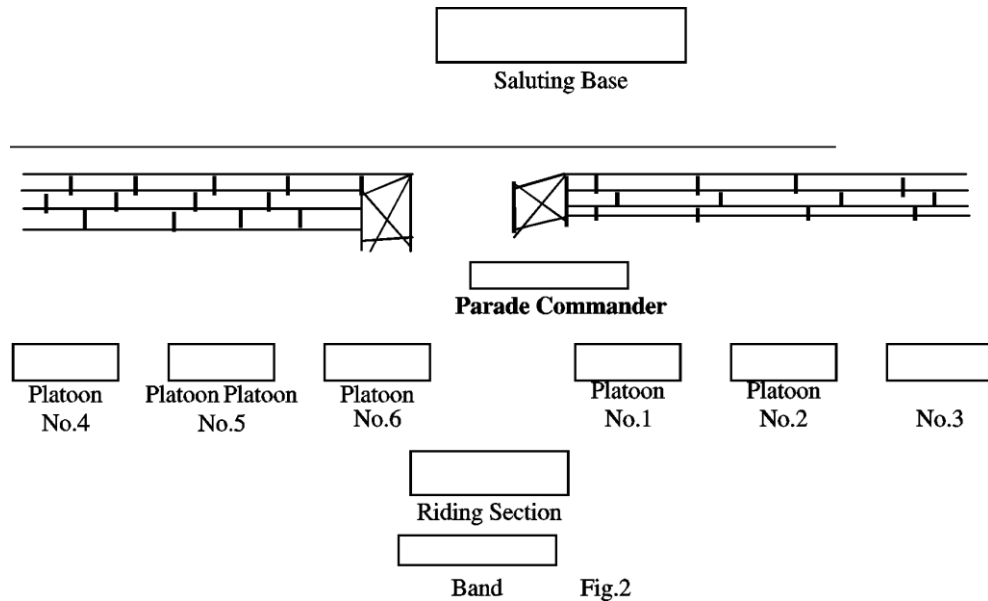


Fig.2

- (ii) Fort-gate is opened by two gate-keepers 20 minutes before the commencement of the Parade. Two bugler enter the parade ground from the sides of the center wall and march up to the inspection line (For description of inspection line, passing line, etc., please see Section 2 of Chapter XVI) and will sound Markers Call. The buglers turn and March back to the rear of the fort wall. The Markers will take their positions on the inspection line. The buglers and lancers also take up their respective positions on the top of the fort wall and on the sides of the parade ground.
- (iii) The buglers sound fall in Call (Advance Call) 3 minutes after the Markers Call. There upon the parade commander will bring the parade to “Savdhan” and “Kandhe Shastr” positions, and march it to the inspection line, giving the command “Parade Dahine Baen Se Tej Chal”. On crossing the Gate, the right side Platoons (Nos. 1, 2, 3) will proceed towards the right of the wall; the left side ones (Nos. 6, 5, 4) Marching towards the left of the wall. On reaching the markers, the platoons will mark time. On a drum beat, given after all the platoons have reached their respective positions on the inspection line, the parade will halt. The parade commander will give the following commands in succession: -

“Parade, Dahine Baen Mur”,

“Parade, Bazu Shashtra”,

“Parade Khuli Line Chal “,

“Parade Madhye Saj”.

The Riding Section will form up on the left. The Band will form up 8 paces behind the inspection line in the Center.

(iv) The parade is now • in ready position (See Figure-3 given below)

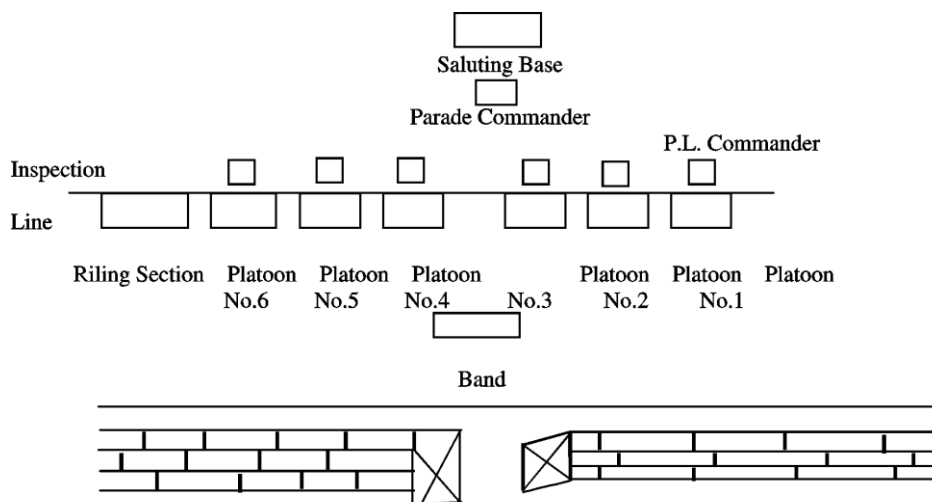


Fig.3

Parade Commander will order parade to be in Kandhe Shastra (slope arms). If the institution is having its own “colour”, then “colour” will be commanded to be on parade.

The “Nishan parade par”

(The Nishan (colour) party commander (Insp) / Asstt. Comdt / Dy.S.P.) with protection party / guards will enter parade ground with Nishan (colours).

The Nishan toli (Colour party will march towards inspection line at this instant parade commander will order parade to pay respect to colour.

“Parade Nishan ko samman denge,

Parade General Salute Salami Shastra

The band will play the tune of General Salute and guests / spectators will stand up at their places and uniformed personnel will salute.

The Nishan party will halt at the middle of parade at pre-marked place. The guards / protection of colour will perform “Salami Shastra” in honour of Nishan. The Nishan Party Commander will command –

Nishan rakshak,

Nishan ko Samman Denge

General Salute,

Salami Shastra

The “baazu shastra” will be ordered by parade commander, upon this command the Nishan rakshak and parade will come into ‘Baazu Shastra’ Position.

N.B. :

1. It is seen that big institutions have permanent forts especially made for the passing out parades. These forts have ramparts. The buglers should be stationed on the ramparts or any other convenient places, if the wall has no ramparts.
2. If the institution does not have the permanent fort, it is desirable that a Temporary Fort of canvass cloth is made. This will lend color and pageant to the ceremony.
3. Mounted squad and lancers will be included in the Parade depending upon the availability.

Section-3

Presenting Compliments To The Head of The Organisation / Institution

- (i) The Head of the Institution / Organisation will arrive 10 minutes before the commencement of the program. The moment his arrival is sighted, the parade commander will bring the parade to “Savdhan” and “Kandhe Shastr” positions. Immediately after the head of the institution has taken position at the Saluting Base, the parade commander will give the command “Parade, General Salute, Salami Shastr”. The Band will play the tune “General Salute”, at the conclusion of which the parade commander will give the following commands successively:

“Parade Kandhe Shastra”,

“Parade Bazu Shastra”,

“Parade Vishram”.

- (ii) After taking salute, the head of the institution will proceed to the alighting point to receive the VIP invited to review the “Deekshant Parade” and walk for his arrival.

Section 4

Arrival of the VIP/VVIP

As soon as the VIP/WIP is sighted, the buglers will sound “Fanfare”. The Parade commander will immediately give the Command; “Deekshant Parade, Savdhan”, followed by “Parade kandhe Shastr”.

As soon as the VIP, escorted by the head of the institution, takes up his position on the Saluting Base, the parade will present arms to him, the parade commander giving the following words of command:

“Parade, General Salute, Salami Shastr”

The Band will play the tune “General Salute” and the parade will stay in that position till the tune is over. (If the VIP is the President of India or a Governor, the “Rashtriya Salute” will be given and the Band will play National Anthem) The parade commander will, thereafter, bring the parade to “Kandhe Shastr” and “Bazu Shastr” positions.

N.B. Regarding ‘Salute’ and playing of National Anthem instructions contained in Section 7 and Section 8 of Chapter XVIII (Chapter on Guard of Honor) will be followed.

Section-5

Review of the Parade by the VIP

The moment the parade comes to “Bazu Shastr” position, the commander will march towards Saluting Book, halt, pay compliments to VIP and report –

“Shriman, (“Mahodayaa”, if the VIP is a lady), Deekshant Parade Aapke Nirikshan Ke Liye Hazir Hai”

Meanwhile, the inspection jeep (if one is planned to be used), stationed close at hand, will reach the Saluting Base. The VIP will stand in the front portion of the jeep, and the head of the institution and the parade commander in the rear portion, with the former on the right and the latter on his left side. The jeep will then proceed to the right of the parade and pass through the front rank of the

parade from right to left (in case a jeep is not intended to be used, the VIP will be escorted on foot to the inspection line with the head of the institution on his right and the parade commander on the left, both moving one step behind the VIP).

As soon as the VIP (whether on the inspection jeep or on foot) passes the right guide of the first platoon, the Band will start playing one of the slow march tunes and will continue to play the same till the review of the parade by the VIP is over. (If the VIP is on foot, the parade commander and the head of the institution will move in slow march during the review).

Parade commander and head of the institution will Salute to left if the Nishan (Colour) is on parade.

Section 6

Oath Taking

- (i) After the VIP's return to the Saluting Base, the parade commander will salute him and seek permission for oath taking in the following words:

“Shriman” (“Mahodayaa” for a lady VIP), Shapath Grahan Karne Ki Agyaa Pardan Karen”

The Parade Commander will once again salute the VIP, turn about and return to his original position near the inspection line.

- (ii) Parade commander will, thereafter, bring the parade to “Kandhe Shastr” position and call the Rashtriya Dwaj party (consisting of bearers of the National Flag and that of the institution /unit, and the escorts), using the word of command, (Rashtriya Dwaj Party Parade Par”

Thereupon the ‘Rashtriya Dwaj Party’ with National Flag and Unit Flag, will march towards (and in front of) of inspection line and reach up to 14 paces beyond the right guide of the first platoon. As soon as the ‘Rashtriya Dwaj Pary’ starts marching, the parade will present arms to the national Flag on the command of the parade commander:

“Parade Rashtriya Salute, Salami Shastr”

The band will play the full version of the National Anthem. During the “Rashtriya Salute”, all the guests, invitees and others present at the parade ground will stand up and officers in uniform, among them will salute. Suitable

announcements will be made beforehand in this regard. If Nishan is on parade then Nishan Vahak (colour party) will bow the Nishaan at the time of Rashtriya Salute.

Upon 'Rashtriya Dwaj Party' reaching its designated position on the right hand side of the parade, the 'Rashtriya Dwaj Party' Commander will give the command, 'Rashtriya Dwaj Rakshak', Salami Shastr', on which the 'Rashtriya Dwaj Rakshak' will also present arms. The institution / unit flag will be dipped. All this while, the parade will remain in "Salami Shastr" position.

The parade commander will now bring the parade and the 'Rashtriya Dwaj Rakshak' to "Kandhe Shastr" and "Bazu Shastr" positions. All the invitees and others will resume their seats.

- (iii) The parade commander will, thereafter, give the following commands to the Platoon commanders:

"Commanders Wapas Kirch"

"Commanders Jagah Lo"

On the first command, the platoon commanders will return their swords. On the second command, they will take a right turn and wait for a drum beat on which they will march to the right of their respective platoons and halt. On a second drum beat, they will turn about.

- (iv) The parade commander will then give the command 'Rashtriya Dwaj Party' "Jagah Lo", upon which the two flag bearers will march forward and take position 7 paces before the right guide of the First Platoon, the national flag being in front and the institution unit flag behind it. Simultaneously, the parade participants will move their left hands and take hold of their rifles with it (a drum beat will be given for this). On the next drum beat, they will raise their right hands to an angle of 45° to the horizontal.
- (v) On the parade commander's command, 'Rashtriya Dwaj Party', 'Karyavahi Shuru Kar', the two flag bearers will start moving in slow march in front of the parade, the national flag leading. The Band will play one of the slow march tunes. When the flag bearers cross the left guide of the last platoon, the middle rank will hold their rifles with left hand and raise their right hand on drum beats. Simultaneously the front flank will cut their hands to "Savdhan" position. Likewise, after passing completely through the rear flank, the flag bearers will start quick march and come to the centre of the parade and halt, facing towards the parade.

- (vi) For the Oath-taking, a drum beat will again be given upon which the cadets will raise their right hands to 45° to the horizontal, holding their rifles with left hands, as before.
- (vii) The Head of the Institution Organisation will now read out the prescribed oath (breaking its text in convenient parts) in the language spoken and understood by the cadets who will repeat every part of it as soon as read out by the former. Once the text of the oath is completed, the cadets will, on a drum beat, swiftly cut their right hands and on the second beat, they will take the rifle in their right hands and resume the “Savdhan” position.
- (viii) The parade commander will now give the command, “Commanders Jagah Lo”, upon which the platoon commanders will take their positions in front of their respective platoons; the ‘Rashtriya Dwaj Party’ will simultaneously turn to the left and join its escorts.
- (ix) The parade will, thereafter, give the command “Commanders Nikal Kirch”, upon which the platoon commanders will fake out their swords. The parade will be brought to “Kandhe Shastr” position.
- (x) The parade commander will now order the ‘Rashtriya Dwaj Party’ to move out with the command, Rashtriya Dwaj Party, Kooch Kar”, upon which the ‘Rashtriya Dwaj Party’ will march off, passing in front of the parade. The parade commander will immediately give the command, “Parade, Rashtriya Salute, Salami Shastr”, upon which the parade will present arms to the national flag. The Band will play full version of the National Anthem. All the invitees, guests and other present at the parade ground will once again stand up and officers in uniform, among them, will salute. Nishan will bow to pay respect. Suitable announcements will once again be made beforehand in this regard.
- (xi) The spectators will assume their seats once the National Anthem is over and the ‘Rashtriya Dwaj Party’ is seen off the parade commander will give the commands, “Parade, Kandhe Shastr” and “Parade, Bazu Shastr”.

Section-7

Ceremonial March Past

- (i) Once the ‘Rashtriya Dwaj Party’ has marched off and the parade has

come to “Bazu Shastr” position, the parade commander will give the following commands to commence the March Past: —

“Parade, Nikat Line Chal”

“Parade, Kandhe Shastr”

“Parade, Tin-o-Tin Column men Dahine Chalega, Dahine Mur”

The moment parade turns Right (Dahine mur) Nishan toli commander will command –

Nishan toli dahine disha badal, dahine ban

(The Band will start playing one of the quick march tunes)

“Baen Disha Badal, Baen Ghoom”.

Formation into Close Column

- (ii) As the parade approaches the march past line in front and the left of the Saluting Base. (Point ‘A’) the parade commander will give the word of command, “Parade, tham Kar, Baen Disha Platoon Ke Nikat Column Banaa”.

Individual platoon commanders will then bring their respective platoons to halt and make them turn to the left, in succession. When the last platoon has thus formed up, the parade commander will give the command, “Parade, Bazu Shastr”, and immediately thereafter order the dressing of the platoons with the words of Command “Parade Dahine Saj”.

On this command, the right guides of all the platoons will turn to their right, march out 5 paces, halt, turn about and take up the dressing of the front line, one after the other, the right guides of all the platoons, in succession, giving the command “Hilo Mat”. Immediately after the right guide of the last platoon has finished his command to the first line, all the right guides will together take a left turn, move a step forward, take right turn and respect the action for dressing of the second line. All these movements will once again be repeated for the third line of each platoon in the same sequence. Immediately after the right guide of the last platoon has given the command “Hilo Mat” to the last line of his platoon, all the right guides will together take a turn to the right, move two steps forward, take a left turn to their original positions in alignment with the first line of their respective platoons. The guides will take care to coordinate all their movements with each other throughout.

After dressing of the platoons is over, the parade commander will give the word of command 'Samne Dekh' on which the entire parade will simultaneously come to the 'eyes front' position, and platoon commanders and the parade commander will turn about. All the right guides will step out together, march 5 paces, halt and turn to their right. The parade is now ready for the March Past.

March Past:

- (iii) The Parade Commander will now give the Commands: "Parade, Kandhe Shastr" "Parade, Platoon Ke Column Men Manch Se Guzregi-Number One Platoon Aage".

Immediately after this command, the platoon commander of the 1st platoon will give the command, "Number EK Platoon, Aage Barhega, Dahine, and Se Dhire Chal". The first platoon will, on this command, start slow march. The Band will play slow march" tune. The remaining platoons will follow in succession at the column distance, each platoon commander giving the command independently to his own platoon to start marching. The parade commander will start marching as soon as Number 1 platoon commences its march.

- (iv) When the Platoon No. 1 is approaching Point 'B'. Parade Commander will give the command 'Parade Bari-Bari Khuli line Chal".

Thereupon, each platoon commander will give the following commands independently to his own platoon on reaching the Marked Flag Points.

- (i) No..... Platoon Khuli Line (At point B) (Platoons will one order & continue marching)
- (ii) No Platoon Dahine Dekh (At Point C)
- (iii) No.....Platoon Samne Dekh (At point D)

At the command Platoon Dahine Dekh the entire platoon except the right guide will turn 'Eyes right'. The Platoon Commander will simultaneously salute the VIP. The parade commander salutes independently.

When Nishan will be passing through the dias the Nishan toli commander will do "dahine dekh". Nishan Rakshak and Nishan will march straight. If the Chief Guest is President or Governor, then command will be "Jhukao Nishan" and "Uthao Nishan". If Chief Guest is other than the President or the Governor, then the Nishan

toli commander will Command – “Lahrao Nishan” and “Pakro Nishan”.

- (v) When all platoons have cleared saluting base and between point ‘D’ & ‘E’, the parade commander will give the command for close order ‘Parade Bari –Bari Nikat Line Chal.

There upon each platoon commander will give the command independently to his own platoon, on reaching the marked flag point. The word of command for platoon commander is ‘Platoon No...Nikat Line’.

On reaching the corner flag (Point F) parade commander gives the word of command “Parade, Tham Kar, No. 1. Platoon par, Platoono-ka-Nikat Column Banaa”. On this parade will be formed again in the close column of platoon No. 1. For this each platoon commander will give the command “No.....Platoon Tham’ independently on raching at close column distance—after No. 1 platoon halts near corner point.

After this, the parade commander gives word of command

“Parade Dahine Se Bari Bari, Tinon-tin ke Column Mein Aage Barh, Parade Dahine Mur”.

- (vi) As soon as the parade is turned to its right, No. 1. Platoon Commander will advance his platoon by giving word of command “No. 1 Platoon, Baen Se Tej Chal, Baen Ghoom” and thereafter all platoon commanders will advance their respective platoons and march along with inspection line. The Parade has to pass through the saluting base again in quick march, in platoons and such on reaching near passing line again the parade will be advanced in the platoons columns.

On reaching near the passing line (Point ‘A’) the parade commander will give the world of command “Parade baen Disha Platoon-ke-column Mein Aage Barb”.

There upon, each platoon commander will advance the platoon by giving the following word of command:

“NO:.....Platoon Aage Barhega baen Mur—Dahine Se”

Similarly, platoon commanders will give following words of command while passing in front of saluting base:

“No.....Platoon Dahine Dekh” (Point C)

“No.....Platoon Samne Dekh” (Point D)

Nishan toli will do the same action as it did during slow march.

On reaching the corner flag Parade Commander will give the word of command:

“Parade, Dahine Se Bari Bari Tinon Tin Ke Column Mein Age Barn,”

There upon on reaching near the corner, the parade will again advance in column of threes for forming up on Inspection Line. For this, each platoon commander gives the following words of command:

“No.....Platoon Tinon tin Men Dahine Chalega—Dahine Mur”

On this, each platoon will right turn on the marked place and Platoons wheel twice and again near the inspection line on commands “Baen Ghoom”.

Nishan toli will also change direction (Disha badlege)

(vii) Once the parade reaches the original position i.e. on inspection line, Parade commander will give word of command “Parade Tham”, on which the parade will come to halt. The Parade Commander will, thereafter, give the following further commands:

“Parade Agage Barhega, Baen Mur” “Parade Khuli Line Chal”

The parade, on these commands, will turn to the left and move to open order position. On a drum beat, the platoons on the right side of the Fort Wall Gate will turn their heads to the left and those on the right flank will look towards right and dress themselves up. At the next drum beat, all will come to ‘eyes front’ position.

N.B.:

1. The procedure described in Section-7 involves two times March Past by the parade before the saluting base. First in slow time in Platoons column (Please see Section 17 pf Chapter XVI of the manual) and secondly in quick time in platoon column (Please see section 16 of Chapter XVI. This procedure should be adopted for the passing out parade for officer—cadets.
2. In the passing out parade of recruit-constables, when the number of trainees very, large, march past, in slow time way be omitted.
3. While marching past in slow time, the procedure involves a ‘Halt’ on pass-

ing line at the right corner (Near Point 'T' after all the platoons have marched past the saluting base in slow march) for formation of parade in close column. This can be done in continuous marching (i.e. without halt) also as outlined in section 17 of chapter XVI.

Section- 8

Advance in Review Order, Report by the Head of the Institution, Prize Distribution and VIP's Address.

- (i) "Once the dressing is over, the parade Commander will advance the parade in review order, by giving the command "Parade, Sameeksha Kram Mein madhye Se Tej Chal" Upon this command, the parade will march 15 paces forward and automatically come to halt (on further word of command will be given for halt). As soon as the parade halts, it will present General Salute on the following commands of the Parade Commander: —

"Parade, Kandhe Shastra"

"Parade, General Salute, Salami Shastra"

"Parade, Kandhe Shastra"

"Parade, Bazu Shastra"

"Parade, Vishram"

The Head of the Institution will now present his report.

- (II) Once this is over, the parade commander will take the prize winners forward for receiving their prizes and trophies. The sequence of commands will be as follows: —

"Parade, Savdhan"

"Commanders Waapas Kirch" (on this parade Commander and Platoon Commanders will return their swords.)"

"Parade, Vishram"

"Puraskar Vijeta, Savdhan"

"Puraskar vijeta, Line Ban"

A drum beat will be given on the command “Puraskar vijeta Line Ban”, upon which each prize winner will pass his rifle into the left hand of the person standing next to him. On a second beat, all prize winners will march to form a line on both sides of the parade Commander, facing the Saluting Base, and dress up on the parade Commander’s word of command, “Vijeta, Saj Ja”.

On his next command, “Vijeta, Madhye Se Tej Chal” all prize winners (including the parade Commander himself) will advance. On reaching the marked line in front of the Saluting Base, and dress up on the Parade Commander will bring them to halt and give the following further commands: —

“Vijeta, Saj Ja”

“Puraskar Vijeta, Salute”

“Vijeta, Vishram”

The names of the prize winners will then be called out, upon which each of them will take a step forward and proceed to the Saluting Base, salute the VIP, receive the prize/trophy, again salute, turn to the left, march up a few paces to the side of the Saluting Base, hand over the prize/trophy to the official detailed for the purpose, and return to his original place in the line of prize winners.

Once all the prizes have been distributed, the Parade Commander will take the prize winners back, giving the following words of command:—

“Puraskar Vijeta, Savdhan”

“Vijeta, Salute”

“Vijeta, Piche Mur”

“Vijeta, Madhye Se Tej Chal”

On their reaching near the parade and in line with the original position of the Parade Commander, the Parade commander will give them the word of command, “Vijeta, Tham” on which they will come to halt. On the word of command, “Puraskar vijeta, Jagah Lo”, all the prize winners would move forward to their respective places in the Parade, the Parade Commander staying behind. A drum beat will then be sounded, on which all of them will take back their rifles. One-third-drum beat; they will come to stand-at-ease position.

(iii) The VIP will now deliver his address.

Section 9

Peeling Off

- (i) Once the VIP's address is over, the Parade commander will give the following words of command.

‘Parade, Savdhan’ ‘Commanders, Nikal Kirch’

- (ii) After the Parade has come to attention and the platoon commanders have drawn their swords, the Parade commander will advance to the Saluting Base and seek permission of the VIP for peeling off in the following words:

**“Shriman, (‘Mahodayaa’ in the case of a lady VIP),
Deekshant Parade Ko Nishkraman Karne Kee Agyaa Pradann
Karen”**

- (iii) The Parade commander, after obtaining permission for peeling off, will return to his position in front of the parade and give the words of command:

“Deekshant Parade, Kandhe Shastr”

“Nishan toli kooch kar”

Nishan toli commander will start march off with Nishan. Parade Commander will command General Salute and band will play tune in honour of Nishan. The spectators and invitee will stand up at their place and uniformed personnel will salute.

“Parade, Dahine Baen Mur”

“Parade Nishkraman Ke liye, Dahine Baen Se Dhire Chal”

Upon these commands, the parade turns inside and the cadets start stepping out in columns of threes, from platoon on left as well as right side of the parade, abreast with each other, towards and on either side of the Saluting Base, in slow march. Every next, six cadets will follow the previous six at a distance of 8 paces.

The Parade and platoon Commanders and the right guides will step out in slow march along with the files and form up in the center waiting for their turn for peeling off.

As each row of six cadets reaches the mark point near the Saluting base, they will split into two rows of three each one moving towards the right and the other towards the left of the Saluting base. On approaching the VIP, they will pay compliments by offering the butt salute. After moving 8 paces, they will cut own the salute and after crossing the marked line they will break into quick march and proceed to the armory to deposit their riffles.

The right guides and the platoon commanders followed by the Parade Commander will start marching after the last row of cadets. As soon as the Parade Commander has crossed the VIP, the riding section and the band will march off through the fort wall gate. The gate will then be shut.

Section 10

Special Notes

- (i) The procedure described in the chapter requires formation of parade in platoon. In case, the number of trainees is very large and it is desired, that the formation of parade should be in companies, March past will be done by the procedure given us section-14 of Chapter XVI.
- (ii) The passing out Parade is an occasion marking culmination of the training of the trainees. So the Parade has a little role for the Unit Adjutant and Unit SM Similarly there is little role for parade 2/IC. However, where it is desired, that they should be taken into parade according to the traditions of the unit/organisation/institution, permission of the concerned Director General of Police should be taken. Then their position in the parade will be as in Appendix 'A' of Chapter XVI.
- (iii) The Words of commands regarding Arms Drill pertain to Arms Drill with .303 Rifles. In the units where trainees have only SLRs the commands regarding "Kandhe Shastr" will be omitted and march past will be in "Bagal Shastr".
- (iv) If cheers are to be given to the VVIP/VIP at the parade, the procedure contained in Section 3 of Chapter XIX. will be followed.

SWORD DRILL



CHAPTER XXI

SWORD DRILL

The sword is a traditional badge of rank and honor. This drill is used for ceremonial purposes only. The main qualities that must be sought are accuracy and swift but graceful movement.

A sword is divided into two constituent portions, i.e. Hilt and Blade.

The Blade has three divisions:

- (i) *Fore*. The portion near the hilt.
- (ii) *Middle*. The central portion of the blade.
- (iii) *Feeble*. The lowest portion of the blade.

The Hilt is composed of three distinct parts:

- (i) *Pommel*. The knob on the handle.
- (ii) *Handle*. The portion from where the sword is taken into grip.
- (iii) *Hilt*. The Part in front of the handle, which protects the finger.

The sword must always be worn with a sword knot made of approved pattern.

Section 1

Sword Drill Movements

1. *Position of Attention*

Hold the scabbard with the left hand, left arm straight (Left arm bent outside the hilt when the sword is not drawn), back of the hand to the left, thumb round the front forefinger pointing down the scabbard, other fingers curled round the back. This position of the left hand is maintained throughout drill except when standing at ease with sword not drawn.
2. *Draw Sword By Numbers, Squad One (Gintise Nikal Kirch, Squad—Ek)*

In one movement carry the right hand across the body, grasp the handle and draw out the blade until the forearm is horizontal and in line with the shoulder. The back of the hand is to the rear, fingers and thumb round the handle.

Squad—Two (Squad—Do)

Draw the sword sharply forward and upward allowing the shoe of the

- scabbard to move slightly to the rear. Resume the position of attention with left hand.
- Recover Position. (Khada Kirch)* As soon as the point of the sword leaves the mouth of the scabbard, bring it sharply to the position of the recover, i.e. with the blade perpendicular, edge to the left, upper part of the hilt in line with and opposite the mouth, thumb towards the mouth on the side of the handle.
- Squad—Three (Squad Teen)*
Position of the Carry—
(Samne Kirch) Force the right arm to the side, elbow close in forearm horizontal and to the front. Blade perpendicular, edge to the front, the grip held lightly, other fingers together and slightly curled, hilt resting on the upper part of the hand.
3. *Slope Swords (Kandhe Kirch)* Drop the point of the sword to the rear so that the back of the blade rests midway between the neck and the point of the shoulder. Keep the forearm and hand still but release the grip with the last three fingers and put the little finger behind the handle.
4. *Return Sword By Numbers, Squad One (Gintise Wapas Kirch, Squad—Ek)* Force the hilt over to the hollow of the left shoulder, blade perpendicular, edge to the left, right forearm horizontal and elbow in line with the shoulder, back of the hand to the front. At the same time push the shoe of the scabbard a little to the rear. Grip the mouth of the scabbard with the left hand and immediately force the point of the sword downwards outside the left shoulder with a quick turn of the right wrist and put it in the scabbard guiding the blade home with the forefinger. Force the blade home to assume the position of the first motion of Draw Swords. Keep the shoulders

- Squad—Two (Squad—Do)*
- Squad—Three (Squad—Teen)*
5. *Squad Stand at Ease (Squad Vishram)*

square to the front.

Force the sword home in the scabbard and resume the position of Attention with the left hand and the scabbard. The right hand remains on top of the hilt, back of the hand upwards, fingers and thumb close together and straight, forearm horizontal and close to the body.

Cut the Right hand to the side.

 - (i) With the sword in the scabbard.

Carry the left foot and the scabbard about 12 inches to the left, so that the weight of the body rests equally on both feet. At the same time, carry the hand behind the back and place the back of the right hand in the palm of the left, grasping it lightly with the fingers and thumb, and allow the arms to extend easily to their full extent.
 - (ii) With the sword drawn from the Slope.

Carry the left foot about 12 inches to the left, the sword brought to Slope (Kandhe Kirch) position on the right shoulder. The left hand grasping the scabbard as in the position of Attention.
 6. *Attention from Stand at Ease, Squad—Attention (Vishram se Savdhan's Squad Savdhan)*

Bring the sword to the carry and come to attention.
 7. *Quick—March (Tez Chal)*

The sword or empty scabbard is kept steady at the side by the left hand. If the sword is drawn the position of the same will be as described in General Notes given below.
 8. *Squad—Halt (Squad Tham)*

Assume the position of attention.

Section—2

Saluting With The Sword

1. *Saluting at the Halt*

(Tham kar Siloot Karna)

Salute to the Front by Numbers —

Bring the Squad one (Gintise Samne Siloot, Squad—Ek)
sword up to the recover.

Squad—Two (Squad—Do)

Lower the sword until the point is 12 inches from the ground and directed to the right at an angle of 45 degree from the front, edge to the left, right arm and sword in one straight line, thumb flat on the handle of the sword.

Squad—Three (Squad Teen)

Bring the sword to the recover.

Squad—Four (Squad Char)

Return, to the position of carry.

NOTE: (i) When the sword is not drawn, the normal salute with the hand is given.

(ii) When on parade with troops armed with the rifle and the Present is ordered, officers with swords will work on the first and third motions of the Present. On the order ‘Slope Arms’ they will work with the men.

(iii) When the order ‘Fall out the Officers’ is given, they will salute with the sword, form up in rear of the senior officer and will return swords before standing at case.

2. *Saluting On the Move*

In both slow and quick time the salute will be performed in two motions, the first and second motions being done, respectively, when the right and left feet come to the ground continuously

one after the other, immediately after the word of command which are given when the left foot comes to the ground.

The motions are to be done as follows:—

- (a) While Saluting:
 - (i) First Motion: The words of command are given when the left foot comes to the ground. When the next right foot comes to the ground, bring the sword to recover face kept straight.
 - (ii) Second Motion: When the left foot comes to the ground next, turn the head towards the reviewing officer and dip the sword as described in Para 9.
- (b) While Coming to Eyes Front After the Salute is Over.
 - (i) First Motion: The words of command to come to Eyes Front are given when the left foot comes to the ground. When the next right foot comes to the ground, come to the Recover position, head turned to the front.
 - (ii) Second Motion: When the left foot comes to the ground next, bring the sword to Carry position.

Section—3

General Notes

- (i) At the halt, the sword is normally at the Carry when the men are at attention or with arms sloped.
- (ii) On the more the sword is sloped on stepping off and brought to the Carry on halting except on the

following occasions when the sword will always be at the Carry.

- (a) On turning or wheeling on to or reaching the saluting base.
- (b) When falling in or falling out the officers.
- (c) When advancing in Review Order.
- (d) When Guard Mounting.
- (e) Swords, if drawn, will be at the Carry throughout, except when the men are standing at ease and when marching to and from a parade ground (but clear of it) when they will be at the slope,
- (iii) When the men march at case without slinging, the sword will be sloped.
- (iv) When the men march at ease with rifles slung, the sword will be returned. On marching to attention, swords will be drawn again, working on the left foot.

CHAPTER XXII

EXTENDED ORDER DRILL

Section 1

Introduction

Control of a force in field, particularly when extended or deployed can be exercised far better by signals, than by verbal or written messages. When a force has actually to be committed to a definite form of action against dacoits, full instructions should be given by the Commander whenever possible. But during the march and at all times when quickness of movement is the first and main essential, control by signals should be used, provided the conditions are suitable.

The rifle will normally be carried at the trail when moving in Extended order in line. Correct dressing and keeping steps are not required, but an approximate line should be kept. Otherwise, when extended, men might come in the line of fire of other members of their party. Commanders should place themselves where they can best supervise their commands. It should be explained that as extensions are usually made in order to develop fire or avoid loss of life they are normally carried out at the double. An extended line is closed only when under cover or when not under fire. Closing is, therefore, carried out in quick time, unless it is desired to close on the move. Unless otherwise ordered men extend and close from or to the centre file which should be named.

Before deploying a squad or platoon for field drill, it should be dressed, numbered and the centre file proved by giving the following caution:

“No.....Centre File and File of Direction, the Objective is.....”

(Number.... .Madhya File aur Disha Ki File—Udheshya Hai)

At this command the men of the given file will prove by raising the disengaged arm. If it is required to march by a flank the front rank man of the file on that flank will move.

When deploying the squad or platoon by signal, a short blast of the whistle (i.e., the cautionary blast) will be blown whenever possible before the signal is made, in order to attract the attention of the men. When the commander is satisfied that his signals are understood, the commander will drop his hand to his side on which the units under him will act as ordered.

Figures given below refer to Chapter XIII Pages 00 - 90
FIELD SIGNALS—EXTENDED ORDER DRILL

chp ls [kksyuk

nkfgus dks [kksyuk

ck;sa dks [kksyuk

Deploy from the centre



Fig. No. 1

Deploy to the right



Fig. No. 2

Deploy to left



16

Advance



Halt



Fig. No. 5

Retire or about turn



Fig. No. 6

Change direction right

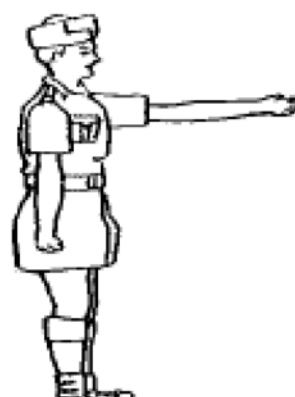


Fig. No.

Change direction left

Right Incline or turn

Left Incline or turn



Close on the center



Fig. No. 11

Close on the right

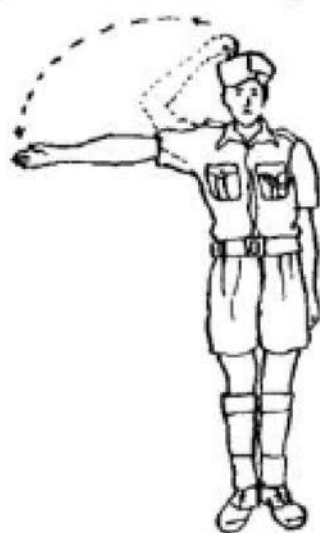


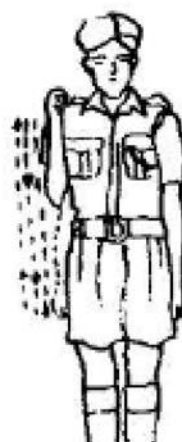
Fig. No. 12

Close on the left



Fig. No. 13

Break into Double Time



Break into Quick Time



Follow Me



Lie down

लेटना



Fig No. 17

As you were



Fig No. 18

Enemy in sight in large numbers



No enemy in sight



The signals mentioned in Sections 3 and 4 will also be made use of during Field Exercises.

The following words of command and signals by hand will be used for deploying a squad from the front, centre, and rear.

Section 2

Words Of Command

(a) Deploying

To the right extend (*Dahine Phail*): At this command the left guide of the rear rank will remain stationary and the remaining men of the middle, front and rear ranks will extend to the right into single rank as follows:—

All except the left guide of the rear rank will turn to the right. The front rank men will move first followed by the centre and rear ranks to an interval of two paces between each person. All will then turn to the left and come to Stand-at-Ease (*Vishram*) position.

To the left extend (*Baen Phail*): Same as for above except that in this case the right guide of the front rank will remain stationary and the remaining men of the middle, rear and front ranks will extend to the left.

From the centre extend (*Madhye Se Phail*): At this command the centre man of the middle rank will remain stationary and the remaining men of the front, rear and middle ranks will extend to the right and left respectively.

NOTE: If the number of paces is not indicated, men will extend to two paces.

(b) Closing

On the right close (*Dahine Simatt*): At this command the right guide of the front rank will remain stationary and the remaining men of the front rank, and middle and rear ranks will close up to the right in their original order.

On the left close (*Baen Simatt*): At this command the left guide of the rear rank will remain stationary and the remaining men of the rear middle and front ranks will close up to the left in their original order.

On the centre close (*Madhye Par Simatt*): At this command the middle ranks will close on the centre man who will remain stationary and the front and rear ranks will left turn and right turn and close in their original order.

Section 3

Signals With The Hand

Extending to the right: The right arm extended to the full extent over the head and waived slowly from side to side, the hand to be open and to come down as low as the hips on both sides of the body three times and then pointed to the right. See fig. 2.

Action by platoon: As described in section 2 above.

Extending to the left: Same as for 'Extending to the Right'. Instead of right arm, left arm will be used for signaling. See fig. 3.

Action by Platoon: As described in section 2 above.

Extending from the centre: Same as for 'Extending to the Right' except that after the third swing of the hand, the hand will be dropped straight down to the position of Attention. See fig. 1.

Action by Platoon: As described in section 2 above.

NOTE: In the above movements it should be remembered that the front rank will always be on the right side.

Close: The hand placed on top of the head, the elbow to be square to the right or left according to which hand is used. The above signal denotes 'Close on the Centre'. See fig. 11.

If it is required to close on a flank (right or left) the commander will point to the required flank before dropping his hand. See figs. 12 and 13.

If when on the march, it is required to halt as well as close, the commander will give the halt signal before dropping the hand.

Advance : The arm swung from rear to front below the shoulder. See fig. 4.

Halt : The arm raised to the full extent above the head.. See fig. 5.

Retire : The arm circled above the head, three times. See fig. 6.

Change direction right (or left) : The right or left arm is extended in line with the shoulder. A circular movement is then made, on completion of which the arm and body should point in the required direction. See figs. 7 and 8.

Right (or left) incline or turn: The body turned in the required direction and the arm extended in line with the shoulder and pointing in the required direction. See fig. 9

Wheeling to the right or left : The opposite hand, i.e., for Right Wheel left hand, and for Left Wheel right hand is extended in line with the shoulder. A circular movement is then made, on completion of which the arm and body should point in the required direction.

Double : The clenched hand moved up and down between the thigh and shoulder. See. fig. 14.

Quick March from double: Bend the right elbows with the palm of the hand open and facing the men and then drop it smartly. See fig. 15.

Follow me : The arm swung from rear to front above the shoulder. See fig. 16.

As you were: The arm extended downwards with the hand open and waived across the body parallel to the ground. See fig. 18.

Kneeling position : Bend right knee slightly and indicate signal by touching the knee three times.

Lying position: Two or three slight movements with the open hand towards the ground (Palm downwards). See fig. 17.

Section 4

Signals With The Rifle

The following communicating signals will be made with the Rifles :

Enemy in sight in small numbers: The rifle held above the head at the full extent of the arm and parallel with the ground, muzzle pointing to the front. See fig. 19.

Enemy in sight in large numbers: The rifle held as in the previous signal, but raised and lowered frequently. See fig. 20.

No enemy in sight: The rifle held up to the full extent of the arm, muzzle uppermost. See fig. 21

NOTE: These signals may be used by Scouts, etc., sent ahead of their sections; care should be taken that the signals cannot be seen by the enemy.

Enemy centre of resistance holding up advance: Place head gear on a rifle and point in the direction from which fire is coming.

Section 5

Control By Whistle Blasts

The following whistle blasts are used:

Cautionary blast (A short-blast)—to draw attention to a signal or order about to be given.

The alarm blast (A succession of alternate long and short blasts)—to turn out men from Camps or bivouacs to fall in, or to occupy previously arranged positions.

The Rally Blast (A succession of short blasts).

To denote close on the leader in wood, bushes, darkness or crowd, when the manual signal cannot be seen.

On the above blast being given, the men will double towards the sound of the whistle and will rally on the leader facing in the same direction.

CHAPTER XXIII

STREET LINING

General: Street lining is generally done on occasions of important melas, religious festivals, for passing vehicular and pedestrian traffic and for protection of VIPs. This is generally done without arms, but on important occasions the duties may be performed with lathis and also weapons.

Strength: The force employed should be according to the length of the road or area to be guarded and as far as possible the number of men should be enough to maintain proper control and intercommunication.

Formations: For Street Lining, a platoon or company generally falls in two ranks, unless the road has to be divided into two parts for passing vehicular and pedestrian traffic, or when men are short and a greater distance has to be covered up, in which case the squad or platoon has to be brought into single file from two ranks.

Deployment: For deploying the platoon or company for the above movements, it is generally opened out from the rear by bringing it in the centre of the road and then turning it to the required direction of the road which has to be guarded.

Dressing: The dressing in all the formations is taken from the guides who opens out first.

Men will open out and close at the Slope Arms. When required interval has been achieved, each file will Order Arms and Stand-At-Ease together. Similarly when ordered to close, each file will come to Attention and Slope Arms together and then move off.

Section 1

For Guarding A Road On Both Sides.

1. Street Lining from the rear on both sides of the road.....Paces extend Quick March.

(Sarak Ke Dono Taraf Pichhe Se-Kadam Khol kar Line Bana—Tez chal)

2. Action. At this command the platoon or company which is in two ranks will move in the direction of the road which has to be guarded.

Both Men in the rear file on the command 'Quick March' will touch the men in front and at the same time wheel outward and after they have reached the edge of the road will halt and about turn. If with arms, both will Order Arms and Stand At Ease together. Similarly, each file will carry out the same procedure as the rear file.

NOTE : If the squads are on the move, the command 'Quick March will be omitted.

No definite pace can be given for the distance; in each case therefore, the men will halt at the edge of the road.

Closing

1. *On Right/Left, Close (Dahine/Baen, Simatt)*
2. *Action:* The File on the Right/Left Flank will come to attention, take a step forward, slope arms, turn inwards and march down in front of their respective ranks. When all the files have moved out, the following order will be given.
Inward About Wheel (Ander Ko Pichhe Ghoom)

The men of the leading file will wheel inwards and at the same time close their distance to two paces.

Note : The Right and Left Flanks of the squad will be according to the or original formation of the squad.

Section 3

For Guarding A Road On Both Sides Alternately

For deploying the platoon or company alternately it will be turned in the required direction and the following command will be given.

Form Single File—Quick March (Ek File Bana—Tez Chal)

On getting this command the front rank men will march forward. The rear rank will follow the front rank in single file. If the platoon/Coy. is already marching in the file the portion 'quick march (Tez chal)' of the words of command should be omitted.

When single file has been formed the following orders will be given.

1. *Street Lining From The Rear On Both Sides Of The Road Alternately....Paces Extend.*
(Sarak ke Dono Taraf Pichhese Bari Bari.... Kadam Khol kar Line Bana).
2. *Action :* On the command 'Extend' the rear rank man will touch the man in front of him and at the same time will wheel to the right; the front rank man similarly will wheel to the left. After completing the interval, they will halt at the edge of the road and about turn. Similar action will be done by the remaining men of the rear and front ranks.

If with arms, each man will order arms and stand at ease simultaneously.

Note: Single file can also be formed from at the halt. If the formation is to be made from at the halt the command "Quick March' will be added after 'Extend'.

Closing

1. On the Right/Left Close (Dahine/Baen Simatt)
2. Action : Same as in section 84. The farthest man on the extreme flank who has been ordered to close will march first and when he comes in line with his original pair, both will move off together.

Section 5

For Deploying A Platoon Or Company From The Centre.

1. For deploying a platoon or company from the centre, the centre man will first be proved. The following command will then be given:
2. (i) Street Lining From the Centre on Both Sides of the Road, Ranks Outward Turn.

(Sarak ke Dono Taraf Madhya se Khol kar Line Bana—Linen Bahar Mur)

At this command the ranks on the right and left of the centre men will turn outwards. The centre men of the rear rank will turn about.

(ii) From the Rear. Paces Extend Quick March (Pichhe Se. Kadam Khol Kar Tej Chal)

3. Action: At the command “Quick march,” the centre men will advance to the front and rear and take up positions on the side of the road, halt, turn about, and order arms (if armed).

The remaining ranks (*i.e.*, ranks on the left and right of the centre men) will act as in Section 1 and after achieving the required interval, dress up from the centre man of their ranks.

4. Closing: - If it is desired to close at the centre, the following command will be given.

5. *On the Centre Close. (Madhya Simatt)*

6. Action. (i) The centre men will advance forward and form up in the middle of the road at two paces interval in the original formation. The remaining men will close up on the right and left of the centre men and turn in the required direction which they faced originally.

- (ii) The ranks could also be closed as given in Section 1.

Section 6

For Dividing A Road Into Two Halves For Passing Vehicular And Pedestrian Traffic

After the formation of single file as described in Section 3 the following commands will be given :

1. Street Lining From The Rear Down The Centre Facing Outward.
Paces Extend.

(Sarak ke Madhye Bahar Munh karte Hue Pichhe se.Kadam Khol Kar Line Bana)

2. *Action* : On the command 'Extend' the rear rank man will touch the man in front of him and at the same time come to the halt and about turn. The remaining men will similarly touch the men in front after taking the required paces and halt, the front rank men turning to the left and the rear rank men to the right. The last man will halt and face in the same direction in which the line is moving. After each man has taken his position, he will come to Order Arms and Stand At Ease.

Section 1

Closing

1. *On the Right Close. (Dahine Simatt)*
2. *Action.* On the command Close, two men on the left of the front and rear rank will come to attention and slope arms. The rear rank man, who is in the extreme end, will turn to his left and move off wheeling to the left.

When the Rear end man has come in line will the second man of Rear Rank, the second man will move off along with him to the right.

The remaining men of the ranks when these two men are nearing them, will come to attention, slope arms and follow them.

When all the men have thus joined their ranks and formed two ranks, the following words of command will be given.

'Outward About Wheel' (Bharhar Se Pichhe Ghoom)

At this command both the guides will outward about wheel and at the same time close their distance and maintain their usual two paces interval between ranks.

CHAPTER XXIV COMPANY DRILL

The movements in Company Drill incorporate most of the basic movements of squad and platoon drill detailed in this Manual.

Company Drill, well conducted, is of great value in building up the morale and confidence of the company. It also provides an opportunity to practice junior leaders in giving words of command and in asserting their power of command.

Company Drill should at first be preceded by a lecture to the officers, under-officers and men to ensure that they understand the formation and movements to be done. Officers and under-officers should change places during drill so that all are practised.

Section 1

Strength Of A Company

The strength of a Police Company normally consists of the following officers and men. The rank and strength of the officers and platoon may differ from State to State.

Designation	Strength	Rank
(i) Coy. Commander	One	Gazetted/Inspector
(ii) Platoon Commanders	Three	Inspector/Sub-Inspector
(iii) Coy. Have. Major (C.H.M.)	One	Senior Havaldar
(iv) Coy. Qr. Master Havaldar (C.Q.M.H.)	One	Next Senior
(v) Platoon Havaldar	Three	Third Senior
(vi) Platoon	Three*	Hd. Constables and Constables

Note: *A Platoon normally consists of 6 Havaldars, and thirty constables
The Platoon Havaldar is the senior most from amongst the Havaldars in a platoon.

Section 2

Formations And Positions Of Officers And Under Officers

1. The following are the formations in Company Drill:
 - (i) Line
 - (ii) Column of Threes.
 - (iii) Column of Platoons.
 - (iv) Close Column of Platoons.
 - (v) Line of Platoon in Threes.
 - (vi) Column of Route.

2. *Line :*

Line is the formation in which the three platoons form up side by side with three paces interval between each platoon, i.e., No. 1 platoon on the right No. 2 in the middle and No. 3 platoon on the extreme left. The position of the Platoon Commanders is in the centre and three paces ahead of their respective platoons. The C.H.M. will be level with the centre platoon havaldar, but one file on his right and the C.Q.M.H. one file to his left.

3. *Column of Threes :*

Column of threes is the same as Line but facing a flank. The officers will be on the directing flank. If this flank is changed officers and the supernumerary rank will move clockwise round platoons to gain their positions—on the march in double time, at the halt in quick time.

4. *Column and Close Column of Platoons :*

Column of Platoons is the formation in which the platoons are one behind the other at a distance equal to their own length plus three paces, e.g., the distance between the first and the second platoons is the frontage of the platoon plus three paces.

In close column the distance between each platoon is the same (i.e., 7 or 12 paces), but in Column the distance will vary with any variation in the strength of platoons.

For normal purposes Close column of Platoons will be formed at 12 paces distance. This is measured between the heels of the rear rank of the leading platoon and those of the front rank of the next platoon. The distance is based on the room required to open ranks for inspection. For Drill seven paces is more convenient.

5. *Line of Platoon in Threes :*

This is the formation in which the platoons are in Three formation with the leading Threes of all the Three platoons in one line. The distance between platoons depends upon the order given. The position of the Platoon Commanders will be three paces in front and in centre of their respective platoons.

6. *Column of Route :*

This is the same as Column of Threes except that all officers and supernumeraries are in the ranks, the Company Commander leading Position of Platoon Commanders will be three paces ahead of their respective platoons. The C.H.M. will be in level with the Platoon Commander of the leading platoon and the C.Q.M.H. will be in the rear of No. 3 Platoon. Platoon Havaldars will be in the rear of their respective platoons.

NOTE: Company and Platoon Commanders will break ranks to supervise the marching and if necessary to give a word of command or pay a compliment.

When marching along a road the column should be kept well into the side of the road, so as to allow other traffic to pass.

Section 3

Dressing

1. On being halted in line column or close column, a company will always be dressed.
2. On the command “Right Dress” (Dahine Saj)—
 - (a) The men dress by the right.
 - (b) The officers in front of the company turn about together as the men turn off their heads, and supervise the dressing and covering off. They take up their dressing by the flank of direction.
 - (c) The Company Havaldar Major turns to his right and marches out five paces to the flank of the company, wheels left, halts in line with the front rank and five paces from it, turns left and dresses all three ranks in rotation. He will return to the line of the front rank having completed the dressing of the rear rank, and will give “Eyes Front” (Samne Dekh.)

The Company in Column or Close Column.

3. On the command “Right Dress’ (Dahine Saj)—
 - (a) The men dress by the right.
 - (b) The officers turn about as the men turn their heads.
 - (c) The Platoon Havaldars turn right and move out five paces to the flank of their platoons, wheel left, halt five paces away from and level with their front rank, turn left and carry on with the dressing at the command ‘Steady’ given by the C.H.M. Having dressed all three ranks they will return to their position five paces from and level with their front rank, facing inwards.

NOTE: In order that the Platoon Havaldars may work together it is usual to lay down the number of paces they will take when marching out.

- (d) The C.H.M. steps off and halts six paces to the front of and facing the right hand man of the company, from which position he can check the covering of the right-hand man of each platoon. He then turns left, moves out five paces and checks the dressing of the platoon Havaldars. On the command ‘Steady’ given by the C.H.M. the platoon havaldars will carry on the dressing.
- (e) When dressing is complete, the Platoon Havaldar of the leading platoon will give “No.....Platoon, Eyes Front.” The centre Platoon Havaldar repeats the order but omits the word ‘platoon’. The rear platoon Havaldar gives the cautionary command in full.

On the command “Eyes-Front ‘(Samne Dekh)’” given by the rear Platoon Havaldars:

- (f) The officers turn about.
- (g) The Platoon Havaldars and C.H.M. step off and return to their places.
- 4. If the Platoon Havaldar is not available the flank Section Commanders will dress the platoon.
- 5. In Company Drill each man will take up his dressing on completion of each movement. For ceremonial purposes the company should be practised in dressing by word of command.
- 6. Unless otherwise ordered, a company will fall-in in Close Column of Platoons and will then be inspected. If however space does not permit of this being done, it will fall-in in Line Formation.

Section 4

A Company In Close Columns Of Platoons Falling In

The Havaldar Major will give the command Fall-in upon which the right Section Commanders of each platoon will take one pace forward (at the order). They will be covered off by the Havaldar Major who will then give the command ‘Steady’. Upon this command the company will come to attention, take a pace forward and, after a pause will take up their dressing.

On completion of the dressing, the senior officer will give the command Stand-at-Ease.

Section 5

A Company When Halted Changing Ranks

About—Turn (pichhe Mur)

The whole company will turn about except officers and supernumeraries who will regain their positions by passing round the flanks, or through the ranks.

NOTE: If it is desired to turn about without changing ranks, the command ‘About Turn’ will be preceded by the caution. ‘The Company will retire’ and in order to resume the original direction ‘The Company will Advance’ in which case the officers and supernumeraries turn about but will not change their position.

Section 6

Close Column Movements

*Change Direction Right—Right
Wheel (Dahine Disha Badal—
Dahine Ghoom)*

Quick—March (Tez—Chal)

1. A close column when halted changing direction.

(i) The company, except the leading will make a partial turn to the left; the leading platoon will not turn, but will look to the right.

(ii) Each man will move round on the circumference of a circle, of which the right of the leading platoon is the centre. The outer flank will direct, but when platoons are of unequal strength they will maintain the same relative positions as they held before the wheel. The Company Havaldar Major will superintend the wheel on the left flank, the C.Q.M.H. on the right. Moving out after the command. Wheel the former must in regulating the pace, watch the left guide of the rear platoon, who will continue to march at a full pace throughout, and on whose movement the march of every man in the company should be made to depend.

(iii) When the company has circled round to the required angle, the command 'Forward' (Age Barh) or halt (Tham) will be given, on which all will at once advance in the required direction, or come to halt.

(iv) When wheeling to the left, it will be the duty of the Havaldar Major to watch the right guide of the rear platoon as above.

(v) A Close Column moving in Threes will wheel as above, the leading Three of each platoon wheeling in the same manner as the leading platoon above.

Advance (or Retire) in Column of Threes from the Right, company right rear) left turn. [Dahine (Baen) Se Tino Tin Column Men Age Barh (Pichhe Laut) kampani Dahine-Baen Mur.]

Move to the Right (or Left) in Column of Threes, Company Right rear) (or Left) Turn. [Kampani Tino Tin Quick—March Column Men Dahine (ya Baen) Chal, kampani Dahine (ya Baen) Mur].

Move To The Right (or Left) In Line of Platoon In Threes, Company Right (or Left) Turn, Quick March. [Platoonon Ki Tino Tin Ki Line Men Dahine(Ya Baen) Chal, Company Dahine (Ya Baen) Mur, Tez Chal]

On the Left Form Line, Remainder Left Turn, Quick March. (Baen Ko Line Band. Baki Baen Mur, Tez Chal).

2. A Close Column when halted forming Column of Threes, in the front or rear.

The Commander of the leading (or platoon will give ‘No.... ‘Platoon Left Wheel Quick—March’ and each platoon commander will act similarly in time to gain his place in the Column of Threes.

3. Close Column when halted moving in Columns of Threes towards a flank.

The Commander of the leading (or platoon will give No.....Platoon and each remaining Platoon Commander will give No....Platoon, *Left (or Right) Wheel, Quick—March’* in time to gain his place in Column of Threes.

4. A close column when halted moving to a flank in Threes.

The platoon on the right or left will direct unless any other platoon is detailed. (This formation can also be done while the Coy. is on the move. To do this, the words ‘Quick March (Tez Chal) should be omitted from the words of command.

5. A Close Column when halted forming line facing in the same direction.

The leading platoon will stand fast. The remainder will be led by their guides by the shortest route to the spot where their inner flank will rest. Each platoon will then wheel parallel to the alignment and when opposite to its place in line will be halted and turned to the right by its commander.

6. A Close Column on the march forming line at the halt, facing a flank.

By The Left, At The Halt, Facing Left Form Line, (Baen Se Thamkar Baen Disha Line Bana).

The Commander of the rear platoon will at once give at the Halt Left-Form. Each of the other commanders will form his platoon into line in like manner when it arrives at column distance from the platoon next in rear.

7. Advancing or retiring in column from close.

Advance In Column (Column Men Age Barh).

The commander of the leading platoon will give No. . . .Platoon will Advance, By the Right, Quick March. (No.... Platoon Age Barhega, Dahine Se, Tez Chal) and the remaining Platoons will be similarly marched off when the platoon next in front has reached column distance.

Retire In Column, Company About Turn (Column Men Pichhe Laut, Company Pichhe Mur.)

Platoon commanders will turn about and march their platoons in succession at column distance giving the command. *No...Platoon will Retire, About Turn, by the left, Quick March (No....Platoon, Pichhe Lautegi, Pachee Mur, Baen Se Tez Chal).*

9. Close column on the march opening to Column.

On No...Platoon Form Column of platoons. Remainder Mark time. (No.... Platoon Par Platoonon Ki Kalam Bana, Baki Kadam Tal)

The leading platoon will continue to march. The other platoons will mark time and will be advanced by the respective platoon commanders when column distance is achieved.

NOTE: If it is necessary to form column at the halt, the Coy. Commander should give the words of command as follows: —

“On No....Platoon (the rear platoon) Form Column of Platoons. (No.. ..Platoon par platoonon ki Kalam Bana).” On this command the rear platoon commander will, at once, bring his platoon to halt after which

the other platoon commanders will bring their platoons to halt successively when column distance is achieved.

10. A Close Column when halted opening to column.

On No..... Platoon (Rear Platoon) Form Column Of Platoons, Remainder Quick March, (No... Platoon par Platoonon Ki Kalam Bana, Baki Tez Chal).

The rear platoon will stand fast. The remainder will step off and will be halted by their commanders on reaching their positions in Column distance.

NOTE: (i) If it is required to form column on the middle platoon, the command will be “*Column of Platoons on No...platoon (the Middle Platoon). Platoon in the Rear Will Retire, About Turn, Remainder Quick March (No...platoon par platoonon Ki Kalam Bana, Pichhe Wale Platoon Pichhe Lautegi, Pichhe Mur, Baki Tez-Chal)*”. On this command the named platoon will stand fast.

Platoon in the rear will turn about All except the named platoon step off and will be halted by their commanders on reaching their positions in column distance. Platoon in rear will be turned at by their commanders.

(ii) If it is required to form Column of Platoons on the front platoon the command will be *Form Column of Platoons No.... Platoon (Front Platoon Remainder Will Retire About Turn Quick March (No.... Platoon . Platoonon Ki Kalam Bana, Baki Pichhe Lautega, Pichhe Mur, Tez Chal).*

8. A close column moving to a flank in L of Platoons in Threes forming line at the halt.

*At the halt facing left (or right)
Form Line [Tham Kar Baen
(Ya Dahine) Disha Line Bana]*

The Commander of the right platoon will give the command No....*Platoon Halt, I (right) Turn, (No....Platoon Tham, Ba (Dahine) Mur]*.

The remaining platoon will be led by their guides by the shortest route into their position in line and will be turned to the left (or right by order of their commanders.

Section 7

Column Movements

*Change Direction —Right
(Dahine Disha Badal)*

1. A column on the march changing, direction.

The commander of the leading platoon will give the command ‘No..... Platoon, Right—Form (No.... Platoon Dahine Ban) and when the platoon is formed in the new direction ‘Forward’ (Age Barh). The remaining platoon on arriving at the same point will be formed successively in a similar manner.

Before changing direction left, a column should normally be ordered to march by the left.

2. *A column when halted forming column of Threes (In the same direction).*

Advance in Column of Three from the Right, Company Right Turn, Platoons Left Wheel, Quick March. (Dahine Se Tino Tin Column Men Age Barh Kampani Dahine Mur, Platoonon Baen Ghoom, Tez Chal.)

At the Command ‘Quick March’ each platoon will wheel to the left forming Column of Threes. When a Column is on the march, platoons may, if desired, advance in Threes in succession. On the caution ‘In succession Advance in Column of Threes from the Right’ (Dahine Se, Bari Bari Tino Tin Kalam Men Age Barh) the commander of the leading Platoon will give the order

‘No...Platoon Right—Turn, Left Wheel’. Platoon No....Dahine Mur, Baen Ghoom) On arriving at the same point the commander of each succeeding platoon will act in a similar manner.

NOTE: (i) When the column is on the march, Column of Threes can be done to the retire direction. For this the Coy. Commander has to give “About Turn” (if the column is not already marching in the retire direction) to the Company and then order “Retire” instead of “Advance”.

(ii) When the column is on the march this formation (i.e. advancing/retiring in Column of Threes from the right/left) can be done on the words of command of the Coy. Commander. The words of command of the Coy. Commander will be: “*Advance/Retire in column of Threes from the Right/Left. Company Right/Left Turn, Platoons Left Wheel. (Dahine Se/Baen Se Tino Tin Kalam Men Age Barh/ Pichhe Laut Kampani Dahine/Baen Mur, Platoonon Baen Ghoom).*”

On these Words of Command all the platoons will turn to the right/left and then wheel to the left simultaneously. The platoon commanders need not give any words of command.

3. *A column when halted forming column of Threes (To a flank).*

Move to the Right In Column of Threes Company Right Turn, Platoon On The Left To The Front Remainder Left Wheel, Quick March. (Tino Tin Column Men Dahine Chal Kampani Dahine Mur, Baen

The leading platoon will move in the required direction and the remaining two platoons will follow the leading platoon.

When a column is on the march, platoons may, if desired, move to the flank in threes in succession.

*Platoon Samne Ko Baki
Baen Ghoom, Tez Chal).*

On the caution 'In succession Move to the Right in Column of Threes' (Dahine Se Bari Bari Tino Tin Kalam Men Dahine Chal) the leading platoon commander will order 'No..... Platoon Right Turn'. The remaining platoons will follow suit on reaching the same spot.

When a column is on the march, the Company may, if desired, move to the flank in Column of Threes on the command of the Company Commander. For this movement the words of Command will be the same as per halt except that the portions 'Quick March, (Tej Chal) should be deleted.

4. A column on the march forming facing in the same direction.

*On The Left Form Line, Remainder
Left Incline, Double March.
(Baen Ko Line Bana Baki Adha
Baen Mur, Daurke Chal).*

The leading platoon will continue to advance in quick time, dressing by the right. When each platoon is immediately in the rear of its position in line it will receive from its commander "No...Platoon Right Incline (No... Platoon, Adha Dahine Mur) and on reaching the alignment Break into Quick Time Quick March' (Tej Chaal Men Aa, Tej chal) Dressing will be by the right in each case.

If the company is halted, the command Quick March will be given instead of Double March. The leading platoon will stand fast the remainder will act as in squad drill and on reaching the alignment the command Halt instead of Break into Quick Time, Quick March will be given.

5. A column when halted forming line facing a flank.

At The Halt, facing Left Into Line, Platoons left-Form Quick March (Tham Kar, Baen Disha Line Bana Platoonon Baen Ban, Tez Chal).

The men will act as in squad drill, the left guide of each platoon acting on the Word "Form" as the pivot man of a squad.

This formation (i.e. forming line to a flank from Column of platoon) can also be done to a flank when the Column is on the move. For this the words of Command will be the same except that the portions 'At the Halt (Thamkar) and 'Quick March' (Tez Chal) will be omitted. The platoons will change direction to the left simultaneously and after the formation will continue to mark time till the order to advance is given by the Coy Commander.

6. Column on the march closing to Close Column.

On No... Platoon Form Close Column of Platoons, Remainder Double March (Number Par Nikat Column Bana, Baki Daur Ke Chal).

The leading platoon will continue to advance in quick time, the remainder taking up the quick time as they gain correct distance.

NOTE: If the command is 'At the halt on No...Platoon form close column of platoons (Thamkar No...Platoon par Platoon ki Nikat Kolam Bana), the leading platoon will at once be halted by its commander. The remainder platoons will be halted successively on reaching their position in close column.

7. A column when halted closing to Close No...Platoon Form Column..

On No.. .Platoon Form Close Remainder March (No... Platoon Par Nikat Par Nikat Column Bana, Baki Tez Chal).

The leading platoon will stand fast. The Column remainder will step off and will be halted by Quick their commanders on reaching their positions in Close Column.

(i) If it is required to form Close Column on any but the leading platoon, the command will be Close Column on No..... Platoon, Platoon is) in From will Retire, About Turn. Remainder *Quick March (No..... Platoon Par Nikat Kalam. Bana, Age Wali Platoon/Platoonon, Piche Lautega, Pichhe Mur, Baki Tez Chal).*

The named platoon will stand fast, platoon (s) in front will turn about. All except the named platoon will step off and will be halted by their commanders on reaching their position in Close Column, Platoon (s) in front will be turned about by their commanders.

(ii) If it is required to form on the rear platoon the command will be Close Column on No... Platoon, Remainder will retire, About Turn, Quick March. (No...Platoon Par Nikat Kalam Bana, Baki Pichhe Lautega, Pichhe Mur, Tez Chal). The movement will be carried out as above.

8. A column when halted or on the move forming Line of platoons in threes to a flank.

Move to the Right/Left in Line of Platoons in Threes, Company Right/Left Turn, (Platoonon Ki Tino Tin ki Line Me Dahine/Baen Chal, Kampani Dahine/Baen Mur).

The platoons will turn to the required direction simultaneously. When the Company is already on the march the platoons will take dressing from the leading platoon.

Section 8

Line Movements

1. A line when halted forming column (or close column) facing in the same direction.

On the Right Form Column (or Close Column) of Platoons, Remainder Right Turn, Quick March (Dahine Ko Platoonon Ki Column (Ya Nikat Column) Bana, Baki Dahine Mur.

The platoon on the right will standfast. The remainder will be led by their guides by the shortest route to their positions in column (or close column) where they will receive from their commanders No. . . Platoon Halt, Left Turn, (No. . . Platoon Than, Baen Mur) On the command 'Halt', the right guides will at once turn to their left and take up their covering and distance from the right guide of the platoon in front, the platoons dressing by the right as soon as they have turned to the left.

This formation can also be done, when the line is on the move. The words of command will be the same except that the portion 'Quick March' will be omitted. On this command the leading platoon will continue to march and the remainder platoon's will act as mentioned above.

It is also possible to do the some formation when the line is marching in retire direction. The words of command will be the same except that instead of 'Advance', the words 'Retire' will be given.

NOTE: (i) This can be done on the left as well by giving the command 'On the Left Form Column (or Close Column) of Platoons, Remainder Left Turn—

Quick March' [Platoon Baen, Ko Kalam (Ya Nikat Kalam) Bana, Baki Baen Mur—Tej Chal] when No. 3 Platoon will stand fast and no 3 Platoon. This movement can be performed at the halt (ii) A column or close column can also be made on No. Platoon by giving the following

command 'On No. 2 Forum Column or Close Column of Platoons, Remainder Inward Turn—Quick March, At the Command Quick March No. 1 Platoon will form up in front of No. 2 platoon and No.3 platoon in the rear of No. 2.

2. A line when halted advancing in column of platoons.

The platoon on the right will advance command 'Quick March'. The Streamlining two platoon will move to the right and when the guides of each platoon are in the rear and covered off from the guides of the preceding platoons, the commander will give *No..... Platoon Left Turn*, (*No.....Platoon Baen Mur*).

3. A line when halted forming column facing a flank at the halt.

The men will act as in squad drill, the right guide of each platoon acting the pivot man of a squad. "This formation can also be done Banawhen the Company in Line on the Platoon move.

For this formation the words of command will be "Company, Facing Right Form Column of Platoons, Platoons Right Form (Kampani, Dahine Disha Platoonon Ki Kalam Bana, Platoonon Dahine Ban). After this formation the command "Advance (Age Barh)" can be given. If it is necessary to do this formation at the halt, then the words *Thamkar*' should be prefixed to the words of command, similarly when the Company is halted in line this formation can be done to a flank without halting the Company. For this

Advance In Column Of Platoon From the Right, Remainder Right Turn, Quick March, Dabhine Platoon Ke Column Men Age Barh, Baki Dahine Mur, Tez Chal.

At The halt Facing right Forum Column of Platoons, Platoons Right From, Quick March (Thamkaras Dahine Disha Platoonon ki Kalam Bana.

Platoonon Dahine Ban, Tez Chal).

purpose the word “At the halt (Thamkar)” will be omitted from the words of command and after the formation the Company commander will give the command “Advance (Age Barh)”.

NOTE: This formation cannot be formed facing the left flank because that will change the order of the Sections.

4. A line forming line of platoon in threes in the same direction.

NOTE: (i) this formation can also be done when the Company is on the move in line formation. For doing this the portion “Quick March” should be omitted from the words command.

(ii) This formation can also be done towards the rear either from the halt or on the move. To do this the Company should be turned to the “Right (to the Left, if already facing the retire direction in the line formation) and then the platoons should be wheeled to the Right”.

Section 9

Movements From Column Of Threes

The Company will Form Column of Platoons On the Left From- Platoons. Kampani Platoon Ke Column Banaigi, Baen Platoon Bana).

1. A Column of Threes forming forward into Column of Platoons.

(i) The man will act as in squad drill. Formation will be made on the leading guide of each platoon. When column has been formed the company commander will give ‘Forward, By the Right’.

(ii) A column of threes if desired could form column of platoons in succession, also in that case the Coy. Commander will give the command,

“the Company will Form Column of Platoons”. (Kampani, Bari Bari Baen Par Platoonon Ki Kalam Bana). The commander of the leading platoon will at once give ‘No.... Platoon, on the Left Form—Platoon followed by ‘Forward’ and on reaching the same point the remaining commanders will act in a similar manner.

(iii) This formation can also be done in such a way that the company will come to halt automatically after the formation. To do this the word of command “At the Halt” (Thamkar) should be used. This formation when required to be done when the Coy is halted in column of Threes, the word Tez Chal should be used in the word of command at the end.

2. A column of three forming into close column of platoons at the halt.

The commander of the leading platoon will at once give ‘No...Platoon, at the Halt, On The Left Form—Platoon’. (No...Flatten, Thamkar Bana par Platoon Bana). The commander of the remaining platoon on arriving at close column distance will act in similar manner.

3. A column of Threes forming column (or close column) of platoons at the halt facing a flank.

The commander of the leading platoon will halt his platoon and it to the left by giving ‘No...Platoon Halt, Left Turn’ (No.... Platoon Tham, Baen Mur). The remainder will be led by their guides by the shortest route to their positions in column or close column where they will receive the

*At The Halt On the Left Form
Close Column Of Platoons
[Thamkar Baen Ko Platoonon
Ka Nikat Column Bana]*

*At The Halt Facing Left From
Column (or Close Column (or
Close Column of Platoons,
[Tham kar Baen Disha
Platoon Ka Column
(ya Nikat Column) Bana].*

command 'No...Platoon Halt, Left Turn'. On the world of Command Halt the right guides will at once turn to their left and take up their covering and distance from the right guide of the platoon in from.

4. A column of Threes forming column facing a flank and moving forward.

The commander of the leading platoon will give 'No....Platoon, Left Turn'. Each Platoon commander when the leading guide of his platoon is in the rear and covered off from the guides of the preceding platoon will give 'No.. Platoon. Left Turn'.

5. A column of Threes forming line of Platoon in Threes, moving in the same direction.

The leading platoon will continue to move forward in quick time. The remainder will be led by their guide by the shortest route to their position in the alignment at the named interval, where Platoon Commander will give the command No.....Platoon, Break into Quick Time, Quick March', at the same time taking post three paces in form of the leading threes of their respective platoons.

6. A column of Threes forming a line of Platoon in Threes in the same direction at the halt.

The leading platoon will be halted by its commander and the remainder on arriving at the remainder will receive from the required interval will receive from the platoon commander 'No.... Platoon Left Incline' and when in the alignment, No.....Platoon,Halt.

*Facing Left Advance In Column.
(Baen Disha Column Men Age Barh).*

*On the Right Form Line of
Platoon. In Threes atPaces
Interval, Remainder Double
March Dahine Ko—Kadam Ko
Fasle per Platoon Ki Tino Tin
Ki line Bana Baki Daur Ke Chal.*

*At the Halt On The Right Form
Line Of Platoon In Threes At
Column Paces Interval,
Remainder Left Incline
[Tham Kar Dahine Ko Column
Paces Interval, Remainder
Column Quadam Ke Fasle Par*

*Platoonon Ki Tino Tin Ki Line
Bana, Baqi Adha Baen Mur.]*

*Move To The Right In Line Of
Platoons In Threes, Platoons
Right Wheel Platoonon Ki Tino
Tin Ki Line Men Dahine Chal,
Platoonon, Dahine Ghum).*

7. A column of threes when on the move forming a line of platoon in threes to the Right flank.

All the platoons will wheel to the right simultaneously. Dressing should be taken from the left.

This formation can also be done from Column of Threes halted. The words of command will be the same except that the words 'Quick March' (Tez Chal) will be added at the end.

Section 10

Movements From Line Of Platoon In Three (In Column Distance)

*Advance In Column Of Threes
From The Left, Platoon On The
Left To the Front Remainder Left
Wheel, Company Quick March
(Baense Tino Tin Ki Kalam Men
Age Badhega, Baen Platoon Age
Baki Baen Ghum, Kampani
Tez Chal).*

1. A line of platoon in threes (halted) forming column of threes in the same direction.

The Leading platoons will advance and others will wheel to the left and follow the leading platoon.

If it is required to do this formation while the Company is on the move the portion "Quick March" (Tez Chal) should be omitted from the words of command.

*Company Facing Left Advance In
Column Of Threes, Platoons Left
Wheel, Quick. March (Kampani,
Baen Disha Tino Tin Ki Kalam
Men Age Badh, Platoonon
Baen Ghoom, Tez Chal).*

2. A line of platoon in threes (halted) forming column of threes to a flank.

All the three platoons will step off and wheel to the left simultaneously.

This formation can be done while the company is on the move. To do this the words "Quick March" (Tez-Chal) should be omitted from the words of command.

3. A line of platoon in threes halted forming line, at the halt, in the same direction.

*Company, At The Halt Form Line,
On The Right Form Platoons.
(Kampani, Thamkar Line Banaegi,
Dahine Par Platoon Bana).*

All the platoons will form on the right simultaneously. (In this formation if the right guides of all the platoons are leading the line will be formed in the retire direction and vice versa).

This formation can also be done to march the Company in line from the halt position. To do this the portion "At the Halt (Thamkar)" is to be omitted from the words of command. After the formation is completed "Forward" (Age Badh) should be ordered.

This formation can also be done, while the Company is marching in Line of Platoon in Threes, to bring the Company to halt or to continue marching. Necessary words of command as mentioned above may be given to do these.

4. A line of platoon in threes forming column to a flank.

*Advance/Retire in Column Of
Platoons, Company Left/Right
Turn (Platoonon Ki Kalam Men
Age Badhega/Pichhe Lautega
Kampani Baen/Dahine Mud).*

This can be done when the Company is halted or on the move, (if the Line of Platoons in Threes is in Close Column distance then it will form Close Column).

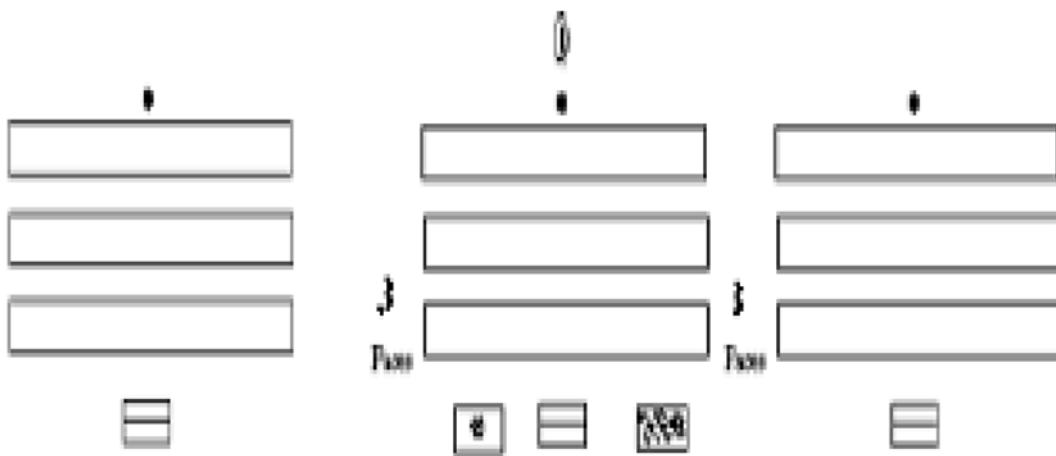
NOTE: The movements from and to "Column of Route" can be done as per Column of Threes. The only difference is that the words "Column of threes" may be substituted by the words "Column of Route" (Kuch Kalam) in the words of command. Also each time the column of Route formation is done the platoon commanders will move to the front of the platoons.

Section 11

Dismissing

The officers will first be ordered to fall out, when they will move in quick time to the commander of the parade, form up in line in front, salute and form up behind him till the company is dismissed.

A COMPANY IN LINE

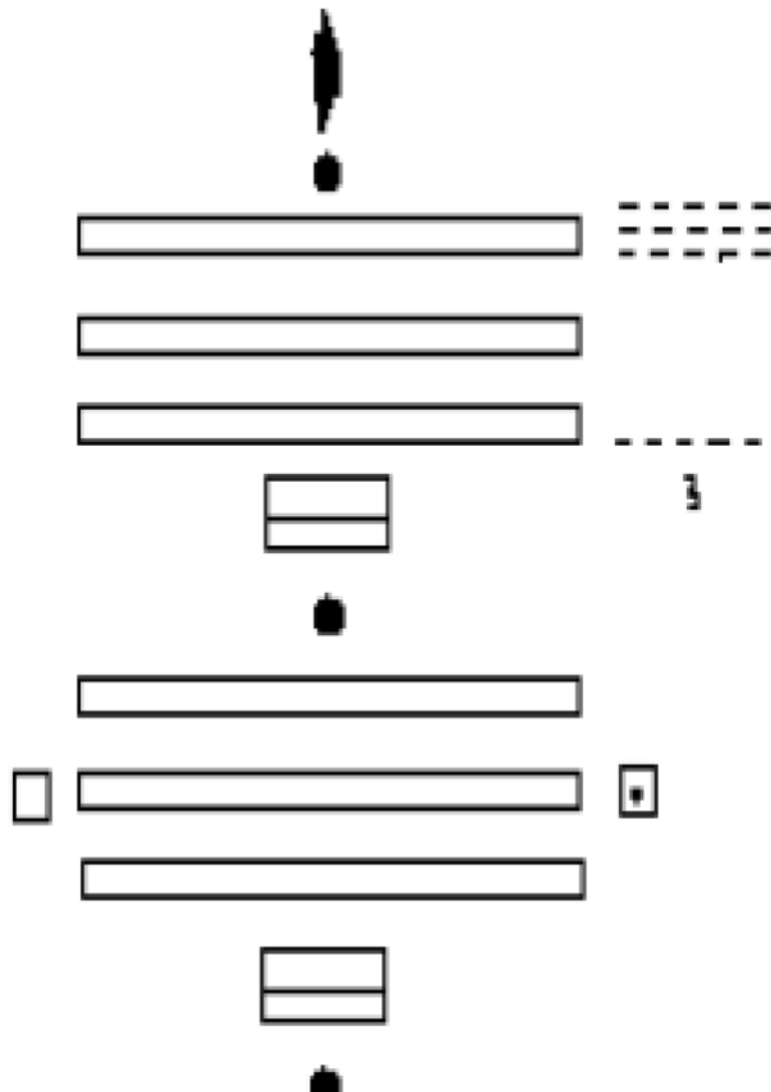


Sign	Key
□	Coy. Commander
■	Pl. Commander
⊞	Coy. Hav. Major
⊞	Coy. Ql. Master Hav.
≡	Platoon Commander

Note : A Company in Column of Three is an identification but facing a flank

A COMPANY IN COLUMN

A Company in Close Column is exactly the same formation except the distance between platoons is 7 or 12 paces.



CEREMONIAL DRILL



CHAPTER XXV

CEREMONIAL DRILL

1. The objects of ceremonial drill are to promote 'esprit-de-corps' and by attaining a high standard of steadiness and cohesion on the parade ground to assist in the development of the moral qualities which are essential for success in field operations.
2. These objects will be attained only by careful preparation and exact execution on all ceremonial occasions. To this end practice and rehearsals will be held at all levels, but units will be careful to avoid attempting to carry out any form of ceremonial for the adequate execution of which their training has not fitted them.
3. This chapter deals with the drill formations and procedure applicable to normal ceremonial occasions and provides details of the procedure upto a Battalion level. These could easily be adopted for lower formations upto a Company level.
4. Officers are expected to interpret these instructions reasonably and intelligently, bearing in mind that slight alterations can always be made to suit the personnel, ground and other exceptional circumstances.

Section I

General Arrangements

1. In order to avoid confusion, all arrangements in connection with an Inspection or Review necessitate careful preparations under the following headings:
 - (i) Arrangements before the ceremony.
 - (ii) Arrangements for the ceremony,
 - (iii) Arrangements for dispersal,
 - (iv) Arrangements for spectators.
 - (i) Arrangements before the ceremony should normally include instruction on the following:
 - (a) The formations in which units are to form up on the Inspection Line, including any special directions regarding distances and intervals.
 - (b) The method by which units and formations are to adjust dressing on the Inspection Line, including details as to Markers.
 - (c) The massing of bands both for the inspection and for the march past.
 - (d) When bands are to play.

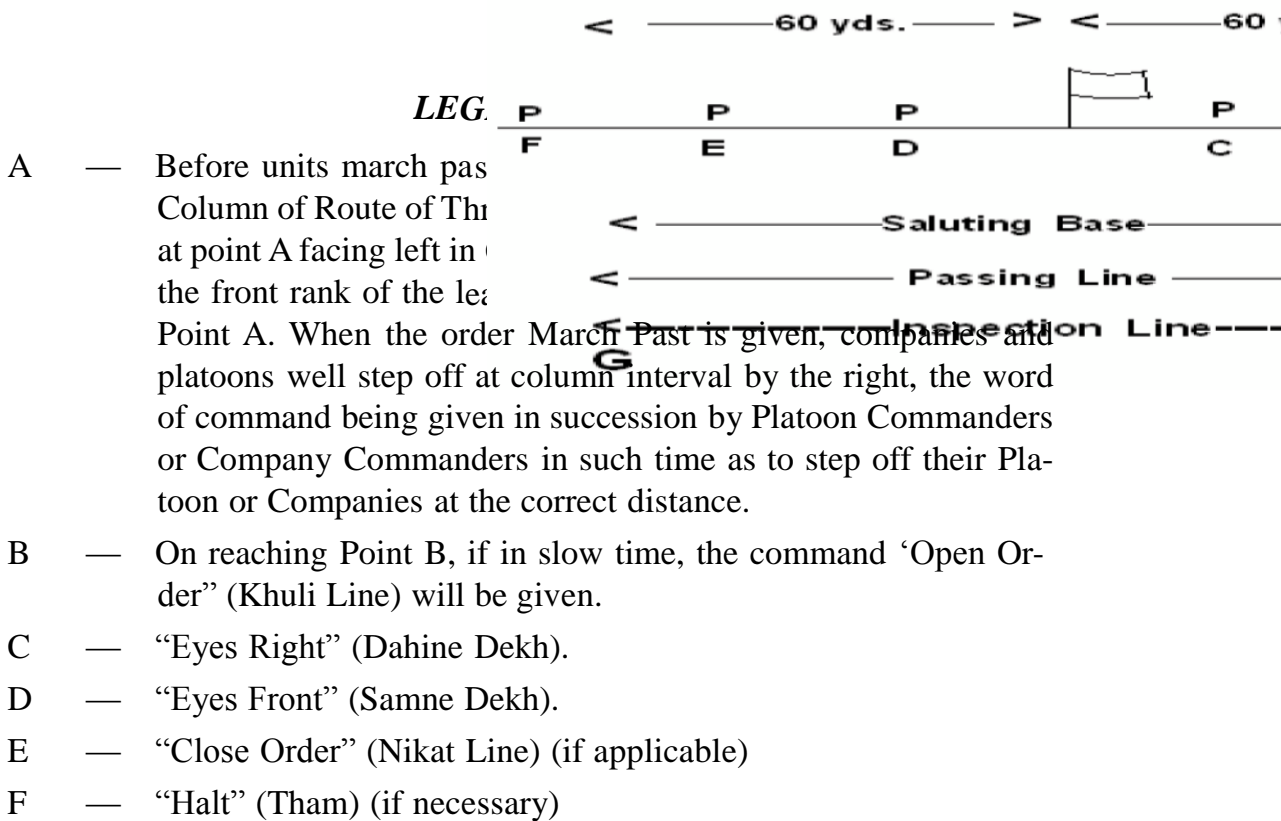
- (e) General administrative arrangements, *i.e.*, the preparation of ground, arrangements for spectators, representatives of the press, traffic control, etc.
 - (f) Dress to be worn by the persons taking part in the parade.
- (ii) Arrangements for the ceremony should include the following:
- (a) An outline of the 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.
 - (c) Any special instructions regarding distances and interval.
 - (d) Any special instructions regarding the bands and drums.
 - (e) The action to be taken by the various units after the march past.
 - (f) The methods of notifying a cancellation of the parade, e.g., who takes the decision, who informs and who are informed, including the means of informing.
- (iii) 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 units are clear of the parade ground. In addition, it is suggested that cordoning of the route by which the units march off or the parade remaining at ease after the march past till the crowd has dispersed, will assist in traffic control.
- (iv) Arrangements for Spectators: It is essential that adequate arrangements are made for officials of all services 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 and people of similar status in non-official life, should be allotted tickets to general enclosures. They must not be segregated from each other. Proper arrangements must also be made for the general public.
2. The issue of invitations to those given either individual reserved seats or access to seats in the reserved enclosures must be done in good time and advice or assistance of local officials, civil and military, should be sought so that there are no omissions.
3. Programs: It is useful to issue a program of the parade with notes for spectators as to when they stand up, salute, take off their hats, and so on. There should also be loud speakers on all large parades commenting on the parade for the benefit of the spectators, particularly the general public.
4. Other arrangements:
- (a) The dais on which the person for whom the parade is held is to stand

will have only a simple blue, brown or red durries. No carpets will be used.

- (b) The flagstaff will be behind the dais at a suitable distance, and as far as possible painted white.
- (c) Around the dais only people in uniform will be present. Broadcasters or radio recorders will have their tables at some distance behind the dais. Microphones when brought up to the person taking the salute will be brought by a person in uniform.
- (d) While the parade is on, persons in plain clothes will not be permitted to wander about in front of the spectators. The Press and photographers will be properly controlled by an officer.

Section 2

The Inspection Or Review Parade Ground



- A — Before units march pass Column of Route of Thr at point A facing left in the front rank of the lea Point A. When the order March Past is given, companies and platoons well step off at column interval by the right, the word of command being given in succession by Platoon Commanders or Company Commanders in such time as to step off their Platoon or Companies at the correct distance.
 - B — On reaching Point B, if in slow time, the command ‘Open Order’ (Khuli Line) will be given.
 - C — “Eyes Right” (Dahine Dekh).
 - D — “Eyes Front” (Samne Dekh).
 - E — “Close Order” (Nikat Line) (if applicable)
 - F — “Halt” (Tham) (if necessary)
- NOTE: On the assumption that the parade is for a larger formation the distance

between points E and F should be of sufficient length to enable all units taking part “in the parade to form up in close column clear of the saluting base after the march past, or, if the parade is not required to return in close column, to enable the rear of each unit to clear the saluting base before its commander gives the necessary order for closing and moving off to a flank.

1. The length of the Inspection Line G—H depends on the frontage of the troops being inspected. Its distance from the Passing Line will depend on the greatest frontage occupied by any unit when marching past, plus the depth occupied by the band or massed bands while playing the march past. When larger bodies are being reviewed, this distance may require to be increased to ensure that, when units are drawn up in the line for inspection and commanders are in position at their correct distance in front of the Inspection Line, the commander of the parade is at a suitable distance from the Passing Line in proportion to the dimensions of the parade.

NOTE: It may also be necessary to reduce the distances of commanders in front of the Inspection Line. Otherwise, in the case of large formation, either the Inspection Line may be too far from the Passing Line or the commander of the parade too near the Inspecting Officer.

2. The length of the Saluting Base (B—E) will neither be less than 120 nor greater than 260 yards, the distance being dependent on local conditions. The March Past begins at point B and ends at point E. The Reviewing Officer will be behind the centre of the Saluting Base. Ten yards on each side of him, along the Saluting Base, are two points, C and D, at which the salute will begin and finish respectively.

If a March Past is to take place without opening and closing order, i.e. in quick time only, Points B and E can be dispensed with. Points A and F should, however, remain at their original distances.

3. The portion of the Passing Line A—B should be of sufficient length to enable units to obtain their direction before reaching the Saluting Base. Units will move up to Point B in close formation; from that point, they will adopt the formation laid down for them in the orders for the review inspection.
4. As a rule the Passing Line will be the same in length as the Inspection Line.
5. All the points will be marked by flags or markers. Flags or posts may be set up to mark the line on which the troops are to form or the line may be picked out or marked with whitewash.

NOTE: When large bodies of men are to march past it will usually be desirable to place small colored flags among the passing line at appropriate distances from Point B to guide units moving at correct distances.

Section 3

Unit Organisation

1. For ceremonial purposes units may be organized
 - (a) Mounted Squad. In two ranks, if available.
 - (b) Dismounted Unit. In three ranks. A battalion will have at least four companies on parade, each company sub-divided into three platoons. Each platoon as possible be of equal strength. Under Officers below the rank of Havaldars will normally parade in three ranks. Surplus Havaldar will normally parade in the ranks.
2. The personal weapon to be carried by the rank and file will be standardized.
3. Colors, etc., will be paraded.
4. The band will be on parade and will form up 8 paces in rear of the centre.
5. Detachments and individuals of other arms like the Home Prantiya Raksha Dal, etc., may also parade when available.

Section 4

Parade Formations

1. The formation to be adopted by a Battalion or equivalent for review, in line for review, will be as per Appendix 'A'.
2. Appendix 'B' shows the formation of a Company or equivalent in Line of Platoons and Column of Sections when on a ceremonial parade with Battalion in line for review.
3. Appendix 'C' shows the formation to be adopted by an infantry battalion in Mass for review.
4. The colors will remain at the carry throughout the inspection, but the color party forming the escort to the colors will conform with the rest of the parade, but do not stand easy.
5. Appendices 'A' to 'C' give in diagrammatic form the basis of any dismounted ceremonial parade, however large or small. They should be referred to throughout.

Section 5

Sizing A Dismounted Unit

1. The unit will first be sized in single rank—the tallest on the right—shortest on the left. Each man will take 24 inches in the ranks. The word of command will be “Tallest on the Right, Shortest on the Left, in Single Rank Size”. (Lamba Dahine, Chhota Baen, Ek Line Men Qad Var) After being carefully sized, the following words of command will be given: -

- (A) “Number” (Kar) Ginti
- (B) “Odd Numbers One Pace Forward; Even Numbers One Pace Step Back—March”. — (Visham Ek Kadam Aage, Sam Ek Kadam, Pichhe Chal).
- (C) “Stand Fast the Right-Hand Man, Odd Numbers to the Right, Even Numbers to the Left, Ranks Right and Left Turn” (Dahine Jawan Khara Rahega, Baqi Visham Dahine, Sam Baen, Linen Dahine Aur Baen Mur).
- (D) “Form Three Ranks—Quick March” (Tin Line Bana, Tej Chal).

On the command “Quick March” both ranks will step off—the left-hand man of the even number rank will wheel to his right and lead on behind the off number rank; the odd number rank will begin to form three ranks as it arrives in position, i.e. No. 3 goes to the centre rank behind No.1, No. 5 goes to the rear rank behind No. 3, No. 7 goes to the front rank, etc. (This can be simplified if the senior under officer on parade goes along the ranks detailing front, centre and rear ranks; but he must begin with odd number ranks first.

The unit is now properly sized in three ranks with the tallest on the flanks.

Section 6

Telling Off A Dismounted Unit

When the unit has been sized, it will be numbered from right to left, and told off into platoons or their equivalent, which will then be numbered within the unit. When the number of files is not divisible by three the outer platoons will be stronger. A unit will be told off into platoons by calling out the numbers of the left-hand man, *e.g.*, “Number 15” on which command No. 15 will prove by raising the left forearm parallel to the ground, elbow close to the side, fingers and thumb extended and together, palm facing inwards. Then follows the command “Number 15—Left of No. 1 Platoon”; No. 15 will then cut his forearm away to the side. “Number 29—Left of No. 2 Platoon”—and so on.

The Unit is now equalized.

Section 7

General Instructions For Inspections And Review

Outline procedure

1. The Inspection or Review Ground will be marked as laid down in Section 2.
2. The unit to be inspected will be drawn up in line, or mass formation on the Inspection Line. See Appendices ‘A’ and ‘C’.
3. Before the Inspection Officer arrives, the formation or unit will fix bayonets and ranks will be opened.

4. The Inspecting or Reviewing Officer will be received in accordance with the instructions laid down in Section 9.
5. The Inspecting or Reviewing Officer will carry out his inspection as laid down in Section 11 on the completion of which he will give orders for the march past.
6. Units and formations will then march past in accordance with the instructions laid down in subsequent sections.
7. For marching past the rate of marching will be 120 paces to the minute.
8. After completing the march past, units and formations will return to their original position on the Inspection Line and await orders. If ordered to advance in Review Order, the procedure will be as laid down in Section 18.

Section 8

Special Instructions For Officers

1. The Parade Commander—
 - (a) If wearing a sword, he will not draw it unless a senior officer is on parade.
 - (b) After he has marched past and saluted, he will move out and place himself on the right of the Inspecting Officer and will remain there until the parade has passed. During this period the second-in-command will assume command.

NOTE: If wearing a sword, the Parade Commander will remain at the carry while on the Saluting Base or in company with the Inspecting or Reviewing Officer.

2. *Staff officers and officers not taking part in parade*
Swords, if worn, will not be drawn by Staff officers, or officers holding personal appointments. All such officers will salute by hand.
3. *Officers taking part in parade*
Swords will be drawn by officers other than company commanders after their companies have been inspected. Company commanders will draw swords together, taking the time from the second-in-command or company commander of the leading company when there is no second-in-command on parade.
4. Swords, if drawn, will be at the carry throughout, except when the men are standing at ease and when marching to and from a parade ground (but clear of it) when they be at the slope.
5. *Saluting when marching past*
 - (a) With swords drawn—the salute will begin on the command “Eyes

Right” and finish on the order “Eyes Front”. In the case of individual officers it will begin in sufficient time to enable the second motion of the sword to be completed on arrival at Point C and the carry to be resumed at Point D, the time being taken from the officer on the inner flank.

- (b) With swords not drawn—officers will salute with the hand. The salute will begin at Point C and finish at Point D, officers in front of leading sub-units taking their time from the commanding officer, remaining officers taking the time from their company commander.

6. *Method of returning swords.*

Unless specially ordered to do so earlier, officers will return swords when dismissing in accordance with para 7 below.

7. *Dismissing at the conclusion of the parade*

On the command “Fall out the officers” (Officers Line Tor) Officers will march up to the officer commanding the parade (those with drawn swords at the carry), halt five paces from him, salute, return swords, and form up in rear of the commander until the parade is dismissed.

NOTE: The interval between officers with drawn swords will be two arms length and those without one arm length (fully stretched).

Section 9

Receiving An Inspecting Or Reviewing Officer

1. General Instructions. The Unit or formation will be drawn up on the Inspection Line with its centre opposite the point at which the Inspecting or Reviewing Officer will post himself.

- (a) Swords will be at the slope in mounted squads, at the carry in dismounted units.

- (b) In units armed with rifles, bayonets will be fixed and arms sloped.

2. Special Instructions. When the Inspecting or Reviewing Officer presents himself before the centre, he will be received with the appropriate salute to which he is entitled as per the following procedure:

- (a) *Units armed with rifles*

“General Salute, Present Arms” (General Siloot, Salami Shastra). The men will present arms and all officers will salute. Supernumerary ranks and guides will present arms with the parade. Colors will remain at the carry.

- (b) “Slope Arms”. “Order Arms” (Kandhe Shastra, Baju Shastra).

- (c) The band will play the first part of a slow march with drums beating, if there is no band on parade, the buglers will sound the general salute.
- (d) Colors if carried will only be dipped for persons entitled to the National Salute. For officers entitled to General Salute the colors will be “Let Fly”.

Section 10

Receiving The, President And The Governors

1. The procedure will be as laid down in Section above except that—The caution ‘National Salute’ (Rashtriya Salute) will be substituted in place of ‘general Salute’.
2. It will be given to—
 - (a) The President of the Republic of India.
 - (b) The Governors, within their own States.
3. Other dignitaries entitled to salute on ceremonial occasions will be given the ‘General Salute’.
4. The National Anthem will be played for the following :
 - (a) President of the Republic of India.
 - (b) Governors, within their own States.
 - (c) Ceremonial functions / parades—whether any of the personages mentioned in 2(a) and 2(b) above is present or not on the 15th August and 26th January.
5. The National Anthem can also be played for the Prime Minister of India on special occasions with the prior approval of the State Government.
6. In the case of a foreign personage entitled to a National Salute, the band will play the appropriate National Anthem.

Section 11

The Inspection

1. Inspection of a Single Unit
 - (a) After the appropriate salute to the Inspecting or Reviewing Officer is given, the Parade will be brought to the Order Arms. The Parade Commander will then report his Unit “Present and ready for inspection” to the Reviewing or Inspecting Officer. (Shriman ji Parade Nirikshan Ko Hazir Hai).
 - (b) When the Inspecting or Reviewing Officer starts inspecting No. 1 Company the Second-in-Command will give the command No..... *Company Stand Fast (i.e., the right hand sub unit) “Remainder Stand at ease”*. (No....*Kampani Khari Rahe, Baqi Vishram*).

- (c) The Reviewing or Inspecting Officer, accompanied by the Parade Commander and such other officers, etc. as may be in attendance will then pass down the front rank of the sub unit from right to left, the centre rank from left to right, and the rear rank from right to left.

NOTE : (i) He will pass along with supernumerary rank at his own discretion.

- (ii) All persons accompanying the Reviewing or Inspecting Officer during the inspection will position themselves to his rear or on the side farthest from the rank being inspected at the time.
- (d) Company Commanders will thereafter call their sub-units to ‘Attention’ as the Reviewing or Inspecting Officer moves towards the left of the rear rank of the Company on the right. On the approach of the Inspecting or Reviewing Officer he will salute and conduct him during the inspection of the Company. After the inspection he will salute and return to his original position.
- (e) Once the Reviewing or Inspecting Officer has moved to begin the inspection of the next Company, the Company just inspected will be ordered by its commander to ‘Stand At Ease.’
- (f) The Reviewing or Inspecting Officer may review the front rank only if he so desires, in which event the whole unit will remain at attention while the Reviewing or Inspecting Officer passes from right to left of the front rank. The officer will notify the Commander of the parade beforehand the procedure he proposes to adopt.
- (g) The band will play until the Reviewing or Inspecting Officer has completed the inspection.
- (h) The Reviewing or Inspecting Officer will then give orders for the march past.

Section 12

Marching Past

1. A battalion may march past in the following formations:
 - (a) By Companies in Line See Appendix ‘D’.
 - (b) In Column of Route See Appendix ‘E’.
 - (c) By Platoons See Appendix ‘F’.
2. The inspection or review ground will be marked out as laid down in Section 2.
3. The Band will be formed up in Mass opposite the Inspecting Officer allowing sufficient room for the Battalion to march past in the above three formations. The band will move under the command of the Band Master or Drum Major. On the Conclusion of the March Past of the Battalion the band will also march past in the rear.

4. When a Battalion is required to advance in Review Order, the procedure will be as laid down in Section 18.

Section 13

Post Of Officers

1. *Parade Commander.*
 - (a) By Companies in Line 20 paces in front of the centre of No. 2 Platoon.
 - (b) In Column of Route. 20 paces in front of the leading Threes.
 - (c) By Platoons 20 paces in front of the Right half of the Leading Platoons.
2. *The Battalion Second-in-Command*
 - (a) By Companies in Line 20 paces in front of the centre of No. 3 platoon of the leading company, in line with the Battalion Commander.
 - (b) In Column of Route. 10 paces in rear of the right-hand man of the rear Threes of the rear company.
 - (c) By Platoons 20 paces in front of the left half of the leading platoon.
3. *The Adjutant.*
 - (a) *By Companies in Line.* 10 paces in rear of the centre of the rear company.
 - (b) *In Column of Route.* On the left and five paces in rear of the Parade Commander.
 - (c) *By Platoons.* 10 paces in rear of the centre of the rear platoon of the Battalion.
4. The Company Commander. In all the formations, will be six paces in front of the centre of his company's frontage.
5. The Platoon Commanders. In all formations, will be three paces in front of the centre of their respective platoons. In Column of Route all the three platoon commanders may also march 3 paces ahead of the leading platoons of their company.
6. The Subedar Major.
 - (a) By Companies in Line. Immediately in the rear of the Color Party.
 - (b) In Column of Route. 10 paces in front of the leading Company covering off the Parade Commander.
 - (c) By Platoons. On the right of the Adjutant and covering off the right-hand man of the rear platoon.

Section 14

Battalion Marching Past By Companies

Moving into position

1. "Close Order—March" (*Nikat Line Chal*).

2. *“Slope Arms” (Kandhe Shastra).*
3. *“Move to the right in column of threes, Battalion right-turn, by the left. Quick March”, (Tinon tin column men dahine chal, Battalion dahine mur, baen se tej chal).*

The leading Company will wheel to its left when opposite the forming — up position on the passing line, remaining companies will conform.

4. *“At the halt, facing left, form close column of companies” (Battalion Commander) (Tham kar baen disha, companion ke Nikat column bana).*
5. *“No.....Company. Halt, Company will advance, left turn”. (No..... Kampani, Tham, Kampani age barhega, baen mur).*

The Commands will be given to the leading company on arrival at its position in the forming up place on the Passing Line.

The remaining companies will be led by their guides to the position where their right guides will be when the battalion is formed up in Close Column of Companies. On arrival in position each company commander will give “No...Company. Halt, Company will advance, left turn”.

6. When the last company has fronted up, the Battalion Commander will give “Battalion, right dress”. On this command Company Havaldar Majors will turn to their right together, step off, march out five paces, halt and turn about and take up their dressing, acting together throughout. They will then dress their companies, finally giving “Eyes Front”, starting from the front. On completion Company Havaldar Majors will step off together, halt and turn to their right.

Marching Past

7. *“Battalion will march past by companies” (Battalion, Kampanion men manch se Guzregi) (Battalion Commander). The leading company commander will order “No...Company, By the Right, Quick March”, (No....Kampani, Dan / tine se, Tez Chal) the remaining companies following in succession at full column distance.*
8. *The Company Commander will order “Eyes—Right” and “Eyes Front” at points C and D. Platoon Commanders will take the time from the Comapny Commander.*

The Battalion Commander, Second-in-Command, Adjutant, and Subedar Major will salute individually.

9. *Resuming position on the inspection line.*

If the battalion is required to resume its original position on the Inspection

Line, it may be brought in Column of Threes by giving the command “In Succession Advance in Column of Threes from the Right”, (Dahine se Bari Bari Tino Tin ki Kalam Men Age Badh). After giving two wheels at points F and G the companies may form up in their original position, halt and turn to the left and open order march.

Section 15

Marching Past In Column Of Route

Moving into position

1. “Close Order—March” (Nikat Line Chal).
2. “Slope Arms” (Kandhe Shastra).
3. Move to the Right in Column of Route, Battalion Right Turn” (Kuch Column Men Dahine Chal, Battalion Dahine Mur). Officers will take up position as given in Appendix E.

Marching Past

4. “Battalion Will March Past In Column of Route” (Battalion Kuch Kalam Men Manch se Guzregi). (Battalion Commander). The leading company commander will order “No.... Company, By the Left, Quick March” (No..... Kampani, Baen-se Tez Chal) the remaining companies following in succession when approximately 10 pace distance has been achieved.
5. The Companies will wheel at points ‘H’ and ‘A’ and thereafter the dressing will be by the right.
6. The Company Commander will salute independently at points ‘C’ and ‘D’.
7. Each Platoon Commander will give the command independently to his own platoon on reaching points ‘C’ and ‘D’ respectively.
8. If swords are not worn, all officers will salute with the hand, taking the time from the Company Commander.
9. *Resuming position on the inspection line.*

If the Battalion is required to resume its original position on the Inspection Line, it will give two wheels at point ‘F’ and ‘G’ and thereafter the battalion may form up in its original position, halt and turn to the left and open order march.

Section 16

Marching Past By Platoon In Quick Time

Moving into position

1. “Close Order—March” (Nikat Line Chal).
2. “Slope Arms” (Kandhe Shastra).

3. *“Platoons at the Halt, Right—Form” (Platoon Tham kar Dahine Ban).*
4. *“Quick March”, “Platoons Left Dress”, “Platoons Eyes Front”. (Tej Chal Platoon Baen Saj, Platoon Samme Dekh).*
5. *“Battalion will march past in quick time—by the left Quick March”. (Battalion Tej Chaal Se Manch Se Guzregi-Baen Se Tej Chal).*
6. *“Change Direction—Left”. (Baen Disha Badal).*

The battalion commander will give this word of command on reaching point ‘H’. Platoon Commander will wheel their platoons. No word of command will be given by the company commanders. The battalion will change direction on the Passing Line opposite point B.

7. *Marching Past*

The officers will commence and end salute when they arrive at points ‘C’ and ‘D’. Platoon Commanders will give “Eyes Right” and “Eyes “Front” at points ‘C’ and ‘D’.

8. *Resuming position on the inspection line.*

The battalion will change direction opposite point ‘E’ and again at point ‘G’ platoons wheeling. Company commanders will order their companies to mark time when the left of the leading platoon of their company reaches the point where it rested in line.

“Platoons at the halt, left—form” (Platoon Tham Kar Baen Bana).

“Forward”
(Age Barh)

“Centre Dress”
(Madhye Saj)

“Eyes Front”.
(Samne Dekh)

Section 17

Marching Past By Platoons In Slow Time

If it is desired to do a March Past by platoons in Slow Time before marching past in QuickTime, the following procedure will be carried out.

Moving into position. Same as for Sec. 16(1) to (6) except that the first wheel will be given at a point little further away from point ‘H’ i.e., from a point when the last platoon of the battalion has crossed point ‘H’. The second wheel will be given when the leading platoon reaches a point in line with the Saluting Base. When the whole battalion has wheeled, the halts will be given at point ‘A’.

Marching Past

1. *“Platoons Right Dress” (Platoonon Dahine Saj).*
2. *“Platoons Eyes Front” (Platoon Samne Dekh).*
3. *“The battalion will march past in slow time, by the Right Slow March” (Battalion Dhire Chaal Men Manch Se Guzregi, Dahine Se Dhire Chal). By the Battalion Commander.*

4. “Battalion in succession Open Order March (Battalion Bari Bari Khuli Line Chal) to be given by the Battalion Commander when No. 1 Platoon of the Battalion is nearing point ‘B’. Each platoon will thereafter Open Order at point ‘B’ and continue marching.
5. The officers will commence and end salute when they arrive at points ‘C’ and ‘D’, Platoon Commanders will give “Eyes Right” and “Eyes Front” at points ‘C and ‘D’.
6. The Command ‘In Succession Close Order March’ (Bari Bari Nikat Line Chal) will be given by the Battalion commander when all the platoons have cleared the Saluting Base and are between points ‘D’ and ‘E’. All the platoons will Close Order March at the spot from where No. 1 platoon will close order and continue marching.
7. Soon after the Close Order has been achieved command ‘Break into Quick Time, Quick March (Tej Chaal Men Aa, Tej Chal) will be given by the Battalion Commander followed by “In succession Advance in Column of Threes from the Right. (Bari Bari Tinon Tin Column Men Dahine Se Age Barh).
8. Three Left Wheels will be given at points ‘F’ ‘G’ and ‘H’. When the column is about to reach point ‘A’ the command ‘Facing Left Advance in Column of Platoons (Baen Disha Platoon Ke Column Men Age Barh) will be given by the Battalion Commander. Thereafter the Platoon will continue the March Past as for Quick Time and resume position on the Inspection Line.

NOTE: The following action will be taken by the platoons on the command ‘Open and Close Order March’ when marching in slow time.

During a slow march in three ranks, on the command ‘Open Order’ the rear rank will mark time four paces, the centre rank will mark time two paces, and then lead on, the front rank will continue to lead on. On the command ‘Close Order’ the front rank will mark time four paces leading on a full pace on the fifth, the centre rank will mark time two paces leading on a full pace on the third.

Section 18

Advancing In Review Order

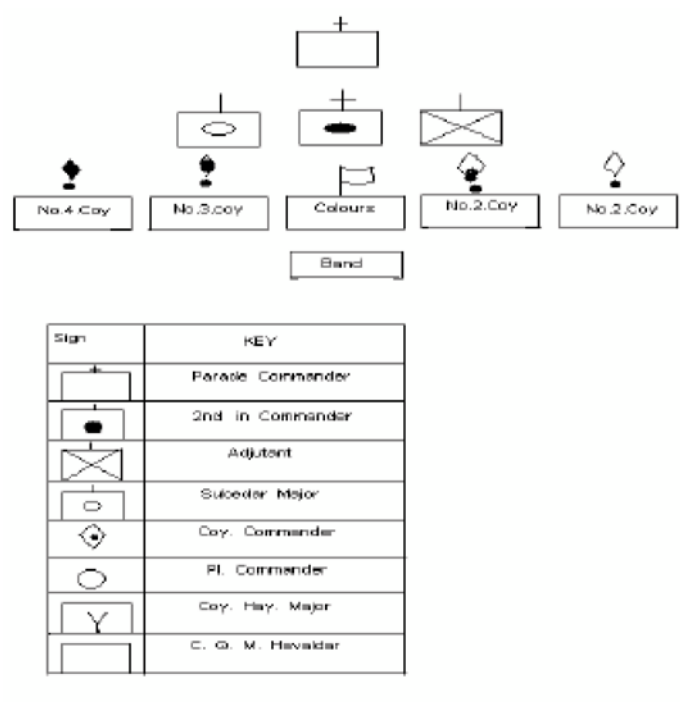
1. If a Unit is to advance in, Review Order at the conclusion of the parade, it will normally form up on the Inspection Line in the same formation in which it received the Reviewing Officer, the band being in rear of the centre.
2. The detailed procedure will be as follows:
“Open Order March” (Khule Line Chal).
“On the Centre Dress, Eyes, Front” (Madhya Saj, Samne Dekh).
“Advance in Review Order, By the Centre, Quick March”
(Samiksha Aram Se, Madhya Se, Tej Chal).

3. The Unit will advance by the centre for 15 paces, the band and drums playing without rolls. At the conclusion of 7 1/2 bar of the music, the band and drums will cease playing, when the whole parade will automatically halt. The parade will then be ordered to salute in the same manner as when receiving the Reviewing or Inspecting Officer after which it will be directed to Order Arms and will wait for orders.

APPENDIX 'A'

Position of officers and men in line formation for review.

- (a) Parade Commander 20 paces in front of the centre of the Battalion.
- (b) Second-in-command 10 paces in front of the centre of the Colors.
- (c) Adjutant 10 paces in front of the left guide of No. 2 Company.
- (d) Company Commanders 6 paces in front of the centre of their Companies.
- (e) Platoon Commanders 3 paces in front of the centre of the Platoons.
- (f) Subedar-Major 10 paces in front of the Right guide of No. 3 Company.
- (g) C.H.M. parades as right guide to his Company's right hand platoon.
- (h) C.H.M.Q. parades as left guide to his Company's left hand platoon.
- (i) Havaldars and all other N.C.O.S in the ranks with their platoons. Platoon Havaldar will parade as the right hand man of his platoon.
- (j) Distance 3 paces between platoons, 5 paces between Companies.
- (k) Three paces between the Color Party and the Companies on either side.
- (l) Companies to be sized and equalized as far as possible. Battalion Headquarters being included in the four Companies on parade.

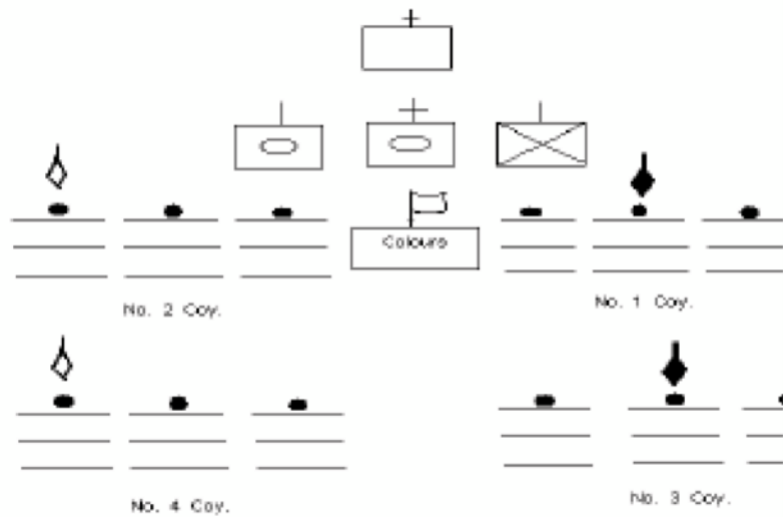


APPENDIX 'B'

“A Company in line of Platoons and Column of Sections on a Ceremonial Parade with Battalion in line for Review”

APPENDIX 'C'

A BATTALION FORMED IN PASS FOR REVIEW

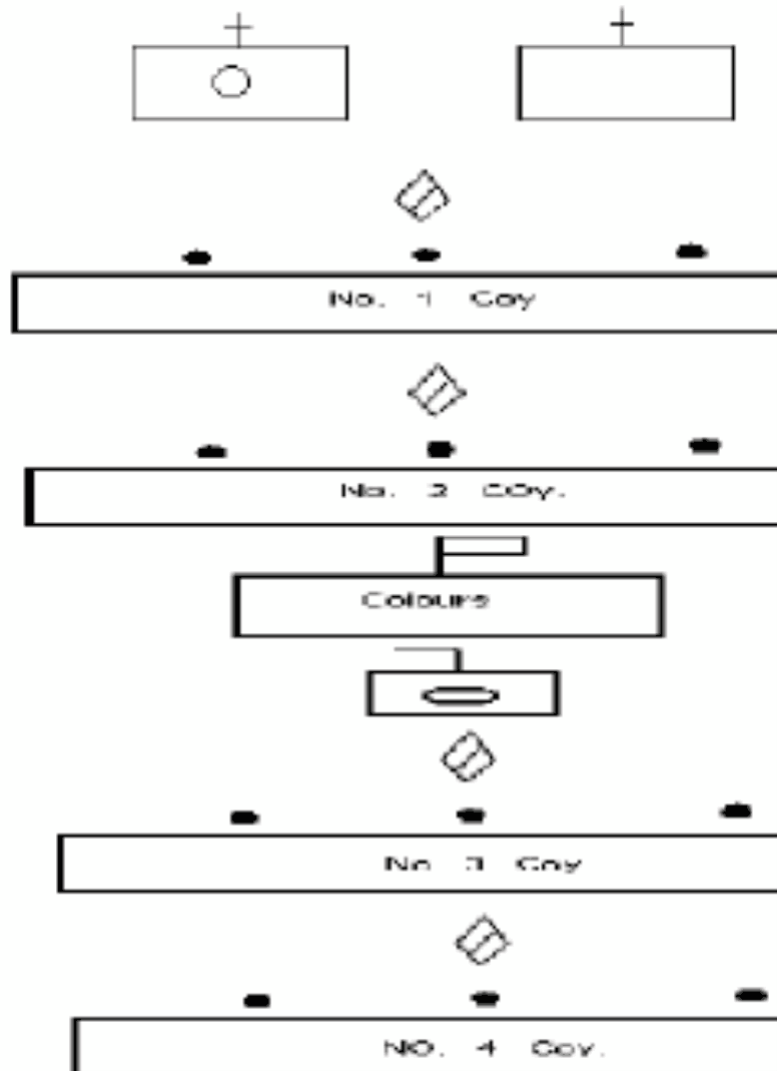


BAND

- Note: (i) Position and distance of officers will be the same as given in appendix 'A'.
(ii) Distance between Sub-Units approximately 12 paces.

APPENDIX 'D'

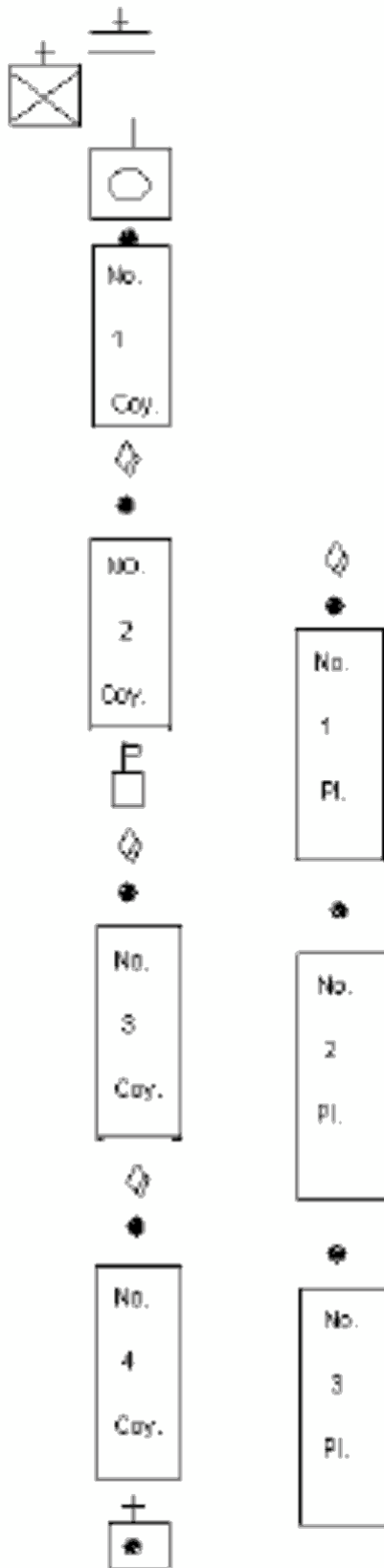
Position of Officers and Colors in Marching Past by Companies



Note: For distances to be maintained
b refer to section 13.

APPENDIX 'E'

Position of officers and Colors in Column of Route

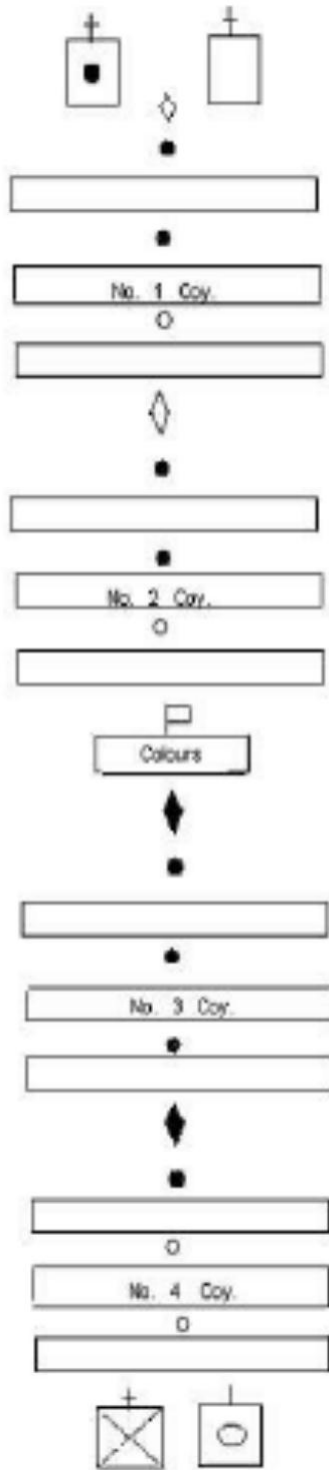


- (a) *Parade Commander* 20 paces in front of the leading Threes.
- (b) *Second-in-Command* 10 paces in rear of the right hand man of the rear threes of the rear company.
- (c) *Adjutant* be on the left and five paces in rear of the parade commander.
- (d) *Company Commander* in all formations will be six paces in front of the centre of his company's frontage.
- (e) *Platoon Commander* in all formations will be three paces in front of the centre of their platoons. All the three platoon commanders may also march 3 paces ahead of their Company. (This will be done when all the platoons of the company join together without keeping any gap in between the platoons and in which case the company commander will bring the company to "Eyes Right" and "Eyes Front" near the Saluting Base. However, this will normally not be done except on route marches).
- (f) *Subedar Major* 10 paces in front of the leading Company, covering off the parade commander.
- (g) *Colors* in rear of No. 2 Company.
- (h) *Distance* between Companies will be approximately 10 paces.

Position of Coy. Officers in Column of Route

APPENDIX 'F'

*Position of officers and Men in
Marching Past by Platoons*



- (a) *Parade Commander* 20 paces in front of the right half of the leading position.
- (b) *Second-in-Command* 20 paces in front of the left half of the leading platoon.
- (c) *Adjutant* 10 paces in rear of the centre of the rear platoon of the battalion.
- (d) *Company Commander* 6 paces in front of the leading platoon of their respective Company.
- (e) *Platoon Commander* 6 paces in front of the leading platoon of the battalion.
- (f) *Subedar Major* on the right of the Adjutant and covering off the right hand man of the rear platoon.
- (g) *Colours and Color Party* in rear of rear platoon of No. 2 Company.

- (m) Band will form up 8 paces in rear of the centre.

APPENDIX 'G'

Guidelines for preparing Ceremonial Uniform

Ceremonial uniform is worn for participation in various ceremonial parades and on ceremonial occasions. The following guidelines should be kept in mind while preparing the ceremonial uniform.

(a) Cap / Turban

- (i) Peak Cap / Barrette Cap/Ceremonial Turban should not be loose. In case it is loose, sufficient packing should be given so that it fits correctly on the head.
- (ii) There should be no stains. It should have a fresh look.
- (iii) All leather and metal parts should be properly polished.
- (iv) The badge should be fitted properly in the centre of the cap/ turban.

(b) Shirt

- (i) The Shirt to be worn on parade should be properly cleaned and of proper khaki shade.
- (ii) The folding of the shirt sleeves should be approximately equal to 4 fingers held together.
- (iii) The length of the sleeves should be adjusted in such a way that when one folds his arms there is no folding on the folded sleeves.
- (iv) All buttons in the shirt should be new and should not that the upper edge of the sign is 4 fingers below the shoulder stitching.
- (v) The formation sign should be fixed in such a manner that the upper edge of the sign is 4 fingers below the shoulder stitching.
- (vi) The shoulder insignia should be between the shoulder stitching and the upper edge of the formation sign and the outer edges should be in the same line as the formation sign.
- (vii) The name plate should be over the upper portion of the pocket stitching and in the centre of the right hand pocket of the shirt.
- (viii) The outer edge of the shirt stitching, the right hand edge of the Belt Buckle and inner edge of the fly flap of the trousers should be in one straight line.
- (ix) All metals worn on the shirt should be properly polished. It should be ensured that stains of polish should not come on the shirt.

(c) Cross Belt / Belt

- (i) The leather should be properly polished and the metal parts also properly polished.
- (ii) The belt should be adequately tight, it should neither be very loose nor very tight.

- (iii) The length of the belt should be kept correctly measured so that no extra portion of the belt projects.

(d) Trousers

- (i) The length of the trousers should be much that when standing at attention the laces of the boots should not be visible.
- (ii) After wearing the pant please do not sit down before going for the parade as this will result in unnecessary creases on the pant.
- (iii) The bottom of the pants should measure 16 to 18 inches.

(e) Shoes

- (i) The shoes should be properly polished and the blackish tinge of polish should be removed.
- (ii) Laces should be new and not twisted.
- (iii) Laces should be properly tied and the eyelet holes should be together and not kept loose.
- (iv) Khaki socks should be worn and this should be sufficient height so that it is visible even if the pant comes above the boot level.

(f) General

- (i) Everybody should have a proper hair cut. They should be properly shaved and their mustache trimmed.
- (ii) No photo chromatic glasses or dark glasses will be allowed on parade.
- (iii) No wrist watch should be worn on parade and unnecessary items of jewellery avoided.
- (iv) Lanyard should not be faded and as far as possible should be new.

CHAPTER XXVI

GUARDS AND SENTRIES

General

1. The object of this chapter is to lay a simple routine that will ensure the effective Mounting and relief of Guards and Sentries. The details give the normal system followed by the Police Force for ceremonial purposes, and may be followed where applicable.
2. There are two forms of Guards, the purpose and function of which are quite different. These are Ceremonial Guards and Tactical Guards.
3. The objects of these two forms of Guards are described in the succeeding paragraphs. Having regard to the functions to be performed, the form of Guard which is to be mounted will be at the discretion of the officer in charge of the District or Unit.

Ceremonial Guard

4. Ceremonial Guard will be mounted for one of the following purposes.
 - (i) To exercise men in ceremonial drill and to instil in them the highest standard of smartness, cleanliness, discipline, and arms drill, and to encourage “pride of the force”.
 - (ii) To pay compliments to high ranking officers, or other distinguished persons, between Reveille and Retreat.
5. A ceremonial guard will be mounted only between Reveille and Retreat. On conclusion of its ceremonial function, or at Retreat, ceremonial guard may take over duties immediately as Tactical Guard and vice versa.
6. A ceremonial guard is to be considered at all times the symbol of the pride of the District and Unit. Its drill, smartness, and turn out will be of the highest standard.

Tactical Guard

7. The object of a Tactical Guard is to fulfil any form of protective task as decided by the officer in charge of the District. such tasks will include the guarding of Government buildings, Armoury, Magazine, Treasure, the security of prisoners and the prevention of unauthorized persons entering prohibited areas.
8. Tactical Guards will pay compliments like ceremonial guards between Reveille and Retreat, but during the night hours will merely Stand To, unless ordered to fall in for inspection by a Round.
9. A tactical guard will be suitably disposed tactically to carry out its task. In arranging dispositions full opportunity will be taken to train tactically junior

havalendars, and to develop their initiative. Stand to positions, together with alternative positions will be detailed for each member of a Tactical Guard.

10. It will be realized that Tactical Guard is functioning most efficiently when it can neither be seen nor heard. In Guard Rooms sentries will be secure but they must be protected against a rush assault and grenades. For this reason, it is not intended that the taking up of tactical dispositions should develop into a form of drill to be performed every time; nor is it intended that the taking up of tactical dispositions should become the equivalent of the turn out of a Ceremonial Guard to a Visiting Officer.
11. When in a Stand To position, no member of a Tactical Guard will pay compliments. Provided that sentries remain tactically disposed, a Tactical Guard less its sentries may fall in for inspection by a Round. The appropriate compliment may then be paid.

Section 1

Definitions

1. A Guard is a body of men to protect places or persons.
2. Duties of Guards and Picquets besides the Quarter Guard personnel who fall in for inspection of the Orderly Officer before they are marched off to their various assignments.
3. Sentries are Constables belonging to a Guard and posted on duty in various places.
4. A Sentry's beat is the length of ground which he has to patrol.
5. A Sentry's post is the place where he is mounted.
6. A Relief consists of the sentries to be posted on the various sentry posts at the same time, or to relieve the Sentries already on duty.
7. 'Grand Round' includes the Superintendent of Police when on inspection duty and any gazetted officer detailed by him for a similar purpose.
8. 'Visiting Round' includes all non-gazetted officers carrying out similar duties.
9. Alarm posts are posts made round the Guard for its protection during night. These posts are occupied by the Guard and sentry when a Stand To is ordered during night.
10. 'Alternative Posts' are similar to Alarm Posts. These are occupied by the Guard and sentry when it is ordered to Stand To for the second time during the night.
11. 'Turning Out'—When Guards turn out they move at the double and fall in with sloped arms. The Bugler falls in two paces on the right of the Guard commander and the Sentry, one pace to the right of the Bugler. This is generally ordered between Reveille and Retreat.

12. 'Stand To' is the order given during night (between Retreat and Reveille) to a Guard when they take position in their Alarm Posts.
13. 'Stand Down' is the order given to a Guard to close from their Alarm Posts after the inspection of the Rounds during the night.
14. *Bugle Calls*
 - (a) Reveille is the bugle call sounded in the early morning when the flag is hoisted at the Quarter Guard.
 - (b) Retreat is the bugle call sounded at sun-set when the flag is lowered at the Quarter Guard.
 - (c) Tattoo First Post These are sounded at 9.30 p.m. and 10 p.m. Tattoo Last Post

The First Post is sounded to warn the men that it is time to close the day's activities and get back to the barracks. After the Last Post is sounded the duty havaldar checks the barracks to ensure that all are in bed and no one is absent.

Section 2

Guard Mounting

<i>Details</i>	<i>Remarks</i>
1. Time for Guard Mounting.....	To be fixed by the Officer in-charge of the District or Unit.
2. Dress for Guard.....	---- Do ----
3. Stick Orderly: For Ceremonial Guards an extra man will be deputed to allow the cleanest man being excused guard duty. The man so excused will be named 'Stick Orderly'. His duty shall be to wait on the Commandant or the senior officer in the Station, in his office to perform the duties of a 'Runner'. He will wear his Guard Mounting Uniform.	
4. Parading. On the bugle call 'Parade for Guard' (sounded half an hour before the guard mounting time) the men selected for guard will get ready for mounting.	Time may be altered at the discretion of the Officer In-charge of the District or Unit.
On the 'Quarter Call' for guard mounting (sounded quarter of an hour	The place for guard mounting need not necessarily be always

<i>Details</i>	<i>Remarks</i>
<p>before the guard mounting time) the duty N.C.O. will parade the guards and inspect them in the Lines. He will then march the guard to the parade ground five minutes before the Tall in Call' is sounded and will hand them over to the Orderly Officer in the following manner: —</p>	<p>the parade ground. This may be changed at the discretion of the Officer In-charge.</p> <p>Bugler will be two paces to the right of the Guard Commander and duty N.C.O. five paces.</p>
<p>(a) <i>Guard Get On Parade</i> (<i>Garud Parade par</i>)</p> <p>The Guard will come to attention, step off and fall in two ranks, at the open order, two paces in front of the Duty N.C.O. and stand at ease. The Duty N.C.O. will then take his position at a convenient distance from the guard, say twelve paces and face the guard.</p>	
<p>(b) <i>Guard—Attention</i> (<i>Garad Savdhan</i>).</p>	
<p>(c) <i>Guard Will Fix Bayonets—Fix-Bayonets Attention</i> (<i>Garad Sangeen lagayega—Sangeen Laga, Savdhan</i>)</p>	<p>(The guard Commander and the 2nd in Command will not fix bayonets.)</p>
<p>(d) <i>Guard—Right Dress—Eyes Front</i> (<i>Garad—Dahine Saj—Samne Dekh</i>)</p>	<p>(The Duty N.C.O. will himself dress the guard and thereafter inspect the guard straightaway).</p>
<p>(e) <i>Guard Will Unfix Bayonets—Unfix Bayonets—Attention,</i> (<i>Garad Sangeen Uttarega—Sangeen Utar—Savdhan</i>).</p>	
<p>(f) <i>For Inspection—Port Arms.</i> (<i>Nirikshan Ke Liye Baen Shastra</i>).</p>	<p>(The Duty N.C.O. will inspect arms and will align himself five paces at the right incline to the Guard Commander, before the next command is given).</p>
<p>(g) <i>Guard—Examine Arms</i> (<i>Garad—Janch Shastra</i>)</p>	<p>(After examining the bands of weapons the Duty N.C.O. will return to his original position).</p>
<p>(h) <i>Ease—Springs</i> (<i>Bolt—Chala</i>)</p>	<p>Carried out as a drill movement.</p>

<i>Details</i>	<i>Remarks</i>
<p>(i) <i>Order Arms (Bazu Shastra)</i></p> <p>(j) <i>Stand At Ease (Vishram)</i></p>	<p>After this the duty N.C.O. takes his position on the right of the Bugler at a distance of 5 paces from him and awaits the arrival of the Duty Officer.</p>
<p>On the arrival of the Orderly Officer, the Duty N.C.O. brings the guard to Attention and Slope Arms and shall march towards the Orderly Officer and halt at a distance of two paces in front of him, salute and report “The guard is Ready for Inspection Sir (Shriman Guard Nirikshan Ke Liye Tayar Hai)”. After this the Orderly officer will order “Duty N.C.O. Take Post (Duty NCO Jagah Lo)”. On this the Duty NCO will salute, turn about and march back to his original position at the right of the bugler.</p>	
<p>On the ‘Fall in Call’ being sounded the Orderly Officer will call ‘Marker’. The Guard Commander will advance two paces in front of the Orderly Officer, halt, Order Arms and Stand at Ease.</p>	
<p>On the orderly officer’s Command Duties on Parade, (‘Duties Parade par’) the guard will march on to the Marker, Order Arms and Stand at Ease.</p>	<p>Guards will always form up in open order.</p>
<p>Orderly Officer will move to a convenient distance from the guard (say 20 to 30 paces) and face the guard.</p>	<p>If the guard is commanded by an officer he will be two paces in front of the centre, and the senior N.C.O. on the right of the Guard; if Guard is commanded by an N.C.O., he will be on the right of the guard, the next senior N.C.O. (if any) being in the rear rank covering the senior N.C.O.</p>

<i>Details</i>	<i>Remarks</i>
5. Procedure: Commands by the Orderly Officer:	An Officer commanding a guard shall not be called upon to act as a Marker. The senior N.C.O. commanding the first guard, if more than one guard, shall be the Marker.
(a) Guard Attention (Guard Savdhan)	
(b) Guard will Fix- Bayonets— Guard Fix- Bayonets, Attention (Guard Sangeen lagayega, — Sangeen Laga, Savdhan).	The Gurad Commander and the Second- Command will not fix bayonets. The duty N.C.O. will dress the guard by turning to his left. On completion he will give ‘Eyes Front’ and turn to his front.
(c) Guard Right Dress. (Garad Dehine Saj).	
(d) <i>Guard Number.(garad—gintika).</i>	Here the Orderly Officer will inspect the guard. The duty N.C.O. will join him in time to meet him in front of the guard. He will salute the Orderly Officer and accompany him during the inspection and note down remarks, if any, pointed out by the Orderly Officer. After inspection both will return to their original positions.
(e) <i>Guard will Unfix Bayonets — Unfix- Bayonets—Attention (Garad Sangeen Uttarega, Sangeen Uttar, Savdhan)</i>	Only the front rank excluding the guard commander and the bugler will call out the number.
(f) <i>For Inspection Port Arms (Nirikshan Ke Liye Baen Shastra)</i>	The duty N.C.O. will not salute the Orderly Officer here.
The Orderly Officer and the duty N.C.O. act as in (a) above, except that after the inspection of arms both will align themselves 5 paces at the right incline to the Guard Commander.	

<i>Details</i>	<i>Remarks</i>
<p>(g) <i>Examine Arms (Janch Shastra).</i></p> <p>After the examination of arms both will return to their original position, the duty N.C.O. 5 paces to the right of the guard and the Orderly Officer 20 to 30 paces to the front of the Guard.</p>	Carried out as a Drill Movement
(h) <i>Ease Spring (Bolt Chala)</i>	
(i) <i>Order Arms. (Bazu Shastra)</i>	
<p>(j) <i>Guard will Fix Bayonets—Guard Fix- Bayonets.</i> Attention. (Guard Sangeen Lagayega—Sangeen Laga—Savdhan).</p> <p>At this stage the Stick Orderly will be selected and dismissed.</p>	<p>The Guard Commander and the Second-in-Command will not fix.</p> <p>The Stick Orderly will take a pace forward or backward according to his position in the front or rear rank, salute and then dismiss.</p>
<p>(k) <i>No... Front (or Rear). Rank—Stick Orderly., Stick Orderly—Dismiss. (No....Samne Ya Pichhli Line Stick Orderly—Vis-arjan)</i></p>	
(l) <i>Close Order March (Nikat Line Chal)</i>	The Duty N.C.O. will turn to the left and dress the guard after which he will order the guard to “Eyes Front”.
(m) <i>Right Dress (Dahine Saj)</i>	
(n) <i>Slope Arms (Kandhe Shastra).</i>	
<p>(o) Guard Commander Take over. (Garad Commander Jagha Lo). Here the Guard Commander will take a pace forward and salute; the guard commander will place himself 2 paces in the rear and centre of the guard. The second in command will at the same time take 2 paces forward and occupy the place of the Guard Commander.</p>	

<i>Details</i>	<i>Remarks</i>
<p>The Orderly Officer also will move out to a convenient distance to his left flank from where he can acknowledge the compliments of the guard given on its march.</p> <p>Commands by the Guard Commander.</p> <p>(p) <i>Guard by the Right—Quick March (Garad Dahine Se Tej Chal).</i></p> <p>(q) <i>Eyes Right, Eyes Front (Dahine Dekh, Samme Dekh).</i></p> <p>The Guard Commander marches off the guard to the place where he is to relieve the old Guard.</p>	<p>If it is not possible to march the guard all the way in two ranks or single ranks to the Guard Room, suitable formation may be adopted</p> <p>The Orderly Officer will fall out. The duty N.C.O. and both will supervise the changing of the Guards.</p>

Section 3

Relieving, Posting And Dismissing A Guard

1. When the ground admits, the new Guard will advance in line towards the OLD Guard and be halted where possible, 15 paces in front of it. When this is not possible, the new Guard will Halt Six Paces From the left of the Old Guard facing the same direction and dress up.
2. On the approach of the new Guard, the Old Guard Commander will fall in his guard at the slope and dress up.

The following ceremonials will then be observed:

*O.G.C.—Old Guard Present Arms (Officers salute).
[Purani Garad Salami Shastra (officers' siloot).]*

N.G.C.—New Guard Present Arms. (Nai Garad' Salami Shastra).

O.G.C.—Old Guard Slope Arms. (Purani Garad Kandhe Shastra).

N.G.C.—New Guard Slope Arms. (Nai Garad Kandhe Shastra).

O.G.C.—Old Guard Order Arms. (Purani Garad Bazu Shastra).

N.G.C.—New Guard Order Arms. (Nai Garad Bazu Shastra).

O.G.C.—Old Guard Stand at Ease (Purani Garad Vishram).

N.G.C.—New Guard Stand at Ease (Nai Garad Vishram).

3. Taking the time from the Old Guard Commander, both Guard Commanders come to Attention, Slope Arms, take five paces forward, halt and incline inwards. The Old Guard Commander then asks for the relief of his sentries as follows:

One Sentry by Day and one (two) by Night. (Ek sentry Din Aur Ek (ya Do) Sentry Rat). The New Guard Commander repeats the same.

4. Both Guard commanders then move off to their respective guards, the Old guard commander falling in on the right of his guard and the new Guard Commander placing himself in front of his guard.
5. The New Guard is then numbered by its commander and reliefs distributed as follows:

New Guard Attention (Right hand man will be No. 1;
(Nai Garad Savdhan) rear rank right hand man No. 2;
As a Guard Number front rank No. 2 will be No. 3;
(Garad Ki Tarah Ginti kar) and his rear rank man No. 4 and so on)

No. 1, No. 2 First—Relief (Pahali Badali,)

No. 3, No. 4 Second—Relief (Doosari Badali,)

No. 5, No. 6 Third—Relief (Tisari Badali,)

First Relief Stand Fast, Remainder At this except the first relief others will
Stand at Ease (Pahali Badli Khari come to Vishram.
Rahegi Baqi Vishram)

First Relief arms Slope Arms At this command both the old guard
(Pahli Badli Kandhe Shastra). commander and the old Sentry will come
to Slope Arms.

Quick March. (Tez Chal) the Halt If there are only up to four Sentries in
(Tham). Relief form up (Badali Band)''. the first relief they will form up in single
rank according to their numbers.

6. When the first relief of the New Guard is sent out, the second in command of the old guard will accompany it to bring in the relieved sentries. At the command 'Relief Form Up', he will place himself on the right of the first sentry of the new Relief. The second in command of the New Guard will place himself on the left. The second in command of the New Guard will then give the order. 'Relief Move to the Right in Single File—Right Turn. (Badali Ek File Men Dahine Chalo—Dahine Mur). He will then place himself on the right of the rear Sentry and give the order 'Relief Quick March.' The second in command of the Old Guard will then lead the relief

to the sentry post and the sentries will be changed as detailed in Section 4. As soon as all the sentries are relieved, the seconds in command will change places and second in command of the Old Guard will assume command.

7. While the relief is marching round and changing sentries, the new Guard Commander will take over the property of the guard according to the list on the inventory board. At the same time both Guard Commanders will sign the charge reports. If there is only one Havaldar in the Guard he will take charge of the property, etc., after the sentries have been relieved. The guard commanders will then report their change of charge to the Orderly Officers, if present.
8. When the relief have returned, and all the men of the old and new Guard have fallen in, in their respective guards, the following ceremonials will be observed:
 - O.G.C. — Old Guard Attention. (Purani Garad Savdhan).*
 - N.G.C. — New Guard Attention. (Nai Garad Savdhan).*
 - O.G.C. — Old Guard Slope Arms. (Purani Garad Kandhe Shastra).*
 - N.G.C. — New Guard Slope Arms. (Nai Garad Kandhe shastra).*
 - O.G.C. — Move to the Right in File (or Single File) Right Turn.
(Purani garad, Ek file Men Dahine chal, Dahine Mur)*

NOTE: - The Old Guard commander takes position on the right of the Guard in line with the rear man, while the second in command takes his place.

- O.G.C. — Quick March. (Purani Garad Tej Chal).*
 - N.G.C. — New Guard Present Arms. (Nai Garad Salami Shastra).*
 - O.G.C. — Old Guard Eyes Left—Eyes Front(Purani Garad Baen Dekh, Samne Dekh).*
 - N.G.C. — New Guard Slope Arms. (Nai Garad Kandhe Shastra).*
9. When the Old guard has left, the new Guard will be marched to the position previously occupied by the Old Guard in file or single file as the case may be and will be explained the details for turning out and the Stand To positions. The Guard will then be dismissed to the guard room, when the orders for the Guard will be read out. These orders will also be read and explained to the men of the first relief when they come off Sentry. To dismiss the guard the words of command will be “Sentry Stand Fast, Remainder To The Guard Room—Dismiss (Sentry Khada Rahe, Baqi Guard Room Ko, Visarjan).
 10. If it is necessary to pay compliments during Guard Mounting, words of Command will be given to both guards by the senior officer or Havaldar.
 11. The Old Guard will be marched to the original position of the new Guard and after the inspection of weapons and ammunition, will be dismissed.

Section 4

Posting Relieving, Marching And Dismissing Sentries And Relief

Posting Sentries.

1. When a sentry, who is to be posted on a new post, without a sentry, reaches a point just short of the post assigned to him, he will be halted. The sentry will then step off without further order and will halt and face in the required direction on his exact post. The Havaldar (normally the junior havaldar) will then read and explain to him his orders, the object for which he is posted, the front of his post and the extent of this beat.

Relieving Sentries. (Badali Santari)

2. On the approach of the relief, the sentry, with his rifle at the slope, will place himself in front of the sentry box. The Havaldar of the relief will halt the relief at about two paces from the sentry. The new sentry will then move out from the relief, and fall in on the left of the old sentry turning to face in the same direction. The Havaldar will read the orders to the new sentry and ensure that the sentry understands them.
3. *'Sentries Pass' (Santri Badli Karo)*. The old sentry will move to his place in rear of the relief, and the new sentry will close two paces to his right.
4. *'Relief Quick March' (Badli Tej Chal)*. The Relief will be marched off. After all the sentries have been changed the relief will be brought in the centre of both the Guards. They will then break off at the command of the old Guard Commander and join their respective Guards.

Section 5

Turning Out A Guard For Inspection By Day

1. When the sentry sees the Inspecting Officer actually approaching the Quarter Guard, the sentry will come to attention, slope arms, and shout "Guard Turn Out" (Garad Line Bana).

All personnel of the Guard will move at the double and fall in on the prescribed line.

2. When the Inspecting Officer has taken post in front of the Guard, the Guard will give the appropriate salute on orders from the Guard Commander. For those who are entitled to, the bugler will sound the appropriate Salute.

Where the Inspecting Officer is so entitled, the command 'Present Arms' will be given after the Guard has fallen in, followed by the command 'Slope Arms' and 'Orders Arms' before the Guard is reported to the Inspecting Officer.

When the Inspecting Officer is taking the salute, all others who may be accompanying him will stand to attention behind him.

3. After the Guard has been brought to the 'Order Arms', the Guard Commander will report 'Guard Ready For Inspection (Nirikshan Ke Liye Garad Hazir Hai) to the Inspecting Officer. No other form of report will be used.
4. After receiving the report of the Guard Commander the Inspecting Officer will go forward to inspect the Guard. The Guard Commander will Slope Arms, take a step forward, turns to the left and accompany the Inspecting Officer. All personnel of the party other than the Inspecting Officer will remain at attention wherever they may be till the inspection has been completed and the Guard dismissed. When the inspection is completed the Inspecting Officer will order the Guard Commander To Dismiss/Turn in the Guard (Guard Line Tor, Guard Viserjan).
5. Having received instructions to Turn in the Guard/Dismiss the Guard from the Inspecting Officer, the Guard Commander will give the order 'Guard Slope Arms, Sentry Stand Fast, Remainder Dismiss', or Guard to the Guard Room Dismiss'. All personnel of the Guard except the sentry will turn to their right, salute and then move off at the double to the Guard Room.
6. Having dismissed the Guard, the Guard Commander will turn toward the Inspecting Officer and salute. He will then accompany the Inspecting Officer for an inspection of the Guard Room and its vicinity. Other persons who have accompanied the Inspecting Officer may now accompany him during the inspection.
7. After the inspection of the Guard Room etc., has been completed, the Guard Commander will again salute the Inspecting Officer and then break off and return to the Guard Room.

Section 6

Turning Out A Guard By Night

1. When the Sentry sees the 'Grand Round' or the 'Visiting round' approaching his Guard, the sentry will come to the 'On Guard' position and halt the 'Round' approaching by shouting '*Halt, Who Comes There*'. (*Tham, Kauyi Ata Hai*)
2. At the challenge 'Halt, who comes there', the Grand or Visiting Round will halt and disclose his identity by saying 'Grand Round' or 'Visiting Round.' (*Bara Muayana Ya Chhota Muayana*)
3. When the sentry has received the answer to his challenge and is satisfied that the round approaching the Guard is a 'Grand' or 'Visiting' Round, he will Stand To the Guard by shouting 'Halt Grand (or Visiting) Round, Guard Stand To'. *Tham Bara (ya chhota) Muayana, Guard Hoshiar*. He will repeat this (Guard Stand To) three times, and remain at the 'On Guard' position. The Guard along with the Guard Commander will then come out of the

Guard Room at the double and take positions in their respective Alarm Posts already detailed before hand.

4. The Guard Commander will approach the sentry and enquire from him 'Sentry What Round', and on a reply from the Sentry 'Grand' or 'Visiting' Round, he will give a pass to the Round by saying 'Advance Grand Round or Visiting Round, All is well'. (Age Barho, Bara Muayana ya Chhota Muayana, Sab Thik Hai). The sentry in the meantime will take his position behind the Alarm Post already detailed, and so also the Guard Commander.
5. After the inspection is over, the Grand or Visiting Round will give the following orders:
 - (i) *'Stand Down the Guard' (Garad Jagahe Chhore).*

Or

- (ii) *'Fall in the Guard' (Line Bana).*
6. If the Guard is required to 'Stand Down' they will leave their Alarm Posts and double up to the Guard Room.

The Guard Commander will move to the Guard Room after the inspecting Officer has recorded his inspection, etc., in the Guard Book and has left.

7. If the Guard is ordered to 'Fall In' the Gurd minus the sentries will fall in on the prescribed line and the same procedure will be followed as for Inspection by Day. The inspection of the Guard Room, etc., may not be done and the Guard may be ordered to be Dismissed after the inspection.

Section 7

General Rules For Sentries

1. A sentry when moving off on his beat will come to attention, take a pace forward, Slope Arms, turn to his right or left and move off in quick time.
2. On arrival at the end of his beat a sentry will halt and turn about by making two distinct turns outwards (i.e., towards his front) to the right or left as the case may be and will move off again in quick time.
3. A sentry will not halt on his beat except in front of his box or post, unless to pay a compliment or when challenging.
4. When halting outside his box or post, a sentry will face his front, order arms, take a pace to the rear, and stand at ease.
5. A sentry will not quit his arms or post, lounge or converse with any one (except in the performance of his duty) nor will he take shelter in his box except in very bad whether.
6. A sentry will always remain alert and will pay all necessary compliments smartly.

Sentries Challenging

7. A sentry will challenge all persons or parties during the night approaching his post when he is doubtful as to whether the person or party approaching is authorized to pass or when he is suspicious as to his or their reasons for approaching.
8. When challenging on the part of a sentry is necessary, it will be carried out as follows :

When a person or party approaches his post, the sentry will as soon as the person or party is within speaking distance, come to 'On Guard' position and call out 'Halt who comes there'. He will repeat this in the language most suitable to the locality, without disclosing his position. When the person or party has halted, he will call out 'Advance One' (Ek Aage Barho) (Translated if necessary). If and when the sentry is satisfied as to the identity of the person or party, he will say, 'Pass Friend All is Well' (Chalo Dost, Sab Thik Hai) remaining of Guard until the person or party, has passed. If not satisfied regarding the identity or bona fides of the person or party, the sentry will Stand To the Guard and report to the Guard Commander. If in answer to the challenge the sentry receives the reply 'Grand' or 'Visiting Round' and the sentry is satisfied, he will follow the same procedure as laid down in Section 6.

NOTE: By night sentries will invariably challenge all persons approaching the Guard Room. If in reply to the challenge he receives the reply 'Friends' and he is satisfied with the identity of the person he will allow him to pass.

Section 8

General Instructions And Compliments To Be Given By Guards And Sentries

General

1. Sentries always march with sloped arms and bayonets fixed, and always turn outwards by making two distinct turns left or right, as the case may be, *i.e.*, never face the Sentry Post.
2. Bayonets will always remain fixed in the Guard Room.
3. Every relief will be inspected by the Guard Commander on going out and returning.
4. Compliments will not be paid to unarmed parties.

Compliments by Guards

5. Day (Between Reveille and Retreat).
 - (a) The President and Governors, the latter within states, with the bugler sounding the National Salute.

- (b) The Prime Minister, Union Ministers and State Ministers within their jurisdictions with the bugler sounding the General Salute. For the Prime Minister, National Salute can be played with the special permission of the State Government.
- (c) Police Officers of and above the rank of Dy. Inspector General of Police and officers of and above the rank of Major General in the Army or equivalent ranks in the Navy and the Air Force with the bugler sounding the General Salute.
- (d) The District Superintendent of Police on his first visit to the guard each day.
- (e) Grand Rounds.
- (f) All armed parties numerically superior to the strength of the guard.
- (g) At the commencement of Reveille and Tattoo sounding.
- (h) To any other police officer of and above the rank of Sub Inspector, the guard will turn out once a day when he is detailed as Orderly/Duty Officer and the guard commander, only will give Butt Salute.

NOTE: (i) It is necessary to pay compliments while guards are actually being mounted or changed over, the senior officer or N.C.O. giving the command.

- (ii) The above orders regarding compliments do not apply to Special Guards mounted at the residences or camps of Presidents, Union Ministers, Governors and State Ministers. Such guards will not pay compliments to persons of lesser rank or status. When visited by police officers on duty, they will turn out at the slope.

6. *Night (Between Retreat and Reveille).*

Guards will not turn out after Retreat, or before Reveille, except at Tattoo, on the approach of an armed party, in cases of an alarm, or to receive Grand and Visiting Rounds, nor will they during this period pay any compliment except to Grand Rounds to whom they will present Arms.

Compliments by Sentries

7. Day.

- (a) A sentry will Present Arms, to Police Officers wearing the State Emblem or badges of higher rank and to officers of the Indian Army, Navy and Air Force of equivalent ranks.
- (b) Before paying a compliment, a sentry will always halt and turn to his front. If standing in a Sentry Box, he will salute by coming to attention.

- (c) A sentry will Present Arms to armed parties and will salute unarmed parties.
- (d) A sentry will give Butt Salute to police officers of and above the rank of Sub-Inspectors who are not entitled to Present Arms.
 - (a) A sentry will not Present Arms to any armed party after dark.
 - (b) As long as a sentry can discern an officer, he will halt and turn to his front on his approach and will pay the correct compliments as for day.

8. *Special Instructions*

The above orders regarding compliments by guards and sentries do not apply to special guards mounted at the residences or camps of the President, or of the Governor within his jurisdiction. Such guards will not Present Arms to persons of lesser rank or status than of those for whom they are provided. When visited by officers on duty they will turn out with arms at the slope. The sentries at such residences or camps will Present Arms to the President/Governor and to armed corps only. They will salute (butt salute, if at the slope; coming to attention, if at the order) officers of lesser rank and unarmed parties.

CHAPTER XXVII
GUARD OF HONOUR

The Guard of Honor to be mounted will depend on the status of the personage as well as on the occasion.

Section 1

Composition, Strength & Occasions

Sl.No.	Personage Entitled	Strength (Rank & file)	Remarks
1	President	150	Two Bands to be in attendance.
2	Vice President	100	One Band to be in attendance.
3	Prime Minister	100	-Do-
4	Governor	100	-Do-
5	Union Home Minister/ MOS (Home)/ Dy. Minister (Home)	50	-Do-
6	Chief Minister	50	-Do-
7	State Home Minister	35	-Do-
8	****Director General of Police/ Addl.DGP	20-35	One Band to be in attendance when available.
9	****Inspector Gneral of Police	12-20	Two Buglars
10	****Dy. Inspector General of Police	12	-Do-
11	Head of Foreign State	150	Two Bands to be in attendance.
12	Vice-Head of Foreign State	100	One Band to be in Attendance.
13	Head of Diplomatic mission in	100	-Do-
14	Head of a Foreign Police Forces	20-35	-Do-

****As small districts have less strength so flexibility of strength has been kept.

(b) Occasions

Sl. No.	Personage Entitled	Occasions
1	President	On arrival and/or departure when public. All official visits are not public. Only formal visits notified as such by the Central Govt. through local civil authorities and/or Army Hqrs' will be treated as public.
2	Vice President	At special occasions concerned with police forces.
3	Prime Minister	-Do-
4	Governor	(i) On special occasions, Governor will be presented with Guard of Honor within jurisdiction. (ii) On arrival to take over appointment once only. (iii) On departure or relinquishing such appointment once only.
5	Union Home Minister/ MOS (Home)/ Dy. Minister (Home)	On special occasions connected with police, which should include a visit to a State Police/ CPO/Office/ establishment.
6	Chief Minister	-Do-
7	State Home Minister	-Do-
8	Director General of Police/ Addl. DGP.	On official visits to a Distt. Hqrs/ Armed Police Bus/Police Training Schools, when the Visit is for Inspection/Ceremonial purposed, both on arrival end on departure.
9	Inspector Gneral of Police	-Do-
10	Dy. Inspector General of Police	-Do-
11	Foreign Dignitaries	Foreign dignitaries will be presented the Guard of Honor only when they are on official visit to a State Police/ CPO Office/Establishments.

Special Note

The entitlement for the President, Vice-President, Prime Minister and Governor have been well laid out in the various notifications of Union and State Governments. For other personages, Section 1, para 131 only means to provide

guidelines. The entitlement for other persons and occasions on which Guard of Honor is to be presented, should be notified in the Central/State Government Gazette.

Section 2

Dress

The Dress of all Guards of Honor will be Review Order Dress but Specific order should be issued deciding the exact uniforms to be worn on each occasion.

Section 3

Formation

(a) Guard

The Guard of Honor will be sized and equalized as for a company. Where possible, it will be formed up facing the direction from which the personage for whom it is mounted will approach.

The Guard will form up in two equal divisions in two ranks with a distance of 4 paces between the front and rear ranks. It will be dressed at intervals of 24".

The interval for the escort party of colors between the two divisions will be 3 paces. In case no colors are carried, this interval may be ignored.

(b) Officers

With Colors

- (i) G.Os. and Inspectors/Sub-Inspectors:—The Commander 4 paces in front of the second file from the right. The next senior G.O./Inspector/Sub-Inspector, two paces in front of the second from the left. The Junior Officer/Inspector/Sub-Inspector (with the Color) two paces in front of the centre of the Guard.
- (ii) Havalgars: —The senior Hav. Major will be the right Guide of the first division and the next junior left Guide of the second division. The third junior will be the right Guide of the second division and the junior most left of the first division.

Without Colors

- (iii) The Commander: —Four paces in front of the centre of the Guard; the next senior G.O./Inspector/Sub-Inspector, two paces in front of the second file from the right; the third junior G.O./Inspector/Sub-Inspector, two paces in front of the second file from the left.
- (iv) Havalgars: —Their posts will be the same as detailed in para (b) (ii) above.
- (v) On special occasions when the guard strength is increased to 150 all

ranks, and when colors are not carried, the Guard Commander will be 8 paces in front and in centre of the Guard. The next senior G.O./Inspector/Sub-Inspector, three paces in front of the second file from the right, the third junior G.O./Inspector/Sub-Inspector, 3 paces in front of the second file from the left.

(c) *Band*

- (i) The Band will form up on the right flank in line with the Guard and 7 paces from the right Guide of the Guard. The band will be in Column in four files with 2 paces between each file. The Drum major will be 3 paces in front of the front rank of the band and the Band Master 2 paces in front of him.
- (ii) When no band is available, two buglers may be provided who will fall in line on the right of the Guard of Honor. Similarly if there is no space on the right flank, the Band may be positioned behind the Guard.

Section 4

Aide-De-Camp

There will always be two As D.C. who will stand on either side of the dais, 3 paces to the right and left of the front edge.

Section 5

Conducting Officer

The Conducting Officer (civil or police officer who receives the V.I.P. and conducts him to the Saluting Base will, after conducting the V.I.P. to the dais, position himself in the centre rear of the dais and at 3 paces from it.

Section 6

Colors

Colors may be brought on parade by the Guard of Honor, in accordance with the custom of the State Police. Colors will not be fought on parade when an inter-State Guard of Honor is provided.

Section 7

Salute

Only one salute before the Inspection will be given. As. D.C. will not salute when either the National or General Salute is played.

National Salute will be given to—

- (i) The President of the Republic of India.
- (ii) Governors within their own States.

Other dignitaries entitled to salute on ceremonial occasions will be given the 'General Salute'.

Section 8

National Anthem

There are two versions of the National Anthem.

- (i) Full version, which can be played approximately for 52 seconds.
- (ii) Short version of nine bars, which can be played approximately for 20 seconds.

The Full Version should be played on the following occasions: —

- (a) On all occasions when the President is present in person (including broadcasts by the President on National Days).
- (b) On all occasions for Governors when they attend Ceremonial Parades, Guard of Honor within their own States.
- (c) At Republic Day and Independence Day Parades when the National Flag is broken at the mast.
- (d) The National Anthem can also be played for the Prime Minister of India on special occasions with the prior approval of the State Government.

The short version may be played on all other occasions according to instructions.

Whenever National Anthem is played, all ranks will come to attention and all officers of and above the rank of Head Constable, if in uniform, will give proper salute. Officers in attendance on the chief dignitary taking the salute will only come to attention and will not salute when National Anthem is played.

Section 9

Inspection

The following procedure will be observed for inspection

- (a) After paying the proper compliments i.e., National Salute/General Salute to the personage for whom it is mounted, the Guard should be brought to the position of 'Order Arms'. The Colors, if carried, will remain at the 'Carry'.
- (b) The Guard Commander will then march forward and report to the V.I.P. He will do so in a suitably loud voice and say "Guard of Honour consisting of _____ officers and _____ other Ranks is ready for your inspection, Sir" (Ke Afsran Aur Jawan ke Samman Garad, Nirikshan ke liye Hazir Hai, Shriman).

- (c) The V.I.P. will come down from the dais and the Guard Commander will conduct him, moving on the V.I.P.'s right side and a little in front of him. He will walk and not do the 'Slow March'.
- (d) As.D.C. will not march in front of the V.I.P.
- (e) The V.I.P. will inspect the band passing behind the Drum Major of the Band. The Band will not turn their heads and eyes towards the V.I.P. during the inspection, but will look straight to the front.
- (f) As soon as the V.I.P. passes the left hand man of the band, the Bank Master will turn about, get the band ready and start playing. Taking the time from the first beat of the drum, every officer and man of the Guard, (i.e., both the front and the rear rank) except the officer carrying the color, will turn his heads and eyes towards the V.I.P. i.e., he will look at him. As the V.I.P. moves on, the officers and men will also move their heads and eyes looking at him all the time. If the V.I.P. stops during the inspection, the movement of heads will also stop.
- (g) The band will stop playing as soon as the V.I.P. has finished the inspection, and the Guard taking the time from the last note of the music, will turn their heads and eyes to the front.
- (h) If the Band is positioned in the rear, the Band will not be inspected and if no Band is available the heads and eyes of every officer and man of the Guard except the officers carrying colors will turn to the right together as soon as the V.I.P. has completed his inspection of the Buglers who will look straight during the inspection.
- (i) Only the front rank of the Guard will be inspected. The V.I.P. will move in front of the officers and the colors i.e., he will inspect the Guard from a distance of 3-4 paces from the front.
- (j) The V.I.P. will be conducted by the Guard Commander towards the Conducting Officer. The Conducting Officer would have, moved from his position behind the dais to a new position suitable to take the V.I.P. away for the introductions. When the V.I.P. is being handed over to the Conducting officer, the Guard Commander will salute the V.I.P. The Guard Commander must be prepared to shake hands with the V.I.P. should the latter offer to do so; in that case he will immediately hold the sword, (if carrying a sword) in the left hand.

Section 10

General

1. The Guard of Honor will not march off or 'Stand Easy' till the personage for whom it is mounted has left the place or reception.
2. The Guard of Honor will not march past.

3. No Guard of Honor will be provided in any station between the hours of sun-set and sun-rise.
4. The Guard of Honor should be provided for dignitaries who are entitled to it and not for others. The strength of Guard of Honor should never be less than SO and it should not be mounted at odd time and place.
5. In certain special circumstances, such as limitation of space, where it is not practicable to follow the above instructions in its entirety, suitable modifications may be made to meet the occasion.

CHAPTER XXVIII

FIRING A FEU-DE-JOIE

Section 1

Occasions

FEU-DE-JOIE will be fired only on the following occasions:-

- (i) Republic Day
- (ii) Independence Day
- (iii) State Day
- (iv) Raising Day of the Force/Unit

Section 2

Procedure And Words Of Command

1. The procedure of firing of the FEU-DE-JOIE will be as under: -
 - (a) The troops will be drawn up in line in three ranks in open order, rifles at the order and bayonets fixed.
 - (b) *The parade Will Fire a FEU-DE-JOIE, Officers and JCOs (and colors) Take Post [Parade Harsh Fire Karegi, Afisers Aur JCOs (Aur Rangin) Jagah Sambhal.]*
 - (c) The Police colors will be brought to the CARRY and the color party will advance six paces on the command of the senior officer.
 - (d) The colors will not be lowered during the firing of a FEU-DE-JOIE.

Standing Load (Khare Bhar)

2. The guides and all NCOs and men in the ranks will load. The muzzles of the rifles will be inclined upwards, so as to clear the heads of the men in front. The supernumerary ranks will remain at the order.

Present (Pesh Kare)

3. Rifles will be brought to the position for firing at an angle of 135 degrees. Heads will be kept perfectly still and no attempt will be made to aim.

Commence (Shuru)

4. The right hand man of the front rank will commence the fire, which will run down the front, up the middle and down the rear rank as quickly as possible.

NOTE: -

- (i) The FEU DE-JOIE will be fired in three parts or series.
- (ii) When the left hand man of the rear rank has fired, the band will play the

first part of the National Anthem, the troops remaining at the Present, Offices at the salute. On the last note of the band, Unit Commander will again give “Load” and the men will again act as above, while the band will play the second part of the National Anthem. Three series will be fired in all, the whole of the National Anthem being played on completion of the last series.

- (iii) Some times it is necessary to fire FEU-DE-JOIE with a troop in two ranks. In such a case the firing is to be done from right to left in the front and left to right in the rear rank. The band will play the National Anthem after the right hand man of the rear rank has fired.

Unload (Khali Kare)

5. At the conclusion of the National Anthem, Unit Commander will give the Command “Unload” when the men will come to the loading position and will unload, holding their rifles at an angle of 135 degrees.

Order—Arms Officers (And Colors) Take Post.

6. The color party will resume its position in line and order arms on the Command of the senior officer, the colors being brought to the order.

Section 3

Giving Of Cheers At Parades (Parade Par Jai Bolna)

1. Cheers will be given on the following occasions: —
 - (a) To the President when actually taking a parade.
 - (b) For the President at Republic Day and Independence Day parades.
 - (c) To the VIPs and other senior police officials at their farewell parade.
2. (a) Cheers will be given: —
 - (i) After the inspection and before the march past, when not advancing in Review order.
 - (ii) After paying of the compliments in Review order.

(b) When a speech is being given by the personage, the cheers will be given after the speech whatever ceremonial form may be in force.
3. The drill for giving cheers will be as follows: —
 - (a) The parade is brought to the position of “Savadhan”.
 - (b) The parade Commander gives a warning order “parade will give three cheers” (Parade Tin Bar Jai Bolegi).
 - (c) The Parade Commander then shouts: —
 - (i) The actual name of the personage on occasion mentioned in paras 1 (a) and 1(c).

- (ii) The word “Rashtrapati” on the occasion mentioned in para 1(b).
- (d) The parade will then shout ‘Ki Jai’, and every rank at the same time will raise his left arms to full length above his head.
- (e) The drill given in sub-para (c) and (d) will be repeated three times.

PASSING OUT PARADE



CHAPTER XXIX

PASSING OUT PARADE (DEEKSHANT PARADE)

Introduction

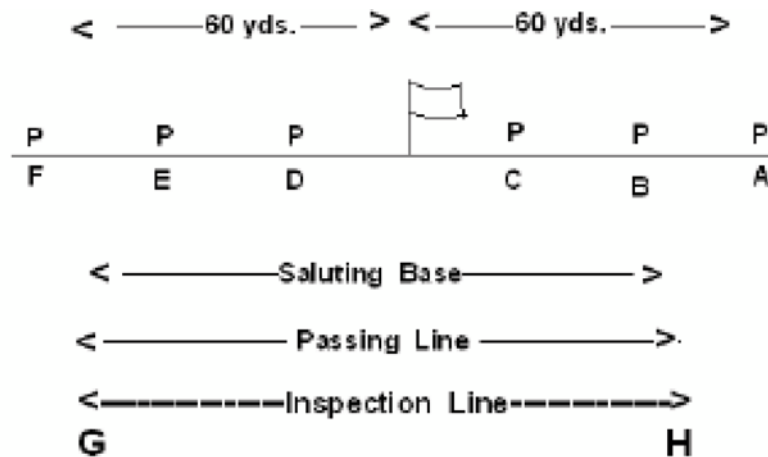
1. Passing Out Parade, is held in Police Academies, Police Training Colleges, Recruits Training Schools and other Police Training establishments to mark the conclusion of training of personnel (cadets and recruits) in that establishment.
2. The Passing Out Parade is a ceremonial occasion. Therefore, the units should make careful preparation as this will reflect the standard of training imparted, before a number of invitees and general public.
3. The Passing Out Parade involves 'Oath Taking' by the trainees and their induction to a professional life. Thus this is a solemn occasion to which the trainees look forward and take pride. The trainees should be motivated to give their best in the Parade.
4. To achieve these objectives, adequate number of rehearsals should be done under proper supervision at all levels.
5. This chapter deals with the standard procedure to be followed during this parade. However, officers are expected to interpret these instructions reasonably and intelligently bearing in mind that slight alternations can always be made to suit the strength of the trainees.

Section 1

General Instructions

The Passing Out Parade being a ceremonial occasion, the instructions regarding General Arrangements, Inspection ground, Unit organisation, Sizing of units, Parade formation, Receiving the Inspecting Officer (including VVIPs), Inspection Post of officers, March Past in various formations and Advancing in Review Order as contained in Chapter XVI of this Manual, will be followed. Also the officers will follow special instructions as contained in the same chapter. Diagram of the Inspection ground is given 'below for ready reference (Figure 1)

The Inspection Or Review Parade Ground.



(Figure 1, For details please see Section 2 of Chapter XVI)

Section 2

Formation of Parade

- (i) Thirty minutes before the scheduled commencement of the programme, the “Deekshant Parade” will form up behind the Fort Wall, platoon-wise, rifles in “Bazu Shastra” (Order Arms) position with bayonets fixed. Half of the number of platoons will take position on the right side of the ‘Fort Gate’, platoon number 1 being near to the gate and other platoons to its right in the ascending order of their serial numbers. The remaining half will stand on the left of the gate, the serially last platoon being near the gate and the others to its left in the descending order of their serial number. Thus, if there are six platoons participating in the parade, platoon numbers 1, 2, 3 will stand on the right of the ‘Fort Gate’ and platoon numbers 6, 5, 4 to its left, in that order (Figure 2 given below). With five platoons in the Parade, platoon numbers 1, 2, 3 will stand on the right of the gate and platoon numbers 5, 4 on its left.

The parade commander will take position in front. The swords of the parade commander and platoon commanders will be in “Carry” position. The Riding Section, if available, will be behind the parade followed by the Band at the rear, in the centre. Buglers and Lancers will also position behind the fort wall.

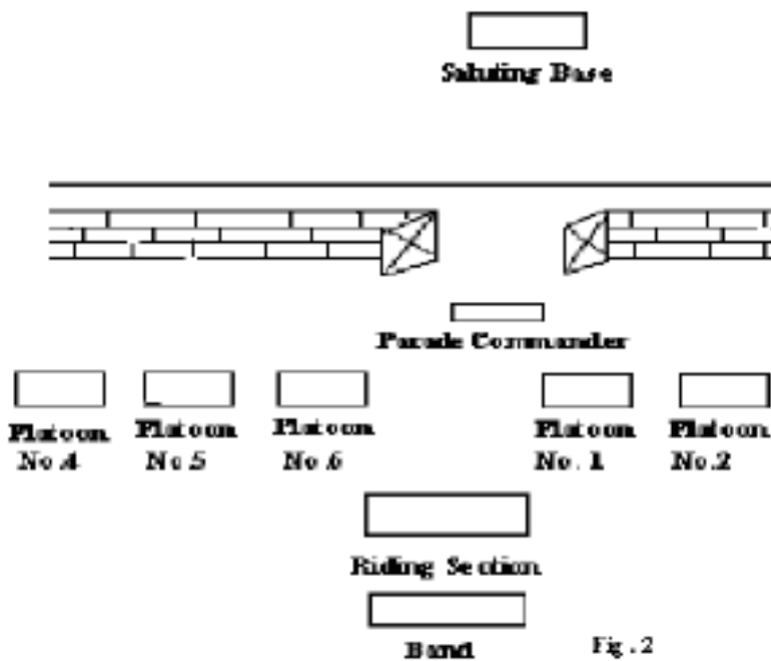
- (ii) Fort-gate is opened by two gate-keepers 20 minutes before the commencement of the Parade. Two buglers enter the parade ground from the sides of the centre wall and march up to the inspection line (For description of inspection line, passing line, etc., please see Section 2 of Chapter XVI) and will sound Markers Call. The buglers turn and march

back to the rear of the fort wall. The Markers will take their positions on the inspection line. The buglers and lancers also take up their respective positions on the top of the fort wall and on the sides of the parade ground.

- (iii) The buglers sound Fall in Call (Advance Call) 3 minutes after the Markers Call. There upon the parade comm: and “Kandhe Shastra” positions, a the command “Parade Dahine Ba the right side Platoons (Nos. 1, 2, wall; the left side ones (Nos. 6, 5, . On reaching the markers, the plat given after all the platoons haveer inspection line, the parade will hal following commands in succession:

“Parade, Dahine Baen Mur”,
 “Parade, Bazu Shastra”,
 “Parade Khuli Line Chal”,
 “Parade Madhye Saj”.

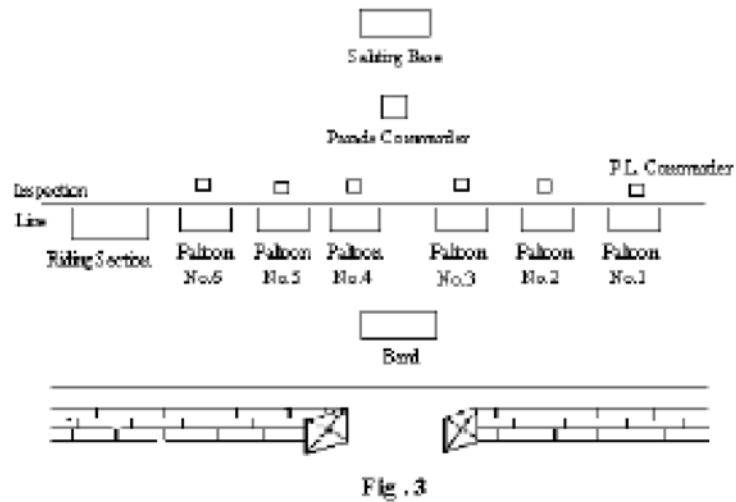
The Riding Section will form up 1 o behind the inspection line in the C



- (iv) The parade is now in ready position (See Figure-3 given below)

N.B. :

1. It is seen that big institutions have permanent forts especially made for the passing out parades. These forts have ramparts. The buglers should be



stationed on the ramparts or any other convenient places, if the wall has no ramparts.

2. If the institution does not have the permanent fort, it is desirable that a Temporary Fort of canvass cloth is made. This will lend color and pageant to the ceremony.
3. Mounted squad and lancers will be included in the Parade depending upon the availability.

Section-3

Presenting Compliments To The Head Of The Organisation / Institution

- (i) The Head of the Institution / Organisation will arrive 10 minutes before the commencement of the program. The moment his arrival is sighted, the parade commander will bring the parade to “Savdhan” and “Kandhe Shastra” positions. Immediately after the head of the institution has taken position at the Saluting Base, the parade commander will give the command “Parade, General Salute, Salami Shastra”. The Band will play the tune “General Salute”, at the conclusion of which the parade commander will give the following commands successively:
 - “Parade Kandhe Shastra”,
 - “Parade Bazu Shastra”,
 - “Parade Vishram”.
- (ii) After taking salute, the head of the institution will proceed to the alighting point to receive the VIP invited to review the “Deekshant Parade” and walk for his arrival.

Section 4

Arrival Of The VIP/VVIP

As soon as the VIP/VVIP is sighted, the buglers will sound “Fanfare”. The

Parade commander will immediately give the Command; “Deekshant Parade, Savdhan”, followed by “Parade kandhe Shastra”.

As soon as the VIP, escorted by the head of the institution, takes up his position on the Saluting Base, the parade will present arms to him, the parade commander giving the following words of command:

“Parade, General Salute, Salami Shastra”

The Band will play the tune “General Salute” and the parade will stay in that position till the tune is over. (If the VIP is the President of India or a Governor, the “Rashtriya Salute” will be given and the Band will play National Anthem) The parade commander will, thereafter, bring the parade to “Kandhe Shastra” and “Bazu Shastra” positions.

N.B. Regarding ‘Salute’ and playing of National Anthem instructions contained in Section 7 and Section 8 of Chapter XVIII (Chapter on Guard of Honor) will be followed.

Section 5

Review Of The Parade By The VIP

The moment the parade comes to “Bazu Shastr” as position, the commander will march towards Saluting Book, halt, pay compliments to VIP and report—“Shriman, (“Mahodayaa”, if the VIP is a lady), Deekshant Parade Aapke Nirikshan Ke Liye Hazir Hai” Meanwhile, the inspection jeep (if one is planned to be used), stationed close at hand, will reach the Saluting Base. The VIP will stand in the front portion of the jeep, and the head of the institution and the parade commander in the rear portion, with the former on the right and the latter on his left side. The jeep will then proceed to the right of the parade and pass through the front rank of the parade from right to left (in case a jeep is not intended to be used, the VIP will be escorted on foot to the inspection line with the head of the institution on his right and the parade commander on the left, both moving one step behind the VIP).

As soon as the VIP (whether on the inspection jeep or on foot) passes the right guide of the first platoon, the Band will start playing one of the slow march tunes and will continue to play the same till the review of the parade by the VIP is over. (If the VIP is on foot, the parade commander and the head of the institution will move in slow march during the review).

Section 6

Oath Taking

- (i) After the VIP’s return to the Saluting Base, the parade commander will salute him and seek permission for oath taking in the following words:
“Shriman” (“Mahodayaa” for a lady VIP), Shapath Grahan Karne Ki Agyaa Pardan Karen”

The Parade Commander will once again salute the VIP, turn about and return to his original position near the inspection line.

- (ii) Parade commander will, thereafter, bring the parade to “Kandhe Shastra” position and call the ‘Color Party’ (consisting of bearers of the National Flag and that of the institution/unit, and the escorts), using the word of command, “Nishan Toli Parade Par”.

There upon the ‘Nishan Toli’ (Color Party) with National Flag and Unit Flag, will march towards (and in front of) of inspection line and reach up to 14 paces beyond the right guide of the first platoon. As soon as the ‘Nishan Toli’ starts marching, the parade will present arms to the national Flag on the command of the parade commander:

“Parade Rashtriya Salute, Salami Shastr”

The band will play the full version of the National Anthem. During the “Rashtriya Salute”, all the guests, invitees and others present at the parade ground will stand up and officers in uniform, among them will salute. Suitable announcements will be made beforehand in this regard.

Upon the ‘Nishan Toli’ reaching its designated position on the right hand side of the parade, the Nishan Toli Commander will give the command, “Nishan Toli, Salami Shastra”, on which the ‘Nishan Toli’ will also present arms. The institution / unit flag will be dipped. All this while, the parade will remain in “Salami Shastra” position.

The parade commander will now bring the parade and the ‘Nishan Toli’ to “Kandhe Shastra” and “Bazu Shastra” positions. All the invitees and others will resume their seats.

- (iii) The parade commander will, thereafter, give the following commands to the Platoon commanders:

“Commanders Wapas Kirch”

“Commanders Jagah Lo”

On the first command, the platoon commanders will return their swords. On the second command, they will take a right turn and wait for a drum beat on which they will march to the right of their respective platoons and halt. On a second drum beat, they will turn about.

- (iv) The parade commander will then give the command “Nishan Jagah Lo”, upon which the two flag bearers will march forward and take position 7 paces before the right guide of the First Platoon, the national flag being in front and the institution unit flag behind it. Simultaneously, the parade participants will move their left hands and take hold of their rifles with it (a drum beat will be given for this). On the next from beat, they will raise their right hands to an angle of 45° to the horizontal.

- (v) On the parade commander's command, "Nishan, Karyavahi Shuru Kar", the two flag bearers will start moving in slow march in front of the parade, the national flag leading. The Band will play one of the slow march tunes. When the flag bearers cross the left guide of the last platoon, the middle rank will hold their rifles with left hand and raise their right hand on drum beats. Simultaneously the front flank will cut their hands to "Savdhan" position. Likewise, after passing completely through the rear flank, the flag bearers will start quick march and come to the centre of the parade and halt, facing towards the parade.
- (vi) For the Oath-taking, a drum beat will again be given upon which the cadets will raise their right hands to 45° to the horizontal, holding their rifles with left hands, as before.
- (vii) The Head of the Institution Organisation will now read out the prescribed oath (breaking its text in convenient parts) in the language spoken and understood by the cadets who will repeat every part of it as soon as read out by the former. Once the text of the oath is completed, the cadets will, on a drum beat, swiftly cut their right hands and on the second beat, they will take the rifle in their right hands and resume the "Savdhan" position.
- (viii) The parade commander will now give the command, "Commanders Jagah Lo", upon which the platoon commanders will take their positions in front of their respective platoons; the Nishan Toli will simultaneously turn to the left and join its escorts.
- (ix) The parade will, thereafter, give the command "Commanders Nikal Kirch", upon which the platoon commanders will fake out their swords. The parade will be brought to "Kandhe Shastra" position.
- (x) The parade commander will now order the 'Color Party' to move out with the command, "Nishan Toli, Kooch Kar", upon which the 'Nishan Toli' will march off, passing in front of the parade. The parade commander will immediately give the command, "Parade, Rashtriya Salute, Salami Shastra", upon which the parade will present arms to the national flag. The Band will play full version of the National Anthem. All the invitees, guests and other present at the parade ground will once again stand up and officers in uniform, among them, will salute. Suitable announcements will once again be made beforehand in this regard.
- (xi) The spectators will assume their seats once the National Anthem is over and the 'Color Party' is seen. off. The parade commander will give the commands, "Parade, Kandhe Shastra" and "Parade, Bazu Shastra".

Section 7

Ceremonial March Past

- (i) Once the 'Color Party' has marched off and the parade has come to "Bazu

Shastra” position, the parade commander will give the following commands to commence the March Past: —

“Parade, Nikat Line Chal”

“Parade, Kandhe Shastra”

“Parade, Tin-o-Tin Column men Dahine Chalega, Dahine Mur”

“Baen Se Tej Chal”

(The Band will start playing one of the quick march tunes)

“Baen Disha Badal, Baen Ghoom”.

Formation into Close Column

- (ii) As the parade approaches the march past line in front and the left of the Saluting Base. (Point ‘A’) the parade commander will give the word of command, “Parade, tham Kar, Baen Disha Platoon Ke Nikat Column Banaa”.

Individual platoon commanders will then bring their respective platoons to halt and make them turn to the left, in succession. When the last platoon has thus formed up, the parade commander will give the command, “Parade, Bazu Shastra”, and immediately thereafter order the dressing of the platoons with the words of Command “Parade Dahine Saj”.

On this command, the right guides of all the platoons will turn to their right, march out 5 paces, halt, turn about and take up the dressing of the front line, one after the other, the right guides of all the platoons, in succession, giving the command “Hilo Mat”. Immediately after the right guide of the last platoon has finished his command to the first line, all the right guides will together take a left turn, move a step forward, take right turn and respect the action for dressing of the second line. All these movements will once again be repeated for the third line of each platoon in the same sequence. Immediately after the right guide of the last platoon has given the command “Hilo Mat” to the last line of his platoon, all the right guides will together take a turn to the right, move two steps forward, take a left turn to their original positions in alignment with the first line of their respective platoons. The guides will take care to coordinate all their movements with each other throughout.

After dressing of the platoons is over, the parade commander will give the word of command ‘Samne Dekh’ on which the entire parade will simultaneously come to the ‘eyes front’ position, and platoon commanders and the parade commander will turn about. All the right guides will step out together, march 5 paces, halt and turn to their right. The parade is now ready for the March Past.

March Past:

- (iii) The Parade Commander will now give the Commands:

“Parade, Kandhe Shastra”

‘Parade, Platoon Ke Column Men Manch Se Guzregi-Number One Platoon Aage’.

Immediately after this command, the platoon commander of the 1st platoon will give the command, “Number Ek Platoon, Aage Barhega, Dahine, Se Dhire Chal”. The first platoon will, on this command, start slow march. The Band will play slow march tune. The remaining platoons will follow in succession at the column distance, each platoon commander giving the command independently to his own platoon to start marching. The parade commander will start marching as soon as Number 1 platoon commences its march.

- (iv) When the Platoon No. 1 is approaching Point ‘B’. parade commander will give the command ‘Parade Bari-Bari Khuli Line Chal’.

Thereupon, each platoon commander will give the following commands independently to his own platoon on reaching the Marked Flag Points.

(i) No..... Platoon Khuli Line (At point B) (Platoons will one order & continue marching)

(ii) No Platoon Dahine Dekh (At Point C)

(iii) No.....Platoon Samne Dekh (At point D)

At the command Platoon Dahine Dekh the entire platoon except the right guide will turn ‘Eyes right’. The Platoon Commander will simultaneously salute the VIP. The parade commander salutes independently.

- (v) When all platoons have cleared saluting base and between point ‘D’ & ‘E’, the parade commander will give the command for close order ‘Parade Bari Nikat Line Chal. There upon each platoon commander will give the command independently to his own platoon, on reaching the marked flag point. The word of command for platoon commander is ‘Platoon No...Nikat Line’.

On reaching the corner flag (Point F) parade commander gives the word of command “Parade, Tham Kar, No. 1. Platoon par, Platoono-ka-Nikat Column Banaa”. On this parade will be formed again in the close column of platoon No. 1. For this each platoon commander will give the command “No.....Platoon Tham’ independently on raching at close column distance— after No. 1 platoon halts near corner point.

After this, the parade commander gives word of command “Parade Dahine Se Bari Bari, Tinon-tin ke Column Mein Aage Barh, Parade Dahine Mur”.

- (vi) As soon as the parade is turned to its right, No. 1 platoon commander will advance his platoon by giving word of command “No. 1 Platoon, Baen Se Tej Chal, Baen Ghoom” and thereafter all platoon commanders will advance their respective platoons and march along with inspection line. The Parade has to pass through the saluting base again in quick march, in platoons and such on reaching near passing line again the parade will be advanced in the platoons columns.

On reaching near the passing line (Point ‘A’) the parade commander will give the word of command “Parade Baen Disha Platoon-ke-column Mein Aage Barh”.

There upon, each platoon commander will advance the platoon by giving the following word of command:

“NO:.....Platoon Aage Barhega baen Murh—Dahine Se”

Similarly, platoon commanders will give following words of command while passing in front of saluting base:

“No.....Platoon Dahine Dekh” (Point C)

“No.....Platoon Samne Dekh” (Point D)

On reaching the corner flag Parade Commander will give the word of command:

“Parade, Dahine Se Bari Bari Tinon Tin Ke Column Mein Aage Barh,”

Thereupon on reaching near the corner, the parade will again advance in column of threes for forming up on Inspection Line. For this, each platoon commander gives the following words of command:

“No.....Platoon Tinon Tin Men Dahine Chalega—Dahine Murh”

On this, each platoon will right turn on the marked place and Platoons wheel twice and again near the inspection line on commands “Baen Ghoom”.

- (vii) Once the parade reaches the original position i.e. on inspection line, Parade Commander will give word of command “Parade Tham”, on which the parade will come to halt. The Parade Commander will, thereafter, give the following further commands: —

“Parade Aghe Barhega, Baen Murh”

“Parade Khuli Line Chal”

“Parade Madhye Saj”

The parade, on these commands, will turn to the left and move to open order position. On a drum beat, the platoons on the right side of the Fort Wall Gate will turn their heads to the left and those on the right flank will look towards right and dress themselves up. At the next drum beat, all will come to ‘eyes front’ position.

N.B.:

1. The procedure described in Section-7 involves two times March Past by the parade before the saluting base. First in slow time in Platoons column (Please see Section 17 of Chapter XVI of the Manual) and secondly in quick time in platoon column (Please see Section 16 of Chapter XVI. This procedure should be adopted for the passing out parade for officer—cadets.
2. In the passing out parade of recruit-constables, when the number of trainees very large, march past, in slow time way be omitted.
3. While marching past in slow time, the procedure involves a ‘Halt’ on passing line at the right corner (Near Point T’ after all the platoons have marched past the saluting base in slow march) for formation of parade in close column. This can be done in continuous marching (i.e. without halt) also as outlined in Section 17 of Chapter XVI.

Section 8

Advance In Review Order, Report By The Head Of The Institution, Prize Distribution And VIP’s Address

- (i) “Once the dressing is over, the parade Commander will advance the parade in review order, by giving the command “Parade, Sameeksha Kram Mein madhye Se Tej Chal” Upon this command, the parade will march 15 paces forward and automatically come to halt (on further word of command will by given for halt). As soon as the parade halts, it will present General Salute on the following commands of the Parade Commander:—
“Parade, Kandhe Shastra”
“Parade, General Salute, Salami Shastra”
“Parade, Kandhe Shastra”
“Parade, Bazu Shastra”
“Parade, Vishram”

The Head of the Institution will now present his report.

- (ii) Once this is over, the parade commander will take the prize winners forward for receiving their prizes and trophies. The sequence of commands will be as follows: —
“Parade, Savdhan”
“Commanders Waapas Kirch” (on this parade Commander and Platoon Commanders will return their swords.)”
“Parade, Vishram”
“Puraskar Vijeta, Savdhan”
“Puraskar Vijeta, Line Ban”

A drum beat will be given on the command “Puraskar Vijeta Line Ban”,

upon which each prize winner will pass his rifle into the left hand of the person standing next to him. On a second beat, all prize winners will march to form a line on both sides of the parade Commander, facing the Saluting Base, and dress up on the parade Commander's word of command, "Vijeta, Saj Ja".

On his next command, "Vijeta, Madhye Se Tej Chal" all prize winners (including the parade Commander himself) will advance. On reaching the marked line in front of the Saluting Base, and dress up on the Parade Commander will bring them to halt and give the following further commands:—

"Vijeta, Saj Ja"

"Puraskar Vijeta, Salute"

"Vijeta, Vishram"

The names of the prize winners will then be called out, upon which each of them will take a step forward and proceed to the Saluting Base, salute the VIP, receive the prize/trophy, again salute, turn to the left, march up a few paces to the side of the Saluting Base, hand over the prize/trophy to the official detailed for the purpose, and return to his original place in the line of prize winners.

Once all the prizes have been distributed, the Parade Commander will take the prize winners back, giving the following words of command:—

"Puraskar Vijeta, Savdhan"

"Vijeta, Salute"

"Vijeta, Piche Mur"

"Vijeta, Madhye Se Tej Chal"

On their reaching near the parade and in line with the original position of the Parade Commander, the Parade commander will give them the word of command, "Vijeta, Tham" on which they will come to halt. On the word of command, "Puraskar vijeta, Jagah Lo", all the prize winners would move forward to their respective places' in the Parade, the Parade Commander staying behind. A drum beat will then be sounded, on which all of them will take back their rifles. One-third-drum beat, they will come to stand-at-ease position.

(iii) The VIP will now deliver his address.

Section 9

Peeling off

(i) Once the VIP's address is over, the Parade commander will give the following words of command :

‘Tarade, Savdhan’

“Commanders, Nikal Kirch”

- (ii) After the Parade has come to attention and the platoon commanders have drawn their swords, the Parade commander will advance to the Saluting Base and seek permission of the VIP for peeling off in the following words:
“Shriman, (‘Mahodayaa’ in the case of a lady VIP), Deekshant Parade Ko Nishkraman Karne Kee Agyaa Pradan Karen”
- (iii) The Parade commander, after obtaining permission for peeling off, will return to his position in front of the parade and give the words of command:
“Deekshant Parade, Kandhe Shastra”
“Parade, Dahine Baen Murh” the following words of
“Parade Nishkraman Ke Liye, Dahine Baen Se Dhire Chal”

Upon these commands, the parade turns inside and the cadets start stepping out in columns of threes, from platoon on left as well as right side of the parade, abreast with each other, towards and on either side of the Saluting Base, in slow march. Every next, six cadets will follow the previous six at a distance of 8 paces.

The Parade and platoon Commanders and the right guides will step out in slow march along with the files and form up in the centre waiting for their turn for peeling off. As each row of six cadets reaches the mark point near the Saluting base, they will split into two rows of three each one moving towards the right and the other towards the left of the Saluting base. On approaching the VIP, they will pay compliments by offering the butt salute. After moving 8 paces, they will cut down the salute and after crossing the marked line they will break into quick march and proceed to the armory to deposit their rifles.

The right guides and the platoon commanders followed by the Parade Commander will start marching after the last row of cadets. As soon as the Parade Commander has crossed the VIP, the riding section and the band will march off through the fort wall gate. The gate will then be shut.

Section 10

Special Notes

- (i) The procedure described in the chapter requires formation of parade in platoon. In case, the number of trainees is very large and it is desired, that the formation of parade should be in companies, march past will be done by the procedure given in Section-14 of Chapter XVI.
- (ii) The passing out Parade is an occasion marking culmination of the training of the trainees. So the Parade has a little role for the Unit Adjutant and Unit

SM Similarly there is little role for parade 2/IC. However, where it is desired, that they should be taken into parade according to the traditions of the unit/organisation/institution, permission of the concerned Director General of Police should be taken. Then their position in the parade will be as in Appendix 'A' of Chapter XVI.

- (iii) The Words of commands regarding Arms Drill pertain to Arms Drill with .303 Rifles. In the units where trainees have only SLrs.the commands regarding "Kandhe Shastra" will be omitted and march past will be in "Bagal Shastra".
- (iv) If cheers are to be given to the VVIP/VIP at the parade, the procedure contained in Section 3 of Chapter XIX will be followed.

COLOLR PRESENTATION PARADE



CHAPTER XXX

COLOR PRESENTATION PARADE (ALANKARAN PARADE)

This chapter is divided into two parts. Part I includes information regarding Color and basic drill movements associated with it such as Dressing, Casing, Uncasing etc. part-II contains the procedure for the ceremony of presentation of colors.

Part I

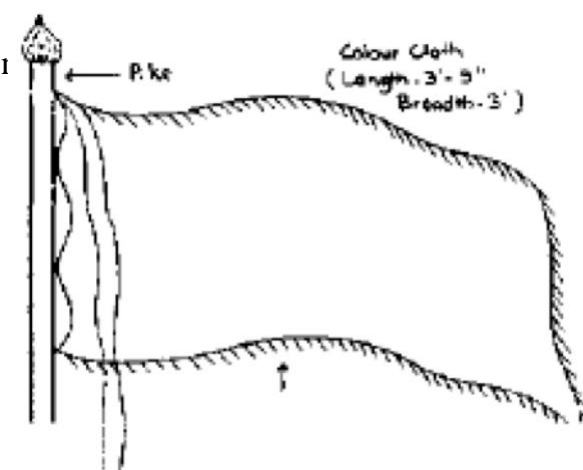
Section 1

Definition Of Color, Its Parts And Their Measurements

Color is ensign or flag carried by Armed Units and Formations. It is a mark of their bravery and courage. The color is also called Standard.

Parts of Color:

- (i) Color consists of pike and cloth. (Figure 1 below)
- (ii) Pike's length including the pike head is 8' 7".
- (iii) The size of Color's Cloth:
 - (a) Length 3' 9" (Three feet Nine inches)
 - (b) Breadth 3' (Feet)
 - (c) Frill 2" (Two inches)
 - (d) Chord 4' 6" (Four Feet Six in



Section 2

Carry Belt And Its Dressing

- (i) Carry Belt: It is used to carry the Color. It has a socket and a strap, 'battle of Honour' is written on its both sides.
- (ii) Dressing of carry Belt: It is dressed like a crossbelt from the right shoulder.

It also depends on the customs of a unit, but the Ensign Officer's decoration and medals should be visible. Socket should be always at the centre of the body.

Section 3

Dressing of Color

Method: Hold the Color between right hand's thumb and fingers. Bottom of the pike should be a bit forward from the top and towards the right. Holding the top part, press it with the help of thumbs so that the Tarsal is on the outside. For the second fold of the double layer, 6' of cloth should be left and holding the double layer's upper cloth, press it under left thumb. For the last fold, cloth should be sized so that "Battle of Honor" is visible, fold the Color from lower to upper side with right hand's length.

Section 4

Casing And Uncasing The Color

(i) **The occasions of uncasing the Color:**

- (a) Ceremonial parade;
- (b) Passing out Parade (POP);
- (c) Presentation of Guard of Honor;
- (d) At any main occasion of the unit,

(ii) **Uncasing:**

After lifting the Color, the Ensign Officer stands in attention position, with Senior NCO 3 paces to his front. Ensign Officer bends the color with both his hands to the side of NCO. The NCO also handles the Color with both hands, pressing the pike under right elbow the Ensign officer opens the case from inside. The NCO puts the case on his left shoulder after pulling it slowly. The Ensign Officer lifts the Color in attention position, the NCO salutes the Color, turns right and goes away.

(iii) **Casing:**

Whenever the Color is kept in quarter guard or officers, mess it must be cases. If possible it should be kept in a wooden box of 9' by length and 3' by breadth with a glass lid. The color should be kept in the box in a way so that there is no crease. While casing the Ensign Officer and NCO both stand in attention position. The Color is with the English Officer. To start casing, the NCO salutes the color. Then the Ensign Officer bends the Color and the NCO takes hold of the head of pike. Thereupon the Ensign Officer puts his left leg forward and NCO his right leg. After this the NCO puts the case on his right shoulder. Ensign Officer holds the pike with left hand the then grasps the lower corner of Color and joins

it with the pike from left side by pressing with thumbs and fingers. The folded Color is rolled above the pike from left to right. Tarsal is rolled properly above the Color so that it wouldn't open. Ensign Officer controls both the pike and color and NCO mounts the case on it. Ensign Officer helps him to mount. After the case has been mounted NCO keeps the cased Color properly.

Section 5

Uthao Nishan And Bazu Nishan

(i) **Need**

Ensign Officer must know the drill of 'Uthao Nishan' and 'Bazu Nishan' before holding and lifting the Color.

(ii) **Uthao Nishan**

Description of activity by counting

- (a) On word of command "Ginti Se Color Drill Uthao Nishan-Ek;" lift the color with right hand and bring it in front of the body. In this way right hand's elbow should join with pike. Hold the bottom of pike with left hand and put it inside the socket.
- (b) Points to see in this position: Color grasped with right hand at 90° angle, elbow joined with pike and left hand on the socket joined with the body.
- (c) Squad-2 on the word of command : "Squad-2, bring the left hand of left side quickly and bring right hand in front of your mouth, so that the elbow is parallel to the ground.
- (d) Points to see in this position: Right hand before lips and fingers gripped inwards and thumb outwards; right forearm from elbow to wrist parallel to ground; rest as in attention position.

(iii) **Bazu-Nishan**

- (a) Description of activities by counting : The word of command is received from 'Uthao Nishan' - Ginti Se Bazu Nishan Ek "lift the color up to that height such that bottom of pike separates from the socket. Join the right elbow with pike and bring the left hand on the pike so that bottom of pike is helped to come out.
- (b) Points to see in this position : As in Uthao Nishan position with any one difference i.e. bottom of the pike is separated from the socket.
- (c) Squad -2 on the word of command : "Squad-2" bring the Color with right hand to right side and hold the Color from the belt's line so that the pike should be joined with shoulder. Bottom of the pike should be above the ground and on the right side of the right boot's toe line.

- (d) Points to see in this position: Bottom of the pike half (1/2) inch above the ground and right hand holding the pike; left hand grasping the color on belt line; rest of the position is like attention position.
- (e) Squad 3: On this word of command bring left hand on left side quickly in attention position.

Section 6

Uthao Nishan to Kandhe Nishan And Vice Versa

- (i) Necessity of Kandhe Nishan - It is the method of carrying the Color from one place to another.
- (ii) Description of Activities by Counting:
 - (a) The word of command is received from the Uthao Nishan position - “Ginti Se Color Drill Kandhe Nishan Ek”, lift the Color with right hand so that the bottom of the pike come before the socket.
 - (b) Points to see in this position are like the first motion of Bazu Nishan.
 - (c) Squad 2: On the word of command “Squad 2” bring the left hand in attention position and the color to the shoulder. Right elbow should touch the body.
 - (d) Points to see in this position — Right elbow joined with right side of the body; the pike gripped with right hand on the shoulder and at the angle of 45° it is covered with color from the head of the pike to right hand’s grip.

Section 7

Let Fly, Holding And Dipping Of The Color

- (i) **Let Fly:** In this the color is waived according to procedure given below and it is done when the word of command ‘Salami Shastra’ is given.
- (ii) **Description of Activity :** On the word of command “Let Fly” move the right hand along with the pike almost about 6 inches and let free the Color from the hand. When Color is free bring the right hand again to the former position. The movement is done with the third movement of Salami Shastra. Right hand should not be removed from the pike.
- (iii) Points to see in this position: It is like Uthao Nishan but the color is flying.
- (iv) **Holding the Color :** This activity is done on the command of Bazu Shastra. On this command, hold the Color with left hand and bring it on the left side. On the word of command of Bazu Shastra, Color is to be brought to Bazu Nishan accordingly. If the VIP has to inspect after receiving the salute then the Color is kept in carry position and Ensign Officer coordinates his movements with words of command of Arms Drill.

(v) **Occasions to dip the Color;**

(a) President's Color:

President's Color is dipped for the

- (i) President
- (ii) Governor in the State

President Color is dipped only when National Salute is being given.

(b) Regimental Colour

It is dipped for the following :

- (i) President
- (ii) Vice President
- (iii) Governor
- (iv) Prime Minister
- (v) Union Home Minister
- (vi) Field Marshal
- (vii) Chief Minister in his State
- (viii) Chief of Army Staff, Air Chief Marshal, Chief of Naval Staff with permission from Union Home Ministry
- (ix) Director General of Police with permission.

(i) Description of activity by counting

Word of command is received from the carry position Ginti Se Color Drill Jhukao Nishan Ek", join right elbow with the pike.

- (ii) **Squad 2:** — On the word of command 'Squad 2', lift the Color at 45° on left or right depending upon the direction of the wind so that the color will fly completely in the air.

Section 8

Color Party, Escort And Priests

- (i) Color will be carried in the above-described manner, by the Ensign Officer of the rank of Dy SP/ASP. The escort of the Color party will consist of 3 specially selected NCOs (in a Battalion the senior most NCO who is Battalion Havildar Major and two other senior NCOs should form the escort).
- (ii) The entire color party will take its position, in the centre of the parade.

- (iii) In addition, two specially selected NCOs will stay with the Color party with Cased Colors.
- (iv) If there are two Colors i.e. President's color and Regimental Color, there will be two Ensign Officers. President's colors should always be on the right and the officer carrying the color will be senior of the two and commander of the party.
- (v) Priests: Priests or Religious Teachers (RTs) should be specially selected for the parade. They should be included in the rehearsals.
- (vi) Before the start of the parade, the RTs should take post behind the Saluting Base, a few paces towards the right.

PART II

Section 1

General Instructions

Color is presented to a force/unit as recognition of the services rendered by it. It is a mark of the spirit of dedication, bravery and courage exhibited by the unit. Color Presentation Parade, therefore is a highly ceremonial occasion. Careful preparation should be done under supervision at all levels to ensure a high standard of the parade. Procedure regarding General Arrangements. Parade Ground, Unit Organisation, Receiving the Inspecting Officer, Inspection, March Past, Post of Officers and Advancing in Review order is given in Chapter XVI of this Manual and will be followed. Officers will follow the special instructions regarding ceremonial parade given in section 8 of the same chapter. Officers are therefore advised to thoroughly study Chapter XVI along with this chapter.

Section 2

VVIPs To Present The Color

Color Presentation is a singular occasion marking the recognition of the achievements of the Unit. It is occasion, which will be engraved in the memory of the members of unit . Therefore, the Heads of Forces should ensure that color is presented to a force / unit by a VVIP only).

For President's Color

President's Color to a police force (CPO/State Police) will be presented by one of the following VVIPs:

- (a) President
- (b) Prime Minister
- (c) Union Minister of Home Affairs.

For Regimental Color

Regimental Color to a police formation (Battalion/PTC) will be presented by one of the following: -

- (a) Governor
- (b) Chief Minister of the State
- (c) State Minister of Home Affairs

Section 3

Strength Of Parade

Color Presentation Parade (Alankaran Parade) will consist of the following:

- (i) **For President's Color**

- (a) Parade Commander (Commandant/SP.)
- (b) Parade Second-in-Command (Addl.SP)
- (c) Parade Adjutant
- (d) Officers - 4 (Company Commanders)
- (e) Subedar Major - 1
- (f) SOs - 12
- (g) Other Ranks - 4 Coys of 75 Other Ranks each
- (h) Ensign Officer - 1
- (i) Escorts to the Color 3 + 2
- (j) Bands - Two Bands (Brass & Pipe mixed)
- (k) Mounted Squad - As per availability.

Instructions regarding Ensign Officer and Escorts are already discussed in Section 8 of Part I of this Chapter.

- (ii) For Regimental Color
 - (a) Parade Commander (Dy. Comdt.)
 - (b) Parade 2/IC (Dy. SP)
 - (c) Parade SM
 - (d) Ensign Officer-1
 - (e) Escorts to the color 3+2
 - (f) SOs: as per the strength of the other ranks.
 - (g) Other Ranks: at least two coys.
 - (h) Band: One/two as per availability
 - (i) Mounted Squad: as per availability.

Section 4

Formation Of Parade

- (i) Thirty minutes before the scheduled commencement of the program, the Alankaran Parade will form up behind the Fort Wall, Coy-wise, rifles in “Bazu Shastra” (Order Arms) position with bayonets fixed. Two Coys will take position on the right side of the ‘Fort Gate’, coy number 1 being nearest to the gate and other coy (Coy number 2) to its right. The last coy (Coy number 4) will be near the gate on left and coy number 3 will be to its further left. The Riding Squad will be behind the parade followed by the Band at the rear, in the centre. Buglars and lancers will also position behind the fort wall.
- (ii) Fort-gate is opened by two gate-keepers 20 minutes before the commencement of the parade. Two buglars enter the parade ground from

the sides of the centre wall and march up to the inspection line (for description of inspection line, passing line etc. please see Section 2 of Chapter XVI) and will sound Markers Call. The buglars turn and march back to the rear of the fort wall. The markers will take their positions on the inspection line.

The buglars and lancers take up their respective positions on the top of the fort wall and on the sides of the parade ground.

The buglars sound Fall in Call (Advance Call) 3 minutes, after the Marker's Call.

- (iii) The parade SM will now bring the parade to "Savdhan" and "Kandhe Shastra" positions, and march it to the inspection line, giving the command "Parade Dahine Baen Se Tej Chal". On crossing the gate, the right side coys. (Nos. 1, 2) will proceed toward the right of the wall; the left side ones (Nos. 3, 4) marching towards the left of the wall. On reaching the markers, the platoons will mark time. On a drum beat, given after all the platoons have reached their respective positions on the inspection line, the parade will halt. The parade SM will give the following commands in succession:—
"Parade, Age Barhega Dahine Baen Murh",
"Parade, Bazu Shastra",
"Parade Khuli Line Chal",
"Parade Madhye Saj".
"Parade Vishram".

The riding section will form up on the left. The band will form up 8 paces behind the inspection line in the centre.

- (iv) Parade Adjutant marches from the dais side towards the parade. On seeing the parade adjutant, Parade Sub. Major brings the parade to 'Savdhan' and hands over the parade to the Parade Adjt. and turns about and takes his position
- (v) Parade Adjt. turns about, faces the dais and brings the parade to "Vishram."
- (vi) Parade Adjt. brings the Parade to 'Savdhan' on seeing the Parade 2/IC approaching from the dais end.
- (vii) Parade Adjt hands over the parade to the Parade 2/IC turns about and takes his position.
- (viii) Parade 2/IC turns about and faces the dais.
- (ix) Officers Call: Buglars sound "Officers Call" and on this Officers march on the parade ground from the centre, take right and left turn and take up positions in front of their respective coys at a time and turn left/right to face the dais. This is done on drum beat. As the officers have taken their places,

parade 2/IC will give command Officers, Sos Kirch, Nikalenge, Nikal Kirch”. Thereupon all officers and Sos on parade will draw swords except Ensign Officer and Band Master, After this Parade 2/IC brings Parade to ‘Vishram’ and parade awaits arrival of the Parade Commander.

- (x) On the arrival of the Parade Commander Parade 2/IC brings the Parade to ‘Savdhan’ and Kandhe Shastra. Then he gives the command— “Parade Salami Degi Salami Shastra”.

On this the parade salutes the Parade Commander (Band will not play) and Parade 2/IC gives the commands of “Parade Kandhe Shastr” and “Parade Bazu Shastra,” marches up to the dais and hands over the parade to the Parade Commander.

- (xi) The Parade Commander and Parade 2/IC move upto their respective positions and turn about.
- (xii) Parade Commander should give sufficient start to the 2/IC before he leaves his post so that both reach their post simultaneously.
- (xiii) The Parade Commander brings the Parade to ‘Vishram’ and awaits arrival of the DGP.

N.B. :-

1. Being a major parade, it is desired that it should be held where a permanent fort is available. These forts have ramparts. The buglars should be stationed on the ramparts or any other convenient places if the wall has no ramparts.
2. If the state/unit does not have the permanent fort, then a temporary fort of canvass cloth should be made. This will lend color and pageant to the ceremony.
3. Mounted squad and lancers will be included in the parade depending upon the availability.
4. To save time, the procedure can be modified in which Parade 2/IC, Coy. Commanders, Parade Adjutant, and Parade SM all fall behind the fort wall. Parade 2/IC brings the parade-to-parade ground hands over to the Parade Commander.

Section 5

Arrival Of Cased Colors

After the parade commander has taken his position, he orders the parade to “Kandhe Shastra” and to the Color party to bring the Cased Colors to the parade ground by the following commands: —

- (a) Parade Kandhe Shastra”
- (b) Nishan Toli Parade Par”

[On this word of command Nishan Toli (Color Party) alongwith the Commanders will march into take position (See appendix 'A' of Chapter XVI)]

- (c) "Parade Bazu Shastra" (after the color party taken its position)
- (d) "Parade Vishram"

Section 6

Presenting Compliments To The DGP

The Director General of Police will arrive 10 minutes before the commencement of the programme. The moment his arrival is sighted, the parade commander will bring the parade to 'Savdhan', and 'Kandhe Shastra, position. Immediately after the DGP has taken position at the Saluting Base, the parade commander will give the command "Parade General Salute, Salami Shastra".

The Band will play the tune 'General Salute' at the conclusion of which the parade commander will give the following commands successively:

"Parade Kandhe Shastra"

"Parade Kandhe Shastra"

"Parade Kandhe Shastra"

After taking salute, the DGP will proceed to the alighting point to receive the VVIP invited to present the colors and wait for his arrival.

N.B. In addition to DGP of the Organisation/State police force, general salute may be given to the Inspector General & Additional Director General, who have been involved in the supervision/preparation of the parade. This should be given before the arrival of DGP.

Section 7

Arrival Of VVIP/VIP

As soon as the VIP/VVIP is sighted, the buglars will sound "Fanfare". The parade commander will immediately give the command:" Alankaran Parade Savdhan", followed by "Parade Kandhe Shastra".

As soon as the VVIP, escorted by the DGP, takes up his position on the saluting base, the parade will present arms to him, the parade commander giving the following words of command:

"Parade, General salute, Salami Shastra"

The Band will play the tune "General Salute" and the parade will stay in that position till the tune is over. (If the VVIP is the President of India or a Governor, the "Rashtriya Salute" will be given and the Band will play National Anthem).

The parade commander will, thereafter, bring the parade to "Kandhe Shastr" and "Bazu Shastr" positions.

N.B. Regarding Rashtriya Salute and Playing of National Anthem instructions contained in Section 7 and Section of Chapter XXII (Chapter on Guard of Honour) will be followed

Section 8

Review Of The Parade By The VVIP

The moment the parade comes to “Bazu Shastra” position, the parade commander will march towards Saluting Base, halt, pay compliment of VVIP and report :

“Shriman (Mahodayaa if the VVIP is a lady)

Alankaran Parade Aapke Nirikshan Ke Liye Hazir Hai”

Meanwhile, the inspection jeep (if one is planned to be used), stationed close at hand will reach the saluting base. The VVIP will stand in the front portion of the jeep, and the DGP and the parade commander in the rear portion with the former on the right and the latter on his left side. The jeep will proceed to the right of the parade and pass through the front rank of the parade from right to left (in case a jeep is not intended to be used, the VVIP will be escorted on foot to the inspection line with the DGP on his right and the parade commander on the left, both moving one step behind the VVIP).

As soon as the VVIP (whether on the inspection jeep or on foot) passes the right guide of the first platoon, the band will start playing one of the slow march tunes and will continue to play the same till the review of the parade by the VVIP is over. (If the VVIP is on foot, the parade commander and the DGP will move in slow march during the review).

After VVIP’s return to the saluting base, parade commander salutes him, returns to his position and turns about.

N.B: —As color presentation is a major ceremonial occasion and parade is also quite big, it is desirable that an inspection jeep should be arranged.

Section 9

Parade Troops

- (i) This is done when the organisation is having old color and is being replaced by a New Color. There will be two Ensign Officers. Senior Ensign Officer will hand over the old color to the Jr. Ensign Officer, who will march off the parade ground and Senior Ensign Office will stay back and receive the New Colors.
- (ii) In this, the parade commander will give the command **‘Parade Troop’**
On the command troop, the band and drums will move across the parade ground from the right to left playing a slow troop. They will count march 10

paces from the old color and will halt when the drum major is in the centre of the parade ground. Now both escort parties come on parade ground.

- (iii) When the escort parties are moving parade commander orders “General Salute” to the “Old Color” by giving the following commands:
 - (a) “Parade Kandhe Shastra”
 - (b) “Parade General Salute Salami Shastra”,
Escort Party will also present arms at the same time.
 - (c) “Parade Kandhe Shastra”
 - (d) “Parade Bazu Shastra”
- (iv) After this, the parade commander gives the command “Ensign officer Jagah Lo”.

On this word of command, Ensign Officers march to the centre line in front of parade comdr. Senior Ensign officer hands over the old color to Jr. Ensign officer. After handing and taking over, both officers join their respective escorts and escort having old color leaves the parade ground on the command of Jr. Ensign Officer.

- (v) As the escort with the old color is leaving the parade ground, parade again will give “General Salute” to the old color. Parade Commander gives the required commands. Simultaneously, the senior ensign officer, will take his original place in the parade alongwith the New Cased Colors.

Section 10

Formation Of Hollow Square

1. To form the hollow square, the parade commander gives the following commands:
 - (a) “Parade Khali Varg Banaegi Bazu Dal Adha Dahine Baen Murh”. (on this only the front ranks of flanking coys will turn half left and half right).
 - (b) “Bazu Dal Dahine Baen Se Tej Chal”. (On this, the band will play and the flanking Coys march to form the hollow square. Inner coys remain in position. Second-in Command coy commanders and adjutant also take their positions.)
 - (c) “Bazu Dal Tham” (When the flanking companies have reached at their places).
 - (d) “Bazu Dal Madhye Saj” (The dressing takes place to the roll of drums).
 - (e) “Bazu Dal Samne Dekh” (Flanking coys look to the front)
 - (f) After this parade commander brings the parade to ‘vishram’.

Section 11

Piling Of Drums And Consecration Of The Color

- (i) Parade commander gives the word of command “Drummers Drum Lagao” and on this 10 side drummers and one base drummer move forward in quick time from the centre-rear of the parade. They will move to the centre of the parade ground opposite the saluting dais, halt on either side of the position marked for piling of the drums and face inwards. The drums will then be piled in the place already marked.
- (ii) While the drummers march off to the accompaniment of the drum beat the Parade 2-IC will move forward and position himself on the right side at a distance of seven paces from the file of drums between the drums and the parade.
- (iii) Now the Parade commander gives words of command “Nishan Jagah lo”, and thereupon the NCO carrying the cased color will move forward from the centre of the parade and halt 10 paces from the drums. The Parade 2-IC will uncase the color (he will not salute) and hand over the case to the NCO. The 2-IC will place the color on the drums towards the parade and then resume his position. The NCO with the case will about turn and move up in quick time inside the fort.

NOTE: The escorts to the new color will halt at the inspection line. Only the NCO carrying the cased colors will move forward.

- (iv) After this, parade commander gives word of command “Dharam Guru Jagah Lo”. Thereupon Dharam Gurus (Religious Teachers) followed by their sewadars advance from outside the parade ground and halt on the spot on the places marked for them on the left and facing towards the drums.
- (v) After the Religious Teachers (RTs) have assumed their places, parade commander gives command. “Dharam Guru Pavitar Karvai Shuru Karo”. Thereupon RTs perform consecration.
- (vi) As soon as the RTs complete the consecration, parade commander brings the parade to Savdhan and gives command “Ensign Officer Jagah Lo”.

Only the ensign officer will move forward and halt 10 paces from the pile of drums. The escorts will remain at the inspection line.

Section 12

Presentation Of Color

- (i) The parade commander advances towards the saluting dais in order to request the VVIP/VIP “to present the color. After paying compliments to VVIP/VIP, he says “Shriman Nishan Pardhan Karne Ke Liye Nivedan Hai” The

VVIP/VIP accompanied by the DGP and parade commander will now come down from the dais and move forward towards the centre of parade ground.

- (ii) The VVIP/VIP and DGP will move to a position in front of the drums. Parade 2-IC will move forward and pick up the standard from the drums and hand it over to the DGP who in turn will hand it over to the VVIP/VIP.

The ensign officer sinking on the right knee awaits presentation of the color. The VVIP/VIP will then present the color. The band play “FAN FARE”. The ensign officer will then rise and resume his position.

- (iii) The VVIP/VIP will then return to the dais. The religious teachers leave the parade ground and take position behind the saluting dais where they remain till the end of the parade.
- (iv) The parade commander returns to his original position. The ensign officer remains at the same spot.
- (v) Parade commander now brings the parade to ‘Vishram’ to mark that the ceremony is over. After a brief pause, he again brings the parade to ‘Savdhan’.

Section 13

Re-Formation Of Parade On The Inspection Line

- (i) For reforming the parade on the inspection line, the Parade commander gives following words of commands in succession—
- (a) “Bazu Dal Pichhe Murh” (The flanking Coys do an about turn)
- (b) “Parade Line Par Banaegi (The flanking Coys will turn half Bazu Dal Adha Dahine right and half left) Baen Murh”
- (c) “Bazu Dal Dahine Aur Baen (The flanking Coys step out in “Tej Chal” quick time and reform on the inspection line.)
- (d) “Bazu Dal Tham” (The flanking Coys will come to halt)
- (e) “Bazu Coy Age Barhega (The flanking Coys turn about and Pichhe Murh” to the saluting dais)
- (f) “Parade Madhye Saj” (The parade dresses from the centre to the roll of drums)

Now the parade has reformed at the inspection line except that the drums are still lying at the centre of the parade ground.

- (ii) The parade commander brings the parade to ‘Vishram’ and gives the command, “Drummers Drum Uthao”.

On this drummers come in line, pick up their drums and join the band. They play their drums while marching.

After the drummers have joined the band, parade commander brings the parade to Savdhan. The escorts to the new colors now move up and join the ensign officer.

(iii) The parade commander now gives the command—

“Nishan Sthan Lo”

On this word of command, the ensign officer comes to the inspection line in ‘Dhire Chal for taking up position facing the dais.

While the ensign officer is bringing the color to the inspection line, the parade commander will give the word of command, “Parade, Nishan Ko Samman Degi General Salute, Salami Shastra” and the parade pays compliments to the new color.

Section 14

Ceremonial March Past

(i) After this parade will do ceremonial march past. The parade will march past twice first in slow time and then in quick time.

The procedure for march past by the platoons has been described in Section 17 and Section 16 of Chapter XVI (Chapter on Ceremonial Drill). The position of the officers, men and colors will be as per Appendix-F of the same chapter. The procedure for this type of march past has also been described in detail in Section 7 of Chapter XXIII (Chapter on Passing Out Parade).

(ii) If the march past is to be done by companies, the same procedure will be followed i.e., first in slow time and then in quick time. March past by coys has been discussed in Section 14 of Chapter XVI. The position of officers, men and colors will be as per Appendix-D of the same chapter. However, a brief summary of the events and words of command in this case is given below:

(a) **The parade commander gives the following commands—**

“Parade Nikat Line Chal”

“Parade Kandhe Shastra”

“Parade Tinon Teen Ke Column Mein Dahine chalega, Dahine Murh’

“Parade Bazu Se Tej Chal”

“Parade Do Bar Disha Badal Baen Ghoom”

(b) **Formation in dose column—**

As the parade approaches march past line in front and to the left of saluting base, parade commander orders the parade to form in close column. He will give the following command:

“Parade Baen Disha Tham Kar, Number Ek Par Companion Ka Nikat Column Banaa” Number one Coy will come to halt at the command of Coy. Commander and turn left. Other Coys will follow at the marked places at the command of their respective commanders. Color party will take position on command of ensign officer.

After the parade has halted, he gives the following words of commands in succession—

“Parade Bazu Shastra”

“Parade Dahine Saj”

“Parade Samne Dekh” (After the dressing is over)

(ii) March past: After dressing, the parade commander gives command, “Parade Dahine Se, Bari Bari Companion Ke Column Me, Dhire Aur Tej Chal Mein, Munch Se Guzrengae Fasla 20 Kadam, Number Ek Coy Age”

After this, each individual coy commander gives the following words of command:

- (a) “Number....Coy age Barhegi, Dahine Se Dhire Chal”
- (b) “Number....Coy Khuli Line Chal” (At point ‘B’; coy will open order and continue marching).
- (c) “Number....Coy Dahine Dekh” (At point ‘C’ coys will turn ‘Eyes Right’)
- (d) “Number....Coy Samne Dekh” (At point ‘D’ the coys will do ‘Eyes front’)
- (e) “Number....Coy Nikat Line Chal” (The coys will close order and continue marching)
- (f) On approaching right corner, the parade commander (Point ‘F’) will give the command—”Parade Tham Kar, Coys Ka Nikat Column Banaa”. After this, individual coy commanders will bring their coys to halt on the command “No....Coy Tham”
- (g) After the parade has halted parade commander will command the parade to turn right by giving the word of command, “Parade, Dahine Se Tinon Teen Ke Column Mein Age Barh, Parade Dahine Murh”.
- (h) After the parade has turned right, each individual coy commander will give the command, “Number...Coy Baen Se Baen Ghoom, Tej Chal” on this coys will follow, one by one, on command of their respective coy comdrs.
- (i) The parade will march past in quick march this time but without coming to halt anywhere and in close column. All coys will pay compliments as was done in slow march near the saluting base.

- (j) Once the parade reaches its original position on inspection line the individual coy commanders will bring their coys to halt on the command, “No....Coy Tham”

After the parade has come to the halt, parade commanders gives the following words of command:

“Parade Age Bareghi Baen Murh”

“Parade Bazu Shastra”

“Parade Madhye Saj” (Parade will dress up on the drum rolls).

N.B. Color will be dipped in front of the saluting base if required as per Section 7 of Part-I of this chapter.

Section 15

Advance In Review Order, And Speech By VVIP

Now the parade will advance in review order as per procedure given in Section 18 of Chapter XVI. After advancing the parade will pay compliments to VVIP/VIP and come to Vishram. Now VVIP/VIP will deliver the speech. After the speech is over, cheers may be given to VVIP/VIP immediately as per the procedure contained in Section 2 of Chapter XIX.

Section 16

Return of Colors

After the above, Parade Commander will give the commands—

“Parade Savdhan”

“Parade Kandhe Shastra”

“Nishan Jagah Lo”

On the last command, the color party will march and forms at left of the Saluting Base. It performs this activity on the command of Ensign officer on the words of command—

(a) “Nishan Toli Kandhe Shastra”

(b) “Nishan Toli, Madhye Se Tej Chal”

After the color party has formed to the left of the saluting base, parade commander gives the command, “Nishan Kooch Kar”.

Now this color party leaves the parade ground and simultaneously parade pays compliments to the color on the word of command—

“Parade Nishan Ko Samman Degi General Salute, Salami Shastra”. The parade will remain Salami Shastra position till color party leaves the ground. Band will play general salute.

Section 17

Handing Over The Parade

- (i) After the colors have left the ground, the parade commander gives following commands—
 - (a) “Parade Kandhe Shastra”
 - (b) “Parade Bazu Shastra”
 - (c) “Officers, Sqs Kirch Wapas Kareng, Wapas Kirch” (All officers and Sqs will return their swords)
 - (d) “Officers Mere Baen Line Ban, Sub. Maj. Parade Kooch Ke Liye Sthan Lo” (On this command, all officers will form up on the left of the parade commander. Sub-Major will take position to march off the parade)
 - (e) “Officers Dahine Se Tej Chal”
 - (f) “Officers Tham” (Officers will come to halt in front of the dais for introduction to the VIP/VVIP).
 - (g) “Officers Salute” (All officers will salute the VIP/VVIP.)
- (ii) After saluting the officers are introduced to the VVIP/VIP who shakes hands with them. The officers reforms in front of the saluting base and parade commander give the following commands—
 - “Officers Salute” (All officers will salute the VVIP/VIP)
 - “Officers Line Tor” (Officers will dispersed)
- (iii) After the officers have dispersed, Subedar Major marches off the parade by giving following commands—
 - “Parade Kandhe, Shastra”
 - “Parade Ander Ko Murh” (On this command, all coys will turn inward).
 - “Parade Dahine Bayen Ghoom Tej Chal”
 - “All coys will go behind the fort wall. Band will also take coomtel march and go behind the fort wall. Fort gate will be closed.”

CHAPTER XXXI
FAREWELL PARADE
(VIDAI PARADE)

Introduction

- (i) Farewell is accorded to senior police officers on the occasion of their retirement and transfer by holding Farewell Parades.
- (ii) Farewell Parade is held as a mark of recognition of the services rendered by the Outgoing Officer and his association with the force/unit.
- (iii) As the officer is going on retirement/transfer and the new incumbent is coming to replace him, it is desired that the new incumbent should also be present at the parade, if possible.

Section 1

General Instructions

Farewell parade is a ceremonial occasion and therefore, the procedure regarding General Arrangements, Parade Ground, Unit Organisation, Receiving of Inspecting Officer, Inspection, March Past, Post of Officers and advancing in review order as given in Chapter XVI will be followed. Officers will follow the special instructions regarding Ceremonial Parade given in Section 8 of the same chapter.

Section 2

Strength Of The Parade

The Strength of the farewell parade should be befitting. The rank of the outgoing officer. However, it should not be ostentatious. The strength of the parade to be organised, in respect of the officers of different ranks should be as under : —

(It should not exceed to prescribed strength in any case): -

Sl. No.	Rank of Outgoing officer	Rank of Parade Commander	Rank of Parade 2/IC	Strength of the Parade
1	DGP	ADDL. SP	Dy SP	3 Coys. Mounted squad if available Motorised column like Signals, Commn. vechs. etc., if available.
2	Addl. DG	-do-	-do-	2-3 coys. Mounted squad if available.
3	IG	ASP/Dy SP	Inspt	2 coys. Mounted squad if available.
4	DIG	-do-	-do-	5 platoons. Mounted squad if available.
5	SSP/SP/Comdt.	-do-	-do-	4 Platoons Mounted squad if available

(ii) For the farewell of DGP, Addl. DGP and IGP, two bands should be requisitioned, with the minimum strength of 40 band pieces for DGP and Addl. DGP and 30 for IGP. For DIG and SP only one band should be organised.

(iii) Strength of buglars may be as follows—

Rank	Number of buglars
(a) DGP/Addl. DGP	8-12
(b) IG	6
(c) DIG	4
(d) SSP/SP/Comdt.	2

(iv) 8 to 12 lancers may also be positioned on either side of the fort wall for the farewell parade of DGP and Addl. DGP, if available.

Section 3

Formation Of Parade

(i) Twenty minutes before the scheduled commencement of the programme, the “farwell parade” will form up behind the Fort wall (if fort is available) or outside the parade ground, platoon wise, rifles in “Bazu shasrra” (order arms) position with bayonets fixed. Half of the number of platoons will take position on the right side of the ‘Fort Gate’ (or entry point into parade ground), platoon number 1 being nearest to the gate and other platoons to its right in the ascending order of their serial numbers. The remaining half will stand on the left of the gate, the serially last platoons being near the gate and the others to its left in the descending order of their serial number. Thus, if there are six platoons participating in the parade, platoons numbers 1,2,3 will stand on, the right of the ‘Fort Gate’ and platoon numbers 6,5,4 to its left, in that order. With five platoons in the parade, platoons numbers 1,2,3 will stand on the right of the gate and platoon numbers 5,4 on its left.

The Parade 2/IC will take position in front. The swords of the Parade 2/IC and Platoon Commanders will be in “Carry” position. The Riding Section, if available, will be behind the parade followed by the band at the rear, in the centre. Buglers and Lancers will also position behind the fort wall.

(ii) Fort-gate is opened by two gate-keepers 15 minutes before the commencement of the Parade. Two buglers enter the parade ground from the sides of the centre wall and march upto the inspection line and will sound Markers Call The buglers turn and march back to the rear of the fort wall. The Markers will take their positions on she inspection line.

The buglers and lancers also take up their respective positions on the top of the fort wall and on the sides of the parade ground.

- (iii) The buglers sound Fall in Call (Advance Call) 3 minutes after the Markers Call. There upon the Parade 2/IC will bring the parade to “Savdhan” and “Kandha Shastra” positions, and march it to the inspection line, giving the command “Parade Dahine Bayen Se Tej Chal”. On crossing the gate, the right of the wall; the left side ones (Nos. 6,5,4) marching towards the left of the wall. On reaching the markers, the platoons will mark time. On a drum beat given after all the platoons have reached their respective positions on the inspection line, the parade will halt. The Parade Commander will give the following commands in succession:

“Parade, Dhine Bayen Mur”,

“Parade, Bazu Shastra”,

“Parade Khuli Line Chal”,

“Parade Madhye Saj”.

The Riding Section will form up on the left. The band will form up 8 paces behind the inspection line in the centre.

- (iv) On the arrival of Parade Commander. Parade 2/IC will give following commands: —

“Parade Savdhan”

“Parade Kandhe Shastra”

“Parade Salami Degi, Parade Salami Shastra”

(Band will Not play)

“Parade Kandhe Shastra”

“Parade Bazu Shastra”

Then the Parade 2/IC marches up to Parade Commander, pays compliments to him and hands over the parade to him.

- (iv) Both Parade Commander and Parade 2/IC will take their positions and Parade Commander will bring the Parade to “Vishram”.

Section 4

Arrival of the Outgoing Officer

As soon as the Outgoing Officer is sighted, the buglers will sound “Fanfare”. The Parade Commander will immediately give the Command: “Vidaegi Parade, Savdhan”, followed by “Parade Kandhe Shastra”.

As soon as the Outgoing Officer escorted by other Senior Officers, takes up his position on the Saluting Base, the parade will present arms to him, the Parade Commander giving the following words of command:

“Parade, General Salute, Salami Shastra”

The Band will play the tune “General Salute” and the parade will stay in that position till the tune is over.

Section 5

Review of the Parade by the Outgoing Officer

The moment the parade comes to “Bazu Shastra” position, the Parade Commander will march towards Saluting Base, halt, pay compliments to Outgoing Officer and report—

“Shriman” (“Mahodaya”, if the VIP is a lady) Vidai Parade Aapke Nirikshan Ke Liye Hazir Hai”. Meanwhile, the inspection jeep (if one is planned to be used), stationed close at hand, will reach the Saluting Base. The Outgoing Officer will stand in the front portion of the jeep and the Parade Commander in the rear portion. The jeep will then proceed to the right of the parade and pass through the front rank of the parade from right to left (in case a jeep is not intended to be used, the Outgoing Officer will be escorted on foot to the inspection line by the Parade Commander who will move one step behind the Outgoing Officer and to the left). As soon as the Outgoing Officer (whether on the inspection jeep or on foot) passes the right guide of the first platoon, the band will start playing one of the slow march tunes and will continue to play the same till the review of the parade is over. (If the Outgoing Officer is on foot, the Parade Commander will move in slow march during the review).

Section 6

Ceremonial March Past

After the inspection is over and Outgoing Officer has returned to the Saluting Base, the Parade Commander will salute him and return to his position. After this the parade will do the march past. The procedure for the march past is described in Section 16 of Chapter XVI. If it is desired to do a march past in slow time before marching past in quick time, procedure given in Section 17 of the Chapter XVI will be followed. The procedure for march past has also been discussed in detail in Section 7 of Chapter XX (Chapter on Passing Out Parade).

Section 7

Advance in Review Order and Speeches

- (i) Once the ceremonial March Past is over and parade has reformed on the inspection line, the parade commander will advance the parade in Review Order as per the procedure given in Section 18 of Chapter XVI (Also given in Section 8 of Chapter XX (Chapter on Passing Out Parade).
- (ii) When the parade halts, parade commander will order general salute to the Outgoing Officer by giving the following commands —
“Parade Kandhe Shastra”
“Parade Genera! Salute, Salami Shasra”
“Parade Kandhe Shastra”

“Parade Bazu Shastra”

“Parade Vishram”

- (iii) Now the senior-most officer of the force/unit (except the Outgoing and Incoming officers) will say a few words about the contributions of the Outgoing Officer. The speech should be short and to the point. After his own speech, he will request the Outgoing Officer to say a few words.

Section 8

Giving Cheers To The Outgoing Officer

After the speech of the Outgoing Officer is over. Parade Commander will bring parade to ‘SAVDHAN’ and cheers will be given to the Outgoing Officer as per procedure given in Section 3 of Chapter XIX.

Section 9

General Notes

- (i) After the cheers, the Senior Officers will escort the Outgoing Officer to the mess/office as per programme. Parade commander will hand over the parade to parade 2/1C who will march off the parade outside the parade ground.

- (ii) If some cultural/sport show is to follow, after the speech of Outgoing Officer, Parade commander will march upto Saluting Base, pay compliments to Outgoing Officer and ask permission to march off by saying “Shriman, Parade Ko Kooch Karne Ki Aagya Pardan Karen”. Having taken permission, he will again pay compliments to Outgoing Officer, return to his place and hand over the parade to parade 2/1C by giving word of command, “Parade 2/1C Sambhal Parade”. Parade 2/1C will salute the parade commander and turn about and give the following commands —

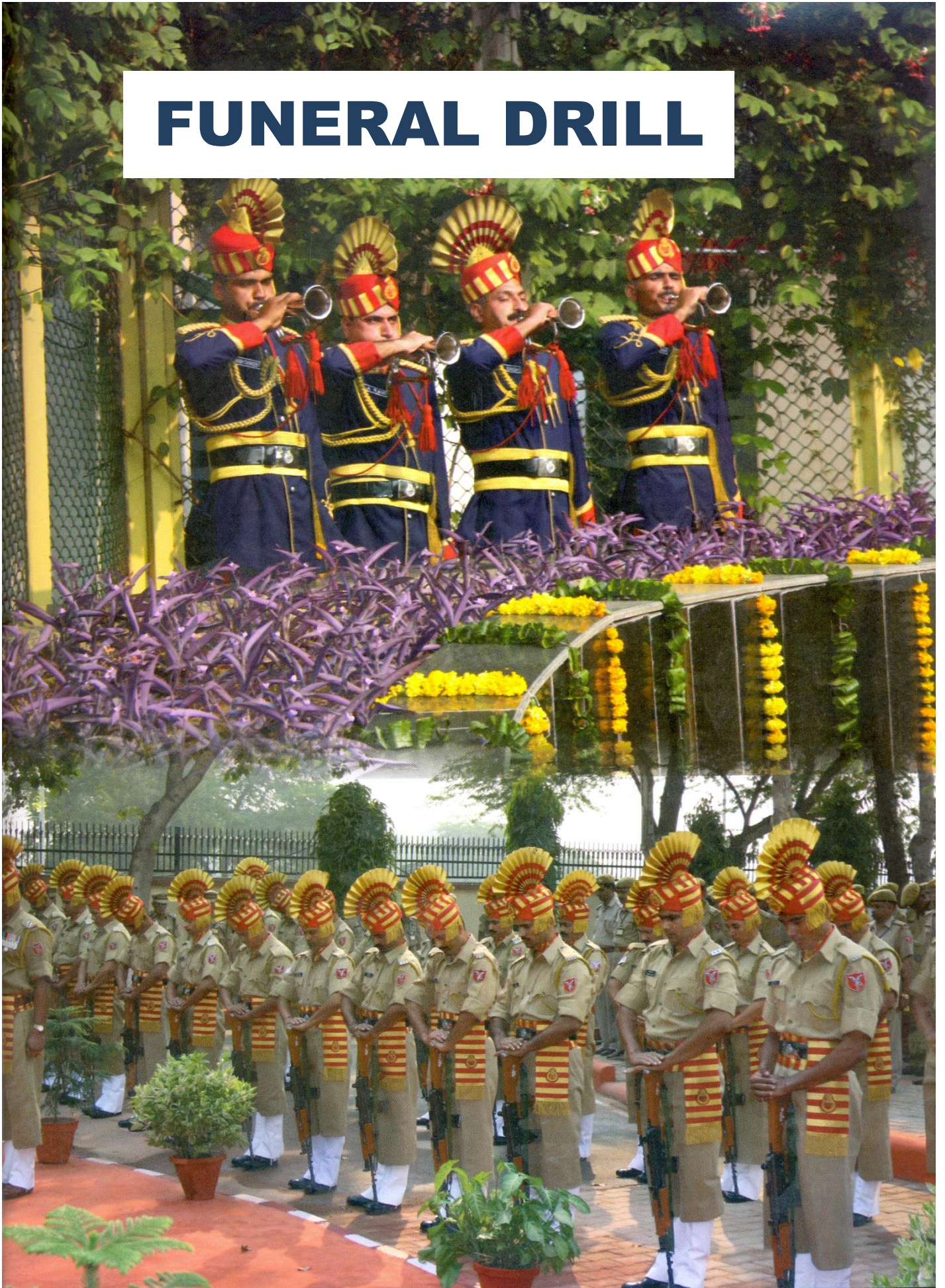
“Parade Kandhe Shastra”

“Parade Ander Ko Murh”. (on this command, all platoons will turn inwards.)

“Parade Dahine Bayen Ghoom Tej Chal”

All platoons will go behind fort wall. Band will also take coomtel march and go behind fort wall. Fort gate will be closed.

FUNERAL DRILL



CHAPTER XXXII

FUNERAL DRILL

Funeral Drill will be organised to honour those deceased police personnel who sacrificed their lives in line of duty. The Head of the Police Force will, however, have the discretion to permit funeral parade in the case of any other officer or man who, in his opinion, deserves that honour.

Section 1

Ceremony To Be Observed At A Funeral

1. *The Firing Party*— The party consisting of one Head Constable, one Naik, one Lance Naik and twelve Constables will fire volleys at the funeral. While marching in slow time arms will be carried at the reverse and in quick time at the trail. During the march, arms may be changed but the party will not march at ease.
2. *The Bearer Party*— This consists of an officer, one Head Constable and eight bearers whose ranks will depend upon the rank or status of the deceased. The bearers will be detailed also according to the religious custom of the deceased. The Commander will see that the flag, headdress, side-arms and wreaths are properly arranged and tied to the coffin or bier to prevent them from falling.
3. *Order of Forming Up*— The firing party will be drawn up in two ranks with sloped arms, one pace interval between files, facing the building where the body is placed. The Naik will be on the flank of the front rank towards which the procession will move. The Head Constable will give all words of command and be posted in rear of the centre. As soon as the body is brought out of building by the bearers, the Head Constable of the firing party will give the command “Salami Shastra”. When the coffin or bier has been placed in the carriage and the cortege is ready to move off, he will order “Ulta Shastra,” “Dahine/Bayen Mudh” (The Naik taking up his place two paces in front and midway between the ranks). “Dhire Chal”.
4. The mourners in uniform, band and drummers, with drums muffled, will form up in two ranks, facing inward, with two paces interval between men and eight paces distance between ranks.
5. The firing party and the remainder of the leading portion of the procession will pass between the ranks.

The Procession will then move off in the following order: —

- (a) Escort.
- (b) Firing party.
- (c) Band and Drums.

- (d) Body on gun carriage, Pall bearers, Bearers.
- (e) Chief mourners.
- (f) The President's special representative, if applicable.
- (g) Mourners in uniform in order of seniority (the senior leading).
- (h) Mourners not in uniform.
- (i) Troops lining the route in three beginning on the inner flank when reversing arms in succession as they break into slow time,
- (j) Rear Detachment.
- (k) Mounted units forming part of the escort.
- (l) Motor cars or other vehicles unless directed by a separate route.

NOTE: — The bearers will march on either side of the gun carriage, except when pall bearers are present, in which case the pall bearers will march immediately on either side of the gun carriage and the bearers on the outer flank at two paces interval. The positions of the pall bearers will be in order of seniority alternately on either side of the coffin, the senior being in rear on the right hand side, the next senior in rear on the left hand side and so on.

If the mourners for any reasons are not able to walk in the procession, they will proceed by car by a separate route.

6. *The Band and Drum*

The band or drum will begin to play the "Dead March" when about 300 paces from the mortuary and continue from such distance as the officer-in-charge may have ordered before marching off. The firing party will receive the command "Tez Chal" (the band will cease playing) when at a convenient distance from the cemetery or burning ground as directed by the officer-in-charge, the Head Constable in charge of the firing party will give the command "Dhire Chal" and the band and drum will again begin playing.

Section 2

Procedure On Arrival At The Place Of Interment/Cremation Ground

When the head of the procession arrives near the burial ground/ cremation ghat, the ranks of the firing party, at the head of the procession and the band and drums will open out to six paces distance and will halt at the command of the Havildar in-charge of the firing party. The order "Inward Turn (Andar Murh)" and "Rest on your Arms Reversed (SHOK SHASTRA)" will then be given by the Havildar. The coffin/bier will then be moved by the bearers and carried feet-end foremost through the ranks of the firing party. The order of the procession will now be religious priest, body with the pall bearers and bearers (the former walking behind the body if the path is too narrow to allow them to remain in their correct positions), mourners, band and drum and firing party. The mourners will

then fire around the grave/pyre, halt and turn inwards without word of command. The firing party will follow the mourners and will be halted near the grave/pyre under the orders of the Havaldar incharge, who will give the following command *Savdhan Ulta-Shastra, —Ranks, Dahine/Bayen Murh—Dhire Chal—Tham-Baen Mur, Shok Shastra.*

The leading detachment (if present) will be halted at some convenient pre-arranged position.

Section 3

Procedure During The Service

As soon as the chief mourners are in position and the burial (or cremation) service is ready to be started the bearers will raise the coffin (or bier) from the wooden bearers and lower it into the grave or on to the pyre, having first removed from the coffin (or bier) the flag, head-dress, side-arms, wreaths and so on. Once the coffin (or bier) has been lowered, the bearers will move from the grave (or pyre) side and stand at ease. At the conclusion of the service, if volleys are to be fired the Havaldar will order:—

“Firing Toli, Salami Shastra”, “Kandhe Shastra”

“Firing Toli Volleys with Blank Cartridges Load”

“Present—Fire”

(Two more volleys will be similarly fired),

“Khali Kar”

“Bazu Shastra “

“Laga—Sangin”

“Kandhe Shastra “

“Salami Shastra “

If no volley is fired the havaldar will order: —

“Salami Shastra “

“Kandhe Shastra “

“Bazu Shastra “

“Laga—Sangin “

“Kandhe Shastra “

“Salami Shastra “

NOTE: At the funerals if men are detailed to line the route, they will be required to “Salami Shastra “ to the funeral procession first and “Ulta Shastra” before again. “Shok Shastra “. They will normally “Shok Shastra “ as the head of the funeral party approaches them and “Ulta Shastra “ as the firing party approaches.

Section 4

Procedure For Firing The Volleys

The procedure by the firing party for firing three volleys will be as follows, if armed with the rifle:—

- (a) “Salak Bhar”—Adopt the loading position. Load—The muzzels of the rifles to be inclined upwards so as to clear the heads of the men in front.
- (b) “Pesh Kar”—Rifles will be brought to the position for firing but at an angle of 135 degrees. Head to be kept perfectly still and no attempts made to aim.
- (c) “Fire”—Each man will at once press the trigger, remaining at the “Peshkar” until the command “Dobara Bhar” or “Khali Kar” is given—Two more volleys will be similarly fired.
- (d) “Khali Kar”—Bring the rifle to the loading position and carry out unloading, remaining in the loading position, rifle at an angle of 135 degrees.

“Kandhe Shastra”

“Bazu Shastra “

Section 5

Procedure For Carrying The Coffin

The coffin (or bier) will always be carried feet end foremost and normally the bearers will work on the word of command of the officer or NCO incharge of the bear party. Words of command will be given in a quiet, low tone e.g. “Uthane ko Taiyar”, “Dhire Chal”, “Tham”, “Rakhne ko Taiyar”. These movements cannot be controlled by a signal and should always be ordered by a word of command.

When in the lift position the bearer party should be evenly spaced four on each side of the coffin (or bier); their arms crossed and around each other’s shoulders, the coffin (or bier) resting on the shoulder with the face close to the coffin (or bier) itself. The head dress of the bearers will be carried by an NCO or by drummers to be specially detailed. The bearers will step off with the inside foot to avoid undue rocking of the coffin (or bier). The NCO incharge of the bearers party will march two paces in the rear and in the centre of the bearer party.

Section 6

Procedure For Doing “Reverse Arms” And Rest On Your Arms Reversed

1. *Reverse Arms From The Present (Salami Shastra Se Ulta Shastra)*

Reverse Arm By Number-One (Gintise Ulta Shastra, Squad-Ek) on this command bend the right knee and place the foot alongside the left as in the Slope from the present. At the same time force the rifle out in front of the body to the full extent of both arms, keeping the left hand as low as possible.

Squad-Two (Squad-Do): Turn the rifle over slowly by bringing the butt between the arms in the direction of the body (changing the grip of the hands) until the position of the rifle is reversed, with the muzzle pointing to the ground, magazine towards the body and in line with the chest, arms straight, finger and thumb of both hands curled round the rifle.

Squad-Three (Squad-Tin): Interchange the position of the hands by seizing the small of the butt with the left hand, back of the hand to the left and immediately seizing the rifle at the point of balance with the right hand.

Squad-Four (Squad-Char): Release the rifle with the right hand and force it under the left armpit so that the magazine is uppermost and in front of the body, muzzle to the rear, rifle against the side, elbow against the rifle, rifle at an angle of 45 degrees. At the same time force the right arm behind the body in line with the waist belt and hold 'the rifle near the outer band, back of the hand downwards.

NOTE:- The rifle is carried at the reverse only when marching in slow time.

2. *Change Arms From The Reverse (Vita Shastra Se Badal Shastra)*

“Change Arms—By Number-One (Gintise Badal Shastra. Squad-Ek)”

Release the rifle with the right hand and cut the right arm to the side. At the same time, hold the rifle at the small of the butt with the left hand and allow the muzzle to swing forward so that the rifle is perpendicular. Keep the left hand at the level of the breast pocket.

Squad-Two (Squad-Do):

Throw the rifle across the body and catch it at the small of the butt with the right hand level with the breast pocket. At the same time cut the left hand to the side.

Squad-Three (Squad-Tin):

Force the rifle under the armpit and seize it near the outer hand with the left hand behind the body, in the position of reverse.

NOTE:— On the march, movements are done on successive beats of the left foot.

3. *Rest on your Arms Reversed from the Reverse (Ulta Shastra Se Shok Shastra): —*

NOTE: — Only done when the rifle is under the left arm.

Rest on your Arms Reversed (Shok-Shastra):

Cut the right hand to the side and bring the rifle to a perpendicular position with the left hand; lower the muzzle on to the left foot, between the toe cap and

the lace holes, so that the butt is in front of the body, turn the head and eyes to the right and shoot the right arm to the right at the shoulder level, arms straight, fingers extended, back of hand upper-most, bring the right arm round to the front keeping the arm straight until it has traversed 45 degrees, bend the arms and place the right palm on the butt plate, back of the hand upper-most, fingers extended down the left side of the butt, thumb round the toe of the butt; pause and turn the head and eyes to the front. Keep the hold on the rifle by the right hand and then do the same with the left hand (i.e. first turning the head to the left side etc.). Place the left palm over the right on the butt plate, pause and then turn the head to the front. After this pause, drop both elbows against the body and lower the chin on to the chest.

In performing the above movements the time should be taken from the right or left hand man as the case may be.

Attention from Rest on your Arms Reversed (Shok Shastra Se Savdhan): Squad Attention (Squad-Savdhan):

Raise the head to the normal attention position and also simultaneously rise both the elbows so that the forearms are parallel to the ground.

NOTE: - This command is always given before doing any other movement from “Rest on Your Arms Reverse’d—Shok Shastra)”

4. *Reverse Arms from Rest on your Arms Reversed (Shok Shastra Se Ulta Shastra): -*

Reverse Arms by Number-One (Gintise Ulta Shastra, Squad-Ek):

Hold the small of the butt with the left hand, back of the palm to the left and cut the right hand to the side.

Squad-Two (Squad-Do)

Force the rifle under the left armpit and seize it with the right hand behind the back.

5. *Rest on Your Arms Reserved from Present Arms (Salami Shastra Se Shok Shastra):*

Rest on Your Arms Reversed—By Number—One (Gintise Shok Shastra. Squad—Ek): -

Bring the right foot smartly up to the left, raise the rifle about six inches, and place the right hand underneath the butt plate, thumb round the toe of the butt, the first two joints of the fingers grasping the left side of the butt.

Squad-Two (Squad-Do): -

Turn the rifle over to the front, muzzle leading, butt kept close to the body so that the position of the rifle is reversed, i.e. the muzzle is now pointing towards the ground. Place the muzzle on the toe of the left foot.

During this motion the right hand will be allowed to turn with the rifle so that on the completion of the movement it will be resting on top of the butt plate,

fingers and thumb being in the same position as in “one”.

Squad-Three (Squad-Tin):

Place the left hand on top of the right over the butt plate. At the same time lower the head on to the chest.

6. *Present Arms From Rest On Your Arms Reversed (Shok Shastra Se Salami Shastra):*

(Before doing this motion the position of “Attention”, as described above, should be taken).

Present Arms by Number-One (Gintise Salami Shastra, Squad-Ek):

Raise the rifle about six inches with the right hand. At the same time seize it with the left hand as in the position held when at the Present, back of the hand downwards and towards the body, thumb to the left.

Squad-Two (Squad-Do)

Hold the rifle with the right hand, just below the small of the butt in the position as held when at the Present, thumb on the left, fingers on the right, back of the hand to the front.

Squad-Three (Squad-Tin):

Turn the rifle over gradually lowering the butt towards the body. When the rifle is horizontal, smartly come to the Present Arms position with the rifle and simultaneously bend the right knee and move the right foot to its correct position.

Section 7

Procedure when Sword is used in “Funeral Drill”

These movements will be done by the Officer/Officers carrying the sword in a funeral party.

While the Commander will give commands for Armed Drill, the equivalent movements with sword will be performed by Commander himself, and other Officers carrying the sword.

- | | |
|--|--|
| (a) Reverse Arms from the Present
(Ulta Shastra Se Badal Shastra) | An equivalent movement with sword can be done in two parts.
(i) Bring the sword to the “Recover”.
(ii) Then reverse the sword under the right arm, so that the point is downwards and the edge is upwards. The hilt is grasped with right hand, the right elbow is close to the body and the sword is at the angle of 45 degree. |
| (b) Change Arms from the Reverse
(Ulta Shastra Se Badal Shastra) | Equivalent movement with sword be done in the three parts:
(i) First bring the sword to “carry” |

(ii) Then, pass the sword across the body and change the hands, i.e., grip the hilt with left hand and cut the right hand to the side.

(iii) Now reverse the sword under left armpit and bring the right hand to grasp the blade at the rear of the body. Left elbow is close to the body and sword is at the angle of 45 degree.

- (c) Rest on your Arms Reversed from the Reverse (Ulta Shastra Se Shok Shastra)

The sword is brought down so that the point is on the ground between the feet; the edge of the sword is towards the right. For this, first bring the right hand to grasp the hilt and cut the left hand to the side. Now, slowly bring the sword down so that the point is between the feet and edge is towards the right. Extend the left arm to the left with the back of the hand upwards. Bring the left hand slowly to the top of the hilt and place it on the right. Both the elbows should be along the sides. Now, lower the head on the breast. All the movements should be coordinated with the men carrying the Arms Drill.

- (d) Attention from Savdhan

Rest on yours Arms Reversed (Shok Shastra se Raise your head.

- (e) Present Arm from Shastra):

Rest on Arms Reserved (Shok Shastra se Salami Shastra):

The equivalent movement with Arm from Rest on Arms Reserved (Shok Shastra se Salami sword are done in three parts,

(i) First cut the left arm away to the side” and bring the sword to the ‘Carry’ position.

(ii) Then bring the sword to ‘Recover’ position.

(iii) Now bring the sword to ‘Salute’ position.

- (f) There can be another equivalent movement for the command of Arms Drill to ‘Reverse Arms from rest on your Arms Reversed’ (Shok Shastra se Ulta Shastra):

On the command of Ulta. Shastra for the equivalent movement with sword, carry the sword with right liana under the right armpit at the same time seizing the blade with the left hand behind the back (position already described above).

**ANNEXURE WORDS OF
COMMAND**

Sl.No.	In English	In Hindi
1.	Halt	Tham
2.	About Turn	Piche Murh
3.	Right Turn	Dahine Murh
4.	Right Form	Dahine Ban
5.	Right Incline	Aadha Dahine Murh
6.	Left Turn	Bayen Murh
7.	Left Form	Bayen Ban
8.	Left Incline	Aadha Baye Murh
9.	Mark Time	Kadam Tal
10.	Halt (When Marking Time)	Tham (Kadam Tal Par)
11.	Forward (When Marking Time)	Aage Bar (Kadam Tal Par)
12.	Break Into Quick Time, Quick March	Tej Chal Me Aa, Tej Chal
13.	Break Into Slow Time, Slow March	Dhire Chal Me Aa, Dhire Chal
14.	Break Into Double Time, Double March	Daur Chaal Me Aa, Daur Chal
15.	On The Right/Left Form Squad	Dahine / Bayen Squad Bana
16.	Open Order March	Khuli Line Chal
17.	Close Order March	Nikat Line Chal
18.	Squad Attention	Squad Savdhan
19.	Stand-At-Ease	Vishram
20.	Stand-Easy	Aaram Se
21.	Right (or Left) Dress	Dahine (Ya Baye) Saj
22.	Eyes Front	Samane Dhekh
23.	Turning About By Numbers, Squad— One	Ginti Se Piche Murna, Squad Piche Murh Ek
24.	Turning to the Right By Numbers, Right Turn-One	Ginti Se Dahine Murna, Dahine- Murh- Ek
25.	Squad—two	Squad Do
26.	Squad Will Advance, Quick March	Squad Aage Barega, Tej Chal
27.	Step-Out	Lamba Kadam
28.	Step Short	Chota Kadam
29.	Paces Forward/Step Back-March	Kadam Aage/Piche Chal

Sl.No.	In English	In Hindi
30.	Change Step—One	Kadam Badal Ek
31.	Squad—Two	Squad Do
32.	Squad—Three	Squad Tin
33.	Double March	Daur Ke Chal
34.	Salute To The Front By Numbers— Squad One	Ginati Se Samne Salute Squad Ek
35.	Salute To The Right—Salute	Dahine Ko Salute Salute
36.	Salute To The Left—Salute	Baye Ko Salute Salute
37.	Squad, Dismiss	Squad, Visarjan
38.	Salute To The Right/Left Squad Salute	Dahine (Bayen) Ko Salute- Squad Salute
39.	Squad/Platoon Fall-in	Squad/Platoon Line Bana
40.	Blank File	Khali File
41.	By The Right Quick March	Dahine se taj chal
42.	Platoon Will Retire, About Turn	Platoon Pecha Lautega Pecha Moor
43.	Platoon Will Advance, About Turn	Platoon Aage Badega Pecha Moor
44.	Change Direction Right, Right Form	Dahine Disha Badal, Dahine Ban
45.	Change Direction Left, Left Form	Bayen Disha Badal, Bayen Ban
46.	Platoon Forward	Platoon Aage Barh
47.	Move To The Right In Threes, A Right Turn	Tino Tin Me Aage Chalega, Dahine Murh
48.	By The Left Quick March	Bayen Se Tej Chal
49.	Platoon Will Advance, Left Turn	Platoon Aage Barega, Bayen Murh
50.	Platoon Will Retire, Left Turn	Platoon Piche Barega, Bayen Murh
51.	Platoon Will Advance, Right Turn	Platoon Aage Barega, Dahine Murh
52.	Platoon Will Retire, Right Turn	Platoon Piche Barega, Bayen Mur
53.	Change Direction Left/Right, fell Left/Right Wheel.	Bayen/Dahine Disha Badal, Bayen/Dahine Ghum
54.	On The Left, Form Squad/ Platoon	Bayen Ko Squad/Platoon Bana
55.	On The Right Form Squad/ Platoon	Dahine Ko Squad/Platoon Bana
56.	Form Two Ranks	Do Line Bana

Sl.No.	In English	In Hindi
57.	Form Three Ranks	Tin Line Bana
58.	In Three Ranks Right Dress	Tin Line Me Dahine Saj
59.	Form Single File From The Left— Quick March	Bayen Se Ek File Bana—Tej Chal
60.	Form Single File From The Left	Bayen Se Ek File Bana
61.	At The Halt On The Right, Form Threes — Quick March	Dahine Tham Kar Tino Tin Bana, Tej Chal
62.	Advance In Single File, From The Right, Quick March	Dahine Se Ek File Me Aage Barh, Tej Chal
63.	Form Single File, From The Right	Dahine Se Ek File Bana
64.	At the Halt On The Left Form Quick March	Bayen Thamkar Line Bana, Tej Chal
65.	On the Left Form Line	Bayen Par Line Bana
66.	Attention	Savdhan
67.	Slope Arms By Numbers— Squad One	Ginati Se Kandhe Sastra- Squad Ek
68.	Order Arms By Numbers—Squad One	Ginati Se Baju Sastra-Squad Ek
69.	Present Arms By Numbers—Squad One	Ginati Se Salami Sastra-Squad Ek
70.	The Squad Will Fix Bayonets, Squad Fix	Squad Sangin Lagayega, Sangin
71.	Squad Bayonets	Squad Laga
72. (A)	Squad Will Unfix Bayonets, Squad Unfix	Squad Sangin Utarega, Sangin
72. (B)	Squad Bayonets	Squad Utar
73.	Port Arms	Bayen Sastra
74.	For Inspection Port Arms By Numbers, Squad — One	Ginati Se Nirinhaks Ke Liye Baye Sastra Squad, Ek
75.	Ease Spring By Numbers— Squad One	Ginati Se Bolat Chala, Squad Ek
76.	Examine Arms	Ganch Sastra
77.	Trail Arms	Tol Sastra
78.	Trail Arms By Numbers—Squad One	Ginati Se Tol Sastra, Squad—Ek
79.	Secure Arms By Numbers— Squad One	Ginati Se Sanbhal Sastra, Squad —Ek
80.	Change Arms By Numbers, Squad—One	Ginati Se Badal Sastra, Squad —Ek

Sl.No.	In English	In Hindi
81.	Ground Arms By Numbers, Squad—One	Ginati Se Bhumi Sastra, Squad—Ek
82.	Short Trail	Samtol Sastra
83.	Sling Arms	Latka Sastra
84.	Draw Swords	Nikal Kirch
85.	Slope Swords	Kandhe Kirch
86.	Return Swords By Numbers, Squad—One	Ginati Se Vapas Kirch, Squad—Ek
87.	No... Centre File And File Of Direction, The Objective Is	No.... Madhy File Aur Disha Ke File Udyadesh Hai
88.	To The Right Extend	Dahine Fail
89.	To The Left Extend	Bayen Fail
90.	From The Centre Extend	Madhy Se Fail
91.	On The Right Close	Dahine Simat
92.	On The Left Close	Bayen Simat
93.	On The Centre Close	Madhy Simat
94.	Street Lining From The Rear On Both Sides Of The Road Paces Extend, Quick March	Sadak Ke Dono Taraf Piche Se-Kadam Kholkar Line Bana, Tej Chal
95.	On the Right/Left Close	Dahine/Bayen Simat
96.	Inward About Wheel	Aandar Ko Piche Ghum
97.	Street Lining From The Rear On Both Sides Of The Road Alternatively... .Paces Extend	Sadak Ke Dono Taraf Piche Se Bari-Bari -Kadam Kholkar Line Bana
98.	Street Lining From The Centre On Both Sides of The Road, Ranks Outward Turn	Sadak Ke Dono Taraf Madhya Se Kholkar Line Bana Liene Bahar Murh
99.	From The Rear... Paces Extend Quick March.	Piche Se Kadam Kholkar Tej chal
100.	Street Lining From The Rear Down The Centre Facing Outward Paces Extend	Sadak Ke Madhy Bahar Munh Karate Huye Piche Se Kadam Khol Kar Line Bana
101.	Outward About Wheel	Bahar Ko Piche Ghum
102.	Steady	Hilo Mat
103.	No.. . Platoon, Eyes Front	No Platoon, Samne Dekh

Sl.No.	In English	In Hindi
104.	The Company Will Retire	Company Piche Loitegi
105.	The Company Will Advance	Company Aage Baregi
106.	Change Direction Right, Right Wheel	Dahine Disha Badal, Dahine Ghum
107.	Forward	Aage Barh
108.	Advance (or Retire) In Column Of Threes From The Right, Company — Right/Left Turn	Dahine Se Tino-Tin Kalam Me Aage Barh (Piche Loqt), Company Dahine/Baye Murh
109.	Move To The Right (or Left) In Column Of Threes, Company Right (or Left) Turn	Tino Tin Column Me Dahine (Ya Bayen) Chal
110.	Move To The Right (Or Left) In Line Of Platoon In Threes. Company Right (Or Left) Turn, Quick March	Platoon Ki Tino Tin Ki Line Me Dahine (Ya Bayen) Chal, Company Dahine (Ya Bayen) Murh Tej Chal
111.	On The Left Form Line, Remainder Left Turn, Quick March.	Bayen Ko Line Bana, Baki Bayen Murh, Tej Chal
112.	By The Left, At The Halt, Facing Left, Form Line	Bayen Se Tamkar Bayen Ki Disha Me Line Bana
113.	Advance In Column Kalam Me Aage Bar	
114.	Retire In Column, Company About Turn	Kalam Me Piche Lot, Company Piche Murh
115.	On No. . . Platoon Form Column Of Platoons, Remainder Mark Time	No. Platoon Par Platoono Ki Kalam Bana, Baki Kadam Tal
116.	On No.. Platoon, From Column Of Platoons, Remainder Quick March	No. Platoon Par Platoono Ki Kalam Bana, Baki Tej Chal
117.	On No... Platoon Form Close Column Of Platoons, Remainder Double March	No. Platoon Par Platoono Ke Nikat Kalam Bana, Baki Daur Ke Chal
118.	At The Halt Facing Left (or Right) Form Line	Tam Kar Bayen, (Ya Dahine) Disha Line Bana
119.	Change Direction Right	Dahine Disha Badal
120.	Advance In Column Of Threes From The Right, Company Right Turn, Platoons Left Wheel, Quick March	Dahine Se Tino Tin Kalam Me Aage Bar, Company Dahine Murh, Platoon Baye Ghum, Tej Chal

Sl.No.	In English	In Hindi
121.	Move To The Right In Column of Threes, Company Right Turn, Platoon On The Left To The Front, Remainder Left Wheel, Quick March	Tino Tin Kalam Me Dahine Chal, Company Dahine Mur, Bayen Platoon Samane Ko, Baki Bayen Ghum, Tej Chal
122.	On The Left Form Line, Remainder Left Incline, Double March	Bayen Ko Line Bana, Baki Aadha Bayen Murh, Daur Ke Chal
123.	At The Halt Facing Right Form Column Of Platoons, Platoons Right Form, Quick March.	Tamkar Dahine Disha Platoono Ki Kalam Bana, Platoono Dahine Ban, Tej Chal
124.	At The Halt, Facing Left, Into Line, Platoons Left Form, Quick March,	Tamkar Dahine Disha Line Bana, Platoono Bayen Ban, Tej Chal
125.	Move To The Right/Left, In Line Of Platoons In Threes, Company Right/ Left Turn	Platoon Ki Tino Tin Ki Line Me Dahine/Bayen Chal, Company Dahine/Bayen Mur
126.	On The Right Form Column (or Close Column) Of Platoons, Remainder Right Turn, Quick March	Dahine Ko Platoono Ki Kalam (Ya Nikat Kalam) Bana, Baki Dahine Mur, Tej Chal
127.	Advance In Column of From The Right Ramainder Right Turn, Quick March	Dahine Se Platoono Ki Kalam Me Aage Bar, Baki Dahine Mur, Tej Chal
128.	Advance In Line Of Platoons In Threes From The Left, Company Left Turn, Platoons Right Wheel, Quick March	Bayen Se Platoono Ki Tino Tin Ki Line Me Aage Bar, Company Bayen Murh, Platoono Dahine Ghum, Tej Chal
129.	The Company Will Form Column of Platoons, On The Left form Platoons	Company Platoono Ke Kalam Benayegi, Bayen Platoon Bana
130.	At The Halt On The Left Form Close Column Of Platoons	Thamkar Bayen Ko Platoono Ka Nikat Kalam Bana
131.	At The Halt Facing Left Form-Column (or Close Column) Of Platoons	Tamkar Bayen Disha Platoono Ka Kalam (Ya Nikat Kalam) Bana
132.	Facing Left Advance In Column	Bayin Disha Kalam me Aage Barh
133.	On the Right Form Line Of Platoons In Threes at. Paces Interval, Remainder Double March	Dahine Ko... Kadam Ke Phasle Par Platoono Ki Tino Tin Ki Line Bana, Baki Daur Ke Chal

Sl.No.	In English	In Hindi
134.	At The Halt On The Right Form Line Of Platoons In Threes at Column Paces Interval, Remainder Left Incline	Tamkar Dahine Ko Kadam Ke Phasle Par Platoono Ki Tino Tin Ki Line Bana, Baki Aadha Bayen Murh
135.	Advance In Column Of Threes From The Left, Platoon On The Left To The Front, Remainder Left Wheel, Company Quick March	Bayen Se Tino Tin Ki Kalam Me Aage Barega, Bayen Platoon Aage Baki Bayen Ghum, Company Tej Chal
136.	Company Facing Left Advance Column Of Threes, Platoons Left Wheel, Quick March	Company Bayen Disha Tino Tin Ki Kalam Me Aage Bar, Platoon Bayen Ghum, Tej Chal
137.	Company, At The Halt Form Line, On The Right Form Platoons	Company Tamkar Line Bnnayegi, Dahine Par Platoon Bana
138.	Advance/Retire In Column Of Platoons, Company Left/ Right Turn	Platoono Ki Kalam Me Aage Barega/ Piche Loitega, Company Bayen/Dayen Murh
139.	Move To The Right In Line Platoons In Threes, Platoons Right Wheel	Platoono Ki Tino Tin Ki Line Me Dahine Chal, Platoono Dahine Ghum
140.	Number	Ginati Kar
141.	Odd Numbers One Pace Forward, Even Numbers One Pace Step Back March	Visam Ek Kadam Aage, Sam Ek Kadam Piche Chal
142.	Stand Fast The Right Hand Man, Odd Numbers To The Right, Even Numbers To The Left, Ranks Right And Left turn	Dahine Javan Khara Rahega, Baki Visram Dahine, Sam Bayen, Line Dahine Aur Bayen Murh
143.	Form Three ranks—Quick March	Tin Line Bana – Tej Chal
144.	Fall Out The Officers	Officers Line Tor
145.	National Salute	National Salute
146.	Present And Ready For Inspection	Sriman Ji Parade Nirikhan Ko Hajir Hai
147.	No...Company Stand Fast Remainder Stand At Ease	No... Company Khari Rahe, Baki Vishram
148.	Move To The Right In Column Of Threes, Battalion Right Turn, By The Left Quick March	Tino Tin Kalam Me Dahine Chal, Battalion Dahine Murh, Bayen Tej Chal
149.	At The Halt, Facing Left, Form Close Column Of Companies	Tamkar Bayen Disha, Company Ke Nikat Kalam Bana

Sl.No.	In English	In Hindi
150.	No... Company, Halt, Company Will Advance, Left Turn	No.... Company Tham, Company Aage Baregi, Baye Murh
151.	No.. Company. By The Right, Quick March	No...Company Dahine Se Tej Chal
152.	In Succession Advance In Column Of Threes From The Right	Dahine Se Bari-Bari Tino Tin Ki Kalam Me Aage Barh
153.	Move to The Right In Column Of Route, Battalion Right Turn	Chuch Kalam Me Dahine Chal, Battalion Dahine Murh
154.	Battalion Will March Past In Column Of Route	Battalion Kuch Kalam Me Manch Se Gujregi
155.	No. Company, By The Left Quick March	No...Company, Bayen Se Tej Chal
156.	Platoon? At The Halt, Right Form	Platoon Tamkar, Dahine Ban
157.	Quick March, Platoons Left Dress, Platoons Eyes Front	Tej Chal, Platoon Bayen Saj, Platoon Samne Dekh
158.	Battalion Will March Past In Quick Time— By The Left Quick March	Battalion Tej Chal Se Manch Se Gujregi, Bayen Se Tej Chal
159.	Change Direction Left Baye Disha Badal	
160.	Platoons At The Halt, Left Form Platoon	Tam Kar Bayen Ban
161.	Centre Dress	Madhya Saj
162.	The Battalion Will March Past In Slow Time, By The Right Slow March	Battalion Dhire Chal Me Manch Se Gujregi, Dahine Se Dhire Chal
163.	Break Into Quick Time, Quick March	Tej Chal Me Aa, Tej Chal
164.	In Succession Advance In Column of Threes From The Right	Bari-Bari Tino Tin Kalam Me Dahine Se Aage Barh
165.	Facing Left Advance In Column Of Platoons	Bayen Disha Platoon Ke Kalam Me Aage Barh
166.	Advance In Review Order, By Centre, The Quick March	Samiksa Karm Se Madhya Se, Tej Chal
167.	For Inspection, Port Arms	Nirikshan Ke Liye, Bayen Sastra
168.	Guard Examine Arms	Guard Janch Sastra
169.	Ease Spring	Bolt Chala
170.	Marker	Darsak

Sl.No.	In English	In Hindi
171.	Duties on Parade	Duties Pared Par
172.	Guard Will Fix Bayonets, Guard Fix Bayonets — Attention	Guard Sangin Lagayega-Guard Sangin Laga—Savdhan
173.	Guard Number	Guard Ginti Kar
174.	Guard Will Unfix Bayonets—Guard Unfix Bayonets—Attention.	Guard Sangin Utarega—Guard Sangin Utar—Savdhan
175.	No Front (or Rear) Rank Stick Orderly, Stick Orderly—Dismiss	No. Samne (Ya Pichli) Line Stick—Orderly Visarjan
176.	Guard Commander Take Over	Guard Commander Jagah Lo
177.	Guard By The Right Quick March	Guard Dahine Se Tej Chal
178.	Old Guard Slope Arms	Purana Guard Kandhe Sastra
179.	New Guard Slope Arms	Naya Guard Kandhe Sastra
180.	Old Guard Order Arms	Purana Guard Baju Sastra
181.	New Guard Order Arms	Naya Guard Baju Sastra
182.	Old Guard Stand At Ease	Purana Guard Visram
183.	New Guard Stand At Ease	Naya Guard Visram
184.	As a Guard Number	Guard Ki Tarah Ginati Kar
185.	First Relief	Pahali Badali
186.	Second Relief	Dusari Badali
187.	Third Relief	Tisari Badali
188.	First Relief Stand Fast, Remainder Stand At Ease	Pahali Badali Khari Rahegi, Baki Visram
189.	First Relief Slope Arms	Pahali Badali Kandhe Sastra
190.	Relief Form Up	Badali Bana
191.	Relief Move To The Right In Single File—Right Turn	Badali Ek Line Me Dahine Chal, Dahine Murh
192.	Old Guard Attention	Purana Guard Savdhan
193.	New Guard Attention	Naya Guard Savdhan
194.	Old Guard Close Order March	Purana Guard Nikat Line Chal
195.	Old Guard Move To The Right In File (Or Single File) Right Turn	Purana Guard—Ek File Me Dahine Chal, Dahine Mur
196.	New Guard Present Arms	Naya Guard Salami Sastra
197.	Old Guard Eyes Left-Eyes Front	Purana Guard Baye Dekh, Samane Dekh
198.	Relieving Sentries	Badali Sentries

Sl.No.	In English	In Hindi
199.	Sentries Pass	Sentries Badali Karo
200.	Relief Quick March	Badali Tej Chal
201.	Guard Turn Out	Guard Line Bana
202.	Guard Ready For Inspection	Nirikshan Ke Liye Guard Hajir Hai
203.	Turn In The Guard—Dismiss the Guard	Guard Line Tor-Guard Hajir Hai
204.	Halt, Who Comes There	Tam Kaun Aata Hai
205.	Grand Round or Visiting Round	Bara Muayana Ya Chota Muayana
206.	Advance Grand Round or Visiting Round, All Is Well	Aage Baro Bara Muayana Ya Chota Muayana Sab Thik Hai
207.	Stand Down The Guard	Guard Jagah Chor
208.	Fall In The Guard	Guard Line Bana
209.	Advance, One	Ek, Aage Baro
210.	Pass Friend All Is Well	Chalo Dost Sab Thik Hai
211.	General Salute	General Salute
212.	Guard of Honour Consisting of.. Officers And.... Other Ranks Is Ready For Your Inspection, Sir	—Ke Officers Aur Javano Ka Samman Guard Nirishan Ke Liye Hajir Hai Sriman
213.	Standing Load	Khare Bhar
214.	Present	Pes Kar
215.	Unload	Khali Kar
216.	Parade Will Give Three Cheers Parade	Tin Bar Jai Bolegi
217.	Reverse Arms	Ulta Sastra
218.	Reverse Arms By Numbers, One	Ginati Se Ulta Sastra, Squad, Ek
219.	Change Arms By Numbers, One	Ginati Se Badal Sastra, Squad, Ek
220.	Rest On Your Arms Reversed	Sok Sastra
221.	Rest On Your Arms Reversed By Number, One	Ginati Se Sok Sastra Squad, Ek
222.	Present Arms By Number, One	Ginati Se Salami Sastra Squad, Ek

CHAPTER XXXIII

GUIDELINES FOR SALUTING

It is observed that the general standard of saluting in almost all branches of the Police Force is far from satisfactory. There appears to be a great deal of confusion and misunderstanding in the minds of all Officer Trainees in regard to the correct method of saluting and paying compliments. With a view to eradicate this confusion and enforce a uniform standard of saluting, the under mentioned instructions are issued for the information of all concerned. All officers may please see that these instructions are strictly complied with and the mistakes committed by their subordinates are rectified as soon as possible. They are requested to maintain a strict check in general so that the standard of saluting is brought up to its highest pitch.

I. GENERAL

1. It is to be impressed upon all ranks that salute is a Military and Police method of greeting the superiors and not a servile act. It is an outward sign of the inward spirit of discipline and respect for superiors. The unity and discipline of a Force is indicated as much by the manner the men salute and officers return the salute as by any other action.
2. The extreme importance of returning the salute with precision and courtesy cannot be over-emphasized. It is extremely bad discipline and bad manners to acknowledge salute by raising a stick, by a negligent gesture of the hand, or to return the salute with disengaged hand in the trousers pocket. Officers returning the salutes of die subordinates must not regard this as manner of condescension of their part but as a bounded duty.
3. Failure to salute shows disrespect, idleness and a low standard of discipline. Failure by an Officer in uniform to insist on being saluted is a breach of discipline.

II. MISCELLANEOUS

1. The Salute will be given with the right hand. In case where, from physical incapacity a right hand salute is impossible, the salute will be given with the left hand.
2. Officers will be saluted at all time/whether in uniform or plain clothes.
3. When two or more officers are together, the senior only, whether in uniform or not, will return Salutes.
4. Officers or men passing troops with uncased standard, guidens or colors will salute the standard etc., except when carried by units forming part of the escort at a Military/Police funeral.
5. Officers, men and colors passing a Military/Police funeral will salute the bier.

6. The rider of a bicycle (pedal or motor) or driver of mechanized vehicle will salute by straightening the hands when the vehicle is in motion, but shall not turn the head owing to the danger of taking the eyes off the road.
7. When the vehicle is stationary he will salute by turning his head smartly towards an Officer passing him but not while in motion, owing to the danger of taking the eyes off the road.
8. When two or more Officers are standing as a group or in a line, the senior-most of them will salute by calling others to attention.
9. If two or more Officers or men are placed in the Orderly room or otherwise brought before a senior officer, the senior-most of them will place himself on the right, call the party to attention and salute.
10. If a party as above is placed before a Senior Officer within the Orderly Room or otherwise by an officer other than the party members, the whole party will be called to attention and ordered to salute. All, including the Officer incharge will salute. If, however, there is no sufficient room in the Orderly Room to facilitate all members of the party to salute, the Officer incharge will only call the party to attention and he alone will salute.
11. All Officers and men should be conversant with the various kinds of flags flown on vehicles of different tanks of high Police Officials and Ministers as also the car badges or ranks displayed on their cars. It should be borne in mind that the flying of such flags or the display of the appropriate badge of rank indicate that the Officers whose rank is thus indicated is actually traveling by means of the vehicles. It follows, therefore, that Officers and men must salute a car which passes them and which is displaying the flag and insignia of rank even though the occupant or occupants may not be visible.
12. When appearing in a conference or assembly of Superior Officers, only the senior-most Officer will be saluted. It is incorrect to salute in turn other Officers.
13. An Officer in uniform wearing a hat and appearing in an office or orderly room before a Senior Officer will salute, retain his hat on his head and stand to attention unless and until he is asked to sit down. On being asked to sit down, he should remove his hat and place it on his lap or in some convenient, out of the way, place. It is highly improper to place the hat on the table of the Superior Officer or to retain it on one's head while sitting.
14. **National Anthem:-** The following rules will be observed when the National Anthem is played:-
 - (a) While on parade all Officers of rank of S.I. and above will salute and *the rest* of the men will come to attention.
 - (b) While on move, the party commander will halt die party, if the pair/is

commanded by a HG, the H.G alone will salute whereas the rest of the men will remain at attention.

- (c) If standing in an organized party, the salute will be given only by Officers of the rank of S.I. and above except a H.C., who will salute if he is in charge of a party and the others will come to attention.
 - (d) All Police Gazetted Officers in uniform, putting on head dress, will salute. Those without head dress will stand to attention.
 - (e) All Officers wearing Western style civilian dress will take off their head dress and stand at attention.
 - (f) All Officers carrying a drawn sword will remain on the carry.
15. All Officers and men will salute the Court (the Magistrate or the Judge, as the case may be) on entering court room. Police Officer irrespective of their ranks will salute Magistrates, no matter what their status may be, on entering a court when the court is in session, otherwise senior Police Officers are not required to salute Junior Magistrates and others.
16. Personnel employed in the traffic control will not salute when they are actually in the control of traffic as it is likely to direct their attention entirely. They will, however, come to attention when persons entitled to be saluted pass them.
17. When wearing European style civilian dress, it is etiquette and good manners to remove the: head dress before entering the room of superior or a dwelling place of any kind. It is not necessary to remove the head dress while entering a shop.
18. When Officers are in a body apart altogether from the parade, they will salute independently on the approach of a superior. It however, they are on an Official parade, they will be called to attention by the senior-most Officer among them who alone will salute.
19. **Saluting on Parade:-**
- (a) When a Senior Officer has arrived on parade and has been greeted by the Parade Commander by calling the parade to attention and saluting, it is not necessary for anybody on the parade to salute when he is going round unless addressed by him or having occasion to address him.
 - (b) If the superior Officer arrives late on parade, i.e., after the parade has started, the parade, will not be called to steady. The Parade Commander will himself salute the Superior Officer and obtain instruction from him, if any.

- (c) When the superior Officer goes round the parade ground, the sub-unit commanders will only salute, if they are not engaged in instructing their squads, otherwise they will continue without directing the squad to attention to greet the visitor. If however, the superior Officer addresses any Squad Commander, the Squad Commander will immediately stop his instructions, bring squad to attention and will himself salute. After having done with the superior officer, he will proceed with his squad in accordance with the programme.

Methods of Saluting:-

- (a) In Uniform - All Officers and men will smartly salute as laid down in the drill manual.

Officers and men will not salute when without head-dress. They will only come to attention smartly and will not bow down in this position to greet a superior.

- (b) In P.T. or Games Dress - An individual will smartly come to attention. He will on no account rise on the balls of the feet. This is a common mistake often committed by most of the men.
- (c) In Indian Style civilian dress - Officers and men will greet in the national style (i.e., Namaste, Jai Hind, Adab, etc.) at all occasions. They are not required to remove their head-gear at any place.
- (d) A person when coming up to a senior to deliver a message will halt at a distance of two paces, pause, salute, deliver the message, salute again, turn about and march off in quick time.
- (e) When a person is already at the position of "attention", he will not click his heels on saluting.
- (f) When a person is carrying a cane or short lathi, he will place it under the left arm-pit before saluting.
- (g) When passing a person to be saluted, the individual saluting is required to do so three paces before reaching him and to lower the hand three paces after passing him.
- (h) When carrying a cane or a short lathi and saluting on the move, it is necessary to place the cane or short lathi under the left arm-pit in two motions, each on the left foot starting six paces from the person in order to come up to the salute when three paces from him.
- (i) While saluting to the left or to the right, the head and eyes will be turned in the required direction smartly and simultaneously with the hand.
- (j) The salute with the rifle is carried out at the "slope". The salute requires

the same action of the hand for the salute to the front as to the flank, if the salute is to be given to one side or the other.

20. When a Senior Officer comes to a function accompanied by a lady, the Officer will be greeted first if the function happens to be on official parade and the Officer supposed to be the reviewing officer, otherwise on all other occasions the lady will be greeted first.

TYPES OF DRESSES

CEREMONIAL DRESS:

REVIEW ORDER 'A' :- Jacket khaki drill/gabardine, cotton or cotton terrene (during hot weather) and khaki gabardine woolen or woolen terrene (during cold winter), khaki poplin shirt, navy blue tie, brown ankle boot/shoes, khaki socks, sum browne belt with or with out sword peak cap with badge, (pagari for sikh officers), rank badges, name tab, title shoulder, formation sign, dark blue lanyard with whistle, medals with ribbon as per entitlement and decorations.

REVIEW ORDER 'B' :- Trouser khaki drill, shirt khaki cellular (khaki cotton terrene trouser and shirt), brown ankle boot/shoes, khaki socks, sum browne belt, (with or with out sword), Peak cap with badge (Pagarifor sikh officers), rank badge, title shoulder, Name tab, formation sign, dark blue lanyard with whistle and medals with ribbon as per entitlement and decoration.

WORKING DRESS :-

Trouser and shirt cotton terrene (shirt Angola during winter), brown ankle/oxford, shoes, khaki socks, leather belt, peak cap/beret cap with badge (pagari for Sikh officers), rank badges, title shoulder, formation sign, dark blue lanyard with whistle, name tab, ribbon as per entitlement and decoration.

MESS DRESS :-

Black short buttoned up coat with black trousers or white trousers or white short buttoned up coat with white trousers or black trousers, miniature medals. For state functions full medals, Plain black leather oxford shoes with plain toe caps with five pairs of eyelets.

PT. DRESS :-

White shorts/ white track pants, white T shirts, white shoes and white socks.

SPORTS MEET :-

Blazer navy blue, white/grey trouser, white shirt, tie, black oxford shoes with black socks or instead of tie and black shoes (scarf with white shoes and socks combination).

FORMAL DRESS :-

Gents :- Formal trousers full sleeve shirt, tie black oxford shoes and socks.

Ladies :- Saree/salwar kameez and sandals.

INFORMAL CIVVIES :-

Gents : Formal trousers Jull/lialf shirt, black shoes and socks **Ladies :** Saree/ salwar kameez and sandals.

SPECIAL PROVISION FOR WOMEN OFFICERS :-

Working dress :-

Slacks- pleatless trousers of khaki color with two side pockets similar in pattern to those prescribed for male officers with front flap closed and a zip flap on the right side at a position under the arm, the front flop being optional.

Shoes - Derby brown leather shoes or plain brown leather shoes with heels not more than 1 inch measured from the base of the rear stitching of the uppers.

Ankle boots and field boots :- Of the same specification as those prescribed for male officers, with heels not more than one and half inch measured from the base of rear stitching of the uppers.

Mess dress- Saree of cream color silk in winter and cotton and a maximum 5 inches. The zari border may be either of gold plated silver thread or silk thread in a floral pa

Blouse - Color matching with saree,

Foot wear - Cream colored sandals/shoes with straps and covered toes, heels not exceeding two and half inches. white T shirt with 3 buttons.

P. T.Kit - white shorts/white track pants ,white high collered T shirt, white shoes and white socks

Cosmetics - No cosmetics shall be used by lady officers except a Hindi on forehead and a Sindur fitting in the head parting.

