

OFFICE OF THE INSPECTOR GENL. OF POLICE, RAJASTHAN, (FORCE BRANCH)

NO. III / 1-1-94 / 118

DATED. 23rd July 53.

Guard Procedure

STANDING ORDER. AA - 84 ✓

With a view to introduce a uniform procedure of mounting ceremonial and Tactical Guards at various posts in Districts on standard lines the following instructions are issued for guidance of all concerned.

The procedure laid down should be strictly adhered to and explained to all concerned. It may also be added in the curriculum of training of the Police personnel.

GUARD PROCEDURE.

The GUARDS ^{are} mounted ⁱⁿ of two kinds i.e.
(a) CEREMONIAL.
(b) TACTICAL.

The Ceremonial Guards are mounted at all stations in peace and where ever a Traditional Guard for dignities is required.

A Tactical Guard is mounted at all Stations where the troops are posted on active duty or when a dignity visits active Zone Stations.

As a rule all the ceremonial Guards now a days turn into Tactical Guard by night.

2. PROCEDURE.

(a) Ceremonial
Strength: 0- Double or single as the occasion and place demands.
On the quarter Guard always double.

The Sentry Calls out GUARD TURN OUT. The Guard Commander says GUARD FALL-IN. On this the whole Guard Falls-in at slope Arms. When the Officer visiting the Guard has taken his position at 7 paces in front and centre of the Guard the Guard Commander orders the Guard 'to PRESENT ARMS' in the case of Field Officer and above or GENERAL SALUTE PRESENT ARMS" if there is any visitor of the Rank of General. The Guard remains at PRESENT ARMS' until the required salute on the Bugle has been sounded or for a short time of 3 to 4 seconds in the case of Officers of below the rank of General where the Bugle is not sounded and then the Guard Commander orders the Guard to slope Arms and then to order Arms. When the Guard has come to order Arms the Guard Commander standing in the same position at 'ORDER ARMS' requests the visiting officer by a loud voice " THE GUARD IS READY FOR YOUR INSPECTION SIR ". On this inspecting Officer proceeds to inspect the Guard.
Other

Other Officers accompanying this officer will remain STAND STILL at the Saluting Base and will not follow. When the Inspecting Officer has inspected the Sentry, the Bugler and the Guard Commander and moves to the next men standing on the left of the Guard Commander, the Guard Commander will take one step forward, slope arms, turn to the left and follow the Inspecting Officer at his right rear at a distance of one pace behind and have his whole guard inspected and will be ready to answer any questions put to him by the Inspecting Officer regarding his Guard.

When the Guard has been inspected the Guard Commander will Fall-in again at his place in the Guard at Order and await orders for TURNING -IN or DISMISS THE Guard by the Inspecting Officer from the Saluting base. On having received order for DISMISS or, TURN IN THE GUARD BY the Inspecting Officer on the Saluting Base, will order the Guard to slope Arms and then will order the Guard SENTRY STAND FAST REMAINING GUARD DISMISS. On this the whole Guard except the Sentry will take a Turn to the Right, give a Butt Salute and then after a ^{Pause} ~~Pause~~ of 3 seconds again take a 2nd turn to the right and will quickly and very smartly break off to the Guard Room. The Guard Commander will not take the 2nd turn to the right ~~and break off~~ but when the Guard takes the 2nd Turn to the right he will take a Turn to the left and come one pace forward and then give a Butt Salute. If the Inspecting Officer comes forward to inspect his Guard Room, he will follow him to have his Guards Room inspected and then ^{dismiss} himself. If the Inspecting officer does not confronts for the inspection of Guard Room and walks away he will dismiss himself. The other Officers, standing at the saluting Base such as Comdts., Adjts ^{for} or any other officer accompanying the visiting Officer will follow the Inspecting Officer when ^{he} moves to inspect the Guard Room but not while he is inspecting the Guard.

(ii) Tactical:-

The Tactical Guard, do not Turn out but STANDS TO to their posts detailed for each man of the Guard. When-ever there is an alarm or an Inspecting Officer approaches the Guard Room the sentry on duty will call out ' GUARD STAND TO '. He will keep on calling ^{out} ~~such~~ to the Guard until the Guard has ' STOOD TO '. All men of the Guard having gone in their positions will load the Rifles or Charge Magazine or as the prevalent orders are in a Bn. and then remain in their position of Readiness looking towards the Area of their defence which has been allotted for each man in the Guard. When the Inspecting Officer enters the area in which the Guard is STANDING

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TO the Guard Commander will quickly unload or uncharge his Rifle as the case may be, come out of his position and Salute the Officer at the Sippe or shoulder and report that the Guard is at STAND TO. Then he will go round with the Inspecting Officer who may like to inspect his defence positions. When the Inspecting Officer asks the Guard Commander to 'STAND DOWN THE GUARD', the Guard Commander will order the Guard to 'STAND DOWN'. On this order, each men of the Guard will unload the Rifles and will smartly DOUBLE UP AND FALL-IN at order. Then the Guard Commander will order the Guard to examine Arms and he himself will proceed to check all Rifles with the men that those have been unloaded and then he will order the Guard to 'ORDER ARMS AND dismiss the Guard.

As a rule when a Guard is Tactical, the Inspecting Officers having ordered the Guard to STAND DOWN, do not stay in that area and inspect the Guard but in case the Inspecting Officer takes his position at the Saluting base, after having ordered the Guard to STAND DOWN, the Guard Commander after having inspected the Guard as above will follow the procedure of Ceremonial Guard and pay proper compliments as laid down above for Ceremonial Guard.

3. GENERAL.

The Guards whether Ceremonial or Tactical only turn out or stands to for the following Officers:-

- (a) All Officer of the rank of Generals,
- (b) The Comdts. of that particular Unit or the S.P. of that particular Distt;
- (c) For the Field Officers of the Week and day officers.

The Residential Guards Mounted at the residences of dignities and VIPs such Guards do not 'TURN OUT FOR' other Equivalent officer but the Sentry only gives proper compliments.

(K.D. Billimoria)
Inspector General of Police
Rajasthan, Jaipur.

Dess.

No. III/G-1-1-51/6118

Dated 23.7.53.

Copy forwarded to :-

- 1. Dy-I.G. CID & IB, Raj. Jaipur
- 2. All D. Is. G Banges,
- 3. All Sg.P.
- 4. All Comdts RAC/MBC/Q&T
- 5. Principal, PTS Kishangarh

for information and necessary action.