GOVERNMENT OF MADRAS.

MILITARY DEPARTMENT.

Medals.

Read the following paper:—

No. . *From Brigadier-General E. COLLEN, C.B., Secretary to the Government of India, Military Department, to the Adjutant-General in India; dated Simla, the 3rd August 1889, No. 1927-B.*

Medals.

In continuation of Military Department letter No. 2684-B, dated 17th December 1888, I am directed to state that, in accordance with the suggestion of the Commander-in-Chief, the Government of India have decided that all applications for the replacement of medals lost by members of the Police force, the Jail or other Civil departments will, in future, be disposed of by the Head of the Department concerned in each province, in direct communication with the Controller of Military Accounts concerned; only special cases, or those in which it is recommended that the medals should be replaced at the cost of the State, being submitted, for the orders of the Government of India, direct by the Head of the Department concerned in each province.

2. The Board of Inquiry referred to in Para. 2439, Army Regulations, India, Vol. II, Part II, will consist, in the case of a member of the Police force, of a Superintendent of Police as president and two subordinate Police officers as members; and, in the case of others, of a senior officer of the department as president and two subordinate officers as members.

No. 1927-B.

Copy forwarded to the Secretary to the Government of Madras, Military Department.

* * * * *

(By Order.)

SIMLA,
3rd August 1889.

(Signed) A. C. TOKER,
Depy. Secy. to the Govt. of India.

No. . ORDER THEREON, August 1889, No. .

Communicated for the information of His Excellency the Commander-in-Chief and the Controller of Military Accounts; also to the departments of the Secretariat.

(True Extract.)

(Signed) A. KENNEY-HERBERT, Brigdr.-Genl.,
Secretary to Government.

To the Adjutant-General.
" Controller of Military Accounts.
" Judicial Department.
" Revenue Department.
" Public Works Department.

Exd. E. C. Shunker.

Govt. of {1889} Madras.

MILITARY.

To

THE ADJUTANT-GENERAL,
&c., &c., &c.

Dated August,

Issued

Recd. *Encl.*

G.O., **August 1889, No.**

AUGUST.

Nos.

Medals.

Members of the Police Force, the Jail or other Civil Departments.—Instructions of the Government of India for the disposal in future of all applications for the replacement of medals lost by —, communicated to His Excellency the Commander-in-Chief and departments concerned.

GOVERNMENT OF MADRAS.

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GOVERNMENT OF MADRAS.

MILITARY DEPARTMENT.

Regimental Institutions.

Read the following paper :—

No. 189. *From Brigadier-General E. COLLEN, C.B., Secretary to the Government of India, Military Department, to the Quarter Master General in India ; dated Simla, the 4th July* 1889, *No.* 1318-*MW.*

Accommodation for Troops.

I am directed to acknowledge the receipt of your letter No. 1901-B, dated 7th June 1889, on the subject of the amount of accommodation requisite in the regimental institutes of British troops.

2. Your letter states that you are directed by the Commander-in-Chief to submit the proceedings of a committee assembled under His Excellency's orders to consider the question of allotting adequate areas for each department of the institutes, and your letter further contains several references to such proceedings. But the only enclosure received with your letter is a note drawn up apparently in your department and embodying the views of Sir Frederick Roberts after a discussion with the officers named in the note.

3. I am to observe with regard to this note that frequent reference is made therein to the conditions governing the dimensions and form of these regimental institutes "laid down by Government," and it might be inferred that these conditions had been laid down apart from and without consulting army head-quarters. The Government of India, therefore, desire to place on record that their instructions are simply the embodiment of the Commander-in-Chief's views as recorded at a meeting held in October 1888 in His Excellency's office. A conclusion having thus been arrived at under the initiation of the Commander-in-Chief and with his full approval was reported to the Secretary of State and has received His Lordship's sanction.

4. The modifications in the dimensions and arrangement of the accommodation in regimental institutes, which are now proposed, have received the careful consideration of the Government of India ; and I am to state that, in deference to the strong opinion expressed by Sir Frederick Roberts, the Government of India are prepared to accept generally the dimensions and arrangements now proposed, and will recommend them for the sanction of the Secretary of State for India. His Lordship's sanction must, however, be received before the new proposals can be acted upon, as they go beyond what he has approved.

5. With regard to the details of the institute accommodation given in para. 5 of the note accompanying your letter, the Government of India are inclined to think that the area provided has not in all cases been kept down to the lowest practicable limit. For example, it is proposed to give the corporals' room an area of 576 square feet, the number of corporals being only 40 in a battalion of infantry. In the final revised type plan of an institute the possibility of effecting any reductions of area without detriment to the usefulness of the institute should be carefully considered.

6. The Government of India concur in the opinion that in institutes for small bodies of troops a separate theatre cannot be given, and theatrical performances must be given in some one of the larger rooms of the institute which will be provided with a stage for this purpose.

7. With regard to the remarks in para. 7 of the note relating to the use of inner verandahs for institute accommodation, I am to say that in the opinion of the Government of India inner verandah space of barracks with double verandahs is generally suitable for all purposes for which accommodation is required in regimental institutes and should, therefore, be invariably reckoned as a part of the area admissible.

8. The principles on which the accommodation for smaller bodies of troops is deduced from that for a battalion of Native Infantry are approved. The area in the hills should be three-fourths of that allowed in the plains.

From Major-General Sir JAMES BROWNE, Quarter Master General in India, to the Secretary to the Government of India, Military Department; dated Simla, 7th June 1889, No. 1901-B (Regimental Institutions).

With reference to Military Department No. 2133-MW (Accommodation for Troops), dated 5th November 1888, on the subject of the area admissible for regimental institutes, I am directed to submit the proceedings of a committee assembled under the Commander-in-Chief's orders to consider the question of allotting adequate areas for each department of such institutes, in consequence of difficulties which had been experienced in the re-appropriation of accommodation for institute requirements, and I am to express His Excellency's hope that the proposals of the committee will meet with the approval of the Government of India.

2. It will be observed that the total area proposed by the committee for a Battalion of British Infantry, viz., 12,818 s ft., is less than that accepted by the Government of India, and approved of by the Secretary of State for India as a tentative measure, if the space for "Canteen Sergeant's quarters," "Librarian's quarters," and "Caterer's quarters" be omitted. For these quarters (at 366 s.ft. each) 1,098 s.ft. are required, and 12,818 s.ft. — 1,098 s. ft. = 11,720 s. ft. is the space actually available for the various institutions.

3. I am to explain that, when His Excellency agreed to 12,000 s.ft. as the total area to be allowed for a British Infantry Institute, it was understood that such area included quarters for the different non-commissioned officers in charge. During the last year or so Sir Frederick Roberts has visited nearly every institute in the Bengal Presidency, and His Excellency is quite satisfied that the men cannot be made reasonably comfortable with rooms of smaller dimensions than those now proposed.

4. It will further be apparent on consideration that, as stated by the committee in para. 10 of the proceedings, neither the area of these above-mentioned quarters, nor that of the billiard room can be further reduced, and therefore, in computing the space to be allowed in institutes for smaller units than a battalion of British Infantry, satisfactory results cannot be obtained by taking a proportional area per man, calculated on the total area allowed for a battalion.

5. Very few regiments have a gymnasium, and, besides being available for performances, the hall marked "Theatre" will be very valuable for regimental purposes, not only for fencing, &c., but also for lectures and instruction generally. The increasing want of accommodation for such purposes has been felt for some time past, and has now become an urgent requirement.

6. In conclusion, I am to remark that these regimental institutes are now on their trial; the benefits they confer are gradually being appreciated by the men, and it would, Sir Frederick Roberts considers, be a great misfortune for the army in India if their value should be depreciated to any extent owing to any curtailment of space, which must necessarily diminish the comfort of the soldiers attending them, as many matters in connection with institutes are held in abeyance until the exact area to be allowed for the various departments has been decided.

7. I am to request the favor of a very early reply to this communication.

NOTE.

REGIMENTAL INSTITUTES FOR BRITISH TROOPS.

The orders of the Government of India in regard to the space to be allowed for regimental institutes (*vide* Military Department No. 2183-MW, dated 5th November 1888, to the address of the Quarter Master General in India) are—

i.—That the total area may be taken at 12,000 s.ft. for a Battalion of British Infantry in the plains.

ii.—That Government prefer to await the results of further experience before laying down any more definite instructions regarding the arrangement of the buildings, &c., required for a regimental institute.

iii.—That it is not considered necessary to provide accommodation for use solely as a theatre,—a permanent stage and dressing rooms should be added to one of the rooms of the institute.

iv.—In the hills the area for an institute for a Battalion of British Infantry is to be taken at three-fourths the area allowed in the plains.

v.—For other bodies of men the areas will be calculated at the same area per man as for a Battalion of British Infantry, except in the case of small bodies such as a single Battery of Royal Artillery or a Company of British Infantry, which must be specially considered.

2. Difficulties have lately arisen in various stations in arranging re-appropriations within the limits sanctioned by Government, and it has been found that these difficulties were due, partly to the want of definite decision as to suitable areas for each item of accommodation, and partly to the impossibility of applying the proportion fixed for other bodies of troops so as to provide fully for all requirements.

3. With a view to establish the necessary data, the various cases in the Meerut District were carefully gone into by the local officers and were subsequently inspected by His Excellency the Commander-in-Chief in person. The cases at Amballa were similarly inquired into, and His Excellency compared the various proposals with the orders of Government on the subject.

4. A committee was then assembled under His Excellency's orders at Amballa on the 29th March 1889, for the purpose of discussing the details of accommodation required, and of formulating proposals for definite scales of area to be allowed in each portion of a regimental institute.

The committee was constituted as under—

His Excellency the Commander-in-Chief in India.
Brigadier-General Galbraith, C.B., Commanding Sirhind District.
Colonel G. E. L. S. Sanford, C.B., R.E., Inspector-General of Military Works.
Major N. Arnott, R.E., Deputy Inspector-General of Military Works.
Major Spratt, R.E., Superintending Engineer, Meerut.
Captain Dickie, R.E., Executive Engineer, Military Works, Amballa.

5. The committee having discussed in detail all the instances brought before them decide to recommend the following areas and distribution of accommodation for the regimental institute of a Battalion of British Infantry:—

Canteen—		
Privates' room	1,200	s.ft.
Bar or issue room	240	,,
Beer store	456	,,
Corporals' room	576	,,
Sergeants' quarters	366	,,
Library—		
Book room	288	,,
Reading room	1,440	,,
Librarian's quarters	366	,,
Recreation and Refreshment rooms—		
Temperance room	1,200	,,
Billiard room	672	,,
Games room	960	,,
Theatre	2,000	,,
Refreshment or supper room	2,160	,,
Refreshment issue and store rooms	528	,,
Caterer's quarters	366	,,
Total area	12,818	,,

= 13·694 s.ft. per man,

or a total area of 12,818 s.ft. against 12,000 s.ft. sanctioned by Government.

6. In justification of the request for 2,000 s.ft. for a theatre in addition to 960 for a games room, it is to be noted that His Excellency the Commander-in-Chief considers it essential that there should be, whenever possible, a large room or hall in the institute which can be used for theatrical performances. He does not consider that the supper room is, as a rule, suitable for this purpose. It is further observed that the auditorium of the theatre can be used for regimental purposes as, for example, fencing, band practice, &c., and above all for regimental instruction by means of lectures. If this space (2,000 s.ft.) is given under the main roof and the verandahs are thrown in in construction as at Jullunder, the total space for the theatre will be doubled in width and will admit of a stage 30′ in depth being given. But in institutes for small bodies of troops a room of sufficient size to be used as a theatre cannot well be given without unduly increasing the total area allowed. In such cases it will be better to adhere to the principle laid down by Government and to increase the size of the supper room so as to admit of a stage, &c., at one end; the stage to be screened off from the supper room by a movable partition. Stages and fixtures should be supplied by the State.

7. In cases of re-appropriation of existing buildings, inner verandahs should be included as far as may be possible in the areas of the different components. Where this is not practicable, inner verandah space must be allowed in addition to the areas laid down above.

8. In all cases of re-appropriation of existing buildings it is proposed to permanently allot only the areas detailed for each of the several purposes, so as to secure the same collective area in each station as far as possible. But it will not always be practicable to do this absolutely on account of the varying classes and construction of buildings that have to be adapted for institutes. Government will no doubt sanction small excesses when shown to be unavoidable.

9. His Excellency the Commander-in-Chief considers it necessary that the building formerly sanctioned as the *canteen* should continue to be known by that name and not by the name "refreshment room." The canteen as now proposed will be of reduced dimensions, but His Excellency holds it to be absolutely requisite that it should be in a separate building from the rest of the soldiers' institute in all cases of new construction and in cases of re-appropriation wherever practicable.

The "corporals' room" should be given in the canteen and not in the other part of the institute.

10. As regards the details of accommodation in institutes for smaller units than a Battalion of British Infantry, the committee remark that satisfactory results cannot be obtained by taking a proportional area per man calculated on the total area allowed for a battalion. There are certain items, such as billiard room and quarters for Canteen Sergeant, Librarian and Caterer, which are practically constant, that is to say their areas cannot be reduced, as they are already at a minimum for a battalion. The committee therefore propose that these constant items should be allowed in each institute, and that the remaining items only should be reduced in proportion to the numbers of men in each unit.

Thus, taking the case of the head-quarters and 6 Companies of British Infantry with a strength of 730 rank and file against 936 in a full battalion, the calculation would be as under :—

		S.FT.
Total area for a battalion	=	12,818
Deduct billiard room 672		
3 Quarters at 366 each 1,098		
		1,770
Difference =		11,048
$\frac{11048 \times 730}{936}$ =		8,616
Add billiard room, &c.		1,770
Total area allowed =		10,386

A tabular statement is appended showing the detailed scale of accommodation proposed under the above system for each of the following units in the plains :—

Battalion British Infantry.
Head-quarters and 6 Companies British Infantry.
Head-quarters half Battalion British Infantry.
Detached half Battalion British Infantry.
Detachment 2 Companies British Infantry.
British Cavalry Regiment.
Royal Artillery 4 Batteries.
" " 3 "
" " 2 "
" " 1 Battery.

In calculating the accommodation for Royal Artillery, the strength of rank and file in one battery has been taken at 148, that of a Horse Artillery or Light Field Battery. Although Mountain, Heavy Field and Garrison Batteries have fewer rank and file it is not considered desirable to reduce their institute space below what is allowed for Light Field Batteries.

11. For institutes in the hills the committee propose a reduction in the areas allowed for the plains, subject to the same remarks regarding constants when calculating the space allowed for units of less strength than a battalion. This reduction is at present fixed by Government at $\frac{3}{4}$. It is, however, observed, that if the proportion were made $\frac{5}{6}$ instead of $\frac{3}{4}$, the calculations would be much simplified. The dimensions and areas in the tabular statement for the plains have been arrived at on the consideration that the usual width of a barrack room in the plains is 24 feet. The usual width of rooms in the hills is 20′, and if this width were applied in each case, the lengths remaining the same, suitable sizes for each item of accommodation in the hills could be at once obtained from the scale proposed for the plains.

INSTITUTES.

Scale of accommodation proposed for the Plains.

Nature of accommodation.	British Infantry Battalion 936 Rank and File.		British Infantry Head-quarter and 6 Companies 730 Rank and File.		British Infantry Head-quarter and half Battalion 524 Rank and File.		British Infantry Detached half Battalion 412 Rank and File.		British Infantry Detachment 2 Companies 206 Rank and File.		British Cavalry Regiment 552 Rank and File.		Royal Artillery 4 Batteries 592 Rank and File.		Royal Artillery 3 Batteries 444 Rank and File.		Royal Artillery 2 Batteries 296 Rank and File.		Royal Artillery 1 Battery 148 Rank and File.	
	Dimensions.	Total area.	Dimensions.	Total area.	Dimensions.	Total area.	Dimensions.	Total area.	Dimensions.	Total area.	Dimensions.	Total area.	Dimensions.	Total area.	Dimensions.	Total area.	Dimensions.	Total area.	Dimensions.	Total area.
Canteen—																				
Private's rooms	50′ × 24′	1,209	37′ × 24′	888	28′ × 24′	672	25′ × 24′	600	20′ × 24′	480	28′ × 24′	672	30′ × 24′	720	27′ × 24′	648	23′ × 24′	552	14′ × 24′	336
Bar or issue room	10′ × 24′	240	10′ × 24′	240	10′ × 24′	240	10′ × 24′	240	10′ × 24′	240	10′ × 24′	240	16′ × 24′	384	10′ × 24′	240	14′ × 24′	336	20′ × 12′	240
Beer store	19′ × 24′	456	19 × 24′	456	16′ × 24′	384	14′ × 24′	336	14′ × 24′	336	16′ × 24′	384	24′ × 24′	576	14′ × 24′	336	12′ × 24′	288	20′ × 10½′	210
Corporals' room	24′ × 24′	576	14′ × 24′	336	12′ × 24′	288	12′ × 24′	288	12′ × 24′	288	14′ × 24′	336	24′ × 24′	576	14′ × 24′	336	...	...	...	...
Sergeants' room	16′ × 14′	366	...	366	...	366	...	366	...	366	...	366	...	366	...	366	...	366	...	366
	16′ × 8½′																			
	...	2,838	...	2,286	...	1,950	...	1,880	...	1,830	...	1,998	...	2,086	...	1,926	...	1,176	...	786
Library—																				
Book room	12′ × 24′	288	12′ × 24′	288	12′ × 24′	288	10′ × 24′	240	17′ × 10½′	178	12′ × 24′	288	12′ × 24′	288	16′ × 24′	384	10′ × 24′	240	13′ × 10½′	137
Reading room	60′ × 24′	1,440	44′ × 24′	1,056	28′ × 24′	672	20′ × 24′	480	17′ × 12′	204	30′ × 24′	720	30′ × 24′	720	20′ × 24′	480	12′ × 24′	288	13′ × 12′	156
Librarian's quarters	16′ × 14′	366	...	366	...	366	...	366	...	366	...	366	...	366	...	366	...	366	...	366
	16′ × 8½′																			
	...	2,094	...	1,710	...	1,326	...	1,086	...	1,086	...	1,374	...	1,374	...	1,086	...	894	...	659
Recreation and Refreshment rooms—																				
Temperance room	50′ × 24′	1,200	37′ × 24′	888	28′ × 24′	672	25′ × 24′	600	20′ × 24′	480	28′ × 24′	672	30′ × 21′	720	27′ × 24′	648	23′ × 24′	552	14′ × 24′	336
Billiard room	28′ × 24′	672	28′ × 24′	672	28′ × 24′	672	28′ × 24′	672	28′ × 24′	672	28′ × 24′	672	28′ × 24′	672	28′ × 24′	672	25′ × 24′	600	28′ × 24′	672
Games rooms	40′ × 24′	960	30′ × 24′	720	24′ × 24′	576	24′ × 24′	576	24′ × 24′	576	30′ × 24′	720	50′ × 24′	1,200*	25′ × 24′	600	...	...	...	...
Theatre	83½′ × 24′	2,000	70′ × 24′	1,680	44′ × 24′	1,056*	55′ × 24′	1,320	36′ × 24′	864	45′ × 24′	1,080*	50′ × 24′	1,200*	60′ × 24′	1,440	36′ × 24′	864	28′ × 24′	672
Refreshment or supper room ...	90′ × 24′	2,160	70′ × 24′	1,680	44′ × 24′	1,056*	55′ × 24′	1,320	36′ × 24′	864	45′ × 24′	1,080*	50′ × 24′	1,200*	60′ × 24′	1,440	36′ × 24′	864	28′ × 24′	672
	22′ × 24′	528	16′ × 24′	384	16′ × 24′	384	12′ × 24′	288	9′ × 12′	216	16′ × 24′	384	16′ × 24′	384	12′ × 24′	288	11′ × 24′	264	9′ × 12′	203
Refreshment issue and store rooms...																			9′ × 10½′	
	16′ × 14′	366	...	366	...	366	...	366	...	366	...	366	...	366	...	366	...	366	...	366
	16′ × 8½′																			
Caterer's quarters	...	7,886	...	6,390	...	4,782	...	3,822	...	3,822	...	4,926	...	5,262	...	4,014	...	3,198	...	2,249
		12,818	...	10,386	...	8,058	...	6,738	...	6,740	...	8,298	...	8,792	...	7,026	...	5,268	...	3,684
Total area ...	...		...		...		...		...		...		...		...		...		...	
Exact areas obtained by proportional rule and constants referred to by committee	...		...	10,386	...	7,955	...	6,740	...	6,740	...	8,272	...	8,768	...	7,011	...	5,264	...	3,517

NOTES.—I.—The scale does not include subsidiary buildings. These must be separately provided for.

II.—No account is taken of accommodation which is usually or can be provided by enclosing portions of outer verandahs, the inner verandahs should be thrown into one.

III.—Inner verandah space should, wherever practicable, be included in the total area allowed. In the case, however, of a theatre being placed in a building with double verandahs, the inner verandahs should be thrown in to increase the width of the auditorium, no diminution in the length of the room being made on this account. The outer verandahs will remain as open verandahs.

IV.—For the *hills*, the areas should be taken at $\frac{3}{4}$ of those allowed for the plains. This will give the same lengths of rooms with a width of 20′ instead of 24′.

V.—Enclosed verandahs in the hills should be dealt with on the same principle as inner verandahs in the plains.

VI.—For convalescent depôts the scales to be allowed will be those laid down for a head-quarters half Battalion British Infantry and a detachment of 2 Companies British Infantry respectively.

** The theatre and supper room might be separately provided for.

No. 1318-MW.

Copy of the above, and of the letter to which it is a reply, forwarded to the Secretary to the Government of Madras, Military Department, for the information of His Excellency the Governor in Council.

* * * * *

(By Order.)

SIMLA,
4th July 1889.

(Signed) J. E. BROADBENT,
Asst. Secy. to the Govt. of India.

No. 190. ORDER THEREON, 14th August 1889, No. 5463.

Communicated to His Excellency the Commander-in-Chief and the Public Works Department.

(True Extract.)

(Signed) A. KENNEY-HERBERT, Brigdr.-Genl.,
Secretary to Government.

To the Quarter Master General.
„ Public Works Department.

Exd. J. Moses.

Govt. of {1889} Madras.

MILITARY.

To

THE QUARTER MASTER GENERAL,
&c., &c., &c.

Dated August, 14th.

Issued

Recd. *Encl.*

G.O., 14th August 1889, No. 5463.

AUGUST.
Nos. 189-190.

Regimental Institutions.

British Troops.—Observations of the Government of India on the subject of the amount of accommodation requisite in the regimental institutes of —, communicated to His Excellency the Commander-in-Chief and the Public Works Department.

GOVERNMENT OF MADRAS.

MILITARY DEPARTMENT.

Regimental Institutions.

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5. With regard to the details of the institute accommodation given in para. 5 of the note accompanying your letter, the Government of India are inclined to think that the area provided has not in all cases been kept down to the lowest practicable limit. For example, it is proposed to give the corporals' room an area of 576 square feet, the number of corporals being only 40 in a battalion of infantry. In the final revised type plan of an institute the possibility of effecting any reductions of area without detriment to the usefulness of the institute should be carefully considered.

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8. The principles on which the accommodation for smaller bodies of troops is deduced from that for a battalion of Native Infantry are approved. The area in the hills should be three-fourths of that allowed in the plains.

From Major-General Sir JAMES BROWNE, Quarter Master General in India, to the Secretary to the Government of India, Military Department; dated Simla, 7th June 1889, No. 1901-B (Regimental Institutions).

With reference to Military Department No. 2133-MW (Accommodation for Troops), dated 5th November 1888, on the subject of the area admissible for regimental institutes, I am directed to submit the proceedings of a committee assembled under the Commander-in-Chief's orders to consider the question of allotting adequate areas for each department of such institutes, in consequence of difficulties which had been experienced in the re-appropriation of accommodation for institute requirements, and I am to express His Excellency's hope that the proposals of the committee will meet with the approval of the Government of India.

2. It will be observed that the total area proposed by the committee for a Battalion of British Infantry, viz., 12,818 s ft., is less than that accepted by the Government of India, and approved of by the Secretary of State for India as a tentative measure, if the space for "Canteen Sergeant's quarters," "Librarian's quarters," and "Caterer's quarters" be omitted. For these quarters (at 366 s.ft. each) 1,098 s.ft. are required, and 12,818 s.ft. — 1,098 s. ft. = 11,720 s. ft. is the space actually available for the various institutions.

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4. It will further be apparent on consideration that, as stated by the committee in para. 10 of the proceedings, neither the area of these above-mentioned quarters, nor that of the billiard room can be further reduced, and therefore, in computing the space to be allowed in institutes for smaller units than a battalion of British Infantry, satisfactory results cannot be obtained by taking a proportional area per man, calculated on the total area allowed for a battalion.

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7. I am to request the favor of a very early reply to this communication.

NOTE.

REGIMENTAL INSTITUTES FOR BRITISH TROOPS.

The orders of the Government of India in regard to the space to be allowed for regimental institutes (*vide* Military Department No. 2183-MW, dated 5th November 1888, to the address of the Quarter Master General in India) are—

i.—That the total area may be taken at 12,000 s.ft. for a Battalion of British Infantry in the plains.

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iii.—That it is not considered necessary to provide accommodation for use solely as a theatre,—a permanent stage and dressing rooms should be added to one of the rooms of the institute.

iv.—In the hills the area for an institute for a Battalion of British Infantry is to be taken at three-fourths the area allowed in the plains.

v.—For other bodies of men the areas will be calculated at the same area per man as for a Battalion of British Infantry, except in the case of small bodies such as a single Battery of Royal Artillery or a Company of British Infantry, which must be specially considered.

2. Difficulties have lately arisen in various stations in arranging re-appropriations within the limits sanctioned by Government, and it has been found that these difficulties were due, partly to the want of definite decision as to suitable areas for each item of accommodation, and partly to the impossibility of applying the proportion fixed for other bodies of troops so as to provide fully for all requirements.

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4. A committee was then assembled under His Excellency's orders at Amballa on the 29th March 1889, for the purpose of discussing the details of accommodation required, and of formulating proposals for definite scales of area to be allowed in each portion of a regimental institute.

The committee was constituted as under—

His Excellency the Commander-in-Chief in India.
Brigadier-General Galbraith, C.B., Commanding Sirhind District.
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Major N. Arnott, R.E., Deputy Inspector-General of Military Works.
Major Spratt, R.E., Superintending Engineer, Meerut.
Captain Dickie, R.E., Executive Engineer, Military Works, Amballa.

5. The committee having discussed in detail all the instances brought before them decide to recommend the following areas and distribution of accommodation for the regimental institute of a Battalion of British Infantry:—

Canteen—		
Privates' room	1,200	s.ft.
Bar or issue room	240	,,
Beer store	456	,,
Corporals' room	576	,,
Sergeants' quarters	366	,,
Library—		
Book room	288	,,
Reading room	1,440	,,
Librarian's quarters	366	,,
Recreation and Refreshment rooms—		
Temperance room	1,200	,,
Billiard room	672	,,
Games room	960	,,
Theatre	2,000	,,
Refreshment or supper room	2,160	,,
Refreshment issue and store rooms	528	,,
Caterer's quarters	366	,,
Total area	12,818	,,

= 13·694 s.ft. per man,

or a total area of 12,818 s.ft. against 12,000 s.ft. sanctioned by Government.

6. In justification of the request for 2,000 s.ft. for a theatre in addition to 960 for a games room, it is to be noted that His Excellency the Commander-in-Chief considers it essential that there should be, whenever possible, a large room or hall in the institute which can be used for theatrical performances. He does not consider that the supper room is, as a rule, suitable for this purpose. It is further observed that the auditorium of the theatre can be used for regimental purposes as, for example, fencing, band practice, &c., and above all for regimental instruction by means of lectures. If this space (2,000 s.ft.) is given under the main roof and the verandahs are thrown in in construction as at Jullunder, the total space for the theatre will be doubled in width and will admit of a stage 30′ in depth being given. But in institutes for small bodies of troops a room of sufficient size to be used as a theatre cannot well be given without unduly increasing the total area allowed. In such cases it will be better to adhere to the principle laid down by Government and to increase the size of the supper room so as to admit of a stage, &c., at one end; the stage to be screened off from the supper room by a movable partition. Stages and fixtures should be supplied by the State.

7. In cases of re-appropriation of existing buildings, inner verandahs should be included as far as may be possible in the areas of the different components. Where this is not practicable, inner verandah space must be allowed in addition to the areas laid down above.

8. In all cases of re-appropriation of existing buildings it is proposed to permanently allot only the areas detailed for each of the several purposes, so as to secure the same collective area in each station as far as possible. But it will not always be practicable to do this absolutely on account of the varying classes and construction of buildings that have to be adapted for institutes. Government will no doubt sanction small excesses when shown to be unavoidable.

9. His Excellency the Commander-in-Chief considers it necessary that the building formerly sanctioned as the *canteen* should continue to be known by that name and not by the name "refreshment room." The canteen as now proposed will be of reduced dimensions, but His Excellency holds it to be absolutely requisite that it should be in a separate building from the rest of the soldiers' institute in all cases of new construction and in cases of re-appropriation wherever practicable.

The "corporals' room" should be given in the canteen and not in the other part of the institute.

10. As regards the details of accommodation in institutes for smaller units than a Battalion of British Infantry, the committee remark that satisfactory results cannot be obtained by taking a proportional area per man calculated on the total area allowed for a battalion. There are certain items, such as billiard room and quarters for Canteen Sergeant, Librarian and Caterer, which are practically constant, that is to say their areas cannot be reduced, as they are already at a minimum for a battalion. The committee therefore propose that these constant items should be allowed in each institute, and that the remaining items only should be reduced in proportion to the numbers of men in each unit.

Thus, taking the case of the head-quarters and 6 Companies of British Infantry with a strength of 730 rank and file against 936 in a full battalion, the calculation would be as under :—

		S.FT.
Total area for a battalion	=	12,818
Deduct billiard room 672		
3 Quarters at 366 each 1,098		
		1,770
Difference =		11,048
$\frac{11048 \times 730}{936}$ =		8,616
Add billiard room, &c.		1,770
Total area allowed =		10,386

A tabular statement is appended showing the detailed scale of accommodation proposed under the above system for each of the following units in the plains :—

Battalion British Infantry.
Head-quarters and 6 Companies British Infantry.
Head-quarters half Battalion British Infantry.
Detached half Battalion British Infantry.
Detachment 2 Companies British Infantry.
British Cavalry Regiment.
Royal Artillery 4 Batteries.
" " 3 "
" " 2 "
" " 1 Battery.

In calculating the accommodation for Royal Artillery, the strength of rank and file in one battery has been taken at 148, that of a Horse Artillery or Light Field Battery. Although Mountain, Heavy Field and Garrison Batteries have fewer rank and file it is not considered desirable to reduce their institute space below what is allowed for Light Field Batteries.

11. For institutes in the hills the committee propose a reduction in the areas allowed for the plains, subject to the same remarks regarding constants when calculating the space allowed for units of less strength than a battalion. This reduction is at present fixed by Government at $\frac{3}{4}$. It is, however, observed, that if the proportion were made $\frac{5}{6}$ instead of $\frac{3}{4}$, the calculations would be much simplified. The dimensions and areas in the tabular statement for the plains have been arrived at on the consideration that the usual width of a barrack room in the plains is 24 feet. The usual width of rooms in the hills is 20', and if this width were applied in each case, the lengths remaining the same, suitable sizes for each item of accommodation in the hills could be at once obtained from the scale proposed for the plains.

INSTITUTES.

Scale of accommodation proposed for the Plains.

Nature of accommodation.	British Infantry Battalion 936 Rank and File.		British Infantry Head-quarter and 6 Companies 730 Rank and File.		British Infantry Head-quarter and half Battalion 524 Rank and File.		British Infantry Detached half Battalion 412 Rank and File.		British Infantry Detachment 2 Companies 206 Rank and File.	
	Dimensions.	Total area.	Dimensions.	Total area.	Dimensions.	Total area.	Dimensions.	Total area.	Dimensions.	Total area.
Canteen—										
Privates' rooms	50' × 24'	1,200	37' × 24'	888	28' × 24'	672	25' × 24'	600	20' × 24'	480
	10' × 24'	240	10' × 24'	240	10' × 24'	240	10' × 24'	240		
Bar or issue room	19' × 24'	456	19' × 24'	456	16' × 24'	384	14' × 24'	336	20' × 12'	240
Beer store	24' × 24'	576	14' × 24'	336	12' × 24'	288	12' × 24'	288	20' × 10½'	210
Corporals' room	{ 16' × 14'	366		366	...	366	...	366	...	...
	{ 16' × 8½'									
Sergeants' room	...	2,838*	...	2,286	...	1,950	...	1,830	...	930
Library—										
Book room	12' × 24'	288	12' × 24'	288	12' × 24'	288	10' × 24'	240	17' × 10½'	179
Reading room	60' × 24'	1,440	44' × 24'	1,056	28' × 24'	672	20' × 24'	480	17' × 12'	204
Librarian's quarters	{ 16' × 14'	366	...	366	...	366	...	366	...	366
	{ 16' × 8½'									
	...	2,094	...	1,710	...	1,326	...	1,086	...	749
Recreation and Refreshment rooms—										
Temperance room	50' × 24'	1,200	37' × 24'	888	28' × 24'	672	25' × 24'	600	20' × 24'	480
Billiard room	28' × 24'	672	28' × 24'	672	28' × 24'	672	28' × 24'	672	28' × 24'	672
Games rooms	40' × 24'	960	30' × 24'	720	24' × 24'	576	24' × 24'	576	...	...
Theatre	83½ × 24'	2,000	70' × 24'	1,680	44' × 24'	1,056*	55' × 24'	1,320	{ 36' × 24'	864
Refreshment or supper room ...	90' × 24'	2,160	70' × 24'	1,680	44' × 24'	1,056*	55' × 24'		{ 9' × 12'	203
									{ 9' × 10½'	
Refreshment issue and store rooms...	22' × 24'	528	16' × 24'	384	16' × 24'	384	12' × 24'	288		
	{ 16' × 14'	366	...	366	...	366	...	366	...	366
Caterer's quarters	{ 16' × 8½'									
	...	7,886	...	6,390	...	4,782	...	3,822	...	2,249
Total area	...	12,818	...	10,386	...	8,058	...	6,738	...	3,684
Exact areas obtained by proportional rule and constants referred to by committee	...	...	...	10,386	...	7,955	...	6,740	...	3,517

Nature of accommodation.	Royal Artillery 4 Batteries 592 Rank and File.		Royal Artillery 3 Batteries 444 Rank and File.		Royal Artillery 2 Batteries 296 Rank and File.		Royal Artillery 1 Battery 148 Rank and File.	
	Dimensions.	Total area.	Dimensions.	Total area.	Dimensions.	Total area.	Dimensions.	Total area.
Canteen—								
Privates' rooms	30' × 24'	720	27' × 24'	648	23' × 24'	552	14' × 24'	336
	10' × 24'	240	10' × 24'	240				
Bar or issue room	16' × 24'	384	14' × 24'	336	14' × 24'	336	20' × 12'	240
Beer store	24' × 24'	576	14' × 24'	336	12' × 24'	288	20' × 10½'	210
Corporals' room	...	366	...	366	...	...	...	...
Sergeants' room	...	2,086	...	1,926	...	1,176	...	786
Library—								
Book room	12' × 24'	288	16' × 24'	240	10' × 24'	240	13' × 10½'	137
Reading room	30' × 24'	720	20' × 24'	480	12' × 24'	288	13' × 12'	156
Librarian's quarters	...	366	...	366	...	366	...	366
	...	1,374	...	1,086	...	894	...	659
Recreation and Refreshment rooms—								
Temperance room	30' × 24'	720	27' × 24'	648	23' × 24'	552	14' × 24'	336
Billiard room	28' × 24'	672	28' × 24'	672	28' × 24'	672	28' × 24'	672
Games rooms	30' × 24'	720	25' × 24'	600	20' × 24'	480	...	...
Theatre	50' × 24'	1,200*	60' × 24'	1,440	36' × 24'	864	28' × 24'	672
Refreshment or supper room ...	50' × 24'	1,200*					{ 9' × 12'	203
							{ 9' × 10½'	
Refreshment issue and store rooms...	16' × 24'	384	12'×24'	288	11' × 24'	264		
	...	366	...	366	...	366	...	366
Caterer's quarters	...	5,262*	...	4,014	...	3,198	...	2,249
Total area	...	8,722	...	7,026	...	5,268	...	3,684
Exact areas obtained by proportional rule and constants referred to by committee	...	8,758	...	7,011	...	5,264	...	3,517

* The theatre and supper room might be thrown into one.

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NOTES.—I.—The scale does not include subsidiary buildings. These must be separately provided for.

II.—No account is taken of accommodation which is usually or can be provided by enclosing portions of outer verandahs, the inner verandahs should be thrown in to increase the width of the auditorium, no diminution in the length of the room being made on this account. The outer verandahs will remain as open verandahs.

III.—Inner verandah space should, wherever practicable, be included in the total area allowed. In the case, however, of a theatre being placed in a building with double verandahs, the inner verandahs should be thrown in to increase the width of the auditorium, no diminution in the length of the room being made on this account. The outer verandahs will remain as open verandahs.

IV.—For the *hills*, the areas should be taken at $\frac{3}{4}$ of those allowed for the plains. This will give the same lengths of rooms with a width of 20' instead of 24'.

V.—Enclosed verandahs in the hills should be dealt with on the same principle as inner verandahs in the plains.

VI.—For convalescent depôts the scales to be allowed will be those laid down for a head-quarters half Battalion British Infantry and a detachment of 2 Companies British Infantry respectively.

No. 1318-MW.

Copy of the above, and of the letter to which it is a reply, forwarded to the Secretary to the Government of Madras, Military Department, for the information of His Excellency the Governor in Council.

* * * * *

(By Order.)

SIMLA,
4th July 1889.

(Signed) J. E. BROADBENT,
Asst. Secy. to the Govt. of India.

No. 190. ORDER THEREON, 14th August 1889, No. 5463.

Communicated to His Excellency the Commander-in-Chief and the Public Works Department.

(True Extract.)

(Signed) A. KENNEY-HERBERT, Brigdr.-Genl.,
Secretary to Government.

To the Quarter Master General.
„ Public Works Department.

Exd. J. Moses.

Govt. of {1889} Madras.

MILITARY.

To

THE QUARTER MASTER GENERAL,
&c., &c., &c.

Dated August, 14th.

Issued

Recd. *Encl.*

G.O., 14th August 1889, No. 5463.

AUGUST.
Nos. 189-190.

Regimental Institutions.

British Troops.—Observations of the Government of India on the subject of the amount of accommodation requisite in the regimental institutes of —, communicated to His Excellency the Commander-in-Chief and the Public Works Department.

GOVERNMENT OF MADRAS.

MILITARY DEPARTMENT.

Regimental Institutions.

Read the following paper :—

No. 189. *From Brigadier-General E. COLLEN*, C.B., *Secretary to the Government of India, Military Department, to the Quarter Master General in India ; dated Simla, the 4th July* 1889, *No.* 1318-*MW.*

Accommodation for Troops.

I am directed to acknowledge the receipt of your letter No. 1901-B, dated 7th June 1889, on the subject of the amount of accommodation requisite in the regimental institutes of British troops.

2. Your letter states that you are directed by the Commander-in-Chief to submit the proceedings of a committee assembled under His Excellency's orders to consider the question of allotting adequate areas for each department of the institutes, and your letter further contains several references to such proceedings. But the only enclosure received with your letter is a note drawn up apparently in your department and embodying the views of Sir Frederick Roberts after a discussion with the officers named in the note.

3. I am to observe with regard to this note that frequent reference is made therein to the conditions governing the dimensions and form of these regimental institutes "laid down by Government," and it might be inferred that these conditions had been laid down apart from and without consulting army head-quarters. The Government of India, therefore, desire to place on record that their instructions are simply the embodiment of the Commander-in-Chief's views as recorded at a meeting held in October 1888 in His Excellency's office. A conclusion having thus been arrived at under the initiation of the Commander-in-Chief and with his full approval was reported to the Secretary of State and has received His Lordship's sanction.

4. The modifications in the dimensions and arrangement of the accommodation in regimental institutes, which are now proposed, have received the careful consideration of the Government of India ; and I am to state that, in deference to the strong opinion expressed by Sir Frederick Roberts, the Government of India are prepared to accept generally the dimensions and arrangements now proposed, and will recommend them for the sanction of the Secretary of State for India. His Lordship's sanction must, however, be received before the new proposals can be acted upon, as they go beyond what he has approved.

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6. The Government of India concur in the opinion that in institutes for small bodies of troops a separate theatre cannot be given, and theatrical performances must be given in some one of the larger rooms of the institute which will be provided with a stage for this purpose.

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2. It will be observed that the total area proposed by the committee for a Battalion of British Infantry, viz., 12,818 s ft., is less than that accepted by the Government of India, and approved of by the Secretary of State for India as a tentative measure, if the space for "Canteen Sergeant's quarters," "Librarian's quarters," and "Caterer's quarters" be omitted. For these quarters (at 366 s.ft. each) 1,098 s.ft. are required, and 12,818 s.ft. — 1,098 s. ft. = 11,720 s. ft. is the space actually available for the various institutions.

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3. With a view to establish the necessary data, the various cases in the Meerut District were carefully gone into by the local officers and were subsequently inspected by His Excellency the Commander-in-Chief in person. The cases at Amballa were similarly inquired into, and His Excellency compared the various proposals with the orders of Government on the subject.

4. A committee was then assembled under His Excellency's orders at Amballa on the 29th March 1889, for the purpose of discussing the details of accommodation required, and of formulating proposals for definite scales of area to be allowed in each portion of a regimental institute.

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Library—		
Book room	288	,,
Reading room	1,440	,,
Librarian's quarters	366	,,
Recreation and Refreshment rooms—		
Temperance room	1,200	,,
Billiard room	672	,,
Games room	960	,,
Theatre	2,000	,,
Refreshment or supper room	2,160	,,
Refreshment issue and store rooms	528	,,
Caterer's quarters	366	,,
Total area	12,818	,,

= 13·694 s.ft. per man,

or a total area of 12,818 s.ft. against 12,000 s.ft. sanctioned by Government.

6. In justification of the request for 2,000 s.ft. for a theatre in addition to 960 for a games room, it is to be noted that His Excellency the Commander-in-Chief considers it essential that there should be, whenever possible, a large room or hall in the institute which can be used for theatrical performances. He does not consider that the supper room is, as a rule, suitable for this purpose. It is further observed that the auditorium of the theatre can be used for regimental purposes as, for example, fencing, band practice, &c., and above all for regimental instruction by means of lectures. If this space (2,000 s.ft.) is given under the main roof and the verandahs are thrown in in construction as at Jullunder, the total space for the theatre will be doubled in width and will admit of a stage 30′ in depth being given. But in institutes for small bodies of troops a room of sufficient size to be used as a theatre cannot well be given without unduly increasing the total area allowed. In such cases it will be better to adhere to the principle laid down by Government and to increase the size of the supper room so as to admit of a stage, &c., at one end; the stage to be screened off from the supper room by a movable partition. Stages and fixtures should be supplied by the State.

7. In cases of re-appropriation of existing buildings, inner verandahs should be included as far as may be possible in the areas of the different components. Where this is not practicable, inner verandah space must be allowed in addition to the areas laid down above.

8. In all cases of re-appropriation of existing buildings it is proposed to permanently allot only the areas detailed for each of the several purposes, so as to secure the same collective area in each station as far as possible. But it will not always be practicable to do this absolutely on account of the varying classes and construction of buildings that have to be adapted for institutes. Government will no doubt sanction small excesses when shown to be unavoidable.

9. His Excellency the Commander-in-Chief considers it necessary that the building formerly sanctioned as the *canteen* should continue to be known by that name and not by the name "refreshment room." The canteen as now proposed will be of reduced dimensions, but His Excellency holds it to be absolutely requisite that it should be in a separate building from the rest of the soldiers' institute in all cases of new construction and in cases of re-appropriation wherever practicable.

The "corporals' room" should be given in the canteen and not in the other part of the institute.

10. As regards the details of accommodation in institutes for smaller units than a Battalion of British Infantry, the committee remark that satisfactory results cannot be obtained by taking a proportional area per man calculated on the total area allowed for a battalion. There are certain items, such as billiard room and quarters for Canteen Sergeant, Librarian and Caterer, which are practically constant, that is to say their areas cannot be reduced, as they are already at a minimum for a battalion. The committee therefore propose that these constant items should be allowed in each institute, and that the remaining items only should be reduced in proportion to the numbers of men in each unit.

Thus, taking the case of the head-quarters and 6 Companies of British Infantry with a strength of 730 rank and file against 936 in a full battalion, the calculation would be as under :—

		S.FT.
Total area for a battalion	=	12,818
Deduct billiard room 672		
3 Quarters at 366 each 1,098		
		1,770
Difference	=	11,048
$\frac{11048 \times 730}{936}$	=	8,616
Add billiard room, &c.		1,770
Total area allowed	=	10,386

A tabular statement is appended showing the detailed scale of accommodation proposed under the above system for each of the following units in the plains :—

Battalion British Infantry.
Head-quarters and 6 Companies British Infantry.
Head-quarters half Battalion British Infantry.
Detached half Battalion British Infantry.
Detachment 2 Companies British Infantry.
British Cavalry Regiment.
Royal Artillery 4 Batteries.
" " 3 "
" " 2 "
" " 1 Battery.

In calculating the accommodation for Royal Artillery, the strength of rank and file in one battery has been taken at 148, that of a Horse Artillery or Light Field Battery. Although Mountain, Heavy Field and Garrison Batteries have fewer rank and file it is not considered desirable to reduce their institute space below what is allowed for Light Field Batteries.

11. For institutes in the hills the committee propose a reduction in the areas allowed for the plains, subject to the same remarks regarding constants when calculating the space allowed for units of less strength than a battalion. This reduction is at present fixed by Government at $\frac{3}{4}$. It is, however, observed, that if the proportion were made $\frac{5}{6}$ instead of $\frac{3}{4}$, the calculations would be much simplified. The dimensions and areas in the tabular statement for the plains have been arrived at on the consideration that the usual width of a barrack room in the plains is 24 feet. The usual width of rooms in the hills is 20′, and if this width were applied in each case, the lengths remaining the same, suitable sizes for each item of accommodation in the hills could be at once obtained from the scale proposed for the plains.

INSTITUTES.

Scale of accommodation proposed for the Plains.

Nature of accommodation.	British Infantry Battalion 936 Rank and File.		British Infantry Head-quarter and 6 Companies 730 Rank and File.		British Infantry Head-quarter and half Battalion 524 Rank and File.		British Infantry Detached half Battalion 412 Rank and File.		British Infantry Detachment 2 Companies 206 Rank and File.		British Cavalry Regiment 552 Rank and File.		Royal Artillery 4 Batteries 592 Rank and File.		Royal Artillery 3 Batteries 444 Rank and File.		Royal Artillery 2 Batteries 296 Rank and File.		Royal Artillery 1 Battery 148 Rank and File.	
	Dimensions.	Total area.	Dimensions.	Total area.	Dimensions.	Total area.	Dimensions.	Total area.	Dimensions.	Total area.	Dimensions.	Total area.	Dimensions.	Total area.	Dimensions.	Total area.	Dimensions.	Total area.	Dimensions.	Total area.
Canteen—																				
Privates' rooms	50′ × 24′	1,209	37′ × 24′	888	28′ × 24′	672	25′ × 24′	600	20′ × 24′	480	28′ × 24′	672	30′ × 24′	720	27′ × 24′	648	25′ × 24′	552	14′ × 24′	336
Bar or issue room	10′ × 24′	240	10′ × 24′	240	10′ × 24′	240	10′ × 24′	240	10′ × 24′	240	10′ × 24′	240	10′ × 24′	240	10′ × 24′	240	}	}	20′ × 12′	240
Beer store	19′ × 24′	456	19′ × 24′	456	16′ × 24′	384	14′ × 24′	336	14′ × 24′	336	16′ × 24′	384	16′ × 24′	384	14′ × 24′	336	14′ × 24′	336	20′ × 10½′	210
Corporals' room	24′ × 24′	576	14′ × 24′	336	12′ × 24′	288	12′ × 24′	288	12′ × 24′	288	24′ × 24′	576	24′ × 24′	576	24′ × 24′	576	12′ × 24′	288	}	}
Sergeants' room	16′ × 14′ / 16′ × 8⅔′	366	...	366	...	366	...	366	...	366	45′ × 24′	1,080*	50′ × 24′	1,200*	69′ × 24′	1,440	...	1,176	...	786
	...	2,838	...	2,286	...	1,950	...	1,830	...	1,680	...	4,782	...	5,262	...	4,014	...	3,198	...	2,249
Library—																				
Book room	12′ × 24′	288	12′ × 24′	288	12′ × 24′	288	10′ × 24′	240	10′ × 24′	240	28′ × 24′	672	30′ × 24′	720	27′ × 24′	648	25′ × 24′	552	14′ × 24′	336
Reading room	60′ × 24′	1,440	44′ × 24′	1,056	28′ × 24′	672	20′ × 24′	480	20′ × 24′	480	30′ × 24′	720	25′ × 24′	600	28′ × 24′	672	28′ × 24′	672	28′ × 24′	672
Librarian's quarters	16′ × 14′ / 16′ × 8⅔′	366	...	366	...	366	...	366	...	366	50′ × 24′	1,200*	50′ × 24′	1,200*	69′ × 24′	1,440	36′ × 24′	864	...	672
	...	2,094	...	1,710	...	1,326	...	1,086	...	1,046	...	2,880	...	3,120	...	2,760	...	2,088	...	1,680
Recreation and Refreshment rooms—																				
Temperance room	50′ × 24′	1,200	37′ × 24′	888	28′ × 24′	672	25′ × 24′	600	20′ × 24′	480	28′ × 24′	672	30′ × 24′	720	27′ × 24′	648	25′ × 24′	552	14′ × 24′	336
Billiard room	28′ × 24′	672	28′ × 24′	672	28′ × 24′	672	28′ × 24′	672	28′ × 24′	672	28′ × 24′	672	28′ × 24′	672	28′ × 24′	672	28′ × 24′	672	28′ × 24′	672
Games rooms	40′ × 24′	960	30′ × 24′	720	24′ × 24′	576	24′ × 24′	576	24′ × 24′	576	24′ × 24′	576	24′ × 24′	576	24′ × 24′	576	24′ × 24′	576	...	...
Theatre	83⅓ × 24′	2,000	70′ × 24′	1,680	44′ × 24′	1,056*	55′ × 24′	1,320	36′ × 24′	864	45′ × 24′	1,080*	50′ × 24′	1,200*	69′ × 24′	1,440	36′ × 24′	864	28′ × 24′	672
Refreshment or supper room ...	90′ × 24′	2,160	70′ × 24′	1,680	44′ × 24′	1,056*	55′ × 24′	1,320	36′ × 24′	864	45′ × 24′	1,080*	50′ × 24′	1,200*	69′ × 24′	1,440	36′ × 24′	864	28′ × 24′	672
Refreshment issue and store rooms...	22′ × 24′	528	16′ × 24′	384	16′ × 24′	384	12′ × 24′	288	12′ × 24′	288	16′ × 24′	384	16′ × 24′	384	12′ × 24′	288	11′ × 24′	264	{ 9′ × 12′ / 9′ × 10⅔′ }	203
Caterer's quarters	16′ × 14′ / 16′ × 8⅔′	366	...	366	...	366	...	366	...	366	...	366	...	366	...	366	...	366	...	366
	...	7,886	...	6,390	...	4,782	...	3,822	...	3,462	...	8,298	...	8,732	...	7,026	...	5,268	...	3,684
Total area ...	...	12,818	...	10,386	...	8,058	...	6,738	...	6,046	...	15,960	...	17,214	...	13,800	...	10,554	...	7,613
Exact areas obtained by proportional rule and constants referred to by committee	...	...	...	10,386	...	7,955	...	6,740	...	6,046	...	15,960	...	17,214	...	13,800	...	10,554	...	7,613

** The theatre and supper room might be thrown into one.

NOTES.—I.—The scale does not include subsidiary buildings. These must be separately provided for.
II.—No account is taken of accommodation which is usually or can be provided by enclosing portions of outer verandahs, *e.g.*, the small stores room of a canteen.
III.—Inner verandah space should, wherever practicable, be included in the total area allowed. In the case, however, of a theatre being placed in a building with double verandahs, the inner verandahs should be thrown in to increase the width of the auditorium, no diminution in the length of the room being made on this account. The outer verandahs will remain as open verandahs.
IV.—For the *hills*, the areas should be taken at $\frac{3}{4}$ of those allowed for the plains. This will give the same lengths of rooms with a width of 20′ instead of 24′.
V.—Enclosed verandahs in the hills should be dealt with on the same principle as inner verandahs in the plains.
VI.—For convalescent depôts the scales to be allowed will be those laid down for a head-quarters half Battalion British Infantry and a detachment of 2 Companies British Infantry respectively.

No. 1318-MW.

Copy of the above, and of the letter to which it is a reply, forwarded to the Secretary to the Government of Madras, Military Department, for the information of His Excellency the Governor in Council.

* * * * *

(By Order.)

SIMLA;
4th July 1889.

(Signed) J. E. BROADBENT,
Asst. Secy. to the Govt. of India.

No. 190. ORDER THEREON, 14th August 1889, No. 5463.

Communicated to His Excellency the Commander-in-Chief and the Public Works Department.

(True Extract.)

(Signed) A. KENNEY-HERBERT, Brigdr.-Genl.,
Secretary to Government.

To the Quarter Master General.
" Public Works Department.

Exd. J. Moses.

Gobt. of {1889} Madras.

MILITARY.

To

THE QUARTER MASTER GENERAL,
&c., &c., &c.

Dated August, 14th.

Issued

Recd. *Enel.*

G.O., 14th August 1889, No. 5463.

AUGUST.
Nos. 189-190.

Regimental Institutions.

British Troops.—Observations of the Government of India on the subject of the amount of accommodation requisite in the regimental institutes of —, communicated to His Excellency the Commander-in-Chief and the Public Works Department.

GOVERNMENT OF MADRAS.

LOCAL AND MUNICIPAL DEPARTMENT.

READ—the following paper :—

G.O., dated 5th July 1889, No. 1775 W., Public Works.

Read—the following papers :—

From Lieut.-Colonel A. C. SMITH, R.E., Superintending Engineer, IV Circle, to the Chief Engineer, Public Works Department, dated Coimbatore, 8th May 1889, No. 195-E.W.

I have the honor to forward, for sanction of Government, an estimate, amounting to Rs. 10,000, for metalling a portion of the Gúdalúr-Sultan's Battery road in the Nílgiri district, together with a report and specification and a copy of the District Board's Resolution passed at its meeting held on the 17th April 1889.

2. Provision for this work has been made in the district budget for 1889-90.

3. It will be observed from the remarks on the estimate that the collection of materials for the work has been put in hand in anticipation of the formal sanction of Government to the estimate.

From Colonel H. M. VIBART, R.E., Superintending Engineer, IV Circle, to the Chief Engineer, Public Works Department, dated Coonoor, 13th June 1889, No. 261-E.W.

Adverting to your memorandum, No. 2454 C., of 22nd ultimo, I have the honor to resubmit the estimate of Rs. 10,000 for metalling a portion of Gúdalúr-Sultan's Battery road, with an explanation of the Local Fund Department for the apparent high rates in the estimate, which are due to different units for the rates adopted by this and Local Fund Departments.

2. The unit for metals in the Nílgiri division is a cubic yard, while that adopted by the Board is 100 cubic feet.

ENCLOSURES.

From L. E. HALDWELL, Esq., District Board Engineer, Nílgiris, to the President, District Board, Nilgiris, dated Ootacamund, 6th June 1889, No. 163.

With reference to the Superintending Engineer's letter, No. 142 of 28th May 1889, requiring explanations regarding the apparently high rates charged for cartage in the estimate submitted for metalling the Gúdalúr-Sultan's Battery road, I have the honor to point out that the discrepancy is due to a mistake made regarding the units for the rates adopted by the two departments.

2. I saw Mr. deWinton, the Executive Engineer of the district, this day with the correspondence under reference, and he explains that the rates in his schedule are for the unit of one cubic yard, whereas the Local Fund rates are for the unit of 100 cubic feet or 3·7 cubic yards.

3. This being the case, the Local Fund rates are lower than the Public Works rates, except in the one mile cartage, where it is a trifle higher. A statement of the rates of the two departments at the uniform unit of 100 cubic feet is appended at foot.

		Public Works Department rates.			Local Fund rates.		
		RS.	A.	P.	RS.	A.	P.
Carriage	¼ mile per 100 cubic feet	1	6	2	0	12	0
Do.	½ do. do.	1	13	7	1	8	0
Do.	¾ do. do.	2	5	0	2	4	0
Do.	1 do. do.	2	12	5	3	0	0

(Signed) L. E. HALDWELL,
District Board Engineer, Nilgiris.

No. 228.

Forwarded to the Superintending Engineer, IV Circle, Coimbatore, with reference to his No. 142-M., dated 28th May 1889.

8th June 1889. (Signed) C. F. MACCARTIE,
President, District Board, Nílgiris.

From L. E. HALDWELL, Esq., District Board Engineer, Nílgiris, to the President, District Board, Nílgiris, dated Ootacamund, 12th June 1889, No. 172.

With reference to the Superintending Engineer's letter No. 142-M., dated 28th May 1889, regarding the rates charged in estimate for metalling the Gúdalúr-Sultan's Battery road, I have the honor to state that in my letter submitting explanation (No. 163 of 6th June) I inadvertently omitted to account for the difference between Public Works schedule rate and the estimate rate in the item Metal spreadage. I beg the omission may be excused, and now submit the explanation. In the Local Fund estimate the item "Metal spreadage" includes the necessary sectioning of road previous to spreadage as well as spreadage and consolidation. In Public Works schedule these items are separated and charged for distinctly, viz.—

	RS.	A.	P.
1. Picking and forming metalled surface per 100 square feet ..	0	6	0
2. Spreading and rolling metal	1	0	0
Total ..	1	6	0

The Local Fund rate is Rs. 1-8-0 per 100 square feet for picking, spreading and rolling complete, or 2 annas in excess.

2. The Public Works rate has, however, been found insufficient and has been raised in the revised schedule prepared by the Executive Engineer, Nílgiri division, for the current year.

No. 246.

Communicated to the Superintending Engineer in continuation of this office endorsement No. 228, dated 8th June 1889. The President considers that the Engineer's explanation is very satisfactory.

OOTACAMUND,
14th June 1889. (Signed) C. F. MACCARTIE,
President, District Board, Nílgiris.

No. 270-E.W.

Copy forwarded to the Chief Engineer, Public Works Department, in continuation of this office letter No. 261-E.W. of 13th June 1889.

COONOOR,
18th June 1889. (Signed) H. M. VIBART, Colonel, R.E.,
Supg. Engineer, IV Circle.

NOTE by the Chief Engineer, P.W.D., General, Buildings and Roads Branch.

The checking of the estimate of Rs. 10,000 for metalling a portion of the Gúdalúr-Sultan's Battery road has been delayed owing to the units for roadwork adopted by the District Board, Nílgiris, being in some cases different from those in use in the Public Works Department of the Nílgiri division.

2. The Chief Engineer considers that in order to avoid such delays in future it would be advisable to issue instructions to the Presidents of all District Boards to revise their schedule of rates, so that in all cases the unit of work in a Local Fund

estimate shall be the same as it would be in a Public Works Department estimate in that district.

26th June 1889. (Signed) R. R. E. DRAKE-BROCKMAN, Lt.-Col., R.E.,
Ag. Chief Engineer, P.W.D.

Order—dated 5th July 1889, No. 1775 W., Public Works.

The estimate, amounting to Rs. 10,000, for metalling a portion of the Gúdalúr-Sultan's Battery road in the Nílgiri district, is sanctioned.

2. The question raised in the note by the Chief Engineer above recorded, will be referred to the Local and Municipal Department.

3. This sanction has been registered as Local No. 10 W. of 1889-90.

(True Extract.)

(Signed) W. L. C. BADDELEY, Captain, R. E.,
Under Secy. to Govt., P.W.D.

To the Superintending Engineer, IV Circle.
„ Local and Municipal Department, with three enclosures.

ORDER—dated 6th August 1889, No. 1735 L., Local and Municipal.

Communicated to the District Board, Nílgiris.

2. The Presidents of all District Boards are requested to revise their schedules of rates, as suggested by the Chief Engineer in paragraph 2 of his note.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To the President, District Board, Nílgiris, with three enclosures.
„ all other Presidents of District Boards.
„ the Public Works Department.

Exd. W. H. French.

Govt. of {1889} Madras.

LOCAL AND MUNICIPAL.

No. 2365 W. d/ 27 August 1889

Communicated to Supdg: Engineers for information.

Issued

Recd. Encl.

1 Ad/ P.R.E. D.B W

G.O., 6th August 1889, No. 1735 L.

AUGUST.

Road.

Communicating to the District Board, Nilgiris, G.O., Public Works Department, sanctioning estimate for metalling a portion of the Gúdalúr-Sultan's Battery —, and requesting the Presidents of all District Boards to revise their schedules of rates as suggested by the Chief Engineer.

Ad. (except Peniyar)

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—the following paper :—

From M.R.Ry. P. RANGANADAM, Tamil Translator to Government, to the Chief Secretary to Government, dated Madras, 25th July 1889, No. 151.

With reference to the second sentence of paragraph 3 of Order, dated 22nd May 1889, No. 444, Public, calling upon the Translators to Government to report whether their Head Munshis, deprived of their present footing in the service of Government by the abolition of their appointment, are competent for employment in any other department, I have the honor to state that A. Rathnasawmy Mudaliyar, B.A., Head Munshi to the Tamil Translator to Government, on a salary of Rs. 155 per mensem, has a record of 12 years' service. He is at present 34 years old, and he possesses sufficient mental and physical energy to serve the Government for at least twenty years more. He is a Graduate in Arts of the University of Madras, and the testimonials granted to him, and the entries made in his service book by my predecessors in office, are highly favorable. His services to Government seem to me to deserve recognition. He has passed none of the Special Test examinations, but from what I know of his qualifications, I am in a position to say, that he is likely to distinguish himself in any appointment requiring a fair knowledge of the English and Tamil languages. His industry and general ability are such as would enable him to pass any Special Test examination that he might be required to pass, if an appointment should be conferred on him on condition of his passing the requisite test in a prescribed time. I have to request that, in consideration of his age and past services, steps may be taken for facilitating his re-employment in some other department of the service. A printed copy of his testimonials is sent herewith.

ORDER—dated 2nd August 1889, No. 648, Public.

Ordered to be communicated to the various Departments of the Secretariat, and to Heads of Departments under the Public Department.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To the Departments of the Secretariat.
„ Heads of Departments under the Public Department.

Exd. A. Raitt.

PUBLIC DEPARTMENT.

(Miscellaneous.)

G.O., 2nd August 1889, No. 648.

Head Munshi to Tamil Translator.—Communicating to the various departments of the Secretariat and to Heads of Departments, letter from the Tamil Translator to Government, reporting on the competency of his Head Munshi for re-employment in other departments of the service.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

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From M.R.Ry. P. RANGANADAM, Tamil Translator to Government, to the Chief Secretary to Government, dated Madras, 25th July 1889, No. 151.

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ORDER—dated 2nd August 1889, No. 648, Public.

Ordered to be communicated to the various Departments of the Secretariat, and to Heads of Departments under the Public Department.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To the Departments of the Secretariat.
" Heads of Departments under the Public Department.

Exd. A. Raitt.

PUBLIC DEPARTMENT.

(Miscellaneous.)

G.O., 2nd August 1889, No. 648.

Head Munshi to Tamil Translator.—Communicating to the various departments of the Secretariat and to Heads of Departments, letter from the Tamil Translator to Government, reporting on the competency of his Head Munshi for re-employment in other departments of the service.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

ORDER—dated 30th July 1889, No. 474, Financial.

The Government resolves to direct the disuse of the separate dockets prescribed by No. (5) of the rules printed in G.O., No. 2595, Public, dated 13th September 1886, in the case of all purely routine communications which do not extend in length beyond one side of a page (half sheet). Paragraph 8 of the above rules should be carefully observed and separate docket covers for enclosures should not be made use of.

2. The standing instructions in regard to the use of post-cards for brief and unimportant communications are so seldom observed by many offices that Government must again insist on attention to this point.

3. It should be laid down as an absolute rule that advices of blank returns should be sent on post-cards. It is a common practice to use printed columnar statements for blank returns, and to write the word *Nil* across the form, which has then to be sent by letter. This is clearly wasteful and should be discontinued, the printed stock forms being reserved for use when the periodical return is one with at least four entries. Returns with less than that number can generally be compressed within the compass of a post-card.

4. As an appendix* to this order a list of returns for which post-cards ought as a rule to serve will be printed, and a form† on a post-card, for use by District Judges, District Magistrates or Collectors, in reporting that returns are blank, will be struck off at the Government Press, which will supply copies on indent.

* Appendix A.
† Appendix B.

5. In conclusion, His Excellency the Governor in Council desires the attention of every officer to the useless consumption of expensive Government stationery which too often prevails. This—the chief source of waste—rules and regulations for the management of official correspondence can only partly prevent, but it is the duty of every head of an office to minimise it to the best of his ability.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To all Departments of the Secretariat.
„ all Heads of Departments, including District Judges and Collectors.
„ the Superintendent, Government Press.

Exd. J. Moses.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

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4. As an appendix* to this order a list of returns for which post-cards ought as a rule to serve will be printed, and a form† on a post-card, for use by District Judges, District Magistrates or Collectors, in reporting that returns are blank, will be struck off at the Government Press, which will supply copies on indent.

* Appendix A.
† Appendix B.

5. In conclusion, His Excellency the Governor in Council desires the attention of every officer to the useless consumption of expensive Government stationery which too often prevails. This—the chief source of waste—rules and regulations for the management of official correspondence can only partly prevent, but it is the duty of every head of an office to minimise it to the best of his ability.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To all Departments of the Secretariat.
„ all Heads of Departments, including Distrct Judges and Collectors.
„ the Superintendent, Government Press.

Exd. J. Moses.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

ORDER—dated 30th July 1889, No. 474, Financial.

The Government resolves to direct the disuse of the separate dockets prescribed by No. (5) of the rules printed in G.O., No. 2595, Public, dated 13th September 1886, in the case of all purely routine communications which do not extend in length beyond one side of a page (half sheet). Paragraph 8 of the above rules should be carefully observed and separate docket covers for enclosures should not be made use of.

2. The standing instructions in regard to the use of post-cards for brief and unimportant communications are so seldom observed by many offices that Government must again insist on attention to this point.

3. It should be laid down as an absolute rule that advices of blank returns should be sent on post-cards. It is a common practice to use printed columnar statements for blank returns, and to write the word *Nil* across the form, which has then to be sent by letter. This is clearly wasteful and should be discontinued, the printed stock forms being reserved for use when the periodical return is one with at least four entries. Returns with less than that number can generally be compressed within the compass of a post-card.

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[Appendix.

APPENDIX A.

List of returns which, when blank or containing few entries, should be submitted on post-cards.

1. List of unanswered references.
2. Intimation of dates of submission of budgets or reports.
3. Reports of return to duty or arrival at head-quarters.
4. Report of maintenance of inventory of stores in the Civil Department.
5. Return of lands held by officers.
6. Statement of expenditure from Provincial funds on grants-in-aid.
7. Declarations of publishers of native newspapers.
8. Weekly telegram of health at outports.
9. Report on pilgrims proceeding to the Hedjaz.
10. Statement of deaths among Carnatic stipendiaries.
11. Rewards statement.
12. Fees to Public Prosecutors.
13. Expenditure on pauper travellers.
14. Extradition return.
15. Factories report.
16. Statement of presses worked and periodicals published.
17. Return of new titles or lapses.
18. Statement of fresh charges.

APPENDIX B.

The following returns for the ending are blank :—

1. List of unanswered references.
2. Return of lands.
3. Declarations of publishers of native newspapers.
4. Report on pilgrims proceeding to the Hedjaz.
5. Rewards statement.
6. Probate return.
7. Fees to Public Prosecutors.
8. Expenditure on pauper travellers.
9. Extradition return.
10. Factories report.
11. Arms Act report.
12. Statement of presses worked and periodicals published.
13. Fees to Vakils in murder cases.
14. Return of unclaimed property.
15. Return of new titles or lapses.
16. Statement of sulphur dealers, sulphur licenses, &c.

District Judge.

Date _____ *District Magistrate.*

Station _____ *Collector.*

Note.—A cross should be made against the return or returns in Appendix B regarding which an officer is reporting.

Govt. of {1889} Madras.

FINANCIAL.

Issued

Recd. *Encl.*

G.O., 30th July 1889, No. 474.

JULY.

Official Correspondence.

Directing the disuse of separate dockets in the case of all communications of the kind referred to, and inviting attention to the standing instructions regarding the use of post-cards and to the useless consumption of expensive Government stationery.

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