[*For General Distribution.*]

Circular No. 3 Public Works.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

Regulations for the grant of furlough to England, on private affairs, to warrant and non-commissioned officers of the British Service and on the Unattached List.

Calcutta, the 31st December 1894.

The Governments of Madras and Bombay, Public Works Department, General and Railway Branches.
The Governments of Bengal, the North-Western Provinces and Oudh, and the Punjab.
The Chief Commissioners of the Central Provinces, Burma, Assam, and Coorg.
The Resident at Hyderabad.
The Agents to the Governor General for Rajputana, Central India, and Baluchistan.
The Accountant General, Public Works Department.
The Director General of Railways.
The Consulting Engineers to the Government of India for Railways, Calcutta, Lucknow, and Assam.
The Director General of Telegraphs.

The following is forwarded to the Local Governments, Administrations, and Officers noted on the margin for information and guidance, in supersession of the rules published with Circular No. 8 Public Works, dated 31st August 1893.

By order,

G. H. D. WALKER,
Under Secy. to the Govt. of India.

Clause 40 of India Army Circulars of 1st April 1894.

FURLOUGH AND LEAVE.

REGULATIONS.

Grant of furlough to England, on private affairs, to warrant and non-commissioned officers of the British service and on the Unattached List.

The Government of India have sanctioned the grant of furloughs to England, on private affairs, to—

(i) Warrant and non-commissioned officers of the British service generally.

(ii) Warrant officers (excluding departmental) and non-commissioned officers on the Unattached List.

(iii) Royal Engineer soldiers other than those on the Unattached List or serving with submarine miners.

(iv) Non-commissioned officers and men of British mountain batteries, under the following rules:—

I. All regimental warrant and non-commissioned officers, *who have completed eight years' continuous service abroad since last departure from Home*, for six months, provided they are recommended for the indulgence by their Commanding Officer.

II. Other warrant and non-commissioned officers, except those of British mountain batteries and Royal Engineers, if recommended by the Officer Commanding their corps, depôt, volunteer corps, district, or head of departments, as under—

(*a*)—Regimental warrant officers, sergeants, corporals, and bombardiers, *who have re-engaged and completed five years' continuous service in India since last arrival from Home*, for six months.

(*b*)—Unattached List warrant officers (other than departmental) and all Unattached List non-commissioned officers, *who have re-engaged and who have completed seven years' service in India*, for periods up to twelve months, provided the State is put to no expense thereby.

(*c*)—Regimental warrant and staff non-commissioned officers of the British service, who have *not* completed five years' continuous service in India, *but are recommended by a medical board to accompany their invalided wives*, for six months.

(*d*)—Regimental warrant and non-commissioned officers of the British service, who have *not* completed five years' continuous service in India, *in special and exceptional cases only*, for six months.

The furloughs granted under this rule are restricted to the following limits:—

	Furloughs.
Bengal	61
Madras	20
Bombay	19

and as regards (*c*) will only be given in cases of very serious illness or insanity (see Rule XIII), while furloughs under (*d*) will only be given under very urgent and exceptional circumstances.

III.—Warrant and non-commissioned officers of the Royal Engineers, other than those serving on the Unattached List or with the Submarine Mining Company, *provided they have re-engaged and completed seven years' service in India*, for twelve months.

[This rule will also apply to Royal Engineer, warrant and non-commissioned officers serving beyond 21 years.]

IV.—Non-commissioned officers and men of batteries of British mountain artillery, *provided they are of good character, have served six years continuously in India, have extended their service to complete twelve years with the colors or re-engaged if eligible, and do not subsequently proceed to England after eight years' continuous service in India under the rules for exchange contained in the Queen's Regulations*, for six months.

The furloughs under this rule are restricted to five per cent. on the strength of each battery.

V.—Applications for furlough are to be submitted, for furlough during the winter season, by 15th August, and for furlough during the summer season, by the 15th February to the officers named below :—

For regimental warrant and non-commissioned officers proceeding under Rule I and Rule II (*a*), (*c*), and (*d*), in the case of those belonging to the artillery, to the Inspector-General of Artillery, or Assistant Adjutant-General of Royal Artillery, Madras or Bombay, and in all other cases, to the Adjutant-General of the presidency concerned, on India Army Form.

For warrant and non-commissioned officers proceeding under Rule II(*b*), to the Adjutant-General of the Presidency concerned, on India Army Form 46-A.

For warrant and non-commissioned officers proceeding under Rule III, to the Adjutant-General of the presidency concerned, on forms supplied by the Deputy Assistant Adjutant-General for Royal Engineers in India.

For non-commissioned officers and men proceeding under Rule IV, to the Inspector-General of Artillery in India, or the Assistant Adjutant-General, Royal Artillery, Madras or Bombay, as the case may be, on India Army Form.

VI.—Free passages by troopship, and by rail to and from the port of embarkation, will be provided for each warrant and non-commissioned officer or man granted furlough. Free passage by sea (by private vessel when passage in a Government vessel is not available) is allowed between Burma and India, and *vice versâ*, to all regimental or Unattached List warrant and non-commissioned officers and men serving in that country granted furlough under these rules.

The railway warrants will be furnished by General Officer Commanding Districts, on the authority of the letter sanctioning the leave, and the men will be sent to the port of embarkation in communication with the General Officer Commanding at Bombay or Karachi, as the case may be. Winter furlough men will be despatched in one of the first four troopships, and summer furlough men in one of the last two ships of the season. The leave applied for by Unattached List men must commence and terminate during the periods in which the troopships run, unless applicants are willing to pay their own passages.

VII.—Warrant and non-commissioned officers of the Unattached List will be charged for messing for the period of the voyage, in accordance with scale I, para. 518, Army

Regulations, India, Volume X, Part I, and their families, in accordance with scale II, as laid down in para. 524 of the same regulations.

For all others, rations will be issued at a charge of 6*d.* per head *per diem* for warrant officers, and 1*d.* per head *per diem* for non-commissioned officers and men, and no ration-money will be issued for the period of the voyage.

VIII.—Furlough under these rules can only be granted to Unattached List men, on the understanding that no expense beyond that for passage by rail and sea is caused to the State; it is therefore left to the officer under whom the warrant or non-commissioned officer is serving, to make such arrangements as may seem best for the proper performance of the absentee's duty, and to regulate his pay according to whether a substitute is or is not provided.

For all others, regimental arrangements will be made for the conduct of the duty of the absentees, as no extra expense can be sanctioned on this account.

IX.—Unattached List warrant and non-commissioned officers are not required to do duty with the troops on board, except on an emergency, but all others will be required to do duty with the troops on board the vessels on which they embark.

X.—An advance of one month's pay in the case of regimental warrant and non-commissioned officers and men, and the equivalent of one month's furlough pay in the case of Unattached List men, may be made to each man before quitting his corps or station.

XI.—The pay of all warrant and non-commissioned officers and men, while on leave in England under these rules, will be issued by the India Office monthly in arrears by bills, to be forwarded to their address in the same manner as warrant and non-commissioned officers of the Unattached List on furlough on medical certificate are paid.

In the case of Unattached List warrant and non-commissioned officers, all claims are to be adjusted by the departmental superior prior to the man proceeding to the port of embarkation, and these men will be paid up in full to the date they leave their stations, and furnished with a departmental last-pay certificate, specifying the date to which paid, the appointment held, the details of the pay and allowances drawn in India, and the amount *in sterling* to be paid to them whilst on furlough. This last-pay certificate is to be delivered to the Deputy Assistant Adjutant-General at the port for disposal, as laid down in Army Regulations, India, Volume II, paras. 1681 and 1682.

The usual last-pay certificate will be issued, in all other cases, to the men before they leave their stations.

XII.—All men granted furlough under these rules will report their arrival in England, *in writing* as under—

Unattached List warrant and non-commissioned officers.—To the India Office, forwarding at the same time the last-pay certificate given them on quitting India, in view to their pay being remitted to them.

All other warrant and non-commissioned officers and men, cavalry and infantry.—To the officer commanding regimental depôt. *Royal Artillery, Horse, Field, Heavy, and Garrison, Artillery.*—To the officer commanding the depôt of the branch to which they belong. *Mountain Artillery.*—To the officer commanding the mountain battery, Newport (Monmouth). *Royal Engineers.*—To the commandant, School of Military Engineering, Chatham, and will also communicate their address to the India Office, at the same time forwarding their last-pay certificates in view to their pay being remitted to them.

XIII.—Families of other than Unattached List men will not be taken except in very special cases, and then only provided accommodation is available on boardship,—see Rule II(*c*).

The families of Unattached List warrant and non-commissioned officers will be allowed free passage by rail to and from the port, and non-regulation passages on troopships when accommodation is available.

XIV.—No non-commissioned officer or man will be allowed to marry while on furlough without the permission of the officer commanding his corps or battery, or the head of his department in India, and all applications for furlough must show, should the applicant be desirous of contracting marriage while on furlough, that such permission has been given. On no account are non-commissioned officers and men to apply to officers commanding depôts or regimental districts, or other authorities for such permission. When marriage is contracted with the permission referred to, the fact will be notified by the man concerned, without delay, to the officer under whose orders he is in the United Kingdom.

Warrant and non-commissioned officers marrying while on furlough having complied with the rules in force, and (in the case of regimental warrant and non-commissioned officers) whose wives are placed on the married roll, will be allowed passages for their families by sea, and by rail from port of disembarkation. This rule will apply in the case of Unattached List men only if they are returning to *duty*, and provided accommodation is available.

XV.—Any extension of leave rendered necessary by sickness or unforeseen circumstances will be granted as under—

To Unattached List warrant and non-commissioned officers.—By the Secretary of State for India, who will communicate the sanction to the Government of India, as

early as possible, with reference to the arrangements to be made for the continued performance of the absentee's duty. During such extension not more than half of the salary of the appointment will be paid to the absentee.

To all others.—By the Secretary of State for India (on the recommendation of the officer commanding the regimental district or depôt), who will inform the Government of India. Regimental warrant and non-commissioned officers and men, whose extended leave expires during the non-trooping season, will join their regimental depôts at their own expense, for duty, until arrangements can be made for sending them to India.

XVI.—Regimental warrant and non-commissioned officers and men are not to communicate, either personally or in writing, with the Horse Guards, for instructions relative to return passages, or for families to accompany them; but all correspondence must be addressed to the officer commanding cavalry depôt, depôt of royal artillery, as in Rule XII, School of Military Engineering, Chatham, or Regimental District, as the case may be. These officers will, in the first instance, be informed of the men's addresses by the corps or battery in India, any change of address being notified to them by the men themselves.

XVII.—All warrant and non-commissioned officers and men about to return from furlough must pay strict attention to the definite instructions regarding embarkation, etc., issued by the Horse Guards or India Office as delay and inconvenience to the embarking officer result from neglect of this point.

XVIII.—All warrant and non-commissioned officers and men granted furlough under these rules will be liable to recall at any moment, should the interests of the service require it.

XIX.—All warrant and non-commissioned officers and men will be eligible for a further grant of furlough under these rules for each complete period of service in India, as required in Rule I, II, III, or IV, as the case may be, but furlough will not be granted until the full period required in each case has elapsed since the date of the man's last return from furlough.

XX.—These rules will not apply to the grant of furlough during the non-trooping season when, if men are prepared to pay their own passages, furlough for six months will be granted, as heretofore, on urgent reasons being shown.

India Army Circulars, Clauses 166 of 1891, 182 of 1891, 28 of 1892, 181 (paras. 10 and 11) of 1892, 33 of 1893, 79 of 1893, and 121 of 1893 are hereby cancelled.

G. I. C. P. O.—No. 925 P. W. D.—5-1-95—1,403—J. K

[*For General Distribution.*]

Circular No. 3 Public Works.

GOVERNMENT OF INDIA.

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Regulations for the grant of furlough to England, on private affairs, to warrant and non-commissioned officers of the British Service and on the Unattached List.

Calcutta, the 31st December 1894.

The Governments of Madras and Bombay, Public Works Department, General and Railway Branches.
The Governments of Bengal, the North-Western Provinces and Oudh, and the Punjab.
The Chief Commissioners of the Central Provinces, Burma, Assam, and Coorg.
The Resident at Hyderabad.
The Agents to the Governor General for Rajputana, Central India, and Baluchistan.
The Accountant General, Public Works Department.
The Director General of Railways.
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REGULATIONS.

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The Government of India have sanctioned the grant of furloughs to England, on private affairs, to—

(i) Warrant and non-commissioned officers of the British service generally.
(ii) Warrant officers (excluding departmental) and non-commissioned officers on the Unattached List.
(iii) Royal Engineer soldiers other than those on the Unattached List or serving with submarine miners.
(iv) Non-commissioned officers and men of British mountain batteries, under the following rules:—

I. All regnimental warrant and non-commissioned officers, *who have completed eight years' continuous service abroad since last departure from Home,* for six months, provided they are recommended for the indulgence by their Commanding Officer.

II. Other warrant and non-commissioned officers, except those of British mountain batteries and Royal Engineers, if recommended by the Officer Commanding their corps, depôt, volunteer corps, district, or head of departments, as under—

(*a*)—Regimental warrant officers, sergeants, corporals, and bombardiers, *who have re-engaged and completed five years' continuous service in India since last arrival from Home*, for six months.

(*b*)—Unattached List warrant officers (other than departmental) and all Unattached List non-commissioned officers, *who have re-engaged and who have completed seven years' service in India*, for periods up to twelve months, provided the State is put to no expense thereby.

(*c*)—Regimental warrant and staff non-commissioned officers of the British service, who have *not* completed five years' continuous service in India, *but are recommended by a medical board to accompany their invalided wives*, for six months.

(*d*)—Regimental warrant and non-commissioned officers of the British service, who have *not* completed five years' continuous service in India, *in special and exceptional cases only*, for six months.

The furloughs granted under this rule are restricted to the following limits: —

	Furloughs.
Bengal	61
Madras	20
Bombay	19

and as regards (*c*) will only be given in cases of very serious illness or insanity (see Rule XIII), while furloughs under (*d*) will only be given under very urgent and exceptional circumstances.

III.—Warrant and non-commissioned officers of the Royal Engineers, other than those serving on the Unattached List or with the Submarine Mining Company, *provided they have re-engaged and completed seven years' service in India*, for twelve months.

[This rule will also apply to Royal Engineer, warrant and non-commissioned officers serving beyond 21 years.]

IV.—Non-commissioned officers and men of batteries of British mountain artillery, *provided they are of good character, have served six years continuously in India, have extended their service to complete twelve years with the colors or re-engaged if eligible, and do not subsequently proceed to England after eight years' continuous service in India under the rules for exchange contained in the Queen's Regulations*, for six months.

The furloughs under this rule are restricted to five per cent. on the strength of each battery.

V.—Applications for furlough are to be submitted, for furlough during the winter season, by 15th August, and for furlough during the summer season, by the 15th February to the officers named below :—

For regimental warrant and non-commissioned officers proceeding under Rule I and Rule II (*a*), (*c*), and (*d*), in the case of those belonging to the artillery, to the Inspector-General of Artillery, or Assistant Adjutant-General of Royal Artillery, Madras or Bombay, and in all other cases, to the Adjutant-General of the presidency concerned, on India Army Form.

For warrant and non-commissioned officers proceeding under Rule II(*b*), to the Adjutant-General of the Presidency concerned, on India Army Form 46-A.

For warrant and non-commissioned officers proceeding under Rule III, to the Adjutant-General of the presidency concerned, on forms supplied by the Deputy Assistant Adjutant-General for Royal Engineers in India.

For non-commissioned officers and men proceeding under Rule IV, to the Inspector-General of Artillery in India, or the Assistant Adjutant-General, Royal Artillery, Madras or Bombay, as the case may be, on India Army Form.

VI.—Free passages by troopship, and by rail to and from the port of embarkation, will be provided for each warrant and non-commissioned officer or man granted furlough. Free passage by sea (by private vessel when passage in a Government vessel is not available) is allowed between Burma and India, and *vice versâ*, to all regimental or Unattached List warrant and non-commissioned officers and men serving in that country granted furlough under these rules.

The railway warrants will be furnished by General Officer Commanding Districts, on the authority of the letter sanctioning the leave, and the men will be sent to the port of embarkation in communication with the General Officer Commanding at Bombay or Karachi, as the case may be. Winter furlough men will be despatched in one of the first four troopships, and summer furlough men in one of the last two ships of the season. The leave applied for by Unattached List men must commence and terminate during the periods in which the troopships run, unless applicants are willing to pay their own passages.

VII.—Warrant and non-commissioned officers of the Unattached List will be charged for messing for the period of the voyage, in accordance with scale I, para. 518, Army

Regulations, India, Volume X, Part I, and their families, in accordance with scale II, as laid down in para. 524 of the same regulations.

For all others, rations will be issued at a charge of 6*d.* per head *per diem* for warrant officers, and 1*d.* per head *per diem* for non-commissioned officers and men, and no ration-money will be issued for the period of the voyage.

VIII.—Furlough under these rules can only be granted to Unattached List men, on the understanding that no expense beyond that for passage by rail and sea is caused to the State; it is therefore left to the officer under whom the warrant or non-commissioned officer is serving, to make such arrangements as may seem best for the proper performance of the absentee's duty, and to regulate his pay according to whether a substitute is or is not provided.

For all others, regimental arrangements will be made for the conduct of the duty of the absentees, as no extra expense can be sanctioned on this account.

IX.—Unattached List warrant and non-commissioned officers are not required to do duty with the troops on board, except on an emergency, but all others will be required to do duty with the troops on board the vessels on which they embark.

X.—An advance of one month's pay in the case of regimental warrant and non-commissioned officers and men, and the equivalent of one month's furlough pay in the case of Unattached List men, may be made to each man before quitting his corps or station.

XI.—The pay of all warrant and non-commissioned officers and men, while on leave in England under these rules, will be issued by the India Office monthly in arrears by bills, to be forwarded to their address in the same manner as warrant and non-commissioned officers of the Unattached List on furlough on medical certificate are paid.

In the case of Unattached List warrant and non-commissioned officers, all claims are to be adjusted by the departmental superior prior to the man proceeding to the port of embarkation, and these men will be paid up in full to the date they leave their stations, and furnished with a departmental last-pay certificate, specifying the date to which paid, the appointment held, the details of the pay and allowances drawn in India, and the amount *in sterling* to be paid to them whilst on furlough. This last-pay certificate is to be delivered to the Deputy Assistant Adjutant-General at the port for disposal, as laid down in Army Regulations, India, Volume II, paras. 1681 and 1682.

The usual last-pay certificate will be issued, in all other cases, to the men before they leave their stations.

XII.—All men granted furlough under these rules will report their arrival in England, *in writing* as under—

Unattached List warrant and non-commissioned officers.—To the India Office, forwarding at the same time the last-pay certificate given them on quitting India, in view to their pay being remitted to them.

All other warrant and non-commissioned officers and men, cavalry and infantry.—To the officer commanding regimental depôt. *Royal Artillery, Horse, Field, Heavy, and Garrison, Artillery.*—To the officer commanding the depôt of the branch to which they belong. *Mountain Artillery.*—To the officer commanding the mountain battery, Newport (Monmouth). *Royal Engineers.*—To the commandant, School of Military Engineering, Chatham, and will also communicate their address to the India Office, at the same time forwarding their last-pay certificates in view to their pay being remitted to them.

XIII.—Families of other than Unattached List men will not be taken except in very special cases, and then only provided accommodation is available on boardship, — see Rule II(*c*).

The families of Unattached List warrant and non-commissioned officers will be allowed free passage by rail to and from the port, and non-regulation passages on troopships when accommodation is available.

XIV.—No non-commissioned officer or man will be allowed to marry while on furlough without the permission of the officer commanding his corps or battery, or the head of his department in India, and all applications for furlough must show, should the applicant be desirous of contracting marriage while on furlough, that such permission has been given. On no account are non-commissioned officers and men to apply to officers commanding depôts or regimental districts, or other authorities for such permission. When marriage is contracted with the permission referred to, the fact will be notified by the man concerned, without delay, to the officer under whose orders he is in the United Kingdom.

Warrant and non-commissioned officers marrying while on furlough having complied with the rules in force, and (in the case of regimental warrant and non-commissioned officers) whose wives are placed on the married roll, will be allowed passages for their families by sea, and by rail from port of disembarkation. This rule will apply in the case of Unattached List men only if they are returning to *duty*, and provided accommodation is available.

XV.—Any extension of leave rendered necessary by sickness or unforeseen circumstances will be granted as under—

To Unattached List warrant and non-commissioned officers.—By the Secretary of State for India, who will communicate the sanction to the Government of India, as

early as possible, with reference to the arrangements to be made for the continued performance of the absentee's duty. During such extension not more than half of the salary of the appointment will be paid to the absentee.

To all others.—By the Secretary of State for India (on the recommendation of the officer commanding the regimental district or depôt), who will inform the Government of India. Regimental warrant and non-commissioned officers and men, whose extended leave expires during the non-trooping season, will join their regimental depôts at their own expense, for duty, until arrangements can be made for sending them to India.

XVI.—Regimental warrant and non-commissioned officers and men are not to communicate, either personally or in writing, with the Horse Guards, for instructions relative to return passages, or for families to accompany them; but all correspondence must be addressed to the officer commanding cavalry depôt, depôt of royal artillery, as in Rule XII, School of Military Engineering, Chatham, or Regimental District, as the case may be. These officers will, in the first instance, be informed of the men's addresses by the corps or battery in India, any change of address being notified to them by the men themselves.

XVII.—All warrant and non-commissioned officers and men about to return from furlough must pay strict attention to the definite instructions regarding embarkation, etc., issued by the Horse Guards or India Office as delay and inconvenience to the embarking officer result from neglect of this point.

XVIII.—All warrant and non-commissioned officers and men granted furlough under these rules will be liable to recall at any moment, should the interests of the service require it.

XIX.—All warrant and non-commissioned officers and men will be eligible for a further grant of furlough under these rules for each complete period of service in India, as required in Rule I, II, III, or IV, as the case may be, but furlough will not be granted until the full period required in each case has elapsed since the date of the man's last return from furlough.

XX.—These rules will not apply to the grant of furlough during the non-trooping season when, if men are prepared to pay their own passages, furlough for six months will be granted, as heretofore, on urgent reasons being shown.

India Army Circulars, Clauses 166 of 1891, 182 of 1891, 28 of 1892, 181 (paras. 10 and 11) of 1892, 33 of 1893, 79 of 1893, and 121 of 1893 are hereby cancelled.

Govt. 110 dt 17.1.95

G. I. C. P. O.—No. 925 P. W. D.—5-1-95—1,403—J. K

Accompaniment to Memo. No. 3889 *C., dated 4th December* 1894.

INDIA ARMY CIRCULARS, 1894.

CLAUSE 40.

FURLOUGH AND LEAVE.

REGULATIONS.

Grant of furlough to England, on private affairs, to warrant and non-commissioned officers of the British service and on the Unattached List.

The Government of India have sanctioned the grant of furloughs to England, on private affairs, to—

(i) Warrant and non-commissioned officers of the British service generally.
(ii) Warrant officers (excluding departmental) and non-commissioned officers on the Unattached List.
(iii) Royal Engineer soldiers other than those on the Unattached List or serving with sub-marine miners.
(iv) Non-commissioned officers and men of British mountain batteries, under the following rules:—

I.—All regimental warrant and non-commissioned officers, *who have completed eight years' continuous service abroad since last departure from Home*, for six months, provided they are recommended for the indulgence by their Commanding Officer.

II.—Other warrant and non-commissioned officers, except those of British mountain batteries and Royal Engineers, if recommended by the Officer Commanding their corps, depôt, volunteer corps, district, or heads of departments, as under:—

(*a*) Regimental warrant officers, sergeants, corporals, and bombardiers, *who have re-engaged and completed five years' continuous service in India since last arrival from Home*, for six months.
(*b*) Unattached List warrant officers (other than departmental) and all Unattached List non-commissioned officers, *who have re-engaged and who have completed seven years' service in India*, for periods up to twelve months, provided the State is put to no expense thereby.
(*c*) Regimental warrant and staff non-commissioned officers of the British service, who have *not* completed five years' continuous service in India, *but are recommended by a medical board to accompany their invalided wives*, for six months.
(*d*) Regimental warrant and non-commissioned officers of the British service, who have *not* completed five years' continuous service in India, *in special and exceptional cases only*, for six months.

The furloughs granted under this rule are restricted to the following limits:—

	Furloughs.
Bengal	61
Madras	20
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and as regards (*c*) will only be given in cases of very serious illness or insanity (see rule XIII), while furloughs under (*d*) will only be given under very urgent and exceptional circumstances.

III.—Warrant and non-commissioned officers of the Royal Engineers, other than those serving on the Unattached List or with the Sub-marine Mining Company, *provided they have re-engaged and completed seven years' service in India*, for twelve months.

(This rule will also apply to Royal Engineer warrant and non-commissioned officers serving beyond 21 years.)

IV.—Non-commissioned officers and men of batteries of British mountain artillery, *provided they are of good character, have served six years continuously in India, have extended their service to complete twelve years with the colors or re-engaged if eligible and do not subsequently proceed to England after eight years' continuous service in India under the rules for exchange contained in the Queen's Regulations*, for six months.

The furloughs under this rule are restricted to five per cent. on the strength of each battery.

V.—Applications for furlough are to be submitted, for furlough during the winter season by 15th August, and for furlough during the summer season, by the 15th February, to the officers named below:—

For regimental warrant and non-commissioned officers proceeding under rule I and rule II (*a*), (*c*), and (*d*), in the case of those belonging to the artillery, to the Inspector-General of Artillery or Assistant Adjutant-General of Royal Artillery, Madras or Bombay, and in all other cases to the Adjutant-General of the Presidency concerned, on India Army Form.

For warrant and non-commissioned officers proceeding under rule II (*b*), to the Adjutant-General of the Presidency concerned, on India Army Form 46-A.

For warrant and non-commissioned officers proceeding under rule III, to the Adjutant-General of the Presidency concerned, on forms supplied by the Deputy Assistant Adjutant-General for Royal Engineers in India.

For non-commissioned officers and men proceeding under rule IV, to the Inspector-General of Artillery in India or the Assistant Adjutant-General, Royal Artillery, Madras or Bombay, as the case may be, on India Army Form.

VI.—Free passages by troopship, and by rail to and from the port of embarkation, will be provided for each warrant and non-commissioned officer or man granted furlough. Free passage by sea (by private vessel when passage in a Government vessel is not available) is allowed between Burma and India, and *vice versâ*, to all regimental or Unattached List warrant and non-commissioned officers and men serving in that country granted furlough under these rules.

The railway warrants will be furnished by General Officer Commanding Districts on the authority of the letter sanctioning the leave, and the men will be sent to the port of embarkation in communication with the General Officer Commanding at Bombay or Karachi, as the case may be. Winter furlough men will be despatched in one of the first four troopships, and summer furlough men in one of the last two ships, of the season. The leave applied for by Unattached List men must commence and terminate during the periods in which the troopships run, unless applicants are willing to pay their own passages.

VII.—Warrant and non-commissioned officers of the Unattached List will be charged for messing for the period of the voyage in accordance with scale I, paragraph 518, Army Regulations, India, Volume X, Part I, and their families, in accordance with scale II, as laid down in paragraph 524 of the same regulations.

For all others, rations will be issued at a charge of 6*d.* per head *per diem* for warrant officers, and 1*d.* per head *per diem* for non-commissioned officers and men, and no ration-money will be issued for the period of the voyage.

VIII.—Furlough under these rules can only be granted to Unattached List men, on the understanding that no expense beyond that for passage by rail and sea is caused to the State; it is therefore left to the officer under whom the warrant or non-commissioned officer is serving to make such arrangements as may seem best for the proper performance of the absentee's duty and to regulate his pay according to whether a substitute is or is not provided.

For all others, regimental arrangements will be made for the conduct of the duty of the absentees, as no extra expense can be sanctioned on this account.

IX.—Unattached list warrant and non-commissioned officers are not required to do duty with the troops on board except on an emergency, but all others will be required to do duty with the troops on board the vessels on which they embark.

X.—An advance of one month's pay in the case of regimental warrant and non-commissioned officers and men, and the equivalent of one month's furlough pay in the case of Unattached List men, may be made to each man before quitting his corps or station.

XI.—The pay of all warrant and non-commissioned officers and men, while on leave in England under these rules, will be issued by the India office monthly in arrears by bills, to be forwarded to their address in the same manner as warrant and non-commissioned officers of the Unattached List on furlough on medical certificate are paid.

In the case of Unattached List warrant and non-commissioned officers, all claims are to be adjusted by the departmental superior prior to the man proceeding to the port of embarkation, and these men will be paid up in full to the date they leave their stations and furnished with a departmental last-pay certificate, specifying the date to which paid, the appointment held, the details of the pay and allowances drawn in India, and the amount *in sterling* to be paid to them whilst on furlough. This last-pay certificate is to be delivered to the Deputy Assistant Adjutant-General at the port for disposal as laid down in Army Regulations, India, Volume II, paragraphs 1681 and 1682.

The usual last-pay certificate will be issued, in all other cases, to the men before they leave their stations.

XII.—All men granted furlough under these rules will report their arrival in England, *in writing*, as under:—

Unattached List warrant and non-commissioned officers.—To the India office, forwarding at the same time the last-pay certificate given them on quitting India in view to their pay being remitted to them.

All other warrant and non-commissioned officers and men, cavalry and infantry.—To the Officer Commanding regimental depôt. *Royal Artillery, Horse, Field, Heavy, and Garrison Artillery.*—To the Officer Commanding the depôt of the branch to which they belong. *Mountain Artillery.*—To the Officer Commanding the mountain battery, Newport (Monmouth). *Royal Engineers.*—To the Commandant, School of Military Engineering, Chatham, and will also communicate their address to the India office, at the same time forwarding their last-pay certificates in view to their pay being remitted to them.

XIII.—Families of other than Unattached List men will not be taken except in very special cases, and then only provided accommodation is available on boardship—see rule II (*c*).

The families of Unattached List warrant and non-commissioned officers will be allowed free passage by rail to and from the port, and non-regulation passages on troopships when accommodation is available.

XIV.—No non-commissioned officer or man will be allowed to marry while on furlough without the permission of the Officer Commanding his corps or battery or the head of his department in India, and all applications for furlough must show, should the applicant be desirous of contracting marriage while on furlough, that such permission has been given. On no account are non-commissioned officers and men to apply to Officers Commanding depôts or regimental districts or other authorities for such permission. When marriage is contracted with the permission referred to, the fact will be notified by the man concerned, without delay, to the officer under whose orders he is in the United Kingdom.

Warrant and non-commissioned officers marrying while on furlough having complied with the rules in force, and (in the case of regimental warrant and non-commissioned officers) whose wives are placed on the married roll, will be allowed passages for their families by sea, and by rail from port of disembarkation. This rule will apply in the case of Unattached List men only if they are returning to *duty* and provided accommodation is available.

XV.—Any extension of leave rendered necessary by sickness or unforeseen circumstances will be granted as under:—

To Unattached List warrant and non-commissioned officers.—By the Secretary of State for India, who will communicate the sanction to the Government of India, as early as possible, with reference to the arrangements to be made for the continued performance of the absentee's duty. During such extension not more than half of the salary of the appointment will be paid to the absentee.

To all others.—By the Secretary of State for India (on the recommendation of the Officer Commanding the regimental district or depôt) who will inform the Government of India. Regimental warrant and non-commissioned officers and men, whose extended leave expires during the non-trooping season, will join their regimental depôts at their own expense, for duty, until arrangements can be made for sending them to India.

XVI.—Regimental warrant and non-commissioned officers and men are not to communicate, either personally or in writing, with the Horse Guards for instructions relative to return passages, or for families to accompany them; but all correspondence must be addressed to the Officer Commanding cavalry depôt, depôt of royal artillery, as in rule XII, School of Military Engineering, Chatham, or Regimental District, as the case may be. These officers will, in the first instance, be informed of the men's addresses by the corps or battery in India, any change of address being notified to them by the men themselves.

XVII.—All warrant and non-commissioned officers and men about to return from furlough must pay strict attention to the definite instructions regarding embarkation, &c., issued by the Horse Guards or India Office as delay and inconvenience to the embarking officer result from neglect of this point.

XVIII.—All warrant and non-commissioned officers and men granted furlough under these rules will be liable to recall at any moment should the interests of the service require it.

XIX.—All warrant and non-commissioned officers and men will be eligible for a further grant of furlough under these rules for each complete period of service in India as required in Rule I, II, III, or IV, as the case may be, but furlough will not be granted until the full period required in each case has elapsed since the date of the man's last return from furlough.

XX.—These rules will not apply to the grant of furlough during the non-trooping season, when, if men are prepared to pay their own passages, furlough for six months will be granted, as heretofore, on urgent reasons being shown.

India Army Circulars, Clauses 166 of 1891, 182 of 1891, 28 of 1892, 181 (paras. 10 and 11) of 1892, 33 of 1893, 79 of 1893, and 121 of 1893, are hereby cancelled.

PUBLIC WORKS DEPARTMENT.

No. 3889 C., dated 4th December 1894.

MEMORANDUM.

READ—the following paper :—

From A. H. GARRETT, Esq., Superintending Engineer, I Circle, to the Chief Engineer, Public Works Department, dated Chatrapur, 16th November 1894, No. 534 V.Z.

With reference to the enclosed copy of letter No. 4349 D./E., dated 1st instant, from the Examiner of Public Works Accounts to the address of the Executive Engineer, Vizagapatam Division, I have the honour to request the favour of your obtaining a copy of the regulation referred to and also a form of furlough application.

ENCLOSURE.

From I. S. SHERLOCK-HUBBARD, Esq., Examiner of Public Works Accounts, to the Executive Engineer, Vizagapatam Division, dated Madras, 1st November 1894, No. 4349 D./E.

With reference to your No. 2074, dated the 19th instant, I have the honour to state that clause 40 of India Army Circulars, dated 1st April 1894, details the regulations for the grant of furlough to England on private affairs to warrant and non-commissioned officers of the British service and on the Unattached List. A copy of the above regulations should be obtained by you from Government through the usual channel.

2. The necessary form of application for the above furlough will have to be obtained from the Adjutant-General of the Madras Army, Ootacamund.

No. 89 C.

Copy forwarded to the Superintending Engineer with a request that a copy of the regulations and a form of application herein referred to may be obtained at an early date.

(Signed) M. LOAM,
Ex. Engr., Vizagapatam Division.

7th November 1894.

Clause 40, India Army Circulars of 1894, will be communicated to officers of the Public Works Department with reference to G.O., No. 2795 W., dated 2nd November 1894.

2. Copies of the form of application for furlough (India Army Form 46-A) referred to in rule V will be procured and distributed in due course.

(Signed) J. PENNYCUICK, Colonel, R.E.,
Chief Engineer, P.W.D.

To Superintending Engineers.
„ the Consulting Architect to Government.
„ the Superintendent of Works, Periyár Project.
„ the Examiner, Public Works Accounts.

Exd. C. A. Munisawmy.
Spare Copies

P. W. CURRENT No. 246

1894.

PUBLIC WORKS DEPARTMENT.

Dated December, 4th.

Recd. *Encl.*

Memo., 4th December 1894, No. 3889 C.

Furlough

Clause 40, India Army Circulars of 1894, regarding the grant of — to warrant and non-commissioned officers of the British service and on the Unattached List, communicated to officers of the Public Works Department.

early as possible, with reference to the arrangements to be made for the continued performance of the absentee's duty. During such extension not more than half of the salary of the appointment will be paid to the absentee.

To all others.—By the Secretary of State for India (on the recommendation of the officer commanding the regimental district or depôt), who will inform the Government of India. Regimental warrant and non-commissioned officers and men, whose extended leave expires during the non-trooping season, will join their regimental depôts at their own expense, for duty, until arrangements can be made for sending them to India.

XVI.—Regimental warrant and non-commissioned officers and men are not to communicate, either personally or in writing, with the Horse Guards, for instructions relative to return passages, or for families to accompany them; but all correspondence must be addressed to the officer commanding cavalry depôt, depôt of royal artillery, as in Rule XII, School of Military Engineering, Chatham, or Regimental District, as the case may be. These officers will, in the first instance, be informed of the men's addresses by the corps or battery in India, any change of address being notified to them by the men themselves.

XVII.—All warrant and non-commissioned officers and men about to return from furlough must pay strict attention to the definite instructions regarding embarkation, etc., issued by the Horse Guards or India Office as delay and inconvenience to the embarking officer result from neglect of this point.

XVIII.—All warrant and non-commissioned officers and men granted furlough under these rules will be liable to recall at any moment, should the interests of the service require it.

XIX.—All warrant and non-commissioned officers and men will be eligible for a further grant of furlough under these rules for each complete period of service in India, as required in Rule I, II, III, or IV, as the case may be, but furlough will not be granted until the full period required in each case has elapsed since the date of the man's last return from furlough.

XX.—These rules will not apply to the grant of furlough during the non-trooping season when, if men are prepared to pay their own passages, furlough for six months will be granted, as heretofore, on urgent reasons being shown.

India Army Circulars, Clauses 166 of 1891, 182 of 1891, 28 of 1892, 181 (paras. 10 and 11) of 1892, 33 of 1893, 79 of 1893, and 121 of 1893 are hereby cancelled.

38.C

Recd: 15-1-95

To

The Secretary to the Government of Madras,

Public Works Department

G. I. C. P. O.—No. 925 P. W. D.—5-1-95—1,403—J. K

1894.

PUBLIC WORKS DEPARTMENT.

Dated December, 4th.

Recd. *Encl.*

Memo., 4th December 1894, No. 3889 C.

Furlough

Clause 40, India Army Circulars of 1894, regarding the grant of — to warrant and non-commissioned officers of the British service and on the Unattached List, communicated to officers of the Public Works Department.

[*For General Distribution.*]

Circular No. 3 Public Works.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

Regulations for the grant of furlough to England, on private affairs, to warrant and non-commissioned officers of the British Service and on the Unattached List.

Calcutta, the 31st December 1894.

The Governments of Madras and Bombay, Public Works Department, General and Railway Branches.
The Governments of Bengal, the North-Western Provinces and Oudh, and the Punjab.
The Chief Commissioners of the Central Provinces, Burma, Assam, and Coorg.
The Resident at Hyderabad.
The Agents to the Governor General for Rajputana, Central India, and Baluchistan.
The Accountant General, Public Works Department.
The Director General of Railways.
The Consulting Engineers to the Government of India for Railways, Calcutta, Lucknow, and Assam.
The Director General of Telegraphs.

The following is forwarded to the Local Governments, Administrations, and Officers noted on the margin for information and guidance, in supersession of the rules published with Circular No. 8 Public Works, dated 31st August 1893.

By order,

G. Walker

Under Secy. to the Govt. of India.

Clause 40 of India Army Circulars of 1st April 1894.

FURLOUGH AND LEAVE.

REGULATIONS.

Grant of furlough to England, on private affairs, to warrant and non-commissioned officers of the British service and on the Unattached List.

The Government of India have sanctioned the grant of furloughs to England, on private affairs, to—

(i) Warrant and non-commissioned officers of the British service generally.

(ii) Warrant officers (excluding departmental) and non-commissioned officers on the Unattached List.

(iii) Royal Engineer soldiers other than those on the Unattached List or serving with submarine miners.

(iv) Non-commissioned officers and men of British mountain batteries, under the following rules :—

I. All regimental warrant and non-commissioned officers, *who have completed eight years' continuous service abroad since last departure from Home*, for six months, provided they are recommended for the indulgence by their Commanding Officer.

WF-35C

II. Other warrant and non-commissioned officers, except those of British mountain batteries and Royal Engineers, if recommended by the Officer Commanding their corps, depôt, volunteer corps, district, or head of departments, as under—

(*a*)—Regimental warrant officers, sergeants, corporals, and bombardiers, *who have re-engaged and completed five years' continuous service in India since last arrival from Home*, for six months.

(*b*)—Unattached List warrant officers (other than departmental) and all Unattached List non-commissioned officers, *who have re-engaged and who have completed seven years' service in India*, for periods up to twelve months, provided the State is put to no expense thereby.

(*c*)—Regimental warrant and staff non-commissioned officers of the British service, who have *not* completed five years' continuous service in India, *but are recommended by a medical board to accompany their invalided wives*, for six months.

(*d*)—Regimental warrant and non-commissioned officers of the British service, who have *not* completed five years' continuous service in India, *in special and exceptional cases only*, for six months.

The furloughs granted under this rule are restricted to the following limits:—

	Furloughs.
Bengal	61
Madras	20
Bombay	19

and as regards (*c*) will only be given in cases of very serious illness or insanity (see Rule XIII), while furloughs under (*d*) will only be given under very urgent and exceptional circumstances.

III.—Warrant and non-commissioned officers of the Royal Engineers, other than those serving on the Unattached List or with the Submarine Mining Company, *provided they have re-engaged and completed seven years' service in India*, for twelve months.

[This rule will also apply to Royal Engineer, warrant and non-commissioned officers serving beyond 21 years.]

IV.—Non-commissioned officers and men of batteries of British mountain artillery, *provided they are of good character, have served six years continuously in India, have extended their service to complete twelve years with the colors or re-engaged if eligible, and do not subsequently proceed to England after eight years' continuous service in India under the rules for exchange contained in the Queen's Regulations*, for six months.

The furloughs under this rule are restricted to five per cent. on the strength of each battery.

V.—Applications for furlough are to be submitted, for furlough during the winter season by 15th August, and for furlough during the summer season, by the 15th February to the officers named below:—

For regimental warrant and non-commissioned officers proceeding under Rule I and Rule II (*a*), (*c*), and (*d*), in the case of those belonging to the artillery, to the Inspector-General of Artillery, or Assistant Adjutant-General of Royal Artillery, Madras or Bombay, and in all other cases, to the Adjutant-General of the presidency concerned, on India Army Form.

For warrant and non-commissioned officers proceeding under Rule II(*b*), to the Adjutant-General of the Presidency concerned, on India Army Form 46-A.

For warrant and non-commissioned officers proceeding under Rule III, to the Adjutant-General of the presidency concerned, on forms supplied by the Deputy Assistant Adjutant-General for Royal Engineers in India.

For non-commissioned officers and men proceeding under Rule IV, to the Inspector-General of Artillery in India, or the Assistant Adjutant-General, Royal Artillery, Madras or Bombay, as the case may be, on India Army Form.

VI.—Free passages by troopship, and by rail to and from the port of embarkation will be provided for each warrant and non-commissioned officer or man granted furlough. Free passage by sea (by private vessel when passage in a Government vessel is not available) is allowed between Burma and India, and *vice versâ*, to all regimental or Unattached List warrant and non-commissioned officers and men serving in that country granted furlough under these rules.

The railway warrants will be furnished by General Officer Commanding Districts, on the authority of the letter sanctioning the leave, and the men will be sent to the port of embarkation in communication with the General Officer Commanding at Bombay or Karachi, as the case may be. Winter furlough men will be despatched in one of the first four troopships, and summer furlough men in one of the last two ships of the season. The leave applied for by Unattached List men must commence and terminate during the periods in which the troopships run, unless applicants are willing to pay their own passages.

VII.—Warrant and non-commissioned officers of the Unattached List will be charged for messing for the period of the voyage, in accordance with scale I, para. 518, Army

Regulations, India, Volume X, Part I, and their families, in accordance with scale II, as laid down in para. 524 of the same regulations.

For all others, rations will be issued at a charge of 6*d*. per head *per diem* for warrant officers, and 1*d*. per head *per diem* for non-commissioned officers and men, and no ration-money will be issued for the period of the voyage.

VIII.—Furlough under these rules can only be granted to Unattached List men, on the understanding that no expense beyond that for passage by rail and sea is caused to the State; it is therefore left to the officer under whom the warrant or non-commissioned officer is serving, to make such arrangements as may seem best for the proper performance of the absentee's duty, and to regulate his pay according to whether a substitute is or is not provided.

For all others, regimental arrangements will be made for the conduct of the duty of the absentees, as no extra expense can be sanctioned on this account.

IX.—Unattached List warrant and non-commissioned officers are not required to do duty with the troops on board, except on an emergency, but all others will be required to do duty with the troops on board the vessels on which they embark.

X.—An advance of one month's pay in the case of regimental warrant and non-commissioned officers and men, and the equivalent of one month's furlough pay in the case of Unattached List men, may be made to each man before quitting his corps or station.

XI.—The pay of all warrant and non-commissioned officers and men, while on leave in England under these rules, will be issued by the India Office monthly in arrears by bills, to be forwarded to their address in the same manner as warrant and non-commissioned officers of the Unattached List on furlough on medical certificate are paid.

In the case of Unattached List warrant and non-commissioned officers, all claims are to be adjusted by the departmental superior prior to the man proceeding to the port of embarkation, and these men will be paid up in full to the date they leave their stations, and furnished with a departmental last-pay certificate, specifying the date to which paid, the appointment held, the details of the pay and allowances drawn in India, and the amount *in sterling* to be paid to them whilst on furlough. This last-pay certificate is to be delivered to the Deputy Assistant Adjutant-General at the port for disposal, as laid down in Army Regulations, India, Volume II, paras. 1681 and 1682.

The usual last-pay certificate will be issued, in all other cases, to the men before they leave their stations.

XII.—All men granted furlough under these rules will report their arrival in England, *in writing* as under—

Unattached List warrant and non-commissioned officers.—To the India Office, forwarding at the same time the last-pay certificate given them on quitting India, in view to their pay being remitted to them.

All other warrant and non-commissioned officers and men, cavalry and infantry.—To the officer commanding regimental depôt. *Royal Artillery, Horse, Field, Heavy, and Garrison, Artillery.*—To the officer commanding the depôt of the branch to which they belong. *Mountain Artillery.*—To the officer commanding the mountain battery, Newport (Monmouth). *Royal Engineers.*—To the commandant, School of Military Engineering, Chatham, and will also communicate their address to the India Office, at the same time forwarding their last-pay certificates in view to their pay being remitted to them.

XIII.—Families of other than Unattached List men will not be taken except in very special cases, and then only provided accommodation is available on boardship,—see Rule II(*c*).

The families of Unattached List warrant and non-commissioned officers will be allowed free passage by rail to and from the port, and non-regulation passages on troopships when accommodation is available.

XIV.—No non-commissioned officer or man will be allowed to marry while on furlough without the permission of the officer commanding his corps or battery, or the head of his department in India, and all applications for furlough must show, should the applicant be desirous of contracting marriage while on furlough, that such permission has been given. On no account are non-commissioned officers and men to apply to officers commanding depôts or regimental districts, or other authorities for such permission. When marriage is contracted with the permission referred to, the fact will be notified by the man concerned, without delay, to the officer under whose orders he is in the United Kingdom.

Warrant and non-commissioned officers marrying while on furlough having complied with the rules in force, and (in the case of regimental warrant and non-commissioned officers) whose wives are placed on the married roll, will be allowed passages for their families by sea, and by rail from port of disembarkation. This rule will apply in the case of Unattached List men only if they are returning to *duty*, and provided accommodation is available.

XV.—Any extension of leave rendered necessary by sickness or unforeseen circumstances will be granted as under—

To Unattached List warrant and non-commissioned officers.—By the Secretary of State for India, who will communicate the sanction to the Government of India, as

Government of Madras.

1895

P. W DEPARTMENT.

CURRENT No. 246

From

The Govt of India.

ENCLOS.

No. ci 3. P. W

Dated 31-12-94

Received 15-1-95

3 S. C

SUBJECT.

Regulations for the grant of furlough to England, on private affairs, to warrant & non-commissioned officers of the British Service & on the unattached list.

DISPOSAL.

No. 110 W dated 17 January 1895

Recorded with reference to mem. no 3889 C dt 4 Dec 1894.

29—2,000—6-2-94.

4-12-94 No 3889-C
3-9-93 No 2447 W