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MOBILIZATION REGULATIONS

1966

(Revised Edition)



(ORDERS ISSUED UP TO AND INCLUDING THE 31-12-66
HAVE BEEN INCORPORATED IN THIS BOOK)

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MOBILIZATION REGULATIONS, 1966

PREFACE

1 The regulations contained in this volume are of general application to all regular units, establishments, services and departments of the Army.

Special provisions for the embodiment of Territorial Army units are contained in Appendix XVIII.

2 These regulations are concerned primarily with laying down general principles and secondarily with ensuring that all necessary detailed arrangements are made, as far as they can be foreseen and legislated for in peace.

3 These regulations are not an authority for expenditure in peace, except where provided for.

V. SHANKAR

NEW DELHI:
7th April, 1967

*Secretary to the Government of India,
Ministry of Defence.*

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MOBILIZATION REGULATIONS, -1966

CHAPTER I—EXPLANATORY AND INSTRUCTIONS ON INTERCOMMUNICATION

Section 1—General implications of mobilization

1 Mobilization is the process by which an armed force passes from a peace to a war footing, and may be either general or progressive. This transition from a peace to a war footing may comprise, not only the formation and despatch of forces for a major war, but also for operations along the frontiers or any special emergency.

The Regulations governing these processes may be Mobilization Regulations, or special instructions issued by Army HQ or a combination of them.

2 In view of modern conditions it is considered unlikely that there will, in future, be any general mobilization, but rather, mobilization will take the form of "progressive mobilization". By this is meant the mobilization as may be required, of only certain components of the Army, followed later by the mobilization of the remainder as the situation demands.

The components for progressive mobilization are, in general terms, as follows:

- (a) Field Force,
- (b) Static, Anti-Aircraft and Coast Defence units including TA units,
- (c) The Army Reserve including officers.

3 Some stage of "progressive mobilization" is likely to be ordered, when active operations in or ex-India develop on a scale and intensity requiring maintenance and support beyond the scope of peace organization. It may occur as a result of extensive frontier or other operations in India of a severe character, which are likely to be prolonged.

4 A "progressive mobilization" as such, will involve only the mobilization of such units, and the calling up of such reservists, as may be required for the force to be mobilized, or for the maintenance of a force, or forces, that have been formed and despatched under the provisions of any special instructions of Army Headquarters.

5 Should it become necessary to proclaim general mobilization it will take place when ordered by the Government and will entail the immediate mobilization of all regular units of the Army and the calling up of the Army Reserve, including officers liable to recall and Regular Reserve of officers. On general mobilization being ordered, the Chief of the Army Staff, will issue necessary executive orders, through the Adjutant General, for placing the Army on a war footing in accordance with such plans as may have been prepared in peace.

6 In spite of the unlikelihood of its inception, it has been decided to retain the term "General Mobilization" since it is considered that regulations for the greater eventuality will cover the lesser with certain modifications and additions.

Therefore, throughout these Regulations, the terms "General Mobilization" or "Mobilization" will, wherever applicable, be held to include "Progressive Mobilization" and the provisions laid down herein will be followed in the case of units affected by progressive mobilization except where specially modified.

It should, however, be noted that any force formed under the provisions of special instructions issued by Army Headquarters will be bound by them or any modifications thereto and not Mobilization Regulations until such time as specific orders to the contrary are issued by Army Headquarters.

7 Unless otherwise ordered, war establishments and war equipment tables will be brought into force on the first day of mobilization. Units may, however, retain personnel, stores and equipment, surplus from peace establishments or peace scales up to the date they complete mobilization, provided that no specific orders exist or are issued for the disposal of these surpluses at an earlier date.

Units for which no war establishments exist will mobilize at peace establishments. Such units may, however, draw essential equipment required on mobilization under the orders of the GOC-in-C Command/Army. Army Headquarters

[General Staff (DWE)] will be advised at the earliest possible date of issues of controlled stores and vehicles made from Army Headquarters stocks.

8 Unless orders to the contrary are issued units which exist in peace will mobilize at their peace stations or peace Headquarters.

9 Commanders of all formation, units, depots and establishments are responsible that adequate preparations are made in peace, in accordance with these regulations, for either general or progressive mobilization as may be ordered. These preparations will include not only the arrangements by which the unit or establishment passes from a peace to a war footing but also all arrangements for meeting the additional requirements of local administration which will arise on mobilization. These arrangements will be contained, in detail, in a mobilization scheme.

A mobilization scheme will similarly be maintained by the holders of such appointments of which the functions change on mobilization or who are, on mobilization, required to take special action.

Departmental mobilization schemes will also be maintained by heads of departments and services at each formation up to, and including Army Headquarters.

In the event of progressive mobilization or during the period of an emergency, certain formations or departments may require a proportionate increase in staff which would normally be obtained only on general mobilization. Departmental mobilization schemes should, therefore, contain some provision for such an eventuality.

In order to facilitate the above, formations, such as commands, areas, and departments, may find it advisable to base their mobilization schemes in terms of the main components of the Army as mentioned in Chapter I, para 2.

NOTE.—See also Chapter 2 Section 3, paragraph 33.

10 The order to mobilize is issued by telegram by the Adjutant General in accordance with arrangements made in peace. This order will include the scale of clothing to be adopted *i.e.* summer or winter.

11 In order to reduce congestion on the telegraph system, the telegram ordering mobilization will bear a special short originator's number and will commence:

"X 1 Mobilize D 1 _____".

("D 1" is an abbreviation for "the first day of mobilization").

In the event of progressive mobilization, only the units affected, will be addressed.

The further executive orders or special instructions referred to in this Section, will be issued in a separate communication.

12 On receipt of orders to mobilize, the Commanders of Areas and Independent Sub Areas will inform all concerned who are under their orders for administration.

13 On general mobilization the Chief of the Army Staff will cause mobilization posters to be displayed ordering all soldiers on leave to rejoin their units without further orders, and recalling all Army reservists.

In the event of progressive mobilization, no general notice will be issued but special instructions will be issued by Army Headquarters. Mobilization posters will not be displayed.

14 Area/Indep Sub Area Commanders will, under the supervision of GOsC-in-C, distribute in peace, copies of the above poster to such units, depots, formations and others as they consider should be in possession of them, with instructions as to their prompt display on general mobilization only.

Similar arrangements are made by Army Headquarters with State governments, Ministries of Railway (Railway Board) and Communications and with Recruiting Officers, for distribution and custody of mobilization posters in peace and for their prompt display on general mobilization only.

15 On general mobilization the assistance of the Ambassador for India in Nepal/Military Attache to the Embassy of India in Nepal will be invoked for the publication of a similar notice recalling Gorkha soldiers and reservists.

16 Officers commanding formations and units, except Headquarters 2nd Echelon, (if in existence) who will draw

Rs 800/-, are authorised to draw an imprest of Rs 200/- for incidental expenditure, immediately on mobilization. Imprest Holding Units may, however, incur this expenditure out of their own imprests.

Section 2—Instructions on intercommunication

17 The instructions contained in this section will apply for the necessary expansion required in the provision of inter-communication facilities during general and progressive mobilization. These instructions are applicable to the inter-communication facilities provided by the Posts and Telegraphs Department only. They do not apply to the inter-communication network set up by Army Signals.

18 On general mobilization, the telegraph/telephone/radio telephone/WT offices shown in Appendix I will be kept open continuously until further orders. In cases where the local military authority considers that it is no longer necessary to keep any particular office open continuously, he will give written notice to the Telegraph Master concerned.

19 On general mobilization, the use of service labels on military official telegrams will be discontinued. Telegrams on official military business will be accepted by telegraph offices on prior notice without pre-payment. Such telegrams must bear 'Office stamp' and be signed by a commissioned officer or a gazetted civilian officer, and will show clearly the rank and appointment or designation of the officer signing the telegram. Such telegrams will be marked "STATE MOB (A)" in the space provided for affixing service labels.

INSTRUCTIONS ON PROGRESSIVE MOBILIZATION

20 On progressive mobilization, Army Headquarters will furnish the Posts and Telegraphs Department with a list of telegraph/telephone/radio telephone/WT offices required to be kept open continuously, copies of which will be sent to all concerned as early as possible. In case when a local military authority considers it no longer necessary to keep any particular office open continuously, he will give written notice to the Telegraph Master concerned.

21 On progressive mobilization, the local military authority may, if he considers that the situation demands, forward a written request to the Telegraph office concerned to accept "STATE MILITARY" telegram without pre-payment.

INSTRUCTIONS APPLICABLE TO GENERAL AND PROGRESSIVE MOBILIZATION

22 A telephone may be installed, where not already existing, in the lines of mobilizing units at the discretion of the Sub-Area, Administrative Commandant and/or Station Commander.

23 If a military authority considers that a particular telegram relating to general or progressive mobilization requires expeditious disposal, he may use the priority "IMMEDIATE" or "IMPORTANT" as necessary. It should be noted that these priorities are equivalent to the service Precedences "OPERATIONAL IMMEDIATE" and "PRIORITY" respectively. Priorities "IMMEDIATE" or "IMPORTANT" will be sparingly used, and, in all cases, the sender will be held responsible to explain, if required, the urgency of the occasion justifying their use.

24 (a) On either general mobilization or progressive mobilization officers commanding stations will provide the local Post Office with lists showing:

- (i) the units which have been completely formed in the station, with their addresses and actual location,
- (ii) the units which have left the station, with their new postal address,
- (iii) nominal rolls and new addresses of individuals who have not accompanied the units as in (ii) above, with instructions to pick out their mail from the mail of the unit received at the Post Office and redirect it to their revised addresses.

(b) Officers Commanding units will advise all individuals not moving with the units to furnish their new address to their correspondents.

(c) If any unit is given a security address, the officer commanding station/unit will report its move/arrival to Army Headquarters (Postal Location Control Centre).

25 In order to assist the Posts and Telegraphs Department in recognising telegrams relating to general or progressive mobilization, the military authorities originating such telegrams will mark them as follows:—

- (a) The word "State Mobilization (A)" will be written by the originator as a service instruction on all mobilization recall telegrams.

- (b) The words "Progressive State Mobilization (A)" will be written by the originator as service instruction on all progressive mobilization recall telegrams.

The words "State Mobilization (A)" or "Progressive State Mobilization (A)" will be transmitted free of charge by the Posts and Telegraphs Department.

LIMITED USE OF TELEGRAMS

26 During general or progressive mobilization, military authorities must understand that telegraph systems become congested with traffic. It will, therefore, be necessary to originate telegrams as sparingly as possible in order to keep down the volume of traffic on telegraph systems. In order to achieve this, military authorities will, as far as possible originate telegrams in the following cases only:

- (a) When reports, orders and returns as detailed in Appendix II are to be transmitted.
- (b) When the originator is convinced that the result to be obtained justified placing a further load on the already overloaded telegraph systems, and that a telegram in spite of the load on these systems is necessary in order to reach its destination quicker than a letter.
- (c) Officer Commanding all units concerned will report by telegram to the Area/Independent Sub Area Commander, with a copy to Army Headquarters and to the Field Forces Commander concerned, if any, as soon as mobilization of a unit is completed.
- (d) In the event of any occurrence which is likely to delay the mobilization of a unit or its departure from its peace station, beyond the date laid down, this fact will be reported immediately by the Officer Commanding the unit to the next higher formation for onward despatch to Army Headquarter. These reports will be sent in cipher. In case cipher facilities do not exist, any other safe means, as available, will be utilised.

27 It should be borne in mind that:

- (a) It is normally unnecessary to report by telegram when a progress is taking place or is completed according to plan.

- (b) Only failures or serious deficiencies likely to lead to failure to complete mobilization arrangements are to be the subject of a report by telegram.

SPEED IN DESPATCH OF MOBILIZATION TELEGRAMS

28 When the Posts or Telegraph Master anticipates that a telegram marked "STATE MOBILIZATION" or "PROGRESSIVE STATE MOBILIZATION", if delivered by the normal service, will not reach the addressees within 24 hours of its receipt, he will have it delivered by a special messenger.

CHAPTER II—MOBILIZATION SCHEMES

Section 3—General

29 Mobilization Schemes form the basis of mobilization and ensure that, so far as can be foreseen, every detail connected with the process of change from a peace to a war footing has been thought out in peace.

30 In addition to the schemes prepared by the individuals referred to in Section 1, a mobilization scheme will be drawn up and maintained up-to-date for every unit which does not exist in peace. For this purpose the Commander of the higher formation within whose jurisdiction the station of mobilization of the unit is situated will detail an officer styled "the officer in peace charge of the unit mobilization scheme". *This officer will invariably be selected from those officers who, in peace, are located at the station of mobilization of the unit in question. On mobilization this officer will remain in his peace station and carry out the mobilization of the unit, until the arrival of the war Commander or other officer specially detailed for the purpose.

31 In order to economize in personnel and to interfere as little as possible with the mobilization and concentration of units existing in peace, the mobilization schemes of all units above which are due to be raised in the same station will, as far as possible, be made the responsibility of one individual officer who will act as 'Officer in peace charge of the unit mobilization schemes' of all such units.

32 When mobilization is ordered the officer commanding a unit formed on mobilization or, in the case of a headquarter unit, the officer specially detailed as mobilizing officer, will:

- (a) go at once to the station of mobilization and take command of the personnel who report there for duty with the unit, and
- (b) take over the mobilization scheme and equipment of the unit from the officer in peace charge, and complete the mobilization of the unit.

*NOTE.—In certain cases the officer in peace charge of the unit mobilization schemes may be specifically detailed by higher authority.

33 In addition to the mobilization scheme, all active units, which exist in peace, will maintain a scheme to enable them to operate at short notice under conditions not entailing mobilization. This scheme will be drawn up in accordance with local conditions and orders, and will be complementary to the mobilization scheme.

34 All mobilization schemes will contain a certificate from the officer commanding the station of mobilization that the scheme in question is compatible with the station mobilization arrangements.

This certificate will be renewed annually.

35 Adequate arrangements will be made by officers in peace charge of mobilization schemes for their safe custody.

36 Spare.

37 Spare.

Section 4—Preparation, custody and disposal of mobilization schemes

38 A unit moving on relief will hand over its mobilization scheme to the relieving unit so as to provide the latter with the data necessary for the preparation of a fresh scheme suitable to local conditions. Documents relating to personnel, will however, be retained by units moving on relief.

39 A general outline of the arrangements to be included in a unit mobilization scheme and of the form which should be followed in its compilation is contained in Appendix III. It must be realised that the arrangements and form appropriate to a unit may not meet the requirements of establishments, staff offices and formation Headquarters, and this outline must be taken only as a guide, to be modified as necessary to suit the requirements of the individual case.

40 All books, orders and documents of every description relating to the mobilization scheme, except those books in peace use, will be kept in the field office yakdans*.

*NOTE 1.—In case where field office yakdans do not exist, the officer concerned will make other suitable arrangements for the safe custody of the scheme.

NOTE 2.—It may be convenient to maintain all the above documents distributed in company, squadron or equivalent sub-unit mobilization boxes, the commander of such sub-unit being responsible for custody of and keeping up-to-date all documents pertaining to his sub-unit. This procedure may be followed but the

commanding officer is not thereby relieved of his responsibility for the safe custody of the mobilization scheme of his unit.

41 Mobilization schemes of schools of instruction, Record Offices and other Army Headquarters units will be referred in peace direct to Army Headquarter for final approval.

42 In case where the urgency of mobilization is such that the necessary work connected therewith cannot be carried out by the military personnel available without delaying the completion of mobilization, civilian assistance as required will be employed. Subject to the condition that no expenditure is to be incurred in peace, officers concerned will, with due regard to economy, make in peace the necessary arrangements for obtaining any temporary civilian assistance required during the mobilization period.

43 Spare.

44 Spare.

45 Spare.

Section 5--Review of mobilization schemes

46 General Officers Commanding-in-Chief are responsible that all mobilization schemes maintained by individuals under their orders are prepared and are complete in all respects.

47 All schemes will be reviewed as circumstances require, and Area/Indep Sub Area Commanders will ensure that each unit is in possession of workable mobilization scheme as soon as it is practically possible for that unit to be used for any active role.

48 Spare.

49 Spare.

50 Spare.

51 Spare.

52 Spare.

CHAPTER III—ORGANISATION AND ADMINISTRATION

(This chapter does not purport to give full description of the organization and administration of the Army in war. Only sufficient information is included here as will enable mobilization schemes to be prepared intelligently and these paragraphs will not be quoted as an authority.)

Section 6—Regimental/Corps Centre System

53 On general mobilization all active units are based upon a 'Regimental/Corps Centre'. Most of the centres exist in peace, others are formed on mobilization according to requirements. For this, Army HQ will, after obtaining necessary Government Orders, issue separate orders as to whether any new centres will be formed or what existing centres or units will become responsible for the provision of necessary reinforcements.

54 On progressive mobilization Army HQ will, if considered necessary, issue separate orders as to the extent to which centres will be responsible for the provision of personnel.

55 Recruiting demands will be placed by Personnel Section/Directorate concerned at Army HQ in consultation with the centre concerned, on Organization Directorate for further action.

56 The main functions of a centre are as follows:

- (a) To receive the details of mobilized units.
- (b) To receive men discharged from hospital or who become available for other reasons.
- (c) If arrangements are made in peace, to store the heavy baggage of units and individuals dependent upon the centre concerned.
- (d) Regimental cuttings in respect of personnel of units serving in field/operational areas who maintain Regimental Fund Accounts themselves will not be

made through IRLAs. Recovery of regimental cuttings will be made through IRLAs only where regimental funds are actually taken over by the Centre/Depot. In that case the contingent bill in duplicate accompanied by nominal rolls in duplicate will be submitted by the Centre/Depot to the PAO monthly for recovery through IRLA and authorisation. One copy of the contingent bill and one copy of the nominal roll will be returned by the PAO to the Centre/Depot authorising the payment of the amount actually recovered through the IRLAs.

- (e) To provide reinforcements in accordance with the policy laid down by Army HQ to units dependent on the centre so that the units are kept up to their full authorised establishment. (List of Centres is given in Appendix IV.)

Section 7—Record Office System

57 (a) Record Offices are functioning in peace for all Regiments/Corps, for purposes of maintaining permanent records of all personnel of the Regiment/Corps other than officers and for providing correct and up-to-date information in regard to personnel and statistical information regarding the strength and distribution of the Regiment/Corps.

(b) Similar duties in respect of officers are carried out in Personnel Record Sections at Army HQ Org 3 (RR & C) in the case of Non-Medical Officers and M.P.R.S. (O) in the case of Medical, Dental and Nursing Officers, which function as Record Offices for officers.

58 (a) On mobilization all peace records of mobilized units/formations including those of individuals serving with such units/formations will be sent to the record office of the Regiment/Corps concerned.

(b) In the event of some units/formations being mobilized, or new units/formations raised and mobilized, which are not based on any particular record office during peace, Army HQ will issue separate orders as to whether new record offices will be formed or which of the existing record offices will be held responsible for maintaining peace records of such units/formations including those of the personnel held on their strength.

59 Record Offices are normally located along with their Regimental/Corps Centres, but in some cases it is not administratively convenient for these two establishments to be located together. In case where the centre and the record office are located side by side although the centre commander is also the Officer-in-Charge Records, function of the two establishments must remain independent.

60 Other functions of a record office are given below:

- (a) To function as a 2nd Echelon for the personnel of the regiment/corps concerned serving in a force, when no separate 2nd Echelon has been formed for such a force.
- (b) Payment of family allotments and casual remittances.
- (c) To hold all surplus books and documents of mobilized units.
- (d) To communicate casualties of JCOs/OR/NCsE to their next-of-kin, and to submit to State Governments, through Army HQ weekly lists of casualties for publication in the regional language editions of their official gazettes showing names of fathers and names and addresses of next-of-kin of the deceased.

61 A list of record offices upon which arms and services depend is given in Appendix IV.

62 Spare.

Section 8—Reinforcement procedure

63 In certain cases a first reinforcement mobilizes simultaneously with units and forms a draft from which casualties in the unit occurring in the early days of mobilization can be replaced. The strength of the first reinforcements are laid down in War Establishments of respective units.

This will also apply on progressive mobilization unless orders to the contrary are issued by Army HQ.

64 As a general principle personnel required to enable a unit plus its first reinforcement to mobilize will be obtained by the unit direct from the Regimental/Corps Centres.

65 First reinforcement will be mobilized at and by the centre and will be despatched to the appropriate reinforcement camps either with the unit or independently as soon as

possible after the departure of the active unit concerned. From the reinforcement camp it will become available as drafts, to replace wastage, to units on field service as and when required.

Subsequent wastage in units will be met by personnel ordered up to reinforcement camps from centre to maintain them at their authorised establishment in accordance with the policy laid down by Army HQ.

66 Officers Commanding Regimental/Corps Centres will ensure that reinforcements/drafts are equipped and clothed according to the scale, prior to despatching them to the reinforcement camps or units.

67 (a) The authorised proportion of specialists will be included when first reinforcements cannot accompany unit during a campaign on or beyond the Indian Frontiers.

(b) Specialists for first reinforcements, when such reinforcements accompany units during a campaign on or beyond the Indian Frontiers will be provided by the units themselves.

68 Spare.

Section 9—Time factor

69 In certain circumstances, units may have to leave their mobilization stations before their leave and furlough men have rejoined and before they have been able to complete the process of mobilization at full war establishment.

In these circumstances, the unit will move initially at a modified establishment as laid down from time to time by Army HQ and will leave behind in its peace station a minimum party, under an officer, who will receive and administer the returning leave and furlough men until arrangements can be made for them to rejoin their units in the field. If a unit is mobilizing where its parent Regiment/Corps Centre is located then the functions may be taken over by the Regiment/Corps Centre. For further details see Appendix V.

70 Spare.

71 Spare.

72 Spare.

Section 10—Issue of, and accounting for, pay and allowances, rations, clothing and equipment

73 On general mobilization being ordered, the pay account of those personnel serving in the field or theatre of

operations, irrespective of whether they are employed in staff offices or with active units and formations, will continue to be maintained on the IRLA system of pay accounting. But until units leave the peace station for proceeding on field service, officers will not, as a general rule, be permitted to draw advances on Officer's personal cheque book (IAFF-1034) in places where normal banking facilities exist. Funds for payment to OR will continue to be obtained by imprest holders from Field Cashiers or from the regional CsDA.

The pay accounts of non-gazetted civilian personnel serving in Field Service areas will be transferred ie, LPC will be issued to the PAO concerned with the centre/record office on which the individual is based. In the case of civilian gazetted officers serving in Field Service Areas, the pay accounts will be transferred [ie, LPCs will be issued to the CDA(O)] for maintenance on IRLAs.

Other civilian personnel will be paid on the pay bills under the normal procedure.

The pay accounts of all personnel on the war system are maintained for:

- (a) Officers—by the CDA(O) POONA.
- (b) Others—by the PAO concerned in the case of those based on a centre/record office.

74 The second step towards mobilization is the adoption by units of specialised establishments (eg, war establishments) with which are linked War/Peace Equipment Tables. Not until the unit has received its full complement of personnel/equipment/vehicles as per War Establishment and WET is normally considered as having completed mobilization. In certain circumstances, however, (eg, those envisaged in Section 9) a unit may be considered to have completed mobilization when it is in a position to fulfil its war role although its specialised establishments and equipment tables have not been completely attained.

75 Rations continue to be admissible on the peace scale and accounted for on the peace system in the case of all units and individuals other than those who enter the theatre of operations. Ration allowance, where admissible in peace, continue to be so admissible.

Instructions for maintenance of simple ration account during intervening period when a unit is mobilized and is expected to leave peace station shortly.

76 After the final audit by the LAO and until such time as the unit actually moves from the peace station to an operational theatre, units will maintain a simple statement of daily accounts of Receipts and Issues of rations on the form, reproduced as Appendix IV-A.

A consolidated statement of accounts for the intervening period, prepared on the above form, duly signed and certified by the OC unit, as correct, and supported by copies of Daily Orders Part II affecting the strength on various dates will be submitted to OC Station with a copy to LAO. Balance of rations, will be handed over to any other unit in the station under the orders of the Station Commander and will be shown as such in the said statement of accounts, duly supported by issue Voucher.

77 Units adopting the war system of accounting will also adopt the system of free replacement of clothing irrespective of their location. See Clothing Regulations.

Hair-cutting and washing services will be provided free in the field.

78 Equipment is issued and accounted for on the peace system in the case of units which do not enter the theatre of operations, and on the war system in the case of units which do so.

In both cases, the scales permissible are those contained in the WET and PET.

79 Spare.

80 Spare.

81 Spare.



CHAPTER IV—PROVISION OF PERSONNEL

Section 11—General

82 The Sources from which units are completed to war establishments in personnel include the following:—

- (a) Peace establishment present with units.
- (b) Personnel absent on leave and furlough.
- (c) Personnel recallable from extra-regimental employ or from institutions closed on mobilization.
- (d) Reservists, if any.
- (e) Recruits at centres who are fit for active service.
- (f) Unit promotion or promotion authorised by higher authority or by the Record Office as regards JCOs and NCOs.
- (g) Transfer from other units.
- (h) Recruitment from the open market and other sources in accordance with the detailed instructions contained in Recruiting Regulations, Part II (War).
- (i) Civil departments of the Government of India in accordance with schemes prepared in peace.

Personnel withdrawn from units or formations to form new units or to expand other existing units may be replaced by temporary personnel until recruited personnel of those categories become available. Temporary personnel will, however, be employed in place of those reservists to whom call up notices have been issued and who do not turn up in a reasonable time, which may be from one week to a month at the discretion of the CO.

83 Officers will be disposed of under orders of the Military Secretary or the Directors at Army HQ who control the posting of officers of the arms and services.

84 Surveyors in Field Regiments and locating Regiments and Div locating Batteries, Artillery; Field Surveyors in Field

Engineer units and Surveyors [Topo and Draftsmen (Topo)] in Survey units of the Corps of Engineers, will accompany units.

85 (a) Before leaving their place of mobilization all ranks will be medically examined by officers appointed by the Officer Commanding, Military Hospital, and only those passed fit will be permitted to proceed. This examination will include an inspection for the detection of venereal disease.

(b) The medical officer will be furnished by the officer commanding with a nominal roll in duplicate of all ranks stating their age (where possible) and date of first commission or enlistment, and leaving a blank column for the medical officer's remarks. The latter will enter against the name of individual whether he is fit for active service or otherwise and return one copy of the roll to the commanding officer concerned; the other copy will be retained in the Military Hospital.

(c) The medical officer in carrying out this examination will satisfy himself that each individual is efficiently protected by vaccination against small-pox and by inoculation against enteric group of diseases. In case where such protection does not exist, every endeavour will be made to carry out the necessary vaccination or inoculation before the individual leaves his place of mobilization. The necessary entries regarding fitness, inoculation and vaccination will be made in the Soldier's Personal Book IAB-64 and the Temporary Personnel Service Book; in the case of those not in possession of these books, on IAFM-1239. When it has not been possible to complete inoculation or vaccination before departure, nominal roll of all individuals not fully protected, showing the dosage of TAB vaccine given and the vaccination stage against small-pox will be taken by the Medical Officer Incharge who will ensure that protection is completed at the earliest opportunity.

(d) Should there be any doubt as to the physical fitness of any individual for active service, the following procedure will be followed:

- (i) Officers may appear before a medical board convened at the station if sufficient officers are available, excluding the examining officer. If not, the officer will be sent to another station for board.
- (ii) In the case of rank and file; the Commanding Officer of the unit concerned will apply for a medical board to inspect the men in question.

The decision of the medical boards assembled as above will in all cases be final.

86 Soldiers will be considered fit for service on mobilization if they fulfil the following conditions:—

- (a) Are, in the opinion of their Commanding Officers, capable of bearing arms and sufficiently trained in their respective arm of service.
- (b) Have reached the age of $17\frac{1}{2}$ years.
- (c) Are medically fit for service.
- (d) In the case of non-combatants (enrolled), have reached the age of $17\frac{1}{2}$ years, and are not over 40 years (the upper age limit may be waived at the discretion of the Officer Commanding of the unit and the Medical Officer concerned).

87 Recruits who have fired the recruits' course and are considered by the Commanding Officer capable of performing efficient service in the field may be included in the war establishment of the unit. They must be attested before they are sent on service.

88 Spare.

89 Spare.

90 Spare.

91 Spare.

92 Spare.

Section 12—Leave

93 Officers on leave (other than JCOs) will be recalled as follows:—

- (a) Officers on leave in India—The Commanding Officer will immediately recall by telegram (by post in the case of Schools of instruction except where immediate recall by telegram is essential but see also Appendix VII) all officers on leave in India, except those on medical certificate. The names of the latter will be submitted to Area or Independent Sub Area HQ by whom arrangements will be made for the medical examination of these officers. Those pronounced fit for duty will be ordered to rejoin their units without delay.

- (b) Officers on leave ex-India—The addresses of officers on leave ex-India, will be forwarded to the Military Secretary, Army HQ by Officers Commanding units so that necessary arrangements for their recall can be made.

NOTE.—In the event of progressive mobilization, normally only those officers whose units or departments are immediately affected, will be recalled as in (a) and also as in (b), if considered necessary. Should this latter expediency become necessary, a reference will be made to Army HQ who will take the necessary action. In order, however, that immediate arrangements may be made should the situation so develop as to necessitate the recall of officers on leave ex-India, the Commanding Officer of all units as soon as it is known that a state of 'emergency' has arisen, will forward to the Military Secretary, Army HQ the names and addresses of all officers who are on leave ex-India.

- (c) Civilian Officers—These will be recalled by the head of the department, Personnel Director concerned at Army HQ.

NOTE.—In the event of progressive mobilization, Heads of departments, Personnel Directors concerned at Army HQ will decide which officers, if any, are to be recalled.

94 (a) All JCOs and OR who are on leave will be recalled at once except those on medical certificate. (The latter will rejoin their centres on expiry of their leave). Recall orders will be sent in all cases irrespective of the fact that a notice to the same effect will be issued in the case of general mobilization. At the same time a railway warrant for the return journey will be sent to all ranks on leave exceeding fifteen days who are not already in possession of return warrants or concession return tickets.

NOTE.—In the case of progressive mobilization, no notice will be publicly exhibited.

(b) Returning leave men are authorised on mobilization to travel by express and mail trains.

(c) Recall orders will be despatched through the post office for general or progressive mobilization on postcard IAFF-941, which will be franked by an officer. These will, wherever possible to do so, be maintained ready and signed and requiring only the addition of a date stamp.

(d) In urgent cases Army HQ will authorise recall orders being sent by telegram. As, however, the despatch of telegrams in large number from small stations involves considerable delay, it is possible that recall by post may at times be as quick as, if not quicker than, recall by telegram. In such cases it is left to the discretion of the Commanding Officer to employ the method he may consider the more expeditious.

(e) On mobilization being ordered, Army HQ (through Ministry of Defence) will communicate by telegram with the Ambassador for India in Nepal who will arrange for the immediate distribution of—

(i) all mobilization recall postcards (IAFF-941) in the case of general mobilization,

OR

(ii) mobilization recall postcards (IAFF-941) to men of units whose men are to be recalled in the case of progressive mobilization. The Army HQ telegram will contain the names of the unit or units whose leave men are to be recalled.

Where progressive mobilization includes any Gorkha units Army HQ (through Ministry of Defence) will communicate the numbers of such units by telegram to the Ambassador for India in Nepal who will arrange for the immediate distribution of the recall postcards to the men concerned.

95 Spare.

96 Spare.

97 Spare.

98 Spare.

Section 13—Extra regimental employ, Schools of instruction

99 Officers, JCOs and OR who are seconded from their units will not be recalled on mobilization. All other personnel in extra regimental employ may be recalled, with the exception given in Appendix VI.

100 In the event of general or progressive mobilization action will be taken as regards closing down schools of instruction, courses, disposal of students, vehicles and stores as laid down in Appendix VII.

In the case of personnel not legislated for in this Appendix special orders will be issued by Army HQ.

101 Spare.

102 Spare.

Section 14—Reservists, including RRO and AIRO

103 On general mobilization officers liable to recall (RROs and AIROs) will be called to army service by a notification inserted by Military Secretary, Army HQ in the Gazette of India. The stations at which they will be required to join will be notified to them in peace through the local military authorities either by—

(a) the Military Secretary, Army HQ.

OR

(b) the Directors at Army HQ who control the postings of officers of the Arms or Services.

104 Spare.

105 On progressive mobilization officers of the RRO will not be called up to army service, with the exception of those who are liable to be called up when a state of emergency has arisen or is imminent.

If additional officers are required the Government of India will call for volunteers.

106 On the authority of the notification referred to above and of the orders furnished in peace, each officer will proceed within the time limit agreed upon, to the most convenient military authority who, under the authority of the same orders, will provide him with a railway warrant for himself and one personal servant, to his place of joining.

Units and formations will report to the Military Secretary, Army HQ, the date of departure from their ordinary place of residence and the date of arrival of officers of the RRO and AIRO who report for service on mobilization.

When progressive mobilization is ordered, the moves of officers and personnel required to join will be carried out under the special orders, including payment of travelling allowance if so ordered, issued at the time by Army HQ.

Orders regarding the disposal of families will also issue simultaneously.

107 Individual orders to rejoin (IAFY-1954) will be sent by officers commanding reservists to all reservists administered by them. These orders to rejoin together with addressed envelopes (IAFY-1956) and form IAFY-1955 (Postmaster's receipt for IAFY-1956) will be prepared and held in peace by officer commanding reservists.

The Postmaster's receipt will be taken on IAFY-1955 in respect of all envelopes despatched.

The special envelope (IAFY-1956) is to be used only on general mobilization when the railway and shipping order portion of the form of recall (IAFY-1954) will be detached before issue and destroyed. In the case of progressive mobilization this special envelope (IAFY-1956) will not be employed and the form of recall (IAFY-1954) will be despatched complete to such reservists as are to be called up to bring the mobilized units up to war establishment.

All officers commanding reservists are responsible for keeping up-to-date at all times the arrangements for recalling reservists to the colours.

108 In the case of Gorkha reservists recall notices (IAFY-1954) addressed to the men will be supplied by the recruiting officer for Gorkhas at Kunraghat to the Ambassador for India in Nepal/Military Attache to the Embassy of India in Nepal during peace. These notices will be arranged by tehsils and will be accompanied by lists in Hindi showing the distribution by tehsils. They will be amended and brought up-to-date every six months.

On receipt of instructions from Army HQ for calling up the Gorkha reservists for service, the Recruiting Officer for Gorkhas will communicate by telegram with the Ambassador for India in Nepal/Military Attache to the Embassy of India in Nepal who will arrange for the immediate delivery of the notices.

On progressive mobilization, the Recruiting Officer for Gorkhas will communicate by telegram with the Ambassador for India in Nepal/Military Attache to the Embassy of India in Nepal giving details of those reservists whom it is required to call up.

109 Spare.

110 Spare.

111 Reservists found medically unfit will be dealt with as follows:—

- (a) Those found permanently unfit for any service in or outside India will be discharged.
- (b) Those found temporary unfit for any service in or outside India will be retained under treatment at their centres and re-examined after one month. If they are then considered unlikely to become fit for service in India within 2 months they will be discharged.
- (c) Those found permanently or temporarily unfit for service outside India but fit for service in India, will be utilised for garrison duties and posted to garrison or duty companies (when formed) or to centres under the orders of Area Commanders.

On progressive mobilization these reservists will be sent back to their homes until such time as their services may be required.

112 The place of joining for reservists is laid down in Appendix VIII.

113 Reservists called up on mobilization or for progressive mobilization will, time permitting, fire the range courses applicable to their arm of the service.

114 Para Reservists serving in Non-para units will move to places shown in Appendix VIII. Vacancies thus created in non-para units will be made up by Regt/Corps/Centres by posting non-para personnel. Para Infantry personnel will be despatched to para Regt Depot and Record, Agra.

Section 15—Promotions and grant of temporary and acting rank on and after progressive mobilization.

115 Promotion and the grant of temporary and acting rank on and after mobilization will be governed by the rules laid down by the Government of India from time to time.

These orders are published in AIs and AOs.

116 Spare.

Section 16—Inter-unit transfers

117 Schemes for the provision of personnel on mobilization by transfers from other units will be prepared in peace by the authorities responsible. Details will be communicated to all concerned and will be included in all mobilization schemes affected.

118 Spare.

Section 17—Recruiting on progressive mobilization

119 Instructions as to the method of provision of personnel by recruiting on mobilization are contained in Recruiting Regulations for the Army and Navy Part II (War), 1962.

In the event of progressive mobilization non-technical recruits will be demanded from recruiting officers in accordance with the normal peace procedure.

Demands for technical recruits will be placed and complied with in accordance with instructions issued by the Adjutant General in peace.

The extent to which the provisions of Recruiting Regulations for the Army and Navy Part II (War), 1962 will apply in the event of progressive mobilization, will be decided by the Adjutant General as and when, the necessity arises.

120 Spare.

121 Spare.

CHAPTER V—ANIMALS

Section 18—General

122 Army HQ issue in peace, plans for the provision of animals. Commanders of areas and independent sub-areas will communicate to units under their command such information contained in these plans as concern them.

123 On mobilization the deficiencies of animals in units will be of two classifications:

- (a) Difference between peace strengths and war establishments. This includes two categories. The first results from temporary shortage in the peace establishments which may arise from a variety of causes. The second occurs where the peace establishments are lower than the war establishments.
- (b) Animals unfit for field service—This includes three categories. They are the animals unfit for veterinary reasons, the animals which are still untrained and the animals which are for any reason unfit for one month's service in the field. These three categories are collectively known as the 'initial unfits'.

124 Officers commanding units are responsible for deciding which of their animals, other than those unfit for veterinary reasons, are fit to accompany the unit on service.

125 (a) Certain units will be completed in their mobilization stations with the animals required to make good deficiencies. Details are contained in the plans issued by Army HQ in peace.

(b) Other units will normally be completed with animals in the theatre of operations or concentration areas. Pools of animals will be formed for this purpose in concentration areas and will be held by Base/Advance Animal Reinforcement Centre ASC from which animals will be issued to make good deficiencies.

126 Instructions for the disposal of initial unfits and surplus animals are contained in the plans issued by Army HQ

in peace. Sick animals will be sent to the nearest veterinary hospitals.

127 Animals which are not fit for one month's service in the field with their own branch of service will not be taken on field service. Subject to the above condition there is no age limit to the fitness for service of any animal.

128 Spare.

129 Spare.

Section 19—Shoeing

130 Animals will be shod on mobilization as follows before leaving peace stations:

- (a) Horses, ponies, tats and mules GS all four feet.
- (b) All mules will be shod as considered necessary, and will invariably be shod immediately any sign of foot-soreness appears.
- (c) Shoeing will be carried out as above for all fit animals on the peace establishment so that animals surplus to war establishment may be despatched properly shod for issue to other units.

131 Units will hold mobilization requirements of shoes as peace equipment in accordance with instructions contained in paragraph 78 of Equipment Regulations (I) Part I, 1938.

132 Animal reinforcements will be shod as follows:

- (a) Animal reinforcements issued to all units outside the theatre of operations, as in peace.
- (b) Animal reinforcements issued to units within the theatre of operations and Base/Advance Animal Reinforcement Depot, ASC will be shod by remount depots and receiving centres in accordance with these regulations.

133 Spare shoes carried on the saddle will be fitted by the unit farrier and serially numbered with the individual animal serial number.

134 Spare.

135 Spare.

Section 20—Veterinary Inspection

136 A veterinary inspection will be made of all animals, government or private, before they are taken on service, with the object of weeding out those unsuitable owing to contagious or other diseases or to physical disability. All locally purchased horses and mules, and also those of civil forces mobilized for service with Defence Forces will be segregated and malleined immediately on arrival in the formation to which they will be attached. All camels, government or hired, will be subjected to the mercuric chloride test at the place of calling up. All animals will be protected against ANTHRAX before mobilization.

137 Spare.

138 Spare.

Section 21—Conducting parties

139 Conducting parties will be provided by the unit from which animals are despatched.

140 Instructions regarding conducting parties are laid down in Movement Regulations (War).

141 Spare.

142 Spare.

Section 22—Miscellaneous

143 Spare.

144 Spare.

145 Spare.

146 Spare.

147 Spare.

148 Spare.

149 Spare.

150 Spare.

CHAPTER VI—WAR EQUIPMENT/CLOTHING

Section 23—General

151 The war equipment/clothing of a unit is the material of all kinds authorised for it for war, and consists of:—

- (a) War equipment.
- (b) Clothing and necessaries.

152 War equipment is the whole of equipment with which a unit takes the field; it consists of—

- (a) that portion of the peace equipment which a unit retains on mobilization, and
- (b) mobilization equipment issued and taken into use on mobilization only.

153 Details of war equipment are given in the War Equipment Tables.

154 Mobilization Equipment including vehicles will be held as under:—

Serial No	Type of units	Mobilization equipment held by
1	Existing units (Units existing as complete Units in peace)	Unit
2	Units to be expanded or formed from a nucleus (eg units in cadre)	Unit
3	Non-existing units (units to be formed on mobilization of which no nucleus exists in peace. This includes units in suspended animation).	Ordnance

155 Mobilization Equipment including vehicles can only be used in peace with sanction of Army HQ. The following will, however, be the exceptions:—

(a) *Training*

- (i) For mobilization equipment and vehicles held in Ordnance charge
- } GOs C-in-C

- | | | |
|---|---|---|
| (2) For mobilization equipment and vehicles held in parent unit charge. | } | Area/Div Comds
Indep Bde GP/
Indep/Bde
Comdrs. |
|---|---|---|

(3) *Emergency*

In the event of emergency, when the time does not permit of a previous reference to Army HQ, GOs C-in-C Commands are empowered to sanction the use of such equipment/vehicles as considered necessary to deal with the situation. Mobilization stores will, however, only be used when such stores/equipment are not available from Command Stocks.

156 War equipment is sub-divided into (a) personal equipment and (b) unit equipment:

- (a) comprises of the equipment which is issued for the personal use of the soldier, and which he would take with him when transferred or attached to another unit;
- (b) consists of such arms and accoutrements as are not personal equipment, and of the guns, gun ammunition, S.A.A., vehicles, harness, saddlery, stationery, medical equipment and other stores held by or for a unit either as peace or mobilization equipment. It is, in short, the whole of the equipment which is not personal equipment.

157 Clothing and necessaries consist of (a) that portion of the peace clothing and necessaries (see Clothing Regulations) which a man retains on mobilization, and (b) mobilization clothing and necessaries issued and taken into use on mobilization only.

158 GOs C-in-C are responsible for the general supervision of the arrangements for holding mobilization equipment and for arranging for the turnover of perishable articles.

159 Officers in charge of articles forming part of war equipment/clothing are responsible that these are at all times up to scale, serviceable and fit for issue.

The responsibility for holding in peace mobilization articles required to complete the war equipment/clothing of units is laid down in the following appendices:

- | | | |
|-------------|---|-------------------------|
| Appendix IX | — | Ammunition. |
| Appendix X | — | MT Stores and vehicles. |

Appendix XI	—	Medical supply.
Appendix XII	—	Veterinary supply.
Appendix XIII	—	Stores of engineer supply.

160 The war equipment and clothing of a unit will be surveyed on receipt of orders to mobilize with a view to replacing any articles that may have become unserviceable or deficient since the last survey. All outstanding indents will be considered as cancelled. Emergent indents to complete deficiencies will be sent to supplying establishments on which dependent immediately the survey has been completed in the case of units mobilizing up to D 60, and at least 30 days, and not more than 40 days before the date of mobilizing in the case of units mobilizing after D 60. The emergent indents will be enfacéd "mobilization" and the "day of mobilization". Countersignature of the Area, Indep Sub Area or Sub Area Commander on these emergent indents is not necessary.

The cost of deficiencies and of articles rendered unserviceable through unfair wear and tear will be debited to the unit or individual:

- (a) Emergent indents will be complied with forthwith by supplying establishments. In cases where it is doubtful whether the articles demanded can reach the unit before departure from its peace station, the supplying establishment will instruct the ordnance establishment, responsible for supplying the war station of the unit, to forward equivalent articles to railhead for issue to the unit and notify the unit accordingly.
- (b) Should any articles, despatched to units by Ordnance establishments in satisfaction of emergent indents, not reach the unit before departure from its peace station, the officer commanding unit will inform the supplying establishment concerned by express letter or telegram, depending upon the degree of urgency. The supplying establishments will then make arrangements for supply at railhead in a similar manner to (a) above.
- (c) (i) The consignment of stores arriving at the station after the departure of the outgoing unit/formation will be collected by the officer detailed to take over the stores and the ledgers left behind by the outgoing unit/formation. In case the officer taking

over the stores and ledgers left behind by outgoing unit/formation is not detailed, the delivery of the stores will be effected under the arrangement of the Station Commander.

- (ii) The stores will be taken on charge and reported to the Ordnance Representative at HQ Formation/Area/Sub Area for disposal. On receipt of the disposal instructions from the Ordnance representative the stores will be despatched accordingly.

161 Articles forming part of peace scales, but not included in war scales, which are deficient, will not be replaced, but the cost of these articles will be debited to the unit or individual, if the deficiency is caused through loss, by an individual or by the unit.

The system of accounting for ordnance stores and clothing by all units mobilized, while still in peace area, will remain unaltered unless otherwise ordered by Army HQ or such authority to which powers are delegated by Army HQ. Units earmarked to proceed to an operational area will arrange to strike off ledger charge all items of war equipment and clothing to be taken away to the theatre of operations by means of a certificate issue voucher as soon as Survey Board is completed. The balance of stocks will be checked immediately and checked balances recorded in the ledgers as per peace instructions. The balance stock will be handed over with the ledgers to the officer commanding Rear Detail.

162 Any deficiencies discovered by the officer taking over will be at once reported to the Officer Commanding unit, and all possible information obtained in writing regarding them. Officer Commanding Rear Detail will be responsible for any deficiencies subsequently discovered.

163 All peace ledgers and other accounts will be closed, LAO informed and the accounts produced for audit by the LAO before departure to the theatre of operations. If, for reasons beyond the control of the unit, accounts cannot be produced for audit by the LAO, the Officer Commanding Rear Detail will be responsible to get the accounts audited and objections settled by the LAO.

164 On completion of survey board up to the time of departure the unit will keep two separate folders for recording Issues and Receipts vouchers respectively.

165 Spare.

Section 24—Ordnance Supply

166 (a) In the event of a unit going on service short of its war establishment, no reduction will be made in its unit equipment. Full scale of tentage will always be taken to the war station.

(b) Personnel equipment of leave and furlough details due to rejoin in the peace station will be left in the peace station in charge of the officer commanding details, or nucleus party or under the arrangements to be made by the officer commanding station.

167 All arms will be inspected and bayonets sharpened under unit arrangements before leaving the station of mobilization.

168 Vehicles/equipment requiring repairs which are normally carried out by the EME will not be repaired by the unit. When controlled equipment/vehicles are sentenced by EME beyond field repair, replacement of the controlled equipment will be obtained from the Ordnance Depots. The matter regarding the replacement of the vehicles will be reported to HQ Commands who will arrange for the issue of the vehicles.

169 All leather work of harness, saddlery and equipment will be well dubbed on receipt of orders to mobilize and all iron work will be well oiled. Polished portions of steel work such as, dust caps, will be painted to the standard camouflage colour in force at the time under unit arrangements. The paint required for this purpose, if not available from peace scales, will be demanded from the Ordnance Depot on which dependent. Leather work will not be polished as long as the unit remains mobilized.

170 (a) On receipt of orders to mobilize, officer commanding units which have vehicles undergoing field repairs will immediately ascertain whether such vehicles will be available for duty within the period in which the unit is to mobilize. Should this not be the case the deficiency will be reported to Area/Command HQ who will arrange for the issue of replacement from Comd stocks. If this is not possible then the Comd will advise Army HQ accordingly who will arrange for the vehicles to be positioned at the unit's destination.

(b) In cases where vehicles are sentenced by the EME as beyond field repair, the vehicles will be evacuated by the unit concerned to the nearest Vehicle Depot authorised to receive such vehicles and officers commanding will apply immediately to Area/Comd HQ to arrange replacement issue.

171 Spare.

172 Spare.

Section 24-A—Stores of Engineer Supply

173 Checked indents for all stores of Engineer Supply required on mobilization will be prepared by Officer-in-Charge Mob Schemes of Units which do not exist in peace and which are raised on Mob Orders.

The procedure for preparation of these indents will be as under:—

- (a) The indenting officers will certify that the stores indented are authorised and will quote the WET of the unit on the indent which will be forwarded to the Supplying Officer.
- (b) All indents for stores of Engineers Supply will be placed on the Chief Engineer of the Command in which the unit is raised.

Section 25—ASC Supply

174 Checked indents for all articles of Army Service Corps supply required on mobilization will be prepared in peace by the officers in peace charge of the mobilization schemes of units which do not exist in peace and which are raised in the first 30 days.

The procedure for the preparation of these indents will be as under:—

- (a) The indenting officer will certify that the articles indented for are authorised and will forward a copy of the WET of his unit with his indent to the Supplying Officer
- (b) The Supplying Officer will endorse the indent as checked with the unit copy of the WET, which will then be returned to the indenting officer.

175 Instructions for the issue of emergency rations are contained in SRS Part II War, Table E.

176 Until such time as permanent provision of MT Vehicles is made by the Army Ordnance Corps, station commanders may authorise the hiring of an equivalent number of MT Vehicles and drivers by HQ and units who are authorised MT in their war establishment. Such hired vehicles will not be taken into field beyond the limits of covering troops districts HQ and units will receive their complement of Government vehicles before they are required to leave covering troops districts.

When Government transport cannot be provided, the GOC or Station Commander may authorise the hiring of MT for officers of supplying departments when, in his opinion, they require MT for purchasing duties.

177 Spare.

178 Spare.

179 Spare.

180 Spare.

181 Spare.

Section 26—Medical Supply

182 Initial supply of medical stores and equipment as per authorised ME Scale to medical, dental, veterinary and non-medical units of the Army raised or re-organised under orders of Army HQ will be arranged by the office of the DGAFMS. No indent will normally be required for this purpose.

183 Deficiencies existing in the initial equipment will be automatically supplied by the supplying depot till the commencement of the next indenting period for initial deficiencies when indents will be submitted to the supplying depot by the medical, dental and veterinary units in the normal manner provided deficiencies are not met in full by them. Non-medical units of the Army will submit their demands to the nearest Military Hospital/Military Veterinary Hospital/Medical Unit on which dependent for medical supply. Supplies will be arranged by Military Hospital/Military Veterinary Hospital/Medical Unit from ex-stock, if available, otherwise by indenting from the dependent supplying depot.

184 When not in use, medical equipment of non-medical units of the Army in peace areas will be kept deposited with the nearest Military Hospital/Medical Unit or on checked indent in AFMSDs in respect of short life items only. On Mobilization or on move, non-medical units will take over their medical equipment and complete deficiencies, if any, in the authorised medical equipment by drawing from the nearest Military Hospital/Medical Unit.

Section 26-A—Veterinary Supply

185 (a) Mobilization Veterinary stores will be demanded as stated in paras 182 and 183 above.

(b) Mobilization Veterinary equipment of units which exist in peace is held in Military Veterinary Hospitals in stations where such hospitals exist. In other stations it will be maintained in the units. All units having mobilization veterinary equipment in store at a veterinary hospital in same station will draw this equipment on mobilization and at the same time will obtain medicines, etc to complete their veterinary equipment.

(c) Surplus equipment will be disposed of as follows:—

Medicines will be transferred to veterinary Hospitals under the orders of the Deputy or Assistant Director of Remount and Veterinary Services at Commands. Other stores and equipment which are serviceable will be returned to supplying department. Unserviceable articles will be disposed of locally.

Section 27—Books, forms and stationery

186 The procedure for provision of books, forms and stationery. is laid down in Appendix XIV.

187 Spare.

Section 28—Miscellaneous

188 All kits of officers, JCOs, NCOs and men, and all other baggage, stores, will be weighed and the authorised scales will not be exceeded.

189 All loads and packages which are taken on service will as far as practicable, be made up to 38 kilogram in weight, and not exceed 0.9144 metres \times 0.381 metres in measurement. They will be clearly marked with the code allotted to the units

and the kits will, in addition, be marked with the number of their owners. This marking will be done under unit arrangements.

190 Identity discs will be issued and worn by all including personnel of ASC (Civ GT) and DSC employed in operational areas suspended from the neck by means of whip cord. The oval disc will be worn uppermost, the round disc being attached below the oval one by the cord, allowing a space of 32 millimetres between the discs.

Each disc will be stamped with number, name, corps or regiment and religion of the wearer. Rank of officers of substantive Col and above will also be stamped.

**IN NO CASE WILL THE UNIT BE STAMPED ON
IDENTITY DISCS.**

191 Spare.

192 Spare.

193 Spare.

CHAPTER VII—DOCUMENTS AND ACCOUNTS

Section 29—Books, Forms and Documents

194 A list of books and forms required for action on mobilization, giving scale on which they are to be maintained and details of the action required in peace, is given in Appendix XV.

195 The action to be taken on books, forms and documents on mobilization is described in the following paragraphs. This procedure is equally applicable to civilian employees and non-combatants (un-enrolled) proceeding on field service.

196 Soldiers Personal Book (IAB-64) is issued to every soldier on enrolment/re-enrolment and pay entitlements therein are maintained up to date thereafter with reference to quarterly statement of accounts issued by the PAO. Soldiers should be in possession of their personal book (IAB-64) at all times which must be produced for the necessary entry to be made whenever a payment is made to them. It is important that whenever it is necessary to withdraw this pay book from them they are invariably given a temporary receipt.

197 Part III of the Soldier's Personal Book (Inventory of Kit) or IAFF-957, in case kept separately, will be kept up to date at all times.

198 The following documents will be despatched by units to 2nd Echelon or to Record Offices concerned if the latter function as 2nd Echelon for the personnel mobilized with the 2nd Echelon personnel when such personnel proceed direct to 2nd Echelon or the Record Offices as the case may be, and by registered post in other cases:—

(a) IAFF-958 for JCOs, WOs and OR.

(b) A complete nominal roll of the unit personnel made out by classes, numbers in each class being arranged in numerical sequence, and names printed in block capitals. These will be typed on waxed stencils wherever possible to do so.

- (c) Documents of individuals proceeding separately to join their units on field service will be forwarded by units in each case.

In the case of Armoured Corps and Infantry units, these rolls will be made out by Squadrons or Companies and not a single nominal roll for the whole unit. Great care must be taken that these company rolls are so fastened together that there is no chance of their becoming detached and lost.

A copy of these rolls will also be sent to the Regimental/Corps Centre and to the Record Office.

199 In addition officers commanding units and formations will forward, by registered post, to the Officers Record Wing 2nd Echelon, as soon as possible after mobilization is ordered, a nominal roll, in duplicate, of all officers, including Nursing Officers ..., mobilized with the unit or formation together with the names and addresses of their next-of-kin, stating relationship.

In the case of progressive mobilization, until Army HQ Casualty Section is formed, these rolls will be forwarded to the Adjutant General's Branch, Org Dte [Org 3(RR&C)], Army HQ before units or individuals as the case may be, leave the station in which they are located.

200 (a) The following documents in respect of JCOs/OR/NCs(E) will be forwarded on mobilization to the 2nd Echelon or to the Record Office concerned if functioning as 2nd Echelon. These documents will be sent along with the 2nd Echelon clerk in case the O2E clerk is being despatched otherwise by registered post:—

- (i) Medical History Sheet (AFMSF-2A).
- (ii) Dental History Card (AFMSF-12).
- (iii) The duplicate copies of annual confidential reports in respect of JCOs (IAFI-1153).
- (iv) The character rolls of NCOs (IAFD-903).

(b) Casualty returns (IAFF-3010) in respect of officers whether serving in peace/concessional area will be submitted by units as under who will publish Part II Orders:—

- (i) Non-Medical—AG's Branch, Org 3 (RR&C), Army HQ, New Delhi.
- (ii) Medical, Dental and Nursing Officers—Medical Dte (MPRSO), Army HQ, New Delhi.

(c) Casualty returns (IAFF-3011) in respect of JCOs/OR/NCs(E) will be submitted by units proceeding to Field Service/operational area, to the 2nd Echelon or to the Record Office if functioning as 2nd Echelon, for publication in Part II Orders.

201 (a) Publications and amendments (which are serviceable) over and above the scale laid down in war equipment tables of units and formations mobilizing and which they do not desire to retain, will be returned before departure from their peace station, to the Manager of Publications, Delhi. DEME controlled technical publications will, however, be returned to HQ Technical Services Group, Secunderabad. Surplus confidential, security and secret publications, war establishment and war manuals will be returned to the authority from whom they were received.

(b) Military Training Pamphlets and Army Training Memoranda, will be retained by units and formations.

(c) One set each of Army Orders and Army Instructions covering the previous two years will also be retained.

(d) Correspondence which a formation HQ does not desire to retain, but to which future reference may be necessary, will be handed over to the OC, Station for retention.

(e) Correspondence which a unit does not desire to retain will be handed over to the Officer-in-Charge Record Office for retention.

(f) The following will also be handed over to the Officer-in-Charge record office concerned, who will retain or dispose of them as shown:

- | | | |
|---|---|--|
| (i) Sealed patterns of officers badges lace | } | Retained with the Centre. |
| (ii) Veterinary History Sheets | } | To the nearest military veterinary hospital. |

202 Spare.

203 Spare.

204 Spare.

205 Spare.

Section 30—Pay and Accounts

206 Categories of personnel entitled to free rations as per their terms of service will, while in a theatre of operations,

be issued rations on peace scale until issue of any field scale is sanctioned from a date to be notified by Government. Other categories of personnel will be issued free rations only from a date and according to the scale sanctioned by Government. Animals located in a theatre of operations will also be granted rations at peace scale till the field scale rations are sanctioned from a date to be notified by Government.

207 The prescribed advances of pay for OR going on field service are laid down in Rule 318 (iv) Pay and Allowances Regulations—OR. Unless specifically provided otherwise, Civilians paid from the Defence Services Estimates (except casual personnel) will, on proceeding on field service, be eligible for an advance of pay of appointment to the end of the month in which they proceed and for the following month as well. The advances shall be recovered in monthly instalments equal to one third of the emoluments of the recipient. These advances will be obtained from the Controller of Defence Accounts concerned. They will be paid to the individuals before they leave their peace station and will be duly recorded in the Last Pay Certificate/Pay Books.

208 Officers and subordinates of the Engineer Services serving with "HQ Engineers, Commands, Areas/Sub Areas" will continue to draw travelling allowance (including horse, motor car or other conveyance allowance) as, in peace. If the maintenance of private vehicles in certain areas becomes impracticable, Government conveyance will be provided and the above concessions will cease. Transportation of vehicles at Government expense will be admissible for movement by road only.

209 The GOC or Station Commands is authorised to sanction the use of and fix rates of hire, in consultation with his local financial adviser, for an officer's car, when the car is used under conditions where travelling allowance for the maintenance of a car is inadmissible and where in his opinion, other transport cannot be provided.

When necessary, the GOC or Station Commander may authorise the free issue of POL to such cars, the rate of hire being adjusted accordingly.

210 Rules of making family allotments are as follows:—

- (a) General—Officers Commanding units will impress on all ranks the necessity for making provision for their

families. Officers will only be allowed to make family allotments to their families residing at stations where banking facilities do not exist.

JCOs, OR and NCs(E) proceeding on field service or when specially authorised by the Government of India, will be eligible to make family allotments to payees in India. The amount of family allotment will be recorded in the pay book.

- (b) Officers will complete IAFF-999 showing the amount to be remitted each month and the name of the payee or agent to whom the payment is to be made. The amount will be fixed after consideration of the various monthly deductions from pay, such as family pension fund, income tax, and the amount that will be required as cash in the field.
- (c) JCOs/OR and civilians including non-combatants (Un-enrolled). Details will be recorded in IAFF-1000.

211 Recoveries of regimental cuttings will continue to be made through "Register of Regimental Recoveries (IAFF—1111)" in units and formations which do not move into the theatre of operations. As soon as, however, a unit is ordered to proceed on field service, the Officer Commanding the unit will make over to the PAO a roll, in duplicate, of regimental cuttings debitible to the pay of all individuals other than officers. A copy of this roll will be forwarded to the Officer-in-Charge Record Offices. Any subsequent changes in regimental cuttings will be similarly notified by the Officer Commanding the unit in the field to the PAO, a copy of such notification being sent to the Officer-in-Charge Record Office concerned.

212 On mobilization officers commanding units are authorised to take over from JCOs and OR any money they may desire to despatch to their families by money order. If time permits, these money orders should be despatched before the unit leaves its station of mobilization. In cases where this cannot be done, the money will be sent to the Record Office by remittance transfer receipt together with lists giving names of men, names of addresses and amount to be sent.

On receipt of the above, the Officer-in-Charge record offices will despatch the money orders, and inform the officer commanding unit in the field of the date of despatch. Also

not later than two months after the date of despatch the Officers-in-Charge Record Offices will forward to the OC unit a list showing the dates on which the money has been acknowledged by the addressees.

Responsibility for this money will be as follows:—

- (a) Officer Commanding unit will be responsible until the receipt of the Officers-in-Charge Record Offices is received.
- (b) The Officers-in-Charge Record Offices will be responsible until the postal receipt is obtained on the despatch of money orders.
- (c) From then onwards the responsibility will rest with postal authorities in the usual way. The introduction of this procedure in any unit is entirely optional. It is not compulsory for an officer commanding unit to adopt it, nor is it compulsory for JCOs and OR to avail of it.

Remittances to the families will be made at the expense of the personnel concerned.

213 The books and forms required on field service for accounting purposes are:—

- (a) Soldier's Personal Book IAB-64 for each soldier and enrolled non-combatant (kept by the individual).
- (b) IAFA-821, Imprest Account (kept by the officer commanding unit).
- (c) IAFF-1036, Imprest Holder's Requisition for cash officer commanding unit).
- (d) IAFF-1034, Officer's Personal Cheque Book to be supplied by CDA of the force or field cashier attached to the force (kept by the individual officers).
- (e) IAFF-1036, Imprest Holder's Requisition for cash to be supplied by the field cashier or CDA of the force.

214 Officers-in-Charge Record Offices are responsible for initiating action for the grant of increments of pay and good service pay in respect of individuals whose documents are

maintained on the field service system. Any information required in this connection will be obtained by them from officers commanding units.

215 Full details of the system of pay accounting (see Appendix XVI) on and after mobilization are given in the "Accounts Manual War" and in the "Pay Accounting on Field Service—General Instructions".

216 Spare.

CHAPTER VIII—DISPOSAL OF UNIT AND PERSONAL PROPERTY, SURPLUS EQUIPMENT AND FAMILIES

Section 31—Unit and Personal Property

217 The rules regarding the storage of unit and personal property on mobilization are contained in Appendix XVII.

Arrangements for the storage of such property will be made in peace, and included in mobilization schemes.

218 In the case of men's private kits, these will be done up in kit bag, box, or separate bundles for each man.

Each man will insert in his kit bag, box or bundle a list showing all the articles it contains. All packages will be marked with the owner's name and number and with the abbreviated title of the unit.

Officers taking over baggage will be responsible for the number of packages taken over but not for their contents.

219 Band instruments will not be taken on service.

220 The officer commanding unit will collect and forward in a special box to the centre for safe custody, the medals of serving soldiers. In this case he will enclose a nominal roll of the soldiers to whom the medals belong, giving in each case particulars of the medals and clasps.

Any medals in possession of reservists when they rejoin will be dealt with similarly by the officer commanding reservists.

221 Colours of Infantry battalions will be deposited with the Regimental Centres. Arrangements for the safe custody of the standard, guidon, or colours of other units will be made by the Officer Commanding unit.

222 Spare.

223 Spare.

224 Spare.

Section 32—Disposal of public, regimental and private funds and property

225 On mobilization the officer commanding active unit will—

- (a) Close all public fund accounts and credit the unspent balance to the State. Inform LAO and have the public fund cash accounts finally inspected by him. In case the unit is mobilized and ordered to proceed to the operational area at short notice, the OC unit will hand over the balance in public fund accounts to the Officer-in-Charge Record Office, who after meeting any outstanding claims will credit the balance to the State.
- (b) Balance and close all regimental and private fund accounts, sign and certify them as correct and hand them over to the Officer-in-Charge Record Office.
- (c) In case of units moving at short notice where the balance in the public fund accounts is handed over to the Officer-in-Charge Record Office the local audit of the public fund accounts should be entrusted to the LAO responsible for the audit of the Record Office.

226 A table will be prepared showing the arrangements made in peace for storing or depositing regimental and private property and funds. On mobilization a copy of this will be sent to the Officer-in-Charge Record Office. This table will be in the following form (extra columns may be added if desired):—

Item	Accounts or Property	Balance	Investments and so on	Investments where deposited or stored	How books are packed	Where books are stored	Remarks

227 Spare.

228 Spare.

Section 33—Surplus Equipment

229 (a) The balance of the three months stock of clothing and necessaries available with units on mobilization will, after effecting necessary replacements (on payment) completing NCsE to war scales, be handed over to the Officer Commanding taking over eg, the Officer Commanding Rear Detail. The Officer taking over will report the articles to the ordnance representative at HQ Area/Formation to obtain disposal instructions.

(b) Articles of personal and public clothing and necessaries and items of EI Clothing which are included in the peace scales for officers, soldiers and non-combatants, but which do not form part of the scale which they are required to take or field service will be reported to the ordnance representative at Formation HQ and disposed of in accordance with the instructions given by him.

(c) Articles of personal clothing and necessaries which are surplus to the full serviceable peace scales are the property of the individual.

230 MT Stores held by units in peace for the maintenance of attached MT vehicles and which are surplus to the war scales of such stores, will be reported to the ordnance representative at HQ Area/Formation for disposal instructions.

Unserviceable MT stores on charge of units will be sent to the nearest Salvage Sub Depot.

231 Spare.

232 Spare.

233 Spare.

234 Station stores including barrack furniture and barrack equipment of units leaving the station will be stored in charge of the OC Station until re-issued to an incoming unit or returned to the source of supply.

235 Instructional equipment of engineer units will be disposed of under the orders of the Chief Engineers' Commands concerned.

236 Spare.

237 Spare.

Section 34—Families

238 On mobilization, the families of service officers may be allowed free conveyance from the old duty station to a selected place of residence in India, and therefrom to the new duty station on re-posting, or alternatively retention of married accommodation by the family at the station at which mobilization orders are received; at normal concessional rent for house and similar concessional charges for furniture, electricity and water, if permitted by the Station Commander or the allotting authority. Families of officers may be provided with alternative accommodation of the same or lower class, if the accommodation occupied is required for accommodating the incoming officers. When the alternative accommodation is of a lower class, it shall be deemed to have been allotted on administrative grounds for purposes of recovery of rent and allied charges under the normal rules. Should military exigencies necessitate their urgent removal to some other place within Indian limits, the General Officer Commanding-in-Chief Command will authorise the arrangements necessary for such removal to the nearest suitable place of residence, the cost being adjusted in the same way as the cost of operations.

239 Spare.

240 Spare.

241 Families of JCOs and OR within authorised married establishment, will, with the exception of Gorkhas, be despatched to their homes at public expense. Such men as are considered necessary to escort families to railway stations nearest to their homes will be detailed by the OC unit from men who are left behind when the unit leaves its peace station. Further rules regarding the disposal of families are contained in Travel Regulations.

Gorkha families will be sent to their regimental centres under command arrangements.

242 Spare.

243 On progressive mobilization, the families of units and personnel affected will be disposed of in accordance with the foregoing instructions.

244 Spare.



APPENDIX I

(Referred to in para 18)

LIST NO 1

Consolidated list indicating Telephone/Telegraph Offices which will be kept open both by day and by night.

AGARTALA	CALCUTTA
AGRA	CALICUT
AHMEDABAD	CANNANORE
AHMEDNAGAR	COCHIN
AIJAL-Tg	COIMBATORE
AJMER	COOCH-BEHAR
AKHNUR	CUTTACK
ALIPURE DUAR-Tg	
ALMORA	DAGSHAI
ALLAHABAD	DARJEELING
AMLA	DALHOUSIE
AMBALA	DAWKI
AMRITSAR	DEHRADUN
ANANTNANG	DEHU
ARUVENKADU	DELHI
ASANSOL	DEESA
AURANGABAD	DEOLALI
AVADI	DERABABANANAK
	DHARAMSALA
	DHANBAD
	DHURBI
	DIAMOND HARBOUR
	DIBRUGARH
	DINAPORE
BADRINATH	FATEHGARH-Tg
BALASORE	FAZILKA
BANGALORE	FEROZEPORE
BANDIPUR	FAIZABAD
BANGAON	
BANIHAL	
BARAMULA	GANGTOK
BARASAT	GAUHATI
BAREILLY	GAYA
BARODA	GITALADA-Tg
BARRACKPORE	GOMDH-Tg
BASIRHAT	GULMARG
BATALA	GUNTAKAL
BEAS	GURAI
BELGAUM	GURDASPUR
BERHAMPORE	GURGAON
BEZWADA	GWALIOR
BHATPARA	GYANTSE-Tg
BHAVNAGAR	
BHOPAL	
BHUBANESHWAR	
BHUJ	
BIKANER	
BOLARUM	
BOMBAY	HALDIBARI
BURDWAN	HILLI

HISSAR
HOSHIARPUR

IMPHAL,
INDORE,
ISHAPORE

JAIPUR
JAISALMER
JALAHALLI
JALPAIGURI
JAMMU
JAMNAGAR
JAMSHEDPUR
JANDIALA
JHANSI
JAJJAR
JODHPUR
JULLUNDUR
JABALPUR

KALIYAGANJ-Tg
KANPUR
KALIMPONG
KAPURTHALA
KARIMGANJ
KARGIL
KASALI
KASUBEGU
KATI HAR
KATHU
KATNI
KHARAGPUR
KOHIMA
KRISHNAGAR

LALGOLAGHAT-Tg
LANSDOWNE
LEBONG
LEH
LOKRA-Tg
LUCKNOW
LUDHIANA

MADHOPUR
MADRAS
MAJDIA-Tg
MAJOLA
MALDA
MARGHERITA
MATHURA
MEERUT
MHOW
MOTIHARI
MURADNAGAR
MUZAFFARPUR

NABHA
NAHAN
NASIRABAD
NAUSHERA
NAUTANWA
NEPALGANJ ROAD
NEW DELHI
NORTH LAKHIMPUR-Tg

PASIGHAT-Tg
PALAMPUR
PANAGARH-Tg
PATHANKOT
PATNA
PATIALA
PHARIJOND-Tg
PHILLAUR
PITHORGARH-Tg
POKARAN
POONA
POONCH
PULGAON

QUAZIGUNT

RAJAURI
RAJKOT
RAMGARH
RANAGHAT
RANCHI
RANIKHET
RHENOCK-Tg
ROORKEE

SADIYA-Tg
SAMBA
SANGRUR
SAUGOR
SHAKURBASTI
SECUNDERABAD
SHAHJAHANPUR
SHILLONG
SILCHAR
SILLIGURI
SIMLA
SRINAGAR

TEZPUR
TEHRI-Tg
TITHWAL
TRIVANDRUM
TURA-Tg

UDHAMPUR
URI

VIZAGAPATAM
VARANASI

WALTAIR
WELLINGTON

YATUNG-Tg
YOL

(Tg indicates only Telegraph facility. All other offices have both speech and telegraph facilities).

LIST NO 2

At the following places only the telephone/radio telephone offices need be kept open day and night.

DELHI

KATHMANDU

LIST NO. 3

List of stations in India under Posts and Telegraphs Department where WT facilities are available and can be kept open for 24 hours if required by the Defence Services.

AMRITSAR
AGARTALA

LUCKNOW

BOMBAY
BANGALORE

MINICOY
MADRAS

CALCUTTA
CUTTACK

NEW DELHI
NAGPUR

DARJEELING

PATNA
POONA

GAUHATI
GURGAON

SHILLONG
SRINAGAR

JAMMU

UTTARKASHI

APPENDIX II

(Referred to in para 26)

List of reports, authorised to be sent by telegram during mobilization period

See Section 2

Item	Subject
1	Mobilization order.
2	Acknowledgement of mobilization order. (a)
3	Report of any occurrence which is likely to delay mobilization or departure from peace station. (a)
4	Recall of officers on leave in India. (b)
5	Recall of unseconded officers in extra-regimental employment.
6	Instructions to the Ambassador of India in Nepal regarding recall of Gorkhas.
7	Daily strength reports from officer commanding nucleus party to Army HQ 2nd Echelon if formed or to Regt/Corps Record Offices, if functioning as 2nd Echelon (Vide appendix V)
	(a) By post in the case of schools of instructions.
	(b) By post in the case of schools of instructions, except where immediate recall by telegram is essential.

APPENDIX III

Compilation of mobilization schemes

See SECTION 4

1 A mobilization scheme will contain all information and documents required to enable the process of mobilization to be carried out with minimum amount of labour and without reference to regulations, local orders, memoranda and so on.

All documents will be completed in peace so as to require on mobilization, the addition only of numbers, dates, places and other details which cannot be determined in peace.

Note.—With regard to progressive mobilization, it is considered that the normal mobilization schemes of units should cover most forms of progressive mobilization.

Difficulties may, however, arise in the case of progressive mobilization over staffs and departments, and in some cases corps; eg increase in cipher personnel, censorship staffs. Such cases will have to be dealt with according to the situation at the time, and the scope of the progressive mobilization in being. These considerations may necessitate increases in staffs, departments or training establishments proportionate to the number of units maintained, or even up to the full numbers laid down in the schemes for general mobilization.

Where provision for any increase of personnel is made in any scheme to fulfil the requirements of the various stages of progressive mobilization, sanction for such increases must either be obtained from Army HQ in peace time or at the time of the emergency.

2 Mobilization schemes will be divided into five parts, which will be cross-referenced:—

- (a) A detail of action required.
- (b) A diary.
- (c) Appendices.
- (d) Annexures.
- (e) A summary.

The above parts will each be held in separate covers. These covers will be marked clearly to show the contents, eg Part I—Detail of action required.

3 Detail of action required—This will consist of list of all the various processes to be gone through and of all the various items upon which action has to be taken on mobilization.

This list will be used as a guide towards the preparation of the diary, appendices and annexures and will include no details as to persons responsible, time, location and so on. It will be cross referenced to the current edition of Mobilization Regulations and also to the various other parts of the mobilization scheme.

It will generally be found more convenient to follow the sequence of Mobilization Regulations in compiling this list, rather than to attempt to arrange the list in chronological order.

The following form of detail of action required will be used :

DETAIL OF ACTION REQUIRED

Subject	Reference to Mobilization Regulations	Item	Action required	Reference to diary, annexure, etc.
---------	---------------------------------------	------	-----------------	------------------------------------

A specimen detail of action required is given at the end of this appendix. This specimen must not be taken as comprehensive as local conditions will vary, as also will the requirements of other units, and of establishments, and others.

4 Diary—The diary will be divided so as to show the duties that are to be carried out on each day, giving the time whenever possible and the individual responsible for carrying them out.

The diary will commence with "Day of receipt of orders to mobilize", the following day being assumed as D. 1 day.

The following form of diary will be used :

DAY OF MOBILIZATION

Time	Duties in order in which they should take place	Individual responsible	Reference to detail of action, annexures, and so on
------	---	------------------------	---

A specimen diary is given at the end of this appendix. This specimen must not be taken as comprehensive as local conditions will vary, as also will the requirements of other units, and of establishments, and others.

5 Appendices—The appendices will contain the complete arrangements and all the documents necessary to implement all items in the detail of action required. They will contain the actual documents to be used on mobilization eg lists, indents, telegrams, recall post-cards, draft unit orders, and so on. Sufficient numbers of each document will be prepared as are actually required and each document will be completed as far as possible.

Each appendix will be complete in itself and will deal with as many items in the detail of action required as may be convenient. Thus all the telegraphic reports and acknowledgements which have to be submitted on, and after, mobilization by a particular officer may conveniently be included in the appendix. On

the other hand, the item of recall of leave and furlough men will usually require an appendix of its own.

6 Annexures—Each annexure will consist of an envelope for each individual for whom duties are assigned in the diary. The envelope will contain a complete copy of the diary, the parts that affect the individual being plainly marked, together with copies of all documents, with which he is concerned. Each annexure will contain all necessary information to allow the individual concerned to carry out his duties without further reference to the mobilization scheme or other orders. Annexures will be circulated periodically to acquaint all concerned with their duties on mobilization, and to ensure that no point is overlooked.

Dates of circulation, supported by the initials of the individual concerned will be recorded on the outside of each envelope.

7 Summary—This will contain briefly the salient points of the mobilization arrangements so that an officer, on first taking over, can rapidly obtain a clear general idea of the scheme. The summary will commence with a brief description of the new functions of the unit, establishment or individual on mobilization and in the case of a unit its allotment in war.

The summary will be divided into sections headed according to the subject dealt with and will follow, as closely as may be suitable, the sequence of this volume.

SPECIMEN DETAIL OF ACTION REQUIRED

(For an Infantry Battalion)

Subject	Reference to Mob Regs	Item	Action required	Reference to diary, annexures and so on
General	Appx II	1	Inform all concerned.	
		2	Issue orders confining all ranks to barracks.	
		3	Acknowledge receipt of orders.	
		4	Issue annexures and appendices of mobilization schemes to all concerned.	
		5	Commence war diary.	
		6	Publish orders for each day of mobilization and for entrainment.	
	Para 16	7	Imprest accounts are to be opened only if the unit does not already have an imprest.	

Specimen detail of action required—(contd.)

Subject	Reference to Mob Regs	Item	Action required	Reference to diary, annexures, and so on	
Organisa- tion.	Para 22	8	Apply, if necessary, for authority to install a tele- phone.		
	Para 24	9	Furnish station commander with new postal address of unit and list of officers ac- companying.		
	Para 42	10	Employ such civilian assis- tance as may be necessary.		
	Para 26	11	Report completion of mobi- lization.		
	Appx V	12	Detail Officer to command nucleus party or details.		
	"	13	Detail personnel of nucleus party.		
	"	14	Issue orders to OC nucleus party or details.		
	Personnel	Para 85	15	Issue nominal rolls for medi- cal inspection of all ranks.	
		"	16	Carry out Medical inspec- tion of all ranks.	
		"	17	Prepare nominal rolls of all ranks who have not been inoculated or vaccinated before departure.	
Para 85		18	Apply for convening of medi- cal boards, if necessary.		
Para 93		19	Recall officers on leave in India.		
	"	20	Report to Area HQ parti- culars of officers on leave on MC in India.		
	"	21	Report addresses of Officers on leave ex-India.		

Specimen detail of action required—(contd.)

Subject	Reference to Mob Regs	Item	Action required	Reference to diary, annexures, and so on
	Para 94	22	Despatch postcards (IAFF 941) recalling other ranks from leave.	
		23	Forward railway warrants to all other ranks on leave and furlough exceeding 15 days, who are not already in possession of return warrants or tickets.	
		24	Spare	
	Para 99	25	Recall officers and other ranks in extra regimental employ other than those not recallable.	
	Para 106	26	Report dates of departure from residence and arrival at unit of officers of the RRO (if any).	
	Para 115	27	Publish temporary and acting promotions to complete WEs (where applicable).	
	Para 117	28	Check and issue lists of personnel detailed to go to other units (including centre) and publish orders for departure.	
	Para 119	29	Enrol additional non-combatants from PE to bring units up to WE (if necessary).	
Animals	Para 124	30	Inspect animals and decide which are fit to accompany unit on service.	
	Para 126	31	Dispose of unfit, surplus and sick animals.	
	Para 130	32	Shoe all fit animals including these surplus, if any.	

Specimen detail of action required—(contd.)

Subject	Reference to Mob Regs	Item	Action required	Reference to diary, annexures, and so on
War Equipment/ Clothing.	Para 136	33	Arrange for veterinary inspection of all animals.	
	Para 139	34	Detail and despatch conducting parties with animals, if applicable.	
	Para 160	35	Survey of all war equipment/clothing.	
		36	Forward to supplying establishments emergent incidents to complete deficiencies.	
	Para 161	37	Write off ledger charge all items of war equipment/clothing to be taken into the theatre of operations.	
	Para 163	38	Close all peace ledgers and accounts, inform LAO and have the accounts audited finally by him.	
	”	39	Hand over ledgers and balance of all articles not included in war equipment/clothing to OC nucleus party, OC details, OC Station or officer specially detailed.	
	”	40	Open two different folders for recording issue/receipt vouchers up-to-date of departure.	
	Para 166	41	Hand over to OC nucleus party or OC details personal equipment of leave and furlough personnel due to rejoin at the peace station.	
	Appx X	42	Responsibility for holding in peace articles of MT Stores and MT Vehicles.	

Specimen detail of action required—(contd.)

Subject	Reference to Mob Regs	Item	Action required	Reference to dairy, annexures, and so on
	Para 167	43	Inspect all arms and sharpen swords and bayonets.	
	Para 168	44	Arrange inspection by an Ordnance/EME representative.	
	Para 169	45	Orders all leather works of harness, saddlery and equipment to be dubbed, iron work to be oiled and polished, portions of steel to be painted.	
	Para 170	46	Report deficiencies in vehicles undergoing 2nd line repairs as necessary.	
		47	Spare	
		48	Spare	
	Appx XII	49	Draw veterinary equipment from veterinary hospital.	
	Appx XI	50	Draw mobilization articles of medical supply from military hospital.	
	Appx XIV	51	Purchase locally from imprest account stationery required to complete scales.	
		52	Submit indent to complete scale of typewriters (where applicable).	
	Para 188	53	Weigh kits of all officers and other ranks.	
	Para 189	54	Check dimensions and marking of all loads and packages.	
	Para 190	55	Issue identity discs.	
Documents and accounts.	Para 196 197	56	Complete and issue soldier's personal Books (IAB 64) and (IAFF 957).	

Specimen detail of action required—(contd.)

Subject	Reference to Mob Regs	Item	Action required	Reference to diary, annexures, and so on
	Para 198	57	Complete and despatch documents required by 2nd Echelon, with copies to the Centre and Record Office.	
	Para 199	58	Complete and despatch documents required by Casualty Section Army HQ.	
	Para 200	59	Complete and despatch documents required by Record Office.	
	Para 201	60	Forward other books and documents not required by unit to officer-in-charge record office.	
	Para 207	61	Apply to CDA for prescribed advances of pay for all personnel proceeding on field service, if required.	
	Para 210 Appx XVI	62	Complete and forward IAFF 999 (Family allotment of officers) when authorised and IAFF 1000 (Family allotment of JCOs and OR).	
	Para 211	63	Hand over to PAO roll, in duplicate, showing regimental cutting debit to pay of all individuals. Forward copy to officer-in-charge record office.	
	Para 212	64	Take over from JCOs and OR any money they wish to despatch to their families by money orders. Despatch money orders or forward the money with lists to Officer-in-charge Record Office.	

Specimen detail of action required—(contd.)

	Reference to Mob Regs	Item	Action required	Reference to diary, annexures, and so on
Disposal of unit and Personal property.	Appx XVI	65	Action regarding advance of Pay Books (IAFF 1034) officers and Pay Accounting JCOs, OR and NCs (E).	
		66	Spare	
		67	Spare	
		68	Spare	
		69	Spare	
	Para 241	70	Despatch families to their homes (where applicable).	
		71	Detail minimum escort (from unfits) to look after families (where applicable).	
	Appx XVII	72	Arrange for transfer of heavy baggage to centre for storage locally.	
	Para 218	73	Prepare men's private kits in bags, boxes or bundles properly marked.	
	Para 220	74	Forward to Centre medals of serving soldiers, accompanied by nominal rolls.	
Para 221	75	Arrange for safe custody of standard, guidon or colour.		
Para 229	76	Return to Ordnance personal clothing and necessaries not required to complete to the scale authorised in the War Equipment Table.		

Specimen detail of action required—(contd.)

Subject	Reference to Mob Regs	Item	Action required	Reference to dairy, annexures, and so on
	Para 229 Para 230 Para 232	77	Return articles of Ordnance supply not required to complete to the scale authorised in the WET to the Ordnance establishment on which dependent.	
	Para 234	78	Hand over station stores including barrack furniture to OC station.	
		79	Spare	
		80	Spare	
	Para 225 226	81	Close all public fund accounts and credit the unspent balance to the State. Contact the LAO and arrange for final (closing) inspection of peace cash accounts.	
		82	Prepare and despatch table showing disposal of regimental and private property and funds.	

SPECIMEN DIARY

Date of receipt of order to mobilize.

Time	Action required	Responsibility	Reference to detail of action, annexures, and so on
	Inform all concerned.	Adjutant.	
	Issue orders confining all ranks to barracks.	Adjutant.	
	Acknowledge receipt of orders.	Adjutant.	
	Issue annexure and appendices of mobilization scheme.	Adjutant.	
	Commence War Diary.	Adjutant.	
	Issue orders for 1st day of mobilization.	Adjutant.	
	Apply to CDA for cash to open imprest account.	Adjutant.	
	Apply for authority to install telephone.	Adjutant.	
	Recall officers on leave in India.	Adjutant.	
	Report particulars of officers on leave on medical certificates in India.	Adjutant.	
	Report addresses of officers on leave ex-India.	Adjutant.	
	Recall officers and other ranks in extra regimental employ.	Adjutant.	
	Nominate officer in charge nucleus or details party and publish names of men for transfer to centre and other units, as far as is known.	Commanding Officer and Adjutant.	
	Issue orders to OC nucleus party or details.	Adjutant.	
	Despatch checked indents for items required to complete to winter scale (if applicable).	Quartermaster.	
	Indent for balance of ingredients required for emergency rations.	Quartermaster.	

Date of receipt of order to mobilize

Time	Action required	Responsibility	Reference to detail of action, annexures, and so on
	<p>Submit indents to complete scale of typewriters.</p> <p>Entertain such civilian assistance as is necessary.</p> <p>Enrol additional non-combatants from PE to bring unit up to WE.</p> <p>Despatch recall postcards of JCOs/OR on leave and furlough, forwarding warrants where necessary.</p> <p>Preliminary measures to close (a) establishments <i>e.g.</i> officers mess, canteen, etc., (b) ledgers (c) accounts to bring up-to-date all necessary documents <i>e.g.</i> nominal rolls, IAB-64 and so on and to pack surplus articles.</p>	<p>Quartermaster.</p> <p>Quartermaster.</p> <p>Quartermaster.</p> <p>Officers Commanding Companies.</p> <p>All officers concerned.</p>	

1st Day of Mobilization

Time	Action required	Responsibility	Reference to detail of action, annexures, and so on
0600	'A' Coy parade for medical inspection, complete with nominal rolls.	Officer Commanding 'A' Coy.	
0600	All animals parade for veterinary inspection.	Officer-in-charge transport.	
0600	Commence survey of war equipment/clothing.	All officers with items of war equipment/clothing on charge or sub-charge.	

1st Day of Mobilization—(Contd)

Time	Action required	Responsibility	Reference to detail of action, annexures, and so on
0600	HQ Coy arms to armourers for inspection and sharpening bayonets.	Officer Commanding, HQ Coy.	
0700	'B' Coy parade for medical inspection complete with nominal roll.	Officer Commanding 'B' Coy.	
0800	'C' Coy parade for medical inspection complete with nominal roll.	Officer Commanding 'C' Coy.	
0800	Shoe all fit animals.	Officer-in-Charge. transport.	
0900	Close all regimental and private funds and dispose of books and balances.	All Officers-in-Charge funds.	
0900	Coys and HQ wing reorganize to war establishment.	Officer Commanding Coys.	
1000	Draw veterinary mobilization equipment from veterinary hospital.	Officer-in-charge transport.	
1000	Draw mobilization articles of medical supply from military hospital and issue to Coys.	Quartermaster.	
1100	HQ Coy parade for medical inspection complete with nominal rolls.	Officer Commanding HQ Coy.	
1400	Draw mobilization equipment from Quartermaster at half-hour intervals.	Officer Commanding 'C' Coys.	
1400	Despatch all documents <i>e.g.</i> Nominal rolls, IAFF 999, and regimental cutting register to the respective record office.	Officer Commanding 'C' Coys.	
1600	Apply for convening of medical board (if necessary).	Adjutant.	
1600	Issue orders for 2nd day of mobilization.	Adjutant.	

1st Day of Mobilization—(Contd)

Time	Action required	Responsibility	Reference to detail of action, annexures, and so on
1600	Indent for balance of ingredients required for emergency rations and for hard rations.	Quartermaster.	
1600	Submit to supplying establishments emergent indents to complete deficiencies in war equipment/clothing.	Quartermaster.	
1700	Write off ledger charge all items of war equipment/clothing to be taken into the theatre of operations.	All officers with items of war equipment/clothing on charge or subcharge.	
1700	Open two different folders for recording issue/receipt vouchers.	All officers with items of war equipment/clothing on charge or subcharge.	

2nd Day of Mobilization

Time	Action required	Responsibility	Reference to detail of action, annexures, and so on
0600	'A' Coy's arms to armourers for inspection and sharpening bayonets.	OC 'A' Coy.	
0700	Dispose of unfit, surplus and sick animals (incharge conducting parties where applicable).	Adjutant. Officer-in-Charge transport.	
0700	Medical inspection of casuals.	Adjutant.	
1000	Apply to CDA for advance of pay for personnel proceeding on service (if no field imprest held).	Officers Commanding Coys.	

2nd Day of Mobilization—(Contd)

Time	Action required	Responsibility	Reference to detail of action, annexures, and so on
0400	Issue personal documents (<i>e.g.</i> IAB 64), identity discs, first field dressings, special clothing for JCOs/OR and non-combatants.	Officers Commanding Coys.	
0500	Draw arms from armourers.	Officer Commanding 'A' Coy.	
0500	Issue orders for 3rd day of mobilization.	Adjutant.	

3rd Day of Mobilization

Time	Action required	Responsibility	Reference to detail of action, annexures, and so on
0600	'B' Coy's arms to armourers for inspection and sharpening bayonets.	OC 'B' Coy.	
0700	Medical inspection of casuals.	Adjutant.	
0700	Hand in medals to Adjutant, complete with nominal rolls.	OC Coys.	
0700	Hand over to Officer Commanding Nucleus party, etc all surplus baggage of companies messes, etc and all regimental and private property.	2nd in Command, OC Coys.	
0700	Return balance of three months stocks of clothing and necessaries to Ordnance.	Quartermaster.	
0700	Return surplus and unserviceable stores to supplying establishment.	Quartermaster and all officers having stores on charge or sub-charge.	

3rd Day of Mobilization—(Contd)

Time	Action required	Responsibility	Reference to detail of action, annexures, and so on
0700	Hand over station stores and barrack furniture.	Quartermaster.	
0900	Despatch families to their homes.	OC Coys.	
1000	Indent for transport for conveyance of baggage and stores to station of entrainment.	Quartermaster.	
1400	Hand over ledgers and balance of all articles not included in war equipment/clothing to officers detailed to receive them.	All officers with such articles on charge or sub-charge.	
1400	Take over from JCOs and OR any money they wish to despatch to their families and forward by money order.	Officer Commanding Coys.	
1600	Draw arms from armourers.	OC 'B' Coy.	
1600	Issue orders for 4th day of mobilization (including grant of temporary and acting rank to complete WEs, where applicable).	Adjutant.	

4th Day of Mobilization

Time	Action required	Responsibility	Reference to detail of action, annexures, and so on
0600	'C' Coy's arms to armourers for inspection and sharpening bayonets.	OC 'C' Coy.	
0600	Weigh kits of all ranks and check dimensions and marking of all loads and packages.	OC Coys.	
0700	Medical inspection of casuals.	Adjutant.	
1000	Purchase locally stationery required to complete scales.	Adjutant.	

4th Day of Mobilization—(Contd)

Time	Action required	Responsibility	Reference to detail of action, annexures, and so on.
1400	Hand over to OC Nucleus party (or other officer detailed) personal equipment of leave and furlough men due to rejoin at peace station.	OC Coys.	
1400	Forward specimen signature of OC Nucleus party, etc to CDA and bank.	Adjutant.	
1600	Draw arms from armourers.	OC 'C' Coy.	
1600	Take over nominal roll of all ranks who have not been inoculated and vaccinated.	Adjutant (from OC Military Hospital).	
1600	Issue orders for entrainment.	Adjutant.	
1600	Furnish station commander with new postal address of unit and list of officers accompanying.	Adjutant.	
1600	Report date of departure from residence and date of arrival of officers of the RRO.	Adjutant.	
1600	Despatch documents to casualty section Army HQ.	Adjutant.	
1600	Despatch documents to record office.	Adjutant.	
1600	Hand over books and documents not required by unit or elsewhere to OC Nucleus party, etc for transmission to centre.	All officers having charge of books and documents (through Adjutant).	
1600	Issue final instructions to OC Nucleus party, etc.	Adjutant.	
1600	Transfer to Nucleus party or details, all personnel not accompanying the unit.	Adjutant.	
1800	Report completion of mobilization.	Adjutant.	

Day of Entrainment

Time	Action required	Responsibility	Reference to detail of action, annexures, and so on
	<p>Despatch documents of personnel to HQ 2nd Echelon, if raised, or to Record Offices functioning as 2nd Echelon.</p> <p>Hand over barracks as ordered by station commander.</p> <p>Load baggage for conveyance to station.</p> <p>Battalion parades.</p>	<p>Adjutant.</p> <p>Quartermaster.</p> <p>Quartermaster and Officers Commanding Coys.</p>	

APPENDIX IV

List of Regiment/Corps Centres and Record Offices (which exist in peace)
(See Sections 6 and 7)

NOTE 1.—For all personnel employed otherwise than with their permanent unit, the Record Office will be that of their permanent unit.

NOTE 2.—On progressive mobilization, Record Offices/Centres which do not exist in peace, will not form until instructions are issued from Army HQ.

NOTE 3.—Records of all medical, dental and nursing officers, other than JCOs are maintained by Medical Personnel Record Section (Officers), Med Dte, AG's Branch, Army HQ and the Records of other non-Medical officers by non-medical Officers Record Section, Org Dte, AG's Branch, Army HQ.

Serial No	Arm of Service	Regimental/Corps Centre	Record Office	Remarks
1	The Armoured Corps	AC Centre and School, Ahmednagar	AC Record Office, Ahmednagar.	
2	The Regt of Artillery	Artillery Centre, Nasik Road	Artillery Depot and Record Office, Nasik Road.	
3	ENGINEERS			
	(a) Madras Engr Gp	Madras Engr Centre, Bangalore	Madras Engr Gp Record Office, Bangalore.	
	(b) Bengal Engr Gp	Bengal Engr Centre, Roorkee	Bengal Engr Gp Record Office, Roorkee.	
	(c) Bombay Engr Gp	Bombay Engr Centre, Kirkee	Bombay Engr Gp Record Office, Kirkee.	
4	The Corps of Signals	Signal Training Centre, Jabalpur	Corps of Signals Record Office, Jabalpur.	

APPENDIX IV—*Contd.*

Serial No	Arm of Service	Regimental/Corps Centre	Record Office	Remarks
5	INFANTRY	(a) The Guards	Guards Record Office, Kotah.	
	(b) Punjab Regt	Punjab Regt Centre, Meerut Cantt	Punjab Regt Record Office, Meerut Cantt.	
	(c) Madras Regt	Madras Regt Centre, Wellington	Madras Regt Record Office, Wellington.	
	(d) The Grenadiers	The Grenadiers Regt Centre, Nasirabad	The Grenadiers Record Office, Nasirabad.	
	(e) Maratha Light Infantry.	Maratha Light Infantry Regt Centre, Belgaum	Maratha Light Infantry Record Office, Belgaum.	
	(f) Rajputana Rifles	Rajputana Rifles Regt Centre, Delhi Cantt	Rajputana Rifles Record Office, Delhi Cantt.	
	(g) Rajput Regt	Rajput Regt Centre, Fatehgarh	Rajput Regt Record Office, Fatehgarh.	
	(h) Jat Regt	Jat Regt Centre, Bareilly	Jat Regt Record Office, Bareilly.	
	(i) Sikh Regt	Sikh Regt Centre, Meerut Cantt	Sikh Regt Record Office, Meerut Cantt.	
	(j) Dogra Regt	Dogra Regt Centre, Meerut Cantt	Dogra Regt Record Office, Meerut Cantt.	

(A) Garhwal Rifles	Garhwal Rifles Regt Centre, Lansi downe	Garhwal Rifles Record Office, Lansi downe
(l) Kumaon Regt	Kumaon Regt Centre, Ranikhet	Kumaon Regt Record Office, Ranikhet.
(m) Assam Regt	Assam Regt Centre, Shillong	Assam Regt Record Office, Shillong.
(n) Sikh Light Infantry	Punjab Regt Centre, Meerut Cantt	Sikh Light Infantry Record Office, C/o Punjab Regt Centre, Meerut Cantt.
(o) Bihar Regt	Bihar Regt Centre, Dinapore	Bihar Regt Record Office, Dinapore.
(p) Mahar Regt	Mahar Regt Centre, Saugor	Mahar Regt Record Office, Saugar.
(q) Para Regt	Para Regt Depot, Agra Cantt	Para Regt Depot & Records, Agra Cantt.
(r) 11 GR Regt	11 GR Regt Centre, Clement Town, Dehra Dun.	11 GR Record Office, Clement Town, Dehra Dun.
(s) 14 Gorkha	14 Gorkha Trg Centre, Sabathu	1 Gorkha Rifles Record Office, 4 Gorkha Rifles Record Office, C/o 14 Gorkha Trg Centre, Sabathu.
(t) 39 Gorkhas	39 Gorkha Trg Centre, Dehra Dun	3 Gorkha Rifles Record Office, 9 Gorkha Rifles Office, C/o 39 Gorkha Trg Centre, Dehra Dun.
(u) 58 Gorkha	58 Gorkha Trg Centre, Dehra Dun	5 Gorkha Rifles Record Office, 8 Gorkha Rifles Record Office, C/o 58 Gorkha Trg Centre, Dehra Dun.
(v) JAK Rifles	JAK Rifles Regt Centre, Gwalior	JAK Rifles Record Office, Gwalior.

APPENDIX IV—Contd.

Serial No	Arm of Service	Regimental/Corps Centre	Record Office	Remarks
6	(a) ASC (Supply)	ASC Centre (SOUTH) Bangalore ASC Centre, Gwalior	ASC Records (Supply) Bangalore.	
	(b) ASC (AT)	ASC Centre (NORTH) Meerut ASC Centre, Alwar	ASC Records (AT) Meerut.	
	(c) ASC (MT)	ASC Centre (South) Bangalore ASC Centre (North) Meerut ASC Centre, Gwalior, ASC Centre, Alwar	MT Depot Wing and Records, ASC, Aurangabad.	
7	Army Postal Service	APS Centre, Kamptee	APS Record Office, Kamptee.	
8	AMC and Army Dental Corps	AMC Centre, Lucknow	AMC Record Office, Lucknow.	
9	The Army Ordnance Corps	AOC Centre, Secunderabad	AOC Record Office, Secunderabad.	
10	The Corps of EME	No 1 EME Centre, Secunderabad	EME Record Office, Secunderabad.	
		No 2 EME Centre, Allahabad		
		No 3 EME Centre, Bhopal		
		No 4 EME Centre, Kamptee		
11	The Remount and Veterinary Corps	RVC Centre, Meerut	RVC Record Office, Meerut.	
12	Military Farms	Military Farms School and Research Centre, Meerut	Military Farms Records, Meerut.	

13	Intelligence Corps	Intelligence Trg School and Depot, Poona	Intelligence Corps Record Office, Poona.
14	The Corps of Military Police	CMP Centre and School, Faizabad	CMP Record Office, Faizabad.
15	The Pioneer Corps	Pioneer Corps Depot, Alwar	Pioneer Corps Record Office, Alwar.
16	The Army Education Corps	Army Education Corps Centre and School, Pachmarhi	AEC Record Office, Pachmarhi.
17	The Army Physical Trg Corps	Army Physical Trg Corps and Depot, Poona	APTTC Record Office, Poona.
18	Ministry of Defence security Corps	MDSC Centre, Cannanore	MDSC Record Office Cannanore.

APPENDIX IV-A

Statement Showing Ration Accounts of _____ (Unit) on _____ (date)
 After Final Audit on Mobilization

Location _____ Formation _____ (Sta HQ) Strength: Atta Eaters
 Rice Eaters
 Meat Eaters
 None-Meat Eaters

Serial No	Indent No and date	Balance Brought Forward after final audit/Previous day.	Receipts	Total	Issues	Balance to be carried over to next day.
		Atta				
		Rice				
		Sugar				
		Dal				
		Tea				
		etc.				
	QM Unit					

(1) Any increase/decrease in the strength will be supported by a draft DO Part II.

Officer Commanding Unit.

APPENDIX V

Procedure when units leave Mobilization Stations at modified establishments

(See Section 9)

- 1 The minimum party to be left behind in the station will consist of (a) units and (b) a nucleus of the party for eventual transfer to the centre. This nucleus will consist of such individuals as are irreplaceable from returning leave and furlough men and will be responsible for (a) receiving, mobilizing and despatching return leave and furlough men and (b) completing arrangements for evacuating the peace station. It will therefore be commanded by an officer and will contain sufficient personnel to enable it to carry out these duties.
- 2 In order to avoid congestion caused by indiscriminate use of the railway, moves of personnel to and from a unit in the field and its Centre and peace station will be controlled by Army HQ. The officer commanding nucleus party will, therefore, with effect from date of departure of the unit report daily by wire to Army HQ with a copy to the centre concerned the number of personnel at the peace station, ready and available for draft. A similar report will be rendered daily by the officer commanding centre, until instructions are issued that this daily report should cease and that the normal reports required on field service by Army HQ should commence.
- 3 (a) As soon as the combined resources of peace station and centre are sufficient to provide a draft to bring the unit in the field up to WE, Army HQ will issue orders for the necessary number of personnel to move from both peace station and centre.
(b) Later, when the combined resources of peace station and centre are sufficient to provide the personnel required as 1st reinforcements, Army HQ will issue orders for the necessary drafts to move to reinforcement camps from both peace station and centre.
(c) Finally, when the majority of returning leave and furlough personnel have arrived at the peace station, Army HQ will issue orders for the move of this party from the peace station to the centre.
- 4 The orders referred to in paragraph 3 above, will, in all cases, be repeated to the station commander concerned.
- 5 The above procedure will take the place, under the conditions envisaged of the moves between unit and centre as described in the Field Service Manual of the unit concerned.
- 6 The minimum strength at which units will, at all times, be prepared to move at short notices will be laid down from time to time in peace by Army HQ.

APPENDIX VI

Personnel not recallable on mobilization

(See Section 13)

The following categories of personnel are not recallable on mobilization:—

- (a) Officers of the recruiting staff, including Recruiting Medical Officers.
- (b) Clerks in the authorised establishment of staff offices.
- (c) Staff and instructors at schools of Instruction (but *see* Appendix VII) and students at the Staff College.
- (d) Personnel on a tour of duty at a centre, or on its permanent staff.
- (e) Instructional staff (less temporary instructors) Territorial Army.
- (f) Officers officiating in appointments in the Judge Advocate General's Department.
- (g) Nursing orderlies actually employed in Military Hospitals, other than those undergoing training, or belonging to units allotted to field army or covering troops.
- (h) Unseconded Aides-de-Camp to Commanders of Areas.
- (i) Unseconded 2nd class Station Staff Officers.
- (j) Unseconded attached Movements Staff Officers at Bombay Embarkation HQ.
- (k) Officers and men employed with Consular Escorts and Legation Guards.
- (l) Personnel attached to :
 - (i) Embarkation staff.
 - (ii) Movements staff (Railway Traffic Section), including kitchen car staffs.
 - (iii) Military Farm Personnel.
 - (iv) Railways. (This does not exclude the employment of such personnel in Railway units of the Territorial Army).
 - (v) Detention barracks.
 - (vi) Survey Department (does not exclude the employment of such personnel in Survey Units raised departmentally).
 - (vii) Indian Mints.
 - (viii) Military Attache.
- (m) Staff of Transit sections, Bombay.
- (n) Gorkha recruiting parties.
- (o) Officers and other ranks in Technical Development establishments.

APPENDIX VII

(Schools of Instruction)

In the event of General or Progressive Mobilization the action to be taken at Schools of Instruction will be as follows:

	Instructional Staff				Administrative Staff				Students		Remarks	
	General Mob		Progressive Mob		General Mob		Progressive Mob		General Mob	Progressive Mob	Action by School	
	Off-cers	OR	Off-cers	OR	Off-cers	OR	Off-cers	OR			General Mob	Progressive Mob
1	2	3	4	5	6	7	8	9	10	11	12	13
Defence Services Staff College	F	Nil	F	Nil	F	F	F	F	F	F	I	G
National Defence Academy	F	F	F	F	F	F	F	F	F	F	G	G
Indian Military Academy	F	F	F	F	F	F	F	F	F	F	G	G
Officers Training School	F	F	F	F	F	F	F	F	F	F	G	I
High Altitude Warfare School	F	F	F	F	F	F	F	F	FR	FR	I	G
AC Centre and School	F	F	F	F	F	F	F	F	FR	FR	I	G
School of Artillery	F	F	F	F	F	F	F	F	FR	FR	I	G

APPENDIX VII—(Contd.)

1	2	3	4	5	6	7	8	9	10	11	12	13
College of Military Engineering	F	F	F	F	F	F	F	F	FR	F	I	G
Heavy Bridging Training Camp	F	F	F	F	F	F	F	F	FR	F	I	G
School of Signals	F	F	F	F	F	F	F	F	FR	FR	I	G
Infantry School	F	F	F	F	F	F	F	F	FR	FR	I	G
ASC School	F	Nil	F	Nil	F	F	F	F	FR	FR	I	G
Armed Forces Medical College	F	F	F	F	F	F	F	F	FR	FR	I	G
Army School of Health	F	F	F	F	F	F	F	F	FR	FR	I	G
AOC School	F	F	F	F	F	F	F	F	FR	FR	I	G
EME School (NORTH)	F	F	F	F	F	F	F	F	FR	FR	G	G
EME School (SOUTH)	F	F	F	F	F	F	F	F	FR	FR	G	G
RVC Centre and School	F	F	F	F	F	F	F	F	F	F	G	G
Remount Training School and Depot	F	F	F	F	F	F	F	F	F	F	G	G
AEC Training College and Centre	F	F	F	F	F	F	F	F	FR	FR	I	G
Intelligence Training School and Depot.	F	F	F	F	F	F	F	F	FR	FR	I	G
CMP Centre and School	F	F	F	F	F	F	F	F	FR	FR	I	G

Army School of Mechanical Transport.	F	F	F	F	F	F	F	F	F	FR	I	G
Army School of Physical Training	F	F	F	F	F	F	F	F	F	FR	I	G
Army/Air Transport Support School	F	F	F	F	F	F	F	F	F	FR	I	G
Army Headquarters Training Team	F	F	F	F	F	F	F	F	F	FR	I	G
Rashtriya Indian Military College	F	F	F	F	F	F	F	F	F	F	I	G
Army Cadet College	F	F	F	F	F	F	F	F	F	F	G	G
King George's School, CHAIL	F	F	F	F	F	F	F	F	F	F	G	G
King George's School, BELGAUM	F	F	F	F	F	F	F	F	F	F	G	G
King George's School, AJMER	F	F	F	F	F	F	F	F	F	F	G	G
King George's School, BANGALORE.	F	F	F	F	F	F	F	F	F	F	G	G
King George's School, DHOLPUR	F	F	F	F	F	F	F	F	F	F	G	G

KEY

A—As ordered by the Commandant under instructions from Army Headquarters.

G—This School continues to function.

R—Recallable if unit/ordered beyond the frontiers of India, subject to issue of special instructions from Army Headquarters.

F—To continue at the School normally.

I—The School continues on intensive shortened programme.

NOTE : Vehicles and controlled stores of ordnance supply surplus to requirements will be reported to HQ Commands for disposal instructions. Uncontrolled stores of ordnance surplus to requirements will be reported to ordnance representative at HQ Formation/Area/Sub Area for special disposal.

APPENDIX VIII

Place of joining for reservists

(See Section 14)

<i>Arm of service to which reservists belong</i>	<i>Place of joining</i>
Armoured Corps	Armoured Corps Centre and School, AHMEDNAGAR.
The Regiment of Artillery	Artillery Centre, NASIK ROAD
ENGINEERS	
(a) Bengal Engineer Group and Centre, ROORKEE.	Bengal Engineer Centre, ROORKEE
(b) Madras Engineer Group and Centre, BANGALORE.	Madras Engineer Centre, BANGALORE.
(c) Bombay Engineer Group and Centre, KIRKEE.	Bombay Engineer Centre, KIRKEE
Corps of Signals	Signal Training Centre, JABALPUR
Infantry (excluding Gorkhas)	Regimental Centres.
Gorkha Regiments	Gorkha Recruiting Centre and Record Office, KUNRAGHAT/ GHOOM.
ASC (Animal Transport)	ASC Centre (North) MEERUT
ASC (Supply)	ASC Centre (South) BANGALORE
ASC (Mechanical Transport)	ASC (MT) Depot, AURANGABAD
AMC Officers Reserve	To be notified by OC Reservists
Army Medical Corps (OR)	{ AMC Centre (North) LUCKNOW AMC Centre (South) HYDERABAD
Army Ordnance Corps	AOC Centre, SECUNDERABAD
Corps of Electrical and Mechanical Engineers.	EME Centre, SECUNDERABAD
Remount and Veterinary Corps	RVFC Centre and School, MEERUT CANTT.
Intelligence Corps	Intelligence Corps Centre and School POONA.

Corps of Military Police

CMP Centre and School, FAIZA-
BAD.

Engineer Corps

Pioneer Corps Depot and Records,
ALWAR.

APPENDIX IX

Provision of ammunition to complete units to war scales

(See Section 23)

- 1 Equipment ammunition will be held in peace in accordance with the various publications pertaining to peace scales.
- 2 Emergency reserve ammunition will be held in peace and issued on mobilization in accordance with reserve statement issued by the CGS.

GUN AMMUNITION

- 3 (a) All units will hold 1st line ammunition. As regards 2nd line units if not already holding this, will indent for this from Army/Command stocks.
- (b) The location in peace and details of issue on mobilization of gun ammunition for ammunition units will be in accordance with details contained in reserve statements of gun ammunition issued by the CGS.
- 4 (a) Army/Commands will hold 1st and 2nd line scales for all units plus five months' requirements at "Quiet" rates. Quantities required to complete units to war scale plus emergency ammunition may be held in peace by Areas (or Indep Sub Areas) to which units are allotted on mobilization to the extent decided by the Area (Indep Sub Area) Commander in consultation with GOC Army/Command. The arrangements for storage in peace and issue on mobilization will be made by the Area (or Indep Sub Area) in which the ammunition is stored. Details of these arrangements are included in the Reserve Statements issued by the CGS.
- (b) Units not authorised to maintain 1st line scales in peace will maintain in their mobilization box indents showing :
 - (i) 1st line scale authorised ;
 - (ii) Ammunition held at the time of mobilization ;
 - (iii) Balance, if any, required to complete 1st and 2nd line scales.

Quantities under (i) will be filled in peace. Those under (ii) and (iii) will be inserted on mobilization before submission of the indent to the Ordnance Field Depot at Railhead/Roadhead for compliance.

5 Fuzing of Shell.

Serial No	Mobilization	Shell— 5·5-in Gun/How 6-in Gun 6-in 26 cwt. How and 7·2-in How	Shell — All others
1	On general mobilization on the Frontiers of India.	Will be fuzed by the units as required.	<p>1. All boxed shell and bombs packed in hermetically sealed containers will be issued fuzed by the filling Factory and held and issued as fuzed.</p> <p>2. In the event of mobilization taking place before the policy at 1 above becomes fully operative, all 'plugged' shell will be fuzed irrespective of whether hermetically sealed containers are available.</p>
2	On mobilization for Service Overseas.	Will be shipped plugged.	Will be shipped fuzed.
3	On partial mobilization.	Will be fuzed as ordered.	Will be fuzed as ordered.

APPENDIX X

Responsibility for holding in peace articles of MT Stores and MT Vehicles

(See Section 23)

1. All units responsible for carrying out field repairs to vehicles, will move with their peace stocks of MT miscellaneous stores and spare parts of Ordnance supply.
2. Spare parts for units which do not exist in peace are either held in stock peace in the Ordnance Depot, DEHU Road or will be purchased on mobilization.

APPENDIX XI

(Responsibility for holding in peace mobilization articles of medical supply)

(See Section 23)

Unit	Units mobilizing during the period D 1 to D 30	Units mobilizing between D 31 and D 60	Units mobilizing after D 60
(a) Medical units existing as complete units in peace.	Held as peace equipment in the unit.	Held as peace equipment in the unit.	Held as peace equipment in the unit.
(b) Non-medical units existing as complete units in peace or to be expanded or formed on mobilization for which any nucleus exists in peace.	Held in medical charge in local hospital on checked indent.	Held in medical charge in local hospital on checked indent.	Held as itemised stores in the Armed Forces Medical Stores Depots.
(c) Medical units to be expanded or formed on mobilization for which any nucleus exists in peace.	Held with the unit.	Held in the unit.	Extra equipment required is held in the Armed Forces Medical Stores Depots as itemised stores.
(d) Medical and non-medical units to be formed on mobilization for which no nucleus exists in peace.	Held complete in the Armed Forces Medical Stores Depots.	Held as itemised stores in Armed Forces Medical Stores Depot and to be built upon instructions from Army HQ.	Held as itemised stores in Armed Forces Medical Stores Depot and to be built upon instructions from Army HQ.

NOTE I—Checked indents will be submitted in quadruplicate. The following particulars will be shown in the indents:—

- (a) The names of the unit.
 - (b) The station to which articles are to be despatched.
 - (c) The day, in terms of D Day, by which articles are required to be delivered.
- II—Checked indents where necessary according to the instructions contained in this Appendix will be preferred on the supplying establishment on which dependent in peace.

APPENDIX XII

Responsibility for holding in peace mobilization articles of veterinary supply

(See Section 23)

1 (a) Mobilization veterinary equipment will be maintained as under:—

(i) For non RVC units holding animals existing as complete units in peace. All equipment (except veterinary wallets which are held as peace equipment), will be held in the veterinary hospital in stations where such hospitals exist. In other stations it will be maintained in the unit.

(ii) For RVC units existing as complete units in peace. All equipment will be maintained in the unit.

(b) For units to be expanded or formed on mobilization :—

(i) For non RVC units holding animals. Armed Forces Medical Stores Depot, LUCKNOW.

(ii) For RVC units including Base/Field Depot of Veterinary Stores. Armed Forces Medical Stores Depot, LUCKNOW.

APPENDIX XIII

Stores of Engineer Supply

(See Section 23)

- 1 (a) Units and Officer-in-Charge Mob Schemes of non-existing units will furnish to the Chief Engineer concerned the following information :—
 - (i) Name of the unit.
 - (ii) The station to which the equipment to be despatched.
 - (iii) The day in terms of 'D' Day by which the equipment is required to reach its destination.
- (b) Units and services responsible for storing their own Mob equipment will submit indents, in duplicate, to Chief Engineer concerned for check as under :—
 - (i) Such items of equipment authorised as Mob equipment but not authorised to be held by the units in peace.

APPENDIX XIV

Provision of Books, Forms and Stationery

(See Section 27)

Field office yaddans and their contents, on the scales laid down in WET are part of the equipment of HQ and other units and they will be maintained as detailed below:—

Details	Books, Regulations, Manuals, etc.	Forms	Stationery (excluding typewriters and duplicators)
(a) (i) Units existing in peace.	To be maintained in peace by the unit Commander.	To be maintained in peace by the Unit Commander.	To be maintained in peace by the Unit Commander except those items to be purchased locally on mobilization from the imprest account, arrangements for the supply of which will be made by the units.
(ii) Movement (RT) Staff not existing in peace.	All items will be automatically supplied by the Manager of Publications, Civil Lines, DELHI without submission of indents. Stocks are held at DELHI in peace time.	Officers in peace charge of mobilization schemes of units formed within the first 11 days after mobilization is ordered will hold "personal documents" in peace time (<i>i.e.</i> books and forms required for action on mobilization) remaining items will be automatically supplied by the	All items, with the exception of the first 30 days stock of articles shown in stationery scale "To be purchased locally out of imprest" arrangements for the provision of which will be made by the unit or formation on mobilization, will be supplied automatically on mobilization by the Deputy Controller of Stationery, CALCUTTA, in
(b) Units to be formed within the first 11 days after mobilization is ordered.			

APPENDIX XIV—Contd.

Details	Books, Regulations, Manuals, etc.	Forms	Stationery (excluding typewriters and duplicators)
<p>(c) Remaining units to be formed on mobilization.</p>	<p>All items will be automatically supplied by the Manager of Publications, Civil Lines, DELHI on mobilization without the submission of indents.</p>	<p>Manager, Forms Press, CALCUTTA, without submission of indents.</p> <p>All items will be automatically supplied by the Manager, Forms Press, CALCUTTA, on mobilization without submission of indents.</p>	<p>accordance with stationery scales. Thereafter, requirements will be met by indents on the Stationery Depot on which dependent in war.</p> <p>All items, with the exception of the first 30 days stock of articles shown in the stationery scale "To be purchased locally out of imprest", arrangements for the provision of which will be made by the unit or formation on mobilization, will be supplied automatically on mobilization by the Deputy Controller of Stationery, CALCUTTA, in accordance with stationery scales. Thereafter, requirements will be met by indents on the stationery Depot on which dependent in war.</p>

APPENDIX XIV—*Contd.*

Notes

- 1 In all applicable cases, in addition to the office of the staff itself, provision will be made for the offices of all special appointments, heads of services, attached offices and others included in the WE of the unit.
- 2 All items covered by this Appendix for Movement (RT) Staff establishment will be maintained in peace under the order of the Area or Indep Sub Area Commander in whose area the mobilization station is located. Normally this equipment will be in charge of the "Officer in peace charge of the unit mobilization Scheme".
- 3 Area and Indep Sub Area Commanders will be responsible for the provision of books, regulations and so on, for the offices of SSOs on mobilization within their areas.
- 4 As regards typewriters, in most cases of units existing in peace, mobilization requirements are held either wholly or partially in peace time. Indents to complete stocks required in war will be submitted on mobilization.

As regards units formed on mobilization, requirements of typewriters for these units will be issued automatically on mobilization under arrangements to be made by Deputy Controller of Stationery, without the submission of indents.

The following particulars will be furnished, in peace, in memo form to the Deputy Controller of Stationery, CALCUTTA (copy to AG) :—

- (i) Name of unit.
- (ii) The station to which the typewriters are to be despatched.
- (iii) The day, in terms of D Day, by which the typewriters are required to reach destination.
- (iv) Number of typewriters required in accordance with WETs or other sanctioned scales, and type of machine required, i.e. portable or brief size.

Reference (iv) above. Units formed from existing units, e.g. Div HQ formed from an existing Area will take into consideration the number of machines available from peace scales of the parent unit.

Typewriters which are on charge of existing units and which are surplus to requirements on mobilization will be sent to the Reserve Base Stationery Depot.

Unit record clerks joining record office will take typewriters with them. The scale of machines should be 1 per 1,000 records or large proportion thereof maintained.

- 5 As regards books, Regulations, Manuals, etc for units to be formed on mobilization the Manager of publications, Civil Lines, DELHI, keeps these publications amended to date by placing, in peace time, at the beginning of each publications all amendments as issued and by inserting at side of each paragraph amended the date of issue of the amendment.

APPENDIX XIV—Contd.

- 6 (a) Copies of the following will be supplied free of charge to all Centre, Regt Camps, Record Offices, offices of the Recruiting Officers and Technical Recruiting Officers formed on mobilization :—

<i>Publication</i>	<i>To whom indents will be submitted</i>
AOs	Manager of Government of India Press, SIMLA.
AIs	Manager of Government of India Press, DELHI.
Extracts from Gazette of India Command Area or Indep Sub Area Orders	Manager of Government of India Press, SIMLA/DELHI. Indent not required.

- (b) Technical publications dealing with repair, maintenance and overhaul of the vehicles/equipment will be demanded by the OC of the unit from HQ EME Technical Services Group, Trimulgherry PO, SECUNDERABAD-15, through the ADEME/CEME of the formation under which serving. A complete list of the vehicles, equipment and weapons held/maintained (only in case of EME units) will be forwarded to HQ EME Technical Services Group showing the publication held on charge, if any.

APPENDIX XV
Scale of issue of and peace time action on personnel documents
(See Section 29)

No of Form (1)	For whom required (2)	By whom held in peace (3)	Scale to be held (4)	Action in peace (5)	Remarks (6)
IAB-64 (Soldier's Persona. Book).	JCOs, OR and Non-combatants (enrolled).	In possession of the individual.	1 for each, plus a reserve stock to the extent of 3% of the units authorised strength.	Should be completed in all respects and maintained up-to-date.	
IAFF-3013 (Field Conduct Sheet).	OR and Enrolled Personnel.	Officer Commanding Unit or Officer Commanding reservists.	1 for each soldier and enrolled personnel and reservist plus 20% spare.	No Name, Corps and date of enlistment only will be entered.	
IAFF-941 (Posting Card recalling OR from annual leave).	OR and enrolled personnel.	Officer commanding unit.	1 for each soldier and enrolled personnel on the peace establishment.	Will be filled in when men proceeds on leave or on return therefrom the card will be retained for use next time he proceeds on leave.	
IAFF-957 (Inventory of kit).	JCOs, OR and Non-combatants enrolled.	In possession of the individual.	1 for each, plus a reserve stock to the extent of 3% of the unit's authorised strength.	Should be completed in all respects and maintained up-to-date.	
IAFF-958 (Service and Casualty Form).	JCOs, OR and Non-combatants enrolled.	By the OC Sqn/Bty/Coy.	1 for each, plus a reserve stock to the extent of 3% of the unit's authorised strength.	Should be maintained up-to-date from Part II Orders.	

APPENDIX XV—Contd.

(1)	(2)	(3)	(4)	(5)	(6)
IAFF-999 (Application for family allotment), IAFF-1000 (List of family allotment)	Officers and Civilians ranking as officers, JCOs, OR and Enrolled Personnel.	Officer Commanding unit. Officer Commanding unit.	75% of WE × 3. Spare 20% of total. JCOs, OR and enrolled personnel 100% of WE. Spare 20% of total.	..	60 names can be written on one form submitted in triplicate.
IAFZ-3050 (Temporary Personnel Pass)	NCsU	Officer Commanding unit for which temporary personnel are authorised in WE.	1 for each temporary personnel plus 20% spare.	..	

NOTE :—The procedure with regard to the above forms (except those for the recall of leave men and reservists) is equally applicable to all civilian personnel and NCsU with the field army on mobilization. The responsibility for the custody of the forms before mobilization will be with the officer commanding Regt/Corps Centre of unit that is due to receive such personnel.

APPENDIX XVI

Summary of action to be taken in a unit as regards pay accounts on general or progressive mobilization

(See Section 30)

PAY ACCOUNTING

The pay accounts of Army Officers and Civilian Gazetted Officers will be maintained in the office of CDA(O) POONA.

Advances of pay and allowances to Army officers will be made by the Fd cashier/imprest holder concerned on Officer's personal cheque book (IAFF-1034).

- (a) Officers serving in stations where banking facilities are not available for cashing their cheques will be allowed by formation Commanders to draw advances of pay on Officer's personal cheque book (IAFF-1034). These advances will be adjusted against their accounts maintained by the CDA(O) POONA.
- (b) Officer's personal cheque book (IAFF-1034) will be supplied by the Fd Cashier/CDA(O) POONA. These will be endorsed by the authorities indicated below, with the maximum amount upto which the officer can draw during a month, with reference to the monthly statement of account (IAFF-1015) sent to officers by the CDA (O) POONA :—
 - (i) In the case of officers in units commanded by an officer of field rank, by the Commanding Officers.
 - (ii) In the case of officers in units commanded by an officer below field rank, and for OC Units, by a staff officer duly authorised by the Commander of the formation with which the unit is serving.
 - (iii) In the case of staff officers by the Formation Commanders or any officer authorised by him.
 - (iv) Formation Commanders will endorse their own pay books.
- (c) Except with the specific written authority of the Formation Commander or the paying authority concerned no officer will draw, and no field cashier will pay any advance unless the Officer's personal cheque book bears the endorsement referred to in para (b) above.
- (d) An officer will ordinarily be permitted to draw an advance on his cheque book once a month only. Where more than one cheque is issued in a month, the officer concerned will be personally responsible to ensure that the total amount drawn in that month does not, under any circumstances, exceed the limits laid down in the endorsement portion of the book. On promotion to a higher rank, the amount to which his monthly advances are limited will not be increased until the increase in pay based on the appropriate casualty is published in Part II Orders and admitted by the CDA (O) as will be seen from

the statement of accounts. On the basis of this alone the endorsement in the book will be altered. In the event of an officer being reduced in rank, the amount of advance will be immediately reduced and the endorsement in the book altered accordingly.

- (e) Before paying an advance, a Field Cashier will scrutinise the cheque presented for payment and ensure that the officer is serving in the area where the use of cheques has been authorised and that the book, with all counterfoils, is intact and bears the endorsement referred to in para (b) above. Under no circumstances will he issue an advance of pay in excess of the monthly limit recorded in the cheque book, and he will be held personally responsible for any failure in this respect. He will also ensure that both the cheque and the counterfoils are completed in full detail.
- (f) A Commanding Officer (not below field rank) may in exceptional circumstances and provided the Officer's personal cheque book has been endorsed *vide* para (b) above, authorise payment of an advance of pay to an officer out of the unit Imprest Account. Such advances will also be subject to the conditions laid down in the preceding paras. Full particulars of the reason for which the advance was made must be forwarded immediately to the Controller of Defence Accounts (Officers). A permanent posting away from a unit may be regarded as an exceptional circumstance. No officer will be permitted to have more than one Officer's personal cheque book (IAFF-1034). If a cheque book is lost, the loss will at once be reported to the field cashier and to the CDA (O), POONA, through the OC Unit. A new cheque book will only be issued on receipt of an application from the OC unit of formation stating the circumstances of the loss. If the original cheque book is recovered subsequently it will not be taken into use on any account whatsoever but returned immediately to the officer by whom the new cheque book was issued. Officer's personal cheque book (IAFF-1034) will be surrendered to the CDA(O), POONA immediately on leaving the area in which its use has been authorised. Its use outside such an area is not permissible and, if used will render the officer concerned liable to disciplinary action.

The balance of each officer's monthly pay and allowances after taking into account the advances drawn by him as reported to the CDA(O) POONA, will be remitted to the officer's nominated bankers and statement of account furnished to the officer every month.

Complaints regarding pay and allowances will be addressed to the CDA(O) POONA, through the OC Unit or other administrative head and not direct. The CDA (O) will not be addressed by Telegram or Signals at Government expense.

PAY ACCOUNTING—JCOs/OR/NCs(E)

- (a) The pay accounts of JCOs/OR/NCs(E) serving in units on operational footing will continue to be maintained on IRLA system by the PAO concerned.
- (b) The pay accounts of civilian subordinates (either permanent or temporary) whose appointments are authorised as such in the establishments of units/formations located in operational/field areas will be maintained on IRLA system by the PAO concerned with the Centre/Record Office on which the individual is based. These personnel

will be in possession of Soldiers' personal book (IAB-64) and advances of pay paid on Acq. rolls (AFN 1513) by the imprest holders will be entered in them (Personal Books) at the time of payment. Detailed instructions regarding the method of payment and also accounting thereof are contained in the pamphlets 'Field Imprest Payment Instructions' and "Pay Accounting on Field Service—General Instructions".

- (c) The pay bills in respect of civilian subordinates engaged by units formations in the field/operational areas, in lieu of combatants/NCsE will be preferred to the regional CDA concerned or in the event of location of the unit(s) outside India, to the Controller of Accounts, nominated by the Controller General of Defence Accounts, NEW DELHI for pre-audit. The bills on receipt from the CDA duly audited, will be paid out of the imprest. The audited bills in original will support the imprest account rendered to the PAO.

Correspondence in connection with the pay accounts may be addressed to the PAOs concerned or the regional CDA, as the case may be.

The imprest holder will draw funds from the field cashiers (where functioning) or from the regional CsDA as the case may be. Detailed instructions for the guidance of imprest holders and field cashiers are laid down in the "Field Imprest Payment Instructions" (supplied by the CDA (OR) MYSORE, at the time of opening of Imprest Account) and "Field Cashiers Instructions" (supplied by the CDA(O), POONA).

Correspondence in connection with Imprest Accounts will continue to be addressed to the PAO(OR) concerned and that in connection with field cashiers accounts to the CDA(O), POONA.

APPENDIX XVII

Rules regarding the storing of units and personal property on mobilization

(See Chapter VIII)

- 1 (a) Surplus government property and the heavy baggage of units, and of schools of instruction which close on mobilization, will be stored at government expense.
 - (b) The following are included under the term baggage in para 1(a) above :—
 - (i) Regimental property.
 - (ii) Band property.
 - (iii) Personal property, other than furniture, of officers and other ranks (including officers uniform and equipment not required in active service).
 - (c) Mess property is included in the term baggage.
 - (d) In stations where storage room is not available, the Area/Indep Sub Area/Sub Area Commander may authorise mess property to be moved at Government expense to a place where adequate storage accommodation can be arranged.
- 2 (a) With the following exceptions, the heavy baggage of a unit will be stored at its Centre.

Exceptions :

- (i) Army HQ Signal Regt, Command Signals Regts and Area Signal Regts.
 - (ii) Schools of Instruction which close down on mobilization.
- (b) The baggage of schools of instruction which close down on mobilization will be stored under arrangements to be made by the Command in which the units are located in peace. Army HQ signal Regt, Command Signal Regts and Area Signal Regts will retain their heavy baggage at their HQ.
 - (c) Private arms and ammunition of all personnel will be sent to Regt/Corps Centre for custody.
- 3 Area or Sub Area Commander is authorised to arrange for the storage of such baggage locally in government buildings. If governmental buildings are not available, it may be stored in local buildings, depositories or banks, provided that no expenditure is incurred prior to mobilization.
 - 4 Detailed arrangements for all the above will be included in station and unit mobilization schemes.

The Garrison Engineer will be supplied with a statement showing the arrangements made for each unit at his station. On mobilization he will certify

and pass bills for storage to the CDA concerned for payment in accordance with the statement.

Charges incurred in connection with storage under private arrangements (*i.e.* without the authority of the area or Sub Area Commander) will not be admitted as a charge against government.

5 In the early stages of mobilization, the baggage referred to in para 2 above will be stored locally, if necessary, until the railway situation permits of its despatch to Centres.

6 The amount of baggage which will be conveyed to, and stored in, a Centre under para 2 above will be the baggage allowed by regulations to be carried free on change of station on permanent duty, less the field service scale of baggage and stores taken on service by the unit and personnel.

Quintals should be converted into cubic metres at one quintal per 0.75 cubic metres.

7 Furniture belonging to individuals will not be conveyed free at government expense. Arrangements will, however, be made wherever possible for its storage at the individual's peace station.

8 Vouchers in triplicate will accompany all baggage handed in for storage, and after being signed by the officer responsible for storage will be disposed of as follows:—

- (a) Original copy retained by the officer responsible for storage.
- (b) Duplicate returned to the individual.
- (c) Triplicate forwarded to the officer responsible for the maintenance of the individual's records.

Absence of vouchers will invalidate subsequent claim for compensation.

9 Compensation of loss, if any, will be admissible under the rules contained in Rule 346 *et seq* of P and A Regulations, for officers of the Army and Rule 262—*et seq* P and A Regulations—OR.

10 Area stores will be under the charge of the Military Engineer Services.

11 Store-keepers will be provided in the case of Area stores by the MES and in the case of other stores by the unit in whose lines, etc., the store is situated.

12 When defects in the condition of the store building or in the arrangements for the care of stores, are reported, a board will be assembled at once by the Officer Commanding station concerned.

The proceedings of the board will be forwarded to Army HQ accompanied by the recommendations of the authorities concerned, and an approximate statement of the cost of repairs, etc, recommended.

13 No expenditure in connection with the storage of baggage and stores on mobilization (including that on provision of additional buildings) will be incurred prior to mobilization without the sanction of the Government of India.

APPENDIX XVIII

Provision for embodiment of Territorial Army Units

(See Preface paragraph 1)

- 1 The provision of Mobilization Regulations will apply to all Territorial Army units, as modified hereafter.
- 2 Territorial Army units will only mobilize on receipt of specific orders from Army HQ. These orders will be notified to the units concerned and will be published in the gazette of India.
- 3 On receipt of the orders to mobilize, units will be embodied at their normal stations.
- 4 Mobilization schemes will be maintained in peace by all units in accordance with Mobilization Regulations.
- 5 Units will mobilize on the establishments on which functioning or ordered to function except that the temporary civilian personnel held in *lieu* against authorised establishment will be replaced by an equivalent number of enrolled personnel.
- 6 (a) It is anticipated that units will have assembled as under:—
 - (i) Provincial Units within 20 days
 - (ii) Urban Units within 10 days. } of the receipt of the order
for embodiment.

They will take up their operation role as soon as the Area/Indep Sub Area Commander pronounces them fit to do so.

- (b) Training will be carried out as for regular Army units to enable TA units to take up their operation role when so ordered.
- (c) Subject to any special moves which may be ordered, this intensive training will commence at the normal station of the unit.
- (d) The training will be carried out by the Unit Commander under instructions from Formation Commander concerned. Instructional staff, for this purpose will be found from within the sanctioned strength of the Battalion/Formation.

PERSONNEL

- 7 (a) Commanding Officers are responsible for keeping up-to-date in peace all arrangements for the calling up of the personnel of their units; and for ensuring that all ranks are acquainted with the methods by which they will be recalled on mobilization.
- (b) In the event of mobilization taking place the unit will be embodied by the following method:—
 - (i) Territorial Army Personnel—The necessary forms (IAFT-1707 and IAF (TA) 11) will be maintained in peace and, on receipt of the orders to mobilize, will be despatched in the special envelopes (IAF (TA) 8).

(ii) India Army Form T 1707, IAF (TA) 11 and IAF (TA) 8 will be checked at the end of the annual training and kept as part of the mobilization scheme. These forms will not be detached from the mobilization scheme for calling up personnel for training for which separate forms will be prepared. Envelopes IAF (TA) 8 will be marked "MOBILIZATION" in red manuscript. This will ensure prompt delivery by the postal authorities.

(c) No action with regard to the recall of personnel will be taken until the unit has received specific order to mobilize.

8 Additional instructors attached from regular units for the period of intensive training will rejoin their regular units when it is considered that they are no longer required. HQ Area responsible for the provision of these instructions and deciding when they are no longer required will be that in which the unit is located.

9 Those units which move out of their peace areas will demand recruits from the Recruiting Office responsible for their unit and will, if possible, provide the Recruiting Officer with such additional recruiting personnel as necessary. The Recruiting Office will obtain the recruits, have them medically examined, enrol them and hand over to a conducting party to be provided as required by the unit concerned. Arrangements for the despatch of the party will be made by the Commander responsible for local administration. Enrolment forms and all other documents will be despatched by the Recruiting Officers to the Officers Commanding unit concerned.

EQUIPMENT

10 In so far as the holding of mobilization equipment is concerned instructions contained in Chapter VI—War Equipment/Clothing Section 23—General, will be applicable to TA units also.

NOTE.—Mobilization equipment as authorised to TA units on their PE may be kept with the Ordnance earmarked solely for them.

11 Spare.

12 All heavy baggage and other things, not required by the unit on leaving its peace station for training station will be stored in that station under arrangements to be made by the Local Commanders.

RECORDS PAY AND ACCOUNTING

13 No depot will be formed. On mobilization, units will forward their record to the Record Office to which they are affiliated, together with any clerical staff exclusively employed on doing this work.

14 When embodied for service pay and allowances are admissible as for corresponding ranks of the regular army.

15 (a) Units of the Territorial Army on embodiment will continue to be on the war system of pay and accounts.

(b) The method of accounting for equipment and clothing will continue to be the same as if the unit is embodied for training in peace unless otherwise ordered.

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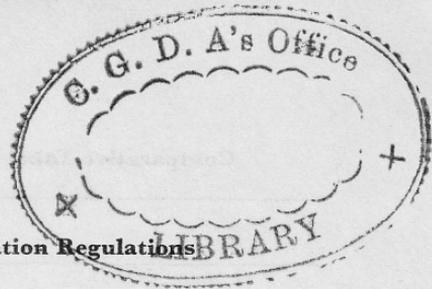
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Comparative Table I of Mobilization Regulations

Para in Mob Regs (India) 1940	Para in revised Mob Regs 1966	Remarks
1	2	3
1	1	
2	2	
3	3	
4	4	
5	5	
6	6	
7	7	
8	8	
9	9	
10	10	
11	11	
12	12	
13	13	
14	14	
15	15	
..	16	New Provision
17	17	
18	18	
19	19	
20	20	
21	21	
22	22	

Comparative Tabel I of Mobilization Regulations—(Contd.)

1	2	3
23	23	
24	24	
25	25	
..	26	New Provision
..	27 and 28	New Provision
28	29	
29	30	
30	31	
31	32	
32	33	
33	34	
34	35	
..	..	Blank
..	..	Blank
..		
38	38	
39	39	
40	40	
41	41	
42	42	
..	..	Blank
..	..	Blank
..	..	Blank
46	46	
47	47	
48	..	Obsolete

Comparative Table I of Mobilization Regulations—(Contd.)

1	2	3
49	..	Obsolete
..	..	Blank
..	..	Blank
..	..	Blank
53	53 and 54	Reconstructed
54	55	Reconstructed
55 and 56	56	Reconstructed
..	57	Blank
..	58	Blank
59 and 60	59	Reconstructed
61	60	
62	61	
..	..	Blank
..		
65	63	
66	64	
67	65	
68	66 and 67	Reconstructed
..	..	Blank
..		
71 and 72	69	Reconstructed
..	..	Blank
..	..	Blank
	..	
75	73	
76	74	

Comparative Table I of Mobilization Regulations—(Contd.)

1	2	3
77	75	
78	76 and 77	Reconstructed
79	78	
..	..	Blank
..	..	Blank
..	..	Blank
83	82	
84	83	
85	84	
86	85	
87	86	
88	87	
..	..	Blank
94	93	
95 } 96 }	94	Reconstructed
..	..	Blank
100	99	

Comparative Table I of Mobilization Regulations—(Contd.)

1	2	3
101	100	
..	..	Blank
..	..	Blank
104	103	
105	..	Obsolete
106	105	
107	106	
108	107	
109	108	
110	..	Obsolete
111	..	Obsolete
112	111	
113	112	
114	113	
..	114	New provision
116	115	
..	..	Blank
118	117	
..	..	Blank
120	119	
..	..	Blank
..	..	Blank
123	122	
124	123	
125	124	
126	125	

Comparative Table I of Mobilization Regulations—(Contd.)

1	2	3
127	126	
128	127	
..	..	Blank
..	..	Blank
131	130	
132	131	
133	132	
134	133	
..	..	Blank
..	..	Blank
137	136	
..	..	Blank
..	..	Blank
140	139	
141	140	
..	..	Blank
..	..	Blank
144	..	Obsolete
145	..	Obsolete
..	..	Blank
151	151	

Comparative Table I of Mobilization Regulations—(Contd.)

1	2	3
152	152, 153 and 154	Reconstructed
153	155 and 156	Reconstructed
154	157	
155	158 and 159	Reconstructed
156	159	Reconstructed
157 and 158	161 and 162	Reconstructed
159 and 160	160	Reconstructed
161	163	
..	164	New provision
..	..	Blank
..		
..		
166	166	
167	167	
168	168	
169	169	
170	170	
..	..	Blank
..	..	Blank
..	173	New provision
174	174	
175	175	
176	176	
..	..	Blank
..	..	Blank
..	..	Blank

Comparative Table I of Mobilization Regulations—(Contd.)

1	2	3
	..	Blank
	..	Blank
182	185	
..	182, 183 and 184	New provision
185	186	
..	..	Blank
..	..	
188	188	
189	189	
190	190	
..	..	Blank
..	..	Blank
..	..	Blank
194	194	
195	195	
196	196	
197	197	
198	198	
199	199	
200	200	
201	201	
202	..	Obsolete
..	..	Blank
..	..	Blank
..	..	Blank

Comparative Table I of Mobilization Regulations—(Contd.)

1	2	3
206	206	
207	207	
208	208	
209	209	
210	210	
211	211	
212	212	
213	213	
214	214	
215	215	
..	..	Blank
217	217	
218	218	
219	219	
220	220	
221	221	
222	..	Obsolete
223	..	Obsolete
..	..	Blank
225	226	
..	225	New provision
..	..	Blank
..	..	Blank
229	229	
230	230	
231	..	Obsolete

Comparative Table I of Mobilization Regulations—(Contd.)

1	2	3
232	..	Obsolete
233	..	Obsolete
234	234	
235	235	
..	..	Blank
..	..	Blank
238	238	
239	..	Obsolete
240	..	Obsolete
241	241	
242	..	Obsolete
243	243	
..	..	Blank
245 to 263	..	Deleted—no longer applicable.

Comparative Table II of Mobilization Regulations

Para in Revised Mob Regs 1966	Para in Mob Regs (India) 1940	Remarks
1	2	3
1	1	
2	2	
3	3	
4	4	
5	5	
6	6	
7	7	
8	8	
9	9	
10	10	
11	11	
12	12	
13	13	
14	14	
15	15	
16	..	New provision
17	17	
18	18	
19	19	
20	20	
21	21	
22	22	
23	23	

Comparative Table II of Mobilization Regulations—(Contd.)

1	2	3
24	24	
25	25	
26	..	New provision
27 and 28	..	New provision
29	28	
30	29	
31	30	
32	31	
33	32	
34	33	
35	34	
..	..	Blank
..	..	Blank
	..	
38	38	
39	39	
40	40	
41	41	
42	42	
..	..	Blank
..	..	Blank
..	..	Blank
46	46	
47	47	
..	48	Blank
..	49	Blank

Comparative Table II of Mobilization Regulations—(Contd.)

1	2	3
..	..	Blank
..	..	Blank
..	..	Blank
53 and 54	53	Reconstructed
55	54	Reconstructed
56	55 and 56	Reconstructed
57	..	New provision
58	..	New provision
59	59 and 60	Reconstructed
60	61	
61	62	
..	.. } .. }	Blank
63	65	
64	66	
65	67	
66 and 67	68	
..	..	Blank
	..	
69	71 and 72	
..	..	Blank
..	..	Blank
..		
73	75	
74	76	
75	77	

Comparative Table II of Mobilization Regulations—(Contd.)

1	2	3
76 and 77	78	
78	79	
..	..	Blank
..	..	Blank
..	..	Blank
82	83	
83	84	
84	85	
85	86	
86	87	
87	88	
..	..	Blank
93	94	
94	95 and 96	
..	..	Blank
99	100	
100	101	
..	..	Blank
..	..	Blank

Comparative Table II of Mobilization Regulations—(Contd.)

1	2	3
103	104	
..	105	Blank
105	106	
106	107	
107	108	
108	109	
..	110	Blank
..	111	Blank
111	112	
112	113	
113	114	
114	..	Blank
115	116	
..	..	Blank
117	118	
..	..	Blank
119	120	
..	..	Blank
..	..	Blank
122	123	
123	124	
124	125	
125	126	
126	127	
127	128	
..	..	Blank

Comparative Table II of Mobilization Regulations—(Contd.)

1	2	3
..	..	Blank
130	131	
131	132	
132	133	
133	134	
..	..	Blank
..	..	Blank
136	137	
..	..	Blank
..	..	Blank
139	140	
140	141	
..	..	Blank
..	..	Blank
..	144	Blank
..	145	Blank
..	..	Blank
151	151	
152, 153 and 154	152	Reconstructed
155 and 156	153	Reconstructed
157	154	Reconstructed

Comparative Table II of Mobilization Regulations— *Contd.*

1	2	3
158 and 159	155 and 156	Reconstructed
160	159 and 160	Reconstructed
161 and 162	157 and 158	Reconstructed
163	161	
164	..	New provision
..	..	Blank
..	..	Blank
..	..	Blank
166	166	
167	167	
168	168	
169	169	
170	170	
..	..	Blank
..	..	Blank
173	..	New provision
174	174	
175	175	
176	176	
..	..	Blank
182, 183 and 184	..	New provision
185	182	

Comparative Table II of Mobilization Regulations—Contd.

1	2	3
186	185	
..	..	Blank
188	188	
189	189	
190	190	
..	..	Blank
..	..	Blank
..	..	Blank
194	194	
195	195	
196	196	
197	197	
198	198	
199	199	
200	200	
201	201	
..	202	Blank
..	..	Blank
..	..	Blank
..	..	Blank
206	206	
207	207	
208	208	
209	209	
210	210	

Comparative Table II of Mobilization Regulations—*Contd.*

1	2	3
211	211	
212	212	
213	213	
214	214	
215	215	
..	..	Blank
217	217	
218	218	
219	219	
220	220	
221	221	
..	222	Blank
..	223	Blank
..	..	Blank
225	..	New provision
226	225	
..	..	Blank
..	..	Blank
229	229	
230	230	
..	231	Blank
..	232	Blank
..	233	Blank
234	234	
235	235	
..	..	Blank

Comparative Table II of Mobilization Regulations— *Contd.*

1	2	3
..	..	Blank
238	238	
..	239	Blank
..	240	Blank
241	241	
..	242	Blank
243	243	
..	..	Blank
..	245 to 263	Blank

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