

रक्षा मंत्रालय
MINISTRY OF DEFENCE
सं.स.एवं मुख्य प्रशासनिक अधिकारी कार्यालय
Office of the JS & CAO

**Performance of duty in temporary offices as well as controlling officers/
Ushering Officials in connection with arrangements for Republic Day
Parade and Beating Retreat Ceremony – 2019.**

A copy of MoD/D(Ceremonials) ID Note No. 1(I)/28/2018/D(Cer), dated 30th Oct 2018 on the above subject is forwarded herewith for information and compliance.


(Tarun Kumar Singh)
Dy Dir (Coord)

Encls: As stated above

All Branch/Coord Sections of IHQ of MoD(Army)/ISOs
PC(Coord)/Air HQ
DOA(Civ)/IHQ of MoD(Navy)
Security Office
JCB
ATVP
NDC
WESEE

MoD JS & CAO ID No. A/21809/RD-2019/CAO/Coord dated 09 Nov 2018

Copy to :-

All Dy CAOs/Dir (DHTI)
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- for uploading on CAO's Office website.

MOST IMMEDIATE

**MINISTRY OF DEFENCE
D (CEREMONIALS)**

Subject:- Performance of duty in temporary offices as well as controlling officers/Ushering Officials in connection with arrangements for Republic Day Parade and Beating Retreat Ceremony-2019.

To ensure successful conduct of the Republic Day Parade and Beating Retreat Ceremony, a number of officers and staff of the Ministry (including the Finance division) and civilian officers of Armed Forces HQrs are detailed to perform duties in various temporary offices and for functioning as Controlling Officers and Ushers for various seating enclosures.

2. It has been observed in the past that the Officers and staff, deployed on ceremonial duty in connection with the Republic Day Celebrations are not relieved in time on the ground of exigencies of work and/or they often seek exemption from such duty on one ground or the other, forcing last minute changes in the firmed-up arrangements and creating inconvenience to all concerned. As all activities in connection with national functions are to be undertaken in a time bound manner with zero error, absence of officers/staff in the temporary offices delays the whole process.

3. All concerned officers/staff of the Ministry of Defence (including Finance Division) and Armed Forces Hqrs. deployed on ceremonial duty (including ushering duty), shall be deemed to have been relieved of their normal duties from the date mentioned in such orders and no request for exemption shall be entertained except in the following cases:-

- (a) The person has to proceed on urgent official duty for which orders have already been issued by the competent authority; or
- (b) The person is unable to perform duty on some genuine grounds like hospitalisation, family ceremonies, where his/her personal presence is mandatory and his/her request for exemption from duty has been recommended by the concerned Joint Secretary/Addl. Secretary and approved by Defence Secretary. While seeking such exemption, the name of a substitute of equal rank, who will be able to undertake the duty assigned to the official, may also be suggested by his/her controlling officer recommending his/her exemption.

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Contd...

JS (PS & Coord) and CAO Sectt
Dy. No. 3223
Date: 08/11/18

Pl circulate to all concerned.
DD/Coord
8/11/18

