

- (1) பக்கங்களின் எண்ணிக்கை 10
 (2) புதுக்கித் திருப்பிய நாள் 9/90
 (3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம் laxa

தமிழ்நாடு ஆவணக் காப்பகம்.

(21)

தமிழ்நாடு அரசு

P. W. D. துறை

அரசாணை எண். மு. கோப்புத் தாள் எண்.	<u>3439</u>	அச்சகம் பலவகை
நாள் :	<u>4-12-1889</u>	198 <u>X</u>

மடிக்கவோ கண்டபடி கையாளவோ கூடாது

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 6. 8/10/89

ஆவண கா-1-18,006-15-6-87.

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GOVERNMENT OF MADRAS.
PUBLIC WORKS DEPARTMENT.

General.
Establishment.

READ—the following paper:—

CIRCULAR MEMORANDUM.

In cancellation of all previous circulars on the subject, the following instructions are issued for guidance in the preparation of Confidential Reports, Army Forms B-194-1, 2, 3, and 4, in view to these Reports being rendered in the most complete form possible. These instructions are auxiliary to the following orders:—

- (a) Queen's Regulations and orders for the Army, section V, paragraphs 25 to 37.
- (b) Army Regulations, India, Vol. II, paragraphs 207 to 211, 216 to 223, 230, and 232 to 234 (j).
- (c) Madras G.O.C.C., No. 601, dated 26th November 1886, page 364.

3. The record of service of an officer serving on the Staff in India (whether seconded or not) should be filled in at Regimental Head Quarters (if the Corps to which he belongs is in India) and forwarded—

1st.—To the Officer himself for verification and signature;

2nd.—To the General Officer or Head of the Department in which the officer may be serving, who will enter his confidential remarks on the sheet and transmit it direct to the Adjutant-General, Madras Army, Ootacamund. If the Officer's Regiment is not on the Indian establishment, he will fill up his record of services to the best of his ability, and submit it to the General Officer Commanding, or Head of his Department. It is unnecessary that a Staff Officer should be reported on by the Officer Commanding his Regiment or Battalion, unless there is something detrimental to him, when his Commanding Officer will be at liberty to bring such to the notice of the Commander-in-Chief in a special report, *vide* footnote on report page of form.

* * * * *

7. Reports on Royal Engineer officers, whether in Military or Departmental employ, should be rendered on Army Form B-194-3, and forwarded to the Adjutant-General, Madras Army, Ootacamund.

* * * * *

9. The cause of absence of an officer whose signature it may not be practicable to obtain (owing to his being on leave, or absent from any other cause) should be noted in the place intended for his signature.

10. Confidential Reports, and correspondence arising from them, should be addressed to Inspecting Generals or Heads of Departments, personally, to prevent, as far as practicable, the reports being seen by officers in temporary command.

11. The sheets are not to be folded, and to protect them from injury in transit by post, they should be placed between stiff cardboards, and under strong double covers.

12. One of the most common omissions in the reports is "the clear and definite opinion," by the Commanding and Inspecting Officers, as to the fitness for promotion of the two seniors of each rank, as regards Cavalry and Infantry and the 20 senior officers of each rank of Royal Engineers. Attention is invited to section V, paragraph 33 of the Queen's Regulations, and to the footnote on the report page of form.

13. When an officer has been disadvantageously reported on, either in answer to the "Questions," or in the "General Remarks," he should be informed of the particulars of such report, and a note that this has been done should be made on the sheet, in accordance with paragraph 34, section V, of the Queen's Regulations, and the note on the report page of form.

14. In the case of every officer of less than three years' service, the report on Army Form B-194 will be accompanied by a special and independent report, made by the three senior officers of the Corps *present*, who will record their opinion as to whether the retention of the officer is in every respect desirable and likely to be advantageous to the Army. The three senior officers should not form a Committee to record their opinion conjointly, but each is to report independently of the other. This special report for each subaltern is to be prepared on a half sheet of foolscap paper and in triplicate in Madras.

16. All the reports in question should be rendered in triplicate in Madras, and the remarks of the reporting officers should invariably be in their own handwriting in triplicate in Madras.

17. It is of importance that the utmost care should be exercised in the preparation of Confidential Reports, as it is by these His Royal Highness the Commander-in-Chief is guided in forming a just estimate of the conduct, character, and qualifications of an officer, on which his promotion and advancement depend.

20. The staff appointment which an officer holds should always be entered on the front page of the Confidential Report, as well as the Regiment to which he belongs.

23. It is very necessary that definite answers be given to all queries under the head of "Qualifications," and the year in which an officer passed the "Course or Examination" should be stated, together with the nature of certificate or distinction obtained.

24. Commanding Officers should be careful not to permit any blanks to pass. If information is not available, the words "not known" should take the place of the answer. But it is incumbent on Commanding Officers to have their Regimental records as complete as possible. Inspecting Officers should, if necessary, return the sheets for completion, before adding their own remarks.

25. It has been noticed that the most common omissions are the following, caused by non-observance of the sub-instructions under a query :—

Thus—

If passed for promotion.

(Authority to be quoted.)

The answer "Yes" or "No" and the year are shown, but the authority is frequently omitted.

If served as Adjutant.

(Period to be stated.)

Date and place of Birth.

(In the case of officers promoted from the ranks, the age as given on Attestation and date of Attestation should be stated.)

Foreign Languages.

(If "Interpreter" or Passed (v. G.O. 12 of 1887) in any language to be stated.)

Name and address of nearest relative.

(Stating relationship) for reference in case of emergency.

These sub-instructions are very frequently overlooked.

26. Under the head "Periods of Employment," the station should be given to the Foreign service of officers (whether employed Regimentally or on the Staff), i.e., East Indies, West Indies, Gibraltar, Malta, &c., &c., and the periods of employment should be entered consecutively, according to dates, time spent uninterruptedly in any one station constituting a separate period. The time during which an officer was on half pay and unemployed, and service in the Militia, should be excluded from "Periods of Employment," a footnote being made to show the cause of the break in the dates. Service in the ranks should also be included under "Periods of Employment." It is very essential that the entries under Periods of Employment should be completed up to the date of inspection.

27. An officer's "Foreign service" is reckoned from the date of embarkation to the date of disembarkation at Home, but all leave of absence to England from India is reckoned as "Home service," passages Home and back to India included.

(Signed) REG. POLE-CAREW, Colonel,
Military Secretary.

No. 1386.

Forwarded for information and guidance.

OOTACAMUND,
26th November 1889.

(Signed) F. W. HEMMING, Lieut.-Col.,
Military Secretary.

To the Secretary to the Government of Madras,
Public Works Department.

ORDER—dated 4th December 1889, No. 3439 W., Public Works.

Communicated to Administrative Officers of the Public Works Department in continuation of G.O., No. 698 W., dated 8th March 1889.

(True Extract.)

(Signed) R. R. E. DRAKE-BROCKMAN, Lt.-Col., R.E.,
Ag. Joint Secy. to Govt., P.W.D.

To the Chief Engineer for Irrigation.
" the Consulting Engineer for Railways.
" Superintending Engineers.
" the Consulting Architect to Government.
" the Examiner, Public Works Accounts.

Exd. J. Moses.
Spare Copies

GENERAL.
ESTABLISHMENT.

Gobt. of {1889} Madras.

PUBLIC WORKS.

Dated December, 4th.

Recd.

Encl.

G.O., 4th Dec. 1889, No. 3439 W.

DECEMBER.

Confidential Reports

Circular Memorandum of His Excellency the Commander-in-Chief issuing instructions for the preparation of —, communicated to Administrative Officers of the Public Works Department.

Spec. The alterations in the instructions made this memorandum 1/2 applicable to the Madras Army.

Note In printing please omit words marked thus.

COMMANDER-IN-CHIEF'S OFFICE.

ARMY HEAD QUARTERS;

8th November 1889.

CIRCULAR MEMORANDUM.

IN cancellation of all previous circulars on the subject, the following instructions are issued for guidance in the preparation of Confidential Reports, Army Forms B-194-1, 2, 3, and 4, in view to these Reports being rendered in the most complete form possible. These instructions are auxiliary to the following orders:—

(a) Queen's Regulations and orders for the Army, section V, paragraphs 25 to 37.

(b) Army Regulations, India, Vol. II, paragraphs 207 to 211, 216 to 223, 230, and 232 to 234 (f).

Cancelled. (c) G.O.C.C., dated 28th October 1886.

Cancelled. 2. Confidential Reports on Forms B-194-1 and B-194-4 should be rendered on all Regimental Officers of British Cavalry and Infantry (except on those serving at the Depot at Home), and should be submitted to the Military Secretary to the Commander-in-Chief in India by the Inspecting Officers.

3. The record of service of an officer serving on the Staff in India (whether seconded or not) should be filled in at Regimental Head Quarters (if the Corps to which he belongs is in India) and forwarded—

1st.—To the Officer himself for verification and signature;

2nd.—To the General Officer or Head of the Department in which the officer may be serving, who will enter his confidential remarks on the sheet and transmit it direct to the Adjutant General in India. If the Officer's Regiment is not on the Indian establishment, he will fill up his record of services to the best of his ability, and submit it to the General Officer Commanding, or Head of his Department. It is unnecessary that a Staff Officer should be reported on by the Officer Commanding his Regiment or Battalion, unless there is something detrimental to him, when his Commanding Officer will be at liberty to bring such to the notice of the Commander-in-Chief in a special report, *vide* footnote on report page of form.

4. The record of service of a Probationer for the Staff Corps will be prepared similarly as that for an Officer in Staff employ, and will, in the first instance, be forwarded to the officer himself, who will, after examining the entries and signing the sheet, submit it to the Commanding Officer of the Corps with which he may be serving as a Probationer, who will record his remarks and treat the Confidential Report in the same manner as those on the other officers of the regiment. But Probationers who have left their British Regiments, within two months prior to the date of inspection, should also be reported on by the Officer Commanding their British Regiments, as it frequently happens that the Officer Commanding the Native Regiment is unable to report on the newly joined officer, and thus the object of the Confidential Report is frustrated.

5. Reports on officers of the Royal Artillery, in Staff employ, will be rendered on Army Form B-194-2, and will be treated in all respects as mentioned in para. 3. Reports on Royal Artillery Officers, Regimentally employed, are submitted to the Inspector General of Artillery, and are subject to such instructions as may be issued by that Department.

6. The Reports on Paymasters should be rendered on Army Form C-306, and forwarded to the Military Secretary to the Commander-in-Chief in India.

(a) Military Secretary to H.E. the Commander-in-Chief, Madras Army, Bangalore.

(b) Adjutant General Madras Army, Bangalore.

7. Reports on Royal Engineer officers, whether in Military or Departmental employ, should be rendered on Army Form B-194-3, and forwarded to the Adjutant General in India.

8. Commanding Officers are required to report on officers temporarily absent from their Regiments, if known to them; if not, a note to that effect should be made on their sheets.

9. The cause of absence of an officer whose signature it may not be practicable to obtain (owing to his being on leave, or absent from any other cause) should be noted in the place intended for his signature.

10. Confidential Reports, and correspondence arising from them, should be addressed to Inspecting Generals or Heads of Departments, personally, to prevent, as far as practicable, the reports being seen by officers in temporary command.

11. The sheets are not to be folded, and to protect them from injury in transit by post, they should be placed between stiff cardboards, and under strong double covers.

12. One of the most common omissions in the reports is "the clear and definite opinion," by the Commanding and Inspecting Officers, as to the fitness for promotion of the two seniors of each rank, as regards Cavalry and Infantry and the 20 senior officers of each rank of Royal Engineers. Attention is invited to section V, para. 33 of the Queen's Regulations, and to the footnote on the report page of form.

13. When an officer has been disadvantageously reported on, either in answer to the "Questions," or in the "General Remarks," he should be informed of the particulars of such report, and a note that this has been done should be made on the sheet, in accordance with para. 34, section V, of the Queen's Regulations, and the note on the report page of form.

14. In the case of every officer of less than three years' service, the report on Army Form B-194 will be accompanied by a special and independent report, made by the three senior officers of the Corps, present, who will record their opinion as to whether the retention of the officer is in every respect desirable and likely to be advantageous to the Army. The three senior officers should not form a Committee to record their opinion conjointly, but each is to report independently of the other. This special report for each subaltern is to be prepared on a half sheet of foolscap paper and in duplicate.

15. The questions A to G 1, 2, 3, 4 and 5 (excepting C) are to be answered for Riding and Quarter Masters, the same as for Combatant Officers.

16. All the reports in question should be rendered in duplicate, and the remarks of the reporting officers should invariably be in their own handwriting, both in the original and duplicate sheets.

17. It is of importance that the utmost care should be exercised in the preparation of Confidential Reports, as it is by these His Royal Highness the Commander-in-Chief is guided in forming a just estimate of the conduct, character, and qualifications of an officer, on which his promotion and advancement depend.

18. When a difference of opinion on the merits of an individual officer exists between the Commanding and Inspecting Officer, the latter should state as fully as possible, for the information of His Royal Highness the Commander-in-Chief, his reasons for disagreeing with the Commanding Officer in his estimate of the merits of the officer reported upon.

19. The reports should be prepared by Commanding Officers prior to the inspection, and be submitted by them to the Inspecting General in person at the time of the inspection.

20. The staff appointment which an officer holds should always be entered on the front page of the Confidential Report, as well as the Regiment to which he belongs.

(4) Adjutant General, Madras Army, Antaramurad

(d) In duplicate in all cases.

21. In the cases of probationers for the Staff Corps, their British Regiments should be entered in the blank opposite the word Regiment, the Native Regiment to which attached being added immediately below.

22. The Record of service of all Regimental Officers should be rendered in the most complete form the information in possession of the Regiment will admit of, and should be prepared at the Head-Quarters of the Corps.

23. It is very necessary that definite answers be given to all queries under the head of "Qualifications," and the year in which an officer passed the "Course or Examination" should be stated, together with the nature of certificate or distinction obtained.

24. Commanding Officers should be careful not to permit any blanks to pass. If information is not available, the words "not known" should take the place of the answer. But it is incumbent on Commanding Officers to have their Regimental records as complete as possible. Inspecting Officers should, if necessary, return the sheets for completion, before adding their own remarks.

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Thus—

If passed for promotion.

(Authority to be quoted).

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If served as Adjutant.

(Period to be stated).

Date and place of Birth.

(In the case of officers promoted from the ranks, the age as given on Attestation and date of Attestation should be stated.)

Foreign Languages.

(If "Interpreter" or Passed (v. G. O. 12 of 1887) in any language to be stated).

Name and address of nearest relative.

(Stating relationship) for reference in case of emergency.

These sub-instructions are very frequently overlooked.

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REG. POLE-CAREW, Colonel,

Military Secretary.

[E. A. D'S.]

G. C. Press, Simla.—No. 143 M. S. C. C.—7-11-39—25.

114-34
Commander in Chief's Office
Head Quarters Aden
26 November 1889

No 1386

Forwarded for information
and guidance.

J. H. Hemming
Lieut Colonel
Military Secretary

The Secretary to Government
Public Works Department
Madras

Recd 20 Dec 89

4901
No 114-34
A
Communicated to
Administrative Officer
Administration Officer
of the P. W. D. in con-
-tinuation of S. O. No.
698 of 2.12.89
698 of 2.12.89
1009

Recd
3.12.89
Checked
3.12.89

Chief Engineer for Aden
Chief Engineer for Port
S. O. No. 698 of 2.12.89
Chief Engineer for Port
S. O. No. 698 of 2.12.89
187/189

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11439.

Govt. of Madras.

PUBLIC WORKS.

1/21/89

5/12/89

Dated

Recd.

Encl.

G.O. Ld. Dist. 1889 No. 34394.

Confidential Report.

Circ. Memo of the
the C. in C. issuing
instructions for the
preparation of
Census to administration
officers of the P.W.D.

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(5)
(6)

22/4/12.

15/12