

**TAMIL NADU PUBLIC SERVICE COMMISSION**

**Office Order No. 114, dated 26.02.2020**

*(Amended vide Commission's orders dated 28.04.2021)*

Sub.: Office Procedure – Strict Compliance with the Provisions contained in the Flag Code of India, 2002 and The Prevention of Insults to National Honour Act, 1971 - Regarding.

Ref.: Office Order No. 1, dated 10.10.2003.

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This office order is issued in supersession of the office order cited.

- (1) The National Flag shall be flown on the Commission's office building in accordance with the provisions of the Flag Code of India, 2002. The BSFD Section shall be responsible for monitoring the proper storage and hoisting of the National Flag in the Commission's office premises daily and on National Days. Flags made of plastic shall not be used. The paper flags used on special occasions shall be disposed off in a manner consistent with the dignity of the flag.
- (2) The 'Flag Code of India, 2002' and 'The Prevention of Insults to National Honour Act, 1971', are available in the website ([www.mha.gov.in](http://www.mha.gov.in)) of the Ministry of Home Affairs, Government of India.
- (3) The officers and staff of the Commission's office shall familiarize themselves with and strictly comply with all provisions of the 'Flag Code of India, 2002' and 'The Prevention of Insults to National Honour Act, 1971'. Attention is drawn to the following provisions, in particular.

**FLAG CODE OF INDIA**

**PART-I**

**GENERAL**

- 1.2 *The National Flag of India shall be made of hand spun and hand woven wool/cotton/silk khadi bunting.*
- 1.3 *The National Flag shall be rectangular in shape. The ratio of the length to the height (width) of the Flag shall be 3:2.*

1.4 The standard sizes of the National Flag shall be as follows:-

<b><u>Flag Size No.</u></b>	<b><u>Dimensions in mm</u></b>
1	6300 x 4200
2	3600 x 2400
3	2700 x 1800
4	1800 x 1200
5	1350 x 900
6	900 x 600
7	450 x 300
8	225 x 150
9	150 x 100

1.5 An approximate size should be chosen for display. The flags of 450 x 300 mm size are intended for aircrafts on VVIP flights, 225 x 150 mm size for motor-cars and 150 x 100 mm size for table flags.

### **PART – III**

#### **HOISTING / DISPLAY OF THE NATIONAL FLAG BY THE CENTRAL AND STATE GOVERNMENTS AND THEIR ORGANISATIONS AND AGENCIES**

##### **SECTION II** **OFFICIAL DISPLAY**

3.3 Subject to the provisions contained in Section I above, it shall be mandatory for all Governments and their organizations / agencies to follow the provisions contained in this part.

3.4 On all occasions for official display, only the Flag conforming to specifications laid down by the Bureau of Indian Standards and bearing their standard mark shall be used. On other occasions also, it is desirable that only such Flags of appropriate size are flown.

##### **SECTION III** **CORRECT DISPLAY**

3.5 Wherever the Flag is flown, it should occupy the position of honour and be distinctly placed.

- 3.6 *Where the practice is to fly the Flag on any public building, it shall be flown on that building on all days including Sundays and holidays and, except as provided in this Code, it shall be flown from sun-rise to sun-set irrespective of weather conditions. The Flag may be flown on such a building at night also but this should be only on very special occasions.*
- 3.7 *The Flag shall always be hoisted briskly and lowered slowly and ceremoniously. When the hoisting and the lowering of the Flag is accompanied by appropriate bugle calls, the hoisting and lowering should be simultaneously with the bugle calls.*
- 3.9 *When the Flag is displayed flat and horizontal on a wall, the saffron band shall be upper most and when displayed vertically, the saffron band shall be to the right with reference to the Flag, i.e., it may be to the left of a person facing it.*
- 3.10 *When the Flag is displayed on a speaker's platform, it shall be flown on a staff on the speaker's right as he faces the audience or flat against the wall above and behind the speaker.*

**SECTION IV**  
**INCORRECT DISPLAY**

- 3.14 *A damaged or dishevelled Flag shall not be displayed.*
- 3.16 *No other flag or bunting shall be placed higher than or above or, except as hereinafter provided, side by side with the National Flag, nor shall any object including flowers or garlands or emblem be placed on or above the Flag-mast from which the Flag is flown.*
- 3.17 *The Flag shall not be used as a festoon, rosette or bunting or in any other manner for decoration.*
- 3.19 *The Flag shall not be displayed with the "saffron" down.*
- 3.20 *The Flag shall not be allowed to touch the grounds or the floor or trail in water.*
- 3.21 *The Flag shall not be displayed or fastened in any manner as may damage it.*

**SECTION V**  
**MISUSE**

- 3.24 *The Flag shall not be used or stored in such a manner as may damage or soil it.*
- 3.25 *When the Flag is in a damaged or soiled condition, it shall not be cast aside or disrespectfully disposed of but shall be destroyed as a whole in private, preferably by burning or by any other method consistent with the dignity of the Flag.*
- 3.29 *The Flag shall not be used in any form of advertisement nor shall an advertising sign be fastened to the pole from which the Flag is flown.*
- 3.30 *The Flag shall not be used as a receptacle for receiving, delivering, holding or carrying anything.*

*Provided that there shall be no objection to keeping flower petals inside the Flag before it is unfurled, as part of celebrations on special occasions and on National Days like the Republic Day and the Independence Day.*

**SECTION VI**  
**SALUTE**

- 3.31 *During the ceremony of hoisting or lowering the Flag or when the Flag is passing in a parade or in a review, all persons present should face the Flag and stand at attention. Those present in uniform should render the appropriate salute. When the Flag is in a moving column, persons present will stand at attention or salute as the Flag passes them. A dignitary may take the salute without a head dress.*

**SECTION XI**  
**HALF-MASTING**

- 3.50 *In the event of the death of the following dignitaries, the National Flag shall be half-masted at the places indicated against each on the day of the death of the dignitary:-*

**Dignitary**

President  
Vice-President  
Prime Minister

**Place or Places**

Throughout India

**Dignitary**

**Place or Places**

*Speaker of the Lok Sabha  
Chief Justice of India*

*Delhi*

*Union Cabinet Minister*

*Delhi and State Capitals*

*Minister of State or  
Deputy Minister of the Union*

*Delhi*

*Governor  
Lt. Governor  
Chief Minister of a State  
Chief Minister of a Union territory*

*Throughout the State or Union  
territory concerned.*

*Cabinet Minister in a State*

*Capital of the State concerned*

- 3.52 *On the day of the funeral of a dignitary mentioned above, the Flag shall be half-masted at the place where the funeral takes place.*
- 3.53 *If State mourning is to be observed on the death of any dignitary, the Flag shall be half-masted throughout the period of the mourning throughout India in the case of the Union dignitaries and throughout the State or Union territory concerned in the case of a State or Union territory dignitary.*

**THE PREVENTION OF INSULTS TO NATIONAL HONOUR ACT, 1971**

1. **SHORT TITLE AND EXTENT**

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2. **INSULT TO INDIAN NATIONAL FLAG AND CONSTITUTION OF INDIA**

*Whoever in any public place or in any other place within public view burns, mutilates, defaces, defiles, disfigures, destroys, tramples upon or otherwise shows disrespect to or brings into contempt (whether by*

*words, either spoken or written, or by acts) the Indian National Flag or the Constitution of India or any part thereof, shall be punished with imprisonment for a term which may extend to three years, or with fine, or with both.*

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3. **PREVENTION OF SINGING OF NATIONAL ANTHEM**

*Whoever intentionally prevents the singing of the Indian National Anthem or causes disturbances to any assembly engaged in such singing shall be punished with imprisonment for a term, which may extend to three years, or with fine, or with both.*

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**K. NANTHAKUMAR, I.A.S.  
SECRETARY**