




INDIAN MILITARY ACADEMY
COMPENDIUM ON
SERVICE ETIQUETTE



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An Indian Military Academy Compilation

*“The Safety, Honour and Welfare of Your Country Come First, Always and Every Time,
The Honour, Welfare and Comfort of the Men You Command Come Next,
Your Own Ease, Comfort and Safety Come Last, Always and Every time”*

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HOW TO BE A GENTLEMAN - COMMON COURTESIES ONE NEEDS TO KNOW AND ACCUMULATE OVER THE COURSE OF TIME

Introduction

1. *In a world of cellular phones, express lanes, traffic snarls, business lunches and social mediocrity, being a gentleman seems to be more and more complicated. The truth of the matter is that being a gentleman is not exactly like rocket science. Being a gentleman requires a little logic, some forethought, and a great deal of consideration for others. It is not about complicated rules and convoluted instructions. Instead, it is about trying to make life easier and more pleasant for one's self and other people. It is about honestly and sincerely being a 'nice guy'. For a gentleman, the noblest virtues are camaraderie, dependability, unswerving loyalty and compassion.*
2. *Merely acting like a gentleman is not enough: It is being a gentleman that is important, and that means thinking of others, being there when you are needed and knowing when you are not needed. It is what you do and who you are- an accumulation of gentlemanly behaviour over the course of a lifetime- that make a man - a gentleman. It truly is possible for a man to learn to be a gentleman if he knows the direction he needs to follow.*

Common Courtesies a Gentleman Needs to Know and Accumulate

3. *A Gentleman Feels for Others: A gentleman knows how to make others feel comfortable. He always perceives a situation from the other person's perspective and avoids hurting others unnecessarily.*
4. *A Gentleman Walks Through a Door: A gentleman always glances behind him when he walks through a door. He never lets a door close in another person's face. It does not matter whether the other person is a man or a woman. If it is a revolving door, a gentleman pays more attention than usual. He never shares a revolving door section with another person. He respects the other person's space.*

5. A Gentleman Gets Dressed: In warm weather a gentleman always wears an undershirt. When a gentleman wears a double-breasted suit, he never leaves the jacket unbuttoned. A gentleman's trouser cuffs fall in a gentle break over his shined shoes. When he stands, his socks do not show.

6. A Gentleman and his Cologne: A gentleman considers his cologne as an intimate apparel and should be worn accordingly. It should not cause comment, positive or negative, among other people in the room. Instead, it should be saved as a pleasant surprise for people with whom he makes close physical contact. A gentleman understands that a cologne is, after all, an accessory, not a substitute for a deodorant. When worn in excess, the cologne is annoying and raises doubts if odours are being covered up. Desirably a cologne or a perfume is applied on 'pulse points' i.e. on the wrists, behind the ears on the neck and the armpits for best results.

7. A Gentleman's Shoewear: A gentleman knows that even today, black shoes are considered more formal and serious than brown shoes. In fact, in the legal profession, black shoes remain the only truly acceptable footwear. Semi formal and formal occasions are best attended wearing black shoes with laces. The loafers and moccasins are best left for informal attendances. Only in your riding clothes you must be conservative. If you can get boots made on English lines, wear them; otherwise wear leggings. And remember, that all leather must be real leather in the first place and polished until its surface is like glass.

8. A Gentleman and his Cap: A gentleman will probably own a stack of golf/baseball/cricket caps/hats, which he wears after work, on weekends, or on casual days at the office. These accessories are primarily for preventing exposure to the sun and are best used in this manner only. He does not wear his cap inside most public buildings- especially houses of worship except in a 'Gurudwara'. Traditionally, a gentleman would remove his hat if he were greeting a woman or being introduced to a new acquaintance of either sex. A gentleman washes his hair regularly, and he makes every effort to prevent dandruff. "When a gentleman feels the urge to colour his moustache, he should desirably shave it off."

9. A Gentleman Knows how to Leave a Tip: Leaving a tip is a delicate matter that concerns only the gentleman and the server. He does not brag about leaving a generous gratuity. If the service has been inferior, a gentleman does not inform his companions that he plans to leave a less than-sizable tip. A gentleman should leave a tip in a restaurant or a bar but not at a self service fast food establishment. The word *Tip* is even considered as an acronym by some, which is supposed to stand for “To Improve Promptness “which is self explanatory for the process”.

10. A Gentleman Says the Right Thing: A gentleman knows that “please” and “thank you” continue to be the magic words, and uses them as profusely as possible.

11. How to Start a Conversation: At a party, a reception, or a business meeting, a gentleman strikes up a conversation with any pleasant person he encounters. To prevent awkwardness, however, he begins with a positive and noncontroversial subject matter. In every case, a gentleman begins by asking a question that does not bring the conversation around to himself. If the person standing next to him responds cordially, he continues with a few more questions until the conversation is under way. A gentleman always avoids *Slangs*, as it does not beautify, but sullies conversation.

12. When to Use First Name: Although the world at large is on a first-name basis today, a gentleman knows it is always safe, on first meeting, to address a new acquaintance as “Mr” or “Ms” He depends upon this guideline, especially if the new acquaintance is an elder person or if he is dealing with his superior in a formal environment.

13. Manner in which to end a Conversation: A gentleman recognizes that every conversation has its own natural rhythm. He is not being rude or inconsiderate when he attempts to bring any conversation; no matter how pleasant or how important to a timely close. When talking on the telephone, a gentleman accepts the responsibility for ending any conversation he has begun. On the telephone, he may say something as simple as, “It's been very good talking to you”.

14. Even in a social situation, such as a cocktail, a gentleman may end a

conversation gracefully by saying, “it's been very pleasant talking to you; or, a gentleman says, “It really has been nice chatting with you. I hope we get to talk again soon”.

15. Way to Respond to An Insult: When a gentleman has been subjected to a conscious insult, either in public or in private, his response is simple: Because he is a gentleman, he says nothing at all. “A gentleman always thinks before he speaks”.

16. Saying, “I'm Sorry”: Although he attempts at all times to be considerate of others, a gentleman sometimes does make mistakes. In such instances, he owns up to his failings and attempts to rectify the wrong doing before matters grow any worse. In making an apology, a gentleman is direct and to the point. If he has unintentionally made a remark that has hurt another person's feelings, he may say, “I am sorry.” In doing so, a gentleman does not downplay his error. Neither does he dramatise it. If an apology is sincerely offered, a gentleman accepts it with good grace. He does not pretend that the offence never existed, but he considers it past history and moves on. “A gentleman knows how to keep an apology simple. He does not hold a grudge”. Awkward situations of office are never carried back home by a gentleman or even on social occasions where official colleagues are present. However, there is no time or place to say “I'm sorry.”

17. Writing a Condolence Note: It is appropriate for a gentleman to express condolence upon the death of someone he has known, admired, or respected. He may express his sympathy to a friend who has lost a loved one, even if he never met the deceased. The simplest statements are most eloquent. A gentleman, to comfort a friend, might write, “I know the loss is irreplaceable for you. My thoughts are with you in this difficult time”. Such a note/letter should end with the salutation 'Yours in Grief'. A gentleman never says, “Please let me know if there is anything I can do”. Instead he offers to supply a meal for the family, to run an errand, or to watch the house while the family is away, as the need arises, which shows his thoughtfulness and concern.

18. Lodging a Complaint: There are times when a gentleman is perfectly justified in lodging a complaint. If he has received poor service, if he has been treated rudely, or if he has been the target of an

undeserved affront, he has every right to make his displeasure known not only for the sake of his bruised feelings, but also in the hope that the unpleasantness will not occur again.

19. A gentleman knows, however, that it is useless to make a complaint unless it is made to the right person. When a gentleman makes a complaint, he describes specifically the reasons for his displeasure. He does not make threats. “A gentleman has definite beliefs, but he thinks before voicing his opinions. He recognises that other people's beliefs are valid. He argues only over an issue that could save a life”.

20. A Gentleman Attends a Funeral: A Gentleman recognises that a funeral is a time for paying respects. He keeps his remarks simple, out of respect for the grieving person's overwrought emotions. A gentleman may attend the funeral of anyone he has known personally or professionally, at least if they have been on speaking terms. He does remember that differences of opinion or personal differences do not matter after demise.

21. A Gentleman Attends a Wedding: Obviously, a gentleman only attends weddings to which he has been invited. If his invitation does not say “and guest,” he attends alone, even if a reception follows. He arrives on time and sits in the appropriate place, wishes the bride and groom, and departs only after exchanging pleasantries with the person who has invited him.

22. A Gentleman Goes Through a Checkout Line: A gentleman always keeps an accurate count of the items in his grocery cart. He does not try to slip through the express checkout line if he has exceeded the posted limit. When it is time to pay the total, a gentleman has his cheque book, cash, or credit card ready. A gentleman does not cause a delay in the checkout line.

23. A Gentleman Attends the Theatre: Because he respects other people, a gentleman always shows up on time for any performance, whether it is a concert, a motion picture, or a stage play. In every case, he follows the instructions of the ushers. And, if he has a tendency to cough, he always carries a cough drop. Should a gentleman find himself

surprised by an uncontrollable coughing bout, he leaves the auditorium—both for his own good and for the good of others. If coughing is inevitable the handkerchief should be handy, and any coughing that needs to be done should be in the handkerchief. A gentleman ensures that he is not a source of disturbance to the audience watching the performance or a film in the auditorium.

24. A Gentleman Takes an Airplane Flight: *Almost invariably, the passengers on an airplane have been brought together by a mix of chance and necessity. A gentleman understands that, in such situations, it is important for everyone to abide by the rules. He brings on board only the amount of luggage that is permitted. He also always respects the privacy and space of his co-passenger.*

25. A Gentleman Gives a Party: *Wherever he can avoid it, a gentleman does not extend last minute invitations. He has interesting friends, and he respects the fact that they have busy schedules. If he receives a call while he is entertaining, he politely asks if he may return it later.*

26. What Every Gentleman Host Should Know: *When he acts as a host in his own home or in a restaurant; a gentleman does everything in his power to entertain his guests. He knows that his goal is to put them at ease, not to impress them. A gentleman sometimes discovers that he has made the mistake of inviting ill-mannered people into his home. He does not attempt to reform such people's behaviour. Instead, he does not invite them back to his home.*

27. Setting up a Bar: *A gentleman does not stock his bar in order to impress people. He stocks his bar with the drinks people actually want to drink. In every case, a gentleman makes sure to offer a variety of mixers, not just for the pleasure of his drinking friends, but out of consideration for his teetotaller guests as well. Quality, a gentleman knows, is always more important than quirkiness. A gentleman knows that his bar is never complete without ample ice, sliced limes, a jigger, a stirrer, and a tall stack of hand ironed, starched cotton cocktail napkins.*

28. A Gentleman Goes to a Party: *A gentleman does not turn down invitations. He never waits for something better to turn up.*

29. Responding to an Invitation: A gentleman wastes no time in responding to an invitation. If he sees the letters RSVP (an abbreviation for **Repondez Sil Vous Plait**, the French equivalent of “Reply if you please”), he is obligated to respond, either by telephone or in writing. Sample of RSVP is writing, “Thank you very much for your kind invitation. I would be delighted to attend... . An RSVP requires that he replies whether or not he plans to attend the event in question. In case for any reason, he is unable to attend a party, he sends his regrets in written and well in time. If it is annotated “Regrets only”, he needs to inform his host or hostess only if he does not plan to show up. A gentleman understands that it is vastly inconsiderate for him not to make his intentions known.

30. If a gentleman needs to decline an invitation, he gives a straightforward reason for doing so. A gentleman does not lay down conditions for his accepting an invitation. He accepts the invitation gladly and proves to himself that because he is a gentleman, he can have a good time in any company, at any time. When a gentleman discovers that he can attend a party for which he has already refused an invitation, he calls his host or hostess and asks if he may attend.

31. Being a Guest at a Party: A gentleman knows that accepting an invitation is like signing a business contract. His host promises to entertain the guests, and he agrees to do his part to make the event a success. He arrives on time—not early and never more than five minutes late. He participates in the activities that have been planned, and he makes pleasant conversation with the other guests. He does not overindulge at the bar. When the party is winding down, he exits with efficient grace. He thanks his host or hostess and says good-bye to any new friends he may have made. At a party a gentleman never spends all his time talking to one person. He always endeavours to meet as many ladies and gentlemen as possible, and he assumes that all in the gathering will enjoy meeting him too.

32. Taking a Gift: When a gentleman is invited for a dinner party, he takes a bouquet of flowers or a bottle of wine (unchilled, so that the host or hostess knows that it is a gift, and is not intended to accompany dinner). A gentleman always presents his gift directly to his host or

hostess. Even if he carries a gift, a gentleman also sends a thank you note at his first opportunity, preferably the day after the party.

33. Sending a 'Thank You' Note: A gentleman always sends a 'thank you' note after attending an invitation. The host or hostess need not reply to a 'thank you' note.

34. A Gentleman and his Friends: A gentleman never gets so big that he can feel free to say or do things that make other people feel small. A gentleman does not lend more money than he can afford to spare. He does not borrow money from friends or acquaintances. The Equated Monthly Instalments (EMIs) borrowed from institutionalized bankers are always expected to be paid on time from a gentleman, lest embarrassment is caused to him or his organisation.

35. Dealing with Non-drinkers: A gentleman may have friends who do not consume or take alcohol, whatever the reason for that choice- religious belief, health, or aversion- a gentleman respects it. He does not force anyone to take alcohol; neither does he ask probing questions. He makes certain that his non-drinking friends have plenty of appealing non-alcoholic options. If a gentleman chooses not to consume alcohol, he does not impose that decision on other people. If he is offered an alcoholic drink, he may say, "Thanks, but I don't drink or take alcohol". He offers no further explanation.

36. Shaking of Hands: A gentleman may feel free to shake hands with anyone to whom he is introduced, or with any acquaintance he encounters in a social situation, whether at a party, in a theatre lobby, or in a place of worship. However, a gentleman does respect certain guidelines. When he is introduced to an older person or to a dignitary, a gentleman does not extend his hand first. Instead, he waits until a handshake is offered. Then he firmly grasps the extended hand, just below the knuckles, and gives it a couple of modest pumps. He uses a light, painless grip and let's go immediately after the handshake is finished.

37. A gentleman never extends his hand to a woman first. It is always her prerogative to decide if she wishes to shake hands. In any case, when

shaking hands with a woman, a gentleman is wise to give her hand a quick, gentle press rather than a full fledged up and down pump. If a lady does not extend her hand, a gentleman simply nods his head. One has to be very careful while shaking hands with a lady, especially in terms of pressure that is applied in the process. One must avoid a vice like grip at all costs. A gentleman never refuses to shake a hand that is extended to him. Such a refusal is the most blatant insult possible.

38. Sending Flowers: *A gentleman feels free to send flowers to mark almost any occasion. Flowers may celebrate an anniversary, a birthday, a holiday, a promotion, the birth of a baby, or any other joyful moment in life. They are the perfect means of thanking a host or hostess, and they may be sent either before or after the party. On the other hand, flowers may also be sent to comfort a grieving family or to brighten a sick person's room. They may be sent to say "I'm sorry" when a gentleman has been guilty of an unintentional affront. At the same time, a gentleman knows that there are a few occasions when flowers- or at least certain types of flowers are not the right gesture. If a mourning family has asked that no flowers be sent to a funeral, a gentleman sends none. He does not send flowers to his secretary- or to any other co-worker at her/his home. However sending the appropriate rose colour bouquet conveys messages in a very special and beautiful way. RED roses show love, passion and respect. WHITE roses signify spiritual love and purity; but of the soul; bridal white means happy love. White roses can also signify secrecy, reverence humility, innocence, or charm. YELLOW shows "I care"; friendship, joy, gladness or freedom.*

39. Being a House-Guest: *As a guest in a private home a gentleman treats his host's furniture and other belongings with the greatest care, even more carefully than if they were his own. In every case, a gentleman attempts to fit into the household routine. He rises and retires according to the household schedule. He eats what is served and does not complain. He makes his bed in the morning, and he disposes off damp towels as he is instructed. Most important, he sticks to his arrival and departure plans. When his visit is over, he checks his room to make sure he has packed all his belonging and ensures that nothing from the household where he has stayed is packed with his belongings even inadvertently. He leaves nothing but pleasant memories behind.*

40. Dealing with Divorced Friends: A gentleman regrets seeing any loving relationship break up, especially if he considers both persons to be his friends. However, his regret is for their pain. He does not take sides in their marital discord; he does not carry tales back and forth between the two.

41. If his friends are recently divorced, a gentleman does not attempt to put them in embarrassing situations - a small dinner party, for example - where they will be forced to encounter each other. He tries to maintain communication with both parties, but he understands that he is now friends with two people, not with one couple. Maintaining these friendships may require twice as much effort and time.

42. The Etiquette of the Answering Machine: A gentleman never assumes that everyone recognizes his voice on an answering machine. He speaks clearly, identifies himself, and leaves his phone number. Better yet, he speaks slowly and gives the number twice. He leaves his message and then gets on with his life. When a gentleman's phone message is not returned in time and a deadline is involved, he calls back and if necessary, leaves a second message. At this point, it is the other person's responsibility to return the call. If a gentleman receives a message that involves a deadline, he returns the message promptly.

43. A Gentleman and his Boss: Even in today's egalitarian society, a gentleman remembers that in all situations, there is a chain of command. He may be on a first-name basis with his senior, and they may enjoy an occasional golf game together, but he still remembers who is in charge in the office. He accepts his work assignments with good cheer and grace. If a gentleman feels the need to deny a request from his boss, he gives his reason for doing so, with frankness and without delay.

44. If a gentleman is entertained in his boss's home, he treats his boss and his boss's spouse just as he would treat any other host and hostess. He may take a small gift/flowers if it seems appropriate.

45. A Gentleman and his Secretary: A gentleman treats his secretary, and any other members of his staff, with all the respect due to a valued co-worker and a fellow human being. He makes his expectations clearly

known, and he readily expresses his gratitude for a job well done. He is careful to keep the line clearly drawn between his personal and professional lives. If his level of trust is great enough, he may ask his secretary to make his bank deposit for him. He may give her/him a gift on a special occasion such as on an anniversary or birthday but he is always wise to stick with flowers, a book, or some other impersonal item. No matter how many years the two of them may have worked together, and no matter how pressing the deadlines of their work, a gentleman does not neglect to tell his secretary, "Thank you." Even if he is only asking her/him to make photocopies, he does not forget to say, "Please".

46. The Etiquette for e-mail: A gentleman treats e-mail like any other written correspondence. He expresses himself clearly and concisely. He indicates the topic of his correspondence in the "Subject" line of his email, so that the recipient can identify it in his or her directory. If a gentleman is sending a copy of his e-mail to a second co-respondent, he indicates that he is sending a copy in the same way that he would use "cc" at the bottom of a letter. He knows that an e-mail is never completely private, since it is read on a computer screen and often in an office environment. To save embarrassment to himself and to his co-respondent, he is discreet about the messages he sends especially about the kind of language used. Using of capital letters in e-mails amounts to shouting as per net etiquette, hence using capital letters in the text, other than where necessitated by grammar is to be avoided.

47. A Checklist for a Gentleman.

- (a) A gentleman reads a daily newspaper.
- (b) A gentleman keeps an umbrella in his car.
- (c) A gentleman never runs out of toilet paper.
- (d) A gentleman always carries a handkerchief.
- (e) A gentleman does not lie in his resume.
- (f) Although he may not use them himself every day, a gentleman has on hand:-
 - (i) At least a half dozen heavy white cotton dinner napkins.

- (ii) *At least a half dozen heavy white cotton cocktail napkins.*
- (iii) *A couple of spare packs of heavy paper cocktail napkins.*
- (iv) *Half a dozen heavy cotton kitchen towels.*
- (v) *In the bathroom, in the cabinet under the sink, he keeps at least two good fluffy cotton towels and two hand towels for guests to use. (These should not be the same ones he uses every morning)*

(g) *In matters of politics or religion, a gentleman does not assume that everyone shares his belief. In any case in military social interactions, religion, politics and discussing ladies is taboo and forbidden.*

(h) *A gentleman is considerate of the special needs of senior citizens and physically challenged people. For example, if he encounters a visually challenged person who seems confused at a busy street corner, he asks, "May I help you across to the sidewalk?" If the offer is accepted, the gentleman provides a helpful hand. If the offer is declined, he maintains his distance, keeping a watchful eye.*

(j) *If a gentleman is lost, he admits it. He readily asks for directions.*

(k) *A gentleman does not talk with his mouth full or while chewing. If a gentleman is on a diet, he does not talk about it at the table.*

(l) *A gentleman does not hesitate to screen his calls.*

(m) *A gentleman keeps his address book up to date.*

(n) *A gentleman knows that the gymnasium is a place for working out, not merely a place for socialising, and certainly not a place for showing off.*

(o) *A gentleman does not barge into another person's office, even if the door has been left open.*

(p) *If the hour is very early or extremely late, a gentleman does not phone a private residence.*

(q) *A gentleman turns the television volume down after ten o'clock. If he must listen to music at three o'clock in the morning, he buys himself a good pair of headphones.*

- (r) *At sporting events, a gentleman feels free to stand up and shout during exciting moments. Otherwise, he keeps his seat. He does not begrudge the other team and its victory. If his own team is the victor, he does not taunt the opposition.*
- (s) *A gentleman while attending a function keeps his mobile in silent/vibrating mode. In case he gets a call, he excuses himself to move aside to use the mobile.*
- (t) *A gentleman does not take his pets to other people's houses, unless he is specifically urged to do so.*
- (u) *If a gentleman must leave the dinner table, he simply says, "Excuse me". It does not matter whether he is headed for the telephone booth or the bathroom. No further explanation is necessary.*
- (v) *A gentleman does not adjust his crotch in public.*
- (w) *When a gentleman makes his way down a row in a crowded theatre, he faces the people who are already in their seats. A gentleman never forces others to stare at his backside.*
- (x) *A gentleman does not lean back in his chair.*

48. A Final Word.

- (a) *A gentleman never makes himself the centre of attention.*
- (b) *His goal is to make life easier, not just for himself but for his friends, his acquaintances and the world at large. Because he is a gentleman, he does not see this as a burden or a challenge. It is a way of life for him.*

OFFICERS' DISCIPLINE AND INTER-PERSONAL RELATIONS

1. *Discipline and conditioned response are the bedrock of the Services and this is what separates us from the chattering class. There is nothing 'human' about the treatment received in the early stages, as discipline must be taught first-the hard way. It is a fatal folly to substitute buddy-buddy human relations and other attractive 'management' techniques for rigorous, early discipline. Mellowness and directive control come only over the years and with much experience.*

Auto Code

2. ***Car Entry:** In cars, the senior sits on the left of the rear seat. He is the first to enter and the first to leave. If asked to join your senior who is already seated, enter through the right door and do not sail over his feet. When a couple enters a car, the right rear door must be held open for the lady to enter, so that she has a cue on what to do. She doesn't get in from the left and then crab side-wards.*

3. ***Jeep/Gypsy:** In light utility vehicles, ladies and children sit in the body of the vehicle, with the officer in the co-driver's seat.*

4. ***Liaison Officer:** The Liaison Officer, no matter how junior, has his rightful place in the car (when there is no one senior or a lady accompanying the VIP/dignitary) in rear and not in front. Your diffidence, humility or reverence have nothing to do with your opting to sit on the front seat, your ignorance, lack of confidence and absence of poise, do ! Although most senior officers/ladies themselves invite the LO to join him/her at the rear, don't count on that invitation. Boldly and politely request if you could do that.*

5. ***Open Door Policy:** In official work-situations, the car door for an arriving or departing dignitary/senior officer is never opened or shut by an officer. Have an NCO/OR ready for this.*

6. ***Headgear:** Taking off your headgear when being driven in service transport, is a NO; take your cue from the driver.*

7. **Departure:** The scramble to rush into their cars after the senior is seated for departure is unseemly and avoidable. It is best for all concerned, except the host, to get into their own vehicles and join the cavalcade after the lead vehicle.

Personal Code

8. **Walking in Step:** Officers when in uniform should always walk in step, the junior on the left. Adjust your stride to your senior's and he will meet you half-way.

9. **Lead the Way:** When conducting the visit of a senior, or a visitor, lead the way as the senior/ visitor would not know which way to go and what to see.

10. **Punctuality:** Make it a rule to be always punctual in keeping an appointment, and, when it is convenient, be a little beforehand. Such a habit ensures that composure and ease which is the very essence of gentlemanly deportment; want of it keeps you always in a fever and bustle and no man who is hurried and feverish appears so well as he whose punctuality keeps him cool and composed.

11. **Nicknames:** When referring to your subordinates or your seniors, call them by their ranks and last names. In the first case, your senior may not know who 'good old Joe' is; in the second, he may not relish the idea of you knowing a superior so intimately!

12. **JCO's Prestige:** Do not call a JCO only by his last name. If you are personally close enough to him, call him by his first name, otherwise use his rank and last name. 'He is proud of the fact that he is a JCO'.

13. **Chewing:** This should not even require a comment but unfortunately it does. Do not chew supari, gum, pan or tobacco while in office, in uniform, in public places or in a senior's presence.

14. **Lounging in Uniform:** Walk, stand, or sit. Don't lounge around when in uniform. Also, wearing of the cap when outdoors is mandatory and not optional. Our reluctance to wear the cap is matched only by our inability to keep the left arm stiff by the side when saluting. Also, do try to avoid going to the market for shopping in uniform; it certainly does not enhance the aura of the uniform.

15. Carriage: We are an elite force and should carry ourselves with pride. Leave the wearing of earrings and long hair to the riff-raff. Don't go around making an idiot of yourself by wearing fancy add-ons to your dress. You might imagine that you are being 'hep' or 'with it', actually you will look like a twit who has lost his way.

16. Sunglasses: Sunglasses and uniforms do not go together. Wear them only while travelling; take them off when talking to a senior or a lady. Making eye contact while talking is essential, and wearing sunglasses prevents you from doing so. Dangling of your sunglasses from the shirt front or pocket of the uniform does not auger well. Avoid it.

17. Pens/Pencils: These should not be exposed but kept clipped to an inside pocket.

18. Wearing of Caps: Wear your cap/beret with pride and not like designer apparel.

19. Loosened Neck Wear: Do not unbutton the collar or loosen your tie while on duty-no matter how strong the urge. When you do get 'hot under the collar', retire to the men's room, to refresh.

20. Cuffs: It is bad enough to roll up your sleeves; an open cuff is a solecism.

21. Dress Code: It is tolerable to take off your jacket or tunic in the privacy of your own office. If your senior enters, or when you leave your office, you should dress and button up. In fact in very hot climate, even a vest and shorts are the norm for 'working dress', but these need to be specified in the orders of the day. Your personal urge does not dictate the need to wear them.

22. Leaning on Desks: Do not lean on your senior's desk. If your knees are all jelly, request permission to sit down. If already seated, lean back against the back-rest.

23. Smoking: Do not enter any office (your senior's in particular) either smoking, carrying in your fingers your pipe, cigar or cigarette. In his presence, it may be best to refrain from smoking. If you must, wait till

you are seated and you have asked his permission. Blow the smoke side wards or below, but never in front.

24. When Conducting Dignitaries: *When leading your senior or a lady to a room/office, be the first to enter holding the door open, if the door opens inwards. If it opens outwards, hold it open and allow them to enter first. Be careful not to get caught pushing 'pull' doors and vice versa-it shows your unfamiliarity.*

25. When Conducting Ladies: *Always avoid any rude or boisterous action, especially when in the presence of ladies. It is not necessary to be stiff; indolent, or sullenly silent, neither is perfect gravity always required, but if you jest, let it be with quiet, gentlemanly wit, never depending upon clownish gestures for the effect of a story. Nothing marks a gentleman so soon and so decidedly as quiet, refined ease of manners.*

Being with Seniors

26. Hands in Pocket: *Please keep your hands out of your pockets, specially when talking to a senior or a lady. It is also preferable to keep your hands dry and clean, with clean/manicured nails before proffering them for a handshake.*

27. Differing with Seniors: *This phrase was very carefully coined. The message is that it is as important to differ and disagree as it is to do so with elegance and courtesy. An aggressive broadside will no doubt win you instant hero-status with juniors and back-benchers, but that is all. The senior will not accept this kind of attitude. So you better decide and be prepared to take your chances before adopting this option.*

28. In a Senior's Office: *If someone else enters, no matter how senior or closely connected to you, don't jump up unless the occupant of the office himself gets up. Just an acknowledging smile and respectful nod will do. You actually offend the person whose office you are visiting with your jack-in-the box act if the person entering is junior to him.*

29. Visit by your Boss: *You should be appreciative, when your Boss takes time out to visit your office. Assume that he has come for a specific*

purpose and that his time is limited. Ask if you can help him. Do not immediately pour your problems to him. If his time permits, when he has finished with his business, he may ask if you have anything to bring up. Also, observe it while on the phone.

30. Telephone Calls: *Brevity is the secret of good communication. Observe it while on the phone. With a visitor in the office, do him the courtesy of giving him precedence over the telephone or even a file.*

31. Courtesy: *There is no known substitute for consideration and courtesy. The biblical quotation which is as valid today as it was when first written :-*

*'Do Unto Others As You Would Have Them Do Unto You'
Or as the famous essayist Francis Bacon said :-*

'Manners Maketh the Man'

32. Behaviour with Seniors: *It is a compliment to you that your senior can relax in your presence during off-duty hours. The extent of informality and relaxation should be governed by your senior and not you. Do not extend off-duty informality to the next official day, if you desire to continue enjoying an informal relationship when you are off-duty.*

33. Meeting a Senior Officer: *If you are headed towards a senior, who is in the middle of a crowd, to greet him, do not pause en-route to greet others whom you happen to know in the crowd. If you do, it makes that senior look like he is waiting at the end of a line-up or queue only to meet a junior. While that is not the best way to make and/or keep friends in high places, it is surely the best way to lose them.*

34. Escorting Ladies: *At parties in the Mess and functions etc, the lady no matter how young, MUST be escorted when being taken somewhere. This is a SOP and we all know that it has to be followed.*

35. Handing out Plates/Serving Drinks: *Your desire to be a good, polite, sweet, kind, courteous (etc etc etc) host is beyond comment. But, at an official lunch/dinner in the Mess, please do not upstage a butler in the process of fawning over the guests (be it your boss, the GOC or even*

the Chief) by beginning to hand-out the plates when the meal is announced. The charter of duties of the Mess Secretary, PMC, OIC party does not list this function, even in passing. Like in the case of the car door, get a waiter to do the honours here. Similarly, the serving and pouring of drinks is best left to the waiter, if necessary, supervised by the mess NCO. Officers only need to keep a discreet eye.

Managing Finances.

36. Plan and spend your cash with forethought. Remember, the CDA (O) is paying you regardless of whether you work or not! Just because, the cash is easily earned does not mean you blow it up. Pay all dues on time, including the mess bill, even if the food is awful. Plan now for your future in terms of personal savings. If you try to equate your expenses with some one who has a private income to supplement his salary, you will always end up in tears. Your coat is always required to be cut according to the cloth.

Conduct with civilians

*37. **How to Address Civilians:** Addressing most politicians and all Civil Servants, no matter what the latter's seniority and position, has one thing in common: we do not 'Sir' them. There are many reasons for this sound practice and excellent tradition. Generally speaking, the correct form of address is 'Mantri Mahodaya/Mantriji/Minister' or Mr Bedi/Mr Secretary' or Mr Rao/Mr Commissioner'. This would safely see you through in a majority of interactions, no matter what your seniority as a commissioned officer and no matter with the gentleman's equation with your service bosses. Police officials are to be similarly addressed as 'Mr Bose/Superintendent/Inspector General'.*

38. This golden rule must always be kept in mind regardless of what you personally stand to gain by 'Sir' ing a civilian. If it is not, you may unwittingly do a lot of damage to the standing of the Officer Corps.

SOCIAL AND SERVICE ETIQUETTE

Introduction

- 1. There is a community interest in military stations far closer than is the case in civilian communities. Because of close and intimate contacts which are inherent to life in a military station, it is important that all rules of polite society are scrupulously observed.*
- 2. The social aspects of service life add greatly to its colour and enjoyment. Reception, dinners, dances, teas and other functions are held in essentially the same manner as in civilian communities, but the unity and community interest of service officers and their families are striking features of these events. Friendships are formed more quickly. Incomes tend to be parallel since most officers are dependent on their monthly salaries.*
- 3. In these circumstances a proper observance of the social graces is expected of officers and their wives and families. A lack of neglect in these matters is prejudicial to the offender in the eyes of his or her associates.*

Social Etiquette

- 4. General Behaviour.*** *The following simple policies should be observed to derive greatest satisfaction from service life: -*
 - (a) Strive to be at good terms with all. Choose close associates with care.*
 - (b) Avoid open expressions of dislike as they generally lead to hostilities. Do not offend the susceptibilities of others.*
 - (c) Social obligations should be repaid but strictly in accordance to one's means without excuses for simplicity and austerity.*
 - (d) All elders are to be addressed as "Sir" unless, they happen to be junior in rank. Always be courteous to the old and infirm.*
 - (e) Avoid the tendency towards self-praise or discussing personal matters in general company.*

- (f) *Never speak against reputations of the opposite sex.*
- (g) *It is unbecoming of an officer to borrow money, and worse still, if he borrows from a lady.*
- (h) *The officer should devote frequent periods of time to reading and studying and should cultivate an interest in national and world affairs as well as in the happenings of merely local interest.*

5. *Correct Speech and Conversation.*

- (a) *Use language which expresses your thoughts clearly beyond any possibility of misunderstanding.*
- (b) *Use correct, simple and dignified speech, coupled with a capacity for intelligent and interesting conversation.*
- (c) *Avoid slang and profanities.*
- (d) *Think before you speak*

6. *Attitude towards Ladies:* *Nothing discloses the presence or absence of manners in a man as quickly as his attitude towards ladies. One of the established rules of the good society is that women deserve special consideration and protection. They should be shielded from unpleasant or embarrassing situations, assisted when confronted with difficulty and on all occasions, so treated, as will contribute most to their well being and happiness:*

- (a) *Do not address officers' wives or commanding officer's wife as Bhabhiji or Aunty.*
- (b) *Gentlemen do not remain seated in the presence of ladies who are standing.*
- (c) *He should take off his hat when talking to a lady out of doors, unless it is raining.*
- (d) *When in uniform, officers salute whenever they meet or greet a lady.*
- (e) *When walking on a sidewalk with a lady, a man should walk on*

the kerb side. When walking with his wife he should walk on her right.

(f) Ladies should never be kept waiting for an appointment. It would be likewise impolite for a man to absent himself from a lady's presence in a public place asking her to await his return, or to leave a lady whom you are escorting with someone else for an extended period.

(g) On all occasions a man's dress should conform in degree of formality with that of the lady he is escorting.

(h) Avoid familiarity in association with ladies. Any public display of affections including the use of endearing terms leaves bad taste.

(j) A gentlemen should offer his seat to adult women and elderly men in a public conveyance.

(k) Ladies should always be served first, irrespective of occasions.

7. Calling On: *Calling On is one of the ways by which families and officers get to know each other. It helps in developing a friendly feeling in a unit or station*

(a) Official Calls: *On arrival at a station on duty or a visit, an officer is expected to call on the officer commanding the unit at his office within 24 hrs. If the commander is married and his wife is present in the station it is customary for the officer making the visit at the residence to be accompanied by his wife. These calls are formal and should not last longer than 15 mins. If the officers are of the same rank then the latest to arrive at the station must call on the other first.*

(b) Courtesy Call: *The interchange of visits between officers promotes friendship and cooperation. Calling is the principal means of families getting to know each other. It is a well established custom of the services and should be scrupulously observed.*

(c) Calling Hour and Length of Calls. *As a general guide, it is customary to call on between 7 pm and 7.30 pm on any working day*

after checking up the engagement of the officer being called on. The first call should rarely exceed 15 to 20 minutes. However, the subsequent calls may be of a longer duration, unless invited to stay on for dinner. Holidays should be left for officers and their families to devote to themselves.

(d) **Dress for Social Calls.** Social calls should never be made in uniform. A lounge suit, or appropriate formal apparel should be worn as per the dictates of the season and climate.

(e) **Social Calls by Single/Married Officers.** Single officers calling at the residence of married officers should enquire whether the lady of the house is at home. Etiquette followed in the case of married officers calling on single officers is that the former leaves only one of his cards when departing.

(f) **Returning Calls.** It is most important that calls should be returned promptly.

(g) **Call for farewell.** On being transferred from a station, it is a part of good etiquette to call on those who called on you previously to bid them "Good bye".

(h) Calls of enquiries are made during illness or convalescence of a friend or acquaintance or when a family has experienced misfortune.

(j) Calls on condolence should be shortest.

8. **Invitation:**

(a) Invitations are either formal or informal and must be answered in the form in which they are issued; that is, a formal invitation must be answered formally.

(b) All invitations should be sent out at least ten days in advance to enable the guest to plan his social commitments.

(c) Invitations to social functions should be accepted or denied promptly to enable the host and hostess to make the necessary arrangements.

- (d) *Receptions or other social events which are official or semi official are attended as a matter of duty.*
- (e) *An invitation once accepted must not be declined except for reasons beyond one's control.*
- (f) *It is customary to extend to the houseguests of officers of the station invitations to the social gatherings to which their host has been invited. When senior officers are being invited their ADC/SOs/LOs should also be invited.*

9. Formal invitations are written in third person: The decorations of the person issuing the invitation are never shown on the invitation card. However, the decorations of those invited must be correctly written. In the event of an officer and his wife being invited, the decorations are not shown e.g. it would be incorrect to write "Captain & Mrs PG Sharma, MVC". However, the envelop of the invitation will bear the name of the officer with decoration as Captain PG Sharma, MVC. The format of invitation card is given as follows :-

10. Introductions: In our social and professional lives there is a constant need of introducing people correctly. The rules for correct introductions are simple and etiquette dictates that they must be observed implicitly. The main thing to remember is to avoid stiffness and constraint. The rules to be borne in mind are:-

Col ABC
Requests the pleasure of the company of

Capt XYZ

to Dinner at 7 PM
on Oct 09 at P-269/A, Polo View

RSVP:

Dress:

- (a) *A gentleman is introduced to a lady, no matter what his rank may be.*
- (b) *A junior to a senior.*
- (c) *A younger to an elder person unless younger is senior in rank.*
- (d) *A bachelor to a married man, unless, the former is senior in rank.*
- (e) *Introductions should be brief e.g. Colonel Raj Singh, may I introduce Captain Seth, Captain Seth is the Captain of the services football team.*

11. The Officer's Wife: *The wife of a service officer plays a significant role in his life officially and unofficially. It is upon her that the main burden of social responsibility falls. Thoughtfulness and consideration for others on the part of the officer's wife will pay large dividends towards happiness.*

- (a) *The wife of the Commanding Officer of a unit or establishment usually assumes responsibility for welfare work within her husband's command, particularly with regard to the families of the Junior Commissioned Officers and Other Ranks.*
- (b) *It is the duty of all officers' wives to tend every assistance in this very important task. They should not wait to be asked, but volunteer.*
- (c) *The wives also help in organising functions to raise money for welfare purposes.*
- (d) *The wife can act as an impediment or a great help in the development of leadership, depending on how well an officer makes his better half aware of the stringent requirements of leadership qualities of self sacrifice, service before self and the peculiarities of an Army career.*
- (e) *The officer must prepare his wife for the peculiar exigencies of military life. She needs mental armour to enable her to take in her stride the sudden changes of plans ,often including separation, transfers and inconvenient changes of schools for children, which are unavoidable in the service.*
- (f) *The elder lady in a station always helps a new comer to get settled and feel at home.*

12. Club Etiquette: The club serves as a gathering place for recreation while off duty for the officers and the families. All officers of a unit or establishment must take interest and pride in the activities of the club. A good club life is an important factor in stimulating morale. Every club has its rules and these should be ascertained by members and strictly adhered to. **Unlike an officers' mess it is not customary for an officer to rise from his chair in the club when a senior officer enters the room.** The club is one place where officers and their families are expected to meet each other on equal terms irrespective of rank. It is a place of social gathering. However, it is in the observance of proper courtesy that a junior should rise when approached and addressed by a senior in conversation. In all cases when a lady joins or leaves a table, all gentlemen present must rise if seated, and if appropriate offer a seat.

13. Dances:

- (a) A gentleman is supposed to walk across to a lady for a dance. In case she declines for some reason he still says thank you and withdraws.
- (b) If a lady is escorted by a male member, it is obligatory to seek the permission of the escort before asking the lady for a dance.
- (c) After the completion of the dance the lady is required to be escorted back to her seat, and offered refreshment in case she so desires.
- (d) During the dance, no boisterous moves, gestures, chewing of food or snacks, or extreme dance steps are resorted to.

14. Dress: The hallmark of a good officer is to be dressed correctly. Only auth pattern of dress should be worn. Some of the guidelines are as under:-

- (a) **Winter.** Lounge suit in the evening and combination/ pullover with scarves in the daytime, depending on the formality of the occasion.
- (b) **Summer.** Shirt and tie. Tie may be dispensed with on less formal occasions. Tie should be worn when a regimental band in ceremonial dress is in attendance.

- (c) **Fitting.** Dress/uniforms must fit well.
- (d) **Socks.** The colour of the socks must match the colour of shoes/trousers worn.
- (e) **Shoes.** Black/brown coloured shoes with laces are generally the best. Leather sandals when worn in casuals are always strapped on properly.
- (f) A light coloured shirt and semi dark coloured trousers during day and a light coloured shirt and dark coloured trousers during evening/night are considered appropriate.
- (g) In casuals, 'T' Shirts with slogans and jeans do not befit a gentleman.
- (h) When in uniform, the use of umbrella and sunglasses is not proper.
- (j) **Jewellery.** A plain signet ring with a monogram is the only thing an officer is permitted to wear when in uniform. Karas are worn by Sikh Officers and those who are commanding or serving with Sikh troops. Wearing of Kara by non-Sikh officers is incorrect.
- (k) **Lady Officer's Jewellery.** No ostentatious jewellery is to be worn with uniform. Wearing of small ear studs/ear rings, a thin chain around the neck not visible through the uniform and a single ring is permissible. Only one signet ring can be worn on the left hand ring finger. Mangal sutra can be worn in a manner so that no portion of it is visible outside the uniform. (Auth - IHQ of MoD (Army) letter No B/42901/Gen/AG/CW-1 dated 08 Jan 2004).
- (l) **Tie.** It should be dignified and a proper knot should be tied. It may also be worn with a halfsleeved shirt during the day.
- (m) **Handkerchief.** It should be either white or match the tie but should not be of the same design.
- (n) **Watches and Pens.** Watches are normally worn on the left wrist. Pens and pencils should not be seen attached to the dress, like

wise key chains/rings should not be dangling out from the pockets.

(o) **Scents/Perfumes.** Officers do not wear scents. A mildly perfumed after-shave lotion may however be used for social functions. Talcum powder, if used, should not be visible.

(p) **Medals.** Authorized medals should be worn in correct seniority.

(q) **Coats.** A double-breasted coat is always worn fully buttoned. Waistcoat of a three-piece suit is fully buttoned except for the lower most button. Coat of a three-piece suit need not be buttoned. In case of a three-button coat of a two-piece suit, only the centre button is buttoned. In case the suit has two buttons, one of them is required to be buttoned.

15. Addressing:

(a) A Senior Officer should be addressed in a correct and respectful manner, but it should not show subservience.

(b) A lady should not be addressed as 'madam' or by her first name. She should be addressed for example as "Mrs Raina".

(c) Officers' are addressed by their rank and name.

16. Conversation in Social/Formal Situations: The following guidelines should be followed:

(a) Never stick to a select group of people.

(b) Talk in a language that every one present understands.

(c) One must learn to segregate official life from social life. Therefore, never show pleasure or displeasure with another officer due to official business.

(d) Due courtesy should be shown to an elderly officer even if he is junior in rank.

(e) Never talk to a senior officer or a lady with your hands in the pockets.

(f) It is an accepted custom of the service and is in the best interest of good discipline that a superior officer will not admonish his junior i.e. an officer, JCO or NCO in the presence of subordinates; or, more particularly persons under the junior's command.

(g) *Don't touch, pat at the back or push people while talking or laughing.*

(h) *Blasphemous, nasty, obscene conversation and swearing is forbidden in the mess.*

(j) *Similarly, no regimental business is discussed in the mess. No one must exhibit "feats of skills" in the mess, although in some regiments it is a norm to indulge in games after dinner nights. Discussion of routine service matters in the Mess is referred to as "talking shop". One of the oldest tradition prohibits such discussion in the Mess. However, service matters of general interest to all are permissible.*

17. Marking on Private Vehicles: *Official markings/insignias on private vehicles are not permitted, e.g. putting the unit/regiment insignia on four/two wheelers or writing the word "ARMY" on spare tyres/windscreen/number plates of vehicles etc is bad form.*

18. Dealing with Civilians: *In the Services we are here to serve the people. We must make them feel that we, as officers, are always ready to associate ourselves with them as citizens of the land in our common efforts to serve our country, in our respective sphere of activity. We all therefore must make quite certain that we do not lay ourselves open to criticism by our people for lack of courtesy and good manners in our general conduct, both in public and private. As an officer, we must pay due respect to civilians, who are our seniors, colleagues and juniors and be as courteous as we can in civil life.*

19. Courtesy and good manners *do not cost anything; we have to set an example to the rest of the country in regard to value of these two essential things, i.e. "courtesy" and "good manners". Civilian staff employed for the Services should be treated with appropriate courtesy.*

20. Dealing with Police: *The police are responsible for the maintenance of law and order and being our comrades in service, we should make an endeavour to assist them in doing their job effectively. No altercation of any sort should take place with the police. In an unavoidable situation the police/senior officers should be contacted instead of picking up an altercation with the policemen on duty, who may not be fully aware of our rights.*

Military Etiquette

21. Military etiquette is the term used to classify those customary acts and ceremonial procedures, which are required between members of the Armed forces. It implies polite and considerate behaviour towards others whether junior or senior and whether or not a member of the Armed forces. **The courtesy shown to a senior is recognition of his responsibility and authority of his position.** The methods of expressing military courtesy and etiquette are distinctive and precise. Slovenly, grudging or perfunctory display of these methods is discourteous and therefore undesirable.

22. These military and social etiquettes have a profound meaning. A salute to the flag is a declaration of loyalty to India and to the principles of liberty and justice on which the nation is founded. When a military man presents arms or salutes a senior, it is recognition of the organisational authority vested in him by the nation.

23. Saluting and its Reasons: Saluting in the Armed Forces is a sign of recognition between men of an honourable profession. It is a centuries old service tradition maintained by regulations. **A salute being normally rendered by the right hand, in case of any physical disability if a person is unable to do so, he will salute with the left hand.**

24. In Office: It is customary for an officer entering the office of an equal in rank to salute. Thereafter, the visiting officer should only move to occupy a chair on being offered one. To do so otherwise would be improper.

25. On the entry of an officer senior to him in rank, the officer in the chair should rise and then as per the time of the day greet him such as “Good Morning” or “Good Afternoon” Sir. The senior officer will then acknowledge the respect shown to him by saluting and exchanging the greeting with a few appropriate words. Thereafter service etiquette requires that the junior officer offers a chair to the senior officer. He is not to resume until the senior is seated or has permitted him to be seated by a remark such as “please sit down” or something similar. **On being offered a seat a visiting officer is permitted to remove his cap or beret.**

26. On leaving the office, the visitor will salute in case he is junior to or

equal status with the officer in the chair. In the event of the visitor being senior, the junior officer in the chair will rise and the senior officer returns the compliment by a salute.

27. A wrong practice based on ignorance is the practice of senior officers initiating a salute while entering the office of a junior and the junior officer failing to rise from the chair on the entry of a senior officer. The assumption being that it is the office/chair, which is respected, and not so much the officer. It must be clearly understood that it is the officer, who is saluted, and not the office.

28. Returning Salutes of JCOs and OR: An officer must return the salute of a JCO or an OR smartly, looking at him directly in the eye. Off parade, it is now customary for an officer to acknowledge a salute from a subordinate by accompanying his salute with a remark like “Ram Ram, Sahib or “Sat Sri Akal, Sahib”. The word Sahib is added in the case of JCOs only. However, it is not the custom to exchange such greetings with a sentry at the quarter guard.

29. Two or more Officers Together: When two or more officers are together, only the senior will acknowledge salutes. If the senior officer in a group should fail to return a salute, and if there is inadequate time to draw his attention to the compliment being paid, a junior officer will return the salute. To avoid doing so would amount to “Cutting” a subordinate, which is unpardonable. When two or more junior officers meet an officer of the rank of Major and above, all the junior officers will salute. In case of two officers of different ranks conversing together and a third who is senior to one of them but junior to the other either passes by or joins them, the junior-most officer will not salute. On the other hand the new arrival to the group will pay the normal compliments to the senior-most as required by regulations.

30. Officers Walking Together: When two or more officers are walking together, it should be possible to distinguish their respective seniorities from their relative positions. For instance, when two officers of unequal seniority walk together, the senior is on the right and the junior of the two on his left. In the same way, if three officers of different ranks are walking together the senior most walks in the centre, the next senior on his right and the junior most on his left. In the event of an officer junior in rank

being unable to take up his position on the left of the senior officer for any particular reason, he should, in such circumstances, continue to walk on the flank but about half a pace behind. In this manner he shows his respect for the senior officer and at the same time makes himself conveniently available for conversation to continue, if desired by the senior officer. While entering a lift or a door the senior must enter first.

31. The National Flag: It is customary to salute the national flag when it is being hoisted or hailed down at Reveille and Retreat respectively. **Officers will face the flag, stand to attention and salute.**

32. National Anthem, National Salute & General Salute: When the National Anthem is played in a ceremonial parade all officers will stand to attention and salute. The officers on parade will do so on the order of the parade commander.

33. On other official occasions where the National Anthem is being played by the band, all officers will stand to attention and if wearing a head gear will salute. If civil clothes are worn, then hat, if any, will be removed and all will stand to attention. In such a situation, it is correct to remove the hat with the right hand and place it across the left breast pocket.

34. If on passing a shop, such as a radio dealer, in case the National Anthem is heard being played officers will not pay compliments.

35. Public Conveyance: Saluting is not exchanged in public places like Railway Stations, Cinema halls etc. However, an exchange of greetings is both courteous and correct.

36. Correct Use of Titles: Owing to the fact that there is very little similarity in the rank titles used by the three services it is important to avoid committing mistakes especially in the use of abbreviations. Following are the correct abbreviations:-

(a) Lieutenant, Sub Lieutenant and Flying Officers are addressed as "Mister".

(b) In private correspondence Lieutenant Colonel's are addressed as Colonel. Although the word Colonel is used to refer to

a Lieutenant Colonel but Lieutenant Commander continues to be referred to as Lieutenant Commander.

(c) It is customary to address a Lieutenant General/ Major General as General.

(d) It is also customary to address an Air Chief Marshal as Air Marshal or Air Vice Marshal as Air Marshal.

(Note : Refer to Sec 3, page-72 of JSSD Vol-1 for correct salutation in written correspondence)

37. Commanding Officer's Directions: When a Commanding Officers says "I desire" or "I like" rather than "direct you to do so and so" this desire or preference has the authority of a direct order. The Commanding Officer's directions must be attended to promptly. If there is likely to be a delay he must be informed in order that he may allow more time or modify his directions. It is both discourteous and unfair to keep him guessing as to the process of the work and it leads to "letting him down" in the end.

38. Types of Dresses: The types of uniform dresses in the Army will be as under :-

- (a) Dress Ceremonial, Winter Dress No 1.
- (b) Dress Ceremonial, Summer Dress No 2.
- (c) Dress General Duty, Winter Dress No 3.
- (d) Dress General Duty, Summer Dress No 4.
- (e) Dress Mess, Winter: For Officers only Dress No5.
- (f) Dress Mess, Summer Dress No 6 (a) and 6 (b).
- (g) Combat Dress Dress No 7.

39. The following points will be borne in mind by all when wearing any form of uniform:-

(a) Any form of uniform will not be worn when dancing in restaurants, hotels or other public places. However, dancing in specified uniforms in social functions in the Officers' Mess is acceptable.

(b) Any form of uniform will not be worn when attending horse

race meetings. This does not apply to meetings connected with Defence Services Cup Races conducted on the race courses.

(c) Any form of uniform will not be worn when travelling on leave in a class lower than that entitled for travelling on duty.

(d) All ranks will wear head dress when appearing outdoors in public in uniform.

(e) Wearing of uniform will be discouraged when walking out/going out for shopping.

(f) Regulation uniform will not be worn at fancy dress balls, but there is no objection to military uniform of obsolete pattern being worn on such occasions.

(g) An officer, while receiving the President and/or Head of a State, in an area other than field/operational area, will be dressed in ceremonial dress. All other civil dignitaries can be received in normal working dress with black peak cap/black pagri, except for any ceremonial occasion or when specially ordered.

(h) Even though not authorized as an item of regular wear, coat parka/smock denison/great coat/short great coat may be worn while actually travelling in open vehicles or riding motor cycles/scooters.

*(j) **Accoutrements.** These should be worn as authorised. It will be a good idea to keep abreast with the latest order on the subject (IHQ MOD(Army) letter No B/42802/Spl Insig/AG/CW-1 dt 18 Dec 2008 and as amended vide letter No B/42901/AG/CW1 dt 22 Sep 09.*

40. Uniform will be worn:-

(a) While on duty.

(b) When travelling in Service Transport.

(c) When on 'Courier' or 'Escort' duties; and

(d) When travelling with troops.

41. *Carrying Swords:* Swords are carried by the following only :-

(a) Commanders and other supernumeraries of Guards of Honour.

- (b) *Parade Commanders at Colour Presentation Parades.*
- (c) *Commanders of contingents participating in Army Day, Republic Day and Presentation Parades.*
- (d) *Officers and Junior Commissioned Officers of the 'Duty Battalion' at Rashtrapati Bhavan as specified in the standing orders of the Rashtrapati Bhavan Secretariat.*
- (e) *Adjutant during the passing out parades at IMA/NDA/OTA.*
- (f) *All supernumerary 'Under Officers' during the passing out parades at IMA/OTA.*
- (g) *The reviewing officer; a civil dignitary, need not carry a sword.*

42. Civilian Dresses: Civilian dresses to be worn by officers are given below :-

- (a) **Formal.**
 - (i) *National Dress.*
 - (ii) *Trousers and closed collar tunics (Jodhpurs).*
 - (iii) *Dinner Jacket*
- (b) **Informal.**
 - (i) *Lounge Suit.*
 - (ii) *Black trousers and full sleeve white shirt (with/without tie as per instructions).*
 - (iii) *Casual.*
- (c) **Combination Suit.**
 - (i) *Trousers and bush shirt or shirt tucked in with or without tie.*
 - (ii) *Safari Suit.*

43. National Dress consists of the following :-

- (a) *Black Achkan with white churidar pyjamas; or,*
- (b) *Cream Achkan with cream churidar pyjamas; or,*
- (c) *Black short buttoned up coat (Jodhpurs) with white trousers; or,*

(d) *Cream short buttoned up coat (Jodhpurs) with cream trousers.*

44. *Officers may be dressed in plain clothes when:-*

(a) *Travelling from or to a railway station/airport/bus stand, when proceeding or arriving on duty.*

(b) *Going or coming back from organized games and other recreational activities, whether as participants or spectators.*

(c) *The transport is hired by the Officer for amenity purposes.*

(d) *Attending office in the afternoon or on holidays or other specified weekdays at the discretion of formation or station commanders.*

(e) *Travelling on duty in any public or private conveyance.*

45. *Chappals / Sandals will not be worn with civilian dresses when these dresses are worn on duty or in an organised social function.*

46. *Serving officers will not wear miniature medals with civilian dress.*

47. State Functions: *State ceremonial occasions are Investitures, Independence Day Ceremonies, Republic Day Parade, Beating of Retreat, 30th January Martyr's Day at Rajghat, Delhi, or any other occasion specifically notified as such. State functions are 'At Home', receptions and official dinners at Rashtrapati Bhavan/Raj Bhavans or at other places, when it is considered desirable to do special honour to the occasion. Dresses for such functions are specified and required to be adhered strictly.*

THE OFFICERS' MESS AND MESS ETIQUETTE

Introduction

1. *The general purpose of an Officers' Mess is to promote cordiality, camaraderie and esprit-de-corps. It is the home of all officers of the unit, particularly the living - in officers, that is, those who dine in the Mess. As an institution it has a great influence on shaping an officer's life, his social initiation into service life and the inculcation of gentlemanly demeanour more so in the case of young officers. The social life in a station revolves around the officers' mess.*
2. *Officers must treat their mess as a home and it must always be a symbol of pride of the unit and the repository of its trophies; officers ought to know the history of each piece of silver, trophy, painting, furniture and other property in the mess and they should zealously look after it. The young officers and their families are taken around the Officers' Mess and explained the significance of paintings, silver pieces and other historical possessions of the Mess, to inculcate a feeling of pride amongst them. Mess customs and traditions instil in officers a strong sense of loyalty, camaraderie and cooperation.*

Customs in the Mess

3. *Each Regiment has a special set of rules and customs pertaining to the dress to be worn and ceremonies in the Officers' Mess. As in the case of a home, Messes conform to a certain amount of domestic ritual, which they expect their members and guests to follow. Officers must take a **personal pride in adhering to their Mess customs**, no matter how strange and unusual they may appear to be. Customs in these respects, which are largely followed, are of a widely accepted pattern in each Service. An officer on posting or attachment to a regiment should ascertain all he can about the customs peculiar to that mess and the dress regulations observed in the mess. It could be embarrassing or even humiliating to unwittingly fail to observe established customs of the Officers' Mess. In a well-run Mess, the correct atmosphere of informality and freedom from service routine is maintained. Mess silver, that is the trophies, are, by custom, not to be touched or disturbed. Besides, a*

gentleman should not place used glass or any type of crockery on the table or counter where mess silver is displayed.

4. Dress: For a Regimental Guest Night, either summer or winter Mess Kit or Service Dress is worn, depending on the time of the year. The particular type of dress will invariably be stated on the invitation card to the guest and informed to all those attending. On Dinner Nights, uniforms or evening dress may be stipulated. A formal dinner night, in full ceremonial dress, is a practice, which helps to bind officers together, inculcate pride in their dress and accoutrements and generate a sense of dignity in sharing a meal together. Periodically, it is beneficial to invite the officers' wives to participate in these ceremonial sit down dinner nights; to drink a toast to the President, Regiment or anyone else in his honour.

5. On Supper Nights, certain Messes permit lounge suits to be worn. The dress at lunch is the normal working dress. On special occasions, other forms of dress may be stipulated. Normal dresses that are required to be worn in the messes are specified on the notice boards of the Messes and must be adhered to. It is improper to remove one's coat in the Mess, except perhaps in the Cards Room or during hot weather. In the Mess, a tie must always be worn as part of mufti dress. Swords and firearms should not be taken into the Mess.

6. In the early part of the evening, most Messes permit their members and their guests to entertain in the **anteroom** up to a certain hour, which is normally up to an hour before dinner. Whatever the form of dress worn for the occasion, officers must ensure that they are well turned out and neatly dressed. **It is the responsibility of the Officer to ensure that his guest is properly attired. If he is unable to effect this, he must refrain from entering the Mess and entertain his guest in the garden duly informing the senior subaltern and the Mess Secretary.**

7. Immediate Senior (Senior Subaltern): The immediate senior formerly known as the senior subaltern is, by custom, responsible for the behaviour of all junior officers both in and out of the Mess. It is his accepted duty to give advice when required to all junior officers and put them wise as to the customs, etiquette and procedures to be observed.

8. Commanding Officer in the Mess: All officers in the Mess who are seated will rise when the Commanding Officer enters, and greet him appropriately. **If seated at the dining table the officers do not stand up but merely greet appropriately.** If the Commanding Officer is already present in the Mess, an officer entering the Mess will gently click his heels together and greet him appropriately.

9. Senior Officers in the Mess: When the senior dining in member enters the mess, all officers will rise. This courtesy is normally extended when he enters the mess for the first time during the day and always before dinner. If he is present in the mess the officer entering comes to attention and greets him according to the time of the day. **When a Field Officer (Majors and above) enters the room, be he an officer of the mess or a guest, junior officers must stand up as a matter of correct courtesy, unless the Commanding Officer or an officer senior in rank is present in the room.**

10. General Courtesy Towards Members of the Mess: Officers of the rank of Major, Lieutenant Commander and Squadron Leader are always addressed as "Sir" by their juniors in the service. It is not necessary for a Captain or an officer of equivalent rank in the other Services to be addressed as "Sir" by an officer of a junior rank.

11. Whilst in the Mess, an officer must avoid playing the radio, TV or music system loudly, or monopolising a fan, seat near the fire or the morning paper. It is correct for an officer wishing to play the TV/music system to seek permission to do so from the other members present. If a senior officer is without a chair, he should be immediately offered one by the junior officer.

12. Ladies in the Mess: It is customary for ladies to be invited to certain special functions in the Mess. Apart from these occasions, ladies are not invited to the Officers' Mess. All Messes have a special room, called the Ladies Room, where lady guests may be entertained. Any lady entering the Mess is treated with utmost courtesy. The most appropriate eating arrangements when ladies are invited to the Mess is the buffet style.

13. When being entertained in the Officers' Mess, it is appropriate for ladies to move around and converse with the hosts and guests present. If necessary the officer should instruct his wife on the etiquette to be observed in such matters. It is also up to the Officers to meet the ladies and engage them in conversation.

14. Conversation in the Mess: Loose gossip concerning women is prohibited in the Mess. This custom has been handed down through the ages and is strictly observed in both letter and spirit. It has its roots in the traditional chivalry of officers. Controversial subjects such as religion or politics should also not be discussed in the Mess. The use of swear words, apart from being most ungentlemanly, is prohibited in the Mess.

15. Letters: Letters will not be opened at the table. Where the observance of this custom is unavoidable, owing to urgent reasons, the prior permission of the President or the senior most officer present will be taken.

16. Smoking: Always take permission from the senior most officer present in the room before smoking. The senior officer may give permission to smoke either verbally or by lighting a cigarette himself. This permission is given verbally, by mentioning it to officer nearest to him, the others taking their cue from this officer. It is traditional that at the dinner table, officers do not smoke their own cigarettes. This custom, it is said, derives from the clannish feeling, inspired by smoking from the same 'hookah'. Do not smoke when ladies or children are around.

17. Alcoholic Drinks: Correct etiquette is that before dinner officers should refrain from having too many drinks. Between the first and the second bugle for dinner, it is 'not done' to take beer or whisky. However, if there is sufficient time, a small whisky soda may be taken. The aim of this convention is to avoid gulping down a long drink before going to dinner. **It is against regulations for an officer to offer a fellow member a drink in the Mess. Every member of the Mess who accepts a drink must pay for it in his Mess bill. This does not apply to offering a drink to a Mess guest.**

Conduct in the Mess.

- 18.** *If there is an officer of field rank in the mess when you enter, bow slightly to him with an appropriate greeting, i.e “Good Morning” or “Good Evening”. You need not 'click' your heels or stand to attention when doing this. Similarly, when an officer of field rank enters the room, you must stand up and greet him. Officers must stand up and greet the seniors dining member when he enters the mess.*
- 19.** *Officers of field rank and above must be addressed as 'Sir' when spoken but there is no need to 'Click' your heels every time you speak to them. Officers of the rank of Captain and below are not addressed as 'Sir' off work.*
- 20.** *When a visitor, service or civilian, regardless of rank, enters your mess, you must stand up and greet him courteously, and offer him a drink or a smoke. Make him feel at home but never force drinks on anybody.*
- 21.** *Be punctual on all occasions.*
- 22.** *Do not visit the mess during working hours unless you are on sick list or on leave or have to go there in connection with some work. In nine cases out of ten you are neglecting your duty elsewhere and everybody knows it.*
- 23.** *Do not form cliques of your own circle of friends. Remember you are all members of a family who live together happily in a spirit of good comradeship and fellowship.*
- 24.** *Do not discuss controversial or forbidden subjects, i.e religion or politics. Avoid talking “Shop” as far as possible. Never indulge in loose gossip about women.*
- 25.** *Ladies are not allowed inside the mess except on special occasions as decided by the mess committee. They may be entertained in the Ladies Room, however, if one exists.*
- 26.** *Do not stand drinks to fellow members of the mess.*

27. Before you turn on the radio or music system, ask others present if they have any objection. This is only a matter of courtesy for, whilst you may wish to hear some music, others may like to be left in peace.
28. Dogs or other pets should not be taken inside the mess.
29. You must treat the mess property as your own. Do not remove anything from the mess without the permission of President Mess Committee (PMC).
30. Unless you are member of the mess committee you have no authority to reprimand a mess servant. You must report anything you see wrong to the mess secretary. Do not find fault or make complaints to the mess staff. Never lose your temper or abuse mess servants.
31. The mess "Suggestions Book" if one exists, is not meant for entering complaints. It is meant for constructive suggestions for improvement of the mess. In making suggestions avoid sarcasm or attempts at humour.
32. If you are reading a newspaper or a magazine and a senior officer of your unit comes in, get up and offer the paper to him if it is the only copy in the mess. Similarly, if you are sitting comfortably under a fan or in front of a fire, get up and offer your seat to a senior officer when he arrives, if no other such seat is available.
33. Senior officer should not "tick off" juniors in the mess. This is a place meant for relaxation. "Ticking off", if necessary, can be done later on.
34. Bridge and some other games, at very small stakes, are the only "gambling" games permitted in a mess. Details regarding these are normally laid down in the mess standing orders.
35. You may read a newspaper or a periodical during breakfast and lunch but not at dinner. It is "not done" to read a book in the dining room.
36. **Visitors and Guests:** Do not invite all and sundry to your mess -

select your guest. You must obtain the permission from the President Mess Committee before you invite a guest to a regimental function.

37. *On regimental guest nights and other regimental social functions in the mess, every member is a host. It is the duty of members to see that no guest is left unattended.*

Miscellaneous Aspects

38. Punctuality: *It is essential that all members are punctual for all meals. It is only fair to the Mess staff for officers to leave the Mess at a reasonable hour after dinner in order that adequate time and opportunity is given to them to close the establishment and rest before the next day's work, which begins at a very early hour.*

39. Visiting Mess During Working Hours: *Unless one is, Off Duty, or proceeding on or returning from leave, one should not visit the mess during working hours. To do so is to give a clear indication that one's duty is being neglected and the men will be quick to observe it.*

40. Mess Hospitality: *When any visitor, of whatever rank enters the mess all officers present rise to meet him. This applies particularly to unit Messes. The good name of the regiment and service depends to a large extent on the courtesy extended towards visitors in the Mess. The Mess staff is to be trained to attend to the legitimate wants of a visitor promptly and courteously in the absence of an officer of the regiment.*

41. *It is important to know, understand and imbibe the correct Mess etiquette and customs in the Army to enable the young officers to conduct themselves in the right manner in the Officers' Mess.*

Table Manners

42. *Our Army is drawn of personnel from all over the country, wherein each part of our country has its own traditions and cultures. It is extremely difficult to imbibe all these in the Army. Thus there was a need to evolve common customs in the Army, in tune with unwritten conventions almost universal throughout the civilized world. There may be small variations here and there but not sufficient to describe them as*

differences. Good table manners amongst officers of the Armed Forces have been an essential attribute since time immemorial.

43. *If you do not take wine, never keep the bottle standing before you, but pass it on. If you do take it, pass it on as soon as you have filled your glass. If you wish to remove a fish bone or fruit seed from your mouth, cover your lips with your hand or napkin so that others may not see you remove it.*

44. *Never eat so fast as to hurry the others at the table, nor so slowly as to keep them waiting. At table, always eat slowly, but do not delay those around you by toying with your food, or neglecting the business before you to chat, till all the others are ready to leave the table, but must wait until you repair your negligence, by hastily swallowing your food.*

45. *Your eating habits and table manners if uncouth, may make you look ridiculous. There is no point in being well dressed, conversant and polite if at the table you spill food around your plate, stretch out in front of your neighbour to reach for a particular dish, chew your food noisily, slurp loudly, wipe your fingers on the table cloth and waste food. Lack of table manners is simply an indication of your level of sophistication, your upbringing and on the whole puts you in a poor perspective. As an officer is also expected to be a gentleman, his code of behaviour and manners are graded by conventions, which are accepted in civilized societies.*

46. *Service Officers have been going to various countries as Ambassadors, Military Attaches and also as the sentinels of peace. It is, therefore, all the more important that they do know of the ways of the world and thereby can be readily accepted by others and be at ease in all societies. Some tips are offered below:-*

(a) Dress Code: *Be correctly dressed for the occasion. In the Officers' Mess, all functions are parades with a prescribed military dress. Informal parties generally correspond to a lounge suit / shirt and tie, as appropriate. When hosting a formal private dinner, the dress needs to be specified on the invitation card. If the Commanding Officer, formation commander, or officers of*

equivalent rank are invited, it would be appropriate to sport a tie / scarf / bow. As a norm, dignified dressing is preferred and flashy costumes are avoided. Ladies must avoid long sashays as the same may interfere with the glass laid out.

(b) Conversation. It is proper to make polite conversation with the person seated adjacent. Loud conversation, whispering, speaking while eating, etc, is to be avoided.

(c) It is appropriate to make sensible use of tableware and cutlery laid out. Complete soiling of napkins may cause serious agony to a hostess. Again, no amount of apology can compensate for a broken glass / crockery. In case possible, it is best to replace the same later with regrets.

(d) Avoid snobbish or boorish behaviour on the dining table.

(e) Escort guests to their seats. However, allow all guests less those infirm to be seated by themselves.

(f) Ensure guests receive the complete attention of the host and are not left to fend for themselves. However, avoid over stuffing a guest as a matter of overdoing courtesy.

Crockery, Cutlery and Tableware

47. *The social life of a Mess centres in a large measure about its dining table. Every accessory that builds the table picture - the silver, china, glass and linen serve as an index to the tastes and social standing of the Mess. The harmony and unity of setting of these accessories should indicate that it is arranged according to a definite standard. All items laid out on the dining table or aid us in serving and eating food fall into this category.*

48. Crockery: Crockery comprises the assets laid out for storing/serving food. The basic component from which all crockery is made of china clay and as the name suggests, these fall into the 'breakable' category. The common types are bone china, porcelain, and of recent vintage, microwave proof variety. Of late, the ambit has been widened and subordinates as La Opala (brand name) have made inroads into this exclusive domain. Melmoware, steel, plastic and other

metals are not considered as crockery. As a matter of interest, British, Belgian, German and Japanese hand made crockery finds a place on elegant dining tables. As an initiation, the following guidelines are laid down :-

- (a) Full plate, half plate, pudding plate, soup bowl and spoons, if made of china, comprise crockery. Tea sets, if of 'china', form part of crockery. Reference Illustrations I (a) & (b).
- (b) The crockery laid out on the table depends on the type of meal and invitees. While crockery for regular use is fine bone china, exclusive crockery is laid out for formal and appropriate occasions.

49. Cutlery: These are the accessories which assist us in serving / eating food. Thus, assorted spoons, forks, knives, serving spoons and cutting knives utilised on the dining table fall into this category. Kitchen knives and similar accessories are not included in cutlery. The metallic twang of cutlery defines the constitution; normally, stainless steel of the appropriate gauge is the preferred cutlery while precious metals / silver plated, belong to the exclusive domain.

50. Table Ware: The dining table is incomplete without accompaniments. Napkins, 'runners', candle stands, tea cozy, table mats, trays, salt and pepper cellars, butter and jam dishes, etc, constitute tableware. Trolleys employed for serving food are not part of this.

Glasses, Tumblers and Decanters

51. The vast panorama of glasses can be divided into stemmed ones and those without stem. On the other hand, we do have an assortment of whisky and water glasses without the stem. Tumblers are generally tall glasses meant for serving water. It is improper form to layout/present bottles of wine / liqueur on the table except those in the very exclusive domain. Decanters enable storing and serving wine / liqueur on the table and elsewhere. An assortment of the stemmed variety has been depicted in the Illustrations II and III.



ILLUSTRATION I(a)

1	SOUP PLATE	6	DESSERT FORK	11	TOAST GLASS	16	DESSERT SPOON
2	HALF PLATE	7	DESSERT KNIFE	12	RED WINE GLASS	17	BUTTER KNIFE
3	FULL PLATE	8	DESSERT KNIFE	13	WHITE WINE GLASS	18	QUARTER PLATE
4	FISH FORK	9	FISH KNIFE	14	WATER GLASS	19	COTTON NAPKIN
5	DESSERT FORK	10	SOUP SPOON	15	PASTRY FORK		



ILLUSTRATION I(b)

1	SUGAR POT	3	TEA POT	5	SAUCER
2	MILK POT	4	COFFEE CUP	6	COFFEE SPOON



ILLUSTRATION II

1	LIQUEUR GLASS	3	RED WINE GLASS	5	WATER GLASS	7	BEAR GOBLET
2	TOAST GLASS	4	WHITE WINEGLASS	6	CHAMPAGNE FLUTE	8	COCKTAIL GLASS



ILLUSTRATION III

TRADITIONAL STYLES OF DECANTERS

52. Setting a Dining Table: The occasion provides the basis to setting the dining table. The format of laying out the table is given out in Illustration IV. An alternate format is suggested at Illustration V. A dessert plate may be laid out onto the left of the half plate. In addition, if starters are being served on the dining table, a pastry fork may be laid out below the dessert spoon in reverse order. The bill of fare, number of courses, domestic help available and guest list will dictate the final format to be adopted.



ILLUSTRATION IV

1	SOUP PLATE	6	FISH KNIFE	11	DESSERT SPOON	16	RED WINE GLASS
2	HALF PLATE	7	SOUP SPOON	12	PASTRY FORK	17	WHITE WINE GLASS
3	FULL PLATE	8	FISH FORK	13	CANDLE STAND	18	WATER GLASS
4	QUARTER PLATE	9	DESSERT FORK	14	LIQUEUR GLASS	19	COTTON NAPKIN
5	DESSERT KNIFE	10	BUTTER KNIFE	15	TOAST GLASS		

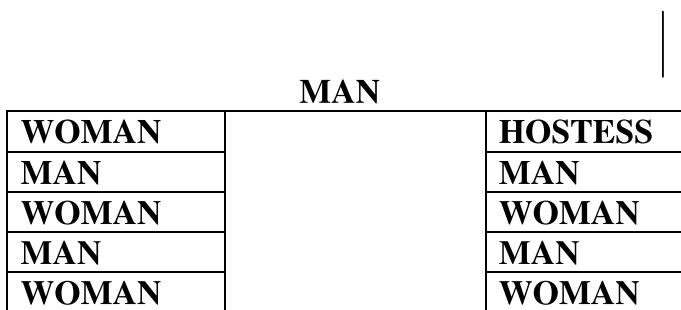


ILLUSTRATION V

53. Seating Plan: The seating plan is as important as the menu itself. Many a spin-offs of this labour of love would be lost for want of an appropriate seating plan. Some common sense points need to be adhered to the hostess needs to be seated close to the kitchen, the guests must be avoided getting a peek into the kitchen, to avoid settling scores, or too much intimacy, the guests need to be paired accordingly. As a tradition, the head of the family (male/female) would occupy the head of the table. Some formats for a seating plan are as per Illustrations VI to X.

SEMI FORMAL MIXED DINNER

Kitchen Door



WOMAN		HOSTESS	
MAN		MAN	
WOMAN		WOMAN	
MAN		MAN	
WOMAN		WOMAN	

**HOST
(Head of the Table)**

ILLUSTRATION VI

SEMI FORMAL MIXED DINNER

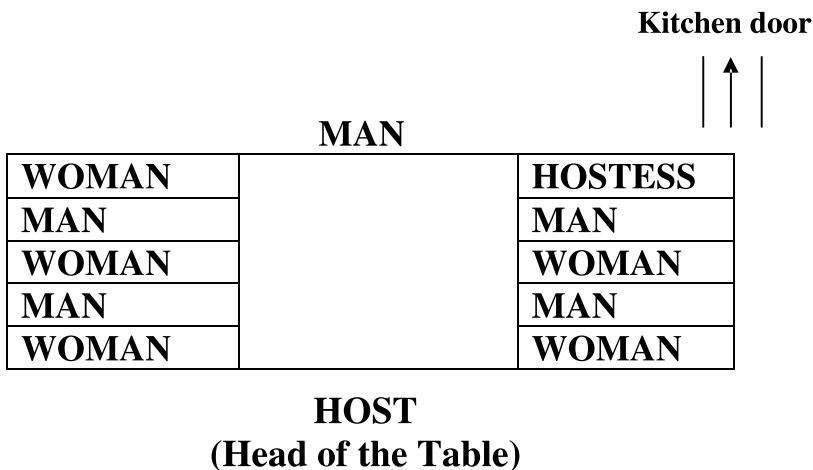


ILLUSTRATION VII

USUAL LARGE OFFICIAL DINNER

HOST (5)		HOSTESS (4)
LADY GUEST (4)		GUEST (3) - MALE
HOST (3)		HOSTESS (2)
LADY GUEST (2)		(CHIEF GUEST) - MALE
HOST		HOSTESS
LADY GUEST (1)		GUEST (2) - MALE
HOST (2)		HOSTESS (3)
LADY GUEST (3)		GUEST (4) - MALE
HOST (4)		HOSTESS (5)

ILLUSTRATION VIII

DINNER / GUEST NIGHT (OFFICERS ONLY)

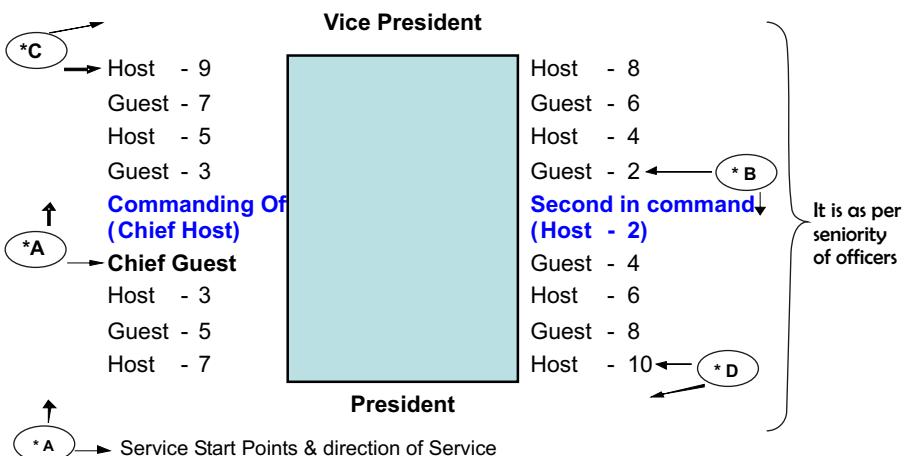


ILLUSTRATION IX

DINNER / GUEST NIGHT (OFFICERS & LADIES)

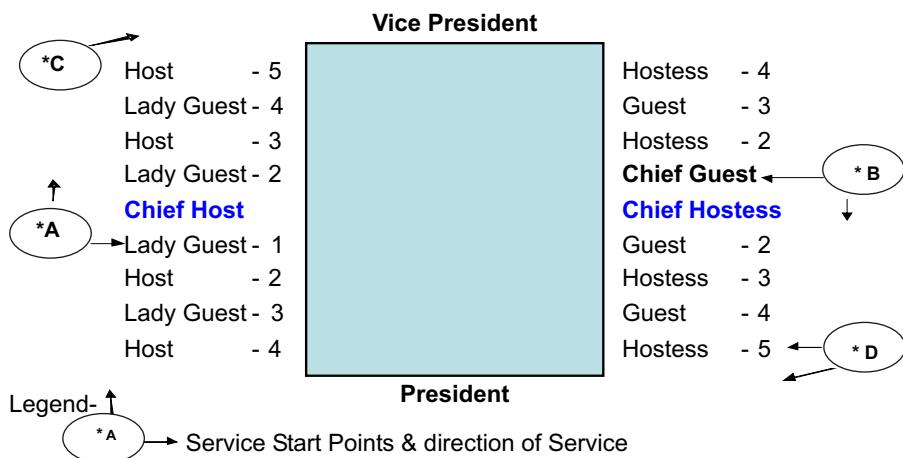


ILLUSTRATION X

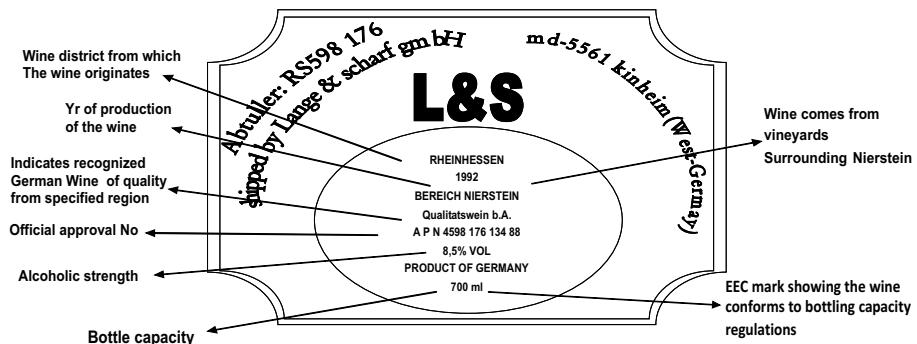
Whisky, Wines and Liqueurs

54. As a general guide, stock whisky, rum, vodka, wine and beer as bare necessities while hosting a formal party. Liqueur is served on formal occasions only. Do not force a guest to drink as if there were no tomorrow. The onus of maintaining the sanctity and decorum of your home / Mess lies on you.

55. However, in order that we should not be considered to suffer from lack of social graces, it is useful to know the normal layout of wine glasses and the association of wines at lunches and dinners.

56. Wines: Generally, **white wine goes with white meat and red wine with red meat.** A light red wine can be served with white meat dishes if these are served with a dark sauce. A fuller red wine is served with more strongly flavoured red meat dishes such as roasts. The decanter is passed around the table from right to left (clockwise). **Red wines are best served at 15.5 to 18 deg C, white wines between 12.5 to 15.5 deg C and sparkling wines between 4.5 to 10 deg C.** It is customary for red wines to be uncorked and allowed to stand for an hour before serving. A fine old red wine should be decanted to separate the sediment and allow the wine to breathe. In no case will water be added to wines. If offered a choice during the main course the diner should state clearly what he or she would like. During dinner the wine waiter is likely to refill the glass if empty. If the diner does not wish it to be refilled and is talking to someone, he or she places a finger just over the rim of the glass and the bearer will understand that no more is required. A guide to reading a wine bottle is given in Illustration XI

READING THE WINE BOTTLE LABEL



57. Aperitifs and Liquors: It is customary to offer your guests a drink before the meal. Traditionally, this is Sherry, Vermouth or Whisky. After the meal, often with coffee, it is usual to offer a liqueur, port wine or brandy. To enhance the flavour of a fine brandy, such as cognac, warm the glasses slightly before pouring the brandy.

Centre Pieces

58. A formal meal is a celebration of sorts. While table layout and food is extremely important, centre pieces accentuate and add to the ambience of the setting. Certain guidelines are given as follows :-

- (a) Every table needs a focal point, and this is, more often than not, in the centre.
- (b) The important thing to remember is that although a centre piece should be large enough to make a statement, it should not overtake the table, leaving little room for anything else and forcing the guests to veer around it to make a conversation.
- (c) As the tradition goes, trophies are displayed as centre pieces on the dining table of the officers' mess, while flower arrangements may be the preferred choice to augment a setting at home. Generally, a stag setting corresponds to display of trophies while flower arrangements may be opted for in mixed settings.
- (d) Trophies displayed must enhance the elegance and dignity of the table. Similarly, flower arrangements need to be appropriate and in consonance with the occasion / menu.

59. Select centre piece settings are depicted below:-



ILLUSTRATION XII : FLOWER ARRANGEMENT I



ILLUSTRATION XIII : FLOWER ARRANGEMENT II



ILLUSTRATION XIV : CANDLE LIGHT DECORATION

Formal Dining Tips

60. *Entertaining is an art and any party is a purposeful lesson in creativity. Selecting the food, the look of the table, the wine stock, etc, are important facets to playing a successful host and carrying off a significant occasion. A few formal dining tips are given out as follows :-*

- (a) A typical formal course comprises of soup, starters, main course, sweet dish, dessert and coffee. A traditional, meticulous yet sumptuous formal course may have appetizers, soup, fish course, first meat dish, main meat dish, vegetable accompaniments, entremets, dessert and coffee.*
- (b) Each course is served with its own cutlery.*
- (c) Food is served from the left and used plates cleared from the right.*
- (d) Beverages are served from the right.*
- (e) A tray is not used while serving food.*
- (f) Food comes up to you; do not bend. Elbows should be off the table.*
- (g) Table should be completely cleared before serving the dessert.*
- (h) Do not cut your food up into bite size pieces to start with and then start picking one by one. It looks childish.*
- (j) Do not groom yourself at the table, use your cell phone or smoke during the courses.*

61. ***Entrée:** An entrée is a light dish and is usually accompanied by a sauce, which may or may not be an integral part of the dish. It should always, if possible, be eaten with a fork alone. Cutlets or sweetbreads generally require the use of a knife. Hot entrees ordinarily precede a roast and the cold entrees follow it.*

62. ***Soup:** The first course to be served at dinner is usually soup for which a soup spoon is laid. If fried breadcrumbs or powdered cheese are offered the spoon provided should be used to help one self. There should be no noise when taking soup. The spoon should be used as noiselessly as possible, and taken from the side, not from the front. If bread is needed,*

small pieces are broken off the dinner roll and conveyed to the mouth with the left hand only.

63. Bread: Dinner rolls or bread are normal accompaniment at dinners, and can be eaten from the time soup is served till the course preceding the dessert. In most cases dinner rolls/bread are eaten off the side plate. However certain Messes have the tradition of eating bread directly off the table. In such cases some Messes do away with the table cloth and bread is eaten directly off the surface of the table. It may be noticed that in such a case, crumbles are brushed off the table by the waiters after the table is cleared, prior to the presidential toast.

64. Fish: A fish knife and fish fork is laid for this service; **the blade of the knife is silver, not steel.** The knife is held in the right hand and fork in the left hand. Hold the fish with the knife and carefully draw the flesh off the bone using the fork, pushing the latter to the side of the plate, and eating small portions of the fish using the fork. Fish is sometimes served with sauce to which one may help one self from the sauce bowl in small quantities.

65. Meat: Usually large knives and fork are provided for this course. The correct way to eat meat and rice is with a spoon and fork or only a fork. Do not start to eat until the various vegetables and sauces have been served.

66. Chapati: When chapatis form part of the meal, it will be kept in the side plate on the left hand and portions broken off or rolled up with the left hand as required. Alternatively, chapatis can be eaten using the right hand to break small portion of the chapati, place the vegetable on the chapati using the fork holding the fork in the left hand. The chapati will then be placed in the mouth using the right hand.

67. Vegetables and Salads: Vegetables are always eaten with a fork. Salad should be eaten from the plate (often crescent-shaped) on which it is served, that is, if it is served separately, but cucumber is eaten from the dinner plate. When served with fish, it is eaten from the fishplate. Salad plates are placed on the left.

68. Peas should be gently pushed onto the fork with blade of the knife

and so conveyed to the mouth. The peas should not be placed on the fork for this purpose.

69. Desserts: Dessert is taken sparingly as it comes on late in the service. It will serve as a reminder when taking the sweet course that the spoon for this part of the meal is named a 'dessert' spoon, and is put into use for fruit tarts, custards, etc. Whenever the sweet served is large enough to be carried to the mouth with a fork, this is the right implement to use. *Gulab Jamuns* and *Rasagollas* may be taken with a teaspoon. *Jalebis* may be eaten with a fork.

70. When eating cheese, small pieces should be pushed with the knife on to small pieces of biscuits (broken with the fingers only) or bread and conveyed to the mouth with the thumb and index finger.

71. Knives and forks are held primarily with the thumb and first finger. The end of the handle should rest in the palm of the hand. When pausing in the middle of a course, the knife and fork should be laid on the plate, crossing at the tip and never resting on the side of

the plate with the handle on table. When the course is finished, the knife and fork are laid together side by side the knife right side up, and the fork with the tines (or points) turned upwards) in the middle of the plate. To keep these implements open indicates that another helping is desired.

72. Toasted Bread: A slice of toasted bread should be first cut to the size of a small mouthful, then buttered and jammed, and then eaten. This process should be repeated for each morsel. For fine crisp wafers, first break them into fragments by pressing against either the table or the quarter plate and then eat with the left hand while eating soup. On no account should bread, as opposed to crisps, be placed in any beverage, gravy or soup.

73. Beverages: Each beverage has its own peculiarity, but in common with each other they should be drunk slowly and in appropriate sips, and never gulped down. Water in particular should not be poured down one's throat! All drinking should be noiseless. Mouth should be only sufficiently opened to take in the liquid with a quiet sip.

74. Manner of Sitting: The correct manner of sitting at the table is upright with the elbows close in by sides of the body. The placing of elbows on a table are definitely bad manners. A good erect posture helps you eat more gracefully and enjoy your food more. It also shows your host that you are glad to be at his table, not tired or bored.

75. Continental Food: When eating continental food, the fork is held in the left hand and knife in the right hand throughout the meal. The food is pushed onto the fork by a slight nudge with the side of the knife. Once firmly on the fork, the food is transferred to the mouth. Between mouthfuls, do not wave your cutlery in the air or point it at a person to emphasize a point. If you must speak when eating, wait till you have swallowed your mouthful, put down your spoon, fork or knife and then speak.

76. Calling the Staff: When there is a requirement of calling the attention of the staff, it is not correct to call out loudly or make loud noises. One is required to raise one's hand to bring the attention of the staff at the table.

77. Move of Seniors: When seniors are sitting at the table or leaving the table or are passing by, it is expected that the other diners sit erect without making any motion.

78. Conversation at the Table: Conversation at the dining table should be conducted in low, well- modulated tones. In the event of your having escorted a guest into dinner, he or she will be seated on your right. It is required of you, therefore, that you first engage the person on your right in small conversation. It is good practice to first talk with the person on your right and later, during the course of the meal, opens a conversation with the guest on your left. Conversation across the table should be limited to the minimum. It is equally bad form to converse across the persons sitting on either side of you.

79. Table Napkins: The table napkin is unfolded and placed on the lap. It is not intended to be used either as a handkerchief or a hand towel. The table napkin should be used to dab one's mouth before and after drinking water and after eating soup. On leaving the table, the napkins

are closed and returned to the left of the cover, or rolled up and put in the napkin ring.

80. Finger Bowl: Finger bowls are placed when the dessert is finished. The gentlemen are required to lightly immerse the fingertips, one hand at a time and softly dab them on the napkin.

81. On Leaving the Table: When ladies are present, the hostess catches the eye of the senior lady guest and indicates that the meal is over. The senior lady guest then arises, upon which everyone rises and the ladies leave. The gentlemen allow the ladies to leave the table for the lounge, then may close up to the host during coffee and cigarettes. After a suitable gap, say about 10 to 15 minutes, the host states, "shall we join the ladies", upon which the gentlemen leave the table.

82. Lifting the Chairs: While leaving the dining table, all dining members are required to lift and place them back without making any noise. In case the lady is sitting on the flanks of the gentleman, it is expected that he should pull the chair for the lady to leave the table and gently place the chair back.

Practical Hints for YO's Conduct in Officers Mess on Joining the Unit

83. Few tips to make the best of the Officers Mess and conduct yourself well are as under:-

(a) **Mess Rules:** Read the Mess rules carefully and adhere to them. When you visit another mess, get to know their Mess rules.

(b) **Dress Code:** Be properly dressed up in the Mess. Mess rules specify the dresses to be worn on various occasions. On Sundays, variation to the laid down dress code may be permitted. In case your room is within the Mess premises, be decently dressed whenever you are outside your room.

(c) **Timings:** Adhere to the laid down timings to avoid inconvenience to the other dining-in members and the Mess staff.

(d) **Mess Committee:** Volunteer to become the property/wine/garden/food member. It will help you understand the

functioning of the Mess better.

(e) **Visitors:** Any one coming to the Mess, whether known to you or not has to be looked after. Introduce yourself, take the visitor(s) inside the Mess and offer a drink/soft drink. Do not forget to send a cup of tea or a soft drink for the driver. In case it is time for meals, offer them lunch or dinner. But you must also ascertain the identity of the visitor and the purpose of his visit. Help him achieve his purpose.

(f) **Drinks:** Always stick to the laid down wine limits. Do not drink if you are the duty officer or have to attend a night parade. Do not call for drinks or food in your room.

(g) **Conduct:** You should be relaxed in the officers' mess and be cheerful. Speak in a moderate tone and be very courteous.

(h) **Mess Bill:** Pay your Mess bill in the first week of the month, preferably by cheque. In case there is any controversy in the Mess bill, clear your dues first and then put up your queries to the Mess Secretary. Make sure that you are never late in paying your Mess bill. If unable to pay the bill by the due date, explain the circumstances to the PMC and take permission to pay at a later date. Avoid getting into such an embarrassing situation.

(i) **Guests:** Select your guests carefully and obtain permission from the PMC before you invite them to any Mess function.

(k) **Parties:** Social get together/Mess parties are a common occurrence. Assist the person hosting the party, and offer for any help at least a day prior. Certain practical tips are as under:-

(i) **Before the Party:** You should keep the following in mind:-

(aa) **Time.** Be present at least 15 minutes early to receive the guests and carry out final checks.

(ab) **Dress.** Stick to the dress code for the party.

(ac) **Guests.** Know the names of the guests attending

the party as well as information about them, it will help you interact better and appropriately.

(ii) During a Party:

- (aa) *Look after the guests and ensure that the ladies get a drink first.*
- (ab) *Meet all the guests and talk to them about their unit/profession.*
- (ac) *Do not get drunk, you will only make a fool of yourself.*
- (ad) *Do not get to a corner or stand with your own unit officers/ladies for long.*

(iii) After a Party:

- (aa) *Ensure that the Mess staff gets the Mess back in its usual layout and that there are no losses.*
- (ab) *Check the expenditure of liquor and also left over food.*
- (ac) *Prepare for the next morning. Conclusion*

84. *The fine art of wining and dining is one facet of the professional soldier's life. The ancient Hindustani culture laid great emphasis on this important art and perfected it to a fine degree. The present system is a fusion of different cultures drawing the best from our diversity.*

85. *Table manners can be said to be a recognized unwritten convention almost universal throughout the civilized world. The cave man too, had his own code of manners, but with the passage of time, this code has altered considerably. These instructions are an endeavour in grooming the officer and clearing the fog on a variety of issues.*

ETIQUETTE FOR OUR FAIR LADIES

Informal Guidelines

1. *The present generation of service wives, are independent, self confident, savvy and quite often manage a career apart from running their homes. They can handle awkward situations confidently whether these relate to living alone with children (when their husbands are posted to field areas) or when handling difficult relatives. Today's Army wife moves shoulder to shoulder with her man (sometimes even ahead) and is aware of what is happening both nationally as well as internationally. Service wives have produced accomplished high level achievers in diverse fields as fashion, cinema, armed forces, medicine, finance and civil services.*
2. *Not withstanding the above, it is also true that the present generation of Army wives are not very much attuned to the prevailing social customs and traditions, particularly their obligations to the Defence Services. Ignorance on their part on Defence Service customs, traditions and obligations leads to avoidable stress, which often impacts upon the entire family. This leads to lack of social cohesion in units.*
3. *Therefore, one of the most important aims of any unit must be to share with ladies how they should conduct themselves with dignity, grace and in harmony with the environment, not only amongst the officer cadre but also while interacting with the wives/families of Junior and Non Commissioned Officers and Other Ranks or their equivalents in the Navy and Air Force. Respect for age, service and rank is absolutely necessary.*
4. *There is often a debate going on endlessly in many units, formations and stations, on whether ladies should get up at a function when a senior lady enters. Should the younger ladies get up when the Field Marshal, Chiefs of Army, Navy or Air Staff or even the Brigade Commander or officers of equivalent rank in the Navy or Air Force come to talk to them ? Such debates have always been inconclusive. We have a unique social culture going back thousands of years in which respect for elders is inextricably woven. If you can get up at home to welcome your elder aunt*

or your father's friend, there is no lack of social grace in doing the same in the Services, which is your acquired home.

5. *It is also necessary for us to conduct ourselves and dress appropriately while entertaining, attending formal functions, when offering condolences or when organizing welfare activities. The aspect of dressing up correctly for the occasion is as important for the husband as it is for the wife.*

6. *It is both correct as well as necessary for ladies to understand that all privileges in the Army, are made available at great cost to the organization and must therefore not be misused. It must be remembered that these privileges are linked to a particular rank, service and seniority and if you look too far up, you are bound to be unhappy. It would be far more appropriate for you to look at the privileges available at your rank or perhaps one rank below. Comparisons, anyway, are never good for a happy life.*

7. *As long as a young lady knows that her duties and obligations towards the Army come first always and every time and her privileges come last always and every time, she is on the right lines towards becoming a useful and successful Army wife, and there is nothing that can go wrong for her and her family.*

8. *The formative years are most important in anyone's life or career. The way you mould a child in his or her formative years has a great bearing on the child's personality. In the formative years, after she joins the Army family, a lady must imbibe the correct Army culture and learn to conduct herself within those parameters. As her husband reaches the middle ranks, she should be fully supportive of his efforts to command his unit well. Being socially well adjusted and having the ability to create social traits which are necessary to complete the officer's personality, the Army wife has to work hard and with single-mindedness, tact and knowledge to achieve this, not only for herself and her family, but most of all for the unit or establishment where her husband is privileged to serve.*

9. *The middle ranks are also the proving and testing ground for both*

the husband and wife to groom themselves for senior ranks and the obligations and privileges that go along with these ranks.

10. *Ten golden principles are listed out for an Army wife to keep in mind as her husband's career progresses.*

Golden Principle Number-1

Please understand the capabilities of your husband. His personality is sum total of 'God given talent' and acquired traits. Do not push him beyond limits.

Golden Principle Number-2

When your husband comes home after a long day's work, do not over load him with domestic problems. Find another suitable opportunity to do that.

Golden Principle Number-3

When you are a commanding/senior officer's wife, create a happy and healthy environment in the unit, formation or establishment. Your husband's problems will be halved.

Golden Principle Number-4

Learn to live with the senior officer's wife. Remember she has her distinct characteristics. On the flip side, learn to be magnanimous with your junior ladies.

Golden Principle Number-5

Communicate with, rather than talk behind the back of your senior officer's wife, or anyone for that matter.

Golden Principle Number-6

When, a commanding officer's wife, avoid playing favourites.

Golden Principle Number-7

Do not live in a self-siege syndrome, that is, by harbouring a perception centred on the choking feeling, 'I am besieged from all directions'.

Golden Principle Number-8

Do not create tensions when you visit a lower unit, formation or

establishment.

Golden Principle Number-9

Learn to take supersession with grace. Destiny has a lot to do with it!

Golden Principle Number-10

Always carry a smile on your face and display a warm heart. Avoid a stiff-necked approach. A hug or a pat from a senior lady can convey a lot to the junior lady.

Rising to the Occasion

11. Conversing with a Gentleman: *If a gentleman saunters over to speak to a lady who is seated, he should preferably pull a chair himself if there is no place vacant next to the lady. If the talk goes beyond greetings and pleasantries and the gentleman has no place to sit, it will be appropriate and kind of the lady to get up and join him.*

12. If an Invitee: *Arise only for the Head of State and the National Anthem.*

13. As Hostess or Co-Hostess (in the Mess): *The best cue is what you'd do at home to any personal guest. The best tip, of course, is not to settle down at all, till after the guests have arrived. This automatically takes care of a lot of situations and problems besides not letting the usual 'ladies islands' form up too early in the evening. Please reflect over the word 'Co-hostess'carefully and willingly share and shoulder the 'looking-after' chores with the Commanding Officer, other officer and their wives, if it is a unit affair.*

14. Family Welfare Organisation / Ladies Club: *Once again, the best tip is to stand around, if practical, till the First Lady arrives. She, on her part, must be on time and not keep the ladies waiting, or standing. The trouble begins when some 'senior' ladies tend to become negligent. Ladies at times, don their husband's ranks, albeit invisibly. Husbands need to be aware and correct this.*

15. Husband's Rank: *It is as incumbent on a 'senior' lady not to bring in the husband's rank, as it is important for a 'junior' lady to appreciate*

the fact. Due consideration for age, the overriding need for mutual respect and friendly atmosphere are the keys to success. Wives of senior officers are naturally and invariably the chair persons/guiding spirits of Family Welfare Organisation (FWO) and other welfare activities. The rationale for this is really very simple-direct access to her husband, who is the boss, and the fact that through him, she has all the information and the knowledge which others do not have.

16. What's in a Name: Among wives, the use of first names or 'Mrs.....' depends almost entirely on the age difference, association and the extent and depth of the interaction. The safest bet is to begin with 'Mrs.....' and wait for a positive cue to change lanes. Ladies (except officers) never 'Sir' a senior officer.

17. The Opening Salvo: It is not against regulations for a lady to greet a gentleman first, if they are known to each other. It is also a nice and kind gesture (and a great help to break the ice and to ensure even mingling) if a lady or a couple of them walk up to a gentleman or a group of them who they know well and strike a conversation at parties.

18. Whom God has Put Together: A determined bid by a few enlightened and enterprising couples to either stick together or to discourage the formation of 'ladies circles' has always been the saving grace of a successful get-together. The few (very few, unfortunately) wives who either understand this or have been correctly explained the need by their husbands, stand out as shining beacons. They may not be aware, but theirs is an extremely valuable and exemplary contribution to the community life in a cantonment. It is noticeable and these ladies and couples are absolute assets, socially.

19. 'Here comes the Bride': For many young wives, their arrival in a cantonment / military station upon marriage, is their first exposure to the Army. Having come from varying backgrounds, they can get to know the right thing to do socially, either by trial-and-error, observing one thing-at-a time or "they can be methodically explained/tutored by their husbands. In practice, however, what works best is a combination of all of the above with an added dollop of correct advice by ladies who have been around longer.

20. The Limousine Bee-Line: Like the senior husband, the 'senior' lady also enters a Service car through the left rear door when riding alone or when accompanied by another lady. The other lady must enter the car through the right rear door. She neither forms a bee-line behind the first lady nor quickly enters the car ahead of her and then slides across. However, when accompanied by a commissioned officer, ladies always enter the car through right rear door, held open by the driver irrespective of that officer's seniority, unless the lady is going to be ceremonially received/met when she alights at the other end.

21. Wives and the Armed Forces Act: A needless and meaningless debate that occurs now and again; the point is not whether the wife is subject to the Armed Forces Act but whether she is an integral part of the Armed Forces. And that she indeed is, from the moment she married an officer and a gentleman and was carried across the threshold. For a body of folk to be a community, there have to be some ground rules and some obvious benefits. What mostly happens is that the former get questioned while the latter get taken for granted.

22. A wife's service obligations flow only from and are a function only of the community membership. There is a colossal lot she can do socially and semi-officially to better the quality of life in a unit/cantonment/military station.

IMPORTANCE OF MARRIED LIFE

Introduction and Concept of Marriage.

1. *Marriage is a sacred pact sanctioned and legalized by society's laws between a woman and a man conjoining them to a shared life with mutual obligations and responsibilities. Marriage, at its highest plane, is a meeting of souls and a merger of spirits. The essence of marriage, however, is loving, sharing and caring in the spirit of togetherness.*
2. *Marriages, it is said, are made in Heaven and fulfilled on Earth. It is an important milestone in adult life where an individual relinquishes bachelorhood and seeks solace and companionship in the togetherness of family life. The Oxford English Dictionary defines marriage as the legal union of a man and woman as husband and wife. In reality, a marriage is much more than a legal union between a man and a woman. It encompasses a relationship between two individuals which is emotional, spiritual, physical, psychological and of course legal as well as social.*

Marriage and the Army

3. *In many ways the Indian Army is a large, extended joint family. Therefore, the institution of marriage has bigger ramifications, greater expectations and higher relevance in comparison to civvy streets. This is especially so with regard to the officer cadre of the Indian Army entrusted with the task of leading troops in battle and administering their welfare in peace. The officers are actively supported by their wives in ensuring the welfare of their troops by their interaction with the families of personnel below officer rank. A very special commitment, involvement and dedication to matters relating to the families of troops is, therefore, expected from an army officer's wife.*

Tips to Young Officers on Marriage

4. *Based on parameters exclusive to life in the army, a young officer, is advised to adhere to the following suggestions on marriage:-*
 - (a) The correct age for marriage is between 25-30 years. The privileges of married life like housing etc can be granted to an*

officer only after he attains 25 years of age. By the time a young officer contemplates marriage he should have preferably completed his mandatory professional courses like Young Officers, Commando, Junior Command etc.

- (b) An officer must consider the location of his unit while planning marriage. Units move from peace to field and back almost every two years. Marriage should be planned when the unit is moving to a peace station. This will help a new couple in settling down and getting to know each other.
- (c) In the Army it is customary to seek the permission of the Commanding Officer, who is the father figure in a unit, before getting married or engaged.
- (d) Selecting your life partner should be a careful, well thought out exercise. The lady should be well educated with adequate social graces and a flair for social service in keeping with the ethos of Army life.
- (e) The date of marriage should be fixed keeping in mind the commitments of the unit and the officer getting married. The officer should plan at least a month's leave for the event.
- (f) The Officer should make adequate arrangements within the unit for his accommodation and accessories essential to begin married life before proceeding on leave.
- (g) Prior to marriage, he must speak to his fiancée and inform her about his salary, service conditions, privileges, comforts as well as the hardships of a life dedicated to the highest national service.

What an Officer Must Tell his Wife after Marriage

5. An Officer must educate his wife on the following aspects:-
 - (a) Pay & perquisite
 - (b) Service Protocol & Etiquette.
 - (c) Personal and Family Related Responsibilities.
 - (d) Participation in Voluntary Organisational Activities.

Tips for a Successful & Happy Married Life in the Army

6. Some Tips for a successful and happy married life are as under :-
 - (a) The couple should have faith and trust in each other and never break the vows of marriage.
 - (b) Marriage is not a one sided affair. Both the parties must work hard to make the marriage a success.
 - (c) A wife expects understanding, affection and kindness from a husband.
 - (d) A husband expects respect, care and companionship from a wife.
 - (e) By and large a husband must not interfere with affairs of the home traditionally handled by a wife.
 - (f) A wife on her part should not interfere in her husband's professional life.
 - (g) Both the parties should steer clear of extra marital affairs.
 - (h) An officer and his wife must jointly participate in all social and cultural activities of a unit/organisation.
7. **Conclusion:** For the well being of the army as an organisation, it is essential that the personal and married life of all ranks in the Army is healthy, happy and contented. Distress in personal and married life can grossly undermine the functional efficiency, professionalism and calibre of a soldier.
8. The Officers of the Indian Army, by setting exemplary standards of marital harmony can infuse the rank and file with heightened morale, discipline and esprit-de-corps.

In the end only three things matter most
 How fully you lived?
 How deeply you loved and
 How well you learned to let go of things not
 Meant for you!

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