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MANUAL

OF

MILITARY COOKING.

PREPARED AT THE ARMY SCHOOL OF COOKERY.



LONDON:
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MANUAL

OF

MILITARY COOKING.

GENERAL INSTRUCTIONS.

Kitchens.

Everything connected with the kitchen should be scrupulously clean.

The walls of the kitchen will be swept in the early morning, before they become damp from steam.

The windows will be cleaned at least once a week ; during the day they will be kept open at the top, to ventilate the kitchen and to allow the steam to escape.

Duties of Serjeant-Cook and Cooks.

The serjeant-cook will have complete control over the cooks of his regiment or battalion, who should receive their orders from him.

He will detail each cook to the apparatus suitable for preparing the various dishes required for the following day, dividing the work so that each man may know what he has to do, in addition to the cooking for his company.

He will afford every facility for varying the diet of the several messes, so that each company may have a complete change daily throughout the week ; and will arrange that the companies using the oven one day, shall have the use of the boilers and steamers the next day, and so on.

He will be personally responsible that no misappropriation of any kind whatever takes place, and should be present when the milk is issued with a list of the quantities ordered, to ensure that each company receives the correct amount.

Groceries should be received by the serjeant-cook, who will weigh each day the quantities of the various articles received for each company, and satisfy himself that they agree with diet sheet and are the correct quantities for the number of men in mess. He will then lock them up in a cupboard, and retain the key. He will issue

the various articles to each company-cook, and will see that the full quantity as issued is actually used, and that it is prepared by the cooks according to the instructions given.

When imparting instruction, the serjeant-cook should illustrate his meaning by taking any particular dish and preparing it himself, giving full details during its preparation. When at some future time the same dish is again being prepared, he will see that his previous instructions are carried out, checking errors on the part of the cook. Patience and tact are required, especially with young soldiers, in training them in their duties as cooks.

When assistant cooks are allowed they should be trained under the close supervision of the serjeant-cook with a view to replacing the cooks when required.

The meat when issued to the cook will be at once placed in the dish belonging to the particular mess for which it is intended, care being taken to mark the dish with the number of the mess or room.

When nets are used for vegetables, &c., a tablet or piece of wood, with the number of each mess plainly marked thereon, should be attached to each.

Cooks should not be allowed to have their meals in the cookhouse.

Smoking is not permitted in the kitchens.

Cleaning Utensils.

New utensils will be cleaned before they are used.

A new iron pot should first have a handful of sweet hay or grass boiled in it, then be scrubbed with sand and soap ; afterwards clean water should be boiled in it for about half an hour. A new tin should be filled with boiling water in which a spoonful of soda has been dissolved, and placed over the fire to simmer ; afterwards it should be scoured with soap and rinsed with hot water, the soda renders soluble the resin used in soldering.

Tins can be kept clean by rubbing them gently with sifted wood ashes. A copper stewpan or vessel can be cleaned with fine sand and salt, in the proportion of half salt to that of sand, then rubbed thoroughly with the hand or a brush. If there be any stains a lemon (or vinegar) may be used to remove them.

Colanders should be well rinsed with boiling water, dried, and the frame cleaned and polished with whiting, care being taken that no particle of dust remains on it before hanging up for future use.

Steamers, dishes and other tin ware should be well washed in soap and soda water and polished with whiting.

Previous to use, all utensils should be thoroughly clean, and, when possible, exposed to the sun daily. The practice of keeping them in cupboards until required for use should be discouraged.

All utensils, after being used, should at once be filled with hot water and placed over the fire to scald thoroughly, then cleaned and well dried.

Grease remaining in a vessel will make it rancid, and moisture will rust it.

In washing any greasy utensil it is better to use the hand instead of flannel, as the latter retains the grease.

Knives and forks (unless plated) should be cleaned with brickdust and flannel, and, if rusty, rubbed with a fresh-cut potato dipped in ashes.

Plate or plated articles can usually be kept clean and bright by washing them with soap and boiling water, rubbing them dry whilst hot with soft cloths.

Utensils with bone, ivory, or wooden handles should never be placed in hot water.

Large knives, flesh forks, choppers, ladles, bowls, &c., should be well washed with hot water and soda, and afterwards polished with brickdust; they should be at once cleaned after use and put in their proper places in the kitchen.

The meat block and benches should be well scraped, and then scoured with hot water, soap, and soda, and be used for no other purpose whatever, except that for which they are intended.

APPARATUS IN GENERAL USE IN THE SERVICE.

Management of Warren's Improved Apparatus.

After use the fire should be drawn, and the apparatus allowed to cool down, close the furnace and ashpit doors, then remove the soot cap at the bottom of the stove pipe, insert the flue brush, clean the flue and the top of the oven, sweeping from side to side, close the soot cap and damper in the flue, open the soot caps on top of the oven, sweep the top and sides of it. Close the soot caps, remove the cover under the oven door, clean out the ashes and soot with a rake, sweeping well out with a flue brush, replace the cover, open the ashpit and furnace doors, clean out the furnace, empty the ashpit, and fill it with water. Lay the fire with ½ a lb. of wood and 7 lbs. of coal. Close the furnace and ashpit doors. Fill the boiler to the gauge tap. In the morning open the ashpit and furnace door. Light the wood and close the furnace door. With a moderate fire the water should boil in 1 hour, the oven be ready for cooking in about 45 minutes, and the hot plate for frying in 30 minutes. When the water boils, the coffee should be made, and the boiler refilled and the fire replenished for dinner, closing the damper slightly, until the cooks resume their work after breakfast. Should the cooker supplied for green vegetables or pea soup be required for dinner, it must be placed on immediately after breakfast has been served. When the dinners have been cooked and served, the boilers should be refilled for washing up. After the required quantity of water has been issued for cleaning purposes, the boiler should be refilled again, and the fire banked up for tea.

General Instructions.

1. Avoid the use of the rake; it is only required for cleaning purposes.

2. To economise fuel and ensure the apparatus working satisfactorily it must be cleaned out every day when in use; also keep the space above the bridge clear, and the fire bars free from clinkers.

3. A good fire must be maintained while cooking the dinner; when it requires replenishing, ease the fire with a poker, pushing the live coal to the back, placing the fresh in front, adding not more than 5 lbs. of coal; if more than this quantity is added, it will invariably choke the fire and stop the draught.

4. The cooker in front is intended for soups, rice, vegetables, puddings, hams, porridge, &c., but should never be used for tea or coffee. It may be used for providing an extra supply of hot water.

5. Cinders must not be used till after dinner; then sufficient should have been saved from the day's consumption of coal to prepare the tea.

6. All cookers when not in use should be clean, thoroughly dried, and kept in a dry place ready for use.

7. During the process of cooking stews by steam they should be frequently stirred; the dishes in the oven moved about. When there are no potatoes to be cooked, the cookers can be used for steaming puddings. Care should also be taken that the water from the condensed steam is occasionally drawn off.

8. Should the whistle on the feed pipe indicate that the boiler is empty, it must be refilled at once. If this should happen during the cooking of the dinners, the boiler must be filled with hot water, so as not to reduce the pressure of the steam.

Dean's Iron Ovens.

The oven is an iron box, which can be closely shut, with a furnace underneath, surrounded by patent fire lumps, and enclosed in a cast-iron frame.

There are three sizes in use in the service, viz., the 2-dish, rated to cook for 25 men, the 4-dish to cook for 50 men, and the 8-dish to cook for 100 men. After being in use, the oven should be allowed to cool, and then thoroughly cleaned by opening the soot caps and oven dampers above the folding doors; then insert the flue brush and clean the top of the oven. Close the soot caps and oven dampers, open the doors on top, and remove the back and side soot caps, insert the flue brush and sweep well down the back and sides of the oven, replace the soot caps and close the doors on top; remove the soot caps above the furnace doors, and with a rake clear the soot from the back and sides of the oven, sweeping well out with a flue brush; close the soot caps, open the furnace, sweeping on either side with a cinder brush; empty the ashpit and fill it with water.

If required the following morning, lay the fire with 1 lb. of wood and 10 lbs. of coal; close the furnace and ashpit doors. In

the morning open the furnace and ashpit doors, oven dampers and damper in the flue; light the wood and close the furnace door. Each fire should be allowed to burn well down before replenishing, then take the rake and clear the bars, pushing the live coal to the back of the furnace, and adding fresh coal in front. With the 8-dish oven the fire should never be replenished with less than 10 lbs. of coal, the 4-dish 7 lbs. of coal, and the 2-dish 5 lbs. of coal. During the time the 8-dish oven is in use, should one side appear to get hotter than the other, the oven damper on the hottest side should be closed until the other side is brought to the same temperature, then opened again.

When the oven is sufficiently heated, which can only be ascertained by experience, it should be damped down, by having a clear fire, free from smoke, closing the ashpit and furnace doors, oven dampers, and damper in the flue, leaving the slide of the ashpit door open.

During the time the oven is in use, the folding doors should be opened as seldom as possible. An iron oven takes one hour to bring to the required heat. Including the fuel necessary to keep it hot while the food is being cooked, it will take 60 lbs. of coal.

Dean's Steel Boilers.

Dean's steel boilers are surrounded by patent fire lumps and fitted in a cast-iron frame. They are rated to cook for 50 men each; one, however, will not cook for 50, though two will cook for 100, as it is impossible to prepare soup and steam potatoes on the same boiler, and reserve a separate one for tea. Each boiler will contain 20 gallons of water; after being in use they should be removed from their bearings and thoroughly cleaned outside and inside, the flue swept as far as can be got at with the flue brush, sweeping round the frame with the cinder brush, cleaning out the furnace, emptying the ashpit, and filling it with water.

If for use the following morning, lay the fire with 1 lb. of wood and 7 lbs. of coal, replace the boiler in its bearings, place in the required quantity of water for breakfast, put on the lid, and damp the boiler down by closing the ashpit and furnace doors and damper in the flue.

In the morning the fire should be lighted by opening the ashpit and furnace doors, and damper in the flue, then light the wood and close the furnace door. As soon as the water boils the coffee should be made, and the fire drawn and placed under another boiler if required for dinner; if not, the cinders should be placed in the ashpit for use at some future time.

To keep the boiler on the simmer, draw the fire off the fire bars on to the dead lump in front of the furnace door, leaving a few live cinders on the fire bars; close the ashpit door and damper in flue to within 1 inch, leaving the furnace door open. To bring the contents

of the boiler to boil again, push the fire back on to the fire bars, close the furnace door, and open the ashpit door and damper in flue.

In steaming over a boiler, it should be three parts full of water and at a sharp boil before the steamer is placed over it.

Dean's Combined Cooking Apparatus.

Before lighting the fire, thoroughly rake out any ashes or coal from the flue at the back of the furnace.

The fire damper should be used only for :—

(*a*) First lighting fire ; to be closed after half-an-hour.
(*b*) Reviving the fire quickly.
(*c*) Heating water for baths quickly.

Of course the opening of this damper greatly increases the fuel consumption and lessens the heating of the hot plates, ovens and boilers.

The oven damper—right.

Full open for oven ; right hand.

Half open for (*a*) stock pot over oven ; (*b*) hot plate over oven.

The boiler damper.

Controls (*a*) the boiler on left hand ; (*b*) oven left hand top heat.

The oven damper—left.

Controls the oven left hand bottom heat.

Any of the dampers may be closed, concentrating the whole of the heat from the furnace upon that portion of the apparatus controlled by the open dampers.

The apparatus may be damped down by closing entirely the furnace and ashpit doors and all dampers, leaving one slightly open to allow the smoke to pass away ; the fire will then remain in for several hours.

To ensure regularity in the working of the apparatus it must be swept and cleaned out every evening after use. To clean the flues : remove all the steamers and cookers, the left hand boiler and boiler over furnace, the loose hot plates over furnace, six soot doors in the hood, and the soot doors under the oven, open all the dampers.

Commence sweeping from the uppermost soot door above the dampers, down through each flue, passing the dampers to each of four soot doors over the hot plates.

From each soot door over the hot plates sweep well down the backs of ovens, also the boiler flue and back of the centre boiler, into the furnace.

Sweep out all soot from the flues which surround the removed boiler and the tops of the ovens into the furnace, rake out all soot and ashes from the flue under the boiler at the back of the furnace and thoroughly sweep down the right-hand side flue of the large oven.

Thoroughly rake out all the soot and ashes from the furnace, leaving the fire bars perfectly clear, also rake down through the slots in the fire cheeks, forming the sides of furnace to clear the down cast flue.

From the front soot doors under the ovens thoroughly rake out all the soot and ashes each side of the iron flue, breaks and midfeathers, taking care that the flues at the back of the ovens are reached and the under sides of oven bottoms are well scraped.

Sweep, externally, the left-hand boiler and replace, replace the soot doors, clean up the whole of the apparatus, replace the various fittings and the apparatus will be ready for use.

Lay the fire with 1 lb. of wood, 20 lbs. of coal.

It is most essential in any apparatus that the cook should make himself thoroughly conversant with the run of the flues and the action of each damper in the regulation of the heat to each part.

Richmond Cooking Apparatus.

Is composed of two distinct parts. (A) consisting of oven and steam chambers, hot plate and boiler for generating steam, also providing water for tea or coffee. (B) portion consists of soup or vegetable boiler and stock pot. There are two sizes in use. The small apparatus will cook for 50 men. The larger cooker will cook for 150 men.

Management of the (A) *Portion.*

After use this portion of the suite should be cleaned by removing the fire, clearing out the furnace and ashpit, closing the furnace and ashpit doors, and the damper in the flue. Open the cover over the boiler damper, insert the wire brush and thoroughly clean the tubes of the boiler, sweep the top of the oven with a flue brush, close the boiler damper and cover. Open the right soot cap below the oven doors, insert the flue brush, sweeping from right to left, close the cap, open the soot cap on the left, sweeping to the left, close the cap. Open the small soot door at the left hand side of the lower oven cleaning the back of the ovens. Close the door and open the three soot caps at the bottom, and with a rake remove any soot and ashes that may have accumulated at the bottom. Clean out the ovens, replace the gratings, close the doors. Open the doors of the steam chambers, remove the gratings, washing them with a solution of hot water and soda, wiping the sides and bottom of the chambers, replace the gratings, close the doors. Empty the condensing box, thoroughly clean the latter, fill with clean water and replace it. Open the valve on top of the boiler. Fill the boiler with the required quantity of water ; this is judged by watching the gauge glass and the indicators on the metal protector. Lay the fire with 1 lb. of wood and 7 lbs. of coal, replace the bullseyes on the hot plate. To light the fire open the furnace and ash-pit doors, the boiler damper, and the damper in the flue, light the wood and close the furnace door. When the fire has burned down take the small poker and push the live coals to the back of the furnace, keeping the bridge clear, placing the fresh coals in front, adding not less than 7 lbs. When one or both of the steaming chambers are required for breakfast, immediately the water boils the valve must be closed and the

steam forced into the chambers, maintaining a fairly good steam. If, on the other hand, the steamers are not required, the fire should be damped down when the water reaches boiling point by closing the boiler and flue dampers, just allowing sufficient draught to carry off the smoke. As soon as the breakfast has been served, the boiler should be refilled, the fire replenished, and the apparatus damped down. On the resumption of the cooking for dinner, the damper in the flue should be opened and the heat directed round the oven.

When preparing the meat for roasting or baking, the largest joints should be done first and placed in the hottest part of the oven, and as each subsequent joint is ready the first joint must be moved to another part of the oven to make room for the next joint, and so on, in order that each piece of meat may be browned on the outside before being placed finally in the position best suited for it to cook in.

With the larger apparatus it has been found convenient to reserve the left hand steaming chamber for meat and puddings, and the right hand chamber for cooking potatoes and other vegetables.

With the 50 men cooker, the higher portion of the steaming chamber should be reserved for meat and puddings, the lower chamber for vegetables, &c. As soon as the dishes to be cooked by steam are ready, the valve should be closed until the steam gauge registers from 2 to 3 lbs. pressure ; the steam should then be turned on the chamber in use ; maintaining this pressure as far as possible. Vegetables can be placed on the steam according to the time they take to cook. Potatoes should be put in the chamber about 45 minutes before the dinner hour, the whole of the pressure of steam being forced on them by slightly closing the tap of the chamber containing the meat dishes, keeping up a fairly good supply of steam until the potatoes are cooked. During the cooking the overflow box of the condenser must be emptied when necessary.

(B) Portion.

Management of the Stock Pot and Vegetable Boiler.

This portion of the cooker has been designed for making soups, porridge, boiling rice and green vegetables, also for making stock. The boilers are fitted with wire baskets, the stock pot basket having three compartments as receptacles for the three grades of bones. The two boilers are fixed close together in a cast iron frame and are heated by one fire.

The capacity of the stock pot is 15 gallons, that of the vegetable boiler 25 gallons.

The heat can be directed on either of the boilers, or may be allowed to pass into the flue direct as desired by the cook.

To clean out the flues, &c., the fire must be removed, furnace and ashpits cleaned out. Close the dampers. Open the soot caps in the flue, sweep both sides of the flue well down, close the caps ; then open the soot doors on either side of the boiler tops, cleaning the sides of the boiler, raking out the soot with a rake. Lay the fire

with 1 lb. of wood and 4 lb. of coal. Close the furnace, open the lids of the boiler, remove the bones from the stock, empty the pot. Wash out with hot water and soda, rinse out with clean warm water, replace the stock, remove the bones from the basket, discard the No. 3 bones, wash the basket, replace the bones. Change the tallies, and put the basket in a cool place. Clean out the vegetable boiler, fill 3 parts with water. In the morning, light the fire, first opening the furnace and ashpit doors and dampers, light the wood and close the furnace doors.

When the fire requires replenishing push the live coals to the back, adding the fresh in front. Close the stock pot damper, directing the heat on the larger boiler. Should the latter not be required for breakfast the dampers may be closed just sufficient to maintain combustion.

Brick Oven.

Consists of a brick chamber, generally circular in shape, with a low roof not exceeding 20 inches in height. A furnace, constructed in one side, the flame and heat of which passes through the oven to a flue in the opposite side, causes the chamber to become very hot, the heat being maintained until the food placed in it is cooked.

When required for use, the fire should be laid the previous night with 1 lb. of wood and 15 lbs. to 20 lbs. of coal, and the furnace door closed.

In the morning, open the furnace, ashpit doors, and the oven door, remove the fire block from the mouth of the furnace, close the oven door, open the damper in the flue, light the wood, and close the furnace door.

Each fire should be allowed to burn well down before replenishing, then take a rake and clear the bars, pushing the live coals to the back and adding the fresh in front. The fire should never be replenished with less than 15 lbs. of coal. When the oven is sufficiently heated, which is ascertained by looking through the hole in the oven door, and if the soot is all burnt off the top and sides, and the bricks have a bright red appearance, it is ready. Then open the furnace door and see that the fire is perfectly free from smoke ; if it is, close the furnace and ashpit doors, open the oven door, replace the fire block at the mouth of the furnace, and clean out the oven with a damp broom or scuffle, close the oven damper and door for a few minutes to allow the dust to settle.

The hottest part of the oven being near the furnace, the larger and coarser joints should be placed there. After being in 1 hour they should be taken out, turned and replaced in the oven until done.

Too much water should not be placed in the dishes, as the steam tends to lower the heat. After a little practice, the heat can be ascertained by merely taking hold of the handle of the oven door, or by placing the hand in the oven.

The door should be opened as seldom as possible. The time a brick oven takes to heat depends upon its construction and the

quality of coal used ; as a rule, about 1 hour with 50 lbs. of good Newcastle coal, and 2 hours with 200 lbs. of Scotch coal.

Soyer's Stove.

This consists of a 12 gallon boiler contained in an iron cylinder, at the bottom of which is a small fire-place. It will boil vegetables, puddings, &c., for 50 men ; it makes a good stock-pot in the field.

FUEL.

It will be obvious that a careful and economical use of fuel will be necessary, in order to carry out the system of messing as now approved. It has been practically demonstrated that with careful supervision, the regulation allowance is barely sufficient to meet all requirements. The following remarks are issued for information on this subject.

1. The allowance of coal for the cookhouse should be issued daily to the serjeant-cook, and care should be taken that an undue amount of slack is not included.

2. The serjeant-cook will be held responsible for the economical consumption of coal, and it will be his duty to regulate the fires, using no more than are necessary for the cooking required. By consulting the Regimental Diet Return, the serjeant-cook will be able to arrange beforehand how his cooking apparatus can be used to the best advantage.

3. Cinders should be carefully preserved, as in some cases they are as valuable for fuel as coal.

4. The following rules for regulating fires and furnaces should be observed :—

(*a*) Fires should not be kept burning longer than necessary ; for instance, when soup has reached its boiling point, a portion of the fire should be withdrawn, also when the brick ovens are heated to the required pitch, the fire should be at once removed and the food cooked by the stored heat.

(*b*) After fires have been used, but are required subsequently, they should be banked up by placing damp cinders on them, and the ashpit door and damper closed, leaving only sufficient draught to carry away the smoke, the furnace door being kept open.

(*c*) In replenishing a fire, the live coal should be pushed to the back of the furnace, the fresh coal being added in front. By so doing, the fresh coal becomes gradually consumed, and the heat of the fire is not reduced.

The fuel usually issued for cooking in the service consists of wood, coal, coke, charcoal, and turf or peat.

Wood in barracks is simply issued for kindling purposes, and the allowance is 1 lb. for each 40 lbs. of coal or coke.

The allowance of coal for Warren's apparatus is 3 lbs. per man per week.

With all other apparatus it is 5 lbs. per man per week.

Coal.

The coal mentioned in the scale is seaborne coal or coal rated as such. 100 lbs. of 2nd quality coal, 80 lbs. of coke, or 1 kish of turf of 20 cubic feet will be considered equivalent to 80 lbs. of 1st quality coal.

Coke.

Coke is coal, the bituminous qualities of which have been extracted by heat in closed chambers. A ration of coke is 1 lb., but it is seldom issued for cooking purposes.

Charcoal.

Charcoal is wood charred in chambers made as airtight as possible.

Turf or Peat.

Turf or peat is a substance of vegetable origin, and, when in a dry state, is issued for kindling purposes—$\frac{1}{100}$ kish being equivalent to 1 lb. of kindling wood. It should not be disturbed while burning.

Fires.

The fire should be prepared as follows:—Cut the wood into small strips, care being taken that it is quite dry, then place small pieces of coal on each side of the furnace, place half the wood crossways, the ends resting on the coals, the remainder lengthways, which will allow the air to pass through, cover with moderate sized pieces of coal and light it at the bottom.

The amount of wood and coal required to lay a fire for each apparatus will be:—

Description.	Wood.	Coal.
	lb.	lbs.
Warren's		4
Dean's, 2-dish		5
„ 4 „	½	7
„ 8 „	1	10
Steel Boilers	1	7
Brick oven	1	15

Refuse.

The refuse must be collected after meals by the orderly men of each mess, and taken to the tubs provided, and on no account is it to be allowed to accumulate in the barrack-rooms. The orderly corporal or N.C.O. in charge of each room is responsible that this is done.

Conditions of sale vary much in the service, the principal ones are—that the contractor be held responsible that all refuse is taken from the barracks at least once every day. The contractor to provide the necessary tubs, &c., to contain the refuse. All articles of refuse to be considered the property of the contractor.

The contractor to be held responsible for any nuisances arising through his neglect of the contract.

The money received for the refuse is credited to the men's messing.

To preserve their sanitary condition, the tubs should be frequently scalded out with water, to prevent any smell, and the outside whitewashed.

Stock-Pot.

A stock-pot will be established to provide good soup and gravies. It consists of a cooking utensil, either a boiler or large boiling pot, into which should be placed all available bones, &c., such for example as are collected when the ration meat is cut up, in preparing boned and rolled meat, meat pies, meat puddings, stews and curries. This boiler should be kept gently simmering for 4 to 5 hours daily immediately before its contents are required for use. If the ration meat is properly boned, it will provide soup for the men of a battalion daily at a nominal cost of peas, lentils, vegetables, &c.

In order to ensure a constant change in the stock, and that no bones remain longer than 3 days in the pot, the following system should be adhered to. The bones extracted from the meat rations on the first day should be placed in a net with a tally attached before being boiled, the bones of the second and third days should be similarly treated ; after the third day the bones boiled upon the first day should be removed, and similarly the bones of the subsequent days, the stock being continually replenished from day to day. The bones should always be removed from the stock before the vegetables and other ingredients are added. They should be carefully drained, placed in a dish, and kept in a cool dry place until required the following morning. Every effort should be made in a regimental cookhouse to reserve special boilers or boiling-pots for making stock, in order that, if possible, the surplus portion of unused stock should be carried on from day to day. This process adds considerably to the strength of the soup made.

The amount of water to be added to the bones in making stock must depend on the quantity of the bones. It must be understood that when the stock is not required for soups, gravies, &c., it should be used in preparing dishes such as curries, stews, meat and sea pies, meat puddings, bakes.

Dripping.

Dripping is the oil extracted from the fat of all kinds of meat during the process of cooking, and forms a valuable aid to military cookery. It not only provides all the fat required for—

1. Preparation of all paste ;
2. Puddings ;
3. Issues in lieu of butter for breakfast and tea ;
4. Frying purposes ;

but the surplus can be sold and the money credited to the messing fund. Thus a considerable saving is effected in the messing expenses of a unit. Every precaution should be taken by all concerned that no fat is wasted and that the dripping handed into store for issue is clean, sweet and free from moisture and all disagreeable flavour. It should be firm and vary in colour from white to pale straw. If dirty or dark brown in appearance, it has either been indifferently clarified or burnt. Fat that is the least scorched should not be accepted, as it will taint everything it may be mixed with. Dirty dripping must be returned to the cook for thorough clarifying before it is taken over. The ordinary ration of 12 ozs. should yield not less than ½ an oz. of dripping which is obtained as follows, and is divided into the two classes :—

First Class dripping is made from the surplus suet issued with the ration meat.

Second Class dripping is the liquid fat that accumulates on the surface of stocks, stews, bakes, pies, &c., and that which settles on the bottom of the dishes when roasting. This fat must be carefully removed before the dishes leave the kitchen ; not only to provide dripping, but to render the food appetising, palatable and easily digested. To prepare the above and make it fit for use, it must be clarified in the following manner :—The liquid fat, when skimmed off the dishes, is put into a dish to cool and harden into a solid cake. It is then cleaned, broken up into pieces, put into a clean dish with about 1 quart of water, placed in an oven or on a hot plate and allowed to boil rapidly, all scum being removed as it rises to the surface. When the water has evaporated and the fat becomes clear, strain it into a clean dish and allow to cool ; when firm, turn it out in a solid block and carefully scrape away any particle of dirt or impurity that may be adhering to the bottom. This class of dripping must be kept distinct from the other and only issued for savoury pastry and frying. First Class dripping is made as follows :—

After the surplus suet has been collected, it should be cut up into small pieces, the smaller the better, or passed through a mincer, then put into a dish or pot, barely covered with water, put into an oven or over a fire and allowed to boil rapidly until the water has evaporated and the pieces of fat become a light brown colour, then allowed to partly cool, strained through a colander into a clean dish, allowed to harden, turned out and scraped clean as directed for Second Class dripping.

Care must be taken when cutting away the suet from the meat that only the surplus is removed ; for instance, the outside fat must not be taken off unless it be excessive. Should it be necessary to do this, the meat must be weighed to ascertain the loss in fat ; if the fat is out of proportion to the lean the matter should be reported.

An account of all dripping saved, issued or sold, should be kept by the quartermaster on the forms issued for this purpose. Issues to companies, for any purpose, should be supported by an entry in the messing book. The serjeant-cook should not keep the daily dripping return, he is only responsible for the amount saved, and on handing it into store must obtain the signature of either the quartermaster or quartermaster-serjeant in his book, for the amount handed over.

Dripping should be issued, as far as possible, according to the following scale :—

For what purpose.	Amount.	Quality.
Tea or breakfast	1 oz. per man	First Class.
Plum puddings	4 ozs. to each lb. of flour	
Currant rolls	„	
Jam rolls	„	
Currant pudding	„	
Raisin „	„	
Date „	„	
Treacle „	„	
„ tarts	„	
Jam „	„	
Apple or fruit tarts	„	
Bread puddings	2 ozs. to each lb. of pulp	
Plain suet puddings	6 ozs. to each lb. of flour	Second Class.
Meat pies	4 ozs. „	
Sea „	„	
Meat puddings	„	
Dumplings	„	
Frying fish, deep frying	about 4 lbs. per company of 60 men	
„ „ dry „	„ 2 lbs. „	
„ liver, without bacon ...	„ ½ lb. „	
„ eggs „ „ ...	„ 1 lb. „	
„ „ with bacon	„ ½ lb. „	

(*Appendix B.*)

_____ Regiment.

QUARTERMASTER'S DRIPPING RETURN.

Monthly Balance Sheet.

Date.	Average No. in Mess.	Dripping saved during Month.		Issued free to Companies.		Surplus Sold.		Value At___ per lb.			Remaining on Hand.		Remarks.
		lbs.	ozs.	lbs.	ozs.	lbs.	ozs.	£	*s.*	*d.*	lbs.	ozs.	
Carried forward from last month													

Date _____ 191 _____ *Quartermaster.*

Place _____ _____ *Regiment.*

(*Appendix C.*)

_____ Regiment.

QUARTERMASTER'S DAILY DRIPPING RETURN.

For the Month ending _____ 191 __.

Date.	No. of Men in Mess.	Total Dripping used.		Signature of Serjt.-Cook.	Issued.																		Signature of Quartermaster - Serjt. as to issue.
					A Coy.		B		C		D		E		F		G		H		Band.		Total issued.		
		lbs.	ozs.		lbs.	ozs.	lbs.	ozs.	lbs.	ozs.	lbs.	ozs.	lbs.	ozs.	lbs.	ozs.	lbs.	ozs.	lbs.	ozs.	lbs.	ozs.	lbs.	ozs.	
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Total					Total																										Grand total.	

Place _____ _____ *Quartermaster.*

Date _____ _____ *Regiment.*

(B 10957)

MEAT.

Ration Meat is supplied in the Service under Contract in two ways :—

(i) By the Live Cattle Contract, at stations where Government abattoirs exist, under which the cattle are provided by the contractor, but slaughtered, and the meat issued by the Army Service Corps. Under this form of contract there is a two-fold inspection, firstly of the live animal, and secondly of the meat after slaughter. Rejections may be made at either inspection.

(ii) By the Meat Contract, at Stations where there is no Government abattoir, under which the meat is supplied ready for issue by the contractor, and inspected on delivery.

The general conditions of contract governing the class, quality, age, sex, etc., of the meat to be supplied under each system are the same. These are as follows :—

Beef will be supplied to the troops on six days in the week, and mutton for the remaining day.

The beef on four days in each week must be fresh, and frozen beef may be issued on the other two days. The mutton may be frozen.

The right is reserved to issue Preserved Meat from Government stores whenever thought fit. Such issues are limited, as far as possible, to one issue per month, and will be in lieu of fresh Beef.

The meat must be well-fed, good, sound, sweet and wholesome—the beef must be Ox, not under two nor more than five years old, or Heifer and Cow, not under two nor more than four years (48 months) old ; the mutton, Wether or Maiden Ewe, not more than four years old. Carcasses of sheep weighing less than 50 lbs. are not to be received.

The term "fresh beef and mutton" means cattle and sheep slaughtered in the United Kingdom, and afterwards neither frozen nor submitted to a longer chilled process than is usual in the trade at Deptford and Birkenhead.

The conditions governing the dressing of fresh meat are as follows :—

Cattle.—Oxen, the root of the pizzle is not to be removed, nor any portion of the cod fat.

Heifers and Cows.—No portion of the udder to be cut away.

Sheep.—Wethers, the pizzle is not to be removed.

Ewes.—No portion of the udder is to be cut away.

Frozen Beef and Mutton is meat slaughtered outside the United Kingdom and imported in a frozen state. The special conditions governing the supply of such meat are as follows :—

Beef.—The quarters are to weigh from 170 to 200 lbs.

Mutton.—Wethers only are to be accepted, carcasses to weigh from 50 to 70 lbs.

Frozen beef and mutton must be thoroughly and carefully thawed prior to issue, and must be in sound condition and free from damage.

General conditions affecting all meat.—Meat, whether beef or mutton, which is excessively fat, will not be taken unless the contractor consents to remove all surplus fat. In beef, surplus fat is the excessive fat at the kidneys, pelvic cavity, cod fat and udder. In mutton, that on the back and in the region of the kidneys. If the kidneys are removed, the kidney fat must also be taken out.

Delivery.—The ration beef is to be delivered in quarters, the fore and hind quarters alternately, the bone from 4 inches above the knee and upper hock joint to be either excluded, or allowed for in the weight. Mutton is to be delivered in carcasses, excluding heads and shanks from below the knee and hock joints.

Inspection.—In addition to the inspections already referred to, a further inspection may be made by a specially qualified officer, who has power to reject meat already passed. As a result of such an inspection the contractor may be fined within the terms of the contract. In the event of any rejections, the contractor has the right to appeal to the Officer Commanding at the station, and finally to the General Officer Commanding.

Extra ration meat when required, in accordance with the specification, must be supplied by the contractor, to the extent of a quarter of a pound for each soldier included in the ration return, for use in Regimental Recreation Rooms and for other similar purposes, payment for the full amount at contract rates being made monthly by the corps direct to the contractor.

Ration meat when passed, will, if so directed, be cut up, divided and weighed by the contractor, but when cut up by the troops, an additional weight of one per cent. shall be allowed, free of charge by the contractor, to cover losses of cutting up.

The joints in beef and mutton.—Beef :—After slaughter the ox is chopped down, *i.e.*, divided into two sides. Each side is subsequently divided into two quarters, the divisions taking place between the twelfth and thirteenth ribs.

The usual custom in the service is to "joint" the quarters as follows (*see* plate) :—

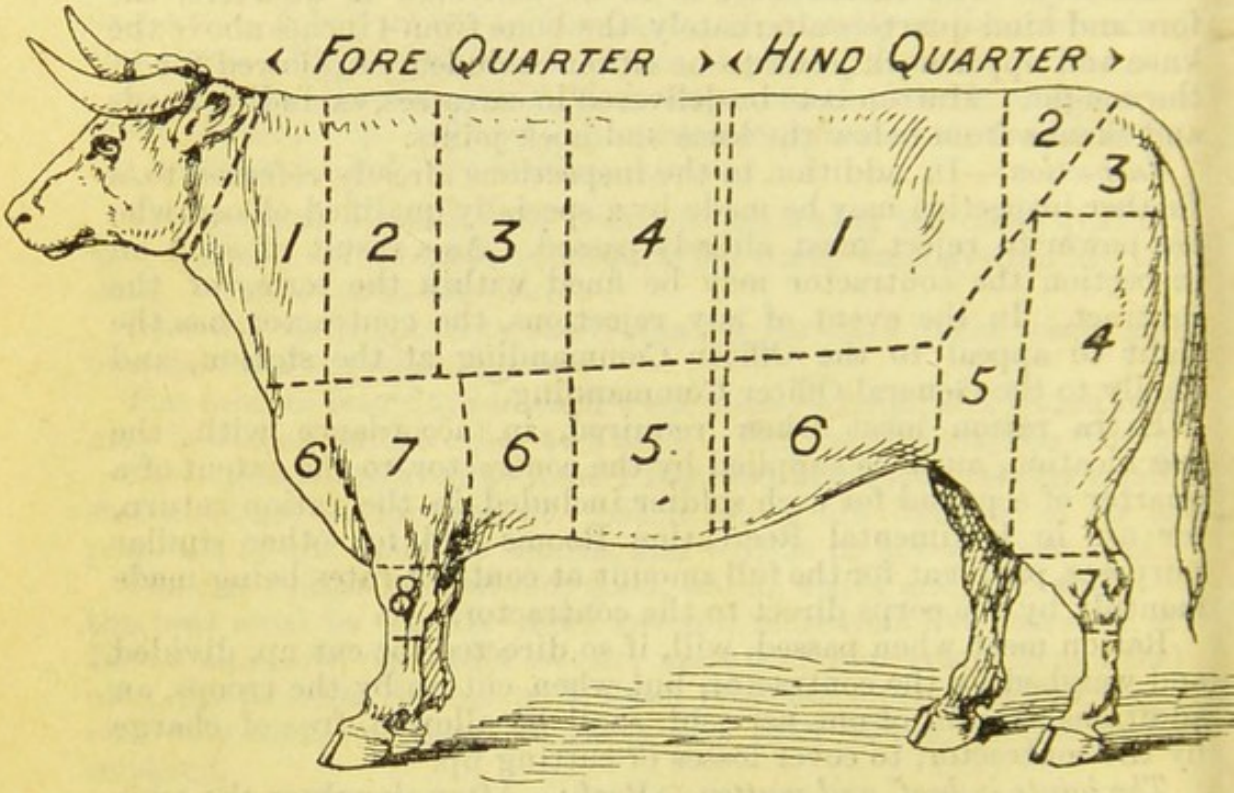
In the forequarter :—

1. Clod or sticking piece—five joints of the cervical vertebræ.
2. Chuck rib—three dorsal vertebræ, top ends of three ribs, bottom end of scapula, two cervical vertebræ—should be boned and stuffed, or may be baked and roasted whole. When stuffed, the bones should be made into gravy.
3. Middle rib—four dorsal vertebræ, top ends of four ribs, remainder of scapula. Can be cooked in a similar manner to the "chuck."
4. Fore rib—five dorsal vertebræ, top ends of five ribs. Should be baked or roasted whole.
5. The Plate—lower ends of four ribs. May be boned and stuffed, or stewed, but should not be baked.
6. Brisket—Sternum and lower ends of eight ribs. Is best salted, but may be treated as the "plate."

7. Shoulder, or Leg of Mutton piece. Whole of the humerus, top of radius and ulna.

Should be roasted, baked, or stewed.

8. Shin. Remainder of radius and ulna, less 4 inches, which under terms of contract, must be removed from bottom end. Should be always used for soup or stew.



In the hind quarter :—

1. Loin, six lumbar vertebræ, one dorsal vertebra, top end of one rib and portion of ilium. Should always be roasted or baked.

2. Rump, top part of ilium and sacrum. May be roasted, baked, braized, stewed, or cut into steaks, which may be broiled or fried.

3. Aitch bone, ischium, lower part of ilium, top of femur.

4. Buttock, which is itself divided into two, namely the "top side," inside portion of femur; and the "silver side," outside portion of femur.

5. Thick flank—patella.

6. Thin flank. End of thirteenth rib—should be boned and stewed.

7. Shank, whole of tibia except lower 4 inches, removed under terms of contract. Should always be stewed.

Mutton.—The sheep is not divided into sides or quarters as is the ox.

When cut up for issue, the joints are as follows (*see* plate) :—

1. Neck, scrag-end. Should be boiled or stewed.

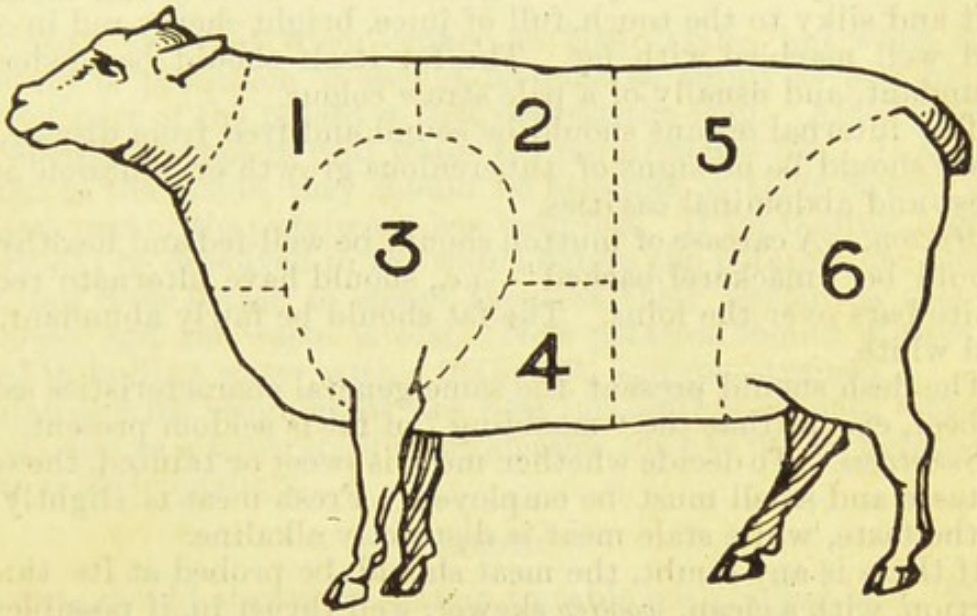
2. Neck, best end.

3. Shoulder. Should be baked or roasted whole, or the blade bone may be taken out and the meat stuffed and roasted, or it may be cut with the bone in it, and stewed.

4. Breast.

5. Loin. Should be baked or roasted in one piece, or may be cut into chops and stewed.

6. Leg. May be roasted, baked or boiled.



Meat Inspection.—Meat, both beef and mutton, is judged in conjunction with the terms of the current contract, a copy of which should be hung up in every meat store, as regards its age, sex, quality, sweetness and dressing.

Age.—In beef, the carcase externally should have a well-filled and rounded appearance, well covered with bright, clean fat. Internally, the chest and pelvic cavities and kidneys should be well covered with fat; the bones should be ruddy, porous and soft, and plenty of cartilage should be visible on certain of them.

In mutton, the same conditions obtain to a modified degree.

Sex.—In beef the ox, heifer or cow fulfilling the conditions of contract, should be of medium conformation as regards bone and general development, the lean when freshly cut should be bright cherry colour, soft and silky, and well marbled with fat—the fat should be of a biscuit colour, and the crest of medium size.

In the ox, the root of the pizzle should be thin and soft, the erector muscle small, and the cod-fat should be plentiful and lobulated.

In the heifer or young cow, the udder should be a smooth oval pad of solid, or nearly solid fat.

The bull and old cow are not accepted as ration meat. The former—the bull—is distinguished by massive general development of bone and muscle, especially as regards the crest; absence of fat, dark stringy appearance of lean, with no "marbling," thickness of pizzle and erector muscle, and absence of cod fat. The latter—the old cow—has a generally lean and angular appearance, the bones are

white, the flesh is dark and coarse, the pelvic cavity is wide and distended, and the udder is brown, spongy and pendulous.

In mutton, the same characteristics obtain to a rather more modified extent.

Quality—Beef.—A carcase should be healthy and well-fed, and should externally have a well rounded, well-filled appearance. There should be waves of fat on the chest cavity, and plenty of fat on the pelvic cavity and kidneys ; the lean, when freshly cut, should be soft and silky to the touch, full of juice, bright cherry-red in colour and well marbled with fat. The fat itself should be moderately abundant, and usually of a pale straw colour.

The internal organs should be sound and free from disease, and there should be no signs of tuberculous growth or adhesion in the chest and abdominal cavities.

Mutton.—A carcase of mutton should be well-fed and healthy, and should be "mackerel backed"—*i.e.*, should have alternate red and white bars over the loins. The fat should be fairly abundant, firm and white.

The flesh should present the same general characteristics as that of beef, except that the "marbling" of fat is seldom present.

Sweetness.—To decide whether meat is sweet or tainted, the senses of taste and smell must be employed. Fresh meat is slightly acid to the taste, while stale meat is distinctly alkaline.

If there is any doubt, the meat should be probed at its thickest portion, with a clean, *wooden* skewer, well thrust in, if possible close to a bone, and the skewer quickly withdrawn and smelt. In beef, the best place to probe a fore and hind quarter is at the chuck rib and pelvic bone respectively, while a carcase of mutton should be cut down between the hind legs, separating the two portions of the pelvic bone.

Dressing.—The method of dressing beef and mutton under the terms of contract has already been alluded to—some of the commoner endeavours to infringe these terms may, however, be here mentioned. "Short" forequarters,—*i.e.* those containing only seven ribs, should not be accepted, except in the case of imported meat.

"Stripped" forequarters—*i.e.* those in which any portion of the lining of the chest cavity has been removed, should not be accepted.

If the pizzle, cod fat, erector muscle, udder or crest, has been tampered with, the quarter or carcase concerned should be rejected.

Special characteristics of frozen meat.—The meat is cold to the touch, and particles of ice may be seen on cutting into it with a saw. Its colour is not so bright as that of home-killed meat.

When still frozen, the carcase has, externally, a white appearance, the fat is also white, distinct from the lean, and rather crumbly. There are generally signs of rough handling, and the outside is dirty and untidy.

When thawed, the meat looks sodden, the fat is discoloured, and the exterior of the carcase sweats considerably.

In carcases of frozen mutton, the forelegs are invariably bent towards the body, and as much of the pizzle as can be cut away from the outside, is removed. The conditions of contract as regards dressing do not apply to frozen meat.

VEGETABLES AND HERBS.

The vegetables in common use by the troops are potatoes, carrots, turnips, onions, vegetable marrow, beans, turnip tops, greens and cabbages, and should be prepared as follows.

Potatoes.

Potatoes are best when cooked in their skins, but when it is necessary to peel them it should be done as thinly as possible, as the best part of the potato is that nearest the skin. After peeling they should be kept in cold water till required for use. If any be spotted in the inside, they should be rejected, as their flavour and the best part of the nutriment has been lost. If for boiling, a little salt should be dissolved in the water before the potatoes are placed in it, but it is better to steam them, as their flavour is thereby improved and the waste is less. New potatoes should always be placed in boiling water with a little salt, and not steamed.

Potatoes with rough skins are best for boiling, smooth ones for baking, and as a general rule the smaller the eye of the potato the better is their quality.

Carrots.

Carrots should always be sent up to table with boiled beef. They vary much in quality, but should be quite firm, and have a crisp appearance when broken. Young carrots should be washed and well scrubbed before cooking; old ones will require scraping and cutting into quarters lengthwise. A little salt should always be boiled with them.

Parsnips.

Parsnips, which should be served in a similar manner, are excellent for flavouring, and contain a great amount of nourishment.

Turnips.

Turnips are used in all stews, and should be mashed to flavour soups, &c. After boiling, they should be thoroughly drained, a little dripping, pepper, and salt must be added to taste, and they should then be mashed with the ordinary vegetable masher. The turnips should be small, finely grained, juicy, smooth, and sound, and should be peeled, as the part next the skin is fibrous and indigestible.

Onions.

The well-known vegetable may be regarded either as a condiment, or as an article of real nourishment. By boiling it is deprived of much of its pungent, volatile oil, and becomes agreeable, mild, and nutritious. As a slight flavouring it is considered an improvement

to nearly all made dishes. In stews, pies, &c., it will be found better to first place the onions in a little boiling water with soda, and there allowed to remain for 10 minutes. The water, which will then be found quite green, should be thrown away, as it contains the indigestible part of the onion.

Garlic, shalots, chives, and leeks are more pungent than onions, and should be sparingly used.

The Spanish onion is larger than the English, and is considered better in flavour.

Peas and Beans.

Peas, beans, and fresh pulse of all kinds should be boiled by placing them in boiling water without salt.

The quicker they are cooked, strained, and served, the more tender they will become.

Turnip Tops.

Turnip tops, greens, cabbages, savoys, kale, &c., should be first well picked, washed, and left in salt and water for a short time to drive away any insects that may remain. They should then be placed in plenty of boiling water, with a little salt and soda added, and boiled quickly, leaving the boiler uncovered ; this not only helps to preserve their colour, but allows the indigestible part to pass away. As soon as done they will sink to the bottom, and should be taken up at once, strained, and kept warm until served. By so doing they become mellow, and preserve their flavour.

Vegetable Marrow.

Vegetable marrows should be peeled, quartered, and the seeds removed (these are very good if added to a soup), they should then be placed in boiling water with a little salt, and boiled until tender. They are also very good mashed, for which they must be boiled, drained thoroughly, and mashed smoothly, adding a little dripping, pepper, and salt to taste.

Dried Pulse.

Dried pulse, such as the large blue pea, haricots, lentils, &c., should be placed in four times their quantity of water, without salt, and boiled from 2 to 3 hours, until tender, when they will have absorbed all the water, and then seasoned to taste. They are a good substitute for potatoes. 1 lb. of good dried haricots makes 4 lbs. when cooked. Peas and haricots are a favourite dish when baked or steamed with the meat, for which they must be previously soaked in cold water.

Mushrooms.

Mushrooms and marigold flowers are often found growing wild, and give an excellent flavour to a stew or soup.

Nettles and Sweet Docks.

Nettles and sweet docks are excellent vegetables in the spring, two-thirds of the former being mixed with one-third of the latter. They should be boiled in plenty of boiling water with a little soda. When cooked, drain well, and chop them up as you would spinach, then place them in the dry boiler with some gravy or dripping, salt, and pepper. Stew for about 5 minutes and serve. There are various ways of cooking them, and they are a good substitute for other vegetables in soup.

The young leaf of the mangold wurzel is also excellent when cooked as above. Both should be served with roast meat. Wild sorrel added to pea soup in the spring makes a pleasant change.

Seasoning Herbs, &c.

A faggot of herbs usually consists of 2 sprigs of parsley, 4 of savory, 6 of thyme, and 2 small bay leaves tied together ; marjoram may be added. In making soup, the herbs should be sunk by means of a small flint stone. Many of these herbs are found growing wild in this country and in Gibraltar, but it will generally be found advisable to use instead a packet of mixed herbs, at a cost of one penny. A cook should be very careful in detecting the commonest of all herbs, parsley, it being often mistaken for fools parsley, or lesser hemlock, which is of a poisonous nature. This may be detected by bruising the leaves, when they will emit an unpleasant smell, unlike parsley.

Celery and Marjoram.

Celery ; the red variety is best for soup, being stronger in flavour.

Marjoram usually grows on chalky soil. Its leaves are small and sharp, and the flower slightly red.

Savory and Thyme.

Savory and thyme when not required for use in soups should be dried, powdered and bottled.

Mint.

Mint when dried is used for pea soup. When fresh, it should be chopped up and mixed with vinegar and sugar, which forms a refreshing seasoning for cold lamb.

Sage.

Sage, a garden plant, should only be used with meats of a strong flavoured, oily nature, such as pork or goose.

Its aromatic qualities promote the digestion of fatty matter.

BEVERAGES.

Tea.

In making tea the vessel must be quite clean, then heated with hot water and rinsed, the dry tea put in, and boiling water poured over it, and the can closely covered for about 8 minutes for the tea to draw.

It should then be strained, and the leaves well rinsed with the additional boiling water required before adding the sugar and milk.

When making large quantities of tea it will be found better to put the dry tea into thin muslin bags, tie loosely so as to allow sufficient space for the leaves to expand and give out their full flavour; put them in the tea vessel, pouring on the boiling water and allow to remain in a warm place closely covered for about 8 minutes; then withdraw the bags, add the milk and sugar, and serve as hot as possible.

Tea should never be made in a vessel that has contained broth or soup.

Coffee.

To prevent adulteration, coffee should be bought in the bean and ground. The beans should be of a bright chestnut brown colour. Care should be taken that only sufficient coffee is ground for the next day's consumption, for when the bean is broken the aroma quickly escapes. Coffee of an inferior quality may be improved by the addition of chicory, but it should not be used in greater quantities than 2 ozs. to 1 lb. of coffee. Beans and chicory are used in adulterating coffee. The presence of the latter may be detected by sprinkling a little of the mixture on some water in a glass. If chicory be present it will at once sink to the bottom, whereas coffee will float for a time. Some should also be shaken up with the water, when the coffee will rise to the surface, and the chicory will sink. In preparing coffee, care should be taken that it is not allowed to boil, as by doing so its aroma is partly dissipated. It should, if possible, be first warmed, which causes each grain of the powder to separate, then the amount of boiling water required should be poured on it. It can easily be prepared in this manner with Warren's apparatus.

With the boilers, the cans should be rinsed with hot water and then the dry coffee placed in them, and the boiling water added gradually, so as to thoroughly extract its strength. It should be made immediately before being required, and served up as hot as possible.

Cocoa.

The concentrated cocoas prepared by well-known firms, such as Fry, Rowntree, Van Houten, form a pleasant change.

Concentrated cocoas should be prepared as follows :—Put the cocoa and sugar into a cup or basin, mix together with a spoon, pour on the boiling water, stirring the whole well, add the milk and serve hot. When preparing it in large quantities, it will be found better to mix the cocoa and sugar into a thin paste with the milk, then add the boiling water, boil the mixture for 3 minutes, keeping it well stirred, then serve. The boiling develops more fully the flavour and aroma of the cocoa.

A teaspoonful of cocoa for each man will be found sufficient ; sugar, the same amount as laid down for coffee. Milk as allowed for tea.

CONDIMENTS AND SEASONINGS.

Condiments and spices are salt, pepper, cayenne, mustard, sugar, cloves, allspice, cinnamon, nutmeg, mace, ginger, &c.

Salt.

Salt is almost impossible to adulterate ; the finest is known by its whiteness, fine crystallisation character, dryness, complete and clear solution in water.

It is the most important of the condiments, and is used extensively to prevent the decomposition of animal and vegetable substances, and nearly every description of food prepared.

Pepper.

Black and white pepper is much adulterated with meal, clay, grate rubbish, burnt bread, &c., which tends principally to subdue its strength. It should have a pungent aromatic odour, and be hot and acrid to the taste.

Cayenne Pepper.

Should be of a bright red colour. It has an acrid, aromatic, and extremely pungent taste, setting the mouth as it were on fire. It is often adulterated with brickdust. The various kinds of pepper are used in soups, stews, &c., to give them a warm biting flavour.

Mustard.

Mustard of good quality is known by its sharp acrid taste and smell.

It is adulterated with pea flour, meal, &c., but this is not injurious to health, mustard being too bitter to use by itself. It is used to flavour roast beef, goose, &c., and tends to correct the effect of the strong oily fat in the food, as alluded to when speaking of sage.

Sugar.

The descriptions usually used in the Service are the white crystal, or granulated—Demerara, and coarse brown sugar. The former is nearly free from adulteration, and is generally used with coffee.

The Demerara is the best description of brown sugar, and should be dry to the touch and not the least sticky or clammy.

Coarse brown sugar frequently contains sugar mites, which may be detected by dissolving a little of the sugar in a glass of tepid water, when they will in a short time float on the surface. It is extensively adulterated with sand, chalk, plaster of Paris, flour, maize, &c.

Sugar is used to preserve fruit, &c., and as a sweetener to many kinds of food and beverages, it is very nutritious.

Cloves.

Cloves are used to flavour soup, sauces, and puddings.

Allspice.

Allspice for meat, &c.

Cinnamon.

Cinnamon is used in sweet dishes and drinks.

Nutmegs.

Nutmegs in sweet dishes and various beverages.

Mace and Curry Powder.

Mace and curry powder is used to flavour soups, stews, sauces, &c.

Rice.

Rice varies greatly in quality; Carolina is the best, largest, and most expensive. Patna is almost as good; the grains are small, long, and white; it is used chiefly for curries.

Madras rice is the cheapest and yields plentifully. It forms a most valuable article of farinaceous food, it is light, nourishing, easy of digestion, and cheap, and should be kept closely covered to keep insects from it.

Boiling Rice in small quantities.

(1) Wash the rice in several waters, pick out the discoloured and unhusked grains; and place it on to boil in plenty of cold water. This is the secret of having the rice whole, the water keeping the grains separate; leave it uncovered and bring slowly to the boil;

shake it occasionally to prevent burning, but do not stir it if it can be avoided. When it has simmered gently from 20 to 25 minutes it should be tender. Patna rice will not require quite so long to cook as many of the other varieties. Shake in a little salt, and drain it on a colander, when the grain will separate and be of the finest flavour.

To boil Rice in large quantities.

As it is impossible to cook rice in large quantities in the Dean's and other boilers in use by the above recipe, the following method has been found very good. Prepare the rice for boiling as already directed. Have ready a boiler containing 8 times more water than there is rice, bring to a sharp boil, throw in the rice, draw the fire at once ; damp the boiler down, place on the lid, allow to stand for 10 minutes, remove the lid, gently stir the rice, replace the lid, allow to remain for 10 minutes more, see if the rice is cooked, strain off the water and serve. Care should be taken that it is not allowed to remain too long in the boiler ; rice should never be overcooked.

COOKING, VARIOUS METHODS OF.

The various methods of cooking in the Service are roasting, baking, boiling, steaming, stewing, frying, and broiling, and may be described as follows :—

Roasting.

Roasting may be performed in two ways : (1) With an open fire-place ; (2) in an oven.

(1) To roast meat is to cook it by exposing it to the direct heat of the fire (360° Fah.). Authorities differ greatly as to the best mode of roasting, but all agree that the fire must be bright and fierce.

To preserve its nutritious matter, the meat should at first be placed close to the fire, basted and slightly dredged, by doing so the exterior of the meat becomes hard, which prevents the escape of the juices ; then withdraw it to a greater distance from the fire and baste until done.

The time required is 15 to 18 minutes per 1 lb. weight, but that must be judged by the thickness of the joint and the quality of the meat. Young and fat meat requires longer than old and lean.

If on pressing the lean part with the flat portion of a knife, the meat yields easily, or if the steam from the meat draws towards the fire, it is done.

The loss in roasting is from 30 to 35 per cent., being the greatest average loss in cooking.

Basting is pouring fat or dripping over the meat from a pan placed underneath.

Dredging is shaking over the meat dry flour or bread crumbs and salt mixed.

(2) Joints can only be indifferently roasted, however, in the Service, and the distinction between what is commonly called a roast and a bake is small. With the former the meat is resting on a trivet (as with a Yorkshire pudding) and to a certain extent the whole surface of the meat is exposed to the dry heat of the oven ; with a bake, a certain portion of the meat is resting on the potatoes and becomes partly cooked before being turned. The oven must be thoroughly hot before the dishes are placed in it, and the joint frequently turned, and the dishes moved in the oven so that each portion of the meat may be equally cooked. Baste and dredge frequently. The meat may be either larded or barded previous to cooking ; the former is the insertion of pieces of fat in the flesh or on the surface of the meat, the latter is covering lean meat with fat, to impart a richness it would not otherwise possess, both processes are similar to basting.

Baking.

Baking is a most convenient, economical, and satisfactory mode of cooking certain dishes, such as pastry, meat pies, pork, shoulder of mutton, &c., and it is popular with the troops.

The best oven for baking is one sufficiently ventilated to allow the steam rising from the meat to escape.

In baking pies, &c., they should, at first, be placed in the hottest part of the oven. When the paste is cooked it can be left on the bottom to simmer until done. Pork or other meats of a similar nature should be covered with a greased paper, to prevent the fat melting too quickly.

The average loss in baking is 25 per cent.

The heat required to bake meat is at least 345° Fahr., but more is necessary should there be much stock or any potatoes in the dish.

Boiling.

The boiling point of water is 212° Fahr., but if salt be added 220° Fahr. will be obtained.

To boil a joint of meat for table, it should be placed in boiling water, and allowed to boil quickly for 10 minutes, then bring it to a simmer and allow it to remain at a temperature varying from 180° to 190° Fahr., it should be surrounded with plenty of water and the lid of the vessel kept on, care being taken that the scum rising to the surface of the water is frequently skimmed off, or the appearance of the meat will be spoilt.

By placing the meat in boiling water the albumen becomes solid and prevents the escape of the juices.

If soup only be required, the meat should be cut into small pieces and placed in cold water and allowed to simmer slowly in order to extract its juices as in preparing beef-tea.

Salt beef or pork should previously be soaked and washed in cold water, then placed in a vessel containing cold water and allowed to boil slowly for one hour, the water in which it has been boiled should then be thrown away. Refill the boiler with fresh cold water, and simmer gently until done. Salt meat requires a little longer time for cooking than fresh. It is placed in cold water in order to extract the salt or brine ; if put into boiling water the meat would become hard and indigestible.

The average loss in boiling meat is 15 or 20 per cent., and the time required to cook depends upon its weight and compactness, as a general rule 15 or 20 minutes per 1 lb. weight. If a piece of the flank weighing about 15 lbs. were boiled as issued, it would require about one hour or so, but if boned and rolled it would require from 3 to 4 hours, and would then be sent up to the table as a very substantial joint.

Vegetables.

In boiling vegetables to be served separately, they should be placed in boiling water, with a little salt, and boiled quickly until tender, which will cause them to retain their saccharine juices ; but if for soup, they should be placed in cold water and boiled slowly in order to extract the juices.

Cabbages, greens, &c., should be thoroughly cleaned, and allowed to remain for a short time in salt and water, this will destroy any small insects that may remain. They should then be placed in boiling water with a little salt and soda added, and boiled quickly until tender, then taken up and strained and served very hot, the boiler should be kept uncovered, as it not only helps to preserve their colour, but allows the indigestible part to pass away.

Puddings.

Puddings should also be placed in boiling water. The water should be kept at a steady boil. Flour when used as a thickening in soup, requires 30 to 40 minutes' boiling, oatmeal from 50 minutes to 1 hour.

Stewing.

Stewing is considered the most profitable mode of cooking. If properly performed, tough meat is rendered tender and wholesome, and more nourishment is obtained than by any other process of cooking. It should be distinctly understood that stewing is not boiling, all that is required is a gradual simmering, that is, from 170° to 180° Fahr., and by this process the coarsest and roughest parts of the beast will become soft, tender, and easily digestible.

The best method of stewing is by steam, because with the apparatus now used in Service Kitchens it is nearly impossible to bring the contents of the dishes to boiling point.

Meat of a fibrous and coarse nature, such as legs, briskets, buttock, clods or necks of mutton, should be issued for stewing.

Braizing.

Braizing is stewing meat by placing it in an air-tight stewpan, and the heat applied above as well as below, or it can be put in a very hot oven, with a small quantity of water in a dish. Average loss in braizing 10 per cent.

Steaming.

Steaming is usually performed by steam passing from a close boiler to a close chamber, or by placing a steamer over a boiler containing boiling water, or by placing a few bricks or stones at the bottom of the boiler, covering them with water and placing on them the dish containing the articles required to be cooked.

A steamer is a vessel the bottom of which is perforated with a number of small holes, and should never be placed above a boiler until the water is at a sharp boil.

The articles of food usually cooked by steam are meat, potatoes, puddings, &c.

The average loss in steaming is 15 per cent.

About 1½ pints of water will accumulate from the condensed steam during the process of cooking about 18 rations.

Frying.

Frying is cooking with the aid of fats, such as butter, lard, dripping, suet, or olive or palm oil, &c., which should be sweet, clean, fresh, and free from salt. With care the same fat should last a long time, but when it acquires a dark brown colour, it is no longer fit for use.

It is customary to place in the pan only sufficient fat to cover the bottom of it, but, when possible, it will be found better to have sufficient fat to cover the article intended to be cooked ; in other words, "Frying is simply boiling in fat."

The heat required for frying purposes is from 350° to 400° Fahr. A simple way to ascertain when the fat is sufficiently hot, is to place in it a piece of bread for a few seconds, if this becomes a golden brown colour it is ready ; should the bread assume a light yellow it is not hot enough, but if the bread be burnt a dark brown colour, the fat is too hot.

Another way of testing is by spilling a few drops of water into the fat, and when the noise resulting from the evaporation of the water ceases the fat is ready.

The loss in frying depends on the quality of the meat and mode of cooking. If properly performed there should be none.

Broiling.

Broiling is cooking over or in front of a fire, a gridiron being generally used, care should be taken that it is perfectly clean and free from grease. It should be placed on the fire slantways, the

lower part in front, this prevents the fat falling into the fire and causing it to smoke. The fire must be clear, bright and tolerably strong.

Meat for broiling should be cut thin and of an even thickness. The meat then will be equally cooked throughout.

Previous to cooking, the meat should be sprinkled with pepper, but not with salt. It should be frequently turned, and when firm to the touch on being pressed with the flat part of the knife the meat is done.

The average loss in broiling is 8 per cent. With a clean grid-iron, a clear fire, close supervision, and the exercise of a little judgment as to when it should be required, small dainty pieces of meat and fish may be cooked by broiling in a manner superior to that obtained by any other process of cooking.

RECIPES.

The advantages of sending everything up to the rooms perfectly hot and well prepared should be impressed upon the cook. No dish looks so unpalatable as a meat pie carelessly made and baked. A pie with a light crust tastefully covered, and baked a nice brown even colour, is in itself an incentive to the appetite. These remarks apply equally to every dish usually prepared in a regimental cook-house, and the serjeant-cook should satisfy himself that all dishes, &c., leaving the cookhouse are properly served.

Gravy.

Place the required quantity of stock in a stewpan, bring the contents to the boil ; make the thickening by mixing flour with cold water or stock, into a smooth batter ; add the thickening, keeping it well stirred to prevent it burning ; allow it to simmer gently for 30 minutes ; add the bay leaves or mixed herbs and seasoning, and allow the leaves to remain for a few minutes ; remove them, colour the gravy by adding a small quantity of caramel made as follows :—

Place 4 ozs. of sugar in a small stewpan, place it on the fire and allow it to remain until the sugar is of a very dark colour, when it will be seen to boil or bubble ; add about 1½ pints of water, and simmer for a few minutes ; allow it to partly cool and place in a bottle ready for use.

Paste for Pies.

In preparing paste the cook should place his hands under a tap for a few minutes, so that they may be quite cold before touching the ingredients.

Ingredients :—Flour, dripping, salt, and cold water.

Method:—Finely shred the dripping, should it be hard ; if soft, it must be broken into small pieces about the size of a walnut. Mix the flour and salt well together, add the dripping, which should not be rubbed into the flour, but carefully mixed. Work the whole lightly into a smooth paste, with the required quantity of cold water, turn out on the table, fold and roll about four times, or press lightly with the hands, roll out, and it is fit for use.

Baked Meat with Potatoes.

Meat, potatoes, onions, pepper, salt.

Peel and wash the potatoes, having them as nearly as possible all one size ; peel, clean, and cut up the onions ; grease the bottom of a baking dish, or place in sufficient stock to barely cover the bottom of it ; put in the potatoes, leaving a slight hollow in the centre, into which shake the onions, and sprinkle with salt and pepper.

Carefully bone the meat, roll and skewer into a nice joint, place it on the potatoes (worst side up), in order that when the meat is cooked it may be sent to the table with as good an appearance as possible. When it has been in the oven for 1½ hours it should be taken out and turned, then replaced until cooked. Before the dish is sent to the table, all liquid fat should be removed and plenty of gravy poured over the meat. Should the joint be very lean it may be covered with very thin slices of fat before putting in the oven.

Baked Meat with Haricot Beans.

Meat, haricot beans, onions, pepper, salt.

Proceed as for baked meat and peas.

In cooking these dishes, should the peas or beans absorb all the stock, a little more must be added (hot).

Baked Meat with Blue Peas.

Meat, blue peas, onions, pepper, salt.

Soak the peas over-night, and place them in the baking-dish with sufficient stock to cover them ; add the onions (sliced up), with salt and pepper ; prepare the meat, and proceed as for baked meat and potatoes.

Roast Meat and Yorkshire Pudding.

Meat, flour, milk, pepper, salt, egg powder.

Prepare the meat as for baked meat.

Blend the flour, salt, pepper, and egg powders, well together, in a dish, make a well in the centre, add nearly the whole of the milk, mix into a smooth batter to reduce the lumps of flour, then add the remainder of the milk, beating the batter well up, to make it light, grease the inside of the dish with some liquid fat, pour in the batter. Place on the trivet containing the meat, put the whole into a hot

oven. During the cooking the dish must be frequently removed, the meat basted and the batter lifted from the sides of the dish, to prevent it from being burnt.

When the joints are large they should be put in the oven about 45 minutes previous to putting in the batter. This prevents the latter from being cooked before the meat. Care should be observed when putting in the batter that the fat used is clean, sweet and not scorched.

Roast Meat Stuffed.

Meat, bread, onions, parsley, eggs, pepper, salt, picked suet.

Crumble the bread into fine crumbs. Free the suet from skin and mince finely. Wash, dry and chop the parsley. Peel, clean and cut up the onions as small as possible, boil them for a few minutes or until they get tender, then strain the water off them. Put the bread crumbs, suet, parsley, and onions into a dish, season with pepper and salt. Mix the whole well together. Break the eggs into a small basin or cup, beat them up well, add to the bread crumbs, &c., mixing thoroughly. When this is done, form the mixture into balls about 2 inches in diameter, and stuff the meat as follows :—

If ribs or sirloin, bone them, lay on the stuffing, roll the meat round and skewer it up, and place it in the baking dish, and allow 12 to 15 minutes per lb. to cook.

Shoulder of Mutton.—Take out the blade bone, lay on the stuffing, and roll up the meat.

Leg of Mutton.—Make an incision above the pelvic bone and fill with stuffing.

The flavour of the stuffing may be varied by using sage, thyme, or marjoram. Sage should always be used for goose, duck, or pork.

Brown Curry Stew and Rice.

Ingredients as for a plain stew with the addition of 5 ozs. curry powder and 6 lbs. of rice. *See* p. 36.

Meat Pie.

Meat, flour, dripping, pepper, salt, onions. Make the paste, separate the meat from the bones, and cut into pieces about 1 oz. each ; place a little stock in the baking dish, then the meat and sliced onions, season with salt and pepper, and barely cover with stock, level the surface of the pie, line the sides of the dish with the rough portion of the paste, and cover with the remainder ; make a hole in the centre, which will allow the unwholesome gas generated by the confined meat cooking to escape ; place in the oven ; when the crust becomes firm the pie should only be allowed to simmer gently until cooked ; cover with a greased paper if necessary, to prevent the crust being scorched.

Stews.

Brown Stew.

Ingredients same as for plain stew, and prepared in a similar manner, and cook in the oven. It requires to be frequently stirred, care being taken that the ovens are only moderately hot.

Plain Stew.

Meat, mixed vegetables, onions, flour, pepper, salt.

Peel or scrape, clean and cut up the vegetables and onions; separate the meat from the bones, and cut it, against the grain, into pieces of 2 ozs. each; mix the dry flour, salt and pepper well together; place a little stock in the cooking vessel, rub the pieces of meat in the dry flour and add to the stock, put in the vegetables and onions, barely covering the whole with stock; let it simmer gently for 3 hours, keeping the vessel closely covered until done.

Irish Stew.

Meat, potatoes, onions, pepper, salt, stock.

Peel, wash, and slice the potatoes; peel, clean, and cut up the onions; separate the meat from the bones, and cut into small pieces; place a little stock in the cooking vessel, and a layer of potatoes at the bottom, then a layer of meat and onions; season with pepper and salt, then another layer of potatoes, and so on alternately, until the vessel is nearly full, potatoes forming the top layer; barely cover the whole with stock, and stew gently for 3 hours, keeping the vessel closely covered, care being taken that it does not burn.

The surplus fat must always be removed previous to cooking, as an Irish stew should not be greasy.

When preparing stews in camp kettles, care should be taken that they are not allowed to boil, or the meat will become hard and indigestible.

Curry Stew.

Ingredients the same as for stew, with the addition of curry powder.

Mix the curry with the dry flour, and proceed as for plain stew.

Steamed Meat.

Meat, mixed vegetables, onions, pepper, salt, stock, as required.

Peel or scrape, clean and cut up the vegetables and onions. Bone, roll, and skewer the meat into small joints.

Put the vegetables and onions at the bottom of the cooking vessel, season with pepper and salt, barely cover with stock. Put in the meat worst side up. Place on the steam, after cooking for 1 hour the meat should be turned, then replaced on the steam till done.

With a moderate steam will take 3 hours to cook.

Steamed Meat with Peas.

Meat, onions, blue peas, pepper, salt, stock as required.

Soak the peas overnight, peel and slice the onions. Bone, roll, and skewer the meat into small joints, place the peas at the bottom of the cooking vessel, over which sprinkle the sliced onions, season with pepper and salt, barely cover with stock, put in the meat worst side up and place on the steam. After cooking for 1 hour the meat should be turned, then replaced on the steam till done.

With a moderate steam it will take 3 hours to cook.

Steamed Meat with Haricot Beans.

Meat, onions, haricot beans.

Pepper, salt, stock as required.

Proceed as for "Steamed Meat and Peas," using haricot beans instead of peas. If during the process of cooking the haricot beans absorb all the moisture, a little hot stock should be added.

Meat Puddings.

Meat, flour, dripping, onions, baking powder, pepper, salt.

Prepare the paste and divide it into portions; separate the meat from the bones and cut it into thin slices; peel, clean, and slice the onions; have some basins ready, and equally divide the meat, onions, pepper, and salt; barely cover the whole with stock, damp the edges of the basins, and cover with the paste; place eight at the bottom of the steamer, then put in two trivets with a strainer, which will hold eight more basins, and so on until the steamer is full.

With a good steam they will require 3 hours to cook. Each basin should contain two men's rations.

Sea Pie.

Meat, potatoes, mixed vegetables, onions, flour, suet or dripping, pepper, salt.

Peel or scrape, clean and cut up the vegetables and onions; peel, wash, and slice the potatoes in halves lengthwise.

Make the paste, separate the meat from the bones, and cut into small pieces; place some stock in the cooking vessel, add the meat with the potatoes, vegetables, onions, &c., season with pepper and salt, barely covering the whole with stock; cover with the paste, making a hole in the centre. With a moderate steam, it requires 3 hours to cook.

Turkish Pillau.

Meat, rice, cayenne pepper, onions, salt, sweet herbs, flour, stock as required.

Peel and slice the onions, separate the meat from the bones, cut it into small pieces.

Place the flour, cayénne pepper and salt in a dish, well mix together ; rub the pieces of meat in dry flour. Pour a little stock in the bottom of the dish, add the meat, onions, and sweet herbs, barely cover with stock, and stir the whole together.

Place in the oven, care being taken that it is only moderately hot and the stew frequently stirred.

Boil the rice as directed for boiled rice, having it ready about 45 minutes before the dinners are served.

Line the sides of a separate dish with the rice, pour the pillau in the centre, then replace in the oven till time to serve.

Toad-in-the-Hole.

Meat, onions, flour, egg powder, milk, pepper, salt, stock as required.

Separate the meat from the bones, cut it into small square pieces.

Peel, clean and cut up the onions.

Make the batter as directed for Yorkshire pudding.

Put ⅓ of the flour into a dish, add the pepper and salt, mix well together. Rub the pieces of meat in the dry flour, barely cover the bottom of the cooking vessel with stock, put in the meat, onions, and sufficient stock to barely cover the meat, &c. Stir the whole well up, and level the surface. Put it in the oven, allow to stew for 1 hour, remove the dish, pour the batter over the meat, so as to cover it, replace it in the hottest part of the oven ; when nicely browned it should be placed on the bottom to simmer gently till done.

Note.—In preparing the batter care must be taken that it is not made too thin, or when poured over the meat, it will sink to the bottom, forcing the gravy to the top.

Beef Rissoles.

Mince finely 1 lb. of Australian beef or mutton, add ½ lb. of bread crumbs ; mix thoroughly with it ¼ lb. of dripping, a little salt, rather plentiful supply of pepper. Divide into balls or cones, and fry in boiling fat until nicely browned ; serve in a dish with some thick gravy poured round.

Beef Rissoles (another way).

Mince finely 1 lb. of Australian beef or mutton, add ½ lb. of bread crumbs ; mix thoroughly with it ¼ lb. of dripping, a little salt and pepper.

Place a small piece of butter, about the size of a walnut, in a saucepan, and one onion chopped fine, and stew gently till of a nice brown colour, keeping the saucepan closely covered ; add the other ingredients, stir the whole well together, divide into balls or cones, and fry a nice brown colour, and serve with some flavoured gravy.

Beef Fritters.

½ lb. of Australian beef or mutton, ¾ lb. of flour, ½ pint of water, 2 ozs. of butter, the whites of two eggs.

Make a smooth batter with the flour and water ; stir in 2 ozs. of butter, which must be melted, but not oiled, and, just before it is to be used, add the whites of two well whisked eggs. Should the latter be too thick more water must be added. Pare down the beef into thin shreds, season with pepper and salt, mix it with the batter. Drop a small quantity at a time into a pan of boiling fat, and fry from 7 to 10 minutes, according to the size. When done on one side, turn and brown them on the other ; let them dry for a minute or two and serve.

A small quantity of finely minced onions mixed with the batter is an improvement.

Minced Beef.

1 lb. of Australian beef or mutton, 1 oz. of butter, 1 onion, 1 oz. of flour, stock, salt and pepper to taste.

Put into a stewpan the butter, with an onion chopped fine, and the flour ; stir these ingredients over the fire until the onion is a rich brown, add the required quantity of stock, season with pepper and salt. Cut, but do not chop the meat very fine, add it to the gravy, stir till quite hot and serve.

Make a border of mashed potatoes round the dish, pour the meat in the centre.

Tomato Stew.

Ingredients.—Meat 45 lbs., onions 2 lbs., tomatoes 6 lbs. (or 3 tins of preserved tomatoes), flour 2 lbs., salt 2 ozs., pepper 1 oz.

Cut up the meat as for stew. Place the flour, salt and pepper in a dish, well mix together.

Peel and cut up the onions.

Put the tomatoes, onions, and a little stock in the bottom of the cooking vessel, rub the meat in the dry flour, place in the dish, add sufficient stock to barely cover the meat. Stir well. Cook either in the oven, on the steam or over a fire for 3 hours.

Beef Sausages.

Ingredients for 60 *men.*—9 lbs. lean beef (exclusive of bone, fat or sinew), 3 lbs. suet, 3 lbs. bread crumbs, ½ packet of thyme or marjoram, 2 oz. salt, ¼ oz. pepper.

Method.—Cut up the meat and suet into small cubes and pass it through the mincing machine, moisten the bread crumbs until they become a stiff pulp, add the salt, pepper, and herbs to the pulp and mix very thoroughly together, then add to the minced meat and again mix thoroughly together until the ingredients are equally distributed. Soak the sausage skins in cold water for some hours previous to using them. Take the cutter out of the mincing machine,

fit on the sausage filler, run a skin on to it and fill with the mixture. To make sausages weighing 8 to the pound, they should on no account be larger than the small end of the sausage filler.

Beef Rissoles.

Ingredients for 60 men.—18 lbs. lean beef (exclusive of bone, fat, or sinews), 5 lbs. suet, 5 lbs. bread crumbs, 2 lbs. flour, 2 lbs. onions, 1 packet mixed herbs, 4 ozs. salt, ½ oz. pepper.

Method.—Cut up the meat and suet into small cubes, place the flour, pepper, salt, and herbs into a mixing bowl and well mix together, add the meat and suet and rub into the flour, &c., then pass the whole through a mincing machine.

Mix the bread crumbs into a stiff pulp with cold water, add to the other ingredients and mix well until they are equally distributed. Flour a table and weigh out portions at ½ lb. per man ; mould into shape and place in a greased dish.

The rissoles should be cooked in a moderate oven for about one hour, then the fat poured off and a rich brown gravy added to them in sufficient quantities to nearly cover ; replace in the oven and simmer for another ¾ hour.

Brawn.

Ingredients.—1 bullock's head, 1 set of cow heels, 1 packet of spice, 1 oz. saltpetre, 2 lbs. of salt, 1½ oz. of pepper, 2 gallons of water if boiled, 1 if steamed.

Trim the head, removing the skin round the outside of the mouth, also the nostrils, and well wash in cold water ; then saw it in two lengthways and through the lower part of the cheek bone ; also through the thick part of the skull (avoid the use of the chopper, as it is nearly impossible afterwards to remove the small splinters from the bones), thus leaving the head in six pieces. Scald and clean the heels, splitting them lengthways, removing the large bone above the fetlock, place the whole in cold water in which 1 lb. of salt and 1 oz. of saltpetre has been dissolved and allow it to remain for 10 or 12 hours. Place 2 gallons of cold water in the boiler, add the head, heels, and bones, and as soon as it boils allow it to simmer gently for 5 or 6 hours, the fat or scum being frequently skimmed off ; remove the bones from the liquid, and if necessary chop or mince any large pieces of meat that may remain, add the remaining salt, pepper, and spice, stir the whole well together, seeing that the meat is equally mixed with the liquor. Dish up in basins, baking dishes, &c., and allow it to cool. If the heels be tough or old, they may be simmered for 1 hour before adding the head.

Cost 5*s*. Result—38 to 40 lbs. Brawn.

	s.	*d.*		*s.*	*d.*
Cost of above ingredients ...	4	9	Sale of 38 to 40 lbs. brawn at 1½*d.*	4	9½
Coal	0	3	Sale of 2 lbs. dripping at 4*d.*	0	8
Balance credit ...	0	8½	Sale of bones	0	3
Total...	5	8½	Total	5	8½

Faggots Baked.

Mix a mince meat of calf's liver, or, if more convenient, pig's liver and fresh fat pork. Chop very finely 1½ lbs. of fresh fat pork. Season with onion, sage, thyme, salt, and pepper.

Steam over boiling water, and throw off all the fat. When cold add a large cupful of bread crumbs ; mix all well together. Thoroughly flavour with nutmeg, and make up into round balls, which may be baked in a buttered dish, with a small quantity of good gravy, or, as is often done, wrapped separately in a piece of pig's caul. In either case they should be of a pale brown, and cooked very slowly. Time to steam mince meat, half-an-hour ; to bake in a moderately hot oven, 45 minutes.

Australian Meat Curried.

Curry, flour, onions, dripping, salt, pepper, and rice.

Place the dripping, curry, flour, onions, chopped up fine in a stewpan ; stir the whole together in the stewpan till the onions are nicely browned, add the stock and stir gently till it becomes smooth ; let the whole simmer gently for 30 minutes, removing the fat.

Cut the meat up into dice, about the size of a walnut, add this to the gravy, season with pepper and salt ; set by the side of the fire till thoroughly heated through.

Make a border of boiled rice round the dish, pour the curry in the centre, and serve hot.

Broiled Beef Steak.

As the success of a good broil so much depends on the state of the fire, see that it is bright and clear, and perfectly free from smoke, and do not add any fresh fuel just before the gridiron is to be used. Sprinkle a little salt on the fire, put on the gridiron for a few minutes to get thoroughly hot, rub it with a piece of fresh suet to prevent the meat from sticking, and lay on the steaks, which should be cut an equal thickness about ¾ inch, or rather thinner, and level them by beating them (as little as possible) with a rolling-pin ; turn them frequently with steak tongs (if these are not at hand stick a fork in the edge of the fat so that no gravy escapes), and in 8 or 10 minutes the steak will be done. Have ready a very hot dish, into which put the ketchup, and, when liked, a little minced shalot, dish up the steaks, rub them over with butter and season with pepper and salt. They should not be cooked before the time required, as their excellence depends upon being served very hot.

Fried Beef Steak.

Although broiling is a superior method of cooking steaks to frying them, yet, when the cook is not expert, the latter mode may be adopted, and when properly done, the dish may look

inviting, and the flavour be good. The steaks should be cut rather thinner than for broiling, and with a small quantity of fat for each. Put some dripping into a frying pan, and let it get quite hot, then lay in the steaks. Turn them frequently until done, which will be in about 8 minutes or rather more should the steaks be very thick ; serve on a very hot dish, season with pepper and salt. They should be sent to table quickly, as, when cold, the steaks are entirely spoiled.

Mutton Chops, Broiled.

Cut the chops from the loin of mutton, remove a portion of the fat, and trim into a nice shape, slightly beat and level them, place the gridiron over a bright, clear fire, rub the bars with a little fat, and place on the chops ; while broiling, frequently turn them, and in about 8 minutes they will be done ; season with pepper and salt, and dish them on a very hot dish, rub a piece of butter on each chop, and serve hot.

Eggs.

Poached.—Break some new-laid eggs into separate cups ; then drop them one after the other into a stewpan containing boiling water, mixed with a tablespoonful of white vinegar and a little salt ; keep this boiling while the eggs are dropped in at the side of the stewpan ; when they have boiled for 2 minutes, drain them on a clean cloth, then place each one on a square or oval piece of dry toast or fried ham, bacon, &c.

Boiled, for breakfast, should be placed in boiling water, and allowed from 3 to 3¼ minutes to set the whites nicely ; if liked hard, 6 to 7 minutes will not be found too long ; for salad, they should be boiled 10 to 15 minutes.

Fried Bacon.

Cut the bacon into thin slices, trim away the rusty part, and cut off the rind ; put into a cold frying pan, that is to say, do not place the pan on the fire before the bacon is in it ; turn it 2 or 3 times, and dish it on a very hot dish, poach the eggs, and slip them on to the bacon without breaking the yolk, and serve quickly.

Omelette with Fine Herbs.

Break 3 eggs in a basin ; to these add a tablespoonful of cream, a small pat of butter broken into small pieces : a little chopped parsley and shalot, some pepper and salt ; then put 2 ozs. fresh butter in an omelette pan on the stove fire ; while the butter is melting, whip the eggs, &c., well together until they become frothy ; as soon as the butter begins to fritter, pour the eggs into the pan, and stir the omelette ; as the eggs appear to set and become firm, roll the omelette into the form of an oval cushion ; allow it to acquire a golden colour on one side over the fire ; then turn it out on a dish, pour a little thin sauce round it, and serve.

Barley Soup.

Stock, barley, mixed vegetables, onions, flour, pepper, salt, celery seed.

Scald the barley by pouring boiling water over it, allow to stand for a few minutes, then throw the water away. If this is omitted, the soup will be of a bluish colour.

Proceed as for pea soup, the barley being added after the stock has arrived at the boiling point. Omit the dried mint, celery seed being added with the pulped vegetable.

Pea Soup.

Stock, split peas, mixed vegetables, onions, flour, pepper, salt, dried mint. Place the stock in the boiler, scrape and clean the vegetables and onions, place them in the stock with the peas ; as soon as the latter comes to the boil, let it simmer gently until the vegetables are tender, then take them out and pulp them ; mix the flour, pepper, and salt into a smooth batter, add the pulped vegetables, and mix well together ; bring the contents of the boiler to a sharp boil, add the thickening, and stir quietly until it comes to the boil again, then let it simmer for 30 minutes, and serve ; rub the dried mint to a powder, put a little in each can, and pour the soup over it.

Lentil Soup.

Ingredients.—Lentils, mixed vegetables, onions, flour, celery seed, pepper, salt, stock.

Proceed as for pea soup, using lentils instead of peas, adding the celery seed with the thickening.

Lentil and Pea Soup.

Stock, lentils, split peas, mixed vegetables, onions, flour, pepper, salt, mixed herbs 1 packet.

Proceed as for Lentil Soup.

Hotch Potch.

Soak the blue peas over night. Peel or scrape, clean, and cut the vegetables and onions into small square pieces. Scald the barley by pouring boiling water over it, allow it stand for a few minutes, then throw the water away. Clean and cut the lettuce, or cabbage, into small pieces. Place stock into a boiler, add the peas, barley, vegetables, onions, parsley, cabbage, and herbs. Bring the whole to a simmer, and allow to simmer gently till the peas, barley, &c., are cooked. Make the thickening by mixing the flour, pepper, and salt with a little cold water. Bring the soup to a sharp boil, add the thickening, and keep it stirred till it comes to the boil again, then add the celery seed ; allow it to simmer about half-an-hour. Draw the fire and damp the boiler down till time to serve.

Tomato Soup.

Ingredients for 60 men.—Onions, 4 lbs. ; tomatoes, 8 lbs. (or 4 tins of preserved tomatoes) ; haricot beans, 6 lbs. ; flour, 1 lb. ; salt, 2 ozs. ; pepper, 1 oz. ; 6 gallons of stock.

Soak the beans for 12 hours in plenty of cold water. Cook them by steam for 3 hours or until they are soft. Meanwhile peel and cut up the onions very small ; add them to the stock, also the tomatoes. Allow the contents of the boiler to simmer gently until the onions are cooked and the tomatoes are reduced to pulp. Remove the beans, and pulp them. This can be done either with the usual vegetable masher or by passing them through a mincing machine. Add the flour, pepper and salt and the pulped beans ; bring the soup to the boil. Stir in the beans. Allow to cook slowly for 45 minutes, then serve.

Plain Pudding.

Flour, dripping, baking powder, salt. Mix the flour, salt, and baking powder well together, shred the dripping if hard, if soft break it into small pieces ; the dripping must not be rubbed into the flour. Add the dripping to the flour, mix together, moisten with sufficient cold water, mixing lightly till it forms a tolerably soft dough. Divide into equal portions, roll and tie each securely in a cloth, which has been previously wrung out of boiling water and floured, leaving room for the pudding to swell. Boil for 3 to 4 hours.

Plum Pudding.

Flour, raisins, currants, dripping, salt, baking powder, treacle, or sugar. Stone and chop up the raisins, or use sultanas ; wash, dry, and carefully pick the currants, add them to the flour, dripping, salt, and backing powder ; mix the treacle, or sugar with the water required, and add to the remainder and stir well together.

Tie up in a cloth as in plain pudding, and boil gently for 3 hours ; spice, sugar, or eggs added is an improvement. This pudding may also be cooked by steam. Have the required number of basins (one being sufficient for two men), rinse them in water, and equally divide the pudding ; then proceed as for meat puddings.

Jam Rolls.

Ingredients.—The same as for paste, with the addition of jam. Prepare the paste, and roll it out until it is about $\frac{1}{2}$ inch thick, spread the jam over it, damp the edges of the paste and roll it up, care being taken that the paste at the ends adheres to each other to prevent the jam boiling out, roll up in a cloth as with a plain pudding, and boil gently for 3 hours.

Currant Rolls.

Ingredients.—The same as for plain pudding, with the addition of currants and sugar.

Proceed as for jam rolls, wash and dry the currants, picking out the stalks and any grit that may remain, distribute the currants equally over the paste ; add a thin layer of sugar, roll and finish as for jam rolls.

Raisin Pudding.

Flour, raisins, dripping, egg powder, baking powder, salt.

Stone and chop up the raisins if time will allow ; if not, use sultana raisins, shred the dripping, then mix the flour, baking powder, egg powder, salt, and dripping, add the raisins, and mix well together ; add sufficient water to make a rather stiff paste, divide it into equal portions, tie in a cloth, and boil for 4 hours ; if rolled, as in a plain suet pudding, 3½ hours will be found sufficient.

Date Pudding.

Dates, flour, sugar, dripping, salt, nutmegs.

Stone the dates, shred the dripping, place the flour, salt, sugar, and grated nutmeg in a dish, mix together, add the dates and dripping, mix the whole well together ; moisten with sufficient cold water (mixing lightly) to make a tolerably soft dough.

Tie up in cloths as in plain pudding, and boil gently for 3½ hours.

Baked Rice Pudding.

Rice, milk, sugar, nutmegs, butter.

Wash the rice in cold water, and boil until nearly tender, strain the water from the rice, butter the sides of the baking dish, mix the milk and sugar together, divide the rice equally between the dishes, and well mix with the milk and sugar ; distribute the butter in small pieces over the surface, grate a little nutmeg over the top, and bake in a moderate oven for 1 hour. Slices of candied peel, currants, or sultana raisins may be added to improve the flavour.

Bread and Butter Pudding.

Bread, sugar, currants, butter, milk, suet.

Cut the bread into moderately thin slices (remove any hard crust), butter it ; wash, dry, and carefully pick the currants, free the suet from skin and chop fine ; place a layer of bread at the bottom of the dish, a layer of currants and sugar, and suet, then another layer of bread, and so on alternately, till the dish is nearly full. Pour in the milk at the side of the dish until it appears on the surface. Bake of a nice brown colour in a moderate oven. It will require 1½ hours.

Tapioca.

Tapioca, milk, sugar, nutmegs, butter; soak the tapioca in a small quantity of water, divide it equally in the dishes, add the sugar to the milk, and well mix with the tapioca, break the butter in small pieces, distribute over the surface of the pudding, grate a nutmeg over each dish, and bake for 1 hour or longer, according to the size of the pudding.

Apple Pies or Tarts.

Flour, apples, dripping, baking powder, sugar, cloves.

Make the paste described in No. 1, peel, core, and cut the apples into slices, place a thin border of paste round the sides of the dishes, and add the sugar and cloves, with sufficient water to cover the bottom of the dish, cover with paste, and bake in a quick oven for 1 hour.

Apple Pudding.

Flour, apples, baking powder, sugar, cloves, salt, dripping.

Make the paste, peel, core, and cut the apples into slices. Line the inside of a "Dean's" or "Warren's Cooker" with a portion of the paste. Place in the apples, sugar, and cloves, well cover the bottom of the cooker with water, cover with the remainder of the paste, and with a moderate steam will require from 2 to 2½ hours to cook.

Apple Rings.

Apple rings, or any fruit from which the moisture has been evaporated, should be soaked in the same quantity of water for eight or nine hours. They are then used as detailed for apple tarts, care being taken, however, to see that they do not get dry during the process of cooking. Dried or evaporated fruits require more time to cook and absorb more water than fresh fruit.

Dried Figs and Prunes.

If for stewing, they should be separated and picked over, then soaked overnight in sufficient water to cover them. Figs or prunes may be stewed by means of steam, or in a covered dish in an oven. Sufficient sugar to sweeten them should be added, and if required, a little lemon flavouring.

Figs for puddings should be prepared as for stewing, the hard stems removed and the fruit cut into small pieces, then proceed as for Date Pudding.

Treacle Pudding.

Flour, treacle, baking powder, egg powder, salt, dripping.

Place the flour, baking and egg powders, with salt in a dish, mix well. Put in the chopped dripping, add sufficient cold water to make a tolerably stiff paste.

Roll out about half an inch thick, spread the treacle over the surface of the paste, damp the edges, roll round, taking care that the ends adhere to each other to prevent the treacle from boiling out. Tie in a cloth, and boil gently from 2½ to 3 hours.

Treacle Tarts.

Flour, treacle, dripping, baking powder, and bread crumbs.

Make the paste. Grease the inside of a pie dish. Roll out the paste to about one-eighth of an inch thick; line the inside of the dish; spread a thin layer of treacle at the bottom; sprinkle on the bread crumbs. Cut a piece of paste the size of the dish. Place this on the top, add another layer of treacle, then a layer of paste, and so on till the dish is nearly full; bake in a moderate oven till done; time required for baking depends upon the size of the dish; an ordinary dish about 1½ hours.

Macaroni Pudding.

Ingredients for 60 *men.*—6 lbs. macaroni; 3 gallons milk; 3 lbs. sugar; 1 nutmeg; ½ lb. butter.

Break the macaroni into pieces about 1 inch long. Drop them into boiling water to which a little salt has been added, and simmer for about 40 minutes.

Proceed as for Rice Pudding.

Biscuit Pudding.

Ingredients for 60 *men.*—10 lbs. biscuit crumbs; 4 lbs. flour; 3 lbs. sugar; 3 lbs. suet; 41 tablespoonfuls lemon or lime juice. Pinch of salt.

Method.—Thoroughly dry the biscuits, then crush with a rolling pin or pass through a mincing machine. Soak in cold water for about 15 minutes. Remove all skin from the suet, then chop very fine. Add the flour, sugar, suet, salt and lime juice to the soaked biscuits. Stir well together with sufficient water to make a stiff paste. Grease some basins or dishes and boil or bake till done. The time allowed for cooking depends on the size of the pudding.

Bread Crumb Pudding.

Ingredients for 60 *men.*—8 lbs. bread crumbs; 4 lbs. flour; 3 lbs. currants; 3 lbs. raisins; 3 lbs. suet; 3 lbs. sugar; a little spice and a pinch of salt.

Method.—Carefully prepare the fruit, then proceed as for biscuit pudding.

Baked Custard Puddings for 5 or 6 Persons.

1½ pints of milk, the rind of ¼ lemon, ¼ lb. of moist sugar, and 4 eggs. Put the milk into a saucepan with the sugar and lemon rind, and let this infuse for half an hour, or until the milk is well flavoured, whisk the eggs, yolks and white; add the milk to them,

stirring all the while ; then have ready a pie dish, lined at the edges with paste already baked ; strain the custard into the dish, grate a little nutmeg over the top, and bake in a very slow oven for about half an hour or a little longer ; the flavour of the pudding may be varied by substituting bitter almonds for the lemon rind, and it may be much enriched by using half cream and half milk, and doubling the quantity of eggs.

Arrowroot Blanc Mange for 5 or 6 Persons.

4 large tablespoonfuls of arrowroot, 1½ pints of milk, 3 laurel leaves, or the rind of ½ a lemon, sugar to taste ; mix to a smooth batter the arrowroot with ½ pint of milk ; put the other pint on the fire, with laurel leaves or lemon peel, whichever may be preferred, and let the milk simmer until it is well flavoured. Then strain the milk and add it boiling to the mixed arrowroot ; sweeten with sifted sugar, and let it boil, stirring it all the time, till it thickens sufficiently to come from the saucepan ; grease a mould with pure salad oil, pour in the blanc mange, and when quite set, turn it out on a dish, and pour round it a compote of any kind of fruit, or garnish it with jam. A tablespoonful of brandy, stirred in just before the blanc mange is moulded, very much improves the flavour of this dish. Cost 6*d.* with the garnishing.

Cheap Blanc Mange.

¼ lb. sugar, 1 quart milk, 1½ ozs. isinglass, the rind of ½ lemon, 4 laurel leaves. Put all the ingredients into a lined saucepan, and boil gently until the isinglass is dissolved ; taste it occasionally to ascertain whether it is sufficiently flavoured with the laurel leaves ; then take them out and keep stirring the mixture over the fire for about 10 minutes ; strain it through a fine sieve into a jug, and when nearly cold, pour it into a well oiled mould, omitting the sediment at the bottom, turn it out carefully on a dish, and garnish with preserves, bright jelly, or a compote of fruit.

Baked Rice Pudding for 5 or 6 Persons.

Small teacupful of rice, 4 eggs, 1 pint milk, 2 ozs. fresh butter, 2 ozs. beef marrow, ¼ lb. of currants, 2 tablespoonfuls of brandy, 1 nutmeg, ¼ lb. sugar, and the rind of ½ a lemon.

Put the lemon rind and milk into a stewpan, and let it infuse until the milk is well flavoured with the lemon ; in the meantime, boil the rice until tender in water, with a very small quantity of salt, and when done, let it be thoroughly drained ; beat the eggs, stir in them the milk, which should be strained ; the butter, marrow, currants, and remaining ingredients ; add the rice and mix the whole together, line the edge of the dish with puff paste, put in the pudding and bake in a slow oven for about three-quarters of an hour. Slices of lemon peel may be added, or sultana raisins may be substituted for the currants.

Tapioca Pudding.

Put 10 ozs. of tapioca into a stewpan with a quart of milk, 6 ozs. of sugar, 2 ozs. butter, a pinch of salt, and some grated lemon peel, stir this over the fire till it boils, then withdraw it ; add 4 eggs, mix well and bake for half-an-hour in a pie dish. If the eggs be whipped separately, and gently mixed in with preparation, the pudding will be much lighter. All kinds of farinaceous substances may be prepared as above.

Plain Bread Pudding for 5 or 6 Persons.

Odd pieces of crumb of bread, salt, grated nutmeg, moist sugar, currants, and butter. Break the bread into small pieces, and pour as much boiling water on them as will soak them well ; let these stand until the water is cool, then press it out and mash the bread with a fork until it is quite free from lumps.

Measure this pulp, and to each quart add ½ teaspoonful of salt, 1 of grated nutmeg, 3 ozs. moist sugar, and ½ lb. currants ; mix it all well together, and put it into a well-buttered pie dish ; smooth the surface with the back of a spoon, and place a small piece of butter on the top ; bake in a quick oven for 1½ hours, and serve very hot. Boiling milk substituted for the boiling water would very much improve the pudding. Cost 6*d.*

Bread and Butter Pudding.

2 lbs. bread, ¼ lb. butter, 1½ pints of milk, 4 eggs, sugar to taste, ¼ lb. currants, flavouring of vanilla, grated lemon peel or nutmeg.

Cut the bread into slices, and butter them and place in a pie dish, with currants between each layer and on the top, sweeten and flavour the milk, either by infusing a little lemon peel in it, or by adding a few drops of essence of vanilla ; well whisk the eggs and stir these to the milk, strain this over the bread and butter, and bake in a moderate oven for 1 hour or more. This pudding may be very much enriched by adding candied peel or more eggs than stated above. It should not be turned out, but sent to the table in the dish, and is better if made about 2 hours before being baked.

Boiled Rice Pudding.

¼ lb. rice, 1½ pints milk, 2 ozs. butter, 4 eggs, ½ oz. salt, 4 large tablespoonfuls of sugar, flavouring to taste. Stew the rice very gently in the milk, and when it is tender pour it into a basin ; stir in the butter and let it stand to cool, then beat the eggs ; add these to the rice with the sugar, salt and any flavouring that may be approved, such as nutmeg, powdered cinnamon, grated lemon peel, essence of bitter almonds, or vanilla ; when all is well stirred, put the pudding into a buttered basin ; tie it down with a cloth ; plunge it into boiling water, and boil for 1¼ hours.

Bread Pudding.

Bread, currants or raisins, candied peel, sugar, chopped suet, flour, milk, baking powder, and salt.

Soak the bread in warm water for 15 minutes ; squeeze the bread as dry as possible ; add the fruit, chopped suet, flour and salt ; mix well together ; dissolve the baking powder in the milk ; add this to the other ingredients, stirring well ; a little spice, ginger or grated nutmeg may be added to improve the flavour.

Grease the inside of a dish ; place in the mixture, smoothing the surface with the back of a tablespoon ; steam or boil for 3 hours.

Plain Pancakes.

Mix in a basin with a spoon 4 ozs. of flour, 4 eggs, a little salt, some grated lemon peel, and a pint of milk or cream, and fry spoonfuls of this batter with a little butter in small frying pans over a clear fire.

The pancakes must be fried on both sides, and when done rolled up with sugar inside, and dished up on a warm dish. French pancakes are made by introducing some preserve in the ordinary pancake.

Pancakes (Sugar).

Put the pan on the fire with a tablespoonful of dripping, let it melt, pour off all that is not wanted, then pour in 3 tablespoonfuls of the following batter :—

Break 4 eggs in a basin, add 4 small tablespoonfuls of flour, 2 teaspoonfuls of sugar, a little salt, beat all well together, mixing by degrees half a pint of milk a little more or less depending on the size of the eggs and the quality of the flour ; it must form a rather thick batter, a little ginger, cinnamon, or any other flavour can be added if preferred, 2 eggs only may be used, but in this case use a little more flour and milk. When set and one side brownish, lay hold of the pan at the extremity of the handle, give it a sudden but slight jerk upward, and the cake will turn over on the other side, which when brown, dish up with sifted sugar over ; serve with lemon ; chopped apples may be added to the batter ; currants and sultanas can be mixed with it.

Muffins.

Ingredients.—Flour, eggs, milk, butter, carbonate of soda, tartaric acid or baking powder, and salt.

Place 2 lbs. of flour in a dish ; add a good pinch of carbonate of soda, and tartaric acid and a little salt, mix the whole well together ; melt about 2 ozs. of butter ; add it to the flour ; mix lightly ; add the eggs and milk, which have been previously well whisked together ; stir lightly until it becomes a nice light paste ; take it out of the dish and roll it out

about three-quarters of an inch thick ; care being taken that the ingredients are handled as lightly as possible in mixing and rolling ; cut the muffins out a round or triangular shape ; place in a hot oven for a few minutes, care being taken that they are turned ; 1 egg and ½ pint of milk will be found sufficient for the quantity. In using baking and egg powder, ½ teaspoonful of each will be sufficient.

Tea Scones.

Ingredients.—Flour, eggs, milk, baking powder, salt and butter. Proceed as above, roll them out a little thinner, and bake them in a hot oven or on a griddle a nice brown colour, and serve hot. (This remark applies to muffins.)

Tea Scones.

Ingredients the same as above, substituting dripping for butter. Get some nice beef dripping, place the flour and baking powder in a dish, rub the dripping in the flour, and mix the whole well together, add the milk and eggs as before, mix lightly, and proceed as above.

Soda Scones.

3½ lbs. of flour, large teaspoonful of carbonate of soda, 1 teaspoonful of cream of tartar, buttermilk, and a small teaspoonful of salt.

Mix the dry ingredients well together, lightly add the butter and milk to make the dough, and divide into from 4 to 6 pieces. Sprinkle a little flour on the baking board, and roll out the dough with the rolling pin to about a ¼ of an inch thick, cut in four, and bake on a hot griddle till of a pale brown colour, then turn and bake the other side.

Wheaten Meal Scones.

1 lb. wheatmeal, 1 lb. flour, teaspoonful of carbonate of soda, teaspoonful of cream of tartar, teaspoonful of dripping, half a teaspoonful of salt, and a little buttermilk.

Mix the meal, flour, soda, cream of tartar, dripping, and salt well together, then add the buttermilk to make a light dough, divide, and roll out to the thickness of ¼ of an inch, and bake on not too hot a griddle.

Rice Scones.

1 lb. rice, ¼ lb. flour, 1 teaspoonful of sugar, and ½ teaspoonful of salt. Put the rice and sugar into a saucepan with 1 quart of water, and let it come to the boil ; then set it to the side of the fire, and let it steam for 2 hours with the lid closed till all the water has been absorbed, and the rice becomes soft ; then sprinkle the flour on the baking board, and turn the rice on it, let it stand to cool, then divide into 6 parts and roll out very thin, cut each in 3, and bake on not too hot a griddle.

Beef Tea.

To each pound of beef allow 1 quart of water. Pare away every particle of fat and cut the meat (which should be cut from the rump or gravy piece) into very small squares or mince, and put this into a clean stewpan, add the water and set it on the fire to boil, remembering that as soon as the scum rises to the surface it should be removed with a spoon, and a very small quantity of cold water and salt should be poured in at the edge of the stewpan in order to facilitate the rising of the albumen in the form of scum. Unless due precaution be taken to effect the skimming satisfactorily the broth, instead of becoming clear and bright, becomes thick and *turbid*, and thus presents an unappetising appearance to the eye of the patient.

When beef tea has boiled gently for about half an hour and become reduced to about half its original quantity, let it be strained through a clean sieve or napkin into a basin, and serve with dry toast and salt. The foregoing is intended for patients whose case may require comparatively weak food ; in cases where food of a more stimulating character is needed in the form of extract of beef, it will be necessary to double the quantity of meat, and when it happens that beef tea is required in a hurry the meat should be chopped as finely as sausage meat, put into a stewpan with boiling water, stirred on the fire for ten minutes, and then strained through a napkin for use.

Mutton Broth.

To each pound and a half of the scrag of mutton add 1 quart of water, a little salt, 2 ozs. of pearl barley. Chop the mutton into small pieces and add with the water in the stewpan ; set it to boil, skim it well, add a little salt and the barley, boil gently for 1 hour, strain off the broth through the sieve into a basin, and serve with dry toast ; a turnip and half a head of celery may be added where vegetables are not objected to.

Chicken Broth.

Draw the chicken, scald the legs, and remove the cuticle which covers them, cut up the chicken into members or joints, leaving the breast whole, put the pieces of chicken into a very clean stewpan, with a quart of water, a little salt, and 2 ozs. of washed rice, boil very gently for 1 hour, and when done serve the broth with or without the rice, according to taste.

Rice Water.

Wash 3 ozs. of rice in several waters and then put in a clean stewpan with a quart of water and 1 oz. of raisins, boil gently for ½ an hour, strain through a coarse hair sieve into a jug.

Barley Water.

2 ozs. of pearl barley boiled in a quart of water for 20 minutes and afterwards allowed to stand until it becomes cold ; it must then be strained through a sieve into a jug, and a small piece of lemon peel added.

Toast and Water.

Boil a quart of water and pour it on a good-sized piece of crumb of bread which has been well toasted before a clear fire until it becomes nearly crisp and of a dark brown colour ; allow this to steep for half an hour ; it is then ready.

Sugar Water.

To a pint of cold spring water add an ounce of lump sugar and a tablespoonful of orange flower water, mix. This is a very refreshing drink in summer, and is besides perfectly harmless.

Arrowroot.

To half a pint of boiled water add rather more than half an ounce of Bermuda arrowroot, previously mixed in a teacup with a wineglassful of cold water. Stir this on the fire until it boils for a few minutes, pour it into a basin, flavour with a little sugar, and a small spoonful of brandy or a little red or white wine, or else with a little piece of orange or lemon peel, which may be boiled with the arrowroot.

To prepare Sago or Tapioca.

Boil 2 ozs. of either in a pint of water for 20 minutes, and flavour as directed for arrowroot ; sago may also be boiled in either mutton, chicken, or veal broth, or in beef tea.

To make Gruel.

Take one teaspoonful of oatmeal and mix with a wineglassful of water, and having poured this into a stewpan containing a pint of boiling water, stir the gruel on the fire, to boil ten minutes ; pour it into a basin, add salt and butter, or if more agreeable, rum, brandy, or wine and sugar.

Oatmeal Porridge.

Boil a quart of water in a saucepan, as soon as it boils sprinkle slowly in a cupful of coarse oatmeal, stirring gently until it is thick and smooth enough, pour it at once on to plates and serve with cold milk or treacle.

Onion Porridge.

Take a large Spanish onion, peel and split it into quarters, and put these into a small saucepan with a pint of water, a pat of butter and a little salt, boil gently for half an hour, add a pinch of pepper, and eat the porridge just before retiring for night. This is an excellent remedy for colds.

To make Stock for Jelly and Clarify it.

Ingredients.—2 calves' feet, 6 pints water. The stock for jellies should always be made the day before it is required for use, as the liquor has time to cool, and the fat can be so much more easily and effectually removed when thoroughly set. Procure 2 calves' feet, scald them to take off the hair, slit them in two, remove the fat from between the claws, and wash the feet well in warm water, put them into a stewpan, with the above proportion of cold water, bring it gradually to the boil, and remove every particle of scum as it rises ; when it is well skimmed boil very gently for 6 or 7 hours, or until the liquor is reduced rather more than one half ; then strain it through a sieve into a basin, and put it into a cool place to set ; as the liquor is strained, measure it to ascertain the proportion for the jelly, allowing for the sediment and fat at the top. To clarify it, carefully remove all the fat from the top, pour over a little warm water to wash away any that may remain, and wipe the jelly with a clean cloth ; remove the jelly from the sediment, put it into a saucepan, and, supposing the quantity to be a quart, add to it 6 ozs. of loaf sugar, the shells and well-whisked whites of 5 eggs, and stir these ingredients together cold ; set the stewpan on the fire, but do not stir the jelly after it becomes warm ; let it boil about 10 minutes after it rises to a head, then throw in a teacupful of cold water, let it boil for five minutes longer, then take the saucepan off, cover it closely, and let it remain ½ an hour near the fire ; dip the jelly bag into hot water, wring it out quite dry, and fasten it on to a stand or the back of a chair, which must be placed near the fire to prevent the jelly setting before it has run through the bag ; place a basin underneath to receive the jelly ; then pour it into the bag, and should it not be clear the first time, run it through the bag again. This stock is the foundation of all really good jellies, which may be varied in innumerable ways by colouring and flavouring with liquors, and by moulding it with fresh and preserved fruits. To ensure the jelly being firm when turned out, ½ oz. isinglass, clarified, may be added to the above proportion of stock. Substitutes for calves' feet are now used plentifully in making jellies, which lessen the expense and trouble in preparing this favourite dish, isinglass and gelatine being two of the principal materials, but although they may look as nicely as jellies made from good stock, they are never so delicate, having very often an unpleasant flavour, somewhat resembling glue, particularly when made with gelatine.

Cowheel Stock for Jellies.

Procure 2 heels that have only been scalded and not boiled, split them in two, and remove the fat from between the claws; wash them well in warm water, and put them into a saucepan with 3 quarts of cold water, bring it gradually to the boil, remove all scum as it rises, and simmer the heels gently for 7 or 8 hours, or until the liquor is reduced one-half, then strain it into a basin, measuring the quantity, and put it into a cool place; clarify it as directed for calves' feet, using with the other ingredients about ½ oz. isinglass to each quart. This stock should be made the day before it is required for use. Two dozen shank bones of mutton boiled for 6 or 7 hours yield a quart of strong, firm stock. They should be put on in 2 quarts of water, which should be reduced one-half. This should also be made the day before it is required.

Bread Making.

Bread may be broadly divided into two classes:—

(*a*) Fermented, or leavened bread, in which the carbonic acid gas necessary to distend the dough and cause the loaf to rise is produced by some form of yeast.

(*b*) Unfermented bread, in which the requisite gas is either produced by chemicals (baking powder), or forced into the dough by a mechanical process.

Fermented bread is usually made in the army, though baking powder may be resorted to on active service, or on extreme emergency.

Fermented bread is manufactured from wheat flour, water, salt, and some form of yeast.

It is necessary to allude to these ingredients briefly before describing the process of bread making.

Flour.

The conditions of contract enact that flour shall be the produce of good, sound, sweet and dry wheat, without any adulteration whatever, and of such a grade that a sack of 280 lbs. will produce at least 180 2-lb. loaves of bread of the "Best Household" quality. This last clause refers to what is known as the "gain per cent.," by which is meant the difference in weight between 100 lbs. flour and the weight of bread produced from that amount of flour. Good flour absorbs half its own weight of water, but a large proportion of this extra moisture is lost by evaporation during baking; and experience has shown that a nett gain should remain of not less than 30 per cent., as laid down in the conditions of contract.

Water.

Soft water is best, and it is essential that it should be clean and pure.

Salt.

The functions of salt are to bind the dough, to prevent injurious fermentation, and to impart a flavour to the loaf. It should be white, crystalline, dry, and soluble in water. The usual proportion is 3½ lbs. to every sack of flour (280 lbs.).

Yeast.

Yeast is a plant of the fungus tribe, which in congenial soil grows very rapidly, and gives off large quantities of carbonic acid gas. This gas is employed in raising the bread, and making it light and digestible.

"*Parisian Yeast*" is the yeast generally used in the Service in the field, and is made by the baker himself on the spot as follows :—

To make 1 gallon, boil 1 gallon of water, put into it 1 oz. hops, and allow them to simmer 40 minutes. Take ½ lb. flour, mix it with a little cold water, and scald it with sufficient of the hop liquor to make a thick paste. Then strain the remainder of the hop liquor on to the paste, thoroughly mix, and allow the mixture to cool down to 90°. Then "stock," *i.e.*, introduce the yeast plant, using any substance containing that plant in large quantities, such as 1 pint of old "Parisian" yeast, ½ oz. D.C.L. yeast, 1 pint of beer or stout, or ½ lb. sugar. The yeast should be allowed to rise and fall once before being used. 5 pints are required to each sack of flour (280 lbs.).

Sour Dough Yeast is also manufactured by the baker, and may be used on emergency when "Parisian" or other yeast is not available. It is made as follows :—

Mix about 4 lbs. of flour with water into a dough, and allow the mass to ferment for about 12 hours in a warm atmosphere. Directly the mixture shows the slightest signs of movement, add 2½ gallons of water with 1 oz. salt dissolved in it. This preparation is quick-working, but unreliable and difficult to handle. 6 lbs. of dough in 2½ gallons of water are required to each sack of flour.

The various operations which take place in turning the above ingredients into bread are as follows :—

1. Setting the sponge.
2. Making the dough.
3. Scaling and moulding.
4. Baking.

It is assumed throughout that two sacks of flour (560 lbs.) are being converted into bread, this being the most convenient quantity for bakers to handle.

Setting the sponge.

The sponge is a preliminary mixture of part of the flour with the total amount of yeast necessary, and a due proportion of water, and its object is to give the yeast a fair chance to get firmly established.

Sponges are described as "¼ sponge," "½ sponge," and "¾ sponge," the fraction indicating the proportion of the total amount

of flour to be used in setting the sponge. The class of sponge to be used varies according to conditions of climate and temperature, *i.e.*, in a frost the $\frac{1}{4}$ sponge might be used, whereas in a very hot climate the $\frac{3}{4}$ sponge would be employed. In this country the $\frac{1}{2}$ sponge is the one most commonly worked with.

Assuming that a $\frac{1}{2}$ sponge is used with Parisian Yeast, the component parts of it, *i.e.*, 280 lbs. flour, 10 pints of yeast and $12\frac{3}{4}$ gallons of *warm* water, are thoroughly mixed together in a trough, and allowed to rise and fall twice. This takes about 12 hours, when the mixture is ready for the next process, which is :

Making the Dough.

The sponge is now broken up, and the remaining ingredients, *i.e.*, 280 lbs. flour, 7 lbs. salt, and 14 gallons of water are added, and the whole mass thoroughly kneaded. It is then left to work for about 3 hours.

Scaling and Moulding.

The dough is now turned out of the trough, cut into lumps, and the lumps " scaled " according to the weight of the loaves required. As considerable weight is lost by evaporation during baking, and up to the time of issue, a 2 lb. loaf must be scaled at 2 lbs. $3\frac{1}{2}$ ozs., and a $2\frac{1}{2}$ lb. loaf at 2 lbs. 13 ozs.

The scaled lumps are then moulded or shaped into the form of a loaf, left in a warm place for about $\frac{1}{4}$ hour, and are then ready for the oven.

Baking.

The moulded lumps of dough are then placed into the oven.

The proper heat for an oven is from 400° to 500°, according to the class of oven used, and the time taken in baking is as follows :—

	In Tins or separate Loaves.		In Batch Bread.
$2\frac{1}{2}$ lb. loaf.....	50 min. to 1 hr.	...	$1\frac{1}{4}$ hrs.
2 lb. „	40 „ to 1 hr.	...	$1\frac{1}{4}$ hrs.

When baked, bread should be taken at once into the bread store to cool. The store should be dry, cool, and well ventilated, and not more than two layers of loaves of new bread should be placed on one rack.

Bread made with Baking Powder.

The advantage of using baking powder is the saving of time effected in the production of bread, a feature which may sometimes render this process useful on service when bread has to be produced at short notice. The method of using baking powder is as follows :—

Spread the flour evenly at the bottom of the trough, sift the baking powder over the flour, taking care to break up any small lumps, which, if left, would cause a yellow stain in the bread. The dry powder and flour should then be thoroughly mixed.

Dissolve salt, at the rate of 2½ lbs. per sack of flour only, as a considerable quantity of saline matter is contained in all baking powders, in the softest and coldest water obtainable ; water which has been boiled and allowed to get cool is the best for the purpose.

Mix the flour, baking powder, and water thoroughly with a rotary motion, constantly stirring up from the bottom. The dough being properly mixed should be scaled, moulded, and placed in a quick oven. To make a good loaf with baking powder, the bread should be in the oven within 30 minutes of adding the water to the flour. No more salt than the above-mentioned proportion should be used, or the bread becomes heavy, dark, and briny. If the dough is allowed to lie about, the effervescence is finished before it is put in the oven. Full directions as to the method of using baking powders, and the proportion required, are given on the tins.

Judging Bread.

The current conditions of contract, a copy of which should be hung up in every bread store, enact that the bread supplied shall be sweet, well made, properly baked, and of the description or quality known as " best household," made from flour clean and free from grit, the produce of good, sound, sweet, and dry wheat ; that it shall be in all respects as good in quality as the best plain or fine (as distinguished from fancy) bread usually sold by the trade as " Best Household Bread," with which it shall frequently be compared.

The bread must be delivered not earlier than 24 hours, nor later than 48 hours after baking, and the loaves must weigh 2 lbs. *at the time of issue.*

It is subject to inspection and approval by an Officer or Officers acting on behalf of the G.O.C., and in case of rejection the contractor has the right of appeal to the Officer Commanding at the station, and finally to the General Officer Commanding.

The main characteristics of a good loaf, fulfilling the conditions enumerated above, are as follows :—

The crust should be a rich yellowish-brown, well baked but not burnt, as thin as possible, and distributed all round the loaf. The crumb should be cream-white in colour, light, flaky, elastic, and full of small, evenly distributed cavities.

In tasting a loaf, the crumb should always be eaten.

Several loaves should be selected from different parts of a consignment of bread, and each weighed singly.

When required, the contractor must deliver bread in accordance with the specification, to the extent of half a pound per diem for each soldier included in the ration return for use in the Regimental Recreation Rooms, and for other similar purposes. The right is also reserved to issue Biscuit from Government Stores to the extent of one issue per week.

Varieties of Bread.

In England, as a rule, bread is exclusively made of wheat flour. Abroad, however, the flour of other cereal grains is also used. Wheat flour is by far the most suitable for bread baking, being the most nutritious, and containing a larger proportion of gluten than other flour.

Indian corn bread, although less nutritious than that made from wheat, is more fattening, in consequence of the greater quantity of oil it contains. It does not bake in the light spongy loaves as wheaten flour, and its flavour is not agreeable. It is, however, excellent in the form of cakes.

Rye bread is little used in England, but common on the Continent. It is wholesome but dark coloured, sometimes black and less spongy than bread made from wheat flour. It possesses the quality of retaining its freshness for a long time.

Oat bread. Owing to a peculiar quality of the gluten which the oat contains, the meal of this grain does not admit of being baked into a light spongy bread.

Rice bread. Rice flour is scarcely ever made into bread, although it is not infrequently mixed with wheat flour intended for bread, and sold under the name of "corn flour." It is cheaper than wheat flour, and is used for dusting the boards, troughs, and dough.

FIELD INSTRUCTION.

To cook rapidly and well is an art which can be easily acquired, and which every soldier should learn. Officers commanding are responsible that there are a certain number of men (at least 8 or 10) in each troop or company who have been instructed in the cutting up of meat, making field kitchens, and cooking. The serjeant-cook is specially trained for the purpose of instructing men in this part of their duty. It is a matter of paramount necessity that soldiers' food should be carefully looked after, and this should be attended to by the officers themselves.

Service kettles are as follows :—

Name.	Weight.	Contents.	Surface Diameter.	Depth outside measure.	Number of men will Cook for.	
					With vegetables.	Without.
	Lbs.	Galls.	In. In.	In.		
Oval, large ...	8	3	13½ by 9	11	8	15
„ small ...	4¾	1¾	12½ by 8½	8	5	8

On arrival in camp the cooking party, consisting of the serjeant-cook, assistant-cook, two men per troop or company, will proceed to make the kitchen. If the encampment be only for one night, one trench per company should be dug 6 feet long, 9 inches wide, and 18 inches deep at the mouth, and continued for 18 inches up the trench, then sloping upwards to 4 inches at the back with a splay mouth pointing towards the wind 2 feet 6 inches by 3 feet 8 inches deep, and a rough chimney 2 feet high at the opposite end, and formed with the sods cut off the top of the trench. It will be advantageous if these trenches be cut on a gentle slope.

All brushwood and long grass should be carefully cut for a circle of 20 feet round the kitchen, and may be used in lighting the fire. On damp or marshy sites a wall trench will be found to answer best, constructed as follows :—

Cut some sods of turf about 18 inches long and 9 inches wide and lay them in two parallel lines 6 feet long, with an interval between them of 2 feet 6 inches. Build these walls 2 feet high for the large kettles, and 18 inches for the small ones. Lay the wood all over the bottom between the walls. Light the fire. This trench will hold 12 large or 20 small ones. It should be built sideways to the wind to prevent the flame and heat being carried through by the draught. If there be no time to dig a trench, or the ground be hard or sandy, the kettles may be placed in rows 10 inches apart and the fires lighted between them, the heat being thus applied to the sides as well as the bottom. If necessary, a row of kettles can be placed across the others over the fire. By this method, however, the cooking takes a little longer and more fuel, but the time required to construct the kitchen is saved. Troops should, in all circumstances, have their dinners an hour and a half after the rations are issued.

Another way is to have a hole prepared by forming a mound with stones, clay, or turf, and making a hollow in the centre the size of the kettle, in such a way as to allow only air enough to support combustion, and prevent the escape of the heat.

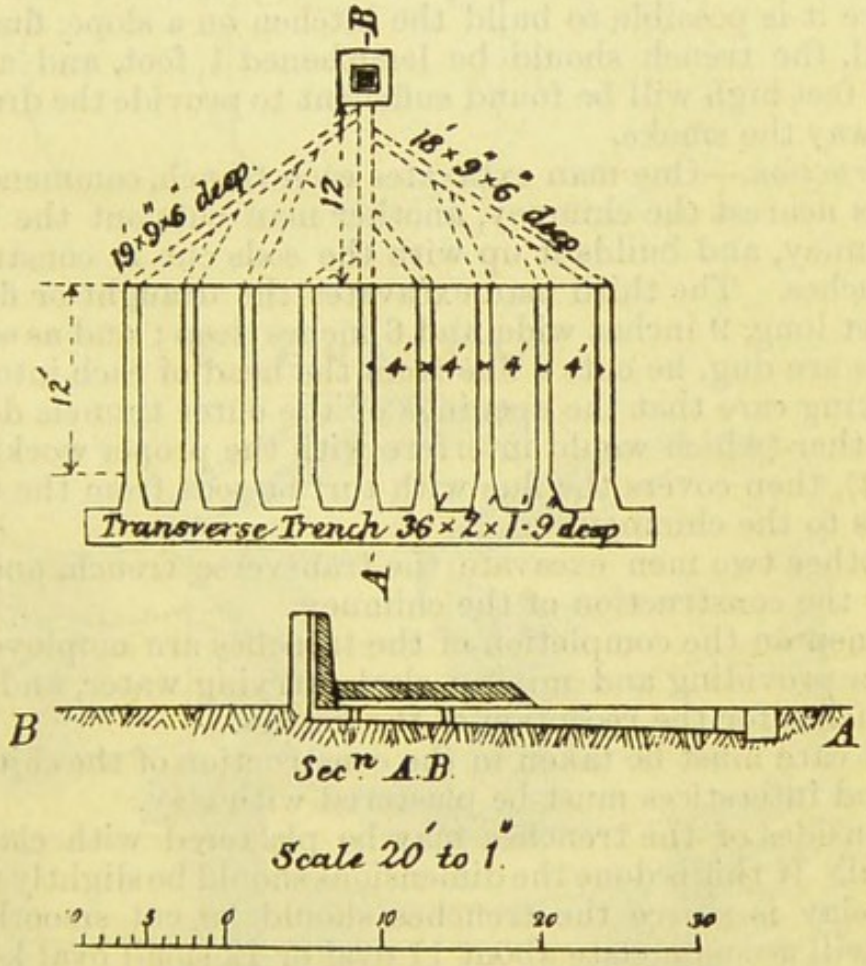
The serjeant-cook will apportion the meat, potatoes, &c., to the various messes, which the cooks will cut up and place in the kettles.

Messes should be by kettles—that is, the number of men composing a mess should depend on the kettle used. Lighting the fires should be performed by a man used to the work. Small pieces of wood about the size of lucifer matches should be first ignited and the fire gradually fed with larger ones. By this time the water party should have brought the requisite water in the camp kettles, and the moment the fire is well lighted the kettles should be laid on the trench and brought to a boil, after which allowed to simmer gently. The time from the opening of the ground until the water boils should not exceed 35 minutes ; the water in which the potatoes are boiled should not be thrown away, as it is required for washing-up. When the cooking is done for the day, kettles should be filled overnight with clean water and placed on the trenches and covered with turf, so that in the event of rain during the night the

trenches and wood may be kept dry. In case the corps move away the cooks should light the fire 30 minutes before réveillé, so that the water is boiling by the time it is sounding. The camp kettles should be delivered to the quartermaster by the assistant-cooks of each company. Each cook to fill up the trench he dug. All offal and refuse that is not sold to be buried. All wood not used to be left in a heap on the ground. The serjeant-cook on the line of march should always arrange to have a portion of dry wood carried from one camp to another for kindling purposes. Room can easily be found in the wagons to carry a small bundle of sticks ; if not, each cook should carry enough small dry wood to light his own fire. This will be found a great assistance in wet weather.

If troops remain in camp more than a day or two, it is advisable to build a regular field kitchen.

THE ALDERSHOT "GRIDIRON" KITCHEN.



Chimney 6 feet high, 3 feet square at bottom, sloping to 2 feet at top. The trenches are 12 feet long, 9 inches wide, 18 inches deep at mouth, and continuing so for 18 inches in the trench, then sloping to 6 inches on entering the flue.

The gridiron kitchen (Aldershot pattern) consists of 9 trenches 12 feet long, 9 inches wide, 18 inches deep at the mouth, this depth is carried for 18 inches inwards, and forms the fire-place, gradually diminishing to 6 inches where it enters the flue, they are connected

by splay mouths 2 feet by 2 feet, and 18 inches deep to the transverse trench, which is 36 feet long, 2 feet wide, and 21 inches deep.

The centre trench is connected with the chimney (6 feet high, 3 feet square at the bottom, sloping gradually up to 2 feet square at the top) by a flue 12 feet long, 9 inches wide, and 6 inches deep, covered with the sods removed from the trenches.

To mark out the kitchen, drive a picket to mark the centre of the chimney, a second one 12 feet below, which will mark the top centre of the trench, the third one 12 feet below marking the bottom centre of the trench, the fourth one 2 feet below marks the centre of the splay mouth, and the fifth 2 feet below the outer edge of the transverse trench, for a single trench this would be 4 feet long. For each extra trench added a picket would be driven in 4 feet from each of the latter 4 pickets used in forming the centre or main trench, and parallel to it, leaving after the excavations 3 feet 3 inches for the cooks to work in, the top of each trench being attached to the chimney by a covered flue as shown in diagram.

Where it is possible to build the kitchen on a slope, flues are not required, the trench should be lengthened 1 foot, and a chimney about 2 feet high will be found sufficient to provide the draught and carry away the smoke.

Construction.—One man excavates each trench, commencing from the ends nearest the chimney, another man cuts out the bottom of the chimney, and builds it up with the sods cut in construction of the trenches. The third man excavates the draught or flue, which is 12 feet long, 9 inches wide, and 6 inches deep ; and as soon as the trenches are dug, he cuts a flue from the head of each into the main flue, taking care that the openings of the outer tunnels do not face one another (which would interfere with the proper working of the draught), then covers the flue with turf or sods from the top of the trenches to the chimney.

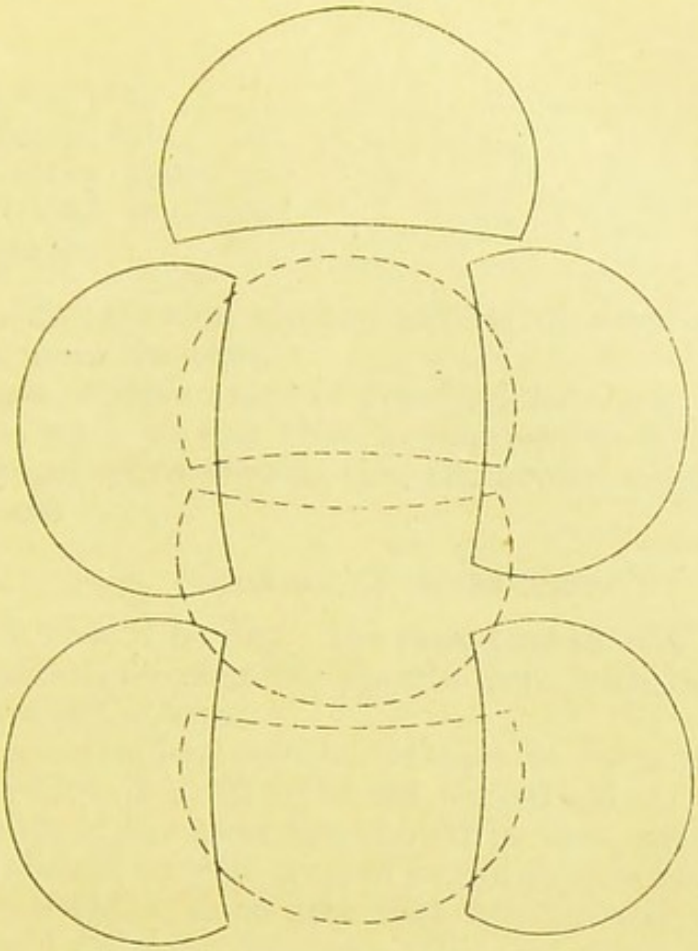
The other two men excavate the transverse trench, and provide turf for the construction of the chimney.

The men on the completion of the trenches are employed respectively in providing and mixing clay, carrying water, and covering the trenches for the reception of the kettles.

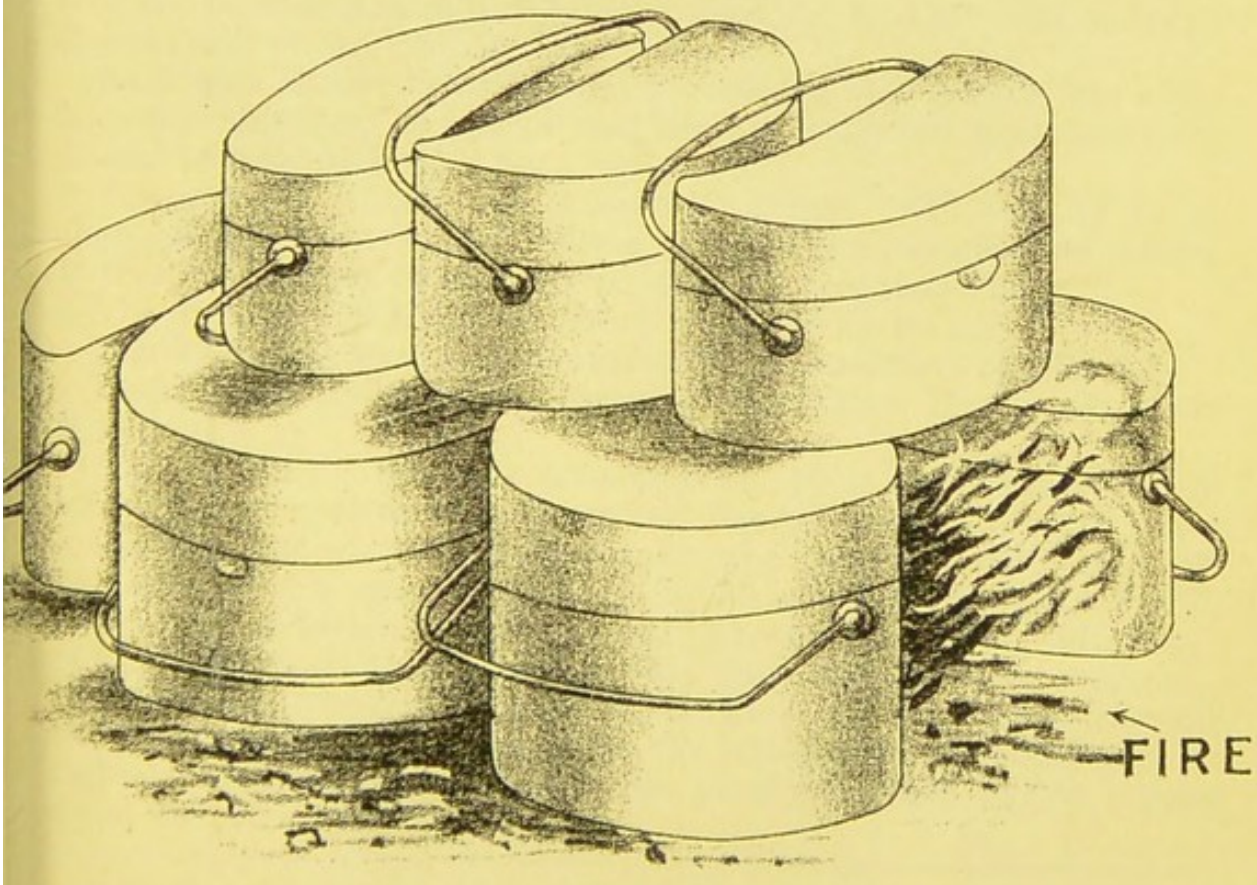
Great care must be taken in the construction of the chimney ; all holes and interstices must be plastered with clay.

The insides of the trenches may be plastered with clay if it be plentiful. If this is done the dimensions should be slightly increased. If the clay is scarce the trenches should be cut smooth. Each trench will accommodate about 11 oval or 12 small oval kettles, the holes of which should be modelled in clay, using the base of a kettle as a mould. The intervals across the trench should be covered by sods placed grass side downwards, or stones, hoop-iron, sticks plastered with clay, and all interstices closed with clay or sods. This kitchen will last a fortnight even if not plastered with clay. Time required to construct 8 hours, working party one non-commissioned officer and twelve men, tools required :—

PLAN.



ELEVATION.



H & C. GRAHAM LTD. LITH. LONDON S.E.

Axes, pick	3
Hooks, bill	2
Kettles, camp	9
Pickets, bundle of	1
Spades	11

It will be seen that this kitchen admits of easy extension by the addition of more trenches.

Advantages.—More room is provided between the trenches for the cooks to work in, less time is required to build. 18 feet less ground is required to provide this transverse trench, the flues are easy to repair.

Cooking in Mess Tins.

No trench should be dug ; the mess-tins should be placed on the ground as shown on plan on opposite page, with the opening facing the direction of the wind.

Eight is a convenient number of tins to form a "kitchen," but any number from 3 to 10 or 11 can be utilised.

The handles of the mess-tins should be kept outside.

The tins should be well greased on the outside before being placed on the fire ; if this is done and they are cleaned soon after being used they will suffer no damage. The tins when they are hot can be cleaned in a few minutes with turf, soil, or rag.

Only a small quantity of wood is required for each "kitchen," a good draught being the object to be kept in view. It is desirable that the fuel used should, whenever possible, be that obtainable in the vicinity of the "kitchens."

Each man should be instructed to cook his own dinner, but when once the "kitchen" is formed and the fuel collected one man only should remain with each fire.

The position of the tins in each "kitchen" will require to be changed from time to time, as some will be cooked sooner than others. It will be the duty of the man in charge to regulate this.

The dinners will be cooked from 1 hour to 1½ hours.*

The following dinners are suitable for this method of cooking :—

Plain Stew Irish Stew, Curried Stew, Sea Pies, and Meat Puddings.

For instruction it is convenient to place the "kitchens" of companies in rows at any convenient distance apart ; but if space is limited, it is estimated that dinners of a battalion of 500 men can be arranged in a space of 10 yards by 16 yards, working by double companies, and allowing an interval of 2 feet between the "kitchens" of a company and 2 yards between the lines of each double company, or in a line of 32 yards by 4 yards, working by half battalions with the same intervals. When possible, the latter is the more suitable, as the men attending the fires are less inconvenienced by the smoke from the other "kitchens."

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* Men's water bottles should be filled with water before quitting barracks.

Preserved Meat Tins.

Preserved meat tins are a good substitute for either a kettle or canteen, and can be used for a variety of purposes. In opening them, care should be taken that the lid is not entirely removed, leaving about 1 inch uncut, it will then act as a lid. Another one should be cut open and emptied and then placed on the cinders a few minutes to melt the solder, then overlap it about 1 inch, which will decrease the circumference sufficiently for the first one to rest upon, then cut away on each side of the portion of the tin that was soldered a piece about 1 inch wide and 1½ inches deep, and overlap the two pieces in the form of a V ; this will bind them together and form the flue. In the front at the lower part, a piece abo u 2 inches by 2 inches should be cut away to form an opening to feed the fire, which should consist of sprigs, rushes, turf, fir cones, or any small wood that may be procured. It will be found that by simply using these tins as described, it is possible to prepare tea, coffee, puddings, pies, stews, rice, &c., in a manner equal to that produced by the kettle. The tins may also be used for preparing chup-patties, &c.

In a standing camp tubs are usually provided for the refuse, and the same conditions should attach to them as in barracks.

The rubbish pit is constructed by the sanitary squad of the unit, and is under the immediate care of the non-commissioned officer i/c of the squad.

The serjeant-cook should take a personal interest in the maintenance and care of the rubbish pit, and issue such orders to his men that only dry rubbish, food refuse and other dry material be placed in this pit in such manner as to keep the surroundings of the cooking place neat and tidy. Liquid refuse such as greasy water should not be placed in this rubbish pit, but thrown either into a special water-tight receptacle, if available, or into a sullage pit, specially dug for the purpose by the sanitary squad men.

Aldershot Oven.

The Aldershot oven (Mark II) consists of :—

2 sections.
2 ends.
1 bottom.
4 bars.
9 tins.
1 peel.
Total weight 374 lbs. (about 3¼ cwt.).

The bottom can usually be dispensed with, in which case the above weight is reduced by 66 lbs.

The length of the 2 sections when up is 5 feet 1 inch ; width, 3 feet 6 inches.

Capacity.—Each oven will bake 54 2 lb. or 2½ lb. loaves (108 rations) in each batch, or if used for cooking, will cook dinners for about 220 men.

Time for Heating, Baking, Cooking, &c.

1st heating 1st day	4 hours.
1st heating 2nd day	2 hours.
2nd and subsequent heating	1½ hours.
Baking	1 to 1¼ hours.
Cooking	Up to 2½ hours.

Fuel Required for each Oven.

1st heating 1st day	300 lbs. wood.
1st heating 2nd day	150 lbs. wood.
2nd and subsequent heating	75 lbs. (baking).
2nd and subsequent heating	Up to 150 lbs. (cooking).

A good rough rule for baking bread is to allow 1 lb. of wood for each pound of bread required.

Erecting the Oven.

Select a gentle slope on clay soil if possible, and avoiding marshy or sandy ground, the mouth of the oven to face the prevailing wind, as the oven heats more quickly and the smoke is blown away from the bakers or cooks.

The site should be cleared and smoothed, and sods should be cut to build up the back, front and sides of the oven. The bars are then placed over the site already prepared, the back one overlapping the front, the back of the oven placed in position, the plate forming the bottom of the oven is then placed against the front portion and firmly fixed, the sods are then built round the front, back and sides, a trench is next cut for the cook to work in, which is 18 inches deep, 2 feet wide and 6 feet long, leaving a space of 12 inches between it and the oven. The clay or soil from the trench being mixed with water and grass, rushes, &c., to assist in binding, it is then thrown on the oven and well beaten down. The depth of clay or earth should be at least six inches. The roof should slope backwards slightly, to carry off the rain.

Directions for Working.

1. Every night, wood should be laid in the oven ready for lighting in the morning. It is thus kept dry.

2. When the oven is heated, the embers are drawn out with a rake, and a small quantity of ashes left and raked even with the floor.

3. The tins containing the dough should not be put in till 20 minutes or half an hour after the fire is drawn, as otherwise the top heat is so fierce that it would burn the upper part of the bread.

When meat is to be cooked, it may be put in immediately the fire is drawn.

4. Immediately the oven is filled, the door should be put up and wedged tightly with a piece of wood, the end of which should rest on the outer edge of the trench in front.

The crevices round the end should then be filled in with wet clay to prevent any steam escaping. If this is properly performed the steam providing the necessary moisture is retained, and the bread or dinners will not be burnt.

5. When the top of the oven sinks to less than 14 inches from the bottom, which will happen sooner or later owing to the metal being softened by the heat, the oven should be taken to pieces and beaten into shape with mauls.

Ground ovens, on the principle of the Aldershot oven, may be improvised of almost any material, the most common being corrugated iron, barrels or half barrels, biscuit tins beaten out into the shape of an arch and supported by half tyres of wheels, &c. In each case the shape, method of working, &c., of the Aldershot oven should be taken as a pattern.

Ovens can be easily improvised, the main object being to obtain a covered-in space which will bear and retain the heat of a fire lighted inside. In a clay soil they can be dug out.

When using a field kitchen, a simple plan is to dig the transverse trench about 12 inches deeper in the part selected for the oven, then take the handle from the pick and drive it into the ground, measuring the distance from the edge of the trench, according to the length of the oven required, then dig out the soil or clay, leaving a portion for the roof about 8 inches deep, but this depends upon the ground. When the oven is sufficiently large, care being taken that it is not more than 12 inches high, the pick handle should be drawn out; the hole will then act as a flue. The fire should be lighted, and the oven allowed to become thoroughly hot before the dishes are placed in. A piece of turf large enough to cover the front of the oven should have been cut, which will act as the door, pugging it round as with the Aldershot oven.

Beer or biscuit barrels make excellent ovens, one end is knocked out, the ground slightly sloped, so that it may rest firmly, the sides, back, and top being covered with clay, well wedged downwards, to become quite hard; the fire is then lit and allowed to burn until the whole of the barrel is consumed; the hoops will then support the clay, and the oven may be safely used. Where the clay is good a small oven may be built by it alone. Build two walls the required distance apart, about 6 inches high, with clay that has been well beaten and mixed, the back being joined to the walls; then, with one hand on either side, gradually build the walls a few inches higher, the tops slightly sloping towards each other, leaving an interval in the form of a V in the centre, then mould a piece of the clay large enough to fill the space, and place it in, care being taken to well join the edges with the walls both inside and out; a small fire should then be lit and allowed to burn slowly until the clay is dry, it will then become baked and quite firm, and may be used as other ovens.

Tin biscuit boxes are also a good substitute for an oven. Melt one side of the solder, and form it into an oval shape, lay it on the ground, and cover with a few inches of clay or soil sufficient to retain the heat; light the fire, and proceed as with others.

Small joints of meat may be baked in the service camp kettle. When using a pugged trench a small amount of fat should be placed in the bottom, then a few clean pebbles large enough to cover the fat, the joint placed on the pebbles, and the lid put on. It requires a little longer to cook than the ordinary oven, and it is hardly possible to perceive any difference in the taste. Ant heaps are extensively used as ovens, the insides being scooped out and the fire lighted as in an ordinary oven.

Kitchen.

The kitchen should at all times be kept as clean as possible.

On receipt of the wood, it should be built up in one or two stacks, according to the amount received, on either side of the chimney. This will allow the front of the kitchen to be kept clear for the cooks to dish up, &c. After each meal the cook should understand that his first care is the trench. It must be kept clean, and nothing in the shape of wood, knives, &c., be allowed to remain upon it. In the evening the cook will, if necessary, repair his trench with clay or turf. He should then lay his fires as previously mentioned, and replace the kettles, the whole of the cooks assisting in the general clearing up. The intervals between the trenches should be swept downwards into the transverse trench, the front portion of the latter being swept upwards, it and the trench swept from end to end. No fuel should be wasted, wood only partly consumed, having been previously used, to lay the fires. The work must not be considered finished until everything is left in readiness for the morning.

Wood.

The principal fuel used in the field is wood. It will at times be found necessary to use peat or turf, which has been before alluded to, cow or horse dung; this should be mixed well with any rubbish, grass, leaves, &c., and formed into convenient pieces for use in the trenches, and placed in the sun to dry. This is the principal fuel of the poorer classes in warm climates. On the River Nile the banks may be seen lined with this description of fuel drying in the sun. Fir cones and dried furze bushes are excellent for kindling purposes. In using wood it is necessary to cut it into short pieces, and split it lengthways, or otherwise it would become charred and retain its heat. The daily allowance of wood at home is 3 lbs., on active service 2 lbs.

RECIPES FOR FIELD COOKING.

PRESERVED MEAT.

(Ingredients for 22 Men.)

Meat Pie.

16½ lbs. meat, 5 lbs. flour, 1½ lbs. suet, 1 lb. onions, 2 ozs. salt, ½ oz. pepper.

Make the paste; cut up and stew the onions with jelly from the meat added; cut the meat into dice and place it in a baking dish; add the cooked onions; season with pepper and salt; cover with a light crust, and bake in a quick oven for 20 minutes.

Stew.

16½ lbs. meat, 2 lbs. of carrots or other vegetables, 1 lb. onions, 2 ozs. salt, ½ oz. pepper.

Cut up the vegetables and onions, which place in the boiler with sufficient water to cover them; add some jelly from the meat; well season with pepper and salt, and stew gently, keeping the lid of the boiler closely shut until the vegetables are tender, then add the meat; let the whole simmer for 10 minutes and serve.

Curried Stew.

Ingredients the same as for stew, with 1 oz. of curry powder and 1 lb. of flour added. Prepare as for stew; mix the curry and flour with cold water into a smooth batter, and add it to the stewed vegetables with the meat; let the whole simmer for 10 minutes and serve.

Sea Pie.

Ingredients the same as for stew, with 5 lbs. of flour and 1½ lbs. of suet or dripping added.

Make the paste; prepare and cook the vegetables and onions, as for stew; when the vegetables are tender add the meat; cover the whole over with a light paste, and boil or steam for 20 minutes. A thickening of flour added is an improvement.

Toad-in-the-Hole.

16½ lbs. meat, 5 lbs. flour, 1 lb. suet or dripping, 2 ozs. salt, ½ oz. of pepper, 1 lb. onions, 6 eggs or equivalent in egg powder or 1 pint ale. Cut up and cook the onions; prepare the batter with eggs and milk if possible, if not with beer and water; season it with half the pepper and salt; grease the inside of a baking dish; pour into it half the batter, and place it in the oven; when the batter sets, place on the meat, cut up, and the cooked onions; cover with the remainder of the batter, and bake from 15 to 20 minutes in a quick oven.

Potato Pie.

16½ lbs. meat, 20 lbs. potatoes, 1 lb. onions, 3 ozs. salt, ½ oz. of pepper.

Cut up and stew the onions with jelly from the meat added; boil or steam the potatoes; when cooked mash them. Line the sides of the dish with one-third of the mashed potatoes; place the meat and cooked onions in the centre; season with pepper and salt; cover over the remainder of the mashed potatoes, and bake till the potato cover is brown. As the mashed potatoes absorb the moisture of the meat and render it dry, about 2 pints of gravy prepared from the liquor in which the onions were cooked, should be poured into the pie before serving.

Hunter's Pie.

This pie is prepared in a similar manner and with the same ingredients as potato pie, but the top is left uncovered. Both these pies should be baked in a quick oven.

The quantities of the several ingredients in the following recipes are not given, but they should be in the same proportion as the foregoing, which are for messes of 22 men each.

Pea Soup with Salt Pork or Beef.

Meat, mixed vegetables, split peas, flour or broken biscuits pepper, water.

Peel, clean, and cut up the vegetables; place the water in the camp kettle, add the vegetables and peas, and boil gently until the peas are soft. Then put into the soup about two lbs. of meat, which should have been previously well washed in cold water, and simmer gently till it is cooked, then take it out and cover it up to keep warm.

Mix some flour into a smooth batter with cold water, and add it to the soup, keeping it well stirred to prevent it burning; boil for 30 minutes, and serve. If flour is not to be had, use, instead, powdered biscuits, previously soaked in cold water.

The remainder of the meat should be soaked and well washed in cold water, then put in the camp kettle with sufficient water to cover it, and allowed to boil for 30 minutes; the water in which it was boiled should now be thrown away, the camp kettle refilled with fresh cold water, and the meat boiled till done.

Irish Stew, with Salt Beef.

Meat, potatoes, onions, and pepper. Wash and clean the meat in cold water, separate it from the bone, and cut it into small pieces of about 2 ozs. each, and well wash it again in cold water: peel and clean the potatoes, peel and slice the onions, place the meat, potatoes, and onions in the camp kettle, add a little pepper and sufficient cold water to cover the whole; put the lid on the kettle and cook gently over a slow fire, frequently skimming the fat off the top. The bones of the meat should not be added to the stew, as they are usually too salt.

Salt Pork and Biscuit.

Meat, biscuit, onions, parsley, pepper, and water.

(*a*) Soak the biscuits in cold water for 1 hour, wash clean, and boil the pork ; drain the water off the biscuits, and cut up the pork into thin slices ; peel and slice the onions, wash and chop up the parsley, pour a little water into the camp kettle, place a layer of the slices of pork at the bottom of the kettle, with some onions, parsley, and pepper, then a layer of the soaked biscuits on top, then a layer of pork, and so on alternately until the kettle is nearly full. Cover the whole with water, and cook gently over a slow fire for 1 hour and 15 minutes, and serve.

(*b*) Treat the pork, onions, and parsley as in (*a*). Soak the biscuits for 2 hours, then squeeze them dry, mince up the pork and mix it with the biscuits, onions, parsley, and pepper ; then roll it into balls, and place in a camp kettle, with sufficient water to cover, and cook gently over a slow fire, and serve.

These recipes can also be prepared in the camp kettle lids by placing the layers of pork and biscuits or balls in one camp kettle lid, and covering it with another, and placing a few live embers underneath and on top of the lids.

Salt Beef and Dumplings.

Meat, flour, suet, water. Soak and well wash the meat in cold water, and place it in the camp kettle with plenty of water, and boil gently for 1 hour ; then throw away the water in which it was boiled, and replace it with fresh cold water, and boil till the meat is cooked. Chop the suet up fine, mix it with the flour, and pour in some cold water and well mix the whole, and form it into dumplings about 2 inches in diameter ; place the dumplings in the kettle with the beef about 30 minutes before the latter is cooked, and let both boil together until done.

Soup with Australian Preserved Meat.

Meat, mixed vegetables, flour, pepper, salt, barley, water.

Place the water in the camp kettle, scrape and clean the vegetables, add them to the cold water ; when the water boils, shake in the dry barley. When the vegetables are cooked, take them out and pulp them ; mix the flour into a smooth batter with cold water, add it to the vegetables with salt and pepper, and put the whole into the camp kettle, keeping it well stirred to prevent burning ; allow it to simmer gently for 30 minutes, then open the tins of meat and add the contents to the soup, stir well, and simmer for ten minutes, and serve.

Stew with Australian Preserved Meat.

Meat, potatoes, onions, pepper, salt, and water.

After preparing the onions and potatoes put them in the camp kettle, season with pepper and salt, pour in sufficient water to

cover them, and stew gently, keeping the lid of the vessel closely shut until the potatoes are nearly cooked; then open the tins of meat and cut up the contents, and put them in the kettle with the potatoes, and let the whole simmer for 10 minutes, then serve.

Brown Stew with Australian Preserved Meat.

Peel and slice the onions, melt the fat of the meat in the camp kettle, add the onions and fry them till brown, mix the flour into a smooth batter with cold water, season with pepper and salt, and pour it into the camp kettle, stir the whole well together, cut up the meat into slices, put it into the kettle, and when warmed through serve.

Directions as to the best methods of treating the rations when the rations are to be carried by the men, will be found on Schedule VI.

POINTS TO BE NOTED ON VISITING A KITCHEN.

1. Ask for weekly diet sheets and compare the dinners with the description shown.
2. Compare grocery books with the diet sheets; the description of each meal should agree.
3. See the articles necessary to provide the dish have been paid for by the company.
4. Open the whole of the grocery books for any given day and compare the diets shown with the articles purchased; by doing this you can form a good opinion of how the messing of the various companies has been carried out.
5. Note the prices charged for various articles, especially those required frequently, such as tea, flour, sugar, onions, potatoes, mixed vegetables, milk, &c.
6. Note the stock pot: bones broken small to extract their value; pot or boiler to be frequently skimmed and the stock to be used in lieu of water in preparing dinners when the whole of it is not required for soup. Gravy should always be prepared from the stock pot.
7. See the dripping itself and dripping return; note the disposal of the dripping and how accounted for.
8. Inspect the grocery cupboards and see if the contents agree with the articles that have been paid for.
9. Note the general appearance of the food, cooks, and kitchen; if you do not find cleanliness you cannot expect very favourable results.
10. Note recapitulation in each book.
11. Excepting Numbers 5 and 10, the serjeant-cook should be held responsible for any mistake that has not been brought to the notice of the Officer Commanding the company.

APPENDIX.

SCHEDULES.

ILLUSTRATIVE OF THE PRESENT SYSTEM OF MILITARY COOKING, SHOWING ECONOMY EFFECTED, THE VARIETY OF DIET OBTAINED AND THE ALIMENTARY PRINCIPLES NECESSARY FOR A SOLDIER OR WORKING MAN.

The following Schedules are published in order to illustrate the principles laid down in the "Memoranda upon the Messing of the Soldier," issued in May, 1891, and revised, August 1st, 1892. They form a sequel to the above memoranda, and show the economy effected, the variety of diet obtained, and the alimentary principles necessary for a soldier or working man, under the several conditions of every-day life.

The system advocated by the Army School of Cookery is one which is mainly applicable to the feeding of, and cooking for, large numbers of individuals, as for example, in public institutions, schools, colleges, ships, in H.M. Army and Navy. The prices of groceries, vegetables, meat, and bread are those which can only be obtained by contract for supply on a considerable scale, and in judging of the prices given in the following Schedules, this fact must be taken into consideration.

SCHEDULE I. Variety of diets and ingredients required.

II. Specimen of Military Diet for a unit in camp.

III. Specimen of Military Diet for one week of a battery, squadron or company in Barracks.

IV. Monthly return of Dripping.

V. Details of saving of Stock and Dripping.

VI. Methods of treating rations when to be carried by the man.

SCHEDULE I.

The following is given to assist in making up and checking Army Book B 48 :—

DINNERS.

A

1.—Baked meat and potatoes.
2.—Baked meat and haricot beans.
3.—Baked meat and lentils or peas.
4.—Roast meat and Yorkshire pudding.
5.—Roast meat stuffed.
6.—Brown curry and rice.
7.—Meat pies.
8.—Brown stew.
9.—Plain „
10.—Irish „
11.—Curried „
12.—Meat steamed.
13.—Meat steamed with peas.
14.—Meat steamed with haricot beans.
15.—Meat puddings.
16.—Sea pies.
17.—Turkish Pillau.
18.—Toad-in-the-hole.

B

1.—Barley soup.
2.—Pea „
3.—Lentil „
4.—Lentil and pea soup.
5.—Hotch potch.

C

1.—Plain pudding.
2.—Plum „
3.—Jam rolls.
4.—Currant rolls.
5.—Plain raisin pudding.
6.—Date pudding.
7.—Rice pudding.
8.—Bread and butter pudding.
9.—Tapioca.
10.—Apple, rhubarb, or other fruit tarts.
11.—Apple, rhubarb, or other fruit puddings.
12.—Treacle pudding.
13.—Macaroni.

It is optional which dinners are selected, but soups should always be given with a roast or bake, the ovens and boilers being used alternately by the various companies.

BREAKFAST OR TEA.

Butter.
Porridge and milk.
„ with golden syrup, jam or sugar.
Cheese or Welsh rarebit.
Fried liver.
„ „ and bacon.
Boiled eggs.
Fried eggs and bacon.
Bacon fried or boiled.
Brawn.
Faggots or rissoles.
Curried liver.
„ brawn.
Tripe, stewed or curried.
Corned meat.
Bloaters.
Haddocks.
Kippers.
Sprats, pickled or fried.
Herrings, pickled or fried.
Fish cakes.

When in Season.

Lettuce.
Spring onions.
Radishes.
Cresses.
Plain salad.
Dressed salad.

SCALE OF INGREDIENTS REQUIRED FOR 60 MEN.

1.—Baked meat and potatoes—potatoes 5 stone, onions 2 lbs., pepper ½ oz., salt 1 oz.
2.—Baked meat and haricot beans—onions 2 lbs., haricot beans 8 lbs., pepper ½ oz., salt 1½ ozs.
3.—Baked meat and blue peas—onions 2 lbs., blue peas 8 lbs., pepper ½ oz., salt 1½ ozs.
4.—Roast meat and Yorkshire pudding—flour 10 lbs., egg powder 6 packets, milk 5 quarts, pepper ¼ oz., salt 1 oz.
5—Roast meat stuffed—onions 2 lbs., bread 6 lbs., parsley small bunch, eggs 4, pepper ½ oz., salt 1 oz.
6.—Brown curry and rice—mixed vegetables 4 lbs., onions 2 lbs., flour 2 lbs., curry powder 8 ozs., pepper ½ oz., salt 1½ ozs., rice 6 lbs.
7.—Meat pies—onions 2 lbs., flour 12 lbs., pepper ½ oz., salt 1 oz.
8.—Brown stews—mixed vegetables 4 lbs., onions 2 lbs., flour 2 lbs., pepper ½ oz., salt 1 oz.
9.—Plain stew—mixed vegetables 4 lbs., onions 2 lbs., flour 2 lbs., pepper ½ oz., salt 1 oz.
10.—Irish stew—potatoes 5 stone, onions 4 lbs., pepper ½ oz., salt 1 oz.
11.—Curried stew—onions 2 lbs., mixed vegetables 4 lbs., flour 2 lbs., curry 8 ozs., pepper ½ oz., salt 1½ ozs.
12.—Steamed meat—mixed vegetables 4 lbs., onions 2 lbs., pepper ½ oz., salt 1½ ozs.
13.—Steamed meat with peas—onions 2 lbs., blue peas 8 lbs., pepper ½ oz., salt 1½ ozs.
14.—Steamed meat with haricot beans—onions 2 lbs., haricot beans 8 lbs., pepper ½ oz., salt 1½ ozs.
15.—Meat puddings—flour 12 lbs., onions 2 lbs., pepper ½ oz., salt 1½ ozs.
6.—Sea pies—flour 12 lbs., potatoes 5 stone, mixed vegetables 2 lbs., onions 2 lbs., pepper ½ oz., salt 1½ ozs.
17.—Turkish pillau—rice 6 lbs., cayenne pepper ¼ oz., onions 2 lbs., salt 2 ozs., sweet herbs 1 bunch, flour 2 lbs.
18.—Toad-in-the-hole—ingredients as for No. 1, with 2 lbs. onions, 4 quarts milk.

1.—Barley soup—barley 6 lbs., mixed vegetables 6 lbs., onions 2 lbs., flour 2 lbs., celery seed 1 packet, pepper ½ oz., salt 2 ozs.
2.—Pea soup—split peas 7 lbs., mixed vegetables 6 lbs., onions 2 lbs., flour 2 lbs., dried mint 1 packet, pepper 1½ oz., salt 3 ozs.
3.—Lentil soup—lentils 6 lbs., mixed vegetables 6 lbs., onions 2 lbs., flour 2 lbs., herbs 1 packet, pepper ½ oz., salt 3 ozs.

4.—Pea and lentil soup—lentils 4 lbs., split peas 3 lbs., mixed vegetables 6 lbs., onions 2 lbs., flour 2 lbs., pepper 1½ ozs., salt 6 ozs., mixed herbs ½ packet.
5.—Hotch potch—blue peas 4 lbs., barley 3 lbs., mixed vegetables 6 lbs., onions 2 lbs., flour 2 lbs., pepper ½ oz., salt 3 ozs., cabbage lettuces or cabbages 6 heads, packet of sweet herbs, and small bunch of parsley.

1.—Plain suet pudding—flour 15 lbs., salt 1 oz., baking powder 2 packets.
2.—Plum pudding—flour 15 lbs., raisins 3 lbs., currants 3 lbs., salt 3 ozs., baking powder 2 packets, treacle 1 lb., or sugar 1 lb., spice 1 packet.
3.—Jam rolls—flour 15 lbs., jam 6 lbs., baking powder 2 packets, salt 1 oz.
4.—Currant rolls—flour 15 lbs., currants 6 lbs., baking powder 2 packets, salt 2 ozs., sugar 2 lbs., 1 lb. of lemon peel.
5.—Plain raisin pudding—flour 15 lbs., raisins 6 lbs., sugar 2 lbs., baking powder 2 packets, salt 1 oz.
6.—Date pudding—dates 12 lbs., flour 10 lbs., sugar 3 lbs., salt 1 oz., 1 nutmeg.
7.—Rice pudding—rice 6 lbs., milk 3 gallons, nutmegs 3, sugar 3 lbs., butter ½ lb.
8.—Bread and butter pudding—sliced bread 12 lbs., sugar 3 lbs., currants 3 lbs., butter 1½ lbs., milk 3 gallons, 1 nutmeg.
9.—Tapioca pudding—tapioca 6 lbs., milk 3 gallons, sugar 3 lbs., nutmegs 3, butter ½ lb.
10.—Apple tarts—flour 10 lbs., apples 15 lbs., sugar 3 lbs., cloves ½ oz., salt 1 oz.
11.—Apple puddings—as above.
12.—Treacle pudding—flour 15 lbs., treacle 6 lbs., salt 1 oz.

SCHEDULE II.

FIELD COOKING.

SPECIMEN OF MILITARY DIET IN A STANDING CAMP FOR ONE WEEK.

Being the Diet of three Companies of Mounted Infantry encamped at Bourley, near Aldershot, for the week ending 5th Sept., 1891.

GOVERNMENT RATIONS.

16 ozs., including bone
, 16 ozs. } Net value, 6½*d.*

NOTES.

Dripping saved during the month
y, 1891, was 9,536 ozs., or 596 lbs.,
at £9 18*s.* 0*d.*, being at the rate of
per annum for 374 men.
lb. of meat and bone produced
1 oz. of Dripping in addition to

ent or shelter for cooks must be
ed.

MESSING MONEY.

3*d.* per diem deducted from daily pay of each Soldier.

Total nett cost per man, per diem, including fuel ... ... 9¾*d.*

APPARATUS AND FUEL.

Broad Arrow Kitchen.
Aldershot Oven.
Soyer's Stoves for Stock.

Service Kettle, 12 quarts.
,, ,, 7 ,,
3 lbs. of wood per man per diem.

MILITARY FIELD DIET.

Under the new system of cooking.

Nos. V., IX., and X. COMPANIES, MOUNTED INFANTRY.

REGIMENTAL FIELD DIET RETURN.

SCALE OF DIET FOR WEEK ENDING 5TH SEPTEMBER, 1891.

REMARKS.

The extra ¼ lb. of meat allowed for troops under canvas is used to provide a meat breakfast. Alternate companies or half-companies.

The staff of cooks required are—1 Serjeant-Cook, 1 assistant to keep Stock and Dripping (with returns), and 1 cook and 1 assistant per company.

Company.	Approximate No. in Mess.	MEALS.	SUNDAY.	MONDAY.	TUESDAY.	WEDNESDAY.	THURSDAY.	FRIDAY.	SATURDAY.
V.	130	Bkfst.—½ Co.	Coffee, Bacon, and Steaks.	Coffee, Steaks, and Bacon.	Coffee, Liver and Bacon, and Steaks.	Coffee, Steaks, Liver and Bacon.	Coffee, Liver and Bacon, and Steaks.	Coffee, Eggs and Bacon, Liver—Bacon and Steaks.	Coffee, Liver, Bacon, Steaks—and Eggs and Bacon.
		,, ½ Co.						Curried Stew and Potatoes.	Roast Meat (Stuffed), Potatoes and Barley Soup.
		Dinner	Baked Meat and Potatoes. Plum Pudding.	Brown Curry, Rice and Potatoes.	Roast Meat, Potatoes, and Yorkshire Pudding.	Meat Pies and Potatoes.	Baked Meat, Potatoes and Pea Soup.		
		Tea	Tea and Dripping.	Tea and Marmalade.	Tea and Dripping.	Tea and Dripping.	Tea and Jam.	Tea and Dripping.	Tea and Fried Fish.
X.	124	Bkfst.—½ Co.	Coffee, Bacon, and Stews.	Coffee, Roast Meat, and Salmon.	Coffee, Stew, and Liver.	Coffee, Bacon, and Roast Meat.	Coffee, Curried Liver, and Stew.	Coffee, Roast Meat, and Brawn.	Coffee, Stew, and Bacon.
		,, ½ Co.						Baked Meat and Potatoes. Plum Pudding.	Sea Pies.
		Dinner	Baked Meat and Potatoes. Plum Pudding.	Meat Puddings and Potatoes.	Baked Meat and Potatoes. Plain Suet Pudding.	Baked Meat, Haricot Beans and Potatoes.	Roast Meat, Yorkshire Pudding and Potatoes.		
		Tea	Tea and Dripping.	Tea and Jam.	Tea and Dripping.	Tea and Fresh Fish.	Tea and Dripping.	Tea and Kippers.	Tea and Syrup.
Z.	120	Bkfst.—½ Co.	Coffee, Bacon, and Beef.	Coffee, Beef, and Brawn.	Coffee, Brawn, and Beef.	Coffee, Beef, and Butter.	Coffee, Butter, and Beef.	Coffee, Beef, and Fried Liver.	Coffee, Fried Liver, and Beef.
		,, ½ Co.						Brown Stew and Potatoes. Currant Rolls.	Baked Meat, Potatoes and Pea Soup.
		Dinner	Baked Meat and Potatoes. Jam Rolls.	Irish Stew.	Roast Meat, Yorkshire Pudding and Potatoes.	Brown Curry, Rice and Potatoes.	Baked Meat, Haricot Beans and Potatoes.		
		Tea	Tea and Dripping.	Tea and Marmalade.	Tea and Dripping.	Tea and Fried Fresh Fish.	Tea and Cheese.	Tea and Dripping.	Tea and Dripping.

Bourley Camp, Aldershot.—Date, 20th August, 1891.

RAYMOND PORTAL, Capt. & Adjt., Mounted Infantry.

(B 10957)

SCHEDULE III.

SPECIMEN OF A BATTERY, SQUADRON, OR COMPANY DIET SHEET.

MEALS.	SUNDAY.	MONDAY.	TUESDAY.	WEDNESDAY.	THURSDAY.	FRIDAY.	SATURDAY.	REMARKS.
Breakfast	Tea, Coffee, or Cocoa, Fried Bacon.	Tea, Coffee, or Cocoa, Butter.	Tea, Coffee, or Cocoa, Haddocks.	Tea, Coffee, or Cocoa, Butter.	Tea, Coffee, or Cocoa, Sausages and Mashed Potatoes.	Tea, Coffee, or Cocoa, Butter.	Tea, Coffee, or Cocoa, Boiled Bacon (Cold).	
Dinner	Baked Meat, with Potatoes, and Apple Tarts.	Irish Stew, and Rice Pudding.	Roast Meat, Stuffed, and Pea Soup.	Meat Pies and Cabbage.	Roast Meat, Potatoes and Plum Pudding.	Turkish Pillau and Cabbage.	Tomato Soup, Roast Meat, Yorkshire Pudding, Potatoes.	
Tea	Tea, Bread and Butter.	Tea and Marmalade.	Tea, Butter, and Salad.	Tea, Butter, and Cheese.	Tea, Butter.	Tea and Dripping.	Tea and Butter.	

Things to note when compiling a weekly Diet Sheet.

1. The diet must be good and varied, no dish to be served twice during the week.
2. No two dishes containing the same ingredients should be served at one meal, *e.g.*, Pea or Lentil Soup, and Haricot Beans or Peas, Meat Pies and a pudding made of flour, Rice with Curry and Tapioca, Rice or Sago Pudding.
3. Green and other vegetables should be given in fair proportion; also Salads when in season.
4. The diet should be so arranged that the men may have a roasting joint one day and a stewing joint next, and so on.
5. Following points must be considered: Price of materials, the money to be expended, the tastes of the men and the times when fish, &c., are in season, as these are sometimes cheaper when plentiful.

SCHEDULE IV.

MONTHLY RETURN OF DRIPPING.

Return illustrative of Saving in Dripping by Present System of Cookery.

1st BATT. NORTHAMPTONSHIRE REGIMENT.

QUARTERMASTER'S DRIPPING RETURN. (*Appendix D.*)

MONTHLY BALANCE SHEET, MARCH, 1892.

Date.	Average No. in Mess.	Dripping saved during Month.		Issued Free to Companies.		Surplus Sold.		Value at 4*d.* per lb.			Remaining on Hand.		Remarks
		lbs.	ozs.	lbs.	ozs.	lbs.	ozs.	£	*s.*	*d.*	lbs.	ozs.	
1st to 31st March, 1892	843	781	...	643	...	100	...	1	13	4	38	...	

1*st April*, 1892.
Aldershot.

J. DEVLIN, Lieut. and Quartermaster,
1*st Northampton Regiment.*

Total value of Dripping saved as above £13 0 4
Value per annum at £156 4 0

SCHEDULE V.

SAVING OF STOCK AND DRIPPING.

The following details show the Comparative Economy and saving of Dripping and Stock effected by the present system of Cookery.

100 lbs. ration meat or 133⅓ rations for 133 men, are found to produce as follows :—

Stock.

Stock	6½ gallons.
Fat skimmed and clarified	1 9/16 lbs.
Average amount of bone	18¼ lbs.

Dripping.

Suet or surplus fat removed previous to cooking and clarified	3 2/16 lbs.
Fat skimmed during cooking and clarified...	11/16 lbs.
Fat skimmed from stock-pot and clarified ...	1 9/16 lbs.

	s.	*d.*
Sale of bones at 2*s.* per cwt. realised ...	0	3¼
Value of dripping at 4*d.* per lb.	1	9½
Total	2	0¾

It is found preferable to retain the dripping made from the suet for issue in lieu of butter, and that made from skimmings of the stock-pot for cooking purposes.

The results above described are the results of experiments conducted at the Army School of Cookery with the ration meat issued to the troops at Aldershot.

SCHEDULE VI.

The following is considered the best method of treating rations when the rations are to be carried on the man.

The chief essentials in view are :—

1. That rations should be prepared so as to prevent them going bad before they are required for consumption.
2. That the rations should be so divided that their carriage by the soldier entails an even distribution of weight on each individual.
3. That the preparation of the rations before issue should be advanced to such a state that their subsequent treatment before they are ready for consumption is reduced to a minimum.
4. That the rations, as carried by the soldier, should be capable either of being cooked in the mess-tin or collected and dealt with by the company cooks.

The following methods of dealing with rations are suggested :—

(A). Method of dealing with full meat ration.

Breakfast (stew) ; Mid-day meal (haversack ration of bread and cheese) ; Evening meal (steak).

On receipt of the meat ration, it should be cut up into portions corresponding to the number of squadrons, troops, or companies.

The company cooks should then remove the meat from the bone.

The best portion of the meat should then be selected and cut up into thin steaks consisting as near as possible of portions each weighing 6 ozs. If the weather is hot these steaks should be fried in fat until partially cooked. They should then be allowed to cool. The remainder of the meat should be prepared for making stew. The stew should be cooked in the morning and issued for breakfast. The steaks should be laid on two clean waterproof sheets, and the company should be formed up in two ranks with their mess tins. Both ranks should then file past, each man receiving his ration of meat and the necessary condiments.

For the mid-day meal the haversack ration of bread and cheese should be utilised.

On arrival in camp, if it is proposed that the men should cook their own dinner, all that is necessary is to add a little water to their mess tins, stir well and go on with the cooking ; or the meat can be fried if sufficient fat is available. Otherwise the meat can be dealt with as follows :

One camp kettle per fifteen men, containing a little water, should be placed on the flanks of the company ; the men should then file past emptying the contents of their mess tins into the kettles. The company cooks can then deal with the meat in the ordinary way.

This method would save time, besides leaving the men free for other work.

(B.) Method of dealing with fresh meat rations.

Breakfast (fried steaks); Mid-day meal (haversack ration of bread and cheese); Evening meal (stew).

As in (A), the company cooks should cut up the meat. The best portions should be cut into steaks, each weighing as near as possible 6 ozs. These steaks should be fried and issued for breakfast. The remainder of the meat should be cut into small cubes, sprinkled with flour, pepper, and salt, and placed on clean waterproof sheets and divided up into portions. The company should then file past with their mess tins, each man receiving his portion together with a piece of onion. The meat can be collected on arrival in camp and dealt with by the company cooks, or, if desirable, the men can cook the meat in their mess tins.

In the latter case, the men should add enough water to barely cover the meat, stir well, and cook over a small fire for about 1½ hours.

(C) Method of dealing with meat rations when they consist of half fresh meat and half preserved meat.

When the meat ration consists of half fresh meat and half preserved meat, the preserved meat can be divided into two portions: (1) for breakfast; (2) for the mid-day meal; the half ration of fresh meat being prepared by company cooks, either for frying (when suitable portions are available), or for stewing. On arrival in camp, the fresh meat can either be cooked by the men in their mess tins or collected and dealt with by the company cooks, *or* the fresh meat can be made into stew or cut into steaks and fried for breakfast, the preserved meat being issued to the men, one portion being used for the mid-day meal and the remainder for the evening meal. The latter could be heated up if desired. By adopting the former method men are enabled to obtain their evening meal without delay, and without the necessity of waiting while the meat is cooking; on the other hand, it is desirable to give men a hot evening meal when possible.

When both fresh meat and preserved meat is carried in the mess tin, the former should be placed at the bottom and well pressed down. The preserved meat should be put on top.

When preserved meat is issued in small tins, it will be unnecessary to remove the meat from the tins until required.

Preparation of haversack rations, consisting of meat, for use when bread and cheese is not available:—

Take one-third of the issue of meat, cut into joints, and boil them until tender, which will take about 2½ hours. Remove from the liquor and allow to cool. Cut into thin slices and issue. The remaining two-thirds of the issue can be treated as already described for stews, &c.

Steaks.

Take the best portions of the meat and cut into slices about 4 ozs. each, fry them in fat, and while warm press between two slices of bread, and issue as a haversack ration.

Hints for cooking in Mess Tins.

A mess tin will cook one man's meat with vegetables, and two men's without vegetables.

Small fires only are required, as rapid boiling makes meat tough and hard.

If possible grease the tins on the outside before placing them on the fire ; this makes them easier to clean afterwards.

Not more than 10 mess tins should be placed around one fire.

Utensils available for Dealing with Rations.

The utensils available for cooking in camp are limited, and as the carriage of individuals entails additional use of the cooking vessels, some arrangement is necessary.

The opportunity should be taken, when it is decided to partially cook the rations before issue, to do this over night, leaving the kettles free for the preparation of breakfast on the following morning. When the evening meat rations are to be dealt with by company cooks, it will often be found advisable to make the men prepare their own tea, and *vice versâ*.

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FINANCIAL INSTRUCTIONS

IN RELATION TO

ARMY ACCOUNTS.

1910.

Reprinted with Amendments to 1st September, 1914.

Paragraph 99 *of these Instructions is a Regulation made by the Secretary of State under Section* 23 *of the Regimental Debts Act*, 1893; *Paragraph* 223 *is a Regulation made by the Army Council within the meaning of Section* 142 (1) *of the Army Act; Paragraphs* 121 *to* 183, *and* 185, *under Sections* 2 *and* 4 *of the Pensions and Yeomanry Pay Act*, 1884; *Paragraphs* 159 *to* 164 *under the Superannuation Act*, 1887; *Paragraphs* 186 *to* 210, *under Section* 20 *of the Reserve Forces Act*, 1882; *and Paragraphs* 212 *to* 273, *under Section* 2 *of the Pensions and Yeomanry Pay Act*, 1884, *and Section* 20 *of the Reserve Forces Act*, 1882.

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FINANCIAL INSTRUCTIONS.

It is requested that should any *errors* be discovered, they may be at once pointed out in writing to the Secretary of the War Office.

DEFINITIONS OF TERMS.

UNIT, in these Instructions will be held to signify, in the—

Cavalry.—A regiment or depôt.

Royal Horse Artillery., *Royal Field Artillery.* } A battery or depôt.

Royal Garrison Artillery.—A company or depôt.

Royal Engineers.—A field troop, bridging train, telegraph, railway or balloon company, coast battalion section, company, or field depôt.

Infantry.—A battalion or regimental depôt.

Army Service Corps., *Royal Army Medical Corps.*, *Army Ordnance Corps.* } A company.

Army Veterinary Corps.—A section or depôt.

Special Reserve., *Territorial Force.* } As defined in the regulations for the Special Reserve and Territorial Force respectively.

COMPANY, &c., signifies squadron, company, battery, or troop.

SOLDIER includes warrant officers, non-commissioned officers, and men of the Regular Forces, unless the context shows the expression to be used in another sense.

PAYMASTER will be held to include any agent or officer rendering direct accounts to the War Office or local auditor, except when the context clearly shows that such interpretation is not applicable.

FINANCIAL INSTRUCTIONS, 1910.

Reprinted with Amendments to 1st September, 1914.

SECTION I.—ARMY PAY DEPARTMENT.

1. ORGANIZATION AND GENERAL DUTIES.

Duties.

1. The duties of the Army Pay Department include the receipt and disbursement of moneys receivable and payable for army services in a command, and the compilation of accounts connected therewith.

Command paymaster.

2. For these duties a command paymaster at the headquarters of each command will be responsible under the general officer i/c administration. He will act as financial adviser to the general officer i/c administration in all questions of pay and allowances and in such other matters as that officer may refer to him. He will command the Army Pay Department and Army Pay Corps within his area, and exercise supervision and control over the personnel and organization of all pay offices in the command. He will himself perform the duties of paymaster for command services* and will have the immediate direction and supervision of the work of the cashier, whose cash and bank balances he will verify at least once a month. He will not hold money on imprest except such small sums as may be required to meet the contingent expenses of the command pay office.

A.O. 132 / 1913

Regimental paymaster.

3. Regimental paymasters will be appointed for duty at such places as may, from time to time, be decided upon, and will carry out, under the general instructions of the command paymaster, accounting duties in respect of allotted regimental services.

A.O. 132 / 1913

Cashier.

4. A paymaster will be appointed to the command to act as cashier and will, under the immediate direction of the command paymaster, receive, issue, and account for all cash receivable and payable within the command.

Pecuniary liability.

5. A paymaster will be held liable for the amount of a disallowance arising from an error or overissue made or authorized by him in disregard of regulations or without proper authority.

A.O. 132 / 191

6. Questions relating to a soldier's pay and emoluments, &c., will be dealt with by the general officer commanding the command in which the soldier is serving.

* See paragraphs 15 and 67.

A.O. 132 1913

If a paymaster is desired by military authority to make a payment, or accept a charge or credit, which in his opinion is not authorized by regulations or is otherwise incorrect, he will state his objections in writing. If these objections are not removed, and the military authorities desire to pursue the matter, the procedure indicated in paragraph 6A will be followed ; except that where the paymaster and the unit are serving in the same command the case will be first referred to the command paymaster.

Appeals against disallowances.

6A. Appeals by the military authorities against the objections or disallowances of a paymaster will be made to the general officer i/c administration of the command in which the troops concerned are serving, who, if unable to concur with the paymaster (or the command paymaster as provided in paragraph 6) will submit the case to the War Office for decision, attaching the original correspondence.

6B. Appeals against disallowances made by paymasters or local auditors will similarly be referred to the War Office for decision if the general officer i/c administration is unable to concur in the disallowance.

Reference to the Army Council.

7. Should the general officer i/c administration desire the command paymaster to make a payment or pass a charge, or accept a credit, which, in the opinion of the latter, is contrary to regulations or otherwise incorrect, the general officer i/c administration will refer the question for the decision of the Army Council. In such a case the command paymaster will make a separate report departmentally to the Accounting Officer (Assistant Financial Secretary) at the War Office. Pending receipt of War Office decision the command paymaster will defer payment, except in case of emergency at a station abroad where the officer commanding the troops, after taking into consideration the command paymaster's objection, may order in writing that the payment be made, and apply to the War Office for covering sanction. The command paymaster in that event will comply with the order and will report the case departmentally to the Accounting Officer at the War Office. The personal liability attaching to all officers who order disbursement of public moneys will then rest upon the officer commanding the troops.

Opening of letters.

8. Official letters will be opened by the paymaster, or, in his absence, by the officer acting for him. This duty is never to be delegated to any member of the subordinate staff.

Avoidance of arrear of work.

9. A paymaster will be held responsible that no arrear occurs in the work of his office, and that the books are posted up daily and are at all times ready for inspection.

Inspection of offices, books, &c.

10. Offices, records, and accounts will be open to the inspection of superior authority and of such officers as may be appointed for the purpose.

Regimental funds.

11. A paymaster will not take charge of any regimental or other funds not belonging to the public.

Paymaster in pecuniary difficulties.

12. A paymaster who may be involved in pecuniary difficulties will, pending investigation and decision of superior authority, be suspended from duty.

13. All offices of the department will be open for the transaction of public business for not less than six working hours a day, and the services of paymasters and clerks will be available at all times, if required, independently of the hours during which an office may be open. Office Hours.

2. COMMAND SERVICES.

(*a*) General.

14. The command paymaster will examine bills and claims for command services, and authorize cash payments and receipts, including the issue of funds on imprest, in respect of these services. Bills and claims for command services.

15. At home stations all cash accounting services (except those enumerated in paragraph 67) and training grant expenditure, regular forces, other than separation allowance, will be dealt with as command services.

A.O. 132 1913

A.O. 202 1913

(*b*) Office Books and Records.

16. All public charges and credits on account of command services will be recorded in detail in Army Books 207 and 208 (Classified Abstract Books, Receipts and Expenditure). The totals of the accounts columns of these books will be carried monthly into A.F. N 1506 (General State of Accounts), which will then be completed and rendered by the paymaster in the manner laid down in sub-section 6. Record of charges and credits.

17. Ledgers (A.F. N 1527 for Imprests, and Army Book 61 for other accounts) will be kept containing the ledger accounts of all sub-accountants and such other ledger accounts as the nature of the paymaster's transactions may render necessary. The ledgers will be retained for six years from the date of the last entry therein. Ledger.

A.O. 352 1911

18. *Cancelled.*

A.O. 254 1911

19. The paymaster will keep subsidiary books, as may be prescribed or required, for the registration, notation, or examination of claims by or against the public, contracts or agreements, and other information affecting the work of his office. Subsidiary books.

20. The full terms of all contracts or agreements, as notified to the paymaster by the heads of services and departments, will be carefully recorded by, or under the personal supervision of, the officer responsible for the detailed examination of the bills or claims connected therewith. Notation of contract terms.

21. A record of hirings and letting of lands, buildings, &c., as notified by the responsible officers, will be kept in Army Books 62 and 229 respectively, in which will also be entered the payments in respect of, and the receipts arising from, each hiring or letting, as the case may be. Record of hirings and lettings.

22. All particulars of appointment, rates of pay and allowances, leave, &c., of officers and others in the pay of the paymaster will be recorded in Army Book 230 (Leave Book). Leave Book.

Payment by cashier.

23. Bills and claims passed by the paymaster for payment will be detailed on A.F. O 1818 and forwarded to the cashier. The paymaster will secure the return of the bills and claims, after payment, with A.F. O 1818 duly completed by the cashier.

(c) Examination of Bills and Claims for Payment, Receipt, or other Form of Adjustment.

Examination of bills and claims.

24. Examination of bills and claims by the paymaster will, except where disbursements or receipts are effected through sub-accountants, be carried out before payment or other cash adjustment takes place. In the case of disbursements and receipts by sub-accountants, the examination will be carried out as soon as accounts and vouchers are received from sub-accountants, the words "Adjusted through Imprest Account" being distinctly stamped on the vouchers by the paymaster.

Responsibility of directing staff.

25. Where services are carried out by contract, the paymaster will be responsible that each bill passed by him for payment is in accordance with the contract, and has been duly approved by competent authority.

A.O. 107 1911

The checking, computations, &c., will be carried out by the subordinate staff. The paymaster will satisfy himself that this has been done, and also as to the general correctness of the bill and that it is properly payable from public funds. He will stamp and certify the voucher as directed in para. 277.

Confidential list of bills.

26. Bills for Army Service Corps, Royal Engineer, Army Ordnance, Army Medical, and Army Veterinary Services, forwarded to a pay office for payment, will be compared by the paymaster with the list of bills on A.F. P 1964 (Confidential List) transmitted by the certifying officer.

Wages check book.

27. When civilian subordinates in the payment of the command paymaster are paid on the check book, he will call for the check book, monthly, for examination and comparison with the wages certificates rendered to him by the paying officer.

A.O. 91 1913

27A. The paymaster will take such steps as will ensure that all imprest accounts are properly kept, that no excessive balance is held, and that the bank pass book is called for at least once a year in order that the bank balance, as shown in the account, may be verified.

Claims against contractors and other persons.

28. If a claim arises against a contractor or any person not serving in the army, or against a public department, &c., and is not met when due, the paymaster will at once open a formal ledger account with the person, department, &c., concerned, and debit the account with the full amount of the claim, crediting the credit suspense account pending recovery and credit to Army Votes.

Contractors' deposits.

29. Deposits received from contractors as guarantees for the due fulfilment of their contracts, or for workmen's passes, will be credited under a special heading in the general state of accounts. Repayment of the deposits will be charged under the same heading, reference being given to the corresponding credits. In commands to which a Local Auditor has been appointed, the deposits will be adjusted through a local suspense account.

Record and discharge of claims due to public.

30. The paymaster will carry out a systematic periodical examination of the office records of claims, rents, or other revenue due to the public, adopting such measures as will secure the prompt discharge of claims and the necessary credits to public funds.

Arrears of rents.

31. If the payment of rents, acknowledgments for encroachments, or other revenue yielded by property belonging to, or in charge of, the War Department should fall into arrear, the paymaster will report the matter to the Chief Engineer or, in the case of quarters let, the officer in charge of barracks. The paymaster will prepare, in support of his account, a monthly list (A.F. P 1933) of all rents, &c., received or in arrear.

Horse hire claims.

32. The paymaster will keep a register of all sums due from and paid by officers on account of hire of horses supplied at the public expense, and will prepare claims for recovery of the amount of hire due to the public (see the Allowance Regulations).

Furniture hire claims

33. Payments for furniture hire recoverable under the Allowance Regulations in respect of quarters or messes will be secured monthly by the paymaster, who will maintain such sufficient record of claims, or other information supplied to him from time to time by the responsible officers, as will ensure that payments due to the public are not allowed to lapse or fall into arrear.

Proceeds of sales, &c.

34. The proceeds of sales of stores, supplies, animals, &c., and the value of stores and supplies issued on payment, will be recovered on information furnished by the issuing officer, or the officer responsible for the sale, as the case may be. When a person not serving in the army makes payment by means of a cheque or draft, the paymaster will not notify payment to the issuing or other officer concerned until the cheque or draft has been cleared. The paymaster will see that the financial provisions contained in departmental or other regulations governing sales have been duly observed.

Advertising expenses, &c.

35. All incidental expenses connected with sales, such as cost of advertising, posting bills, &c., are chargeable against Army Votes; any customs duty which may be payable will be charged against appropriations in aid of the Army Votes concerned. In the case of sales by auction, commission payable to the auctioneer will be deducted from the gross proceeds before credit is given to the public.

A.O. 71 1911

Travelling expenses of officers and others on the Indian Establishment.

35A. The travelling expenses, when admissible, of officers and soldiers, and their families, on the Indian establishment, are usually chargeable to Indian funds and should be so classified by paymasters in their accounts.

When officers and soldiers are transferred to or from the Indian establishment their travelling expenses to or from the port in the United Kingdom, or in the Colony in which they are serving, are chargeable to Imperial funds, but the cost of their sea passages and of any travelling expenses outside the United Kingdom or the Colony in which they are serving will usually be borne by Indian funds and should be so classified by paymasters in their accounts.

The land travelling expenses in the United Kingdom of soldiers from India proceeding to their homes on discharge or transfer to the reserve are chargeable to Imperial Funds.

A.O. 132 1912

(*d*) **General barrack damages, including losses and deficiencies of stores, chargeable against troops.**

Claims for barrack damages, &c.

35B. On receipt of a claim against a unit for barrack and other stores lost, damaged or destroyed (A.F.P. 1956) or for damages to buildings (A.F. P 1960), the command paymaster of the command in which the troops are quartered will recover the amount of the claim from the officer commanding the unit in cash and credit the public.

Claims against unit in India.

35C. When a claim is payable by a unit which has proceeded to India, the amount due will be recovered by the command paymaster of the command in which the unit was quartered at the time of embarkation. No credit will be given until the amount has been recovered through the Miscellaneous Remittance Return of the unit, but in the meantime the claim will be recorded as outstanding in the book kept for the purpose (*see* paragraph 19).

Soldiers in detention, &c.

35D. The amount shown on the return of damages, &c., by soldiers under sentence in detention barracks or military prisons (A.F. P 1924) will be recovered by the command paymaster and credited to the public.

(*e*.) **Regimental claims: Regular Forces.**

Regimental claims.

35E. Claims for pay (when not drawn through the regimental agents), command pay, extra duty pay, travelling expenses and allowances for journeys not under route, and mess, lodging and other allowances due to officers (except officers of the regular establishment special reserve and permanent staff territorial force), will be examined by the command paymaster of the command in which the officers are quartered. After being stamped and certified as directed in paragraph 277, they will be passed to the cashier for payment.

In the case of light allowance the certificate of each individual officer concerned that light in kind was not received will not be required, the certificate of the officer commanding on A.F. P 1934 being sufficient.

(*f*) **Services in certain Commands Abroad.**

Paymaster abroad.

36. In certain commands abroad, a paymaster will, unless his duties have otherwise been defined, carry out the cash and accounting duties ordinarily assigned to command paymasters and regimental paymasters and cashiers.

3. TREASURY CHEST DUTIES.

Treasury Chest duties.

37. A paymaster at a station abroad, when required and so appointed, will act as agent for the Lords Commissioners of the Treasury in the raising and movement of funds, and in the receipt and disbursement of moneys on account of such Imperial and Colonial Services as he may be ordered to perform in his capacity of Treasury chest officer. Instructions for the guidance of officers

acting on behalf of the Treasury are contained in the "Regulations for conducting the duties of the Treasury Chests Abroad."

Transfer of duties.

38. When a transfer of duties takes place with a paymaster in charge of a Treasury chest, a balance-sheet will be prepared in triplicate on A.F. N 1501, and will be signed by the outgoing and incoming paymasters, who will each retain a copy ; the third copy will be sent to the War Office.

Cash balance.

39. A paymaster in charge of a Treasury chest will not keep any bank or cash balance in addition to that which he holds as Treasury chest officer. All "Cash" will be adjusted through the Treasury chest accounts and shown therein.

Gains and losses by exchange.

40. Gains and losses by exchange, arising on funds employed for purely military purposes, should be included in the monthly accounts rendered to the War Office ; where they occur in the raising of funds for the Treasury chest, in the monthly accounts rendered to the Treasury.

4. CASHIER.

Supply of funds.

A.O. 132 1913

41. The cashier will requisition monthly on the War Office, through the command paymaster, for the funds required in a command at home. In South Africa, Malta and Bermuda he will requisition similarly on the paymaster in charge of the Treasury chest ; at other stations abroad payments for army services will be made direct from the Treasury chest, in accordance with the Treasury Chest Regulations. Where a Treasury chest does not exist the command paymaster will arrange for the supply of funds under the authority of the War Office.

Requisition to be limited to actual requirements.

42. The cashier will avoid requisitioning a larger supply of funds than is likely to be required for the services of the month, having regard to any unexpended funds in hand and amounts to be received. Should a supplementary demand be found necessary, full particulars of service will be given.

Receipt and issue of funds.

43. The cashier will receive imprests from the War Office, or the Treasury chest officer, as the case may be. He will pay bills and claims only when duly approved by a paymaster, or when special instructions for payment are sent to him by the War Office ; and he will issue funds on imprest to company and other officers.

Imprests to sub-accountants.

A.O. 355 1912

44. Requisitions for imprests for command services will be authorised by the command paymaster before funds are issued to sub-accountants. Requisitions for imprests for regimental services to sub-accountants (such as company officers, adjutants, &c.), drawing regularly, will be forwarded direct to the cashier, who will satisfy himself, before complying with a requisition, that the issue is of the normal amount for the service. Other requisitions for imprests for regimental services will be authorized by the regimental paymaster before funds are issued to sub-accountants.

Receipts to be brought promptly to account.

45. The cashier will, without delay, give credit in his accounts for every sum received by him All cheques, on receipt by the cashier, will at once be crossed by him to the particular bank at which he keeps his public account and will be paid in, for collection by the bank, at the earliest possible date.

Mode of payment.

46. Payments by the cashier will be made by draft (or cheque in the case of certain stations abroad), cash, money order, or postal order.

Particulars of payments.

47. When a draft is issued for a composite amount (*e.g.* the total of two separate allowances) or for a net amount (*e.g.* pay minus income duty), the cashier will insert on the draft brief particulars of each item.

Open draft.

48. When a draft is issued to a person not wishing to pass the draft through a bank, the cashier will substitute for the usual crossing the words "Please pay cash," and initial that instruction.

Payment to person on behalf of another.

49. Cash is not to be handed over by the cashier to any person other than the person to whom it is actually due unless to a commissioned officer, or to a warrant officer duly authorized to receive the working pay due to military working parties.

Bank undertaking.

50. The public banking account of the cashier will be kept at such bank or banks as may be approved by the War Office. Before any account is opened, the manager of the bank will be required to furnish an undertaking to the following effect :—

"All money which may be deposited in this bank by any army accountant for the public service will be held by the bank on behalf of the Secretary of State for War as public money, and the account thereof will be kept in the books of the bank as such, subject to the drafts of the accountant making deposits, or of any other accountant into whose name the account may from time to time be duly transferred.

"The bank undertakes to furnish information at all times respecting the public banking accounts of such accountants to any officer deputed by the Secretary of State, or to the command paymaster, and also, on demand, to surrender the balance thereof to any such officer or command paymaster, or at his request to hold such balance free from the drafts of any particular accountant."

Pass book.

51. The heading of the account in the bank pass book should show clearly that the account is solely on the public service.

Interest.

52. Any sum allowed by a bank as interest on the public banking account of a cashier will be duly brought to account by him.

Public money to be applied only to authorized services.

53. A cashier will not under any circumstances merge public and private money in the same account. He will not apply public money to any purpose not authorized by the regulations of the service, nor will he advance, lend, or exchange any sum for which he is accountable, or change private cheques out of public funds.

Forms of draft or cheque.

54. Cashiers at home and in certain commands abroad will obtain from their authorized bankers forms of draft approved by the War Office. Such drafts need not bear a stamp other than the usual receipt stamp (when required by statute). The use of cheques by cashiers (other than paymasters at certain stations abroad) is not allowed.

Old bank pass books.

55. The bank pass book will be kept for a period of six years from the date of the last entry therein. Paid cheques (where cheques are used) and their counterfoils will be kept for six years.

56. The amount of cash retained in the office of a cashier will be as small as possible.

Cash in office.

57. Whenever boxes or packages containing bullion or specie pass into the custody of the cashier, he will be responsible for the bullion or specie while in his possession. The boxes or packages will be sealed whenever possible, the seals being verified whenever there is a change of custodian. The cashier should inspect the boxes or packages frequently, daily if possible, giving special attention to the seals and other fastenings.

Lost drafts or cheques.

58. When a person, in whose favour a draft or cheque has been issued, reports that it has been lost by him or not received, the cashier will at once instruct his bankers to stop payment, and, after obtaining from them an acknowledgment that this has been done, will issue a new draft or cheque. In cases where the payee admits that he received the draft or cheque, he should be required, before the issue of a new one, to furnish a written undertaking to make good any sum payable by the public in consequence of its loss.

Lost postal orders. A.O. 213 1912

When a postal order issued by the cashier is proved to have been lost the paymaster will authorize the re-issue of the amount and will report the circumstances to the postmaster-general requesting that as soon as the order becomes void through lapse of time limit its value may be refunded.

Pending the refund the paymaster will debit the amount to his suspense account.

Office books.

59. The cashier will keep a cash book (Army Book 209) and such subsidiary books as may be necessary, in which he will record all transactions. The cash book will be retained for a period of six years from the date of the last entry therein.

Record of receipts and payments. A.O. 132 1913

60. Receipts and payments will be entered in the cash book under date of the day on which the amounts are actually received or paid. The date on which a draft for an amount is drawn is to be regarded as that on which such amount is paid. The cash book will be balanced and the bank balance verified with the bank pass book daily. At the close of each day's transactions, A.F. O 1821 A, will be completed and transmitted to the command paymaster.

Notifications to paymasters.

61. The cashier will send the undermentioned notifications to the paymasters concerned :—

A.F. O 1817. Detail of sums issued on imprest to sub-accountants.

A.F. O 1818. Certificate of payment of bills and claims.

A.F. O 1820. Detail of sums received on behalf of paymasters.

At home stations the forms will be dealt with in the following manner :—

(*a.*) Sums issued by the cashier on imprest to sub-accountants—

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The cashier will prepare A.F. O 1817 in duplicate and forward both copies to the paymaster responsible for the accounting of the items. The paymaster will certify one copy to show that the amounts have been correctly brought to

account and transmit it to the command paymaster of the command in which the cashier is stationed.

The command paymaster will prepare, day by day, separate schedules of the forms (A.F. O 1817) for each command, and at the end of the month will check the schedules with the amounts issued as shown on the cashier's balance sheet (A.F. O 1821). He will then annex both schedules and forms (A.F. O 1817) to A.F. O 1821 for transmission to the local auditor who will refer to other local auditors for such cross-check as may be necessary.

(*b.*) Bills or claims passed to the cashier for payment—

The paymaster will prepare a detail of the bills or claims on A.F. O 1818, in duplicate, and forward both copies to the cashier, who, after completing the certificate of payment, will return both copies. The paymaster will then transmit one copy to the command paymaster of the command in which the cashier is stationed, to be dealt with in the manner laid down in (*a*) above.

(*c.*) Detail of sums received on behalf of paymasters—

The cashier will prepare A.F. O 1820, in duplicate, and forward both copies to the paymaster responsible for the accounting of the items. The paymaster will endorse one copy to show that the amounts have been correctly brought to account, and will transmit it to the command paymaster of the command in which the cashier is stationed, to be dealt with in the manner laid down in (*a*) above.

No transactions in absence of directing staff.

62. Monetary transactions will not take place in the absence of an officer of the directing staff of the office.

Paid bills to be stamped.

63. All bills or claims paid by the cashier will be clearly stamped with the word "Paid" before being returned to the paymasters concerned.

Despatch of letters containing drafts, &c.

64. Letters containing drafts, or negotiable documents of any kind, will be closed by an officer who will be responsible for their safe transmission to the post office.

Transfer of duties.

65. On the occasion of a transfer of duties from one cashier to another the certified balance in the bank (after making allowance for all outstanding drafts or cheques) will be transferred by the outgoing to the incoming cashier, and the outgoing cashier will notify to the bank through the command paymaster the transfer of duties, and the name and rank of the cashier who is to succeed him. The cash book, duly completed and closed to the time of transfer, will be handed over by the outgoing cashier to his successor, together with the cash balance, and all official books or documents. This should be done in the presence of the command paymaster.

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Statement of receipts and payments.

66. The cashier will render a monthly statement of his receipts and payments, in the manner laid down in sub-section 6.

5. REGIMENTAL SERVICES.

(*a*) General.

Accounting services carried out by regimental paymasters. A.O. 132 1913 A.O. 202 1913

67. At home stations, except as specially provided in para. 15 for settlement of training grant expenditure, the following Accounting Services will be carried out by regimental paymasters:—

(i.) The compilation of soldiers' accounts on the Dover system of payment, including all personal emoluments and public stoppages and regimental bills.

(ii.) Pay of civilian subordinates attached to and paid by units.

(iii.) Company contingent allowance and postal expenses, allowances for the repair of accoutrements and funeral expenses.

(iv.) The issue of army reserve pay and pensions.

(v.) The payment of allotments of pay, separation allowance and remittances of soldiers serving abroad.

(vi.) The issue of the pay and allowances, gratuities and bounties due to officers and men of the Special Reserve and Territorial Force, including the regular establishment and permanent staff.*

(vii.) The issue of regimental allowances and postal expenses of the Special Reserve and Territorial Force, and the wages of any civilian subordinates attached thereto.

(viii.) Services performed at units by civilian tailors and shoemakers.

(ix.) Recruiting pay lists.

(x.) Charges on routes.

67A. At stations abroad a command paymaster will be responsible within his area for all accounting services.

Record of charges and credits.

68. All public charges and credits in respect of services dealt with by the paymaster will be recorded by him in Army Books 207 (*a*) and 208 (*a*), Classified Abstract Books, Receipts and Expenditure. The totals of the accounts columns of these books will be carried into A.F. N 1506 (General State of Accounts), which will be completed and rendered by the paymaster in the manner laid down in sub-section 6.

69. The paymaster will keep ledgers (Army Books 61, 67, 68 or 68A, or A.F. N 1527) containing the ledger accounts of sub-accountants and all suspense accounts. The ledgers will be retained for six years from the date of the last entry therein.

70. *Cancelled.* A.O. 254 1911

Imprests for regimental services.

71. Imprests of public money to officers acting as sub-accountants will, immediately on notification by the cashier, be examined by the paymaster, who, if he finds an imprest is excessive in amount, will take such steps as may be desirable to regulate it according to

* The pay and allowances of staff officers of Territorial Divisions, Brigades, and Coast Defences are issued by command paymasters.

A.O. 91 1913
A.O. 355 1912

the actual requirements of the service. He will secure from sub-accountants the prompt rendering of accounts of receipt and expenditure of public money. In examining the imprest accounts he will see that no excessive balances are held, and, at least once a year, will verify the bank balance of each account with the bank pass book. In the case of unexpended balances on imprest accounts of an occasional nature, *e.g.*, territorial force week-end camps, instructional tours, &c., the paymaster will request the return of the amounts to the cashier before the audit of the account is proceeded with. (*See* para. 298.)

Payment by cashier.

72. The paymaster will prepare a detailed list, on A.F. O 1818, of all claims passed for direct payment by the cashier. He will see that such claims are returned to him by the cashier after payment has been effected.

(*b*) Compilation of Company, &c., Pay Lists.

Company, &c., pay lists.
A.O. 132 1913

72A. Except as provided in paragraphs 72B and 72C, the compilation of soldiers' accounts at home stations will be carried out by paymasters in accordance with the following table —

Arm or Corps.	Paymasters by whom soldiers' accounts will be compiled.
Household Cavalry	Command Paymaster, London District.
Cavalry of the Line—	
Dragoon and Lancer regiments	Regimental Paymaster, Canterbury.
Hussar regiments	" " York.
Royal Horse Artillery	" " Woolwich.
Royal Field Artillery	" " Woolwich.
Royal Garrison Artillery	" " Dover.
Royal Engineers	" " Chatham.
Royal Flying Corps (Military Wing).	" " Aldershot.
Foot Guards...	Command Paymaster, London District.
Infantry of the Line	Regimental Paymaster at the Record Office Station of the unit.
Army Service Corps	Regimental Paymaster, Woolwich.
Royal Army Medical Corps ...	" " Aldershot.
*Army Veterinary Corps	" " Woolwich.
*Army Ordnance Corps	" " Woolwich.

72B. The pay accounts of soldiers arriving home from abroad as invalids, or for discharge or transfer to the reserve, will be sent from the station abroad to the paymaster at the station—Netley, Woolwich or Gosport—to which the soldiers are sent on disembarkation; unless the soldiers are attached to a unit on disembarkation, in which case their accounts will be included in the pay list of that unit.

* The accounts of soldiers of the Army Veterinary Corps and Army Ordnance Corps who are attached to units of other corps for duty will be included in the pay lists of the unit to which they are attached.

72c. The pay accounts of soldiers of the corps of Military Police, Military Provost Staff Corps, Corps of Army Schoolmasters, Corps of the School of Musketry, and the Army Pay Corps; and the pay accounts of soldiers detached from their corps for service on the Army Gymnastic Staff, Garrison and District Staff, and on the establishment of the various schools will be dealt with as follows:— A.O. 132 1913

(*a*) When a pay and mess book is kept, by the regimental paymaster of the area in which they are quartered.

(*b*) When with the approval of the general officer commanding-in-chief a pay and mess book is not kept, by the command paymaster.

(*c*) If any of these soldiers are attached to a unit, their accounts will be included in the pay list of that unit.

(*d*) The pay accounts of the Central Flying School will be compiled by the command paymaster, Salisbury.

Direction of work.

73. The officer in immediate charge of a pay list section of the office will, under the general instructions of the paymaster, be responsible for the personal direction and superintendence of the clerks serving in the section, and will satisfy himself, by a careful scrutiny of their work, that the duties assigned to each are properly performed.

Soldier's pay accounts.

74. Compilation, on A.F. N 1505A, of the soldier's ledger account and pay list will be proceeded with as early as practicable in each month, every man's account being credited with pay up to and including the last Friday in the current account period, at the rate in force on the last day of the preceding pay list, and with any sum due for clothing and kit allowance. A.O. 343 1913

Regimental orders.

75. The paymaster is, in accordance with the King's Regulations, supplied daily with copies (A.F. O 1810) of all regimental and corps orders affecting the soldier's pay, service, or documents; and, as these daily orders are received, the soldier's account will be credited with any increase of pay or any extra emolument which may be due, and debited with the amount of any pay which may have been forfeited.

Clothing indents.

76. Company, &c., indents for personal clothing and necessaries issued on payment will, on receipt by the paymaster, be checked with the latest published priced vocabulary, and the amounts due from the soldier charged against his ledger account and credited to the public. In the case of indents for free issues, the entitlement of each man to the issue under the scale laid down in the Clothing Regulations will be verified, as well as the names, numbers and date of enlistment of the men. Charges for fitting and marking will, in all cases, be checked with the authorized rates. A.O. 352 1911

Stoppages due to public.

77. The full amount of any stoppage due to the public to which a soldier becomes liable either under army regulations, sentence of court-martial, or by order of the officer commanding, will be at once charged against him, and credited to the public in the company, &c., pay list for the account period in which the stoppage is levied. A.O. 343 1913

Stoppages not due to public.

78. Any stoppages ordered by a court-martial or by order of the officer commanding on account of sums not due to the public will only be recorded against a soldier as they are recovered. The sums so recovered will be charged against the soldier in the pay and mess book under the head of regimental bills. A similar course will be pursued in regard to fines awarded in a civil court which have been paid on behalf of a soldier by an officer commanding a company, &c., at his own risk.

Names to be struck out of pay list.

79. The names of all men who, in consequence of transfer, &c., cease to be entitled to draw pay through the pay list will be struck out. For the purpose of checking establishments, the name of any non-commissioned officer temporarily detached may, however, be retained, but a red ink note will be made to ensure that the charge of pay is not resumed until the non-commissioned officer is re-transferred into payment.

Resumption of right name by soldier.

80. A copy of the original declaration made by a soldier, who, having enlisted under an assumed name, wishes to resume his right name, will be annexed as a voucher for the first entry of the change of name in the pay lists.

Units and drafts proceeding to India.

A.O. 343 1913

81. When it is known that a unit will proceed to India during the month it will probably be found convenient not to credit the men's accounts with pay for the whole account period. If, however, pay is so credited, recovery from the men will be made for any portion of the period that may be chargeable to Indian funds. A similar adjustment will be made in the case of drafts proceeding to India.

Pay and mess book.

82. The pay and mess book (A.F. N 1504A), rendered periodically to the paymaster by company, &c., commanders, will contain a detailed record of the transactions between the company, &c., commander, and the men, and a general account of the cash receipts and expenditure connected therewith. On receipt of the pay and mess book, the company cash payments, stoppages, and bills will be posted to the debit of each man's account in the pay list. The paymaster will see that the pay and mess book is complete in every particular, and that the totals of the cash payments, stoppages and bills agree with the corresponding figures in the statement of cash received and disbursed by the company, &c., commander.

Closing of pay list.

83. The pay list will be balanced and closed each month, if practicable within fifteen days after the end of the period to which it relates, and carried into the general summary of pay lists in the classified abstract book.

Pay list to be sent to company, &c., commander.

84. As soon as the balances and rates of pay have been brought forward from the closed pay list into the pay list for the current account period, the closed pay list will be sent to the company, &c., commander for his guidance in making further cash issues to the soldier, and for the information of each man concerned. The paymaster will secure the early return of the closed pay list, duly certified as provided for therein, and will retain it as a voucher to his accounts.

Accounts of men on furlough.

Men on furlough.

85. In the case of men granted furlough, pay and ration allowance will be credited to their accounts only to the end of the current account period, although the furlough period may extend beyond that time. In such circumstances the men's accounts may unavoidably show a debtor balance in respect of the pay, &c., issued for any unexpired period of furlough. A.O. 343 1913

Responsibility in regard to cash payments to the soldier.

Limitations of cash issues.

86. The responsibility of the paymaster in regard to cash payments made to individual soldiers will be limited to seeing that a man's account is not thrown into debt at the end of the account period, and that no cash payments on account of any increase in a man's rate of pay are made by the company, &c., commander until such increase has been duly placed to the credit of the man's account. The appearance of a debtor balance in the pay list, when it is returned to the company, &c., commander to note, will in itself be a notification that the cash issues should be curtailed in that particular case, and, if this is not done in the following account period, the paymaster will specially call attention to the disregard of regulations on this point (see Pay Warrant).

Adjustment of a Soldier's Account on Transfer.

Transfer of soldier.

87. When a soldier is transferred to other payment, the company, &c., commander will send to the paymaster Army Form O 1809 showing the cash issued and the bills and other charges incurred up to the date of transfer. The paymaster will at once complete the man's account up to the end of the account period, and balance it by inserting the amount of the *Cr.* balance in the "Forfeited Pay" column, or the amount of the *Dr.* balance in the "Pay" column. He will then send A.F. O 1812, with the balances on the pay account shown in words, as well as in figures, to the paymaster of the man's new unit, who will insert the man's name in the pay list, and the amount of his *Cr.* balance in the "Pay" column, or the amount of his *Dr.* balance in the "Forfeited Pay" column. *Cr.* and *Dr.* balances of men transferred will thus be respectively deducted from and added to the total charge for pay in the pay list of the unit from which they are transferred and, conversely, will be added to and deducted from the total charge in the pay list of the unit to which they are transferred. Any under credits or under charges discovered after A.F. O 1812 has been despatched will be adjusted by means of paymasters' advances. The first charge of pay after transfer will be made from the first day of the next account period. The A.F. O 1812 will be transmitted without delay to the man's new officer commanding, for his guidance in making cash payments, but should a pay day occur before the officer commanding has received A.F. O 1812, the man may be paid the normal weekly cash payment for men of his rank. The A.O. 107 1911 A.O. 343 1913

officer commanding will note in the pay and mess book the amount due to, or from, the man, and the rate of pay, and will immediately return A.F. O 1812 to the paymaster. The account of a man transferred from one company to another of the same unit, or to another unit in the same payment, will be dealt with on similar lines, except that the balances will be adjusted in the columns headed "Contras in soldiers' accounts," and A.F. O 1812 will not be used. If the final transfer of a man placed on probation for a corps dates, under the King's Regulations, from the commencement of probation, the account will be transferred from such date.

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88. In the case of a soldier transferred to take up an appointment with a lower rate of pay, or who is in receipt of lance, additional, corps or engineer pay, the paymaster making the transfer will recover from the soldier's account any advance of such pay, or difference of pay, from the date of transfer. No recovery will, however, be necessary as regards corps or engineer pay when the man is not in receipt of service pay, nor of lance pay when a vacancy is kept open for the soldier transferred. In these cases advances may be made for the periods of and under the conditions applicable to advances of regimental pay. The paymaster receiving the transfer will credit the soldier with any difference of pay that may become due to him on the pay list of his new unit.

Abstract of rations.

89. To adjust the abstract of rations, the paymaster will enter in red ink in the "Forfeited Pay" column of the pay list the number of days for which rations should be deducted for men transferred out of payment, the corresponding addition being similarly shown in the "Pay" column by the paymaster of the men's new unit.

Accounts not prepared by Army Pay Department.

90. When a soldier's accounts are prepared and rendered by an officer not belonging to the Army Pay Department, his transfer statement of accounts (A.F. O 1812) will be signed by the officer who renders his accounts, and forwarded to the paymaster. The latter will note the transfer, and, after stamping the document with his office stamp transmit it to the paymaster into whose payment the soldier is transferred.

Adjustment of a Soldier's Account on Discharge or Transfer to the Army Reserve.

Procedure on soldier's discharge or transfer to reserve.

91. When a soldier is to be discharged, the company, &c., commander will, when practicable, render A.F. O 1809 to the paymaster, together with the gratuity (or deferred pay) claim, seven clear days before the casualty occurs. In the case of a soldier who is to be transferred to the army reserve, A.F. O 1814 will be rendered in addition. The soldier's account will then be closed by the paymaster, and the balance due to clear the account inserted in the form. This will be returned to the company, &c., commander, who, after deducting from the balance any issue of cash made or stoppages incurred subsequent to the rendering of the form to the paymaster, will then pay the man and secure his receipt. The form will be forwarded to the paymaster at the end of the account period in support of the entries

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in the pay and mess book. In the case of a man discharged by purchase, A.F. O 1809 will not be returned by the paymaster until he receives the cashier's receipt for the purchase money.

Discharge Depôt.

92. When a man is transferred to the army reserve from the discharge depôt, the paymaster of that depôt will close the man's account to date of transfer and notify particulars of emoluments to the paymaster paying the reserve of the unit to which the man belongs. A.F. O 1814 will be used for this purpose and passed through the officer i/c records, who will complete the form.

Payment of sums due after discharge.

93. Sums due to or from soldiers after discharge, or transfer to the reserve, will be dealt with as follows :—

(*a*) Amounts exceeding 5*s.* due to reservists or men discharged to pension, and all amounts due to men discharged without pension, will be remitted to the men, through the cashier, by the paymaster in whose payment they were serving when transferred or discharged.

(*b*) Amounts of 5*s.* or less, shown before the despatch of A.F. O 1814 to be due to men transferred to the reserve, will be debited to their accounts in the forfeited pay column, and the paymaster paying the reservists will include such sums in the first money orders issued to the men, and, on the classification of the money order account, charge the amounts to Vote 1, Regimental Pay.

(*c*) Debtor balances shown, before the despatch of A.F. O 1814, to be due from soldiers transferred to the reserve, will be charged by the paymaster to Vote 1, Pay, &c., of army reserve, and the paymaster paying the reservists will deduct the debt from the man's reserve pay and charge only the net amount issued to the man.

(*d*) Other sums due to or from soldiers after discharge to pension, or transfer to the reserve, will be adjusted between the paymaster in whose payment the men were serving, when discharged or transferred, and the paymaster issuing the pension or reserve pay, by means of paymasters' advances.

Adjustment of Accounts of Drafts Proceeding Abroad.

Drafts to India.

94. In cases of drafts proceeding to India, A.F. O 1809 will be rendered to the paymaster seven clear days before embarkation, or as soon as possible after the men have been detailed, and will include the names of "waiting" men. The accounts of these men will be made up in pencil on the pay list (including the regulated advance of pay reckoned from the date of embarkation inclusive), and the balances due to clear accounts inserted on A.F. O 1809, which will be signed by the paymaster, and forwarded to the company, &c., commanders to enable them to effect a settlement. Should any payments have been made, or stoppages incurred, after the form has been rendered, the necessary deductions will be made by the company, &c., commanders from the balances due, and the net balances disposed of as laid down in paragraph 96. On the draft proceeding, the names of any men who did not

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embark will be struck out of the form, which will immediately be returned to the paymaster to enable the accounts to be finally closed, and the necessary transfer pay documents (A.F. O 1812) to be prepared and forwarded. A nominal list will be prepared by the officer commanding for each draft showing the names of the men and the amount due to each. Separate nominal lists will be prepared in respect of drafts proceeding to different destinations. Any forfeitures, fines, or other public stoppages incurred subsequent to the closing of A.F. O 1809 should at once be notified to the paymaster, who will adjust them as debtor balances on transfer, noting the fact on the transfer statement of accounts to explain the debt.

A.O. 352 1911

Drafts to abroad, except India.

95. When drafts proceed abroad, other than to India, it will not be necessary for A.F. O 1809 to be rendered in advance. Company, &c., commanders will, in such cases, calculate approximately and enter on a nominal list the amount due to each man (including the regulated advance of pay), and will dispose of the balances as laid down in paragraph 96. Separate nominal lists will be prepared in respect of drafts proceeding to different destinations. The paymaster will complete the accounts up to the end of the account period in which the draft proceeds, in the manner laid down in para. 87.

A.O. 71 1911

95A. When it is uncertain to what company, &c., the soldiers forming a draft will be posted, a separate A.F. O 1812 will be made out for each man.

A.O. 107 1911

Payment of balances.

96. The net balances due to the men will as a rule be handed to the officer commanding the draft, but if the amount is inconveniently large the whole or a portion of it may be remitted by paymaster's advances to the paymaster, Netley, who will hand the money over on board the ship at Southampton. The paymaster's advances should be sent in time to reach Netley not later than the second post of the day prior to the sailing of the ship. The officer commanding the draft will give a receipt on A.F. O 1809 for the amount actually handed over to him by the company, &c., commander. Any payments made to the men during the journey will be recorded on the nominal lists and supported by the men's receipts. The nominal lists (together with the balances remaining unpaid at the end of the journey), will be handed over to the company, &c., commander concerned, who will cause them to be receipted by the men and returned to the officers commanding the companies, &c., from which the men proceeded, to support the charges in the home accounts.

A.O. 352 1911

Adjustment of a Soldier's Account on proceeding home from Abroad, for Discharge, Transfer to the Reserve, or Invalided.

Soldiers sent home from abroad for discharge, &c.

97. In the case of men sent home from abroad for discharge, transfer to the army reserve, or invalided, A.F. O 1809 will be rendered to the paymaster seven clear days before embarkation, or as soon as possible after the men have been detailed. The accounts of these men will be made up in pencil in the pay list (including the recovery of any pay, &c., that may have been

edited beyond the date of transfer, or the period of advance, hen authorised), and the balances due to clear the accounts serted on A.F. O 1809, which will be signed by the paymaster, d forwarded to the company, &c., commanders to enable them to fect a settlement. At the same time A.F. O 1812 will be prepared the paymaster on the assumption that the balances on A.F. 1809 will have been paid to the men before embarkation, and ill at once be forwarded to the paymaster of the station to which e men proceed for discharge. As soon as the men have embarked, separate acquittance roll on A.F. N 1510 for the balances paid to em will be furnished by company, &c., commanders to the pay- aster, who will thereupon forward to the paymaster, to whom .F. O 1812 has been sent, a list of any unpaid balances, also of ny forfeitures, fines, or other public stoppages that may have been curred subsequent to the despatch of the A.F. O 1812. These edits or debts should be adjusted by means of paymasters' lvances. A separate A.F. O 1812 will be made out for each man. A.O. 107 1911

oldiers temporarily attached to other units, Schools of Instruction, &c.

98. Except as provided for detached soldiers in paragraph 72c, Men attached to other units A.O. 132 1913 oldiers at home stations temporarily attached to other units, &c., ill be retained in the payment of their own units. The com- any, &c., commander will prepare and transmit at the time the oldier proceeds, a detachment pay sheet (A.F. N 1510) for the urrent account period (and an additional pay sheet for each ccount period during which the absence is likely to continue) to A.O. 343 1913 ne Company, &c., commander to which he is to be attached. The detachment pay-sheet will show the date of the soldier's st pay-day, and the total weekly amount due during the period attachment. His company, &c., commander will also notify ny stoppages or claims for which the soldier may subsequently ecome liable, in order that the cash payments may be regulated ccordingly. The company, &c., commander to which the soldier attached will make payments based on this information, and ill furnish to his own paymaster, at the end of the account eriod or immediately on the soldier ceasing to be attached, par- culars on the detachment pay-sheet of the amount due for cash ayments and stoppages. The paymaster will credit the company, c., commander with the total amount and charge it in the pay olumn, at the same time forwarding the detachment pay-sheet nd Army Form O 1823 to the paymaster of the unit to which the oldier belongs. The latter paymaster will deduct the amount in ne "forfeited pay" column, and will then return the counterfoil, uly completed, to the paymaster from whom it was received. The aymaster despatching Army Form O 1823 will, in all cases, watch nd secure the return of the counterfoil.

98A. At stations abroad the accounts of soldiers temporarily A.O. 132 1913 ttached to other units, &c., will be dealt with as provided in para- raph 98, unless the absence is expected to continue beyond one nonth, when the transfer will be carried out in accordance with aragraph 87.

Balances of Men Rejoining from Desertion or Discovered to hav Fraudulently Enlisted.

Men rejoining from desertion, &c.

99. When a soldier rejoins from desertion or is discovered t have fraudulently enlisted, any *Dr.* balance shown to have bee incurred prior to his desertion or fraudulent enlistment will, if h rejoins from desertion, or is discovered to have fraudulentl enlisted, within three years of the date of the offence, be charge against him in the pay list and credited to the public. When th re-charge of a *Cr.* balance is admissible under the provisions of th regulations under the Regimental Debts Act, 1893, the charge ma be made without previous reference to the War Office and shoul be supported by a statement showing—

(1) On what date the man deserted.

(2) On what date the man was apprehended, or gave himsel up as a deserter ; or, if he has fraudulently enlisted, or what date such fraudulent enlistment was detected.

(3) What are the debts (if any) due by the man to (*a*) the public ; (*b*) the troop, squadron, battery, or company commander ; (*c*) to any other persons.

(4) In what account the balance was credited to the public.

Debts of Men relegated from Navy or Marines, or vice versâ.

Men relegated from army to navy, and *vice versâ*.

100. In the case of a man relegated to the army from the Roya Navy or Royal Marines and *vice versâ*, the amount of his debt on transfer (excluding any expenses incurred in his apprehension) should at once be charged against him and paid over to the Admiralty, or recovered from the Admiralty and credited to the public, as the case may be. When a deserter from the Royal Navy, or Royal Marines, who has enlisted in the army, and *vice versâ*, is not claimed for service under his previous engagement, his debt at the time of desertion should be similarly dealt with. Whenever possible, the necessary adjustment will be made locally between the paymasters of the services concerned. In the event of there being no naval paymaster available, the army paymaster will report the case to the War Office for adjustment.

Ration Abstracts.

Men attached for rations.

101. The names of soldiers attached to a company for rations, but not for pay, will be entered on a separate page, or pages, at the end of Form 1 of the pay and mess book, and the company in whose payment they are will be clearly stated. On receipt of the pay and mess book, the paymaster will secure the necessary adjustments for men in his own payment. He will prepare A.F. P 1950 for any of the men who are not in his payment and forward it to the paymaster concerned, who will acknowledge the issue of rations and certify that they are duly accounted for.

Ration abstract.

102. The ration abstract will be completed by the paymaster, to whom the company, &c., commander will render with his

and mess book the certificates of rations issued on A.F. 743. On the pay list being forwarded to the company, &c., mmander for signature, all vouchers relating to the ration tract, including those for hospital stoppages, will accompany so as to enable the company, &c., commander to verify the tract. After being checked, the A.F. F 743 will be initialed forwarded to the local auditor of the command in which rations were issued, or to the War Office, as the case may

Balances due to Soldiers at close of Financial Year.

Soldiers' balances at close of financial year.
A.O. 343
1913

103. The total of the balances due to soldiers on their accounts the last pay day of the financial year, as shown by each company, , pay list for the account period ending in March, will be dited to the public by the paymaster in his account for that iod, under the heading of the Pay Votes concerned, and charged the charge suspense account. The amount so credited will be harged by the paymaster in his account for the account iod ending in April, and the charge suspense account corresndingly relieved.

Unit proceeding to or from a Station Abroad (except India).

A.O. 132
1913

Date of new payment of unit.
A.O. 343
1913

104. When a unit proceeds to or from a station abroad or om one station abroad to another, it will be taken into payment the new station from the first day of the account period in which embarks.

Transfer of pay lists.

105. The company, &c., pay lists for the current account period ill be completed to the date on which the unit embarks, and ill be forwarded to the paymaster of the new station accompanied (1) a certificate that the names, ranks, regimental numbers, tes of enlistment, rates of pay, and balances have been correctly ought forward from the closed pay lists for the previous account iod ; (2) the pay lists of the previous account period, if the unit ould move before such pay lists can be furnished by the paymaster enable the men to see their accounts ; and (3) copies of the ledger counts of each company, &c., commander from the first day of the count period in which the transfer takes place.

Adjustments of balances.

106. The net balance on the accounts will be adjusted by the aymasters concerned by means of paymasters' advances.

Accounts of details.

107. The accounts of "details" left behind on the transfer of a nit will be completed at the new station up to the end of the count period in which the move takes place, in the manner id down for ordinary transfers.

Unit temporarily detached.

108. When a unit is only temporarily detached from its station, will remain in the payment of the paymaster of that station.

Units proceeding to or from India in ordinary course of relief a Indian expense.

Payment on voyage.

109. Detailed information relating to the payment of troo preparation of pay lists, &c., for the period of the voyage to or fr India at Indian expense, is contained in Appendix II.

Adjustment of claims and accounts.

110. Adjustment of accounts, claims, &c., in respect of perio preceding the date of embarkation for India, will be made under :—

(*a*) Company, &c., commanders will render to the paymast of the station from which they proceed as soon possible after embarkation, pay and mess books for t period preceding the date of embarkation.

(*b*) The paymaster will in due course forward to the officer co manding the unit a balance sheet (A.F. N 1501) showi the net amount due to or by each squadron or compa commander.

A.O. 267 1912
A.O. 107 1910

(*c*) If the balance sheet shows a net balance due to t paymaster, he will include the amount of such balance his charge suspense account, forwarding the necessary pa ticulars to the officer commanding concerned, with a reque that authority may be given to charge the amount again the Indian Government. Any correspondence necessa to clear the amounts in suspense will be conducted by t paymaster direct with the officer commanding. In t event of failure to recover, the question of responsibili or write-off will be settled locally. On receipt of t authority from India, the charge suspense account will b adjusted accordingly.

(*d*) If the balance sheet shows a net balance due from the pa master, the amount will be remitted to India in the usu manner.

(*e*) The paymaster will adjust, and recover from the unit, th amount of any claim against the unit received after it embarkation for India.

Units proceeding to or from India as special Indo-Colonial reliefs Imperial expense.

Voyage pay.

111. Whenever special reliefs between a colony and India are to b made at Imperial expense, a notification will be sent by the Wa Office. The voyage pay is chargeable against Imperial funds, (*a*) during the voyage to India, to date of disembarkation ; (*b*) during the voyage from India, from the date of embarkation. The voyag period counts as British, and not Indian, service for deferred pa and pension purposes.

Pay and mess books.

112. When the unit proceeds from a colony to India, the pay and mess books for the voyage period will be rendered to the paymaster by whom the unit was paid before embarkation. These pay and mess books will be prepared on A.F. N 1504A, one pay and mess book being rendered for each company for the period commencing on the

day of the account period in which the company embarks and ing on the day of disembarkation. A nominal roll (A.F. O 3) will be prepared and dealt with in the manner laid down in . 3 of Appendix II. A.O. 267 1912

Pay lists for voyage from India.

3. When the unit proceeds from India to a colony, the com- y, &c., pay and mess books from the date of embarkation will endered to the paymaster of the colony to which the unit is g moved. A.O. 139 1911

Regimental Claims: Officers of the regular establishment of the Special Reserve.

8 Instrns. 30

Payment of regimental claims.

17. Claims for pay (when not drawn through the regimental nts), command pay, extra-duty pay, and mess, lodging, and er allowances due to officers of the regular establishment of Special Reserve, will, on receipt from the officers responsible the collection and transmission of the claims, be examined the paymaster and stamped and certified as directed in para. and passed to the cashier for payment of such sums as may be . In the case of light allowance the certificate of each ividual officer concerned that light in kind was not received l not be required, the certificate of the O.C. on A.F. P 1934 ng sufficient. A.O. 132 1913 A.O. 107 1910 A.O. 291 1911

(*d*) Separation Allowance and Allotments of Pay.

Payment of separation allowance and allotments.

18. Paymasters concerned will issue separation allowance and otments of pay to soldiers' families, in accordance with the owance Regulations and Pay Warrant.

(*e*) Special Reserve and Territorial Force.

Issue of pay, &c., of Special Reserve and Territorial Force.

19. The issue of pay, &c., due to officers and men of the Special serve and Territorial Force is provided for in the Special Reserve l the Territorial Force Regulations. Accounts rendered to ymasters by sub-accountants in respect of these services will examined, and any necessary adjustments made, with the least ssible delay.

20. *Cancelled.* A.O. 132 1913

(*f*) Pensions,* Army Reserve Pay, Special Reservists' Non-aining Bounties, and General Instructions relating thereto.

Pensions to Soldiers, &c.

Mode of Payment.

Pensioners at home: how paid.

121. Pensioners (other than warrant officers, schoolmistresses, d nurses) residing in the United Kingdom will be paid by the ymasters shown in paragraph 122 by means of army money ders, unless the total sum to be paid amounts to more than £40,

* For regulations as to issue of officers' half-pay, retired pay, gratuities, rewards for tinguished or meritorious service and wound pensions, as well as pensions to the nilies of officers, warrant officers, non-commissioned officers and men, *see* Army uncil's instructions on Pay Warrant. The rules laid down in the Pay Warrant ll also govern the issue of any superannuation allowance.

in which case the issue will be made through the cashier of command. Pensions granted to soldiers' widows and children be dealt with similarly.

122.

Regiment or corps from which pensioned.	Designation and station of paymaster.
Household Cavalry	Command Paymaster, Lond District.
A.O. 132 1913 — Cavalry of the Line { Hussars	Regimental Paymaster, Yo
Dragoons	Regimental Paymaster, Can
Lancers...	bury.
Yeomanry	
Royal Horse Artillery	Regimental Paymaster, W
Royal Field Artillery	wich.
Royal Garrison Artillery ...	Regimental Paymaster, Dov
Royal Engineers	Regimental Paymaster, Ch ham.
Royal Flying Corps (Military Wing)	Regimental Paymaster, Ald shot.
Foot Guards	Command Paymaster, Lond District.
Infantry regiments of the Line, including the corresponding old numerical regiments ...	Regimental Paymaster at cord Office Station.
Men pensioned from the Army Reserve, Special Reserve, &c. (who will be distributed according to the regiments with which they last served) ...	
King's Royal Rifle Corps ...	Regimental Paymaster, W
Rifle Brigade	chester.
Army Service Corps	Regimental Paymaster, W
Army Ordnance Corps	wich.
Royal Army Medical Corps ...	Regimental Paymaster, Al shot.
Army Veterinary Corps ...	Regimental Paymaster, W wich.
Military Police	Regimental Paymaster, Al shot.
Military Provost Staff Corps, Royal Military College ...	
Irregular and Colonial Corps ...	Regimental Paymaster, W wich.
Army Pay Corps	
The following miscellaneous establishments :—Military Staff Clerks ; Schoolmasters who are not Warrant Officers ; School of Musketry	

Pensioners abroad: how paid.

3. Pensioners residing abroad will be paid either in cash or by ue, draft, or post office order, by the officers detailed below :—
South Africa, by the Paymaster Paying Pensioners and rvists, Pretoria.
Egypt, by the command paymaster.
other colonies where there is an army paymaster, by such naster.
Canada, by the Officer Paying Pensions, Ottawa, Ontario.
Australia, Tasmania, and New Zealand, British Honduras, land Islands, Barbados, and St. Helena, by the Colonial or e Treasurer, as the case may be.
Fiji, by the Governor.
British Guiana, by the Government Secretary, Georgetown.
the Bahamas, by the Registrar of Records, Nassau.
all other West Indian Islands (except Jamaica) by the nial Treasurer, Barbados.
India, by the Controller of Military Accounts of each command, er instructions which will be sent through the India Office.

Pensioners in foreign countries how to be paid.

4. Army pensioners permitted to receive their pensions while ding out of His Majesty's dominions will be paid by the British ssul of the district in which they reside, under special authority n the War Office.

Pay list: abroad.

5. Pensions issued by army paymasters abroad will be charged ne form of pay list, A.F. N 1537.

Charge for pension issued abroad: how to be supported.

6. The charge for the pension of a soldier issued in India or in er British possessions will be vouched by a declaration of ntity on A.F. O 1697 (or "Canada Form 6" for payments in the minion). One declaration will be sufficient in the case of a sioner who is also in receipt of an annuity or a Victoria Cross sion. The form should be amended for use by any annuitant) is not also a Chelsea pensioner.

Mode of payment.

7. The payment of pensions will be made in the following nner :—

liers' pensions awarded by he Commissioners of Chelsea Hospital.	Quarterly, in advance, as laid down in the Pay Warrant.
sions to soldiers' widows and hildren.	Fortnightly, in advance, as laid down in the Pay Warrant.
ritorious service rewards	Quarterly, in arrear, and to date of death only.
toria Cross pensions....	Ditto.
ditional pensions for gallant conduct.	Quarterly, in advance, as laid down in the Pay Warrant.
Exceptions :—	
oken periods and special pay-nents.	*See* paras. 128 and 129 (and the Pay Warrant).
natic pensioners in care of riends.	*See* para. 168.

Broken periods.

28. In cases, however, of temporary pensions continued or made rmanent, at the original rate, the portion to the date of expiry ll be issued at the daily rate, and from the date of renewal to

the end of the quarter the balance of the fixed quarterly rate w be paid. Men awaiting admission to in-pension, who are pa monthly, will receive for each of the first two months of t quarter pension at the daily rate, and, for the third month, t balance of the quarterly rate. Pensioners in the employment the General Post Office will, on transfer from the payment of th department, be paid at the daily rate for the remainder of t quarter. Pensioners who are under forfeiture of pension for a cause will receive the balance of the quarterly rate after t deduction at the daily rate has been made.

Monthly, &c., payments.

129. Pensioners may be paid monthly in all cases in which th desire to be so paid, or where, owing to representations made responsible persons, it is considered that monthly payments wou be to a pensioner's advantage. In cases in which pensioners a unable to make a satisfactory use of their pensions unless paid them in weekly sums, the money orders may, subject to t pensioner's written consent to the arrangement, be issued quarter to some responsible person willing to undertake payment of t pension by weekly instalments.

Proceedings on first application for Pension.

Authority for first issue of pension.

130. Instructions for the payment of pensions or gratuit awarded to soldiers will be issued by the Commissioners of Chels Hospital on A.F. D 400 or other authority. Payment of pensio or gratuities to soldiers' widows and children will be made special authority from the War Office. The reversion of an pensioner of Chelsea or Kilmainham Hospital to out-pension w be notified by the Commissioners of Chelsea Hospital, wh authority will be the voucher in support of the charge in the adv list.

Advance of pension and public debts to be recovered.

131. The paymaster making payment will adjust any advan of pension paid to the discharged soldier and will make t necessary arrangements for recovering any sum due from h on account of public debts.

Pensioner's first payment: United Kingdom.

132. A soldier newly admitted to pension will be notified of t award by the Commissioners of Chelsea Hospital. The Co missioners will also furnish the man with A.F. D 453, to completed and forwarded by him to the paymaster who to pay the pension. On receipt of this document the p master will forward to him his certificate of identity (A.F. D 4 on which each space not required will be marked "Cancelled," an notice paper (A.F. D 449), and will issue a money order to him the amount of pension due.. When application is made on behal an insane pensioner, the person responsible for his maintena should be furnished by the paymaster with A.F. D 453, and usual procedure should then be followed, except that A.F. O 1 should be substituted for the form of life certificate. Sho A.F. D 400 not have been received by the paymaster, he v at once report the application to Chelsea Hospital, stating corps in which the applicant last served, and the date of confirmation of his discharge.

Canada and other British possessions.

133. When application is made by a pensioner in Canada for the t payment of his pension, the officer paying pensions will ward to him blank forms of certificate of identity and life tificate (Canada Forms 8 and 6). On receipt of these forms pperly completed, the officer will forward the man a cheque for amount of his pension. With the first cheque sent to the man account of his pension, the officer will forward a blank form ife certificate for use in the quarter succeeding that for which payment is made, a certificate of identity (A.F. D 452), and otice paper (A.F. D 449). In the case of pensioners residing other British possessions, the procedure laid down in para. 132 uld be followed as far as possible, A.Fs. O 1697 and D 452 ng used.

Transfer.

Applications for transfer to or from United Kingdom, &c.

134. A pensioner who applies to be transferred from or to the ited Kingdom, or between one colony or foreign country and other, will, if married, be required by the paymaster who issues pension to state whether he will be accompanied by his wife and ily, and, if not, what arrangements have been made for their pport. If the paymaster receives a satisfactory explanation on se points, he will recover the man's identity and life certificates, l prepare a transfer certificate (A.F. O 1710) in duplicate. If pensioner has assented to a voluntary allowance for the support his family, a note will be made on the transfer certificate showing l particulars of the deduction to which the pension is subject. e paymaster will inform the pensioner by what officer his sion will be paid in the country to which he is proceeding and truct him to communicate with that officer immediately on his ival.

A.O. 202 1913

135. In the case of men under 50 years of age who wish to pro- d to a foreign country, permission must be obtained from the ar Office before the transfer is carried out.

Transfer Certificates, &c., disposal of, on transfer.

136. The transfer certificates, together with the descriptive urn on A.F. D 400, will be forwarded by the paymaster to the ar Office, except in the case of inter-colonial transfers, in which e transfer documents will be forwarded direct from one colony to e other. In case of a transfer to India, a transfer certificate in adruplicate, and a descriptive return in duplicate, will be required. e descriptive return and duplicate transfer certificate will be nsmitted by the War Office to the paymaster by whom the next yment is to be made.

Transfer of payment to or from General Post Office.

137. Pensioners employed under the General Post Office will ceive their pensions with their pay. On receipt from that depart- nt of a notification of a man's employment, steps will at once be ken to carry out the transfer of payment on A.F. O 1708, and an try of the transfer will be made in Section IV. of A.F. D 408. hen the man vacates his employment the last pay certificate ceived from the General Post Office will constitute the voucher support of the charge in the advice list.

Admission to Chelsea or Kilmainham Hospital.

Application for admission.

138. Any application on behalf of a pensioner for admission in-pension will be forwarded to the secretary of Chelsea or Kilmainham Hospital, as the case may be. Before recommending the case, the paymaster will ascertain that the applicant has no wife children depending upon him for support, and will state the fa in the application. If the applicant is selected for admission, h pension will be issued monthly in advance until he is admitted.

Advances on Emigration and Commutations of Pension.

Advances on emigration.

A.O. 171 1910

139. An advance of pension may be allowed to pensioners wh are about to emigrate in order to become settlers in a Briti possession out of the United Kingdom. No advance can allowed to a pensioner proceeding to a foreign country or to Pensioner who returns to the United Kingdom and wishes to out again to a colony. To a permanent pensioner an advance six months' pension may be given; to a temporary pensioner a advance for not more than nine months of the unexpired term of h pension; in either case the advance is in addition to the pensi for the quarter in which it is made. Every advance should carefully recorded against a pensioner's name in A.F. N 1534 a A.F. D 400. No advance of the annuity for distinguished condu or meritorious service or Victoria Cross pension awarded under t Pay Warrant should be made in any circumstances.

140. Advances of pension under paragraph 139 are made assist pensioners who are likely to be suitable emigrants, have genuine intention of settling in a colony, and have a fair prospe of bettering themselves and their families by doing so.

No advance of pension will be made until the paymaster is possession of the documents and information referred to in A. D 410. He will then exercise his discretion as to allowing t advance.

141. To enable the pensioner to receive the advance, t paymaster will forward to him a certificate of identity on A. D 460.

Commutation of pension.

142. A pensioner, desiring to commute any part of his pension, accordance with the provisions of the Pay Warrant, will app through the paymaster paying his pension, who will forward t application direct to the Secretary, Royal Hospital, Chelsea, S.W

Allotment of Pension.

Allotments of pension: temporary separation.

143. Any pensioner who wishes to allot his pension, or a porti thereof, for the support of his family during his absence wi leave from the United Kingdom for a limited period, must si a request to that effect before leaving the kingdom.

When separated from family permanently.

144. When the separation of a pensioner from his wife a family is likely to be permanent, the paymaster will inquire i the circumstances of the case and suggest to the pensioner t allowance of a fair amount of relief, taking into consideration t causes of separation and the capability of the respective parties

abour for their own maintenance. The amount so fixed should not exceed the proportion of the pension which can be attached under Act 47 and 48 Vict., c. 55, and the corresponding article of the Pay Warrant, or the usual rate of relief allowed by the parish to out-door paupers similarly situated.

Life certificates.

145. In cases dealt with under paragraphs 143 and 144 the pensioner will forward, each quarter, a duly completed life certificate, on the prescribed form, dated not earlier than the first day of the quarter, and the paymaster will not make any issue of the pension until he has received such certificate. The necessary amendment in the form of life certificate will be made by the paymaster before it is despatched to the pensioner.

Arrears and Forfeiture of Pension.

Neglect to apply for payment.

146. In the case of a newly admitted pensioner who does not apply for payment or to have his pension documents transferred, within six months from the date of admission, the paymaster will make enquiries at the last known address, and, if the man cannot be found, will transmit the documents to the War Office, and make the necessary entry in his casualty return (A.F. D 408). The same course will be followed in the case of (*a*) pensioners who have neglected to draw their pensions for four successive quarters, and (*b*) pensioners transferred from other districts who do not apply for payment within twelve months.

Payment of arrears.

147. A pensioner who, after having once drawn pension, has neglected to apply for payment during the current quarter, may be paid the arrears in the following quarter, provided he can furnish a satisfactory reason for not having applied for payment or forwarded his life certificate. If he has neglected to do so for any period between six and twelve months, he must furnish satisfactory certificates showing the manner in which his time has been occupied during such period; and such certificates will be retained to vouch the payment of the arrears, unless the retention of the certificates by the pensioner is indispensable to his obtaining employment, when a statement certifying that the requisite documents have been produced, and that they satisfactorily account for the pensioner's occupation during the period of his absence will be substituted therefor. If a distinguished or meritorious service annuitant or a Victoria Cross pensioner neglects to forward his life certificate for a period exceeding six months, enquiry should be made, and the result reported to the War Office.

Struck off pension pay list.

148. A pensioner whose name has been struck off the pay list on account of neglect to draw his pension for four successive quarters will not be restored without special authority from the general officer in charge of administration of the command. This will not be given until the man has been specially identified by means of A.F. D 415 and has furnished a statutory declaration (A.F. D 465 adapted), supported by such documentary evidence as he can produce, satisfactorily accounting for the employment of his time since he was last paid, and explaining why he has neglected to apply for his pension. If the pensioner has committed any

offence which would render him liable to forfeiture of pension the case will be reported to Chelsea Hospital after his name is replaced on the pay list, and before any issue is made. If he has been an inmate of a workhouse or lunatic asylum during the three years prior to the date of his application, no issue of pension will be made until it has been ascertained whether the guardians or other authority have a claim against it. Not more than three years' arrears from date of application will be allowed in these cases. The names of pensioners restored to the pay list under this paragraph will be entered at the foot of Section II of A.F. D 408, the authority of the general officer for the restoration being retained as a voucher in support of the first charge of pension.

Arriving destitute from sea.

149. An army pensioner who has been at sea, and who, on arriving in a seaport town, is in a destitute state, may be paid arrears of pension, extending over a period of not more than a year, if he can prove to the satisfaction of the paymaster that he has been employed during the whole of the time in a British ship.

Conviction to be reported to Chelsea.

150. Should the paymaster become aware of the conviction of a pensioner, or of any other circumstance which may involve liability to forfeiture under the Pay Warrant, he will at once report the matter to the Commissioners of Chelsea Hospital, and will suspend the issue of pension, until the decision of the Commissioners has been notified to him.

Paupers (including Pauper and Criminal Lunatics).

Parochial claims; authority for stoppages from pensions; appeals.

151. Stoppages from pension for the maintenance by parochial authorities of a pensioner, or of his wife or family, will be made under the Pensions and Yeomanry Pay Act, 1884, and the Pay Warrant. Should the pensioner appeal against the stoppage for the maintenance of his wife on the ground of her profligacy, it will rest with him to produce the necessary evidence of misconduct, and such evidence will be forwarded by the paymaster to the War Office with his report upon the case.

Notification required from guardians.

152. Guardians of parishes must send a notification of their claims to the paymaster in whose payment the men are, at least three weeks before the end of the quarter, and if the amount due is not notified by the end of the quarter, the men will receive their full pensions. In any case, however, in which it is known that the pensioner or his wife or family has been chargeable to the guardians for some considerable time, and the notification of claim is not received by the end of the quarter, the paymaster will, before issuing the pension in full to the man, enquire of the guardians whether they have any claim on the pension. In the event of a pensioner continuing in receipt of parish relief beyond the 15th day of the last month of the quarter, the deduction from his pension on account of such relief will be calculated as if he remained chargeable to the end of the quarter.

Payment of claims.

153. Parochial claims will not be paid until the 15th day of the first month in the quarter, so as to give the pensioner time to appeal in the event of an overcharge.

Recovery of amount of claims from pension.

154. Repayment for parochial relief can only be claimed from the pension for the quarter succeeding that in respect to which such relief has been given, and no arrears can be charged against pension which may subsequently accrue. *E.g.* a charge for maintenance during any period of March quarter must be defrayed out of the pension for June quarter only. If, however, a pensioner who has been granted a temporary pension is insane at the time of expiration of the pension, and any balance of pension exists through the operation of the foregoing provision, such balance will be regarded as available for issue to the guardians to whom he is chargeable, towards meeting the cost of his maintenance for a period subsequent to that for which it was last paid. Repayment for parochial relief is not claimable from a distinguished or meritorious service annuity or Victoria Cross pension.

Claims against Special Campaign Pensions.

155. Guardians of parishes may claim repayment in respect of the maintenance of a Special Campaign pensioner in the Workhouse, in accordance with paras. 151–154, provided that they consent to allow the man a minimum sum of 2*s.* 0*d.* a week, to spend as he may think fit. Such sum will be issued by the paymaster quarterly in advance direct to the pensioner ; or the full amount of the pension may be paid to the guardians, if they give an undertaking to issue the stipulated allowance themselves in weekly instalments to the man. Special Campaign pensions are not subject to any stoppage in respect of parochial relief granted to the wives or children of such pensioners.

Special Campaign pensioners in lunatic asylums.

156. Should a Special Campaign pensioner become an inmate of a lunatic asylum, his pension will not be payable in respect of the cost of his maintenance therein. If, however, the pensioner has a wife, or other dependent relatives, the pension may be disposed of as laid down in paragraphs 166 and 167, less any reduction required under paragraphs 159–161.

Voucher required.

157. Every payment to a union for the maintenance of a pensioner, or of his wife or children, will be vouched by a statement on A.F. O 1805.

Parochial claim abandoned in favour of man's family.

158. Whenever the parochial authorities forego their claim in favour of the pensioner's wife or family, the payment of the pension may be made in advance to the wife or family, as the case may be, but the life certificate must be dated not earlier than the first day of the quarter to which the payment relates.

Stoppages from pensions.

159. Under the Superannuation Act, 1887, when a Government contribution is claimable towards the maintenance of pauper lunatics, their pensions must be reduced by an equivalent amount, whether the Guardians actually claim the contribution or not.

Rates.

160. The reduction of pension will be made as follows :—

*(*a*) In England and Wales : at the rate of 4*s.* a week in every case in which the net charge on the Guardians (*i.e.*, the difference

* In cases in which the net charge on the Guardians (as calculated above) is less than 4*s.* or 3s. 6*d.* a week, but in which the Government Contribution is nevertheless intended to be claimed, the pensions must also be reduced by an amount equivalent to the contribution.

between the gross cost of maintenance and the full amount of pension) equals or exceeds the above sum.

(*b*) In Scotland: at the rate at which the lunacy grant for the previous year was actually issued in each case. In the month of October in each year the rate of the grant then about to be issued, which will govern the reduction of pension from the 1st January following, will be ascertained by the paymaster from the Secretary of the Local Government Board, Edinburgh. In the cases of men newly admitted to asylums, the reduction of pension will be assessed upon an amount equal to that of the net charge upon the Parish Council, as defined in paragraph 160 (*a*), and will be calculated at the rate per £ of such net charge at which the grant for the previous year was generally distributed. This rate will be furnished by the Local Government Board, Edinburgh, on application. The stoppages at these rates will be final.

*(*c*) In Ireland: in every case in which the net charge on the Asylum Authorities, calculated as in paragraph 160 (*a*) equals or exceeds 4*s*. a week for a pensioner confined in a County or District Lunatic Asylum, or 3*s*. 6*d*. a week if confined in an Auxiliary Lunatic Asylum. The reduction of pension will be made at the rate of half the net charge, not exceeding 4*s*. a week in the former case or 2*s*. a week in the latter.

(*d*) The cases of criminal lunatics will be dealt with under special instructions from the War Office.

Reduction of pension; how effected.

161. The reduction will be effected quarterly in advance from the first day of the quarter following the date of the man's admission to the asylum; or in advance to the end of the quarter from the date of admission, if the pension has not already been issued beyond that date. The reduction will not be required beyond the date of the pensioner's death or of his discharge from the asylum.

Pension less than contribution.

162. In cases in which the amount of the pension is less than the amount of the contribution, the pension will cease to be issuable. Enquiries should, however, be made on the 1st April in each year, in order to ascertain whether the pensioner is still living.

Pensions of lunatics unclaimed.

163. In cases in which pensions of lunatics are unclaimed, the amounts should be entered in A.F. D 409, pending a claim from the Guardians or dependent relatives. Enquiries as to the pensioners' existence will also be made as indicated in paragraph 162.

164. The amounts of pension withheld under the foregoing instructions will be entered quarterly in A.F. N 1533, but will not be credited to any head of service in the accounts.

Issue to parochial authorities.

165. After making any reduction which may be required, the pension, or so much thereof as may be necessary, may be paid (as laid down in paragraphs 151 to 154) to the local authority at whose charge the pensioner is maintained, towards defraying the cost of his maintenance over and above the amount of the Government contribution.

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* In cases in which the net charge on the Guardians (as calculated above) is less than 4*s*. or 3*s*. 6*d*. a week, but in which the Government Contribution is nevertheless intended to be claimed, the pensions must also be reduced by an amount equivalent to the contribution.

To relatives.

166. Any balance of pension still remaining due may be issued to the pensioner's wife or dependent relatives as the case may be. When not so issued, the balance should be shown as a credit to the pensioner's estate, on A.F. D 409. Should the Guardians forego their claim, the pension (less any reduction required under paragraphs 159 to 161) will be similarly dealt with.

Vouchers required.

167. The charge in the advice lists will be supported by a statement of claim and the two certificates on A.F. O 1805. The medical certificate must show that the pensioner was alive in the quarter to which the payment relates.

Lunatics who are not Paupers.

How pension is to be paid.

168. The pension of a man suffering from mental infirmity, may, if he is not a pauper inmate of a lunatic asylum, &c., in Great Britain or Ireland, be paid in arrear to his relatives or other persons in whose charge he is placed. The paymaster will require the production of a medical certificate at the end of each quarter, showing that the pensioner was alive, and unable by reason of mental disability to manage his affairs during the period for which payment is claimed, and will satisfy himself from time to time that the pension is properly applied. The declaration and life certificate on A.F. D 448 if in the United Kingdom, on Canada Form 6, if in the Dominion of Canada, or on A.F. O 1697, if in another colony or India, will also be required in support of these payments. The declaration must be signed by the person responsible for the pensioner's maintenance, the requisite verbal amendments in the form being made by the paymaster before it is sent out. The charge must be vouched by the medical certificate and the declaration and life certificate.

Special cases.

169. If it should appear in any case that payment in arrear would inflict undue hardship on the pensioner's relatives or friends, the facts should be reported to the War Office for special consideration.

Stoppages for the Support of Wives and Families.
(Including those residing in India.)

Stoppages made in colonies.

170. Stoppages made from the pension of a Chelsea pensioner paid in the colonies, for the support of his wife or family at home or in another colony, will be dealt with in accordance with the rules for remittances of pay from abroad.

Stoppages made at home.

171. Stoppages from a pensioner at a home station for the support of his wife or family abroad (including India) should be entered separately on the stoppage return (A.F. N 1533), and detailed in addition on A.F. O 1706. The latter Form, as soon as proof of the pensioner's existence on the first day of the quarter has been received, should be forwarded separately to the paymaster or other accountant in a colony, or to the Controller of Military Accounts in India, as the case may be.

Pensions to Widows and Children of Soldiers.

General rules.

172. The payment of pensions awarded by the War Office to widows and children of soldiers will be subject to the general

rules in these regulations and in the Pay Warrant, so far as they are applicable. The mode of payment is shown in paragraph 127.

Recoveries.

173. No recoveries in adjustment of previous over-issues will be made from the pensions of widows and children of soldiers until the facts of each case have been reported to the War Office for consideration, and authority for a recovery is given by the War Office.

Re-marriage.

174. The gratuity payable to a widow on remarriage should be calculated on the widow's rate of pension alone. The issue of the children's pensions is not affected by the remarriage.

Children's pensions; cessation.

175. Children's pensions are issuable to the date inclusive on which they attain the limit of age. They cease to be payable if the children are admitted to the Duke of York's Royal Military School, the Royal Hibernian Military School, or the Queen Victoria School; or if, being over the age of 6 years, they are admitted to an Industrial School or to an orphanage receiving a Government contribution towards the maintenance of the inmates.

Life certificates.

176. Life certificates will be required only once a quarter, the blank forms being sent out with the money orders for the last payment in the second month of the quarter.

Children in orphanage, &c.

177. When the life certificate shows that the children are being maintained in a charitable institution, it will be ascertained whether the authorities of the institution require the pension in aid of the children's maintenance. If not required, the case will be referred to the War Office.

Children chargeable to parish.

178. If a child for whom a double pension has been authorized should become chargeable to the parish, the pension must be reduced to the single rate while so chargeable.

Reduction of pension.

179. The pension of a child who becomes entitled to separation or subsistence allowance in consequence of the mother having remarried a soldier must be reduced by an amount equivalent to such allowance.

Cessation of Pension on Death.

Action on receipt of death certificate.

180. Immediately upon the receipt from the War Office of a registrar's certificate of the death of a pensioner in the United Kingdom, or from a Colonial Registrar-General of the notification of the death of a pensioner abroad, the paymaster will stop all issue of pension beyond the date up to which such pension may be payable. He will also note the date of the death against the pensioner's name in A.F. N 1534 or A.F.N 1537, as the case may be.

Death certificate to be obtained.

181. Should the paymaster become aware of the death of a pensioner in his payment before receiving official notification, he will at once procure a certificate of death on A.F. O 1707 from one of the persons named on that form, at the same time noting the casualty, as directed in the previous paragraph. If the death took place at home, the paymaster will forward the certificate to the War Office with A.F. D 408 (monthly casualty return); if abroad, the certificate should be forwarded with the quarterly casualty return. No charge will be allowed for such certificates, unless specially authorized.

Payments for Death Certificates.

Registrar's death certificate at home.

182. On the receipt from the War Office of the certificate of a registrar at home of the death of a pensioner, the paymaster will pay the usual fee to the registrar by whom the certificate is signed. The charge of the amount in his accounts will be supported by the death certificate and by proof of payment.

Application of Balance of Pension of Deceased Pensioners.

Method of disposal of balance of pension.

183. The balance of pension that may be due to the end of the quarter in which the death of a pensioner occurs, or any balance of meritorious service or other annuity, will be paid to the grantee of probate or letters of administration if representation to the estate is taken out. If neither probate nor administration is taken out, the amount available, if not exceeding £100, will, in the ordinary course, be disposed of as follows :—

(1) In the first place it will be applied in repayment of the expenses of the deceased's funeral, if such expenses have not been defrayed out of funds belonging to his estate ; and in the second place it will be applied in satisfaction of the claim, if any, of the guardians of the poor (or, in Scotland, of the local authority charged with the relief of the poor) on account of any expense incurred by them in respect of his maintenance or relief, to the extent of one year's arrears preceding the date of death, or, if he was a lunatic, in satisfaction of the claim, if any, of the guardians or local authority or institution or person that maintained him for the expenses of his maintenance or incidental expenses, to the extent of 6 years' arrears preceding the date of death. Provided always that if the pensioner leave dependent upon him a widow or legitimate children or other near relative, no payment shall be made to the guardians or local authority (or, in the case of a pauper lunatic in Ireland, to the asylum), and provided also that any claim for the sick-bed expenses of the deceased payable under sub-paragraphs (2) and (3) below shall be satisfied in preference to the claim of the guardians or local authority (or, in the case of a pauper lunatic in Ireland, of the asylum) in respect of maintenance or relief.

(2) The sick-bed expenses of the deceased if not defrayed by the guardians or local authority (or, in the case of a pauper lunatic in Ireland, by the asylum) or any debts of the pensioner that may be claimed, may be paid out of the sum due to him, provided in either case that the written consent or request of any one of the persons beneficially entitled to the personal estate of the deceased as mentioned in sub-paragraph (3) is received.

(3) Any residue will be paid to or among the persons beneficially entitled under the deceased's will, if any, or, in case of intestacy, under the Statutes of Distribution or

other law applicable to the domicile of the deceased.* In determining the proportions in which or the beneficiaries to whom such payment should be made, regard may be had to any expenses incurred by any such persons in respect of the maintenance or sick-bed expenses of the deceased, or in payment of the deceased's debts.

(4) In the case of its appearing that the deceased pensioner was of illegitimate birth, or that he leaves illegitimate children, then, provided that he leaves no widow or legitimate children, and that he died intestate, the case will be referred to the War Office for decision as to the disposal of the money under the regulations made by the Secretary of State in virtue of Section 4 of the Pensions and Yeomanry Pay Act, 1884.

(5) If the persons beneficially entitled refuse their consent to any proper payments under sub-paragraph (2), or if there are circumstances of unusual complication in the case, or other special reason, the War Office will be referred to for decision as to whether probate or administration should be insisted upon, or as to what other action should be taken.

(6) All payments will be vouched by the receipts of the payees. These vouchers, with the written consent of a beneficiary to any payment made under sub-paragraph (2) above, and a statement showing the degrees of relationship of the persons among whom the residue is distributed, will be annexed to the summary of stoppages on A.F. N 1533, or to the pay list on A.F. N 1537, as the case may be.

(7) In any case in which a balance of pension due to the estate of a deceased pensioner remains unpaid, a report giving particulars of the case and showing what amount was due to the pensioner's estate, and the payments, if any, made on account thereof, will be rendered to the War Office. Pending receipt of War Office instructions, no further action will be taken with a view to disposal of the balance. A note that the matter has been referred to the War Office will be made on A.F. D 409.

Death before any pension has been issued.

184. If a newly-admitted pensioner dies before any pension has been issued to him, no payment on account thereof will be made until the death has been reported to the War Office, and special authority is received to issue any balance that may be due.

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* Attention is drawn to the fact that the estates of persons legally domiciled in Scotland, the Channel Islands, the Isle of Man, or Malta, are distributable according to the laws of those places. Attention is also drawn to the Intestates' Estates Act, 1890 and the Intestate Husband's Estate (Scotland) Act, 1911 (the latter having effect from 18th August, 1911), which give the whole property of an intestate to the widow when there is no issue, and the net value does not exceed 500*l*.

Returns.

185. A return of the pensions which have been wholly or partially unclaimed during the quarter will be kept by the paymaster on A.F. D 409. This return should be annexed to the vouchers for the third month of the quarter. Returns of casualties, &c., among pensioners will be forwarded to the War Office through the local auditor by the paying officer at home on A.F. D 408, abroad on A.F. D 414. Absentees. Casualties.

Pay of Army Reserve.

Mode of Payment.

186. Men of the Army Reserve residing in the United Kingdom will be paid by the paymasters detailed below, by means of army money orders, except when cash payments are specially authorized in these Instructions— Reservists at home; how paid.

Regiment or corps.	Designation and station of paymaster.
Household Cavalry	Command Paymaster, London District.
Cavalry of the Line { Hussars	Regimental Paymaster, York.
Dragoons	Regimental Paymaster, Canterbury.
Lancers	
Royal Horse Artillery	Regimental Paymaster, Woolwich.
Royal Field Artillery	
Riding Establishment, Royal Artillery....	
Mountain Artillery	
Royal Garrison Artillery; Royal Artillery District Staff; School of Gunnery; Artillery clerks.	Regimental Paymaster, Dover.
Royal Engineers	Regimental Paymaster, Chatham.
Royal Flying Corps (Military Wing).	Regimental Paymaster, Aldershot.
Foot Guards	Command Paymaster, London District.
Infantry Regiments of the Line ...	Regimental Paymaster at Record Office Station.
King's Royal Rifles	Regimental Paymaster, Winchester.
Rifle Brigade	
Army Service Corps	Regimental Paymaster, Woolwich.
Army Ordnance Corps	
Army Veterinary Corps	
Army Pay Corps	
Royal Army Medical Corps	Regimental Paymaster, Aldershot.
Military Police	

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Reservists residing in colonies, &c.

187. The pay of the Army Reserve permitted to reside in colonies or dependencies where British troops are stationed will be issued by the local paymaster,* and the charge for the same (except in the case of men paid in Canada by cheque) will be vouched by a declaration of identity on A.F. O 1696. In Dominions, colonies, &c., where British troops are not stationed, pay will be issued as shown in the following table :—

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Dominion, Colony, or Protectorate.	Official charged with the payment of Reservists.	Addresses to which all communications should be sent.
Africa		
British East Africa ...	Treasurer	Nairobi.
Nyassaland	„	Zomba.
Gambia	„	Bathurst.
Gold Coast Colony ...	„	Treasury Dept., Accra, G.C.C.
Northern Nigeria ...	„	Zungeru, N.N.
Southern „	Financial Commissioner	Lagos, S.N.
Somaliland	Treasurer	Berbera.
Uganda	„	Entebbe, Uganda.
Australia.		
New South Wales ...	State Treasurer... ...	Sydney.
Queensland	„ „	Brisbane.
South Australia	„ „	Adelaide.
Tasmania	„ „	Hobart.
Victoria	„ „	Melbourne.
West Australia	„ „	Perth.
Canada	Officer paying Imperial Pensions.	Ottawa.
Newfoundland	Minister of Finance ...	St. John's.
New Zealand	„ „ ...	Wellington.
Bahamas	Registrar of Records	Nassau.
West Indies.		
Barbados	Colonial Treasurer ...	Barbados.
Grenada		
Leeward Islands... ...		
St. Lucia		
St. Vincent		
Trinidad		
British Guiana	Receiver-General ...	Georgetown, British Guiana.
„ Honduras... ...	Treasurer	Belize.
Falkland Islands... ...	„	Stanley.
Fiji....	Receiver-General ...	Suva.
St. Helena...	Colonial Treasurer ...	St. Helena.
Seychelles	Treasurer	Seychelles.
Wei-hai-wei	Command Paymaster ...	North China.

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1911

* Reservists in any part of South Africa will be paid by the paymaster paying pensioners and reservists, Pretoria.

188. The pay of the Army Reserve is issuable in arrear, as laid down in the Pay Warrant.

Proceedings on Transfer or Enrolment.

189. On receipt of A.F. O 1814 the reservist's name, &c., will be entered on A.F. N 1534 in the order prescribed by paragraph 232. Immediately after notation A.F. O 1814 will be forwarded to the officer i/c records concerned for comparison with A.F. B 2056. Immediate steps should be taken to correct discrepancies. A.F. O 1814 will be retained by the officer i/c records unless or until the reservist has reported himself on A.F. D 424, when both forms, together with an identity certificate completed as regards the 3rd page, will be passed to the paymaster. A.O. 107 1910 A.O. 254 1911 A.O. 72 1914

190. Each man on reporting himself on transfer to Section B, or on enrolment for Section A or D, will be furnished by the paymaster charged with his payment with an identity certificate on which the spaces not required to be used will be cancelled, a life certificate and A.F. D 449 instructing him as to the mode of his payment. Certificates on enrolment, &c., in Army Reserve.

191. The date on which a man reports himself on transfer to the Reserve will be stated by the paymaster, in red ink, on the face of the man's statement of accounts (A.F. O 1814). Date of reporting.

191A. A.F. O 1814 will show the rate of pay admissible in the event of mobilization and in the case of every soldier transferred to the reserve at home will, when the transfer is completed, be held by the paymaster for use in the event of mobilization. On the termination of a reservist's engagement his A.F. O 1814 will be passed to the officer i/c records for retention with the discharge documents. Pay on mobilization. A.O. 72 1914

192. When a man joins Section B from Section A, the paymaster will at once pay any balance due to him. When issuing such balance, the paymaster will instruct the man to return his identity certificate, and immediately on its receipt will furnish him with an identity certificate in exchange. Balance of pay on joining Section B.

193. When a man of Section A has reported himself on enrolment, the money orders for his Section A pay will be made payable at the post office named on his report (A.F. D 424), on the first day of the month following that in which he is enrolled, and of each succeeding month until a quarterly life certificate has become due from him. First issues of Section A pay.

193A. The first issue of reserve pay on transfer will not be made by the paymaster until A.F. O 1814 certified by the officer i/c records has been received. The first issue for a man enrolled in Section A or enlisted or re-engaged for Section D, other than on transfer direct from the Colours, will not be made until the man's original documents have been seen by the paymaster to whom they will be passed by the officer i/c records for that purpose. First issues of reserve pay on transfer. A.O. 113 1914

Proceedings on Retransfer to the Colours, &c.

Balance of pay on retransfer to the Colours.

A.O. 72 1914

194. When a reservist rejoins the Colours the balance of reserve pay due to him up to and for the day preceding that on which he so rejoins will be credited to him in the pay-list of the company which he joins on the notification of the paymaster in whose payment he was as a reservist to the paymaster into whose payment he comes as a soldier. The man's A.F. O 1814 adapted as required will be used as a transfer statements of accounts. The man will be required to produce, if possible, his identity certificate, blank form of life certificate, and parchment reserve certificate.

Reservists employed under General Post Office.

Reservists employed under General Post Office.

195. Reservists employed under the General Post Office will receive their reserve pay with their wages. On receipt from that department of a notification of the man's employment, steps will at once be taken to carry out the transfer on A.F. O 1708, and when the reservist vacates his employment, the last pay-certificate received from the General Post Office will constitute the voucher in support of the charge in the advice list. On the first day of each quarter, the paymaster will send to the War Office a return showing all casualties during the preceding quarter which affect the pay of reservists employed under the General Post Office ; *e.g.*, date of transfer to General Post Office employment and whether belonging to Section A or Section B, date of expiration of service or of leaving General Post Office employment, date of change from Section A to Section B, or *vice versa*, &c.

Reservists permitted to proceed to take up residence in a colony.

Transfer statement of accounts.

A.O 72 1914

195A. A transfer statement of accounts (A.F. O 1710) for each man permitted to take up residence in a colony will be sent to the official charged with the payment of reservists in the colony concerned. A.F. O 1814 will be retained in the pay office at home until the date of expiration of the man's engagement.

Forfeiture of Pay.

Record of forfeiture of pay

196. On the receipt of a notification of the forfeiture of a reservist's pay, or of his conviction and imprisonment, the paymaster will immediately record against the man's name, in A.F. N 1534, the period during which pay has been forfeited.

Rewards and Fees for Copies of Conviction.

Fee for copies of conviction.

197. The fee claimed under the Reserve Forces Act for the copy of the conviction of a reservist for felony or other offences will be admitted as a charge against the public if supported by the justices' clerk's receipt.

Reward for conviction.

198. The payment of a reward for the conviction of an absentee from the Reserve will be supported by A.F. O 1618 and by proof of payment.

Lunatics.

Issue of balance of pay. A.O. 280 · 1913

199. Any balance of pay due to lunatic reservists at the date of their discharge from the Reserve as medically unfit for further service may be paid to their wives or dependent relatives or persons supporting the lunatics, or, if none such exist, to the guardians or other local authority responsible for their maintenance, provided the usual certificates of life and disability (A.F. O 1805) are furnished, and the receipts of such persons or authorities may be accepted as legal acquittances.

Cessation of Pay on Death.

Pay to be stopped.

200. Upon receipt of a registrar's certificate of the death of a reservist, or should a paymaster become otherwise aware of such death, all issue of pay beyond the date of death will be stopped, and the death will be noted in A.F. N 1534.

Death certificate. A.O. 107 1910

201. Should a paymaster become aware of the death of a reservist in his payment for whom he has not received a registrar's death certificate he will act as directed in paragraphs 181 and 200.

Payments for Death Certificates.

How to be charged.

202. Payment to registrars at home for death and identity certificates of reservists will be charged in the accounts, and vouched by proof of payment.

Application of Balance due on Death.

Men dying intestate.

203. In the absence of probate or letters of administration, the balance of reserve pay that may be due to the date of death of a reservist, will, provided that the amount under the control of the Secretary of State does not exceed 100*l.*, be applied as directed in the case of pensions in paragraph 183.

Reservists becoming Non-Effective.

Becoming non-effective.

204. When a reservist dies, is discharged, or is struck off strength on account of absence, his name should be ruled out of A.F. N 1534.

Advance of Pay, &c., to Men Relegated to the Army Reserve.

Advances by governors of civil or military prison.

205. The amount of pay advanced by the governor of a civil prison to a man on relegation to the Reserve after imprisonment for improperly enlisting, and the sum, if any, expended in providing the man with a suit of plain clothes, will be repaid by the paymaster who is charged with his payment In the case of a military prison the amounts will be charged in the governor's accounts. Charges will be vouched by the man's receipt for the advance and the receipted bill for the clothing purchased. Immediately on receipt of the report of the disposal of the case, and of the statement of accounts, the paymaster who is charged with the payment of the reservist will ascertain whether the man's unexpired service is sufficient to allow the recovery of the maximum advance of reserve pay admissible under the Army Reserve Regulations, in addition to the cost

of plain clothes and the amount of the *Dr.* balance (if any) due to the unit from which he is relegated. In any case where these sums could not be wholly recovered, the paymaster will at once notify to the governor of the military prison, or the commandant of the detention barracks in which the man is confined, the amount which may be advanced.

Advance of pay on being sent back direct from corps.

206. The advance of pay under the Army Reserve Regulations made to a man who, after improper enlistment, is relegated to the Reserve direct from his corps, will, subject to paragraph 205, be made by the paymaster paying the corps in which the man is serving at the time. The officer commanding the corps with which the man is serving will forward to the paymaster a memorandum showing the unit from which the man was originally transferred to the Reserve and the name under which he served.

Advance to be noted on statement of accounts.

207. The paymaster making the advance will prepare two statements of accounts and will note on them the number of days' pay issued, the corps in which the man served previously to his transfer to the Reserve, and the name under which he served in that corps.

How to be charged.

208. The amount of the advance will be charged by the paymaster who made the issue, under the head of pay of Army Reserve, the charge being supported by one of the two statements of accounts and the man's receipt. The other statement of accounts will be transmitted to the paymaster paying the reserve of the corps to which the man belongs.

Recommencement of reserve pay.

209. The paymaster paying the Reserve will take the man into payment from the day following that to which the advance extends, and will recover the value of any plain clothes issued to him on relegation to the Reserve, together with any *Dr.* balance due under paragraph 396.

Fee for Medical Examination.

Fee for medical examination of reservist. A.O. 213 1912

210. The fee payable on the medical examination of a reservist will be charged in the accounts of the command paymaster of the command in which the man is examined, and vouched by the medical officer's receipt, on which will be shown the name of the man and the regiment to which he belongs.

SPECIAL RESERVE; NON-TRAINING BOUNTIES.

Mode of issue.

211. The non-training bounties payable to special reservists will be issued in the manner laid down in the Regulations for the Special Reserve.

GENERAL INSTRUCTIONS.

Life and Identity Certificates.

Forms of identity certificate.

212. The following are the forms of identity certificate :—

Pensioners in the United Kingdom—A.F. D 446.
Pensioned widows and children of soldiers—A.F. D 457.
Pensioners residing out of the United Kingdom—A.F. D 452.

Army reservists in the United Kingdom—in Section A, A.F. D 468, in Section B, or D, A.F. D 461. For final or single payments, A.F. D 466.
Army reservists in Canada—Canada Form 14.
Special reservists—A.F. D 477.
For payments to other persons than the army reservist or pensioner himself—A.F. D 447.
For advances of pension or commutation money—A.F. D 460.

Custody of identity certificates.

213. Identity certificates will be kept under lock and key, and the key will not be entrusted to the custody of any person not belonging to the directing staff of the office. The rules for the issue of money order forms laid down in paragraph 251 will apply also to the issue of identity certificates.

How despatched.

214. An identity certificate and a money order issued in favour of the same person will be despatched in separate envelopes and by different posts.

Colonies.

215. In Canada, Canada Form 14 will be kept by the reservist in his own possession, and must be produced every quarter for the inspection of the person who signs the life certificate. With each cheque will be forwarded a life certificate for use by the reservist in the quarter succeeding that for which payment is made.

Pensioner residing abroad.

216. A pensioner residing out of the United Kingdom will be furnished with an identity certificate (A.F. D 452) by the officer charged with the payment of his pension. The certificate will be kept by the pensioner in his own possession and will be produced every quarter for the inspection of the person who signs his life certificate.

Life certificates.

217. The following are the forms of life certificate in use :—

Pensioners in the United Kingdom—A.F. D 448.
Pensioners paid by General Post Office—A.F. D 448A.
Pensioned families of N.C.Os. and men—AF. D 456.
Certificate of school attendance of children—A.F. D 473
Pensioned children (of soldiers) in employment—A.F. D 474.
Pensioned children (of soldiers) under school age—A.F. D 475.
Pensioned motherless children of N.C.Os. and men—A.F. D 478.
Pensioners in Canada—Canada Form 6.
Army reservists in the United Kingdom—A.F. D 462.
Army reservists in Canada—Canada Form 15.
Special reservists—A.F. D 476.

Life certificate to bear number of identity certificate.

218. The blank form of life certificate will, before issue, be marked with the number of the identity certificate. One form of life certificate will be sufficient in the case of a pensioner or reservist who is also in receipt of an annuity or Victoria Cross pension. The form should be amended for use by any annuitant who is not also a Chelsea pensioner or a reservist.

Life certificate; examination of.

219. When the life certificates come in they should at once be examined. Those which are unsatisfactory should be returned for amendment, and the remainder arranged in the order in which the men's names appear in A.F. N 1534, N 1537, or N 1492.

Signatures on life certificates.
A.O. 322
1911

219A. The signatures of pensioners upon life certificates should be carefully compared with the signatures upon the descriptive returns (A.F. D 400) rendered at the time of their discharge.* Should the paymaster doubt the authenticity of the signature upon a life certificate, he will make no further issue of pension pending enquiry.

Life certificates signed by prison and asylum authorities.

220. No life certificate signed by any officer of a prison or lunatic asylum should be accepted until it has been ascertained whether the person to whom the certificate applies is an inmate or employee of such prison or asylum.

Suspicion of money being borrowed on certificates.

221. Should it appear that a reservist or pensioner has borrowed money on the security of one or more of his certificates, the paymaster will, before making any further issue to him, call upon him to produce his identity certificate for inspection, and to furnish an explanation of the circumstances.

Completion of life certificates and blank forms.

222. The form of life certificate must be properly completed before the army money order for reserve pay, pension, or non-training bounty, is issued. A blank form of life certificate for use in the succeeding quarter will be forwarded by the paymaster, together with the army money order (or cheque, in Canada) for each quarter's pay or pension, or, in the case of a man of Section A of the Army Reserve, with that for the third month of each quarter. A blank form of life certificate will similarly be forwarded to special reservists for use in claiming the second and third payments of non-training bounty.

Certificates lost or improperly disposed of.

223. When a reservist, pensioner, or other person entitled to payment, loses, improperly parts with, pledges, or deposits his certificate of identity or form of life certificate, he will be required, before a new certificate is supplied to him, to make a statement of the circumstances in which he has lost or parted with it, and of the steps he has taken to recover it, by declaration under Section 18 of the Statutory Declarations Act, 1835, and will be warned that, if the declaration so made shall be false or untrue in any material particular, he is liable to be indicted for perjury. This declaration is to be made upon A.F. D 465 before a justice of the peace, or other officer authorized by law to administer an oath.

Issue of duplicate certificates when originals lost, &c.
A.O. 355
1912

224. If a reservist or special reservist loses his identity or life certificate, the application for the replacement of the lost document will be transmitted by the paymaster to the man's commanding officer, together with (*a*) the declaration specified in paragraph 223 ; and (*b*) a statement showing the date up to which the man has been paid, and whether he has cashed the army money order last issued to him. The officer commanding will then, if he thinks proper, authorize the issue of a fresh certificate. In the case of a pensioner, or other person entitled to payment of pension, the paymaster will, in all ordinary cases, issue a fresh certificate, provided that the declaration is satisfactory. Except in cases in which the

A.O. 322
1911

* The system of including on A.F. D 400 a statement signed by the soldier was introduced on the revised form, promulgated by Army Order 27 of 1911.

loss or destruction of the certificates is inexcusable, the issue of new certificates will be made at once, and the issue of pay or pension will not be delayed. In cases of inexcusable carelessness, &c., payment may be delayed for a period (to be determined by the officer commanding in the case of reservists, and by the officer paying pensions in the case of pensioners) not exceeding fourteen days.

Issue of duplicates when originals are improperly parted with, &c.

225. When a certificate of identity or a life certificate has been improperly parted with or pledged or is wrongfully detained by any person, no steps will be taken locally for its recovery, but the matter will be reported as early as possible to the War Office in the case of a reservist, or special reservist, and to Chelsea Hospital in that of a pensioner. In the case of an army reservist an application for authority to issue a fresh certificate will be submitted with the question of forfeiture of reserve pay, to the officer i/c records. The report sent to the Commissioners of Chelsea Hospital in the case of a pensioner should be accompanied by the declaration referred to in paragraph 223; and a new certificate will not be issued until the decision of the Commissioners has been notified to the paymaster. In the case of a special reservist, a new certificate will be issued by the paymaster if the declaration is satisfactory.

Certificates surrendered.

226. When the certificates which have been improperly parted with are surrendered after the case has been submitted to the War Office or to Chelsea Hospital, they should not be restored to the pensioner, army reservist, or special reservist, but the fact should be at once reported, and the certificates forwarded to the War Office.

Certificates lost in the post.

227. When a life certificate has been lost in transmission through the post, the paymaster will call upon the reservist, pensioner, or other person concerned, to state by whom the lost certificate was signed, and then ascertain whether the statement is correct. If the statement be found correct, a new form of life certificate may be granted at once, and upon its receipt, duly completed, the amount due in respect of pay, pension, or non-training bounty will be issued. Similarly, the next issue need not be delayed in the case of an identity certificate proved to have been lost in the post.

Renewal of identity certificate.

228. The certificate of identity in use in the United Kingdom will be renewed at the expiration of the period to which it refers, if reserve pay or pension is issuable beyond such period. In all cases each space not required will be marked "Cancelled."

Payment to reserve men on discharge.

229. The pay due to reservists whose engagements expire during a quarter will be remitted to them at the expiration of their engagements. The fact that a man has lost his parchment (reserve) certificate will not debar him from being settled with for pay to date of expiration of his engagement.

Identity certificate to be sent with last money order on discharge.

230. When the army money order for the last instalment of pay is sent to a reservist on his discharge during a quarter, an identity certificate (A.F. D 466), in the place of that previously obtained from the man, will be prepared and sent to the man to enable him to get the money order cashed, and he should be

requested to return the certificate when he has obtained payment of the money order.

Disposal of old certificates.

231. Identity certificates returned for renewal will be retained for six months, and will then be dealt with as useless documents. Old life certificates will be retained for one year from the date on which they are received, and then dealt with similarly.

Pensioners to be identified periodically. A.O. 322 1911

231A. All pensioners are to be identified periodically by means of A.F. D 415, in accordance with instructions issued from time to time. Any points of doubt should be carefully investigated.

In addition to the periodical identification, paymasters should effect occasional identifications on their own initiative, especially when renewing the identity certificate of aged pensioners.

Office Records.

Pension or Army Reserve pay due to each man at home to be entered in A.F. N 1534.

232. The paymaster at home will enter the amount due to each pensioner or army reservist, and the number of his identity certificate, in A.F. N 1534. These forms, in which the amounts due may be entered concurrently with the preparation of the money orders, will be available for six years, and will be supplied in the form of bound books, or loose sheets, whichever is preferred. They will be retained for six financial years after completion. The names of reservists will be entered in alphabetical order by corps, according to the year in which they joined the Reserve, and those of pensioners also in alphabetical order by corps, sufficient space being left for the names of new men coming into payment, and for remarks. A separate record will be kept for each of the classes of reserve men and pensioners detailed in paragraph 237. A.F. N 1534B will be used for recording pension payments to widows and children of soldiers.

Date of expiration of service or temporary pension to be shown A.O. 72 1914

233. A paymaster paying army reservists will show the date of expiration of service of each man in red ink on the line below his name in the office record. This date will be taken from A.F. O 1814 after verification by the officer i/c records. The date on which the temporary pension of a man will expire will be shown in like manner.

Deduction to be noted.

234. All deductions made from reserve pay or from pensions, and all issues made on behalf of pensioners to other persons, will be noted in the "Remarks" column of A.F. N 1534.

Casualties. A.O. 291 1911

235. The paymaster is responsible that all casualties are noted on A.F. N 1534 or N 1537 as soon as they are reported, and that they are checked and initialed by an officer and not by a clerk.

Advice Lists.

How prepared and when forwarded.

236. The advice lists, compiled as far as possible from A.F. N 1534 in the case of pensioners and army reservists, and A.F. N 1492 in the case of non-training bounties payable to special reservists, and completed with the aid of the life certificates, will be forwarded, at the close of each day upon which army money orders are issued, to the Controller, Money Order Department, General Post Office, London.

Separate advice lists for each class of payments.

237. Separate advice lists will be prepared for each class of payments as follows :—

(*a*) Army Reserve, Section A.
(*b*) Army Reserve, Section B.
(*c*) Army Reserve, Section D.
(*d*) Permanent Chelsea pensions.
(*e*) Special Reserve ; non-training bounty.

} The names to be entered in the same order as in A.F. N 1534, or A.F. N 1492, and "Special Campaign pensions" to be so described in the column headed "Remarks."

(*f*) Temporary Chelsea pensions.
(*g*) Pensions of widows and children of soldiers.

} The names to be entered in alphabetical order.

One money order only to be issued for total sum due.

238. A pensioner entitled to a second pension, or to an annuity in addition to pension, will be paid in one army money order, the total amount of which will be entered in the advice list.

First payments or increased pensions, &c.

239. The date of admission and Chelsea number of each pensioner will be entered in the advice list in which the first order for his payment is included. The number and date of the Chelsea letter will be similarly entered in the case of the first payment of an increased pension, or of a temporary pension continued or made permanent.

A.O. 113 1914

240. *Cancelled.*

Date of expiration of service or pension to be given.

241. The date of expiration of a reservist's service in Section A of the Army Reserve, or the date of termination of a temporary pension, will be given in the advice list in red ink on the line below the man's name, a line being left for this purpose.

Corrections in advice lists.

242. When it is necessary to make a correction with regard to the name of a man, or his corps, or the date of expiration of his service, the word "corrected" will be added in the advice list, and the paymaster will initial the correction.

Pay or pension forfeited.

243. Particulars with regard to any forfeiture of Army Reserve pay, non-training bounty, or pension will be shown opposite the man's name in the advice list. Whenever such an entry is necessary, the column headed "Rate of Pay" should be used for the purpose, the heading being altered. Pay, bounty, or pension so forfeited should not be entered in the stoppage form (A.F. N 1533).

Deduction from pay or pension to be shown.

244. All deductions made from Army Reserve pay, non-training bounty, or pensions, and all issues made on behalf of pensioners to other persons, will be duly recorded in the advice lists against the names of the men from whose pay, bounty, or pension the deduction has been made. In the case of short issue of pension owing to a portion of the man's pension being paid to some other authorized person, the number of the money order by which such payment has been made will be stated in the advice list.

Deductions will, whenever practicable, be supported by the number and date of the letter or authority requiring such deductions.

Money order in place of void or cancelled order.

245. When a money order is issued in lieu of one which has been cancelled or become void, the number of the void or cancelled order will be given in the advice list.

Additions to be explained.

246. When a sum remitted for a man is added to his pay, bounty, or pension, and paid to him by money order, an explanatory note should be made in the "Remarks" column of the advice list.

Special points.

247. It is important that the orders contained in each advice list be issued in strict numerical sequence ; that the total number and total amount of orders contained in the various lists be collected and totalled on the last list ; and that the whole of the lists bearing the same date be despatched together.

Paymaster to check advice lists personally.

248. A paymaster will check the advice lists with the life certificates and with A.F. N 1534 or N 1492, as the case may be, and also compare the money orders with the advice lists. He may be aided by any clerk in the office who did not actually prepare the documents to be checked. As soon as the money orders have been checked and are ready for issue, the life certificates should be stamped "Paid." A paymaster will see that the alterations in consequence of any casualties are made in the advice lists before their transmission to the General Post Office, and that any money orders which may have been prepared in such cases are cancelled.

Army Money Orders.

Forms, &c., required.

249. The following is a list of the forms and sundries required for the issue of army money orders ; timely application will be made to the Controller, Money Order Department, for the renewal of any stock before it becomes exhausted :—

1. List of money order offices.*
2. Army money order forms, with forms of advice attached.
3. Forms requesting stoppage of payment of an order : and authority to issue a new order.
4. Second advice forms, to be used when an original advice has failed to reach the office at which an order is payable ; or when it is necessary to re-advise for any discrepancy in number, amount, or name of payee.
5. Advice lists (money order account) upon which to enter for the information of the Money Order Department, the particulars of the orders issued each day.
6. Special envelopes for enclosing the money order accounts to the Money Order Department, London.
7. Special envelopes for forwarding advices when several are drawn upon the same office.
8. Forms of application for army money order stores.

* This list is to be kept corrected up to date. It is not to be confused with the list of post offices given in the Post Office Guide.

9. Sundries: special pens, semi-carbonic paper for the "manifold writer process," date stamp, date dies, stamping pad and stamping ink. Post Office Guide.

Custody of forms and stamp.

250. The money order forms and date stamp will be kept in the office safe, the key of which must not be entrusted to any person not belonging to the directing staff of the office.

Forms for day's use.

251. The paymaster will give out daily the approximate number of money order forms required for the day's use, and, at the close of business, will satisfy himself that all those given out have been duly accounted for. He will be held responsible for any loss resulting from neglect of these instructions.

Money order offices.

252. As a rule, army money orders will be made payable at the money order office named in the payee's life certificate. If the orders drawn on any post office are more than could conveniently be paid in one day, the paymaster will exercise his discretion in distributing the payments over the first two or three days of the quarter, or in requiring men who live near other offices to attend at those offices.

Address in order and advice.

253. Money order offices must be exactly described as in the list of such offices, so as to leave no possible doubt as to the office intended.

Despatch of advices and money orders.

254. The advice will be filled up and despatched to the postmaster four days before the order is sent to the payee. When, however, it is not possible to despatch the advice so early, it should be sent as long in advance of the order as can conveniently be arranged. In special cases, in which it is of importance that the payment should be made without delay, the order and advice may be despatched at the same time; but army money orders will not, under any circumstances, be posted early enough to enable the payees to present them for payment before they are due. Postage stamps need not be affixed to advices.

Postage stamps not required.

Amount for which money orders may be issued.

255. Army money orders must not be issued for amounts exceeding 40*l.*; nor for amounts including the fractional part of a penny. Should a fractional amount be due, the fraction will be reckoned as a penny, and a corresponding deduction made from the order next issued.

Blank spaces to be scored.

256. When an order is issued for less than 1*l.*, the £ space, both in the figure and word portion of the order will be obliterated with two deep black lines, thus: £ ——; also, when no amount is required to be inserted in the shillings or pence space of an order, the vacant space will be similarly filled up.

Stamping.

257. Each order and the relative advice,* will be stamped under the immediate supervision of the paymaster, after he has satisfied himself that the amount is actually due, taking care that the stamp affixed to the order and advice in every case bears the same date as the advice list in which the order is charged. The entries on the orders will also agree with the corresponding entries in the advice lists.

* The semi-carbonic paper must be removed before the date stamp is affixed, as the stamping ink will not penetrate through it to the advice.

Errors or unnecessary orders.

258. No alteration or erasure in an order can be permitted. If an error made in an order be discovered in time, the order will be cancelled and a new one issued. If, before the issue of an order, and the despatch of the relative advice list, the order is found to be unnecessary, the paymaster may strike it out of the advice list and amend the total. Every order cancelled will be noted across the face with the words "Spoiled" or "Not granted," and will be pinned to the money order account in which, if issued, it would have appeared; and the number will be entered in the money order account in proper sequence, with the note "Not granted—Order enclosed" written against it. When an order has been charged and issued, it cannot be cancelled, but may be re-issued in the manner described in paragraph 260.

When advice has not reached destination.

259. When application is made to the issuing office in respect of any advice which has failed to reach its destination, the particulars will be supplied on one of the forms of "second advice."

Transfer of payment of order or issue in substitution for one already issued.

260. When transfer of payment from the original office of payment to another is desired, or when the death of the payee, or other circumstance, has rendered the issue of a new order necessary, the original order will be returned to the issuing paymaster, who may then issue a new order upon the office at which payment is required. When he has issued the new order, he will note the original order thus: "Re-issued," and forward it forthwith to the Controller, Money Order Department. The new order will be charged in the account of the day on which it is issued. It is unnecessary, under the circumstances described, for the paymaster to recall the advice of the original order. Spoiled or cancelled orders will be returned to the paymaster by the Money Order Department with the paid orders.

Lost orders.

261. When application is made for a new order in consequence of the alleged loss or destruction of the original order, notice will be at once given upon the form described in paragraph 249 to the office of payment, the postmaster of which will forward the advice, if payment has not already been made, to the Controller, Money Order Department, for authority to issue a new order. No second order will be issued under such circumstances until a reply has been given by the Controller to the notice of application.

Out-standing orders.

262. When a money order has been notified to the paymaster by the Money Order Department as "outstanding," no further reference to that Department need be made before issuing a new order. The man's identity certificate should, however, be called in for inspection to ascertain whether the space applicable to the order in question has been stamped.

Stoppage of payment or return of advice asked for.

263. Whenever stoppage of payment or recovery of an advice for any special purpose is required, application will be made to the office of payment on the form referred to in paragraph 249. When the request is made by telegraph the forms should follow by first post.

Errors discovered in advice lists.

264. Errors discovered in the advice lists, whether in respect of casting or of discrepancies between the amounts of individual

orders and the amounts charged on the list, will be corrected in the advice lists in the Money Order Department. Notices will be sent by the Controller to paymasters, in whose advice lists the errors occur, to enable them to make any necessary corrections in their records or adjustments in future payments.

Stoppage to be explained to man.

265. When a stoppage is made from a man's reserve pay, non-training bounty, or pension, a signed memorandum showing the cause and amount of the stoppage should be sent to the man with his money order.

Money order to be placed with life certificate in envelope.

266. As each army money order is made out it should be placed, together with the form of life certificate previously prepared, in the envelope addressed to the man in whose favour the order is drawn. The envelope should then be fastened and kept in safe custody until despatched.

Unsatisfactory life certificates.

267. The completion of money orders for men who have sent in unsatisfactory life certificates may, if considered necessary, be postponed until the money orders for other men have been completed.

Army money orders not to be crossed.

268. Army money orders will not be crossed for payment through a bank.

Numerical sequence of orders must not be broken.

269. In order that the numerical sequence of the orders may not be broken, the paymaster will, in the last month of the quarter, before commencing the preparation of the orders for issue in the ensuing month, retain for use as many order forms as he is likely to require before the end of the quarter. If any of the forms so retained remain unissued at the end of the quarter, they will then be cancelled, and forwarded to the Controller, Money Order Department.

Adjustment of Stoppages for Debts or Overpayments, and Remittances.

Sums recovered for disallowances, debts, &c.

270. Sums recovered from army reservists, special reservists, or pensioners, by deduction from army money orders, will, if due to the paymaster by whom the recovery is made, be detailed in A.F. N 1533, and the corresponding charge for pension, &c., will be made in the current account against the vote concerned, a reference being given therein to the A.F. N 1533, in which the deductions are shown. Sums due to an officer in the payment of such paymaster will be treated similarly, but the charge must in these cases be supported by proof of payment.

Due to paymasters of Marines.

271. Stoppages due to paymasters of the Royal Marines will be dealt with as in paragraph 270, the amount being remitted through the cashier as soon as recovered.

Due to other than present paymaster.

272. Sums recovered on account of debts due from a reservist or pensioner to his former corps, or to a paymaster other than the man's present paymaster, will, if not for remittance to India, be adjusted by means of "paymasters' advances." If for remittance to India, they will be dealt with under the instructions for remittances.

Issue of sums remitted to men.

273. Sums remitted by paymasters through the medium of paymasters' advances, as due to reservists or pensioners, will be issued with the next instalment of the men's reserve pay or pension unless they exceed 5*s.* in amount, in which case they will at once be paid through the cashier.

6. ACCOUNTS.

(*a*) General Rules.

Mode of rendering accounts.

274. Accounts, as under, will be rendered by paymasters and cashiers respectively as soon as possible after the expiration of each month :—

A.F. N 1506. Paymaster's general state of accounts.
A.F. O 1821. Cashier's statement of receipts and disbursements.

275. Two of the above-mentioned accounts will be prepared for each monthly period, one being forwarded to the War Office (or local auditor) and the other retained by the paymaster or cashier. The account on A.F. N 1506 will be accompanied by a copy of the paymaster's classified abstract books, and, except where otherwise arranged, by all vouchers. The cashier's account will be forwarded through the command paymaster, who will attach the vouchers referred to in paragraph 61 and countersign it after satisfying himself that it is in agreement with the books, &c., kept by the cashier.

A.O. 132 / 1913

Fractions.

276. Fractions of a penny will not be charged or credited under the various heads of service in the general state. When the general state has been completed, the fractions on either side of the account will be struck out, and the total amount of such fractions on the credit side will be charged, and on the debit side credited, to the charge and credit suspense accounts respectively. At the end of each financial year, the total amounts standing to the debit and credit of the suspense accounts on account of fractions, exclusive of any sum less than one penny, will be charged and credited in the general state under the headings "Vote I, Miscellaneous and Unforeseen Regimental Charges" and "Vote I, Appropriations in Aid, Miscellaneous Receipts," respectively.

Record of charges and credits.

277. All charges and credits in the classified abstract books will be duly vouched, and no voucher will be accepted in which there is any erasure or alteration affecting the nature, amount, or date of payment, unless the alteration is properly authenticated and made in such a manner as not to obliterate the original entry. The vouchers will bear evidence of the examination given to them in the paymaster's office, and, for this purpose, the figures, &c., which have been checked will be ticked in red ink, and the vouchers will be stamped, 'examined and passed' and initialed by the paymaster responsible.

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A.O. 254 / 1911

Preparation of schedules.

278. The paymaster will prepare one schedule for each of the undermentioned services, to which will be annexed the vouchers relating to that service :—

	Army Form. Charges.	Credits.
Income duty and remittances	N 1520.	N 1521.
Effects	N 1520.	N 1509.
Paymaster's advances	O 1685.	O 1686.
Railway and passage suspense account ...	—	N 1521.
Savings banks transactions	N 1521.	N 1521.
Regimental charitable fund	N 1520.	N 1521.
Allotments from soldiers' pay....	N 1520.	N 1521.
Remittances to India	—	N 1521A.

279. In the case of charges and credits to army votes, only such schedules as, under special instructions, may be required by the War Office or local auditor will be prepared.

Numbering of schedules and vouchers.

280. Schedules will be numbered consecutively in one series throughout the account, following the order of the items, and commencing with those for receipt. The vouchers attached to each schedule will be numbered consecutively, each voucher being marked with the number of the schedule and the number of the voucher. Sub-vouchers will be treated similarly. The command or station will be shown distinctly at the head of each schedule and voucher, as also the period of the account to which such schedule or voucher relates.

Numbering of vouchers.

281. Vouchers for charges and credits other than those scheduled, when supporting amounts carried direct into the classified abstract book, will be numbered consecutively under the headings concerned. Vouchers to a company or other pay list will also be numbered consecutively when not relating to scheduled charges and credits.

Charge suspense account.

282. Charge items necessarily held in suspense will be carried to an account in the ledger entitled "Charge Suspense Account," and the only entries which will be made on the credit side of this account will be items in adjustment of the charges already posted to the debit side. The balance on the account will be the total amount of unadjusted charges held in suspense.

Credit suspense account.

283. Credit items necessarily held in suspense will be posted to a ledger account entitled "Credit Suspense Account," and the only entries which will be made on the debit side of this account will be items in adjustment of the credits already recorded. The balance on this account will be the total amount of unadjusted credits held in suspense.

Vouchers to suspense accounts.

284. The paymaster will prepare and forward each month with his general state of accounts a copy of the charge and credit suspense accounts.

(*b*) Returns of Receipts and Expenditure.

Returns to be rendered to War Office.

285. Paymasters will forward direct to the War Office, not later than the 5th day of the month following that to which it relates, a return, on A.F. N 1458A, of estimated receipts and expenditure. A further return, on A.F. N 1458, of actual receipts and expenditure will be forwarded to the War Office not later than the 27th day of the month.

A.O. 280 1913

286. *Cancelled.*

(*c*) Abstracts of Examination and Disallowances.

Credit to public.

287. Disallowances will be credited to the public in full immediately on receipt of the abstract of examination, or query, in which the disallowances are notified.

Disallowances not immediately recoverable.

288. If any item disallowed cannot immediately be recovered, either in cash or by debit to a sub-accountant, it may temporarily be debited to the charge suspense account.

Recovery of disallowances.

289. Paymasters will take all necessary steps to recover sums which may be due from officers and others on account of disallowances. Such sums are payable without delay, except where, at a station abroad or on active service, an appeal is made against the disallowance and the general officer commanding authorizes postponement of payment pending a decision on the appeal.

Transmission of decisions.

290. In order to assist the command paymaster in the exercise of his duties of supervision and control, decisions on abstracts of examination of accounts rendered by a regimental paymaster or cashier will be passed to the command paymaster for transmission to the paymaster concerned.

7. CORRESPONDENCE, RETURNS AND REPORTS.

How conducted.

291. Correspondence will be conducted in accordance with the rules laid down in the King's Regulations. In matters of routine a paymaster may communicate direct with the War Office, or local auditor, as the case may be.

Accounts to be described on cover.

292. When accounts or documents are forwarded to the War Office, or local auditor, their description will be briefly stated on the left-hand corner of the cover. A letter announcing their despatch will be transmitted separately. They will not be registered unless special circumstances may render such a course desirable.

Postage.

293. The postage of all letters will be prepaid, except in the case of those posted in the United Kingdom and the Channel Islands, and addressed to the War Office; the Inspector-General of the Forces; the Royal Arsenal, and Royal Dockyard, Woolwich (except those addressed to the Chief Ordnance Officer, Woolwich District); the Ordnance Officer, Tower of London; the Royal Army Clothing Department, Grosvenor Road, London; Headquarters Irish Command; Headquarters, Scottish Command; Army Pay Offices and Army Audit Office, Dublin; and Army Pay Offices and Army Audit Office, Edinburgh.

A.O. 107 1910
A.O. 91 1913

Departmental returns and reports.

294. Departmental returns and reports, as provided for in the King's Regulations, will be furnished by paymasters and others concerned.

SECTION II.—SUB-ACCOUNTANTS.

1. GENERAL DUTIES.

Duties.

295. Officers, other than direct accountants to the War Office,* who receive or disburse moneys on behalf of the public, are called sub-accountants. They will render an account of their public transactions in the manner laid down in this section.

Record of transactions. A.O. 91 1913

296. All sub-accountants will keep a strict record of sums received or expended by them, and such record, together with the bank pass book, will be open to the inspection of the paymaster concerned, or any person appointed for the purpose.

Imprests.

297. Imprests of public funds will, as a rule, only be made to officers regularly acting as sub-accountants. Applications for imprests in exceptional cases will show the necessity for the advance and the nature of the service for which the money is required.

Responsibility. A.O. 355 1912

298. Officers receiving imprests will be held responsible for all money so advanced to them until it has been satisfactorily accounted for. Any unexpended balance is to be refunded to the cashier as soon as the service in respect of which an imprest was issued is completed.

A.O. 132 1913

298A. All imprest holders and officers paying military or civilian subordinates will keep an account of cash receipts and expenditure, and will render an account on A.F. N 1531 once a month to the paymaster concerned.

Limitation of cash balance. A.O. 107 1910

299. No sub-accountant will maintain a larger cash balance of public money than is actually necessary, and indents should not be sent forward in advance of requirements. In the case of the regular forces, the balance shown by the account of the company, &c., commander to be due to the regimental paymaster will not, as a rule, exceed £10 when the number of men on pay is less than 150 non-commissioned officers and men, or £20 for 150 or more.

Indents for funds.

300. Funds required by officers regularly acting as sub-accountants will be indented for on A.F. N 1487, which, except in the case of funds for regimental services, will be forwarded to the command paymaster for necessary action.

Company, &c., officer. A.O. 132 1913

301. Officers commanding squadrons of cavalry and companies of infantry will obtain funds from the cashier of the command in which their unit is quartered through the adjutant of their unit, indenting weekly on A.F. N 1487.

* Or to a local auditor acting on behalf of the War Office.

Units of R.A., &c.

302. Officers commanding units of Royal Artillery, Royal Engineers, Army Service Corps, Army Ordnance Corps, and Royal Army Medical Corps will obtain funds weekly by direct indent (A.F. N 1487) upon the cashier of the command in which their unit is quartered.

A.O. 132 1913

Special Reserve and Territorial Force.

303. In the case of units of the Special Reserve or the Territorial Force, sub-accountants will obtain funds in the manner laid down in the Special Reserve or the Territorial Force Regulations.

Banking arrangements.

304. Officers acting as sub-accountants may open banking accounts at any authorized bank, if such a course is desirable and convenient for the purpose for which they receive advances of public money. Except where an imprest is issued as an advance to meet purely personal expenditure, public money will not be paid into the private banking account of an officer. Any necessary information as to authorized banks is obtainable from the command or regimental paymaster, and will be treated as strictly confidential. Forms of cheque will be obtained from the bank with the words "On His Majesty's Service" conspicuously printed thereon and will not bear a stamp.

Banking accounts; general rules.

305. The banking accounts, &c., of officers acting as sub-accountants are subject generally to the conditions and rules in Section I governing the banking accounts, &c., of cashiers.

2. PAYMENT OF REGULAR TROOPS.

Cash book and ledger.

306. A company, &c., commander of regular troops will keep an account of his cash receipts and expenditure, together with the regimental stoppage account, in the cash book and ledger (Army Book 69).

Cash payments to soldier.

307. The duty of making cash payments to the individual soldier will devolve upon the company, &c., commander to which the soldier belongs, or is attached for pay. All such payments will be recorded in the pay and mess book (A.F. N 1504A) by the company, &c., commander.

Increase in rate of pay.

308. No cash payment will be made in respect of any increase in a soldier's rate of pay until such increase has been duly notified to the regimental paymaster and the amount placed to the credit of the man's account in the pay list.

Detachments.

309. Cash payments to detachments not attached for pay to other units will be made on the detachment pay sheet (A.F. N 1510). At the end of each account period the total pay issued to each soldier on detachment will be carried into the pay and mess book as a casual payment, and the detachment pay sheet will be annexed to the pay and mess book in support of the entry.

310. Pay due to soldiers on furlough, &c., will be remitted by means of money order and not by cheque.

311. On the last pay day in March of each year, the approximate balance of pay, &c., then due to the soldier will be paid to him, where this course is practicable.

Company bills.

312. The company, &c., commander will pay all company bills on, or before, the last day of each account period.

Imprest account.

313. The imprest account of the company, &c., commander with the regimental paymaster will be kept on the folio provided for that purpose in the pay and mess book.

Inspection of accounts.
A.O. 291
1911

314. The bank pass book, cash book and ledger (Army Book 69), with all vouchers relating thereto, may be called for from time to time for inspection by the regimental paymaster.

Transfer of command.
A.O. 343
1913

315. In the event of transfer of command, the officer taking over charge of a company will satisfy himself—

(1) That the cash payments during the account period, as shown in the cash book, agree with the entries in (*a*) the pay and mess book, and (*b*) the stoppage account in the company ledger; also that they are supported by receipts and vouchers where necessary.

(2) That all company bills have been paid to the end of the preceding account period.

(3) That the amount handed over, whether in the form of a bank balance, cash, or stamps, agrees with the balance shown by the cash book. The bank balance should be verified by the pass book, allowance being made for any outstanding cheques.

Vouchers.

316. All completed vouchers concerning the pay list will be forwarded to the paymaster with, as far as practicable, the orders in which the casualties are promulgated. Clothing vouchers will be forwarded as provided for in the Clothing Regulations.

Hospital stoppages.

317. The hospital stoppage return (A.F. O 1643) will be rendered to the paymaster, who will make the necessary recoveries and give the required reference to credit (by deduction from pay) on the acknowledgment.

Stoppages for lost, &c., clothing and equipment.

318. Returns, on A.Fs. P 1954 and P 1963, will be forwarded to the paymaster, showing the names of any soldiers sentenced by court-martial, or ordered by competent military authority, to make good the value of articles of clothing or equipment wilfully lost, destroyed, made away with, or damaged, and the amount due on account of each article during the period covered by the account.

General instructions.

319. Detailed instructions governing the preparation, adjustment, &c., of the pay accounts of soldiers of the regular forces are given in Section I, and will be observed by officers commanding companies, &c., so far as they are concerned.

3. SPECIAL RESERVE AND TERRITORIAL FORCE.

320. The pay, &c., due to officers and men of the Special Reserve or the Territorial Force will be issued in the manner laid down in the Special Reserve or the Territorial Force Regulations, as the case may be.

4. PAYMENT OF MILITARY AND CIVILIAN SUBORDINATES.

Mode of issue.

321. The pay of military and civilian subordinates will ordinarily be issued by the head of the department, &c., concerned.

How claimed.

322. Pay, &c., of military subordinates will be claimed on the detachment or company form of pay list (A.F. N 1502 or N 1505).

A.O. 213 1912

323. The salaries of superior civilian employees who are not subject to the provisions of the National Insurance Act will be claimed on a pay list (A.F. O 1679).

324. Pay of masters and crews of War Department vessels will be claimed on a pay list (A.F. O 1773).

325. Other civilian subordinates will be paid on the check book (Army Book 198 or 63, or special form), except where their number is very small, in which case a pay list (A.F. O 1603) may be used instead. This point will be decided by the general officer in charge of administration on the submission of the command paymaster.

Proof of payment.

326. When payments are made on the check book, the latter will be brought to the pay table, and, except in the case of Pimlico, Woolwich Arsenal and Dockyard, Enfield, and Waltham, the payments will be certified on the check book by two witnesses as follows :—

> "*We certify that the amount shown against the name of each of the above-mentioned persons for the week ended has been duly paid in our presence to the man himself, or to the person authorised by him in writing to receive it, with the exception of the sum of on account of wages unclaimed.*"

327. One of the witnesses should, when practicable, be the officer under whom the men are serving, or, in his absence, the foreman, and the paying officer may be the other.

Wages certificate.

328. The total amount of wages due, according to the check book, will be entered on the wages certificate (A.F. O 1665), which will be signed by the officer under whom the men are serving, and passed to the paying officer with the check book. As soon as payment has been made, the wages certificate will be signed by the paying officer and witnesses. Wages certificates will be forwarded to the paymaster concerned at the end of each month, or as may be arranged, in support of the charges in the accounts. In the case of artificers, labourers, &c., employed on Royal Engineer works services, the wages classification abstract (A.F. O 1663) will be forwarded monthly with the wages certificates.

Unclaimed wages.

329. Wages remaining unclaimed are not chargeable against the public, but will be shown in the space provided for the purpose on the wages certificate (or pay list). When subsequently paid, the charge against the public will be supported by a reference to the voucher in which the wages are shown as unclaimed.

Audit of check book.

330. The check books (or pay lists) on which wages are paid, as well as the sick-pay book (Army Book 244), which may be used in conjunction with the check book when found necessary, will be prepared and certified by the officers under whom the subordinates are employed. The check books will be retained by these officers, but must be produced for examination by the paymaster and for audit when required.

ACCOUNTS.

331. Sub-accountants will render accounts for the services, and in the manner shown, in the following table :— Sub-accountants' accounts.

Service.	Sub-accountant responsible for Receipts and Issues.	Form of Account.	When to be Rendered.	To whom to be Rendered.	
Payment of companies, &c., of regular troops, and of Special Reserve recruits training on enlistment; also pay of regular establishment of Special Reserve when stationed at headquarters of a recruits' training unit.	Company, &c., commanders.	Pay and mess book; A.F. N 1504A.	By 9 a.m. on the Tuesday following the last Friday in each month.	Regimental paymaster.	A.O. 343 / 1913
Pay of Special Reserve unit during annual training.	Company, &c., commanders.	Training pay lists; A.F. N 1492.	Within ten days of expiration of training.	As above.	A.O. 167 / 1911
Pay of Territorial Force unit during annual training.	Company, &c., commanders through adjutant.	Training pay list and summary; A.F. N 1451 and A.F. N 1450.	Within ten days of expiration of training.	As above.	
Pay of regular establishment of Special Reserve unit when not stationed at headquarters of a recruits' training unit.	Adjutant.	Pay list; A.F. N 1494.	By the Tuesday following the last Friday in each month.	As above.	A.O. 343 / 1913
Pay of permanent staff of Territorial Force unit.	Adjutant.	Pay list; A.F. N 1452.	As above.	As above.	
Pay of recruiting party and of recruits; regular troops.	Recruiting officer.	Recruiting pay list; A.F. N 1512.	As above.	As above.	
Pay of recruits, Special Reserve, before joining for training on enlistment.	Recruiting officer.	Recruiting pay list; A.F. N 1542.	As above.	As above.	
General account of sums received and expended.	All sub-accountants other than company, &c., commanders.	A.F. N 1531, unless otherwise arranged.	As above, unless otherwise arranged.	Paymaster through whom funds are drawn, or on whose account money is received.	

SECTION III.—ARMY AGENTS.

Supply of funds.

332. Estimates of the sums required by army agents for the pay of the officers in their payment will be prepared on A.F. M 1405, and forwarded in time to reach the War Office not later than the 25th of each month.

Notification to officers.

333. When any sum of money is received by an agent from the public, on account of an officer in his agency, he will immediately notify the fact to the officer concerned.

Quarterly accounts.

334. Army agents will render their accounts to the War Office quarterly, as follows :—

General Staff and Departments.	A.F. N 1453.	Not later than six weeks after the expiration of each quarter.
Royal Artillery, Royal Engineers, Army Service Corps, Army Ordnance Corps, and Royal Army Medical Corps.		
Cavalry and Infantry.	A.Fs. N 1454 and N 1539.	One month after the expiration of each quarter.

335. A separate account, on A.F. N 1454, will be rendered by the agents for each regiment of cavalry or infantry, as well as a "General Statement," on A.F. N 1539, of the accounts of all the regiments whose officers are in their payment.

SECTION IV.—BILLS AND CLAIMS.

1. GENERAL PROCEDURE.

Mode of payment or receipt.

336. Bills and claims, except such as are dealt with at the War Office, are ordinarily payable or receivable, as the case may be, by the cashier of the command on the authority of the command paymaster or a regimental paymaster. Payment or receipt by sub-accountants is permissible only where specially provided for, or where, owing to the exigencies of the service, the usual procedure governing payment and receipt of cash cannot be followed.

Computation for broken periods of year, &c.

337. When a salary or an allowance is at an annual rate, the amount due for a broken period of any division of the year (whether a quarter or a month) for which it is customary to make the payment will be computed with reference to the number of days in the division during which the broken period occurs. When

intermediate issues are made on account of quarterly payments, the broken period will be calculated with reference to the number of days in the quarter. When the salary or allowance is at a weekly or monthly rate, the broken period will be computed on the basis of the number of days in the week or in the month in which such broken period occurs.

337A. Every endeavour should be made by paymasters and sub-accountants to pay salaries, &c., due in March, before the 1st April, and to include the charges in the March account. In the case of Royal Engineer subordinates paid weekly on a fixed day of the week, whose wages are charged to the works sub-heads of the Works Vote, a special payment may, if desired, be made up to the 31st March and the charge included in the year, otherwise payment will be made up to the last pay day in March in the ordinary course.

Salaries, &c., due in March to be paid before 1st April.
A.O. 322 1911

2. CONTRACTORS' BILLS.

338. All bills for Army Service Corps, Royal Engineer, Army Ordnance, Army Medical, or Army Veterinary Services will be forwarded, duly certified, to the command paymaster for examination and payment, except that :— To whom forwarded.

(1) Bills for stores supplied on an order given by the War Office will be paid at the War Office.

(2) Claims for conveyance of regimental baggage, except in connection with training or manœuvres, will be paid, or otherwise adjusted, by the regimental paymaster. A.O. 202 1913

(3) Bills in the Royal Arsenal, Woolwich, will be paid under such instructions as may from time to time be given by the War Office.

339. When any alteration in amount is made in a contractor's claim, the nature and amount of the alteration will be notified to the contractor, or to his agent, by the officer who made the alteration. Any alteration in words or figures in a bill should be initialed by the officer making it. Alteration of amount of claim.

340. Full particulars of all contracts, including prices and conditions, will be notified locally by the heads of services and departments to the paymaster. If the paymaster has any doubt as to the conditions affecting payment he will raise the question with the department, &c., concerned at once. Notification of contracts.

341. In order to ensure the requisite check upon bills sent to a pay office for payment, the officer who certifies the bills will, at the same time, transmit to the paymaster, in a separate envelope, which he will himself close and despatch, a list of such bills on A.F. P 1964, concluding with the following certificate written in the officer's own handwriting :—"I certify that the foregoing is an accurate list of the (*number in words*) bills forwarded to you this day for payment." The lists will be retained by the paymaster, and both officers will treat them as strictly confidential documents. Confidential list of bills.

Officers authorized to certify claims.

342. Lists will be furnished to the paymaster, by the local heads of services and departments, of the names of officers authorized :—

(*a*) To certify claims for payment.
(*b*) To certify to the receipt of animals, supplies, or stores.

Power of attorney, or revocable assignment.

343. In cases where a contractor desires the payment of moneys accruing under a contract to be made to another party, the following regulations will be observed :—

(*a*) An ordinary revocable power of attorney, or a written request for payment, may be recognised and acted upon, but no assignment should be recognised.
(*b*) The document referred to in (*a*) should be sent to the officer responsible for the fulfilment of the contract. If sent otherwise than by the contractor himself, its receipt will be notified to the contractor before it is acted on.
(*c*) In all cases the officer responsible for the fulfilment of the contract will notify to the payee under the power of attorney, or written request, that payment will only be made so long as the document remains operative. Such officer will also notify to the paying officer the receipt and acceptance, or the revocation, of any power of attorney, or written request.

3. RENTS PAYABLE AND RATES AND TAXES.

(*a*) General.

How dealt with.
A.O. 199 1911

344. The original agreements and copies of leases for all hirings will be passed by the responsible Royal Engineer or Army Service Corps officer to the command paymaster and the local auditor for notation. Claims for rents (including ground rents and head rents), tithes, rates and taxes, and other charges on War Department lands and buildings, and on premises hired for War Department purposes, will be dealt with in accordance with the Regulations for Supply, Transport and Barrack Services and the Regulations for Engineer Services.

(*b*) Home Stations.

By whom paid at home.

345. Claims for rents and tithes, after being duly certified, will be examined and passed for payment by the command paymaster, except in the Royal Arsenal, Woolwich, where such claims, when certified, will, if under £100, be paid locally by the pay-master, or, if amounting to £100 or upwards, be forwarded to the War Office for payment.

(*c*) Stations Abroad.

Abroad.

346. At stations abroad, all claims for rents and taxes will, if properly certified, be examined and passed for payment locally by the paymaster dealing with command services. Claims for rates will be certified and forwarded direct to the Secretary to the Treasury, Whitehall.

4. JUSTICES' CLERKS' AND OTHER LEGAL FEES.

Prosecution fees.

347. When prosecutions are instituted before a Court of Summary Jurisdiction, the claims for the fees to which Justices' clerks in England and Wales, or in Scotland procurators fiscal and officers of the courts, are entitled, will be paid at the time by the officer bringing the offender to trial and will be recovered by him from the command paymaster of the command in which the man's unit is quartered. If from any cause it is impossible to make the payment at the time, a claim for the fees may be forwarded to the nearest command paymaster. These claims, except in cases of doubt or difficulty, will be paid by the command paymaster without previous reference to the War Office, and the amounts will be charged in his accounts, the charge being supported by the following vouchers :— A.O. 132 1913

(1) A certificate of the paying officer that the payment has been made.

(2) A statement signed by the competent military authority that process was applied for, or the proceedings adopted by him or on his behalf.

(3) In England and Wales, a certificate of the paying officer that the rates charged accord with the local scale approved by the Home Office.

In Ireland, the procedure will be as prescribed by the King's Regulations.

In Scotland, the fees payable to Sheriff clerks and Bar officers in respect of prosecutions before a Court of Summary Jurisdiction are regulated by the Act of Sederunt of 7th March, 1908, and the other fees chargeable by the Summary Jurisdiction (Scotland) Act, 1908, and Schedule G appended thereto. The paying officer should certify accordingly.

Fees for civil conviction and descriptive return.

348. The officer who requires a copy of the civil conviction of a soldier will, when applying for the same, transmit the fee of 3*s.* allowed by Section 164 of the Army Act, and recover the amount from the command paymaster. The fee of 2*s.** for the descriptive return of a deserter will, except in Ireland, where payment is made under special arrangements with the Irish Government, be payable in the same manner as the law charges, and the charge will be supported by a statement of the name and corps of the deserter and of the date on which the return was despatched to the commanding officer, and by proof of payment. These fees will be

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* Fees for descriptive returns issued by the following Metropolitan and City Police Courts will be paid direct by the War Office, viz. :— A.O. 71 1911

Mansion House.	Old Street.
Guildhall.	Thames.
Bow Street.	Tower Bridge.
Clerkenwell.	Westminster.
North London.	West London.
Lambeth.	Greenwich and Woolwich.
Great Marlborough Street.	South-Western.
Marylebone.	

paid without previous reference to the War Office, the charge being supported by a certificate of the paying officer that payment has been made. Clerks of sheriff courts in Scotland are not entitled to the fees referred to in this paragraph.

5. RENTS, &c., RECEIVABLE.

Particulars to be furnished to paymaster.

349. The responsible Royal Engineer officer will furnish the command paymaster with full particulars of rents receivable, acknowledgments for encroachments, and every kind of revenue yielded by property belonging to, or in charge of, the War Department. He will pass the original agreements and copies of leases for all hirings to the command paymaster and the local auditor for notation.

A.O. 199 1911

Preparation of claims.

350. At stations where a land agent has not been appointed, or where the duties of a land agent, if appointed, do not include the collection of rents, &c., the command paymaster will prepare claims in respect of these services and call upon the parties concerned to make payment to the cashier.

Duties of land agent.

351. At stations where a land agent has been appointed, he will, unless his duties have otherwise been defined, render to the command paymaster a monthly account of his receipts and disbursements (A.F. P 1952), supported by a statement of sums received for rents, &c. (A.F. P 1952A). The account will be rendered not later than ten days after the end of the month to which it relates, and the agent will at the same time forward to the cashier the balance of the account.

Rent of quarters.

352. Sums due on account of rent of quarters will, when not deducted from the pay issuable to an officer, soldier, or other person, be collected by the command paymaster on receipt from officers in charge of barracks of returns, on A.F. O 1680, of persons liable and amounts payable.

Encroachments.

353. Acknowledgments for encroachments will be collected in advance on the 1st of January in each year.

A.O. 240 1910

Canteen rents.

354. The rents of canteens let to civilians will be collected quarterly by the command paymaster on receipt of the claims (A.F. O 1680) prepared by the officer in charge of barracks in accordance with the Regulations for Supply, Transport and Barrack Services.

A.O, 107 1911

6. SALES OF SUPPLIES, STORES, ANIMALS, &c.

Particulars to be furnished to paymaster.

355. When a sale is authorized, or issues are made on payment, the officer immediately concerned will furnish the command paymaster with all information necessary to enable him to recover the amount due to the public.

Bakery sweepings, manure, old straw, &c.

356. Sums due on account of the sale of bakery sweepings and refuse, the sale of manure, or of old straw, will be notified for recovery to the command paymaster, on A.F. O 1680, by the responsible Army Service Corps officer.

Sales regulations

357. Financial provisions relating to sales are laid down in the regulations of the service or department concerned.

SECTION V.—RECEIPTS AND OTHER PROOF OF PAYMENT.

Receipts to be secured by paymasters.

358. Receipts for payments made by the cashier or by sub-accountants will, except as provided in paragraph 359, be secured by paymasters, who will see that their accounts are complete in this respect.

When not required.

359. The receipts of the payees are not required in respect of :—

(*a*) Payments made by army agents and charged in their public accounts on account of emoluments of officers in their payment drawn under the Pay Warrant or the Allowance Regulations.

(*b*) Squadron, battery, company, &c., allowances, when charged in the monthly accounts of company, &c., commanders.

(*c*) The pay and allowances of soldiers when paid by company, &c., commanders (in the presence of the prescribed witnesses), and set forth in the men's accounts.

(*d*) Wages of subordinates paid on the check book, or form of pay list, in the presence of witnesses certifying to the payment.

(*e*) Payments made by ordinary money order ; but a reference to the corresponding A.F. O 1806 is required.

(*f*) Payments made by postal order ; but the completed counterfoil, stamped by the cashier, will be furnished.

Persons unable to sign.

360. When a receipt is given by a person unable to sign his name, he will be required to make his mark in the presence of some person (other than the paying officer), who will sign as a witness.

Stamped receipts.

361. At home stations, receipts must be stamped by the payee whenever the money for which a receipt is given amounts to £2 or more (even though the actual payments may have been made in sums of less than £2), except :—

(*a*) When the payment to an officer or soldier* is chargeable with income duty, or would be so chargeable if the recipient were not entitled to exemption from income duty. [The lodging allowances of regimental officers, and of such departmental officers and subordinates as are not assigned to a station for a fixed or practically fixed period, are not chargeable with income duty, (*see* Income Duty Regulations), and in these cases receipts for sums of £2 or over should therefore be stamped.] A.O. 199 1911

(*b*) When the payment to an officer is by way of imprest or advance, or in adjustment of an account, provided he derives no personal benefit therefrom.

* Pensioners and army reservists employed on military duty under an officer of the regular army are to be treated as soldiers (*see* Army Act, Section 176 (4) and (5) (*d*)). A.O. 107 1910

(*c*) When the payment is on account of travelling expenses or allowances, or of contingent, library, mess, miscellaneous stores, or office cleaning allowances.

Moneys due to public.

362. Receipts given at home stations by cashiers and others in respect of moneys due to the public will not, in any circumstances, be stamped.

Abroad.

363. Abroad, receipts will, as a rule, be stamped as required by the laws of the country.

SECTION VI.—REMITTANCES AND PAYMASTERS' ADVANCES.

1. REMITTANCES FROM ABROAD (EXCEPT INDIA).

Remittance of pay and allowances. A.O. 139 1911

364. Officers, soldiers, and civilian employees (including sub-ordinates, ex-soldiers and pensioners), serving abroad, are allowed (subject to paragraphs 365 to 369) to remit through the public accounts the savings on their pay and allowances to any person in the United Kingdom, the Channel Islands, or in the Colonies. All such remittances are made by means of deduction from the periodical issues of pay and allowances, and paymasters are forbidden to receive any money for remittance.

Limit of amount.

365. An officer or a civilian is allowed to remit each month a sum not exceeding the amount of his pay and half his money allowances for the month.

Mode of remitting by officer or civilian. A.O. 139 1911

366. An officer or a civilian wishing to make a remittance will transmit A.F. O 1727 in duplicate to the paymaster, who will deduct the amount from the next issue of pay and allowances and credit it to the public under the head of "Remittances."

Mode of remitting by soldier.

367. A soldier borne on a squadron, battery, or company pay list, who wishes to remit money, will notify his commanding officer, and will leave undrawn the balance of pay he wishes to remit. At the end of each account period the amount of pay left undrawn, as represented by the balance standing to his credit in the pay list, may be remitted, or he may be permitted to leave his *Cr.* balance undrawn until he has accumulated the sum he wishes to remit, provided such accumulation shall not exceed 12 months' savings.

A.O. 139 1911

368. When the soldier wishes the balance on his pay account to be remitted, his commanding officer will notify his request to the paymaster on A.F. O 1727 in duplicate, who will credit the amount under the head of "Remittances," debiting the soldier in his pay account under the same heading.

When soldier is not borne on company, &c., pay list.

369. A soldier who is not borne on a squadron, battery, or company pay list is allowed to remit each month a sum not exceeding the amount of his pay for the month. He will notify

his wish, on A.F. O 1727 in duplicate, to the paymaster through whom he receives his pay, who will deduct the amount to be remitted from the next issue of pay, and credit it to the public under the head of "Remittances." A.O. 139 1911

370. The paymaster at the station abroad will forward, as soon as possible after the first of each month, one copy of each A.F. O 1727 as follows :— Remittance rolls forwarded by paymaster. A.O. 139 1911

Staff and departmental officers, and all others having no depôts, nurses, Staff for Royal Engineer Services, &c.	To the command paymaster, Eastern Command.
Regimental officers and men	To the paymaster paying pensioners and reservists of the unit.

In the case of remittances by officers to their agents, the paymaster abroad will forward one copy of each A.F. O 1727 direct to the agent concerned. A.O. 139 1911

371. Remittances payable in another colony should be included in a separate A.F. O 1727 to be forwarded direct to the paymaster in that colony. Remittances to other colonies. A.O. 139 1911

372. On receipt of the A.F. O 1727 the paymaster will at once issue the money to the remittees. Officers' remittances, and all remittances to firms or other persons having banking accounts, will be paid by draft. Other remittances will be paid by post office money order or postal order. Payments so made will be charged by the paymaster under the head of "Remittances," the charges being supported by the A.F. O 1727 and by proof of payment. Payment to remittees. A.O. 139 1911

373. Subject to the regulations contained in the foregoing paragraphs, limiting the amount of pay and allowances which may be remitted each month, remittances may, if desired, be made weekly, and officers commanding and paymasters will arrange accordingly.

2. REMITTANCES FROM INDIA.

374. Family remittances from officers and others belonging to His Majesty's forces serving in India will be made under the regulations issued by the government of that country, and will not be included in any return rendered to the War Office. Family remittances.

375. Miscellaneous remittances on the public service, such as stoppages for fraudulent enlistment, debts of drafts, disallowances, balances on pay lists, and remittances of such other nature as may be authorized by the War Office, will be transmitted from India in the following manner :— Miscellaneous remittances. A.O. 107 1910

A notification on Indian Army Form A 602, giving particulars of service and instructions to pay, will be sent by the divisional disbursing or other remitting officer in India to the paymaster concerned, or, in the case of a headquarter adjustment, to the Secretary, War Office. The amount paid will be charged by the

paymaster under the heading "Indian Government—Remittances from India," and will be included in the monthly schedule of vouchers rendered to the War Office, supported by the original authority to pay and by proof of payment.

3. REMITTANCES TO INDIA.

How effected.

376. When payment has to be effected of sums due to officers, soldiers and other persons, serving or residing in India, a notification giving full particulars and authority to charge will be sent, on A.F. O 1706, to the officer commanding the unit in which the remittee is serving, or, in the case of a remittee not serving with a unit, to the Controller of Military Accounts of the circle, or to the Deputy Controller of Military Accounts in Independent Charge of the Division, in which the payment is to be made. It will be clearly shown whether the sum named is directly chargeable against Army Votes, or whether it is in respect of a credit given in the account to meet the amount of the remittance. If the sum is chargeable to Army Votes, the paymaster will certify on the notification that the amount has not been and will not be charged in his accounts, and will state the head of service chargeable after payment has been made.

A.O. 267 1912

A.O. 71 1911

376A. In no circumstances will a duplicate A.F. O 1706 be issued without previous reference to the War Office.

Special cases.

377. When a sum is due to a remittee in India, and payment by the above method is found impracticable, the remitting paymaster should report the facts to the War Office.

4. ADJUSTMENT BY MEANS OF PAYMASTERS' ADVANCES.

378. Payments made or sums credited to the public by one paymaster on behalf of another will be adjusted in the manner laid down in paragraphs 379 to 391.

(*a*) Between Paymasters at Home, except those rendering accounts to the same Local Auditor.

Cases in which one paymaster requests another to pay or give credit on his behalf.

379. When one paymaster wishes to remit to another a sum to be paid on his behalf or credited to the public, he will notify the amount on A.F. O 1682, and will at once credit the amount in the classified abstract book under the heading "Paymasters' Advances." The paymaster making the payment or giving credit to the public will charge the amount against "Paymasters' Advances."

When the whole, or any portion, cannot be adjusted.

380. If a paymaster receives an A.F. O 1682 of which he can only adjust a part, he will charge the whole amount and make that portion which he is unable to adjust the subject of a separate transaction under "Paymasters' Advances." In the event of his being unable to adjust any portion, he will not make any charge in respect of the paymaster's advance, but will return it to the sender, or, if he knows the paymaster who can adjust it, will

forward it to such paymaster. For the information of the War Office all paymasters' advances so dealt with will be entered at the end of A.F. O 1685, the station to which the paymaster's advance is forwarded being entered in the last column.

Payments made or credits given without the request of the responsible paymaster.

381. When a paymaster, without having been previously requested to do so, has made a payment or credited the public with a sum on behalf of another paymaster, he will notify the amount to such paymaster on A.F. O 1682. The paymaster receiving this form will, if satisfied that it is correct, credit the amount in the classified abstract book under the heading "Paymasters' Advances," complete the "reply" portion of the form, and return it to the other paymaster concerned, who will then charge the amount against "Paymasters' Advances."

Forms not to be made out in duplicate.

382. A.F. O 1682 will not, in any circumstances, be made out in duplicate. If the original is lost, the charge must be supported by a certificate to that effect, and a reference to the account in which the *per contra* credit was promised.

Debit schedule.

383. The paymaster for whom a payment has been made or an amount has been credited to the public will include such payment or amount in a schedule, A.F. O 1686, which will be rendered with his monthly account. The paymaster making the payment or giving credit to the public will similarly include the amount in a schedule, A.F. O 1685. Each entry in A.F. O 1685 will be supported by a voucher on A.F. O 1682.

Credit schedule.

Charges.

384. A charge in respect of paymasters' advances is not to be made in an account for a period before that in which credit for the amount is promised.

Full information to be given.

385. Care should be taken to give such information as will lead at once to the identification of the amount on account of which the remittance is made.

Fractional parts of a penny to be excluded.

386. Fractional parts of a penny will not be inserted in the total of A.F. O 1682, nor in A.Fs. O 1686 and O 1685.

(*b*) Between Paymasters at Home and Paymasters Abroad (except India).

To and from abroad.

387. The foregoing instructions will apply to adjustments between a paymaster at home and a paymaster abroad, or between two paymasters abroad.

(*c*) Between Paymasters who render accounts to the same Local Auditor.

Local adjustments.

388. Adjustments between paymasters who render accounts to the same local auditor will be carried out locally, the necessary clearance being effected by the local auditor. The foregoing instructions will be followed so far as they are applicable.

Schedules, &c.

389. Paymasters will prepare separate schedules on A.F. O 1685 and A.F. O 1686 for items dealt with locally, and these forms will be marked in red ink with the word "Local." The totals of these Schedules will be carried to Form 2 of the paymaster's general state, A.F. N 1506. Paymasters will also, when sending

an A.F. O 1682 to another paymaster in the same command, clearly mark it "Local" in red ink.

When unable to adjust.

390. Should a paymaster be unable to adjust a "Local" paymaster's advance, he may pass it to another paymaster in the same command if the latter is able to adjust it, but if not he should make it the subject of a separate transaction under paymasters' advances. Under no circumstances should a paymaster's advance marked "Local" and scheduled as "Local" be converted into a War Office paymaster's advance or sent to a paymaster in another command.

War Office adjustment.

391. Should a paymaster's advance originally credited in a War Office schedule be returned to the sender or passed to a paymaster in the same command as the sender for adjustment, it should be charged on a War Office schedule and not be treated as a local paymaster's advance.

SECTION VII.—NON-EFFECTIVE ESTATES.

1. GENERAL.

Effects and credits, how to be collected, &c.

392. The manner in which the effects and credits of deceased officers and soldiers, of soldiers discharged as insane, of deserters, and of men sentenced to imprisonment on conviction of felony, are to be collected and accounted for is prescribed in the Regimental Debts Act and the Royal Warrants of 30th August, 1893, 20th October, 1904, and 23rd May, 1906, with the regulations thereunder.

2. NON-EFFECTIVE ACCOUNTS OF MEN OF THE REGULAR FORCES AND THE SPECIAL RESERVE.

In what cases to be prepared.

393. A non-effective account (A.F. O 1625) will be prepared with as little delay as possible for every soldier (except an absconded recruit) who becomes non-effective by death, desertion, or discharge on account of insanity, or who is sentenced to penal servitude or to be discharged with ignominy. In the case of a soldier becoming non-effective from other causes than these, a non-effective account will only be prepared when a *Dr.* balance is chargeable against the public. When articles of necessaries are left behind, a deserter's account will not be finally closed until such articles have been disposed of in accordance with the Clothing Regulations. If, in the meantime, the accounts of the unit to which the deserter belongs are transferred to another paymaster, a non-effective account, completed as far as possible, will be transmitted with the accounts, and the paymaster of the new station will, in due course, secure credit for the amount realised by the disposal of the necessaries, and complete the non-effective account.

Abroad.

394. When a soldier serving abroad is sentenced to be discharged with ignominy, or when there is a debtor balance on the accounts of a soldier serving abroad who is sent home to be discharged in consequence of his incorrigible and worthless character, or on account of misconduct, or for having given a false answer on attestation, or on conviction by the civil power, a non-effective account will be prepared up to the date of embarkation for England. The debtor balance will be adjusted in the same manner as the balances of men transferred, and the non-effective account will be attached to the statement of accounts, A.F. O 1812. Any debt remaining unrecovered on discharge will be charged against the public by the paymaster of the station at which the discharge is carried out. Any credit balance on the non-effective account of a man sentenced to be discharged with ignominy will be credited to the public, and reported for issue to the man in the manner provided in paragraph 407.

Balance on non-effective account of deserter.

395. When the non-effective account of a deserter has been completed, the paymaster will prepare a certificate (on A.F. O 1624), in duplicate, showing the balance thereon, whether *Dr.*, *Cr.*, or nil, and the period and designation of the account with which the non-effective account was rendered. One copy will be forwarded to each of the officers in charge of the attestations. Any subsequent alteration in the balance should be reported to the officers in charge of the man's attestations, and duly recorded in the certificate. At home stations, the certificates of the officers in charge of the original and duplicate attestations to the effect that the paymaster's certificates have been attached to the attestations, will be annexed to the non-effective account. At stations abroad, the certificate of the officer in charge of the duplicate attestation will be sufficient.

On relegation to the army reserve.

396. When an army reservist convicted of improper enlistment into the army, or convicted, while in receipt of special reserve pay, of improper enlistment into the special reserve, is relegated to the army reserve, a non-effective account will be prepared in duplicate, showing the man's name and regiment as a reservist. One copy will be annexed to the account in support of the charge of the debtor balance, and the other will be forwarded, together with A.F. O 1812, to the paymaster charged with the payment of the army reservist, in order that the debtor balance may be recovered from the future issues of reserve pay.

Only sums due to the public to be charged in non-effective account.

397. The non-effective account of a soldier will not be charged with any sum recoverable under the sentence of a court-martial or order of the commanding officer, unless such sum is due to the public. Any sum otherwise due will only be charged against the non-effective account in so far as such sum shall be recoverable from the estate without entailing a charge against the public.

Clothing or necessaries.

398. The non-effective account of a soldier will not be charged with the cost of clothing or necessaries issued on payment or of repairs to clothing and necessaries executed before he became non-effective, unless the articles shall have been supplied, or the repairs executed, in the account period during which the man became non-

effective. In all cases a certificate signed by the company, &c., commander, showing that the articles were actually issued from the quarter-master's or other public stores, or that the work was performed by his order, and giving the date of issue or execution, will be annexed to the non-effective account. When the articles are not provided from public stores, the charges will be vouched by the certificate of the company, &c., commander, showing from what store they were issued, and will be accompanied by the tradesman's receipt.

In what cases to be prepared for special reservist.

399. A non-effective account will be prepared for every special reservist who—

(*a*) is in debt at the end of recruit drill, or through forfeiture or suspension of bounty at the end of training; or, who, during recruit drill, or training

(*b*) deserts,

A.O. 280 1913

(*c*) dies,

(*d*) is discharged on account of insanity, or

(*e*) is discharged for misconduct or with ignominy.

In cases (*a*) and (*b*) the non-effective account will be prepared in duplicate, and both copies will be sent to the adjutant of the unit, who will place the duplicate with the man's documents as a record of his liability, certify in red ink on the first page of the original that he has done so, and return the original to be rendered in support of the charge of the debtor balance in the pay list. In case (*c*) any credit balance on the non-effective account will be paid to the man's legal representatives, their receipts being annexed as a voucher, or, if the representatives are unknown, the balance will be credited to the public. In case (*d*) the balance will be disposed of as laid down in the case of Army Reserve pay in para. 199. When a special reservist rejoins from desertion within three years of the date of the offence, the adjutant will be responsible that the man's liability is brought to the notice of the officer commanding the company to which he is reposted. The duplicate non-effective account will also be forwarded with the pay list containing the first charge for pay after the man has rejoined.

Soldiers dying at sea. A.O. 132 1913

400. The non-effective account of a soldier dying at sea, will be rendered by the paymaster of the unit which the soldier would have joined.

3. REPORT OF EFFECTS OF DECEASED AND INSANE SOLDIERS.

Report to War Office.

401. As soon as the paymaster has completed the non-effective account he will at once forward to the War Office, on A.F. O 1815, a statement of the amount due, with the other particulars required by the form. As payment of the amount may be at once made by the War Office on this information, it is necessary that the greatest care be taken to secure its absolute accuracy. It should be clearly understood that no payment on account of any estate under paragraphs 404-406 should be made

after the amount due has once been reported, on A.F. O 1815, as available for issue by the War Office.

402. Paymasters will render with their monthly accounts a schedule on A.F. N 1509, of the sums credited to the public on account of the effects of deceased or insane soldiers, or issued to deceased soldiers' representatives present with the unit. The non-effective accounts will be attached to the schedule as vouchers. Monthly schedule of sums credited for effects. A.O. 139 1911

4. DISTRIBUTION OF SOLDIERS' ESTATES.

403. Whenever the amount of personal property left by a deceased soldier dying in the United Kingdom or the Colonies exceeds £100, no payment on account thereof will be made either to his legatees or next-of-kin without special instructions from the War Office. Effects above £100.

404. When the amount does not exceed £100, and the deceased has left a will, which it is not intended to prove, the proportions due to such legatees as are present with the corps may, with the written consent of the executors (if any) appointed by the will, be paid to such legatees at once. Effects under £100. When there is a will.

405. If no will is left, and letters of administration are not intended to be taken out the amount will be issuable to the next-of-kin according to the Statutes of Distribution, and, should any of the persons so entitled be present with the corps at the time of the death of the intestate soldier, the proportions due to such claimants respectively may be paid at once if there be no doubt as to the validity of the claim. Unless an officer is satisfied that correct information is before him as to the soldier's next-of-kin, the balance of his estate should be remitted to the War Office. When there is not a will.

406. The instructions contained in para. 404 and 405 are not applicable in the case of soldiers domiciled in Scotland, the Isle of Man, the Channel Islands, or Malta. In these cases the whole of the effects will be accounted for to the War Office, with the following exceptions:—(1) When the widow is present with the unit and the total balance does not exceed 100*l*., and it is not intended to obtain probate or administration, then (*a*) if the soldier was domiciled in Scotland, one third, or, if he was childless and leaves no will in favour of any person other than the widow, the whole may be paid to the widow; (*b*) if the soldier was domiciled in Guernsey or Alderney, one third, or, if he was childless one-half may be paid to the widow whether he leaves a will or not; (*c*) if he was domiciled in the Isle of Man, one-half may be paid to the widow. (2) In cases of Maltese domicile, the whole amount, if not exceeding 100*l*., may be paid to the persons entitled thereto under the law of Malta, if the corps and all the persons entitled are in Malta. Soldiers domiciled in Scotland, I. of Man, Channel Islands or Malta. A.O. 291 1911

5. PRIVATE PROPERTY OF SOLDIERS SENTENCED TO PENAL SERVITUDE OR IMPRISONMENT.

407. When articles of private property belonging to a soldier sentenced to penal servitude, imprisonment or detention are sold under the authority contained in the King's Regulations, the Proceeds of sale.

proceeds, together with any money belonging to the soldier, will be credited to the public in the accounts of the unit to which he belongs. If a European is sentenced abroad and sent home to serve the period of his sentence, he should be directed on his release to make application to the War Office for the amount credited. In cases where immediate payment is desirable, the amount will be remitted to the commandant of the detention barrack or the governor of the prison on his application. Sums so remitted will be paid to the men concerned at the time of their release, and their receipts will be obtained and forwarded to the paymaster. In all other cases the man should apply to the paymaster of the unit, who will give instructions for the payment of the amount due. The charges will be supported by a reference to the original credit.

A.O. 80 1912

SECTION VIII.—ACTIVE SERVICE.

A.O. 353 1914

NOTE.—F.S.R., Part II, Chap. XV, contains instructions relating to pay and accounting abroad during active service for officers generally, and must be read by paymasters in conjunction with this section, which includes only departmental instructions.

Part I.—THEATRE OF OPERATIONS.

A.—GENERAL INSTRUCTIONS.

Paymasters' limitations in permitting departure from regulations.

408. This section contains special arrangements for certain classes of accounting in which it is foreseen that the ordinary arrangements are unsuitable. It may prove necessary to make special arrangements in some other instances (see para. 417), but generally, Sections I to VII will be observed so far as practicable.

Paymasters should recognise that while war conditions may justify some relaxation of formal requirements, and even render it impossible in particular cases to follow the normal procedure of vouching, &c., this renders it essential that they should exercise an especially vigilant scrutiny of the merits of transactions with which they deal, and should endeavour to obtain all practicable security for the correctness of accounts without undue burdening of those engaged in warfare.

Observations and correspondence to be limited.

409. Observations and correspondence should be reduced to a minimum, especially when addressed to officers in the active area and during the progress of military operations. In such cases paymasters should exercise their discretion in passing items on

which trifling observations may arise, or in more important matters, of postponing an observation until later, provided that such delay is not likely to prejudice the imprest holder. When original vouchers are received in a pay office, they should not again be sent out under observation unless it is impossible to explain an observation without attaching the voucher.

Unauthorized claims during war.

410. The duty of a paymaster to refuse to make a payment which, in his opinion, is not authorized by regulations, or is otherwise incorrect or irregular, is in no way abrogated by the existence of active service conditions. On receipt of such a claim the paymaster-in-chief will obtain the decision of the Q.M.G., who, if he desires payment to be made, will give the paymaster-in-chief a written order to do so. The paymaster-in-chief in that event will comply with the order and will report the case departmentally to the Accounting Officer at the War Office, or to his representative in the theatre of operations.

Disposal of unauthorized claims if paymaster is isolated.

411. If such a claim is received by a paymaster in charge of an office at a distance from the base, who is not in touch with the paymaster-in-chief, and a G.O.C., after considering the paymaster's objections, orders in writing immediate payment on military grounds, the paymaster will comply with the order, reporting the case at the earliest practicable opportunity to the paymaster-in-chief. The order for payment should explain briefly the objections to delaying payment pending reference of the case for the decision of the Q.M.G. On this decision being given the paymaster-in-chief will, if necessary, report the case as indicated in the preceding paragraph.

Issues on imprest in absence of prior authority.

412. If a paymaster is requested to make an advance on imprest for which no prior authority has been obtained, and the service and amount both appear reasonable, he may make the issue forthwith. If, however, any doubt is felt as to the propriety of the issue, the applicant will be requested to obtain the G.O.C.'s authority before the imprest account is opened unless the urgency of the case precludes this course, when the paymaster must use his discretion in making the issue, subject to covering authority. A field cashier making such an issue will at once report the circumstances to the paymaster-in-chief.

Financial observations on administrative methods.

413. If in his examination of vouchers or other documents it appears to a paymaster that expenditure is being incurred which might be reduced or checked by a change in administrative methods, or if he is of opinion that owing to the wording of a contract or informal agreement, or for any other reason, unnecessary expenditure is taking place, even though such expenditure may be technically correct and in order he will draw the attention of the local head of the department to the matter. In important cases he will also make a report of the circumstances, with his suggestions thereon, to the paymaster-in-chief, who will use his discretion as to calling attention to the subject.

B.—ORGANIZATION.

Objects to which war organization is directed.

414. The general organization of the Army Pay Department abroad in war time is directed to :—

(*a*) The ready and safe supply of cash, when and wherever required.

(*b*) The supply of necessary information to enable the soldiers' pay records to be completed (normally at home).

(*c*) The prompt examination and disposal of claims, &c.

Classes of offices to be established.

415. The following offices will be established in the area of operations (working in conjunction with the fixed centre pay offices at home) :—

A paymaster-in-chief's office, controlling :—

(i) A command pay office.
(ii) A clearing house.
(iii) A base cashier.
(iv) A field cashier attached to each division, &c.

Additional offices for command services and cash duties may be established at other points at the discretion of the paymaster-in-chief if the extent of the area of operations, or the difficulties of communication render it advisable. Regimental offices for compilation of the men's accounts will only be established if specially ordered when mobilization takes place.

Paymaster-in-chief responsible for whole organization.

416. The whole organization will be under the authority of the paymaster-in-chief appointed in the case of large operations, or in the case of smaller operations, of a command paymaster at the base acting as paymaster-in-chief.

C.—DUTIES.

(i) *Paymaster-in-chief.*

Paymaster-in-chief to give advice on pay and accounting; to organize pay offices; to bring expenditure and receipts promptly to account.

417. The paymaster-in-chief will advise the C.-in-C. and G.Os.C. on all matters of pay and accounting, and on such other questions as may be referred to him. He will be charged with the organization of the Army Pay Department within the area of operations, and will, under the orders of the C.-in-C., arrange the distribution of the personnel and the situation of the different pay offices, with the exception of the locality and movements of field cashiers definitely appointed to divisions, &c., which will be decided by the officer commanding the force to which the field cashier is appointed. He will be charged with the general supervision of pay and cash accounting services and will watch the working of the system generally, and will endeavour to find practical remedies for any defects disclosed. He will pay special personal attention to securing that suitable provision is made for accounting for any unusual services. He will be responsible that expenditure and receipts are brought to account as promptly as possible. He will render the account to the local auditor, and a return of actual receipts and

expenditure on A.F. N 1458 to the War Office, as early as practicable each month.

Paymaster-in-chief to supervise cashier directly.

418. He will exercise the same direct supervision over, and apply the same checks to, the books of the cashier as a command paymaster does in peace time.

Supply of funds.

419. Instructions as to the manner in which funds will be obtained will be issued by the War Office. Should it be decided to make provision through the Treasury Chest, the paymaster-in-chief will be the Treasury Chest Officer, and although he will not keep the account but depute an officer for that purpose, he will be responsible for its general supervision.

Keeping and scope of war diaries.

420. A war diary as laid down in Field Service Regulations, Part II, Section 140, will be kept by the paymaster-in-chief and by such other paymasters as may be directed to do so by the War Office, or by the paymaster-in-chief. The diaries of subordinate paymasters will be rendered direct to the paymaster-in-chief and forwarded with his diary. The points to which particular attention should be paid are important financial rulings and decisions and abnormal authorities.

(ii) *Paymaster i/c command services.*

Nature of command services.

421. The paymaster i/c command services will be responsible for the payment of, and accounting for, all army services throughout the area of operations except those connected with the ledger accounts compiled by fixed centre paymasters. He will pay all local and temporary emoluments and allowances, and will keep the accounts of locally raised and colonial corps in active service ledgers unless otherwise decided by the paymaster-in-chief. He will prepare a general state of accounts for the whole of the war area.

(iii) *Paymaster i/c clearing house.*

Ledger accounts with cashiers and imprest holders.

422. The paymaster i/c clearing house will open a ledger account with each field and sub-cashier, with each imprest holder, and with each fixed centre paymaster. The balances on these accounts will be carefully watched, in order to ensure that they are cleared without undue delay.

Disposal of imprest vouchers.

423. On receipt of the imprest accounts, he will extract any bills or claims not pre-audited by the paymaster i/c command services and forward them to that officer for examination and return.

Check and disposal of acquittance rolls.

424. He will secure that:—

(i) Acquittance rolls are checked to see—
  (*a*) That no individual serial number is missing.
  (*b*) That proof of payment is given.
  (*c*) That they are clerically correct.

(ii) The totals are posted up in the ledgers to the credit of the imprest holders.

(iii) The rolls are despatched without delay to the fixed centre paymaster with a covering P.M.A. for acceptance.

Pending the acceptance of the charges by P.M.A., the disbursements made on acquittance rolls will be debited to the account of the fixed centre paymaster concerned.

Adjustments on acquittance rolls.

425. In the event of erroneous entries in acquittance rolls being notified to him, he will carry out their adjustment, and the verification or tracing of doubtful names, through the A.G. at the base.

When extracts from acquittance rolls are necessarily made for transmission to different paymasters, cross references will be given on each to the acquittance roll on which proof of payment will be found. A cross reference should also be given on the original acquittance roll to show how the extracts have been disposed of.

Cash recovered from officers and soldiers in hospital.

426. He will remit by P.M.A. to the fixed centre paymaster any cash given up in an imprest account recovered by the medical authorities from a soldier on admission to hospital.

Any cash similarly recovered from an officer will be credited to a suspense account pending an application for its repayment or instructions otherwise directing its disposal. The application will be supported by the medical officer's receipt.

Account to be rendered.

427. He will render an account of his transactions to the paymaster i/c command services for incorporation in the general account.

(iv) *The base cashier.*

Funds: how obtained.

428. The base cashier will obtain funds under arrangements to be made by the paymaster-in-chief under instructions from the War Office.

Base cashier's general duties.

429. He will be responsible for the custody and distribution of the cash required for the army in the field. His duties in war are similar to those in peace, in the absence of special instructions to the contrary, and he will keep the same books, use the same forms, and make the same returns. He will arrange for the supply of specie, or will make the necessary arrangements with local banks for a supply of specie, to field and sub-cashiers and to imprest holders. He will, whenever the issue of specie is not essential, effect the settlement of all claims, &c., by cheque.

Custody of Treasury chest cash.

430. He will, acting under the immediate orders and supervision of the paymaster-in-chief, have the custody of the cash in the Treasury chest, but will under no circumstances keep the Treasury chest account.

Custody of A.B. 384.

431. He will have the custody of A.B. 384 (rations on repayment) and will issue the same on payment to press correspondents and other civilians permitted to accompany the army, notifying such issues to the paymaster i/c command services.

Provisional cashier at opening of campaign.

432. If a paymaster is temporarily appointed to act as cashier at the commencement of a campaign prior to the opening of the paymaster-in-chief's office, he will retain his records and vouchers for incorporation in the first account of the base cashier on his arrival.

(v) *Field cashier.*

Nature of field cashier's payments.

433. A field cashier will be supplied with funds by the base cashier on requisition, for the purpose of making payments on imprest to all officers who are, or can establish a claim to become, imprest holders, all such issues being notified by him daily on A.F. O 1817 to the paymaster i/c clearing house. He will also make such payments as requested on A.F. O 1818 by the paymaster i/c command services, but no others, except as provided in para. 434. In order to minimise the risk of loss of documents, A.F. O 1818 when sent to a field cashier will not be accompanied by vouchers.

Urgency payments.

434. In very exceptional circumstances, when communication with the base is impracticable, he may make payments if the O.C. troops certifies that delay would be prejudicial on military grounds.

Identity of payee.

435. He is required to take all reasonable steps to establish the identity of a payee.

Receipt of and bringing to account all public cash.

436. He will accept and bring to account forthwith all sums tendered, whether by officers, soldiers or civilians, in payment of public claims for stores, clothing, forage, rations, &c., or on account of refunds stated to be due to the public. He will also accept sums handed in by an Army Post Office for credit to the Postmaster-General. Whenever possible he should secure a copy of A.F. O 1680 prepared by the department concerned, or a MS. voucher with sufficient information as to the nature of the transaction to assist identification.

Cash once received not to be paid out without authority.

437. He will under no circumstances again pay out, either to the person from whom he received it or to any other person, any sum which he has received, except on the order of the paymaster-in-chief or the paymaster i/c command services.

Books and accounts to be kept.

438. He will keep a cash book, which will be balanced daily, and will render to the paymaster i/c clearing house a weekly statement of accounts on A.F. N 1531A of all transactions accompanied by the necessary vouchers and cash requisitions. Separate returns should be rendered for the portions of a week occurring at the end of one month and the beginning of the next.

Field cashier to report his moves.

439. When a field cashier is ordered by the G.O.C. of the force to which he is attached, or is otherwise obliged, to move his headquarters, he will immediately report the fact, by telegraph if possible, to the paymaster-in-chief.

(vi) *Paymaster i/c regimental services.*

Duties if appointed.

440. If on mobilization it is specially ordered that the pay accounts of soldiers shall be compiled at the base, a paymaster i/c regimental services will be appointed, and he will be responsible for all accounting duties connected therewith. He will receive from the fixed centre paymaster the active service ledger accounts

(A.F. N 1507), compiled from the date of embarkation, and in so far as they are applicable, he will follow the instructions laid down in Part 2, "C."

PART 2.—HOME STATIONS.

A.—COMMAND PAYMASTER.

Command paymaster's duties.

441. A command paymaster will make all necessary arrangements to ensure the satisfactory carrying out of the duties which fall upon paymasters in the command on and during mobilization. He will, on mobilization, continue to deal with all command services in his area as in peace, and with any augmentation of such services due to mobilization conditions.

441A. He will secure that claims presented in respect of horses purchased on mobilization are met without delay. He will collate, as far as possible, the A.B. 390 with A.F. N 1547 and receipts (A.B. 394) forwarded daily by horse purchasers and will verify the serial numbers of the claims and the purchasers' signatures. The object of the check is to provide reasonable security against fraud. Minor discrepancies may be ignored if the claim appears genuine, and he will not refuse to honour claims unless there is reasonable cause to doubt their bona fides.

In any case of reasonable doubt the command paymaster should refer by telegram to the Deputy Assistant Director of the Remount Circle.

B.—CASHIER.

Cashier's general duties.

442. A cashier will continue to carry out the duties assigned to him in peace, together with any augmentation of such duties due to mobilization conditions.

Imprests issuable on mobilization.

443. He will issue such special imprests as may be authorized by the command paymaster, and imprests required for the payment of mobilized Special Reserve and Territorial Force units quartered in his command.

C.—FIXED CENTRE PAYMASTER.

Peace pay lists to be kept before embarkation.

444. A fixed centre paymaster will, on mobilization, continue to keep pay lists on A.F. N. 1505A, for all regular units in his payment up to and for the date preceding embarkation, and will open pay lists in A.F. N 1505A for mobilized Special Reserve units while serving at home ; also for Ammunition Columns, for "Details left at the Base," and for specially raised corps allotted to his centre, for the period between date of formation, mobilization, or being called up, and the day preceding embarkation. The pay lists of Special Reserve units will be checked forward from the last Training pay lists rendered.

445. In the case of other units (such as headquarter units) formed on mobilization, separate pay lists will not be opened. During the period between the date of mobilization being ordered and the date of embarkation, soldiers posted to such units will continue on the pay of the units to which they previously belonged. From the date of embarkation inclusive they will be transferred to an active service ledger account of their own corps.

No special pay lists prior to embarkation for units formed on mobilization.

446. He will receive monthly for examination the pay lists on A.F. N 1451A, supported by a pay and mess book (A.F. N 1504A) and the Officers' pay list for pay and allowances (A.F. N 1450A), of all embodied T.F. units, the procedure laid down in the "Instructions in Pay Duties for the Guidance of Adjutants, &c., of the T.F. on Embodiment," being followed as far as possible.

T.F. pay lists.

447. He will forward to the County Associations the claims (A.F. E 668) for separation allowance admitted for the last training.

A.F. E 668 to be sent to county associations.

448. From the date of embarkation inclusive he will keep the pay accounts of all soldiers in his payment who go abroad, in an active service ledger account (A.F. N 1507), which will be kept open, if necessary, for the whole period of the war. He will, on receipt of the pay and mess book, close the men's accounts in the peace pay lists to the day preceding embarkation, and record in the ledger any balance due to or from each man, and the net rate of pay (after providing for allotments) to which he is entitled. He will at the same time notify the paymaster i/c clearing house of the balance due by or to the Captain, for adjustment by P.M.A. Active service ledger accounts will similarly be opened for regular units proceeding on active service from colonial stations, which will be transferred to their fixed centre paymaster from the date of embarkation at the colonial port.

Accounts of soldiers abroad kept in active service ledger.

449. In the case of drafts, the men's accounts will not be closed in the peace pay list until the paymaster is notified of the company, &c., of the unit abroad to which the men have been posted. No pay, however, will be charged therein beyond the date preceding embarkation. Charges on acquittance rolls received before an account is opened in the active service ledger should be recorded provisionally in the peace pay list in red ink.

Opening active service ledger accounts for drafts.

450. After closing a reservist's account in the pay list (A.F. N 1534) he will debit him on A.F. O 1814 with the sums referred to in paras. 451–454, and transfer the balance to the peace pay list of the unit which the man has joined, and on which he will be paid pending embarkation.

Reservists to be transferred on A.F. O 1814.

451. He will on receipt from O.i/c Records of the nominal rolls (A.F. D 442) of reservists and special reservists who have joined, forthwith issue the advances of pay to families, referred to in the Mobilization Regulations, as shown thereon, in the manner laid down in para. 452.

Advances of pay to families to be issued at once.

452. Advances of pay to families of reservists on joining will be issued by regimental paymasters direct by postal orders supplied

Mode of issue of family advances.

to them in bulk by the General Post Office, London, under arrangements made by the War Office, when mobilization is ordered. These orders may only be used for the purpose of these advances. They are payable without an identity certificate, and will not require to be stamped at the local post office, the pay office date stamp as used for army money orders being accepted by the postal authorities. The postal orders will be kept as directed in para. 250. After the insertion of the payee's name and the office at which payable, the order will be initialed and stamped as in the case of an army money order (para. 257), and despatched to the remittee accompanied by A.F. O 1726. The order will not be crossed for payment through a bank. If the paymaster finds his supply of postal orders for any denomination likely to be insufficient, he will apply to the War Office for a further stock. The amounts remitted will be charged to the reservist's pay account on A.F. O 1814, and credited per contra to the account of the Postmaster-General (Mobilization Postal Orders). As soon as mobilization is complete the paymaster will return all unused postal orders to the General Post Office, and inform the War Office of the value so returned.

Reservists joining advance to be charged forthwith.

453. He will charge the account of each reservist on A.F. O 1814, with 3*s.* advance of pay, making a subsequent refund if it appears that the voucher for that advance has not been used and is returned with the identity certificate. The amounts so charged will be credited per contra to the account of the Postmaster-General (Mobilization Joining Advances).

Reservists' other charges.

454. He will charge the reservist's pay account on A.F. O 1814, with any other stoppages due.

455. He will deal with the National health insurance cards of all soldiers proceeding on active service as necessary, affixing the required stamps when due, opening new cards on the expiration of the old ones and transmitting to the Approved Societies or to the Commissioners of the Navy and Army Fund the completed cards.

He will also supply such information as may be required for the proper continuance of each man's insurance record. Stamps will be obtained from the cashier and a special ledger account opened. The contributions due from the men will be charged against their accounts through the active service ledger account (A.F. N 1507).

Record of cash payments in ledger accounts.

456. He will be responsible for recording against the soldier's name in the active service ledger account his cash advances as shown on the acquittance rolls rendered to him from the base, at the same time charging the pay vote with the amount so debited, supported by the rolls. He will then complete and accept the covering P.M.A., and return it to the paymaster i/c clearing house to enable that officer to clear his books.

Acquittance roll adjustment when another paymaster is involved.

457. If an acquittance roll contains the name of any man who is not in his payment but whose identity is clear he will send an extract to the paymaster concerned and adjust by P.M.A., in such case accepting the original P.M.A. in full. If, however, a name or unit cannot be identified he will make an extract for the informa-

tion of the paymaster i/c clearing house and accept only the balance of the P.M.A. The matter will then be settled by the paymaster i/c clearing house.

Cash recovered from soldiers in hospital.

458. He will, on receipt of a P.M.A. from the base on account of cash recovered by the medical authorities from a soldier admitted to hospital, credit the amount to the pay vote. He will at the same time enter the amount of the credit as pay due in the active service ledger account and give a reference therein to the corresponding credit to the pay vote.

Allotments, &c., charged direct to vote.

459. He will be responsible for the payment and bringing to account, against the pay vote direct, of remittances of undrawn pay on A.F. O 1727, of allotments and compulsory stoppages, and against Vote 7 of separation allowances of soldiers whose accounts he compiles.

Cessation of issue of allotments, &c.

460. He will take immediate steps on the receipt of casualty reports to cease the issue of allotments of pay and separation allowance to families of all soldiers affected.

Pending official information, the casualty lists published in the daily press under the heading "Casualties notified by the War Office" may be taken as sufficient authority.

Rendering of statements of accounts.

461. He will render a last pay certificate or statement of accounts, when required, but if he has reason to think that the account is incomplete owing to his having received no acquittance rolls from the unit for a considerable time, or for any other reason, he will call attention to the case when forwarding the statement of accounts.

Debtor balances to be reported.

462. If the ledger account of any man shows a debtor balance at any time owing to excessive cash issues, he will immediately bring it to the notice of the O.C. of the man's unit.

Casualty, &c., pay lists.

463. He will open such peace or casualty pay lists as may be necessary for men returning from abroad independently of their units, or for the final adjustment of accounts of deceased men or deserters or men discharged insane, and an ordinary peace pay list for each unit from date of disembarkation. The non-effective accounts of such men will not be delayed pending receipt of information as to the sale of their effects, but a supplementary report will be made on A.F. O 1815 when the produce of such sale has been received.

All war accounts to be finally adjusted in peace pay lists.

464. He will see that the name of every man in the active service ledger is eventually carried for the final adjustment of his war account to a casualty pay list or to the ordinary peace pay list of the unit or details to which he may be posted.

Transfer of balances to peace pay lists.

465. Any balance on the soldier's active service ledger account when closed will be posted to the casualty or peace pay list, money due to the man being charged as pay, and money due from him being entered in the forfeited pay column, and the man's accounts will be dealt with under peace regulations from the date of being posted to a unit at home. Before posting the balance from the

ledger account into the casualty or peace pay list, the cash payments should, if possible, be verified from the soldier's pay book.

Terminal claims.

466. He will adjust terminal claims on receipt of, and in the manner laid down in the special instructions to be issued at the conclusion of hostilities, except as regards deceased men and men discharged insane, whose claims should be adjusted when their non-effective accounts are made up.

Retention of pay books with accounts.

467. Soldiers' pay books (A.B. 64) will, on receipt by the paymaster compiling the accounts, be kept for 3 years with the accounts and may then be destroyed.

APPENDIX I.

FINANCIAL ADJUSTMENTS ON ACCOUNT OF SERVICES PERFORMED BY THE ARMY FOR THE NAVY, AND VICE VERSÂ.

(*a*) Expenses of Officers and Men.

1. All pay, allowances, and other expenses on account of seamen and marines will be defrayed from naval funds under the orders and regulations of the Lords Commissioners of the Admiralty, except as regards issues in kind of clothing and field necessaries, provisions, forage, fuel, and light, made to seamen and marines landed to take part in active operations in the field in conjunction with His Majesty's land forces. While active operations continue, the cost of any issues of clothing and consumable supplies made from military magazines will be borne by army votes, and no claim will be made upon naval funds for the value of such issues or for the use of military transport.

2. When an army officer or soldier is employed on what is distinctly naval service, or an officer or man of the navy or marines is employed on what is distinctly army service, the department which obtains the benefit will bear the expense of any local allowances, or extra or working pay, to which the said officers or men may be entitled by the regulations of their own department.

3. All payments which may be due to officers or men under the preceding paragraph will be made by the paymaster or accountant of the department to which the claimants may belong, and will be subsequently adjusted between the army paymaster and the naval accountant or paymaster of Royal Marines.

4. Claims for rations issued or cash advanced to soldiers temporarily attached to the Royal Marines, or to marines temporarily attached to the army, will be addressed, as the case may be, either to the officer commanding the corps to which the soldiers belong, or to the paymaster of the division or depôt of the Royal Marines, who will refund the amount claimed.

5. No claims will be made by either department for repayment of the expenses incurred on behalf of the other department in escorting deserters, or for members of, or witnesses attending, courts-martial.

6. No claims will be made for the subsistence of seamen and marines in military hospitals and prisons, or detention barracks, or of soldiers in naval hospitals or prisons. A.O. 267 1912

7. Claims for travelling expenses and allowances amounting to less than a total of £1 will not be subject to adjustment but will be borne by the department making the payment.

(*b*) Engineer Services.

8. Claims against the Admiralty on account of Royal Engineer services, whether for labour or stores, will be adjusted between the War Office and the Admiralty. Claims for electric light, gas and water, will be dealt with as prescribed in paragraph 13.

A.O. 107 1911

9. Admiralty claims against the War Department in respect of services executed by the Admiralty Works Department on behalf of the Army, both at home and abroad, whether on account of day labour, stores, or contracts, will be adjusted between the two departments at the War Office. Claims on account of labour or stores supplied for army services at home by other Admiralty departments will be adjusted similarly. At stations abroad such claims from Admiralty departments other than the Works Department will be adjusted between the army paymaster and the naval accountant.

(*c*) Army Ordnance Services.

10. The working pay or wages of soldiers or civilian subordinates of the army employed in repairs, &c., to naval equipments will be charged in the accounts against army votes. This expenditure, together with the value of the materials used in the work, will be recovered from the Admiralty by the War Office on the basis of returns rendered by the Army Ordnance Department. Similar expenditure incurred by the Naval Ordnance Department for the army will be recovered by the Admiralty from the War Office.

11. Claims on account of stores issued by the army to the navy, or *vice versâ*, will be adjusted as follows :—

(*a*) Transfers of naval ordnance stores and all army stores, both at home and foreign stations, will be adjusted between the War Office and the Admiralty.

(*b*) Transfers of other naval stores will, if serviceable, be adjusted between the War Office and the Admiralty at home and locally abroad.

(*c*) Transfers of other naval stores, if unserviceable, will be adjusted locally.

A.O. 167 1911

(*d*) Claims on account of stores or labour supplied by the Admiralty Works Department will be adjusted as in paragraph 9.

(*d*) Supplies and Medical Stores.

A.O. 71 1911

12. Claims for issues from army stocks for naval services, or to the Royal Marines (including officers at the Staff College), will be adjusted in accordance with the Regulations for supply, transport, and barrack services, or Regulations for Army Medical Services.

13. Claims for supplies furnished by the navy to the army will be adjusted as follows :—

(*a*) At home stations: between the War Office and the Admiralty.

(*b*) At stations abroad: locally by the army paymaster with the naval accountant.

14. Claims for supplies furnished by the divisions or depôt of the Royal Marines will be adjusted locally between the army paymaster and the paymaster of marines.

(*e*) Transport.

15. At stations abroad where army passages and sea freight of army stores are engaged by a naval officer, claims payable locally for such services will be examined and paid by the naval accountant, who will recover the amount from the army paymaster, the claim being supported by the original vouchers. If any error is detected by the paymaster, he will return the claim to the naval officer for adjustment.

16. At stations at home or abroad, when stores, supplies, or labour on account of army sea transport services are furnished by a naval officer, the claim will be adjusted between the War Office and the Admiralty.

17. Claims for transport of stores for naval service, if not made separately, will, whenever practicable, be separated from army claims, a certified extract from the original vouchers being prepared for transmission to the department least concerned. Such naval claims will be examined in the same manner as army claims, a certificate being given that they relate to naval service and that the charges are correct. The indents and vouchers, on the usual army forms, will be marked in red ink "Naval Service." At home, such claims will be forwarded to the Accountant-General of the Navy, Admiralty, Whitehall, London, for payment. Abroad the amounts will be recovered locally from the naval accountant without delay, and will be recorded by the army paymaster in a separate ledger account, entitled "Naval Ordnance Store Officer." When a charge cannot be apportioned between the two departments, it should be made in the army account, all available statistics as to its distribution being forwarded with the account. Claims for transport amounting to less than a total of 1*l.* will not be subject to adjustment, but will be borne by the department making the payment.

(*f*) General Instructions.

18. Where claims are made for the additional pay, working pay, or wages of officers, soldiers, or others employed on work for another department, the pay lists or other vouchers will be certified, as regards periods and services, by the officers under whose directions the work has been done, and will be forwarded in support of the charges in the public accounts.

19. In cases where local adjustment between army and navy paymasters at stations abroad is prescribed by these regulations,

and there is no naval officer in charge of cash at the station, nor ship present with a naval accountant on board, the adjustment between army and navy funds will be made by the army paymaster through the Treasury chest accounts. Where such adjustments give rise to charges in army accounts, the charges will be supported by a certificate, signed by the paymaster, that the amounts have been transferred to the credit of navy funds. Should an instance occur where local adjustment cannot be effected, a report should be made to the War Office.

20. No claim will be made by either department for the use of lighters, boats, cranes or shears, except as provided by special arrangement, but claims for any labour or stores expended in connection with such appliances will be adjusted as directed in paragraph 10.

APPENDIX II.

PAYMENT OF UNITS PROCEEDING TO OR FROM INDIA AS ORDINARY RELIEFS AT INDIAN EXPENSE.

A.O. 267
1912

Voyage to India.

1. When a unit is under orders to proceed to India whether from a station at home or abroad, the officer commanding will transmit to the regimental paymaster, at least twelve days before the date fixed for embarkation, an estimate showing the number of men to whom an advance of pay is to be made, the period of such advance, and the net amount required. The regimental paymaster will examine the estimate and take the necessary steps for the issue of the amount he considers to be required to the officer commanding, and will at once notify to the India Office the amount and date of the advance. He will charge the amount in his accounts under the head of "Secretary of State for India—Miscellaneous Services," the charge being supported by a copy of the notification to the India Office. The advance will be credited to the Indian Government in the general state of accounts for the period of the voyage to India.

2. Officers commanding companies, &c., should be in possession of the necessary pay and mess books, A.F. N 1504 (in duplicate), for use on the voyage.

3. The officer commanding will, as soon as possible after embarkation, transmit to the regimental paymaster a nominal roll (A.F. O 1668) of the soldiers who actually embark. The regimental paymaster, after entering the soldiers' rates of pay, dates of enlistment, and the dates to which they have been paid, will certify the roll and forward it to the officer commanding, who will render it to the Divisional Disbursing Officer in India (*see* para. 4).

4. As soon as possible after arrival at their destination in India, company, &c., commanders will render the following documents to the divisional disbursing officer concerned, with a view to the preparation of the voyage pay list by that officer :—

i. One pay and mess book (A.F. N 1504) for each company for the period commencing from the date of embarkation to the date preceding that of first rationing of the troops by the Supply and Transport Corps in India.

ii. The nominal roll of the soldiers who actually embarked, as furnished to the regimental paymaster (*see* para. 3), showing the soldiers' rates of pay and allowances, dates of

enlistment, and dates to which they have been paid. Information should also be given whether the men are in receipt of quarterly clothing allowance or not.

iii. An extract from regimental or battery orders, showing the promotions, reversions, casualties, &c., that have occurred during the voyage ; the dates to which the band, contingent, and other allowances were last charged in the Imperial accounts being also shown.

iv. A statement (A.F. P 1940) of the postage and contingent charges incurred for the period of the voyage.

v. A nominal roll of the officers who disembark in India, showing the dates of their disembarkation and the squadrons or companies they command.

vi. The last pay certificates of officers (A.F. O 1660).

vii. A nominal roll of the women and children on the married establishment by squadrons or companies, showing the dates of marriage of the women and birth of children, together with information as to whether the women are of European parentage or not.

5. The pay of units proceeding to India in the ordinary course of Indian relief will be charged against the Government of India from the date of embarkation

The accounts of the unit up to the date preceding embarkation must be adjusted with the regimental paymaster direct. The balance on the last account rendered to the regimental paymaster, and any sums due to or from the corps for any period prior to the date of embarkation, must be settled direct with the regimental paymaster, and will not appear in the Indian accounts until due authority has been obtained from the regimental paymaster. When such authority is granted, the amount to be remitted to or charged against the War Office, in respect of sums due to or from the regimental paymaster, will be converted at the official rate of exchange (1*s.* 4*d.* to the rupee—or Rs. 15 = £1.)

6. The surplus sterling balances of pay and allowances with corps, batteries, and drafts arriving in India will be disposed of as follows :—

Officers commanding will either retain, for direct expenditure, the gold sterling coins forming part of the balances, or, if necessary, present them at the Currency Office for exchange. As regards other sterling moneys, such as Bank of England notes and silver and copper coins, officers commanding will deal direct with money changers, who will be introduced to them by the Treasury. The Treasury will limit its share in the transaction to furnishing a certificate showing the rates of exchange prevailing as regards the notes and coins in question, on the day the transactions take place. The equivalent of the sterling

brought out will be paid into the Civil Treasury by means of a receivable order obtained from the Divisional Disbursing Officer, the gold coin being exchanged at 1*s.* 4*d.* the rupee to arrive at the equivalent Indian currency, and the remainder, if any, *i.e.*, Bank of England notes, silver or copper, at the market rate of exchange, supported by the certificate received from the Treasury. The amounts disallowed on audit of the voyage accounts are recoverable at the rate of 1*s.* 4*d.* the rupee.

Voyage from India.

7. Pay and mess books for the period of the voyage from India will be prepared in duplicate by company, &c., commanders on A.F. N 1504. The necessary supply of these forms, together with copies of the pay warrant, the financial instructions, and the allowance regulations, will be found on board the vessel in a packet addressed to the officer commanding the troops. One pay and mess book for each company will be rendered to the regimental paymaster at the record office station of the unit. A.O. 132 1913 The pay and mess books will be prepared for the voyage period, commencing from the date of embarkation in India and ending on the day preceding arrival in port of the vessel in which the voyage to the United Kingdom is made, or, in the case of a unit proceeding to a colony or Egypt, on the day preceding disembarkation.

In the case of details of the unit disembarking at Malta or other station *en route*, separate pay and mess books should be maintained and submitted to the regimental paymaster of the station concerned.

8. A separate pay list for the voyage will, as far as possible, be prepared in India by the divisional disbursing officer concerned, for each company and for details disembarking at a station *en route*, the columns marked "*period*" and "*amount*" being left blank. The pay lists will be despatched as soon as possible after the unit embarks, so as to reach the paymasters at the destinations at the same time as the unit or details.

9. On receipt of the pay and mess books and certified copies of orders for the period of the voyage, the paymaster will complete the pay lists, and the balance due to the unit or details will be paid by him, or on his behalf, by the cashier of the command, and charged to "Secretary of State for India—Miscellaneous Services."

10. The pay of units leaving India in the ordinary course of Indian relief becomes an Imperial charge from the day of arrival of the ship in port at home, or of disembarkation at a station abroad.

11. Voyage pay lists are to contain only those charges and credits which relate strictly to the voyage, and care should be taken only to charge such allowances as are admissible for a voyage period and to ensure that no charges or credits in respect of any Indian accounts are included in voyage pay lists.

12. If on closing in India the accounts of the corps there is a balance in favour of the unit or details disembarking *en route*, the amount will be advised to the regimental paymaster concerned for payment. Should the balance be against the unit the necessary particulars will be furnished to the officer commanding, with a request that the regimental paymaster may remit the amount to India on Army Form O 1706. The payments and recoveries will be converted at the official rate of exchange (1*s.* 4*d.* to the rupee—or Rs. 15=£1).

General.

13. All charges on account of allowances in respect of broken periods will be computed in accordance with the rules laid down in Section IV of these regulations.

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Allowances
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REGULATIONS

FOR THE

ALLOWANCES OF THE ARMY.

1914.

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613I	621	659	651	682	679
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GEORGE, R.I.

WHEREAS We deem it expedient to amend the Regulations governing the Allowances of Our Army:

OUR WILL AND PLEASURE is that the Regulations issued with Our Warrant of the 20th December, 1910, shall be cancelled, and that the Regulations attached to this Our Warrant shall be the sole and standing authority on the matters therein treated of: Provided always, that Our Army Council shall be the sole administrators and interpreters of these Regulations, and shall, in any matters not affecting the rates or quantities therein laid down, except where a temporary variation is specially contemplated by the Regulations, have power to alter them from time to time as may appear to them to be expedient, until Our further Will and Pleasure be made known.

This Our Warrant shall, unless hereinafter otherwise specified, be in force from and after the receipt or promulgation thereof, in all parts of Our Dominions and elsewhere, except as regards Allowances in Our Indian Empire.

Given at Our Court at St. James's this 28th day of September, 1914, in the 5th year of Our Reign.

By His Majesty's Command,

KITCHENER.

Definitions.

In these Regulations, the term "soldier" includes a warrant officer, N.C.O., or man.

The term "unit" (except in the case of accounting units for forage and fuel supplies) will be held to signify a regiment of cavalry; a battalion of infantry; a battery, company or depôt of artillery; a squadron, troop or company, a section of the coast battalion and the field training depôt of Royal Engineers; a squadron Royal Flying Corps; a company of the A.S.C. or R.A.M.C.; a company or section of the A.O.C., or section of the A.V.C. A.O. 264 1912

Abbreviations.

A.B.	... ... =	Army Book.
A.F.	... ... =	Army Form.
A.D.C.	... =	Aide-de-Camp.
A.O.C.	... =	Army Ordnance Corps.
A.O.D.	... =	Army Ordnance Department.
A.S.C.	... =	Army Service Corps.
A.V.C.	... =	Army Veterinary Corps.
C.O.	... ... =	Commanding Officer.
D.D.M.S.	... =	Deputy Director of Medical Services.
G.O.C.	... ... =	General Officer Commanding.
i/c	... ... =	In charge of.
M.G.O.	... =	Master-General of the Ordnance.
N.C.O.	... =	Non-commissioned officer.
O.C.	... ... =	Officer commanding.
Para.	... ... =	Paragraph.
Q.A.I.M.N.S.	=	Queen Alexandra's Imperial Military Nursing Service.
R.A.	... ... =	Royal Artillery.
R.A.M.C.	... =	Royal Army Medical Corps.
R.E.	... ... =	Royal Engineers.
R.F.A.	... =	Royal Field Artillery.
R.G.A.	... =	Royal Garrison Artillery
R.H A.	... =	Royal Horse Artillery.

[*Amendments of the provisions of the edition of* 1910 *are denoted by a black line in the margin. It is requested that, should any typographical errors be discovered, they may be at once pointed out in writing to the Secretary, War Office.*]

REGULATIONS

FOR THE

ALLOWANCES OF THE ARMY, 1914.

Section 1.—CLASSIFICATION OF RANKS AND GENERAL INSTRUCTIONS RESPECTING ALLOWANCES.

Classification.

1. For purposes of the allowances (forage excepted, *see* paras. 125 to 146) detailed in these regulations, and of the allotment of quarters (when not specially appropriated) provided for in the King's Regulations, the officers and soldiers of the army and other persons holding appointments specified in this para. will be divided into the following classes.

When an officer is in receipt of a yearly or consolidated rate of pay, the classification, unless otherwise stated in these regulations, or in the Pay Warrant, is for purposes of quarters, furniture allowance, field allowance, and travelling.

This para. is not an authority for the grant of allowances, but only for their classification when admissible.

8
Allowances
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Class 1.

General officer commanding-in-chief, 1st class.

Class 2.*

Chief umpire (for field allowance only).
General officer commanding-in-chief, 2nd class.
Military Secretary to the Secretary of State.

Class 3.*

Chief superintendent of ordnance factories (for travelling only).
Director-general, Army Veterinary Service.
Divisional commander, Territorial Force.
Major-general.
President or vice-president (military), Ordnance Board.
Principal ordnance officer.
Surgeon-general.

* Arranged alphabetically.

Class 4.*

A.O. 321 / 1911 — Brigade commander (except as provided in Class 5).

Brigadier-general (*see* para. 2 (*b*)).
Commandant, Staff College.

Class 5.*

Assistant adjutant-general.
1 / Gen. No. / 1336 — Assistant director at War Office, including assistant military secretary to the Secretary of State.
Assistant director-general, Army Medical Service.
Assistant director of supplies and transport (if a substantive colonel).
Assistant quartermaster-general.
A.O. 321 / 1911 / 14 / Infantry / 597 — Brigade commander, Territorial Force (when a regular officer on the active list) gazetted as such.

Chaplain, 1st class.
Chief engineer.
Chief inspector, Inspection Staff, under the M.G.O.
Chief inspector, Inspection Staff, A.O.D.
Chief instructor in gunnery.
Chief paymaster.
Colonel, Army Medical Service.
Colonel, Army Veterinary Service.
Commandant, Cavalry School.
Commandant, Central Flying School.
A.O. 127 / 1913 — Commandant, Ordnance College.
Commandant, Royal Military Academy.
Commandant, Royal Military College.
Commandant, School of Gunnery.
Commandant, School of Military Engineering.
Commandant, School of Musketry.
Commander of coast defences (unless graded as a major-general or brigadier-general), gazetted as such.
A.O. 321 / 1911 / 14 / Infantry / 597 — Commander of divisional artillery, Territorial Force (when a regular officer on the active list) gazetted as such.

* Arranged alphabetically.

Commander of garrison artillery.
Commander of horse and field artillery (unless graded as a brigadier-general).
District barrack officer, when an officer on retired pay (for travelling only).
General staff officer, 1st grade.
Inspector of Army Service Corps.
Inspector of Army Ordnance Services.
Inspector, Inspector-General of the Forces Department
} When not above the rank of colonel.
Inspector of gymnasia.
Inspector of remounts (for field allowance and travelling).
Military Attaché (for travelling only).†
Officer commanding a district at home.
Officer in charge of records.
Ordnance board, military members of.
Ordnance officer, 1st class.
Staff officer for horse and field artillery.
Superintendent, Experimental establishment, Shoeburyness.
Superintendent, Ordnance Factories.
Superintendent, Research Department.
Umpire (for field allowance only).

Class 6.*

Colonel (substantive) employed in a position not otherwise classified.
Officer commanding a regiment of Foot Guards, if serving elsewhere than in London.

Class 7.*

Chaplain, 2nd class.
Chief Inspector of Mechanical Transport.
Chief Inspector of Ordnance Machinery.
Chief Inspector of Works.
Chief Instructor, School of Musketry.
Commandant, Military Detention Barrack, 1st class.
Commandant, Duke of York's Royal Military School, or Royal Hibernian Military School (for quarters or lodging money, field allowance, travelling, and servant allowance).
Commandant, Queen Victoria School.

* Arranged alphabetically.
† *See also* para. 400.

Commandant, School of Music.
Deputy judge-advocate (for travelling only).
Governor of military prison, 1st class.
Lieutenant-colonel, A.V.C.
Lieutenant-colonel, R.A.M.C.
Ordnance officer, 2nd class.
Staff paymaster having rank of lieutenant-colonel.

Class 8.*

Brigade - surgeon - lieutenant - colonel and surgeon - lieutenant colonel of the Household Cavalry.
A.O. 127 / 1913 | Officer commanding, Royal Flying Corps (Military Wing).
Regimental lieutenant-colonel.
Veterinary lieutenant-colonel, Household Cavalry.

Class 9.*

Assistant director general, A.V. Service.
Assistant inspector of gymnasia.
Assistant superintendent, Ordnance Factories.
Assistant paymaster, having rank of major.
Assistant umpire (for field allowance only).
Brigade major and secretary, School of Military Engineering, having substantive rank of major.
Chaplain, 3rd class.
Chief instructor, Royal Military Academy, when graded as general staff officer, 2nd grade).
Chief instructor, School of Military Engineering.
A.O. 264 / 1912 | Chief instructor, Army Signal School.
Commandant, Military Detention Barrack, 2nd class.
Commissary of ordnance.
Deputy-assistant adjutant-general.
Deputy-assistant director at War Office.
Deputy-assistant director of supplies and transport.
Deputy-assistant director-general, A.M.S.

* Arranged alphabetically.

Deputy-assistant director of remounts.
Deputy-assistant quartermaster-general.
First assistant superintendent of building works.
First assistant superintendent, Experimental Establishment, Shoeburyness.
General staff officer, 2nd grade.
Governor of military prison, 2nd class.
Headmaster, Royal Hibernian Military School,† or Queen Victoria School, having rank of major (for quarters or lodging money, fuel and light, field allowance and travelling).
Inspector, Inspection Staff, under the M.G.O.
Inspector, Inspection Staff, A.O.D.
Inspector, mechanical transport, 1st class.
Inspector of army schools, having rank of major.
Inspector of electric lighting (for field allowance and travelling).
Inspector, ordnance machinery, 1st class.
Inspector of works, having honorary rank of major.
Major, A.V.C.
Major instructor in gunnery. — A.O. 240 / 1913

Major, R.A.M.C.
Matron-in-Chief, Q.A.I.M.N.S. (for quarters, fuel and light, and servant allowance).
Military assistant to Chief Superintendent, Ordnance Factories.
Ordnance officer, 3rd class.
Proof and experimental officer, Research Department.
Quartermaster and adjutant, Duke of York's Royal Military School, Royal Hibernian Military School, or Queen Victoria School, having rank of major. — A.O. 106 / 1911

Quartermaster, Riding-master — Gazetted to the staff, educational establishments or departments, or R.A.M.C. or A.V.C., having rank of major.

Second in Command, Royal Military College.
Secretary, Ordnance Board.
Staff paymaster or paymaster, having rank of major.
Superintending Inspector of Works.

Class 10.*

Director of music, having rank of major. — A.O. 175 / 1914

Instructor, Central Flying School. — A.O. 127 / 1913

* Arranged alphabetically.
† The cost of quarters and fuel and light is borne by civil votes.

Regimental major.
Regimental quartermaster, having rank of major.
Regimental riding-master, having rank of major.
Squadron commander, Royal Flying Corps (Military Wing).
Surgeon-major of the Household Cavalry.
Veterinary major, Household Cavalry.

Class 11.*

Assistant proof and experimental officer, Research Department.
Assistant inspector, Inspection Staff, under the M.G.O.
Assistant inspector, Inspection Staff, A.O.D.
Assistant instructor, School of Military Engineering, if a captain.
Assistant military secretary.
Assistant paymaster, having rank of captain.
Brigade major and secretary, School of Military Engineering, having rank of captain.
Brigade major other than at School of Military Engineering.
Captain, A.V.C.
A.O. 240 / 1913 Captain instructor in gunnery.
Captain, R.A.M.C.
Chaplain, 4th class, and temporary Roman Catholic chaplain.
Chaplain on probation and acting chaplain (for field allowance and travelling).
Chief Instructor, Ordnance College.
Chief Instructor, Royal Military Academy, when not graded as general staff officer, 2nd grade.
Commander of Company of Gentlemen Cadets, Royal Military Academy or Royal Military College.
Danger buildings, officer in charge of.
Deputy commissary of ordnance.
Experimental officer, School of Musketry.
General staff officer, 3rd grade.
Headmaster, Royal Hibernian Military School,† or Queen Victoria School, having rank of captain (for quarters or lodging money, fuel and light, field allowance and travelling).
Inspector of army schools, having rank of captain.
Inspector, mechanical transport, 2nd class.
Inspector of ordnance machinery, 2nd class.
Inspector of works, having honorary rank of captain.
Instructor, Ordnance College.

* Arranged alphabetically.
† The cost of quarters and fuel and light is borne by civil votes.

Instructor, School of Military Engineering.
Instructor, School of Musketry.
Instructor, Army Signal School. — A.O. 264 / 1912

Officer for technical duties, School of Musketry.
Ordnance officer, 4th class.
Paymaster, or paymaster on probation after 3 months' service as such, having rank of captain.
Principal matron, Q.A.I.M.N.S. for lodging money, fuel and light, colonial and field allowances, travelling (and servant allowance at headquarters).
Private secretary to Inspector-General of the Forces.
Quartermaster and adjutant, Duke of York's Royal Military School, Royal Hibernian Military School, or Queen Victoria School, having rank of captain. — A.O. 106 / 1911

Quartermaster
Riding-master } Gazetted to the staff, educational establishments or departments, or R.A.M.C. or A.V.C., having rank of captain.

Range tables, officer for, Research Department.
Recruiting Staff Officer, Classes 1 and 2.
Second and third assistant superintendents, Building Works.
Second and third assistant superintendents, Experimental establishment, Shoeburyness.
Second assistant superintendent, Royal Laboratory.
Secretary, Mechanical Transport Committee.
Secretary, Royal Artillery Committee.
Secretary, Royal Engineer Institute.
Staff captain.

Class 12.*

†Director of music, having rank of captain.

Flight commander, Royal Flying Corps (Military Wing), when not above the rank of captain. — A.O. 175 / 1914; A.O. 127 / 1913

†Regimental captain.
†Regimental quartermaster, having rank of captain.
†Regimental riding-master, having rank of captain.
Surgeon-captain of the Household Cavalry.
Veterinary-captain, Household Cavalry.

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* Arranged alphabetically.
† Except as provided in paras. 210 and 279 (*c*).

Class 13.*

Aide-de-camp (including A.D.C. to I.G. the Forces).
Assistant commissary of ordnance.
Assistant instructor, School of musketry.
Assistant instructor, School of Military Engineering, if a lieutenant.
Assistant paymaster, having rank of lieutenant.
Headmaster, Royal Hibernian Military School,‡ or Queen Victoria School, having rank of lieutenant (for quarters or lodging money, fuel and light, field allowance and travelling).
Inspector, mechanical transport, 3rd class.
Inspector of army schools, having rank of lieutenant.
Inspector, ordnance machinery, 3rd class.
Inspector of Works, having honorary rank of lieutenant.
Lieutenant, A.V.C.
Lieutenant, R.A.M.C.
A.O. 143 / 1911 — Matrons, sisters and staff nurses, Q.A.I.M.N.S., and matrons and charge nurses in military families' hospitals (for lodging money, fuel and light, colonial and field allowances, and travelling).
Paymaster, or paymaster on probation after 3 months' service as such, having rank of lieutenant.
A.O. 106 / 1911 — Quartermaster and adjutant, Duke of York's Royal Military School, Royal Hibernian Military School, or Queen Victoria School, having rank of lieutenant.
Quartermaster, Riding-master — Gazetted to the staff, educational establishments or departments, or R.A.M.C., or A.V.C., having rank of lieutenant.
Schoolmaster, while acting as Inspector of Army Schools (except for servant allowance).
Staff lieutenant.

Class 14.*

A.O. 175 / 1914 — †Director of music, having rank of lieutenant.
†Regimental lieutenant.
†Regimental quartermaster, having rank of lieutenant.
†Regimental riding-master, having rank of lieutenant.
Regimental second-lieutenant.
Veterinary-lieutenant, Household Cavalry.

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* Arranged alphabetically.
† Except as provided in paras. 210 and 279 (*c*).
‡ The cost of quarters and fuel and light is borne by civil votes.

Class 15.*

Acting serjeant-major in a unit formed on mobilization.
Chief warder in charge of a military detention barrack or branch detention barrack (for travelling abroad and passage only).
Warrant officer.

Class 16.*

Chief warder, or principal warder of military detention barrack or military prison (for travelling abroad and passage).
Master gunner, 3rd class.
Quartermaster-corporal-major (Household Cavalry), or quartermaster-serjeant.
Schoolmaster (when not a warrant officer) or probationer.
Schoolmistress (except as provided for in paras. **242** and **279**).

Class 17.*

Colour-serjeant.
Squadron-corporal-major (Household Cavalry), or squadron, battery, troop, or company serjeant-major.
Squadron - quartermaster - corporal (Household Cavalry), or squadron, battery, troop, or company quartermaster-serjeant.
Staff-corporal (Household Cavalry), or staff-serjeant.
Warder, military detention barrack or military prison (for travelling abroad and passage).

Class 18.*

Soldier below class 17 employed as clerk in the War Office (for money allowances only).

Class 19.*

Corporal-of-horse (Household Cavalry).
Serjeant.

Class 20.*

Bombardier.
Corporal.
Second-corporal.
Trooper, private, gunner, sapper or driver, pioneer (R.E.)

2. The foregoing classification is subject to the following rules :—

Rates not affected by brevet, army, temporary or local rank.

(*a*) Brevet or army rank, temporary rank with the Territorial Force given to an officer appointed adjutant, and local or other rank not carrying the pay of the rank, will not affect the rate of allowance which an officer is entitled to draw.

(*b*) In the case of an appointment not classified, the class to which the officer holding such appointment belongs will be determined by his substantive army rank. A brigadier-general will,

* Arranged alphabetically.

however, be entitled to allowances at Class 4 rates unless he receives pay in a rank or appointment otherwise classified.

Half-pay and retired officers temporarily employed.

(*c*) An officer in receipt of half-pay temporarily employed on the staff, or a retired officer employed on the staff of a special reserve brigade assembled for training, will be entitled to the allowances of his staff appointment.

Officers temporarily filling staff appointments

(*d*) A staff officer succeeding temporarily to a higher appointment, or a regimental officer temporarily filling a staff appointment, whether during a vacancy or manœuvres, or under any other circumstances, will remain in receipt of his previous rates of allowances, when he receives a special rate of pay for the duty.

(*e*) At manœuvres, or at other military exercises, an officer already on the staff or a regimental officer, who performs the duties of an appointment for which he does not receive a special rate of pay covering increased allowances, will draw the rate of field allowance for the appointment held.

Governors of Colonies.

(*f*) A military governor of a colony, or a military officer administering a colonial government and not drawing staff pay, is not entitled to any allowances, although he may be in command of troops, but he may be reimbursed travelling expenses (without travelling allowance) when proceeding on military duty; and when actually in the field during active operations he may receive the ordinary allowances of his rank.

Officers and men in civil employment.

(*g*) Officers and soldiers who accept any civil employment which necessitates their being struck off regular military duty are not entitled to allowances.

Royal Marines.

(*h*) An officer of the Royal Marines detached from his corps, and employed with the army, will receive the allowances of his rank at the rates laid down for army officers when similarly employed.

3. No officer, soldier, or other person can draw allowances in more than one capacity.

Allowances as a rule issued only to effective persons.

4. Unless otherwise provided in these regulations or in the local regulations of stations abroad, allowances will be issued from the date on which officers and others join for duty, will continue only while the recipients are present and effective at their military stations and will not be admissible for the day of embarkation on leaving a command abroad, but may be drawn for the day of disembarkation on arrival at such command. In the case of an officer taking up a local or temporary appointment, or transferred to an appointment which entitles him to a higher rate of allowances, whether carrying higher rank or not, the issue will be made from the date of assuming duty, provided a vacancy has occurred, or a new appointment has been created. A reference should be made on the voucher in which the charge first appears to the general order notifying the arrival, appointment, or promotion of the officer, &c. to whom the allowances have been issued. The following cases,

in addition to those specifically mentioned in other sections of these regulations, will be dealt with exceptionally, as shown below :—

(*a*) An officer compulsorily retired or placed on half-pay, who, in consequence of not being relieved by his successor, or from other special cause, is unavoidably retained in the performance of his duties, or who at a station abroad is detained waiting for a passage home, may continue to receive allowances during the period he is so retained, or detained. Officers retained.

(*b*) Subject to the provisions contained in the following sections, an officer at home awaiting embarkation may, though relieved of duty, continue to receive allowances as on the strength of his late command or district in which he may be serving, to the day (inclusive) before that on which he is under orders to embark. Officers awaiting embarkation.

5. If an A.D.C. not in receipt of consolidated pay remains at his station during the absence of his general officer, in excess of the ordinary leave period, his allowances may be continued to him, subject to the provisions generally of these regulations. A.D.C. during absence of G.O.C. in excess of leave.

6. When an officer or soldier is promoted to a rank which entitles him to a higher rate of allowance, he will receive such higher rate from the date of the promotion. Issues on promotion, &c.

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Gen. No.
3186

Allowances at the married rate will be issuable, under the usual conditions, from the date of the vacancy on the married roll, or from the date of the marriage if that is subsequent to the occurrence of the vacancy.

Gen. No. 16
2931

7. Except where otherwise provided, a soldier on probation for, or temporarily performing the duties of, a higher rank or appointment will remain in receipt of allowances at the rates laid down for his permanent rank.

8. Subject to para. 1 of these regulations, the pay of a subordinate employed in a department who is not an effective soldier covers all allowances. No quarters will be allotted to a pensioner or civilian subordinate employed direct by the public unless his duties are such as clearly to involve residence in public quarters. Subordinate in army departments.

9. The stations in the Channel Islands will be considered as home stations. Channel Islands.

10. An officer or soldier who was on the date of the promulgation of these regulations in receipt of a higher rate of allowances issuable under the regulations previously in force, may, with the special sanction of the Army Council, be permitted to continue to draw such higher rate, subject to the conditions on which such rate was issuable remaining unaltered. Higher rates issuable under previous regul'tions

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Allow'nces
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11. Any allowances which may not have been drawn within one year from the date on which they might have been claimed, will not be issued without the special sanction of the Army Council or Allowances undrawn.

an officer duly authorized by them; and such sanction will not be given unless the circumstances represented show sufficient reasons for the allowances not having been drawn at the proper time.

Claims. 105 Gen. No. 1719

12. Claims for allowances will be made on the appropriate Army forms, and will be endorsed by the head of the staff or department, or by the O.C. the unit, to which the claimant belongs.

Abroad, officers leaving station.

13. The claims of an officer or soldier quitting a station abroad should be adjusted before he leaves the command; if from any unavoidable cause this is not done, application will be made by the officer to the local authorities of his previous station for the allowances outstanding. All claims preferred by officers or soldiers, who have left India, for allowances for periods of service in India, will be addressed to the local authorities in that country, as such claims will not be entertained by the India Office. In the case of soldiers the claims will be sent through their C.O.

Local regulations abroad.

14. Local regulations for allowances will be published in each command abroad and no permanent alteration in the rates and scales laid down in these regulations involving increased cost to the public shall be made without the previous approval of the Army Council.

On the 1st April in every third year three copies of the local regulations, revised up to the 31st March preceding, will be forwarded to the War Office.

Temporary deviations from rates.

15. Any temporary deviations from rates and scales which G.Os.C. at home or abroad are empowered by these regulations to authorize will in no case be continued for a longer period than six months without the authority of the Army Council.

Issues on repayment

16. The prices to be charged for all supplies issued on repayment—except as provided for in paras. **44** and **45**, which apply to the army only—should cover the full cost of the articles, with the following additional charges for departmental expenses :—

Home and Abroad.

2½ per cent. upon all supplies obtained under contract or purchased locally.

5 per cent. upon all supplies manufactured in army departments.

Abroad.

To cover transport charges, a further 10 per cent. should be added to the cost of all supplies sent from home.

Adjustment of over issues.

17. When rations overdrawn in error are adjusted by payment at contract rates departmental expenses will not be recovered.

General Instructions for Issuing and Charging Allowances.

Allowances by whom paid.

18. Allowances to officers issuable under these regulations will be paid and charged by the command paymaster of the command in which the officer's permanent station is situated, with the following exceptions :—

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3152

(*a*) The allowances of officers of the regular establishment, special reserve, and permanent staff, territorial force, and of all regular officers attached to the special reserve and territorial force will be paid by the regimental paymaster of the unit to which they are attached.

(*b*) The allowances of officers on the establishment of the Central Flying School will be paid by the command paymaster, Southern Command, those of other officers of the Royal Flying Corps (Military Wing) by the command paymaster, Aldershot. The latter officer will also pay the allowances of officers attached to the Royal Flying Corps, whether at the School or with the Military Wing.

(*c*) Servant allowance at home stations may be paid by the agent who issues the officer's pay, except (i) when specially authorized by the G.O.C. under para. **515**, and (ii) in the case of the allowance for a groom authorized by para. **516**.

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Infantry
729

(*d*) Personal mess allowance at home stations may be paid by the agent who issues the officer's pay.

(*e*) Company mess allowance will be paid by the command paymaster of the command in which the unit is quartered.

Travelling claims of officers will be adjusted as laid down in paras. **425** to **429**.

How charged.

19. Allowances due to soldiers will be charged in the same pay list as their regimental pay. Allowances due to recruits will be issued and adjusted in the same manner as the recruits' pay (*see* the Army Council's instructions in the Pay Warrant).

Exceptional rates.

20. Whenever an officer or soldier is in receipt of an exceptional rate of allowance in money or in kind under special War Office authority, a certified copy of the authority will accompany the first claim, and the number and date of such authority will be quoted in support of subsequent charges.

Copies of orders.

21. Paymasters will be furnished with the original or certified copies of orders for all issues made under the direction of the G.O.C. or other local authorities.

Section 2.—PROVISIONS.

I.—PERSONS ENTITLED TO RATIONS.

22. Provisions will be issued as follows:—

At Home Stations.

At home.

(*a*) One ration for each soldier on the effective strength of the army.

(*b*) One ration to a recruit for each day before attestation for which pay is admissible.

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(*c*) Where the attestation of a recruit for the regular army or special reserve for whom pay is not admissible is unavoidably delayed and it is necessary to detain him at or near the headquarters pending attestation, the G.O.C. may sanction the issue of such food as he may consider necessary, from the day when the recruit presents himself for enlistment to the day preceding that on which he is attested, or to the day of final rejection.

(*d*) One ration for an army schoolmaster on probation.

At Stations Abroad.

Stations abroad.

(*e*) One ration for each officer not in receipt of a consolidated rate of pay, soldier on the effective strength of the army, or barrack warden.

(*f*) Half a ration for the wife of each soldier who is on the married establishment, and for each schoolmistress (not being an acting schoolmistress), female pupil teacher, or acting pupil teacher.

(*g*) Quarter of a ration for each child of the above under 14 years of age.

(*h*) Rations for civilian grooms employed by mounted officers who cannot obtain the services of soldier grooms and who are not drawing servant allowance in lieu (except at a reduced rate on active service).

The number of grooms for whom rations may be drawn under these conditions will be—

1, if the officer is entitled to forage for				1	or	2	horses.
2	,,	,,	,,	3	,,	4	,,
3	,,	,,	,,	5	,,	6	,,

Active service.

23. During active operations the G.O.C. may authorize issues of free rations to persons not provided for in the foregoing regulations.

When inadmissible.

24. Rations in money or kind will not be admissible:—

(*a*) For days on which soldiers are provided with a hot meal by an innkeeper in billets.*

* Such issues are limited by the Army Act to the first three days (including the day of arrival) in billets at any one place. After the first three days, rations or ration allowance will be issued under the usual conditions, plus vinegar and salt to be provided by the innkeeper under the Act.

(*b*) For soldiers and others when dieted in a military or civil hospital, prison, military detention barrack, or in a lunatic asylum. A.O. 264 1912

(*c*) For soldiers subsisted on board ship at the public expense.

(*d*) For officers or their servants when officers are on leave, other than sick leave at the station, except for grooms left behind in charge of horses for which the officers draw forage. Issues to officers on leave. A.O. 264 1912

25. Soldiers absent without leave for more than 24 hours will be struck off the ration list. Absentees.

26. A soldier on the day of his release from a military detention barrack or prison may receive a ration, or the allowance in lieu, unless he is not released until the afternoon and is subsisted in a military detention barrack or prison; if sent from abroad as a soldier under sentence for discharge in England, he may be rationed until he is discharged. Soldiers on release from detention, &c.

27. Care must be taken that rations unavoidably or accidentally drawn in excess of the requirements of the unit for any day are retained for issue on the following day. Rations over-drawn.

II.—SCALES OF RATIONS.

28. The daily scale of rations is as follows:—

At Home Stations.

(*a*) In barracks or stationary quarters ... ... { 1 lb. bread or ¾ lb. biscuit. ¾ lb. fresh or 1 lb. (nominal) preserved meat. } Scale, home stations. A.O. 309 1913

(*b*) Under canvas or (with the approval of the G.O.C.) when temporarily accommodated in unequipped buildings ... ... { 1 lb. bread or ¾ lb. biscuit 1 lb. fresh or 1 lb. (nominal) preserved meat. }

At Stations Abroad.

(*c*) Except at stations where special scales are detailed in the local regulations the scale will be:— Scale, stations abroad.

1 lb. bread or ¾ lb. biscuit.

1 lb. fresh meat or 1 lb. (nominal) preserved meat.

29. Flour may be issued in lieu of a portion of the bread ration. The flour so issued will be equivalent in value to the bread for which it is substituted. Flour.

30. When meat is supplied in bulk and cut up by the troops, an allowance of 1 per cent. on the regulated issues may be made and charged in the accounts to cover losses in cutting up, except in cases at stations abroad where contractors are required to make such allowance under the terms of their contract. Meat, losses in cutting up. 53 Gen. No. 4666

31. Groceries will not be supplied as a public issue, except at the stations abroad where special scales are in force. Grocery rations.

Special issues.

32. The G.O.C. may sanction special issues for instructional purposes to army medical laboratories, schools of cookery, and to hospitals where cooking classes are held.

Addition to the ordinary rations.

33. Additions to the ordinary rations may be sanctioned by the G.O.C. on very exceptional occasions, such as when the troops are only able to obtain their meals at irregular and inconvenient hours, owing (*a*) to unexpected delay in the hour of embarkation; (*b*) to the exigencies of the service at manœuvres or summer drills; (*c*) to their being employed on unusually onerous and prolonged duty. The authority for the additional issues will be attached as a voucher to the account.

No other change in the scales prescribed by regulations will be made without the sanction of the Army Council.

Spirit ration.

53
Aldershot
7215

34. On very exceptional occasions, as when the troops have been drenched or chilled through exposure on manœuvres or training, a free ration of half a gill ($\frac{1}{8}\frac{1}{4}$ gallon) of rum may, if available, be issued under the authority of the G.O.C. when certified by the senior medical officer to be absolutely necessary for safeguarding the health of the troops.

Field ration.

35. In case of active operations in the field, a special scale of rations, dependent on the climate and the circumstances of the expedition, will be fixed by the G.O.C., and reported to the War Office, but the following scale will, as far as possible, be adopted as a guide :—

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$1\frac{1}{4}$ lb. fresh meat, or 1 lb. (nominal) preserved meat.
$1\frac{1}{4}$ lb. bread, or 1 lb. biscuit, or 1 lb. flour.
4 oz. bacon.
3 oz. cheese.
2 oz. peas or beans, or dried potatoes.
$\frac{5}{8}$ oz. tea.
$\frac{1}{4}$ lb. jam.
3 oz. sugar.
$\frac{1}{2}$ oz. salt.
$\frac{1}{20}$ oz. mustard.
$\frac{1}{36}$ oz. pepper.
$\frac{1}{10}$ gill. ($\frac{1}{320}$ gall.) lime juice.
$\frac{1}{2}$ gill ($\frac{1}{8}\frac{1}{4}$ gal.) rum ... ... } At the discretion of the G.O.C. on the recommendation of the medical officer.
Tobacco, not exceeding 2 oz. per week, for those who smoke ... ... }

Fresh vegetables, whenever obtainable, will be issued at the rate of $\frac{1}{2}$ lb. per ration, and when these are supplied, peas, beans or dried potatoes and lime juice will not be required.

The above ration is on the basis that not less than 4,500 energy units (calories) are required to meet the needs of field service.

Iron ration.

36. An "iron ration," for issue on field service, will consist of the following :—

1 lb. (nominal) preserved meat.
12 oz. biscuit.
3 oz. cheese
⅝ oz. tea
2 oz. sugar } in a tin.
½ oz. salt
2 cubes of meat extract (1 oz.).

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1913

III.—TABLE OF EQUIVALENTS.

Equivalents.

37. When it may be necessary, or, in the opinion of the G.O.C., expedient to depart from the scale laid down in para. **35**, the following scale of equivalents will be followed :—

Oatmeal	4 oz.	= 4 oz. bread or biscuit.
Biscuit	1 lb.	= 1¼ lb. bread.
Rice	4 oz.	= 4 oz. bread or biscuit.
Chocolate	½ oz.	= ¼ oz. tea.
Preserved meat ...	1 lb. (nom.)	= 1 ration fresh meat, 1¼ lb.
Porter	1 pint	= 1 spirit ration.
Dried fruit of any sort ...	4 oz.	= 4 oz. jam.
Bacon	4 oz.	= 4 oz. butter, lard or margarine, or ½ gill sweet oil.

Any food may be used in substitution for articles mentioned above, provided that it is of about the same energy value. The price should be also considered where practicable so that the cost of the equivalents may be as near as possible to that of the standard ration.

Equivalents special.

38. When troops are under canvas at home, the extra ¼ lb. of fresh meat allowed, or any portion of it, may, at the option of the C.O., be left undrawn, and the money value of the quantity undrawn may be expended regimentally in purchasing bacon, cheese, or other usual articles of messing.

IV.—MONEY ALLOWANCE IN LIEU OF RATIONS.

Allowance in lieu of rations at home stations.

39. When a ration is not issued, a daily allowance of 6*d.* at home stations may be drawn by—

(*a*) All persons entitled to rations at stations where there is no contract for bread and meat, or who, while travelling, cannot be supplied with them.

(*b*) Warrant officers, except unmarried regimental warrant officers.

(*c*) Soldiers on leave, pass, or furlough, and soldier servants allowed to accompany their masters on leave, including those on furlough from a station abroad.

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Allowances
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(*d*) Recruits who have not been finally passed into the service, or who join their unit too late to be included in the ration return, for days on which they are entitled to pay.

(*e*) N.C.Os. and men employed in the recruiting service.

(*f*) Men employed as waiters or servants at the officers' mess.

(*g*) Men employed as officers' servants when their masters live at an inconvenient distance from the barracks.

(*h*) Soldiers employed on any duty which renders it desirable in the opinion of the G.O.C., that the allowance in lieu should be granted.

The soldiers specified in (*f*) and (*g*) may be struck out of mess and draw the money allowance under the authority of the O.C. the unit; those in (*h*) only under the authority of the G.O.C.

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40. In the cases mentioned in para **22** (*c*) where it is not convenient to issue food in kind, a money allowance not exceeding 1*s.* a day may be granted, at the discretion of the G.O.C.

Exceptional rate of allowance in lieu. 53 Gen. No. 4500

41. The G.O.C. may, in quite exceptional cases and as a temporary measure only, grant such special allowance in lieu of rations as the circumstances of the case may necessitate, his authority being attached as a voucher to the account. Grants continuing for more than six months, *e.g.*, for isolated forts or stations difficult of access, where no contract could be entered into and the cost of living is exceptionally high, will be reported to the War Office under para. **15**.

Allowance in lieu at stations abroad. 8 Allowances 89

42. When the ration is not issued at a station abroad, a money allowance in lieu thereof may be paid at a rate which (unless a special rating is sanctioned for the occasion by the G.O.C.) will not exceed the contract prices of the supplies not issued. If, however, the issue in kind cannot be made through the exigencies of the service, the money allowance may be fixed at a rate not exceeding the contract value of the ration by more than 20 per cent. The circumstances rendering the fixing of a rate higher than the contract value necessary will in all cases be reported to the War Office.

V.—ISSUES ON REPAYMENT.

Rations on repayment.

43. During summer drills or under other special circumstances, the issue of rations on repayment may be authorized by the G.O.C. for officers or persons not ordinarily entitled to receive them. The officer i/c supplies will notify to the command paymaster the sums to be recovered. (*See* para. **16**.)

Bread and meat.

44. At stations where there is a government butchery or bakery, and where a separate store for the purpose exists, bread and meat may be supplied to officers and their families, and to such detached married soldiers and departmental subordinates as may be specially approved by the G.O.C., in quantities not exceeding 1 lb. a day for each of the persons comprised in a family or household.

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Payment for meat so supplied will be made direct to the contractor by the purchaser at ¼d. per lb. above the contract rate. Payment for bread so supplied will be made at the end of each pay list period by corps through the command paymaster, who will be furnished by the officer i/c supplies with a statement of the sums due. The price to be charged for bread per lb. shall be fixed at the next farthing above the actual cost to the government when such cost does not work out at even money.

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Extra meat and bread.

45. At all stations extra meat at the rate of ¼ lb., and bread at the rate of ½ lb., a day, may be drawn on repayment at actual cost for each soldier included in the ration return, for use in recreation rooms, and for other similar purposes. Payment will be made by corps at the end of each pay list period direct to the contractor, except in the case of bread at stations where there is a government bakery, when payment will be made by corps at the end of the pay list period to the command paymaster.

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VI.—MODE OF ISSUE AND ACCOUNTING.

Staff and Departments, &c.

Indents and ration returns.

46. The head of each department, &c., will, at the beginning of each pay list period, send to the officer i/c supplies a list of persons for whom rations will be required. He will also notify, during the pay list period any casualty affecting the list which may occur. On the last day of the pay list period, A.F. F 776 will be rendered to account for the disposal.

Certificate of rations issued.

47. At the end of each pay list period the officer i/c supplies will furnish to each head of a department a certificate on A.F. F 743, showing the number of rations issued. This certificate will be forwarded to the paymaster with the pay and mess book. After being checked, the certificate will be initialed and forwarded to the local auditor of the command in which the rations were issued.

Supplies in camp and the field.

48. In camp and in the field, an officer or N.C.O. will be told off in lieu of the head of each department, &c., for the duty of making the indents for the supplies required for the officers and soldiers of the whole staff at the station, and will act upon the rules laid down for quartermasters of regiments.

Regimental Issues and Returns.—Ordinary Service.

Ration returns. A.O. 309 1913

49. On arrival, and subsequently on the first day of each pay list period, the quartermaster will hand in the ration return of the unit to the officer i/c supplies, together with a duplicate thereof, on A.F. F 776. After comparing the duplicate with the original, the officer will retain one copy, and return the other to the quartermaster, who will on each succeeding day exchange his copy, similarly filled in, for that retained by the officer i/c supplies. The quartermaster will each day affix his initials as an acknowledgment of having received the quantities. At the end of the pay list period the return will be completed and surrendered to the officer i/c supplies, as his voucher for the issue to the unit.

Soldiers attached.

50. The O.C. will include in his ration return all soldiers attached for rations, and will show separately, on such return, any issues of bread and meat which may be made for men of the territorial force or Royal Marines who may be attached to his unit. The value of the issues to the Royal Marines will be recovered as directed in the Financial Instructions.

Royal Marines attached.

Settlement for rations. Certificate of supply officer. A.O. 309 1913

51. On the ration return (A.F. F 776) being closed at the end of each pay list period the officer i/c supplies will furnish to each unit a certificate (on A.F. F 743) showing the number of rations drawn. After the distribution has been shown on the back of A.F. F 743, it will be disposed of in the manner laid down in para. 47.

Special reserve.

52. In the case of special reserve units, A.F. F 776 will be closed at the end of each period for which pay lists are rendered, in order that A.F. F 743 may accompany each pay list.

Running account.

53. The adjustment of rations in kind will be made daily as necessary, but to meet any unforeseen casualties which may occur too late to be adjusted during the period of the pay list, a modified running account to the extent of 10 rations either underdrawn or overdrawn will be permitted for each pay list period in the year except January, on the last day of which pay list period a cash settlement for overdrawals will be made, and any underdrawals will be forfeited.

Underdrawals and overdrawals. 53 Gen. No. 4675

The contract value of rations overdrawn in excess of the above limit will be credited to the public by the paymaster in his account for the pay list period in which the overdrawal took place, but the amount so credited will be refunded if the G.O.C. (to whom the matter may be referred by the O.C. the unit) decides that the overdrawal was not due to negligence on the part of the unit; underdrawals in excess of the limit may, under the same circumstances, be carried forward to the next account. In dealing with these appeals the G.O.C. will satisfy himself that the overdrawal or underdrawal was unavoidable, and occurred so late in the month

as to render an adjustment impossible within the period of the pay list.

Any amount authorized to be refunded as above will be admitted as a charge against the public if supported by the authority (in original) of the G.O.C., and a reference to the account in which credit has been given for the amount referred to.

Abstract of rations A.O. 309 1913

54. The rations drawn by squadrons, troops, batteries, or companies, will be accounted for in the abstract of rations in the pay list, A.F. N 1505, and will, when necessary, be further vouched by A.F. P 1950.

Back rations forfeited.

55. Rations in kind which have not been claimed in the pay list period to which they belong will be considered as back rations, and no issues on account of them will be made except as allowed by para. **53**.

Surcharges.

56. Surcharges made for over-issues are not to be accounted for by replacing the articles in kind, but by payment of their value.

VII.—HOSPITAL RATIONS AND STOPPAGES.

Diets on ordinary service.

57. Except at stations abroad, where special scales are in force, which are detailed in the local regulations of the station, issues will be made to the patients specified in para. **73** in accordance with the following scales, according to the diet upon which each patient may be placed :—

DIETS.

Scale.

Article.	Class of diet.				
	Ordinary.		Chicken‡ (not issuable in dining-rooms).	Beef tea.	Milk.
	Roast.*	Boiled.†			
Meat (beef or mutton)—					
Without bone ... ozs.	8 (steak)	8	Half a fowl	8 (beef).	...
With bone ... „	10 (chop or (joint).	10		10 (beef).	...
Bread (white or brown) „	16	16	16	16	12
Tea ... ... „	½	⅓	½	⅓	...
Sugar ... ... „	1½	1½	1½	1½	1
Milk ... ... „	6	6	6	6	...
„ ... ... pints	...	...	...	...	3
Butter ... ... ozs.	1½	1½	1½	1½	1
Potatoes ... ... „	8	8	8	...	...
Vegetables ... ... „	4	4	4	...	...
Rice ... ... „	...	...	...	...	2

* Sunday, Monday, Wednesday and Friday

† Tuesday, Thursday, and Saturday.

‡ Half a rabbit = half a fowl.

Extras.

58. In cases in which patients cannot be placed on a diet, the articles required for their subsistence will be issued as extras.

59. Extras to be ordered when considered necessary for the treatment of the case.

Scale.

Extras.	Class of diet upon which admissible.
Butter, Bread (white or brown), Milk*, Arrowroot, Tea, Sago, Sugar, Oatmeal, Blanc-mange, Rice, Sago, Tapioca, Custard pudding, Beef-tea, Egg-flip, Lemonade, bottled, Calves' foot Jelly, Customary fruits in season, White fish, 12 ozs. gross weight, Milk proteid, Suet pudding, Cocoa, Golden syrup, Eggs, Jam or marmalade, Wines* (Port, Sherry), Brandy*, Malt liquors (stout, ale), Diet drinks: Barley water, Rice water, Gruel, Lemonade, Soda water	All diets.
Potatoes, 8 ozs., or Vegetables, 4 ozs.	Upon beef-tea diet when it is found necessary to keep a patient on this diet for any lengthened period or when there is a tendency to scorbutic taint.

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Articles issued as extras will ordinarily be selected from those shown in the above table, but for officers, members of Q.A.I.M.N.S., matrons and charge-nurses of military families' hospitals, or for special cases, articles not specified in the table may be issued if considered necessary by the medical officer.

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Measure of liquids.

* Milk, wines, and spirits are to be calculated at 20 oz. the imperial pint. The reputed quart bottle of wines and spirits should contain $5\frac{1}{3}$ gills, or $26\frac{2}{3}$ ozs.

Meals in dining rooms.

60. For patients taking their meals in dining rooms, the only extras admissible are oatmeal, jam, marmalade, golden syrup, puddings, bread, butter, cocoa, tea, sugar, milk, and eggs. Where there are a number of patients so taking meals, medical officers will be responsible that steps are taken to ensure that only the quantities

of these articles which may be actually required are issued. In the case of puddings so issued, a reduction of not less than 25 per cent. should normally be made. Malt liquors are not admissible for patients taking their meals in dining rooms.

61. When any of the extras specified in para. **59** or **60** are ordered, they will be made and charged according to the following proportions :— Ingredients.

Barley-water—barley, 2 ozs. ; sugar, 2 ozs. } For every 5 pints of each.
Rice-water—rice, 2 ozs. ; sugar, 2 ozs. }

Lemonade—two large lemons and 1½ ozs. of sugar } to every 2 pints.
Gruel—oatmeal, 2 ozs., and 1½ ozs. of sugar }

Suet-pudding—flour, 2 ozs. ; suet, 1 oz. ; baking powder, ⅛ oz. ; salt, $\frac{1}{16}$ oz. ; with jam or golden syrup as required.

Blanc-mange pudding—cornflour, 1 oz. ; sugar, 1¼ ozs. ; milk, 12 ozs. A.O. 198 / 1911

Rice-pudding—rice, 1 oz. ; milk, 15 ozs. ; sugar, ½ oz. ; egg, 1.

Sago pudding—sago, 1 oz. ; milk, 15 ozs. ; sugar, ½ oz ; egg, 1.

Tapioca pudding—tapioca, 1 oz. ; milk, 15 ozs. ; sugar, ½ oz. ; egg, 1.

Custard pudding—milk, 1 pint ; sugar, 1 oz. ; eggs, 2.

Oatmeal, 2 ozs. ; with milk, 8 ozs.

Arrowroot, 2 ozs. ; with sugar, 1 oz.

Sago, 2 ozs. ; with sugar, 1 oz.

Egg-flip ; 2 eggs with ½ oz. sugar.

Tea, per pint ; $\frac{1}{6}$ oz. tea ; ¾ oz. sugar, 3 ozs. milk.

Beef tea, per pint { 1 lb. fresh beef, without bone, or 1 oz. meat extract.

62. When " pudding " is ordered, patients will be supplied with pudding as follows :—Sunday, blanc-mange ; Monday, sago ; Tuesday, suet ; Wednesday, rice ; Thursday, blanc-mange ; Friday, tapioca ; Saturday, suet. A.O. 198 / 1911

63. The following kitchen sundries may be indented for if required, and will be accounted for on A.F. F 734 and A.F. I 1202 :— Kitchen sundries.

Spices, ½ oz., per 100 diets to include extras.

Butter, 1 oz., for sauce with each extra fish, or boiled chicken and boiled mutton diets. A.O. 113 / 1912

Flour, ½ oz., for sauce with each extra fish, or boiled chicken and boiled mutton diets, and for each diet ordered to be stewed, or made with soup.

Vinegar, ½ pint, per 100 diets.

Lemons, 2 per 100 diets.

Pepper, $\frac{1}{30}$ oz. } per pint of extra beef tea, and for sauces, fish, &c.
Salt, ½ oz. }

Herbs, ½ oz. per 100 diets.

Egg, 1 } for fish, cutlets, &c., when fried.
Bread, 4 ozs. }

Salad oil, ¾ pint per 100 diets.

Gelatine, 1 oz. per 100 diets.

Sugar, 8 ozs. per 100 diets for colouring soups, gravies, &c.

Salt, $\frac{1}{3}$ oz. per diet, except milk diet under para. 57; $\frac{1}{4}$ oz. per diet, except milk diet, under para. 71.

Pepper, 2 ozs. per 100 diets, except milk diet, under para. 57, and for women, and children over 10 years of age, under para. 71; 1 oz. per 100 diets, except milk diet, for children under 10 years of age, under para. 71.

Mustard, 1 oz. per 20 beef diets, under para. 57, and for women, and children over 10 years of age, under para. 71; $\frac{1}{2}$ oz. per 20 beef diets for children under 10 years of age, under para. 71.

Barley or split peas, or lentils, or haricot beans, 1 oz., or rice, $1\frac{1}{2}$ oz., per ordinary diet, when boiled, under para. 57, and for low diet for women, and children over 10 years of age, under para. 71. Barley, or split peas, or lentils, or haricot beans, $\frac{1}{2}$ oz., or rice, $\frac{3}{4}$ oz., for low diet for children under 10 years of age, under para. 71.

Ice. **64.** Ice required for the preservation of supplies during hot weather may be specially issued under the authority of the G.O.C. on the recommendation of the D.D.M.S., the authority being quoted on A.Fs. F 735 and F 736.

Substitutes. **65.** The following rates will be allowed for substitutes :—

2 ozs. lime juice = 1 lemon.

3 ozs. rice, or
3 ozs. flour or
8 ozs. bread
} = 16 ozs. potatoes.

1 oz. preserved potatoes = 5 ozs. fresh potatoes.

1 oz. preserved vegetables = 10 ozs. fresh vegetables.

$\frac{1}{2}$ oz. coffee = $\frac{1}{8}$ oz. of tea, or $\frac{1}{4}$ oz. cocoa powder.

1 oz. cocoa powder = 4 ozs. cocoa paste.

1 tin condensed milk = $1\frac{2}{3}$ pints.

2 calves' feet (fresh) = 1 quart of calves' foot jelly.

On active service. **66.** On active service, in general hospitals at the base, and in stationary hospitals on the lines of communication, the scale of diets laid down in para. 57 will be followed as far as practicable, and any deviations found necessary, on account of the position, climate, or the supplies obtainable, will be sanctioned by the G.O.C., on the advice of the D.D.M.S. If a special hospital for officers is formed on active service the scale of issues will be fixed from time to time by the G.O.C. and reported to the War Office.

When soldiers are only temporarily treated. **67.** In the event of a soldier not being likely to require treatment beyond that of the day on which he has reported himself sick, he will be detained in the hospital for that day only and subsisted from his unit, to which he will return if considered fit for duty; but if at the evening visit he is found unfit for duty, he will be regularly admitted and placed on hospital diet for the following day, notice to that effect being sent to the O.C. his unit.

68. Soldiers will not be placed on diet on the day of admission to hospital, but should they require nourishment, in addition to the ration supplied by their company (which should be sent to the hospital uncooked whenever practicable) before they are placed on regular diet, medical officers may order what is necessary from the following extras :— Extras to soldiers on first or last day in hospital.

Bread, butter, tea, sugar, eggs, meat extract or essence of beef, arrowroot, milk, wine, and brandy.

On the day of departure of invalids who are not on diet, a similar course may be adopted, but in all such cases the extras will be entered on the diet sheet.

The rule here laid down will usually be applicable to field service, but should soldiers in the field not bring with them the rations which have been drawn regimentally for the day of admission, they will be fully subsisted for that day under hospital arrangements according to their requirements. On field service.

69. In non-dieted hospitals, on ordinary peace service, the company ration will be supplied from the unit to which the soldiers belong, and the following extras will be issued when considered necessary :—Meat extract or essence of beef, sugar, tea, oatmeal, arrowroot, barley, wine, brandy, mustard, pepper, salt, milk, eggs, and the diet drinks—barley water, rice water, gruel, soda water and lemonade—referred to in para. 59. For non-dieted hospitals.

70. When, owing to there being no hospital at the station, soldiers have to be treated in quarters, the extras specified in para. 69 (except wine and brandy) may be supplied when considered necessary by the medical officer. Men treated in quarters.

Issues to Families of Soldiers.

71. At stations where hospitals for military families, infectious wards, or a ward for the reception of members of Q.A.I.M.N.S. have been established, patients under treatment will receive the diets and extras as laid down in the following scales :— Issues at military families' hospitals, etc

Diets for Women, and Children over 10 years of age.

Article.		Class of diet.			
		Varied.	Chicken.	Low.	Milk.
Beef or Mutton*—					
Without bone	oz.	5	...	4	...
(or)					
With bone	,,	6	...	5	...
Fowl	No.	...	½	...	...
Bread	oz.	12	12	14	12
Tea	,,	¼	¼	¼	...
Sugar	,,	2	2	2	¼
Milk	pints	1¾	1¾	1¾	3¼
Butter	oz.	1	1	1	...
Potatoes	,,	8	8	...	...
Vegetables	,,	4	4	2	...
Rice‡	,,	1	1	1	1
Eggs (for pudding)	...	1	1	1	1

Extras, as laid down in paras, 58, 59 and 61. Kitchen sundries as laid down in para. 63.

Diets for Children under 10 years of age.

Article.		Class of diet.			
		Varied.	Chicken.	Low.	Milk.
Beef or Mutton†—					
Without bone	oz.	3	...	2	...
(or)					
With bone	,,	4	...	2½	...
Fowl	No.	...	¼	...	...
Bread	oz.	8	8	8	4
Sugar	,,	1½	1½	1½	¼
Milk	pints	3½	3½	3	2½
Butter	oz.	1	1	1	...
Potatoes	,,	4	4	...	...
Vegetables	,,	2	2	2	...
Rice‡	,,	1	1	1	1
Eggs (for pudding)	...	1	1	1	1

Extras, as laid down in paras. 58, 59 and 61. Kitchen sundries as laid down in para. 63.

* On varied diet—beef, 3 days; mutton 2 days; Irish stew, 1 day; fish (8 oz. gross weight), or ½ a rabbit may be issued for 1 day.

† On varied diet—beef, 3 days; mutton, 2 days; Irish stew, 1 day; fish (6 oz. gross weight), or ¼ of a rabbit may be issued for 1 day.

‡ As a substitute for rice, ¾ oz. of sago or tapioca may be issued 2 days each week. Bread pudding, 4 oz., with ½ oz. sultanas, may be issued 1 day each week, on varied and chicken diets.

72. At stations where hospitals for military families have not been established, but where there is a medical officer, or private medical practitioner employed at contract rates, the following medical comforts :— Issues at ordinary stations.

Wine (port or sherry).
Brandy,
Arrowroot,
Meat extract or essence of beef,

may be issued in case of sickness to the families* of soldiers on the married roll of their unit. Fresh meat will not be supplied for the preparation of beef-tea.

Persons entitled to Hospital Diets, and Rates of Stoppage.

73. The Regulations for the Army Medical Service lay down the conditions under which patients may be admitted to military hospitals. 8 Allowances 89 Rates.

When patients are admitted to military hospitals under the conditions prescribed by the Regulations for the Army Medical Service, the daily rate of stoppage will be as follows :—

(*a*) Officers and soldiers admitted on account of wounds received in action or illness contracted while on service in the field	Nil.
(*b*) Officers not coming under (*a*)	2*s.* 6*d.*
(*c*) Soldiers (including reservists called out for duty or training) not coming under (*a*)—	
(i) Ordinary stoppage	7*d.* (men) ; 6*d.* (boys).
(ii) If suffering from sickness certified by the medical officer attending him to have been caused by an offence under the Army Act committed by him	Full pay.
(iii) When supplied with medical comforts in non-dieted hospitals or in quarters	4*d.*
(iv) When treated in non-dieted hospitals established in camps	Nil.
(*d*) Soldiers detained in hospital after discharge or transfer to the army reserve	Nil.
(*e*) Members of Q.A.I.M.N.S., matrons and charge-nurses of military families' hospitals, wives and families (as defined in para. 94) of soldiers borne on the married establishment, schoolmistresses and their children under 14 years of age	Nil.

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* As defined in para. 94.

(*f*) Wives and families of soldiers not borne on the married establishment, female pupil teachers and acting pupil teachers, and children over 14 years of age of Class (*e*)	6*d*.
The above when admitted into hospitals for the safety of the troops	Nil.
(*g*) Civilian subordinates—	
(i) When suffering from contagious or infectious disease and admitted to hospital for the safety of the troops	Nil.
(ii) When incapacitated through personal injuries by accident arising out of and in the course of their employment, or incapacitated by a disease specifically attributable to the nature of their work, provided the incapacity is not due to their own serious and wilful misconduct, and, in cases of injury, that they have not declined the scheme of compensation under the Workmen's Compensation Act, 1906 :	
Those entitled to full pay during the first period of incapacity	1*s*.
Others	Nil.
(iii) Civilian subordinates not coming under (i) and (ii), officers' civilian servants and persons not connected with the Army, when admitted under the exceptional circumstances detailed in the Regulations for the Army Medical Service	2*s*.
(*h*) Wives and children of civilian subordinates, when admitted into hospitals for the safety of the troops ...	Nil.
(*i*) Soldiers of the British forces in India—	
(i) If in receipt of messing allowance	1*s*. 6*d*.
(ii) If not in receipt of messing allowance	1*s*. 3*d*.
(*j*) Soldiers of the Indian forces and their wives and families	2*s*.
(*k*) Soldiers serving under Colonial Governments and drawing pay at Colonial rates	1*s*. 6*d*.

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The rates for persons who are not entitled to be treated in military hospitals, but are specially admitted under proper authority, will be fixed by the Army Council, in cases where they are not laid down above.

Treatment in civil hospital.

74. When a soldier, or other person, entitled to treatment in a military hospital is, for special reasons, treated at the public cost in a civil hospital, as provided in the Regulations for the Army Medical Service, the rate of stoppage prescribed by para. **73** will be recovered and credited to the public.

Injuries received in execution of duty.

75. In the case of soldiers (including boys) admitted into hospital on account of sickness certified by the medical officer to have been caused by military service,* one-half of the hospital stoppage may be remitted by the brigade commander. If any injury has been received in the actual performance of military duty, under circumstances beyond the soldier's own control, the whole stoppage may be remitted by the brigade commander.

In cases where it is considered that an injury, not sustained in the actual performance of military duty, has been received under circumstances which warrant a remission of stoppages, the particulars should be reported to the War Office, through the G.O.C. in-C., for special consideration.

In every case of remission of hospital stoppages a certificate (A.F. O 1642) of the injury received when in the performance of military duty, or of the sickness caused by military service will be attached as a voucher to the company pay list. Should there be any doubt as to the circumstances under which the sickness was contracted, the medical officer will obtain the counter-signature of the man's C.O. before signing the certificate. In all cases of serious injury the medical officer will note on the form that the brigade commander has approved the remission of the stoppage, and that the usual court of inquiry (*see* King's Regulations) has been held.

Invalided from abroad.

76. When a soldier entitled to remission of hospital stoppages on account of injury or sickness is invalided from abroad, a certified copy of A.F. O 1642 sanctioning the remission will be appended to his statement of accounts (A.F. O 1811).

Disease contracted as hospital attendant.

77. In the case of a soldier admitted into hospital in consequence of a contagious or infectious disease contracted in the performance of his duty as hospital attendant, one-half of the stoppage may be remitted by the brigade commander. A certificate from the medical officer i/c the hospital that the disease was contracted in the performance of duty as hospital attendant, and a copy of the order of the brigade commander sanctioning the remission will in each case be attached as a voucher to the pay list, A.F. N 1505.

Maintenance in civil asylum.

78. The cost of maintenance of a soldier temporarily detained in a civil lunatic asylum is chargeable against the public, subject to the stoppage from the man's pay, as prescribed by para. 73. It should be charged in the accounts of the unit to which the soldier belongs, the stoppage being credited in the same account.

Local troops abroad.

79. In the case of local troops at stations abroad, hospital stoppages, when due, will be at the rate laid down in the local regulations.

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* The expression "sickness caused by military service" is to be understood to include such diseases as those of tropical and subtropical climates, enteric fever, and also frost-bite and pneumonia, &c., due to exposure under circumstances beyond a soldier's control.

Indents and Stoppage Returns.

Indents for supplies.

80. All supplies required for hospital diets, extras, and medical comforts, will be obtained by the Army Medical Service, by indent on A.B. 188, from the supply officer or from the contractor direct, as the case may be.

Hospital stoppages account.

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81. A.F. O 1643 (account of hospital stoppages), showing the number of stoppages due from each officer, soldier, &c., will be prepared from the admission and discharge book on the termination of each month (or pay list period, in the case of each soldier), and will be signed by the medical officer in charge.

These accounts will be remitted to the regimental paymaster* of the unit concerned, who will sign the acknowledgment at the foot of A.F. O 1643, and return them to the medical officer in charge on or before the 4th day following the last Friday of each month. The hospital stoppage accounts will be annexed as vouchers to the pay lists.

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Cavalry and infantry.

In the cavalry and infantry, the accounts will be made out by squadrons or companies.

For soldiers on the Indian Establishment and their wives and children, acknowledgments (amended as necessary) will be signed and returned by the regimental paymaster for the station, who will claim the amount due from the India Office on the termination of hospital treatment.

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For soldiers serving under Colonial Governments and drawing pay at Colonial rates the A.F. O 1643 will be forwarded direct to the War Office.

VIII.—RATIONS IN MILITARY DETENTION BARRACKS, PRISONS, AND BARRACK DETENTION ROOMS.

Scale of Diets.

Scales.

82. The scales of diets for soldiers at home stations whether confined in military detention barracks, prisons, or in barrack detention rooms, will be as given in the following tabular statement :—

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* In the case of regular officers, other than those forming part of the regular establishment of the special reserve and permanent staff of the territorial force, the accounts will be forwarded to the command paymaster.

Diets.	Bread.	Cheese.	Cocoa.	Flour.	Beef or Mutton.	Pork.	Milk.	Oatmeal.	Peas, Split.	Potatoes.	Salt.	Sugar or Molasses.	Suet.	Vegetables.	Vinegar.	Pepper every 100 soup diets.	
	oz.	oz.	oz.	oz.	oz.	oz.	oz.	oz.	oz.	oz.	oz.	oz.	oz.	oz.	oz.	oz.	
Scale I.																	
For soldiers undergoing punishment, for a second time within 12 months from date of previous release, by sentence of courtmartial or award of C.O. for seven days and under.																	A.O. 16 1912
Sunday and Wednesday ...	24	...	...	4	...	...	...	4	...	...	½	...	¾	...	...	...	
Monday and Friday	24	...	...	...	...	...	...	4	...	8	½	...	...	...	...	...	
Tuesday, Thursday, and Saturday	24	...	...	...	...	...	...	7	...	...	¾	...	...	...	...	...	
Scale II.																	
For soldiers undergoing sentences not exceeding 42 days, other than those mentioned under Scale I.																	A.O. 16 1912 110 Gen. No. 2978
Sunday	18	...	...	4¼	8	...	...	4	...	16	½	...	¾	½	...	...	
Monday and Friday	18	...	...	¼	8	...	...	4	...	16	½	...	...	½	...	...	
Tuesday, Thursday, and Saturday	22	2	...	...	6	...	...	4	2	8	½	...	...	3	...	1	
Wednesday ...	18	2	...	...	...	4	...	4	4	16	½	...	...	½	¼	1	
Scale III.																	
For soldiers undergoing sentences exceeding 42 days.																	A.O. 16 1912 110 Gen. No. 2978
Sunday	24	...	½	4¼	8	...	2	3	...	16	½	¾	¾	½	...	...	
Monday, Thursday, and Friday	24	...	½	¼	9	...	2	3	...	16	½	¾	...	½	...	...	
Tuesday and Saturday ...	24	2	½	...	8	...	2	3	2	16	½	¾	...	3	...	1	
Wednesday ...	24	2	½	...	...	4	2	3	4	16	½	¾	...	½	¼	1	

When meat is used for soup, legs and shins only will be issued.

Scales for stations abroad.

83. At stations abroad the scales of diet contained in para. 82 may also be used when deemed expedient; but if not, such diet only will be used as may have the sanction of the G.O.C., and the list so authorized will be reported to the War Office and stated in the local regulations of the command.

Meals on discharge.

84. A breakfast meal may be given when necessary to men on the day of their discharge from a military detention barrack, prison, or barrack detention room: also a dinner meal to men not discharged until the afternoon.

Special diet for long term.

85. In the case of soldiers sentenced to long terms of detention, who may be temporarily confined in military detention barracks or barrack detention rooms where neither the materials for the higher class of diet, nor the means of preparing them, are at hand, such additions of bread and oatmeal gruel will be made to the diet as may, in the opinion of the medical officer, be necessary.

Ill-conducted soldiers.

86. The scales for ill-conducted and idle soldiers under sentence, and the regulations governing them, are detailed in the rules for military detention barracks and prisons.

Mode of obtaining and accounting for Supplies for Military Detention Barracks, Prisons, and Barrack Detention Rooms.

How obtained.

87. The supplies for the subsistence of soldiers under sentence will be obtained by contract or by local purchase by the officer i/c supplies.

Form of account.
A.O. 309
1913

88. For military detention barracks, prisons, and barrack detention rooms, the account for the pay list period will be rendered on A.F. F 733.

Money Allowance in certain cases.

Men confined to barracks or in guard detention rooms.
8
Allowances
90

89. For a soldier who is necessarily rationed by his unit for a day or days on which he is not entitled to pay, the ordinary ration will be drawn (or an allowance of 6*d.* if a ration cannot conveniently be issued for the day), together with a money allowance which must be certified not to exceed the charge for messing and washing to which the soldier would be liable if in receipt of pay. The allowance for washing may be charged, for a soldier confined in a barrack detention room, for credit to the regimental stoppage fund, out of which the cost of washing will be paid.

In billets.

90. Soldiers in arrest in billets pending trial by court-martial will be subsisted at an expense not exceeding 10d. a day.

Prisoners in Civil Gaols.

91. When any soldier is in a civil gaol at home, as a prisoner or waiting trial, either for a civil or military offence or as a deserter, no charge on account of his subsistence will be admissible in army accounts. The rate to be paid for prisoners in colonial prisons will be such as the G.O.C. may order, such rate being detailed in the local regulations of the command. Charges should appear in the accounts of the unit to which the soldier belongs.

Subsistence.

Prisoners abroad.

Section 3.—MESSING ALLOWANCE.

92. Messing allowance at the rate of 3*d.* a day will be issued to European soldiers of the regular forces other than Maltese, and at the rate of 2*d.* a day to non-European soldiers of the West India Regiment while serving in Bermuda, under the conditions and limitations laid down in para. **93.** The Malta Artillery may draw messing allowance while serving out of Malta provided that they are not in receipt of additional pay while under instruction in England.

Messing allowance.

93. Messing allowance will not be issued when a full field service ration of groceries and extras is issued, but subject to this limitation, it may be drawn from the date of attestation for every day on which a soldier draws pay, except when owing to injuries or sickness not due to active service, he is in a military or civil hospital, or under medical treatment in a non-dieted hospital, or in quarters and is supplied with extras under para. **69** or **70**, or when he is in receipt of the special allowance of 1*s.* a day issued under the Regulations for the Territorial Force. It may be advanced to a soldier proceeding on service abroad or on furlough, in the same manner as pay or the allowance in lieu of rations. Recruits specially enlisted will have the allowance from the age of 18, and boys from the date of being struck off the roll of boys, or when placed on the recognized establishment of trumpeters, drummers, buglers, pipers, or of the band.

When issuable.

A.O. 127 1913

A.O. 210 1912

A.O. 69 1914

Section 4.—MARRIED ESTABLISHMENT AND ISSUE OF SEPARATION ALLOWANCE TO FAMILIES.

I.—MARRIED ESTABLISHMENT.

Definition of family.

A.O. 18 1913

94. The advantages granted to married soldiers by the regulations are confined to those on the married roll. The family of a married soldier is, for the purpose of these regulations, to be understood (except when otherwise stated) as including his wife and his legitimate children (or step-children) under fourteen years of age. No charge of any description on account of an adopted child is admissible against the public.

Married establishment.

95. The married establishment of the army (except of British troops serving in India, which is laid down in para. **109**, and of the local battalions or companies of R.A. and R.E., which is laid down in the local regulations of the stations at which the said local battalions or companies are serving) will be formed as provided in paras. **96** and **97**, subject to variation at the discretion of the Army Council.

Regular establishment and permanent staff.

A.O. 152 1912

96. All N.C.Os. of the regular forces permanently posted to the regular establishment of units of the special reserve or to the permanent staff of the territorial force, or permanently appointed instructors of the Senior Division of the Officers Training Corps. may be placed on the married establishment—

(*a*) If they were on the married roll of their regular unit previous to transfer; or

(*b*) If, subsequent to transfer, their marriage is approved—

In yeomanry and artillery units, the Irish Horse and King Edward's Horse, by the general officer i/c administration.

In engineer units by the chief engineer.

In infantry units by the O.C. district for those permanently posted to the regular establishment of the special reserve, and by the officer i/c records for others.

46 Gen. No. 5958 A.O. 181 1912

In A.S.C. units by the officer i/c A.S.C. records.

In medical units by the officer i/c R.A.M.C. records.

In veterinary units by the officer i/c A.V.C. records.

Drummers, trumpeters, buglers, pipers and fifers permanently posted to units of the special reserve may, if they have actually served with the regular forces, also be placed on the married roll, subject to their being qualified under the King's Regulations.

Married roll.

97. Except as provided in paras. **95** and **96** the married roll will be formed as follows:—

Class.	Per-centage.	Remarks.
15, 16, 17, and 18	100	*Calculated on the establishment of class 19, of the battery or company in the R.A., of the regiment exclusive of farrier-corporals or farrier-serjeants in the cavalry, of the battalion, corps, depôt of foot guards, rifle depôt, and of the N.C.Os. posted for a short tour of duty to special reserve units, as the case may be, in all other arms.
19 except Military Mounted and Foot Police and Military Provost Staff Corps	50*	
Military Mounted and Foot Police and Military Provost Staff Corps	100	
20, Corps—		
Household Cavalry	7	
Cavalry	4	
Military Mounted and Foot Police each	25	
Royal Artillery—		
Horse, field, and mountain batteries	4	
Garrison companies, detachments (except Shoeburyness) and district establishment	4†	†Married men transferred from the late district establishment to companies and district establishment R.G.A., will remain supernumerary to the new married establishment until promoted, discharged, &c.
Proof party, Royal Arsenal ...	26	
Depôts	4	
Ammunition columns	50	
Clerks' section	7	
School of Gunnery	16	
Experimental party, Shoeburyness	16	
Detachment, Shoeburyness ...	16	
Bands	10	
Brigade trumpeters, R.H.A. and R.F.A., and shoeing and carriage smiths, brigade staff, R.H.A. ...	20	
Cooks, horse and field brigades ...	20	
Artificers R.F.A. attached to heavy batteries R.G.A.	20	
Royal Engineers (except coast battalion)...	4	
Royal Engineers (coast battalion) ...	20	
Royal Flying Corps (military wing)...	4	
Foot Guards	3	
Infantry of the Line	3‡	‡For the rifle depôt and for men posted for a short tour of duty to units of the special reserve, the percentage will be 4.
School of Musketry	16	
West India Regiment...	3	
Army Service Corps—		
Supply branch	7	
Horse transport branch	3	
Remount companies and mechanical transport section	28	
Royal Army Medical Corps	7	
Army Ordnance Corps	7	
Army Pay Corps	7	
Army Veterinary Corps	7	
Royal Malta Artillery...	7	
Military Provost Staff Corps ...	100	

20 Military Police 1698

A.O. 198 1911

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98. In calculating the percentage of Class 19, when a fraction arises the higher number will be allowed. This percentage will Class 19

include the serjeant master-tailor of a regiment or corps, who will, however, be entitled to the first vacancy on the serjeants' roll that may occur. Two of the farrier-corporals or farrier-serjeants in each regiment may be borne on the married establishment.

Class 20.

99. The married roll of Class 20 will be calculated on the establishment of each unit, except (1) in the Foot Guards in which the roll will be calculated on the establishment of each regiment as a whole, inclusive of its depôt, and (2) in the regular establishment posted to a special reserve unit for a short tour of duty, in which the roll will be calculated on the posted establishment. In calculating the percentage, fractions will not be taken into account, except that in the horse, field, and mountain batteries, garrison companies, and depôts of R.A., a fraction arising from a number of men greater than 12 will be allowed to give an additional man on the married roll.

Married roll.

100. A married roll will be kept in the orderly-room of each unit. Annually, on the 1st April, a complete copy of the roll will be prepared by the C.O. upon A.F. O 1802, and forwarded to the paymaster of the unit. A copy will also be forwarded to the officer i/c of barracks at the station.

The married rolls on A.F. O 1802 will be annexed to the schedules of lodging, fuel and light allowances for the month of April.

The married rolls of the ammunition columns will be rendered annually on the 1st April by the O.C. the depôt R.F.A., Woolwich.

How administered.

The married roll of the district establishment, R.A., will be administered at home and abroad by the O.C., R.G.A., except that for the artificers and others of Class 20 (excluding bandsmen), which will be administered by the officer i/c records, R.G.A., Dover.

The married roll of the clerk's section, R.A., will be administered by the officer i/c records, R.G.A., Dover.

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The married rolls of N.C.Os. and men on the establishment of the headquarters of brigades R.H.A. and R.F.A. and of serjeants R.F.A. employed on recruiting duties will be administered by the officer i/c R.H.A. and R.F.A. records.

Regular establishment and permanent staff married rolls. A.O. 152 1912

101. The married rolls of the regular establishment of the special reserve posted for a tour of duty will be administered by the O.C. the regular battalion at home to which the men on the rolls would be posted at the end of their tour. The married rolls of the permanent staff of the territorial force posted for a tour of duty will be administered as follows :—

In yeomanry and infantry units by the O.C. the regular unit at home to which the men on the rolls would be posted at the end of their tour.

In engineer units by the officer i/c R.E. records.

In a territorial force artillery unit or group by the O.C.—
R.H.A. battery, territorial force.
R.F.A. brigade, territorial force.
R.G.A. mountain brigade, territorial force.
R.G.A. heavy battery (Field Army), territorial force.
R.G.A. group of coast defence units, territorial force.
In A.S.C. units by the officer i/c A.S.C. records.
In medical units by the officer i/c R.A.M.C. records.

46 Gen. No. 5982

The married rolls of soldiers permanently posted and of those posted for a tour of duty will be kept distinct from each other and from those of regular units.

A married man of Class 20 posted for a short tour of duty to an artillery depôt or to the regular establishment of a special reserve unit will be shown separately on the depôt or special reserve roll as belonging to the service unit, and will not cause a vacancy in the service unit roll, nor be absorbed into that of the artillery depôt or posted establishment of the special reserve unit.

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102. The four divisions of the married establishment, viz., warrant officers, staff serjeants, serjeants, and the rank and file, will be kept entirely distinct, and vacancies in each division will only be filled out of the ranks assigned to that division. In the case, however, of a married serjeant being reduced to the ranks, his name will occupy a place on the serjeants' list until a vacancy occurs in the married roll of the rank and file; and when a married soldier is promoted to the rank of serjeant, he will fill a place on the married roll of the rank and file until absorbed into a vacancy on the serjeants' list. Such absorption may, at the discretion of the C.O. be deferred until the serjeants waiting, at the time of the promotion, to be placed on the roll, have been taken thereon.

Divisions to be kept separate.

103. Vacancies on the married roll will be filled by the C.O., subject to the soldiers fulfilling the requirements laid down in the King's Regulations.

Vacancies.

104. If a soldier's wife dies, or is certified to be necessarily separated from her husband and children by reason of prolonged illness or similar disability, the O.C. may allow the soldier either (*a*) to remain on the married roll (in which case he may be permitted to go on the lodging list if this is thought desirable), or (*b*) to be struck off the married roll and draw separation allowance for his children if they are separated from him as well as from the mother. In cases of prolonged illness or similar disability, separation allowance will only be admissible if the medical officer certifies that the period of necessary separation of the wife from her husband is likely to exceed four months. A soldier removed from the roll for these reasons may, in the event of his wife's recovery from the illness or disability, be at once restored thereto, but will, if supernumerary, be absorbed in the first vacancy.

Children on death, &c. of soldier's wife.

46 Gen. No. 5977

The issue of separation allowance may also be authorized for the children of a soldier removed from the married roll in consequence of misconduct on the part of the wife, or of separation from his wife by decree of court or by mutual consent, if the children are separated from the soldier. (*See* King's Regulations.)

Widows and children abroad.

105. If a soldier on the married roll dies while serving abroad, his wife and children may be retained on the roll until the occurrence of the first opportunity for sending them home.

Should, however, the widow elect to remain at the station, the family will not be retained on the married roll for more than 30 days.

Detention or desertion.

106. If a married soldier be sentenced to imprisonment or detention for a period not exceeding six months, his family will continue on the married roll. If he desert, or be sentenced to imprisonment or detention for a period exceeding six months, his family will be struck off the roll, and the vacancy in the roll will date from the time the family leaves the regiment for its home.

Transfers.

107. Except as provided in para. **101**, a soldier on the married roll who is transferred to a unit on the married roll of which there is no vacancy, will be supernumerary to the married establishment of his new unit and must be absorbed in that establishment before any other soldier can be admitted to it. Until he has been so absorbed the vacancy caused in the married establishment of his former unit will not be filled up, and an explanatory note of any temporary excess or of vacancies, caused by such transfers, will be made upon the married roll of each unit.

This regulation will not apply to cases of transfers of men in Class 20 from the battalion of a regiment serving abroad to the battalion serving at home, as they, when so transferred, will be retained on the married roll of the battalion abroad, and no absorption will therefore be necessary.

Reserve.

108. The following course will be adopted as regards absorbing, into the ordinary married establishment married reservists who are permitted to rejoin the colours :—

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Allowances
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(*a*) In corps where the married establishment is not full owing to there being no eligible candidates, the married reservists will at once be absorbed into the establishment.

(*b*) In infantry battalions the married reservists will be absorbed into each vacancy on the ordinary establishment, provided that there is no eligible candidate in the unit of total longer service than the married man from the reserve. When there is such an eligible candidate, the absorption of men from the reserve will take place upon the occurrence of every second vacancy if the number to be absorbed does not exceed two ; if the number exceeds two, after the first two have been absorbed, the remaining number will be absorbed into every third vacancy.

(*c*) In the regular establishment posted for a short tour of duty

to special reserve units, every third vacancy will be filled by married men from the reserve, provided that in filling other vacancies the candidates for the married roll are of total longer service than the reservists. When this is not the case, the men from the reserve will be appointed to each vacancy.

Establishment for India.

109. The following regulation having been approved by the Secretary of State for India in Council as fixing the married establishment of British troops serving in India, any allowances on account of such troops issuable in this country will be governed by the numbers stated below instead of by those laid down for the army generally.

	Percentage.
Warrant officers	100
N.C.Os. classes 16-19	100
Class 20 { Cavalry	4
Class 20 { R.A.	4
Class 20 { R.E., except defence light sections* ...	100
Class 20 { „ defence light sections	4
Class 20 { Infantry	4
Clerks to lieut.-cols. of R.A.	50

The percentage will be calculated on the establishment of the unit.

Any soldier who, under this regulation, has been placed on the married roll before he has completed the service laid down by the King's Regulations as necessary to qualify him for the indulgence, will, if he returns to the British establishment, be supernumerary to the married roll of his unit until he has completed the ordinary qualifying service.

II.—SEPARATION ALLOWANCE.

To whom granted.

8

Allowances

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110. Separation allowance may be granted at the discretion of the Army Council, subject to the conditions laid down in the following paras., in aid of the expenses incurred while the following classes are unavoidably separated from their families owing to the exigencies of the public service :—

(*a*) Soldiers upon the married establishment.

(*b*) Reservists permitted to rejoin the colours.

(*c*) Reservists and special reservists when called out on permanent service, and soldiers of the Territorial Force when embodied.†

It may also be issued for the children of soldiers removed from the married establishment under the provisions of para. **104.**

* Soldiers of R.E. except defence light sections sent to India will all be allowed to be married provided they have not less than four years' service.

† Soldiers of the Territorial Force who, when embodied, are employed on military duty and mess at their headquarters but are required, as a temporary measure, to sleep at their homes, will be regarded as "unavoidably separated" for separation allowance purposes.

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111. The allowance is also granted when a soldier is separated from his family by admission to hospital and subjected to a hospital stoppage (unless he is suffering from an illness occasioned by his own misconduct). The allowance will be issuable regimentally in arrear from the fifth day (inclusive) from the date of the soldier's admission to hospital, and will be limited for the entire family to the amount of the hospital stoppage. In cases in which the full stoppage is remitted, no separation allowance will be issuable, and if the stoppage is partly remitted, the allowance will be the unremitted portion of the stoppage. If, however, the family was in receipt of the allowance prior to the soldier's admission to hospital, it will continue as before.

112. Separation allowance may also be issued during furlough ("working furlough" excepted) if the family was previously in receipt of it, except where the separation originated by the admission of the soldier into hospital.

To whom not granted.

113. Separation allowance will not be issued :—

(*a*) To schoolmistresses separated from their husbands, but continuing to receive pay.

(*b*) To the families of soldiers who are under arrest, in prison, under detention, or who desert.

(*c*) When separation is caused by men being employed as officers' personal servants or grooms, mess cooks or caterers.

(*d*) When soldiers are in receipt of additional pay by reason of being employed on recruiting duties.

(*e*) To families while dieted in military families' hospitals.

(*f*) To families while messed on board ship at the public expense.

(*g*) For a soldier's wife removed from the roll.

(*h*) For any member of a soldier's family while an inmate of a workhouse, asylum, or other rate-supported institution.

Authority for issue.

114. Except where reference to higher authority is required in the following paras., the power to authorize the issue of the allowance under these regulations will rest with the O.C.

115. When a family is placed upon the married roll after the separation has taken place, the allowance will commence only from the date on which the family is placed upon the married roll.

Dates from which issuable.

116. The date from which separation allowance is admissible in the various circumstances which may arise is shown in the following table :—

Circumstances	Date from which issuable.
Soldiers serving at home and abroad.	
(1) When a soldier is compulsorily separated from his family on temporary duty or by the exigencies of the public service for more than four days.	The fifth day (inclusive) from the soldier's departure.
(2) Upon change of station, when a soldier's family cannot accompany him on account of the wife's approaching confinement (but not in consequence of illness in the family) if the separation exceeds four days.	

Circumstances.—*cont.*	Date from which issuable.	
(3) When the issue of separation allowance for a soldier's children is authorized under para. **104.**	The date from which the soldier is struck off the married roll.	
(4) Reservists permitted to rejoin the colours.	The date from which the men receive army pay.	
Soldiers proceeding abroad.		
(5) When a soldier is ordered to embark for service abroad without his family.	The date of the soldier's departure or of the family being sent to its home if sent before embarkation.	
(6) When the soldier's family cannot embark with him on account of illness certified by a medical officer.		
(7) When a soldier whose children are on the married roll, under para. **104**, elects to leave his children at home when proceeding on service abroad.		
(8) When a soldier ordered to Ceylon, Hong Kong, Jamaica, Singapore or the West Coast of Africa, elects to proceed without his family.		
Soldiers serving abroad.		
(9) When a soldier serving abroad is ordered to quit his station on or in readiness for active service, or to proceed on duty to another command.	The date of the soldier's embarkation or departure.	
(10) When a soldier ordered from a station abroad to Ceylon, Hong Kong, Jamaica, Singapore or the West Coast of Africa, elects to proceed without his family.		
(11) When the family is sent home from abroad on the soldier proceeding on active service, &c.	The date of disembarkation at home.	
(12) When the family is invalided home from abroad, under proper authority, unaccompanied by the soldier.		
(13) When the family is invalided home from abroad, under proper authority, accompanied by the soldier.	The date of the soldier's re-embarkation.	
(14) When the family of a soldier of local troops abroad is invalided to its home from any station other than the ordinary headquarters of the troops in question.	The date of ceasing to draw rations.	
(15) In Ceylon, Egypt, Hong Kong, North China and Jamaica, when the family is invalided for the benefit of its health to hill or other sanitary stations in the same command, under proper authority, unaccompanied by the soldier.	The date of the separation.	A.O. 264 1912.
(16) When a soldier of local troops abroad is sent to England for a course of instruction.	The date of the soldier's embarkation.	
On mobilization.		
(17) When the family of a soldier serving with the colours is left behind or sent to its home on mobilization.	The date of the separation.	
(18) When reservists or special reservists are called out on permanent service, or when the Territorial Force is embodied.	The date from which the men receive army pay.	

Limitation of issue.

117. No issue will be continued for more than one year without the sanction of the G.O.C., under whom the paying officer is serving. Before submission to the G.O.C. the circumstances of each case should be fully considered, to ensure that the continuance of the allowance would be in accordance with the conditions governing its issue.

Cessation.

118. Separation allowance will cease to be issued :—

(*a*) From the date of embarkation of the family or of return of the soldier to this country, except when a soldier is admitted on landing to a military hospital or to the Discharge Depôt when separation allowance may continue till his discharge from the hospital or depôt.

(*b*) From the date when passage would have been provided if the family does not proceed from any reason other than certified illness.

(*c*) When the soldier rejoins his family or *vice versa*, except as provided in para. **112.**

(*d*) Upon the death of the soldier. Families drawing separation allowance, except under para. **111**, at a station abroad will continue to receive it whilst retained on the married roll under para. **105.**

(*e*) From the date of the family joining the unit to which the reservist is posted on being permitted to rejoin the colours.

(*f*) On the date of the soldier's discharge from hospital, unless the family was in receipt of the allowance prior to the soldier's admission.

119. Issues under sub-para. (3) of para. **116** will cease upon the soldier being again placed on the married roll, except when the soldier remarries and is re-admitted to the married roll whilst serving abroad, when the issues will cease from the date on which the children embark to rejoin the soldier, or from the date on which passage would have been provided if the children do not proceed from any reason other than certified illness. The same rules will apply in the case of a soldier who remarries while still on the married roll and for whose children separation allowance is being issued under sub-para. (7) of para. **116.**

120. The daily rates of separation allowance are as follows :— Rates.

	At home.		Abroad.	
	With quarters or lodging money.	Without quarters or lodging money.	With rations and quarters or lodging money.	Without rations and quarters or lodging money.
	s. *d.*	*s.* *d.*	*s.* *d.*	*s.* *d.*
Wife of a soldier in Class 15 ...	0 4	2 3	0 4	2 3
Wife of a soldier in Class 16 ...	0 4	2 1	0 4	2 1
Wife of a soldier in Class 17 or 18	0 4	1 4	0 4	1 4
Wife of a soldier in Class 19 or 20	0 4	1 1	0 4	1 1
Each girl under 16 years or boy under 14 years	0 1½	0 2	0 1½	0 2
Ditto, if motherless	0 4	0 4	0 4	0 4
Ditto, if the allowance is not issuable for the mother—				
If in charge of the mother, and the O.C.* is satisfied that the issue will be in the interest of the children	—	0 2	0 1½	0 2
If in charge of any other person approved by the O.C.*	0 4	0 4	0 4	0 4

121. When a soldier is promoted to a rank which entitles his family to a higher rate of separation allowance, the higher rate will be admissible from the date of the promotion. Soldier on promotion.

122. Separation allowance will be paid as follows :— Mode of issue.

(*a*) When the family remains on the strength of the station of the unit, payment in arrear will be authorized by the paymaster of the unit under the authority of the O.C.

(*b*) When the family is left behind upon the soldier proceeding abroad, or on mobilization, or is sent home, and not accompanied by the soldier, or when the family has been placed upon the married roll after the soldier has proceeded abroad, the O.C. the unit will forward the necessary particulars of the families upon A.F. O 1794, together with a report of the circumstances in which the separation occurred, to the paymaster paying the reservists of the unit, who will issue the allowances without further authority. In cases not

* Or G.O.C. under whom the paying officer is serving, if questions arise as to the continuance of the allowance, and it is not being paid regimentally.

otherwise provided for, the payments will be made by the regimental paymaster, Woolwich.

(*c*) When payment is not made under regimental arrangements as in (*a*), it will be made monthly in advance to the wife in person, or by army money orders monthly in advance. If the wife is dead or ineligible for the grant, and there are children, the children's allowance may be paid to the person who provides for their maintenance. The issue of the allowance will be conditional on a certificate being obtained quarterly from the person in receipt of the allowance that the children are alive and in the recipient's care, and, when the wife is a lunatic, that she is still detained in an asylum. Advice lists will be made out, and identity certificates (A.F. D 455) will be issued by the paymaster paying the reservists of the unit. The payments, after the first issue for the broken period, will be calculated from the 1st of each month. No recovery will be required on account of a casualty occurring in the family during the period of the monthly advance.

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(*d*) When the soldier is expected shortly to return home, or the family to embark, the allowance will be issued only for the period during which it is anticipated that it will be admissible. Any advance made to the family before the receipt of the notification of the death or return home of a soldier, or of the family's intended embarkation, will be finally admitted, except when notification has been unduly delayed.

(*e*) Charges for separation allowance paid otherwise than by means of army money orders will be detailed upon A.F. O 1762, and supported by any further particulars necessary to explain the payments, and by the authority of the G.O.C., when this is required.

Certificates.

123. Should it be necessary, in any exceptional case, to verify the marriage of the soldier, or the birth of any of his children, the cost incurred in obtaining marriage or birth certificates will be charged against the public in the accounts of the paymaster issuing the separation allowance.

Casualties.

124. Casualties or changes affecting the issue of separation allowance at home to the family of a soldier serving at home or abroad will be immediately notified by the man's C.O. direct to the paymaster who is issuing the allowance.

In time of war the casualty lists published in the daily press under the heading " Casualties notified by the War Office " may be taken as sufficient authority pending official confirmation.

Section 5.—FORAGE.

I.—WHEN GRANTED.

Number of horses for which forage is admissible.

125. The number of horses for which forage, or an allowance in lieu, may ordinarily be drawn by officers when not in receipt of a consolidated or yearly rate of pay are shown in the following tables. No issues of forage, or the allowance in lieu, will be made, except on repayment, to officers in receipt of a consolidated rate of pay, and, unless otherwise shown, the provisions in this section do not apply to such officers. On active service, however, no repayment will be required. The number of horses admissible for officers in the field are laid down in War Establishments.

126. The consolidated rates of pay of staff officers at home include such provision for forage as is necessary for the performance of their mounted duties and the number of horses shown in the following paras. against officers drawing such rates of pay are inserted for the purpose of assessing travelling expenses under Section 12 of these Regulations, and not as an authority for forage. Officers of educational and other establishments who are graded as staff officers or who draw consolidated rates of pay corresponding to those of the staff will, in the absence of definite instructions to the contrary, be subject to the same rules as staff officers. Certain other officers whose consolidated pay includes a provision for forage are also shown.

127.	**Staff.**	Horses
General		6
Lieutenant-general		4
Major-general		4
Brigadier-general		3*
General staff officer, 1st grade		3
Chief Engineer		3
Assistant director of supplies and transport		3
Commander of R.G.A.		3
Commander of coast defences, when a colonel		3
Assistant adjutant-general		2
Assistant quartermaster-general		2
Officer commanding a district at home		2
Assistant military secretary		2
Deputy-assistant adjutant-general		1
Deputy-assistant quartermaster-general		1
Deputy-assistant director of supplies and transport		1
General staff officer, 2nd grade		1
Deputy judge-advocate		1
Brigade major		2
Major or captain instructor in gunnery		1
General staff officer, 3rd grade		1
Staff-captain		1
Aide-de-camp		1

* An officer employed on the staff of a special reserve brigade assembled for training will be allowed forage for 2 horses only, unless he is entitled to a larger number by virtue of his permanent appointment.

128. Cavalry.	Horses.
Lieutenant-colonel	3
Major	2
Captain	2
Lieutenant	2
Adjutant	2
Quartermaster	1
Riding-master	1

129. Royal Horse Artillery.	
Lieutenant-colonel	3
Major (except as provided in para. 131)	2
Captain	2
Lieutenant	2
Adjutant	2
Quartermaster	1
Riding-master to be provided with a troop horse.	

130. Royal Field Artillery, Royal Garrison Artillery and Royal Malta Artillery.	
Lieutenant-colonel	2
Major of field or mountain artillery (except as provided in para. 131)	2
Major commanding a company of R.G.A. (except as provided in para. 131)	1
Armament major (except as provided in para. 131) ...	
Battery officers of field, mountain, or heavy artillery, below the rank of major	1
Adjutant, or acting adjutant receiving pay as such ...	1
Adjutant, or acting adjutant receiving pay as such, of a brigade of R.F.A.	2
Quartermaster, when authorized to be mounted, to be provided with a troop horse.	
Riding-master to be provided with a troop horse.	

131. Majors of R.A., who hold appointments not involving mounted duties, or who are district officers, will not be entitled to forage.

132. Royal Engineers.	
Lieutenant-colonel	2
Major	1
Major or captain serving with a signal company, or the training depôt for field units	2
Lieutenant serving with a signal company, or the training depôt for field units	1
Officers serving with a field squadron, field troop, signal squadron, or signal troop	2
Officers serving with a field company	1
Adjutant, or acting adjutant receiving pay as such ...	1
Riding-master to be provided with a troop horse.	

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	Horses.	
133. Royal Flying Corps (Military Wing).		53 Gen. No. 4553
Lieutenant-colonel commanding military wing	2	
Adjutant	1	
Flight commander airship and kite squadron	1	
Officer observer airship and kite squadron...	1	
134. Infantry.		
Lieutenant-colonel commanding battalion	2	
Major	1	
Captain in command of a company of a battalion of foot guards or of a line battalion	1	53 Gen No. 4661
Officer in command of machine gun section...	1*	
Adjutant, or acting adjutant receiving pay as such ...	1	
135. Army Service Corps.		
Lieutenant-colonel	2	
Major	1	A.O. 353 1912
Adjutant, or acting adjutant receiving pay as such ...	1	
All officers below the rank of major attached for corps duty to animal transport companies of the A.S.C. ...	1	
Riding-master to be provided with a troop horse.		
136. Army Medical Service.		
Surgeon-general	2	
Colonel	1	
Lieutenant-colonel or major	1	
137. Army Ordnance Department.		
Principal ordnance officer	1	
1st class ordnance officer†	1	
2nd or 3rd class ordnance officer†	1	
4th class ordnance officer	1‡	
138. Army Pay Department.		
Chief paymaster	1	
139. Army Veterinary Service.		
Veterinary officer of any rank...	2	
140. Staff College.		
Student	1§	
141. School of Gunnery.		
Adjutant	1	

* During manœuvres only.

† Unless in receipt of an annual rate of pay.

‡ If acting as C.O.O. of a district or command, or as adjutant of the A.O.C.

§ A public or a private charger, but if the student is from a mounted unit he may continue, while at the Staff College, to draw for two private horses if previously foraged with his unit, casualties not being replaced.

	Horses.
142. School of Military Engineering.	
No officer will be entitled to forage while attending a course of three or more months at this school.	
143. Royal Military Academy.	
Adjutant	1
144. Royal Military College.	
Adjutant	1
Quartermaster	1
Riding-master	1
Ordnance College.	
145. No officer will be entitled to forage while a student in the advanced class.	
146. Miscellaneous.	
Brevet field officer doing duty as field officer in a garrison	1
Inspector of gymnasia	1
Officer at a station abroad in command of a mixed body of troops of not less than 250 men	1

Departmental officers on probation.

147. Officers of mounted corps while on probation for appointments in army departments may draw forage or forage allowance for the regulated number of horses for their regimental rank until seconded.

Special issues.

148. When an officer's duties necessitate issues in excess of those laid down in the authorized scale, or when no provision is made for exceptional cases by these regulations, the G.O.C. may allow such issue as the circumstances of the case may appear to require, his authority, in original, being attached as a voucher in support of the first charge in the accounts.

Limited to effective horses.

149. Forage, or a money allowance in lieu, claimed under paras. **127** to **148**, will only be drawn for effective horses, and these must be either (*a*) public horses supplied for military or general purposes, or (*b*) private horses duly authorized to be used for military duty.

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Temporary service at drill or manœuvres.

150. Officers temporarily employed on mounted duty during summer drills or general manœuvres, or at camps of instruction authorized to be held by the Army Council, may draw forage for the number of horses fixed for their appointments. The issue will be limited to the authorized period of the temporary duty, with two days before the commencement and two days after the termination of the duty, and will be granted upon a certificate that the horses have been kept.

Issue during absence.

151. In the case of officers absent on leave or on any duty not requiring them to be mounted, forage will only be allowed for their horses during the period of such leave when the horses are left at the disposal of the general or other O.C. at the station to be employed for the public service solely by the officers performing the duties of the absent officers.

Issue during leave on going or return from abroad.

152. When officers entitled to public conveyance for their horses are granted leave either before embarkation or on return home on completion of service abroad, the issue of forage will be admissible for their horses for a period not exceeding the regulated leave of absence if the horses are placed at the disposal of the O.C. at the station where they are kept.

General officers.

153. General officers, if not in receipt of a consolidated rate of pay, will, while drawing pay during leave of absence, be allowed forage for their horses irrespectively of their being left at the station.

Limit of issues.

154. In the cases referred to in paras. **151** to **153**, forage in kind or money will in no instance be issued for a greater number of horses than would have been issued if the absent officer had been present and in the performance of his duties.

Issues after cessation of appointment.

155. Forage, or a money allowance in lieu thereof, may be issued in the following cases after the cessation of an officer's appointment up to the date on which his horse is sold or otherwise disposed of, provided this is done within six weeks :—

(*a*) An officer removed from a staff appointment on promotion to or in the rank of general officer.

(*b*) An officer on the staff whose appointment is abolished.

(*c*) An officer ordered on active service.

(*d*) An officer entitled to conveyance for his horse under para. **454**, but prevented from taking his horse with him on embarkation, owing to the want of accommodation on board ship.

(*e*) An officer dying while on full pay.

(*f*) An officer on completion of his course as a student at the Staff College.

II.—SCALE OF ISSUES IN KIND AT HOME.

Horses, cobs, and mules.

156. The following are the standard daily rations of forage for horses, cobs and mules in the United Kingdom :—

	Standard ration in quarters.			Standard ration in camp or in other circumstances which are in the opinion of the G.O.C. equivalent to being in camp.	
53 Gen. No. 4836		Oats. lbs.	Hay. lbs.	Straw. lbs.	Oats. lbs.	Hay. lbs.
	*Heavy draught horses of heavy batteries and all draught horses of Shire and Clydesdale type ...	17	15	10	19	15
53 Gen. No. 4778	All officers' chargers, draught horses of 15 hands and upwards, and other horses over 15 hands ½ inch	10	12	8	12	12
	Mules of 15 hands and upwards employed on heavy draught work					
	†Cobs (other than officers' chargers and draught horses of 15 hands and upwards)	8	12	8	10	12
	Small mules	5	10	13	6	12

Feeds included in day's issue

The ration of forage counts from the mid-day feed of the day for which it is drawn, and therefore includes the morning feed of the next day.

Extra issues.

157. An extra issue of 2 lbs. of oats may be made as follows :—

(*a*) For horses of the A.S.C. throughout the year when drawing wagons at a trot.

53 Gen. No. 4754

(*b*) For draught horses of the R.H.A., howitzer batteries, R.F.A., R.E., and A.S.C., of 16 hands and over, in addition to the ration they are otherwise entitled to, whether in quarters or in camp.

Extra issues.

158. Under special circumstances, issues in excess of the scale quantities may be authorized by the Army Council.

Distribution of food under regimental arrangement.

159. The authorized ration is laid down as being sufficient for the average requirements of horses. Os.C. mounted units will use their discretion, as a matter of regimental arrangement, in directing the distribution of the proportions of the full ration.

Equivalents.

160. The following equivalents are allowed :—

Compressed forage ... or	18 lbs., equivalent of 10 lbs. oats and 12 lbs. hay.
Forage cake	20 lbs., equivalent of 12 lbs. oats and 12 lbs. hay.

Ration returns. A.O. 210 1912

161. Forage ration returns on A.F. F 776 will be rendered in the same manner as laid down in para. **49** for provisions, except that forage need not be demanded daily, but only as required.

* The classification of such horses will be made by the Director of Remounts, War Office, or by other competent authority approved by him.

† A cob is a horse ranging in height from 14½ hands to 15 hands ½ inch.

III.—MONEY ALLOWANCE IN LIEU OF ISSUES IN KIND AT HOME.

Money allowances in lieu.

162. The money allowance in lieu of forage in the United Kingdom will be drawn monthly in arrear on A.F. P 1927, and will be fixed according to the average contract prices of forage in each command, with such addition thereto for the expense of retail purchases as the Army Council may think proper. At stations where forage is issued from Government stores, or is supplied under contract the conditions of which provide for separate issues to officers, forage in kind and not the money allowance will be drawn by officers for horses in public stables in or near barracks, or for horses in camps.

The rates issuable in lieu of forage in the United Kingdom will be notified in Army Orders as occasion may require.

On reconnaissance duty.

163. When mounted corps at home are engaged on reconnaissance duty, Os.C. may, at their option, draw the money allowance in lieu of forage for each horse so engaged; or, if desired, may draw the forage allowance partly in kind, and the rest in money at the contract price. The money charge will be supported by a statement of particulars, the C.Os. receipt, and his certificate that the money has been disbursed for the feed of the horses.

Option of drawing forage in kind.

164. At those home stations where forage is issued from Government stores, or is supplied under contract, officers eligible to draw the allowance under para. **162** may, at their option, draw forage in kind in lieu of the allowance, provided no expense to the public is entailed for hire of transport.

Charges for horse billets.

165. Care will be taken that rations are not drawn from the public stores for the days on which horses are in billets, and that the number of horse billets charged for agrees with the number shown on the forage accounts of the unit (A.F. F 718). Horse billets will be shown on the forage account of the unit at the station of arrival and not of departure.

IV.—FORAGE RATIONS AT STATIONS ABROAD.

Quantities at stations abroad.

166. The quantities of corn and hay, or other articles composing the ration of forage, will be submitted for the approval of the Army Council. When, however, under exceptional circumstances, an issue in excess of the scale of rations so authorized, or the issue, as an equivalent, of some article not included in the ration, is considered necessary, the G.O.C. may allow temporarily such additions or variations as the circumstances may require, his authority being attached as a voucher to the account.

Commutation.

167. A commutation in money will not be substituted for forage in kind except under particular circumstances, nor unless the

expediency of such commutation shall have been clearly established by some local peculiarity. When a commuted allowance is issuable, the rates will be based on the local contract prices for the articles in lieu of which the allowance is drawn, and will be reported, after approval by the G.O.C., to the War Office.

168. The scales of issues in kind, when approved by the Army Council, and the money allowances in lieu will be laid down in the local regulations of the command.

Chair and hammock allowances.

169. In China, chair allowance will be given to each officer to provide himself with a chair, or for carriage hire, but it will be reckoned as part of the forage allowance to which an officer may be entitled by regulation. The rates for forage and chair allowance in China, and for forage or hammock allowance on the West Coast of Africa, will be fixed by the Army Council, and will be laid down in the local regulations of the command. In special cases hammock allowance on the West Coast of Africa may be authorized by Os.C. troops at the station for soldiers whose particular duties necessitate such issue, a report of the circumstances being in each case made to the War Office.

Ceylon and Straits Settlements.

170. In Ceylon and the Straits Settlements horse allowance at rates laid down in the local regulations of the command will be given to each officer for providing and maintaining a horse, or for carriage hire. This allowance will be in addition to forage allowance for the horses an officer may be entitled to keep either by regulation or by special authority.

Stations where certificate is unnecessary.

171. The ordinary certificate as to horses for which forage is drawn being effective and the *bona fide* property of the officers concerned, need not be furnished in China and on the West Coast of Africa, nor in the case of the horse allowance for one horse drawn by all officers in Ceylon and the Straits Settlements.

V.—MODE OF MAKING AND ACCOUNTING FOR ISSUES.

Running account.

172. With a view to enabling Os.C. units to feed their horses according to the season and work they are doing, a running account of issues of forage will be kept by each accounting unit on A.F. F 718.

Demands.

173. Os.C. units will demand all descriptions of forage required from the officer i/c supplies. Demands, which should be limited to what is necessary to meet current requirements, will be sent in daily, or weekly, as may be considered most convenient. If articles are required which are not in the contract, notice must be given to the officer i/c supplies in sufficient time to admit of the purchase being made.

Only forage for the number of horses authorized by regulations (excluding those in respect of which the allowance in lieu is issued).

will be drawn under the running account. Issues on repayment will not be made through the running account.

Monthly Statement.

174. At the end of each month the officer i/c supplies will send to the O.C. the unit a statement on A.F. F 719 showing the amount of forage drawn during the month, and the contract rate or special prices current during the month. The unit will complete this statement by working out the value of the various articles (fractions of a penny being omitted). The form of receipt annexed to A.F. F 719 will be signed by the O.C. the unit, and returned to the supply officer, to support the issue in his accounts.

Cash value.

175. The running account will show on the credit side the cash value, at contract rate, of the forage the unit is entitled to for the month, as laid down in paras. **156** and **157**, and on the debit side the cash value of the forage drawn during the month, as shown by A.F. F 719. If different descriptions of straw (oat, wheat, or rye) are quoted at varying prices in the contract for any station, the value of the standard ration of forage for such station credited in the running account should, so far as straw is concerned, be calculated on the cheapest quotation for that article.

A.O. 152 1912

Grazing. Credit for.

176. When hired grazing is resorted to for horses other than those in remount depôts and companies, the cost thereof will be debited in the running account, and credit will be taken for not more than one-half the value of the standard ration for the horses grazed. If, however, horses are grazed on land for which no separate charge for grazing is made, such as land which is either hired or leased for general purposes (and not specially for grazing) or is the property of the War Department, credit will be taken for the value of only such portion of the standard ration—in no case exceeding half the value of the standard ration—as the G.O.C. may in each case decide to be necessary to provide any forage that may be required in addition to the grazing. In cases in which horses are not entirely turned out to grass but remain in full work, or are turned out for rest in winter but fully fed to maintain their condition, and grazing is hired or given as provided above, but to a small extent only as a variation of the forage ration, the cost or value of such grazing will be debited in the running account and credit taken therein for the value of the standard ration for the horses grazed.

A.O. 106 1911. A.O. 403 1913

Remount depôts and companies will take credit for the full standard forage ration, and against this the estimated value of the grazing on the farm will be debited. The value of the grazing as estimated will be approved monthly by the director of remounts, War Office, and this approval will be attached to A.F. F 718 in support of the debit therein.

Temporary moves.

177. Whenever units temporarily move from their stations, they will continue to claim on A.F. F 718 at their permanent station the full number of forage rations admissible, rendering A.F. F 719 in support from all A.S.C. supply officers who have issued forage

to them. The value of the number of rations admissible and of the forage actually drawn at each temporary station will be calculated at the contract rates current at such station.

Audit of Accounts.

178. The account on A.F. F 718, accompanied by the necessary supporting vouchers, will be rendered by the O.C. the unit or the head of staff or department, direct to the local auditor for audit (or to the War Office where there is no local auditor). Any question raised on audit as to the correctness of the number of animals, &c., shown in the account should be addressed to the officer rendering the form, and not to the officer i/c supplies.

Credit.

179. The running account may be in credit during any month in the year, except on a unit leaving the United Kingdom or a command abroad and taking its horses with it, when the credit will revert to the public, and any stock in hand will be surrendered and taken on charge by the supply officer. Cash credits as well as stock in hand and debits within the limit of 2 per cent. (*see* para. **180**) will remain with the horses when units move without their horses on change of station. In the case of remount depôts and companies and station veterinary hospitals, the accumulated credit of the account will lapse on the 31st March in each year, and the value of the stock in hand on 31st March will be shown on the debit side in the April account. Under no circumstances will an O.C. be permitted to draw the money value of his credit, nor will it be available for the purchase of articles other than forage and bedding for horses.

A.O. 106 1911

A.O. 113 1912

Debit balance.

180. No debit balance will be allowed to a greater extent than 2 per cent. of the cash value of the forage a unit is entitled to for any one month, unless such excess is covered by actual stock in hand, which should be certified by the C.O. on A.F. F 718. No debt at all will be allowed in the running account on 31st March, or on closing an account, unless it is covered by stock in hand.

Over-drawals to be paid for.

181. At the end of each month Os.C. will remit to the paymaster, the value, at current contract rates, of any overdrawals not covered by stock in hand, in excess of the authorized limit, the receipt of the paymaster, showing in what cash account credit for the amount will be found, being put up with the forage account (A.F. F 718).

Stock-taking.

182. The actual stock of forage in possession of each accounting unit at the end of March in each year will be ascertained and shown on A.F. F 718 for that month. The stock in hand will also be shown on A.F. F 718 for any other month at the end of which the running account is in debt.

A.O. 236 1912

Section 6.—PAILLASSE STRAW.

I.—ISSUES IN GARRISON.

183. The issues of paillasse straw at home stations and at the stations abroad at which straw is used for bedding, will be as follows :— Issue in:—

(*a*) To soldiers in barracks 24 lbs. will be issued for each paillasse together with its bolster, and will be exchanged every 90 days and for recruit barracks or receiving rooms the same quantity will be issued per bed, and will be exchanged after it has been in use one month. Barracks.

(*b*) For mattresses used in gymnasia and for stuffing targets—as required, the issues to be supported by the certificate of the C.O. Gymnasia.

Straw will be admitted for such number of beds only as corresponds to the strength of soldiers shown on the unit fuel return, on which the issues will be accounted for. If any straw is drawn for soldiers not included in the strength, or for recruits expected to arrive at a regimental depôt, an explanation should be given upon the voucher.

184. On change of troops fresh straw will be issued to the relieving unit if that left by the unit marching out has been 30 days in use, provided that on due inspection by the C.O. or his representative, and the officer i/c barracks, fresh straw be found necessary. Beds are not to be refilled which have been less than 30 days in use. Issue on change of troops.

185. No separate commuted allowance in lieu of straw will be issued to troops on the lodging list, or quartered at stations where straw is not supplied in kind, a provision to cover the cost of straw being included in the allowance in lieu of fuel and light. No separate allowance in lieu.

II.—ISSUES IN CAMP.

186. In camp, straw may be supplied on the following scale :— Scale

(*a*) *When paillasses and waterproof sheets are not issued.*—72 lbs. for every 5 soldiers (including quarter and rear guards)—to be refreshed at the end of 8 days with 36 lbs., and at the end of another 8 days with 36 lbs. more ; at the end of 24 days the whole to be removed, and a new bedding of 72 lbs. issued, and so on as before.

(*b*) *When paillasses are issued.*—12 lbs. for each camp paillasse and 15 lbs. for each barrack pattern paillasse, together with its bolster, which will be exchanged every 32 days. A.O. 353 1912

Should the issue for the smaller, or camp, paillasse be found insufficient, an extra allowance of 3 lbs. may be authorized by the camp commandant, if actually necessary.

An additional issue of 7 lbs. per bed for intermediate refreshing may be made, on the certificate of the C.O. as to its necessity, after the bed has been in use for 16 days.

(*c*) *When waterproof sheets, but not paillasses are issued.*—No issue of straw will be made unless the circumstances are very exceptional.

(*d*) *For sick in field hospital, where its issue is recommended.*—To be changed as often as deemed necessary.

Renewal, when expiration of camp is near.

Although this scale allows straw to be refreshed or renewed after the expiration of a certain number of days, C.Os. will use their discretion as to ordering the refreshing or renewing of straw in cases where the camp is to break up a few days after the expiration of the time allowed for the straw in use.

Limit to issue.

Only such quantity of straw as may be absolutely necessary for the comfort of the men will be drawn, as it causes much litter in the camp.

On the march.

187. When troops are encamped on the line of march for only one or two nights, straw will not be issued to them. Should, however, the state of the ground render it necessary, in the opinion of the senior medical officer, that straw should be issued, a quantity not exceeding the ordinary allowance for a first issue may be issued by order of the O.C. the troops, on the certificate of the senior medical officer that it is required for the health of the troops.

Section 7.—FUEL AND LIGHT.

I.—GENERAL INSTRUCTIONS.

General regulations for issues.

188. The scales of fuel and light are calculated upon general annual requirements, and do not, except in the case of personal issues, profess to fix rates in exact detail for each service named; savings on one service can therefore be applied to meet deficiencies on another. Os.C., medical officers i/c station hospitals, and other responsible officers, will see that the fuel and light allowed during the year are economically and fairly distributed to meet all services. The running account allowed by para. **225**, which only demands a settlement for overdrawals once in a year, will admit of fuel or light being drawn as actually required, without special reference to season or scale. As the account runs for a full twelve months before a cash settlement is required, ample opportunity is given to recover any overdrawals which may have been at any time necessary (*see* also para. **259**).

189. Issues of fuel or light will not be made, except on repayment, to staff or other officers whose yearly or consolidated rates of pay include a provision for fuel and light. On active service, however, no repayment will be required. Staff officers, &c.

190. Allowances of fuel and light in garrison will be calculated on a weekly scale, and, except as provided for in paras. **239** and **250**, fractional parts of a week should be excluded. Weekly scale of issues.

II.—SCALE OF ISSUES.

191. The coal mentioned in the scales is of first quality pits, and all coal issued in Ireland will be considered first quality coal. Quality of coal.

192. The following scale of equivalents is authorized :— Scale of equivalents.

$1\frac{1}{4}$ lbs. coal (second quality pits)
1 lb. coke ... ... } each equal to 1 lb. first quality coal ;
2 lbs. fuel wood (camp) ...
$\frac{1}{80}$ kish of turf ... ...

1 pint oil = 6 oz. candles (*see* para. **218**) ;

and for purposes of adjustment only at the end of the fuel year, or on the closing of an account :—1 lb. kindling wood = 2 lbs. first quality coal.

193. When candles are issued under paras **218.** to **220** the quality will be paraffin or stearine. Quality of candles.

194. The winter season for allowances of fuel and light will be from October to May ; the summer season from June to September. Seasons.

Weekly scale of allowances of fuel in garrison at home stations.

Class or Service.	Coal or Coke.		
	Winter.	Summer.	
	lbs.	lbs.	
195. Class 1	1,600	800	*½ extra if married or widower living with his children. †When allotted a separate room or on married roll. ‡When on married roll, or, as regards winter fuel, when a man of the R.A.M.C. is stationed singly in a hospital.
„ 2	1,400	700	
„ 3	1,200	600	
„ 4, 5	900	450	
„ 6, 7, 9	760	360	
„ 8	620	280	
„ 10	480	240	
„ 11	520	240	
„ 12, 14, 15*, 16 ...	250	120	
„ 13	360	240	
„ 17, 18, 19†, 20‡...	120	80	

Weekly scale.

Class or Service.	Coal or Coke. Winter.	Coal or Coke. Summer.	
	lbs.	lbs.	
196. Detachments—			
1 man	160	80	Includes fuel for cooking, laundries, ablution rooms, and armourers' work. Not applicable to barrack detention rooms, nor to detachments of the R.A.M.C. in dieted hospitals.
2 to 3 men	320	160	
4 to 10 men	530	280	
197. Every 10 rank and file ...	210	—	Includes services in para. **196**, except fuel for cooking.—Applicable where there are more than 10 rank and file, and to all detachments of the R.A.M.C. in dieted hospitals.
198. Men's cooking, per man—			
Warren's apparatus ...	3	3	With a minimum of 280 lbs. Applicable also to barrack detention rooms.
Other apparatus ...	5	5	
199. Officers' mess—			
Average number of dining members (*See* para. **233**) 1 to 7	980	700	When there are no dining members, fuel may be drawn for the ante-room as for an accessory.
8 „ 15	1,260	910	
16 „ 23	1,680	1,180	
24 „ 39	1,960	1,400	
40 „ 60	2,240	1,620	
Over 60—each officer ...	7	7	Additional.
Where no regimental mess is established ...	120	120	For each officer not exceeding 3.
200. Serjeants' mess—			
Average number in mess: 1 to 20 ...	480	330	When there are no dining members, fuel may be drawn for the mess-room as for an accessory.
Over 20—for each member... ...	14	14	Additional.
201. Guards—			
Officers	800	280	Summer fuel for cooking only.
N.C.Os.	400		

Class or Service.	Coal or Coke. Winter.	Coal or Coke. Summer.	
	lbs.	lbs.	
202. Accessories— Per unit of 1,000 cubic feet occupied	25	—	Applicable also to barrack detention rooms other than those in military detention barracks or prisons.
203. Browning arms	480	480	For each 50 stand of arms browned.
204. Bath-rooms	140	140	In recruiting barracks.
205. Hospitals, military detention barracks and prisons—			
Warming { Wards, barrack detention rooms, and accessories ...	30	—	Per unit of 1,000 cubic feet occupied.
Cooking, washing &c. { For each person cooked for, including R.A.M.C. ...	10	10	With a minimum of 360 lbs. a week.

Weekly rates, R.M.A. and R.M.C.

206. At the Royal Military Academy and the Royal Military College fuel will be issuable at the weekly rates of 320 lbs. in winter, and 160 lbs. in summer, for each cadet's room in actual occupation, the quantities thus available being applied to meet all services in connection with those establishments throughout the year, except the personal issues for the educational staff and others drawing fuel under their army classifications. No credit balances will be carried forward from year to year in the vouchers for these establishments.

Kindling fuel.

207. Wood or turf for kindling purposes will be drawn at the rate of 1 lb. of wood or $\frac{1}{100}$ kish of turf for each 40 lbs. of coal or coke, excluding the one-fourth extra coal from second quality pits and the coal allowed by paras. **209**, **257** and **258**.

Extra for mounted corps.

208. Mounted corps will draw 15 lbs. of coal for each set of shoes actually made in regimental forges, and 10 lbs. for each set of shoes actually put on under the system of cold shoeing. This allowance

will cover all extra services such as for forges, veterinary purposes, repairs, jobbing, &c. Smiths' coal may be used.

Extra in wooden barracks or huts.

209. For troops in wooden barracks or huts in the winter season one-fourth more coal than the rates laid down in the scale will be allowed.

District officers, &c. A.O. 175 1914

210. When not regimental or honorary dining members of a mess, district officers, R.A., officers of the coast battalion, R.E., quartermasters, riding-masters and directors of music, may draw the allowances of fuel and light prescribed for Class 13 when such rates are higher than those for their own classes. They will, however, draw allowances at the rates prescribed for their own classes whenever issues on the Class 13 scale are made to their families during temporary separation.

Accessories at half rates.

211. Churches, chapels, lecture rooms, gymnasia, officers' saddle-rooms, and stores for bedding, clothing, arms, accoutrements, and other articles subject to deterioration by damp, may draw fuel at one-half of the rates laid down for accessories, *i.e.*, the cubical space of these buildings, whether taken at the minimum of 5,000 cubic feet or not, is to be divided by two in order to arrive at the space on which fuel may be drawn.

Accessories not in use.

212. When schools or other accessories are not in use for any period of seven consecutive days, a week's fuel will be deducted for each completed seven days that they remain unoccupied. This rule will not apply to hospital wards or barrack detention rooms which have necessarily to be kept aired and ready for occupation.

Accessories not entitled to fuel. A.O. 152 1912

213. The following accessories are not entitled to fuel :—

Bath rooms (except as provided for in para. **204**) ; billiard rooms ; canteens ; grocery shops ; supper-room bars, temperance rooms used exclusively for the sale of refreshments ; kitchens, cookhouses, and sculleries ; shops used for private purposes, and other self-supporting accessories ; stores (except those detailed in para. **211**) ; other accessories not provided with fitments for warming.

Oil.

214. Oil will be issued at the following weekly rates, for each authorized lamp, except for lamps in officers' messes, quarters and stables :—

	Winter.	Summer.
Small, such as barrack, hanging or standing ...	2 pints.	1 pints.
Large, and lamps lighted all night	3 ,,	1½ ,,

Wick.

215. Wick will be issued as follows .—

For R.R. pattern lamps ...	... One length of 8 inches per two gallons of oil.
For all other lamps and lanterns	4½ inches per gallon of oil. This will be supplied by the yard for cutting up as required.

Authority for issue of light.

216. When gas fittings or lamps of any kind are authorized, the regulated issue of light may be made without further authority.

Free issues will not, however, be made to officers' messes, quarters, and stables (except as provided in para. 243), nor to billiard rooms, canteens, grocery shops, supper-room bars, temperance rooms, used exclusively for the sale of refreshments, shops used for private purposes, and other self-supporting accessories, nor to civilian subordinates (*see* para. 8.) Billiard tables in soldiers' games' rooms, or serjeants' mess rooms, may be lighted by the general lighting authorized for the rooms, but separate billiard table lights over and above the authorized lighting will be charged for.

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217. When lampsticks are used for lighting lamps, one gallon of colza oil and 1½ oz. of wick may be drawn for each stick per annum. Lamp-sticks.

218. Mineral oil will be the ordinary illuminant where lamps are issued and gas is not supplied. When candles are necessarily issued in lieu of oil, the quantities will be calculated according to the equivalent in para. 192, no report on A.F. F 723 being required. Mineral oil the ordinary illuminant. Candles in lieu of oil.

219. Candles for use in offices may be issued up to a limit of ½ lb. per week for each office, during the winter, on the certificate of the O.C., as to the necessity, and that all candles previously drawn have been, or will be, expended in lighting the offices. The certificate will be retained by the accountant. Candles for offices.

220. Candles for minor services, such as visiting stables, &c., for which lamps are not authorized, may be issued as actually necessary, on the indent of the C.O. Such issues will not be reported on A.F. F 723 unless the total on any one completed voucher exceeds 10 lbs., in which case the full quantity issued will be reported on that form. Candles for minor services.

221. Coal, coke, wood, candles, oil for lighting, and wick for the following services will be supplied by the A.S.C. as required on demands from officers concerned. The latter will account for all supplies received and expended by them on A.F. F 771, and will be responsible that the remain is periodically verified. The form will be rendered monthly to the local fuel accountant for inclusion in his general account :— Miscellaneous services.

R.E. machinery. R.E. workshops. Fire engines. Electric light apparatus. Magazines and defences. Signalling service. Light houses. A.O. workshops. A.S.C. laundries, bakeries, abattoirs, &c.

222. Fuel and light for use on War Department vessels will be supplied by the A.S.C. as required on demand from the masters of the vessels, who will account for all receipts and consumption of such supplies in A.F. G 1052, the yearly account of stores in their charge. The waybill form, A.B. 10, will be used in support of these transactions, one copy (receipted) as a voucher to the A.S.C. fuel account, and one to the account of the master of the vessel. W.D. vessels.

III.—MODE OF MAKING AND ACCOUNTING FOR ISSUES.

Mode of making and accounting for issues.

223. Fuel and light will be issued to troops (each accounting unit) in bulk as required, the quantities so issued being shown in the running account on A.F. F 727, and in the accounts of the A.S.C. fuel and light accountant. Care will, however, be taken that, in the case of a unit about to leave the United Kingdom or a command abroad, indents for fuel and light are not put forward in excess of the unit's actual requirements during the remaining period of its stay at the station.

Services outside barracks.

224. In no case will issues be made from army stores for any service outside the precincts of the barracks, but hired buildings may be treated as barracks.

Running account.

225. A running account of issues of fuel and light will be kept by accountants with all corps, hospitals, staff, departments, military detention barracks, prisons, &c., which are accounting units. The account will be closed—

(*a*) On a unit leaving the United Kingdom or a command abroad.

(*b*) Yearly, as regards hospitals, military detention barracks, prisons, barrack establishments, ordnance storehouses, offices, and the like, *i.e.*, fuel accounting units in respect of which soldiers' barrack allowances are not affected.

Upon the account being closed credit balances will lapse, and any fuel, &c., remaining in possession, will be surrendered and credited to the public, overdrawals being dealt with as at the close of the fuel year.

Balancing of running account.

226. At the close of the fuel year the running account will be balanced and a settlement made. Any credit balance shown on the voucher of the unit will be carried into the next year's account (except as laid down in paras. **206** and **225**), but a debit balance will be settled either by adjustment in kind, or by payment of the money value at existing contract rates. When an adjustment is made wholly or partially in kind, a certificate from the officer i/c barracks will be appended to the voucher to the effect that he has ascertained that the quantities surrendered towards the adjustment were actually in possession of the unit, &c., and those quantities will then be carried into the next year's account as a debit balance, no entry in the accountant's abstract being necessary. Any portion of the overdrawals which is not covered by the adjustment in kind will be paid for, a reference to the account in which credit will be found being given on the voucher.

Fuel for unauthorized services.

Fuel for unauthorized services will not be drawn under the running account, but may be obtained through the canteens which have power to purchase at contract rates.

Change of station.

227. When a unit changes stations within the United Kingdom or a command abroad, the balances will be transferred to the new

station. For this purpose A.F. F 742 will be used, one copy being attached to the fuel return, A.F. F 727, at the old station, and one sent to the officer i/c barracks at the new station. In preparing A.F. F 742, the accountant will be careful to state the description of coal in use, whether 1st or 2nd quality, so that the necessary conversion, if any, may be made at the new station agreeably to the scale of equivalents laid down in para. **192**. If oil lamps are not authorized for lighting purposes at the new station, credit balances of oil and wick will lapse and be surrendered to the public.

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228. For purposes of account the fuel year will be divided into three periods of four months each, viz. :— Compilation of vouchers.

October to January ;
February to May ;
June to September ;

and it will only be the vouchers for the last month of each period that will show the strength, accessories, and quantities worked out in detail for the period. The vouchers for the other months will show merely the balance debit or credit brought forward, the quantities actually received during the month, and the balance debit or credit at the end of the month. A voucher worked out in detail will always be rendered on a unit leaving a station or changing barracks at the same station (*see* para. **225**).

229. The fuel year will end with the last week's issue made in September. The actual stock of fuel, oil, candles, &c., in possession of each accounting unit will then be ascertained ; and the quantity will be inserted on the final voucher for the year, and certified by the O.C. the unit. Stock at end of fuel year.

230. To enable a voucher, worked out in detail, to be easily prepared at any time, a weekly record of the strength for allowances, accessories occupied, &c., will be kept, for which purpose a form of voucher, A.F. F 727, will be found convenient. Weekly record of strength, accessories, &c.

231. Details, garrison guards, &c., will ordinarily be attached to units for fuel and light ; where this arrangement is impracticable the issues to all such details will be included in one voucher which will, unless otherwise directed, be prepared by the fuel and light accountant and certified, when necessary, by the details concerned. Voucher for unattached details.

Where there is no A.S.C. accountant at a station, fuel, &c., will be issued in bulk direct to the troops and accounted for on A.F. F 727, one voucher only being rendered for the station which will be included in the account of the headquarters of the sub-district. Stations without A.S.C. accountant.

IV.—DETAILS FOR CALCULATING ALLOWANCES.

232. In calculating cubical space for allowances under paras. **202** and **205**, the height will in all cases be taken as ten feet. When the total calculation does not work out at an even 500 feet, Cubical space.

the fraction will be taken as 500 feet, or half a unit, and fuel charged accordingly. The minimum measurement for an accessory or hospital ward will be 5,000 cubic feet, except as provided for in para. **211**, but a group of barrack detention rooms will count as one accessory.

Issues, officers' messes

233. Issues of fuel and light for officers' messes are only admissible in respect of dining members in receipt of allowances at regimental rates, and not for honorary and other members in receipt of staff or departmental allowances, or consclidated pay, or for officers drawing Class 13 rates under para. **210**.

Daily strength.

234. In calculating the average daily strength for each week for all classes fractions will be omitted, $\frac{4}{7}$ and over being treated as 1, and less than $\frac{4}{7}$ disregarded.

Soldiers' rooms, and cooking.

235. In calculating the weekly allowance of fuel and light for soldiers' rooms, and fuel for soldiers' cooking, the average daily strength will be taken, including sick in hospital, soldiers under sentence in barrack detention rooms, men absent with or without leave, and men detached on escort duty or any temporary command, provided such absence does not exceed fourteen days ; but deducting detachments, recruiting parties, men in military detention barracks, and all N.C.Os. and men receiving a separate allowance of fuel and light. Fuel issued for cooking on guard or in barrack detention rooms will not be deducted from that drawn in barracks. In calculating the issues for barrack rooms, any fraction of 10 on the average number in occupation may be taken as 10.

School-masters and school-mistresses.

236. A married schoolmaster, Class 16, living with his wife or with his children, and a schoolmistress living with her husband, or with her children only, may draw half extra fuel. When a school-mistress is married to a soldier and lives with him, allowances for both herself and her husband will not be admissible.

Summer issues, unmarried men.

237. The summer issues of fuel laid down for Classes 15 to 20 being for cooking, not for warming purposes, will not be drawn by unmarried soldiers except when they are stationed singly, or cannot be in mess, or, being widowers, are permitted to mess with their children in their quarters ; nor will they be issuable to men of the R.A.M.C. stationed singly in a hospital.

Where weekly allowance overlaps the next season.

238. Should the last date for calculating allowances in the winter or summer period so fall that the week's allowances would extend into the next season with its different set of rates, the weekly quantities will be based upon the rates admissible on such date, and charged accordingly in the accounts.

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Portion of week.

239. In the event of an independent fuel accounting unit changing stations within a fuel week, proportionate allowances only will be charged up to the date of departure.

240. When coal of second quality pits is used, the fuel vouchers will be made out in detail according to the rates fixed in the scales, one-fourth being added to the total to give the gross amount admissible. Addition for second quality coal.

V.—COMMUTED ALLOWANCE IN LIEU OF FUEL AND LIGHT.

241. Commuted allowance in lieu of fuel and light combined will be issued :— To whom issued.

(*a*) To all officers and soldiers not receiving issues in kind on account of their living out of barracks, no public quarters being available, or living in Government buildings outside the barracks, or in barracks where no store of fuel is kept.

(*b*) To married officers who, with the sanction of their C.O., have elected to live in lodgings when there was sufficient accommodation for them in barracks, and who are consequently not entitled to draw lodging money, and to unmarried officers attached to units for attendance at courses of instruction in similar circumstances. A.O. 78 / 1912.

242. The rates, which are as under, do not profess to meet all the varying circumstances of each particular station, but are based on the general average price of coal throughout the United Kingdom plus the light allowance laid down in para. **243.** Rates.

Class.	Daily Rates. Winter.	Daily Rates. Summer.
	s. d.	*s. d.*
Class 1	3 9	1 11
Class 2	3 3	1 8
Class 3	2 9	1 5
Classes 4 and 5	2 1	1 0
Classes 6, 7 and 9	1 9	0 10
Class 8	1 5	0 8
Class 10	0 11	0 6
Class 11	1 3	0 7
Classes 12 and 14	0 6	0 3
Class 13	0 10	0 6
Class 15, or schoolmaster or schoolmistress in Class 16, married and living with families	0 10	0 6
Class 15, or schoolmaster or schoolmistress in Class 16, unmarried, or not living with families	0 7	0 4
Class 16, married or unmarried	0 7	0 4
Classes 17 and 18, married or unmarried	0 4	0 3
Classes 19 and 20, if on the married roll	0 4	0 3
Detachments of from 2 to 3 N.C.Os. and men when accommodated in the same room	0 7	0 4
Detachments of from 4 to 10 N.C.Os. and men when accommodated in the same room	0 11	0 6
One N.C.O. or man compelled to occupy a whole room	0 4	0 3
Offices	0 5	—

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The preceding table is subject to the following rules and exceptions :—

(*a*) The rates for classes 15 to 20 include the cost of paillasse straw.

(*b*) The rates for Classes 19 and 20 will not be admissible in addition to the rates of lodging money laid down in Section 10 for N.C.Os. and men not on the married roll.

(*c*) A soldier on the married roll temporarily separated from his family through absence on duty will, during such absence, be granted the allowances fixed for a single man in addition to those issuable at his permanent station.

(*d*) In cases of men quartered in isolated forts or batteries, or in special cases, exceptional rates may be fixed by the G.O.C., after consideration of the circumstances of each case. The rates sanctioned will be reported to the War Office.

Officers in quarters ; issues in kind and allowances in lieu of light.
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243. Light in kind will be issued for quarters recognized as single regimental officers' quarters, and also for the stables of such officers, in which electric light or gas (including air gas and acetylene) is installed. Free issues will not, however, be made in respect of other officers' quarters or stables in respect of which a money allowance is drawn, or for officers' messes, in which cases money allowances in lieu will be drawn which will cover light for all services, including hire of meters, and the maintenance of consumable or breakable fittings, such as :—

Lamps and shades ; where electric light is used.
Mantles, Rods, Globes, Chimneys } where incandescent gas lighting is used.

Daily rates.

The rates approved by the Army Council, which have been fixed with due regard to deductions to be made during absence on leave, are at present as follows :—

Class.	Daily Rates.	
	Winter.	Summer.
	s. *d.*	*s.* *d.*
1	1 2	0 7
2	1 0	0 6
3	0 10	0 5
4, 5	0 7	0 3½
6, 7, 9	0 6	0 3
8, 11	0 5	0 2½
10	0 2	0 1½
13	0 3	0 1½
12, 14	0 1½*	0 1
Officers' messes, for each dining member (*see* para. 233). The allowance for 6 officers being the minimum	0 2	0 1

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*2d. *in the case of mounted officers whose horses are in stables not lighted at public expense.*

Claims.

244. Commuted allowances in lieu of fuel and light, or of light only, will be claimed on A.F. P 1934. The latter allowance will ordinarily be claimed at the end of each fuel period.

Issues.

245. The regulations governing issues in kind will, generally, govern issues of commuted allowance.

VI.—ISSUES OF FUEL AND LIGHT (OR ALLOWANCES IN LIEU) DURING ABSENCE.

Issues during absence.

246. Fuel and light (or allowances in lieu) for officers and soldiers will not be drawn unless they are effective and present in their quarters or lodgings, except in the following cases, in which they may be issued :—

(*a*) Officers temporarily absent on duty from their station, when such absence does not exceed seven days.

(*b*) Married officers and their families while entitled to lodging money under paras. **283**, **286** (*c*) **288**, or **289** of these Regulations, or to quarters under the last sentence of para. **1060** of the King's Regulations.

(*c*) Soldiers and schoolmistresses on the married roll while entitled to quarters or lodging money under paras. **282**, **284**, or **285**, provided their families remain in their quarters or lodgings. 53 London 194

(*d*) Families of deceased soldiers while allowed quarters or lodging money under para. **276**.

VII.—ALLOWANCES UNDER CANVAS.

Scale of allowance.

247. The weekly allowances under canvas will be :—

Coal, 10½ lbs., or
Fuel wood, 21 lbs. } for each officer, soldier or servant.

Kindling wood, 1 lb., or turf, $\frac{1}{100}$ kish, for every 20 lbs. of coal issued.

Oil, 1¾ pts., or candles, 14 oz., for each lamp or lantern authorized.

Wick, 4½ inches, per gallon of oil.

Issue of coal.

248. Coal will be issued in camp when fuel wood cannot be procured, or, if suitable arrangements can be made, when it is more economical to provide coal.

Running account.

249. A running account will be allowed to troops under canvas, subject to the regulations governing running accounts to troops in barracks ; the account will, however, be finally closed on the breaking up of the camp, in accordance with para. **225**.

Breaking up of camp.

250. In the event of a camp breaking up within a fuel week, proportionate allowances only will be charged up to date of departure.

VIII.—ISSUES AT STATIONS ABROAD.

In kind.

251. Issues of fuel and light at stations abroad will be made under the same general regulations as at home, but at rates and in seasons to be fixed for each command. These rates will be submitted for the approval of the Army Council.

Commuted allowance.

252. When issues in kind cannot conveniently be made to individual officers, or soldiers, and no fixed commuted scale exists, the rates to be paid in lieu of fuel and light will be fixed according to the contract rates for the scale of issues in kind, with such additions (not exceeding 20 per cent.) to cover retail purchases as the G.O.C. shall approve. The rates, when approved by the G.O.C., will be reported to the War Office.

Scales.

253. The scales of issues in kind, when approved by the Army Council, and the money allowances in lieu will be laid down in the local regulations of the command.

IX.—ALLOWANCES ON ACTIVE SERVICE.

Fuel.

254. The daily allowance of fuel for troops on active service will be 2 lbs. of wood as the maximum issue for each officer and soldier.

Light.

255. The daily allowance of light will be one gill of oil (with wick) or one candle for each lamp or lantern authorized.

X.—DEVIATIONS FROM SCALE.

Temporary extra issues.

256. Special temporary issues for specific purposes such as airing unoccupied rooms, drying new buildings before occupation, &c., may be approved locally, report being made on A.F. F 723 within one month after the expiration of each period of the fuel year. One form only is to be rendered for each command, on which should be shown, by stations, in detail, the quantities issued to each unit, &c. This report will be rendered to the local auditor or (if there is no local auditor) to the War Office.

Extra issues in Ireland.

257. In Ireland, the G.O.C. may, without reference to the state of the running account, approve in unusually cold or damp weather the issue of one-fourth extra coal weekly. For barrack rooms and accessories the one-fourth extra will in all cases be calculated on the winter rates. A copy of the authority will be annexed to the fuel account, and a statement showing how the quantities charged under the authority are arrived at will be attached to the voucher in which the charge appears, no report on A.F. F 723 being necessary.

Extra issues in Great Britain.

258. In Great Britain, the G.O.C. may authorize during the winter period one-fourth extra coal when troops are quartered in damp casemates, or exceptionally exposed positions No report will be required on A.F. F 723, but a copy of the authority of the G.O.C. will be attached to the fuel account, A.F. F 779, in which the charge appears.

This regulation will not apply to temporary extra issues of fuel required during exceptionally severe weather. Such requirements should be met under the running account, as directed by para. **188.**

259. In exceptional cases not provided for in these regulations, a departure from the rates laid down for fuel and light may, at their discretion, be authorized by the Army Council, or in cases where the departure is temporary only, by the G.O.C. In very exceptional circumstances the G.O.C. may also remit charges for overdrawals, reporting each case to the War Office. Power of Army Council or G.O.C. in exceptional cases.

XI.—SUPPLY OF GAS AND ELECTRIC LIGHT AT HOME AND ABROAD.

8 King's 403

260. Instructions as to the supply of gas and electric light to barracks, &c., will be found in the King's Regulations and in the Regulations for Supply, Transport and Barrack Services. Instructions.

Section 8.—PAYMENTS IN RESPECT OF QUARTERS AND HIRE OF FURNITURE.*

I.—QUARTERS.

261. Where quarters are allotted to an officer in receipt of a consolidated rate of pay which covers quarters, the officer, when no deduction for rent is laid down in the Pay Warrant, will have to pay such sum, based on the amount included in his consolidated rate of pay on account of quarters, as may be fixed by the Army Council. Officers with consolidated pay.

262. A superintending inspector of works, inspector of works, or surveyor, who was serving before 20th May, 1908, if in quarters, will be subject at home and abroad to the following payments :— Inspectors of works.

Superintending inspector of works ...	£25 a year.
Inspector of works	20 ,,
Surveyor	20 ,,

*After consultation with the Board of Inland Revenue, the following regulations have been approved, with respect to the payment of income tax (schedule A) and inhabited house duty on the annual value of quarters occupied by officers, rent free, belonging to the Crown :—

(*a*) Officers serving on the staff of the army, or otherwise holding appointments for a fixed or practically fixed term, are liable to pay income tax (schedule A) in respect of the annual value of the quarters in their occupation.

(*b*) Officers mentioned in para. (*a*) to whom houses not situate in barracks are assigned as quarters are also liable to pay inhabited house duty (except in Ireland), in respect of the annual value of such houses.

(*c*) Regimental and other officers and subordinates (who do not hold appointments for a fixed or practically fixed term, being on the footing of regimental officers subject to frequent and constant removal) are to be exempt from the payment of income tax (schedule A) and inhabited house duty in respect of the annual value of the quarters in their occupation.

Chaplain on probation or acting.

263. A chaplain on probation, or an acting army chaplain, will, if exceptionally occupying Government quarters, be required to pay 10*d.* a day.

Payment for hire of furniture.

264. Payment for hire of furniture supplied at the public expense will be made at the following daily rates to cover ordinary depreciation and replacement, and interest on the capital outlay :—

Field officers' quarters	2*d.*
Quartermasters' and riding-masters' quarters ...	3*d.*
Other officers' quarters	1*d.*
Officers' messes—	
Each member, including C.Os., married officers and honorary (dining) members	1*d.*

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Officers mentioned in (*b*), below, will not be required to pay for hire of mess furniture unless they are doing regimental duty with a unit or are dining members of a mess.

The following officers are entitled to quarters furnished at the public expense when such are available :—

(*a*) Unmarried regimental officers other than C.Os., and married officers for whom quarters become available.

(*b*) Quartermasters, riding-masters, district officers R.A., coast battalion officers R.E., commissaries, deputy commissaries and assistant commissaries of ordnance, inspectors of ordnance machinery, inspectors of mechanical transport, and inspectors of army schools.

Mode of recovery.

265. Payment will be recovered locally on A.F. O 1822, which will be prepared by the O.C. the unit in the first instance, and passed to the officer i/c barracks to certify as to the number of messes and quarters occupied. The form will then be returned for completion to the O.C., who will forthwith transmit it (together with the sum due) to the cashier of the command (or to the paymaster in a command in which no cashier is appointed) ; the latter will acknowledge the receipt of the money, and make the necessary note on the Army Form before passing it to the command paymaster for examination and retention.

The command paymaster will, in the case of an officer going from one station to another, notify to the command or other paymaster of the new station, the last day for which the officer has paid hire for his mess and quarters. The paymaster at the new station will see that any necessary recoveries are effected from the following day, excluding any period occupied in moves to or from stations abroad.

In any case in which an officer is shown as temporarily at another station, the command paymaster will communicate the fact to the command paymaster of the other command, who will take steps to effect the necessary recovery.

266. Officers proceeding on leave beyond 61 days, whose furnished quarters have been specially retained for them under para. 1060, King's Regulations, must pay the furniture rent charge. Officers on leave.

In the case of officers proceeding on leave beyond 61 days, whose quarters are not retained for them, the furniture rent charge will cease from the date on which the quarters become available for re-allotment. Married officers serving with their units for whom furnished quarters become available, but who are permitted to reside out of barracks and do not use the quarters are exempt from paying the furniture rent charge. Married officers detached from their units for courses of instruction and not accompanied by their families must, if furnished quarters are allotted to them at their temporary station, pay the prescribed rent charge for such quarters.

267. Instructions as to the procedure to be adopted when quarters are necessarily allotted to civilian subordinates will be found in the Regulations for Civilian Subordinates directly employed and paid by the War Department. Civilian subordinates.

Section 9.—FURNITURE ALLOWANCE TO GENERAL OFFICERS.

268. An allowance in aid of the expenses of providing furniture will be granted to officers holding the following appointments, who are not in occupation of furnished quarters belonging to, or at the disposal of, the Government :— To whom granted.

At home.
- General officers commanding-in-chief ...
- General officer commanding London District
- General officers commanding divisions of the Regular Army ... ...
- Major-generals in command of coast defences

General or other officers holding distinct commands in the colonies.

269. The allowance, which should be claimed on A.F. P 1934, will be at the following daily rates :— Rates

	s.	d.
Classes 1 and 2	9	0
Class 3	7	0
Classes 4 and 5	5	0

Date of issue.

270. The issue of furniture allowance will be made from the date of the arrival of a general officer at his station, and will cease from the date of his being struck off the strength of the command, as notified in local general orders. The allowance will not be simultaneously drawn by two officers on account of the same command, but it will be admissible during leave of absence for the regulated periods.

During repair of house.

271. In the event of the quarters in respect of which furniture allowance is admissible being temporarily vacated during alterations by the R.E., or periodical repairs, the furniture allowance may be issued in addition to the authorized rate of lodging allowance.

Section 10.—LODGING MONEY, MESS HIRE ALLOWANCE, AND STABLE ALLOWANCE.

I.—GENERAL REGULATIONS, LODGING MONEY.

Object.

272. Lodging money is not a personal emolument, but is issued to enable officers and soldiers to hire accommodation for themselves at stations where public quarters are not available and it is not considered desirable to provide them by public hiring. No claim can be entertained when quarters are neeessarily allotted of less than the regulated extent.

When not issuable.

273. Lodging money, at the rates laid down in para. **278**, is not issuable to staff or other officers whose consolidated rates of pay are subject to deductions for rent when they are in quarters. Such officers when their quarters are vacated for repairs, or when they are absent on temporary duty and not under canvas or in receipt of the nightly rates of travelling allowance, will be paid a daily allowance to provide accommodation for themselves at the rate laid down in the Pay Warrant for the rent deduction from the pay of their grade if in quarters, or at the rate of the actual rent deduction if less than the Pay Warrant rate.

Form of voucher, and authority.

274. Lodging money will be drawn monthly in arrear on A.F. P 1934, on authority for the issue being given by the officer i/c barracks, who will modify his certificate on the form in the case of officers or others duly exempted from the occupation of quarters.

275. The reason for a first issue will be noted on the claim, and a certificate from the Commanding Royal Engineer will be attached when the issue is made because quarters are under repair. The authority of the G.O.C. will be attached whenever the regulations require his authority to be obtained. Extra certificates.

276. Usually lodging money will only be drawn while an officer or soldier remains on the strength of a station and when no quarter is available, but when either on change of station or on being ordered into a vacant quarter due notice to surrender cannot be given to the landlord, the allowance may, under the authority of the G.O.C. be drawn to the end of the term, not exceeding 91 days, for which the lodgings are taken, provided that he is satisfied that no more economical arrangement can be made to insure the officer or soldier against pecuniary loss. A certificate as to the money actually and necessarily paid is to be attached to the claim. Cessation.

Staff and other officers, whose consolidated rates of pay are subject to deductions for rent when they are in quarters, may be similarly treated, but in their cases the allowances will be at the rates laid down in the Pay Warrant for the rent deductions from the pay of their grades when in quarters.

In case of death the issue of any subsequent lodging allowance will be made under the authority of the G.O.C., in accordance with the above principles.

277. When the attestation of a recruit for the regular army or special reserve is unavoidably delayed (*see* para. **22** (*b*) and (*c*)) and it is necessary to detain him under military supervision pending attestation or rejection, he may be granted lodging money at the regulated rate for a private soldier during such detention, if no public quarters are available. Recruits. A.O. 341 1913

II.—RATES OF LODGING MONEY.

278. The daily rates of lodging money, subject to the rules and exceptions stated in para. **279**, are given in the following table. They are considered sufficient for all necessary payments for lodgings and they will not be varied without the authority of the Army Council. Abroad, except in Malta and Egypt, the rates above Class 12 include provision for stabling :— Daily rates. A.O. 264 1912

Class.	Home Stations.	Bermuda.	Cape of Good Hope and Natal.	Ceylon†	Cyprus.	Egypt (except Cairo and Alexandria).	Egypt (Cairo and Alexandria).	Gibraltar (temporary rates).	Gold Coast.
	s. d.	*s. d.*	*s. d.*	*rs. c.*	*s. d.*	*s. d.*	*s. d.*	*s. d*	*s. d.*
1	16 6	...	...	...	...	24 9	24 9	...	...
2	13 9	...	17 3	...	10 0	20 7½	20 7½	...	...
3	11 0	...	13 2	5 40	6 6	16 6	16 6	...	...
4	8 6	...	10 6	5 40	...	12 9	12 9	...	...
5	5 6	5 0	8 6	3 50	3 9	8 3	9 6	8 0	5 0
6	4 6	...	...	...	...	...	...	...	...
7	4 6	4 0	7 9	3 50	3 3	6 9	8 3	6 3	4 0
8	4 0	4 0	7 0	3 20	3 0	6 0	8 0	6 0	2 9
9	4 0	4 0	7 0	3 0	2 9	6 0	8 0	6 0	2 9
10	3 0	3 6	5 8	2 80	2 6	4 6	6 0	4 6	2 6
11	3 0	3 6	5 8	2 60	2 6	4 6	5 6	5 3	2 3
12	2 3	3 0	3 9	2 40	2 0	3 4½	4 6	3 9	2 3
13	2 3	3 0	4 9	2 20	2 0	3 4½	4 6	4 6	2 3
14	2 0	2 0	3 2	2 0	1 9	3 0	4 0	3 6	2 3
15	1 6	1 8	2 10	1 30	1 4	2 3	2 3	1 2	0 10
16	1 4	1 6	2 8	1 20	1 2	2 0	2 0	1 0	0 8
17 } 18 } *a*	1 0	1 6	2 3	1 20	0 10	1 6	1 6	0 9	0 8
17 } 18 } *b*	0 9	1 6	2 3	1 20	0 10	1 1½	1 1½	0 9	0 8
19 } 20 } *c*	0 10	0 6	0 7	1 0	...	1 3	1 3	0 4	0 4
A.O. 238 / 1911 — 19 } 20 } *d*	0 9	0 6	0 7	1 0	...	0 6	0 6	0 4	0 4

a. If married, subject to para. 242 (*c*). *b*. If unmarried. *c*. On the married roll, subject to para. 242 (*c*).
d. Not on the married roll, the rate to include fuel and light, *See also* para. 242 (*b*).
† The rate for non-European officers, irrespective of rank, will be the same, and be issued under the same conditions, as for class 15.

Class.	Hong Kong.†		Jamaica.		Malta.				Mauritius.†	Sierra Leone.	Straits Settlements.	Transvaal and Orange Free State.
	Higher Level (at the Peak).	Lower Level and Kowloon.			Valetta.		Cottonera and Pembroke Camp.					
	$ c.	$ c.	s. d.		s. d.		s. d.		rs. c.	s. d.	$ c.	s. d.
1	...	...	...		...		...		...	...	...	...
2	...	...	13 9		10 0		...		...	...	...	24 0
3	6 75	4 50	11 0		6 0		4 3		...	11 0	6 50	18 0
4	...	...	8 6		5 0		...		5 70	8 6	...	15 0
5	6 00	4 50	8 3		4 0		2 9		5 70	5 6	5 0	12 0
6	...	...	6 0		4 0		...		...	...	...	...
7	6 00	4 50	6 0		3 3		2 3		5 20	4 6	3 90	11 0
8	6 00	4 50	5 9		3 3		2 3		5 20	3 3	3 90	9 9
9	5 00	4 00	5 0		2 9		2 0		4 35	3 3	3 90	9 9
10	4 00	2 50	3 9		2 6		1 9		3 55	2 6	3 25	8 0
11	4 00	2 50	3 9		2 6		1 9		3 55	2 3	3 25	8 0
12	2 00	1 50	2 9		2 3		1 6		2 75	2 3	2 50	5 3
13	3 00	2 50	3 6		2 3		1 6		2 75	2 3	1 80	6 6
14	2 00	1 50	2 6		2 3		1 3		2 75	2 3	1 80	4 4
15	...	0 60	2 2		1 4		1 0		1 60	0 11	1 25	4 0
			Europeans.	Non-Europeans.								
16	...	0 54	1 10	1 8	1 2		0 10		1 60	0 9	1 15	3 8
					British Corps.	Maltese Corps.	British Corps.	Maltese Corps.				
17 } 18	...	0 54	1 6	1 4	0 10	0 6	0 8	0 6	1 0	0 9*	1 15	3 2
										Non-Europeans.		
19 } 20 c	...	...	1 0	0 6	0 6	0 4	0 6	0 4	0 50	0 6	...	0 9
19 } 20 d	...	...	0 8	0 4	...	0 4	...	0 4	...	0 3	...	0 9

c, d, and †, *see* footnotes on page 74.

* Native Cos. R.G.A. classes 17 & 18. 6*d.* a day.

279. The preceding table is subject to the following rules and exceptions :—

Students at Staff College.

(*a*) Students at the Staff College will draw lodging money, when unprovided with quarters, at the following rates :—

	£	*s.*	*d.*	
Major	60	0	0	a year.
Captain	46	10	0	,,
Lieutenant	43	0	0	,,

These rates include fuel and light, and can be drawn during the authorized vacations, but not during leave at other times.

Commanding officer.

(*b*) The full rate may be drawn by a colonel or lieutenant-colonel commanding who retains the use of a room in barracks as a dressing-room, if no officer is thereby excluded from quarters.

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(*c*) Quartermasters, riding-masters and directors of music, district officers, R.A., and officers of the coast battalion, R.E., may draw lodging money at the rate for Class 13 when such rate is higher than that of their own class.

Soldier servants.

(*d*) An officer's soldier servant is not entitled to lodging money if quarters are available for him, although the officer himself may be on the lodging list.

School mistress.

(*e*) A schoolmistress married to a soldier on the lodging list can only draw lodging money in addition to her husband when they are separated by the requirements of the service. In this case lodging money may be issued to her at the rate for Class 15. When not so separated, the rate may be drawn for the rank of the husband or the wife (Class 16), whichever may be the higher.

A schoolmistress who is unmarried or a widow may draw lodging money at the rate for Class 15.

Soldiers abroad.

(*f*) Abroad, lodging money will only be drawn by soldiers in exceptional circumstances, as accommodation for them will usually be hired by the public when necessary.

Married soldiers in London.

(*g*) An allowance of 6*d.* a day in addition to the ordinary lodging allowances may be drawn by all soldiers on the married establishment who are on the lodging list in London, in aid of the cost of obtaining accommodation for themselves and families.

III.—CONTINUANCE OF LODGING MONEY DURING ABSENCE.

Conditions of issue during absence.

Allowances 89

280. Except in cases where special provision is made for the issue of lodging money (*see* sub-section IV) an officer or soldier can only be placed on the lodging list in the circumstances stated in para. **272**, and no claim to lodging money can originate during absence. When lodging money is issued under para. **272** to an officer or soldier while present and effective at his station, it may be continued during absence, as laid down in this sub-section, if the lodgings occupied when on duty are necessarily retained and paid for. When the period exceeds 31 days a receipt for the rent

during absence, or a certificate that a lease is held, will be attached to the claim.

1. On Temporary Duty.

281. Lodging money may be continued as follows, a copy of the order directing the temporary duty being attached to the claim :— Officers and warrant officers.

(*a*) To an officer up to 61 days or to a warrant officer up to 42 days. Should the duty entail absence beyond these periods, the G.O.C. may, in special cases, give authority for the continued issue if warranted by the circumstances.

(*b*) To a N.C.O. or man, not on the married roll, whose absence is not expected to exceed 30 days. N.C.O. or man. A.O. 238 1911

2. During Sickness.

282.—Lodging money may be continued to :—

(*a*) An officer, warrant officer, or schoolmistress, absent from duty on account of sickness in lodgings, or in hospital, subject, when the period exceeds 30 days, to the authority of the G.O.C. The days for which the lodging money has thus been drawn will be clearly shown on the claim. Officer, warrant officer or schoolmistress.

(*b*) A N.C.O. or man, not on the married roll, sent to hospital, subject, when the period exceeds 14 days, to the authority of the G.O.C. Soldiers not on married roll.

3. For Families.

283. A married quartermaster, riding-master, director of music, assistant paymaster, inspector of army schools, inspector of mechanical transport, inspector of ordnance machinery, or commissary, deputy commissary, or assistant commissary of ordnance, may continue to receive lodging money up to 91 days when :— Married officers. A.O. 175 1914.

(*a*) detached on temporary duty ;

(*b*) proceeding on sick leave ;

(*c*) transferred for duty elsewhere while his family cannot accompany him owing to illness certified by the medical officer ; provided in all cases that the lodgings are necessarily retained for and occupied by his family.

The limit of 91 days may be exceeded under the authority of the G.O.C when he is satisfied that the separation between the officer and his family cannot be brought to an end at an earlier date. Issues under (*c*) will, as a rule, be limited to 6 months, but in special cases of continued illness, in which the G.O.C. considers that a further issue should be made, he may submit his recommendations to the Army Council.

284. Lodging money may be continued to enable the family of a soldier on the married roll to retain their lodgings until public quarters are available, when he is :— Soldiers

(*a*) Temporarily detached on duty without his family ;

(*b*) Sent to hospital ;

(*c*) Allowed to proceed on sick furlough on the recommendation of the medical officer :

(*d*) Undergoing detention or imprisonment, if the sentence does not exceed six months.

Lodging money may also be continued to a soldier's family when he is transferred for duty elsewhere while his family cannot accompany him owing to illness certified by the medical officer, but the lodging money will cease when the family are medically fit to travel to the soldier's new station, to proceed to their home when the soldier has gone abroad, or to be removed temporarily to public quarters when available.

4. During Ordinary or Sick Leave.

Officers.

285. Lodging money may be continued to :—

(*a*) Officers, up to 61 days in each year, deducting any leave taken while public quarters were allotted ; or up to 122 or 183 days, in the case of staff and other officers* serving abroad, who are granted pay for accumulated leave in excess of 61 days under the provisions of the Pay Warrant.

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These issues will not however be made for periods exceeding 14 days without the special sanction of the G.O.C. for the full period, who will satisfy himself that it is necessary for the officer either to retain his lodgings or to incur expense for storage of his baggage, in which latter case the G.O.C. may, as an alternative, approve the grant of a suitable daily allowance for periods not exceeding the 61, 122 or 183 days as specified above, and not in excess of the regulated rate of lodging money. A certificate as to the money actually and necessarily paid is to be attached to the claim in cases of leave exceeding 14 days.

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A.O. 106 / 1911

A.O. 18 / 1913

Soldiers.

(*b*) Soldiers in Classes 15 to 18, and schoolmistresses, for any period of special leave with full pay granted on completion of a tour of service abroad.

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(*c*) Soldiers in Classes 15 to 18 (other than schoolmasters), and all N.C.Os. and men on the married roll, up to 42 days in each year (except as provided in para. **284** (*c*)).

(*d*) Soldiers in Classes 19 and 20, not on the married roll, up to 14 days.

(*e*) Schoolmasters and schoolmistresses : (1) during authorized vacations ; (2) when on leave pending embarkation ; (3) for a period, including any leave taken under (1) and (2), not exceeding 42 days in the year on retirement.

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* *i.e.*, R.G.A., R.E., A.S.C., Medical, Veterinary and Departmental officers.

5. During Active Service.

Period of issue.

286. Lodging money may be continued :—

(*a*) To an officer holding a staff or other appointment for a fixed period at a particular station or to an officer holding a similar appointment transferred to fill the vacancy of an officer on active service. — For six months or such shorter period as liability for rent at his permanent station necessarily continues.

(*b*) To other officers — For 61 days, as in the case of temporary duty provided for in para. **281** (*a*).

(*c*) For the benefit of a family of a quartermaster, riding-master assistant paymaster, inspector of mechanical transport, inspector of ordnance machinery, or commissary, deputy commissary or assistant commissary of ordnance — During the whole period of absence including any time the officer may on his return from active service be in a military hospital or on leave.

IV.—GRANT OF LODGING MONEY IN SPECIAL CASES.

1. On Promotion during Absence from Station on Duty, &c.

Conditions of issue. 8

Allowances 89

287. If, while an officer who is not in receipt of lodging money is absent from his station on duty, circumstances arise which would entitle him to lodging money if he were present at his station, viz. :—

(*a*) If the officer is promoted and no quarters of the scale applicable to the higher rank are available at the station, or

(*b*) If the officer's quarters are handed over to the R.E. for repairs ; or

(*c*) If the officer's quarters are required for and are re-allotted to another officer,

then lodging money will be admissible, under (*a*) from the date of the promotion, and under (*b*) and (*c*) from the date when the quarters ceased to be available.

The usual condition will be required, viz., that the officer during absence has been put to expense for the rent of the house or of lodgings.

2. For Families.

Family invalided from abroad.

288. Lodging money may be issued to the family of an officer referred to in para. **283** if invalided home from a station abroad unaccompanied by the officer. The issue will commence from the date of disembarkation and may be continued within the limits and on the authority prescribed in para. **283**. It will cease from

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the date of the sailing of the first vessel on which passage can be provided after the family is certified by a medical officer to be fit to return abroad; or, if the officer has in the meantime returned home for duty, from the date on which he is rejoined by his family. If, however, the officer returns home on leave, the lodging money may be continued to the family within the limits prescribed in para. **285** (*a*) until he joins a station at home for duty.

When the family is invalided from India, the issues will be made by the India Office; in other cases by the paymaster paying the reservists of the unit. In cases not otherwise provided for, by the regimental paymaster, Woolwich.

Promotion from ranks. A.O. 324 1912

289. When an officer referred to in para. **283** has been promoted to commissioned rank while serving abroad and his family is, at the date of such promotion, in receipt of separation allowance at home, lodging money may be issued to the family in continuation of separation allowance.

The date of the cessation of lodging allowance and the paymaster by whom it will be issued will be as provided in para. **288.**

3. During Leave.

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290. Married soldiers in Class 15, 16, 17, or 18 (except in the case of soldiers whose families are in receipt of the higher rate of separation allowance under para. **120**), or schoolmistresses, ordered home from a station abroad and separated from their units, may draw lodging money while on leave at home, provided they proceeded on such leave within one week from the date of disembarkation, and did not retain public quarters or continue to draw lodging money elsewhere, except as provided in para. **276.**

Schoolmistress away sick.

Lodging money may also be drawn by a schoolmistress absent from her station and sick in lodgings, but the period will be included in the total leave for which lodging money is drawn during the year, which must not exceed the total of authorized vacations.

4. During Leave from the West Coast of Africa.

To whom granted.

291. Lodging money (except in the case of married soldiers whose families are in receipt of the higher rate of separation allowance under para. **120**, and of European N.C.Os. of the West African regiment in receipt of pay as such) at home rates may be issued to European officers and soldiers on leave after the following periods of continuous service on the West Coast of Africa (including any time spent at Madeira or the Canary Islands on sick leave, or on ordinary leave of 61 days in each year):—

Periods.

(*a*) 12 months or upwards, if, in the case of a soldier, he has completed the service abroad entitling him to a free passage. } Lodging money up to 12 months.

(*b*) From 6 to 12 months, if the leave is granted on the report of a medical board or on the termination of the service in the interests of the public before the completion of 12 months; or, in the case of a soldier, if it is granted on the recommendation of the D.D.M.S.	Lodging money up to a period equal to that of service on the Coast.
(*c*) Less than 6 months, if the leave has been granted on the report of a medical board in consequence of wounds received in action, or of illness contracted during actual operations in the field on the Coast.	Lodging money up to 6 months, renewable at the discretion of the Army Council.

Lodging allowance will not be admissible except for families of officers specified in para. **283**, for any portion of the leave spent under treatment at the Convalescent Home, Osborne, or in a military hospital.

The allowances will be issued by the command paymaster, Eastern Command, Horse Guards, Whitehall, S.W., the first claim being supported by a statement of service on the Coast, certified by the O.C. at the station, and a copy of the certificate of leave of absence.

Officers promoted from the ranks.

292. An officer promoted from the ranks may reckon his non-commissioned and commissioned service towards the period required by para. **291** to entitle him to lodging money while on leave.

Madeira or Canary Islands.

293. An officer sent from the Coast to Madeira or the Canary Islands on sick leave in a mild case of climatic illness, on the recommendation of a medical board, for a period not exceeding two months, may receive lodging money at the rate for the station on the Coast at which he may have been serving.

5. During Active Service.

Invalided officer.

294. Lodging money may be issued up to 91 days to an officer invalided from active service, whether attached to a military station or not, provided he is not under treatment in a military hospital, that public quarters are not retained, or that lodging money is not being drawn under para. **276**, **285** (*a*) or **286** during the same period.

V.—MESS HIRE ALLOWANCE.

Conditions of issue.

295. At home stations an allowance will be granted, subject to paras. **297** to **301**, to enable officers to hire a mess outside barracks, or to make their own arrangements for messing—

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(*a*) When their mess is closed for periodical repairs or other necessary reason; or

(*b*) When they are sent to a station at which the G.O.C. considers it desirable to issue the allowance, having regard to the fact that no mess premises equipped in accordance with the Barrack Schedules exist, or could be made available at reasonable expense.

Rates.

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296. The issue of the allowance, which covers fuel and light, will be approved by the G.O.C. at whose discretion daily rates may be fixed not exceeding the following :—

	Under para. **295** (*a*).	Under para. **295** (*b*).
For a regiment of cavalry or battalion of infantry	30*s.*	15*s.*
For half ditto, or a depôt having an establishment of more than six officers, or a special reserve regular establishment other than that of an extra reserve infantry battalion	15*s.*	7*s.* 6*d.*
For a battery or company, R.A., for a depôt having an establishment of less than seven officers, or for a detachment with more than one officer	8*s.*	4*s.* 6*d.*
For a detachment with only one officer	4*s.* 6*d.*	2*s.* 6*d.*

A.O. 198 1911

In cases in which there is only one officer at a station, the allowance will not be admissible if the officer is in receipt of lodging allowance,

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nor will it be admissible under para. **295** (*a*) in respect of officers who are honorary members of a mess unless they are also dining members.

Certificates in support.

297. Charges for the allowances will be supported by :—

(*a*) The authority of the G.O.C. for the issue.

(*b*) A certificate from the officer i/c barracks that mess accommodation was not available, and that a temporary mess room was not provided.

(*c*) A certificate from the C.O. that the officers concerned were not, and that it was not practicable for them to be, members of any other military mess during the period for which the claim is made.

Repair of mess.

298. In all cases in which repairs or alterations to mess premises are recommended, the G.O.C. will take into consideration the expenses which would arise from the issue of the allowances as well as the actual cost of the works proposed, and he will satisfy himself, before authorizing the issue under para. **295** (*a*), that it is not possible to make any local arrangement to obviate the necessity for the expenditure.

Hire of mess.

299. Before authorizing the issue under para. **295** (*b*), the G.O.C. will satisfy himself that no reappropriation is advisable to provide

the accommodation required, and that the case is not one which would be best met by the direct hire of premises by the public.

Stations abroad.

300. At stations abroad, mess accommodation will be hired when necessary, but except as provided in para. **301** the G.O.C. may, subject to the conditions in paras. **295** to **299**, specially authorize the issue of an allowance in lieu at rates not exceeding those in para. **296**.

Not admissible for staff, medical, veterinary, departmental officers, &c.

301. Mess hire allowance is not admissible for staff, medical, veterinary, and departmental officers, nor for quartermasters and riding-masters; nor is it admissible for district officers of R.A., or officers of the coast battalion R.E., except that the allowance under para. **295** (*b*) will be granted when one of these officers is sent on temporary duty to a station where no special quarters and no officers' mess are available. The allowance is not admissible concurrently with field allowance.

VI.—STABLE ALLOWANCE.

Object and rates at home.

302. Stable allowance is issuable, except as stated in paras. **303** to **305**, to enable officers to hire accommodation when public stabling cannot be provided for the number of horses for which forage is authorized. The allowance is not issuable when officers are under canvas, as their horses should then be picketed. At home the rates are 9*d.* a day for one horse, and 6*d.* a day for each additional horse.

Restrictions and rates abroad. A.O. 78 1912

303. Abroad, except in Malta and Egypt, a provision for stabling is included in the rates of lodging money for officers of Class 11 and upwards. Stable allowance will only be issuable when public stabling cannot be allotted (*a*) to officers in quarters, and (*b*) to officers on the lodging list whose lodging money does not include a provision for stabling. For such officers, rates not exceeding those at home will be sanctioned by the G.O.C., and included in the local regulations of the command.

Issues to officers on the lodging list.

304. Subject to para. **303** the following officers when on the lodging list may, at their option, draw stable allowance :—

(*a*) Staff, medical, veterinary, and departmental officers.

(*b*) Officers of R.E. and A.S.C. not doing duty with units of their corps.

(*c*) Other officers who cannot procure lodgings within $\frac{3}{4}$ mile of the nearest available public stabling. The issue in this case to be subject to the approval of the G.O.C., which should be annexed to the first claim.

Continuance during absence.

305. Stable allowance may be continued in the following circumstances when officers necessarily retain and pay for stabling at their permanent stations.

(*a*) During absence on mounted duty, subject to the regulations as to lodging money laid down in paras. **280**, **281**, and **286**.

(*b*) During absence on leave or on unmounted duty, while forage is admissible.

(*c*) During temporary vacancies in the regulated number of horses, but not for more than 31 days.

(*d*) Upon change of station, or upon public stabling becoming available, subject to the regulations as to lodging money laid down in para. **276.**

Section 11.—COLONIAL ALLOWANCE.

I.—RATES.

Rates.

306. Special money allowances, at the rates specified below, will be drawn in aid of the expenses of the following commands :—

Class or Rank.	Daily Rates.
	s. *d.*
BERMUDA — Officer	2 6
BERMUDA — Warrant officer	0 10
BERMUDA — Schoolmistress	0 10
	Rs. cents.
CEYLON — 1, 2, 3, 4	6 35
CEYLON — 5, 7, 8	6 00
CEYLON — 9, 10	4 50
CEYLON — 11, 12	2 50
CEYLON — 13, 14	1 15
CEYLON — 15	0 38
CEYLON — Schoolmistress	0 38
	Dols. cents.
CHINA — 1, 2, 3, 4	3 20
CHINA — 5, 7, 8	1 40
CHINA — 9, 10	1 25
CHINA — 11, 12	1 00
CHINA — 13, 14	0 80
CHINA — 15	0 27
CHINA — Schoolmistress	0 27
	s. *d.*
EGYPT — Officer	3 0
EGYPT — Warrant officer	1 0
EGYPT — Schoolmistress	1 0

Class or Rank.		Daily Rates.	
		Rs.	cents.
Mauritius	G.O.C. the troops	8	75
	Each other officer	1	65
	Warrant officer	0	55
	Schoolmistress	0	55
		s.	*d.*
South Africa	Officer	4	0
	Warrant officer	2	0
	Schoolmistress	2	0
		Dols.	cents.
Straits Settlements	G.O.C. the troops	5	00
	5, 7, 8	3	10
	9, 10	2	20
	11, 12	1	50
	13, 14	0	80
	15	0	27
	Schoolmistress	0	27
		s.	*d.*
West Coast of Africa	Each officer (if not in receipt of double pay)	4	0
	Each warrant officer (if not in receipt of double pay)	1	0
	Each European serjeant (if not in receipt of double pay or of pay as a N.C.O. of the W. African Regt.), or army schoolmistress	1	0
	Each European corporal or private (if not in receipt of double pay)	0	6

II.—GENERAL INSTRUCTIONS.

Ordinary leave.

307. Colonial allowance may be drawn by officers absent from their stations on ordinary leave for 61 days in a year, or on extended biennial or triennial leave, provided that they remain in, and continue on the strength of, the command, and that they have not been relieved of duty on the arrival of their successors.

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The same principles (with the necessary modification for the different periods of leave to which they are entitled) will apply to warrant officers and others mentioned in para. **306**.

Leave at station abroad. 8 Allowances. 91 A.O. 351 1911

308. Officers of the Bermuda, Ceylon, China, Mauritius, South Africa, Straits Settlements or West Coast of Africa commands, who proceed to places in neighbouring countries, will, if so proceeding on sick leave, on ordinary leave for 61 days in a year, or on extended biennial or triennial leave, receive during such absence the allowances fixed by this section. The allowances will not,

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however, be admissible in respect of broken periods of leave spent by officers in neighbouring countries when *en route* to, or returning from, any country in Europe.

Passage upon duty.

309. Colonial allowance may be drawn by officers on passage upon duty from one part to another of the same command, provided they were previously on the strength of the command.

Section 12.—TRAVELLING.

I.—GENERAL REGULATIONS.

Persons not coming under these regulations.

310. These regulations do not apply to :—

(*a*) Military colonial governors, except as specified in para. **2** (*f*).

(*b*) Civilians (other than those classified in para. **1**) employed in the Army Ordnance Factories (including Building Works), the Inspection and Research Departments, the Royal Aircraft Factory, the Royal Army Clothing Department, the A.O.D., the Machinery Department, military detention barracks or prisons at home stations, on War Department vessels, or the Ordnance College, for whom special regulations are issued.

Other regulations.

311. Further regulations in regard to travelling will be found in the King's Regulations.

II.—TRAVELLING EXPENSES.

1. Officers.

General rule as to grant of travelling expenses.

312. Officers will, as a general rule, be reimbursed the actual and necessary expense of their conveyance when proceeding on duty under military orders. The principal cases in which travelling expenses are not admissible are specified in paras. **313** to **338**, subject to the exceptions therein laid down.

When not entitled.

313. Officers are not (subject to the exceptions hereinafter provided) entitled to travelling expenses :—

(*a*) When granted a special allowance which covers travelling.

(*b*) On first appointment—as regards expenses within the United Kingdom, except as provided in para. **314**.

(*c*) When rejoining from half-pay, or retired pay. The travelling expenses of officers on half-pay called up for duty as A.D.C. to the King, and of officers rejoining for temporary employment from half-pay or retired pay will, however, be allowed from and to their residences within the United Kingdom.

(*d*) When proceeding for investiture with the insignia of any decoration or order.

(*e*) When taking up an appointment under a colonial government.

(*f*) When proceeding to London to report themselves personally to the War Office on return from a station abroad, except when they do so under orders from headquarters.

(*g*) When returning home between two meetings of a committee if the expense is greater than the cost of remaining in the vicinity.

(*h*) On exchange or transfer (unless carried out solely on public grounds, or under para. **434** (*d*) beyond the expense which would have been incurred if no exchange or transfer had taken place.

(*i*) On resignation, retirement, or when placed on half-pay, as regards expenses in the United Kingdom.

(*j*) On vacating a staff, departmental, or extra-regimental appointment before its term is completed, unless on account of ill-health or some other cause beyond the control of the officer concerned or unless the Army Council specially admits the expenses.

(*k*) On removal from the service for misconduct, or dismissal by the sentence of a court-martial, except when specially granted a passage under the provisions of para. **437**.

(*l*) In connection with examinations in foreign languages (except as specified in para. **326**).

On first appointment.

314. Officers joining on first appointment from a colony will be allowed their travelling expenses outside the United Kingdom. Officers joining their new stations on promotion from the ranks will be allowed travelling expenses at home and abroad for themselves and families.

Leave.

315. Except where specially provided, officers are not entitled to travelling expenses incurred by them in consequence of leave, but when ordered from one station to another, and the journey is broken by a period of leave, or when ordered to a new station when on leave, officers will be reimbursed the regulated travelling expenses incurred by them, subsequent to the order, in joining the new station, provided that :— A.O. 264 1912

(*a*) The charge does not exceed the cost of a direct journey between the old and new stations, or between the port of disembarkation in the United Kingdom on arrival home on leave, and the port of re-embarkation or other station in the United Kingdom to which they may be ordered on duty ; and

(*b*) In the case of sea passage, no charge is made in respect of a journey which could have been performed in a public vessel if the officers had not been on leave.

316. Officers arriving in the United Kingdom, from a station abroad and not posted to a unit, will, on subsequent posting, be entitled to travelling expenses between the port of disembarkation and their new station. A.O. 18 1913

Substitute

317. Travelling expenses for a substitute for an officer on leave may only be allowed in the case of a medical, veterinary or departmental officer, or in the case of ordinary reliefs of regimental officers

on detachment. The authority of the G.O.C. will be necessary and will only be given when, owing to the exigencies of the service, the officer would not otherwise be able to obtain a due proportion of leave. Travelling allowances will not be sanctioned except for the actual journeys to and fro (*see* para. **409** (*f*).

Sick leave. 14 Ordnance 864

318. Officers granted passages under para. **434** (*f*) or **435** (*a*), (*b*), and (*c*) will be allowed their actual and necessary travelling expenses to the port of embarkation, whether in the command abroad or in the United Kingdom. They will be allowed travelling expenses to and from their homes within the country in which their homes are situated if they are invalided in consequence of active service in the field, but not if they are invalided for other causes.

Performance of duty while on leave.

319. If an officer while on leave is ordered to perform any duty away from his ordinary station, the actual travelling expenses incurred in the performance of such duty, not exceeding the cost which would have been incurred had the officer not been on leave will be admitted.

Officers on leave from abroad.

320. An officer who arrives home on leave from abroad, or who is granted leave at home on arrival from abroad before joining a new station, if ordered to proceed to a home station on duty with a draft, will be reimbursed the extra expense (if any) incurred by him in subsequently proceeding to his place of residence, over and above the amount which would have been incurred by him had he proceeded direct from the port of his disembarkation to his place of residence. Similarly an officer returning to a station abroad off leave and ordered to a home station to do duty with a draft to the port of embarkation will be reimbursed the extra expense (if any) incurred in proceeding to the draft over and above the cost of a direct journey from his residence to the port.

On quitting appointment under Colonial Government.

321. An officer who has come home after quitting an appointment under a Colonial or Foreign Government will, if ordered to join at a home station be allowed the expenses of a direct journey from the port of disembarkation to such station; if ordered to join at a station abroad, the expenses of a direct journey from the port of disembarkation to that of re-embarkation.

To appear before a medical board.

322. Officers will be allowed travelling expenses consequent upon their being ordered, while on leave or half-pay, or with a view to the grant or renewal of a pension for wounds, to appear before a medical board. Such expenses will, however, be limited to the necessary cost of journeys within the United Kingdom or the colony in which the officer's home is situated.

On being admitted to military hospital, &c.

323. Officers admitted to any military hospital, King Edward VII.'s Hospital, London, or the Convalescent Home, Osborne, will be allowed travelling expenses on admission and discharge, as under :—

If stationed at home.

(*a*) From their station to the hospital, and thence to any other hospital to which they may be transferred.

(*b*) From their home as in (*a*), but not exceeding the cost from their station.

If stationed abroad.

(*c*) From their station to the hospital in the command abroad, and thence to any other hospital in that command to which they may be transferred.

(*d*) From the port of disembarkation at home to the hospital at home and thence to any other hospital to which they may be transferred.

(*e*) From their home as in (*d*), but not exceeding the cost from the port of disembarkation.

On discharge from hospital similar expenses to those on admission will be allowed.

Officers attached for instruction.

324. Officers on attachment to the staff preparatory to examination for the Staff College, or to other arms than their own to prepare for field officers' examinations (except when proceeding by special leave for this purpose from one station abroad to another abroad) will be allowed their travelling expenses. In such cases the expenses will be allowed once only, unless an officer's attendance is interrupted by illness.

Attending army examinations.

325. On attending the following army examinations travelling expenses (but not passages) are granted to officers :—

(*a*) For admission to the Staff College or Ordnance College if they qualify. (*b*) For army promotion—for the examinations at which they qualify.

Attending examination in foreign languages.

326. Except as specially provided in the Regulations relating to the study of foreign languages, officers attending the examination in foreign languages will be allowed travelling expenses (but not passages) if they qualify as interpreters. When an officer on the list of interpreters attends for re-qualification, in accordance with those Regulations, travelling expenses will be granted ; but if he fails to pass, he can only go up for further re-qualification at his own expense.

Courses of instruction.

327. Officers will be allowed travelling expenses when ordered to attend courses of instruction authorized by the King's Regulations or specially approved. Travelling expenses to the same description of course will be allowed once only, except in cases in which attendance at senior officers', refresher, or machine gun courses is authorized by the King's Regulations, or when attendance at a course has been interrupted by the officer's illness.

Expenses, staff tours, &c.

328. Travelling expenses incurred on staff tours, regimental tours, and other instructional exercises, are only allowed when specially authorized by the G.O.C.

Distribution of prizes for good shooting to T.F.

329. With the exception of G.Os.C. and commanders of coast defences, officers of the regular army on full pay (other than such officers holding commands or appointments in the territorial force) will not be entitled to claim the cost of journeys to distribute prizes for good shooting, &c., to units of the territorial force.

Limit of travelling expenses during certain courses of instruction.

330. When officers undergoing instruction at the School of Military Engineering, the Staff College, or Ordnance College, and their instructors, are ordered upon reconnaissance duty, upon visits to manufacturing departments, or on tours at home or abroad in connection with their course of instruction, they will receive such sums in aid of their travelling expenses as the Army Council may determine.

Military attachés.

331. The following special commuted allowances will be given to officers appointed military attachés to cover all the expenses of taking up or of quitting their posts, unless in the latter case the officer relinquishes the appointment for his own convenience :—

	£
Paris	50
The Hague	
Berlin	75
Rome	80
Vienna	
Sofia	85
St. Petersburg	90
Washington	
Constantinople	
Egypt	
Buenos Ayres	125
Tokio	200
Pekin	

14 Staff 2959

These allowances will be claimed through the command paymaster, Eastern Command, 2, Duke Street, London, W.C.

Officiating clergymen.

332. Officiating clergymen are not, as a general rule, entitled to any travelling expenses in addition to the remuneration granted to them from army funds.

When, however, an officiating clergyman will have to travel an unusually long distance in order to minister to the troops, the G.O.C. may authorize the grant of the actual and necessary cost of the journeys which he considers should be performed by such clergyman at the public expense.

Officers drawing forage.

333. Officers in receipt of forage (even for a less number of horses than they are entitled to), or of consolidated pay which includes a provision for forage (*see* para. **126**) when proceeding on temporary duty, will, as a general rule, only be allowed travelling expenses :—

(*a*) At a home station, if the distance exceeds 10 miles from such station, or the return journey cannot be performed the same day.

(*b*) At a station abroad, if the journey is one upon which mounted officers are not ordinarily required to ride their horses.

In cases other than the above, the G.O.C. may, however, sanction the grant of travelling expenses, if satisfied that it was not desirable that the officer should ride his horse.

Officers entitled to but not drawing, forage.

334. Officers entitled to forage, but exempted by the authority of the G.O.C. from keeping a horse, will be allowed, subject to a limit of 10*s.* 6*d.* a day, the actual cost of horse hire for occasional mounted duty, provided they are not in receipt of a consolidated rate of pay which includes a provision for forage. For horses hired in London the maximum daily charge admissible is £1 1s. 0*d.* Such officers will also be allowed travelling expenses, including motor mileage allowance at the rates laid down in para. **390** for journeys upon which mounted officers are required to ride their own horses. The total sum claimed for horse hire and travelling expenses must not, however, exceed the amount which would have been admissible, had a horse been kept, as forage, stable, and groom's allowance for the month or quarter for which the claim is preferred. When forage could have been supplied in kind (*see* para. **162**) its contract cost only (instead of the regulated money allowance) must be taken into account. A certificate showing that forage was not drawn will, in all cases, be given, and claims for horse hire will be supported by receipted bills.

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Officers performing mounted duties.

335. Officers not entitled by rank or appointment to forage, or not in receipt of a consolidated rate of pay which includes a provision for forage (*see* para **126**), but having to perform mounted duties, may, if they do not receive an allowance under para. **336**, be reimbursed, under the sanction of the G.O.C., the actual and necessary cost of hiring a horse.

Claims will be supported by receipted bills.

Horse allowance.

336. Officers of the regular forces whether on full pay or half-pay, temporarily employed under War Office authority for a period of not less than 7 or more than 30 days on duty which requires them to be mounted, may, if they are not already in receipt of forage allowance, or not in receipt of a consolidated rate of pay which includes a provision for forage (*see* para. **126**), receive an allowance of 12*s.* 6*d.* a day for each horse allowed and actually kept, if it is certified that they cannot be supplied with public horses. For horses hired in London the maximum daily charge admissible is 15*s.* 0*d.* This allowance is granted to enable officers to provide themselves with horses, servants, saddlery, &c., and to cover all expenses of conveyance in connection therewith up to the time of joining for duty and after its termination, and will be given not only for the actual and authorized period of the duty, but also for one day before the commencement of the duty, and for one day after its conclusion. Forage, or the allowance in lieu, will be admissible in addition to the allowance under this para. Mounted

officers not in receipt of consolidated rates of pay temporarily employed as above, and required to provide more horses than the number for which they are entitled to forage in their existing appointments, may, if it is certified that they cannot be supplied with public horses, receive this allowance for each additional horse authorized and actually kept.

When the period of employment is less than 7 days, the cases will be governed by para. **335**, and when the period is more than 30 days, special instructions as to the allowance to be drawn will be issued from the War Office.

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337. No expense on account of horses hired to replace officers' chargers while incapacitated will be admitted as a charge against army funds.

Officers receiving horse or chair allowance.

338. In China, Ceylon, and the Straits Settlements, officers in receipt of horse or chair allowance will not be entitled to carriage or cab hire, or to horse hire, for occasional duty, or for journeys within 10 miles of their stations, except under para. **334**.

Conveyance of families. A.O. 175 1914

339. When quartermasters, riding-masters, directors of music, assistant paymasters, district officers of R.A., commissaries, deputy-commissaries, or assistant commissaries of ordnance, inspectors of ordnance machinery, inspectors of mechanical transport, inspectors of army schools, superintending inspectors and inspectors of works, surveyors and officers of the coast battalion R.E., are entitled to conveyance at the public expense, they will, unless proceeding on temporary duty, be also entitled to conveyance for their families.* (*See* para. **443** as to passages.)

14 Ordnance 864

The families referred to above will also be allowed travelling expenses between the officer's station and the port of embarkation (or disembarkation) at the station abroad, and between the port of embarkation (or disembarkation) and their selected place of residence in the United Kingdom, when granted passages under paras. **443** (*d*), (*e*) and (*f*).

Conveyance of servants—permanent duty at home.

340. Officers proceeding on other than temporary duty at home will be entitled to conveyance for the following numbers of male servants :—

Rank of Officer.	Servants.
Classes 1 to 4	3
Classes 5 to 10 if entitled to forage } Classes 11 and 12 if taking a horse }	2
Other officers	1

The number must in no case exceed that allowed for the officer's rank at his old station, and the servants must accompany the officers

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* As defined in paras. **442** and **446**

unless otherwise authorized by the G.O.C. Under no circumstances are land expenses granted for female servants, even when passages are allowed under paras. **449** and **450**.

Abroad.

341. Officers serving at a station abroad will be allowed conveyance within the command for the number of servants for whom rations or servant allowance is drawn, subject to the conditions in para. **340**.

Conveyance of servants—temporary duty.

342. On temporary duty, an officer of Classes 1 to 4, or a staff officer travelling with the Inspector-General of the Forces, will be allowed travelling expenses for one personal servant, but not for an orderly in addition. Other officers will only be allowed travelling expenses for a personal servant when :—

(*a*) Proceeding for a course of instruction (but passage for a personal servant is not allowed in the case of officers serving at a station abroad, unless the sea journey is between ports within the command) ;
(*b*) Attending at foreign manœuvres ;
(*c*) Proceeding with troops by land or coastwise ;
(*d*) In encampments or quarters ;
(*e*) Specially authorized by the G.O.C.

Conveyance of grooms.

343. Officers necessarily taking a horse upon temporary duty will be allowed conveyance for a groom.

Conveyance of horses.

344. On permanent change of station, conveyance by land or coastwise will be allowed for the number of horses for which forage is drawn. In cases where there is a difference between the number of horses at the old and new stations, the lower number only is allowed to be conveyed at the public expense. On temporary duty officers may take the number actually required (within the above number) ; or they may hire a horse at the temporary station if no greater expense than that for conveyance is incurred (*see* para. **454** as to passages).

Livery expenses.

345. Officers travelling with their horses will, at home stations, be reimbursed necessary livery expenses, less forage allowance if drawn or if covered by a consolidated rate of pay (which should be stated on the claim). At stations abroad, forage allowance and stable hire will be admitted as a travelling charge if forage or public stabling cannot be supplied.

When using own cycles.

346. Officers, not drawing forage or forage allowance, nor in receipt of a consolidated rate of pay covering forage, who regularly perform on their own cycles, journeys on the public service for which travelling expenses are admissible, may be granted an allowance, to be fixed according to circumstances by the G.O.C., but not exceeding 10*s*. a month.

For occasional journeys for which travelling expenses are admissible, an allowance of ½*d*. a mile may be given. At training

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and manœuvres the rate of allowance may, in exceptional circumstances, be increased to 1*d.* a mile at the discretion of the G.O.C., but in such cases not more than 15*s.* a month will be issuable.

2. Soldiers.

General rule for grant of expenses.

347. Soldiers travelling under route will receive the allowances and advantages specified in the Army Act. Under other circumstances their regulated expenses will be allowed.

Soldiers, mileage rate for.

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348. Soldiers authorized to use their own cycles for journeys on the public service for which travelling expenses are admissible may be granted the allowance or mileage rate sanctioned under para. **346.** At training and manœuvres the rate of allowance may, in exceptional circumstances, be increased to 1*d.* a mile at the discretion of the general officer commanding, but in such cases not more than 15*s.* a month will be issuable.

In the case of recruiters 1*d.* a mile may be granted up to 7*s.* 6*d.* (the equivalent of 90 miles) and ½*d.* a mile thereafter in each calendar month without limit.

The charges when not made under route will be vouched by a copy of the order for the journey, and, in the case of recruiters, by the recruiting officer's certificate that the visits were necessary, and by the approval of the O.C. the recruiting area.

Furlough.

349. Soldiers are not entitled to travelling expenses in connection with furlough, except—

(*a*) When they would be granted to officers under para. **315.**

(*b*) When recalled from furlough for any temporary duty, in which case travelling expenses to and from the place of duty will be allowed if the soldier reverts to furlough.

(*c*) On proceeding to their homes in anticipation of discharge or transfer to the reserve. If, however, the discharge or transfer is not carried out and the soldier rejoins his unit, travelling expenses of both journeys must be paid by him and particulars of the warrant or warrants issued must be reported to the War Office.

14 Artillery 2382

(*d*) When special furloughs are granted to warrant officers and N.C.Os. after six years' service abroad. In such cases passages and travelling expenses outside the United Kingdom may be given, but not travelling expenses within the United Kingdom.

Soldier rejoining after acquittal.

350. The travelling expenses of a soldier rejoining his corps after acquittal by a civil court on a criminal charge, will be defrayed out of army funds.

3. Schoolmistresses.

School-mistresses.

351. Schoolmistresses invalided from abroad, or retiring from the service, are allowed travelling expenses to their homes; also from their homes to the stations to which they are subsequently ordered when resuming duty after sick leave.

Husband of.

352. If the husband of a schoolmistress has served in the regular forces and held a rank not below that of serjeant on discharge, he

may be granted conveyance when accompanying his wife on her change of station.

4. Civilian Subordinates.

Joining or quitting the service.

353. Travelling expenses, except as specified in paras. **354** and **456**, are not allowed to civilian subordinates on joining or quitting the service.

On appointment, &c.

354. Barrack wardens and paid pensioner recruiters will be allowed, on appointment, travelling expenses for themselves and their families, and the cost of conveyance of a maximum quantity of 8 cwt. of baggage.

Expenses on quitting the service will be allowed, except in cases of resignation within 2 years of appointment or when dismissed.

General rule.

355. Civilian subordinates proceeding on duty will be reimbursed their actual and necessary travelling expenses, but, at stations abroad, public conveyance will be provided whenever practicable.

Cycle allowance.

356. Civilian subordinates performing journeys on the public service on their own cycles may be granted the allowance or mileage rate sanctioned under para. **346.**

Families.

357. When subordinates are moved for permanent duty conveyance will be allowed for their families within the regulated limits of age (para. **368**).

5. Recruiting.

Recruits' expenses.

358. Recruits will only be allowed such travelling expenses as are incurred after attestation (except as provided in paras. **359** and **360**).

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Prior to attestation.

359. The travelling expenses of recruits, prior to attestation, will be allowed from the place where they were served with the statutory notice papers to the depôt or other place of attestation, provided :—

(*a*) That there was no magistrate or military officer available for attestations at the place where the notice was served, and that the recruit was finally approved, or, if rejected, that it be certified by the approving field officer that the cause of rejection was such as could not have been detected by the recruiting officer or recruiter who conducted the primary examination. In the latter case, the expenses of the return journey will also be allowed.

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(*b*) That the recruit was a serving special reservist whose attestation for the regular army was deferred until he had been medically examined. If found medically unfit, expenses will also be allowed for the return journey.

Charges for travelling expenses under this para. will be vouched as provided on A.F. O 1770.

Exception.

360. The cost of conveyance incurred by recruits who apply for enlistment through the Post Office, or by boys sent direct from training ships, in proceeding to the place of enlistment, will be admitted if they are finally attested.

Rejected recruits.

361. Recruits rejected on final examination will be given travelling expenses back to the place of attestation.

6. Soldiers Discharged or Transferred to the Army Reserve.

On discharge.

362. On discharge from army service, soldiers are granted conveyance under the conditions stated below, and subject to the restrictions specified in para. **364** :—

(*a*) A soldier enlisted in the United Kingdom is entitled to conveyance to his selected place of residence therein.

(*b*) A soldier enlisted abroad (except for a Colonial corps) is entitled to conveyance to his place of enlistment, unless he was enlisted at a station where his father was then serving, in which case he will only be entitled to conveyance to his selected place of residence within the United Kingdom.

(*c*) A soldier discharged at a station abroad, with a view to his residing within the command, will be granted conveyance under such conditions as may be laid down in local regulations.

(*d*) A soldier enlisted abroad for the West India Regiment is entitled to conveyance to his place of enlistment, or to the place at which he was served with the notice paper.

(*e*) A soldier enlisted abroad for a Colonial Corps (other than the West India Regiment) will be granted conveyance under such conditions as may be laid down in the local regulations of the command in which he is serving.

(*f*) A soldier enlisted in the United Kingdom who is discharged from the army at a station abroad on conviction by the civil power may, on termination of his imprisonment, be provided by the Colonial Government with a passage by packet to the United Kingdom. The cost of the passage, and any land expenses of the man incurred in proceeding to the port of embarkation in the colony, will be allowed as a charge against army funds. Such charges will be settled at the War Office, and claims will be supported by a manuscript copy, certified by the prison governor, of the particulars of the man's discharge as shown on his certificate of discharge. Land conveyance in the United Kingdom will not be allowed.

Transfer to Army Reserve.

363. On transfer to the army reserve, soldiers are granted conveyance under the conditions stated below, and subject to the restrictions specified in para. **364** :—

(*a*) A soldier enlisted in the United Kingdom is entitled to conveyance to his selected place of residence therein.

(*b*) A soldier enlisted abroad will be granted conveyance to his

selected place of residence within the United Kingdom. If permitted under War Office authority to reside abroad, conveyance to the place of enlistment will be allowed.

(*c*) A soldier transferred to the reserve at a station abroad, with a view to his residing within the command, will be granted conveyance under such conditions as may be laid down in local regulations.

(*d*) A soldier specially granted a transfer to the reserve on conversion of service while serving abroad may be provided with passage by the first available public opportunity, or failing one within a reasonable time, by freight ship with other soldiers returning home for transfer to the reserve.

(*e*) A soldier who, on transfer to the reserve in India, has been permitted to reside in that country, and has afterwards been granted a free passage home under Indian Army Regulations on or before his final discharge from the army, will be granted free conveyance to his selected place of residence in the United Kingdom for himself, and also for his family, provided that he was on the married roll at the time of his transfer to the reserve.

364. Conveyance will not be granted on discharge or transfer to the army reserve :— Restrictions.

(*a*) After the date of discharge or transfer to the reserve, except in the case of illness of the soldier or his family, when the officer authorized to give conveyance may defer the grant for such time as is considered necessary on medical grounds, or except as provided in paras. **362** (*f*) and **363** (*e*).

(*b*) If the soldier is released from confinement in a civil prison at home.

(*c*) If the soldier is discharged by purchase.

(*d*) If the soldier is discharged at the request of his parents or guardians in consequence of having made a false statement as to age upon enlistment.

(*e*) If the soldier is relegated to the army reserve after improper enlistment.

7. Deserters.

365. Subject to the limit of 40*s.* for reward and expenses before committal, the travelling expenses of a deserter in civil custody, and of the police escort, are admissible against army funds, unless the deserter is detained in, or proceeding to, a civil prison. When expenses are admissible.

366. The expenses of county constabulary are generally regulated by county rules ; but no refreshment allowance is granted before committal if a reward is given, and no charge for pay or extra pay is admissible. Expenses of county constabulary.

367. In every case a detailed statement of expenses before committal, certified by the committing magistrate, and countersigned by the O.C. the unit to which the deserter belongs, will be Certified statement required.

forwarded, together with proof of payment, in support of the charge. For expenses incurred by the police after committal the certificate of the local head of the police will be accepted.

In the case of the apprehension of a man upon suspicion, who proves upon inquiry not to be a deserter, the claim for expenses (if any) will be referred to the G.O.C. to decide whether they shall be allowed against army funds.

8. Soldiers' Families.

A. *On the married establishment.*

Persons included in these regulations defined.

368. The regulations under the above heading apply to :—

(*a*) The married establishment as defined in para. **94**.

(*b*) Soldiers' daughters between 14 and 16 years of age.

(*c*) Children over age who would, through bodily or mental infirmity, become destitute if not conveyed with their families. Such cases must be specially submitted to the Army Council if passage to a station abroad is involved, otherwise to the G.O.C.

(*d*) Children over age who were originally sent to a station abroad at the public expense ; in which case they may proceed with the family until arrival home again.

When conveyance is granted.

369. Conveyance will be provided for the families specified in para. **368** :—

When accompanying the soldier—

(*a*) On change of station, unless he proceeds as servant to an officer moving without troops ;

(*b*) On discharge from the army or on transfer to the army reserve ;

(*c*) On the enlistment of a pensioner or other person who is placed upon the married establishment on joining.

When not accompanying the soldier—

(*d*) On change of station (unless the soldier proceeds as servant to an officer moving without troops), when the family, through illness or other cause, is unable at the time to accompany the soldier.

(*e*) When troops or individual soldiers are ordered to embark for service abroad without their families ; and when families are sent home from abroad.

(*f*) When the families referred to under (*e*) are permitted to rejoin.

(*g*) When the soldier dies while serving. In this case the family may elect to go to the place at which the man was married, even if abroad.

(*h*) When the soldier deserts, is imprisoned, or is under detention for six months and upwards, or is discharged on committal to a civil prison.

(*i*) When the soldier becomes a lunatic, unless it is decided to send the family to the man's parish, or to the place of the wife's marriage if abroad.

(*j*) When the wife is struck off the married roll for misconduct. (Expenses are not allowed on reinstatement.)

(*k*) When the wife dies or becomes a lunatic. In this case a guide may, if necessary, be sent with the children from the home station or port of disembarkation.

(*l*) When families are sent to their homes on mobilization, and when they rejoin therefrom.

(*m*) When the family, on being brought on the married establishment, proceeds to a port of embarkation to join the soldier serving abroad. A.O. 136 1911

(*n*) To the United Kingdom when a soldier stationed abroad is ordered to a station mentioned in para. **116** (10) and elects to proceed without his family; and on rejoining the soldier when moved to another station. A.O. 198 1911

In cases (*e*) to (*l*) expenses are only allowed to or from the family's selected place of residence within the United Kingdom, except as provided under (*g*) and (*i*).

Claimants under (*g*) to (*k*) must proceed within three months, if at a home station; and by the first public opportunity, if at a station abroad. The sanction of the Secretary of State for India in Council is required for the passage to India under (*g*) or (*i*) of a woman not of native Indian parentage.

370. A soldier sent home from abroad with his invalided family, on the recommendation of a medical board, will be allowed conveyance to the home battalion, the depôt, or, when granted furlough, to the home of the family. He will also be allowed travelling expenses when proceeding to rejoin for duty either at home or abroad. Soldier sent home with invalided family.

B. *Intended wives.*

371. Conveyance by sea (under the conditions laid down in the King's Regulations) and land expenses from the port of disembarkation are admissible for the intended wife of a soldier who has been granted permission to marry while serving in India or at any other station abroad. Land expenses to the port of embarkation are inadmissible. When expenses &c. are granted. A.O. 165 1911

C. *Not on the married establishment.*

372. Conveyance will be provided under the circumstances detailed in (*b*) and (*e*) of para. **369**; also under (*g*) of that para., as regards conveyance to their homes in the United Kingdom. In the cases under (*b*) or (*g*), however, the cost will be recovered from the soldier's deferred pay or gratuity, if any is due. When conveyance is granted.

9. Witnesses.

373. Travelling expenses are usually granted to witnesses attending courts-martial, or courts of inquiry, held solely upon the public service; but— Courts-martial or courts of inquiry.

(*a*) The expenses of witnesses in personal disputes, or for the defence of officers found guilty, will only be admitted when the president of the court certifies that their evidence was necessary for the defence, and the G.O.C. specially sanctions payment.

(*b*) No expenses are allowed for inquiries connected with mess accounts or regimental funds.

Certificate, personal allowance.

374. Claims of civilian witnesses should be certified by the president as just and reasonable. A personal allowance may be granted suitable to the claimant's station in life and to the period of attendance (these particulars should be shown in the claim); but at stations abroad any tariff or established practice which exists for civil courts should be made the basis of settlement, and the claim certified as in conformity with it.

Attending civil courts.

375. Regulated travelling expenses are admissible for officers, soldiers, or civilian subordinates, attending as witnesses at civil courts to give evidence on matters coming before them in their official capacity; but they should obtain the full amount payable to them as witnesses, and account for it as public money, applying to the solicitor who served the subpœna for further payment, in addition to the subpœna fee, when detained more than one day or when this fee is insufficient. In criminal cases in Ireland no court expenses are recoverable from civil funds.

A.O. 264 1912

Defendants before civil tribunals.

376. When officers or soldiers are defendants in cases tried before civil tribunals they must provide for the attendance, without cost to the public, of any military or other witnesses they may call for their defence.

10. Mode of Conveyance.

The cheapest route to be used.

377. Travelling expenses are allowed by the cheapest railway (or cheapest direct railway and steamship) route only, except under the following circumstances:—

(*a*) When the dearer route effects a saving of time which is of importance for the public service.

(*b*) When objectionable on military grounds, *e.g.*, as involving frequent changes of train, or delay on the journey.

(*c*) When an exception is specially sanctioned by the G.O.C.

This regulation should always be borne in mind in interpreting the term "travelling expenses," and "conveyance," and exceptions should be explained on the claim, and in the space provided for that purpose on the form of railway warrant.

Class of accommodation.

378. The following table and notes (*a*) to (*f*) show the classes of accommodation, by rail or sea, assigned to Government passengers:—

Rank.	Class of accommodation.		
	By rail.	By packet.	By transport or freight-ship.
Classes 1 to 14. [*See also* (*d*)]	1st	1st (*f*)	1st
WARRANT OFFICERS, SCHOOLMASTERS, AND SCHOOLMISTRESSES	2nd	2nd (*a*)	2nd
NON-COMMISSIONED OFFICERS, class 16 ...	3rd	2nd	2nd
OTHER SOLDIERS (including soldier servants)	3rd	3rd	3rd
CIVILIAN SERVANTS	3rd (*e*)	2nd	2nd
CIVILIAN SUBORDINATES:			
(i.) Temporary civilian clerks of works and draughtsmen; temporary surveyors' clerks	2nd	1st	1st
(ii.) Barrack wardens, class 1	3rd (*)	2nd (*a*)	2nd
(iii.) ,, ,, if in class 16 ...	3rd	2nd	2nd
(iv.) When specially authorized	2nd	2nd	2nd
(v.) Other civilian subordinates ...	3rd	3rd	3rd
COLOURED SOLDIERS AND SERVANTS ...	To be governed by the local regulations approved by the Army Council.		
FAMILIES	The class to which the husband or schoolmistress is entitled.		
HUSBANDS OF SCHOOLMISTRESSES, *in the circumstances specified in para.* 352.	That to which they were entitled on discharge.		

A.O. 324 1912

(*a*) When 2nd class is not available 1st class is allowed in these cases.

(*b*) The classes of accommodation given in column 2 can only be regarded as approximately representing the description of conveyance by long sea route, suitable to each rank. In some few cases 3rd class does not exist, or the classes called 2nd or 3rd are unsuitable for women and children, or for Europeans generally. Soldiers will always be given accommodation securing adequate protection from the weather.

(*c*) A superior class of accommodation may upon medical recommendation be assigned to invalids.

(*d*) Separate cabin accommodation is granted to officers of Classes 1, 2 and 4, and to officers of Class 3, unless returning home on promotion to a rank in such class. When officers of these classes are entitled to passage for their families and the families accompany the officers, a reserved cabin for the officer and his wife, and a first class passage for each child not accommodated in the reserved cabin, will be provided.

* If in uniform, 2nd class accommodation by railway will be allowed.

(*e*) Civilian servants of the Inspector-General of the Forces, and of the G.O.C. the forces in Ireland may travel 2nd class.

(*f*) Only 2nd class accommodation will be allowed for packet passages granted under paras. **437** and **443** (*h*).

Officers on lodging list.

379. Officers on the lodging list are not entitled to conveyance at the public expense between their lodgings and their barracks or office, and their journeys will, as regards the recovery of travelling expenses, be usually considered as commencing from barracks or office.

In cases, however, of journeys necessarily commenced direct from their lodgings, travelling expenses may be allowed thence by G.Os.C. subject to the general condition that extra expense is not thrown on the public through the officers residing farther than is necessary from their usual place of work.

Cab hire—officers.

380. Cab hire may be allowed to officers under the following circumstances, if no suitable public conveyance is available :—

(*a*) For all distances of 2 miles and upwards.

(*b*) For distances of less than 2 miles, either when baggage is necessarily carried, or when required for the saving of time in circumstances not under the control of the officer ; in the latter case the reasons for the urgency should be fully explained on the claim.

(*c*) In special cases not covered by the above, G.Os.C. may authorize cab hire if in their opinion such cab hire was desirable in the interests of the public service.

Officers on same journey.

381. When two or more officers are proceeding on the same journey, separate vehicles will not be allowed for each, in cases where it is possible to make more economical arrangements.

Cab hire—soldiers.

382. The hire of a cab or special conveyance may also be allowed :—

(*a*) For soldiers not below the rank of serjeant, for schoolmistresses, and for soldiers' families, when necessarily travelling with baggage, if no cheaper mode of conveyance is available.

(*b*) For soldiers in arrest when railway conveyance cannot be used.

(*c*) For conveying military foremen of works to or from their duties if the distance exceeds 3 miles and no cheaper mode of conveyance is available. Charges for shorter distances will only be allowed on grounds of "urgency," and must be specially approved.

(*d*) When specially sanctioned by the G.O.C. ; as *e.g.*, for invalids.

Coach, &c., fares for recruits.

383. When no railway is available, fares by an ordinary public conveyance are allowed for recruits proceeding, after attestation, to the headquarters of the district in which they are raised, if the distance exceeds 4 miles.

Gratuities porterage, &c.

384. Gratuities to railway porters, ships' stewards, &c., are inadmissible, but porterage outside a railway station will be allowed for journeys with baggage when cab hire is not charged. Booking or cloak room fees are only allowed when cab-hire otherwise admissible is thereby saved. The cost of sleeping berths on trains or boats

in the United Kingdom is inadmissible as a charge against the public, being covered by the nightly rate of travelling allowances.

When travelling abroad officers will be allowed the cost of sleeping berths, in addition to the nightly rate of travelling allowances, except in the case of officers of Classes 7 to 14 for journeys occupying one night only.

14 Gen. No. 5349

385. The cost of conveying horses in horse-boxes is only admissible :— Horses in horse-boxes.

(*a*) For officers' chargers.

(*b*) When not more expensive than conveyance in cattle trucks.

(*c*) When specially sanctioned by the G.O.C., in which case a report of the circumstances should be given on the route. [*See* also instructions in the King's Regulations as to transport of sick horses by rail.]

III.—ALLOWANCES FOR USE OF PRIVATE MOTOR VEHICLES.

386. Officers and others using their own motor vehicles on public journeys may draw the allowances authorized by this sub-section in all cases where conveyance is admissible, subject to the following conditions :— When admissible.

14 Gen. No. 5437.

(*a*) That the total charge for mileage, storage and chauffeur's allowance is not more than the cost of conveyance by the cheapest means, and

(*b*) That travelling allowances under para. **395** will be admissible only in respect of the time actually occupied on the journeys.

As to injuries or damage caused to or by such vehicles by accident or otherwise, *see* para. **549**. Accidents.

387. In cases in which these allowances amount to more than the cost by ordinary means of conveyance, they may be drawn if approved by, or on behalf of, the G.O.C., on either of the following grounds ; (*a*) that the employment of the motor vehicles enabled duties to be carried out which could not have been satisfactorily performed by other means, *e.g.*, staff tours ; (*b*) that the gain in time consequent on the use of the motor vehicle justified the extra expense. When allowance exceeds cost by ordinary conveyance.

388. In cases coming under para. **387**, the use of the motor car should, except under the most special circumstances, be approved prior to the employment at the public expense being incurred. Prior approval to be obtained.

It is to be noted that as the rates are based on the size of the car, not on the number of persons carried on duty in it, the use of a larger car throws additional expense upon the public, and it will be the duty of the G.O.C. to utilize in the case of journeys of one or two individuals a smaller car, when available, in preference to a larger one.

389. When a motor vehicle has to be brought from the officer's station to the point at which its employment on service is to Conveyance to starting point.

commence, mileage rates will be admissible for this journey. In the case of a motor bicycle or tricycle actually conveyed by passenger train, the cost of such conveyance may be granted in lieu of mileage rates.

Rates.

390. The rates will be as follows :—

(a) *Mileage.*

	Per mile
Motor bicycle or tricycle	1½*d.*
A motor car with two or three seats	4*d*
A motor car with four or more seats	6*d*

(b) *Storage.*

For every night on which an officer with his motor vehicle is necessarily absent on duty from his station, and on which the nightly rate of travelling allowance is admissible, an allowance will be granted for storage as follows :—

	s.	*d.*
For a motor bicycle or tricycle	1	0
For a motor car, if the nightly travelling allowance for a chauffeur is claimed under para. **392** ...	1	0
For a motor car, if a chauffeur is not taken ...	2	6

Travelling allowance of officer.

391. Travelling allowance for officers conveyed in private motor vehicles for which the above allowances are drawn will be governed by para. **395**, except that when the vehicle is used under the conditions of para. **387**, the daily rate will not be admissible unless the period of necessary absence exceeds 7 hours.

Travelling allowance of chauffeur.

392. Travelling allowance for a chauffeur, if taken, will be admissible at the rates laid down in para. **395** (*g*) for officers' servants, subject to the exception in para. **391**.

Warrant officers and soldiers.

393. The regulations will apply to warrant officers and soldiers so far as regards motor bicycles and tricycles, the claim being supported by a certificate signed on behalf of the G.O.C. that the use of the vehicle was required in the interests of the public service.

IV.—TRAVELLING ALLOWANCES.

Issue of.

394. Travelling allowance for journeys, and for limited periods of necessary absence on duty from the usual place of residence, will be issued to officers and others, under the conditions and subject to the restrictions contained in paras **395** to **409**.

395. The authorized rates of travelling allowance are as follows :—

14
Staff
2975
A.O. 324
1912

Rank, &c.	Maximum nightly allowances.			Daily allowances.	
	Rate 1.	Rate 2.	Rate 3.	Rate 4.	Rate 5.†
	For nights of travelling; also during detention up to seven nights, in addition to night of arrival.	After seven nights' detention.	Under para. **398.**	Under para. **399.**	Under para. **399** (*a*) and (*b*), if the period of necessary absence or time necessarily occupied on the journey exceeds 10 hours.
	s. *d.*	*s.* *d.*	*s.* *d.*	*s.* *d.*	*s.* *d.*
(*a*) Officers—					
Classes 1 to 6	20 0	15 0	7 0	3 6	6 0
„ 7 to 14	15 0	10 0	5 0	3 6	6 0
(*b*) Temporary civilian clerks of works and draughtsmen, temporary surveyors' clerks	10 0	7 6	...	3 6	5 0
(*c*) Class 15; also schoolmasters and schoolmistresses	5 0	3 0	2 6	1 6	2 6
(*d*) Class 16, when travelling without troops and not billeted*—					
If detained at night at places where public quarters are not available	4 0	2 6	...	...	...
For the journeys specified in para. **399** ...	...	...	...	1 0	1 6
(*e*) Classes 17 and 18, when travelling without troops and not billeted*—					
If detained at night at places where public quarters are not available	3 6	2 0	...	...	...
For the journeys specified in para. **399** ...	...	...	...	1 0	1 6

* For conditions under which soldiers need not be billeted reference should be made to the King's Regulations.

† Rate 5 does not apply to the last day of a journey when an allowance at rate 1 or 2 is admissible for the previous day.

Rank, &c.	Maximum nightly allowances.			Daily allowances.	
	Rate 1.	Rate 2.	Rate 3.	Rate 4.	Rate 5.†
	For nights of travelling; also during detention up to seven nights, in addition to night of arrival.	After seven nights' detention.	Under para. **398.**	Under para. **399.**	Under para. **399** (*a*) and (*b*), if the period of necessary absence or time necessarily occupied on the journey exceeds 10 hours.
A.O. 324 1912 (*f*) Classes 19 and 20 [except as provided in (*g*)] when travelling without troops and not billeted.*					
If detained at night at places where public quarters are not available	2 6	1 6	...	...	...
For the journeys specified in para. **399** (*c*) ...	...	...	...	1 0	...
(*g*) Soldier servants and soldiers acting as drivers of War Department motor vehicles or travelling in aircraft, when accompanying officers travelling without troops; civilian servants	3 6	2 0	...	1 0	1 6
(*h*) Barrack wardens, civilian and pensioner foremen of works, master artificers, temporary clerks in place of engineer clerks, and such others as may be specially authorized	4 0	2 6	...	1 0	1 6
(*i*) Messengers and labourers‡	3 0	1 6	...	1 0	1 6
(*j*) Paid pensioner recruiters	2 6	1 6	...	...	...
Paid pensioner recruiters for journeys specified in para **399** (*c*)	...	...	...	1 0	...
(*k*) Other civilian subordinates	Such rates as the Army Council may decide.				

* For conditions under which soldiers need not be billeted reference should be made to the King's Regulations.
† Rate 5 does not apply to the last day of a journey when an allowance at rate 1 or 2 is admissible for the previous day. ‡ These rates do not apply to native messengers and labourers.

Nightly Allowance ; Rates 1 and 2.

When granted.

396. Travelling allowance at rates 1 and 2 will be granted when officers and others are temporarily absent at night from their stations or usual places of residence, and are not provided with accommodation in public quarters nor placed on the lodging list.

When officers and warrant officers are accommodated in billets, a deduction of the statutory cost of billets will be made from the travelling allowance.

When not ordinarily granted.

397. The nightly rates of travelling allowance are not, in ordinary circumstances, issuable during detention, if such detention (not reckoning the night of arrival) is in excess of seven nights. Should, however, the detention be prolonged beyond this period, and expenses be necessarily incurred which local allowances will not cover, G.Os.C. may authorize payment of a travelling allowance for the whole period if they consider the issue necessary. Suitable rates may be granted to meet the conditions of each case, but G.Os.C. will in no instance authorize a rate of allowance in excess of the scale laid down in para. **395.**

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Nightly Allowance ; Rate 3.

When applicable.

398. Rate 3 is applicable to those special cases in which it may be desirable to issue travelling allowance to officers and others, who although provided with public quarters, or in receipt of lodging allowance, are put to additional expense by reason of travelling. It is also applicable to the case of officers who are the official guests of a foreign Government.

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It may be issued in the following cases if approved by the G.O.C. :—

(*a*) When officers or warrant officers are detached singly on duty with troops for any period not exceeding seven nights (exclusive of the night of joining) or are called out with troops in aid of the civil power at stations other than their own.

(*b*) When officers are detained in quarantine, in quarters on shore, and not messed at the public expense.

(*c*) When officers are necessarily separated from their heavy baggage in consequence of the movement of bodies of troops on permanent change of station. The allowance may be given for a limited period preceding or following the move, but will not be issued for more than two nights in connection with any move within the United Kingdom or a colony ; if, however, the move is from the United Kingdom to a station abroad, or *vice versâ*, or by sea inter-colonially, the allowance may be issued for a maximum number of four nights (*see* para. **419**).

(*d*) When an officer joins a corps at home for the purpose of taking charge of, or doing duty with, a draft for abroad. The allowance in this case will not be issued for a period exceeding seven nights.

(*e*) In special cases other than the above, G.Os.C. may sanction the issue of travelling allowance at rate 3, or at a lower rate, if they consider the circumstances render such issue necessary. The authority will in each case be attached as a voucher in the account.

Daily Allowance ; Rates 4 and 5.

When issuable.

399. A daily rate of travelling allowance will be issued to officers and others in the following circumstances:—

(*a*) For a journey from and to the claimant's station, if he proceeds to a place beyond 10 miles by the ordinary route from such station, and returns the same day.

In special cases G.Os.C. may relax the 10 miles' limit, a report of the circumstances being attached to the travelling claim.

(*b*) For a journey completed in one day on permanent or temporary change of station, or for a journey to or from a port of embarkation or disembarkation, if a distance of more than 10 miles is travelled.

(*c*) Rate 4 for the last day of a journey which exceeds 24 hours; but the allowance will not be issuable in respect of a journey from a port of disembarkation, except as provided for in (*b*), nor in cases in which the journey is completed before 7 a.m.

The daily allowances are admissible together with local allowances, but will not be issued for days for which a nightly allowance is granted, nor will more than one allowance be admitted for any one day.

The daily allowance will not be admissible for a journey performed in a government motor car or car hired at the public expense, unless the period of necessary absence exceeds 7 hours.

Military Attachés.

Military attachés.

400. Travelling allowance at the rate of 21*s.* a night for the whole period of a journey will be granted to a military attaché travelling on duty in a foreign country. Only 3*s.* 6*d.* under para. **399** (*c*) will be admissible for the last day of the journey.

Travelling Allowances to Troops and Families.

Soldiers' rates.

401. Soldiers serving at home and not receiving travelling allowances under paras. **394** to **399**, will receive the following rates of travelling allowance for journeys by rail, steamship (without rations), balloon, airship, or aeroplane :—

	s.	*d.*
For journeys of 150 miles and under 300 miles ...	0	6
,, ,, 300 miles and under 600 miles ...	1	4
,, ,, 600 miles and upwards	1	8

The receipt of these allowances will not debar a soldier from receiving a hot meal if billeted.

In case of journeys by steamship or balloon, 1 mile may be reckoned as 3 miles for the grant of the allowance under this para.

Discharged soldiers.

402. A travelling allowance of 1*s.* a day is given for each day of journey, without rations, to discharged soldiers conveyed at the public expense, if they are not entitled to receive a gratuity, deferred pay, or an advance of pension.

Deserter or soldier in arrest.

403. The rates for the subsistence of a deserter or soldier in arrest are :—

At home stations, when actually on the march, or when confined to police cells or other authorized place of confinement—not exceeding 1*s.* a day. When the man is confined in a civil prison no charge is admissible against army funds.

At stations abroad—such sums as the Army Council shall determine.

When confined in a military guard detention-room while on the march—6*d.* a day.

Families.

404. The families of soldiers entitled to conveyance at the public expense will, when necessarily travelling apart from the soldier and unaccompanied by troops, receive travelling allowance at the following daily rates :—

	Wife or widow.	Child.
	s. *d.*	*s.* *d.*
(*a*) For a journey of over 20 miles	0 10	0 6
(*b*) If detained at a port of embarkation, or disembarkation (given for one day only in the latter case), not counting days of arrival or departure; or if detained at an intermediate station through sickness and not rationed—		
Not in barracks	2 0	0 6
In barracks	0 6	0 3

Mileage allowance for discharged soldiers.

405. A mileage allowance at the following rates is granted to discharged soldiers and their families in cases where conveyance cannot be provided by rail or sea :—

At home.—1*d.* a mile for the soldier and each member of his family.

Abroad.—Such rates as the Army Council may fix in view of local circumstances.

Special Grants.

Special rates.

406. Soldiers, civilian subordinates, and their families will when necessarily incurring exceptional expenses while travelling, or during detention on a journey, be granted such rates of travelling allowance as the G.O.C. may approve. Such special grants when

in excess of £5 will be reported quarterly to the War Office, on A.F. F 740.

General Conditions.

Officers with troops abroad.

407. Officers and others travelling with troops at a station abroad are not, as a general rule, entitled to travelling allowance, except where special provision has been made, with War Office authority, in the local regulations of the command. An officer accompanied by one soldier at a station abroad will, however, be considered as travelling without troops; and an officer in command of a small party of not more than 10 N.C.Os. and men will be similarly treated, if it is impracticable to make arrangements for the supply of rations.

Separation from heavy baggage.

Subject to the provisions of para. **398** (*c*), a travelling allowance may be issued to officers necessarily separated from their heavy baggage when troops are moved abroad on change of station.

During instruction.

408. Officers undergoing instruction at military educational establishments, or employed on reconnaissance duty or other instructional exercises in the vicinity of their stations, are not entitled to travelling allowance under para. **395**; but the commandant, or G.O.C., as the case may be, may grant an allowance not exceeding that scale, the special authority being annexed to the travelling claim.

When the allowance is not admissible.

409. Travelling allowances will not be issued:—

(*a*) To officers and others receiving pay or allowances which cover travelling allowances.

(*b*) To officers and others, except civilian servants, marching with troops at manœuvres or drills or on active service.

(*c*) For nights when officers and others are on board ship if accommodated and messed at the public expense.

(*d*) When officers and others travel on duty with convoys, and return to their station on the same day.

(*e*) To officers and others under canvas, except that daily allowances may be issued for journeys to or from a standing camp, under the conditions of para. **399**.

(*f*) To the substitutes of officers on leave, except as laid down in para. **317**.

V.—RAILWAY AND STEAMSHIP FARES AND WARRANTS (UNITED KINGDOM).

Railway and steamship fares.

410. The undermentioned fares are chargeable for military passengers in the United Kingdom, by railway companies, by lines of steamboats owned by the railway companies, and by the lines of steamboats referred to in the King's Regulations. The "fare" referred to is the ordinary fare to the public for the single journey:—

(*a*) *In Great Britain, and between places in Great Britain and Ireland.*

1 to 125	$\frac{2}{3}$ fare.
Over 125	125 as above. Remainder $\frac{1}{2}$ fare. Four officers will be included in the 125 at $\frac{2}{3}$ fare.
Squadrons of cavalry and batteries of artillery with horses	50 men and 50 horses $\frac{1}{2}$ fare (for individuals). under 50 $\frac{2}{3}$ fare (for individuals), charge not to exceed that for 50 at $\frac{1}{2}$ rate.
Going from and returning to a station within 3 months: 95 to 125	As for 126 at $\frac{1}{2}$ fare each way.
Going from and returning to a station within 3 months: Over 125	$\frac{1}{2}$ fare each way for the whole number, including advance parties, and details sent after the main body.

(*b*) *Special rates for not less than* 2,000 *troops proceeding by rail to points of concentration in Great Britain.*

Train loads of at least 400 men to be sent, except in the following cases in which concentration rates will be charged without reference to the numbers proceeding :— $\frac{1}{2}$ fare each way less 20 percent. for officers and soldiers.

(i) A squadron of cavalry ... A battery of artillery ... A company of A.S.C. ; or ... A company of R.E. ... } Moving with their horses, guns, or wagons

(ii) Detached parties embraced in the concentration and proceeding by ordinary train ... ...

(*c*) *In Ireland.*

1 to 10	Full ordinary single or return fare.
11 to 14	As for 10 at full ordinary single or return fare.
15 to 20	$\frac{2}{3}$ ordinary single or return fare for the whole number.
Over 20	$\frac{2}{3}$ ordinary single fare for the whole number (for return journey *see* below).
Going from and returning to a station within 3 months	Over 20, at $\frac{9}{16}d.$ a mile each way for the whole number, including advance parties, and details sent after the main body. The charge under this arrangement for any party less than 21 not to exceed the charge for 21 at the reduced fare.

Squadrons of cavalry (including Irish Horse), or batteries of artillery with horses, consisting of not less than 50 men and 50 horses. ...	½ fare, not exceeding ½*d.* a mile (for individuals).

An officer, except when travelling with parties of less than 10, counts as 2 men. A warrant officer is charged for at ½ more than a private soldier.

Nurses. **411.** Nurses are permitted to travel in Great Britain and between places in Great Britain and places in Ireland at ⅔ fare.

Return or cheap tickets. **412.** Both in Great Britain and in Ireland return tickets, or special cheap tickets, will be taken if possible when a saving would be thereby effected. During certain times of the year tourist or seaside tickets can be obtained at considerable reduction of cost, and officers should made enquiries on the subject and use them as far as may be practicable.

Children. **413.** Children under 3 years of age will be carried free; between 3 and 12 years at half the military rate.

Horses. **414.** The following are the rates at which horses will be conveyed by railway in Great Britain and Ireland and by the lines of steamboats referred to in para. **410**:—

In horse boxes by rail (or equivalent accommodation on board ship):—

1	3*d.* per mile.
2	5*d.* ,,
3	7*d.* ,,
4	9*d.* ,,
5	10½*d.* ,,
6 to 37 inclusive	2*d.* per horse per mile.
38 to 49 inclusive	6*s.* 3*d.* per mile (as for 50).
Over 49	1½*d.* per horse per mile.

In cattle trucks by rail (or on board ship in accommodation suitable for troop horses, arranged between companies and the War Office):—

*4	2*d.* per horse per mile.
5	9*d.* per mile (as for 6).
6 to 33 inclusive	1½*d.* per horse per mile.
34 to 49 inclusive	4*s.* 2*d.* per mile (as for 50).
Over 49	1*d.* per horse per mile.

6*s.* will be the minimum charge per horse box or cattle truck.

The charge for horses conveyed either in horse boxes or cattle trucks will not in any case exceed that made to the public.

* A less number than 4 should be conveyed in horse boxes.

Fractions of pence.

415. In the case of officers and other in Great Britain proceeding by train under military orders, and paying for their tickets, any fractions of a penny which occur in reckoning their fares at two-thirds of the ordinary fares will be adjusted and charged to the public as follows :—

Any fraction under one half-penny will be struck off the fare, but a halfpenny or upwards will be made up to one penny.

Receipts on warrants.

416. Railway companies are exempt from giving stamped receipts on travelling warrants.

VI.—MODE OF PREPARATION AND SETTLEMENT OF TRAVELLING CLAIMS.

Form of claim.

417. Claims for actual travelling expenses (including any expense for conveyance of baggage incurred when proceeding without troops) and for travelling allowance, will be prepared in detail and in the order of occurrence on A.F. O 1771 giving full particulars of the rail journeys, the numbers of the warrants used, and the route by which the passenger travelled ; will be supported by the necessary certificates and vouchers ; and will be submitted for payment not later than one month after the completion of the journey.

Officers' servants.

418. The travelling expenses and allowances of soldier or civilian servants accompanying officers travelling without troops will be claimed by the officers concerned.

Separation from heavy baggage.

419. Claims under para. **398** (*c*) will be made on A.F. O 1771, showing the circumstances under which the officers were separated from their baggage. A special certificate should be attached to the claim, showing that furniture for their rooms was actually hired, or what other expenses were incurred, in consequence of the absence of their baggage.

Officers employed on same duty.

420. When more than one officer of the same corps proceeds from the same station on the same duty, all the claims will be included in one form, giving the name of each officer.

Vouchers.

421. Charges for any unusual expenditure will be supported by a statement of the circumstances which rendered it necessary ; and receipted vouchers will be obtained for all miscellaneous expenditure whenever practicable, including cab fares, &c., of over 10*s*. The distances travelled by road will be stated on the claims, and also the distances by rail for Irish railways and in all cases of conveyance of horses.

Routes.

422. Claims for journeys under route will be supported by a reference to the number of the route, to the account with which the route will be found, and to its voucher number.

Countersignature of claims, &c.

423. The travelling claims of Os.C. units and of local heads of departments will be countersigned by the general or other O.C. ; those of junior officers of units or departments, and of warrant and N.C.Os. and civilians will be countersigned by the C.Os. and local heads of departments respectively.

How supported.

424. Travelling claims will be supported as follows :—

(*a*) Claims under headquarter authority, by the original order directing the journey or a certified copy thereof.

(*b*) Claims for journeys ordered by an officer to whom the power to authorize journeys has been specially delegated under the King's Regulations, by the approval of that officer.

(*c*) Claims for journeys other than those specified in (*a*) or (*b*), by a certified copy of district orders authorizing the journey, or by the approval of the G.O.C., on A.F. A 25.

Adjustment of claims by command paymaster.

425. Claims for travelling, as follows, will be adjusted by the command paymaster of the command in which the claimants are permanently stationed :—

(*a*) Claims of officers not travelling under route, except as provided in paras. **426** (*a*) and (*b*), **427** (*a*) and **429** (*a*).

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Allowances

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(*b*) Claims of members of Q.A.I.M.N.S., officiating clergymen, civilian medical practitioners, military and civilian subordinates.

(*c*) Claims in connection with the training grant.

(*d*) Claims not otherwise provided for in paras. **426** to **429**.

Claims under (*a*) and (*b*) for journeys on permanent change of station will be adjusted by the command paymaster of the command to which the claimants proceed.

426. The following claims will be adjusted by the command paymaster as indicated :—

(*a*) Claims of officers on the establishment of the Central Flying School, by the command paymaster, Southern Command, those of other officers of the Royal Flying Corps, Military Wing, by the command paymaster, Aldershot. The latter officer will also deal with the claims of officers attached to the Royal Flying Corps whether at the School or with the Military Wing.

(*b*) The claims of officers who are on leave from abroad, if they are not attached to a unit, by the command paymaster, Eastern Command.

(*c*) Claims for the expenses of civilian witnesses will be adjusted by the command paymaster of the command in which the court-martial or inquiry was held.

(*d*) The travelling expenses of deserters and their escorts before committal and on committal direct to their corps will be adjusted by the command paymaster of the command in which the deserters' unit is quartered, except in the case of expenses incurred by the Metropolitan and City Police, which will be claimed direct from the War Office.

Adjustment of claims by paymaster of unit.

427. The following claims will be adjusted by the paymaster of the unit concerned :—

(*a*) Claims of officers and men of the special reserve and territorial force (including the regular establishment and permanent staff) and of regular officers attached to the special reserve or territorial force.

(*b*) Claims of warrant officers and other individuals attached to units (except officers) not travelling under route.

Adjustment of claims, &c., under route.

428. All claims or other charges in connection with journeys under route, except as provided in **425** (*c*), will be adjusted by the paymaster of the unit into whose payment the claimants report, with the following exceptions :—

(*a*) When parties of more than one unit proceed under the same route, all such claims will be adjusted by the paymaster of the unit holding the route.

(*b*) The return journey of conducting parties will be charged on the original route, but medical officers returning without troops will be paid for the return journey on a travelling claim by the command paymaster of their own command.

(*c*) When troops embark for service abroad the charges in connection with their journey under route to the port of embarkation will be adjusted by the home paymaster concerned.

(*d*) All charges for haulage of baggage from Southampton Town Station into the docks, or *vice versa*, and for other services performed by the dock company, will be dealt with by the embarkation commandant, Southampton.

Vouchers.

The charges for all journeys under route will be supported by the following vouchers :—

(i.) All routes for the period, including those on which no local charges are made.

(ii.) Vouchers for all miscellaneous payments.

Adjustment of miscellaneous claims.

429. The following claims will be adjusted as indicated :—

(*a*) Officers proceeding to India may forward to the War Office their claims for travelling expenses to the port of embarkation, after arrival there ; or may send them to their recognized agents for payment through them.

(*b*) Claims for expenses in the United Kingdom of the families of officers enumerated in para. **339** invalided from abroad, will be adjusted by the paymaster paying the reservists of the unit.

(*c*) The travelling allowances, &c., of recruits will be paid at the place from which they proceed, and charged in the account of the recruiting officer, supported by A.F. O 1721.

(*d*) The travelling and other allowances of soldiers discharged, or transferred to the army reserve, will be paid at the station from which they proceed. The discharge certificate will be endorsed with the particulars of any issues made.

(*e*) The travelling expenses incurred on the committal of a deserter to a civil prison will be paid from civil funds.

Submission of unusual charges.

430. Claims for expenses incurred under circumstances not provided for by regulation, and cases of doubt as to the propriety of particular charges, will be submitted before payment or disallowance, with a full report of the circumstances, for the decision

of the G.O.C. Appeals against the decision will be submitted to the War Office, when the G.O.C. considers such reference necessary.

Claim for sea freight.

431. At home, claims for sea passages or freight to or from places outside the United Kingdom will be forwarded by the paymaster to the War Office, for pre-audit (*see* para. **485**).

Section 13.—PASSAGES.

(Supplementary to Section 12.)

I.—WHEN ALLOWED.

These regulations only supplementary.

432. As a general rule, the travelling regulations (Section 12) will also govern the grant of sea passage, and only those regulations which are peculiar to passage are contained in this section.

Government vessels.

433. Every effort should be made to provide passages in government vessels so far as practicable.

Officers.

Special grant of passage not covered by general regulation.

434. Passages are granted to officers in the following cases, in addition to the cases in which they are granted under Section 12 :—

(*a*) On retirement after service giving a claim to retired pay, except under Article **559** Pay Warrant, or gratuity. Passage may be deferred for a period not exceeding six months—in India, twelve months—if a public opportunity is not lost thereby.

(*b*) If returning home under Article 526 of the Pay Warrant.

(*c*) If ordered to do duty with detachments on board ship.

(*d*) On exchange or transfer after six years' service abroad, but by public vessel only.

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(*e*) When ordered while on leave from a station abroad to rejoin for duty, provided that the recall is due directly or indirectly to the requirements of active service and that they have not less than a week of the period of leave granted still unexpended on the day on which they reach their station, or, in cases where they are ordered to rejoin elsewhere, would have reached their station if they had rejoined there.

(*f*) In the case of quartermasters, riding-masters, assistant paymasters, district officers of R.A., commissaries, deputy commissaries or assistant-commissaries of ordnance, inspectors of ordnance machinery, and inspectors of army schools, when they are ordered on the special recommendation of a medical board, to accompany their invalided families to their homes; and when they are proceeding to rejoin for duty at a station abroad.

Sick leave.

435. In the case of officers granted sick leave, the following regulations will apply :—

(*a*) Passages are granted to an officer when returning to the United Kingdom in order to proceed to his home on leave given upon the recommendation of a medical board, or rejoining after such leave.

(*b*) But if the officer was domiciled in a colony when appointed to a commission he may, when invalided by a medical board with a recommendation that he be sent to his home, be granted passage from the United Kingdom or any station abroad to the colony in question, and return passage to the station where he rejoins for duty.

(*c*) Passage to another country or colony is not to be substituted for passage to the United Kingdom or to the colony in which the officer was domiciled on first appointment, except when the officer is specially recommended by a medical board to proceed :—

(i) From Hong Kong or North China to Japan, Vancouver, or Australia.
(ii) From the Straits Settlements to Japan, Java, Ceylon, India, or Australia.
(iii) From Malta or Egypt to Cyprus, France, Austria-Hungary, or Italy. A.O. 113 1912
(iv) From the West Coast of Africa to Madeira or the Canary Islands.

(*d*) When an officer who is at home on leave of absence on private affairs is granted, on the recommendation of a medical board, an extension of leave exceeding 2 months in duration on account of sickness contracted during and in consequence of his service abroad, he shall be granted a passage to the station at which he is ordered to rejoin when reported fit for duty.

(*e*) An officer who has come from abroad on leave on recommendation of a medical board, shall not retain his right to a passage back to his station if, after being reported fit for duty, he obtains an extension of leave on private affairs.

Leave.

436. Passages home and out are granted under the conditions specified in the King's Regulations as regards leave :—

(*a*) To an officer serving on the West Coast of Africa, and

(*b*) To an officer of the West India Regiment provided that he has completed the required five years' service, without putting the public to any expense for passages.

Officers dismissed, &c., and unable to pay for passage.

437. If the O.C. the troops is satisfied of the inability of an officer removed or dismissed from the service to provide his own passage, he may use his discretion in ordering a passage for him at the public expense, a report being made to the War Office (*see* para. **378** (*f*).

Officer abroad liable in certain circumstances for cost of passages. A.O. 199 1913

438. An officer serving abroad will be liable for the cost of the passages :—

(1) Of himself, his family and servants, his personal staff (if any) and their families and servants ;

(2) Of the officer sent to fill a vacancy, and the personal staff (if any) of such officer, not exceeding the cost of passage as from the United Kingdom to the usual port in the command in which the vacancy occurred ; caused by—

(i) (*a*) A transfer (other than under para. **434** (*d*)) outside the command in which he is at the time serving unless carried out solely in the interests of the public service.
(*b*) His being appointed to the staff of a civil governor, to a civil appointment, or to an appointment under a foreign government or a trading company.
(*c*) His becoming a member of the House of Commons.
(*d*) His being appointed to the personal staff outside the command in which he is at the time serving, to an adjutancy of Militia or Volunteers, or of the Territorial Force, to an extra-regimental appointment such as an appointment at an educational establishment (exclusive of general staff appointments) or a Colonial appointment, or as a probationer for the A.S.C., unless specific instructions to the contrary are issued by the Army Council.
(*e*) His being permitted to retire upon temporary retired pay under article 559 of the Pay Warrant.

(ii) His vacating a staff, departmental or extra-regimental appointment, before its term is completed, unless on account of ill-health or some other cause beyond his control. In this case the liability under sub-para. (2) will be as therein stated, but the liability under sub-para. (1) will not exceed the cost of passages to the United Kingdom.

439. The officers concerned will be responsible for the whole cost of the passages of themselves, their families and servants, caused by an exchange outside the command in which they are at the time serving, unless carried out solely in the interests of the public service.

440. Except as provided in paras. **315**, **434** (e), **435**, and **436**, officers serving abroad will be liable for the cost of all passages in connection with leave.

A.S.C. or departmental officer on probation.

441. An officer who vacates his position, or is found unsuitable while on probation for the A.S.C., or for any army department, is liable for the expense entailed thereby, unless the vacation is due to ill-health or some other cause beyond his control.

Officers' Families and Servants.

"Family" defined. 13 Ordnance 2148

442. By "family" will be understood the officer's wife, his unmarried daughters or step-daughters residing with and dependent on him, and his sons or step-sons under 16 years of age. Cases where sons or step-sons over that age suffer from mental or bodily infirmity may be submitted for special consideration.

Families, when granted passage.

443. Free cabin accommodation is provided to or from stations abroad, other than India, for officers' families :—

(*a*) On permanent change of station at the public expense.

When officers of the West India Regiment are ordered to the West Coast of Africa, the option of a passage to England, with further passage from England on subsequent change of station, will be allowed for their families. Other officers proceeding to the West Coast of Africa for a three years' tour have the option of passages for their families either when going out for the first or for the second year on the Coast. They are not entitled to passages on both occasions. A.O. 136 1911

(*b*) When the officer returns home on retirement after service giving a claim to retired pay or gratuity.

(*c*) When the officer proceeds on active service, and when the family is subsequently allowed to rejoin him.

(*d*) To the United Kingdom when the family is invalided on the recommendation of a medical board or when an officer is invalided, and the medical board recommend that his wife should accompany him as attendant. Re-conveyance to the station abroad will not be granted for the families of officers (except as provided in (*e*), as they are only entitled to one passage out and home during the officer's tour.

(*e*) On return to a station abroad after invaliding, for the families of quartermasters, riding-masters, assistant paymasters, district officers of R.A., commissaries, deputy commissaries and assistant commissaries of ordnance, inspectors of ordnance machinery, and inspectors of army schools, if specially sanctioned by the Army Council.

(*f*) To the United Kingdom when an officer dies on service abroad.

(*g*) When officers are ordered home to join any class or course of instruction for which they will be seconded.

(*h*) When the officer is granted passage under the conditions laid down in para. **437**.

To and from India.

444. With a few exceptions, which are detailed in Indian Army Regulations, the conditions of para. **443** are applicable to the provision of passages for officers' families proceeding to or from India, as follows :—

A.O. 236 1912

(*a*) *United Kingdom*—

By transport only. In cases where an officer proceeds otherwise than by transport, his family will be entitled to conveyance by transport at a subsequent date within a year of the officer's embarkation, should accommodation be available.

(*b*) *Mediterranean and other stations*—

(i) By transport or freightship only, if passages will be available within 2 months from the date on which an officer embarks.

(ii) When a through passage in a transport or freightship is not available as at (i), in the case of families proceeding to India, packet passage may be allowed to a convenient port at which a transport or freightship will call *en route* to India within 2 months of the officer's embarkation, and *vice versa* in the case of families proceeding from India.

(iii) By packet in cases not covered by (i) or (ii).

(*c*) The Government of India will decide when passages are to be given under para. **443** (*c*), each case being treated on its merits.

Quartermaster's family.

445. Passages home and out at the public expense will be provided for the family of a quartermaster, when accompanying him on leave to the United Kingdom from the West Indies or the West Coast of Africa, under the conditions specified in the King's Regulations.

A.O. 294 1912

446. Over-age sons of the officers enumerated in para. **443** (*e*) who were under 16 years of age when accompanying their parents at the public expense to India, or under 14 years of age when accompanying their parents at the public expense to stations abroad, other than India, may be granted entitled passage (including conveyance to the port of embarkation) to the United Kingdom from the station where they have become over age.

Families must accompany the officers.

A.O. 136 1911

447. Families must accompany the officers, unless prevented by the exigencies of the public service, or by illness or climatic reasons certified by a medical officer prior to the embarkation of the husband, but provided that the postponement of passage causes no extra expense to the public, and that the reasons given for not accompanying the officer are considered adequate by the Army Council, a family may be granted subsequent passage in the manner considered most suitable by the Army Council. Application for such deferred passages must be made to the War Office before the embarkation of the officer.

448. The period within which deferred passages will be granted

will be limited to one year from the date of embarkation of the officer, except in the case of families proceeding to the West Coast of Africa, when the period will be limited to six months.

Officers' servants to or from India.

449. Officers proceeding to or from India on permanent duty will be allowed passages for European servants as follows :—

Classes 1 to 4, one male servant and, if the officer is married, one female servant : the families of other classes, one nurse, if taking children under 10 years of age.

Other than India.

450. Officers proceeding on permanent duty to or from stations abroad, other than India, will be allowed passages for European servants as follows :—

(*a*) Classes 1 to 4, three servants (male or female).

(*b*) Colonel, with local rank of major-general or brigadier-general, two servants (male or female).

(*c*) Other classes, a groom, if a charger for which the officer is entitled to passage is taken, and a personal male servant, if European servant allowance may be drawn at the station abroad.

Nurse for officers' children.

451. The families of officers, except those mentioned in para. **450** (*a*) and (*b*), will be allowed conveyance for one nurse, if taking any children under 10 years of age, but not in addition to the officer's personal male servant referred to in para. **450** (*c*).

Servant accompanying officer on sick leave.

452. An officer proceeding on medical board leave will, when a soldier who is proceeding on the same voyage cannot be assigned to him, be allowed conveyance for a servant if a special servant is considered necessary by the board. When an officer returns from sick leave, passage for a servant will only be granted to him if he takes back a civilian servant who accompanied him home under the above circumstances.

Payment for non-entitled families and servants.

453. Officers proceeding in private vessels must pay to the owners, before embarkation, the cost of the passages of their families and servants, when the families and servants are not entitled to conveyance at the public expense.

Officers' Horses.

Passages for officers' horses.

454. Passages for officers' horses will only be allowed under the following circumstances :—

To an officer, not entitled to a charger at the public expense (*see* para. **604**), proceeding, except on temporary duty—

(*a*) from a home station to Gibraltar, or Malta, or *vice versâ* ;

(*b*) between Gibraltar and Malta ; or

(*c*) between ports in the same command.

A.O. 309 1913

The grant of passages is to be limited to the number of horses the officer's own property, which he is keeping for military duty, within the authorized number, at the time he is notified of his new appointment. In cases where there is a difference between the number of horses at the old and new stations, the lower number only is allowed to be conveyed at the public expense. In the case of an officer who is not keeping horses for which he would be entitled to passages under the foregoing portion of this regulation, outward passages under (*a*) will be allowed as a temporary measure and until further notice, once during the term of his appointment, for the number of horses he is entitled to keep at the new station, on production of a certificate from the G.O.C.-in-C. at the station at which the officer is appointed, that suitable horses cannot be purchased locally at a reasonable price, and from the officer that the horses are for use as *bona fide* chargers. On the termination of an officer's appointment, the local military authorities have the right to purchase such horses at a fair English market price. An officer who is in possession, at the time of his appointment, of a less number of horses than is required at the new station, may be allowed passages under the same conditions for the additional number admissible.

A.O. 152 1912

An officer entitled to a charger at the public expense, will not, in any circumstances, be allowed passages for any horses, whether supplied at the public expense or privately owned.

Application for passages required for officers' horses in time of public emergency will be specially considered by the Army Council.

Soldiers, Civilian Subordinates, and their Families.

Families invalided home.

455. Passages are allowed under the conditions of para. **435**, but families invalided home will only be sent back abroad under the special sanction of the Army Council, or the Secretary of State for India in Council, as the case may be.

Appointed to stations abroad.

456. Civilian subordinates on appointment from the United Kingdom to stations abroad will be granted passages at the public expense. On quitting their appointments return passages to the United Kingdom will similarly be allowed except in cases of voluntary resignation.

Passages after tours of service in certain cases.

457. Passages home and out on furlough (but not travelling expenses in the United Kingdom) are granted under the conditions specified in the King's Regulations to—

(*a*) Warrant officers and N.C.Os. after six years' service abroad.

(*b*) European warrant officers and N.C.Os. of the West India Regiment; and

(*c*) European warrant officers and N.C.Os. serving on the West Coast of Africa.

The passages may be provided by transport or freight ship; but not by packet without special War Office authority.

Family of warrant officer or N.C.O. on furlough from West Indies, &c.

458. Passages home and out at the public expense will be provided for the family of a European warrant officer or N.C.O. when accompanying him on furlough to the United Kingdom from the West Indies or the West Coast of Africa, under the conditions specified in the King's Regulations.

West Coast of Africa, families need not be taken.

459. When European soldiers on the married roll are ordered to the West Coast of Africa, they will be allowed the option of leaving their families behind; and such families will be offered passages to the West Indies should the soldiers be afterwards sent there. If the men proceed to the Coast from the West Indies, passages to England will be allowed for their families if desired; or should the families remain in the West Indies, passages to England will be allowed them in case of their own illness, or of the death of the soldier.

II.—PASSAGE ALLOWANCES.

Conditions of grant.

460. A money allowance in lieu of passage will be issued to an officer in the event of there being no military objection and no opportunity of providing passage by a public vessel within a reasonable time, subject to the following conditions:—

(*a*) The officer must certify that it is his intention to engage conveyance in the class of accommodation for which he receives the allowance and to proceed on his journey at once.

(*b*) When the allowance is granted for a servant, the officer must certify that the servant will accompany him all the way.

(*c*) In the case of passage from a station abroad, it must be certified by the naval or other officer conducting sea transport duties that there will be no public opportunity of providing the passage within a reasonable time.

(*d*) The amount allowed will usually be that which would be payable on a requisition by the military authorities for a passage at the cheapest rate for which suitable accommodation by the sea route for the whole journey might be provided, and will in no circumstances exceed such cost, or the cost of the actual journey to be performed.

(*e*) When a passage allowance is issued for an officer's family, a deduction will be made equal to the messing contribution due under para. **463** (*b*) for the average duration of the voyage by the sea route for the whole journey.

(*f*) When passages are officially ordered, the British steamship lines by which military passengers are sent, convey, free of charge, the quantities of baggage allowed by paras. **470** to **472** (*see* para. **477**). Any expense for sea freight or overland conveyance of baggage incurred by an officer who receives a passage allowance under the conditions of this para. will be inadmissible as a charge against the public.

(*g*) When the route selected would (including travelling allowance and petty expenses on shore chargeable to the public) cost less than a direct passage, an imprest should be issued and accounted for at the end of the journey.

(*h*) Except with the previous sanction of the Army Council, or the G.O.C. in the case of officers serving abroad, passage allowance will not be issued to enable officers to travel in ships sailing under a Foreign flag.

General officers.

461. General officers may, upon the termination of their journey, claim in addition any extra payment actually made for a reserved cabin.

III.—MESSING CONTRIBUTIONS.

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462. Messing contributions are recoverable in certain cases from those travelling by sea under War Department or Indian authority. The conditions, rates, &c., are as shown below :—

1. Entitled Passengers.

Entitled passengers

463. (*a*) Officers, members of the Q.A.I.M.N.S., matrons and charge nurses of military families' hospitals, the families of officers enumerated in para. **443** (*e*), and all 2nd and 3rd class passengers will be messed free.

(*b*) Officers' families (other than those enumerated in para. **443** (*e*) will be required to pay the full cost of their messing. The charges now in force are as shown in the footnote to paras. **466** to **468**.

The charge for the families of officers of the A.V.C., superintending inspectors and inspectors of works, and surveyors will, however, be limited to 10*s*. a day.

Mode of recovery

464. Recovery will be made as follows :—

(*a*) From those travelling in His Majesty's ships and in hired transports :—

Payment will be made before disembarkation. The O.C. troops on board a transport will afford the master every assistance in recovering the amount due.

(*b*) In other cases :—

(i) For *outward* and *homeward* passages instructions will be issued by the War Office.

(ii) For *intercolonial* passages payment will be made to the command paymaster at the place of destination, the necessary notification being made by the paymaster paying for the passage in order that recovery may be secured.

465. Officers will be required to pay on board for the actual quantities of wine, beer, or other extras which they or their families may consume except in the case of extras furnished to officers under medical treatment for wounds received in action.

2. Indulgence Passengers.

Indulgence passengers.

466. Indulgence passengers will be required to pay the full cost of messing* and extras supplied on board ship.

Mode of recovery.

467. (*a*) In the case of first-class passengers, recovery will be effected as at para. 464 (*a*).

(*b*) In the case of 2nd and 3rd class passengers, the full cost of rations* for the average duration of the voyage must be recovered by the embarkation officers before the passengers are permitted to embark. The amount received from 2nd class passengers will be paid to the master of the transport. That from 3rd class passengers will be paid to the command paymaster, who should report to the War Office the account and voucher in which it will be credited.

3. India.

To or from India.

468. Payment for messing and rations by military passengers proceeding to and from India are governed by Army Regulations, India.*

Section 14.—CONVEYANCE OF BAGGAGE AND STORES.

I.—BAGGAGE AND REGIMENTAL STORES.

Maximum amounts.

469. The maximum amounts of baggage and regimental stores conveyed at the public expense are shown in paras. **470** to **472** and **474**.

* The daily rates at present recoverable under the Admiralty Transport Regulations and the Army Regulations, India, from passengers not entitled to free messing are as follows:—

1st Class.

	s.	d.
Officers and males over 16 years	6	6
Ladies over 16 years	5	6
Children 7 to 16 years	4	0
Children 1 to 7 years	2	6
Children under 1 year	free	

2nd Class.

Adults and children over 10 years	2	6
Children 1 to 10 years	1	3
Children under 1 year	free	

3rd Class.

Adults and children over 10 years	1	0
Children under 10 years	0	6

These charges are made for each day on which a dinner meal is provided.

Personal baggage. 13 Medical 1815

470. Personal baggage, Classes 1 to 14. (*See* also para. **477.**)
(*a*) On permanent or temporary duty.

Class.	Permanent duty.			Temporary duty.†	Additions and Deductions.
	Officers who, at the station from which they proceed, were not in quarters furnished at the public expense.*	Officers who, at the station from which they proceed, were in quarters furnished at the public expense.*			
		Sea transport (not coastwise).	Land and coastwise transport.		
	cwt.	cwt.	cwt.	cwt.	(1) Horse Equipment.—2 cwt. for the first horse for which forage is admissible, and 1 cwt. for others. All officers of field or mountain artillery proceeding to India are allowed conveyance for horse equipment as follows: — Subalterns, 2 cwt., officers above that rank, 3 cwt.
1	40	...	...	10	
2	36	...	...		
3	36	...	...		
4	30	...	...		
5	30	...	...		
6	18	...	...	8	
7	20	...	...		
8	18	...	...		
9	18	18	10		
10	15	15	10		
11	12	12	8	6	(2) Officers of the R.E., Royal Flying Corps (Military Wing)‡ medical officers, chaplains, superintending inspectors and inspectors of works, and surveyors, allowed 2 cwt. extra.
12	10	10	8		
13	12	12	8		
14	9	9	8		

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(3) Veterinary officers, inspectors of ordnance machinery, inspectors of mechanical transport, and inspectors of army schools, allowed 1 cwt. extra.

(4) The weight taken free by railway companies should be deducted from the weight for which conveyance at the public expense is claimed.

* Claims should show whether or not the officers were in furnished quarters at the station from which they proceed.

† The weights in this column apply to periods of detention at home stations when an officer is accommodated in camp or quarters, or is placed on the lodging list. They are not applicable to periods for which travelling allowance is drawn when only 1 cwt. (carried free by railway) is allowed at home, but the amounts to be allowed abroad will be, at the discretion of the O.C. the station, within the limits of this column.

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‡ This concession is to be limited to officers appointed to the Royal Flying Corps for continuous service.

(*b*) Attending Manœuvres.—In the absence of special instructions, the weights will be fixed by the G.O.C. within the limits laid down for temporary duty.

(*c*) When proceeding by sea at the public expense the families* of officers will be allowed the following weight of baggage but no charge for labour, &c., in the docks, or for its conveyance by land or between Great Britain and Ireland and the Channel Islands, will be admissible, except in the case of the families referred to in para. **339**:—

Officer's wife	5 cwt.
Each son or daughter	1 cwt.

(*d*) Nothing beyond the quantity carried free is allowed for civilian servants. For sea passages 2 cwt. will be carried free, subject to the conditions in (*c*). A.O. 353 / 1912

(*e*) The weights stated in (*c*) will be allowed, both by land and sea, on change of station, for the families referred to in para. **339**, the quantities taken free being deducted from the claim.

(*f*) In the case of officers transferred to or from an appointment entitling them to carry a greater weight of baggage, the greater weight will be allowed. A.O. 264 / 1912

471. Personal baggage. Classes below officers:— Personal baggage of soldiers.

Class.	Amount.	Additions and deductions.
	cwt.	
15	3½	(1) Double quantities allowed in the United Kingdom for married N.C.Os. on taking up or quitting appointments on the permanent staff of the Territorial Force, and for their families. A.O. 179 / 1911 Extra allowance to schoolmasters and schoolmistresses for books—1 cwt.
16	2½	Extra allowance to military foremen of works, military mechanists and military draughtsmen, and non-commissioned officers on probation for these positions —½ cwt.
17, 18, 19 Families on married establishment Classes 15 to 20	1½ 2 for wife. ½ for each child over 3 years.	(2) The weight carried free by railway and shipping companies should be deducted from the weight for which conveyance at the public expense is claimed.

* *See* para. **442**.

Civilian subordinates.

472. Personal baggage. Civilian subordinates :—

The following will be the maximum weights conveyed at the public expense on change of station, unless greater weights are specially sanctioned by the Army Council :—

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(*a*) Temporary civilian clerks of works and draughtsmen, temporary surveyors' clerks ... ... 12 cwt.

(*b*) Barrack wardens, civilian or pensioner office-keepers, civilian or pensioner foremen of works, paid pensioner recruiters, master artificers, temporary clerks in place of engineer clerks, and such others as may be specially authorized ... ... 8 „

(*c*) Messengers, artificers, labourers ... ... 4 „

(*d*) The weights mentioned above are exclusive of those carried free by railway companies.

Only the rates charged by the railway companies for conveyance by goods train, including collection and delivery, will be admitted.

Soldiers discharged, &c.

473. Soldiers discharged or transferred to the army reserve are not entitled to any expenses for the conveyance of baggage.

474. Regimental stores :—

Description of Stores.	Regiment of Cavalry	Battery of Horse, Field, Heavy, or Mountain Artillery	Company of Garrison Artillery.	Unit of R.E.	Battalion of Infantry.	Company of A.S.C.	Company of A.O.C. or R.A.M.C.
	cwt.	cwt.	cwt.	cwt.	cwt.	cwt.	cwt.
Armourer	3	—	—	—	3	—	—
Artificers' tools	12	6*m*	—	—	—	8*b*	—
Band	25	—	—	—	25	—	—
Mess, officers' — Sea transport (not coastwise) ...	60	9	9	—	60	—	—
Mess, officers' — Land and coastwise transport...	45	7	7	—	45	—	—
Mess, serjeants'	35	6	6	—	35	—	—
Orderly room *c*	20	6	6	6	20	3*b*	3
Recreation room	10	5	5	5	10	5*b*	5*d*
Riding-master...	—	—	—	—	—	—	—
School	1	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	1	—	—
Shoemaker	3	1	1	1	3	—	—
Signalling	5	1½*j*	1½	1*k*	7½	—	—
Tailor	6	4	4	4	6	4*b*	—
Workshop tools *a*	9	—	—	—	9	—	—
Quartermaster — for regimental miscellaneous stores, quartermaster's books and stationery, and material for repair and preservation of equipment, &c. ...	34*e*	20*f*	12	12*l*	22	15*g*	9
Clothing and necessaries per man of establishment	lbs. 21*h*	lbs. 19	lbs. 15	lbs. 17	lbs. 12*i*	lbs. 19	lbs. 19

Regimental stores.

A.O. 127 / 1913 / 54 — Infantry / 784

14 / Gen. No. / 5371

14 / Cav. / 101

54 / Infantry / 784 / 14 / Irish / 99

a May be increased up to 12 cwt. for regiments and battalions which are in possession of the full number of sets of workshop tools authorized by Part I., Equipment Regulations.

b Conveyance of these stores (which should be carried in the A.S.C. wagons) will only be allowed when a company moves without its wagons. Artificers' tools will not be taken on change of station between England and Ireland.

c 6 cwt. allowed for office books, documents, &c., of a Brigade of R.H.A. and R.F.A.

d For A.O.C. only.

e For establishment of under 450 men 31 cwt. only allowed.

f For mountain batteries 12 cwt. only.

g Conveyance of these stores (which should be carried in the A.S.C. wagons) will only be allowed when a company moves without its wagons. Only conveyance of books and stationery (3 cwt.) will be allowed on change of station between England and Ireland.

h For Household Cavalry 78 lbs. per man.

i For Highland Regiments 13 lbs. per man

j 4 cwt. additional for Brigade R.F.A.; for Heavy Battery, R.G.A. 2½ cwt. allowed.

k 4½ cwt. for Headquarters and No. 1 Section, Signal Co., with Division; 2 cwt. for other sections.

l 15 cwt. for Headquarters and No. 1 Section, Signal Co., with Division.

m 5 cwt. additional allowed for Brigade, R.F.A.

Description of Squadron or Company Stores.	Squadron of Cavalry.	Battery of Horse or Field Artillery.	Company of Garrison Artillery.	Unit of R.E.		Company of Infantry.	Company of A.S.C.	Company of A.O.C. or R.A.M.C.
				Mounted.	Dismounted.			
	cwt.	cwt.	cwt.	cwt.	cwt.	cwt.	cwt.	cwt.
Miscellaneous stores and stationery	4	—	—	—	—	4	—	—
Lance chests—								
For Lancer Regiments... ...	4	—	—	—	—	—	—	—
Arm chests or cases (empty) ...	4	—	2	2	2	2	—	—
	lbs.	lbs.	lbs.	lbs.	lbs.	lbs.	lbs.	lbs.
Kits per man, exclusive of what is carried on the person ...	50	50	37	50	37	37	50	37

Note.—The weights carried free by railway and shipping companies should be deducted from the total weight for which conveyance at the public expense is claimed. Ammunition should not be included in the weight of baggage carried free by rail.

Road conveyance of kits will be allowed when certified by an officer to be necessary.

(*a*) The weights in this para. are generally applicable to moves on change of station. In cases of movements for temporary duty, such as musketry, gun practice, &c., smaller weights only will be necessary and the amounts will be fixed by the G.O.C.

(*b*) Conveyance of arms, accoutrements, harness and saddlery, when allowed, will be at the following rates, which are inclusive of packing (arms excepted) :—

	lbs.	oz.
Rifle, with sling	8	13
Rifle, with sling, sword bayonet and scabbard ...	10	6
Cavalry sword and scabbard	4	6*
Set of accoutrements :—		
Mounted men	10	8
Dismounted men	14	0
Set of saddlery	80	0*
Set of packsaddlery	120	0*
Double set of harness :—		
Royal Artillery	168	0*
Army Service Corps	224	0*

* These entries refer only to spare sets, *i.e.* sets not belonging to horses which are railed. The conveyance of other harness and saddlery is included in the rates charged for the conveyance of the horses.

The number on charge of the stores referred to in this para. should be certified to, and the necessity for the conveyance by rail explained, by the O.C.

The weight of any empty arm chests (or cases) necessarily required in addition to the regulated number in the possession of a unit will also be allowed.

(*c*) On change of station O.C. units should return to store or hand over to incoming units, such articles as they are required to transfer by the Equipment Regulations and Clothing Regulations. No expense for the conveyance of horse shoes for a unit on change of station will be allowed, except for such as may be required on arrival at certain places on the line of march.

Change of station while on leave.

475. Officers and soldiers ordered to a new station while on leave will be allowed the cost of conveying their baggage from the old station. When sea freight is required, advantage should, if possible, be taken of public vessels.

Personal effects.

476. Any small personal effects of deceased officers and soldiers, such as watches, jewellery, photographs, field glasses, revolvers, or swords, possessing a special personal interest, reserved by the Committee of Adjustment appointed under the Regimental Debts Act for transmission to the relatives, may be forwarded at the public expense, except in the case of an officer dying at a home station whose relatives administer his estate. This does not apply to furniture, horses, saddlery, or any other bulky article not disposed of by sale, unless in exceptional cases the committee consider that special circumstances justify the grant of free carriage for any such articles which the relatives may wish to have sent to them as a personal memento.

Packing for sea transit.

477. Upon embarkation, each cwt. of baggage must be packed within a space of 5 cubic feet ; and the cubic measurement must be stated on all claims for sea freight.

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When advising shipping companies of the quantity of baggage to which a passenger is entitled, the amount should be stated in hundredweights (not tons) when the company concerned quote their allowance by weight, and in cubic feet when the allowance is quoted in cubic feet.

Charges for baggage of troops.

478. The charges by railway for the conveyance of the public baggage of troops, comprising personal baggage, stores, arms (including guns of batteries of horse, field and mountain artillery), ammunition, vehicles on charge of the unit, and necessaries, will be at rates not exceeding 2*d.* a ton a mile.

The scale of charges given below will apply to field guns and military vehicles with their contents accompanying mounted corps, the troops doing the loading and unloading. The minimum charge will be 5*s.* per truck and minimum weight 1 ton per truck ; such guns and vehicles should be entered on the railway warrant :—

Not exceeding 100 miles ...	2*d.* per ton per mile.
Above 100 miles and not exceeding 150 miles ...	$1\frac{3}{4}d.$ per ton per mile for the whole distance.
Above 150 miles	$1\frac{1}{2}d.$ per ton per mile for the whole distance.

The charge for any distance up to 100 miles will not exceed the charge for 101 miles.

The charge for any distance up to 150 miles will not exceed the charge for 151 miles.

Bicycles used for military purposes and conveyed unpacked, as public baggage accompanied by troops, must be entered on railway warrants, and will be charged for at two-thirds the ordinary bicycle (accompanied) rate.

Terminal charges will not be admissible, except in Ireland, and then only when the troops cannot assist in loading or unloading. Unless the move is by special troop train all such baggage is to be sent by goods train, except the quantity carried free by the railway company. This does not apply to the guns, vehicles, and ammunition of mounted corps proceeding as such, in which case the guns, vehicles, and ammunition will usually proceed in the same train as the troops.

Charges for baggage of individuals.

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479. Except when a higher rate is admissible under para. **480** the charge for the conveyance of the regulated weights of baggage and furniture of detached officers and warrant officers, and for married N.C.Os. taking up or quitting appointments on the permanent staff of the Territorial Force, travelling by rail will not exceed 2*d.* a ton a mile in the United Kingdom (in addition to the ordinary charge for collection and delivery); consignments of 3 cwts. and under will be paid for at the rates charged to the general public for "smalls." To secure this reduced rate A.F. P 1904 will be sent to the railway company when the removal of the baggage is arranged (*see* King's Regulations).

A.O. 264 1912

The minimum charge for a weight above 3 cwts. will be that chargeable for a weight of 3 cwts. at the small parcels scale rate.

Charges for personal baggage by passenger train.

480. When detached officers proceed by railway from one station to another without an interval of leave, the G.O.C. may, in special cases, authorize a small quantity of necessary baggage (in excess of the quantity carried free by the railway company) to be taken by passenger train. The maximum charge for the conveyance of such excess baggage in Great Britain and Ireland and by the lines of steamers referred to in para. **410**, is two-thirds of the rate chargeable to the public.

Dock charges, &c.

481. The baggage of officers and soldiers travelling on duty is exempt from dock tolls or duties; and such exemption will, in all cases, be claimed at the docks as directed in the King's Regulations; but the cost of labour performed by a dock company's

servants and any expenses of examination of the baggage at the Custom House may be charged against the public.

Agency.

482. Charges for agency on embarkation or disembarkation are only allowed—

(*a*) When baggage, conveyed at the public expense, is necessarily sent in a ship in which the officer does not himself proceed.

(*b*) When he is unable, through military duty or sickness, to look after his baggage, and

(*c*) To the extent to which they are covered by a saving of regulated travelling expenses and allowances.

Warehousing.

483. Charges for warehousing are only admissible to the extent of any saving for the conveyance of the regulated baggage secured to the public by its being warehoused.

Form of claim.

484. Charges for the conveyance of baggage (except in the case of individual claims) will be detailed on A.F. P 1905.

Vouchers.

485. Claims for the conveyance of baggage will be supported by vouchers with separate sub-vouchers for "Paid on" charges.

Detail.

If these are not obtainable a statement will be annexed giving particulars of the services for which the charge is made, such as—

Railway charges for collection—conveyance—delivery.
Freight. (A separate voucher for this is very necessary.)
Dock or Custom House charges for labour performed.
" " " tolls or duties.
Agency.
Warehousing.

Mode of adjustment.

486. Charges for the conveyance of baggage will be adjusted in the same manner as other travelling charges. (*See* paras. **417** to **431**.)

II.—Carriage of Stores, Clothing, and Parcels.

Procedure.

487. Detailed instructions as regards the despatch of stores, explosives, supplies, &c., are contained in the King's Regulations, the Clothing Regulations, and the Regulations for Supply, Transport and Barrack Services.

Carriers' notes by whom payable.

488. Carriers' notes will be made payable as follows, viz. :—

Services.	By whom Payable.
(*a*) *To and from the Royal Arsenal. Royal Dockyard. Army Medical Stores. Army Veterinary Stores. Woolwich.	Assistant Director of Military Transport, Woolwich Arsenal.
Army Ordnance Establishment, Purfleet.	

* See next page.

Services.	By whom Payable.
(*b*)*To and from the Army Ordnance Depôt, Weedon. Chief Inspector Small Arms, Enfield Lock. Assistant Inspector Small Arms, Small Heath, Birmingham.	Transport Officer, Weedon
(*c*) Stationery from H.M.S.O., London. Medical and Veterinary stores from Contractors in London.	Transport Officer, London District, Kensington Barracks, W.
(*d*) *Clothing to and from the Royal Army Clothing Depôt, Pimlico, S.W.	Ordnance Officer, R.A.C.D.
(*e*) From Waltham Abbey and Royal Small Arms Factory (not Inspection Department), Enfield Lock—when the cost of conveyance is chargeable to the Ordnance Factories Vote.	Superintendents, Waltham Abbey and Enfield Lock.

*Exceptions to the above.**

	From	To	
(*f*)	Weedon. Enfield (Inspection Department). Birmingham (do.)	Woolwich and Purfleet. Pimlico.	Transport Officer, Weedon.
	Kensington ...	Woolwich and Purfleet. Weedon, &c. Pimlico.	Transport Officer, London District, Kensington Barracks, W.
	Pimlico	Woolwich and Purfleet. Weedon, &c.	Ordnance Officer, R.A.C.D.
	Woolwich ...	Waltham Abbey and Royal Small Arms Factory (not Inspection Department). Enfield Lock.	Superintendents, Waltham Abbey and Enfield Lock.
(*g*)	Such small services as necessarily involve cash payments by Consignors or Consignees; when the cost is to be borne by Army Votes.		Officers commanding, &c. (who will submit their claims on A.F. P 1911 to the Transport Officer concerned).

(*h*) Goods supplied under store and other contracts.	As directed in the conditions of Contract.
(*i*) For stores (except as provided in the instructions in the Priced Vocabulary of Stores), Army Forms and Books, &c., supplied on repayment to units, canteens, &c., also the cost of returning the empty packages.	Officers Commanding.
(*j*) For all other services—including conveyance between ports of shipment and other stations in transit to, or from, W.D. and hired vessels. (The port where stores are landed for further conveyance will be taken as the consignor's station for payment of railway charges.)	Transport Officer of Consignor's sub-district.
(*k*) *Collection and Delivery Notes.* When a cartage contractor or other local carman, &c., is necessarily employed by the A.S.C. (or unit concerned, on behalf of the T.O.) in the absence of Government Transport to convey stores, &c., to or from a railway or steamship company's premises.	Transport Officer of Consignor's sub-district for collections; of consignee's sub-district for deliveries.
(*i*) Demurrage charges incurred locally at consignee's station.	Transport Officer of Consignee's sub-district.

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N.B.—If the railway or steamship company deliver, A.F. G 1030 will not be used, as the cartage will be included with the carriage conveyance charges on A.F. P 1911 by the company.

489. Charges for the carriage of stores and clothing, and of parcels sent by rail or carrier, when not incurred on the move of a regiment or detachment, will be detailed on A.F. P 1911. Form of claim

490. War Department stores (other than regimental baggage), when consigned with the prescribed form of order, A.F. G 980 will be charged for at a rate not exceeding 2*d.* per ton per mile, station to station, with a minimum as for 12 miles, plus 2*s.* per ton at each end for terminal accommodation and services other than cartage. A consignment may be split up on A.F. G 980 to admit of certain items being charged at the public rate, and the balance at the Government rate, when by so doing it is cheaper than charging the whole at either the Government or the public rate. Rate for W.D. stores.

For "returned empties" the rates paid by the general public will be payable, except when the mileage rate is cheaper.

Consignments of 3 cwt. and under of ordinary stores will, in the United Kingdom, be paid for at the rates charged to the general public for "smalls."

The minimum charge for a weight above 3 cwt. will be that chargeable for a weight of 3 cwt. at the small parcels scale rate.

Articles excluded from the mileage rate.

The following articles are excluded from the foregoing arrangements :—

(*a*) Gunpowder or other explosive or combustible stores.

(*b*) Cannon or stores for which a special vehicle is required or in respect of which special arrangements are needful for loading or unloading—chargeable at the rates payable by the general public.

(*c*) Bedding and linen sent from barracks to places where these articles are washed, and returned to barracks—chargeable at the rate payable by the general public.

Owners' risk rates.

491. The following stores and other articles of a similar nature should, as a rule, be conveyed at owners' risks rates when such rates are cheaper than military rates :—

Baths.
Bedsteads, in bundles.
Boilers (kitchen or furnace).
Cisterns, cast-iron.
Fenders, not packed or in bundles.
Frying-pans, cast-iron.
Gas, or oil stoves.
Grates, ranges or stoves.
Hollow-ware, cast-iron, nested and packed (including kettles, pans, and water-cans, in casks or crates).
Meters, water.
Palisades, iron.
Pipes, iron or steel.
Pipes, rain-water.
Pots, cast-iron.
Stable fittings.
Tanks, cast-iron.
Wire ropes (new).

Consignments by passenger train.

492. Stores conveyed by passenger train will be charged for at one-half the ordinary Railway Clearing House scale of parcel rates including delivery within usual limits—minimum charges as for 1 cwt. at the half-rate. The charges will in no case exceed those made to the general public. Such stores will be carried at owner's risk.

Section 15.—FIELD ALLOWANCE.

493. Field allowance at the following daily rates is granted to officers and warrant officers in aid of the expenses caused by their being placed under canvas, or, when during mobilization, manœuvres, or military training, they are in bivouac or accommodated in war shelters, temporary hutments, or quarters equipped according to the scales for officers' tents in standing camps, laid down in the Equipment Regulations, Part I. The allowance is not issuable in respect of active service to staff officers in receipt of consolidated rates of pay, nor to other officers paid at the same consolidated rates and under the same conditions :— Rates. A.O. 264 1912

Rank or Class.	Rate. £ s. d.
Commander-in-chief of the forces in the field	2 0 0
Class 1, or the commander of an army or group of divisions ...	1 12 6
„ 2	1 2 6
„ 3	0 15 0
„ 4	0 12 0
„ 5	0 7 6
„ 6 and 9	0 4 6
„ 7	0 6 0
„ 8 and 10, and captains temporarily in command of a battalion	0 4 0
„ 11	0 3 6
„ 12 and 13, and lieutenants or 2nd lieutenants temporarily in command of a squadron, troop, company, or battery (not detachments)	0 3 0
„ 14	0 2 6
„ 15	0 1 0

494. In the case of training or manœuvres involving change of camps the daily rate of field allowance for classes 1 to 14 will be increased by 6*d.* for such period, not exceeding 31 days, as the allowance is drawn. Training or manœuvres. A.O. 321 1911

495. Field allowance will be issued for each day or part of a day during which an officer or warrant officer has been under canvas, &c. (*see* para. **493**), but will not be admissible concurrently with a nightly rate of travelling allowance. It will, as a rule, be issued in arrear. Ordinary issues. A.O. 264 1912

Issues in advance.

496. Under the following circumstances field allowance may be issued in advance :—

Circumstances.	Period and authority.	Commencing from.
(*a*) When encamped for extensive manœuvres in the United Kingdom.	The Army Council will determine whether an advance is to be made, and, if so, for what period, not exceeding 31 days.	Date of encampment.
(*b*) When ordered on service with troops engaged in military operations in the field in time of war or insurrection (actual or apprehended).	The Army Council will determine whether an advance is to be made, and if so, for what period, not exceeding 182 days. Officers in chief command at stations abroad may authorize advances for periods not exceeding 31 days, immediately reporting their action.	(1) From date of embarkation from this country ; *or* (2) From date of local order to the troops to take the field ; *or* (3) If subsequently ordered to join such troops, from the date of quitting the station to do so.

A second advance will not, in any case, be made for the same service, nor will it be made within twelve months for a second service of the same kind. After the expiration of the advance period, field allowance will be issued in arrear. No recovery will be made of any portion of an advance of field allowance, nor will such advance preclude those to whom it has been paid from receiving local or travelling allowances otherwise admissible.

Adjustment on promotion, &c., during advance period.

497. No alteration in an advance will be made on account of promotion or appointment, but the difference between the original and any increased rate will be paid in arrear for days of actual encampment, and an officer serving in the field, if promoted or appointed to a position carrying a higher rate of field allowance, may receive such rate from the date (not earlier than that of promotion or appointment) from which he actually performs the duties.

Form of claim.

498. Claims for field allowance will be prepared upon A.F. O 1628, duly completed and vouched, and in the case of home stations will be sent direct to paymasters by units.

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Section 16.—ALLOWANCE FOR CLEANING CHAPELS, OFFICES, &c.

I.—CHAPELS, SCHOOLS AND PHARMACIES.

Rates.

499. An allowance covering the purchase of soap, blacklead, dusters, &c., will be issued for cleaning military chapels, garrison (including chapel and detachment) schools, and pharmacies. The allowance will be exclusive of the articles mentioned in the schedules of barrack furniture, and will be at the following yearly rates :—

	£	s.
(*a*) For each church, chapel, or chapel school	1	10
(*b*) For each garrison school, other than a chapel school :—		
(i) With 1 or 2 rooms	0	12
(ii) „ 3 „ 4 „	1	0
(iii) „ 5 „ 6 „	1	10
(iv) „ over 6 rooms	2	0

Only school, class or teachers' rooms are to be reckoned.

(*c*) An allowance not exceeding that under (*b*) may be admitted for detachment schools on the authority of the G.O.C.

(*d*) For each pharmacy	0	12

The allowance will be admissible whether an orderly is employed or not, and no detail of expenditure will be required. The amount should be claimed as directed in para. **504** for the allowance for cleaning offices.

The allowance will be drawn, in the case of churches and chapels, by the chaplain or officiating clergyman ; in the case of garrison (including chapel and detachment) schools, by the O.C. at the station ; and in the case of pharmacies, by the veterinary officer in charge.

Special rates.

500. When a special allowance is required on account of the exceptional construction of the building, or from other causes, the G.O.C. may fix at his discretion a rate of allowance differing from that laid down in para. **499**, his authority in original being attached as a voucher in support of the first charge in the accounts.

II.—OFFICES.

When granted. 8

501. A money allowance for cleaning and other petty office expenses will be issued for offices and officers' lecture rooms furnished by the public which are not provided for in para. **676**.

Allowances 89

Rates

502. The allowance will, as a rule, be issued at the following rates :—

A.O. 210 1912

	Yearly.
(*a*) When the office consists of one room	£1
When the office consists of more than one room, per room	15*s.*

provided that for no office will a sum in excess of £4 be allowed unless the G.O.C. is satisfied that £4 will not cover the necessary expenditure, in which case he may authorize such additional sum for offices with rooms in excess of 5 as he considers necessary, within a total of 15*s.* for each room.

(*b*) When no labourer is employed in the department, or there is no messenger, office keeper, or orderly, paid or unpaid, employed in an office for which the foregoing allowance is charged, an addition to the above at the rate of £2 10*s.* a year for each room will be allowed. This allowance is only applicable to an office in a hired house or in an unoccupied barrack, and will not in any circumstances be issuable to R.E. or A.S.C. offices where no R.E. or A.S.C. officer, respectively, is stationed.

Special rate.

503. When a special allowance is required on account of the exceptional construction of the office, or from other causes, the matter will be dealt with as in para. **500.**

Claims, charges, and mode of expending.

A.O. 127 1913

504. The allowance will be claimed for the whole financial year in the month of May, upon A.F. P 1939, and will be paid and charged in the accounts of the command paymaster. When a new office is established, a proportion of the yearly allowance will be claimed for the remainder of the financial year. The allowance, though drawn for the whole year in one sum, should be expended in quarterly instalments.

III.—DISINFECTANTS.

How to be obtained.

505. Quicklime for the purification of ashpits and surface drains will be supplied by the officer i/c barracks, on indent from the C.O., on A.F. F 732, and will be purchased if possible from the R.E. contractor. Chloride of lime will be used for disinfecting latrines and urinals. The disinfectant will be supplied by the officer i/c barracks on the indent of the C.O., countersigned by the medical officer.

Section 17.—SERVANT ALLOWANCE.

506. Servant allowance is granted, as laid down in the following paras., to assist officers, in the cases therein mentioned, towards the cost of maintaining civilian personal servants and grooms. Purpose of allowance.

I.—EUROPEAN SERVANTS.

1. Staff, Medical, Veterinary, and Departmental Officers.

*__507.__ The number of servants for whom an allowance may be drawn by staff, medical, veterinary, and departmental officers while actually employed upon their duties at home or abroad, and not receiving any rate of pay or allowance which includes a provision for servants, will not exceed— Staff, medical, veterinary, and departmental—number for which admissible.

In the case of an officer of class 1 or 2	...	...	...	3
In the case of an officer of class 3 or 4	...	...	...	2
In the case of officers of a lower class	...	...	...	1

This rule will not apply to certain stations abroad for which provision is made in paras. **526** to **533**.

508. Staff, medical, veterinary, and departmental officers, when mounted, are, under the King's Regulations, allowed as an indulgence the services of one soldier (when available) over and above the numbers of European servants for whom an allowance is granted in para. **507**. Under no circumstances, however, will a money allowance in lieu of this extra servant be admissible if the services of a soldier are not available. Additional soldier servant.

509. The rate of servant allowance will be 1*s.* a day at home, and 1*s.* 6*d.* a day at a station abroad and on passage to or from a station abroad (subject to the limitations of para. **510**) in lieu of each servant specified in para. **507**, and will be issued monthly in arrear. When during active operations abroad rations in kind are issued to servants, the rate of servant allowance will be reduced to 1*s.* a day for each servant. Rates,

510. Servant allowance will not be issued for the period of a voyage on packets or hired transports to an officer not accompanied by his civilian servant, except :— During voyages.

(*a*) When the officer is not entitled to passage at the public expense, or

(*b*) When he is proceeding on board ship on temporary duty within the limits of a command.

---

* A staff officer, in receipt of pay at a consolidated rate which includes an allowance for male servants, is entitled to exemption from licence duty in respect of civilian male servants kept by him within the authorized limits.

A certificate of exemption has been prepared (A.F. O 1824), and each officer concerned should be furnished with the certificate, in order that it may be produced for inspection when desired by officials of the County Council.

Leave.

511. A staff, medical, veterinary or departmental officer who is in receipt of servant allowance may continue to draw it during the regulated period of ordinary leave of absence for which he is eligible to receive full pay under Article 194 or 471 of the Pay Warrant, and during any excess period of absence on account of sickness at his station for which he is granted full pay.

A.O. 288 / 1911

Sick leave.

512. Servant allowance may be drawn by a medical, veterinary or departmental officer, if previously in receipt thereof, for the period during which he may continue to receive full pay during absence on sick leave on the recommendation of a medical board.

Death of officer.

513. On the decease of an officer while on full pay, the allowance for a groom or grooms may be continued for such period, if any, as forage or the allowance in lieu thereof is continued under para. **155**.

Rate during leave from abroad.

514. The higher rate of 1*s.* 6*d.* a day given at stations abroad will be allowed during the regulated leave of absence to those officers only who may continue to be borne on the strength of a station abroad. In no case, however, will this rate be admissible for a longer period of leave than six months.

2. Regimental Officers.

General restrictions. A.O. 173 / 1914

515. No regimental officer, except an O.C. a company in a battalion of foot guards or infantry of the line as stated in para. **516**, an officer who is a student at the Staff College, or an officer of the R.E. or A.S.C., or a district officer of the R.A., or an adjutant of the Irish Horse, King Edward's Horse, or territorial force, will be permitted to draw the money allowance in lieu of servants, other than non-European servants, unless in very exceptional cases the authority of the G.O.C., who will satisfy himself that a soldier servant cannot be supplied, has been previously obtained. Temporary absences from quarters will not be regarded as justifying the money allowance.

A.O. 173 / 1914

516. An O.C. a company in a battalion of foot guards and of the infantry of the line who employs a groom will receive an allowance at the rate of 2*s.* 6*d.* a week.

When the company commander is temporarily absent and his horse is left to be employed on the public service the allowance may be continued on the understanding that the officer will be responsible for the horse being groomed. In other cases the allowance will be paid to the officer temporarily in command of the company.

Students at Staff College. 8 / Allowances / 89

517. An officer who is a student at the Staff College will be granted £55 15*s.* a year to cover servant and groom allowance and other incidental expenses. This allowance may be issued after an officer ceases to serve as a student, for the period and under the conditions prescribed in para. **155**.

518. Officers of the R.E. will, if they do not employ soldier servants, be granted an allowance at the rate laid down in para. **509** for the following number of servants :— R.E.

(*a*) Regimental field officers above the rank of major ...	2
(*b*) Officers (except adjutants of the special reserve, or of the territorial force) not above the rank of major, if in possession of a horse for which they are duly authorized to draw forage or the allowance in lieu	2
(*c*) Other officers	1

The condition in (*b*) of possessing a horse will be waived for a period not exceeding a month, when the officer changes his station, provided he continues to keep the second servant.

519. Mounted officers of R.E. who are entitled by their rank to an allowance for two servants may employ a soldier servant instead of receiving the allowance for the second servant. Mounted officer, R.E.

520. The servant allowance of R.E. officers will be issued under the limitations applicable to the grant of engineer pay, as laid down in the Pay Warrant ; but the allowance for a second servant under para. **518** (*b*) will not be admissible during absence on leave except when forage allowance is issued to the officer under the conditions detailed in para. **151**. Limitation in R.E.

521. Whenever an engineer mess is established with not less than six actual dining members of the corps and a soldier is not employed as a mess servant, an allowance in lieu of a mess servant may be drawn at the rate of 1*s.* 6*d.* a day, except at the stations named in para. **527**, where the allowance will be at the rates specified in that para. The allowance will not be issued for more than one servant, nor for any period during which there may be less than six dining members, without the special sanction of the Army Council. Mess servants, R.E.

522. Officers of the A.S.C. will be granted servant allowance at the rates and under the regulations applicable to staff officers. A.S.C.

523. District officers of the R.A. not employing soldier servants will be granted an allowance at the rate laid down in para. **509** for one servant. This allowance will be issued under the limitations applicable to the grant of armament pay as laid down in the Pay Warrant. District officers R.A.

524. Adjutants of the Irish Horse, King Edward's Horse, or territorial force will be granted an allowance of 1*s.* a day for one servant, and may continue to draw such allowance during leave of absence for a period not exceeding 61 days in each year. Adjutants of T.F., &c.

525. Servant allowance for the period of a voyage will be issued subject to the provisions of para. **510**. During voyages.

II.—NON-EUROPEAN SERVANTS.

Staff, Departmental, or Regimental Officers.

Foreign Stations. Number of personal servants and grooms.

8

Allowances 91

526. Officers while actually serving in Jamaica, Mauritius, North China, Hong Kong, Straits Settlements, Ceylon, Egypt, or at stations on the West Coast of Africa, will receive an allowance for the hire and maintenance of the following number of non-European male personal servants and grooms. The number of grooms in respect of whom the allowance may be drawn will not exceed the number of horses for which the officer is entitled to forage and will be liable to reduction if an officer does not actually keep the number of horses allowed for the performance of his public duty. At Ceylon, North China, Hong Kong, Mauritius, and the Straits Settlements the allowance for a groom will be admissible for each horse allowed and kept :—

Class.	Personal Servants.	Grooms.	Total.
1	3	4	7
2	3	3	6
3	2	3	5
4	2	2	4
5	2	2	4
7 and 8	1	1	2
9 and 10	1	1	2
11 and 12	1	—	1
13 and 14	1	—	1

Rates.

527. The rate of allowance for each servant or groom will be 1*s.* a day at stations on the West Coast of Africa, 80 cents a day at Mauritius and Ceylon, and 35 cents a day at North China and Hong Kong. At the Straits Settlements the rates will be 35 cents for a personal servant and 30 cents for a groom. At the other stations specified in para. **526** the rate will be 1*s.* 6*d.* a day for each servant or groom. The last-named rate will be reduced to 1*s.* when rations in kind are drawn for the servants during active operations.

Leave from West Coast of Africa.

528. Officers on leave after a tour of service on the West Coast of Africa are entitled to servant allowance for the same periods for which lodging money is admissible as laid down in para. **291**. They are also entitled to it when allowed to proceed to the Canary Islands or Madeira. In both these cases the allowance will be issuable at the rate of 1*s.* a day.

Leave.

529. Officers in receipt of non-European servant allowance may continue to draw it when absent from their stations on leave of absence for periods not exceeding those allowed in the case of staff officers in the Pay Warrant, provided that they continue on the strength of the command, and that they have not been relieved of duty on the arrival of their successors.

530. If the public duties of an officer for whom no provision is made in para. **526** for a groom, necessitate his keeping a horse, he may draw the allowance for a groom, in addition to that for a personal servant. Other officers keeping a horse.

531. The allowance for a groom may be drawn by an officer while on leave from a station at which non-European servant allowance is granted whenever forage allowance is issuable under the conditions detailed in para. **151**. During leave when horse is left at station.

532. Officers belonging to the West India Regiment will not receive the money allowance in lieu of servants if any non-European soldiers of their corps are present at the same station. West India Regiment.

533. Non-European servant allowance for the period of a voyage will be issued subject to the provisions of para. **510**. During voyages.

Section 18.—ALLOWANCE IN AID OF OFFICERS' MESS EXPENSES.

534. Mess allowance is granted in aid of the maintenance of regimental messes so as to enable every officer to become a member of the mess. Except the expense of a reasonable supply of mess hardware and utensils, the whole sum received from the public should be applied to the reduction of the daily expenses of the mess, and for the comfort and accommodation exclusively of the officers, and more particularly of the junior officers, who attend it. Object of grant.

535. Mess allowance is granted at all stations at home and abroad, except India, provided a mess be actually established. The allowance to individual officers is issuable without the requirement of a certificate that the officer belongs to a mess. Stations where granted.

536. Mess allowance will be issued at the following rates :— Rates.

	Yearly. £
For each squadron of Household Cavalry	48
For each regiment of cavalry of the line	172
For each cavalry depôt at home	40
For each battery of Horse, Field, and Mountain Artillery and the riding establishment	36
For each service company of Garrison Artillery	36
With an addition of £4 10*s.* a year for each officer in excess of five on the establishment of the company.	
For each depôt of Horse, Field, Mountain, and Garrison Artillery	50

		Yearly. £
103 Misc. 189 48 Infantry 591 103 Infantry 399 A.O. 198 1911 A.O. 52 1913	For each company of the Royal Malta Artillery	24
	For each aeroplane squadron...	120
	For the Guards' Depôt	60
	For each company of foot guards or infantry of the line	48
	For the regular establishment of the special reserve as follows:—	
	Each reserve battalion other than extra reserve battalions	55
	For each company of the West India Regiment	36
	For each company of the West African Regiment... ...	24
	For each officer seconded for service at the Cavalry School, the Camel Corps School, or with the Army Signal Service	6
	For each armament officer	6
	For each officer below the rank of major (other than an adjutant of the special reserve or territorial force) who belongs to the R.E. or A.S.C., or who is a district officer, or an adjutant of R.A.	6
	For each battery, squadron, or company officer (including officers serving as adjutants of the special reserve or territorial force) who may be unposted and attached for duty to the Ordnance College, the School of Gunnery, the School of Musketry, or the Staff College, or who may be attached for instruction to a battery or company of R.A., and not borne on the strength of a battery, squadron, or company	6
103 Misc. 197 A.O. 18 1913	For each officer seconded for service with the Royal Flying Corps (military wing), not on the establishment of a squadron and not in receipt of a consolidated rate of pay	6
	For each officer (naval or military) holding the appointment of instructor on the staff of the Central Flying School...	6
	For each adjutant of the special reserve or territorial force while under instruction at the Army Signal School	6
	For the adjutant and the quartermaster, School of Gunnery	6
	For an officer of the regular forces holding the appointment of adjutant or quartermaster of the King's Own Malta Regiment of Militia	6
	For an officer of the regular forces holding the appointment of commandant and adjutant of the Bermuda Militia Artillery (in addition to the daily allowance during training)	6

Foot Guards in London. 103 Infantry 399

537. In the case of battalions of Foot Guards stationed in London, the issue of mess allowance will be limited to two companies doing duty at the Tower.

Detached officers.

538. Whenever an officer, not above the regimental rank of major, is detached from his regiment, battalion, division, or corps, and becomes a member of any other mess, he will be entitled to receive from his own corps a portion of the regulated allowance, calculated at the yearly rate of £6, which will be paid in aid of the mess he has joined. If his regiment or corps is serving where mess allowance is not issuable, the allowance will be paid by the public. In the case of infantry regiments, an officer who is posted to the battalion serving abroad is not a detached officer within the meaning of this para. for any period during which he is temporarily attached to the home battalion or regular establishment of a reserve battalion.

Attached to local companies of R.A.

539. Each officer attached to the local companies of the R.A., not above the regimental rank of major, will be entitled to mess allowance at the yearly rate of £6.

During leave of absence.

540. Individual mess allowance may be continued to an officer whilst on leave of absence during such period as he may continue in receipt of regimental pay.

103

Misc.

97

Officers at sea.

541. Mess allowance is not admissible when officers are travelling at the public expense on board ship, except when on coastwise passages between ports in the United Kingdom.

Closing of messes.

542. Whenever regimental messes are closed for periodical repairs or other necessary reason, arrangements will be made for temporary accommodation in the manner indicated in paras. **295** to **301**.

When employed in camp.

543. Officers of the regular army who are employed regimentally in camp at the training (including recruits musketry) of the special reserve, territorial force units, and contingents of the officers training corps, will be entitled to an allowance in aid of mess at the rate of 4*s.* a day.

The allowance will be drawn through the accounts of units to which the officers are attached.

St. James's Palace and Dublin Castle.

544. A special mess allowance of £4000 a year will be granted for the mess of the officers of the King's Guard at St. James's Palace, and a similar allowance not exceeding £800 a year for the mess of the officers of the Castle Guard at Dublin.

R.A. at Woolwich and Shoeburyness, and R.E. at Chatham.

545. The following special yearly allowances, which will be held to cover the contributions of officers for whom no mess allowance is specifically provided, will be granted: —

£350 for the R.A. mess at Woolwich.
£250 for the R.A. mess at Shoeburyness.
£100 for the R.E. mess at Chatham.

Section 19.—INDEMNIFICATION FOR LOSSES.

1. General Regulations.

Purpose of indemnification.

546. Indemnification for losses is granted solely for the purpose of enabling the claimant to re-equip himself for service according to the scale of equipment deemed necessary for the performance of his duties and will not be extended to the representatives of a deceased officer or man in the absence of proof that the deceased had incurred expense for that purpose. It covers military risks only, and not the ordinary risks of civil life for which insurance should be effected.

Limit.

547. The grant of indemnification is strictly limited to cases in which it is clearly proved that :—

(*a*) The loss was altogether unavoidable and beyond the control of the individual who incurred it, of his representative, or of the unit to which he belongs.

(*b*) The articles or animals were placed, under the sanction of proper authority, in the situation in which the loss occurred.

(*c*) Every exertion was made to prevent the loss, and

(*d*) Any orders for the destruction of articles or animals were issued by competent authority, and carried into effect with all possible promptitude.

When not admitted.

548. No claim for indemnification will be admitted in cases :—

(*a*) Where the subject of the loss is either :—

(i) Private property not forming part of the claimant's authorized military equipment or necessary to him for the discharge of his public duties, or

(ii) Baggage or articles of equipment sent by the claimant for his own convenience in a vessel by which he is not a passenger, including baggage conveyed under para. **475**.

(*b*) Where the loss arises by reason of :—

(i) Desertion, or

(ii) The improper packing of articles, or their being placed or left in improper situations, or

(iii) Fire occasioned by the use of mineral oil of flashing point lower than 100° Fahrenheit.

(*c*) Where the claimant has lost equipment taken by him on leave of absence, except in the case of sick leave or under special circumstances.

(*d*) Where the claimant is entitled to compensation from any other source. (If, however, the claimant makes application without delay to the O.C. on the spot, a board will be convened to afford him every possible assistance in substantiating his claim to compensation from the

parties responsible, by making the necessary enquiries and obtaining proper documents to prove the facts of the case.)

Damage by private motors.

549. No expenses in connection with injuries or damage caused to or by a privately-owned motor vehicle, when used on the public service (*see* paragraphs **386** to **393**) will be admitted as a charge against the public, as the onus of insurance against such risks rests upon the owner of the vehicle, nor will compensation be admitted for wear and tear of tyres due to bad roads, &c., or to any other cause.

A.O. 127 1913

Insurance.

550. Officers and soldiers should protect themselves by insurance, when possible, against losses falling under (*a*) of para. **548** ; but the cost of such insurance will not be admissible as a charge against the public.

2. Cases in which Indemnification may be granted.

When granted.

551. Subject to the paras. **546** to **550** and to the special rules laid down in paras, **553** to **561**, indemnification may be granted, in the case of equipment and necessary property generally, for losses incurred :—

(*a*) during active service or while the claimant was proceeding on or returning from active service ;

(*b*) by ship-wreck or by casualties on board ship occasioned by storms or stress of weather ;

(*c*) by accidental fire ;

(*d*) by the destruction of, or by theft from, a public store ;

(*e*) by the destruction of property to prevent its falling into the hands of the enemy or to prevent the spreading of an infectious or contagious disorder ; provided that, in the case of horses destroyed on the latter ground, proof is forthcoming that there was danger of infection to horses which were the property of the public ;

and (*f*) in the case of horses only, for losses incurred in any of the following circumstances, viz. :—

(i) death or destruction in consequence of "horse sickness" in Africa, or of "loin disease."

(ii) unavoidable destruction in consequence of disease clearly proved to have been contracted :—

(1) from government horses or mules,

or (2) in infected billets,

or (3) through their having been placed, owing to the exigencies of the service, under exceptionally unsanitary conditions (such as, *e.g.*, being crowded on board ship, or being battened down under hatches in a storm).

(iii) death in consequence of accident or disease contracted on board ship, provided the animal was in sound health when embarked;

(iv) death or unavoidable destruction in consequence of accidental injuries not arising from any internal disorder, and received while the animal was :—

(1) being used on the public service, or

(2) in transit or on the march (either from one station to another or otherwise) in connection with public duty, or

(3) for public reasons picketed in the open or temporarily stabled away from government stables or from the stable for which the officer was drawing stable allowance.

Exceptional cases.

552. In the case of losses from exceptional causes not foreseen in these regulations, the Army Council may on the circumstances being specially represented to them exercise their discretion in awarding indemnification.

3. Special Rules.

(1) *Officers' and Warrant Officers' Equipment, &c.*

Values of equipment.

553. The maximum aggregate values of the full equipment of officers and warrant officers are laid down in schedules A. and B. on pages 153 to 160. The G.O.C. may authorize the issue of indemnification for lost articles of kit or equipment, provided that the total amounts specified in those schedules are not exceeded.

How estimated.

554. In estimating the amount of indemnification to be granted regard will be had (*a*) to the equipment prescribed by regulation, of such extension or restriction thereof as may have been authorized by the G.O.C. according to the nature of the service on which the claimant was employed at the time of the loss, and (*b*) to the abatement proper to be made from the full cost of lost articles of such equipment in respect of depreciation by wear and tear.

Books, instruments, &c.

555. Indemnification for the loss of professional books and instruments or of barrack furniture, not the property of the government, necessarily in the possession of officers, will be admitted to such reasonable extent as the G.O.C. may decide according to the nature of the service on which the claimant was employed at the time of the loss. The rates and quantities laid down for officers' quarters furnished at the public expense will not be exceeded in assessing compensation for losses of furniture, the private property of officers.

(2) *Horses.*

Horses—amount awarded

556. Indemnification will only be granted for horses which are necessarily kept for military purposes within the limits laid down in paras. **125** to **146**.

It will be limited to the actual cost of the horse, less any depreciation in value at the time of the loss, and will in no case exceed the following rates :—

		£
General officer	first charger	100
	second charger	80
Other staff officers		70
Household Cavalry	first charger	80
	second charger	70
Cavalry of the Line, R.A., R.E., Infantry, A.S.C.	private horses in excess of the number of chargers obtainable under para. **604**	70
	private horses used under para. **617** in lieu of public chargers.	The cost of a public charger.
R.A.M.C., A.V.C., Departmental Corps	officers in Class 7 or any higher class	70
	officers below Class 7	60

Private horse.

557. An officer who loses under any of the circumstances specified in para. **551** a private horse, which at the time of the loss was necessarily kept for military purposes, may, if the animal is actually replaced by a private horse, be allowed compensation at the rates specified in para. **556.**

When not replaced.

558. If for adequate reasons the horse is not replaced, compensation not exceeding the maximum local current rates for remounts may be allowed ; and in the event of the officer dying before replacement has been effected such compensation may be credited to his estate.

(3) *Money.*

Losses of money.

559. No claim will be admitted on account of the loss of money which is the private property of individuals, but in special cases, where public money which has been regularly received by individuals and has unavoidably remained in their hands, has been lost on service, application for indemnification may be made to the War Office on A.F. 1787 with a view to the same being submitted for the consideration of the Treasury. The G.O.C. is authorized, however, except in cases of theft or fraud, to write off losses not exceeding £20 in commands in which there is a local auditor, and not exceeding £5 in other commands. Losses by theft if under £1 may also in certain cases be dealt with locally (*see* King's Regulations).

(4) *Mess and Band Property.*

Mess and band property.

560. In the case of the loss of necessary articles of mess or band property, not replaceable from store, indemnification may, if the

circumstances appear to justify it, be granted to such extent as the G.O.C. in accordance with the general instructions issued from time to time by the War Office may decide.

(5) *Property of Soldiers' Families.*

Losses by soldiers' families.

561. Indemnification is not usually granted on account of losses sustained by soldiers' families, but in exceptional circumstances, where the loss of necessary articles is unavoidably sustained owing to the conditions of army service, a special payment may, with the previous sanction of the G.O.C., be made to enable the articles to be replaced.

4. Procedure in regard to Claims.

Claims.

562. A claim for indemnification for loss must be preferred within one month from the date of the loss. Neglect to comply with this rule will entail the rejection of the claim, unless the claimant can prove that he was unavoidably prevented from making his claim earlier.

Claims, submission of.

563. Claims for horses lost or destroyed will be submitted on A.F. O 1785 or 1786 (the latter form being used for claims made under para. **551** (*e*); claims for losses of public money, on A.F. O 1787; and other claims on A.F. O 1784. In each case the claim will be submitted in duplicate, and the claimant will specify the several articles lost, certifying upon honour, according to the best of his judgment and belief, the actual price of each article and its value at the time of the loss.

Investigation of claims.

564. Every claim arising out of losses will be investigated with all convenient despatch by a board of officers, who will be guided by the principles laid down in these regulations and will require the several certificates to be laid before them on the prescribed Army Forms. The board will in every case record an opinion as to the validity of the claim, and will submit a recommendation as to the amount of indemnification to be granted.

In the case of a claim being preferred, in accordance with (*a*) of paragraph **554**, for articles of equipment not laid down by regulation but specially prescribed by the G.O.C., the board will require the production of a copy of the Order prescribing the extra articles, and will annex it to their proceedings.

Proceedings of board—how dealt with.

565. The proceedings of the board will be transmitted to the G.O.C. who, if the circumstances of the case appear to him to justify the grant of indemnification, will decide the amount to be given, except in the case of claims under paras. **552** and **559** when he will forward the proceedings, or certified copies thereof, with his observations and opinion, for the consideration of the Army Council.

SCHEDULE A.

(Referred to in para. 553)

Scale of equipment—For service not in the field.

—	1.	2.	3.	4.	5.	6.
	Baggage to an amount not exceeding					
	Uniform, boots, and appointments.	Linen.	Watch, field glasses, compass and writing materials.	Trunks and cases.	Horse appointments and equipments (in addition to £6 for each authorized private horse).*	Camp equipage and canteen.
	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.
STAFF.						
General officer	114 16	60 7	17 0	14 0	58 19	50 0
Field officer	115 2	33 8	17 0	7 0	40 14	24 0
Captain and subaltern officer	112 13	29 16	17 0	5 0	39 13	20 0
HOUSEHOLD CAVALRY.						
Field officer	185 14	29 2	14 0	7 0	76 8	24 0
Brevet field officer	185 14	24 17	13 10	5 0	76 8	16 0
Captain	179 12	24 17	13 10	5 0	76 8	16 0
Subaltern officer	179 12	24 17	13 10	4 0	76 8	16 0
DRAGOON GUARDS AND DRAGOONS.						
Field officer	145 10	29 2	14 0	7 0	62 13	24 0
Brevet field officer	145 10	24 17	13 10	5 0	62 13	16 0
Captain	143 8	24 17	13 10	5 0	62 13	16 0
Subaltern officer	141 6	24 17	13 10	4 0	62 13	16 0
HUSSARS.						
Field officer	211 0	29 2	14 0	7 0	64 6	24 0
Brevet field officer	211 0	24 17	13 10	5 0	64 6	16 0
Captain	204 0	24 17	13 10	5 0	64 6	16 0
Subaltern officer	194 0	24 17	13 10	4 0	64 6	16 0
LANCERS.						
Field officer	158 0	29 2	14 0	7 0	62 13	24 0
Brevet field officer	158 0	24 17	13 10	5 0	62 13	16 0
Captain	155 18	24 17	13 10	5 0	62 13	16 0
Subaltern officer	153 16	24 17	13 10	4 0	62 13	16 0
HORSE ARTILLERY.						
Field officer	166 16	29 2	17 0	7 0	64 2	24 0
Brevet field officer	166 16	24 17	16 10	5 0	64 2	24 0
Captain	159 0	24 17	16 10	5 0	64 2	16 0
Subaltern officer	153 16	24 17	16 10	4 0	64 2	16 0

* The £6 is issuable for the clothing and stable necessaries of each horse for which forage is allowed under paras. **127** to **146**, except for those supplied gratuitously under para. **604**.

SCHEDULE A—*continued.*

—	1. Baggage to an amount not exceeding: Uniform, boots, and appointments.	2. Baggage to an amount not exceeding: Linen.	3. Baggage to an amount not exceeding: Watch, field glasses, compass and writing materials.	4. Baggage to an amount not exceeding: Trunks and cases.	5. Horse appointments and equipments (in addition to £6 for each authorized private horse).*	6. Camp equipage and canteen.
	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.
FIELD AND MOUNTAIN ARTILLERY.						
Field officer	145 2	29 2	17 0	7 0	24 18	24 0
Brevet field officer	145 2	24 17	16 10	5 0	24 18	16 0
Captain	135 0	24 17	16 10	5 0	24 18	16 0
Subaltern officer	130 0	24 17	16 10	4 0	24 18	16 0
GARRISON ARTILLERY.						
Field officer	138 2	29 2	17 0	7 0	24 14	24 0
Brevet field officer	138 2	24 17	16 10	5 0	24 14	16 0
Captain	107 11	24 17	16 10	5 0	...	16 0
Subaltern officer	102 7	24 17	16 10	4 0	...	16 0
Adjutant	128 4	24 17	16 10	4 0	24 14	16 0
ENGINEERS.						
Field officer	132 14†	33 8	17 0	7 0	25 5	24 0
Brevet field officer	135 8†	29 16	16 10	5 0	25 5	20 0
Captain	122 14†	29 16	16 10	5 0	20 0	20 0
Subaltern officer	119 14†	29 16	16 10	4 0	20 0	20 0
FOOT GUARDS.						
Field officer	121 11	29 2	14 0	7 0	22 18	24 0
Brevet field officer	124 5	24 17	13 10	5 0	22 18	16 0
Captain	109 6	24 17	13 10	5 0	...	16 0
Subaltern officer	108 6	24 17	13 10	4 0	...	16 0
Adjutant	117 11	24 17	13 10	4 0	20 16	16 0
INFANTRY (INCLUDING THE WEST INDIA REGIMENT).						
Field officer	99 14	29 2	14 0	7 0	21 2	24 0
Brevet field officer	102 6	24 17	13 10	5 0	21 2	16 0
Captain	87 17	24 17	13 10	5 0	...	16 0
Subaltern officer	86 12	24 17	13 10	4 0	...	16 0
Adjutant	94 7	24 17	13 10	4 0	19 2	16 0

* The £6 is issuable for the clothing and stable necessaries of each horse for which forage is allowed under paras. **127** to **146**, except for those supplied gratuitously under para **604**.

† R.E. Field Troops £2 additional. In the case of the staff for R.E. services compensation for loss of uniform should not exceed infantry rates.

SCHEDULE A—*continued.*

—	1. Baggage to an amount not exceeding: Uniform, boots, and appointments.	2. Baggage to an amount not exceeding: Linen.	3. Baggage to an amount not exceeding: Watch, field glasses, compass and writing materials.	4. Baggage to an amount not exceeding: Trunks and cases.	5. Horse appointments and equipments (in addition to £6 for each authorized private horse).*	6. Camp equipage and canteen.
	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.
HIGHLAND REGIMENTS, KILTED.						
Field officer	153 12	29 2	14 0	7 0	21 2	24 0
Brevet field officer	163 1	24 17	13 10	5 0	20 7	16 0
Captain	146 18	24 17	13 10	5 0	...	16 0
Subaltern officer	143 18	24 17	13 10	4 0	...	16 0
Adjutant	147 12	24 17	13 10	4 0	19 2	16 0
HIGHLAND REGIMENTS, NON-KILTED.						
Field officer	134 15	29 2	14 0	7 0	21 2	24 0
Brevet field officer	136 13	24 17	13 10	5 0	20 2	16 0
Captain	120 14	24 17	13 10	5 0	...	16 0
Subaltern officer	117 14	24 17	13 10	4 0	...	16 0
Adjutant	124 11	24 17	13 10	4 0	16 2	16 0
RIFLE REGIMENTS.						
Field officer	93 10	29 2	14 0	7 0	18 17	24 0
Brevet field officer	96 2	24 17	13 10	5 0	18 17	16 0
Captain	81 1	24 17	13 10	5 0	...	16 0
Subaltern officer	79 17	24 17	13 10	4 0	...	16 0
Adjutant	85 19	24 17	13 10	4 0	18 17	16 0
ARMY SERVICE CORPS.						
Field officer	91 2	33 8	14 0	7 0	19 18	24 0
Captain	86 4	29 16	13 10	5 0	18 17	20 0
Subaltern officer	82 11	29 16	13 10	5 0	18 17	20 0
ARMY MEDICAL SERVICE.						
Surgeon-general	97 8	60 7	14 0	14 0	29 8	50 0
Colonel	97 8	33 8	14 0	7 0	29 8	24 0
ROYAL ARMY MEDICAL CORPS.						
Lieut.-colonel ... } Major ... ... }	81 9	33 8	14 0	7 0	18 4	24 0
Captain or lieut.	77 17	29 16	13 10	5 0	14 14	20 0
Quartermaster	77 17	29 16	13 10	5 0	14 14	20 0

* The £6 is issuable for the clothing and stable necessaries of each horse for which forage is allowed under paras. **127** to **146**, except for those supplied gratuitously under para. **604**.

SCHEDULE A—*continued.*

—	1.	2.	3.	4.	5.	6.
	Baggage to an amount not exceeding.					
	Uniform, boots, and appointments.	Linen.	Watch, field glasses, compass and writing materials.	Trunks and cases.	Horse appointments and equipments (in addition to £6 for each authorized private horse.)*	Camp equipage and canteen.
ARMY VETERINARY SERVICE AND CORPS.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.
Colonel or lieutenant-colonel	105 9	33 8	14 0	7 0	39 16	24 0
Major or captain	100 6	33 8	13 10	5 0	38 15	20 0
Lieutenant	100 6	29 16	13 10	4 0	38 15	20 0
ARMY CHAPLAINS' DEPARTMENT.						
Chaplains, 1st, 2nd, and 3rd class	35 6	38 8	11 0	7 0	...	24 0
Chaplains, 4th class... ...	35 6	29 16	10 10	5 0	...	20 0
ARMY ORDNANCE DEPARTMENT.						
Principal ordnance officer ...	99 16	60 7	14 0	14 0	37 4	50 0
1st, 2nd, and 3rd class ordnance officers	91 2	33 8	14 0	7 0	19 18	24 0
4th class ordnance officers...	86 4	29 16	13 10	5 0	18 17	20 0
Commissary, deputy commissary, assistant commissary of ordnance or inspector of ordnance machinery	82 11	29 16	13 10	5 0	18 17	20 0
ARMY PAY DEPARTMENT.						
Chief paymaster ... Staff paymaster ... Paymaster with rank of major	86 4	33 8	14 0	7 0	18 17	24 0
Paymaster and assistant paymaster	82 11	29 16	13 10	5 0	18 17	20 0
WARRANT OFFICERS ...	...	12 14	...	2 0	...	8 0

* The £6 is issuable for the clothing and stable necessaries of each horse for which forage is allowed under paras. **127** to **146**, except for those supplied gratuitously under para. **604.**

Schedule B.

(Referred to in para. **553.**)

Scale of equipment—For service in the field.

—	1. Baggage to an amount not exceeding: Uniform, boots, and appointments.	2. Baggage to an amount not exceeding: Linen.	3. Baggage to an amount not exceeding: Watch, field glasses, compass and writing materials.	5. Horse appointments and equipments (in addition to £6 for each authorized private horse).*	6. Camp equipage and canteen.
	£ s.	£ s.	£ s.	£ s.	£ s.
Staff.					
General officer commanding in chief, 1st class	67 10	9 0	17 0	43 4	35 7
General officer	67 10	6 2	17 0	43 4	26 0
Field officer	62 3	4 19	17 0	34 8	19 0
Captain and subaltern officer ...	61 15	3 4	17 0	34 8	13 3
Household Cavalry.					
Field officer	115 11	4 19	14 0	48 8	19 0
Brevet field officer	115 11	3 4	13 10	48 8	11 7
Captain	113 11	3 4	13 10	48 8	11 7
Subaltern officer	113 11	3 4	13 10	48 8	11 7
Dragoon Guards and Dragoons.					
Field officer	78 7	4 19	14 0	42 6	19 0
Brevet field officer	78 7	3 4	13 10	42 6	11 7
Captain	77 6	3 4	13 10	42 6	11 7
Subaltern officer	76 5	3 4	13 10	42 6	11 7
Hussars.					
Field officer	98 1	4 19	14 0	45 0	19 0
Brevet field officer	98 1	3 4	13 10	45 0	11 7
Captain	96 1	3 4	13 10	45 0	11 7
Subaltern officer	91 1	3 4	13 10	45 0	11 7
Lancers.					
Field officer	82 13	4 19	14 0	42 6	19 0
Brevet field officer	82 13	3 4	13 10	42 6	11 7
Captain	81 12	3 4	13 10	42 6	11 7
Subaltern officer	80 11	3 4	13 10	42 6	11 7

* The £6 is issuable for the clothing and stable necessaries of each horse for which forage is allowed under paras. **127** to **146**, except for those supplied gratuitously under para. **604**.

SCHEDULE B—*continued.*

—	1. Baggage to an amount not exceeding. Uniform, boots, and appointments.	2. Baggage to an amount not exceeding. Linen.	3. Baggage to an amount not exceeding. Watch, field glasses, compass and writing materials.	5. Horse appointments and equipments (in addition to £6 for each authorized private horse).*	6. Camp equipage and canteen.
HORSE ARTILLERY.	£ s.	£ s.	£ s.	£ s.	£ s.
Field officer	77 10	4 19	17 0	44 16	19 0
Brevet field officer	77 10	3 4	16 10	44 16	11 7
Captain	76 9	3 4	16 10	44 16	11 7
Subaltern officer	75 8	3 4	16 10	44 16	11 7
FIELD AND MOUNTAIN ARTILLERY.					
Field officer	64 8	4 19	17 0	24 18	19 0
Brevet field officer	64 8	3 4	16 10	24 18	11 7
Captain	62 6	3 4	16 10	24 18	11 7
Subaltern officer	61 5	3 4	16 10	24 18	11 7
GARRISON ARTILLERY (INCLUDING MALTA ARTILLERY).					
Field officer	62 8	4 19	17 0	24 14	19 0
Brevet field officer	62 8	3 4	16 10	24 14	11 7
Captain	49 7	3 4	16 10	...	11 7
Subaltern officer	48 6	3 4	16 10	...	11 7
Adjutant	60 6	3 4	16 10	24 14	11 7
ENGINEERS.					
Field officer	68 1†	4 19	17 0	15 16	19 0
Brevet field officer	70 15†	3 4	16 10	15 16	13 9
Captain	66 15†	3 4	16 10	15 16	13 9
Subaltern officer	65 15†	3 4	16 10	15 16	13 9
FOOT GUARDS.					
Field Officer...	74 7	4 19	14 0	16 12	19 0
Brevet field officer	77 1	3 4	13 10	16 12	11 7
Captain	62 2	3 4	13 10	...	11 7
Subaltern officer	61 12	3 4	13 10	...	11 7
Adjutant	72 7	3 4	13 10	16 12	11 7

* The £6 is issuable for the clothing and stable necessaries of each horse for which forage is allowed under paras. **127** to **146**, except for those supplied gratuitously under para. **604**.

† R.E. Field Troops, £2 additional. In the case of the staff for R.E. services compensation for loss of uniform should not exceed infantry rates.

SCHEDULE B—*continued.*

—	1.	2.	3.	5.	6.
	Baggage to an amount not exceeding.				
	Uniform, boots, and appointments.	Linen.	Watch, field glasses, compass and writing materials.	Horse appointments and equipments (in addition to £6 for each authorized private horse).*	Camp equipage and canteen.
INFANTRY OTHER THAN FOOT GUARDS (INCLUDING THE WEST INDIA REGIMENT).	£ s.	£ s.	£ s.	£ s.	£ s.
Field officer	53 4	4 19	14 0	15 2	19 0
Brevet field officer	55 16	3 4	13 10	15 2	11 7
Captain	42 18	3 4	13 10	...	11 7
Subaltern officer	42 11	3 4	13 10	...	11 7
Adjutant	51 12	3 4	13 10	15 2	11 7
HIGHLAND REGIMENTS, KILTED.					
Field officer	86 5	4 19	14 0	15 2	19 0
Brevet field officer	109 15	3 4	13 10	15 2	11 7
Captain	96 16	3 4	13 10	...	11 7
Subaltern officer	96 6	3 4	13 10	...	11 7
Adjutant	88 3	3 4	13 10	15 2	11 7
HIGHLAND REGIMENTS, NON-KILTED.					
Field officer	79 12	4 19	14 0	15 2	19 0
Brevet field officer	85 2	3 4	13 10	15 2	11 7
Captain	71 17	3 4	13 10	...	11 7
Subaltern officer	69 7	3 4	13 10	...	11 7
Adjutant	77 10	3 4	13 10	15 2	11 7
RIFLE REGIMENTS.					
Field officer	54 19	4 19	14 0	15 14	19 0
Brevet field officer	57 11	3 4	13 10	15 14	11 7
Captain	45 0	3 4	13 10	...	11 7
Subaltern officer	44 8	3 4	13 10	...	11 7
Adjutant	51 16	3 4	13 10	15 14	11 7
ARMY SERVICE CORPS.					
Field officer	59 7	4 19	14 0	13 12	19 0
Captain	56 8	3 4	13 10	13 12	13 9
Subaltern officer	54 10	3 4	13 10	13 12	13 9

*The £6 is issuable for the clothing and stable necessaries of each horse for which forage is allowed under paras. **127** to **146**, except for those supplied gratuitously under para. **604**.

SCHEDULE B—*continued.*

—	1. Baggage to an amount not exceeding. Uniform, boots, and appointments.	2. Baggage to an amount not exceeding. Linen.	3. Baggage to an amount not exceeding. Watch, field glasses, compass and writing materials.	5. Horse appointments and equipments (in addition to £6 for each authorized private horse).*	6. Camp equipage and canteen.
ARMY MEDICAL SERVICE.	£ s.	£ s.	£ s.	£ s.	£ s.
Surgeon-general	53 4	6 2	14 0	29 8	26 0
Colonel	53 4	4 19	14 0	14 14	19 0
ROYAL ARMY MEDICAL CORPS.					
Lieutenant-colonel or major ...	51 11	4 19	14 0	14 14	19 9
Captain or lieutenant	48 10	3 4	13 10	14 14	13 0
Quartermaster	48 10	3 4	13 10	13 12	13 0
ARMY VETERINARY SERVICE AND CORPS.					
Colonel or lieutenant-colonel ...	60 11	4 19	14 0	33 10	19 0
Major or captain	55 8	3 4	13 10	33 10	13 9
Lieutenant	55 8	3 4	13 10	33 10	13 9
ARMY CHAPLAINS' DEPARTMENT.					
Chaplains, 1st, 2nd, and 3rd class	29 2	4 19	11 0	...	19 0
Do. 4th class...	29 2	3 4	10 10	...	13 9
ARMY ORDNANCE DEPARTMENT.					
Principal ordnance officer	66 3	6 2	14 0	27 4	26 0
1st, 2nd, and 3rd class ordnance officers	59 7	4 19	14 0	13 12	19 0
4th class ordnance officer	56 8	3 4	13 10	13 12	13 9
Commissary, deputy commissary, assistant commissary of ordnance or inspector of ordnance machinery	54 10	3 4	13 10	13 12	13 9
ARMY PAY DEPARTMENT.					
Chief paymaster	56 8	4 19	14 0	13 12	19 0
Staff paymaster					
Paymaster with rank of major					
Paymaster and assistant paymaster	54 10	3 4	13 10	13 12	13 9
WARRANT OFFICERS	...	1 19	...	...	...

* The £6 is issuable for the clothing and stable necessaries of each horse for which forage is allowed under paras. **127** to **146**, except for those supplied gratuitously under para. **604**.

In addition to the articles of kit represented by the above amounts every officer is allowed to send to the base of operations a bullock trunk weighing about 100 lbs. The contents may consist of any of the articles indicated by the headings of columns 1, 2 and 6, and indemnification may be allowed to an amount not exceeding the totals of those columns in schedule A, regard being had to the restriction in the weight of baggage admissible on field service. This limitation applies only to officers under the rank of general. Bullock trunks.

Section 20. — POSTAGE, TELEGRAMS, TELEPHONIC MESSAGES, ARMY FORMS, BOOKS, AND STATIONERY.

A.O. 18 1913

I.—POSTAGE.

566. The full amount of postage will in all cases be ascertained and paid before letters are despatched, except in the case of those posted in the United Kingdom and the Channel Islands, and addressed to the War Office; the Inspector-General of the Forces; the Royal Arsenal and Royal Dockyard, Woolwich (except those addressed to the Chief Ordnance Officer, Woolwich District); the Ordnance Officer, Tower of London; the Royal Army Clothing Department, Grosvenor Road, London; Headquarters, Irish Command; Headquarters, Scottish Command; Army Pay Offices and Army Audit Office, Dublin; and Army Pay Offices and Army Audit Office, Edinburgh. All communications requiring to be stamped, which, under the regulations of the Post Office, may be sent at the halfpenny rate of postage, are to be so sent. Postage prepaid.

A.O. 89 1913

Letter post should be used in cases where it is essential that the sender should know whether his communication has reached the addressee or not.

567. Except when the cost of postage is chargeable against a contingent allowance or other grant intended to cover such cost, actual and necessary postage expenses incurred by officers in the performance of military duty are admissible as direct charges against the public. The charges should be made monthly on A.F. P 1940. Postage.

As a general rule postage stamps should be bought at a head post office, especially when large amounts are purchased; but when serious inconvenience would be caused by adhering to this rule purchases may be made at sub-offices.

568. A pass book, A.B. 97, will be kept, in which the addresses of all letters chargeable to the public will be entered. These entries will be examined daily by the officer responsible for the Pass Book.

expenditure, whose signature will be affixed as a voucher for its correctness.

A.O. 18 1913

II.—TELEGRAMS AND TELEPHONIC MESSAGES.

Limits to.

569. Telegraphic and telephonic communications other than those which are originated on an official W.D. circuit will be limited to messages on the public service of urgent necessity, and recourse will be had to such communications in cases only where the delay involved in the transmission of a letter by post would be prejudicial to the public service.

Stamps on.

570. A telegraphic message sent on the public service will have attached to the form on which it is made out stamps of the proper value, in the same manner as if the message were a private one. The sums expended on the stamps will be admitted as a charge against the public, if vouched by copies of the telegrams sent, and by the certificate on A.F. P 1940.

Repetition.

571. The repetition of a message must be obtained as a "paid service message" through the delivering office, and not by means of a fresh message exchanged between sender and receiver.

Messages improperly sent.

572. In the event, however, of any messages being improperly sent as on the public service, or of any messages not being of sufficient urgency or importance, the officers or others sending them will be called upon to defray the cost.

Prepayment of private messages.

573. All telegraphic messages relating to leave of absence or private business sent by officers of the army and its civil departments for the personal convenience of the senders or receivers will be prepaid in telegraphic stamps at the cost of the sender. The cost of such messages will not be admissible as a charge against the public.

574. The deaths of officers and soldiers at stations abroad and on board ship, and sudden or accidental deaths of officers and soldiers serving at home in time of peace will be notified by telegram to the War office.

Illness of officer or soldier.

575. The dangerous illness or death of an officer or soldier may be communicated by telegram at the public expense to the next-of-kin if residing in the same country. In other cases such communications must be made by letter, unless the cost of the telegram is defrayed from private sources.

Prepayment of telephonic messages.

A.O. 18 1918

576. Telephonic messages originating from call offices in post offices will be prepaid. The sums expended will be admitted as a charge against the public, if vouched by a statement showing the number of messages, the amount paid for each and their purport in brief, and by the certificate on A.F. P 1940.

III.—ARMY FORMS, BOOKS, AND STATIONERY.

Nature of supplies.

577. Office stationery, forms, books, school materials, drawing materials, and latrine paper, will be supplied at the public expense, under the regulations laid down in paras. **579** to **595**.

578. The cost of all articles of stationery, &c., is chargeable against the votes of His Majesty's Stationery Office, and cannot be defrayed out of army votes. Under this head are included the following amongst other items :— How chargeable.

Typewriting machines and accessories.
Printing presses and materials.
Office stamps.
Books.
Binding.
Maps (other than ordnance survey maps).
Lithographic presses and stores.
Gallic acid for sun printing apparatus.

These supplies and stationery generally are obtained under contracts entered into by the Controller of His Majesty's Stationery Office on behalf of the public service. Local purchase is forbidden.

579. Stationery will not be supplied to adjutants of the territorial force in connection with their duties as recruiting officers. An allowance at the rate of twenty shillings per annum will be granted for this service (provided the officer is not in receipt of extra-duty pay as recruiting officer). Adjutants acting as recruiting officers

Annual Indents.

580. Indents will be made yearly on the army forms provided for the purpose, and will be signed by the O.C. or head of the department, who will be held responsible that the columns showing expenditure and quantities in hand are correctly filled in. They should be framed with due regard to the quantities in hand, in order that no accumulation of stock occurs. Responsibility for accuracy and method of compilation of indents.

Army Forms and Army Books.

581. At home stations the annual indents for army forms and books will be despatched direct to the War Office, and supplies will become due by the dates named below :— Annual indents, home.

Form of Indent.	To be despatched by	To reach War Office on	Supply due to applicant.
L 1362	Headquarters Offices	1st January ...	31st March
L 1353	Engineer Establishment ...	1st December ...	31st ,,
L 1351	R.A. or R.E. Offices	1st ,, ...	31st ,,
L 1361	Depôts and Special Reserve Battalions	1st September...	31st December
L 1352	A.S.C. Offices	1st October ...	31st March
L 1355	Army Medical Service	1st November ...	31st ,,
M.S.	,, Veterinary ,, ...	1st December ...	31st ,,
M.S.	,, Chaplains	1st November ...	31st ,,
L 1357	,, Ordnance Department ...	1st October ...	31st ,,
L 1379	,, Pay Department... ...	1st November ...	31st ,,
L 1359	,, Schools	1st ,, ...	31st ,,

Abroad. At stations abroad the annual indents will be forwarded in time to reach the War Office on 1st October.

No indent necessary. A fixed annual issue of army forms and books has been approved for regiments of cavalry, battalions of infantry, batteries of R.H.A. and R.F.A., companies of R.G.A., R.E., A.S.C. and A.O.C., and no indent will be made by these units.

Stationery, School Materials, &c.

Forms and dates for transmission. **582.** Indents for stationery, school materials, &c., will be submitted on the army forms shown below, and should reach the War Office by the dates shown against each :—

A.O. 294 1912

Army Form.	Articles.	Date due at the War Office.
L 1369	School materials for infants.	1st October.
L 1377	School materials for adults and elder children.	1st October.
L 1374	Drawing materials (Engineers)	*Home stations.* 1st December. *Stations abroad.* 1st October.
L 1375	Latrine paper	*Home stations.* 1st December. (Through G.O.C.) *Stations abroad.* 1st October. (Through G.O.C.)
L 1378	Stationery, Bibles and Prayer Books.	*Home stations.* Units of cavalry artillery, engineers and infantry (except special reserve), on 1st July ; all other services on 1st December. *Stations abroad.* All services, 1st October.
L 1380	Drawing materials for reconnaissance classes.	

Mode of transmission from abroad. **583.** At stations abroad, the indents for both army forms and books and stationery will be submitted to the War Office through the chief ordnance officer, who will be responsible that they are despatched so as to reach the War Office on 1st October.

Supplementary Indents.

Explanatory letter necessary. **584.** A supplementary indent for stationery or army forms is to be made in special circumstances only ; and a letter stating the reason why an additional issue is necessary should invariably accompany the indent—A.F. L 1381 (for stationery) and A.F. L 1350 (for army forms).

Supplies.

How sent. **585.** Supplies at home will be sent to the units or departments requiring them. Abroad, supplies will be separately packed for each unit or department, but will be forwarded in one consignment to the chief ordnance officer.

586. Supplies of Army forms and books for home stations will become due on the dates shown in para. **581** ; those for stations abroad will be due on 31st March in each year. Army forms due.

Supplies of stationery will be received at home by units of cavalry, artillery, engineers and infantry (except special reserve) on 1st October ; by all other services both at home and abroad on 31st March in each year. Stationery due.

Supplies of school materials will be due at home stations on 31st December ; and at stations abroad on 31st March in each year. School materials due.

587. In the case of schools, only one indent will be rendered for each adults' and elder children's school, infants' school, elder girls' school, and detachment school respectively, at home and colonial stations. All books and materials issued will be left at the station on any transfer of the troops, and the O.C. the troops at the station will be responsible for them. Schools.

Office Stationery.

588. Stationery for a regiment or corps is strictly limited to articles required for the public service, and is issued only for the offices of the C.O., adjutant, and quartermaster. Regiment or corps.

589. The quantities demanded are to be calculated with reference to the number of persons employed in each office, and the personal stationery for each such person is not to exceed for one year— Calculation.

Pens, steel	4 doz. barrel or 1 gross nibs	with 4 holders.
	or	
,, quill...		100 (Foreign stations only).
Lead pencils		4
Blotting paper		3 quires.

Rates of supply.

590. Durable articles, such as inkstands, knives, seals, rulers and lead-pressers, will only be supplied on the formation or augmentation of an office, or when the previous issue shall have become unserviceable through fair wear, after not less than 10 years' service. Durable articles.

591. Stationery is issued for offices and not for individuals. Every serviceable article is, therefore, to be handed over to his successor by an officer or clerk quitting an office or appointment. Handed over to successor.

592. A master gunner will draw such stationery and army forms or army books as he may require from the armament major or other officer to whom he may report. Master gunner.

593. Stationery, not exceeding the quantities specified below, will be allowed annually for the use of recruiting officers and paid recruiters. Recruiting officers.

The necessary supplies will be demanded by the O.C. (on a separate indent from that for stationery for the depôt offices), and Depôts, &c.

will be distributed by him to the recruiting officers and N.C.Os. concerned.

Recruiting staff officers will make separate indents.

	For a recruiting staff officer.	For a recruiting officer.	For a paid recruiter.
Blotting paper, quires	2	1½	1
Foolscap „ „	10	5	—
Notepaper „	10	5	—
Memorandum forms	500	500	350
Pens, barrel, boxes	2	2	2
Pencils	2	2	2
Ink, pints	1	1	1
Envelopes, demy	200	100	50
„ foolscap	1,000	500	300
„ note	500	200	—

Military hospitals, &c.

594. Indents for army forms and books and stationery for military hospitals and medical inspection rooms at home will be forwarded to the War Office by medical officers in charge direct. The supply required for inspection rooms should be included in the indent for the hospital which receives the sick from those rooms.

At stations abroad the D.D.M.S. or senior medical officer will forward one indent, which should include the supplies required for all the military hospitals and inspection rooms under his charge.

Chaplains.

595. The senior army chaplain of each denomination in a command will make indent for such stationery, army forms, and army books as may be required for his own use, and that of any other army chaplain of the same denomination in the command. The supplies will be separately sent to the several denominations.

Covers for Army Orders, &c.

Covers for Army Orders, &c.

596. A cover for a year's Army Orders, or for a year's List of Changes, will be issued yearly, in January, to each officer to whom those documents are sent. This cover will hold the orders, &c., during the year, and will serve as their cover afterwards. Charges for binding will not be admitted.

Local Forms.

Indents.

597. Local forms bearing only local numbers will be indented for on the special form supplied by the War Office for the purpose. Annual indents (in duplicate) should be rendered so as to reach the War Office by 1st October..

Bibles and Prayer Books.

598. Bibles and prayer books are supplied at the public expense to recruits on enlistment (or to soldiers not previously supplied), who may wish to possess them, according to their religious denomination. To whom supplied.

If a book has to be replaced before the expiration of 10 years from the date of supply, the soldier will be charged with its value according to the following scale, unless the loss has been incurred during service in the field :— Charges for replacing.

	s.	*d.*
Bible	0	7½
Prayer Book, with Hymns	0	8
Presbyterian Bible, with Psalms	0	10½
Roman Catholic Testament	0	8
,, ,, Prayer Book (Catholic Piety)	1	0
,, ,, Prayer Book (The Catholic Prayer Book)	0	9½
Wesleyan Prayer Book, with Hymns	0	10

Latrine Paper.

599. Latrine paper for the undermentioned services will be obtained on indent from the officer i/c barracks at the station, at the rate of 20 reams per annum for 100 persons. Indents and issues.

It is to be issued—

(*a*) To barracks having Jennings' or Macfarlane's latrines, or dry-earth closets, according to average occupation.

(*b*) To hospitals, military detention barracks and prisons, according to average occupation.

(*c*) On board ship, to troops, women, and children, on embarkation, according to estimated length of voyage.

Latrine paper for troops in camp, calculated at the above-mentioned rate for the period to be spent in camp, should be included in indents for camp equipment sent by units to the A.O.D., by which department supplies should be demanded in bulk in an indent on A.F. L 1381 (Sheet 1) addressed to the Secretary, War Office.

600. The general or other O.C. at home or abroad will ascertain that latrine paper is put on board ship for the hospital and for the troops, women, and children, embarking, whether for voyages to or from stations abroad, or coastwise. On board ship.

Printing.

601. The cost of printing is chargeable against the votes of His Majesty's Stationery Office, and cannot be defrayed out of army votes. Local printing.

Printing locally is prohibited, except in cases in which the public interests would suffer if the printing had to be executed through the War Office. Permission to resort to local printing is first to be obtained by telegram. In certain cases local printing contracts have been arranged through the War Office; these contracts cover the printing of local orders, circular letters, general and special ideas for field days, and similar documents, but do not include book or pamphlet work, which is invariably to be done through the War Office.

Disposal of useless Books and Papers.

Regulation for clearance of.

602. Whenever useless books, paper, or forms accumulate in any office, or school, authority will be obtained from the G.O.C. to forward them to the A.O.D. for sale.

The amount realized will be credited to the "Controller of His Majesty's Stationery Office, Army Books, Forms, &c., sold (Credit Account)," the credit being supported by a certified voucher showing the weight of paper sold, and the amount realized. When, on account of infectious disease, or for other cause, the sale of paper is undesirable, it will be destroyed under the orders of the G.O.C.

Military Books and Maps.

Regulations.

603. Regulations as to the issue of military books and maps will be published in Army Orders. Ordnance survey maps required for the public service are to be obtained as stated in those regulations, and are not to be purchased locally.

Section 21.—SUPPLY AND CASTING OF HORSES, &c.

Supply of Chargers.

Chargers supplied at public expense.

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Misc.

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604. Two chargers will be supplied at the public expense to each officer (except quartermasters and riding-masters) serving in a regiment of cavalry of the line, in the R.H.A., or in a field squadron, field troop, signal squadron, or signal troop R.E., and one charger to every other mounted officer of the army (including quartermasters and riding-masters), except those serving with the staff, the educational establishments, the household cavalry, the army medical service, army veterinary service, or the departments of the army. When the chargers cease to be serviceable for military purposes they may be replaced at the public expense.

Riding-masters of the household cavalry will be supplied with chargers, but quartermasters of the household cavalry will be provided with troop horses.

Troop horses will also be provided for certain of the officers mentioned in paras. **129**, **130**, **132** and **135**.

Officers at home preferring to have cobs* may be supplied with them on the certificate of their C.Os. that cobs are suitable for their military duties. Cobs.

†**605**. Chargers or troop horses will be supplied for military purposes; but any horse so supplied may be used for general purposes on payment of £10 per annum for horses at home, and £7 per annum for horses abroad and for cobs at home and abroad. Chargers used for general purposes.

Payments will be made quarterly in advance, and will reckon from the day on which the hire commences; the first payment, for the period from the date of possession to the first day of the ensuing quarter, being a proportionate one. If, owing to the exigencies of the service, or circumstances beyond the control of the hirer he is unable to retain for the whole quarter a horse for which he has paid in advance, he will be allowed a refund for the unexpired period.

All payments for hire will be suspended while officers are on active service. Payments suspended on active service.

606. Provided that a charger is available without extra expense to the public, a mounted officer (except a combatant officer of the Household Cavalry) who is duly authorized as such by regulations but not entitled to an issue at the public expense under para. **604**, may be supplied with a charger for military or for military and general purposes on payment of hire at the same rates as laid down in para. **605** for chargers used for general purposes. Mounted officer allowed use of charger—conditions. A.O. 89 1913

An officer to whom forage is specially granted under para. **148** may also be supplied with a charger on the same conditions. Hire, however, will not be charged in cases where the G.O.C. is able to certify that a charger so issued is used for military duty only, and that such duty would otherwise have necessitated cab hire or other means of conveyance costing more than is involved in the special issue of the charger.

607. C.Os. will be held responsible that the chargers are properly cared for and are at all times fit for military duty, and that an officer does not use a charger for general purposes unless he has paid the Chargers to be properly cared for

* A cob is a horse ranging in height from 14½ hands to 15 hands ½ inch.

† An officer who, prior to the 1st April, 1909, had in possession a hired charger, will be allowed to retain the privilege as laid down in para. **607** of the Allowance Regulations, 1907, of becoming the owner of the horse after six consecutive annual payments at home. In such cases payment after that date must continue to be made at the rate then in force. Such a horse, on becoming the officer's property, will continue to be used for military purposes until cast by competent authority.

sum required by para. **605**. They will also be responsible that a charger, whether used for general purposes or for military purposes only, is placed at the disposal of the remount department as soon as the officer using it ceases to be entitled to a charger.

Use of "free" chargers.

608. "Free" chargers may be used, at the discretion of the C.O., as hacks at the risk of the officer to whom they are allotted. A hired charger may be used at the hirer's risk for any purpose except racing (other than regimental point-to-point races under military supervision), driving in broughams, or heavy harness work generally. A hired charger will not be hunted by anyone except the officer hiring it, and must not be taken away from the unit without the permission of the O.C., and then only in exceptional cases.

Officers held financially responsible.

609. An officer will be held financially responsible for any loss due to accident or injury when the horse is being used otherwise than on military duty. Should a disability occur when it is being used on military duty, the officer will be held similarly responsible if it be determined that there has been neglect, recklessness, or ill-treatment of any kind. In either case the financial responsibility will be assessed as in para. **610**.

Board to investigate accidents.

610. Accidents to Government chargers on or off duty which, in the opinion of the veterinary officer, are likely to cause permanent disability, will be investigated by a garrison board of senior combatant officers. An officer of the A.V.C. should attend the board. The board will obtain such evidence as may be necessary to assist in arriving at a correct conclusion as to the cause of the accident or injury, but will not be required to give an opinion. The proceedings of the board will be forwarded to the War Office, for consideration by the Army Council, who will determine the officer's liability.

If, in any case, it is decided that an officer is responsible he shall pay :—

(*a*) If the horse is, or is subsequently found to be, permanently unfit for duty :—

—	Horses at home.	Horses abroad, and cobs.
At any time during :—	£	£ *s.* *d.*
1st year after issue as an officer's charger...	60	40 0 0
2nd ditto...	52	34 10 0
3rd ditto...	44	29 0 0
4th ditto...	36	23 10 0
5th ditto...	28	18 0 0
6th ditto...	20	12 10 0
After 6th ditto	12	7 0 0

(*b*) If the horse is temporarily unfit for duty :—
The expenses incidental to replacement.

A horse rendered permanently unfit for duty will remain the property of the public.

Troop horses used as chargers. A.O. 106 1911

611. The G.O.C. may authorize the issue of troop horses, to be used as chargers, to mounted officers under his command under the provisions of paras. **604** to **610**, and, if used for military purposes only, the return to the ranks or exchange of such horses.

The G.O.C. will render a return of such issues, returns, or exchanges, to the War Office every Saturday on A.F. B 226, showing date of issue, return, or exchange. A blank return need not, however, be rendered.

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Applications for the issue of chargers will be forwarded to the War Office by Os.C. units, heads of departments, &c., on A.F. B 226. Applications for the return or exchange of chargers other than chargers taken from the ranks will be forwarded through the G.O.C. to the War Office.

Re-classing of "free" chargers.

612. Except as provided in paras. **613** and **614**, a horse taken into use for general purposes will not be re-classed as a "free" charger without War Office authority. Such authority will not, except in very special cases, be given if the period of hire has lasted for less than 12 months. No horse supplied to an officer will be returned by him except for military reasons, or because the officer is leaving the unit or the country.

On change of station abroad. A.O. 106 1911

613. On being ordered abroad, or on change of command abroad, officers will leave their public chargers behind on public charge, the annual payment (if any) will cease, and the animal be available for re-issue.

Re-classing abroad.

614. A G.O.C. abroad may authorize a charger issued for general purposes to be re-classed as a "free" charger, provided that the period of hire has lasted for at least 12 months.

Command paymaster to be notified.

615. Heads of departments and C.Os. will notify the necessary particulars to the command paymaster, who will recover and credit to the public the sums due under paras. **605** and **606**. They will also inform the command paymaster of the return of chargers or troop horses to the remount depôts or to the ranks, or any other casualties affecting the payment for these horses.

Credit to be supported.

616. The command paymaster will support the credit in his accounts by a statement showing the name of the officer, the number of the horse, date of supply, and period covered by the credit. Care will be taken that the credits are secured regularly as they fall due, and, in the event of the officer changing stations, the command paymaster will supply the paymaster of the new station with the necessary information to enable him to continue the recoveries.

Officers' own horses.

617. As an alternative to the issue of a public charger or chargers under paras. **604** and **606**, officers entitled to be mounted will be permitted to use their own horses if certified by a veterinary

officer or civilian veterinary surgeon to be serviceably sound and fit for service, and by the C.O.* as suitable for military duty, or they may purchase horses from the ranks (*see* para. **618**). Such horses will be stabled and foraged at the public expense so long as they are used for the performance of military duties.

Purchase of horses from the ranks. A.O. 181 1912

618. As an alternative to the issue of a public charger or chargers under paras. **604** and **606**, officers entitled to be mounted (excluding officers of the household cavalry) will, on application to the War Office, be permitted to purchase not more than two horses from the ranks which will be used in lieu of the government horses to which they would be otherwise entitled: when forage is by regulation allowed for only one horse the application will be restricted accordingly. The price to be paid will be £50 each. Horses so purchased will not be sold by private contract or otherwise disposed of within four years without the previous sanction of the War Office.

Officers who are already in possession of public chargers will not be permitted to effect these purchases until their public chargers are either returned, transferred or exchanged, as laid down in para. **611**.

Horses taken back into ranks.

619. Should an officer wish to part with a horse procured from the ranks before it has been in his possession four years, it will be placed at the disposal of the public, a notification to that effect being first sent to the War Office through the G.O.C. A descriptive return, on A.F. B 88, should accompany the application, together with a certificate from the veterinary officer stating whether the horse is serviceably sound and fit for the service. If the horse is passed as sound and is effective for army service, it may be taken back into the ranks at troop price, provided it is not more than seven years old; should it be over seven and under ten years old, a deduction will be made of £5 for each year in excess of seven. These instructions will also apply in the event of the death of an officer.

Officer retiring, &c.

620. The regulation with regard to the return of a horse to the ranks, as laid down in para. **619**, will apply to the case of an officer who may retire, die, or otherwise become non-effective before the expiration of four years from the date on which he may have procured it.

Unsound horses.

621. Should the horse be unsound or otherwise unfit for the service, it may be sold with other cast government horses, and the amount realized will be handed over to the officer.

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* In the case of departmental officers the certificate will be given by the head of the department when at the station, otherwise by the O.C. the troops at the station.

In the case of staff officers, heads of departments, and Os.C. units, the certificate will be given by the G.O.C. concerned.

Active service. A.O. 236 1912

622. Officers serving with an army in the field, will be provided at the public expense with the full number of chargers authorized for their rank or appointment. The private chargers of officers proceeding on active service, within the numbers they are required to maintain for the performance of their public duties, will if suitable and if considered necessary by the Remount Department be taken over by that department at a price to be fixed in agreement with the owners. The price should represent the actual value of the horse up to a limit of £70.

Casualty from neglect.

623. When a casualty occurs from proved neglect on the part of an officer, the officer shall pay the original cost of the horse. Other casualties will be replaced at the public expense.

On ceasing to be mounted.

624. When the officer ceases to be a mounted member of the force, he will hand over his horse to the remount depôt, and immediately report by letter to the officer in charge that he has done so; or, if the horse has died or been killed, he will forward a certificate, countersigned by his C.O. showing the casualty. Equipment will be returned to store upon conclusion of the service for which it was issued, or will be accounted for to the A.O.D.

Allowances to Officers and others employed in purchasing and conducting animals.

Horse purchase, allowances for—at home.

625. In the United Kingdom, officers, not on the active list, appointed inspectors of remounts or deputy assistant directors of remounts, and officers not belonging to the remount service who are withdrawn from their usual duties, and specially employed in purchasing or conducting horses or transport animals, will be granted an allowance of 20*s.* a day while so employed.

Civilian veterinary surgeons employed in purchasing operations in the United Kingdom will ordinarily be paid fees which are inclusive of all allowances.

Abroad. A.O. 264 1912

Abroad, an officer specially employed in purchasing operations and withdrawn from his usual duties, or a civilian veterinary surgeon similarly employed, will be granted the following allowances:—

In Europe	30*s.* a day.	
In Canada	40*s.* ,,	
In the United States	55*s.* ,,	A.O. 264 1912
In Buenos Ayres	35*s.* ,,	
Elsewhere abroad	30*s.* ,,	

Includes travelling.

The above allowances include travelling allowances and all other personal expenses except the actual cost of transport, and are inadmissible for days on which officers are messed on board ship.

Allowance for Shoeing Chargers.

Shoeing expenses.

626. Officers who have been supplied with chargers at the public expense under para. **604** will, when at stations where no army

farrier is available, be granted, in repayment of the shoeing expenses for these chargers, a sum equal to the average local charge for one shoeing per month.

In the United Kingdom the allowance will not exceed 4*s.* a month. Abroad the G.O.C. will fix a fair rate, based on local prices, and will notify the rate in the orders of the command. If shoes are supplied from store, their cost will be deducted from the allowance. The allowance will be charged in the accounts of the command paymaster.

Sale of Cast Horses.

Rules in King's Regulations.

627. The rules laid down in the King's Regulations as to the casting of horses will be observed in respect of all horses and mules, the property of the public, considered unfit for further service.

To be sold by auction.

628. When authority has been received for the casting of horses at home stations, their sale will be carried out by public auction, in the manner described in paras. **629** to **638**, without further instructions from the Army Council.

To be in good condition.

Mode of sale.

629. When horses are directed to be sold, the C.O. will see that they are put in as good condition as circumstances will permit, and sold by an auctioneer or sworn appraiser on a market or sale day, at such place, and in such numbers, as may be considered most advisable.

Superintending officer.

630. The C.O. will take care that an officer of experience superintends the sale, and will instruct him that if he should have reason to suppose that there is any combination among the buyers to keep down the prices of the horses, he will be at liberty to buy in or postpone the sale of any of the animals, according to the advice which he may receive from the auctioneer in that respect.

Officers and soldiers not to purchase.

631. No officer or soldier will be allowed to purchase any of the horses directly or indirectly.

Diseased horses.

632. No guarantee will be given by the auctioneer that the horses are free from disease. If, however, there should be reason to suppose that any cast horses authorized to be sold have become affected with glanders or farcy, they will be retained pending a reference to command headquarters ; or, in the event of the disease having developed itself, they will be at once destroyed, and a report will be made to the War Office.

Tolls and dues.

633. Cast horses, the property of the Crown, are not liable to toll or market dues when sold in a market town.

Commission of auctioneer.

634. Except when horses are sold in London, the commission of the auctioneer, who shall be a sworn appraiser, will be at the rate of 2½ per cent., with a minimum fee of 10*s.* 6*d.*, and will be admitted as a deduction from the proceeds of the sale. This commission

will cover every charge incidental to the sale, with the exception of the keep of the horses.

Bill of sale.

635. As soon as possible after the auction the C.O. will cause to be prepared a bill of sale on A.F. O 1638, specifying the price obtained for each horse, and the name of the purchaser. The bill of sale will be signed by the auctioneer, and certified by the officer attending the sale to be correct as regards the price of the horses and the names of the purchasers.

Payment by auctioneer to command paymaster.

636. The C.O. will take care that the auctioneer is instructed by the officer ordered to attend the sale to pay the proceeds of the sale to the command paymaster (whose address should be furnished) within 14 days, and he will also notify to the paymaster the amount realized at the sale. In the case of payment not being made within the stipulated time, the paymaster should at once report the fact (through the usual channel) to the G.O.C.

Credits from sale.

637. The paymaster will credit in his accounts the amount realized, the bill of sale being annexed as a voucher to the account in which the credit appears.

Payments abroad.

638. At stations abroad the proceeds of the sale of cast horses will be paid by the officer superintending the sale into the hands of the command paymaster, who will credit the amount to the public, annexing the account of the sale on A.F. O 1638.

Hides and carcases.

639. The amount received for the hides and carcases of all dead animals will be paid over by the O.C. the regiment or corps in whose charge the animals were, to the command paymaster, for credit to the public on A.F. O 1639.

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Section 22.—MISCELLANEOUS ALLOWANCES.

I.—PROVISION AND MAINTENANCE OF JUMPS FOR HORSES.

Home stations.

640. At home stations, the following annual grants for the purchase of materials for the provision and maintenance of jumps for horses will be allowed :—

(*a*) For each battery and depôt of Horse and Field Artillery (not drawing a grant under para. **641**)	£1
(*b*) 1st Heavy brigade, R.G.A., each battery	10*s.*
2nd Heavy brigade, R.G.A., for the brigade	£1

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R.M.C.
570
A.O. 106
1911

(*c*) For the Royal Military College £10

(*d*) For the Royal Military Academy £6

(*e*) For the Remount Depôts :—
at Arborfield Cross, Dublin, and Melton Mowbray each £5
at Woolwich £10

Stations at home and abroad.

641. At stations at home and abroad, the following annual grants for the provision and maintenance of jumps and the maintenance of open manèges, except for subsoil drainage, will be allowed :—

(*a*) For each cavalry regiment £20
(*b*) For each cavalry depôt £5
(*c*) For each group consisting of at least one and not more than three batteries or depôts, Horse and Field Artillery, using one manège £5
(*d*) For each mounted unit, R.E. £1
(*e*) For each Horse Transport Company, A.S.C. ... ... 10*s.*

Handing over to incoming regiments.

642. Jumps and manèges will be handed over in proper order by the outgoing to incoming regiments, and, in the case of Indian reliefs, the regiment leaving this country will hand over any unspent balance of the allowance to the regiment relieving it.

Claims.
A.O. 127
1913

643. Claims, on A.F. N 1459, for the allowances authorized in paras. **640** and **641**, will be rendered annually to the command paymaster in the month of April. The expenditure is under the authority of Os.C. units.

Horse rugs
54
Cavalry
1132

644. An annual upkeep allowance of 2*s.* will be granted to the cavalry school and to mounted units in respect of each officer's charger, troop and draught horse (exclusive of boarded-out horses) on the peace establishment to create a fund out of which C.Os. may provide, under regimental arrangements, horse rugs as required for the use of public horses. The allowance will be claimed in the month of May for the whole financial year, and will be charged in the accounts of the command paymaster. It will not be admissible for other units or individuals.

II.—TABLE ALLOWANCE.

Rates of table allowance.

645. Table allowance is granted to general and other officers holding certain commands at home and abroad. The amount allowed at each command is fixed from time to time by the Army Council.

Date of commencement.

646. An O.C., on being appointed to a command for which table allowance is sanctioned, will be entitled to draw it from the date on which he arrives at headquarters and assumes the command.

Date of cessation.

647. The O.C. quitting a command will receive any table allowance sanctioned for the command up to the day preceding that on which he hands over the duties of the command to his successor.

During leave.

648. Table allowance will be continued to an O.C. during his ordinary leave of 61 days in each year, but it will not be issued to him for more than 61 days during the biennial or triennial leave sanctioned for officers serving at certain stations abroad.

Temporary command.

649. Should an interval occur between the departure of an officer from his command and the arrival of his successor, table allowance may be issued to the officer on whom the command may temporarily devolve.

Biennial and triennial leave.

650. During the absence of a C.O. from a station abroad on biennial or triennial leave, table allowance may be issued to the officer temporarily exercising the command after the expiration of the first 61 days of the absent officer's leave.

Acting Governor or Lieutenant Governor.

651. If an O.C. acts temporarily as governor or lieutenant governor of a colony for a continuous period exceeding 61 days, the table allowance for the whole of the period will be issued to the officer on whom the immediate local command of the troops may temporarily devolve. If the officer in chief command retains the immediate local command of the troops while acting as governor or lieutenant-governor, no surrender of his table allowance will be required.

III.—CONTINGENT ALLOWANCE.

1. Field Intelligence.

Amount of grant.

652. A money allowance not exceeding £300 a quarter will be granted to the G.O.C. an army engaged in warlike operations, for the purpose of obtaining intelligence connected with such operations, on his certifying that the amount has been so expended on his authority, and includes no pay to any officer or soldier of His Majesty's Forces. Any further sum expended by the G.O.C. for such a purpose shall only be chargeable to army funds if specially sanctioned by the Treasury.

2. Regimental, &c.

Rates.

A.O. 264
1912
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Inf.
399
62
935

653. The yearly rates of contingent allowance for a troop, other than a signal troop R.E., battery, or company, other than of the infantry, or for a section of A.O.C., calculated according to its fixed establishment (including, in the case of garrison artillery, the rank and file of the district establishment allotted to each company), will be as under :—

		£	s.	d.
Not exceeding	80	8	0	0
,,	120	12	0	0
,,	160	16	0	0
,,	200	20	0	0
,,	240	24	0	0

rank and file, including drummers, buglers, &c.

The rates of contingent allowance for a squadron of cavalry or a company of infantry, except at an infantry depôt (*see* para. **654**), will be :—

		£	*s.*	*d.*
Not exceeding 80	Rank and file, including drummers, buglers, &c.	7	4	0
,, 120		10	16	0
,, 160		14	8	0
,, 200		18	0	0
Exceeding 200		21	12	0

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62 935 The rate for each section of the coast battalion R.E. will be £2 a year.

62 955 The rate for a signal troop R.E. will be £1 10*s.* a year.

The rate for the Central Flying School will be £12 a year.

A.O. 106 1611 Contingent allowance in respect of special reservists R.A.M.C. will also be allowed as follows :—

For each special reservist attached to the R.A.M.C. for recruit training ... ... 1*s.* yearly.

This allowance will be calculated on the average strength present during the month preceding the date on which the claim is made.

In special cases the rate may be increased, with the sanction of the G.O.C.-in-C., provided that in no case a higher rate than 2*s.* per man per annum is allowed.

For each trained special reservist of the R.A.M.C. undergoing annual training, &c., with the R.A.M.C.... 1*d.* per training, &c.

Infantry depôts. **654.** Contingent allowance for infantry depôts will be allowed at the following rates: —

	£
2 battalion depôts	24 yearly.
4 ,, ,, ...	48 ,,
Rifle depôt	96 ,,

Section of company. **655.** Contingent allowance is not allowed for a section of a company. When a section is detached from the headquarters of a company, the O.C. the company will supply the O.C. the section with a proportion of the allowance authorized for the company, and the latter officer will render to the O.C. the company a quarterly account of the payments made.

Special depôts or detachments. **656.** For special depôts or detached bodies of troops, a yearly rate not exceeding £30 will be allowed, when authorized by the G.O.C.

Object and expenses defrayed out of allowance. **657.** Contingent allowance is only intended to cover such expenses as are properly chargeable to army funds and cannot be classified to other heads. The following are the principal services on which it is to be expended :—

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Pay of storemen.

Repairs of arm chests.

57 Gen. No. 1275

Cleansing materials for barrack rooms.

Marking blankets used by troops quartered in barracks.

658. Officers will keep a separate account of their expenditure of the allowance, in order that information may, if required, be furnished with the view of determining the sufficiency or otherwise of the allowance. Grants from regimental institutes are not to be mixed up with this account. Separate Account to be kept.

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Inf.
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3. Recruiting.

659. A contingent allowance will be granted to Os.C. recruiting areas, to be expended, at their discretion, under the following heads :— Objects on which spent.

(*a*) Expense of displaying recruiting posters in places not provided for by special contract.

(*b*) Small fees to local tradesmen for acting as local agents, in places where recruiters cannot be employed with due regard to economy.

(*c*) Ribbons for recruiting, &c.

(*d*) Occasional expenses incurred by enquiring into the character and antecedents of applicants for enlistment.

(*e*) Materials for the cleaning of recruiting premises (other than recruiting officers' offices and barrack rooms, provided for in paras. **501** and **657** respectively), except where the cost of cleaning is included in the rent paid for the premises.

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(*f*) Frames for recruiting posters. (These should be accounted for in a distribution list to be kept in the recruiting office.)

A.O. 324
1912

660. Petty expenses incurred on the recruiting service, not included under the heads specified in para. **659**, or otherwise provided for by regulation, may also be charged to the contingent allowance. Petty expenses.

661. Except as provided in the Recruiting Regulations, the amount allowed for the financial year should not be exceeded without the permission of the Army Council, which should be obtained before the money is expended. At the commencement of each month, Os.C. recruiting areas will draw upon the regimental paymaster for the amount which will probably be required during the month, and, on the last day of each quarter, they will furnish that officer with a Dr. and Cr. statement on A.F. O 1720, showing all sums received from the cashier, and a detail of the various items on which the money has been expended, duly supported by receipts and any other necessary vouchers. This statement will be annexed as a youcher to the account of the regimental paymaster for the last month of each quarter. Advances and statement of accounts.

4. Care of Reservists' Clothing and Equipment.

662. An allowance for the care of the arms of reservists will be granted to Os.C. cavalry, artillery, engineer, infantry and A.S.C. depôts, Os.C., R.G.A. and R.A.M.C. companies, Os.C. veterinary station hospitals at Aldershot, Bulford, and the Curragh, and the Army Ordnance Corps depôt at Woolwich, at the monthly rate of 1*s.* 10*d.*, with an additional 4*d.* for each 100 (or fraction of 100) in excess of 199. Reservists' arms.

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Reserve
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54
A.S.C.
3221
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Allowances at the same rate will be granted for the care of (*a*) reservists' clothing, and (*b*) reservists' accoutrements.

The above allowances will not be granted when less than 100 sets are stored together.

Mobilization and regimental stores. 54 Artillery 4648 8 Allowances 98

663. An allowance for the care of the mobilization and regimental stores held on charge by units will be granted to Os.C. at the following monthly rates :—

	s.	*d.*
*For each battery of R.H.A. and R.F.A., and each heavy and mountain battery, R.G.A.	7	6
For R.E. units—		
"A" signal company	20	0
"B" signal company	15	0
Each field squadron and bridging train	10	0
Each field company, signal squadron and railway company...	7	6
Each field troop, signal troop, signal company with division, works (L. of C.) company and fortress company (for duty on L. of C.)	5	0
A printing company	3	9
For each regiment of cavalry or battalion of infantry	10	0

IV.—LIBRARY ALLOWANCE.

Object of allowance.

664. Library allowance is granted for the provision, repair, &c., of books, the supply of newspapers, periodicals and games, and in aid of the expenses of regimental libraries and reading rooms : the fees and subscriptions required being appropriated in aid of the expenses, instead of being credited to the public. The expenses of garrison libraries will be met by contributions from the allowance to units and by subscriptions, as laid down in the Rules for the Management of Garrison and Regimental Institutes.

A.O. 236 1912

Rates.

665. Library allowance will be granted at the following yearly rates :—

	£	*s.*	*d.*
School of Gunnery, Shoeburyness	15	0	0
School of Musketry, Hythe ; Discharge depôt ; and the recruits' recreation room, Central Recruiting Depôt, London, S.W.	10	0	0
62 955 Central Flying School	8	0	0
42 Tower of London	7	10	0
Ord. Coll. 345 Ordnance College, Woolwich	5	0	0
School of Music, Kneller Hall	5	0	0
A.O. 198 1911 R.F.A., No. 4 depôt	5	10	0
,, Nos. 1, 2, 3, 5 and 6 depôts ... ... each	5	0	0

*When a battery has no mobilization stores on charge 3/9 (half rate) only will be allowed for regimental stores.

	£	s.	d.	
Each depôt of R.G.A.	3	10	0	62
School of Gunnery, Broughty Ferry	2	10	0	721
Each squadron, battery, or company of the regular army, except at an infantry depôt (*see* para. **666**); each section of A.O.C.; and the headquarters and detachments of Fortress Cos. of R.E. referred to in para. **667**; depôt of the R.H.A.; the riding establishment, R.A.; and the garrison artillery district establishments stationed at the Tower of London, and in the Mersey defences, and North China and Soudan detachments—				A.O. 264 1912 A.O. 198 1911 48 Art. 5566
With establishment of rank and file (including drummers, buglers, &c.), not exceeding 100 ...	2	10	0	
Over 100 and not exceeding 120	3	0	0	
,, 120 ,, ,, 140	3	10	0	
,, 140 ,, ,, 160	4	0	0	
,, 160 ,, ,, 180	4	10	0	
,, 180 ,, ,, 200	5	0	0	103 Inf. 399
,, 200	5	10	0	

The number of rank and file of the district establishment attached may be reckoned, for the purpose of fixing the rate of library allowance, as part of the establishment of rank and file of companies of garrison artillery.

An allowance of 3*s.* a day will be granted to the R.A. library at Woolwich on account of the three servants employed there. 62

An allowance of £5 a year will be granted to the A.V.C. 893

666. Library allowance for infantry depôts will be allowed at the following rates :— Infantry depôts.

	£
2 battalion depôts	10 yearly.
4 ,, ,, ...	20 ,,
Rifle depôt...	40 ,,

667. Library allowance at the rate of £1 a year will be allowed for each signal troop R.E., and for each of the following headquarters and detachments of fortress companies of R.E. :— Signal troop, headquarters and detachments, R.E. 62 935

The headquarters of companies at Alderney, Tyne, and Forth.

The detachments at Guernsey, Gravesend, Cardiff, Mersey, Berehaven, Lough Swilly, Humber, Tees, and Clyde.

668. In special cases the G.O.C. will assign such allowance in aid of a library, other than a garrison or regimental library, as may appear to him just and reasonable, having regard to the numbers using the library, and to the rates laid down for regimental libraries. This allowance will not, however, exceed £10 a year for each library. Special cases. A.O. 236 1912

669. The allowance will be charged quarterly in advance on the 1st January, 1st April, 1st July, and 1st October. Charges for allowance.

V.—CAMP KIT ALLOWANCE.

Provision of.

670. A camp kit of approved pattern, as laid down in the Equipment Regulations, Part I., will be provided by :—

Gen. No. 16 / 2906

Officers—When first gazetted into the regular forces or officers appointed from the special reserve and territorial force for 4 years' continuous service in the Royal Flying Corps.

Members of the Q.A.I.M.N.S.—On the first occasion on which they are ordered on active service.

The actual initial cost up to a maximum of £5 15*s.* will, upon production of the receipted bill supported by A.F. O 1678, be allowed in the case of :—

Officers.—By the command paymaster as laid down in para. 18.

Members of Q.A.I.M.N.S.—By the paymaster issuing their pay.

The kit will be maintained at the expense of the owners.

VI.—OUTFIT ALLOWANCE.

Retired officer recalled to service.

671. An officer who has retired from the army, or from the militia, yeomanry or volunteers, or from the special reserve of officers, or the territorial force, and is taken into employment with the regular forces during a time of national emergency, may be granted, by the Army Council, a sum not exceeding £100 in aid of his outfit including camp kit.

This rule does not apply to officers who are, at the time of re-employment, upon the effective establishment of the army.

Inspectors.

672. Inspectors of ordnance machinery and inspectors of mechanical transport will, on confirmation of their first appointment, be granted the sum of £100 in aid of their outfit.

On promotion from the ranks. A.O. 1 / 1914 / 8

673. A warrant officer or N.C.O. granted a commission as second lieutenant in the cavalry, infantry, or A.S.C. will be allowed the sum of £150 in aid of his outfit. Other warrant officers or N.C.Os. granted commissions will be allowed the sum of £100 in aid of their outfit.

Allowances. / 89

First contribution to regimental mess fund.

674. In cases where the regimental mess is not furnished at the public expense, a quartermaster, riding-master or director of music commissioned from the ranks will also be granted such a sum (not exceeding in any case 30 days' pay) as shall be actually required as his first contribution to the regimental mess fund.

Charges for allowance.

675. Charges will be vouched by proof of payment, and if the allowance is issued under para. **671**, by the War Office letter authorizing the issue, and will be made in the account in which the first charge for the officer's pay appears.

VII.—ALLOWANCE FOR MISCELLANEOUS STORES.

Stores and cleaning materials.

676. A money allowance will be issued to regiments, battalions and other units, for the provision of miscellaneous stores and

cleaning materials for their orderly rooms, quartermaster's stores and offices, and all their other regimental offices, at the following rates :—

	Yearly. £ s. d.	
Regiments of Household Cavalry ...	3 8 0	each squadron.
Regiments of Cavalry of the Line ...	2 4 0	„
Royal Artillery—		
Horse and Field { batteries	£ s. d.	
Horse and Field { depôts		
Garrison { heavy and mountain batteries	2 5 0	each.
Garrison { companies...		
Garrison { depôts		
Riding Establishment		
Adjutant's detachment, Shoeburyness		
District Establishments { London and Woolwich ...	1 0 0	each.
District Establishments { Mersey		
Detachments { Pekin...		
Detachments { Soudan		
Royal Malta Artillery, Hong Kong—		
Singapore Battalion and Sierra Leone Company R.A.	0 18 0	each company.
Companies, depôts, and troops, other than signal troops, of R.E.	2 5 0	each.
Signal troop R.E.	0 18 0	each.
Headquarters and detachments of fortress companies R.E., referred to in para. 667	0 19 0	„
Royal Flying Corps (military wing) ...	1 15 0	per squadron.
Ordnance College, Woolwich	2 5 0	
Battalions of Foot Guards (including 16*s* for the pay office)	2 12 0	each company.
Battalions of Infantry of the line ...	1 16 0	„
West India Regiment	0 18 0	„
West African Regiment		
Infantry depôts—		
2 battalion depôts	3 16 0	each.
4 „ „	7 12 0	„
Rifle depôt	15 4 0	
Army Service Corps—		
Remount companies	0 19 0	each company.
Transport depôt, Woolwich	5 15 0	

54 Artillery 4648

48 Artillery 5566

62 935

48 Misc. 415

42 Ord. Col. 345

103 Inf. 399

57 Gen. No. 2385

	Yearly. £ s. d.	
Other transport depôts and the supply depôt	4 5 0	each.
Other companies	2 5 0	„
Companies of R.A.M.C. at Bermuda, Ceylon, South China, Jamaica, Mauritius, and Straits Settlements	1 0 0	„
Other companies of R.A.M.C.	2 5 0	„
A.V.C.	0 19 0	each chief station veterinary hospital.
Army Ordnance Corps Depôt, Woolwich	3 7 6	

54 A.O.C. 374

A.O. 294 1912

VIII.—ALLOWANCE FOR UPKEEP OF PRACTICE ARMS, &c.

Amount.

677. An allowance will be granted at the following maximum rates :—

(*a*) To provide for minor repairs to practice swords, trifling repairs to gloves, supply of chalk, resin, sand, sandpaper, &c.—

	Yearly. £ s. d.
Headquarters Gymnasium, Aldershot ...	2 0 0
Gymnasium: Royal Military Academy	2 0 0
Gymnasium: „ „ College ...	2 0 0
Gymnasium: Cavalry School	2 0 0
Cavalry regiment } in which swordsmanship is taught	2 0 0
„ depôt } in which swordsmanship is taught	0 10 0

42 R.M.A. 533

(*b*) To provide for minor repairs to bayonet-fighting equipment and supply of chalk, resin, sand, sandpaper, &c.—

	Yearly. £ s. d.
R.E. Training Battalion	0 15 0
Battalion of Foot Guards	3 0 0
Depôt „ „	1 0 0
Battalion of Infantry	3 0 0
Infantry Depôts—	
2-battalion depôt	0 10 0
4 „ „	0 15 0
Rifle depôt...	1 0 0

The allowance will be issued to the O.C. the unit or officer i/c the gymnasium, as the case may be, and it will be paid by command paymasters by instalments in advance on the first day of each quarter.

A.O. 127 1913

Claims will be supported by a certificate that the allowance will be expended, in the quarter then commencing, on the services for which it is issued.

IX.—ALLOWANCE FOR SOLDIERS' FUNERALS.

Expenditure admissible.

678. The actual expenses necessarily incurred for the burial of soldiers dying while serving, or in a military hospital after discharge, will be borne by the public.

Amount.

679. Charges not exceeding £1 15*s.* 0*d.* will be admitted without special authority, but if they exceed that amount they will be supported by an explanation of the circumstances and by the authority of the G.O.C.

X.—ALLOWANCE FOR REGIMENTAL BANDS.

Rates.

680. Allowances at the under-mentioned rates will be granted to each regiment of household cavalry and cavalry of the line, to the Royal Regiment of Artillery, to the Corps of R.E., to each regiment of Foot Guards, and to each battalion, &c., of infantry of the line and local troops abroad for maintaining a band :—

	£	
Household Cavalry	80	Yearly.
Cavalry of the Line	160	,,
R.A. Mounted Band	160	,,
,, Regimental Band	100	,,
,, (Garrison) Bands at Sheerness, Plymouth, Portsmouth and Gibraltar	160	,,
Royal Malta Artillery	160	,,
R.E.	100	,,
Grenadier Guards	420	,,
Coldstream Guards	420	,,
Scots Guards	390	,,
Irish Guards	280	,,
Infantry of the Line and West India Regiment	160	,,
West African Regiment	80	,,
Royal Military College	160	,,
Special Reserve when mobilized ...	80	,,

30 Gen. No. 4915

A.O. 175 1914

A reduction in these allowances at the rate of £70 year will be made in the case of a regiment or corps to which a director of music is appointed.

The allowance may be charged quarterly by the agent if there be one.

XI.—ALLOWANCE TO PUPILS OF THE ROYAL MILITARY SCHOOL OF MUSIC FOR ATTENDING CONCERTS.

Amount.

681. An allowance not exceeding £100 a year will be granted to the commandant of the Royal Military School of Music to defray the expenses of pupils attending concerts. The distribution will be made by the commandant.

XII.—ALLOWANCE FOR NURSING SERVICE AT MILITARY HOSPITALS.

Special allowance.

682. An allowance in lieu of board and washing at the rate of 15*s.* a week at a home station, or of 21*s.* a week at a station abroad, will be granted to each member of the Q.A.I.M.N.S. This allowance will be reduced to 3*s.* 6*d.* a week when free messing or hospital diets and extras are provided. A special allowance for the provision of clothing will also be granted, except to the matron-in-chief, at the following rates :—

24 London 176

	£	*s.*	*d.*
Annual clothing and cloak allowance abroad ...	9	0	0
,, ,, ,, ,, at home ...	8	0	0
Outfit allowance when proceeding on active service	8	5	0

Members of Q.A.I.M.N.S. Reserve on active service.

The above allowances in lieu of board and washing, and for the provision of clothing, will be granted to each member of the Q.A.I.M.N.S. reserve while employed at a military hospital in time of war. The outfit allowance of £8 5*s.* 0*d.* will also be payable to each member proceeding on active service.

The annual clothing and cloak allowance is issuable in advance. Payment of the full grant on the first and subsequent anniversaries of the date of the appointment of the recipient will, however, only be made on the production of a certificate that she has no intention of retiring within six months of such date. In the event of retirement within the period covered by the certificate the question of a refund of the unexpended portion of the allowance will be referred for the decision of the Army Council. In the absence of such certificate the allowance will be issuable half-yearly in advance. The allowance will not be paid if, on the date on which it becomes issuable, the lady concerned is on sick leave which has extended beyond 6 months. It will be resumed from the date on which she rejoins for duty, and such date will govern future annual issues.

2 Gen. No. 398

The matron-in-chief and principal matron.

The matron-in-chief and principal matron Q.A.I.M.N.S. employed at the War Office will be entitled to the allowances of their class.

Servants.

Except at stations where the issue of an allowance for servants is authorized by the Army Council, an allowance of 10*s.* 6*d.* a week for board, &c. will be granted for each servant appointed to attend on members of the Q.A.I.M.N.S., and for each servant employed in a hospital for military families, or in a hospital or ward for infectious diseases.

The charge of the allowance for the board, &c., of the servant will be supported by a certificate that the whole amount has been expended on the specific service for which it is provided.

The provisions of this para. will apply to all matrons, sisters and staff nurses temporarily employed with the Q.A.I.M.N.S.

Nurses in hospital for military families, and in hospital for infectious diseases.
A.O. 143
1911
24
Eastern
435
24
London
176

683. A matron or a charge nurse permanently employed in a hospital for military families, or in a hospital or ward for infectious diseases, will be granted an allowance of £5 per annum for the provision of uniform, but the issue of the first allowance to a newly appointed nurse will be deferred until she is confirmed in her appointment. Payment of subsequent issues will be made on the anniversary of the date of appointment subject to the production of the certificate referred to in para. **682.** An allowance in lieu of board and washing at the rate of 15*s.* a week at a home station, and 21*s.* at a station abroad, will also be granted. This allowance will be reduced to 3*s.* 6*d.* a week when free messing or hospital diets and extras are provided.

When issuable.

684. The allowance for board and washing is issuable during any period of leave, including sick leave, for which full or reduced rates of pay are admissible.

XIII.—ALLOWANCE FOR LOCAL PURCHASE OF ADDITIONAL ARTICLES OF EQUIPMENT AND DECORATIVE ARTICLES FOR HOSPITAL WARDS.

Initial allowance.

685. An initial allowance, not exceeding 5*s.* per bed, will be granted to each new or re-appropriated hospital, nursed by Q.A.I.M.N.S. in which the number of beds forming the approved accommodation is not less than 100.

A similar initial allowance will be granted for each bed added, by War Office authority, to existing hospitals nursed by Q.A.I.M.N.S. in which the total approved accommodation is not less than 100 beds.

Annual allowance for maintenance.

686. A subsequent allowance for maintenance and additional purchases, not exceeding 1*s.* per bed per annum, will be granted to all hospitals nursed by Q.A.I M.N.S. in which the number of beds forming the approved accommodation is not less than 100.

No cash issue.

687. These allowances will not be issued in cash, but will be expended in payment of bills incurred by medical officers i/c hospitals in the purchase of :—

(*a*) Articles of equipment (additional to those allowed by the approved schedules of hospital equipment) of a type calculated to afford increased comfort to the sick.

(*b*) Small useful or decorative articles of the class which tend to improve the appearance of hospital wards, and generally brighten military hospital surroundings.

Initial and annual allowances not issuable in same year.

688. The initial and annual allowances will not both be issuable in the same financial year. Any sums not actually disbursed in the financial year in which the allowance is issuable cannot be added to the allowances for the ensuing financial year, and must be regarded as forfeited.

Purchasing officers responsible for expenditure.

689. Purchasing officers will be held responsible that the money is expended solely for the purposes detailed in para. **687**. They will be held personally liable for :—

(*a*) Any expenditure incurred in the purchase of articles which the G.O.C. may consider unsuited for the purpose for which the allowances are granted.

(*b*) Any expenditure in excess of the initial or annual allowances.

All bills will, before payment, be submitted for the approval of the G.O.C.

Expenditure to be shown separately.

690. The articles purchased from these allowances must be shown separately at the end of inventories of hospital equipment, in the same manner as "gifts." All bills submitted for payment must be supported by a certificate to the effect that the articles have been so accounted for.

Repairs.

691. Any necessary repairs which can be executed in local A.O.D. workshops may be carried out at the expense of the public, provided the cost of repair is reasonable, having regard to the original value of the article. Replacements of stores purchased from these allowances will not be made by the A.O.D.

XIV.—ALLOWANCE FOR APPARATUS FOR TEACHING ELEMENTARY SCIENCE IN ARMY SCHOOLS.

A.O. 198—1911

Purpose of grant

692. An initial grant is given under War Office authority for the purpose of providing the necessary apparatus in Army schools where the teaching of elementary science is authorized.

Amount of grant.

693. An allowance of 10*s.* per annum will be issued to the O.C. each school so provided with elementary science apparatus. This allowance will be expended on the provision of consumable material for, and the renewal of breakages of, the apparatus.

Date of issue.

694. The allowance will be issued on the 1st October annually in advance to the O.C. each school concerned, the first allowance being issued on the 1st October in the year following the date of payment of the initial grant. Claims will be supported by a certificate that the allowance will be expended, in the year then commencing, on the services for which it is issued.

XV.—PAYMENTS FOR SHORTHAND WRITERS AND FEES OF WITNESSES.

Shorthand writers.

695. At the trial of an officer by general court-martial, or in other cases when the evidence is likely to be voluminous, the G.O.C. may, if he considers there are no fully competent military shorthand writers available, authorize the employment of civilian professional shorthand writers.

Witnesses' fees.

696. Before the engagement of expert witnesses the amount and reasonableness of the fee required should be ascertained, and the authority of the G.O.C. obtained.

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