FROM THE EXAMINER P.W. ACCOUNTS,

MADRAS,

TO THE SECRETARY TO GOVERNMENT,

PUBLIC WORKS DEPARTMENT.

NO. 454 MADRAS, 21st MAY 1881.

SIR,

I HAVE THE HONOR TO REQUEST THE FAVOR OF THE OPINION OF GOVERNMENT, UPON THE EXTENT OF THE APPLICATION OF THE TERM 'CIVIL SUBORDINATES', AS USED IN PARA 880, WITH REFERENCE TO ITS CONNECTION WITH PARA 848, OF THE P.W. CODE.

2. AN ENQUIRY HAS BEEN MADE BY THE SUPERINTENDING ENGINEER 3RD. CIRCLE, WHETHER THE TERM EMBRACES MEMBERS OF THE PETTY, AND CONSERVANCY ESTABLISHMENTS.

3. IN MY OPINION THE CONCESSION CAN APPLY ONLY TO EUROPEANS, AS NO SIMILAR PROVISION IS MADE IN THE RULES FOR NATIVE NON-COMMISSIONED OFFICERS AND SOLDIERS. BUT I DOUBT WHETHER IT WAS INTENDED THAT EUROPEAN CIVIL SUBORDINATES ELIGIBLE FOR, AND HOLDING APPOINTMENTS FOR WHICH EUROPEAN NON-COMMISSIONED OFFICERS AND SOLDIERS ARE ELIGIBLE AND HOLD, SHOULD BE GRANTED SIMILAR CONCESSIONS.

4. THE CIRCUMSTANCES UNDER WHICH MILITARY EMPLOYES ARE <u>BROUGHT</u> OUT TO INDIA, ARE SCARCELY SIMILAR TO THOSE WHICH INDUCE CIVIL EMPLOYES TO <u>COME</u> OUT, AND IT IS POSSIBLE

THAT

THAT THE CONCESSION IN FAVOR OF THE MILITARY, IS PART OF THE ROUTINE OF THEIR EMPLOYMENT OBTAINING IN THE MILITARY DEPARTMENT, AND HAS THEREFORE BEEN EMBODIED IN THE RULES AFFECTING THEIR EMPLOYMENT IN THE P.W. DEPARTMENT, AND THAT THERE IS NO RESPONSIBILITY ON THE PART OF GOVERNMENT, TO TREAT CIVILIANS IN THE SAME WAY.

5. I AM NOT AWARE OF ANY CORRESPONDING RULE IN OTHER PROVINCES, AND THEREFORE SOLICIT THE FAVOR OF FURTHER CONSIDERATION ON THE POINT.

I HAVE THE HONOR TO BE,

SIR,

YOUR MOST OBEDIENT SERVANT,

D. C. Gardom

EXAMINER P.W. ACCOUNTS.

P.W.C. No. 3071

FROM THE EXAMINER P.W. ACCOUNTS,

MADRAS.

TO THE SECRETARY TO GOVT.

P.W. DEPARTMENT.

NO. 45W

DATED 21st MAY 1881.

RECD. 23rd " "

CIVIL SUBORDINATES. ANENT THE ADMISSIBILITY OR OTHERWISE OF ONE MONTHS' PAY FOR FUNERAL EXPENSES TO------

P.L. 345 & 6/6-
6.27-5-81 [illegible] 1-6-81 A.27-6-81

[illegible]

A copy of the Code is put up with reference to paras 848 and 880

[illegible]

13-6-81

May have passed the add. of para 880 & the Code — in Com: but I don't recollect the question

Cir 8/6 [illegible] L.S. 6-6 & 34 [illegible]
Recir 14/6 Re Cir 16/6 A.27-6-81

[illegible] 16-6-81

For orders

With reference to the question here raised by the Examiner it seems to me ~~that~~ his ~~contention that the~~ ruling only applies to Europeans is correct

As regards the observation in para 4 I think it might be advisable to refer to the G of I

It will be observed from the accompanying galley proof with my emendations ~~that~~ the substance of para 127 appeared to me one-sided in its bearing and I inserted both a marginal remark here — as also introduced the modification which was apparently agreed

by the Code Committee at end of para 154

Like all the other modifications noted in blue pencil I assume that this was agreed to & thus became part of our Code — tho' a similar ruling is not to be found in that of the G of I

And I am further led to assume that the general principle involved "that whereas natives have as a rule their families or relations to see about their funerals such is not always the case with Europeans whether they be Civilians or Military men — and that it would be discreditable to an European Government to allow one of their

own country men to remain without burial for want of the small sum which might under certain circumstances be required

If the Hon'ble the Governor considers it requisite the point can be referred to the G of I

(Sd.)

7/6/81

— coming under considⁿ.

& I think the provision is unchallengeable.

Assuming however that it be restricted to Europeans Why should it be restricted to the P.W.D.?

I understand the Mil. Regs. "deceased soldiers" based on some Mil. Regulⁿ.?

Does "one month's Mil. pay" bear any proportion to "one month's pay & ?. local allowances" — or is not the former a comparatively trifling amount?

I don't think the

Exceptional rule can be maint^d. without

(Sd.) L. J. Smeaton.

15/6/81

It is a Military Regulation.

The scale of Military pay of Non Commissioned officers and Soldiers will be found in para 18 of the Code. The rates of pay to Civilian Upper Subordinates are given in para 16. The civil rates of pay are certainly higher.

(Sd.)

16.6.81

The replies to my queries confirm my opinion that the provision of the Code as regards Civil Sub^{tes} cannot be maintained. I don't think we could advocate it to G. I. But I would not object to propose to G.I. a definite sum corresp^g

27.5.81 ... 1.6.81

With the Mil: pay paper if desired by the C in C. I doubt whether India wd. sanction it. [initials] 18/6/81

Extract from para 1917 of the Military Pay Code.

The pay and allowances of deceased non commissioned Officers and privates are to be drawn up to date of demise, and to meet the charges of interment a sum equal to one month's gross pay, in=cluding length of service, but not good-conduct pay, as received by the deceased, is to be passed in addition.

R.B. 22-6-81.

A. P. W. D. for
Civilians.
Sitt.
23/6/81

to Hon the Governor

For orders

From the written Extract
para 1917 Civil Pay
Code the para in
our Code is evidently
taken

2. Is para 880 of
our Code to be
Cancelled?

Pettt
22.6.81

Yes. I think it must
be. The concession in
para 848. is evidently
not dependent on P. W.
Employt. - if we main:
tain para 880. I don't
see how we can stop

CAW

Orders accordingly

Altt
23/6/81

R. 22-6-81
Recd: 22/6. O.S.1.6.

No. 1606 W. PUBLIC WORKS DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

UNDER date the 28th June/81

Read the following :—

From orders

From,

The Examiner, P.W. Accounts, Madras } (A.E. No. 45 W. d/ 21st May 1881)

Paragraph 880 of the Code will be cancelled.

2. The Secretary to the P.W. Code Committee will frame a Standing Order accordingly.

Pettt

24/6/81

Secy: P.W. Code Committee

R. S.

Recd 28/6/81

B.R. 1606 W 28 June 1887

147. Cash or notes deposited as security must be accompanied by an Agreement of Deposit in Form No. 91. Should the person be only temporarily appointed to the Department, No. 92 will be used.

148. TheSecurity Bond or Agreement of Deposit must be executed and made over to the Superintending Engineer to be deposited with the Examiner before appointment to the Department, or before entrusting the person employed with the custody of stores or cash.

149. If cash be deposited as security, it should be placed in the nearest Government District Savings' Bank in the name of the depositor, who, however, shall not be at liberty to withdraw it without the written sanction of the Superintending Engineer, nor to claim any interest after that Officer shall have revoked the authority for the District Savings' Bank to pay the interest to the depositor.

150. Government Promissory Notes must be lodged in the Bank of *Madras*, or one of its Branches, or with the Officer in charge of some Treasury appointed by *Government*. Any individual lodging a Government Promissory Note will be allowed the interest thereon on his making application, through his departmental superior, to the Officer in whose hands the Note is lodged, who is authorized to grant drafts on the Government Treasuries for the amount. The interest may be paid to any person duly authorized to receive it.

151. Persons employed in one Department are not eligible for employment in another, without the full consent of the Head of the Department in which they are employed; and no person dismissed from a Department for misconduct, which is at the time declared by competent authority to be such as to incapacitate the person for re-employment, may be so employed in that Department, or in any other, without the sanction of the Government or of the authority which dismissed him.

152. For minor offences, Executive Engineers may fine artificers, workmen, office clerks and servants, the offender having the option of being dismissed in preference to submitting to the fine; the arrears of authorized pay due to a discharged servant should be paid before dismissal.

152A. In the case of a person receiving 10 rupees or less monthly, the fine shall not exceed on any one occasion one-fourth of his monthly pay, and the aggregate of the fines in any quarter shall not exceed one-half month's pay. In the case of a person receiving more than 10 rupees a month, no single fine shall exceed one-eighth of his monthly pay, and the aggregate in any quarter shall not exceed one-fourth of that pay. Fines are intended rather as a warning than a punishment, and should not be frequent or heavy.

(See Code, Chap. IV., section 1.—21A.)

153. Casualties of any persons holding appointments in the Department must be reported immediately, through the regular channel, to the authority by which the appointment was made.

154. In the event of the death of any Civil Officer or Subordinate, Government will communicate with his relatives or friends, if none such be present on the spot. If the deceased leaves assets, then the case should be reported to the Administrator General, who will adopt the course prescribed by law.

No pension can be claimed until the applicant has both served 15 years and been pronounced by an Invaliding Committee unfit for further service; and it will be open to any one when invalided, to take the pension of his actual Military rank, should it be higher than that to which he would be entitled by the above scale. After 40 years' service the pension of Rs. 25 a month can be claimed, although the individual may not be unfit for further service.

132. The pension will be chargeable to that Department (Military or Public Works) in which the man has spent the greater portion of his service.

133. A Military Lower Subordinate, who takes his discharge from the Army, is entitled to count towards Civil pension one year of his departmental service before his discharge, but it is to be understood that he cannot apply for discharge from the Army with retention of appointment without the consent of his Departmental superior.

134. *Military Lower Subordinates* will be eligible, if qualified, for promotion to the Upper Subordinate Establishment.

135. Native Non-Commissioned Officers and Soldiers employed in the Department may be granted leave under the spirit of the Uncovenanted Service Leave Rules. If it should be necessary in any case to provide a substitute for the absentee, arrangements must be made by reserving a portion of the pay of the latter, or otherwise, that will prevent any additional cost to the State.

136. The rules regarding misconduct, remand, records, &c., for European Non-Commissioned Officers and Soldiers, are applicable to the case of Native Non-Commissioned Officers and Soldiers.

137. When remanded to their Corps, they will be placed at the bottom of the list of their rank in the Regiment as supernumeraries; and if Non-Commissioned Officers, they are liable to be reduced to the ranks, or to a lower grade, as the Commander-in-Chief may direct.

Civil Engineers and other persons not in the Military Service.

138. Civil Engineers and others under special agreement with the Secretary of State will be liable to serve in any part of India unless their agreements contain a proviso to the contrary.

139. The rules regarding leave, pensions, and gratuities, in the case of Civil Officers and Subordinates in the Department will be found in the Civil Pension and Civil Leave Codes. But Civil Engineers under special agreement with the Secretary of State, who signed their agreements prior to the publication of the Leave and Pension Rules of 1863, are allowed the option of the new or old rules in their entirety, with the exception of Privilege and Subsidiary Leave, which must be taken under the rules for the time being. Such a choice having once been made, must be adhered to. *Government* will grant leave of all kinds under these rules to all Civil Officers of the Department serving under them, except to Officers of the Superior Establishment of the Accounts Branch, to whom leave on urgent medical certificate alone may be granted without previous reference to the Government of India. Leave granted by *Government to Officers of the Engineer and Examiner Establishments* will be gazetted. Mechanics engaged by the Secretary of State for service in India are allowed the option of drawing a portion of their salaries in England; the rate of exchange being that fixed for the time being for the adjustment of transactions between the English and Indian Exchequers.

139A. Unless otherwise stated in the despatch notifying the appointments of the Civil Engineers from the Royal Indian Engineering College, their pay will be understood to commence from the 1st October, and their service for pension will reckon from the same date, provided they arrive in India before the 1st December. Should they, however, fail to reach India by that date, their pay and service for pension will commence only from the day of their arrival.

139B. The grant of furlough to an Uncovenanted Officer who has passed the age of 55 years is not admissible.

139C. In the case of applications for pensions by Officers of the Department, the report and certificate required by Section 84 (Appendix A, Form A) of the Pension Code (*Fourth Edition*), should be furnished by the Examiner of Public Works Accounts, by whom the salary of the Officer is drawn.

139D. Pensions should not be paid by the Department, and advances on account of pensions should not be made by it.

139E. Casualties of European Officers in the Uncovenanted Service should be reported immediately by the Senior Departmental Officer present to the Chief Engineer in Exr. Wks., Form No.

140. Serious cases of misconduct or neglect of duty on the part of Civil Officers of the Engineer Establishment which would render them liable to removal from the Department, must be reported to *Government*, which alone has the power of enforcing such a measure. Less important cases may be disposed of as may be suitable by the Executive, Superintending or Chief Engineer. *Serious cases of misconduct on the part of Civil Officers of the Examiner Establishment must be reported to the Government of India.*

141. Serious cases of misconduct or neglect of duty on the part of Civil Upper Subordinates of the Permanent Establishment above the grade of Overseer, must be reported to the *Chief Engineer*. Less important cases may be disposed of by the Executive, *or* Superintending Engineer, as circumstances require. Any Upper Subordinate may be punished by transfer within the Division or Circle, at the discretion of the Executive Engineer or Superintending Engineer, respectively.

142. Lower Subordinates not in the Army may be dismissed by Officers who are authorized to make appointments in that establishment.

143. No person will be admitted into the Department in a grade eligible to pension, unless he can produce the certificate prescribed in Chap. II. If the salary of an appointment does not exceed Rs. 50 a month, and the person to be appointed to it cannot conveniently appear before a Medical Officer, a certificate in such form as may be considered sufficient by the authority with whom the appointment rests, may be accepted from any other Officer, who need not be a medical man. The certificate should be attached to the salary bill when the pay of any person so employed is first charged for. In the absence of this document, Examiners should pass the pay provisionally, pending its receipt, and if it be not submitted within a reasonable time, they should report the matter to the *Government*.

144. Cashiers and Store-keepers, whether appointed permanently or temporarily, must furnish security under the general rules contained in the next 5 paragraphs, the amount being regulated according to circumstances and to local custom in each case under the sanction of the Chief Engineer. Lower Subordinates entrusted with the custody of cash or stores *will* be required to furnish security.

145. Security must be either a deposit of cash or of Government Promissory Notes, duly endorsed over to the Chief Engineer.

146. Officers, with whom Government Promissory Notes are deposited as security, should exercise the greatest care in satisfying themselves before accepting the Notes as security, that they have been formally endorsed to the intending depositor by the previous possessor, and that, so far as can be ascertained, the sole right to their possession is vested in the person depositing them.

146A. The best precaution which can be taken by Public Works Officers in the case of Government promissory notes tendered as security deposits by contractors and others, if there be any doubt as to the regularity of the endorsements thereon, is to send such notes to the Public Debt Office for renewal.

fullest investi[illegible] in his power, will submit the evidence, his own opini[illegible] and (in cases of alleged misconduct) the defence of th[illegible] accused, to the Chief Engineer. The latter, should he see [illegible] cause for proceeding with the case, will take the orders of *Government*, which will decide on the documents before it, or cause further investigation by a departmental enquiry, or any other special agency which it may deem most suitable, or apply to the Military Authorities for a Court Martial on the accused.

114A. Non-Commissioned Officers and Soldiers in the Department must, in cases of misconduct charged against them, be considered as departmental servants, or as military men, according to the nature of the offence. Fraud, embezzlement, or neglect, violence towards those employed under their orders, or assault committed on those other than their superiors in military rank, should be considered as civil offences, and should be brought before the Civil Magistrate; but violence, either of action or language, towards a Commissioned Officer, or any one holding higher military rank, would be a military offence, and must, according to the Mutiny Act, be investigated by a Military Court. Intoxication will be considered to incapacitate all for service in the department, but unless accompanied by violence towards a military superior, need not be submitted to Military enquiry.

115. In all cases of personal misconduct, involving offences punishable under the Mutiny Act or Articles of War, Non-Commissioned Officers and Soldiers, instead of being simply remanded to their Regiments, should, when practicable, be brought to trial by Court Martial.

116. Every recommendation made to *Government*, for the remand of a man to his Regiment, shall be accompanied by a detailed statement of evidence, with the defence of the accused, or a report to the effect that having been afforded an opportunity to make a defence, he has declined to make one, or has failed to do so within a reasonable time. An extract from the man's defaulter sheet should accompany the other documents.

117. No man can be remanded to Regimental duty except by order of *Government*. After trial and conviction by a Court Martial, he will be placed in restraint in accordance with the terms of his sentence. An Executive Engineer may, if he deem it necessary, hand over any Non-Commissioned Officer or Soldier to the nearest Military Authority, to be placed under Military control till the pleasure of *Government* be known. In such cases, a brief report of the circumstances should be sent.

118. When a Non-Commissioned Officer or Soldier is remanded to his Regiment, a copy of the Notification and of the Reports and Proceedings explaining the cause of his remand, should be furnished at once by *Government in the Public Works Department* concerned to the Adjutant General for the information of the Commander-in-Chief. A report of the remand stating briefly the cause should also be made by the Executive Engineer to the Commanding Officer of the man's Regiment, accompanied by doucments similar to those received from the Corps when a Soldier joins the Department (see para. 60). The nature of the measures adopted for forwarding the man to his Regiment should be reported at the same time.

119. When Non-Commissioned Officers and Soldiers are invalided or remanded to Regimental duty, they will revert to the pay of the Regimental rank of the branch of the service to which they belong, from the dates on which they cease to draw the pay and allowances of their departmental appointments. These dates will be specified in a last-pay certificate to be given by the Officer under whom they have been serving. In the certificate, only the Regimental rank of the man should be given.

120. Officers of the Department are to see that all claims of Military Subordinates under their orders receive strict attention, and are punctually settled before they are remanded to Regimental duty.

121. Soldiers (including those of the late Local Indian Army who volunteered for general service) remanded to Military duty will return to the Regiment or Battery on whose returns their names are borne or to any other of the same arm of the service selected by the Commander-in-Chief should the Corps have left the country. A Soldier of the old Indian Local Army, who has not volunteered for general service, will be sent to do duty with the invalid battalions or may, as a temporary arrangement only, be attached to do duty with any British Regiment in India.

122. Men of the Sappers and Miners not having volunteered for general service, when remanded, will be sent to the invalid battalions, or at the pleasure of Government, may be attached to do duty with the Royal Engineers serving in India or the Sappers and Miners: those who volunteered for general service will return to the arm of the service to which they were transferred, unless required to do duty with the Sappers and Miners.

123. Men transferred from the Royal Engineers to the Unattached List will be remanded to their Corps in India should any portion of them be serving in the country, but otherwise to a Company in the Colonies or at home.

124. Annual Rolls of all Non-Commissioned Officers and Soldiers serving in the Department shall be sent by Chief Engineers direct to the Office of the Adjutant General of the Army at the Presidency in Form No. 86. The rolls will be prepared in the Offices of Examiners and sent by them to the Chief Engineer.

125. Reports of all casualties by death, invaliding, dismissal, desertion, or any other cause, stating date and cause of the same, are to be made by Executive Engineers to the Adjutant General.

126. When a death occurs among probationers for the Unattached List, the Executive Engineer or other Officer under whom the soldier is employed will immediately report the occurrence direct to the head-quarters of the Regiment to which the man belonged.

127. One month's Military pay to meet the funeral charges of deceased Soldiers is admissible as a charge in the Department in the case of Non-Commissioned Officers and Soldiers who may die while on the Establishment.

Native Non-Commissioned Officers and Soldiers.

128. Non-Commissioned Officers and Soldiers of the Native Army appointed to the Department will be considered as on probation for one year, and will not be permanently appointed to the Department until reported on by their superior Officers as laid down in Chapter II, paras. 47, 48, but will be transferred to the Unattached List, immediately on leaving their Regiments. *(See Madras Army Regulations, paras.* 2774-2782.)

129. The pay to be received by Military Lower Subordinates will be the same as that given to Civilians in similar grades (see Chapter I, para. 6), and will be a consolidated salary irrespective of the Military rank of the individual.

130. Military promotion will not be given to Native Non-Commissioned Officers and Soldiers transferred to the Unattached List.

131. The Military Lower Subordinates, who continue in the Army to the end of their service in the Department, will have a claim to pension under the Civil Rules, but will be allowed to count their service both in the Army and the Department, for pensions, on the following scale:—

	Rs. a month.
To men of 15 and under 20 years' service as sepoy	4 ,,
To men of 20 and under 30 years' service as Naick or Havildar...	7 ,,
To men of 30 and under 36 years' service as Jemadar	12 ,,
To men of 36 years' service as Subadar	25 ,,
To men of 40 years' service and upwards, with an unblemished character, if specially recommended	40 ,,

96. Men who have obtained furlough are always to be made available for duty with invalids or discharged men on the voyage home.

97. They will, with their families in the case of married men, be provided with a free passage home and back. The passage will ordinarily be provided on board Her Majesty's troop-ships, but when, in exceptional cases, this cannot be arranged, they will receive £10 to aid them in carrying their families home, and a similar sum in England if return passage is not provided in a troop-ship.

98. The passage money or cost of passage admissible under the Military Pay Rules to Non-Commissioned Officers, on their proceeding to Europe on leave, will be passed in the Department, when their Military pay and allowances for any portion of such leave are chargeable against it.

99. Under similar circumstances, the sum allowed to Non-Commissioned Officers to assist in taking home their families will be passed in the Department.

100. On arrival in England, the men will report themselves at the India Office, and will then be allowed a short leave to visit their friends, after which they will be available to return with drafts to India.

101. The furlough granted on medical certificate will expire in England at the end of one year from its commencement. But it is susceptible of extension on Medical Certificate for a further term of one year if the man is certified to be of good character and efficient.

102. Every man, whose state of health has not sufficiently recovered at the period when he is called upon to return, will undergo a medical examination as to the probability of his being fit for further duty in India. Those who may be reported unequal to further service with their Regiment or in the Department, will not be permitted to return to duty, and their discharge will be effected under the usual regulations. In no case will any man be allowed to return to India with a view to his being placed on the Invalid Establishment in that country. If likely to be fit for duty within a reasonable period, the leave will be extended for a short term.

103. While on furlough they will receive the daily pay of men of Her Majesty's British Army of their respective ranks, and sixpence a day ration money, in addition to half staff pay for the first six months. Non-Commissioned Officers who draw Infantry, Cavalry, Horse Artillery, Foot Artillery or the Engineer rates of pay in India will draw the British pay of those arms while on furlough. In the case of Non-Commissioned Officers in receipt of consolidated salaries half staff pay will be a moiety of the difference between such consolidated salaries and the pay of their rank on the Unattached List for a month of 30 days. Last pay Certificates should show that the half staff pay has been calculated on this principle.

104. No portion of the time passed on leave out of India will be allowed to reckon as service towards pension, or towards promotion to the Warrant grade in the Department.

105. A certificate signed by the applicant to the effect that he is acquainted with these conditions, should be forwarded with every application.

106. When a man desires his discharge in India, he must apply to the Executive Engineer of the Division in which he is serving, who will forward the statement through the proper channel to the Officer Commanding the Corps to which he belongs, and this Officer will take the necessary steps for carrying out the discharge according to the Regulations of the Service.

107. If the applicant is on the Unattached List, and wishes to proceed to England, an order for his remand to Military duty should be applied for at the same time by the Executive Engineer of the Division to the Adjutant-General's Office in accordance with the instructions contained in Appendix, but the Soldier's discharge will be proceeded with by the Officer Commanding his Regiment in regular course, and he will be sent to the Authorities at the nearest Military Station with an explanatory Memorandum. The discharge of men permitted to remain in India, or proceed to the Colonies, will be carried out without remand. Applications for discharge must be accompanied by a roll in Form No. 87. Applications for discharge of men returning to England should be forwarded in the month of September, or as early in the cold season as convenient, and may include any men whose service will expire before the coming 15th March.

108. Permission to remain in the Department after discharge will only be given to men in whose favour unexceptionable testimony to character is given. In the event of an application being received by Government without such testimony, it will be forwarded to Army Head Quarters, but the Soldier will be removed from the Department on obtaining his discharge.

109. The class and grade of a man who is permitted to remain in the Department as a Civilian will be liable to re-adjustment after he has obtained his discharge or pension, he will have no claim to appointment on the salary previously received by him in the Department.

110. In the event of a man taking his discharge from the Army and re-entering the Department as a Civilian, his term of service towards pension under the rules for the Uncovenanted Civil Service will be reckoned in accordance with the rule laid down in Exception 4, Sec. 6, Chap. III, of the Civil Pension Code.

NOTE 1.—A soldier in civil employ, who takes his discharge from the Army, is entitled to count his departmental service for one year before his discharge. A soldier who was in civil employ on the 17th October 1872, and who took his discharge from the Army before the 1st November 1873, or, if he was in the Public Works Department, before the 1st November 1874, counts his whole departmental service. A soldier in civil employ, who took his discharge from the Army before the 17th October 1872, is also entitled to count his departmental service. A Native soldier employed in the Public Works Department, if he took his discharge from the Army before the 31st December 1875, counts his whole departmental service.

NOTE 2.—A soldier in civil employ may not take his discharge from the Army without the consent of his civil departmental superior.

110A. If a Non-commissioned Officer or a Soldier obtains his discharge from the Army in order to take employment in any department of the State, it is not obligatory on that department to provide him with a passage to England in the event of his losing his employment; the meaning of the words "if at all" in para. 225 of Part I of the Military Transport Regulations being, that passage may be granted or refused according to the merits of each case when it is reported to Government.

111. Soldiers from British Regiments, who have not attained the prescribed standard, or who, for any reason, may not appear likely to be permanently employed, may, on the requisition of *Government* be placed at the disposal of the Department for temporary employment, directly through His Excellency the Commander-in-Chief. The men cannot, however, be permanently appointed until reference has been made to *Government* in the Military Department.

112. On the departure from the station of the Regiment to which Soldiers in temporary employment belong, they must return to Regimental duty. Their salaries are not to exceed Rs. 30 a month, subject to sanction under the rules for temporary establishments.

113. Executive Engineers should inform themselves of the habits of Soldiers serving under their orders, and of intemperance or other misbehaviour should be punished, and recorded in the Defaulters' Books.—*See Chapter IV, 29.*

114. Whenever an Executive Engineer may think that a man should be removed from the Department, or otherwise seriously punished for misconduct or incompetence, he will apply to the Superintending Engineer, who, after the

Chap. 5-4

III.—Sums in payment of purchases or in discharge of debts, &c., are not permitted to be included in family remittance rolls, or lists of remittances.

IV.—All entries are to be made in a clear legible hand. The address of the person, bank or agent to whom the amount is to be paid, is to be entered in full, as also the Christian name or names of the person and the degree of relationship to the remitter; if a Commissioned Officer, for whom the remittance is made.

V.—In the case of the remittee being a married woman, the description is to be—

Mrs. Ellen Smith, wife of —— James Smith,—— regiment, not *Mrs. James Smith*.

VI.—When the remittee is a minor, thus :—

London and Westminster Bank for George Pigott (minor), son of————, or any further description, not *George Pigott, care of London and Westminster Bank*.

80. They may be granted privilege leave under the Civil Leave Rules.

80A. No Non-Commissioned Officer should be permitted to proceed on privilege leave out of India until he has lodged the full amount of his return passage money or given security for the payment of the same.

81. When requiring change of air for the benefit of their health, they are to be treated like Regimental Non-Commissioned Officers and Soldiers, and sent, after communication with the Military Divisional Authorities, and by their orders, and after examination by a Medical Board, to a Convalescent or other Depôt, under Military supervision, for duty like other men of their rank. They are required to take their uniforms with them. When so detached, they will continue to be borne on the strength of the Department, but will draw the Regimental pay of their rank only, and batta as in Chap. I, para. 6. Men finding their own way to and from Convalescent Depôts will be allowed half their Departmental staff pay, and travelling allowances at the usual rates, for the time they are *en route* in addition to Infantry pay and batta, provided that their Departmental superiors certify that, after communication with the Military Authorities, it has not been found practicable to send the men with the annual drafts to the Depôt.

82. When Military Upper Subordinates are passing through *Madras* on duty, on leave, in progress to join new appointments on transfer, or on first appointment, they and their families may occupy quarters in Fort *St. George* if there are any vacant. They should provide themselves with a memorandum from the Officer under whom they may be serving, showing that they are passing through *Madras* with authority. This certificate should be presented to the *Executive Engineer, Presidency Division*, who will certify that accommodation should, if possible, be provided.

83. *Government will* grant leave of absence in India, on sick certificate, to Non-Commissioned Officers and Soldiers, without the restrictions in paragraph 85, when resort to a Convalescent or other Depot is not practicable, and whenever it is certified by a Medical Officer that a change of air to a sanatarium is not necessary.

84. *Government* may grant leave of absence on private affairs in India, for any period not exceeding 6 months, after 6 years' service, provided the exigencies of the service admit of it.

85. Men obtaining leave under the last two paragraphs will be allowed half their Staff salaries, together with their Military pay and batta, but no travelling allowance; in the case of leave on medical certificate, the half Staff salary will not be given if a period of two years has not elapsed since return from the last leave granted to them, such leave not being privilege leave. Their pay and allowances, as above, will be drawn by the Executive Engineer of the Division to which they are attached.

86. Furlough to Europe can only be granted by the Commander-in-Chief, under the Rules laid down in the following paragraphs. Such furlough is only admissible in a few cases, which will be separately and specially considered.

87. Applications for furlough are only to be submitted for men of standing in the service, of exemplary character and prudent habits, whose health requires a change of climate.

88. Furlough will in no case be granted during his first period of service, to a man enlisted under the Limited Service Act, and only in very special cases to men who have served within two years of the period entitling them to pension for length of service.

89. The grant of furlough is further strictly limited to 5 per cent. of the Establishment of Non-Commissioned Officers in the Department.

90. Applications for furlough are to be submitted in Forms Nos. 88 to 88 B through Chief Engineers to the Adjutant General of the Army.

91. Each application will be accompanied by a certificate from a Medical Committee, to the effect that the state of health of the man renders a change of climate advisable.

92. As soon as the furlough is granted by the Commander-in-Chief, it is the duty of his superior Officer to relieve him of duty to enable him to proceed to the port of embarkation in time to take up his passage, and to see that he duly quits his station *en route*. A Soldier who has once passed a Medical Board and been granted furlough is not privileged to exercise any option in the matter, but should proceed at once to the port of embarkation. A furlough certificate will be furnished to the Chief Engineer, from the Office of the Adjutant General, on which the description of the Soldier, character, &c., will be filled in by the Executive Engineer under whom the man is serving, and the certificates, in duplicate, are to be sent with the men to the ports of embarkation, to the Officer Commanding. The Examiner at the port of embarkation will require the Military subordinate to certify on the back of his furlough certificate that he has been paid in full of all demands. One copy will be given him when he embarks, for delivery at the India Office, and the Examiner will forward the other copy through the Government of India, Madras, or Bombay in the Public Works Department, as the case may be, to the India Office, together with a duplicate last-pay certificate.

93. All claims of men proceeding on furlough are to be settled before they leave their respective Divisions, and they are to be furnished by the Examiner with a last-pay certificate showing the amount of Staff salary they are to receive, and the date to which such is allowed.

94. Their furlough will be reckoned from the date on which they quit India, from which date also furlough pay will commence. Ordinarily a man to whom furlough is granted will be made over to the Military Authorities either on the spot or wherever most convenient, and his embarkation will be arranged for by those authorities; but in exceptional cases when a man is permitted to make his own arrangements for the voyage, he may be allowed preparatory leave within a maximum of one month.

95. He will receive full Military pay and half Staff salary for the interval between the date of departure from station to date of embarkation, and the same on return from furlough; but in the event of such leave being exceeded, he will, unless he can show satisfactory reasons for any extension being allowed him, forfeit all pay, both Military and Civil, for the period of over-stay.

61. Commanding Officers of Regiments ordered home will place themselves in communication with Departmental Officers under whom any of the men of their Regiments may be employed on the Unattached List, in view to the decisions of such men being obtained for remaining in India by transfer on the above conditions to any other Regiment of the same arm of the service, or rejoining their Regiments forthwith. In the event of a man electing to remain in India, his decision will be communicated with the least possible delay to the Officer Commanding his Regiment, who will then take all the requisite steps to effect his exchange to the Regiment he selects, otherwise, the man will at once be sent to his Regiment without further reference.

62. A Soldier on the Unattached List under the rank of Sergeant is eligible for promotion to that rank after one year's *effective* permanent service in the Department, with uniform good conduct, and if recommended for such promotion by the Executive Engineer under whom he has been serving, provided that his total service in the Army be not less than three years. The term "effective permanent service" applies to service counting from date on which an Overseer joins the Department, if he passes his probation satisfactorily, and is appointed permanently.

63. Such promotion is, however, purely local and temporary, and any Soldier in the Department, who may obtain the rank of Sergeant under the operation of this Order, will, on return to Regimental duty, revert, *ipso facto*, to the rank which he held at the time of his transfer to the Unattached List, whatever be the cause of his return or remand.

64. Soldiers thus promoted, when temporarily employed on Field service, will retain their Departmental rank, and if attached to Regiments, will be borne as supernumeraries of that rank in the Rolls of the Regiment. Time passed on Field service will count as service for promotion to the Warrant grades.

65. The rank of Sergeant attained under this Order qualifies for promotion to the Warrant grade, in accordance with paragraph 22.

66. Recommendations for promotion to the rank of Sergeant under these rules must be submitted in Forms Nos. 84 D to 84 F by the Executive Engineer under whom the man may be serving, to the Superintending Engineer, who, after recording his opinion on the application, will pass on the papers to the Chief Engineer for submission to the Local Government or Administration, by whom, should it agree in the recommendation, they will be forwarded to the Adjutant General for the orders of the Commander-in-Chief.

67. Non-Commissioned Officers and Soldiers, transferred to the Department, are amenable to the Articles of War in all matters affecting their character as Soldiers. They are also liable to be tried by Court Martial for Civil offences under the Articles of War, but they cannot be tried for drunkenness on duty, should it be merely departmental duty.

68. Their Military pay as well as Civil pay and allowances will be regulated by the rules of the Department.

69. They must provide themselves with full dress and undress uniform, and are subject to the same rules as Warrant Officers regarding its use.

70. They will be allowed the full pay of Infantry Non-Commissioned Officers and Soldiers, respectively, and batta at the rate laid down in para. 6, Chap. I, irrespective of the arm of the service to which they previously belonged. They will not, however, be allowed good conduct pay, subsistence allowances for their wives and families, clothing, bedding, fuel in hill stations, nor any other regimental allowance, their Staff salaries being computed so as to afford compensation for these several advantages, in addition to remuneration for the Departmental duty required of them.

71. The regulations on the following heads, contained in the Military and the Pay and Audit Codes, are to be carefully attended to:—

Renewals of Enlistment.	Discharges.
Bounties *(payable by military Department.)*	Invaliding.
	Pensions.
Marriage.	Estates.
Birth of Children.	Pensions to Widows.

72. They require no other sanction for their marriage than that of the Officer under whom they are serving, or, if that Officer be a Civilian, of the next superior Officer of the Department, who may be a Military man. If a Soldier in the Department be not on the Unattached List, the sanction of the Officer Commanding his Corps should be applied for.

73. All changes, such as births, deaths, or marriages, which may take place in their families, must be reported immediately by Executive Engineers, direct to the Corps on the Rolls of which the men are borne as supernumeraries, in view to the necessary alteration being made in the Regimental records.

74. Their children are allowed to attend Regimental Schools, paying as Staff Sergeants' children.

75. They are permitted to obtain malt-liquor and rum, at the established rates per man, from Regimental canteens. Malt-liquor may be drawn in weekly supplies and taken away, but rum is not to be taken from the canteen on any pretext; nor is more than one dram to be drawn at a time. The above supplies will be drawn on indent countersigned by the Executive Engineer.

76. They are not allowed to use the Military branch of the Government Savings' Bank, but may deposit their savings in the Government Savings' Bank as civil depositors.

77. They may make remittances through Government to England and the colonies for the benefit of relations and friends at the fixed rate of exchange of 2*s.* 0½*d.* the rupee, to the extent of the net amount of Military pay which has accrued to each man since the last remittance, but not exceeding the net amount of Military pay for the past year.

78. The sums to be remitted must be paid into the nearest Civil Treasury through the Officers under whom the men may be serving, and must in every instance be accompanied by authority from the Circle Pay Master for the reception of the amount into such Treasury. The rolls prepared in Bengal Form 144 in accordance with instructions contained below, and countersigned by the Officers under whom the men are serving, will be forwarded to the Pay Master in whose circle the men may be residing.

79. When a Non-Commissioned Officer or Soldier is placed under stoppages for the benefit of his family under the provisions of the 177th Article of War, the Officer under whom he may be serving must recover the amount from the man's pay at the rate of 2*s.* 0½*d.* the rupee, and the same course of procedure must be adopted in effecting such remittance as when the remittance is a voluntary one.

In preparing the remittance list, the following points are to be attended to:—

I.—The names are to be arranged alphabetically, the Commissioned Officers, and those whose remittances are payable at the rate of exchange annually fixed for the adjustment of financial transactions between the Imperial and Indian Governments being first entered, and below these, the Non-Commissioned Officers' and Soldiers' whose remittances are made at the fixed rate of 2*s.* 0½*d.*

II.—The remittances included in the lists are to be restricted to sums for the benefit of the families of the remitters, and, in the case of soldiers, for the benefit of their friends also.

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45. The cost of the journey by rail to the port of embarkation of Warrant Officers not holding Honorary Commissions, and Non-Commissioned Officers proceeding to Europe on medical certificate, including that of their families, will be paid in the Department, in cases when the journey is payable in that Department. The cost of the mode of conveyance will be defrayed by themselves. They will receive the same indulgence as regards travelling by rail for themselves and families from the port of disembarkation to their destination on return from sick leave, except in the case of leave being overstayed, when the privilege will be forfeited.

NOTE.—The amount of baggage noted below is also allowed to be carried free—

For the Warrant Officer himself .. 160 lbs. or 2 mds.
For his wife ... ...120 „ or 1½ „
For each child ... ... 20 „ or ¼ „

46A. Should a Conductor or Sub-Conductor overstay his leave, he will receive for the period of such overstay English Furlough pay only; with this proviso, that from the date he reports his arrival in India until permitted to rejoin on re-appointment, he will receive net warrant pay without staff allowances.

47. Warrant and Non-Commissioned Officers will, when proceeding to Europe on sick leave, be supplied by the Executive Engineer of the Division to which they are attached with a certificate [Form No. 129 E], to the effect that they are entitled to travel second class at the lowest rates of fare. This certificate should be presented to the Station Masters on the line of railroad by which they journey. Fares at second class rates may be charged against Government for their wives and families.

48. Privilege leave of absence may be granted under the rules applicable to Commissioned Officers.

48A. No Warrant Officer not holding an Honorary Commission should be permitted to proceed on privilege leave out of India until he has lodged the full amount of his return passage money or given security for the payment of the same.

(?) refund to Govt.

49. Warrant Officers are permitted to draw malt-liquor and rum in weekly supplies from Regimental canteens on production of an order from their Executive Engineer. Rum will be paid for at one anna per dram, and malt-liquor at five annas per imperial quart.

50. Casualties of Warrant Officers must be reported to the same authorities as casualties of Commissioned Officers.

51. Executive Engineers will be guided by the Regimental Debts Act in dealing with the estates of deceased Warrant Officers. — vide para —

52. All cases of misconduct involving purely departmental offences may be finally disposed of departmentally after such enquiry as *Government* may deem most suitable.

53. Military offences should be dealt with according to the rules provided in the Military Regulations.

54. The procedure in the case of Warrant Officers should be the same as that detailed in for Non-Commissioned Officers and Soldiers. — 6

55. The rank of a Warrant Officer attained in the Department is permanent and absolute, and there being no Regimental rank corresponding to the Warrant grades, he cannot be remanded to Regimental duty unless he has been reduced by sentence of a Court Martial, or by order of *Government*.

56. The rules given in paragraphs 110 to 112, regarding the employment of Non-Commissioned Officers and Soldiers in the Department after discharge, will be held to apply equally to Warrant Officers.

57. Warrant Officers transferred to the Department, in a Province not under the orders of the Government of their original Presidency, retain their place on the Warrant List of that Presidency.

European Non-Commissioned Officers and Soldiers.

58. A Soldier Student of the Government Civil Engineering College, when permanently appointed to the Department, is allowed an outfit allowance of Rs. 150; keeping in mind the object of the allowance, the *Executive Engineer under whom he serves his apprenicetship* may, at his discretion, advance a portion of the money to the Soldier before he starts on his journey *to join his permanent appointment.*

58A. This outfit allowance should be charged against Establishment under head 'Salaries, Upper Subordinate.'

59. On first appointment, they should be furnished with descriptive Rolls, Records of Service, and Last-pay Certificates, which they must deliver to the Executive Engineer of the Division on joining. Duplicates of these documents should be sent by post to the Executive Engineer, together with an extract from the Regimental Defaulters' Book for three years or for any less period if he has not served so long. Executive Engineers are required to call for these papers if not received in due time.

permanently

60. On joining the Department as Overseers on probation, the necessary measures, which are detailed in the following paragraphs, should be at once taken by *Government* for their transfer to the Unattached List. Every application for the transfer of a Non-Commissioned Officer or Soldier to the Unattached List is to be submitted in Forms Nos. 84 to 84 C by the Executive Engineer under whom he may be serving, through the Chief Engineer, to the Adjutant General of the Army. The conditions of transfer are laid down in the following rules:—

I.—On transfer to the Unattached List, their places will be filled up in their Regiments.

II.—They carry with them their claim to pension.

III.—They are liable to be remanded for misconduct to their Regiments, and placed at the bottom of the list of their rank in the Regiment, as supernumeraries, if there are no vacancies; and if Non-Commissioned Officers, they are also liable to be reduced to the ranks, or to a lower grade, as the Commander-in-Chief may direct.

a lower grade or to

IV.—They are liable to trial by Court Martial while on the Unattached List; and Non-Commissioned Officers if reduced, to be remanded as privates to their Regiments.

V.—Men on the Unattached List may be permitted to return to their Corps only under special circumstances, as transfers, with the concurrence of their Departmental superior and the Commanding Officer of the Corps they may be desirous of joining, and with the sanction of the Commander-in-Chief.

VI.—After transfer to the Unattached List, they will obtain military promotion according to the Regulations of the Department.

VII.—Non-Commissioned Officers and Soldiers on the Unattached List will be retained on the Rolls of their Regiments or Batteries as supernumeraries, and on the departure from India of their Regiment or battery will be required to resign their appointments, unless they obtain permission to be transferred to some other Regiment or Battery remaining in India, under the 53rd Clause of the Mutiny Act. Men so transferred will retain their rank on the Unattached List, and will be borne as supernumeraries in the returns of their new Regiments or Batteries, in the rank which they held in their former Corps when transferred to the Unattached List. When remanded to their new Corps, provided it is not owing to misconduct, they will join in the rank in which they are borne on the Regimental Returns, and will remain supernumerary of their rank till they are absorbed.

VIII.—Men so volunteering will receive no bounty.

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27. They must provide themselves with undress uniform, as laid down in G. O., No. 19 of 1872 (*vide* Appendix E), and must appear in it on all formal occasions of duty, as when in attendance on the inspections of the superior Officers of the Department, or on Military Officers or Committees (whenever full dress may not have been enjoined), or on such other occasions as their Departmental Officers, whether Civil or Military, may prescribe.

28. They are moreover to provide themselves with the full dress of their respective grades, according to existing regulations.

29. They will receive a monthly net "Warrant pay" according to rank, which, with a monthly sum as "Warrant allowances" intended as a full equivalent for batta, tentage, and house-rent, will together constitute the monthly "Warrant pay and allowances" which will be drawn in the Department (see Form No. 74). Any who, previous to 1st January 1868, were drawing more pay in the aggregate than the rates thus allowed, may have the option of drawing under the rules then existing until they are promoted to such a rank as will, according to the new rates, give them a higher rate of Military pay and allowances than that which they were drawing when the new rates came into force.

30. In respect to pensions and invaliding, they are under the same rules as those of the Ordnance Department.

31. The periods of service entitling a Warrant Officer to retiring pension will, in future, be—

Twenty-eight years' total service in Europe and India, including 12 years in the Department; 26 years' total service in Europe and India, including 14 years in the Department; or 24 years' total service in Europe and India, including 16 years in the Department. The service in the Department will be reckoned from the date on which he joined the Department, whether prior or subsequent to his attaining the Warrant rank, independent of transfer to the Unattached List. All Warrant Officers on the Establishment, before the 1st January 1868, will be allowed the option of electing for the old or new periods of service.

32. Warrant Officers invalided in England, who have served half the above periods, are granted pension at reduced rates; if their services be less than half the prescribed periods, they are granted the allowance for the next lower grade.

33. All Warrant Officers, after 21 years' service, who are not entitled to the advantages of the rank, on account of insufficient service in the Department, are allowed the pension of a Sergeant Major, *viz.*, 2*s.* 6*d.* a day, or £45 12*s.* 6*d.* a year, provided that the last 5 years of service shall have been in a rank superior to that of Sergeant.

34. All Warrant Officers are allowed to reckon the following periods of leave, whether taken in India or Europe, as service for pension:—

15 months in 12 years' departmental service.
20 " in 14 " " "
24 " in 16 " " "

35. Warrant Officers holding that rank on the 23rd August 1872, may, should they elect to do so, continue on the rule hitherto in force, and reckon all leave in India as service, and all leave out of India as against service. This option is not given to men attaining Warrant rank after that *the 23rd August* 1872.

36. The honorary rank of Captain will, on the advice of the Secretary of State, be conferred on Warrant Officers of the rank of Deputy Commissary; Assistant Commissaries, and Deputy Assistant Commissaries will receive the rank of Lieutenant, but will be considered junior of that grade for one year. They will retain this rank until promoted to be Deputy Commissaries. The necessary reference to the Home Government in such cases will be made in the Military Department.

37. Those who hold veteran or honorary commissions and elect the Rules of 1868, are allowed the privilege of furlough to Europe as Commissioned Officers; the period of service qualifying for furlough being calculated from the date of the attainment of a commission. They will receive during furlough half their total receipts at the time of taking furlough without reference to a minimum or maximum rate.

38. Warrant Officers not holding commissions can obtain furlough under the rules of 1868 only on medical certificate, such furlough may be for 2 years during which period they will draw half their aggregate Indian allowances (Warrant pay and allowances and departmental staff) received at the time of going on furlough. Any furlough on medical certificate not exceeding one year granted in extension of the two years, or any leave taken within less than 3 years from date of last return to duty, will be on "English furlough pay"—(see Form No. 83).

NOTE.—The passage money admissible under Military Rules will be passed in the Department when their furlough allowances are thus passed.

39. Warrant Officers may elect the furlough and leave rules of 1875, but those who attain that rank after the 31st December 1875 have no option.

40. The leave named in the two preceding paragraphs can only be granted by the Government in the Military Department on application made in the manner prescribed for Commissioned Officers.

41. Applications for leave to Europe must be accompanied by a duly certified statement of the applicant's service, and of the condition in respect to service for pension under which the furlough is taken.

41A. Departmental service of a Warrant Officer, shall be reckoned from the date on which he first joins the Department, (independently of the date of his transfer to the unattached list), to the date of his remand to his regiment.

42. No leave taken out of India by Warrant Officers, whether holding Commissions or not, can count as departmental service for Military promotion.

42A. A statement of the services of Warrant Officers in the Department proceeding on furlough should be transmitted to the India Office with their duplicate last pay certificate.

42B. The note at the heading of Chapter IV of the Civil Leave Code does not apply to Warrant Officers not holding Honorary Commissions. Such Officers can obtain leave in India under Chapter II of the Military Furlough Regulations of 1868, no leave other than privilege leave being admissible under Civil Rules.

43. A Warrant Officer holding an Honorary Commission, and drawing a consolidated salary while on leave in India, will draw the net Warrant pay and allowance of his Warrant rank, and half the difference between the aggregate of such pay and allowance and the consolidated salary of his appointment. A Warrant Officer not holding an Honorary Commission, while on leave in India, will draw allowances under the rules that regulate the furlough allowances of Commissioned Officers who draw Staff salary in addition to Military pay and allowances.

44. Warrant Officers who, under the operations of Military Department General Order No. 176 of 20th February 1868, are entitled to free passages when compelled by sickness to proceed to Europe, will be provided by the Quarter Master General's Department with second class accommodation on board Her Majesty's Indian Troop-ships, when such is available. When such is not available, Warrant Officers must take any other accommodation that can be provided.

44A. If accommodated in the Staff Serjeants' quarters on any of Her Majesty's troopships, Warrant Officers will be provided with second-class messing for themselves and their families from the saloon general mess, if the numbers so accommodated do not exceed the equivalent of eight adults.

Warrant Officers thus provided with second-class messing, are liable to deductions on that account as second-class passengers.

45. In cases when Warrant Officers, not holding Honorary Commissions and their families entitled to passage home at the public expense, they will ordinarily be provided with passage on board a troop-ship.

12E. A Military Officer proceeding on furlough cannot be furnished by the Examiner with a final Last pay Certificate until he procures from the Military Department of the Presidency to which he belongs, and submits to the Examiner a Memorandum showing the period for and terms on which his leave may be extended or commuted, and, if the leave cannot be extended or commuted, stating the fact.

12J. Officers obtaining furlough on private affairs should understand that the grant of furlough only holds good for *three months* from the date of the General Order notifying it. The period is *inclusive* of the preparatory leave allowed to reach the port of embarkation. Officers should therefore avail themselves of their furlough within two months from the date of its announcement in Government General Orders.

12K. Officers proceeding on furlough to Europe may, if they desire it receive an advance equivalent to three months' furlough pay.

12L. Officers returning from furlough will similarly be granted advances of pay at the following rates, on obtaining permission to return :—

	£
For a Subaltern	65
,, a Captain	100
,, a Field Officer	150

Recovery of the advances made in England should be effected in India by five equal monthly instalments at the rate of exchange fixed for the year.

13. An Officer desirous of obtaining furlough on medical certificate must appear with Medical Statement of his case in triplicate before a local Committee, who will recommend him for leave to proceed to the port of embarkation. On arrival at the port he will present himself for final examination before the Standing Medical Committee, and on obtaining their further recommendation will submit an application for furlough to the Government of the Presidency from which he embarks; if proceeding from Madras, his application may be submitted by the Head of his Department direct. The triplicate copies of the Medical Statement of the case are to be disposed of as follows:— One to be retained by the Officer for his personal use; one for the Standing Medical Committee, and one to be attached (as above stated) to his application for furlough.

14. Government will grant subsidiary leave in both cases—in the case of furlough on private affairs on receipt of intimation that furlough has been granted, and in cases of sickness to enable an Officer to appear before a Medical Board.

15. Casualties of Officers shall be reported immediately by the Senior Departmental Officers present to the Officer Commanding the nearest Military station, also through the Superintending or Chief Engineer to the Military Secretary to the Commander-in-Chief, to the Secretary to the Government in the Military Department, and to the Adjutant General. In the report the time, place and cause of decease should be mentioned.

16. No Officer shall be removed from any appointment he may be holding, nor the resignation of such an Officer accepted, without the previous sanction of *Government*.

17. Whenever *Government* deems it expedient that an Officer should be removed from his appointment, or that the resignation of his appointment by such an Officer should be accepted, the decision will be communicated to the Military Department for record in the case of an Officer of the *Madras* Presidency, and for further communication to the Government of *Bengal* or Bombay in the case of Officers of those Presidencies serving under the Government of *Madras*.

18. * * * *

19. Whenever an Officer is transferred from the Public Works to the Civil Department, the Examiner should furnish the Civil Account Office concerned with a statement of the salary drawn by such Officer for the last three years preceding his transfer, and with a statement of the leave granted to him prior to the date of transfer.

19A. *All claims arising in the Military Department against Officers of the Department, will be either noted on their Last Pay Certificates when joining this Department, or intimated by Military Paymasters* to Examiners, who will then adjust them under the rules provided for the adjustment of accounts in the Department.

19B. If in any case the transfer of a Military Officer from the Departments to Military employ would involve extra expense, or be otherwise unacceptable to the Military Authorities, the consent of the Government of India should be obtained before such transfer is effected.

Warrant Officers.

20. With the view of affording Military promotion to deserving Non-Commissioned Officers employed in the Department, the following Establishment will be filled up by promotion from Sergeants employed in the Department, the individuals so promoted continuing on the Establishment, and performing their Departmental duties, except when required for Field service:

Deputy Commissaries	2
Assistant Commissaries... ...	2
Deputy Assistant Commissaries ...	2
Conductors	9
Sub-Conductors	12

Vacancies in a superior may be compensated by an excess in an inferior rank, provided the aggregate number of Warrants be not exceeded.

21. Sergeants of not less than 5 years' standing, and 15 years' service in the Army (including Departmental service), will be eligible for promotion to Sub-Conductors, from which rank well-conducted Warrant Officers will rise by seniority as vacancies occur, unless sufficient ground for supersession exists, but no Warrant Officer will be promoted to a higher rank till he shall have served two years in the rank below. The restriction as regards length of service required for promotion to Sub-Conductor shall be held to admit of special exceptions in cases of notable Military service.

22. *All promotions will be made from among deserving Sergeants according to their departmental seniority. And in order to aid the Government in making just selections, the Chief Engineer should, from time to time, acquaint the Government with the names of the Sergeants considered most deserving.*

23. Recommendations should not, in those cases, be based on professional efficiency alone, which is separately rewarded by departmental promotion, but on general respectability of conduct, irrespective of educational or other cognate qualifications.

24. A Non-Commissioned Officer, who may be selected for employment as a Warrant Officer, shall be removed from his regiment, and shall be transferred to an Unattached List, for special employment, on his signing the following declaration in the presence of the Executive Engineer under whom he is serving, who will affix his signature thereto as a witness :—

DECLARATION.

"I _____ at present a _____ in Her Majesty's _____ of _____ and attested at _____ on the _____ of _____ 18___ for a term of _____ years, do hereby declare that, in consideration of my appointment to be a Warrant Officer by the Government of _____, I agree to be transferred to the Unattached List, and to continue to serve in Her Majesty's Army until legally discharged."

Witness. _____ (Sd.)

This declaration is to be attached to the Warrant Officer's record of service, and forwarded with the recommendation for his promotion.

25. Warrant Officers employed in the Department are amenable to the Articles of War in the same manner as Commissioned Officers.

26. When suitable quarters are not available for Warrant Officers at the Presidency Town, and these Officers are consequently required to provide their own quarters, they will be entitled to the following amounts as Presidency [illegible] addition to their Military pay and allowances

Chapter V.—Special Rules applicable to all branches of the Department.

Military Commd. Officers.	1	Military Native N. C. Officers and Soldiers	128
" Warrant Officers	20	Civil Engineers, and other persons not in the Military Service	138
" European N. C. Officers and Soldiers.	58		

Commissioned Officers.

1. Officers of the Department cannot claim or exercise the right of command of troops or stations, as senior Officers, by virtue of their Commissions. Their orders on matters of departmental duty are not Military commands, so that disobedience of these on the part of their *Military* Assistants or Subordinates is not punishable under the Articles of War.

2. They must, for the period of such service, abide by the rules of the Department both as regards Military and Civil pay and allowances.

3. They are liable to be tried by Court Martial for conduct affecting their character as Officers of the Army, and for the Civil offences specified in the 131st Article of War. If a Military Officer employed in the Department is charged with an offence which may render necessary his eventual removal from his appointment, he should, in the first instance, be suspended from Civil employment, pending a reference to the Military Authorities, and the expression of an opinion on their part as to the manner in which the case should be dealt with.

4. They cannot hold even temporarily situations on the Personal Staff of the Officer Commanding at a station, or any Staff situations which involve the control or conduct of the details and routine of station duty.

5. They are not exempted from the roports required from Officers when on leave or in progress to join their appointments.

[For rules regarding these reports, see Madras Army Regulations, paragraphs 1917—32.]

6. When posted to Executive Divisions, of which any Military Cantonment forms a part, or when residing in or visiting such Cantonments on duty, they will conform to the orders on the subject of dress prescribed for Officers serving in those Cantonments when frequenting places of public resort; and though exempted from attendance at ordinary parades, they are expected to attend the Commanding Officer on any public occasion on which he may require their presence. When associated with Officers in Military employ on occasions when such Officers are expected to wear uniform, they will do the same.

7. They will, whether on duty or on leave, conform to the orders affecting Officers in Military employ when attending levées or parades, or entertainments at the houses of the Viceroy, Governors, or Lieutenant-Governors, His Excellency the Commander-in-Chief, or Chief Commissioners.

7A. Every Officer of the Royal (late Indian) Artillery and Engineers should, in the ordinary course of official routine, be considered and treated as a General Service Officer, unless he has, since the publication of G. G. O., No. 827, dated September 17th, 1861, distinctly declared for local service, and has not in the interim availed himself of any of the advantages specially enjoyed by General Service Officers.

7B. In the event of an Officer declaring for local service, it should be at once ascertained whether he has already practically elected for General Service by accepting any duty or privilege peculiar to that position; and should such not have been the case, his election for local service should be accepted and recorded as final, and his future employment regulated accordingly.

7C. No Officer of the Royal (Imperial) Engineers is allowed to exchange for service in India, with an Officer on an Indian cadre without the consent of the Government of India.

7D. Military Officers of the Department are considered as in Civil employ, and therefore not eligible to elect the Military Furlough Regulations of 1875.

8. On retiring from effective Military service they vacate their appointments, and will only be re-appointed under special sanction of the Government of India.

9. They are subject to the same rules regarding the permanent occupation of quarters as Staff Officers. See Chapter XVI.

9A. [illegible] appointments are precluded under the 13th paragraph of G. O. G., No. 278 of 1855, from the grant of compensation on account of loss of property which they may sustain by fire, &c.

10. They are subject to the general rules regarding Furlough and Leave of Absence, salary while on leave, and No demand Certificates, and Military Officers in Civil employ. To such Officers the Military Regulations regarding leave are applicable, when they apply for furlough in or out of India, excepting in the case of privilege leave, with reference to which the Civil Rules are in force.

10A. Leave on private affairs should be given by *Government* just as in the case of a Civil Officer, and not under Chapter II, Rule XXV of the Regulations of 1868, which is applicable only to Officers in Military employ,—an Officer in Civil employ who has elected the rules of 1868 coming under the provisions of Rule XXXIII.

10B. Furlough in India may, however, be allowed under Chapter I of the Furlough Regulations of 1868 to an Officer who is entitled to Furlough out of India under the same Chapter. In this case he should submit his application for furlough to the Military Department of the Government of his own Presidency in the usual way.

10C. An Officer continuing to hold an appointment on attaining to the Colonel's allowance will not, during such tenure of office, be eligible to Furlough or leave of absence other than Privilege leave, under the ordinary rules of the service.

10D. An Officer of the Royal Engineers in Civil employ can retain his appointment during all leave of absence granted on competent authority, but in cases of service of three years and under, English furlough pay can only be passed while on furlough.

10E. A Military Officer in the Department who overstays privilege leave is subject to forfeiture of all his pay, Military and Departmental for the period of overstay.

11. No leave can be granted to Officers under the Military Regulations in continuation of privilege leave granted under the Civil Rules, nor *vice versâ*. If an Officer, absent on privilege leave, is granted an extension on medical certificate or on private affairs, the whole period of absence must be treated as leave on medical certificate or private affairs, as the case may be.

12. All applications (Exr. Wks. Form No.) from Officers in the Department, for furlough to Europe on private affairs, shall, in the first place, be laid before *Government* accompanied by a statement of service in Form No. 82 if necessary, and by the statement mentioned in para. 13. *Government* having accorded sanction, will forward for disposal the original application to the Military Department of the Presidency to which the applicant belongs; applications from Officers in the Accounts Branch, will be submitted through the Government of India in the Public Works Department.

NOTE.—Printed copies of Form No. are supplied ~~gratis~~ by the *Examiner of Accounts*. Should manuscript copies be used in cases of emergency, printed copies should follow as soon as possible.

12A. Officers serving out of their own Presidency must submit their applications for furlough on private affairs to the Government of their own Presidency, through the Local Government or Administration under which they may be serving.

12B. Application for furlough should not ordinarily be forwarded to Government at a date earlier than two months before that fixed by the Officer as the date for the commencement of his leave.

12C. *Under no circumstances* can communications regarding leave be made by official telegram by the Officer concerned.

12D. Officers desirous of proceeding to Europe on emergent *private affairs*, who may have already enjoyed the authorized furlough, or who may not be entitled to such indulgence, should, with their applications, explain the circumstances which induce them to apply.

12E. In the case of an Officer whose furlough is not notified within *three months* from the date of his No-demand Certificate, it will be necessary for the applicant to forward to Army Head-quarters a fresh No-demand Certificate or a guarantee in lieu in Exr. Wks. Form No. 503.

12F. Applicants for furlough on private affairs are on no pretext whatever to be allowed to leave their stations until they have been officially informed that their furlough has been sanctioned by the Government.

12G. Officers proceeding to the port of embarkation, preparatory to availing themselves of furlough on private affairs, should provide themselves with the following documents:—

I.—Extract of Order granting preparatory leave.
II.—Extract of Government General Order granting furlough.
III.—Last Pay Certificate in Form 82A.

Warrant Officers at the Presidency Town, and these Officers are consequently required to provide their own [illegible]