

**100-3/2022-STG-I**  
**Government of India**  
**Ministry of Communications**  
**Department of Telecommunications**  
**STG-I Section**

**Sanchar Bhawan, 20, Ashoka Road**  
**New Delhi-110001**

**Dated: - 29 June, 2022**

**Office Memorandum**

**Subject: - Seeking request- Independence Day Flag Hosting Ceremony, 2022- Issue of Invitation Cards**

The undersigned is to refer to the G-II Section's letter No. 1-11/2018-G-II dated 28.06.2022 and to say that all ITS officers of STS/JAG/SAG/HAG/HAG+ level, working in DoT (HQ)/ Delhi LSA are requested to fill in their information in the prescribed proforma (attached herewith) and submit the same to STG-I Section latest by 3<sup>rd</sup> July, 2022 (F/N) (through **email only** @ Email id- sarita.kumari @nic.in) as the same is to be compiled and forwarded to G-II Section. Proformas received after 3<sup>rd</sup> July, 2022 (F/N) will not be entertained.

Encl: As above



**(Ek Dass)**

**Under Secretary to the Govt. Of India**

To

All ITS officers of DoT/Delhi LSA through website of DoT/e-Office.

**No. 1-11/2018-G-II**  
Government of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhawan, 20-Ashoka Road, New Delhi-110001  
(General- II Section)

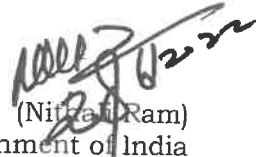
Dated: 18<sup>th</sup> June, 2022

**OFFICE MEMORANDUM**

**Subject:- Independence Day Flag Hosting Ceremony, 2022- Issue of Invitation cards**

The undersigned is directed to refer to a communication of Ministry of Defense's Letter No. 2(7)/2022/D (Ceremonials) dated 24<sup>th</sup> May, 2022 on the subject cited above for officers of the status of Under Secretary and above and that of equivalent status in their offices and in the attached and subordinate offices, Commissions, PSUs, Autonomous bodies etc. under their administrative control located in Delhi as per requisite proforma attached be furnished **latest by 03.07.2022** to General-II Section.

2. **The requisite information is to be furnished in English and Hindi (both five copies each) for onward transmission to the M/o Defence, New Delhi.**

  
(Nitendra Ram)  
Under Secretary to the Government of India  
Tele. No. 2303 6300

Enclosure: As above

To

1. Sr. DDG (TEC) / Director (SEA), DoT.
2. Director (Arch.) / A&E Section, DoT.
3. Director (Civil), DoT.
4. US (Admn.I) & US (Admn. II), DoT.
5. Under Secretary (SGT-I), DoT.

**Copy for similar action to:**

1. CMDs of MTNL / BSNL / TCIL / ALT / BBNL/ Executive Director-C-DoT/TOCE with the request to furnish the information in the applicable proforma.
2. Chairman's Office of TRAI / TDSAT.
3. E-notice Board, DoT Hqrs.

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**No.2(7)/2022/D(Ceremonials)**  
**Government of India**  
**Ministry of Defence**

1, South Block, New Delhi,  
24<sup>th</sup> May, 2022.

To

Secretary to the President  
Secretary to the Vice-President  
Secretary to the Prime Minister  
Secretary(Coord), Cabinet Secretariat  
Secretary General, Rajya Sabha Sectt.  
Secretary General, Lok Sabha Sectt.  
Secretaries, All Ministries/Departments of the Govt. of India  
Member Secretary, NITI Aayog  
Secretary, Election Commission of India  
Secretary General, National Human Rights Commission  
Secretary, Union Public Service Commission  
Secretary, Central Vigilance Commission  
Secretary, Central Information Commission  
Chairman, University Grants Commission  
Registrar (Admin), Supreme Court of India  
Registrar (Admin), High Court of Delhi  
Deputy Comptroller & Auditor General of India  
Deputy National Security Adviser (Sardar Patel Bhavan III Floor)

**Subject :- Independence Day Flag Hoisting Ceremony at Red Fort on  
15<sup>th</sup> August, 2022 – Issue of invitations.**

Sir/Madam,

The invitations for the forthcoming Independence Day Flag Hoisting Ceremony at Red Fort on 15<sup>th</sup> August, 2022 will be issued on the last year's pattern. It is requested that the names of officers of the status of Under Secretaries and above and that of equivalent status in their offices and in the Attached and Subordinate Offices, Commissions, Public Sector Undertakings, Autonomous bodies etc. under their administrative control, located in Delhi, may please be furnished to this Ministry (in both Hindi and English) in quadruplicate as per the attached proforma **latest by 15<sup>th</sup> June, 2022**. Separate lists, duly arranged in alphabetical order, may please be sent for each category of officers, viz., Under Secretary, Deputy Secretary/Director, Joint Secretary, Additional Secretary, Secretary and equivalents. Indication regarding the date of entry into the Article in the Warrant of Precedence in respect of Officers of the rank of Secretaries and above may invariably be given.

Continued-2


The lists in respect of the officers of Attached/Subordinate Offices/Public Sector Undertakings etc. may be checked and consolidated by the Administrative Ministry concerned and forwarded in one lot.

2. The invitation cards are issued/seating arrangements are made on the basis of the person holding rank in the Table of Precedence issued by Ministry of Home Affairs. Therefore, the details of Dignitaries/Officers holding a rank in Table of Precedence (down to Article 23) may also be furnished to Ministry of Home Affairs (Public Section) for inclusion in the list of Dignitaries/officers, as per their place in the Table of Precedence, which will be the basis for making seating arrangements. It may not be possible to provide appropriate seat in the absence of name(s) of dignitaries/officers in the authenticated list issued by Ministry of Home Affairs for the purpose.
3. If Officers below the rank of Under Secretary are desirous of witnessing this ceremony, separate lists containing particulars of such officers may also be sent to this Ministry. Such requests will be accommodated subject to availability of seats.
4. It is possible that some important officials and non-officials connected with the work relating to the Ministry may be visiting Delhi at the time of the Independence Day. Names of such officials, who are desirous of witnessing the ceremony, may also be intimated as soon as possible. Information about their status vis-à-vis the Secretary, Joint Secretary etc. of the Department and also whether they would be accompanied by their spouses may please also be sent. The requests for such guests will be considered subject to availability of seats in appropriate enclosures.
5. It has been observed in the past that supplementary lists are received from Ministries and other offices. Some of these lists do not contain all the information required by this Ministry, which causes delay and inconvenience. It is, therefore, requested that wherever required, supplementary lists in Hindi & English with complete information as per the prescribed proforma should be furnished to this Ministry in **one single lot before 30<sup>th</sup> June, 2022 positively**. This Ministry may find it difficult to take any action on the lists received subsequent to this date or received with incomplete information.
6. All the Ministries/Departments of Government of India are also requested to furnish the names of Chairpersons and Members of Commissions/Committees, if any, and officials connected therewith functioning in the respective Ministry/Department to enable this Ministry to issue invitation cards for the proper enclosures commensurate with the status of the invitees(s).
7. It is requested that a Nodal Officer may be nominated by each Ministry/Deptt., attached/subordinate office and PSU and his name along with office and residential addresses and phone/mobile number may also be sent to this Ministry. All requests for invitation cards in respect of officials of Ministries/Deptt, attached/subordinate office and PSU or for their guests etc., should be sent through such nodal officer.

All officials in the Ministry/Deptt, attached/subordinate office, PSU etc. may be suitably addressed accordingly. All cards pertaining to the Ministry/Deptt, attached/subordinate office, PSU etc. shall be delivered to the Nodal Officer.

8. For queries, if any, please contact D(Ceremonials), Ministry of Defence at telephone No. 2301 2904 or 2301 6547.

Yours faithfully,



(M P Gupta)

Director(Ceremonials)

**Copy to:**

- |  |   |
|--|---|
| D(Est.I/GpI)   | - For necessary action in respect of officers of the Ministry of Defence Sectt. including Deptt. of Military Affairs, Deptt. of Def. Prod., Department of Ex-servicemen welfare, Defence Finance. |
| Armed Forces Tribunal<br>West Block, R.K. Puram, New Delhi                                       | - For necessary action in respect of officers in its offices located in Delhi/New Delhi.  |
| CAO(Coord)   | - For necessary action in respect of civilian officers of Service HQrs. and Inter Service Organisations located in Delhi/New Delhi.   |
| Army HQrs/AG(CW-1)<br>Naval HQrs/DDPS(Cer)<br>Air HQrs/Org(Cer)<br>HQrs/IDS<br>Dte. of P&C, DRDO | } For necessary action in regard to Service Officers of lower formation located in Delhi/ New Delhi   |
|  | - In respect of officers of DRDO  |

**Copy also to:**

- |   |   |   |
|---|---|---|
| DPR(Defence)  | DG(Coast Guard)<br>National Stadium, New Delhi.   | DGBR,<br>Seema Sadak Bhavan,<br>Naraina, New Delhi.         |
| DGAFMS, 12, M-Block,<br>New Delhi.                      | DGQA, H-Block,<br>New Delhi   | School of Foreign Languages<br>25, Lodhi Estate, New Delhi. |
| National Defence College,<br>NDC House, Thees Jan. Marg | DG, NCC WB-IV,<br>RK Puram.   | Defence Exhibition<br>Organisation                          |
| Joint Cipher Bureau,<br>Metcalfe House, Timarpur.       | Kendriya Sainik Board,<br>WB-IV,(WG.5), RK Puram  | Historical Section, MOD<br>WB-VIII, RK Puram                |
| Defence Plg. Staff,<br>256B, South Block                | IDSA Institute of Defence<br>Studies & Analysis<br>1, Development Enclave, (near USI),<br>New Delhi 110 010 | Coord Section,<br>DG, Defence Estates                       |
| AFFPD,<br>56, H-Block                                   | Security Office,<br>MOD, H-Block.   | CGDA,<br>WB-V, RK Puram                                     |
| Dte of Planning and<br>Coordination, H-Block            | Defence Institute of Fire<br>Research Metcalfe House,<br>Probyn Rd, Timarpur                                | DG, Resettlement,<br>WB-IV, WG1, RK Puram                   |
| Radar Communication<br>Project Office                   | OSD(Invitation).  |   |

**PROFORMA**

(In respect of under Secretaries and above)  
(To be furnished in quadruplicate)

Ministry/Deptt. .... Full address & location of office .....  
Office .....

Designation	Name	Date of continuous appointment in the grade (*) & place in the TOP(Article No.)	Pay Level	Basic Pay	Official address showing the place of posting	Married/Unmarried	Residential Address
(1)	(2)	(3)	(7)	(5)	(6)	(7)	(6)

(\*) This is required in respect of officers of the rank of Secretaries to the Govt. of India, their equivalent and above. The details of such persons, i.e., name, designation, scale of pay/pay, Article No. and date of entry into the article of Table of Precedence may please also be furnished to MHA(Public Section) simultaneously to enable them to issue authenticated list of persons as per their position in the Table of Precedence, which will be the base for making seating arrangements.

Signature of the officer forwarding the list.  
Name (in Block letters): .....  
Designation: .....  
Tel.No. (Office) ..... (Res) .....

**PROFORMA**

(In respect of Public Sector Undertakings/Autonomous Bodies located in Delhi)  
(To be furnished in quadruplicate)

Ministry/Deptt. .... Full address & location of office .....  
Office .....

Name	Designation	Pay Level	Basic Pay	Status of officer as equivalent to officers in the Administrative Ministry concerned.	Official address showing the place of posting	Married/ Unmarried	Residential Address
(1)	(2)	(3)	(7)	(5)	(6)	(7)	(6)

"Certified that the status of officers indicated in Col.5 is correct"

Signature of the officer forwarding the list.

Name (in Block letters): .....

Designation: .....

Tel.No. (Office)..... (Res).....

(Seal & Signature of Dy. Secy.  
in the Administrative Ministry/Deptt. concerned.)  
Tele: .....

**PROFORMA**

(In respect of Chairman, Members and officials concerned with Commissions/Committees)  
(To be furnished in quadruplicate)

Ministry/Deptt. .... Full address & location of office .....  
Office .....

Name	Designation	Date of continuous appointment in the grade(*)	Pay Level	Basic Pay	Status of officer as equivalent to officers in the Admin. Ministry concerned.	Whether figuring in the Table of Precedence	Official address showing the place of posting	Married/ Unmarried	Residential Address
(1)	(2)	(3)	(7)	(5)	(6)	(7)	(6)	(6)	(10)

Note: In case a person held a rank in the Table of Precedence at any time, the position held by him together, with the rank and the period may also be indicated in column (7).

(\*) This is required only in respect of officers of the rank of Addl. Secy. & above.  
"Certified that the status of officers as indicated in Col.No.6 is correct"

Signature of the officer forwarding the list.

Name (in Block letters) .....

Designation: .....

Tel.No. (Office) ..... (Res) .....

(Seal & Signature of Dy. Secy.  
in the Administrative Ministry/Deptt. concerned.)  
Tele: .....



**PROFORMA**

(In respect of President/Secretaries of Staff Councils)  
(To be furnished in quadruplicate)

Ministry/Deptt. .... Full address & location of office .....  
Office .....

Name & Designation (1)	Post held in the Staff Council (2)	Married/ Unmarried (3)	Residential Address (7)

Signature of the officer forwarding the list.

Name (in Block letters): .....

Designation: .....

Tel.No. (Office) ..... (Res) .....