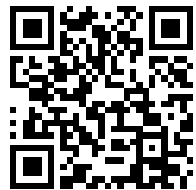

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THE
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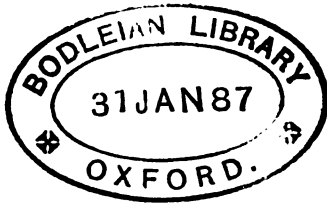
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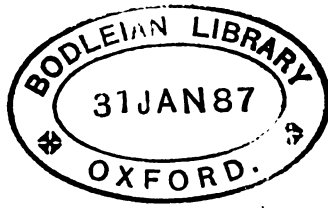
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By Command of

HIS ROYAL HIGHNESS

THE DUKE OF CAMBRIDGE, K.G.

Field Marshal Commanding in Chief,



C O N T E N T S
OF THE
QUEEN'S REGULATIONS AND ORDERS FOR THE ARMY.
1 8 6 8 .

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SECTION 2.—COMMAND AND RANK.
SECTION 3.—HONOURS AND SALUTES.
SECTION 4.—COMMISSIONS AND PROMOTION OF OFFICERS.
SECTION 5.—GENERAL OFFICERS.
SECTION 6.—STAFF OFFICERS.
SECTION 7.—INTERIOR ECONOMY OF CORPS.
SECTION 8.—DEPÔTS AND DEPÔT BATTALIONS.
SECTION 9.—HORSES AND FORAGE
SECTION 10.—CLOTHING, EQUIPMENT, AND STORES.
SECTION 11.—AMMUNITION.
SECTION 12.—LEAVE OF ABSENCE AND FURLONGHS.
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**SECTION 14.—COURTS—MARTIAL, COURTS OF INQUIRY, AND
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**THE QUEEN'S
REGULATIONS AND ORDERS
FOR
THE ARMY.
1868.**

SECTION 1.—PRECEDENCE AND DISTINCTIONS OF CORPS.

SECTION 1.

**I.—Precedence of Corps.
II.—Cavalry, Artillery, Engi-
neers, and Military Train.**

**III.—Infantry.
IV.—Standards, Guidons, and
Colours.**

I.

I. Precedence of Corps.

1. The following is the order of precedence of the several regiments and corps of Her Majesty's Service, viz. :—

1st. The Royal Horse Artillery, whether mounted or dis-mounted. Horse Artillery and Household Cavalry.

2nd. The regiments of Household Cavalry.

3rd. The regiments of Cavalry of the Line, according to their number and order of precedence, as laid down in para. 4.

4th. The Royal regiment of Artillery. Artillery.

5th. The corps of Royal Engineers. Engineers.

6th. The Military Train. Military Train.

7th. The regiments of Foot Guards. Foot Guards.

8th. The regiments of Infantry of the Line according to their number and order of precedence, as laid down in para. 5, followed by Depôt Battalions according to their number. Infantry of the line.

The Royal Marines, when acting with the troops of the line, take rank next to the 49th regiment. Royal Marines.

The Rifle Brigade ranks next to the 93rd regiment. Rifle brigade.

2. The Militia regiments have precedence after those of the Line and Depôt Battalions, according to their respective numbers, as fixed by lot. When regiments of British and Irish militia are serving together, the militia of that part of the United Kingdom in which the quarter may be situated have precedence over other militia, except as regards the regiments of Militia Artillery, which always have precedence over the Militia Infantry. Militia.

3. It is to be understood that on parade, corps are to be distributed and drawn up in the mode which the General, or other officer commanding, may judge most convenient, and best adapted to the purposes of the service. Formation on parade.

SECTION 1.

PRECEDENCE AND DISTINCTIONS OF CORPS.

II.

II. REGIMENTS of CAVALRY, ARTILLERY, ENGINEERS, and MILITARY TRAIN, with the **Titles, Badges, Mottos, Devices, and Distinctions** authorized to be borne on their **Standards, Guidons, or Appointments**; the **Colours of their Uniforms and Facings, &c.**

4.

Numerical and Regimental Title.	Badges, Mottos, Devices, and Distinctions.	Colour of			
		Uniform.	Facings.	Busby Bag.	Plume.
Household Brigade.					
I. Life Guards . .	The Royal Arms. Peninsula—Waterloo.	Scarlet	Blue	White.
II. Life Guards .	The Royal Arms. Peninsula—Waterloo.	Scarlet	Blue	White.
Royal Horse Guards . <i>The Blues.</i>	The Royal Arms. Peninsula—Waterloo.*	Blue .	Scarlet	Red.
Dragoon Guards.					
I. The King's Dragoon Guards.	The Royal Cypher within the Garter. Waterloo—Sevastopol—Taku Ports—Pekin.	Scarlet	Blue	Red.
II. The Queen's Dragoon Guards.	The Royal Cypher within the Garter. Lucknow.	Scarlet	Buff	Black.
III. The Prince of Wales's Dragoon Guards.	The Plume of the Prince of Wales. The Rising Sun, and the Red Dragon in the second and third corners respectively. Talavera—Albuhera—Vittoria—Peninsula.	Scarlet	Yellow	Black and Red.
IV. The Royal Irish Dragoon Guards.	The Harp and Crown; and the Star of the Order of St. Patrick. Peninsula—Balaklava—Sevastopol.	Scarlet	Blue	White.
V. The Princess Charlotte of Wales's Dragoon Guards.	<i>Vestigia nulla retrosum.</i> Salamanca—Vittoria—Toulouse—Peninsula—Balaklava—Sevastopol.	Scarlet	Dark Green.	Red and White.
VI. Dragoon Guards (The Carabiniers).	Sevastopol—Delhi	Blue .	White	Black.
VII. The Princess Royal's Dragoon Guards.	Scarlet	Black	Black and White.

* The Regiment of Royal Horse Guards has a standard, presented to it by His late Majesty King William IV., on the 13th of August 1832, which bears the words *Dettingen, Minden, Warbourg, Cateau*, as well as *Peninsula and Waterloo*.

PRECEDENCE AND DISTINCTIONS OF CORPS.

SECTION 1

REGIMENTS OF CAVALRY—cont^d.

II.

Numerical and Regimental Title.	Badges, Mottos, Devices, and Distinctions.	Colour of			
		Uniform.	Facings.	Bushy Bag.	Plume.
Dragoons, Hussars, and Lancers.					
I. The Royal Dragoons.	The Crest of England within the Garter. <i>Spectemur agendo.</i> An Eagle. Peninsula—Waterloo—Balaklava—Sevastopol.	Scarlet	Blue	Black.
II. The Royal North British Dragoons. <i>Scots Greys.</i>	The Thistle within the Circle and motto of the Order of the Thistle. <i>Secund to none.</i> An Eagle. Waterloo—Balaklava—Sevastopol.	Scarlet	Blue	White.
III. The King's Own Hussars.	The White Horse within the Garter, with motto, <i>Nee aspera terrent.</i> Salamanca—Vittoria—Toulouse—Peninsula—Cabool, 1848—Moodkee—Ferozeshah—Sobraon—Punjab—Chillianwallah—Goojerat.	Blue .	Scarlet (Collars only).	Garter Blue.	White.
IV. The Queen's Own Hussars.	Talavera—Albuhera—Salamanca—Vittoria—Toulouse—Peninsula—Afghanistan—Ghuznee—Alma—Balaklava—Inkerman—Sevastopol.	Blue .	Blue	Yellow	Scarlet.
V. The Royal Irish Lancers.	The Harp and Crown, with motto, <i>Quis separabit?</i>	Blue .	Scarlet	Green.
VI. The Inniskilling Dragoons.	The Castle of Inniskilling, with the word "Inniskilling" underneath. Waterloo—Balaklava—Sevastopol.	Scarlet	Yellow	White.
VII. The Queen's Own Hussars.	The Royal Cypher within the Garter. Peninsula—Waterloo—Lucknow.	Blue .	Blue .	Scarlet	White.
VIII. The King's Royal Irish Hussars.	The Harp and Crown. <i>Priusina virtutis Memores.</i> Leswarree—Hindoostan—Alma—Balaklava—Inkerman—Sevastopol—Central India.	Blue .	Blue .	Scarlet	Red and White.
IX. The Queen's Royal Lancers.	The Royal Cypher within the Garter. Peninsula—Punjab—Sobraon—Punjab—Chillianwallah—Goojerat—Delhi—Lucknow.	Blue .	Scarlet	Black and White.
X. The Prince of Wales's Own Royal Hussars.	The Plume of the Prince of Wales; The Rising Sun; and the Red Dragon. Peninsula—Waterloo—Sevastopol.	Blue .	Blue .	Scarlet	Black and White.
XI. The Prince Albert's Own Hussars.	Egypt, with the Sphinx—Salamanca—Peninsula—Waterloo—Bhurtpore—Alma—Balaklava—Inkerman—Sevastopol.	Blue, (Crimson overalls).	Blue .	Crimson	Crimson and White.

SECTION 1.

PRECEDENCE AND DISTINCTIONS OF CORPS.

XL.

REGIMENTS OF CAVALRY—cont^d.

Numerical and Regimental Title.	Badges, Mottos, Devices, and Distinctions.	Colour of			
		Uniform.	Facings.	Busby Bag.	Plume.
XII. The Prince of Wales's Royal Lancers.	The Plume of the Prince of Wales; The Rising Sun; and the Red Dragon. Egypt, with the Sphinx—Peninsula—Waterloo—Sevastopol—Central India.	Blue .	Scarlet	. . .	Scarlet.
XIII. Hussars . . .	<i>Viret in aeternum.</i> Peninsula—Waterloo—Alma—Balaklava—Inkerman—Sevastopol.	Blue .	Buff (Collar only).	Buff .	White.
XIV. The King's Hussars.	The Royal Crest within the Garter; The Prussian Eagle. Douro—Talavera—Fuentes d'Onor—Salamanca—Vittoria—Orthes—Peninsula—Punjab—Chillianwallah—Goojerat—Persia—Central India.	Blue .	Blue .	Yellow	White.
XV. The King's Hussars.	The Crest of England within the Garter. <i>Merebimur.</i> Emsdorff—Villiers en Couche—Egmontop-Zee—Sahagun—Vittoria—Peninsula—Waterloo.	Blue .	Blue .	Scarlet	Scarlet.
XVI. The Queen's Lancers.	The Royal Cypher within the Garter. <i>Aut cursu, aut cominus armis.</i> Talavera—Fuentes d'Onor—Salamanca—Vittoria—Nive—Peninsula—Waterloo—Bhurtpore—Affghanistan—Ghuznee—Maharajpore—Aliwal—Sobraon.	Scarlet	Blue	Scarlet and White.
XVII. Lancers . . .	Death's Head. <i>Or glory.</i> Alma—Balaklava—Inkerman—Sevastopol.	Blue	White	. . .	White.
XVIII. Hussars . . .	Peninsula—Waterloo . . .	Blue .	Blue .	Lincoln Green.	Green.
XIX. Hussars	Blue .	Blue .	White	White.
XX. Hussars	Blue .	Blue .	Crimson	Crimson.
XXI. Hussars	Blue .	Blue .	French Grey.	White.
The Royal Regiment of Artillery.	The Royal Arms and supporters, with a Gun. <i>Ubique</i> (above). <i>Quo fas et gloria ducunt</i> (below the gun.)	Blue .	Scarlet	Scarlet	White.
The Corps of Royal Engineers.	The Royal Arms and supporters. <i>Ubique.</i> <i>Quo fas et gloria ducunt.</i>	Scarlet	Blue	Garter Blue.	White.
The Military Train	Lucknow—Taku Forte—Pekin . . .	Blue .	White.

N.B.—Standards were commanded by the King, William IV., in 1834, to be discontinued in the Regiments of Hussars and Lancers, whose badges and devices are therefore borne on their appointments, as are also those of the Royal Artillery, Royal Engineers, Military Train, and Rifle Corps.

III.

III. REGIMENTS OF INFANTRY, with their Titles, Badges, Mottoes, Devices, or Distinctions, as authorized to be borne on their Second or Regimental Colour; with the Colour of their Uniforms and Facings.

5.

Numerical and Regimental Titles.	County Title.	Badges, Mottoes, Devices, and Distinctions.	Colour of	
			Uniform.	Facings.
Foot Guards.				
Grenadier Guards	(A Company badge.*) A Grenade. Lincelles—Corunna—Barrosa—Peninsula—Waterloo—Alma—Inkerman—Sevastopol.	Scarlet	Blue.
Coldstream Guards	(A Company badge.*) Lincelles—Egypt, with the Sphinx—Talavera—Barrosa—Peninsula—Waterloo—Alma—Inkerman—Sevastopol.	Scarlet	Blue.
Scots Fusilier Guards	(A Company badge.*) Lincelles—Egypt, with the Sphinx—Talavera—Barrosa—Peninsula—Waterloo—Alma—Inkerman—Sevastopol.	Scarlet	Blue.
Infantry of the Line.				
I. The Royal Regiment	The Royal Cypher within the Collar of the Order of the Thistle, with the Badge appendent. In the second, third, and fourth corners the Thistle within the Circle and motto of the Order, ensigned with the Imperial Crown. St. Lucia—Egmont-op-Zee—Egypt, with the Sphinx—Corunna—Busaco—Salamanca—Vittoria—St. Sebastian—Nive—Peninsula—Niagara—Waterloo—Nagpore—Maheldpore—Ava—Alma—Inkerman—Sevastopol—Taku Forts—Pekin.	Red .	Blue.
II. The Queen's Royal	The Royal Cypher within the Garter. In the second, third, and fourth corners the Paschal Lamb, with motto. <i>Pristina virtutis memor Vel exuvia triumphant.</i> Egypt, with the Sphinx—Vimiera—Corunna—Salamanca—Vittoria—Pyrenees—Nivelle—Toulouse—Peninsula—Afghanistan—Ghuznee—Khelat—Taku Forts—Pekin.	Red .	Blue.
III. The Buffs	East Kent	The Dragon. In the second, third, and fourth corners the united Red and White Rose ensigned with the Crown. Douro—Talavera—Albuhera—Pyrenees—Nivelle—Nive—Peninsula—Punniar—Sevastopol—Taku Forts.	Red .	Buff.

* N.B.—The second colours of the battalions of Foot Guards bear one of the ancient badges conferred by Royal Authority on each of the companies composing the respective battalions; the badges being borne in turn as the colours are renewed.
For further distinctions borne by these regiments on their first colours see para. 12.

SECTION 1. PRECEDENCE AND DISTINCTIONS OF CORPS.

III.

REGIMENTS OF INFANTRY—cont^d.

Numerical and Regimental Titles.	County Title.	Badges, Mottos, Devices, and Distinctions.	Colour of	
			Uniform.	Facings.
IV. The King's Own Royal.	.	The Royal Cypher within the Garter. In the second, third, and fourth corners the Lion of England. Corunna—Badajoz—Salamanca—Vittoria—St. Sebastian—Nive—Peninsula—Bladensburg—Waterloo—Alma—Inkerman—Sevastopol.	Red	Blue.
V. Fusiliers	Northumberland	St. George and the Dragon. In the second, third, and fourth corners the united Red and White Rose slipped, ensigned with the Imperial Crown. <i>Quo fata vocant.</i> Wilhelmsthal—Roleia—Vimiera—Corunna—Busaco—Ciudad Rodrigo—Badajoz—Salamanca—Vittoria—Nivelle—Orthes—Toulouse—Peninsula—Lucknow.	Red	Bright Green.
VI. Royal	First Warwickshire.	The Antelope. In the second, third, and fourth corners the united Red and White Rose slipped, ensigned with the Imperial Crown. Roleia—Vimiera—Corunna—Vittoria—Pyrenees—Nivelle—Orthes—Peninsula—Niagara.	Red	Blue.
VII. The Royal Fusiliers.	.	The White Rose within the Garter. In the second, third, and fourth corners the White Horse. Martinique—Talavera—Albuhera—Badajoz—Salamanca—Vittoria—Pyrenees—Orthes—Toulouse—Peninsula—Alma—Inkerman—Sevastopol.	Red	Blue.
VIII. The King's	.	The White Horse within the Garter with motto. <i>Nec aspera terrent.</i> In the second, third, and fourth corners the Royal Cypher, ensigned with the Imperial Crown. Egypt, with the Sphinx—Martinique—Niagara—Delhi—Lucknow.	Red	Blue.
IX.	East Norfolk	Britannia. Roleia—Vimiera—Corunna—Busaco—Salamanca—Vittoria—St. Sebastian—Nive—Peninsula—Cabool 1842—Moodkee—Ferozeshah—Sobraon—Sevastopol.	Red	Yellow.
X.	North Lincolnshire	Egypt, with the Sphinx—Peninsula—Sobraon—Punjaub—Mooltan—Goojerat—Lucknow.	Red	Yellow.
XI.	North Devonshire	Salamanca—Pyrenees—Nivelle—Nive—Orthes—Toulouse—Peninsula.	Red	Lincoln Green.
XII.	East Suffolk	Minden—Gibraltar, with the Castle, Key, and motto <i>Montis Insignia Calpe</i> —Seringsapatam—India.	Red	Yellow.
XIII. The Prince Albert's Light Infantry.	First Somersetshire.	Egypt, with the Sphinx—Martinique—Ava—Afghanistan—Ghuasnee—A Mural Crown, superscribed Jellalabad—Cabool 1842—Sevastopol.	Red	Blue.

PRECEDENCE AND DISTINCTIONS OF CORPS.

SECTION 1.

REGIMENTS ON INFANTRY—cont^d.

III.

Numerical and Regimental Titles.	County Title.	Badges, Mottos, Devices, and Distinctions.	Colour of	
			Uniform.	Facings.
XIV. . . .	Buckinghamshire	Tournay—Corunna—Java—Waterloo—Bhurtpore—The Royal Tiger, super-scribed India—Sevastopol.	Red .	Buff.
XV. . . .	Yorkshire, East Riding.	Martinique—Guadaloupe.	Red .	Yellow.
XVI. . . .	Bedfordshire	Red .	Yellow.
XVII. . . .	Leicestershire	The Royal Tiger, super-scribed Hindoostan—Afghanistan—Ghusnee—Khelat—Sevastopol.	Red .	White.
XVIII. The Royal Irish	The Harp and Crown. In the second, third, and fourth corners an Escoccheon of the Arms of Nassau, with motto, <i>Virtutis Namurcensis Præmium.</i> Egypt, with the Sphinx—China, with the Dragon—Pegu—Sevastopol.	Red .	Blue.
XIX. . . .	First Yorkshire, North Riding.	Alma—Inkerman—Sevastopol.	Red .	Grass Green.
XX. . . .	East Devonshire	Minden—Egmont-op-Zee—Egypt, with the Sphinx—Maida—Vimiera—Corunna—Vittoria—Pyrenees—Orthes—Toulouse—Peninsula—Alma—Inkerman—Sevastopol—Lucknow.	Red .	Yellow.
XXI. The Royal North British Fusiliers.	The Thistle within the Circle, and Motto of the Order of the Thistle. In the second, third, and fourth corners the Royal Cypher ensigned with the Imperial Crown. Bladensburg—Alma—Inkerman—Sevastopol.	Red .	Blue.
XXII. . . .	Cheshire	Meeanee—Hyderabad—Scinde.	Red .	Buff.
XXIII. The Royal Welsh Fusiliers.	The Plume of the Prince of Wales. In the second corner, the Rising Sun; in the third corner, the Red Dragon; in the fourth corner, the White Horse, with motto, <i>Nec aspera terrent.</i> Minden—Egypt, with the Sphinx—Corunna—Martinique—Albuhera—Badajoz—Salamanca—Vittoria—Pyrenees—Nivelle—Orthes—Toulouse—Peninsula—Waterloo—Alma—Inkerman—Sevastopol—Lucknow.	Red .	Blue.
XXIV. . . .	Second Warwickshire.	Egypt, with the Sphinx—Cape of Good Hope—Talavera—Fuentes d'Onor—Salamanca—Vittoria—Pyrenees—Nivelle—Orthes—Peninsula—Punjaub—Chillianwallah—Goojerat.	Red .	Grass Green.
XXV. The King's Own Borderers.	The Castle of Edinburgh, with the motto <i>Nisi Dominus frustra.</i> In the second and third corners the Royal Crest, with the motto <i>In veritate religionis confido.</i> In the fourth corner the White Horse with <i>Nec aspera terrent.</i> Minden—Egmont-op-Zee—Egypt, with the Sphinx—Martinique.	Red .	Blue.

SECTION 1.

PRECEDENCE AND DISTINCTIONS OF CORPS.

III.

REGIMENTS OF INFANTRY—cont^d.

Numerical and Regimental Titles.	County Title.	Badges, Mottos, Devices, and Distinctions.	Colour of	
			Uniform.	Facings.
XXVI. (Cameronian)	.	Egypt, with the Sphinx—Corunna—China, with the Dragon.	Red .	Yellow.
XXVII. (Inniskilling)	.	A castle with three turrets, and St. George's colours flying, with the word <i>Inniskilling</i> round the circle. In the second, third, and fourth corners the White Horse, with the motto <i>Nec aspera terrent.</i> St. Lucia—Egypt, with the Sphinx—Maida—Badajoz—Salamanca—Vittoria—Pyrenees—Nivelle—Orthes—Peninsula—Waterloo.	Red .	Buff.
XXVIII. . . .	North Gloucestershire.	Egypt, with the Sphinx—Corunna—Barrosa—Albuhera—Vittoria—Pyrenees—Nivelle—Nive—Orthes—Peninsula—Waterloo—Alma—Inkerman—Sevastopol.	Red .	Yellow.
XXIX. . . .	Worcestershire .	Roleia—Vimiera—Talavera—Albuhera—Peninsula—Ferozeshah—Sobraon—Punjab—Chillianwallah—Goojerat.	Red .	Yellow.
XXX. . . .	Cambridgeshire	Egypt, with the Sphinx—Badajoz—Salamanca—Peninsula—Waterloo—Alma—Inkerman—Sevastopol.	Red .	Yellow.
XXXI. . . .	Huntingdonshire	Talavera—Albuhera—Vittoria—Pyrenees—Nivelle—Nive—Orthes—Peninsula—Caboool 1842—Moodkee—Ferozeshah—Aliwal—Sobraon—Sevastopol—Taku Forts.	Red .	Buff.
XXXII. Light Infantry	Cornwall . . .	Roleia—Vimiera—Corunna—Salamanca—Pyrenees—Nivelle—Nive—Orthes—Peninsula—Waterloo—Punjab—Mooltan—Goojerat—Lucknow.	Red .	White.
XXXIII. The Duke of Wellington's.	.	The late Duke of Wellington's crest, with the motto <i>Virtutis fortuna comes</i> in an escroll above. Serlingapatam—Waterloo—Alma—Inkerman—Sevastopol.	Red .	Red.
XXXIV. . . .	Cumberland .	A laurel wreath. Albuhera—Arroyo dos Molinos—Vittoria—Pyrenees—Nivelle—Nive—Orthes—Peninsula—Sevastopol—Lucknow.	Red .	Yellow.
XXXV. . . .	Royal Sussex .	Maida.	Red .	Blue.
XXXVI. . . .	Herefordshire .	<i>Firm.</i> Hindoostan—Roleia—Vimiera—Corunna—Salamanca—Pyrenees—Nivelle—Nive—Orthes—Toulouse—Peninsula.	Red .	Grass Green.
XXXVII. . . .	North Hampshire	Minden—Tournay—Peninsula.	Red .	Yellow.
XXXVIII. . . .	First Staffordshire	Monte Video—Roleia—Vimiera—Corunna—Bussaco—Badajoz—Salamanca—Vittoria—St. Sebastian—Nive—Peninsula—Ava—Alma—Inkerman—Sevastopol—Lucknow.	Red .	Yellow.

PRECEDENCE AND DISTINCTIONS OF CORPS.

SECTION 1.

REGIMENTS OF INFANTRY—cont^d.

III.

Numerical and Regimental Titles.	County Title.	Badges, Mottos, Devices, and Distinctions.	Colour of	
			Uniform.	Facings.
XXXIX. . . .	Dorsetshire . . .	<i>Primus in Indis.</i> Plassey—Gibraltar, with the Castle, Key, and motto, <i>Montis Insignia Calpe</i> —Albuhera—Vittoria—Pyrenees—Nivelle—Nive—Orthes—Peninsula—Maharajpore—Sevastopol.	Red .	Grass Green.
XL. . . .	Second Somersetshire.	Egypt, with the Sphinx—Monte Video—Roleia—Vimiera—Talavera—Badajoz—Salamanca—Vittoria—Pyrenees—Nivelle—Orthes—Toulouse—Peninsula—Waterloo—Candahar, Ghuznee, Cabool 1842—Maharajpore.	Red .	Buff.
XLI. The Welsh	The Rose and Thistle on the same Stalk, within the Garter. The Plume, Prince of Wales's. In the second, third, and fourth corners the Royal Cypher, ensigned with the Imperial Crown. <i>Gwoll augau neu Chwilydd.</i> Detroit—Queenstown—Miami—Niagara—Ava—Candahar, Ghuznee, — Cabool 1842—Alma—Inkerman—Sevastopol.	Red .	White.
XLII. The Royal Highland (The Black Watch).	The Royal Cypher within the Garter. The badge and motto of the Order of the Thistle. In the second, third, and fourth corners the Royal Cypher ensigned with the Imperial Crown. Egypt, with the Sphinx—Corunna—Fuentes d'Onor—Pyrenees—Nivelle—Nive—Orthes—Toulouse—Peninsula—Waterloo—Alma—Sevastopol—Lucknow.	Red .	Blue.
XLIII. Light Infantry	Monmouthshire.	Vimiera—Corunna—Bussaco—Fuentes d'Onor—Ciudad Rodrigo—Badajoz—Salamanca—Vittoria—Nivelle—Nive—Toulouse—Peninsula.	Red .	White.
XLIV. . . .	East Essex	Egypt, with the Sphinx. Badajoz—Salamanca—Peninsula—Bladensburg—Waterloo—Ava—Alma—Inkerman—Sevastopol—Taku Forts.	Red .	Yellow.
XLV. Sherwood Foresters.	Nottinghamshire	Roleia—Vimiera—Talavera—Bussaco—Fuentes d'Onor—Ciudad Rodrigo—Badajoz—Salamanca—Vittoria—Pyrenees—Nivelle—Orthes—Toulouse—Peninsula—Ava.	Red .	Lincoln Green.
XLVI. . . .	South Devonshire	Dominica—Sevastopol.	Red .	Yellow.
XLVII. . . .	Lancashire	Tarifa—Vittoria—St. Sebastian—Peninsula—Ava—Alma—Inkerman—Sevastopol.	Red	White
XLVIII	Northamptonshire	Douro—Talavera—Albuhera—Badajoz—Salamanca—Vittoria—Pyrenees—Nivelle—Orthes—Toulouse—Peninsula—Sevastopol.	Red .	Buff.
XLIX. The Princess Charlotte of Wales's	Hertfordshire . . .	Egmont-op-Zee—Copenhagen—Queenstown—China, with the Dragon—Alma—Inkerman—Sevastopol.	Red .	Lincoln Green.

SECTION 1. PRECEDENCE AND DISTINCTIONS OF CORPS.

XXI.

REGIMENTS OF INFANTRY—cont^d.

Numerical and Regimental Titles.	County Title.	Badges, Mottos, Devices, and Distinctions.	Colour of	
			Uniform.	Facings.
L. The Queen's Own	Egypt, with the Sphinx—Vimiera—Corunna—Almaraz—Vittoria—Pyrenees—Nive—Orthes—Peninsula—Punnar—Moodkee—Ferozeshah—Aliwal—Sobraon—Alma—Inkerman—Sevastopol.	Red .	Blue.
LL. The King's Own Light Infantry.	Second Yorkshire West Riding.	Minden—Corunna—Salamanca—Vittoria—Pyrenees—Nivelle—Orthes—Peninsula—Waterloo—Pegu.	Red .	Blue.
LII. Light Infantry .	Oxfordshire .	Hindoostan—Vimiera—Corunna—Busaco—Fuentes d'Onor—Ciudad Rodrigo—Badajoz—Salamanca—Vittoria—Nivelle—Nive—Orthes—Toulouse—Peninsula—Waterloo—Delhi.	Red .	Buff.
LIII. . . .	Shropshire .	Nieuport—Tournay—St. Lucia—Talavera—Salamanca—Vittoria—Pyrenees—Nivelle—Toulouse—Peninsula—Aliwal—Sobraon—Punjaub—Goojerat—Lucknow.	Red .	Red.
LIV. . . .	West Norfolk .	Egypt, with the Sphinx—Marabout—Ava	Red .	Grass Green.
LV. . . .	Westmoreland .	China, with the Dragon—Alma—Inkerman—Sevastopol.	Red .	Lincoln Green.
LVI. . . .	West Essex .	Moro—Gibraltar, with the Castle, Key, and motto <i>Montis Insignia Calpe</i> —Sevastopol.	Red .	Purple.
LVII. . . .	West Middlesex	Albuhera—Vittoria—Pyrenees—Nivelle—Nive—Peninsula—Inkerman—Sevastopol.	Red .	Yellow.
LVIII. . . .	Rutlandshire .	Gibraltar, with the Castle, Key, and motto <i>Montis Insignia Calpe</i> —Egypt, with the Sphinx—Maida—Salamanca—Vittoria—Pyrenees—Nivelle—Orthes—Peninsula.	Red .	Black.
LIX. . . .	Second Nottinghamshire.	Cape of Good Hope—Corunna—Java—Vittoria—St. Sebastian—Nive—Peninsula—Bhurtpore—Canton.	Red .	White.
LX. The King's Royal Rifle Corps.	. . .	<i>Celer et audax.</i> Boleia—Vimiera—Martinique—Talavera—Fuentes d'Onor—Albuhera—Ciudad Rodrigo—Badajoz—Salamanca—Vittoria—Pyrenees—Nivelle—Nive—Orthes—Toulouse—Peninsula—Punjaub—Mooltan—Goojerat—Delhi—Taku Forte—Pekin.	Green	Scarlet.
LXI. . . .	South Gloucestershire.	Egypt, with the Sphinx—Maida—Talavera—Salamanca—Pyrenees—Nivelle—Nive—Orthes—Toulouse—Peninsula—Punjaub—Ohillianwallah—Goojerat—Delhi.	Red .	Buff.
LXII. . . .	Wiltshire .	Nive—Peninsula—Ferozeshah—Sobraon—Sevastopol.	Red .	Buff.
LXIII. . . .	West Suffolk .	Egmont-op-Zee—Martinique—Guadaloupe—Alma—Inkerman—Sevastopol.	Red .	Lincoln Green.

PRECEDENCE AND DISTINCTIONS OF CORPS.

SECTION 1.

REGIMENTS OF INFANTRY—cont^d.

III.

Numerical and Regimental Titles.	County Title.	Badges, Mottos, Devices, and Distinctions.	Colour of	
			Uniform.	Facings.
LXIV.	Second Staffordshire.	St. Lucia—Surinam—Peralta—Beshire—Beshire—Kooshab—Lucknow.	Red .	Black.
LXV.	Second Yorkshire, North Riding.	The Royal Tiger, superscribed India—Arabia.	Red .	White.
LXVI.	Berkshire	Douro—Talavera—Albuhera—Vittoria—Pyrenees—Nivelle—Nive—Orthes—Peninsula.	Red .	Grass Green.
LXVII.	South Hampshire	Barrosa—Peninsula—The Royal Tiger, superscribed India—Taku Forts—Pekin.	Red .	Yellow.
LXVIII. Light Infantry	Durham	Salamanca—Vittoria—Pyrenees—Nivelle—Orthes—Peninsula—Alma—Inkerman—Sevastopol.	Red .	Dark Green.
LXIX.	South Lincolnshire	Bourbon—Java—Waterloo—India.	Red .	Lincoln Green.
LXX.	Surrey	Guadaloupe	Red .	Black.
LXXI. Highland Light Infantry.	Hindoostan—Cape of Good Hope—Roleia—Vimiera—Corunna—Fuentes d'Onor—Almaraz—Vittoria—Pyrenees—Nive—Orthes—Peninsula—Waterloo—Sevastopol—Central India.	Red .	Buff.
LXXII. The Duke of Albany's Own Highlanders.	In the second, third, and fourth corners the late Duke of York's Cypher and Coronet. Hindoostan—Cape of Good Hope—Sevastopol—Central India.	Red .	Yellow.
LXXIII.	Perthshire	Mangalore—Seringsapatam—Waterloo.	Red .	Dark Green.
LXXIV. Highland	The Elephant, superscribed Assaye—Seringsapatam—Busaco—Fuentes d'Onor—Ciudad Rodrigo—Badajoz—Salamanca—Vittoria—Pyrenees—Nivelle—Orthes—Toulouse—Peninsula.	Red .	White.
LXXV.	Stirlingshire	The Royal Tiger, superscribed India—Seringsapatam—Delhi—Lucknow.	Red .	Yellow.
LXXVI.	The Elephant, superscribed Hindoostan—Nive—Peninsula.	Red .	Red.
LXXVII.	East Middlesex	The Plume of the Prince of Wales. Seringsapatam—Ciudad Rodrigo—Badajoz—Peninsula—Alma—Inkerman—Sevastopol.	Red .	Yellow.
LXXVIII. Highlanders	Ross-shire Buffs	<i>Ouidich's Ehi.</i> The Elephant, superscribed Assaye—Maida—Java—Persia—Kooshab—Lucknow.	Red .	Buff.
LXXIX. Cameron Highlanders.	Egmont-op-Zee—Egypt, with the Sphinx—Fuentes d'Onor—Salamanca—Pyrenees—Nivelle—Nive—Toulouse—Peninsula—Waterloo—Alma—Sevastopol—Lucknow.	Red .	Dark Green.

SECTION 1.

PRECEDENCE AND DISTINCTIONS OF CORPS.

III.

REGIMENTS OF INFANTRY—cont^d.

Numerical and Regimental Titles.	County Title.	Badges, Mottoes, Devices, and Distinctions.	Colour of	
			Uniform.	Facings.
LXXX. . . .	Staffordshire Volunteers.	Egypt, with the Sphinx—Moodkee—Perozahah—Sobraon—Pegu—Central India.	Red .	Yellow.
LXXXI. . . .	Loyal Lincoln Volunteers.	Maida—Corunna—Peninsula.	Red .	Buff.
LXXXII. The Prince of Wales's Volunteers.	The Plume of the Prince of Wales. Roleta—Vimiera—Vittoria—Pyrenees—Nivelle—Orthes—Peninsula—Niagara—Sevastopol—Lucknow.	Red .	Yellow.
LXXXIII. . . .	County of Dublin.	Cape of Good Hope—Talavera—Busaco—Fuentes d'Onor—Ciudad Rodrigo—Badajoz—Salamanca—Vittoria—Nivelle—Orthes—Toulouse—Peninsula—Central India.	Red .	Yellow.
LXXXIV. . . .	York and Lancaster.	The Union Rose. Nive—Peninsula—India—Lucknow.	Red .	Yellow.
LXXXV. The King's Light Infantry.	Bucks Volunteers	<i>Autos splendore resurgo.</i> Fuentes d'Onor—Nive—Peninsula—Bladensburg.	Red .	Blue.
LXXXVI. Royal .	County Down .	In the second, third, and fourth corners the Harp and Crown, with the motto <i>Quis separabit?</i> Egypt, with the Sphinx—India—Bourbon—Central India.	Red .	Blue.
LXXXVII. The Royal Irish Fusiliers.	The Plume of the Prince of Wales. An Eagle, with a Wreath of Laurel. The Harp and Crown. Monte Video—Talavera—Barrosa—Tarifa—Vittoria—Nivelle—Orthes—Toulouse—Peninsula—Ava.	Red .	Blue.
LXXXVIII. The Connaught Rangers.	The Harp and Crown, with the motto <i>Quis separabit?</i> Egypt, with the Sphinx—Talavera—Busaco—Fuentes d'Onor—Ciudad Rodrigo—Badajoz—Salamanca—Vittoria—Nivelle—Orthes—Toulouse—Peninsula—Alma—Inkerman—Sevastopol—Central India.	Red .	Yellow.
LXXXIX. The Princess Victoria's.	Princess Victoria's Coronet. Egypt, with the Sphinx—Java—Niagara—Ava—Sevastopol.	Red .	Black.
XC. Light Infantry .	Perthshire Volunteers.	Mandora—Egypt, with the Sphinx—Martinique—Gundaloupe—Sevastopol—Lucknow.	Red .	Buff.
XCI. Argyllshire Highlanders.	Argyllshire .	Roleta—Vimiera—Corunna—Pyrenees—Nivelle—Nive—Orthes—Toulouse—Peninsula.	Red .	Yellow.
XCII. (Gordon) Highlanders.	Egmont-op-Zee—Mandora—Egypt, with the Sphinx—Corunna—Fuentes d'Onor—Almaraz—Vittoria—Pyrenees—Nive—Orthes—Peninsula—Waterloo.	Red .	Yellow.

PRECEDENCE AND DISTINCTIONS OF CORPS.

SECTION 1.

REGIMENTS OF INFANTRY—cont^d.

III.

Numerical and Regimental Titles.	County Title.	Badges, Mottos, Devices, and Distinctions.	Colour of	
			Uniform.	Facings.
XCIII. Sutherland Highlanders.	. . .	Cape of Good Hope—Alma—Balaklava—Sevastopol—Lucknow.	Red .	Yellow.
XCIV.	Red .	Lincoln Green.
XCV.	Derbyshire .	Alma—Inkerman—Sevastopol—Central India	Red .	Yellow.
XCVI.	Red .	Yellow.
XCVII. The Earl of Ulster's	<i>Quo fas et gloria ducunt.</i> Sevastopol—Lucknow	Red .	Sky Blue.
XCVIII.	China, with the Dragon—Punjab	Red .	White.
XCIX.	Lanarkshire .	Pekin	Red .	Yellow.
C. Prince of Wales's Royal Canadian.	The Plume of the Prince of Wales. In the second, third, and fourth corners a Maple leaf.	Red .	Blue.
CI. Royal Bengal Fusiliers.	Plassey—Buzar—Guzerat—Deig—Bhurt-pore—Afghanistan—Ghuznee—Peroze-shuhur—Sobraon—Pegu—Delhi—Lucknow.	Red .	Blue.
CII. Royal Madras Fusiliers.	The Royal Tiger, with motto— <i>Spectamur agendo.</i> Arcot—Plassey—Condore—Wyndewash—Sholingur—Nundy—Droog—Amboyna—Ternate—Banda—Pondicherry—Mahidpoor—Ava—Pegu—Lucknow.	Red .	Blue.
CIII. Royal Bombay Fusiliers.	The Royal Tiger, superscribed, 'Plassey, Buzar.' The Elephant, superscribed, 'Carnatic, Mysore.' Guzerat—Seringspattam—Kirkee—Beni Boo Ally—Aden—Punjab—Mooltan—Goojerat.	Red .	Blue.
CIV. Bengal Fusiliers	Punjab—Chillianwallah—Goojerat—Pegu—Delhi.	Red .	Dark Blue.
CV. Madras Light Infantry.	<i>Cedo Nullis.</i>	Red .	Ruff.
CVI. Bombay Light Infantry.	Persia—Reshire—Bushiro—Kooshab	Red .	White.
CVII. Bengal Infantry	Red .	Yellow.
CVIII. Madras Infantry.	Central India	Red .	White.
CIX. Bombay Infantry.	Central India	Red .	White.

SECTION 1.

PRECEDENCE AND DISTINCTIONS OF CORPS.

III.

REGIMENTS OF INFANTRY—cont^d.

Numerical and Regimental Titles.	County Title.	Badges, Mottos, Devices, and Distinctions.	Colour of	
			Uniform.	Facings.
Rifle Brigade The Prince Consort's Own.	.	Copenhagen—Monte Video—Roleia—Vimiers—Corunna—Busaco—Barrosa—Fuentes d'Onor—Cuidad Rodrigo—Badajoz—Salamanca—Vittoria—Nivelle—Nive—Orthes—Toulouse—Peninsula—Waterloo—Alma—Inkerman—Sevastopol—Lucknow.	Green	Black.
Colonial Corps.				
1st West India Regiment.	.	Dominica—Martinique—Gudaloupe	Red	White.
2nd West India Regiment.	.	.	Red	Yellow.
3rd West India Regiment.	.	In the 2nd, 3rd, and 4th Corners the Royal Cypher.	Red	Blue.
4th West India Regiment.	.	.	Red	Grass Green.
Ceylon Rifle Regiment	.	.	Green	Black.
Cape Mounted Riflemen.	.	Cape of Good Hope	Green	Black.
Royal Canadian Rifle Regiment.	.	.	Green	Scarlet.
Royal Malta Fencible Artillery.	.	The Royal Cypher and a Maltese Cross	Blue	Scarlet.
Departmental Corps.				
Army Hospital Corps	.	.	Blue	Grey.
Commissariat Staff Corps.	.	.	Blue	Dark Blue.
Military Store Staff Corps.	.	.	Blue	Scarlet.

N.B.—For further details regarding uniforms, facings, and appointments, see the "Dress Regulations of the Army."

IV. Standards, Guidons, and Colours.

IV.

Cavalry.

6. The standards of regiments of Dragoon Guards are to be of silk damask embroidered and fringed with gold. The guidons of regiments of dragoons to be of silk. The tassels and cords to be of crimson silk and gold mixed. The lance of the standard or guidon, including the Royal Crest which surmounts the lance, to be nine feet long.

Material of standards and guidons.

7. The flag of the standard is to be two feet five inches wide, without the fringe, and two feet three inches on the lance: the corners to be square. The flag of the guidon to be three feet five inches to the end of the slit of the swallow-tail, and two feet three inches on the lance. The upper and lower corners to be rounded off at twelve inches' distance from the end of the flag.

Flags of standards and guidons.

8. The standard or guidon of each regiment is to be of a crimson colour, and will bear (except otherwise authorized) the royal or other title in letters of gold on a red ground round a circle, and the rank of the regiment in gold Roman characters on a crimson ground, in the centre,—the whole within a wreath of roses, thistles, and shamrocks on the same stalk, ensigned with the imperial crown. The white horse, on a green mount on a crimson ground, to be in the first and fourth compartments, within a scroll: and the rose, thistle, and shamrock conjoined, on a ground of the colour of the facings of the regiment, within a scroll, in the second and third corners.

Numbers and devices.

9. The particular badge of a regiment will be embroidered in the centre of the standard or guidon, which (except otherwise authorized) will bear the royal or other title in letters of gold on a red ground round a circle, the whole within a wreath of roses, thistles, and shamrocks on the same stalk; ensigned with the imperial crown. The white horse, on a green mount on a crimson ground, within a scroll, will be in the first and fourth corners; and the rank of the regiment, on a ground of the same colour as the facings of the regiment, within a wreath of roses, thistles, and shamrocks, in the second and third corners.

Badges.

10. The standard or guidon is also to bear the devices, distinctions, and mottos which have been conferred by Royal authority; the motto is to be under the wreath in the centre.

Mottos.

11. The standards and guidons of cavalry are to be carried by troop serjeant-majors.

Foot Guards.

12. The Royal or first colours of the regiments of Foot Guards are crimson. They severally bear the following distinctions, as well as those authorized in para. 5 for the second colours (com-

First or Royal colours.

SECTION 1.

PRECEDENCE AND DISTINCTIONS OF CORPS.

IV.

STANDARDS, GUIDONS, AND COLOURS—cont^d.

pany badges excepted), the whole surmounted by an Imperial crown, viz :—

Grenadier Guards. *—1st Battalion.—Imperial crown (only).

2nd Battalion.—The Royal cypher, reversed and interlaced, with the Union flag in the dexter canton.

3rd Battalion.—The same as 2nd battalion, with a pile wavy issuant from the dexter canton.

Coldstream Guards.—1st Battalion.—The Star of the Order of the Garter.

2nd Battalion.—A star of eight points within the Garter, with the Union flag in the dexter canton.

Scots Fusilier Guards.—1st Battalion.—The Royal Arms of Scotland, with motto "*En! Ferus Hostis.*"

2nd Battalion.—The Union Badge, viz., the Rose, Thistle, and Shamrock, with motto "*Unita Fortior.*"

Second or regimental colour.

13. The Regimental or Second colour of each of the three regiments of Foot Guards is the Great Union, and bears the distinctions shown in para. 5.

Infantry of the Line.

Material and dimensions of colours.

14. The colours of infantry are to be of silk; the dimensions to be three feet nine inches flying, and three feet deep on the pike, exclusive of the fringe, which is about two inches in depth :—the length of the pike, including the Royal Crest, to be nine feet ten inches : the cords and tassels to be crimson and gold mixed.

First or Royal colour.

15. The Royal, or First, colour of every regiment is to be the Great Union, the imperial colour of the United Kingdom of Great Britain and Ireland, in which the cross of St. George is conjoined with the crosses of St. Andrew and St. Patrick, on a blue field. The first colour is to bear in the centre the imperial crown, and the number of the regiment underneath in gold Roman characters.

Regimental or second colour.

16. The Regimental, or Second, colour is to be of the colour of the facing of the regiment, with the Union in the upper canton,

* The regiment of Grenadier Guards has a crimson standard presented in 1832 to the King's or Queen's Company by His late Majesty King William IV. ; the Royal Cypher, crowned, emblazoned on the centre, with the badge of England in the first and fourth corners, that of Scotland in the second, and that of Ireland in the third corner, each surmounted by the Imperial Crown.

STANDARDS, GUIDONS, AND COLOURS—cont^d.

IV.

except in those regiments which are faced with red, white, or black; in those regiments which are faced with red, or white, the second colour is to be the red cross of St. George in a white field, and the Union in the upper canton. In those regiments which are faced with black, the second colour is to be St. George's Cross, with the Union in the upper canton; the three other cantons black. The number of the regiment is to be embroidered in gold Roman characters in the centre.

17. The Regimental, or Second, colour is also to bear the devices, distinctions, and mottos, which have been conferred by royal authority; the whole to be ensigned with the imperial crown. *Second* battalions carry the same colours as first battalions, with the addition of "II. BATT." on a scroll below the Union-wreath.

Devices, distinctions, &c.

18. Those regiments which have a Royal, County, or other title are to bear such designation on a red ground round a circle within the Union-wreath of roses, thistles, and shamrocks. The number of the regiment in gold Roman characters in the centre.

Titles.

19. In those regiments which bear any ancient badge, the badge is to be on a red ground in the centre, and the number of the regiment in gold Roman characters underneath. The Royal or other title, to be inscribed on a circle, within the Union-wreath of roses, thistles, and shamrocks.

Badges.

20. The Colours of infantry are, whenever practicable, to be carried by the two senior ensigns.

21. No addition or alteration is to be made in the standards or guidons of any regiment of cavalry, or in the colours of any regiment of infantry, without the Sovereign's special permission and authority signified through the Commander-in-Chief of the Army.

No alterations to be made.

22. Previously to making requisitions for new standards or colours, application is to be made, through the Adjutant-General, to the Inspector of Regimental Colours, for a drawing of the pattern as approved by royal authority.

Requisitions for new colours.

23. Camp-colours are to be 18 inches square, and of the colour of the facing of the regiment using them, with the number of the regiment upon them. The poles to be seven feet six inches long. The saluting-colour to be an ordinary camp-colour, distinguished by a transverse red cross; or, when the facings are red, by a transverse blue cross.

Camp-colours, Saluting-colours, &c.

SECTION 2.

I.

SECTION 2.—COMMAND AND RANK.

I.—Officers in General.

II.—Relative Rank of the Officers of the Army and Navy.

III.—Command in the Colonies.

I. Officers in General.

Senior officers
to command.

24. All commands belong to the senior combatant officer, irrespective of the branch of the service to which he belongs, and including the Royal Marine forces and Her Majesty's Indian forces. In case two commissions of the same date interfere, a retrospect is to be had to former commissions. When regiments or detachments are united, whether in camp, garrison, or quarters, the senior combatant officer—either by brevet or otherwise—is to command the whole, except in the case of dépôt battalions, for which a special provision is made in paras. 525 to 527.

Brigadier and
local Major-
Generals.

25. Officers serving on the staff in the capacity of Brigadier-Generals are to take rank and precedence with each other according to the dates of their commissions as colonels in the army, not from those of their appointments as brigadiers.

Colonels.

26. Colonels will continue to perform the ordinary duties of field officers for five years from the date of their commission as colonel, after which period they are not to be included in the field officers' roster, and will have special duties assigned to them, such as the presidency of General Courts-martial or of Boards or Courts of inquiry requiring the services of an officer of high rank.

Brevet field
officers.

27. Captains having the brevet rank of field officers are to do duty as field officers in camp and garrison; but they are also to perform all regimental duties according to their regimental rank.

Brigade majors
and Town
majors.

28. Officers employed as brigade majors, if of the rank of captain, are to take rank and precedence next after field officers in the brigade or garrison in which they are serving. Officers employed as town or fort majors, if under the rank of captain, are to take rank and precedence next after the captains in the garrison in which they are serving.

Officers
retiring.

29. Officers relinquishing their regimental commissions are not to be considered as retaining any rank in the service, either on account of such commissions or of any brevet commission they may have held, except in cases which may be exempted from this regulation by the Sovereign's especial authority.

Names in
Army List.

30. Field officers who retire from the service by the sale of their commissions, and are desirous of having their names retained in italics in the Army List, are, in their application to the Secretary of State for War for this privilege, to state the

COMMAND AND RANK.

SECTION 2.

OFFICERS IN GENERAL—cont^d.

I.

date of their retirement, and that of their last commissions, brevet as well as regimental, and should further send a notification to the War Office on the 1st January and 1st July of each year of their being alive.

31. When officers having permanent rank serve with those who have only temporary or local rank, and their commissions are of the same date, the officers having permanent rank take precedence of those having temporary or local rank.

Permanent and temporary rank.

32. Staff officers of pensioners will only assume command of officers who may be their juniors in the army when the whole or any portion of their own force in the garrison in which they may be located is called out for duty or for exercise under arms.

Staff officers of pensioners.

33. Precedence among the different branches of the Colonial forces is to be regulated by local ordinances, provided that the rank, precedence, and command of local officers shall not interfere with the rank, precedence, and command of officers of the army and navy, which must be governed by Her Majesty's Regulations, and also that the established principles of military subordination be conformed to.

Precedence in the colonies.

34. The following are the rules by which the relative rank of the officers of the regular forces, marines, militia, yeomanry, cavalry, and volunteer corps, is to be determined :

Marines, militia, yeomanry, and volunteers.

- a. Officers of the regular and marine forces command the officers of equal rank belonging to other branches of the military service.
- b. Officers of fencible and militia regiments rank together according to the dates of their respective commissions.
- c. Officers of militia or volunteers having also rank in the regular service, are not permitted—whilst serving in the militia or volunteers—to avail themselves of any other rank than that which they hold by virtue of their militia or volunteer commissions.
- d. All officers of yeomanry and volunteer corps, when serving with officers of the regular, marine, fencible, and militia forces, rank as juniors of their respective ranks.

35. In regiments of militia the following rules will also be observed :

Staff of militia.

- a. When quartermasters are appointed to serve with the rank of lieutenant or ensign, they take rank with those officers according to the dates of their commissions.
- b. Paymasters holding also commissions as subaltern, are allowed a choice of quarters next after the captains, without reference to their commissions as subaltern officers.

SECTION 2.

COMMAND AND RANK.

I.

OFFICERS IN GENERAL—cont^d.

- c. Paymasters who hold also the commissions of captains or subalterns in the militia, are liable to be called upon to sit on courts-martial, to attend all regimental parades, to act as officers of the day, to serve on working parties not detached, or on other duties, usually termed "duties of fatigue."—Whenever the duties of the two commissions come in competition, it is at the discretion of the officer commanding to determine which duty is to give way to the other.
- d. When assistant surgeons of militia—or fencible corps—hold at the same time commissions as subaltern officers, they are to be required to do duty only in their *medical capacity*.

Relative rank. **36.** The relative rank assigned to staff, departmental, or other officers attached to the army, and the privileges attached thereunto, are laid down in the Royal Warrant for Pay and Promotion, Part I.

N.B.—The classification of the Non-commissioned Officers and Departmental Subordinates of the Army in regard to precedence, will shortly be promulgated by the Secretary of State for War, and will eventually be embodied in the Royal Warrant for Pay and Promotion.

COMMAND AND RANK.

SECTION 2.

37. II. Relative Rank of the Officers of the Army and Navy.

II.

ARMY.		NAVY.	
1. Field Marshals -	Admirals of the Fleet.		
2. Generals - -	Admirals.		
3. Lieut.-Generals -	Vice-Admirals.		
4. Major-Generals -	Rear-Admirals -	Inspectors-General of Hospitals and Fleets after 3 years' service, on full-pay as such.	
5. Brigadier-Generals.	Captains of the Fleet Commodores, 1st and 2nd class.	Do., under 3 years' do.	
6. Colonels - -	Captains over 3 years	Deputy Inspectors-General of Hospitals and Fleets, after 5 years' service on full-pay as such. Secretaries to Admirals of the Fleet.* Paymasters-in-Chief.	
7. Lieut.-Colonels -	Captains under 3 years. Commanders, but junior of that rank.	Staff Captains (late Masters of the Fleet).* Deputy Inspectors-General of Hospitals and Fleets, under 5 years' service. Secretaries to Commanders-in-Chief, of 5 years' service as such.* Staff Commanders (late Masters of 15 years' seniority) - - - - - Staff Surgeons - - - - - Secretaries to Commanders - in - Chief under 5 years' service - - - - - Paymasters of 15 years' seniority - - - - - Chief Engineers and Naval Instructors of 15 years' seniority - - - - -	
			But junior of that rank.
8. Majors - -	Lieutenants of 8 years' standing.	Masters of 8 years' standing. Surgeons. Secretaries to Junior Flag Officers. Paymasters of 8 years' seniority. Chief Engineers and Naval Instructors of 8 years' seniority.	
9. Captains - -	Lieutenants under 8 years' standing.	Masters under 8 years' standing. Assistant Surgeon after 6 years' service. Secretaries to Commodores, 2nd class. Paymasters under 8 years. Chief Engineers and Naval Instructors under 8 years.	
10. Lieutenants -	Sub-Lieutenants -	Second Masters. Assistant Surgeon under 6 years. Assistant Paymasters. Engineers. Chief Gunner - - - - - Chief Boatswain - - - - - Chief Carpenter - - - - -	
			But junior of that rank.
11. Ensigns - -	Midshipmen - -	Masters' Assistants, above 17 years of age, and 2 years' service at sea in Navy or Merchant Service. Clerks. Assistant Engineers.	

* Secretaries to Admirals of the Fleet, and Secretaries to Commanders-in-chief are to reckon their seniority by length of service in those ranks, instead of from the date of their Commissions.

38. Nothing contained in these regulations is to give a claim Relative rank to any officer of the navy to assume command of Her Majesty's gives no claim land forces on shore, nor to any officer of the army to assume to command. command of any of Her Majesty's squadrons or ships.

SECTION 2.

COMMAND AND RANK.

II—III.

Precedency of naval and military officers in the colonies.

RELATIVE RANK OF THE OFFICERS OF THE ARMY AND NAVY—cont^d.

39. The following rules determine the precedence of military and naval Commanders-in-chief in the colonies.

- a. The senior officer in command of the troops, if of the rank of a General Officer, and the officer in command of Her Majesty's naval forces on the station, if of the rank of an Admiral, are to take rank next after the Governor, their own relative rank being determined by the Queen's Regulations on that subject.
- b. The senior officer in command of the troops, if of the rank of colonel or lieutenant-colonel, and the officer in command of Her Majesty's naval forces on the station, if of equivalent rank, are to take rank next after the Bishop and the Chief Justice, their own relative rank being determined by the Queen's Regulations on that subject.
- c. If below the rank of colonel or lieutenant-colonel, the senior officer in command of the troops and the officer in command of Her Majesty's naval forces on the station, are to take rank next after the Solicitor-General.
- d. Whilst however these rules will take effect in every place in which Her Majesty's instructions—communicated through the Secretary of State—avail for the purpose, they will not override the precedence which in a few colonies is conferred on certain officers either by law or by the terms of letters patent from the Crown, which instruments cannot be set aside or altered except by the issue of others having the same form and equal authority.

III. Command in the Colonies.

Governor of a colony.

40. The Governor of a colony, though bearing the title of Captain General or Commander-in-chief, is not, without special appointment from Her Majesty, invested with the command of Her Majesty's regular forces in the colony. He is not therefore entitled to take the immediate direction of any military operations, or, except in case of urgent necessity, to communicate officially with subordinate military officers, without the concurrence of the officer in command of the forces. Any such exceptional communication must be immediately notified to that officer.

Power of disposing troops.

41. Except in the case of invasion or assault by a foreign enemy, it is the duty of the Governor to determine the objects with which and the extent to which Her Majesty's troops are to be employed. He is therefore authorized to issue to the officer in command of the forces directions respecting their dis-

COMMAND IN THE COLONIES—cont^d.

III.

tribution and their employment on escort and other duties required for the safety and welfare of the colony. In all these matters however the Governor is required to consult as far as possible with the officer in command, and will incur special responsibility, if he shall direct the troops to be stationed or employed in a manner which that officer shall consider open to military objection.

42. The Governor, as the Queen's Representative, will give the "word" (parole) in all places within his Government. Parole.

43. The officer in command of the forces will, on the other hand, determine all military details respecting the distribution and movement of the troops and the composition of the different detachments, taking care that they are in conformity with the general directions issued to him by the Governor. Military commander.

44. The officer in command of Her Majesty's land forces is alone charged with the superintendence of all details connected with the military department in a colony, the regimental duty and discipline of the troops, inspections, and convening Courts-martial—other than general—and the granting leave of absence to military officers. His responsibility.

45. He will carry into execution, on his own authority, the sentences of Courts-martial, except sentences of death, which must first be approved, on behalf of the Queen, by the officer administering the civil government. Courts-martial.

46. He will make returns of the state and condition of the troops, of the military departments, of the stores, magazines, and fortifications within the colony, to the Governor, and furnish duplicates of all such returns of this nature as may be required or as he may see occasion to send to the military authorities at home, or to any officer under whose command he is placed. Returns.

47. On the receipt of the annual Mutiny Act, the officer in command of Her Majesty's land forces will communicate to the Governor the "General Orders" in which it may be promulgated. Receipt of Mutiny Act.

48. In the event of the colony being invaded or assailed by a foreign enemy, and becoming the scene of active military operations, the officer in command of Her Majesty's land forces will assume the entire military authority over the troops. Invasion of colony.

49. The foregoing regulations will hold good though the Governor may be a military officer senior in rank to the officer in command of the forces.

50. If several colonies are comprised in one military command, the officer in command of the whole may transfer troops from one colony to another on an application from the Governor of the colony to which the troops are sent, transmitted to him either through the Governor of the colony in which he is serving, or through the officer commanding the forces in the colony for Transfer of troops.

SECTION 2.

COMMAND AND RANK.

III.

COMMAND IN THE COLONIES—cont^d.

which troops are required. But he must in all cases consult with the Governor of the colony from which the troops are sent, and will incur a special responsibility if he sends them away without that Governor's consent. All such movements of troops are to be immediately reported to the Quarter-Master-General, Horse Guards.

Colonies how-
combined.

51. Except in the case of the North American colonies, colonies comprised under one Government in Chief are to be treated, for military purposes, as a single colony. Natal, for the same purpose, will be considered part of the Government of the Cape of Good Hope.

Corres-
pondence.

52. When the officer in command of the forces in a colony shall have occasion to report upon, or bring under the consideration of the Secretary of State for War matters which involve civil as well as military considerations, or which require the decision or concurrence of the Secretary of State for the Colonies, the officer in command of the forces will first communicate with the Governor respecting the matters in question; and having obtained the Governor's opinion or observations thereupon, he will transmit the same with his own report to the Secretary of State for War.

Duplicate
reports.

53. The officer in command of the forces is to send to the Governor duplicates of all reports on subjects—other than those relating to discipline and the routine of the service—which he may have occasion to make to the Secretary of State for War.

SECTION 3.—HONOURS AND SALUTES.

I.

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>I.—Honours to Royal Personages, and others.
 II.—Guards, Fiquets, and Sentries.
 III.—Honours at Military Funerals.
 IV.—Royal Salutes.
 V.—To Diplomatic Authorities.
 VI.—To Authorities of the Army and of the Navy.</p> | <p>VII.—To Officers.
 VIII.—To Governors of Her Majesty's Possessions and Fortresses.
 IX.—To Foreigners of Distinction.
 X.—Salutes in India.
 XI.—Miscellaneous Regulations.</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

I. Honours to Royal Personages, and others.

54. Her Majesty's forces are on all occasions to receive the Sovereign with the highest honours: viz., with a "Royal Salute;" standards and colours lowered; officers saluting; and bands playing "*God save the Queen.*" The guards mounted over the Sovereign pay no compliments except to Princes of the Blood Royal. All Members of the Royal Family, are also to be saluted with the Royal salute; standards and colours lowered; officers saluting; and bands playing "*God save the Queen.*"

The Sovereign and Members of the Royal Family.

55. When troops pay the prescribed honours to the Sovereign, the National Anthem is to be played throughout, and when they pay those honours to other members of the Royal Family the first part only (six bars) will be played. The first part of the National Anthem may also be played at the salute of a Viceroy and at State Ceremonials where a Royal Commissioner is acting on behalf of the Sovereign. The British National Anthem will not be played on any other occasion. The key to be used in playing it is invariably to be that of B flat.

National Anthem.

56. Foreign Crowned Heads and members of foreign Royal Families are to be received with the honours due to the Sovereign and members of the Royal Family respectively, but their own National Hymn is, when practicable, to be played.

Foreign Sovereigns and Princes.

57. A Field-Marshal is to be received with the lowered standards and colours of all the forces, except those of the Horse and Foot Guards, and except when any member of the Royal Family is present; but in case a Field-Marshal is colonel of any regiment of Horse or Foot Guards, he is to be received with the lowered standards or colours of the regiment he commands. These honours are to be paid in addition to those assigned for the salute of General officers in para. 58.

Field-Marshal.

58. General officers are to be received by the troops under their command with a general salute in the following manner, viz. :—

General officers.

By the *mounted branches of the service*;—with swords drawn, officers saluting, and trumpets sounding the "*flourish.*"

SECTION 3.

HONOURS AND SALUTES.

I.

HONOURS TO ROYAL PERSONAGES, AND OTHERS—CONT^d.

By *dismounted corps*;—officers saluting, arms presented, and bands playing the first part of a slow march. In corps not having bands the trumpets or bugles will sound the “flourish,” and the drums will beat a ruffle.

Officers under the rank of General.

59. Commanding officers of garrisons, camps, or stations under the rank of a General officer will be received by the troops under their command with the complimentary honours due to the rank one degree higher than that which they actually hold.

Governors of a colony

60. Governors of a colony—being likewise General officers—are entitled in every respect to the honours due to their military rank.

Foreign officers.

61. The compliments directed in these regulations are to be paid by the troops to officers in the service of any Power in alliance with Her Majesty, according to their respective ranks.

Troops in camp turning out.

62. The troops are to turn out, but not under arms, whenever any Member of the Royal Family—or the Commander-in-chief—passes along the front of a camp. On these occasions they are to be formed in open column with closed ranks, all officers at their posts.

Two regiments meeting on the march.

63. When two regiments meet on the march, the junior in point of precedence is to halt in line—open its ranks—and salute the other regiment, which proceeds on its march, with swords drawn, or bayonets fixed, trumpets sounding or drums beating, standards or colours flying, till it has cleared the front of the regiment which has halted. A battery of Royal Artillery with its guns is equivalent to a regiment with its colours, and is to be saluted accordingly.

Detachments meeting.

64. When two detachments meet on the march they will pay the usual compliments to each other without halting.

Staff Officers.

65. A staff officer in delivering an order to a commanding officer, is to give him the usual salute.

General rules.

66. General officers, commanding officers of regiments, and heads of departments, are at all times entitled to be saluted by those under their immediate command; and soldiers are to be instructed to salute all officers whom they know to be such, whether dressed in uniform or not. Officers are always to *return the salute* of a non-commissioned officer or private soldier, except when their swords are drawn.

Officers.

67. Officers in uniform are not to take off their shacos or forage caps in saluting: when their swords are drawn they will salute as laid down in the “Sword Exercises;” but when their swords are not drawn, they are to salute, by bringing up the right hand to the forehead horizontally, on a line with the eyebrow.

Non-commissioned Officers and Men.

68. Non-commissioned officers and soldiers when not on duty under arms are at all times to offer the prescribed salute to

HONOURS TO ROYAL PERSONAGES, AND OTHERS—cont^d.

I.—II.

commissioned officers as laid down in the "Field Exercise," Part I. When a soldier speaks to an officer he is to stand at attention, having saluted the officer on approaching him. When he appears before an officer in a room he is to do the same and not take off his cap.* A soldier without his cap is not to salute, but is to stand at attention until the officer passes. The latter rule is to be observed by a soldier who is carrying anything that prevents him from saluting properly. When individual soldiers meet a column of troops on the march they are to halt, front towards the column, and stand at attention until the column passes, saluting the commanding officer, and the colours, if there are any.

69. It is the duty of non-commissioned officers and soldiers, at all times and in all situations, to pay the proper compliments to officers of the Royal Navy and Marines, Militia, and Volunteers, to officers of the Departments of the army bearing commissions, and to officers of other regiments, when dressed in their uniforms, in the same manner as to the officers of their own corps.

Saluting officers other than regimental.

70. The special regulations regarding honours and salutes applicable to the brigade of Foot Guards, are contained in an extract from the "Orders and Regulations for the Brigade of Foot Guards," issued by command of Her Majesty in the year 1853, which is given in Appendix No. 1.

Foot Guards.

II. Guards, Fiquets, and Sentries.

71. When guards of honour are detailed to attend on Royal personages or at state ceremonials, they are to consist, as a general rule, of 100 rank and file with a captain in command, two subaltern officers (one carrying the first colour), a proportion of serjeants, and the regimental band. Guards of honour over civil Governors of a colony are not to mount with colours.

Guards of honour.

72. The Royal standard or State colour of the "Foot Guards" is never to be carried by any guard except that which mounts over the Sovereign.

The Royal standard in the Guards.

73. The first standard or guidon of cavalry, or the Queen's colour of regiments of infantry, is not to be carried by any guard but that over the Sovereign, or any member of the Royal Family or over a Viceroy; and is only to be used at guard mounting or other ceremonials when a member of the Royal Family or a Viceroy is present, and on occasions when the National Anthem is appointed to be played, as laid down in para. 55; at all other times it is to remain with the regiment.

First colour of regiments of the line.

74. Standards, guidons, or colours passing a guard are to be saluted with the utmost respect, the trumpets or bugles sounding a flourish and the drums beating a ruffle.

Colours passing a guard.

* N.B.—The contrary rule is to be observed when appearing before a civil magistrate, as laid down in para. 359.

SECTION 3.

HONOURS AND SALUTES.

II.

GUARDS, PIQUETS, AND SENTRIES—cont^d.

Officers not in uniform.

75. No officer who is not dressed in uniform, is entitled to the compliment of a guard turning out. The several members of the Royal Family, the Lord-Lieutenant of Ireland, and Governors or Lieutenant-Governors within the precincts of their governments are excepted from this rule.

Governors.

76. To Governors, who have not commissions as General officers, all guards within the limits of their jurisdiction are to turn out with presented arms, and beat a ruffle, or sound a flourish.

General Officers.

77. Guards are at all times to turn out and pay the compliments to General officers in uniform. General officers meeting guards on the march are also entitled to the usual salute in passing.

Commanding officers and field officers.

78. To regimental commanding officers—irrespective of their army rank—their regimental guards are to turn out, and present arms, once a day, after which they are to turn out to them with shouldered arms. To regimental field officers not commanding, regimental guards are to turn out with shouldered arms, once a day. Regimental guards or armed parties meeting the commanding officer of the corps are to salute him in passing.

Officers passing in rear or during relief of a guard.

79. When General officers in uniform, or persons entitled to a salute, pass in rear of a guard, the officer in command is to cause his men to fall in and stand with shouldered arms, facing to their proper front; but no drum is to beat or bugle to sound. When such officers pass guards while in the act of relieving, both guards are to salute, receiving the word of command from the senior officer present with them.

Field officer of the day.

80. When garrison or other guards proceeding to or from their posts meet the field officer of the day, they are to salute him in passing.

Approach of armed or unarmed parties.

81. Guards are to get under arms at all times when armed parties (including militia or volunteer corps) approach their posts;—and when such parties are commanded by officers they are to present arms and beat a ruffle or sound a flourish, officers saluting, but they are not to pay compliments nor to turn out as a matter of compliment after the "Retreat" has sounded. Guards should stand to their arms while unarmed parties commanded by officers pass their posts. The manner in which guards are to turn out to pay compliments, and sentries are to salute, is laid down in the "Field Exercises and Evolutions of Infantry," Part VII.

Guards turning out to the Royal Family.

82. Officers in the command of guards and detachments are to be alert in getting their men under arms, and attentive in paying the due compliments on any of the Royal Family passing by their posts, whenever they are attended by guards:—at other times military compliments to the Royal Family, with the exception of Her Majesty, are dispensed with.

Outlying piquets to pay no compliments.

83. Outlying piquets pay no compliments, but when marching at ease are to be called to "attention" and, when at their posts, are to "stand to their arms" on the approach of a general officer,

GUARDS, PIQUETS, AND SENTRIES—cont^d.

II.—III.

the field officer of the day, or any armed party. Their sentries pay no compliments of any kind. The same rule applies to advance and rear guards, which are merely outlying piquets on the march.

84. Sentries mounted over the quarters of a General officer are to be instructed to pay the compliment of "Presenting arms" to general officers *only*; to officers below that rank, sentries are to stand with shouldered arms; in all cases, however, they are to pay the prescribed compliment to armed parties passing their posts.

Sentries over
General
officers'
quarters.

85. All guards and sentries are to pay the same compliments to the officers of the Royal Navy and Marines, to officers of Militia, and to officers of Volunteers holding commissions—when in uniform—as are directed to be paid to officers of the army. *Sentries only* are required to pay the proper compliments to the officers of the Departments of the army holding commissions, according to their relative ranks.

Compliments to
officers of other
services.

III. Honours at Military Funerals.

86. The funerals of military officers are to be saluted as follows: that of a Field-Marshal with seventeen guns, attended by six battalions, and eight squadrons: that of a General, with fifteen guns, four battalions, and six squadrons: that of a Lieutenant-General, with thirteen guns, three battalions, and four squadrons: that of a Major-General, with eleven guns, two battalions, and three squadrons: that of a Brigadier-General—commissioned as such—with nine guns, one battalion, and two squadrons: that of a Colonel commanding is to be attended by his own regiment, or by an equal number of men by detachments, and officers in proportion, with three rounds of small arms: that of a Lieutenant-Colonel of a Corps, by three hundred men, and officers in proportion, with three rounds of small arms: that of a Major, by two hundred men, and officers in proportion, with three rounds of small arms: that of a Captain, by his own troop, battery, or company, or one hundred rank and file, under the command of a captain, with three rounds of small arms: that of a Lieutenant, by one serjeant, one trumpeter or drummer, one fifer, and forty rank and file, under the command of a lieutenant, with three rounds of small arms: that of a Cornet, or Ensign, by one serjeant, one trumpeter or drummer, and thirty rank and file, under the command of a cornet or ensign, with three rounds of small arms.

Field-Marshal.

General.

Lieut.-General.

Major-General.

Brigadier-
General.

Colonel.

Lieut.-colonel.

Major.

Captain.

Lieutenant.

Cornet or en-
sign.

87. The honours to be paid at the military funerals of staff officers and of the commissioned officers of the Departments of the army are to be regulated according to their relative rank, as laid down in the Royal Warrant, Part I.

Staff and
departmental
officers.

88. Officers are not to be interred with military honours except they be, at the time of their decease, on full pay, or employed on the Staff, or in the exercise of any military command.

Officers, when
entitled to.

SECTION 3.

HONOURS AND SALUTES.

III.—IV.

HONOURS AT MILITARY FUNERALS—cont^d.

Officers wear-
ing mourning.

89. Officers attending funerals, or when in mourning, are to wear a piece of black crape round the left arm above the elbow, and no other sign of mourning is at any time to be worn by officers in uniform unless otherwise specially ordered.

The pall.

90. The pall is to be supported by officers of the same rank with that of the deceased; if the attendance of a sufficient number of that rank cannot be obtained, officers next in seniority are to supply their places.

Non-commis-
sioned officers
and men.

91. The funeral of a serjeant is to be attended by a firing party of nineteen rank and file, under the command of a serjeant, with three rounds of small arms: that of a corporal, bombardier, second corporal, musician, private soldier, trumpeter, drummer, or fifer, by a firing party of thirteen rank and file, under the command of a serjeant, with three rounds of small arms.

Attendance
at funerals.

92. In addition to the firing parties, the funeral of an officer will be attended by the officers, of the regiment; that of a serjeant by the serjeants, and that of a corporal by the corporals of the regiment. The funeral of a non-commissioned officer or private will be attended by the troop, battery, or company (officers included) to which he belonged.

Supply of gun
carriages.

93. Light gun carriages for funeral purposes are supplied on application to the Quartermaster-General's department at all stations where the burial ground is more than one mile distant from the barracks.

IV. Royal Salutes.

Royal Salutes.

94. All Royal Salutes consist of Twenty-one Guns.

Arrival and
departure of
the Queen.

95. Whenever the Sovereign shall arrive at any place in the British dominions where there is a fort or battery from which salutes are usually fired, a royal salute shall be fired from such fort or battery, and similar salutes shall be fired upon the Sovereign's departure, and on such other occasions as shall be directed.

Vessels passing
forts.

96. Whenever any ship or other vessel, in which the flags which indicate the presence of the Sovereign* are flying, shall pass any fort or other place from which salutes are usually fired, a royal salute is to be fired from such fort or other place; but whenever any ship or vessel passes, bearing the royal standard only (without the other flags), such fort or other place is not to salute such ship or vessel.

Other Members
of the Royal
Family.

97. Whenever any other members of the Royal Family shall arrive at, or quit any place where there is a fort or battery from which salutes are usually fired, they shall receive a royal salute on their first arrival at, and final departure from, such fort or battery.

* N.B.—These flags are the Royal Standard at the maintop-gallant-mast head, the flag of the Lord High Admiral at the foretop-gallant mast head, and the union jack at the misentop-gallant-mast head. In small vessels these flags are placed in the most conspicuous parts.

ROYAL SALUTES—cont^d.

IV.—V.

98. The standard of His Royal Highness the Prince of Wales is to be treated with the same respect, and saluted in the same manner when displayed in any of Her Majesty's ships or forts as the royal standard of Great Britain. Standard of the Prince of Wales.

99. The royal standard and the standard of His Royal Highness the Prince of Wales do not return salutes, and no other flag is to be saluted in presence of the royal standard. Royal standard.

100. Whenever any foreign Crowned Head, Sovereign Prince, or his Consort,—or any Prince, member of a Foreign Royal Family,—or President of a Republican State, shall arrive at, or quit any place in Her Majesty's dominions, where there is a fort or battery from which salutes are usually fired, they shall receive a royal salute on their first arrival at, and final departure from, such fort or battery, and from all Her Majesty's ships present. Crowned Heads, Foreign Princes, &c.

101. The fixed days for firing salutes as celebrations of anniversaries are as follows: *viz.*— Anniversaries.

The Anniversaries of the Birth, the Accession, and the Coronation of the reigning Sovereign ;

The Birthday of the Consort of the reigning Sovereign ;

on which days a royal salute shall be fired at noon from all the forts and batteries from which triumph salutes are usually fired.* (See para. 136.)

102. Excepted from this regulation are the salutes usually fired at the Tower and at St. James's on the above occasions, as also are the salutes on the opening, proroguing, or dissolving of Parliament by Her Majesty ; or, on Her Majesty going anywhere in procession, which salutes are to continue as heretofore, or as Her Majesty may please to command. Salutes fired at the Tower and St. James's.

103. The Lord-Lieutenant of Ireland is entitled to receive from the forts and batteries within his vice-royalty a royal salute ; and on being fallen in with afloat, within three leagues of any part of the coast of Ireland, the ship in which he is embarked having the Irish standard flying, or on His Excellency's visiting any of Her Majesty's ships within the said limits, he is to be saluted with a royal salute. The Lord-Lieutenant of Ireland.

V. To Diplomatic Authorities.

104. Ambassadors, Extraordinary and Plenipotentiary	Scale. 19 Guns.
Envoys Extraordinary and Ministers Plenipotentiary, and Envoys, Ministers, and others accredited to Sovereigns, with the exception of such Ministers as are accredited in the specific character of " Minister Resident " .	15 Guns.

* The notification in the London Gazette fixes the day on which the anniversary of Her Majesty's birthday is to be observed at home.

SECTION 3.

HONOURS AND SALUTES.

V.—VI.

TO DIPLOMATIC AUTHORITIES—cont^d.

Scale.

Ministers Resident, Diplomatic Authorities, below the rank of Envoy Extraordinary and Minister Plenipotentiary, and above that of Chargé d'Affaires	13 Guns.
Chargés d'Affaires, or Subordinate Diplomatic Agents left in charge of Missions	11 „
Consuls-General or British Factories	9 „
Consuls	7 „

Ambassadors
Extraordinary
and Plenipo-
tentiary.

105. Whenever any Ambassador Extraordinary and Plenipotentiary shall arrive at, or depart from, any place in Her Majesty's dominions where there are forts or batteries from which salutes are usually fired, he is to be saluted with the number of guns specified against his rank.

Envoy Extra-
ordinary and
Minister Pleni-
potentiary.

106. An Envoy Extraordinary and Minister Plenipotentiary is entitled to be saluted with the number of guns specified against his rank; but he is entitled to the compliment only when within the precincts of the nation to which he is accredited.

Diplomatic
authorities of
lower rank.

107. The foregoing regulations are to be applicable also to the other Diplomatic Authorities of lower rank than that of Envoy Extraordinary and Minister Plenipotentiary, differing only in the number of guns with which they are to be saluted, as stated against their ranks in the scale.

When nations
pay the same
compliment to
Her Majesty's
Ministers.

108. It is to be understood that salutes, in conformity to the foregoing regulations, are to be fired (from either forts or ships) in compliment to those foreign diplomatic authorities only whose nations pay the same compliments to Her Majesty's Diplomatic Ministers in their territories.

VI. To Authorities of the Army and of the Navy.

Scale.

109. The Lord High Admiral, or the Lords Com- missioners for executing the office of Lord High Admiral, or the Commander-in-Chief, or the Officer Commanding in Chief the Army of the United Kingdom	19 Guns.
The First Lord Commissioner of the Admiralty	15 „

Lord High
Admiral or
Admiralty or
Commander-
in-Chief of the
Army.

110. Whenever the Lord High Admiral, or the Lords Commissioners for executing the office of the Lord High Admiral, or the Commander-in-Chief, or the Officer Commanding-in-chief the army of the United Kingdom, shall arrive in their official capacities at any places in Her Majesty's dominions where there are forts or batteries from which salutes are usually fired, they are to be saluted with the number of guns specified against their respective ranks, and such further salutes shall be fired from the fort or battery, at their departure, as may be directed.

TO AUTHORITIES OF THE ARMY AND OF THE NAVY—cont^d.

VI—VII

111. Whenever the First Lord Commissioner of the Admiralty shall arrive, in his official capacity, at any place in Her Majesty's dominions, where there is a fort or battery from which salutes are usually fired, he shall be entitled to be saluted by such fort with the number of guns specified against his rank.

The Lord First Commissioner of the Admiralty.

VII. To Officers.

	Scale.	
112. Field-Marschals or Admirals of the Fleet	17	Guns.
Admirals or Generals	15	„
Lieutenant-Generals or Vice-Admirals	13	„
Rear-Admirals or Major-Generals	11	„
Brigadier-Generals, or Commodores	9	„
Return Salutes to Captains of the Navy, and Officers of inferior rank	7	„

Officers of the army and navy.

N.B.—While any of the above-mentioned hold commissions as Commanders-in-Chief, or Commanders of the forces of a station, they are entitled to be saluted with two guns more than are specified against their respective ranks.

113. Whenever any of the naval officers specified above are in actual employment and land for the first time in any place of Her Majesty's dominions where there are forts or batteries from which salutes are usually fired, they are to be saluted with the number of guns specified against their ranks; and when any officer of the army, specified above, being in actual employment, shall officially visit or embark in one of Her Majesty's ships, he shall likewise be saluted by that ship with the number of guns specified against his rank, either on going on board or on quitting the said ship; but if he should go on board more than one ship in the same port, he is to be saluted only by one of them; but these salutes are not to be repeated to the same officer, military or naval, oftener than once in twelve months abroad, and in the United Kingdom once in three years, unless the officer in question shall in the meantime have received advancement of rank, in which case he may be again saluted by the fort or ship, as the case may be, according to the scale prescribed for his new rank.

On landing or embarking for the first time.

These salutes, being personal, are not to be returned.

114. No captain, commander, lieutenant, or any other officer commanding one of Her Majesty's ships, shall salute an officer under the rank of a Commodore or Brigadier-General, in Her Majesty's navy or army, in any part of the world.

No salutes to officers under the rank of Commodore.

115. Having in view to assimilate, in practice, salutes in all Her Majesty's dominions, and the exchange of salutes between

Exchange of salutes be-

SECTION 3.

HONOURS AND SALUTES.

VII.—VIII.

To OFFICERS—cont^d.

tween forts
and ships.

Her Majesty's forts and ships having been forbidden in the United Kingdom, in future Her Majesty's ships and vessels and Her Majesty's forts and castles, are not, on any account, to exchange salutes in any part of Her Majesty's dominions.

Funerals of
General and
Flag officers.

116. At the funerals of General and Flag officers, or of Commodores and Brigadier-Generals dying upon service, minute guns are to be fired whilst the body is proceeding to the place of interment, but these minute guns are not to exceed the number to which the officer's rank entitled him when living.

Minute guns.

117. After the body is deposited in the grave, or in the sea, there shall moreover be fired a salute of cannon, of the same number of guns as the deceased officer was entitled to when living; and in the event of a General or Flag officer dying afloat, being buried on shore, where there is a fort, minute-guns are to be fired from the ship whilst the body is being conveyed to the shore; and after the body is landed, minute-guns are to be fired by the fort whilst the funeral procession is moving from the landing-place to the place of interment: the minute-guns, both from the ship and the fort, shall not exceed twice the number of guns the officer was entitled to when living.

Officers of inferior
rank.

118. Cannon are not to be fired at the funerals of officers subordinate to the above ranks.

VIII. To Governors of Her Majesty's Possessions and Fortresses.*

	Scale.
119. The Lord Warden of the Cinque Ports . . .	19 Guns.
Governors of Her Majesty's colonies, foreign possessions, castles or fortresses, (within the precincts of their Governments) . . .	17 „
Lieutenant-Governors of Her Majesty's colonies, foreign possessions, castles, or fortresses, (within the precincts of the said Governments, if administering the Government) . . .	13 „

The Lord
Warden of the
Cinque Ports.

120. The Lord Warden of the Cinque Ports is to be saluted by the forts within his jurisdiction with the number of guns above specified, and as heretofore has been the practice.

Salutes to
Governors of
Colonies, &c.

121. All Governors, or Lords High Commissioners of Her Majesty's colonies, foreign possessions, castles, or fortresses, are entitled to a salute of the number of guns above specified against their rank; but as they are entitled to this compliment only within the precincts of their governments when they proceed in a ship of war from the United

* For the revised tables of salutes to be given to European functionaries in India, see X.

HONOURS AND SALUTES.

SECTION 3.

TO GOVERNORS OF HER MAJESTY'S POSSESSIONS AND FORTRESSES—cont^d.

VIII.—IX.

Kingdom, they are only to be saluted by such ship on their quitting her, after arrival at their several destinations. A Governor, on his first landing in his government, is entitled to be saluted from the fort or battery, with the number of guns before specified, and again, on his final departure, at the expiration of his government; and he is further entitled to be saluted by such other forts or dependencies of his government as he may visit in his official capacity, but these latter salutes shall be repeated at each place only once in twelve months.

122. When Governors, or Lieutenant-Governors, quit their governments on leave of absence, they are entitled to the same salutes on their departure and on their return to their governments, as on first assuming them, or on final departure.

Governors on leave of absence.

123. All Lieutenant-Governors administering the government are entitled to the salutes specified opposite to their rank under the foregoing regulations and restrictions laid down for Governors.

Lieutenant-Governors.

124. Lieutenant-Governors not administering the government are to be entitled to be saluted with the number of guns specified against their rank; but they are only to receive this compliment on their arrival at the seat of government, and on their finally quitting it, and only from the forts or batteries at the seat of government.

Lieutenant-Governors not administering the government.

125. Civil functionaries are to have at their funerals the same number of guns fired as minute-guns, while the procession is going to the burial-ground, as they were entitled to be saluted with when living. Civil functionaries, not entitled to salutes of cannon when living, are to have no guns fired at their funerals.

Funerals of civil functionaries.

IX. To Foreigners of Distinction.

126. If a Foreigner of high distinction, or a foreign Flag or General officer shall visit any one of Her Majesty's ships or vessels, he may be saluted on his going on board, or on leaving the ship or vessel, with such number of guns as, from his rank, may be deemed proper; not, however, exceeding fifteen, unless a British officer of corresponding rank shall have been saluted by a ship or vessel of the nation of such foreigner with a greater number, in which case an equal number may be fired, but never exceeding nineteen guns. In either case the flag of the nation of such foreigner is to be hoisted at the mast-head during the salute.

Foreigners of high distinction.

127. All salutes from ships of war of other nations, either to Her Majesty's forts or ships, are to be returned gun for gun.

Ships of war of other nations.

SECTION 3.

HONOURS AND SALUTES.

I.

European
functionaries.

I. Salutes in India.

128. The following revised Tables of Salutes to European functionaries and on anniversaries or special occasions, in India, were approved by Her Majesty in Council on the 23rd day of January 1860.

No. 1.

129. SALUTES to EUROPEAN FUNCTIONARIES applicable to the TERRITORIES under the Authority of the GOVERNMENT of INDIA.			
1	Viceroy and Governor-General of India.	21 guns	By the forts and batteries within the Indian territories and seas; and on being fallen in with by, or visiting, any of Her Majesty's ships within those limits.
2	Ambassadors	19 "	By Her Majesty's forts and batteries within the Indian territories, and also on visiting, embarking on board of, or disembarking from, any of Her Majesty's ships within the Indian seas.
3	Governors of Presidencies	17 "	By the forts and batteries within the Indian territories and seas, and by Her Majesty's ships within those limits.
4	The President of the Council of India.	17 "	
5	Governor-General of the Portuguese settlements in India.	17 "	
6	Governor of Pondicherry	17 "	
7	Governors of Her Majesty's colonies.	17 "	The same within jurisdiction, or when on duty elsewhere.
8	Lieutenant-Governors of Provinces in India.	15 "	The same within jurisdiction, or when on duty elsewhere.
9	Commander-in-Chief	—	According to military rank, with two guns more than specified below, in the scale for rank.
10	Commander-in-Chief of Her Majesty's Naval Forces.	—	According to naval rank, with two guns more than specified below, in the scale for rank.
11	Provincial Commander-in-Chief.	—	According to military rank, with two guns more than specified below, in the scale for rank.
12	Generals and Admirals, or their flags.	15 guns	The same within Indian territories and seas.
13	Members of Council	15 "	Forts and batteries, and Her Majesty's ships, within their respective Presidencies.
14	Commander-in Chief, Indian Navy.	—	According to naval rank, with two guns more than specified below, in the scale for rank.
15	Plenipotentiaries and Envoys.	15 guns	The same within the precincts of the territories to which he is accredited.
16	Lieutenant-Governors of Her Majesty's colonies.	15 "	The same within jurisdiction, or when on duty elsewhere.

The same
within
Indian
territories
and seas.

Within his
own
Presidency
only.

The same
within
Indian
territories
and seas.

SALUTES IN INDIA—cont^d.

I—XI.

17	Vice-Admirals and Lieutenant-Generals, or their flags.	13 guns	The same within Indian territories and seas.
18	Agents to the Governor-General.	13 „	The same within Indian territories and seas, or within jurisdiction only, or when on duty elsewhere.
19	Residents - - -	13 „	} The same within jurisdiction, or when on duty elsewhere.
20	Chief Commissioners of Provinces and Commissioners.	13 „	
21	Rear-Admirals and Major-Generals, or their flags.	11 „	The same within Indian territories and seas.
22	Political Agents and Chargés d'Affaires.	11 „	Forts, batteries, and Her Majesty's ships within the precincts of the territories to which he is accredited.
23	Commodores of the First Class and Brigadier-Generals.	9 „	The same within limits of command.
24	The Portuguese Governor of Damaun.	9 „	The same within Indian territories and seas.
25	The Governor of Dew -	9 „	
26	Her Majesty's ships not carrying broad pennant (return salute only).	7 „	
27	Any other ship - - -	-	Gun for gun.

Officers inferior to Brigadier-Generals who command divisions of the army, district field forces on or beyond the British frontier, or garrisons with a permanent staff, to receive in Bengal, Madras, and Bombay, a salute and honours of the next superior army rank, from their own garrison forces, &c.

Note.—The Viceroy and Governor-General of India to have power, in cases in which he may deem it expedient to authorize salutes, to issue such local regulations for the guidance of the authorities in Indian limits with respect to civil or military officers holding positions or commands not included in the above Table.

No. 2.

130. SALUTES ON ANNIVERSARIES OF SPECIAL OCCASIONS applicable to the TERRITORIES under the Authority of the GOVERNMENT of INDIA. Anniversaries or special occasions.

ANNIVERSARIES.

1. The Queen's birthday. 21 guns. 2. The accession and coronation of the reigning Sovereign. 21 guns. 3. The birthday of the Consort of the reigning Sovereign. 21 guns.—To be fired at all stations where there are guns.

SPECIAL OCCASIONS.

4. Births of children of the reigning Sovereign. 21 guns }
 5. Victories by the British arms. 21 guns - } At the Presidencies
 6. Reading of all proclamations. 21 guns - } only.

FUNERAL HONOURS.

7. Minute guns to be fired at the funerals of Crowned Heads, and at the funerals of functionaries who were entitled to salutes; the same number of minute guns only to be fired as they were entitled to as salutes, when living. Funeral honours.

8. Minute guns equal in number to the years of the deceased not to be fired on any occasion unless by special order of the Governor-General in Council.

9. Noonday guns to be fired at all large military stations.

XI. Miscellaneous Regulations.

131. Such of the authorities mentioned in the foregoing instructions as may, from their rank and appointments, be No person to be saluted in

SECTION 3.

HONOURS AND SALUTES.

XX.

SALUTES IN INDIA—cont^d.

more than one capacity.

entitled to be saluted in more than one capacity, shall be saluted under that rank which shall entitle them to the greatest number of guns, but on no occasion is the same individual to be saluted in more than one capacity.

Salutes in honour of great victories.

132. No other salutes than those authorized by the foregoing regulations are to be allowed, except that, upon any important occurrence, such as a great victory gained by Her Majesty's arms, or other highly advantageous national event, the Governor, or officer commanding any of Her Majesty's possessions abroad, may, in conjunction with the senior officer of Her Majesty's naval service on the spot, direct such salutes to be fired as the occasion may seem to them to require; but, unless the officers in command of both services concur in the propriety of such salutes being fired, they are not to take place by one service only.

Salutes that may be sanctioned by Governors of colonies.

133. The Governors of our colonies are, however, authorized to continue to sanction such salutes as may have been customary, and which they may deem right and proper at religious ceremonies, and further, to cause the usual salutes to be fired at the opening and closing of the Houses of Parliament or Assembly; but these salutes are in no case to exceed nineteen guns.

Ammunition for salutes.

134. The ammunition for all salutes authorized by the foregoing instructions is to be supplied at the public charge; but, in the event of guns being fired to enforce quarantine or port regulations, where there may be local laws authorizing the recovery of the cost of the ammunition used for such purpose, the amount is always to be recovered and paid to the respective officers of the War Office at the place.

Interval between the rounds.

135. In firing salutes an interval of ten seconds is to be allowed between the rounds; should however the number of guns available for saluting be such as to render this interval unsafe, the officer in command will use his discretion in ordering longer intervals to be observed between the rounds.

Stations for firing salutes.

136. The following is a list of home stations at which salutes are authorized to be fired on triumph days, &c.

Alderney.	Guernsey (Fort George).	Pigeon House Fort, Dublin.
Brighton.	Hull.	Plymouth.
Chatham.	St. James's Park.	Portsmouth.
Cork Harbour.	Jersey (Elizabeth Castle).	Sheerness.
Dover.	Landguard Fort.	Stirling.
Dumbarton Castle.	Liverpool.	Tilbury Fort.
Edinburgh.	Pembroke.	The Tower.
Fort George, N. B.	Pendennis Castle.	Woolwich.
Fort Victoria (Isle of Wight).		

At Cowes Castle, Isle of Wight, when the Court is at Osborne, and at Hurst Castle when Her Majesty passes, or visits the Fort.

SECTION 4.—COMMISSIONS AND PROMOTION OF OFFICERS.

I.

I. Appointment, Promotion, Exchange, and Retirement.
 II. Examinations for Promotion.

I.—Appointment, Promotion, Exchange, and Retirement.

137. The "Royal Warrant for the Pay, Promotion, &c., of the Army" contains the general regulations regarding the purchase and sale of military commissions, and the rules by which the appointment, promotion, exchange, and retirement of officers are governed.

Royal
Warrant.

138. All recommendations or applications for direct commissions are to be addressed to "the Military Secretary, Horse Guards," and are to certify the eligibility of the person recommended in respect to education, character, connexions, and bodily health, and to state his christian name, surname, age, and place of abode. The qualifications required for commissions will be made known to the friends of candidates, as well as the time and place of the examination to be passed before any commission is granted.

Qualifications
for commis-
sions.

139. The London Gazettes published by authority, in which all military appointments, promotions, exchanges, and removals are inserted, and which are transmitted by the Secretary of State for War to the general officers commanding on foreign stations, are to be considered as official notifications of the appointments, &c., so published; as are also intimations from regimental agents.

Notifications
in "London
Gazette."

140. Officers, on being newly appointed to commissions in the army, are to join their regiments or depôts within two months from the dates of their appointment, or at such period as may be directed by the Adjutant-General. The period of two months is allowed to officers under the above circumstances, to enable them to provide themselves with the necessary equipments, and to join their regiments or depôts, in any part of the United Kingdom. Officers, on joining their regiments or depôts, are to report themselves personally to the commanding officers. The same rule is to be observed on an officer joining any garrison or military station.

Officers
joining on
appointment.

141. In the event of an officer failing to join at the expiration of two months, he is to be reported in the subsequent regimental returns, "absent without leave" from the date of his appointment, and a special report of his absence is to be transmitted to the Adjutant-General at the end of the following, (or third,) month after the date of appointment, in order that, if no satisfactory account can be obtained as to the cause of his absence, his case

Officers failing
to join.

SECTION 4.

COMMISSIONS AND PROMOTION OF OFFICERS.

I.

APPOINTMENT, PROMOTION, EXCHANGE, AND RETIREMENT—cont^d.

may be brought under the consideration of the Commander-in-Chief, with a view to his appointment being cancelled.

Quarterly returns of officers for purchase.

142. Quarterly returns (on W.O. Form 727) of all officers prepared to purchase promotion are to be transmitted from each regiment of cavalry and infantry to the Military Secretary, and are to be accompanied by certificates signed by the commanding officer, viz. :—

1st.—“That he has ascertained by reference, through the regimental agent, to the responsible persons, that, in each case there is good and sufficient security that the purchase money will be forthcoming when called for.”

2nd.—“That of the individuals so returned as purchasers, A. B. C., are in all respects deserving of promotion, and those whom he would not hesitate to recommend, whenever the vacancy shall offer, as fit for the duties of the higher and more responsible commission ;”—or, if otherwise, he is to state his reason for withholding his recommendation. The omission in this return of any officer's name that had previously been entered should always be accounted for in an explanatory note.

In the case of an officer wishing to purchase promotion *out of his regiment*, a separate application must be forwarded to the Military Secretary, and recommended by the commanding officer, stating whether it is for Line or for Colonial corps.

Duplicate to regimental agent.

143. A duplicate of this return is to be forwarded to the regimental agents ; and, unless officers' names are inserted in these returns, or they shall notify their intentions direct to head-quarters at intermediate periods, stating the reason for previous omission—which reason must be certified by the colonel or commanding officer—they can have no claim to succession by purchase.

Purchase money.

144. When the regiment is abroad, the commanding officer is to state the security to which reference is made. In all cases, the individual selected for the purchase, or his sureties, must be prepared, when called upon, to lodge the purchase money immediately with the agents.

Purchase list.

145. If the senior who may have been returned as a purchaser, and whose money shall have been certified to be forthcoming, should decline the purchase when selected for it, or his sureties should decline it for him, he or they will be called upon to state the reason for so declining to the Military Secretary, for the Commander-in-Chief's information ; and if the explanation should not be considered satisfactory, his name will be struck out of all future lists of purchasers. When instructions have been once issued for the money for the promotion of the officer first on the purchase list to be lodged in the hands of the agents, it is then too late, so far as the existing vacancy is concerned, for

APPOINTMENT, PROMOTION, EXCHANGE, AND RETIREMENT—cont^d.

I.

a senior officer who may have previously withheld his name from such list, to return himself for purchase.

146. All applications for exchange between officers on full pay are to be forwarded to the Military Secretary, and recommended by their respective commanding officers, and are to be accompanied, in accordance with the provisions of the Royal Warrant, by a declaration from each officer—certified by commanding officers—to the effect “*that the exchange recommended does not originate in any cause affecting the honour or character or professional efficiency of the officers,*” and further, “*that they do not intend to sell out or retire upon half pay after effecting such exchange, but that it is their bonâ fide intention to join immediately and do duty with the corps into which they exchange, the leave of absence which may have been granted to either or both being cancelled by such exchange.*”

Exchanges on full pay.

147. The certificate of a military medical officer will also be required in each case, to the effect “*that the officer is in a fit state of health to serve at the station where the corps into which he applies to exchange is quartered.*”

Medical certificate.

148. Officers on leave of absence wishing to exchange are to make their application in sufficient time to enable their successors to join at the expiration of the leave originally granted.

Officers on leave exchanging.

149. In the medical certificates required by the terms of the Royal Warrant, Part I., to be furnished in all cases of regimental officers wishing to exchange after they are placed under orders to proceed on foreign service, it must be clearly stated whether the cause of the officer's inability to proceed abroad has or has not arisen subsequently to his having been ordered to embark.

Exchanging when ordered abroad.

150. Officers who are removed from one corps to another, either on promotion, exchange, or appointment from half pay, are, if at home, to report themselves in writing immediately on such removal being made known in the London Gazette, to the Adjutant-General, Horse Guards; and if abroad, to the general officer commanding at the station, with a view to their receiving instructions regarding their further movements.

On removal from one corps to another.

151. When an officer belonging to one battalion is promoted into a vacancy in another battalion of the same regiment, he is to continue to do duty in the former until the official notification of his promotion is received, accompanied by an intimation from the Adjutant-General of the battalion to which he is to be posted. Officers have no choice as to the particular battalion in which they are to serve, but will be posted in the manner most conducive to the interests of the service.

From one battalion to another.

152. With a view to prevent any officer who may have been taken prisoner by his own neglect, or by any other unofficerlike conduct, from obtaining any of the advantages laid down in the Royal Warrant, a Court of Inquiry is, as soon as possible,

Court of Inquiry on officers taken prisoners of war.

D

SECTION 4.

COMMISSIONS AND PROMOTION OF OFFICERS.

I.

APPOINTMENT, PROMOTION, EXCHANGE, AND RETIREMENT—cont^d.

to be assembled by order of the general officer commanding the forces, to investigate the circumstances under which the capture took place. After having sifted the facts as far as may be in its power, the Court is to state its opinion whether his capture is to be attributed to the chance of war to which he was exposed, or whether it occurred from any unofficer-like conduct on his part. The president and members of the court are to make the following declaration previously to commencing the proceedings:—

Declaration.

“ I, A.B., do declare upon my honour, that I will duly and impartially inquire into, and give my opinion as to the circumstances under which Captain C. D. became a prisoner of war, according to the true spirit and meaning of Her Majesty’s orders and regulations on this head; and I further declare, upon my honour, that I will not on any account, or at any time, disclose or discover my own vote or opinion, or that of any particular member of the court, unless required to do so by competent authority.”

The proceedings of the court are to be transmitted by the general officer in command of the forces to the Military Secretary.

Application for retirement by sale.

153. Commanding officers in forwarding to the Military Secretary applications from officers to retire from the service by the sale of their commissions, are to transmit the military medical certificate required by the terms of the Royal Warrant for Pay, &c., Part I. In all cases where the whole of the commissions have not been purchased, the foreign service of the officer is to be detailed.

Regimental claims.

154. Commanding officers are at the same time to transmit a certificate that all regimental claims against the officers retiring have been paid. In the event of any such claims remaining unliquidated, the officer’s written consent for their amount being stopped from the proceeds of the sale of his commission, and lodged in the hands of the regimental agent, for payment of the claims upon the order of the commanding officer, is to be appended. When there is a difficulty in ascertaining that there are no regimental claims, the officer retiring is to leave in the regimental agent’s hands so much of the proceeds of the sale of his commission as may appear advisable to the commanding officer, until the latter shall have satisfied himself that all such claims have been settled.

Successors to vacancies.

155. In forwarding applications for officers to retire from the army, commanding officers are invariably to name the officers whom they recommend to succeed to the vacancies, and in the event of the adjutancy falling vacant a successor of the same rank as the officer vacating the appointment should at once be nominated, who must have passed through the prescribed course of instruction at one of the schools of musketry, unless the regiment should be serving abroad, in which case an officer may be

COMMISSIONS AND PROMOTION OF OFFICERS.

SECTION 4.

APPOINTMENT, PROMOTION, EXCHANGE, AND RETIREMENT—contd.

I.—II.

appointed adjutant subject to confirmation, and to his passing the course of musketry at a subsequent period.

156. Officers who give in the resignation of their commissions, or who apply to retire on half pay, are not, in consequence, to quit their regiments, until their names shall appear in the "London Gazette," or until they receive permission from competent authority to do so.

Quitting regiments.

157. Every officer under 25 years' full pay service, who from wounds or ill health contracted in and by the service shall become unfit for duty, and who shall be desirous of retiring temporarily upon half pay, is to transmit his application to the Military Secretary through the commanding officer, accompanied by a certificate of a board of medical officers, explaining the cause of his becoming unfit for service.

Temporary half pay.

158. Commanding officers of regiments of embodied militia, when serving under a general officer's command, previously to submitting the resignation of any officer to the Lord Lieutenants of their respective counties, are to make a communication of their intention through the general officer commanding the brigade, to the general officer commanding the division, who, if he sees no objection to the resignation being accepted, will signify the same to the commanding officer of the militia regiment, for the information of the Lord Lieutenant.

Embodied militia in districts.

II. Examinations for Promotion.

Infantry and Cavalry.

159. Before officers are recommended for promotion to the rank of Lieutenant, the commanding officer is to apply to the senior officer of the district or station for a Board to examine and report upon their qualifications as under :—

Ensigns.

- (a.) They must have a thorough knowledge, and must give an account, of the duties they have to perform as regimental orderly officers,—as officers commanding guards, —or as subaltern officers of guards under officers of superior rank.
- (b.) They must have a thorough knowledge of, and be able to put a company through, the various exercises and evolutions prescribed in the first two Parts of the "Field Exercises of the Infantry;" and they must be acquainted with the rifle drill and practice, and the theoretical principles of musketry, as defined in the authorized book of instruction.
- (c.) They must know exactly the place of all the company officers in every situation of the battalion, and be able to command a company in battalion exercise.
- (d.) They must be acquainted with such parts of the Queen's regulations and orders for the army as relate to the

II.

EXAMINATIONS FOR PROMOTION—cont^d.

duties and conduct of a subaltern officer, and with the Mutiny Act, and Articles of War, so far as is necessary for the performance of their duties as members of a court-martial.

- (e.) They must be acquainted with the regulations of the army in regard to the pay and messing of the troops, the supply of clothing and necessaries, and all details regarding the weight of, and mode of carrying, the various articles of the soldier's kit, arms, accoutrements, and ammunition.

Cornets.

160. In addition to such portions of the foregoing as may apply to the cavalry service, it is necessary, in the case of Cornets recommended for promotion to the rank of lieutenant:—

- (a.) That they shall have learnt their foot-drill and sword exercise, and have been instructed in the single and double ride.
- (b.) That they shall be able to put a troop through the carbine, lance, and sword exercise, and to exercise both a squad and troop in the drill and evolutions prescribed in the cavalry exercise-book.
- (c.) That they shall be able to command a troop in squadron exercise.
- (d.) That they shall have made themselves masters of the detail of saddlery, the mode of fitting the saddle, bridle, &c., and of the whole equipment of the cavalry soldier and his horse.

Lieutenants.

161. Lieutenants in the cavalry and infantry will, in addition to the foregoing, before they are recommended for promotion to the rank of Captain, be required to show that they are further duly qualified, as follows:—

- (a.) They must have a thorough knowledge of the provisions of the Mutiny Act and Articles of War, and of the forms and proceedings of courts-martial; and must give evidence of having studied some of the standard works on military law.
- (b.) They must understand perfectly the evolutions of a regiment of cavalry or a battalion of infantry, as laid down in the regulations for those services respectively.
- (c.) They must be acquainted with the light infantry drill, duties of outposts, patrols, escorts, advanced and rear guards.
- (d.) They must perfectly understand the interior economy of a troop or company, and the established system of keeping their accounts.
- (e.) They must be thoroughly acquainted with the Queen's and War Office Regulations applicable to their own branch of the service.

COMMISSIONS AND PROMOTION OF OFFICERS.

SECTION 4.

EXAMINATIONS FOR PROMOTION—cont^d.

II.

- (f.) They must be competent to take charge of a troop, company, or detachment, in every position in which it may be placed.
- (g.) And they will be required to show that they have a sufficient knowledge of field fortification and reconnoissance.

162. The Board of examination is to consist if possible of three field officers; but on no occasion, when it can be avoided, is any officer of the same regiment as the candidate to be a member. In all cases the board will ascertain by practical examination, as well as by verbal and written answers to questions, whether the officer is instructed in the subjects specified in the preceding paragraphs. The questions are to be written on half margin, and the replies inserted opposite to them. The board will mark in red ink its correction of any mistakes in the answers, and will certify in each case that "the candidate has not received any assistance from books or other sources." The report of the board to be on a separate sheet, and when officers of different regiments are examined by the same board the report in connexion with each regiment is to be made separately.

Composition and report of Board.

163. The General officer commanding will forward the report of the Board, and the written questions and replies, to the Adjutant-General, accompanied by his own observations thereon regarding the nature of the examination, the correctness of the answers, and the eligibility of the officer examined.

Report, how forwarded.

164. Every cornet or ensign is to be examined on the different points herein specified, before he has completed one year's service, and should he fail to qualify himself for promotion within that period, his commanding officer must report, through the general officer commanding, for the information of the Commander-in-chief, whether it is owing to a want of diligence and attention on the part of the officer, or to sickness or other circumstances over which he could have had no control.

Officers when to be examined.

165. No officer will be recommended for promotion to the rank either of lieutenant or captain unless his examination papers and certificate of qualification have been received by the Military Secretary; but the Commander-in-Chief will in all cases select the senior officer who may have qualified for promotion to the higher grade.

Penalty of neglect to pass.

Artillery.

166. The examination of lieutenants of artillery for the rank of captain will include all the subjects required from officers of the Line of corresponding rank, except that a general knowledge only of the evolutions of cavalry and infantry will suffice. In addition to the foregoing, lieutenants of artillery are to be examined as to their acquaintance with the more special duties

Lieutenants of artillery.

II.

EXAMINATIONS FOR PROMOTION—cont^d.

of their arm of the service. The following list of subjects will serve as a guide to the nature of the examination :—

- (a.) Field-gun drill. Exercise of heavy guns on ground and traversing platforms; mortar drill, rocket drill, Armstrong-gun drill, practice with hot shot and molten-iron shells, gyn and transporting carriage drill.
- (b.) General duties of the men, and principles involved, in mounting and dismounting ordnance generally, in placing guns on towers, in embarking and disembarking ordnance, and in moving ordnance up steep inclines; also the tackle, &c. required in the above operations.
- (c.) Different pieces of ordnance in use throughout the service at the time of examination, their weight and calibre, and the special purpose of each description of ordnance.
- (d.) Ammunition employed with ordnance generally; ammunition employed with Armstrong guns; general construction of a congreve rocket, and the principle of its motion; manufacture and action of fuzes and tubes; the advantages of the rifle action, and the principle upon which it depends; essential points with regard to rifling ordnance; general principles of breaching; position and employment of artillery in the field; considerations which regulate the rapidity of artillery fire; principles connected with the manufacture and construction of artillery carriages; general knowledge of laboratory duties.
- (e.) Embarking and disembarking horses; management of horses on board ship.
- (f.) To be able to define technical artillery terms, &c. in such a way as to make them understood by the non-commissioned officers and men under their command, such as—1. Point blank; 2. Point blank range; 3. Dispart; 4. Chambers; 5. Preponderance; 6. Different kinds of artillery fire; 7. How elevation gives an increase of range; 8. Windage; 9. Deviation, &c. &c.
- (g.) Subalterns who have been one year or more in the horse brigade, or in a field battery, will be required, in addition to the foregoing subjects, to be thoroughly acquainted with stable duties, and horse artillery or field battery movements and details; all others will be required to have a general knowledge of these subjects.

When to be examined.

167. Every officer on becoming the 30th on the list of lieutenants must be prepared to undergo the required examination. An officer, however, who wishes to be examined at an earlier period may, after four years' service, apply for such examination.

EXAMINATIONS FOR PROMOTION—cont^d.

II.

168. Instructions will from time to time be issued to the General or other officer commanding districts or stations to assemble a board, to consist of three officers, viz., a field officer (of the artillery, if possible), an officer of the staff, and a captain of artillery, or an officer of that corps who may have already passed the examination. Either the gunnery instructor or the firemaster should, when practicable, be selected for this duty. If it be impossible to obtain a staff officer, a captain of the line should be substituted; if a second officer of artillery cannot be had, an officer of engineers should be substituted; but either the president or one member of the board must be selected from the artillery.

Board for
examination
of Artillery
Officers.

169. That portion of the examination which can be best replied to in writing will be conducted by means of questions prepared by the deputy adjutant-general of artillery, and forwarded to the general officer commanding the district. The *viva voce* and practical examination will be conducted by the board of officers, who will satisfy themselves that the officer under examination not only possesses the requisite knowledge himself, but that he is able to impart that knowledge in a clear and satisfactory manner to the non-commissioned officers and men under his command.

Examination,
how conducted.

170. The board will then forward through the general officer its report, together with the written answers, to the Adjutant-general of the forces; and, in returning to him the written answers, the president of the board will certify that they are the *bonâ fide* performances of the candidates, without assistance. The written papers will then be examined by the deputy adjutant-general of artillery, and the result, together with the opinion of the board, reported to the Commander-in-Chief.

Report of
Board.

SECTION 5.

SECTION 5.—GENERAL OFFICERS.

I.

- I. General Duties in Command.**
II. Half-yearly Inspections and Confidential Reports.
III. Duties of Inspectors-General.

I. General Duties in Command.

Maintenance
of discipline.

171. It is by the zealous exertions and constant superintendence of the General officers, that the system of discipline essential to the reputation and success of Her Majesty's arms is to be maintained.

Disposal of
troops and
knowledge of
country.

172. General officers intrusted with command are responsible, not only for the discipline of the troops, and their constant preparation for active service, but likewise—in case of attack—for the immediate and advantageous disposal of every description of force placed under their control. They are to inform themselves of the resources of their stations in regard to provisions, labourers, horses, and the means of transporting troops and stores, and to obtain an accurate knowledge of the strong features of the country, and of all military depôts within their respective commands, of all fortified places and their means of defence, and of every particular which may increase their power of acting with advantage against an invading enemy; it is also necessary that they should possess an intimate acquaintance with the assailable points of the country. Without information on these heads, no plan of attack or of defence can be formed (see also paras. 878-9).

Competency of
staff officers to
be ascertained.

173. It is equally incumbent on Generals commanding, to ascertain that the General and staff officers under their command are well versed in their several duties, and that they are competent, both from general intelligence and acquired local information, to render that assistance which, from the nature of their appointment, they are expected to afford.

To be pre-
pared with
information.

174. General officers in command are to be prepared at all times to afford the Commander-in-chief any information he may require, as to the efficiency of any particular corps with regard to its discipline, equipment, and preparation for immediate service. On a corps moving from one command to another, the General officer of the district to which the corps proceeds is to report to the Adjutant-General, as soon as possible after its arrival, the state and condition with respect to arms, ammunition, and general equipment, in which it reached its new station.

Uniformity of
regimental
system.

175. There is no part of the duty of a General officer in command more important than that of watching, with a view to ensure uniformity, the system pursued by the respective commanding officers of corps of all arms serving under his orders, in granting

DUTIES IN COMMAND—cont^d.

x.

indulgences to the soldier, in awarding minor punishments, and especially in the adoption of measures for the prevention of drunkenness. It is scarcely necessary to observe that discipline cannot be generally or effectually maintained if commanding officers are permitted to practise different systems to arrive at the same objects. An examination of the "Diary of Parades," &c. (W.O. Form 718), which General officers may at their discretion require to be furnished to them monthly by every regiment under their command, will afford them an additional means of becoming conversant, not only with the system pursued in regard to parades, but also with the steps which are taken for the instruction both of officers and non-commissioned officers in their various duties and for the acquisition of information connected with the interior economy of their troops, batteries, or companies, and with such portions of the Queen's Regulations and Articles of War as directly concern them.

176. With a view to decrease as far as possible the clerical labour in regimental orderly rooms, General or other officers in command are recommended to avoid everything which has a tendency to multiply unnecessary correspondence, such as the calling for returns and other documents connected with the state of the troops, which are not specified in the regulations of the service, and are, moreover, not essential to the efficient exercise of command.

Unnecessary
correspondence.

177. It is not possible more clearly to define and point out the objects which demand the attention of General officers in command of brigades, than by reminding them that they are expected to give their personal and unremitting attention to the interior economy and discipline of the corps under their superintendence and command, and to be prepared, at all times and on the shortest notice, to report, for the Commander-in-chief's information, on all the subjects referred to in the half-yearly confidential reports.

General officers
in command of
brigades.

178. General officers commanding are to forbid the encroachment of officers or soldiers on manors, or their interference with the manorial rights of individuals, and are also to secure the farmers from any inconvenience and damage which might arise from officers or soldiers trespassing over their grounds.

Prevention of
trespass.

179. They are likewise to keep up an intercourse with the Magistrates and other civil authorities, in order to ensure confidence and facility of communication when circumstances may require the co-operation of the civil and military power.

Intercourse
with civil
authorities.

180. There will be no objection to soldiers being allowed, at the discretion of General officers in command, to assist in collecting the harvest, when application is made for that purpose, provided that the employment of the population is not thereby interfered with.

Harvesting.

SECTION 5.

GENERAL OFFICERS.

I.—II.

DUTIES IN COMMAND—cont^d.

Riots and disturbances.

181. In any case where the military have been engaged in riots, either amongst themselves or with civilians, a report thereof is to be immediately made to the Military Secretary by officers commanding districts or stations; the result of subsequent inquiry into occurrences of this nature is in like manner to be reported.

Great gun exercise.

182. General officers commanding are to make the necessary arrangements—in concert with the commanding officers of artillery in forts and garrisons—for having officers and soldiers of cavalry and infantry instructed in gun exercise whenever practicable; a quarterly report in manuscript of the number of parades held for that purpose, and of the progress made by the troops in the exercise, is to be forwarded by General officers to the Adjutant-General. When no gun drill has taken place during the quarter the reason is to be stated.

General officers not to change their quarters.

183. General officers are not at any time to change the quarters assigned them, nor under any circumstances to quit their commands without special permission. In applying for temporary leave of absence from the Commander-in-chief, they are to report to the Adjutant-General the name and rank of the officer on whom their command will devolve.

Books, &c. to be handed over to successor.

184. When any General or other officer quits his command, he is to deliver to the officer who succeeds him the books containing the orders relating to the station under his command, and all official books and documents, confidential or otherwise, which may have been received from the Commander-in-chief or from the Secretary of State for War.

Return, &c. required if the command is broken up.

185. When troops are entirely withdrawn from any foreign station, or from an expedition on active service, the return of the Staff, and copies of the orders, are to be made up to the period of the troops quitting the station, or of the command being broken up, and to be transmitted to the Adjutant-General.

II. Half-Yearly Inspections and Confidential Reports.

Object of, and period for inspections.

186. It is essential to the good of Her Majesty's Service that the Commander-in-chief should be made thoroughly acquainted with the actual state of every corps, as well with regard to its field exercise, as to its interior economy and good order, and that he should have—as far as possible—a personal knowledge of the merit and capacity of officers, and more especially of those in command of corps, of all arms, with the view to their being called forth on future occasions to situations of greater responsibility. Every General officer employed on the staff at home is therefore required, in the early part of the months of May and October in each year, or as soon afterwards as the circumstances of the service will permit, to inspect the several corps under his orders, and to report confidentially on the different points enumerated in the confidential reports, forms of which for

HALF-YEARLY INSPECTIONS AND CONFIDENTIAL REPORTS—cont^d.

II.

the different branches of the service will be supplied on application to the War Office (see para. 1482). Similar inspections and reports are to be made by General officers abroad, at the most convenient half-yearly periods, according to the climate.

187. These reports are as far as practicable to be the result of continued intercourse and observation, and not to be confined to an inspection at any particular time. Every officer intrusted with the command of a brigade is, therefore, to make himself so conversant with the interior economy and actual state of every corps of which it is composed, and so acquainted with the talents and exertions of every officer under his command, that he may be enabled at any time to furnish, from his own personal knowledge and observation, any information which may be required on subjects connected with the corps.

Reports to be based on personal observation.

188. The inspection reports of General officers commanding brigades are to be addressed to the General officers commanding divisions or stations, who will forward them to the Adjutant-General, after expressing their concurrence—or the contrary—in the reports forwarded, and adding such further remarks as may enable the Commander-in-chief to become thoroughly acquainted with the state of the corps in their command. These remarks of the General officers of division are not to be made in a covering letter, but are invariably to be written on the inspection reports of the several corps, in continuation of the remarks of the inspecting officer when there is space enough, or on an additional sheet of paper of the same size, leaving always a sufficient margin for binding.

Transmission of reports.

189. The queries in the confidential reports are of so precise a nature as to require few detailed directions for filling them up. The following general instructions, it is considered, will be sufficient for the purpose, and inspecting General officers are enjoined to be guided by and to act up to them:—

Preparation of confidential reports.

- a. They should not be satisfied with brief replies in the negative or affirmative; reports so drawn up do not furnish the Commander-in-chief with those particulars relating to the officers of a regiment which should enable him with due discrimination to benefit the meritorious or to note the undeserving.
- b. It is not sufficient to state that a commanding officer has zeal, or that he maintains a well-regulated discipline; zeal may be unaccompanied by talent for command, and the system of discipline may have been established by others.
- c. Amongst the field officers and captains there must be some superior to others, and they should be specially brought to notice, and not all be classed in the same category.

SECTION 5.

GENERAL OFFICERS.

XL

HALF-YEARLY INSPECTIONS AND CONFIDENTIAL REPORTS—*cont.*

d. All questions of importance should be specially and decidedly reported upon, in a manner that shall place the Commander-in-chief in full possession of the actual state of a regiment as regards all ranks; and this can only be effected by General officers entering into detail, and giving their answers fully, fearlessly, and conscientiously, on every matter brought to their notice, or coming under their actual observation, whether it be one requiring praise or censure.

*Testing of
captains and
subalterns in
drill.*

190. On the inspection of a corps the General officer is to call upon one or more of the captains and subaltern officers—provided the latter shall have been doing duty for a reasonable period with the corps—the former to put the regiment, and the latter a troop, battery, or company, through their exercise, field movements, and evolutions; such captains and subalterns to be selected indifferently, and without previous notice given to them or to the commanding officer, in order that it may be ascertained whether due attention has been shown to the instruction of every officer; whether opportunities have been afforded to them of becoming acquainted with every part of their duty, and whether they have availed themselves of such opportunities.

*Musketry
instruction to
be attended to.*

191. General officers are to give their special attention to the musketry instruction of the troops under their command, and are to be accompanied at their inspection, when practicable, by the district Inspectors of Musketry, for the purposes referred to in Part III, par. 27. & 28. of the Musketry Regulations 1867. When the General officer is not so accompanied, the cause is to be explained in the Confidential report.

*All available
men to attend
inspections.*

192. Care should be taken that every officer, non-commissioned officer, and man whose absence from parade is not absolutely indispensable, be required to attend at half-yearly inspections, in order that it may be satisfactorily shown that the military efficiency of all ranks is properly maintained.

*Officers' messes
and regimental
bands.*

193. General officers at their inspections are to make inquiry, in order to ascertain that the letter and spirit of the regulations in regard to the management of officers' messes (contained in paras. 286 to 305) and the establishment of regimental bands (see paras. 374 to 385) are strictly complied with; and to bring to the notice of the Commander-in-chief any instance in which they may observe any deviation therefrom.

*Dress and
appointments
of officers.*

194. With a view of effectually insuring uniformity and of protecting officers from unnecessary expense, General officers are especially to direct their attention to the dress and appointments of officers; and should they ascertain on comparing them with the scaled patterns that any alterations or additions not sanctioned by authority have been introduced, they are to specify in their report the nature of such alterations or additions, and direct the evil to be remedied at once.

HALF-YEARLY INSPECTIONS AND CONFIDENTIAL REPORTS—cont^d.

II.

195. They are invariably to require to be produced to them the sealed patterns, which are directed by the Clothing Regulations to be sent to, and to be deposited at, the headquarters of every regiment: they are minutely to inspect and compare the clothing of the troops with the patterns, in order to ascertain whether the different articles have been made up in strict conformity thereto; and should any unauthorized deviation from the regulations be observed they are at once, without referring to other authority, to direct the orders on this head to be strictly complied with.

Clothing of men.

196. They are also to see that the prescribed rules regarding growth of hair, &c. (see par. 358) are strictly observed by all ranks.

197. At every half-yearly inspection it should be ascertained whether every officer and serjeant is in possession of copies of the latest editions of all books required by the regulations. The regimental and troop, battery, or company books should be examined, and any deviation from the prescribed manner of keeping them should be pointed out. When the debt of a troop battery or company shall exceed 10*l.*, the cause which may have occasioned such debt should be stated. Particular attention should be given to the examination of the regimental and troop, battery, or company defaulter books, with a view to ascertain that the prescribed uniformity of system is adhered to. Inspecting officers are also to see that all general orders and official circulars in force at the time are carefully preserved, and implicitly obeyed by each corps.

Books and accounts.

198. The manner in which officers or soldiers should proceed to obtain redress for any grievance under which they may conceive themselves to be suffering, is prescribed in the Articles of War; but if they should desire to bring their grievances to the notice of an inspecting General officer, they are to be afforded an opportunity of doing so.

Complaints.

199. When claims are advanced by soldiers they are to be fully and distinctly stated, with such explanations annexed as may be necessary, with a view to their being duly investigated and adjusted. Commanding officers of corps are, however, to be instructed that the half-yearly inspection is not the period at which claims are in ordinary cases to be brought forward for adjustment; and it is only after they have made every endeavour to effect a settlement, and have failed in their application to the proper quarter, that they are justified in appealing to the Commander-in-chief for his interference.

Claims.

200. Whenever an inspecting General officer may have occasion to point out defects, he is not only to mention in his report the defects themselves, but also the directions he has given with a view to their rectification. He is to direct

Orders of inspecting officer how carried out.

SECTION 5.

GENERAL OFFICERS.

II.—III.

HALF-YEARLY INSPECTIONS AND CONFIDENTIAL REPORTS—cont^d.

that his orders on these occasions are to be inserted in the permanent order book of the regiment, and he is to transmit a copy of them, with his report, to the Adjutant-General. He is also to state in his report in what manner and with what effect the orders issued at the previous inspection have been obeyed. In cases where it may be necessary to repeat or call attention to such previous orders, they should not be referred to in general terms, but the particulars on which they were founded should be fully given.

Inspection of
depôt bat-
talions.

201. Depôt battalions are to be considered a portion of the force to be inspected and duly reported upon by General officers commanding districts at their half-yearly inspections. General officers are on such occasions to examine carefully the depôt roster of officers for foreign service, referred to in paras. 500 to 502, and to determine, according to their own view of the justice of the case, every question of doubt or difficulty which shall be submitted to them under this head.

Documents to
accompany
reports.

202. The confidential reports are to be accompanied by the usual Inspection Return (see para. 1482). No other returns are to be transmitted; but information on all other points can be given either in the body of the report, or under the head of "General Observations."

Reports on
medical
officers.

203. General and other officers commanding divisions and stations will also report upon both administrative and executive staff medical officers serving under their orders, using W.O. Forms 730 and 730A.

Inspection of
militia.

204. In the inspection of a regiment of militia, the General officer is to report whether there are any men unfit for service whom the colonel or commanding officer should discharge, according to the authority contained in the 55th Section of the Act of George III. cap. 90.

III.—Duties of Inspectors General.

Inspector-
general of
cavalry.

205. The Inspector-General of Cavalry will make an annual inspection of the cavalry regiments in England and Scotland, and occasionally of the regiments stationed in Ireland. He will exercise a general supervision over the casting of cavalry horses on home service, and will be responsible for the general efficiency, organization, and management of cavalry corps quartered in Great Britain, of which he should have the entire control as the head of a department, immediately under the Adjutant-General of the army. He is empowered to settle differences and disputes in cavalry regiments, which are entirely of a regimental nature, and is permitted to entertain and submit for the consideration of the Commander-in-chief, through the Adjutant-General, such alterations and improvements in equipment, organization, and other matters, as the circumstances of the times and the course of events may suggest or render desirable.

DUTIES OF INSPECTORS GENERAL—cont^d.

III.

206. As a matter of course he will not interfere with the orders and regulations laid down in the several districts or commands at home, nor will he in any way interfere with the immediate control or supervision of the general officers in charge of such districts; but he should be answerable for, and report to the Commander-in-chief on, all matters in the cavalry branch of the service not locally connected with such districts.

Restrictions in regard to local matters.

207. The Inspector-General of Artillery will, as far as practicable, inspect the entire force of Royal Artillery in the United Kingdom annually, subject to any special instruction which he may receive from the Commander-in-Chief. This inspection will be conducted in the most searching manner, and will embrace both the personnel and matériel. An adherence to the strictest uniformity in drill, equipment, and dress is to be enforced throughout the corps. The ability of officers to perform the various duties, &c. required of them is to be tested and reported on.

Inspector-general of artillery.

208. In the inspection of the artillery of a fortress or battery, especially for sea defence, the greatest attention will be paid to the efficiency of the armament, and the due provision and proper distribution of ammunition, and artillery stores in charge of the commanding officer of Artillery. The Inspector-General will satisfy himself of, and report on, the state of efficiency and readiness of officers, non-commissioned officers, and men with regard to their various duties as artillerymen, and that their familiarity with all details and circumstances of the works entrusted to them for defence is such as to ensure at all times prompt and effective action when called for.

Garrison ordnance.

209. In the inspection of field artillery the Inspector-General will ascertain that the drills and movements are performed with regularity and smartness; that each officer (of sufficiently long standing) is able to drill a battery correctly; that the non-commissioned officers, gunners, artificers, and trumpeters understand and properly perform their respective duties; that the horses are in good condition; and that the guns, carriages, ammunition, harness, and stores of all kinds are complete and in good order.

Field artillery.

210. The Inspector-General of Engineers, who is also the Director of Works, is to be considered as a general officer on the staff of the army, holding the position of a divisional General as regards his own special corps, at the same time that he conducts the department connected with barracks, fortifications, and other works. In his capacity of inspector-general of engineers he will be in direct communication with the Commander-in-chief; in his capacity of director of works he will be under the immediate authority and control of the Secretary of State for War.

Inspector-general of engineers.

SECTION 5.

INSPECTORS-GENERAL.

III.

Duties in regard to discipline.

DUTIES OF INSPECTORS GENERAL—cont^d.

211. The duties of the Inspector-General of Engineers connected with the Commander-in-chief are to be carried on as follows:—

- (a.) All orders issued to the corps to be in the name of the Commander-in-chief, by the adjutant-general of the army; but inasmuch as it is essential that the inspector-general of engineers in his double capacity, as a military officer and as a functionary of the War Department, should have the fullest power of dealing with the officers of his corps as may appear most satisfactory to himself with reference to the public service, the deputy adjutant-general of royal engineers will, in the first instance, confer with the inspector-general of engineers on all selections and transfers of the officers of the corps, and the recommendation of the inspector-general of engineers respecting such selections and transfers will be attached to the deputy adjutant-general's papers, before coming to the Commander-in-chief; the latter will then forward the recommendation to the Secretary of State, who will concur in them or reject them as he may think desirable, without the necessity of again referring them back to the inspector-general of engineers.
- (b.) The inspector-general of engineers is empowered to make the departmental inspection of his corps whenever he may think proper, and to make any recommendation which he may think desirable to the Commander-in-chief at all times.

SECTION 6.—STAFF OFFICERS.

SECTION 6.

I.

I.—Qualifications and Ap-
pointment.

II.—Duties.

III.—Commanding Officers of
Artillery and Engineers.

IV.—Staff College.

I. Qualifications and Appointment.

212. Officers are to be selected for employment on the Staff of the Army exclusively from the regular forces, and no officer is to be considered qualified to hold a staff appointment until he has been four years in the service—unless under very exceptional circumstances—when special authority must be obtained. Selection.

213. General officers in command are to be very circumspect in their recommendation of officers for staff appointments of any kind; and are responsible that the officers in whose behalf they interest themselves, are, by their previous personal services, as well as by their acquirements and character, qualified to discharge with advantage to the service the duties attached to the situation for which they are recommended. Recommendations.

214. On the occurrence of a vacancy on the staff in any command where there may be serving an officer who has qualified himself at the Staff College (or at the late senior department of the Royal Military College), and whose rank may render him eligible for the vacant appointment, such officer should, as a general rule, be recommended to fill the same, in preference to one who has not so qualified. Vacancies, how to be filled.

215. No regiment of cavalry is to be required to furnish more than one captain and one subaltern, nor a battalion of infantry more than two captains and two subalterns for staff appointments. Number of officers from a regiment.

216. It is an indispensable qualification for a staff officer that he should be able to ride well. Riding.

217. The appointments of assistant adjutant-general and assistant quartermaster-general are to be held exclusively by field officers, who should have a perfect knowledge of all regimental duties in every situation of service, as well as of general military regulations and the customs of the service. A. A. G. and
A. Q. M. G.

218. The appointments of deputy assistant adjutant-general and deputy assistant quartermaster-general are, as a rule, to be held by officers not under the rank of captain, but exceptionally, when necessary or advisable, by subaltern officers who may be specially recommended for these appointments. D. A. A. G. and
D. A. Q. M. G.

219. An officer under the rank of captain is not eligible to hold the situation of a brigade-major; nor are effective field officers of regiments to be employed as brigade, town, or fort majors. Brigade-major.

220. As soon as the Staff College shall be in a position to supply all vacancies on the staff of the army, no officer will be appointed to the staff who shall not have passed the final examination of the Restrictions as to selection.

SECTION 6.

STAFF OFFICERS.

QUALIFICATIONS AND APPOINTMENT—cont^d.

college, with the exception of officers of the Royal Engineers, and of substantive field officers who attained before the 1st January 1860 the army rank of lieutenant-colonel, and in every case except officers of proved ability in the field.

Examinations
for staff ap-
pointments.

221. Until such time, however, all officers recommended for staff appointments, (except substantive field officers who have attained the rank of lieutenant-colonel,) who have neither obtained certificates at the Staff College, nor proved their fitness for staff employment by services in the field, will be required to pass examinations before a board of officers and by the Council of Military Education respectively, in the following subjects:—

Aide-de-camp.

a.—*Aide-de-Camp.*

Regimental Duty.—The candidate must be prepared in all the subjects required in the examination for promotion to a troop or company, as laid down in paras. 161 or 166 of these regulations.

Tactics and Field Movements.—He will be expected to show a competent knowledge of the tactics and field movements of that branch of the service to which he is destined to be attached as a staff officer, and a general knowledge of those of the other two arms; the examination will include the movements of a brigade, and will be based on the regulation books for the several arms.

On being reported by the Adjutant-General to possess the necessary professional qualifications, the candidate will be examined by the Council of Military Education in the following subjects:—

English Composition.—The candidate's proficiency in this respect will be tested by his answers to the examination papers.

Foreign Languages.—He will be examined *vivâ voce*, by the examiner appointed under the Council of Military Education, in whatever modern language he may select, and he will be also required to write a short letter on a given subject in that language.

Military Sketching.—He will be required to sketch at least two square miles of country selected by the Council. The sketch need not be elaborately finished, but it must clearly and intelligibly represent the features of ground, the principal points of which must be determined by means of the pocket sextant or prismatic compass.

Field Fortification.—He must show a knowledge of the principles and construction of field works, and must be able to explain the particular objects to which they are respectively applicable, as well as the modes of defending and attacking them.

Brigade-Major.

b.—*Brigade-Major.*

A certificate will be required from the commanding officer of the regiment to which the candidate belongs, or has belonged, that he possesses all the qualifications of a good adjutant. The examination for brigade-major will be especially directed to the points more immediately connected with the duties attached to the

QUALIFICATIONS AND APPOINTMENT—cont^d.

appointment, as Military Law, the "Queen's Regulations and Orders of the army," the Royal Warrant for Pay, Promotion, &c., and, in tactics, all that relates to alignments, points of formation, distances, &c., &c. The subjects of examination are the same as in that for the appointment of aide-de-camp, but the examination will be, throughout, of a higher order.

c.—Deputy Assistant Adjutant-General, Deputy Assistant Quartermaster-General, and Assistant Military Secretary.

D. A. A. G.
D. A. Q. M. G.
Assistant
Military Secretary.

Military Drawing and Sketching, Judgment of Ground, and its Occupation by all Arms.—The candidate will be required to make a rapid sketch on horseback, with report, of about six square miles of country; and to select a position which might be occupied by a given force of the three arms, for some stated object, and to show how he would dispose the troops for that purpose:—he will afterwards be required to make a correct and more finished plan of the position selected, with the disposition of the troops shown upon it.

Practical Geometry and Trigonometry.—The examination in these subjects will be limited to determining heights and distances by ground problems, and the ordinary trigonometrical calculations, with the aid of logarithms.

Castrametation.—The candidate will be expected to know the mode of encampment for each arm of the service.

Permanent Fortification.—The theory and construction of permanent works as exemplified in Vauban's or any other system the candidate may select, as well as the modes of attack and defence applicable to them.

Military History and Geography.—The candidate will be expected to give proof that he has carefully studied at least four of the most memorable modern campaigns, of which the details are best known, such as those of Marlborough, Frederick the Great, Napoleon, and Wellington, and in these he must be able to explain the apparent objects of the various movements and the reasons which he supposes led to their adoption, and further, to describe the military geography of the seat of war.

Foreign Languages and Professional Subjects.—In languages before the Council of military education, as well as in professional subjects before the board of officers, the examination for this appointment will be of a higher order than those in (a) and (b).

d.—Assistant Adjutant-General and Assistant Quartermaster-General.

The examination for these appointments will include all the subjects in c, and will throughout be of a higher order.

222. When an officer has once passed the qualifying examination for an appointment on the staff, he is not to be required to pass a second examination, should he be recommended for a similar appointment at any future time.

On re-appointment.

SECTION 6.

STAFF OFFICERS.

I.—II.

QUALIFICATIONS AND APPOINTMENT—cont^d.

Notification of
Appointments.

223. The names of officers selected to hold commissioned staff appointments will be published in the "London Gazette," and those for all other staff appointments are to be notified in the orders of the district or division in which the officers are to be employed.

Relinquishing
staff appoint-
ments.

224. Officers holding staff situations at home or in the colonies are required, on their regiments being ordered to India, or on active service in the field, to relinquish their situations on the staff, in order to accompany their regiments. For the same reason officers holding staff situations in India (unless excepted from the operation of this rule by special authority) are to be required, on their regiments quitting the country, to relinquish their situations on the staff.

II. Duties.

To acquire a
general know-
ledge of the
country, &c.

225. Staff officers should consider it a part of their duty to make themselves thoroughly acquainted with the nature of the country in the vicinity of their station, more particularly with the roads, passes, defiles, bridges, and fords; this should be done, not only by consulting maps and plans, but also by personal observation and by acquiring local information. They should further obtain a general knowledge of the resources of the country in the neighbourhood, as regards the description of crops usually grown, the supply of provisions, and means of transport. The zeal and industry which an officer may exhibit on these points will not only afford a ready means of bringing himself favourably to notice, but will also enable him, when requisite, to render that assistance which, from the nature of his appointment, his superiors have every right to expect from him.

Delivery of
orders.

226. In order to avoid the possibility of being misunderstood, staff officers are to make it a rule to deliver all verbal orders entrusted to them in the plainest and most concise terms, and these orders are to be obeyed with the same readiness as if delivered personally by the General officers to whom such staff officers are attached.

Adjutant-
General's de-
partment.

227. The detail of the duties of the district or station is confided to the Adjutant-General's department, the senior officer of which is responsible for the accuracy of the district returns. He is also the channel through which the orders are issued. It is essential therefore that he should have a clear and concise mode of communicating the orders he may from time to time receive, and be exact in whatever correspondence he may be engaged in by the direction of the General officer commanding. The various subjects of correspondence which should pass through the Adjutant-General's department, are detailed in para. 1472.

Quartermaster-
General's de-
partment.

228. The officer in charge of the Quartermaster-General's department is entrusted, under the orders of the General in com-

DUTIES—cont.

II.—III.

mand, with the duty of quartering, encamping, embarking, disembarking, and moving the troops. It is his duty, to control the issue and maintain the efficiency of all articles of camp equipage, and such army stores as are not included in the personal equipment of the troops or in fixed armaments. [See para. 617.] The officers of this department are required to have a perfect knowledge of the state of the roads, and the features of the country applicable to defence, also, of the course of rivers and the power of inundation. In coast districts, they are further to possess accurate information of practicable points of landing, the best positions for defence in their immediate vicinity, and the particular winds and periods of tide that afford an enemy facility in approaching the coast. The correspondence of the district or division which should pass through the Quarter-Master-General's department, for the information of the General officer commanding is detailed in paras. 1474.

229. The Military or Assistant Military Secretary is the confidential secretary of the general officer to whose staff he belongs. He is the channel of communication on all subjects connected with promotion and finance, and such as do not fall within the province of the departments of the Adjutant-General and Quartermaster-General.

Military Secretary.

230. The Brigade-major is the channel through which all orders are received and communicated to the brigade. He is considered as an officer attached to the brigade; not to the personal staff of the officer commanding it. He is to keep and regulate the roster of the brigade duties, to inspect all the guards, outposts, and piquets furnished by the brigade, and he is responsible for such guards, piquets, &c., being withdrawn when the brigade is to march. His station on a march is in front of the leading regiment of the brigade; he is to encamp in rear of the centre of the brigade, and he or an orderly adjutant is to be constantly in the lines of the camp. All reports and correspondence for the information of the officer commanding the brigade are to be addressed to, and transmitted through, the brigade-major.

Brigade-major.

III. Commanding Officers of Artillery and Engineers.

231. Besides being responsible to the Commander-in-chief, as commanding officers of corps, for the military discipline of the officers and men under their command, the officers commanding Royal Artillery and Royal Engineers are further responsible for the following special duties, viz. :—

Special duties.

- a.* The officer commanding the Royal Artillery in a district or station is charged with the care and preservation in a state of efficiency of the armaments mounted in fortresses, and of all guns, ammunition, and artillery matériel in charge of the officers and men under his orders. He will

Officer commanding artillery.

SECTION 6.

STAFF OFFICERS.

III.—IV.

COMMANDING OFFICERS OF ARTILLERY AND ENGINEERS—cont^d.

put forward in the prescribed manner requisitions for keeping these armaments and stores up to the regulated proportions. At foreign stations the inspector of warlike stores is under the order of the officer commanding the Royal Artillery in regard to his duties as inspector.

Commanding engineer.

b. The Commanding Royal Engineer is likewise responsible for the efficient direction and control of the professional duties assigned to the corps of engineers, viz., the conduct of engineering operations at sieges, the superintendence and execution of all field works, the construction and maintenance of field telegraphs, mining, bridging, or such other military engineering duties as the General officer under whom he is serving may direct.

Conjoint duties.

232. In addition to the duties which devolve separately on the officers commanding the Artillery and Engineers, these officers are conjointly responsible for the artillery and engineer arrangements appertaining to the defence and attack of fortified places. The intimate connection that exists between the Artillery and Engineer branches of the service, renders necessary the most cordial co-operation on the part of the officers in command.

Projects for attack or defence.

233. When projects for attack and defence, or for alterations to existing defensive batteries or armaments are being prepared, the commanding officers of Artillery and Engineers should consult together and jointly consider the character, position, and relative importance of the offensive or defensive batteries, the number and nature of the guns, their direction of fire, the number of traverses, and position and size of magazines, shell rooms, and other buildings required for artillery purposes. It will be the duty of the engineer to design the batteries so as to meet as far as circumstances will admit, the requirements of the artilleryman.

Difference of opinion.

234. Should there be difference of opinion, any remarks which the commanding officer of artillery may have to offer upon the subject should accompany the plan when transmitted for approval.

New armaments.

235. When it is necessary to make proposals respecting new armaments, the officer commanding the artillery and the commanding engineer will prepare a joint report, which, with illustrative plans and necessary details, will be forwarded through the General officer commanding to the Adjutant-General for submission to the Commander-in-chief and Secretary of State for War.

IV. The Staff College.

Admissions how regulated.

236. Admission to the Staff College is open to officers of all arms of the service, except Royal Engineers, who are eligible for staff employment without passing through the college. The college consists, at present, of 30 students, whose admission is deter-

STAFF OFFICERS.

SECTION 6.

THE STAFF COLLEGE—cont^d.

IV.

mined by a competitive examination. Only one officer at a time can belong to the college from any one battalion of infantry or regiment of cavalry, and only four officers at a time from the corps of Royal Artillery. Fifteen vacancies will be offered for competition annually, two of which may be filled by officers of the Royal Artillery, provided they are among the 15 candidates highest on the list.

237. The qualifications requisite for admission are—

Qualifications
for admission.

- (a.) A previous service of not less than five years, exclusive of leave of absence,* and rank not below that of lieutenant.
- (b.) A certificate from his commanding officer, countersigned by the General or other officer commanding the district or station, as follows :—

“ I hereby certify that I have examined _____ on the various subjects connected with his duty as a regimental officer, and more especially on the points which form the chief qualifications of a staff officer, with a view to his competency for admission to the Staff College, Sandhurst ; and to the best of my belief and judgment I consider him, from his general knowledge of the service, character, habits, and disposition, to be qualified in those respects for employment on the staff.”

“ He is a (good, fair, or indifferent) rider, and is not short-sighted.”

- (c.) The candidate, if not a captain, shall have passed the examination for a troop or company.
- (d.) A medical certificate of good health, and fitness for the active duties of the staff.

238. All applications to study at the Staff College must be made whilst the officer who applies is present and serving with his regiment, through the commanding officer. No application from an officer on leave will be entertained. Commanding officers of regiments will in every case forward such applications through the General officer in command, to the Adjutant-General. If the commanding officer of the regiment, or the General officer commanding, cannot recommend the application of any candidate, the grounds of objection are to be distinctly stated.

Applications
how to be for-
warded.

239. Applications from officers serving at home should be sent in not later than the 15th June, after which date the officers approved of by the Commander-in-Chief will be instructed to place themselves in communication with the Council of Military Education, with a view to their receiving the rules for the examination. All candidates wishing to be examined at foreign stations must send in their applications so that they may be

When to be
forwarded.

* This is not to apply to the usual leave of absence annually granted to officers on home service.

SECTION 6.

STAFF OFFICERS.

IV.

THE STAFF COLLEGE—cont^d.

- received at the Horse Guards on or before the 1st of May. The examination papers will only be sent out for those officers whose applications shall have been thus received.
- Limit of competition.** 240. Although only one officer can be spared from a battalion at a time, for the purpose of studying at the college, this will not prevent a battalion sending more than one officer to compete at an examination, if circumstances admit of their absence from the regiment.
- Entrance examinations at home.** 241. The examination* of officers serving at home for entrance to the Staff College, is held in London, about the month of July, under the direction of the Council of Military Education.
- Examination abroad.** 242. In the case of officers serving abroad, the examinations of such as are allowed to compete are conducted by means of the same printed questions as are set for the examination of candidates in London.
- When held.** 243. The transmission of the questions to stations abroad is so arranged that the examinations may be held simultaneously with that at home, and the merits of the candidates decided upon in time to admit of those who are successful joining the staff college by the 1st February next ensuing.
- Composition of Board.** 244. A Board of Officers will be appointed for this purpose at the most convenient station of the district, by the General officer commanding abroad, and will consist of three officers; one of whom to be, when practicable, a staff officer, having the rank of field officer, and the other two, if possible, not under the rank of captain. One of these officers will belong either to the corps of artillery or of engineers, where any such officer can be obtained.
- Hours of examination.** 245. General officers commanding at foreign stations will select the hours for the examination which are best suited to the climate and circumstances of the country, taking care, however, to conform strictly to the number and distribution of the hours as detailed in General Orders for the examination at home.
- Rules for conducting examination.** 246. The Board will give to each candidate a number, which he will affix to each of his examination papers, instead of his name. He will retain the same number throughout the examination.
- Printed questions.** 247. The Board will give to each candidate a paper of the printed examination questions on each subject, at the time specified for the examination in that subject.
- Answers.** 248. The candidates will write their answers to the questions

* Notice will be given of each examination, and detailed instructions for the guidance of candidates will be published from time to time in the General Orders of the Army. Candidates are recommended to obtain the reports of the past examinations for admission, with copies of the examination papers, published by Taylor & Francis, Red Lion Court, Fleet Street.

STAFF OFFICERS.

SECTION 6.

THE STAFF COLLEGE—cont^d.

IV.

in the presence of the Board, and their papers, together with the printed examination questions, will be collected at the hour appointed, and made up into a packet, which will be sealed before being taken from the examination room.

249. The Board will, immediately on the conclusion of the examination, forward the papers of the candidates to the General officer commanding, for transmission to the Council of Military Education, accompanied by a certificate that the candidates obtained no assistance from books, or help of any kind, in their examination. The Board will, at the same time, forward the names of the candidates, corresponding with their index numbers in the examination, in a separate envelope, for transmission to the Council of Military Education.

Transmission of papers.

250. General officers commanding should transmit the candidates' papers to the Vice-President of the Council of Military Education with the least possible delay, in order to enable officers from distant stations, who may be successful in the competition, to join the College early in the following February. They will at the same time forward to the Adjutant-General a return of the officers examined, with their certificates, as required by regulation.

Transmission of papers by General officers.

251. Officers serving abroad, who may be successful candidates, will in accordance with the provisions of the Royal Warrant be allowed the regulated passage money home, on joining the Staff College.

Passage of officers.

252. The names and examination numbers of the candidates who are successful in the competition, as well as of those who prove themselves qualified, and the examination numbers alone of candidates who fail, will be published immediately after the reports of the examiners have been received by the Council of Military Education, with the total number of marks gained by each candidate, and his place on the list.

Notification of result of examination.

253. The principle under which officers are allowed to enter the Staff College being that of pure competition, it follows that candidates who may be found qualified at any examination, but who, from want of a sufficient number of vacancies, cannot then be admitted, will not have any claim to subsequent admission, without undergoing another competitive examination.

Second examination when necessary.

254. The course of study* commences annually on or about the 1st of February and occupies two years, which period is not to be exceeded except in case of illness, and then only with the sanction of the Commander-in-chief. The yearly course is divided into two terms, viz., from the 1st February to 15th June,

Course of study at the college.

* A synopsis of the Course of Study will be forwarded to any officer on application to the Council of Military Education, and the General Orders, embodying the Staff College Regulations for the time being, may be obtained on application to the Adjutant-General of the Forces, Horse Guards,

SECTION 6.

STAFF OFFICERS.

IV.

THE STAFF COLLEGE—cont^d.

and from the 15th July to the 15th December, the intervening periods constituting the vacations.

Fees to mess
and library
funds.

255. No payment is required from students to the funds of the college, beyond an entrance fee of 3*l.* from an unmarried and 1*l.* 10*s.* from a married officer, as a contribution to the college mess fund, in addition to the regulated quarterly subscription; and an entrance subscription of three guineas to the college library.

Uniform.

256. Every officer is to wear his uniform with the same strictness as if with his regiment.

Conduct while
at college.

257. In case any officer conducts himself in such manner as may be at all detrimental to the institution, either by want of application or in other respects, a report upon his conduct is to be transmitted by the Governor to the Military Secretary, for the consideration of the Commander-in-chief.

Officers to be
attached to
different arms
of the Service.

258. Officers who have passed their final examination at the Staff College will be attached to other arms of the service,—as herein-after detailed,—for the purpose of acquiring instruction in those duties and field movements which are not common to their own. Certificates of their efficiency therein will be forwarded to the Adjutant-General by the officers commanding the corps to which they have been attached.

- (a.) Officers of cavalry and infantry will attend at Woolwich, or such other station as may be ordered, for instruction in artillery, for a period of six weeks.
- (b.) Officers of cavalry will be attached to infantry for one month.
- (c.) Officers of artillery, horse artillery excepted, will be attached to cavalry for one month, and officers of infantry for six weeks.
- (d.) Officers of artillery will not be required to be attached to infantry.

SECTION 7.—INTERIOR ECONOMY OF CORPS.

I.

<p>I. Officers. II. Non-Commissioned Officers. III. Discipline. IV. Drill and Exercise. V. Regimental Bands. VI. Subsistence, Messing and Cooking.</p>	<p>VII. Servants, Orderlies, and Pioneers. VIII. Married Soldiers. IX. Deserters. X. Transfer of Soldiers. XI. Schools. XII. Hospitals. XIII. Postage of Soldiers' Letters.</p>
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I. Officers.*Commanding Officers.*

259. AN officer entrusted with the command of a regiment is invested with authority which renders him responsible to his Sovereign, and his country, for the maintenance of discipline, order, and a proper system of economy in his corps; he is to exact from officers and men the most implicit obedience to regulations, and he is not only to enforce by command, but to encourage by example, the energetic discharge of duty, and the steady endurance of the difficulties and privations which are inseparable from military service.

Responsibilities of commanding officer.

260. A commanding officer's authority is paramount, whether on the parade, at the mess, or in any other situation; he should give his best attention to promote a good understanding amongst the officers, by advice to the young and inexperienced, by timely interference to prevent disputes, and by taking immediate notice of any conduct likely to interrupt the harmony of the corps; he should explain to the officers, in the most forcible manner, the consequences of allowing themselves to be misled by erroneous notions, and false principles of honour, and he should encourage them, in the event of any dispute or difference arising, to make him the arbiter, as the person more immediately responsible for maintaining unblemished the honour and character of the corps; and his decision and disposal of the question should be considered as final.

His authority paramount.

261. It is an important and responsible duty of a Commanding officer to prevent the officers' mess being conducted with any unnecessary expense or extravagance. He should encourage, by every means in his power, a careful and economical management of the mess in all its details, and should bear in mind that, as it is incumbent upon every officer of the corps to be a member of the regimental mess, whatever may be his means, the ordinary expenditure should be regulated with strict economy and with regard to those officers whose incomes are the most limited. He should endeavour to promote the attainment of this object by his own personal example and frequent presence at the mess-table. The special attention of Commanding officers is also drawn to para. 302, regarding mess entertainments.

Responsible for economical management of the mess.

SECTION 7.

INTERIOR ECONOMY OF CORPS.

I.

OFFICERS—cont^d.

Prevention of gambling and practical jokes.

262. The Commanding officer is to discountenance any disposition in his officers to play at any game for high stakes; he is also to use his utmost endeavour to check any approach amongst the younger officers to what are termed practical jokes; and whenever any case requiring his interference arises, he is to record the manner in which it was disposed of, and to submit the same for the information of the general officer at his next half-yearly inspection.

Money transactions of officers.

263. He should especially caution all young officers to avoid the dangerous practice of raising funds through the agency of money-lenders and bill discounters, who are in the habit of frequenting garrison towns, and, by means of circulars and advertisements, of introducing themselves to notice. Officers are liable to bring ruin upon themselves and their professional prospects by getting involved, in a thoughtless moment, in transactions of this nature.

Bankrupts.

264. When an officer is declared bankrupt in a court of law it is the duty of the commanding officer to ascertain and report the circumstances of the case to the Military Secretary for the information of the Commander-in-chief, who, in concurrence with the Secretary of State for War, will investigate each case and decide upon it according to its merits. If the officer shall have brought himself to that position through any dishonourable transaction, or wilful extravagance, he will no longer be permitted to hold Her Majesty's commission.

Examination of officers.

265. The Commanding officer is to take frequent opportunities of personally examining the officers,—more particularly the subalterns—upon every point connected with their duties in the field; as to their knowledge of the “Mutiny Act and Articles of War,”—the “Queens' Regulations,”—the “Field Exercises,” and the “Musketry Regulations;”—of the forms, principles, and practice of courts-martial;—of the interior economy of a troop, battery, or company;—of the Warrants and regulations applicable to the pay, clothing, equipment, and messing of soldiers;—and of the established system of their keeping accounts.

Instruction of officers.

266. He is to avail himself of every opportunity of practically instructing the officers in the duties of light infantry, and of piquets and outposts; in the mode of conducting patrols; in the exercise and management of artillery at stations where facilities for such instruction exist; and, as far as may be practicable, in the construction of field works. He will, at his discretion, direct the field officers and the captains of the regiment, to take the command of the parade, and in his presence to exercise the regiment or battalion; he is to encourage the subaltern officers to qualify themselves for the duties of adjutant, both in the field and in the orderly room, and should afford to them every facility for acquiring a competent knowledge of such duties.

OFFICERS—cont^d.

I.

267. It is the duty of a commanding officer to bring especially to the notice of the inspecting general without favour or partiality any officers who may be distinguished for attention to, and proficiency in, their duties ; as well as those who, from incapacity or habitual inattention, are deficient in a knowledge of their duties ; or who show an indisposition to afford the commanding officer that support which he has a right to expect from them ; or who conduct themselves in a manner injurious to the efficiency and the credit of the corps. The penalties attached to such misconduct and neglect or ignorance of duty, will be suspension of promotion until a further report shall declare the officer to have proved himself equal to the performance of his duties, and free from any cause of censure ; and removal from the service in the event of continued incapacity or negligence.

Conduct of officers to be reported in certain cases.

268. The instruction and improvement of his men also form a most essential part of the supervision of a commanding officer.

Instruction of men.

269. An officer in the temporary command of a regiment is not to give out any standing orders, or to contradict or alter those issued by the lieutenant-colonel commanding, without a reference to him or to the general officer under whose immediate command the regiment may be placed ; on the other hand, the lieutenant-colonel commanding, when on leave or otherwise absent, is not justified in issuing regimental orders.

Officers in temporary command.

270. The actual presence of the commanding officer of a regiment is necessary on the monthly muster parade. Should he be on leave, or should any duty require his absence elsewhere, it is to be so stated against his name on the Roll, and the next in command will superintend the muster and sign the necessary documents.

Muster parades.

271. Commanding officers of corps are to cause every order and circular issued for general information and guidance either to be re-published in regimental orders, or otherwise circulated throughout the corps ; and they are to afford troop and company officers every facility for becoming acquainted with current changes in the regulations and orders of the army. Ignorance of published orders will never be admitted as an excuse for their non-observance. All orders specially relating to the soldiers are to be read and explained to them immediately after such orders are received ; and those of an important nature are to be read to them on three successive parades.

Promulgation of orders.

272. Selections from the articles of war are to be read once in every three months to the officers and men—agreeably to Her Majesty's Orders therein expressed—in presence of the commanding officer ; the officers are to be with their respective troops, batteries, or companies : the strictest silence is to be kept, and that respectful attention given which is due to the declaration of orders proceeding immediately from the Sovereign.

Articles of War to be read.

SECTION 7.

INTERIOR ECONOMY OF CORPS.

2

OFFICERS—cont^d.*Regimental Officers.*

Duties of captains.

273. Every captain is charged with the arms, accoutrements, ammunition, clothing, and other warlike stores, belonging to the troop, battery, or company under his command, for which he is accountable to his commanding officer, in case of their being lost, spoiled, or damaged, not by unavoidable accident, or actual service. He is equally responsible that the men's messes and necessaries are properly provided as for their military conduct and appearance.

Subaltern in temporary command.

274. In the absence of the captain, these duties devolve upon the subaltern officer appointed to the temporary command, who is to receive all monies on account of the subsistence of such troop, battery, or company; to take special care that such monies are expended in strict conformity to Her Majesty's regulations, and with a due regard to the comfort and advantage of the soldier; and to be for the time responsible for the good order and discipline of the troop, battery, or company in every respect as if he were the captain.

Cleanliness of the men to be attended to.

275. The utmost attention is required from the captains or officers commanding troops, batteries, and companies, to the cleanliness of the men as to their persons, clothing, arms, and accoutrements, and also as to the state of their barracks or quarters: strict adherence to this essential point of discipline will ever tend to the health and comfort of the soldier, and at the same time promote the credit of the service.

Chain of responsibility.

276. Nothing more essentially tends to the maintenance of regularity and good order than that system or chain of responsibility which should extend from the highest to the most inferior station; with this view, in all situations in which it may be practicable, a regiment is to be formed into right and left wings, and the companies composing them respectively placed under the immediate superintendence of a field officer, who is occasionally to report to the commanding officer as to their state and condition.

Companies and squads.

277. Each troop and company, for purposes of interior economy, is to be permanently designated by a letter of the alphabet, commencing from A, and is, for the convenience of inspection, and general supervision, to be divided into two sub-divisions, and each sub-division into two squads. The subaltern officers, to whom the sub-divisions are to be respectively entrusted, are responsible to the captain, who is answerable for his troop or company to the field officer in charge of the wing. Subaltern officers on joining are to provide themselves with a nominal roll of their sub-divisions or squads, and are as soon as possible to make themselves acquainted with the disposition, character, age, and service of each of their men.

OFFICERS—cont^d.

I.

278. Whether stationed in barracks or camp, or quartered in towns, care must be taken to dispose the men in the rooms or tents, and to assort their billets in such a manner as to render the men of each sub-division and squad as contiguous as possible in order that the officers and non-commissioned officers may, with more facility, perform the duty of continual superintendence, which is never to be dispensed with under any circumstances.

Quartermen.

279. It is expected that every officer who has been two years in the service shall be capable of commanding and exercising a troop or company in every situation, and shall be perfectly acquainted with its interior management, economy, and discipline; and that every officer, who shall have been two years captain of a troop, battery, or company, shall be competent in every respect to undertake the duties of a field officer.

Proficiency of officers.

No officer is to be dismissed from drill until he has gone through a course of rifle instruction under the regimental instructor.

280. Officers are at all times accountable for the maintenance of good order, and the rules and discipline of the service and they are to afford in these respects the utmost aid and support to the commanding officer. It is their duty to take notice of, repress, and instantly report, any negligence or impropriety of conduct in non-commissioned officers and soldiers, whether on duty or off duty, although the offenders may not belong to their particular regiment, troop, or company.

Responsibility of officers in general.

281. Officers on detachment are not to introduce or adopt any system of punishment for minor offences which may be in any respect at variance with that established in accordance with these regulations at head quarters.

System not to be changed on detachment.

282. Regimental quartermasters are not to deal with the quality of supplies, or to have anything to do with the admission of forage into store, but solely with the gross quantity to be received, and with the subsequent regimental distribution, after it has been duly passed. This rule is to apply generally to all supplies received from contractors for the use of troops and it is to be understood that the quartermaster's responsibility is limited in all cases to the quantity only and not to the quality of any supplies that may be submitted for the inspection and report of boards of survey. (See also para. 600).

Responsibility of quartermasters.

283. As the practice of allowing a quarter-master to perform the duties of a paymaster, during the illness or absence of the latter officer, is objectionable,—the duties of these two officers should not be combined in one person, whenever it can possibly be avoided.

Duties of paymaster and quarter-master not to be combined.

Books of Instruction for Officers.

284. Every officer in the army is required to furnish himself with the latest edition of the "Queen's Regulations and

Books to be kept by officers.

I.

OFFICERS—cont^d.

Orders for the Army," of the "Royal Warrant for the Pay and Promotion of the Army,"* and of the under-mentioned books according to the branch of the service to which he belongs, viz :—

a. Cavalry.

"Regulations for the instruction, formations, and movements of the cavalry."

"Regulations for the movements and formation of a division or brigade of cavalry."

"Instructions for the sword, carbine, pistol, and lance exercise."

"Regulations for conducting the musketry instruction of the army."

b. Artillery.

"The field exercise and evolutions of the infantry."

The two Manuals of Artillery exercises.

Artillery carbine exercises.

Horse and field artillery officers in addition.

"Regulations for the instruction, formation, and movements of the cavalry."

c. Engineers.

"Field exercise and evolutions of infantry."

"The Regulations for the Royal Engineer Department."

The officers attached to the Royal Engineer Train in addition.

"Regulations for the instruction, formation, and movements of the cavalry."

d. Military Train.

"Regulations for the instruction, &c., of the cavalry."

"Instructions for the sword, carbine, pistol, and lance exercise."

"Military Train Manual"

"Artillery carbine exercise."

e. Infantry.

"Field exercise and evolutions of infantry."

"The infantry sword exercise."

"Regulations for conducting the musketry instruction of the army."

Books of reference on military subjects.

285. The following works are also recommended to the army as useful books of reference on military subjects, so far as they are not inconsistent with anything contained in these regulations.

1. "The Handbook for Field Service," printed at the Royal Artillery Institution, Woolwich.

2. The "Artillerist's Manual," by Major Griffiths, late R.A.

3. Simmons on Courts-Martial.

4. The "Manual of Military Law," by Colonel Pipon.

5. D'Aguilar's "Forms and Practice of Courts-Martial."

* A pocket edition of the Royal Warrant of which Part I. only is yet published, will be prepared by the War Office, as soon as Parts II. and III. are completed.

OFFICERS—cont^d.

I.

Officers' Mess.

286. The establishment of a regimental mess upon a well-regulated system is an object of the utmost importance, and requires the unremitting attention and superintendence of the commanding officer, who is responsible that all the accounts are properly kept and checked, and that each member pays his mess and wine bills regularly every month.

System of management.

287. Upon the arrival of a regiment at a new station, the commanding officer should, for the protection of any tradesmen who may supply articles for the use of the mess, take steps to caution them that the officers are not responsible for debts incurred by, or on behalf of, the messman, such messman being a civilian, and an independent contractor. This rule does not apply to cases where non-commissioned officers of a corps are employed as caterers to the mess, where of course all pecuniary transactions with tradesmen will be under the immediate supervision of the mess committee.

Debts of messman.

288. A serjeant is allowed to act as the officers' mess-man or caterer or superintendent of the mess establishment; but no non-commissioned officer is to be employed in any menial capacity about the mess.

Serjeant messman.

289. Although it is indispensable to provide for the proper maintenance of this establishment, yet it is essential to limit the demands upon officers, and to prevent their being liable to unnecessary expense; with this view the following regulations are to be observed throughout the army, the household troops excepted.

Maintenance of establishment.

290. A contribution, at the discretion of the commanding officer, but not exceeding thirty days' pay, is to be paid by each officer to the regimental mess fund on appointment, to be charged in monthly payments of three days' pay on the original net pay of his rank, and not on the increase resulting from length of service, brevet rank, or appointment as adjutant, or musketry instructor.

Contributions on appointment.

291. When an officer is promoted in his regiment, he is to pay, in like manner, a sum not exceeding the difference on thirty days' pay of the rank attained and that previously held. If he be removed in the same rank, or promoted, to another regiment, he is chargeable with the whole amount of contribution in the regiment to which he exchanges or is transferred or promoted, but he is not to be charged with payment to the mess fund of his former corps beyond the month during which his removal has taken place, unless he leave his regiment on promotion within ten months of his appointment thereto, in which case he is chargeable with the whole prescribed contribution in both corps.

On promotion or removal.

SECTION 7.

INTERIOR ECONOMY OF CORPS.

E.

OFFICERS—cont^d.

From half-pay. 292. Officers from half-pay, whether appointed to their former regiments* or not, are liable to pay the contribution to the mess fund.

Rate of contributions. 293. The commanding officer is to regulate with the regimental agents, from time to time, the amount of the contribution, so as to prevent any undue accumulation of the mess fund, and he is to forbid the purchase of expensive and useless articles of plate, or a larger quantity of it than a mess may be fairly supposed to require.

Annual subscription. 294. All officers on the strength of a regiment, whether present or absent, are also to pay an annual subscription at the discretion of the commanding officer, but not to exceed eight days' pay of their regimental rank, calculated in the same manner as laid down for the contributions, in para. 290, to defray the ordinary current expenses of the mess; this subscription is to be charged in quarterly payments in advance from the date of appointment. On an officer leaving his regiment he is to be repaid his subscription from the date of his successor's appointment.

Exemptions. 295. Officers, while at the Staff College, being liable to contribute to the officers' mess at that establishment, are not to be required to pay subscriptions to the mess fund of their regiments. Officers retiring from the service, or going on half-pay, are not liable for contribution beyond the month, or for subscription beyond the quarter, in which their removal takes place; and officers who are temporarily restored from half to full pay for the express purpose of retiring from the service by the sale of their commissions, and whose joining may consequently be dispensed with, are altogether exempt from the payment of mess and band contributions.

School of Musketry. 296. All officers attending the School of Musketry for instruction, are to contribute to the support of the mess of that establishment, according to the following scale:—viz.,

Unmarried officers, for any part of a month, one day's pay; over one and under three months, two days' pay.

Married officers, half of the above.

The sums thus paid will be recredited to the officers by the mess fund of their respective battalions on production of a certificate to the effect that the subscription alluded to has been paid, which certificate will be supplied to officers on leaving the establishment by the mess president.

Medical officers.

297. Medical officers who may have paid mess and band entrance contributions to one corps shall not be required to pay the same again to any other corps to which they may be trans-

* N.B.—This does not apply to an officer, who, having paid his contribution, is appointed to his former regiment within twelve months of his having been placed on half-pay.

OFFICERS—cont^d.

E. I.

ferred for the benefit of the public service, and not at their own request.

298. Married officers are to pay the same contribution to the mess fund on appointment as the unmarried officers; but they are liable to only one half of the annual subscription, when they do not regularly attend the mess. Married officers.

299. Mess meetings are to be held as often as may be required, but not less than once every six months, for the purpose of auditing the accounts and of laying before the officers of the regiment propositions for improving the comfort and regulating the expenses of the mess, as well as for authorizing any special outlay of the funds, such as the purchase of plate, linen, &c. The proceedings will in all cases be subject to the approval of the commanding officer. Mess meetings.

300. The requisite supply of mess necessaries, viz., knives, forks, spoons, table linen, glass, and mess utensils, is to be admitted as a charge against the mess fund; these articles are to be provided with the strictest regard to economy, and to be limited to what may be essential to the comfort and respectability of the mess. When the service companies of a regiment happen to be divided into wings, the head-quarter wing is to assign a due proportion of the mess fund and mess necessaries for the use of the other wing during such separation. Supply of mess necessaries.

301. On official occasions when guests are invited to a mess in the name of the officers of a regiment, the senior combatant officer must always preside; and no second place is to be recognized. Precedence at mess.

302. Whenever it is proposed by a corps to give an entertainment to another corps of officers, or to any guest, (not an Inspecting General,) all the additional mess expenses incurred thereby are to be defrayed by those officers only who consent to affix their names to a paper which will in every case be circulated throughout the corps, notifying the intention to give such entertainment; and even on such occasions the actual expense only of entertaining such guests is to be made a general charge. Commanding officers are enjoined to give their special countenance and protection to those officers who may, from any motive, decline to share in the expenses proposed to be incurred. Officers inviting private friends to a mess dinner are, as a matter of course, to bear the whole expense of their entertainment. Expense of entertainments at mess.

303. Officers at the Staff College or School of Musketry, or absent from their regiment, holding a staff appointment, are not chargeable with any share of entertainments. Exemptions.

304. The Queen's allowance which is granted to each troop, battery, and company, in aid of the expenses of the officers' mess, is to be applied towards reducing the cost of the first allowance of wine, and diminishing the daily expenses of the mess, in the Application of Queen's allowance.

SECTION 7.

INTERIOR ECONOMY OF CORPS.

I.—II.

OFFICERS—cont^d.

following proportions, viz., three-fourths for wine, and one-fourth for mess expenses.

Paymasters not to preside over mess committees, &c.

305. Paymasters are not to preside over committees for the management of mess, band, or other regimental funds, nor should the moneys of such funds be placed in the custody of the paymasters, as the duties of their office are sufficient to occupy their undivided attention. This does not apply to canteen funds referred to in para. 1029.

II. Non-commissioned Officers.*

Troop and battery Serjeant-Majors and Colour-Serjeants.

306. One serjeant-major is allowed on the establishment of each troop and battery, and one colour-serjeant on that of each company. They are, in cases of misconduct, liable to revert to the rank and pay of serjeant, at the discretion of their commanding officers. In the artillery and engineers every case of this kind is to be referred for disposal to the deputy adjutants general of those corps respectively.

Their duties.

307. The duty of attending the colours and standards in the field is to be performed by these non-commissioned officers; but this distinction is in no wise to interfere with the regular performance of their regimental and company duties. They are not to be detached from their troops or companies, nor employed on the recruiting service.

Selection.

308. Commanding officers are to take care that this honourable distinction is bestowed only on serjeants of approved valour and fidelity, who, by attention to the duties of their station, and to the discipline of their respective companies, have rendered themselves worthy of such a mark of approbation.

Pay-Serjeants.

309. Great caution is to be used in the appointment of pay-serjeants (or pay corporals in the engineers); and on no account is a staff-serjeant to be employed as pay-serjeant of a troop or company. Pay-serjeants are not to be subjected to the risk of loss by having large sums of public money placed in their hands. Officers commanding troops and companies receive an allowance, which, amongst other things, is intended to compensate for this risk, and are bound to take charge of all public money received from paymasters, or others, on account of their troops or companies, which is only to be issued to the pay-serjeants from day to day as required for the subsistence of the non-commissioned officers and men. No charge is to be preferred against a pay-serjeant for fraudulently misapplying any sum beyond the amount actually required for such daily subsistence. Pay-serjeants are strictly forbidden to lend money to a non-commissioned officer or soldier on any pretence whatever.

Books for serjeants.

310. Every serjeant is required to have in his possession a copy of the Regulations for the drill, field exercises, and move-

* See also paras. 507-509, and 528.

NON-COMMISSIONED OFFICERS—cont^d.

II.

ments of that branch of the service to which he belongs. These books are at first supplied at the expense of the public, and are to be produced at all regimental inspections. When a serjeant is discharged, or otherwise removed, he is to deliver the book to the officer commanding his troop, battery, or company.

311. Non-commissioned officers, when on detached duties, have great opportunities of distinguishing themselves, and showing their abilities and merit; on these occasions the military appearance and good conduct of their parties reflect the greatest credit on the commanders. They will never (not even after a march) suffer their men to go about the streets in a slovenly manner. They will attend to the condition and good order of their horses, appointments, arms, quarters, &c., keep accurate accounts of the subsistence of the party, settle all innkeepers' lawful demands for billets, and obtain the necessary receipts for the same.

Non-commissioned officers on detached duties.

312. When non-commissioned officers are required to assist the officers of troops, batteries, and companies in the discharge of their duty, corporals may be appointed to act as serjeants (to be styled lance-serjeants), and private soldiers as corporals (to be styled lance corporals), who, if they prove themselves efficient, are to be promoted as vacancies occur.

Acting N.C.Os.

313. Non-commissioned officers transferred from the regular army to the militia, or to volunteer rifle corps, will be borne as supernumeraries on the rolls of their line regiments, until the completion of their period of service for discharge to pension or otherwise; but the promotion of non-commissioned officers to fill the vacancies will take effect from the date of such transfers.

N.C.Os. transferred to the Militia.

Armourer-Serjeants, Farriers, and Serjeant Cooks.

314. With a view to obtain competent armourer-serjeants for regiments, a corps of armourers has been raised, with a permanent depôt of 100 men at the Royal Small Arms Factory, Birmingham. Every man is to be duly attested for general service; and previous to promotion to the rank of serjeant he must receive a certificate of his competence from the Inspector of small arms. The attestations of these men are to be made out in duplicate, one copy to be retained at the Royal small arms repairing factory, and the other, together with the man's register sheet, to be sent to the regiment, depôt of the regiment, or station to which he may be posted, the officer commanding being held responsible that these documents are kept duly completed according to regulation, and that on every removal of an armourer serjeant from one corps or station to another they are forwarded to the superintendent of the Royal small arms factory, in order that the entries may be duly transferred to the copy of the attestation in his possession, and that the duplicate copy may be sent to its new destination. An ex-

Armourer-Serjeants.

SECTION 7.

INTERIOR ECONOMY OF CORPS.

II.

NON-COMMISSIONED OFFICERS—cont^d.

ception from the foregoing rule is made with regard to the documents of men of the armourer corps posted to arsenal stations, or to the "reserve" in India; the documents of these N. C. officers are to be retained at the head-quarters of the corps in this country.

Training and
posting of
Armourers.

315. All recommendations for soldiers to be trained for the corps of armourers should be accompanied by a descriptive return of each candidate on W. O. Form 440; also by a copy of their records of service, and extracts from the court-martial and delinquent books. Regiments in want of armourer-serjeants are to make application to the Adjutant-General.

Survey of
Armourers'
Tools.

316. Previously to any armourer-serjeant leaving a regiment, or on his reduction for misconduct, the commanding officer should cause a survey of the forge and tools to be made in presence of both the old and new armourer-serjeants, and loss or undue damage assessed accordingly. The tools should at all times be in a sufficiently serviceable state to enable work to be done with them; but in giving over tools, exception is not to be made on account of their being half worn, as armourer-serjeants are not to be expected to hand over their tools in a new state. For further instructions regarding the duties of armourer-serjeants, see the Royal Warrant, 1866, Part I.

Farriers.

317. The farrier major is liable to be reduced for misconduct, to the rank and pay of farrier, at the discretion of his commanding officer; the farrier can be reduced to the ranks, and the shoeing smith displaced, only by sentence of court-martial, except in instances of inefficiency, when their cases may be disposed of by order of the commanding officer. Farrier majors and farriers may be members of the serjeants' mess.

Serjeant cooks.

318. The regulations which provide for the appointment, qualifications, and duties of serjeant cooks are contained in para. 397 to 406.

Serjeant Master Tailor.

Serjeant Master
Tailors.

319. With a view to obtain competent serjeant master tailors soldiers are instructed in tailoring at the Royal Army Clothing Factory at Pimlico, and in order to ensure a due supply of trained men for this purpose, commanding officers in the United Kingdom will forward from time to time through the general officer commanding the district or station in which their regiments may be serving, the names of any candidates who may wish to be trained and who possess the following qualifications, viz. :—

Qualifications.

320. "A good character, sober, steady, and industrious; a tailor by trade, with inclination and capacity for the business, and an indisposition to get into debt. The man, moreover, should be unmarried, but this last condition will not be strictly insisted upon if the candidate is in other respects eligible."

NON-COMMISSIONED OFFICERS—contd.

321. General officers having satisfied themselves that the candidate proposed for training possesses the above qualifications, will cause him to be examined by a Board consisting of two or more serjeant master tailors if available at the station, who will ascertain and report as to the likelihood of his becoming an efficient master tailor. If the report is favourable general officers will forward at once to the Adjutant General, the proceedings of the Board accompanied by a description return of the candidate and a copy of his company defaulter's sheet. In the cases of regiments stationed singly in out quarters, it will only be necessary to take the opinion of the master tailor of the corps as to the capabilities of the candidate. Forms of description return and proceedings of board are contained in the Appendix No. 3.

To be examined by a Board.

322. On receiving certificates of qualification, it will be optional with the men to volunteer to any corps in want of a master tailor, or, should they prefer it, they may await in their own corps a similar appointment.

Appointment.

323. The special enlistment of competent civilians to act as serjeant master tailors in the battalions of Foot Guards, and Infantry on home service, is sanctioned on their passing the prescribed examination in their trade at the Royal Army Clothing Factory. A commanding officer having found a competent tradesman willing to enlist on the prescribed terms should apply to the Adjutant-General for authority to send him to Pimlico for examination; and should forward the certificate of the superintendent of that establishment in applying subsequently for his enlistment. Persons thus specially enlisted will be subject, in all matters of discipline, to the provisions of the Mutiny Act, Articles of War, and the general regulations of the army, and they will be liable to be reduced for misconduct.

Special enlistment for home Service.

324. As this permission is restricted to regiments at home, commanding officers of regiments having master tailors thus specially enlisted will, on being put under orders for embarkation, apply for a soldier who has been trained at Pimlico, in exchange for the specially enlisted serjeant who will be transferred with his own consent (which should always be specified in the description return to accompany the application,) to a regiment likely to remain at home for a lengthened period.

To be transferred when the corps embarks.

325. When a regiment serving abroad requires a master tailor but has no man present who possesses a certificate of qualification, the commanding officer may, if a suitable man can be found in the corps, appoint him to the situation and apply for the appointment to be confirmed, provided he can certify that he considers him in every respect a man thoroughly qualified for the duties he will be required to perform.

Vacancies abroad.

326. The serjeant master tailor is not to be in excess of the establishment of the corps, but is to take the place of a duty

Posting to regiments and depôts.

SECTION 7.

INTERIOR ECONOMY OF CORPS.

II.—III.

NON-COMMISSIONED OFFICERS—cont^d.

serjeant. The place of the duty serjeant, thus lost, may be filled up by a corporal as lance serjeant. When a master tailor is appointed to a depôt battalion he may, when an opportunity offers, be transferred annually, in rotation, to each of the depôts composing it, so as to distribute the loss of a duty serjeant fairly throughout the battalion, and not press unduly on any particular corps. The serjeant master tailor is prohibited from entering into any contract for the supply of volunteer or other clothing.

Serjeants' Mess.

Establishment
and super-
vision.

327. The commanding officer is to form a mess for the serjeants, as one of the means of supporting their consequence and respectability. There are few situations where this beneficial arrangement cannot be carried into effect; but where local circumstances may render it impracticable, the reasons which may have prevented its adoption are to be explained at the half-yearly inspection. All articles supplied to the serjeants' mess are to be paid for on delivery, or weekly at latest. The commanding officer should keep a constant supervision and control over the serjeants' mess, and see that it is conducted with strict economy, regularity, and order. He will be assisted in this duty by the Adjutant, under whose immediate supervision the mess should be placed.

Entertain-
ments.

328. Entertainments by the serjeants' mess should be discouraged by commanding officers; and, as a general rule, the hospitality should be limited to giving to regiments joining or quitting the station the accommodation of the mess as honorary members. In all cases the sanction of the commanding officer must first be obtained.

III. Discipline.

Prevention of
crime.

329. A commanding officer cannot pay too much attention to the prevention of crime, but he must bear in mind that the positive absence of crime, and not its screened existence, is the criterion of a well-established discipline. In all first offences, not of an aggravated character, mild reproof and admonition are to be tried; and punishment is not to be resorted to, until a repetition of the offence shall have shown that the milder treatment has not been productive of the desired effect.

Treatment of
soldiers.

330. As it is desirable to keep up in all ranks of the army a proper feeling and high sense of honour, by which the correct and willing discharge of duty will be best ensured, officers of every rank should be impressed with the advantage which they individually, their own corps, and the service at large, will derive from the adoption towards the non-commissioned officer and soldier of a system of command and treatment which shall be free from coarse and offensive language. If reproof be necessary, it is to be conveyed in such a manner, and in such terms, as

DISCIPLINE—cont^d.

III.

will make an impression, without hurting the feelings of the individual.

331. The officers are not only to observe this injunction themselves, but they are to require it to be observed by the non-commissioned officers; and their example will have the effect of checking the use of improper and offensive terms on the part of the non-commissioned officers towards the soldiers. If acts of intentional neglect and of insubordination should take place, the means of correction and punishment, authorized by the regulations of the service, are to be resorted to, and they will have double effect if not preceded by coarse and abusive language; indeed, it will probably be found that such acts will become comparatively rare, as the duty will be done more cheerfully and zealously.

Observance of the rule by non-commissioned officers.

332. Officers are to avoid reproving non-commissioned officers for any irregularity, neglect of duty, or awkwardness, in the presence or hearing of the privates, lest they should weaken their authority and lessen their self-respect,—unless it shall be necessary for the benefit of example that the reproof be public, or that it shall have been provoked by repeated neglect or irregularity.

Reproving non-commissioned officers.

333. Non-commissioned officers are not to be subjected to minor punishments; and when it is necessary to confine them for any offence, they are to be placed under arrest and not sent as prisoners to the guard-room except in extreme cases when it is necessary in the interests of the public service to ensure their safe custody.

Punishment of non-commissioned officers.

334. Non-commissioned officers are not to be allowed, by resigning their situation, to escape trial by court-martial, except by the special sanction of the Commander-in-chief. Occasional instances, however, may occur in which non-commissioned officers, finding themselves unequal to perform the duties of their situation, apply to be allowed to resign their rank; a report of every such case is to be made to the Adjutant-General, and a certificate of the commanding officer, stating the cause of the resignation, is to be appended to the man's records of service.

Resignation of non-commissioned officers.

335. The commanding officer may, at his option, delegate to officers commanding troops or companies the power of awarding soldiers, for minor offences, punishments not exceeding three days' confinement to barracks; such punishments are, in all instances, to be brought under the notice of the commanding officer and approved by him.

Awards by troop and company officers.

336. In all cases requiring more serious notice, the commanding officer of the regiment is to investigate the charge in the presence of the officer commanding the troop or company, the adjutant, and the prisoner; and having satisfied himself, from the evidence adduced, of the nature and degree of the offence,

Awards by commanding officer.

SECTION 7.

INTERIOR ECONOMY OF CORPS.

III.

DISCIPLINE—cont^d.

he is to award at once such authorized punishment as he may think fit. Upon such occasions the commanding officer is to write his own orders, and not confide that duty to others.

Prisoners to be deprived of their caps.

337. Whenever soldiers are placed under restraint requiring them to remain uncovered, they are, whilst under examination or trial, to be deprived of their caps, and any other articles they can make use of as missiles.

Medical examination of prisoners.

338. All prisoners, before being awarded imprisonment in provost cells, are to be examined by a medical officer with a view to their state of health being ascertained and certified. As a general rule the prisoners are to be taken to the hospital for this purpose, only during the authorized visiting hours of the medical officers.

Award of punishments by commanding officers.

339. In order to secure uniformity of system, commanding officers are authorized to award the under-mentioned punishments only for such offences as are not deemed of a sufficiently serious nature to be brought under the cognizance of a court-martial, viz. :—

Imprisonment and forfeiture of pay.

a. Imprisonment or deprivation of pay, or both, to the extent authorized by the Mutiny Act and Articles of War. The imprisonment—which is to be reckoned from the date of the commanding officer's award—is to be carried out in the provost cells in conformity with the regulations contained in Section 15. In the Royal Engineers, forfeiture or reduction of the several rates of working pay may be awarded in certain specified cases.

Confinement to barracks and punishment drill.

b. Confinement to barracks for any period not exceeding twenty-eight days, which carries with it punishment drill to the extent of fourteen days, the taking all duties in regular turn, attending parades, and being further liable to be employed in duties of fatigue, at the discretion of the commanding officer. Every award of confinement to barracks for fourteen days and under, is to carry with it punishment drill, which in the mounted services is to be "kit drill," and in the infantry "marching order."

Extra guards.

c. Extra guards or picquets; but these are never to be ordered as a punishment except for minor offences or irregularities when on, or parading for, these duties.

Absence without leave.

340. Commanding officers are held responsible for the proper application of the provisions of the Articles of War which empower them to deprive the soldier of his pay for absence without leave for any number of days not exceeding five;* but it is to be understood that, in giving effect to this power, com-

* Though the absence may not amount to an entire day of 24 hours, the day on which the soldier absents himself and the day on which he returns are equally to be reckoned as days for this purpose.

DISCIPLINE—cont^d.

THE

manding officers are not precluded from trying the soldier by a court-martial for less than five days' absence without leave, if, upon investigating the case, the circumstances elicited shall appear to call for a heavier punishment. General officers commanding are alone empowered to dispense with the trial by court-martial of soldiers who are absent without leave for any period over five and under twenty-one days.

341. It would be inconsistent with subordination for a commanding officer to admit of the *right* of option, or appeal from any of the above awards—except in the instances, affecting a soldier's pay, sanctioned by the Articles of War; but he may, if he think proper, vindicate the justice of his first order by resorting to the alternative of a court-martial.

Right of option not permitted.

342. Imprisonment in cells is, as much as possible, to be reserved for cases of drunkenness, riot, violence, or insolence to superiors, and, in aggravated cases, should precede the further punishment of confinement to barracks, and extra drills, it being understood that the whole period of this punishment—including the imprisonment—is not to exceed twenty-eight days.

Imprisonment.

343. Soldiers discharged from prison or provost cells at any hour should be confined to barracks and be exempted from duty for the remainder of the day. Whenever an exceptional case occurs of a man being placed on duty on that day a special report of the same is to be made to superior authority. With ordinary care such a case should never occur.

Release from imprisonment.

344. Prisoners are not to be kept in confinement for a longer period than forty-eight hours—exclusive of Sundays—without having their cases enquired into, and either summarily disposed of or reported to superior authority.

Confinement before disposal.

345. If a soldier refuse to obey an order distinctly given, or resist the authority of a non-commissioned officer, he is to be confined without altercation, and immediately reported to the officer commanding his troop, battery, or company, or to the adjutant. When a non-commissioned officer has occasion to confine a soldier for any offence, he should invariably obtain the assistance of one or more privates to conduct the offender to the guard-room, and should himself avoid in any way coming in contact with him—except under unavoidable circumstances.

For disobedience of orders.

346. Soldiers in a state of drunkenness are, if possible, to be confined alone, and in the prisoner's room or cells, until sober, and not in the guard room, where they are often provoked to acts of violence and insubordination; they are to be visited at least every two hours by a non-commissioned officer of the guard and an escort, in order that their condition may be ascertained; and should any suspicion arise that they are suffering from disease a medical officer is forthwith to be sent for.

For drunkenness.

SECTION 7.

INTERIOR ECONOMY OF CORPS.

III.

DISCIPLINE—cont^d.

- 347.** Soldiers suspected of being drunk are not to be put through their facings, or otherwise proved, for the purpose of ascertaining their condition.
- 348.** When a soldier, either before the investigation of an offence, or whilst undergoing punishment, has been deprived of his arms, they are not to be restored to him without an order from the captain of his company, or other superior officer.
- 349.** A soldier charged with committing an offence should be put in confinement, as directed by the Articles of War, and ought not to be permitted to perform any duty whatever (except carrying his own arms and accoutrements in marching) until his case is disposed of. If, however, by error, such an offender has been permitted to perform any duty, he shall not thereby be absolved from liability to punishment for his offence; but may, if the proper authority shall think fit, be summarily punished, or be brought to trial before a court-martial, according to the circumstances of the case.
- 350.** Defaulters are not to be required to bring up any portion of their punishment which they may have been prevented from undergoing by reason of their being in hospital or employed on duty.
- 351.** Punishment drill, which is to consist of marching only and not of instruction drill, is not to exceed one hour at a time, and under no circumstances, is it to exceed four hours altogether in the same day. It is to be carried on in the barrack-yard or drill ground; and when regiments or detachments are in billets, and have not such accommodation, their defaulters are not to be exposed to ridicule by being drilled in the streets, but they are to be marched out on one of the public roads for the prescribed period, under charge of a non-commissioned officer.
- 352.** All gambling in garrison, camp, or cantonments is strictly forbidden.
- 353.** With a view to maintain order and regularity within the lines of a regiment, every corps may employ two or three steady soldiers to act as regimental police, under the superintendence of the provost serjeant, whom they will assist in the performance of the police duties specified in par. 830. The number of men for this special service will vary according to circumstances, but in ordinary cases three men in a closed barrack ought to suffice. The number is never to exceed six.
- 354.** It is important that a uniformity of system should exist as to the mode of estimating and recording the characters of non-commissioned officers and men. With this view the following terms only are to be used, viz.,—very good,—good,—fair,—indifferent,—bad and very bad; and in order to make an estimate of character, officers are primarily to ground their opinions on the documentary records. A man's deportment as

DISCIPLINE—cont^d.

III.

a soldier, his cleanliness, and the manner in which he has performed his several duties, should at the same time be considered in his favour.

355. Commanding officers may grant passes to a limited number of well-conducted soldiers only, to enable them to remain out after hours; but under no circumstances is the power of granting such indulgences to be delegated to the captains of troops or companies.

Passes.

356. The dress and appearance as well as the demeanour of soldiers should, on all occasions, and in all situations, be such as to create a respect for the military service; soldiers are not to be permitted to go beyond the precincts of their barracks, except they are properly dressed, and are not to smoke in the streets.

Dress and appearance of soldiers.

357. Non-commissioned officers only are permitted to wear side arms off duty. Soldiers who have been convicted of making an improper use of their belts, as weapons, in disturbances, and who are of disorderly character, are to be deprived, at the discretion of commanding officers, of the privilege of wearing their belts when out of barracks.

Wearing side arms.

358. The following directions in regard to the growth of hair are to be strictly observed by all ranks. The hair is to be neatly cut, and kept short. Moustaches are to be worn, and the chin is to be shaved (except by pioneers, who will wear beards also). Whiskers, when worn, are to be of moderate length. On active service in the field beards may, however, be worn at the discretion of the General Officer commanding.

Growth of hair, &c.

359. A commanding officer should impress upon the men under his command, by every means in his power, the propriety of civility and courtesy in their intercourse with all ranks and classes of society, and should particularly caution them to pay proper deference and respect to magistrates and all civil authorities. A soldier not on duty under arms is to take off his cap in the presence of a magistrate in a civil court.

Civility and courtesy to be used to all ranks of society.

360. Deliberations or discussions among any class of military men, having the object of conveying praise, censure, or any mark of approbation towards their superiors or any others in Her Majesty's service, are strictly prohibited, as being subversive of discipline, and an assumption of power which belongs to the Sovereign alone, or to those officers to whom the command and discipline of the troops may be entrusted by Royal Authority.

Praise or censure of superiors forbidden.

361. Every officer will therefore be held responsible who shall allow himself to be complimented by officers, non-commissioned officers, or soldiers, who are serving, or who have served, under his command, by means of presents of plate, swords, &c., or by any collective expression of their opinion. Commanding officers should also prohibit the practice, which prevails in certain corps among non-commissioned officers, of raising subscriptions for the

Presents and testimonials.

SECTION 7.

INTERIOR ECONOMY OF CORPS.

III.—IV.

DISCIPLINE—cont^d.

purpose of presenting testimonials in any shape to each other on quitting the service, or on being removed from their corps.

Political meetings.

362. Officers, non-commissioned officers, and soldiers are forbidden to institute, or take part in, any meetings, demonstrations, or processions for party or political purposes, in barracks, quarters, camp, or elsewhere.

Publishing military information.

363. Commanding officers are to use their utmost vigilance to prevent the officers, non-commissioned officers, and men publishing information relative to the numbers, movements, or operations of troops, or any military details that may be prejudicial to the interests of the public service; and any officer or soldier will be held personally responsible for reports of this kind which he may make without special permission, or for placing the information beyond his control so that it finds its way into unauthorized hands.

Anonymous complaints.

364. The practice of making anonymous complaints or publishing anything through the medium of the press, calculated to excite discontent in the army, is strictly prohibited.

Books recommended to non-commissioned officers and privates.

365. The non-commissioned officers and soldiers of the army may study with great advantage to themselves and to the public service, a small pamphlet entitled "Advice to the British Soldier," * by a Non-commissioned Officer. It clearly explains to the young soldier the first principles of military discipline and subordination, and contains much sound advice for regulating the conduct of the non-commissioned officers.

IV.—Drill and Exercise.

Regulations.

366. The regulations for the exercises and evolutions of the various branches of the service as sanctioned by the Queen are contained in the several books enumerated in para. 284.

The most scrupulous adherence to the system therein established is required of all general officers in command; and officers of the army generally are reminded of the responsibility they will incur by introducing any deviation from a system which has been sanctioned by Her Majesty.

Uniformity of system.

367. These regulations prescribe the adoption and the practice of an uniform system of exercise and drill,—and it is of the highest importance that this principle of uniformity should be strictly observed and maintained, in its most minute details, in a service the detached nature of which would otherwise cause difficulties and confusion when corps are assembled for combined movements.

Order of companies on parade.

368. The companies of a regiment are to be equally sized and interchangeable. They should stand on parade habitually according to the seniority of the captains from flanks to centre,

* Published by Mr. Wilcockson, Rolls Buildings, Fetter Lane, E.C.

DRILL AND EXERCISE—cont'd.

IV.

viz., the senior captain on the right, next senior on the left, and so on.

369. When any number of dismounted men forms part of the establishment of a regiment of cavalry, the men dismounted are to be clothed, armed, and equipped in every respect, like the rest of the regiment, with the exception of horse appointments; and they are, at every dismounted parade, to fall in with their respective troops. The dismounted men are to be frequently changed, in order that each man may be perfectly instructed, and regularly practised in every part of his duty as a cavalry soldier.

Dismounted men in cavalry.

370. The general principles of Light Infantry movements, as well as the movements of a company, or battalion, when acting as Light Infantry, are laid down in the "Field Exercises," and the right application of these movements in the field may be studied with advantage in various works by authors of much practical experience; but in addition to these important points, it is essential that the attention of commanding officers should be directed to the necessity of constantly exercising the individual intelligence and judgment of the men under their command, when acting as Light Infantry.

Instruction in light infantry.

371. The improved range and accuracy of fire of the arms now in general use, render it doubly important that every soldier should, when skirmishing, be prepared to take such advantage of ground and cover as will enable him, with the least exposure of his own person, to inflict the greatest amount of injury on his opponents; with this view commanding officers are enjoined to lose no opportunity of profiting by all suitable ground in the vicinity of their quarters for the instruction of young soldiers in this important part of their duty; and they should bear in mind that the character of a regiment, as to its proficiency in Light Infantry movements, depends mainly on the individual intelligence, skill, and activity displayed by the men.

Skirmishing.

372. Whenever opportunities offer, commanding officers should instruct their men in the mode of making rifle pits, and placing sand bags, sods, &c., on a wall or parapet to fire between; also in the duties of covering parties in sieges; how to keep down the fire of batteries; the advantages of the different modes of firing, (kneeling, lying down, &c.); in short, no pains should be spared to make each man a thorough and efficient light infantry soldier.

Rifle pits, &c.

373. Another important point which should engage the attention of general or other commanding officers, is the practice of time marches; *i.e.*, they should direct companies, or wings, or battalions, to occupy a distant position to which several roads lead, some of greater length and easier to march

Time marches.

SECTION 7.

INTERIOR ECONOMY OF CORPS.

IV.—V.

DRILL AND EXERCISE—cont^d.

over than others. The heads of these columns should arrive simultaneously in position, and the time of departure be regulated accordingly. Small bodies of troops may accomplish longer marches even over bad roads, than deeper columns can accomplish over better roads. Practice will soon enable officers to ascertain these points, and to calculate almost to a certainty the time required under every circumstance.

V. Regimental Bands.

Contributions
and sub-
scriptions.

374. A band of music is essential to the credit and appearance of a regiment, and every officer (married or single), whether on the strength of the service companies or the depôt, is to pay for its maintenance as follows, viz:—

- 1st. A contribution on appointment, at the discretion of the commanding officer, but not exceeding twenty days' pay, to be made in monthly payments of two days' pay.
- 2nd. An annual subscription not exceeding twelve days' pay, to be made in quarterly payments in advance.

These payments as well as those upon promotion, &c., are to be regulated upon the same principle as prescribed for those to the regimental mess (paras. 290 to 294).

Allowance for
depôts.

375. A sum of five pounds per annum is to be paid by the band funds of regiments abroad to the depôt battalion to which their depôt is attached, in order to defray the expense of copying music and repairing bugles and flutes.

Accounts of
band fund.

376. The accounts of the regimental band fund, and any proposition for exceptional expenditure, are to be laid before the officers at the periodical mess meetings directed to be held in par. 299.

Composition
of the band.

377. The regimental band* is to consist in addition to the bandmaster, of a serjeant, with twenty rank and file including one corporal, in the infantry, and with fifteen privates in the cavalry. These men are to be effective to the service as soldiers, to be perfectly drilled, and liable to serve in the ranks on any emergency;—and the numbers stated are not to be exceeded under any circumstance whatever.

Clothing of
bands.

378. The bands of regiments of cavalry, including the trumpeters, are to be dressed in clothing of the same colour as that worn by the respective regiments. The bands of infantry regiments are to be dressed in white clothing with regimental facings.† The bands of rifle corps are to be dressed in green.

Boys specially
enlisted.

379. Lads and boys *incapable of bearing arms*, and who have been enlisted by special authority for training as musicians, but who are not actually included in the establishment of bandmen,

* The pipe major and five pipers of the Highland regiments, who are in addition to the establishment of those corps, belong to the service companies.

† In Corps having white or buff facings, the band will wear red facings.

REGIMENTAL BANDS—cont^d.

V.

may be clothed like bandsmen, provided no additional expense to the public is thereby caused. It is, however, to be distinctly understood that this permission is not to be construed into any pretext for employing soldiers as musicians in excess of the regulated number.

380. When regiments are in garrison, or brigaded, military band masters are to take precedence over civilian band masters; and when bands are playing together, the military band masters are to lead, according to seniority of appointment. Band masters.

381. The following books of instruction, published by authority, and to be strictly adhered to by the corps to which they appertain, without addition or alteration, either as regards the soundings or their application. Books of Instruction.

In the Cavalry.—The “Trumpet Sounds for duty and exercise of Cavalry.” (1835). The “Brigade and Divisional movements of Cavalry” (trumpet sounds).

In the Infantry.—The “Infantry Bugle Sounds,”—“Instructions for the Fife,”—and “The Art of beating the Drum.”

382. It is essential that the band, and the drums and fifes, when playing or beating for military purposes, particularly in the slow and quick marches, should not deviate, in the most trifling degree from the time which will allow, within the minute, the exact number of steps prescribed by regulation. For this purpose the music for slow and quick time is to be practised under the direction of the drum-major, with the plummets, until the prescribed cadence has been acquired. The band and the drums are to be frequently practised together, in order that, when relieving each other in the quick march, the time may not differ in the smallest degree, but the cadence be uniformly and uninterruptedly preserved. Cadence of the music.

383. Commanding officers of regiments are strongly urged to impress on their band committees the importance of subscribing to the funds of the military music class, established at Kneller Hall, near Hounslow, for the training of bandmasters and musicians. Recommendations of men for instruction are to be addressed to the Adjutant-General of the Forces, accompanied by descriptive returns in the usual form, having an additional column for *remarks* (to be filled up in the handwriting of the commanding officer) showing the musical qualifications and abilities of the candidates, and the object of sending them to Kneller Hall, whether to train for bandmaster or otherwise; together with a certificate, signed by the medical officer, “that the men named in the foregoing return have been carefully examined, that they are in perfect health, physically fit for employment as bandsmen, and do not present any indication of disease likely to be aggravated by playing on a wind instrument.” School of Music, Kneller Hall.

SECTION 7.

INTERIOR ECONOMY OF CORPS.

V.—VI.

REGIMENTAL BANDS—cont^d.

Selection of men.

384. Care is to be taken in selecting men for this duty, that they are of exemplary character, have musical ability, and that they are capable of turning their instruction to good account on rejoining their regiments.

Band Instruments.

385. In order to ensure uniformity throughout the regimental bands of the Service, the instruments are to be of the same pitch as that adopted by the "Ancient Philharmonic Society." Instruments for regimental bands, if applied for to the Adjutant General, according to a form prescribed, may be obtained through the commandant of the military school of music, at Kneller Hall, cheaper than if procured direct from the instrument makers, and of one uniform pitch for the whole army.

VI. Subsistence, messing, and cooking.

Payment of the men.

386. All regulations relative to the payment of the troops; the various allowances, whether in money or in kind, to which they are entitled; and the stoppages to which they are subject; are laid down in the Royal Warrant for Pay, &c.

387. The issue of pay to non-commissioned officers and men is to be made punctually in accordance with the provisions of the Royal Warrant, Part I., para. 534, and always in the presence of an officer.* Captains are personally to explain to their men at the monthly period of settlement, the several items with which they may be debited and credited.

Monthly settlement of the accounts of the men.

388. Officers commanding corps of all arms on home service are to certify, on the effective state which they transmit to the Adjutant-General on the 15th of each month, that the monthly settlement of the accounts of the men has been duly made by the captains or commanding officers of troops, batteries, and companies, and that the balances, if any, have been carried to their credit in the account of the ensuing month. Officers commanding regiments or detachments on foreign stations are required to render a similar certificate, at the end of each month, to the General officer under whose command they are serving.

Acquittance rolls.

389. An acquittance-roll, containing the names of the men of every troop, or company, and showing the debts and credits with the signature of each man, and a certificate to the foregoing effect by the captain, or officer commanding it, is to be rendered monthly to the officer commanding.

* In the Royal Horse Artillery and field brigades, the battery quartermaster serjeant is to issue—under orders from the captain—one day's pay for each subdivision to the No. 1 of the subdivision, who will—in the presence of an officer—pay the men daily. In garrison and depôt (dismounted) batteries, the pay serjeant to pay the men daily in the presence of an officer. The pay serjeants of all depôt (dismounted) batteries to be taken off the roster for duty when there are over 120 men in the battery.

SUBSISTENCE, MESSING, AND COOKING—cont^d.

390. Every non-commissioned officer and soldier is to be provided with a pocket ledger, calculated to show at all times the actual state of his accounts, and the articles of clothing issued to him; and commanding officers of regiments are to see that these books are kept with the utmost regularity. Any soldier who shall deface his book, or lose the same through want of care, is to be punished. It should, however, be explained to him that it is his interest to take care that his book is at all times correctly and completely kept.

VI.
Soldiers'
pocket ledgers.

391. The name, number, and regiment of the soldier are to be printed or written, in a fair and legible hand, on the cover of his book, which is always to be kept by the soldier and produced at all kit inspections. Captains are responsible that each man's account is completed and signed at every monthly settlement; the accounts of such soldiers as cannot write are to be verified by the signature of a witness other than the pay serjeant to the soldier's mark. In the case of a soldier who is neither in debt or credit, his account in this book is to be signed by the officer commanding his troop, battery, or company as well as by himself.

Signing of
accounts.

392. All entries in the soldier's pocket ledger relating to "service abroad," "marriages," "children," "becoming non-effective," and "next of kin," are to be signed by the officer commanding the troop, battery, or company to which the man belongs; the entries regarding "promotion," "wounds," and "distinguished conduct," are to be in the handwriting of that officer, as well as signed by him. All awards of medals and all distinctions, granted to soldiers in respect of war services, whether by the British or any foreign Government, are to be entered in the soldier's pocket ledger, under the head of "distinguished himself;" but medals with gratuities or annuities for long or meritorious service, and good conduct badges, are on no account to be recorded there. The religious denomination to which a soldier belongs is to be recorded in his pocket ledger, and the entry is to be duly attested by his signature or mark. The term "Church of England" to be used in all cases instead of "Episcopalian."

Entries
of service,
medals, &c.

393. Savings banks have been established under the authority of an act of parliament, and in accordance with a Royal Warrant (W. O. Cir. 711), with a view to encourage habits of economy among the troops, and to diminish the temptation to intemperance, and its consequences on discipline. They afford the soldier the means of profitably depositing his savings, under Government security. Non-commissioned officers and men are therefore to be encouraged to avail themselves of the opportunity thus afforded them of accumulating their savings; and at the same time every practicable facility is to be given them of withdrawing their accumulations whenever required for their own advantage.

Savings banks.

SECTION 7.

INTERIOR ECONOMY OF CORPS.

VI.

SUBSISTENCE, MESSING, AND COOKING—cont^d.*Messing and Cooking.*

Messing.

394. The regularity of the men's messing, including the breakfast and the evening meal, is an object of primary importance, and calls for the unremitting attention of General officers in command, and of officers commanding corps, as well as of the officers commanding troops and companies. It is the duty of the commanding officer to see that the soldiers' meals are properly and sufficiently provided, without exceeding the rates laid down in the Royal Warrant for Pay, &c., Part I., Art. 585, and an evening meal of tea or coffee, with a portion of bread, is invariably to be furnished to them in addition to their breakfast and dinner.

Inspection of
of kitchen and
meals.

395. The officers on duty are to visit and inspect the kitchens and cooking apparatus daily; and are also to inspect the meals, in order to see that they are wholesome, sufficient, and properly cooked.

Regulations
regarding
cooking.

396. The following regulations have been sanctioned with a view to establish an efficient system of military cooking throughout the army, and thereby to ensure to the soldier the full benefit of the means afforded for varying his diet.

Serjeant cooks.

397. One serjeant cook is to be appointed to every regiment of cavalry, battalion of infantry—including *depôt* battalion—brigade of artillery, or command of engineers or military train, equivalent to a battalion. He will be borne as a supernumerary to the establishment of serjeants, but the number of privates will be one less in all such corps, except in *depôt* battalions, where no reduction is made in the number of privates.

Preliminary
training.

398. Before non-commissioned officers can hold this appointment they will be required to undergo a course of training at the instructional kitchen at Aldershot. Applications for this purpose are to be made by commanding officers to the Adjutant-General, and a return at the same time forwarded on W.O. Form 437.

Qualifications
of candidates.

399. It is indispensable that each candidate should fulfil the following conditions:—

- (a.) He should be a steady and trustworthy non-commissioned officer.
- (b.) He should be able to keep simple accounts, to write with accuracy and quickness, and to work with ease the first four rules of arithmetic, as well as simple proportion.
- (c.) He should have five years to serve, if in his first period of limited service, and seven years if in his second period.
- (d.) If in his first period of service, he must declare his willingness to re-engage.

Families not to
accompany
them.

400. Non-commissioned officers detached from their regiments for this purpose are not to be accompanied by their families. They are to take with them their side arms and waist belts.

SUBSISTENCE, MESSING, AND COOKING—cont^d.

VI.

401. Upon the return of the non-commissioned officer to his regiment, after having gone through the course of instruction, he will be considered as on probation for six months, after which his commanding officer should apply through the Adjutant General for the Commander-in-Chief's approval to his being confirmed in the appointment of serjeant cook. When so confirmed a parchment certificate of competency will be given to him.

Probationary
service.

402. The following are the duties of a serjeant cook, viz. :—

- (a.) He will personally superintend all cooking done in the regimental cook-houses, and will see that it is carried on in strict conformity with the system in which he has been instructed at Aldershot.
- (b.) He will have under his orders, at most, one cook and one assistant cook per troop, battery, or company, but this number may be reduced at the discretion of the commanding officer. The former is to be changed only at long intervals, or upon misconduct, and the latter weekly.
- (c.) He will thoroughly instruct those under him in all operations connected with cooking.
- (d.) He will have charge of all cook-houses and cooking utensils. He will cause them to be kept scrupulously clean, and will report any damage or loss at once to the quartermaster.
- (e.) He will enforce order, punctuality, and cleanliness on the part of those under him, and he alone will give them such orders connected with cooking as may be necessary.
- (f.) He will not allow any person to enter any of the cook-houses except on duty.
- (g.) He will ascertain every morning from the quartermaster, or other person representing him, the number of men in each company, troop, &c., in mess for the day, and make arrangements accordingly.
- (h.) He will cause the water for coffee, and tea, and all vegetables, to be boiled in as large quantities as the size of the boilers will admit, without regard to troops, companies, &c. The vegetables for each mess to be enclosed in nets, and labelled.
- (i.) The dinners to be prepared by squadrons, batteries, or companies, unless the cooking apparatus be unsuitable for so doing, in which case, such combinations are to be effected as may be found most economical.
- (l.) He will encourage the men to have their dinners prepared in as many different ways as the apparatus will admit, due regard being paid to Rule (m); and he will afford them every facility for their so doing.
- (m.) He will be held responsible that no more fires are lighted, or ovens heated, than may be absolutely necessary, and that all the cinders are consumed. He will keep with accuracy the diary of cooking, on the printed form provided for the purpose, and will hand it over monthly to the quartermaster.

Duties of
Serjeant Cook.

SECTION 7.

INTERIOR ECONOMY OF CORPS.

VI.—VII.

SUBSISTENCE, MESSING, AND COOKING—cont^d.

- (n.) He will, as early as possible, report to the commanding officer any case in which all the bones and refuse are not collected from the barrack-rooms by the orderlies, and deposited in the appointed places ; or any case in which the contractor does not remove them every alternate day, at least, such provision being one of the conditions of sale.
- (o.) He will, on the morning of the day on which the coals are issued, furnish the quartermaster with a note of the amount of coals he will probably require during the ensuing week. This estimate may equal, but must not exceed the regulated allowance, and, with economy, may be much less.

Disposal of
refuse fund.

403. Arrangements are to be made by the commanding officer for the disposal of all refuse from the cooking of the meat, &c., the sum accruing being divided among the companies, squadrons, batteries, or depôts, and carried to the credit of the messing. An account of the fund obtained from the sale of cooking refuse and its appropriation is to be published monthly in regimental orders. A canvas frock and a pair of trousers, of the ordinary sea-kit pattern, may be purchased for each cook out of the refuse fund, as a fatigue dress, and the non-commissioned officer superintending may also be provided, when thought desirable, with a similar dress, but with stripes upon it to distinguish his rank.

Monthly re-
ports.

404. Quarterly reports of cooking—upon W.O. form 434—are to be made by commanding officers of regiments having a serjeant cook, and are to be transmitted through General officers in command, with their remarks, to the Quartermaster General, for the consideration of the Commander-in-chief and Secretary of State for War.

Resignation.

405. Any non-commissioned officer who wishes to resign the appointment of serjeant cook is to revert to the rank which he held prior to such appointment being made, subject to the Commander-in-Chief's approval.

Deprivations of
appointment.

406. A serjeant cook may be deprived of his appointment for misconduct by order of the General officer commanding the district, but an immediate report of the circumstances is to be made to the Adjutant-General ; in this case also he will revert to his former rank, unless he should have been reduced by competent authority to that of a private soldier.

VII. Servants, Orderlies, and Pioneers.

Servants.

Servants.

407. The practice of employing soldiers as servants is sanctioned as an indulgence ; and, without special permission, none but regimental officers are allowed soldier servants, who must in all cases belong to their respective regiments.

SERVANTS, ORDERLIES, AND PIONEERS—cont^d.

VII.

408. The following regulations in regard to the employment of soldier-servants are to be strictly adhered to ;

Restrictions as to employment.

- a. General or other officers employed on the STAFF OF THE ARMY are allowed to employ soldiers as servants in the following proportion ; viz., Lieutenant-Generals, *three* each ; Major-Generals, *two* each ; and all other Staff officers, *one* each. These soldiers are to be taken from the troops serving in the same district or station as the Staff officer, and are in all cases to join their regiments, when the latter are ordered to quit the command in which the general or staff officer may be serving.
- b. In the CAVALRY, each officer when present in quarters or absent on duty, is allowed two soldiers to attend him, and groom his horses employed for regimental purposes. One of these men is to be held available for mounted parades, when there may be unappropriated horses.
- c. Officers of the ROYAL ENGINEERS, and DEPARTMENTAL officers not attached to regiments, are not to employ soldiers as their servants, except on active service in the field, and then only with the sanction of the General in command.
- d. In the INFANTRY, every officer is allowed to have one soldier to attend him, and mounted officers, keeping horses for regimental purposes, are allowed to employ two soldiers as servants.

409. Soldier-servants are to be selected exclusively from those who have done duty in the ranks at least two years, and are perfectly acquainted with their military duty, and of established good character. They are to be at all times completely clothed, armed, and equipped ; they are to compose a part of, and perform their share of duty on, any guard, or other service, on which the officer, to whom they are attached, is employed ; to fall in with their respective troops or companies at all reviews, inspections, and field days, when not required to take charge of spare horses. They are to go through the annual course of musketry instruction, and are liable to such drills as the commanding officer may judge necessary, to ensure their being on all occasions prepared to act in the ranks, and to do their duty as soldiers.

Selection of servants.

410. No soldier is to be transferred from one corps to another to enable him to continue in the service of an officer, unless specially authorized.

Transfers of servants.

411. Officers are not to be permitted to employ European soldiers at stations where a colonial allowance is drawn in lieu of servants.

At foreign stations.

SECTION 7.

INTERIOR ECONOMY OF CORPS.

VII.

SERVANTS, ORDERLIES, AND PIONEERS—cont^d.

Officers employed on Staff, &c.

412. Regimental officers employed in staff situations of a temporary nature, or connected with services in the field,—and under instruction at the schools of gunnery or musketry,—are to have their regimental servants. Officers studying at the Staff College are not allowed to retain their regimental servants, but cavalry officers who have their full number of horses with them at the college, are allowed one bătman from the corps.

Officers on leave.

413. Commanding officers are to use their discretion in granting to each regimental officer, on short leave of absence, one soldier to attend him; provided that such leave shall not exceed two months. Soldiers so employed are to be accounted for under this head, and not as "on furlough," in the returns

Officers returning as invalids.

414. In the case of an officer returning home from a foreign station, on account of severe illness the general officer commanding is at liberty to permit a soldier to accompany him as a servant; the arrival of such soldier in the United Kingdom is to be reported to the Adjutant-general, with a view to his being ordered to the depôt of his regiment, or to the indulgence of his remaining with the officer being, if necessary, renewed for a limited period.

Allowance to servants.

415. The payment to soldiers employed as servants to officers, is two shillings and sixpence per week in the cavalry and artillery, and one shilling and sixpence in the infantry. Troop serjeant-majors, serjeants, and farriers of the mounted services are to pay to soldiers employed in looking after their horses and appointments one shilling and sixpence per week. Trumpeters and rank and file, who, under particular circumstances, require to have their horses and appointments looked after, are to pay one shilling per week. The foregoing allowances are on no account to be exceeded.

Mounted Orderlies.

Employment of mounted orderlies.

416. Mounted troops are to be employed as sparingly as possible in the conveyance of letters, and it is only in special and urgent cases that letters or reports are to be so forwarded.

Conveyance of despatches.

417. The precise time at which the despatch is sent off, and the rate at which it is to be conveyed, are to be written very clearly on the covers of all letters transmitted by mounted orderlies.

Rate of speed.

418. The rate is not, except in urgent cases, to exceed six miles per hour; and the orderly, on all occasions when there is no back letter, is to return leisurely to his quarters. These instructions, and the rate at which he is to travel, are to be clearly explained to the orderly at the time he receives the despatch.

Pioneers.

419. The establishment of pioneers allowed in each battalion of infantry is one pioneer corporal, and one pioneer per company. As a pioneer force depends entirely upon the efficiency of the individuals composing it, the practice of making the situation a refuge for old and worn-out soldiers is forbidden. Number allowed.

420. Commanding officers of regiments are to select as pioneers able-bodied active, intelligent soldiers; and as it is highly important to render available some of the skilled labour which each regiment possesses in its ranks, they should as far as possible be artificers and mechanics; the corporal should in addition invariably be chosen for his superior intelligence. On service, the pioneer, if an active intelligent artificer, would be far more usefully employed in directing the labours of several others, than in working exclusively himself; and as each pioneer carries tools for one or more additional men, a portion of the force would, if competent, be always available in this capacity. Selection.

421. The trades from which pioneers should be taken are, principally, carpenters, smiths, masons, bricklayers, or engine fitters, and there should be at least two carpenters and a smith amongst the privates. The method of carrying the pioneers' tools on parade is detailed in para. 615. Trades.

VIII. Married Soldiers.

422. The regulations restricting the number of men permitted to be borne on the married establishment of a corps, and the advantages allowed to them, are contained in Clause 50 of the Army Circulars, 1867. Married establishment.

423. Commanding officers of regiments, who have ample experience of the very great inconvenience arising to the service, and to the public, from the improvident marriage of soldiers, are to discountenance such connexions, and to explain to the men that their comforts, as soldiers, are in a very small degree increased by their marriage, while the inconvenience and distress naturally accruing therefrom are serious and unavoidable, particularly when regiments are ordered to embark for foreign service. Marriages to be discouraged.

424. Every soldier, previously to his marriage, should obtain the consent of his commanding officer, and state the name and condition of the woman he proposes to marry, and whether she be a spinster or a widow. In granting their consent commanding officers should most carefully consider the claims of the soldier, as regards good conduct and length of service, and when deserving soldiers cannot be admitted on the strength of Consent of commanding officer.

SECTION 7.

INTERIOR ECONOMY OF CORPS.

VIII.—II.

MARRIED SOLDIERS—cont^d.

their corps as married men, their applications should be registered, with a view to their wives being taken on the strength as vacancies occur.

Vacancies
abroad; how
filled.

425. Officers commanding regiments on foreign stations are to specify in the returns which they transmit to the depôt companies at home, the vacancies which occur in the regulated number of soldiers' wives, and are to name those whom they may recommend to be sent out to fill such vacancies. Soldiers' wives who have joined the regiment without authority, or who may, by the permission of the Commander-in-chief (obtained through the Quartermaster-General), accompany officers as servants in their families, and afterwards quit such service, are not to benefit by being allowed at any future time to fill vacancies on the establishment of soldiers' wives, which vacancies must be reserved for those who have waited at home for their turn to go out.

Sleeping out
of quarters.

426. No soldiers are to be allowed to sleep out of their quarters permanently, except those who are borne on the strength of their corps as married men, or who are married with leave, and together with their wives are of good character. Married men who are allowed to mess and sleep out of barracks for their own comfort and the benefit of their families, must be regular in attending to their duties, orderly in their lodgings or quarters, exact in their dress, and never leave their lodgings or quarters after tattoo except when on duty or on leave. Any man not obeying these orders is to be immediately brought into barracks.

Men married
without leave.

427. In cases where a soldier married without leave has any children, the commanding officer may use his discretion in granting permission to the man to be out of the troop, battery, or company mess, in order to support his family.

Instruction of
soldiers'
children in
trades.

428. It is suggested as an arrangement which may be adopted with advantage in all corps in which regimental workshops have been established, that every facility should be given to the elder boys for instruction in trades, the wishes of the parents being as far as possible consulted, and that in mounted corps they should not only be allowed, but encouraged, to attend the stable hours, in order that they may have an opportunity of qualifying themselves to act as grooms.

IX. Deserters.

Descriptive re-
ports to be sent
to War Office.

429. With a view to the detection and apprehension of deserters, commanding officers of regiments and depôts at home and abroad and inspecting field officers of recruiting districts, are to transmit to the Secretary of State for War, a descriptive report

DESERTERS—cont^d.

EX.

of every deserter, on W. O. Form 88, giving the fullest information possible, in order that the same may be inserted in the *Police Gazette*, which paper is sent to the head-quarters of every regiment at home, and to inspecting field officers of recruiting districts, free of expense. In those instances which present good grounds for supposing men to have deserted, these reports should be rendered within 24 hours after their absence has been discovered; but in no case should they be delayed beyond five days. In the Artillery and Engineers the report is to be sent to the Deputy Adjutant-General of the corps, by whom it will be forwarded to the Secretary of State for War.

430. Duplicates of these reports are at the same time to be forwarded to the churchwardens or overseers of the parish to which the deserters belong, for the purpose of being exposed to public view in the church, or in such other conspicuous place as may render it impossible for men, who have been guilty of this crime, to return to their friends and home without immediate detection. These duplicate reports are to be addressed "On Her Majesty's "Service," "To the Churchwardens, Overseers, &c. of the Parish "of", and are to be transmitted unsealed under cover to the War Office, whence they will be forwarded to their several addresses.

To parish authorities.

431. Officers in command of regiments and depôts in the United Kingdom, are also to send similar descriptive reports, as soon as possible after the desertion, to the inspecting field officers of the several recruiting districts.

To inspecting field officers.

432. When a soldier serving in any corps is discovered and identified as a deserter from another corps, the officer commanding is to transmit to the Secretary of State for War a descriptive return of such deserter (W. O. F. 88). If at home, he is, instead of handing the man over to be dealt with by the civil authorities, to detain him in the guard-room until the proper measures shall have been adopted for disposing of him. If abroad, the deserter is to be forthwith tried, provided there be evidence forthcoming to convict him, and, after the expiration of his sentence, he is to be retained in the performance of his duties, until the pleasure of the Commander-in-Chief as to his disposal shall be ascertained.

Soldiers discovered as deserters while serving.

433. When a soldier, serving in any corps confesses that he is a deserter from some other corps, his confession attested by his commanding officer is to be recorded. If at home he will be dealt with in the manner laid down in para. 432. If abroad, and evidence of the truth or falsehood of his statement is not immediately forthcoming, he is to continue to do duty until legal proof of the truth or falsehood thereof can be obtained; in either case if the statement is found to be true, he may be tried either in the corps in which he is serving, or in that to which he originally

Soldiers confessing desertion while serving.

SECTION 7.

INTERIOR ECONOMY OF CORPS.

IX.

DESERTERS—cont^d.

belonged, for desertion ; and, if false, for making a false statement to his commanding officer.

Disposal of
deserters
not serving
as soldiers.

434. When a person not serving as a soldier is apprehended on suspicion of being a deserter from the army or surrenders himself as such, he is, in accordance with the provisions of the Mutiny Act, to be forthwith taken before a magistrate, who will decide whether the evidence is sufficient to warrant his committal to civil custody until removed by an order from the Secretary of State for War. In the case, however, of a deserter surrendering himself to the corps to which he belongs, the commanding officer is forthwith to report such surrender to the Secretary of State for War, and to proceed against the man according to the degree of his offence.

Medical
Examination.

435. Every deserter is to be examined by a medical officer, whose opinion as to his fitness for military service is to be annexed to the report sent to the War Office : if unfit for service the cause of unfitness is to be specified. Where the services of a regular military surgeon, either on the spot or within a reasonable distance, cannot be made available for this duty, a militia medical officer will, if possible, be employed in preference to a civil surgeon.

Kits and debts
of deserters.

436. When a soldier serving in any regiment is given up to another corps as a deserter therefrom, his kit is to be sent with him and his account will be settled between the captains as in cases of transfer. In cases where the deserter is handed over from one branch of the service to another, such articles of his kit as cannot be made use of in the corps which he is to join are to be sold, and the proceeds remitted to the Captain of his future troop, battery, or company, to be credited to the man's account. In all cases the debt contracted by a soldier for replacing the kit which he may have made away with on deserting is to be allowed precedence over other public debts ; care must, however, be taken in each case that the soldier's liability to the public for fraudulently obtaining bounty on his re-enlistment be duly noted against him, and that the amount of such liability be recovered so soon as the debt on account of his necessaries is liquidated.

Strength of
escorts.

437. The detachment for the escort of a deserter is, as a general rule, to consist of one corporal and one private. When parties of two or more prisoners are to be removed from one station to another by railway or other conveyance, the number of privates to form the escort need not in ordinary cases exceed half the number of prisoners.

Witnesses as
escort.

438. When a soldier serving in any regiment is ordered to be given up as a deserter from another corps, the escort taking charge of him should always include the witnesses required to prove his fraudulent re-enlistment, and receipt of bounty.

DESERTERS—cont^d.

439. Escorts are answerable for the safety of deserters entrusted to their charge. All deserters are to be handcuffed, and for this purpose the escort is to be provided with hand-cuffs from the regimental stores. Whenever a fresh supply of hand-cuffs is required by a regiment, application should be made to the War Office.

X—X
Handcuffing
deserters.

440. When a deserter is authorized by the Commander-in-Chief to be discharged on account of unfitness for military service, or for any other cause, a certificate according to the sub-joined form is to be given to him, in order to prevent him from being again apprehended, and from putting the public to any further expense on his account.

Protecting
certificate of
discharge.

CERTIFICATE OF THE DISCHARGE

of of
Regiment of.....

THE BEARER hereof

Aged..... Years,Feet,.....Inches high,.....Hair,
.....Complexion, andEyes, a Deserter from the.....
Regiment of..... has been discharged by the Authority of
the Commander-in-Chief in consequence of.....

He is therefore not liable to be molested in future as a Deserter.

Given at.....this.....Day of.....

To all whom it may concern.

X. Transfer of Soldiers from one Corps to another.

441. A non-commissioned officer or private soldier belonging to a corps serving at home is not to be transferred from the corps in which he may be serving without the previous authority of the Commander-in-chief, which is to be obtained through the Adjutant-General. When corps are serving on foreign stations, the sanction of the General Officer commanding is to be obtained previously to any non-commissioned officer or private soldier being transferred to another corps at the same station.

Authority for
transfer.

442. These transfers are usually authorized with a view to enable brothers to serve together. As however every facility is given to them on enlistment to select the corps in which their relatives may be serving, their subsequent transfer on this account can only be permitted in very special cases.

When per-
mitted.

443. Applications are to be accompanied by a descriptive return of each man on W.O. Form 329, and it should be stated in the application that there is reason to believe that a bonâ fide relationship exists between the men, and that the conduct of both men has been such as to justify a belief that their serving together

Applications.

SECTION 7.

INTERIOR ECONOMY OF CORPS.

X.

TRANSFER OF SOLDIERS FROM ONE CORPS TO ANOTHER—cont^d.

will be for their mutual benefit. The concurrence of the respective commanding officers in the transfer should be shown. Direct applications to the Horse Guards by the parents or friends of soldiers, for their transfer, are discouraged.

When to take place.

444. When soldiers are authorized to be transferred from one corps to another, the transfer is to take place as a general rule from the last day of the month ; to which date, inclusive, the men will be settled with in their old corps.

Documents to be furnished.

445. The officers commanding corps from which soldiers are transferred are to send with them the following documents, viz. :—

1. Attestation,* if at home.
2. Register sheet.* (W.O. Form 738.) The original if at home, and the copy if abroad.
3. Regimental and troop or company defaulter sheets.
4. Court-martial sheets, with certificates of convictions by civil power, if any.
5. An "Original No. 1. Report," prepared by the paymaster, on W.O. Form 330A. Without this document no pay can be drawn or accounts adjusted.
6. Ledger sheet, containing the last statement of their accounts.
7. Savings bank transfer statement, if any. (W.O. Form 380.)
8. A list of necessaries in possession.
9. Clothing return, (W.O. Form 52.) with compensation return. (W.O. Form 604.)
10. Medical history sheet. (W.O. Form 1143.)
11. Musketry transfer return. (W.O. Form 929.)
12. Extracts from register of marriages and baptisms, if any. (W.O. Form 771.)
13. Detailed statement of any special claims that cannot be adjusted at the date of transfer. This, however, ought rarely to happen.

Report to be sent to depôt.

446. The commanding officer of the regiment from which the transfer is made will, if abroad, immediately notify the transfer to his depôt, with a view to the original attestations and records of service being transmitted to the depôt of the regiment receiving the men.

Certificate for pocket ledger.

447. When a soldier is transferred from one corps to another he is, in accordance with the provisions of the Mutiny Act, to receive, from the officer commanding the corps he leaves, a transfer

* The attestations and register sheets of schoolmasters, duly completed to the date of transfer, should be sent through the Council of Military Education for any necessary additions.

INTERIOR ECONOMY OF CORPS.

SECTION 7.

TRANSFER OF SOLDIERS FROM ONE CORPS TO ANOTHER—cont^d.

K—XI.

certificate according to the following form, which is inserted in his pocket ledger.

<p><i>The services of the above-named</i> _____</p> <p><i>prior to his transfer into the</i> _____ <i>Regiment (cause of transfer</i></p> <p><i>to be here stated) are</i> _____</p> <p style="text-align: right;"><i>Certified,</i> _____</p> <p style="text-align: right;"><i>Officer Commanding</i></p> <p style="text-align: right;">_____ <i>Regiment.</i></p>

448. In the event of the documents above described not being transmitted, or of the particulars of the case of each man, or of any non-adjusted claims, not being satisfactorily stated in them, the officer commanding the corps receiving the men is to report the same immediately to higher authority.

Non-transmission of documents to be reported.

449. An officer is not liable to be called upon to pay more, in the first instance, than ten shillings in the infantry, and fifteen shillings in the cavalry, artillery, and engineers, of the debt of any individual transferred to his troop, battery, or company; but men in debt beyond these amounts respectively are, nevertheless, to remain under stoppages until the whole amount shall have been recovered, when it is to be remitted to the corps from which they may have been transferred.

Debts of soldiers transferred.

XI.—Schools.

450. Regimental schools are established for the purpose of affording to non-commissioned officers and soldiers, and to their children, the opportunity of acquiring a sound and useful education. These schools are under the supervision of the Council of Military Education.

Their object.

451. All directions relative to schoolmasters and schoolmistresses, and to the management, inspection, and examination of army schools are contained in the "Army School Regulations," to which the attention of officers commanding stations and corps is specially called.

Regulations.

452. Commanding officers of corps are to give every countenance and support to these institutions, by encouraging as much as possible the attendance at school of non-commissioned officers and men, and by requiring that all married soldiers shall send their children to the school of the regiment or garrison, on pain of being liable to be deprived of the privileges attendant on the residence of their wives in barracks.

Attendance at school.

SECTION 7.

INTERIOR ECONOMY OF CORPS.

XX.

SCHOOLS—cont^d.

Soldiers to be encouraged to attend school.

453. It is important that the soldier should be able to read and write, and keep his own accounts, as well as to be acquainted with his drill. Without such acquirements no soldier is capable of profiting to the fullest extent by the instruction given him in the use of the rifle; his promotion is rendered less probable; and he is deprived of the interest and improvement derivable from the excellent libraries placed within his reach. Every soldier, therefore, after being dismissed from drill, is to be encouraged to attend school, until he is reported sufficiently advanced in reading, writing, and arithmetic; for this purpose commanding officers are to afford every facility for men whose names are on the school books to attend regularly, and are to require them to do so as a parade or duty.

Special classes.

454. One great hindrance to advancement in the schools being caused by infrequency of attendance, the formation of special classes is very desirable, provided it can be effected without interfering in any way with military duties.

Instruction in keeping company accounts.

455. In order that non-commissioned officers and soldiers may have an opportunity afforded them of learning the system of paying a company, keeping savings banks and other accounts, all army schoolmasters are to be required to make themselves thoroughly acquainted with these subjects, and to instruct therein those adults attending school who are sufficiently advanced in writing and arithmetic.

Annual inspection of schools.

456. Commanding officers and others are to afford the inspectors of schools every facility for conducting the annual examination enjoined by the School Regulations.

Attendance of men.

457. With this view all men whose names are on the school books, and who are not on guard or otherwise employed on urgent duties, are to be ordered to attend on the day or days which may have been previously fixed upon for the examination. Commanding officers are also to arrange that every adult whose name is on the school books shall give one attendance at least during the month preceding the annual inspection, for preliminary examination by the schoolmaster.

Returns.

458. On the day of examination by the inspector a return of men on the school books who are sick, on duty, or otherwise employed and unavoidably absent, will be given to the examiner, to enable him to refer to the work done by them at the schoolmaster's previous examination.

Certificates of education.

459. Commanding officers are authorized to issue first, second, and third class certificates of education, under the conditions laid down in the School Regulations; and a return will be made on the 1st of January of every year to the Adjutant-General of the number of certificates of each class which are in possession of the non-commissioned officers and men of every corps.

INTERIOR ECONOMY OF CORPS.

SECTION 7.

SCHOOLS—cont^d.

XL—XLII
Qualification
for promotion.

460. No man is to be considered eligible for promotion to the rank of corporal, unless in the field, who has not passed a satisfactory school examination. For the rank of serjeant higher qualifications may be expected; but it is not intended hereby to fetter the discretion of commanding officers in the promotion of men who display conspicuous courage, or show that peculiar tact and moral influence which give non-commissioned officers weight with their comrades.

461. In addition to the school where adults and more advanced children are taught, an infant and industrial school is to be established in every corps.

Infant school.

462. The kits, books, &c., of schoolmasters are to be inspected once a quarter by the adjutants of the regiments to which they are attached.

Inspection of
schoolmasters'
kits and books.

463. A permanent orderly is to be told off to keep the school-room and schoolmaster's quarters clean, and to prepare, if necessary, the schoolmaster's meals.

School orderly.

464. When a schoolmaster is placed in arrest the facts and circumstances of the case are to be reported to the Adjutant-General, for the information of the Commander-in-chief. If abroad, the General Officer commanding on the spot is to give such orders on the subject as he may think fit, reporting the particulars of the whole case to the Adjutant-General; but no punishment awarded by a court-martial is to be carried into effect until the proceedings have been submitted to the Commander-in-chief, except at St. Helena, the Cape of Good Hope, and stations eastward of it.

Schoolmasters
in arrest.

465. Recommendations for the training of soldiers at the schools of the Royal Military Asylum at Chelsea, communications relating to the promotion, transfer, furloughs, and discharge of trained schoolmasters, and generally all questions affecting their discipline, are to be addressed to the Adjutant-General of the Forces, who will, after conferring with the Council of Military Education, notify the Commander-in-chief's orders thereon. Correspondence regarding the school regulations, the periodical returns and reports of the schools, the appointment, the training, &c. of schoolmistresses, pupil-teachers, and monitresses, the supply of apparatus for the illustration of lectures for the entertainment and instruction of the troops, and the supply of books and games to troops embarking for distant stations, are to be addressed to the Council of Military Education.

Correspondence.

XLI.—Hospitals.

466. The regularity and proper management of military hospitals so materially tend to the good of the service, and so much promote the comforts of the soldier, that the necessity of giving constant attention to these important objects cannot be too strongly impressed on the minds of all officers in command.

Management of
hospitals.

SECTION 7.

INTERIOR ECONOMY OF CORPS.

XII.

HOSPITALS—cont^d.

Regulations.

467. The Regulations for the Army Medical Service and those for Purveyors contain full instructions for the management of regimental hospitals.

Duties of officers commanding stations.

468. General and other officers commanding are frequently to visit the hospitals of the troops under their command, and minutely to investigate the economy and order therein established, to inquire into the state of the patients, their diet, nursing, and general care and supervision, and to satisfy themselves that the hospitals are conducted in strict accordance with the above quoted regulations; they are likewise responsible that divine service is performed, and duly attended by the convalescent patients, and that the sick are regularly visited by the officiating clergyman.

Commanding officers of regiments.

469. This supervision is required still more in detail from commanding officers of regiments, who, from personal observation, have opportunities of checking every irregularity, and whose duty it is to extend to the hospitals the same system of order and discipline which should prevail in their regiments.

Captain of the day.

470. The captain of the day of each regiment is to visit the hospital daily, but not during the morning and evening visiting hours of the medical officers, to observe the state of the wards, the regularity of messing, and the cleanly appearance of the men; and he is to report any irregularities he may observe to the commanding officer.

Surgeon's daily report.

471. The surgeon is to make a daily report of the sick to the commanding officer, who is to report weekly to the officer commanding the station or brigade.

Conduct of patients.

472. Every species of gaming is strictly forbidden. Any patient convicted of disorderly behaviour, insolent and provoking conduct towards the attendants, or of any deviation from the hospital regulations, is to be severely punished.

Crimes to be reported.

473. Medical Officers in charge should immediately bring all crimes and misdemeanors committed in hospital to the notice of the commanding officer to be dealt with by him as he may consider advisable.

Execution of wills by patients.

474. The surgeon or assistant-surgeon is, in every instance when practicable, to be present at the execution of the wills of soldiers in hospital, and is to affix a declaration to such wills, stating whether the parties were in a fit state of mind at the time to execute the same.

Guards to be furnished.

475. A guard is to be constantly furnished to the hospital, and the surgeon is to signify to the commanding officer of the regiment the particular orders which he wishes to be given.

Arms, &c. of patients.

476. When a soldier is sent into the hospital his arms and accoutrements are, if possible, to be left with his troop or company, and in no instance is he to take his ammunition with him.

HOSPITALS—cont^d.

III.

- 477.** Every military hospital has a permanent establishment of attendants, and it is the duty of commanding officers to see that the non-commissioned officers and men employed in this capacity are thoroughly efficient. Commanding officers will give the medical officer in charge every necessary aid in the selection of eligible men for these duties, and will exact implicit obedience from all non-commissioned officers and soldiers so employed to the orders they may receive from him. They will also enforce in every instance the observance of such minor regulations as the medical officer may see fit to make, provided they are in accordance with the spirit of the general regulations of the army. Establishment of attendants.
- 478.** Non-commissioned officers and men on the permanent hospital establishment of regiments are not available for any other duty, and are not to be removed except for misconduct or inefficiency; they will be armed, the former with swords of the infantry staff sergeant's pattern, the latter with a cutlass similar to that issued to the drummers of their respective corps, and they are not to be taken away from their hospital duties for musketry and gunnery instruction, or for any other purpose whatever. Hospital attendants not available for other duties.
- 479.** When regiments or depôt battalions are divided, and detachment hospitals necessarily opened, a due proportion of the permanent hospital staff is to be attached thereto for ward duty, according to the strength of the detachments and the probable average number of sick. For detachment hospitals.
- 480.** Hospital orderlies carrying bundles or parcels are not to leave the hospital without an authorized pass, which, in the absence of higher authority, is to be signed by the senior non-commissioned officer of the branch with which they are serving. Sentries will be instructed to stop all orderlies carrying bundles who are not furnished with proper passes. Passes for orderlies carrying bundles.
- 481.** Whenever medical officers deem it necessary to make reports upon, or to offer suggestions concerning matters affecting the health of the troops and sanitary condition of the locality in which they are stationed, or to make any report affecting departmental discipline to the head of the medical department, they will invariably furnish a copy of the same to their immediate commanding officer; on the other hand, copies of similar communications to commanding officers will be furnished to the head of the medical department. Medical officers making reports.
- 482.** Regimental medical officers are, upon obtaining the commanding officer's authority for so doing, to take under their care any non-commissioned officers or soldiers of the Royal Artillery and Engineers, or of other regiments, or seamen or marines who, being absent from the ship or corps to which they belong, are under the necessity of applying to them for relief and assistance in consequence of there being Taking charge of soldiers of other corps.

SECTION 7.

INTERIOR ECONOMY OF CORPS.

XXX.

HOSPITALS—cont^d.

no general hospital in the neighbourhood, or from other unavoidable circumstances.*

Army Hospital Corps.

Duties.

483. All non-commissioned officers and privates of this corps are liable to be employed in any way that may be required in the performance of any duties in the Medical and Purveyor's Branches; and when on duty with an army in the field, they will be liable to be attached to the field ambulances, and to attend on the wounded, carrying them off the field, and performing any other similar duties.

Attendants
when furnished
from A. H.
corps.

484. Hospital attendants for the depôt brigade of Royal Artillery, for the Military Train, Royal Engineers, and all depôt battalions and general hospitals will be furnished from the army hospital corps, and general and other officers commanding are to see that the special regulations and orders applicable to the men of this corps are rigidly enforced.

Book of re-
gulations for
hospital
servants.

485. Every non-commissioned officer and private of the army hospital corps, or other hospital servant, should be in possession of a copy of the "Regulations for the guidance of hospital servants," which will be supplied by the War Office, and will form part of the equipment of the above-mentioned soldiers and be forthcoming at each monthly inspection of necessaries.

Persons entitled
to medical aid.

* The "Medical Aid Regulations" (W. O. C. 849) prescribe the conditions under which medical aid is to be given to the sick wives and children of officers, non-commissioned officers, privates, and other persons entitled to such aid, as follows:—

"Medical aid will be given to persons entitled thereto, where there is a military medical officer (or a civil practitioner employed at contract rates), provided the persons entitled reside within a radius of one mile of the staff dispensary, or of the hospital of the station, or of such other point as may from time to time be fixed by the Secretary of State for War. But attendance cannot be claimed for women in childbirth, in the case either of the wife of an officer or of any one entitled to medical aid, unless the assistance of a midwife or medical practitioner cannot possibly be procured."

"The following are the persons so entitled to medical attendance and medicine:—

" 1. Wives, children, and servants of officers.

" 2. Wives and children of non-commissioned officers and privates having right to quarters in barracks.

" 3. Wives and children of officers and of non-commissioned officers employed in paying and superintending out-pensioners.

" 4. Wives and children of clerks, office keepers, orderlies, permanent labourers, and of other persons permanently employed in the military and civil departments of the army.

"Domestic servants requiring medical attendance and medicine must attend at the hospital at fixed hours, unless their illness is of such a nature as to prevent their doing so."

INTERIOR ECONOMY OF CORPS.

SECTION 7.

HOSPITALS—cont^d.

XII.—XIII.

486. The military discipline of the Army Hospital corps is to be maintained by the officer commanding at the station. Any act of drunkenness committed by an army hospital orderly is to be punished in such a manner as will entail an entry in the regimental defaulter's book. All detachments of this corps in excess of twenty men sent from one station to another are to be under the charge of an officer.

Discipline.

487. Men of the Army Hospital corps are not to be employed as servants to medical or other officers, or as orderlies or fatigue men.

Servants, &c.

XIII. Postage of Soldiers' Letters.

488. As regards the postage on letters within the United Kingdom and the Channel Islands, the troops are placed by the Acts of Parliament by which the affairs of the Post Office are regulated, on the same footing as all other classes of the community, except that their letters are not liable to any additional postage when re-directed, provided they do not exceed half an ounce in weight.

At home.

489. Non-commissioned officers and soldiers may send or receive letters, not exceeding half an ounce in weight, on their own private concerns, to or from any of Her Majesty's colonies or foreign possessions, by mail packet, on payment of one penny, or on the said letters being duly and properly stamped. The postage must be prepaid upon such letters as are posted in the United Kingdom, otherwise they cannot be forwarded, but any received in the United Kingdom from abroad unpaid are charged 2*d.* each on delivery. When a soldier's letter is sent through a foreign country, it is subject, in addition, to the foreign postage, whatever that may be. Soldiers' letters sent to or from a place abroad by private ships must be prepaid 2*d.* each. Should any be received unpaid they are chargeable with 3*d.* each.

Abroad.

490. Upon all letters sent by soldiers to or from the colonies as above, the regimental number and name of the soldier, his rank, and the regiment or corps to which he belongs, are to be superscribed; and all such letters are to be endorsed by the officer in the actual command of the regiment, corps, or detachment to which he belongs, who is to specify his rank, and the regiment, corps, or detachment commanded by him, in his own handwriting, thus:—

By private ships.

Address of letters sent by soldiers.

<p><i>From 195, A. B., Corporal in.....Regiment.</i></p> <hr style="width: 50%; margin: 0 auto;"/> <p>To... ..</p> <p style="text-align: center;">.....</p> <p>C. D., <i>Lieut.-Colonel Commanding</i><i>Regiment or Detachment.</i></p>

SECTION 7.

INTERIOR ECONOMY OF CORPS.

XIII.

POSTAGE OF SOLDIERS' LETTERS—cont^d.

Letters sent to soldiers.

491. Letters addressed to soldiers, or sent by them, if endorsed or franked as above, whether at home or abroad, are not liable to additional postage when re-directed. In all cases of letters addressed to soldiers, their regimental number, rank, and the particular regiment, corps, or detachment to which they belong, are to be specified.

Privileges not to be abused.

492. The indulgence of the conveyance of letters to and from non-commissioned officers and soldiers at a reduced rate of postage, is applicable exclusively to letters addressed to and designed for the non-commissioned officers and soldiers themselves, or written by and sent direct from them; and no explanation which may be offered for an abuse of this privilege is to be admitted, or in the smallest degree to exculpate any officer, non-commissioned officer, or soldier, who may directly or indirectly aid, or connive at, such deviation from the true intention and spirit in which this boon has been granted. No privilege is allowed to a soldier if his letter be addressed to the care of another person who is not allowed to send and receive his letters at the reduced rate of postage.

Penalties for doing so.

493. Any non-commissioned officer or soldier, who shall present to his officer a letter which is not *bonâ fide* his own, with a view to its being rendered, by endorsement, liable to the reduced rate of postage, will be guilty of a fraud and a breach of discipline, for which he is to be tried, and no alleviation of punishment is to be expected.

Act of Parliament relative to franking of soldiers' letters.

494. The Act of Parliament directs "that any officer having the command of a regiment, corps, or detachment, who shall wilfully write his name upon any letter that is not from such soldier, and upon his private concerns only, shall for every such offence forfeit ten pounds."

"That every person not having at the time the command of the regiment, corps, or detachment, who shall write his name on a soldier's letter, in order that the same may be sent at a lower rate of postage than by law established, shall forfeit and pay the sum of five pounds."

"That a similar penalty shall attach to any person who shall (with intent to evade the full rate of postage) obtain the signature of the officer commanding to letters not on the private concerns of soldiers."

And further, "That if any person shall address letters to soldiers, which are intended for other persons, such person shall forfeit and pay the sum of five pounds."

Delivery of soldiers' letters.

495. No charge is to be made, by any person whatever, against the non-commissioned officer or soldier for the delivery of his letters, which are to be subject to no expense beyond the rate of postage fixed by Act of Parliament. At military stations where the barracks are within the limits of the free

POSTAGE OF SOLDIERS' LETTERS—cont^d.

XIII.

delivery of any town, the Postmaster-General will cause all regimental letters to be delivered at such barracks by the post-office servants, free of all expense, provided the officer commanding the troops shall prefer that mode of delivery to their being called for at the post-office.

496. The post-office letter carriers are not to be unnecessarily detained at the barracks upon these occasions, or required to distribute the regimental letters; but the commanding officer is to appoint some trustworthy non-commissioned officer to receive and distribute them, paying any postage fees.

Post-office
letter carriers
not to be
detained.

497. At stations at which the barracks are beyond the limits alluded to, the regimental letters are to be called for at the post-office by an orderly non-commissioned officer as a duty, for the discharge of which he is to receive no remuneration. Commanding officers are to make arrangements whereby this orderly shall be provided with money to pay the postage, the daily amount of which can be but small under these regulations; but should any difficulty arise in that respect, the pay-serjeants of troops, batteries, and companies are to take this orderly duty in turn.

Regimental
post-office
orderly.

N.B.—For further particulars relating to the postage of soldiers' letters, see the "British Postal Guide," published by order of the Postmaster-General.

SECTION 8.

I.

SECTION 8.—DEPÔTS AND DEPÔT BATTALIONS.

I. Officers.
II. Non-commissioned Officers.
III. Returns and Documents.
IV. Interchange of Men between Service and Depôt Companies.

V. Interior Economy of Depôt Battalions.
VI. Cavalry Depôt and Riding Establishment.

I. Officers.

Formation of service and depôt companies.

498. Battalions of infantry, when stationed abroad are divided into SERVICE and DEPÔT companies, the latter being formed into DEPÔT BATTALIONS at home, under the superintendence of a staff of officers specially appointed for that purpose.

Nomination of the captain for the depôt.

499. Commanding officers of regiments are to nominate the captain whom they may consider best qualified for the post, to command the depôt; but the senior captain of the regiment is not, except under very special circumstances, to be selected.

It is desirable that the depôt captains should be unmarried, in order that they may exercise a personal influence at the mess table, and two married captains should never be permitted to remain at the depôt, if it can possibly be avoided.

Correspondence.

Official correspondence between officers commanding regiments and the officers of their depôts is to pass through the commanding officer of the depôt battalion.

Roster of officers for the service companies.

500. A roster is to be kept of the officers of the several ranks with the depôt, and such officers as may have been longest absent from the service companies, whether on leave or with the depôt, are, whenever practicable, to be the first to rejoin them. In the monthly returns of the depôt, on the left side of the names of the captains, lieutenants, and ensigns, respectively, the figures 1, 2, 3, 4, &c., are to be inserted in red ink, denoting the regular succession of the officers of each rank for duty abroad; and the date of their quitting the service companies, as well as that of their joining the depôt, is also to be inserted in the column appropriated for that purpose. When an officer doing duty with, or belonging to the service companies of a regiment exchanges with another officer of the same rank, whether from full or half-pay, for mutual convenience, such exchange is not to interfere with or derange the roster of officers of that rank at the depôt.

Officers under orders for foreign service.

501. When an officer attached to the depôt is ordered to join the service companies, he is not to be permitted to delay his embarkation on account of ill health, unless such delay be recommended by a medical board, which should consist of two or three military medical officers, before whom he must appear for examination, and on whose report the general officer commanding the station

OFFICERS—cont^d.

I.

is to decide whether he shall embark then, or not. Except in a case of necessity, another officer is not to be ordered to embark instead of the one who shall have been excused on the plea of illness or other urgent and sudden emergency; but the latter is to proceed to the service companies, as soon as he shall have sufficiently recovered from his illness, or the cause which prevented his embarkation shall have been removed. The withdrawal of an officer from embarkation, is at once to be reported to the Quartermaster General.

502. Every officer who exchanges into a regiment, either from another corps, or from half-pay; and every officer who is promoted from one regiment to another, is to take his tour of foreign service before all officers of his rank belonging to the depôt, who shall have already served abroad. It may occasionally occur, that an officer may be moved to another regiment immediately after having had a long course of foreign service with his former corps. This is a case for special consideration, to be determined upon its own merits. No officer, however, shall claim an exemption from embarkation upon the last-mentioned plea, unless he shall make it appear that his last course of foreign service has been longer than that of every other officer of his rank belonging to the depôt, and unless he can also show that he is the last officer, of his class, then with the depôt, who has returned from foreign service.

Tour of foreign service of officers exchanging.

503. Officers on the Staff, or at the Staff College, are to be borne on the strength of the service companies of the regiment.

Officers on the staff.

504. Every officer on completing two years' service at the depôt is to be considered under orders to join the service companies, and will be removed from the depôt with the next draft, unless his presence should be earlier required at the head quarters of the regiment. The only exceptions to this rule are officers filling the situations of depôt battalion instructors or assistant instructors of musketry, who must vacate those appointments when they have held them, the former for three, and the latter for two years, and who will be relieved at the expiration of those periods respectively and sent to the service companies.

Period of service at depôt.

505. Officers commanding regiments will therefore, as the periods of officers' service at the depôt are about to expire, report to the Adjutant-General the names of those whom they would recommend for the depôt, and who should be in all respects fitted to train and set a good example to young officers and soldiers. Officers who may be ordered home, for this purpose are to proceed to the depôt immediately upon landing.

Interchange of officers.

506. When an officer has completed his period of service at the depôt, or when he becomes supernumerary of his rank there, a report is immediately to be made to the Adjutant-General;

Special reports of completion of depôt service.

SECTION 8.

DEPÔTS AND DEPÔT BATTALIONS.

I.—III.

OFFICERS—cont^d.

and a special report is also to be made when it may happen that both the captains at the depôt are married.

II. Non-Commissioned Officers.

Selection of
N.C. officers
for the depôt.

507. As it is of the greatest importance that well qualified non-commissioned officers should be selected for the depôt, officers commanding regiments are held responsible that none but really efficient non-commissioned officers are permitted to do duty therewith, and when found fit for that employment they are not, except when absolutely necessary, to be removed without being relieved by others equally well adapted for that peculiar duty.

Non-com-
missioned
officers claim-
ing discharge
from abroad.

508. When non-commissioned officers return home on discharge, either at their own request as an indulgence, or on completing their limited engagement, and on arrival in England elect to remain in the service, they can only be allowed to do so as privates, unless vacancies for non-commissioned officers exist at the depôt, the vacancies at head quarters being filled provisionally on the departure of those sent home for discharge. The men thus provisionally promoted are only to be confirmed in the higher rank, with pay, from the date on which their predecessors shall be discharged, or shall re-engage as privates.

Vacancies
amongst non-
commissioned
officers at the
depôt.

509. Vacancies amongst the non-commissioned officers of a depôt are to be filled up in the regiment, when the service companies are stationed where ready communication can be had with them. In other cases, the officer commanding the depôt battalion will exercise his own discretion in filling up vacancies at the depôt from the men present, taking into consideration the recommendation of the senior officer; but all appointments of this nature are to be submitted upon the prescribed form (W.O. Form 1123) through the Adjutant-General for the approval of the Commander-in-chief.

III. Returns and Documents.

Return of a
depôt for
service com-
panies.

510. The officer in charge of the depôt is to transmit to the officer commanding the service companies, through the commanding officer of the depôt battalion, under cover to the Adjutant-General,—in the manner directed in para. 1468,—a monthly return, on W. O. Form, No. 729, accompanied by nominal lists of the serjeants, corporals, and drummers, belonging to the depôt, and by such other reports, or communications, as may be necessary, or convenient, for the information of the commanding officer of the regiment.

Monthly state
to be sent home
to depôt.

511. The officer commanding the service companies is, in like manner, to transmit to the depôt a monthly state of the strength of the service companies, containing nominal lists of

RETURNS AND DOCUMENTS—cont^d.

III.—IV.

those men who join, are sent home, or become casualties during the month, together with a copy of the entries made in the Casualty book during the month; being careful to distinguish invalids from time-expired men, and adding such instructions as may be necessary for the information and guidance of the officer in charge of the depôt.

This report is to be punctually made in order that the changes and casualties which may occur in the service and position of men present with the service companies may be regularly inserted in the attestations and regimental register by the depôt battalion paymaster and the officer in charge of the depôt respectively.

512. On the embarkation of a regiment for foreign service the regimental register of soldiers services is to be placed in charge of the officer commanding the depôt, and is to be kept complete by him under the supervision of the commanding officer of the depôt battalion to which the depôt may be attached who is responsible for its correctness. At the same time the whole of the attestations are to be handed over to the depôt battalion paymaster by whom they are to be kept up.

Register of soldiers services, and attestations.

513. The following certificate is to be punctually rendered not later than the 15th of each month, by commanding officers of depôts to the officer commanding the depôt battalion to which they belong:—

Monthly certificate from officers commanding depôts.

“Between the 4th and 10th instant I compared the company defaulter books of the depôt with the regimental one for the preceding month and found them to correspond exactly.”

“During the same period I compared the returns of the month of (which are the latest received from the regiment) with the records and attestations after all the entries had been made in the latter, and I declare that every change is duly recorded, and that no information that has been received is omitted.”

“Every claim for arrears of pay on service or for compensation for losses has been submitted to a regimental board according to the prescribed form.”

“All entries in the company defaulter books are made in the hand-writing of the officers commanding companies.”

IV. Interchange of Men between Service and Depôt Companies.

514. All recruits belonging to regiments abroad are to be sent to the depôts, there to be trained, and qualified to take their places in the ranks of the service companies; and all men fit only for home duty, or proposed for invaliding, or otherwise unavailable for embarkation, are to belong to the depôt; but no soldier available for service abroad is to be kept back from proceeding in his turn to the service companies on account of his being employed as an officer's servant or being useful at the

Men to belong to depôt.

SECTION 8.

DEPÔTS AND DEPÔT BATTALIONS.

IV.

INTERCHANGE OF MEN BETWEEN SERVICE AND DEPÔT COMPANIES—cont^d.

depôt. Men of bad character, and those under punishment, are not to be sent from the service companies to the dépôt, except for the causes above mentioned.

Selection of men for the service companies.

515. No man is to be sent to the head quarters of a corps abroad who has not been thoroughly drilled, and well instructed in the use of his arms. The officer commanding the dépôt battalion is to select the men for the service companies, according to the date of their enlistment, provided they are in all respects fit. Attention is to be paid to the age and constitution of the men selected, so that the draft may consist of those best qualified to bear the effects of a change of climate, and the medical officer is to be consulted in the selection.

Documents to be sent with men to service companies.

516. When men are sent from the dépôt to join the service companies, the officer commanding is to send with them, in charge of the officer appointed to conduct them, the transfer documents, enumerated in para. 445., except the attestations and original records of service, which will be retained at the dépôt. A copy of the latter will, however, be sent, together with a "Balance Sheet" on W. O. Form, 955, a nominal roll of the men (in duplicate), and a medical certificate showing their fitness for foreign service.

Documents to accompany men sent home from abroad.

517. When soldiers are sent home from foreign stations, commanding officers are to forward with them, in charge of the officer conducting them, all the documents referred to in para. 445, together with all returns and documents specially required by the regulations in each particular case, to enable the men to be disposed of without delay upon their arrival in England. (See Sections 24 and 28.) In the case of military convicts, under sentence of penal servitude, the Judge's order for recommittal should on no account be omitted.

Nominal rolls.

518. The nominal rolls, which are always to be sent in duplicate with men quitting the head quarters of their corps abroad, are to be completed, and all casualties accounted for, on their arrival at home. The officer in charge will forward one of these completed returns to each of the respective dépôts (under cover to "the Adjutant-General of the Forces") as soon as practicable after disembarkation, and will be held responsible that all other documents that may be required are handed over to the military authorities at the port of landing or at the invalid dépôt. (See para. 1324.)

Detaching officers with invalids.

519. Officers are not to be detached unnecessarily from their regiments for the express purpose of taking charge of invalids, or time-expired men, who in all practicable cases are to be placed under officers returning home in impaired health, but fit for ordinary duty with troops on board ship.

Accounting for men sent home.

520. In order to ensure due accuracy in the returns of regiments abroad, in accounting for all men who are from time to

INTERCHANGE OF MEN BETWEEN SERVICE AND DEPÔT COMPANIES—cont^d.

IV.—V.

time sent home, either as invalids, to join the depôt companies, or on any other account, such men are to be struck off the strength of the service companies from the date to which subsistence for them may have been issued; and from that period they are to be taken upon the returns of the depôt companies, and accounted for by the officer commanding those companies, in the particular columns assigned in the returns.

521. In cases wherein men, who have been sent or left at home, are not accounted for within a reasonable period, the officers commanding regiments abroad are to report the same to the Adjutant-General, and to transmit a nominal list of such men, with full particulars of each case, in order that proper inquiries may be made as to the manner in which they have been disposed of, and as to the cause of a due communication not having been made to the regiment respecting them.

Men not accounted for.

V. Interior Economy of Depôt Battalions.

522. Depôt battalions are formed for the training of recruits of regiments abroad, and to ensure uniformity of system; whilst every encouragement is to be given to maintain that *esprit de corps* which induces regiments to rival each other in good conduct, efficiency, and general appearance, every check is to be applied to regimental peculiarities which may have crept into the service unauthorizedly, and commanding officers are especially to direct their attention to these points as well as to those minute details of drill and interior economy which, though of the first importance, have often been neglected or misunderstood.

Uniformity of system to be maintained.

523. The drill of recruits and others is to be carried on as far as practicable regimentally, i.e., the recruits of each depôt are to form separate squads, and to be instructed by their own drill serjeants; the whole being under the superintendence of the commanding officer or adjutant of the battalion.

Recruits' drill.

524. Officers commanding depôt battalions are frequently to exercise the depôts as a battalion; practising them in battalion movements and duties of light infantry, as prescribed by the "Regulations for the field exercise and evolutions of the army," so as to render all the men as efficient as possible, and ready at any moment to take their place in the ranks of the service companies.

Exercise of depôt battalions.

525. The Lieutenant-colonel and Major of a depôt battalion, being specially appointed by Her Majesty, are not to be interfered with in the performance of their duties by any officer belonging to their battalion, although he may be of superior rank by brevet.

Depôt battalion officers.

526. The Adjutant of a depôt battalion, having special duties assigned to him, is only to assume command on parade when deputed to do so by the commanding officer, and when so deputed,

Adjutant.

SECTION 8.

DEPÔTS AND DEPÔT BATTALIONS.

INTERIOR ECONOMY OF DEPÔT BATTALIONS—cont^d.

v.

if officers senior to him are in the ranks, the parade must be under the superintendence of a field officer.

Precedence and command.

527. The roster of a depôt battalion, for all duties other than garrison duties, is to be regimental, and officers, whether with the depôt alone or when the battalion is formed, are to rank on parade according to the date on which they were promoted to their present rank in, or transferred to, their respective regiments, and without reference to their army rank.

Non-commissioned staff.

528. A staff of non-commissioned officers is allowed for each depôt battalion, consisting of 1 serjeant major, 1 quartermaster serjeant, 1 orderly-room clerk, 1 paymaster's clerk, 1 drum major, 1 armourer serjeant. These non-commissioned officers are to be borne as supernumeraries of their rank in the corps to which they belong, and their places are to be filled up. The appointments are to be considered as "acting" only, and the non-commissioned officers holding such appointments are liable to revert to their original rank in their regiments, when their services are no longer required for duty with a depôt battalion.

Casualty book.

529. A casualty book is to be kept by every depôt battalion (in addition to that kept by each depôt) in which all changes affecting a soldier belonging to such battalion, are to be entered. This book is to be produced at half-yearly inspections.

Contributions to the mess fund.

530. A contribution and an annual subscription are to be paid to the mess fund of the depôt battalion by every officer serving on its staff;—the amount, mode of payment, and uses to which applied, are to be regulated by the rules prescribed for the maintenance of regimental messes. (See paras. 286 to 305.)

Mess fund, how to be kept.

531. The accounts of the mess fund of each depôt are to be kept separate by the president of the mess committee of the depôt battalion, so that in the event of the removal of a depôt, these accounts and the balance, if any, can be readily transferred with it.

Equipment of mess establishment.

532. Every depôt on first joining a depôt battalion is to bring with it, for the use of the battalion mess, a due proportion of property from the regimental mess establishment, or a sum of 50*l.*, for the purchase of such articles of equipment as may be considered necessary by the officer commanding the depôt battalion in consultation with the officer commanding the depôt. The articles so purchased being the property of the regiment, will on the transfer of the depôt be handed over with it; fair wear and tear and deficiencies being made good, as far as practicable, from the contributions and subscriptions.

Bands prohibited.

533. The formation of bands of music at depôts is strictly forbidden, and no officer is on any pretext to be called upon to subscribe for the maintenance of the drums or bugles any sum beyond that which he is required by regulation to pay to the regimental band fund. A sum not exceeding five pounds per

INTERIOR ECONOMY OF DEPÔT BATTALIONS—cont^d.

V—VI.

annum is to be paid by the service companies of regiments to the depôt battalion to which their depôt is attached, to defray the expense of copying music and repairing instruments for the use of acting drummers and buglers, six of whom in addition to the four drummers borne on the establishment, are allowed at each depôt for the purpose of being trained for the service companies.

Music for drummers.

534. Upon the arrival at home of a regiment from a foreign station, the depôt companies are to be entirely amalgamated with the service companies.

Amalgamation of depôt with service companies.

VI. Cavalry Depôt and Riding Establishment.

Cavalry Depôt.

535. Regiments of cavalry when stationed abroad are divided into service troops and a depôt troop. The latter is attached to the cavalry depôt. The following regulations in addition to those laid down for the guidance of depôt battalions which are equally applicable to the cavalry depôt, will be carried out at the latter establishment.

Formation.

536. Official correspondence from all departments and from officers commanding regiments relative to their depôt troops should be addressed to the commandant.

Correspondence.

537. The instructor of musketry, who must be a subaltern, will vacate that appointment when he has held it three years, unless previously removed by promotion to the rank of captain, or from any other cause, and will join the service troops.

Instructor of musketry.

538. Each depôt troop on joining the mess of the cavalry depôt will pay from the regimental mess fund the sum of 25*l.* to the paymaster of the depôt towards the maintenance of the mess.

Mess.

539. Vacancies amongst the non-commissioned officers at the cavalry depôt, are to be filled up in depôts from their depôt troop, provided the total establishment of the regiment be not exceeded. The officer commanding the depôt troop will recommend to the commandant, the individual whom he may consider the best qualified, and the commandant, if he approves, will submit the promotion through the Adjutant General for the approval of the Commander-in-Chief.

Non-commissioned officers.

540. All returns regarding the depôt troops will be sent by the commandant to officers commanding regiments, and returns from the service troops should be addressed to the commandant.

Returns.

541. On the embarkation of a cavalry regiment for foreign service, the commanding officer will forward the regimental register of soldiers services to the commandant of the cavalry depôt who will be responsible for its being kept complete and correct.

Regimental register.

SECTION 8.

DEPÔTS AND DEPÔT BATTALIONS.

VI.

CAVALRY DEPÔT AND RIDING ESTABLISHMENT—cont^d.

Exercise.

542. During the drill season, and when it can be done without interfering with the riding drill of recruits, which, at the depôt, should be considered of the first importance, the depôt troops will be exercised as a regiment, so as to render both officers and men as efficient as possible, and ready to join the ranks when they arrive at the service troops.

Non-commissioned staff.

543. In addition to the staff of non-commissioned officers allowed for a depôt battalion (*vide*, para. 528), one farrier major and one saddler serjeant, are allowed for the cavalry depôt under the same regulations.

Riding Establishment.

System of equitation at Canterbury.

544. In order to give full effect to the approved system of equitation established throughout the cavalry, commanding officers of regiments are called upon, from time to time, to select certain non-commissioned officers and soldiers, and to send them to the riding establishment at Canterbury, for the purpose of being practised in the equitation exercises, and of being rendered competent, on returning to their regiments, to afford instruction, and to maintain the system of uniformity in training both men and horses.

Selection of N. C. O. and men.

545. The selection of non-commissioned officers and soldiers for the riding establishment is to be made with great care; and those only, who possess qualities constituting the good soldier, and the active, intelligent dragoon, are to be detached upon this essential duty. They must be unmarried men, and able to read and write.

N. C. O. in training for appointment of riding-master.

546. Six or eight non-commissioned officers selected from cavalry regiments, are to be permanently attached to the riding establishment at Canterbury, for the purpose of being trained for the appointment of riding-master. These non-commissioned officers should not have less than five, nor more than ten years' service; they must be of exemplary character, must read and write well, have a fair knowledge of arithmetic, and be thoroughly acquainted with field drill and troop duties. Non-commissioned officers of artillery will from time to time be sent to the riding establishment for the purpose of being trained as riding-masters; the deputy adjutant-general, Royal Artillery, selecting them as occasion may require.

Fitness of men to be ascertained.

547. In order to prevent men being sent to the riding establishment who may not be fit for the duty, medical inquiry is to be made as to their fitness, previously to their being detached on this duty; and on the back of the descriptive returns, accompanying detachments, the medical officer is to certify to the following effect, viz.:—

"I certify, that the non-commissioned officers and men of the detachment about to proceed to the riding establishment have been examined by me;—that they are of good constitution;

CAVALRY DEPÔT AND RIDING ESTABLISHMENT—cont^d.

VI.

—free from any injury or affection likely to become worse from riding ; and that they are in every respect in good health.”

548. No unsound, inactive, or vicious horses are to be detached to the riding establishment. Every detachment sent to Canterbury is to consist of unexceptionable men and horses.

No unsound horses allowed.

549. The whole system of riding instruction taught at Canterbury, is to be carried out regimentally. Upon the return of parties to head-quarters, commanding officers are to encourage the non-commissioned officers and privates, who are favourably reported on by the Commandant of the riding establishment, by promoting them as opportunities offer, and making them assistants in the regimental riding school. A non-commissioned officer so qualified is always to be attached to each squadron, and is to accompany it on detachment, to keep up the riding of the men and the breaking in of the horses.

System carried out regimentally.

550. Each non-commissioned officer and soldier, upon his return to his regiment, is to produce to his commanding officer, through the captain of his troop, a copy of the “conduct roll,” as far as applies to his case, whilst at the riding establishment, and commanding officers are to be guided by the contents of that record in selecting such men for future employment.

Conduct roll of men under instruction.

551. The commandant of the cavalry depôt is to report any individual who shall afford no prospect of improving at the riding establishment, in order that he may be sent back to his regiment.

Reports of inefficient men.

552. No individual who may have been under instruction at the riding establishment is to succeed to the situation of riding-master unless he shall produce from the Commandant a certificate of perfect fitness, both as to general character and proficiency in the established system of equitation.

Certificate of fitness of men.

553. With a view to prevent the contagion of glanders or farcy among regiments of cavalry, and the riding establishment, a certificate to the following effect is to be inserted by the veterinary surgeons of regiments in the descriptive returns of the horses sent ; and when a detachment quits the riding establishment, a similar certificate is to be sent by the veterinary surgeon of the establishment.

Measures to prevent spread of glanders.

“I certify, that I have inspected the horses about to proceed to
;—that they are free from disease ;—
that they have not stood in any stable with suspicious or
infected horses, within the period of * preceding
this date,—and that they show no tendency to curb or spavin.”

(Signed)

* This should never be less than *one month*;—it would be more desirable that it should be *two months*;—but if less than two months, the number of *weeks* should be inserted.

SECTION 9.

I.

SECTION 9.—HORSES AND FORAGE.

I. Remounts, Exercise of Horses,
and Veterinary Duties.

II. Issue and Custody of Forage.

I. Remounts, Exercise of Horses, and Veterinary Duties.

*Remounts.*Regulations
for purchase
and casting.

554. The regulations for the purchase of remount horses as well as for the disposal of cast horses, and the arrangements under which officers of the mounted services are allowed to purchase chargers from the remounts or from the ranks, are detailed in the Royal Warrant for Pay, &c., Part III.

Selection of
troop horses.

555. The horses of the cavalry should be of a sufficient height and strength to be capable of performing the duties of the respective branches of the service with the greatest efficiency; those of the artillery and military train are to be selected specially with the view to the services for which they are required.

Exercise of
remounts.

556. The exercise of remount horses is to be regulated by their age, strength, and condition. When brought on the strength of a corps they are seldom in a state fit for immediate work: as a general rule therefore they are only to have walking exercise for the first two or three weeks. The duration of their daily exercise is to be gradually increased as their feed on corn is augmented, and at no time is their work to be such as to break their spirit, reduce their condition, or induce fatigue.

Inspection of
remounts.

557. All remounts—whether officers' or troop horses—are to be inspected by the veterinary surgeon on joining any of the mounted branches of the service, with a view to prevent glanders, or other contagious disease, being introduced into the corps, and to ascertain that the horses are sound.

Exercise of Horses.

Open manège.

558. An open manège is to be established at all stations, and between the 1st November and the end of May in each year, riding-drill is to be practised, and regiments are to be broken up into riding squads. Trained officers will attend all riding drills with their troops, and officers who have not been dismissed from drill will attend with the recruit squads of their respective troops.

Officers' ride.

559. There should be an officers' ride at least once a week during the winter. When all the officers attend the riding school, a field officer is to be present; but he is not required to attend the instruction of officers not dismissed riding-school drill. At inspections, officers are to ride as a class.

Attendance of
troop officers.

560. Troops are to be kept off duty for riding drill as much as possible in succession, and every officer commanding a troop undergoing instruction by the riding master is to attend

HORSES AND FORAGE.

SECTION 9.

EXERCISE OF HORSES—cont^d.

I.

the riding school with his troop, and put it through the whole course of single and double ride.

561. Riding drill in school or manege is to be substituted as much as possible for watering-order parades during the winter months, the period for field exercise being the summer months. Whenever practicable, troops are to be exercised in leaping hurdles, ditches, and trunks of trees.

Riding-drill, and exercise.

562. The following fees to riding-masters in the cavalry, for instruction in riding, and for the breaking-in of horses, are to be paid by officers on joining (the Household troops excepted), viz. :—

Riding-masters fees.

	£	s.	d.
For instruction in riding - - -	3	3	0
For each horse broken - - -	1	1	0

When an officer exchanges from one mounted corps to another, or when a non-commissioned officer is promoted from one mounted corps to another, he is not to be subject to these fees.

Officers' chargers to be broken.

563. No officer is to be allowed to ride a horse on parade, which the riding master has not notified to the commanding officer to be properly broken, and no officer is to part with such horse without first obtaining the commanding officer's permission.

564. In the event of an officer on joining a regiment being enabled to provide himself with horses which may be considered by the commanding officer as properly broken in, and for the breaking in of which the riding master has already been paid, he is not liable to the charge for breaking in horses.

Officers not liable to fees.

565. There should be a general horse parade in every mounted corps once a week.

Weekly horse parade.

Veterinary Duties.

566. The veterinary surgeon is to have free access to all the stables, and commanding-officers are to give him every assistance and support, it being necessary that on all occasions a ready compliance with his suggestions for the care and treatment of the horses, the ventilation of the stables, &c., should be adopted, and enforced by superior authority. He is to make a daily report to the commanding officer of the sick and lame horses.

Duties of veterinary surgeon.

567. The veterinary-surgeon is to visit and inspect all the horses within ten miles of the quarters at which he is stationed at least once in each week; all detachments beyond ten miles and within twenty-five miles, once in each month; and all detachments beyond twenty-five miles, on urgent occasions, for the detection of mange, glanders, diseased eyes, and any ailments indicated by general appearances, and also to inspect the shoeing. In these inspections he is to be attended by the serjeant-major and farriers of the respective troops, and he is specially to report

Inspection of horses.

SECTION 9.

HORSES AND FORAGE.

I.

VETERINARY DUTIES—cont^d.

to the commanding officer whether there is any appearance of glanders, farcy, or other contagious disorders among them, in order that the diseased may be immediately separated from the sound horses, and the necessary means adopted to prevent infection.

Prevention of disease.

568. An important point of duty is to prevent disease by reference to predisposing causes, and by the adoption of preventive measures. In all cases where an infectious or contagious state may be suspected without disease being confirmed, the horse is immediately to be secluded from others.

Destruction of horses when incurable.

569. When any horse becomes decidedly affected with an incurable contagious disease, a report, signed by the commanding officer and veterinary-surgeon of the corps, is to be made to the General or other officer in command, who will decide upon the expediency of causing such horse to be destroyed with a view of preventing the disease being communicated:—a special report of every horse which is destroyed on this account is to be made to the Adjutant-General, and also to the principal veterinary-surgeon.

Measures to prevent infection.

570. In order to prevent infection from glanders or farcy, the following instructions are to be adopted;—and officers commanding corps and detachments are to take care that they are carried into effect, whenever either these or other infectious diseases make their appearance, viz. :—

Cleaning of stalls.

(a.) The rack and manger, and every part of the wood and iron work of the stall, from whence a horse infected with glanders or farcy has been removed, are to be thoroughly scoured with soft soap and hot water; when they are made clean, they are to be covered with a quicklime wash immediately after it is mixed: this is to be carefully scoured off, and the covering with quicklime-wash to be repeated. A day or two should intervene between each of these operations. The pails of the infected stable are also to be cleaned in like manner.

Destruction of clothing.

(b.) The horse appointments to be destroyed will depend on the nature of each particular case. Glanders and farcy are often preceded by other diseases, and as the horse is in consequence removed from his duty, and from most of his appointments, before the disease becomes infectious, it will—under these circumstances—be only necessary to destroy such articles of horse appointments, grooming implements, and stable utensils as may be liable to come into contact with the poison; but the horse-cloths, saddle-cloths, and blankets used with glandered horses are always to be destroyed. The necessaries of soldiers employed with glandered horses are in no case to be destroyed without special sanction.

Duties of farrier.

571. The farrier is carefully to examine each foot of every horse at least twice a week, when broken nails are to be replaced, loose shoes fastened, and projecting clenches reduced; he must at all times avoid rasping the surface of the crust: and he is immediately to report to the veterinary-surgeon any ap-

VETERINARY DUTIES—cont^d.

I.

pearance of thrush, or other change from a healthy condition of the feet.

572. Every soldier is to examine his horse's shoes, both before and after a day's work, especially on the line of march, in order to ascertain whether they are firm on the feet, and serviceable in all other respects. The soldier, the farrier, the non-commissioned officer, and the officer are all in their several gradations responsible that the horse is so shod as to be at all times fit for any kind of work. Examination of horses' feet.

573. In order to establish a uniform system of shoeing in the cavalry, the following general directions are to be attended to, viz. :— Method of shoeing.

- (a.) The shoe is to be bevelled off, so as to leave a space, and prevent pressure on the sole.
- (b.) It is not to be grooved, or fullered, but simply punched, and the nails countersunk.
- (c.) Calkin is only to be applied to the hind shoe, and is to be confined to the outside heel. The inside heel is to be thickened in proportion.
- (d.) The weight of the shoe is to be from 12 to 15 ounces, according to the size of the horse.
- (e.) As a general principle, horses are to be shod with not less than *six* nails in the fore, and *seven* in the hind shoe ; and the shoe is not to be attached with less than three nails on either side.
- (f.) In preparing the foot for the shoe, as little as possible should be pared out, and the operation should be confined to the removal of the exfoliating parts of the sole.
- (g.) Both fore and hind shoes are to be made with a single clip at the toes.
- (h.) The same shoe, unless very little worn, is not to be removed and re-applied in consequence of a horse having been sick, or used only in the riding school, or of other special causes. No hot shoe is, under any circumstances, to be tried on a horse's foot.
- (k.) Every horse in the regiment is to be newly shod at least once in a month.
- (l.) Every farrier and shoeing smith is to be instructed in the art of nail making, and to be so kept in practice as to insure their being able to make nails with facility, when required.

574. Commanding officers of the mounted services are permitted to exercise their discretion in causing troop or battery horses in their corps to be singed, in all cases where they consider such a course would be advantageous, and provided that the public is put to no expense thereby. Singeing of troop horses.

575. Horses are not to be transferred from one corps to another without the previous authority of the Commander-in-chief, if the corps, from which the transfer is to be made, is in Great Britain or Ireland. If the corps is abroad, the authority of the General officer commanding is to be obtained. When a horse is thus transferred fully shod, the corps receiving is to pay to the Transfer of horses.

SECTION 9.

HORSES AND FORAGE.

I.—II.

VETERINARY DUTIES—cont^d.

- Transfers to be well shod. corps from which the horse is received, one shilling for the shoes, and two shillings for a spare set of shoes and nails.
576. Horses, previously to being sent from the corps from which they are transferred, are to be well shod; and in order to insure this object, the veterinary-surgeon is to make a minute inspection, and furnish a certificate, which is to be transmitted to the corps receiving the horses, setting forth that they proceed complete in respect to their shoeing, and specifying the several dates at which each horse, respectively, was last shod.
- Transport of sick horses by rail. 577. When it is considered necessary to remove sick or lame horses from one station to another by railway, the officer in making an application to the Quarter-Master-General for a route for such service is to obtain and forward a certificate from the nearest veterinary-surgeon specifying the causes of such horses not being in a fit state to proceed by march route.
- Application for authority for casting. 578. When troop or battery horses are declared by the veterinary surgeon to be unfit for further service, they are to be shown as soon as possible, or at the half-yearly inspection of the corps, to the inspecting General officer, and if he concurs, application—on W. O. Form 774, with the cause of casting specified in the minutest detail,—is forthwith to be made by the Commanding officer of the corps to the Adjutant-General for authority to dispose of them. No troop or battery horse is to be cast without having been seen by a General officer.
- Replacing of cast horses. 579. Commanding officers are not to proceed with the purchase of remount horses to replace those cast without superior authority.

II. Issue and Custody of Forage.

- Supply of forage by contract. 580. The mounted corps in Great Britain and Ireland are supplied with forage by contract, under the directions of the Secretary of State for War, and commanding officers of mounted corps are to procure, for their information and guidance, copies of the conditions of contract, which will be furnished on application to the commissariat officer of the district or station.
- Reserve stock. 581. A reserve stock of forage to the extent stipulated for in the conditions of contract is required to be kept up; but, before any portion of this stock can be admitted into the garrison stores appointed for the purpose, it is to be subjected to the joint inspection and approval of a commissariat officer and of a garrison staff officer or a regimental officer. At stations where there may be no commissariat officer, the responsibility for the quality of the reserve stock, and for its maintenance to the extent prescribed, will attach to the officer commanding, who is to require an inspection of all forage offered by contractors to be made by a regimental officer, if practicable not under the rank of captain.

HORSES AND FORAGE.

SECTION 9.

ISSUE AND CUSTODY OF FORAGE—cont^d.

582. When a station where there is no commissariat establishment is visited by a commissariat officer in accordance with instructions from the War Office, the officer commanding at the station is to afford him every facility for examining the forage in store, and that held in reserve by the contractor, in order that he may be enabled to report, through the head of his own department, on the quantity and quality of the supply, and whether there are any complaints on the part either of the troops or of the contractor.

II.
Inspections by
commissariat
officers.

583. In addition to the foregoing precautions, the daily supply of forage tendered for issue to corps in garrison will be inspected by the captain of the day (or orderly officer) previous to removal from the garrison forage store, and if then objected to, it must be forthwith replaced by forage of unobjectionable quality. It must be distinctly understood that objections against forage which has been removed from the garrison forage stores after issue to the troops will not be entertained.

By the orderly
officer.

584. Sentries over forage stores are to receive orders not to admit forage into them unless passed by commissariat or orderly officers in the manner already prescribed. The keys of regimental forage stores are to be deposited at night with the nearest guard of the regiment drawing from the stores; and the keys of garrison forage stores, when not in charge of the commissariat, are to be deposited in the nearest garrison guard room, when not required to be open. As a general rule, forage should only be received and issued, at prescribed hours, viz., between 8 a.m. and 4 p.m.

Orders to
sentries and
keys of forage
stores.

585. Contractors have the privilege of appeal to a board of survey, as provided in the conditions of contract, in case of forage being objected to by the inspecting officers for the garrison store, or by the regimental officer at the period of issue, and the decision of the board will be final. The proceedings of boards condemning forage should contain a precise statement of the cause of condemnation, and whether the whole or part only of the supply objected to is condemned.

Boards of
survey.

SECTION 10.**I.****SECTION 10.—CLOTHING, EQUIPMENT, AND STORES.****I. Dress of Officers.****II. Clothing and Necessaries.****III. Arms and Appointments.****IV. Stores and Clothing of an Army in the Field.****I. Dress of Officers.****Dress Regu-
lations.**

586. The descriptions of the dress established, with the approval of Her Majesty, for the officers of the army are contained in the "Dress Regulations," copies of which are furnished to all general officers commanding stations and to commanding officers of corps. Attention to these rules is strictly enjoined; and general officers and commanding officers of corps are held responsible that the orders therein contained are scrupulously obeyed.

**Sealed
patterns.**

587. Sealed patterns, for reference and guidance, are deposited at the Horse Guards, and commanding officers are strictly forbidden to introduce or sanction the addition of lace, embroidery, or ornament, or any unauthorized deviation from the approved patterns. A book containing sealed patterns of officers' lace, collar, forage-cap badges, and numbers, is furnished to every corps in the service, and is to be produced before the general officer at each half-yearly inspection.

**Uniform of
officers at
Court, &c.**

588. On all occasions on which the Sovereign is present officers are to appear in full dress uniform, and will wear the riband of any order* or decoration over the coat. Such riband is not, however, to be worn in undress uniform.

**Uniform of
officers at
reviews.**

589. When officers attend as spectators at the review, or inspection of troops, by a general officer, they are, if in uniform, to appear in full dress, unless authorized to the contrary. General officers being colonels of regiments may wear the uniform of their regiments, which is that of a colonel commanding.

**Medical
officers.**

590. Medical officers having the relative rank of field officer are to provide themselves with chargers and horse furniture and to appear mounted when required to attend parades.

**Wearing of
uniform.**

591. Officers are to wear their prescribed uniform in camp and quarters; but it is left to the discretion of general officers commanding to permit the use of plain clothes for purposes of recreation.

**Officers un-
attached and
on half pay.**

Officers will appear in uniform when attending public balls or entertainments within the district in which they are quartered.

592. Officers who are reduced to half pay, in consequence of a reduction of the establishment of their regiment, or in consequence of the entire disbandment of their regiment, may appear

* N.B.—For the regulations regarding acceptance of foreign orders, see Appendix, No. 2.

DRESS OF OFFICERS—cont^d.

I.—II.

at Court in the uniform of the regiment from which they were reduced. All officers on half pay, from any other causes whatever, are to appear in the uniform allotted to unattached officers.

593. Officers who have retired on full pay, and officers who have left the army, but whose names are allowed to remain in the Army List, are to wear the same uniform as unattached officers, with a black waist belt instead of a white one.

Retired officers.

Officers who have retired from the service and are permitted to retain their rank in the army, or who may be Companions of the Bath, may appear in the unattached uniform when attending Her Majesty's levees or drawing-rooms.

594. The appointments of garrison, fort, or town adjutant or quartermaster being frequently of a temporary character, the provision of the extra articles of staff uniform is optional with the officers holding such appointments, and they are in such cases permitted to continue to wear their regimental uniform.

Garrison staff.

II. Clothing and Necessaries.

595. The Revised Royal Clothing Warrant contains the regulations for the supply and custody of all articles of Clothing, and Necessaries for the non-commissioned officers and men of the different arms (not serving in India), including the provision of sea kits, winter clothing, and great coats, colours, garniture, materials for repair, store chests, &c., &c.

Royal Warrant to be referred to.

596. Commanding officers are strictly forbidden to introduce or sanction any deviation from the sealed patterns of clothing and necessaries which are furnished for reference and guidance to every regiment and depôt. They will be held personally responsible for the payment of any expense which may be entailed by having to replace or to restore to the approved pattern, any articles which may be found by inspecting officers to be not in conformity thereto. (See para. 195.)

Sealed patterns.

597. Every article of a soldier's regimental necessaries, which is capable of receiving a mark, is to be marked with the owner's name and number, the number of the regiment to which he belongs, and the date of delivery.

Marking of necessaries.

598. When articles of clothing are sent into Government stores, officers commanding are, on all occasions, to cause them to be carefully examined, with a view to ascertain that they do not contain lucifer matches or other combustibles. A certificate that this has been done is to be given to the military store officer.

Precautions against lucifer matches.

599. Officers commanding troops or companies are at liberty to procure, in the places where they may be stationed (except on active service in the field), such articles of necessaries as are required for the use of their men, provided they are strictly conformable to the established patterns, and do not exceed the price at which they can be procured from the War Department stores.

Purchase of necessaries.

SECTION 10.

CLOTHING, EQUIPMENT, AND STORES.

II.

CLOTHING AND NECESSARIES—contd.

Quartermaster
not to traffic.

600. The quartermaster is on no account to be permitted to give orders for supplies of necessaries or other articles for the use of the troops, nor to deal therein with the soldiers, nor to have any pecuniary transaction with contractors or tradesmen; but is simply to act in the capacity of storekeeper, and to issue the articles to the non-commissioned officers and men on the written orders or requisitions of the officers in command of troops or companies.

Restrictions.

601. No individual, of whatever rank in the army, is permitted to become a vendor of necessaries to the troops, or to receive any fee or gratuity in the shape of discount, or under any other denomination or pretence, on payment being made for articles furnished, or work done for the troops.

Order of
parade.
Cavalry.

602. The following regulations regarding the dress of cavalry regiments are to be strictly adhered to, in order to ensure uniformity when they are in brigade or paraded with other troops:

a. Marching Order.—For brigade or division drill, when the staff is in full dress, and for inspections by general officers.

Drill Marching Order.—For brigade or division drill, when the staff is in undress, and for other duties which do not entail absence from quarters.

Service Marching Order.—For the line of march, escorts of prisoners, or other duties which entail absence from quarters.

Field Drill Order.—For regimental parades or drills, or for brigade drills, when so ordered; also for riding school.

Watering Order.—For daily exercise of the horses; young and sick horses on line of march, &c.

b. All cavalry should turn out once a week during winter months in service marching order. All cavalry, whether in brigade or not, should turn out once a week during summer months in drill marching order. The daily exercise of horses should be once a week during winter months in field drill order.

c. The articles of kit to be worn and carried in the different orders, are fully detailed in the Dress Regulations (at present H. G. Cir. Memo. 373, 8th May 1866.)

Parade order.
Infantry.

603. The infantry are, as a general rule, to turn out for their usual daily parade in marching order, when the full equipment of the soldier is to be carried, but it is left to the discretion of general officers commanding to vary this order according to circumstances.

Uniformity in
dress.

604. In order to ensure uniformity in the dress and equipment of soldiers the following instructions as to the mode of wearing various articles, and the occasions upon which they are to be worn, will be strictly observed:—

CLOTHING, EQUIPMENT, AND STORES.

SECTION 10

CLOTHING AND NECESSARIES—contd.

II.

- a. The chacos are not to be worn on one side, but are to be placed even on the men's heads, and brought well down on the forehead. Cap covers are not to be worn on parade by any branch of the service; but may be worn on guard, or on the march, in wet weather, and during night duties, at the discretion of officers in command. Chacos and cap covers.
- b. Plumes are to be worn at all times by those corps for which they are prescribed. The plume cases are for the preservation of the plume when not in use. Plumes.
- c. Chin straps are on all occasions to be worn under the point of the chin. Chin straps.
- d. The havresack is to be worn on all occasions when the knapsack is worn. It is to be slung across the right shoulder; and when empty is to be neatly rolled up, hanging over the bayonet and resting on the left hip. Havresacks.
- e. The bayonet is to hang on the left hip, and not too far to the front. Side arms.
- f. The pouches are not to be cleaned with "jet" or other composition, but the blacking supplied with necessaries from the War Department is alone to be used for this purpose: Pouches.
- g. The wearing of stocks may be dispensed with on the line of march or duties of fatigue. Stocks.
- 805.** Leggings are not to be worn at all times, but at the discretion of commanding officers, who will bear in mind that the object in view is to protect the lower part of the trousers in wet and muddy weather, and that if they become worn out before the prescribed time they must be replaced at the expense of the men. They are not to be worn when the men are off duty. In camps and garrisons they will be worn at guard mounting when considered necessary. Leggings.
- 806.** During the winter months and in severe weather permission may be granted to the troops on home service to wear their capes, or great coats, when off duty or travelling by railway, or in coasting steamers, at the discretion of officers commanding stations. But notwithstanding this permission, no diminution of the fixed minimum period that great coats are required to last will be sanctioned. This permission may also be granted to men proceeding on furlough. Great coats.
- 807.** Medals are to be worn only with the tunic. The ribbon is not to exceed one inch in length unless the number of clasps necessitates a greater length. The ribbon should be stitched on to the coat, or attached to it by a plain buckle without ornament. Medals.
- On the undress uniform the ribbon only is to be worn. It should be stitched on to the jacket, and must be half an inch in length.
- 808.** Squad bags are provided at the rate of one to every 25 men for the purpose of relieving the soldier from carrying a com- Squad bags.

SECTION 10.

CLOTHING, EQUIPMENT, AND STORES.

II.—III.

CLOTHING AND NECESSARIES—cont^d.

plete kit on the line of march or in the field. On these occasions he should only have in his possession the "service kit," the "surplus kit," comprising the following articles, being carried in the squad bags at the public expense, viz.:—1 shell jacket, 1 pair of socks, 1 shirt, 1 towel, 2 brushes, and such articles from the holdall as can be immediately dispensed with.

III. Arms and Appointments.

Regulations to be referred to.

609. The regulations for the provision, custody, and inspection of small arms, accoutrements, saddlery, harness, artificer's tools, and all articles of personal equipment for the different branches of the service are contained in the Royal Warrant of 23rd January 1865 (W. O. Cir. 895).

Detailed instructions for the care and preservation of small arms will be found in the "Musketry Regulations," and are to be strictly observed by all ranks.

Testing rifles.

610. Whenever a rifle is reported by a regimental board to be defective in accuracy of shooting, it should (unless it is considered unsafe) be tested in the manner laid down in the "Musketry Regulations, Part X.," and the "diagram of practice" therein described is to be placed before the annual board on arms, &c., and annexed to their proceedings, in the event of the rifle being condemned by them on this account.

Caution regard ing use of ammunition.

611. As instances have occurred in which serious damage has been done to Snider converted breech-loading rifles by the use of unsuitable ammunition, officers in command are enjoined to forbid the troops under their orders using any ammunition except that provided by Government, which alone is suited for the arm.

Transfers of arms, &c.

612. When soldiers are transferred from one troop or company to another in the same regiment, their arms and accoutrements are to be transferred with them. This rule is only applicable to cavalry and infantry.

Fitting of saddlery.

613. With a view to ensure a correct and uniform system of fitting the saddlery in cavalry regiments, the riding master is to superintend, under the supervision and subject to the direction of the commanding officer of the regiment, the performance of that duty according to the following instructions:—

a. The saddle-trees are in three sizes, and should be fitted without pannels, changing them from horse to horse as may be found necessary, and any alteration required can be done by the saddle-tree makers. Over-stuffing of the pannels is a common practice, which causes the saddle to rock about and chafe the horse's back. By ordinary attention to the fitting of the saddles, and by the pannels being moderately stuffed, the saddles will have a steady firm bearing on the horses' backs, and sore backs will be seldom known.

ARMS AND APPOINTMENTS—cont^d.

III.

b. Although riding masters are primarily responsible—subject to the control of the commanding officer—for the proper fitting of the saddles, officers commanding troops will still be held responsible that the directions of the riding master, under the control of the commanding officer, are duly carried out in their troops when at head-quarters.

c. It is necessary also that officers commanding troops should have such a thorough knowledge of the subject as will enable them, when detached to carry out the same system as at head quarters.

614. In order that the cavalry may, upon emergencies, be available for the purposes of draught, such as assisting in dragging artillery, &c. through deep roads, and in surmounting impediments and obstacles which the carriages of the army may have to encounter in the course of active service, ten men per troop in each regiment are to be equipped with the tackle of the lasso.

Lassos.

615. The mode of carrying the pioneers' tools is as follows, viz.:—

Pioneers' tools
how to be
carried.

(a.) *The shovel, pickaxe, billhook, and sword.*

The shovel being buttoned in its case, is suspended by the belt from the left shoulder, so as to hang a little in rear of the right hip, the handle being in rear of the arms. The knapsack is then put on, and the steadying strap, attached to the back of the shoulder belt, is passed above the lower sling of the knapsack, round the handle of the shovel, either once or twice, as may be convenient, and under the right arm to the front, where it is buckled on to a D on the belt. The pickaxe in its case, is carried at the "slope" on the right shoulder, the point to the front. The billhook in its case, is suspended by the waist-belt in rear of the left hip, close to the sword, which is in front of it, and hanging down the side of the left leg.

(b.) *The spade, felling axe, billhook, and sword.*

The spade is worn in the same way as the shovel. The axe is carried on the right shoulder similarly to the pickaxe, with the edge to the front. The billhook and sword are worn in each case as has been explained.

(c.) *The felling axe, two axes, billhook and sword.*

The felling axe, &c., as already explained. The two axes in the case are suspended by the belt over the left shoulder, and hung on the right hip rather to the front.

(d.) *The felling axe, hand axe, saw, billhook, and sword.*

The saw is worn like the two axes, on the right side. The axe, &c., as before explained.

(e.) *The crowbar and bag with small tools.*

The crowbar is carried at the "slope," resting on the right shoulder, the point to the front. The bag with small tools is suspended at the right side, like the saw and two axes, referred to in (d.)

(f.) The waist-belt, with the sword-frog supplied with the tools, is to be worn over the belt from which the tools are suspended in order to steady them, and keep them in their place.

SECTION 10.

CLOTHING, EQUIPMENT, AND STORES.

III.—IV.

ARMS AND APPOINTMENTS—cont^d.

(g.) Instead of a musket each pioneer is to carry a saw-backed sword, which will serve both as a weapon and a tool. By this arrangement he is enabled without difficulty to carry his knapsack, like any other soldier. It is not necessary that the corporal should carry any particular set of tools, but in dividing them each man should, if possible, carry some with the use of which he is acquainted.

Patterns.

616. The whole of these tools are of the patterns for general field service, and in the event of their becoming broken or damaged, no difficulty will be experienced in replacing them at any Government tool store or depôt.

IV. Stores and Clothing of an Army in the Field.

Classification of stores.

617. The Adjutant General of an army in the field is the channel through which all demands for the personal equipment of the troops are to pass. Requisitions for stores connected with the encampment, sheltering, and movement of troops are to be made through the Quarter Master General. These officers will be responsible for giving timely notice to the chief military store officer with the army of its anticipated wants, according to the following classification.

Adjutant General.

All articles comprising the personal equipment of troops, and which would be paraded with them when in marching order, including arms, accoutrements, ammunition, guns, gun-carriages, saddlery, harness, and artificers' tools, together with their reserves and materials for repairs.

Clothing of all kinds and necessities for the regular forces.

Armament of batteries and articles for siege purposes.

All engineer professional appliances.

Quarter Master General.

Camp equipage, intrenching tools, transport carriages, and all stores not appertaining to the department of the Adjutant General, and which may be required for general field service.

Responsibility of officers in the demand and issue of stores.

618. In order to ensure the utmost accuracy in the supply of stores required by the different branches of the service, and to prevent any misunderstanding as to the respective duties of officers demanding stores, or military store officers in supplying them, it is to be understood that all demands are to contain full and exact details as to the number and particular description of every article required. The responsibility as to the correctness of these professional details will rest with the officers demanding the stores, the military store officer being only responsible for providing and issuing them in strict accordance with the details thus furnished.

Limitation of demands to present wants.

619. The different corps and departments are not to demand from the military store officer more stores than the immediate

STORES, &c. OF AN ARMY IN THE FIELD—cont^d.

IV.

wants of the service may require. Their movements will thus be kept free from unnecessary encumbrance, and by a judicious concentration of the reserves less store accommodation will be required, and the total resources of the army will be more readily ascertained.

620. Printed forms of regimental requisitions (W. O. F. 775) will be supplied to the army, and upon these documents all demands are to be made. The requisitions will be approved by the Adjutant General or Quartermaster General, as the case may be, and will become the authority for the regiment to obtain, and the military store officer to issue, the articles detailed.

Regimental requisitions.

621. In the case of stores to be issued upon the authority of a "General Order," according to the strength of the regiment or of the troops, or in certain proportions (for instance, a second blanket per man, the further issue of a pair of boots, or of so many stoves per regiment), the same form of requisition is to be used, and may be transmitted direct to the military store officer for supply, no other authority being necessary beyond the general order, which however is always to be quoted.

Stores issued pursuant to general order.

622. Monthly returns of the strength of each corps will be furnished by the Adjutant General of the army in the field, subject to the approval of the Commander of the forces, to the chief military store officer, by whom they are to be considered as strictly confidential.

Monthly returns for store officer.

623. Detailed statements of regular, warm, and extra clothing will be prepared, by the Adjutant General, showing the proportions that should be placed in charge of the military store department as a reserve for the force to be employed; such proportions to be based on the Royal Clothing Warrant.

Clothing.

624. All demands for regular clothing will be made in duplicate at the regulated periods, and on the form prescribed by the Royal Clothing Warrant; but, instead of being sent direct to the Secretary of State for War, they will be passed through the Adjutant General of the army in the field to the chief military store officer. With regard to the provision of extra and warm clothing for the troops, the Adjutant General will, on information obtained from commanding officers of corps, furnish the chief military store officer with timely estimates of the anticipated wants of the army, in order that he may take steps to procure the requisite supply.

Regimental demands.

625. All necessaries will be provided by the War Department instead of by regimental arrangements, and will be supplied to the troops according to priced lists, which will be revised, if necessary, and published in general orders, not oftener than once in three months. The depôts from which the articles are to be obtained will also be notified in general orders. Commanding officers requiring necessaries will make their demands direct upon

Necessaries how supplied.

SECTION 10.

CLOTHING, EQUIPMENT, AND STORES.

IV.

STORES, &C. OF AN ARMY IN THE FIELD—cont^d.

the chief military store officer, by whom a consolidated return will be sent at the close of each quarter to each corps, detailing the articles supplied, in order that their value may be recovered in the quarterly pay list, according to the published prices.

Reserve store
of necessaries.

626. When an expeditionary force is placed under orders for service in the field, the Adjutant General will, with the approval of the Commander-in-chief, propose, for the decision of the Secretary of State for War, a detailed statement of the number and description of articles to form the reserve of regimental necessaries to be in charge of the military store department, with reference to the nature of the service on which the army is to be engaged.

Commanding
officers to
report their
probable wants.

627. In order that the reserve store of regimental necessaries may be adequately maintained, the commanding officer of each regiment, battery, corps, or detachment, will transmit to the chief military store officer at least quarterly, through the Adjutant General of the army in the field, an estimate of the quantity of each article he is likely to want, and the chief military store officer will then take measures, under the authority of the Commander of the forces, for the provision of such further supplies as may be required. These estimates must be at least three months in advance of the time when the stores will be required; thus, for stores to be demanded in July the estimates must be with the chief military store officer on the 1st April, or sooner if the distance from the source of supply should render it necessary.

Accounting for
stores received.

628. Officers in command of corps of the different arms of the service in the field, being differently situated from those at ordinary garrison stations, with respect to their charge of ordnance, ammunition, camp equipage, and stores,* are not required to account directly to the Secretary of State for War, but will account half-yearly to the chief military store officer attached to the army, for every article received.

Half-yearly
boards of
survey.

629. For the furtherance of this object boards of survey other than regimental, consisting of not less than three officers, and of which a military store officer is to be a member, will be directed by the Commander of the forces to assemble half-yearly, or oftener if necessary, to ascertain and report (on W.O. Form 776) upon the state of such stores in charge of the several establishments and corps, as are considered unserviceable or beyond repair by the regimental artificers, and which require to be exchanged.

* Food, forage, fuel, and light; medicines, and surgical instruments; medical comforts and hospital equipments; horse medicines and veterinary surgical instruments appertain to the commissariat, medical, purveyors', and veterinary departments respectively.

SECTION 11.—AMMUNITION.

I.

- I.—For Service and Practice.
 II.—Reserves for an Army in the Field.
 III.—Regimental Powder Magazines.

I.—For Service and Practice.

630. The following are the annual proportions of ammunition allowed for practice and exercise:—

a. *Small Arm Ammunition.*

<i>For each trained Soldier.</i>	<i>Cavalry.</i>	<i>Artillery.</i>	<i>Engineers.</i>	<i>Infantry.</i>	<i>Small arm ammunition.</i>
Rounds, ball cartridge - -	30	50	30	90	
„ blank „ - -	50	—	—	60	

to be applied for in sufficient time to ensure the receipt prior to the date on which the practice is to commence, in accordance with the “Musketry Regulations.”

<i>For each Recruit.</i>	<i>Cavalry.</i>	<i>Artillery.</i>	<i>Engineers and Infantry.</i>
Rounds, ball cartridge - -	70	70	90
„ blank „ - -	40	20	40

to be applied for as wanted, in such quantities as may be justified by the number of recruits actually present or expected to join soon.

b. *Gun Ammunition for Artillery.**Field Batteries for practice.*

300 rounds per battery, the proportion of shot and shell being determined according to the equipment in possession.

Garrison Battery for practice.

300 rounds, 50 of which to be for mortars when practicable, in proportions to be determined by the Commanding Officer of Artillery according to the natures of ordnance mounted, and the facilities for practice afforded at each station.

Gun ammunition.

Field Batteries for exercise.

150 rounds per gun and howitzer.

Garrison Batteries for exercise.

60 rounds when considered necessary by the Commanding Officer of Artillery.

For practice and exercise of Recruits of Field or Garrison Brigades when dismissed drill.

One round of shot and six of blank ammunition per man.

631. In addition to the proportion of ammunition prescribed in the above table for the artillery, blank gun ammunition will be issued at the discretion of General officers commanding, on occasions on which the artillery acts with other troops, at reviews, field days, &c. This ammunition is to be obtained on requisitions of commanding officers of artillery; if at home, to be sent through General officers commanding to the Ad-

Blank ammunition to be issued.

SECTION 11.

AMMUNITION.

I.

FOR SERVICE AND PRACTICE—cont^d.

Storage of
annual allow-
ance.

jutant General; if abroad, the General officer commanding is to authorize the issue of the quantities.

632. If the annual allowance of practice and exercise ammunition cannot be stowed in the magazine of the station at which a regiment may happen to be quartered, the commanding officer is, in the first instance, to apply for such portion only as can be accommodated, taking care to apply for the residue in ample time to prevent the possibility of interruption to the practice.

Applications
for ammuni-
tion.

633. Applications for the authorized allowances of ammunition for practice and exercise for regiments and dépôts of cavalry, artillery, and infantry at home, are to be made to the Adjutant General, in duplicate, according to the prescribed form; if abroad, to the General officer commanding. When a regiment, battalion, or dépôt is quartered where the target practice range does not extend to 300 yards, no ammunition is to be demanded for practice at that station.

Change of
quarters.

634. When there is a probability of the quarters of a regiment or dépôt being changed at an early period, the commanding officer is to delay the application for the whole annual allowance of ammunition for practice and exercise, until the corps shall arrive at its destined quarters, in order that the inconvenience of returning the ammunition into store—or the expense of removing it—may be avoided, and he is only to apply for such portion as may be sufficient for carrying on the prescribed course of rifle instruction.

Preservation of
ammunition.

635. It is the duty of a commanding officer, and of captains of companies under his superintendence, to see that the ammunition in possession of the men is properly preserved; and it is important that soldiers should be habituated to the care of their ammunition, in proportion as they are taught to set a high value upon it.

Issue and
custody of am-
munition.

636. The following regulations are to be particularly observed in regard to the issue and custody of infantry ammunition:—

- (a.) All regiments are to have, in the constant possession of each man, twenty rounds of service ammunition, which is to be carefully packed, and to be under the daily inspection of officers of companies. Application for this portion of service ammunition is to be addressed to the Adjutant General according to the prescribed form.
- (b.) When any emergency shall arise to call for a further supply, it will be issued to the full extent of sixty rounds per man, so as to fill the pouches. Application for this extra supply of service ammunition is to be made to the General or other officer commanding the station where the regiment is employed.
- (c.) The whole of this service ammunition is to be carried by the soldier; and, should the emergency require a still further supply, such excess is to be kept in the barrack store or magazine, and on the march is to be carried, with other regimental stores, under the special charge of the quartermaster.

AMMUNITION.

SECTION 11.

FOR SERVICE AND PRACTICE—cont^d.

- (d.) Military store officers are authorized by the Secretary of State for War to issue, on the application of the senior officer on the station, such service ammunition as may be required on any urgent occasion, in addition to the quantity kept in the constant possession of the men.
- (e.) When the emergency shall cease, the excess in possession of the men, as well as that in charge of the quartermaster, is to be delivered into store, when the regiment shall come within the immediate vicinity of any station allotted for the reception of such War department stores.

637. The issue of ammunition from the regimental or dépôt magazine, is to be made by the quartermaster himself, and he is not to entrust the key of the magazine to any one. An officer is to attend on such occasions to receive the ammunition, and receipts are to be given by officers commanding troops or companies, who are responsible to the commanding officer for the care and expenditure of the quantity they receive. Previously to the delivery of blank ammunition to the men, officers of troops or companies are to ascertain that no ball ammunition remains in the pouches, which through inattention might become mixed with the blank cartridges. The ball ammunition thus temporarily removed from the men's pouches is to be handed over to the quartermaster for safe custody in the regimental magazine or other secure place.

Issues from
the magazine.

638. The ammunition in store, belonging to regiments, dépôts, and detachments, is to be inspected by the commanding officer at least once a month, and particular care is to be taken that it be deposited in a place of safety. Special attention is directed to the instructions contained in para. 663 relative to the safety of regimental powder magazines when ammunition is received or issued.

Inspection of
ammunition
in store.

639. The ammunition in possession of the men is to be carefully inspected at the daily morning parade, by the officer in command of the troop, company, or detachment, and any damage is to be reported to the commanding officer in order that prompt steps be taken to replace the same, and to punish those who wilfully, or through carelessness, occasion injury to any part of the ammunition. Ammunition wilfully lost or destroyed is to be accounted for in the same manner as other articles of equipment. When ammunition in possession of the men shall become loose or broken, it is to be taken from them and carried under charge of the quartermaster, until an opportunity shall offer of delivering it into store or exchanging it.

In men's
pouches.

640. All ammunition not packed in the men's pouches is to be kept and carried under charge of the quartermaster; he is strictly to avoid the use of iron hoops or iron nails in the heading up of cartridge barrels, or the presence of iron or grit among the cartridges, or loose powder. The use of iron nails in fastening on cards of address is also strictly prohibited. Loose powder is always to be packed separately from the balls.

Ammunition
not in men's
pouches.

SECTION 11.

AMMUNITION.

I.—II.

FOR SERVICE AND PRACTICE—cont^d.

Responsibility of commanding officers.

641. Commanding officers are strictly responsible for the exact observance of these orders, and no ammunition is ever under any circumstances to be left in barracks or quarters, or transferred from one regiment to another.

Conveyance of ammunition.

642. When troops are ordered to embark in steam vessels, to proceed by railroads, or to send their baggage by that mode of conveyance, they are to return into the nearest military store the whole of their ammunition—both service and practice—with the exception of that which is carried in the men's pouches. A receipt is to be taken from the store officer for the ammunition thus returned, upon the production of which to the store officer at the station to which the regiment may proceed a similar supply will be issued by him, if desired.

Service ammunition to be expended annually.

643. The service ammunition in the men's pouches is to be expended annually in practice, and to be replaced from time to time by a similar quantity of the ammunition supplied for the annual practice of the corps. By this arrangement, the service ammunition being exchanged every year, will always be maintained in good order, even in damp climates, where powder is apt to deteriorate.

Ammunition to be moved under escort.

644. All ammunition drawn from, or returned to, the stores, is to be moved, under a competent escort, to be furnished by the regiment, depôt, or detachment, so drawing or returning it.

Ammunition wagons in camps of instruction.

645. Small arm ammunition carts are stationed at the camps of instruction at home, and General officers in command at those camps are to accustom the troops to obtain small arm ammunition for exercise, in the manner that would be followed in actual warfare, as detailed in Paras 646 to 662, when the supply of ball cartridge with the infantry becomes exhausted.

II.—Reserves for an Army in the Field.

Adjutant General responsible for ammunition.

646. The Adjutant General of an army in the field is responsible to the Commander of the forces for the ammunition of that army. To enable him efficiently to perform this duty, he will be furnished as often as he may deem necessary, by the officer commanding the artillery and the chief military store officer of the army, with returns of the state of the reserves in artillery and military store charge respectively.

Duties of Generals of Divisions.

647. General officers commanding divisions are responsible for maintaining their reserves of ammunition, and as often as may be required will be furnished with the necessary reports from the officers commanding the artillery of the division, and any deficiency in the regulated amount of ammunition is to be immediately made known to the adjutant-general of the army.

AMMUNITION.

SECTION 11.

RESERVES FOR AN ARMY IN THE FIELD—cont^d.

II.

648. As a general rule, subject to such modifications as the nature of the service may require, the proportion * of gun ammunition is calculated at 600 rounds per gun, and of ammunition for small arms at 1,000 rounds per man of infantry, 500 rounds per man of cavalry, and 250 rounds for other corps.

Proportion of gun and small arm ammunition.

649. The regimental reserve† of 30 rounds per man (in addition to the 60 rounds in possession of the troops) will accompany each battalion in the field in charge of the officer commanding, to move with the battalion and be kept supplied by demands on the first reserve in charge of the artillery.

Regimental reserve.

* These proportions will usually be distributed in the following manner, subject to the approval of the Commander of the forces :—

	Rounds of Ammunition for Field Guns, per gun.	Rounds of Ammunition for Small Arms, per man.		
		Infantry.	Cavalry.	Artillery, Engineers, and Military Train.
In possession of the troops - - - -	124	60 } 90	20	20
Regimental reserve - - - -	—	30 } 80	—	—
Field reserve with the artillery { 1st reserve -	90	40 } 80	10	10
{ 2d reserve -	40	40 } 80	—	—
Military store reserve field } 3d reserve -	100	50	20	25
arsenal - - - -	—	—	—	—
	354	220	50	55
Military store reserves, grand depôt and } intermediate reserves - - - - }	246	780	450	195
Total - - - -	600	1,000	500	250

† The transport of the regimental reserve for a battalion of 800 men (24,000 rounds) will require :—

	Men.	Animals.	Weight of Ammunition.
2 Maltese carts, each carrying 10 cwt. of ammunition - - - -	2	4	20 cwt.
6 pack animals, 2 boxes each - - - -	3	7	600 lbs.
1 do. spare - - - -			
1 non-commissioned officer - - - -	1	—	—

Making a total of six men and eleven animals. Pack animals, however, will be exclusively employed, where, from the nature of the country, carts would not be available.

The load for a pack animal will be,—

2 boxes, weight 63 lbs. each - - - -	126 lbs.	} Total weight, 192 lbs., or 1 cwt. 2 qrs. 12 lbs.
Pack-saddle - - - -	34 "	
Ladder (or cradle) - - - -	16 "	
Cover - - - -	6 "	
Strappings and other articles - - - -	10 "	

These estimates of the quantity of ammunition each cart or pack animal may be expected to carry are calculated with reference to ammunition for the rifle musket, pattern 1853; but the distribution of the weight, the manner in which it should be carried, and its supply to the troops under fire, will be generally applicable to ammunition for breech-loaders, or any other description of fire arms; attention being given to the difference in the number of rounds, which from size and weight, each cart or pack animal may be expected to carry.

SECTION 11.**AMMUNITION.****II.****RESERVES FOR AN ARMY IN THE FIELD—cont^d.**

Distribution of ammunition transport.

650. For brigades and divisions, the General in command will distribute his ammunition transport, or mass it (a battalion being taken as a unit), as he may think best; while for smaller bodies of troops, the pack animals and off-draft horses, fitted with ladders or cradles, in each battalion, could accompany and supply one or more detached companies over any ground or on outpost duty.

Selection of men in charge of transport.

651. On each battalion taking the field, a non-commissioned officer and four men, steady, well disciplined, and accustomed to horses, will be selected from the regiment to take charge of the transport of the regimental reserve.

Carts, horses, &c. how supplied.

652. The carts and equipment will be supplied and kept up by the chief military store officer; the horses and mules will be furnished by the officer charged with the supply of transport for the army.

First and second reserves.

653. The first and second reserves of gun and small arm ammunition are to be in charge of the artillery, and are to be conveyed and replenished as herein-after directed. The third reserves of gun and small arm ammunition, and the grand depôt of reserve, will be in the custody of the military store department. The first reserve of ammunition for the guns (about 90 rounds per gun), is that contained in the second line of wagons of each battery.

First reserve for small arms, how carried.

654. The first reserve for small arms (about 40 rounds per man for the infantry and 10 rounds per man for all the mounted services) will be conveyed in small arm ammunition wagons attached to the field batteries of the several divisions, and each of these wagons will be provided with "ladders," or cradles, to admit of the ammunition being taken, by the leading horses of the teams, to such positions as it may be found impracticable to reach with the wagons themselves. Should the state of the country in which the army is acting render it necessary to adopt any other method of transporting this reserve, the means by which it is to be accomplished are to be determined by the Commander of the forces, and carried out by the artillery.

Safety of the first reserve.

655. This reserve is—under all circumstances—to be at hand, and, in the event of it being found necessary to separate the wagons from the batteries to which they are attached, the divisional commanding officers of artillery must make arrangements for their being placed under proper charge—in some safe spot, easily accessible to the troops—in order that no unnecessary delay may occur when occasion shall arise for making issues to corps whose supplies are exhausted.

Second reserve for guns and small arms.

656. The second reserve for guns and small arms (at the rate of 40 rounds per gun, and 40 rounds per man for the infantry), will be conveyed by the artillery, in wagons of the service, or by such other means as circumstances may require, and is always to be up with the army, but kept—as far as practicable—from under fire.

RESERVES FOR AN ARMY IN THE FIELD—cont^d.

II.

Charge of first and second reserves.

657. The first and second reserves are to be under the immediate orders of the officers in command of artillery with each division, who will be responsible to the officer commanding the division, that the ammunition of the first reserve is from time to time completed, as far as circumstances will permit, from the second reserves. These two reserves are to be completed from the third reserve under the charge of the military store department, upon requisitions of the officer commanding the artillery, supported by the receipts for the issues made to the troops. On emergency, however, the military store officers are to make issues on requisitions from officers commanding the artillery reserves, but such issues will subsequently require the covering authority of the Adjutant General of the army in the field.

658. The small arm ammunition will be sent from this country packed in boxes adapted to the ammunition wagons, and in weight and construction suited for pack-saddle conveyance. The chief military store officer is held responsible for keeping a sufficient quantity at the grand depôt and intermediate reserves to complete the three field reserve proportions. Before issuing the boxes containing small arm ammunition to the second reserve, *the screws securing the lids are to be removed in the presence of the officer, or non-commissioned officer, to whom the boxes are delivered.*

Small arm ammunition boxes.

659. The third reserve, viz., 100 rounds per gun, and 50 rounds per man for the infantry, 20 for the cavalry, and 25 for the other mounted services, in charge of the military store department, should not exceed an ordinary two days' march in rear of the army, and is to be advanced to the front at the discretion of the Commander of the forces, who will direct its transport to be provided in such manner as may be most convenient.

Charge of third reserve.

660. Should the base of operations, where the grand depôt of reserve is placed, be further distant than an ordinary two days' march from the reserves last mentioned, intermediate reserves will be required; upon the organization and disposition of which the Adjutant General of the army in the field and the chief military store officer should take the orders of the Commander of the forces, who will determine what course should be followed to ensure a regular and sufficient supply of ammunition from the grand depôt of reserve, for the use of the army.

Intermediate reserves.

661. Officers commanding corps in the field will obtain their supplies of ammunition on requisitions approved by the assistants adjutant-general of divisions, from the officers commanding the artillery reserves. When, however, the army, or part of it, is actually engaged, the officers commanding the artillery reserves may issue ammunition on the requisition of the officer in the immediate command of any corps or detachment which may be in want of it, a covering authority for the issue being ob-

Regimental requisitions.

SECTION 11.

AMMUNITION.

II.—III.

RESERVES FOR AN ARMY IN THE FIELD—cont^d.

tained from the Adjutant General attached to such corps or division.

Responsibility
of military
store officer.

662. In a fortress, or in garrison, General officers commanding are to hold the chief military store officer responsible that the reserve of small arm ammunition in his charge is equal to the authorized proportions, and available at all times for issue if required.

III.—Regimental Powder Magazines.

Regimental
powder mag-
azines.

663. The following instructions are to be observed, with a view to the safety of REGIMENTAL POWDER MAGAZINES:—

- (a.) Before any barrel, box, or case is received into the regimental magazine, it is to be carefully examined, and, if it is not perfectly closed, so that no powder or combustible matter can escape, or, should any iron be found to have been used either in its construction or repair, it is not to be received into the magazine.
- (b.) In moving the barrels, &c., to and from the bays in the magazine, all friction is to be avoided as much as possible, and leather hides spread on the floor over which the barrels are to pass.
- (c.) No barrel, box, or case is on any account to be opened in the magazine; but when required it is to be taken to a shifting room, which ought always to be provided for that purpose.
- (d.) The magazine is to be kept strictly clean and free from all gravel, sand, or grit, and no iron, light, lucifer-match, greased rag, or anything liable to cause combustion is to be permitted therein, and no smoking or fire is to be allowed in the immediate vicinity.
- (e.) No person is to enter the magazine, except with magazine slippers on, or barefooted.
- (f.) The windows are to be opened every fine day, and on such occasions some person in charge is to remain on the spot. Immediately on the approach of thunder or rain, the windows are to be shut.
- (g.) When there is an outer wall to the magazine, the door in it is to be shut before that of the magazine is opened, on entering; and the inner door of the magazine shut before the outer one is opened, on going out.
- (h.) The person in charge of the magazine should know perfectly the arrangement of each article, so as to be able to find it at once in the darkest night.

Laboratories
and shifting
rooms.

664. The foregoing instructions apply generally to LABORATORIES and SHIFTING ROOMS, but the following additional regulations are also to be strictly adhered to both at home and abroad.

- (a.) No laboratory operation which involves risk of an explosion is to be carried on within a distance of 400 yards from a magazine in which large quantities of gunpowder are stored.

REGIMENTAL POWDER MAGAZINES—cont^d.

III.

- (b.) No accumulation of gunpowder or other explosive material is to be allowed on any account in the workshops, or in close proximity to the laboratory buildings. A small expense magazine in a safe position is to be provided ; the stores are to be drawn from this magazine in small quantities as required, and the finished work is to be returned to the magazine in the same way. This is a most important point, for notwithstanding every precaution an accident may occur.
 - (c.) All the arrangements should therefore be made with a view to reduce as far as practicable, the amount of explosive or combustible material in a building at any one time, where laboratory operations are being carried on.
 - (d.) The destruction of combustible stores by fire, or by breaking up, is on no account to be effected within the precincts of a laboratory.
 - (e.) All persons engaged in work connected with combustible stores are to change their outer clothes, viz. : coat, waistcoat, trousers, cap and shoes, and to wear the suits specially provided for this purpose.
 - (f.) The change of clothes to be effected in a shifting-house, where the ordinary clothing is to be deposited.
 - (g.) Only steady and intelligent men are to be employed on laboratory work, and the preference is to be given to those who have passed through a course at Woolwich.
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SECTION 12.**SECTION 12.—LEAVE OF ABSENCE AND FURLOUGHS.****I.****I. General Instructions.****II. Officers on Home Service.****III. Officers on Foreign Service.****IV. Furloughs to Non-commissioned Officers and Soldiers.****I. General Instructions.**

Mode of appli-
cation.

665. Applications for leave of absence, whether for staff or regimental officers are to be made as follows, viz,—

- (a.) In Great Britain, through general officers commanding to the Adjutant-General for the consideration of the Commander-in-chief.
- (b.) In Ireland, to the Deputy Adjutant-General at Dublin, for the approval of the Commander of the forces in that country.
- (c.) Abroad to General officers commanding stations.

Staff officers.

666. Staff officers being appointed for the performance of local duties, the expense incurred by the public in maintaining those appointments can be justified only by the actual necessity for the fulfilment of the duties by efficient officers; but it is laid down in the Royal Warrant, Part I., that no deduction shall be made from the staff pay of officers upon temporary leave of absence for a period not exceeding 61 days in any one year (viz., between the 1st April and the 31st of March), provided the duties of the staff appointment are duly performed without extra charge to the public, it is incumbent upon general officers, in recommending leave of absence to be granted to a staff officer, within the above-mentioned limits, to make proper provision for the temporary performance of his duties. They will ascertain and certify that the officer—specifying his name, rank, and corps—selected to perform the applicant's duty during his absence, is in every respect qualified to do so.

Regimental
staff officers.

667. When application is made for leave of absence for an adjutant, veterinary surgeon, riding-master, or quartermaster, it is to be stated, whether proper provision has been made for the performance of the duties of those appointments; and the name of the officer by whom the duty in each case is to be performed, is likewise to be specified.

Instructors of
musketry.

668. Leave of absence is not to be recommended, except in very urgent cases, for the instructor and assistant instructor of musketry at the same time, or when the annual course is proceeding, or when there is any considerable number of recruits to be trained. Commanding officers when forwarding an application for leave in favour of an instructor will name the officer selected for duty in his absence.

Paymasters.

669. Applications for leave of absence for paymasters are to be forwarded through the same channel as that prescribed for

GENERAL INSTRUCTIONS—cont^d.

I.—II.

other regimental officers, and in accordance with Article 324 of the Royal Warrant, Part I., on this head.

670. When an officer requires a medical certificate of the state of his health, wounds, &c., in order to enable him to apply, through the prescribed channel, for leave of absence, the form subjoined is to be made use of by the medical officer :

Leave on medical certificates.

of the *Regiment*
having applied for a certificate on which to ground an application for leave of absence,

Form of medical certificate.

I do hereby certify that I have carefully examined this officer and find that [the nature of the disease, wound, &c. is to be here fully stated, and the period during which the officer has suffered under its effects], and that in consequence thereof I conceive him to be incapable of military duty.

I further declare my belief that he will not be able to resume his duties in a less period than [the medical officer is here to state, candidly and explicitly, his opinion as to the period which will probably elapse before the officer will be able to undertake his military duties. When there is no reason to expect a recovery, or when the prospect of recovery is distant and uncertain, it must be stated].

(Date and Signature).

671. Officers who receive leave of absence on private affairs, are to be present with their regiments or depôts on the day on which their leave terminates. On rejoining they are to make themselves acquainted with all orders issued during their absence.

Return to duty.

672. In the event of an officer who may be on leave of absence being promoted or removed to another regiment or battalion, such promotion or removal cancels the leave of absence which he may have received previously to his promotion, or removal, and a renewal of leave of absence can only be obtained by an application in the mode prescribed in these regulations. Officers exchanging are not entitled to any leave of absence; they are to join their new corps forthwith.

Leave cancelled by promotion or exchange.

673. Officers who obtain leave of absence are to furnish their address to the adjutant and to the regimental agent, so that orders may be readily communicated to them. Any changes in their address are to be notified in like manner.

Addresses of officers on leave.

674. In instances where an extension of leave is recommended, the period during which the officer soliciting further leave has been absent must be stated.

Extension of leave.

II. Officers on Home Service.

675. Unless notification is made to the contrary in general orders, General officers commanding districts and officers commanding in garrisons, not included in any military district, may

Winter leave.

SECTION 12.

LEAVE OF ABSENCE AND FURLONGHS.

II.

OFFICERS ON HOME SERVICE—cont^d.

grant leave of absence during the winter months to officers under their command, under the following restrictions, viz.,—

- (a.) The period for such leave may commence on the 15th October (provided the half-yearly inspection shall then have been made), and shall terminate on the 14th March following, when all officers and soldiers on home service are to be present with their respective regiments and depôts.
- (b.) In every regiment, at least one Field officer, one half of the captains, and one half of the subalterns (excluding from the total number of each rank in the regiment any officers who may be employed upon the staff of the army, or upon other special duties,) are always to be present.
- (c.) The indulgence of leave of absence is to be altogether withheld from the officers of any regiment which is reported to be deficient in its discipline, appearance, or movements in the field.

Regiments not
in districts or
garrisons.

676. When corps are not stationed in garrisons, or military districts, the officers commanding may use their discretion in granting leave of absence, under the foregoing restrictions, reporting the same to the Adjutant-General.

Leave at other
seasons.

677. General officers commanding districts at home are authorized to use their discretion in granting leave of absence to officers between the monthly and effective returns rendered on the 1st and 15th of each month respectively. Officers are to be actually present with their corps *on the day before* these returns are rendered, otherwise they are not to be included in the number reported as "present." During the drill season even this indulgence should be sparingly granted.

Between re-
turns.

678. Leave of absence beyond these periods will require the sanction of the Commander-in-chief (or of the Commander of the Forces, if in Ireland), except in cases of the most urgent necessity, which must be explained to the satisfaction of General officers commanding. When officers are reported absent without leave in the returns of the 1st or 15th of the month, an explanation regarding their absence is to be transmitted to the Adjutant-General through the General officers commanding, for the purpose of being laid before the Commander-in-chief.

Over returns.

679. The applications for leave of absence for regimental officers are to be made by letter on the prescribed form (W.O.F. 728). In applications for leave from the depôt companies of regiments abroad a figure is to be prefixed to the name of the officer recommended for leave, and also to the names of those who are absent, to denote their tour of duty for foreign service.

Form of appli-
cation.

680. The applications of paymasters are referred for the approbation of the Secretary of State for War previously to the leave of

Paymasters.

LEAVE OF ABSENCE AND FURLONGHS.

SECTION 12.

OFFICERS ON HOME SERVICE—cont^d.

II.

absence being granted; commanding officers of regiments are therefore to transmit the applications from paymasters, if approved, distinct from those in behalf of other officers.

681. Applications for leave of absence from officers employed on the recruiting service are to be made only in cases of emergency, and then for short periods, through the inspecting field officer of the district.

Officers on the recruiting service.

682. Officers commanding, in recommending medical officers for leave of absence on private affairs, will be careful to ascertain that the distribution and state of health of their corps, as well as the arrangements for the carrying on of all the regimental medical duties, are such as to justify their recommendation. Applications from medical officers (which are to be made on W.O. Form 1119), before being forwarded to the Adjutant General, must receive the recommendation and signature of the principal medical officer of the station and of the Director General of the army medical department, as well as of the military authorities of the district.

Medical officers.

683. When officers are prevented by ill health from joining their corps on home service, they are to transmit to their commanding officers certificates of the same, according to the form prescribed in para. 670; and these certificates are to be transmitted so as to arrive at the head-quarters of the corps at least one week before the expiration of the periods of leave which they may have received.

Officers prevented by ill health from joining their regiments.

684. When such officers are in or near London or Dublin, their certificates of ill health are to be signed by one of the senior officers of the army medical department. In every instance where it is practicable they must be signed by a military medical officer.

When in London or Dublin.

685. No officer is to quit the kingdom without Her Majesty's special permission for that purpose having been previously obtained,—except on duty, or for the purpose of joining his regiment. When an officer, whether on full or half pay, is desirous of quitting the kingdom, he is to address his application for permission to that effect through the proper channel to the Adjutant-General, stating the place to which he is desirous of proceeding and the period during which he may wish to remain abroad.

No officer to quit the kingdom without the Queen's permission.

686. Officers of the army who wish to be presented at a Foreign Court are to make an application for that purpose to the British Ambassador, Minister, or Charge d'Affaires resident at such Court.

Presentation at a foreign court.

III. Officers on Foreign Service.

687. When officers serving with regiments on foreign stations apply for leave of absence to enable them to return home on account of their private affairs, their applications are to be accompanied by a statement of the period during which they

Leave on private affairs.

SECTION 12.

LEAVE OF ABSENCE AND FURLONGHS.

III.

OFFICERS ON FOREIGN SERVICE—cont^d.

have served abroad; and they are to sign a declaration to the following effect, viz. :—

Declaration required.

"I do hereby declare that I will rejoin at my own expense the service companies of my regiment within the period for which leave of absence may be granted me; and I further declare that if, during the period of my leave of absence, I should retire from the service,—exchange to another regiment or to the half-pay,—I will hold myself responsible for the payment of the expense of the passage of the officer who shall be ordered out to replace me in the service companies of my regiment."

Power of General officers to grant leave.

688. On applications accompanied by these declarations, which are to be kept at the head-quarters, General officers commanding on foreign stations are authorized to use their discretion—under certain restrictions which will be communicated to them from time to time by the Adjutant General—in granting leave of absence to officers to return home, when such indulgence can be granted without detriment to the public service.

Grounds for granting leave to return home.

689. The particular attention of General officers commanding on foreign stations is to be paid to the distribution of regiments as at present formed into service and depôt companies, and to the necessity of both portions being kept as efficient as possible in reference to the stations and duties on which they may be respectively employed; they are therefore to use great circumspection in granting permission to officers to return home; such indulgences are to be extended to those only whose claims are grounded on length of service abroad,—on ill health, regularly certified,—on very urgent private affairs, which plea must be satisfactorily shown,—or on a wish to exchange to half-pay or to retire from the service. Permission to return home on leave is in no case to be granted to officers who apply to receive the regulated difference on exchanging from full to half pay. When officers are permitted to return home on medical certificate, or to exchange, or to retire from the service, the General officers are to report specially the grounds on which such officers are allowed to return.

When the character of an officer is affected.

690. General officers commanding are to make the fullest report, for the information of the Commander-in-chief, of every case in which an officer is sent or permitted to return home, under circumstances affecting his character, which may prevent him from continuing in the regiment. They are to bear in mind, in all cases of this description, that the officer who is obliged to quit his corps, and to return home, on account of circumstances affecting his character cannot be deemed a fit subject for any other regiment, nor consequently for the half-pay establishment, and therefore that the terms upon which he is allowed to return home must place his case entirely at the discretion of the Commander-in-chief.

LEAVE OF ABSENCE AND FURLONGHS.

SECTION 12.

OFFICERS ON FOREIGN SERVICE—cont^d.

III.

691. When leave of absence is granted to any officer belonging to a regiment abroad, a certificate on W. O. form 1121, properly signed, is to be delivered to him, stating the period of its commencement and termination, and the grounds on which it is granted. In addition to the certificate of leave, the regimental paymasters are to certify the period to which officers going on leave of absence have received their pay.

Certificate of leave abroad.

692. All Officers returning from abroad on leave, will report themselves in writing, immediately after their arrival at home, to the Adjutant-General, and will transmit at the same time a copy of the general order or other authority for their return home. Officers who fail to do so within a reasonable time will render themselves liable to have their leave cancelled. (See also para. 1315.)

Reports of arrival in England.

693. Officers who return home for the purpose of retiring on half-pay, or of quitting the service, are to report themselves in writing, immediately on arrival, to the Military Secretary as well as to the Adjutant-General, and to state the purpose for which they have returned.

Officers retiring.

694. Medical officers returning from foreign stations are to report their arrival, the authority under which they return, &c., to the Director-General of the army medical department as well as to the Adjutant-General.

Medical officers.

695. When a regimental paymaster returns home from a foreign station, he is to report to the Secretary of State for War, as well as to the Adjutant-General, the authority under which he returns and the period for which he may have received leave of absence.

Paymasters.

696. Officers (including medical officers) receiving leave of absence from foreign stations are not to renew their applications for further indulgence, except upon the ground of ill health, which is to be properly certified, or of the extreme urgency of their private affairs. In such cases their applications for an extension of leave are to be transmitted when time will admit, through their respective commanding officers abroad, for the purpose of being laid before the General officer commanding. In all cases of direct applications to head-quarters they will make an immediate report of having done so to their commanding officers.

Extension of leave.

697. When officers serving abroad are authorized to return home for the settlement of private affairs, they are to rejoin the service companies of their corps within the period of leave of absence which may be granted. In case of any unavoidable circumstances occurring which may prevent an officer doing so, he is to give the most satisfactory explanation of the same, supported by proper documents, to his commanding officer on his return to the head-quarters of his corps. Officers are not to join their depôts on the expiration of their leave of absence, from abroad, unless specially permitted to do so by the Adjutant-General.

Officers rejoining.

SECTION 12.

LEAVE OF ABSENCE AND FURLONGHS.

IV.

IV. Furloughs to Non-commissioned Officers and Soldiers.

Regulations regarding furloughs.

698. The regulations and conditions under which furloughs may be granted to soldiers on home service are detailed in the Mutiny Act and Articles of War and in the Royal Warrant, Part I.

Restrictions.

699. Unless otherwise notified in general orders, the number of non-commissioned officers and men to whom furloughs may be granted during the winter season, in accordance with the Articles of War, is not to exceed (all ranks included) 12 per cent. of corps of all arms. Such furloughs may commence on the 1st November. Commanding officers of regiments returning from India and China may exercise a liberal discretion in granting furloughs to soldiers who come home with their corps.

Corps not in garrison.

700. When corps are not stationed in garrisons or military districts, the officers commanding are authorized to use their discretion in granting furloughs under the foregoing restriction, reporting the same to the Adjutant-General.

Foreign stations.

701. Furloughs are not to be granted to soldiers on foreign stations except by the authority of the General officers commanding, and only on the most urgent and special occasions, the circumstances of which are to be reported to the Adjutant-General, for the information of the Commander-in-chief.

Conditions for obtaining furlough.

702. Before any man can obtain a furlough he must be dismissed his drills, and in the engineers, field work instruction; his kit must be complete, and he must be out of debt. This indulgence is only to be extended to men of good character.

Servants.

703. A furlough is not to be granted to any soldier to enable him to act as a servant. (See also para. 413.)

Form of furlough.

704. Non-commissioned officers and soldiers going on leave of absence are to receive furloughs according to the prescribed form, signed by the commanding officer, and these furloughs are to be delivered to the men free of any expense or fee.

Arrangements when going on furlough.

705. Soldiers who go on furlough are not, except in urgent cases, to leave the regiment until the first day of the month; and they are not to take with them their arms or accoutrements. They are permitted to take with them their cloaks or great coats, upon the understanding that this indulgence is not to lessen the period which they are required by the regulations to last. Before the men proceed on furlough these articles are to be carefully inspected by commanding officers of troops or companies, and a note taken of their state of repair. They are also to be inspected on the return of the soldiers, with a view to ascertain their condition.

Advance of pay.

706. The amount of pay advanced to a man going on furlough in accordance with Art. 561 of the Royal Warrant for Pay, &c., Part I., is to be stated on the furlough. A note is also to be inserted, in red ink, that no further advance is to be made on account of such furlough by any other person than the captain of the troop, battery, or company; to whom, or to the regimental agent, the man must apply if additional money is required.

FURLONGHS—cont^d.

IV.

707. Commanding officers, before granting sick furloughs, are to obtain from medical officers a distinct opinion as to whether the cases are likely to be benefited by the removal of the patients to other localities. They are also to ascertain that the men's friends are in a situation to afford them such aid as the nature of their ailments requires.

Sick furloughs.

708. Soldiers procuring medical attendance when on furlough must bear the expense themselves, as no charges of that nature will be admitted against the public. They may, however, avail themselves of the nearest military medical station. They are to be duly warned on these points prior to their furloughs being delivered to them.

Medical attendance on furlough.

709. Non-commissioned officers and soldiers proceeding on furlough to localities in the immediate vicinity of military stations are to report themselves to the officers commanding at such stations on arrival.

Reporting at military stations.

710. When a regiment embarks for foreign service, or when it is moved from one station to another at home, a notification of the change of station is to be made, by the officers commanding troops, batteries, or companies, to their men on furlough, in order that they may know how to apply for the further advance of pay when necessary, and also where they are to rejoin.

Changes of station.

711. A soldier to whom a furlough is granted is to rejoin the regiment on or before the day on which it expires. If he should fail to rejoin, and no satisfactory account shall be received as to the cause of his continuing absent, he is to be dealt with as a deserter.

Expiration of furloughs.

712. When soldiers, absent from their regiments on furlough, are prevented by sickness or other unavoidable casualty from rejoining their regiments by the dates at which their furloughs expire, they are to report themselves—

Extension on account of sickness or other casualty.

To the nearest military officer, being a General or other officer on the staff of the army ;

To the commanding officer of a regiment or depôt battalion ;

To an inspecting field officer of the recruiting service, or other officer employed on the recruiting duty ; or

To an adjutant of militia ;

These officers are authorized to grant in writing an extension of furlough, for any period not exceeding one month, to a soldier applying for the same on account of urgent circumstances, which may appear, after due investigation, to render it necessary. In all such cases the period of extension is to be inserted in words on the original furlough.

713. In the event of there being no officer of the above description within a convenient distance, the soldier requiring an extension of his furlough on account of sickness or other casualty is to make application to a Justice of the Peace, who is authorized by the Mutiny Act to grant an extension of furlough, under

Extension by Justice of the Peace.

SECTION 12.

LEAVE OF ABSENCE AND FURLONGHS.

IV.

FURLONGHS—cont^d.

the circumstances above stated, for any period not exceeding one month.

Notification of extension.

714. When General or other officers, or Justices of the Peace, extend a soldier's furlough, they are immediately to make a communication of the circumstances under which such extension may have been granted to the officer commanding the regiment or depôt to which the soldier belongs; or if the station of the regiment or depôt shall not be known, then to the regimental agent, who is immediately to notify the same to the regiment or depôt.

Extension obtained under false pretences.

715. Although officers of the description before specified, and Justices of the Peace, are authorized by the Mutiny Act to grant, in writing under their hands, extension of furloughs to non-commissioned officers or soldiers on account of sickness or other unavoidable casualty, yet should it afterwards appear, that any non-commissioned officer or soldier shall have obtained an extension of his furlough by false representation, or in applying for and obtaining the same shall have committed any offence to the prejudice of good order and military discipline, such non-commissioned officer or soldier may be proceeded against and punished according to the Articles of War.

Extension by agents in London.

716. When soldiers are detained by sickness or other unavoidable casualty in London or in its immediate vicinity, the regimental agents are authorized, after duly investigating the circumstances which occasion their detention, and ascertaining the authenticity of their furloughs, to extend the same for a sufficient period to enable them to rejoin their regiments by the direct route. The agents are to make an immediate report of their having done so to the commanding officer. All railway or passage warrants issued to soldiers under these circumstances are to be defrayed by themselves.

Absence beyond three months.

717. In the event of a soldier continuing absent on account of sickness beyond three months, the officer commanding the regiment or depôt is to require a special medical report on the nature of his case; and if he is not likely to become again fit for regimental duty, a report is to be made to the Adjutant-General, in order that the Commander-in-chief may decide respecting his being discharged or otherwise disposed of.

Return from furlough.

718. Soldiers on returning from furlough are to be redrilled until reported fit to rejoin their troops or companies; but they are not to be required to bring up missed duties, nor, in the cavalry, to pay for the charge of their horses during their absence.

Address of soldiers absent on leave.

719. Whenever any non-commissioned officer or soldier shall, under any circumstances, obtain leave to be absent from his troop, battery, or company, he is to leave his address, so that any orders may be readily communicated to him; and he must at all times be prepared to rejoin on the shortest notice.

SECTION 13.—DIVINE SERVICE.

720. Her Majesty's commands on the subject of Divine Worship are declared in the Articles of War.

Articles of War.

721. General and other officers commanding at home and abroad are to take care that Divine service is regularly performed for the troops under their orders. They are to see that the conduct of the chaplains is such as becomes their office, and to report to the Adjutant-General for the information of the Commander-in-chief and Secretary of State for War, any irregularities that may occur in this respect, or any deviations from the mode of conducting public worship as laid down in the instructions issued on that head.* They are not to alter, or allow to be altered, the interior arrangements of chapels or chapel schools, without express sanction having been first obtained.

Regular performance of Divine service.

722. Chaplains are to be treated with those marks of respect which are due to their rank and profession, and General and other officers are to render them every assistance in their power in carrying out their duties. Soldiers are to be instructed at all times to salute them in the prescribed manner.

Chaplains to be treated with respect.

723. In assembling troops for public worship in the field, care is to be taken that they are not brought together in numbers greater than the voice will reach. Soldiers attending divine service are to wear their side arms, and are to be marched with regularity to and from the church or place in which it is performed.

Assemblage for public worship.

724. By their departmental regulations chaplains are required to render all the spiritual assistance in their power to officers and their families as well as to the families of the men, and to the men themselves, whom they are to regard in every respect as their parishioners.

Extent of chaplain's charge.

725. If there be no commissioned chaplain at the station the officer in command is to submit for the approval of the Secretary of State for War the name of a suitable minister on the spot, who is willing to perform the duties of a military chaplain.

When there is no chaplain.

726. Whenever it is found necessary to call in the assistance of a parochial or other clergyman, the officer commanding, before quitting the station, is to provide such clergyman with a certificate testifying for what period his services have been rendered. The War Office, when applied to, will furnish the proper forms, which, when filled up and signed, are to be returned to the Secretary of State for War, in order to insure to the

Services of Parochial clergymen.

* With a view to establish uniformity in the performance of their public duties by the chaplains of the army, and in order to avert the possibility of misunderstanding on that head, detailed instructions for the guidance of military chaplains were issued to them by the Chaplain-General in March 1863, and a copy of these instructions or any subsequent revise of them will be furnished for the information of officers commanding.

SECTION 13.

DIVINE SERVICE.

DIVINE SERVICE—cont^d.

officiating minister the amount of remuneration laid down by regulation.

Families of soldiers.

727. Officers commanding corps and detachments are to afford every facility for the attendance of the wives and families of the men at public worship, and to induce them by every means in their power to attend regularly.

Liberty of worship.

728. No soldier, being a Roman Catholic, or of any religious belief differing from that of the Established Church, is to be compelled to attend the Divine worship of the Church of England; and every soldier is to be at full liberty to attend the worship of Almighty God according to the forms prescribed by his own religion, when military duty does not interfere with this arrangement.

Roman Catholics and Presbyterians.

729. Roman Catholic and Presbyterian soldiers, if their number shall exceed 20, are to be regularly marched to and from their own places of public worship under the command of an officer, or in charge of a serjeant, if not exceeding that number. The officer or serjeant is to remain with them during the performance of the service.

Supply of Bibles to soldiers.

730. The supply of Bibles and Prayer Books to the soldiers is to be limited to those men who may be desirous of possessing them, and books so issued are to last ten years. The names of the soldiers to whom they are given are to be written on the front page, and the soldiers when discharged are to be allowed to retain them. When a soldier is found to have lost or disposed of the books which may have been furnished to him at the cost of the public, he is to be again provided with them at his own expense. Annual requisitions for Bibles and Prayer Books for regiments not in India are to be forwarded to the War Office on W.O. Form 681.

Distribution.

731. Commanding officers are to take care, that all books transmitted for the use of the soldiers, under proper authority, are distributed in the most appropriate manner; and that the greatest attention, consistent with their free circulation and use, is given to their preservation. An ample supply is to be allotted for the use of the patients in the regimental hospitals, and of the young soldiers, and children, who may be under instruction in the regimental schools. The books not required for immediate use are to be kept in a chest or box in the orderly room, for the purpose of being distributed as occasion may require, and the names of the recipients, and the dates of delivery, are to be recorded in a book to be kept for that purpose.

SECTION 14.—COURTS-MARTIAL, COURTS OF INQUIRY, AND
BOARDS.

SECTION 14.

I.

I. General Instructions.

II. Sentences.

III. Transmission of Proceedings.

IV. Duties of Deputy Judge Advocates.

V. Disposal of Court-martial Prisoners.

VI. Crimes cognizable by Civil Power.

VII. Courts of Inquiry and Boards.

I. General Instructions.

732. The Mutiny Act and the Articles of War, copies of which are annually transmitted to each regiment and depôt by direction of the Secretary-of-State for War, lay down rules for the constitution of courts-martial, and define the powers with which they are invested, as well as the manner in which their proceedings are to be conducted. (See also Appendix Nos. 4 and 5 for forms of proceedings, and charges, with instructions to the Court.)

Authority for constitution, &c. of Courts-martial.

733. The duties devolving upon members of courts-martial are of the most grave and important nature, and in order to discharge them with justice and propriety it is incumbent upon all officers to apply themselves diligently to the acquirement of a competent knowledge of Military Law, and of the orders and regulations founded thereon, as also of the practice of Military Courts, with the view of making themselves acquainted with the nature and extent of the powers and authority vested in them by the Legislature, by the temperate and judicious exercise of which the discipline and character of the Army are to be maintained.

Duties devolving on members.

734. With this object in view, officers will be required on their entrance into the army to attend the proceedings of all courts-martial that may be held at the station where they are quartered for at least six months from the date of their joining. They are not however to be permitted to remain in court when it is cleared for deliberation, and are not to be nominated members of courts-martial until the commanding officer shall deem them perfectly competent to perform so important a duty. [See para. 838.]

Officers on joining to attend trials.

735. All charges preferred against an officer or soldier, and the circumstances on which they are founded, are to be examined by superior authority, in order to ascertain that the case is a proper one for investigation by a court-martial, and that there is sufficient evidence to substantiate the charges.* It should be borne in mind that to prefer accusations which cannot be maintained is a practice highly inconvenient and injurious to the service.

Investigation of charges.

736. General and other officers commanding on foreign stations are restricted from sending home officers or men, with articles of accusation against them and pending, except in cases

On foreign stations.

* The prescribed form of application for courts-martial on soldiers is W.O.F. 733.

SECTION 14. COURTS-MARTIAL, COURTS OF INQUIRY, AND BOARDS.

I.GENERAL INSTRUCTIONS—cont^d.

of the most urgent and unavoidable necessity, as it is essential for the due administration of justice that when charges are preferred they should be thoroughly investigated on the spot, and without unnecessary delay. A commanding officer who, under any circumstances not unavoidable, delays to bring forward charges, or permits charges to lie dormant, fails in a most essential duty to the service.

Officers in arrest.

737. An officer who may be placed in arrest has no right to demand a court-martial upon himself, or to persist in considering himself under the restraint of such arrest, or to refuse to return to the exercise of his duty, after he shall have been released by proper authority. It by no means follows that an officer conceiving himself to have been wrongfully put in arrest, or otherwise aggrieved, is without remedy: a complaint is afterwards open to him, if preferred in a proper manner, and provision for that purpose is made in the Articles of War. An officer in close arrest is not allowed to leave his quarters or tent. If he be in arrest at large, he may be permitted by superior authority to take exercise within defined limits, viz., not beyond the barracks, or, if in camp, not beyond the quarter guard, and then only at stated periods; but he is not at liberty to dine at his own or any other mess, nor is he to appear at any place of amusement or public resort, and he is on no pretext to quit his room, or tent, dressed otherwise than in uniform, but without his sash and sword.

Presidents.

738. Whenever general officers, or colonels, are available as presidents of general courts-martial no officer of inferior rank is to be placed on that duty.

Courts-martial on officers.

739. Whenever it can be arranged without serious inconvenience to the service, the members of a court-martial assembled for the trial of an officer are to be of equal, if not superior, rank to the prisoner; and in no case but one of necessity is a colonel to sit upon the trial of a general officer, or a captain on that of a field officer, or a subaltern officer on that of a captain. On the trial of subaltern officers, two officers of that rank are considered a sufficient proportion to be detailed as members of the court. The members of a court may however be of any rank superior to that of the prisoner.

On commanding officers.

740. When the commanding officer of a corps is brought to trial, care is to be taken that as many members of the court as possible shall be officers who have themselves held, or who are holding commands equivalent to that held by the prisoner.

Separate trial for each prisoner.

741. Any number of prisoners may be tried together for an offence committed collectively, but when more prisoners than one are tried by the same court-martial, and they are arraigned upon separate and distinct charges, the court is to be re-sworn at the commencement of each trial, and the proceedings of each trial are to be conducted and recorded separately.

GENERAL INSTRUCTIONS—cont^d.

I.

742. All official books and orders having reference to courts-martial are to be laid before every court when sitting.

Books, &c.,

743. It is important that every trial by court-martial once begun should, as far as possible, proceed with strict regularity, and without interruption, to its conclusion. The court have the power of granting an adjournment, but they should in no case permit an adjournment for the purpose of obtaining further evidence, either on behalf of the prosecution or of the prisoner, unless they are satisfied that such adjournment and production of further evidence will not render the trial unjust, and ought reasonably to be allowed, in order to assist the course of justice. Great care is therefore to be taken, both by the prosecuting officer and the prisoner, to have ready at the trial all the witnesses and documents which they may desire to produce in support of their respective cases.

Adjournments.

744. On general courts-martial it is the duty of the officiating judge-advocate to furnish the accused, within a reasonable time before the trial, with a copy of the charge to be preferred against him. In the case of trial by inferior courts this duty will devolve on the adjutant. To a soldier who cannot read, the charge is to be read and, if necessary, explained by the person who warns him for trial.

Copy of charge to be given to prisoner.

745. In framing charges, care is to be taken to render them specific, in names, dates, and places. In charges against non-commissioned officers or soldiers, the prisoner's regimental number is to be inserted, but all non-essential minutiae are to be avoided. Where a prisoner is charged with any loss or damage, the amount of such loss or damage (except with respect to arms, clothing, or other articles, the prices of which are fixed by regulation) is to be specified in the charge, and the prisoner is to be sentenced to be put under stoppages for such amount only as may be proved in evidence.

Instructions in framing charges.

746. A charge of "disgraceful conduct" is never to be preferred against a soldier unless the offence is clearly one of those specified in the Articles of War as constituting disgraceful conduct, or is obviously of a felonious or fraudulent nature, or of a cruel, indecent, or unnatural kind.

Charges of "Disgraceful conduct."

747. A private soldier is not to be brought to trial by court-martial on a charge of simple drunkenness only. If, however, he is to be tried for another offence a charge of simple drunkenness may be added as a separate charge. In cases of habitual drunkenness the evidence given from the defaulter book is to specify the date, place, and circumstance of each previous instance of drunkenness. The entries in the defaulter book are to be conclusive evidence of the previous instances of drunkenness therein stated.

Charges of drunkenness.

748. In every case in which a prisoner pleads guilty, the court is, notwithstanding, to receive, and to report in the pro-

Plea of prisoner.

SECTION 14. COURTS-MARTIAL, COURTS OF INQUIRY, AND BOARDS.

I,

GENERAL INSTRUCTIONS—cont^d.

ceedings, such evidence as may afford a full knowledge of the circumstances, as it is essential that the facts and particulars should be known to those whose duty it is to report on the case, or who have discretion in carrying the sentence into effect.

Military witnesses from distant stations.

749. When a soldier, who is not serving in the command, is required as a witness before a court-martial, the officer in command of the district, on the representation of the commanding officer, is to apply to the Adjutant-General for the attendance of such soldier, naming the day of the assembly of the court.

Witnesses refusing to sworn.

750. Military (or civil) witnesses refusing to be sworn cannot be brought to trial if such refusal is grounded on conscientious motives. The Act 24 & 25 Vict. c. 66. enacts in such a case that the president is qualified to receive the witnesses's solemn affirmation, which may be given in the following form:—

“ I, A. B., do solemnly, sincerely, and truly affirm and declare that the taking of any oath is, according to my religious belief, unlawful; and I do also solemnly, sincerely, and truly affirm and declare that I will speak the truth in the matter now under investigation.”

Formerconvictions, age, &c.

751. After a soldier has been found guilty of the charge or charges preferred against him, the court is to inquire into and record the prisoner's former convictions (if any), and any sentence which he may be undergoing; also his age, date of attestation, service allowed to reckon towards limited engagement, his general character, and any decorations or other honorary rewards he may be in possession of. These particulars are required for the guidance of the court in awarding punishment, as well as for that of the confirming authority in sanctioning the award. The evidence under this head is to be given whenever possible by a commissioned officer who is not a member of the court.

Minutes of proceedings.

752. The minutes of the proceedings of all courts-martial are to be fairly and accurately recorded, in a clear and legible hand, without erasures. (*See Appendix No. 4.*) When interlineations, which should be avoided as much as possible, are necessarily made, they are to be verified by the president's initials. The pages are to be numbered, and the sheets, when more than one, are to be fastened together. Care is to be taken that sufficient space, at least half a page, is left, immediately below the signature of the president, for the signature and remarks of the confirming authority.

Medical certificate.

753. A certificate, showing the state of health of the prisoner on the day of trial, and whether he has or has not been marked with the letters D. or B.C., is to be laid before the court and attached to the proceedings. The certificate is to be in the handwriting of a medical officer, according to the following form:—

“ I certify that No. _____, A.B. of the _____ Regiment is [or is not] in a good state of health, and fit [or unfit] to

GENERAL INSTRUCTIONS—cont^d.

I.—II.

“ *undergo corporal punishment or imprisonment, solitary or otherwise, and with or without hard labour; and that his present appearance and previous medical history both justify the belief that hard labour employment will neither be likely to originate nor to reproduce disease of any description. The prisoner is [or is not] marked with the letters D. or B. C.*”

The certificate is to be renewed in the event of any change taking place in the state of health of the prisoner during the sitting of the court.

II. Sentences.

754. Courts-martial, before passing sentence, are to ascertain that the state of health of the prisoner, as shown by the medical certificate, will admit of the sentence being forthwith carried into effect. If the certificate states that the prisoner is unable to undergo hard labour, the court may nevertheless award “ *imprisonment with such labour as in the opinion of the medical officer of the prison the prisoner may be equal to.*”

Sentences modified.

755. When the court abstains from sentencing a deserter to be marked D., or any prisoner, who may be liable thereto, to be marked B. C., a separate letter stating the reasons, and signed by the president, is to be appended to the proceedings. The same course is to be followed when a court abstains from sentencing a soldier convicted of “ *disgraceful conduct*” to the forfeiture of pay, pension, medals, &c. awarded under the provisions of the Mutiny Act and Articles of War.

When marking and forfeiture are not awarded.

756. The sentence should conform to the wording of any section of the Mutiny Act, or of any Article of War, that may be applicable, without quoting it. Sentences of imprisonment are always to be specified in days.

Wording of sentences.

757. In passing sentences of mixed imprisonment, courts-martial should leave it to the discretion of the governor of the prison to appoint the precise period or periods of the imprisonment during which the offender shall undergo solitary confinement. They will, however, in wording their sentence carefully comply with the directions contained in the Articles of War respecting the length of the periods of solitary confinement, and the intervals between such periods. (See Appendix, No. 4, Sentences.)

Sentences of mixed imprisonment.

758. When courts-martial avail themselves of the power vested in them by the Mutiny Act regarding the imprisonment of offenders already under sentence for previous offences, they should be careful to adhere to the provisions of the said Act, by awarding in express terms that “ *the imprisonment is to commence at the expiration of the punishment to which the prisoner had been previously sentenced.*”

Offenders already under sentence.

759. Whenever a court-martial is re-assembled for the purpose of revising their proceedings, the letter, order, or memo-

Order for revision.

SECTION 14.

COURTS-MARTIAL, COURTS OF INQUIRY, AND BOARDS.

II.

SENTENCES—cont^d.

random, or a copy thereof, containing the instructions to the court, and the reasons for requiring the revision, is to be attached to, and form part of, the proceedings.

Discrimination
in awarding
punishment.

760. Just discrimination is to be used by the court in applying the quantum of punishment to the nature and degree of the offence, so that the award may be final, and carried into effect; as it is indisputable that crimes are more effectually prevented by the certainty than by the severity of punishment.

Non-commissioned
officers.

761. When a non-commissioned officer is sentenced to be reduced, it must be distinctly stated in the sentence that he is to be "reduced to the ranks" (*i.e.*, to a gunner, driver, sapper, or private). The sentence of reduction of artificers, having the rank of a non-commissioned officer, is to be awarded in the same terms, *i.e.* "to the ranks," and not to shoeing smiths, &c.

Acting N. C.
O's.

762. Whenever it becomes necessary to bring an acting bombardier or lance corporal to trial by court-martial, he is to be arraigned as a gunner, driver, sapper, or private, as the case may be. The direction to cease to do duty as an acting bombardier or lance corporal is to form no part of the sentence of the court.

Reprimanding
N. C. O's.

763. It is forbidden to reprimand a non-commissioned officer by sentence of court-martial, such a sentence being applicable only to commissioned officers.

Duration of
imprisonment.

764. The duration of imprisonment for all ordinary offences is not to exceed six months, but for offences of a more aggravated character, imprisonment may, under the provisions of the Articles of War, be awarded by court-martial to the extent of, but not exceeding, two years. In awarding sentences of imprisonment, the locality and climate in which the offender has to suffer is however to be kept in view. It is also the province of the general officer confirming the sentence to take these circumstances into consideration, with a view to diminish the period of imprisonment, if necessary.

District court
martial sufficient
in ordinary
cases.

765. There are few crimes committed by soldiers which cannot effectually be dealt with by district courts-martial, the powers given to which are ample for the maintenance of discipline among the non-commissioned officers and privates. The higher tribunal of a General Court-martial is not to be resorted to, except in aggravated cases, deserving the more severe punishment of death or penal servitude.

Remission and
commutation
of punishment.

766. In the case of district courts-martial, the commanding officer of a regiment may, if he should see reason, recommend to the General officer who confirmed the sentence a partial remission of the punishment. In the case of regimental courts-martial, he has the power, under the provisions of the Articles of War, of confirming, remitting, or mitigating the sentence at his own discretion; but he cannot *commute* it except in the case of corporal punishment.

III. Transmission of Proceedings.

III.—IV.

767. If the trial takes place at home, the proceedings of a general court-martial are to be transmitted by the officiating judge advocate to the Judge Advocate-General, for the decision of the Sovereign; if abroad, to the General in command or other officer vested with authority to confirm the sentence.

General
Courts-martial.

768. The proceedings of all district or garrison courts-martial are to be forwarded by the president to the General officer commanding (or to the Adjutant-General, where there is no general officer in command) for confirmation. The determination of the confirming officer, and the manner in which each case is disposed of, are to be stated by him at the end of the proceedings.

District or gar-
rison Courts-
martial.

769. When the proceedings of district courts-martial abroad have been confirmed and promulgated, they are to be forwarded by the president to the Judge Advocate-General. On home service the proceedings are to be sent by the president under cover to the deputy judge advocate of the district, who will submit them to the Judge Advocate-General, at the same time drawing his immediate attention to anything requiring notice in the proceedings.

After promul-
gation.

770. All proceedings of courts-martial transmitted to the Judge-Advocate General, whether before or after promulgation, are to be accompanied by a covering letter specifying the nature of the contents.

Covering
letters.

IV. Duties of Deputy Judge Advocates.

771. The following instructions defining the powers and duties of the DEPUTY JUDGE ADVOCATES of districts at home are to be strictly adhered to:—

Powers and
duties of
Deputy Judge
Advocates at
home.

- a. The deputy judge advocate at a general court-martial will maintain an entirely impartial position, and act as assessor to the court.
- b. He will give his advice on all matters of law, evidence, or procedure; and, whether consulted or not, will interfere to ensure the due formality and legality of the proceedings.
- c. At the conclusion of the case, he will sum up the evidence and give his opinion upon the legal bearing of the case, before the court proceeds to deliberate upon its finding.
- d. The opinion of the deputy judge advocate ought to be conclusive upon any point of law or procedure which arises upon a trial at which he officially attends, whether he has or has not an opportunity of consulting the Judge Advocate-General before a decision is made.
- e. He will be responsible to the Judge Advocate-General for a proper record of the proceedings. In important cases he should be assisted in the discharge of this duty by a sworn short-hand writer.

SECTION 14. COURTS-MARTIAL, COURTS OF INQUIRY, AND BOARDS.

IV.—V.**DUTIES OF DEPUTY JUDGE ADVOCATES—cont^d.**

- f.* In all cases where a prisoner is undefended, the deputy judge advocate is to take care that the prisoner does not lose any privilege that the law allows him in the conduct of the trial.
- g.* The seat and table of the deputy judge advocate are to be at the right of the president of the court.
- h.* He will take no part in the conduct of the prosecution, and in all other respects will fulfil the duties of a deputy judge advocate.

Addresses of
prosecutor and
reply of
prisoner.

772. With a view to regulate and render uniform the procedure of general courts-martial, in respect to addresses to the Court from the officer conducting the prosecution and from the prisoner, the following instructions are also to be observed:—

- a.* The officer conducting the prosecution is to be allowed an opening address. At the close of the evidence for the prosecution, the deputy judge advocate will ask the prisoner if he intends to adduce evidence. If the prisoner then replies in the negative, the prosecutor will proceed to address the Court a second time, for the purpose of summing up his evidence, after which the prisoner may address the Court in his defence. At the conclusion of his address, the deputy judge advocate will, in open court sum up the case to the Court.
- b.* If, in answer to the deputy judge advocate, the prisoner states that he intends to adduce evidence, he may open his case with an address, before calling his witnesses. At the conclusion of the evidence he may again address the Court, after which the prosecutor will be entitled to a reply.
- c.* In those special cases where evidence is allowed in reply, the second address of the prisoner is to be made after such evidence, and immediately before the prosecutor's reply.
- d.* The address in open court of the deputy judge advocate, summing up the whole case, is to follow the prosecutor's reply.
- e.* After the deputy judge advocate has spoken, no other address is to be allowed, and the Court will retire to consider its finding.
- f.* If any question should arise incidentally during the trial, such as upon the admissibility of evidence, the person, whether prosecutor or prisoner, requesting the opinion of the Court, is to speak first: the other person is then to answer, and the first person is to be allowed to reply.

V. Disposal of Court-martial Prisoners.

773. Prisoners intended for discharge on the termination of their imprisonment are to be sent to civil and not military prisons. Offenders sentenced to penal servitude are to be disposed of

Disposal of
prisoners for
discharge.

DISPOSAL OF COURT-MARTIAL PRISONERS—cont^d.

v.

under instructions from the Secretary of State for War, who will make known the convict prison to which they are to be committed. These instructions will usually be conveyed on home service through the medium of a "Route" issued by the Quarter-Master-General, in which will be specified the prison to which the offender is to be conveyed. The forms to be gone through when a soldier is sentenced to be discharged with ignominy are detailed in para. 1448.

774. When soldiers are committed to civil gaols* they are to be sent so as to arrive at the prison before 10 o'clock p.m. When a prisoner is unavoidably detained beyond that hour, he is to be placed in custody of a military guard for the night, and handed over to the gaoler early on the following morning. Prisoners sent under escort to military prisons are not to arrive *later than six* o'clock p.m. Their release therefrom is to be carried out in accordance with the "Regulations for Military Prisons."

Committal and release of prisoners.

775. The commitment to civil or military prison, in pursuance of the sentence of a court-martial, is to be carried out in accordance with the instructions on the prescribed form (W.O. Form 219), which is to be carefully filled up on all occasions, more particularly with reference to the medical certificate, as serious inconvenience is occasioned by sending either to a military or civil prison offenders who are not in a fit state of health to undergo prison discipline.

Form of commitment.

776. Medical officers in framing this certificate on the form of commitment are to state the grounds on which they have based their opinion, whenever they consider the offender unfit for the ordinary hard labour of the prison. In calculating sentences of imprisonment the day on which the proceedings of the courts-martial shall have been signed by the president, and the date of release of the prisoner, are to be included.

Medical certificate.

777. The punishment of marking offenders committed to a military prison with the letters D. or B. C., is to be inflicted in the prison in the manner directed by the Prison Regulations. The marking,† of those offenders who are not sent to a military prison is to be performed by the trumpet or drum major in the orderly room of their corps, in the presence of the adjutant and under the immediate supervision of a medical officer, before such offenders are handed over to the civil power or discharged.

Marking soldiers.

* All military prisoners passing through, and detained in, London under escort should be lodged for safe custody at night, in the Middlesex House of Detention at Clerkenwell.

† Marking instruments may be obtained by commanding officers on application to the Adjutant-General. When prisoners are marked with the letters D. or B. C. in a military prison, the governor thereof is instructed to forward to the officer commanding the station from which the man was committed a certificate to the effect that such part of the sentence has been inflicted, with a view to the same being entered in the regimental records.

SECTION 14. COURTS-MARTIAL, COURTS OF INQUIRY, AND BOARDS.

DISPOSAL OF COURT-MARTIAL PRISONERS—cont^d.

¶.
Corporal
punishment.

778. Whenever corporal punishment under a mitigated sentence is to be inflicted in a military prison, under the provisions of the Mutiny Act, the commitment must contain a special order for such corporal punishment, with a certified extract of the court's award, and a copy of the order mitigating or commuting the same to imprisonment and corporal punishment combined: without such order corporal punishment cannot be inflicted. The provisions of the Mutiny Act, by which prisoners are to be subjected to punishment within the prisons, are intended to apply to commuted sentences alone. Corporal punishments which are to take effect according to the original sentence are to be inflicted on the parade.

Presence of
medical officer.

779. Corporal punishment is to be inflicted in the presence of a medical officer, whose duty it will be to ascertain that the prisoner is in every respect capable of bearing the punishment. Such sentences are not to be carried into effect on Sundays, except in cases of absolute necessity.

Second infliction under one sentence illegal.

780. The infliction of corporal punishment a second time under one and the same sentence is illegal. The prisoner is therefore to be considered as having expiated his offence when he shall have undergone, at one time, as much of the corporal punishment to which he has been sentenced as, in the opinion of the medical officer in attendance, he may have been able to bear.

Sentences remitted or proceedings quashed.

781. When a soldier has been tried and sentenced by court-martial, and his punishment has been wholly remitted, there is to be no remission of any penalty consequent on his conviction, such as forfeiture of service, good-conduct pay, &c., &c.; but when the proceedings of a court are *quashed* on account of their illegality, or from any other circumstances, the soldier is to be relieved from all consequences of his trial, and all record of it is to be erased.

Restoration of forfeited service.

782. A soldier who has forfeited his claim to the advantages towards good conduct pay and pension derivable from his former service, is to be recommended for restoration to these benefits as soon as he shall have established his claim thereto by an undeviating course of good conduct for five years in case of a first conviction; for seven years in case of a second conviction; or for ten years should any circumstance of an aggravating character have attended the commission of the offence on account of which he had incurred the penalties in question. He may however be recommended for such restoration within half the periods here prescribed provided that he has not only shown unremitting good conduct, but has also given good, faithful, or gallant service of a constant and sustained character in the field, or has performed some specific act of valour in the field, reflecting honour on the regiment, and on himself.

DISPOSAL OF COURT-MARTIAL PRISONERS—cont^d.

V.—VII.

783. The period of probation is in all cases to be reckoned from the release of the soldier from imprisonment and his return to duty. The recommendation (on W.O. Form 435) is to be addressed to the Adjutant-General, and is to be accompanied by a copy of the record of the soldier's service, signed by his commanding officer, by the adjutant, and by the paymaster.

VI. Crimes cognizable by the Civil Power.

784. The following Instructions, which were issued by the Secretary of State for War on the 26th January 1863, for the guidance of Commanding Officers and others, are republished for general information :— Civil offences.

a. "All crime punishable by the civil power, the commission of which is brought to the cognizance of the Commanding Officer, should forthwith be notified by the Commanding Officer to the chief constable of the county or borough, that the same may be duly investigated by the police and punished by the ordinary criminal tribunals of the county or borough."

b. "In cases of murder, where the accused and the deceased were *both* subject to the Mutiny Act, the Commanding Officer should request the magistrates forthwith to transmit a copy of depositions taken before them to the Secretary of State, that the case may (if he deems it expedient that a more speedy trial of the accused should be had than the usual course of practice allows) be prepared for trial by the solicitor to the Department under the jurisdiction in 'Homicides Act, 1862.'"

c. "Where Commanding Officers or the men under their command are made defendants in legal proceedings, whether of a civil or criminal nature, the defence thereof must be conducted upon the sole responsibility of such defendants."

d. "When in such cases any claim is preferred to the Secretary of State for assistance in the defence or for the reimbursement in the cost thereof, it must clearly be shown with reference to the declaration or indictment (of which a copy should be sent with the application) that the act complained of was one sanctioned by competent authority or clearly within the prescribed course of the defendant's duty."

e. "Until the Secretary of State directs the solicitor to the Department to take charge of the defence or to reimburse the cost, he will incur no responsibility whatever on account thereof."

VII. Courts of Inquiry and Boards.

785. A Court of inquiry may be assembled by any officer in command, to assist him in arriving at a correct conclusion on any subject on which it may be expedient for him to be thoroughly informed. With this object in view, such Court may be directed to investigate and report upon any matters that Power of commanding officers to assemble.

SECTION 14. COURTS-MARTIAL, COURTS OF INQUIRY, AND BOARDS.

VII.**COURTS OF INQUIRY AND BOARDS—cont^d.**

may be brought before it; but it has no power (except when convened to record the illegal absence of soldiers, as provided for in the Articles of War,) to administer an oath, nor to compel the attendance of witnesses not military.

Functions.

786. A Court of inquiry is not to be considered in any light as a judicial body. It may be employed, at the discretion of the convening officer, to collect and record information only; or it may be required to give an opinion also on any proposed question, or as to the origin or cause of certain existing facts or circumstances. Specific instructions on these points are however always to be given to the Court. The proceedings are to be recorded in writing, as far as practicable in the form prescribed for courts-martial, signed by each member, and forwarded to the convening authority by the president.

Composition.

787. A Court of inquiry may consist of any number of members (not including medical officers), but the composition of such Courts must be regulated, at the discretion of the convening officer, by the circumstances under which they are assembled. Three members, the senior acting as president, will in ordinary cases be found sufficient.

*Boards.***Medical opinion how to be obtained.**

788. Medical officers are exempted from serving as members of any Boards, except medical Boards. Should a medical opinion be required by a military board, reference is to be made to the medical officer detailed to attend it, who will furnish his report in writing, or give evidence in person if thought necessary.

SECTION 15.—PROVOST CELLS.

I

- I. Inspection of Cells and Rules for Committal.**
II. Discipline and Treatment of Prisoners.
III. Duties of Provost Serjeant.
IV. Books, Returns, and Reports.

I. Inspection of Cells and Rules for Committal.

789. Garrison or regimental provost cells* are to be used for the confinement of soldiers by authority of the commanding officer, for any period within the limits prescribed by the regulations in force for the time being, as well as for carrying into effect the sentences of imprisonment by Courts-martial, for periods not exceeding forty-two days. Soldiers sentenced to a longer period of imprisonment than twenty-eight days, are, when practicable, to be confined in a military prison. See also paras. 773 to 783, regarding disposal of prisoners.

Period of imprisonment.

790. No cell is to be occupied until it shall have been ascertained to be of such a size, and to be ventilated, warmed, and fitted up in such a manner as may be necessary for the health of the prisoners. With this view, when the cells at any particular barrack or station are reported to have been completed, the Inspector-General of military prisons will receive instructions from the Secretary of State for War to visit them. When he has satisfied himself of their fitness he is to sign a certificate to that effect, which certificate will be transmitted by the Secretary of State to the Quarter-Master-General, for the Commander-in-chief's information. The necessary sanction for the occupation of the cells to the extent certified by the inspector will be communicated to the barrack master by the War Office, in order that the commanding officers of corps may be informed, on the arrival of troops in the barrack, that the cells are in a fit state for occupation. Commanding officers will thus be enabled immediately to dispose of their regimental prisoners. They are, however, to be careful to ascertain before committing prisoners

Inspection of cells.

* The following nomenclature is to be adopted in all regulations and correspondence respecting rooms or cells for the custody of prisoners :—

1. *Prisoners' Room.*—The room attached to a guard room for the temporary detention of prisoners before trial. The terms dry room, lock-up room, defaulters' room and black hole, to be abolished.

2. *Guard Room Cells.*—Those cells which are attached to a guard for the temporary detention of prisoners before trial, who are to be kept alone : the keys to be in the charge of the commander of the guard.

3. *Regimental Provost Cells,* or *Garrison Provost Cells.*—Those certified cells which are under a provost or acting provost serjeant in which commanding officers' punishments, or sentences of Courts-martial, not exceeding 42 days' imprisonment, are to be carried out.

SECTION 15.

PROVOST CELLS.

I.

INSPECTION OF CELLS AND RULES FOR COMMITTAL—cont^d.

to provost cells, that the foregoing regulations have been complied with.

Time of committal.

791. Prisoners are invariably to be committed to and released from the cells after the regular dinner hour, and before dark in the evening.

Arms, ammunition, and clothing.

792. The arms and ammunition of all prisoners are to be taken from them before their commitment to the cells, but they are to carry with them their accoutrements, knapsacks, great coats, and the whole of their regimental necessaries—it being intended that during their punishment, they be compelled to clean their appointments, and to pack and unpack their knapsacks between drills, when undergoing the punishment of drill in marching order; and in no case whatever is a prisoner to be committed to the cells without being first provided with such articles of regimental clothing and necessaries as may be considered requisite for his cleanliness and comfort.

Money in possession of prisoners.

793. Any money or superfluous article in possession of the soldier is to be taken from him before he is sent to prison, and restored to him upon his return to his duty.

Foreign stations.

794. On foreign stations, the duty of ascertaining the state of the cells will devolve on an officer of the Quarter-Master-General's department, assisted by an officer of the Royal Engineers. The fitness of the cells for occupation will be certified by the former officer to the officer commanding on the station, before they are occupied by prisoners.

Clothing for prisoners abroad.

795. At foreign stations where there are no district military prisons, prison clothing for the use of soldiers undergoing imprisonment beyond 42 days in cells properly certified, may be demanded annually by officers commanding regiments, and placed in quarter-master's stores. The number of suits demanded is not to exceed 5 per cent. of the strength of the regiment. Prison clothing is not to be issued to offenders who may be committed for less than 42 days to garrison cells abroad, as the prisoner's own clothing and such necessaries as may be considered requisite for his cleanliness and comfort for the shorter terms of imprisonment are to be taken by him to the cells on committal.

Sentences beyond 42 days.

796. It is to be understood, however, that at foreign stations where there are no military prisons, military offenders are not as a rule to be committed to provost cells beyond the period of 42 days, but are to be imprisoned, if practicable, in civil gaols. Should prisoners have to undergo extended sentences of two years, they are—unless they belong to colonial corps—to be sent to England as soon as convenient, there to undergo the remainder of their sentences. [*See also para. 1450.*]

Barrack stores.

797. Fuel, utensils, and furniture for the cells are to be obtained from the barrack master on the requisition of the commanding officer on the spot.

PROVOST CELLS.

SECTION 15.

II. Discipline and Treatment of Prisoners.**II.**Discipline, &c.
of prisoners.

798. Imprisonment in the cells may be either solitary or mixed. The rules for discipline and employment of men in military prisons, including the exercise with shot, are contained in the "Military Prison Regulations," and such rules are, as far as possible, to be carried out in provost cells. The prisoners are, however, liable to be employed on the public works or in such duties of drudgery or fatigue as the commanding officer on the spot may be enabled to order or procure for them. All prisoners in confinement, whether under sentence of court-martial or by the award of the commanding officer, are to be dealt with alike, and subjected to the same discipline during their imprisonment in provost cells.

799. Prisoners, previously to admission to the cells, are to be specially examined by a regimental medical officer, who will be guided in the performance of his duties by the instructions to medical officers contained in the "Military Prison Regulations." In the event of shot drill or any other punishment being found prejudicial to the health of any prisoners, the medical officer on duty is to report the circumstances to the commanding officer, with a view to a modification of the punishment.

Medical ex-
amination.

800. For any irregularities, or minor breaches of discipline while under confinement, that may be reported to them, the commanding officers of garrisons and corps may, by a written direction to the provost serjeant, order that a prisoner be placed on "punishment diet," viz., one pound of bread per diem with water, for any period not exceeding seventy-two hours; and likewise, that he may be deprived, for the like period, of his bedding. The provost serjeant is to take care, that, in all cases, the offences, as well as the nature and extent of the punishment awarded, are recorded in the prison defaulters' book; and that a copy of this entry is furnished to the commanding officer, on the prisoner's release, for the purpose of being entered in the regimental defaulters' book.

Irregularities.

801. In cases of violence, or urgent and absolute necessity, the officer commanding the garrison, or the officer in command of the regiment to which the offender belongs, may, by an order in writing, direct any prisoner to be placed in handcuffs, such order to specify the cause that gave rise to it, and the time during which the man is to remain under such restraint.

Cases of
violence.

802. The garrison cells are to be inspected, and each prisoner visited, daily, by an orderly officer of the garrison, and by a medical officer, who is to be named periodically in orders for that special duty. A special report of such inspection is to be made, by the orderly officer, to the officer commanding the garrison, in the prescribed form. When a block or set of cells may be appropriated to the use of a particular corps, they are to be visited daily by

Visiting of
the cells.

SECTION 15.

PROVOST CELLS.

II.—III.

DISCIPLINE AND TREATMENT OF PRISONERS—cont^d.

Separate confinement.

orderly and medical officers of the regiment, who are to make their reports of the same to the commanding officer.

803. All prisoners, whether sentenced to solitary confinement or otherwise, are, as far as possible, to be subjected to separate confinement during the hours they are not employed at drill or labour; and although three or more may be imprisoned together, when the cells or wards are sufficiently spacious, two prisoners are never to be locked up together, without being accompanied by a warder or provost's assistant.

Great coats and bedding.

804. Soldiers summarily committed to the cells by commanding officers, for periods not exceeding 168 hours, are to be provided with their great coats, together with a single blanket or rug only. Prisoners under sentence of Courts-martial are to be provided in the same manner during the first week of their commitment, after which they are to have their bedding. They are, however, to be deprived of the bedding every third night during the remainder of their imprisonment.

Tobacco and spirits.

805. The use, by a prisoner, either of tobacco, in any form, or of spirituous or other liquors, or of any article not sanctioned by the regulations, is strictly forbidden.

Books allowed.

806. No books are to be permitted in the cells for the use of the prisoners, except such as are specified in a list which shall be approved by the garrison chaplain, or, in the event of there being no garrison chaplain, by the Chaplain General.

III. Duties of Provost Serjeant.

Selection.

807. In garrisons or barracks where provost serjeants have not already been provided, a serjeant specially selected from the regiments in garrison, with a view to his fitness for the office, is to be appointed to perform the duties of provost serjeant for each block or set of cells; unless the strength of the garrison is under two troops or companies. In the latter case the cells, whatever the number of them may be, are to be placed under charge of the non-commissioned officer commanding the barrack guard, who is to administer the discipline of the prisoners without remuneration.

Assistants.

808. The provost serjeant is to be allowed such a number of serjeants or corporals under him, as assistants, as may be deemed necessary, and a private soldier as cook.

Responsibilities.

809. He is to perform no other duty, but is to be especially employed under the officer commanding the garrison (or regiment, if the cells are appropriated exclusively to a particular regiment), in taking charge of the cells, and is to be held responsible for the safe custody of the prisoners, and for carrying into effect their sentences, according to the rules laid down for that purpose.

810. He is bound, without reference to other authority, to receive into charge, to the extent of the accommodation, as well

DUTIES OF PROVOST SERJEANT—cont^d.

III.

as to release prisoners, on requisitions in the prescribed form, signed by commanding officers of corps; and is to be held responsible for the safe custody and discipline of the prisoners during the period they are so required to be kept in confinement. Commanding officers, having prisoners to place in confinement, are to ascertain at the brigade or other staff office, what number of unoccupied cells are disposable, before requiring the provost serjeant to take their prisoners in charge.

811. Commanding officers are to send to the cells for their prisoners at the expiration of the terms of their imprisonment; but should they fail to do so, the provost serjeant is to send the men, under the charge of one of his assistants, to their regiment, or to the corps to which they may have been attached, so that no one shall, by any possibility, be detained in confinement beyond the prescribed period. Expiration of imprisonment.

812. The provost serjeant is to take care that the prisoners are supplied with their regular meals, according to the dietary from time to time prescribed by the Secretary of State for War. (See Appendix, No. 6.). Oatmeal is to be preferred to bread, when it can be procured of good quality and at a moderate price. When bread is used it is to be furnished by the Army contractor, and of the same quality as that which is issued to the troops. Diet.

813. At home the officer commanding will contract and arrange with respectable tradesmen, or other individuals, on the spot, for the daily supply of oatmeal, potatoes, and milk in such quantities as may be required for the use of the prisoners, for all of which articles the provost serjeant is to pay as he receives them. Abroad the same course is to be pursued in the case of regimental cells, but the supply of provisions and stores required for garrison cells will be arranged by the controller of army expenditure. Contracts.

814. The provost serjeant must see the prisoners frequently, and at uncertain times during the day, but is not to hold, or to permit his assistants to hold, any unnecessary communication with them. He is not to permit any person to visit the prisoners, except the officers appointed by these rules. Visiting of prisoners.

815. The subsistence of all prisoners is to be handed over by the commanding officers of troops, batteries, or companies to the provost serjeant in advance, at the regulated rate of sixpence a day for the number of days it may be proposed to detain them in confinement. When prisoners are released from confinement, the provost serjeant is to account to their regiments on the prescribed form (W. O. F. 704), for the subsistence advanced on their account, paying over at the same time such balance as may have accrued during the period of their imprisonment. The daily rate of the prisoner's subsistence will, of course be the Subsistence.

SECTION 15.

PROVOST CELLS.

III.

DUTIES OF PROVOST SERJEANT—cont^d.

mean or average rate, as shown by the amount of expenditure during the period of his imprisonment.

Prisoners of other corps.

816. When it is necessary to imprison in the cells of a barrack occupied by any particular regiment, soldiers of corps stationed at a distance, such soldiers are to be attached to, and subsisted by such regiment, while they are undergoing confinement, and until an opportunity offers, after their release, of forwarding them to their own corps.

Washing linen.

817. The linen, &c., of all prisoners in the cells is to be washed with that of their companies, or of the companies to which they may have been attached for the time being; but payment for washing is to be provided for by the provost serjeant in his daily distribution of their subsistence, as shown in his account of expenditure.

Provost Serjeants' accounts.

818. The form in which the provost serjeants' daily account of expenditure and account current are to be kept is shown in the cash books. The account current may be balanced at any moment for the commanding officers' satisfaction; but in all cases it is to be made up to the close of the week, and, with the cash box, submitted weekly to the examination of an officer of the garrison or corps, who will vouch for such examination by his signature.

Prisoners taken ill.

819. The provost serjeant is to report to the medical officer at his regular visits, the case of any prisoner who may appear to be out of health; and in the event of sudden and serious illness, at any other time, he is to send an immediate report to the nearest medical officer.

Exercise.

820. He is to see that the prisoners have such exercise as their health may, in the opinion of the medical officer, require, and is to superintend the drill ordered for those who are not under sentence of solitary confinement.

Conversation.

821. He is not to permit the prisoners to hold conversation with each other, or with any other person, during their exercise. In case of a prisoner persisting in doing so, he is at once to be sent back into his cell, and his case dealt with as laid down in para. 800.

Means of communication.

822. The provost serjeant is to take care that the means by which a prisoner may communicate with himself, or his assistant, are kept in proper repair.

Orders for sentries.

823. When sentries are posted near the cells, care is to be taken that they do not communicate with the prisoners. Sentries are not to have any charge of the discipline of prisoners, and are merely to have orders to call the attention of the provost serjeant, or serjeant of the guard, to any irregularity they may notice, and to apprise them in case of any prisoner making a signal from the cells that he requires to see them.

Cleanliness of prisoners;

824. The provost serjeant is to cause the prisoners to wash themselves thoroughly at least once a day, to shave daily, to

PROVOST CELLS.

SECTION 15.

DUTIES OF PROVOST SERJEANT—cont^d.

III.—IV.

change their linen twice a week, and to wash their feet at least once a week.

825. He is to oblige each prisoner to keep his own cell, together with the utensils and furniture thereof, clean and orderly; and he will cause the bedding, when in use, to be removed during the day, and exposed to the air in dry weather. Cleaning
of the cells.

826. He is to pay due attention to the ventilation of the cells, and to the warming of them when necessary. He is also to obey any instructions he may receive from the medical officer with reference to these points. Ventilation.

827. The provost serjeant is to make a daily report to the officer of the day, of the state of the cells and premises, as well as of the furniture, and other articles under his charge. He is to specify therein the hours at which he has visited the prisoners, and to report on their conduct, whether regular or otherwise. A copy of such report is to be entered in a journal to be kept for this, and other purposes. Daily report.

828. He is to exercise his authority with firmness, temper, and humanity; to abstain from all irritating language, and on no account to strike, or otherwise ill-treat a prisoner. Exercise of
authority.

829. The provost serjeant accompanied by his assistants, is to march the whole of the prisoners in his charge to Divine service on Sunday, with the rest of the troops, under an escort, to be furnished for that purpose, from the main guard. Divine service.

830. It is a part of the duty of the provost serjeant to perform the police duties of the barrack, or of that part of the garrison in or near which the cell may be situated. He is frequently to visit the canteens in the neighbourhood, and interfere to prevent drunkenness or riot, to use his authority to repress all irregularity, and to clear the barracks of any loose or disorderly characters. In the course of these duties he must, at all times, be extremely careful to avoid any personal collision with soldiers. He is to be allowed such assistance in making his rounds as may be deemed necessary by the officer commanding the garrison or barracks. To perform the
duties of bar-
rack police.

831. A printed abstract of such of these regulations as immediately refer to the prisoners themselves is to be fixed in each cell, and is to be read over and explained to them on their reception. Abstract of
regulations.

IV. Books, Returns and Reports.

832. The provost serjeant is to keep the following books, Books to be
kept.
viz. :—

- (a.) A journal, in which is to be recorded all occurrences of importance, particularly such as relate to the health and discipline of the prisoners. The hour at which the cells are visited by the officer of the day, the medical officer, and chaplain, and Journal.

SECTION 15.

PROVOST CELLS.

IV.

BOOKS, RETURNS, AND REPORTS—cont^d.

the state of the prisoners generally, as reported to the officer of the day, are to be noted therein. This journal is to be laid before the officer commanding as often as may be required.

- Defaulters' book. (b.) A prison defaulters' book, in which are to be entered all offences against prison rules, and the punishment awarded. An extract of this book is to be furnished to commanding officers of regiments and depôts, when a prisoner returns to his duty.
- Prison register. (c.) A prison register, in which are to be entered the particulars, under the different heads specified in the prescribed form.
- Cash Book. (d.) A cash book for messing and other expenditure.
- Forms. **833.** Forms of the under-mentioned books and returns, for use in connexion with the cells, are supplied on the requisition of commanding officers to the War Office.

Books.

Journal.		Prison register.
Defaulters' book.		Cash book.

Returns.

Statement of expenditure	W.O. Form 740
Provost serjeant's daily report	„ 741
Commitment to the cells by sentence of court-martial	„ 742
Commitment to the cells by order of commanding officer	„ 743
Order for the release of a prisoner	„ 744
Quarterly return of prisoners confined in the cells	„ 745, 746
Quarterly accounts of the subsistence of soldiers	„ 290

The Form of quarterly return of prisoners (W. O. F. 746) is to be furnished by the officer commanding the garrison to the General, or other superior officer, in whose district the cells are situated.

On a corps leaving a station.

834. When corps or detachments are ordered to leave a station, the barrack master is required by his instructions to receive over the books of record belonging to the cells, and to transfer them to the corps or detachment next occupying the barracks.

SECTION 16.—DUTIES IN GARRISON AND CAMP.

I.

- I. Roster of Duties.
 II. Duties in Garrison.
 III. Duties in Camp.

I.—Roster of Duties.

835. In all duties, whether with or without arms and whether performed by corps or by individual officers, the roster is to commence from the senior downwards. To commence from senior.

836. Duties are thus classified :—

Classification of duties.

- I. Guards, 1st, of the Sovereign; 2nd, of Members of the Royal Family; 3rd, of Viceroys; 4th, of the Captain-General, or Governor of a Colony; 5th, of the Commander-in-chief at home or abroad.
- II. Divisional duties under arms.
- III. Brigade or garrison duties under arms. } Including orderly and piquet duty.
- IV. Regimental duties under arms.
- V. Courts-martial. 1st, general; 2nd, district or garrison; 3rd, regimental.
- VI. Boards or courts of inquiry. 1st, divisional; 2nd, brigade; 3rd, regimental.
- VII. Duties of fatigue.

837. When an officer's tour for more than one duty comes round on the same date, he is to be detailed for that duty only, which has the precedence in the classification in para. 836, and he is to receive an overslaugh for any other duties. When an officer is actually in the performance of one duty, and his tour for another duty occurs, he is not to make good that other duty, but his tour is to pass him. An officer detailed as "in waiting" is not entitled to count a tour of duty.

Duties, how detailed.

838. Attendance at a Court-martial, the members of which shall have been assembled and sworn, is to be reckoned a duty, though the court shall be dissolved without trying any person. At all times when a court-martial is not sitting, its members are, without further orders, to be considered available for parades or other duties that will not interfere with the performance of their court-martial duty; they are not however to quit the station without special authority, until the court shall have been dissolved. This rule is also applicable to courts of inquiry and boards.

Courts-martial.

839. A regiment, detachment, guard, piquet or fatigue party, is only entitled to count a tour of duty when it has marched off the ground where it may have been ordered to parade.

Marching off parade to count a tour.

840. An officer detailed in orders is not to exchange his duty with another without the permission of the authority by whom he was detailed.

Exchange of duties.

SECTION 16.

DUTIES IN GARRISON AND CAMP.

I.—II.

ROSTER OF DUTIES—cont^d

Duties by
Artillery and
Engineers.

841. The Royal Artillery and Royal Engineers never do duty but in corps; the officers however are not to be exempted from a participation in the general duties of the garrison or camp, in which they may be serving (guards and piquets excepted, which they take with their own corps only). But as the officers of these corps have, in some situations, an extensive superintendence, and always more or less responsibility, when intrusted with detached commands; it is ordered, that though the commanding officers of artillery and engineers are at all times to be included in the general or garrison roster, they are to be exempted from such duties, at the discretion of the general in command, in cases where they have peculiar professional occupations which demand their attention, and which would be interrupted by the performance of garrison duties.

II. Duties in Garrison.

Hours for
reveille,retreat,
and tattoo
sounding.

842. At all home garrisons and stations the hours for the "*Reveille*," "*Retreat*," and "*Tattoo*" throughout the year will be regulated as follows:—

Reveille.	Retreat.	Tattoo (last Post).
Varying from 5.30 A.M. in Summer, to 6.30 A.M. in Winter.	at sunset.	{ At 10 P.M. from 1st May to 30th September. At 9 P.M. from 1st October to 30th April. Except where otherwise especially authorized.

The time for beating or sounding these calls is to be taken from the main or other guard—to be named in garrison orders—or from the firing of the station gun, where there is one.

Abroad.

843. At foreign stations these hours are to be adhered to as far as practicable, but they may be varied at the discretion of General officers commanding, to suit the degree of latitude in which their respective commands are situated. These rules do not apply to troops on active service in the field, when the "*Reveille*" is to be sounded at daybreak, and "*Tattoo*" at such an hour as may be ordered by the Commander of the forces.

Troops to rise
at reveille.

844. The reveille sounding is to be the signal for the troops to rise, fold up their bedding, clean and arrange their barrack rooms under the superintendence of the non-commissioned officers.

No bugle
sounds, &c.
after tattoo.

845. Between tattoo and reveille no trumpet or bugle is to be sounded, or drum beaten, with the exception of the call "*lights out*," to be sounded a quarter of an hour after "*the last post*" of tattoo, and the "*alarm*" or other signal in case of alarm or a turn out of the troops.

All soldiers to
be in barracks.

846. No soldier is to be out of his quarters between tattoo and reveille, without a pass signed by his commanding officer.

DUTIES IN GARRISON—cont^d.

II.

847. The ordinary duties of the field officer of the day are,—to be present at general guard mounting, to visit all guards by day and night, and to turn out and take command of the piquets in case of fire, riot, or other alarm. In the morning, on the dismounting of the guards, the reports of their Commanders are to be forwarded by the field officer to the Governor, Commandant, or other authorized staff officer, together with his own report, in which he is to note any irregularity or occurrence of an unusual nature that may have come under his observation in the course of his duty.

Duties of the field officer.

848. In small garrisons, a captain is to do the duty of the field officer of the day, in the same manner in all respects, except that his being mounted may be dispensed with. In large garrisons, when the guards are numerous or widely distributed, a captain as well as a field officer of the day may be detailed, and the former, at the discretion of the Commandant, may be directed to perform a portion of the field officer's duties.

Captain to act as field officer.

849. An adjutant of the day, and any regimental staff that may be required for garrison duties, including the band and drummers, are to be furnished from the regiments in garrison according to roster.

Adjutant of the day and drummers.

850. No officer under the rank of a general officer (unless he commands the parade), or a superior staff officer, has any right to interfere with, or to give any orders on the parade to, the town major or brigade major. The Governor or Commandant, whatever his rank may be, is, however, an exception to this rule.

Town major or brigade major

851. Brevet field officers are to be mounted at all times when doing duty as field officers.

Brevet field officers.

852. Officers on all duties under arms are to have their swords drawn, without waiting for any words of command for that purpose.

Officers under arms.

853. All officers not in the ranks are to place themselves in the rear of the saluting point.

Officers not in the ranks.

854. All grenadier and fusilier regiments are, when marching past in quick time, upon occasions of guard-mounting parade, or review, to march to the tune of the "British Grenadiers."

Marching past.

855. The order of parade and the movements to be observed at guard mounting are detailed in "The Field Exercise and Evolutions of Infantry," Part VII. They are drawn up with reference to a single battalion, but, with necessary and obvious alterations, are equally applicable to a garrison.

Regulations for guard mounting.

856. As a general rule all guards and piquets will mount at 10 a.m., the usual hour for the daily parade of regiments.

Hour for guard mounting.

857. All guards and parties with arms are, previous to going on duty, to be carefully inspected and sized by the adjutant, or some other officer of their regiment, and marched by him from their regimental to the general parade.

Inspection of guards &c. by an officer.

SECTION 16.

DUTIES IN GARRISON AND CAMP.

II.

DUTIES IN GARRISON—cont^d.

Duties of commanders of guards.

858. Commanders of guards are to make themselves thoroughly acquainted with all the orders for their guards, as well as with those on each sentry's post. The standing orders of the guard are to be distinctly read and fully explained to the men, as soon as the guard has mounted. Every relief is to be regularly inspected before going to, and also on returning from their posts.

Going rounds.

859. Commanders are to go their rounds at least twice by day and twice by night; and, in addition, a non-commissioned officer with a file of men, is frequently to visit the sentries, in order to ascertain that they are acquainted with their orders, and are carrying them out in a proper manner. The greatest vigilance is to be exercised by commanders as well as by non-commissioned officers of guards, to ensure a correct and exact performance of all duties on the part of those under them, and to prevent drinking and all other irregularities.

Officers and men not to quit their guards.

860. Commanders are never to quit their guards, except for the purpose of visiting their sentries, and they are then to inform the next in command of their intention and the probable time of their absence. They are also to prevent any non-commissioned officer or soldier from quitting the guard without leave, which is to be sparingly granted, and only for special purposes.

Guards not to take off clothing. Night duties.

861. Neither officers nor soldiers are, on any account, to take off their clothing or accoutrements while on guard. They are to be at all times alert and vigilant in the performance of their night duties, and to be ready on all occasions to furnish patrols, both of cavalry and infantry, on the requisition of constables and other peace officers, who state their belief that there are persons engaged in the commission of burglaries or other depredations in the vicinity of their posts.

Guards to turn out at reveille, retreat, and tattoo.

862. All Guards are to turn out with "supported" arms at the commencement of the *Reveille*, *Retreat*, or *Tattoo* sounding, when they are to be carefully inspected by their commanders, whose duty it is to ascertain that all the men are present and regular in every respect.

Relief of sentries.

863. Sentries will be relieved every two hours; and during the continuance of cold or inclement weather in winter, they may, at the discretion of the officer commanding the garrison or camp, be relieved every hour during the night. It is recommended that regimental arrangements should be made for a cup of hot coffee to be provided for each man of the guard at some period of the night during such weather.

Fire or other alarm.

864. When a fire* breaks out or any alarm is raised, all guards are to be immediately under arms, and so continue until the fire is extinguished, or the cause of alarm has subsided.

* For detailed instructions on the occasion of a fire in barracks or in the neighbourhood, see paras. 978-9.

DUTIES IN GARRISON AND CAMP.

SECTION 16.

DUTIES IN GARRISON—cont'd.

II—III.

865. The orders respecting the mode of relieving guard and sentries, the extent and proper front of each post, and the manner in which the sentries should comport themselves, are fully detailed in the "Field Exercise and Evolutions of Infantry, Part VII."

Regulations for sentries.

866. In their guard reports, which are to be made on W.O. Form 1036, commanders are to mention the particular hours at which they went their rounds, as well as the hours at which their guards were visited by officers on duty, and by "rounds," of any description. They are also to send an immediate report, to the field officer or captain of the day, of any unusual occurrence that may happen on or near their guards.

Guard reports.

867. Patrols, detached from a guard or piquet to assist the civil authorities, or for the purpose of quelling any disturbance in which soldiers are concerned, are never to be sent out with their side arms only, but are to be invariably fully armed, and when employed in the actual suppression of disturbances are to be under the command of an officer. This is not applicable to ordinary regimental piquets or patrols when employed in the apprehension of absentees and disorderly soldiers, in which cases the men may be sent out with side arms only.

Patrols detached to assist the civil authorities.

868. All guards on dismounting are to be marched with the utmost regularity to their regimental parades, where they are to be inspected and their arms examined. In the case of an officer's guard, the men on being found clean and regular are to be dismissed by the commander, reporting to any officer of superior rank who may be on the parade. If the guard be in charge of a non-commissioned officer, and no officer is present on the parade, a report is to be made to the adjutant or orderly officer previous to dismissal. The charges of all loaded rifles are to be drawn in presence of an officer, when circumstances do not require that the rifles should remain loaded.

Inspection of guards on being dismounted.

869. No officer is to be placed in charge of a guard until he is sufficiently acquainted with the duties required of him in that position. For the purpose of instruction, young officers are to be put on duty as supernumeraries with senior officers, from whose advice and example they may be expected to obtain a knowledge of their duty.

Young officers to be supernumeraries on guard.

870. All stores and furniture (including the sentry-box watch coats) in charge of a guard are to be handed over from one commander of a guard to another. The officer or non-commissioned officer commanding the relieving guard will be responsible for their correctness, and will certify in his report to the state of each article when taken over.

Commander responsible for stores, &c.

III. Duties in Camp.

Formation of Camp.

871. Before any site for an encampment is selected the sanitary medical officer attached to the Quarter-Master-General's

Medical officer to assist in

SECTION 16.

DUTIES IN GARRISON AND CAMP.

III.

DUTIES IN CAMP—cont^d.

selection of
site.

department will, if circumstances permit, be called upon to give his opinion on the salubrity or otherwise of the proposed position, with any recommendations he may have to make respecting the preparation of the ground, and the general sanitary arrangements of the camp.

Duties on first
arrival in
camp.

872. On the arrival of a division or brigade on the ground destined for its camp, the quarter and rear-guards of the respective regiments are to be mounted immediately, and the advanced piquets, if circumstances require them, posted. The grand guards of cavalry are next to be formed, and the horses picketed. The tents are then to be pitched; and until this duty is completed, the officers are on no account to quit their troops or companies, or to employ any soldier for their own convenience.

Quarters of
General
officers.

873. General officers are not to leave their brigades until the tents are pitched and the guards are posted. They are to encamp with their brigades, unless quarters can be procured for them in the immediate vicinity.

Latrines.

874. Latrines are to be made in the most convenient situations, and the utmost attention must be paid in this and every other particular to the cleanliness and salubrity of the camp. Whenever practicable, the pioneers are to construct the latrines and other essential conveniences before the force arrives on its camping ground.

Kitchens, huts,
&c.

875. Whenever a regiment remains more than one night in a camp, regular kitchens are to be constructed, and one or more pits dug, into which all refuse is to be thrown. No huts or other temporary erections are to be allowed in front of, or between the intervals of the battalions; their proper situation is in the rear of the camp.

Communica-
tions.

876. On active service in the field commanding officers are to consider it a duty of paramount importance to make arrangements for their communications with the nearest great routes being kept open and free from impediments. They are also to take care that the ground in front of their encampments is cleared. If the camp itself should be intersected by hedges, ditches, or uneven or boggy ground, broad openings of communication are to be made, and every obstacle which might interfere with the rapid concentration or movement of the troops of all arms is to be levelled or removed.

Alarm posts.

877. The alarm posts of each regiment and of brigades are to be fixed immediately after the arrival of the troops in camp, and the troops are to be made acquainted with the alarm posts of their respective regiments, and officers commanding regiments with that of the brigade to which they belong.

Knowledge of
surrounding
country.

878. All General officers are, as soon as possible, to make themselves acquainted with the nature of the country in the vicinity of the camp, with the roads, passes, bridges, and defiles, &c., and particularly with the outposts; so that in the event of

DUTIES IN CAMP—cont^d.

III.

the general officers being ordered suddenly to support or defend any post, they may be able to march without waiting for guides, and be competent to form the best disposition for the service. They are to instruct their Aides-de-Camp in these particulars, and always to require their attendance when they visit the outposts.

879. An intimate knowledge of the theatre of action, and its neighbourhood, must be of the greatest advantage to every officer, but more particularly so to General officers, and others in important commands. By maps, acquired local information, and unremitting activity and observation, they will attain this important knowledge, which will enable them to act with decided advantage against an enemy. Guides may be of service in the common operations of marches; but near the enemy the eye and intelligence of the principal officers must determine the movements of troops, and enable them to seize and improve every advantage.

How to be obtained.

Daily Routine of Duties in Camp.

880. The officers for daily duty in camp, in addition to those in charge of guards, are to be a General or Generals of the day, according to circumstances and the strength of the camp. In large camps there is to be a lieutenant-general of the day, and a major-general of each wing, or one major-general of cavalry, and one of infantry, and majors of brigade, in the same proportion; a field officer per brigade, a captain and subaltern of the day per regiment, and an adjutant and quartermaster of the day per brigade.

Officers for daily duty.

881. The General of the day is to superintend the regularity and discipline of the camp in every particular; he is to visit the guards, and the out-posts (unless the latter have been placed under the command of some particular officer); he is to call out and inspect the inlying piquets as often, and at such times, as he thinks proper; he is to receive all reports from guards and outposts, and make immediate communication of any unusual occurrences to the General in command.

General officer of the day.

882. The field officer of the day has the general superintendence of the camp of the brigade; he is to be present at the mounting of all the brigade guards, which he is to visit by day and night. The inlying piquets are always to be considered under his immediate command; he is to call them out, to inspect them, to order such patrols from them as he may judge necessary to ensure the regularity and order of the camp, and, in the event of their being ordered out of camp on any duty, he is to accompany them.

Field officer of the day.

883. The captain of the day is to superintend the cleanliness and regularity of the camp of his own regiment; to attend the parading of all regimental guards; to visit them by day and night; and to report everything extraordinary to the commanding officer.

Captain of the day.

SECTION 16.

DUTIES IN GARRISON AND CAMP.

III.

DUTIES IN CAMP—cont^d.

Subaltern of the day.

884. The subaltern officer of the day is to assist the captain in his various duties, and report to him any irregularity which may come to his knowledge.

Adjutant of the day.

885. The brigade adjutant of the day is to assist the brigade-major in his various duties, and in the absence of the brigade-major he is to receive and execute all orders. If necessary, he is likewise to attend for orders at head quarters.

Quartermaster of the day.

886. It is the duty of the brigade quartermaster of the day to attend to the general cleanliness of the camp and to take care that all broken glass and filth of every kind are removed and placed in the refuse pits; but the performance of this duty is not to relieve the quartermaster of each corps from being held responsible for the cleanliness of the camp of his own regiment.

Officers on duty to remain in camp.

887. The officers on duty, and those in waiting as next for duty, who are always to be mentioned in the orders of the day, are constantly to remain in camp, or within their cantonments.

Camp Guards, Piquets, and Outposts.

Mounting.

888. All camp guards are to be regularly mounted at the same hour. The piquets next for duty are always to be warned at the time when those actually on duty mount. If the latter are ordered out of camp, the former are to parade at once, and to be considered on duty.

Inlying piquets.

889. The strength of the inlying piquets will depend on that of the regiments, and on the situation and requirements of the camp. Piquets are to mount, at Retreat, from the brigade alarm post or other convenient place which may be appointed for that purpose, and they are to proceed thence to the posts which they are to occupy during the night. On active service they are not to remove their accoutrements, and are to hold themselves in readiness to turn out at the shortest notice. All detachments of brigades which are ordered to march immediately are to be taken from the inlying piquets, and replaced forthwith.

On dismounting.

890. On dismounting, all guards and piquets before being dismissed are to be properly inspected and their arms examined by an officer. When necessary, the charges of all loaded rifles are to be drawn in his presence, or, if this cannot conveniently be effected, they are to be discharged under his supervision in some safe place, provided that no alarm is likely thereby to be occasioned.

Selection of troops for outposts.

891. It is desirable that the duty of "out-posts" should be performed by troops selected for this service (with such assistance from the line as may be requisite), and be under the immediate direction of some General or other officer especially appointed to that command; but circumstances may render it necessary that this duty should be done by the line alone, in which case the out-posts fall under the command of the General officer of the day, unless some individual officer is detailed for the purpose.

DUTIES IN GARRISON AND CAMP.

SECTION 16.

DUTIES IN CAMP—cont^d.

III.

892. General instructions for the guidance of out-posts, their patrolling parties, videttes, and sentries, are laid down in the "Field exercises and evolutions of Infantry," Part V.; and in the "Regulations for the instruction, formations, and movements of the Cavalry" (1865), Sections XV. and XVI. Orders in detail, which will necessarily vary according to circumstances, must be given by the officer in command, at the time the piquets are posted; but the following additional directions are also to be strictly observed.

Instructions for out-posts.

893. Outlying piquets are to march to and from their posts as silently as possible, without trumpets sounding or drums beating. The men are to carry their provisions with them, ready-cooked, when circumstances will permit. The cavalry are to carry sufficient forage for the time they are to be out.

Rules for marching.

894. Officers on outpost duty are to inspect all reliefs of sentries, both when they go on and come off their posts; to call the rolls frequently; and by every means in their power to keep the men under their command in a constant state of vigilance and preparation.

Duties of officers.

895. Officers, soldiers, and followers of the camp, are not, on any account, to be suffered to pass the out-posts, unless they are on duty, or present a regular permit from head-quarters.

No person to pass outposts.

896. Persons bearing a flag of truce from the enemy, are to be treated with attention and civility; but as communications of this nature are frequently designed for the purpose of gaining intelligence, and of reconnoitring the army and its out-posts, the most strict and efficacious means are to be adopted to frustrate such intentions. See "Field Exercises," Part V.

Flags of truce.

897. When a deserter comes in from the enemy, he is immediately to be sent under proper escort to the officer commanding the out-posts, who, after ascertaining whether he brings any intelligence immediately relating to his own post, is to forward him to head-quarters.

Deserters from the enemy.

898. Officers commanding the various out-posts are to send guides or orderly-men to the brigade major of the day, or to the brigade-major of their own brigades, as circumstances may require, in order to conduct the new guards, and to carry such orders as may be necessary. When the army is on the march, they are to apprise the brigade-major of the situation of their posts, as soon as they arrive at them.

Guides.

Working Parties in Camp.

899. Whenever the public service may require it, soldiers are at all times liable to be employed on working parties as a duty. Under this head are comprised the levelling of ground in and about camp or quarters, the opening up and making communications whenever necessary, and the ordinary construc-

Soldiers liable to be employed.

SECTION 16.

DUTIES IN GARRISON AND CAMP.

III.

DUTIES IN CAMP—cont^d.

tion and keeping in repair of ranges, butts, &c. for rifle practice. The liability to be so employed must necessarily be enforced on service in the field, when manual labour becomes a most important duty, when the bodily exertion of all ranks is required to strengthen positions, and insure the general safety of the army, and when the use of the spade, pickaxe, and barrow is quite as essential as that of the rifle and bayonet. It is therefore to be clearly understood that in the foregoing cases neither officers nor men are to claim any extra duty pay or remuneration for work performed.

Artificers' and skilled labour.

900. When, however, men are employed as artificers or labourers on permanent military works, public roads, special duties at sieges, and other military services required by the departments of the army, they are granted working pay, in addition to their ordinary military pay. The rates of this working pay, the conditions of its issue, and the prescribed hours of actual labour, are laid down in the Royal Warrant for Pay, &c., Part I.

Authority for working parties.

901. Officers commanding regiments are not to furnish working parties without an order from the general officer under whose command they are serving, and all requisitions for permanent working parties to be furnished by the troops in Great Britain are to be submitted in the first instance to the Commander-in-chief, except in cases of urgency, which are however to be immediately reported. Whenever permanent working parties are employed, a statement showing their average strength is to accompany the general monthly return from the station.

General Regulations for Troops in Camp.

Troops quitting camp.

902. No officer is on any account to sleep out of camp or cantonments without leave; and non-commissioned officers and soldiers when on service in the field are strictly prohibited from quitting their camp or cantonments without a pass signed by their commanding officer. In ordinary camps, in time of peace, certain limits are to be fixed, at the discretion of General or other officers commanding in camp, beyond which soldiers are not to go without permission.

Villages to be patrolled.

903. Regiments encamped near villages are to send frequent patrols into them to apprehend any soldiers who may be there without passes, or who, having passes, may behave improperly.

Plundering or marauding.

904. Plundering and marauding are, and ever have been, considered highly disgraceful to soldiers, and unworthy of civilized troops. These offences are, therefore, at all times and in all places to be promptly and rigorously repressed, and it is to be considered an imperative duty on the part of all officers and non-commissioned officers to interfere and endeavour to the best of their ability to put a stop to any proceeding of the kind.

DUTIES IN CAMP—cont^d.

III.

905. For this purpose, also, the Provost-marshal is vested by the Articles of War with exceptional powers, and is authorized to inflict summary punishment on any soldier or individual connected with the army whom he may detect in the actual commission of any offence against order and discipline. All ranks are accordingly to afford that officer and his assistants every aid in their power, so long as the authority with which they are entrusted is not abused.

Duties of provost-marshal.

906. Camp followers and retainers of an army in the field are subject, equally with soldiers, to the provisions of the Mutiny Act and Articles of War.

Camp followers.

907. Every encouragement is to be given to the people of the country occupied to supply the camp markets ; and any soldier ill-using, molesting, or attempting to defraud them, or to exact anything for their free passage to and from the camp, is to be summarily punished in the most exemplary manner.

Country people bringing supplies.

908. All foraging parties, and those employed in carrying water or collecting fuel or straw, are to be attended by a non-commissioned officer from each troop or company. If a party exceeds twenty men, and is to march any considerable distance from camp, it is to be under the command of a subaltern officer.

Foraging parties.

909. The troops of every branch of the service are at all times to be kept in readiness to turn out at the shortest notice. It is expected that in half an hour from the time the troops receive the order to march, either by day or night, the army shall stand formed at the head of its encampment, with baggage packed, and the whole force prepared to move. This state of preparation is equally essential in cantonments and in camp ; and in both the troops are to be accustomed to march without any previous notice.

Troops to be in readiness to turn out.

910. On the breaking up of a camp, all rubbish is, as far as practicable, to be buried ; and all drains, latrines, trenches for kitchens, and refuse pits to be filled in, and the ground levelled. No hut or straw is ever to be set on fire unless special orders are given to that effect.

Breaking up of a camp.

911. Troops are not to be placed under canvas in the United Kingdom during the winter months without the previous sanction of the Commander-in-chief, obtained through the Quarter-Master-General.

Encamping during winter.

SECTION 17.

SECTION 17.—DUTIES IN AID OF THE CIVIL POWER.

Attorney
General's
opinion on the
action to be
taken by troops
in suppressing
riots and dis-
turbances.

912. THE following legal opinion is inserted for the information and guidance of commanding officers when called upon to proceed with troops in aid of the civil power :—

Case submitted for the Opinion of the Attorney-General.

"It frequently happens, upon the breaking out of riots or other disturbances, at a distance from the abode of any Magistrate, that the officers commanding troops have expressed doubts how far, and under what circumstances, they should be justified in proceeding to suppress such riots and disturbances without the directions of a Magistrate or such other Peace officers as are specified in the *Riot Act*.*

"Your opinion is requested, whether in case of any sudden riot or disturbance, a Constable or other Peace officer, being under the degree of those described in the *Riot Act*, can call upon the military to suppress such riot or disturbance :—and how far, in the absence of any Constable, or other Peace officer at all, the military would be justified in proceeding to suppress any riot which might break out."

* By the Act of Parliament of the First Year of George the First, dated 17th March 1714, entitled, "An Act for preventing Tumults and Riotous Assemblies, and for the more speedy and effectual punishing of the Rioters," every *Justice of the Peace, Sheriff, Under Sheriff, Mayor, Bailiff, or other Head Officer*, of any County, City, or Town Corporate, is authorized, empowered, and required, on Notice or Knowledge of any unlawful, riotous, and tumultuous Assembly within the limits of their respective Jurisdiction, to resort to the place where such assembly shall be, of persons to the number of *Twelve*, or more, and there to make, or cause to be made, the Proclamation prescribed by the said Act for dispersing such Assembly.

Opinion of the Attorney-General.

"I understand the *Disturbances* here meant to be such as amount to the legal description of *Riots*. The word '*Disturbance*' has no legal and appropriate meaning beyond a mere *breach of the Peace*, which is not however the sense in which the word is used in this case;—the case plainly importing a *breach of the Peace by an assembled multitude*.

"In case of such *sudden riot and disturbance*, as above supposed, any of His Majesty's subjects, without the presence of a Peace officer of any description, may arm themselves, and of course may use ordinary means of Force to suppress such riot and disturbance.

"This was laid down in my Lord Chief Justice Popham's reports 121, and Keeling 76, as having been resolved by all the Judges in the 39th of Queen Elizabeth, to be good law, and has certainly been recognized in Hawkins and other writers on the Crown Law, and by various Judges at different periods since.

"And what His Majesty's subjects may do, they also ought to do for the suppression of public tumult when an exigency may require that such means be resorted to.

"Whatever any other class of His Majesty's subjects may allowably do in this particular, the military may unquestionably do also.

"By the Common Law, every description of Peace officer may, and ought, to do not only all that in him lies towards the suppression of riots, but may, and ought to, command all other persons to assist therein.

"However, it is by all means advisable to procure a Justice of the Peace to attend, and for the military to act under his immediate orders, when such attendance, and the sanction of such orders can be obtained, as it not only prevents any disposition to unnecessary violence on the part of those who act in repelling the Tumult, but it induces also, from the known authority of such Magistrates, a more ready submission on the part of the Rioters, to the measures used for that purpose; but still in cases of great and sudden emergency, the military, as well as all other individuals, may act without their presence, or without the presence of any other Peace Officer whatsoever.

(Signed) "EDWARD LAW."
"Lincoln's Inn, April 1, 1801."

DUTIES IN AID OF THE CIVIL POWER—cont^d.

- 913.** When troops are called out in aid of the civil power at home the officer commanding at the station is immediately to report the same by telegraph to the Military Secretary for the information of the Commander-in-chief, and is to forward a duplicate report by the same channel to the Quartermaster-General. The officer commanding the party will report to the Military Secretary daily in writing, as well as to the officer commanding the station from which he has been detached, the progress or completion of the service on which he is employed. An immediate notification of every movement of the troops is also to be made to the Quartermaster-General.
- 914.** No officer is to go out, with troops for the purpose of aiding in the suppression of riot, the maintenance of the public peace, or the execution of the law, except upon the requisition of a Magistrate, in writing, or in the cases of *great and sudden emergency* referred to in para. 912.
- 915.** The officer commanding the troops is to move to the place to which he shall be directed by the Magistrate: he is to take care that the troops march in regular military order, with the usual precautions, and that they are not scattered, detached, or posted in a situation in which they may not be able to act in their own defence. The Magistrate is to accompany the troops, and the officer is to remain near him.
- 916.** When the number of the detachment shall be under twenty files, it is to be told off into four sections. If there should be more than twenty files, the detachment is to be told off into more sections than four.
- 917.** All commands to the troops are to be given by the officer. The troops are not, on any account, to fire excepting by word of command of their officer, who is to exercise a humane discretion respecting the extent of the line of fire, and is not to give the word of command to fire, unless distinctly required to do so by the Magistrate.
- 918.** In order to guard against all misunderstanding, officers commanding troops or detachments are, on every occasion in which they may be employed in the suppression of riots, or in the enforcement of the law, to take the most effectual means, in conjunction with the Magistrates under whose orders they may be placed, for notifying beforehand, and explaining to the people opposed to them, that in the event of the troops being ordered to fire, their fire will be effective.
- 919.** If the commanding officer should be of opinion that a slight effort would be sufficient to attain the object, he is to give the word of command to one or two specified files to fire. If a greater effort should be required, he is to give the word of command to one of the sections, told off as above ordered, to fire; the fire of the other sections being kept in reserve till necessary,

Calling out of troops to be reported.

Magistrate's requisition.

Movement of the troops.

Detachments to be told off into four sections.

Commands to be given by the officer.

Fire of the troops to be effective.

Firing by files or sections.

SECTION 17.**DUTIES IN AID OF THE CIVIL POWER.****DUTIES IN AID OF THE CIVIL POWER—cont^d.**

and when required, the fire of each of them being given by the regular word of command of the commanding officer.

Where there
are more officers
than one.

920. If there should be more officers than one with the detachment, and it should be necessary that more sections than one should fire at a time, the commanding officer is to fix upon, and clearly indicate to the troops, what officer is to order any number of the sections to fire:—such officer is to receive his directions from the commanding officer, after the latter shall have received the requisition of the Magistrate to fire. No other individual, excepting the one indicated by the commanding officer, is to give orders to any file, or section, to fire.

Instructions as
to firing.

921. The firing is to cease the instant it is no longer necessary, whether the Magistrate may order the cessation or not. Care is to be taken not to fire upon persons separated from the crowd. It is to be observed, that to fire over the heads of a crowd engaged in an illegal pursuit, would have the effect of favouring the most daring and the guilty, and might have the effect of sacrificing the less daring, and even the innocent.

Serious nature
of the duty.

922. If firing should unfortunately be necessary, and should be ordered by the Magistrate, officers and soldiers must feel that they have a serious duty to perform; and they must perform it with coolness and steadiness and in such manner as to be able to discontinue their fire at the instant at which it shall be found that there is no longer occasion for it.

Convict esta-
blishments.

923. Commanding officers of stations and corps are, on the requisition of governors of convict establishments in their neighbourhood, to afford temporary assistance in aid of the civil guard, in cases of emergency, such as a disposition on the part of the convicts to mutiny. Reports of the demand of the governor and of the completion of the service are to be immediately made to the Military Secretary.

SECTION 18.—DUTIES OF TROOPS IN BARRACKS.

I.

<p>I. General Duties.</p> <p>II. Stores and Boards of Survey.</p> <p>III. Periodical Inspections.</p> <p>IV. Marching out Inspections and Barrack Damages.</p> <p>V. Stables and Riding Houses.</p> <p>VI. Officers' Quarters.</p> <p>VII. Precautions against Fire.</p>	<p>VIII. Relations between the Barrack Department and the Troops.</p> <p>IX. Periodical Repairs.</p> <p>X. Appropriation and Inspection of New Buildings.</p> <p>XI. Local Sanitary Committee.</p> <p>XII. Recreation and Garden Ground.</p>
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I. General Duties.

924. The Royal Warrant for Pay, &c., will always form a part of the documents to be kept for reference in all Staff offices, and at the head-quarters of every corps. Officers commanding corps are to see that printed schedules extracted from Part III. of this Warrant and referring to the barrack allowances of the troops are placed in a conspicuous place, so that no one may plead ignorance of its provisions; and they are to take care that the troops obtain all the advantages and enjoy all the comforts contemplated thereby. Barrack allowances.

925. These schedules show the different articles of furniture and utensils allowed for the comfort and convenience of the troops, and as they are deemed sufficient for every purpose, no soldier is to have, or be called upon to pay for, any other furniture or utensils whatever. Schedules.

926. Commanding officers, by their own personal inspection, as well as by the reports of their quartermasters, are to make themselves perfectly acquainted with every particular respecting articles of barrack equipment for the use of their men. As barrack-masters are expressly forbidden to make any issues beyond the proportion laid down by the schedules annexed to Her Majesty's Warrant, commanding officers are, in making their requisitions on the barrack department, to avoid exceeding the authorized quantities. Requisitions for stores.

927. In order that there may be no misunderstanding as to the articles for which the troops are accountable, inventories are made out by the barrack department, to comprise every article delivered by the barrack-master or purveyor* under each head of furniture, bedsteads, bedding, utensils, and stores of every description, as well as the fixtures in each room, quarter, ward, or stable. These inventories, which will be irrespective of the general in- Inventories.

* At those stations where a purveyor has been appointed to take charge, the sole custody of the buildings, bedding, utensils, and stores appropriated for hospitals is vested in him and not in the barrack-master.

SECTION 18.

DUTIES OF TROOPS IN BARRACKS.

I.

GENERAL DUTIES—cont^d.

ventory to be signed by the commanding officers of the corps, are to be signed by—

The officer commanding troop, battery, or company, or the quartermaster, for soldiers' rooms,

The senior medical officer, for hospitals,

The adjutant, for orderly rooms,

The quartermaster, for officers' quarters and mess, troop stables, cook-houses, and outbuildings generally,

The riding-master, for riding school,

The veterinary surgeon, for horse infirmary,

as well as by the barrack-master or purveyor, and are to be fixed on a board, and hung up inside each room or building to which they relate.

Arrangement of
barrack rooms.

928. The windows of every barrack-room are to be opened sufficiently to allow of free ventilation as soon as the men have risen, and they are to be kept open during the day to the fullest extent that the weather and season may admit. The iron bedsteads are not to be placed at a less distance than six inches from any part of the wall, if the size of the room will admit of such space. The bedsteads are to be turned up at an early hour, but before this is done the bedding is to be left exposed to the air for an hour every morning. The beds and bedding are to be removed from the barrack rooms as often as practicable during fine weather, for the purpose of being aired; in hut encampments this should be done once a week.

Beds.

929. The paillasse is to be rolled up in a circular form, the blankets and sheets neatly folded up and laid on the top, and the whole to be bound round the centre by a strap. When thus rolled up, the bedding is to be placed about two inches from the head of the bedstead, the foot of which is to be doubled back. The rug is to be placed on the unoccupied end of the bedstead, so as to admit of soldiers sitting thereon during the day-time. The rug is to be folded round the blankets of such bedding as may not be in use.

Beds temporarily vacated.

930. The beds of soldiers who may be in hospital, in cells, or on short furlough (not exceeding a fortnight) will be considered as occupied, and consequently not available for the accommodation of other soldiers.

Turning down
bedsteads.

931. In order to prevent damage being done to the ceilings of the lower stories of the soldiers' barrack-rooms, due caution is to be observed upon the floors above in turning down the iron bedsteads. The non-commissioned officer in charge of each room is to see that the different parts of the bedsteads are properly screwed together. A bed-wrench for this purpose is to be hung up in every room, and he is to superintend the turning down of the bedsteads at a fixed hour in the evening.

Officer of the

932. An officer on duty is to visit the barrack-rooms every morning, and to see that they are properly cleaned, and that the

GENERAL DUTIES—cont^d.

I.

instructions contained in paras. 928-9, have been strictly observed.

933. The surgeon or medical officer in charge is to inspect every portion of the barracks and hospital at least once a week, and to see that they are in a proper sanitary condition. He is to be particular in observing the state of the married soldiers' quarters. Medical officers.

934. The soldiers are on no account to be allowed to remove or displace any articles of barrack furniture belonging to the rooms, except temporarily, for the purpose of airing and cleaning them. Whenever troops are directed to clean the windows of their barrack-rooms, they are in no instance to be allowed to remove the sash-beads, such a proceeding being unnecessary, and subjecting the troops, or the public, to a heavy charge in repairing broken glass. Removal of furniture.

935. The washing of the floors is only allowed in barracks once a week, and should take place early in the morning, so that the rooms and forms may have the whole day to dry. It would be well to omit the washing altogether on rainy or damp days. On every intermediate day the barrack-rooms are to be dry scrubbed only. Washing floors.

936. The washing and ironing of clothes is not to be allowed in the sleeping rooms, nor any other work or employment which may tend to prevent cleanliness. Washing of clothes.

937. No alterations whatever are to be made to rooms or buildings by any officer or soldier; neither are temporary buildings, huts, or stands to be erected on any part of the barrack property without special authority. Alterations in buildings.

938. No such animals as cows, pigs, or goats; or poultry, are to be kept, nor horses or dogs to be suffered to stray or run loose, within the boundaries of barracks, or hospitals. Immediate attention is to be paid by commanding officers to any representation made by the barrack-master of any infringement of this order. Animals prohibited.

939. When barracks are occupied by troops, the yards and parades are to be swept, rolled, and kept clean by them; and when there is an accumulation of snow on the roof of any building it is to be removed by the troops. Commanding officers are therefore to furnish fatigue-parties, in all possible cases, for the performance of these duties; but if such assistance cannot be afforded, a representation to that effect is to be made by the commanding officer to the barrack-master. The same rule will hold good with regard to unoccupied buildings referred to in the next paragraph. Yards and parades to be kept clean.

940. Unoccupied buildings within a barrack enclosure are, so far as regards their security, under the charge of commanding officers equally with those in the possession of the troops. Commanding officers will, therefore, furnish such protection, by placing sentries, as they may consider to be necessary to accomplish this Protection of unoccupied buildings.

SECTION 18.

DUTIES OF TROOPS IN BARRACKS.

I.—II.

GENERAL DUTIES—cont^d.

object. As soon as possible after the arrival of troops in a barrack, the commanding officer will, on the requisition of the barrack-master, cause all such buildings to be inspected by an officer—if possible not below the rank of a captain—together with the quarter-master and an officer of the barrack department, with a view to ascertain their condition, from which time the troops will be held responsible for their safe custody.

Sanitary arrangements.

941. Attention should be paid at all times, and especially during the prevalence of cholera, or any other epidemic disease, to the state of the latrines, urinals, and dung and ash pits. Where flushing apparatus for the former exists, commanding officers will take care that they be flushed when necessary, and that no improper articles are thrown into them. These services will invariably be performed as a fatigue duty by the troops. Lime for disinfecting purposes may be obtained from the barrack-master on a requisition, certified by the medical and countersigned by the commanding officer, that the same is necessary for the health of the troops.

Admission of strangers.

942. Commanding officers are to prohibit the indiscriminate admission of strangers into the barracks occupied by the troops, and are to take measures to prevent any but persons of respectable character from gaining access to the barracks or lines. No tippling or gambling is to be allowed in any of the barrack rooms.

Sweeping chimneys.

943. The barrack chimneys being ordered to be periodically swept, a soldier should be detailed to attend on such occasions and see that the sweeping of each chimney is properly effected. When the quartermaster has ascertained that the whole service has been duly executed, he will furnish a certificate to that effect in each case to the contractor.

II. Barrack Stores and Boards of Survey.

Attendance of quarter-master and barrack-master.

944. When stores are issued by the barrack department or returned by the troops, the quarter-master—or other commissioned officer acting for him—of the regiment receiving or returning such stores, is to be present. The barrack-master is required by his departmental instructions to attend on such occasions, except at large stations where this may be impracticable; in which case he is authorized to depute a member of the barrack department to act for him. On the issue of small quantities of stores or the exchange of articles which are not objected to on the part of the troops and do not become chargeable to them, the attendance of the officers may be dispensed with; but non-commissioned officers are always to be present when articles are issued or exchanged.

Boards of survey.

945. When Boards of survey are held upon fuel, candles, or other barrack stores supplied for consumption by the troops, they are to be composed of competent and experienced officers. The president is, if possible, not to be under the rank of captain.

DUTIES OF TROOPS IN BARRACKS.

SECTION 18.

BARRACK STORES AND BOARDS OF SURVEY—cont^d.

II.—III.

One of the members is to be either a quartermaster or acting quartermaster. Barrack-masters and barrack serjeants may be called upon, if required, to attend and give evidence before the board, as to the quality of the supplies

946. The order for the assembly of boards of survey is to be inserted in garrison orders. The report of the board—in duplicate—is to be carefully and legibly written, and signed by the president and members. One copy is to be retained by the officer commanding the garrison, and the other given to the barrack-master.

Report of board.

III. Periodical Inspections of Barracks.

947. Barrack-masters are required by their departmental instructions to make frequent inspections of the barracks under their charge; and in the first week of every month, to apply in writing to the officer commanding the troops to fix a day—and the most convenient hour—between the 15th and 20th of the month, for a general inspection of the barrack buildings and stores in possession of the troops, with the exception of the officers' quarters, which are only to be inspected once in three months. Purveyors are instructed to adopt a similar course with regard to the hospitals under their charge.

Monthly inspections.

948. The regimental quartermaster or officer acting for him, is to accompany the barrack-master or purveyor, throughout these inspections. Officers commanding troops and companies, will attend at the inspection of their respective barrack-rooms and stables. The surgeon or assistant-surgeon will attend at the inspection of the hospital by the purveyor. The riding master will attend at the riding school, and the veterinary surgeon at the infirmary. These officers will attest by their signatures the list of damages or losses proposed to be assessed in each case.

Attendance of officers.

949. A list of damages or losses, noted at the preceding monthly inspection, is to be furnished to commanding officers by the barrack-master and purveyor respectively, who are to specify in the column of remarks the articles remaining unrepared, or unreplaced, and to assign a reason for the same. Commanding officers are to satisfy themselves as to the correctness of these statements, and that the damages, &c., of the preceding month, with the specified exceptions, have been made good. They are then to report accordingly to the general officer commanding the district or station. In Great Britain, where the station is not included in any military district, these reports are to be addressed to the Quarter-Master-General. The barrack being thus subjected to an efficient monthly inspection, and the necessary repairs, &c., periodically completed, but few additional charges need be assessed against the troops on marching out.

Lists of damages and reports.

DUTIES OF TROOPS IN BARRACKS.

PERIODICAL INSPECTIONS OF BARRACKS—cont^d.

III. IV.
Articles lost
and subse-
quently found.

950. Whenever the amounts assessed against corps or individuals for articles of bedding and other barrack stores unaccounted for at any inspection, shall have been credited to the public, and the missing articles shall have been subsequently found, the repayment by the War Department of the sums so charged will not be recommended by the Commander-in-chief, except under special circumstances; as it is considered that such deficiencies can only arise from the neglect of barrack regulations on the part of the troops.

IV. Marching-out Inspections, and Barrack Damages.

Persons to
attend.

951. At the marching-out inspection, in lieu of the officers above specified, an experienced officer, a captain if possible, is to be appointed to accompany the barrack-master and quartermaster in going over the whole of the barracks, and in assessing the damages. The officer must certify to such damages before leaving the barrack, or object on the spot to any charge against which he considers it his duty to appeal. Tradesmen, contractors, or contractors' foremen, with the exception of gas fitters nominated by the War Department, are not to attend barrack-masters on these occasions, the persons to be present at the inspections being limited to those fixed by regulation,—viz., the officers and non-commissioned officers of the troops and the barrack-masters and barrack serjeants.

Assessment of
damages.

952. On troops quitting a barrack, the barrack-master is authorized by his instructions to make every fair allowance in the assessment of damages for the wear and tear of bedsteads, beds, utensils, and stores; but it is nevertheless *imperative* on barrack-masters to protect the public interest by attention to these important points of duty, the neglect of which would necessarily bring them under the displeasure of the Secretary of State for War. At the same time commanding officers, while they protect the interest of the soldiers, are to bear in mind the necessity of upholding that of the public also. By a strict adherence to the foregoing regulations, no difficulty ought to occur in the assessment of barrack damages.

Notice of
appeals.

953. Commanding officers are, as soon as possible after receiving assessments of damages, to give a written notice to the barrack-master or purveyor of the items against which they intend to appeal; but in all cases the amount assessed is to be paid on the spot, and the officer left behind to give over the barracks is to be provided with funds for that purpose.

Appeals, how
disposed of.

954. Upon the General or other officer in command receiving an appeal in writing, he will, unless he be of opinion that the charge should be borne by the corps appealing, order a Board of inquiry to assemble on the spot. The board is to be composed—if practicable—of not less than three officers; the president to be a field officer, and one of the members to be an engineer officer

MARCHING-OUT INSPECTIONS, AND BARRACK DAMAGES—cont^d.

IV.

or a barrack-master not belonging to the district in which the damage was assessed. When it can be avoided neither the president nor members should be detailed from the corps making the appeal.

955. The board will take evidence in support of the appeal, as well as of the assessment appealed against. They will also, in the case of damage to buildings, examine any members of the royal engineer department that may be named by the commanding royal engineer as competent to afford information regarding the fairness of the amounts charged. They will record their opinion upon the charges made, and in the event of any remission being recommended, they will state fully their reasons for doing so.

Duties of board.

956. Should the officer convening the board be of opinion—after a perusal of the report—that the charges assessed should be borne by the corps appealing, he is authorized to issue instructions accordingly; but should he consider that any remission should be made, he will forward the proceedings of the board with his remarks thereon, together with the original appeal, to the Quarter-Master General.

Confirmation of appeal.

957. The amount* of damages or losses assessed against the troops—whether at the monthly or at the marching-out inspections of barracks—is always to be published in regimental orders, and the share to be borne by each troop or company specified; all “general charges” being shown under a separate heading.

Assessments to be published in orders.

958. When troops are ordered to quit a barrack—or when any change of quarters takes place in a garrison—the officer in command at the station is to give the barrack-master and the purveyor the earliest possible intimation of the hour and date at which any barrack or hospital buildings in the occupation of the troops will be vacated, in order that immediate arrangements may be made by such barrack-master and purveyor for the marching-out inspection.

Notice of movements to be given.

959. Barrack-masters are required to furnish the commanding officer of the troops marching in, with a detail of the damages to barrack buildings charged to their predecessors; and the commanding officer of the relieving corps is required to certify, in the estimate of damages transmitted by the barrack-master to the War department, that the damages charged against the corps relieved have been duly repaired and replaced. A careful verification of this fact before signing the certificate will prevent all liability of the troops being charged for damages committed by corps preceding them in the barracks.

Old damages to be certified as repaired.

* Price lists of all barrack stores—both at home and foreign stations—are published from time to time by the War Department, for general information.

SECTION 18.

DUTIES OF TROOPS IN BARRACKS.

IV.—V.

MARCHING-OUT INSPECTIONS AND BARRACK DAMAGES—cont'd.

Charges for cleaning rooms, and passages.

960. Barrack-masters are instructed to refrain, as a general rule, from charging the outgoing troops for washing rooms or passages, unless in cases where obvious neglect is apparent, or complaints are made by the troops marching in, of the building having been left in a dirty state. In such cases a report thereof should be immediately made by commanding officers to the Quarter-Master-General, in order that the regiment quitting the barracks may be called to account for the same.

V. Stables and Riding Houses.

Ventilation of stables.

961. The ventilation of the stables in the barracks of mounted corps is an object of importance; and each building having, under the direction of the principal veterinary surgeon, received the means of ventilation best adapted to its particular structure, commanding officers are held responsible that this arrangement is not counteracted by the bad judgment and ill-directed zeal of those who have the immediate care of the horses.

Inspection of stables.

962. The frequent inspection of the stables and their environs, in barracks and in quarters, by the officers of troops as well as by the veterinary-surgeon, is of great importance towards maintaining the health and condition of the horses, by ensuring due attention to cleanliness, and also to the proper means of ventilation, according to the state of the weather;—injudicious exposure to cold, and imperfect ventilation to avoid cold, being equally hurtful.

Horses slipping in stables.

963. With a view to prevent the accidents which are frequently caused by horses slipping on the pavement of troop stables, officers commanding mounted corps are to adopt simple precautionary measures, such as the sprinkling the stalls with sand or a little straw, when the horses are not littered down; and whenever an accident has been alleged to arise from slipping in the stall, inquiry should be made as to whether such measures of precaution had been adopted.

Floor of riding-houses of cavalry;

964. The riding-master is to provide the requisite quantity of tanners' bark and saw-dust—for which purpose he receives a special allowance—for keeping the floor of the riding-house in repair, and he is to see that attention is constantly paid to raking and watering it. In order that no doubt may exist as to the quantity of composition required, fresh materials—sufficient to cover the flooring two inches deep—are to be laid on in the course of a year; the riding master is therefore required to have the floor newly covered, one inch deep, every six months. This renewal is to be executed in the months of April and October, and commanding officers of cavalry regiments are to be particular in enforcing this order. When the floor of a riding-house is worn out by long and fair use, it will be made good at the public

STABLES AND RIDING HOUSES—cont^d.

V.—VI.

expense. The state of the riding house is to be specified in the half-yearly inspection reports of general officers.

965. The foregoing rules do not apply to the floors of riding houses in charge of the artillery. These are to be kept in repair by the barrack department; and where riding houses are jointly used by cavalry and artillery, application is to be made to the Quarter-Master-General respecting the arrangements for their periodical repair. of Artillery.

966. A board of survey composed of a field officer of cavalry, an officer of the barrack department, and an engineer officer—when practicable—is on all occasions to assemble before the materials for repair are laid down, and report not only as to the quantity but the quality of the articles provided. After the tan and saw dust, as approved by the board, have been laid down, the board is to be re-assembled with a view to ascertain and state in their report whether the entire service has been satisfactorily performed. When a field officer of cavalry and an engineer officer are not available at the station as members, the board is to be completed by regimental officers on the spot. Board on materials for floor of riding school.

967. Leaping bars, practice posts, and other articles—such as clubs used in drilling recruits, blunt lances, flags and slings, basket hilts, wire masks, practice swords and sticks—issued at cavalry stations, for the purposes of instruction in equitation and the sword exercise, will be handed over for the use of cavalry corps or detachments on their arrival at a station, and on their departure are to be returned into the barrack master's charge. These articles are to be entered in the general inventory of stores, as well as in the inventory board hung up in the riding-house. Equitation and drill articles.

VI. Officers' Quarters.

968. It is an acknowledged principle of the military service, that seniority of regimental rank gives priority of selection of quarters; the selection, however, is restricted to those quarters especially constructed and marked for the respective ranks of officers, and to those only. When an officer shall have been put in possession of quarters by proper authority, he is not to be dispossessed by an officer of corresponding rank:—viz., Choice of quarters.

A commanding officer of a regiment by a commanding officer (to include lieutenant-colonels of artillery);

A field officer, by a field officer;

A captain, by a captain; or

A subaltern, by a subaltern;—

but in all cases a captain, though entitled only to the same class of quarters, may claim a priority of choice over a subaltern, notwithstanding such subaltern shall have been in previous possession of the better quarters. The quarters for commanding

SECTION 18.

DUTIES OF TROOPS IN BARRACKS.

VI.—VII.

OFFICERS' QUARTERS—cont^d.

officers are lettered "C. O. Quarters;" those for field officers, "F. O. Quarters;" and those for captains and subalterns and regimental staff officers, below the relative rank of field officer, to whom no special quarters are allotted, "Officers' Quarters."

Temporary quarters for field officers.

969. Whenever there are officers' quarters vacant, and likely to be vacant, which are suitable for a field officer on the lodging list, the barrackmaster is required by his instructions to submit, through the commanding engineer and the general officer commanding, for the consideration of the Commander-in-chief and the Secretary of State for War, a proposal to appropriate them, either temporarily or permanently, for a field officer. Abroad the general officer commanding may at once appropriate them temporarily, referring to the decision of the Secretary of State for War the question of permanent appropriation.

Officers to be quartered near the men.

970. By the principle upon which barrack accommodation is provided at the public expense for regimental officers, it is intended that the officers shall be quartered as near as possible to the men, and in as large a proportion as circumstances will permit.

Kitchens.

971. The kitchens attached to unmarried officers' quarters are not to be used as sleeping apartments by soldier servants.

Unoccupied quarters.

972. No officer can under any circumstances establish a right to a military quarter which he does not occupy; nor is he at any time to transfer his quarters—or any part thereof—to any other officer. If he does not occupy the quarter, it is to be handed over to the barrack-master and to be available for the public service.

Quarters of officers absent.

973. When officers are detached on duty, or when they obtain leave of absence for any period not exceeding one month, they are to retain their rooms in barracks; but when an officer shall be absent from his barrack-rooms—on duty or otherwise—beyond one month, his quarters are, at the time he leaves, to be given over to the charge of the barrack-master, provided it is then known that the period of the officer's absence will exceed one month.

VII. Precautions against fire.

Precautions against fire.

974. In order that every precaution may be taken to prevent accidents by fire, commanding officers in barracks are enjoined to use all possible means to prevent such a calamity. No fires or lights are to be allowed in the soldiers' rooms or other buildings occupied by troops, except in hospitals, latrines, guard-houses, galleries or stables, [and in recreation rooms as provided for in para. 1080.] later than a quarter of an hour after the last post at tattoo, at which times an officer is to visit them to see that this order is strictly obeyed. Candles are not to be carried about incautiously, and on no account into the stables except in proper lanterns. Lights are permitted in serjeants messes for

PRECAUTIONS AGAINST FIRE—cont^d.

VII.

half an hour after the lights are extinguished in the barracks generally.

975. Whenever an escape of gas occurs in barracks, the upper sashes of all the adjacent windows are to be opened immediately ; and no light of any kind is to be brought into the vicinity at the time. Gas.

The non-commissioned officers in charge of rooms are responsible that the gas is properly turned off every night, both in the rooms and passages, and also that the burners are not tampered with.

976. The use of fire-works or bon-fires within the enclosures of barracks, or in the lines of a hut encampment, is strictly prohibited. Fireworks forbidden.

977. Immediately after the troops enter upon the occupation of any barracks, commanding officers are to appoint a steady non-commissioned officer and a sufficient party of soldiers to be designated the "Fire Picquet," who are to make themselves acquainted with the fire plugs or other sources from which the engine can be supplied with water, the mode of adjusting the engine hose, and the method of working the engine. The non-commissioned officer thus selected is to superintend, with the assistance of the fire picquet, the exercise of the fire engine whenever it is ordered, and the fatigue parties granted for this purpose are to be under his orders. Fire picquet.

978. In the event of any unusual appearance of fire or light in barracks or other public buildings, an immediate alarm is to be given ; the fire picquet is forthwith to assemble, and any men belonging thereto on guard or other duty, are, if possible, to be relieved in order to admit of their attendance. Alarm of fire.

979. General or other officers in command at home and abroad, should frame such local regulations as may be suitable in each case, defining the duties and distribution of the troops in the event of fire breaking out either within the precincts of the barracks or in the neighbouring town. The troops should be frequently practised by day, and occasionally by night, in turning out without previous notice, and concentrating upon any given spot with fire-engines and apparatus. In hut encampments care should be taken that the fire-screens and other appliances to be used in case of fire are distributed through the lines at convenient spots, and are at all times accessible at a moment's notice. Practice with fire engines.

980. Whenever a fire occurs in any barrack building, a board of officers is to be immediately assembled to investigate the cause of it. The report of this board is to be transmitted through the General, or other officer commanding the district, to the Quarter-Master-General, for the information of the Commander-in-chief, and subsequent transmission to the Secretary of State for War. Board to assemble after fire.

SECTION 18.

DUTIES OF TROOPS IN BARRACKS.

VIII.

VIII. Relations between the Barrack Department and the Troops.

Barrack-masters not to be interfered with.

981. Members of the Barrack department are civil servants of the Crown, and, as such, not liable to be placed under arrest, or interfered with in the performance of their departmental duties. In the event of neglect or mismanagement on the part of a barrack-master, the proper course to pursue is for the commanding officer on the spot to report the irregularity through the General officer of the district or station to the Quarter-Master-General for the consideration of the Commander-in-chief, with a view to the matter being brought to the notice of the Secretary of State for War.

Barrack-serjeants misconducting themselves.

982. In the event of a barrack-serjeant misconducting himself when doing duty in garrison or barracks, the officer commanding is at once to inform the barrack-master of the circumstances of the case, in order that he may deal with it. If there should be no barrack-master resident at the station, the officer commanding is to send the information with the least possible delay to the barrack-master of the district.

To be suspended.

983. But should a barrack-serjeant be drunk or disorderly when doing duty in garrison or barracks where there is no resident barrack-master, the commanding officer may himself suspend the barrack-serjeant from duty, and, if absolutely necessary, confine him to his quarters, informing the district barrack-master, as directed in the previous paragraph, and at the same time making a full report to the Quarter-Master-General through the General commanding the district.

Respect to be shown on each side.

984. Members of the barrack department are instructed to be respectful in their demeanour towards regimental officers, who, as well as non-commissioned officers and soldiers, will be careful to show to members of the barrack department that respect which is due to them from the position they hold, and the responsible situation they fill. Members of the department are required to appear in uniform when on duty.

Personal attendance of barrack-masters.

985. When the commanding officer of a garrison or station has occasion to confer with a barrack-master or purveyor on questions connected with their respective departments, he is authorized to request their personal attendance by a written intimation to that effect; but this request should only be made when absolutely necessary in the interests of the public service.

Differences of opinion to be referred.

986. Commanding and other officers of corps are clearly to understand that barrack-masters are in no way under their immediate command; they are, therefore, if any difference of opinion arise between them and the barrack-master, relative to appropriation of buildings, issues of stores, fuel, or light, to refer the same to the Quarter-Master-General, by whom it will be transmitted, if necessary, for the decision of the Secretary of State for War; and previously to the receipt of such decision no disputed

DUTIES OF TROOPS IN BARRACKS.

SECTION 18.

RELATIONS BETWEEN THE BARRACK DEPARTMENT AND THE TROOPS—cont^d.

VIII.—IX.

issue of stores is to be made, except in those cases where the delay of a previous reference to the Secretary of State would be manifestly injurious to the interests of the service.

987. When there is more than one corps in a barrack, the barrack-master is authorized to correspond direct with the officers in command of corps or detachments, on matters purely relating to the troops under their immediate orders, in which the intermediation of the officer commanding at the station is not required.

Correspondence with commanding officers.

988. With the view of securing accuracy in the preparation of the weekly fuel returns furnished to barrack-masters on home stations, these returns are to be checked in the orderly room with the nominal roll of officers present and living in barracks.

Weekly fuel returns.

989. Barrack-masters are required to keep books for entering copies of returns sent to the War Office, and of all orders and regulations having reference to the supplies and accommodation of the troops. Officers commanding in barracks are permitted to have access to such books, in order that the contents thereof may be known, and duly observed, but the books are not to be taken out of the possession of the barrack-masters. This permission, however, is not to be considered as giving commanding officers any claim to be furnished with the official correspondence of the barrack-master or with his reports to the War Office.

Barrack-masters books.

990. Every facility is to be afforded by commanding officers to any officer or member of the War Department who may, from time to time, be sent by the Secretary of State for War on any duty connected with barracks or other War Department property.

Official visitors.

IX. Periodical Repairs.

991. At the close of a financial year General or other officers commanding divisions or stations are to communicate with commanding royal engineers, with a view to ascertain what periodical painting, &c. is to be carried on in the barracks within their respective commands during the approaching financial year, in order that the commanding royal engineer may make arrangements for obtaining, through the barrack-master, the extra barrack accommodation required for executing the work. When accommodation for 100 men or more is required to be vacated, officers commanding are to obtain the sanction of the Commander-in-chief before the work is commenced, and in such cases the resumption of the accommodation should be reported to the Quarter-Master-General.

Periodical painting in barracks.

992. Officers commanding are to make requisitions on the barrack-master — or purveyor, as the case may be — for all whitewashing that may be required for barrack or hospital buildings, or stables, between the several periodical white-

Whitewashing to be performed by troops.

SECTION 18.

DUTIES OF TROOPS IN BARRACKS.

IX—X.PERIODICAL REPAIRS—cont^d.

washings authorized to be executed by the royal engineer department. Such requisitions are to be so limited, that no building shall be whitewashed more than twice a year. In case of more frequent whitewashing being required, a special report is to be made to the Quarter-Master-General, showing the necessity for the same. Before the walls are whitewashed, they are to be well scraped by the troops. The service is to be performed by the troops in such a manner as may least interfere with their other duties.

Special cases.

993. It is considered that cases ought rarely to occur when the duty, referred to in para. 992, cannot be performed by the troops. With a view, however, to avoid unnecessary correspondence in such exceptional cases, commanding officers should bring the circumstances which, in their opinion, appear to warrant a departure from the rule, under the notice of the officer commanding the district, before making a requisition on the barrack department for the service to be performed by civil labour. The officer commanding the district will then either submit the application to the Quarter-Master-General, for the Commander-in-chief's consideration, or, if he sees no unusual circumstances in the case, order the work to be performed by the troops in the usual way.

X. Appropriation and Inspection of New Buildings.

Permanent appropriation.

994. Whenever—owing to the construction of new buildings or other causes—any part of a barrack at home is no longer required for the purpose to which it has been previously appropriated and used—whether such appropriation may have been temporary or otherwise—the barrack-master in charge is required by his departmental instructions, to suggest to the commanding royal engineer of the district or station an appropriation for such building or portion of building. The commanding royal engineer is also instructed to submit such suggestion—with his opinion regarding the fitness of the premises for the purpose specified—to the General or other officer commanding the troops, who will transmit the documents with his remarks to the Quarter-Master-General.

Temporary appropriation.

995. In military districts, applications for the temporary appropriation of vacant barrack accommodation will be sent by the officer commanding at the station to the General officer in command, who will, if he approves, refer them to the district barrack-master, with a request that the necessary allotment may be made. Should the district barrack-master see any objection, he will state it to the General officer in command, who will decide whether to refuse the application, on the barrack-master's representation, or to refer it for the consideration of higher authority. For stations not in military districts the same course will be pursued, except that the applications from commanding officers, after being referred to the barrack-master, are to be sent direct to the Quarter-Master-General.

DUTIES OF TROOPS IN BARRACKS.

SECTION 18.

APPROPRIATION AND INSPECTION OF NEW BUILDINGS—cont^d.

X.—XI.

996. It must be clearly understood, that the allotments of accommodation so made are to be temporary only, that no alteration in construction, or fixtures is to be permitted, and that such appropriations are not to be allowed with a view to bringing into barracks any married non-commissioned officers or men in excess of the number allowed by regulation; and further, that no expense to the public is to be involved.

Conditions to be observed.

997. In cavalry barracks, when there is available accommodation, commanding officers should apply through the Quarter-Master-General for the temporary appropriation of a barrack room, with allowances of fuel and light, for practising the troops in fencing and sword exercise, &c.

Fencing rooms.

998. Hospitals for women and children at certain stations have been founded, with a view to accommodate patients who require to be removed from barracks on sanitary grounds. The hospital accommodation thus far provided must in no case be exceeded without previous reference to the Horse Guards.

Female hospitals.

999. Regimental and garrison school-rooms and garrison libraries may be made available for occasional lectures by instructors of musketry, when there is no separate accommodation for this purpose, and provided such arrangement can be made without in any way interfering with the primary object for which these buildings are established. Other lectures and concerts, when authorized by the officer commanding, and concurred in by the district barrack-master, may be given in these rooms for the recreation of the troops upon the understanding that no damage is done to the buildings or fixtures, or alterations made therein, and that no additional expense either for light or in any other way falls on the public.

Schoolrooms available for lectures.

1000. Upon the completion of new barrack buildings being reported by the royal engineer department, orders are at once to be given, without previous reference to higher authority, for the inspection of the premises, by a Board composed of a field officer, a captain, and an engineer officer—where available.

Inspection of new buildings by boards.

A medical officer is to attend to give evidence on sanitary points, in accordance with para. 788.

1001. The report of the board as to the fitness of the buildings for occupation is to be forwarded to the Quarter-Master-General, accompanied by any remarks which it may appear desirable to submit for the consideration of the Commander-in-chief and the Secretary of State for War. When the new buildings consist of stables, riding houses, or other accommodation connected with troop horses, a veterinary surgeon should be a member of the board, if practicable, instead of the captain, and the attendance of a medical officer will not be required.

Reports.

XI. Local Sanitary Committee.

1002. A permanent sanitary committee is to be appointed at all camps and garrisons, consisting, if possible, of a field officer,

Sanitary committee.

SECTION 18.

DUTIES OF TROOPS IN BARRACKS.

XI.—XII.LOCAL SANITARY COMMITTEE—cont^d.

a captain, and an engineer officer—if available—or an officer of any corps in camp or garrison.

A medical officer will be detailed to attend the board when required, for the purpose of giving a medical opinion, in accordance with para 788.

Visiting
barracks.

1003. The Committee is to be directed to visit periodically all barracks or cantonments at the station, and satisfy themselves that the several buildings are not occupied to a greater extent than is authorized, that the barracks are clean, and that all the orders on the subject of ventilation are carried out; that the drains and cesspools are in good order, and that no accumulation of filth is allowed in the barracks or cantonment.

To communi-
cate with local
board of health.

1004. The committees are also to visit the neighbourhood of all barracks or cantonments and place themselves in communication with the civil authorities and local boards of health, in order that measures may be adopted for the removal of any nuisance tending in any manner to prejudice the health of the troops. The committee, however, should be careful in communicating with the civil authorities to avoid making any representation that might involve the War Department in expenditure.

Report and
Journal.

1005. The sanitary committees are to make special reports to the General officers commanding districts upon any subject that may require immediate attention, and are also to keep journals of their proceedings, which are to be forwarded monthly for the perusal of General officers, who will transmit a summary of the committee's proceedings from time to time, as occasion may require, to the Quarter-Master-General for the information of the Commander-in-chief.

XII. Recreation and Garden Ground.

Cricket-
grounds and
fives-courts.

1006. Cricket-grounds and fives-courts form a part of the barrack establishment, and consequently the expense of repairing any injury done to them by the troops will be chargeable as barrack damages. These cricket-grounds and fives-courts are under the immediate charge of the barrack-master; but that officer cannot be expected to protect them effectually unless he is assisted by the authority of the commanding officer and the good feeling of the troops themselves, for whose amusement and recreation they have been formed.

Hire of cricket-
grounds.

1007. At large stations where government property is not available for use as cricket grounds, the Secretary of State for War has sanctioned the hire of such ground as may be necessary for this purpose, provided it can be obtained at a moderate rental. All applications on this subject from commanding officers are to be addressed to the Quarter-Master-General.

Gardens for
troops.

1008. With a view to encourage soldiers in industrial pursuits, and to afford them healthful means of occupation in the immediate neighbourhood of their quarters, allotments of ground

RECREATION AND GARDEN GROUND—cont^d.

XII.

for cultivation by the troops as gardens have been made by the War Department at various home stations, and will continue to be made, where practicable, under the following conditions:—

- (a.) The ground to be rent free.
- (b.) All internal fencing, seeds, &c., to be found by the troops, and the produce of their labour to belong to them. A proportion of tools and materials for external fencing of a regimental garden will be found by the War Department.
- (c.) The allotments to be by regiments, and sub-divided by companies under the supervision of officers commanding corps.
- (d.) The holders to be liable for any outgoings, such as poor-rates, &c., which can be legally enforced.
- (e.) All transfers of the ground from one corps to another to be made through the barrack department.
- (f.) The power to resume possession of the land at any time—if required for military purposes—to be reserved to the War department, without compensation to the occupants.
- (g.) When the troops quit a station where gardens have been established, no claim for compensation will be allowed as a charge against the public; but all transfers of stock, garden implements, &c., are to be mutually arranged between relieving corps, or the articles otherwise disposed of, if no relief takes place.

1009. At small out stations—such as detached forts and towers on the coast, &c.—which are usually occupied by a few non-commissioned officers and men only, special allotments of garden ground for cultivation are made, when circumstances permit.

At small out stations.

SECTION 19.**SECTION 19.—CANTEENS.****I. Cantoons held by Tenants.
II. Regimental Cantoons.****I. Cantoons held by Tenants.**

For what
purpose estab-
lished.

1010. Cantoons are established in barracks for the exclusive use and convenience of the troops, and for the ready supply to them of wine, beer, ale, porter, and other articles specified in the schedule of prices for the time being. (See para. 1016.) The sale of ardent and spirituous liquors of any description in cantoons is strictly prohibited at home stations, but at foreign stations the sale of spirits is permitted at the discretion of the commanding officer.

Soldiers may
purchase else-
where.

1011. The object for which cantoons are established being, that the troops should have means of readily procuring at reasonable prices such articles as they may require, it is to be clearly understood, that while the monopoly within the barrack boundaries is granted to the canteen tenant, this is in no way to prevent soldiers from resorting to markets and shops in the neighbourhood.

Appointment
of canteen
tenants.

1012. Canteen tenants are appointed by the Secretary of State for War, and are removable only by his authority. They are required to pay a weekly rent fixed by the Secretary of State for War for the dwelling attached to the canteen, under agreements which are terminable on a week's notice; they are also to pay all revenue and other licences, and all rates and taxes, except property tax; also for gas consumed in the canteen. At foreign stations the tenants will be nominated by the General or other officer commanding, and the usual agreement, terminable at a week's notice, is to be entered into.

Prices, quality,
and sale of
articles.

1013. Canteen tenants are required to supply the articles specified in the schedule at fair and reasonable prices, and of a good and proper quality. To enable them to do this with advantage to the troops, and without prejudice to their own interest, they are granted the monopoly of the sale of those articles within the barracks to the soldiers, and are allowed the bar of the shop, and the tap-rooms and fixtures rent free.

Limitation as to
Sales.

1014. None of the articles specified in the schedule of prices therefore are permitted to be sold to soldiers within the barrack boundary by any other person whatever save the canteen tenant. This rule is not applicable to serjeants' messes or to recreation rooms.

Management of
canteens.

1015. The tenant is at all times to observe respectful conduct to the commanding officers, barrack-master, and others; to prevent, as far as lies in his power, rioting or disorderly behaviour in the canteen, and not to suffer—on pain of dismissal—any

CANTEENS HELD BY TENANTS—cont^d.

I.

gambling, cards, or gaming-tables to be introduced into the canteen. Further; he is not to give credit or trust to or receive any pledges or pawns from any non-commissioned officer or soldier; he is strictly to obey all orders and regulations which the Secretary of State for War or the officer in command of the troops may think proper to issue in respect of the opening and closing the canteen; and not to sell intoxicating or malt liquors of any description before twelve at noon, nor after tattoo beating, nor during the hours of divine service on Sundays, nor at any time to a soldier appearing to be intoxicated. No civilians are to be permitted to frequent, or in any way to make use of, the canteen, without the knowledge and permission of the commanding officer in the barracks.

1016. The tenant is, when required by the commanding officer in barracks, or the Secretary of State for War through the barrack-master, to produce samples of the liquors and other articles retailed by him, together with a list of the prices at which they are sold, in order that it may be ascertained by a Board of survey,—consisting if possible of a field officer, a captain, and the barrack-master, with a military medical officer in attendance, in accordance with para. 788,—that the articles are of good and proper quality for the use of the troops, and that the prices are fair and reasonable. The schedule of articles, with prices entered in ink, is to be conspicuously hung up in the bar and every other room in the canteen used by the troops. This survey shall be held in every canteen used by troops every three months, or oftener if necessary; and the result reported to the Quarter-Master General for the information of the Commander-in-chief and of the Secretary of State for War. In case of any complaints arising as to the bad quality of the articles, or of their exorbitant prices, and provided the complaints shall, on the report of such Board of survey, appear to be well grounded, and shall not be immediately remedied by the substitution of better articles and at more reasonable prices, the tenant may be removed from the canteen at a week's notice from the barrack-master, under authority of the Secretary of State for War.

1017. In case of extortion or improper conduct on the part of the tenant of a canteen, commanding officers are to make such representations as the circumstance may seem to require to the Commander-in-Chief, through the Quarter-Master General; acquainting the barrack-master at the same time of the substance thereof, in order to enable him, when called upon, to afford to the Secretary of State for War the requisite information without loss of time. At foreign stations, in the event of any complaint being preferred against the canteen tenant, which upon investigation shall prove to be well founded, it will be in the power of the officer commanding—as representative of the Secre-

Board of
Survey.Complaints
against or by
canteen tenants.

SECTION 19.

CANTEENS.

I.—II.

CANTEENS HELD BY TENANTS—cont^d.

tary of State—to remove the tenant and receive possession of the premises on giving seven days' notice. In every such case a special report of the circumstances is to be made to the Secretary of State. Whenever canteen tenants on home service may have any complaints or representations of any kind to make to the War Office, they must invariably be forwarded—through the officer commanding at the station—to the Quarter-Master General for the consideration of the Commander-in-Chief, by whom they will be transmitted to the Secretary of State for War. Barrack-masters are to furnish commanding officers with copies of the agreement under which canteens are held, whenever required.

Conditions of agreement.

1018. Canteen tenants are to reside in and conduct the business of the canteens themselves, unless specially exempted from so doing by the Secretary of State for War, in which latter case they are to provide substitutes, for whose actions they will be held wholly responsible. On no account are they to underlet the canteen, or any part thereof, without the consent of the Secretary of State for War. They are to be responsible for all fixtures, tables, and forms allowed for the use of the canteen, and are to make good all broken glass, and to repair all damages committed by themselves and servants; but any damages which can be proved to have been committed by the troops are to be charged to them in the usual manner. The tenants are also to bear the expense of sweeping the canteen chimneys as often as barrack-masters think necessary, and they are to make no alterations in canteen buildings or introduce any fixtures without the previous sanction of the Secretary of State for War, obtained through the barrack-masters. All fixtures and fastenings put up by tenants will on their death or removal become the property of the War Department without payment or compensation, and are not when once put up to be removed or taken away. Troops cannot be billeted upon tenants of canteens.

II. Regimental Canteens.

Committee of officers.

1019. Canteens established on the "regimental system," are to be managed by a standing committee of three officers—the president not to be under the rank of captain. The commanding officer is not to be on the committee if there is one captain available for it. Presidents of canteen committees are, when practicable, to be exempted from serving upon all boards of survey, courts of inquiry, and courts-martial. The members of the committee are to be selected by, and be under the direction and control of, the commanding officer. Quartermasters are not to be appointed members of the committee.

Sub-Committee of N. C. officers.

1020. A subordinate committee of three non-commissioned officers may be appointed by the commanding officer, to act under the superintendence of the first-named committee, for the

REGIMENTAL CANTEENS—cont^d.

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more immediate internal management of the canteen; but this committee will have no concern in any money payment or contracts. They will not be empowered to make any changes or issue any instructions, but will submit their views to the committee of officers, for the consideration of the latter.

1021. The duty of the committee of officers will be, to superintend the whole business of the canteen. They are to meet monthly—as soon after the 1st of each month as possible—to examine the books of the canteen, to inspect the quality of the articles to be sold, to authorize purchases for the ensuing month—including articles of extra messing—and to regulate the prices at which articles shall be sold, which prices should include allowances for waste and loss incidental to retail prices. As the prices of the articles to be sold in the canteen are fixed or altered, from time to time, printed lists of the articles to be sold, with the current prices annexed, are to be placed in a conspicuous place in the canteen.

Duties of Committee.

1022. The committee after their monthly meetings are to submit to the commanding officer a statement of accounts, showing the receipts and expenditure of the preceding month, and also the assets and liabilities of the canteen for the same period, with other details, according to the form given in the Appendix, (No. 7), which represents the four pages of a sheet of foolscap paper, upon which the accounts are to be prepared. The forms for this purpose—as well as all books for keeping the accounts—are to be procured at the expense of the canteen fund. At the commencement of each quarter the commanding officer will forward the three monthly abstracts of the preceding quarter to the general or other officer commanding the district, by whom they will be transmitted to the Quarter-Master General.

Monthly Abstracts.

1023. A non-commissioned officer is to be selected by the commanding officer—with the concurrence of the canteen committee—to act as canteen serjeant. He is to be under the orders of the committee of officers, and be removed and another appointed at their request. His position will be that of steward, not of contractor, and he is not to be permitted to have any interest whatever in the profits of the canteen. He is not to be employed as caterer to the serjeant's mess.

Selection of canteen serjeant.

1024. His remuneration as canteen serjeant is not to exceed 2s. 6d. a-day. He may be assisted by two privates of the regiment, or by one private and a soldier's wife. For these assistants pay, not exceeding 2s. a-day each, may be allowed. The pay of the canteen serjeant and of the assistants is to form a charge against the profits. The canteen serjeant is to be changed once in six months, and the change is to be noted on the 2nd page of the monthly abstract. Any exceptional case in which this cannot be done is to be at once reported for the consideration of the Commander-

Remuneration of Canteen serjeants and assistants.

SECTION 19.

CANTEENS.

II.

REGIMENTAL CANTEENS—cont^d.

in-chief and of the Secretary of State for War. When from the extent of business transacted more than two assistants are, in the opinion of the commanding officer and the committee, required, additional privates, or soldiers' wives or children, may be employed at a daily rate of pay not exceeding 1s. 6d. each.

Accountant.

1025. The keeping of the books of the canteen is not to be a part of the duty of the canteen serjeant, but a non-commissioned officer is to be selected to act as accountant to the canteen under the supervision of the canteen committee, and under the orders of the commanding officer. His pay for this duty is not to exceed 30s. a month. It is chargeable to the canteen fund, and is to be in proportion to the work he has to perform. One of the subordinate committee may be appointed, and the work may be done in his leisure hours.

Books.

1026. The books are to be of a plain and simple description—showing the purchases made, the articles expended, and the profit on each article. They will be open to public inspection, under due sanction from the commanding officer, and will be produced to the monthly committee of officers, and at the periodical inspection of regiments by general officers. The books to be kept will be four in number, viz. :—

- (a.) Stock-book, in which will be entered all purchases of stock. It will show the cost price, and the retail price to be charged for each article. A balance will be struck at the end of each month, showing the consumption of each article during the month, and the quantity remaining on hand.
- (b.) Day-book, showing the daily consumption of each article, and the money received for it. From this day-book the monthly balancing of the stock-book will be arranged.
- (c.) A book in which will be entered the monthly abstract and other accounts according to the form in Appendix No. 7, and to which the original signatures of the Committee of officers will be attached.
- (d.) A book in which will be kept a record of the canteen committees—as existing from time to time—showing changes therein; with any minutes of proceedings which it is desirable should be placed on record.

Inspection of books.

1027. It is necessary that these books should undergo a thorough investigation by the monthly committee of officers. In connexion with them, they are to—

- (a.) Take stock of supplies.
- (b.) See that the amount of stock, as shown by the bills, agrees with that entered in the "stock-book."
- (c.) See that the consumption, as recorded by the "day-book," is correctly inserted monthly in the "stock-book."
- (d.) Verify the correctness of the monthly abstract.

REGIMENTAL CANTEENS—cont^d.

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1028. The committee will, as explained in para. 1021, fix the prices at which articles shall be sold in the canteen. They will assess the profits on each article separately, and will not be permitted to enhance unduly the price of any one article with the view of lowering that of another. These prices will, in addition to providing for payment for the various articles purchased, be such as to cover wastage and the several permanent charges on the canteen, which are recapitulated hereafter in para. 1036. Fixing prices.

1029. The proceeds of the sale of articles will be handed over daily by the canteen serjeant to the committee of officers, and the amount will be lodged by the president in the hands of the regimental paymaster*—or be otherwise placed by him in security—as the Committee, with the concurrence of the officer commanding, may arrange. If the amount be placed in the hands of the paymaster, that officer is to keep a separate account thereof. Sums on account are only to be drawn from him, or from wherever the fund may have been deposited, on the signatures of any two of the officers composing the committee, and from time to time as payments may have to be made. A small sum—say 10*l.*—may be permanently left in the hands of the canteen serjeant to meet petty expenses, to be accounted for when the monthly statement of receipt and expenditure is drawn up. No cheques are to be cashed or bills discounted by him for officers or others, except with the sanction of the canteen committee. Care of money.

1030. On the new system being adopted, the bar stock—such as plates, cups, knives and forks, pewter pots, tumblers, &c.—will be provided in the first instance at the expense of the War Department, but it must be afterwards purchased by the corps concerned out of canteen profits; payment to the War Department being made by instalments, extending over several quarters, if desired by the commanding officer, though it would be preferable to have but one payment. It will be optional with corps to delay the purchase of the bar stock, until sufficient funds have accumulated from canteen profits, to enable payment to be made at once in full. Upon the transfer of bar stock from one corps to another the value of such stock is to be limited to 100*l.* The bar stock until purchased will be in the charge of the barrack-master, who—on the arrival of a regiment at the station—will hand the same over to the canteen serjeant. An inventory will be prepared, and a receipt given. The canteen serjeant will then be responsible for the same. A percentage upon bar stock provided at the public expense, will be charged at the rate of 1 per cent. per month, to cover the cost of fair wear and tear. Bar stock.

* N.B.—It should be borne in mind that the sureties of a paymaster are not liable or any regimental funds that may be placed in his hands.

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REGIMENTAL CANTEENS—cont^d.

Losses and
damages.

1031. At the usual monthly inspections, and on a regiment leaving a station, an inspection will be made by the barrack-master of these articles, and all not forthcoming—or damaged—will be charged against the regiment. The cost of such articles will be at once defrayed, either from the canteen fund or by the canteen serjeant, as the commanding officer may determine. Damages to the building itself will also be similarly charged. The canteen serjeant will—for his own protection—keep a record of damages committed by individuals, in order that the charges on account thereof may be made against them. The amount so charged is to be paid to the barrack-master, and expended by him in at once making good the losses or damages.

Fixtures.

1032. All such fixtures as the public would have supplied to tenants without charge will be supplied without charge to the troops. Large weighing machines and weights, coffee-mills with brass hoppers, and rollers for blinds may be considered as fixtures, and be provided and kept in repair at the public expense, the troops paying per-centage thereon. The remaining articles, such as blinds, pint and quart pots, plates, cups, knives and forks, tumblers, &c., are not to be regarded as fixtures, but are to be provided under regimental arrangements, and maintained out of canteen funds.

Beer-engine.

1033. The beer-engine, pipes, and taps may in the first instance be provided at the public expense, and no per-centage paid thereon, upon the understanding that they must be kept in thorough working order and repair out of canteen funds, and be left in the same order when the troops surrender the canteen; to ensure which the whole must be inspected by a professional person—such as a clerk of works—at the marching out inspection, and whatever sum may be assessed by him as necessary to put the whole in thorough working order and repair must be paid by the committee to the barrack master, and be expended by him in putting the whole in order to the satisfaction of the Commanding Royal Engineer.

Rent and per-
centage.

1034. A rent for the canteen will also be charged, to cover the cost of the maintenance of the building. This rent and the percentage on bar stock and fixtures specified in paras. 1030 and 1032 are to be paid monthly into the hands of the barrack-master, by whom it will be transferred to the military accountant of the district to be credited to the public. The president of the committee will notify monthly to the military accountant the amount to be thus received by him.

Fire insurance.

1035. The canteen stock is to be insured against fire at the expense of the canteen fund.

Charges
against fund.

1036. The first charges against the canteen profits will, exclusive of payment for articles purchased, be—

CANTEENS.

SECTION 19.

REGIMENTAL CANTEENS—cont^d.

II.

- (a.) The monthly rent of the building.
- (b.) The monthly percentage on the bar stock.
- (c.) Charges for losses or damages.
- (d.) The insurance of the canteen stock against fire.
- (e.) The payment of the wages of the canteen serjeant and his assistants.
- (f.) The cost of fuel and light.
- (g.) Cleaning, &c., the canteen establishment.

* 1037. Profits remaining after these charges have been met may be appropriated by the canteen committee, acting with the sanction of the commanding officer, for the benefit of the soldiers of the regiment. They may be applied to the provision of additional newspapers, periodicals, stationery, or other authorized appliances to the libraries and reading rooms; to the purchase of apparatus for games, such as cricket bats and balls, skittles, quoits, footballs; for theatricals, prizes for athletic sports, seeds or roots for regimental gardens, expenses incidental to laying out and preparing ground for gardens, &c., &c., or for the purchase of any articles for the convenience of the canteen establishment which are readily removable, and which the regiment might wish to carry with it from station to station. The profits may also be applied in aid of extra messing on Christmas day, and the provision of whitewash brushes, lime for whitewashing, sawdust, &c., for the men's barrack-rooms, hitherto included by the regiment with the charges for barrack damages. One-twelfth of each quarterly balance may be expended with the approval of the commanding officer for the serjeants' mess, and one-eighth for the benefit of the married people. It is suggested that the latter amount might be expended on the 1st of January in each year, or as soon after as convenient, in providing the children with a suit or portion of a suit of clothing, which might be of uniform pattern and colour.

Disposal of profits.

* 1038. The profits will not be permitted to be applied to charitable objects. If, in the opinion of the general officer commanding the district or station, any part of the expenditure of a canteen fund is open to objection, he will notify his objection to the commanding officer of the corps. But should the commanding officer and the committee desire nevertheless to continue such expenditure, the general officer will refer the case, without delay, for the decision of the Commander-in-Chief and the Secretary of State for War, pending whose decision the expenditure in question will be discontinued.

Restrictions on expenditure.

* 1039. The profits will not be permitted to accumulate at any time beyond 200*l.*, exclusive of stock in hand. Should an accumulation beyond this amount take place, a special report of

Accumulation of profits.

* See N.B. at the end of this Section.

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II.

REGIMENTAL CANTEENS—cont^d.

the excess and the cause of it will be made, through the general officer commanding, for the consideration of the Commander-in-chief, and the Secretary of State for War.

Purchase of articles.

1040. Officers, non-commissioned officers and men, and their families, only, will be allowed to purchase articles from the canteen, and they are restricted to their own canteens, except as regards such articles as may be consumed on the spot in other canteens. Everything will be paid for by ready money with the exception of the articles in mess pass-books. Nothing is to be sent out of barracks to officers or men unless on written requisition. Soldiers are not compelled to purchase from canteens, but may buy goods from private tradesmen if they prefer doing so.

Articles procured from canteen not to be retailed.

1041. Any soldier detected retailing, or purchasing on commission, any article obtained at the canteen, will be severely punished; and, at the discretion of the commanding officer, he may be debarred the use of the canteen. The retailing, or purchasing on commission of articles obtained at the canteen by a soldier's wife or any member of his family, is positively forbidden. Any infraction of this rule will debar the family from the use of the canteen. Should any unusual quantity of articles be purchased by any one soldier from the canteen the commanding officer will make the matter the subject of immediate inquiry.

Visiting canteen.

1042. The canteen is to be frequently visited by a member of the canteen committee, by the commanding officer, and by the orderly officers, to see that no irregularity takes place.

Disposal of stock on relief.

1043. After a regiment has received a notification that it is about to quit a station, the canteen stock will be kept as low as possible. Commanding officers of regiments about to move will detach either their canteen serjeant or one of his assistants to the station whither the regiment is to move, in order that he may take over from the outgoing regiment their stock on hand. This will be done by every regiment moving, and thus any inconvenience resulting from a surplus stock will be reduced to a minimum. These surplus stocks will be handed over from one regiment to another at the *cost price* of the articles. The necessary arrangements for this will be made by the canteen committees of the two regiments in communication with each other. Any loss resulting from the transfer, and any additional expense caused by detaching the canteen serjeant or one of his assistants will—under the approval of the canteen committee—form a charge against the canteen fund.

When not relieved.

1044. Should a regiment under orders to quit a station have reason to believe that it will not be relieved by another, the surplus stock on hand will be sold by public auction, and any loss resulting therefrom will form a charge against the canteen fund. Should a regiment in any case prefer selling its surplus stock by auction, in place of transferring it to the suc-

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REGIMENTAL CANTEENS—cont^d.

II.

ceeding regiment, the matter may—with the sanction of the commanding officer—be so arranged, or the stock may be conveyed with the regiment, all expenses for the transport of the same being charged against the canteen fund.

1045. It will be necessary that licences be taken out by the canteen serjeants: the cost of the licences is to be charged against the canteen fund. Licences.

1046. It is considered that no advance of public money—except for the provision of the bar stock—will be necessary to commence the operation of this system of conducting regimental canteens, as no difficulty should be experienced in obtaining monthly supplies of articles and paying for them as they are consumed. Probably, however, as the funds begin to accumulate, it will be found more expedient and economical to pay for articles immediately on delivery. Advances not necessary.

1047. Whenever the head-quarters of one corps and a detachment of another are quartered at the same station, it will be optional for the former to conduct the canteen on the regimental system, and for the latter merely to use it on equally advantageous terms; but the detachment will not be allowed to claim a *separate* share in the profits. Detachments of other corps.

N.B.—The Regulations contained in Paras. 1037–8–9, relative to the funds of canteens conducted on the regimental system and the disposal of profits, will only remain in force until the 31st March 1868. A decision which has recently been arrived at, limiting the accumulation of profits to £50, which is to be expended solely in meeting unavoidable canteen losses, could not be inserted in the text of these Regulations. Orders on the subject will shortly be promulgated.

Horse Guards, January 1868.

SECTION 20.**SECTION 20.—LIBRARIES AND RECREATION ROOMS.****I.—II.**

I. Object and Maintenance.	IV. Regimental Recreation Rooms.
II. Garrison Libraries.	V. Supervision and Reports.
III. Garrison Librarian.	

I. Object and Maintenance.

Garrison library and recreation rooms.

1048. Garrison libraries and regimental recreation rooms, which are open to the troops on payment of a very small subscription, have been established at the principal barracks throughout the United Kingdom and the colonies. Their object is to encourage the soldiers to employ their leisure hours in a manner that shall combine amusement with the attainment of useful knowledge, and teach them the value of sober, regular, and moral habits.

Maintenance of libraries, &c.

1049. For the maintenance of the libraries, and in aid of the regimental recreation rooms, a sum at the rate of 2*l.* 10*s.* per annum for each troop or company, is granted by the Government. The books purchased out of this grant, in the manner herein-after stated, will belong to the library of the station, but the periodicals, newspapers, and games purchased will become the property of the corps.

Disposal of grant.

1050. The proceeds of the above grant, and of the subscriptions of officers, non-commissioned officers, and privates to regimental recreation rooms, are to be appropriated by the regimental committee referred to in para. 107*4*, with the approval of the commanding officer, subject to the following conditions, viz., that in addition to the sums required towards the pay of the garrison librarian, not less than five shillings per troop or company be appropriated quarterly in advance for the purchase of new books for the library of the station, for the necessary expenses of stationery and binding, and for the repairs of books injured by fair wear. When troops or companies are detached, the contribution of 5*s.* per quarter is to be paid by such detachments to the library of the station at which they may be serving, and not to the library at the head quarter station.

Artillery and engineer library.

1051. At stations where artillery and engineer libraries are in existence, the contribution of 5*s.* per battery or company is to be made to the regimental and not to the garrison library. At such places, engineers and artillery will not be permitted to make use of the garrison library; but at other stations, those corps are to be placed on the same footing as all other branches of the service, and the sum of 5*s.* per quarter be paid out of the allowance of each battery and company, towards the support of the garrison library, whether the men do or do not avail themselves of the books.

II. Garrison Libraries.

Constitution of.

1052. The garrison library constitutes a central depôt, from which books are issued to the several regimental recreation rooms,

GARRISON LIBRARIES—cont^d.

II.

according to the regulations herein-after stated. Library books are available to the subscribers to the recreation rooms, without further charge. The books are also available to officers and non-commissioned officers of the garrison, as well as to all persons employed in the departments of the army, on payment of subscriptions, according to their respective rank and position, at rates which shall not exceed those laid down in Para. 1072. The libraries are to be used as reading rooms only by those subscribers who wish to consult books of reference which cannot be circulated generally.

1053. The subscriptions of 5s. per troop or company paid by corps to the garrison libraries, in accordance with para. 1050, are to be received by the barrack-master, and disbursed by him on requisitions of the garrison library committee, countersigned by the officer commanding at the station. Subscriptions.

1054. Where there is more than one corps at a station, a garrison library committee is to be formed, consisting of such number of members of the regimental committees as the officer commanding at the station shall determine. This committee is to meet at least once in each quarter; to compare the lists of books proposed by the several regimental committees to be purchased, reducing those lists if necessary; and to submit their final recommendation for the approval of the officer commanding at the station. The committee is also to examine the quarterly statement of accounts prepared by the librarian, previously to its being submitted to the quarterly board of officers. Garrison library committee.

1055. Commanding officers are to understand, when sanctioning the purchase of new books, that a reasonable proportion of works of an instructive as well as interesting character, such as histories, travels, and general literature, should be obtained. No works of an immoral tendency, or of a political or religious-controversial character, can in any case be sanctioned. Any books which, after purchase, shall be found to be unfit in any respect for circulation, are to be condemned by order of the officer commanding the garrison, and forwarded to the Stationery Office as unserviceable; and the corps, out of whose funds they may have been provided, is to be required to supply another work of equal value. Any such works are to be withdrawn from circulation without delay. Any works of an objectionable character are also liable to be condemned by the Commander-in-Chief, on the report of the Council of Military Education. Purchase of books.

1056. No donation of books for libraries is to be accepted until the list of them has been approved by the officer commanding at the garrison or station. A list of such books is to be inserted in the quarterly report of the library, as well as of all books purchased out of the library fund. Donations of books.

1057. With a view to rendering the books of a religious character contained in the military libraries more freely accessible Books for hospitals.

SECTION 20.

LIBRARIES AND RECREATION ROOMS.

II.

GARRISON LIBRARIES—cont^d.

to the chaplains to the forces, for the use of the sick in hospital, all chaplains to the forces are, without payment of a subscription, to be permitted to take such works out of the military library at their station as they shall require for this purpose. The volumes so taken out are to be returned at the proper time, and the soldiers in whose hands they are placed are responsible for their preservation in the same manner as subscribers. It is to be understood that this privilege is not to deprive individuals who are not in hospital of the use of a fair proportion of the books when they desire it.

Books for preparation of lectures.

1058. In a similar manner schoolmasters are to be allowed to take out, without payment of fees, such works of reference as they may require to assist them in preparing lectures for delivery to the troops; the schoolmasters being held strictly responsible for the safe return of the same.

Damages.

1059. The barrack-master, assisted by an officer of the troops, not under the rank of captain, and accompanied by the quartermasters of the different corps in garrison, is to make a minute monthly inspection of the library books not then in circulation, for the purpose of ascertaining the losses sustained, and damage done, either designedly or through neglect, during the month immediately preceding, and of assessing the charges for the same. A similar inspection is to take place at every movement or interchange of troops. In every case in which a single volume belonging to a set is lost or injured, unless the work be one of which the volumes are procurable separately, an amount to be adjudged by the library committee and sanctioned by the commanding officer is to be charged against the soldier. At stations occupied by only one regiment or detachment, the proceedings of these boards are to be prepared in duplicate—one copy to be transmitted to the Council of Military Education, the other copy to be handed over to the relieving regiment.

How recovered.

1060. Should the barrack-master and the officer commanding disagree as to the amount to be charged to the troops, the same course is to be adopted as for barrack damages under similar circumstances. Statements of the charges assessed are to be attested by the barrack-master and the officer who has assisted him at the inspection. These statements will be transmitted by the barrack-master to the paymasters of the regiments and dépôts, with a view to the amount being recovered from the non-commissioned officers and men at their next settlement.

Fair wear and tear.

1061. No charges are to be made for damage arising from fair wear and tear; and the inspecting officers above referred to may exercise their discretion in awarding the charge to be made against a corps for the loss of or damage done to a book whenever it shall be satisfactorily shown that it has been the result of accident and not of design; in the latter case the full amount of damage is to be recovered from the soldier committing it.

GARRISON LIBRARIES—cont^d.

II.—III.

All repairs required for the books owing to fair wear and tear, are to be reported quarterly to the commanding officer, who will authorize the same to be carried out under the direction of the barrack-master, at the expense of the library fund.

Repairs.

1062. Books condemned as unserviceable are to be forwarded to the Stationery Office. They may be sent direct from stations in Great Britain. At all other stations they are to be made up into convenient parcels, and sent to the nearest military store officer, by whom they will be forwarded to Woolwich by Government freight ships as opportunities offer.

Books condemned.

1063. On a regiment quitting a station all books are to be returned to the library, and all accounts connected with the library settled, three days before the departure of the regimental headquarters. Should a regiment quit a station suddenly the same course is to be adopted as for barrack damages under similar circumstances. In all cases of a station being vacant on quarter-day, the barrack master is instructed to bring the circumstance to the notice of the Council of Military Education.

Transfer of books, &c.

III. Garrison Librarian.

1064. A garrison librarian, permanent or acting, is to be appointed to take charge of the books and accounts, to issue to the regimental recreation rooms the books required by the several corps, and to examine their state when returned. He is to conform to all orders with respect to these duties which he shall receive from the officer commanding at the station. Should a station be unoccupied by troops the library is to be under the care of the barrack-master; and if a pensioner librarian be employed he is to be under the orders of the barrack-master.

Garrison librarian.

1065. All applications relative to the appointment of, or allowance to, pensioner librarians are to be addressed to the Council of Military Education.

Pensioners.

1066. At stations to which no pensioner librarian has been appointed, the officer commanding is to select a trustworthy non-commissioned officer to perform the duty of librarian. Such non-commissioned officer is to receive a payment of 6*d.* per diem defrayed out of the library funds of the several corps at the station. Should there be only one regiment at the station, this non-commissioned officer may also be required to take charge of the regimental recreation rooms, without further remuneration; but where there is more than one corps, the offices in question must be kept distinct. At very small stations the salary—which is in no case to exceed 6*d.* per diem—may be reduced at the discretion of the officer commanding, according to the number of troops or companies; and when the garrison is a mixed one, there should be only one librarian to act for all.

N. C. O. as librarians.

Pay of.

1067. The garrison librarian is expected to appear in uniform when on duty, and is required at all times to present a clean and

Duties of.

SECTION 20.

LIBRARIES AND RECREATION ROOMS.

III.—IV.

GARRISON LIBRARIAN—cont^d.

respectable appearance, as well as to have the library and his own quarters in perfect order. He is required to attend at the library at such hours as the commanding officer may direct, to receive and exchange books; and to see that the books and other public property in his charge are not misused. It is his duty to call attention to any unusual detention of books by a corps, and to take instructions as to the time to be allowed for the retention of a volume by any corps when the demand for the book renders it necessary to limit such time.

Librarian's
quarter.

1068. Where the construction of the barrack admits of it, a room—adjacent to the library, if practicable—will be appropriated permanently as a librarian's quarter. The librarian is not—under any circumstances—to make use of the library as a private quarter. At stations where a non-commissioned officer acts as librarian he is to receive the payment provided for in para. 1066 from the barrack-master, who will recover the same from paymasters of corps in garrison, in proportions fixed by the garrison library committee.

IV. Regimental Recreation Rooms.

Rooms allowed.

1069. Suitable apartments are appropriated and properly fitted up for recreation rooms in the quarters of every regiment or detachment and are supplied with fuel and light. At stations where there is accommodation for only one regiment the recreation room will serve also as the library. Where the construction of the barracks admits of it, there are to be two recreation rooms for each regiment, which will be specially furnished by the Government, and placed under the charge of the regimental librarian. One of them to be used as a reading room, the other as a room for games. Where only one room can be spared, it is to be used for both purposes. A bar for refreshments will be fitted when practicable.

Requisitions.

1070. All requisitions for special furniture and games, or for fuel and light for the library, recreation rooms, and coffee bar—including crockery, &c. for the latter—are to be transmitted to the Quarter-master General.

Subscribers.

1071. The recreation rooms are open to all non-commissioned officers and soldiers of the regiment, who are subscribers.

Subscriptions.

1072. The amount of subscription to the regimental recreation rooms is to be decided upon by the regimental committee, subject to the approval of the commanding officer, but is in no case to exceed the following rates, viz. :—

For an officer	-	-	-	1s. 0d. per month.
„ serjeant	-	-	-	0s. 6d. „
„ corporal	-	-	-	0s. 4d. „
„ trumpeter, drummer, or private	-	-	-	0s. 3d. „

The regimental Committee is, at the end of each month, to send to the paymaster a list of the names of the subscribers—together with their rates of subscription—in order that the respective

REGIMENTAL RECREATION ROOMS—cont^d.

IV.

sums may be stopped from each non-commissioned officer or soldier therein named.

1073. All payments are to be made by the regimental paymaster,* on the requisition of the regimental Committee, countersigned by the commanding officer. The commanding officer may, at his discretion, appoint an officer as treasurer to receive over from the paymaster and apply the sums from time to time required.

Payments, how to be made.

1074. For the management of the regimental recreation rooms a Committee is to be formed. The president is to be appointed by the commanding officer, and is not to be under the rank of troop serjeant-major or colour serjeant. The members are to be elected annually by the subscribers, and are to consist of non-commissioned officers and privates, in such proportions as the commanding officer shall determine. The duties of the regimental committee are, to superintend the regimental recreation rooms as regards management and expense; to recommend for the approval of the commanding officer the books to be purchased for the library of the station, and the periodicals, newspapers, and games for the recreation rooms; and, as far as possible, to carry into effect the wishes of the subscribers.

Regimental Committee.

1075. A regimental librarian is to be appointed in each corps. He is to have charge of the recreation rooms, and is to be paid such remuneration —provided out of the recreation room funds.— as the regimental committee shall, with the approval of the commanding officer, determine. It is to be his duty, in addition to the maintenance of order, regularity, and cleanliness in the recreation rooms, to obtain from the garrison library, at such times as shall be fixed upon by the commanding officer of the station, the books required for the use of the subscribers, and to return to the library those which are no longer required, reporting to the regimental committee any damage done to the books, and by whom.

Regimental librarian.

Duties.

1076. Books received from the garrison library are to be circulated by regimental librarians amongst subscribers, under regulations drawn up by regimental committees and sanctioned by commanding officers. These books, when no longer required, are to be returned to the garrison library.

Circulation of books.

1077. No newspapers or periodicals are to be admitted into any recreation room without the sanction of the commanding officer, who is required to state in the quarterly report what newspapers and periodicals he has allowed to be admitted.

Newspapers.

1078. Smoking may be allowed in the recreation rooms, subject to the permission of the commanding officer. Spittoons will be provided on requisition for the use of subscribers. All gambling is strictly prohibited.

Smoking, gambling.

* It has been ruled that the sureties of a paymaster are not liable for any balance of recreation room or other regimental funds that may be left in his hands.

SECTION 20.

LIBRARIES AND RECREATION ROOMS.

IV.—V.

REGIMENTAL RECREATION ROOMS—cont^d.

Tea and coffee. 1079. Subject to the approval of commanding officers, arrangements may be made for the supply of tea or coffee, bread and butter, or other similar articles at a regulated price; but the introduction of wine, beer, or spirits, under any pretence, is strictly prohibited.

Extra hours. 1080. The recreation rooms may be kept open till 10½ p.m. in summer (April to September), and 10 p.m. in winter (October to March), for men who have received leave specially from their commanding officers to attend after tattoo.

Damages. 1081. Games, furniture, and utensils, supplied at the public expense, are to be considered as barrack stores, and are, together with the rooms, to be inspected, and any damages or deficiencies to be assessed and made good without delay, according to the barrack regulations. The amount assessed is to be recovered from the troops in the usual manner, the charges being paid from the funds of the recreation rooms, when they cannot be assessed against individual soldiers. Repairs necessitated by fair wear and tear are to be performed in the usual manner (except in the case of bagatelle tables, which are to be kept in repair by the troops), but are to be separately shown in the ordinary returns and accounts.

Articles to be replaced.

1082. Articles requiring to be replaced owing to fair wear and tear, or any additional articles which may be required, will be supplied at the public expense, on the requisition of the commanding officer to the barrack-master, subject in each case to the approval of the Secretary of State.

V. Supervision and Reports.

Council of Military Education.

1083. The Council of Military Education have the general supervision of military libraries. Quarterly reports on libraries and recreation rooms are to be prepared in duplicate (see para. 1483); one copy is to be furnished to the officer commanding the district; the other is to be forwarded to the Council of Military Education, who will report thereon to the Commander-in-chief and to the Secretary of State for War.

Inspecting General's report.

1084. General officers at their periodical inspections of the troops are to report upon the state of the different libraries and regimental recreation rooms within their commands, as well as on the degree of attention paid to them by the librarians. General officers are also to submit such suggestions as they may deem necessary for the improvement of the libraries and recreation rooms, and to state the number of subscribers thereto in each of the corps under their command. They are to be particular in ascertaining that the periodical and other inspections of the books, &c. in the libraries are made with the greatest care. All damages and deficiencies discovered therein by incoming corps are to be charged against the corps relieved, as such corps is bound to leave the books in the same good order as they were in when taken over by it.

SECTION 21.—MOVEMENT OF TROOPS BY LAND.

I.

I. Marches.
 II. Baggage.
 III. Military Train.

IV. Officers travelling on duty.
 V. Winter Route marching.
 VI. Transport by railway.

I. Marches.

1085. The Regulations for field exercise and evolutions fully explain the general principles upon which the march of a regiment, or of a larger body, is to be conducted: these regulations are applicable to home as well as foreign service.

Regulations
for conducting
marches.

1086. There are no occasions on which the discipline of a regiment becomes more conspicuous than upon the line of march, nor any on which the attention and vigilance of every officer in maintaining order and regularity are more especially requisite.

Discipline on
the march.

1087. Officers of all ranks must be sensible of the importance of preserving the compact order of a column of march, by not allowing irregular intervals, straggling, or falling out, except during periodical halts, which should be frequent and at a distance from public houses. All marches are to commence at as early an hour as the season of the year will admit of.

Order of
march.

1088. After a march, the men are to occupy themselves in putting their arms and appointments in complete order, and are not to leave their quarters until they are enabled to appear, in every respect, correctly dressed. An evening parade on the march is on no account to be dispensed with, if the weather permits.

Arms to be
cleaned after a
march.

1089. Drunkenness, or irregularity, upon a march is to be considered as committed on duty.

Drunkenness.

1090. Although a regiment or a division may remain for only one night in a quarter, an alarm-post is invariably to be established in some central position, and the non-commissioned officers and men are to be made acquainted with it.

Alarm post.

1091. When troops are quartered in towns, the officer who draws the billets is to take care to assort them so that the men of each troop or company are kept together as much as possible; and the captain or commanding officer is to pay the same attention with respect to the billets of the squads, in order that the officers and non-commissioned officers may more readily perform the duty of continual superintendence, which is never to be dispensed with under any circumstances.

Billets.

1092. Advance and rear guards are always to be formed (as laid down in the "Field Exercise"); the latter is to bring up any man who may have fallen out, and, if such soldier be unable to march, he is to be given in charge of a corporal, or steady man of the company to which he belongs. The commander of

Advance and
rear guards.

SECTION 21.**MOVEMENT OF TROOPS BY LAND.****3.****MARCHES—cont^d.**

the rear guard is to make a report of all occurrences to the commander of the column, at the end of each day's march.

Movements not to be made known.

1093. Movements of troops, or dispositions of march, are not always to be put in orders, but are to be delivered to such persons only as they concern. No one is to expect more to be communicated to him than is necessary for the complete execution of the service required of him.

Notices to Commissariat.

1094. With a view to ensure prompt arrangements being made by the Commissariat Department for the supply of rations to troops under orders to move, the officer commanding the troops moving is, immediately on receiving the order to march, to forward a notice on W.O. Form 696, to the commissariat officer of the district. When the troops are moving out of the district, this notification is in like manner to be made to the commissariat officer of the district which the troops are leaving, as well as of that to which they are proceeding. When any alteration in the date of movement takes place after the notice has been sent by the commanding officer, he will be careful to forward an immediate notification of such change to the commissariat officers concerned.

Armed parties.

1095. No armed party consisting of more than twenty men is ever to be allowed to proceed on any duty unaccompanied by an officer. Whenever armed parties are called out for the performance of any unusual duties, commanding officers are personally to ascertain that the officers in charge are fully acquainted with all orders and directions that bear on the service they may be called upon to perform.

Medical officers and farriers for detachments.

1096. Whenever detachments are composed of 200 men or upwards, a surgeon or assistant surgeon is to be sent in medical charge of the party. On particular duties, the attendance of a medical officer may be requisite with smaller detachments. When proceeding coastwise, detachments of 50 or upwards are to be accompanied by a medical officer. All detachments of cavalry of 50 or upwards, are to be attended by a farrier.

Detachments not having medical officers.

1097. Officers commanding detachments not having any medical officers attached to them are, immediately on arrival at their stations, to inquire whether there are any means of obtaining medical assistance from a military staff officer or from a medical officer of militia in the vicinity. It is only in cases where such aid cannot be obtained that they are to have recourse to civil practitioners; and then a special report is to be made to the officer commanding the regiment, and by him transmitted to the Director-general of the army medical department.

Issue of routes.

1098. Routes for the march of troops are issued by the Quarter-Master-General, and their receipt is to be acknowledged by return of post. Care should be taken to prevent a route becoming so much defaced or torn as to be illegible.

MARCHES—cont^d.

I.—II.

1099. When regiments are changing quarters the mess is not to be closed more than one day prior to that on which the baggage is required to be at the railway station, or other point of departure. The mess should be re-opened on the day of arrival of the corps at its destination, if practicable, or at the latest on the day following. In the case of a regiment moving by divisions, a proper arrangement and distribution of the mess property will enable a mess to be maintained until one day prior to the departure of the last division of the regiment, and a mess is to be opened at the place of arrival one day after the arrival of the first division.

Closing the officers' mess.

1100. Claims for marching allowance that are not based upon these rules will not be recommended by the Commander-in-chief to the Secretary of State for War except under special circumstances, which must be explained when the claims are transmitted through the Quarter-Master-General. When, for the convenience of the officers, a mess has been closed for a longer period than that above laid down, it must not be made the foundation of a claim for an increased allowance.

Claims for marching allowance.

II. Baggage.

1101. The proportion of baggage allotted to each corps or rank in the army, is laid down in the Royal Warrant for Pay, &c., Part III.; and no greater number of carriages than that which will suffice for the conveyance of such baggage is to be permitted to form part of the line of march. The articles which compose the baggage are to be so arranged, that the weight of any one package in no case will exceed 3 cwt., that being the weight which four men can load and unload, without risk of sustaining personal injury. The size of all packages must also be restricted to the dimensions laid down in para. 1199.

Carriage of baggage.

1102. Every chest, trunk, bale, or other article of public baggage, belonging to the regimental store, orderly room, band, officers' mess, or the hospital, is to be distinctly numbered and marked; and all articles of baggage, belonging to individuals, authorized to be conveyed by the waggons employed on a march, are to have the rank and names of the owners legibly written upon them.

All baggage to be marked.

1103. The officer in charge of the baggage guard is to attach his men to the several wagons, and to make them accountable that nothing is taken off. The men of the guard are never to put their arms on the wagons, but are to march by the sides with bayonets fixed. The officer is responsible that the drivers and horses are not ill-used, and that nothing is required of them to which they are not bound by Act of Parliament or previous agreement. At night, when the baggage is not unloaded, the

Baggage guard.

SECTION 21.

MOVEMENT OF TROOPS BY LAND.

II.—III.

BAGGAGE—cont^d.

wagons are to be parked, so as to occupy as little space as possible, and are to be placed under the charge of sentries.

Impressment
of wagons.

1104. When corps are moved from one station to another on home service, commanding officers are to be careful to take steps, to the full extent of the powers conferred upon them by the Mutiny Act, for the impressment of wagons for the conveyance of baggage, to or from the barracks, wharf, or station. An officer or non-commissioned officer is to be sent in advance of troops ordered to move, in order that he may procure carts and wagons for the transport of the baggage on the line of route, and more especially between railway stations in London. With this view he should apply to the nearest police station.

III. Military Train.

Object and
duties.

1105. The military train is established for the purpose of forming a nucleus for a system of transport, on a large scale, for an army in the field. In time of peace it is employed in the conveyance of baggage and commissariat supplies at the several camps and stations, and also upon the public works, arsenals, &c.

Instructions to
general officers
as to its em-
ployment.

1106. General officers commanding divisions and districts are to regulate the employment of the military train under their command in such a manner as to prevent the horses from undergoing undue fatigue. With this view it is desirable that the corps should not be habitually worked beyond two thirds of its effective strength; and in order to ensure that the distribution of the transport does not exceed this proportion, the commanding officer of the military train will furnish daily to an officer of the Quarter-Master-General's department, or other staff officer appointed to approve requisitions, a working state of the train (on W.O. Form, 1,069), by which he will be enabled to regulate the demands upon the transport for the following day.

Requisitions
on the train.

1107. All requisitions on the military train will specify (on W.O. Form, 1,052) the particular articles or stores for which the conveyance is required, their approximate weight, and to what station they are to be conveyed; also the hour at which the conveyance will be required. These requisitions are to be sent to the Assistant Quarter-Master-General in duplicate by 2 p.m. on the day before the transport is required, and, if approved, will be forwarded by him to the military train. The practice of sending pressing requisitions on the Train, to be complied with on the same day, should only be resorted to in cases of urgent necessity, and in every such case an explanation of the urgent circumstances is to accompany the requisition.

Charge of
convoys.

1108. When six or more wagons or carts are employed, an officer will be sent in charge; but should this be found impracticable, a report of the circumstances must be made to the General

MILITARY TRAIN—cont^d.

III.

commanding. When a convoy proceeds beyond a day's march, two officers are to accompany it. The dismounted men are to form the escort on the march, and take their tour of guards and other duties in billets.

1109. The officer commanding the convoy will be guided in his arrangements for the security of his wagons at the end of each march by any special instructions which he may receive. As a general rule he is to endeavour to place them in an enclosure, such as a police station or stable yard; and when in charge of ammunition he will exercise the greatest caution in making his arrangements for its security, in communication with the authorities of the place. In all cases the wagons are to be packed in close order, and the number of sentries regulated according to circumstances.

Duties of officer commanding a convoy.

1110. When stores are handed over to the military train accompanied by delivery vouchers the officer in command will bear in mind the nature of his trust while on duty, that he is responsible, not only for the comfort and discipline of the men, the condition of the horses, and the state of the carriages and equipments, but also for the stores conveyed, and that they are given over by him in the same order and quantity as recorded in the receipt and delivery vouchers which are to be furnished (on W.O. Form, 1,054 and 1,053). When wagons are handed over for public service, where vouchers are not used, the military train are not responsible for their contents further than taking every care that damage or loss is not sustained while in transit.

His responsibility.

1111. Each regiment is to furnish its own baggage guard on the line of march, and to be responsible for the safety of its baggage. Officers commanding baggage guards are, however, not to interfere with the officer commanding the military train on the line of march, the conveyance of baggage being under the especial direction of the latter.

Regimental baggage guard.

1112. The men of the military train are to have nothing to do with loading or unloading the wagons, and the whole of the labour required is to be furnished by the troops. Commanding officers are therefore, on the arrival of the train, immediately to detail fatigue parties for that purpose; and departmental officers will also make immediate arrangements for carrying out that duty, as far as their departments are concerned. The method of packing, as well as the size and weight of the articles to be carried, on each wagon, pack-animal, &c., &c. should be decided by the officer or non-commissioned officer commanding the detachment of the train, and the work performed under his superintendence. All baggage must be put inside the wagons, as the outside rail and limbers are for the military train baggage only.

Loading and unloading of wagons.

SECTION 22.

MILITARY IN TRAINS BY RAIL.

III—V.

MILITARY TRAINS—cont.

Wagons
not to be
loaded.

1113. Care must be taken by all Departments that the Train is not unnecessarily detained; and any complaint on this point is at once to be brought to the notice of the general officer in command.

Wagons, &c.
to be complete.

1114. The officer commanding the Train will be held responsible that all wagons, gear, &c. are complete before proceeding on any service.

IV. Officers travelling on Duty.

Officers to
travel by
railroad.

1115. Whenever an officer receives a command to join his regiment, or to proceed on any duty, he is to lose no time in carrying out his instructions, but will make his way by the most expeditious route to his destination. In all cases where any unnecessary delay takes place in the arrival of the officer (whether entitled to travelling allowance or not), a special report of the circumstances is to be made to the Adjutant-General by the commanding officer of the regiment, depot, or station to which the officer belongs.

Travelling by
railroads.

1116. Officers who travel on duty by railroads, and claim to be charged at the reduced scale of fare, are to produce, in every such case, to the booking clerks at the station whence they are proceeding, a certificate, or order, from their respective commanding officers, or from higher authority, to show that they are entitled to the reduction of fare which they claim. Officers and soldiers are not at liberty to travel by "Limited mail" trains, unless they pay the full fare.

Officers'
Chargers.

1117. When a mounted officer is ordered to proceed by railway from one station to another on duty, without troops, his horse may be conveyed with him, if the general or other officer commanding considers it necessary for the public service that such conveyance should be provided.

Authority for
travelling.

1118. Commissioned officers proceeding without troops from one station to another do not require routes; but they will be required to produce to the War Office the order from competent authority upon which they, with their servants and chargers, move, with a view to recover their travelling expenses. (*See* W.O. Circular No. 204.)

V. Winter Route Marching.

Marching out
in winter.

1119. The troops on home service are to be practised in route marching on an average once a week, during the winter months, in marching order, care being taken that every man has his kit in his knapsack. The total length of march is not to be less than 8 or 10 miles. The march is to take place after the men's breakfasts, or about 9 o'clock, so as not to interfere with

WINTER ROUTE MARCHING—cont^d.

V.

the regular dinner hour. Every soldier is to be in the ranks except the cooks, and men at rifle practice.

1120. The following detailed instructions for performing the "Marching Out" duty are to be carried out, as far as practicable, by general or other officers in command of garrisons :—

Instructions to be observed.

- (a.) Commanding officers should avail themselves as much as possible of the opportunities afforded them for instructing their battalion—especially the young officers—in those subjects which can be more practically explained, on occasions of this kind, than at the regular daily parades in the barrack square, or at the orderly room examinations. The men should also be exercised when practicable in judging distances as directed in the Musketry Regulations, Part V.
- (b.) It is the duty of officers to provide themselves with a map of the district in which they are quartered, to study it and to compare it with the country it embraces, so as to acquire a practical knowledge of its military features, roads, rivers, woods, hills, plains, canals, bridges, and villages, and whatever in fact is calculated to assist or impede troops in offensive or defensive warfare.
- (c.) With this object in view subaltern officers should take out with them pencils and memorandum books, to enable them to make the necessary rough notes, from which they should afterwards frame a military report of each day's march. The details mentioned in (b.) are only a few of the particulars which will be required under ordinary circumstances. When battalions practise the posting of picquets, the placing of sentries, &c., the whole operation is to be described; and whenever an officer can illustrate any part of his report by making a rough sketch, even in the margin, he is recommended to do so.
- (d.) A report of this kind cannot be too simply and distinctly worded, at the same time it should give as much information as can be procured, the more minute and exact the better; for example, the condition and width of roads should be stated, and whether practicable for artillery; whether the country is close, open, flat, or hilly; the prevailing crops should be named; also the towns and villages, and their size, manufactures, and situation. All rivers, bridges, and canals, forts, towers, and every strong ground capable of being made good military posts, should be alluded to.
- (e.) The reports should be sent to the commanding officer of the battalion on the morning after the march, for examination by himself or by a field officer. All errors and omissions are to be pointed out and corrected, after which the reports are to be filed and kept in the orderly room for inspection. Those that deserve particular notice, either from the talent they show or the care bestowed upon them, are to be sent for inspection to the brigade office. These reports are to be seen by general officers at the half-yearly inspection.

SECTION 21.

MOVEMENT OF TROOPS BY LAND.

V.—VI.

WINTER ROUTE MARCHING—cont^d.

- (f.) If commanding officers will take an interest in these matters the exercise of marching out may be made both interesting and instructive to all ranks, in addition to being conducive to the health and physical improvement of the men.
- (g.) In order to give the officers as much practice as possible, commanding officers should proceed by a different route every time the troops march out. All companies in turn are to form advanced and rear guards. On all occasions care must be taken that there is no trespassing on property.

VI. Transport by Railway.

General arrangements.

Notice to station masters.

1121. When troops are ordered to move by railway, a statement of the number of officers, men, families, horses, guns, &c., and the quantity of baggage to proceed by the train is to be furnished by a staff officer if there is one, (and, if not, by the commanding officer) to the station master, one day before the date of departure. Two days' previous notice should be given when conveyance is required for any large number of troop horses. On home service it is usual for all details regarding the movement by rail of bodies of troops exceeding 50, to be made by the Quarter-Master-General, in direct communication with the several railway companies.

Time for families to be at station.

1122. The women and children must be at the station an hour before the time named for the departure of the train, and a non-commissioned officer furnished with a nominal list is to have charge of them, with orders to see them placed at once in their carriages.

Light baggage.

1123. A small quantity of "light baggage,"—not exceeding 120 lbs. in weight, for each field officer, and 90 lbs. for each officer under that rank,—may be taken in the train conveying the troops. When available, conveyance for this baggage to and from the station is to be provided by the military train. The baggage is to be at the station at the same time as the women and children; the officers' servants will accompany it as a guard, and, as soon as it is placed in the train, will enter the carriages allotted to them.

Heavy baggage.

1124. Regiments are in all cases to make their own arrangements for the conveyance of the heavy baggage; a special allowance being granted by Royal Warrant to corps for that purpose. Commanding officers are cautioned against allowing the statutory rate for conveyance of baggage by railway, viz., 2*d.* per ton per mile, to be exceeded.

Party to be sent on to mark carriages.

1125. An officer and an intelligent non-commissioned officer are to precede the troops, and, in concert with the station master, label, or mark off with a piece of chalk, on the footboard of passenger carriages, and in a conspicuous place on the side of the cattle trucks and horse boxes, the troop, battery, or company allotted to them, and the number of men or horses each will hold.

MOVEMENT OF TROOPS BY LAND.

SECTION 21.

TRANSPORT BY RAILWAY—cont^d.

VI.

1126. The order in which the various carriages and trucks are to be arranged in troop trains is to be left, as a general rule, to the railway authorities, acting in concert with staff and commanding officers. It is important that the bottoms of cattle trucks should be carefully inspected the day before being used for the conveyance of horses, as accidents are likely to arise from the planks being unsound.

Arrangement of trains and inspection of cattle trucks.

1127. As a rule, the compartments of railway carriages intended for 10 ordinary passengers are to be allotted to eight soldiers, with their arms and accoutrements, and those for eight passengers to six soldiers. Each troop, battery, or company is to be told off in sections corresponding with the capacity of the carriages provided.

Number of men in carriage.

1128. The men will be ordered to take off their packs, and to shift their pouches, havresacks, bayonets, and water canteens round to the front of their bodies; both straps of the havresack are to be worn outside the waistbelt, so that the former may be shifted without difficulty. This done they will receive the order to get into their carriages, each man taking with him his arms, knapsack, &c. The men carrying the camp kettles will also take them into the carriages.

Entering carriages.

1129. On long journeys when it is intended to halt for refreshments, an officer and non-commissioned officer are to be sent forward, when practicable, to make the necessary preparations for what the troops may require, and to have buckets and a supply of water ready for watering the horses. They must be furnished with a statement of the number of persons who require refreshments, and the nature of the articles they require.

Halting for refreshment.

1130. A report of the departure of the train should in all cases be sent, by telegraph, to the place where the troops are to halt for refreshment, and also to the place of destination.

Report by telegraph.

1131. When the train is ready to proceed, the "Advance" will be sounded. Silence must be maintained until the train moves off. No shouting to be allowed, and no man is to put his head out of a window, leave a carriage without permission, or get out on the reverse side of the train, except when ordered by his officers, or requested by the railway officials to do so.

Starting.

1132. On arrival at the place agreed upon for the train to halt the officers will get out and go to the men's carriages. Sentries from the quarter guard will be posted to prevent the men from straggling or getting out at the wrong side of the train. When these arrangements are completed the "Halt" will be sounded, and those who require to do so will get out of the train, leaving their arms in the carriages.

Halting and getting out.

1133. When it is time to proceed, the "Close" will sound; on which the men will all return to their carriages. The officers will see that their men are all present, and, having so reported to the

SECTION 21.

MOVEMENT OF TROOPS BY LAND.

VI.

TRANSPORT BY RAILWAY—cont.

commanding officer, the serjeant of the guard will be ordered to withdraw the sentries and return to his carriage. Lastly, the officers will get in, and the commanding officer will give directions that the train may proceed.

Feeding horses on journey.

1134. When it is intended to water and feed the horses of mounted corps during a halt, the "Feed" will be sounded; when the men will get out of their carriages and proceed at once to the trucks containing their horses, water in buckets having been provided by previous arrangement. One man will then get into the truck, and water each horse in succession, the buckets being passed to him from the outside. The horses may then be fed with corn from the nose bag in the usual manner.

Cavalry.

Conveyance of horses.

1135. The following rules are applicable when the troop horses of mounted corps are conveyed in cattle trucks, but it is to be understood that in all cases where horse boxes are available, the latter mode of conveyance is to be adopted.

Train for a squadron.

1136. When cattle trucks only are provided for the conveyance of troop horses, a squadron will in general be conveyed in one train provided the number of troop horses does not exceed 120. About 30 carriages and trucks will be required for the conveyance of a squadron of the strength above named.

Arrival at the station.

1137. On arrival at the station the men will dismount, each man taking nothing but his carbine, except when the cloak is required for wear, and they will then be told off as laid down in para. 1127. Having deposited their accoutrements on the spot selected, and in the same order in which they stood in the ranks, they will be told off into sections of seven or eight horses according to the capacity of the trucks.

Embarkation of horses.

1138. The sections will be numbered off from the right of the squadron, and they will afterwards file from the most convenient flank, each halting opposite the truck marked with the number of the section. A quiet horse should be selected to go in first, followed by No. 1 of the front rank of each section, and then his rear rank man. Should a horse be very restive, backing him in will generally succeed.

1139. As a rule the first horse is to be led in and secured to the opposite side of the carriage, by the bridoon reins and the head collar chains, either to a ring placed for the purpose, or to the bars of the truck. The other horses will follow in order, each dragoon taking off the bridle bit, hanging it round the horse's neck, and leaving the truck the moment he has secured his horse.

1140. The horses' heads, when it is possible, should be placed facing away from the second line of rails, as the horses are easily frightened by trains and engines passing. The moment the last horse is in, the door must be shut, and the fasten-

MOVEMENT OF TROOPS BY LAND.

SECTION 21.

TRANSPORT BY RAILWAY—cont^d.

VI.

ings of the trucks afterwards carefully examined by a railway official.

1141. A non-commissioned officer and a couple of intelligent men from each troop, previously told off for the purpose, will go round and examine the fastenings of all the troop horses, and make such alterations as may be necessary under the personal superintendence of the troop officers.

Fastenings to be examined.

1142. When all the horses of a section have been embarked, the men should at once proceed to the spot where they have left their arms, cloaks, &c., which they will resume, and fall in; they will also be desired to remember the number and position of the truck containing their horses, and to fall in in front of it when they are ordered to disembark.

Embarking the men.

1143. In a lancer regiment, certain men previously told off will collect the lances and deposit those of the leading troop in the front luggage van, and those of the other troop in the rear van.

Disposal of lances.

1144. On arrival at the destination the "Halt" is to be sounded; when the men will get out and fall in opposite the carriages, and will be marched to some convenient spot, selected by the commanding officer, to deposit their arms and cloaks. They will then fall in again near the trucks. Should, however, the cloaks have been left on the saddles the men can get the horses out with their swords on, and carbines under their arms.

Disembarking the men.

1145. The door of each truck is then let down and a mat or loose straw, if it can be procured, spread upon it, the horse opposite the entrance is to be immediately bridled and led or backed out by the man to whom it belongs; the horses to the right and left following it in turn. The troop will then be formed up in the most convenient place, and the horses again held until the arms, &c. are resumed and placed upon the saddle.

Disembarking the horses.

1146. In a lancer regiment, the men who collected the lances are to be marched over to the baggage vans, take the lances out, and bring them to the front of each troop; when a non-commissioned officer will superintend their distribution.

Distribution of lances.

1147. The embarkation and disembarkation of the officers' chargers from the horse boxes should go on simultaneously with that of the troop horses, but if possible at a different part of the station.

Officers' chargers.

1148. When the arrangements before detailed are properly carried out, the train can be ready to start in half an hour from the time of beginning to load. Even less time will be sufficient for unloading.

Time required.

1149. When it is necessary for the cavalry to unsaddle, one large covered goods wagon for each troop will be required to pack the saddles in; the wagon for the first troop being placed in front, that for the second troop in rear, of the cattle trucks.

Cavalry unsaddled.

SECTION 21.

MOVEMENT OF TROOPS BY LAND.

VI.

TRANSPORT BY RAILWAY—cont^d.

Packing equipment in corn sacks.

1150. After the men have deposited their arms, &c., as already detailed, they will be ordered to unsaddle and hold their horses. They will then remove the saddles, bridles and appointments, and pack them in the corn sacks, laying them on the ground in a regular manner opposite to the wagon assigned for their respective troops.

Arranging corn sacks in train.

1151. A non-commissioned officer and two men, previously selected for each wagon, are then to arrange the corn sacks with their contents, in the luggage vans, in a convenient manner, so as to take up the least possible space. The same men will be employed to take out and distribute the corn sacks, with their contents, on arrival at the destination.

Artillery.

Train required.

1152. A field battery or battery of horse artillery will generally be conveyed in two trains, the trains for the former consisting of about 24 carriages, for the latter of about 30.

Arrival of the troops at the station.

1153. On the arrival of the battery at the station it is to be drawn up at the nearest convenient spot. The men will dismount, and after being permitted to fall out for necessary purposes, will then be formed up two deep, take off their packs, (if horse artillery, their swords), and, some convenient place being selected, will lay them on the ground in the order they stood in the ranks.

Embarking horses.

1154. The horses will then be unhooked, the traces hooked over their backs in the usual manner, and told off in sections according to the capacity of the cattle trucks. Each section will then file off to the truck allotted to it, under the direction of the officer commanding the division, and be embarked in the same manner as laid down for cavalry. The gunners are to assist the drivers in the embarkation of the horses, and on the conclusion of this duty both gunners and drivers will proceed to embark the *matériel*.

Gunners to assist drivers.

Embarking guns, wagons, &c.

1155. In embarking the guns, wagons, and carriages, trucks for loading from a dock are, if possible, to be used. When, as is the case on some railways, the ends of these trucks let down and meet, the carriages of the battery may be run on from one to the other in a few minutes. These trucks, however, are not so convenient when there are no docks, or other facilities at the place of disembarkation, for unloading from the end of the trucks, and should in such cases be avoided.

Trucks.

1156. Trucks having sides letting down are next in point of convenience, and lastly, low-sided trucks. Most of these take conveniently a gun or wagon with its limber.

Method of securing.

1157. Carriages must, when loaded from a dock, be run on to the truck unlimbered. The wheels must be well secured with lashing rope and scotches, the latter being generally procurable at railway stations. Should there be hay on the wagons it is not

TRANSPORT BY RAILWAY—cont^d.

VI.

to be suffered to remain during the journey, but must be placed in a luggage van.

1158. Low-sided trucks are found on most railways. The loading on these requires more manual labour than on other trucks, as it is necessary to lift the carriage over the sides by main force. The gun (or wagon) and its limbers are to be placed on the truck with the trail (or perch), and the shafts pointing inwards and resting on the floor. Low-sided trucks.

1159. There are some trucks on which more than a gun and limber may be placed, reference being always had to the weight which they are calculated to bear. In loading, the gun is first to be placed on the truck close to one end, the trail on the floor; its limber is next to be backed upon it as closely as possible, the shafts resting on the floor; the wagon limber is then to be placed on the truck the reverse way to the first limber and its shafts elevated. Finally the wagon body is to be embarked, the perch pointing inwards and resting on the floor. Loading guns and carriages.

1160. This mode of conveyance requires much lashing, and these large trucks are not recommended when others can be obtained. When used they should, if possible, be loaded at the end, as the operation when performed from the platform is most laborious. Lashing.

1161. No projections, whether guns, shafts, or spare wheels, are on any occasion to extend beyond the buffers. Projections.

1162. The carriages being embarked and secured, the gunners will take up their knapsacks (or swords). The whole detachment will then fall in two deep and will be told off in squads corresponding to the capacity of the compartments of the railway carriages; care being taken that one non-commissioned officer at least is to be in each compartment. In cases where this latter arrangement is not practicable the senior soldier is to be placed in charge. Embarking men.

1163. On the arrival of the train at its destination the officers will get out first, and the trumpeter will be ordered to sound the "Halt;" when the men will descend. The gunners will fall in and be marched to a convenient spot to deposit their swords or knapsacks. Should the drivers have been wearing their cloaks, those of each subdivision will place them together where directed by the non-commissioned officer in charge. Disembarking.

1164. In the event of the platform not being of sufficient length to enable the entire train to draw up alongside it, the horses are to be disembarked first. The door of each truck is to be let down, a mat or straw placed upon it, and the horse opposite the door led or backed out, the rest following in turn. The horses are to be formed up at the discretion of the commanding officer, and the carriage trucks brought alongside the platform. Short platforms.

1165. The guns, &c., are to be taken off by the gunners, and, whether this is done at a dock or at the platform, the horses of each carriage are to be hooked in as soon as it is disembarked. Unloading guns.

SECTION 21.

MOVEMENT OF TROOPS BY LAND.

VI.

TRANSPORT BY RAILWAY—contd.

and the carriage will be drawn to the place of parade indicated by the commanding officer, so as to clear the ground as soon as possible.

Disembarking horses and matériel simultaneously.

1166. Should it be possible to disembark horses and matériel simultaneously in consequence of the capacity of the platform it may be done. When this is the case, the gunners being unable to assist in disembarking the horses, the non-commissioned officer of drivers is to take the first horse of each pair out of the truck; the driver, following with the other, is then to take charge of both horses.

Without aid of platform.

1167. As it may become necessary to disembark without the aid of a platform of any sort, some strong skids, not less than 15 feet long, and some planks to form a ramp should always be carried. In case of urgent necessity two lengths of rail may be used for this purpose; but it is believed that a small temporary platform may be made by the employés of the railway in a sufficiently short time in ordinary cases.

Infantry.

Marching into station.

1168. The adjutant, accompanied by an orderly or covering serjeant from each company, one man from the band, and one from the guard, will precede the troops so as to be at the station ten minutes before them. The officer sent on to mark the carriages, assisted by the non-commissioned officers who accompany him, will place each coverer opposite the compartment where the head of his company is to halt. The arrangements having been completed, the battalion will march into the station in fours (or for a broad gauge train in sections of five), and each company will form on its coverer, and will be ordered to halt and face towards the train.

Rifles, how carried.

1169. Each man is to retain possession of his rifle, unless the commanding officer should think fit to allow the arms to be placed upon the packs under the seats, but they are never to be laid upon the floor of the carriage.

Arrival at destination.

1170. When the train arrives at its destination the officers will first get out and go to their companies' carriages. On the "Halt" being sounded the men will get out of the train, carrying their rifles and packs on to the platform, and will fall in in the same order in which they embarked. The men will then adjust their accoutrements and havresacks and put on their packs.

Marching off.

1171. The men are to be marched off in the same manner as they entered the station before starting, or the commanding officer may order the coverers to be placed on some convenient spot outside the station. On the "Close" being sounded the men will form on their coverers, and will be told off in the ordinary manner.

SECTION 22.—EMBARKATION OF TROOPS.

I.

I. Preparations for Embarkation.	V. Superintendence and Reports.
II. Inspection of Ships.	VI. Troop Horses.
III. Baggage, Arms, Ammunition.	VII. Passages of Officers.
IV. Embarkation of Soldiers' Wives.	

I. Preparations for Embarkation.

1172. The periods of the year at which it is desirable that troops from England should reach the various foreign stations are stated in the following Table, and arrangements will be made to embark regiments and detachments so that they may arrive in accordance therewith, as far as may be practicable. These periods include the whole of each month, except where a portion of a month is specified :—

Periods for embarkation.

Australia -	-	March to October.
Bahamas -	-	December to March.
Bermuda -	-	December to March.
Cape of Good Hope -		March to October.
Ceylon -	-	November to January.
China -	-	15th November to January.
Honduras -	-	December to February.
India -	-	End of October to March.
Jamaica -	-	December to February.
Japan -	-	October to March.
Mauritius -	-	May to August.
Mediterranean -	-	October to April.
New Zealand -	-	Any season.
North America -	-	April to June, or October to November.
St. Helena -	-	Any season.
Straits Settlements -		October to February.
West Coast of Africa -		December to February.
West Indies -	-	December to February.

1173. When a regiment or detachment is ordered to proceed to a foreign station, the General or other officer commanding the district or garrison is to make a minute inspection of the troops, with a view to ascertain the numbers available to embark, their general efficiency, and the state of their equipments. A medical examination of the troops is at the same time to be made, and only those men who are physically fit to serve in the climate for which they are destined are to be selected for embarkation.

Preliminary inspections.

1174. Special instructions relative to the formation of the dépôt, and the supply of clothing, arms, ammunition, and equipment, to the service troops and companies will, in each case, be issued by the Adjutant-General; while all arrangements for the movement and embarkation of the troops, their baggage and stores, will be made by the Quarter-Master-General.

Special instructions.

SECTION 22.

EMBARKATION OF TROOPS.

I.

PREPARATIONS FOR EMBARKATION—cont^d.

Cavalry.

1175. When a cavalry regiment is ordered to embark, all horses unfit for further service are at once to be brought forward for casting. The horses and horse furniture, when they are not to be embarked with the troops, will be handed over to another regiment; and a board of officers will be assembled in both corps to examine and report to the Adjutant General upon the condition of the saddlery and other horse equipments at the time of transfer.

Embarking without horses.

Extra clothing and sea kit.

1176. Commanding officers are to take immediate steps to obtain the extra clothing, sea necessaries, and other articles required during the voyage, and prescribed by regulation (see revised Royal Clothing Warrant). Requisitions for these articles are to be addressed to the War Office. The necessaries are not to be given to the men until they have actually embarked. Tobacco is to be issued to such men only as are in the habit of using it. Men who are already provided with any of the articles of sea kit are not to be furnished with a duplicate supply of those articles.

Necessaries to be taken to India.

1177. Regiments proceeding to India are to be furnished with a supply of necessaries equal to a six months' consumption. On being placed under orders for such service, commanding officers are to forward to the War Office the necessary demands for a full supply for that period, without reference to the stock which may be on hand. The stock on hand is to be given over to the depôt companies on embarkation.

From India.

On a regiment returning from India, the necessaries in their regimental stores are to be transferred to some other regiment remaining in India.

Disposal of squad bags.

1178. Squad bags are not to be taken beyond the port of embarkation by regiments and drafts proceeding to India, as the men will be provided with a sea-kit canvas bag, with outer pocket for the extra articles of necessaries usually carried in the squad bag.

Requisitions for articles for musketry instruction.

1179. The Commanding Officer of a regiment under orders to embark on a long voyage is to make requisition for lecture-room models for musketry instruction, during the voyage, in time to admit of their being put on board ship. He will be held responsible for their care and preservation, and that they are handed over on disembarkation to the proper authority, for the purpose of being issued to regiments leaving the station. General or other Officers commanding at the port of embarkation are to take care that this service is duly provided for.

Notice to be sent to port of embarkation.

1180. In all cases of the embarkation of troops for foreign service, information is to be sent from each corps or depôt battalion to the officer commanding at the port of embarkation, as to whether the men will require dinners on board the ship on the day on which they embark. The notice regarding arrival of baggage referred to in para. 1198, is to be sent at the same time.

EMBARKATION OF TROOPS.

SECTION 22.

PREPARATIONS FOR EMBARKATION—cont^d.

I.—II.

1181. On all occasions of troops embarking, it is essential that every soldier, woman, or child be carefully examined by a medical officer on the day of their departure from the station, or, if this arrangement be not practicable, on the day previous; and every individual who may show symptoms of contagious disease is to be detained, and not allowed to accompany the troops to the port of embarkation, or to proceed on board ship.

Medical inspection immediately before embarkation.

1182. When a draft proceeds to join a corps already abroad, the certificate of a medical officer regarding the fitness for foreign service of each man embarking, is to be called for by officers commanding dépôt battalions, and sent with the other documents, in charge of the Officer commanding the draft, to the headquarters of the regiment.

Medical certificate to accompany drafts.

1183. Arrangements are to be made, when practicable, before embarkation, for allotting the space between decks to the several companies, and for telling off the troops into messes. In cases where the regiment is stationed at the port of embarkation, this may be done by sending on board the previous day, an officer from each company, under the direction of a field officer, to ascertain the nature of the accommodation provided. By this means hurry and confusion at the time of embarkation may be avoided.

Arrangements for berthing troops.

1184. When troops proceed coastwise by night between ports at home, a rug is authorized to be issued to each soldier from the barrack stores at the port from which the troops embark. The Commanders of such detachments are to see that these rugs are provided, and are to account for them to the barrack department on landing, in the manner laid down in Section 23, v. When troops embark for coasting voyages in H.M. troopships, one blanket per man will be drawn from the stores of the ship, unless the commanding officer shall notify in writing to the Captain that these articles are not required.

Rugs and blankets for coast voyages.

1185. Before leaving the port of embarkation, officers in command of troops are to be furnished by the staff officer with all the forms which he is required to fill up during the voyage. See para. 1324.

Officer commanding to be supplied with forms.

II. Inspection of Ships.

1186. When a ship is engaged, either wholly or partially, for the conveyance of troops to or from a foreign station or intercolonially, an inspection of the fittings and arrangements for the accommodation, victualling, and health of the men, will be made prior to the embarkation, by a Board consisting of the following officers,—

Inspection of ships.

The assistant quarter-master general, or other staff officer superintending the embarkation; an officer of the garrison not below the rank of captain, and one or more naval officers.

The senior medical officer at the station is to attend to give his opinion on sanitary points, in accordance with para. 788.

SECTION 22.

EMBARKATION OF TROOPS.

II.

INSPECTION OF SHIPS—cont^d.

The medical officer who is to proceed in professional charge of the troops, should also be in attendance if practicable.

Ports of inspection.

1187. This inspection will, as a general rule, take place at the port to which the ship may first proceed for the embarkation of troops. At any subsequent port of embarkation the ship is not to be subjected to any further formal inspection before the troops embark; but only to the visit of the military officer commanding at the port, to ascertain whether any cause of complaint on the part of the troops exists, or whether the Transport Regulations have been departed from.

Report of Board.

1188. Immediately after the inspection a report on the prescribed form (see Appendix to Regulations for H.M. Transport Service), is to be made out in duplicate, and signed by all the inspecting officers. One copy is to be forwarded to the Director of Transport Services, the other copy to the officer commanding the district in which the inspection may be held, for his information and directions (if necessary), and for transmission by him, together with his remarks, to the Quarter-Master General. In the case of ships engaged by the India Office for the conveyance of troops to India, the inspection report, on W.O. Form 1,017, is to be transmitted to the Quarter-Master General only.

Final inspection of ship.

1189. A second inspection* of the ship, whether at home or abroad, will be held by a board of officers, as soon as convenient after the troops are on board, the baggage stowed, and the ship in all respects ready for sea; the object of this inspection being to ascertain whether the arrangements for berthing the troops, stowing the baggage, &c., have been carried out. When troops are embarked at more than one port, this inspection will take place at the last port of embarkation. Ships passing between foreign stations for the purpose of carrying out a series of reliefs are to be finally inspected before sailing on each occasion of the troops on board being changed.

Composition and report of Board.

1190. The Board referred to in para. 1189 will consist, when practicable, of—

One or more naval officers, a staff or field officer, and a captain not proceeding with the troops.

A military medical officer not in medical charge of the troops embarking is to attend to give a medical opinion in accordance with para. 788.

Before commencing their inspection the Board is to communicate with the officer in command of the troops embarked, and to request him to accompany them. The report of the Board is to be made out in duplicate on a printed form (see Appendix to the "Transport Regulations"), one copy being for the Director of Transport Services, the other for the General officer in com-

* The order for a second inspection is not applicable to ships engaged by the India Office or by the Governments of India.

EMBARKATION OF TROOPS.

SECTION 22.

INSPECTION OF SHIPS—contd.

II—III.

mand at the station, by whom it will be transmitted to the Quarter-Master General accompanied by any remarks he may wish to make.

1191. The Regulations for H. M. Transport Service provide that "no transport or troop ship after embarking troops for any foreign station, is to sail, excepting in cases of great emergency, until the day following that on which they may be embarked; and when the delay of twenty-four hours from the time of embarkation will not, by a loss of tide or daylight, involve a further detention, the ship is not to sail until the expiration of that period."

Interval between embarkation and departure.

1192. On a vessel being engaged for the conveyance of a regiment, the officer commanding the district in which the corps may be stationed, will furnish the senior officer to embark in each ship with a copy of the form of report, in order that he may be aware of the nature of the inspection to be made, and prepare for it.

Form of report to be sent to Commanding Officer.

1193. Application for the services of the naval members of these Boards should be made to the Naval Superintendent of the port, when there is one, and otherwise, to the senior naval officer.

Application for naval members.

1194. The foregoing regulations for the inspection of ships, either before or after the embarkation of troops, do not apply to Her Majesty's ships of war or commissioned troop ships.

H. M. ships.

III. Baggage, Arms, and Ammunition.

1195. General officers commanding will take measures to restrict the quantity of baggage embarked with troops to that authorized by the Royal Warrant for Pay, &c., Part III. They will direct commanding officers of corps and detachments under their orders, and about to embark, to cause the whole of the baggage intended to be embarked to be collected in the barrack-yard, there to be measured. They will further instruct them to see that the regulated quantity only is sent as public baggage to the place of embarkation, and that it is placed under the charge of an officer, who will be responsible to the staff officer superintending the embarkation, that no baggage in excess of this quantity is put on board the ship for conveyance at the public expense.

Allowances of baggage.

1196. Any baggage exceeding the regulated quantity, whether it belongs to individuals, or to the corps, must be sent to its destination under private arrangements, and at the expense of its owners. In cases where special permission may be obtained for the conveyance of any excess of baggage in the same ship with the troops, the freight,—if in a hired ship—is to be paid to the master or agent of the ship on embarkation by those to whom the baggage belongs.

Excess of baggage.

1197. The superintending staff officer will see that no baggage is allowed to encumber the decks, and will prevent all articles

Stowage of baggage.

SECTION 22.

EMBARKATION OF TROOPS.

III.

BAGGAGE, ARMS, AND AMMUNITION—cont^d.

objected to by the naval authorities as being packed in an insecure or dangerous manner, from being put on board. Baggage packed in open crates or dry vats with straw, is liable to this objection. After every embarkation the staff officer is to report in writing, through the officer commanding at the station, whether these orders have been attended to.

Heavy and
light baggage.

1198. The heavy baggage is always, when practicable, to be embarked the day before the troops. The officer appointed to command the troops on board each ship is to communicate with the military officer commanding at the port of embarkation, and inform him of the day and hour when the baggage may be expected to arrive. [See also para. 1180.] The light baggage accompanying the troops is to be limited to small packages only, under the restrictions laid down in para. 1123. Every article of regimental baggage is to be legibly marked with the name and designation of the owner.

Measurement.

1199. The baggage of troops embarked on board ship is always regulated by cubic measurement, and the scale is so computed that for every hundredweight allowed by land, five cubic feet are only allowed by sea.* Heavy stores, such as guns, shot, or shell, are alone embarked by weight. The packages of officers' baggage are not to exceed three feet six inches in length, two feet in width, and two feet three inches in depth; and for the convenience of removal the weight of any one package is never to exceed 3 cwt.

Arms, how
stowed.

1200. Arm racks will be provided in all ships carrying troops, for the reception of their arms. The arm racks will be fitted by the naval authorities in that part of the vessel which is likely to afford the greatest freedom from rust, and at the same time admit of the arms being easily accessible when required for purposes of inspection, drill, or for use on an emergency. As a general rule, all rifled arms should be placed vertically in racks, in order that they may be constantly examined, and for the prevention of the injury to which they are liable if racked horizontally.

Ammunition.

1201. When regiments or armed detachments embark for foreign service, a supply of service ammunition (usually at the rate of 60 rounds per rifle embarked) will, under instructions from head-quarters, be put on board the ship, and a proper magazine will be provided for its security. Before the ship sails, however, commanding officers are to ascertain that the ammunition to accompany the troops has been put on board and properly secured in the magazine. Previously to embarkation the whole of the ammunition in possession of a corps or detachment is to be given into the nearest military store.

* The freight is paid at a given rate per ton measurement, which is computed at 40 cubic feet.

EMBARKATION OF TROOPS.

SECTION 22.

BAGGAGE, ARMS, AND AMMUNITION—cont^d.

III.—IV.

1202. When unarmed drafts embark to join regiments abroad, second class arms and accoutrements, in the proportion of ten per cent. of the strength, together with 60 rounds of service ammunition per rifle, and one bugle or drum, will be placed on board for the exercise of the troops during the voyage.

Unarmed
drafts.

1203. On passages coastwise, which are generally performed in vessels having no magazines, the pouches are to be taken from the men before they are allowed to go below, and stowed away under proper charge in some secure part of the ship.

Passages coast-
wise.

IV. Embarkation of Soldiers' Wives.

1204. When a regiment or detachment proceeds on active service in the field, the embarkation of soldiers' wives is altogether forbidden. When a regiment embarks for ordinary garrison duty abroad, the number of soldiers' wives permitted to embark with it is to be limited to the proportion allowed by the regulations for the married establishment of corps. The same rule will hold good when soldiers' wives are sent out from depôts to fill up vacancies that may occur in the service companies.

On active ser-
vice.

For ordinary
garrison duty.

1205. Soldiers' wives who receive orders from a regiment or depôt to proceed direct from their homes to the port of embarkation are to be instructed to arrive with their families not later than noon on the day previous to that on which the embarkation of the troops is to take place, and to report their arrival as follows:—

When proceed-
ing direct from
their homes.

At Gravesend and Dover, to the officer commanding the troops.

At Portsmouth, Dublin, and Cork, at the Quarter-Master General's office.

At Southampton, to the staff officer of pensioners.

At Devonport, to the General officer commanding.

At Liverpool, to the inspecting field officer.

Women provided with passage with troops embarking at Tilbury, Kingstown, or Queenstown, should report themselves at Gravesend, Dublin, or Cork, respectively. Time will thus be given for these soldiers' families to be inspected by a medical officer as to their state of health and cleanliness before being allowed to embark.

1206. It is desirable, whenever practicable, that the women and children should be sent on board at such an hour as will ensure their being in their berths before the arrival of the troops.

To embark
before troops.

1207. Care is to be taken that soldiers' wives are not sent home or to another foreign station, unaccompanied by their husbands, when the latter are alive and serving, except in special cases, a representation of which should be made to the Quarter-Master General, with a view to the sanction of the Secretary of State for War being obtained for the provision of the passage.

When return-
ing from
abroad.

SECTION 22.

EMBARKATION OF TROOPS.

▼.

Duties of officers commanding at ports of embarkation.

V. Superintendence and Reports.

1208. All embarkations are to take place under the immediate superintendence of the General or other officer commanding at the station, who is responsible that due preparation is made for the comfort of the troops, and that discipline is established on board. He is to ascertain that every officer has a copy of "The Queen's Regulations and Orders for the Army." In the case of drafts or detachments, he is likewise to ascertain that the officer commanding in each vessel has in his possession a copy of the Mutiny Act and Articles of War, and is fully aware of the extent of authority with which he is invested for the due maintenance of discipline on board. He is to add, in the embarkation return furnished to the Adjutant-General, a certificate of the perfect competency of such officers for the exercise of their command. The troops will remain under his orders after they are on board, until the ship clears the port and gets to sea; and it is incumbent on him, in the event of their being detained at the port, either personally to visit them, or to order the ship to be visited by a staff or field officer daily, with a view to ascertain the state of the vessel, and of the men.

Returns to be furnished to commander of ship.

1209. Immediately on the embarkation of troops in H.M. ships of war or commissioned troop ships, the under-mentioned returns are to be furnished by the military commanding officer to the commander of the ship, in order that each person may be entered on the ship's books, and that no delay may take place in the issue of their provisions:—

- I. A nominal list of officers embarking, according to seniority, showing also the appropriation of the cabins.
- II. A nominal list of officers' wives, and the number and ages of their children, distinguishing the sexes.
- III. A numerical list of staff serjeants, and of their wives and children, showing the sexes and ages of the latter.
- IV. A numerical list of non-commissioned officers and men—not including staff serjeants, specified in III.
- V. A numerical list of women and children, with the sexes and ages of the latter—not including staff serjeants' families, specified in III.
- VI. A list of temperance men and women embarked, distinguishing those who wish to receive tea and sugar.
- VII. A return of all ammunition which may accompany the troops on board.

When troops embark in a hired ship, the foregoing information is also to be furnished by commanding officers to the master of the vessel, except that numerical lists only of the officers and their wives need be given.

Embarkation returns.

1210. Embarkation returns, on the prescribed forms,* are to be prepared by commanding officers of corps, and forwarded, as soon as the troops are on board, to the Quarter-Master General, to the

* For regiments of cavalry, on W.O. F. 721.

" " infantry, on W.O. F. 722.

" " detachments of various corps, on W.O. F. 723.

SUPERINTENDENCE AND REPORTS—cont^d.

V.—VI.

Adjutant General, and to the War Office, through the General officer commanding at the station, who will also himself be furnished with a copy, if required.

1211. When detachments of various corps return home from a foreign station, a detailed return (on W.O. Form 753)—in duplicate—of the troops on board, together with a statement of all War Department stores not placed in charge of the master, and for which the military commanding officer is responsible, is to be forwarded direct to the Quarter-Master General, Horse Guards, by the officer commanding at the port of embarkation, in order that no delay may take place in the arrangements for their disposal, on the arrival of the ship at an English port. These documents are required in addition to the usual embarkation return.

Detailed return of detachments coming home.

When the troops are to be conveyed by mail steamers, it is necessary that these returns should be forwarded to England by the previous mail at the latest.

1212. All details regarding the messing and cabin accommodation of officers, and the berthing and victualling of troops on board ship, are contained in the "*Regulations for Her Majesty's Transport Service*," a copy of which is furnished to General officers in command, and to officers commanding corps, and is placed, for general information and guidance, on board every hired ship engaged by the Admiralty. Copies of the ship's "*Charter-party*," and of the book of "*Instructions for Masters of Transports or Troop Ships*" will also be placed on board every hired vessel by the naval authorities, for the information, when required, of officers commanding troops. On board H.M. ships of war or commissioned troop ships, the "*Queen's Regulations and Admiralty Instructions*," and the "*Regulations for H.M. troop ships*," will at all times be available for reference. Commanding officers are to sign all documents and furnish all certificates and returns that are required by the above-quoted regulations.

Regulations for troop ships to be adhered to.

VI. Troop Horses.

Embarking.

1213. Troop horses require great attention at the time of embarkation, and while they are on board ship. Every officer of mounted troops has a most important duty to perform on these occasions, on which depend, in fact, the means of his being usefully employed in the field when he reaches his destination.

Duties of officers.

1214. Long, slow, steady work is to be given to horses, and they should be kept in a cool state, previous to their embarkation. They are to be kept fasting and without water for some hours before being put on board, as slinging them is more likely to prove injurious when their bellies are distended with food; and they will sooner become reconciled to their change

Treatment of horses before embarkation.

SECTION 22.

EMBARKATION OF TROOPS.

VI.

TROOP HORSES—cont^d.

of quarters, and take [to their feed on board, when these measures have been adopted. The calkins of the hind shoes are also to be removed, as these are not needed on board, and in the event of any kicking, do much injury.

Embarking horses by slinging.

1215. Great caution is necessary in slinging horses on board ship. The breech-band and breast-girth must be securely fastened, or, in his struggles in the air, the horse may slip through them. He is to be run up from the ground at a rapid rate; and, after attaining the necessary height, be steadily and carefully lowered down the hatchway. Care should be taken to have a guide-rope attached to his head-collar (the ship head-collar being put on before the horse is slung), and two or three careful and active men stationed between decks to see that his head, legs, and tail are not injured in descending to the lower deck, where a soft bed of straw must be provided for him to alight upon. Three resolute men are to be ready to receive him, and to take off the slings; as on first feeling his legs, unless firmly handled, he is apt to plunge and kick violently.

Embarking by swimming.

1216. In the absence of the ordinary appliances for embarking horses, or even in aid of them, the following method of embarking by swimming may be safely adopted when circumstances admit of it, provided that due precaution is taken in carrying it out.

- (a.) The horses having been halted at a short distance from, and out of sight of, the point of embarkation, should be stripped of all appointments except the snaffle bridle and head-stall, which latter should be close fitting.
- (b.) A horse having been led to the appointed place, two experienced hands prepare him for the water. No. 1, who should be firm and determined, holds his head; No. 2 places the sling on and secures the straps with yarn, so as to prevent the sling opening in the water; he then fastens the breast rope and breeching securely. A rope of convenient length (about eight yards), with an eye at one end, is then passed round the neck and fastened rather tightly (without pressing) by an overhand knot, so as to prevent its becoming either looser or tighter. The snaffle is then taken off, and another rope attached to the lower ring of the headstall, under the chin. The use of this rope is to keep the horse's mouth above water, while he is controlled altogether by the neck rope.
- (c.) The animal is then led into the water as far as he will walk quietly, towards the boat, in the stern of which should be a cool and experienced hand, who receives the neck rope in his right hand, and immediately reeves it through the stern ring of the boat to secure additional power in the event of the horse plunging; the headstall rope he receives in his left.

TROOP HORSES—cont^d.

VI.

- (d.) When the boat moves, the horse will in most cases follow until he gets off his legs into deep water. Should he not, one or two men throwing water on his back will get him off. When once the animal is swimming, the neck rope should be hauled close up, while the head-stall rope gently supports his chin. Occasionally the horse will plunge and get on his back, and thus distress himself; but there is nothing to fear if the hand in the boat be cool and steady.
- (e.) A small rowing boat with two oars will be sufficient. It should not be pulled too fast, or the horse will make no attempt to swim, and will throw himself on his side.
- (f.) On reaching the ship's side, the hook and tackle should be lowered, the hook passed through the sling's eye, and the horse run quickly up and received on board as in para. 1215. Care should of course be taken to arrange the tackle so that the horse, in being hoisted out of the water, is kept clear of the ship's side.

Management of Horses on board Ship.

1217. The horses are to be arranged on board in the same order as that in which they have been in the habit of standing in their troop stables. Horses which know one another will both feed better and stand quieter together. A kicker, or a vicious horse, should, if possible, be put in a corner stall. How disposed on board.

1218. For the first few days on board ship food is to be rather sparingly given, and bran is to form the larger portion of the horse's food; but after he becomes reconciled to his altered circumstances, and as his appetite increases—which it will do after he has been at sea a few days—he is to be more liberally fed. A bran mash, or oats and bran mixed, is to be given him at least every other day. Feeding after embarkation.

1219. The head-collar of canvas supplied by the ship is the only safe fastening on board, and there should be two shanks to each collar. The horse's head should be tied rather short than otherwise, and there should be several spare collars on board ship, as well as some good stout canvas for repairs. Head-collars.

1220. Spare stalls to the extent of at least ten per cent. are to be left in every horse transport, and half this proportion will be allotted to each side. By this means the horses can be shifted, cleaned out, rubbed over, and their feet washed every day, when the weather permits. The dung is to be drawn up the hatchways in baskets provided for the purpose, and thrown overboard, care being taken not to remove any of the shingle with it. Hand-rubbing the legs is of the greatest consequence to the Spare stalls.

SECTION 22.

EMBARKATION OF TROOPS.

VI.

TROOP HORSES—cont^d.

comfort and well-being of the horse, and is to be practised every day, whilst the horses are being changed over.

Use of slings during voyage.

1221. Horses are to be slung in smooth weather, and allowed to stand on their legs in rough and stormy weather; for this reason, that in smooth weather they will rest their legs and feet by throwing their whole weight into the slings, and reposing in that position, while the motion of the ship is comparatively easy; whereas to sling a horse in rough weather would only have the effect of knocking him about, according as the ship rolls to and fro, and would, moreover, cause him to be severely chafed by the friction of the side bales and horse hammock. Horses invariably resist the rolling motion of the ship, and throw the weight of the body, when allowed to retain their legs, exactly in the direction contrary to the ship's motion, which if slung they would be unable to do. Horses are not, however, to be placed in the slings or horse hammocks until they have been at sea for a week or ten days, as some horses would only be made uneasy by the attempt to do so; whilst others will not allow themselves to be slung even during the longest voyage.

Method of slinging.

1222. The sling is to be placed in the centre of the horse's belly, and then the breast-band and breeching fastened to the required length and degree of tightness. The sling should just come to the height of the animal's belly, but no attempt should be made to raise him off his feet; for when he finds the relief which is afforded by throwing his weight into the slings, he will not be slow in availing himself of it. With some horses it is necessary to use great quickness in making the ropes fast, before they throw their whole weight upon the canvas. In the spring of the year, mares are generally more troublesome on board than geldings, and are more inclined to kick and to rub against the bales. In such cases, therefore, the bales are to be well covered with sheepskins, before they have caused injury by rubbing through the skin.

Arrangements in rough weather.

1223. In rough weather, if the vessel should labour very much, rolling and pitching in a heavy sea, it will be found necessary to have all the men who can be spared to stand to their horses' heads, as the horses will be less disposed to be frightened when the men are near them.

Wind sails and ventilation of ships.

1224. Too much attention cannot be paid to the constant trimming of the wind sails, which must be kept full to the wind. The fore part of the ship being that in which sickness invariably first exhibits itself amongst the horses, care is to be taken to throw a stream of fresh air down the fore hatchway by means of the wind sails, the lower ends of which is to be carried to within about a foot of the flooring. The air tubes which run through the two decks, and are carried up behind the

TROOP HORSES—cont^d.

VI.—VII.

horses, also require to be constantly looked to ; and nothing is to be permitted to be on the decks which is likely to interfere with the thorough passage of the air, or choke up the apertures to those ventilators.

1225. Vinegar is essential to the comfort of the troop horse on board ship, and is to be freely used. Chloride of lime should be also thrown on the flooring ; or, what is better still, powdered alabaster or gypsum, to destroy the ammonia arising from the urine. Commanding officers are to ascertain that the necessary medicines for the voyage are prepared by the veterinary surgeons.

Vinegar, disinfectants, and medicines.

VII. Passages of Officers.

1226. The regulations which govern the provision of passages at the public expense, and the issue of allowances in lieu thereof, to officers of the army, as also the contributions for messing on board ship to be paid by officers, the conditions under which detention allowance is granted, the proportion of servants, horses, &c. which officers are entitled to embark, are contained in the Royal Warrant for Pay, &c., Part. III. (at present W.O. Circular 888).

Detailed regulations contained in Royal Warrant.

1227. When an officer who is entitled to travel at the public expense shall be required to proceed to or from a foreign station, without troops, he will, when at home, apply to the Adjutant General, and when abroad, to the General officer commanding, and will await further instructions. Steps will then be taken to ascertain whether he can be provided with a passage in a ship of war, troop ship, or other Government vessel, or on board a freight ship, or contract steam vessel. No officer, so entitled, is on any account to engage a passage for himself without special authority, which he will receive through the Adjutant General of the Forces, or through the General officer commanding, as the case may be.

Applications, how made.

1228. When it is decided that a passage shall be provided for an officer, the necessary arrangements will be made by the Quarter-Master General if at home, and by the General officer in command if abroad, who will notify to him the place and date of embarkation.

When passage is provided.

1229. On the arrival of any of Her Majesty's ships at a foreign station, where troops are to be embarked, if it should happen that available passenger accommodation exists on board after the requirements of the public service have been met, the General or other officer commanding will make requisition on the senior naval officer present for the passages of individual officers and their families, or of other persons. Care is, however, to be taken that no person who has not a claim to a free passage by the regulations of the service is embarked to the exclusion of one entitled to conveyance at the public expense ; and further, that

Passages abroad in H. M. ships.

SECTION 22.

EMBARKATION OF TROOPS.

VII.

PRIORITY OF OFFICERS.—cont.

no inconvenience is occasioned to those who have previously been ordered to embark on service.

Officers to re-
port departure.

1230. Officers proceeding from the United Kingdom to join their regiments or to take up staff appointments abroad, and who do not embark under the orders of the Quarter-Master-General, are to report direct to the Adjutant-General the date and place of their embarkation, the name of the vessel in which they take their passage, and the port to which they are proceeding. Regimental officers are also to make similar reports to the officers commanding the depôts of their regiments, if they are borne on the strength of the depôt companies, in order that they may be correctly accounted for in the regimental returns.

Departure of
Officers at ports
of embarkation.

1231. When a ship is not ready to receive an officer on the day on which he may be ordered to arrive at any port of embarkation where troops are stationed, he is to report himself to the officer in command, who will attach the officer to the troops at such station until he is required to embark, at the same time notifying his having done so to the Quarter-Master-General, through the General officer of the district.

Dock dues at
Southampton.

1232. All military officers and men embarking or disembarking on duty at Southampton are, by the Dock Company's Act, exempt from dues, and their baggage likewise, except in cases where the Dock Company's servants are called upon to perform any labour, either in warehousing or shipping. The ordinary charge to cover the expense of examination of the baggage at the customs will be made.

SECTION 23.—DUTIES ON BOARD SHIP.

I.

- | | |
|---------------------------------------|-------------------------------------|
| I. General Instructions. | IV. Sanitary Arrangements. |
| II. Routine of Duties. | V. Stores on board Ship. |
| III. Precautions against Fire. | VI. Duties in Convict Ships. |

I. General Instructions.

1233. There is no situation in which the troops more urgently require the personal superintendence and care of their officers, or in which the strictest conformity to regulation is more necessary, than on board ship. Superintendence of officers.

1234. No officer is, under any pretence whatever, after embarkation, to quit his ship without special leave of the commanding officer of his regiment. In the case of a detachment, the leave of the General or other officer under whose direction the embarkation takes place must be obtained. No officer to leave his ship.

1235. The command on board each vessel is vested in the senior combatant officer doing duty with the troops, to whatever arm of the service he may belong. He is equally bound to exercise that command, and equally responsible for any breach of discipline which may occur, whether the officers and men embarked with him belong to the same regiment with himself, or are detachments from different corps. The senior officer to command.

1236. From the moment the troops are on board, it is the duty of the officers to see that the men are allotted to berths, divided into messes, and instructed in the proper method of rolling up their bedding and slinging their hammocks; that their knapsacks, arms, ammunition, and accoutrements are properly disposed of in the places allotted for them; that their necessaries, when served out, are regularly marked, the hammocks* and canvas bags numbered; and that all other duties are regularly carried into effect. Hanging of hammocks and disposal of knapsacks.

1237. The orders relative to smoking and the use of lights on board ship, contained in § III. of this Section, are to be read and explained to every soldier as soon as practicable after embarkation. Orders to be read.

1238. When troops embark under circumstances, which render it necessary that they should keep their ammunition in their pouches, the pouches are to be taken from the men before they are permitted to go below, and are to be deposited under proper charge in the magazine or in some secure part of the vessel. The reserve ammunition is to be in the magazine, the key of which will be kept by the commander of the ship. Disposal of ammunition.

1239. Officers commanding are to pay attention to every requisition, consistent with the good of the service, made to them To pay attention to every requisition consistent with the good of the service, made to them by the general duty of the ship.

* The hammocks are numbered from 1 upwards, under Admiralty arrangements, before they are issued to the troops.

SECTION 23.

DUTIES ON BOARD SHIP.

I.—II.

GENERAL INSTRUCTIONS—cont^d.

by the masters of hired transports; and on board Her Majesty's ships they are to enforce the strictest obedience to the orders of the commanders from every non-commissioned officer and soldier. Soldiers may assist in the general duties of the ship on deck, but are never to be compelled to go aloft. They are not to be employed as stokers or coal trimmers unless they volunteer for the service, and the medical officer in charge certifies that their health will not be injured thereby. Men so employed, will receive extra pay under Admiralty regulations.

Discipline on board H.M. ships.

1240. When troops are embarked on board ships of war, or other ships regularly commissioned, the officers and soldiers, from the time of embarkation, are—as enjoined by the Articles of War—to conform themselves strictly to the regulations established for the government and discipline of the ship in which they are embarked, and to consider themselves as under the command of the senior officer of the ship, as well as of the superior officer of the fleet—if any—to which such ship belongs. Officers are forbidden to give testimonials of character to stewards or other persons employed on board Her Majesty's troop ships.

No military court-martial to be held.

1241. No military court-martial is ever to be held on board any of Her Majesty's ships in commission. Should any officer or soldier, embarked in any of Her Majesty's ships, commit any military offence for which he would be amenable to a court-martial if serving on shore, a requisition is to be made by his commanding officer to the commanding officer of the ship, who will thereupon cause such officer or soldier to be disembarked, or removed when practicable to a transport for the purpose of being brought to trial.

Authority of Naval Commanding officer.

1242. The commanding officer of any of Her Majesty's ships in which troops are embarked is empowered, of his own authority, without reference to any other person, to place in arrest or in close confinement—when the circumstances of the case, and naval discipline require it—any officer, non-commissioned officer, or soldier who shall be guilty of any offence against the laws and regulations established for the government and discipline of the vessel. In like manner, when the practice of the navy authorizes immediate corporal punishment, private soldiers—but no others—are to suffer such punishment as the commanding officer of the ship may think fit, provided the commanding officer of the troops concur in the necessity of such immediate punishment; but when the naval and military commanders differ in opinion thereon, the delinquents are, on the first opportunity, to be disembarked, or removed to a transport, and proceeded against according to military law.

II. Routine of Duties.

Officers on daily duty.

1243. An officer of the day is to be appointed on board each ship. It is his particular and immediate duty to see all orders

ROUTINE OF DUTIES—cont^d.

II.

obeyed, and every regulation for troops on board carried into effect. This officer is likewise to be considered as the officer of the guard. When there are more than two captains on board, besides the commanding officer, a captain of the day is to be appointed, to whom the officer of the day, and the subaltern officer of the watch, are to report all unusual occurrences for the commanding officer's information.

1244. With a view to the general health and accommodation of the troops, the non-commissioned officers and men on board each ship are to be divided, at the discretion of the commanding officer, into not less than three watches, one of which is to be constantly on deck, with at least one subaltern officer in charge, when practicable. In fine weather every man is to be on deck during the day. Watches.

1245. A guard, the strength of which is to be in proportion to the number of soldiers embarked, or to the number of sentries required, is to mount every morning at the usual parade hour. In harbour and at sea, in fine weather, the guard is to be exercised with arms previously to marching off. Such sentries are to be furnished as the security of the vessel and the maintenance of order shall require. In harbour, the sentries upon deck are to mount with their arms; at sea, with their bayonets only. Guards and sentries.

1246. The bedding is to be brought upon deck every morning, if the weather will permit, and to be well aired, in conformity to the Admiralty regulations. All bedding which is brought up on deck for the purpose of being aired, is to be taken down, when, in the opinion of the commanding officer, that object is attained. All articles of clothing belonging to soldiers or their families, are also to be brought on deck to be aired, as often as circumstances will permit. This order applies more particularly to the married people, who are to be restricted, in regard to their berths, to one particular part of the ship set apart for their use. Bedding to be aired.

1247. The bedding being brought up, the men are to proceed to sweep, scrub, and scrape the berths and decks. The upper decks are to be washed every morning by the morning watch, previously to the bedding being brought up; but no washing *between decks* is to take place oftener than twice a week, and then only when the weather is dry. The boards of the lower berths are to be removed once or twice a week, to admit of cleaning under them. Cleaning of the decks.

1248. The orderly officer is to see that the whole of the hammocks are properly hung up before watch-setting in the evening, and that they are again neatly rolled up with the blankets in them and stowed away in the hammock-nettings, or such other place as may be appropriated for their reception, an hour after sun-rise, when the state of the weather will permit. Disposal of hammocks.

SECTION 23.

DUTIES ON BOARD SHIP.

II.

ROUTINE OF DUTIES—cont^d.

Cleaning of the berths.

1249. The subaltern officer of the day is to be always present, and directing, at the cleaning of the berths, &c. When this duty has been performed, he is to report to the captain of the day, or to the commanding officer.

Parades.

1250. The troops are to parade at 10 o'clock a.m. or other convenient hour (without shoes or stockings, in warm climates), when every man is to appear as clean as his situation will allow, his hands, face, and feet washed, and his hair combed; the cooks are to appear clean on parade once a day.

Officer to attend men's dinner.

1251. At dinner-time, the officer of the day is to attend, to see that the men are regular at their messes, and should he observe any circumstance of neglect in victualling the troops, he is to report the same to the officer commanding on board, who, if necessary, will make his complaint thereupon, as also on any other matters touching the conduct of the masters of the vessels, to the transport officer, should there be one on board. If there is no transport officer on board, minutes of all these circumstances are to be taken by the commanding officer, and kept by him until the end of the voyage.

Issue of malt liquor and spirits.

1252. Porter, issued to the troops on board ship, may be drank at the mess tables at the usual dinner hour. When porter is not procurable, and rum, or any other spirit,* is supplied with the ration, it is to be mixed with at least three parts of water to one of spirit, and issued in the presence of the officer of the day. The practice of issuing to the troops in the morning, or before dinner, a portion of the allowance of spirit, in its raw state, is strictly forbidden. The extent to which a commanding officer is empowered to deprive a soldier of his ration of malt liquor, or its substitute, for misconduct on board ship, is laid down in the Articles of War.

Inspection of arms and accoutrements.

1253. The arms and accoutrements are to be inspected frequently. The locks and barrels are to be oiled or greased, and care taken to prevent their contracting rust, to which, at sea, they are particularly liable.

Troops to be inspected in marching order.

1254. The troops are to be inspected in marching order once in each week; when the officers are to see that their necessaries are properly packed, that the packs are well put on, and that the whole of the appointments are in serviceable order.

Exercise and Drill.

1255. The troops are occasionally to be required to repair to their respective quarters by the beat to arms. Such portion of the troops as are told off to guns are to be frequently instructed and practised in that exercise. The recruits, or awkward men, are to be drilled, when the weather will admit, an hour in the forenoon, and for the same time in the afternoon.

* Under the new victualling scale, wine and spirits are not to form part of the ration, but porter is to be issued instead.

DUTIES ON BOARD SHIP.

SECTION 23.

ROUTINE OF DUTIES—cont^d.

II.—III.

1256. Divine service is to be performed on every Sunday when the weather will permit. If there be no clergyman on board, the commanding officer is to perform this duty, or to depute it to some other officer. Divine service.

III. Precautions against Fire.

1257. With a view to prevent accidents from fire, a sentry is constantly to be placed at the cooking-place or caboose—or one on each side, if the number of soldiers on board the vessel is sufficient—with orders not to allow fire of any kind to be taken away without permission. No lights are to be permitted amongst the men except in lanterns. Accidents from fire.

1258. Every man is to be in his berth before the lights are extinguished in the evening, except the men on guard and of the watch. The officer of the day is to go round and see that this has been complied with. Hour for troops to be in their berths.

1259. No smoking is on any account to be permitted, except on the upper deck, and then only at reasonable and stated hours. No lucifer or patent matches are to be allowed. A slow match in a match tub will be provided during the smoking hours. The orderly officers and non-commissioned officers of the day, when going their rounds between decks, are to report instantly, to their commanding officer, any soldier who shall attempt either to smoke there, or to use any lights except in lanterns. Rules for smoking.

1260. The following rules are to be observed in regard to the extinguishing of lights and fires :— Extinguishing lights and fires.

(a.) All lights on the decks are to be out at 8 p.m. at sea, and at 9 p.m. in harbour. The officers' lights are to be put out in the mess room at 11 p.m., and in the cabins at 11.15 p.m.,—the time to be reported by the captain or officer on duty to the officer commanding the troops, after which no lights are allowed.

(b.) The fires are to be extinguished at 8.30 p.m., except in such instances and to such extent as the surgeon may require for the comfort of the sick.

1261. The following instructions are to be carried out, as far as practicable, in case of fire breaking out on board ship :— Fire on board ship.

(a.) On the alarm of fire being given, the first and most important thing to be impressed on all is—silence.

(b.) Officers and men will fall in as quickly as possible in their respective stations and wait for orders.

(c.) The troops of the watch on deck will assist to shorten sail, and will then repair to their respective stations. The men of the watch below will get their hammocks stowed in their proper places as quickly as possible before going to their stations. The hammock stowers will be in their places to stow or hand out, as may be required.

(d.) The non-commissioned officers in each mess will see the ports and scuttles closed before going to their stations.

SECTION 23.

DUTIES ON BOARD SHIP.

III—IV.

PRECAUTIONS AGAINST FIRE—cont^d.

- (e.) All sentries' posts will be doubled, and two extra sentries placed over the spirit room.
- (f.) The officer in command of the troops embarked—with such officers as he may think proper to select—will be on the quarter-deck, and the remainder of the officers will join their respective companies.
- (g.) A chain of sentries will be formed round the upper deck, to prevent any person from getting into the boats, or leaving the ship, without orders.
- (h.) Parties will be told off to man the various pumps, to fill and pass the fire buckets or otherwise to act as required.
- (i.) The officers' wives, children, and those females occupying the after part of the ship, will assemble in the saloon.
- (k.) All women and children occupying the fore part of the ship, will assemble on the main troop deck, a non-commissioned officer being placed in charge of them to prevent noise and confusion.

IV. Sanitary Arrangements.

Fumigation of
the ship.

1262. The frequent fumigation of the ship is deemed highly desirable, in order to avoid the evils resulting from confined air; and deodorants are to be used on the recommendation of the medical officer in charge. For fumigation the following ingredients are required, and will form part of the medical stores to be placed on board:—

Common salt, four ounces;
Oxide of manganese in powder, one ounce;
Sulphuric acid, one fluid ounce;
Water, two fluid ounces.

The water and acid are to be mixed together, and then poured over the other ingredients in a basin, which should be placed in a pipkin of hot sand.

Disinfectants.

1263. A supply of disinfectants, and articles for fumigation, will in every case be provided by the shipowners and placed in the master's charge for use when required. It is the province of the naval authorities to ascertain that a proper supply of these articles is embarked in accordance with the Regulations for H. M. Transport Service.

Latrines.

1264. Great attention is to be paid to the cleanliness of the latrines; buckets of water are to be thrown down frequently during the day in order to flush them, and the fire-engine is to be occasionally used for the same purpose. Disinfectants should also be used occasionally.

Windsails.

1265. During voyages in all climates, the most beneficial effects are derived from the use of wind sails, which are required by the Transport Regulations to be on board in addition to the other means of ventilation. These sails throw a stream of cold air between decks; and it is not an unusual practice amongst the men, at least amongst those near the hatchways, to tie up

SANITARY ARRANGEMENTS—cont^d.

IV.

the bottom of them, by which this salutary purpose is defeated. The officer of the watch is to be held responsible that this irregularity is never committed. Sentries near the wind sails are also to be directed to enforce this order.

1266. Officers are to use their utmost endeavours to prevent the men sleeping on deck in the warm weather and in tropical climates unless under awnings. This practice is frequently productive of disease.

Sleeping on deck.

1267. Exercise being indispensably necessary for the preservation of health, every encouragement is to be given to the men to use such as may be found practicable, as dancing, wrestling, &c. The use of dumb bells, or other gymnastic apparatus, and any diversion calculated to promote bodily exercise, is to be permitted as frequently as possible. Lecture-room models, and other articles of musketry instruction which are furnished for the use of troops on board ship, can be made a means of profitable occupation during the voyage.

Bodily exercise and recreation.

1268. When in harbour, if no danger is to be apprehended from sharks, only such portion of the troops as are known to be proficient in swimming, may be permitted to bathe, provided a boat, manned, be at hand for the purpose of attending to the bathers, only ten of whom are to be allowed to be in the water at the same time, and those upon one side of the ship. Without this precaution no man is to be allowed to bathe from on board.

Bathing in harbour.

1269. In warm climates the frequent washing of every part of the body is strongly enjoined as an essential requisite to the preservation of health. When circumstances will admit of it, two large tubs are to be used for this purpose. When this accommodation cannot be obtained, buckets of water poured over the body, will prove an efficient substitute. The men are to put on clean shirts twice a week at least; and it is essential that they should be furnished with the means of changing their clothes when wet.

Washing.

1270. The surgeon or assistant-surgeon is to examine the men daily at morning parade; and to observe whether there be any appearance of disease amongst them. The sick are to be separated from those in health as much as possible; and when the vessel forms part of a convoy, a signal is to be made to the hospital ship upon the first appearance of any acute infectious disorder, and the diseased man removed to her.

Change of linen.

Medical examination.

1271. On the arrival of vessels with troops at ports in tropical or semi-tropical climates, the troops are to be allowed to purchase, or to be supplied with, such fruits and vegetables only as the medical officer in charge may recommend.

Fruits and vegetables.

1272. On all occasions of troop ships being in harbour, every precaution is to be taken to prevent liquor of any kind being brought on board, for sale amongst the men.

Sale of liquor.

SECTION 23.

DUTIES ON BOARD SHIP.

V.

V. Stores on board Ship.

Stores in H.M. Ships of War and Commissioned Troop Ships.

Bedding and
mess utensils.

1273. All bedding and mess utensils issued for the use of troops embarked on board any of Her Majesty's ships of war or commissioned troop ships, are to be received and accounted for on the same principle as such articles would be if furnished to troops in barracks. The articles* required are to be drawn from the stores of the ship by the quartermaster of the troops or other person acting on his behalf, and by him returned to the officer of the ship from whom they were received, at the termination of the voyage, with a certificate from the commanding officer of the troops, showing the manner in which the articles not returned have been disposed of, and whether any portion is chargeable to the troops.

Deficiencies.

1274. Any loss or damage which cannot be satisfactorily accounted for, will be charged against the troops on disembarkation; and the paymaster of the ship is authorized to obtain from the officer in command of the troops payment for the same. When the troops on board consist of detachments of several corps, the military officer in command must make each detachment responsible for the articles issued to it; and if, when a loss has occurred, he is unable to fix it upon any individual soldier, he will charge it to the detachment concerned, paying the amount at once, if possible, out of any balance in his hands due to such detachment; otherwise he will furnish an account of the charges to the ship's paymaster, and transmit a duplicate thereof to the officer commanding the regiment, who will cause the amount to be stopped from the soldiers and credited to the public in the first regimental account rendered after the detachment joins its corps. It is important, however, that all such deficiencies should be adjusted on the spot, as subsequent endeavours to recover the value of the articles always involves correspondence and loss of time.

Losses by
accident.

1275. In the event of loss or damage arising from stress of weather, fire, or other accident, the statement of the circumstances under which it occurred must be supported by an extract from the ship's log or by other satisfactory certificate, before the troops can be relieved of the charge.

Board to as-
semble.

1276. A Board composed of three commissioned officers, is to assemble in time to prevent the ship being delayed on arrival at its destination, in order to record the loss or damage of any articles which are chargeable to the public, instead of to the troops, under the circumstances above stated. A copy of the proceedings of the Board is to be given to the paymaster or other officer of the ship.

Appeals.

1277. If the captain of the ship should make any objection to the number of the articles it is proposed to charge against the

* For the price list of these articles, see Clause 86, Army Circulars, 1867.

STORES ON BOARD SHIP—cont^d.

v.

public, the original report of the Board is to be referred by the officer commanding the troops through the General officer commanding on the station, to the Quartermaster-General, for the information of the Commander-in-chief, who will, if necessary, communicate with the Lords Commissioners of the Admiralty upon the subject.

Stores in Hired Ships.

1278. Articles, supplied from naval stores, such as bedding, mess utensils, &c., for the use of troops in ships hired by the Admiralty, are to be in charge of the master of the ship, who is to issue them, as demanded by the commanding officer, to the quartermaster of the troops, or other person acting in that capacity.

Naval stores in hired ships.

1279. The medical comforts are to be drawn from the master of the ship on the requisition of the medical officer, who is required by his departmental instructions to keep an account of their receipt and expenditure, and on arrival at his destination to transmit such account to the Director General of the Army Medical Department.

Medical comforts.

1280. Articles remaining on board at the close of the voyage, are to be returned to the master, accompanied by a list of deficiencies, signed by the military commanding officer, and stating by what corps the stores were lost or destroyed, under what circumstances any deficiencies occurred, and whether the troops are chargeable with their value.

Deficiencies.

1281. Payment for articles so chargeable is in no case to be made to the master of the ship, but commanding officers are to take care that when practicable the amount is recovered from the troops on disembarkation and accounted for on the spot, under orders from the disembarking staff officer.

Payment how to be made.

1282. In the case of hired ships from India, the medicine chest and surgical instruments, the arms and ammunition, the waterproof coats and caps, the library chest and box of games, as also the hammocks, beds, pillows, blankets, rugs, cots, and any other Government stores which may be placed on board for the use of the troops, are to be handed over to the master of the ship and a receipt for them obtained.

Government stores, &c., from India.

War Department Stores.

1283. When War Department property,—such as purveyor's hospital stores, musketry articles, waterproof clothing, games, books, &c.,—is placed on board ships hired by the Admiralty, for the use of the troops during the voyage, the military commanding officer will be held responsible that all such articles are returned into the proper War Department store at the termination of the voyage. If, however, invalids are on board a hired ship arriving at Spithead from any but an Indian port, purveyors' hospital stores are to be sent with them to Netley. Medical comforts and bedding are, in all cases, to be left in charge of the master of the ship.

How accounted for.

SECTION 23.

DUTIES ON BOARD SHIP.

V.—VI.

STORES ON BOARD SHIP—cont^d.

Lists of stores.

1284. The commanding officer will be careful to obtain from the departmental officer furnishing the stores a duplicate list of the articles received, which list he will retain for information during the voyage, and hand over to the disembarking officer on arrival. All deficiencies are to be duly accounted for, and the amount chargeable to the troops is to be recovered when practicable at the time of disembarkation, in order to avoid delay in the adjustment of accounts.

Board when to assemble.

1285. When the commanding officer considers that there are reasonable grounds for relieving the troops of any charges, it will be his duty to assemble a board of three commissioned officers to record evidence respecting the loss or damage, and to express an opinion whether the charges should be borne by the public or by the troops. The report of the board is to be forwarded through the General officer commanding at the port of disembarkation. If a board of three officers cannot be assembled, two officers will suffice; and when two, even, are not available, the commanding officer will himself record the circumstances under which the deficiencies occurred.

VI. Duties in Convict Ships.

Commanding officer.

1286. There is no duty which can occur to any officer—whatever his rank—in which unceasing vigilance is more required than that connected with the command of a CONVICT GUARD; as any laxity of discipline or deficiency in the exercise of proper vigilance and caution might be attended with most serious consequences.

Surgeon superintendent.

1287. The officer commanding a guard, immediately it is embarked, is to apply to the surgeon superintendent, for his full and active co-operation in carrying these instructions into effect.

No communication to be held with convicts.

1288. The soldiers are to be strictly prohibited from holding any intercourse or communication with the convicts. Any disregard of the orders on this subject will meet with certain punishment. The soldier, even the sentry, is not to reply to any question or communication addressed to him by a convict; in the event of being addressed, he is to call for the non-commissioned officer on duty, but he is on no occasion at liberty to answer the convict. The convicts will be apprized, by the surgeon superintendent, of this order to the soldiers.

Watches.

1289. The detachment is to be divided into three armed watches or reliefs, each relief to continue on duty as follows, viz :—

1st	from	-	-	-	8	to	12	A.M.
2nd	"	-	-	-	12	"	4	} P.M.
3rd	"	-	-	-	4	"	6	
1st	"	-	-	-	6	"	8	
2nd	"	-	-	-	8	"	12	} A.M.
3rd	"	-	-	-	12	"	4	
1st	"	-	-	-	4	"	8	

DUTIES ON BOARD SHIP.

SECTION 28.

DUTIES IN CONVICT SHIPS—cont^d.

VI.

1290. During the day the watch on duty is to be stationed on the poop, and their arms so disposed as to be immediately at hand in case of need. At night the watch on duty is to be stationed on the quarter-deck, and the arms placed in an arm-rack to be made for this purpose. Whilst on duty no soldier is to quit the post assigned for the watch without permission to do so.

Stations of the watch on duty.

1291. Three sentries are to be furnished and relieved every hour. During the day the sentries are to be posted as follows:—

Posting of sentries.

One at the windward gangway; to keep the doors in the barricade constantly closed, prevent the prisoners from coming aft, except passed by order, and to attend generally to their behaviour whilst on deck,

One on each side of the poop; to overlook the convicts, and immediately report to the non-commissioned officer of the watch any irregularity they may notice, or, if necessary, call on the guard to stand to their arms.

1292. During the night, the sentries are to be posted as follows:—

Night sentries.

One down each hatchway, and one at the windward gangway.

The former are to prevent the prisoners from making a noise, and to report any sounds they may hear, which appear to proceed from sawing planks, filing iron, or from any other cause of a suspicious nature.

1293. The sentries are to be armed with a pistol (revolver) and cutlass, and, previously to taking charge of their post, are to ascertain that the locks on the prison doors are secure. When the ship's bell strikes the half-hour, the sentries are to call "All is well," commencing with No. 1, and being repeated in succession by Nos. 2. and 3.

Duties of sentries.

1294. The officer commanding the detachment is to be immediately acquainted with any instance of disorderly conduct amongst the prisoners, and in concert with the surgeon superintendent, take such measures as are necessary to repress it.

Disorderly conduct of the prisoners.

1295. Should any light be observed in the prison, the circumstance is to be immediately reported to the officer commanding or to the surgeon superintendent.

Lights in the prison.

1296. The sentinel at the gangway is to keep the door of the barricade closed, and is to be in immediate communication with the guard. The officers of the detachment, and the non-commissioned officers of the watch, are to visit the sentries frequently during the night.

Precautions in case of alarm.

1297. Should any attempt be made to capture the vessel during the day, the watch on duty, instead of repairing to the hatchways, is to defend the barricade and quarter-deck, and to be reinforced by the next watch. If the quarter-deck be carried, the men on watch are to retire to the cuddy, and the next relief is to hasten to join the reserve on the poop.

Attempt to capture the vessel during the day.

SECTION 23.

DUTIES ON BOARD SHIP.

VI.

DUTIES IN CONVICT SHIPS—cont^d.

Duty of the watch in case of alarm.

1298. In case of alarm the watch on duty is immediately to occupy the hatchways, and if necessary employ their arms to repel any attempt on the part of the convicts to gain the deck. The soldiers of the next relief are to hasten to the barricade, and to occupy each gangway. The remaining watch is to proceed to the poop, and act as a reserve. If necessary, the men on the quarter-deck are to retire into the cuddy, and fire through the windows; the reserve is then to fire from the poop. It is right to caution the soldiers against making any unnecessary noise, as it is important that the orders, which it may be necessary to give, be distinctly heard.

Duty of the sailors.

1299. The sailors, armed with cutlasses, are to proceed to the hatchways, or assist in defending the barricade and quarter-deck.

Non-commissioned officer of watch.

1300. The non-commissioned officer of the watch on duty during the day is to take charge of the keys of the prison, and attend to any instructions he may receive from the surgeon superintendent, with reference to the prisoners. He is to post the sentries, attend to the reliefs, and see that the men are vigilant in the performance of their duties.

Non-commissioned officer of the day.

1301. Besides the non-commissioned officer of the watch, a non-commissioned officer of the day is to be appointed, for the purpose of superintending the messing, cleaning the barracks, and attending to other details of this description.

Daily routine.

1302. The detachment is to breakfast at eight o'clock, and immediately after breakfast, every one is to repair on deck, with the exception of the men who are appointed to clean the barracks. At ten o'clock the watches off duty are to parade without arms for the purpose of inspection, and twice each week without shoes or stockings. At one o'clock the men are to dine, and at six the fire is to be put out. On Sundays the detachment is to parade with arms, when the arms and ammunition are to be carefully examined.

False alarms.

1303. It is necessary to caution the detachment against the means which may be employed to divert their attention, in the event of an attempt to carry the vessel being meditated. In cases where this intention has existed, an alarm has been created by the cry of "a man overboard," or by some such means; and during the tumult which followed, the prisoners rushed aft, and endeavoured to effect their purpose. It is therefore to be distinctly understood, that in all cases of alarm, the watch on duty are immediately to stand to their arms, and the men not on duty to repair to their respective posts. The soldiers of the detachment are likewise to be cautioned to be vigilant in the discharge of their duty as sentinels; they are not to relax in their watchfulness, nor permit the seeming tranquillity of the prisoners to lull them into a dangerous security.

Watches to practise re-

1304. It will be advisable from time to time, when the convicts are below to practise the watches in repairing to their

DUTIES ON BOARD SHIP.

SECTION 23.

DUTIES ON CONVICT SHIPS—cont^d.

VI.

posts. This may be done without arms, and, if possible, so as to prevent the prisoners becoming acquainted with the arrangements.

pairing to their posts.

1305. Whenever it is necessary to flog a convict, a guard must parade under arms on the poop; and at all times when the whole of the prisoners are on deck, the detachment of troops is to be on the poop, and ready to act.

Corporal punishment of convicts.

1306. For the purpose of keeping the arms in perfect order, and in a state of fitness for service, the arms of each watch are to be used alternately throughout the twenty-four hours. They are to be discharged at daylight in the morning, and those of the next watch loaded.

Arms to be kept in order.

1307. When arms and accoutrements are issued from the public stores, for the temporary use of a convict-guard, the officer embarking in charge of such guard is to sign a receipt to the military store officer for the number delivered to him, as also for the ammunition. He will be held responsible that such arms and accoutrements, as soon as the service for which they were issued is completed, are carefully given in to the military store officer at the station at which the convicts disembark. He will take from the military store officer, in return, a receipt for those articles, and for whatever spare ammunition may remain, after the prescribed daily expenditure during the voyage. He is to transmit a copy of this receipt, through the officer commanding on the station, to the War Office.

Arms issued from stores.

1308. In the event of officers in charge of convict-guards having any complaint to make respecting their accommodation, they are to prefer the same to the General or other officer commanding at the station where the detachment may disembark, in order that immediate investigation may take place on the spot, and a special report—if necessary—be made to the Quarter-Master-General of the result.

Complaints of officers.

SECTION 24.

I.

SECTION 24.—DISEMBARKATION OF TROOPS.

- I.—Inspections and Reports.
 II.—Disposal of Detachments and Documents.
 III.—Disembarkation of Horses.

I.—Inspections and Reports.

Commanding officers to report arrival.

1309. Officers arriving in the command of troops at any port, are immediately to report themselves to the General or other officer commanding at the station, if such officer be of a rank superior to themselves; and to make a detailed report of the state of the corps under their command. During their stay at such port, all officers are to appear in their proper uniform, and to conform, in every particular, to the regulations and discipline of the garrison.

Arrival to be telegraphed and ship inspected.

1310. On the arrival of troops in any port for disembarkation, the General or other officer commanding is to order the ship to be immediately visited by a staff officer accompanied by a competent medical officer, from whose report he will ascertain the actual state of the men and ship; what casualties have occurred on the passage; and whether the ship has been properly found, and the men supplied with accommodation and provisions, according to regulation. In the case of troops arriving or touching at any port at home, the Commanding officer is to send a telegram forthwith to the Quarter-Master General, stating name of ship, from whence arrived, and what troops are on board.

Disembarkation returns.

1311. Disembarkation returns, on the prescribed form,* will be prepared in quadruplicate by the officer commanding the troops on board, and handed over, together with any remarks which it may be necessary to make for the information of the Commander-in-Chief, to the disembarking officer for further transmission through the General officer at the station, to the Adjutant General, the Quarter-Master General, and the Under Secretary of State for War respectively. The fourth copy is to be retained by the General officer at the station. In the case of a regiment the voyage report referred to in para. 1324a is also to be sent to the Quarter-Master General. The various documents required from officers commanding detachments on disembarkation are enumerated in para. 1324.

Inspection of troops after disembarkation.

1312. It is the duty of the General or other officer under whose command a corps is placed after disembarkation, to make early arrangements for the minute inspection of the corps, and to transmit to the Adjutant-General a full and detailed report of its

* For regiments of cavalry on W.O. Form 724; for regiments of infantry on W.O. Form 725; for detachments of various corps on W.O. Form 726.

INSPECTIONS AND REPORTS—cont^d.

I.—II.

state and condition, together with a return of the courts-martial which may have been held during the voyage.

1313. Medical officers in charge of troops on board ship who deem it necessary to make any statement in the usual report of sick, or in other documents addressed to the medical authorities, animadverting upon the sanitary arrangements or the supplies on board, will submit a duplicate of such report to the officer commanding prior to submitting the original to the principal medical officer at the port of disembarkation.

Medical officers' reports.

1314. Whenever scurvy or any infectious disease has made its appearance amongst the soldiers or their families during a voyage, the medical officer in charge, on landing, is required to make a special report of the circumstance to the military and medical authorities at the port of disembarkation.

Special report of scurvy, &c.

1315. Individual officers returning from foreign stations without troops, are to report in writing to the Adjutant-General their arrival in the United Kingdom, transmitting at the same time a copy of the general order or other authority upon which they have returned. They are in all cases to notify their addresses to their regimental agents. General officers and regimental field officers are expected to report themselves personally to the Adjutant-General at the Horse Guards as soon as practicable after their arrival in England. In the event, however, of circumstances rendering it inconvenient for such officers to proceed to London they are to report their arrival by letter to the Adjutant-General, and at the same time request to be exempted from personal attendance.

Officers returning from foreign stations.

II. Disposal of Detachments and Documents.

1316. All detachments of invalids, time-expired men, and other details sent home from foreign stations, will, as a general rule, be disembarked at Spithead, and are to be disposed of in accordance with the following instructions.

Disposal of detachments at Spithead.

1317. Invalids and insane men of the regular army, together with their families, and all soldier's widows and orphans, under charge of the officer in command, and accompanied by the medical officer in charge, are transferred to a Government steamer and hospital barge for the purpose of being landed at Netley, (the baggage to be conveyed in the steamer,) and handed over, together with their documents, to the commandant of the Royal Victoria Hospital. Officers coming home in charge of invalids are on no account to quit the men committed to their care until they shall have delivered them over to the commandant at Netley, and shall have received his permission to leave that hospital.

Invalids of the regular army.

1318. All other men of the regular army, viz: soldiers, with their families, sent home to their depôts for duty, or as time-expired men, or as deserters, men for discharge as bad

Other details of the regular army.

SECTION 24.

DISEMBARKATION OF TROOPS.

II.

DISPOSAL OF DETACHMENTS AND DOCUMENTS—cont^d.

characters, and military convicts embarked in charge of the officer commanding the troops, are to be landed at Portsmouth, under charge of the officer left in command on the departure of the senior officer for Netley, and handed over with all papers appertaining to them to the disembarking officer.

H. M. Indian forces.

1319. Invalids and other men (except lunatics) of Her Majesty's Indian forces, with their families, are also landed at Portsmouth, for further proceeding to London. Insane men of Her Majesty's Indian forces, are, if practicable, to be taken on to London in charge of the master of the ship, to whom their papers are to be handed over by the surgeon on his disembarkation at Spithead.

Men for discharge as bad characters.

1320. Men sent home for discharge with ignominy or as bad characters, whose term of imprisonment has expired are not to be sent to their depôts but are to be discharged immediately on disembarkation, their accounts being settled by a paymaster at Portsmouth, who will be appointed for that duty from time to time by the General officer commanding.

Military convicts.

1321. Military convicts arriving from abroad without Judge's orders are to be detained in garrison cells, or in other military custody, until the arrangements laid down in the Mutiny Act have been made for their removal to a convict prison. Military convicts, accompanied by Judge's orders, are to be at once removed to Millbank and a covering route applied for.

Temperance money.

1322. The officer commanding detachments will receive from the master of the ship, before disembarkation, whatever amount may be due to his men as "temperance money," which amount he will hand over with their documents.

Kits.

1323. The kits of men who may have died on the passage are to be sold on board, if possible.

Preparation of documents.

1324. The following returns and documents are required from officers commanding detachments arriving from foreign stations, and are to be prepared by the time the vessel reaches Spithead. In exceptional and unavoidable cases of detachments being sent to any other port than Spithead, the returns and documents are to be prepared by the time the vessel reaches England; those referring to invalids destined for Netley being kept distinct from those required for other details. All the printed forms required for this purpose, as hereafter specified, are to be handed over to officers commanding by staff officers embarking troops.

A.—For Assistant Quarter-Master General or Disembarking Officer.

1. *Nominal roll*, by corps, of all the troops on board, distinguishing invalids from others, and including women and children, specifying the ages of the latter.

2. *Report* on a hired transport or freight ship, to be prepared, at the end of the voyage, on the form prescribed in the

DISEMBARKATION OF TROOPS.

SECTION 24.

DISPOSAL OF DETACHMENTS AND DOCUMENTS—cont^d.

II.

“Transport Regulations,” together with any proceedings of Courts of inquiry or Boards of survey on provisions, &c.

This report is to be filled up in quadruplicate, and signed by the Military commanding officer, who is to deliver one copy to the master before leaving the ship, and to hand over the other three copies to the disembarking officer who is to transmit two of them to the Quarter-Master General.

Documents for Assistant Quarter-Master General.

Should there be a transport officer on board the ship, the four reports are to be first handed to him for his remarks and countersignature.

3. *Return* (in duplicate) when there has been a short issue of provisions, and none of the prescribed equivalent articles have been given in lieu thereof. This return is to show accurately the quantity of each kind of provision deficient on each day, and the number of men, women, and children under and above 10 years of age, receiving the short rations on such days. No account is to be taken of those short issues for which the troops may have received *substitutes* as an *equivalent*; and in cases where other articles may have been substituted *in part* for those deficient, the one should be deducted from the other, and the balance only returned as short issued or deficient. The proportion which the substitutes are to bear to the deficiencies, in regard to quantity, is to be arranged at the time of issue between the officer commanding the troops and the master of the ship.

4. *Disembarkation* returns, on W.O. Form 726, in quadruplicate.

5. *The Discharge documents* and other papers of all the men to be landed at Portsmouth.

6. A *certificate*, on W.O. Form 62, for every widow and orphan and for every soldier's wife unaccompanied by her husband, showing that the bearer is entitled to free passage. Such certificate is to be signed by the Commanding officer and paymaster of the corps to which the women and children belong.

7. Such documents as relate to men who are to be discharged at the port of disembarkation and are necessary for settling their accounts, are to be kept separate from all others and handed over by the disembarking officer to the regimental paymaster at Portsmouth, who may be appointed for that purpose [See para. 1320].

B.—For the Commandant of the Royal Victoria Hospital at Netley.

Documents relating only to invalids and insane men of the regular army, as follows:—

Documents for Commandant at Netley.

1. *Nominal roll* of the men, their wives and families, or widows and orphans, if any.

2. *Acquittance roll*, W.O.F. 451, to be signed by each man whether accounts have been opened or not.

3. *Acquittance roll*, W.O.F. 450, of any men who may have died on the passage. This roll is to be accompanied by an *in-*

SECTION 24.

DISEMBARKATION OF TROOPS.

II.

DISPOSAL OF DETACHMENTS AND DOCUMENTS—cont^d.

ventory of kit, particulars of sale of effects, and statement of accounts for each man; also by any medals, watches, trinkets, &c. belonging to the deceased.

4. *Ration return*, W.O.F. 322, required only on a voyage from the colonies; not from India. A duplicate is to be handed to the master of the vessel.

5. *Discharge documents* and other papers according to regulation.

And for the Principal Purveyor at Netley.

6. *Claims*, on W.O.F. 172, for wages of hospital servants employed on the voyage. The names and rank of the men, together with the nature and period of each man's employment, are to be carefully entered whether he belong to the permanent hospital staff or not.

7. A *certificate* from the medical officer in charge that the servants were actually and necessarily employed in attendance on sick soldiers; an additional certificate being added in the case of special orderlies when the orderlies exceed 10 per cent. of the sick in hospital.

8. A *certificate* from the officer commanding that the servants did not receive free rations during the voyage.

9. A *certificate* from the medical officer showing the average number of sick daily under treatment and in hospital during the voyage.

C.—For the Military Accountant at Portsmouth through the Disembarking Officer.

Documents for
Military Ac-
countant.

Documents relating to all men other than those sent to Netley, as follows:—

1. *Acquittance roll*, W.O.F. 451.

This document is only required when accounts have been opened between the troops and officers commanding.

2. *Acquittance roll*, W.O.F. 450, of any men who may have died on the passage. This roll is to be accompanied by an *inventory of kit*, particulars of sale of effects, and statement of accounts of each man; also by any medals, watches, trinkets, &c. belonging to the deceased.

3. *Ration returns*, W.O.F. 322, separate for each corps. These returns are required in all cases. In the case of troops from the colonies, duplicates are to be handed to the captain or master of the vessel.

Conveyance of
invalids by cab
to Netley.

1325. When invalids landed from abroad require to be conveyed by railway or other means to their destination, the officer commanding the detachments is to obtain from the medical officer a certificate that those men for whom conveyance by cab is required, are unable to march.

DISEMBARKATION OF TROOPS.

SECTION 24.

DISPOSAL OF DETACHMENTS AND DOCUMENTS—cont^d.

II.—III.

1326. In order to guard against the possibility of the detachments landing at Netley and Portsmouth in a state of intoxication, the officers in charge are held strictly responsible for the state of their men. They are accordingly to adopt the most stringent measures to prevent liquor being obtained from the boats which surround vessels on their arrival at Spithead, or from the sailors on board the steamers during the transhipment from Spithead to Portsmouth and Netley.

Precautions
against intoxi-
cation.

III. Disembarkation of Horses.

1327. In taking horses out of a ship the same precautions are necessary as when embarking them (*see* paras 1213-16). For some days after a long voyage they should be led by hand at a gentle pace (not out of a walk) and no weight put on their backs.

Landing of
horses.

1328. The disembarkation of horses by swimming is more easily effected than their embarkation by the same method, as their instinct assists in bringing them ashore. The horse should be lowered in the sling over the side without fastening the breast rope or breeching. When the tackle is unhooked the sling opens and is at once slipped from under. The neck rope should be hauled close up and secured, and the horse's head supported as directed in para. 1216. If necessary, two horses may be made to swim ashore at a time, one at each side of the boat.

Swimming
to land.

SECTION 25.

I.

SECTION 25.—RECRUITING.

I.—Enlistment of Recruits.

II.—Re-enlistment and Re-engagement.

III.—Returns.

I. Enlistment of Recruits.

Books of regulation for guidance.

1329. The regulations which govern the enlistment of recruits and the re-engagement or re-enlistment of soldiers are contained in the—

Army Service Act,
The Mutiny Act and Articles of War,
The Royal Warrant, 1866, Part I.
The Army Medical Regulations,

and in the Circulars and General orders which may from time to time be issued from the War Office or Horse Guards in relation thereto.

Inspector-General of Recruiting.

1330. The Inspector-general of recruiting is charged with carrying out all orders and regulations on subjects connected with the recruiting service, and attending to the details of that department. Communications on matters relating to the recruiting service are to be addressed to the Adjutant-General, with the words "Inspector-General of Recruiting" noted on the envelope and in the upper left hand corner of the letter.

General regulations.

1331. The following regulations regarding the selection of recruits for the Cavalry, Artillery, and Engineers are to be strictly adhered to.

Cavalry.

a. Regiments of cavalry are classified as follows:—

<i>Heavy.</i>	<i>Medium.</i>	<i>Light.</i>
4th Dragoon Guards.	1st Dragoon Guards.	3rd Hussars.
5th " "	2nd " "	4th " "
1st Dragoons	3rd " "	7th " "
2nd " "	6th " "	8th " "
	7th " "	10th " "
	5th Lancers.	11th " "
	6th Dragoons.	13th " "
	9th Lancers.	14th " "
	12th " "	15th " "
	16th " "	18th " "
	17th " "	19th " "
		20th " "
		21st " "

Artillery.

b. ARTILLERY :

Drivers.—Grooms, farm labourers, and others of the like class who have been accustomed to the care and management of horses, and who may not quite fulfil all the required conditions as to age and standard, but who from their appearance are likely to become good drivers, will be enlisted on special application being made to the Adjutant-General through the inspecting field officers of districts, or in the case of a head-quarter recruit, through the deputy adjutant-general of artillery.

ENLISTMENT OF RECRUITS—cont^d.

I.

c. ENGINEERS :

Sappers.—Recruits must be men of good character, and able to read and write. They must have been brought up as, or served their apprenticeship as, carpenters and joiners, cabinetmakers, stonecutters, builders, bricklayers, blacksmiths, millwrights, wheelers, coopers, painters and glaziers, plumbers. Engine fitters are not to be enlisted as blacksmiths. Only such jobbing smiths and farriers as can work at the forge are to be enlisted.

The utmost care is to be exercised in the enlistment of tradesmen. None but good artificers are to be taken, and their qualifications must be ascertained by actual trial in the trades to which they profess to have been brought up, or if this be impracticable such testimonials must be obtained from their late employers as will fully satisfy the officer of their skill and acquirements.

Men of other trades required only in limited numbers,—such as miners, shoemakers, printers, collar and harness makers, clerks, surveyors, draughtsmen, photographers, architects, engineers and tailors—will be enlisted on special application being made to the Adjutant-General through the inspecting field officers of districts, or in the case of head-quarter recruits, through the deputy adjutant-general of engineers.

Drivers.—Men accustomed to the care and management of horses are preferable to others. Special application, however, must be made to the Adjutant-General through inspecting field officers of districts, or in the case of head-quarter recruits, through the deputy adjutant-general of engineers before any men are enlisted for drivers, there being but two troops in the engineers, and vacancies occurring but seldom.

Recruiting for the Household Troops will be carried on under their own special regimental arrangements.

1332. Schedules showing the age, standard, and chest measurement of recruits on enlistment for the different arms of the service will be published from time to time in general orders.

1333. At least twenty-four hours and a half must be allowed to elapse between the enlistment* and attestation, and care must be taken that the recruit be brought forward for attestation before the expiration of the prescribed period of four days, or ninety-six hours after enlistment, any intervening Sunday, Christmas day, or Good Friday not included.

1334. When a military medical officer on full pay is within a reasonable distance of the place of enlistment, the recruit is to be taken before him for surgical examination. If there be no such officer near, he is to be examined, when practicable, by a surgeon or assistant surgeon of militia. In the event, however, of neither of these officers being available, the recruit may be examined by any civilian surgeon who may have been specially authorized to perform that duty.

Engineers.

Household Troops.

Age and standard.

Time between enlistment and attestation.

Medical certificate.

* Although it is not illegal to enlist recruits on Sunday, recruiting parties are to refrain from making enlistments on that day without special authority.

SECTION 25.

RECRUITING.

I.

ENLISTMENT OF RECRUITS—cont^d.

Chest measurement.

1335. In addition to the medical examination, which is to be made in accordance with the "Medical Regulations," the recruit is to be measured round the chest in a line over the nipples, with his arms placed straight above his head, the backs of the hands touching each other and the edges of the feet together, and at the same time made to count the numbers from one to ten, in a loud tone of voice, and slowly. The superintending officer and not the surgeon will be held responsible for the correctness of this measurement. Should inspecting field officers of recruiting districts or officers commanding corps consider a recruit, when inspected for approval, to be deficient in chest measurement, a special report is to be made direct to the Adjutant-General for submission to the Commander-in-chief as to the final disposal of the man.

Selection of recruiting parties.

1336. Officers commanding regiments and dépôts are responsible that no one is selected for the recruiting service who is not in every respect qualified for the performance of the duty required of him. Only serjeants or corporals of cavalry, artillery, or engineers, and serjeants of infantry are to be employed on the recruiting service, unless it should be found necessary to send out privates in addition. All recruiting parties are to undergo a careful medical examination before they are allowed to proceed on that duty. Married men are not to be employed on this service without special authority.

Applications for recruiting parties.

1337. Applications for authority to detach, withdraw, remove, or relieve parties are to be addressed by officers commanding corps to the Adjutant-General direct; and when approved by the Commander-in-chief, "routes" for detaching non-commissioned officers or men from their corps will be sent to them by the Quarter-Master General. Parties already employed in recruiting will be withdrawn or removed under routes issued by inspecting field officers of districts.

Enlistments at head-quarters of corps.

1338. Whenever vacancies exist in the establishments of corps which there is reason to believe may be filled up by enlistment at head-quarters, and without the aid of recruiting parties, commanding officers are at liberty to recruit at their head-quarters without applying for authority to do so.

Beating orders.

1339. Before recruiting parties leave the head-quarters they are to be furnished with beating orders, application for which is to be made by commanding officers to the Secretary of State for War. When parties are quartered in places where a superintending officer is stationed they will deposit with him their beating orders.

Recruiting parties not to quit their stations.

1340. No non-commissioned officer or soldier employed on the recruiting service is to leave his station, or quarter himself in any of the neighbouring towns or villages, for the purpose of attending fairs or on any other pretence, without the express authority, in-

RECRUITING.

SECTION 25.

ENLISTMENT OF RECRUITS—cont^d.

I.

writing, in each particular case, of the superintending officer. All persons authorized to enlist recruits are to be in uniform at the time an enlistment takes place.

1341. All applications for authority to enlist foreigners, or recruits not conformable to the established regulations as to age and standard, are to be submitted direct to the Adjutant-General, on W. O. Form 560. In the former case the number of foreigners already on the strength of the regiment is to be stated.

Special enlistments.
Foreigners.

1342. No boy is to be received into the service for the purpose of being trained as a trumpeter, drummer, or bugler, who does not, from his make and stature, offer the fairest hopes of growth, and of becoming, when he has attained the proper age, an effective soldier. No boy under the age of fourteen years is eligible for enlistment, except under very special circumstances. Before a boy is enlisted the consent of his parents or guardians is to be obtained. The number of boys enlisted must not exceed the proportion of one for every 100 rank and file, laid down by the Royal Warrant, Part I.; the boys being included in the establishment of rank and file. Applications for authority to enlist boys are also to be made on W.O. Form 560, showing the number of boys or lads actually on the strength not bearing arms, and specifying in what manner they are employed. General officers commanding at foreign stations may sanction the enlistment for cavalry and infantry, of boys, sons of soldiers, if they are in all respects eligible under the conditions specified in Art. 435 of the Royal Warrant, Part I.

Boys.

1343. Married men and widowers with a child or children are not to be enlisted without special authority, whether they have served in the army before or not.

Married men.

1344. Recruiting parties are forbidden to induce militiamen to enlist into Her Majesty's regular forces without the consent of their commanding officer. Militiamen are not in any case to be enlisted until they procure from their commanding officer the usual conditional discharge certificate. In every instance of the enlistment of men from the militia into the regular forces, commanding officers are to notify to adjutants of militia, within the period specified in the conditional discharge certificate, the approval, or otherwise, of the men.

Militiamen.

Enlistment to be reported.

1345. No officer under the rank of field officer is competent to approve of a recruit, or to pass a man into the service, without a special authority to that effect from the Commander-in-chief. Commanding officers of corps are to inspect each recruit at the time of passing him into the service, and are not at liberty to question the previous approval of the recruit by the inspecting field officer, except on very special grounds, which must at once be reported direct to the Adjutant-General; the recruit not being passed into the service until a decision on the case has been arrived at. The medical inspection of a recruit by a district

Inspection and approval of recruits.

SECTION 25.

RECRUITING.

I.

ENLISTMENT OF RECRUITS—cont^d.

staff surgeon is in like manner to hold good; but in the event of any medical disability being discovered after the man has left the district head-quarters, the course prescribed in par. 1351 is to be followed.

Question to be put to recruits.

1346. On the arrival of recruits at their regiment or dépôt, the Adjutant is to enquire of each recruit, in the presence of the conducting serjeant, whether he has received the full amount of his pay, viz.: 1s., exclusive of his bed and board on route since he left the last district.

Inspection of direct recruits.

1347. All recruits or re-enlisted men sent direct to a regiment or dépôt are to be inspected by the officer commanding. If they are rejected for any cause showing culpable inattention on the part of the recruiting officer, they are to be at once discharged with a protecting certificate, and sent back to the place of their enlistment; and the commanding officer is to insert on their attestation "all expenses disallowed." The expenses in such cases will fall on the recruiting officer who signs the certificate on the back of the attestation. The same course is to be pursued by inspecting field officers of recruiting districts with regard to recruits inspected by them.

Posting recruits to battalions.

1348. Recruits enlisted, and men re-engaged or re-enlisted, for a regiment having two or more battalions are to be taken for the regiment generally. The inspecting field officer who approves them or the officer who passes them into the service, is to post them to a particular battalion.

Changes of station to be notified.

1349. In order that recruits may be moved by the most direct routes from the district to the head-quarters of their corps, commanding officers of regiments and dépôts are to apprise inspecting field officers of districts of all changes in the station of their head-quarters.

Recruiting by men on furlough.

1350. Soldiers (Royal Engineers excepted), when proceeding on furlough, are to be instructed by the commanding officers of the regiments and dépôts to which they belong that if they can procure recruits for their respective corps, it will only be necessary for them to hand over any men they may obtain to the nearest recruiting party for enlistment. If the recruits are passed into the service the soldiers will be entitled to the usual bringing money authorized by Art. 444 of the Royal Warrant, 1866, Part I.

G. O. 12.

Disposal of rejected recruits.

1351. The following course is to be adopted with respect to recruits who may be objected to for surgical, medical, or constitutional causes, on joining districts, regiments, or dépôts.

Medical board to assemble.

(a.) A report of the case—on W.O. Form 584—accompanied by the attestation, is to be made to the General officer commanding the district, or to the Adjutant-General—should the regiment or dépôt not be included in any district,—who will immediately order a medical board to assemble for the examination of the recruit.

RECRUITING.

SECTION 25.

ENLISTMENT OF RECRUITS—cont^d.

I.—II.

- (b.) Should the board consider the recruit fit for service, their report—on W.O. Form 585—is to be transmitted direct to the commanding officer of the corps to which the man belongs, and that officer is forthwith to pass the recruit into the service. When reported fit.
- (c.) Should the recruit be found unfit for service, the report of the board and attestation are to be transmitted for further instructions to the Adjutant-General [or to the deputy adjutant-general in Dublin]. A copy of the report is also to be sent to the Director General, army medical department. When reported unfit.
- (d.) Whenever a medical board cannot conveniently be assembled, the report—referred to in (a.)—and the attestation are to be transmitted by the inspecting field officer of the district or by the officer commanding the district, regiment, or dépôt, as the case may be, to the Adjutant-General (or deputy adjutant-general in Dublin), together with the opinion of the regimental medical officer, as to the date from which the cause of disability is likely to have existed. The opinion of the Director General of the army medical department will then be obtained, and the decision of the Commander-in-chief as to the final disposal of the recruit, will be duly notified by the Adjutant General to the district or corps. When a board cannot be assembled.

II. Re-enlistment and Re-engagement.

1352. As the Mutiny Act requires that men discharged at the expiration of their first period of limited service should be approved by competent military authority as fit persons for Her Majesty's service *before* they are re-engaged, recruiters are not to re-engage such men, but are to direct them to proceed to the head quarters of the district, subdivision, or corps, where they can be re-engaged, if considered eligible, under the provisions of the Royal Warrant, Part I., Art. 454–457. Recruiters not to re-engage men without authority.

1353. Men who have served previously are to be required, before they are re-enlisted or re-engaged, to produce the parchment certificate of their discharge, a careful examination of which will show at once whether they are eligible or not. If the character is cut off the certificate, the men are not to be taken back into the service. When men who have been discharged with a good character, but who are marked with the letter D, offer themselves for re-enlistment or re-engagement, they are not to be taken without special authority from the Adjutant-General. Character.

1354. The height of a man offering himself for re-engagement is not to render him ineligible, though he may be below the existing standard; but in the re-engagement of men discharged Standard of re-engaged men.

SECTION 25.

RECRUITING.

II.—III.

RE-ENLISTMENT AND RE-ENGAGEMENT—cont^d.

from cavalry the regulations of height for heavy, medium, and light cavalry are to be adhered to.

Examination
of parchment
certificate.

1355. In filling up attestations and schedules care is to be observed that prior to the men being taken before the magistrate for re-enlistment or re-engagement, their parchment certificates are examined, in order that the then correct age of the men may be ascertained and inserted in the attestations or schedules. The parchment certificate is in all cases to be attached to the attestation or declaration.

III. Returns.

At home.

1356. The weekly, monthly, and quarterly returns of recruits on W.O. Forms 18, 847, and 559 respectively—are to be furnished to the Adjutant-General by commanding officers of regiments of cavalry and infantry; and in the case of the Artillery and Engineers, by the deputy adjutants-general of those corps. A monthly nominal return of Artillery recruits [W.O. Form 311], medically inspected by private practitioners, is also to be furnished by the deputy adjutant-general R.A. Departmental corps are to furnish quarterly returns only. Inspecting field officers of recruiting districts are to transmit to the Adjutant-General the weekly and monthly returns on W.O. Forms 311, 546, 576, and 577 respectively.

Abroad.

1357. Officers commanding corps on foreign service are to transmit monthly to the Adjutant-General a nominal and descriptive return [W.O. Form 847] of any men enlisted at the head-quarters, and of those who, having been discharged at the expiration of their first term of limited service, have been re-engaged for a further period; forwarding at the same time their parchment certificates and re-engagement papers.

SECTION 26.—GYMNASTICS.

I.

I.—General Rules.
 II.—Training of Recruits.
 III.—Drilled Soldiers.

IV.—Running Drill:
 V.—Fencing.
 VI.—Swimming.

I. General Rules.

1358. The object of Gymnastic Instruction in the army is to develop and increase the physical powers of the soldier, and the exercises are so arranged that, while the most advanced are sufficient to test the powers of the strongest, the preliminary ones can be performed without injury to the weakest frame.

Object of instruction.

1359. Non-commissioned-officers detached from their regiments to the gymnasium at Aldershot for the purpose of being trained as instructors are to be subjected to a strict medical examination as to their physical powers and fitness for the duty. They must be unmarried, not over 25 years of age, and if belonging to the mounted branches of the service must be good swordsmen. In the cavalry, they are to take with them the sword and belt, pouch and belt, cloak and sabretache; and in the infantry, the shako, waist belt, and great coat.

Training of non-commissioned officers as instructors.

1360. Previous to commencing the course, a strict medical examination is to be made of each man, and measurements (to be repeated at the end of the course, or when the man returns to duty) are to be taken of his chest, fore-arm, and upper-arm. His height, weight, and age are also to be noted in the "measurement books" (to be obtained from the War Office), which are to be kept in each gymnasium. During the course of instruction further medical inspections are to be made, fortnightly of recruits, and monthly of trained soldiers.

Soldiers to be medically examined.

1361. Men under instruction in the gymnasia are to take their great coats with them in cold and windy weather, and to wear them buttoned up over the chest, and round the neck, on returning to quarters after drill. Five or ten minutes are to be allowed to enable the men to cool themselves before leaving the gymnasium at the termination of the exercise; and non-commissioned officers of squads are to be held responsible that the men go straight to their rooms, and there at once thoroughly dry themselves.

Sanitary precautions.

1362. In the event of any man being absent from the course for more than ten days, either in hospital or prison, and being thereby reduced in strength, a memorandum to that effect is to be sent to the gymnasium on his return to duty, in order that extra precautions may be taken in exercising him. A similar course is to be adopted in the case of any soldier who may have been in hospital or prison within a short period of being detailed for gymnastic instruction.

Absent men.

I.—II.

GENERAL RULES—cont^d.

Care of
buildings and
apparatus.

1363. The senior instructor at each gymnasium will be held responsible for its condition, and for the apparatus and stores. He is to see that the apparatus is properly dusted daily, the tan raked, and the boarded floor swept. The floor is to be thoroughly cleaned by washing or dry scrubbing, at least once a week, and the walls of the gymnasium be lime-washed once, if not twice a year. The apparatus will require occasional scrubbing with sand or sand-paper. During the exercises, the greatest possible quantity of air is to be admitted without draught; the building should be considered properly ventilated, only when there is no smell perceptible to persons entering from the outer air. After the exercises, all the windows and ventilators are to be opened, care being taken that they are closed at night.

Requisitions
for stores.

1364. Requisitions for stores not exceeding the annual allowance are to be made to the barrack master. Requisitions in excess of that allowance are to be made through the Director of Gymnastics.

II. Training of Recruits.

Course for
recruits.

1365. The gymnastic training of recruits is to commence simultaneously with the squad-drill without arms; and in order that this shall not interfere with the prescribed musketry course, under ordinary circumstances recruits are not to be handed over to the musketry instructor for the first two months after joining. During that time the gymnastic training is to form a component portion of the ordinary recruit drill, marching, manual, and platoon exercises, &c. Young officers, while at recruit drill, are to undergo gymnastic training with the squads.

First month.

1366. The duration of a lesson is never to exceed one hour and a half at a time, and as a general rule, one hour's drill in the gymnasium daily, when combined with recruit drill, will be sufficient for the first month, during which period gymnastic drill is to be confined to the elementary exercises, and is not to go beyond the second course. At the end of the first month the progress of each man is to be tested; and those who are found capable of performing efficiently the exercises in the second course are to be formed into separate squads, and instructed in the exercises of the third course. Those who are incapable of doing so, are to repeat the second course,—their attendance at the gymnasium being increased to two hours daily if requisite.

Second month.

1367. At the end of the second month the squads are to be again tested, and those sufficiently advanced are to be selected for further instruction after they shall have undergone the prescribed musketry course for recruits.

Third month.

1368. All recruits, however active and powerful naturally, are then to continue the gymnastic exercises for a third month. At the end of that time a selection is again to be made, and those

TRAINING OF RECRUITS—cont^d.

II.—III.

who have acquired such strength and activity as to be capable of performing all the exercises laid down in the fourth course, are to be relieved from further attendance at the gymnasium as a drill. It will, however, be optional for them to further improve themselves by voluntary practice, and the gymnasium is to be open at stated hours for that purpose.

1369. Weak and awkward men are to be kept under gymnastic training for six months; and if at the end of that time they should be below the standard of efficiency laid down, a detailed report of their cases is to be made to the Adjutant-General.

Awkward men.

III. Drilled Soldiers.

1370. Next to the forming of recruits, the object of the gymnastic training is to harden and strengthen the trained soldier, so as to enable him to cover 1,000 or more yards of ground at a rapid pace, and leave him in good wind and able to use his bayonet efficiently.

Trained soldiers.

1371. In camps or garrisons the gymnastic instruction of the drilled soldier is to be carried on in such a manner as to interfere as little as possible with his ordinary duties. This can be done without difficulty, as follows:—

Course of instruction.

A number of men are to be selected (according to the capacity of the gymnasium, but in no case to exceed one-sixth of the garrison) and subjected to a strict medical examination—all those with rupture, or a tendency to it, being rejected. They are then to be formed into squads, and detailed to attend the gymnasium every alternate day for one hour, care being taken that the guards and other garrison duties are not interfered with.

1372. The Table contained in Appendix No. 8, shows the hours of instruction in a gymnasium capable of containing sixty men at a time; the same with slight alterations would serve for all garrison gymnasia. The duration of the course is not to exceed three months.

Hours of instruction.

1373. The attendance of men under ten years' service is to be made compulsory; but men of longer service *may be allowed* to go through a course, subject to the approval of the medical officer.

Compulsory attendance.

1374. In order further to encourage the men, at the end of every three months' course, three or four of the most efficient are to be retained at the gymnasium to go through a second course—at the termination of which, if they show further improvement, and give promise of becoming efficient instructors, they may be appointed assistant instructors, from among whom the regular instructors are to be selected as required.

Assistant instructors.

1375. No man is to be allowed to practise with the voluntary classes until after he shall have passed through a three months' course.

Voluntary classes.

SECTION 26.

GYMNASTICS.

III.—V.

DRILLED SOLDIERS—cont^d.

Reports.

1376. At the end of every quarter a report, on W.O. Form 433, is to be made from each gymnasium by the officer or instructor in charge, of the number of men attending, the progress made, and the condition of the apparatus and stores, noting any other points of interest. On the relief of every class a full return of measurements of the men who have completed the course will be furnished according to W.O. Form No. 137, E. Both these reports are to be sent through the officer commanding to the Director of Gymnastics, who will transmit them, with his observations, to the Adjutant-General, for the information of the Commander-in-chief.

IV.—Running Drill.

Running drill.

1377. Running drill is to be practised in all infantry regiments in conjunction with the ordinary drills, and the following rules are to be observed in carrying out the practice:—

- a. The men are to be exercised at the early morning, and at the afternoon drills; but the same men are only to run once in each day. All men over 15 years' service,—and weakly men (if considered unfit by the medical officers)—are to be excused.
- b. During the first fortnight the distance run is not to exceed 300 yards. For the second fortnight the distance may be increased to 600, and for the third fortnight to 900, at the end of which time the practice is to be carried on daily at 1,000 yards, the men running, on alternate days, with arms and accoutrements.
- c. The pace is not to exceed six miles an hour.
- d. Care must be taken that the men are not exercised at the full distance of 1,000 yards, until they shall have gone through the six weeks' preliminary practice at the shorter distances.
- e. Where the ground will admit of it, the men are to run 15 or 20 abreast, in single rank; otherwise by companies in "fours."
- f. When a regiment is sufficiently trained in the running practice, a certain number of movements are to be performed at each drill at "the double," except when the men are in marching order.
- g. In tropical climates these rules may be modified—as regards time and extent—at the discretion of general officers commanding.

V. Fencing.

Fencing.

1378. In the cavalry, classes are to be formed for the practice of fencing in accordance with the established "System of fencing for the use of instructors in the Army," 1864. All officers of cavalry on first joining a regiment are to go through a course

GYMNASTICS.

SECTION 26.

FENCING—cont^d.

V.—VI.

of fencing drill ; and after the men have been regularly instructed, every encouragement is to be given to them to continue the practice voluntarily.

1379. At stations where military gymnasia have been, or may hereafter be, constructed, all young officers of infantry are, on joining their regiments or depôts, to be put through a complete course of instruction in fencing therein ; and all other officers should be encouraged to practise this exercise during their leisure hours as much as possible. Officers of cavalry are to receive instruction in fencing at their regiments, whether there be a garrison gymnasium or not.

Officers.

VI. Swimming.

1380. The art of swimming is to be taught as a military duty at all stations where facilities for it exist. During the proper season regular bathing parades are to be formed for the purpose of instruction in swimming. The skilled swimmers in each troop or company are to be ascertained, and so distributed that there may be a sufficient number in each squad to teach the rest.

Bathing parades.

Instructors.

1381. In order to prevent accidents and loss of life among the troops, through incautious bathing on the part of soldiers unable to swim, small piquets, composed of expert swimmers, are to be told off, at the discretion of commanding officers. They are to be instructed to attend the bathing places frequented by the troops, to be prepared to jump in to the assistance of any man in danger, and in the event of accident, to follow—to the best of their ability—the “Instructions for the recovery of the apparently drowned,” printed by the Royal National Lifeboat Institution, a copy of which is to be posted up at all such bathing places, as well as in every hospital and barrack. Should an accident occur, one man of the piquet is to be immediately despatched for the nearest medical officer.

Prevention of accidents.

1382. A list of swimmers is to be kept in each troop and company, and with a view to ascertain the progress made by the troops, periodical trials, under the superintendence of an officer are to be made of men who have learnt to swim ; and all who are found competent are to have their names added to the list.

Lists of swimmers.

SECTION 27.

I.

SECTION 27.—MEDALS AND REWARDS.

I.—Recommendations for Medals.

II.—Forfeited Medals.

III.—Lost Medals.

I. Recommendations for Medals.*

Regulations for granting medals, &c.

1383. The regulations governing the grant of MEDALS and REWARDS for *Valour, Meritorious Service, Distinguished Conduct in the Field, Long Service and Good Conduct* to non-commissioned officers and soldiers are contained in the Royal Warrant (1866), Part 1.

Applications, to whom addressed.

1384. Commanding officers of regiments are to address their recommendations for the "Medal with Annuity," "Victoria Cross," and "Distinguished Conduct Medal" to the Military Secretary, transmitting at the same time descriptive returns and records of service of those whom they may recommend for these honourable distinctions.

Medal and gratuity.

1385. When commanding officers of regiments recommend soldiers for the medal, with or without gratuity, for long service and good conduct—which should be done as soon as practicable after the completion of the term of service required by the Royal Warrant—they are to transmit to the Adjutant-General a return of each individual so recommended, according to the prescribed form (W.O. Form 439); care being taken to state accurately in this return where the soldier recommended is serving, and the year for which he is recommended.

Men serving abroad.

1386. When the regiment is abroad it must be stated in the application whether the recipient is likely to be sent to England as an invalid or otherwise, before the decoration can be forwarded from England to the service companies.

Recommendations from depôts.

1387. In cases where the recommendation is made by the officer commanding the depôt of a regiment, he is to state in his letter inclosing the return, that he has communicated with, and obtained the concurrence of, the officer commanding the regiment, who is responsible that a proper account is kept of the appropriation of the limited amount allowed annually, so that no available gratuity may be lost to the regiment, and no recommendation made after the annual amount has been appropriated.

Serjeants.

1388. Commanding officers are not to abstain from recommending deserving serjeants for the medal and gratuity on the ground that they have been or are about to be recommended for the medal and annuity, as the former may be enjoyed until such time as the latter shall be awarded.

* For the mode in which medals are to be worn see para. 607.

MEDALS AND REWARDS.
SECTION 27.**RECOMMENDATIONS FOR MEDALS—cont^d.**

1389. The grant of this distinction is to be announced in regimental orders, in order that every man who obtains it may be held up as an object of respect and emulation to the non-commissioned officers and soldiers of the regiment in which he has served; and the medal is to be delivered by the commanding officer of the regiment to the soldier on parade, and is to be worn by him as an honorable testimonial of his Sovereign's approbation of his conduct.

I.—III.
Delivery of the medal.

II. Forfeited Medals.

1390. When medals granted to soldiers for service in the field, medals with gratuities, or medals with annuities for good conduct, are forfeited under the provisions of the Articles of War, they are to be transmitted to the Adjutant-General, for disposal. The same course is to be followed in the case of medals, which may be recovered after a soldier has been convicted of making away with them.

Disposal.

1391. When a soldier's forfeited service is restored under the authority of the Secretary of State for War (*see* Art. 471, Royal Warrant, 1866, Part I.), the applications for the restoration of medals forfeited with such service are to be made by commanding officers of corps direct to the War Office.

Application for restoration.

III. Lost Medals.

1392. Medals are to be shown at the weekly inspection of necessaries, when officers commanding companies are to ascertain that they are the property of the men showing them. When a man is unable to produce his medal, a board to consist of one captain and two subalterns—is to inquire into and record the cause of the loss. If the board be of opinion that the man has designedly made away with his medal, he is to be tried by court-martial; and, if convicted, put under stoppages, and the amount is to be credited to the public. In the case of a man losing a war medal, the offender may, after five years' absence from the regimental defaulters' book, be recommended to the Commander-in-chief for a new medal, on paying the value thereof. The application will be made on W.O. Form 42S.

Boards of Inquiry.

1393. If the loss be proved to have occurred from carelessness or neglect, the board may recommend that the loser may, after two years' absence from the regimental defaulters' book, be provided with a new medal at his own expense.

Loss through carelessness;

1394. If the loss be accidental the loser may be recommended by the board to be supplied with a new medal at once, either at his own expense or that of the public, according to the circumstances of the case; it being understood that, in order to justify the replacement of a medal at the public expense, the loss must be proved to have occurred on duty, by some accident entirely

Through accident.

SECTION 27.**MEDALS AND REWARDS.****III.****LOST MEDALS—cont^d.**

beyond the control of the loser. In all other cases, such as the loss of a medal cut from a tunic or stolen from a soldier's person, the loser must pay for it himself.

Board to take evidence as to character.

1395. The board is invariably to call for evidence as to the character of soldiers who lose their medals; and when no testimony regarding the loss is produced beyond the loser's own assertion, the board, except under very special circumstances, which it will record in its finding, is to deal with the case as if it were proved that the loss occurred from neglect.

Medals to be replaced at once.

1396. When the board recommends medals to be replaced at once, the proceedings in original, are to be transmitted in a letter, together with the prescribed form of return, giving a description of the medals, and the various clasps, if any. The proceedings are to be prepared on a separate sheet in each case, unless the circumstances attending the loss be actually the same in each. In cases in which the clasps are not lost they are to be transmitted to the Adjutant-General, to be attached to the new medal.

After prescribed period.

1397. When the board does not recommend a medal to be replaced at once, the proceedings are not to be forwarded to head-quarters until the prescribed time has elapsed, according to the regulations above given for making the application.

Foreign decorations.

1398. A lost medal or decoration bestowed by a foreign power on British troops cannot under any circumstances be replaced.

SECTION 28.—DISCHARGE OF SOLDIERS.

I.

<p>I.—General Instructions. II.—Discharge on Termination of Engagement. III.—Discharge by Invaliding. IV.—Discharge by Indulgence. V.—Discharge with Ignominy. VI.—Discharge for incorrigible Conduct.</p>	<p>VII.—Discharge when sentenced to Penal Servitude. VIII.—Discharge of Supernumeraries serving with Militia or Volunteers. IX.—Discharge for any special Purpose.</p>
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I. General Instructions.

1399. Non-commissioned officers or private soldiers are not to be discharged without the authority of the Commander-in-Chief, signified through the Adjutant-General;—of the General officer commanding in Ireland, signified through the deputy adjutant general at Dublin;—or that of the General, or other officer commanding on stations abroad to whom such power may in certain cases be delegated. No soldier can claim his discharge as matter of right, either with or without pension, until the expiration of his engagement. The various conditions under which soldiers may be discharged from the Army are specified in the Royal Warrant, Part I.

Authority for discharge.

1400. The under-mentioned classes of discharge do not require previous reference for authority, but must be carried out at once, as a matter of necessity, by the transmission of the discharge documents for confirmation, viz. :—

Cases in which previous authority is dispensed with.

- (a.) Those claimed by men serving at home on the termination of their limited engagement, whether the first or second term.
- (b.) Those consequent upon men having completed their second term of limited engagement while serving as supernumeraries with the Militia, or with Volunteer corps.

1401. All foreigners who may have been enlisted abroad are to be discharged or transferred previously to the return of a regiment from foreign service; and no man is to be allowed to accompany troops returning from a foreign station who is not entitled to his domicile, and eventually to a pension, in this country.

Discharge of foreigners abroad.

1402. General, and other officers, commanding at foreign stations or in districts at home, under whose authority or cognizance the discharge of a soldier belonging to a corps not under their command, is carried out, are to notify forthwith to his regiment or its dépôt the cause, and date of such discharge.

Notification to dépôts.

Preparation of Documents.

1403. Before a soldier is permitted to leave the corps to which he belongs, preparatory to his removal from the service under any

Regimental Board.

SECTION 28.

DISCHARGE OF SOLDIERS.

L

GENERAL INSTRUCTIONS—cont^d.

circumstances whatever, a regimental Board—composed of three officers, viz., the second in command of the regiment, as president, and the two next senior officers on the spot, as members—is to be assembled to investigate, verify, and record the following particulars on the prescribed W. O. Form, No. 83, viz. :—

- (a.) His services; both towards good-conduct pay and pension, and also towards completion of limited engagement, on the second page of the “proceedings of board,” and his service towards good-conduct pay and pension only, on the first page.
- (b.) The cause of discharge; which must be worded as prescribed for each class.
- (c.) His character, number of convictions by court-martial, and entries in the regimental defaulter book.
- (d.) His medals, wounds (their nature and in what engagement received), and number of good-conduct badges.
- (e.) His accounts and claims.
- (f.) His description, and intended place of residence.

Mode of recording character and good-conduct badges.

1404. The following certificate is to be appended to the “character” on the first page of the proceedings, viz. :—“His conduct has been _____, and he is in possession of _____ good-conduct badges.” When he is “not in possession of any good-conduct badges” it must be so stated. In the case of a serjeant, the entry should be as follows :—“His conduct has _____ and he was (or ‘was not,’ as the case may be), _____ when promoted, in the possession of _____ good-conduct badges, _____ and would—had he not been promoted—have been now in _____ possession of _____ good-conduct badges.”

1405. When a soldier is already in possession of one or more good-conduct badges, when within two months of being qualified for an additional one, the board is to state at the foot of the first page of the proceedings the date on which he may become entitled to such additional badge. When a man has never been tried by court-martial, or been entered in the regimental defaulter book, either or both of these facts are to be so stated. The dates of grant, forfeiture, and restoration of good-conduct pay are to be recorded in red ink on the second page.

Signature of soldier.

1406. When a soldier, authorized to be discharged, happens to be absent from illness or other cause, the proceedings of the regimental board are to be filled up, as far as they can be made applicable to the circumstances of the case; but in no instance, when it is possible to obtain it, is the man’s signature to the declaration on the second page of the proceedings to be dispensed with.

Completion and transmission of proceedings.

1407. The proceedings of the board are to be completed according to the prescribed form; the document being signed by the President and members of the board, and countersigned

DISCHARGE OF SOLDIERS.

SECTION 28.

GENERAL INSTRUCTIONS—cont^d.

I.

by the commanding officer. In the case of invalids at home it is to be signed by the commandant at Netley—or the General officer commanding the district or station; also by the principal medical officer. The document is to be transmitted in a letter quoting the order for discharge, and enclosing the parchment certificate alluded to in para. 1410,—to the Adjutant-general, or other prescribed authority, to be confirmed, or otherwise disposed of, according to the class of discharge, and the place at which it is to be finally carried out.

1408. The man's attestation is invariably to accompany these documents, when they are prepared in the United Kingdom. Attestation.
When prepared abroad, the commanding officer of the regiment is immediately to request the officer commanding the depôt to forward the attestation, in an explanatory letter, either to the Adjutant-general, the commandant of the Royal Victoria hospital at Netley, the Deputy Adjutant-general in Dublin, or to whatever other authority the discharge documents may be transmitted. In the case of discharges in the United Kingdom, where the attestation is one of the records ordered to be placed before the regimental board, it is obvious that the service can, and therefore must, be closed in the usual manner to the date of the assembly of such board.

1409. In the case of men arriving from foreign stations for discharge at the regimental depôt, the services should be continued on the second page of the proceedings, with the heading "*record continued at depôt,*" before the documents are transmitted to the Adjutant-general for confirmation. When material alteration becomes requisite, a fresh set of discharge documents must always be prepared in order to avoid erasures on the parchment certificate. In this case the officer commanding the depôt battalion is to sign the second page of the proceedings of the board. Men arriving from foreign stations.

1410. Every soldier, on being finally discharged, is to be furnished with a parchment certificate, on W.O. Form 64, which is to be confirmed by an officer of the Adjutant-General's department, or by other prescribed authority, before it is delivered to the man. Commanding officers are to prefix the word "conduct" to the character they record in the certificate, and add after it the number of good-conduct badges of which the man may be in possession. The cause and conditions of discharge, and all other information given in this certificate, are to be in exact accordance with those recorded in the proceedings of the board, except that the non-possession of good-conduct badges is not to be stated; but the service should at first be inserted in *pencil* only, to allow of its being afterwards calculated to the date of final discharge. Parchment certificate.

SECTION 28.

DISCHARGE OF SOLDIERS.

I.—II.

GENERAL INSTRUCTIONS—cont^d.

Army of
reserve.

1411. The board is to see that the descriptive return on the back of the parchment certificate is correctly filled in, and is to ask the soldier if he wishes to join the army of reserve. Should he reply in the affirmative, a record of his desire is to be made on his parchment certificate.

Correspondence.

Classification
of correspon-
dence.

1412. Correspondence relative to the discharge of soldiers is classified as follows. Each class is to be the subject of a distinct letter, both in the application for authority (when necessary), and in the subsequent transmission of the discharge documents, viz. :—

- a. On the termination of limited engagement.
- b. By invaliding in consequence of disability.
- c. By indulgence, at the man's own request, whether by purchase or free, with or without gratuity or pension of any kind.
- d. With ignominy.
- e. On account of incorrigible conduct.
- f. In consequence of a sentence of penal servitude by court-martial or by the civil power.
- g. On completing a service qualifying for pension, while serving as a supernumerary with militia or volunteer corps.
- h. For any other special cause.

1413. Each regiment is, as far as practicable, to form the subject of a separate communication.

II. Discharge on Termination of Engagement.

Previous
authority un-
necessary.

1414. The discharge documents of men who claim their discharge on the termination of their limited engagement, are to be prepared and transmitted in time to admit of their being confirmed before the last day of such engagement. General or other commanding officers of foreign stations are to proceed with the discharge, as in the cases of men receiving free discharges at their own request, according to whether the men desire to return home, or to remain in the colony and to be discharged on the spot, and whether or not they be entitled to a permanent pension.—(See para. 1446.)

Preparation of
documents.

1415. In preparing the discharge documents of these men, special care is to be taken to distinguish them from those discharged by indulgence "*at their own request*,"—by inserting as the cause—"in consequence of his having claimed it on termination of his first [or second] period of limited engagement." Such men, if not entitled to pension, are to sign the declaration on the 4th page of the proceedings, after the word "request" therein has been altered to "claim."

DISCHARGE OF SOLDIERS.

SECTION 28.

DISCHARGE ON TERMINATION OF ENGAGEMENT—cont^d.

II.—III.

1416. In the case of men desirous of re-engaging, but who are prevented from so doing by disability, the cause of discharge is to be entered both in the proceedings of the board and in the parchment certificate, as "in consequence of his being prevented " by disability from re-engaging." As the cases of such men will be submitted for the consideration of the Commissioners of Chelsea Hospital, the medical report (only) on the third page of the proceedings of the board is to be filled up by the examining surgeon. In doubtful cases, however, the soldier may be allowed to appear before a medical board, with a view to its deciding as to his fitness or unfitness to re-engage. In the case of men who are not permitted to re-engage "on account of their past conduct," the cause of rejection is to be recorded in the proceedings only, the parchment certificate stating "his limited service having " expired."

Men prevented from re-engaging.

1417. Soldiers wishing to re-engage on or before the expiration of their first term of service, are not to be rejected on account of minor defects or trivial ailments which do not interfere with the efficient performance of their duties. The following form of medical certificate is to be furnished in the cases of soldiers who may have completed their first period of service, and is to be considered final as far as their physical fitness is concerned.

Not to be rejected for trivial defects.

" I certify that I have carefully examined _____

Medical certificate.

of the _____ Regiment, who wishes to engage for a further term of _____ years, and that in my opinion he does not suffer from any disability or ailment likely to interfere with the efficient performance of his duties either at home or abroad."

1418. When soldiers are discharged from the head quarters or depôts of regiments at the expiration of their second term of limited engagement, officers commanding are to send to the War Office a return on W.O. Form 539, on the dates on which the men receive their discharges, or as soon thereafter as may be practicable.

Return of men discharged to pension.

III. Discharge by Invaliding.

1419. Whenever a man is considered by his commanding officer and regimental medical officer to be unfit for the service, an application is to be made to the general officer commanding the district in which he may be serving, for his removal to the head quarters thereof, to be disposed of, in ordinary cases, by the General officer, and principal medical officer of such district, after having been kept under the observation of the latter for such time as may be necessary to enable him to form an opinion upon the case. The usual regimental discharge board is to be assembled before he leaves the corps, and the discharge

Preliminary steps to be taken.

SECTION 28.

DISCHARGE OF SOLDIERS.

XXX.

DISCHARGE BY INVALIDING—cont^d.

documents prepared and sent with him. He is subsequently to be examined, by a medical board, for final decision, the president of the board, if possible, not being under the rank of a deputy inspector general of hospitals.

Men unfit for further service.

1420. Should the medical board, in ordinary cases, pronounce the men unfit for further service, the General officer commanding will then come to a decision, with the assistance of the principal medical officer, and transmit in a covering letter to the adjutant general [or if in Ireland, to the deputy adjutant general at Dublin] on W.O. form 85, a return of those men proposed for discharge, sending back at his discretion to their respective corps, those found fit for further service. A very brief statement of the cause of disability is sufficient in the return, the details being inserted in the third page of the proceedings of the board.

Discharge documents forwarded for confirmation.

1421. When an authority for the disposal of those found unfit has been received, the discharge documents are to be duly completed and transmitted in a covering letter to the Adjutant General for confirmation, with a view to their being submitted to the Chelsea Board. The cause of discharge to be assigned is "in consequence of being found unfit for further service."

Doubtful cases.

1422. In very doubtful cases, General officers may at their discretion send the men to Netley or Dublin hospital, accompanied by their discharge documents, for further treatment; but they are to report the numbers so dealt with to the Adjutant General of the Forces [or to the deputy adjutant general, Dublin]. When these invalids are subsequently proposed for discharge, they are to be reported upon in returns, similar to those prescribed for district invalids, and the returns are to be signed by the governor and principal medical officer.

Wives and families of invalids.

1423. When soldiers, borne on the strength of their corps as married men, are temporarily removed to the head quarters of districts, or to a general hospital for further treatment, their wives and families are, unless otherwise directed, to remain with the corps until their cases are decided upon.

Disposal of invalids at stations not in districts.

1424. The following instructions are to be observed in disposing of invalids at stations not in districts or divisions.

- (a.) The invalids at Maidstone will be disposed of by the General officer and principal medical officer at Chatham. Those at Hounslow will be sent to Woolwich to be similarly treated.
- (b.) The invalids of the household cavalry will be inspected in London, and reported upon by the inspector-general of cavalry and a deputy-inspector-general of hospitals from head quarters. Those of the foot guards and any other infantry in London will be inspected by the General officer commanding the brigade of guards and a deputy-

DISCHARGE OF SOLDIERS.

SECTION 28.

DISCHARGE BY INVALIDING—cont^d.

III.

inspector-general of hospitals, from head quarters, having full authority to visit the hospitals and inspect the invalids.

- (c.) The Invalids at Colchester, Ipswich, Yarmouth, and Harwich, will be inspected and disposed of by the commandant and principal medical officer at Colchester.

1425. As it is very important that the discharge documents should contain in them every information necessary for the guidance of the Commissioners in assigning pensions, either permanent, temporary, or conditional, commanding officers of regiments, and medical officers, are to be extremely careful that no discharge documents are signed by them which do not give a full and perfect record of the soldier's service at home and abroad, his wounds, medals, and badges, as well as his general conduct and character; also that in addition to the immediate cause of disability for further service, it is distinctly shown what effect climate, wounds, or his own habits have had on his constitution.

Documents to be correctly filled in.

1426. In cases where permanent injuries have occurred from accident, either on or off duty, a copy of the proceedings of the court of inquiry held to investigate the circumstance, is invariably to accompany the discharge documents.

Injuries from accident.

1427. The discharge documents of all invalids—however short their service—will be submitted to the Chelsea board in order that the Commissioners may judge whether they have any claim to pension or not. In order more effectually to assist the Commissioners in determining the pensions of soldiers, the regimental defaulter sheets, together with copies of the charge, finding and sentence of all courts-martial by which the men may have been convicted, are to be attached to the discharge documents of invalids.

Documents to be sent to Chelsea board.

1428. When soldiers are sent home from foreign stations as invalids, or for change of air, the General or other officer commanding is to take care that the medical staff officers have full opportunity of investigating the cases before the men are permitted to embark. He is also to take care that the prescribed course is pursued with regard to the previous assembling of a regimental board, and the preparation of the prescribed documents, which are in each case to be forwarded with the men on their embarkation for England.

Invalids from foreign stations.

1429. In the case of invalids sent home from foreign stations, the "medical report" on the 3rd page of the proceedings of the regimental board is not to be filled up by the regimental surgeon; but instead thereof a copy of the soldier's "detailed medical history" (W. O. Form 891), supplemented by the opinion of the medical board, and approved by the principal medical officer of the command, is to be attached to the proceedings.

Detailed medical history.

1430. As any omission or negligence in stating a soldier's case may prove a serious detriment to him, or may lead to an

Care to be observed by medical officers.

SECTION 28.

DISCHARGE OF SOLDIERS.

III.

DISCHARGE BY INVALIDING—cont^d.

imposition on the public, commanding officers of regiments and medical officers are held responsible for full and complete replies being given to the printed questions in the "detailed medical history," in order that the examining surgeon who finally brings the man forward for discharge, whether at Netley or elsewhere, may have no difficulty in filling up the answers on the 3rd page of the proceedings of the regimental board (W. O. Form 83), and in giving a definite reply to question 6, which must naturally be based in part upon the invalid's previous history, but mainly upon his condition when actually examined by the surgeon previous to his discharge from the service. The inspecting medical officer will then also be in a position to verify the answers given by the examining surgeon, and to give his opinion after the perusal of the medical records of the case, and a minute personal examination of the soldier.

Nominal lists from the commandant at Netley.

1431. The Commandant of the Royal Victoria Hospital at Netley is to transmit to the officers commanding dépôts, immediately after the 1st of each month, nominal lists of such men as may have arrived, or been left at that hospital. These lists will record any casualties which may have occurred among them, in order that regular communications may be made to the head quarters of the corps of the manner in which the men, who may be sent or left at home, are disposed of, and that the monthly and annual returns rendered by each corps to the Adjutant-General may be made up with accuracy.

Arrival of invalids at Netley.

1432. The Commandant at Netley is responsible that invalids arriving at that hospital are, as early as possible, brought forward for discharge. If, after being medically inspected, they are reported by the principal medical officer to be unfit for further military duty, the discharge documents are to be completed and transmitted to the Adjutant-General for confirmation. Such men as are found fit for further service are to be sent to their respective dépôts forthwith.

Settlers on foreign stations.

1433. In cases where soldiers on foreign stations are proposed for discharge as invalids, and have received permission from the local authorities to be discharged on the spot, the General or officer commanding is to forward their discharge documents, including the parchment certificate, to the Adjutant-General, in a covering letter, for confirmation by the Chelsea board.

Bonâ fide disability necessary for invaliding.

1434. None but soldiers *bonâ fide* disqualified by actual disability—without regard to the length of their service—are to be brought forward for discharge as unfit for service. Medical officers will be held responsible for the proper discharge of their duty in this respect.

Soldiers in hospital not to be discharged.

1435. Men under treatment in hospital and unfit to be removed therefrom are not to be brought forward for discharge. In the event of a man being admitted into hospital after he has

DISCHARGE OF SOLDIERS.

SECTION 28.

DISCHARGE BY INVALIDING—cont^d.

III.—IV.

been proposed for discharge, application must at once be made for the authority for discharge to be cancelled, and the man kept in hospital until such time as he shall be in a fit state to travel to his home or intended place of residence, when he must again be brought forward for discharge in the usual manner, and a fresh return transmitted.

1436. In sending invalids to Netley, whether from stations at home or abroad, commanding officers will forward, with the usual discharge and transfer documents, a "return of claims and credits," on W.O. Form 598, in which are to be entered the names of all men belonging to the party.

Return of claims and credits.

1437. In the case of all invalids, of whatever length of service, who are discharged without being previously sent to Netley, a return on W.O. Form 539 is to be forwarded to the War Office so soon as the discharge of the soldier shall have been confirmed by the Adjutant-general.

Return on discharge of invalids.

1438. Commanding officers are to issue to every discharged soldier whose claim to pension, either on account of service or disability, has been brought under the consideration of the Commissioners of Chelsea Hospital, a memorandum for his guidance on W.O. Form 134.

Memorandum to pensioners on discharge.

1439. Whenever guides are required to conduct helpless or lunatic discharged soldiers to their homes, commanding officers are to make timely application to the Quarter-Master-General for routes for such services, and to specify the date on which the man will be discharged. A medical certificate, explaining the cause of each man's inability to travel by himself, is also to be forwarded.

Guides for helpless invalids.

IV. Discharge by Indulgence.

1440. With regard to soldiers who may obtain their discharges at their own request, under the conditions specified by the Royal Warrant for Pay, &c., Part I., commanding officers, in recommending individuals for this indulgence, are to give the preference to men according to their character; and are to use the return and statement of service on the prescribed form (W.O.F. 732). In this return are to be detailed,—in the proper column,—the exact conditions on which the discharge is proposed to be granted, viz.,—

Application for authority.

- " In consequence of his own request, on payment of . . ."
 " Do. do do. free, (or with deferred pension)."
 " Do. do. do. free, with pension after — years' service."

These applications are to contain in the margin the effective strength of the regiment, including depôt.

SECTION 28.

DISCHARGE OF SOLDIERS.

IV.

DISCHARGE BY INDULGENCE—cont.

Interval to elapse before forwarding application.

1441. In the cases of soldiers who are prepared to pay the regulated compensation for their discharge, or who may be desirous of obtaining free discharges, with or without gratuity, commanding officers are to allow a period of thirty days to intervene between the receipt of the soldier's application, and its transmission to the Adjutant-General, or other sanctioning authority, in order to afford the man sufficient time to reconsider the step he is about to take, and to withdraw his request, if on mature deliberation he shall be disposed to change his mind; and it is the duty of the commanding officer to assist the man with the best information and advice in his power on so important a point.

Record of applications to be kept.

1442. In granting this indulgence, the utmost limits are to be given, consistent with a due regard to the interests of the service at large; and commanding officers are to keep a record according to the order of date, of all applications made to them for discharges. The character and claims of each applicant are to be fully stated in the record. A return of men so registered, prepared in the same order [on W. O. Form 959] is to be transmitted by each regiment and depot to the Adjutant-General on the 1st of every month.

Purchase-money.

1443. No money for the discharge of a soldier is to be received until authority for carrying out the discharge has been given by the Commander-in-chief, or officer authorized by him to sanction the discharge; and then only by the regimental agent or paymaster. In the Royal Engineers, however, the money may be received by captains of companies.

Preparation of the documents.

1444. When the money has been received the documents are to be immediately prepared, and transmitted to the proper authority for confirmation. A report of such payment having been received is to be made, both on the face of the proceedings of the regimental board, and in the covering letter, also the amount of the payment, and by whom received. The man's signature is to be attached to the declaration on the fourth page of the proceedings of the board.

Soldiers abroad.

1445. Soldiers belonging to regiments abroad who obtain their discharge by purchase receive no allowance from the public for their passage, or to enable them to proceed to their homes. They are required to lodge with the regimental agent or paymaster, in addition to the regulated compensation, a sum sufficient to defray the expense of their passage home, unless permission for them to remain abroad be obtained from the local authorities. In either case the parchment certificates only are to be confirmed by the General or other officer having authority to do so; and the proceedings of the regimental boards are to be forwarded to the Adjutant-General, in a letter reporting the date of final discharge, which date is also to be inserted on the fourth page of the proceedings.

DISCHARGE BY INDULGENCE—cont^d.

IV.—V.

1446. Soldiers serving abroad, who, under the provisions of the Royal Warrant for Pay, &c. Part I., are eligible for free discharge and have obtained permission to avail themselves of that indulgence, are to be sent home as opportunities offer, and finally discharged on arrival at their respective depôts, whither also their discharge documents are to be transmitted. If the men be permitted to settle in the colony, the discharge is to be carried out by the local authorities, as ordered in para. 1445, unless the man's length of service entitles him to a permanent pension, in which case both the proceedings of the board and the parchment certificate are to be transmitted to the Adjutant-General, to be confirmed by the Chelsea Board.

Free discharge^s
abroad.

V. Discharge with Ignominy.

1447. When a soldier at home is sentenced by a court-martial to be discharged with ignominy, and the sentence has been confirmed, the process of degradation (described in the next paragraph) is to be gone through before he is permitted to leave his regiment; and in cases in which imprisonment—not penal servitude—a part of the sentence, the discharge documents are not to be transmitted for confirmation until within a fortnight previous to the termination thereof, the parchment certificate being afterwards transmitted by the commanding officer to the Governor of the prison, in time to be given to the prisoner on his release. In the case of soldiers discharged with ignominy, and sentenced to penal servitude, the process of degradation is to be similarly carried out; but the discharge documents, including the parchment certificate, are to be transmitted at once to the Adjutant-General in a covering letter for confirmation, and the parchment certificate will be transmitted by him to the prison authorities.

Soldiers at
home.

1448. The following process is to be strictly adhered to in carrying into effect orders for discharging a soldier with ignominy, viz. :—the regiment being assembled, and the man about to be discharged brought forward, the several crimes and irregularities of which he has been guilty are to be recapitulated, and the order for his dismissal from the service is to be read, together with his discharge, in which will be noticed his ignominious and disgraceful conduct. The buttons, facing, lace, medals, and any other distinctions are then to be stripped from his clothing, and he is to be marched down the ranks, and trumpeted or drummed out of the barracks or quarters of the corps; after which, where imprisonment has been awarded, he is to be conducted under escort to gaol.

Process of
degradation.

1449. In every case the prisoner is to undergo the process of degradation and marking, before he is permitted to leave the regiment. The cause of discharge to be assigned is "*in consequence of his being sentenced by a Court-martial to be*

When to be
degraded and
marked.

SECTION 28.

DISCHARGE OF SOLDIERS.

V.—VII.

DISCHARGE WITH IGNOMINY—cont^d.

"discharged with ignominy, in addition to a sentence of imprisonment" (or "penal servitude," as the case may be).

Soldiers
abroad.

1450. Soldiers serving abroad who are ordered to be discharged with ignominy, are to be sent home as prisoners, but not to be kept in confinement during the passage. In all cases in which their imprisonment has expired before embarkation or during the voyage, the General or other officer at the port of disembarkation is to confirm their parchment certificates as soon as the men are settled with. He is then to transmit in a covering letter the proceedings of the regimental Board, unconfirmed, to the Adjutant-General for confirmation, and to report the date for which the parchment certificate has been confirmed. In the case of those who will have to complete their imprisonment—not penal servitude—after arrival at home, the discharge documents are to be transmitted to the regimental depôt with a view to being forwarded to the Adjutant General in a covering letter for confirmation, at least a fortnight prior to the expiration of the sentence of imprisonment.

VI. Discharge for Incurrible Conduct.

Application for
discharge.

1451. When it may be desirable to discharge a man of worthless and incurrible character, the application for authority to do so is to be made through the General officer commanding the district (who will add his remarks on each case), and is to be accompanied by an extract from the court-martial book, and the regimental defaulters' book, and by a medical certificate showing whether the man bears any marks or scars that will prevent his re-enlistment. The descriptive form (W.O.F. 432) is to be used on these occasions.

Preparation of
discharge
documents.

1452. The discharge documents of these men are to be prepared and completed, and will be confirmed, in the same manner as those of men discharged with ignominy, according to whether they are at home or abroad, and have imprisonment to undergo previous to final discharge. The cause of discharge to be assigned is "*in consequence of his incurrible and worthless character.*"

VII. Discharge of Men sentenced to Penal Servitude.

Sentences of
penal servitude.

1453. On a soldier being sentenced to penal servitude by Court-martial or the civil power, an immediate report of the charge, finding, and sentence, accompanied by the return on W. O. F. 432, is to be forwarded to the Adjutant-General, who will decide whether the offender shall at once be discharged, or shall return to his regiment on the completion of his imprisonment.

Abroad.

1454. In the cases of those ordered to be discharged at foreign stations, General and other officers commanding are to adopt the course prescribed for discharges by purchase abroad (*see para.*

DISCHARGE WHEN SENTENCED TO PENAL SERVITUDE—cont^d.

VII.—IX.

1445). They are to confirm the parchment certificate for the date of the prisoner being finally handed over to the civil power, and to forward the proceedings of the Board, for confirmation, to the Adjutant-General, in a covering letter, in which the said date of discharge is to be stated. At stations where convicts ordered to be discharged cannot finally be handed over to the civil power to undergo their sentence, their discharge documents are to be transmitted to the Adjutant-General,—with a report of their embarkation—in order that the discharge documents may be confirmed when the convicts are handed over in the United Kingdom.

VIII. Discharge of Supernumeraries serving with Militia or Volunteers.

1455. The discharge documents of men who have completed their second term of limited engagement while serving as supernumeraries with the Militia or Volunteers, are in all cases to be prepared and transmitted immediately on the completion of such service, and are to be confirmed by the proper authority for the date of assembly of the Chelsea Board.

Men serving with the Militia or Volunteers.

IX. Discharge for any Special Purpose.

1456. When a man is proposed to be discharged for any special purpose, previous authority must be applied for on the prescribed form (W.O.F. 432) to the Adjutant-General. When the discharge has been sanctioned the preparation of the documents is to be proceeded with in the usual manner.

Previous authority required.

1457. A special form of protecting certificate (*see* para. 440) is occasionally issued by the Adjutant-general when, from special circumstances, it may be deemed advisable, on the arrest of a deserter, or absconded recruit, to release him from the service without trial and punishment.

Protecting certificate.

SECTION 29.

I.

SECTION 29.—CORRESPONDENCE AND RETURNS.

I.—Correspondence.
II.—Returns.

I.—Correspondence.

Signatures.

1458. General or other officers in command are to sign all official letters and reports which are intended for submission to the Commander-in-chief; and all officers, in making reports or applications, and in fixing their names to any public documents, are to specify under their signatures—which must be legibly written—their rank and the regiments, or departments, to which they belong.

Subjects of letters and enclosures.

1459. Official letters are to contain full information of all particulars upon the subject to which they relate. Each letter is to refer to one subject only, and is to be written on foolscap paper, with a convenient (*i.e.*, from half to quarter) margin; the margin always to be left on the inner side of each page. The paragraphs are to be numbered, and the enclosures (if any) described in the margin or in a separate schedule. As a general rule, when the letter extends beyond one page, or is accompanied by enclosures, it should be written on a whole sheet. The transmission of unnecessary enclosures is to be avoided, and when additional papers are forwarded all blank fly-leaves are to be removed from them. Commanding officers are to prevent any letters, which are not on the public service, and not intended for the military departments, from being, in any instance, enclosed under official covers.

Commanding officers to examine documents.

1460. Superior officers and other intermediate authorities are responsible for the correctness of what is set forth in documents submitted by them. It is their duty to endeavour to adjust all matters that come within the scope of their authority; and, in transmitting applications or correspondence to head-quarters, they are invariably to state their concurrence, or otherwise, adding such additional observations, based on local knowledge, as may be necessary to enable the authorities to come to a final decision on the question without further reference and correspondence.

Applications from regimental officers and soldiers.

1461. Applications from regimental officers are, in the first instance, to be submitted to the commanding officers of their corps. Applications from non-commissioned officers, trumpeters, drummers, and private soldiers are to be made personally through the captains or commanding officers of their troops, batteries, or companies to the commanding officers of their corps. Commanding officers are to forward, through the prescribed channel, for the consideration of the Commander-in-chief, a statement of such applications or claims as are deemed to be correct and reasonable, specifying at the same time the grounds on which they recommend that the requests be granted.

CORRESPONDENCE—cont^d.

I.

1462. A strict observance of the prescribed channel of communication is enjoined on the part of all officers, whether in the actual performance of duty or not, except under special circumstances where a direct reference may be necessary. Any officer who, on his own responsibility, transmits documents otherwise than through the proper channel, must fully explain the causes which induce him to do so, and, at the same time, forward copies for the information of the authority through whom they should have passed in regular course.

Course prescribed when direct references are made.

1463. In direct correspondence between one general officer and another, between commanding officers and between heads of departments, letters are to be signed by the superior officers, and not by their staff or subordinate officers. When an officer employs his staff to conduct any correspondence with another officer of similar rank or position, the staff of that officer is to be addressed.

Mode of communication.

1464. Whenever General or other officers in command obtain temporary leave to be absent from their divisions, brigades, or stations, the officers next in command are to open any official letters that may arrive addressed to such commanding officers, and are to carry out any orders that may be contained therein.

Officers in command absent on leave.

1465. Official communications from officers commanding corps which require to be referred to the Horse Guards are, except in cases of pressing and evident necessity, to be made through General officers commanding districts or stations, and to be addressed to the proper staff officers. The under-mentioned subjects, however, being considered entirely regimental, may, as a general rule, be referred by commanding officers of corps direct to head-quarters:—

Commanding officers to correspond through general officers.

- | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------|
| <p>a. The appointment, promotion, exchange, and retirement of officers</p> <p>b. Arrangements for conducting the recruiting service</p> <p>c. The invaliding, discharge, and transfer of soldiers, and the appointments of non-commissioned officers to serve with the militia, volunteers, or on any special duty</p> | } | <p>To the Military Secretary.</p> <p>To the Adjutant General.</p> |
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Exceptions.

If corps are stationed in Ireland, the subjects referred to in (a) and (c) are to be submitted in the first instance to the Commander of the Forces in that part of the United Kingdom.

1466. With a view to facilitate and expedite official correspondence, all letters addressed to the head-quarters of the army are to have their general purport noted on the upper left-hand corner of the first page, and the envelopes are to be addressed simply to "The Military Secretary," "The Adjutant-General," or "The Quarter-master-General," Horse Guards, London, as the case may be, without adding their names. When a communication is in reply to one received from head-quarters the

Purport of letters to be noted in margin.

SECTION 29.

CORRESPONDENCE AND RETURNS.

3.

CORRESPONDENCE—cont^d.

index letter and number, as well as the date and purport of the letter answered, are to be quoted.

Transmission of letters from India, &c.

1467. In transmitting ordinary returns and official communications to the several military departments at home from stations eastward of the Cape of Good Hope, commanding officers are to cause the words "viâ Southampton" to be superscribed on the covers. The transmission of letters and returns by the overland mail "viâ Marseilles" is to be limited to such as are of a pressing nature requiring despatch.

Transmission of documents through the Adjutant-General.

1468. Official documents and returns passing between the service and depôt companies of a regiment, or from one regiment to another, may be sent under cover to the Adjutant-General of the Forces. Each packet must be properly addressed and accompanied by a letter specifying in detail the documents contained in it, but special care must be taken that no private or unauthorized communications are so transmitted.

Letters containing Medals.

1469. Letters containing medals, when forwarded through the post, are to be registered, and the expense charged in the regimental accounts.

Publishing official records.

1470. Access to official records is only permitted to those who are entrusted with the duties of the office or department to which they belong, and the same are not to be made public, or communicated to individuals unconnected with such offices or departments without the knowledge or sanction of the authorities concerned. The only legitimate use an officer can make of documents or information of which he may become possessed in his official capacity is, for the furtherance of the public service in the performance of his duty. If his official conduct be impugned, he is at liberty to seek redress by an appeal to superior authority, through the regular channel. On the other hand, his publishing official documents or availing himself of them for carrying on personal controversies, or for any private purpose, without due authority, will be viewed and treated as a positive breach of official trust.

The Military Secretary.

Subjects to be addressed to Military Secretary.

1471. The correspondence of the army intended for submission to the Commander-in-chief, except on subjects which appertain to other departments as herein-after specified, is to be addressed to the Military Secretary, and will comprise:—

- a. Nomination of candidates for direct commissions, and for admission to the Royal Military Academy, Woolwich, and the Royal Military College, Sandhurst.
- b. All applications regarding the appointment, promotion, exchange, and retirement of officers, whether on full pay or half pay.
- c. Nomination of officers to the general and personal Staff of the army.

CORRESPONDENCE—cont^d.

I.

- d.* Applications for admission to the corps of Gentlemen-at-Arms and Yeomen of the Guard.
- e.* The increase or decrease of the establishments of regiments.
- f.* Reports of employment of troops in aid of the civil power, in accordance with para. 913.
- g.* All communications regarding the Orders of the Bath and Victoria Cross; rewards and medals for distinguished or meritorious services of officers and serjeants.
- h.* Appeals against contributions and subscriptions to officers' messes or regimental bands.

Adjutant-General.

1472. The correspondence which is to be addressed to the Adjutant-General will comprise generally all subjects connected with the discipline, duties, military training, and efficiency of the army, and may be classified in detail under the following heads :—

Subjects of
correspon-
dence.

*Ammunition. Arms. Armourers, posting of. Bands and Bandmasters (see also para. 1471 <i>h</i>). Books and records. *Clothing. Colours and distinctions. Confidential reports. Courts-martial. Depôts, formation of. Depôt battalions, posting of officers, staff serjeants, &c. Discharge of soldiers. Discipline. Drafts proceeding abroad, preparation of. Duties in garrison. Equipment. (see para. 617). Examination of officers for promotion. Furloughs.	General orders, issue of. Guards of honour and Royal escorts. Gymnastics. Horses, re-mounts, and casting. Inspections, half-yearly. Invaliding. Leave of absence. Libraries. Medals for long service, and good conduct with or without gratuity. Messes of officers. (See also para. 1471 <i>h</i> .) Militia. Musketry instruction. Non-commissioned officers' promotion at depôts. Passages of individual officers. Posting of officers to battalions. Recruiting service.	Regulations (Queen's) and orders for the army. Salutes and state ceremonies. Schools and schoolmasters. (See para. 465). Schools of musketry and gunnery. School of music. Serjeant-cooks, tailors, saddlers, &c., training and appointment of. Service and depôt companies, interchanges between. Service forfeited—applications for restoration of. (See para. 782.) Staff Clerks. Staff College, candidates for. Transfers. Volunteering from one corps to another. Yeomanry, inspection of.
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1473. When letters are connected with particular branches of the Adjutant-General's office they are also to have "Royal Artillery," "Royal Engineers," "Inspector-General of Recruiting," "Arms and Clothing," "Inspector-General of Cavalry," as the

Mode of addressing and superscribing covers.

* With the exceptions enumerated in para. 1476. (*b.*) and (*c.*), which are to be sent to the War Office.

SECTION 29.

CORRESPONDENCE AND RETURNS.

CORRESPONDENCE—cont^d.

I.

case may be, superscribed on the left-hand corner of the cover, as well as on upper left hand corner of the letter. Due attention to these rules in conducting correspondence will materially facilitate the transaction of public business.

The Quartermaster-General.

Subjects to be addressed to Quartermaster-General.

1474. All correspondence relating to the following subjects is to be forwarded by General officers commanding to the Quartermaster-General.

- a. The movement of troops by land or sea, including arrangements for the conveyance of baggage and military stores, and duties connected with embarkations, disembarkations, and the accommodation of troops and their families on board ship.
- b. The issue of routes.
- c. The quartering, billeting, and cantoning of troops.
- d. Proposals for the construction, repair, occupation, and appropriation of barracks, troop stables, hut encampments, and buildings required for the use of the troops, including the Royal Military Academy at Woolwich, the School of Military Engineering at Chatham, the Royal Military College at Sandhurst, the Schools of Musketry and Gunnery, and the School of Music at Kneller Hall.
- e. Special applications for barrack stores and allowances which are not provided for by existing regulations.
- f. The construction and hire of rifle ranges, practice and exercising grounds for the different arms of the service, cricket grounds, soldiers' gardens, the establishment of regimental workshops, canteens, &c., system of cooking, and the employment of the troops, whether by paid or fatigue labour, on public works and military defences.
- g. The occupation of ground by troops, the order of march, the formation of encampments, and the issue of camp equipage and army stores for general field service.
- h. Military surveys, reconnaissances, and journals of the movements and operations of an army in the field.

Special references before transmission.

1475. Whenever questions arise bearing on military defences, the construction or alteration of barracks, the care or use of military lands, &c., officers commanding districts or stations are invariably to obtain the professional opinion of the commanding royal engineer before transmitting correspondence on these subjects, if at home, to the Quartermaster-General, if abroad, to the Secretary of State for War. In like manner all applications regarding the re-appropriation of barrack buildings or issues of fuel, light, and lodging money are to be referred for the remarks of the barrack master before being transmitted to higher authority.

CORRESPONDENCE—cont^d.

I.—II.

Secretary of State for War.

1476. The correspondence to be transmitted to the War Office (addressed to the Under Secretary of State for War) is to comprise, generally, the following subjects:—

Subjects of correspondence.

- (a.) Applications relative to military disbursements or claims to pay and allowances in money or in kind [except those specified in para. 1474 e].
- (b.) Applications for spare parts of Arms (barrels excepted) on repayment, and for browning materials.
- (c.) Annual requisitions for Clothing, with size rolls, &c., and the proceedings of boards of survey on necessaries in cases where no rejections are made.
- (d.) Applications for stationery and printed forms.
- (e.) Reports and correspondence regarding deserters.
- (f.) Applications for soldiers to reckon service towards good-conduct pay and pension, and completion of limited engagement. (This does not apply to forfeited service, for which see para. 1472.)
- (g.) Correspondence connected with the distribution of war medals, and the restoration of forfeited medals referred to in para. 1391.

1477. General officers commanding at stations abroad being responsible to the Secretary of State for War for the due performance of the financial and executive duties of the War Department within the limits of their command, correspond direct with the Secretary of State on all subjects relating to those administrative duties upon which the instructions proceed direct from the War Office. It is to be understood, however, that this practice is not to interfere with the usual course of correspondence between such officers and the Commander-in-chief in regard to the military discipline, duties, movements, encampments, interior economy, &c., of the troops under their command, as laid down in the foregoing regulations.

General officers abroad.

II. Returns.

1478. The PERIODICAL REPORTS and RETURNS specified in the subjoined table are to be furnished by general officers commanding and officers commanding corps. Single copies only are required, except where otherwise stated "in duplicate."

Table of Returns.

Returns marked (*) are to be sent direct to the Horse Guards or War Office (as the case may be) by commanding officers of corps; all others through general officers commanding.

1479. It is of the utmost importance that punctuality should be observed in the transmission of the periodical returns, and that correct and full information should be given in every particular under each of the several headings of the printed forms which sufficiently indicate the manner in which they are to be prepared.

Their preparation.

SECTION 29.

CORRESPONDENCE AND RETURNS.

II.

RETURNS—cont^d.Returns for
War Office.

1480. The financial returns required periodically by the Secretary of State for War, being provided for in the regulations issued by the War Office, are not included in the following table.

Description of Return.	Number of W. O. Form.	To whom sent.	When to be sent.
1481. Yearly.			
By General Officers Commanding.			
Report upon State of Defences and Armaments at Home and Abroad.	158 - -	Adjutant-General -	So as to arrive during February.
Confidential Report (applicable to Foreign Stations only, not India).	Engineer Department. 715 B. - -	} Secretary of State for War. {	} So as to be received at the War Office on 1st November in each year.
	Military Store Department. 715 C. - -		
	Barrack Department. 715 D. - -		
	Commissariat Department. 715 E. - -		
	Hospital Department, Purveyors. 715 F. - -		
Return of Services of Staff Officers.	360 - -	Military Secretary -	1st April.
By Officers Commanding Corps.			
*General Annual Return of Effectives, Casualties, &c.	Mounted Services, 747.	} Adjutant-General {	} 1st January.
	Infantry at home, 748.		
	Infantry abroad, 749.		
	Depôt, 750.		
*Return of Increase and Decrease from 1st July to 30th June.	757 - -		1st July.
*Return of Punishments awarded by Court-martial.	751 - -		1st January.
*Return of Soldiers received from the Royal Military Asylum or the Royal Hibernian Military School.	523 - -		1st January.
Return of Saddlery and Horse Appointments.	658 - -		1st January.
Returns of Arms in possession of Regiments, accompanied by Reports of Boards of Survey (Duplicate).	Cavalry 734. Infantry 735. Artillery, 655. Engineers, 657.		At home between 1st November and 1st January. Abroad as soon as possible after completion of annual course of musketry.

CORRESPONDENCE AND RETURNS.

SECTION 29.

Description of Return.	Number of W. O. Form.	To whom sent.	When to be sent.
Return of Accoutrements and Appointments.	Infantry, 1100 - Cavalry, 1101. Artillery, 656. Engineers, 1099.	Adjutant-General.	Between 1st November and 1st January
Reports of Boards on Clothing (in Duplicate).	620 - -		Between October and April.
*Reports on Wear of Clothing during past Year.	By letter - -		During April.
*Return of Men marked with Letter D.	666 - -	Secretary of State for War.	1st January.
*Annual requisition for Bibles, Prayer Books, &c.	681 - -		
*Return of Officers' Services. Those actions only which have been noticed in general despatches and published in the <i>London Gazette</i> are to be inserted.	360 - -	Military Secretary	1st April.
Return of Swordsmanship (Cavalry only).	704 - -	Adjutant-General, marked "Inspector General of Cavalry."	After the autumn inspection.
1482. Half-yearly. By General Officers Commanding.			
Confidential Reports.	Cavalry - 755 with 758 -	Adjut.-General -	After half-yearly inspections of corps.
	Artillery - 695 with 146 -		
	Engineers - 693 with 533 -		
	Infantry and Departmental Corps. 1056 - -		
	Military Train 1049 with 759 for each Depôt, 780 and 780a. -		
	Depôt Battalions		
	Medical Officers (not attached to Regiments). 1653 - -		
Reports on newly-introduced Articles of Camp Equipage and General Service Stores. (See foot note, next page.)	By letter - -	Quartermaster-General.	30th June and 31st December.
Index of general orders issued in Ireland and at foreign stations.	793 - -	Adjutant-General -	1st January and 1st July.

SECTION 29.

CORRESPONDENCE AND RETURNS.

Description of Return.	Number of W.O. Form.	To whom sent.	When to be sent.
By Officers Commanding Corps.			
†Report upon newly-introduced Articles of Equipment, received during the preceding six months (in Duplicate).	(By letter) -	Adjutant-General,	} 1st January and 1st July.
*Return of Serjeant-master tailors (Infantry and Footguards).	MSS. form, see Appendix No. 3, C.	Do. Do.	
Return of Camp Equipage in Possession (required also from Heads of Departments.)	412 - -	Quartermaster-General.	
Return of Men released from confinement in Military Prisons.	248 - -	Secretary of State for War.	
*Return of horses proposed to be cast (mounted services only).	774 - -	Adjutant-General -	At each half-yearly inspection.
1483. Quarterly.			
By General Officers Commanding.			
Return of Gun Drill See par. 182.	(By letter) -	} Adjut-General	} 1st January, 1st April, 1st July, and 1st October.
Return of General and Staff Officers (Home only).	791 - -		
Report of Boards on Garrison Canteens (Tenant System).	1415 b. - -	Quartermaster-General.	
Report of Grants of Passages or Passage Allowances (Abroad only).	668 - -	Secretary of State for War.	
Report of Board on Libraries See par. 1083.	207 - -	Council of Military Education.	
Return of construction and occupation of barracks (prepared by barrack master abroad only).	1378 - -	Quartermaster-General.	

† *Reports on Equipments and Stores.*—The Half-yearly Reports on newly-introduced articles of personal equipment or other warlike stores are to show the date of receipt of each article at the station, the nature of the trial to which it has been subjected, the effect of climate, and any further remarks which personal observations and professional experience may suggest.

CORRESPONDENCE AND RETURNS.

SECTION 29.

Description of Return.	Number of W.O. Form.	To whom sent.	When to be sent.
By Officers Commanding Corps.			
Return of Prisoners confined in Barrack Cells.	746 - -	} Adjut.-General.	1st January, 1st April, 1st July, and 1st October.
* Return of Number and Disposal of Men whose limited Period of Service has expired. At home, direct. Abroad, through depôts.	309 - -		
* Return of Recruits enlisted at Head Quarters of Regiments and at Depôts, at home.	559 - -		
* Return of Officers formerly on Indian Establishment. (For the India Office.)	200 (for Corps) - 201 (for Depôts).		
Report of Board on Canteens with Canteen Accounts (Regimental System).	Special Form, See Appendix No. 7.		
Report of progress made in Fencing (Cavalry only).	436 - -	Adjutant-General marked "Inspector-General of Cavalry."	
Return of Courts-martial -	80 - -	Secretary of State for War.	
* Return of Officers prepared to purchase Promotion. See paras. 142 to 144.	727 - -	Military Secretary. Regimental Agent.	
Report of Regimental Recreation Rooms. See par. 1083.	208 - -	Council of Military Education, duplicate to General Officers commanding.	1st January, 1st April, 1st July, and 1st October.
Report of Cooking - -	434 - -	Quartermaster-General.	
1484. Monthly.			
By General Officers Commanding.			
General Return of Troops (accompanied by copies of all General Orders† issued in Ireland and abroad during the month).	Home, 764 - Abroad, 761.	Adjutant-General.	
Ditto ditto {	Home 764 - Abroad 762. -}	Secretary of State for War.	

Comments.

N.B.—Whenever any extraordinary number of casualties or other occurrence shall take place, a special report of the same, and of the measures consequently adopted, should be given under the head of "Remarks" in the general monthly return, for the information of the Commander-in-Chief.

† N.B.—At stations where orders are not issued in printed form it is unnecessary to include in the copies the particulars of the charges, finding, and sentences of Courts-martial or other commissions of officers and men; it will be sufficient to insert a notice of the Court-martial in the following form:—
Date the proceedings of the Court-martial at of the

SECTION 29.

CORRESPONDENCE AND RETURNS.

Description of Return.	Number of W.O. Form.	To whom sent.	When to be sent.
General Monthly Return of Quarters.	Home, 781 Abroad, 754.	} Quartermaster-General.	
Return of Patients treated in the women's hospital. (Home only.)	26 - -		
By Officers Commanding Corps.	{ Cavalry at home, 711. Cavalry abroad, 712. Infantry at home, 713. Infantry abroad, 714. Infantry Depôt, 716. Depôt Battalions, 889.	} Adjutant-General and Secretary of State for War.	} 1st of each month.
*Regimental Monthly Return of effectives, increase and decrease, &c. See paras. 1485 to 1492.			
Monthly Return of Officers (Depôts only).	716a - -	Secretary of State for War.	15th of each month.
*Return of Head Quarter Recruits.	847 - -	Adjutant-General	
Return of Courts-martial -	717 - -	Adjutant-General -	1st of each month.
*Return of Soldiers registered for Discharge by Indulgence.	959 - -	Adjutant-General.	
*Effective State (Home only). For temporary information only, and not to be preserved as a regimental record.	Cavalry, 719 Infantry, 720. Depôt Battalions, 886.	} Adjutant-General -	} 15th each month.
*Return of Quarters - -	Home, 782 Abroad, 787.		
N.B.—The totals in this Return should agree with those in the "Regimental Monthly Return" furnished to the Adjutant-General on the 1st of each month.		Quartermaster-General.	1st of each month.
Weekly. By Corps.			
*Return of Recruits finally approved.	18 - -	Adjutant-General -	On Saturday.
*Weekly State of Increase and Decrease (from Officers commanding Depôts).	953 - -	Adjutant-General -	On Saturday.

RETURNS—cont^d.

II.

Regimental Monthly Return.

1485. With a view to enable the Adjutant General to furnish the information requisite to form the groundwork of the various returns and statements which are from time to time called for, officers in command of regiments and depôts are to take care that the monthly returns are filled up in the clearest and most satisfactory manner; they are to certify that all parts of the Return have been carefully examined and found to be correct.

Care in filling up.

1486. All married officers are to be shown in the Return by the letter M., in red ink, before their names. The names and regiments of officers doing duty with a corps other than their own are to be inserted in the list of officers of such corps.

Officers.

1487. In cases where leave of absence is prolonged, the date from which the first leave commenced is to be given in the column "From what time," and not the date from which the prolongation of leave took effect. Officers newly appointed to commissions, those who are appointed from half-pay, and those who are promoted from one regiment to another, are to be accounted for under the head of "Officers absent with leave" for two months from the date of their appointments, &c. or otherwise in accordance with orders which may be issued by the Adjutant-General. Officers studying at the Staff College are to be returned as "Absent on duty."

Absent Officers, with leave.

1488. Commanding officers of regiments are to cause every inquiry to be made concerning such officers as are reported absent without leave, or who have not joined since their appointment; and they are to insert the result of their inquiries in the column of "Remarks," against the names of the officers so reported. The date on which an officer joins after having been absent without leave, is to be inserted under the head of "Memoranda" in the succeeding monthly return.

Without leave.

1489. Detachments which are sent from the depôts at home to regiments abroad, are to be included in the returns of the depôt companies until they have actually embarked. From the date of their being placed under orders until the date of their final embarkation for foreign service, they are to be accounted for in a distinct manner, as "Under orders to join the service companies." On their embarkation actually taking place they are to be reported in the column of "Sent to service companies."

Detachments sent abroad.

1490. Deserters are not to be struck off the strength until the fact of their desertion shall have been sworn to before a regimental Court of Inquiry at the expiration of two months—as prescribed by the Articles of War. Until such time they are to be returned as "*absent without leave*," although they may have been reported to the War Office as deserters. Soldiers claimed as deserters from other corps are to be classed in the column,

Deserters.

SECTION 29.

CORRESPONDENCE AND RETURNS.

II.

RETURNS—cont^d.

Men sentenced to penal servitude. "transfers given," and the regiment receiving such men is to account for them in the column, "*joined from desertion.*"

1491. Soldiers sentenced to penal servitude, if ordered to be discharged, are to be struck off the effective strength of the corps from the date of their transfer to the civil power, and accounted for in the monthly and annual returns, in the column of "*discharged,*" with the remark "*sentenced to penal servitude*" added thereto. When not ordered to be discharged they are to be treated as supernumeraries and entered as such in the column specially appropriated for that purpose. They are also to be accounted for in the column "*transfers given,*" with the word "*sentenced to penal servitude*" opposite the entry.

Special Reports of Casualties.

Casualties. **1492.** In case of any extraordinary number of deaths or desertions, the commanding officer is to transmit with the monthly return a special report, stating the causes to which such casualties are to be attributed; the measures which have been adopted for the apprehension of deserters, and for checking the crime of desertion; and the remedies which have been resorted to in the event of any particular malady having made its appearance in the regiment.

Death of officers. **1493.** On the death of an officer the Commanding officer of the corps to which he belonged will send a report of the death, to the Adjutant-General and the Military Secretary, by the earliest opportunity after obtaining authentic information of the event, taking especial care to note the actual day of decease, and every particular relating thereto.

Legion of Honour. Every casualty among officers and men appointed to the French Order of the Legion of Honour, is to be immediately reported to the Under Secretary of State for War.

Annual return of deaths, &c. **1494.** Officers commanding regiments and depôts are to furnish the medical officers in charge of their corps with the "Return of Deaths, Casualties, &c." on W.O. Form 196, 197, or 198, as soon after the 31st December of each year as may be practicable.

SECTION 30.—BOOKS.

I.—II.

I.—General Instructions.
II.—Regimental Books.
III.—Troop and Company Books.

IV.—Quartermaster's Books.
V.—Veterinary Surgeon's Books.
VI.—Miscellaneous Regulations.

I. General Instructions.

1495. The books to be kept in every corps throughout the army are shown in the annexed table. The authorized forms are supplied by the War Office on requisition. Each book contains a page of instructions as to the mode in which it is to be kept, and such instructions are to be strictly adhered to. All entries made therein are to be carefully examined by the commanding officer, and the books are always to be produced at the inspection of the regiment, and at such other times as the general or other officer commanding may think proper to call for them.

General instructions.

The books and records to be kept by the Royal Artillery and Royal Engineers are detailed in the standing orders of those corps respectively.

II. Regimental Books.**1496.**

1. General order book.
2. Regimental order book, temporary.
Regimental order book, permanent.
3. Record of officers' services.
4. Register of soldiers' services (for Depôts and Regiments at home).
5. Nominal and descriptive roll book (for service companies abroad).
6. Casualty book.
7. Letter book.
8. Return book.

9. Register of furloughs.
10. Description of deserters.
11. Defaulter book.
12. Officer's court-martial book.
13. Court-martial book.
14. Digest of services of the Regiment.
15. Register of marriages and baptisms.
16. Savings bank ledger.
17. Description of } in
horses } mounted
18. Equitation Register } corps
only.

Regimental.

General Order Book.

1497. All general orders and army circulars received from the Horse Guards and War Office, are to be pasted in a guard book in original as they are received. The volumes are each to be numbered and indexed.

General order book.

Regimental Order Book.

1498. The book for the entry of regimental orders is to consist of two parts, viz. :—

Regimental order book.

- Part 1.—*For temporary orders.*
 Part 2.—*For permanent orders.*

SECTION 30.

BOOKS.

II.

REGIMENTAL BOOKS—cont^d.

In Part 1, all orders issued by the General officer commanding the station, brigade, &c., or by the commanding officer of the regiment, are to be entered as they are issued. At the commencement of each year these entries are to be reviewed, and such of the orders—including the number and date of each order, as originally issued—as shall appear to the commanding officer necessary to be retained, are to be transcribed into Part 2. After these extracts shall have been made, Part 1 may be destroyed. The Permanent Book No. 2 is to have an index containing the date and purport of each order, the name of the officer by whom issued, and the page at which it is entered.

Register of Soldiers' Services.

Register of soldiers' services for Depôts, &c.

1499. The Register is to be made out according to the printed instructions contained therein. In all cases the service is to be reckoned from the date of attestation *and not of enlistment*. The full amount of imprisonment awarded, either by sentence of court-martial, or by order of commanding officers, under the provisions of the Articles of War, is to be recorded. A soldier's service is to reckon from, and inclusive of, the day on which he enters upon his duties. Whenever an exceptional case occurs, it is to be referred to the Adjutant-General.

Alterations to be noted.

1500. With a view to a correct descriptive return being rendered when required, any increase in the height of a soldier, and any alteration in his appearance, caused by accident or disease, by his being marked with the letter D, by corporal punishment, or by cross cupping, are to be carefully noted from time to time on the back of the record of services.

Records of men re-engaging.

1501. Commanding officers of regiments and depôts, in carrying out the provisions of the acts of parliament,* for "limiting the time of service in the army," are to cause the records of the services of soldiers who renew their engagement to be closed up to and inclusive of the day on which such re-engagement takes place as in the case of a soldier transferred from one corps to another. The record is then in like manner to be recommenced as follows:—

<i>Re-engaged at</i>	}	<i>From</i>	<i>To</i>
<i>for</i>			
<i>years.</i>			

and so continued in the usual mode until the termination of the re-engagement.

Casualty Book.

1502. A casualty book is to be kept at the head-quarters of every regiment, depôt, and depôt battalion, in which all changes

* 10 & 11 Vict. c. 37., passed 21 June 1847. 18 Vict. c. 4., passed 27 Feb. 1855, and the Army Enlistment Act, 1867.

REGIMENTAL BOOKS—cont^d.

II.

in the soldier's service are to be inserted daily. A copy of the entries between the first and last days of each month is to be furnished, by commanding officers abroad, with the monthly report, to the officer commanding the depôt, so that the imprisonments, promotions, reductions, and deprivations by sentence of court-martial, &c., may be regularly recorded in the regimental register. Certified copies of the entries in the casualty book are also to be furnished monthly from the orderly room to paymasters of corps in order that the records of soldiers' services or the copies thereof may be kept complete by them.

Letter Book.

1503. The Letter book is to contain the entry of all official letters written by the commanding officer, or under his direction, to the public departments, and to individuals, on regimental business. It is to contain an alphabetical index, and a separate index for the public departments. It need not be preserved beyond three years after it is completed, care being taken to keep copies of such letters as may be likely to be required for reference. Letter book.

Return Book.

1504. Copies of the Monthly and all other Returns transmitted to the military departments, or to the General officers commanding, are to be kept in a guard book and arranged in order of date. They may be destroyed after the expiration of three years, with the exception of such as the officer commanding may deem it proper to retain. Return book.

Regimental Defaulter Book.

1505. This book is to contain the name of every non-commissioned officer and soldier. An entry is to be made of every case of a man convicted by court-martial or by a court of criminal judicature, or who, in consequence of misconduct, shall have been subjected to any punishment involving imprisonment, forfeiture of pay, confinement to barracks exceeding seven days, or forfeiture of the liquor ration or its substitute on board ship for any period exceeding seven days, or to any punishment for offences committed by him as a prisoner in provost cells. Crimes of drunkenness are to be entered in black ink, and to bear the same number in the column set apart for that purpose, *in red ink*, as is prefixed to the corresponding act in the company's defaulter book. Regimental Defaulter book.

1506. The summary reduction of troop or battery serjeant-majors or colour serjeants to the rank of serjeant, or the deprivation of lance serjeants, or lance corporals of their acting rank are not circumstances of themselves to be recorded in the regimental defaulters' book. Offences of non-commissioned officers.

II.

REGIMENTAL BOOKS—cont^d.

Conviction by
the civil power.

1507. All convictions of soldiers by a magistrate or by a civil court, whether involving imprisonment or a fine in lieu thereof, are to be entered in the regimental defaulter book, and are to carry with them the consequences of such entry. Every conviction before a magistrate is considered as that of a "court of ordinary jurisdiction" within the meaning of the Mutiny Act and Articles of War.

Conviction of
non-commissioned
officers.

1508. Every case of a non-commissioned officer convicted of any offence by the civil power, is to be reported to the Adjutant-General with a view to the offender's reduction to the ranks by the special authority of the Commander-in-chief; as it would be contrary to the usage of the service that a non-commissioned officer should retain his rank after he has been subjected to a punishment which would in ordinary cases entail an entry in the regimental defaulter book.

Entry of
crimes.

1509. In order to ensure uniformity and brevity in the entry of crimes in Defaulter Books the following rules are to be observed :—

- a. In trials by courts-martial the general nature of the charges, not the charges themselves, are to be entered. When there are two or more charges, each charge is to be numbered. The date of the court-martial, and a reference to the volume and page of the book containing the entry of it, is to be inserted in the column for "remarks."
- b. In trials for habitual drunkenness, the crime constituting the last offence is to be entered in the "offence" column, and the letters H.D. in *red ink* in the "cases of drunkenness" column.
- c. In trials for disgraceful conduct, the generic heading is to be given in the "offence" column, with the specific charge added thus :—
 "Disgraceful conduct—theft," or
 "Disgraceful conduct—embezzling public money," or
 "Disgraceful conduct—malingering," or as the case may be.
- d. In trials for insubordination, the same course is to be pursued; thus "Insubordination—disobedience of orders," or "Insubordination—striking his superior officer," or as the case may be.
- e. Confinement to barracks is to be represented by C.B. ; imprisonment with hard labour, by impr. H.L. ; solitary confinement, by S.C. ; penal servitude, by P.S. ; deprivation of pay, by Dep^d of days' pay.
- f. Imprisonment, when awarded by a commanding officer, is to be entered in hours, when by a court-martial, by days.
- g. No date is to be entered in the "offence" column, unless two dates are necessarily included in the crime ; in that case the column for "date" to show the first, and that for "offence" the second.
- h. In like manner no place is to be mentioned in the "offence" column unless the statement of the crime involves two places, then the "place" column is to give the first, and the "offence" column the second.
- k. "Forfeiture of good-conduct pay" is to be noted under the head of "remarks."

REGIMENTAL BOOKS—cont^d.

II.

7. All offences of which men are convicted by court-martial are to be entered in the defaulter books, whether the sentences are remitted or not; but when the proceedings of a court-martial are set aside by proper authority, no entry is to be made of the charge.

1510. A half-sheet, or two pages, is to be allotted to every non-commissioned officer and soldier of the corps; the whole secured together in a guard book in alphabetical order, but not bound in sheets, so that when a soldier becomes non-effective by death, the record of his misconduct, if any, may be destroyed. If the man be transferred or removed to another regiment or to the depôt it is invariably to be transferred with him [in *blank* if there are no entries]. If he be discharged as an invalid, it is to be forwarded with his discharge documents. If he be discharged for any other cause, it is to be preserved at the depôt (or Regiment if at home) for the full period within which such soldier on re-engaging or re-enlisting is allowed to reckon former service. The sheets of men who desert are to be retained in the defaulter book.

Custody and disposal of defaulter sheets.

1511. In all cases of men discharged abroad, their defaulter sheets are, after the discharge has been confirmed, to be forwarded, together with the court-martial sheets and certified copies of convictions by the civil power to the regimental depôts, there to be retained for the prescribed period.

Defaulter sheets of men discharged abroad.

1512. The morning states and guard reports of the preceding six months are to be produced to the General officer at the periodical inspection, for comparison with the entries in the regimental defaulter book. After such comparison the general officer may authorize the states and reports to be destroyed.

Comparing states and guard reports.

Officers' Court-martial Book.

1513. A Guard book is to be kept as a confidential document by the commanding officer of every regiment and depôt, to contain certified copies of all charges upon which any of the officers therein serving may have been prosecuted before courts-martial, together with the finding and sentence in each case, and minutes of the execution or remission of all or any parts of such sentence. On the appointment, either from half-pay or from another regiment, of an officer who has been tried by court-martial, the commanding officer is to make application to the Adjutant General with a view to his being furnished with the above documents as regards such newly-appointed officer.

Officers' court-martial book.

Regimental Court-martial Book.

1514. The Court-martial book is to contain the original proceedings of every regimental and detachment court-martial, signed by the president, and countersigned by the commanding officer; also copies of the charges, findings, and sentences of general, district, and garrison courts-martial; such copies being

Regimental Court-martial book.

SECTION 30.

BOOKS.

II.

REGIMENTAL BOOKS—cont^d.

considerable amount has descended to the children of private soldiers, and of which they have been unable to obtain possession from the want of satisfactory evidence of their parents' marriage, which the regimental register is calculated to afford.

Reports to be made to district registrars.

1523. Commanding officers of garrisons, and military stations throughout England and Wales, are to report to the registrar of the district in which they are serving, for the information of the Registrar General, all marriages, births, and deaths, which take place amongst the troops under their respective commands, taking special care to furnish the district registrar with the following particulars, or so many thereof as may be known, when he applies for the same, viz. :—

In case of Birth.—The time and place of birth ; name, if any ; name and surname of father ; name and maiden name of mother ; rank and profession of father.

In case of Death.—The time and place of death ; name and surname of deceased person ; sex ; age ; rank and profession ; cause of death ; registration.

Savings Bank Ledger.

Savings bank ledger.

1524. This ledger on the prescribed form, (W.O.F. 395), is to be kept in accordance with the "*Regulations for Military Savings Banks*," W. O. Circular 711.

Equitation Register.

Classification of officers, men, and horses.

1525. In this register the officers, men, and horses are to be formed into three classes, according to their degrees of proficiency.

The first class is to consist of such officers, non-commissioned officers, and men as have attained sufficient dexterity and perfection in the equitation exercises to be competent to any duty to which they may be liable.

The second class is to comprise those officers and soldiers who are in an intermediate state of proficiency.

The third class is to include those officers and soldiers who are in the early stages of instruction.

The horses are to be classed in like manner.

To be made by commanding officer.

1526. The classifications are to be made under the direction of the commanding officer, and any alterations are to be determined by him on receiving the weekly reports of the riding master. Dismissals from attendance at the riding drills are to be authorized by the commanding officer only, after personal inspection.

Class rolls.

1527. In addition to the register to be kept by the riding master, a class roll is to be kept in each troop, of the officers, men, and horses belonging to it, and is also to be shown at half-yearly inspections.

1528.

III. Troop and Company Books.**III.—IV.**

1. Order book.
2. Ledger.
3. Pay and mess sheet (and company messing book for infantry not in India).
4. Defaulters' book.
5. Savings bank ledger (*in accordance with W.O. Circular 711*).

Troop, &c.
books.

1529. These books are to be kept by the captain, or, in his absence, by the officer to whom the care and payment of the troop, battery, or company are entrusted, in accordance with the printed instructions contained in the authorized forms of each book. How kept.

1530. The following rules are also to be observed:—

- a. The Order book is to contain a copy of all regimental and other orders, issued for the information of the troops. Order book.
- b. In the troop, battery, or company defaulter book a leaf will be allotted to every non-commissioned officer and man, as laid down in para 1510; and all offences of whatever description committed by soldiers, whether punishment may have been awarded or not, are to be regularly and distinctly recorded in the manner prescribed in para 1509, by the captain or officer commanding, who will affix his initials to each entry in the last column. Defaulter book.
- c. Cases of drunkenness are to be entered in black ink, and numbered in the column set apart for that purpose, consecutively, *in red ink*; after a conviction of habitual drunkenness the numbering is to re-commence.
- d. All offences committed by non-commissioned officers are to be recorded in this book; but those only of which they are convicted by a court-martial or civil court are to be transferred to the regimental defaulter book. When, however, a non-commissioned officer is reduced to the ranks by special order of the Commander-in-chief, for a crime—not for inefficiency—a record of it is to be made in both defaulter books.
- e. When soldiers are transferred or become non-effective, the sheets of this book referring to them are to be dealt with as directed for the regimental defaulter book. (See para. 1510.)

1531.

IV. Quarter-masters' Books.

1. Account of clothing.
2. Account of accoutrements, &c.
3. Account of arms and ammunition.
4. Account of fuel, forage, &c.
5. Account of necessaries.
6. Account of work done by armourer serjeants.
7. Letter book.

Quarter-
masters' books.

SECTION 30.

BOOKS.

IV.—VI.

QUARTER-MASTERS' BOOKS—cont^d.

1532. These books are to contain correct accounts of all articles of clothing, necessaries, accoutrements, arms, ammunition, fuel, forage, provisions, &c., &c., received for the service of the regiment, and to show the manner in which the same are distributed. The work done by armourer-serjeants is also to be accounted for in the book prescribed for that purpose. The letter-book is to contain the entries of all letters written by the commanding officer, or by his orders, on the foregoing subjects.

Veterinary
surgeons'
books.

1533.**V.—Veterinary Surgeons' Books.**

1. Register of sick and lame horses.
2. Record of treatment.

These books are to be kept on the prescribed forms, which will be furnished by the principal veterinary surgeon. Both books are to be submitted to the Inspecting General at his periodical inspections. When either book is filled up, it is to be forwarded by the least expensive mode of conveyance, consistent with safety, to the principal veterinary surgeon,* to whom requisition is to be made for new books.

VI.—Miscellaneous Regulations.

Books to
accompany
regiment on
service.

1534. When a regiment is ordered on active field service, the whole of the regimental books are not to be embarked with the regiment, but only such as may be absolutely required on service; the others are to be left with the regimental depôt, under the charge of the officer commanding, who is responsible that they are regularly and correctly kept.

Destruction of
books and
documents.

1535. With a view to obviate the inconvenience which is found to arise from the accumulation, in the military offices of districts or stations, of records to which references are seldom made, the General officer commanding is to cause a list of all official documents, books, &c. to be prepared at least every five years, and arranged according to subjects and periods; those which it may be deemed necessary to preserve being distinguished from those which may be recommended to be destroyed.

Board to be
assembled.

1536. This list is to be referred to a Board of three staff officers of the district or station [the head of the department to which the records belong being a member], who are to report, to the General officer commanding, their opinion as to the particular documents which may be destroyed without any prospect of inconvenience to the service. After a careful consideration of such report, the General officer is to transmit the same,—accompanied by his own observations,—to the Adjutant General, in

* Half-yearly returns of disease and accidents, in conformity with appendixes Nos. 7 & 8, in the "*Regulations for the performance of veterinary duties*," are to be forwarded to the principal veterinary surgeon.

MISCELLANEOUS REGULATIONS—cont^d.

VI.

order that the necessary authority may be obtained for the disposal of the condemned records.

1537. The following course is to be adopted, as occasion may require, in regard to useless regimental books and records, viz. : the officer commanding is to cause a committee of three or more officers to be assembled, for the purpose of examining them, and of ascertaining that such parts thereof as it may be advisable to retain have been extracted and correctly copied into other books. A list, accompanied by a declaration of the committee of officers, specifying,

Regimental records.

- 1st. The description of books or documents,
- 2nd. The periods to which they apply, and
- 3rd. The reasons, in each instance, for considering them, no longer necessary,

is then to be transmitted by the commanding officer to the War Office in order that the Secretary of State for War may decide as to their retention or destruction. This rule does not refer to those documents which are specially authorized to be destroyed periodically. [See paras. 1498 to 1512.]

A P P E N D I X
TO THE QUEEN'S REGULATIONS AND ORDERS
FOR THE ARMY.

1868.

CONTENTS.

- No. 1.—SPECIAL REGULATIONS RELATIVE TO THE HOUSEHOLD TROOPS.**
- No. 2.—REGULATIONS RESPECTING FOREIGN ORDERS, MAY 1855.**
- No. 3.—PROCEEDINGS OF BOARD AND DESCRIPTIVE RETURNS RELATIVE TO SERJEANT-MASTER-TAILORS.**
- No. 4.—PROCEEDINGS OF COURTS-MARTIAL.—FORMS TO BE OBSERVED, AND INSTRUCTIONS TO THE COURT.**
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- No. 6.—SCALE OF DIET FOR PRISONERS IN PROVOST CELLS.**
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-

SPECIAL REGULATIONS RELATIVE TO HOUSEHOLD TROOPS. APPENDIX No. 1.

APPENDIX No. 1.

SPECIAL REGULATIONS RELATIVE TO THE HOUSEHOLD TROOPS.

A.**ORDER RELATING TO HOUSEHOLD CAVALRY.**

THE following order, relating to the HOUSEHOLD CAVALRY, was issued by command of His late Majesty King WILLIAM the FOURTH, dated, *St. James's Palace, 31st July 1830.*

Royal Order
regarding
Household
Cavalry.

“ The King, being desirous that his Guards should enjoy all the advantages which can be derived from the command and care of the General officer commanding the army in chief, and that their duties upon His Majesty’s Person should be conducted upon the same principles as those of the troops of the line, is pleased to order, that the colonels of the two regiments of Life Guards, and the colonel of the Horse Guards, shall hereafter respectively make all their applications respecting motions, exchanges, leaves of absence, &c., to the General commanding the army in chief, in the same manner as the colonels of the three regiments of Foot Guards; and the General commanding the army in chief will give such orders as he may think necessary for the performance of the duties of honour over His Majesty’s Person, and of other duties within the metropolis and elsewhere, as well to the Horse as to the Foot Guards, and to all other troops.”

“ The Gold Stick will continue to perform the duty of that office, and will receive from His Majesty in Person the parole and countersign; and will report to His Majesty in Person as usual, as well as to the General officer commanding the army in chief. He will also specially report to His Majesty the receipt of any order from the General Commanding in Chief.”

B.**REGULATIONS FOR THE BRIGADE OF FOOT GUARDS.**

The following EXTRACTS from the “ ORDERS and REGULATIONS for the BRIGADE of FOOT GUARDS,” issued by command of HER MAJESTY, in the year 1853 are published for the general information of the Army.

Orders relating
to Foot Guards.

“ 40. Officers of the Guards are not to be put on duty with men of the Line, nor are Officers of the Line to be put on duty with, or to command men of the Guards.”

Duties in
garrison and
camp.

“ 41. In performing the duties of the garrison or camp they will be kept distinct as much as possible.”

“ 42. The Foot Guards will pay compliments as follows : Present and lower colours

Honours and
salutes.

To the Queen

To the Royal Family.

To the Colonel of a regiment of Guards, being a Field Marshal, his regiment will lower the regimental Colour only.”

APPENDIX No. 1. SPECIAL REGULATIONS RELATIVE TO HOUSEHOLD TROOPS.

cont^d.

“43. The State Colour carried on the Queen’s birthday or on any other state occasion, will be lowered to Her Majesty only.”

“44. **PRESENT ARMS.**

To the Colonels of the Foot Guards.

To the Colonels of the Life and Horse Guards.

To the Field Officers of the Foot Guards.

To General Officers who have been Field Officers in the Foot Guards, promoted as such, and who have not been appointed to Colonelcies of regiments of the Line.

To the Commander in Chief of the Army or General Commanding in Chief.

To the General appointed to command an Army on foreign service, the Foot Guards forming part of that army, but not to any other General who may be in temporary command of the army.

To the Lord Lieutenant of Ireland when a Battalion of Guards is stationed there.”

“45. When the Guards are stationed in garrison or camp with regiments of the Line, they pay the same compliment to them as to each other of presenting arms when relieving guard.”

“46. If a Regiment of the Line with colours flying, pass near a post where the Guards are on duty, they will turn out and present arms. If there are no colours, or that the colours are cased, they will only carry [*shoulder*] arms. To armed parties of the Brigade commanded by an Officer, they present arms.”

APPENDIX No. 2.

REGULATIONS RESPECTING FOREIGN ORDERS.

Issued from the Foreign Office, 10th May 1855.

1. No subject of Her Majesty shall accept a foreign order from the Sovereign of any foreign country, or wear the insignia thereof, without having previously obtained Her Majesty's permission to that effect, signified by a warrant under Her Royal Sign Manual.

2. Such permission shall not be granted to any subject of Her Majesty, unless the foreign order shall have been conferred in consequence of active and distinguished service before the enemy, either at sea or in the field; or unless he shall have been actually and entirely employed, beyond Her Majesty's dominions, in the service of the foreign Sovereign by whom the order is conferred.

3. The intention of a foreign Sovereign to confer upon a British subject the insignia of an order, must be notified to Her Majesty's Principal Secretary of State for Foreign Affairs, either through the British Minister accredited at the court of such foreign Sovereign, or through his Minister accredited at the court of Her Majesty.

4. If the service for which it is proposed to confer the order has been performed during war, the notification required by the preceding clause must be made not later than two years after the exchange of the ratifications of a treaty of peace.

If the service has been performed in time of peace, the notification must be made within two years after the date of such service.

5. After such notification shall have been received, Her Majesty's Principal Secretary of State for Foreign Affairs shall, if the case comes within the conditions prescribed by the present regulations, and arises from naval or military services before the enemy, refer it to Her Majesty's Principal Secretary of State for the War Department previously to taking Her Majesty's pleasure thereupon, in order to ascertain whether there be any objection to Her Majesty's permission being granted.

A similar reference shall also be made to the Field Marshal Commanding-in-chief, if the application relates to an officer in the army, or to the Lords of the Admiralty, if it relates to an officer in the navy.

6. When Her Majesty's Principal Secretary of State for Foreign Affairs shall have taken the Queen's pleasure on any such application, and shall have obtained Her Majesty's permission for the person in whose favour it has been made to accept the foreign order, and wear the insignia thereof, he shall signify the same to Her Majesty's Principal Secretary of State for the Home Department, in order that he may cause the warrant required by clause 1 to be prepared for the Royal Sign Manual.

When such warrant shall have been signed by the Queen, a notification thereof shall be inserted in the Gazette, stating the service for which the foreign order has been conferred.

APPENDIX No. 2.**REGULATIONS RESPECTING FOREIGN ORDERS.**cont^d.

7. The warrant signifying Her Majesty's permission may, at the request and at the expense of the person who has obtained it, be registered in the College of Arms.

8. Every such warrant as aforesaid shall contain a clause providing that Her Majesty's licence and permission does not authorize the assumption of any style, appellation, rank, precedence or privilege appertaining to a Knight Bachelor of Her Majesty's Realms.

9. When a British subject has received the Royal permission to accept a foreign order, he will at any future time be allowed to accept the decoration of a higher class of the same order, to which he may have become eligible by increase of rank in the foreign service, or in the service of his own country; or any other distinctive mark of honour strictly consequent upon the acceptance of the original order, and common to every person upon whom such order is conferred.

10. The preceding clause shall not be taken to apply to decorations of the Guelphic Order which were bestowed on British subjects by Her Majesty's predecessors, King George IV. and King William IV. on whose heads the crowns of Great Britain and of Hanover were united.

Decorations so bestowed cannot properly be considered as rewards granted by a foreign Sovereign for services rendered according to the purport of clause 2 of these regulations. They must be rather considered as personal favours bestowed on British subjects by British Sovereigns, and as having no reference to services rendered to the Foreign Crown of Hanover.

REGULATIONS RESPECTING FOREIGN MEDALS.

1. Application for permission to accept and wear medals which, not being the decoration of any foreign order, are conferred by a foreign Sovereign on British subjects in the army or in the navy for military or for naval services, should be addressed, as the case may be, to the Field Marshal Commanding-in-chief or the Lords of the Admiralty, who, if they see fit, may submit the same to Her Majesty's Principal Secretary of State for Foreign Affairs for Her Majesty's sanction: upon obtaining which, they may grant such permission without any other formality.

2. Permission to wear a foreign medal cannot be granted to a British subject, unless such medal be bestowed for military or naval services performed by the command or with the sanction of Her Majesty. But no permission is necessary for accepting a foreign medal, if such medal is not to be worn.

APPENDIX No. 3.
(Referred to in para. 321.)

A.

PROCEEDINGS of a Board of Serjeant-Master-Tailors, assembled by order of _____ for the purpose of ascertaining and reporting as to the capabilities of [*here insert name and regiment*], a candidate for training at the Royal Army Clothing Factory, Pimlico.

Members _____

We, the undersigned, having carefully examined _____ as to his knowledge of tailoring, are of opinion that he is [*here insert whether he is, or is not, likely to become an efficient serjeant-master-tailor*].

Signatures _____

B.

Regiment.

DESCRIPTIVE RETURN of a Soldier desirous of being trained for the appointment of serjeant-master-tailor.

Rank.	Name.	Age.		Service.		Where born.	Trade.	or Married Single.	Character.	Whether possessing the Qualifications specified in Para. 320 of the Queen's Regulations.	Declaration to be made, if in his First Period of Service.	REMARKS.
		ys.	ms.	ys.	ms.						I hereby declare that I am willing to re-engage for a further term of _____.	

I certify that I have carefully examined _____ and consider him fit for service at home and abroad.

Signature of Medical Officer _____

I recommend the above Soldier, as likely to prove an efficient serjeant-master-tailor.

Signature of Commanding Officer _____

C.

Regiment.

RETURN of men who have been appointed serjeant-master tailors in the above Corps.

(To be transmitted on the 1st January and 1st July of each year.)

Regt.	Name.	Date of Appointment, quoting Authority.	Whether a Civilian specially enlisted as Serjeant-Master-Tailor, with Date of Attestation.	Whether a Soldier confirmed in the Appointment under Para. 325 of the Queen's Regulations.	If transferred from another Regt., stating Corps and Date.	Period of limited Service unexpired.	Whether received a certificate of competency from the Supt. of Royal Army Clothing Factory, Pimlico.

APPENDIX No. 4.

(Referred to in para. 732.)

FORM OF RECORDING THE PROCEEDINGS OF A GENERAL COURT-MARTIAL, including some of the more unusual incidents which may occur to vary the ordinary course of procedure, with instructions for the guidance of the Court.*

PROCEEDINGS of a GENERAL COURT-MARTIAL, held at _____
 on the _____ day of _____ 186____, by order
 of _____ Commanding _____, dated the
 _____ day of _____, 186____.

President.

Members.

<i>Rank.</i>	<i>Name.</i>	<i>Regiment.</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____, Deputy Judge Advocate.

At _____ o'clock the Court opens.

First day.

[*No.—Rank—Name—Regiment*] is brought a prisoner before the Court.

The order for convening the Court, and the warrants appointing the President and Deputy [*or, Officiating*] Judge Advocate, are read.

The names of the President and Members of the Court are read over in the hearing of the prisoner, and they severally answer to their names.

Do you object to be tried by me as the President or by any of the officers whose names you have heard read over ?

Question by the President to the Prisoner.
Answer.

[*Instruction.—The Questions are to be numbered throughout consecutively in a single series. The letters Q. and A. in the margin may stand for "Question" and "Answer" respectively.*]

* N.B.—With obvious alterations and omissions, this form is applicable to District or Regimental Courts-martial. For General and District Courts-martial, W.O. Form 642 is to be used in accordance with these instructions.

contd.

Variations.

Challenging President.

Answer.—I object to _____
Question to the Prisoner.—

State your objection.

Prisoner.—

The prisoner in support of his objection, requests permission to call _____

_____ is called into Court, and is questioned by the prisoner.

The Court is cleared.

Decision.—The Court, by a majority of two-thirds, disallow the objection. *Or,*

The Court suspend their proceedings, and refer the prisoner's objection to the convening officer.

At _____ o'clock the Court resume their proceedings, and a letter (&c.) is read to the prisoner, marked _____ and attached to the proceedings.

N.B.—*The Judge Advocate cannot be objected to by the prisoner.*

Challenging Member.

Answer.—I object to _____
Question to the Prisoner.—

State your objection to _____.

Prisoner.—

The prisoner, in support of his objection to _____ requests permission to call _____, &c. &c.

The Court is cleared.

Decision.—The Court disallow the objection.

The Court is re-opened, and the above decision is read to the prisoner.

Decision.—The Court allow the objection.

The President informs _____ that he is not required to serve on this Court-martial.

The Court is re-opened and the above decision is made known to the prisoner.

New Member.—(*Rank—Name—Regiment*) takes his place as a member of the Court.

Question to Prisoner.—Do you object to be tried by _____ as a member of this Court-martial?

Answer.— _____

(*Any objection is dealt with as in the case of an original member.*)

The President, Members, and Judge Advocate are duly sworn.

The Prisoner [*No.—Rank—Name—Regiment*] is arraigned upon the following

Charge.

Are you guilty or not guilty of the charge against you, which you have heard read?

Charge.
Question to the prisoner.

Answer.

[*Instructions.*—1. *It is generally advisable that the witnesses be ordered out of Court at this stage of the proceedings.*

2. *All proceedings of the Court, except when it is cleared for deliberation, are to take place in presence of the prisoner.*

cont^d.

3. *No Court-martial should proceed to trial until they have satisfied themselves of their competence to deal with the charge, both as respects their jurisdiction and the precision with which the charge is worded.*]

Variations.

1. The prisoner not pleading [refusing to plead] to the above charge, the Court enter a plea of "not guilty."

2. *Plea.*—The prisoner pleads _____ (in bar of trial).
The Court disallow the plea in bar of trial, and require the prisoner to plead to the charge.

Question to the Prisoner.—Have you any evidence to produce in support of your plea?

Answer.—

(*Witness examined on oath.*)

The Court are of opinion that the prisoner has not [has] substantiated his plea, and in consequence proceed with the trial [do therefore adjourn until further orders].

Prosecution.

(*Rank—Name—Regiment*) appears as Prosecutor, and reads the following address, which is marked _____, signed by the President, and attached to the proceedings.

[*Instructions.—If possible, no officer who is to be called as a witness is to be appointed to act as prosecutor. When the prosecutor is required to give evidence he must be sworn.*]

The Prosecutor proceeds to call witnesses.

*First witness
for prosecution.*

(*Rank—Name—Regiment*) being duly sworn is examined by the prosecutor.

Q.

A.

Cross-examined by the Prisoner.

[*Instruction.—Although a prisoner may have a professional adviser near him during the trial, to advise him on all points, and to suggest, in writing, the questions to be put to witnesses, such adviser is not to be permitted to address the Court or to examine witnesses orally.*]

Q.

A.

Re-examined by the Prosecutor.

Q.

A.

Examined by the Court.

Q.

A.

The witness withdraws.

[Instruction.—It is usual to read the whole of a witness's deposition to him before he quits the Court, in order that he may correct any accidental mistake or omission in the recorded minutes. The Court may put questions to witnesses at any stage, but it is preferable to defer them until the examination of the witnesses by the parties to the trial has been concluded.]

contd.

Variation.

The prisoner declines cross-examining this witness.

[Instruction.—In every case where the prisoner does not cross-examine a witness for the prosecution this statement is to be made, in order that it may appear on the face of the proceedings that he has had the opportunity given him of cross-examination.]

_____ being duly sworn, is examined by the _____ *Second witness for prosecution.*
prosecutor.

(The examination, &c. proceeds as above.)

[Instruction.—There is to be a blank line between the recorded minutes of every two witnesses.]

At _____ o'clock the Court adjourn until _____ o'clock on the _____

On _____, the _____ of _____ 186 _____, at _____ *Second day.*
_____ o'clock, the Court re-assemble, pursuant to adjournment, present the same members as on _____

Variations.

Rank—Name—Regiment being absent.

(The absence is accounted for.)

The Judge Advocate produces a medical certificate, which is read, marked _____, and attached to the proceedings.

The Court adjourn until _____.

The Court being below the number required by the Mutiny Act, adjourn until further orders; _____ or,

There being present (*not less than the least number required by the Mutiny Act*) members, the trial is proceeded with.

A warrant is read, bearing date _____, appointing (*the senior member*) president of the Court-martial in the place of _____ who _____ *New President.*

The trial is proceeded with.

A warrant is read, bearing date _____, appointing _____ to act as Judge Advocate in the place of _____, who _____ *New Judge Advocate.*

_____ is duly sworn.

The trial is proceeded with.

[Instruction.—No proceedings can take place in the absence of either President or Judge Advocate.]

APPENDIX No. 4.

PROCEEDINGS OF COURTS-MARTIAL.

cont^d. Examination [cross-examination] of _____ continued.

Q.

A.

Q.

A.

Do you intend to call any witness in your defence ?

Yes.

[Instruction.—If the prisoner replies in the negative, the course prescribed in para. 772a. of the text will be pursued.]

The prosecution is closed.

Defence.

Defence.

The prisoner having been called upon to make his defence says : _____ [or requests to be allowed ___ days to prepare his defence.]

The prisoner calls the following witnesses.

First witness for defence.

(Rank—Name—Regiment) is duly sworn.

Examined by the Prisoner.

Q.

A.

Cross-examined by the Prosecutor.

Q.

A.

Re-examined by the Prisoner.

Q.

A.

Examined by the Court.

Q.

A.

The witness withdraws.

Close of the defence.

The prisoner reads an address, which is marked _____, signed by the President, and attached to the proceedings.

[Instruction.—If necessary the Court may now be adjourned to enable the prosecutor to prepare his reply; the fact of adjournment being recorded as before.]

Reply.

The prosecutor reads the reply, marked _____, which is signed by the President, and annexed to the proceedings.

[Or the prosecutor declines making a reply.]

The Court adjourn until _____ to enable the Deputy Judge Advocate to prepare his summing up.

contd. What service is he allowed to reckon towards discharge ?

Q.
A.

Q. Is the prisoner in possession of any decorations or honorary rewards ?

A.

[Instruction.—*In a case of desertion it is to be asked and recorded whether the prisoner surrendered or was apprehended.*]

The Court is again cleared.

Sentence.

Sentence. The Court sentence the prisoner No.—(Rank—Name)—Regiment

[Instruction.—*The sentence is to be marginally noted in every case.*]

Death.

a. to suffer death by being shot [hanged].

Penal servitude _____
years.

b. to suffer penal servitude for the term of _____ years
[or for life].

Cashiered.

c. to be cashiered.

Dep^d of pay
for _____ *days.*

d. to be deprived of one penny a day of his pay for a period
of _____ days.

Reduction.

e. to be reduced to the ranks.

[Instruction.—*This implies reduction of a non-commissioned officer to gunner, driver, sapper, or private, as the case may be. See para. 761.*]

Impt. H.L.
for _____ *days.*

f. to be imprisoned with hard labour [with such labour as, in the opinion of the medical officer of the prison, he may be equal to] for _____ days.

84 Days Impt.
H.L. and S.C.

g. to be imprisoned for eighty-four days, forty-two of the said eighty-four days to be solitary confinement, such solitary confinement not to exceed fourteen days at a time with intervals between the periods of solitary confinement of not less duration than such periods, the remainder of the imprisonment to be with hard labour (or as in f.)

[N.B.—*In the foregoing the maximum of solitary confinement is given.*]

Days
Impt. H.L. and
S.C.

h.* to be imprisoned for _____ days, _____ of the said _____ days to be solitary confinement, such solitary confinement not to exceed seven days in any twenty-eight days, with intervals between the periods of solitary confinement of not less duration than such periods, the remainder of the imprisonment to be with hard labour (or as in f.)

* When the imprisonment awarded exceeds 84 days.

i. to be put under stoppages of pay until he shall have made good the following articles, viz : _____
 [or until he shall have made good the sum of _____,
as the case may be], *vide Articles of War 130, 131.* cont.
Stoppages.

j. to suffer a corporal punishment of _____ lashes, and _____
 to be imprisoned, &c. &c. (*as in f. g. or h.*) lashes.

k. And in addition to forfeit all advantages as to pay and pension derivable from past [and future] service. Forfeiture of pension, &c.

l. and to forfeit his medals. Forfeiture of medals.

[Instruction.—*The medals are to be described*].

m. and also to be marked with the letter D. [See text, *Marked D.*
para.]

n. The Court do further sentence him to be discharged with ignominy from Her Majesty's service and also to be marked with the letters B.C. Discharge with ignominy, and marked B.C.

Signed at _____, this _____ day of _____, 186 _____

(Signature)

Judge Advocate.

(Signature)

President.

[Instruction.—*Space of at least half a page is to be left for the remarks of the confirming officer.*

Confirmed,

or,

[I confirm the finding and sentence of the Court, but [mitigate] remit _____]

Date. (Signature of confirming authority.)

I hereby approve [As Civil Governor I further approve] the sentence of the Court upon (*No.* _____ *rank and name of prisoner*) on behalf of Her Majesty.

(Date.) (Signature of Civil Governor.)

N.B.—This approval on behalf of Her Majesty is equally necessary to the carrying into effect of a capital sentence in those cases where the confirming authority also administers the civil government.

Revision.

On _____, the _____ day of _____, at _____ o'clock, the Court re-assemble by order of _____ for the purpose of reconsidering their _____.

Present the same members as before.

The letter [order or memorandum] containing the instructions to the Court and the reasons of the revising authority for requiring a revision of the finding (*or sentence*) is read, marked _____ signed by the President, and attached to the proceedings.

APPENDIX No. 4.

PROCEEDINGS OF COURTS-MARTIAL.

cont^d. The Court having attentively considered the observations of
Revised finding. the revising officer and the whole of the proceedings,

a. do now revoke their former finding, and are of opinion, &c.,

or,

*Revised sen-
tence.*

b. do now revoke their former sentence, and now sentence
the prisoner, &c., &c.,

or,

Revised finding.

c. do now revoke their former finding and sentence. The
Court are now of opinion, &c., &c.

*Revised sen-
tence.*

d. do now respectfully adhere to their former sentence
[finding and sentence.]

Signed at _____, this _____ day of _____ 186__.

(Judge Advocate.)

(President.)

[Instruction.—No additional evidence for prosecution or de-
fence can be received on the revision, and no portion of the
original minutes can be altered.]

Recommendation to mercy, &c.

[Instruction.—When the Court have passed judgment, and desire to recommend
the prisoner to the favourable [merciful] consideration of the confirming authority;
or to remark on the conduct of the parties before them; or on the manner in which a
particular witness has delivered his testimony; &c., &c., they are to embody their
views in a separate letter, to be signed by the President, and forwarded with the
proceedings to the confirming authority, or to the Judge Advocate General, as the
case may be.]

FORM OF SUMMONS TO A CIVIL WITNESS.

To _____

Whereas a _____ court-martial has been ordered to assemble
at _____ on the _____ day of _____ 186__ , for the trial of
_____, of the _____ regiment, I do, by virtue of the authority
vested in me by the thirteenth section of the Mutiny Act, summon and
require you A. _____ B. _____ to attend, as a witness, the sitting of the said
court at _____ on the _____ day of _____, at _____
o'clock in the forenoon [and to bring with you the documents herein-
after mentioned, namely _____], and so to attend from day to day
until you shall be duly discharged; whereof you shall fail at your peril.

Given under my hand at _____ on the _____
day of _____ 186__.

(Signature) _____

Deputy Judge Advocate
(or President).

PROCEEDINGS OF COURTS-MARTIAL.

APPENDIX No. 4.

FORM OF CERTIFICATE OF PREVIOUS CONVICTIONS.

contd'

Certified Copy of an Entry [*or Entries*] of the previous convictions by Courts-martial [*or by Civil Court*] of No. _____, A.B., of the _____, taken from the Court-martial Book [*or Regimental, or Company's Defaulters' Book, as the case may be,*] of the Regiment.

Description of Court-martial by which tried.	Place and Date of Trial.	Charges upon which tried.	Finding and Sentence of the Court.	Minute of Confirmation.	Sentence whether inflicted or remitted.

Authenticated by (*here the signature of the Officer, certifying to the correctness of the extract, is to be given.*)

Dated at
this _____ day of _____, 18 ____ .
(*To be signed by the President and attached to the proceedings.*)

APPENDIX No. 5.
(Referred to in para. 732.)

FORMS OF CHARGES.

The following Forms of Charges are to be used as occasion may require, in arraigning prisoners before a Court-martial.

N.B.—The marginal references apply to the Articles of War for the year 1867.

MUTINY.

15th Cl. M. Act.
36th Art. of
War.

1. Having on the _____ 18 at _____ begun
[excited, caused, or joined in, as the case may be] a mutiny in the
regiment.

or
2. Having, on the _____ 18 at _____ when
present at a mutiny taking place in the _____ regiment, not used his
utmost endeavour to suppress the said mutiny.

or
3. Having at _____ come to the knowledge of a mutiny [or
an intended mutiny, as the case may be] in the _____ regiment, and
not having [without delay] given information thereof to his commanding
officer.

or
4. Having, on the _____, at _____, conspired with
to mutiny.

INSUBORDINATION.

5. Striking a Superior Officer.

15th Cl. M. Act.
37th Art. of
War.

Insubordination, accompanied with personal violence, in having at
_____ on the _____ struck [with his clenched fist, or open
hand, or missile, or weapon, as the case may be] _____ of the
the said _____ being his superior officer, and being
in the execution of his office.

Or

6. Using or offering Violence against a Superior Officer.

Insubordination, accompanied with personal violence, in having at
_____ on the _____ offered, [or used, as the case may be]
violence against _____, by [here state the precise nature of the
violence used or offered], the said _____ being his superior officer,
and being in the execution of his office.*

7. Offering Violence in a Military Prison.

37th Art. of
War.

Insubordination, accompanied with personal violence, in having, when
confined in the military prison at _____, on the _____
struck [used, or offered * violence against, as the case may be]
_____ of the _____ the said _____ being a visitor of the
said prison [or his superior military officer, as the case may be], and
then and there in the execution of his office.

* By the words "Offer of Violence" is implied any threatening act or gesture amounting to an attempt to use violence.

8. Disobeying the Command of a Superior Officer.

cont^d.

Insubordination, in having at _____ on the _____
 disobeyed the lawful command of _____ his superior officer by [here
describe the precise nature of the act of disobedience imputed to the
prisoner].

38th Art. of
 War.

9. Using Threatening Language to a Superior.

N.B. — *If insubordinate language accompany the act or acts of violence it should not form the subject of a separate charge, but be stated as a circumstance in the charge alleging the violence: it is essential that the precise language used should be specified in the charge; and if accompanied by gesture the same should be accurately described.*

Insubordination, in having at _____ on the _____ used
 threatening language towards _____ his superior officer, in substance
 and to the effect following, that is to say, "I will take away your life."

41st Art. of
 War.

DESERTION AND ABSENCE WITHOUT LEAVE.

10. Desertion.

1st. Having deserted * from the _____ regiment at
 on the _____

42nd Art. of
 War (1st Cl).

N.B.—*If the prisoner made away with any of his regimental clothing, appointments, or necessaries, it should form the subject of a second charge, viz.—*

2d. Having at the time stated in the first charge made away with the following articles of his kit, viz.:

102nd Art. of
 War.

[*Here specify the different articles deficient, and in the case of a great coat, its estimated value.*]

N.B.—*If the prisoner re-enlisted into another corps and obtained bounty, a charge should be added as follows:—*

3d. Having whilst in a state of desertion from the _____,
 as stated in the first charge, enlisted into the _____ on the _____,
 and having by such enlistment fraudulently obtained a
 bounty of _____, and also a free kit, value _____.

11. Advising or Persuading others to Desert.

Having at _____, on the _____ [or between the
 _____ and _____], advised [or persuaded, as the case
 may be] private _____, of the _____ regiment to desert
 from Her Majesty's service, by having in conversation with the said
 private said to him [*here state the acts done or the words used by the way of advice or persuasion*].

44th Art. of
 War.

12. Knowingly Receiving and Entertaining a Deserter.

Having at _____ on the _____ received and enter-
 tained _____ of the _____ knowing him to be a deserter,
 and not having immediately given notice to the proper authority. with
 a view to cause the said _____ to be apprehended.

44th Art. of
 War.

* Evidence should be given to the Court of the period of absence, of the surrender or apprehension of the prisoner, and other circumstances bearing upon the degree of his offence.

APPENDIX No. 5.

FORMS OF CHARGES.

cont^d. **13. Fraudulent Confession of Desertion by a Soldier while Serving.**
 46th Art. of War. Having at _____ on the _____ made a false statement to his commanding officer, by fraudulently confessing himself to be a deserter from the _____ regiment.

14. Absence without Leave.

50th Art. of War. Having at _____, on the _____ without leave from his commanding officer, absented himself from the _____ regiment, and having remained so absent until the _____.

OFFENCES IN THE FIELD, CAMP, GARRISON, OR QUARTERS**15. Sleeping on a Post.**

57th Art. of War. Sleeping on his post when sentry over _____, at [station], between the hours of _____ and _____ o'clock, on the _____.
(Name of the post or guard should be stated).

16. Leaving a Post before being relieved.

57th Art. of War. Having, before being regularly relieved, left his post when sentry over *(post or guard to be here stated)*, at [station], between the hours of _____ and _____ o'clock, on the _____.

17. Leaving a Guard or Picquet.

65th Art. of War. Having, on the _____, left his guard [or picquet, or post, *as the case may be*] at _____ without having first obtained leave from the officer [or non-commissioned officer] in command of the said guard [or picquet, or post], and for not having returned until _____.

[N.B.—*If the offender should not return to his guard or picquet before it is relieved the latter part of the charge to be worded accordingly.*]

18. Breaking Arrest or Escaping from Confinement.

69th Art. of War. Having at _____, on the _____, whilst under arrest [or a prisoner in confinement, *as the case may be*] in the _____ [here specify the place in which he was confined], broken his arrest [or escaped from such confinement, *as the case may be*], before he was set at liberty by proper authority.

19. Absence from Parade.

70th Art. of War. Having at _____, on the _____, failed to appear at _____, the place of parade appointed by his commanding officer.

20. A Commander of a Guard, Picquet or Patrol suffering a Prisoner committed to his Charge to Escape.

73rd Art. of War. Having, when in command of [here state whether a guard, picquet or patrol,] at _____, on the _____, negligently [or willfully, *as the case may be*] suffered _____, a prisoner committed to his charge to escape (or released him without proper authority, *as the case may be*).

cont^d.

DRUNKENNESS.

21. Drunk on Duty under Arms.

Having, on the _____ been drunk when on duty under arms,
when on the _____ guard at _____ [or on picquet, or when
employed as mounted orderly, or on escort duty, as the case may be].

N.B.—The name of the guard should always be stated; and if the prisoner was
on sentry at the time the particular post should be inserted in the charge.

22. Drunk when on any Duty not under Arms or for Duty, or on
Parade, or on the Line of March.

a. Having, on _____, at _____, been drunk on duty, 77th Art. of
[here state the precise nature of the duty on which the prisoner was War.
employed].

Or

b. Having at _____, on the _____, been drunk when
for duty [state the duty];

Or

c. Having at _____, on the _____ been drunk when on
parade [state the particular parade];

Or

d. Having at _____, on the _____, been drunk on the
line of march* between _____ and _____

23. Habitual Drunkenness.

a. Habitual drunkenness in having been drunk in barracks [or as 78th Art. of
the case may be] at _____, on the _____, that being the War.
fourth time of his being drunk within 365 days.

Or

b. Habitual drunkenness in having been drunk on duty under arms,
[or on duty, or when for duty, or on parade, or on the line of march,
as the case may be] at _____ on the _____, that being the
second time of his being drunk when on [or for] duty, [or on parade, or
on the line of march, as the case may be] within 365 days,

Or

c. Habitual drunkenness in having been drunk in barracks [or as
the case may be] at _____, on the _____, that being the
second time of his being drunk within 168 days after conviction for
habitual drunkenness.

Or

d. Habitual drunkenness in having at _____, on the _____,
within 168 days after conviction for habitual drunkenness, been drunk
on duty under arms [or on duty, or when for duty, or on parades, or on
the line of march, as the case may be].

* The words "Line of March" are to be understood in their literal and
obvious sense; that is to say, as being applicable to the period alone during which
the soldier is actually on his day's march from one station or halting place to another.

contd.

DISGRACEFUL CONDUCT.**24. Fraudulently Misapplying Public Money or Stores.**

80th Art. of War.

Disgraceful conduct in having at _____, on the fraudulently misapplied—
a. the sum of _____, being public money entrusted to him by _____, for the purpose of _____ [here state facts fully.]

[N.B.—This is applicable to a pay-sergeant making away with money entrusted him for the payment of his troop, battery, or company.]

b. the following property [or stores] belonging to Government, viz., [here state the property and its value.]

25. Malingering and Feigning Disease.

81st Art. of War.

Disgraceful conduct at _____, on the malingering [feigning, or producing disease or infirmity, or wilfully doing any act, or wilfully disobeying any orders, thereby producing aggravating disease or infirmity, or delaying his cure, as the case may be.]

[N.B.—In each case the acts done or omitted to be done, from whence the Court are to draw the inference, that he malingered, &c., &c., should be specified.]

26. Wilfully Maiming or Mutilating.

81st Art. of War.

Disgraceful conduct in having at _____, on the _____, wilfully maimed [or injured] himself, by discharging a loaded musket through his wrist [or inflicting a wound with _____, as the case may be] with intent thereby to render himself unfit for His Majesty's service.

Or

27. Maiming or Injuring another Soldier.

Disgraceful conduct in having at _____, on the _____, wilfully maimed [or injured] Private _____, by discharging a loaded musket through the wrist of him, the said Private inflicting a wound with _____, as the case may be] with intent thereby to render him, the said Private _____, unfit for His Majesty's service.

28. Tampering with Eyes.

81st Art. of War.

Disgraceful conduct in having at _____, on the _____, tampered with his eyes by [describe the nature of the act supposed to have been done by the prisoner] with intent thereby to render himself unfit for service.

29. Stealing or Feloniously Receiving.

81st Art. of War.

a. Disgraceful conduct, in having at _____, on the _____, stolen the following property, belonging to _____, viz., [here describe the articles and their value.]

Or

b. Disgraceful conduct, in having at _____, on the _____, feloniously received the following articles, the property of _____, knowing the same to have been stolen, viz., [here describe the articles and their value.]

[N.B.—Both these charges are to be used in the cases where a soldier is found in possession of stolen property, and it is not certain that he committed the theft.]

30. Offence of a Felonious or Fraudulent Nature upon a Civilian. cont^d.

Disgraceful conduct, in having at _____, on _____ 81st Art. of
 the _____, fraudulently obtained from _____, War.
 a civilian, the sum of _____, [or goods, amounting to
 as the case may be], by _____,

[Here state the precise nature of the trick or pretence by means of which the money or goods was or were obtained.]

31. Indecent Assault.

Disgraceful conduct, in having at _____ on the _____ 81st Art. of
 committed an indecent assault upon _____ War.

32. Producing False or Fraudulent Accounts or Returns.

Disgraceful conduct, in having on the _____ 88th Art. of
 at _____, in his capacity of Serjeant-major [quarter-master War.
 serjeant, pay serjeant, or pay corporal, as the case may be] with intent to
 defraud, produced to the paymaster [adjutant, or other officer, as the
 case may be] certain false certificates [or vouchers, or accounts], as
 follows :—

[Here specify the particular nature and description of the certificates, or vouchers, or accounts produced.]

MISCELLANEOUS OFFENCES.**33. Making away with, &c., Arms, Clothing, Instruments, Equipments, Accoutrements, or Necessaries.**

Having at _____, on the _____ made away with 102nd Art. of
 [pawned, sold, lost by neglect, wilfully spoiled, as the case may be] the War.
 following articles, viz. :—

[Here specify the different articles in detail, and the value of each, with the exceptions provided for in the 131st Article of War.]

34. Writing an Anonymous Letter to a Superior.

Conduct to the prejudice of good order and military discipline, in 105th Art. of
 having at _____, on the _____, written and sent to [A.B.], his War.
 superior officer, an anonymous letter, which letter contained the follow-
 ing passage [to be set out in words ; if no particular passage can be
 selected, the whole letter should be set out].

35. Obstructing and Assaulting the Police in the Execution of their Duty.

Conduct to the prejudice of good order and military discipline, in 105th Art. of
 having at _____ on the _____ War.
 assisted [soldiers or civilians, as the case may be] in obstructing
 and assaulting constables _____ and _____,
 in the execution of their duty.

[N.B.—The particulars in every case are to be distinctly specified.
 If the prisoner actually joined the party he is to be charged with the
 actual assault and obstruction, whether he was guilty of any violence
 or not.]

APPENDIX No. 5.

FORMS OF CHARGES.

contd.

36. Forcing or Striking a Sentry.

105th Art. of War.

Conduct to the prejudice of good order and military discipline, having at _____, on the _____, wilfully struck Private _____, he being at the time sentry on duty. (or for having forced a sentry, as the case may be.)

37. A Non-Commissioned Officer Allowing a Prisoner in his Charge to get Drunk.

105th Art. of War.

Conduct to the prejudice of good order and military discipline, having at _____, on the _____, when sergeant [or corporal] of the _____ guard, wilfully [or through neglect] to get drunk when a prisoner under his charge.

38. A Sentry neglecting to obey the Orders of his Post.

105th Art. of War.

Conduct to the prejudice of good order and military discipline, having at _____, on the _____, when on sentry at No. _____ post of _____ guard, wilfully [or by neglect, as the case may be] allowed (here state the particular fact), thereby neglecting to obey the orders of his post.

39. Irregular Conduct on Guard.

105th Art. of War.

Conduct to the prejudice of good order and military discipline—
a. In having, at _____, on the _____, when on sentry at No. _____ post of _____ guard, delivered over his charge to Private _____, without a non-commissioned officer being present at the relief; (or in having, &c., &c., when on guard, relieved Private _____, who was on sentry at _____, without being regularly posted at such relief by a non-commissioned officer of the guard.)

Or

b. In having, when corporal of the _____ guard, at _____, on the _____, wilfully permitted Private _____ one of the guard, to relieve Private _____, who was then on sentry at No. _____ post, without him, the prisoner, being present at the relief.

40. Drunk and Riotous.

105th Art. of War.

Conduct to the prejudice of good order and military discipline—
a. In having been drunk and riotous in the streets [or barracks, as the case may be] at _____, on the _____, and for resisting and offering violence to the picquet ordered to take him into confinement.

Or

b. In having been drunk and riotous in the streets at _____, on the _____, and for having drawn [or attempted to draw] his bayonet upon _____.

41. Breaking out of Barracks after Tattoo.

105th Art. of War.

Conduct to the prejudice of good order and military discipline, in breaking out of barracks, after tattoo, at _____, on the _____, and remaining absent until the _____.

42. Breaking out of Barracks when confined thereto.cont^d.

Conduct to the prejudice of good order and military discipline, in 105th Art. of
 breaking out of barracks when confined thereto, at , on War.
 the , and remaining absent until the .

43. Preferring frivolous and unfounded Complaints as to the Quality of Provisions or Necessaries.

Conduct to the prejudice of good order and military discipline, in 105th Art. of
 having at , on the , wilfully War.
 preferred a frivolous and unfounded complaint by saying [*the com-
 plaint to be here stated in terms*].

44. Firing of a Musket loaded with Ball in his Barrack Room.

Conduct to the prejudice of good order and military discipline, in
 having at , on the , fired off in
 his barrack room, a musket loaded with powder and ball, thereby
 endangering the lives of other soldiers, and wantonly expending a round
 of the service ammunition entrusted to his charge, and further causing
 barrack damages to the amount of .

45. Military Witness refusing to be sworn.

Conduct to the prejudice of good order and military discipline, in 105th Art. of
 having at , on the , when in War.
 attendance as a witness at a Court-martial, held for the
 trial of , unlawfully refused to be sworn, in order to
 give his evidence.

46. Military Witness refusing to give Evidence.

Conduct to the prejudice of good order and military discipline, in 105th Art. of
 having at , on the after being duly War.
 sworn as a witness before a Court-martial, then sitting for
 the trial of , unlawfully refused to [*here state the nature
 of the refusal, whether to give evidence, or to answer questions, or both,
 as the case may be.*]

47. Perjury.

Perjury in having at on when sworn and 35th Art. of
 examined as a witness before a Court-martial then being held War.
 for the trial of wilfully and corruptly made the following
 statement material to the question then at issue before the said Court
 [*here set out the words used*]; the said statement being false, as he,
 the prisoner, well knew.

APPENDIX No. 6. SCALE OF DIET FOR PRISONERS IN PROVOST CELLS.

APPENDIX No. 6.

(Referred to in para. 812.)

SCALE OF DIET FOR PRISONERS IN PROVOST CELLS.

Scale of Diet.

The scale of diet which has been approved for prisoners in Provost Cells is as follows :—

- (a) For prisoners undergoing the ordinary discipline of the cell under sentence of courts-martial, daily :—
- Breakfast.*—8 oz. of oatmeal made into stirabout, or 10 oz. of bread and $\frac{1}{2}$ a pint of milk.
- Dinner.*—3 lbs of potatoes with salt, or 9 oz. of Indian meal made into a stirabout, at stations where it can be conveniently procured and properly prepared, together with $\frac{1}{2}$ a pint of milk.
- Supper.*— $\frac{1}{2}$ lb. of bread and $\frac{1}{2}$ a pint of milk.
- (b) For soldiers summarily committed, and for prisoners in solitary confinement when not employed at hard labour, the above diet is to be reduced about one fourth, viz. :—
- Breakfast.*—6 oz. of oatmeal or 7 oz. of bread.
- Dinners.*—2 lbs. 4 oz. of potatoes with salt, or 6 oz. of Indian meal.
- Supper.*—6 oz. of bread, with $\frac{1}{2}$ a pint of milk at each meal.
- (c) A meat dinner, as allowed by the diet scale of military prisoners is to be given on two days of the week to prisoners in provost cells after they have been in confinement for 28 days (whether such period of imprisonment has been passed in a guard room or in provost cells), as follows :—
- 8 oz. of beef, without bone before cooking, 2 lbs. of potatoes or 8 oz. of bread, 1 pint of soup thickened with 1 oz. of oatmeal, and 2 oz. of vegetables per man, seasoned with pepper and salt.
- (d) On stations where potatoes or Indian meal cannot conveniently be procured, or, from their scarcity, it may be necessary to alter the dinner meal, the following may be substituted for the 3 lbs. of potatoes, or 9 oz. of Indian meal and $\frac{1}{2}$ a pint of milk, viz. :—
- 7 oz. of rice sweetened with $\frac{1}{2}$ oz. of molasses, and $\frac{1}{2}$ a pint of milk ; or 12 oz. of bread and $\frac{1}{2}$ a pint of milk.
- Coffee or cocoa sweetened may also be substituted for milk but the other substitutes specified in the former dietary are to be discontinued.
- (e) Prisoners ordered to be placed on bread and water are to have 1 lb. of bread, with such quantity of water as may be required.
-

APPENDIX No. 8.

TABLE OF GYMNASIUM INSTRUCTION.

TABLE showing the hours of INSTRUCTION in a GYMNASIUM calculated to accommodate 4 Classes of Men, of 15 each, at a time. Staff, 4 Instructors and Assistants.

APPENDIX No. 8.

(Referred to in para. 1372.)

MONDAY.	TUESDAY.	WEDNESDAY.	THURSDAY.	FRIDAY.	SATURDAY.
MORNING. A. 9.30 to 10.30. B. 10.45 to 11.45.	MORNING. E. 9.30 to 10.30. F. 10.45 to 11.45.	MORNING. C. 9.30 to 10.30. D. 10.45 to 11.45.	MORNING. Fencing classes of N.C. officers from 9.30 to 12.	MORNING. A. 9.30 to 10.30. B. 10.45 to 11.45.	MORNING. E. 9.30 to 10.30. F. 10.45 to 11.45.
AFTERNOON. C. 2.45 to 3.45. D. 3.45 to 4.45. — 5.15 to 7.	AFTERNOON. Fencing classes of N.C. officers from 2 to 4. — 5.15 to 7.	AFTERNOON. A. 2.45 to 3.45. B. 3.45 to 4.45. — 5.15 to 7.	AFTERNOON. E. 2.45 to 3.45. F. 3.45 to 4.45. — 5.15 to 7.	AFTERNOON. C. 2.45 to 3.45. D. 3.45 to 4.45. — 5.15 to 7.	AFTERNOON. Cleaning.
Instruction in fencing and gymnastics to officers and N.C. offi- cers and voluntary classes of men.	Instruction in fencing and gymnastics to officers and N.C. offi- cers and voluntary classes of men.	Instruction in fencing and gymnastics to officers and N.C. offi- cers and voluntary classes of men.	Instruction in fencing and gymnastics to officers and N.C. offi- cers and voluntary classes of men.	Instruction in fencing and gymnastics to officers and N.C. offi- cers and voluntary classes of men.	

N.B.—Instruction may also be given to Officers from 7 to 8 a.m. in summer, and 7.30 to 8.30 in winter.

(The letters A. B. C. D., &c., indicate different classes.)

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TO

THE QUEEN'S REGULATIONS AND ORDERS

FOR

THE ARMY.

1868.

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