

Manners and Etiquette

**Late Justice Mr. Satish Chandra
(Former Chief Justice Alahabad and Calcutta High court)
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Commemorating Ten Years of High Court at Uttarakhand**

GENERAL

Manners are based essentially on consideration for others, feelings and comfort. It is no slur on peoples' habits to accept what is good in others without losing what is essentially good in themselves. Young officers should seek to develop a cosmopolitan out-look, poise and self assurance. The cultivation of manners now widely accepted as appropriate in any society helps to do so. Good manners in general and correct social behaviour on all occasions ought to be the hallmark of a good officer.

2. The instructions that follow seek to cover every situation in which a young officer may find himself, but it is necessary first to draw attention to certain personal matters. If details, even unpleasant ones, are touched upon, this is to ensure that no essential point is lost.

PERSONAL

3. Toilet should always be completed in privacy. Noses should be cleared, finger nails cut and ears cleaned at home and no in company. Natural functions like belching, yawning, sneezing and coughing clearing of throat and nose should be done as silently as possible with hand to the mouth and with an 'excuse me' if in company. If possible, use handkerchief to sneeze or cough into and always use it for clearing the nose. Attention to body cleanliness and especially of the mouth needs on emphasis.

4. Sharing a room and bathroom or compartment with others imposes special obligations. A golden rule is always to leave things as you would like to find them left for you. Bathroom floors must be washed clean, basins emptied and soapy water rinsed and commodes properly flushed or covered after use. Litter must be thrown into waste-paper baskets and ash trays must be used for ash or to stub out a cigarette.

5. Calls are both a social and official obligation. It is one of the first duties to be

performed on joining a training institution or a new station or visiting Headquarters for the first time. Visiting cards of appropriate size should be obtained and the service of the officers is all that need be indicated.

Social Calls

6. Calls may be made single or together during evenings unless some other time has been arranged by appointment.

7. Do not go away if you find visitors already present, knock if the door is closed, tapping loud enough to be heard or ringing the bell if there is one and send in your card or enter.

8. The question whether a senior officer should make a social call first on a junior officer often arises. This depends on the circumstances. Generally, the junior should call first. Call should never be made before 9AM and after 7.30PM except on prior appointment.

9. Calls should be made between 6PM depending on the season. The first calls should not last more than 15 or 20 minutes. Later, when friendly calls are made, these may last as long as may be appropriate to the occasion always providing that you do not overstay and keep your hosts from meals or other engagements. It is a good idea to ask in due course whether you are keeping them from any engagement.

10. Calls should be returned in person as early as conveniently possible. If there is great difference in status, the return call will usually take the form of an invitation to a meal.

Official Calls

11. It is the duty of a junior officer on first joining his post, to call on his senior in his department and other officials like the Commissioner and Collector.

12. The visitors' book at the residence of Governors must be signed soon after you arrive in the Station.

Drawing Room Manners

13. Young officers will rise when ladies or their seniors enter a room. Never accept an introduction, even to a junior, when seated and always rise for the arrival and departure of other guests.

14. Introduction are made as follows: Gentlemen are introduced to ladies, juniors to senior and young persons to old, with the exception in the case of VIPS, to whom others are always introduced. The person making the introduction should say some such words as "May I Introduce.....: or "Let me introduce Mr.".

15. Shaking hands on being introduced is quite normal but not with ladies, unless they make the first move. Otherwise a Namastey or an equivalent word is quite sufficient. Never shake hands with gloves, though ladies can exercise this privilege.

The reply to a greeting like 'How do you do' is "Pleased to meet you" or "How do you do", never "Quite well, thank you" or fine".

16. It may sometimes be necessary to introduce yourself in a large gathering such as at a Club or mess. Do it in a pleasant manner, saying "Good evening, my name is".

17. If you wish to smoke in company especially in the presence of the ladies or elders, always say, "Do you mind if I smoke?" Offer your companion a cigarette and a light. The cigarette should be offered from a packet or case and never individually. Always hold your cigarette between the first two fingers and never in the cup of your hand or between your teeth. Deposit ash only in ash trays and when slubbing a cigarette do so completely to prevent it continuing to give out smoke.

18. Try to avoid unsociability at all cost and conduct a conversation with your neighbours. As far as possible, avoid talking 'shop', and when dining avoid criticising the food. An educated young officer should have sufficiently wide interests to start and sustain a conversation on many subjects.

Receiving Visitors

19. Receive your visitors at the door or, if they are important enough, on the drive as they descent from their cars. Open the door from them, see them into the house, offer them a seat and, after a while, cigarettes and drinks, giving them a choice. See that you conduct a conversation with them and do not leave them mute. On conclusion of the visit see your visitors off with some such words as "thank you for coming", or "glad you come". When seeing them off in a car, hold the door open, make sure everybody is in and clear of the door and then close it gently. No car owner likes his doors being banged.

20. If you are senior office-bearer of a club or a mess, stand near the door and receive your visitors and see them off. See that nobody is missed in greeting them or saying farewell.

Receiving House Guests

21. Having received your guest, show him to his room which should be clean and tidy, with new linen, towels and fresh soap provided. Offer him a cup of tea on arrival ask when he bell, if any, for summoning servants. Tell him the time of your meals and ask his convenience, especially with regard to morning tea. Be sure he has a bed, side light, books or magazines and a jug or water and tumbler for the night.

As House Guests

22. As a house guest cause as little inconvenience, readjustment and trouble as possible to your host. Ask the time of all meals and adjust your day to his convenience. Use only your own room or the common ones in the house. Never peep or try to look behind curtains. Never also make embarrassing requests, for instance, for bread if none is served. There may only be chappaties in the house.

23. On leaving, express your personal thanks. Follow it by letter an arriving homes saying how much you enjoyed your stay, apologising for any inconvenience you may have caused and expressing the hope that you may return such hospitality some day. If you are not likely to be able to repay your host's hospitality you may, if you consider it appropriate sent him a small gift. Servants should be tipped only with the permission of the host.

As Guests at a Party

24. If by appointment, arrive in time, punctuality is the 'politeness of kings' and should be cultivated as a habit. Search out your host if it is a big party and say good evening.

25. The question of drinks soon arises. A good host will usually name the drinks available. Make your choice and say "May I have a -----", please" or "I will have a -----", thank you". Do not mutter or say "I don't mind." Never omit the "Please" or "thank you". After adding sugar and milk to your coffee or tea, do not keep the bearer waiting while you stir it in the tray. Remove your cup at once and let him move on.

26. Do not start on your drink straightaway. Put it down on a peg-table and sip it from time to time. If "short-eats" are served the bearer will usually offer you a small place and serviette. Hold the latter under the plate while helping yourself. Place the plate on the peg-table when done with.

27. Do not suck in your drink with a noise sip it silently; while eating a sandwich, cake top other "short-eats" hold it by finger on top and thumb below.

28. On leaving, never fail to say "good bye" and "thank you" to your host. In any case, avoid long post-scripts, though of course there should be no abruptness.

Conversation

29. Be sure you know whom you are talking to and who the other members in the circle are. Do not monopolise the conversation or express your views in an authoritative manner. On the other hand, do not be mute, lest you be thought ignorant or impolite. Speak softly but so as to avoid having to repeat what you say. If addressed by a person you do not know, first introduce yourself, most probably he will do the same.

30. Do not boast of either your attainments or your connections. Avoid personal queries about family and income. Never discuss someone who has just left the circle and never make invidious mention of a lady's name. Never talk with hands in your pockets or on your hips or with a cigarette in your mouth. If you have to withdraw from company say "excuse me", while doing so.

Road Manners

31. If walking, keep well to the side of the road, especially if in a group. Do not edge others off the middle of the road. Do not stop to talk in the middle of a road or a side walk.

32. If accompanying a lady always keep between her and the traffic. You may offer to carry her coat but not her bag. Never stare, especially at a lady, and never pass a lady you know or superior officer with a cigarette in your mouth.

33. Greetings on the road may be doffing your hat with a 'Good Morning' or by saying 'Namastey' or any appropriate greeting. If you have a friend with you and you stop to talk, you should normally introduce him. If for some reason, you do not wish to do say "excuse me a moment". He will talk on slowly, in which case you should get through your conversation as soon as possible. Always be properly dressed on the street even if you have gone out only for a short errand. Never wander about in corridors in Pyjama-suits or bare bodies, put on a dress gown in such cases.

Driving Manners

34. Rules of the road have been designed for the convenience and safety of others and observing them is not only keeping to the law but is also good manners. Learn the rules of the road and observe them.

35. Always stop to enquire from stranded person or broken down vehicles whether they require help. Never drive fast through puddles or dust when passing people. Put yourself in their place in such occasions.

36. Always dip your lights for on coming vehicles and when necessary even for pedestrians. Never indulge in a contest with other vehicles in an effort to "outglare" them.

Trams and Buses

37. Always queue up if necessary for trams and buses. If a lady is with you, help her to enter first and then get in. On descending reverse the process, i.e., get down first and help the lady down.

38. Avoid smoking in trams and buses. Do not occupy more than your fair share of seating space. Keep your baggage either under your seat or at any other place provided on the tram or bus. Always seek permission or consent to open or close windows and manipulate fans or lights.

SOCIAL CORRESPONDENCE

Invitations

39. Formal invitations from VIPs are usually on printed cards in third person. These should also be acknowledged in the third person. Invitations to private dinners are written in the first person on good stationery. All invitations should be issued at least three days before hand.

40. The lady of the house writes to the wife of the other party, or to the gentleman if he is unmarried, bachelors are not expected to entertain ladies at home, but may do so at a club or restaurant. If you are on friendly terms with the other party, invitations by telephone are now in order. Do not, however, phone him through a third party or accept invitations similarly.

41. If the party is for your birthday, do not mention this as it may be taken as a hint for presents. Your letter paper and envelope should be in good taste. Letter paper should not have letter-heads with your degree or other accomplishments. Your service crest, however, would be quite in order. Script should be arranged symmetrically and not confined to half the paper.

Accepting invitations

42. If from VIPs invitations must be accepted unless there are very special reasons for not doing so. Mention when replying that you feel honoured by the invitation, and if you are unable to accept, give your reasons in brief.

43. Reply immediately after you have received the invitation, as your host will want time to plan the occasion. Your reply should express your thanks and then your acceptance and indicate that you have got the date, time and occasion correct. In reply to your seniors head it "Dear Shri" and not "My dear".

44. Always arrive punctually and particularly before your seniors and the chief guest arrive.

45. Presents are in order for marriages or birthday etc., but should be confined to those you know well. (For various forms of invitations to suit different occasions please see Annexure I).

TABLE MANNERS

46. There may be some initial difficulty in acquiring table manners, but they are accepted necessity.

Preliminaries at a large gathering

47. In large gatherings, do not cluster in small groups of intimate friends, but keep moving about and mix with others, especially guests. You may have to arrange the table plan at a formal dinner. The following points should be observed:

- (a) The Host will sit in the middle of one side of the table and his wife opposite him. The chief gentleman guest will sit on the right of the hostess. The Chief lady guest will sit on the right of the host. On the left of the host and hostess respectively will be seated the next senior most lady and gentleman guest. The junior most officers sit at the head and foot of the table.
- (b) Should the guest of honour be equal to or higher than the host in rank, he will sit opposite the host and the hostess will sit on his right.

48. Study the table plan and find out who the ladies are on either side of you. The lady on your right will be looked after by you. Get introduced to her or introduce yourself.

49. Draw her chair back for her and push it forward as she sits down. Sit down only after all ladies and the chief guest and host have done so.

50. Draw your own chair as close to the table as convenient. This will enable you to sit up right throughout as you should.

51. Place your napkin half-folded on your lap. Say a few words to the ladies on either side of you before addressing any one else.

52. Offer the ladies on either side of you butter, condiments or other dishes on the table before helping yourself. (Even if ladies are not present the same courtesies

apply.)

53. Do not start before the chief guest, the host or ladies on either side of you have started. If the ladies near your delay, say some such words as "shall we start?".

Cutlerys

54. Cutlery is always laid in the order of use starting from outside. Dessert spoons and forks are placed at the top of the plate.

55. The soup spoon has a round bowl. Take up soup with the spoon in a movement away from you and if necessary tilt the plate in the same direction. Drink the soup out of the side of the spoon. Do not draw it in with a hiss or a 'slurry' but till it into the mouth.

56. Fish has its own cutlery. There are no separate spoons and forks for the vegetarian equivalent of the fish courie, so use the fish knife and work for this. It is quite in order to use only a fork for soft dishes. In that case, hold the fork in the right hand, cut the food with its edge and convey it to the mouth.

57. The larger knife and fork are intended for the meat dish or its vegetable equivalent. With the help of the knife in the right hand, build up the food on the back of the fork. Hold them so that the ends touch the centre of the palms, the forefingers support their neck and the prongs or the knife-edge face downwards.

58. For butter there will be another smaller knife for buttering the bread. Help yourself to butter with the knife provided with the butter dish. But spread it with your own knife. Do not spread it on the whole slice of the bread but break your bread or toast into smaller pieces one at a time with the left hand. Butter with knife and convey it to the mouth. Never bite a piece off the slice.

59. When the quantity left in the serving bowls is too little request for replenishment.

60. Chappaties, parathas, puries may be eaten with hand but wipe your hands on the serviette before doing so.

61. The piece of bread or chappati may also be broken and placed in the main plate and used as a sort of platform on which to place other item like meat or vegetable. But be sure that it is firmly placed on the fork to avoid mishap between plate and mouth.

62. The tip of the fork or spoon may be used for removing small bones from the mouth and if this is not possible, the fingers may be used as delicately as possible, preferably with the other hand covering the mouth. The knife should never be taken to the mouth.

63. Curry and rice may be eaten with spoon and fork or fork alone in the right hand. Use the back of the fork to push the rice into the spoon. When conveying the latter to the mouth, hold it much as you would a pen.

64. Forks are used for sweet dishes where these are solid. Liquids or semi-liquids like ice-cream are taken with a large or small spoon. On completion put the spoon down on the plate below the ice-cream cup and not in the cup itself.

65. Finger-bowls are usually served on a fruit knife and fork crossed at the back of it. Remove the doily and bowl, place them to the left-front, then arrange fruit knife and fork to right and left of the plate.

66. After fruit or dessert, dip the tips of the fingers into the water, apply them to the lips and dab with the serviette.

GENERAL

67. Do not heap your plate, scrape or bang it.

68. Do not brandish cutlery when not in use.

69. Do not search around in the dish for the choicest bites or thumb through chappaties till you come to a hot one. Take what comes first and not much of it.

70. At buffet lunches or suppers be sure to hold your plate well over the edge of the dish from which you help yourself. Otherwise you are certain to spill something on the table cloth, making it an unsightly mess. Similarly, at buffet, please be careful

when pouring out tea or coffee that it does not drop on the table cloth. it only needs a little care and thoughtfulness.

71. Guests may be allowed to serve themselves first. When your turn comes, do not crowd around the table, quietly serve yourself and move away.

72. Do not clamp down with teeth on spoon or fork to take food into the mouth. Close the lips gently over it.

73. Do not open the mouth wide long before the food is near it. Open it only just before putting the food in.

74. Do not get down to your food. Sit upright at all times. However, lean slightly forward each time to convey the food to the mouth so that if, by accident, it drops from the fork or spoon it will fall into your plate and not on your lap. Do not place your elbows on the table at any time during the meal.

75. Do not move your hands sideways when cutting meat lest your elbows strike your neighbour. Move them diagonally. Take proper care while cutting to ensure that food does not jump out of your plate.

76. Never talk with your mouth full. say 'excuse me' if addressed and talk only when you are able to reply.

77. Never talk loudly. It is a coarse habit and shows inconsideration for others.

78. Do not over-stuff the mouth. Take only a manageable quantity each time. Chew with your lips closed and without noise. Never use a tooth pick during the meals. While at the dining table, avoid belching and move your tongue over the teeth to clear them of food. Should it become necessary, you can cover your mouth with the serviette and remove the irritation.

79. Plates and cutlery are usually removed after each course. However at some dinners where a mixture of Western and Indian dishes are served, it may be necessary to switch from spoon and fork to knife or vice versa with the same plate. In that case place the article not being used at the side of the main plate or on the

side plate.

80. In between mouthfuls, or when waiting for another helping place spoon and fork diagonally on the plate. This also is a sign to the waiter that you would like a second helping. When finishing, place fork, knife or spoon together. The waiter will then remove your plate.

81. When handing a person an item of cutlery turn its handle towards him.

82. Where a meal is taken with the hands, it is usual to use a wash basin to wash your fingers. Do not splash the water on the wall or unduly dirty the soap or towel. See that no solid matter gets into the basin. This only chokes the lead-off pipe.

83. Formal dinners are occasions when maximum formality has to be observed in all your activities. They are more in the nature of ceremonies than opportunities to satisfy your hunger for food.

84. For every course in a Formal dinner do not start eating till the chief guest or guests at your table have started eating.

Toasts

85. It is customary to propose toasts to the President on the occasion of the formal dinners. These are very solemn occasions and deserve to be treated as such.

86. Good turn out is always important whether attending office or during social get togethers. The right clothes in the right combination enhance an officer's personality and lend him self assurance.

87.

- (a) Clothes should be appropriate to the occasion. Winter or summer civilian dinner dress or national dress must be worn when so indicated. Black leather shoes and plain black socks are essential with dinner clothes.
- (b) Lounge suits should be worn for semiformal engagements.
- (c) Sports-costs or blazers and flannel slacks are appropriate for such outdoor occasions as sports or athletics meets, informal evenings at clubs, etc. If

taking part in games, suitable games kit will, of course, be worn.

The right combination

88. In any case avoid the wrong combination. Always wear socks but never a tie with tennis shoes. Wear a scarf instead. Never fail to wear socks whenever you wear a coat. Sandals and suits, however, never go together. A tie must be worn with a western style suit.

89. The colour of the coat usually sets the colour tone of the rest of the dress. Socks and ties should always match. With a blue blazer or a blue or grey suit, wear a blue or grey patterned tie and socks and black shoes. However, some contrasts are permissible, e.g. a deep red tie with a grey suit, for instance. With suits or combinations of browns or fawns use tie and socks of a similar background and brown shoes. Avoid white neck-ties and light coloured shoes.

90. The cut and fall of clothes is important. Chose a good tailor, paying a little more, if necessary. If you are running to paunch, use a pair of braces. Never go to the extremes of informality for wearing drainpipe trousers, dowry sweaters and bathroom slippers.

GENERAL

91. Always button up Jodhpuri coats or shrewanis to the full on formal occasions.

92. If it is very cold and you have to wear a long sleeved pullover with a formal dress, do this preferably under your shirt. And do not let its sleeves show.

93. Always wear sock-suspenders if your socks do not have elastic topes. If the elastic gives out, renew it at once. Never let your socks fall at the ankles. Socks must be washed at regular intervals.

94. Government officers are not expected to drink in public. It is worthwhile to familiarise yourself with Government instructions on this point. Even if you drink in private, you are expected to do so in moderation. If you are a teetotaler, do not refuse invitations to cocktail parties only on that account. When offered alcoholic drinks, you can always say, "No, thank you. I do not drink. But I will have

something soft". Correspondingly never press alcoholic drinks on those who do not drink.

95. At large parties it is not necessary to take leave of every one present individually. It is enough if you take leave of the person with whom you may be sitting or talking and of the host and the hostess. Leave taking should be brief and unobtrusive. Do not give the impression of a VIP departure nor slink away.

96. Always adhere to the golden rule : 'Never accept hospitality which you cannot return within a reasonable period'. Never get into the habit of acting always as guest, never as host.

97. Never smoke in rooms or other places, where it is specifically prohibited.

PART II - CEREMONIALS

INTRODUCTORY

1. Rituals and ceremonies form an important part of the life of an individual as well as a community. From birth, through marriage, till death, a number of ceremonies are associated with various stages of human life. In official life also ceremonials, and formalities are quite closely associated in the observance of functions. Officers in the districts as well as heads of offices will have to plan for and conduct these ceremonial functions in their official capacity. This note intends to give a brief idea and guide lines on various functions which are observed in a ceremonial manner in an official or semi-official capacity.

2. Ceremonials in Government and Semi-Government functions achieve the following:

- (I) They promote a feeling of regard and respect for certain national institutions, functions and personages.
- (II) They infuse a sense of distinctive pride with respect to the national days, the National Flag, and raise these functions above the ordinary and the mundane functions in the minds of the people.
- (III) They satisfy the basic human need for rituals and ceremonies; and
- (IV) When uniformed elements take part in the functions, certain degree of formality and ceremony becomes essential.

Therefore, official participation and its various nuances should be understood and appreciated by the trainee-officers at the earliest stage. It should not be left to be learnt in remote and far-off districts or offices by the trial and error method.

3. Some of the points which need to be borne in mind while arranging, observing or participating in functions of a ceremonial nature are:

- (I) Conduct and bearing should be correct, poised and sober; on such occasions no flippancy nor triviality or brash humour should be permitted;
- (II) Sobriety in dress and behaviours is important because it sets the tone for the function. Gentlemen officers should wear sherwanis or closed collar coats and trousers or national dress; lady officers should wear Sarees in plain white, pastel shades or other sober colours. On sports functions, depending on weather blazers and scarf or service ties may be worn.
- (III) On ceremonial functions strictest punctuality must be observed. Late arrival will mean discourtesy to the public gathered for the functions and to the uniformed units who may be taking part in the function.
- (IV) If speeches are made they should preferably be in Hindi or the regional language concerned and should be short, concise and at national functions informality of content or tone should be avoided. speeches should be reduced to writing or at least points jotted down before going to the function.

Till they get accustomed to take part in such ceremonial functions, officers will do well to rehearse their part a few times before the final day.

4. Two important functions in which the officers are likely to take a leading part are the Republic Day and the Independence Day. Independence Day functions comprise of flag hoisting on official and semi-official buildings or by public bodies or institutions; sports arrangements or decorative lighting on public building; symposia, debates or poetry recital functions with some such theme as national integration etc. It may however, be mentioned that functions arranged on the Independence Day are more in the nature of introspective occasions rather than

public demonstration of national fervor. It is the Republic Day which is celebrated in a more elaborate manner and public expression to national aspirations is given in a number of functions arranged on this occasion.

5. The main function organised on the Republic Day is the morning parade where uniformed elements belonging to the police, NCC, Home Guards, Fire Brigades, etc. are arranged at the district and divisional headquarters and also at the State headquarters. In some places where there are defence forces units they may also take part in these parades. These parades consist of flag hoisting ceremonies, march past by the troops and possibly distribution of prizes for best turn-out etc. In Delhi and in some of the State capitals, the parade is followed by an exhibition of tableaux etc. Important points to be borne in mind regarding flag hoisting and taking salute at the march past are:

A. Flag Hoisting

- (I) The flag to be unfurled should be carefully tied up by somebody who knows the proper knot, the rope to be pulled should be distinctively marked, as pulling the wrong rope or pulling both the ropes is likely to end up in confusion.
- (II) If there is a VIP who has been invited to unfurl the flag he may be briefed regarding the correct procedure; an assistant may remain present to help in case the flag is not broken at the first attempt; but the unfurling must be done by the VIP.
- (III) National Anthem will be played as soon as the flag is unfurled and everyone including the VIP will give a salute to the flag and the National Anthem if wearing a head gear, and stand at attention if not. Uniformed troops and their officers with arms or swords, as the case may be, will pay compliments as laid down. The National Anthem will generally be played by a police or a service band. In case it is sung, the VIP and the audience may join. On no account should Gramophone Records of National Anthem be played at ceremonial functions.

B. Taking Salutes

Civilian Officers both ladies and gentlemen required to take salutes at

parades by uniformed formations or at guards of honour, will return the compliments as follows:

- (I) When wearing Indian head-dress or none at all, by raising the right hand to the forehead with the fingers slightly inclined, the obverse of the palm facing the right eye, and the reverse outwards. This is different from the rigid military salute, in which the reverse of the palm faces inward, and the obverse outwards, and the elbow is raised in line with the shoulder.
- (II) When wearing European head-dress, by raising the hat with the right hand.

In both (I) and (II) the hand or hat should be lowered only after the troops have marched past, or after each group has marched past, where there are more than one.

- (III) While receiving a salute from an officer, who is carrying a sword do not attempt to shake hands with him for obvious reasons, as he will be carrying the sword in his right hand.
- (IV) If inspection of the Parade to be done, only the front rank will be inspected and avoid the use of jeeps or other conveyance unless it is a very large parade. Parade is usually inspected by uniformed officers in slow march, while the band plays appropriate tune. Parade Commander will also walk in slow march. Civilian officers or VIPs however need not walk in slow march but they should take slow and measured steps so that the parade commander and uniformed officer can keep in pace with him.
- (V) Do not make long speeches, especially when men are facing the sun or have been standing too long or weather is inclement.

Meeting Uniformed Personnel

6. Occasionally after the parade civilian officers may be invited to meet the troops either for encouragement or for introduction. At such informal meetings remember that the uniformed units have a code of conduct of their own and their training in

discipline and propriety will make it difficult to establish informality in the same degree as among the civilians. They also have a more rigid hierarchical structure and any attempt at upsetting that is to be avoided. Try to make them at home with a joke or an anecdote or an opportune but do not labour too hard and too obviously to create humour where none exists. In all circumstances be natural.

Attending Rashtrapati Bhawan or Government House at Home:

7. Do not forget to sign the Visitor's Register in the Government house when you visit or are posted to the State capitals. Invitations from Government house are like commands, which must be honoured unless for extremely unavoidable reasons regrets have to be sent. In any case do not forget or postpone sending acceptance, regrets as soon as invitations are received. Dress should always be in conformity with the occasions. Occasions would also determine the style of speaking mood and even vocabulary used in speeches.

Distributional Prizes

8. Unless it is very embarrassing to refuse, do not agree to give away prizes. However if it has to be done, do it correctly with dignity and poise, making occasional remarks to some of the prize winners but do not delay the proceedings by too long conversations with individual prize winner. Do not attempt to shake hands with ladies prize winners unless they make the first move. In case of lady officers giving away prizes it is advisable not to shake hands at all. When giving away "multi-storey" cups see that different parts of such cups do not tumble down in process of being handed over to the recipient.

Visits of Dignitaries and High Personages

9. Warrants of precedence issued by the Government of India and by the State Government should be consulted for according correct precedence to invitees at the time of introduction at Air Ports, Railway Stations, etc. Same warrants of precedents will apply in the case of seating arrangements, sending invitations etc., for meals and other functions. For holders of posts mentioned in the same column in the warrant of precedence, the date from which the office holder entered that column would be taken into account for fixing his order of precedence.

Days of Mourning

10. On the demise of holder of a high office in government or a very venerable

public figure State mourning will be declared by the Government concerned. Such declaration will always specify the number of days for which mourning is to be observed. During such mourning period flag will fly at half mast at all Government buildings and officials or semi-official functions will be cancelled.

Other occasions

11. (I) While visiting quarters guards or unit lines of army/police/NCC/Home Guards Units, compliments should be properly received and given. Adopt the proper saluting procedure as already mentioned. Do not just receive the salute with a flick of the head or a casual raising of the hand while moving away from the quarter guard. If compliments are paid they should be received properly while standing at attention. When the salute is given by armed guard they will present arms 'Salami Shastra' to the visiting VIP. It should be remembered that the 'Salami Shastra' consists of three distinct, separate movements. The salute by the VIP in return should be synchronised with the last movement. Similarly after the salute the guard will do 'Order Arms (Bazu Shastra)'. This also consist of two distinct, separate movements. The hand raised in salute should come down to synchronise with the last movement of 'Bazu Shastra'. After the guard has been inspected the VIP should give the order 'Visarjan' (dismiss) when the guard will give another salute, which will be returned in the manner described above. This procedure, however, will not apply when the complete guard does not turn out but only a butt salute is given by the sentry. After compliments are received and returned, a few words of praise and encouragement to the uniformed personnel are in order.

(II) When calling on or visiting army police messes, remember:

(a) To sign the Visitors' Register;

(b) Hospitality in service and police messes, particularly alcoholic drinks, should not be abused in any way. Observe propriety in drinking, if drinks are offered. If you do not drink ask for the available soft drink. Do not be fussy. If you accept drinks, do not accept more than one or two drinks;

(c) Observe proper courtesies and etiquette and be careful about the correct turn-out as far as dress is concerned as uniformed officers are usually great sticklers for these things.

(d) Every formation mess would usually have certain mess formalities to be observed. If these are not know, request for a briefing from the Adjutant or the Mess Secretary or some other concerned Officer.

PART III - ANNEXURES

ANNEXURE-1

Forms of formal invitations

(i) Shri & Shrimnatirequest the pleasure of the company of Shriat dinner on Thursday 14th, June, at 8 O' Clock at

RSVP

(Address)

(Town)

(ii) In case of evening entertainments, the hour is written on the left hand bottom corner. When people are invited to drinks or cocktails it is advisable to enter time (closing time asit were) e.g., 7 to 8 O'clock.

Suggested replies.

(i) Shri "A" thanks Shri & Shrimatifor their kind invitation to dinner on Thursday, the 14th June at 8 O'clock, and had great pleasure in accepting it.

(Address)

(Town)

(ii) Shri "A" thanks Shri & Shrimati for their kind invitation to dinner on Thursday, the 14th June at 1 O'clock, but regrets that he can not attend due to a previous engagement.

(Address)

(Town)

An information invitation is invariably sent by the wife if you are married, e.g.

(Address)

(Town)

14th July, 1976

Dear Shrimati "A"

It would give us great pleasure if you and your husband would dine with us on Wednesday, the 21st July at 8 O'clock. It will be an informal party.

Yours sincerely,

(a) Intimation that it is an informal party served as a guide to "A" as to what to wear.

Except when otherwise stated, all parties should be treated as formal. For all practical purposes, a closed collar coat is appropriate on a formal party and a *long suit* or national dress or any other appropriate dress on an

informal occasion.

(b) The wife signs her own first name before her husband's surname.

(c) The reply to such an invitation is sent by the wife. A suggested form of reply would be

(Address)

(Town)

15th July, 1976

Dear Shrimati "A"

Thank you very much for your invitation to dinner on Wednesday, 21st July.
We shall be delighted to come.

Yours Sincerely,

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