

**A hand-book for officers of the Indian Medical Service in military employ /
compiled by H. Boulton.**

Contributors

Boulton, H.

Publication/Creation

Allahabad : Pioneer Press, 1909.

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*D. S. Crawford
14 January 1910
(review for 1909)*

A HAND=BOOK

FOR

Officers of the Indian Medical Service
in Military Employ.

COMPILED BY

CAPTAIN H. BOULTON, I.M.S.,

MEDICAL OFFICER, 31ST PUNJABIS.

PRINTED AT THE PIONEER PRESS

ALLAHABAD

1909


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ERRATA.

- Preface, line 13, *for* I.S.M. *read* I.M.S.
- Contents, line 26, *for* officers *read* offices.
- Page 5, last line, *for* desinfected *read* disinfected.
- Page 9, last line, *for* posisble *read* possible.
- Page 14, line 10, *for* solulotion *read* solution.
- Page 15, line 29, *for* 100 *read* 1,000.
- Page 93, line 31, *for* mus- *read* must.
- Page 93, line 32, *for* bottley *read* bottles.
- Page 93, line 33, *for* placesd *read* placed.
- Page 98, line 11, *for* bellow *read* below.
- Page 123, line 19, *convert* full stop *into* comma, and *for*
When *read* when.
- Page 205, line 17, *for* form *read* from.
- Page 214, line 19, *for* unles *read* unless.
- Page 217, line 14, *for* or *read* on.
- Page 218, line 17, *for* phisically *read* physically.
- Page 234, line 5, *for* precuations *read* precautions.
- Page 248, line 14, *for* court-martial *read* Court-martial.
- Page 249, line 15, *for* unpire *read* umpire.

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Page 9, last line, for possible read possible.
Page 14, line 10, for solution read solution.
Page 15, line 20, for 200 read 2,000.
Page 23, line 21, for minus read minus.
Page 23, line 21, for bottles read bottles.
Page 23, line 22, for placed read placed.
Page 23, line 23, for below read below.
Page 23, line 24, for stop into comma, and for
When read when.
Page 23, line 25, for form read form.
Page 23, line 26, for unless read unless.
Page 23, line 27, for on read on.
Page 23, line 28, for physically read physically.
Page 23, line 29, for presentations read presentations.
Page 23, line 30, for Court-martial read Court-martial.
Page 23, line 31, for empire read empire.

PREFACE.

I HAVE been struck by the increasing difficulty experienced in recent years by young officers of the I. M. S. on first coming out to India, in finding out precisely what their duties are.

The various volumes of Indian Army Regulations are frequently out of print, or contain such a mass of corrections as to be unintelligible to a new-comer.

In addition to this, the 1904 edition of A. R. I., Volume VI, contains repeated references to other publications which are not issued to Regimental Hospitals and are, therefore, not easily accessible to medical officers attached to Native Regiments. I have, therefore, collected the most important regulations affecting I. S. M. officers in this Hand-book, and have added a few lessons, which I have learnt by my own experience, in the hope that it may be of assistance to junior officers of the I. M. S. in the performance of their duties and in preparing for their examination for promotion to Captain.

It is hoped that it may also be useful to more senior officers who have elected to remain in military employ.

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LIST OF ABBREVIATIONS.

A. A.	..	Army Act.
A. B.	..	Army Book.
A. B. Corps	..	Army Bearer Corps.
A. D.	..	Army Department.
A. F.	..	Army Form.
A. H. C.	..	Army Hospital Corps.
A. H. Q.	..	Army Head Quarters.
A. R. D.	..	Army Remount Department.
A. R. I.	..	Army Regulations, India.
B. O.	..	British Officer.
C. C.	..	Cantonment Code.
C.-in-C.	..	Commander-in-Chief.
C. M.	..	Court Martial.
C. M. A.	..	Controller, Military Accounts.
C. O.	..	Commanding Officer.
C. of S.	..	Chief of Staff.
C. S. Regs.	..	Civil Service Regulations.
D. A. G.	..	Deputy Adjutant-General.
D. G.	..	Director General.
D. J. A. G.	..	Deputy Judge Advocate General.
D. M. S.	..	Department of Military Supply.
D. of H.	..	Degree of Honour.
F. G. A.	..	Frontier Garrison Artillery.
F. S. M.	..	Field Service Manual.
F. S. Regs.	..	Field Service Regulations.
G. C. M.	.	General Court Martial.
G. O. C.	..	General Officer Commanding
G. of I.	..	Government of India.
H. P.	..	Higher Proficiency.

H. S.	..	Higher Standard.
I. A. F.	..	Indian Army Form.
I. A. O.	..	Indian Army Order.
I. A. W.	..	Indian Articles of Wars.
I. M. S.	..	Indian Medical Service.
I. S. M. D.	..	Indian Subordinate Medical Department.
J. A.	..	Judge Advocate.
K. R.	..	King's Regulations.
L. S.	..	Lower Standard.
M. C.	..	Medical Certificate.
M. H. Sheet.	..	Medical History Sheet.
M. N. S.	..	Military Nursing Service.
M. O.	..	Medical Officer.
M. S. D.	..	Medical Store Dépôt.
M. W. S.	..	Military Works Service.
O. C.	..	Officer Commanding.
P. M. O.	..	Principal Medical Officer.
P. W. D.	..	Public Works Department.
R. A. M. C.	..	Royal Army Medical Corps.
R. S. O.	..	Recruiting Staff Officer.
R. W.	..	Royal Warrant for Pay and Promotion.
S. M. O.	..	Senior Medical Officer.
S. O. M.	..	Standing Orders, Military Medical Services.
S. of S.	..	Secretary of State.
S. & T.	..	Supply and Transport.
U. K.	..	United Kingdom.
U. L.	..	Unattached List.
W. O.	..	War Office.

CHAPTER I.

SANITARY DUTIES.

It is frequently not recognised, either by medical officers themselves or by officers commanding regiments, that the primary duty of a military medical officer is not so much the treatment of men when they become sick, as the prevention of disease amongst them, so that when the regiment is required to go on service the men may be brought up to the firing line in the best possible condition.

With this end in view, a regimental medical officer should make a thorough inspection of the lines of his regiment at least once a week.

This inspection should not be confined to the interior of the lines, but should include their environs, special attention being paid to any *nullahs* in the vicinity which might be used as unauthorised latrines. A careful search should be made at the same time for swamps, pools, etc., which might afford breeding places for mosquitoes. The latrines (day and night) and urinaries should be carefully inspected to see that they are kept properly clean and that the privy pans, receptacles, Crowley carts, etc., are in good repair and are regularly tarred. It will frequently be found that sweepers are absent, or, when present, they do not empty the privy pans promptly, and do not place the covers of the receptacles on properly. Hospital latrines should be inspected daily. There should be proper arrangements for the men to perform their ablutions after using the latrines. This frequently takes place in the nearest *nullah*.

Special attention should be paid to the married quarters, of which the latrine and washing arrangements are frequently very defective—there being as a rule no drain to carry off waste water from washing places, and no receptacles for garbage and refuse from cooking places. These remarks also apply to regimental bazars.

The lighting and ventilation of the married quarters in all the native lines which have come under my notice, have invariably been very defective. When we consider that the military instinct amongst natives is largely hereditary, and that the native army depends for a considerable proportion of its recruits on the sons of men who are now in the service, it is our duty to see that the children of our sepoys pass their early years in the most favourable hygienic conditions we can afford them. It may be said, "What is the use of spending money on lighting and ventilating married quarters when the men are accustomed to live in dark and stuffy hovels in their own villages?" But I contend that it is our duty to try and educate them up to a higher hygienic standard. Regimental medical officers have better opportunities of influencing the native mind in this respect, than any other class of European has. They should, therefore, miss no opportunity of trying to instil sanitary principles into native officers and men so that, when they return to their villages on completion of their service, they may not be contented to live in the insanitary surroundings to which they were accustomed before entering the service but, by building better houses for themselves, they may set an example to their fellow villagers.

I believe that this is the only way in which we can at present hope to improve the sanitation of Indian villages.

In carrying out inspections of married quarters care must be taken not to offend native susceptibilities by entering houses without giving warning and giving the

women time to hide themselves. In inspecting lines, medical officers should avoid going near the men's cooking places. Some races object to the shadow even of a European falling on their food or cooking place.

The religious customs and prejudices of natives are to be respected. Officers will take special care that no act of theirs, or their subordinates, violates the sanctity of any place held sacred by natives.

Vol. II, para. 485.

The medical officer should always be accompanied by the Regimental Police Havildar (Safai-ka Havildar) when making sanitary inspections.

Defects in sanitation of the lines which cannot be remedied by the regimental authorities, should be brought to notice in the weekly Sanitary Report (I. A. F., M. 1232) submitted by the O. C. unit to the Cantonment Magistrate.

The water from wells in regimental lines should be examined chemically every six months. It will often be found that, in spite of orders to the contrary, water from sources other than those authorised is used for washing cooking and drinking utensils, as well as for drinking purposes. Measures should be taken to put a stop to this practice.

The regimental bazar should be included in the weekly inspection of lines. The milk sold there should be examined frequently. It is not sufficient merely to take the specific gravity, as the milk-seller is generally wily enough to skim off the cream and by diluting the milk and adding sugar to bring it to the proper specific gravity.

While on the subject of milk I may add that natives of the Punjab, especially Sikhs, are in the habit of drinking unboiled goats milk in the hot weather. A warning against this practice should be issued at the commencement of each

hot weather, as a considerable number of goats in this country appear to be infected with Malta fever.

The steps to be taken on the outbreak of infectious disease, are laid down in A. R. I., Vol. VI, and in the Standing Orders for the Military Medical Services and are given below :—

Whenever disease of an infectious or epidemic character appears among troops, their families, or followers, the S. M. O. will at once take steps to trace its origin.

A. R. I., Vol. VI,
para. 83.

The O. C. station (or troops) will direct the measures to be taken in connection with the troops and will arrange if necessary, for the exercise of the powers given under the Cantonment Code for dealing with these outbreaks.

Report of the occurrence and progress of the outbreak with the action taken, will be made to Brigade Commanders who will inform G. Os. C. divisions ; also to the civil authorities when necessary and to the P. M. O., India, when the outbreak is severe.

In the case of cholera, these reports will be made by telegram and the P. M. O., India, and Sanitary Commissioner of the Province will be similarly informed.

The following will be included in the measures to be adopted—(see para. 84 for additional rules in the case of cholera), and the S. M. O. will be responsible that the necessary instructions are communicated to those concerned and carried out :—

- I (by the O. C. unit).—The room and subsidiary buildings occupied or used by the sick should be at once vacated, freely ventilated and no person allowed to enter them except for the purpose of purification. The sick will be isolated, within cantonment limits, either in buildings, grass huts, or the oldest suitable tents

procurable without prohibitive delay or expense, as may be recommended by the S.M.O.¹

The contents (other than furniture) of infected buildings will be dealt with as follows, after fumigation and disinfection, by the medical authorities:—coir infected by the sick should be burned; other coir will be opened out, exposed to the sun and air, and beaten before being used again. All other articles which can be so treated without injury should be boiled for half an hour, exposed to the air, beaten, and washed in soap and water. Articles which cannot be purified on the spot or by removal to hospital may, on the recommendation of the medical officer in charge, be burned.

II (by the medical authorities).—Infected buildings and their contents, kitchens, lavatories, latrines, ground, wells, conveyances, etc. will, so far as practicable, be fumigated and disinfected, and such further measures of the same kind as become necessary during the course of the disease will be promptly carried out. Infected tents will be fumigated, disinfected and exposed to the air for ten days before return to store—see A. R. I. Vol. II, para 866.² The scale of authorised disinfection

¹ Tents required for use in epidemics should be demanded, by telegram, if necessary, from the nearest Vol. II, para. 771. arsenal, the requisition following by post.

.....Privates or staff sergeants tents may be issued to native troops for hospital purposes during epidemics, when the medical authorities consider this necessary and the O. C. the station sanctions the issue, otherwise these tents will not be issued to native troops without the prior sanction of the Government of India.

² Tents which have been used in epidemics will only be received by the Ordnance Department when accompanied by a certificate signed by the O. C. the corps returning them that they have been disinfected.

tants is given in Army Tables, Medical and Units (in the case of native troops).¹

III (by the M. W. S. or P. W. D.).—The walls, ceilings and all lime-washed parts of a public building, which has been occupied by a case of infectious disease, will be thoroughly scraped and lime-washed. The floor, wood-work and furniture should be well washed with country soap and hot water. The doors and windows should be left open for ten days.

(i) When cholera exists in the neighbourhood of troops steps will be taken by the S. M. O. to obtain immediate information of cases occurring among the community for whose health he is responsible. Special precautions will be taken to protect all water and milk supplies, and when there is any possibility of their contamination they will be boiled before use. All food supplies from infected places should be stopped ; and communication with such places restricted as far as possible.

¹ Army Tables, Medical Table XXX as amended by Oct. App. 50 I. A. O. 1907 Supplies by Medical Store Department.

	Scale.	Remarks.
Chlorinated lime.	} as required.	
Hydrochloric acid.		
Saponified cresol.		
Mercuric chloride.		
Potassium permanganas.		
Table XIII, Disinfectants—Supplies by S. and T. Corps.		
334 Quicklime	} as required	
335 Sulphur		
Army Tables Units have not been issued yet.		

- (ii) When cholera exists among the civil population of a cantonment, arrangements will be made by the Cantonment Committee for immediate isolation and disinfection in all cases.
- (iii) When a case of cholera occurs among troops, their families or followers, the measures detailed in para. 83 will be carried out ; particular attention being paid to the thorough disinfection of the latrine used by the patient and of all vessels, used by the patient and those who have taken meals with him, for holding or storing water and food. Persons other than those attacked, who are removed from a room or tent under sub-paragraph 1 of para. 83 will be kept apart from all others who have not been living in the same room or tent as the patient.
- (iv) The excreta and vomited matter from cholera patients will be received into vessels containing an efficient disinfectant in sufficient quantity and will be afterwards boiled or burned.
- (v) The removal of troops, among whom cholera is occurring, into sanitary camps is only necessary when the source of infection exists in or near their lines ; to remove a unit on account of a few cases contracted elsewhere would serve no useful purpose. Such moves will take place when considered necessary by the Brigade Commander (or G. O. C. division in the case of troops under his immediate command) on the advice of the P. M. O. or S. M. O. concerned. It must be remembered

that no benefit is likely to result from the move if any article which can carry infection is taken with the troops. All utensils used for holding water or food, and latrine furniture must, therefore, either be efficiently disinfected before being taken into camp or else be left behind to be disinfected. Similarly, all clothing, bedding and bed cots which can in any way have become infected must be left behind to be disinfected or burned. Charpoys or straw are allowed for sanitary camps—(see A. R. I., Vol. V, para. 80).¹

- (vi) Movements by rail will only be made under the orders of the G. O. C. division. When these are made, special latrine accommodation will be provided at intervals along the line. The trains should not stop at stations.
- (vii) European attendants on cholera cases should, as far as possible, be volunteers.
- (viii) When, during a cholera epidemic of unusual severity, the services of hospital attendants call for special recognition, a special report will be submitted by the medical officer in charge for transmission to the C.-in-C. and G. of I.
- (ix) The O. C. the station or troops will keep up communication with—
 - (a) The civil authorities, regarding the progress of the epidemic, movements of troops, and the extent to which co-operation or assistance is necessary.

¹ Refers only to British troops.

- (b) The railway authorities, with reference to probable movements by rail.
- (c) The officer in charge of the nearest arsenal or ordnance dépôt, with reference to possible demands for tents. If the number to be accommodated in camp is likely to exceed one-fifth of the garrison, extra tents will be demanded on emergent indent.

The following are the orders laid down in Standing Orders, Medical, Section X:—

Infective Diseases, Enteric Fever, Dysentery, Cholera, Pneumonia and Tuberculosis.

Suspected cases of any of these diseases will be isolated in an observation ward.
 S. O. M., para. 135. Diagnosed cases will be treated in a special ward; convalescents will be kept in a separate ward. *All will be dealt with as infectious cases.*

Author's note. The accommodation in hospitals of native troops does not generally allow of this. Cases of these diseases must, therefore, generally be treated in tents or in the hospital verandah.

Dysentery stands practically in the same relation to native troops that enteric fever does to British troops. All the precautions detailed in paras. 135, 137, 138, 139, and 140 should, therefore, be carried out in the case of dysentery.

In the case of enteric fever, all the men living in the tent or section of a barrack-room, from which a case has been admitted, will be whenever practicable segregated and inspected frequently for one month, to detect as early as possible any fresh case.
 S O. M., para. 136.

Hospital bedding, clothing and equipment will always be disinfected after use. That specially marked for use in infective cases will be used.
S. O. M., para. 137.

Bowel discharges, and urine (in enteric fever, dysentery and cholera), sputa and swabs will be received into vessels containing a reliable disinfectant in sufficient strength. The water used for washing the sick will be disinfected by boiling or by adding to it quicklime, chlorinated lime or cresol to make a solution of 2 per cent and allowing it to stand for an hour. Fragments of food and sweepings from wards will be burned.
S. O. M., para 138.

Food must not be left exposed in the wards; and sweepers must not be allowed to take away for their own use any fragments or remains.
S. O. M., para. 139.

Care must be taken to prevent the fouling of floors and walls with expectoration or other discharges from the sick.
S. O. M., para. 140.

Convalescents from enteric fever will be isolated until there is reason to believe that they are no longer capable of spreading infection. Their fæces and urine should, whenever possible, be subjected to repeated bacteriological examination, as the discharge of typhoid bacilli is markedly intermittent. When it is proposed to transfer convalescents to other stations, the Os. C. the hospitals concerned will communicate directly with each other to enable every necessary precaution to be taken.
S. O. M., para. 141.

It is desirable to administer urotropine to all enteric fever patients before discharge from hospital.
S. O. M., para 142.

In order to detect and prevent the employment on any duties entailing the handling of food, of any persons who may be harbouring and excreting typhoid bacilli the following precautions will be taken :—

All men, British and native, whose duties entail the handling of food intended for British troops in kitchens, officers and non-commissioned officers' messes, regimental and other institutes and clubs, Government and regimental dairies, bakeries, mineral water factories, etc., should be examined from time to time by a medical officer. During the enteric fever seasons these examinations should be made at short intervals. The medical examination will be so directed as to detect those who have suffered from the disease either in a form recognised as such or so slightly as to escape recognition, and those who have been in close contact with persons suffering from the disease. No man who has recently suffered from enteric fever should be so employed until it has been placed beyond all doubt, by repeated bacteriological examinations of fæces and urine, that he no longer harbours the *B. typhosus*. In cases where means for carrying out such examination are not available, these men must not be employed. In certain cases the Widal test may be of assistance in forming an opinion, and those whose blood gives a positive reaction are to be considered unfit for such employment.

Wards in which cases of any of these diseases have been treated should be disinfected before being used for other purposes ; and in every case once a year.

The following precautions will always be observed in connection with orderlies nursing enteric fever cases :—

S. O. M., para 144.

- (a) It is most desirable that those not protected by a previous attack of the disease should

be inoculated and the operation repeated when one year has elapsed since the previous inoculation.

- (b) In selecting men for such employment, preference should be given to those whose age and service in India make them less liable to infection.
- (c) Men employed in nursing enteric fever cases should not be allowed, at the same time, to attend other cases.
- (d) All washable clothing worn by them in the wards will be disinfected before being washed. Cloth clothes should be used as little as possible and only under the special clothing.
- (e) Nursing orderlies must be instructed as to the necessity and in the method of thoroughly disinfecting their hands, etc., before going off duty.¹ Effective means for this must be provided, and supervision exercised to see that it is carried out. Ward servants and as far as possible sweepers employed in connection with enteric fever cases, should not be allowed at the same time to do work for other cases.

The barrack bedding of enteric fever patients and of the occupants of the beds on each side of them in barracks, and all of their clothing which may in any way have been infected, will be taken to hospital and disinfected. The bed cots of these men and the portions of the barrack-room occupied by them will also be disinfected.

¹ This is very necessary in the case of native troops.

The pans and seats of the barrack latrine and the urinary used by an enteric fever, dysentery or cholera patient will be disinfected.
S. O. M., para. 146.

The disinfection to be carried out in barracks will be done under the immediate supervision of the M. O. in charge of the unit concerned, with the help of a medical subordinate, the menial work being done by the conservancy establishment of the unit.
S. O. M., para. 147.

Author's note.—It is most essential that all disinfection operations should be carried out under the personal supervision of a medical officer.

Medical officers will, in October of each year and whenever small-pox prevails in the station or its neighbourhood, take steps to vaccinate or re-vaccinate all persons (adult females of the families of native troops excepted) in their respective charges who do not show satisfactory marks or other records of successful vaccination or re-vaccination. Recruits must be vaccinated on joining and children should be re-vaccinated after ten years. These orders do not apply to persons who bear marks of small-pox. Vaccine lymph is procurable from the Sanitary Department of the province.
Vol. VI, para. 76.

The instructions for carrying out disinfection of clothes, buildings, etc., are contained in S. O. M. and are as follows :—

Whenever a steam disinfector is available all articles of clothing, bedding, carpets, hangings, etc., which are not injured by steam will be disinfected in it.
S. O. M., para. 149.

When a steam disinfecter is not available, cotton and linen articles should be boiled for half an hour. Blankets, other woollen articles and coir should be soaked for two bours in cresol or unacidulated mercuric chloride solution.

S. O. M., para. 150.

Cloth clothes should be thoroughly sprayed with 5 per cent carbolic acid solution, then beaten and exposed to the sun.

Leather articles should be thoroughly wetted with cresol or mercuric chloride solution (non-acidulated).

S. O. M., para 151.

Feeding utensils should be immersed in boiling water for 15 minutes ; other utensils either in this or in cresol or mercuric chloride solution for the same time.

S. O. M., para. 152.

Walls should be scraped and re-lime-washed ; or sprayed so as to wet every part of the surface with cresol or mercuric chloride solution.

S. O. M., para. 153.

Furinture, floors and woodwork should be scrubbed with hot cresol or mercuric chloride solution and soap.

S. O. M., para. 154.

Latrine pans should be immersed in boiling water, or in one of the solutions named, for 15 minutes. Filth receptacles and carts should be thoroughly heated on a fire.

S. O. M., para. 155.

Earthen floors should be saturated with cresol or mercuric chloride solution.

S. O. M., para. 156.

Excreta will be disinfected by boiling, or (if for special reasons chemicals are used) cresol or 1 in 200 acidulated mercuric

S.O. M., para. 157.

chloride in equal volume to that of the excreta, thoroughly mixed and left for 10 minutes.

Infected sputa should be received into spitting cups containing 1 per cent solution of chlorinated lime or 10 per cent caustic soda suitably coloured.
S. O. M., para. 158.

Wells, cisterns, etc., should be disinfected by adding quicklime or potassium permanganate in sufficient quantity to make a solution of 2 per cent of the former or 1 in 500 of the latter. All parts should be thoroughly wetted with it.
S. O. M., para. 159.

Tents should be sprayed so as to saturate every part with cresol or mercuric chloride (non-acidulated) solution and afterwards the inner surface exposed to the sun for three or four days.
S. O. M., para. 160.

Reliable disinfectants not on the official lists but obtained by local arrangement, may be substituted for those named above.
S. O. M., para. 161.

As *kala azar* is, in all probability, transmitted from person to person by bugs and plague generally by fleas, disinfection should in these cases, be directed chiefly to their destruction : but in the case of plague bactericidal substances are especially necessary for articles which have been in contact with the sick or soiled by discharges and for the discharges themselves and particularly in pneumonic cases. Steam, boiling water or cresol emulsion should be used for clothing, bedding, etc.
S. O. M., para. 162.

For rooms, sulphur dioxide should be generated by burning sulphur (3 lbs. for every 100 c. feet of air space). Cresol emulsion is also an effective insecticide and may be used.

Mercuric chloride solutions have very little power as insecticides and volatile petroleum, products, such as kerosene, crude petroleum, etc., though effective insecticides have practically no bactericidal power.

S. O. M., para. 163. Disinfectant solutions:—

(1) Cresol emulsion (1 in 160).

Take of saponified cresol .. 1 fluid ounce.

„ „ water to .. 1 gallon.

(2) Acidulated mercuric chloride solution (1 in 500).

Take of mercuric chloride .. 140 grains.

„ „ hydrochloric acid .. 3 fluid drams

„ „ water to .. 1 gallon.

(This solution should be coloured with commercial aniline blue, 1 grain to the gallon, or other suitable colouring matter.)

Mercuric chloride solutions must not be stored or used in metal vessels.

The following additional regulations regarding sanitation are contained in the volumes quoted:—

The S. M. O. is on the staff of the O. C. the station and is his responsible adviser on all medical and sanitary affairs. He will issue the orders of the O. C. on such matters unless this is otherwise provided for—(see the C. C.).

So far as the authorised arrangements of the service admit of it, the most approved modern principles of sanitation and for the prevention of disease will be constantly applied in connection with the troops. The special attention of M. Os. will be directed to supervising the arrangements connected with accommodation, air space and ventilation, the source and quality of supplies, kitchen methods, conservancy arrangements, drainage, dust, general cleanliness, the banishment of flies and mosquitoes, the personal hygiene of the troops and followers (particularly those dealing with food, milk, water and washing), the selection of camping grounds, camp hygiene, the detection of disease and its cause, and disinfection.

Officers' messes of both British and Indian corps will be periodically inspected, special attention being paid to their kitchens and surroundings.

The duties of the S. M. O. in connection with the general sanitation of cantonments are laid down in the C. C. He will be assisted in these duties (so far as their respective charges are concerned) by the medical officers in charge of units and hospitals, who will make such inspections as may be ordered and bring to his notice any matter relating to the health of the troops or the station which may require the orders of the O. C. the station or the cantonment authority. The general state of sanitation and defects awaiting removal will be noted in periodical health returns.

Author's note.—The appointment of a medical officer of the week for sanitary duties, as is done in some stations, does not relieve medical officers of units of responsibility for the sanitation of the lines of their own unit.

The S. M. O. will keep himself acquainted with the sanitary condition of the camping grounds and country in the neighbourhood of cantonments, and the health of the inhabitants with a view to the detection of any condition which may threaten the health of the troops.

He will maintain a strict inspection of the water-supply from its source to the point of distribution with a view to the detection of possible pollution or deficiency. Samples of drinking water from each station will, under the orders of the G. O.C., be analysed before and after the monsoon each year and any unsatisfactory condition noticed will be reported.

The cantonment authority is responsible for the sanitary condition of the station and the O. C. a corps or department for that

of the area occupied by the troops or followers under his command. In each station the O. C. will issue instructions through the S. M. O. to Os. C. units and departments regarding the details to be observed in carrying out the authorised system of conservancy, which includes the cleansing and periodical tarring of pans, receptacles and filth carts by regimental establishments.

Conservancy.

Vol. VI, para. 77. The dry earth system of conservancy is authorised for British (and native) troops ; it consists of—

- (a) the immediate application of about 3 lbs. of perfectly dried and pulverised earth to each stool ;
- (b) the prompt emptying of the night-soil into air-tight receptacles and the cleansing of the pans with wood ashes, or fine dry earth—not with water except in the case of iron pans ;
- (c) the removal of night-soil in the above receptacles or in carts to the place appointed by the cantonment authority for its final disposal. Care must be taken that the drainage or dust from this site is not likely to injuriously affect the inhabitants of the neighbourhood ;
- (d) the above procedure (b) and (c) in connection with urinals.
- (e) the periodical cleansing and tarring of iron pans, receptacles, urinals and carts ;
- (f) the daily cleansing of impermeable floors by damp mops or cloths only.

Vol. VI, para. 78. Excreta will be finally disposed of in one of the following ways:—

- (I) mixed with litter or dry rubbish and burned at places where incinerators are established ;
- (II) the solid portion is deposited in layers of 3 in. deep in freshly cut trenches (1 ft. wide by 9 in. deep and 1 ft. apart) and immediately covered over with well pulverised earth. The urine and cook-house water should be poured into separate trenches (6 in. deep with the bottom earth loosened) and covered with earth. Light loam is the best soil for trenching and black cotton soil the worst. All receptacles should be well cleaned at the trenches before returning.

Vol. VI, para. 79. The "trench" system of latrines will be adopted for native troops and their followers, except at stations for which the plan of removal and disposal described in para. 77 has been sanctioned. It consists of movable latrines or screens placed over trenches of the kind described in para. 78 II and dealt with in the same manner when the night-soil and earth thrown in for deodorising purposes has reached a depth of 3 inches.

Vol. VI, para. 80. Ground which has been used for trenching or latrine purposes should be broken up by the cantonment authority at the first reasonable opportunity, after two months, and sown with rapid growing crops such as bajra, jowar or lucerne. It must not be again used for conservancy purposes before at least one crop has been taken off it.

Vol. VI, para. 81. Excreta of patients suffering from cholera, enteric fever or other infectious diseases will after disinfection be burned or

boiled if possible : otherwise, removed in receptacles allotted for the purpose and buried apart from other excreta.

Disposal of Stable Litter.

Litter should not, except temporarily, be deposited nearer than 600 yards of an inhabited building.
S. O. M., para. 167.

All accumulations should as far as possible be removed daily either by the Grass Farm, where the farm receives the manure, or in cases where it is sold, by the contractor ; in the latter cases the O. C. the unit being held responsible for its regular removal.
S. O. M., para. 168.

In those cantonments where there is no farm and no market for litter it should be removed in the rubbish carts to the trenching ground, or if the expense of this removal is prohibitive it should be burnt.
S. O. M., para. 169.

The top dressing of land in cantonments should only be carried out with the express consent of the O. C. the station after consultation, if necessary, with the S. M. O.
S. O. M., para. 170.

“ Sanitary officer ” means, where no sanitary officer has been specially appointed, the senior executive medical officer in military employ on duty in the cantonment.
C. C., Chap. 1, sec. 2 (u.)

The sanitary officer shall exercise a general sanitary supervision over the whole cantonment, and shall report every insanitary practice and every insanitary condition of things, whenever or wherever existing therein, both to the officer responsible under sec. 68 (*i.e.* O. C. unit or head of department) and to
C. C., Chap. VI, sec. 70.

the cantonment authority (*i.e.* Cantonment Magistrate) and shall attach to his report such recommendations for the remedy of the same as he may think fit.

Medical Major Sauzeau de Puyberneau of the French Colonial troops reports that he is

Letter No. 2848 dated 2nd July 1908, from P. M. O., India, to P. M. Os. Divisions and Independent Brigades.

able to destroy mosquito larvæ by using the leaves of the prickly cactus, *Opuntia vulgaris*. The thick fleshy leaves are cut into pieces and macerated in water. This forms a mucilaginous liquid in a few seconds and after a time the mucilage floats to the surface and forms a layer on the water which has the same effect as petroleum in preventing access of mosquitoes to the water and in destroying the larvæ by plugging their respiratory tubes, cutting off oxygen. It is not volatile and need not be renewed more than once a month. It is not necessary to macerate the cactus in water; the same result will be obtained by throwing pieces of the plant on the water that is to be treated, although the formation of the mucilaginous film on the surface is slower.

Attention is invited to Item 172, Appendix V, A.R.I., Vol. XII, as amended by July Ap-

Circular Memorandum No. 11 dated 3rd July 1908, from Q.M.G. in India to G. Os. C. Divisions and Independent Brigades

pendix 51, I.A.O., 1905, and Colonel Young's note on an improved type of lines for Native Infantry—Plan C which lay down that women's latrines for the quarters of married N.-C.Os. and men of Indian units should not be provided in the zenana compound attached to each quarter, but should be built in blocks outside the compounds.

As the existing latrines for women in the compounds of family quarters in the lines of Indian troops require renewal, general latrines for women should be provided

outside the zenana compounds, on the scale laid down in Item 172, Appendix V, A.R.I., Vol. XII.

Sanctions galvained iron privy pans and buckets in place of earthen *gumlahs* for latrines of hospitals of native troops and followers.

Letter No. 73D dated 6th January 1905, from Secy. to G. of I., M.D., to P. M.O., India.

Privy pans and buckets to be provided by the Military Works Service.

Tar and brushes to be provided from Cantonment Funds.

CHAPTER II.

HOSPITAL DUTIES.

Every medical officer in charge of, or attached to, a native regiment should visit his hospital every morning, Sundays included. If there is any serious case in the hospital he should also pay an evening visit. Nothing is laid down in the present regulations as to the hour at which medical officers should attend at hospital. This must necessarily vary according to the locality of the station and the season of the year, but it should be before the time of the morning parade of the unit, if possible, so that men who come to hospital with trivial ailments in order to get off parade may be sent back in time for parade.

The first duty of the medical officer on visiting the hospital will be to see the new cases. The names of these men will have been written in the Morning Sick Report, A. F. A. 27, by the Hospital Assistant. The medical officer will fill in the diseases and complete the report in accordance with A. R. I., Vol. II, para. 883, *viz* :—

Vol. II, para. 883.

Medicine—duty, meaning treatment and return to duty.

Attend—meaning attendance at hospital with such duties as may be recommended.

Detained—meaning detention in hospital *up to* 24 hours.

Hospital—meaning admitted to hospital.

Duty—meaning reported Sick unnecessarily.

A sick report, I. A. F. M. 1237, will accompany every person subject to the I. A. W. when sent to a hospital other than that of the corps to which he belongs. If the person in question is attested, his M. H. sheet will also be sent with him.

On no account should a man be detained more than 24 hours, at the end of that time he must either be admitted to hospital or sent back to duty. If there is any reason to suppose that a new patient will not be fit for duty at the end of 24 hours he should be admitted at once and not be shown as detained. The practice of “detaining” men for three or four days and then giving them “line leave” which is customary with some medical officers is objectionable for the following reasons :—

- (i) it gives a false impression as to the relative healthiness or unhealthiness of different units.
- (ii) it gives a mistaken idea of the man's health during his service, supposing he eventually comes up before an invaliding board.
- (iii) it gives a wrong estimate of the accommodation and supplies necessary for the sick of native troops.

After seeing the new cases the medical officer will go round the wards. Every patient should be provided with a bed head ticket, and medical officers should be careful to

write on the diet sheet what diet the patient is to provide himself and also to write up *daily* the extras which he wishes to prescribe.

It must be borne in mind that in the native army the men provide their own food and are not fed at the expense of the State. The extras ordered by the M. O. are, therefore, only intended to supplement the diet provided by the man himself and not to take its place. Private followers and families of fighting men or followers are not entitled to extras.

For the sake of convenience in preparation of the monthly bills, it is advisable that extras which are purchased locally, *e.g.*, milk, mutton, ice, etc., should be prescribed in seers.

One seer is equal to $1\frac{1}{2}$ pints or 2 lbs. approximately. Other extras supplied by the S. and T. Corps may be prescribed in ounces.

The extras authorised for Indian troops are—brandy, rum, port, arrowroot (or sago), with
 I. A. F. M., 1204. sugar; limes, eggs, milk, ice, mutton or goat (in Burma beef for those who eat it, or fowls in lieu of mutton or goat); and fowls in lieu of mutton or goat for Hindus who only eat meat killed by "Jutkah," when this cannot be procured.

During the "Roza" or Muhammadan Fast, difficulty may sometimes be experienced in getting a devout Muhammadan to take food or medicine between sunrise and sunset. This difficulty may generally be overcome by getting the native officer of the man's company or the Maulvi to come and talk to him, as sick persons are excused by the Koran from keeping the "Roza."

It is a sound rule to have the temperature taken morning and evening of every man in hospital, no matter what his

disease is, and have it recorded either on a temperature chart or on the diet sheet.

If this is not done secondary diseases may supervene on the original disease, and may exist for some days without being discovered. When another disease supervenes on the one for which the man was originally admitted, care must be taken to alter the disease in the Admission and Discharge Book. This is a matter which is frequently overlooked and the man's Medical History Sheet is consequently misleading.

Case sheets should be kept for every case of enteric fever¹ and Malta fever and for any other case of interest. They should be written up every day. It is advisable to have a slip of paper attached to the diet sheet on which the prescription should be written, otherwise the M. O. may forget what medicine a patient is taking and it may be continued long after there is any need for it.

The regulations for isolation of infectious cases have already been given in Chapter I. Cases of pneumonia and tubercle of lung generally do best in the hospital verandah. Other cases of infectious disease should be treated either in the isolation ward or in tents.

Insane patients should be kept in the isolation ward.

Insanes. A sufficient number of attendants must be obtained from the regiment.

The rules for the disposal of native insanes are given in A. R. I., Vol. II, para. 658 :—

“If a person subject to the I. A. W. is suspected of insanity, the O. C. will report the case to the Brigade Commander who will direct the examination of the individual by a Board composed, if

¹ P. M. O., India's circular No. 4482 dated 3rd October 1905.

practicable, of two medical officers, otherwise by the man's D. C. Commander (O. C. in the case of a departmental follower) and the officer in medical charge. If pronounced insane he will be discharged by the authority prescribed in the I. A. W. and handed over, with his discharge documents, to the civil power, or, if harmless, to his friends or relations."

After completing his work in the hospital wards the medical officer may have some recruits to examine or men to examine for fitness for the reserve.

The regulations regarding such examinations are contained in A. R. I., Vol. VI, paras. 57 to 59, A. R. I., Vol. II, para. 629 *et seq*, and I. A. F. K-1160.

The examination of recruits for the native army, or soldiers for the reserve and of attested non-combatants, will be conducted by officers of the I. M. S. in military and civil employment, by the latter only when officers in military employment are not available. Recruiting staff officers are responsible for the measurements, apparent age, intelligence and promise of development of recruits selected by them; the medical officer being responsible for the physical and mental suitability and identification marks.

Instructions for examination of recruits and non-combatants are given in I. A. F. K-1160. The particulars of all cases examined will be entered in the recruit register (A. B. 46), and the medical history sheets will be completed as soon as recruits are approved by the O. C. corps.

The medical examination of men for the reserve will be limited to ascertaining their fitness for further duty according to

the average of their class and length of service ; they will not be rejected on account of minor disabilities.

Recruits will be between 16 and 25 years of age, except in the case of men who may have taken their discharge, either from the colours or from the reserve, who may be re-enlisted if suitable in all respects. The height of cavalry recruits is left to the O. C. The minimum height for Gurkhas is 5 feet, otherwise for the dismounted services 5' 4". Special standards of height and chest measurements are forbidden.

The following comparative table of chest measurements will serve as a general guide :—

Age.	5' 4" to 5' 5"	Age.	5' 5" to 5' 6"	Age.	5' 6" to 5' 7"	5' 7" to 5' 8"	5' 8" to 5' 9"	5' 9" to 5' 10"	5' 10" and up- wards.
	Chest.		Chest.		Chest.	Chest.	Chest.	Chest.	Chest.
18-24	33"	18-22	33"	16-17	32"	32½"	33"	33½"	34"
				17-19	32½"	33"	33½"	34"	34½"
				19-22	33"	3½"	34"	34½"	35"
24-25	33½"	22-25	33½"	22-24	33½"	34"	34½"	35"	35½"
				24-25	34"	34½"	35"	35½"	36"

The chest measurements of artillery recruits of 5' 6" and upwards should be half an inch above those given in the table. The minimum chest measurement for a Gurkha of 5 feet is 32", otherwise for this class no measurement is laid down.

Syces and grass-cutters of British mounted corps and non-silladar cavalry should not, unless they have served before, be entertained if over 25 years of age.

Vol. II, para. 630.

Armourers, artificers, bandsmen, buglers, clerks, drummers, engine drivers, farriers, mistris of the submarine mining corps, mochis and trumpeters may be enrolled without regard to conditions of class or measurement if able-bodied men.

A recruit enrolled by a R. S. officer and considered unsuitable by the O. C. the corps will be examined by a board of two medical officers, and if declared unfit discharged by the G. O. C.

Author's note.—(The medical officer who passed such a recruit is liable to be called on to pay his travelling expenses.)

Instructions for Medical Examination.

I. The M. O. will satisfy himself on the following points in the order given. If a disqualifying defect is noticed, the recruit register (A. B. 46) will be completed and the recruit rejected without further examination :—

- (a) that the vision is up to the prescribed standard (I. A. F. 1220) (Test dot card) ;
- (b) that height and chest measurements are up to the standards prescribed in A. R. I., Vols. II, V and VI ;
- (c) that neither speech nor hearing is defective ;
- (d) that the recruit appears healthy, strong and active ;
- (e) that he is sufficiently intelligent ;
- (f) that there is no malformation, deficiency, or defect of any essential part ;
- (g) that there is perfect motion in every joint and good physical development and power ;
- (h) that the recruit is free from disease of the nervous, circulatory, respiratory, digestive,

cutaneous, lymphatic, generative or excretory system. Special care should be given to tracing the presence of contagious or infectious disorders, rupture, stricture, dysentery, hepatic or severe malarial disease ;

- (i) that there is no evidence of fits, old injuries to the head or of a personal or family medical history which would be likely to render him unfit ;
- (j) that the recruit's declared age, as compared with appearance, physical equivalents, or other evidence is correct ; in case of doubt the M. O. will record the apparent age which will be accepted for official purposes.

Note.—The points noted in (b), (a), (e) and (f) will be decided by the R. S. O. when recruits are selected by him.

(The recruit must strip for examination, due regard being paid to privacy and decency. A loin covering may be permitted, except when the examination is being completed. Every part of the body must be examined, and if a recruit will not submit to this after persuasion by caste friends, if possible, he must be rejected.)

II. The M. O. will reject a recruit for any disease or defect which would be likely to render him unfit for the duties of the particular branch of the service in which he is desirous of being enrolled. If a recruit appears to have served before, a memorandum will be attached for the information of the O. C. the unit.

In the case of recruits examined at head-quarters, the M. O. is responsible for the age, height and chest measurement.

In taking the chest measurement, the measuring tape should be applied evenly but not tightly, its upper edge touching the lower border of the shoulder blades and its

lower edge passing just above the nipples, the arms hanging by the sides. The minimum measurement will be taken after the recruit has counted from 1 to 10 slowly and without drawing a breath and the maximum after the chest has been fully expanded. The result will be recorded thus— $\frac{33}{35\frac{1}{2}}$.

Considerable patience is sometimes required to obtain the minimum measurement, as the recruit will not let the air out of his chest, and again to obtain the maximum measurement, as a native's usual idea of inflating his chest when told to do so is to shrug his shoulders up over his ears.

Identification marks should be carefully and accurately described. For instance "scar on left shin" is absolutely useless as it is very exceptional to find a native who has not a scar on his shin; marks on the face and neck or those which can be readily exposed, should be chosen in preference to ones less easily accessible. Marks which will be hidden when the beard grows should not be selected.

The examination of recruits should never be left to subordinates—Vol. V, para. 117. No man should be accepted for service with transport unless he is between 18 and 35 years of age and not below 5' 2" in height and 30" chest measurement.

After disposing of recruits, the medical officer will next proceed to deal with any cases of breach of discipline amongst the hospital establishment which may be brought before him.

Breaches of discipline by the Hospital Havildar, patients or sick attendants will be reported to the Adjutant to be dealt with by the man's Squadron or D. C. Commander.

The Regulations regarding punishments are contained in A. R. I., Vol. II, para. 3 *et seq.*

The following persons are subject to the I. A. W. and can be summarily dismissed or discharged by the authority therein defined :—

Native commissioned and warrant officers.

Enrolled persons	Attested persons.
<p>Artificers (ordnance department). Bhistis and Pakhalis. Bullock drivers (R.H.A. and R.F.A.). Carpenters (except those of medical store depôts and transport establishments). Filemen (artillery). Firemen (do.). Hammermen (artillery ; non-silladar cavalry). Lascars (ordnance factories). Lascars (tent) of corps. Muchis (artillery). Sarwans (grantee camel corps). Saddlers (artillery). Shoeingsmiths or <i>nalbands</i> other than those attested. Smiths (artillery ; non-silladar cavalry).</p>	<p>Soldiers below the rank of warrant officer. Men of A. B. corps and A. H. corps. Public transport establishments, <i>viz</i>, bellows men, bhistis, blacksmiths, carpenters, clerks transport units), drivers, elephant attendants, gunporters, hammermen, palanmakers, saddlers, shoeingsmiths, syces (public), veterinary duffadars. Compounders (medical store depôts). Muleteers (mountain battery). Lascars (fort armament). Lascars of arsenals and depôts. Storemen (artillery). <i>Nalbands</i> (station veterinary hospitals and British mountain batteries). Syces of British units, native mountain batteries, non-silladar cavalry regiments and those of Government grass mules attached to native cavalry. Writers Carpenters Cutters Packers Silkligars Tinsmiths Langris (cooks). Langri-bhistis (cooks' water carriers). Bhistis (i) of the Quartermaster's establishments in all units of the native army entertained after 1st January 1907, and (ii) of the Royal Artillery entertained after the 1st July 1907.</p>

Native officers, N.-C. Os. and privates, including recruits borne on the rolls of, or attached to, a cavalry, artillery, sapper and miner, submarine, mining or infantry corps or military railway company are combatants. All others are non-combatants.

Vol. II, para. 4. Combatants and non-combatants defined.

For the purpose of awarding punishments, other than by sentence of a court-martial, an O. C. a corps or detachment; a commissioned officer in charge of an ordnance, supply and transport, or medical establishment other than regimental; a R. S. O.; an assistant R. S. O.; an O. C. a corps to which a reservist is attached for training; is an O. C.

Vol. II, para. 5, Definition of O. C.

All persons subject to the I. A. W. other than native officers and for punishments (i) and (ii) warrant officers and N. C. Os. may be awarded the following punishments by the O. C. or in the case of (viii) and (ix) the authorities specially prescribed:—

Vol. II, para. 7.

(i) *Imprisonment* with or without hard labour, and with or without solitary confinement, not exceeding 7 days.

(ii) *Confinement to the lines* for any period not exceeding 30 days. An award of more than 15 days carries with it punishment drill for 15 days; otherwise for each day of the award. Defaulters will attend parades and take all duties in regular turn. They will be required to answer their names at uncertain hours and may be employed on fatigue duties.

- (iii) *Extra guards or piquets* in the case of combatants for minor offences on those duties ; in the case of non-combatants extra duties or fatigues according to their status and occupation.
- (iv) *Deprivation of acting rank or of a position of the nature of an appointment.*
- (v) *Forfeiture of a rate of service or good conduct pay* in addition to any other punishment. For an offence committed during a training the whole, or part, of any good conduct pay due to a reservist for that training may be withheld.
- (vi) *Reprimand, or severe reprimand* in the case of warrant officer or N.-C. O.
- (vii) *Fine*, to the extent of seven days' pay a month, in the case of non-combatants, except hospital assistants ranking as warrant officers.

In addition to the above, hospital assistants ranking as warrant officers may be awarded :—

- (viii) *Stoppage of leave* by award of the P. M. O. under whom they are serving.
- (ix) *Stoppage of advancement to a higher class* for a period not exceeding one year, by award of the P. M. O., India, or D. G., I. M. S., in the case of men serving under his orders.

Vol. II, para. 8. If authorised by the O. C. :—

- (a) * * * *
- (b) A D. C. C. and an Adjutant may award confinement to the lines not exceeding 10 days ; other British officers and native

officers, not exceeding seven and three days respectively.

- (c) A regimental medical officer may award a hospital assistant ranking as a warrant officer extra duty for a term not exceeding 12 hours.

(d)

* * * *

Vol. II, para. 9.

The following provisions will be observed :—

- (i) An officer may remit a punishment awarded by an officer under his command but he cannot increase it.
- (ii) Punishment (i), (ii), (iii), para. 7, may be awarded separately or conjointly, but the carrying out of imprisonment must precede confinement to the lines, and no award or awards including imprisonment and confinement to the lines shall exceed thirty consecutive days.
- (iii) Imprisonment should be reserved for serious and repeated offences.
- (iv) The period of imprisonment commences from the day of the award and ends at sunset of the day the sentence expires.
- (v) An N.-C. O. or private may be admonished but the latter will not be reprimanded.
- (vi) Punishment drill, for combatants only, consists of marching in quick time and not of instruction drill. It will be carried out in marching order and will not exceed one hour at a time or two hours in the day.

Persons who are not subject to the I. A. W. but who hold pensionable appointments, may be awarded by the officer under whom they are employed—*reprimand, extra duty, entry in service book, postponement of increment of pay*, and in the case of menial servants and temporary clerical establishments, *fine*; and by the authority who can appoint to the office held by the offender, *suspension, reduction of pay, removal from appointment, and dismissal from the service*—(see also para. 72).

Persons who are neither subject to the I. A. W. nor pensionable, may be fined or discharged by the O. C.

When a soldier seriously injures a civilian, the O. C. will immediately report the matter to the O. C. station and the District Magistrate, and commence a thorough investigation in order to ascertain the facts while the incidents are fresh. If the civil authorities investigate the case the O. C. will give them every assistance. The medical officer who first attends an injured person will forthwith report to the civil and military authorities concerned the nature and extent of the injuries, and his opinion as to the probable result—(see also para. 150).

Imprisonment awarded to a person subject to the I. A. W. will be carried out in the quarter-guard or cells of a native corps at the station, otherwise in the cells of a British corps. All prisoners will be visited daily by the orderly officer, and medical officer or hospital subordinate. * * *

The power of dismissal or discharge of a permanent civilian employé, including a menial servant, is vested in the officer who appoints him. A permanent servant should not be dismiss-

sed for simple inefficiency but may, if necessary, be removed from his appointment or discharged. Discharge in such cases is no bar to further employment. Dismissal is to be reserved for offences involving moral disgrace, such as dishonesty or gross misconduct, and a man who has been justly dismissed should not be re-employed in any department of Government. When a permanent servant is removed from his appointment, discharged, or dismissed, the charge against him, his defence, and the orders thereon, must be committed to writing for reference in case of appeal.

After dealing with any breaches of discipline the medical officer should next proceed with the ordinary office work, that is to say, he should first complete the Admission and Discharge Book and fill in the Medical History sheets of the men discharged, next he should initial the extra diet register and the Ward Prescription Book.

He should then make any entries which may be necessary in the Hospital Diary. After this, case sheets should be written up if this has not been done already when going round the wards.

When this has been done, he should reply to any letters which may require his attention or conduct any other correspondence which may be necessary. Medical officers should never sign any letter drafted by a subordinate without reading it through and correcting it if necessary. Such letters are frequently unintelligible or contain expressions which, without in the slightest being meant to do so, may cause annoyance to the recipient.

In addition to those already quoted, the following Regulations are laid down for the guidance of medical officers in the performance of their duties in connection with hospitals.

The internal administration of the hospital rests with the medical officer in charge, and commanding officers will communicate with them regarding their men, and on such matters as the hours at which officers may visit hospital, or the hours of assembly of boards in hospital.

Vol. II, para. 879. An officer on the sick list (A. F. A. 27) will not leave his place of treatment without permission which must be notified in station orders; in no case may he appear at mess or at any place of public amusement or resort. In the case of a staff or departmental officer the necessary information will be sent to the O. C. the station by memorandum.

Vol II, para. 881. When an officer, warrant or N. C. O. is placed on the sick list, the authority under whose immediate orders he is serving is responsible that he is relieved of his duties as soon as such a course becomes necessary and struck off duty from the following day. In the case of any appointment carrying staff pay or charge allowance, the relieved officer, warrant or N.-C. O. may be granted any leave admissible to cover the period of his illness.

* * * * *

Vol. II, para. 882. Medical History sheets will be kept up for all persons attested under the I. A. W.—(see para. 3). Those of persons serving with a regiment will be kept in the regimental hospital, those of all others in the custody of the O. C.

* * * * *

Vol. II, para. 884. A soldier in hospital—

(a) if a native soldier or follower will use his own bedding and clothing and will provide his own food; medical comforts and extra bedding will be ordered by the medical officer, if required;

- (b) may not have money or valuables in his possession ;
- (c) if made a prisoner, a crime report and a statement of evidence will be sent to his O. C. ;
- (d) if transferred to another company or corps intimation will be sent to the medical officer ;
- (e) when executing a will, should do so in presence of a medical officer who will state in the document whether the man was in a fit state of mind to make a will.

When a British or native soldier is admitted to hospital maimed or injured, except in action, Vol. II, para. 885. a report (A. F. B. 117) will be sent to the O. C. the corps.

* * * * *

Visitors and attendants are forbidden to bring food, Vol. II, para. 886. drink or other articles, to patients without the permission of the medical officer in charge.

When a patient becomes seriously ill, the medical officer in charge will at once inform the Vol. II, para. 887. O. C. the corps (giving such particulars as it may be necessary to send to relatives).

* * * * *

Guards will be furnished to hospitals, British and native, Vol. II, para. 888. when necessary. Orders for guards will be laid down by the O. C. the station.

Orderlies required for special nursing duties in hospitals will be furnished by the O. C. the Vol. II, para. 890. station or corps in the case of British and Indian troops (and followers) respectively. * * *

Soldiers employed in hospitals, and at ambulance and nursing classes will be excused all regimental duties—except the annual course of musketry and field training—and should not be changed.

A medical officer will, unless otherwise ordered, be nominated for the medical and sanitary duties outside hospitals, connected with each unit. * * * Regimental medical officers of the I.M.S. may be detailed by the S. M. O. I. M. S., as required for duty in any native regimental hospital in the station.

Medical Officers are required to attend without delay to sick calls from any persons entitled to medical attendance, and others in case of emergency ; taking such subsequent action as may be suitable with regard to those not in their official charge. In exceptional cases medicines for persons not in Government service may be prescribed from public stores.

Unless required to do so by law in medico-legal matters, medical officers may not assist persons unconnected with the service in official subjects or private enterprises without the sanction of Government. They shall not grant lunacy certificates except in accordance with the Lunatic Acts in force.

Junior medical officers and subordinates will be instructed by their seniors in their practical preparation for promotion, and in their duties on field service. They will, when necessary or practicable, be detailed for duty with troops on field days.

All entries of a confidential or responsible character, and those which involve professional knowledge, will be made in the handwriting of medical officers in the original copies of official documents.

Post mortem examinations will be made for medico-legal purposes only, or for the elucidation of some important and obscure

illness in cases where the relatives do not object. The express permission of the deceased's relatives and O. C. must be obtained in the case of natives.

Officers in charge of hospitals are responsible that the capabilities of the personnel, and the resources of the hospitals generally, are fully and properly applied to the care and comfort of the sick. Attention is directed to the orders contained in A. R. I., Vol II, relating to the duties of medical officers.

Medical officers and others attached to hospitals for duty are responsible that the different duties assigned to them are discharged with scientific skill and completeness, and that order, comfort, and regularity prevail in the various parts of the hospital at all hours.

Prisoners who cannot be certified as fit for trial or commitment to prison in accordance with the certificates (modified if necessary) on A. F. B. 116, C. 355 and 388 or I. A. F. D-913 will be sent to hospital. Attention is directed to the duties of medical officers contained in rules for military prisons and the regulations for garrison and regimental provost prisons—A. R. I., Vol. II, p. 52.

The hospital accommodation authorised for troops and followers and instructions relating to the supply, custody, repair and inspection of hospital buildings, fixtures and furniture are contained in A. R. I., Vols. II and XII. When hospital accommodation is insufficient, spare barrack rooms or tents may, under the orders of the O. C. the station, be utilised for the sick. Extra hospital furniture may be obtained with the sanction of the Brigade Commander and spare barrack furniture on ordinary requisition. The rules relating to the receiving and making over charge of buildings and stores are contained in A. R. I., Vol. II.

The orders contained in A. R. I., Vol. II, which relate to
 Vol. VI, para. 95. barrack damages, are applicable to
 hospitals. Barrack damages which
 are not chargeable to the hospital establishment or to
 individuals, will be proportionally assessed against the units
 sending sick to the hospital.

A regimental hospital is authorised for each unit of
 Vol. VI, para. 102. native cavalry and infantry and Bri-
 tish or native mountain artillery.
 Native drivers of other artillery units, and native officers
 and men of the Imperial Service troops when attached to
 the army, will also be treated in these hospitals without
 charge. Native officers are to be treated in separate wards.
 When all these hospitals are amalgamated in one building
 or enclosure in the station, they will be in charge of the
 S. M. O., I.M.S., but, with the exception of infectious or
 contagious cases, the sick of each unit will be treated in a
 separate ward or building. The surgical and medical stores
 will be controlled by the S. M. O., I.M.S., otherwise the
 O. C. the unit will be responsible for discipline and all
 questions of interior economy.

Regimental followers' hospitals are provided for the native
 Vol. VI, para. 103. establishments attached to British
 units and the men of the A. H.
 Corps. * * * * * * *

Departmental followers' hospitals are for men of the
 A. B. Corps and the followers of departments and are in
 charge of the staff surgeon.

At stations where neither followers nor cantonment hos-
 pitals exist, or do not afford the necessary accommodation,
 regimental and departmental followers may be admitted to
 hospitals for native troops. At Kirkee, followers of the
 ordnance department are accommodated in a native section

of the station hospital. Condemned bedding and clothing will be supplied to these hospitals by the S. and T. Corps.

Vol. VI, para. 104. Dispensaries are sanctioned at—

- (a) Fort William—for dispensing prescriptions for the station and district staff. * * * *
- (b) Fort St. George—for dispensing the prescriptions for the ordnance staff and governor's band.
- (c) Fatehgarh, Kirkee and Cossipore—for the treatment of factory employes.
- (d) Baroda and Neemuch—for followers.

Vol. VI, para. 105. Cantonment hospitals and dispensaries are provided by cantonment authorities under the provisions of and for the purposes as stated in the C. C. * * * *

Author's note.—The cantonment hospitals at the following stations in the late Northern Command were allotted to the I. M. S. by Northern Command Order No. 74 of February 7th, 1907—viz., Ambala, Dharamsala, Ferozepore, Jullundur, Lahore Cantonment, Multan, Peshawar, Sialkot.

The medical officer will be responsible, under the S. M. O., for the care and treatment of the sick, the custody of hospital property, the expenditure of the hospital funds, and the submission of returns, bills, and vouchers. He will receive an imprest for comforts and contingencies. He will act as assistant to the S. M. O. for the sanitary inspection of the cantonment, particularly the parts of it inhabited by natives.

The medical officer will note in the diet sheet the ordinary diet with which the patient should provide himself and will apply, if necessary, for an advance of the man's pay to meet

Vol. VI, para. 119.

the cost of purchase. When ordering diet for native sick the caste or religion of the patients, and the restrictions as to food which this imposes on them, will be borne in mind.

For cases requiring it, the medical officer may order a free supply of medical comforts—
 Vol VI, para. 120. (see I. A. F. M-1204).

Executive Medical Officers.

They will, when prescribing for a public servant, invariably indicate the hospital at which the prescription should be dispensed.
 S. O. M., para. 21.

They will write in *English* on their prescription the doses and times that the medicines are to be administered; and no prescription will be dispensed unless containing clear and explicit directions in this respect.
 S. M. O., para. 22.

A Civil Surgeon holding a military medical appointment as a collateral charge will report to the O. C. station whenever he is required to be absent on civil duty.
 S. O. M., para. 23.

Duties of Officers in Charge of Hospitals.

They will be held responsible that such medical and S. and T. mobilisation stores as may
 S. O. M., para. 24. be allotted to them for expenditure are brought into regular use in their hospitals.

They will keep a diary, in which will be entered notes on all occurrences of professional interest,
 S. M. O., para. 25. on sanitary inspections, and any other information the record of which is likely to prove useful. This diary should not be used for entering confidential or non-official matters.

They will visit the gymnasium regularly, in order to ascertain whether the gymnastic training of the troops is exercising any deleterious influence on their health. They will recommend modifications in the prescribed course of instruction in individual cases, to such extent as they consider necessary.

They are prohibited from making a trial of any new sample of equipment in army hospitals without the authority of the P. M. O., India.

They will invariably be most careful in all cases of infectious and contagious disease to ensure that all * * * nursing orderlies and hospital attendants, who are detailed for duties in connection with these cases, are thoroughly cognisant of the nature of the risks which they run, and that they carry out all instructions regarding disinfection, etc., that may be issued with a view of minimising such risks.

They will only allow venereal cases to be admitted into the general wards of the hospital if special reasons exist, *e. g.*, when careful nursing is absolutely essential for their welfare.

Duties of Officers attached to Hospitals.

They will invariably draw the attention of the O. C. hospital to all serious cases in their wards, and consult with him in all cases of professional doubt or difficulty; but it must be clearly understood that each officer will be held personally responsible for the proper treatment of patients under his care.

They will be held responsible for everything appertaining to the care of their patients : cleanliness, clothing, discipline, documents, and equipment and the instruction of the I. S. M. D. nursing and ward orderlies, A. H. C. and hospital servants, serving immediately under them.

They will frequently examine the articles of diet and extras supplied, to ascertain that they are of good quality * * * * * ; and they will, in all important cases, give precise instructions as to the hours at which food and stimulants are to be administered.

Medicines and appliances required for officers, their families and others, entitled to medical attendance in their own quarters, will be supplied from the hospital surgery at hours fixed by the M. O. in charge of the hospital. Prescriptions marked *urgent* will be dispensed at any hour.

The necessary medicines for A. H. Q. staff while at Calcutta will be supplied from the S. O. M., para. 133. garrison dispensary, Fort William.

Wounded persons brought into cantonments by the police will be admitted into the nearest S. O. M., para. 134. army hospital for treatment, when there is no civil hospital available or conveniently near.

The orders in I.A.F. Z-2062 regarding precautions against and appliances for extinguishings S. O. M., para. 215. fires apply equally to hospitals.

The cots in hospitals will be arranged at equal intervals along the ward, at least 12 inches S. O. M., para. 216. from the wall, and at such a distance from each other as will ensure to each bed the authorised superficial space.

The flushing of hospital floors with water is forbidden ;
 S. O. M., para. 217. cleansing, when necessary, will be effected by wet rubbing.

Complaints relative to diet or attendants will be made at
 S. O. M., para. 218. the time of occurrence to the hospital assistant on orderly duty. The latter will investigate the matter on the spot and report to the senior hospital assistant for any action that may be deemed necessary.

I. A. F. Z-2071 is to be used as the prescription book in
 S. O. M., para. 219. all hospitals ; separate books will be reserved for patients reporting sick at and between the visits of the M. O.

Prescription books will be initialled daily by the prescribing M. O. and will (when not in use
 S. O. M., para. 220. in the wards) be kept in the surgery.

When extra articles of diet, wines, spirits, malt and effervescing liquors and drinks are ordered
 S. O. M., para. 221. for patients in hospital, the hours at which they are to be served will be specified by the prescribing M. O. and entered in the ward prescription book by the hospital assistant, who will be held responsible that the articles so ordered are issued at the prescribed hours.

An officer of the I. M. S. in charge of a cantonment hospital will, if junior to the O. C.
 S. O. M., para. 238. station hospital, British troops, be directly under the control of the latter as regards all questions relating to venereal disease. Otherwise these two officers will be in close consultation on the subject.

CHAPTER III.

HOSPITAL ACCOMMODATION AND ESTABLISHMENT.

The authorised scale of accommodation for Regimental Hospitals of Native Troops is laid down in A. R. I., Vol. XII, Appendix V.

[Item 197.]

Buildings.	Length.	Breadth.	Height.	Plinth area approx.	Remarks.	Type or standard plan.
(i) <i>A regiment of cavalry:—</i>					The following scale of beds is authorised:—	
4 wards each for 8 patients, each	24	20	13½		Beds. ... 32	
2 small wards, each	12	12	11½		For head-quarter wing ... 18	
2 bath-rooms each	12	12	11½		For detached wing ... 14	
Office ...	14	14	11½		H. Q. with squadron detached ... 24	S.P.
Dispensary	14	14	11½		For a squadron ... 8	30 modified.
Hospital stores	8	8	8		The accommodation per patient is 60 sq. ft. and 810 c. ft.	
Medical stores	8	8	8		An 8' verandah all round containing the small wards, bath and store rooms. The	
				6,330		

Buildings.	Length.	Breadth.	Height.	Plinth area approx.	Remarks.	Type or standard plan.
(a) Cook-house— Cook-room for Hindus, Cook room for Muham- madans ...	Ft. 18 18	Ft. 14 14	Ft.	Sq. ft. ... 690	plinth to be raised 3' in "dry and 5' in damp climates. If the soil retains much mois- ture a vaulted basement to be given. Permanent floors and doors, as for British bar- racks to be given. Wire- netting may be given to the windows if required by the P. M. O. Wards will, when practicable, be set aside for the treatment of eye cases and prisoners.	S. P. 30 mo- dified.
(b) Latrine (8 seats) ...	24	6	...	240	A raised pucca floor should be given with one drain for urine and a second drain for ablution water running into iron receptacles covered with dammer outside the build- ing; or a corrugated iron latrine may be given.	

(ii) <i>A mountain battery in the plains</i> :—	1 ward for 8 patients ...	24	20	13½	1	} 4,550	The authorised scale of beds is 14.
1 ward for 6 patients ...	18	20	13½	1			
2 small wards ...	12	12	11½	1			
2 bath-rooms ...	12	12	11½	1			
Office ...	14	14	11¼	1			
Dispensary ...	14	14	8	8	} 220	To be divided into two compartments, 1 for Hindus and 1 for Muhammadans, with doors at opposite ends. See remarks against (i) (b).	
Hospital store ...	8	7			
Medical store ...	8	7			
(a) Cook-house—	9	6			
Cook-room for Hindus	9	7			
Cook-room for Muhammadans	9	6	} 2,940	See remarks against (i). Verandahs 8½' in the clear at front and back. Front verandahs to be clear throughout, back verandah to contain store-room 9½' × 8' in centre and a bath-room 9½' × 8'. The Kohat or other pattern of wood burning stove may be given in lieu of fire-places.	
(b) Latrine, 3 seats ...	9	20	13½	1			
(iii) <i>A mountain battery in the hills</i> :—	1 ward for 8 patients ...	24	20	13½			1
1 ward for 6 patients ...	18	20	13½	1			
2 small wards, each ...	18¾	10	10½	1			
Office ...	18¾	10	10½	1	} 2,940	See remarks against (i). Verandahs 8½' in the clear at front and back. Front verandahs to be clear throughout, back verandah to contain store-room 9½' × 8' in centre and a bath-room 9½' × 8'. The Kohat or other pattern of wood burning stove may be given in lieu of fire-places.	
Dispensary { 1 room ...	9¼	10	10½	1			
1 room ...	8	10	10½	1			
Subsidiary buildings ...	as	in	(ii)	...			

S. P.
30 modified.

Buildings.	Length.	Breadth.	Height.	Plinth area approx.	Remarks.	Type or standard plan.
(iv) <i>A battalion in the plains :—</i>	Ft.	Ft.	Ft.	Sq. ft.		
3 wards (each 12 patients), each ...	36	20	13½	9,150	The authorised scale of beds is 50. See remarks against (i).	S. P. 37 modified.
1 ward (14 patients) ...	42	23	13½			
2 small wards, each ...	12	12	11½			
2 bath-rooms, each ...	12	12	11½			
Office ...	14	14	11½			
Dispensary ...	14	14	11½			
Medical store ...	8	8	8			
Hospital store ...	8	8	8	9,330	See remarks against (iii). A bathroom 9½' × 8' should be given to each pair of wards.	S. P. 37 modified.
Subsidiary buildings ...	as	in	(i).			
(v) <i>A battalion in the hills :—</i>						
4 wards (each 12 patients), each ...	36	20	13½			
2 small wards, each ...	18¾	10	10½			
Office ...	18¾	10	10½			
Dispensary { 1 room ...	9¼	10	10½			
Subsidiary buildings { 1 room ...	8	10	10½			
Subsidiary buildings ...	as	in	(i).			

(vi) <i>Administrative offices for combined hospital for two or more units.</i>	Office ...	14	14	} For each unit.	S. P. 37 modified.
	Store-room	8	8		
	Central Dispensary	14	14	} For each combined hospital.	
	Central store	0	18		
[Vol. XII, App. V. Item 198.]							
<i>Hutwards for Contagious Diseases.</i>							
(i) <i>A regiment of cavalry:—</i>							
Hut for 3 patients	...	22	15	16	470	Require the special sanction of G. of I. in each case, full reasons for the necessity of their provision being given. Permanent floors are unnecessary, a verandah on the W. side is advisable. At Lucknow a general contagious disease hospital was given for 9 patients for a garrison of 1 regiment N. C. and 2 battalions N. I.; an 8' verandah was given on each side of the building.	11 N.I.
(ii) <i>A mountain battery.</i>		as	in	(i)	470		
(iii) <i>A battalion:—</i>			470		
2 huts, each as in (i)			

[Vol. XII, App. V. Item 198.]

Buildings.	Length.	Breadth.	Height.	Plinth area approx.	Remarks.	Type or standard plan.
<i>Mortuary.</i>						
In the plains or hills for a regiment of cavalry, or a mountain battery, or a battalion.					A simple enclosed shed, with a bracket and hook for suspending a spring balance on.	
A room ...	12	12	...	[Item 201.] 240		
				[Item 202.]		
<i>Quarters for Hospital Assistants.</i>						
In the plains or hills	Two H. As. are authorised for each regiment of cavalry or infantry and 1 for each mountain battery. In the hills the height of the main rooms will be reduced to 10', and, if the site will not admit of it, the courtyard may be omitted. A portion of the verandah is to be divided off	11 N.I.
(i) Senior Hospital Assistant and Hospital Assistant, 1st grade:—						
Room ...	16	12	12	760 70		
Room ...	12	12	12			
Bath-room ...	8	6	8½			
Verandah ...	29½	6	8½			
Enclosure wall of courtyard.	46	1½	8			

Shed for cooking-pots, etc.	7 $\frac{1}{8}$	5	8 $\frac{1}{2}$	120	with an open brickwork wall to form a cooking-place. An open courtyard 29 $\frac{1}{2}$ ' \times 17 $\frac{1}{2}$ ' containing the latrine and shed for cooking-pots, etc.
Latrine ...	6	5	8 $\frac{1}{2}$		
(ii) <i>Hospital Assistant</i> <i>2nd and 3rd grade:—</i>					
Room ...	16	12	12	480	See remarks against (i).
Bath-room ...	8	6	8 $\frac{1}{2}$		
Verandah ...	16	6	8 $\frac{1}{2}$	90	An open courtyard 32' \times 16' containing the latrine, and shed for cooking-pots, water, etc.
Enclosure wall of court- yard.	61 $\frac{3}{4}$	1 $\frac{1}{8}$	8		
Shed for cooking-pots, etc.	7 $\frac{1}{8}$	5	8 $\frac{1}{2}$	120	
Latrine ...	6	5	8 $\frac{1}{2}$		
[Item 203.]					
<i>Quarters for Hospital</i> <i>Servants.</i>					
(i) <i>In the plains;—</i>					
For each married man a separate quarter.	12	10	10	...	For scale see A. T. of unit. One-third are to be provided for as married men and two- thirds as single men; the quarters for the latter should be divided into rooms to meet the different castes.
					11 N.I.

Buildings.	Length.	Breadth.	Height.	Plinth area approx.	Remarks.	Type or standard plan.
For each single man floor area.	Ft. 6	Ft. 10	Ft. 10	Sq. ft. ...	If the single men's accommodation cannot be combined it may be necessary to increase the size somewhat.	
(ii) <i>In the hills</i> :— For each married man a separate quarter.	10	10	8	...		
For each single man floor area.	5	10	8	...		
<i>Quarters for Ward Orderlies.</i>			[Item 204.]			
For a regiment of cavalry, a mountain battery, or a battalion.					Only to be provided at the discretion of the O. C. the station when the hospital is at a considerable distance from the lines.	
(i) <i>In the plains</i> :—						
1 married man's quarter, room for 3 single men,	12 18	10 10	10 10	44 ⁰		

Vol. XII, App. V,
para. 69.

The authorised accommodation
per man for native troops is :—

	IN THE PLAINS.		IN THE HILLS.	
	Floor area.	Cubic space.	Floor area.	Cubic space.
	Sq. ft.	C. ft.	Sq. ft.	C. ft.
Native officers ...	300	4,050	300	3,000
Married N.-C. Os. ...	} 120	1,620	100	1,200
Do. soldiers ...				
Havildars (single) ...	108	1,458	90	1,080
Soldiers (single) ...	60	810	50	600

For regulations for construction and repair of latrines
for native troops and followers see
Para. 72a. A. R. I., Vol. II, para. 433.

The construction and repair of latrines and the provision
of furniture and appliances are regu-
lated as follows :—
Vol. II, para. 433.

* * * * *

For hospitals of native troops and followers—supply
devolves on, and cost is debitable to, the M. W. S.

ARMY TABLES, MISCELLANEOUS SERVICES.

TABLE V.—HOSPITAL FOLLOWERS, NATIVE TROOPS.

Detail.	ARTILLERY.		CAVALRY.								INFANTRY.								SAPPERS AND MINERS.										Units to which the scales are applicable.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	No. 15 (Burma) Co.	Railway Company.	No. 23 Fortress Co.	Other Service Co.	1st Corps.		2nd Corps.			3rd Corps.				Jammu Native Hospital.	Sibi Native Hospital.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
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- (i) Establishments for detachment hospitals are provided as follows:—1st, 2nd, 3rd, 7th and 8th Divisions, Kohat and Bannu Brigades.—A detached wing of cavalry is allowed one bhisti and one sweeper, a detached wing of infantry takes one bhisti, one cook and one sweeper from the regimental establishment. Detachments of not less than half a squadron or company but less than a wing are allowed one bhisti and one sweeper. 4th, 5th and 6th Divisions and Aden Brigade Detachments of between 100 and 500 men are allowed one sweeper, and above 500 men 2 bhistis and 2 sweepers. Secunderabad and Burma Divisions Establishments must be found from those of the unit.
- (j) No bhistis are allowed for native hospitals at Bombay, Poona, Kirkee, Mhow, Ahmedabad, and Karachi and not more than one at Hyderabad (Sind). (l) One bhisti only in hospital of 43rd regiment. (n) One fifth cart with driver and cattle is authorised for the hospital of a unit or detachment of not less than a battery, half squadron, or company in the 1st, 2nd, 3rd, 7th and 8th Divisions, Kohat and Bannu Brigades—at hill stations, when carts are not used, 3 sweepers are allowed in lieu. (o) Pakhali Bhisti.
- (p) The N. I. detachment at Perim is allowed a hospital sweeper.

- A. Frontier Garrison Artillery.
B. Native Mountain Battery.
C. Guides Cavalry.
D. Viceroy's Bodyguard.
E. Governor's Bodyguard, Madras.
F. 1st, 2nd, 7th, 10th, 11th, 13th, 14th, 15th, 18th, and 19th Lancers; 3rd and 9th Horse; 4th, 5th, 6th, 8th, 12th, 16th, 17th, 21st, 22nd, 23rd and 25th Cavalry.
G. 38th and 39th C. I. Horse.
H. 26th, 27th, 28th Light Cavalry.
I. 29th, 30th, 31st, 32nd and 37th Lancers; 33rd Light Cavalry; 20th, 34th, 35th, and 36th Horse.
J. Aden Troop.
K. 1st and 3rd Brahmins; 2nd, 5th, and 6th Light Infantry; 4th, 7th, 8th, 11th, 13th and 16th Rajputs; 9th Bhopal Infantry, 10th Jats; 12th, 23rd, 32nd, 34th, 48th and 106th Pioneers; 14th, 15th, 35th, 36th, 45th, 47th, 51st, 52nd, 53rd and 54th Sikhs; 17th, 18th, 56th, 94th, 95th, 96th, 97th, 98th and 99th Infantry; 19th, 20th, 21st, 22nd, 24th, 25th, 26th, 27th, 28th, 29th, 30th, 31st, 33rd, 46th, 62nd, 66th, 67th, 69th, 74th, 76th, 82nd, 84th, and 87th Punjabis; 37th, 38th and 41st Dogras; 39th, 55th, 57th, 58th and 59th Rifles; 40th Pathans; Guides Infantry; 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, and 2-10th Gurkha Rifles.
L. 61st, 64th, and 81st Pioneers; 63rd and 83rd Light Infantry; 77th and 78th Rifles; 73rd, 75th, 79th, 80th, 86th and 88th Infantry.
M. 72nd, 89th, 90th, 91st and 92nd Punjabis; 93rd Burma Infantry; 1-10th Gurkha Rifles.
N. 101st and 102nd Grenadiers; 103rd, 105th, 110th, and 127th Light Infantry; 104th, 123rd, and 125th Rifles; 107th, 121st and 128th Pioneers; 108th, 109th, 112th, 113th, 119th, 120th, 122nd, 124th and 126th Infantry; 114th, 116th and 117th Mahrattas; 129th and 130th Baluchis.
O. 42nd and 43rd Regiments.
P. 44th Merwara Infantry.
Q. Resident's Escort, Nepal.

The duties of hospital assistants are laid down in A. R. I., Vol., VI. and in S. O. M. as under.

The members of the I. S. M. D. will perform any duties for which their position and training fit them. At least one * * * hospital assistant should be available for duty, day and night, in each hospital for British or native troops. They are not to treat cases of sickness amongst officers, warrant and N.-C.Os. and men in barracks and quarters. In the absence of the M. O. the * * * hospital assistant in subordinate charge will be responsible for the hospital being conducted in accordance with orders—(see also Appendix VII).

Duties of Assistant Surgeons (*or Hospital Assistants*) in Subordinate Medical Charge of Hospitals.

They are responsible that every serious case of illness is at once reported to the M. O. on duty and that, in the meantime, all necessary steps are taken for the proper treatment of such cases.

They will see that the wards are kept clean and properly ventilated; that clean clothing and bedding are issued to the patients on the day appointed; that lavatories, latrines, and urinals are kept clean and in good order; that all articles of diet are properly prepared and distributed.

They are in sub-charge of the lighting and warming of the hospital and will regulate the number of lamps, electric or other, in use and the expenditure of fuel.

They will report to the O. C. hospital any cases of carelessness, negligence, or breach of discipline, on the part of the subordinate staff or of the patients.

They will allot such duties to the assistant surgeons (*or hospital assistants*) and hospital attendants under them as they may deem necessary to ensure compliances with the orders of the M. Os.

They will train the other assistant surgeons (*or hospital assistants*) in office routine and in the preparation of the returns and requisitions required in the Military Medical Service.

They are responsible for the correct submission of all returns required in connection with the hospital, or for the conduct and efficiency of the office.

Duties of Assistant Surgeons (*or Hospital Assistants*) attached to Hospitals.

They will be detailed for duty to one or more wards, and are responsible for their cleanliness and condition, and for the performance of all duties in connection with them ; and they will invariably report any serious case of illness to the senior assistant surgeon (*or hospital assistant*).

They will see that the diet sheet is suspended over each patient's bed

When absent from the hospital for recreation, they will leave their address in writing with the assistant surgeon (*or hospital assistant*) on duty. In the case of hospitals having only one assistant surgeon (*or hospital assistant*) permission to be absent from the hospital precincts must be obtained from the O. C.

Whenever a prescription contains any large or unusual dose of a drug of a poisonous nature, the assistant surgeon (*or hospital assistant*) called upon to dispense it will, before doing so, and unless special instructions accompany it, refer to the prescribing M. O. for further instructions.

S. O. M., para. 62.

Except in cases of unavoidable necessity, no medicine will be supplied by medical subordinates without the written order of a M.O. attached to the hospital in which they are serving. Emergent prescriptions forwarded to the nearest hospital to be dispensed must, however, be immediately attended to if signed by *any* M. O.

S. O. M., para. 63.

Bottles and packages containing medicines will be labelled before despatch from the hospital. The dispenser will enter distinctly on the label full instructions as to dose, etc., the date, the serial number given by him to the prescription and his own initials. All prescriptions will be filed for reference.

S. O. M., para. 64.

A duty roster signed by the O. C. will be posted up in every hospital office ; a tour of duty will not exceed 24 hours and if more than two effective assistant surgeons (*or hospital assistants*) are present, the senior will be exempted from orderly duty.

S. O. M., para. 65.

Duties of Orderly Assistant Surgeons (*or Hospital Assistants*).

When a death occurs, he will arrange to have the body removed to the mortuary, and will be responsible that it is placed there with proper care and respect.

S. O. M., para. 66.

Duties of Hospital Assistants.

The duties of hospital assistants are similar to those laid down in paras. 51 to 68 as far as the latter are applicable to Indian hospitals.

S. O. M., para. 69.

They will afford medical aid to officers' servants and their families, as well as to the families of Indian soldiers in quarters.

S. O. M., para. 71.

They will make a weekly medical inspection of the Indian establishments attached to corps, and their families, and will report the result to the M. O. in charge.

S. O. M., para. 72.

They will, when qualified in English, assist in preparing the several returns and reports.

S. O. M., para. 73.

They will assist in carrying out the vaccination of Indian soldiers and followers, and will explain to them the advantages of the practice.

S. O. M., para. 74

The Regulations regarding leave of hospital assistants are contained in A. R. I., Vol. II, para. 269.

A hospital assistant may be granted sixty days' leave on full pay annually by a Brigade or Divisional Commander ; and in addition thereto twelve months' leave (or eighteen months if invalided on account of active service or exceptional work) whether on P. A. or M. C., for each five years' service, by a Divisional or Independent Brigade Commander. Those accompanying native units on colonial service may be granted by the Brigade or Divisional Commander, in lieu of sixty days' annual leave, three months' leave before embarkation and a similar period on return to India.

Vol. II, para. 269.

Any leave taken in excess of the above will not count towards promotion or pension except short leave on full pay not exceeding ten days at a time, which may be granted to a hospital assistant by the Brigade or Divisional P. M. O.

Departmental warrant and N.-C. Os. are not entitled to assume command, except over such warrant and N.-C. Os. and men as may be attached to the department, or be patients in hospital.

The following positions held by non-combatants, subject to the I. A. W., are equivalent to ranks :—

Vol. II, para. 284. Senior Hospital Assistant, 1st or 2nd class; Hospital Assistant, 1st, 2nd or 3rd class; jemadar, sirdar, * * mate, bearer or other position in which enrolled.

The classes or grades in the above are appointments.

Native officers, warrant and N.-C. Os. take precedence as follows :—Those numbered together are arranged alphabetically, and rank with one another according to the date of commission, promotion or appointment.

Native Officers.

1. Risaldar-major, Subadar-major.
2. Risaldar, Ressaidar, Subadar, Senior Hospital Assistant (1st class).
3. Jemadar, Senior Hospital Assistant (2nd class).

Warrant Officers.

1. Hospital Assistant, 1st class.
2. Hospital Assistant, 2nd class.
3. Hospital Assistant, 3rd class.

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The State undertakes the housing of the following persons except when on leave or when detached on duty and in receipt of a detention or deputation allowance :—

(a) * * * *

(b) Officers and warrant officers I. S. M. D., in military employ and military medical pupils.

* * * *

A member of the I. S. M. D. in military employ is, when officiating for an absentee, entitled to accommodation on the scale laid down for the absentee.

Ward orderlies. There is nothing laid down in the Regulations as to the duties of ward orderlies.

In selecting men to be trained as ward orderlies, if possible, men who can read and write English should be chosen. They should be intelligent and of good character. They should be instructed by medical officers in the elements of aseptic surgery and the uses of antiseptics. They should be taught dressing and bandaging and should assist the hospital assistants in their duties generally, but ward orderlies should, on no account, be permitted to prescribe or dispense medicines.

The following Regulations regarding ward orderlies are contained in A. R. I., Vol. II :—

Ward orderlies will be taught to use their weapons, and in the cavalry will be instructed and practised in riding. Ward orderlies are not eligible for promotion—(see also Appendix VII).

* * * *

Vol. II, para. 1026. Reservists who were ward orderlies must be trained as such.

The Regulations regarding the hospital establishment of native troops are given in A. R. I., Vol. VI, and S. O. M.

An establishment of permanent servants is maintained in hospitals for native troops and followers and in certain hospitals for British troops in accordance with the scales given in Army Tables, Medical and Miscellaneous Services. They are enrolled followers, entertained by officers in charge of hospitals with the approval of the Brigade Commander. Except on field service, when they are available for duty in field and general hospitals for native troops, those attached to corps will not be transferred—(see also Appendix VII).

Temporary hospital servants may, under the rules in A. R. I., Vol. III, be employed for such period as their services are actually required. They will be obtained from and paid by the S. and T. Corps.

Whenever a regiment is divided and a detachment hospital opened, a due proportion of the permanent establishment of hospital assistants and servants will be allotted to each by the P. M. O.

As hospital cooks are not sanctioned for Indian cavalry regiments, arrangements will be made regimentally for preparing the food of the patients in hospital.

All permanent followers serving for pension, gratuity or deferred pay may be granted leave as follows by the O. C. the corps or department, provided their services can be spared without extra expense :—

(i) Casual leave up to twenty days in the year.

(ii) One month's leave annually on full pay, which may be accumulated to three months. No extension can be granted except on M. C., in which case only half pay will be passed for the whole period, except to establishments in Burma, recruited in India, who may, if necessary, be granted an extension of leave without pay on executing an agreement for a fresh period of three years' service in Burma.

(iii) Leave on M. C. up to six months on half pay.

Permanent followers not serving for pension, gratuity or deferred pay are eligible only for casual leave to the extent of twenty days in the year and for leave on M. C. without pay up to six months.

A certificate (I. A. F. L-1182) is to be given to every combatant and non-combatant proceeding on leave or furlough. It contains instructions regarding the procedure to be adopted if the holder falls sick, the penalties he incurs by overstaying his leave, and the description of the arms he is permitted to carry.

A. B. C. The duties of the men of the
A. B. C. are given in S. O. M.

Duties of Sirdars and Mates.

Sirdars and mates are required to detail bearers for duties in accordance with orders received from the pay havildar or pay naik.

They are responsible for bringing to notice all cases of absence without leave, or other breaches of discipline, in their half companies or sections.

Duties of Bearers.

S. O. M., para. 103. They are not to be employed as private servants.

In all cases, except when urgently required for duty, they should be given two hours' leave in the middle of the day to enable them to procure and cook their food, reliefs being arranged if necessary.

S. O. M., para. 104. They will be employed as messengers for carrying letters and parcels, and for orderly duty in the hospital.

S. O. M., para. 105. They will be available for conveying sick whenever a sufficient number of bearers is present in the station.

S. O. M., para. 106. They will be employed in looking after the office and godowns, cleaning and turning over furniture, equipment and stores; cleaning lamps, pitching and striking tents, handling, packing and loading field equipment boxes, etc.

S. O. M., para. 107. If they can be spared from their other duties, they may be employed in the hospital garden.

S. O. M., para. 108. They should not be employed in the dispensary or wards nor should they be required to clean articles of surgical equipment, bottles or other articles used in the dispensary. They should not be ordered to sweep walls or floors, nor to perform any work in connection with the cooking arrangements of the patients.

S. O. M., para. 109. Casual leave may be granted to men * * * * attached to hospitals or corps by the O. C., the company commander being informed accordingly.

S. O. M., para. 111.

Leave (other than casual) on full pay will be granted by the Divisional P. M. O., on the recommendation of the company commander ; even in the case of men attached to hospitals and corps, applications must be sent for disposal to the latter, who is responsible that not more than 10 per cent of his company are on leave at one time.

Leave on M. C. may be granted on the recommendation of a M. O., the application being sent through the same channel as that for leave on full pay.

The authorised uniform will, as a rule, only be worn when on duty. When off duty, men should appear neatly and cleanly dressed in public.

The corps puggree may be worn with plain clothes, but no other mixture of uniform with ordinary dress is permissible.

The following further Regulations are contained in A. R. I., Vol. VI :—

The A. B. Corps is organised for ambulance duties connected with the army, and consists of sirdars, Mates, and bearers. * * *

* * * In divisions, brigades and stations the companies will be under the P. M. O. and S. M. O. respectively.

Men answering the following requirements will be enrolled by R. S. Os. in communication with the staff officers of the A. B. Corps and subsequently attested :—

(1) Age—between 18 and 25 years.

(2) Height—5' 4" to 5' 8".

(3) Minimum chest measurement (18 to 21 years)—32".
(21 to 25 years)—33".

(4) Physical fitness—same as for native army, but vision may be less acute.

(5) Castes—

(In the United Provinces) Bathma, Bot, Dhinwar, Dhurya, Gharuk, Goriya, Jaiswar (the Kahar and not the Kori or Rajput), Kamkar, Khawar, Mahar (the Kahar and not the Bombay Maher), Mullah, Raikwar, Rawani, Singhariya, Turai, and others of the Hindu Kahar caste from whose hands other Hindus will drink.

(In the Punjab) Jhinwar, Dhinwar, and Machchi (Hindu). Suitable men under 35 years of age may be re-enrolled.

Accommodation in cantonments, on the line of march, and in the field will be provided by
 Vol. VI, para. 27. the State, as for transport followers.

In addition to being trained in corps duties, bearers should be employed on any Government work suitable to their caste,
 Vol. VI, para. 66. such as water carrying, work in S. and T. godowns, etc.

Author's note.—The men of the A. B. C. attached to regimental hospitals should be practised in carrying dhoolies at least twice a week in order to keep their shoulders hard. They should always be sent out when the regiment goes for a route march.

Every officer charged with the disbursement of pay is responsible that his subordinates
 Vol II, para. 167. receive the amounts due to them.
 Payment must be made in the presence of an officer whenever practicable. All fines and deductions should be notified in orders and explained to the individual concerned. Every man should examine his account and sign (or affix his seal or mark) the acquittance roll or pay bill, payments being attested by the disbursing officer.

All persons subject to the I. A. W. will on discharge be furnished with a discharge certificate
 Vol. II, para. 648. (I. A. F. Y-1949).

CHAPTER IV.

CORRESPONDENCE, REPORTS AND RETURNS.

The rules regarding correspondence are frequently a pitfall to officers on first joining the service.

In the first place the memo. form (Z-2011) must never be used in corresponding with higher authority. It should only be used for intra-regimental correspondence or for communication with medical officers of other regiments, or with station staff. In all other cases the letter form (Z-2010) should be used. The name of the officer who signs the letter should be printed or *legibly* written at the head of the letter as well as his appointment.

Pins should not be use for fastening documents together, thread should be used for this purpose.

Letters should be made as short and concise as possible, and all unnecessary verbiage and repetition should be avoided.

The usual channel for correspondence from a regimental medical officer is through the Adjutant and O. C. the regiment, through the S. M. O. (as Staff Officer of the O. C. the station) to the P. M. O. Brigade. On purely professional matters, however, regimental medical officers should communicate with the P. M. O. direct.

All applications for leave, transfer to civil, etc., should be sent through the O. C. the regiment, and similarly all orders for communication to medical officers of regiments should be sent through the O. C. the regiment.

All official documents are in a sense private and can only be dealt with on the responsibility of the individual in charge of them, but their privacy varies with their contents, and when special privacy is necessary they will be inscribed "Secret" or "Confidential."

K. R., para. 2110.

All letters of a secret or confidential nature are to be marked "Secret" or "Confidential" as the case may be. Such letters should be enclosed in *two* envelopes, of which the inner one only should be marked "Secret" or "Confidential," and the outer one should be inscribed with the address only. Confidential plans and other documents are to be similarly treated. Envelopes marked "Secret" or "Confidential" will only be opened by an officer. * * * *

A document marked "Secret" is intended only for the personal information of the individual to whom it is officially entrusted and of those officers under him whose duties it affects. He is responsible that its contents are communicated to those officers and to them only. It must be kept in the personal custody of himself or one of those officers, and when not in use, under lock and key. * * * *

A document marked "Confidential" is of a privileged nature. The contents are only to be disclosed to authorised persons, or in the interests of the public service.

K. R., para. 2113.

No secret or confidential document is to be used for private purposes, literary or other, nor is it to be referred to in any catalogue or publication which is not itself a secret or confidential document.

K. R., para. 2114.

When any officer relinquishes his command, he is to deliver to the officer who succeeds him all official books and records relating to his command, and all documents, confidential or other, which he may have received in his official capacity.

K. R., para. 2116.

Access to official records is only permitted to those entrusted with the duties of the office or department to which they belong, and these records are not to be made public, or communicated to persons unconnected with such offices or departments, without the sanction of the authorities concerned. The only legitimate use an officer or soldier can make of documents or information of which he becomes possessed in his official capacity, is for the furtherance of the public service in the performance of his duty. Publishing official documents or using them for personal controversy, or for any private purpose, without due authority, will be treated as a breach of official trust.

K. R., para. 2118.

Unless instructions are given to the contrary, replies, remarks, or queries arising out of an original letter or memorandum are to be made in the form of minutes. The first minute is to follow where the original letter or memorandum ends and the person who affixes it will mark the original letter or subject-matter "No. 1" and his own minute "No. 2." Each succeeding minute is immediately to follow that which by date precedes it and will be numbered in sequence. A fresh half sheet is to be added when required. Attached documents and enclosures will be added at the end of the file in the order in which reference is made to them, and each should be distinguished by a separate alphabetical letter.

K. R., para. 2075.

The authorised channel of official correspondence is from a regimental officer through the Adjutant and O. C., through the

Vol II. para. 128.

O. C. station, district and command, but purely departmental matters may be sent direct to the departmental officer concerned. * * * *

Names of individuals and places should be hand-printed. Vol. II, para. 130. Figures should also be expressed in words. When the use of vernacular terms is necessary, the English equivalent should be given. Erasures are prohibited; corrections should be made by ruling through the original entry and should be attested by the responsible officer's initials which, in the case of a return, need only be affixed to the final total.

Inland official correspondence should be prepaid by service labels, the covers being Vol. II, para. 132. superscribed on H. M. S. and franked by the despatching officer. Overland official correspondence, except to the W. O., Horse Guards, India Office and Chelsea Hospital must be similarly prepaid. A brief description of the contents of each cover will be entered on the upper left hand corner.

Covers will not be registered unless they contain medals or important correspondence—Vol. III, para. 166. Bearing service covers cannot be refused. The postage must be paid and recovered on a contingent bill supported by the original covers.

No I. A. O. or Government letter is to be quoted in official correspondence if the subject-matter is included in the Regulations. Vol. II, para. 134.

The telegraph is not to be employed except when the saving of time effected is of importance to the public service, and urgent messages are rarely to be resorted to. * * * *

State telegrams are not to be used for any personal matters, and except on occasions of real urgency, private telegrams (replies to which must always be prepaid) are forbidden. State telegrams may, in urgent cases, or when there is no Government telegraph office, be despatched from railway stations.

A message should commence with its own number, which should never exceed six figures (two words). When the sender's station is not a telegraph station, the place and date of despatch should be given in the text. If another communication is repeated, its text will be preceded by the word "begins" and followed by "ends." A telegram should always be carefully read before despatch, and the word "stop" inserted at the conclusion of any sentence in which its omission may lead to misunderstanding. The text of a telegram sent to more than one authority must show to whom it has been repeated.

A complete list of the military forms in use in India is given in I. A. F. Z-2001. No local or other form shall be introduced nor shall any existing form be modified without the sanction of G. of I. The scales on which gratis forms are supplied to units, and instructions regarding the supply of all forms are contained in I. A. F. Z-2001. A complete set of the latest reprint of the forms in use in each office should be kept in a guard book for reference—*vide* Appendix I.

* * * * *

Stationery * * * will be supplied on indent on forms obtainable from the Superintendent of Government Stationery. (One indent is submitted for the whole station by S. M. O., I.M.S.)

Vol. II, para. 143.

Officers supplied with Government stationery will take such measures as will ensure its proper and economical use. All receipts and issues will be recorded in the book supplied for this purpose.

Vol. II, para. 144.

The instructions contained in the K. R. regarding the destruction of official documents and books in staff and regimental offices are applicable to India. Departmental records will be destroyed under the orders of the head of the department concerned.

Vol. II, para. 147.

In the case of those regimental records not authorised to be destroyed periodically, the C. O. will assemble a committee of officers to ascertain that such parts as it is advisable to preserve have been correctly copied into other books. The committee will complete A. F. L. 1373 and submit it to the O. C. for transmission to the General Officer as in P. 2192 (*i.e.*, to an officer not below the rank of Brigadier-General).

K. R., para. 2193.

The following regulations regarding destruction of departmental records, contained in the old edition of A.R.I., Vol. VI, presumably still apply in the absence of any other orders.

When records and books to which reference is seldom made, have accumulated to an inconvenient extent and the M. O. in charge is satisfied that their further retention is undesirable, he will forward a return A. H. F. 99 for the orders of the district P. M. O.

Vol. VI (1898 edition), para. 1649.

As a rule returns connected with equipment or accounts will not be reported as unnecessary to be retained until three years have elapsed since the date of the documents, and case books not until five years have elapsed after the last entry.

Para. 1651.

The following instructions regarding the supply of forms are contained in I. A. F. Z-2001.

A requisition for the annual supply of forms need not be submitted. They will be supplied by the contractors according to the authorised scale.

I. A. F. Z-2001.

If owing to exceptional circumstances the authorised allotment of a gratis form is found inadequate to meet requirements, the O. C. Brigade or G. O. C. Division may, if he is satisfied that requirements could not with reasonable care have been met from the allotment, authorise an additional gratis supply by the contractors, otherwise the unit must pay for any excess issues. Such indents on I. A. F. Z-2002 will be sent by the sanctioning authority to the contractors for the direct issue of the additional forms to the unit concerned.

The forms will be issued in complete sets to units, staff and departmental officers by divisions and independent brigades as follows :—

Meerut Division	January.
Lucknow „	February and March.
Mhow „	April.
Poona and Aden	May.
Quetta	June.
Burma Division	July.
Secunderabad „	August & September.
Lahore „	October.
Peshawar Division and Derajat, Bannu and Kohat Brigades.		}	November.
Rawalpindi Division	December.

The Regulations regarding Reports and Returns are contained in A. R. I., Vol. II, and in I. A. F., Z-2000 as under :—

The list of periodical and other reports and returns for all services, with instruction for their submission is given in I. A. F. Z-2000. No return may be introduced without the orders of the G. of I. Attention is directed to the instructions given on the forms themselves.

* * * * *

In the following cases a telegraphic report will be made by the officer commanding on the spot as directed in I. A. F. Z-2000.

Vol. II, para. 150.

(a) * * * * *

(b) on the occurrence of any serious breach of discipline, outrage or affray, in which any officer or soldier, British or native, is concerned ;

(c) when any British officer is gravely injured. Supplementary reports should be sent if progress is unsatisfactory ;

(d) on the death of any British commissioned officer, except those mentioned in para. 152, whether in civil or military employ, giving date, place and cause of death.

Deaths * * amongst the following classes will be reported as below :—

Vol. II, para. 152.

(i) departmental officers and soldiers (U. L. and I. S. M. D.) as directed in I. A. F. Z-2000.

* * * * *

Reports of deaths should state the date, cause, and place of occurrence. The next-of-kin should in all cases be informed.

Vol. II, para. 153.

It is the duty of every officer when on leave, whether in India or in England, to keep the L. G. C. or the S. of S. informed of his address. He will also keep his immediate superior informed of the probable date of his return to duty, in order to admit of any necessary orders being sent to the staff officer at the port of disembarkation for communication on arrival.

Vol. II, para. 158. All officers, warrant officers, N.-C. Os. and men arriving at, or departing from, a military station, whether on leave or duty, will report themselves to the staff officer without delay for orders. Warrant officers, N.-C. Os. and men will report themselves in person and officers either personally or in writing. They will give the duty on which they have come and the period of their stay.

Officers will similarly report themselves at army, divisional or brigade head-quarters if in the station. *Departmental officers and subordinates will also report themselves personally to the senior officer of their department.*

* * * * *

Vol. II, para. 160. All ranks arriving in or leaving India, except on privilege leave, will report themselves personally (in writing if sick) to the senior staff officer at the port for orders. They will also enter their names in the "arrival," and "departure" books.

Vol. II, para. 162. Every officer is responsible for the correctness, completeness and punctual submission of requisitions, accounts, reports, returns or other documents due from him.

All officers must take charge of public property when required by competent authority to receive it. Commanding and other officers are responsible for the care, safe

custody and disposal of all Government stores committed to their charge.

The various returns which have to be furnished by medical officers or in which they are concerned are given in Appendix II.

The instructions in K. R. under the heading "Secret and Confidential documents and maps" are applicable to India. Vol. II, para. 458. Amended by I. A. O. 509 of 14-9-08. Secret documents and maps will be issued direct from A. H. Q. and departments under the D. M. S. to Generals Commanding Armies, Divisions and Brigades, who will be held responsible for their safe custody by the officers to whom they are entrusted.

General and other Officers Commanding Armies, Divisions, and Brigades will forward to the C. of S., on 1st December, a list of such documents made out on A. F. A. 24 with the certificate thereon duly completed.

When sent through the post, letters or packets containing secret or confidential documents will be registered, and those containing secret matter will also be sent "acknowledgment due" and insured. Envelopes marked "secret" or "confidential" will only be opened by an officer. Vol. II, para. 459.

All applications from officers of the Indian service, to resign or retire from the service, must be forwarded through the prescribed channel (I. A. F.Z-2,000) for the orders of the G. of I. The applicant must give a prospective date, from which he will be relieved of his duties, and must attach a no-demand certificate, and state where he wishes to draw his pension. Vol. II, para. 468.

* * * * *

An officer who applies to resign or retire from the service cannot withdraw his application.

The records of service of * * * officers of the I. M. S.
Vol. II, para. 473. will be kept on I. A. F. Z-2041.
* * * * *

Their record of service (three copies in the case of an
Vol. II, para. 474. I.M.S. officer) will be prepared *
* * immediately after arrival
in India.

To ensure the accurate maintenance of these records
Vol. II, para. 475. * * * all I. M. S. * * *
officers will submit on the 1st January a return (*in duplicate*) giving their service, etc., during the preceding year. * * * * *

When submitting applications to have their academical
S. O. M., para. 5. qualifications entered against their
names in the Army List, I. M. S.
officers will forward their diplomas, certificates of registration, or certified copies of the latter, in support of their applications through the usual channel. Only qualifications recognised by the War Office can be entered in the Army List.

As officers of the I. M. S. are not eligible for civil
S. O. M., para. 6. employment until they have served
two years in military employ, and as
no advantages are to be gained by applying earlier, applications for the same should not be submitted (unless specially called for) until the qualifying period has been, or is about to be, completed.

Applications for provincial appointments, such as civil
S. O. M., para. 7. surgeoncies, should be confined to the
civil areas to which the officers were
allotted on admission to the I. M. S. This restriction does not, however, apply to the Jail, Sanitary, Alienist's, Chemical

Examiner's or Foreign Departments, candidates for which are liable to be employed wherever their services are required.

(A special form is prescribed for applications for service under the Foreign Office and candi-

Letter No. 1781 G.,
dated 22nd June 1907,
from Sec. to G of I.,
F.D., to D. G., I. M. S.

dates are required to proceed at their own expense to Simla or Calcutta for a personal interview with the Secretary to the G. of I., Foreign Department.)

The office of the S. M. O., I.M.S. will be kept separate from the hospital offices of units, in the matters of correspondence, records, etc., and will be in charge of a hospital assistant selected for this duty.

The authorised books and records will always be kept with the corps except on field service, when they will be left at the dépôt.

S. O. M., para. 237.

During the period that the prophylactic issue of any drug continues, the O. C. or M. O. in charge of the hospital will note in the monthly return of sick its effect on the health of the men to whom it is issued.

S. O. M., para. 257.

All proceedings of courts of inquiry, committees, and boards, for which special forms are not provided, are to be written on A. F. A. 2.

K. R., para. 546.

Requires the submission by S. M. Os. of stations, of monthly plague reports from all stations in which plague has occurred during the previous month, on the 1st of every month. The first report should give a very brief history of plague in the cantonment, the measures taken to deal with

Letter No. 2709, dated
14th June 1907. from
P. M. O., India, to G. Os.
C., Divisions and Inde-
pendent Brigades.

it, and the special staff, if any, employed. The form in which the report is to be drawn up is attached to the letter.

It is requested that whenever a case of small-pox is admitted into hospital, the monthly return of sick recording the admission should invariably show whether the individual has been successfully vaccinated and re-vaccinated, with dates.

Letter No. 729, dated 16th March 1908, from P. M. O., India, to P. M. Os., Divisions and Independent Brigades.

The following instructions are contained in A.B. 27 Admission and Discharge Book regarding the keeping of that book and preparation of Monthly and Annual Sick Returns :—

1. This book will be kept in every hospital * * for the purpose of recording all cases of sickness admitted to hospital or treated in quarters in the case of B. Os. * * * *

2. Numbers will not be given to patients transferred from other hospitals, to invalids and convalescents re-admitted for further treatment or disposal or to deaths out of hospital. Admissions not receiving numbers will be entered in red ink. The names of diseases and their prefix numbers will be in accordance with the nomenclature of diseases. Surgical operations will be shown under the headings of the diseases which necessitated them.

3. When a patient is admitted into hospital suffering from two diseases, the case will be entered under the more serious one ; should the second disease remain after recovery from the first the patient will be discharged otherwise and re-admitted for the latter disease, a fresh entry being made and a new number given. In the case of a man admitted for a disease which further observation proves to have been so entered through an error in diagnosis the entry will be crossed out, and the correct disease recorded in red ink, so that the case may continue under the original number and only one admission be reckoned.

4. When cases of venereal sores are admitted, the disease column should only be completed in pencil until such time as the M. O. has made a definite diagnosis as to whether the sore is to be classified as soft "chancre" or "syphilis" when the column should be completed in ink. When the nature of a sore is doubtful but the M.O. thinks he ought to prescribe a short course of mercury he may do so, but such cases will not be returned as "syphilis" unless or until constitutional signs of the disease develop. Should the latter fail to appear within a reasonable period, say two months, the case will be classed as one of soft chancre.

5. Monthly returns on I. A. F. M-1230 for native troops will be submitted by medical officers in charge of hospitals.

6. Every M. O. in charge of * * * a corps or wing of native troops will compile an annual return of sick (I. A. F. M-1231 for native troops) for the period from 1st June to 31st December. The fact of an admission having been recorded under a certain disease in a monthly return should not prevent a correction being made in the annual return when the first recorded diagnosis was incorrect. No cases can be shown as N. Y. D. except those of venereal sores, and in this case slips should be sent direct from stations to the statistical officer to the Government of India, Medical and Sanitary Departments, not later than the 14th February showing the ultimate diagnosis. Should no disease be detected, the case may be entered as "no appreciable disease." The average strength will be stated in nearest whole numbers. The average number of daily sick will be obtained by adding up the number of days each man was under treatment and dividing the total by 365 or by 366 for leap years, the number of days during the current year on which every patient admitted during the previous year was under treatment will be included. To find the average sick time of each soldier, multiply the number constantly sick by the number of days in the year and then divide by the strength.

To find the average duration of each case of sickness, multiply the average number constantly sick by the number of days in the year and then divide by the number of admissions. The duration of each case will be worded in days and, if less than a day, in the fraction of a day and will include the date of admission as well as that of discharge or death.

10. When troops are assembled for peace manœuvres the sickness amongst the force will be accounted for as follows :—

(b) Native Troops.—In the monthly return of the hospital in which the sick were treated and in the regimental annual return.

12. When a native corps proceeds on active service the M. O. in charge will prepare an annual return for the period from 1st January to date of departure from the station and make it over to the M. O. of the dépôt who will, at the end of the year, embody the information therein contained in his annual return. On the return of the corps, the M. O. in charge will embody in the annual return the statistics of the corps from the date of being struck off the field army as well as those of the dépôt for the year.

13. M. Os. in charge of *station* hospitals will submit monthly and annual returns of sick for the native drivers' establishment of mountain batteries on I. A. F. M-1230 and 1231 respectively.

14. Except on field service, statistical returns are not required in connection with sickness amongst followers.

15. In order to indicate the degrees of health of troops the percentages of average constantly sick to strength will be represented by the terms referred to as follows :—

For Native Troops—

Less than 3 per cent by Good.

Three and less than 6 per cent by Fair.

Six and less than 8 per cent by Indifferent.

Eight per cent and over by Bad.

16. The M. O. in charge will notice in the remarks of the monthly abstract, the more important diseases and enter their ratio amongst the different corps sending sick to the hospital.

He will also remark on all cases of infectious diseases, and state the barracks, quarters or places where the diseases were contracted and whether in his opinion such were attributable to any local insanitary condition, and, if so, the steps taken in the matter. When epidemic disease prevails amongst the civil population of any garrison, station, camp or neighbourhood thereof, the fact will be similarly noted on.

17. In the case of death by violence which is not suicidal it should be stated whether it was accidental or homicidal.

18. The facts connected with enteric fever will be noted at the time and summarised in the annual report of medical transactions. The information should include the names, ages and dates of attack of every case in chronological order. In this report cases of wounds in action, injuries (homicidal, self-inflicted and judicial) will be specially noticed, as well as all cases of death by suicide and by injuries self-inflicted with suicidal intent, together with the supposed motive as well as the mode of suicide or injury. The result as well as the nature of each surgical operation performed should be noted. Groups or classes of diseases will be separately commented on, their supposed causes described and all cases of clinical, pathological or therapeutical interest will be detailed.

The following details concerning enteric fever are required to be given in the annual report of medical transactions and prevailing diseases of native regiments by P.M. O., India's No. 4482 dated 3rd October 1905 :—

- (a) Number of actual admissions and deaths as compared with the previous year, and their ratio per 1,000 of strength, stating whether there is an increase or decrease on the corresponding ratio for the previous year and giving concise reasons for any difference in this respect.
- P.M.O., India's No. 4482 dated 3rd October 1905.
- (b) Admissions and deaths should be given in tabular form by months.
- (c) Information is requested on the existence with dates, and any other note of professional interest on the following complications :—
- | | |
|--------------------------|------------------|
| (1) Early Pneumonia. | (5) Perforation. |
| (2) Early Bronchitis. | (6) Epistaxis. |
| (3) Early Delirium. | (7) Thrombosis. |
| (4) Hæmorrhage. | (8) Phlebitis. |
| (9) Other complications. | |
- (d) Medical officers in charge of cases are expected to note the source of infection in each case ; it is not sufficient to merely state that the source of infection cannot be traced, unless very careful search proves this to be the case.
- (e) Whether bacteriological examinations were made of the patient's blood and their results with dates. If Widal's re-action was employed, its results with dates, day of disease and dilution should be stated.
- (f) The M. O. in charge of hospital is expected to write a concise report of the cases collectively with reference to their causation.

- (g) Any other important details including prevalence, sources of infection and prophylaxis amongst natives.

M. O's. of native regiments are required to give full information, in the annual reports of medical transactions, of work done or recommendations made in connection with the investigation and prevention of malaria.

Letter No. 4060, dated 29th August 1906, from P.M.O., India.

This should include the total number of admissions for malaria, and the admission rate per 1,000 as compared with the preceding years. The monthly incidence should be stated. The result of microscopical examinations of the blood of patients should be given. The measures adopted for the prevention of malaria should be detailed, giving the dates of commencement and cessation of prophylactic issue of quinine. The total amount of quinine expended in prophylactic issues should be stated.

The Annual Report of Medical Transactions and Prevailing Diseases should give the following information :—

- (1) Location of the regiment during the year.
- (2) Medical officers in charge, if there has been a change of medical officers during the year.
- (3) Sanitary condition of lines and hospital, and sanitary improvements effected during the year.
- (4) General health and prevailing diseases.

Under this head the average daily number of sick per cent should be given as compared with the percentage of previous years.

The total number of admissions and admission rate per 1,000, together with the admission rates per 1,000 of preceding years.

Prevailing diseases according to groups should be mentioned and details regarding enteric and malaria cases as required above should be given.

- (5) Mortality.
- (6) Sick leave.
- (7) Invaliding.
- (8) Operations.
- (9) Vaccination.

Letter No. 5878, dated 22nd November 1907, from P. M. O. to G. Os. C. Divisions and Independent Brigades.

Directs that the Revised Nomenclature of Diseases (1906 edition) be taken into use from 1st January 1908.

Cases of fracture, contusions, wounds, sprains, etc., will be shown under section 1 of Local Injuries, and not according to the various systems or tissues of the body or the anatomical region affected.

In cases where they are not actually forbidden in the revised edition, synonyms, which are in common use and which are best adapted for Military Statistical Returns, have been retained, *e. g.*, Meningitis, Laryngitis, Tonsillitis, Dyspepsia, Peritonitis.

In order to facilitate the work of registration and to ensure the accuracy of the terms employed, the nomenclature numbers of the various diseases will always be given in the Returns of Sick having a column for that purpose. In the case of debility this column will be left blank as the term is no longer shown in the nomenclature.

P. M. O., India's circular No. 5 of 1895.

Cases of local injury should be shewn under the following headings :—

- (a) Contusions.
- (b) Strains and Sprains.
- (c) Ruptures (of muscles, tendons and ligaments).
- (d) Gunshot wounds.
- (e) Other wounds (except poisoned wounds).
- (f) Foreign bodies in the tissues and organs.
- (g) Burns and scalds.
- (h) Frost bites.
- (i) Effects of irritants and corrosives.
- (j) Abrasions.
- (k) Fractures of vault of skull.
- (l) „ „ base of skull.
- (m) „ „ spine.
- (n) „ „ other bones.
- (o) Dislocations of spine.
- (p) „ „ other bones.

In Table IV of the Annual Return of Sick the number of cases with perfect or modified vesicles should be given and not the number of punctures.

When completing Transfer Certificates (A. B. 172) for men of other corps admitted to hospital, M. Os. should give such information on the back of the form as will enable the M. O. of the man's own regiment to complete his M. H. sheet properly.

All contingent bills for hospital supplies, extra diets, washing, etc., should be carefully checked by the M. O. himself before he signs it.

All claims against Government must be presented on duly receipted vouchers to which, when necessary, a receipt stamp will be affixed. When more than one copy of a voucher is submitted the original only need be stamped. With the following exceptions, receipts for all sums exceeding Rs. 20 must be stamped :—

- (a) Receipts given by or on behalf of Government.
- (b) Receipts for interest on Government securities.
- (c) Receipts for pay and allowances of soldiers of British or Indian Army when serving in such capacity or for their pensions.

The following do not, however, come under any of the exceptions mentioned above and must be stamped :—

- (d) Receipts on acquittance rolls and each item of above Rs. 20 in value in any list of payments to different individuals.
- (e) Receipts for refund or repayment of security deposits.
- (f) Bills drawn for actual travelling expenses or for services performed by units, and charges of a similar nature.
- (g) Receipts granted for any personal allowance.
- (h) Cheques drawn or receipts granted on account of cantonment or other similar local funds.

CHAPTER V.

STORES AND SUPPLIES.

The regulations regarding the responsibility of officers for stores in their charge are laid down in A. R. I., Vol. II, para. 165 *et seq.*

General and other officers commanding are responsible for the security of buildings, ornaments, equipments, or other stores in their charge, and that they are complete, serviceable, and in accordance with the latest pattern and scale. They will bring to the notice of the authorities concerned all defects, losses, and damage from whatever cause arising, which they are unable to rectify.

Sanction to unauthorised expenditure must, except in such cases of urgency as do not admit of reference to higher authority, be obtained before the expenditure is incurred--(see A. R. I., Vol III). All officers are, therefore, warned of the responsibility they incur by the issue of orders entailing expense not provided for by regulations. All such orders must be given in writing.

On receipt of any demand not covered by regulations, it is the duty of the supplying officer to inform the requisitioning officer, in writing, that it is unauthorised, and of the cost involved. If compliance is still desired the requisition will be referred to the authority competent to sanction it, who will, if the order involves recurring expenditure, fix a limited period (not exceeding one month in the case of rations) during which it shall have effect. On expiration of this period the order must be repeated if necessary.

The competent authority is the one within whose financial powers the amount falls—*vide* A. R. I., Vol. III. In cases of urgency, when the interests of the State would suffer by the delay entailed by reference to competent authority, the order may be complied with on the personal responsibility of the officer issuing it and should be at once forwarded for confirmation, with an explanation of the circumstances which rendered its issue necessary. If issued on medical or veterinary grounds, the opinion of the highest available medical or veterinary authority should be given.

Every officer in charge of Government money, stores or records will, on handing over charge, check the cash, stores, books, secret or other documents in his custody in company with the officer who relieves him. A transfer of charge will always take place when an officer proceeds on any duty on which he ceases to hold a lien on his appointment, or when he proceeds on leave out of India (other than privilege leave). In other cases an officer need not formally make over charge, provided he holds himself responsible for the acts of his *locum tenens*.

The relieving officer will take all necessary measures to satisfy himself that the cash and stores correspond with the ledger balances, that the books and records are complete and correct, and will then sign the necessary transfer certificates (I. A. F. Z-2081). Any omission to furnish these certificates renders the relieving officer responsible for his predecessor's liabilities. Lists of all damaged property and discrepancies will be made out (I. A. F. Z-2098) and attached to the transfer certificates. The officer giving over charge will place on record, confidentially, such information regarding the character and qualifications of those under his command and other matters connected with his charge as may be useful to his successor.

Should any difference of opinion arise between the officers giving over and receiving charge regarding the condition, description, or quantities of the stores on charge, a station board will be assembled to report on the matter. The board will state the causes to which, in its opinion, the discrepancies are due, and will forward the proceedings in triplicate to the convening officer for disposal.

Whenever cash, stores or documents are transferred from one charge to another, a temporary receipt should be taken in anticipation, if necessary, of the issue of formal receipt vouchers.

Every indenting officer is responsible that his requirements are foreseen as far as possible, that his demands are put forward on due date, and that they are framed with economy and with a due regard to the requirements of the service. Ordinary requisitions are those provided for by regulations; emergent requisitions may be for authorised stores submitted on other than the prescribed dates, or for unauthorised supplies. When stores are demanded by telegram a requisition on the prescribed form must be submitted by post, a cross reference being made to the telegram concerned to avoid the possibility of a double issue being made.

Every requisition is to be made out in duplicate on the proper form and in accordance with the prescribed nomenclature; but indents are not to be returned for mere errors of form, provided there is no doubt as to the nature of the demands.

All information necessary to facilitate compliance with the demand (*e. g.*, the quantity of stores on hand or under supply, purpose for which the supplies are required, authority for their issue, strength of troops, size rolls, incidence of cost, etc.) must be afforded with the requisitions.

An officer may ordinarily indent only for authorised stores in authorised quantities, and his requisitions will be complied with on his personal responsibility. He will be held liable for the value of issues, which will not be received back by the supplying department without the sanction of the G. O. C. division or independent brigade, and credit for their value will be at once enforced by the M. A. Department. The supplying officer will be responsible that the class of stores is admissible by regulation, and that the amount is correctly calculated in accordance with the data furnished on the requisition.

Every indent must be signed by the officer making it and not by a subordinate.

An emergent requisition, whether for authorised or unauthorised stores, is only to be put forward when stores are urgently required. It will be submitted with a full explanation of the necessity for the demand (through the supplying officer when possible) to the O. C. the station for counter-signature.

All stores under issue or return must be suitably packed * * * *. Each package must be Vol. II, para. 185. indelibly marked in paint or otherwise with the gross weight, contents, serial number of the case, number and date of the delivery voucher, office of issue and address of the consignee. Every package should contain a packing note (I. A. F. Z-2097 or Z-2096) giving a full list of contents and the name of the packer * * * *. When several consignments of similar stores are despatched at short intervals, each consignment should bear a distinctive mark. Mineral acids, ether, ammonia or spirits must be packed separately in stoneware or glass stoppered bottles buried in chaff, sand or sawdust. They should be placed upright in a case having a pent top and must be despatched

in accordance with the conditions laid down by the railway company.

When the consignee is off the line of rail and through booking is not practicable, the stores will be consigned to the S. and T. Corps at the terminal station or will be despatched through that department, receipt and delivery vouchers being sent to the consignee as usual.

When the consignee is on the line of rail, or if through booking is practicable, the consignor will either issue or apply to the S. and T. Corps for a credit note (I. A. F. T-1711) for the total weight of the consignment and despatch the stores in charge of a trustworthy person to the railway station where the weights will be checked, and the rates filled in by the railway. The railway receipt will be at once forwarded to the consignee, together with the receipt and delivery vouchers giving the authority for the despatch of the stores and a letter of advice if necessary.

If the stores arrive before the railway receipt they can be taken over on an (unstamped) indemnity bond. The consignee will take the necessary steps if the stores do not arrive within a reasonable time after he receives the railway receipt. If the stores are unaccompanied by receipt and delivery vouchers, these should be called for and the stores will not be taken on charge but held on deposit at the risk of the consignor.

On receipt of intimation from the carrying company that stores are awaiting delivery, the consignee will detail a trustworthy person to take them over. He will satisfy himself that the weight of the consignment agrees with that on the railway receipt, that the seals, if any, are unbroken, and that the

packages have not been opened, tampered with, or damaged in transit.

In the event of any discrepancy in weight, or if any damage is apparent, delivery will not be taken until the package or packages have been opened and the contents checked by the consignee or an officer deputed by him, in the presence of a responsible representative of the carrying company. If any damage or deficiency is discovered, a note to that effect signed by the consignee and the representative of the carrying company will be endorsed on the receipt, before it is given up, and also on the packing note. If the consignment or any part of it tallies with the receipt and is apparently in good order, the consignee after having taken delivery thereof will, with the help of a senior regimental officer, if necessary, compare the contents of each package with that recorded in the packing note. He will also check the whole consignment against the receipt and delivery vouchers, and, if correct, sign the receipt voucher and return it to the consignor. If there is any delay in the return of the receipt voucher it is the duty of the consignor to call for it. If on examination any of the stores are found to be broken, deficient, damaged or unserviceable, the fact will be noted on the voucher and the loss or damage will be investigated as prescribed in A. R. I., Vol. III, and dealt with by the competent financial authority, reference being first made to the consignor, if it appears that the goods have been incorrectly invoiced. If the latter declines to accept responsibility the matter must be referred, with his explanation, to the G. O. C., who will forward the case to higher authority if unable to dispose of it.

In the case of stores supplied locally, indenting officers must satisfy themselves at the time of delivery that both quantity and

Vol. II, para. 193.

Vol. II, para. 194.

quality are correct. Any difference of opinion will be referred to the O. C. the station, whose decision will be final.

When supplies are received from contractors or by agency, they will be compared with the sealed pattern but should not be condemned for slight or unimportant deviations therefrom. If not up to standard and the supplier refuses to replace them, the matter should be at once referred to a station board composed of officers of experience, unless otherwise provided for by the deed of contract. The decision of the board, when confirmed by the Brigade Commander, is final.

All stores should be indelibly marked so that their origin may be traceable, and that they may be readily recognisable as Government property. Wooden, metal and leather articles should be marked with a stamp and textiles with paint. When issued they should, if possible, be marked with the date of issue and the mark of the supplying department. * * * *

Every officer in charge of Government arms, stores, furniture, equipment, clothing or necessaries is responsible that stock is taken periodically. Departmental officers will be guided in this respect by the rules laid down by the head of their department, who is responsible that stock is taken as often as may be necessary to protect the State from loss.

The condition of all stores should be noted on taking stock, and steps should be taken for the repair or disposal of all repairable or unserviceable stores. All surplus stores should be at once brought on charge, and all discrepancies should be investigated and adjusted—*vide* A. R. I., Vol. III. All scales and weights should be tested previous to stock-taking.

Officers in charge of clothing and stores are to guard against the accumulation of such as are obsolete or surplus to the authorised proportions.

Those stores and clothing which have been longest on charge, or part worn articles that are serviceable, are invariably to be issued first and must be accepted by corps until no longer fit for use. * * * *

Stores are not to be condemned simply because they have lasted the prescribed period, nor until they are unfit for use. When surplus stores are in charge of units, application should be made to the supplying officer for permission to return them.

* * * *

When stores are repairable they will, unless otherwise provided for, be repaired by regimental or departmental artificers.

Vol. II, para. 202. It they are condemned as unserviceable or are beyond the power of the unit to repair, they will be returned on I. A. F. Z-2096 to the department of supply. * * * *

Articles supplied by the S. and T. Corps will, on condemnation, unless ordered to be destroyed on sanitary grounds, be made over to that department for disposal. If possible they will be utilised departmentally.

Stores lost, destroyed or deficient from any cause will be written off charge on a loss statement (I. A. F. A-498) in accordance with the rules in A. R. I., Vol. III. Stores periodically condemned under para. 838 as worn out by fair wear and tear will be written off charge on an expense voucher I. A. F. Z-2096.

Vol. II, para. 204. All empty packing cases and other packing material received by units from the S. and T. Corps, clothing, stationery, or medical stores which are not required for the onward despatch of stores, are to be made over to the local S. and T. Officer, who will grant receipts. Ordnance packing cases over 1 c. ft. and rum casks, must be accounted for and returned to the supplying departments.

Vol. II, para. 205.

Stores accompanied by a prescribed voucher, with a certificate endorsed thereon by the proper officer to the effect that they are the property of Government at the time they are brought into municipal limits, are exempt from octroi.

Vol. II, para. 206.

In order to diminish references to superior authority and to decentralise the sanctioning of military expenditure, the undermentioned officers are empowered to sanction expenditure on any of the objects enumerated in para. 7 up to the limits given below :—

Vol. III, para. 6.

	Rs.
(i) Divisional Commander	5,000
(ii) O. C. an independent brigade ; D. G. O. and D. G., M. W., D. G., I.M.S., for medical store depots ; D. A. C. and D. G. A. R.	2,500
(iii) O. C. a brigade other than those included in (ii), I. G. O. F. and I. G. O.	1,000
(iv) Superintendent, A. C. Factory ; Inspector, Submarine Defences ; and S. and T. Officer on special duty in Kashmir.	500
(v) O. C. a station ; Superintendent, A. R. D. ; Superintendent, Ordnance Factory ; Ordnance Officers in charge of Arsenals ; Medical Storekeepers and O. C. Divisional Supply.	200
(vi) O. C. a unit (including a hospital) ; officers (ordnance or departmental) in charge of depôts ; Commandant, Indian Staff College ; and O. C., Station Supply.	20

(See also Appendix VII).

These powers are subject to the rules of the budget system. No sanction may be given under these rules which will involve expenditure from the budget grant of any future year except in respect of the item provided for in para. 7 (iii). The powers extend to each sanction, whether against army or military works funds, but no amount which requires sanction of a superior financial authority shall be sanctioned by an inferior authority in instalments. These powers are personal and cannot be delegated to any subordinate officer. They are further subject to the restrictions that apply to the power of the G. of I., A. D. or D. M. S.

The "competent financial authority" is the authority within whose financial powers, as determined by these rules, the amount at issue (see I. A. F. A-497 and 498) falls. In the case of the Ordnance, Medical Store, and Remount Departments the Divisional, Brigade, and Station Commanders are not competent financial authorities.

Vol III, para. 7.

The objects on which expenditure may be sanctioned under these rules are as follows —

- (i) Monthly contingent expenditure on account of any workshop, butchery, bakery, store dépôt, hospital, grass or dairy farm, or remount dépôt.

Note.—The cost of temporary establishments or labour is covered by clause (iii) of this rule not by clause (i).

- (ii) Unauthorised but otherwise regular charges, *i.e.*, charges which are not provided for or are insufficiently provided for by scale or rule or which may necessitate a temporary departure from the letter but not the spirit of the rule, to meet

objects which are now recognised as fit subjects for military expenditure but which have hitherto required confirmation by superior authority.

Note —This clause does not authorise the payment to any Government servant of any remuneration or allowance to which he is not entitled under the ordinary rules.

- (iii) Temporary establishments or labour in excess of fixed scales.

Note.—An establishment can only be sanctioned as temporary when the period for which it is likely to be employed does not exceed six months.

Should it become necessary to retain it for any further period (but for not more than an additional six months) permission to do so must be obtained from the next higher competent financial authority. Any temporary increase to the clerical establishment of the applicant's own office or those of his staff, for any period, must be sanctioned by the next higher competent financial authority. Any temporary establishment, clerical or other, which has to be retained for more than 12 months in all, and any appointment on more than Rs. 250 per mensem must be sanctioned by the G. of I.

- (iv) Manufacture or issue of equipment or other articles for experimental purposes, rewards for the convictions of incendiaries, or the recovery of stray cattle.
- (v) Authorised minor works, additions or alterations to buildings. Powers under this clause may be exercised only by financial authorities having powers of Rs. 200 and upwards.
- (vi) Purchase of European stores in India.

The above powers are not intended to be applied to ordinary renewals or repairs nor to the creation of temporary appointments otherwise provided for by rule.

* * * * *

With the exception of an O. C. station supply the officers enumerated in para. 6 are also Vol. III, para. 9. empowered, within the limits specified against each, to write off—

- (a) irrecoverable personal advances to individuals no longer in Government service, and
- (b) losses of Government property arising from any cause other than fair wear and tear (whether the stores are actually deficient or are still on charge but so deteriorated or damaged as to call for condemnation or repair), under the rules in para. 10.

Vol. III, para. 10. Losses will be dealt with as follows :—

- (a) Whenever any Government property is lost, destroyed, deficient (includes wastage) or, damaged by fire or otherwise, the officer in whose charge it is will ascertain the amount and the cause of the loss. If investigation shows that the amount is less than Rs. 200 in value, the superior officer of the individual or corps responsible for the loss will fully inquire into the case and (unless the loss be due to theft, fraud or culpable neglect, in which case the matter must be dealt with as for losses over Rs. 200) he may deal with the case himself and allow the responsible individual or corps to make good the loss in whole or in part or the loss may be written off by the competent financial authority.

- (b) (1) Each loss transaction exceeding Rs. 200 in value must be reported to the Brigade Commander or, in the case of departments, to the prescribed authority, who may, if the explanation submitted is satisfactory in all respects, authorise the write off of the loss if within his financial powers, or otherwise refer it to the competent financial authority.
- (2) If, however, there is reason to believe that the loss may be due to theft, fraud, or culpable neglect, or the circumstances seem in any way to demand special investigation, the Brigade Commander or other officer named above will arrange for the assembly of a station board for this purpose. If, after considering the report of the station board, he decides that the loss is due to theft, fraud or culpable neglect by one or more ascertained persons, he will, in the case of an officer, apply through the usual channel to the G. of I. for instructions, and will in other cases convene or apply for a court-martial for the trial of the individual or individuals responsible. If he considers that the loss is not due to theft, fraud, or culpable neglect as aforesaid, but that there are unsatisfactory circumstances, he will take such disciplinary or other action as the case may demand as regards the responsible individual, or he may allow him or the corps to make good the loss in whole or in part.
- (3) In cases where a report is made to a superior authority, either because the loss is beyond the financial powers of the Brigade Commander, etc., to write off or because it is due to theft, fraud, culpable neglect or other special cause,

no write off of the loss is permitted until the orders of the G. of I., in the case of an officer or the orders of the competent authority in other cases, have been obtained.

- (c) When any Government property is damaged but not actually deficient, it will be surveyed and condemned if necessary and the loss resulting will be written off by the competent financial authority. The cost of making good any loss or damage, other than that due to fair wear and tear, to public property will be assessed by the department of supply (in the case of ordnance stores by the audit officer concerned), and it will rest with the competent financial authority to decide, with the aid of a station board if necessary, the degree of liability attaching to the corps or individual concerned.
- (d) The order of the competent financial authority on I. A. F. A-498 will, in every case, be a sufficient voucher to admit the write off of the loss.
- (e) When, on taking stock, stores are found surplus or deficient, the surpluses will be at once credited to Government, and the deficiencies will be dealt with in accordance with the foregoing rules, under the orders of the competent financial authority.

* * * *

The amount to be recovered for stores lost or destroyed by neglect will be assessed with due regard to the period the article has lasted. If an article be damaged but repairable the amount to be recovered will be either two-thirds the stock book rate, or the cost of repairs, whichever is greater, and for the loss of an unserviceable article one-tenth the stock book rate.

Vol. III, para. 61.

The vouchers and information required in support of cash and store transactions are specified in the instructional notes to the I. A. forms relating thereto, and in Appendix IX (of Vol. III). An audit officer should not call for any information which the A. R. I. do not justify, but any explanation or voucher required must be furnished without challenge. Should an officer consider any demand made on him to meet audit requirements to be unnecessary, he is at liberty to represent the matter to the G. O. C. Such references will only be made to Government when the G. O. C. is not satisfied with the decision of the C. M. A. or the E. M. W. accounts.

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Vol. III, para. 82.

- (ix) In all indents for periodical supplies the station register number and month of indent on which the previous supply was drawn must be cited. If the indent is for a first supply it should be so stated.
- (xi) Every voucher should, as far as possible, be complete in itself and all information necessary to elucidate a charge should be briefly noted thereon.

Author's note.—Receipt and Delivery vouchers for stores returned and indents for fresh stores should not be sent in the same cover, as either the Delivery vouchers or the Indents may be overlooked, and unnecessary correspondence and delay will ensue in consequence.

- (1) When issues are made to replace articles condemned through fair wear and tear, furnish with the indent, the delivery voucher on which the articles have been

Vol. III, Appendix IX,
Item 71.

returned, and record thereon the date on which the articles were originally issued and their ultimate disposal. If on the delivery voucher repairable articles are also shown, cite the number and date of the delivery voucher in the indent and furnish the delivery voucher.

(2) On indents for renewals, note the number and date of the indent on which the last issues were made. In the case of first issues, enter a note to that effect on the indent.

(3) When issues are made to replace losses of Government property arising from any cause other than fair wear and tear, furnish the sanction of the competent financial authority (I. A. F. A-498) with the indent.

(4) When articles in departmental or regimental stock are condemned owing to fair wear and tear, or issued, for authorised departmental or regimental purposes, respectively, support the write off by an expense voucher (I. A. F. Z-2096). In the former case, note on the expense voucher the disposal of the condemned articles.

(6) When articles which have become unserviceable through fair wear and tear are struck off charge from hospital equipment returns, the expense voucher will be signed by the S. and T. and medical officers concerned.

(13) When a medical subordinate is transferred, opposite the entry in the ledger from which his pocket dressing case is struck off charge, note his name and the hospital to which he has been transferred. No voucher need be furnished in support of the strike off.

Hospitals will be equipped, according to the authorised accommodation, with the articles
 Vol. VI, para. 121. detailed in Army Tables, Medical,
 and Units (in the case of regimental hospitals¹). * *

¹ Army Tables, Medical, refer only to hospitals of British troops and departmental followers. The scale for hospitals of native troops is given in Appendix VII.

The rules relating to requisitions and the general procedure and responsibility connected with stores will be found in A. R. I., Vols. II and III—(see also Appendix VII).

The senior member of the I. S. M. D. will be responsible for the safe custody of all stores in medical charge. Receipts and issues of expendible articles will be superintended by the medical officer in charge and recorded in the expense store book (I. A. F. M-1227).

Vol. VI, para. 122.

Loss or damage to medical instruments will be assessed at full, two-thirds and one-tenth of stock book rates according as the articles were serviceable, (or of silver), repairable, and unserviceable respectively.

Vol. VI, para. 123.

Articles which have been used in connection with persons suffering from infectious diseases and which cannot be purified, will be destroyed under the orders of the O. C. the station, which will form the voucher for their replacement.

Vol. VI, para. 124.

When hospitals are temporarily or permanently closed, the equipment will be disposed of under the orders of the Brigade Commander.

Vol. VI, para. 125.

The authorised medicines and expendible articles for which no scale is laid down may be obtained in such quantities as are approved by the Brigade Commander. Instruments, surgical equipment and other stores are allowed according to the scale given in Army Tables, Medical and Units.¹ The

Vol. VI, para. 127.

¹ Army Tables, Medical, refer only to hospitals of British troops and departmental followers. The scale for hospitals of native troops is given in Appendix VII.

administrative loan equipment will be stored at the headquarters stations of P. M. Os. concerned, for loan to hospitals as required. Other articles, not on charge in particular hospitals, may be obtained on loan from other hospitals or, in the case of medicines for emergencies, by purchase—(see also Para. 127A, in Appendix VII).

Vol. VI, para. 128.

Surgical appliances may be supplied at the public expense as follows :—

- (a) artificial limbs and eyes—to British soldiers and native officers and soldiers, who have, while serving, lost a limb or eye.
- (b) artificial teeth—to British regimental soldiers.
- (c) trusses, crutches, elastic stockings and other surgical appliances—to British soldiers and their families, and native officers and soldiers entitled to medical attendance.

The surgical appliances mentioned above will be replaced

Vol. VI, para. 129. or repaired (if the loss or damage arose from circumstances beyond the applicant's control) whilst a soldier continues to serve with the colours, or the soldier's family continues to be entitled to medical attendance. Requisitions for artificial limbs, eyes, teeth and surgical appliances will be submitted to the Brigade Commander for sanction. The P. M. O. will then arrange for the supply of artificial teeth; other articles will be supplied by the medical store department.

Unauthorised articles of equipment will be entered in

Vol. VI, para. 130 I. A. F. M-1224, and can only be retained under the sanction of the Divisional Commander.

Every member of the I. S. M. D. in military employment

Vol. VI, para. 131. will be supplied with a pocket case of instruments which will be shown in the surgical ledger (I. A. F. M-1224) supported by an annual certificate of possession from each subordinate; this certificate will take the place of receipt and delivery vouchers in the case of transfer. The cases will continue to be shown in the ledger when subordinates proceed on field service and will be noted in red ink until their return or transfer. The Brigade P. M. O. and the medical storekeeper will note repairs and renewals which are not due to fair wear and tear. The cases will be handed in when the subordinates proceed on leave, are transferred to civil employment, or become non effective. In the event of casualties in the field, the disposal of the pocket case will be reported to the medical officer in whose ledger it is shown.

Medical officers will use their own cases of pocket instruments which may be renewed or repaired by the medical store depôts on payment.

Vol. VI, para. 132.

The medical and surgical stores belonging to field hospitals and the field medical equipment of units will be periodically turned over by expenditure in station and regimental hospitals, and at once replaced by fresh stock. A certificate showing how far this has been done will be furnished to the Brigade P. M. O.

Vol VI, para 133.

Vol. VI, para. 135.

Neither hog's lard nor beef suet should ever be used in the preparation of ointments.

Quinine and other medicines may be issued as prophylactics to the troops for such period as may be sanctioned by the O. C. the station.

Vol. VI, para. 136.

Articles of hospital equipment supplied by the S. and T. Corps are subject to the approval of the P. M. O., India. They will be sealed by the P. M. O., Presidency Brigade, who is president of the board which determines articles of equipment.

Vol. VI, para. 137.

Medical officers will indent for condemned articles of hospital bedding and clothing for (a) use of the sick in regimental and departmental followers and charitable hospitals, (b) medical and hospital purposes, in lieu of new materials in station and regimental hospitals.

Vol. VI, para. 139.

The scale of fuel allowed for all purposes and instructions regarding its supply will be found in Army Tables, Miscellaneous Services.

Vol. VI, para. 140.

The medical, surgical, and hospital stores (including corps medical mobilisation equipment) for the use of Indian troops in each station will be kept in a single central store, and a hospital assistant will be detailed for the charge thereof. He will issue stores, etc., under the orders of the S. M. O., I.M.S.; an expense book for each class of stores and a voucher book for articles issued on loan being maintained—(see also Appendix VII).

S. O. M., para 231.

Such equipment, stores, etc., as are necessary will be issued to small branch stores which will be maintained to meet the requirements of the hospitals of outlying units, but of expendable articles not more than a three months' supply will ordinarily be issued at a time from the central store—(see also Appendix VII).

S. O. M., para. 232.

When all the hospitals for Indian troops in a station are in one compound, one dispensary only will be kept up for them and placed in charge of a hospital assistant; where only some of the buildings are located close together, and the remainder some distance away, arrangements regarding dispensaries will be modified by the S. M. O., I.M.S., to meet the local requirements of the outlying units—(see also Appendix VII).

Before indenting for any newly sanctioned articles of equipment, M. Os. should ascertain from the supplying officers concerned, when such articles will be available for issue.

Medical Stores.

Unauthorised articles and those in excess of scale, purchaseable under rule, should be procured from the trade direct.

M. Os. when indenting for elastic stockings, leggings, and knee-caps, as well as for trusses and artificial legs, will give full and correct measurements as directed in Appendix I (of S. O. M.) and also state for which side of the body the articles are required—(see also para. 128, Vol. VI).

In the event of any of the sanctioned articles not being received from the M. S. dépôt within a reasonable time, the O. C. hospital will report the deficiencies to the P. M. O. who will arrange to secure the prompt supply of them.

Vessels containing medicines and other perishable articles will, on receipt from the M. S. dépôt, have the date of original receipt in hospital marked on them and M. Os. will see that the old stock is expended before the new supply is taken into use.

In returning to the M. S. dépôt urinometer and other cases containing mineral acids and other re-agents, as well as articles of surgical equipment, the O. C. hospital is responsible that the bottles are emptied of their contents and that the several articles are clean.

The address on cases sent to the M. S. dépôt will indicate the hospital from which the stores are sent.

In storing and dispensing medicines, cleanliness and order must always be observed. All medicines will be neatly arranged on shelves or in almirahs. The almirahs and surgery (when not in use) will be kept locked and the key retained by the medical subordinate on duty.

Chloroform and other drugs which deteriorate by exposure to light, should be suitably protected from the same, *e.g.*, by pasting blue paper round the bottle.

Measure glasses must never be used for administering medicines to patients.

A list of the poisonous drugs is given in Appendix II (S.O.M.).

When a prophylactic issue of quinine or other medicine has been decided on, it will usually be administered regularly at the hospital under the superintendence of a medical subordinate: but should such a course cause inconvenience to the troops, the medicines may be issued to the men in barracks, under the supervision of a non-commissioned officer.

The following precautions will be taken in the preservation of india-rubber and vulcanised articles :—
S. O. M., para. 258.

- (a) They will be kept scrupulously clean from anything of a greasy nature, as grease quickly destroys the elastic properties of rubber.
- (b) After use, the articles will be washed with yellow soap and cold water and thoroughly dried.
- (c) The articles will be kept in a zinc case in a dry and cool place, sawdust being used to prevent them from adhering to each other.
- (d) India-rubber articles will not on any account be exposed to the sun or to direct heat of any kind.

Gum elastic catheters and bougies should be well rubbed over with lycopodium powder before being put away, and more lycopodium should be dusted loosely over them in their case.
S. O. M., para. 259.

Gutta-percha tissue and drainage tubing can be preserved successfully by being immersed (under aseptic precautions) in water, or packed in sawdust. Os. C. and M. Os. in charge of hospitals are responsible that this is carried out.
S. O. M., para. 260.

Tubing should always be removed from any instrument to which it may be attached when not in use as, for instance, the rubber tubing attached to the nozzles of irrigation apparatus.
S. O. M., para. 261.

All steel instruments, whether nickel-plated or not, should be vaselined carefully every six months or oftener, if necessary.
S. O. M., para. 262.

Tablets and similar preparations will be stored in stoppered bottles luted down with wax, as their preservation depends largely
S. O. M., para. 263.

on the total exclusion of air from vessels containing them. A plug of cotton wool should invariably be placed over them in the bottles, and pressed down to prevent injury to the tablets by friction.

Officers and others in charge of medical mobilisation equipment, are responsible that this
S. O. M., para. 264. equipment is at all times in a serviceable condition.

The turnover, to hospitals, of such medical stores as it is
S. O. M., para. 265. considered desirable to bring into consumption on account of their liability to deterioration if kept too long, will take place once a year. The turnover of S. and T. stores will be half yearly in the case of condensed milk, and annually in the case of all other stores of a perishable nature.

Lists in duplicate of the drugs, and amounts of the same,
S. O. M., para. 266. proposed for turnover, will be prepared by officers in charge and submitted annually to the ^{Divisional} Independent Brigade, P. M. O., on a date to be fixed by the latter.

The ^{Divisional} Independent Brigade, P. M. O., will decide on the
S. O. M., para 267. distribution of the drugs to be turned over, and inform officers in charge of stores and Os. C. and M. Os. in charge of hospitals accordingly.

No stores, medical or S. and T., which have been
S. O. M., para. 268. earmarked for turnover, will ever, on any account, be despatched from store until the new stock to replace them has actually been received.

Rules that the cost of extra diets should not be charged against the allotment for the purchase of miscellaneous articles of

Letter No. 1523 G., dated 11th June 1906, from Secy. to G. of I., D. M.S., to P. M. O., India. hospital supplies, but that the cost of extra diets should be charged on a contingent bill and recovered through the general state of accounts of the unit concerned.

Sanctions petty supplies for native military hospitals being drawn quarterly instead of monthly.

Letter No. 2581 A.D., dated 15th June 1906, from Secy. to G. of I., A. D., to Q.M. G. in India.

A case having occurred in which considerable loss of public money has resulted, owing to

Letter No. 456 A., dated 4th February 1907, from A. G. in India to all G. Os. C. Divisions and Independent Brigades. the failure of the local military authorities to take prompt action under the terms of para. 10, A. R. I., Vol. III, His Excellency the Commander-in-Chief directs that the attention of all concerned be drawn

to the necessity for the provisions of that paragraph being acted on without loss of time when any case of loss, wastage or damage to public property occurs. An avoidable departure from the established procedure, such as an omission to hold a board before a change in personnel has taken place, may result in a delay that renders it impossible to see justice done at a later date, and His Excellency the Commander-in-Chief, therefore, specially wishes to impress on Divisional and Brigade Commanders the necessity of convening as soon as possible a station board or court of inquiry when the circumstances seem in any way to demand special investigation.

Directs that steps be taken to prevent the unnecessary submission by medical officers of supplementary indents, and to insure the prompt return of receipt vouchers relating to stores obtained from medical store depôts.

Letter No. 643, dated 9th February 1907, from P.M.O., India, to L.G.C., Northern Command.

Spectacles should not be regarded as articles of medical store depôt supply, they should be obtained through the trade when their issue is sanctioned in individual cases.

Letter No. 1015G., dated 12th February 1907, from Secy. to G. of I., D. M. S., to D. G., I.M.S

Medical officers are to return repairable instruments, etc., to medical store depôts when it is found necessary to do so, but are not to demand their replacement by others, if work can be temporarily carried on without them, while they are being repaired, or if a loan of similar articles can be obtained from other local hospitals. Articles sent for repair should not be struck off hospital ledgers, and when replacement is necessary, *i.e.*, when work cannot be carried on without them and a loan cannot be obtained, an indent need not be submitted for the replacing equipment.

Letter No. 5008, dated 8th October 1907, from P. M. O., India, to G. Os. C. Divisions and Independent Brigades.

In future indents for articles of Supply and Transport supply required for replacements of medical packages of field hospital equipment, *e.g.*, essence of mutton of field medical panniers, should be forwarded by indenting officers direct to the S. and T. Corps for compliance. It should also be brought to their notice that all supplies of essence of mutton should be obtained from the S. and T. Corps whether for use or for reserve.

Letter No. 5404 dated 29th October 1907, from P.M.O., India, to G.Os.C.

It having been brought to notice that the blade of the

Letter No. 1396 dated 27th April 1908 from P. M. O., India, to P. M. O. S. Divisions and Independent Brigades.

amputating knife in the surgeon's case of instruments in No. 1 Field Medical Pannier, is liable to rest on the needle-holder below and be damaged, a small piece of cardboard or paper should

be placed in the slot in which the knife rests to raise the latter slightly, so that the blade will be clear of the instrument below.

The necessity for purchasing from the Supply and Transport Corps all such supplies as are available out of those which they are authorised to purchase locally, should be impressed upon all medical officers in charge of hospitals.

Letter No. 1910 dated 18th May 1908 from P. M. O., India, to G. Os. C. Divisions and Independent Brigades.

As the sanction of the G. of I. to the combined Indian hospitals scheme is expected shortly, the sums previously allotted to the hospitals of individual native units for the local purchase of extra drugs, etc., should in future be placed at the disposal of the S. M. O., I.M.S., of each station in which combined hospitals are situated.

Letter No. 2098, dated 27th May 1908, from P. M. O., India, to G. Os. C. Divisions and Independent Brigades.

The allotments for the purchase locally by medical officers of miscellaneous articles of hospital supplies and equipment, should bear charges on account of repairs to hospital clothing and bedding.

Letter No. 2315 B, dated 3rd July 1908, from Secy. to G. of I., A. D., to P. M. O., India.

Cancels previous orders regarding the supply of plague prophylactic, and directs that in future requisitions be submitted to the Director, Bombay Bacteriological Laboratory, Parel, Bombay.

Letter No. 2369, dated 7th May 1909, from P. M. O., India, to P.M.O., Derajat and Bannu Brigades.

Small quantities only will be stocked at medical store depôts which may be requisitioned for on emergency.

CHAPTER VI.

MISCELLANEOUS REGULATIONS AFFECTING I. M. S. OFFICERS IN MILITARY EMPLOYMENT.

When an application has been made for a court-martial
 Vol. II, para. 22. no military witness will be allowed
 to leave the station.

Immediate information shall be given to the police of the
 Vol. II, para. 37. death of any person subject to the
 A. A. or I. A. W., or of any member
 of his family, by suicide, violence, accident, or under
 suspicious circumstances.

* * * * *

Courts of inquiry will be held in the circumstances speci-
 Vol. II, para. 58. fied in the K. R., to investigate the
 causes of injuries to British and
 native soldiers. The proceedings will be confirmed by the
 Brigade Commander.

When a soldier whether on or off duty is maimed, mutilated,
 K. R., para. 543. or otherwise injured (except by
 wounds received in action), a certi-
 ficate on A. F. B-117 will be forwarded by the M. O. in
 charge of the case to the man's C. O. as soon as possible
 after the man's admission to hospital. If the M. O. certi-
 fies that the injury is of a trivial character, unlikely to cause
 permanent ill effects, no court of enquiry will be held.
 A. F. B-117 will then be attached to the soldier's M. H.
 sheet on which it should be recorded whether the man was
 on duty and whether to blame. A court of inquiry will be
 assembled * * * (i) if the injury is certified by the
 M. O. to be of a serious nature. * * * A record will

be made on the man's M. H. sheet by the C. O. that a court of inquiry was held and also as to whether the man was on duty and whether to blame or not. This document will then be passed to the M. O. who will record his opinion as to the effect of the injury on the man's service.

When an accusation is made against any officer, British or native, or when charges of a serious nature are preferred against any person subject to military law, the O. C. will, if he thinks it desirable, assemble a court of inquiry which will be guided by the Rules of Procedure. If an application is subsequently made for a G. C. Martial the proceedings of the court of inquiry should accompany the application.

The rules regarding the redress of grievances of British and native officers and soldiers are laid down in sections 42, 43, 180 (2) Vol. II, para. 67. (d), A. A. and article 167, I. A. W., respectively.

In cases of appeal against the final decision of an audit officer, the appeal must be made in writing through the Brigade Commander to the C. M. A. or Examiner, M. W. Accounts, who will, if he is unable to admit the claim, record his opinion thereon and forwarded it to the Brigade Commander for decision or reference to the G. of I. if necessary.

Appeals or memorials to the S. of S. must be submitted in duplicate on half margin, through the authorised channel to the G. of I. Vol. II, para. 68. I. All memorials must be couched in respectful language, treating only of matters personal to the memorialists and must conclude with a specific prayer. They may be written or printed, but must, with all accompanying documents, be properly authenticated by the signature of the memorialist on each sheet. Circular, anonymous or joint petitions are prohibited.

If a native officer, N.-C. O. or soldier desires to make a representation, he should in the first place make it to his immediate superior, who will, after inquiry, dispose of it himself, or report to the next senior officer for the orders of the O. C.

Vol. II, para. 69.

* * * * * The principles involved in this rule apply equally to the case of any departmental or other follower.

General and other officers commanding are responsible that all orders published by superior authority are communicated to those under their command that they may concern. Rules regarding the issue and promulgation of orders are contained in the K. R. An order may be cancelled by the authority who issued it, but no portion of an order may be erased from an order book without the sanction of superior authority.

Vol. II, para. 166.

If an officer in command of a unit or in charge of a hospital * * * becomes sick or is temporarily absent, the conduct of his duties devolves on the next senior who should abstain from making promotions, or altering standing orders without the concurrence of the permanent incumbent.

Vol. II, para. 274.

Lieutenant-Colonels of the R. A. M. C. and I. M. S., specially selected for the advanced position of their rank, will take precedence of and command all other Lieutenant-Colonels of the above services.

Vol. II, para. 278.

Officers of the R. A. M. C. and I. M. S. will not exercise any military command outside the Military Medical Services, except over such officers and men as are attached thereto for duty, or are patients in hospital.

Vol. II, para. 279.

An appointment in which an officer officiates, while performing the duties of his permanent appointment, should be notified in orders as being "in addition to his other duties."

Vol. II, para. 288.

All officers on military duty in a cantonment must ordinarily reside within the limits of that cantonment. An officer will not be allowed to live in adjacent civil lines without the sanction of the G. O. C., who will first obtain the concurrence of the local civil authority.

Vol. II, para. 448.

It is the duty of every O. C. to see that no officer, soldier, follower or civilian employé who is unfit to perform his duties is retained in the service.

Vol. II, para. 471.

When an officer desires to place on record his appreciation of the services of any subordinate he should enter his opinion in the person's record of service, and, if necessary, publish an order conveying his appreciation.

Vol. II, para. 476.

Personal and unrecorded certificates and testimonials are not to be granted.

It is the duty of every person in military employ to bring at once to the notice of his superiors any case of dishonesty, fraud or infringement of orders that may come to his knowledge.

Vol. II, para. 478.

The employment of any Government servant, animals or stores for a private purpose, is forbidden. No Government servant, whether permanent or temporary, may seek other Government employment without the approval of his immediate superior.

Vol. II, para. 479.

Gambling of every description, whether in garrisons, camps, or cantonments, is forbidden.
Vol. II, para. 480.

All ranks are forbidden to engage in trade, or to lend or borrow money from one another or from any one in their service, nor may they engage in any transactions that will make one party indebted to the other.
Vol. II, para. 481.

They are further forbidden to have any pecuniary transactions with native chiefs or officials, whether for private or public objects. This does not apply to legitimate fees of medical officers.

All ranks are forbidden to sell or buy property from any native, other than a regular dealer, without the permission of the chief local civil authority, and all *bona fide* purchases or sales must take place openly.
Vol. II, para. 482.

Arms and ammunition can only be disposed of to persons entitled to possess them. The provisions of the Arms Act must be complied with. * * * * *

No dealings of any kind may take place between any departmental officer or subordinate and a contractor, agent or other departmental servant ; nor may any private accounts be kept between them.
Vol. II, para 483.

Officers and soldiers are forbidden to institute or take part in any meetings, demonstrations, or processions for party or political purposes.
Vol. II, para. 483A.

An officer attending a class of instruction while on leave remains on leave for the original period granted him ; otherwise an officer attending an authorised instructional course or
Vol. II, para. 484.

linguistic or professional examination is on duty, but no appointment will be made in his corps in his place.

Officers, warrant officers and men are always to be in possession of their uniform, and will wear it when on duty, but may wear plain clothes on such occasions as may be sanctioned by superior authority. Swords will not be worn in a hospital. Officers and soldiers attending a civil court on duty will wear uniform with swords and side-arms. Arms will not be worn by an accused person.

No officer or soldier is required to wear uniform when calling at the India Office, London.

Author's note.—(Uniform must always be worn for all Boards and Examinations unless the President of the Board has notified that mufti may be worn.)

The rules contained in K. R. regarding the communication of information to the press, are applicable to all persons in military employment in India whether soldiers or civilians—(see I. A. F. Z-2033).

An officer who desires to present himself for any authorised examination, obligatory or optional, will, if he cannot be examined in his own station, be deputed on duty to the nearest examining station for as many days as may be actually necessary. Passage will be allowed under the rules in A. R. I., Vol. X.

Candidates must attend punctually, and no one will be admitted after the papers have been opened. When the candidates are unknown to the presiding officer he will take such measures as may be necessary to prevent impersonation.

Every candidate should be informed before the examination that he has to furnish the following certificate :—
 Vol. II, para. 496.

“ I certify that I have neither given nor received any aid whatever during this examination and that previous to examination I was unaware of any of the subject-matter of the test.”

The medical officer is under the orders of the O. C.
 Vol. II, para. 537. He will be guided in his professional duties by the regulations of the medical service and the instructions of superior medical authority. He will take charge of the mess and other institutions in his turn.

The first band contribution of an officer of the Indian Army will not exceed 15 per cent on one month's total regimental emoluments. Payments will commence and will be paid in monthly instalments to the corps to which he permanently belongs. When he completes 18 months' service in the Indian Army (or if not then permanently belonging to a corps) to the first corps to which he is permanently appointed after the completion of 18 months' service in the Indian Army. Officers will pay further contributions, similarly calculated, on the increase accruing to their monthly emoluments, on each occasion of promotion or permanent advancement to a higher regimental appointment. An officer who returns to regimental duty after his name has been struck off the cadre of a corps, will pay an original contribution to the corps in which he receives a permanent appointment.

Every officer of the Indian service will pay to the corps on the cadre of which he is borne (or pending first appointment, to the corps to which he is attached), a monthly subscription not
 Vol. II, para. 589.

exceeding $2\frac{1}{2}$ per cent on his pay of rank, and on the staff pay, if any, available for him in the corps. If temporarily attached to another, he will pay to each corps half its regimental rate. An officer absent from regimental duty for a period exceeding three months and not seconded, will pay to the corps to which he permanently belongs the full regimental rate for the first three months, and half that rate thereafter. A seconded officer will pay at half the regimental rate on pay of rank and permanent regimental appointment. If drawing sterling leave allowances, an officer will pay $1\frac{3}{4}$ per cent on such allowances, provided this does not exceed the rate which he would pay if present with his regiment.

The rules in the K. R. relating to officers' mess are applicable to India, where not at variance with the following regulation.

Vol. II, para. 590.

The senior combatant officer present at mess is responsible for the maintenance of discipline.

K. R. para. 944.

The cost of mess guests and entertainments will, in all cases, be borne by the officers concerned in proportionate shares, calculated according to their monthly Indian pay of rank. An officer of the I. M. S. will be charged as an officer of corresponding rank of the Indian Army but in no case more than the O. C.

Vol. II, para. 595.

Married officers should ordinarily dine at mess at least once a month.

Vol. II, para. 596.

The payment of mess contributions follows the rules laid down in para. 588, except that the amount will not exceed 25 per cent.

Vol. II, para. 597.

The payment of mess subscriptions follows the rules for band subscriptions. The monthly rate will be Rs. 8 except in the case of seconded officers and officers absent on duty from their corps for a period exceeding three months, or those in receipt of sterling allowances, when it will be Rs. 4. If a seconded officer is serving in a colonial or militia corps in which a mess is maintained, he will pay no subscription to the corps on the cadre of which he is borne.

Vol. II, para. 598.

One dram of rum per diem, 25 per cent under proof, may be issued on payment to native troops who drink it, for one month at a time, on the recommendation of the medical authorities * * * *.

Vol. II, para. 616

Medical officers will attend when the units they are in charge of are inspected. Attendance is also required throughout gun practice and at musketry, when troops are camped at a distance from the station.

Vol. II, para. 889

An officer in military employ below substantive field rank suffering from disability contracted on duty, is entitled to the services of a nurse or nurses if considered necessary by the senior medical officer. When members of the M. N. S. are not available, private nurses may be engaged under the authority of a station order and all expenses recovered on a contingent bill.

Vol. II, para. 889 A.

An officer in military employ is only entitled to free medical attendance in his quarters or in a military hospital for himself, or for his family (in quarters only) while actually on duty in any station in India, and while residing during leave of absence at any station at which there is an appointed Government medical officer; in any other circumstances,

Vol. II, para. 889B.

including transfer to and treatment in a civil hospital, he must ordinarily defray all expenses connected with his medical attendance, treatment and conveyance, except such nursing charges as may be admissible under para. 889A. An officer transferred from one military hospital to another for continued treatment will be considered to be travelling on duty.

The Brigade Commander is responsible that all officers and soldiers are instructed in the application of the first field dressing.

Vol. II, para. 891.

All officers, warrant, and N.-C. Os. and eight men in every battery, half squadron or company, British and native, will be instructed in affording first aid to wounded. Officers and subordinates of the I. M. S. and I. S. M. D., two out of every eight men mentioned above (excepting men of native cavalry regiments), all bandsmen of native infantry, and the men of the A. H. Corps will be trained in stretcher drill, in addition to affording first aid to the wounded.

Vol. II, para. 892.

Classes of instructions will be held twice a year by officers of the R. A. M. C. and I. M. S. in the case of British and native troops, respectively, and will follow the lines laid down in the K.R. and manual for the R. A. M. C.

Vol. II, para. 893.

When troops are exercised during manœuvres, the trained stretcher bearers of corps, bearer companies, and field hospitals, will be organised and exercised as laid down in the F. S. Manual, Medical.

Vol. II, para. 894.

For the purposes of the above classes, each unit will be in possession of full sized diagrams (as used by the St. John's Ambulance Association) of (i) the skeleton, (ii) the heart, blood vessels, and muscles, and (iii) fractures and dislocations. * * *

Vol. II, para. 896.

Native corps will be provided with diagrams and necessary extracts from the manual for the R. A. M. C. translated into Urdu, Gurmukhi, Hindi and Tamil at the public expense.

* * * Officers of the I. M. S. on completion of 18 months' service are required to pass an examination in Indian Military Law and Military Medical duties (*The regulations for this examination are given in Appendix III of this book.*)
Vol. II, para. 904.

* * * Medical officers below the rank of Major will be required to go through a course of riding; also hospital assistants attached to native cavalry regiments, unless Os. C. are satisfied with their qualifications, but these subordinates will pay no fees.
Vol II, para. 918.

The conditions under which examinations in Russian and Oriental languages are held, the nature of the test, composition of boards, and instructions for the disposal of the papers will be found in Appendix V of Vol. II. (*The regulations for L. S. Hindustani are given in Appendix IV hereof For voluntary examinations reference must be made to A. R. I., Vol. II.*)
Vol. II, para. 964.

* * * Not more than 15 officers of the Indian Army and I. M. S. will be permitted to proceed to Russia annually.
Vol. II, para. 966.

Except as provided for in para. 966, any person in the military or civil employ of the G. of I. may, with the permission of his superior officer, present himself for examination by a military board in any of the tests mentioned in Appendix V.
Vol. II, para. 975.

The rewards admissible on passing Oriental language tests are laid down in A. R. I., Vol. II, para. 976. I. Statutory natives of India debarred from obtaining rewards for passing in the vernacular language of the district, in which they were born or educated, are exempted from passing qualifying examinations in such languages.

Candidates for examinations held at local centres should ordinarily be examined in their own division, but the Divisional Commander may, for sufficient reason, permit a departure from this rule. Vol. II, para. 978.

A candidate will not be permitted ordinarily to present himself for examination by the H. S. test of a language having a L. S. test until he has passed the latter, but in exceptional cases a Divisional Commander may relax this rule. No candidate may present himself for examination by one board by any two tests in one language. Until a candidate has passed the H. S. Hindustani, unless exempted from passing that test under para. 976, he cannot present himself for examinations by any test in Arabic or Persian, or in the Proficiency, the H. P. or D. of H. test of any language; this rule applies only to voluntary tests and not to the obligatory test in Persian. Vol. II, para. 979

The result of an examination should be communicated to the candidate as soon as possible. Vol. II, para. 980. When a candidate is unsuccessful in any portion of an examination dealt with by a station board, he should be informed at once by the president or through the O. C. the station.

An unsuccessful candidate will not be re-examined at an examination centre by the L. S. or H. S. test within six weeks, unless Vol. II, para. 981.

for re-examination in one subject only, by the P. test within three months, by the H. P. test within six months, and by the D. of H. test within twelve months, of the date of his last examination. A candidate will not be allowed to present himself more than three times for examination by the H. P. or D. of H. test in any one language.

The name of every military candidate who passes any test except the D. of H., 2nd division, will be published in Divisional Orders. The names of those who pass in Part I of the L. S. Hindustani will be published in Brigade Orders. * * * *

Vol. II, para 982.

The following rules regulate the promotion of officers of the I.M.S. :—

A lieutenant will be promoted to the rank of captain, a captain to the rank of major, and a major to lieutenant-colonel on completing three, twelve, and twenty years' full pay service, respectively. Time on half pay, not exceeding one year, is, however, allowed to reckon as service for promotion, where removal to half pay has been the consequence of ill health caused by military service.

The promotion of an officer to the rank of major may, on the recommendation of the D. G., I.M.S., be accelerated by not more than six months if he produces, while in the rank of captain, satisfactory evidence of progress in any branch of knowledge which is likely to increase his efficiency, such as obtaining a higher degree or special qualification of repute or by furnishing proof of having pursued with diligence and advantage the serious study of an approved subject.

A captain after at least six years' service, a major or a lieutenant-colonel, may be promoted to the next higher rank by brevet for distinguished service in the field or for distinguished service of an exceptional nature other than in the field.

All promotions from the rank of lieutenant-colonel to the advanced position of that rank shall be given by selection for ability and merit.

All promotions from the advanced position of lieutenant-colonel to the rank of colonel, and from the rank of colonel to that of surgeon-general, shall be given by selection for ability and merit, and the grounds for such selection shall be stated in writing and recorded in the office of the S. of S. for India.

A lieutenant-colonel may also be promoted to the rank of colonel, and a colonel to the rank of surgeon-general, for distinguished service in the field. In such case the officer will remain supernumerary in the higher rank until the vacancy occurs to which in the ordinary course he would have been promoted, or in the case of an officer promoted to the rank of colonel until selection for the rank of surgeon general.

Six of the most meritorious officers shall be named honorary physicians and six honorary surgeons to the Sovereign. On appointment, an officer below the rank of colonel shall be promoted to that rank as a supernumerary.

M. Os. are prohibited from recommending a change of station for duty, for a public servant because the one in which he is serving does not suit his constitution.

Executive M. Os. and subordinates may attend persons unconnected with Government service provided their duties admit of it.

Vol. VI, para. 54. When troops move from a station the following rules will be observed:—

- (a) All men unable to march will, as a rule, be detained until fit to rejoin their corps.

- (b) Such medical arrangements as may be necessary will, in the case of healthy men moving by railway, be made under the orders of the O. C. the station, in all other cases under the orders of the Brigade Commander. Hospital arrangements for movements are laid down in para. 99. * * * *
- (c) During the journey the sick will be transferred to other hospitals as may be necessary.

* * * *

The following hospital arrangements will be made for troops moving. Hospital stores and equipments will be made up as far as possible from the station stock and will be replenished as required from hospitals on the road—

Vol. VI, para. 99.

- (a) by rail—the hospital accommodation is given in A. R. I., Vol. X, para. 153 * * * —(*vide* Chapter VIII).
- (b) by road—a special scale of equipment, tents, carriage and ambulance transport is laid down in Army Tables, Medical and Units, and I. A. F. Z-2150. * * *
- (c) at camps of instruction—special as may be ordered.
- (d) by sea—see the Marine Regulations.

A watchman may be employed by the S. and T. Corps for guarding hospital stores on the line of march, when the M. O. in charge certifies that no military guard or policeman is available.

Vol. VI, para. 100.

When men are sent from hospital to a camp or railway station previous to proceeding on a journey, a M. O. will inspect them immediately before they leave hospital, and satisfy himself that they are in a fit state of health to travel, and that their wants have been provided for.

S. O. M., para. 270.

Before commencing a journey, the M. O. or hospital assistant in charge will inspect the equipment and ambulance transport and satisfy himself that every article is in good order and in accordance with regulations.

At the end of a journey, the unexpended portion of the S. and T. stores supplied will be returned into store, and the vouchers required for articles expended will be sent to the O. C., station supply.

With field medical panniers, medical companions and surgical havresacks in possession of every corps, and extra supplies available in the local hospitals, there should, as a rule, be no need to indent on the M. S. dépôt for additional medicines for troops moving from one station to another. In exceptional cases, when local resources are inadequate to meet the requirements of troops moving and it becomes necessary to send an emergent requisition to the medical storekeeper for extra supplies, the indenting officer should attach to the requisition a copy of the order authorising the move of the troops in question.

The ambulance transport will be in charge of the M. O. or subordinate with the party.

Should epidemic disease occur during a march, the M. O. or subordinate in charge will carry out the instructions contained in para. 216, A. R. I., Vol. X—(see Chapter VIII).

Should it become necessary to leave a patient at a station *en route*, the fact will be reported to the O. C. the corps, with a view to arrangements being made for his transfer to the appropriate hospital.

Should it become necessary during a march, to send a patient fit to proceed in an ordinary railway carriage, into hospital in advance, the M. O. or subordinate in charge will, on arrival at the first camp on the line of rail, apply to the O. C. to have the patient sent to the nearest cantonment. In all such cases, a timely report will be sent by post or telegraph to the S. M. O. of the station to which the patient is proceeding.

The following persons (and their families, except in cases marked*) are entitled, whether at their own or another station, to gratuitous medical attendance, including consultations between Government medical officers when asked for by the appointed attendant, and such medicines and appliances as may be available from public stores † :—Military officers, lady nurses, army school-masters and school-mistresses, warrant officers, staff sergeants of the U. L., and entitled pensioners (not pensioners' families), may be admitted into army hospital if accommodation is available and the M. O. recommends this course ; but they are entitled to attendance in their quarters if they prefer it. If an officer calls in any medical officer except the one provided by Government the usual fees may be claimed.

† From a military hospital or dispensary if ordered by a M. O. in military employment ; and from a State aided civil dispensary if ordered by a civil surgeon. Military staff officers at presidency towns must provide their own medicines and appliances. Clerks are allowed medicines for their families, in all offices in Simla and those in Murree during the winter.

Entitled persons.	Appointed medical attendant.
<div> <div> <div>(a) All ranks, British troops</div> <div>(b) All ranks, native troops</div> </div> <div> <div>in military employment† and</div> <div>not otherwise provided for.</div> </div> </div>	<div> <div>A medical officer from the station hospital.</div> <div>M. O. in charge of corps.</div> </div>
(c) A. H. Q. staff and clerks.	<div> <div>Surgeon to C.-in-C.</div> <div>(during his absence from Simla, the junior civil surgeon).</div> </div>
(d) Army staff and clerks, divisional brigade and station staff.	The Staff Surgeon.
<div> <div>(e) Officers, military subordinates and establishments* (except civilian clerks) of the departments of the Army, officers of the M. W. S., military subordinates of the M. W. S. and P. W. D., U. L. telegraph signallers, and military clerks employed in the Military Secretariat of the G. of I., and the offices of the D. G. O. and D. G. of contracts and registration.</div> </div>	<div> <div>If residing—</div> <div>(a) in cantonments (or just outside, if no civil surgeon is available) the staff surgeon.</div> <div>(b) in the civil lines—the civil surgeon.</div> <div>(c) within the limits of his charge—the district or presidency surgeon.</div> </div>
(f) Officers of the Royal Indian Marine.	<div> <div>At hill stations, the civil surgeon attends</div> <div>all entitled persons not doing duty with troops.</div> </div>
(g) Cantonment magistrates and chaplains.	

† Officers on the unemployed and retired lists, who reside in India by permission, or for their own convenience, are not entitled to attendance.

- (h) *Military clerks in offices not mentioned above.
- (i) *Military officers in civil employ.
- (j) European pensioners of the Indian military service including retired departmental officers with honorary rank, and warrant officers, if not in receipt of a pension or gratuity from the civil department.
- (k) *Ditto. if in civil employment.
- (l) Civil employés (not clerks of the ordnance department).
- (m) *Officers, subordinates and establishments of the civil and public departments.
- (n) *All civilians clerks in Government offices, except in presidency towns.
- (o) *Political officers and followers in the field.
- (p) *Government servants not otherwise provided for (Including examination for State life insurance).
- (q) Sergeant instructors of volunteers.
- (r) *Public followers.
- (s) Officers' servants (native).

If the civil surgeon lives in cantonments for his own convenience he will attend the civil entitled persons therein

Where a civil or staff surgeon is not sanctioned local arrangements will be made.

Where an assistant surgeon or hospital assistant is sanctioned to assist the appointed M. O., he will attend civilian clerks and others drawing less than Rs. 250 and Rs. 50 respectively.

Medical officer of volunteers if there is one in the station, otherwise as in (c).

Staff of followers or cantonment hospital.

Medical boards, as described below, will be assembled under the orders of the Brigade Commander (the O. C. station in very urgent cases) and will consist of three medical officers, if available, but not less than two; the Brigade P. M. O., as a rule, acting as president. If it can be avoided, the M. O. in charge of a case should not be a member of the board which considers it, and in no case can he act as president.

Vol. VI, para. 85.

- (a) Standing—whenever required at Divisional and Brigade Head-quarters.
- (b) Periodical invaliding (British)—early in September, January and if necessary February.
- (c) Annual invaliding (native troops and followers)—ordinarily in November, at the head-quarter station of corps or depôts. Men of the Punjab police may be brought before these boards. When a board cannot be assembled, the O. C. corps is authorised to dispose of cases on the certificate of the M. O.
- (d) Special—at any time or place, as required.

The following cases will be dealt with by medical officers and medical boards in accordance with the instructions on the forms or in the regulations noted below :—

Vol. VI, para. 86.

- (a) British officers, soldiers on the U. L., lady nurses, school-masters and school-mistresses, and the families of soldiers, recommended leave, furlough or change of climate on M. C.—see I. A. F. M-1243 and A. R. I., Vols. I and II.
- (b) Warrant and N.-C. Os. and men of British corps, proposed for change of climate or invaliding—see A. F. B-172, 178, 179, and A. R. I., Vol. II.
- (c) Insanes.

- (I) Officers and departmental warrant officers—
see I. A. F. M-1243-4 A. F. B-183 and
A. R. I., Vol. II.
- (II) Soldiers—see A. F. B-172, 178, 179, 183,
I. A. F. M-1244 and A. R. I., Vol. II.
- (III) Soldiers' families—see Civil Lunacy Act and
I. A. F. M-1245.
- (d) Claims of British officers to wound pensions or
gratuities—see I. A. F. A-45 a., R. W. and
A. R. I., Vol. I.
- (e) Applications for furlough or leave (under the
1866 or 1875 rules) on account of disability
which originated on field service—see I. A. F.
M-1243.
- (f) Members of the I. S. M. D. proposed for
invaliding—see I. A. F. A-311, and A. R. I.,
Vol. III.
- (g) Native officers, soldiers, and followers considered
unfit for further service, or claiming wound
pensions, or gratuities—see I. A. F. Y-1948 and
A. R. I., Vol. III.
- (h) Unattested followers, and persons serving under
the C. S. Regulations (under 60 years of age)
proposed for invaliding, or claiming pension—
see I. A. F. M-1239, C. S. Regulations, and
A. R. I., Vol. III.

Note.—Para. 51 is applicable to medical boards.

Sanctions the grant of one month's leave and advance

Letter No. 1962 F.
dated 12th July 1905,
from Secy. to G. of I.,
M.D., to L. G. C., Nor-
thern Command.

of pay for one month to all men
invalided for infectious diseases
whose presence in the lines is
considered undesirable by Invaliding
Boards.

Letter No. 3408 F., dated 24th November 1905, from Secy. to G. of I., M. D., to A. G. in India.

Makes the provisions of the above letter also applicable to pensionable followers.

A hospital assistant pronounced unfit for further service by a medical board should be granted leave on medical certificate pending the publication of the Pension Circular.

* * * For the Aden Brigade * * *
S. O. M., para. 10. unattached officers of the I. M. S. will be detailed from the 1st to 6th Divisions and serve for one year.

* * * For Burma unattached officers of the I. M. S. will be detailed from the 7th, 8th and 9th Divisions, their term of service being two years.

Lieutenants * * * I. M. S. on first arrival in India will be posted for a month to the station hospitals at Rawalpindi, Poona Lucknow or Bangalore. They will be available for hospital and other duties, but these should be so arranged as not to interfere with the course laid down in para. 47.

During the course, the officers under instruction will make themselves thoroughly acquainted with the rules and regulations concerned, contained in A. R. I., Vol. VI, the Cantonment Code, and in Standing Orders, Medical.

S. O. M., para. 47. The course of instruction will comprise the following:—

- (a) Sanitary inspection of all parts of the barracks of British troops, mounted and dismounted.

- (b) Sanitary inspection of the lines of Indian cavalry and infantry; this will be carried out in conjunction with the M. Os. of the regiments concerned.
- (c) Sanitary arrangements of bazars, and inspection of premises in which trades are carried on which are concerned with the public health, such as dairies, bakeries, butchers' shops, slaughter-houses, aerated water manufactories, dhobies' houses, and markets.
- (d) Government dairies, slaughter-houses and bakeries.
- (e) Water-supply, distribution, storage and purification.
- (f) Methods of washing clothes in all the stages, from the time they leave, until they are returned to their owners.
- (g) Surface drainage.
- (h) Removal and disposal of sewage, sullage water and refuse from barracks, lines and bazars.
- (i) Institutions outside barracks which are frequented by soldiers.
- (j) Antimalarial and anti-venereal measures.
- (k) Cantonment hospitals and the principles on which they are administered; this will be carried out in conjunction with the M. O. in charge of the hospital.
- (l) Methods of disinfecting clothes, bedding, furniture, rooms and excreta.

Rules for the Appointment of Specialists in the Medical Services.

- (a) Specialist pay is an allowance to officers below the rank of lieutenant-colonel for special sanitary, surgical or medical work done for the State, which it is not in the power of the ordinary M. O. to perform with the same efficiency as the specialist. It is not a personal allowance but is granted only to the incumbents of certain specified appointments, when they are actually in a position to perform the duties connected therewith—see A. R. I., Vol. I, para. 155 (*d*) iv.
- (c) The services of specialists are absolutely at the disposal of Government in any way they may direct, without further claim to remuneration.
- (*d*) It is distinctly to be understood that the duties of all specialist appointments must be carried out in addition to ordinary hospital duties.
- (*e*) No officer shall hold more than one specialist appointment at the same time.

Qualifications.

S. O. M., para. 49.

- (*b*) The eligibility of an officer of the I. M. S. as a specialist will be decided by the D. G., I.M.S., whose decision will be based either on certificates of a recognised institution, or by examination of the candidate.
- (*e*) All officers before being appointed specialists in electrical science will be required to go through a course of skiagraphy at the Dehra Dun school—the object being to enable them to become

thoroughly acquainted with the apparatus used in India and its working under field service conditions.

- (a) There are 105 specialist appointments in India S. O. M., para. 50. (55 R. A. M. C. and 50 I. M. S). Selections for appointments and the distribution throughout the several areas, etc., will be made under the orders of the C-in-C., and notified in I.A.Os, the guiding principle, however, being that officers will be located in those stations where their services are likely to be of the greatest utility to the army.

(b) *Specialist appointments.*

Prevention of disease (including parasitology, bacteriology and preventive inoculation) ..	40
Dermatology (including the prophylaxis, treatment of, and instructional measures in connection with, venereal diseases) ..	10
Advanced operative surgery ..	20
Ophthalmology ..	10
Electrical science (including skiagraphy) ..	10
Mental science ..	2
Otology, Laryngology and Rhinology ..	3
Midwifery and diseases of women and children ..	10
Total ..	105

Divisional laboratories (under the charge of Divisional Sanitary Officers) will undertake clinical and hygienic work in connection with all troops, followers, etc., under the immediate command of G. Os. C. Divisions and of Brigades whose head-quarters are at the same station : also such hygienic investigations as are beyond the scope of Brigade laboratories for the whole Division.

Brigade laboratories will undertake clinical, and, as far as their equipment admits, hygienic work for all troops, followers, etc., in the Brigade or Brigades at whose head-quarters the laboratory is situated.

Toxicological and medico-legal specimens will be sent to the Chemical Examiner of the province, and specimens associated with rabies to the Pasteur Institute, Kasauli. Except in these cases, the services of civil laboratories should not be asked for, and M. Os. in charge of British and Indian troops, followers and cantonment hospitals are authorised to send specimens for chemical and bacterioscopic analyses direct to Divisional and Brigade laboratories. From Brigades in which laboratories have not been established, specimens will be sent to the nearest military laboratory or to the Divisional laboratory, according to the nature of the investigations required.

An allowance is provided for the purchase of inexpensive apparatus, stains, re-agents etc., and for petty repairs. Supplies from M. S. dépôts should, be limited to articles to replace authorised equipment and expendible articles ordinarily stocked in these dépôts. These should, in the case of divisional laboratories, be obtained on the authority of G. Os. C. Divisions; and in the case of Brigade laboratories on the authority of G. Os. C. Brigades, the indents in the latter cases being submitted through S. M. Os.

In stations where there is no A. H. C., a ward orderly should be detailed by the S. M. O., I.M.S., as laboratory attendant and a sweeper should also be detailed from one of the regimental hospitals.

Laboratory equipment will be accounted for annually on I. A. F. M-1224 in accordance with I. A. F. Z-2000, item 619.

M. Os. in charge of Brigade laboratories will keep a diary of their work and will submit a *brief* summary and report during the first week in January and July through S. M. Os. and P. M. Os. to the P. M. O., India.

In the event of mobilisation, medical officers who may be holding specialist appointments and who may be next on the roster for field service, should not be passed over because of the specialist appointment they may be holding.

Letter No. 1193 Camp, dated 13th March 1908, from P. M. O., India, to G. O. C., 3rd (Lahore) Division.

Several instances having occurred in which M. Os. have claimed or been awarded pensions owing to injuries sustained when operating with naked hands on patients suffering from venereal and the consequent contraction of syphilis, it has been decided to provide rubber gloves for the use of those who may in future be called on to operate on cases of this nature.

Officers, therefore, in their own interest are strongly recommended to use these gloves when operating on venereal patients or in other septic cases; it must be borne in mind that no amount of pension will compensate an individual who has had the misfortune to be inoculated with syphilis.

Letter No. 6101 G., dated 18th September 1908, from Secy. to G. of I.D.M.S. Sanctions supply of rubber gloves for each regimental hospital of 50 beds.

Field Service Regulations, India, and Field Service Manual, Medical, have recently been issued to all medical officers, it is therefore unnecessary to reproduce them in this book.

CHAPTER VII.

LEAVE AND PAY.

No leave or furlough is to be granted unless the exigencies of the service admit of it, and no officer will recommend the grant of leave until he has satisfied himself that the applicant's services can be spared. The responsibility for the grant of leave in each case rests with the sanctioning authority. * * * *

An officer is not to be granted leave to proceed to the base or to any station or place garrisoned by troops belonging to a field force, either during the progress of the operations, or during the period of preparation whilst the expedition is being organised.

All leave (including combined leave) * * * whether in or out of India, commences on the date an individual is struck off duty, —which is the day following the date of relief—and terminates on the date preceding that on which he rejoins, the only exception being in the case of leave out of India on medical certificate, when the precise amount recommended by a medical board to be necessary reckons from date of embarkation, the period of leave prior to embarkation being treated as leave in India. The report of an individual's return to duty cancels any unexpired portion of leave.

Except under the rules of 1868 and 1875, leave or furlough may be spent anywhere, but an officer desiring to change the country to which his leave was originally granted must obtain permission to do so, if in India or the colonies, from the sanctioning authority; and if in England from the S. of S. for India.

It is the duty of the transmitting officer to satisfy himself that proper arrangements are proposed for the discharge of the applicant's duties, that the application is in order, and that the reasons in urgent cases are sufficient.

Vol. II, para. 210. An officer or warrant officer cannot be permitted to leave his station in anticipation of the grant of leave by superior authority except in very urgent cases, or when recommended for leave by a medical board. In such a case no period of leave will be named but the local order will be worded as follows :—No—The undermentioned officer is permitted to proceed to—on the recommendation of a medical board very urgent private affairs. in anticipation of the leave furlough which will be hereafter granted to him by the—, and the application, endorsed accordingly, should be at once forwarded to the sanctioning authority.

Vol. II, para. 212. An order granting leave or furlough out of India is valid for three months.

Vol. II, para. 213. An officer proceeding on leave (see definitions) vacates, on the expiration of such leave, any acting or probationary appointment that he may hold. (*Definition*—Leave does not include recreation, district or privilege leave which count as duty.)

Vol. II, para. 214. Privilege leave and leave on p. a. is ordinarily restricted to the leave season, which is from the 1st April to 15th October, except for officers of the M. W. S., medical and veterinary officers, and those stationed in Baluchistan or Zhob or in the hills in the winter.

If it be necessary to place an officer on duty while on leave, the order should state the period of such duty, and whether any extension of leave is granted in consequence. No period of duty can be added to combined leave for eight months. If the latter leave is for less than eight months, such period of duty can only be added to it as will not cause the maximum amount of combined leave admissible, *viz.*, eight months to be exceeded.

If an officer overstays any leave or furlough granted to him, a full explanation, supported by the necessary certificates, is to be forwarded to the authority who granted the leave, who will deal with the case as a matter of discipline.

The following penalties must be enforced :—

- (i) If the overstayal was intentional, such as reckoning on a steamer arriving in advance of her advertised date, the penalty is loss of service and pay for the period of overstayal.
- (ii) If the overstayal was due to carelessness or neglect but unintentional, such as booking by a non-privileged line, the penalty is loss of pay for the period in question.
- (iii) If the overstayal was due to a cause beyond the officer's control and purely accidental, such as sickness rendering him unfit to travel, or the detention of a privileged steamer, he may be granted leave or furlough, if admissible, with pay to cover the period of overstayal. If leave is not admissible, no pay will be passed.

No extension of leave on p. a. can be claimed as a right, any extension of privilege leave or combined leave, except for less than

Vol. II, para. 217.

ten days under para. 216(iii) involves the conversion of the whole into leave or furlough.

Any overstayal of recreation leave involves its conversion into district leave and an overstayal of district leave may be converted into general or privilege leave at option.

Vol. II, para. 218.

Privilege leave counts as duty and may be spent anywhere. It may be taken in instalments, and is only admissible when no extra expense to the State is involved, other than such travelling expenses of the *locum tenens* in the case of a staff officer as may be sanctioned from the special grant for this purpose. An officer cannot retire while on privilege leave.

Vol. II, para. 219.

Sixty days' privilege leave in the year may be granted at the discretion of the sanctioning authority to all officers in military employ (except the C.-in-C. India) including warrant officers other than hospital assistants.

Vol. II, para. 220.

Ninety days' privilege leave in the year is admissible to an officer serving in the Burma Division, the Assam, Bannu and Derajat Brigades and in Zhob and Gilgit.

Accumulated privilege leave for ninety days may be granted after 33 months' duty, which need not be consecutive, to those who have not taken any privilege leave within the period covered thereby. If accumulated privilege leave extends from the year in which it was granted to the next, the officer may, after rejoining, be allowed his ordinary privilege leave for the year.

Vol. II, para. 221.

An officer serving under the Indian military leave rules may be allowed, in place of furlough or leave otherwise admissible, to combine any privilege leave due to him with furlough or

Vol. II, para. 222.

leave on p. a., subject to the combined leave not exceeding 8 months. In the case of officers of units serving at colonial stations, or of the M. W. S., I. M. S. or M. A. Department, it may be taken at any time. * * * Combined leave may be spent in or out of India.

Vol. II, para. 224. Commanding officers may grant recreation leave up to three days to the classes named in para. 220 serving under them. The grant must be reported to the station staff office. The same leave is granted to staff and commanding officers by the O. C. the station.

Vol. II, para. 225. Temporary or district leave not exceeding ten days may be granted to the classes named in para. 220 by the O. C. the station if serving under his orders. * * * * *

Vol. II, para. 227. Leave out of India on m. c. may not, in the first instance, be granted for more than six months to the officers of the R.A.M.C. and A.V.D., eight months to the officers mentioned in para. 226 (*i.e.*, officers of British Service, G.O.C., Colonel on Staff, Officer of I.M.S. holding administrative staff appointment (except Derajat district), P.V.O., India, and I.V.O., non-continuous service, R.A. officers, ordnance department, all officers holding Major-General's appointments) and 12 months in all other cases.

Vol. II, para. 229. When a British officer, including a departmental officer with honorary rank, warrant officer, non-commissioned officer or soldier has been granted leave on m. c. or has been declared by a medical board to be unfit for further service, he should (if this has not been done before, *vide* para. 881) be relieved—or struck off duty, if relief is unnecessary or impracticable—as soon as possible.

He ceases to be entitled to the command pay or full staff pay (if any) of his appointment from and including the day of his being struck off or the day succeeding that of his relief—*vide* para. 69 A. R. I., Vol. III.

An officer is entitled to the staff pay, command money, etc., of an appointment from the day after he assumes charge, the relieved officer drawing it for the day on which he is relieved, but should there be no officer to relieve or should the officer to be relieved not be in the performance of his duties owing to sickness the new incumbent is entitled to staff pay, etc., for the day he assumes charge.

If an officer falls sick at an outstation the O. C. the station may convene a special medical board to enable the officer to proceed on leave, or he may, on the certificate of a medical officer, grant provisional leave to another station to appear before a medical board.

No officer in receipt of leave allowances may accept any other employment in India without the permission of the G. of I., which will only be granted on condition of the forfeiture of all leave allowances.

An officer taking leave or furlough is liable to be recalled at any time, and must be prepared to rejoin at once at his own expense.

When an officer, from insanity or extreme illness, is not fit to manage his own affairs and is sent to England on leave on m. c. it will be the duty of his immediate superior to see that the necessary documents (see I. A. F. Z-2053) are made over to the sick officer's attendant, and that the date of his departure is telegraphed to the staff officer who is charged with making arrangements for his passage.

Extensions of leave must, whenever possible, be applied for in sufficient time to admit of the individual rejoining at the expiration of his original leave, should the extension be refused. Extensions of leave in India or the colonies require, in all cases, the approval of the authority in India who sanctioned the original leave. Extensions of leave on p. a. in the United Kingdom will in the case of * * * Indian Service Officers * * * require the previous consent of the authorities concerned in India which must be obtained by the individual, and are sanctioned by the S. of S. for India. Extensions of leave on m. c. in the United Kingdom will in the case of * * * Indian Service Officers be sanctioned by the S. of S. for India.

Extensions of leave granted by the S. of S. for India are communicated weekly by post, or by telegram in cases when intimation of an extension of leave on m. c. cannot reach India by post before the expiration of the original leave.

The instructions given on I. A. F. Z-2053 regarding the documents to be taken when proceeding out of India, arrival reports at the port of embarkation, permission to return to duty, and the requisite procedure when an extension of leave is necessary, are to be carefully observed.

Every officer proceeding out of India on duty, retirement, furlough or leave (other than privilege leave not combined with other leave) must obtain from the audit officer, within whose area of audit he is serving, a final last pay certificate (I. A. F. A-439) or if proceeding to a colony, a colonial pay warrant (I. A. F. A-440) showing him paid up to, and for, the day preceding the anticipated date of his sailing.

Officers are prohibited from visiting Arabia, Afghanistan, Bhutan, China, French Indo China, Nepal, Persia, Thibet, Trans-Caspia, Russian Turkistan, and trans-frontier tribal territory in Assam and Burma without the permission of the G. of I. Applications, which should state the proposed route in detail, and also what arms and ammunition it is desired to take, must reach the G. of I. at least two months before the date on which the applicant wishes to start. Before visiting Nepal or Khelat, or if officers travel off main routes in Native States in India, they must inform the Resident or Political Officer.

Vol. II, para. 237. An officer who desires to cross the N.-W. Frontier, or visit tracts under the political control of the G. of I., will obtain from the Divisional Commander his written permission to apply to the Deputy Commissioner of the frontier district from which he intends to start for the necessary permit. In making the application he will specify his intended route, the object of, and time to be spent on, the journey and the precautions proposed. Permits will be given to fit persons in accordance with the rules published in Foreign Department notification 1682F. dated 1st November 1889.

Vol. II, para 239. Officers travelling in foreign territory must observe the customs of the country, and should avoid giving offence by ill-treating the inhabitants or by trespassing in sacred buildings.

Vol. II, para. 240. Officers visiting Kashmir must not travel *via* Jammu and Banihal, Kishtwar, Bhadarwar, or Chamba without the permission of the Resident, who may call upon any officer who fails to comply with any of the rules laid down for his guidance, to leave Kashmir territory forthwith. Officers attending the annual banquet given by H. H. the Maharaja in honour of the King's birthday must wear Mess Dress.

An officer of the I. M. S. may be allowed, on the recommendation of the D. G., I.M.S., extra leave for study, at the rate of one month for each completed year of service, but limited to 12 months in all. It may be granted at any time when at least two months' study is contemplated but not more than twice during an officer's service. The study leave may be combined with other leave provided the total absence from India will not exceed two years, or may be taken alone, in which case six months is the maximum period that should be granted. The time spent *en route* to and from England will count as part of such leave. Study leave counts as service for promotion and pension but not for furlough or other leave. It will not affect any leave which may be already due.

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(6) Study leave can be combined with any other kind of leave provided the period occupied in the study is not less than two months, and in the case of leave on m. c. provided that the Medical Board at the India Office certifies that the officer is fit for study. In the case, however, of officers in military employment, study leave cannot be taken in continuation of the combined privilege leave and furlough admissible under the terms of I. A. O. No. 64 of 1904, if the total period would thereby exceed 8 months, but study leave may be so taken provided such leave is for not less than two months and the total period of combined privilege leave, furlough, and study leave does not exceed 8 months, this limitation to 8 months does not, however, apply in the case of study leave combined with privilege leave alone. The total period of absence from India, in the case of officers under the Leave Rules of 1886 for the Indian Army, will be strictly limited to two years.

Letter No. 1525G —
dated 6th March 1907. —
from Secy. to G. of
I., D.M.S., to D. G.
I.M.S.

(7) Except as provided for in Rule 8, all applications for study leave shall be submitted, with the Audit Officer's certificate, to the Director-General, Indian Medical Service, through the prescribed channel, and the courses of study contemplated and any examination the candidate proposes to undergo shall be clearly specified therein.

(8) Officers on furlough who wish to have part of their furlough converted into study leave should address the Under Secretary of State, India Office, and should furnish a statement showing how it is proposed to spend the study leave.

(9) An officer who is at home on combined leave may be permitted to commence a course of study before the end of his privilege leave, and to count the period so spent as part of his study leave, without forfeiting his privilege leave allowances during such period.

(10) During the course of study, lodging allowance at the rate of 8s. a day for a Field Officer, 6s. for a Captain and 4s. for a Lieutenant will be granted. It is to be understood that, in order to qualify for the grant of study leave or for the receipt of lodging allowance, a definite course of study at a recognised institution, which will occupy the time of the officer for five or six days a week, must be pursued. This allowance will not be admissible to an officer who retires from the service without returning to duty in India after a period of study leave.

(11) On completion of study the certificates of examinations passed or the certificates of special study, which must show the dates of commencement and termination of the course with any remarks by the instructor, shall be forwarded to the Under Secretary of State, India Office, who will arrange for the transmission of the documents to the D. G., I.M.S. Officers may also be called upon to report themselves in person to the President of the Medical Board, India Office, on the conclusion of their course of study.

An officer whose study leave is combined with any other kind of leave will be required to take his period of study leave at such a time as to retain, at its conclusion, a balance of other previously sanctioned leave sufficient to cover his return journey to India.

The procedure in such cases is for the Division or Independent Brigade in India (on the strength of which the medical officer serving in a colonial station is borne, or in which the depôt of his regiment is located during its absence on colonial service) to grant the leave and notify the grant in local orders, and when necessary to send out a successor, informing the Officer Commanding in the colony to this effect, who in turn should apprise the command in India concerned of the date from which the officer is struck off duty.

2. Such a grant of leave will count against the leave percentage of 20 allowed on appointments in the Division or Independent Brigade, but the officer's corps will be reckoned as one of the appointments on which this leave percentage is based.

Forwards statement of allotment of furloughs out of India to officers of I. M. S., excluding those attached to Army Headquarters and Divisional and Brigade Administrative M. Os.

Letter No 3921, dated 13th August 1907, from P. M. O., India, to G Os. C. Divisions and Independent Brigades.

Division or Independent Brigade	Number of cadre appointments.	Furloughs allow- ed at 20 per cent in number of ap- pointments.	Remarks.
1st (Peshawar) Division,	14	3	
2nd Rawalpindi) „ ...	16*	4	* Includes one regiment in China.
3rd (Lahore) „ ...	19*	4	
4th (Quetta) „ ...	16*	4	
5th (Mhow) „ ...	25*	5	
6th (Poona) „ ...	16	4	
7th (Meerut) „ ...	17	4	
8th (Lucknow) „ ...	18	4	
9th (Secunderabad) „ ...	21†	5	† Includes one regiment in Ceylon and one in Singapore.
Burma „ ...	9	2	
Kohat Brigade ...	5	1	
Derajat & Bannu Brigades.	8‡	2	‡ Includes P. M. O. of the Brigades.
Aden Brigade ...	2	1§	§ This furlough being much in excess of the authorised percentage is to be granted with due regard to the exi- gencies of the service and the individual claims of officers.
	186	43	

N.B.— In addition to cadre appointments there is a special reserve of 26, *i.e.*, 22 plus 4 for leave (at 20 per cent thereon). These 4 furloughs are absorbed in the above table by allotting furloughs in round numbers. Staff officers for divisional medical mobilisation stores are not cadre appointments but are filled from the reserve.

Pay.

Vol. I, para 11.

The monthly rates of consolidated and staff pay are as follows :—

	Consolidated.	In addition to I. M. S. pay of rank.	
		Rs.	Rs.
Medical Service, British and Indian.			
P. M. O., H. M.'s Forces in India	.. 2,700	..	
Do. of a Div or Bde. (Colonel)	.. 1,800	..	
Do. Derajat Bde. (Lt.-Colonel)	.. 1,600		
Staff Surgeon ..	} Bangalore	200
		350
Secretary to P. M. O., H. M.'s Forces in India.	..		500

(The Lawrence Military Asylum Sanawar :—

For the medical charge of	Lieutenant	450	..
	Captain under 5 years' Army service.	500	..
	Captain above 5 years' Army service.	550	..
	Captain above 7 years' Army service.	600	..
	Captain above 10 years' Army service.	650	..

The several Loralai outposts :—

Captain under 5 years' service	450	..
Do. above ditto	600	..
Major	800	..
Lieutenant-Colonel ..	1,000	..
Do. specially selected for increased pay.	1,100	..

Medical Service, British and Indian.			Conso- lidated.	In addition to I. M. S. pay of rank.
			Rs.	
Staff Surgeon, Secunderabad Medical Officer in charge of a Native Regiment. Medical Officer in substantive charge of a Re- mount Dépôt.	Lieutenant	500	..
	Captain	550	..
	Do. after 5 years' service,		600	..
	Do. do. 7 do		650	..
	Do. do. 10 do.		700	..
	Major	800	..
	Do. after 3 years' service..		900	..
	Lieutenant-Colonel	1,250	..
	Do. after 25 years' service.		1,300	..
	Lieutenant-Colonel specially, selected for increased pay.		1,400	..

In addition to
I. M. S. pay
of rank.

Medical Storekeeper	{ of the rank of Captain	..	400
	{ above do. do.	..	500

Subject to the approval of the D. G., I.M.S., the Senior Medical Storekeeper receives an allowance of Rs. 100 per mensem as inspecting officer of medical store dépôts.

- (a) Extra allowances, per mensem, for the extra charges specified to be drawn in addition to the consolidated or other pay of rank :—

	Rs.
Abu for the performance of civil medical duties at	100
Cantonment Hospital, 1st class 150
Ditto 2nd class 100
Ditto Bolarum 50

Note.—The payments will be made from cantonment funds,

	Rs.
Ammunition Factory and Arsenal, Kirkee ..	60
Cavalry of the Corps of Guides	75
Civil station by a regimental medical officer, or of a regiment by a civil surgeon in addition to his own duty.	100
Cordite Factory, Aruvankad	60
Ferozepore Arsenal	50
Gun and Shell Factory, Cossipore	50
Garrison cells (admissible only to an officer of the I. M. S. not in charge of the staff).	30
Gun Factory, Jubbulpore ..	60
Harness and Saddlery Factory, Cawnpore ..	50
Head-quarters staff and establishments, Northern Army, Murree, from 1st April to 31st October.	100
Lower Orphan School	50
Medical Store Dépôt	100
Remount Dépôt (admissible only to officers of I.M.S.)	50
Rifle Factory and Rolling Mills, Ishapore (includes all travelling expenses).	60
Small Arms Ammunition Factory Dum, Dum ..	50
Staff and establishments, A. H. Q., during winter months (drawn by civil surgeon).	100
Staff College	50
Staff of divisions	100
Staff of brigades commanded by brigadier-generals,	50
Staff surgeon, Fort William	100
Station hospital by a civil surgeon.....the allowance for a wing or a regiment according to the strength of the troops whose sick attend hospital.	..

	Rs.)
Station staff of brigades commanded by colonels on the staff.	30

Note.—The allowances for the medical charge of the staff of divisions, brigades and stations are restricted to officers holding such charges in addition to their regimental duties.

- (b) Additional charge allowances (to be drawn in addition to consolidated or other pay of rank) when no portion of the staff salary of the absentee is available.

<i>Indian Medical service.</i>	Rs.
(i) For a native regiment or a detachment, reservists of the native army attached to a regiment for training, consisting numerically of not less than a regiment.	100
(ii) For a wing of a native regiment or a detachment or reservists, as above, of not less strength than a wing.	75
If held by an officer already holding a medical charge or staff appointment (including civil surgeons).	
(iii) For a native mountain battery	50
(iv) For the F. G. A. at Kohat	25
(v) Malwa Bhil Corps and 42nd Deoli Regiment (drawn by the agency surgeons of Bhopawar, and Haraoti and Tonk respectively).	100
(vi) The 44th Merwara Infantry, (drawn by the civil surgeon, Ajmere).	100
(vii) The Viceroy's Bodyguard	100

(viii) For the charge of Imperial Service troops as under :—	Rs.
(a) For a regiment of cavalry or infantry the established strength of which is not less than 500 or 600 respectively.	85
(b) For a wing of a cavalry or infantry regiment of above strength or of a whole regiment the established strength of which is less than at (a) provided the numbers actually present are not less than 250 or 300 respectively.	65
(c) For a detachment of all arms of not less than 380 men.	75
(d) For a battery of artillery or company of sappers	25

Note.—Camel corps and transport corps will be reckoned as infantry.

	When in substantive or acting charge of a regt. or wing N. cav. or inf.	When in substantive charge of less than a wing of N. cav. or inf.
	Rs.	Rs.
(ix) For a regiment of british cavalry or infantry consisting of not less than 3 squadrons or 6 companies.	150	100
(x) For each half-squadron or company when under 3 squadrons or 6 companies.	20	15
(xi) For each battery or company R.A.	20	15

Note 1.—No allowance is granted for the sole or substantive medical charge or additional charge of native cavalry or infantry less than a wing or of Native artillery, other than with the head-quarters of a battery.

Note 2.—No allowance is granted for the additional charge of British troops of less strength than a battery, half-squadron or company.

(d) Temporary charge allowances.—When the officer holds no substantive appointment or permanent medical charge :—

Indian Medical Service.

(i) For a native regiment, wing or battery as for additional charge [para. 11 (b)].

(ii) For British troops proceeding from one station to another. Rs.

For a regiment 100

For a wing or detachment consisting numerically of not less than a wing. ... 75

For a battery or company of R. A. or any number of British troops less than a wing but not less than a company. 50

N.B.—Wing means half a regiment of cavalry or battalion of infantry. In the case of a detachment or of detachments taken together composed of cavalry and infantry a wing may be taken to mean 380 men.

Para 13. Temporary field appointments.

In addition
to Indian
pay of rank
and branch.

(c) Medical—

Rs.

Collateral medical charge of staff and departments of military units.	{	For a division ...	100
		For a cavalry brigade or	50
		brigade of all arms on the lines of communications.	

	Rs.
Medical charge of a general hospital of less than 500 beds.	400
Medical charge of a field hospital, to officers of the I. M. S. for each section under the conditions given in para. 154.	100

P. M. O. and sanitary adviser, lines of communication.
(Colonel), Rs. 1,800 consolidated.

Note 1.—When a field hospital is mobilised, but does not proceed on service, the M. O. holding charge of it as a collateral charge will be allowed one-fourth the ordinary charge allowance for the additional duty.

Note 2.—The duties of base M. O. are performed by a M. O. doing duty at the base without extra pay.

Rs.

P. M. O. (when the administrative duties are not of sufficient importance to warrant the appointment of a colonel).	1,600 consolidated.
P. M. O. of a general hospital of 500 beds.	
Secretary to P. M. O. of an army of two or more divisions.	500 in addition to pay of rank.
Sanitary officer (see note 1, para. 155 <i>d</i> .) ...	400 do. do.

When an officer is required to retire or vacate an appointment on attaining a specified age, the retirement, etc., will have effect from and including the day on which he attains that age.

Para. 16.

The staff salary of an appointment cannot, under any circumstances, be drawn by two officers at the same time, but in certain cases compensation is granted for loss of staff pay.

Para. 17.

Except where otherwise stated, an officer is not entitled to the staff salary of an appointment before assuming charge, unless he is specially permitted by Government to draw it.

Para. 18.

Note.—In the case of appointments made by the C.-in.-C. the sanction of Government need not be obtained to an officer being considered to have joined his permanent appointment, if prevented from so doing by the exigencies of the service.

A commissioned medical or other military officer holding a civil appointment on consolidated pay which is less than his military pay, receives the difference between his civil and military pay only if he is prevented from resigning his appointment for reasons approved by the G. of I., and when the difference is allowed it is drawn from the department disbursing his pay.

Para. 19. An officer holding a permanent appointment who, while acting in another appointment, proceeds on leave in or out of India, is not required to rejoin his permanent appointment to give him a claim to its half staff salary during his absence if otherwise entitled thereto.

Para. 22. Full staff pay is continued to an officer holding a permanent staff appointment :—

- (a) When temporarily or permanently transferred on the public service to a staff appointment elsewhere, during the necessary time occupied on the journey and for the period of the return journey if the transfer was only temporary. During these periods the arrangements made to carry on the duties temporarily in his original appointment will not carry any extra staff pay.
- (b) When detached on separate duty, provided no officer is appointed to act in his room and that he holds no paid appointment during his temporary absence until he resumes his appointment.

[See paras. 140, and 153.]

Para. 26. Half staff pay is continued to an officer holding a permanent staff appointment :—

(a) During general leave in India.

(b) While undergoing a recognised course of instruction if an officer is appointed to act for him, but on one occasion only. Full staff pay may be drawn provided no extra expense to the State is thereby incurred.

Para. 103. All administrative offices and all employment of officers of the I. M. S. involving the receipt of staff salary are considered staff appointments, while all appointments below the rank of P. M. O. of a division or brigade are tenable alike by lieutenant-colonels, majors, captains and lieutenants.

Para. 105. In the absence from the station of a surgeon-general or colonel on duty or otherwise, or on a vacancy in the office before the arrival of a duly appointed successor, the senior medical officer on the spot will take charge of the current duties of the office but without vacating any charge he may be holding and he will be allowed for the additional duties, until the date a duly gazetted officer with permanent or temporary rank joins, the available staff salary of the appointment provided that his total emoluments do not exceed the full consolidated salary thereof.

Para. 112. The service of officers towards the periods qualifying for the higher rates of pay is to be reckoned from the date of first commission, and includes all leave of whatever kind with or without pay.

No officer, however employed, can draw more than the grade pay of his rank until he shall have passed the L. S. Hindustani, unless exempted under A. R. I., Vol. II, from passing any qualifying test in Hindustani, but see note 1 to para. 155 (d).

The minimum allowance for the additional and the temporary charge of a regiment, which is Rs. 100 per mensem, is regardless of the amount available from the salary of the absentee. But if the half staff pay of the absentee is more than Rs. 100 and is available, it will be drawn under the usual rules for acting appointments.

An officer officiating in medical charge of a native regiment in a leave vacancy will, if the permanent incumbent is promoted to a higher rank while on leave, receive a moiety of the staff salary of his officiating appointment at the higher rate from the date of such promotion.

Officers on study leave will receive ordinary furlough pay with lodging allowance of 4s., 6s., and 8s. per diem in addition for lieutenants, captains and field officers respectively.

When an officer holds the additional medical charge of troops and followers, other than regimental followers, the strength of non-combatants and combatants should be combined, and his medical charge allowance should be regulated by the scale laid down for combatants, or that for non-combatants, according as the majority of the men forming the charge belong to the first or second of these classes. In calculating the remuneration admissible under para. 11(b) 1,000 or

more followers shall be considered equivalent to a regiment, 500 followers to a wing, and 125 followers to a company.

Note.—Such clerks and agents of the S. and T. Corps as would usually be treated in a followers' hospital form part of the charge of the officer in medical charge of public followers, unless they distinctly belong to the charge exercised by another medical officer.

An officer holding no specific appointment may be appointed *pro tem.* to the medical charge of a native regiment, if the permanent medical officer is temporarily withdrawn for any employment in which he draws no portion of the staff salary of his regimental appointment.

Para. 118. An officer directed to afford medical aid to a regiment, or wing in addition to his own duties, during the period the medical officer of the regiment or wing may be sick in quarters, shall receive additional charge allowance for the whole period of extra charge.

Para. 119. An officer holding permanent medical charge of a native regiment, and transferred to the officiating medical charge of another regiment, will receive the same salary as with his permanent appointment.

Para. 120. The pay of an officer transferred from one regiment to another on public grounds, as also that of the officer succeeding him, will, while in transit, be governed by the rule in para. 25(a). But if the officer who succeeds him already holds a medical charge, he will be entitled to the additional charge allowance from the date he enters on the duties. But if the transfer is not on public grounds, an officer will draw during transit the grade pay of his rank.

The emoluments of a medical officer officiating for a medical storekeeper absent on privilege leave, will be regulated under civil rules.

Para. 122.

The rule in para. 25(a) is applicable to officers holding permanent staff appointments when proceeding on and returning from field service, and to the officers performing their duties temporarily during the period of transit. When an officer joins his field appointment he draws the full staff pay fixed for that appointment (which amount is charged to the field appointment) and the full staff pay of his permanent post in cantonments is admissible to his *locum tenens*.

Para. 140.

When an officer holding a staff appointment on field service is placed on the sick list, the general rule in A. R. I., Vol. II, applies. He vacates his appointment altogether if invalided.

Para. 141.

An officer holding a staff appointment, who may be incapacitated by wounds received in action, is allowed to draw the half staff pay of his appointment and compensation for the other half for a period not exceeding three months, or for so long as the appointment may last within that period, whether he quits his station or not : after which if still incapacitated he will be considered as absent from his appointment on m. c. and be entitled to half staff pay only. In either case the acting officer will draw a moiety of the staff pay.

Para. 142.

The salaries of officers of the I. M. S. withdrawn from their permanent appointments for employment on active service when

Para. 153.

not holding appointments to which staff pay is attached and of officers acting for them are regulated as follows :—

- I. An officer withdrawn from a regiment will be allowed the consolidated salary he was previously drawing (including horse allowance if withdrawn from a cavalry regiment, provided the horses have actually been maintained) from the date of his handing over charge to the date of his resuming it, provided he is not in the meantime transferred to a permanent appointment carrying higher allowances.
- II. An officer withdrawn from a civil appointment will be allowed a consolidated salary equal to that of his grade when in charge of a regiment, whenever the total of his grade pay plus the half staff of his civil appointment is less than such consolidated pay, from the time of his handing over charge to the date of his rejoining without delay after his services are no longer required in the field.
- III. An officer acting for another withdrawn from the charge of a regiment or from a civil appointment will be allowed the half staff pay of the permanent incumbent, provided this is not less than Rs. 100 per mensem.
- IV. The allowances to be drawn by an officer who, whilst holding a permanent appointment, military or civil, has taken furlough, and on return is ordered to join a field force, without being able first to rejoin his appointment, will be regulated by the usual rule requiring an officer to rejoin to entitle him to the full staff pay of his appointment. In special cases, however, where the exigencies of the service prevent such a course the officer will be allowed the full consolidated salary from

the date of his receipt in India of the order directing him to proceed on field service. In the case of an officer in civil employ, this consolidated salary will be as at II above.

- V. An officer withdrawn from an acting appointment (as the charge of a regiment, or civil post) will forfeit his acting allowances, as his primary duty is military service.

Officers of the I. M. S. when in medical charge of field hospitals will, when field service concessions are allowed, be granted Rs. 100

Para. 154. per mensem as laid down in para. 13(c) for the charge of each section of a field hospital, under the following conditions :—

- (a) The allowance will be drawn with his grade pay.
- (b) It will not be admissible in addition to any other staff pay or charge allowance (except staff surgeon's allowance) drawn in the field.
- (c) If, in any case, the emoluments, under clauses (a) and (b), of an officer holding charge of one or more sections, are less than what he would draw if only attached to the hospital for duty, he will receive the latter and the section charge allowance will lapse.
- (d) The allowance will be payable to the officers actually holding charge of each section, but when several sections are together, the whole amount admissible will be paid to the officer placed in charge of all the sections present.

Para. 155. The monthly rates of Indian pay are as follows :—

(d) Indian Medical Service—

(i) Unemployed pay (administrative ranks).				Rs.
P. M. O. His Majesty's Forces and Surgeon				
General	1,200
Colonel	1,000
(Other ranks)—				
Captain	475
Lieutenant	420
(ii) Grade pay—				
Lieutenant-Colonel specially selected for increased pay	1,000
Lieutenant-Colonel		900
Major	650
After 3 years' service as Major	750
Captain	400
After 5 years' total service	450
Do. 7 do. do.	500
Do. 10 do. do.	550
Lieutenant	350
(iv) Specialist pay to officers below the rank of Lieutenant Colonel appointed to certain posts				
	60

Note 1.—The I. M. S. rates of pay will be drawn by all medical officers in receipt of staff salaries and by officers of the I. M. S. holding no specific appointment.

Note 2.—The grade pay of a lieutenant-colonel and major includes allowance for one horse.

Note 3.—A specialist pay is admissible to an officer during (a) recreation or temporary leave and b privilege leave (whether taken alone or as part of combined leave up to a limit of 60 days: it cannot be drawn by the absentee during any other kind of leave.

For each charger that an officer is required to keep up an allowance of Rs 30 per mensem is authorised.

Para. 261.

Note 1.—The consolidated salary of an officer of the I. M. S. below the rank of major, or that portion of it available for an officiating incumbent, does not include horse allowance.

Horse allowance is included in the Indian pay of the following officers, who are not required to furnish certificates of the number of horses actually maintained.

*	*	*	*	No of horses.
Medical field officers	I	

Horse allowance, as a separate item, is admissible to officers holding the following appointment for the number of chargers stated against each appointment:—

Medical officer in charge of Loralai outpost .. 3

Horse allowance for one horse, as a separate item, is admissible to an officer not already in receipt of horse allowance, and provided a horse is maintained, in any of the following circumstances:—

(h) To a medical officer of the rank of Captain or Lieutenant doing duty with troops who are marching from one station to another or are encamped on account of sickness or for musketry or artillery practice or employed during peace manœuvres.

(j) To a medical officer in charge of the details of native troops at Cherat, Chupri, Jalojai and Pubbi, if not in receipt of any additional charge allowance other than that of Rs. 10 per mensem authorised in para. 11(c) III and horse allowance is not included in his Indian pay of rank.

(v) To the medical officer in charge of a cantonment hospital, provided a horse is certified to be necessary (payable from cantonment funds).

(u) To the medical officer performing the duties of staff surgeon, Jhansi.

Horse allowance, when authorised under the preceding rules, is admissible from the date on which a horse is actually maintained

Para. 267.

by the officer concerned after receipt of orders to hold himself in readiness to proceed on the duty which gives him a claim to the allowance, and is continued until date of joining the station to which he is posted on termination of the duty for which it is authorised.

A medical officer in charge of a native cavalry regiment draws the following horse allowance irrespective of the number of chargers

Para. 273.

actually maintained :—

If a lieutenant-colonel or major for 3 horses—Rs. 90 p. m.

If a captain or lieutenant for 2 horses—Rs. 60 p. m.

Note—The allowance is continued during leave of absence in India if another medical officer is not appointed to the regiment. But if an officer is appointed and is of the same grade, the absent officer forfeits his horse allowance; but if he is of junior grade the absent officer draws the allowance for the number of chargers of his grade, less the number the junior officer is entitled to.

Horse allowance is inadmissible to a second medical officer with a native cavalry regiment without the special sanction of the

Para. 274.

G. of I., but a medical officer of the R. A. M. C. or I. M. S. appointed temporarily to the medical charge in addition to his own duties, will be granted horse allowance for the additional horse or horses maintained and certified by the O.C. the regiment to be actually necessary for the performance of the temporary duty.

Horse allowance, when authorised for field service, is admissible on the same condition and from the same date as laid down in para. 267 and is continued until date of joining the station to which an officer is posted on return from field service. If an officer is invalided from field service owing to wounds or ill health, the allowance will be continued to the date he reaches the station at which he first avails himself of the leave granted him, provided a horse is actually maintained.

Para. 276.

Horse allowance, as a separate item, is authorised for the following officers on field service, for the number of chargers shown against each :—

Para. 277.

Medical officer of the rank of captain or lieutenant ; an officer in possession of a charger on field service and transferred for duty in a hospital ship will receive the allowance for three months, provided a charger is maintained.

A monthly local allowance is admissible to all officers (including medical) below the rank of field officer on permanent, military duty in the following places, however employed :—

Para. 278.

	Rs.
Silchar and Manipur.. .. .	50
Sikkim	60
Dibrugarh, Kohima, and Shillong	75
British officers of the 72nd, 89th to 93rd Infantry and 1-10th Gurkha Rifles are entitled	

Para. 280.

to a local allowance of Rs. 100 per mensem whilst present with their regiments in Burma.

Note 1.—The allowance will be continued up to a limit of three months, whether in or out of Burma, while attending a course of military instruction or on detached duty actually connected with the regiment including recruiting. But is inadmissible when on leave or during permanent or officiating employment on the staff or in a department.

Note 2.—The allowance is admissible under similar circumstances to medical officers serving with these battalions, whether permanent or officiating, provided in the latter case that the allowance is not being drawn by the permanent incumbent.

The following officers holding appointments in a presidency town, if not provided with public quarters or with camp equipment, are entitled to presidency house rent :—

- (a) Colonels of the medical service attached to presidency districts.
- (c) Medical staff officers in receipt of salaries not exceeding in the aggregate Rs. 1,400 per mensem.

Para. 292. The following are the monthly rates of presidency house rent :—

If drawing Indian army pay with staff pay.

Colonel or brevet-colonel	Rs. 125
Lieutenant-colonel	„ 125
Major	„ 100
Captain	„ 75
Subaltern	„ 40

An officer entitled to receive house rent when stationed at a presidency town will, if he occupies public quarters, forfeit his house rent and pay the authorised rent for such quarters.

Para. 289.

Para. 295. Presidency house rent is not admissible to :—

- (a) A medical officer who, on first appointment to India, may be detailed to do duty at a presidency town.

Para. 336.

Recreation, Temporary and Privilege Leave.

During such leave an officer receives the same pay and staff pay or command allowance, or the same consolidated salary, as when present at duty. But if he fails to rejoin his appointment within the period of such leave, or the period of absence is converted into other leave, his pay and staff pay or command allowance will be adjusted accordingly.

Officers granted combined leave not exceeding 8 months

Para. 341.

under the provisions of A. K. I., Vol. II, will receive full emoluments for the period which is on privilege leave and for the remaining period the rates of leave pay admissible under the Indian military leave rules to which they individually are subject. Extension of leave beyond 8 months involves the conversion of the whole of the combined leave into ordinary leave and refund of the excess pay drawn for the period on privilege leave.

Leave Rules of 1886 for the Indian Army.

Para. 358.

An officer may be granted :—

Privilege leave under such regulations as may from time to time be in force.

Leave out of India for no longer period than one year at a time, capable of extension to two years' absence from duty. * * * *

Leave in India for no longer period than one year at a time on full military pay and half staff pay of appointment.

No extension of leave involving absence from duty for

Para. 359.

more than two years, whether taken in or out of India, can be granted except on specially urgent grounds and without pay.

Note 1.—Absence from duty is reckoned from the date of being “struck off duty” to date of rejoining appointment or regiment.

Para. 360. An officer who is prevented by ill health from returning to duty within the maximum period of two years’ absence will, unless specially granted an extension of leave without pay, be placed on temporary half pay or on the retired list, as the circumstances of the case may require. An officer will also be liable to be placed on half pay or on the retired list should his health require an undue amount of leave whether in or out of India. This power will be exercised by the G. of I. at the instance of the authority empowered to sanction the leave if the officer be in India, or, if he be at home, by the S. of S. for India.

Note.—If an officer recommended for leave out of India on m. c. is found to have taken an undue amount of leave in the past on account of his health, his case should be specially reported for the consideration of the S. of S. for India, without the grant to him of any specified period of leave.

Para. 361. All leave in or out of India counts as service for pension.

Para. 362. Leave, whether in or out of India, does not involve forfeiture of appointment, and may be granted at any time but solely at the discretion of the sanctioning authority

Para. 363. The half staff pay of any appointment is included in the absentee’s fixed sterling rate of pay, only the remaining staff pay is, therefore, available for an officer officiating for him.

Para. 364. The I. A. leave rules of 1886 apply to officers of the I. M. S. in military employ, who were admitted to the service after

the 30th June 1886, and to those medical officers who are entitled to elect them, with the following modifications in rates of pay on leave out of India :—

After appointment	£250 a year.
After commencement of 10th years' service		£300	„
	for pension.		
Do.	do.	15th	do.
			£450 „
Do.	do.	20th	do.
			£600 „
Do.	do.	25th	do.
			£700 „

An officer granted leave out of India receives Indian pay and half staff pay from the date he is “struck off duty,” which is the day following the date of relief, up to and for the date prior to that of embarkation from India, and from the date of landing (inclusive) on return to India to that of rejoining his appointment ; provided in any case that the limit of two years' absence from duty is not exceeded.

Tentage is an allowance from which officers are required to provide and maintain their own tents and camp equipment, and to pay for its carriage when moving by road. The tentage included in the consolidated salary of the appointments mentioned and in the Indian pay of the several ranks is as follows :—

				Rs.
Lieutenant-colonel	150
Major	120
Captain	75
Subaltern	50

Officers while under medical treatment and dieted in
 Para. 379. a military hospital, will be charged as follows :—

When on field service, or in hospital on
 account of wounds received in action .. per day Re. 1
 Otherwise Rs. 2

Note.—The daily charges include the cost of diet, medical comforts, special accommodation, fuel, light and punkha pullers.

Para. 726. The rates of retired full pay of officers of the I. M. S. are as follows :—

	Per annum.
	£
After 17 years' service ..	300
„ 20 „ „ ..	400
„ 25 „ „ ..	500
„ 27½ „ „ ..	600
„ 30 „ „ ..	700

An officer of the I. M. S. incapacitated for further
 Para. 727. service in India on account of unfitness caused by duty may, after he has been two years on the temporary half pay list, be granted an invalid pension according to the following scale :—

	Per annum.
	£
After 12 years' pensionable service ..	192
„ 13 „ „ „ ..	212
„ 14 „ „ „ ..	232
„ 15 „ „ „ ..	252
„ 16 „ „ „ ..	272

In addition to the pension for length of service laid down in para. 726 the following pensions are granted to surgeon-generals and colonels. A maximum period of 8 months' leave, in or out of India, may be included in the qualifying periods:—

						Per annum.
						£
Surgeon-general after 3 years' active service as such ..						350
Colonel	..	5	250
Do.	..	3	125

Para. 730. Medical officers will be placed on the retired list when they attain the following ages:—

				Years.
Surgeon-General and Colonel	60
Other officers	55

Lieutenant-colonels specially selected for increased pay, if physically fit and reported to be efficient, may, with the sanction of the G. of I, be permitted to remain in the service beyond the age of 55 until they complete 30 years' service. Such officers, however, will not be eligible for the special extra pension of £100 per annum under para. 744. In any other special case an officer may, if advantageous to the service and subject to the sanction of the S. of S. for India, be continued in employment.

The period passed by a medical officer at the army medical school in England reckons as service towards full pay pension.

Para. 732. Service in India counts from date of first arrival.

Note.—Officers entering the I. M. S. after the 30th June 1890, reckon service for pension continuously from the date of passing out of the medical school at Netley, but those admitted on and after the 1st September 1902 reckon service for pension from the date of their commission. A lieutenant on probation who is seconded while holding a resident appointment in a recognised civil hospital in England reckons such period up to a maximum of one year towards service for pension.

An officer who entered the I. M. S. on or after 11th September 1890, and who may retire on pension before completing 30 years' service is liable, till he completes 55 years of age, to be recalled to duty in case of any emergency.

Para. 733. A medical officer not entitled to pension but who, at the expiration of two years' leave of absence on m. c., is unfit to return to duty will be placed on temporary or permanent half pay after examination by the medical board at the India Office. The half pay granted in such a case will be the British rate of half pay as laid down in the R. W. The period passed on half pay will not be reckoned as service for promotion or for pension on retirement except in the case of officers whose transfer to the half pay list was due to medical unfitness caused by military duty, who will, on restoration to full pay or on retiring direct from the half pay list, be allowed to reckon up to one year of the time spent on half pay for promotion and pension.

Good service pensions amounting to £5,000 a year are distributed among the officers of the Indian Army. The maximum pension admissible to any officer is £100 a year payable in England (or Rs. 1,000 a year in India at the option of the recipient), but pensions of less amount may be granted in the first instance and increased at any time before retirement.

Para. 744.

Officers of all ranks including * * * officers of the I. M. S. are eligible for these pensions on the recommendation of the G. of I.

Para. 745.

Subject to the following exceptions, officers who joined the * * * I. M. S. before the 1st of July 1881, retain the good service pension if placed on half pay and on retirement.

Para. 746.

- (i) It will be relinquished by * * * Administrative officers who retire with additional pensions of £350 or £250 a year.

In the case of Colonels of the I. M. S. who retire with additional pensions of £125 a year, it is limited after retirement to £50 a year.

- (i) Officers who joined the * * * I. M. S. after the 30th June 1881, will, subject to the following limitations and exceptions, retain this pension after retirement. It will be relinquished by administrative officers of the I. M. S. who retire with additional pensions of £350 or £250 a year.
- (ii) It will be limited to £50 a year in the case of * * * colonels of the I. M. S. who retire with additional pensions of £125 a year.
- (iii) It will be limited to £60 a year in the case of all officers who retire on the highest ordinary Indian pension, i.e., £700 a year.
- (iv) An officer retiring on a pension of less than £700 a year, retains such amount of his good service pension as together with his retiring pension does not exceed £760 a year.

An officer who has received in action bodily injury certified by the military medical board to be equivalent to the loss of a limb may, in the first instance, be allowed a gratuity of 12 months' full pay * of the appointment held by him at the time of his injury.

Para. 748.

An officer who has received a wound in action which has occasioned the loss of an eye or a limb, or the use of a limb, may, in the first instance, receive a gratuity of one year's full pay * of the appointment held by him at the time of his wound. An officer who has lost a limb, in the above circumstances, may also be granted such sum as the P. M. O., India, deems sufficient to defray the cost of an artificial limb.

Para. 749.

An officer who has received in action a bodily injury, certified by the military medical board to be very severe though not equivalent to the loss of a limb, may be allowed a gratuity of from 3 to 12 months' full pay * of the appointment held by him at the time of the injury.

Para. 750.

For the award of gratuity under paras. 748 to 750, the full pay * * * * of officers of the I. M. S. is the English rate of pay of rank authorised in para. 155(e) as under :—

Para. 751.

			£	s.	d.
Surgeon-general p. d.	2	0	0
After 25 years' service	..	„	2	5	0
Colonel	..	„	1	8	0

* The term "full pay of the appointment" refers only to the appointments and rates of pay mentioned in the R. W. and not to staff appointments or regimental appointments with native troops or their rates of pay specified in these regulations.

			£	s.	d.
After 25 years' service	..	p. d.	1	10	0
" 30 " "	..	"	1	14	0
Lieutenant-colonel	..	"	1	2	0
After 25 years' service	..	"	1	5	0
Major	..	"	0	15	0
After 15 years' service	..	"	0	18	0
Captain under 5 years' service and lieutenant.	..	"	0	10	0
Captain after 5 years' service	..	"	0	11	6
" " 10 " " " "	..	"	0	13	0

From the expiration of one year from the date of the wound or injury an officer referred to in paras. 748 and 749 may, subject to the conditions laid down in the following paras., be granted a temporary pension, or in the case of the loss of an eye or a limb in consequence of such wound or injury, a permanent pension on the following scale according to his rank at the time of being wounded :—

			Annual pension.
			£
Colonel or Lieutenant-colonel	..		300
Major	200
Captain	100
Lieutenant	70

If the wound or injury be reported by a military medical board to be equivalent to the loss of a limb the pension shall be granted temporarily and be renewable from year to year according to subsequent reports of a military medical board. If the temporary pension be renewed for five years and the bodily disability continue, the pension may, at the discretion of the S. of S., be made permanent.

If on, or after, the expiration of the period for which a gratuity has been awarded to an officer under para. 750, the injury be certified by the military medical board likely to be permanent in its effects, the officer may be granted a temporary pension at half the rates prescribed in para. 752 ; such pension shall be renewable from year to year, according to subsequent reports of the military medical board. If the temporary pension is renewed for five years and the bodily disability continues, the pension may be made permanent.

Para. 754. An officer may be recommended for a gratuity and a pension for each limb or eye, the loss of the use of which was caused by a wound received in action.

Para. 755. If an officer of the regular forces or volunteers loses, through the performance of military duty, otherwise than in action, a limb or an eye or sustains any other injury reported by a military medical board as likely to be permanent and of a very serious nature, he may be recommended for a pension not exceeding that shown below. The rate of pension and the period of its continuance shall be determined by the merits of each case, special regard being had to the fact of the injured officer being or continuing to be disabled, or otherwise, from the performance of his duties, and to the degree of contributory negligence (if any) attributable to him. The pension shall be subject to the same conditions as are applicable to officers injured in action.

	Maximum pension.
Colonel or lieutenant-colonel ..	£250 a year.
Major	£150 "
Captain	£75 "
Lieutenant or 2nd-lieutenant ..	£50 "

In cases in which less than the maximum rate of pension has been granted to an officer while serving, the S. of S. may, under exceptional circumstances, increase such pension to a rate not exceeding the maximum, on the officer's retirement from the service.

If an officer of the regular forces or volunteers sustains, through the performance of military duties, otherwise than in action, an injury reported by a military medical board as severe and likely to be permanent but not so severe as to entitle him to a pension under the preceding para., he may, at the discretion of the S. of S., be allowed a gratuity of from 3 to 12 months' pay of the appointment held by him at the date of his wound.

The amounts awarded as wound gratuities to officers of the British and Indian armies will be issued in Indian or British currency, according as the officer may be resident in India or in England at the date of payment. A wound or injury pension may, in the case of an officer residing in India, be drawn at his option either in India or through an agent in England, but after election has once been made no change of place of payment will be permitted.

No claim to a gratuity or pension shall be entertained unless the officer shall apply for it within five years after being wounded. Should a claim, which is barred by lapse of time, be submitted the officer is not to be permitted to appear before a medical board without the special sanction of the G. of I.

In cases where considerable delay (not exceeding five years) has occurred in making application for a wound or injury pension, the pension if granted will have effect only from the date of the medical board's report. Any exceptional case will be dealt with specially.

A pension is not granted for the loss of an eye due to a wound received in action, unless
 Para. 762. loss of vision occurs within five years from the date of the wound and is solely attributable to such wound.

A pension for a wound or injury may be held with any other pay and allowances to which
 Para. 764. an officer may be entitled, and may be granted to, and may continue to be held by, any officer after leaving the service.

When an officer in receipt of a wound or injury pension proceeds to England his L. P. C.
 Para. 765. must show whether his pension is temporary or permanent, and if the former the date on which it is to cease, unless renewed, must be stated.

If an officer's claim to wound or injury gratuity has been made and reported on by a medical
 Para. 766. board, and if there is sufficient evidence to show that it is valid, the gratuity will be paid to his estate, in the event of his death before payment has been actually made.

The widow and family * * * of a medical officer may be granted pensions and gratui-
 Para. 770. ties by the G. of I. in accordance with the rules for the British service contained in the R.W. in force at the time being. A declaration of widowhood (I. A. F. A-305) and a statement of the means of support (I. A. F. A-311) must be attached to each application. The statement of means of support is not, however, required in the case of pensions and gratuities in the family of an officer whose death was due to field service.

Gratuities to the families of staff, regimental and departmental officers of the Indian Army who are killed in action

or die of wounds received in action within two years after having been wounded, are granted on the following scale according to the rank by which the pension to the officer's widow is determined.

	£
For the widow of a Colonel :—	.. 600
Lieutenant-colonel	.. 400
Major 300
Captain 250
Lieutenant .	.. 140
2nd-lieutenant	.. 100

For each child one-third of the above amounts.

Pay of Native Ranks.

Para. 907.

Indian Subordinate Medical Department Hospital Assistant Branch.

Designation	Pay.	Extra pay.*	Field allowance. (c)
	Rs.	Rs.	Rs.
Senior Hospital Assistants(a)			
" " " 1st class	70	30	15
" " " 2nd "	55	25	15
Native Warrant Officers (a)			
Hospital Assistants 1st class	40	20	10
" " 2nd "	30	10	5
" " 3rd "	20	5	5

Native Military Medical Pupils (b) (d).

All pupils entering the medical schools on or after 1st April 1906, will receive, during the four years of their instruction, stipends at Rs. 7 p. m. plus Rs 2 p. m. for English qualification.

*For English qualification.

(a) For compensation in lieu of quarters, see Vol. III, Appx. VII.¹

Only 75 per cent of salary is allowed on leave in excess of 60 days' full pay leave (salary includes pay, extra pay for English qualification and compensation for quarters when the H. A. elects not to retain his quarters).

(b) Each native military medical pupil (including ward orderly), when not provided with quarters will receive a hutting allowance at annas 6 p. m.

(c) Field allowance is admitted—

(1) When travelling on duty, on field or foreign service, and while in camp on account of sickness amongst troops or followers.

The allowance is inadmissible while at or moving to or from camps of instruction.

(2) When serving at Port Blair, Aden and Burma (except at the medical store dépôt, Rangoon, where Burma local allowance at 50 per cent on pay is allowed in lieu).

(3) When attached to the Viceroy's Bodyguard, the Governor's Bodyguard, Madras, or to the 2nd S. and M.

(d) A ward orderly admitted to a medical school receives regimental pay and allowances.

(¹) Senior hospital assistants and hospital assistants are entitled to Rs. 8 p.m. for compensation in lieu of quarters with 50 per cent extra in presidency towns.

The principles under which the G. of I. are prepared to

Letter No. 974 Camp,
dated 27th February
1908, from P. M. O., In-
dia, to G. O. C., Derajat.

consider the claims of military hos-
pital assistants to an allowance of
8 annas a day for plague work in
cantonments are as follows :—

- (a) When employed exclusively and expressly on
plague duty, on account of the unusual risk
involved.
- (b) When employed on exceptional plague work, in
addition to their ordinary duties, which is con-
sidered to be entirely separate from and outside
the sphere of the hospital assistant's ordinary
duties.

The retention by a hospital assistant of his quarters

Letter No. 1770 B,
dated 9th June 1908,
from Q. M. G. in India to
G. O. C., Mhow Division.

when proceeding on privilege leave,
is purely a privilege, and if they are
voluntarily given up there can be no
possible claim to compensation.

Cancels above ruling and forwards D. M. S. letter

Letter No. 3957 B,
dated 9th December,
1908, from Q. M. G. in
India to G. O. C., Mhow
Division.

No. 1688 M. W. dated 9th July
1908, which lays down that hospital
assistants are entitled to compensa-
tion under A. R. I., Vol. I, para
907 (a) while on leave if they vacate

their quarters.

Army Bearer Corps.	Pay.	Extra duty pay.	Batta.
	Rs.	Rs.	Rs.
Pay Havildar }	regimen- tal.	10	...
Pay Naik }		5	...
Sirdars (a) (b) ...	9	...	1
Mates (a) (b) ...	8	...	1
Bearers (a) (b) ...	7	...	1

(a) Local allowances.

To sirdars, mates and bearers—

	Rs.	a.
While serving at Colaba (Bombay) ...	2	0
While serving in the Aden Brigade. }		
While serving in the Assam Bri- gade (except at Kohima and Manipur). }	1	8
While serving in Burma, the Quetta Division (except the Karachi Bri- gade and Jacobabad), Sikkim beyond Darjeeling. }	25 % on pay.	

(b) Batta is admissible while serving in the hills in the Eastern and Northern Commands and at Wellington—(see para. 972).

(c) One bearer clerk is allowed per company receiving Rs. 18 extra duty pay.

Followers, Native Troops.

Para. 918.

I. Bengal and Punjab Troops and Local Corps.

Note.—These rates apply also to the reconstituted Madras Infantry and the late Hyderabad Contingent Infantry. Bhisties and cooks however in the reconstituted Madras Infantry receive Rs. 7 and Rs. 6 p. m. respectively while serving in the Secunderabad Division and Belgaum.

	Pay.	Batta.
	Rs. a.	Rs. a.
Bhisties (regtl. and hospital) ..	5 0	1 0
Do. hospital (Kohat Bde.)	6 0	..
Do. Assam district (5) ..	7 0	..

Bhisties, Nepal escort and native troops at Fort Willam, Alipore and Barrackpore ..	6	o	1	o
Cook (regtl. and hospital), native mountain batteries and experimental balloon section, S. and M. ..	5	o	1	o (1)
Cook hospital (Kohat Bde.) ..	6	o	..	
Langri, or cook (regtl. and hospital) ..	5	o	1	o (1)
Langri, reconstituted Madras Infy. and native troops at Fort William, Alipore and Barrackpore ..	6	o	1	o (1)
Langri, Assam Brigade (5) ..	7	o	..	
Sweeper (regtl. and hospital), Northern Command, Viceroy's Bodyguard and Nepal escort ..	5	o	1	o
Sweeper, hospital (Kohat Bde.)	6	o	..	
Do. I. S. M. Corps, Calcutta	7	o	1	o
Do. Assam Brigade (5)	7	o	..	
Do. native troops at Fort William, Alipore and Barrackpore .	6	o	1	o
Sweeper, other stations, etc., Eastern Command, and other units ..	4	o (7)	1	o
Ward servant, Viceroy's Bodyguard ..	5	o	1	o

Bhisties and sweepers and the ward servant of the Vice-roy's Bodyguard receive batta when serving in the hills.

(1) Batta is admissible only on field service.

(5) Re. 1-8 Assam local allowance in addition to pay while serving in the Assam brigade.

(7) Sweepers of infantry regiments of the late Hyderabad Contingent serving at Bolarum, Aurangabad and Ellichpore are allowed pay at Rs. 6-8 p. m. each

II. Madras troops, except reconstituted Madras Infantry, late Hyderabad Contingent Infantry and Burma Battalions.

		Pay.		Batta.	
		Rs.	a.	Rs.	a.
Bhisti	..	7	0	1	0 (4)
Do. Upper Burma (2)		7	8	..	
Do. I. S. M. Corps at Rangoon		10	0	..	
Cook	..	6	0	1	0 (4)
Sweeper (regtl. and hospital)	..	Nerrick		..	(5)
Do. I. S. M. Corps at Rangoon		10	0	..	
Toty (regtl. and hospital)	..	Nerrick		..	
Do. S. M. Corps at Rangoon	..	10	0	..	

Burma Battalions of Madras Infantry (1)

Bhisti (regtl. and hospital)	..	10	0	1	0 (4)
Sweeper (regtl. and hospital)	..	9	8	1	0 (4)
Cook (regtl. and hospital)	..	10	0	1	0 (4)

No. 15 (Burma) Company Sappers and Miners.

Bhisti (regtl. and hospital)	..	9	0	..	
Cook (regtl. and hospital)	..	12	0	..	
Sweeper (regtl. and hospital)	..	9	0	..	

(1) Followers enrolled in India for service with these regiments, are entitled to subsistence allowance at the rate of 2 annas p. d. from the date of enrolment to the date of joining their appointments.

(2) Plus Burma allowance at 25 per cent. on pay.

(4) Admissible only on field service.

(5) Hospital sweepers draw the same rate of pay as regimental sweepers serving with the unit concerned.

(6) Hospital toties attached to Madras regiments are entitled to batta at Re. 1 a month when on foreign service.

(III) Bombay troops.

Note.—These rates also apply to the 87th Infantry while serving in the Western Command except at Belgaum.

		Pay.		Batta.	
		Rs.	a.	Rs.	a.
Bhisti (regtl. and hospital)	..	7	8	1	0 (1)
Do. (Cav.)	6	0	..	
Do. (Bodyguard)	9	0	..	
Do. Aden troop and submarine mining section, Butcher's Island, Bombay	15	0 (2)	..	
Do. Karachi	14	0	..	
Cook (Cav. and Infy.)	..	6	0	1	0 (4)
Sweeper (regtl. and hospital)	..	Nerrick		1	0 (3)
Do. Aden troop	..	10	0	..	
Do. Perim	11	0	1	0 (3)
Do. Bombay	} I.M.S. Corps {	11	8	1	0 (3)
Do. Karachi		10	0	1	0 (3)
Ward servant, Aden troop	..	6	0	1	0 (1)

(1) If entertained on or before the 11th January 1901:—Bhisti Rs. 1-8 and ward servant, Aden troop, Rs. 2.

(2) The bhisties of the submarine mining section, Butcher's Island, Bombay, are not entitled to pension.

(3) Admissible only on field service.

(4) Cooks of infantry regiments only when on field service.

A person subject to the I. A. W. forfeits pay and allowances for each day—
Para. 947.

(a) of imprisonment, by whomsoever awarded;

(b) of absence without leave. When absent for not more than five days forfeiture of pay may be specially waived at the discretion of the O. C. unless the absentee is convicted of such absence by court martial;

(c) sick in hospital due to an offence under the I. A. W.;

(d) of desertion as defined in the I. A. W.;

(e) of release from imprisonment;

(f) of absence as a prisoner of war.

A person subject to the I. A. W. is held to be absent for one day if—
Para. 948.

(a) he has been absent without leave or in military custody for six consecutive hours;

(b) his absence or his being in military custody has prevented the fulfilment of a military duty which has thereby devolved on another person.

Pay and allowances as below are admissible while under arrest, in confinement pending trial, awaiting sentence or on apprehension as a deserter :—

Para. 949.

N. O., warrant officer and N.-C. O.

Full, unless sentenced to forfeit arrears of pay and allowances, in which case cost of subsistence only is admissible.

Private and follower.

Actual cost of subsistence only, unless rations are issued in kind. If acquitted, pay and allowances minus the cost of subsistence (maximum Rs. 3-8 p. m. for a private and Rs. 2-8 for a follower) is admissible. Persons subject to the I. A. W. who forfeit pay and allowances under para. 947 (a) and (e) receive, while undergoing imprisonment in regimental or station prisons or cells or while detained in military custody, pending necessary arrangements for transfer to a civil jail, the actual cost of subsistence only except in cases where free rations are issued.

A hospital assistant serving with a silladar cavalry regiment receives horse allowance at Rs. 15 p. m. in addition to pay.

Para. 952.

Unless serving with a native cavalry regiment, a hospital assistant on field service receives horse allowance at Rs. 12 per mensem in addition to pay under the conditions in paras. 267 and 276. This allowance is also admissible from date of leaving station to return thereto when attending a camp of instruction, manœuvres or concentration of troops.

Para. 952B.

The extra allowances as below are admissible in addition to pay and allowances :—

Para 957.

(1) When owing to the absence of the medical officer, a hospital assistant (civil or military) is

placed in sole medical charge of a regiment, etc. ; and the charge is clearly in addition to his proper work, which is to perform the duties of his class in subordination to a medical officer.

- (2) When a hospital assistant (civil or military) is placed in charge of or does duty with another regiment, detachment, etc., in addition to his own ordinary work, whether the extra work is performed independently or in subordination to a medical commissioned or warrant officer.
- (3) A hospital assistant employed in a medical store depôt will receive an extra monthly allowance at the rate of 25 per cent on his grade pay.
- (4) A hospital assistant placed in subordinate charge of X-ray equipment will receive an extra allowance of Rs. 15 a month.

Extra charge—

of a regiment or of reservists attached to a regimental centre for the period of training if their strength amounts to that of a regiment of N. I.	Rs. 15 p. m.
of the wing of a regiment ; of a cantonment hospital ; of a followers' hospital ; of reservists attached to a regimental centre for the period of training if their strength equals that of a wing ; of departmental followers and others attached for treatment to the N. I. hospital, Bombay	Rs. 10 p. m.

of a detachment of 25 men or more but less than a wing ; of an engineer field park Rs. 5 p. m.

of daily labourers employed by the M. W. S. at places where there is no civil or cantonment hospital

Charge of—

25 to 399 (no allowance is admissible for less than 25) Rs. 5 p. m.

400 to 599 Rs. 10 p. m.

600 or over Rs. 15 p. m.

Note.—A hospital assistant who acts in addition to his own duties for a hospital assistant of another regiment absent on 60 days' leave, will receive the extra allowance under (2) above.

All native troops (except N.-C. Os. and lascars of coast defences and those who continue to draw batta and local allowances under paras. 970 and 954 to 956 respectively) are entitled to batta when on field or foreign (including colonial) service, from the date they quit their station to that of return to cantonments.

Note 1.—In the event of corps or individuals being detained *en route* batta is only admissible provided they subsequently proceed on such service and then only for the actual period spent on such service plus the time occupied by the direct journey from their original station and back to the cantonment where quartered on return to India.

Note 2.—Individuals sent back to India on medical grounds receive batta up to and for the date of arrival at their station, those returning on leave on p. a. up to and for the date they quit their corps.

Those non-combatants who are eligible for batta receive it under the following circumstances,
 Para. 972. but in no case can more than one rate be drawn :—

- (i) on field or foreign service under the rules in para. 971, provided that if granted leave pay is admissible during their absence ;
- (ii) when proceeding by road on permanent or temporary duty, for period of the march unless provided with free carriage (for exceptions see pay tables) ;
- (iii) when employed in the hills (certain classes only, see pay tables) ;
- (v) under the circumstances laid down for inferior servants in Vol. V, Appendix III (A. B. corps only).

Note 1.—Temporary duty does not include movements in the vicinity of cantonments.

Note 2.—Temporary establishments entertained for field service who are eligible for batta receive it from the date of entertainment to date of discharge

Any person invalided in consequence of any disorders (including insanity), resulting from indulgence in drugs or drink, is ineligible for the invalid pension and will be restricted to three-fourths of the gratuity otherwise admissible, but in special cases the full gratuity may be sanctioned by the G. O. C. the division. A hospital assistant receives three fourths of the pension otherwise admissible.

Any person who aggravates, or retards the cure of, his wound or injury in the hope of obtaining a pension or gratuity will be dismissed the service without reference to his claims.

Para. 1039.

The rates of retiring and invalid pensions are as under:—

Para 1044.		Senior hospital assistant and hospital assistant—		
after 30 years' service.	Retiring pension	$\frac{30}{60}$ ths	...	} Of average pay, including extra pay for English qualification, of preceding 3 years.
after 25 „ „	Invalid pension.	$\frac{30}{60}$ ths	...	
„ 10 and below 25 years' service.	...	$\frac{1}{60}$ th for each completed year of service.	...	
under 10 years' service.	Gratuity	...	1 month's emoluments for each completed year of service.	} Calculated on the pay and extra pay for English qualification, received immediately previous to retirement.

Note 1.—Retirement is compulsory at the age of 55 years.

Note 2.—The date of decision of the medical board will be the date of termination of service for calculating average pay during preceding three years.

The scale of gratuities admissible to combatants and followers is given in para. 1045.

Combatants discharged (not dismissed) under the 3rd or 4th I. A. W., receive the ordinary rate of pension, if qualified; if not they receive three-fourths of the invalid rate of pension or gratuity applicable to them, but the full amount may be sanctioned for N. Os. by the G. O. C. the division, for other ranks by the O. C.

For rates of wound and injury pensions of hospital assistants and other native ranks, see paras. 1052 and 1053.

N. Os. (including temporary commissioned N. Os. of transport corps but not senior hospital assistants) receive wound

Para. 1054.

and injury pensions and gratuities of the rank held on the date of the wound or injury under the conditions applicable to B. Os.—(para. 74 *et seq.*).

Wound pensions are granted to hospital assistants N.-C.

Para. 1055.

Os., privates and followers detailed in para. 1052, who become unfit for further service through wounds received in action or caused by a person from whom, in the performance of military duty, a risk is encountered equal to that arising on active service.

Injury pensions are granted to hospital assistants, N.-C. Os.,

Para. 1056.

privates, and the classes of followers detailed in para. 1052, who become unfit for further service—

(a) through injuries received in the performance of military duty, except as in para. 1055;

(b) through illness contracted on and solely attributable to field service;

(c) owing to incurable disorders brought on by performing particular duties, or serving in unhealthy stations.

Pensions under (c), which are exceptional, are granted to short service men with the sanction of the G.O.C. the division (the D.G., I.M.S., in the case of hospital assistants in civil employ), doubtful cases being submitted for the orders of the G. of I.

Wound and injury pensions are inadmissible to men

Para. 1057.

(other than N.Os.) who serve for any considerable period after receipt of a wound or injury.

Pensions are inadmissible for injuries due to mere acci-

Para. 1058.

dent not caused by duty and the rate of pension or gratuity may be

reduced if the injury was due to awkwardness or want of reasonable care.

Wound and injury pensions are determined by the rank or grade held when injured, length of service and the degree of injury received which is classed as follows :—

1st degree—Loss of two limbs, or eyes ; or incapacitated from earning a living and requiring the care of another person.

2nd degree—Loss of one limb, or eye, or incapacitated from earning a living but not requiring the care of another person.

3rd degree—Wound or injury equal to the loss of a limb or preventing the recipient from contributing, except in a small degree, towards his livelihood.

4th degree—Wound or injury rendering the recipient unfit for the service but not preventing him from contributing materially towards his livelihood.

The G. of I. will decide whether the wound or injury rate shall be granted for an injury caused by an accident during action with an enemy.

The G. O. C. the division, on the advice of the C. M. A. or Dy. C. M. A., may grant extraordinary pensions or gratuities (see Vol. III) to men of the I. S. M. Corps and permanent or temporary followers (whether paid by the State or not) other than those enumerated in para. 1052 (e) who may be incapacitated from earning a living through wounds, injuries or disease, received on and distinctly traceable to

field service (or in special cases, on other duty attended with extraordinary bodily risk). Each case will be considered with reference to—

- (i) the character, service and pecuniary circumstances and prospects of the claimant ;
- (ii) the risk undergone and the man's conduct in accepting it ; and
- (iii) the degree of injury received—(see para. 1059).

Note. —Gratuities of limited amount may be granted under this rule in deserving special cases in which the injury does not amount to incapacity to earn a living, or the duty, on which the injured was, was not attended with extraordinary bodily risk.

Para. (2) * * * Under A. R. I., Vol. II, para. 881, an

Letter No. 613A., dated 6th June 1907, from A.G. in India to G.O.C 9th (Secunderabad) Division.

draws full or half staff pay according to the nature of the leave granted him.

officer who has been placed on the sick list *and relieved of his duties* forfeits his staff pay unless he is granted leave to cover the period of his illness ; in the latter case, he

(3) I am, however, to state that the rule in question was framed with the intention of allowing wide discretionary powers to Commanding Officers provided the State is put to no extra expense. The matter of relieving the sick officer of his duties is entirely in the hands of the officer commanding the unit, or the G. O. C. as the case may be, and there are many cases in which, owing to the temporary nature of the officer's incapacity for duty, it is unnecessary to relieve him, the current duties of his command or appointment being carried on, without any question of pay arising, by his immediate subordinate, according to the custom of the service. In such cases no grant of leave is necessary. Each case of course must be dealt with on its

merits and, it is considered, that the rule if properly applied involves no unnecessary hardship on individuals.

Rules that the detention allowance of Rs. 5 per diem

Letter No. 2102A.,
dated 2nd July 1908,
from Secy. to G. of I., A.
D., to C. M. A., Northern
Circle.

granted under certain circumstances
by I. A. O. No. 405 of 1907 is
admissible to I. M. S. officers
attached to Indian units for duty, as
in that capacity they are for the time
being regimental officers.

Forwards India Office letter No. 128 Military from the

Letter No. 5284G.,
dated 14th August 1908,
from Secy. to G. of I. D.,
M. S., to D. G., I. M. S.

S. of S. to Governor-General in Coun-
cil sanctioning a pension of £600
per annum to I. M. S. officers after
27½ years' service.

Lieutenants and Captains of the Indian Medical Service

Letter No. 913D.,
dated 5th September
1906 from Secy. to G of
I. A. D., to C. M. A.,
Eastern Command.

of less than 7 years' service draw un-
employed pay when not in receipt of
staff salary without having passed
the L. S. examination in Urdu.

CHAPTER VIII.

PASSAGES.

Vol. X.

Definitions.

Main route.—The most convenient land or sea route, or both combined, being that usually taken by the travelling public.

Beyond sea.—Includes Aden and Burma, and all stations beyond India proper at which troops on the Indian establishment are located.

India proper.—Includes the Peninsula of India and the provinces of Assam and Baluchistan, but not Burma and Aden.

Indian limits.—Includes India proper and beyond sea stations administered by the G. of I. *viz.*, Aden, the Andamans and Burma.

On duty.—Includes all journeys on promotion, transfer, deputation, inspection or other duty, authorised by competent authority in the interests of the public service, and not at the request, or for the personal convenience, or in consequence of the misconduct of the individual concerned. The Divisional Commander may, however, at his discretion, by special order, permit an individual transferred for misconduct, to travel on duty.

An individual proceeding on privilege leave is considered to be on duty during such leave and can draw any travelling allowances to which he would have been entitled had he remained on duty.

Permanent duty.—Means duty (other than inspection duty) involving more than three months' absence from permanent station.

Temporary duty.—Means absence from permanent station not exceeding three months, and all inspection duty.

Departmental officer with honorary rank and warrant officer.—Includes all departmental officers with honorary rank however employed and such warrant officers as are serving in departments, but excludes the hospital assistants branch of the I. S. M. D.

Hospital assistant.—Includes senior hospital assistant.

Native soldiers.—Includes native officers and all other ranks of units and departments attested as soldiers, also transport veterinary duffadars of the S. and T. Corps, but not hospital assistants, nor recruits and pension boys.

Public follower.—Includes all men of the A. H. Corps, and those of the S. and T. and A. B. Corps not attested as soldiers or transport veterinary duffadars, and all enrolled followers of units and departments paid by the State.

Private followers.—Includes all servants of individuals, units and departments not paid by the State.

When free conveyance is admissible, river and sea passages by private vessel will be ordered on I. A. F. T-1712 and 1724 respectively ; rail and road passages will either be ordered by warrant (I. A. F. T-1707 for rail and 1712 for road journeys), paid for in cash, or travelling allowances will be given at the rates laid down in para. 29 to admit of individuals making their own arrangements :—

(a) Warrants will be issued for all movements to and from field service ; all journeys made to and from manœuvres, except in the case of officers whose units do not move who will draw T. A. for such journeys under scale B, para 29 ; all journeys performed by river ; all movements of bodies of troops ; all British soldiers ; all ranks of the native army except furlough men, and reservists ; public followers ; and the families of these classes ; also for certain classes on the road journeys mentioned in para. 29, footnote (d).

(b) Travelling allowances should be given to the families of all British officers * * * * on all occasions ; to British officers, lady nurses, * * * * when not accompanying troops.

(c) * * * * *

The officer who authorises a passage at the public expense, or the issue of a passage

Para. 3. warrant or travelling allowances, will be held personally responsible that this is authorised by these regulations, and any extra expense caused by the grant of unauthorised passages may be recovered from him. In no circumstances may a passage be authorised on the condition that if objected to the individual benefiting thereby will refund the amount, and doubtful cases must be referred to competent authority for decision.

The following individuals are authorised to issue passage warrants and credit notes. They will

Para. 4. be responsible for the safe custody of the forms issued to them, and liable to pay any charge arising from their theft and fraudulent use. Each warrant or credit note must be stamped before issue with the office seal, and if issued on account of any special service or expedition this must be endorsed thereon in red ink.

By rail, river and road.

Persons authorised to issue.

To what extent.

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P. M. O., India, or of a division or brigade, senior medical officers of stations, and medi- cal storekeepers.	{	For all ranks and follow- ers under their orders moving on depart- mental duty, also stores.
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Every movement order issued by a despatching officer, on account of an individual travel-
 Para 5. ling otherwise than with troops, will specify the date by which he should arrive at his destination if within Indian limits, or at the port of embarkation if leaving India. This date will be fixed with reference to

the circumstances of the movement, but if no special reasons exist for arrival by a particular date, six days may be allowed for preparation, and one day additional for each 250 miles where communication by rail exists, 200 miles by ocean steamer, 80 miles where communication by river-steamer or horse dak exists, or 15 miles in any other case, or for any fraction of these distances. For sufficient reason this period may be extended by the Brigade Commander. If the individual fails to arrive by the date named he will, unless the delay is explained to the satisfaction of the Brigade Commander, be treated as absent without leave.

If any loss occurs owing to an individual not availing himself of the conveyance ordered for him, he will, unless this was caused by circumstances beyond his control, be called upon to refund the amount involved. In the case of those drawing travelling allowances or passage money no further assistance will be given on any account.

The O. C. any unit or detachment exceeding 50 men moving within Indian limits will send a movement report on I. A. F. T-1708 to the Q. M. G. in India, the P. M. O. in India, the D. A. G. and the local staff officer on (1) departure from original station, (2) departure from any station or camp at which a halt exceeding seven days has been made, and (3) arrival at destination. A copy of the itinerary of any lengthy or important movement should accompany the first report.

General officers and their families will always be despatched by private vessels when moving beyond Indian limits, in all other cases, unless otherwise stated, Government vessels should be utilised whenever possible; passage by private steamer being only permissible during the period interven-

ing between the close of one trooping season, and one month prior to the sailing date of the first transport of the ensuing season, or during a trooping season when—

- (a) no transport is sailing within thirty days of the date on which an officer ceases to belong to the Indian establishment ;
- (b) an officer is specially ordered by the C.-in-C. or a Divisional Commander to proceed at once without waiting for the next transport ;
- (c) the G. O. C. at Bombay certifies that passage by transport will not be available during the trooping season ;
- (d) a Brigade P. M. O. certifies that the individual's state of health is such that he cannot wait for passage by the next transport, or that he is suffering or recovering from a contagious disease rendering his despatch with troops undesirable ;
- (e) a medical board declares the individual's state of health to be such that passage to the U. K. or any place on the homeward route of the transports would be positively dangerous.

When passage by private steamer has to be provided, the individual should ordinarily embark at the nearest port to his station from which homeward bound steamers sail, but may be permitted to embark at another port if he pays the extra cost of conveyance thereto.

When passages are required for officers and other than ordinary trooping details, application must be made to the Brigade Commander who will arrange with the O. C. at the port of embarkation. The latter decides the allotment of passages,

and, when these are required by private steamer, the line by which the individual should proceed. Any line of steamers having suitable passenger accommodation, and carrying surgeons, may be used, and the O. C. will be guided by considerations of economy in respect of passage money and detention allowance (see A. R. I., Vol. I), and the needs of the case.

Applications for passage in Government transports for sick officers requiring special accommodation and treatment during the voyage, should reach the embarking officer not less than six days before the date of sailing and must indicate the nature of the illness, etc., to admit of the required arrangements being made.

Officers and others ordered by a medical board or other competent authority to leave India without delay may be at once despatched to the port of embarkation, telegraphic intimation to this effect, and of the probable date of their arrival, being sent by the Brigade Commander to the O. C. at the port, who will arrange for their onward despatch. In other cases individuals should not be despatched from their stations until the Brigade Commander has arranged with the O. C. at the port of embarkation for their allotment to a particular vessel.

Officers will defray their embarking and disembarking expenses, but may be allowed the benefit of any arrangements made for the troops they may accompany.

Officers and subordinates transferred from military to civil employ travel under the rules contained the C. S. Regulations. Those transferred from civil to military employ travel under the rules in these regulations.

Whenever persons subject to the A. A. or I. A. W. are entitled to first or second class accommodation are travelling "on duty" otherwise than by warrant, over railways on which the contract rates apply (see Appendix V), they should be given a Form E certificate (I. A. F. T-1709) which such railways accept, under the contract conditions given in para. 152, as authority for the issue of a ticket by a higher class than that paid for, subject to the limitation that B. Os. and native aides-de-camp must obtain first class and other ranks second class tickets. Individuals proceeding on or returning from leave on m. c., or any authorised examination or class of instruction, and officers of silladar corps * * * * are held to be travelling on duty for the purpose of this rule. * * * *

When free conveyance at the public expense is authorised, the following rates of travelling allowances, calculated by the main route, are admissible for journeys by rail and road. * * * *

Vol. X, para. 29.

Class.	Rank.	SCALES.							
		A		B		C	D		
		By rail (c) (i).				By road.	Family scale.		
		Permanent transfer within Indian limits or to or from a native unit in the colonies.		Temporary or inspecting duty and when moving to or from a seaport, when proceeding to or arriving from the U. K. or colonies.		Rate per mile (b) (d) (g) (h) (k).	By rail.	By road per mile (a) (b) (k).	
		Contract railways (e).	Other railways (j).	Contract railways (e).	Other railways (j).				
I	Field officers (f).	2½	3	1⅓	2	8	Wife—1 fare.	4	
II	Captains, subalterns and A.-D.-Cs.	1½	2¼	1¼	1¾		Each child over 12 years—1 fare.		
							Each child between 3 and 12 years—½ fare.		
III	Lady nurses ...	2	2	1½	1½		Each child under 3—nil.	Nil.	

(a) Admissible for each member of a family above 3 years of age but only where family travelling allowance is admissible for journeys by rail.

(b) The maximum amount of road allowance which can be drawn by an individual for himself and his family for journeys in ordinary tracts is Re. 1 per mile.

For journeys performed within the following areas the undermentioned special rates apply :—
Double the ordinary rate.—In Kashmir, Nepal, Sikkim and the Shan States.

50 per cent above the ordinary rate.—In Burma (other than the Shan States), Baluchistan, places beyond the external boundaries of the Hazara, Peshawar, Kohat, Dera Ismail Khan, and Dera Ghazi Khan civil districts (excluding the Peshawar-Kohat Pass road); Nilgiri Hills and Assam; Anamali Hills; Nelhampaty Hills; Travancore Hills; Wynnad Hills.

(c) For journeys on contract railways in Burma an extra ¼ fare is admissible to military officers (classes I and II) entitled to travel 1st class.

(d) Travelling allowances will not be drawn and warrants should be issued endorsed to the contract company (Imperial Carrying Co.) for journeys between Rawalpindi-Murree, Murree-Kashmir, Hasanabdal-Abbottabad and stations beyond, to such officers and other ranks as are not included in para. 33, A. R. I., Vol. X.

The officers named in paragraph 33, civilian mechanics and subordinates and their families and the families of B. Os., departmental officers with honorary rank and departmental warrant officers will continue to draw travelling allowances at the prescribed rates. The families of regimental and undepartmental warrant officers and of all N.-C. Os. and men will be booked by warrant.

(e) I. A. F. T-1709 (Form E) will also be issued for journeys over contract railways to individuals subject to the A. A. or I. A. W., these allowances being based on the lower fares paid under contract to such railways.

(f) The following are the non-contract railways that do not accept I. A. F. T-1709 (Form E) and for journeys over which the higher fare rates are admissible :—Darjeeling-Himalayan, Bareilly-Kathgodam, Nilgiri, Cooch Behar, Bengal Dooars, Dibru-Sadiya, Deoghur, Jodhpore-Bikanir (except the Balotra-Hyderabad section), Bhavnagar-Gondal-Junagad-Porbandar, Mayavaram-Mutpet, Gaekwar's Dabhoi, Rajpipla, Mehsana, Gaekwar's Petlad, Nagda-Ujjain, Kolhapur, Jetulsar-Rajkot, Dhrangadhra, Jamnagar, Barsi, Kolar Goldfields, Thaton Duyiozaik, Mohurbhanj Light Railway, Parlakimedi Light Railway.

(k) Travelling by road includes journeys by river otherwise than by a steamer (e.g., by steam launch or by boat) also journeys by canal or backwater.

(m) When warrants cannot be issued, nor arrangements made for the supply of carriage by the local S and T. authorities, to native officers and hospital assistants travelling by road, a mileage rate of two annas a mile for self and one anna a mile for each member of family over three years, increased in special localities as indicated in footnote (b), may be drawn.

When the pay and allowances of an individual include tentage he is required to defray all marching expenses between stations and when moving with bodies of troops during manœuvres, also those connected with movements within his own station and in its vicinity within a limit of 5 miles or 10 miles if in receipt of horse allowance, by the direct route, from the main Protestant Church (or post office where there is no church) of the station.

Para. 34.

When suitable Government carriage cannot be supplied conveyance hire may be drawn at the following rates in the cases mentioned :—

Para. 35.

- (a) B. Os. journeys at outstations provided a horse or bicycle is not taken nor detention or deputation allowance drawn at the mileage rates given in scale C, para. 29. * * *
- (e) * * Hospital assistants journeys between fixed point and railway station in both stations on either temporary or permanent transfer—at the mileage rates given in scale C, para. 29, for class VI (*i.e.*, two annas a mile for self and one anna for each member of family over 12 years and half anna for each child between 3 and 12 years).

Native officers and hospital assistants when not travelling with troops by road will perform such journeys on warrant. All other

Para. 37.

Native soldiers and public followers when travelling separately or in small parties on duty or under the provisions of para. 79, will ordinarily be required to march but may be granted road conveyance in the following special cases when—

- (a) a medical officer certifies that they are unable to march;

(b) in exceptional cases the circumstances may necessitate rapid movement ;

(c) escorts accompanying stores may be required to move faster than they can march ;

(d) Economy may result from the more rapid movement.

The grant of road conveyance may only be authorised by the O. C. the station and will be published in station orders
 * * * * such conveyance will be restricted to bullock train or country bullock cart if available, otherwise the cheapest means of conveyance locally procurable.
 * * * * Government transport should be used when available.

When passage by private steamer to the U. K. would otherwise have to be provided by
 Para. 38. the State for * * * * officers
 * * * * in consequence of their being obliged to leave India during the non-trooping season or of accommodation on a transport not being available, they may if they prefer draw passage money at the following rates :—

Proceeding from—

(i) Any port in India.	{ B. I. S. N.	1st class fare from
	{ Co.'s current	Calcutta.
(ii) Aden direct.	{ direct by sea	1st class fare from
	{ to London.	Aden.
(iii) Rangoon direct	.. Bibby line	1st class fare from
	current direct	Rangoon.
	by sea to	
	London.	

An officer entitled to passage to a colony and back will be provided with a return ticket by the P. and O. line when their vessels ply to the colony concerned, otherwise by the B. I. S. N. line; or the O. C. at the port of embarkation may authorise the issue to him of the cost of the return ticket.

Para. 39. A captain of the Indian service invalided to the U. K. on account of wounds or illness contracted on active service may draw an advance of passage money at the rate given in para. 38 to be repaid after return to India.

Para. 40. When accommodation is available on Indian service transports or R. I. M. vessels the undermentioned individuals may be granted not-entitled passages by the O. C. at the port of embarkation, or other authority named. Such passages will be allotted in the following order of precedence and according to juniority in each category and will be restricted to one passage in three years, unless spare berths are available * * *

1st Class.

- (a) Captains of the Indian service invalided from wounds received in action or sickness contracted on field service, and their families—(see also para. 40).
- (b) Families of all subalterns and captains who die in the service.
- (c) Families of the field officers who die in the service.

- (d) Captains of the Indian service invalided from climatic causes and their families.
- (e) Departmental officers with honorary rank, quarter-masters and riding masters and their families
- (f) Other officers of the British and Indian services whether in military or civil employ, below the substantive rank of major, whose circumstances render such a concession desirable, and their families.
- (g) In exceptional cases, field officers invalided from field service or when treatment on a transport is necessary, and their families if accompanying them.

All ranks may receive free passage, subject to the conditions prescribed in para. 50, when detailed or permitted by competent authority to attend an authorised instructional course or linguistic or professional examination whether obligatory or voluntary, except in the case of officers permitted to proceed to Russia to study the language for whom special allowances are prescribed in A. R. I., Vol. I. They will be considered as travelling on duty, travelling allowances being issued for rail and road journeys and warrants for river journeys to the classes mentioned in para. 29 and warrants for all journeys to other individuals.

When the actual duration of an instructional course considerably exceeds three months, families may receive passage under the provisions of para. 70 to the same extent as if the husbands were proceeding on permanent duty, but passages by sea to and from the U. K. will be restricted to Govern-

ment vessels, and under no circumstances will any travelling expenses in the U. K. on account of families be admitted.

An officer who has received free passage under para. 49 and who failed to pass the prescribed final examination will not be given free passage on a second occasion.

Para. 50.

The following are entitled to free passage in the circumstances named below whether the duty be permanent or temporary :—

Para. 54

(a) All persons subject to the A. A. or I. A. W. and lady nurses when travelling on duty or when detailed or summoned to attend a civil court in a criminal case, but—

(i) An officer returning from leave to the U. K. who may receive free passage in consequence of being detailed for duty with troops, is not entitled to passage beyond the station at which he leaves such troops.

(ii) If during the absence of an Indian service officer on leave out of India his unit moves to a colonial station, he will be given free passage to such station only from the port in India at which he disembarks on return from leave.

* * * * *

(iv) A lady nurse sent to another station to nurse a sick officer travels on duty, but her travelling allowances will be recovered from the officer concerned unless he is below substantive field rank and is suffering from disability contracted on duty.

(v) In the case of native ranks the grant of passage by road will be governed by the conditions in para. 37.

(f) An officer of the Indian service when joining a staff, departmental or extra regimental appointment in India, or an appointment at the War or India Office reserved for Indian service officers. On vacation those borne on the cadre of a unit or department will be given free passage to rejoin, provided they have completed the prescribed tour of service therein or have been compelled to vacate by the rules of the service.

(h) Public followers when travelling on duty. Road passages will only be given under the provisions of para. 37.

Para. 56.

The following are entitled to free passage on first permanent appointment or entertainment.

From the U. K.—Officers of the Indian services.

Within Indian limits.

* * * *

Military medical pupils from their homes to the training college on passing the entrance examination and from the college to the station to which appointed on passing the final examination, travelling on warrant with free railway allowance of baggage.

When the O. C. the station is satisfied that civilian subordinates or public followers, required for temporary employment only, cannot be obtained in the station he may authorise free passage from the nearest place at which they can be engaged. On termination of their employment these and any men of the same classes engaged for temporary service

Para. 57.

with troops, animals and stores moving within Indian limits, may be given free passage back to their place of entertainment, or any other station not involving more expense.

* * * * No expense on account of families, servants and baggage will be admitted and warrants should be issued for all rail and river journeys.

Para. 68. Free passages to native ranks and public followers on discharge and their families are only admissible to the following extent:—

(a) * * * *

(b) Hospital assistants, native soldiers, recruits and pension boys:—

(i) When discharged on reduction of establishment, or pensioned, or discharged as physically unfit for further service unless their unfitness was caused by their own imprudence—by rail, river and sea to their homes. Those discharged as physically unfit without gratuity may also be given 2 annas per fifteen miles to be travelled by road.

(c) Men of the * * A. B. Corps when discharged on reduction of establishment, or pensioned or discharged as physically unfit for further service unless their unfitness was caused by their own imprudence—by rail, river and sea to their homes.

When in extreme cases a medical board declares that immediate despatch to the U. K. is essential for the preservation of life and when conveyance by a transport is available that this is also undesirable, the Divisional Commander may sanction

Para. 69.

passage by mail steamers and by rail, river and road to the port of embarkation for those named below :—

- (a) Officers of the British and Indian services and lady nurses who may be entitled to passage at the public expense when proceeding on m. c. leave. * * * *

When individuals are moving on permanent duty, the nature of which would ordinarily admit of their families accompanying or subsequently joining them, the latter may be granted free passage on the occasions and to the extent named below :—

I Families of officers of the British and Indian services.

By sea. * * * *

- (d) those of officers proceeding on permanent duty within Indian limits or moving with troops to a “beyond sea” station. In all other cases passage may only be given in a Government or hired transport when the officers are proceeding thereby on permanent duty provided there is no objection to their families accompanying them and suitable accommodation is available.
* * * *

By rail, river and road within Indian limits—

- (e) when travelling to or from a seaport if the husband is entitled to or has received a sea passage at the public expense ;
(f) when the husband is moving on permanent duty.

V. Families of native ranks—

- (m) those of hospital assistants, native soldiers and public followers moving by rail, river or sea on

relief or on permanent duty when the families are permitted to accompany them by the same means of conveyance or to follow them if detained by illness at the time of the individuals movement. In other cases passage for families is inadmissible when the husbands are moving by road except in the case of those of native officers and hospital assistants who are not travelling with troops.

Free passage as stated below is authorised for widows and children and families of non-effectives in the following circumstances :—

Para. 73.

*Widows and children of all native ranks * * and public followers who may die while serving at a station "beyond sea" provided the widow accompanied deceased from India to such station at the public expense—by sea and rail only to their intended place of residence in India.*

Free passages are only admissible in the following instances to individuals granted leave or furlough on private affairs, and

Para. 78.

their families :—* * *

Within Indian limits—

(d) Native soldiers proceeding on or returning from furlough, or leave which is subsequently converted into furlough, limited to the numbers authorised in A. R. I., Vol. II—by rail only over the main route to and from their homes.

* * * *

(h) Hospital assistants in military employ when proceeding on leave on reduced pay for a

period of not less than six months and when returning therefrom—by rail only over the main route to and from their homes, unless serving with localised units in Burma or at Aden when passage by sea between Rangoon and Calcutta or Madras, or between Aden and Bombay or Karachi is also authorised. In the case of those granted such leave from Aden the families accompanying, if the result of Indian and not local marriages, will also be granted free passage by sea between Aden and Bombay.

The following persons are alone entitled to free passage, to the extent stated, when granted leave on m. c. or moved on medical grounds, but see also para 69 :—

Para. 79

Proceeding to the U. K. (i) on m. c. leave—

(a) * * * *

(b) Indian service subalterns * * * By road, river, rail and sea on the homeward journey but by rail, river, and road only from the port of disembarkation in India to their stations on the outward journey.

Within Indian limits and to and from “beyond sea” stations—

(i) All British and Indian service officers, departmental officers with honorary rank, and warrant officers—

(i) Serving at “beyond sea” stations when proceeding to or returning from India on m. c. leave—

by sea only to and from the nearest port to their own Division or Independent Brigade.

(ii) Invalided from field service for any cause—by road, river, rail and sea, on warrant, to the station in India to which sent, and when returning therefrom on recovery, or rejoining their units or appointments. If invalided out of India—by road, river, rail, from the base to the port of embarkation, with a separate warrant for the return of his field service scale of servants, chargers and tentage to the individual's ordinary station or any other station not involving more expense.

(iii) When proceeding to another station to appear before a medical board for a prescribed medical examination (except one required for commutation of pension or for the grant or continuance of a wound or injury pension); or for the grant of m. c. leave to the U. K. provided they are granted such leave and are then entitled to passage under clause (b)—by road, river and rail when proceeding from and returning to their own stations.

(iv) Returning from m. c. leave out of India when their unit has been moved to, or they are ordered to join an appointment at, a "beyond sea" station—by sea only from a port in India.

* * * *

(n) Native soldiers, hospital assistant and recruits and pension boys, proceeding to or returning from their homes on m. c. leave—by rail, river

and by sea in Government vessels only, unless, on the recommendation of a medical officer, passage by private vessel is authorised by a Station Order. In the case of men serving at Aden or in Burma, however, free passage by private vessel may be authorised for the return journey by sea when no Government vessel or transport is sailing within fourteen days of the date on which the individual should ordinarily embark to return to duty. Free conveyance by road will only be given under the condition prescribed in para. 37 (a).

(o) Native soldiers, hospital assistants and public followers declared unfit for further service by and necessarily sent to another station to appear before an invaliding board, if unable to march thereto and on the recommendation of a medical officer and the O. C. the station authorises their conveyance at the public expense—by rail and river, also by road if necessary, under the conditions laid down in para. 37 when proceeding and returning.

(p) Attested public followers when proceeding on or returning from leave on m. c.—by rail only to and from their homes.

(q) Public followers entertained in India when serving at a "beyond sea" station, when proceeding to and returning from India on m. c. leave—by rail, river and by sea in Government vessels only, unless, on the recommendation of a medical Officer, passage by private vessel is authorised by a Station Order, to and from their homes.

- (r) Families of the authorised married establishment and natives of India proper accompanying native soldiers of the local Burma battalions proceeding to and returning from India on m. c. leave—by sea only between Rangoon and Calcutta or Madras.
- (s) Families of the authorised married establishment, the result of Indian and not local marriages, accompanying men of the Aden troop and coast defence lascars permanently stationed at Aden when proceeding to or returning from India on m. c. leave—by sea only between Aden and Bombay or Karachi.
- (t) Families of native soldiers of the authorised married establishment temporarily serving at stations outside their own command, who were originally conveyed to such stations at the public expense, when accompanying the soldier proceeding to his home on m. c. leave—by rail to their homes only, on the condition that no further passage will be granted to them until the unit has returned to its own command and they have rejoined it at their own expense.
- (u) Families accompanying public followers, entertained in India for continuous service in Burma, when proceeding to India on m. c. leave—by rail, river, and sea to their homes in India. Return passages are inadmissible but not-entitled passages by Government vessels may be granted.
- (v) Civilian subordinates and public followers whether permanent or temporary, when invalided

or granted leave on m. c. in consequence of sickness or injuries contracted on or distinctly attributable to field service and conveyance at the public expense is considered necessary by the officer under whom they are serving—by sea, river, rail and by road if necessary under the condition stated in para. 37 (a) to their homes or other stations in India, and return conveyance if they subsequently have to rejoin for duty.

Pasteur Institutes Kasauli and Coonoor.

- (w) Individuals proceeding to the above institutes and returning therefrom are entitled to free passage as follows :—
 - (i) Military medical pupils and civilian subordinates whose pay does not exceeds Rs. 30 per mensem—by rail, river, road and sea to and from Kasauli or Coonoor.
 - (ii) All public followers serving in India, Aden or Burma—by rail, river and sea and by road if specially authorised under the conditions presented in para. 37 (a) to and from Kasauli or Coonoor.
 - (iii) All officers of the British and Indian services * * * who may be serving at “beyond sea” stations by sea only to and from the nearest port to their own divisions or independent brigade; departmental warrant officers, lady nurses, army school-mistresses, British soldiers and the families of these classes as if proceeding to another station on medical grounds; civilian subordinates whose pay exceeds Rs. 30 per

mensem, native soldiers and their families, hospital assistant, recruit and pension boys as if proceeding on m. c. leave under clause (n).

- (iv) Native families may accompany the men when they are also granted m. c. leave to their home after treatment but will only receive passage to the extent stated in clauses (r) (s) (n).

All officers and warrant officers of the British and Indian services on leave (other than privilege leave) in the U. K., who may at the request of the C.-in-C. be ordered to return to India on public grounds before the expiration of their leave, will be given free passage to their stations. Similarly those on leave, in India, other than recreation or district leave, recalled for active service or by the Brigade Commander to rejoin their corps or appointment forthwith for duty will be given free passage, provided the emergency necessitating their return could not have been foreseen when they proceeded on leave. When the leave is only curtailed by a short period the S. of S. for India or Brigade Commander as the case may be will on each occasion decide whether free passage shall be granted. Those similarly recalled by the C.-in-C. from leave to the colonies may, under the orders of H. E., be refunded their actual expenses on return but not exceeding the cost of their recall from the U. K.

Native soldiers and public followers on short leave exceeding fifteen days recalled for field service will be given free passage by rail only from the station at which they are on leave. Native soldiers recalled from furlough for field service may be reimbursed their actual travelling expenses, otherwise than by rail on their homeward and return journeys. * * * *

Free passage is authorised for any officer of the British and Indian services * * * declared insane, when proceeding to the U. K. or to and from an asylum in India; also for any special attendants or escort, in addition to the attendant allowed by para. 100, accompanying them to a port of embarkation or asylum on the recommendation of a medical board.

Para. 92. Insane officers will only be sent to the U. K. by private steamer when their detention for a Government vessel is declared undesirable by the medical authorities. * * * *

Whenever it is proposed to send insanes by private vessels due notice of such intention with particulars of the form of insanity must be given to the company concerned, and an attendant must accompany them. No insane should be conspicuously posted as such. * * * *

Para. 98. All units and individuals proceeding on or returning from field service will be allowed carriage by river, road and rail for the scales of servants, horses, tents and baggage laid down in the F. S. Manuals and Regulations. When proceeding by sea all ranks may be allowed half the permanent duty sea scale. All ranks will be booked by warrant. If, however, it is probable they will be detained at an intermediate station despatching officers can at their discretion grant the temporary duty scale thereto, the field service scale only applying from the station from which they actually proceed on service. If detained for permanent duty after the termination of field operations, free conveyance for the difference between the field service and ordinary scale of baggage may then be given.

All ranks entitled to free passage will be allowed servants, baggage and tentage on the under-mentioned scale, when travelling allowances are not drawn :—

Class.	PROCEEDING TO OR FROM THE U. K. OR COLONIES.				MOVING BY SEA, RAIL AND RIVER WITHIN INDIAN LIMITS OR TO OR FROM STATIONS "BEYOND SEA"			
	<i>By rail and river to or from the sea-port.</i>		<i>By sea.</i>		<i>Permanent duty.</i>		<i>Temporary and inspection duty.</i>	
	Servants.	Baggage.	Servants <i>a.</i>	Baggage <i>g</i>	Servants <i>b.</i>	Baggage and tentage <i>g</i> <i>h</i> <i>i</i> .	Servants <i>b</i>	Baggage <i>g</i> <i>h</i> and <i>i</i> .
	No.	Mds.	No.	Cwt.	No.	Mds.	No.	Mds.
Colonel, lieutenant-colonel or major	1	8	...	20	4	15	2	7
Captain or subaltern	1	6	...	10	3	10	2	5
Hospital assistant <i>(c)</i>	1	1	2½	1	2½
Private	::	½	::	½
Public follower	::	½	::	½
Private followers	10 per cent on strength.	½ each	10 per cent on strength.	½ each

(a) Only European servants can be embarked in transports proceeding to the U. K.

(b) European servants or soldier attendants may be taken, provided their cost does not exceed that admissible on account of native servants.

(c) Free passage by sea only is allowed for the servant of a native officer or hospital assistant returning to India from a station beyond sea on transfer to pension establishment.

(g) * * * Mounted officers are also allowed in addition by sea for horse equipment 2 cwt. for the first horse and 1 cwt. for each other horse which they may be required to maintain at the station to which proceeding.

(h) The O. C. at a port of embarkation may sanction the conveyance of extra baggage in Government vessels provided no extra expense is incurred.

(i) * * * All native ranks proceeding on or returning from furlough, proceeding on pension or discharge, reservists recruits travelling other than on warrant and rejected recruits returning to their homes will be restricted to the free railway baggage allowance of their classes.

Families when travelling with troops.

	By sea.	By rail or river within Indian limits	By road.
	Mds.	Mds.	
Wives of native officers and hospital assistants	$1\frac{1}{2}$	$1\frac{1}{2}$	} Nil.
Each child ...	$\frac{1}{4}$	$\frac{1}{4}$	

Others.

Class.	By sea <i>en route</i> to or from the U. K. or the colonies.		By sea within Indian limits or to or from "beyond" sea stations.		By rail and road within Indian limits.
	Servants No.	Baggage cwt.	Servants No.	Baggage cwt.	
Wives of officers except subalterns.	1 female <i>a</i>).	5	...	5	Travelling allowance will be drawn.
Wives of subalterns	...	5	...	5	
Each child	1	...	1	

(a) Passages for nurses require the sanction of the O. C. at the port of embarkation and will only be granted if he is satisfied that the children require the services of a nurse. If sanctioned and an officer and his family proceed by private steamer, free passage or passage money for the nurse is authorised. A governess not being a member of an officer's family may be allowed second class passage in lieu of a female servant or nurse.

Para. 100.

Special attendants are allowed in the following cases :—

- (a) When the medical authorities certify that a sick officer, or a sick member of his family, proceeding to the U. K. or the colonies, require special care an extra native servant, or in the case of an officer, a British soldier attendant, may be given free passage by rail and river to the port of embarkation.
- (b) When an officer, warrant officer or British soldier, or the wife or child of a departmental

officer with honorary rank, warrant officer or British soldier, conveyed at the public expense, is invalided to the U. K. on account of serious illness, and a medical board declares it to be necessary that a special attendant, (or when despatched by private vessel, two such attendants except in the case of a child) should accompany the invalid, these attendants will be given free passage by road, rail, river and sea and return passage if required. The attendant, or one of them, may be the patient's wife or husband, or in the case of a child either parent and will be accommodated in the same class as the patient.

- (c) When an officer is invalided to the U. K. on account of insanity and a medical board declares it to be necessary that an attendant should accompany him, the latter may be given free passage by road, rail, river, and sea, and a return passage if required. If the insane officer proceeds by private vessel, and the medical board certifies that the only attendant by whom the patient can be effectively controlled is a particular friend, a first class passage may be given; otherwise a second class passage, on the homeward journey only is allowed.
- (d) A female insane proceeding from the asylum at Calcutta to Bombay *en route* to the U. K. may be accompanied by a special attendant who will be granted a free rail passage to Bombay and a return passage if desired.
- (e) When a medical officer certifies that it is necessary that a sick hospital assistant, native soldier, recruit or pension boy or public follower who

is entitled to passage at the public expenses should have special attendance on the journey to his home, one soldier or follower attendant may be authorised by the O. C. the station, and when in special cases two such attendants are certified to be necessary they may be authorised by the Brigade Commander., the sanction being published in Station or Brigade orders. These attendants will be given passage by the same mode of conveyance and to the same place as the individual they accompany, and a return passage to their original station under the ordinary rules for men travelling on duty. A native officer or hospital assistant may be permitted to take his servant as an attendant, but in this case return passage will not be given.

Free conveyance for chargers by rail or river should not be authorised unless the distance exceeds 80 miles, or the despatching officer is satisfied that the circumstances do not permit of the animals marching.

Para. 102.

Officers proceeding from India to the U. K. or the colonies are not entitled to passage either by rail or sea, for their chargers. Those travelling by rail, river, or sea on permanent duty within Indian limits may be granted free conveyance for the chargers actually maintained up to the number which they are required to take on field service, or the number for which horse allowance is received or included in their pay, see A. R. I., Vol. I., whichever is less, unless transferred to a unit or appointment in which a smaller number of chargers is required when that number only will be conveyed. * * * * One attendant may be conveyed with each charger.

Para. 103.

When mounted officers move on temporary duty free conveyance for one charger (or bicycle) or in special cases two chargers (or one charger and one bicycle) may be authorised on the responsibility of the despatching officer, if the duty demands it. But officers detached on examination or any other mounted duty lasting a few days only should ordinarily be provided with Government horses at the station to which they are deputed, conveyance for a charger being only authorised when this is impossible. * * * *

Hired transports and freight ships.

* * * * The best position for the family quarters, hospital, invalid accommodation, horse stalls and latrines must be carefully selected and the arrangements for ventilation and protection from the weather inspected and approved. At the final survey the medical stores, comforts and disinfectants, also the provisions, unless shipped by the S. and T. Corps, provided for the voyage should be examined as to sufficiency and quality.

Transport by river.

When more than 50 men are embarked and the existing hospital arrangements of the vessel are considered inadequate, space to accommodate 5 per cent of the whole strength at 7 by 2½ feet each may be specially reserved for hospital purposes.

When river steamers are chartered for the conveyance of troops the arrangements of the vessel, particularly in respect of latrines, cooking-places, hospital, ventilation, protection from the weather and baggage space should be inspected by the embarking staff officer, accompanied by a medical officer, if possible, and any defects remedied as far as practicable before the troops embark.

* * * The medical officer in charge will be responsible that a sufficient stock of medicines, medical comforts and disinfectants are shipped and that all necessary sanitary precautions are taken during the voyage.

Para. 150.

Transport by Railway.

Para. 153.

VII.—*Sick and invalids*

- (a) One second class compartment in which one berth will be allotted to the medical subordinate and his stores will ordinarily be reserved for hospital purposes in a troop extra train, any additional accommodation becoming necessary *en route* being supplied on the demand of the medical officer in charge.
- (b) Invalids will ordinarily be conveyed in carriages having latrine and, if possible, lavatory accommodation; or in serious cases in invalid, hospital or ambulance carriages. Lying down accommodation will usually be allotted in second class carriages, those incapable of sitting up being given a whole berth, and others such extra space as may be considered necessary. The extra accommodation to be given to invalids will be determined by the medical authorities.

XIII. Insanes whether violent or harmless will always be sent with their escorts in a reserved compartment of a first class carriage in the case of insane officers, and of a second class carriage in the case of soldiers.

All military passengers not drawing travelling allowance will be booked on I. A. F. T-1707 which will be completed as therein directed, and exchanged at the booking office for a ticket. Except by troop extra trains separate warrants must be issued for chargers, the number and date of the officer's personal warrant being noted thereon for audit purposes.

Para. 174.

[Para. 198.]

When travelling allowances are not admissible the following is the accommodation authorised for all ranks moving by road:—

	Horse or tonga dâk.	Jhampan, chair, dooli or palkee dâk	Camel, mule or pony riding dâk.	Ekkas or tum- tum.	Bullock train cart, two-wheeled.
Col.; Lieut - Col.	A whole car- riage.	One, with two coolies for bag- gage, or a bag- gage animal in lieu if not more expensive.	One with two coolies for baggage or a second animal in lieu if not more expensive.	One for per- sonal con- veyance and one for servant and baggage.	Two carts (<i>b</i>) (<i>g</i>).
Major or Lady nurse.					
Other British officers.	Two seats (<i>a</i>)	If travelling sing- ly one per cart (<i>h</i>) otherwise two per cart.
Native offi- cers and hospital assistants.	One seat each or four men per cart (<i>b</i>).
Other native soldiers.	

	Horse or tonga dâk.	Jhampao, chair dooli or palkee dâk.	Camel, mule or pony riding dâk.	Ekka or tum- tum.	Bullock train cart, two-wheeled.
Families of N.O's and hospital assistants.	One cart per family if hus- band accompa- nies otherwise one cart per 3 adults. Each child over 12 to count as an adult and each child under 12 as half an adult.

(a) Previous notice should if possible be given to the dâk company to enable them to allot the required seats in the ordinary or mail conveyances, but when they cannot be so allotted and the warrant is endorsed to that effect by the dâk company's agent, a whole carriage may be supplied.

(b) When passengers are not booked by seats, whole carts will be engaged even if they can only be partially filled.

(g) Lady nurses one cart.

(h) Whenever bullock carts are not available, the cheapest means of conveyance locally

In addition to the movement reports rendered under para. 10 the O. C. a unit or detachment exceeding 50 men moving by road should, when approaching any military station, or a station occupied by the Nizam's troops commanded by European officers give, by means of I. A. F. T-1708, the local staff officer two days' notice of the arrival of the party, and also furnish him with a marching in report on the same form on arrival.

Para. 200. In marching through tracts where infectious disease may be prevalent such sanitary or other precautions as the M. O. considers necessary must be carefully observed, and in no circumstances should troops be encamped on ground where cholera has recently shown itself. In the event of an outbreak of any infectious disease during a march, the party should ordinarily halt at once, and take such immediate measures to check the spread of the disease as the M. O. may consider desirable. A telegraphic report should be made to the O. C. the Brigade in which the party is marching, who will in consultation with the Brigade. or Division P. M. O. issue such instructions as circumstances may dictate, and report the action taken to the Divisional Commander and D. A. G. While the sickness lasts the O. C. will send daily reports, by telegraph if possible, to the Divisional and Brigade P. M. O., or in the case of cholera as laid down in A. R. I., Vol. VI. These reports should give the names of any British officers attacked.

APPENDIX I.

List of Books and Forms which should be kept in Regimental Hospitals.

No. in A F. Z-2001.

Description.

Army Forms.

A. F.

A. 2 .. Board or Committee, Proceedings of

A. 27 .. Morning state of sick.

A. 45 . Medical Board report on health of an officer.

A. 45A .. Medical Board Report on a wound or injury received in action

A. 45B .. Medical Board Report on injuries received in the performance of duty otherwise than in action

B. 117 .. Wounds and Injuries, Report on.

B. 181 .. Medical record of temperature, pulse, etc.

I. 1220 .. Test dot card.

I. 1224 .. Ambulance Class, Inspection Report of.

I. 1237 .. Medical Case Sheet.

L. 1373 .. Documents recommended for destruction.

Army Books.

A. B. 27 .. Hospital admissions and discharges.

A. B. 28 .. Vaccination Register, men.

A. B. 28A. .. Do do. women and children.

A. B. 46 .. Medical Register of recruits.

A. B. 172 .. Medical Certificate, transfer book.

No. in A. F. Z-2001.

Description.

Indian Army Forms

I. A. F.

A. 35	..	Pay bill (officer).
A. 38	..	Roll and pay list of temporary hospital establishments.
A. 115	..	Contingent Bill
A. 311	..	Invaliding Roll of Hospital Assistant.
A. 498	..	Loss statement.
D. 901	..	Crime Report.
I. 1122	..	Annual Confidential Report on I. S. M. D. (and additions to record of service).
L. 1182	..	Leave certificate.
M. 1191	..	Monthly return of members, I. S. M. D.
M. 1195	..	English qualification certificate of Hospital Assistant.
M. 1196	..	Casualty Report, I. S. M. D.
M. 1197	..	Return of I. S. M. D. subordinates desirous of being professionally examined.
M. 1201	..	Hospital Rules.
M. 1204	..	Diet sheet.
M. 1211	..	Register of expenditure, medical comforts, native hospital.
M. 1212	..	Monthly certificate of tinning, leeches, oil and wick.
M. 1213	..	Monthly requisition for petty supplies.
M. 1214	..	Quarterly requisition for hospital supplies.

No. in A. F. Z-2001.

Description.

M. 1215	..	Half yearly requisition for hospital equipment, native hospitals.
M. 1216	..	Requisition for medicines.
M. 1219	..	Annual requisition for surgical equipment.
M. 1220	..	Receipt and Delivery voucher, surgical equipment.
M. 1221	..	Receipt and Delivery voucher, medical stores.
M. 1222	..	Transfer receipt, hospital equipment and stores.
M. 1224	..	Surgical equipment ledger.
M. 1227	..	Expense sheets.
M. 1228	..	Daily cholera state.
M. 1229	..	Monthly strength return, N. T.
M. 1230	..	Monthly return of sick, N. T.
M. 1231	..	Annual return of sick, N. T.
M. 1232	..	Weekly Sanitary Report.
M. 1236	..	Muster roll of A. B. C. attached to hospitals.
M. 1238	..	Medical certificate, officers.
M. 1239	..	Medical certificate, native ranks and establishments.
M. 1242	..	Medical history sheet.
M. 1243	..	Medical Board and statement of case.
M. 1247	..	Statement of case of patient proceeding to Kasauli.
M. 1248	..	Instructions in case of dog-bite, snake-bite or apoplexy.
M. 1249	..	Instructions for maintenance of case sheets.

No. in A. F. Z-2001.

Description.

M. 1254—1258	Labels for bottles.
T. 1715 ..	Claim for Travelling Allowance.
T. 1716 ..	Claim for Detention Allowance.
W. 1777 ..	Bill for compensation in lieu of quarters (Hospital Assistants).
Z. 2001 ..	List of forms in use.
Z. 2002 ..	Requisition for forms.
Z. 2007 ..	Number, despatch and postage sheet.
Z. 2010 ..	Letter form.
Z. 2011 ..	Memorandum form.
Z. 2013 ..	Reminder form.
Z. 2024 ..	Local despatch book.
Z. 2033 ..	Official Secrets Act.
Z. 2039 ..	Transfer return of documents.
Z. 2042 ..	Annual record of additions to service of I. M. S. officers.
Z. 2062 ..	Precautions against fire.
Z. 2071 ..	Prescription book.
Z. 2091 ..	General requisition form.
Z. 2092 ..	Departmental and regimental requisition form.
Z. 2096 ..	R. and D. and expense voucher, all services.
Z. 2097 ..	Packing note.
Z. 2021 ..	Guard book.
Z. 2025 ..	Portfolio.
Z. 2066 ..	} Blank books.
Z. 2067 ..	
Z. 2068 ..	
Z. 2150 ..	Transport and ambulance requisition.

APPENDIX II.

List of reports and returns and requisitions to be submitted by regimental medical officers or by S. M. Os.

Serial number.	Description of return.	No. of form.	Date of submission.	SUBMITTED			REMARKS.
				By	Through	To	
DAILY.							
1	Morning state of sick ...	A. F. A27	M. O. of unit	O. C. Corps
WEEKLY.							
2	Weekly Sanitary Report ...	I. A. F. M1232...	Monday ...	S. M. O.	Cantonment Magistrate.	See sections 68 and 69, Cantonment Code, 1899.
MONTHLY.							
3	Contingent Bill for hospital supplies, and for unpicking, re-stuffing and sewing mattresses and pillows and teasing coir.	I. A. F. A115 ...	1st ...	S. M. O., I.M.S.	...	P.M.O., Brigade	After counter-signature by P.M.O. sent to Deputy Controller.
4	Contingent Bill for extra diets.	Do. ...	Do. ...	M. O. unit.	Do. ...	Do. do.
5	Contingent Bill for washing mattresses, pillows, towels, etc.	Do. ...	Do. ...	S. M. O., I.M.S.	...	Do. ...	Include with 3.
6	Monthly return of sick (2 copies).	I. A. F. M1230...	D ...	M. O. unit	P.M.O. Brigade or Division and Statistical Officer(a).	(a) With M. H. sheets of deceased men.
7	Monthly report on state of health of European officers	Manuscript ...	Do. ...	S. M. O. ...	Direct P. M. O.	D.A.G., Army...	Certain stations only.
8	Monthly report on state of health of troops.	Do. ...	Do. ...	Do. ...	Do.	Do. ...	Do do.
9	Certificate of tinning, oil and wicks.	A.F. M1212 ...	Do. ...	S.M.O., I.M.S...	...	Station Supply Officer.	In duplicate.
10	Muster Roll of Bearers, A.B.C., attached to hospitals.	I. A. F. M1236...	25th ...	S. M. O.	Company Commander, A.B.C.	At stations away from Headquarters of Company.
11	Monthly return of members, I.S.M.D.	I. A. F. M1191...	Last day of month.	M. O. unit	P.M.O. Division or Brigade.	Certain stations only if required by P.M.O.
12	Bill for compensation in lieu of or for inferior quarters of Hospital Assistants.	I. A. F. W1777...	1st ...	Do.	Garrison Engineer.	In duplicate—see A.R.I., Vol. III, p. 381.
QUARTERLY.							
13	Requisition for petty supplies.	I.A.F. M1213 ...	1st January, April, July, October.	S.M.O., I.M.S....	...	Station Supply Officer.	In duplicate—see Army Department Letter No. 2581 dated 15th June 1906. Formerly submitted, monthly.
14	Requisition for hospital supplies.	I. A. F. M1214...	Do. ...	Do.	Do. ...	In duplicate.
HALF-YEARLY.							
15	Roll of I. S. M. D. subordinates for professional examination.	I. A. F. M1197	1st February, 1st August.	M. O. unit	P.M.O. Brigade.	...
16	Requisition for S. and T. equipment for hospitals of native troops.	I. A. F. M1215	1st January, 1st July.	S. M. O., I.M.S.	...	Station Supply Officer.	...
YEARLY.							
17	Additions to record of services.	I. A. F. Z2042	1st January ...	All I.M.S. Officers	Brigade P. M.O.	D. G., I.M.S. ...	In duplicate.
18	Confidential Reports and additions to record of service of I. S. M. D.	I. A. F. I1122	Do. ...	M.O. unit	P.M.O. Brigade.	...
19	Annual return of sick and wounded.	I. A. F. M1231	By 31st January	Do.	P.M.O. Brigade and Statistical Officer.	In duplicate One copy to Statistical Officer direct, the other with medical transactions through officer named.

Serial number.	Description of return.	No. of form.	Date of submission.	SUBMITTED			REMARKS.
				By	Through	To	
20	Report of medical transactions and prevailing diseases.	M. S. ...	By 31st January	M.O. unit	P.M.O. Brigade	One copy with annual return of sick.
21	Annual Sanitary Report of Cantonment.	I. A. F. M1233	1st January ...	S. M. O. and C.M. for O.C. station	...	Do. ...	In duplicate.
22	Annual requisition for medicines	I. A. F. M1216	1st June ...	S. M. O., I.M.S.	P. M. O. Brigade.	Medical Store-keeper.	Do.
23	Annual requisition for surgical equipment.	I. A. F. M1219	Do. ...	Do. ...	Do.	Do. ...	Do.
24	Surgical Equipment Ledger.	I. A. F. M1224	1st October ...	Do.	Deputy Controller, Military Accounts.	...
25	Requisition for printed forms.	I. A. F. Z2002	Mhow, 1st February; Poona and Aden, 1st March; Quetta, 1st April; Burma, 1st May; Secundrabad, 1st June; Lahore, 1st August; Peshawar, Kohat, Bannu, Derajat, 1st September; Rawalpindi, 1st October; Meerut, 1st November; Lucknow, 1st December.	All staff and departmental and other officers not supplied without requisition.	...	Contractor for Printing G. of I. forms, Howrah.	See instructions in I. A. F. Z-2001.
OCCASIONAL.							
26	Certificate of admission to hospital of native soldier detached from corps.	A. B. 172 ...	On occurrence...	M. O. in charge	...	O. C. unit
27	Roll and pay list of temporary hospital establishment.	I. A. F. A38 ...	1st of month ...	M. O. unit.	P. M. O. Brigade.	Div. Accts. Officer	When temporary establishment is entertained.
28	Medical case sheet.	A. F. I1237 ...	On fatal termination of case.	Do.	P. M. O. Brigade	Sent with Annual Return to Statistical Officer.
29	Daily state of cholera ...	I. A. F. M1228	During epidemic	Do. ...	O. C. Corps	P. M. O. Brigade and O. C. Station.	...
30	Report of cholera or other epidemic.	Telegram in case of cholera, letter in other cases.	On first occurrence and during progress of epidemic.	O. C. Station or Troops.	...	Bde. and Divl. Comdr. Civil authorities when necessary P. M. O., India, when outbreak severe and in all cases of cholera. Sanitary Comr. of Province in all cases of cholera.	See A. R. I., Vol. VI, paras. 83 and 84.
31	Weekly Report on cholera epidemic.	Letter ...	Weekly when prevalent.	Do. ...	Bde. Comdr., Divl. Comdr.	D. A. G. Army and Sanitary Comr. of Province.	Statement of cases, sanitary condition of station, health of population.
32	I. M. S. application for civil	M. S. ...	Any time. ...	Applicant ...	Usual channel.	D. G., I.M.S. ...	A. R. I., Vol. VI, Para. 84.
33	I. M. S. application to exchange regiments.	I. A. F. Z2047	Do. ...	Do. ...	Do. ...	P. M. O., India	Employment desired and place to be stated. Change of wishes to be reported at once.
34	I.S.M. D. application to retire.	I. A. F. A311 ...	To reach D. G. 1 month before retirement is due.	Do. ...	Usual channel to D. G., I.M.S.	G. of I., M. D.
35	Death of member of I.S.M.D.	I. A. F. M1196...	On occurrence...	O. C. ...	P. M. O. Brigade.	D. G., I.M.S.
36	Arrest or desertion of member of I. S. M. D.	M. S. ...	On occurrence...	Do. ...	P. M. O. Brigade.	Do. ...	From stations in which plague occurred in previous month.
37	Monthly Plague Report ...	M. S. ...	1st of month ...	S. M. O.	P. M. O. Brigade	P. M. O. India's No. 2709 dated 14th June 1907.

APPENDIX III.

REGULATIONS FOR EXAMINATION FOR
PROMOTION OF LIEUTENANTS, I.M.S.

Vol. II.

The subjects of examination for
the various ranks will be as follows:—

* * * * *

Appendix XXIV,
Para. 1174.(5) Lieutenants, I.M.S., sub-heads
(d) (ii) and (h) (ii) and (iii). This
examination cannot be taken before
completing 18 months' service.

* * * * *

If an officer fails in one only of the subheads of subject
(h) he will be re-examined in that
Para. 1183. sub-head alone, but, except under
special circumstances, an officer who does not present him-
self for a sub-head in which he is liable for examination will
be deemed to have failed in that sub-head.

Para. 1184. A candidate for examination will
apply through his C. O. to the
G. O. C. * * *

(Names to be submitted to O. C. station before 1st
January and 1st August.)

* * * In the case of candidates who are for
re-examination in one sub-head only
Para. 1184A. of (d) or (h), the date and place of
their previous success should be given.

Examinations in subjects (d) and (h) (ii) and (iii) will
be held at stations where candidates
Para. 1190A. are quartered on the 1st Monday
in March and in October. * * *

SYLLABUS.

Sub-Appendix VII.

d (ii).—The following books will be allowed :—

The official editions of the I. A. W. and Rules of Procedure (Native Army) and A. R. I., Vol. II.

Subjects : The Indian Articles of War.

The Rules of Procedure with reference to I. A. W.

A. R. I., Vol. II, paras. 1 to 87 and 571 to 576.

h (ii) and (iii). Text.books.—The relevant portions of A.R.I., Vols. II and VI, and the Field Service Manual, Medical.

Subjects : h (ii).—Duties of subordinate personnel of native military hospitals and the preparation of returns and requisitions in connection therewith.

h (iii).—Duties of executive medical officers of the I. M. S.

STANDARD OF QUALIFICATION.

For Pass.—Subject *d* (ii) .5, Subject (*h*) .5 in (*h*) (ii) and .5 in *h* (iii).

For special certificate.—.75 in *d* (ii) and .8 in total of *h* (ii) and *h* (iii).

In addition to those already quoted the following regulations may form the subject of questions in this examination.

The rules in K. R. on the subject of discipline are, when not at variance with the following regulations, alike applicable to soldiers of the British and Native Army in India.

Vol. II Para. I.

The C. O. of a unit is at all times responsible for the discipline, training and efficiency of all under his command.

Para. 1A.

It is the duty of a C. O. to bring to the notice of his Brigadier or immediate superior all matters of unusual interest or importance, which may beneficially or detrimentally affect the discipline, training and efficiency of those under his command.

The bankruptcy or arrest of an officer by the civil power for debt or on a criminal charge will be reported to the C.-in-C. An officer will be under suspension from the date of arrest.

When an armed soldier (British or native) has broken loose in the manner commonly known as "running amok" and is at large threatening or purposing to kill any one in particular or all or any in general, it is the duty of all officers and soldiers to take steps to effect his capture and to prevent his carrying his threats or purpose into execution. In doing this an officer or soldier is entitled to take such measures of force as may be necessary in the circumstances of the case, and may take the life of the offender if there be no other reasonable means of preventing his carrying his threats or purpose into execution. If, however, it appears from the offender's action, *e.g.*, from his laying down his arms, that he intends to surrender, he should be arrested in the ordinary way and dealt with in due course. It is not necessary for an officer or soldier, before taking measures of force, to go up to the man who is running amok and demand his surrender if by so doing he would incur imminent risk of losing his own life. An order to shoot down the offender in such cases given by an officer or N.-C. O. is a lawful command and must be obeyed.

The conviction of a native officer by the civil power will be reported to the Divisinal Commander and that of a native N.-C. O. to the

Brigade Commander who will decide whether dismissal discharge or reduction is desirable.

For the purpose of the 5th I. A. W. and also for that of passing sentence by summary court-martial under the I. A. W., an officer in charge of a 1st class arsenal; an O. C. Divisional supply; an O. C. Divisional Transport and Divisional Store Officer; an O. C. a native artillery or submarine mining unit; and unless otherwise directed by superior authority an O. C. a British artillery unit; is an O. C.; a R. S. O.; a commissioned officer in independent charge of any other ordnance, or S. and T. establishment is an O. C. a detachment. For the purpose of the 5th I. A. W. the P. M. O. of a Brigade or Division is an O. C.

Rules defining the procedure in the case of offences committed by persons subject to the A. A. or I. A. W. which could equally be tried by a C. M. or a criminal court, and rules for engaging and remunerating counsel for the defence of any soldier tried by a criminal court are contained in Appendix IX, Vol. II,—*vide infra*.

The reduction of a soldier from a rank to an appointment is not a legal sentence, and deprivation of an appointment is not a court-martial award.

In order that a dying declaration may be admissible as evidence at a C. M. under the A. A. it must be made in circumstances which satisfy the requirements of English and not Indian law.

An assistant surgeon or hospital assistant reduced to a lower class of warrant officer will be placed at the bottom of that class.

The proceedings of a C. M. may be annulled by the C.-in-C., Army or Divisional Commander. Where illegality is manifest a Brigade Commander may order the release of a prisoner pending the annulment of the proceedings.

Para. 30. The proceedings of a G. C. M. are to be submitted by the J. A. through the proper channel to the confirming authority; the proceedings of a D. C. M. will be sent by the president, superintending officer, or J. A. direct to the confirming officer, but proceedings of trials under the A. A. on warrant officers, school-masters, medical subordinates, and proceedings of trials held under the I. A. W. on hospital assistants will be submitted through the D. J. A. G. court-martial proceedings, original and duplicate, should be registered and sent by separate posts.

Para. 33. After disposal by the confirming authority the original proceedings of courts-martial * * * under I. A. W. disposed of by divisional, brigade and station authorities will, except in the case of acquittal on all charges, be sent to the O. C. the prisoner's unit (through the convening officer in cases where the latter is not a confirming authority) in order that the charge, finding, sentence and confirmation may be communicated to the prisoner and entered in his court-martial sheet. The O. C. will certify on the docket sheet (I. A. F. D-909) that the above has been done and will forward the proceedings to the D. J. A. G. The duplicate proceedings will be sent direct to the D. J. A. G. concerned who will record on them the minute of promulgation which is on the original proceedings.

Whenever a C. M. does not assemble within ten days from and including the date on which a person is taken into military

custody, a delay certificate (I. A. F. D-910) furnished by the O. C. the prisoner's unit will be attached to each copy of the proceedings.

Para. 35. An officer holding a warrant for the appointment of a J. A. may, when a D. J. A. G. is not available and the case presents no legal difficulties, appoint an officer to officiate as J. A. This applies also to the revision of a case originally conducted by a D. J. A. G.

Para. 36. Courts of arbitration (*panchayats*) may be held in native corps with the consent of the parties concerned, for the settlement of private disputes. The O. C. will see that the record contains the substance of the matter, the names of the arbitrators appointed by the disputants, that of the umpire appointed by himself, and the agreement of those concerned to abide by the decision of the majority. The award, which in the case of pecuniary damages is not to exceed six months' pay and allowances, will be signed by the president. The O. C. cannot set aside a legal award because he dissents from it.

Para. 39. If a person subject to the I. A. W. deserts or is absent without leave, the O. C. will at once inform the local police, and the railway police, and will send a descriptive roll of the offender to the civil authorities of the district in which he resides. An immediate report will also be made to the police in the event of any person not subject to the I.A.W. absconding with Government property.

Para. 40. If a deserter or absentee rejoins or ceases to be liable to apprehension the O. C. will at once inform the police.

Para. 53. Imprisonment with hard labour will be carried out as follows:—

- (i) Prisoners will as a rule be confined separately in the regimental cells if available, if not, in the guard room.

Two prisoners should never be confined together.

The cells must always be under the observation of a sentry.

If a prisoner is admitted to hospital, a sentry will, if necessary, be posted over him.

- (ii) Prisoners will be employed on hard labour tasks, such as spade work and fatigue duties; no task should exceed two hours consecutively. They will also undergo punishment drill for not less than two hours daily. Hard labour and punishment drill together will be for $\frac{\text{six}}{\text{seven}}$ hours daily from $\frac{15\text{th March to } 14\text{th October}}{15\text{th October to } 14\text{th March}}$, the respective periods of labour and drill being apportioned by the O. C. the corps. In the hot season the hard labour should be performed under cover.

- (iii) For minor breaches of prison discipline a prisoner may be awarded by the O. C. corps—

- (a) reduction of diet for not longer than three days at a time;
- (b) additional hard labour and punishment drill not exceeding together two hours daily for not longer than seven days at a time.

A sentence of imprisonment without hard labour carries with it punishment drill for two hours daily.

Para. 54.

When it becomes necessary to assemble a committee of adjustment on the estate of an officer or warrant officer, the convening authority will apply by telegraph to the G. of I., A. D., for the necessary forms. In all other cases the proceedings in duplicate will be recorded on A. F. O-1625 and will, in the case of those borne on the rolls of, but not serving with, a corps, be sent to the officer in India having charge of their duplicate attestations who will be responsible for the disposal of the surplus.

Para. 61.

A committee of adjustment on the estate of a person who did not reside at a military station will be assembled at the nearest military station.

Para. 62.

When a person subject to the A. A. dies at a station in India other than that to which he belongs, the O. C. the former station will detail one or more officers to secure the effects of the deceased which are on the spot and to carry out any instructions of the committee of adjustment.

Para. 63.

A list of any articles of public property found among the effects will be sent by the committee of adjustment to the convening officer, by whom they will be returned to the proper quarter.

Para. 64.

When the accounts of the estate of an officer or warrant officer are not closed within three months, the officer convening the committee of adjustment will report the cause of the delay to the G. of I., A. D. Where the estates of other warrant officers, N.-C. Os. and soldiers of the U. L. are concerned, a similar report will be made to the Divisional Commander.

Para. 65

All petitions from native ranks to the civil authorities on non-military subjects should be forwarded by the O. C. after counter-signature to the civil officer for disposal.

Para. 70.

No legal proceedings should be undertaken on behalf of Government without the sanction of the Divisional Commander who may on the advice of the Government law officers sanction the institution or defence of civil suits (or appeals). *

Vol. II, Para. 74.

* * * *

To enable the Divisional Commander to decide on the advisability of legal proceedings, the executive officer will prepare a memorandum detailing the circumstances which render the suit necessary, and an exact statement of the claim. This should state the subject of the claim, amount, when it accrued, cause of action, steps taken to obtain satisfaction, excuse urged by the defendant, and reasons why the suit is admissible under the statute of limitations. In important cases, copies of important documents (with translations if in the vernacular) should be made and it should be stated if they are registered.

Para. 75.

If it is desired to institute a civil suit for the recovery of money due to Government the executive officer should ascertain from the civil officer of the district in which the defendant lives whether the sum could be paid by him. If the civil officer recommends prosecution application for sanction should be made to the Divisional Commander.

Para. 76.

When Government sanction the defence or prosecution of a suit in which a public servant is implicated, the fee of only one plead- will ordinarily be allowed.

Para. 79.

The Indian Evidence Act, 1872, limits the privilege of refusing to produce official documents to those the production of which would be contrary to good policy.

Para. 80.

A power of attorney to institute or defend a suit executed by an officer or soldier in military employ is not chargeable with any court fee.

Para. 82.

An O. C. will afford the civil authorities every assistance in his power in the execution of a criminal process against any person under his command, but in the case of a civil suit he will confine himself to serving the summons on the defendant (unless a commissioned officer) and procuring his signature thereto. The decree of a civil court against the pay of an officer is limited to one-half of his monthly pay. Recovery will be made by the O. C. and the amount remitted direct to the court that made the decree.

Para 84.

Except in the case of a civil suit against a commissioned officer, the O. C. will serve on the defendant the copy of the summons received from the court and, after procuring the latter's written acknowledgment thereon, will return it to the court. If the defendant authorises any person to act for him such authority will be attached to the copy of the summons returned to the court. If the summons cannot be served it will be returned to the court with an explanation.

Para. 85.

Whenever an officer or soldier cannot obtain leave to prosecute or defend a suit in person, he may authorise any person to sue or defend it for him as prescribed in section 465 of the Code of Civil Procedure.

Vol. II, para. 86.

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Civil courts have been enjoined to dispose of all suits for the prosecution or defence of which officers, soldiers, or reservists have obtained leave of absence, irrespective of the order in which they stand on the register and as speedily as is consistent with the administration of justice. Any complaint as to the non-observance of this rule is to be submitted to the C.-in-C.

1. An offence committed against the person or property of a civilian cannot as a rule be tried by C. M.
- Vol. II, Appx. IX.
Persons subject to
I. A. W.

2. Offences under I. A. W. 8, 42, 44, 59, 60, 61, 64, 65, 171 and 173 can be tried by a court-martial or civil court.

3. The procedure in a case where there is dual jurisdiction is laid down in I. A. W. 174 and 175; "the prescribed military authority" being the O. C. Station, Brigade Commander, Divisional or Army Commander.

If the offender is in $\frac{\text{military}}{\text{civil}}$ custody the $\frac{\text{O. C. Corps}}{\text{Magistrate}}$ will take steps to request the prescribed military authority to decide before which court proceedings shall be instituted: but in those cases falling under I. A. W. 171 and 173, in which death has resulted, the decision shall rest with the Divisional or Army Commander.

4. For offences under para. 2 it is usually advisable to try the offender by C. M.: where, however, the offence is a theft of Government property in which civilians may be implicated, it may be expedient to have recourse to a civil court.

The following are the rules for the defence of British and Native Soldiers charged with criminal offences and prosecuted by Government in civil courts :—

- (1) When soldiers are to be tried by a civil court on any criminal charge, the Brigade Commander shall consult the District Magistrate and arrange with him for the selection and remuneration of a pleader, advocate or barrister as the importance and necessities of the case may require.
- (2) The fees to be paid to the pleader, etc, must not exceed Rs. 100 per diem when the trial is before a High Court and Rs. 50 per diem in all other cases.
- (3) The Brigade Commander is only to appoint a pleader in cases where he thinks it desirable and should fix the fee beforehand.
- (4) When counsel is rightly provided for the defence of a soldier at the first trial in a civil court, counsel can also be provided when considered necessary on appeal, subject to the limitations laid down in rules (2) and (3).
- (5) The term soldiers in (1) includes regimental warrant and N.-C. Os. and privates both British and native (except native soldiers on leave and reservists not under training), but it does not include officers nor departmental or regimental followers.

APPENDIX IV.

The regulations for Lower Standard Hindustani as revised by

Jan. App. X - 2
I. A. O. 1909

are as follows :—

When held.	Where he'd.	Board.	Application.
1st Monday in each month. (Parts I and II.)	Calcutta Bombay Madras	Board of Examiners ... C. and M. Ex. Committee Board of Examiners ...	To reach Bde. or Divl. Office by 1st and Central Board by 15th of preceding month.
1st or 2nd Monday July and October. (Parts I and II.)	Simla ... Murree Naini Tal Ootacamund	Part I to be supervised by a single officer not below the rank of captain. The test being set by the Central Boards the papers should be sent to them for correction.	Indents for examination papers and arzi should reach the Central Board by the same date.
1st Monday in each month. (Part I only.)	Any Mily. station ...		

1st or 2nd Monday in January, April, July and October. (Part II only.)	At one selected station in each Divn. or independent Brigade.	Part II. All tests except arzi (which is set by the Board) to be set by an examiner who must have passed the H.S. Hindustani or Urdu. Decision of the examiner to be final (including the arzi).	Marks.	Remarks.
Text-book and Tests.		<p>Ghulam Muhi-ud-din's Urdu translation of Major-General Baden Powell's "Aids to Scouting." (2nd Ed.)</p> <p><i>Tests. Part I.</i>—Written translation from English into Hindustani (in Persian or Hindi character).</p> <p><i>Part II.</i>—(a) <i>Vivâ voce</i> translation of Text book.</p> <p>(b) Reading and <i>vivâ voce</i> translation of MS.</p> <p>(c) Conversation ...</p>	<p>Part I—175. 35 per cent required to pass.</p> <p>Part II—(a) 175, (b) 100, (c) 250. 35 per cent in (a) and (b), 50 per cent in (c), and 40 per cent in the aggregate required for passing.</p> <p>A candidate who fails, in one subject while obtaining the aggregate will be re-examined in that subject only.</p>	<p>Except in the case of regimental soldiers, no candidate will be allowed to present himself for examination in Part II until he passes in Part I. Candidates who fail in Part I or II of H. or L. S. Hindustani will not be permitted to present themselves for re-examination for a period of two months.</p>

APPENDIX V.

Rules for preserving, packing, and despatching specimens to Chemical Examiners for analysis.

The suspected *viscus* or other material to be sent for examination should be enclosed in a glass bottle or jar fitted with a stopper or sound cork.
S. O. M., para. 177.

If the material sent is liable to decomposition, it should invariably be preserved by one of the following methods:—
S. O. M., para. 178.

- (i) In cases of suspected poisoning in man, other than alcoholic poisoning, the material sent should be immersed in spirit of wine. The spirit should be sufficient in quantity to cover the material immersed, in whatever position the vessel containing it may be held, and should not bear a less proportion to the bulk of such material than one-third. Care should be taken that common bazar spirit is not used.
- (ii) In cases of suspected alcoholic poisoning in man, the stomach and its washings in pure water should be placed in a bottle with a sufficient quantity of clean table salt to saturate the solution and leave a little salt undissolved. The stomach itself, after being washed in pure water as above, may be preserved in alcohol as in (i).
- (iii) In cases of suspected cattle poisoning the *viscera* or other material may be preserved in spirit or in a solution of common salt. If a solution of salt is used it should be prepared as follows:—
Common salt should be added to pure water at

the temperature of the air and stirred until no more salt dissolves, when the solution should be filtered through a plug of cotton wool. The bottle containing the *viscus* or other material should be filled up with the solution to within $\frac{1}{4}$ inch from the stopper. To obviate any danger from the solution of salt being tampered with, a separate sample of the solution should, in every case, be sent to the Chemical Examiner by the officer despatching the, *viscus* and another sample should be retained in a sealed bottle in his office.

Great care should be taken that the stopper or cork of the bottle fits tightly. This precaution is especially necessary when alcohol is used as a preservative; in such cases a ring of bees' or candle wax should be placed round the lip of the bottle so as to cover the shoulder of the stopper. The stopper should be carefully tied down with bladder or leather and sealed.

The glass bottle or jar should then be placed in a strong wooden or tin box, which should be large enough to allow of a layer of raw cotton, at least $\frac{3}{4}$ of an inch thick, being put between the vessel and the box.

The box itself should be encased in common *garah* cloth, which should be securely closed and sealed. The seals should be at intervals not exceeding 3 inches along each line of sewing. All the seals must be of the same kind of wax and must bear distinct impressions of the same device. The device should ordinarily be the office seal of the officer despatching the parcel. The device must in no case be that of a current coin or merely a series of straight curved or cross lines.

Despatching officers will be held personally responsible that these instructions are carefully followed. Whenever practicable, such parcels should be packed under the immediate supervision of a M. O.

S. O. M., para. 182. A declaration of contents to the officials of the postal department is unnecessary and should not be made.

S. O. M., para. 183. The Chemical Examiner should be furnished, for his information and guidance, with every detail obtainable (including a copy of the report of the post-mortem examination) which will throw light on the case or afford him a clue.

S. O. M., para. 184. It is important that substances supposed to contain poison should be analysed with as little delay as possible. When a reasonable suspicion exists that poison has been used in the commission of an offence, the substance supposed to contain the poison should be at once sent to the Chemical Examiner.

S. O. M., para. 185. Registered parcels up to a limit of 10 seers in weight are accepted for transmission by post, and the post should, as far as possible, be used in preference to the railway in medico-legal cases.

APPENDIX VI.

Bites from supposed rabid animals.

If a dog bitten by a rabid animal be not a valuable one it is better to destroy it at once. S. O. M., para. 187. If kept, it should not be allowed at large for at least six months, and when taken out for exercise should be both chained and muzzled.

The incubation period of rabies varies from three weeks as a minimum to several months S. O. M., para. 188. The disease in the dog is almost

invariably fatal within five or six days of its commencement. Therefore, if a supposed rabid dog be kept tied up under observation, and it remains alive for ten days, no anti-rabic treatment is necessary for persons whom it may have bitten.

Rabies occurs in two forms, known as furious and dumb rabies. The former is characterised by great excitement, the latter by paralysis of the lower jaw or extremities, and the appearance of frothy saliva trickling from the mouth. These two forms, however, are not clearly defined. Other symptoms are—swallowing sticks, stones, straw etc., snapping and biting unprovoked, restlessness and a tendency to roam or to hide; but a rabid animal may continue to recognise its master. Fear of water is not necessarily a symptom of rabies; inability to lap food may not appear till late in the disease. Certain of these symptoms are present in other diseases, *e. g.*, distemper.

The method of removing and setting up for despatch portions of the brain of a supposed rabid animal is as follows:—After thoroughly washing the head with an antiseptic solution, the skull is fractured through the intact skin with a hammer. The skull is then laid bare with a knife and the broken portions of bone removed. Two specimens are required—*(a)* for the inoculation test. For this a portion of the brain about the size of a bean is scooped out and put in a bottle containing glycerine. On no account must any other antiseptic be used in contact with the specimen; *(b)* for the microscopical test. For this the hippocampus major is required.

It is best to remove the brain entire after taking the specimen *(a)*. It should at once be put into a wide-mouthed

bottle containing a plentiful supply of the following solution :—

Potassuïn bichromate	..	90	grains.
Glacial acetic acid	..	$2\frac{3}{4}$	fluid drams.
Water	$6\frac{1}{2}$	fluid ounces.

If the brain is a large one, it may be divided longitudinally exactly down the centre and one half only sent.

The instruments should be sterilised before and after use in a flame or by boiling. The greatest care must be taken not to allow any saliva or brain substance from the dog to come in contact with cuts or abrasions on the operator, or indeed with the hands at all.

This can be avoided by the use of forceps. The hand should be thoroughly washed afterwards in an antiseptic solution.

These tests with the brain of a supposed rabid animal are of no value in enabling a M. O. to decide whether a person bitten should be sent for treatment; for the former takes three weeks or even longer to complete, and in neither case does a negative result indicate with certainty that the animal was not suffering from rabies.

The wound made by a bite should be washed, dried, and then thoroughly cauterised with pure carbolic acid, potassium permanganate crystals, silver nitrate or other caustic. Care is to be taken not to overdo the cauterisation. Cauterisation, although not to be depended on to do away with all chance of infection, still delays the onset of the disease, and so gives more time for the establishment of protective immunity.

A person bitten by a rabid animal should proceed at once to the Pasteur Institute, Kasauli, for treatment. If bitten on the face, or

S. O. M., para. 193.

badly bitten elsewhere, he should arrive at the Institute, if possible, within three days of being bitten. Persons not badly bitten should arrive at the Institute not later than five days after the bite. In cases where it is doubtful whether a dog which has bitten a person is rabid, if the bite is severe, and in any case where it is on the face, it is safest to send the patient for treatment at once. But in trivial cases when the animal is alive and under observation, discretion might be exercised by M. Os. as to sending the patient for treatment or not.

The saliva of animals is infective for some days (possibly eight or nine) before they show definite symptoms of rabies. Persons S. O. M., para. 194. licked by a rabid dog, or even some days before it shows symptoms of rabies, are liable to be infected if on the part licked there is any abrasion, however small.

S. O. M., para. 195. The course of treatment lasts twenty-four days in the majority of cases.

APPENDIX VII.

Scales of surgical equipment for hospitals of native troops, and forms and books of offices of S. M. Os., I.M.S.

I am directed to acknowledge the receipt of your letter No. 1705 dated 8th May 1908 submitting a copy of the report of the Native Regimental Hospitals' Committee, and recommending the following proposals in connection therewith for sanction :—

Copy of a letter No. 863A., dated 9th March 1909, from Secy. to G. of I., Army Department, to P. M. O., India.

- (1) That the duties of the S. M. O., I.M.S., which are sufficiently outlined in I. A. O. No. 313 of 1906, be further defined by slight amplifications

or modifications of certain orders in A. R. I., Army Tables, and India Army Forms, and by the issue of a few subsidiary rules in Standing Orders, Medical, as shown in the Statement I attached.

- (2) That the revised scales of medical and surgical equipment, shown in Statement II, be substituted for the present ones, and that this and other equipment be issued to stations according to the total number of beds for hospitals for Indian troops. That the additional surgical equipment specified in Statement III be authorised.
- (3) That the S. M. Os., I.M.S., submit consolidated indents and accounts for all equipment and supplies for hospitals of Indian troops, and purchase locally all supplies authorised to be obtained in this manner except milk, meat (mutton, goat, beef or fowls), eggs, limes, and ice, which will be purchased and charged for regimentally.

The following additions and corrections to the under noted India Army Forms are suggested :—

- (a) To add a note in India Army Forms M-1212, 1213, 1214, 1215, 1216, 1219, and 1224 to the effect that, in the case of Indian troops, these officers will submit consolidated requisitions, etc., for all hospitals for Indian troops in their stations.
- (b) To add corresponding remarks to the various items affected in I. A. F. Z-2000.
- (c) To correct I. A. F. Z-200, to show that all forms required for hospital use for Indian troops are supplied to the S. M. O., I.M.S.,

and the scale allotted to him should also be given, the allotments to corps being reduced *pro tanto*—*vide* also recommendation (5) *infra*.

(d) To enter a note in the various Army Tables affecting Indian units (which should each contain the scales applying generally to hospitals for Indian troops) showing that all purchases are made by the S. M. O., I.M.S., except the articles of dietary above enumerated which are purchased and charged for regimentally.

(4) That the S. M. O., I.M.S., should have the same financial powers as the Officer Commanding a unit (including a hospital)—*vide* A. R. I., Vol. III, para. 6 (vi). The annual allotments hitherto given to corps for the purchase of hospital equipment and supplies should be amalgamated and placed at his disposal, and the amount of the permanent advance required by him left to the discretion of the local P. M. O.—(*vide* para. 41, A. R. I., Vol. III).

(5) That as the correspondence issuing from the offices of S. M. Os., I.M.S., will be considerable, they should have the same scale of stationery as British station hospitals (Table XXXI, Army Tables, Medical), and meet the requirements of regimental hospital offices therefrom. They will obtain stamps from their own units.

(6) Forms and books according to the scale laid down in Statements IV and V will be required. The S. M. O., I.M.S., will obtain and issue the authorised forms and books to regimental hospitals as required.

The numbers of the various forms, etc., allotted annually to Indian corps, should be reduced *pro tanto* to the extent they are obtained by corps for use in the regimental hospital. Corps should, as heretofore, have their own books which are very few and which they keep with them on all occasions.

2. ● * * * * *

3. In reply I am to say that the Government of India sanction the proposals.

I am, etc.,

K. M. P. HAWKES,

Offg. Secretary to the Govt. of India

STATEMENT I.

Proposed corrections to Volumes of Army Regulations, India.

VOLUME II.

Paragraph 684.—After “riding” insert a new sentence as follows :—“ Provided regimental arrangements (*i.e.*, field firing, parades, etc.) are not interfered with, they may be detailed by the S. M. O., I.M.S., for any appropriate duties considered necessary in connection with the hospitals for native troops in the station.”

VOLUME III.

Paragraph 6 (vi).—After the semicolon following the brackets *insert* “ the S. M. O., I.M.S., of a station.”

VOLUME VI.

Paragraph 30.—Substitute a comma for the fullstop at the end of the paragraph and *add* “ but they may be detailed for such appropriate duties in their station as the S. M. O., I.M.S., may consider necessary, provided their services are available in their own corps, when required.”

Paragraph 40.—Delete all after S. M. O., I.M.S., in the 6th line to the end of the paragraph and *substitute*—"for any medical and sanitary duties he may consider necessary, provided regimental arrangements (*i.e.*, field firing, parades, etc.) are not interfered with."

Paragraph 60.—In the 2nd line after "them" *insert* a new sentence as follows:—

"Hospital assistants attached to native troops may be detailed by the S. M. O., I.M.S., for any medical and sanitary duties he may consider necessary provided regimental arrangements (*i.e.*, field firing, parades, etc.,) are not interfered with."

Paragraph 102.—Delete all from "Native" in the 5th line to "I. M. S." in the 10th and *substitute*—"All hospital buildings for native troops together with all their equipment and stores will be in charge of the S. M. O., I.M.S., who will, under the orders of the O. C. station, allocate the accommodation for the sick as occasion may require, keeping native officers in rooms apart from other ranks and the men of each unit in separate wards or groups of beds, contagious or infectious cases excepted."

Paragraph 121.—After "station" in the 8th line *insert* a new sentence as follows:—"The equipment (including corps medical mobilisation equipment) of all hospitals for native troops will be kept by the S. M. O., I.M.S., in a central store with small branches for urgent requirements at hospitals situated at inconvenient distances from the main store."

Add as paragraph 127A:—"In the case of hospitals for native troops a combined dispensary will, as circumstances require, be maintained for all the units or for each group of units in the station. The number so maintained will be strictly limited to actual requirements and individual regimental dispensaries will only be kept up when distance, isolation, etc., render them absolutely necessary."

STATEMENT II.

Proposed scale of Surgical Equipment for Hospitals of Indian troops.

N.B.—The old scale which was also given in the original is left out here.

Scale of beds.	Catheters, elastic, sets of 12.	Catheters G. S., female.	Catheters G. S., male, sets of 12.	Instruments, Tooth case.	Lancets, Bleeding.	Lancets, Gum.	Lancets, Vaccination.	Needles, common, curved.	Fracture, Dislocation apparatus.	Irrigation apparatus, enameled iron, complete.	Apparatus, Urinometer set.	Caustic cases, vulcanite.
1—25	1	1	1	1	1	1	1	12	1	1	1	1
26—50	1	1	1	1	1	1	1	24	1	1	1	1
51—75	2	1	1	2	1	1	2	36	1	2	1	2
76—100	2	1	1	2	1	1	2	48	1	2	1	2
101—125	3	1	1	3	1	1	3	60	2	3	1	3
126—150	3	1	2	3	1	1	3	72	2	3	1	3
151—175	4	1	2	4	1	1	4	84	2	4	1	4
176—200	4	1	2	4	1	1	4	96	2	4	1	4
201—225	5	1	2	5	2	2	5	108	2	5	2	5
226—250	5	1	2	5	2	2	5	120	2	5	2	5
251—275	6	1	2	6	2	2	6	132	2	6	2	6
276—300	6	1	2	6	2	2	6	144	2	6	2	6

Proposed scale of Surgical Equipment for Hospitals of Indian troops—(continued).

Scale of beds.	Inhalers, Maw's.	Pencils, Camel hair.	India-rubber Tube, Fun- nel and Gag.	Specula Ear, Brunton's.	Splints, common sets.	Splints, inclined, Lis- ton's.	Splints, Long, Desault's, sets.	Stethoscopes.	Syringes, antivenene.	Syringes, brass, 2 ounce.	Syringes, brass, ear.
1—25	1	4	1	1	1	1	1	1	1	1	1
26—50	1	4	1	1	2	1	1	1	1	1	1
51—75	3	4	2	1	3	1	2	2	2	2	2
76—100	2	8	2	1	4	2	2	2	2	2	2
101—125	2	8	3	1	5	2	3	3	3	3	3
126—150	2	8	3	1	6	2	3	3	3	3	3
151—175	3	12	4	1	7	3	4	4	4	4	4
176—200	3	12	4	1	8	3	4	4	4	4	4
201—225	3	12	5	2	9	3	5	5	5	5	5
226—250	4	16	5	2	10	4	5	5	5	5	5
251—275	4	16	6	2	11	4	6	6	6	6	6
276—300	4	16	6	2	12	4	6	6	6	6	6

Proposed scale of Surgical Equipment for Hospitals of Indian troops—(continued.)

Scale of beds.	Rods, glass.	Rules, 2 feet, folding 6 inches.	Scales and weights, druggists, $\frac{1}{2}$ ounce to 5 pounds.	Scales and weights, grains and drachms, pillar	Scissors, shop.	Sla b s, wedgewood, of sizes.	Spatulas, bolus	Spatulas spreading.	Thermometers, common bath.	Urinals, earthen-ware.	Waterproof sheeting material, approved patterns, sq. yards.	Waterproof sheeting material, approved pattern pieces 7' X 4 $\frac{1}{2}$ '.	Weights, grains, spare sets.
1—25	...	2	1	1	1	2	2	1	1	2	...	1	1
26—50	2	1	1	1	2	2	2	1	1	2	...	1	1
51—75	2	1	2	2	4	4	4	1	1	4	...	1	2
76—100	2	2	2	2	4	4	6	2	2	4	1	1	2
101—125	4	2	3	3	6	6	6	2	2	6	2	1	3
126—150	4	2	3	3	6	6	8	3	3	8	2	1	3
151—175	4	3	4	4	8	8	8	3	3	8	3	2	4
176—200	6	3	4	4	8	8	10	3	3	10	4	2	4
201—225	6	3	5	5	10	10	10	4	4	10	4	2	5
226—250	8	4	5	5	10	10	12	4	4	12	5	3	5
251—275	8	4	6	6	12	12	12	4	4	12	5	3	6
276—300	...	8	6	6	12	12	12	4	4	12	5	3	6

Proposed scale of Surgical Equipment for Hospitals of Indian troops—(continued.)

Scale of beds.	Measure glass, 4 ounce.	Measure glass, 2 ounce.	Measure glass, 1 ounce.	Measure glass, minim.	Measure, pewter, double ½ ounce and 1 ounce.	Pans, bed, earthenware, round.	Pans, bed, earthenware, shipper shaped.	Pestle and mortar, brass.	Pestle and mortar, glass.	Pestle and mortar, wedgewood.	Pots, decoction, enamel- ware.	Pots, infusion, tin.
1—25	1	1	1	1	1	1	1	1	1	1	1	1
26—50	1	1	1	2	1	1	1	1	1	1	1	1
51—75	1	1	1	3	2	2	2	1	1	2	1	2
76—100	2	2	2	4	2	2	2	2	2	2	2	2
101—125	2	2	2	5	3	3	3	2	2	3	2	3
126—150	2	2	2	6	3	3	3	2	2	3	2	3
151—175	3	3	3	7	4	4	4	3	3	4	3	4
176—200	3	3	3	8	4	4	4	3	3	4	3	4
201—225	3	3	3	9	5	5	5	3	3	5	3	5
226—250	4	4	4	10	5	5	5	4	4	5	4	5
251—275	4	4	4	11	6	6	6	4	4	5	4	5
276—300	4	4	4	12	6	6	6	4	4	6	4	6

Proposed scale of Surgical Equipment for Hospitals of Indian troops—(concludea).

Scale of beds.	Syringes, Enema.	Syringes, Glass, Urethra, male, & ounce.	Syringes, exploring 80 minims.	Thermometers, clinical, self-registering.	Basins, Pus.	Basins, Vulcanite, Kidney shaped, set of 5.	Brushes, glass, in phial.	Catheter cases, tin.	Corksc rews.	Cups, feeding.	Funnels, composition, of sizes.	Machines, Pill-making.
1-25	1	2	1	1	1	1	1	2	1	2	1	1
26-50	1	4	1	2	1	1	1	2	1	2	1	1
51-75	2	6	1	3	1	2	1	3	2	4	1	1
76-100	2	8	1	4	2	2	1	3	2	4	2	2
101-125	3	10	1	5	2	3	1	5	3	6	2	2
126-150	3	12	1	6	2	3	1	5	3	6	2	2
151-175	4	14	1	7	3	4	1	6	4	8	3	3
176-200	4	16	1	8	3	4	1	6	4	8	3	3
201-225	5	18	2	9	4	5	2	7	5	10	3	4
226-250	5	20	2	10	4	5	2	7	5	10	4	4
251-275	6	22	2	11	4	6	2	8	6	12	4	4
276-300	6	24	2	12	4	6	2	8	6	12	4	4

Proposed additions to existing Surgical Equipment of Hospitals of Indian troops—(continued).

Scale of beds.	Nasal speculum.	Drop bottle for eye lotion.	Glass box for sterilised bandages, $6\frac{1}{2}'' \times 3\frac{1}{2}'' \times 3\frac{1}{4}''$.	Glass trays for instruments 12".	Glass trays for instruments 6".	Nail brushes.	Cotton gowns, operation, sterilisable.
1—25	1	1	1	1	1	2	2
26—50	1	1	1	1	1	2	2
51—75	1	1	1	1	1	2	2
76—100	1	2	2	2	2	2	2
101—125	1	2	2	2	2	4	4
126—150	1	2	2	2	2	4	4
151—175	1	3	3	3	3	4	4
176—200	1	3	3	3	3	4	4
201—225	1	3	3	3	3	4	4
226—250	1	4	4	4	4	4	4
251—275	1	4	4	4	4	4	4
276—300	1	4	4	4	4	4	4

STATEMENT IV.

Scale of Forms and Books for offices of Senior Medical Officers, I.M.S.

	Scale A.	Scale B.	Scales C. & D.	Scales E. & F.	Scales G. & H.	Scales J. to M.
	1—25	26—50	51—100	101—150	151—200	201—300
A. F. A 2 ...	12	18	24	30	36	42
" A 27 ...	800	1,500	2,000	2,000	2,500	3,000
" A 45 ...	6	9	12	24	30	36
" A 45B ...	4	6	8	10	15	24
" B 115	3	6	9	12
" B 117 ...	6	12	18	36	54	72
" B 181 ...	100	150	200	300	400	600
" I 1220 ...	2	2	4	4	6	6
" I 1224 ...	2	2	4	6	8	10

Scale of Forms and Books for offices of Senior Medical Officers,
I. M. S.--(continued).

	Scale A.	Scale B.	Scales C. & D.	Scales E. & F.	Scales G. & H.	Scales J to M.
	1-25	26-50	51-100	101-150	151-200	201-300
A. F. I 1237 ...	200	500	800	1,000	1,000	1,200
" L 1373...	2	2	2	4	4	4
A. B. 27 ...	2	2	2	4	4	6
" 28 ...	1	1	2	3	4	6
" 28A ...	1	1	2	3	4	6
" 46 ...	1	1	2	3	4	6
" 172 ...	1	1	2	3	4	6
I.A.F. A 115...	30	50	100	150	200	250
" A 497...	6	6	12	18	24	30
" A 498...	6	6	12	18	24	30
" A 508...	4	4	6	8	12	16

Scale of Forms and Books for offices of Senior Medical Officers, I.M.S.—(continued).

	Scale A.	Scale B.	Scales C. & D.	Scales E & F.	Scales G. & H.	Scales J. to M.
	1-25	26-50	51-100	101-150	151-200	201-300
I.A.F.M 1221...	4	4	4	4	4	4
" M 1222...	4	4	4	4	4	4
" M 1224...	3	3	3	3	3	3
" M 1228...	100	100	150	200	250	300
" M 1230...	40	80	100	150	200	240
" M 1231...	3	6	9	12	15	18
" M 1232...	110	110	110	110	110	110
" M 1238...	6	6	10	15	20	25
" M 1239...	30	50	80	100	150	200
" M 1242...	50	150	250	400	500	600

"	M 1243...	Medical Board and statement of case.	5	10	20	30	40	50
"	M 1248...	Instructions, dog bite ...	4	4	6	8	10	12
"	M 1249...	Instructions for maintenance of case sheets.	2	2	3	4	5	6
"	M 1254 ..	Medical labels for stock bottles.	4	4	6	8	10	12
"	M 1255 .	Dispensary labels, large...	20	30	60	80	120	160
"	M 1256 ..	Do. do. small...	20	30	60	80	120	160
"	M 1257...	Do. do. "for external use."	10	20	40	60	70	80
"	M 1258...	Do. do. "Shake the bottle."	10	20	40	60	70	80
"	O 1445...	Annual return of stores in use, hospitals	4	4	4	4	4	4
"	S 1545...	Requisitions, oil and wick	40	40	40	40	40	40
"	S 1673...	Monthly return of ambulance equipment	27	27	27	27	27	27
"	T 1711...	Railway credit notes ..	1	1	1	1	1	1
"	T 1729...	Baggage and parcel notes	2	2	2	2	2	2
"	Y 1948...	Roll of native ranks for invaliding.	8	12	18	24	30	30
"	Z 2000...	List of Reports and Returns.	1	1	2	2	3	3
"	Z 2001 .	List of forms in use ...	1	1	2	2	3	3
"	Z 2002...	Requisition for forms ...	4	4	6	6	8	8
"	Z 2006...	Register of documents received and issued.	1	2	4	6	8	8
"	Z 2007 ...	Number, despatch, postage sheet.	30	30	60	60	100	150

Scale of Forms and Books for offices of Senior Medical Officers,
I.M.S.—(concluded).

	Scale A.	Scale B.	Scales C. & D.	Scales E. & I.	Scales G. & H.	Scales J. to M.
	1—25	26—50	51—100	101—150	151—200	201—300
I.A.F. Z 2010...	100	100	200	300	400	600
" Z 2011...	2	4	8	8	12	12
" Z 2021...	2	2	3	4	5	6
" Z 2023...	1	1	2	3	4	6
" Z 2024...	1	1	2	3	4	6
" Z 2025...	1	1	2	3	4	6
" Z 2034...	2	2	2	2	2	2
" Z 2035...	2	2	2	2	2	2
" Z 2039	6	8	10	15	20
" Z 2042...	2	3	3	4	4	5
" Z 2062...	2	2	4	6	8	10
" Z 2066...	1	1	2	3	4	5
" Z 2067...	1	1	2	3	4	5

"	Z 2068...	Do. do. 2 do ...	1	1	2	3	4	5
"	Z 2071...	Note or order book ...	5	5	10	20	30	35
"	Z 2074...	Labels for blank books ...	3	3	4	6	9	12
"	Z 2881...	Transfer certificate, cash, stores, equipment &c.	4	4	8	8	12	12
"	Z 2091...	General requisition form book.	1	1	2	2	2	3
"	Z 2094...	Requisition for service labels.	6	6	12	12	12	12
"	Z 2096...	Receipt, delivery and expense voucher.	10	10	15	25	30	30
"	Z 2097...	Packing note ...	10	10	15	25	30	30
"	Z 2098...	Detail of stores ...	1	1	1	2	2	2
"	Z 2099...	List of stores ...	4	4	6	8	10	12
"	Z 2105...	Inventory of stores in charge.	3	3	3	3	3	3
"	Z 2150...	General Transport Ambulance marching establishment requisition.	10	10	15	15	20	20

STATEMENT V.

Books to be supplied to office of S.M.O. :—

Army Medical Department Reports.

Annual Report of Sanitary Commissioner with Government of India.

A. R. I., Vol. I.

„ „ II.

„ „ III.

„ „ VI.

„ „ VII.

„ „ X.

„ „ XI.

„ „ XII.

Army Tables, Medical.

„ „ Miscellaneous.

„ „ Native Cavalry.

„ „ „ Infantry.

„ „ Mountain Artillery.

„ „ Sappers and Miners.

Cantonment Act and Cantonment Code.

King's Regulations.

Indian Articles of War.

Manual for R. A. M. C.

Standing Orders for the Military Medical Services in India.

