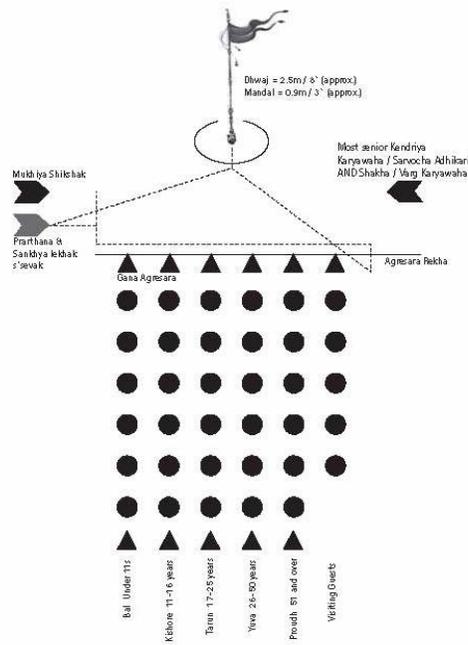




# HINDU SWAYAMSEVAK SANGH USA

## ACHAR PADDHATI

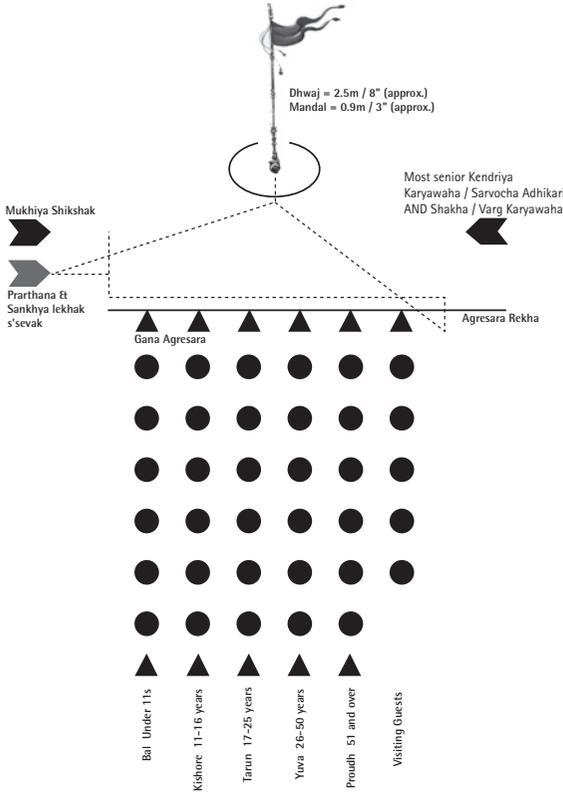


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# ĀCHAR PADHATI

The method of conducting a shakha session.

Illustration of Sangh Sampat.



1. Agresara Rekhā is 5 steps (and a minimum of 4 steps) from the Dhwaja.
2. Swasthan Rekhā is 20 steps from the Dhwaja.
3. Distance between rows is 2 steps.
4. Mukhya Shikshak and the Sarvochcha Adhikaree are 3 steps from the last row and in the centre between Dhawaja and Agresara Rekhā.
5. The dotted line is the route of the Dhawaj Pramukh who also works as the Prarthana Swayamsevak and Sankhya Lekhak Swayamsevak.

Āchar Vibhag deals with the method of conducting a Sangh shakha. For Prathmik shiksharthis it covers how to start and finish shakha.

## A. SHAKHA COMMENCEMENT

As soon as the whistle is blown by the Mukhya Shikshak, the s'sevaks should be standing in Āram position towards the back of the hall facing the Dhvajasthān in a disciplined fashion.

Note: The whistle blown is long-short, long-short. — \*— \*

(See section G - Types of Whistles)

Note: The Mukhya Shikshak will say the following orders which are numbered and in bold and underlined.

## B. METHOD OF SAMPAT

### 1. SANGHA DAKSHA

### 2. SANGHA ĀRAM

### 3. AGRESARA

All the Agresaras shall come to Daksha and start marching. Ankatal (counts) should be given as Ek, Ek, Do, Ek, Do.... On reaching the Agresara Rekhā, they will stand in Daksha. The Mukhya Shikshak shall check the distance between the Agresaras. The distance between two adjacent Agresaras will be two steps. While keeping the dhvaj at the centre, the agresara's should be arranged. This should be performed in the most efficient way, and thus best practice would be for the Mukhya Shikshak to start in front of the Dhvaj, 5 steps away, then space agressaras to the left first and then space across to the right.

### 4. AGRESARA SAMYAK

All the Agresaras except for the final Agresara on the right hand side shall twist their neck to the right to make sure that their shoulders are in line with the far right Agresara. The Mukhya Shikshak should stand at the far right in line with the Agresaras two steps away from the last Agresara, to check the samyak. The Mukhya Shikshak should not move from his place, and should check samyak according to the line of shoulders. Any adjustments should be made by calling the Agresara's name / number and giving the appropriate instruction.

### 5. AGRESARA ĀRAM

## C. ORDER OF SAMPAT

The order of Sampat from the right hand side is as follows (refer to illustration):

- |                       |                      |
|-----------------------|----------------------|
| (i) Guests            | (iv) Tarun 17 to 26  |
| (ii) Proudh 51 & over | (v) Kishore 11 to 16 |
| (iii) Yuva 26 to 50   | (vi) Baal 8 to 11    |

Opposite the Mukhya Shikshak should stand the most senior Kendriya Karyawaha / Sarvocha Adhikari AND Shakha / Varg Karyawaha.

### 6. SANGHA SAMPAT

Ankatal (counts) should be given as Ek, Ek, Do, Ek, Do....

**D. METHOD OF SAMYAK****7. SANGHA DAKSHA****8. SANGHA SAMYAK**

On this order all the Agresaras will do Ardha Vrut (clockwise) and check that all the s'sevaks are in a straight line, using their right shoulder as an indicator. If any of the s'sevaks are not in a straight line then their names can be called out to request them to come into line. There is no need to raise the arm.

**9. AGRESARA ARDHA VRUT****10. SANGHA ĀRAM****11 SANGHA DAKSHA**

After all the s'sevaks have come to Daksha, the Dhawaja hoisting s'sevak shall go marching, taking the shortest route to the Dhawajasthān. He shall stop in front of the Dhawaj, facing the Dhawaj, at an appropriate distance, and hoist the dhawaja - this will vary in method from shakha to shakha, dependant on the the type of dhawaja. Then the s'sevak shall take a step backward and do Dhawaja Pranām, take another step backward and turn clockwise (135°) before marching towards the extreme right hand Agresara and stand two steps on the right hand side of him. All the above actions should be carried out very smartly, smoothly and swiftly.

**12. DHWAJA PRANĀM – EK, DO, TEEN**

Note: EK, DO, TEEN are orders and not counts hence the appropriate movements are to be done after the orders are given.

(i) In EK the hands are to be folded on the chest as in Namaste. Both the forearms should be in one straight horizontal line. The elbows should be pulled backwards. The lower edges of the palms should be touching and pressing against each other.

(ii) In DO the neck is to be bent forward so that the chin touches the collar bone (Naman).

(iii) In TEEN the head and the arms are simultaneously brought to the original position (Daksha).

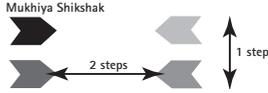
**13. SANKHYĀ**

The last s'sevak in each Pratati (line) shall move one step of 60cm on the right hand side and march (with hands swinging, irrespective of number of s'sevaks) towards the Agresara, counting the number of s'sevaks in that Pratati. He should not touch any s'sevak in the line. On reaching the Agresara, he should stop and tell the Agresara the count without moving the head or bending sideways, and then await the next order. All movements should be performed very smartly.

**14. ĀRAM**

On this order the following actions are performed by the respective s'sevaks:

- (a) The Sankhyā s'sevaks of each line who will be standing next to the Agresara shall do an Ardha Vrut and march toward the end of their line. They shall take one step after the last s'sevak, stop, do an Ardha Vrut, take one step of 60cm on the left and go into the Āram position maintaining the straightness of the line.
- (b) The rest of the s'sevaks shall go to the Āram position.
- (c) The Sankhyā Lekhak s'sevak shall take one step forward, do Vama Vrut and stop in front of each Agresara (who will go into Daksha position to give the Sankhyā). The Sankhyā given by the Agresaras is noted down. After the last Agresara, he shall take one step forward, do Dakshina Vrut, total up all the sankhya, add one for himself and go to the Mukhya Shikshak. After giving the total Sankhyā, he shall do the following in 5 steps: (See Diagram below)
- (i) Take the left foot one step 60cm to the left.
  - (ii) Take the right foot to the left.
  - (iii) Take two steps forward, starting with the left.
  - (iv) Do Ardha Vrut.
  - (v). Do Āram



The Mukhya Shikshak will then give the order.....

### 15. SANGHA DAKSHA

### 16. ĀRAM

## E. IF THERE IS SENIOR ADHIKAREE

If there is senior Adhikaree (one who is respected with Daksha e.g. Mananeeya Sanghchālak) present, the Mukhya Shikshak shall order.....

### 15. SANGHA DAKSHA

....and then run towards the Adhikari to tell the Sankhya, whilst stopping such that on the last step, the right leg meets the left leg. After telling the Sankhya, he takes a step backward with the left leg first, turns right towards the s'sevaks, gives the order....

### 16. ĀRAM

.....and goes back to his place.

After the Mukhya Shikshak has reached his place and turned around appropriately, he shall give the order....

### 17. SANGHA DAKSHA

**18. SWASTHĀN**

All the s'sevaks shall be taken to their respective places by the Gana Shikshaks. If there is likely to be a delay in the Ganas being taken quickly, then Āram order can be given by the Mukhya Shikshak.

**F. CONCLUDING THE SHAKHA**

The Mukhya Shikshak shall blow the whistle (one long, three short) for Prarthana Sampat. All the Agresaras, including the guests (if any) shall come to the Agresara Rekhā and stand in Daksha. The Mukhya Shikshak shall check the distance between them (as at the start of Shakha) and call the orders.....

**1. AGRESARA SAMYAK****2. AGRESARA ĀRAM**

The Mukhya Shikshak will blow the second whistle (one long, two short), the Gana Shikshaks shall bring the Ganas behind the Sampat area and then order SWASTHĀN. The s'sevaks shall go in their respective Gats or Ganas and then do Āram. When all the s'sevaks have arrived, The Mukhya Shikshak shall order....

**3. SANGHA DAKSHA****4. SANGHA SAMYAK**

On this order all the Agresaras will do Ardha Vrut (clockwise) and check that all the s'sevaks are in a straight line, using the right shoulder as a guide. If any of the s'sevaks are not in a straight line then their names can be called out to request them to come into line. There is no need to raise the arm.

**5. AGRESARA ARDHA VRUT**

All Agresaras will do a half turn (clockwise) and face the front again.

**6. SANKHYĀ (Sankhya s'sevaks do the same as in the start of shakha)****7. ĀRAM**

The Prarthana s'sevak shall stand two steps on the right of the extreme right Agresara when the s'sevaks come for Sampat. He shall give the total Sankhyā to the Mukhya Shikshak before Standing on the right of him for Prarthana. (See part 13 onwards from SHAKHA COMMENCEMENT for more information on this section).

If there are any SOOCHANAS (information, notices) to be given, they should be given after Sankhyā and before Prarthana when the s'sevaks are standing in Āram. After giving the information, say the next order.

At this instance the Sankhya s'sevaks do the same as in the start of shakha.

**8. SANGHA DAKSHA**

Note: If the Adhikaree is respected with Daksha then Sankhyā is given to him at this point.

**9. ĀRAM**

The Mukhya Shikshak will give the Sankhyā to the present Adhikaree.

**10. SANGHA DAKSHA**

EKAATMATAA MANTRA or Keshav Archana and Prarthna are done at this stage. Prarthna is started by blowing a short whistle as a signal for everyone to come into the Prarthna sthiti.

After the Prarthana, the Mukhya Shikshak shall order.....

**11. DHWAJA PRANĀM – EK, DOU, TEEN**

Then the Prarthana s'sevak shall march to a step away from the Dhwaaja and do Dhwaaja Pranām. He shall then take a step forward and take out the Dhwaaja Dand from the stand, and hold it firmly in his left arm-pit at an angle so that he can take out the Dhwaaja with the right hand. He shall then place the Dand on the ground. The folded Dhwaaja should be held in his left hand while performing a (135 degrees) left turn and return back to his place on the right hand side of the Mukhya Shikshak. The Mukhya Shikshak shall then order.

**12. SANGHA VIKIR**

On the order of VIKIR, all s'sevaks shall turn right, do Pranām, mentally count to four, then leave their places. The Mukhya Shikshak, Prarthana s'sevak and the Sarvochcha Adhikaree do not turn right but do Pranām in their unchanged positions.

Note: The normal method of a shakha should be as explained above. When having special programmes, changes can be made accordingly.

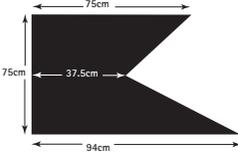
**G. TYPES OF WHISTLES**

Long: — Short: \*

- |         |   |
|---------|---|
| — * — * | To start the shakha.  |
| — ***   | At the end of the shakha, for Agresara Sampat.  |
| — **    | At the end of the shakha, for Gana Shikshak to bring his s'sevaks for final Sampat.     |
| — *     | To change the period.   |
| — —     | For all the s'sevaks to come to Daksha position.  |
| ** , ** | Poorvavat, meaning to carry on with the last activity.                                  |
| *       | For a fixed position.   |
| — — —   | Danger warning - three long whistles blown continuously until all s'sevaks are alerted. |

## H. DHWAJA DIMENSIONS

For most standard shakha dhwaja, the length of the dhwaja should be 75cm. The dhwaja pole should be 2.5 metres long. This size of dhwaj is suitable for sankhya of up to 300 s'sevaks.



## I. OTHER INFORMATION

1. Param Poojaniya Sarsanghchālak and Mananeeya Sarkaryawāha are honoured with Daksha. All the Sanghchālaks are also respected with Daksha in their respective working areas.
2. From the point of view of Pranām, the following responsibilities are observed:
  - (i) Param Poojaniya Sarsanghchālak
  - (ii) Mananeeya Sarkaryawāha
  - (iii) Local Sanghchālaks (or Vibhāg, and Nagar Sanghchālak)
  - (iv) From Prānt Karyawāha to local shakha Karyawāha (where there are Upa Shakhas, then up to Upa Shakha Karyawāha).
3. The Pranām should be done in three stages. There is no difference in the method of Pranām of Dhwaja Pranām, Adhikaree Pranām or Pranām in Vikir.
4. In regular shakha, the length of the Dhwaja pole should be 2.5 metres long. The Dhwajasthān should be circular with a diameter of 90 cm. It should be kept clean and tidy as should be the Dhwaj.
5. S'sevaks of a shakha not making use of Dhwaja, should also carry out all the procedure of Dhwaja Pranām etc. by imagining that the Dhwaja is present at the Dhwajasthān. This sthān should be kept clean and respected.
6. After Dhwaropān the Dhwaja should not be moved wherever possible, however, if for any reason the Dhwaja has to be moved from the Dhwajasthān, then all the s'sevaks should be ordered into Daksha and then the Dhwaja should be moved. The Dhwaja s'sevak should also do Pranām before and after moving the Dhwaja. There is no need for everyone else to do Dhwaja Pranām.

## J. OTHER ORDERS

### 1. Mandala

This order is given when a gana (group) needs to form a circle. The swayamsevaks will form the circle and stand in Daksha position until the next order is given by the shikshak.