

S U P P L E M E N T
TO
GENERAL ORDERS.

SEPARATE No. 21 of 1842.

BY THE HONORABLE THE GOVERNOR IN COUNCIL.

BOMBAY CASTLE, 18th MAY, 1842.

The Hon'ble the Governor in Council is pleased to publish the following Compilation of all existing orders under the head "Indents."

By order of the Hon'ble the Governor in Council,

P. M. MELVILL, Lieut. Col.

Secy. to Govt.

INDENTS.

1. Indents for Stores of whatever description the receipt and issue of which are regulated by established proportions, also Returning Indents with the exceptions specified in paras. VI, XI, XXXI and XXXVII, are to be forwarded by Indenting Officers direct to Supplying or Receiving Officers, who are to attend to the requisition after satisfying themselves that the documents have been framed in strict accordance with the Regulations of the Service, being themselves held responsible, that no issues are made, except in conformity thereto, and that the several documents forwarded as vouchers to their accounts, have been drawn out according to the authorized forms. G. G. O. 13th
Nov. 1833.
- II. Should Out-station Commissaries be unable, from the state of their Arsenals, to comply with such Indents, they will transmit the same to the Military Board, who will make the most advantageous arrangements for supplying them with the Stores without delay. G. G. O. 8th
Feb. 1830.
- III. Indents of an ordinary description for Stores, of which no proportion is established, as also emergent Indents, shall be met by departments under the authority and responsibility of Station Commanding Officers, who may, in the instance of the former, refer any, regarding which they entertain doubt, to the Officer Commanding the Division, for decision or reference, and if he deem proper, to the Head of the Department concerned, vizt. G. G. O. 13th
Nov. 1838.
- Indents for Artillery, Ordnance, Engineer, }
or Barrack Stores, Arms, Accoutrements, } The Military Board,
Ammunition and Entrenching Tools. }
Camp Equipage and Carriage. The Quarter Master General.
- IV. The Right Honorable the Governor in Council is pleased to direct, that on all Indents of an extraordinary nature, as also Emergent Indents, the word "Emergent or Extraordinary" shall be written by the sanctioning authority himself. G. G. O. 16th
Oct. 1837.
- V. Regarding the issue of Miscellaneous Stores, any information required, will be afforded by the Military Board, to whom also all Indents for Stores required on payment, are to be submitted. G. G. O. 13th
Nov. 1838.
- VI. All Indents by Corps or Departments at the Presidency for Military Stores or Appointments, with the exception of Camp Equipage and Carriage, are to be sanctioned by the Military Board before they are complied with. G. G. O. 18th
May 1788.
- VII. The Military Board will pass all ordinary applications from Merchants and other Individuals of the Presidency for Stores which can be spared either for Purchase or Loan, excepting when the demand appears to be so great as to require the sanction of Government, but in all cases the Certificate of the Stores having been paid for, given under the hand of the Secretary to the Military Board, to be the necessary voucher for the issue. G. G. O. 8th
Feb. 1830.
- VIII. The Right Honorable the Governor in Council is pleased to direct, that a similar Certificate shall be deemed necessary by all Departments, in order to ensure payment for the Stores and work done for Individuals previously to the Stores being delivered. G. G. O. 20th
July 1832.
- IX. Stores issued on loan to receive the sanction of the Military Board for their return into the Arsenal, and the usual report of their state to be made by the Principal Commissary of Ordnance to the Secretary to the Military Board to regulate his order on the Paymaster for the repayment of the deposit. G. G. O. 8th
Feb. 1830.
- X. His Lordship in Council is further pleased to limit the loan of such Stores (Guns and Muskets) to a period of two years, after the lapse of which the amount deposited as a Security is to be considered forfeited. M. C. 11th Nov.
1834.
- XI. All Indents from Out-station Arsenals for supplies, whether Europe or Country, to be sent for the sanction of the Military Board. G. G. O. 8th
Feb. 1830.
- XII. The Military Board, and all Commandants of Garrisons, Corps, or Detachments, are strongly recommended to make themselves acquainted with the necessity for the Indent they countersign for issue; as from their situation they must be, and are held, equally responsible to the Honorable Company for the propriety of them, with the Person originally indenting; and when by accident he is not forthcoming, they must be held solely answerable. G. G. O. 6th
Oct. 1789 and
14th June 1819.
- XIII. All Indents from detached Brigades, Battalions, and Companies, to be countersigned by the Commanding Officer of the Brigade or Battalion to which the Person indenting is attached, and who will then be considered answerable for the propriety of the Indents, as will the Commandants in like manner at Subordinate. G. G. O. 23d
Apr. 1789.
- XIV. A Returning Indent prepared in duplicate (according to the annexed form) is established, as the voucher on which Stores requiring repair, or no longer needed by Corps or Departments, are to be returned into Store, thrice each year, (vizt. on the 1st March, 1st September, and 1st December). Receiving Officers being required carefully to examine the Stores produced, and to reject any which appear to be tendered on insufficient grounds, unless required to receive them by the Station Commanding Officer, whose signature will in this case be passed upon the Indent. G. G. O. 13th
Nov. 1838.

- G. G. O. 13th
Nov. 1833. XV. Indents in duplicate for Stores to replace those returned as above, or to complete the established proportion of Regiments &c. shall be preferred on the dates above mentioned according to the prescribed form, which form is also applicable to all demands by Indent made upon the Ordnance, Barrack, or Camp Equipage Departments, as also to Indents preferred by those Departments on the Commissariat for supplies of Stores.
- G. G. O. 11th
Jan 1840. XVI. The Hon'ble the Governor in Council is pleased to intimate for the information of Departments and Officers preferring Indents, that the Certificate usually appended as to the necessity of the demand is to be attached on all occasions to Indents for articles the established proportions of which are not laid down; but to Indents for articles the established proportions of which are fixed the Certificate is not required.
- G. G. O. 13th
Nov. 1838. XVII. Vouchers for Stores supplied to, or received from: Her Majesty's Troops, will be furnished in the same manner as from the Hon'ble Company's Service, instead of being framed as hitherto, in triplicate.
- G. G. O. 4th
Apr. 1800. XVIII. In framing Indents the mode in which Stores are denominated in the Ordnance nomenclature, as well as the alphabetical arrangement is to be particularly attended to, regularity and usatness being essentially necessary to ensure the desirable objects of accuracy and despatch in keeping the accounts, and in complying with the demands for Stores.
- G. G. O. 6th
Sept. 1815. XIX. In all Indents by Corps, the particular use for which an article may be required, shall be fully expressed; and Supplying Officers are required to reject those which do not afford the necessary information.
- G. G. O. 8th
Feb. 1821. XX. The custom of receipting Indents, previously to the articles indented for, being delivered, is to be discontinued, as it is liable to cause mistakes; and the acknowledgment must not be made until the articles be received.
- G. G. O. 22d
April 1811. XXI. No Indent will be considered of any validity, that shall be found deficient in any of the requisites prescribed.
- G. G. O. 12th
Aug. 1822. XXII. When Stores of any magnitude are indented for upon Arsenals, or Depôts and the Commissaries of Stores deem the attendance of an European Officer necessary, the same will be communicated by them to the Regiment, Department, or Indenting Officer.
- G. O. C. 3d
June 1797. XXIII. The Commander in Chief, in order to prevent improper collusions or abuses, on every occasion where deficiencies are to be supplied by Indent, thinks it necessary to give the following Orders and Regulations, to which the most implicit attention is to be paid.
- XXIV. Indents of every description, to be made out, as usual, by the Officer in whose province this duty may be, and to be countersigned by the Officers in command of Corps, it is to be clearly and positively understood, that an Officer countersigning an Indent, or an account of Expenditure, is to be held responsible for the propriety of the same.
- XXV. Indents ought never to be made, merely on the principle of their being customary and established; wherefore, it is essentially incumbent on Commanding Officers of Corps fully to satisfy themselves of the necessity for the Indent, before they sanction it with their signature.
- XXVI. The Commanding Officer of a Corps having satisfied himself of the actual general necessity, will, in the next place endeavour to ascertain the particular quantity of Materials or Articles wanted for the purpose required; and he is to be no less attentive to examine that the quantity of the articles are equal to those specified in the Indent, and applied in the manner therein set forth.
- XXVII. The foregoing rule is to be particularly observed in Repairing or Tinning Cooking Utensils, which although apparently a petty branch of Expenditure, there has existed in it, collusive abuses of considerable magnitude.
- XXVIII. The Commanding Officer is therefore directed not only to ascertain the number of Pieces, but to be assured, that they actually stand in need of being Tinned, before he confirms, with his name, any Indent to that effect; and when the articles are returned, he is to examine if the Repairs are made agreeably to the Indent, or if the Work (whatever it may be) has been executed properly.
- XXIX. Indents from Adjutants, Quarter Masters, or other inferior Officers, are only to be complied with, when such Officers are in command of Corps, or detached to so great a distance that the preceding mode cannot be attended to.
- XXX. All Indents, therefore, for Repairs and Supplies, being signed or vouched by the Officers immediately in command of Corps before they can be complied with, the whole of the Contingent Expenditure of a Corps is thus devolved on the Senior or Commanding Officer, whom the Commander in Chief must necessarily hold responsible that the strictest obedience and attention be paid to the spirit and intent of the above Regulations.

XXXI. Several instances having occurred in which Indents have been preferred to the Commissariat Department, at Subordinate Stations for Stores for the Ordnance Department which, by the ordinary course, should have been procured by Indent on the Grand Arsenal, the Governor in Council is pleased to direct, that all Indents on the Commissariat Department for Ordnance Stores, be in the first instance transmitted to the Military Board at the Presidency, before they are complied with, except in such cases (which it is presumed can seldom occur) when the delay of a reference to that authority would be injurious to the Public Service. In such cases, however, the circumstances are to be reported, and fully explained, to the Military Board.

G. G. O. 21st
Mar. 1836.

XXXII. Considerable delay and inconvenience to the Public Service is experienced in the Commissariat Department, by Corps and Departments not attending to the prescribed Forms of Indents, as laid down in the Regulations.

G. O. C. 16th
May 1830.

XXXIII. The points to which attention is principally required, are as follows:—

Indents for Doo- } XXXIV. Should be made on the Commissary of Stores Department,
lies and Tents. } in whose charge they are.

Indents for Doo- } XXXV. Should be made on the Commissariat, and include the pro-
ly Bearers. } portion of 1st and 2d Muccadams: one 1st Muccadum to 93 Bearers;
one 2d Muccadum to 24 Bearers. This being "Carriage of Sick Depart-
ment," no other articles can be inserted.

Indents for Coo- } XXXVI. Should be made on the Commissariat, and particularly
lies, Bullocks or Cat- } specify the purpose for which the Coolies or Cattle are required.
tle of any description }

XXXVII. At the Presidency these Indents must all be passed by the Quarter Master General, and those for Sick Carriage also countersigned by the Superintending Surgeon.

XXXVIII. It is hereby directed, that no Indents from Departments for new Tents or Doolies shall be passed but under the signature of the Quarter Master General of the Army.

G. G. O. 27th
May 1831.

XXXIX. On all occasions of Indents being preferred on the Commissariat, for transport of Stores, such Indents shall afford full and complete and specific information as to the size and weight of the several Packages, and whether the contents are of a perishable nature, or otherwise.

G. L. 8th May
1832.

XL. A Commissariat Officer is required, in view to prevent responsibility attaching to himself, to state his objection to the Indent to the Officer who may have sanctioned it before complying with it.

G. L. 5th May
1832.

XLI. The Hon'ble the Governor in Council is pleased to direct, that monthly receipts be granted by the Departments receiving supplies from the Commissariat, for such supplies as may be actually made during each month, on sanctioned requisitions, whether the requisition be completed or not; and that such receipts drawn out agreeably to the annexed Form, bearing reference to the sanctioned Indents be considered as competent Vouchers for the Military Board to pass the charges, which should be preferred in future at the close of each month.

G. G. O. 1st
July 1830.

FORM.

Received from Captain A. B. Deputy Commissary General. Presidency Division. the under-mentioned Articles, or Stores, supplied to me in the course of the present month, in part, or in full (as the case may be,) of my Indent on him, No. 1, dated—on account of Cavalry Supplies.

XLII. Attention is also particularly required to the following Extract from the Commissariat Regulations, Sec. 1. Art. XVII. "All Indents on the Commissariat are to be framed in Duplicate, and on foolscap paper; and the particular use for which an Article may be required shall be fully expressed.—They should also show the strength of Battalions and Detachments, Commanding Officers of Stations, or Detachments, are required to reject such Indents as do not afford the necessary information."

G. G. O. 6th
June 1833.

XLIII. The Right Hon'ble the Governor in Council is pleased to prohibit all Commissariat and Ordnance Officers, or Barrack Masters, from complying with Indents upon them from the Civil Departments, unless such Indents shall bear upon their face the sanction of Government, or a Certificate by the Officer preferring the Indent that the case is emergent, and that application has been made in the regular way, for the sanction of Government.

G. L. 14th
June 1833.

XLIV. Requisitions from the Civil Surgeons, countersigned by the Superintending Surgeon, and from the Warehouse Keeper for the carriage of Stationery, are exceptions to this Rule.

G. G. O. 3d
March 1834.

XLV. With reference to Government General Order, 6th June 1833, the Monthly Indents by the Magistrate of Poona, for articles required for the morning and evening Gun in that City, being of a fixed nature, shall be exempted from the operation of that General Order, and shall regularly be complied with in future, without being submitted for the sanction of Government.

INDENT No. 1 of 184—and 4—on the (Ordnance, Barrack or other Department) for the undermentioned Articles required for the use of the Department (or Regiment as the case may be.) Station and Date.

Letter.	NAMES OF ARTICLES.	Established Proportions.			Balance on hand this day.		Number or quantity Indented for.			For what purpose required.	Authority and date.	Value.		
		Serviceable.	Repairable.	Unserviceable.	As due on former Indent.	Now Indented for in addition.	Rate.	Per.	Amount.					
B	Belts, Buff, Bayonet.....	720	549	90	81	23	58	Fifty eight.....	In lieu of 81 worn out, as per returning indent (or Committee proceedings) and to complete the established proportion..	G. G. O. 6th and 16th July 1835. Nos. 334 & 349. Ditto.. 8th May 1837. No. 231.				
C	Cords and Tassels for Bugles and Trumpets...	3	2	1	1	1	One.....	To replace one unserviceable, as per returning indent of this date.						
K	Knives, Hook with Staves.....	3	1	1	1	1	One.....	To complete the established proportion.						
	<i>Ammunition.</i>													
F	Flints, Musket.....	9520	5106	3743	3000	1414	One thousand four hundred and fourteen..	Ditto.....ditto of serviceable.	Ditto.. 13th Nov. 1838. No. 577.					
	<i>Barrack Furniture.</i>													
G	Glasses, Time, Hour.....	2	1	1	1	1								
	<i>Camp Equipage.</i>													
B	Bags, Gunny Paut, for Pegs.....	7					7	Seven.....	For a Company (or Detachment) proceeding to (—) as per Division Brigade or Station Order of this day's date.	Ditto.. 1st Nov. 1839. No. 579.				
	" " " Tents.....	7					7	Seven.....						
	Bamboos, Door.....	14					14	Fourteen.....						
P	Poles, Tent.....	7					7	Seven.....						
T	Tents, Rowtie, No. 3.....	7					7	Seven.....			Vide Present State on the reverse.			
	&c.....&c.....&c.....													
											Total Rupees.....			

I do hereby certify that the articles above specified are indispensibly necessary for the purposes mentioned according to the best of my judgement and belief after the most careful examination.
 (Signed) C. D. Commanding (—) Regiment. Contents Received. (Signed) A. B. Quarter Master.
 (Signed) A. B. Quarter Master.

Notes.—Ordnance Stores, Barrack Furniture and Camp Equipage, are to be Indented for distinctly in separate Indents.

Returning Indent of (Ordnance, Barrack, Camp Equipage, or other Stores) from the Regiment or Department, as the case may be

(Station and Date.)

Letters.	NAMES OF ARTICLES.	Number and state on the returns.			Dates.		Damage, how occurred and how and why returned into Store:	State.			Repairs wanting.	
		Serviceable.	Repairable.	Unserviceable.	Of marks.	When received.		Serviceable.	Repairable.	Unserviceable.		
A	Axes, Pick.....	2	1	..	None.	March 1836	Gradual wear during two years.	2	Points require to be repaired and steeled.	
B	Belts, Buff, Bayonet.....	6	October 1835	Broken in repairing a water course; fair wear.	1		
..	Ditto..... ditto.....	10	} Old Belts retained from former Committees.....	Decr. 1833.....	} No longer of any use.	6		
..	Ditto..... ditto.....	10	
<i>Camp Equipage.</i>												
B	Bags, Gunny Paut, for Pegs.....	20	} Octr. 1837.	} No longer required the Detachment having joined Head Quarters.	} The repairable and unserviceable Stores have become so in fair wear.	14	3	3	Requiring slight repairs where frayed.	
..	Ditto..... ditto for Tent.....	10				5	3	2		Ditto ditto ditto.
..	Bamboos, Door.....	20				20
C	Cylinder Pole Tent, Rowtie, No. 3.....	10				10
M	Mallets, Tent.....	4				3	..	1
P	Pegs, Tent.....	100	49	35	16	The repairable require pointing.		
..	Poles, Tent, Rowtie, No. 3.....	10	9	1	Requires new top pieces.		
T	Tent, Rowtie, No. 3.....	10	1 3/4	1 2/5	..	8	1	1	Requires slight repairs to cloth and 5 new ropes; those in use being worn out.	

I do certify, that the account above rendered is, to the best of my belief, correct.

(Signed) B. C.

Major in charge (-) Regt. N. 1.

(Signed) C. D.

Commissary of Ordnance.