

J. W. ¹⁰⁰⁸
~~Marine~~ (1898) Department.

G.O., No. 491 W
DATED 25 February 1898

1/3/98

[Despatch Abstract.]

Furlough: Govt. of India circular regarding the grant of — to England on private affairs, to Warrant & Non Commissioned Officers of the British Service and to Non-departmental Warrant & all Non Commissioned Officers on the Unattached List, Comd Officers of the P.W. Dept.

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GENERAL.
ESTABLISHMENT.

Government {1898} of Madras. PUBLIC WORKS.

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1898.

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G.O., No. 491 W., 25th February 1898.

FEBRUARY.

Furlough

Government of India circular regarding the grant of — to England on private affairs, to warrant and non-commissioned officers of the British service and to non-departmental warrant and all non-commissioned officers on the Unattached List, communicated to officers of the Public Works Department.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Establishment.

READ—the following paper :—

From G. H. D. WALKER, Esq., Under Secretary to the Government of India, Public Works Department (General), to the Secretary to the Government of Madras, Public Works Department, dated Calcutta, 10th February 1898, Circular No. 5 Public Works.

[Regulations for the grant of furlough to England on private affairs, to warrant and non-commissioned officers of the British service and to non-departmental warrant and all non-commissioned officers on the Unattached List.]

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. 3 P.W., dated the 31st December 1894, and in continuation of Circular No. 4 P.W., dated the 13th August 1897.

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 Government of Burma, Public Works Department, General and Railway Branches.
The Chief Commissioners of the Central Provinces, 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 Military Works.
The Directors of Railway Construction and Traffic.
The Consulting Engineers to the Government of India for Railways, Calcutta, Lucknow and Assam.
The Director-General of Telegraphs.

ENCLOSURE.

Clause 202 of India Army Circulars of 15th December 1897.

FURLOUGH AND LEAVE.

REGULATIONS.

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

In supersession of clause 40, India Army Circulars, 1894, the following revised rules for the grant of furlough 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, and
 - (iv) Non-commissioned officers and men of British Mountain Batteries,
- are published for general information :—

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

II.—Other warrant and non-commissioned officers, except those of British Mountain Batteries and Royal Engineers, are eligible, if recommended by the Officer Commanding their corps, depot, volunteer corps, district or head of department, 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) A Regimental warrant or staff non-commissioned officer of the British service, who has not completed five years' continuous service in India, but is recommended by a medical board to accompany his invalided wife, for six months.

This applies to all regimental warrant and non-commissioned officers (including color sergeants and equivalent ranks) above the rank of sergeant and all sergeants holding appointments such as sergeant drummers, unless they revert to sergeant, who may be ineligible for furlough under rules I or II (a), as these classes cannot be transferred to the Home establishment. It does not, however, apply to armourer sergeants or regimental non-commissioned officers of and below the rank of sergeant (including sergeant drummers and others who have reverted to sergeant) which classes, if ineligible for furlough under rules I or II (a), will be transferred to the Home establishment. The grant of furlough under this rule, moreover, will be limited to those cases (such as very serious illness or insanity) in which the presence of the husband is really necessary, and the application must be accompanied by the proceedings of the Medical Board invaliding the wife.

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

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

Punjab	...	...	...	...	...	...	...	...	...	26
Bengal	...	...	...	...	...	...	...	...	...	33
Madras	...	...	...	...	...	...	...	...	...	19
Bombay	...	...	...	...	...	...	...	...	...	22

III.—Warrant and non-commissioned officers of the Royal Engineers, other than those serving on the Unattached List or with the Submarine Mining Company, are eligible for furlough, 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 twenty-one 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, are eligible for six months.

- (a) The furloughs under this rule are restricted to 5 per cent. on the strength of each battery.

NOTE.—Warrant and non-commissioned officers sent from India to undergo courses of instruction in England may be allowed to reckon the period thus spent as Indian service for all purposes, provided the individual returns to India at the end of the course, by the first public opportunity. This decision affects the grant of furlough under rules I, II (a), II (b), III, IV, and XIX of this clause.

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 1st January, to the officers named below :—

- (a) 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 Deputy Assistant Adjutant-General of Royal Artillery of the command, and in all other cases, to the Deputy Adjutant-General of the command concerned, on India Army Form 46-C.
- (b) For warrant and non-commissioned officers proceeding under rule II (b), to the Deputy Adjutant-General of the command concerned, on India Army Form 46-A.
- (c) For warrant and non-commissioned officers proceeding under rule III, to the Deputy Adjutant-General of the command concerned, on forms supplied by the Deputy Assistant Adjutant-General for Royal Engineers in India.
- (d) For non-commissioned officers and men proceeding under rule IV, to the Deputy Assistant Adjutant-General, Royal Artillery, of the command, on India Army Form 46-C.

VI.—Free passages by rail (or by sea under Army Regulations, India, Vol. X, Part II, paragraph 196) to and from the port of embarkation or disembarkation in India and by troopship between India and England will be given to all ranks granted leave under these rules. If serving in Burma, the men will also be allowed free passage by sea (by private vessel when passage in a Government vessel is not available) to and from India; and if at Aden, and no troopship by which they can proceed is detailed to call at that port, they will either be sent to Suez for embarkation there in the Indian troopship, or if passage is available to Bombay by Government steamer they will be sent there for embarkation. The families of Unattached List warrant (non-departmental) and non-commissioned officers will only be granted free passages by rail to and from the port of embarkation or disembarkation in India and "not-entitled" passages in troopships between India and England when accommodation is available. The families of regimental warrant and non-commissioned officers and men, when especially permitted to accompany, will be granted free passage by rail to and from the port of embarkation or disembarkation in India and "entitled" passages in troopships between India and England.

Passage by sea between ports in India, unless covered by Army Regulations, India, Vol. X, Part II, paragraph 196, or clause 1 of this rule, is inadmissible to families of both classes, but they may be granted free passage between Burma and India and vice versa by any Government vessel that may be running.

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 two troopships, and summer furlough men in one of the last three ships, of the season. (This will not be held applicable to Aden, see clause 1 of this rule.) The duration of winter furloughs will depend on the date of departure of the last troopship of the season from Southampton. 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 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 or by sea under Army Regulations, India, Vol. X, Part II, paragraph 196. This rule will apply in the case of Unattached List men only if they are returning to duty, and provided accommodation is available.

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.

(1) Non-departmental warrant officers and non-commissioned officers on the Unattached List drawing pay and staff salary will receive while on furlough under these rules, the British pay of their rank in sterling with ration money at 6d. a day and half staff for the first six months of their leave, even though no substitute may be appointed to act for them. The half staff pay will be converted into sterling at the rate of 1s. 6d. per rupee.

(2) In regard, however, to those in receipt of consolidated salaries, it is left to the officer under whom they are serving to regulate their absentee allowances according to whether substitutes are or are not provided.

(3) Arrangements for the conduct of the duties of absentees on furlough under these rules, other than Unattached List men, must be made regimentally, as the State is to be put to no extra expense by the grant of such furlough.

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 will be made in accordance with the rule in paragraph 253 of the Instructions for the payment of British Troops in India, 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. The grant of the advance should invariably be entered on the last-pay certificate.

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. In the case of men employed in the Public Works or Military Works Department, their last-pay certificates will be prepared by the Examiner of Accounts who audits their pay, and sent by him to the Government of India, Madras or Bombay (as the case may be), in the Public Works Department, the Director-General of Military Works, or the local Governments concerned, for transmission to the Secretary of State. In all other cases, the men will be paid in full before they leave their stations, up to and for the date prior to that of anticipated embarkation, and furnished with a departmental last-pay certificate (India Army Form 201) 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 (paragraph 253, Instructions for the payment of British Troops in India). 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, Vol. II, paragraphs 1681 and 1682.

The usual last-pay certificate will, in all other cases, be issued to the men before they leave their stations. All last-pay certificates should show under what rule of this circular the leave is granted, and it should also be specified in the cases of grant of leave under rule II whether they come under sub-sections (a), (b), (c) or (d).

XII.—All men granted furlough under these rules will report their arrival in England, in writing, on the form (India Army Form 33) attached to the furlough certificate as under:—

Unattached List warrant and non-commissioned officers.—To the India Office, forwarding at the same time the last-pay certificate on Military Account Form 382 given them on quitting India, in view to their pay being remitted to them.

India, in view to their pay being remitted to them.—Cavalry and infantry.—To the officer commanding regimental depot. Royal Artillery, Horse, Field, Heavy and Garrison Artillery.—To the officer commanding the depot 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. They will also communicate their address on India Army Form 33 to the India Office, at the same time forwarding their last-pay certificates (Military Accounts Form 166) with a view to their pay being remitted to them.

XIII.—Warrant and non-commissioned officers and men granted furlough under these rules, as also the families who will be granted entitled passages, are exempt from ration stoppages on boardships, but the families of Unattached List men will pay not-entitled rates in accordance with scale II, paragraph 518, Army Regulations, India, Vol. X, Part I, and canal dues in accordance with paragraph 524, *ibid*.

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.

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

- (1) *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.
- (2) *To all others.*—By the Secretary of State for India (on the recommendation of the officer commanding the regimental district or depot), 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.

When it is found impracticable to send a warrant or non-commissioned officer or man back to India by a troopship arriving within the period of his leave, his leave is to be considered to be extended until the arrival of the ship in which he is granted passage.

XVI.—Regimental warrant and non-commissioned officers and men are not to communicate, either personally or in writing, with the War Office for instructions relative to return passages or for families to accompany them; but all correspondence must be addressed to the officer commanding cavalry depot, depot 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 immediately each man embarks, any change of address being notified to them by the men themselves.

Reports of the grant of furlough will be made by commands as follows:—

- (i) To the Government of India in the Military Department in the first week in November and May.—A nominal roll of winter furlough men, and a similar roll of summer furlough men, for whom return passages to India will be required, for transmission to the Secretary of State for India.
- (ii) To the Under Secretary of State for War on 1st of each month from 1st October to 1st June.—A nominal roll of all regimental warrant and non-commissioned officers and men granted furlough during the preceding month.

(iii) To the Under-Secretary of State for India, for Unattached List men only and immediately the man embarks.—The application for furlough with enclosures *plus* the final last-pay certificate except in the case of men of the Public Works Department and Military Works Department (*see* rule XI).

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 War Office 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.

ORDER—No. 491 W., dated 25th February 1898.

Communicated to officers of the Public Works Department in supersession of the rules circulated with memo., No. 3889 C., dated 4th December 1894, and in continuation of G.O., No. 2446 W., dated 3rd September 1897.

(True Extract.)

Under Secretary to Government.

To the Chief Engineer for Irrigation.
 „ the Consulting Engineer for Railways.
 „ Superintending Engineers.
 „ the Superintending Engineer on special duty.
 „ the Consulting Architect to Government.
 „ the Superintendent of Works, Lighthouse division.
 „ the Examiner, Public Works Accounts.

Exd. T. K. Narayana Aiyangar.

Public Works (1898) Department.

CURRENT No. 1608

From the Govt. of India P.W.D.

Order

Communicated to Circular No. 5 P.W.

Officers of the P.W. Dept
 in supersession of the rules
 circulated with memo.
 No. 3889 C of 4 Dec
 1894, in continuation
 of G.O. No. 2446 W of
 3 Sept. 1897.

Dated 10th February 1898
 Received } 21.2.98
 Registered }
 Enclosures 3
 Spare copies 3

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 25/2/98

Ch. S. for 1 ✓
 C. S. for 1 ✓
 Supt. 1 ✓
 S. S. on spe. duty ✓
 C.A. to Govt. ✓
 S. S. to H. S. ✓
 S. S. to H. S. ✓

SUBJECT.

Regulations for the grant of furlough
 to England on private affairs, to Warrant
 and Non-commissioned Officers of the
 British Service and to non-departmental
 Warrant and all Non-Commissioned
 officers on the Unattached list.
 Reg. —

8442/97-2446W/97

FURTHER PAPERS.

Circular No. 5 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 to non-departmental Warrant and all Non-Commissioned Officers on the Unattached List.

Calcutta, the 10th February 1898.

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By order,

G. M. Walker

Under Secy. to the Govt. of India.

Clause 202 of India Army Circulars of 15th December 1897.

FURLOUGH AND LEAVE.

REGULATIONS.

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To

The Secretary Govt of Madras
PW Department

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

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(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) A Regimental warrant or staff non-commissioned officer of the British Service, who has not completed five years' continuous service in India, but is recommended by a medical board to accompany his invalided wife, for six months.

This applies to all regimental warrant and non-commissioned officers (including color sergeants and equivalent ranks) above the rank of sergeant and all sergeants holding appointments such as sergeant drummers, unless they revert to sergeant, who may be ineligible for furlough under rules I or II (a), as these classes cannot be transferred to the Home Establishment. It does not however apply to armourer sergeants or regimental non-commissioned officers of and below the rank of sergeant (including sergeant drummers and others who have reverted to sergeant) which classes, if ineligible for furlough under rules I or II (a) will be transferred to the Home establishment. The grant of furlough under this rule, moreover, will be limited to those cases (such as very serious illness or insanity) in which the presence of the husband is really necessary, and the application must be accompanied by the proceedings of the Medical Board invaliding the wife.

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

Punjab	26
Bengal	33
Madras	19
Bombay	22

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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 1st January to the officers named below:—

(a) 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 Deputy Assistant Adjutant-General of Royal Artillery of the command, and in all other cases, to the Deputy Adjutant General of the command concerned, on India Army Form 46-C.

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

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

(d) For non-commissioned officers and men proceeding under Rule IV, to the Deputy Assistant Adjutant-General, Royal Artillery, of the command, on India Army Form 46-C.

VI.—Free passages by rail (or by sea under Army Regulations, India, Vol. X, Part II, para. 196) to and from the port of embarkation or disembarkation in India and by troop-ship between India and England will be given to all ranks granted leave under these rules. If serving in Burma, the men will also be allowed free passage by sea (by private vessel when passage in a Government vessel is not available) to and from India; and if at Aden, and no passage in a Government vessel is not available, to call at that port they will either be sent to Suez for embarkation there in the Indian troopship, or if passage is available to Bombay by Government steamer they will be sent there for embarkation. The families of Unattached List warrant (non-departmental) and non-commissioned officers will only be granted free passages by rail to and from the port of embarkation or disembarkation in India and "not entitled" passages in troop-ships between India and England when accommodation is available. The families of regimental warrant and non-commissioned officers and men, when especially permitted to accompany, will be granted free passage by rail to and from the port of embarkation or disembarkation in India and "entitled" passages in troop-ships between India and England.

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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.

(1) Non-departmental warrant officers and non-commissioned officers on the Unattached List drawing pay and staff salary will receive while on furlough under these rules, the British pay of their rank in sterling with ration money at sixpence a day and half staff for the first six months of their leave, even though no substitute may be appointed to act for them. The half staff pay will be converted into sterling at the rate of 1s. 6d. per rupee.

(2) In regard, however, to those in receipt of consolidated salaries, it is left to the officer under whom they are serving to regulate their absentee allowances according to whether substitutes are or are not provided.

(3) Arrangements for the conduct of the duties of absentees on furlough under these rules, other than Unattached List men, must be made regimentally, as the State is to be put to no extra expense by the grant of such furlough.

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 will be made in accordance with the rule in para. 253 of the Instructions for the payment of British Troops in India, 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. The grant of the advance should invariably be entered on the last-pay certificate.

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. In the case of men employed in the Public Works or Military Works Department, their last-pay certificates will be prepared by the Examiner of Accounts who audits their pay, and sent by him to the Government of India, Madras or Bombay (as the case may be) in the Public Works Department, the Director General of Military Works, or the Local Governments concerned, for transmission to the Secretary of State. In all other cases, the men will be paid in full before they leave their stations, up to and for the date prior to that of anticipated embarkation, and furnished with a departmental last-pay certificate (India Army Form 201) 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 (para. 253, Instructions for the payment of British Troops in India). 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, in all other cases, be issued to the men before they leave their stations. All last-pay certificates should show under what rule of this circular the leave is granted, and it should also be specified in the cases of grant of leave under Rule II whether they come under sub-sections (a), (b), (c) or (d).

XII.—All men granted furlough under these rules will report their arrival in England, in writing, on the form (India Army Form 33) attached to the furlough certificate as under:—

Unattached List warrant and non-commissioned officers.—To the India Office, forwarding at the same time the last-pay certificate on Military Account Form 382 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 depot. *Royal Artillery, Horse, Field, Heavy, and Garrison Artillery.*—To the officer commanding the depot of the branch to which they belong. *Mountain artillery.*—To the officer commanding the mountain battery, Newport (Monmouth). *Royal Engineers.*—To the commanding mandant, School of Military Engineering, Chatham. They will also communicate their address on India Army Form 33 to the India Office, at the same time forwarding their last-pay certificates (Military Accounts Form 166) with a view to their pay being remitted to them.

XIII.—Warrant and non-commissioned officers and men granted furlough under these rules, as also the families who will be granted entitled passages, are exempt from ration stoppages on boardships, but the families of Unattached List men will pay not-entitled rates in accordance with scale II, paragraph 518, Army Regulations, India, Volume X, Part I, and canal dues in accordance with para. 524, *ibid.*

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.

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

(1) *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.

(2) *To all others.*—By the Secretary of State for India (on the recommendation of the officer commanding the regimental district or depot), 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.

When it is found impracticable to send a warrant or non-commissioned officer or man back to India by a troop-ship arriving within the period of his leave, his leave is to be considered to be extended until the arrival of the ship in which he is granted passage.

XVI.—Regimental warrant and non-commissioned officers and men are not to communicate, either personally or in writing, with the War Office for instructions relative to return passages or for families to accompany them; but all correspondence must be addressed to the officer commanding cavalry depot, depot 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 immediately each man embarks, any change of address being notified to them by the men themselves.

Reports of the grant of furlough will be made by commands as follows:—

- (i) To the Government of India in the Military Department in the first week in November and May:—A nominal roll of winter furlough men, and a similar roll of summer furlough men, for whom return passages to India will be required, for transmission to the Secretary of State for India.
- (ii) To the Under-Secretary of State for War on 1st of each month from 1st October to 1st June:—A nominal roll of all regimental, warrant and non-commissioned officers and men granted furlough during the preceding month.
- (iii) To the Under-Secretary of State for India, for unattached list men only and immediately the man embarks:—The application for furlough with enclosures plus the final last-pay certificate except in the case of men of the Public Works Department and Military Works Department (see Rule XI).

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 War Office 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.