

**Prasar Bharati**  
**(India's Public Service Broadcaster)**  
**Directorate General: Doordarshan**  
**Doordarshan Bhawan: Mandi House**  
**New Delhi**

No: 904/7/2018 Scor Scor-II

Dated: 08/08/2019

**OFFICE MEMORANDUM**

**Subject: Independence Day Flag Hosting Ceremony at Red Fort on 15<sup>th</sup> August, 2019-  
- Issue of Invitation Card.**

A copy of Ministry of I & B's I.D. No. A-64/8/2019-Admn.I dated 03.06.2019 on the subject cited above is forwarded herewith.

2. All Staff sections are requested to furnish the updated list (5 copies both in Hindi and English) of the Officers up to the rank of Under Secretary and above/officer's equivalent to the same status. The name of the spouse must be indicated in the enclosed performa separately and furnish to this section **latest by 19.07.2019 (Friday)** positively for onward transmission to Ministry of I & B.

Encl: As above

  
**(Vijay Gupta)**

Deputy Director (Scor)

To,  
DDA- S.I/S.I (A)/S.II/S.II (A)/S.III/S.IV/S.V.  
HOO-DDK Delhi/DDNews/CPC/CP&S/HPT. Pitampura/DTH Todapur.

**Copy to:**

DDG IT cell with request to upload on website.

**PROFORMA FOR E-INVITATION**  
 ( In respect of Secretaries to the Govt. of India and their equivalents, Lt. General and their equivalents and Additional Secretaries to the Govt. of India)

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

Office .....

Name	Designation	Date of continuous appointment in the grade (*) & place in the TOP(Article No.)	Pay Level	Basic Pay	Official address showing the place of posting	Marital Status	Residential Address	E-mail ID (NIC/Govt. issued ID)	Mobile Phone number (for delivery of messages in respect of issue of e-invitation)	Photograph (to be pasted)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

(\* ) 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.

**Note: A copy of this shall be sent to the e-mail [ceremonials-mod@gov.in](mailto:ceremonials-mod@gov.in) Scanned photograph of the dignitary may also be sent separately to the above mentioned email. Size of the photograph should be less than 20 kb in jpg format and it should be renamed on the name and designation of the dignitary, eg. dignitary with name abc and designation xyz, his/her scanned photograph should be renamed as abcxyz.jpg.**

Signature of the officer forwarding the list.

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

Designation: .....

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

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

**PROFORMA**

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)	(4)	(5)	(6)	(7)	(8)

(\*) 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).....

4 (1/3)

**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 (4)

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

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**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 Admn. Ministry concerned.	Whether figuring in the Table of Precedence	Official address showing the place of posting	Married/ Unmarried	Residential Address
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(8)	(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 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)	(4)	(5)	(6)	(7)	(8)

"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 FOR E-INVITATION**

(In respect of Head of Missions sitting on the Rampart)

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

Name	Designation	Official address	Marital Status	Residential Address	Official E-mail ID (NIC/Govt. issued ID)	Official Mobile Phone number (for delivery of messages in respect of issue of e-invitation)	Photograph (to be pasted)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Note : A copy of this shall be sent to the e-mail ceremonials-mod@gov.in

Scanned photograph of the dignitary may also be sent to the above mentioned email. Size of the photograph should be less than 20 kb in jpg format and it should be renamed on the name of the dignitary, eg. dignitary with name abc in his/her scanned photograph should be renamed as abc.jpg.

Signature of the officer forwarding the list.

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

Designation: .....

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

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E

**PROFORMA FOR E-INVITATION**  
 (In respect of dignitaries featuring in the Table of Precedence from Article No. 1 to 20)

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

Name	Designation	Official address	Marital Status	Residential Address	Official E-mail ID (NIC/Govt. issued ID)	Official Mobile Phone number (for delivery of messages in respect of issue of e-Invitation)	Photograph (to be pasted)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**Note: A copy of this shall be sent to the e-mail ceremonials-mod@gov.in**  
 Scanned photograph of the dignitary may also be sent separately to the above mentioned email. Size of the photograph should be less than 20 kb in jpg format and it should be renamed on the name and designation of the dignitary, eg. dignitary with name abc and designation xyz, his/her scanned photograph should be renamed as abcxyz.jpg.

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

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