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(2nd Edition, August 1939.)

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MOBILIZATION REGULATIONS

FOR THE

AIR FORCES IN INDIA

(PROVISIONAL)

The following Mobilization Regulations are promulgated for the information and guidance of all concerned. No financial expenditure is to be incurred as a result of these regulations unless separate authority has been issued by H.Q. A.F. in India.

(Please see note inside)

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NOTE

The information given in this book is not to be communicated either directly or indirectly to the Press, or to any persons not holding an official position, in H.M.'s Service.

H.Q. A.F. in India.

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O.N. " * * * * *
These Regulations have not the G.O. of India
stamp of authority and it is emphasised that they are
merely provisional administrative instructions for the
use of the Air Forces in India in special circumstances.

Air H. Q. No. 11: Mob/37, D/1. 6.4.

(Case No: 7234-R)

[Signature]
6/6/40.

H. Q., A. F. IN INDIA.

M32RAF(M)

MOBILIZATION REGULATIONS FOR THE AIR FORCES IN INDIA.

CONTENTS.

CHAPTER 1.

Special procedure for the move of reinforcing Units Ex-India.

Paragraph.		PAGE.
1.	General	1
	<i>Aircraft.</i>	
2.	Initial equipment	1
6.	Reserve aircraft	1
	<i>Mechanical Transport.</i>	
7.	Establishment	1
8.	Source of Supply	1
9.	Vehicle Equipment	1
11.	Loading of Vehicles	1
14.	Packing and Transport	2
15.	Address of Vehicles	2
16.	Concentration and Despatch of Vehicles	2
	<i>War Equipment.</i>	
20.	Articles-in-Use	2
23.	Maintenance Stores	2
	<i>Personal Equipment.</i>	
31.	Scales of Clothing and Accoutrements—Officers	3
32.	Scales of Clothing and Accoutrements—Airmen	4
	<i>Arms and Ammunition.</i>	
34.	Small Arms	4
35.	Ground Lewis Gun	4
36.	Ammunition	4
	<i>Stationery, Forms, Publications.</i>	
37.	4
	<i>Packing and Despatch of Equipment.</i>	
38.	Packing	4
39.	Special Marking for Case Opening Tools	4
40.	Unit Markings	4
41.	Shipping Documents	4
42.	Photographic Equipment	4
42A.	M. T. Spares	4
43.	Dangerous Stores	4
44.	Packing Notes	5
	<i>Rations, Accommodation and Guards.</i>	
45.	Messing and accommodation of Air Echelons	5
46.	Emergency Rations	5
47.	Purchases on Route	5
48.	Messing of Rail and Sea Echelons	5
50.	Guards	5
51.	Accommodation at Ports of Embarkation.. .. .	5

<i>Stores Accounting.</i>		PAGE.
Paragraph.		
52.	General Principles	5
53.	Preparatory arrangements	6
54.	Action at Parent Station on Receiving Orders for the Move	6
59.	Preparation of Packing Notes	6
60.	Accounting for Equipment sent with Reinforcing Units from India	6 & 7
61.	Accounting for Equipment sent with Reinforcing Units from India —Subsequent Action	7
62.	Endorsement of vouchers	7
63.	Accounting for Equipment sent to other Commands from India subsequent to the departure of the units from India	7
64.	Accounting for Aviation Spirit and oil in Aircraft Tanks	7
65.	Accounting for expenditure by and on behalf of the B. T. Squadron (India)	7
66.	Accounting for Equipment at the Parent Stations subsequent to the departure of Reinforcing Units	7

CHAPTER 2.

General Administrative Instructions.

68.	Forms	8
69.	Nominal Rolls	8
70.	Recall of personnel from leave, etc.	9
71.	Date of posting	9
72.	Responsibility for the preparation of personnel proceeding and their documents	9
73.	Issue of Routine Orders, Parts I & II	9
74.	Documents of airmen proceeding	9
75.	Document of Indian personnel proceeding	9
76.	Documents of officers proceeding	10
77.	Wills	10
78.	Next-of-kin	10
79.	Identity Discs	10
80.	Medals	10
81.	Historical Records	10
82.	Publications	10
83.	Non-public reserve funds	10
84.	Reporting of casualties to personnel	11
85.	Medical examination of personnel	11
86.	Vaccinations and Inoculations	11
87.	Precautions to be observed en-route	11
88.	Forms 48	11
89.	Families of officers, Airmen and Indian personnel	11
90.	Storage of property	12
91.	Private property and personal kit not taken	12
92.	Storage of private vehicles, furniture, etc.	12
93.	Official correspondence, disposal of	12
94.	Private correspondence	12
95.	Courts Martial pending	12
96.	Courts Martial warrants	12
97.	Attachment warrants	12

CHAPTER 3.

Pay Accounting Instructions.

98.	General	13
100.	Rates of pay	13
101.	War system of accounting	13
102.	Debit of pay, allowances, etc.	13

Paragraph.	PAGE.
104. Advances	13
105. Separation, lodging and marriage allowances	14
106. Family allotments and remittances	14
107. Payments in the theatre of operations and maintenance of Pay Accounts by the Base Accountant Officer	16
108. Re-opening of pay Accounts of units returning to India	17
109. Movements	17
110. Imprests	17

APPENDICES.

Appendix "A" Scale of Clothing and Necessaries for Airmen proceeding on Active Service	18
„ "B" Preparation of Field Service Pay Books	21
„ "C" Extract from Royal Air Force War Manual—A. P. 1301, Chap, XVIII, paras. 34-51	22

ANNEXURES.

(Note.—These annexures will only be issued to the units directly concerned.)

Annexure "A" War Equipment Schedule for Air Stores Park (India).

Part I.—Internal Requirements.

Part II.—Section holding for Audax (India).

CHAPTER I.

SPECIAL PROCEDURE FOR THE MOVE OF REINFORCING UNITS EX-INDIA.

1. *General*.—Units in India are organised in the main on an immobile basis, and to special establishments of personnel and equipment suitable for the requirements of the Command. In the event of their being required to reinforce another R. A. F. Command it is not possible, therefore, to apply Air Ministry Mobilisation or other instructions without considerable modification. The following procedure is intended to facilitate the embarkation of personnel, and the packing and despatch of M. T. and equipment, and to ensure that on arrival in the reinforced command, units are able to conform to Air Ministry establishments, organisation and procedure.

AIRCRAFT.

2. *Initial Equipment*.—Initial equipment aircraft will move by air with equipment to enable them to commence operations on arrival. Spares should be taken for running requirements *en route* and (as far as disposable load permits), for maintenance until the arrival of the sea parties. Spares will normally be stored and secured in aircraft without packing, except small items which should be carried in canvas bags. If the air parties are to be assisted by B. T. or civil aircraft, the units concerned are to hold sufficient cardboard cases for packing the spares to be carried by the transport aircraft. The following sizes of cases are obtainable on demand from Aircraft Depot :—

Sect.	40D/	414	Cases	Cardboard	12" × 7" × 7".
"	"	417	"	"	16" × 12" × 9".
"	"	418	"	"	18" × 7" × 7".
"	"	419	"	"	23" × 16" × 12".

3. If any maintenance spares or replacement parts are required *en route* in addition to those already taken, they should be demanded by signal from the nearest Command. Demands for spares required from India are to be signalled direct to Aircraft Depot and repeated to H. Q., A. F. (India). Where possible, the correct description and reference number of the stores should be given and a copy of the aircraft schedules should be taken by the air party for this purpose.

4. Stores demanded by aircraft *en route* are to be despatched by air mail (if operating in war) except where other means are quicker, or weight and bulk preclude. In cases of doubt, Aircraft Depot should ask the Command concerned by signal if not already stated in the demand.

5. Arrangements for accommodation and messing of air echelons *en route* are given in paragraph 45 of these instructions.

6. *Reserve Aircraft*.—Arrangements for the provision and despatch *ex-India* of reserve aircraft are laid down in the Maintenance Section of the reinforcement plans.

MECHANICAL TRANSPORT.

7. *Establishment*.—The establishments of M. T. to be despatched with reinforcing units are shown separately in War Establishments (M. T.).

8. *Source of Supply*.—The provisional source of supply of the vehicles is shown in War Establishments (M. T.). As far as possible these establishments are to be filled by serviceable vehicles on charge. Allotments of any additional vehicles required to complete establishments including those for new units forming, *i.e.*, Air Stores Park (India), will be made by H. Q., A. F. (India) concurrently with the issue of the warning order.

9. *Vehicle Equipment*.—All Vehicles are to be fully equipped in accordance with current instructions.

10. Any vehicles allotted to complete M. T. establishments of reinforcing units are to be transferred fully equipped as in paragraph 9 above.

2
11. *Loading of Vehicles.*—In principle, vehicles should be loaded with equipment and shipped in a manner which will enable them to be cleared without delay from the dock area at the port of embarkation, and to proceed direct to the war area to commence operations on arrival. If, after disembarkation, vehicles have to be built up and equipment loaded into them, delay and difficulties must be anticipated at a time when speed of action is of the utmost importance.

12. Unfortunately in India, owing to the lack of suitable low platform trucks, it is necessary to cut down open vehicles for rail transportation. Moreover, it is not possible to rely on shipping being available which will have sufficient hatch and "between deck" space to allow vehicles to be re-assembled at the port, and shipped complete.

13. Equipment cannot therefore be loaded into open vehicles but must be packed and despatched separately.

14. *Packing and Transport.*—The instructions laid down in A. P. 830 (Home) Vol. II Leaflet E. 2 are to be followed where possible, bearing in mind the time factor governing the despatch of vehicles. Wheels are, where necessary, to be removed, and vehicles placed on chocks in all cases except staff cars; motor cycles are to be crated with handle-bars removed. Log books are to be taken with all vehicles. Units are to ensure that tyres and tubes on vehicles are in sound condition with a reasonable "life" remaining.

15. *Address of Vehicles.*—Vehicles are to be consigned to their unit c/o Embarkation Officer at the port of embarkation. Shipping documents will not be required for vehicles travelling by chartered ship.

16. *Concentration and Despatch of Vehicles.*—Vehicles are to be concentrated and despatched in accordance with the special instructions and movement tables issued with the reinforcement plans.

WAR EQUIPMENT.

17. The war equipment of a unit consists of (i) that part of its peace equipment which it retains for war, and (ii) additional mobilization equipment which is required to complete it to war scale.

18. The war scales for units in all Commands, except India, are laid down in Unit Equipment Tables and War Equipment Schedules. Owing to the peculiar scales to which units in India are equipped, and the obsolescent aircraft at present in use, it is only possible to use the U. E. T.'s and W. E. S.'s as a guide.

19. The following preparatory arrangements are therefore necessary to ensure that reinforcing units can be equipped to a war scale comparable with Air Ministry requirements.

20. *Articles-in-Use.*—All units (i.e., Wing Headquarters and Squadrons) which are liable to be moved from their station should maintain separate inventories and articles-in-use ledgers of :—

(i) Station equipment which is to remain behind at the station on the move of the unit.

(ii) Unit equipment which is to accompany the unit on change of station or move into the field.

The instructions for the maintenance of these inventories are laid down in A. P. 830 (India) Chapter 12, paragraphs 91—100.

21. The additional mobilization equipment which is required to complete units earmarked for reinforcement to war scales will be specified in reinforcement plans. Units concerned will submit demands for the additional equipment to H. Q., A. F. (India) when arrangements will be made for its despatch direct to the port of embarkation on operation of the plan.

22. Similar preliminary arrangements are to be made by the Mobilization station for any new unit which is required to be formed, e.g., Aircraft Depot, Karachi is the mobilization station for the Air Stores Park (India).

23. *Maintenance Stores.*—The arrangements to be made for the provision of maintenance stores for reinforcing squadrons will depend upon the circumstances

under which squadrons are required to operate at their destination. These may be as follows :—

- (i) Emergency operations from existing R. A. F. stations.
- (ii) Garrison duty to release other squadrons for operations.
- (iii) Active service in the Field.

24. In the case of 23 (i) and (ii) above, sufficient maintenance stores will be taken by the unit to maintain it *en route* and during the initial period of operations. These stores may be augmented by further consignments, which normally will be addressed to the Aircraft Depot of the reinforced command, and subsequently issued to the squadron on demand through the normal channels of supply. Details of the quantities of stores to be sent with each echelon will be given in the reinforcement plans.

25. As regards units required to operate in the Field the normal Air Ministry policy will be adopted, *i.e.*,

- (i) 3 day war maintenance stores with the unit, in addition to requirements *en route*.
- (ii) Squadrons to be supported by an Air Stores Park providing a minimum holding of two months maintenance stores at war rates of consumption for one squadron.
- (iii) The Air Stores Park to obtain replenishment from the Command Aircraft Depot, which will also carry out a limited number of major overhauls.

26. The spares for 25 (i) above, normally equivalent to 15 days peace consumption, plus certain special items such as armament stores which will be detailed in the reinforcement plans, are to be taken from unit stocks, packed in portable storage bins which will be crated for despatch. Bins will be labelled in such a manner that will enable them to be readily sorted in sequence of Vocabulary Section and reference numbers.

27. The maintenance stores required for the Air Stores Park section holding mentioned in paragraph 25 (ii) above; *i.e.*, the requirements of one squadron for two months, or conversely, the requirements of two Squadrons of the same type for one month, are to be packed by the Aircraft Depot in portable storage bins, labelled for loading into vehicles as already mentioned in paragraph 26, and crated for despatch.

28. Officer Commanding, Aircraft Depot, Karachi, is to prepare in peace time, and hold ready for issue to the Air Stores Park on formation, as specified in reinforcement plans, the following items to the scale laid down in War Equipment Schedules issued as annexures to these regulations :—

- (i) Sufficient portable bins and crates suitably labelled.
- (ii) Tally cards with essential headings filled in, and boxes. The opening stock balances are to be entered on the cards as soon as possible on formation of the unit.
- (iii) Amended copies of publications.
- (iv) Stationery, forms and office equipment.
- (v) Vouchers. A copy of the War Equipment Schedule or other list of equipment may be used as details to the vouchers.

29. As regards paragraph 25 (iii), the Depot overhaul spares, will be specified in Reinforcement Plans and are to be despatched by Aircraft Depot.

30. Aircraft Depot, India, will submit demands in peace to H. Q. A. F. in India for any ordnance items required under paragraphs 22, 27 and 29 above, when arrangements will be made for their despatch direct from Ordnance Establishments to the port of embarkation on operation of the plan.

PERSONAL EQUIPMENT.

31. *Scales of Clothing and Accoutrements—Officers.*—All officers proceeding *ex-India* with re-inforcing units are to be in possession of the scales of kit and accoutrements for active service overseas as laid down in K. R. and A. C. I.

Appendix XVII-A. Officers proceeding on active service are limited to 165 lbs. of personal kit *vide* K. R. and A. C. I. paragraph 3137. Clothing cards will be brought up to date and handed to the officers, proceeding with the reinforcing units, for retention.

32. *Airmen*.—All airmen proceeding *ex-India* with re-inforcing units are to be equipped to the active service scale of kit as laid down in Appendix "A" to these regulations. C. O's of units are to have all items of airmen's clothing, necessaries and personal equipment inspected and are to convert them from peace to war scale free of charge. Any deficiencies in the peace scale are to be charged to the airmen's accounts. Personal clothing and necessaries within the peace scale but surplus to war scale are to be withdrawn without compensation and taken into store for re-issue. The clothing cards for flying clothing on personal charge to airmen (*e.g.*, airmen pilots and air gunners) will be brought up-to-date and handed to the airmen concerned, proceeding with reinforcing units, for retention.

33. Units supplying personnel to reinforcing units as laid down in War Establishments are to obtain and hold in peace the necessary items to complete active service scales of kit.

ARMS AND AMMUNITION.

34. *Small Arms*.—Unless otherwise stated in a reinforcement plan, no rifles or bayonets are to be taken with reinforcing units. Pistols are to be carried by entitled personnel and four spare pistols, pouches and holsters, are to be taken per squadron for use by personnel detailed for guard duties *en route*.

35. *Ground Lewis Gun*.—Ground Lewis guns, together with mountings and accessories are not to be packed for shipment, but are to be taken *ex-India* as unit baggage in order to be available if required during the voyage, or immediately on disembarkation.

36. *Ammunition*.—One box of S. A. A. for pistols, revolvers and ground guns will be taken by each unit. No other explosives are to be taken.

STATIONERY, FORMS, PUBLICATIONS. (SEE ALSO PARAGRAPH 68).

37. (i) Units will take with them typewriters, publications and such stationery as can be utilised on the home system. All such publications necessary for the home system but which are not used in India will be provided in the new command.

(ii) See paragraph 28 (iii) and (iv) regarding stationery and publications for the Air Stores Park (India).

PACKING AND DESPATCH OF EQUIPMENT.

38. *Packing*.—All equipment is to be packed in containers suitable for air and rail, and rail and sea transportation as requisite. All packages are to be numbered serially by the Equipment Officer who will add a letter indicating the flight or section to which the contents belong. All packages to travel by B. T. aircraft are to be numbered also with the sub-echelon number in which they will travel.

39. *Special Marking for Case Opening Tools*.—Packing cases which contain case opening tools are to be clearly marked accordingly, in order that such items may be readily available when required.

40. *Unit Markings*.—Special unit markings and the address to which equipment is to be despatched will be laid down in Reinforcement Plans.

41. *Shipping Documents*.—Shipping documents will not be required in chartered ships.

42. *Photographic Equipment*.—Films and paper must be packed separately from other equipment so that it can be placed in cold storage in the ship under arrangements to be made by the Officer Commanding, the echelon.

42-A. *M. T. Spares*.—All M. T. Spares are to be loaded on special vehicle/s in such a manner that they may be accessible and readily available if required en Convoy.

43. *Dangerous Stores*.—Special care is to be taken in the packing and shipment of dangerous stores such as acids, etc. The method laid down in A. P. 830, Vol. II, Leaflet A. 6 is to be followed.

44. *Packing Notes.*—Packing notes are to be prepared in triplicate for all packages; one copy is to be placed in the packages; one is to be taken by the Equipment Officer to the new command, and the third copy handed over to the O. C., Care and Maintenance Party or unit taking over the station. The packing note is a document of the first importance as it will constitute a receipt for the equipment and be the basis of subsequent voucher action.

RATIONS, ACCOMMODATION AND GUARDS.

45. *Messing and Accommodation of Air Echelons.*—The messing and accommodation arrangements for air echelons will be laid down in Reinforcement Plans.

46. *Emergency Rations.*—One double emergency ration is to be taken for each member of an aircraft's crew and each passenger. These are to be provided by the unit to which the personnel belong. If it is necessary to provide other emergency rations for any reinforcement plan, the method of supply will be detailed in the plan.

47. *Purchases en Route.*—See para. 49.

48. *Messing of Rail and Sea Echelons.*—Meals are to be arranged as follows:—

- (i) *Train journey by ordinary train, small parties.*—Normal arrangements, viz., allowance in lieu of rations.
- (ii) *Train journey by special troop train.*—Rations are to be taken and messing arrangements made in accordance with Movement Regulations (War), India, page 21, *et seq.* The three days' reserve rations and one days' tinned meat and biscuits are to be taken overseas by units for consumption on disembarkation until normal arrangements are made.
- (iii) *Train journey other than by troop train.*—For parties of 20 and over not travelling by special (troop) train, Station Commanders should endeavour to have cooking trucks provided as explained in paragraph 40, Movement Regulations (War). When such trucks cannot be provided, a money allowance in lieu of rations may be drawn as for small parties, *vide* paragraph 88, Movement Regulations (War).
- (iv) *Sea voyage and on disembarkation.*—During the voyage British personnel will be fed by the Shipping Company under charter. R. I. A. S. C. rations will be loaded, for Indian personnel, under orders of Embarkation Commandants. [Movement Regulations (War) India, paragraph 139]. Arrangements will also be made by Embarkation Commandants as far as possible for canteen amenities on the voyage.
- (v) *While at Aircraft Depot or R. A. F. Station, Lahore.*—By O. C., Aircraft Depot or R. A. F. Station, Lahore.

49. In all rail movements personnel are to travel with water bottles filled. Officers Commanding are to ensure that personnel fill their water bottles from authorised sources of supply only, and that no fresh fruit or vegetables are purchased from hawkers or other questionable sources, *en route*.

50. *Guards.*—Officers i/c Parties are to ensure that guards are provided to ensure safe custody of equipment, etc., *en route*, particularly at halting places.

51. *Accommodation at Ports of Embarkation.*—If this is necessary, the Embarkation Officers concerned, will arrange.

STORES ACCOUNTING.

52. *General Principles.*—The general principles to be borne in mind are:—

- (i) That on arrival in the new command, reinforcing units are to be prepared to adopt either system A., B. or C., of Chapter 36, A. P. 830 Volume I (as amended by A. L. 4) as ordered by the A. O. C. of the reinforced command.
- (ii) That as Air Ministry has accepted financial responsibility for all equipment leaving India in the event of reinforcement, the equipment must be accounted for in such a manner as to enable debits to be raised against the Air Ministry in due course.

53. *Preparatory arrangements.*—The following preparatory measures are therefore to be taken by units earmarked for reinforcement as specified in Reinforcement Plans :—

- (i) *Inventories and Ledgers.*—Mobile inventories and articles-in-use ledgers in respect of equipment accompanying the units are to be maintained in accordance with A. P. 830 (India) Chapter 12, paragraphs 91 and 92.

The mobile a-in-u ledger will accompany the unit ex-India but the mobile inventories are to remain in India (see para. 56)

- (ii) *Tally Cards.*—The unit tally cards are to remain with the parent station in India. As tally cards are required in the field for provisioning purposes, duplicate cards are to be maintained with essential headings for all maintenance items. The actual quantities, and bin and package numbers are to be entered from the packing notes as soon as possible after the despatch of stores.

54. *Action at Parent Station on Receiving Orders for the Move.*—As the time factor is very short and it is desirable to reduce the amount of work to a minimum, no vouchers need be prepared by the reinforcing units for equipment taken with them. Accounting action is to be taken, after departure, by the new Station Commander or Officer i/c Care and Maintenance Party.

55. Inventories of station equipment held by flights and sections of the unit concerned are to be forwarded to the stores accounting section for comparison with the articles-in-use ledger in accordance with A. P. 830 (India) Chapter 12, paragraph 84. The inventory is then to be returned to the holder and the equipment checked and handed over to the individual detailed by the Station Commander. Barrack equipment held on Form 22 is to be handed over at the same time.

56. Inventories of unit equipment are to be returned to the station or squadron equipment officer who is to complete them to date and bring to notice any shortages between the inventories and the list of equipment required to be taken as specified in Reinforcement Plans, after which they are to be forwarded to the holder to ensure that the unit is correctly equipped to scale before its departure from the station. Thereafter the inventories are no longer to be maintained by the flights and sections, but are to be returned to the C. O. of the station, or Care and Maintenance Party, for custody, and to serve as a check on the equipment taken from the station.

57. Airframe, M. T. vehicle inventories and Forms 464 are no longer to be maintained by the flights and sections, but are to be returned to the unit equipment officer who is to bring the inventories up-to-date by comparison with his records.

58. Before the unit leaves the station the mobile articles-in-use ledger and "machine" inventories, the duplicate tally cards, copies of packing notes, a supply of blank forms 464, are to be handed over to the equipment officer accompanying the unit. These documents will enable the unit to adopt any method of accounting decided on in the reinforced command with the minimum delay.

59. *Preparation of Packing Notes.*—As already stated in paragraph 44 the packing note becomes a document of the first importance. Reinforcing units are therefore to ensure that every item taken with them is entered on packing notes and that the latter show clearly the flight or section from or by which the equipment was taken. The packing notes are to be prepared in triplicate and distributed as follows :—

- (i) 1 copy to be handed to the E. O. proceeding with the unit concerned.
- (ii) 1 copy to be handed to the new Station Commander or officer i/c Care and Maintenance Party, or his representative, to support the vouchers he will subsequently prepare to clear the accounts.
- (iii) 1 copy to be placed in the package.
- (iv) There is no objection to a fourth copy being prepared for items taken by flights or sections if the Flight Commander desires to keep a record.

60. *Accounting for Equipment sent with Reinforcing Units from India.*—Equipment is to be vouched by Form 603. Eight copies of Form 603 are to be prepared at main supply units, and seven copies at other units ; the issues are to be

recorded in the accounts and all copies of the voucher are to be priced by the L. A. O. and Unit Accountant. They are then to be distributed as follows :—

- (i) 1 copy to be retained to support the accounts.
- (ii) 1 copy to be passed to the L. A. O. with the manuscript lists (main supply units only).
- (iii) 1 copy to the Controller of Accounts, Air Forces (through the L. A. O. at main supply units).
- (iv) 4 copies to consignee requesting that three be receipted, and forwarded to Headquarters of the reinforced command.
- (v) 1 copy to Headquarters of the reinforced command.

61. *Subsequent action.*—2 copies will be received back from Headquarters of the reinforced command duly noted. One of these is to be filed in the consignor's accounts, the other is to be passed to the Controller of Accounts, Air Forces (through the L. A. O. at main supply units).

62. *Endorsement of Vouchers.*—All vouchers, credit notes, road warrants, bills, and other documents in regard to expenditure of any kind, including transportation and miscellaneous bills, on account of reinforcement moves *ex-India* are to be endorsed. “ Operations, 19.... ”. A copy of every voucher and expenditure document is to be sent to the Controller of Accounts, Air Forces, Ambala.

63. *Accounting for Equipment sent to other Commands from India subsequent to the Departure of the Units from India.*—As in paragraphs 60, 61 and 62.

64. *Accounting for Aviation Spirit and Oil in Aircraft Tanks.*—Aviation spirit and oil in aircraft before departure and all uplifts within Indian limits on outward [and in the case of B. T. Squadron (India), return] journeys are to be charged to the Air Ministry, vouchers are therefore to be endorsed as in paragraph 62.

65. *Accounting for Expenditure by and on behalf of the B. T. Squadron, India.*—All expenses incurred in connection with the moves in reinforcement plans, including fuel and oil uplifted within the Indian limits, are to be charged to the Air Ministry, and all expense documents are to be endorsed as in paragraph 62.

66. *Accounting for Equipment at the Parent Station subsequent to the Departure of Reinforcing Units.*—The new station commander or officer in charge of Care and Maintenance Party will be responsible for ensuring that all equipment taken from India is duly recorded and vouched in accordance with subsequent paragraphs. He will also be responsible for clearing the accounts left behind and adjusting them to record the changed position.

67. The arrangements to be made for the disposal of any stock left behind at the parent station will depend upon circumstances at the time. No serviceable stores are to be returned to main supply units or otherwise disposed of until instructions are received from H. Q. A. F. (India).

CHAPTER 2.

GENERAL ADMINISTRATIVE INSTRUCTIONS.

68. *Forms*.—The following printed forms other than normally kept records, etc., are specifically mentioned and require attention before departure :—

I. A. F.-F941	..	Recall post cards (Indian Personnel).
Form 64	..	Field Service Pay Book (British).
Form 64-M.	..	Field Service Pay Book (India).
Form 1580	..	Airmen's Record Sheet (Active Service).
I. A. F. F.-958	..	Indian Service and Casualty Form.
AFB.-122-M.	..	Indian Field Conduct Sheet.
IAF. F.-999	..	Application for family allotment in India.
IAF. F.-1000	..	List of family allotments in India.
IAF. K.-1157	..	Temporary personnel service book.

69. *Nominal Rolls*.—Nominal rolls are to be prepared as shown below, indicating the method by which each officer, airman or Indian is proceeding. Sufficient copies are to be made to enable a final distribution as shown below. These rolls will be amended to the date of leaving the parent station.

Officers.—6 copies are to be provided as follows :—

- Two copies to H. Q., A. F. in India (includes one for Air Ministry).
- One copy for A. H. Q. at destination.
- One copy to Controller of Accounts, Air Forces, Ambala, direct.
- One copy to the Base Accountant Officer at destination*.
- One copy to Base Personnel Staff Officer†.

Airmen.—5 copies are to be provided as follows :—

- Two copies to H. Q., A. F. in India, (includes one for O. i/c Records).
- One copy direct to Controller of Accounts, Air Forces, Ambala.
- One copy to Base Accountant Officer at destination.*
- One copy to Base Personnel Staff Officer†.

Indian personnel.—Five copies are to be provided as follows :—

- Two copies to H. Q., Air Forces in India.
- One copy to Controller of Accounts, Air Forces, Ambala, direct.
- One copy to Base Accountant Officer at destination*.
- One copy to Base Personnel Staff Officer†.

Officers, airmen and Indian Personnel.—

(a) *Sea-borne echelons*.—Five copies are to be provided as follows :—

- One copy to O. C. Station for retention.
- One copy to O. i/c Echelon for retention.
- One copy to Embarkation Commandant on arrival at Port.
- One copy to O. C., Troops on board ship on embarkation.
- One copy to Base Personnel Staff Officer† on disembarkation.

(b) *Air Echelons*.—Seven copies are to be provided as follows :—

- One copy to O. C., Station for retention.
- One copy to O. i/c Air Echelon for retention.
- One copy to O. C., Depot despatching the draft.
- One copy to O. C., Station of destination.
- One copy to Air H. Q. at destination.
- One copy to Base Accountant Officer.*
- One copy to Base Personnel Staff Officer†.

Extra copies of nominal rolls should be carried by air echelons for use at such stations where halts of over 24 hours duration are made.

* If established, otherwise to command accountant.

† If established.

70. *Recall of personnel from leave, etc.*—Air Ministry are to be informed through H. Q., Air Forces in India of all officers on leave *ex-India* to enable action to be taken under paragraph 29 of A. P. 1096—Mobilisation Regulations for the R. A. F. Air Ministry or Headquarters, Air Forces in India, as appropriate, will arrange medical inspection of such personnel and instruct them where to report. Where officers are instructed to report to the unit at destination, the present unit commander (or his successor in India) is to arrange for despatch of the field service scale of kit to destination.

Personnel on leave in India are to be recalled by their commanding officers.

Railway warrants for the return journey will be sent to all enrolled Indian personnel on leave for periods exceeding 15 days, who are not already in possession of return warrant or concession return tickets. Recall orders will be despatched through the post office on post card I. A. F. F.-941, which will be franked by an officer, and in very urgent cases, by telegram.

Personnel attending courses of instruction away from their parent unit are also to be recalled by their parent unit.

71. *Date of posting.*—The effective date of posting to the new command will in all cases be the date of leaving Indian limits.

72. *Responsibility for the preparation of personnel proceeding and their documents.*—Officers commanding units are to be responsible for the completion of the scale of kit (*vide* Appendix 'A' of these regulations) of all personnel under their command who are detailed to proceed to new units. They are also to prepare their documents in accordance with paragraphs 74—79.

73. *Issue of Routine Orders, Parts I and II.*—Reinforcement units are to issue Part I and Part II routine orders starting at Serial No. 1 and dating from not earlier than the receipt of the warning order. No fresh series of issues are to be commenced by other units proceeding. Routine Orders required in the new command will be indicated on arrival, but units are to continue to forward copies as shown below until further orders :—

2 copies to H. Q., Air Forces in India.

1 copy to the Controller of Accounts, Air Forces, Ambala. Care is to be taken to forward to the Base Accountant Officer on arrival at destination all copies of Routine Orders published after receipt of the warning order and prior to arrival.

74. *Documents of airmen proceeding.*—The preparation and disposal of documents is summarised in Appendix III to A. P. 1301. All forms listed on Form 445 with the exception of Form 121 are to be forwarded to the Base Personnel Staff Officer, whose address will be indicated on arrival in the new command.

Forms 64 are to be issued to all airmen proceeding. They are to be fully compiled before leaving the parent station.

Airmen's record sheet (Active Service Overseas—Form 1580) is to be made out for each airman proceeding. Full instructions as to its preparation are contained in Part II, Appendix III, A. P. 1301. These forms are to remain in the custody of and be maintained by each unit on active service.

Forms 64 and 1580 are to accompany airmen posted to reinforcement units.

Documents of airmen proceeding to the new command are to be assembled in one parcel for each unit and despatched by the parent station by hand to the port of assembly for delivery to the Officer i/c each sea-borne echelon. This officer will be responsible for delivery to the Base Personnel Staff Officer in the new command. Units are to parcel these documents as indicated in Appendix III, A. P. 1301, for easy delivery to addressees ; each parcel is to contain a list on Form 591.

75. *Documents of Indian Personnel Proceeding.*—Documents of all Indian personnel proceeding will be completed as far as possible. The undermentioned are to be completed, parcelled and forwarded to H. Q., Air Forces in India for safe custody, each parcel is to contain a list on Indian Air Force Form P. 10,

Enrolment Form.

Sheet Roll.

Medical History Sheet.

Any other documents normally kept.

Indian soldiers' pay books (Form 64-M), are to be issued to all enrolled personnel proceeding. These are to be fully compiled before leaving the parent station.

The Indian Field Conduct Sheet (A. F. B.-122M) and Indian Service Casualty Form (IAF F-958) are to be similarly completed and will accompany the unit headquarters to its destination.

76. Documents of officers proceeding.—Officers' documents, *i.e.*, Form 373 and 381 are to be dealt with as indicated in Appendix III to A. P. 1301. They are to be parcelled by units, addressed to the Base Personnel Staff Officer and delivered as in the case of airmen's documents.

Headquarters, Air Forces in India will forward H. Q. copies of Forms 373 and 381 to the new command H. Q.

77. Wills.—All personnel proceeding are to be advised to draw up and have witnessed wills notifying the disposal of their personal property. They may conveniently be made on the form provided in Form 64, the second copy being retained at the parent station.

78. Next-of-kin.—The name, relationship and address of the next-of-kin of all officers, airmen and Indian personnel proceeding are to be checked and corrected on forms 373, 280 and Indian Air Force Form P. 1 respectively before departure. Nominal rolls of all personnel, showing these particulars, are to be prepared and distributed as follows :—

One copy to H. Q., of command at destination.

One copy to Base Personnel Staff Officer.

One copy to Base Accountant Officer.

One copy to H. Q., Air Forces in India.

One copy for retention at the parent station.

To avoid the necessity for completion of this roll before the units leave, all officers, airmen and Indian personnel are to be instructed to write out their own particulars in full on separate sheets of paper and to hand these in at the parent station. The new station commander at the parent station is to prepare the nominal roll required as soon as possible and despatch them as stated. If time allows, it is to be done before the departure of the personnel proceeding. Care must be exercised that all personnel render the necessary particulars, since the documents giving this information will not be accessible during the period of the move.

79. Identity discs. (i) *Officers and airmen.*—Identity discs of officers and airmen are to be issued on receipt of the warning order and taken into wear before departure from the parent station. In the case of airmen, the envelope (Form 864) is to be noted accordingly and returned to the documents envelope (Form 445) *vide* K. R. & A. C. I. 2104 (3).

(ii) *Indian personnel.*—Identity discs are to be issued as in the case of airmen and taken into wear before departure from the parent station.

80. Medals.—Decorations and medals of officers, airmen and Indian personnel proceeding are to be handed in before departure and transmitted by O. C. Station to H. Q. Air Forces in India under registered cover accompanied by two copies of a nominal roll showing the number and description belonging to each officer, airman and Indian. Ranks and/or service numbers are to be quoted in each case.

81. Historical records.—Each unit's Operation Record Book is to be taken to the new command. The O. C. of each unit is to arrange for its transit, custody and maintenance in accordance with K. R. & A. C. I., paragraph 2349 (iii) (b).

82. Publications.—R. A. F. Pocket Books will be taken by all officers; in addition specialist officers will take their personal issue of specialist publications.

83. Non-Public reserve funds.—Each unit proceeding is to have transmitted to an account at its destination its officers' and Sergeants Mess and P. S. I. reserve funds. The withdrawal is to be noted and supported by receipts in the accounts of the holders of the corresponding station funds.

The local bank in India may be consulted confidentially, and as late as possible before departure, as to the best method of transfer and as to the choice of bank in the new command. No details of the plan are to be divulged.

Any small amounts considered necessary for the travel period should be drawn in cash. The amounts are to be brought on charge in the cash book of the relative accounts as being opening balances in the new command.

Other non-public funds are to be deposited with the local treasury or bank, after leaving at the disposal of the new station commander an amount to be decided upon by the peresen O. C. station, H. Q., Air Forces in India is to be informed of the disposal.

84. Reporting of casualties to personnel.—(i) *En route by air.*—Casualties occurring *en route* to destination within Indian limits are to be reported by the O. i/c. of the appropriate air echelon, or in the case of individual aircraft accidents by the senior officer or airman on the spot to H. Q., Air Forces in India by signal. *En route* beyond Indian limits casualties are similarly to be reported to H. Q. of the command in which they occur and repeated to H. Q., Air Forces in India, the Controller of Accounts, Air Forces, Ambala and the H. Q. of the new command.

(ii) *En route sea borne echelons.*—Any casualties occurring *en route* within Indian limits are to be reported by the O. C. party as early as possible to H. Q., Air Forces in India by express telegram (not by signal).

Casualties occurring beyond Indian limits are to be reported to H. Q. of the command at destination and repeated to H. Q., Air Forces in India and the Controller of Accounts, Air Forces, Ambala.

(iii) *Casualties at destination.*—These are to be reported in accordance with Chapter XIII, paragraphs 25—28 of A. P.-1301. Pending instructions issued by the new command, units are also to send casualty signals to H. Q., Air Forces in India who will notify the Controller of Accounts, Air Forces, Ambala, and the O. C. parent unit in India.

85. Medical examination of personnel.—On receipt of the warning order, all officers, airmen pilots and air gunners of the units proceeding are to be medically examined. Unless any deterioration of health is suspected, no detailed examination need be carried out nor should a form 42 be completed in detail. It will be sufficient to make an entry in Form 42 under general opinion thus :—“no deterioration in health since last examination—fit A. I. b.”

All airmen and Indian personnel should be examined as to freedom from infection and general fitness.

A report as to the fitness of the unit should be made to the O. C. unit immediately on completion of inspections.

In the event of an officer or airman being found unfit to proceed, the fact is to be reported by signals to H. Q., Air Forces in India who will issue instructions.

86. Vaccinations and inoculations.—On receipt of the warning order, forms 48 should be scrutinised to ensure that protection is complete. The medical forms of Indian personnel should be similarly dealt with.

87. Precautions to be observed en route.—Unit commanders are to ensure that personnel fill their water bottles from authorised sources of supply only and that no fresh fruit or vegetables are purchased from hawkers or other questionable sources *en route*.

88. Forms 48.—Forms 48 are to be listed on form 591 and parcelled with a copy of the list enclosed. The parcels are then to be forwarded to H. Q., Air Forces in India for retention pending Air Ministry instructions as to their disposal.

89. Families of officers, airmen and Indian personnel.—(i) *Officers and airmen.*—The following instructions are issued pending the issue of orders of the Government of India. It is not proposed to move families in connection with emergency postings but any case of hardship should be represented at once to H. Q., Air Forces in India.

Airmen's families should remain in the Government married quarters they at present occupy. The families of officers are advised to remain in their present quarters pending further information. Families not resident in Government quarters are to be requested to keep the station commander and H. Q., Air Forces in India informed of any changes of address.

(ii) *Indian families.*—Families of Indian enrolled followers proceeding who are residing in Government quarters are entitled to conveyance to their homes. They may, however, be permitted to remain in the accommodation they occupy at present at the discretion of the O. C., Station. Such men as are considered necessary to escort families to the railway stations nearest their homes may be detailed by the O. C. unit from the men left behind. The protection from theft, etc., of such families as remain in Government accommodation is the responsibility of the O. C. unit giving them permission to remain.

90. *Storage of property.*—Unit property, e.g., property of messes, institutes, band, etc., is to be stored under arrangements made by the O. C. station, who is to report such arrangements to H. Q., Air Forces in India. The personal property of officers and airmen, including officers uniform and equipment not required on active service, may also be stored under arrangements made by the O. C. Station.

91. *Private property and personal kit not taken.*—This may be handed in for custody to station stores at the peace station. When this is done, the effects are to be packed, sealed and identified with the owner by being clearly marked with the owners name. A list of contents is to be attached to each package in a stout envelope.

The O.'s C. Stations are to be responsible for making arrangements for safe storage and avoidance of loss by deterioration as far as possible, but no public liability for compensation can be accepted in any circumstances and all concerned are to be warned accordingly on the receipts given for the packages. Private firearms not taken may be handed in to the station armoury, adequately cleaned and greased for a storage. The Station Commander is to arrange for official receipts to be issued for such firearms and will accept responsibility for their safe custody and maintenance; but the Government of India cannot accept any liability for compensation, for loss or deterioration of private firearms.

92. *Storage of private vehicles, furniture, etc.*—No responsibility for either storage or maintenance may be accepted in the case of bulky furniture or of similar effects which occupy considerable storage space. All personnel are, therefore, to be advised to make such arrangements privately. Private motor cycles or cars may be stored free of charge in Government buildings subject to the conditions laid down in paragraph 1 (ii) of H. Q., Air Forces in India, letter No. 9886/17/38/P., dated the 5th September, 1938.

93. *Official correspondence, disposal of.*—Official correspondence received after the departure of the unit will be opened and scrutinised by the new station commander. Where necessary, correspondence will be despatched to the Base Personnel Staff Officer or O. C. unit at destination as appropriate.

In cases of doubt, correspondence should be addressed to Headquarters of commands at destination.

94. *Private correspondence.*—All ranks and families are to be warned that correspondence is liable to censorship during an emergency and that they should be careful to avoid any reference whatever to service matters.

95. *Courts martial pending.*—H. Q., Air Forces in India will issue instructions as to whether courts martial pending are to be proceeded with.

96. *Courts martial-warrants.*—Such courts martial-warrants as may be necessary for sea parties until their arrival at destination will be issued by H. Q., Air Forces in India.

97. *Attachment warrants.*—The necessary attachment warrants to attach air forces to the army, for duty during the voyage period, will be issued by H. Q., Air Forces in India.

CHAPTER 3.

Pay Accounting Instructions.

98. *General.*—The following instructions are for the guidance of all concerned with the issue of, and accounting for, the pay and allowances of personnel proceeding out of India with units detailed for field service.

99. All officers and other ranks proceeding out of India on field service will pass into the payment of the Air Ministry from and to the dates indicated in para. 101 below and the system of pay accounting during the period of absence from India will be as described in paras. 34—51, Chapter XVIII, A. P. 1301, Part II, as inserted by A. L. No. 7 of July, 1937, which is reproduced as Appendix C to these instructions. To enable officers and other ranks to meet their commitments in India, advances of pay will be granted (see para. 104 below) and facilities will be afforded in the matter of family allotments (see para. 106 below). Necessary information as regards rates of pay, debit and credit balances; advances granted in India and family allotments payable in India and elsewhere, will be shown in the skeleton pay accounts which will be prepared by unit accountants concerned, and transmitted as quickly as possible to the Controller of Accounts, Air Forces, Ambala for despatch to the Base Accountant Officer, duplicate copies being sent to the Air Ministry, accompanied by documents in support of family or other allotments (and changes in existing allotments) payable elsewhere than in India.

100. *Rates of pay.*—Indian rates of pay and allowances will continue to be drawn by all personnel until further notification and the advances authorised below will be adjusted in subsequent payments.

101. *War system of accounting.*—The accounting arrangements for the force as a whole in the new command will be in charge of the Base Accountant Officer at the base.

The system will come into force from the date of departure from their peace stations of the units or formations concerned.

All units *ex-India* will come under the Air Ministry for all purposes from the date of despatch from India.

(It may be necessary ultimately to concentrate unit accountants of units leaving India at the Office of the Controller of Accounts, Air Forces, Ambala and to arrange that any A. F. Station having only a C. & M. party should be attached to another unit for pay, superintendence, control, etc., the personnel being paid on form A.-33. In such event all units and formations will be notified as early as possible).

102. *Debit of pay, allowances, etc.*—The pay and allowances of officers and men will be regarded as chargeable to the Imperial Government from the date of sailing from India, *vide* Appendix V (c) (xvi) of K. R. and A. C. I., memoranda of agreement between India Office and Air Ministry, to the day preceding that of the arrival in port of the ship in which they return; but in the case of those who proceed by air the pay and allowances will be regarded as so chargeable from the date of departure from their parent stations in India to the day preceding that of their return thereto.

The cost of concentration will be borne by Imperial Funds *vide* K. R. and A. C. I. Appendix V (c) (xxiii). See para. 109 of these instructions.

103. It may be necessary at a later stage to debit to the Imperial Government some proportion of the pay charges, etc., of personnel at the parent stations who are performing duties on behalf of a squadron which has left that station.

104. *Advances.*—(i) Subject to deductions for rent of quarters, family allotments, existing debit balances and deductions of pay for motor car advances, court stoppage orders and other compulsory deductions, the following advances of pay will be issued to officers and airmen proceeding :—

(a) *Officers.*—Advance of pay admissible under para. 168 (v), Pay and Allowance Regulations for the Air Forces in India.

(b) *Airmen.*—Advance of pay admissible under para. 170 (v), Pay and Allowance Regulations for the Air Forces in India.

(c) All Indian ranks and followers serving for pension and gratuity.—Advance of pay admissible under para. 171 (vi), Pay and Allowance Regulations for the Air Forces in India.

(d) Civilian clerks.—Advance of pay admissible under para. 172 (iii), Pay and Allowance Regulations for the Air Forces in India.

(ii) The above advances will be obtained from the Controller of Accounts, Air Forces, Ambala through the usual channels. In case time does not permit of the advances being obtained from the Controller of Accounts, Air Forces, Ambala they may be drawn on the authority of an A. F. Station Order on the local treasury, but in that case, full particulars of the amount disbursed to officers and others should be communicated to the Controller of Accounts, Air Forces, Ambala through the Unit Accountant.

105. Separation, lodging and marriage allowances.—No final orders can be issued on these subjects at present, but the following instructions may be regarded as provisional :—

(a) Separation allowance will be paid to British officers whilst separated from their families by the exigencies of the Service.

(b) Lodging allowance at full rates will continue to be admissible to all officers for the first 61 days. Thereafter married officers only will receive the difference between single and married rates of lodging allowance in all cases where families are not provided with Government quarters.

(c) Marriage allowance for British airmen's families will be paid under Indian regulations so long as the families remain in India and are separated by the exigencies of the Service.

106. Family allotments and remittances.—Payments of allotments to families in India will be admissible to British officers, British other ranks, Indian other ranks and followers serving for pension and gratuity (including civilian clerks, etc.).

(a) *Officers.*—Officers may make requests on I. A. F. F. 999 to the Controller of Accounts, Air Forces, Ambala, to issue direct to their families (specifying the name of the payee, and agents to whom payments should be made), if residing in India, an amount not exceeding two-thirds of their pay. Officers are responsible for leaving sufficient cash with their families for the current month's expenses. Forms 999 should be prepared in triplicate for distribution as follows :—

(i) One copy to O. C. parent station in India.

(ii) One copy to the Base Accountant Officer for effecting recoveries from the officers concerned.

(iii) One copy direct to the Controller of Accounts, Air Forces, Ambala, who will ensure that the remittance is forwarded to the allottee concerned.

NOTE.—When family allotments are made by officers before leaving India, the copies of I. A. F. F. 999 at (ii) and (iii) above will be sent to the Controller of Accounts, Air Forces, Ambala, who will note the allotments for payment and transmit one copy to the Base Accountant Officer for recovery action.

When family allotments are made in the field, the two copies in question will be forwarded to the Base Accountant Officer, who will retain one copy for the purpose of effecting recoveries from the officers concerned and transmit the other copy to the Controller of Accounts, Air Forces, Ambala, who will arrange payment to the allottee.

(b) *British other Ranks.*—(i) Payments required to be made in the United Kingdom will be made by the same agencies, and in accordance with the ordinary peace procedure. In the case of payments required to be made to allottees in India the payments will be made by the O. C. parent station. The Officers Commanding units leaving India will impress on all ranks the necessity for making provision for their families remaining in India ; and the details of such family allotments will be made on I. A. F. F. 1000. The payments to the families will be made by the O. C. parent station in accordance with the procedure detailed below.

(ii) The Officer Commanding parent station will submit every month to the Controller of Accounts, Air Forces, Ambala, a requisition in duplicate for the total amount required to pay family allotments with a detailed list on I. A. F. F. 1000

in duplicate, in sufficient time for a cheque to be issued by the last Friday of the month to which the allotments pertain. On receipt of the cheque the O. C. parent station will disburse the amounts to the allottees and obtain their receipts duly signed and dated. Receipts for payments of family allotments need not be stamped. The Controller of Accounts, Air Forces, Ambala, will, after payment of allotments, forward the duplicate copy of I. A. F. F. 1000 to the Base Accountant Officer for recovery of amounts from the airmen concerned.

(iii) The Officer Commanding parent station will maintain a separate subsidiary cash account for these transactions. The account will show the amounts received from the Controller of Accounts, Air Forces, Ambala and those paid to the allottees. All amounts remaining undisbursed at the end of a month will be remitted into the Treasury; and the O. C. parent station will submit to the Controller of Accounts, Air Forces, Ambala, a list of the amounts involved and the names of the allottees supported by the Treasury receipt. The Controller of Accounts, Air Forces, Ambala will then intimate the amounts to the Base Accountant Officer for payment to the airmen concerned.

(c) *Indian ranks and followers serving for pension and gratuity (including civilian clerks).*—The family allotments of men who have proceeded out of India will be paid by the Officer Commanding the parent station in India to which the men belong. All correspondence regarding commencement, cessation, or alteration of allotments will be carried out (through the Base Accountant Officer) by the Officer Commanding the unit abroad and the Officer Commanding the parent station in India. A register showing the service numbers, ranks and names of individuals making allotments, the names and addresses of the allottees and the amounts to be paid monthly will be maintained by the O. C. parent unit in which any changes in allotment, addresses, etc., will be noted, the authority for the changes being cited in the remarks column.

The payments of family allotments may be divided into the following classes:—

(i) Local payments.

(ii) Payments to allottees residing at out-stations.

(i) *Local payments.*—The local payments of family allotments of men who have proceeded out of India will be made in cash by the Officer Commanding the parent station in India to which the men belong. The O. C. parent station in India will submit every month to the Controller of Accounts, Air Forces, Ambala, a requisition in duplicate for the total amount required to pay family allotments with a detailed list on I. A. F. F. 1000 in duplicate, in sufficient time to enable a cheque to be issued by the first of the month following that to which the allotments pertain. On receipt of the cheque, the Officer Commanding the parent station in India will disburse the amount to the allottees and obtain their receipts duly signed and dated. If the payee be illiterate, the thumb impression should be taken on the receipt and it should be attested and dated by a commissioned officer. If the payee be a minor, the receipt of his legal guardian should be obtained. Receipts for payment of family allotments need not be stamped.

The procedure laid down for British other ranks *vide* para. 106 (b) (ii) and (iii) will also be followed.

(ii) *Payments to allottees residing at out-stations.*—The remittances of family allotments will be made by means of postal money orders. No cash payments will be made by the O. C. to the Post Office for money orders sent or for the commission due on these money orders. Blue money order forms with red printing, which are available at the Post Offices, will be used, special care being taken to give the full names and correct addresses of the payees. The money order forms will bear monthly serial numbers and will be sent to the Post Office for issue, together with a list in triplicate (in quadruplicate if presented at a Sub-Post Office) in Form F. A. M. O. 2. All copies of the list should be signed by the O. C. in full. No change in the money orders, or in the list will be made once they have been accepted by the Post Office. The money orders and lists will be accompanied by a payment order on the Controller of Accounts, Air Forces, Ambala, for the total amount of the money orders *plus* money order commission. The original copy of the list in Form F. A. M. O. 2 will be receipted by the Post Office and returned to the O. C. in place of the

usual individual money order receipts granted by the Post Office. Payees' receipts will be watched by the O. C. and on receipt will be securely recorded in a guard file in consecutive order. Any wanting receipt will be obtained by the O. C. in communication with the postal authorities. The amounts of any money orders which cannot be disbursed will be refunded by the Post Office in cash to the O. C. and these amounts will be remitted into the Treasury. A register will be maintained to record the receipt and disposal of such amounts.

The necessary particulars as indicated below will be entered by the O. C. the parent station in India on the acknowledgment portion of the money order form, the addresses of the O. C. parent station in India being given in every case.

Serial No. of money order

Name of remitter

Service No. and rank, and name of the parent unit

Address

The cheques issued in settlement of family allotment money orders should, in all cases, be made payable to the head Postmaster within whose jurisdiction a sub-office lies.

The total amount of the remittances paid in any month will be reported to the Controller of Accounts, Air Forces, Ambala supported by statements on I. A. F. F. 1000.

The procedure laid down in para. 106 (b) (ii) and (iii) will also be followed.

107. Payments in the theatre of operations and maintenance of Pay Accounts by the Base Accountant Officer.—(i) Field Service Pay Books (A. B. 64, A. B. 64-M. and I. A. F. K. 1157) will be prepared and issued to airmen and Indian personnel as laid down in Appendix 'B' to these instructions, and they will, on arrival at their destination, receive advances of pay according to the particulars contained therein from the Base Accountant Officer at destination.

(ii) Immediately they arrive in the theatre of operations, officers will be supplied with advance books which are to be demanded by officers commanding units from the Base Accountant Officer. These books will be in the personal custody of the officers to whom they are issued. Further details are to be found in Chapter XVIII of A. P. 1301.

(iii) The Controller of Accounts, Air Forces, Ambala will raise debits against the Imperial Government in respect of all advances paid in India prior to the departure of officers and other ranks (including civilian clerks, etc.), and marriage allowances and allotments paid in India. The Base Accountant Officer or the Air Ministry will credit to Indian revenues recoveries on account of debit balances motor car advances, etc., outstanding at the time of departure of officers and other ranks from India.

(iv) As soon as possible after the receipt of orders for the move of a unit, the officer commanding will hand over to the unit accountant nominal rolls of all personnel proceeding. Separate nominal rolls will be prepared for those proceeding by air. The unit accountant will then close the current month's pay bills and pay lists as follows:—

(a) *Those proceeding by sea.*—Up to and for the date prior to the date, of sailing from India.

(b) *Those proceeding by air.*—Up to and for the day preceding the date of departure from the parent station.

The unit accountant will also prepare skeleton pay bills and pay lists in duplicate on the peace time forms of pay bills, etc., showing the rates of pay and allowances at, and the date up to which, they are paid in India. The skeleton pay bills and pay lists will also show full particulars of advances of pay, motor car advances, family allotments, compulsory deductions, etc., to enable the Base Accountant Officer to effect recoveries accordingly. These skeleton pay bills, etc., will be in lieu of the last pay certificates and care should be taken by the unit accountant to prepare them accurately. The current pay bills, etc., together with the skeleton

pay bills, etc., will be forwarded by the unit accountant to the Controller of Accounts, Air Forces, Ambala who will, after scrutiny, forward original copies to the Base Accountant Officer and the duplicate copies to the Air Ministry (see para. 99 of these instructions).

108. Re-opening of Pay Accounts of units returning to India.—The pay accounts of units returning to India will be re-opened with reference to the last pay certificates received from the Base Accountant Officer. On receipt, these last pay certificates will be forwarded by the Controller of Accounts, Air Forces, Ambala, to Officers Commanding the units concerned for adjustment in the pay bills or pay lists as the case may be. Two sets of pay accounts will be prepared by the Unit Accountants—one for the periods up to and for which pay is chargeable to the Imperial Government as stated in para. 102 and the other, from the dates from which pay is debitable to the Indian Government. As far as possible, the last pay certificates will be adjusted in the former accounts. The amount required for payment of credit balances, etc., to British airmen will be obtained from the Controller of Accounts, Air Forces, Ambala on cash requisition forms and accounted for in pay and mess books in the usual manner. In the case of officers and Indian personnel, including civilians, pay bills will be prepared and submitted to the Controller of Accounts, Air Forces, Ambala for payment. The financial adjustment of pay chargeable to the Imperial Government, etc., will be effected by the Controller of Accounts, Air Forces, Ambala in accordance with peace-time procedure.

109. Movements.—All movements of officers and airmen, except those moving by air, within Indian limits will be on warrant which should be endorsed " Y Operations, 193 " to admit of financial adjustment by the Controller of Accounts, Air Forces, Ambala. See para. 102 of these instructions.

110. Imprests.—Imprests are to be issued to officers i/c of air and ground parties as under. They are intended to cover petty incidental expenses during the journey to destination.

(i) *Air Parties.*—The issues will be made at the rate of Rupees 100 per aircraft. The Officer i/c of the party may distribute this amount proportionally to the pilot i/c of each aircraft with definite orders as to its use, accounting and custody, but will remain responsible for ultimately rendering an account for the full sum originally entrusted to him. These amounts will be drawn under the authority of Pay and Allowance Regulations for the Air Forces in India, para. 174, by the O. C. of the parent station in India.

(ii) *Ground parties.*—The amount to be issued to O. C. ground party will normally be Rupees 1,000 and will be drawn under Pay and Allowance Regulations for the Air Forces in India, para. 178 by the O. C. parent station in India. The O. C. Ground Party is responsible for rendering an account for the full amount of the imprest.

Debits in respect of these imprests will be raised against the Imperial Government by the Controller of Accounts, Air Forces, Ambala.

O. C. parent station in India will obtain imprests direct from the Controller of Accounts, Air Forces, Ambala if time permits. If the time is insufficient the funds will be obtained from the local treasury on the authority of an A. F. Station Order.

APPENDIX "A".

SCALE OF CLOTHING AND NECESSARIES FOR AIRMEN PROCEEDING ON ACTIVE SERVICE.

British Airmen.

The scale of kit to be taken by British airmen is as follows :—

Item.	Denom. of Quantity.	Quantity per airman.
(i) <i>Personal Clothing.</i>		
Boots, ankle	Pairs.	1
Caps, field service	Each.	1
Frocks, K. D. complete with buttons	"	1
Helmets, Wolseley (g)	"	1
Pagri (g)	"	1
Jackets, blue	"	1
Curtains, mosquito	"	1
Shorts, K. D.	Pairs.	2
Stockings Khaki	"	3
Trousers, blue (a)	"	2
Trousers, K. D.	"	1
(ii) <i>Necessaries.</i>		
*Armlets, Geneva Cross (d)	Each.	1
Badges, collar, medical (e)	"	2
Badges, cap	"	1
Bags, helmet	"	1
Bags, kit	"	1
Bags, ration	"	1
Braces	Pairs.	1
Brushes, blacking	Each.	1
Brushes, clothes	"	1
Brushes, shaving	"	1
Brushes, polishing	"	1
Brushes, tooth (f)	"	1
Brushes, hair	"	1
Brushes, brass	"	1
*Cap comfortor	"	1
Comb, hair (f)	"	1
Collars, cotton	"	3
Cords, identity disc (c)	"	1
Discs, identity, No. 1 Green (c)	"	1
Discs, identity, No. 2 Red (c)	"	1
Drawers, cotton, short	Pairs.	2
*Drawers, woollen	"	2
Dressings field (h)	Each.	1
Fork	"	1
Gloves, worsted	Pairs.	1
Holdall	Each.	1
Housewife	"	1
Jersey pullover or waistcoat cardigan	"	1
Knives, clasp	"	1
Knives, table	"	1

Item.	Denom. of Quantity.	Quantity per airman.
Laces leather spare ..	Pairs.	1
Lanyard, clasp knife ..	Each.	1
Lines bedding ..	"	1
Mugs, enamel ..	"	1
Plates, enamel ..	"	1
Razor (f) ..	"	1
Shirts, cotton, B. G. ..	"	2
Shirts, tropical ..	"	2
*Shoes, canvas ..	Pairs.	1
Socks, worsted ..	"	3
Spoon ..	Each.	1
Sticks, button ..	"	1
Ties, black ..	"	1
Towels, hand ..	"	2
*Vests, Woolen ..	"	2

(iii) *Public Clothing.*

(a) *All airmen.*

Blankets, G. S. ..	Each.	1
Coats, great, blue ..	"	1
Suits, combination (b) ..	"	1
*Sheets, waterproof ..	"	1
Respirators, anti gas ..	"	1

(b) *M. T. Drivers and Motor Cyclists.*

Gloves, leather ..	Pairs.	1
Goggles ..	"	1

(iv) *Extra Issue Public Clothing.*

Blankets, G. S. ..	Each.	1
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Accoutrements.

Full scale equipment is to be taken less accoutrements peculiar rifle and bayonet.

Indian Other ranks (M. T. Drivers).

Indian Airmen are limited to 45 lbs. kit each, and are to be equipped to the following scale :—

Item.	Denom. of Quantity.	Quantity per I. O. R.
(i) <i>Personal Clothing.</i>		
Blankets ..	Each.	2
Caps, Hindu, Kullah or Pags Sikh. (As appropriate) ..	"	1
Boots, ankle, I. P. No. 3 ..	Pairs.	1
*Knickerbockers, serge ..	"	1
Pagri ..	Each.	1
Putties ..	Pairs.	1
Curtains, mosquito ..	Each.	(a)
Shorts, D. K. ..	Pairs.	1

NOTES.

(a) 1 pair of pantaloons, blue and one pair of putties may be held in lieu of 1 pair of trousers.

(b) Except disciplinary W. Os. and clerks.

(c) To be issued on receipt of the warning order.

(d) For airmen of the medical branch and those attached thereto.

(e) For airmen of the medical branch only.

(f) Airmen are required to provide and maintain these.

(g) Hats, pith, complete with pagri may be held in lieu.

(h) This item will be supplied direct to port of embarkation under arrangements made by H. Q. A. F.

Items starred will be issued at destination if required.

All other items in clauses (i), (ii) and (iii) are to be taken from peace scales.

Item.	Denom. of Quantity.	Quantity per I. O. R.,
(ii) <i>Necessaries.</i>		
*Cap comfortor (b)	Each.	1
*Comforter woollen (c)	„	1
Cord, identity disc (d)	„	1
Discs, identity, No.1 Green (d)	„	1
Discs, identity, No. 2 Red (d)	„	1
*Drawers, woollen	Pairs.	2
*Gloves, worsted	„	1
Lines, bedding	Each.	1
Laces, leather, spare	Pairs.	1
Shirts, flannel	Each.	2
Socks, worsted	Pairs.	2
Titles, shoulder	Sets.	1
Towels hand	Each.	1
*Vests, woollen	„	2
Waistcoats, cardigan (c)	„	1
Jerseys, pullover (b)	„	1

(iii) *Public Clothing.*

Blankets (d)	Each.	2
Gloves, leather, M. T.	Pairs.	1
Greatcoats, dismounted	Each.	1
Goggles	Pairs.	1
Jerkins, leather	Each.	1
Respirator, anti-gas	„	1
Suits, combination	„	1
Shorts and shirts, working	„	1

(iv) *Accoutrements.*

Bottles, water	Each.	1
Carrier, water bottle	„	1
Brace Bandalier equipment (1903) :—		
Belts waist	„	1
Haversack, I. T.	„	1
Strap, mess tin	„	1
Tins, mess	„	1
*Tins, ration, large	„	1
*Tins, ration, small	„	1

As required for water bottle and haversack

NOTES.

(a) 1 per two men under warrant rank; 1 each warrant rank and over. Issue of one net may be made to an odd member of a community to avoid three men sharing a net.

(b) For Sikhs.

(c) Not for Sikhs.

(d) To be issued on receipt of warning order.

*Arrangements have been made by H. Q. Air Forces for items starred to be issued direct to port of embarkation where necessary.

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APPENDIX B.

The Officers Commanding units leaving India will complete and issue pay books (A. B. 64 or Form 64 for British personnel, A.B. 64M. for Indian personnel, I.A.F. K.1157 for followers) to individuals proceeding out of India.

The following particulars should also be recorded in pay books showing the normal credits and debits to be adjusted monthly in the individual's account and the nett salary that will be available for drawal as cash advances.

- | | |
|---|---|
| <p>I. Cr. or Dr. Balances (including Rs. . . . on account of advance of pay <i>vide</i> para. 104 (i) of these instructions).</p> <p>II. (i) Rate of pay admissible out of India.</p> <p>(ii) Rate of <i>Batta</i> admissible (applies only to those entitled).</p> <p>(iii) Rate of service or proficiency pay, G. S. or G. C. pay, as applicable.</p> <p>(iv) Rate of marriage allowance (applies only to those entitled).</p> <p>(v) Rate of E. D. pay (applies only to those who continue to draw it) out of India.</p> <p>(vi) Other regular dues (if any). Total of credits [items (i) to (vi).]</p> <p>III. (vii) Deductions on account of family allotments (all ranks, British and Indian, payable in or out of India).</p> <p>(viii) Deductions on account of fixed service cuttings.</p> <p>(ix) Other regular deductions (if any). Total of debits [Items (vii) to (ix).]</p> <p>IV. (x) Monthly nett salary available for issue as advances (difference between the totals of II and III).</p> | <p>As arrived at in the accounts closed up to the date of departure of unit, etc., from peace stations.</p> <p>The date from which the pay and allowances at items (i) to (vi) will be admissible should also be entered against each item.</p> |
|---|---|

NOTE.—The monthly nett salary at IV (x) above will not be drawn in full, until the advance of pay referred to at item I above is liquidated. The date up to which recovery will be made should also be entered in pay books and paying officers will accordingly restrict cash payment until that date. The entries regarding pay and allowances in pay books will be checked by the unit accountants and signed by them in token of the correctness of the entries.

APPENDIX C.

EXTRACT FROM ROYAL AIR FORCE WAR MANUAL—A.P.-1301.

CHAPTER XVIII, PARAS. 34 TO 51.

Officers' Pay.

34. The pay of officers in the field will be issued by the Air Force Agents ; see A.P.-1096 (Mobilization Regulations). Advances of pay in the field may, however, be drawn by officers in the circumstances and under the conditions laid down in paras. 36-38. Officers will not be required to make application to the Air Force Agents for the payment of progressive increments of pay.

35. Officers will make their own arrangements for supplying their families or dependants with funds for their maintenance. It will, therefore, be necessary for an officer to arrange with his Bankers to provide his family with funds during his absence on service. The arrangement made should be on such a basis as to enable the officer to have certain knowledge of the monthly amounts available to meet his own expenses and to cover the field advances he may require to draw, when circumstances may render it impossible for him to keep in touch with the state of his account.

36. Advances on account of pay may be drawn in the field by officers as follows :—

(i) If necessary advances of pay may be issued to officers by the R. A. F. field cashier of the formation on officers' advance books (Form 83 or A. F. W.-3241), or, by C. O.'s of units. For issues of pay the term "field cashier" will be used for convenience, as including any imprest holder, such as a commanding officer, duly authorised to make such issues. The maximum amount of the advance and the number of advances which may be made in a calendar month will be determined by the A. O. C. (in consultation with the Auditor and Adviser on Expenditure when one is appointed) and published in Air Headquarters orders, a copy of which will be sent specially to the Air Ministry. When air forces are operating with army forces, advances of pay to officers will be issued (ordinarily by army field cashiers) on officers' advance books (A. F. W.-3241 or Form 83). In those circumstances the maximum amount and the number of advances which may be made in a calendar month will be determined by the C-in-C. and published in General Routine Orders. An officer of the Royal Air Force is not to hold at one and the same time an army advance book (A. F. W.-3241) and a R. A. F. advance book (Form 83). An officer of the Royal Air Force, on production to an Army Field Cashier of a certificate signed by his C. O. that for service reasons he has not been and cannot be supplied immediately with a R. A. F. Advance book (Form 83) (see sub-para. *iii* below), will be supplied by the Army Field Cashier with an army advance book (A. F. W.-3241). An Army Field Cashier issuing an army advance book (A. F. W.-3241) to a R. A. F. officer will inform the R. A. F. Base Accountant Officer of the issue, giving the officer's name and rank, serial numbers and the date.

(ii) No advance should be made to any officer except on production of his advance book, and the field cashier making the advance will be responsible for verifying from the previous counterfoils that the advance is within the approved limits.

(iii) First issues of R. A. F. officers' advance books (Form 83) will be demanded by officers commanding units from the Base Accountant Officer. In demanding books the commanding officer will furnish a nominal roll of the officers requiring them, and will certify that the officers named are serving with the unit and are not in possession of an army advance book (A. F. W.-3241). A statement of the issues of these books to individual officers (supported by their receipts) will be sent to the Base Accountant Officer as soon as the books have been distributed, and any books found not to be required will be returned immediately.

(iv) Officers who have exhausted their advance books (Form 83) may obtain a renewal as in sub-para. (iii) above or from the field cashier (who will have received a supply of books from the Base Accountant Officer, and will report monthly to that officer his stock and details of issues, viz., name, rank, serial numbers and date). No officer is permitted to be in possession of more than one advance book (Form 83) and the counterfoils must not be removed from the book. Before issuing a new book, the issuing officer will indicate on the old counterfoils the date of issue of the new book.

(v) Before issuing an advance the field cashier (or commanding officer) will identify the officer ; he will see that the form and counterfoil are properly completed and will endorse the counterfoil and affix his office stamp to both receipt form and counterfoil. When issuing renewals he will note in the first counterfoil of the new book the number of advances already drawn during the current month.

(vi) No officer will ask for any advance unless he is satisfied that he has sufficient funds to meet it. It will be brought to every officer's attention that the receipt given for the advance will be authority for recovery of the amount from his pay or banking account without any further reference to the officer concerned.

(vii) If the payment is to be made to an officer on behalf of another, the form on the back of the receipt must be completed and signed. The receipt must not be detached from the book except by the cashier at the time of payment.

(viii) Officers will be warned as to the importance of carefully guarding books issued to them. If a book is lost, a report is to be made at once to the field cashier, who will inform the Base Accountant Officer. A fresh book will not be issued until 21 days have elapsed from the date of the report and then only on the application of the commanding officer of the unit, who will state the circumstances which necessitate the renewal.

37. Should an officer be placed under arrest, his commanding officer will without delay send the officer's advance book to the Base Accountant Officer. It will only be re-issued to the officer on a certificate signed by his commanding officer that he has been released, or if he is tried by court martial, that he has been acquitted or sentenced to a less punishment than "dismissal".

38. The advance book will be disposed of as follows in the contingencies specified.

(i) If an officer dies, the book will be kept with his effects and dealt with by the committee of adjustment.

(ii) If an officer is wounded, the book, if found in his kit, will be sealed up and despatched with his kit.

(iii) If an officer is transferred out of the theatre of war he will retain the book in his own possession.

39. *Adjustment in respect of advances of pay to officers.*—When a fortnightly payment has been made, the issuing officer will at once prepare a payment list (in duplicate) and will forthwith send one copy supported by the officers' receipts, to the Base Accounts Office. The total of each list will be entered in the cash account, with the date of despatch of the list to the Accounts office. The duplicate will be retained by the issuing officer. The lists will be given a sequence number to simplify identification and to ensure that all lists transmitted to the Base Accounts Office are duly received. The list for any advances made during the last day or two of the calendar month may be retained and sent with the monthly cash account. These particular lists and receipts will be confined strictly to issues of advances of pay (not allowances) as they are to be used for recovery from the agents.

OFFICERS' ALLOWANCES AND COMMAND PAY.

40. Officers in the field will not be required to claim (on Form 835) the allowances due to them. C. O.'s of all units will, in accordance with Chapter XIII, para. 25 (ii) and (iii) of A. P. 1301, forward Personnel Occurrence Reports to the Base Personnel Staff Officer, who will compile casualty forms therefrom; a copy of every casualty form will be forwarded by the Base Personnel Staff Officer to the Base Accountant Officer.

41. The Base Accountant Officer will compile from these casualty forms the accounts relating to officers' allowances and will pay by cheque all allowances and command pay of officers authorised to be issued to the officers' banking accounts, noting the number of the cheque against the amount on the officers' allowances Account. In very exceptional circumstances officers may be paid locally in cash. When local payment is so authorised, the Base Accountant Officer will despatch a nominal roll of the amounts to be paid, to the officer commanding the unit for payment from his imprest account. The nominal roll will be in the following form:—

Officers' Allowances (including Command Pay) for the month of.....for payment by the Commanding Officer.....Unit.

Name.	Rank.	Total amount due	Receipt.
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The total amount of the roll will be written in words as well as figures and signed and dated by the Base Accountant Officer. The receipted nominal roll will in due course be sent back to the Base Accountant Officer as a voucher to the imprest account for the month in which the payments were made.

42. If for any reason the commanding officer is unable to pay the allowances (and command pay when issuable) of any officer shown on the roll (e.g. the officer concerned may have been posted to another unit between the date of rendering Personnel Occurrence Reports under para. 40, and the date the Base Accountant Officer forwards the roll for payment), the Commanding Officer will strike the amount out of the roll and initial the deletion and will notify the Base Accountant Officer by separate memorandum that "The allowances, etc. (amounting to....., in figures and words) due to.....for the month of.....have not been paid as the officer has been posted to.....". The Base Accountant Officer will then renotify the amount to the appropriate unit for payment. Commanding Officers will not notify other commanding officers direct of amounts to be paid on account of officers' allowances, etc.

AIRMEN'S PAY AND ALLOWANCES.

43. The ledger accounts of all airmen will be compiled from casualty forms (see para. 40) by the Base Accountant Officer and will be kept by him. Cash payments to airmen will be made by commanding officers under the acquittance rolls system described below.

44. *Cash payments to airmen at units.*—Payments to airmen will be made on acquittance rolls. All airmen in the field will be in possession of pay books showing the net rate of pay normally issuable (*i.e.* pay less compulsory and voluntary allotments and compulsory stoppages), and the amounts issued by commanding officers will be based on these net rates. Regard will also be paid to statements of debtor balances on accounts notified from time to time by the Base Accountant Officer. The acquittance rolls will be prepared (and receipted by the airman) in duplicate; one original and one carbon copy. The amount issued to each airman will be entered in his pay book and signed by the officer making the payment. The pay book will be retained by the airman.

45. The two copies of the acquittance roll, with the certificate at the foot duly signed by the paying officer, will be disposed of as follows:—

- (i) The original copy will be forwarded to the Base Accountant Officer immediately after payment has been made, for retention.
- (ii) The duplicate copy will be forwarded with the monthly imprest account to the Base Accountant Officer.
- (iii) The duplicate copies will be retained at the Base Accounts Office for two months. They will then be forwarded to the Base Personnel Staff Officer for safe custody and will be held available for reference by any duly authorised officer, *e.g.*, the Base Accountant Officer, or any officer authorised by Commanding Officers of units to inspect that particular units acquittance rolls.

46. Payments to airmen will be made in —

- (i) Multiples of 5s. 0d. if payments are made in British currency;
- (ii) multiples on the basis of which rates of exchange are published if payments are made in other currencies.

With regard to (ii) if, for example, "centers" were the currency in use and the authorised rates of exchange is shown as 5 "centers" = 6 pence, then all payments to airmen will be in multiples of 5 "centers". A notice, similar to the following, is to be exhibited prominently at the pay table of every pay parade.

" RATE OF EXCHANGE "

5 centers = 6 pence.

" Airmen are to ensure that the amounts they receive agree with the amount they sign for and with the amount entered in their pay books. No complaints regarding any discrepancies can be entertained after airmen have left the pay table."

47. All pay parades will be attended by at least two officers, one to be responsible for making the payments and the other to supervise and deal with any complaints made. A senior officer should on occasion supervise the pay parade.

48. If advances have to be made to Navy, Army, Dominion or Colonial personnel attached to the Royal Air Force, the procedure described above will be carried out in all respects except that separate acquittance rolls will be used for each category. These rolls will be headed " Navy " or " Army " etc., as may be required, in bold letters, and the ship, regiment or corps will be clearly shown on them.

49. *Airmen's remittances.*—The following modifications will be made in the procedure laid down in King's Regulations:—

(i) the particulars required by the Form 899 (Remittance List) will be entered by the Commanding Officer and the remitter's signature obtained to the entries in the usual manner.

(ii) The following certificate is printed on the form and will be signed by the Commanding Officer:—

" Certified that the remittances detailed on this list amounting to (words).....poundsshillings.....pence, have been duly entered in the Pay Books of the Airmen making the respective remittances.

Date.....193.....Unit.....Commanding Officer".

(iii) The remittance list when completed and signed as at (i) and (ii) above will be transmitted to the Base Accounts Office for the necessary further action.

(iv) Remittances to persons resident in countries other than the United Kingdom can only be permitted if a R. A. F. Accountant Officer is stationed in that country. Otherwise the airman must make his own arrangements for any such remittance.

(v) In the event of a remittance which an airman wishes to make being in excess of the credit balance on his account, the Base Accountant Officer will reduce the amount of the remittance to the amount the account will stand, initial the amended amount on the remittance list, notify the Commanding Officer of the amendment made, and secure acknowledgment that the entry in the airmen's pay book has been amended to the reduced amount. No deduction need be made in the amount of a remittance when the debt caused is less than 10s. 0d.

50. *Marriage Allowance.*—When an airman wishes to claim marriage allowance, either on marriage, or, being already married, on reaching the age of 26 years, he will report the fact to his C. O., who will apply to the Base Accountant Officer for a Form 850. On completion of this by the airman the C. O. will return the form to the Base Accountant Officer for action under para. 51 (ii) and transmission to the Air Ministry. Marriage and birth certificates are not required to support Form 850. These certificates when required, will be obtained by the Air Ministry direct from the airman's wife.

AIRMEN'S ALLOTMENTS AND COMPULSORY STOPPAGES.

51. (i) If an airman wishes to commence, increase, reduce, stop or transfer a voluntary allotment, the Commanding Officer will require him to make an application on Form 1796A. The Commanding Officer will forward all Forms 1796A with the certificate duly completed to the Base Accountant Officer who will certify on the forms action taken by him and transmit them direct to the Air Ministry. The commencement or increase in the rate of allotments will take effect at the airman's discretion from a date subsequent to the last cash payment entered in his pay book, and the effective date of such commencement or increase will be entered in the airman's pay book. Reduction, cessation or transfer of an existing allotment will be effective from the earliest possible date after the receipt of the form at the Air Ministry. This date will be notified immediately by the Air Ministry to the Base Accountant Officer who will transmit the information to the Commanding Officer, on receipt of which the Commanding Officer will enter the effective date in the airman's pay book.

(ii) Casualties to an airman affecting compulsory allotment and/or compulsory stoppage will be notified by the Base Accountant Officer to the Commanding Officer who will make the necessary entry in the airmen's pay book. Casualties in an airman's family affecting compulsory allotment and/or compulsory stoppage will be notified to the Base Accountant Officer by the Air Ministry. The Base Accountant Officer will notify the Commanding Officer, who will make the necessary entry in the airman's pay book.