

Public Works (1896) Department.

G.O., No. 2009W

DATED 13 July 1896.

[Despatch Abstract.]

Documents — Government of India
Circular regarding the Custody and
Maintenance of Certain — of Warrant
and Non-commissioned officers,
Communicated to officers of the
Department with subsidiary instructions

On promotion to honorary commissioned rank, medical history sheets will be closed and forwarded to the Adjutant-General in India or Deputy Adjutant-General, Madras or Bombay, as the case may be, for deposit with the other records of the honorary commissioned officer.

- (iv) Copies of the attestations of men serving on the unattached list will no longer be supplied; but Officers Commanding Corps will, on the man's transfer to the unattached list, furnish the head of the department (or Officer Commanding) with a copy of the third and fourth pages, which will be kept duly completed with all transfers, promotions, &c., &c., so as to be an exact record of the service of a soldier, from which applications for deferred pay, pensions for widows, &c., can be prepared.

This document will be retained by the department when the honorary commissioned or warrant officer becomes non-effective.

2. Officers Commanding Corps, on whose rolls non-commissioned officers are borne as supernumeraries whilst employed on the unattached list, will, as soon as the transfer to the unattached list is notified, forward by registered post to the local head of the department (or Officer Commanding) at the station where the man is serving, the regimental and company defaulter sheets together with the medical history sheets, a receipt being obtained for them.

The medical history sheets of warrant officers in possession of this office and in those of the Deputy Adjutants-General, Madras and Bombay, will be forwarded to the head of the departments concerned for disposal as in paragraph (iii).

3. On receipt of the medical history sheets and defaulter sheets, the originals will be compared with the copies and any deficient entries made in the originals; after which the copies will be destroyed.

INDIA ARMY FORM 8.

Departmental Character Sheet or Diary of Occurrences affecting the Departmental Efficiency of

Department.		Rank and Name.		of the	
Establishment.	Date.	Occurrence.	Opinion of officer making the entry.	Signature.	

N.B.—(1) This should be kept as a continuous record and should accompany the man's papers on transfer.

ORDER—No. 2009 W., dated 13th July 1896.

Communicated to officers of the department for information and guidance, in supersession of G.O. No. 2014 W., dated 23rd July 1890.

2. The following subsidiary instructions are issued:—

- (a) The maintenance of the departmental character sheet, and the regimental documents, of warrant and non-commissioned officers will, as contemplated in paragraph 74, chapter V, Volume I of the Public Works Code, devolve upon Executive Engineers in charge of divisions.

(b) These documents should be dealt with as shown in the subjoined statement:—

Name of document.	When to be closed.	By whom to be kept.
Departmental character sheet, on promotion to honorary commissioned rank. India Army Form No. 8.	On promotion to honorary commissioned rank.	By the Executive Engineer until the officer becomes non-effective, and afterwards by the Chief Engineer, Public Works Department.
Regimental and company defaulter sheets, original.	On promotion to the warrant rank.	By the Executive Engineer until closed, and then by the Deputy Adjutant-General, Madras Command, to whom the document should be forwarded (see paragraph 2759, Volume II, Army Regulations, India).
Medical history sheet.	On promotion to honorary commissioned rank.	By the Executive Engineer until closed, and then by the Deputy Adjutant-General, Madras Command, to whom the document should be forwarded.
Copy of the 3rd and 4th pages of attestation.	When the officer becomes non-effective.	By the Executive Engineer until closed, and then by the Chief Engineer, Public Works Department.

(c) The military papers now in the custody of the Chief Engineer, Public Works Department, will be disposed of in accordance with the above instructions.

(True Extract.)

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

To the Chief Engineer for Irrigation,
" Superintending Engineers,
" the Consulting Architect to Government,
" the Examiner, Public Works Accounts,
" the Deputy Adjutant-General, Madras Command.

For T. K. N. S. to Madras
Signed:—

GENERAL
ESTABLISHMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Govt. of Madras.

PUBLIC WORKS.

Read the following

From the Government of India, Circular No. 6 P.W. of 11 June 1896.

Dated July, 13th.

Recd.

Encl.

G.O. No. 2009 W, 13th July 1896.

JULY.

Documents

Government of India circular regarding the custody and maintenance of certain $\frac{1}{2}$ of warrant and non-commissioned officers, communicated to officers of the department with subsidiary instructions.

Copy forwarded to officers of the Department for information and guidance in super session of G.O. No. 2009 W of 11 June 1896.

2. The following subsidiary instructions are issued:—

(a) The management of the departmental character sheet, and the regimental documents, of Warrant and Non-Commissioned officers will, as contemplated in para 44, Chapter V, Volume I of the P.W. Code, devolve upon Executive Engineers in charge of Divisions.

(b) These documents should be dealt with as shown in the subjoined statement:—

Name of document.	When to be closed.	By whom to be kept.
Departmental Character Sheet, India Army Form D-8.	When promoted to honorary commissioned rank.	By the Executive Engineer until the officer becomes non-effective, and afterwards by the Chief Engineer, P. W. D.
Regimental and Company default sheets (original).	On promotion to the Wara rank.	By the Executive Engineer until closed, and then by the Dy. Adjutant General, Madras Command, to whom the documents should be forwarded. (Vide para 2750, Vol. II, Army Regulations, India).
Medical history sheet.	On promotion to honorary commissioned rank.	By the Executive Engineer until closed, and then by the Dy. Adjutant General, Madras Command, to whom the document should be forwarded.
Copy of the 3 rd and 4 th pages of attestation.	When the officer becomes non-effective.	By the Executive Engineer until closed, and then by the Chief Engineer, P. W. Department.

(c) The ordinary papers now in the custody of the Chief Engineer, P. W. Department will be disposed of in accordance with the above instructions.

The Chief Eng. P. W. D. is directed to ensure that the above instructions are carried out.

12/11/61
12/11/61

dist of ...

officer ... 80. 2000 ... 13.7.26

2. Un-adjutant General.

Mr L. R. Braggi — (1) Troop of Defaulter Sheet.
(2) Regimental Defaulter Book.
(3) Battalion History Sheet.

Comd. H. H. ... (4) Company Defaulter ...
Comd. J. H. ... (5) Regimental Company Defaulter ...
(6) Troop of Defaulter ...

Comd. ... (7) Regimental Defaulter Sheet.
(8) Cont. Manual Sheet.

Comd. ... (9) Regimental ...
(10) ...
(11) ...

Comd. S. ... (12) Troop of Defaulter ...
(13) Cont. Manual Sheet.

Comd. J. S. ... (14) For Company Manufacturing Defaulter Book.

Comd. S. Heame — (1) Regimental defaulter book
(2) ...
(3) Cont. Manual Sheet.

Comd. H. ... (4) Regimental defaulter ...
(5) Cont. Manual Sheet.

Comd. ... (6) Cont. Manual Sheet.
(7) Regimental defaulter book.
(8) Battery defaulter book.

Comd. J. ... (9) Battery defaulter book
(10) Regimental defaulter book
(11) Cont. Manual Sheet.

Comd. ... (12) ...
(13) ...

7. S.S. II Circle.

Sup. Mr. J.S. Joyce

7. S.S. III Circle

Sup. Mr. L. Dumas

- (1) Attestation Sheet
- (2) Statement given under

- (1) brief history sheet
- (2) do do
- (3) Statement given
- (4) Attestation sheet

Sup. Mr. J. S. Joyce

2. S.S. IV Circle

Mr. C. R. G. Poyser

- (1) Attestation sheet

Mr. C. Smith

- (1) brief history sheet
- (2) do do
- (3) Attestation sheet

Sup. Mr. J. S. Joyce

- (1) Attestation sheet
- (2) brief history sheet
- (3) do do

Sup. Mr. J. S. Joyce

- (1) brief history sheet
- (2) do do
- (3) Attestation sheet
- (4) do (long scene)

Sup. Mr. J. S. Joyce

- (1) brief history sheet

do do

- (1) brief history sheet
- (2) do do
- (3) Attestation sheet (with record)
- (4) do (long scene)

Mr. E. G. G. -

- (1) brief history sheet
- (2) do do
- (3) Attestation sheet (long scene)

Mr. P. H. G. -

- (1) Record given

S.S. VI Circle

Sup. Mr. J. S. Joyce

- (1) brief history sheet
- (2) do do

(3) Attestation sheet

(4) do do

(5) Record given

Mr. E. J. G.

Sup. Mr. J. S. Joyce

Mr. H. G. G.

- (1) brief history sheet
- (2) do do

