Public Works (1897) Department.

G.O., No. 35-1265

DATED 15 December 1897

[Despatch Abstract.]

Confidential Reports: Encl^t from the Asst^t Military Secretary to the Lieut. General Commanding the Troops forwarding copy of a Circular issuing instructions for the preparation & submission of annual — Army Forms B. 194-1, 2, 3 and 4, Confl^l to Officers of the P.W.D. concerned for guidance.

E
15.12.97

[P.W. 36. 1000—30-11-96.]

Indexed:

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

GENERAL.
ESTABLISHMENT.

Government {1897} of Madras.

PUBLIC WORKS.

Recd. } 1897. *Enclosures*

Regd. *Spare copies*

G.O., No. 3512 W., 15th December 1897.

DECEMBER.

Confidential Reports

Endorsement from the Assistant Military Secretary to the Lieutenant-General Commanding the Forces forwarding copy of a circular issuing instructions for the preparation and submission of annual — Army forms B-194—1, 2, 3 and 4, communicated to officers of the Public Works Department concerned for guidance.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Establishment.

Read—the following paper:—

From Major A. H. B. CAVAYE, Assistant Military Secretary to the Lieutenant-General Commanding the Forces, Madras, to the General Officers Commanding Districts and Officers Commanding British and Native Corps, dated Ootacamund, 2nd December 1897, Circular No. 2013.*

With reference to the preparation and submission of annual confidential reports Army Forms B-194—1, 2, 3 and 4, the following instructions are issued for guidance, 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, 1895, section V, paragraphs 25 to 37.
(*b*) Army Regulations, India, Volume II, paragraphs 207 to 234, revised, section V.
(*c*) Madras G.O. C. C. No. 601, dated 26th November 1886, page 364.

* * * * *

9. Reports on Royal Engineer officers in Military or Departmental employ other than the Sappers and Miners, should be rendered on Army Form B-194—3, *in triplicate*. Detailed instructions for the preparation and submission of these reports are given in paragraphs 217-A * and B, Army Regulations, India, Volume II, section V, particular attention to which is requested.

On Royal Engineer Officers in Military or Departmental employ.

* As reconstructed by G.O., No. 1, dated 1st January 1897.

(*a*) In the annual confidential reports of Royal Engineer officers serving in the Military Works Department, such answer as "not known," "not tested," "passed for promotion to Captain," "no opportunity of judging," &c., are of no value in filling up question "C," "Practical proficiency at (*a*) Drill, (*b*) Field Movements, and (*c*) Musketry" and in accordance with Adjutant-General's memorandum, No. M/36, dated 20th May 1893, when opportunity offers, the officers referred to should be given facilities for keeping up their acquaintance with Drill, Field Movements, and Musketry, in view to question C being fully answered.

(*b*) As regards reporting on the professional qualifications of officers of Royal Engineers serving in civil employment, Heads of Departments will be guided by the instructions issued by the Adjutant-General in his memorandums, Nos. M/26 and M/60, dated 19th April and 6th October 1893, respectively.

(*c*) In cases of officers in civil or departmental employ, the appointment held should be clearly stated on the front page of the report.

10. Lieutenants of the Royal Engineers will not be promoted to the rank of Captain unless specially reported as technically qualified as laid down in Corps memorandum No. 599, dated 1st October 1896, republished in G.O. C.C., No. 768, dated 11th November 1896, or, in the case of officers employed in the Military Works Department or Public Works Department, unless they have passed the departmental examination for promotion to Assistant Engineer, 1st grade, Military Works Department, or 2nd grade, Public Works Department, laid down in Public Works Department Code, Volume I, Chapter II.

This fact will be recorded by the Commanding Officer in the column of remarks when submitting the annual confidential report (Army Form B-194—3) on the officer, a foot-note being added as to whether he has a general knowledge of district routine and regulations and is in every way competent to take charge of works.

11. The report 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.

Submission of reports to Inspecting General.

The indiscriminate use of the term "good" and "very good" should be avoided. Attention is drawn to this point in the foot-note printed on the confidential report, but is not always attended to.

Filling up of reports.

Commanding officers should amplify their general remarks, which are intended to give as much information as possible to the Right Honourable the Commander-in-Chief as to the individuality, habits of life, and the professional and social characteristics of each officer. 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."

The confidential reports on officers of the British Army serving in India have been found too indefinite and too wanting in the necessary details to enable the War Office to select the best officers for advancement in the service. The particular attention of Inspecting officers is, therefore, called to the necessity of insisting upon the fullest reports on the zeal, general efficiency and capacity for command of the officers on whom reports are submitted, in order that the Right Honourable the Commander-in-Chief may have the requisite information before him in making selections.

These reports should be analyses of character and of qualification. The duty of drawing distinctions and comparisons is often difficult and disagreeable, but it must be faced in the interest of the service. It is too often avoided by classing all officers together in one or two standards of merit, but the gradations of merit are many and are known to be such. Officers in immediate command ought to acquaint themselves with these gradations and must be called on to record them. It should be remembered that an incompetent officer promoted to command through the weakness of officers, who have failed to lay the necessary information regarding him before those whose duty it is to make selection, may deprive a whole corps of the benefits of active service, from the risk inseparable from sending a body of troops into the field under an officer who fails to inspire confidence in those who have to follow him.

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*, to the next higher rank of the two seniors of each rank as regards cavalry, the four seniors as regards infantry irrespectively of the battalion in which the officer may be serving, and the twenty senior officers of each rank of Royal Engineers. Attention is invited to section V, paragraph 33 of the Queen's Regulations, and to the foot-note on the report page of form. In calculating the seniors of each rank seconded officers and probationers should be excluded.

Fitness of senior officers for promotion.

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

Officers disadvantageously reported on.

this has been done should be made on the sheet, in accordance with paragraph 35, section V, of the Queen's Regulations, and the note at the foot of the report page of form.

The Inspecting officer will use his own discretion in reading *verbatim* to an officer any adverse report that he may see fit to make on that officer, and in the case of a report on a Regimental Commanding officer by the Inspecting General officer, the latter will be in the position of Commanding officer to the former.

Special report of officers under three years' service.

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." When the officer reported on is serving with a detachment, the special report should be rendered by the two seniors of the corps and the Officer Commanding the detachment. 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 is to be prepared on a separate half sheet of foolscap paper, and *in triplicate* for each officer, and the *phraseology* used in the latter part of paragraph 34, section V, Queen's Regulations, must be strictly adhered to.

The special reports referred to above are not required in the case of probationers for the Indian Staff Corps, and officers of the unattached list attached to British regiments previous to their appointment to the Indian Staff Corps.

* * * * *

Difference of opinion.

16. 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 the Commander-in-Chief, his reasons for disagreeing with the Commanding officer in his estimate of the merits of the officer reported upon.

Correspondence.

17. 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. In cases where the correspondence would necessitate reference to the War Office it should always be submitted *in triplicate*.

Reports to be in the hand-writing of reporting officers.

18. All the reports in question should be rendered *in triplicate*, and the remarks of the reporting officers should invariably be in *their own hand-writing*. The reports and the remarks are to be written legibly.

Reports to be prepared on latest revised forms.

19. As the authorities at the War Office are very particular in requiring reports to be prepared on the *latest revised forms*, care should be taken to insure that correct forms are used in preparing confidential reports. If an obsolete form is used, it should at once be returned to the reporting officer for re-preparation.

Sheets not to be folded.

20. 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.

Specimen form.

21. In order further to assist officers in the preparation of these reports, notes opposite certain queries have been printed in red ink in the specimen form herewith forwarded, explaining how the errors usually made may be avoided.

Enclosure.

N.B.—The notes in red print on this form apply also, where applicable, to the following forms:—
B-194—1.—Cavalry.
B-194—2.—Artillery.
B-194—3.—Engineers.

Army Form B. 194—4.—Infantry.

ANNUAL CONFIDENTIAL REPORT.

These reports are intended to convey to the Commander-in-Chief full information as to an officer's character and qualifications. The Commander-in-Chief therefore appeals to all senior officers of the Army to report most fully on all officers, to enable him to form a sound judgment upon the military value of each officer under their command.

Rank and Surname _____ If a Staff officer, the appointment he holds should be entered, in red ink, as well as the Regiment to which he belongs. In the case of a Probationer his British Regiment should be entered, as well as the Native Regiment to which he is attached. *Regiment.*

Christian Names (in full). _____ The report should always be dated. *Station and Date of Inspection.*

State of health? _____ Eyesight? _____ If fit for active service? _____

General physique, and if of active habits.	These questions must be answered or an explanation given in each case.	Height.

These questions must be answered.	By Commanding officer.
A. General ability and professional zeal. B. General professional acquirements .. C. Practical proficiency at— (*a*) Drill .. .. .. (*b*) Field movements .. .. (*c*) Musketry	This query need not be answered in the case of Riding and Quarter Masters.
D. Smartness in performance of duties. E. Horsemanship .. .. .. F. Capacity for command generally .. 1. Judgment .. .. .. 2. Tact .. .. .. 3. Temper .. .. .. 4. Self-reliance	This question must be answered in addition to the following 4.
G. Is this officer up to the standard of his rank? If above or below the standard, state in the general remarks in what respects he is so. H. Has he the proper influence (for his rank) with officers, N.C.Os. and men? If not, state in the general remarks how you account for it. I. State whom you consider to be the two best officers of his rank in your battalion taken all round as fighting men; (*a*) to lead others in action, (*b*) to command them, and look after their wants and comforts in peace. These names should appear in what you conceive to be their respective order of merit.	The names of only two officers of each rank should be entered under (*a*) & (*b*).

GENERAL REMARKS.

(By Commanding officer.)

The Commanding officer should, before filling in his opinion, read carefully the "Notes" at the foot of the other side of this sheet. If the instructions contained therein are not fully complied with, the report will have to be returned for correction.

Should the officer reported on, be one of the two seniors of his rank, the Officer Commanding will, in addition, record a clear and definite opinion as to his fitness for promotion, and in the case of Majors whether he would recommend them for command of a regiment or battalion.

Signature of Commanding Officer.

OPINION OF INSPECTING OFFICER.

The Inspecting officer should, before filling in his opinion, read carefully the "Notes" at the foot of the other side of this sheet. He should also see that the instructions therein contained have been complied with by the Commanding officer and full information given by him in answer to the various questions. Should the Inspecting officer be unable to speak from personal knowledge of the officer, his opinion should be formed, not only on the report of the Commanding officer, but if requisite, upon the result of enquiries from the Field officers of the Regiment.

Should the officer reported on be one of the two seniors of his rank, the Inspecting officer will, in addition, record a clear and definite opinion as to his fitness for promotion.

Special attention is invited to the second Note at the foot of the other side of this sheet.

Any correspondence arising from these reports, which will necessitate their submission to the War Office, should always be forwarded in triplicate.

Signature of Inspecting Officer.

Army Form B. 194—4.—Infantry.

Rank and Name _____ _____ *Regiment.*

Qualifications.				Periods of employment.	
Course or examination.	Yes or No.	Year.	Nature of certificate or distinction.	At home.	Abroad (Specifying stations).
If passed Royal Military College ..			In this column it frequently happens that the authority is not quoted. Care should be taken that this information is entered, giving number and date of the General, District or other order, or War Office letter. If an officer has only passed in "a" and "b" or is in some other respect not fully qualified for promotion the answer should be in the negative. This does not refer to second Lieutenants and Riding and Quarter Masters.	Under this head the station and the dates of the month should be given to the foreign service of officers (whether employed regimentally or on the staff), i.e., East Indies, West Indies, Gibraltar, Malta, Burma, &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 foot-note being made to show the cause of the break in the dates. Service in the ranks should also be included under "Periods of employment," and should be shown separately from commissioned service, by drawing a line between the both, in the case of those officers who have been promoted from the ranks. It is essential that the entries under periods of employment should be completed up to the date of inspection. 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.	
If passed from Militia					
If passed for promotion to next higher rank. (Authority to be quoted).					
In the event of an officer having failed in the examination for promotion, this should be stated.					
If passed Staff College					
If passed schools of instruction. Musketry			The year passed, and the stations where certificates or distinctions were obtained should be entered.		
Military Engineering ..					
Signalling					
Cavalry Pioneer class ..					
Mounted Infantry course.					
Veterinary					
Supply course ..					
Transport course ..					
Riding class					
Gymnastics					
Height					
If served as Adjutant .. (Period to be stated.)			Period from and to should be stated, specifying also the corps in which served as Adjutant.		

Particulars.		
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, in lieu of date of birth).	These instructions are frequently overlooked in the case of officers promoted from the ranks.	I do hereby certify that to the best of my knowledge and belief this statement is in all respects correct and true.
Foreign languages If "interpreter" or "passed" (*v.* Section IX. Queen's Regulations) in any language, to be stated.	Against this column should also be added the examination passed in the oriental languages and the standard, *viz.*, H.S., L.S., &c., should be given.	If the officer's signature cannot be obtained the cause should be entered here. *Signature of Officer.*
Shorthand (nature of Certificate and system to be given)		We do hereby certify that we are satisfied of the general correctness of this statement.
Married or single		In the case of Staff officers, officers in Civil employ, and of officers whose corps are not in India, the report should be signed by the General Officer Commanding or Head of the Department as Commanding officer. *Commanding Officer.*
Name and address of nearest relative (stating relationship). For reference in case of emergency.	Full address and degree of relationship should be entered. The name of the town is not sufficient.	_____ *Adjutant.*

NOTES.—The Commanding officer should, in his general remarks on the other side of this sheet, state, in the case of—

(*a*) Majors whether he would select them for Command of a Regiment or Battalion— if not, why not.

(*b*) The two seniors of each rank, whether he can thoroughly and confidently recommend them for promotion—if not why not. (*See* section V, Queen's Regulations.)

The Inspecting officer should, in the case of a Colonel or Lieutenant-Colonel, state whether he would recommend him for advancement, mentioning if there is any description of Command or appointment for which he appears peculiarly fitted. He will report as fully as possible on each officer, especially on the two seniors of each rank, and their fitness for promotion.

If anything not thoroughly satisfactory, looking to an officer's rank and length of service, be recorded by the Commanding officer, either in the remarks or in answer to *any* of the questions, the particulars are to be communicated to the officer concerned *verbatim, and a note that this has been done is to be made on the report.*

"Moderate" cannot be accepted as thoroughly satisfactory in regard to any qualification in which an officer can improve himself by attention or self-control. The word "fair" should only be used when it is intended to be favourable.

In no regiment are the qualifications of all officers sufficiently similar to be correctly described by the use of one term, such as "good" or "very good" throughout, and it is essential in a Commanding officer that he should be able to discern and communicate to the Commander-in-Chief the various qualifications of officers under him, and their respective merits compared with one another, and not hesitate to inform officers of any points in which improvement is desirable.

Staff and seconded officers should only be reported on by immediate superiors; and in such cases the appointment held should be shown in *red ink* at the head of the other side of this form; but Regimental Commanders are bound to bring to notice any circumstances affecting them which should be laid before the Commander-in-Chief.

Seniors of regimental grades should be specially reported on in anticipation of the annual report, if anything should occur likely to prejudice their promotion.

To the Secretary to Government, Public Works Department, for information.

OOTACAMUND,
6th December 1897.

(Signed) E. REAY, Captain,
for Asst. Military Secretary.

ORDER—No. 3512 W., dated 15th December 1897.

Communicated to the officers of the Public Works Department concerned for information and guidance, in continuation of G.O., No. 106 W., dated 13th January 1897.

(True Extract.)

Under Secretary to Government.

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

Exd. A. F. Eccleston.

A

P.W. DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

7P

READ the following.

Print with enclosure

From the Assistant Military Secretary to H. E. the Lieutenant General Commanding the Forces, Madras — dated 6th December 1897

No. 3512 W, 15.12.97

Communicated to the Officers of the Public Works Department concerned for information and guidance in continuation of G. O. No. 106 W[x] dated 13th January 1897

[x] In the linked file

[signature] 15.12.97

To
Superintending Engineers
The C. A. to Govt.
" S. E. on special duty
" Chief Engineer for Irrign.
" Consg. Engr. for Railways
" Exar. P.W. Accts.
" Exar. Railway Accts.

Public Works (1897) Department.

CURRENT No. 12227

From the Mily Secy: to the Lieut.-Genl. Comdg. the Forces, Madras.

Order

Circular No. 2013

Dated 6th December 1897

Received 9.12.97

Enclosures 7 (2 S.C.)

Spare copies 2

SUBJECT.

Issuing instructions for the preparation & submission of Annual Confidential Reports Army Forms B-194-1-2-3-&4.

E

(1) Recirculate (2) to

ap 11/12/97

R.K. please put up (1) E.O. 334 IWDS 21-11-96 (2) 10 IWDS 13.1.97 (Spare copies)

11.12.97

E

[P. W. 29. 1,000—22-4-97.]

BACK PAPERS.

No.	Date.

FURTHER PAPERS.

No.	Date.

Army Form B. 194—4.—Infantry.

ank and Name ______________________ ______________________ Regiment.

Qualifications.				Periods of Employment.	
Course or Examination.	Yes or No.	Year.	Nature of Certificate or Distinction.	At Home.	Abroad (Specifying Stations.)
passed Royal Military ollege					
assed from Militia ...					
passed for promotion to xt higher rank ... (Authority to be quoted.)			In this column it frequently happens that the authority is not quoted. Care should be taken that this information is entered, giving number and date of the General, District or other order, or War Office letter. If an officer has only passed in "a" and "b" or is in some other respect not fully qualified for promotion, the answer should be in the negative. This does not refer to 2nd Lieutenants and Riding and Quarter Masters.	Under this head the station and the dates of the month [illegible] given to the foreign service of Officers (whether employed regimentally or on the staff) i.e., East Indies, West Indies, Gibraltar, Malta, Bermuda, &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 or unemployed, and service in the Militia, should be excluded from periods of employment, a footnote being made to show the cause of [illegible] the dates. Service in the ranks should also be included [illegible] of employment," and should be shewn separately [illegible] service, by drawing a line between the both, in the case [illegible] who have been promoted from the ranks. It is essential [illegible] under periods of employment should be completed [illegible] inspection. An officer's Foreign Service is reckoned from the [illegible] to the date of disembarkation at Home, but all leave of [illegible] from India is reckoned as "Home Service" passages [illegible] India included.	
event of an officer having failed e examination for promotion this d be stated.					
sed Staff College ...					
Musketry ...					
Military Engineering					
Signalling ...					
Cavalry Pioneer Class					
sed ls of nc- (Mounted Infantry Course ... ...)			The year passed, and the stations where certificates or distinctions were obtained should be entered		
Veterinary ...					
Supply Course ...					
Transport Course					
Riding class ...					
Gymnastics ...					
... ...					
as Adjutant (Period to be stated.)	Period from and to should be stated, specifying the Corps in which served as Adjutant.				

Particulars.	
and Place of Birth ... ... (case of Officers promoted from the ranks, age as given on Attestation and date of testation should be stated, in lieu of date birth.)	These instructions are frequently overlooked in the case of officers promoted from the ranks.
gn Languages ... ... erpreter" or "Passed" (v. Section IX, een's Regulations) in any Language, to stated.	Against this column should also be added the examination passed in the Oriental Languages and the Standard viz. H. S., L. S., &c., should be given.
thand (nature of Certificate and tem to be given)	
ed or Single	
and Address of nearest relative relationship). For reference in case of emergency.	Full address and degree of relationship should be entered. The name of the town is not sufficient.

I do hereby certify that to the best of my knowledge and belief this statement is in all respects correct and true.

If the officer's signature cannot be obtained, the cause should be entered here. ______________________ *Signature of Officer.*

We do hereby certify that we are satisfied of the general correctness of this statement.

In the case of Staff Officers, Officers in Civil employ, and of Officers whose Corps are not in India, the report should be signed by the General Officer Commanding or Head of the Department as Commanding Officer. ______________________ *Commanding Officer.*

______________________ *Adjutant.*

The Commanding Officer should, in his General Remarks on the other side of this sheet, state, in the case of—
) Majors whether he would select them for Command of a Regiment or Battalion—if not, why not.
) The two Seniors of each rank, whether he can thoroughly and confidently recommend them for promotion—if not, why not. (See sec. V., Queen's

pecting Officer should, in the case of a Colonel or Lt.-Colonel, state whether he would recommend him for advancement, mentioning if there is a Command or Appointment for which he appears peculiarly fitted. He will report as fully as possible on each Officer, especially on the two Seniors d their fitness for promotion.

ng not thoroughly satisfactory, looking to an Officer's rank and length of service, be recorded by the Commanding Officer, either in the Remarks or in the questions, the particulars are to be communicated to the Officer concerned *verbatim, and a note that this has been done is to be made on the Report.*

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nd Seconded Officers should only be reported on by immediate superiors; and in such cases the appointment held should be shown in *red ink* at the h de of this form; but Regimental Commanders are bound to bring to notice any circumstances affecting them which should be laid before the Comm

s of Regimental Grades should be specially reported on in anticipation of the Annual Report, if anything should occur likely to prejudice thei

Army Form B. 194.—4.—Infantry.

ANNUAL CONFIDENTIAL REPORT.

These reports are intended to convey to the Commander-in-Chief full information as to an officer's character and qualifications. The Commander-in-Chief therefore appeals to all Senior Officers of the Army to report most fully on all Officers, to enable him to form a sound judgment upon the military value of each Officer under their command.

Rank and Surname _____ *Regiment.*

Christian Names (in full). _____ *Station and Date of Inspection.*

State of health ? _____ Eyesight ? _____ If fit for active service? _____

General physique, and if of active habits. | Height.

These questions must be answered.	By Commanding Officer.
A. General ability and professional zeal.	
B. General professional acquirements.	
C. Practical proficiency at	
(*a*) Drill	This query need not be answered in the cases of Riding and Quarter Masters.
(*b*) Field movements	
(*c*) Musketry	
D. Smartness in performance of duties.	
E. Horsemanship ...	
F. Capacity for command generally.	This question must be answered in addition to the following 4.
1. Judgment... ...	
2. Tact	
3. Temper	
4. Self-reliance ...	
G. Is this Officer up to the standard of his rank? If above or below the standard, state in the General Remarks in what respects he is so.	
H. Has he the proper influence (for his rank) with Officers, N. C. O.'s and men? If not, state in the General Remarks how you account for it.	
I. State whom you consider to be the two best Officers of his rank in your battalion. taken all round as fighting men; (*a*) to lead others in action, (*b*) to command them, and look after their wants and comforts in peace. These names should appear in what you conceive to be their respective order of merit.	The names of only two officers of each rank should be entered under (*a*) & (*b*).

GENERAL REMARKS
(By Commanding Officer).

The Commanding Officer should, before filling in his opinion, read carefully the "Notes" at the foot of other side of this sheet. If the instructions contained therein are not fully complied with, the Report will have to be returned for correction.

Should the officer reported on be one of the 2 seniors of his rank, the Commanding Officer will in addition record a clear and definite opinion as to his fitness for promotion and in the case of Majors whether he would recommend them for command of a Regiment or Battalion.

Signature of Commanding Officer _____

OPINION OF INSPECTING OFFICER.

The Inspecting Officer should, before filling in his opinion, read carefully the "Notes" at the foot of the other side of this sheet. He should also see that the Instructions therein contained have been complied with by the Commanding Officer and full information given by him in answer to the various questions. Should the Inspecting Officer be unable to speak from personal knowledge of the Officer, his opinion should be formed, not only on the report of the Commanding Officer, but if requisite upon the result of enquiries from the Field Officers of the Regiment.

Should the officer reported on be one of the 2 seniors of his rank, the Inspecting Officer will in addition, record a clear and definite opinion as to his fitness for promotion

Special attention is invited to the 2nd Note at the foot of the other side of this sheet.

OOTACAMUND,

2nd December 1897.

CIRCULAR No. 2013.

To

THE GENERAL OFFICERS

Commanding Districts,

Officers Commanding British and Native Corps.

SIR,

With reference to the preparation and submission of Annual Confidential Reports Army Forms B-194-1, 2, 3 and 4, the following instructions are issued for guidance, 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, 1895, section V, paras. 25 to 37.

(*b*).—Army Regulations, India, Vol. II, paras. 207 to 234, Revised Section V.

(*c*).—Madras G. O. C. C., No. 601, dated 26th November 1886, page 364.

On officers borne on the strength of the Regiment or Battalion.

2. Confidential Reports on Army Forms B-194-1 and B-194-4 should be rendered *in triplicate* on all regimental officers of British Cavalry and Infantry, *borne on the strength of the regiment or battalion* at the date of inspection (with the exception of those serving at the Depôt at Home, on seconded officers serving as Adjutants of Auxiliary Forces, or on the Staff out of India).

On absent Officers.

(*a*).—Reports should also be rendered for :—

(1) officers temporarily absent from their regiments such as those who are on leave out of India, or at the Staff College, &c.

(2) officers who are posted to the battalion, but have not joined or are at home pending embarkation.

(3) officers who have left the battalion within 3 months prior to the inspection.

If such officers are not known to their Commanding Officers, a note to that effect should be made on their sheets.

Preparation of Record of Service.

3. The record of service of all regimental officers should be prepared at the head-quarters of the Corps, and rendered in the most complete form the information in possession of the regiment will admit of. It is very necessary that definite answers should be given to all queries under the head of "Qualifications;" and the **year and station** in which an officer passed the "Course or Examination" should be stated, together with the "**Nature of certificate or distinction**" obtained. 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. It is incumbent on Commanding Officers to have their regimental records of service of officers as complete as possible. Inspecting Officers should, if necessary, return the sheets for completion, before adding their own remarks.

Omit

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

Thus—

If passed for promotion—

Authority should be quoted, giving the No. and date of the General, District or other order, or War Office letter.

The answer "yes" or "no" and the year are often shown, but the *authority* is frequently omitted.

If served as Adjutant—

Period from and to should be stated, specifying also the Corps in which served as Adjutant.

Date and place of birth—

In the case of officers promoted from the ranks, the age as given on attestation, date of attestation, and place of birth should be stated.

Foreign Languages—

If "Interpreter" or "Passed" (vide G. O. 12 of 1887), in any language it should be so stated. Against this column should also be added the examination passed in the oriental languages, and the standard i.e., *H. S., L. S. etc., should be shown.*

Name and address of nearest relative—

The degree of Relationship should be stated.

The sub-instructions printed in italics are very frequently overlooked.

(*b*).—Under the head "Periods of Employment," the *station* and the *dates* of the month should be given to the Foreign service of officers (whether empolyed Regimentally or on the Staff), *i.e.*, East Indies, West Indies, Gibraltar, Malta, Burma, &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 foot-note being made to show the cause of the break in the dates. *Service in the ranks*, as well as *Commissioned service*, should in the case of officers promoted from the ranks, be included under "Periods of Employment," and be shewn separately, a line to be ruled between the two. It is necessary that the entries under "Periods of Employment" should be *completed* up to the *date* of inspection. Periods of employment.

(*c*).—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. Foreign Service.

(*d*).—The cause of absence of an officer whose signature it may not be possible to obtain in time (owing to his being on leave or absent from any other cause) should be noted in the place intended for his signature. Signature of officers.

4. The record of service of an officer serving on the Staff in India or Burma (whether seconded or not) should be prepared *in triplicate* in accordance with the instructions contained in para. 3 above, at Regimental head-quarters (if the corps to which he belongs is quartered in India or Burma) on Army Forms B-194, 1, 2, 3 or 4 according to the arm of the service to which he belongs, and should be forwarded to the officer himself for verification and signature, and submitted by him to the General Officer Commanding or Head of the Department in which he Record of service of Staff Officers.

may be serving, who will enter his Confidential remarks in accordance with the general instructions contained in para. 233, *et seq.*, Revised section V, Army Regulations, India, Vol. II, and transmit it to the Deputy Adjutant General, Madras Command. If the Corps of an officer is not on the Indian Establishment, he will fill up his record of service to the best of his ability from information in his possession, and submit it to the General Officer Commanding or Head of the Department for his remarks. In the case of officers whose corps are not in India, the report should be signed by the General Officer Commanding as Commanding Officer. The report should always be *dated* and the *Staff appointment* which an officer is holding should always be entered *in red ink* on the front page of the Confidential Report, as well as the Corps 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.

5. The record of service of a Probationer for the Staff Corps will be prepared similarly as that for an officer in Staff employ, and forwarded to the officer himself for verification and signature, and submitted by him to the Commanding Officer of the Native Regiment in which he may be serving. His *British* Regiment should be entered in the blank opposite the word Regiment, the *Native* Regiment to which he is attached being added immediately below. Probationers who have left their British Regiments within two months prior to the date of inspection, should in addition 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 fully on the newly joined officer, and thus the object of the Confidential Report is frustrated. Record of service of Probationers.

(*a*).—As it has been decided that the Annual Confidential Reports on officers of the Unattached List, whilst attached to and undergoing a training with British Regiments previous to appointment to the Indian Staff Corps, are not to be sent to England, the reports on these officers should be rendered *in duplicate* to the Deputy Adjutant General, Madras Command, on Army Form B-194-1 or 4. Officers of Unattached List

6. Reports on officers of the British Service employed as Adjutants of Volunteer Corps, should also be submitted *in triplicate* annually on Army Form B-194-4, these reports will accompany the Annual Inspection Report on the Corps to which the officers are attached. On officers serving as Adjutants of Volunteer Corps.

7. Reports on Army Form B-194-2 on Royal Artillery officers regimentally employed, should be submitted to the Deputy Adjutant General for disposal in the command Royal Artillery office, and are subject to such instructions as may be issued by that department. On Royal Artillery Officers.

8. Reports on Officers of Royal Engineers employed with the Corps of Sappers and Miners, should be rendered on Army Form B-194-3 in *quadruplicate*. Three copies being sent to the Assistant Military Secretary to the Lieutenant-General Commanding the Forces direct, and one copy to the Deputy Adjutant General, Madras Command, with the Annual Inspection Report of that Corps. Reports of Officers employed with the Sappers and Miners.

(*a*).—In filling up the professional qualifications of these officers, care should be taken that such answers as "passed S. M. E. Course, Chatham" or entering "yes" or "no" to each question, are discontinued, and that the particulars as to an officer's qualifications, are given as far as possible from the latest information, which should be filled in by the Commanding Officer, and not by the officer himself.

On Royal Engineer Officers in Military or Departmental employ.

9. Reports on Royal Engineer Officers in Military or Departmental Employ, other than the Sappers and Miners, should be rendered on Army Form B-194-3, *in triplicate*. Detailed instructions for the preparation and submission of these reports are given in paras. 217-A* & B, Army Regulations, India, Vol. II, section V, particular attention to which is requested.

*As reconstructed by G. O. No. 1, dated 1st Jany. 1897.

(*a*).—In the Annual Confidential Reports of Royal Engineer Officers serving in the Military Works Department, such answer as "not known" "not tested," "passed for promotion to Captain," "no opportunity of judging," &c., are of no value in filling up question "C," "Practical proficiency at (*a*) Drill, (*b*) Field Movements, and (*c*) Musketry" and in accordance with Adjutant General's Memo. No. M/36, dated 20th May 1893, when opportunity offers, the officers referred to, should be given facilities for keeping up their acquaintance with Drill, Field Movements, and Musketry, in view to question C being fully answered.

(*b*).—As regards reporting on the professional qualifications of officers of Royal Engineers serving in civil employment, Heads of Departments will be guided by the instructions issued by the Adjutant General in his Memos. Nos. M/26 and M/60, dated 19th April and 6th October 1893, respectively.

(*c*).—In cases of officers in civil or departmental employ, the appointment held should be clearly stated on the front page of the report.

10. Lieutenants of the Royal Engineers will not be promoted to the rank of Captain unless specially reported as technically qualified as laid down in Corps Memorandum No. 599, dated 1st October 1896, republished in G. O. C. C. No. 768, dated 11th November 1896, or, in the case of officers employed in the Military Works Department or Public Works Department, unless they have passed the departmental examination for promotion to Assistant Engineer, 1st Grade, Military Works Department, or 2nd Grade, Public Works Department laid down in Public Works Department Code, Vol. I, Chapter II.

This fact will be recorded by the Commanding Officer in the column of remarks when submitting the Annual Confidential Report (Army Form B-194-3) on the officer, a footnote being added as to whether he has a general knowledge of district routine and regulations, and is in every way competent to take charge of works.

Submission of reports to Inspecting General.

11. 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.

Filling up of Reports.

The indiscriminate use of the term "good" and "very good" should be avoided. Attention is drawn to this point in the foot-note printed on the Confidential report, but is not always attended to.

Commanding Officers should amplify their General Remarks, which are intended to give as much information as possible to the Right Hon'ble the Commander-in-Chief as to the individuality, habits of life, and the professional and social characteristics of each officer. 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."

The Confidential Reports on officers of the British Army serving in India have been found too indefinite and too wanting in the necessary details to enable

the War Office to select the best officers for advancement in the service. The particular attention of Inspecting Officers is therefore called to the necessity of insisting upon the fullest reports on the zeal, general efficiency and capacity for command of the officers on whom reports are submitted, in order that the Right Hon'ble the Commander-in-Chief may have the requisite information before him in making selections.

These reports should be analyses of character and of qualification. The duty of drawing distinctions and comparisons is often difficult and disagreeable, but it must be faced in the interests of the service. It is too often avoided by classing all officers together in one or two standards of merit, but the gradations of merit are many and are known to be such. Officers in immediate command ought to acquaint themselves with these gradations and must be called on to record them. It should be remembered that an incompetent officer promoted to command through the weakness of officers, who have failed to lay the necessary information regarding him before those whose duty it is to make selection, may deprive a whole corps of the benefits of active service, from the risk inseparable from sending a body of troops into the field under an officer who fails to inspire confidence in those who have to follow him.

Fitness of Senior Officers for promotion.

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*, to the next higher rank of the two seniors of each rank as regards Cavalry, the four seniors as regards Infantry irrespectively of the Battalion in which the officer may be serving, 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 foot note on the report page of form. In calculating the seniors of each rank seconded officers and probationers should be excluded.

Officers disadvantageously reported on.

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. 35, section V, of the Queen's Regulations, and the note at the foot of the report page of form.

The Inspecting officer will use his own discretion in reading *verbatim* to an officer any adverse report that he may see fit to make on that officer, and in the case of a report on a Regimental Commanding officer by the Inspecting General officer, the latter will be in the position of Commanding officer to the former.

Special report Officers of under three years' service.

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." When the officer reported on is serving with a detachment, the special report should be rendered by the two seniors of the Corps and the Officer Commanding the Detachment. 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 is to be prepared on a separate half sheet of foolscap paper, and *in triplicate* for each officer, and the *phraseology* used in the latter part of para 34, section V, Queen's Regulations, must be strictly adhered to.

The special reports referred to above are not required in the case of Probationers for the Indian Staff Corps, and Officers of the Unattached List attached to British Regiments previous to their appointment to the Indian Staff Corps.

Omit (

15. The questions from A to H (excepting C) are to be answered for Riding and Quarter Masters, the same as for Combatant Officers. Riding and Quarter Masters.)

16. 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 the Commander-in-Chief, his reasons for disagreeing with the Commanding Officer in his estimate of the merits of the officer reported upon. Difference of opinion.

17. 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. In cases where the correspondence would necessitate reference to the War Office it should always be submitted *in triplicate*. Correspondence.

18. All the reports in question should be rendered *in triplicate*, and the remarks of the reporting officers should invariably be in *their own hand-writing*. The reports and the remarks are to be written legibly. Reports to be in the hand-writing of reporting officers

19. As the authorities at the War Office are very particular in requiring reports to be prepared on the *latest revised forms*, care should be taken to insure that correct forms are used in preparing Confidential Reports. If an obsolete form is used, it should at once be returned to the reporting officer for re-preparation. Reports to be prepared on latest revised forms.

20. 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. Sheets not to be folded.

21. In order, further to assist officers in the preparation of these reports, notes opposite certain queries have been printed in red ink in the specimen form herewith forwarded, explaining how the errors usually made, may be avoided. Specimen Form.

I have the honor to be,

Sir,

Your most obedient Servant,

A. H. B. CAVAYE, Major,

Asst. Military Secretary to the

Lieutenant-General Commanding the Forces,

Madras.

4P

Secy: to Govt. [illegible]

For information (2 spare copies sent under separate cover)

[illegible] Captain

for Asst: Mily: Secy

Ootacamund }
6th Decr 1897 }

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P. W. DEPARTMENT.

Current No. 12473
(Confidential.)

From The Govt. Press.

ENCLOS.—

No. 21
Dated 26th Novr. 1897
Received

SUBJECT.

Report on Native papers for the fortnight ending 15th Novr. 1897.

DISPOSAL.

No. 3517 W Dated 16th Dec. 1897

Recorded.

C. J. Wodehouse

16.12.97

18/12