

**DIRECTORATE GENERAL
CENTRAL INDUSTRIAL SECURITY FORCE
(MINISTRY OF HOME AFFAIRS)
13, CGO COMPLEX, LODHI ROAD, NEW DELHI – 3**

Welfare Directorate

No: E-41014/SOP/CISF/WEL/06- 1741

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CISF CIRCULAR NO. 09 /2006

Subject: **STANDING OPERATIVE PROCEDURE TO BE FOLLOWED
ON THE DEATH OF SERVING CISF PERSONNEL.**

GENERAL

CISF is deployed for security in very sensitive sectors like internal security duties, VIP security, government buildings and the Airports. In terms of physical spread, the Force is deployed from Nagaland in the east to Gujarat in the West and from Kashmir in North to Kerala in South. The nature of industries covered is also wide and diverse. CISF is providing security to the steel plants, oil refineries and pipelines, thermal power stations, nuclear and space installations, seaports and airports. The CISF is also being utilised to render all possible help/assistance to the civil Administration as and when called for. Its personnel lay down their lives while fighting against terrorists, extremists and anti-social elements. It has become imperative that the personnel who lay down their lives fighting for the cause of Country should be handed over to their NOK in a dignified manner for their last rites, as per their religion and sentiments.

This SOP is basically a guideline to be made available to the formations. The SOP, although very comprehensive, may be followed not compulsorily/ mandatory, but circumstances, situations and availability of manpower and resources in a particular contingent may be considered and decided accordingly by the unit commander.

2. **"AIM "**

The Central Industrial Security Force Funerals shall be accorded on the death of serving members of the Force, as under: -

- a) While on duty irrespective of the place and/ or circumstances of death except to those service personnel where death is due to their own misconduct or suicide.
- b) While not on duty; only in the event of death occurring in the station where troops are available.

3. **ACTION REQUIRED TO BE TAKEN AT UNIT/GP/ZONE/SECTOR LEVEL**

- a) Flash a report to higher HQ through earliest possible means. Such report must also be endorsed to the Ops/Adm/Pers branches of FHQ.

- b) Inform NOK of the deceased by fastest available means, telegraphically /telephonically/ wireless through concerned police station.
- c) While informing the death to the NOK, it may be ascertained from them as to whether they wish the dead body to be taken to hometown for last rites or the same are to be performed at the place of death itself by CISF authorities. Information about this must be given to the Ops. Branch of FHQ immediately.
- d) All other legal formalities like lodging of FIR, Post mortem of dead body and order of COI in the case of unnatural deaths should also be completed before the dispatch of dead bodies to home towns/ its disposal.
- e) Local administration i.e. DM, SP and other civil functionaries of the area and also the Units of the Armed Forces in the area must be informed about the despatch of dead body so that the dead body of the deceased gets full Force honour at the time of cremation/ burial at the native place.

ZONAL DIG/HEAD OF THE SECTORS

An escort party under charge of an escort officer will be detailed by the concerned Zonal DIG. The escort officer should be directed to attend the cremation also and remain present at the time of last rites/ Bhog ceremony of the deceased force personnel.

OPS BRANCH OF FHQ

- g) On receipt of information from the unit regarding dispatch of dead body, Ops Br. shall issue an order to detail an officer of the appropriate rank from the nearby unit for attending the cremation.

4. USE OF NATIONAL FLAG ON THE FUNERAL OF CISF

The Instructions as provided in paragraph 3.58 of Section XI of Part III of Flag Code of India 2002 shall be applicable in case of death of serving members of Forces killed in enemy action proxy war and secessionist movements in the terrorist infested/ disturbed area.

5. VIGIL DUTY

Whenever the body is laid in state, the Force officers will be detailed on vigil duty. The vigil duty will continue to be performed till the funeral commences.

The rank of the officers detailed for vigil duty will be the same as of the pall bearers.

The number of officers for vigil duty will be three for each shift. Duration of the shift will be as ordered by the formation Commander.

Officer on vigil duty will be at the head of the body and will stand at attention (Savdhan) throughout.

6. **PROCEDURE TO BE ADOPTED FOR FUNERAL AT SITE/ DISPATCH OF DEAD BODIES TO HOME TOWN**

a) Normal circumstances

- i) Under normal circumstances dead body of the deceased must be sent to his hometown, unless other wise specified by NOK.
- ii) Proper escort party should be detailed which should be closely monitored by the Sector HQrs.
- iii) Govt orders are already in vogue for transportation of dead bodies of CISF personnel from the place of death up to their respective home town for last rites as per the wishes of NOK. Dead body of deceased can be evacuated to home town by Air, Rail, Road on Govt expenses as the case may be.
- iv) A member of the family of deceased is entitled to TA (without halting allowances/ incidentals for journey by Air/Rail/Road as the situation may be from the place he/She commences the journey to the place of death and for accompanying the dead body to the place of last rites i.e. home town out of Govt Fund. Detailed instructions regarding sending of escorts are already in vogue.

IN CASE OF FUNERAL AT THE SITE OF ACTION

- a) The last rites of the deceased should be as per the ritual/conventional rites (cremation/burial as the case may be) according to the faith/religion to which the deceased belonged to.
- b) Immediately after the cremation where applicable the urn containing the ashes/mortal remains and photographs should be dispatched to the NOK through proper escort.
- c) The dead body must be given full force honour and maximum personnel available must attend as a parade.

7. **ESCORTS**

i) SCALE OF ESCORTS

The Director General / Addl Director General	-	600
Inspector General	-	400
Dy Inspector General / Addl. Dy Inspector General	-	400
Sr. Commandant/ Commandant	-	250
Dy Commandant	-	200
Asstt Commandant	-	150
Subordinate Officers	-	100
All other Ranks	-	20

ii) The following officials shall be deputed to carry the dead body and to attend last rites ceremony: -

Rank of the deceased	Dead body to be escorted by	Officers to be present at the time of cremation of the deceased
OR	SO	AC/ DC
SO	Sr SO/ AC/ DC	Sr. Commandant/ Commandant
AC/ DC	AC/ DC	Addl. DIG/ DIG
Commandant/ Sr. Commandant	DC/ AC	IG
Addl. DIG / DIG	Commandant/ Sr. Commandant	IG
IG	DIG	DG
Addl. DG/ DG	IG	Sr. officers from MHA and all officers of CISF HQrs in station

- iii) a) The prescribed scales of escorts are the ceilings and not compulsory requirements.
- b) The various scales of escorts will be inclusive of all personnel i.e. pall bearers carrier, bandsmen, bugler, drummers, religious teachers, firing party, escort and guards.
- c) The escorts shall not in any circumstances be provided by calling of troops from outstation.
- d) Subject to 3(a) above, only locally available Force transport is to be used to the minimum extent necessary to meet the requirement of escorts for CISF funerals as provided in this para.
- e) The next of kin or near relatives of the deceased are authorised to use Central Industrial Security Force transport provided for the escort at a Central Industrial Security Force funeral.
- iv) a) The in-charge escort party detailed to accompany the dead body must attend the cremation and Kriya/ Bhog ceremony of deceased.
- b) He must carry Rs.5000/- out of Unit Welfare Fund (Ex-gratia) and also pension papers and other papers for final payment of GPF, CGEGIS, RS Fund and any other dues/ benefits payable to the NOK of the deceased.
- c) The in-charge escort party must ensure that NOK of deceased is properly informed / made to understand about the monetary benefits out of Govt/ Non-Govt. funds entitled to him/ her.

8. DRESS

The dress of the service personnel attending funerals irrespective of the fact whether they form part of the escort or not, will be ceremonial, given as under : -

a) WINTER

- i) Trousers Khaki terry cotton/trousers BD serge, shirt Angola and jersey woolen (as per requirement).
- ii) Peak cap/ barret for officers and SOs, and barret blue/pagri blue with hackle for ORs.
- iii) Cross belt for Officers and SOs.

b) SUMMER:-

- i) Trousers khaki (cotton/ terry cotton) shirt khaki.
- ii) Peak cap/ barret for officers and SOs, and barret blue/pagri blue with hackle for ORs.
- iii) Cross belt for Officers and SOs.

9. FIRING PARTY

- i) A firing party consisting of two HCs and 12 ORs will attend the funeral to fire volleys and pay compliments at the funerals.
- ii) The firing party leading detachment will carry its arms at the reverse (ulta) when marching in slow time and at the trail (Tol) when marching in quick time. During a long march, the arms may be changed but the party will not march at ease.
- iii) During the service before cremation/ burial, the firing party will rest on, their arms reversed (Shok Shashtra) and at the time of putting the pyre to fire or burial they will fire three volleys and pay compliments.

10. THE BEARER PARTY

- i) The bearers are the personnel who carry the bier/ coffin.
- ii) The bearer party will normally consist of 6 persons. It may however, be increased to 8, if considered necessary because of distance of carriage.
- iii) The ranks of the bearers will commensurate with that of the deceased depending upon availability, i.e, DG/ ADG/ IG/ DIG/ ADIG/ Sr. Commandant/ Commandant/ DC/ AC/ Inspector/ Sub Inspector/ Asstt. Sub Inspector/ Head Constable/ Constable, and in that order.
- iv) The senior most Officer will be the Commander of the Party. He will ensure that the head-dress, side arms of the deceased and wreaths are properly arranged on the bier/coffin and tied, if necessary to prevent them from falling/ hanging.
- v) The bearers will work on the word of command of the Commander who will give his command in a low tone.
- vi) The Commander of the bearer party will be on the right rear, the next senior on the left rear and so on with the junior most Officer being on the left front position.

vii) Before internment of the dead body in case of burial or before lighting the pyre, the 'Pall' should be ceremoniously removed by Pall-bearers and a Drill similar to that being followed by American Army/Police should be adopted.

viii) Chakra should appear in the Centre with Saffron & Green Colour visible on top and bottom.

ix) After removing 'Pall' it should be ceremoniously handed over to next of kin/ relative present on the occasion as a mark of respect & honour to deceased family.

11. **PALL BEARERS**

i) The pall bearers will be in attendance on the body all times.

ii) The party will consist of 6 pall bearers of the same rank as the deceased. If sufficient officers of the same rank not available, then those of next lower rank will be detailed.

iii) The senior most officer will be the commander of the party. His position will be on the right rear. The next senior will be on the left rear and so on and the junior most officer will be on the left front position. The Commander will be responsible for draping the bier/coffin with the Pall (The National Flag).

iv) On occasions of State CISF 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 in the grave or burnt in the pyre.

v) The pall when not draped will be folded and carried by the junior most pall bearer.

12. **AT THE RESIDENCE**

i) The main procession will normally start from the residence of the deceased or from the place where the body is kept.

ii) The following personnel and vehicles will be at the residence or at the place where the body is kept :

(a) Pall bearers

(b) Bearers

(c) Firing party / Leading detachment

(d) 3 Drummers (with drums muffled and draped in black)

(e) Troops for lining the road upto the gate (if space permits).

(f) Two officers and four ORs as front and rear escorts (one Officer and two ORs for each escort).

(g) Wreath party.

iii) **The following points will be borne in mind: -**

(a) The main procession will normally be formed up on the main road outside the gate.

(b) Chief mourners, pall bearers and bearers will be inside the building.

iv) The firing party/ leading detachment will be drawn up in two files, with a distance of one pace between the files. They will face the building where the body is placed and will stand at attention (Savdhan). The HC will be on the flank of the front rank towards which the procession will move. The HC will be in the rear.

v) When the body is brought out of the building by the bearers, all those near the gun carriage will come to attention to (Savdhan). The firing party/ leading detachment, on the order of the HC will present arm (Salami Shastra). Officers in Uniform will salute.

vi) The bier/coffin will always be carried feet foremost. When placed on the gun carriage/ vehicle the feet will be towards the driver.

vii) When the bier/ coffin has been placed on the gun carriage and the cortege is ready to move, the firing party/ leading detachment will 'Reserve Arms (Ulta Shastra) turn towards the left or right as the case may be. The HC will take up his position two paces in front and midway between the two files. The HC will then order 'Dhire Chal'.

viii) The drummers will be formed up in a line a and in front of the gun carriage, sufficient distance ahead of it to allow the firing party/ leading detachment to get into position behind them and in front of the gun carriage. The drummers will commence beating when the HC of the firing party/ leading detachment gives the order 'Dhire Chal'.

ix) When the HC of the firing party is three paces from the drummers, will call step off and the main procession will start moving on the main road.

x) On arrival at the main road the drummers will halt when the gun carriage is in halt position. The column will then mount and move off along the road.

xi) For a state/CISF funeral, the drums of the band will be muffled. When the funeral procession is ready to march, the escort commander will give order "Dhire Chal ". On this order the band will begin to play the 'Dead March' and will continue playing it for such distance as the officer-in-charge may have ordered before marching Off. After that the Officer in-charge will order 'Tej Chal'. On this order the band will cease playing. When marching at quick time the arms will be carried at the reverse -trial (Ulta Tol) with Butt forward sling upper most.

xii) When at a convenient distance from the cremation ground/ cemetery, the Officer-in-charge orders 'Dhire Chal', and the band will again commence playing the 'Dead March'.

13. **AT THE CONCLUSION OF THE CEREMONY**

i) At the conclusion of the ceremony, the moving off from the cremation/ burial ground will be in the following order : -

(a) The band

- (b) The firing party/leading detachment.
 - (c) Mourners in uniform
 - (d) Mourners not in uniform
- ii) The band will not play nor the drums beat, until the party is clear off the burial ground.
 - iii) While moving off, the mourners in uniform will get into three without any word of command.
 - iv) The firing party/ leading detachment will unfix bayonets at the first opportunity after leaving cremation/ burial ground. Portion of the escort not required for condoning will also move off.

14. **TROOPS LINING THE ROUTE**

Troops lining the route will be at the ' Bazu Shastr'. They will be required to do 'Salami Shastr' to the funeral procession first then reverse arms before resting on their arms reversed (Shok Shashtra). They will normally do 'Salami Shastr' as the head of the funeral party approaches them and rest on their arms reversed 'Shok Shasht' as the firing party approaches them.

15. **PLACE OF INTERNMENT**

- i) When the procession arrives near the cremation ground/ cemetery, the front escort and the band will proceed into the cremation ground/cemetery.
- ii) When nearing the site of the cremation grave the forward escort will fall out to cordon the area. The firing party/ leading detachment and the band will proceed to their appointed place. The firing party/ leading detachment will open cut to six paces and on the order of the Officer-in-Charge, both the band and firing party/ leading detachment will halt, turn to the face the cremation site/ grave. The party/ leading detachment will rest on their arms reversed (Shok Shashtra).
- iii) The religious teachers will meet the body near the cremation/grave and will lead the body on the site. The bier/coffin will be placed on the pyre or in position on wooden bearers immediately over the grave.
- iv) The chief mourner, mourners in uniform and mourners not in uniform will proceed to their respective position.
- v) After the body has been placed on the pyre/grave the bearer party will stand back. The wreaths will now be laid. It is normal to lay wreaths in order of precedence.
- vi) On completion of the wreaths laying, the pall bearers and the bearers will remove the wreaths and place them to one side. The bearer will remove the head dress and other items of the officer personnel uniform, salute and proceed to their position.
- vii) The pall bearers will salute, remove the pall from the body and proceed to their places.
- viii) The religious teachers will now perform the religious ceremony.

ix) At the conclusion of the religious ceremony, three-volley/ gun salute will be fired. The firing of volleys/gun salute will coincide with the lighting of the pyre or with the lowering of the body into the grave.

x) After the firing of the volleys/gun salute, the buglers sound the 'last post'. After a short interval of approximately 10 seconds they will then sound the 'Rouse'.

xi) During the sounding of these calls, all troops under arms (the firing party/ leading detachment) will stand at attention. Officer will remain at the salute during the sounding of 'Last Post' and the 'Rouse'.

xii) The firing party/ leading detachment will shoulder arms (Bagal Shastra) immediately after sounding of the 'Rouse' has ceased.

xiii) With the sounding of the 'Rouse' CISF honours come to an end.

16. The funeral ceremony thus concludes.

17. This has the approval of DG/CISF.

sdxxxxx
(MANJARI JARUHAR)
INSPECTOR GENERAL (HQRS)

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