



SUPPLEMENT TO THE

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CEYLON VOLUNTEERS.

THE following Rules and Regulations made by His Excellency the Governor, with the advice of the Executive Council, under the authority of Ordinance No. 9 of 1881, are published for general information.

By His Excellency's command,

E. NOEL WALKER,
Colonial Secretary.

Colonial Secretary's Office,
Colombo, March 27, 1893.

- Officers.** **2** The commissioned officers of the Corps (except the honorary officers of the Cadet Company) will be reckoned towards the number of enrolled members required to complete the establishment.
- Supernumeraries.** **3** Supernumeraries will not be enrolled without authority from the Colonial Secretary, and no authority will be given for increase of establishment unless the enrolled strength of the Corps is equal to its existing maximum establishment, and 80 per cent. of the establishment have been returned as efficient in the preceding annual return.
- Place of drill.** **4** In making application for authority to increase the establishment of the Corps, the Commanding Officer will state at what place the Volunteers whom it is proposed to enrol will perform ordinary drills, and in the event of such place not being the headquarters of the Corps, he will further state whether it is already a recognised drill station of the Corps.
- Reduction.** **5** The establishment of the Corps will be reduced if the enrolled strength of the Corps should at any time fall below the minimum establishment assigned to it, unless His Excellency the Governor considers that an exception should be made to this rule on the ground of there being a reasonable expectation of the Corps speedily regaining its proper strength.

SECTION II.—FORMATION OF CORPS.

- New Corps.** **6** Application for the formation of a new unit of artillery engineers, mounted infantry, infantry, cyclists, or bearers intended to form part of the Corps already in existence, will be forwarded through the Officer Commanding the Volunteers.
- 7** In offering the service of a new unit for His Excellency's acceptance, the following information will be given :—
- (a) The place proposed for the headquarters.
 - (b) The number of persons who are prepared to enrol themselves.
 - (c) That the use of a range has been secured, and that a safe storehouse and magazine for any Government arms and ammunition which may be issued will be provided.
 - (d) The name and address of some person with whom the officer sent to inspect the range may communicate.
- 8** If the offer of service can be accepted on general grounds, when the proposed rifle range has not previously been approved, a competent officer will be appointed to visit the locality, and to communicate with the person or persons mentioned in the offer of service. It will be the duty of the officer thus appointed to inspect the rifle range proposed for the use of the new unit, and to report—
- (a) The situation of the ground proposed ;
 - (b) The extent of range afforded, which must not be less than 600 yards for Infantry and 2,000 for Artillery ;
- Inspection of proposed rifle range.**

- (c) The arrangements necessary to secure the safety and convenience of the public ;
- (d) The nature and dimensions of the butts which are to be erected ; and
- (e) Whether the consent of the owners and occupiers of the ground for its being used as a range has been obtained, and also of the owners and occupiers of the land in rear of butts.

9 If the inspecting officer's report is satisfactory, and the other information detailed in paragraph 8 has been duly furnished, the Colonial Secretary will signify His Excellency's pleasure to the Commanding Officer, who will communicate it to the new Corps.

Acceptance of service.

SECTION III.—PRECEDENCE.

10 Officers of the Volunteers rank with officers of Her Majesty's Regular Forces as the youngest of their respective ranks, and with officers of other Volunteer Forces according to the rank and date of their respective commissions.

Officers.

11 The relative precedence of Volunteer officers among themselves is determined solely by the rank and date of their commissions as published in the *Gazette* and recorded in the Army List.

Precedence *inter se*.

12 The relative rank of Medical Officers in the Volunteers is determined by the same rule as that prescribed for medical officers of the Army.

Relative rank.

13 The relative rank on appointment of Chaplain is Captain, and that of Quartermaster is Lieutenant.

14 An officer holding a substantive commission will take precedence of all officers holding honorary commissions of the same rank.

Honorary and substantive commissions.

SECTION IV.—ADJUTANTS.

15 Should the Adjutancy become vacant, application will be made through the Secretary of State to the War Office authorities asking that an officer of the Regular Forces be nominated to the post, upon the conditions set forth below.

Appointment.

Every officer appointed to the Adjutancy must hold a First Class Certificate, School of Musketry, Hythe.

The officer selected for the appointment will understand that he will not be allowed to resign his Adjutancy before the end of five years, with a view to returning to his Regiment, even if his regiment shall be ordered on active service, unless under very exceptional circumstances. He will enter into an agreement with the Ceylon Government for five years, but if his services prove unsatisfactory, he will at any time be liable to be sent back to his regiment.

Resignation, &c.

16 The Adjutant will wear the uniform of his own Regiment.

Uniform.

17 As the public services of the Adjutant are to be available at all times, an officer holding the Adjutancy will not be allowed to follow any profession, or to hold any other appointment, public or private.

Adjutant not to hold any other appointments.

18 The pay of the Adjutant will be such as the Legislative Council may from time to time determine.

Pay and allowance.

- Ordinary leave of absence. 19 The Adjutant may be granted ordinary or sick leave for continuous or intermittent periods of absence not exceeding in the aggregate 42 days, reckoning from the 1st January in each year. No further leave will be granted without the special authority of the Governor.
- Sick leave. 20 In the case of duly certified sickness the Adjutant will be granted further leave of absence not exceeding six months. If unable to resume his duties at the expiration of this further period, he may be required to resign his appointment.
- Acting appointment. 21 When an officer of the Volunteers is authorised to act as Adjutant, and is permitted to draw forage allowance, the rate of such allowance will be such as the Ceylon Government may fix.
- Applications for leave. 22 Applications for leave of absence for the Adjutant will be forwarded by the Commanding Officer to His Excellency the Governor. The exact period of the proposed leave of absence, and also the period during which the Adjutant has already been absent in the current year (beginning on 1st January) and previous year, will be stated on the application.
- Commanding Officer's leave. 23 The Commanding Officer may, on his own responsibility, grant leave of absence to the Adjutant for any period not exceeding a fortnight ; but, except in the case of absence for one day only, the fact of his having granted the leave will be reported to the Government. No extension of leave beyond the fourteen days will be granted without the authority of the Governor.
- Rank in Corps. 24 The Adjutant, when holding Army rank not below that of Captain, will rank regimentally as senior Captain ; when holding only the Army rank of Lieutenant, he will be appointed to serve with the rank of Captain ; and in such case will rank regimentally amongst the Captains according to the date of his appointment. When employed on duties which are not regimental, an Adjutant holding higher Army rank than that of Captain will take precedence and command according to such higher rank.
- Subject to Army Act, 1881. 25 The Adjutant is subject to the general provisions of the Army Act, and is liable to be tried by Court-martial for any crime made penal by such Act.
- General duties. 26 The Adjutant is subject to the orders of his Commanding Officer, and he is required to assist him in carrying on the military duties of the Corps.
- Visits to outlying Companies. 27 It is the duty of the Adjutant to visit the component parts of the Corps in accordance with the orders of his Commanding Officer.
- 28 The Adjutant will visit Companies and Practice Ranges as often as the Commanding Officer thinks expedient.
- Muster roll. 29 The Adjutant will keep the muster roll. He will also keep the record of attendance at drill, but in the case of outlying detachments this record may, at the discretion of the Commanding Officer of the Corps, be kept by the officers in command of detachments. It will be the duty of the Adjutant to examine periodically the Muster Roll and records of the attendance at drill kept by outlying detachments.

30 The Adjutant is required to keep a diary of the instruction imparted by him to the Volunteers. The Adjutant must on no account enter in the diary any drill of a Corps or Company at which he did not personally attend, as the diary is intended merely as a record of duties performed by him.

Adjutant's diary and returns.

31 If the Adjutant obtains leave of absence, the period of it should be stated in the diary; and he should, before quitting his Corps, fill up that portion of the diary which is applicable to the period preceding the commencement of his leave. In the event of the Adjutant being absent on leave at the date on which the return is due, it should be signed by the officer who is performing his duties.

32 This return will be certified by the Commanding Officer and transmitted to the Governor, through the proper channel, on or before the 3rd day of each month. A copy of the return will also be sent to the General Officer Commanding.

33 The Adjutant will also prepare and furnish, under the direction of the Commanding Officer, any such returns as may from time to time be called for by the Governor.

SECTION V.—FINANCIAL DUTIES OF ADJUTANTS.

- (1) Preparation and Examination of Accounts.
- (2) Discipline, Inspection of Accounts.
- (3) Banking.

34 The Adjutant will be required to transmit to the Treasurer on the 22nd day of each month a claim schedule of the sanctioned pay and allowance of himself and the non-commissioned officers entitled to pay from the Public Funds during the month. The amount of such claim schedule will be issued to the Adjutant by the Treasurer, and all sums received and expended by him will be accounted for by perfected schedules and vouchers being furnished, and the unexpended balance, if any, being paid over to the Treasurer monthly in complete settlement of the month's transactions.

Monthly claim schedule.

35 This account will be completed and forwarded to the Treasurer on or before the 10th day of each month next following the month of account.

Monthly account.

36 All sums disallowed on the Adjutant's account will be paid into the Treasury within three weeks after such sums have been finally surcharged, and in the event of any sum being subsequently re-allowed, a special authority will have to be furnished to the Auditor-General to admit of the charges being passed in audit.

Disallowances of expenditure.

37 The sums drawn by the Adjutant for disbursement of any one month should be as near as possible to actual requirements of that month, but should the unexpended balance exceed Rs. 150, a special explanation will be transmitted with the accounts of the month.

Balances.

38 An item will not necessarily be admitted as a charge in the accounts because the Adjutant has included it in his estimate, and no other charges than those authorised by regulation will be inserted in the Adjutant's accounts without the authority of the Colonial Secretary. The specific authority will, in such case, be furnished in original, as the voucher in support of the charge in the accounts, together with any other documents which may be requisite.

Charge on accounts.

Pecuniary difficulties.

39 An Adjutant who may be arrested for debt, or may be involved in pecuniary difficulties, will be thereby disqualified from retaining the charge of public money, and will, pending due investigation, be suspended from his financial duties.

Dealing with public money.

40 An Adjutant is strictly prohibited from applying public money to any purpose not authorised by the regulations of the service, and he cannot therefore, on any pretext or in any shape whatever, advance, lend, or exchange any sum for which he is accountable.

41 The Adjutant will be liable at any time to be called upon to produce the balance of public money in his possession.

Reports on Adjutants.

42 Should any circumstance affecting the probity of an Adjutant, or his fitness to conduct his financial duties, come to the notice of the Commanding Officer, it will be his duty to make such inquiries as he may think fit, and to report the matter, should he deem it necessary, to the Governor.

Inspection.

43 The offices, books, balances, and accounts of the Adjutant will be open at all times to the inspection of the officers under whom he may be immediately serving, and of such other officers as may be specially nominated by the Governor to inspect them; and as regards public moneys, of the Auditor-General or any member of his Department whom he may specially nominate to inspect them.

No arrears to occur.

44 The Adjutant will be held responsible that no arrear is suffered to occur in the work of his office, and that his books are posted up regularly, so that they may at all times be ready for examination.

In case of relief, &c.

45 On any change in the appointment of an Adjutant, or on any occasion requiring that the financial duties should be transferred from one Adjutant to another, the books, duly completed and closed to the time of transfer, will be handed over with a balance sheet, certified in duplicate; the original to be retained with the books by the incoming Adjutant and the duplicate by the outgoing Adjutant, who will report, without delay, to the Colonial Secretary any balance of money which may be in hand in order that repayment of the same by means of a receivable order may at once be made. In the event of the death of the Adjutant, a report will be made as early as possible to the Colonial Secretary on the state of his public accounts.

In case of death.

SECTION VI.—INSTRUCTORS.

Instruction of outlying Companies.

46 When a Company or detachment is at a greater distance than five miles from headquarters, an Instructor may proceed to drill such Company under the provisions of paragraph 49.

Additional Instructors for outlying Companies.

47 Should it be impracticable to provide for the instruction of the Company in this manner, the Commanding Officer will represent the matter to the Governor, in order that the question of the appointment of an additional Instructor may be considered.

Reduction of members authorised.

48 In the event of an outlying Company, for which an additional Instructor has been authorised, being moved to the headquarters of the Corps, or to within five miles of the headquarters, the fact will be reported to the Colonial Secretary through the Commanding Officer, with a view to the reduction of the number of Instructors authorised.

- 49 The Commanding Officer may remove an Instructor from one outlying Company to another in which his services may be required, or he may, without removing him, employ him in drilling other outlying Companies or detachments to which no Instructors have been posted. Detaching Instructors.
- 50 Unless special authority for more frequent visits be obtained, the visits of an Instructor to outlying Companies will be limited to twice a week. Visits.
- 51 Claims for travelling expenses on the removal of an Instructor from one Company to another, or his employment in drilling an outlying Company, will be paid by the Adjutant and charged in his accounts subject to audit; and will be vouched by the "warrant" under which the man proceeded; and in the second case a certificate from the Commanding Officer will be appended, showing that during the time in which the Instructor was employed in drilling the Company to which he had been sent, no other Instructor at the public expense was employed with that Company. Transport claims.
- 52 The Commanding Officer may order a duly qualified Armourer to proceed, at the public expense, to an outlying Company not having a certified Armourer-Sergeant for the purpose of making a quarterly inspection of arms. Quarterly inspection of arms.
- 53 During the illness of an Instructor posted to an outlying Company, an Instructor of the Corps may be sent not more than twice a week for the purposes of drilling the Company to which the former belongs. Illness.
- 54 The leave granted to an Instructor will not exceed twenty-eight days in the year. Leave of absence.
- 55 Every Instructor of Volunteers is subject to the provisions of the Army Act. Subject to Army Act.
- 56 All Instructors are to be considered as under the supervision of the Adjutant, who is required to report to the Commanding Officer any irregularity of conduct, incompetence, or want of attention which he may observe on the part of an Instructor; and the Commanding Officer, when necessary, will report the circumstances of the case to His Excellency the Governor. Supervision.
- 57 In the event of an Instructor being guilty of an offence of a sufficiently grave nature to induce the Commanding Officer to submit the case to superior authority, a report of the circumstances will be made forthwith to His Excellency the Governor, who will dispose of the case. The Instructor will be kept in arrest until orders are received as to his disposal. Offences.
- 58 Nothing in the foregoing section shall limit in any way the liability of an Instructor to be dealt with by the proper authorities under the provisions of the Army Act.
- 59 Members of the permanent staff when confined in guard-rooms or on the march, or in camp, will be subsisted in accordance with the rules laid down in the Army Regulations relating to the issue of provisions. Subsistence of permanent staff in confinement or under arrest.

60 A member of the permanent staff acquitted or illegally convicted of a charge will, on release from confinement, be entitled to receive pay from the date on which he was first placed in confinement.

61 A member of the permanent staff allowed pay under paragraph 60 will be liable to repay the entire cost of his subsistence, including the contract value of any rations issued in kind.

62 A record will be kept of all offences which may be proved against an Instructor after due investigation by his Commanding Officer. Every entry will be in the handwriting of the Commanding Officer or of the Adjutant.

Duties.

63 The principal duty of an Instructor is to attend to the drill and instruction of the Corps to which he is posted, but he may also, at the discretion of the Commanding Officer, be entrusted with the custody of the Arms or Rifle Range of the Corps, or charged with such other military duties as usually devolve on a non-commissioned officer.

64 He may, for example, be required to do Orderly Room work, to superintend the cleaning of arms, and to look after clothing and accoutrements in the Regimental Store, without extra payment ; but he will not be required to clean arms, and if he undertake that duty he should receive some remuneration for it from the Corps.

65 An Instructor may be required to mark at class firing, although he should ordinarily be employed at the firing-point, but he should not be required to mark at private practice, or to undertake any duties at the range, not being those of a non-commissioned officer, except with his own consent.

66 Instructors will not be employed in receiving or disbursing the funds of a Corps.

Teaching drill
in local schools.

67 There is no objection to Instructors imparting instruction in drill in local schools, provided that their military duties are in no way interfered with, and that their Commanding Officer's consent is given.

Rank.

68 Sergeant-Instructors will on parade rank as senior to all Volunteer non-commissioned officers.

Diary.

69 Each instructor will keep a diary, showing how he is employed. When he is employed in attending drill, the description of drill attended and the number of officers and men present will be shown.

70 The diary of the preceding week will be deposited in the Orderly Room of the Corps to which the Instructor belongs or is attached every Monday morning not later than 8 o'clock.

71 Officers Commanding outlying Companies to which Sergeant-Instructors are posted will forward weekly to the Commanding Officer the diaries of their Instructors.

Acting
Sergeant-Major.

72 The Commanding Officer may appoint one of the Instructors to be Sergeant-Major.

73 For any sufficient cause the Commanding Officer has authority to deprive the Instructor of his appointment as Sergeant-Major.

74 Sergeant-Instructors will, on attestation or transfer, be numbered with the enrolled Volunteers. Numbering.

75 In any correspondence respecting an Instructor, care will be taken to describe accurately his precise status, *i.e.* whether he is (a) a temporary Drill Instructor; (b) a transfer from the Regular Forces completing his Army service; or (c) a non-commissioned officer discharged from the Army and attached as a first or second class Sergeant-Instructor, as the case may be. Correspondence.

76 Under the provisions of the Army Act, non-commissioned officers of the Regular Forces transferred as Sergeant-Instructors will be permitted to continue to serve with the Volunteers under their Army engagement after they shall have completed twenty-one years' service. On final discharge they will receive any increased pension to which they may be entitled by Royal Warrant. Continuance of service under Army engagement.

77 Whenever the Commanding Officer wishes to dispense with the services of any non-commissioned officer, he will apply to the General Officer Commanding, through the prescribed channel of communication, for leave to do so, stating his reasons for the application, and reporting at the same time any offence of which the non-commissioned officer may have been guilty. Should he have committed a breach of discipline, he will be placed under arrest, and a distinct charge with summary of evidence will be forwarded.

78 A Regimental Sergeant-Major or Quartermaster-Sergeant of the Regular Forces, who has been transferred, will not be permitted to revert to his Line Regiment, except in the case of misconduct resulting in reduction to the ranks. Restriction to reverting to Line.

A Sergeant-Instructor may, with the consent of the Commanding Officer, the approval of the General Officer, and the sanction of the Governor, be permitted to return to his Regiment at his own request. The question as to whether the expenses attending his return to the Regiment are to be borne by the Ceylon Government or by the individual will in each case be decided on its merits.

79 If a Sergeant-Instructor on completing his Army service does not wish to renew his engagement, the Commanding Officer will report through the usual channel to the General Officer Commanding the fact of the man ceasing to be a Sergeant-Instructor in the Corps.

80 Sergeant-Instructors on transfer to the Volunteers will be considered as holding relative rank as Colour-Sergeants, and will receive the following rates of pay and allowances (sanctioned by Colonial Secretary, 12-12-90):—

	Daily Pay.		Additional Pay.	
	<i>s.</i>	<i>d.</i>		<i>d.</i>
Drill Instructors	...	3 6	...	—
Sergeant-Major	...	3 6	...	9
Quartermaster-Sergeant (European)	...	3. 6	...	6
Armourer Sergeant (Native)	...	2 7	...	—

Allowances in lieu of Rations, Clothing, &c.

- (a) In lieu of rations :—
- | | | |
|-------------|-----|---------------|
| Instructors | ... | 10d. per diem |
| Wife | ... | 5d. " |
| Child | ... | 2½d. " |
- (b) Clothing ... 3d. "
- (c) Lodging ... 1 rupee "
- (d) Fuel and light ... 3d. "
- (e) Medical attendance for each man, woman, and child under 16 years of age ... 3d. per week
- (f) Travelling allowance. In accordance with the Minute of 20th October, 1888, when changing station. When proceeding on detachment duty Rs. 2.50 per diem for every night, and half the amount on day of return.

N.B.— The rate of exchange to be the same as that for the Regular Army.

Deferred Pay.

The following regulations as to the grant of deferred pay are extracted from the "Royal Warrant for the Pay and non-effective pay of the Army, 1887," and are applicable to such non-commissioned officers of the Regular Forces as come within its provisions :—

Period of issue.

Deferred pay shall be issued to a soldier for twelve years, reckoned from the date from which he reckons service for the purpose of discharge or of transfer to our Army Reserve. But should such soldier be transferred to the Reserve, or become in any way non-effective, within the period of twelve years, deferred pay shall not be issued beyond the date of his ceasing to serve with the Colours. *Boys enlisted under the Army Service Act of 1847 shall reckon the twelve years from the date on which they attained the age of 18, and boys enlisted under the Acts of 1867 and 1870, and before the 1st April, 1876, from the date on which they attained the age of 17, or from the 1st April, 1876, if they did not attain the ages of 18 and 17 respectively until after that date.* (Article 713.)

Ordinary grant.

A Non-commissioned Officer in the employment of a Colonial Government shall receive deferred pay for the first twelve years of his service, as provided in Article 713, and subject to the usual conditions as to the issue of deferred pay. (Article 724.)

With twelve years service before employ.

If a Non-commissioned Officer in the employment of a Colonial Government had completed twelve years' service before the date on which he entered on such employment, and was serving in the rank of sergeant, or in any higher rank, before that date, he shall receive deferred pay as provided in Article 715 for the first twenty-one years of his service. (Article 725.)

Completing twelve years' service during employ

A Non-commissioned Officer who shall complete twelve years' total service while in Colonial employment shall not receive deferred pay for any period in excess of twelve years, unless he returns to the Imperial Army three years before he has completed twenty-one years' service. (Article 726.)

Service for Pension.

The following are the regulations laid down by the same Royal Warrant as to the service of non-commissioned officers for pension :—

Non-commissioned officers in the employment of a Colonial Government, provided they have completed twelve

years' service before going into such employment, shall count their time under the Colonial Government as qualifying service up to the date on which they may complete twenty-one years' total service.

Non-commissioned Officers who enter on Colonial employment before they have completed twelve years' service shall not be entitled to count their time under the Colonial Government as qualifying service, unless they return to the Imperial Army three years before they have completed twenty-one years' service. (Article 601.)

In the circumstances mentioned in the last paragraph a Sergeant-Instructor not electing to return to Imperial Service will receive his full pension from Colonial funds; but if he elect to return to Imperial Service for three years, the Imperial Government will be wholly liable for his pension.

To limit the liability of the Colony for pensions, no man should, if possible, be selected for the post of Drill-Instructor unless he be under seven years' service, or between fourteen and fifteen years' service with, in the latter case, at least three years in the rank of Sergeant.

As regards deferred pay the Royal Warrant (Article 725) relieves the Colony in certain cases from all liability. (Report of Auditor-General, 9-7-89.)

81 Non-commissioned officers of the Army will be clothed in the uniform of the Corps immediately on joining.

82 The qualifications required for candidates for the appointment of Sergeant-Instructor are as follows:—

- (a) Service in the Army or on the permanent staff of the Militia: such service must amount to two years, and must include one year's service as a non-commissioned officer.
- (b) A competent knowledge of infantry drill.
- (c) A good character established by satisfactory testimonials.

83 The approval of the appointment will rest with the Governor, and the appointment will bear date from the date of such approval. The Commanding Officer will bear in mind that no claim for pay will be admissible on account of any man employed without, or in anticipation of, due authority.

84 On receipt of the approval of the Governor, the Commanding Officer will cause the man to be attested before a magistrate for five years' service, or, if any special circumstances should render such a course desirable, for such shorter period (not being in any case less than one year) as may be considered desirable.

85 A similar course will be adopted, without special sanction of the Governor, in the case of a Sergeant-Instructor wishing to continue his service after the expiration of the period for which he had been previously attested, or, in the case of a non-commissioned officer transferred from the Regular Forces, on the expiration of his line service. In the former of these cases the attestation should take place on the day succeeding the date of the discharge from the Regular Forces, or as soon after as possible.

86 The attestation or re-attestation paper will be kept at the headquarters of the Corps.

Recommendation to limit liability of Colony for pension.

Clothing, arms, and accoutrements. Qualification.

Attestation.

87 The first charge of pay for a Sergeant-Instructor who has been discharged from the Army, except in the cases mentioned in paragraph 85, will be vouched by the original authority of the Governor for his appointment.

88 Sergeant-Instructors who complete their service in the Regular Forces, and are attested for further service in the Volunteers, may receive pay and allowances at the rates given in paragraph 80, for such period as necessarily elapses between the termination of their regular service and their attestation, provided that the service be continuous.

89 A Sergeant-Instructor's pay will be issued by and charged in the accounts of the Adjutant and will be issued, as far as practicable, monthly in arrear.

Discharge.

90 The discharge of Sergeant-Instructors who are not serving on a line engagement will be carried out in the following manner.

91 The application for discharge will be submitted to the Governor, except as provided in paragraphs 77 and 79.

Cause of discharge.

92 The cause of discharge will be worded as follows :—

- (a) In consequence of the termination of his engagement.
- (b) At his own request on re-payment of enrolment expenses, if any.
- (c) In consequence of his having been sentenced by Court-martial to be discharged with ignominy.
- (d) In consequence of his incorrigible and worthless character.
- (e) In consequence of his misconduct.
- (f) In consequence of his inefficiency.
- (g) In consequence of his having been convicted by the Civil power.
- (h) In consequence of his having been sentenced to penal servitude.
- (i) In consequence of his having been found medically unfit for further service.
- (k) On account of old age.

93 On discharge, each man will receive a discharge certificate, which will be signed by the Commanding Officer.

SECTION VII.—OFFICERS.

Commanding Officer's recommendation.

94 The Commanding Officer will recommend to the Governor the names of candidates for first appointments as Subalterns. Candidates must not be less than seventeen years of age.

Form to accompany recommendation.

95 In order to enable the Governor to judge of the qualification of a candidate for appointment, the Commanding Officer will forward with his recommendation the name, age, height, residence, place of education, and occupation or profession of the candidate, and the rank and corps to which it is proposed to appoint him. The form must contain a medical certificate as to the fitness of the candidate in point of health for the appointment, and a satisfactory certificate of good moral character.

Honorary rank.

If recommended by the Commanding Officer through the General Officer Commanding to His Excellency the Governor, steps of rank will be granted while serving to every Lieutenant-Colonel or Major who has served 20 years as a commissioned officer, and to every Captain who has served 15 years as commissioned officer. Quartermasters

may be granted the honorary rank of Captain after completion of ten years' commissioned service.

A step of honorary rank (if not already granted while serving) *with* permission to wear the uniform of the Corps will be granted to Lieutenant-Colonels and Majors on retirement after 20 years' commissioned service, and to Captains and Lieutenants on retirement after 15 years' commissioned service. Medical Officers may be recommended for honorary rank according to their relative rank while serving, or on retirement.

96 The establishment of officers is fixed by the table (section I) in these Regulations. Establishment.

97 Officers on receiving their commissions are required to take the oath of allegiance, notwithstanding that they may have already taken that oath on enrolment as Volunteers. Oath of allegiance.

98 Promotion in the Volunteer Force cannot always be conducted according to a Regimental system. In the interests of the Corps or of particular Companies it may be necessary to promote or appoint officers who are not next in seniority, or who have not served in the lower ranks. The discretion of the Commanding Officer must therefore be exercised in submitting the names of fit and proper persons. General rule as to promotion.

99 When recommending a promotion or appointment by which any officer will be superseded, the Commanding Officer will state in writing the circumstances which have induced him to do so. Supersession.

100 When the Corps is entitled to a Quartermaster on its establishment, the Commanding Officer will submit to the Governor the name of the candidate whom he recommends for this appointment. Quartermaster.

101 The Commanding Officer will submit for the consideration of His Excellency the Governor the names of candidates whom he recommends for appointment as Medical Officers and Chaplains. Medical Officers and Chaplains.

102 The Commanding Officer will report without delay to the Governor the deaths, and submit for acceptance the voluntary resignations, of the officers of the Corps. The death of a Commanding Officer will be at once reported by the officer next in command to the Governor. When a Commanding Officer wishes to resign, he will submit his resignation to the Governor, and on the acceptance of the resignation being notified in the *Government Gazette*, the officer next in command of the corps will report the vacancy to the Governor. Deaths and resignations.

103 Officers who are above sixty years of age will be required to resign their commissions. Resignation on account of age.

104 His Excellency the Governor's approval of appointments and promotions, and his acceptance of the resignations of Officers in the Volunteer Force, will not be notified otherwise than by application in the *Government Gazette*. Notifications in *Ceylon Government Gazette*.

105 An officer is not permitted to hold more than one commission or appointment in the Volunteer Force. Officers to hold only one commission.

106 Any officer who does not attend the number of drills prescribed for the enrolled Volunteers of his Corps to qualify them for certificates of efficiency will not be allowed to retain his commission, unless it should be represented to the Conditions as to retaining commission.

satisfaction of His Excellency the Governor that there are special reasons for a relaxation of this regulation.

Examinations.
Combatant
Officers.
Subjects
and limits as to
time of passing.

107 Every officer appointed to a commission as Subaltern, Captain, or Field Officer in the Volunteer Force, or promoted to be a Field Officer in that Force, will, unless he shall have served—

- (a) in the Regular Forces, and has passed his examination therein for the rank of Lieutenant (in the case of a Captain or Subaltern), and of Captain (in the case of a Field Officer), and has been officially reported by the Inspecting Officer as competent to carry on the duties of his rank ;
- (b) in a similar arm of the Auxiliary Forces, and has passed an examination for the rank to which he is appointed ;
- (c) in the case of a Captain or Subaltern, as a Sergeant of the same arm of the Volunteer Force, and obtained a certificate of proficiency ;

he required, at or before the second inspection of his Corps, after he has obtained such appointment or promotion, to pass the examination laid down in the regulations from time to time issued for the guidance of Volunteer Officers in Great Britain. An officer who fails to obtain a certificate will be again examined in six months, and in the event of a second failure will be required to resign his commission.

Board of
examination
and form of
certificate.

108 In the case of officers who are attached for instruction to Regular Regiments the examination will be conducted as laid down in paragraphs 117 to 120. In the case of officers who are instructed by the permanent staff of the Corps, the regulations are those prescribed in paragraphs 122 to 128.

Medical Officers
examination.

109 In order to enable Medical Officers who have not served as such in the Regular Army or in the Royal Navy to obtain certificates of proficiency, if they should desire to do so, and thus earn for their Corps the special capitation allowance of Rs. 30, they may be examined by a Board consisting of the Principal Medical Officer of the district and two other Army Medical Officers. The certificate of proficiency granted by the Board will be in the following words :—

We certify that _____ of the _____ (who is registered under the Medical Act of 1858 as qualified to practise Medicine and Surgery in Great Britain and Ireland), is well acquainted with the nature and intended application of the various articles composing the equipment of Army Hospitals in the field, and with the authorised means for the transport of sick and wounded soldiers, and the proper modes of employing them.

We also certify that he has competent knowledge of the treatment of the wounds and injuries to which troops are liable in the field, particularly with regard to the special circumstances of campaigning, and that he is acquainted with the duties to be performed by Army Medical Officers in camps, bivouacs, and during marches, as detailed in the Regulations for the Army Medical Department, Revised Army Regulations, Vol. 6.

Signature _____

(Signature) _____

Board of Examining Officers.

Station _____
Date _____

110 A Quartermaster who had not served as Quartermaster for one year in the Regular Forces or the Militia will be required, at or before the second inspection of his Corps after his appointment, to be examined for a certificate of proficiency in the following subjects:—

Quartermasters.
Subjects and
limits as to time
of passing.

- (a) The mode of drawing and issuing ammunition, arms, forage, fuel, and rations.
- (b) The system of packing and loading baggage so as to facilitate its issue at the end of a march.
- (c) The mode of drawing and issuing camp equipment.
- (d) Making out returns and keeping the books relative to the above.

If he fail, he will be examined again in six months, and in the event of a second failure will be required to resign his commission.

111 In preparing for examination a Quartermaster will study the duties of Quartermasters as given in the Queen's Regulations and Orders for the Army, in as far as they are applicable to Volunteers, and also the rules laid down in the Volunteer Regulations as to the supply of arms, ammunition, and camp equipment, and the mode of keeping equipment accounts. See also paragraph 165 as to Boards of Examination.

Period of
attachment.

112 Any commissioned officer may be temporarily attached for the purpose of receiving instruction to a Company of the Royal Artillery, or to an Infantry Regiment for any period not exceeding one month.

113 An officer wishing to be so attached will apply to the General Officer Commanding through his Commanding Officer. The form will contain a certificate signed by the Adjutant and countersigned by the Commanding Officer that the officer applying possesses a knowledge of drill as specified below, viz., that he is well acquainted with Part I, Field Exercises, and with Rifle, Manual, and Firing Exercises.

Form of
application.

114 During the period for which an officer is attached to a portion of the Regular Forces, he is required to attend regularly the drills prescribed, and in other respects to conform to the arrangements made for his instruction.

Attendance at
drill.

115 The usual fee of £1 will be paid by the officer thus attached to the Sergeant-Major or Sergeant who has been detailed to instruct him.

Fee.

116 At the conclusion of the course of instruction the officer will be examined by a Board consisting, in the case of a Field Officer, of two Field Officers (one of whom must be senior in rank to the officer under examination), and the Adjutant; in other cases the Board will consist of a Field Officer, a Captain, and the Adjutant. If the officer be found qualified, he will be granted a certificate showing that he has passed a satisfactory examination in subjects therein mentioned.

Board of
Examination

117 The examination will be conducted according to the rules laid down for the Army in the Queen's Regulations, as far as they may be applicable to the Volunteers. The number of questions on each subject will, however, not exceed fifteen.

Mode of
conducting
examination.

Proceedings of Board.

118 The proceedings of the Board of Examination on Officers of Volunteers will be sent through the General Officer Commanding to the Governor for final approval. The proceedings will be returned to the General Officer Commanding after forwarding to the officers concerned any certificates of proficiency which may have been awarded.

Report.

119 The President of the Examining Board will forward to the General Officer Commanding for transmission to the Governor a report of the names of officers recommended for certificates of proficiency, specifying the nature of certificates to be granted in each case, and the letter "P" will be placed after their names in the Army List.

120 Officers of all arms of the Volunteer Force, instead of attending a School of Instruction, or being attached to the Regular Forces may, if they prefer it, receive the necessary instruction from the Adjutant and Sergeant-Instructors of the Corps whose duty it is to afford such instruction.

Board of Examination at inspection.

121 As a rule such officers, if below the rank of Major, will be examined either on the day of inspection or on the day preceding, or the day following it, at the discretion of the Inspecting Officer. The examination will be conducted by a Board consisting of a Field Officer, the Adjutant of the Corps, and the nearest available Captain of Regular Forces. When a Quartermaster is examined, a Quartermaster of the Army may be substituted for the Captain of Regular Forces or Adjutant of Regular or Auxiliary Forces of the same arm.

List of Officers wishing to be examined.

122 The Commanding Officer will take care to forward to the Inspecting Officer a list of any officers who may wish to be examined, stating against the name of each such officer the date of his present commission and that of his first appointment to the Volunteer Force.

Examination when not at inspection.

123 Field Officers and those officers of lower rank who are unable to present themselves for examination at the time of inspection will be examined at other times on applying through the prescribed channels of communication to the Governor, stating by what date they will be ready for examination. The application should be accompanied (unless he be the Field Officer Commanding the Corps) by a certificate signed by the Adjutant and countersigned by the Commanding Officer, that the candidate has been examined by them practically on parade in Parts 1, 2, and 3 of Infantry Drill, and that they consider him prepared for official examination.

Examination of Volunteer Officers.

124 Volunteer Officers will, when applying to be examined by Boards of Officers, specify in their applications whether they wish to pass the examination prescribed for Subaltern, Captain, or Field Officer, or merely in a particular subject in which they may have failed at a previous examination.

125 They will further be required to produce on presenting themselves for examination all the certificates which they may have previously obtained.

126 The Governor will then move the General Officer Commanding to appoint a time and place for the examination, and nominate an Examining Board of Officers consisting :—

Examination Board.

- (a) In the case of a Field Officer : of two Field Officers of the Regular Forces (one of whom must be senior to the officer under examination), and an Adjutant of the Auxiliary Forces, or a Captain or Adjutant of the Regular Forces.
- (b) In the case of a Captain or Subaltern : of a Field Officer of the Regular Forces and two other officers who must be Captains of the Regular Forces or Adjutants of the Regular or Auxiliary Forces.

127 The officers about to be examined will proceed to the place appointed at their own expense.

Travelling expenses.

128 Certificates of proficiency will be given as in paragraph 118, and the proceedings of Boards will be dealt with as prescribed in paragraph 119.

Certificates.

SECTION VIII.—VOLUNTEER NON-COMMISSIONED OFFICERS.

129 The Non-Commissioned Officers of the Corps are appointed by the Commanding Officer from among the enrolled members.

Appointment.

130 Lance-Sergeants and Lance-Corporals, not exceeding two Sergeants and two Corporals for each Company, may be appointed by the Commanding Officer when the duties of the Corps require it.

Lance-Sergeant. &c.

131 A Non-Commissioned Officer may be reduced by the Commanding Officer for any sufficient cause when subject to the Army Act.

Reduction.

132 Volunteer Non-Commissioned Officers must obtain a certificate of proficiency before being promoted to the rank of Sergeant except under special circumstances, when, with the permission of the Governor, a Non-Commissioned Officer may be promoted on the understanding that he passes the necessary examination within six months of his promotion. They (excepting the Quartermaster-Sergeant) will be examined in all the subjects laid down in the Queen's Regulations for Captains of the arm of the service to which they belong. The Quartermaster-Sergeant will be examined in the same subjects as the Quartermaster.

133 Sergeants will be examined by the Adjutant of the Corps, and their certificates of proficiency will be signed by the Adjutant and countersigned by the Commanding Officer. In the case of a Quartermaster-Sergeant, the certificate will also be signed by the Quartermaster if he holds a certificate of proficiency.

134 Sergeants holding such certificates will wear a star, and their names will be published in Regimental Orders.

Proficiency star.

SECTION IX.—ENROLLED MEMBERS.

135 Enrolled members are persons of every grade whose names are duly entered for service in the muster-roll of the Corps.

Definition.

- Must be British subjects.** **136** All enrolled members of the Volunteer Corps must be natural-born or naturalised subjects of Her Majesty.
- Age.** **137** No person below the age of seventeen or above the age of forty-nine years will be enrolled, except as provided in paragraph 140, and no person on attaining fifty years of age, except as provided in paragraph 103, will continue to serve as an enrolled member; unless in special cases, where the Commanding Officer thinks it desirable in the interests of the Corps that a non-commissioned officer or private who has attained the age of fifty years should continue to serve.
- Height and chest measurement.** **138** Except in the case of boys enrolled in accordance with paragraph 139, no persons under five feet two inches in height in their stockings, or measuring less than thirty inches round the chest, will be enrolled for the Infantry, or under five feet five inches in height or thirty-four inches chest measurement for the Artillery and Mounted Infantry.
- Boys.** **139** Boys between twelve and seventeen years of age may be enrolled as trumpeters, buglers, or bandsmen, or for the purpose of being trained as such. The number of boys in excess of the establishment of trumpeters or buglers will not exceed two for each Company, and the number of boys acting as bandsmen, or being trained as such, will not exceed twelve for the Corps.
- Apprentices.** **140** Apprentices will not be enrolled without the consent of their masters.
- Enrolment.** **141** The signature of a Volunteer to the form of enrolment constitutes enrolment. The form, when signed, will be handed over or forwarded to the Adjutant, who will make the necessary entry of the Volunteer's name, &c., in the muster-roll of the Corps. In the case of outlying detachments, these particulars will also be entered in a detachment muster-roll.
- Oath of allegiance.** **142** The Volunteer should take the oath of allegiance as soon after his enrolment as possible.
- Volunteers not to be enrolled in two Corps.** **143** No member of the Corps will be enrolled in another Corps until he has legally ceased to be a member of the Ceylon Corps.
- Volunteers dismissed from a Corps.** **144** Persons dismissed from the Corps for misconduct will not in any case be re-enrolled without the special sanction of the Governor. (See also paragraph 166.)
- Certificates of discharge.** **145** The Commanding Officer will give to any Volunteer who voluntarily quits it a certificate of discharge, when requested to do so by such Volunteer. This certificate will bear the signature of the Adjutant and be countersigned by the Commanding Officer.
- Certificate of good service on discharge.** **146** The Commanding Officer will give to any Volunteer who voluntarily quits it after eight years' service as an efficient, a certificate of good service on discharge when requested to do so by such Volunteer. This certificate will be signed as above.
- 147** Each certificate will be issued as soon as possible after the 1st January succeeding the date on which the Volunteer has left the service, and will bear a separate printed number. A record will be kept by the Adjutant of the name of the Volunteer to whom each number is assigned.

148 A number will be assigned to each Volunteer on his enrolment, and will be entered against his name in the muster-roll ; a vacant number should never be filled up. Numbering.

149 Enrolled members are classed as efficient or non-efficient. Classification.

150 A Volunteer, in order to be reckoned as an efficient, must obtain a certificate of efficiency. The forms of certificate of efficiency will be found at pages 42 and 43, and particular attention should be paid to the regulations printed on the forms defining the number and nature of drills which must be attended, and the number of Volunteers who must be present in order that such drill may be reckoned towards efficiency. Efficients.

151 Buglers may be reckoned in order to make up the minimum number of all ranks required to be present to constitute a Company or Battalion Drill. Buglers.

SECTION X.—HONORARY MEMBERS.

152 Honorary members consist of :— Definition

I.—Persons who contribute to the funds of a Corps, but are not enrolled for service.

II.—Persons who have served as enrolled members and have been returned as efficient at least eight times in the annual returns of the Corps, and who being willing to re-enroll, should occasion require their services, are placed on the list of honorary members under the provisions of any rule of the Corps, without payment of subscription.

153 Honorary members will not be included in the muster-roll of the Corps to which they belong.

154 They are not subject to military discipline, nor allowed to interfere with the military duties of the Corps, but they may attend "plain clothes" drill when approved by the Commanding Officer. They are permitted to wear the uniform of privates of the Corps, with such distinguishing mark on the sleeve as may be sanctioned by the Commanding Officer. They are not, under any circumstance, liable to be assembled for actual service, unless they join or re-join as enrolled members. Status.

SECTION XI.—BANDSMEN.

155 All bandsmen present on parade in Volunteer uniform must be enrolled Volunteers. Must be enrolled Volunteers.

156 Bands will not appear in uniform for any purpose without the consent of the Commanding Officer. As to appearing in uniform.

157 Bands will not be allowed to play in the immediate vicinity of places of public worship on Sundays. As to playing on Sunday.

158 Bandmasters and bandsmen may, if they wish, qualify for certificates of efficiency. Their attendance as bandsmen at brigade or battalion drill may be counted as attendance amongst the battalion drills required ; but not more than three bandsmen for each Company of those Companies actually on parade will be allowed to count such attendance. Qualification for efficiency.

SECTION XII.—DISCIPLINE AND COMMAND.

Meetings in
Corps.

159 Meetings will not be held by any members of the Corps for the purpose of expressing an opinion upon the acts of the Commanding Officer or of recommending him to take a particular course of action, or of discussing any matter affecting discipline, nor will memorials be drawn up to the same effect; and no meetings except those called together by or under the authority of the Commanding Officer of the Corps, and on his responsibility, will be recognised.

160 General meetings will not be held for the special purpose of receiving an account of the expenditure of moneys received from public funds, nor will any discussions on such expenditure be permitted at a general meeting of the Corps, as the appointment of a Financial Committee, responsible for the expenditure, affords ample security for the proper administration of the funds.

161 With the view, however, of giving full information on the subjects to all concerned, a copy of the annual abstract of expenditure will be posted each year in the Orderly room and in some other public place or places where it will be open to the inspection of every member of the Corps.

Grievance.

162 If any Volunteer has cause to think himself aggrieved, he will represent his case to his Captain; any appeal against the decision of the Captain will be made through him to the Commanding Officer, and any further appeal will be made through both these officers to the Governor.

Uniform not to
be worn at
political
meetings.

163 Members will not individually or collectively attend political meetings, or join in public political discussions or demonstrations, in uniform. The Governor desires it to be understood that if at any meeting of Volunteers in uniform political matter of a controversial nature is introduced into any speech delivered to the meeting, it will be the duty of the senior officer present to take steps to prevent a breach of the above regulation. It will probably be sufficient to call the attention of the speaker to the position in which the meeting is placed by the nature of his address; but if this course does not avail, it will be the duty of the senior officer to dissolve the meeting, and to direct the officers and men who may be present in uniform to withdraw.

Side-arms.

164 Commissioned Officers and Sergeants only are permitted to wear side-arms when off duty, and then only the authorised weapons of their respective ranks.

Testimonials.

165 The rules laid down in the Queen's Regulations with respect to testimonials apply to the permanent staff of the Volunteer Force. Members of the permanent staff will be held responsible that they do not allow themselves to be complimented, either directly or indirectly, by presents or collective expressions of opinion from persons who are serving, or who have served, in the Corps.

Dismissal.

166 When a Volunteer has been dismissed for offences in uniform, a notification of the fact with the cause of the dismissal will be inserted in Regimental Orders.

Officers to be
saluted.

167 Volunteers in uniform will salute all Officers of the Regular and Auxiliary Forces in uniform.

168 When Volunteers belonging to one or more Corps are brought together under arms at rifle-shooting matches, or on other occasions, the senior officer present will be considered as in command of all the Volunteers upon the ground, and although his position in this respect does not involve any authority for his interference in the arrangements of the meeting, yet he is held responsible for the due maintenance of order and discipline amongst the Volunteers under arms.

Command of Volunteers at rifle-shooting matches, &c.

SECTION XIII.—DUTIES IN AID OF THE CIVIL POWER.

169 In cases of serious and dangerous riots and disturbances, the Civil Authority may require Her Majesty's subjects generally, including members of the Volunteer Force, to arm themselves with and use weapons suitable to the occasion; and such weapons may be used according to the necessity of the occasion.

Cases in which weapons may be used.

170 In the event of an attack upon their storehouses or armouries, members of the Volunteer Force may combine and avail themselves of their organisation to repel such attack, and to defend such storehouses and armouries, and for such purposes may, if the necessity of the occasion require it, use arms.

Defence of storehouses and armouries.

SECTION XIV.—HONOURS, SALUTES, AND DECORATIONS.

171 A guard of honour or escort may be provided as a matter of course for a member of the Royal Family, or for the Governor on arrival in the neighbourhood of the headquarters of the Corps or outstation company; but in no other case will any body of Volunteers take part in any public procession or ceremony, or form a guard of honour, without the special authority of the Governor.

Guard of honour and escorts.

172 At a review, brigade field-day, or inspection of Volunteer Forces, the Governor will, if present, be entitled to the salute on coming on to the ground as well as at the marching past, but the Military command will be exclusively in the hands of the Officer in Command, who will give the order for the salute and march past at the head of the troops. In the case of reviews or brigade field-days of Regular and Auxiliary Forces combined, the senior officer present will take the salute.

Salute at reviews, &c.

173 Medals and decorations given by the Queen or by a Foreign Sovereign—the acceptance having been sanctioned by Her Majesty—will be worn on the left breast. No decorations or medal given by a Foreign Sovereign may be worn unless Her Majesty's permission to accept and wear it has been granted. The regulations issued by the Foreign Office regarding Foreign Orders and Medals will be strictly adhered to.

Medals and decorations.

174 Medals awarded by a Society for bravery in saving human life will be worn on the right breast.

Medals for saving life.

175 No other medals or decorations will be worn by Volunteers in uniform; this regulation is, however, not intended to apply to authorised prize shooting badges to be worn on the arm.

Shooting badges.

SECTION XV.—COURTS OF INQUIRY.

Nature of.

176 A Court of Inquiry is not a judicial body; it has no power to administer an oath. It is to be considered as a Board, of which His Excellency the Governor, or the officer in command of the Corps, may make use to assist him in arriving at a correct conclusion on any subject upon which it may be expedient for him to institute an inquiry.

Inquiry into conduct of an officer.

177 If it is found necessary to cause the conduct of a Volunteer officer to be investigated by a Court of Inquiry, His Excellency the Governor's authority for convening the Court must be obtained, and the Court in such a case must be composed of officers of the Volunteer Force.

Duties and composition of Court of Inquiry.

178 When facts connected with the conduct of an individual are submitted to the investigation of a Court of Inquiry, the instructions for the guidance of the court will be sufficiently specific as regards matter, names, dates, and places, to convey clearly to the court the nature of the subject into which it is appointed to inquire, and also to enable the person whose conduct is called in question to know what he has to answer.

Inquiry into conduct of persons.

179 The duties of a Court of Inquiry depend on the instructions which the convening authority may think proper to give. It may either be employed merely in collecting and arranging evidence, or it may in addition be directed to give an opinion as to the facts established by that evidence, but it has no power to pronounce any judgment as to the course to be taken by the convening authority in dealing with those facts. Courts of Inquiry convened to investigate losses for damages to arms and equipment will be composed of officers of the Corps, the Adjutant, if possible, being a member.

Inquiries may be open or close.

180 It rests with the authority who orders the assembly of a Court of Inquiry to decide whether it shall be open or close.

Record of evidence.

181 All evidence taken by a Court of Inquiry will be recorded as nearly as possible in the words of the witness, and in the order in which it is received.

Proceedings.

182 The proceedings when closed will be signed by the President and members, after which they will be forwarded by the President to the convening authority.

Re-assembly of court.

183 A Court of Inquiry may be re-assembled as often as the superior authority may deem necessary, and on every occasion of its meeting it is competent to receive and record new evidence.

SECTION XVI.—RULES FOR MANAGEMENT OF PROPERTY, ETC.

Must be submitted to a general meeting of officers and approved by the Governor.

184 In order to give legal force to the rules proposed by the Volunteer Corps for the management of its property, finances, and civil affairs, they must be approved at a general meeting of the Officers and Volunteers, and submitted by the Commanding Officer to the Colonial Secretary for the approval of the Governor.

Date of approval by general meeting to be given.

185 In forwarding copies of rules or amended rules for approval, the Commanding Officer will state the date on which such rules or amended rules have been submitted to and approved by the Officers and Volunteers at a general meeting.

186 Any rules or amended rules submitted for the approval of the Governor must contain provisions for the appointment of a Finance Committee, consisting of not less than three members besides the Commanding Officer.

Rules for appointing a Finance Committee.

187 The rules must state what persons are eligible to be members of the Committee, and whether the members are to be appointed by the Commanding Officer or elected by the officers; also the number of persons of whom the Committee is to consist, and how many are to form a quorum.

SECTION XVII.—STORES.

188 The Commanding Officer is responsible for all stores which are supplied by Government for the use of the Corps, the officers commanding outlying Companies being responsible to him for the proper custody and preservation of the arms and stores entrusted to their care, and being liable to make good any loss by damage or deficiency.

Responsibility for, and care of.

189 Officers Commanding will make or cause to be made frequent inspections of the whole of the equipment of the men under their command, and when any defects are discovered therein they will at once see that they are remedied.

Periodical inspections.

190 Officers on assuming command will, except in the case of the absence on leave of the senior officer, ascertain either by personal inspection or by the inspection of officers acting under their authority the actual state of the equipment given over, satisfying themselves that the articles agree in quantity with those charged in the equipment ledgers. They will further satisfy themselves that all the equipment is properly appropriated; that it is in thoroughly serviceable condition and complete in all details; that it is under proper protection, and in all respects in accordance with the orders of Government.

Inspection on assuming command.

191 An officer on assuming command will forward to the officer commanding the Corps a certificate in duplicate on the form given in the Appendix No. 2, signed by himself and the officer giving over command, or his representative, as to the state of the equipments.

192 Should the actual stock not agree with the ledger charge, or should any discrepancies be found to exist, a report of the same will be embodied in the certificate, which will further be accompanied by a list showing the articles deficient or surplus as well as any explanations that can be given to account for the same.

193 One copy of the certificate will be transmitted to the Commanding Officer, and the duplicate returned to the officer assuming command, to accompany his half-yearly equipment accounts, which will be forwarded to the Auditor-General within thirty days after the close of the half-year. He will then be understood to have assumed the charge, and will be held personally responsible for any discrepancies which may subsequently be discovered.

194 When a difference of opinion exists between Commanding Officers on a change of command, or on the occasion of any transfer of equipment as to the state, quantity, or description of the articles to be transferred, application will be made to the Governor by either of the officers between whom the difference exists, for the assembly of a Board to consider the matter.

Complaints of stores issued.

195 In the event of complaints being made by Volunteers of the state of the stores issued for their use, the Commanding Officer and Adjutant will carefully examine such stores before forwarding any complaint, and the result of their examination, if unfavourable to the stores, will be reported to the Senior Ordnance Store Officer or other department through which the stores were obtained. Such reports should, if possible, be made before the articles are taken in charge, and the store vouchers passed.

Stores issued on payment to be paid for before issue.

196 Stores which are authorised to be issued to the Volunteer Force on payment will be paid for prior to issue, and the necessary directions for payment will, on receipt of the requisition, be given by the Colonial Secretary or by the Senior Ordnance Store Officer concerned, as the case may be.

197 In all cases of loss or damage to stores which might possibly lead to a charge against the public, a Court of Inquiry will be immediately assembled by the Commanding Officer, in accordance with paragraph 176, to investigate the circumstances. The proceedings will be forwarded without delay to the Colonial Secretary through the General Officer Commanding, who will give his opinion as to how the charges caused by the loss or damage should be borne.

Arms supplied by Government.

198 The Volunteer Corps will be supplied gratuitously with arms from the Government Stores to the full number of its enrolled members, if required.

199 When additional arms are required for detached Companies of the Corps, the Commanding Officer will forward a requisition to the Colonial Secretary for the number required. The particulars to be inserted in the requisition will be those of the Corps, the requisite information as to distribution to particular Companies, &c., being given in the column for remarks. In the event of the total number of arms in possession of the Corps being equal to, or in excess of the total number of enrolled members, the requisition will be accompanied by a statement showing :—

- (a) The enrolled strength of each Company having surplus arms in possession.
- (b) The number of arms in possession of each such Company.
- (c) The means of conveyance available, and the distance between the stations from and to which a transfer might be ordered.
- (d) The date on which the Companies specified will next meet on parade.

The Colonial Secretary will then make arrangements for the supply or transfer of the arms required, in such manner as may be most convenient and economical.

200 The supply of arms to a Cadet Corps is governed by paragraph 344. Cadet Corps.

201 All arms issued to the Volunteer Corps remain the property of Her Majesty's Government ; and the Commanding Officer for the time being is held responsible for their being at all times in a serviceable state and for their being returned into store when required in good condition, fair wear and tear excepted. Responsibility for arms issued.

202 Before any Government arms can be issued to outlying Companies, the Corps must provide, at its own expense an armoury or armouries of sufficient size to contain all its arms. The storehouses should be thoroughly dry and well-aired buildings, free from worm-eaten timber, and should be kept well whitewashed and clean. Armouries which have been approved will not be changed without the authority of the Government. Place for custody of arms.

203 The Commanding Officer is not authorised under any circumstances to incur expenditure on account of Government buildings used by the Volunteers. Should he consider any alterations or repairs to the buildings necessary, he will communicate with the Colonial Secretary on the subject. Government buildings.

204 It is the duty of the Commanding Officer to see that the armouries are kept at all times as safe against attack as circumstances will permit, but if with a view to increasing the security of the arms he deems it advisable to give them into the custody of individual members instead of keeping them collected in one place, he may do so on certain conditions with the consent of the Governor. If circumstances arise that render it desirable that the arms should be returned into a Government store as a temporary measure of security, the Commanding Officer will represent the particulars of the case to the General Officer, who, if he considers it necessary, will authorise the arms being thus disposed of, either at once, or when the Commanding Officer may deem expedient. Safety of armoury against attack.

205 The arms will be deposited after drill in the armouries of the Corps, except when the Commanding Officer may judge it expedient to permit members of the Corps to keep their arms at their own houses, in which case written permission will be given by him to each member who is allowed to take his arms home. As the Commanding Officer is responsible to Government for the condition of the arms, it will be his duty to give such permission with care, and it may be withdrawn by him in any case whenever he may consider it necessary. The arms retained in private custody will be subject to inspection at any time, and they will be examined at least once in six months by the Commanding Officer, or by some officer or officers appointed by him for that duty. In any case in which the arms are neglected, the discretionary power granted to the Commanding Officer in this paragraph will be withdrawn. Arms to be kept in armoury unless men are specially permitted to take them home.

206 One of the two inspections of arms in private custody to be made by an officer or officers, as prescribed in paragraph 205, must take place between September 15 and October 31 in each year. Inspection of arms in private custody.

Deficiency in number of arms in private custody.

207 If at either of the two inspections referred to in paragraphs 205 and 206, or on any other occasion on which the arms may be called in by the Commanding Officer, a Volunteer fails to produce the arms entrusted to him, or, if a deficiency in the number of arms in charge is found to exist, the Commanding Officer will at once assemble a Court of Inquiry to investigate and report on the matter.

The proceedings of the Court will be forwarded without delay to Government through the General Officer Commanding, who will record his opinion.

Cleaning and care of arms.

208 Great attention must be paid to the proper cleaning and care of the arms entrusted to the Volunteers. Commanding Officers will caution the Volunteers under their command that any neglect in this respect may be attended with danger to themselves, and will impair the accuracy of the weapon.

Cleaning and repairing rifles.

209 The locks of the rifles, when in use, will be taken to pieces and thoroughly cleaned and oiled at least once every two months by properly qualified persons. In wet weather the rifles will invariably be cleaned immediately after use with Rangoon oil.

Tampering with locks of rifles.

210 Volunteers must not under any circumstances tamper with their rifles; and any rifles which on inspection may be found to have had their locks or any other parts improperly altered will be at once returned into store.

211 A copy in large characters of paragraph 210 will be affixed to the door of all armouries and drill sheds, together with a notice that permission to keep his rifle in private custody will be at once withdrawn from any member of the Volunteers who may offend against the regulation above quoted.

Marking arms before issue.

212 All rifles, carbines, swords, bayonets, and scabbards to be marked and numbered by Armourer-Sergeant before issue.

Tools for repairs, &c.

213 A mandrill guide and extractor wrench will be issued for the use of the Armourer-Sergeant and for every certificated Sergeant-Instructor at the public expense, and will be accounted for in the same way as the arms. The remaining tools necessary for the repair and keeping rifles in order will be provided by the Corps out of the capitation grant.

Charges.

214 Repairs necessitated by fair wear will be executed free of charge; the expense of other repairs will be borne by the Corps.

Articles supplied by Government.

215 Articles for musketry instruction, other than those enumerated in the following paragraph, will be supplied to Corps by the Government at the prices given in the authorised Vocabulary of Stores.

216 The Corps should provide themselves with the under-mentioned articles, viz. :—

Brushes, large, for colouring targets (1-lb. brushes).
Do. small do. (sash tool).

Whiting.

Lamp-black.

Glue, to make size.

Files to retain documents.

Sponge.

Chalk.

217 Pioneers' implements and cases are issued gratuitously to the Corps. The Commanding Officer, in making application to the Colonial Secretary for these implements and cases, will state the number of men, not exceeding two for each Company, who are to act as Pioneers, and the Colonial Secretary will then authorise the issue of the articles required.

Pioneers' implements.

218 The Commanding Officer is permitted to purchase on pre-payment from the Ordnance Department such quantity of ball cartridge as may be required for regimental purposes. Requisitions for this ammunition will be addressed to the local Senior Ordnance Store Officer, who will instruct the Commanding Officer as to the amount to be paid and the local Paymasters by whom it will be received. The issue will be made when the Paymaster has notified to the Ordnance Store Officer that the money has been paid. All prepaid ammunition remaining unexpended at the end of the year will be shown as in hand on the requisition for the following year's supply.

Issue of small-arms ammunition on payment.

219 The Corps is required to provide a secure place for the custody of its small-arm ammunition ; but in cases where the store of ammunition is sufficiently large to make it desirable that military magazines should be used for its custody, Ordnance Store Officers are instructed to afford facilities for its reception, provided there be sufficient room for it in the magazines under their charge. These magazines will not be used as expense magazines, but merely for the storage of the bulk of the annual supply of ammunition, for which the magazine accommodation of the Corps may not be sufficient.

Magazines.

220 Ammunition for breech-loading small-arms, which contains its own means of ignition, will not be stowed within the same masonry compartments of magazines as gunpowder, whether the latter is in the shape of filled cartridges or loose powder.

221 The Commanding Officer will not permit small-arm ammunition or explosives of any kind belonging to other Corps or to private individuals to be deposited in the magazines of the Corps. The storing of the ammunition belonging to the Corps in private magazines is strictly forbidden. The Adjutant will inspect periodically the magazines of the Corps, reporting to the Commanding Officer after each visit that the regulations laid down for the custody and safety of the ammunition have been fully complied with.

222 Cases having occurred of ammunition issued to Volunteer Corps improperly coming into the possession of merchants and other persons, Officers Commanding Volunteer Corps and others will be held strictly responsible for the safe-keeping and proper issue and use of all Government ammunition.

223 The sale or exchange of ammunition outside the Corps is prohibited, and it is to be understood that any transaction of such a nature is illegal, and will render the parties concerned liable to proceedings at law.

Metal-lined cases, &c., supplied on pre-payment.

224 Quarter metal-lined cases, or small-arm ammunition boxes, for conveying surplus ammunition, collected from the pouches of Volunteers at the termination of the field-day, are supplied on requisition for the same being made to the local Senior Ordnance Store Officer.

Return of packages.

225 The Volunteers will be allowed, should they find it necessary to do so, to retain the packages issued with small-arm ammunition until a fresh supply of ammunition is required; but no further issue of ammunition will be made to them until the packages in question shall have been returned, or payment for those which may be missing shall have been made to the local Paymaster.

Complaints of quality of ammunition.

226 Any complaints of the quality of the ammunition should be made in accordance with the directions given in paragraph 195.

Transit of ammunition.

227 When ammunition is issued from store for the use of the Corps, careful arrangements will be made by the Ordnance Store Officers for its conveyance from the railway station or port to which it may have been transmitted. In cases in which it may be deemed expedient to employ members of a Corps in taking charge of the ammunition in its transit from a railway station or store, the duty will be discharged in a strictly military manner.

Removal of tacks, dirt, and grit.

228 Great care will be taken when powder and ammunition barrels, whether full or empty, are to be returned to the Government stores, to remove all tacks, dirt, and grit from them. Instructions will be given to the persons by whom such barrels are to be conveyed, to keep them free from dirt and grit during their transit. Address cards will be fixed to the barrels by means of paste or string, and not on any account by means of tacks or nails.

Packing ammunition.

229 Ammunition will only be packed in the presence of a Commissioned Officer, and no person will be permitted to enter the magazine or room in which the packing takes place, unless it has been previously ascertained that he has not any matches or fuses about him.

Empty ball cartridge cases.

230 Empty ball cartridge cases will be received from the Corps at the Ordnance Store station from which the ammunition was issued, and will be allowed for at the rate of 2s. 6d. a thousand, the numbers being estimated by weight, as follows—

For Martini-Henri rifles, 21 lb. per 1,000.

231 The delivery of the cases into store will be made in the empty ammunition packages, not oftener than once a quarter, and the Commanding Officer will not return into store a less quantity than one thousand cases. The vouchers accompanying the delivery of the empty cases into store will show the weight only, and payment will be made accordingly.

232 The cases generally are expected to be in good condition when returned, care being taken that grit and dirt are removed as far as possible beforehand.

233 The greatest care and vigilance will be exercised in packing empty cartridge cases for return into store, to prevent any filled cartridges being accidentally sent with them; as any carelessness in this respect might lead to serious consequences.

RETURN OF ARTICLES TO ORDNANCE STORE
DEPARTMENT OR COLONIAL STORE.

- 234** No articles of equipment will be returned into store for the purpose of being replaced until it has become thoroughly unserviceable. No articles will be returned into store on account of being of an obsolete pattern, without the authority of the Government. Articles unserviceable or of obsolete pattern.
- 235** Whenever it becomes necessary or advisable to return equipments into store, the Commanding Officer, in making application to the Senior Ordnance Store Officer or Colonial Storekeeper to receive them, will state their description, number, and the time they have been in use. Applications to receive.
- 236** When articles of equipment are issued to replace any which may have become unserviceable, the articles that have been replaced will be returned into store without delay. Articles replaced to be returned without delay.
- 237** Whenever articles returned into store as unserviceable are considered by the Ordnance Store Officer or Colonial Storekeeper receiving them to be still serviceable or capable of repair; or if any of those which are really unserviceable are considered to have become so from improper use or negligence, the officer returning the articles will have his attention called to the subject by the Senior Ordnance Store Officer or Colonial Storekeeper, in order that an explanation may be afforded; and in the event of this not being satisfactory, the Senior Ordnance Store Officer or Colonial Storekeeper will bring the matter to the notice of Government. Explanations to be called for.
- 238** When returning articles to the Ordnance Store Department or Colonial Store, the Commanding Officer will invariably send by post to the Ordnance Store Officer or Colonial Storekeeper at the station receipt and delivery vouchers carefully drawn up. The vouchers will, if possible, be sent on the same day that the stores are despatched. Receipt and delivery vouchers to be sent.
- 239** The date and number of the order directing the return of the stores will be accurately inserted in the headings of both vouchers, and a corresponding date and number will be conspicuously marked on the outside of each case or package, so as to enable the consignee to identify the stores immediately on receipt.
- 240** A detailed list of every article returned, with the numbers, will be entered in the usual manner in both cases.
- 241** A memorandum will be entered at the foot of the detailed list on the delivery voucher, specifying the date on which the stores were despatched, and mode of transit.
- 242** The delivery voucher will be signed in the usual manner by the consignor, and the receipt voucher, duly signed by the consignee, will be returned as soon as practicable after the stores have been received.
- 243** The Commanding Officer and other persons having charge of stores are responsible that they are duly accounted for; it is therefore necessary for them to obtain and produce receipts for all articles returned into store or paid for. Importance of obtaining receipts.

- Combustible stores and matches. **244** The utmost vigilance is required on the part of officers returning stores, in order to guard against combustible stores being returned into ordinary store depôts, instead of into the magazines, as well as to preclude the possibility of lucifer or other matches being left among stores of any kind.
- Equipment account. **245** The Volunteer Corps will keep an equipment account in the prescribed form of Equipment Ledger.
- Adjutant to keep account. **246** It will be the duty of the Adjutant to keep the equipment account under the orders of the Commanding Officer.
- Nature of the accounts. **247** The account will contain a faithful record of all stores received, issued, or expended by the Corps (clothing, ammunition, and articles issued on payment excepted) during the financial year.
- Posting of vouchers. **248** Each voucher will be posted in the ledger from time to time as articles are received, issued, or expended.
- Copy of account to be kept. **249** In all cases copies of the account rendered and of the vouchers connected therewith will be kept by the accountants.
- Stores on payment. **250** Articles issued on payment will not be brought into the account, but all packages, unless paid for, must be entered.
- Cartridges. **251** No entry of cartridges, ball, or blank for practice and exercise will be made in the equipment accounts, as it is assumed that the quantities allowed will always be expended during the current year ; but should any remain over they will be shown in the annual requisition "as in hand."

SECTION XVIII.—CAPITATION ALLOWANCE.

Travelling Allowance for Attending United Drill, and Postage and Stationery Allowance.

- The Corps. **252** An annual allowance is granted to the Volunteers as follows :—
- (a) For every combatant officer who has attended the drills prescribed for efficient of his arm of the service, 30 rupees.
 - (b) For every Field Officer 50 rupees, and for every non-combatant officer (not being an honorary officer) 30 rupees, who has attended the number of drills prescribed for efficient (not being recruits) of his arm of the service. Such drills may, with the sanction of the Commanding Officer, consist of drill of any kind (including inspection) and class firing. In the case of Quartermasters and Chaplains, the presence of those officers with their Corps in camp will be sufficient to entitle the Corps to the allowance.
 - (c) For every bugler borne on the authorised establishment of the Corps, who is duly qualified as such, and has attended the drills prescribed for efficient (not being recruits) of his arm of the service, 20 rupees.

(d) For every efficient Volunteer 20 rupees.* An annual allowance of 5 rupees will be granted to all extra efficient.

(e) For every Adjutant and Sergeant-Instructor on the Permanent Staff, 20 rupees.

253 Officers and Sergeant-Instructors need not go through target-practice in order to earn capitation allowance for their Corps.

Officers and Instructors.

254 Honorary Officers appointed under previous regulations, and boys appointed under paragraph 139 of the present regulations, except those borne as trumpeters or buglers on the authorised establishment of the Corps, cannot earn capitation allowances.

Honorary officers.

(2)—*Special Capitation Allowance.*

255 With a view to giving encouragement to officers and sergeants of Volunteers in acquiring a thorough knowledge of their duties, a special additional capitation allowance of 5 rupees is granted on account of each officer or sergeant of Volunteers (not including the permanent staff) who holds a certificate of proficiency for every year in which he earns the ordinary capitation allowance of 20 rupees. The same allowance is granted to extra efficient in musketry, and to those who have passed in signalling.

Rate and condition of grant.

256 Field Officers who have held commissions as Field Officers or Captains, or as Subalterns (if they have passed the examination for promotion to the rank of Captain), and Captains and Subalterns who have served and passed the examination for the rank of Lieutenant in a similar arm of the Regular Forces, may be returned in the list of proficient in the annual return and nominal roll of their Corps, without examination. The rank each officer held when in the Regular Forces will be stated against his name in the return; and if he held only that of a Subaltern Officer, the fact that he has passed his examination will be also stated.

Officers who may be returned as proficient without examination.

Quartermasters and Medical Officers who have served as such in the Regular Forces may similarly be returned as proficient.

257 In the case of an officer holding a certificate of proficiency, the Commanding Officer will certify in the annual return and nominal roll that he continues to possess a competent knowledge of the subjects mentioned in the certificate. In the case of a Sergeant, the Adjutant will certify that he has during the year seen him drill, and act as Instructor to a Company, and has been satisfied with his proficiency.

Certificates in annual return on nominal roll.

258 Should such officer or sergeant, however, be found at inspection to be unacquainted with his duty, the Inspecting Officer will notice the fact in his confidential report, and the officer or sergeant will be disqualified from earning the special capitation allowance until he shall have been again examined and obtained a fresh certificate of proficiency.

259 Special capitation allowance will not be granted to an officer who does not hold the certificate of proficiency for his rank.

Disqualification.

* Every efficient Volunteer is exempted from road tax under Ordinance No. 11 of 1889.

260 An extra personal grant of 10 rupees is given to all Volunteers who perform certain drills (laid down from time to time) for expenses incurred in attending parades.

Postage and Stationery Allowance.

Rate of allowances.

261 In order to defray the expense of carrying on the official correspondence of the Commanding Officer and Adjutant, an allowance at the rate of 20 rupees a year for every Company borne on the Establishment at the date of the annual return of the previous year, and at the rate of 16 rupees a year for any division or subdivision not forming part of a Company, will be granted, and will be issued annually with the capitation allowances.

Bank orders or cheques.

262 The cost of bank orders or cheques is payable out of the postage and stationery allowance.

Orderly room expenses.

263 There will be no objection to any surplus of the postage and stationery allowance being devoted towards Orderly Room expenses.

Mode of issuing Capitation Allowance, Travelling Allowance for attending United Drill, and Postage and Stationery Allowance.

Basis of calculation.

264 The issue in each financial year of the capitation and travelling allowance will be based upon the number of efficient shown in the annual return and nominal rolls of efficient and non-efficient rendered on the 31st December in the preceding year. The issue of the postage and stationery allowance is based upon the establishment. (See paragraph 261.)

265 Issues of allowances due to Corps will be made to the Commanding Officer jointly with three members of a Finance Committee appointed under rules which have been approved by His Excellency for the Corps, to aid the Commanding Officer in the management of its finances.

Statements on form of claim.

266 The form of claim will accordingly contain a statement:—

- (a) That rules have been approved by His Excellency for the Corps (giving the date of the letter notifying His Excellency's approval);
- (b) That such rules contain provisions for the appointment of a Finance Committee, consisting of not less than three members besides the Commanding Officer ;
- (c) That the provisions for the appointment of a Finance Committee have been strictly carried out ;
- (d) That three members of such Committee (giving their names) have been selected by the Commanding Officer to receive jointly with him issues of capitation allowances ;
- (e) That the Commanding Officer and the three other members of the Finance Committee appointed to receive with him the issues of capitation allowances have undertaken to prepare annually an accurate account of the receipts and expenditure, and balance the moneys entrusted to them, to have such account printed, and to post the same in the Orderly Room and in some other place or places where it will be open to the inspection of the Corps.

267 If between the 31st December and the date of issue of the capitation allowances, any one of the three members referred to in paragraph 265 shall have ceased to be a member of the Finance Committee, the Commanding Officer will report the fact to the Colonial Secretary, at the same time submitting the name of another member of such Committee, specifying the date on which he was, in accordance with the approved rules of the Corps, appointed or elected to be a member of the Finance Committee.

Finance Committee.

268 The capitation allowances will be paid into a bank to the joint account of the Commanding Officer and the three members appointed to receive the same. These allowances will be deposited in the bank strictly in accordance with the rules and regulations, and such account will be kept distinct from any private account, or from any account of regimental funds arising from private subscriptions. The account of the capitation allowances will be kept in the books of the bank, subject to the drafts of the Commanding Officer and the three members, or of such of their number (not less than two) as they may conjointly empower to draw cheques.

Mode of disbursing allowances.

269 The accounts will be subject to inspection at any time by officers especially deputed for the purpose by the Colonial Secretary.

Inspection of accounts.

SECTION XIX.—TRAVELLING EXPENSES OF OFFICERS.

270 The travelling expenses of the Commanding Officer or Adjutant when employed on duty will be defrayed from public funds in accordance with the following provisions subject to the limitation in paragraph 274 :—

Duties entitling to travelling expenses.

- (1) When travelling on a road on which a public conveyance plies for hire, the fare by such conveyance for himself only.
- (2) When travelling on a road on which no public conveyance plies for hire, mileage at the rate of one rupee may be drawn when the officer is not in receipt of forage, or an allowance in lieu thereof, or mileage at 87½ cents when the officer is in receipt of forage, or an allowance in lieu thereof.
- (3) When travelling by steamer, the cost of a first class passage.
- (4) The amount actually expended by him for tolls, the charge for which must be supported by toll receipts, or, if these are not procurable, by a certificate on honour that the amount charged was actually expended in payment for tolls.

271 When, under exceptional circumstances, the Adjutant is allowed to live away from headquarters, no extra expense for travelling thereby incurred will be admissible as a charge against the public, nor will any charge be admissible on account of travelling between residence and headquarters.

Adjutant not living at head quarters.

272 The expenses of the Commanding Officer and Adjutant in inspecting sites for regimental camps, and in attending reviews, or in proceeding by rail to any place for the purpose of a "march out," will be paid out of the Volunteer vote for the Corps.

Reviews and inspection of sites for camps.

Officers in receipt of forage.

273 The Adjutant when in receipt of forage, or of an allowance in lieu thereof, will not be granted travelling expenses for journeys not exceeding a distance of ten miles from his station, unless he shall be prevented from returning to his station the same day. In such a case a statement of the circumstances which prevents his so returning must be furnished, and personal allowance may be granted.

Detailed account of expenses required.

274 The Commanding Officer and Adjutant when travelling on duty will furnish a detailed account in duplicate on General Form No. 31 of the expenses incurred by them. Fares by public conveyances and toll charges must be inserted in the column provided therefor; the places to and from which the Commanding Officer and Adjutant proceeded, the distance travelled, and the dates of departure and arrival must also be given. Charges for cart hire, private conveyance hire, or on account of resthouses are inadmissible.

Mode of accounting for expenses.

275 Volunteers will be allowed, when travelling by rail on duty (on production of a certificate from the Commanding Officer or Adjutant to that effect), to obtain a return ticket by payment of a single fare.

276 Personal allowance according to relative rank (see paragraph 281) will be granted to the Commanding Officer and Adjutant for every night they may be necessarily absent on duty from their residences, except for the days on which they may draw mileage, for which no personal allowance is chargeable. When on a voyage by steamer, personal allowance will be payable only when their duties require them to sleep on shore. Should the steamer be detained in port more than three days, an extra charge of Rs. 5 per diem will be paid, but not in addition to the personal allowance.

277 The Commanding Officer and Adjutant when quitting and returning to their stations on the same day are not entitled to any personal allowance, but the fares paid for public conveyances will be granted.

278 For the last day of a journey the Commanding Officer and Adjutant shall be entitled to half personal allowance at the rate mentioned in paragraph 281.

279 When the Adjutant is detained on duties for more than seven consecutive days at any one place, exclusive of the days of proceeding to and departing from such place, he will, after the seventh day, receive the half rate of travelling allowance only. No travelling allowance on account of detention at one place will be issued for more than fifteen consecutive days without the previous sanction of the Government on a representation in each case showing the necessity for prolonging the duty on which the officer was engaged.

Travelling allowance.

280 Claims for payment of travelling expenses will be forwarded prepared on the form provided for the purpose (General Form No. 31) in duplicate through the Commanding Officer, and immediately after the expenditure has been incurred, to the Auditor-General, who will, after examination thereof, return one copy to the Commanding Officer. Where explanation may be necessary, such explanation will be called for by the Auditor-General. If any proposed charge appears to the Auditor-General to be objectionable, he will

forward the application, together with such explanation, to the Colonial Secretary for the order of the Governor thereon. Such order will be endorsed on the original application, which will be returned to the Auditor-General, and by him to the Commanding Officer. Any deviation from this rule must be accompanied by a satisfactory explanation of the cause; otherwise the claim will not be considered. No claim will be considered unless made within three months from the date of the journey charged for. A certificate signed by the Officer Commanding will be annexed to the last claim in each financial year stating that no outlying Company, which is at a greater distance than ten miles from headquarters, has been visited more than twelve times during the current financial year at a cost to the public. When special authority for an increased number of visits has been given, the number and date of the authority should be quoted.

VOLUNTEER OFFICERS.

281 Officers of the Volunteer Force travelling on military duty will, when entitled to travelling expenses, draw at the following rates for each night they may be necessarily absent from their quarters or usual places of residence. The issue of these rates will be regulated by the substantive rank of the officer in the Volunteer Force :—

		Daily.	
		Rs.	c.
For Field Officers	...	9	0
For Other Officers	6	0

Rate of travelling allowance regulated by substantive rank.

282 Travelling allowance will not be issued on account of detention at any one place for more than seven consecutive days, subject however to the provisions contained in paragraph 279.

Limit of time.

283 For the last day of a journey only half rate of allowance can be drawn. Officers quitting and returning on same day shall not be entitled to any personal allowance.

Reduced rate.

284 Claims for travelling expenses as above will be paid by the Adjutant and charged in his accounts, subject to audit.

SECTION XX.—REVIEWS AND BRIGADE DRILLS.

285 When the General Officer Commanding wishes to hold a review or brigade drill of the Volunteers, or of Regular and Volunteer Forces, at which no expense to the public will be incurred beyond that for the employment of officers of the Regular Forces, he may, with the sanction of the Governor, make the necessary arrangements with the Commanding Officer.

Initiated by General Officer Commanding.

286 When the Commanding Officer wishes to initiate a review or brigade drill, he will notify his wish to the General Officer Commanding, who, if he approves, will give his sanction.

Initiation by Volunteers.

287 Should the General Officer Commanding think it desirable that the report of the Commanding Officer on a field-day be made known to the Volunteer Force, he will do so through the Senior Officer of the Force, or in general orders or otherwise, adding any comments he may wish to make.

Reports on field-days.

288 None but enrolled members properly dressed in uniform will be permitted to accompany the Volunteer Corps at any field-day or review, either during the marching past or the performance of the manoeuvres.

Only enrolled members to attend.

Collections of surplus ammunition.

289 When the Volunteers, at the termination of a field-day, are to return by railway to their headquarters, the arms will be examined, and all the ammunition which has not been expended must be collected from the pouches of the Volunteers and placed in a metal cylinder or metal-lined case, with a view to its being conveyed in safety to the headquarters of the Corps. The Commanding Officer will be held responsible that this regulation is strictly carried out. See also paragraph 225.

SECTION XXI.—COMPANY AND BATTALION DRILL AND MARCHING OUT.

290 The Commanding Officer will determine what drill is to take place, and who is to drill at certain parades. If the Commanding Officer is not present, the officer in temporary command will carry out his arrangements. It is competent to the Commanding Officer on parade to direct any officer to assume the command for the purpose of manœuvring the battalion though other officers senior to him be present.

Adjutant's duties at Company drill.

291 When the Adjutant proceeds to a Company drill he will take with him a copy of the muster-roll of the Company. The roll will be called over in his presence, and the names of the Volunteers present will be checked by him. He will in like manner be furnished with a roll of recruits, and will examine them in Squad drill, Rifle exercise, and Company drill. These rolls will be submitted to the Inspecting Officer at the annual inspection.

292 The Adjutant will make a note of the names of those Volunteers present whom he may find qualified in knowledge of drill for certificates of efficiency. In the event of any Volunteer not satisfying the Adjutant as to his knowledge of drill, he will not be granted a certificate of efficiency unless he is seen again by the Adjutant at a later visit, and then considered by him duly qualified. The Adjutant will not sign a certificate of efficiency for any Volunteer whom he has not during the year seen at drill and considered qualified.

293 He will personally drill the Company in the capacity of Drill Instructor during a portion of the period of drill. The officers junior to the Adjutant will fall in for instruction as a matter of course. As officers and sergeants should have an opportunity of drilling in his presence, the Adjutant should also during part of the time hand over the Company to one or more of them, he being present as Instructor.

When uniform is to be worn.

294 Volunteers are required to wear uniform when attending drill at the Adjutant's visits to outlying detachments, but not at their own Officers' or at the Sergeant-Instructor's drills, or at target practice, unless ordered to do so.

Adjutant's visit.

295 The Commanding Officer will, with a view to suit local convenience, arrange with the Officers Commanding outlying detachments, some time in advance, the days on which the Adjutant will visit each detachment.

296 When the Adjutant visits outlying detachments Officers and Non-commissioned Officers of such detachments will make a point of being present. All men who are in uniform at the place of assembly will fall in as a matter of course.

297 It is the duty of the Adjutant to inspect the arms of the several outlying detachments at his visits.

SECTION XXII.—MUSKETRY INSTRUCTION AND RIFLE EXERCISES.

298 The rifle practice ground of a Volunteer Corps must afford a range of at least 300 yards, but it is desirable that the range should extend to 800 yards.

Rifle practice ground.

299 The Adjutant will be considered the regular Instructor of Musketry of the Corps, and as such must attend class firing when the Commanding Officer desires it; but it is competent for a Commanding Officer to employ as Additional Instructors any Officers or Non-commissioned Officers of the Corps who may be properly qualified for the duty.

Adjutant is instructor in musketry.

300 The Adjutant is responsible for the shooting of the Volunteers being carried on in accordance with the "Rifle Exercises and Musketry Instruction for the Army," altered as may be deemed necessary from time to time for the Ceylon Volunteers.

Adjutant, responsibility of.

SECTION XXIII.—CAMPS.

301 When a Corps of Volunteers wishes to form a camp, the Commanding Officer will apply to the Governor specifying the number of men who will attend for three, four, five, and six days respectively, exclusive of the days of joining and quitting the camp.

Application to General Officer Commanding.

302 In making arrangements for Volunteer encampments, unnecessary expense is sometimes occasioned by the demand of camp equipment for many more Volunteers than will actually attend. Commanding Officers will therefore be careful to estimate as exactly as possible the number of men who are likely to take part in the encampment.

Excessive demands for equipment.

303 Every regimental camp will be inspected by a Field Officer of the Regular Forces.

Special inspection.

304 At the termination of the encampment a return will be prepared, signed by the Commanding Officer and Adjutant and handed to the Inspecting Officer, who will countersign and transmit it, with such observations as he may think fit to make, with his Inspection Report.

Return.

305 The amount assessed for any damage done to the stores beyond fair wear and tear will in all cases be charged against the Corps.

Damage.

306 To cover the general expense which Volunteer Corps are necessarily subject to in the formation of regimental camps, the sum of one rupee a day, for a period not exceeding six days annually, will be allowed to the Volunteer Corps for each Non-commissioned Officer and private who attends the camp and remains there for a period of not less than three consecutive days and nights, exclusive of the days of assembly and return. The allowances for officers will be regulated by paragraph 281.

307 When the Corps forms Regimental Camp for drill and instruction, it is expected that the Battalion drills requisite for "efficiency" will take place at the camp; but any member of the Corps who is unable to attend the camp will, with the approval of the Commanding Officer, be permitted to do the usual Battalion drills elsewhere, provided that no travelling allowance is charged for them to the public.

308 When the camp shall last for not less than four clear days, exclusive of the days of joining and quitting the camp, any member of the Corps who is unable to attend the camp will, with the approval of the Commanding Officer, be permitted to substitute Company drills for the Battalion drills required to obtain a certificate of efficiency. No travelling allowance therefor will be admissible on account of such member.

309 Volunteers will bear in mind that, if absent from inspection, they will be required to perform the extra drills prescribed in the certificate of efficiency given in Appendix No. 1 of these regulations.

SECTION XXIV.—INSPECTIONS.

Arrangements
for inspection.

310 The arrangements for the inspection of Volunteers will be made by the Governor, the local convenience of Corps both as regards time and place being consulted.

The convenience
of inspecting
officer and
Corps to be
consulted.

311 The arrangements will be made sufficiently in advance both for the convenience of the inspecting officer and for that of the officers and members of the Corps. When the date of inspection has been fixed, no change will be made unless under very exceptional circumstances.

Presence of
men at
inspection.

312 The Volunteers will be inspected annually, and the presence of each man at the inspection (unless he shall have been enrolled subsequently to the date of inspection, or shall be absent on leave specially granted by the Commanding Officer, or through sickness duly certified) is necessary to qualify him for efficiency; but if unavoidably absent, two extra drills must be attended in order to render him efficient.

Leave of
absence.

313 Officers and men should only apply for leave from the annual inspection when they have special grounds for doing so. The officer or man concerned must apply in writing to the Commanding Officer, and must state the precise grounds for the application, and in case of sickness must transmit a medical certificate before the inspection takes place; and if the reason assigned is not satisfactory, it will be refused.

Leave of
absence: Field
Officers and
Commanding
Officers.

314 Field Officers must not be absent from inspection without first having obtained leave from the Governor through the Commanding Officer. In all cases reasons must be assigned for leave being required.

Hours for
Inspection.

315 The parade for inspection will be formed ready for the Inspecting Officer at such an hour as will give not less than two hours of daylight for the inspection.

One-third of
the Corps must
be present.

316 Unless at least one-third of the Corps is on parade the inspection will not take place, but must be postponed to a later date.

317 Inspecting Officers will carefully inspect the rifles in store as well as those in the hands of the men.

Inspection of rifles.

318 The inspection of a Corps is a distinct duty, and must not be made during a review or Brigade drill; it may take place either before the commencement or after the close of the review or Brigade drill.

Inspection not to be made during a review or brigade drill.

319 No charge will be admitted on account of any officer acting as Aide-de-Camp or Brigade-Major to the Inspecting Officer.

Aide-de-Camp.

SECTION XXV.—CORRESPONDENCE.

320 All communications from the Volunteer Force to superior authority, except the correspondence of the Adjutant in his capacity as a Public Accountant, will be transmitted through the Commanding Officer.

To be transmitted through Commanding Officers.

321 Correspondence on the following subjects will be addressed to the General Officer Commanding :—

With Colonial Secretary.

- (1) Attachment of Officers to the Regular Forces for instruction.
- (2) Examination of Officers.
- (3) Inspection of Regiment or Corps.
- (4) Reviews and Brigade drills.

322 Correspondence upon all other subjects will be addressed by the Commanding Officer to the Colonial Secretary.

323 Adjutants of Volunteers will address their correspondence in their capacity as Public Accountants direct to the Auditor-General and the Treasurer.

324 Communications addressed to the Commanding Officer by name, or marked "Confidential" on the outside of the cover, will not be opened by the Adjutant or any other member of the Permanent Staff, but will be sent to the private address of the Commanding Officer.

Confidential letters.

325 Official letters will contain full information of all particulars upon the subject to which they relate, and will be headed thus :—

Details to be made of correspondence.

From.....
To

326 Each letter will refer to one subject only.

327 The paragraphs will be numbered, and the enclosures, if any, described in the margin, or in a separate schedule. As a general rule, short communications may be written on a half sheet; but when the letter extends beyond one page, or is accompanied by enclosures, it should be written on a whole sheet. The transmission of unnecessary enclosures will be avoided, and when additional papers are forwarded all blank fly-leaves will be removed from them.

328 The rank of officers and the authorised designation of the Corps will in all cases be added after their signatures. When a communication has any reference to previous correspondence from the Colonial Secretary, the registered number, date, and purport of the former papers will be quoted.

SECTION XXVI.—REPORTS AND RETURNS.

Reports and returns to be sent to Inspecting Officer.

329 The Commanding Officer will fill up and forward to the Inspecting Officer as soon as possible after the inspection—

- (a) An inspection report.
- (b) An inspection return.
- (c) A return of officers.
- (d) A nominal roll of officers and men absent from inspection with leave.

Return of officers.

330 The return (c) will show the dates of the appointments of the officers, whether they hold certificates of proficiency, and, if not, whether they are exempted by previous service in the Regular Forces from obtaining such certificates. In the case of combatant officers or Quartermasters who have failed to obtain certificates within the prescribed time, the return will contain a statement of the reasons which prevented their doing so. The return will include the non-combatant as well as the combatant officers.

Nominal rolls.

331 The nominal roll (d) will contain the names of all officers and men of the Corps who have applied for and obtained leave to be absent from inspection, stating in each case the cause of absence, and specifying whether they were present at the inspection of the previous year. Any other men who may be absent will be returned as "absent without leave," unless they shall have furnished medical certificates. The Commanding Officer of the Corps will be required to afford an explanation if there should be a bad muster.

Blank forms.

332 Blank forms of inspection reports and returns will be supplied to the Commanding Officer by the Inspecting Officer.

No delay in forwarding reports.

333 Inspecting Officers will forward to the Governor, to be retained, the inspection reports and returns as soon as possible after the inspection in each case, and will at the same time transmit a copy of any remarks they may have addressed to the Commanding Officer in writing after the inspection.

Observations of General Officer.

334 The Commanding Officer will understand that any observations made by the Governor on the annual inspection reports are confidential, and they will in no case be published in Regimental Orders, nor will copies be furnished to any person whatever, whether a member of the Corps or otherwise.

Forwarding.

335 The monthly return and Adjutant's diary, prepared by the Adjutant in accordance with paragraph 30, will be certified by the Commanding Officer, and will, whenever practicable, be transmitted punctually on the first day of the month to the Governor through the proper channel, in accordance with paragraph 32.

Supernumeraries.

336 Particular attention is drawn to paragraph 3 in regard to the enrolment of supernumeraries. Capitation allowances will be refused on account of any supernumerary members enrolled without authority who may be returned as efficient.

SECTION XXVII.—CADET CORPS.

- 337 Cadet Corps are formed of youths of twelve years of age and upwards, and are attached to a Volunteer Corps. Formation.
- 338 Proposals for forming Cadet Corps will be addressed to the Colonial Secretary through the Commanding Officer. In each application the proposed strength of the Corps will be stated.
- 339 An establishment is allotted to every Cadet Corps on its formation. Establishment.
- 340 Cadet Corps are not allowed to bear special designations, and must be described as "Cadet Corps attached to Volunteer Corps." Designation.
- 341 The members of a Cadet Corps are not enrolled for service, and will not be required to take the oath of allegiance. Not to take oath.
- 342 One Honorary Officer is appointed to each Cadet Corps. The Officer Commanding the Corps will submit for the Governor's approval the name of a candidate (who must be an adult) for appointment. This officer will in no case be granted a higher rank than that of Captain. Officers.
- 343 Cadet Corps will not fire in military formation unless they have been inspected and pronounced qualified to do so by the Adjutant of the Corps to which they are attached. Firing in military formation.
- 344 Cadet Corps are expected to provide their own arms for drill purposes, but for members who are of sufficient age to carry on rifle practice, Government arms are issued in the proportion of 20 per cent. of such members. Arms.
- 345 For members of Cadet Corps who are of sufficient age to carry on rifle practice, ammunition is supplied on prepayment in the same way as to other Volunteers. Ammunition.
- 346 In making requisition to the local Ordnance Store Officer or Colonial Storekeeper for ammunition for rifle practice, the Commanding Officer must state the number of Cadets who are of sufficient age to carry on rifle practice, whether they have the use of an approved rifle range, and also certify that a proper place has been provided for the safe storage of the ammunition, and the services of a proper custodian secured. Requisition for ammunition.
- 347 On receipt of a requisition for ammunition the Ordnance Store Officer by whom the issue will be made will instruct the Commanding Officer as to the amount to be paid, and the local Paymaster by whom it is to be received, and on the last-named officer apprising the Ordnance Store Officer of the receipt of the money the required issue will be made.
- 348 Sergeant-Instructors will not be appointed to Cadet Corps at the public expense, but a Sergeant-Instructor of a Corps may be employed in drilling a Cadet Corps. Instructions.

APPENDIX No. 1.

FORMS OF CERTIFICATES OF EFFICIENCY.

For Volunteer Corps.

WE hereby certify—

1.—That A B, No.—, was duly enrolled in the muster roll of the “ Volunteer Corps ” on this date, — 18 —, and is actually a member of the Corps on this date.

2.—That he does not belong to the Regular Army or Army Reserve Forces, and that he is not enrolled in any other Volunteer Corps.

3.—That he attended during the twelve months ending the 31st October, 18 —, — drills of this Corps, ordered by the Commanding Officer, each of such drills being of not less than one hour's duration.

* 4.—That he fired five rounds of blank ammunition in volley firing, five rounds in independent firing during the year in a squad of not less than two files.

† 5.—(a) That he fired † — rounds of ball cartridge in class firing during the year, and passed into the second class.

Or,

(b) That on the — 18 —, he completed the three periods of class firing under the personal superintendence of the Adjutant or other officer appointed under the Colonial Secretary's authority to act as such, and obtained the number of points to qualify him (so far as class firing is concerned) as a marksman under the musketry regulation of the Army.

6.—That he possesses a competent knowledge of Squad and Company drills, including the manual and firing exercises and skirmishing as a Company, as laid down in the Field Exercises of Infantry.

7.—That he possesses a competent knowledge of the preliminary musketry drills laid down in the musketry regulation for the Army.

8.—That he was § — the last annual inspection of the Corps.

(Signed)

Commanding Officer.

Headquarters, 1st November, 18 —.

Adjutant.

For Recruits.

If present at inspection, 30 Squad, Company, Battalion (including the inspection) or Musketry Instruction drills.

If absent from inspection with leave of the Commanding Officer, or through sickness duly certified, 32 such drills.

* This paragraph applies only to recruits. In the case of other Volunteers the paragraph may be struck out.

† Strike out the paragraph which does not apply to the case of the Volunteer concerned. A Volunteer who fulfils the requirements of paragraph (b) need not attend target practice every year.

‡ Here insert 20, 40, or 60, as the case may be; and if a Volunteer after firing 60 rounds remains in the 3rd class, strike out the last six words.

§ Here insert “ present at ” or “ absent from, ” as the case may be. If absent, it must be stated whether with leave of the Commanding Officer or through sickness duly certified; if enrolled after the date of inspection strike out paragraph, and so state.

Second year.

If present at inspection, 30 Squad, Company, Battalion (including the inspection) at Musketry Instruction drills, or such number not less than 9 of Company and Battalion drills (including the inspection) 3 of which shall have been Battalion drills, as will, with the number, performed in the previous year, amount to 60.

If absent from inspection with leave of the Commanding Officer or through sickness duly certified, 32 such drills, or such number not less than 11 of Company and Battalion drills (including the inspection), 3 of which shall have been Battalion drills, as will, with the number performed in the previous year, amount to 62.

Third and Fourth years, and in subsequent years ; also in the case of ordinary Volunteers.

If present at inspection, 9 Company and Battalion drills (including the inspection) of which at least 3 shall have been Battalion drills.

If absent from inspection with leave of the Commanding Officer or through sickness duly certified 11 Company and Battalion drills, of which 3 at least shall have been Battalion drills.

Volunteers, when they have completed the 60 or 62 drills, as the case may be, during their first two years of service, and have been returned four times as efficient :—

(a) If present at inspection, 7 Company and Battalion drills, including the inspection, of which 3 at least shall have been Battalion drills

(b) If absent from inspection with leave of the Commanding Officer or through sickness duly certified, 9 Company and Battalion drills, of which 3 at least shall have been Battalion drills.

Squad drills, at which not less than 4 rank and file are present, may be reckoned when necessary to complete the number of Company drills.

But when so reckoned they can only be counted in the proportion of three Squad drills in lieu of one Company drill. When counted, the number of Battalion, Company, and Squad drills, respectively attended, must be stated on the certificate granted to the Volunteer.

To constitute a Battalion drill reckoning towards efficiency, 80 at least of all ranks (exclusive of Band) must be present, of whom not less than 16 must be Officers and Sergeants.

Attendance at Brigade drill or a Review may be counted as a Battalion drill.

To constitute a Company drill reckoning towards efficiency, 16 at least of all ranks (exclusive of Band) must be present, of whom not less than 2 must be Officers and Sergeants or Officers or Sergeants.

APPENDIX No. 2.

CERTIFICATE ON CHANGE OF COMMAND.

WE certify, in accordance with paragraph 190 of the Regulations for the Volunteer Force, that on the transfer of the equipments at the * _____ on the † _____ the whole has been verified, and has been found to be properly appropriated, in good condition, and to agree in the quantities and numbers of the several articles actually in possession with those shown in the Regimental Equipment Ledger.

(Signed) _____ Officer giving over charge.
(") _____ Officer taking over charge.

* Here insert the Corps.

† Here insert date.