

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

SEPARATE No. 41 of 1842.

BY THE HON'BLE THE GOVERNOR IN COUNCIL,
BOMBAY CASTLE, 21st SEPTEMBER 1842.

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

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

P. M.. MELVILL, Liout. Col.

Secy. to Govt.

CORRESPONDENCE.

I. The Governor in Council judges it expedient to warn every Company's Servant, as all Europeans and Natives residing under their protection, against entering into any Correspondence with the Native Powers of India, without Authority of Government, on pain of being made severe examples of. G. G. O. 1st
July 1700.

II. All Communications on Official Subjects, are prohibited between Officers stationed in Foreign Territories, and the Natives. G. G. O. 15th
Oct. 1821.

III. In the case of an Officer receiving information of such importance, as may require to be made known, he should simply communicate it to the Chief Political Authority at the Station, and leave the course of procedure to its decision.

IV. (*H. C. L. 21st Sept. 1785, Para. XXVII.*) "We have long regretted an Abuse which is now become so prevalent, and has gone to such an extent, that we must be peremptory in taking the most effectual measures to put an end to it.—We allude to the practice of our Servants having access to, and transmitting home to their private Correspondents, such part of our Records as they think proper. Our Orders therefore are, that no Person, but the Members of the different Boards, shall have access to their Records, except the Secretaries of such Boards, and those intrusted by them; and that no private Copies shall be given thereof, except to the President of each Board if he shall desire it; to these Persons, so intrusted, we look for responsibility; and if Copies of our Papers, Correspondence, or Records, shall be discovered in the possession of any Persons, not warranted by the Government, either at home or abroad, we shall certainly take the most effectual measures in our power to discover by whose means the Communication has been made, and will dismiss from our Service any person who shall be found guilty of disobeying these our Orders." G. G. O. 27th
July 1786.

V. (*Para. XXVIII.*) "Another practice, of a similar nature, likewise calls for our animadversion.—Many of our Servants possessing our most confidential Situations, are accustomed to indulge themselves, without reserve, in corresponding by their private Letters, upon the Public Affairs of the Company. This is attended with many inconveniences, is directly contrary to our repeated orders, and we desire you will take the most effectual means to prevent it; and if any of our Servants presume to continue in a practice so contrary to our wishes and orders, we shall certainly mark our disapprobation by the severest tokens of our displeasure."

VI. (*Para. XXIX.*) "It is incumbent upon us further to inform you, that a practice has sometimes of late prevailed, of our Servants abroad sending home public letters to the care of persons resident in this Country, to be delivered by them, or not, as in their discretion they shall think proper:—We prohibit any such practice in future, and direct that all letters to us, from our Servants abroad, be forwarded through the prescribed channel."

VII. In consequence of the above Orders, it is signified to all Servants of the Hon'ble Company, without distinction, that from henceforward no Person is permitted to go into the public Offices, except those Gentlemen who may be employed as Assistants therein, or have business with the heads of such Offices, and to whom they are on all occasions to apply.

VIII. (*H. C. L. dated 18th June 1831. Para. I.*) Several instances have recently occurred in which we have been subjected to very heavy charges for the Postage of Letters and Memorials addressed to the Chairman and Deputy Chairman, and individual Members of the Court, by our Servants in India and others. G. G. O. 30th
Oct. 1834.

IX. (*II.*) Having constituted our Local Governments the only legitimate medium of communication between our Servants abroad and the home authorities, and considering it indispensable to adhere to this wholesome Regulation, which, whilst it secures our Officers against any prejudicial delay in the transmission of their Memorials, enables our Governments at the same time to furnish us with full information together with their remarks and opinion on each case, we desire it to be notified to the Service at large that any departure from the Rule will meet with our disapprobation, and that, in every instance which may occur after this notice, we shall call upon the respective parties for re-imbusement of the expense to which we shall have been thus unauthorizedly and uselessly subjected.

X. The Hon'ble the Governor in Council is pleased to re-publish for general information, the subjoined Extracts of letters from the Hon'ble the Court of Directors, regarding the transmission of Memorials. G. G. O. 25th
Feby. 1840.

Extract Para. 67 Hon'ble Court's } "We hereby order and direct, that whenever any
letter dated 23rd March 1787. } "of our Servants, Civil or Military, shall see occasion to address the Court of Directors, the same be
"done through the regular channel of the Governor in Council, and not otherwise, and this
"you will consider as a standing order which we have been induced to make, in consequence of our having lately received a letter from a person in an important Office thro' private hands."

Extract Paras. 5 and 6 Hon'ble } "In our despatch dated the 23d March 1837, we
Court's Letter dated 23d Mar. 1814. } "directed that, whenever any of our Servants, Civil
"of Directors, the same be done through the regular channel of the Governor in Council, and not otherwise. This order however, has not been invariably observed, but, as in the instances in which it has been departed from, the parties may not have been aware of its existence, we direct that you take the most effectual means of making our directions upon this subject know to all our Servants under your Government, at the same time giving them to understand, that we consider this a standing order, and that we shall con-

"finer to discourage a deviation therefrom, by declining to attend to any representation that may be forwarded to us contrary to the mode above prescribed. This order is to be considered as applying to all persons residing under your Government."

"We also desire that you keep any address or Memorial to the Court, twenty days before you transmit it to us, for the purpose of your having time to furnish us with any remarks or observations you may have to make upon it, after the expiration of these twenty days you must forward the address or Memorial, with your remarks, by earliest proper opportunity."

2nd. As much inconvenience has been experienced, owing to parties not attending to the foregoing instructions, the Governor in Council finds it necessary to declare, that Memorialists must not expect that their Memorials will be forwarded to the Home Authorities until they have been twenty days in the possession of Government, and that all Memorials addressed to the Honorable the Court of Directors, must, with their accompaniments, be sent to Government in * Triplicate, otherwise they will be liable to be returned to the parties concerned.

NOTE.—* *Quadruplicate to the Adjutant General of the Army.*

G. O. 3rd June
1788.

XI. All Letters to Government, must be addressed to the Honorable the Governor in Council, and in the singular person.

G. G. O. 8th
July 1835.

XII. All ordinary correspondence between the Government and the Commander in Chief, whether relating to the King's or Company's Troops, which may belong to the Military Department, shall be conducted, through the Offices of the Military Secretary to Government, and of the Adjutant General or Quarter Master General of the Army, as the case may be, with the exception of references relating to the pecuniary or other claims of individuals of His Majesty's Service which the Commander in Chief may deem it necessary to recommend to the consideration of Government, and which shall be submitted through the Deputy Adjutant General, Queen's Troops, if not through the Adjutant General of the Army and the Office of Military Secretary to the Commander in Chief, will cease to be an Office of record.

N. B. *For the mode of conducting Correspondence relative to H. M. Troops, see that Sect.*

G. O. C. 25th
April 1807.

XIII. All Correspondence which has for its object the Arming and Clothing of the Troops, the Discipline of the Army, Military Regulations, and Applications for leave of Absence, shall pass through the medium of the *Adjutant General of the Army.*

G. G. 24th
June 1822.

XIV. All Correspondence relating to Quarters, Marches, Camps, Plans and dispositions for Defence, Embarkations, Disembarkations, and general Conveyance of the Troops, is to be addressed and transmitted to the *Quarter Master General of the Army.*

G. O. 25th
April 1807.

XV. All Letters, Returns, and Reports, sent to the Adjutant General, Quarter Master General or Military Secretary to the Commander in Chief, shall be addressed as follows:—

"To the *Adjutant General of the Army.*"

"The *Quarter Master General of the Army.*"

"The *Military Secretary to the Commander in Chief.*"

} *Bombay.*

G. O. C. 5th
July 1828.

XVI. Inconvenience having been experienced by delay in transmitting Orders issued at Out-Stations, to Head-Quarters, for the decision of the Commander in Chief, or of Government; it is directed that all Orders issued by Officers Commanding Divisions, Stations, Garrisons, Detachments, or in any other situation of Command, nominating Officers to act in Staff or other Situations, pending the decision of His Excellency, or of Government, and likely to occasion Expense, be transmitted to the Adjutant General of the Army on the day upon which they may be given out, or as soon after as possible, accompanied by a full explanation of the cause of every such temporary arrangement.

G. O. C. 25th
Nov. 1826.

XVII. The above order having on many recent occasions been overlooked, His Excellency the Commander in Chief is pleased to enjoin the strictest attention thereto in future.

G. O. C. 14th
May 1800.

XVIII. In order to expedite the circulation of General Orders to the Troops serving under this Presidency, however distant, they will be issued by the Adjutant General in print, and be transmitted by him to every Station of the Army.

G. O. C. 5th
Augt. 1820.

XIX. Officers of Engineers, Artillery, and other Departments at Out-Stations, being sometimes in the habit of sending Claims direct to Head Quarters; it is ordered that all such be hereafter transmitted either through the Officer Commanding the Station, or through the Commandants or Heads of Departments at the Presidency, (as the case may require) who will forward the same to the Adjutant General with such observations as may be deemed necessary for the information of the Commander in Chief.

G. O. C. 15th
Sept. 1834.

XX. Applications and references, of whatever nature, intended for submission to the Commander in Chief, are invariably to be made by Commanding Officers of Regiments through the usual channel of Officers Commanding Divisions and Stations, it being their duty to adjust all such as are found not to require the Commander in Chief's special consideration.

G. G. O. 15th
June 1830.

XXI. Officers Commanding Divisions will address Government on all subjects through His Excellency the Commander in Chief.

G. O. C. 30th
Sept. 1839.

XXII. Several instances having occurred, where the regular channel of communicating with Government, has not been observed, the Commanding Officer of the Forces, calls the attention of Commanding Officers to the G. G. O. 15th June 1830, which directs that Officers Commanding Divisions, will address Government on all subjects through the Commander in Chief, and which is invariably to be sent through the Adjutant General, or Quarter Mas-

ter General of the Army, as the case may require, and the Regulations of the service point out.

XXIII. The only exception to the foregoing rule, is correspondence relating to Military and Departmental Buildings, which is to be submitted to Government for orders by the Military Board according to the Instructions laid down in G. G. O. No. 374 of 1839.

XXIV. All Letters on the Public Service, and all other Official Papers, must ever be addressed to the Heads of the Departments which they concern.

XXV. All Letters, on Official business of the Army, are to be written on *foolscap paper*, and when more than one page is used, the full sheet is to be transmitted.

XXVI. In order to obviate the inconvenience which exists in Public Offices, in binding up Official Records, owing to the prevalent practice of Letters being written with a blank margin on the outside edge of the page, instead of the inside edge, whereby a large portion of the writing, when Letters are bound up, is lost in the binding, the Right Honorable the Governor in Council is pleased to direct that the blank margin be always left on the inside edge of all official documents.

XXVII. All Letters sent on Public Service shall be sealed or wafered and acknowledged in the same manner by the persons to whom they are addressed:

XXVIII. All Officers arriving at the Presidency either on duty or leave, who have occasion to correspond with any of the Public Offices in Bombay, are directed to date their Letters from their place of Residence in order to prevent the inconvenience and delay which frequently occur in transmitting replies to their applications.

XXIX. Whenever reference is made in a Public Letter to any Regulation contained in the Code of Bombay Military Regulations or in General Orders printed since the publication of the Code, the page in which such Regulation is inserted must be noted either in the body or Margin of the Letter or Document.

XXX. Inconvenience being sometimes experienced from a delay in the receipt of answers to references from Government, independent of the prejudice to which the public Service is exposed by an unnecessarily protracted prosecution of enquiries, Officers to whom such references are made will, on the 1st of each month, and never later than the 5th, forward a General Register of all Letters in the Military Department which may remain unreplied to, according to the annexed Form.

XXXI. Registers of unanswered references are to be transmitted in addition to those above called, for and in the event of there not being any reference, from or to Government, unreplied to, blank Registers are to be forwarded monthly under cover to the Chief Secretary.

XXXII. Register of the References from the — in the — Department unreplied to on the —

Date of Letters.	Subjects.	Remarks.

XXXIII. General Register of Letters from Government unreplied to in the month of —

Department.	Subject.	Date of receipt.	Cause of the delay in replying to those reference.

XXXIV. The Register of unanswered references should specify all which at the date of the Register remain unanswered, and not those only which may have been made during the month immediately preceding the date of the Register.

XXXV. All heads of Departments, in their correspondence with Government, shall, in all cases, forward in original such letters and enclosures as it may be necessary to transmit with their communications, retaining, if necessary, Copies of the same for their own records.

XXXVI. In signing official Letters or Documents, Officers are to annex to their signatures the Rank they hold in the Army, as well as the designation of appointment.

XXXVII. The Commander in Chief desires that all Officers will strictly confine their description of themselves, in every communication in any way relating to the Public Service, to the rank and designation conferred upon them by Government in announcing to the Army in General Orders the Appointment of any individual who, may, from time to time, be nominated to fill any of the Military Commands or Staff Situations belonging to it.

XXXVIII. Inconvenience having been experienced from the want of a document, shewing that Letters sent to the different Departments have been safely delivered at a proper time, the Honorable the Governor in Council directs, that all the Heads of Departments at the Presidency, will either by themselves, or their subordinates, grant the requisite acknowledgement for the receipt of public Letters, when a book is presented by the delivering Peon for that purpose.

G. O. C. 20th
May 1794.

G. O. C. 29th
June 1820.

G. N. 13th
July 1833.

G. O. 20th
July 1791.

G. O. C. 13th
April 1825.

G. O. C. 4th
July 1825.

G. L. 22nd
Oct. 1827.

G. L. 9th Sept.
1832.

G. G. O. 3rd
Dec. 1831.

G. O. C. 4th
Feby. 1832.

G. O. C. 7th
Sept. 1832.

G. N. 4th Feb.
1840.

G. O. C. 30th
May 1840.

XXXIX. The delay being found productive of much inconvenience to the Public Service the Commander in Chief requests the attention of Officers Commanding Divisions, Stations, and Corps, to the necessity of greater promptitude in answering Official papers, which should be replied to, in all practicable cases, by return of post.

G. O. C. 17th
Augt. 1838.

XL. The Commander in Chief desires to correct a very objectionable practice which he finds to prevail very generally throughout this Army; the practice he alludes to, is, that of Commanding Officers having recourse to written and Official communications, through their Adjutant to the Junior Officers, upon the most trivial occasions.

XLI. His Excellency can see no reason why this should be so; or why, on ordinary occasions a Commanding Officer should not call before him, an Officer whose conduct has been unsatisfactory, and make known his disapprobation by word of mouth to the party concerned without commencing a correspondence through the Adjutant; and thereby making others acquainted with, and witnesses to the errors of one of the parties, when no such exposures seems necessary.

XLII. The Commander in Chief is of course aware, that cases will occur where such correspondence is indispensable, but many have come before him, in which he is persuaded that harmony and even discipline would have been much better maintained by abstaining from the Official Correspondence alluded to and the attention of Officers Commanding Regiments, is therefore directed to His Excellency's sentiments upon this subject.

G. N. 30th
Augt. 1842.

XLIII. The Hon'ble the Governor requests, that when any Civil or Military Officers may have occasion to address him, either direct or through any Member of his Personal Staff on any Official matter, the regular form of an Official communication may be adopted.

This rule is intended to extend to all Correspondence relating to Military or Civil Appointments or to any question connected with them.

G. O. C. 18th
March 1840.

XLIV. As much inconvenience arises from a kind of desultory correspondence in a demi-official form, which has come before the Commander in Chief he desires that this mode of obtaining his decision may be discontinued, and that a regular formal Official Letter shall be adopted on all occasions of business which is to appear before him.

NOTE. The following are the days appointed by His Excellency Sir T. McMahon, Bart., Commander in Chief, for conducting the business of the Army, with the Heads of Departments.

Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Saturday.	
Deputy Inspector of Hospitals, at 10 o'clock.	Commissary General at 10 o'clock.	From 10 till 1 past 11 o'clock, all Officers of the Army who may desire to see the Commander in Chief on business, in succession as they call.	Quarter Master General at 11 o'clock.	Adjutant General at 11 o'clock.		The Military Secretary, and Persian interpreter daily.
Commandant of Artillery at 1 past 10 o'clock.	Chief Engineer at 1 past 10 o'clock.		Deputy Adjutant General, to the Queen's Troops at 12 o'clock.			From 11 till 1 o'clock daily, Saturday & Sunday excepted, the Military Secretary has the Commander in Chief's orders to receive such Officers of the Army as may have business with him.
Quarter Master General at 11 o'clock.	Adjutant General, at 11 o'clock.		Judge Advocate General at 10 o'clock.			
Deputy Adjutant General to the Queen's Troops at 12 o'clock.						

NOTE.—For the Regulations respecting postage of Soldiers Letters, franking &c. Vide Section Miscellaneous.