

Aum Sri Sai Ram

Guidelines for Charge handing over of Prasanthi Nilayam Seva Sadhana by One State to the Other.

Location: The ceremonial handing over of Seva Sadhana as per schedule will be in the premises of Ganesh Temple.

Time: Usually the ceremony timings will be in between 9:45 am 10:45 am (depending upon Rahukalam)

Duration:not more than 30 minutes.

Participants:State Presidents, State Trust Conveners, State Vice Presidents and State Coordinators both Gents and Ladies if they are present in PrasanthiNilayam.

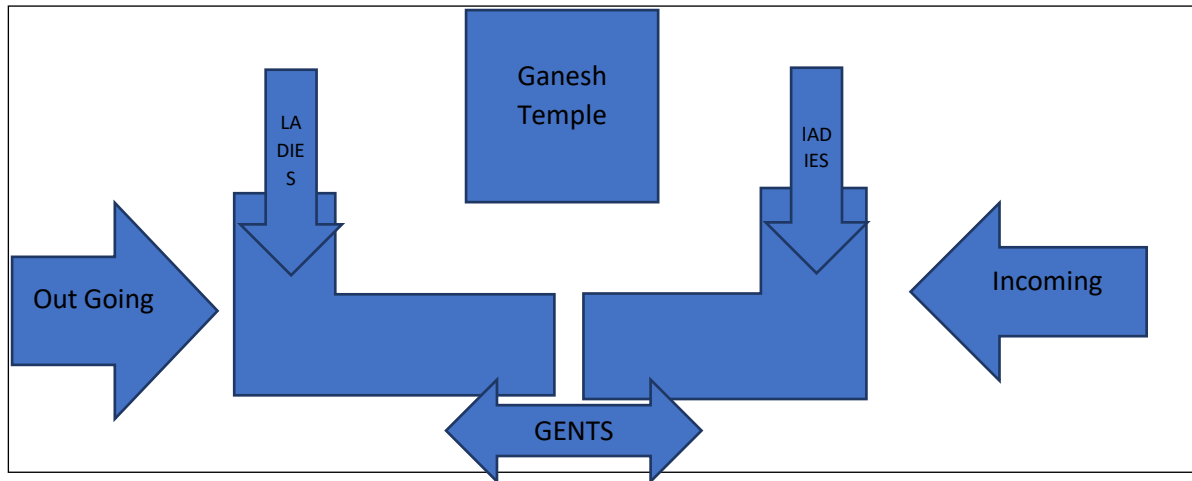
The Contingent in-charges, Batch in-charges both Gents and Ladies, Group Leaders both Gents and Ladies and few selected members of Sevadal both Gents and Ladies.

Preparation: Both incoming and outgoing State Sevadal need to get Flowers, Coconuts, Agarbatthi (Dhoop Sticks), Harathi, Camphor, Match box, Vibhuti.

Dress Code: All must follow the recommended traditional dress code as white dress for Gents and for Ladies preferably Saree.

Ceremonial Position in Handing Over:

1. As we stand opposite to Lord Ganesh, the Outgoing State Sevadal should stand on left side and the incoming State Sevadal should stand to the right in order to take Charge.
2. Gents: First Row opposite to Lord Ganesh- from Centre to Left in case of Outgoing State and from Centre to Right in case of In-coming State in the order of State President, State Trust Convener, State Vice President, State Coordinator, Contingent In-Charge, Security Office Group Leader, Ganesh Gate Group Leader.
3. Ladies: State Coordinators, Batch in-charges, Group Leaders of Ladies from the Outgoing State will stand on Left Side perpendicular to Gents formation and Ladies from Incoming State will stand on right side perpendicular to Gents formation.



Handing Over Protocols:

1. Security office Group Leader and Sevadal of charge handing over state should bring 'Dhandam' (Ceremonial Baton) and the Charge Handing over and Taking over register (Transfer of Seva Responsibility Register), from the Security Office to Ganesh Temple chanting Sai Gayathri.
2. Outgoing State Sevadal Contingent in-charge should bring Flag of Sri Sathya Sai Seva Organisations from the State Sevadal Office to Ganesh Temple amidst chanting of Sai Gayathri.
3. Ganesh Gate Group Leader should bring the Keys of Ganesh Gate chanting Sai Gayathri.
4. The ceremony begins with chanting of Omkaram Thrice and Sai Gayathri Thrice.
5. Both incoming and outgoing State Sevadal should circumambulate(Pradakshina OR Parikrama) Ganesh Temple singing three Bhajans in the following order.
 - Ganesh Bhajan - charge handing over state
 - Guru Bhajan - charge taking over state
 - Maa Bhajan - charge handing over state
6. After completing the circumambulation (Pradakshina OR Parikrama) both states should offer the flowers and coconuts.
7. Offering Gratitude and Pledge: First there shall be an offering of Gratitude by the Sevadal of Outgoing State led by the Contingent In-

charge and secondly an Offering of a Pledge / Oath taking by the Sevalal of incoming State led by the Contingent In-charge.

Contingent in-charge will read out the Gratitude / Pledge from the positions as recommended in front of the Ganesh Temple. Sevalal members both Gents and Ladies will repeat the same, placing their respective right hands on their hearts.

a). Gratitude to be offered by Sevalal of Outgoing State:

“Swami,

By Your infinite Grace showered on us, we could perform Seva as Sadhana for self Transformation in the Divine abode of Prasanthi Nilayam with Devotion and Love for Bhagavan and to the best of our ability, competence and Skill.

Swami,

All of us are grateful to you for this kind opportunity, you have blessed us with, and we shall carry this spirit of Sadhana to our homes and continue to live every moment of our lives with Swami’s guidance to the mankind: ‘Love All and Serve All’.

Swami,

All of us pray to Bhagavan, to forgive us for any mistakes we have committed during our Seva Sadhana and kindly bless us with many more opportunities to perform Seva in Prasanthi Nilayam and in your all pervasive divine presence everywhere.

Jai Sai Ram”

b). Pledge to be offered by Sevalal of Incoming State:

“Swami,

By Your infinite Grace, all of us, with Devotion and Love for Bhagavan, could reach the Divine abode of Prasanthi Nilayam to perform Seva as Sadhana for self Transformation to the best of our ability, competence and Skill.

Swami,

All of us are grateful to you for this kind opportunity, you have blessed us with, and we promise, that we shall carryout the ordained Seva in the spirit of Sadhana embellished with ‘Love All and Serve All’.

Swami,

All of us promise to Bhagavan, that we shall perform our Seva Sadhana by our thought, word and deed in pursuit of Self Transformation by total surrender at the Lotus Feet of Bhagavan.

Swami,

All of us promise to Bhagavan that we wear Scarves and Badges carrying the burden of badge with pride and honour and serve with decorum and dignity.

Swami,

We promise that all our endeavours will be directed to recognise the innate divinity in us and realise that it is you who is inside every one of us and in every one around us and alter our attitude, behaviour and character with this realisation.

Swami,

All of us pray to Bhagavan, to kindly bless us, lead us, guide us and transform us as worthy instruments of your Divine Mission.

Jai Sai Ram”

8. Both State Contingent in-charges and State Seva co-ordinators should sign in the Charge Handing over and Taking over register in the Divine presence of Lord Ganesha. Along with them the State President, State Trust Convener, State Vice President, State Coordinators of both the States if present in Prasanthi Nilayam should sign in the Register.
9. After signing in the register ‘Dhandam (Ceremonial Baton)’ and ‘Ganesh Gate Keys’ will be handed over to the Group Leaders taking charge of Security Office and Ganesh Gate respectively.
 - a). After the Ceremonial Transfer of Seva Responsibility is completed, the Group Leader of Security office shall carry the ‘Dhandam (Ceremonial Baton)’ and the Transfer of Seva Responsibility Register amidst the chanting of Sri Sai Gayathri by the assigned Sevadal Members.
 - b). After the Ceremonial Transfer of Seva Responsibility is completed, the Group Leader of Ganesh Gate shall carry the Keys of Ganesh Gate amidst the chanting of Sri Sai Gayathri by the assigned Sevadal Members.
10. The Flag of Sri Sathya Sai Seva Organisations will be handed over by the State Contingent in-charge of outgoing state to the State

Contingent in-charge of incoming state to be installed near the entrance of the State Office.

11. Vibhuthi Prasadam will be distributed to all, marking the Ceremonial Transfer of Seva Responsibility and hand over.

Jai Sai Ram