

GOVERNMENT OF MADRAS.
PUBLIC WORKS DEPARTMENT.

General.
Establishment.

READ—the following paper :—

Circular memorandum from Lieutenant-Colonel B. DUFF, Military Secretary to His Excellency the Commander-in-Chief, Army Head-Quarters, dated Simla, 31st October 1895.

The attention of Commanding and other officers is invited to the instructions contained in this office circular memorandum, dated 8th November 1889, for the preparation of Confidential Reports, Army Forms B-194-1, 2, 3 and 4.

2. Neglect of the following points referred to in the above circular memorandum has been most common :—

Paragraph 11.—The sheets are not to be folded, and should be placed between stiff cardboards.

Paragraph 20.—The Staff appointment which an officer holds should always be entered on the front page of the report, as well as the regiment to which he belongs. In cases of officers holding civil appointments the appointment held should be clearly stated. This applies particularly to Royal Engineer officers.

* * * * *

Paragraph 25.—The "Place of Birth" of officers promoted from the ranks is frequently omitted.

Paragraph 26.—Service in the ranks "At Home" and "Abroad" should be included under "Periods of Employment."

3. A strict observance of the following instructions which have been conveyed by the Horse Guards from time to time should also be maintained :—

- (a) The reports and remarks are to be written legibly.
- (b) The size of Army Forms B-194-1, 2, 3 and 4 is $13\frac{3}{4}" \times 9\frac{3}{4}"$. The printers have received strict injunctions not to exceed this size, but if, notwithstanding, the forms are supplied on a larger size of paper, they should be trimmed to the proper size, regimentally or individually, before the reports are prepared.
- (c) Any remarks as to smartness of dress or appearance should be entered under "General Remarks" and not in answer to the question D "smartness in performance of duties."
- (d) The indiscriminate use of the terms "Good" and "Very Good" should be avoided. Attention is drawn to this point in the footnotes printed on the Confidential Report sheets, but is not always attended to.
- (e) In conclusion, His Royal Highness the Commander-in-Chief has desired that it should be impressed on Commanding Officers that they should give as much information as possible in their general remarks as to the professional and social characteristics of officers, and also as to their habits of life.

ORDER—No. 3152 W., dated 9th December 1895.

Communicated to Administrative officers of the Public Works Department for information and guidance, in continuation of G.O. No. 3439 W., dated 4th December 1889.

(True Extract.)

Under Secy. to Govt., P.W.D.

To Superintending Engineers.
„ the Consulting Architect to Government.
„ the Superintendent of Works, Periyár Project.
„ the Chief Engineer for Irrigation.
„ the Consulting Engineer for Railways.
„ the Examiner, Public Works Accounts.
„ the Examiner, Railway Accounts.

GENERAL.
ESTABLISHMENT.

Gobt. of {1895} Madras.

PUBLIC WORKS.

Dated December, 9th.

Recd.

Encl.

G.O. No. 3152 W., 9th Dec. 1895.

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.

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).

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

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.†

* Now through Lieutenant Generals Commanding 31st October 1895.

† Paragraph 6 is now obsolete 31st October 1895.

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 on.

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.

* Through Lieutenant Generals Commanding and as directed in procedure pamphlets.

† Amended by Section V, paragraph 33 Queen's Regulations.

‡ Now A to H.

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.

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," passage Home and back to India included.

(Sd.) REG. POLE-CAREW, Colonel,

Military Secretary.

COMMANDER-IN-CHIEF'S OFFICE.

ARMY HEAD QUARTERS;

Simla, 31st October 1895.

CIRCULAR MEMORANDUM.

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Paragraph 21.—The Native Regiment to which a Probationer for the Staff Corps is attached should invariably be stated, as well as his British Regiment.

Paragraph 25.—The "Place of Birth" of Officers promoted from the ranks is frequently omitted.

Paragraph 26.—Service in the ranks "At Home" and "Abroad" should be included under "Periods of Employment."

3. A strict observance of the following instructions which have been conveyed by the Horse Guards from time to time should also be maintained :—

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(e) In conclusion, His Royal Highness the Commander-in-Chief has desired that it should be impressed on Commanding Officers that they should give as much information as possible in their general remarks as to the professional and social characteristics of officers, and also as to their habits of life.

B. DUFF, Lieutenant-Colonel,

Military Secretary.

P. W. CURRET No. 9662

4.12.89 R-3439 W
8.3.89 .. 698 W
Encl 1

July Decs: 5.12.95
Print 1000
A No: 3152 W of 9 Dec: 1895

Communicated to
administrative P.W. Dept
officers of the P.W. Dept
for information and
guidance, in continuation
of G.O. no: 3439 W dated
11 Dec 1889.

S. S.

Cur *12.95*

DESPATCHE
14 DEC. 95

S. S. ✓
Condg. Archt to Govt ✓
Supt of Works Beniga Project ✓
Chief Engr for Beniga ✓
Condg Engr for Ry ✓
Exam P.W. acct ✓
Exam Ry acct ✓
Exam Ry acct ✓

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Govt. of Madras.

PUBLIC WORKS.

Dated

Printed soon

Recd.

Encl.

90. 9/12/1895, No. 31524

Confidential Reports.

Circular Memorandum
from H.E. Keelam under
in Chief issuing instructions
for the preparation of
—, Comptroller to Administration
Officers of the P.W.D.

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