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Sub:- Instructions for presenting and receiving Guard of Honour  
within the Forest Department – reg.

Ref:-

It has been observed that there is no uniform system followed for Presenting or Receiving Guard of Honour during visits of Senior Officers to the Field. For maintaining uniformity in Presenting and Receiving Guard of Honour within the Forest Department, the following guidelines are issued herewith (full version & abridged version).

**GUARD OF HONOUR (Full Version)**

**Entitlement, Occasions and the Composition**

<b>Personage Entitled</b>	<b>Occasion</b>	<b>Composition</b>	<b>Commander</b>
PCCF & HoFF / PCCF / APCCF	At the time of arrival on official visits to a Division HQ / Range HQ / Forest Training Institutes.	SFO / BFO (8-12)	RO / Dy. RFO (1)
CCF / CF	Do	SFO / BFO (4-6)	Do

## **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 where the personage for whom it is mounted will approach. The Guard will form up in two equal ranks with a distance of 4 paces between the front and rear ranks. It will be dressed at intervals of 24".

### **(b) Officers**

- (i) Guard Commander - RFO / Dy.RFO / SFO: Two paces in front of the centre of the Guard.
- (ii) Guides - The senior most SFO / BFO will be the Right Guide of the first rank and the junior most the Left Guide of the second rank.

## **Conducting Officer**

The Conducting Officer (RFO/AWW/DFO/WW) will be the one who receives the V.I.P.

## **Steps**

1. VIP arrives: The Conducting Officer receives the V.I.P. and conducts him/her to the Saluting Base. After conducting the V.I.P. to the dais, he / she will position himself in the centre rear of the dais and at 3 paces from it.
2. Guard Commander: "Guard attention"
3. VIP position in Saluting base
4. Guard Commander: "Guard General Salute". All Guards in attention and Guard Commander in proper salute position (last for 20 seconds).
5. VIP returns Salute.
6. 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 is ready for your inspection, Sir".

7. 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'.
8. The V.I.P. will inspect the Guard.
9. Only the front rank of the Guard will be inspected. The V.I.P. will move in front of the officers i.e., he will inspect the Guard from a distance of 3-4 paces from the front rank.
10. The V.I.P. will be conducted by the Guard Commander towards the Saluting base. The Conducting Officer would have by now 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. and move back to his original position.

#### **General direction**

1. The Guard of Honor will not march off or 'Stand Easy' till the personage for whom it is mounted has left the place of reception.
2. The Guard of Honor will not march past.
3. No Guard of Honor will be provided 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.

## **GUARD OF HONOUR (Abridged /Condensed Version)**

### **Entitlement, Occasions and the Composition**

<b>Personage Entitled</b>	<b>Occasion</b>	<b>Composition</b>	<b>Commander</b>
PCCF & HoFF / PCCF / APCCF	At the time of arrival on official visits to a Division HQ / Range HQ / Forest Training Institutes.	SFO / BFO (8-12)	RFO / Dy. RFO (1)
CCF / CF	Do	BFO / SFO (4-6)	Do

### **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 where the personage for whom it is mounted will approach. The Guard will form up in two equal ranks with a distance of 4 paces between the front and the rear ranks. It will be dressed at intervals of 24".

(b) Officers

- (i) Guard Commander - RFO / Dy.RO / SFO: Two paces in front of the centre of the Guard.
- (ii) Guides - The senior most SFO / BFO will be the Right Guide of the first rank and the junior most the Left Guide of the second rank.

### **Conducting Officer**

The Conducting Officer (RFO/AWW/DFO/WW) will be the one who receives the V.I.P.

## Steps

1. VIP arrives: The Conducting Officer receives the V.I.P. and conducts him / her to the Saluting Base. After conducting the V.I.P. to the dais, he / she will position himself in the centre rear of the dais and at 3 paces from it.
2. Guard Commander: "Guard attention"
3. VIP position in Saluting base
4. Guard Commander: "Guard General Salute". All Guards in attention and Guard Commander in proper salute position (last for 20 seconds)
5. VIP returns Salute and moves ahead

## General direction

1. The Guard of Honor will not march off or 'Stand Easy' till the personage for whom it is mounted has left the place of reception.
2. The Guard of Honor will not march past.
3. No Guard of Honor will be provided between the hours of sun-set and sun-rise.
4. The Guard of Honor should be provided only for the dignitaries who are entitled to it and not for others.

These guidelines may be strictly followed in future.

  
14/09/20  
**Head of Forest Force, Kerala**

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