

## (E).—INSTRUCTIONS TO PURVEYOR-GENERAL, HON. DR. SULLIVAN.

OTTAWA, April 10, 1885.

HON. DR. SULLIVAN,  
Kingston, Ont.

SIR,

I have the honor to inform you that you have been appointed Purveyor to the Medical Branch of the Militia Department, and, until further orders, with headquarters at Winnipeg, to which point you will proceed without any delay. Upon your arrival you will report by wire to the Major-General Commanding in the field, and you will be responsible to the Medical Officer in charge of the Troops in Manitoba and the North-West Territories, for the proper performance of your duties.

2. In all matters of discipline, you will be under the command of the Major-General, and you are bound to obey all orders issued by him, with reference to the duties of your department.

3. On all matters of importance connected with your duties, which do not admit of reference to me here, you will do well to address the Major-General Commanding, and obtain his opinion and advice. In all such instances, your reference will be made through the Medical Officer in charge, the Deputy Surgeon-General.

4. You will have the sole charge at Winnipeg, or at whatever point the Major-General Commanding may decide to fix the Base Hospital, of all buildings and surroundings, be responsible for their condition, inspect them frequently, at convenient hours, take instant steps to remove any defects which you may discover, or which may be brought to your notice by the Surgeon-Major Commanding the Hospital, or other inspecting officer.

5. Under you, steps must be taken for the cleanliness and order of the Hospital and its surroundings, and you will be responsible that they are kept in a perfectly clean state.

6. You will take care that the culinary arrangements for the Hospital are complete, that the cook and his assistants discharge their duties properly, that the cooking and all kitchen utensils are kept perfectly clean, that the patients' meals are properly prepared, and punctually served.

7. You will take every precaution to prevent any waste of fuel.

8. It will be your duty to see that the men employed in the kitchens are steady, cleanly, and instructed so as to make them efficient cooks after a short training. I shall endeavor to provide you with cookery books to aid you in this branch of your work.

9. You will report to the Deputy Surgeon-General from time to time the names of such of the assistant cooks, or of the hospital orderlies as, in your opinion, are fit to take charge as cooks of divisional hospitals, should such be established.

10. You will obtain every morning, from the Medical Officers in charge at Winnipeg, the name, regiment, rank, regimental number, and the date of admission, death or discharge, of every man treated in the Hospital.

11. You will be careful, on the admission of a soldier into the Hospital, to receive over his pack, etc., and to enter a list of the contents thereof in a pack store check-book which you will keep for that purpose. The condition of the man's effects when received must be indicated on the face of the list by initial letters, thus: 'N' for new, 'G' for good, 'B' for bad, and 'W' for worn, and great care must be observed in registering the articles correctly, so that no dispute may arise on the discharge of the man from the Hospital. A duplicate list is to be prepared and handed to the ward-master, or other non-commissioned officer in charge. The pages of the check-books are to be numbered consecutively, and in the index the name of each man is to be entered in regimental order, the number of the pack being specified against his name. On his discharge he is to receive the pack from the pack store, on the production of the said duplicate, duly receipted.