

(34). The charge sheet is then handed to the Battery Commander for entry in the battery conduct sheets. (See Para. 37). The Brigade Sergeant Major then lays the Guard Report and Regimental Conduct Sheets before the Adjutant for checking and initials. As soon as this is completed the guard report is returned to the guard room. The guard report will be sent back to the brigade office by the N.C.O. of the guard as soon as it dismounts.

(35). It may be necessary to make entries to the regimental conduct sheets from the minor offence reports. These should be made by the Brigade Orderly Officer and checked and initialled by the Adjutant. (For entries to Regimental Conduct Sheets see K. R. & O. Para. 1919).

(36). The Brigade Sergeant Major is responsible that the guard report of the guard, which is then on guard, is laid on the O. C.'s table just before his office hour.

(37). The Charge Sheet after being completed by the Brigade Commander is entered in the Battery Conduct Sheets and checked in the same manner by the Battery Orderly Officer or section commander as though the Battery Commander made the award himself. But the name of the Commanding Officer must be given as having made the award.