

# ARMY REGULATIONS, INDIA

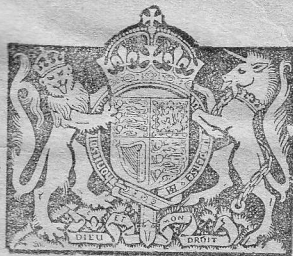
## MECHANICAL VEHICLE REGULATIONS, INDIA

(SHORT TITLE M. V. R. I.)

Reprint, 1943 (Second impression)

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amendment No. 60 of September, 1943)

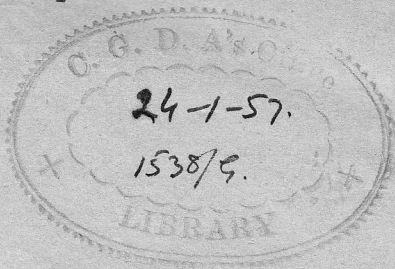
Revise of Regulations for units with  
Mechanically Propelled Vehicles



# REGISTER OF AMENDMENTS.

Amendment numbers.		Date of Amendments.		Page or para. referred to in amendments.	Dated initials of person by whom corrected.	Amendment numbers.		Date of Amendments.		Page or para. referred to in amendments.	Dated initials of person by whom corrected.
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CS 61 of	→	August	1956	DB 24-1-57							
CS 62 of 63 }	14	4	1958	para 2 & para 2 para 4 Section 17							





PREFACE.

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1. These regulations are applicable to all units holding mechanical vehicles on charge, in so far as they affect the administration and operation of these vehicles.
2. These Regulations supersede Regulations for Units with Mechanically Propelled Vehicles, 1933.
3. These instructions are to be interpreted reasonably, due regard being paid to any local circumstances.

C. MACI. G. OGILVIE,  
*Secretary to the Government of India.*

*The 8th January 1940.*

## ABBREVIATIONS.

*Vehicles.*—Where the word vehicle is used in these regulations it means a vehicle which is mechanically propelled.

A. D. M. S. . . . .	Assistant Director of Medical Services.	I/C. . . . .	In-charge.
A. D. S. T. . . . .	Assistant Director of Supplies and Transport.	Indept. . . . .	Independent.
A. D. T. (T.) . . . .	Assistant Director of Transport (Technical) Maintenance Group (M. T.).	L. I. . . . .	Ledger item.
A. F. (I.) . . . . .	Auxiliary Force (India).	M. A. U. . . . .	Motor Ambulance Unit.
A. F. V. . . . .	Armoured fighting vehicle.	M. E. S. . . . .	Military Engineering Services.
A. H. Q. . . . .	Army Headquarters (India).	M. G. (M. T.) . . . .	Maintenance Group (M. T.).
A. I. (I.) . . . . .	Army Instructions (India).	M. G. O. . . . .	Master General of the Ordnance.
B. A. . . . .	Broad arrow.	m. p. g. . . . .	Miles per gallon.
Bde. . . . .	Brigade.	m. p. h. . . . .	Miles per hour.
C. I. M. T. . . . .	Chief Inspector of Mechanical Transport.	M. T. . . . .	Mechanical transport.
C. M. A. . . . .	Controller of Military Accounts.	M. U. A. . . . .	Major unit assembly.
C. M. T. S. D. . . . .	Central Mechanical Transport Stores Depot.	N. C. O. . . . .	Non Commissioned Officer.
D. A. D. S. T. . . . .	Deputy Assistant Director of Supplies and Transport.	O. C. . . . .	Officer Commanding.
D. of C. . . . .	Director of Contracts.	O. I/C. . . . .	Officer-in-charge.
D. D. S. T. . . . .	Deputy Director of Supplies and Transport.	p. o. l. . . . .	Petrol, oil and lubricants.
D. D. T. . . . .	Deputy Director of Transport.	Para. . . . .	Paragraph.
D. D. T. (M.) . . . .	Deputy Director of Transport (Maintenance).	Q. M. G. . . . .	Quartermaster General in India.
D. G. I. S. D. . . . .	Director General, Indian Stores Department.	R. A. . . . .	Royal Artillery.
D. S. T. . . . .	Director of Supplies and Transport, Army Headquarters.	R. A. I. . . . .	Regulations for the Army in India.
G. O. C.-in-C. . . . .	General Officer Commanding-in-Chief.	R. A. F. . . . .	Royal Air Force.
G. S. . . . .	General Staff.	R. E. . . . .	Royal Engineers.
H. Q. . . . .	Headquarters.	R. I. A. S. C. . . . .	Royal Indian Army Service Corps.
H. R. S. . . . .	Heavy repair shop.	R. Sigs. . . . .	Royal Corps of Signals.
I. A. F. . . . .	Indian Army Form.	R. T. C. . . . .	Royal Tank Corps.
I. A. O. C. . . . .	Indian Army Ordnance Corps.	S. M. . . . .	Sappers and Miners.
		S. T. . . . .	Supplies and Transport.
		Sec. . . . .	Section.
		S. R. S. . . . .	Scales of Ration and Supplies issued by R. I. A. S. C.
		S. T. O. . . . .	Station Transport Officer.
		T. I. M. T. . . . .	Technical Inspector of Mechanical Transport.
		T. S. C. . . . .	Technical Sub Committee.
		V. R. D. . . . .	Vehicle Reserve Depot.
		W. O. . . . .	Warrant Officer.

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# MECHANICAL VEHICLE REGULATIONS, INDIA.

## CHAPTER I.—GENERAL.

### 1. Introduction.

1. The mechanical portion of the M. T., R. I. A. S. C. in conjunction with the animal transport and hired transport, provides the lifting power for performing load carrying duties for the army. It also fulfils the functions of provision and maintenance of vehicles and training of M. T. drivers for other arms and departments of the service which have mechanical vehicles on their establishment for their own particular purposes.

2. These regulations define the legal employment of government vehicles and the method of recording and accounting for such employment. They also define the functions of the R. I. A. S. C. in its relation to other mechanical branches of the service and the procedure for second line and base maintenance for vehicles belonging to both the R. I. A. S. C. and other arms. They contain the methods of storing and accounting for M. T. stores and equipment, the procedure on the occurrence of accidents, and the rules for the issue of military driving licences.

## CHAPTER II.—ORGANIZATION AND FUNCTIONS OF M. T. UNITS AND ESTABLISHMENTS.

### 2. Army Headquarters.

1. The Quartermaster General in India is responsible for the design and provision of mechanical vehicles for all services and for the organization and efficiency of the M. T., R. I. A. S. C.

### 3. M. T. Advisory Committee (India).

1. The M. T. Advisory Committee (India), of which the Deputy Director of Transport (D. D. T.) at A. H. Q. is president, consists of representatives of the various branches of the army concerned with mechanical vehicles and includes representatives of the G. S.—Q. M. G.—M. G. O.—R. A.—R. E.—R. T. C.—R. Sigs.—R. A. F. and R. I. A. S. C.

2. The functions of this committee are:—

(i) To act in an advisory capacity on technical problems connected with vehicles for military requirements.

(ii) To ensure close liaison with the automobile industry so that the army may always be in touch with the progress of M. T. throughout the world.

(iii) To advise on such questions of general technical policy as may be laid before it.

3. An officer once appointed to the committee will continue to serve on it for as long as he is available.

4. The committee will meet as directed by A. H. Q.

### 4. Technical sub-committee of M. T. advisory committee (India).

1. This is an adjunct of the M. T. advisory committee (India). It consists of:—

Chairman.—The Deputy Director of Transport (Maintenance). [D. D. T. (M.)].

Secretary.—The Assistant Director of Transport (Technical). [A. D. T. (T.)].

Members.—The Chief Inspector of Mechanical Transport (C. I. M. T.) or his representative.

The O. C., Experimental Section.

The O. C., Central Mechanical Transport Stores Depot (C. M. T. S. D.), or his representative.

A representative of the Royal Tank Corps (R. T. C.).

2. This sub-committee will be assembled by the chairman, under orders from A. H. Q., as and when necessary, in order to work out data required for discussion by the main committee.

3. The chairman is empowered to co-opt members when necessary.

#### 5. Technical sub-committee for armoured fighting vehicles.

1. This is a special sub-committee of the M. T. advisory committee (India). It consists of:—

Chairman.—The Commander, R. T. C., Northern Command.

Members.—The O. C., Experimental Section, Maintenance Group (M. T.), Chaklala.

The Senior Ordnance Mechanical Engineer, Rawalpindi Arsenal.

2. This sub-committee is empowered to co-opt additional members.

3. This sub-committee will act in an advisory capacity on all questions relating to the development, design and experimental work in connection with armoured fighting vehicles and their equipment and armament.

4. The personnel of this sub-committee will correspond direct with any experts in India whose advice they may need on any matters referred to them by A. H. Q. In all other matters they will correspond direct with Q. M. G.'s Branch at A. H. Q.

5. This sub-committee has no authority to issue orders to the O. C., Experimental Section, M. G. (M. T.) regarding the carrying out of trials. All suggestions for modifications, trials and experimental work will be forwarded by the chairman to the Q. M. G. in India who will, in consultation with the branches of A. H. Q. concerned, issue necessary instructions to the units selected to carry out the work. The procedure regarding investigation of defects in respect of units having A. F. V.'s on charge is dealt with in a note appended to Section 44, para. 15.

6. Any points which command H. Q., or the R. T. C. school desire to be investigated will be referred to the Q. M. G. in India who will consult the M. G. O. in India on matters affecting armament.

#### 6. Maintenance Group.

1. The Maintenance Group serves the mechanical vehicles of all branches of the Army in India except the Auxiliary Force and the R. A. F.

2. It consists of the following units and establishments:—

H. Q., Maintenance Group.

Heavy Repair Shops (M. T.) Classes I, II and III.

Vehicle Reserve Depot (M. T.).

Central M. T. Stores Depot.

Experimental Section (M. T.).

3. In technical administrative control of the units of the group is the Deputy Director of Transport (Maintenance) at H. Q., Maintenance Group, Chaklala. In consultation with the C. M. A., Northern Command, he is responsible that the repair and accounting procedure throughout the group is standardized.



### 7. Heavy repair shops.

Heavy repair shops of all classes carry out base repairs and retrieve and recondition part worn M. T. stores. They also manufacture such vehicle bodies and parts or other items as may be ordered.

### 8. Vehicle Reserve Depot.

This depot arranges for the replacement of vehicles evacuated for base repair, and holds those awaiting base repair. Elsewhere than at Chaklala, these duties are carried out by the local heavy repair shops.

The bulk of the mobilization and repair reserve vehicles are maintained by the V. R. D.

### 9. Central M. T. Stores Depot.

This depot provides, holds and issues stores peculiar to mechanical vehicles which are the responsibility of the R. I. A. S. C. Such stores include spare parts and tyres; material and accessories required for maintenance; and plant, machinery and equipment for the repair of vehicles.

### 10. Experimental Section (M. T.).

The functions of this unit are to:—

1. Conduct trials and experiments on mechanical vehicles and connected items.
2. Investigate suggested improvements in A. F. V.'s.
3. Investigate, when necessary, in conjunction with the C. I. M. T., any defects in A. F. V.'s.
4. Give an opinion on any technical matter referred to it.

### 11. Workshop companies and sections (M. T.).

The second line maintenance of mechanical vehicles of all arms (except R. T. C.) is carried out by the R. I. A. S. C.

R. I. A. S. C. load carrying and motor ambulance units have workshop facilities of their own within their peace establishments. There is in addition a small pool of artificers from which repair facilities of sections of R. I. A. S. C. load carrying companies (M. T.) detached from their headquarters, are augmented.

Other units (except R. T. C.) are maintained by workshop companies. In peace these workshop companies are distributed throughout India on an area basis, and make detachments as required.

Workshop companies are responsible for the provision of spare parts and equipment for the vehicles they maintain. They also give technical advice on all matters connected with maintenance.

Army commanders may order the pooling of R. I. A. S. C. workshop resources in any station in which they are located.

### 12. Scope of work in A. H. Q. controlled R. I. A. S. C. (M. T.) units.

Trials, experiments and extraneous work, except as legislated for in regulations, shall not be undertaken in A. H. Q. controlled R. I. A. S. C. (M. T.) units without the prior approval of A. H. Q.

### 13. Technical Inspectorate (M. T.).

1. Districts and independent brigades are grouped into circles for the purpose of technical inspections.

2. Under the direction of the C. I. M. T.; T. Is. M. T. are allotted to circles for technical inspections. They carry out periodical inspections and report on mechanical vehicles, machine tools and technical M. T. stores of all arms. They also investigate and report on defects of material, and make suggestions for overcoming such defects.

3. T. Is. M. T. are the M. T. advisers to commanders of districts and independent brigades in their circles and will carry out any special inspections or investigations required by such commanders.

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### CHAPTER III.—GENERAL INSTRUCTIONS.

#### 16. Principles governing the use of military vehicles.

1. Vehicles will be used solely for military duties; except when hired out under the terms of Section 18.

2. Employment is classified under three headings:—  
(i) Manœuvres, (ii) instruction and maintenance and (iii) transportation.

3. (i) Manœuvres comprise running of vehicles in connection with training camps, divisional, brigade or unit exercises, manœuvres, or moves connected with concentrations for any of the above. Training of M. T. units, carried out in conjunction with other units comes under this head.

(ii) Instruction and maintenance comprise running of vehicles (or of engines only) in connection with all training, other than training covered by (i) above, driving instruction and maintenance, including tests and inspections.

(iii) Transportation comprises running of vehicles in connection with—

(a) The movement at government expense of personnel, animals and goods, not covered by (i) and (ii) above,

(b) The hiring out of vehicles under these regulations.

In all cases empty running and running between garages and place of parade or loading in connection with any duty will be reckoned to be part of the duty.

4. Certain additional instructions regarding the employment of R. I. A. S. C. load carrying vehicles are included in Appendix 5.

5. A local commander, however, has the power to authorize the use of a government vehicle for any public purpose in the interest of the state or in a case of emergency. In all such cases he will be the sole judge.

6. Free conveyance is authorised to King's and Indian Commissioned Officers and British other ranks by Government M. T. otherwise running on normal Government duty and at no extra cost to the State, between their stations in Waziristan and the entraining or detraining railhead, when proceeding on leave and returning therefrom. In the event of Government M. T. not being available, no claim for road mileage or other allowance will be recognised. Civilian personnel paid from the Defence Services estimates serving in Waziristan will similarly be allowed conveyance by Government M. T. provided there is room, and on payment of hire at the prescribed rates.

#### 17. Staff and unit cars.

1. Officers drawing svce and forage allowance towards the upkeep of a charger or motor car, will not use staff cars within a ten mile radius, as a normal means of conveyance on duty.

ON  
Comdt. High Altitude Warfare School will also exercise powers of local commander. See VIDE MIN. OF DEF. Letter NO. 71305/MT-A 1959 + c/d (GS-II) dt: Hqd 28th MARCH, 63.

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2. The use of military motor cars is prohibited between places connected by rail, except under the following circumstances:—

- (a) When required for training or in connection with convoy duty.
  - (b) When considered convenient from an administrative point of view.
- Station commanders are, however, the deciding authority on the employment of staff cars, and may vary the above principles in the interests of the Service.

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4. Officers on temporary duty at outstations, who are in receipt of daily allowance, are not ordinarily entitled to the use of staff cars. In exceptional cases, such as visualised in para. 357 (i), Passage Regulations, India, or where suitable public transport facilities are not available, the use of staff cars on duty journeys may be allowed by the station commander at his discretion. Further, when the station commander considers it desirable in order to obviate administrative difficulties, he may permit the use of staff cars to and from the place of temporary residence.

5. Cars included in the establishments of units are not intended for use as staff cars. Unit cars may be detailed for the journeys of touring officers, however, provided that the officer commanding the unit, who is the competent judge, furnishes a certificate of temporary availability.

### 18. Hiring out of vehicles.

1. Certain types of vehicles may be hired out for other than military uses provided that the duties for which they are maintained do not thereby suffer.

2. The rates for hiring are laid down periodically in A. I. (India); and only those types specifically mentioned are available.

3. Vehicles may be hired only for normal working hours; but, with the permission of the officer commanding the unit, this stipulation may be waived.

4. Applications for hire will be addressed to—

- (i) The S. T. O., (ii) the O. C. unit where there is no S. T. O. and (iii) the O. C. the hospital concerned in the case of an ambulance employed with a hospital.

5. Rules governing the hiring of government mechanical vehicles are contained in Appendix 4.

### 19. Instructions regarding vehicles held by units for use on mobilization.

1. A mobilization reserve of vehicles is maintained in peace; partly by the units concerned and partly by the R. I. A. S. C.

2. G. O.'s C.-in-Chief may at any time sanction the use of these vehicles, other than vehicles with the V. R. D.; subject to the following conditions:—

(i) That the vehicles are held within the command for units whose station of mobilization is in the same command.

(ii) That they are not to be used as a repair reserve or to replace casualties in the peace strength of a unit.

(iii) That after use they are inspected and put into a proper state of repair, before being returned to mobilization reserve.

3. To employ mobilization vehicles in peace under circumstances other than in para. 2 above requires the prior sanction of the Q. M. G. in India.

### 20. Detailing M. T. vehicles for duties.

1. Unit commanders are responsible for detailing the work to be performed by M. T. vehicles under their command.

They receive their orders for employment on "transportation" duties from the S. T. O. (see Supply and Transport Regulations, India).



2. The employment of unit cars and vans for duties outside the unit is forbidden except as provided for in Sections 16 (5), 17 (3) and (4), and 18.

3. If vehicles allotted for duty with a formation headquarters or other establishment are garaged in the lines of another unit, the formation or establishment concerned will appoint an officer through whom all details of work will be communicated to the officer commanding the unit, with which the vehicles are garaged.

When such vehicles are garaged in the lines of the formation headquarters or other establishment; the formation or establishment will appoint an officer who alone will be responsible for all detail of duties to be given to the personnel in charge of the vehicles.

4. Detail for duty will, when possible, be given the day before, in order that drivers may have sufficient notice to prepare themselves and their vehicles.

#### 21. Use of vehicles for training personnel.

1. Military vehicles will not be used for the training of personnel of services which have no vehicles or drivers in their own establishments, except in the case of men undergoing vocational training or as authorised from time to time in special orders from the Q. M. G. in India.

2. Vehicles and M. U. As. with the exception of those specially allotted for the purpose, will not be dismantled or stripped for instructional purposes.

#### 22. Responsibility for loads.

1. M. T. convoy commanders or men in charge of individual vehicles, may be required to take charge of packages by number, but they will not be held responsible for contents by weight.

2. Whenever vehicles are used for conveying stores I. A. F. (M. T.) 55 "Load Tally or I. A. F. 1046 Convoy Note" will be used and signed by the driver, consignor and consignee.

#### 23. Drivers orders and driving licence.

1. Civil driving licences are not required by military personnel for driving military vehicles. They must, however, be in possession of military driving licences. The rules for the issue of military driving licences are contained in Appendix 2.

2. Orders in English and Urdu for drivers are incorporated in the driving licence I. A. F. (M. T.) 2.

3. Civil driving licences are necessary to entitle military personnel to drive non-military vehicles.

#### 24. Drivers car diary.

1. The driver of a car, station ambulance, or motor cycle will always take with him the driver's car diary I. A. F. (M. T.) 4, when he proceeds on duty.

2. The diary of station ambulances will be completed in accordance with Appendix 5, para. 19 *et seq.*

3. Individuals using cars are responsible that the details of the trip are properly entered in the diary and signed. In the case of Indian drivers it will often be necessary for the user to write in the details himself. In cases where the user fails to have the trip recorded the driver will report the matter as soon as possible to his commanding officer.

4. Diaries of motor cycles will be entered up as regards all journeys but the mileage will be omitted for running on training parades, and on driving instruction. Diaries will be signed daily by the individual responsible for the running.

5. Issues of motor spirit to cars, station ambulances and motor cycles will be entered in diaries by the issuer, and will be supported by his signature.

### 25. Duty orders.

1. With the exception of the vehicles referred to in Section 24, drivers of military vehicles will be in possession of I. A. F. Z-2007 when employed on transportation duties.

2. One I. A. F. Z-2007 only, is required for one duty irrespective of the number of vehicles employed, except if vehicles are likely to be employed independently, when each driver will be in possession of I. A. F. Z-2007.

3. I. A. F. Z-2007 will be completed and signed by the user in token of the completion of the duty specified.

### 26. Accidents.

1. The procedure to be followed on the occurrence of an accident is laid down in Appendix 3. The officer commanding the unit, to which the vehicle involved in the accident belongs, is responsible that the police are informed as early as possible, in cases where police investigation is likely to be necessary.

This necessity will arise in cases of injury to civilians, or damage to civil property. It will also arise in cases of injury to military personnel or damage to military property from the act or omission of a civilian.

### 27. Assessment of losses for purpose of effecting recoveries.

1. For the purpose of recoveries to be effected from units or individuals an account of losses of part worn M. T. stores, such losses will be assessed at fifty per cent. of the stock book value, *plus* thirteen per cent. departmental charges, to cover expenses at the issuing establishments, which are not included in the catalogue prices of M. T. stores.

2. In the case of stores damaged, where the cost of repair is payable by a unit or individual, recoveries will be made in accordance with the rules contained in Financial Regulations (India), Part I.

3. In the case of unserviceable stores lost, one-tenth of the stock book value *plus* thirteen per cent. departmental charges will be recovered.

4. In the case of loss of unused M. T. stores in stock (new as well as retrieved), full stock book value *plus* thirteen per cent. departmental charges will be recovered.

### 28. Access to vehicles.

1. The officer in executive control of the detailing of vehicles is responsible that vehicles and drivers are not overworked. He is also responsible that vehicles detailed for duty are fit for that duty, and may withdraw vehicles for maintenance purposes when considered necessary.

2. When vehicles belonging to one unit are garaged in the lines of another unit, the officer commanding the unit to which the vehicles belong will be given access to his vehicles at all times.

### 29. Instructions for the conveyance of explosives by petrol driven vehicles.

Instructions regarding the transport of ammunition and explosives by road are contained in Magazine Regulations, India.

### 30. Conveyance of road metal in vehicles.

When vehicles are employed for the carriage of road metal, the inside of the body will be protected temporarily by iron sheeting in order to obviate damage to the wood-work.

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## CHAPTER IV.—PETROL, OIL AND LUBRICANTS.

### 33. Mileages per gallon.

1. Figures, showing the miles per gallon of petrol which different types of vehicles are expected to run, are laid down from time to time in A. Is. (India). These figures represent a fair average basis for calculation in connection with the running of vehicles of all arms of the service including hill work, manœuvres, training and ordinary running in the plains. Actual consumption figures will vary according to circumstances.

2. When the mileage obtained by a vehicle varies considerably from the miles per gallon laid down in A. Is. (India) officers commanding units with mechanical vehicles on charge will investigate the cause of the low mileage and take suitable action in the matter. Station and brigade commanders will also investigate the matter when cases of low mileage are brought to their notice by audit officers.

### 34. Allotments of p. o. l.

1. Except for staff cars, the annual mileages or quantities of p. o. l. authorized for vehicles which do not come within the provision of Appendix 5 to these regulations, are specified from time to time in government orders.

Staff cars will be run on an "as required" basis.

The commander of each formation to which staff cars are allotted, will appoint an officer who will be responsible for detailing the duties of staff cars. No running will take place except under the orders of this officer, who will be responsible that all running is recorded in columns 1 to 4 of I. A. F. (M. T.) 4. Formations will forward to commands, periodically as ordered by the latter, through the normal channels, a statement of the mileage run by staff cars in their area during the period since the last report together with a certificate signed by the formation commander or an officer on his staff that all possible economy has been observed.

2. G. O.'s C.-in-C. commands may increase the authorised allowance of petrol for certain units in their command, provided that the extra expenditure can be met by reduction in the allowance of other units. Savings in petrol allotted to H. R. Ss. for testing engines may be taken into account in this connection.

3. At the discretion of the commander of a district or independent brigade, the sanctioned allowance may be exceeded in the case of vehicles of units which have to be used for military operations, in aid of the civil power, or under active service conditions.

All such sanctions will be covered by district or brigade orders and reported to A. H. Q., to enable the necessary adjustments to be made.

### 35. The running account of p. o. l.

1. Units, with an allotment of petrol per annum, will prepare a monthly running account on I. A. F. (M. T.) 38, for petrol consumed in vehicle running.



This account will be ready by the tenth of the month following that to which it pertains, and will be kept in the unit for inspection and audit.

2. If the debits cannot be liquidated before the end of the financial year, the officer concerned must either obtain authority for adjustment of the excess expenditure, or accept personal responsibility for a refund of its value to government.

3. At the end of the financial year, any credits shown on I. A. F. (M. T.) 38, will be used either to adjust debits elsewhere in accordance with Section 34, or will lapse to government.

4. H. R. Ss. will account on I. A. F. (M. T.) 38 for petrol expended following rules will apply:—

### 36. Conveyance of petrol in complete lorry loads.

1. When petrol is carried in lorries in complete "petrol loads" the following rules will apply:—

(i) Leaky containers will not be accepted for carriage.

(ii) Containers will be loaded with stoppers uppermost, particular attention being paid to this point when containers are packed on their sides.

(iii) Containers will be so packed as to obviate movement due to vibration during transit.

(iv) Smoking on any vehicle is forbidden.

(v) Persons, other than the crew and the individuals in charge of the petrol, will not travel on the vehicle.

(vi) When vehicles are at rest, the petrol supply to the engine will be turned off.

(vii) Spare petrol, required for the vehicle itself, will not be carried in the body of the vehicle, but in the racks provided for the purpose.

### 37. Prevention of fire during petrol filling and decanting operations from petrol tank lorries.

1. The occurrence of fire during the filling of petrol tanks has been traced in certain cases to the generation of frictional electricity during filling operations.

2. Tests have clearly shown that high voltages may be developed by pumping and filtering, and that the voltage increases with the quantity delivered, the length of the hose used, and the insulation resistance of the tank, etc.

3. The following precautions will be adopted in all cases to prevent the development of high voltages, and the occurrence of sparks during both filling and decanting operations:—

(i) The hose used will be either all metal, or internally or externally armoured, and care will be taken to ensure that armoured wires are in metallic contact with the metal connections.

(ii) A light steel cable will be permanently attached to one of the straps securing the tank to the chassis, particular care being taken that the strap itself is in contact with the tank. A steel stake, which can be driven into the ground, will be permanently attached to the free end of the cable, in order that such frictional electricity as is generated may be effectually and safely earthed. The steel stake will remain in the ground, when the petrol tank lorry is in use, either for filling or decanting.

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## CHAPTER V.—VEHICLES.

### 41. Inspections.

1. There are three kinds of vehicle inspections:—

(i) Unit inspection, (ii) workshop inspection, and (iii) technical inspection.

2. The officer commanding a unit or detachment is responsible that unit and workshop inspections are carried out.

The Technical Inspectorate (M. T.) of the R. I. A. S. C. is responsible for technical inspections.

3. Inspections are normally carried out in accordance with definite programmes; but special inspections in all three categories may be ordered if considered necessary.

Programmes for unit and workshop inspections are initiated by the officer commanding in consultation with his responsible workshop officer. There should be an interval of a fortnight between these two inspections.

The programme for technical inspections is the responsibility of the Technical Inspectorate.

4. Unit and workshop inspections will each be carried out monthly; the first by an officer of the unit or detachment; the second by a technically qualified officer, W. O. or N. C. O.

Responsibility for both, however, remain with the officer commanding who may call for a technically qualified workshop officer, W. O. or N. C. O. from the workshop maintaining his unit to assist him in workshop inspections as necessary.

Technical inspections normally take place once every six months.

### 42. Reserve vehicles.

1. *Mobilization reserve.*—The number of vehicles which will be held in reserve to complete units to war establishments, is laid down from time to time. This reserve is designated the "Mobilization Reserve". The rules for the employment of vehicles of this reserve are contained in Section 19.

2. *Repair reserve.*—A proportion of certain types of vehicles is laid down from time to time to be held as a repair reserve, to replace vehicles evacuated for overhaul.

3. *Turn over.*—When vehicles are evacuated for base repair, they will normally be replaced with the minimum delay by similar vehicles from the repair reserve, *vide* Section 47. The strength of the repair reserve will be made good by vehicles passing out from overhaul. Vehicles which have been in mobilization reserve for nine months, will be taken into use in replacement of working vehicles evacuated for overhaul, provided the establishment of the mobilization reserve can be made good by suitable vehicles of the same make and type from the repair reserve, or from any other source.

When this is not possible, turn over will be effected under the orders of G. O.'s C-in-C. commands, by the exchange of mobilization reserve vehicles with working vehicles of the same make and type. Advantage will be taken of such opportunities as occur, to do this with the minimum expenditure on transportation. No vehicle will be placed in mobilization reserve which is not fit to run ten thousand miles.

4. *Special instructions regarding turn over of ambulances in M. A. U.'s.*—The turn over of ambulances of the M. A. section will be effected by regarding them as:—

(i) Spare and (ii) repair reserve vehicles.

(i) *Spare vehicles.*—When a station ambulance is called into workshops for second line maintenance, the officer commanding the M. A. U. is authorised to replace it by an ambulance from his M. A. Section. The casualty will be reported in due course on I. A. F. (M. T.)-15.

(ii) *Repair reserve vehicles.*—When a station ambulance is evacuated to a H. R. S. for repair it will be replaced within the unit from the M. A. section. The replacement vehicles issued from outside, in accordance with Section G (7), to bring the M. A. U. up to establishment, will be taken into the M. A. section. It will remain there until turned over with the unit mobilisation reserve vehicles, or with working vehicles as above. Unit mobilisation reserve vehicles will normally be retained in reserve at full strength. They may be turned over with fit vehicles of the M. A. section, or in accordance with para. 3 above.

#### 43. Transfer of vehicles and vehicle equipment.

1. When a vehicle is ordered to be transferred from one unit to another, the following instructions will be observed:—

(i) *Vehicle equipment.*

All vehicles will be transferred with equipment complete in accordance with the schedule of equipment prescribed for that particular type of vehicle. All loose equipment must be serviceable. This will not apply to the transfer of vehicles from V. R. D. to H. R. S., Chaklala. In this case the equipment will not be transferred except the items for retrieving.

(ii) *Documents to accompany vehicles.*

(a) Vehicle Log Books, I. A. F. (M. T.)-1 (In the case of armoured fighting vehicles I. A. F. Z-2157).

(b) Vehicle Issue Voucher I. A. F. (M. T.)-53 (in duplicate) quoting the authority of A. H. Q., D. D. S. T., command or D. D. T. (M.).

(c) Equipment voucher I. A. F. (M. T.)-33 (in duplicate, showing equipment to scale according to its particular schedule).

Equipment transferred will not be shown on I. A. F. (M. T.)-33 by item, but a certificate will be endorsed thereon that it is complete according to schedule and will be accounted for by the receiving unit accordingly.

2. In the case of transfer of a vehicle to the V. R. D. or to a H. R. S. for repair or overhaul, the following documents in addition to those enumerated in para. 1 will accompany the vehicle:—

#### *Requisition for Heavy Repair.*

I. A. F. (M. T.)-12 (in duplicate) accompanied by I. A. F. (M. T.)-14-A or I. A. F. (M. T.)-90 in the case of light tanks.

On I. A. F. (M. T.)-12 will be endorsed the mileage run to the date of evacuation, or in case of overhauled vehicles, the total mileage performed since last overhaul.

3. All vehicles despatched by road or rail from one unit to another on transfer, will be struck off charge of the issuing unit on receipt of the receipted copy of I. A. F. (M. T.)-53 from the consignee.

4. *Miscellaneous vehicles of V. R. D. on deposit issue voucher.*—Miscellaneous vehicles held by M. T. units on deposit issue vouchers from V. R. D.

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are occasionally transferred from one unit to another. To regularize these transactions and to obviate any difficulties in accounting for the vehicles and equipment, the following procedure will be followed:—

(i) The "handing over" unit will prepare four copies of I. A. F. (M. T.)-53 in respect of the vehicles and four copies I. A. F. (M. T.)-33 in respect of the equipment, in accordance with the deposit issue vouchers as received from V. R. D.

(ii) The "handing over" unit will retain one receipted copy of the vouchers in respect of the vehicles and one in respect of the equipment and hand over three copies of vouchers in respect of vehicle and three copies in respect of equipment to the "taking over" unit.

(iii) The "taking over" unit will forward two of the vouchers in respect of vehicles and two in respect of equipment, duly receipted, to O. C., V. R. D., who will give his deposit issue No. and date to the vouchers, and return one copy of the voucher in respect of vehicles, and one in respect of equipment to the "taking over" unit.

#### 44. Technical inspections.

1. The following is the procedure for the preparation, distribution, and disposal of technical inspection reports by T. Is. M. T., and for dealing with defects, improvements, trials, and experiments in respect of vehicles and their equipment.

##### *Inspections by T. Is. M. T.*

2. Inspections by T. Is. M. T. will, as far as possible, be carried out every six months.

3. The dates of inspections will be arranged with the headquarters of the formation concerned.

4. In the case of an unsatisfactory report, the formation commander may arrange for a special inspection of the unit at an early date.

5. If in the opinion of the T. I. M. T. a unit is not mechanically fit for service, he will make in addition to the technical report referred to in para. 8 of this Section, a confidential report giving full reasons, direct to the district or independent brigade commander. The officer commanding the unit will be informed of this, but no copy of the report will go to any other officer. The district commander will cause full investigation to be made, and will act, where necessary, in accordance with R. A. I. 1937 Instruction No. 29.

The criterion of fitness should be that not more than seven per cent. of the vehicles are in class III condition, *i.e.*, are unfit for another three thousand miles, or sixty days work, without requiring base maintenance.

6. Reports will be confined to technical matters relating to vehicles, stores and workshops. They will be prepared in two parts, *viz.*:—

*Part I.*—General technical efficiency of the unit.

*Part II.*—Technical report on vehicles on I. A. F. (M. T.)-14 or I. A. F. (M. T.)-90.

7. T. Is. M. T. will discuss the contents of these reports with officers commanding. They will give all possible advice conducive to effecting an increase in the technical efficiency of the unit, and before leaving they will obtain the initials of the officer commanding on the manuscript copy of their report.

3. Copies of inspection reports will be distributed by T. Is. M. T. as under:—

To	Part.		Disposal.
	I	II	
CEMT	Two	One	One part I and part II for record. One part I with his remarks to Q. M. G. for information and record at A. H. Q.
Com	Two	One	One Part I from the unit to A. H. Q. through normal channels, to be seen by all concerned, at each H. Q. then back to the unit through the normal channels. One Part I and one Part II to be seen by the Officer commanding the maintaining workshop unit and then to be returned to the unit for record.

8. On receipt of I. A. F. (M. T.)-14, the officer commanding the unit will have them pasted on the front face of the next unused page of the book of I. A. F. (M. T.)-14-A of each vehicle concerned. The action taken by the unit to rectify the defects noted by the T. I. M. T., and the relevant repair card numbers will then be entered on the back face of that page.

10. Formation commanders will take all necessary action on the inspection reports.

11. T. Is. M. T. will, when they consider it necessary, recommend vehicles for overhaul or exchange of major unit assemblies. Units will forward these recommendations in accordance with Sections 47 (9) and 10.

*Defects.*

12. Defects will be reported by officers commanding units to the T. I. M. T. of the inspection circle within which their units are situated, copies being endorsed to their formation H. Q.

Officers commanding detachments will report defects to the H. Q. of their units (with a copy to formation H. Q. if they are serving under a different formation from their unit H. Q.). Officers commanding units will investigate the defect and, if considered necessary, take action as above. In submitting reports officers commanding units will quote catalogue nomenclatures and, where applicable, C. M. T. S. D. ledger item numbers and makers' part numbers. In cases where this will simplify matters, explanations, sketches not necessarily dimensioned or finished, will accompany reports.

13. If the defect is already known, the T. I. M. T. will inform formation H. Q. and units concerned what action should be taken by the unit to effect a remedy. He will inform the C. I. M. T. of the recurrence of the defect.

If the defect is an original one, the T. I. M. T. will send a full report to the C. I. M. T. as early as possible, and will express his opinion as to the best method of overcoming the defect, copies of his letter being endorsed to formation H. Q. and unit concerned.

14. The C. I. M. T., on receipt of a report of a defect from a T. I. M. T., will carry out an investigation, and when this is completed he will report in detail to A. H. Q., submitting at the same time his recommendations as to the best method of overcoming the defect. If necessary he will submit a draft Departmental Change with explanatory drawings.



15. If the C. I. M. T. considers that the urgency of the case warrants such action, he will bring a defect to the notice of A. H. Q. before he has completed his investigation to the point of being able to recommend a remedy.

NOTE.—“Units with A. F. V.'s on charge when reporting to T. Is. M. T. defects requiring investigation, will invariably, endorse copies of correspondence, the chairman of the technical sub-committee for A. F. V.'s and the O. C., Experimental Section, Chaklala.

When it is necessary for O. C., Experimental Section to address any unit concerned in connection with investigation of defects, copies will be endorsed to the chairman T. S. C. A. F. V.'s, C. I. M. T. and the T. I. M. T. concerned”.

#### *Improvements.*

16. Improvements to vehicles and their equipment will be dealt with in the same way as defects.

#### *Trials and Experiments.*

17. Trials and experiments are carried out by the Experimental Section, Chaklala, under the orders of A. H. Q. through the D. D. T. (M.). The C. I. M. T. will be kept informed of all trials and experiments.

### **45. Upkeep, maintenance and repair of vehicles.**

1. The method of inspection of vehicles is laid down in the Maintenance Handbook for Mechanical Vehicles, India.

2. The commander of a unit is responsible that the routine inspections of vehicles are correctly carried out (see Section 41).

3. Miscellaneous vehicles allotted to a formation H. Q. or other non-regimental establishments, but maintained by an R. I. A. S. C. (M. T.) unit, provided they are with reasonable distance, will be withdrawn monthly for workshop inspection on dates to be notified to the users by the officer commanding the maintaining unit. On such occasions a vehicle will be accompanied by its driver.

4. To ensure that this inspection is regularly carried out, a programme will be drawn up by the officer commanding the maintaining unit and approved by the A. D. S. T. or D. A. D. S. T. concerned. Copies will be sent to the users of the vehicles for compliance.

5. For the inspection of isolated vehicles, where distance from the maintaining unit prevent their being returned for the monthly inspection, special arrangements will be made by the D. Ds. S. T. commands.

6. The normal time to be allowed for all periodical inspections is twenty-four hours, but in the event of a defect being discovered, the vehicle will not be returned to duty until the defect is remedied.

7. Maintenance is classified as under:—

(i) First line maintenance.

This is the responsibility of the unit and comprises cleaning, inspection and lubrication. It extends to the minor repairs and adjustments effected by first line repair detachments or drivers with hand tools at their disposal. It has the object of keeping vehicles in first class running order and of preventing minor defects from developing from lack of timely action, into more serious ones.

(ii) Second line maintenance.

This is the responsibility of the R. I. A. S. C. (except for R. T. C. units). It comprises the work carried out by technical personnel in mobile workshops of units. It consists chiefly of the replacement of parts, and of such repairs and adjustments, as will take normally, not longer than six days to complete, provided the spares are available. It includes the replacements of M. U. As.



## (iii) Base maintenance.

This is the responsibility of the R. I. A. S. C. and comprises overhauls as described in Section 46. Such work will not be carried out in the mobile workshops of units except as provided for in Section 46 (6). It also includes the provision of R. I. A. S. C., M. T. stores and the replacement of mechanical vehicles. //

8. Subject to the provision contained in para. 9 below, repairs may be carried out at the discretion, in the case of Maintenance Group units, of D. D. S. T. (M.), and in the case of other units, of D. D. S. T. command, in railway workshops or by private firms, provided that it is economical to do so after taking into consideration the freight charges that would be involved in moving the vehicles or M. U. As. to and from M. T. workshops.

9. Any repairs carried out under the authority of para. 8 above, which are estimated to cost over five hundred rupees per vehicle, will be referred by the D. D. S. T. of the command or D. D. T. (M.) to A. H. Q. for the approval of the Q. M. G. in India, before vehicles are sent for repairs.

10. Vehicles which require immediate repairs, and which are located at stations where there is no R. I. A. S. C. (M. T.) unit, may be repaired locally in civilian shops without reference to higher authority, up to a maximum of fifty rupees for any one repair, on the authority of the local senior R. I. A. S. C. officer. In stations where no R. I. A. S. C. officer is located this authority will extend to the senior officer of the formation H. Q. or other establishment to which the vehicles concerned have been allotted for duty.

11. Immediately authority for such repairs has been given, a report will be rendered to the officer commanding the R. I. A. S. C. unit responsible for maintenance.

Note.—The D. D. T. (M.) will be responsible for payment of all charges on account of repairs to M. T. vehicles carried out in railway workshops or private firms, and all bills after check and countersignature by the D. D. S. T. of the command, or the A. D. S. T. of the independent district will be sent to him for acceptance. The D. D. T. (M.) will inform the D. S. T., A. H. Q., of the expenditure incurred and the nature of the work carried out.

12. When bodies of M. T. vehicles have deteriorated through fair wear and tear, or been involved in accidents and sustained extensive damage, but the chassis, including engine, frame, front and back axles, remains undamaged and is in good mechanical condition, the following procedure will be adopted by units concerned:—

(i) Repairs will be carried out to bodies only.

(ii) The A. D. S. T. will decide in each case, whether it is economical to carry out repairs locally, or in a H. R. S., due regard being given to the transportation charges involved.

(iii) If it is decided to carry out repairs locally any additional wheelers, required, will be employed under the orders of the C. F. A. Stores required but not authorized by Equipment Regulations will be dealt with under para. 10 above.

(iv) Only in those instances where it is found impossible or uneconomical to repair them locally, will bodies be sent to H. R. Ss. for repairs.

(v) To facilitate body repairs in unit workshops, units may submit A. F. G.-1056 (Company Repair Requisition) to the H. R. S. on which dependent, for the manufacture and supply of body components, such as longitudinal runners, cross bearers, etc. In these cases the unserviceable components need not be sent to the H. R. S. provided that a full description of the requirements is forwarded.

#### 46. Procedure at H. R. S.

1. When vehicles are received at H. R. S. for overhaul, they will be thoroughly inspected, and as a result of this inspection, orders will be issued by the O. C., H. R. S. as to the extent of the overhaul to be carried out. Full consideration will be given to economy in replacing spare parts, due regard being given to the mechanical condition of the vehicle, and the extent to which stripping is to be undertaken.

2. When passing out M. U. As. (engines) an Engine Test Card I. A. F. (M. T.)-96 will be prepared by officers commanding H. R. Ss. and issued with each engine assembly. On the back of the Test Card I. A. F. (M. T.)-96 all the departmental changes affected, change of liners, etc., etc., will be entered.

In accordance with Section 83 an entry of all changes of M. U. As. will be made in red ink in the Log Book of the vehicle to which a M. U. A. is fitted. In the case of engine assemblies, the number of the engine, all the departmental changes effected, changes of liners, etc., as shown on the test card will also be recorded in the Log Book.

3. The following procedure will be observed when A. F. Vs. are sent to H. R. Ss. for overhaul:—

(i) A. F. Vs. proceeding by road to H. R. Ss. will be accompanied by personnel as laid down in Section 56 (3), such personnel will return to their units after handing over the vehicles to H. R. Ss.

(ii) A. F. Vs. will be sent with the scale of M. T. equipment laid down in Section 43. When no guard accompanies the vehicle it will be prepared for rail in accordance with instructions laid down in Section 57.

(iii) When A. F. Vs. have been assembled, and armoured bodies mounted on them, the officer commanding H. R. S. will apply direct to the officer commanding the unit to which the A. F. Vs. belong, for the first drivers to be sent to the H. R. S. The drivers will remain at H. R. S. until the vehicles are completed, but this period will not normally exceed fourteen days.

4. Acceptance of light tanks by units after repair.

(i) When a light tank has passed its final tests the officer commanding the H. R. S. will inform the commander of the unit concerned, who will at once issue orders for an N. C. O. (with technical experience) to proceed to the H. R. S. to carry out acceptance tests, and take delivery of the vehicle. Every effort will be made to ensure that the least possible delay is incurred in delivering light tanks to units after overhaul.

N. C. Os. of receiving units will report to the officer commanding the H. R. S. both on arrival and departure.

(ii) A representative of the H. R. S. concerned will attend all trials carried out by the representative of the receiving unit, and all defects disclosed will be reported to the officer commanding the H. R. S. who will be solely responsible for rectifying such defects and carrying out any necessary adjustments up to the time the A. F. V. is accepted by the unit representative.

5. In cases of urgency the S. O. M. E. in charge of Ordnance 3rd Line Workshops may, without prior authority, undertake work required by and at the request of the O. C. 2nd Line Workshop Units, which is beyond their capacity, such as machining and welding operations. In all cases the covering authority of the C. O. M. E./S. O. M. E. Command/Ind. District will be obtained.

6. In exceptional circumstances D. Ds. S. T. commands may sanction a major repair or overhaul to be carried out in the mobile workshop of the unit or in a workshop company provided that:—

(i) All such cases are reported to A. H. Q.

(ii) It does not interfere with the efficient execution of the minor repairs on charge of the unit.

(iii) Such vehicles will remain on the strength of the unit and a temporary replacement will not be provided.

41. Procedure in respect of base repairs of vehicles (except A. F. Vs. and other tracked vehicles for which special orders will be issued by A. H. Q.) and M. U. As.

The following procedure will be adopted in respect of base repairs of vehicles and M. U. As. :—

**NORMAL REPAIRS.**

1. Mileage after which vehicles and M. U. As. will normally be considered for base repairs.

After completing the mileage given below, all vehicles and M. U. As. will be considered for overhaul on their respective merits :—

	for overhaul or 1st M. U. A. exchange, Miles	for subsequent M. U. A. engine exchange Miles
Cars, lorries, ambulances and vans . . . . .	60,000	30,000
Motor cycles . . . . .	10,000	...
Trucks . . . . .	30,000	15,000

The above figures are a guide only. It will not be assumed that all vehicles will necessarily require overhaul after completion of the specified mileage. Vehicles, if carefully maintained, and used under reasonable conditions, should run considerably greater mileage before requiring overhaul. On the other hand, some vehicles may require overhaul before the mileage indicated has been completed, if, for instance, they have been required to operate under specially arduous conditions.

2. Examination of vehicles.

When a vehicle or M. U. A. (engine) has completed the allotted mileage it will be examined by a workshop officer, if available, otherwise by a mechanic warrant officer or non-commissioned officer, who will give his opinion whether or not it requires overhaul, bearing in mind that exchanges of major unit assemblies and overhauls are only to be undertaken when the mechanical condition renders this necessary. When an exchange of a major unit assembly or complete overhaul is not considered necessary, the vehicle will continue in service and its condition will be carefully watched on every monthly inspection.

3. Repair List to be maintained by units.

(a) Units will maintain a "Repair List" on the *pro formâ* in Appendix I Form 'A' of vehicles or M. U. As. which :—

- (i) Have completed the mileage specified in paragraph 1.
- (ii) Have not completed the specified mileage but require consideration for base overhaul owing to special reasons.

Note.—Attached vehicles will be included in the lists of parent units.

(b) This list will be examined by the A. D. S. & T. and by the T. I. M. T. during inspections to ensure that a reasonable standard of serviceability of vehicles is being maintained, and reasonable foresight is being exercised with regard to repair requirements.



(c) The list will be revised as the mechanical condition of vehicles change and as a result of the recommendation of the T. I. M. T.

#### 4. Distribution of work to H. R. Ss. (M. T.).

Units having M. T. vehicles on charge or attached for maintenance, and located in the following areas will be dependent upon the H. R. S. noted against them for base repairs:—

Area.	H. R. S.
Western (Independent) District . . . . .	Quetta.
Waziristan District . . . . .	Bannu.
Northern Command, less Waziristan District, <i>plus</i> north of a line Agra, Cawnpore, Lucknow (exclusive of these towns) in Eastern Command . . . . .	Chaklala.
Southern Command, <i>plus</i> south of a line Agra, Cawnpore, Lucknow (inclusive of these towns) in Eastern Command . . . . .	Deolali.

#### 5. Submission of I. A. Fs. (M. T.)-12.

(a) I. A. F. (M. T.)-12 [6 copies and one copy of I. A. F. (M. T.)-14-A] endorsed "Normal Repairs" for vehicles or M. U. As. on the repair list that require base repairs, will be submitted as and when required, by O. C. units to Headquarters districts. Headquarters districts will return one copy to the unit authorising the evacuation of the vehicle or the exchange of the M. U. A. endorsing copies to:—

D. D. S. & T., command. O. C., H. R. S. concerned [with copy of I. A. F. (M. T.)-14-A]. O. C., V. R. D. [in case of vehicles for H. R. S. (M. T.) Class I]. H. Qrs. Maintenance Group (M. T.).

(b) Officers commanding, M. T. Depot, V. R. D. (M. T.) and H. R. Ss. (M. T.) (except Chaklala) will authorise evacuation of vehicles and M. U. As. held on their charge and forward copies of I. A. F. (M. T.)-12 as follows:—

*M. T. Training Battalion.*—To O. C., M. T. Depot. To D. D. T. (M.) H. Q. Maintenance Group. To O. C., H. R. S. (M. T.) Class I, Chaklala [with copies of I. A. F. (M. T.)-14-A]. To O. C., V. R. D. (M. T.), Chaklala in case of vehicles only.

*V. R. D. (M. T.), Chaklala.*—To D. D. T. (M.), H. Q. Maintenance Group. To O. C., H. R. S. (M. T.), Class I, Chaklala [with copies of I. A. F. (M. T.)-14-A].

*H. R. Shops (except Chaklala).*—To D. D. T. (M.), H. Q. Maintenance Group.

#### 6. Evacuation of vehicles and M. U. As.

(a) On receipt of I. A. F. (M. T.)-12, O. C., H. R. Shops [or O. C., V. R. D. in the case of vehicles for H. R. S. (M. T.), Class I] will intimate to units the date on which vehicles should be evacuated, or on which M. U. As. can be issued.

(b) H. Q. commands and M. T. Depot will report such evacuation to H. Q. Maintenance Group weekly, on I. A. F. (M. T.)-64, separate forms being used for vehicles and M. U. As., copies of which will be endorsed as follows:—

*In case of vehicles.*—1. D. S. & T., A. H. Q., Simla. 2. H. R. S. (M. T.) concerned. 3. V. R. D. (M. T.), Chaklala when H. R. S. (M. T.), Class I, Chaklala is concerned.

*In case of M. U. As.*—1. H. R. S. (M. T.) concerned.

NOTE.—H. Q. Maintenance Group will be responsible for preparation of I. A. F. (M. T.)-64 in respect of vehicles of Maintenance Group Units and endorse copies to all concerned.

(c) In the event of priority being required for any particular unit or units, H. Qrs. commands and O. C., M. T. Depot will intimate such priority to H. Q. Maintenance Group.

### 7. Replacement of vehicles.

(a) On receipt of the intimation specified in paragraph 6 (a) above, O. C. unit will advise H. R. S. or V. R. D. in the case of H. R. S., Chaklala, of the despatch of unfit vehicles and probable date of arrival. On receipt of such advice O. C., H. R. S. or V. R. D. will arrange issue of replacements if available, from the repair reserve vehicles held by them.

(a) The following procedure will be adopted when units despatch vehicles to H. R. S. or V. R. D. :—

(a) *By road.*—Provided vehicles are available in the repair reserve at H. R. S. or V. R. D., replacement will be issued when possible on the same day as the vehicle for repairs is received in H. R. S. or V. R. D. and will be taken over by the driver who brings in the unit vehicle.

Officers commanding units will always notify the H. R. S. or V. R. D. sufficiently in advance the probable date of despatch of unfit vehicles.

(b) When there are no fit vehicles available in the repair reserve, replacements will be issued immediately they become available.

In this case, necessary intimation will be furnished to the officer commanding unit as to the probable date the replacement vehicle will be issued, so that arrangements may be made by the unit to take over the vehicle without any delay.

(c) *By rail.*—Replacements, if available, will be despatched immediately the unfit vehicle is known to be despatched by the unit and the authority to despatch by rail is received. The I. A. F. (M. T.)-12 will be endorsed by the A. D. S. & T., to give covering authority for despatch by rail, if necessary.

(d) H. R. Ss. (V. R. D. in case of H. R. S., Chaklala) will submit a weekly return to H. Qrs. Maintenance Group endorsing copies to D. S. & T., A. H. Q., and H. Qrs., commands concerned, on the *pro formâ* in Appendix 1, Form "B" showing action taken or proposed, for the replacement of vehicles demanded by H. Qrs. commands or O. C., M. T. Depot in the weekly I. A. F. (M. T.)-64.

(e) Replacement vehicles may also be issued from the mobilization reserve when any of these are due for turn over in accordance with section 42, paragraph 3. When mobilization vehicles are so issued, O. C., H. R. S. or V. R. D. will indicate this on the weekly return mentioned in (d) above.

(f) When replacement is to be made from a repair reserve located with units other than a H. R. S. or V. R. D., H. Qrs. command (or district, if power has been delegated by H. Qrs. command) will issue the necessary instructions. The transaction will be recorded in the remarks column of I. A. F. (M. T.)-64 giving B. A. Number of the vehicle in question. Districts will intimate on the I. A. F. (M. T.)-12 if issue of replacement is to be made from reserve vehicles under their control.

(g) Covering approval for the issue of all replacement vehicles from the repair or mob. reserves located with H. R. S. (M. T.) or units other than H. R. S. (M. T.) and instructions for the re-issue of vehicles when such is not available from normal source, will be issued by the D. D. T. (M.), Maintenance Group on I. A. F. (M. T.)-49.

### 8. Replacement of M. U. As.

(a) On receipt of I. A. F. (M. T.)-12 the O. C., H. R. S. will issue the assembly if available. He will submit a return to D. D. T. (M.), weekly in



accordance with *pro formâ* in Appendix I, Form 'C', showing issues made or when assemblies are not immediately available, the probable date on which issues will be made. The D. D. T. (M.) will issue covering approval of such issues weekly.

(b) On receipt of the serviceable M. U. A., the unit will carry out the exchange and return the unfit M. U. A. to the H. R. S. with the least possible delay. Normally this will be done within three days.

(c) On completion of repairs to the M. U. A. it will be held in stock in the H. R. Shop.

#### 9. *Transfer of major unit assemblies from one vehicle to another.*

(a) Officers commanding units are empowered to transfer major unit assemblies from one vehicle to another within their units, when considered necessary and economical.

(b) Such transfers of major unit assemblies will be shown in red ink in the log books of the vehicles concerned, giving total mileage completed by the major unit assembly while fitted to the previous chassis.

(c) Officers commanding heavy repair shops (M. T.) are authorized to utilize major unit assemblies in the overhaul of vehicles when it is considered necessary and economical to do so.

#### 10. *Abnormal Repairs.*

*Accident cases and cases of abnormal wear.*—(a) In the event of a vehicle whether on the unit repair list or not, becoming a non-runner, due, either to accident or to abnormal wear, the O. C. unit will at once submit an I. A. F. (M. T.)-12 as in sub-paragraph 5 (a) either for base repairs or for a M. U. A. exchange. The reason for urgent evacuation will be stated on the form. The form will be endorsed "Abnormal Repairs" or "Accident Case" as the case may be.

(b) On receipt of A. D. S. & T. approval for evacuation, the unit will despatch the vehicle (in case of complete vehicle overhaul) to H. R. S. or in case of H. R. S. (M. T.), Class I, Chaklala, to V. R. D. (M. T.), Chaklala without delay.

*Replacements.*—(c) Vehicles and M. U. As. evacuated as Abnormal Cases, will be replaced in the normal manner, *vide* paragraphs 7 and 8 above.

#### 48. *Motor cycle frames.*

Reports regarding changes in motor cycle frames will be rendered to the D. S. T., A. H. Q., and to the C. M. T. S. D., Chaklala, on a memorandum form on the last day of each month.

*Nil* returns will not be rendered.

#### 49. *Disposal of surplus, obsolete and unserviceable vehicles.*

1. Vehicles may become surplus, obsolete, unserviceable and as such become due for disposal under the following circumstances:—

(i) Having undergone unsuccessful experimental trials, (ii) a reduction in establishment, (iii) having become obsolete before reaching the age limit, (iv) having met with an accident which renders retrieving uneconomical and (v) having reached such a condition that repair is uneconomical.

2. When a vehicle becomes due for disposal it will be reported as such, with the least possible delay, to the D. D. S. T. command or D. D. T. (M.) or Commandant, M. T. Depot, as the case may be. The report will be accompanied by a copy of I. A. F. (M. T.)-14 or 14-A. in duplicate whichever is the later. The D. D. S. T., the D. D. T. (M.) or Commandant M. T.



Deput, will refer the matter to the D. S. T., A. H. Q. who will decide whether the vehicle is to be retained or otherwise disposed of.

3. If it is decided that the vehicle is to be disposed of out of the service the D. S. T., A. H. Q. will instruct—

(a) The C. I. M. T. in the case of vehicles classified under para. 1 (i) and (ii). (ii) The officer commanding the unit through the D. D. S. T. of the command in the case of vehicles under para. 1 (v).

To have the vehicle, or vehicles inspected by a T. I. M. T. or the unit workshop officer, as the case may be, and to furnish I. A. F. (M. T.)-14 and the list of equipment of each vehicle, duly endorsed with the following certificate.

I have examined the vehicles as per list below :—

S.N. No.	Make.	Type of vehicle(s).	Engine No.	Chassis No.	Approximate market value of vehicle and its equipment.	Reasons for condemnation.
1	2	3	4	5	6	7

(Sd.)

Technical Inspector or Unit W/Shop Officer.

Station

Date

4. If the C. I. M. T. foresees any difficulty in carrying out the inspection within thirty days of the receipt of instructions, he will at once notify the D. D. S. T. of the command concerned, who will then issue orders for a board of officers to be assembled locally to frame the report.

5. In the case of vehicles classified under para. 1 (iv) the D. S. T., A. H. Q., will refer the matter to the C. I. M. T., who will, if possible, arrange to have the vehicle inspected by a T. I. M. T. The T. I. M. T. will recommend whether or not the vehicle is worth repair and if not, whether it should be sold as "unserviceable" or broken up. In the latter case parts obtained will be utilised for repair of other vehicles.

6. If the C. I. M. T. or the board of officers (see para. 4 above) recommends sale of the vehicle intact, it will be dealt with by the C. I. M. T. under para. 3 above.

7. If the vehicle is recommended to be broken up and the parts, where possible, utilised, the D. of C., A. H. Q., will issue orders to this effect. The parts, both serviceable and unserviceable being disposed of later, in accordance with the rules in Section 73. The vehicle will be struck off the unit's strength on a transfer voucher I. A. F. (M. T.)-34.

8. If a vehicle, due for disposal for any cause (see para. 1 above), is recommended for sale, either intact or in parts, the D. S. T., A. H. Q., will scrutinise the documents, and if he agrees, will pass them to the D. of C., A. H. Q., who will arrange for the sale of the vehicle either intact or after breaking up. Results of sales will be reported by units in the same manner

as for the sale of unserviceable stores (see Section 73). The D. S. T., A. H. Q., will also be informed of disposals of vehicles on I. A. F. (M. T.)-15.

9. (i) Vehicles awaiting disposal, *e.g.*, "awaiting condemnation" or "awaiting sale", etc., will be treated with the same care as other Government property, except that such vehicles will not be garaged at the expense of serviceable vehicles. Component parts and items of equipment will not be removed therefrom, except as laid down in Appendix 6.

(ii) Once vehicles have been reported to the D. of C. for disposal, they will not in any circumstances, be employed or run, except under orders from the Q. M. G. in India.

10. The assessed market value of vehicles will be treated as confidential.

11. In the interest of the state, the transactions, enumerated in the above, paras. will be carried out as expeditiously as possible.

12. Instructions regarding the disposal of equipment of vehicles, ordered for disposal out of the service, are laid down in Appendix 6.

### 50. Breaking up vehicles.

1. When orders are issued by the D. of C., A. H. Q. for the breaking up of a vehicle, the following operations will be carried out:—

Vehicles:—(i) The radiator, magneto, carburettor, wheels and wind-screen will be removed. (ii) The cylinder block and crank case will be destroyed by a sledge hammer.

Motor Cycles:—(iii) The wheels, magneto, saddle, carburettor, and handlebars will be removed. (iv) The remaining parts will be destroyed with a sledge hammer.

Where vehicles are fitted with valuable instruments, *e.g.*, speedometers, ammeters, etc., such instruments, unless definitely unserviceable will be removed and sold separately.

2. The orders issued for the breaking up of a vehicle will be accompanied by the necessary orders for the disposal of the parts removed and of the scrap. All material and spare parts retrieved, will be brought to account, and the vehicle itself struck off charge.

### 51. Constructional alterations.

Constructional alterations to any part of a vehicle or its equipment are forbidden, except with the authority of the Q. M. G. in India.

### 52. Payment repair work in military M. T. Workshops.

1. Payment repair work in military workshops falls under three headings:—(i) for private military individuals, (ii) for non-entitled military bodies and (iii) for civil bodies.

2. Such repair work will be governed by the provisions laid down in E. Rs. (I.), Part I, para. 249-A.

### 53. Painting and distinguishing marks.

1. All vehicles other than those mentioned below will be painted standard service colour, *i.e.*, paint khaki as issued by the I. A. O. C.

2. Armoured fighting vehicles will be painted battleship grey.

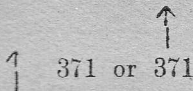
3. Motor cars purchased from the tour grants of G. Os.-in-C., commands, may be painted a colour other than khaki if the G. O. C.-in-C. so desires.

NOTE.—Should however a vehicle be delivered from the trade painted a colour other than standard service colour, unless otherwise ordered by A. H. Q., the colour may be allowed to stand until the vehicle requires repainting.



4. All military vehicles are registered at A. H. Q. by the D. S. T., who assigns a number to each vehicle for purpose of identification. The number together with the broad arrow mark, will be painted on all vehicles.

5. The broad arrow mark may precede, or be painted above the number,



6. On all vehicles, the B. A. number will be painted on the front number plate provided for that purpose. In the case of four and six-wheeled vehicles the plate will be fixed below the radiator. In the case of normal control vehicles it will also be painted on both sides of the upper portion of the bonnet. An exception is made in the case of motor cars. In this case, B. A. numbers will be painted on the front and rear number plates only, and NOT on the bonnets of the vehicles.

7. In addition to the provision of the B. A. number on the front end of the vehicle, it will be shown at the rear, and in the following positions:—  
(i) On rear end of the off side rear mudguard, or (ii) on the plate affixed to the chassis for that purpose.

In the case of armoured cars, the name of the car will also be painted in three inch white letters on each side, and on the stern.

8. Two-wheeled trailers will have the B. A. number painted on the rear end only. Four-wheeled trailers will have the B. A. number painted on both front and rear.

9. *Colour.*—All B. A. numbers will be painted in white on black background.

10. *Illumination.*—All B. A. numbers painted on the rear end of vehicles will be illuminated by the tail lamp, the position of which must be fixed accordingly, and will be visible even when the trailboard is in the “down” position.

11. *Sizes of numbers.*—Numbers on bonnets will be five inches high; those on number plates of four- or six-wheeled vehicles three and a half inches high.

Every part of every figure will be three quarters of an inch wide and the total width of the space taken by every figure, except in the case of the figure 1, will be two and one half-inches.

In the case of motor cycles the size will be two and one half-inches high and half an-inch thick.

12. *Positions of Geneva Crosses.*—The marking of Geneva Crosses on motor ambulances will be as follows:—

Two red crosses made up of five four-inch squares, on a white circular background of a diameter sufficient to leave a one-inch white margin outside the corners of the arms of the cross, will be painted one on each side of the body of the vehicle, and located centrally thereon.

A similar red cross made up of five twelve-inch squares, on a white circular background of sufficient size to leave a three-inch margin outside the corners of the arms of the cross, will be painted on the roof.

13. *Weights, load carrying capacity, speed of vehicles and point of balance.*—The following details will be painted on mechanically propelled vehicles, with the exception of “maximum speed” which will be painted



only on mechanically propelled vehicles with a registered carrying capacity of 2 tons or over:—

Unladen weight	U. W.	Tons.	Cwts.	(1" letter).
Speed limit	Maximum speed.	M. P. H.		(1" letters).
Load limit	(Motor ambulances four stretchers).	To carry 8 sitting or four lying patients, and one attendant, with normal equipment.		(1" letters).
	(Motor ambulances two stretchers).	To carry 4 sitting or two lying patients, and one attendant, with normal equipment.		(1" letters).
	(Vans and lorries)	Maximum load	Tons Cwts.	(1" letters).
		<i>N. B.</i> —The carrying capacity will also be painted in 2" letters, on the outside of the tailboard.		
	(Other vehicles)	Maximum load		(1" letters).
		Tons Cwts.		

The above details will be painted on the cab, in 1" letters on the "Near" or "Off" side of the vehicle, with the following exceptions:—

Forward control vehicles.	Nearside of the body panel at the front end immediately in rear of the driver's seat.	(1" letters).
Morris tractor, CDSW.	On the armour plate protecting the petrol tank.	(1" letters).
Morris truck, CSS	On the outside of the nearside running board toolbox.	(1" letters).
Ambulances	In instances where the "Off" and "Near" sides of the cab are obscured by vehicle equipment the details will be painted on the nearside of the body canvas in the front bottom corner.	(1" letters).

The point of balance will be painted on the body or chassis and shown by a double arrow  $\updownarrow$

14. *Painting of chassis numbers.*—The maker's chassis number together with any type symbol necessary therewith for identification, will be stamped on the web of the left hand side member of the frame as near to the front as possible. The stamps employed will not be less than a quarter of an inch high and the stamping will be done upon a white painted rectangle of such dimension as to leave a margin of a quarter of an inch in each direction from the marking.

15. *Removal of B.A. numbers, etc.*—When a vehicle is sold, the B.A. number and the Geneva Cross will be obliterated before the vehicle is handed over to the purchaser.

When a vehicle, consequent on its ceasing to be a part of the regular establishment of mechanical vehicles, is transferred from one arm of the service to another, the B.A. number and the Geneva Cross will be obliterated before the transfer is carried out. A new registration number will be allotted by A. H. Q. on receipt of application from the transferee.

16. Prior to the 1st April, 1937, letter prefixes fixed the age of vehicles, administered by the R. I. A. S. C. (M. T.), each year's purchases taking the letter of the alphabet following that of the previous year, *e.g.*—

A . . . . .	1923—24	H . . . . .	1930—31
B . . . . .	1924—25	J . . . . .	1931—32
C . . . . .	1925—26	K . . . . .	1932—33
D . . . . .	1926—27	L . . . . .	1933—34
E . . . . .	1927—28	M . . . . .	1934—35
F . . . . .	1928—29	N . . . . .	1935—36
G . . . . .	1929—30	P . . . . .	1936—37

From 1st April 1937, the following system of allotting B.A. numbers has been adopted:—

The first two figures of the B.A. number will indicate the year of purchase, and the remaining figure or figures will show the serial number of the vehicle purchased during that year, *e.g.*, in B.A. number "371" the first two figures "37" indicate the year of purchase, *viz.*, 1937, and the remaining figure "1" shows the serial number of the vehicle purchased during 1937.

#### 54. Maintenance of Foden Lorry Disinfectors.

1. The R. I. A. S. C. is responsible for providing funds for all purposes including occasional running, testing the machinery, upkeep of the disinfector lorries, their storage in peace when not in use, and for all services in connection with repairs, transportation, and the provision of driver personnel.

2. The medical services will be responsible for the numbers of disinfectors to be maintained and their location, their supervision while in use, and the provision of specially trained personnel to advise on technical matters regarding the disinfector plant.

3. The M. E. S. will, if so requested, conduct periodical inspections and test running of the lorry machinery and carry out any repairs necessary to the lorry or disinfector as a charge against R. I. A. S. C. (M. T.) estimates.

4. All expenses in connection with the running of the machinery for delousing purposes will be debitable to R. I. A. S. C. (M. T.) estimates.

#### 55. Steam boilers.

1. Steam boilers of vehicles will be inspected in accordance with the Indian Boilers Act, 1923. D. Ds. S. T. commands and D. D. T. (M.) Maintenance Group in case of M. G. (M. T.) units are responsible for making arrangements with the local Government for all steam boilers to be inspected in accordance with the rules made under the Act by the local Government.

2. A record of the inspection will be made in the Vehicle Log Book I. A. F. (M. T.)-1 and the entry initialled by the O. C., the unit concerned.

#### 56. Moves of vehicles.

1. Moves of vehicles on transfer from one station to another will usually be carried out by road.

2. Prior sanction of the G. O. C.-in-C. of the command receiving the vehicles will be obtained, if it is considered that moves should be made by rail. Such sanction will not, however, be necessary when the only possible means of despatch of a vehicle is by rail. A certificate to this effect will be endorsed by the despatching authorities on the relevant military credit notes to meet audit requirements.

2-A. In the event of the move by road entailing the passage of the vehicles through other commands, the sanctioning authority for the move will first ascertain from the commands concerned to what extent move by rail through their areas is necessary.

3. When armoured cars and light tanks move to and from H. R. S.'s by road, two drivers only, of whom one must be a full N. C. O. will accompany the vehicle. An officer will be detailed to accompany the vehicle if a suitable full N. C. O. is not available; or if the local commander considers that the situation prevailing at the time of the move, or the locality through which the vehicle passes, demands the presence of an officer.

4. All moves of light tanks for distances of 100 miles and over will be carried out by rail.



### 57. Despatch of vehicles by rail.

1. The following instructions will be observed when vehicles are despatched by rail.

(i) Vehicles (which can be loaded into covered trucks) will be despatched in covered carriage trucks by passenger train.

(ii) Vehicles which cannot be despatched in covered carriage trucks will be despatched by goods train in open trucks with drop sides or ends.

(iii) When vehicles are despatched by passenger train, the trucks will be sealed.

(iv) Only a limited number of closed trucks are available. To enable stock to be collected in time therefore, officers commanding despatching units will give the necessary notice in writing, to the railway authorities, stating the number and type of trucks required, and their destination.

(v) In the event of sixteen or more vehicles being despatched from one station to another simultaneously, officers commanding despatching units will indent on Milrail, A. H. Q., for a special train, giving the number of closed and open trucks required. It must be understood, however, that railways cannot guarantee to provide large numbers of covered trucks at any one time, and officers commanding despatching units must be prepared to accept open trucks if these are provided by the railway authorities.

2. Action to be taken in all cases of despatch by rail:—

(i) All petrol will be drained from the petrol system of all mechanical vehicles except that a maximum of  $\frac{1}{2}$  gallon in the case of motor cycles and 2 gallons in the case of other vehicles may be left in tanks provided the conditions laid down in Schedule II of the Red Tariff are fulfilled. This does not apply to vehicles despatched to a port for embarkation in which case all petrol tanks will be emptied at the place of entrainment.

(ii) The radiator will be emptied and dried off and steps will be taken to ensure that all water has been drained from the cylinder block and the water circulation system.

(iii) The wheels of vehicles will be scotched and each wheel will be securely lashed to the truck, so as to prevent any movement of the vehicle while *en route*. The hand brake lever will be pulled on and the gear lever placed in first forward gear position.

(iv) The terminals of the positive and negative leads will be detached from the accumulator and secured with either wire or cord to an adjacent part of the frame or body. Care will be taken that they are secured in a position clear of the accumulator.

(v) All crates and boxes containing parts and equipment of a vehicle will have a packing note nailed to the inside of the lid showing contents, make and B.A. number of the vehicle concerned. Component parts of not more than one vehicle will be packed in the same case.

(vi) When the weight of any case is likely to cause difficulty in unloading, it will be placed on wooden blocks about four inches high.

(vii) A note will be made of the railway truck number, and the number, make, etc., of the vehicle it contains and the number and weight of packages containing component parts of the vehicle. These particulars will be intimated to the consignee who will check the consignment when accepting delivery.

3. When closed trucks are used, the trucks will be sealed. The duplicate keys of the padlocks to be used on the railway trucks will be sent in advance to the consignee.



4. When open trucks are used the following action will be taken:—

(i) Trucks must be procured which have drop ends, or drop sides, depending on whether the type of ramp available is for end or side loading.

(ii) All articles liable to be stolen will be removed. These include the magneto, all loose equipment, lamps, brass grease cups, carburettor, sparking plugs, leads, radiator tank caps, and fans where removable. The equipment and removed components will be despatched separately [*vide* para. 2 (v) above].

(iii) All openings, such as those left by the removal of radiator caps, petrol tank caps, sparking plugs, compression taps, etc., will be plugged and tight-fitting wooden plugs.

(iv) Wind screens of touring cars, vans and ambulances will be removed and crated.

(v) The dynamos of vehicles fitted with electric lighting or power installations will be removed and packed with the equipment. The wiring and the brackets for the dynamos will not, however, be removed from such vehicles.

(vi) In the case of lorries, which cannot be loaded without the superstructure being removed, the superstructure (but not the driver's canopy unless standing thirteen feet six inches or over from the top of the rail) will be removed and fixed to the inside of the body.

(vii) In the case of store, workshop, and house type lorries, the bodies will be removed and the doors of the bodies will be securely fastened.

(viii) The weights of cases containing articles referred to in paras. 2 (v) and 4 (ii) as accepted by the railway company, will be recorded and the railway receipts will be despatched to the consignee on the day consignments are accepted by the railway for despatch. Particulars of the gross weight and duplicate copies of the packing notes in each case will be enclosed with standard loading gauge dimensions, the following procedure will be observed:—

(i) In the event of the railway authorities being unable to give this certificate, owing to the overhead clearances along the line on which the

5. Where vehicles cannot be loaded in open trucks without infringing

(i) A 'certificate of running' will invariably be applied for from the railway authorities as soon as movement orders are received. The railway receipts.

journey has to be undertaken the complete road wheels will be removed to enable the whole vehicle to be loaded in an open truck. The wheels so removed will be despatched by passenger train so as to arrive at the destination before or at the same time as the vehicle. Care must be taken in this operation to lower the axles on to suitable wood blocks to protect the brake drums. These blocks should be slotted in order to form a firm bed for the axles.

(iii) Tyres will not be deflated in any case, as this may cause damage to them.

(See also R. I. A. S. C. Training, Volume III.)

#### 58. Packing of engines of vehicles for despatch by rail.

In order to obviate possible damage to engines of vehicles, when despatching by rail, particular care will be taken to ensure the following:—

(i) The packing case must be of sufficiently thick timber to ensure that it is substantial enough to prevent breakage in transit and transhipment.

(ii) The engine will be fitted to a wooden stand or cradle secured by bolts through the engine lugs; the cradle being secured to the case by four bolts.

(iii) Thick wads of gunny will be placed under the engine bearers to reduce the shock in the event of the case being dropped.

(iv) Heavy wooden cross pieces will be fixed over the top of the crank-case to prevent the engine moving should the engine bearer bolts become loose.

(v) Wooden handles will be bolted along each side of the packing case, above the centre line, to diminish the danger of the box being handled upside down. The handles will be constructed of four-inches by four-inches scantling and will be long enough to permit of at least four coolies lifting at each end of the case.

(vi) Dummy plugs instead of wooden plugs will be fitted to an engine when it is despatched from a H. R. S. On receipt of the engine in a unit, the plugs will be removed and stored for fitment to the next engine assembly despatched to a H. R. S. for repairs.

### 59. Moves of light tanks and dragons by rail.

1. When tanks and dragons are to be despatched by rail, early application will be made to the railway company's local representative in order that suitable rolling stock can be requisitioned in good time and placed in position for loading.

2. The following equipment will be necessary for each light tank or dragon:—

One tarpaulin; Two scotches; Three nine feet sleepers; Four truck bolsters or two sleepers; Chains with screw couplings or ropes for lashing to prevent lateral movement.

This equipment is not a liability on the railway. When the railway is not in a position to provide it, local arrangements must be made.

3. Instructions for loading light tanks.

(i) Before loading. Run the truck up against a suitable end-loading ramp. Apply the brakes to the truck. Lower the end flap of the truck nearest the ramp. Scotch the wheels of the truck fore and aft.

(ii) Drive the vehicle in lowest gear to a centre position on the truck.

(iii) Position and secure a truck bolster or sleeper under the front horns of the vehicle and as close to the tracks as possible.

(iv) Drive the vehicle forward until it overrides the truck bolster or sleeper by about two feet.

(v) Position and secure a second truck bolster or sleeper under the track adjusting wheels of the tank as close to the tracks as possible.

(vi) Drive the vehicle in reverse gear about one foot.

(vii) Leave the vehicle in lowest gear, apply the brake and turn off the petrol tap.

(viii) Securely fasten all doors, etc.

(ix) Attach ropes or chains to prevent lateral movement of the vehicle.

4. Instructions for loading light dragons:—

(i) Lower all hoods to the down position. (ii) Proceed as in paragraph 3 above.

5. Instructions for loading more than one vehicle:—

(i) Where more than one vehicle can be accommodated in the "well" of a truck the above instructions with regard to centring vehicles may be modified but care must be taken to get an even distribution of weight in the truck.

(ii) There should be a clearance of not less than three inches between the vehicles when they are finally in position on the truck and the overhang, if any, at either end of the truck should be equal.



### 60. Speed of vehicles.

1. Vehicles will normally be driven at their economic speed subject to:—

- (i) Local military or police traffic regulations [See Section 53 (13)].
- (ii) 'Safety first' principles.

2. Officers commanding units will notify in unit orders the economic speed of each class of vehicle in their units.

The maximum speed of a vehicle with a disabled one in tow will not exceed ten miles per hour.

This will be published from time to time in unit orders.

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### CHAPTER VI.—STORES.

#### 64. C. M. T. S. Depot Catalogues and makers' illustrated part lists.

1. All units responsible for second line maintenance will be in possession of C. M. T. S. D. Catalogues in respect of all vehicles they maintain whether on the strength of their own unit or not.

2. Other units, which are not responsible for the second line maintenance of their own vehicles will be provided with makers' illustrated part lists in lieu of C. M. T. S. D. Catalogues.

#### 65. Spare parts and material.

1. The following are the rules for the stocking and replenishment of spare parts and material:—

(i) Unless specially authorised by A. H. Q., the possession by units of spare parts and materials sufficient for more than two months consumption, except as specially provided in para. 3 below is forbidden. This limitation is not applicable to H. R. Ss.

(ii) Each time a demand is prepared, the maximum stock figure admissible for each item will be revised, if necessary. The maximum stock figure will be one-third of the issues made over the last six months terminating on the day the demand is prepared, fractions counting as a whole. The figure admissible for each item will be entered in the maximum authorised stock column in the demand, and will also be entered in I. A. F. (M. T.)-19 in pencil. Should no issues have been made during that period, the maximum stock column will be shown as Nil and an explanation of the reason for the quantity demanded given at the bottom of the demand:—*e.g.*, 3 to replace unserviceable on vehicles, 1 for stock.

When framing demands, units will exercise discretion, and will take into consideration facts governing the maximum stock figure. Demands will be calculated in accordance with the foregoing instructions, but care will be taken to ensure that items used to meet abnormal circumstances, are not held in quantities in excess of normal requirements. Particular care will therefore be taken to exclude issues of items in compliance with demands for stores in accordance with Departmental Changes, or as a first issue of specially authorised items, etc.

The above instructions do not apply to H. R. Ss.

As far as it is practical and economical to do so surpluses will be adjusted in units by modifying future demands.

(iii) The figure for materials, etc., will be calculated in the unit of measurement or weight (*e.g.*, yds., lbs., etc.) in which the items are shown in the applicable vocabularies.



(iv) Crankcases, cylinder blocks integral with crankcases, crankshafts and main bearings will not be demanded by units equipped with mechanical vehicles, other than H. R. Ss., either for replacement or for stock, cylinder blocks non-integral with the crankcase may be demanded by these units for immediate replacement only, and no stocks will be held.

2. Demands for stores within the authorized maximum will be made as follows:—

(i) Stores obtainable from the C. M. T. S. D. These will be demanded on I. A. F. (M. T.)-50, the present and authorized stocks being shown on the form.

(ii) Stores obtainable from I. A. O. C. arsenals:—These will be demanded on I. A. F. Z-2098.

3. Demands which will exceed the authorized stock held as above must be countersigned by the competent financial authority concerned, whose sanction may be accorded only when the items demanded are required for a definite and immediate purpose considered necessary by him. Such demands will be clearly endorsed with the reason for the demand, and will always have the maximum authorised and present stock columns filled in.

4. The stocking by units of major unit assemblies, *e.g.*, engine, gear boxes, back and front axles and frames, is not permissible, except as laid down from time to time by the Q. M. G.

5. The holding by units of the following assemblies, namely:—

Magnetos;	Complete axles swivels;
Carburettors;	Complete clutch assemblies;
Water pumps;	Complete differentials;
Oil pumps;	Complete fans;
Complete radiators;	Gear box shaft assemblies;
Complete silencers;	Steering column assemblies;
Complete carden shafts;	

is not permissible, except in the cases stated below. Such assemblies, if required, will be issued as prescribed in para. 3 above. This restriction is not applicable to H. R. Ss.

6. In the following cases, units are permitted to hold the undermentioned minor assemblies in store, on the scale given below:—

(i) For R. I. A. S. C. (M. T.) sections of thirty vehicles of the same type.

One radiator; one magneto; one self-starter;

One dynamo;

Two accumulators;

} Where vehicles are equipped with electric lighting.

(ii) For other mechanized units. For five vehicles and up to twenty-five vehicles of the same type, one each of the above assemblies; after that a *pro-rata* increase.

In addition, each light tank company will hold the following major unit assemblies for light tanks:—

One engine; one gear box; one driving axle.

(iii) Units having light tanks on charge will hold one spare set of tracks for each set of tracks which is considered by the O. C., unit as likely to need replacement within 500 miles approximately.

7. Units will not demand even the smallest assembly, a part of which is sufficient to meet requirements.

The officer commanding the C. M. T. S. D. is responsible that demands for such assemblies are not passed until he is satisfied that they are necessary.

He may, at his discretion, call for a T. Is. M. T. certificate of unserviceability.

8. Units are responsible to formation commanders for the correctness of the maximum stock figures as entered in the ledger [*vide* para. 1 (ii)].

Inspecting officers will bear in mind that maximum stock figures cannot be calculated with mathematical precision. Allowance must be made for abnormal issue [see para. 1 (ii) above] and fluctuation in consumption.

#### 66. Issues of M. T. stores on payment.

If available with the C. M. T. S. D. stores of R. I. A. S. C. (M. T.) supply may be issued on payment to non-entitled military bodies and individuals and other government departments at stock-book rates plus thirteen per cent. departmental charges and the cost of packing and freight.

#### 67. Stores out of stock.

1. If stores demanded from C. M. T. S. D. are not available for issue, the unit will be so informed on I. A. F. Z-2017 and the demand will remain outstanding up to a maximum period of eight months, when it will be automatically cancelled at the depot. If the articles are still required, they must be redemanded.

2. If the full quantity of stores demanded, or any portion thereof, is urgently required and cannot be purchased locally from a unit's petty stores allowance, the unit, on receipt of I. A. F. Z-2017 will inform C. M. T. S. D. accordingly, giving reasons to justify the urgency. The O. C., C. M. T. S. D. will then arrange to meet the original demand, if possible, by resorting to local purchase.

#### 68. Cancellation of demands.

1. When stores demanded from the C. M. T. S. D. but not received are no longer required, the demanding unit will cancel the demand at once.

2. All outstanding demands will be reviewed at the end of each month with a view to such cancellation.

#### 69. Equipment of vehicles in unit shops.

1. The outfit or equipment of a vehicle under repair will be removed on its admission into the workshops and taken into the equipment store.

2. During the repair of the vehicle, all articles of equipment will be carefully examined and tested as to serviceability. Repairs or adjustments will be carried out where necessary, so that when the equipment is re-issued, on completion of the repair of the vehicle, it will be in a thoroughly serviceable condition.

#### 70. Care of stock.

1. Unit commanders are responsible for taking all necessary precautions against loss of, damage to and abnormal depreciation of stock on their charge.

2. No unauthorized person will be permitted to enter the stores.

3. Smoking in the stores will be prohibited and other adequate fire precautions will be taken.

4. Small articles of high value will be kept under separate lock and key.

5. Stores will be divided, as far as possible, into the different groups or sections of various makes in accordance with the C. M. T. S. D. catalogues. Stores of T. A. O. C. supply will be kept in sequence of 'Vocabulary of Ordnance Stores (India)'.  
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6. Heavy articles will be stored in places where they are not likely to suffer damage from falling but should always be at least a few inches above the ground to facilitate lifting.

7. Tyres will be kept, as far as possible, in a dark place of even temperature. Outer covers will be stored in a vertical position on racks side by side. They will be turned approximately a quarter of a turn periodically. Makers' wrappings will not be removed from unused covers. Tubes will be stored in their boxes in waxed paper as received from the C. M. T. S. D.

8. Particular attention will be paid to all articles liable to rust. They will be properly cleaned on receipt, and susceptible surfaces will be covered with rust preventative. No abrasives, such as emery, will be used for cleaning purposes without the orders of an officer.

9. Ball bearings, steel balls, rollers and sewing machine needles, in addition to being treated with rust preventative, will be kept wrapped in grease proof paper. Thereafter, if avoidable, they will not be touched with the bare hand.

10. Rubber articles, such as tyre pump hoses, water connection hoses, rubber covered electric cables, horn bulbs, etc., will be treated with tyre preservative paint and stored in a dark bin.

11. Felt washers, brushes and other articles that are liable to the ravages of insects will be kept in bins or boxes with naphthalene balls or some other effective deterrent.

12. Leather articles will be kept clean and free from contact with metal parts. Stitched articles will be treated with dubbing, unstitched articles with castor oil.

13. Unserviceable stores will be kept under lock and key until disposed of in accordance with instructions.

14. Workshop tools for general use will be kept in bins or suitable boxes in the tool store. After use they will be cleaned and, if not in daily use, treated with rust preventative.

15. The turnover of stock will be systematic. For this purpose war and peace requirements of each item whether of M. T. or I. A. O. C. supply will be stored and accounted for together. In the case of equipment the war and peace scales will be entered at the head of the ledger folio pertaining to each item. The authorized proportion of maintenance stores and spare parts will be regulated by Section 65.

16. Every bin will be numbered and labelled with the ledger item and folio number and nomenclature of the article stored therein. Cards and holders are authorized as a M. T. supply for units holding maintenance stores.

17. New parts will be drawn from unit M. T. stores on the authority of I. A. F. (M. T.)-24. At the time of issue the equivalent unserviceable parts will be handed to the storekeeper by the drawer in exchange. The necessary entries will be made in the stores ledger, I. A. F. (M. T.)-19. In H. R. Ss. and in the C. M. T. S. D. these entries will also be made on the tally card I. A. F. (M. T.)-44. Tally cards will be kept by the storekeeper in a box at his issuing window for ready reference, and transactions will be entered therein at the time of their execution. An officer (or warrant or non-commissioned officer deputed by him where necessary) will check the unserviceable items returned against I. A. F. (M. T.)-24 at the end of each day's work.

18. Units which do not carry out their own second line maintenance will return unserviceable stores, at the time of replacement, to the storekeeper of their maintaining unit.



### 71. Stocktaking.

1. In the C. M. T. S. D. a system of continuous stocktaking of all technical stores on ledger charge will be adopted, and fifty per cent. of the items will be verified once in each year either by an officer, W. O., N. C. O., or a storekeeper in charge of a group, who is not in direct charge of the stores to be verified. The complete stock of the depot will be verified once every two years.

2. In other units a systematic stocktaking of all technical stores on ledger charge will be carried out by the O. C., unit or by an officer deputed by him, at least once a year. Continuous stocktaking is permissible provided the whole of the stock on charge is verified within the prescribed period. The O. C., unit will make surprise checks of certain items with the same object, as often as time permits, but not less frequently than once a month.

3. Notice will not be given to any storekeeper of the intention to check any particular item on any particular date.

4. In the H. R. Ss. and in the C. M. T. S. D., at the beginning of the financial year the ledger item number of every article on store ledger charge will be entered in the record of stocktaking I. A. F. (M. T.)-36.

5. (i) In the H. R. Ss. and in the C. M. T. S. D. as stock is taken, the date, balance on ledger charge, actual stock in bin, discrepancy if any, and the action taken to adjust, will be recorded in I. A. F. (M. T.)-36.

(ii) In other units, at the time of stocktaking the officer responsible will draw a red ink line across the ledger pages in question below the last entry. He will record the result of his check either as "found correct" or with details of surpluses or deficiencies, initial and date the entry and draw another line beneath his initials. He may use a rubber stamp as under instead of drawing the red ink lines, etc.:—

Checked and found correct	
Initials	Date

Action taken to adjust the discrepancies, if any, will be shown by entries below the second red line or the rubber stamp, as the case may be.

6. Adjustments of discrepancies, if any, will be made by:—

(i) Bringing surplus stores on charge by issue and receipt voucher I. A. F. (M. T.)-33; (ii) Adjusting deficiencies under the rules laid down in Financial Regulations for the Army in India; (iii) Transferring articles incorrectly described to their appropriate heading by transfer voucher I. A. F. (M. T.)-34.

### 72. Deposit repairs and Retrieving.

1. It is the duty of units and of I. A. O. C. Units responsible for the maintenance of mechanical vehicles, to undertake to the full extent of the facilities at their disposal, the repair of spare parts and items of equipment and minor assemblies required in the normal course of maintenance.

2. *Deposit Repairs.*—(a) Such of these maintenance repairs as are beyond the capacity of the unit or I. A. O. C. Unit will be undertaken by I. A. O. C. establishments having suitable machines which may therefore be called upon by other I. A. O. C. establishments and units to carry out certain work such as, building up and refacing, re-grinding, welding and re-metalling of items which for some reason must be replaced on the original vehicles. These will be "Deposit" repairs. The procedure will be in accordance with E. R. (I.), Part I, paragraph 249.

(b) On receipt in the establishment the stores and A. F. G-1056/I. A. F. O-1370 will be handed over to the retrievable stores section of the M. T. stores group of the establishment containing the workshops or where the workshops are independent, passed to the workshops own stores group. They will not be brought to charge, but a receipt for the stores will be furnished to the unit on a copy of A. F. G-1056/I. A. F. O-1370. The stores will be retained in the retrievable stores section of the M. T. stores group until workshops can undertake the repairs. In cases of urgency arrangements may be made between S. O. M. Es. and Os. C. units to receive the stores direct into workshops.

(c) The procedure between the stores group and workshops will be the same as for vehicles in Section 46.

3. *Retrieving.*—In the retrieving system, the retrievable item is immediately replaced by a serviceable item and subsequently repaired and returned to stock. Such retrieving for stock purposes will be limited to major and minor assemblies, crankshafts, cylinder blocks and such other items as may be notified by the O. O. (M. T.) Provision, Central Ordnance (M. T.) Depot. Minor assemblies include:—

Dynamos.	Carburettors.
Starters.	Secondary batteries
Magnetoës.	Speedometer head.

4. Retrievable items are divided into two categories:—

(a) Retrievable in own workshop and required for subsequent local use.

(b) Retrievable, either beyond capacity of own workshops, and/or surplus.

5. In the case of I. A. O. C. Units and workshops of an establishment not having a M. T. stores group:—

(a) Items in category 4 (a) will be exchanged on I. A. F. (M. T.)-24 or future equivalent and brought to charge as "Retrievable". These articles will be repaired and taken in use as required, being written off I. A. F. (M.T.)-19 on I. A. F. (M.T.)-24 or future equivalent endorsed "Repaired and incorporated in Vehicle B. A. No. . . . . ." or retrieved in batches and the change in condition from "Retrievable" to "Serviceable" adjusted in I. A. F. (M.T.)-19 by transfer voucher.

(b) Items in category 4 (b) for which replacement is required will be exchanged monthly on I. A. F. (M.T.)-24 or future equivalent (submitted in quintuplicate) by the dependent I. A. O. C. establishment. These instructions do not apply to complete major assemblies which will be dealt with in accordance with Section 47 as regards their replacement and return to I. A. O. C. establishment for repair.

(c) Items in category 4 (b) which are surplus to requirements will be reported monthly (in triplicate) to the O. O. (M.T.) Provision, Central Ordnance (M.T.) Depot, for disposal instructions, which will be in the following form:—

(i) Not to be retrieved. Dispose of as scrap.

(ii) Return to dependent I. A. O. C. establishment for retrieving and subsequent retention in/or transfer to, local/Central Ordnance Depot having a M. T. stores group.

(iii) Return to Central Ordnance Depot for retrieving and subsequent retention in central M. T. stores group.

Copies of these instructions will be sent to officers concerned.

Items in categories (ii) and (iii) will be sent in on regular vouchers.



6. In the case of M. T. Workshops of an establishment having a M. T. stores group, the retrievable stores section of the M. T. stores group will be located in the workshops. This section will receive all retrievable articles from the workshop viewing section, the central receipts section of the M. T. stores group, and the vehicle group in the following manner:—

(a) *Workshop viewing section and vehicle group.*—In these cases speedy issue is essential. The replacement stores will be demanded from the M. T. stores group on I. A. F. (M.T.)-24 or future equivalent (in quintuplicate) a sixth copy of which will be handed over with the retrievable stores to the storekeeper of the retrievable stores section, who will enter them in the tally under the workshop indent number and return the sixth copy of I. A. F. (M.T.)-24 or future equivalent, as a receipt for the retrievable stores and for use as the workshop/vehicle group office copy of the replacement indent. The receipted copy of the issue voucher will be returned through the storekeeper of the retrievable stores section who will enter the issue control number in the tally previously posted with the workshop indent number.

(b) *Central receipts section.*—This section will receive retrievable item sent in by:—

(i) I. A. O. C. Units for exchange on I. A. F. (M.T.)-24 or future equivalent (in quintuplicate) in accordance with para. 5 (b).

(ii) I. A. O. C. Units and workshops on regular vouchers in accordance with para. 5 (c) (ii) and (iii).

(iii) Conditioned as such after receipt from units.

In category (i), the retrievable stores and all copies of all I. A. F. (M.T.)-24 or future equivalent control numbered in the issue series will be sent to the retrievable stores section. The stores will be entered in the tally under the control number. The storekeeper of the retrievable stores section will acknowledge the receipt of retrievable items on I. A. F. (M.T.)-24 or future equivalent which will then be returned to the control office and used for issue purposes. In categories (ii) and (iii), the vouchers after being receipted numbered will be sent with the retrievable stores to the retrievable stores section and posted in the tally. In category (ii), the vouchers will be passed to the M. T. stores group ledgers. In category (iii), if all items on vouchers are retrievable, vouchers will be returned to the central receipts section for disposal. In case where items are serviceable, retrievable/unserviceable extracts will be prepared and dealt with accordingly.

(c) Retrievable stores will be dealt with as under:—

(i) Demand posted in normal way, except that running total of demands will not be increased. A suitable entry will be made in pencil at foot of card, i.e., Retrievable stock 10.

In all further cases the only entry made on the card will be to amend the total shown as retrievable stock.

(ii) A. F. G-1056/I. A. F. O-1370 when placed on workshops will be posted in pencil as an ORDER with a Note "for retrieving". When received back from workshops as serviceable the receipt posting will be made under ORDERS and NOT under ledger receipts. A note being made showing that this is returned stock.

(d) *Stores found in retrievable condition in stock.*—In cases where stores are found in a repairable condition in stock the following procedure will be adopted:—

A transfer voucher will be prepared in normal cases, *vide* R. I. A. O. C. para. 123 (as amended).



When an individual is to blame a loss statement on I. A. F. A-498 will be prepared and submitted to C. O. O. for his orders.

7. Retrievable stores will remain in the retrievable stores section until approval for retrieving is obtained from the D. C. O. O. who will consult O. O. (P.) as and when necessary.

When the stores have been repaired in workshops they will be transferred to serviceable charge on A. F. G-1049. The procedure will be as follows:—

The stores will be handed over to the storekeeper in charge of the retrievable stores section who will prepare A. F. G-1049 (in triplicate in command depots—quadruplicate in the Central Ordnance Depot). The vouchers will be sent to the M. T. stores group receipt section for numbering as a receipt voucher and return to the retrievable stores section.

The vouchers and stores will then be handed over direct to the stores group concerned and brought to charge as speedily as possible.

### 73. Disposal of M. T. Stores in I. A. O. C. Units and Establishments and in Units with mechanically propelled vehicles.

The following procedure will be observed in the disposal of spare parts, stores and equipment (unit and vehicle) of I. A. O. C. (M.T.) supply:—

1. When a vehicle or major assembly is admitted to I. A. O. C. unit or Ordnance (M. T.) workshops for repair, any parts removed for replacement will be carefully examined by an O. M. E. and sentenced as serviceable, retrievable or unserviceable, and dealt with as in the following paragraphs.

2. Spare parts, stores and equipment (unit and vehicle) of I. A. O. C. (M.T.) supply, required to be disposed of by all units having mechanically propelled vehicles on charge will be examined by an O. M. E. or Group Officer in the case of vehicle and M. T. stores groups, and sentenced as serviceable, retrievable or unserviceable and will be dealt with as in the following paragraphs.

3. *Serviceable* parts will be taken into use in the normal manner.

4. *Retrievable* parts will be dealt with in accordance with Section 72.

5. *Unserviceable* stores (other than tyres) which are irretrievable will be scrapped by the officer in charge workshops or group officer in the case of vehicle and M. T. stores groups.

6. *Replacement of unserviceable stores.*—(a) *In I. A. O. C. units and ordnance (M.T.) workshops of an establishment not having a M. T. stores group:*—

When required new parts will be drawn in exchange for the unserviceable stores on requisition on I. A. F. (M.T.)-24 or future equivalent (handed to the storekeeper in quadruplicate) in accordance with para. 17 of Section 70. I. A. F. (M.T.)-24 or future equivalent will bear a reference to the monthly A. F. G-1031 [see para. 7 (b) and (c)]. One copy of I. A. F. (M.T.)-24 or future equivalent will be handed back to drawer as—

(i) Receipt for stores handed in. (ii) Authority to remove new stores.

(b) *Vehicle Groups and Ordnance M. T. Workshops of an establishment having a M. T. stores group.*—New stores will be demanded on I. A. F. (M.T.)-24 or future equivalent (submitted in quintuplicate) from the M. T. stores group. I. A. F. (M.T.)-24 or future equivalent will bear a reference to the monthly A. F. G-1031 [see para. 7 (d)]. Although the unserviceable stores will not be handed into the M. T. stores group proper the transaction will be considered as an exchange.

7. Unserviceable stores sentenced as scrap will be disposed of as follows:—  
 (a) *Vehicle Groups and M. T. Stores Groups.*—The stores will be accumulated monthly, weighed in bulk irrespective of material and entered in the reverse of A. F. G-1031 (in duplicate) in the following manner:—

Voucher No. and date.	Weight.		
	Cwts.	Qrs.	Lbs.
Jan. 1940 . . . . .	3	1	12

The name of the group will be shown at the head of the reverse side of the form. The stores will be sent to the M. T. stores retrieving section in the workshop for sorting into the following categories prior to the monthly weighing of workshop scrap:—

(i) *Ferrous scrap*—

1. Nickel steels—includes components from guns.
2. Plain carbon steels (if known). Includes carbon steel tools, die blocks, dies and files, also all ferrous parts from rifles including screws, crow bars, pickets and hammers.
3. Miscellaneous, including Alloy steels containing Tungsten (if known), includes V. C. M. steels and any other unidentifiable metal.

(ii) *Non-ferrous*—

1. Copper, *e.g.*, cables and electric wires.
2. Bronze and Manganese Bronze (if specification known).

(iii) *Other produce*—

Category (iii) will be shown on a separate A. F. G-1031 from categories

(i) and (ii).

A receipt on a copy of A. F. G-1031 bearing a reference to the monthly consolidated A. F. G-1031 will be furnished by the retrievable stores section. Scrap may be transferred to the retrievable stores section at any time as for instance in the case of obsolete stores for which B. T. P. instructions have been given, in which case A. F. G-1031 will be serially numbered throughout the month concerned.

(b) *I. A. O. C. Units*—

(i) The stores will be accumulated monthly, weighed in bulk irrespective of material and returned to the nearest P. & S. group once a month on A. F. G-1031. The entries will be made on the reverse of A. F. G-1031 as shown in sub-para. (a). The name of the unit will be shown at the head of the reverse side of the form. Copies of A. F. G-1031 will be distributed as follows:—4 to C. O. O. of establishment having the P. & S. group—1 copy to be returned as a receipt. 1 to L. A. O.—2 if the P. & S. Group is in another District or is in the area of another L. A. O. if within the District. 1 retained.

(ii) I. A. O. C. Units located within an I. A. O. C. establishment having Ordnance (M. T.) workshops may dispose of scrap in accordance with the preceding paragraph.

(c) *Ordnance workshops of an establishment not having a M. T. stores group*—

(i) The stores will be accumulated in the categories referred to in sub-para. (a), (i) and (ii) weighed at the end of the month, entered on the reverse of A. F. G-1031 in the first set of columns as follows, and offered to the



M. & S. Factory on one copy of the A. F. G-1031 which will be prepared in septuplicate.

Voucher No. and date.	Weight.		
	Cwts.	Qrs.	Lbs.
Jan. 1940—			
Nickel steel . . . . .	1	3	2
Carbon steel . . . . .	2	1	3
Miscellaneous . . . . .	3	2	1
Copper . . . . .	..	2	14
Bronze . . . . .	..	3	15

The designation of the establishment will be shown at the head of the reverse side of the form.

(ii) Scrap accepted by M. & S. Factory will be issued on regular vouchers which will be posted on the reverse of A. F. G-1031 in the second set of columns in the following manner:—

Voucher No. and date.	Weight.		
	Cwts.	Qrs.	Lbs.
Transferred to the M. & S. Factory—			
1234 dated 2nd January 1940 . . . . .	7	2	6
Nickel steel . . . . .	..	3	2
Carbon steel . . . . .	2	1	3
Miscellaneous . . . . .	3	2	1
Copper . . . . .	..	..	..
Bronze . . . . .	..	..	..

(iii) Scrap not required by the M. & S. Factory will be transferred to the nearest P. & S. Group as in (b) (i) above, on the remaining copies of A. F. G-1031. In this case the remaining weight of each category will be shown in the third set of columns in A. F. G-1031 under the heading "To P. & S. Group" and the following endorsement "Refused by M. & S. Factory".

(d) *Ordnance (M. T.) Workshops of an establishment having a M. T. Stores group.*—Viewing sections will clear their scrap straight into the bins for each category referred to in sub-para. (a) above, as soon as it has been viewed by the officer concerned. These bins will also be used for sorting scrap handed over from vehicle and M. T. Stores groups and I. A. O. C. Units located within the same establishment. The bins will be cleared from time to time by the retrievable stores section.

The retrievable stores section will give in advance to the viewing section the A. F. G-1031 reference which is to be quoted in I. A. F. (M. T.)-24 or future equivalent for replacement stores.

(e) *M. T. stores group retrievable stores section.*—This section will be located in workshops. Monthly and bulk wait lock up bins for each category referred to in sub-para. (a) will be provided for the use of the section as near to the viewing sections as possible. The bins referred to in sub-para. (d) will be emptied into the monthly bins and the scrap after weighing will be transferred into the bulk wait bins.

All bins will not be left unlocked or opened unless for the purposes of adding and removing scrap.



Otherwise, the procedure will be in accordance with sub-para. (c).

8. I. A. O. C. Units and ordnance workshops may put to one side and use as required stores likely to be required for repair purposes. Otherwise the unserviceable stores will be dealt with as above.

9. Scrap of any value will be locked up until brought on charge on A. F. G-1031.

10. Obsolete and surplus serviceable M. T. stores held by units will be returned to the nearest I. A. O. C. establishment having a M. T. stores group, on regular vouchers which in the case of obsolete stores will be marked with one of the following classifications under which the stores were declared obsolete:—

(a) Elimination from the service due to inherent defect in design or faulty manufacture. (b) Elimination from the service on replacement by a new pattern stating L. I. No. of new stores and reason for replacement, e.g., efficiency economy. (c) Elimination from the service owing to the type of vehicle, plant or component to which the stores is peculiar having been declared obsolete. (d) Elimination from the service owing to changes in design by vehicle manufacturer, or under A. H. Q. instructions rendering parts redundant.

11. Obsolete M. T. stores held by I. A. O. C. establishments will be reported on I. A. F. O-2468 to the D. D. O. S. Provision.

12. Obsolete M. T. stores held by I. A. O. C. establishments for which "B. T. P." instructions have been obtained, will be dealt with as in para. 7 (a) above.

13. I. A. O. C. establishments holding M. T. stores surplus to their requirements or in excess of authorised proportions which cannot be consumed within three months, will report them to the O. O. (M. T.) Provision at the Central Ordnance Depot, who will issue orders for their disposal.

14. The O. M. E. responsible for sentencing M. T. Stores will be—

For 1st line Units.—O. C. Workshop Section on which dependent.  
For Workshop Sections.—O. C. Workshop Company or Detached or Independent Section.

For 3rd line M. T. workshops.—S. O. M. E.

15. Examination of Stores by I. M. T.—(a) All stores and spare parts sent to the I. M. T. for examination will be struck off charge of the unit, and vouchered to the I. M. T., who will take the items to account. (b) Vouchers for such stores, etc., will be endorsed "Stores for I. M. T. examination" and the authority or reference, if any, for the despatch of the items will be quoted. (c) After examination the I. M. T. will dispose of the stores, etc., in accordance with the instructions contained in the preceding paragraphs of this section.

16. Machinery will be disposed of in accordance with R. I. A. O. C.

17. Articles of I. A. O. C. supply will be disposed of in accordance with the instructions contained in "Regulations for the Equipment of the Army (India), Part I".

#### 74. Accounting and disposal of packing material.

1. The following procedure will be adopted in accounting for packing cases issued to and received by all units having mechanical vehicles on charge in connection with the receipt and issue of vehicles and M. T. stores.

2. All packing cases will be weighed, but the wood used will be vouchered in cubic feet at stock book rate in accordance with the following formula.

Units will accept vouchers on this basis and entries in ledgers will be made accordingly:—

Weight of cases up to 6 lbs.	No charge.	41 lbs. to 60 lbs.	1½ c. ft.
7 lb. to 20 lbs.	½ c. ft.	61 lbs. to 86 lbs.	2 c. ft.
21 lbs. to 40 lbs.	1 c. ft.	81 lbs. and over	Pro rata c. ft.

3. Wood received in the form of packing cases and crates on first supply and not normally vouchered will be dealt with under these rules by the receiving unit.

4. The O. C., a unit having mechanical vehicles on the strength may, on the authority of the commander of a district or independent brigade area, utilize any surplus packing material mentioned in this section in the manufacture, by personnel of the unit, of any boxes, cupboards, shelves, bins and racks and other similar articles required by the unit for improvements in the lines. The sanction of such commander must however be obtained before packing material is used for the purpose. Before according his sanction the commander concerned will satisfy himself that the additions of such articles are essential for the convenience of units and that his sanction only extends to such quantity of packing material, as is necessary to construct the articles required.

Packing material so used will be vouchered off and entries made in the ledger accordingly. The boxes, etc., manufactured will be properly accounted for in the units ledgers or fixed dead stock returns.

5. The disposal of surplus packing material remaining will be carried out in accordance with the instructions contained in Section 73.

6. The above instructions do not apply to packing material received from the supply branch of the R. I. A. S. C. and the I. A. O. C., the procedure for the accounting and disposal of which is laid down in Supply and Transport Regulations, India, Store Accounting Instructions, Regulations for the Equipment of the Army (India), Part I, and Regulations for the Army in India.

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## CHAPTER VII.

### PERSONNEL.

#### 77. Qualifications for Indian M. T. drivers.

1. Drivers will be graded as third, second or first class, the qualification for each class is as shown below:—

2. Third class.—To be capable of taking charge of, driving, and being responsible for the satisfactory running of the type of vehicle on which his instruction was completed. This includes:—

A thorough understanding of—

- (a) (i) His own vehicle equipment.
- (ii) Necessity for cleanliness of petrol and oil before use, and systematic cleaning of filters.
- (iii) How to oil and grease his vehicle.
- (iv) Uses and abuses of brakes and use of the engine as a brake.
- (v) Necessity for tightening nuts and bolts throughout the vehicle and where to look for them.
- (vi) Road repairs to, and correct fitting and removal of tyres, and of the wheels of his own vehicle.



- (vii) Use of jacks, especially with reference to working on a slope.
  - (viii) Use of tools issued with his vehicle.
  - (ix) Cleaning of vehicles.
  - (x) Fire precautions and how to treat fires in barracks or on roads.
  - (xi) Correct tyre pressures for his vehicle and the use of pressure gauges.
- An elementary knowledge of—
- (b) (i) Inspection and adjustment of minor faults to prevent development into workshop repairs.
  - (ii) Roadside repairs.
  - (iii) Principles of the internal combustion engine.
  - (iv) Transmission system.
  - (v) Starting systems, their uses and abuses.
  - (vi) Principles of carburation, effect of incorrect carburation on petrol consumption and power output.
  - (vii) Tracing of simple faults in wiring, or electrical system, such as loose terminals.
  - (viii) Lubrication, and cooling system of engines and the effect of weather on radiators.
  - (ix) Steering gear, and the recognition of signs that wheels are out of alignment.
  - (x) Various lubricants for different parts of the vehicle.
  - (xi) Care of body work.
  - (xii) Systems of parking vehicles.

3. Second class.—In addition to the above:—

- (i) To be capable of taking charge of any one type of vehicle, either gate change or epicyclic geared.
- (ii) To be able to drive his vehicle over any condition of road, or across country likely to be encountered under active service conditions.
- (iii) To be able to tow another vehicle and to know how to couple it up.
- (iv) To have a thorough knowledge of all items at 2 above in respect of any vehicle of the type taken in charge.
- (v) To have a good general knowledge of all subjects in 2 above.
- (vi) To know what to do in case of accidents and how to tow a damaged vehicle.

4. First class.—In addition to the above:—

- (i) To be capable of taking charge of, and driving under all conditions, every type of internal combustion vehicle (excluding track vehicles and motor cycles) on the strength of the unit with which he is serving.
- (ii) To have a thorough knowledge of subjects at 2 above in respect of all types of vehicles.
- (iii) To have a general knowledge of—
  - (a) Electrical equipment.
  - (b) Adjustment of brakes for even pressure.
  - (c) Springing systems, method of springing and care of springs.
  - (d) All types of tyres in use, their correct pressures and the effects of using wrong pressures.

NOTE.—First class drivers will not be required to be able to drive cars at speed as a necessary qualification for that grade.

5. Staff car drivers:—

The qualifications for staff car drivers will be as for first class above. They must, however, be taught to control cars driven at speed.



### 78. Technical qualifications.

1. The trade tests for British personnel are as laid down in "Regulations governing the Issue of Tradesmen's rates of pay 1939".

2. Those for R. I. A. S. C., Indian personnel are laid down in Standing Orders R. I. A. S. C.

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## CHAPTER VIII.

### BOOKS AND FORMS.

#### 82. Instructions for the use of M. T. books and forms.

1. In addition to those prescribed for all units in Regulations for the Army in India, the following special books and forms will be kept by all units (excepting where otherwise stated) which hold mechanical vehicles on charge. Items published in book form are starred (\*).

2. Under certain circumstances unit commanders may delegate to warrant and N. C. Os. in charge of workshops, power to sign the following:—

(i) I. A. F. (M.T.)—Vehicle Log Book, under the following headings:—  
(a) Specification. (b) Departure from standard specification. (c) Record of departmental changes. (d) Summary of repairs.

(ii) I. A. F. (M.T.)-14A.—Vehicle Inspection Report.

(iii) I. A. F. (M.T.)-23.—Repair Card.

3. The circumstances are that:—

(i) That there is no workshop officer in the unit or detachment, or that

(ii) The workshop officer is absent.

The delegation must be made in writing and published in unit Part I orders; and will be made without prejudice to the unit commander's personal responsibility.

#### 83. I. A. F. (M.T.)-1\*—Vehicle Log Book.

1. This book will be kept for each individual vehicle by the unit on whose peace establishment the vehicle is held. This unit and the maintaining unit are each responsible for recording such entries in the book as concern them.

In it will be recorded:—

(i) Particulars of the vehicle.

(ii) Departures from standard specification.

(iii) Detail of equipment to accompany vehicle on transfer.

†(iv) Record of departmental changes carried out.

(v) Record of transfers.

(vi) Record of repairs including test of miles per gallon. (Under this heading a record of M. U. As. exchanges will be made in red ink giving the vehicle mileage on the date of exchange.)

(vii) Record of drivers.

(viii) Record of mileage run monthly.

(ix) Tyre record.

(x) Record of oil changing.

[NOTE.—Units with A. F. Vs. on charge will maintain I. A. F. Z-2157 for their A. F. Vs. and I. A. F. (M.T.)-1 for other vehicles.]

† All existing Departmental Changes applicable to the vehicle will be entered in numerical order and future Departmental Changes added immediately they are received by units. The date carried out column being left blank until the work in connection with the Departmental Changes is carried out.

2. This book will accompany the vehicle to workshops whenever repairs are to be executed, in order that the necessary entries can be made. In the case of repairs executed in civil shops, the necessary entries will be made by the officer responsible for the second line maintenance of the vehicle.

This book will be transferred with the vehicle from unit to unit.

3. When the log book of any particular vehicle becomes full, a new book will be opened, which will be attached to the old book. The following particulars will be transferred from the old book to the new book:—

- (i) Particulars of the vehicle.
  - (ii) The last unit from which the vehicle was transferred, and the date of such transfer.
  - (iii) Total mileage run by the vehicle.
  - (iv) Mileage since last overhaul.
  - (v) Tyre record. (Entries relating to the tyres actually on the vehicle at the time the new book is opened.)
  - (vi) Detail of vehicle equipment.
  - (vii) Record of oil changing.
- Log books are open to inspection by local audit officers.

**84. I. A. F. (M.T.)-2\*—Drivers Orders and Driving Licence.**

For instructions see Section 23 and Appendix 2.

**85. I. A. F. (M.T.)-3—Discrepancy Report on Stores Received.**

For use by C. M. T. S. D. only.

**86. I. A. F. (M.T.)-4\*—Drivers Car Diary.**

The maintaining units will issue. For instructions see Section 24.

**87. I. A. F. (M.T.)-6—Return of Vehicles on Charge.**

This is the annual return of vehicles and summary of the various makes and types of vehicles on charge. It will be compiled annually on the 31st March in accordance with the instructions printed on the form.

**88. I. A. F. (M.T.)-7—Vehicle Inspection Chart.**

This is a monthly record of vehicle inspections for forty vehicles. Entries will be made daily in accordance with the instructions on the form.

**89. I. A. F. (M.T.)-9—Driver Reservists' Efficiency Certificate.**

This is a certificate to be signed by the employer of a M. T. driver reservist who is exempted from annual training in accordance with R. A. I.

**90. I. A. F. (M.T.)-10—Stores Inward Register and I. A. F. (M.T.)-11—Stores Outward Register.**

To be used by C. M. T. S. D. only.

**91. I. A. F. (M.T.)-12—Heavy Repair Requisition.**

1. This form will be compiled from I. A. F. (M.T.)-14-A [in which the latest I. A. F. (M.T.)-14 will have been pasted in accordance with Section 44 (9)] and will be submitted (six copies) in accordance with Section 47 (6) (ii) in respect of vehicles and M. U. As. on the list of repair estimates and in accordance with Section 47, para. 9 (i) in cases of abnormal wear and accident.

2. Mileages will be shown as follows:—

(i) In the case of vehicles.—The mileage since last overhaul or since new whichever is applicable.

(ii) In the case of a M. U. A.—The mileage of the M. U. A. requiring exchange.

**92. I. A. F. (M.T.)-14 and I. A. F. (M.T.)-14-A\*—Vehicle Inspection Report.**

1. I. A. F. (M.T.)-14 is a technical report on vehicles. It will be used in accordance with Section 44 (6).

2. I. A. F. (M.T.)-14-A\* is issued in books of 250 forms. A separate book will be kept intact for each vehicle as a record of all inspections.

It will be completed:—

(i) By unit, or workshop officers when making their periodical inspections.

(ii) When second and base repairs are required.

3. Routine inspections carried out by N. C. Os. in charge of sub-units will not be recorded in the official I. A. F. (M.T.)-14A\* of a vehicle [see Maintenance Handbook of Mechanical Vehicles (India)].

**93. I. A. F. (M.T.)-15—Return of Receipts, Issues, etc., of M. T. Vehicles.**

1. The form consists of two parts:—

**Part A.**—Return of receipts, issues, etc., of M. T. vehicles during the month.

**Part B.**—(i) M. T. vehicles state for the month.

(ii) Distribution by totals of makes and types of all vehicles on charge.

2. The whole form will be completed when either of the following casualties occurs:—

(i) Permanent transfers from one unit or section to another.

(ii) Changes in identity of vehicles.

When neither of the above casualties occurs, but there is a change in the location and distribution of vehicles likely to last for six months, Part B of the form only will be completed.

Full instructions for compilation are printed on the form itself.

3. When there are no casualties during a month, a nil return in memo. form will be rendered by the unit to the A. D. S. T./D. A. D. S. T.; of district/independent brigade. The A. D. S. T./D. A. D. S. T. will forward a consolidated "nil" report to other recipients of the "return" to reach them by the tenth of the month following that to which it pertains.

4. (i) V. R. D. and H. R. S. (except Chaklala) will prepare weekly I. A. F. (M.T.)-15 (Part A only). The information required in the weekly return is:—

(a) All vehicles received during the week including new vehicles.

(b) All issues made during the week.

(c) All conversions of vehicles that will alter their identity, e.g., a supply lorry to an instructional chassis, etc.

(ii) In addition H. R. Ss. (except Chaklala) will prepare a "monthly" return, which will be restricted to changes in unit establishment. The information required in the "monthly" return is:—

(a) The unit establishment to be shown in Part B.

(b) Changes in the unit establishment to be shown in Part 'A'.

(c) The second half of Part 'B' under the heading "Distribution by totals of makes and types of all vehicles on charge" will not be completed as this information is compiled in another return rendered by these units.



(iii) The information given in the weekly return will not be repeated in the 'Monthly' one.

(iv) Nil returns "Weekly" as well as "Monthly" will be rendered on a memo. form.

(v) H. R. S., Chaklala, will submit "monthly" return and complete Part "A" only.

#### 94. I. A. F. (M.T.)-18--Unit Vehicle Register.

This form will be kept as an official record by all units holding vehicles on charge. A vehicle entered in this register will mean a vehicle complete with its equipment as laid down in appendix 46 to E. R. (I.), Part I, with the exception of equipment such as fire extinguishers or other equipment held on charge at a scale of less than one article per vehicle or equipment held by virtue of the particular duty for which a vehicle is detailed in addition to the normal equipment, *i.e.*, shovels, pick axes, etc. Vehicles attached for maintenance to M. T. units will also be included in the record of those units, but will be kept separate from those which actually constitute the establishment of those units.

#### 95. I. A. F. (M.T.)-19--Technical Stores Ledger.

1. This is a ledger for the record of receipts and issues of technical stores machinery, plant and tools in and from the technical stores of units. All receipts in this ledger will be initialled by the officer in charge of stores who will also be responsible for the correctness of issues recorded therein. (In the case of H. R. Ss. the officer in charge of stores will initial receipt entries in respect only of such plant, machinery and equipment as are kept permanently on charge.) In the case of R. I. A. S. C. (M.T.) detachments not commanded by a commissioned officer, which are located at stations away from the parent unit and hold M. T. stores and equipment on sub-ledgers [I. A. F. (M.T.)-19] of their parent unit, receipts in these sub-ledgers may be initialled by the W. O. or N. C. O. in charge of the detachments.

2. These ledgers will be entered up daily and supported by:—

(i) Issue and Receipt Vouchers I. A. F. (M.T.)-33 or I. A. F. Z-2096.

(ii) Transfer voucher I. A. F. (M.T.)-34.

(iii) I. A. F. (M.T.)-24.

(iv) Loss statement I. A. F. A-498.

3. When serviceable stores are issued on a "Requisition for Parts and Materials" [I. A. F. (M.T.)-24], either a similar quantity of unserviceable stores must be brought on charge, or due authority (in case of losses—I. A. F. A-498) produced as a voucher for the transaction.

4. In the case of issues of material and petty or expendible stores, the relevant vouchers will bear the certificates of the O. C., that the articles issued fall under the categories of material or petty or expendible stores, for which unserviceable stores are either irretrievable or not available.

5. In order to avoid having to make a large number of entries of small monetary value, transactions of expendible stores will be bulked. Adjustment will be made weekly at the close of work on Saturdays and the last day of each month, by recapitulating the items on I. A. F. (M.T.)-33 supported by the originals of I. A. F. (M.T.)-24. In units where transactions in expendible stores are so small as not to warrant preparations of expense vouchers weekly, the transactions will be made monthly on the last day of each month.

6. Transactions in expendible stores of a large cash value such as timber, canvas, etc., will not be withheld for inclusion in weekly or monthly expense vouchers. Separate I. A. Fs. (M.T.)-24 will be made out and stores written off from ledgers daily.

7. The method of maintaining I. A. F. (M.T.)-19-Technical Stores Ledgers will be as follows:—

(i) Officers in charge of stores (or other officers temporarily on their behalf), will personally maintain I. A. F. (M.T.)-115-Technical Stores Ledger Folio Register.

The serial number in each copy of this record will provide a running total of the number of pages in the corresponding ledger.

The serial numbers will also be entered on the ledger pages in the right hand bottom corner.

To check the ledgers:—

Pages will be turned over consecutively and compared with the serial numbers in the appropriate record. Thus any page removed from the ledger without authority will be immediately apparent.

(ii) When any item in the ledger folio has become obsolete, or is no longer required by the unit, the balance on hand will be disposed of and the ledger for that item closed and audited.

After audit the block of pages referring to that item will be removed from the folio by the officer in charge of stores (or other officer acting for him), tied in a bundle, sealed and placed under lock and key in safe custody.

The column "Date Closed" will, at the same time, be completed in the appropriate record of pages by the responsible officer.

(iii) All sheets inserted in the binder will be signed by the officer in charge of stores (or other acting temporarily on his behalf) and will be dated with the date of insertion.

(iv) Sheets in the ledgers will be arranged as under:—

(a) For items of C. M. T. S. D. supply.—By sections in sequence of L. I. Nos. which form their own numerical index.

(b) For items of I. A. O. C. supply.—Alphabetically by sections.

(v) The sheets referring to individual items will be numbered consecutively beginning with the number 1 for each item. The binders will thus be composed of a series of blocks of numbers, each block commencing with 1.

(vi) When any item in the ledger folio has become obsolete, or is no longer required by the unit, the balance on hand will be disposed of and the ledger for that item closed and audited. After audit the block of pages referring to that item will be removed from the folio by the officer in charge stores (or other officer acting for him) and will be tied in a bundle sealed and placed under lock and key for safe custody, an entry being made in the manuscript register against the particular item indicating the disposal of the pages involved.

#### 96. I. A. F. (M.T.)-20\*—Technical Equipment Ledger.

1. Technical equipment, machinery, plant and tools in use will be held on charge in this ledger as distinct from such items not in use which are stored in the bins and are held on charge in the Technical Stores Ledger I. A. F. (M.T.)-19.

2. Transactions between the technical stores and the working portion of a unit will, except in the case of clean exchanges, be recorded in I. A. F. (M.T.)-19 and I. A. F. (M.T.)-20 and will be supported by I. A. F. (M.T.)-24. Clean exchanges (*i.e.*, the exchange of repairable or unserviceable articles in use for an equivalent number of serviceable articles from store) will not be recorded in I. A. F. (M.T.)-20.

3. To enable I. A. F. (M.T.)-20 to be readily checked and audited receipts will be maintained for machinery, plants, tools, or equipment issued to personnel for the performance of their duties.



4. Vehicle equipment and tools will not be entered in the section equipment ledger, these being considered as forming part of the vehicle.

5. The chests of tools for M. T. artificers, laid down in Equipment Regulations for the Army (India), 1933, Part I, Appendix 48, will be brought on charge on I. A. F. (M.T.)-20 as complete chests and not by separate items.

6. Lt. H. R. Ss., I. A. F. (M.T.)-20 will be maintained only for vehicle equipment. Workshop plant, machinery and tools will be accounted for in accordance with the instructions laid down in Appendix IV of "works procedure" issued by the D. D. T. (M.), H. Q. M. G. (M.T.).

#### 97. I. A. F. (M.T.)-21\*—Register of Vehicles in Workshop.

In this book will be recorded the following particulars in respect of vehicles entering workshops for second line repair:—

Date in.

B. A. No., make and type of vehicle.

Repair card number.

Date out.

Cause of delay, if any.

#### 98. I. A. F. (M.T.)-22—Packing Note.

When cases of stores are despatched from the C. M. T. S. D. or from any other unit a packing note on I. A. F. (M.T.)-22 will be sent inside the cover of each case.

#### 100. I. A. F. (M.T.)-24—Requisition for Parts and Material.

A repair card will be made out for every vehicle taken into workshops for repair. The repairs required and the repairs executed will be recorded thereon. In units of the Maintenance Group this form will be used in accordance with the procedure laid down by the D. D. T. (M.).

#### 100. I. A. F. (M.T.)-24—Requisition for Parts and Material.

1. All issues from the technical stores to workshops or to unit vehicles will be supported by a requisition on I. A. F. (M.T.)-24 signed by an officer (or by a warrant or non-commissioned officer or assistant foreman deputed by an officer. See also Section 70).

2. In units other than those of the Maintenance Group, the "retrievable" portion of column 5, and columns 7, 8 and 9 will not be filled in.

#### 101. I. A. F. (M.T.)-25—Receipt Voucher.

For internal use in store sections of the C. M. T. S. D.

#### 102. I. A. F. (M.T.)-26—Requisition for P. O. L. and Carbide.

Stocks of P. O. L. and carbide will be held on unit charge in I. A. F. Z-2109. I. A. F. (M.T.)-26 will be used as a demand and temporary receipt when issues of P. O. L. or carbide are made to sub-units or individual drivers in tins from P. O. L. stores or in retail from unit kerbside tanks. [I. A. F. (M.T.)-24 will not be used for this purpose.] Issues will be recapitulated on I. A. F. Z-2096 which will constitute the final receipt between the unit and sub-unit.

#### 103. I. A. F. (M.T.)-28/I. A. F. Z-2212\*—Daily Running Report.

All issues of P. O. L. to vehicles and the mileage they run will be entered daily on this form except in the case of A. F. Vs. for which I. A. F. Z-2157



is used. Training units, viz., the R. I. A. S. C. M. T. Depot, the Signal Training Centre and the R. T. C. School, etc., are exempt from entering the daily mileage of vehicles. In order to arrange the layout of the book in complete years twelve consecutive pages will be allotted to each vehicle.

#### 104. I. A. F. (M.T.)-33—Issue and Receipt Voucher.

This form will be used:—

- (i) To support the ledger entries of transactions between the C. M. T. S. D. and units, and between all other units.
- (ii) To bring on charge all local purchases, receipts from England, etc.
- (iii) As a certificate voucher when surplus stores are brought on charge.
- (iv) When accounting for issues and receipts recapitulated from I. A. F. (M.T.)-24 [see Section 95(5)].

#### 105. I. A. F. (M.T.)-34—Transfer Voucher.

Will be used to support the transfer of items from one head to another in the case of:—

The breaking up of assemblies, the change of nomenclature; an item being wrongly described; manufacture and retrieving; conversion of unserviceable articles to scrap.

Except in costed units, the columns for "rate" and "value" will not be filled in.

#### 106. I. A. F. (M.T.)-35—Provision and Ledger Card.

For use by certain units of the Maintenance Group.

#### 107. I. A. F. (M.T.)-36\*—Record of Stocktaking.

In this book the annual stocktaking of technical stores will be recorded by O. C., the H. R. S. or C. M. T. S. D. or his representative (*vide* Section 71).

#### 108. I. A. F. (M.T.)-37—Overseas Demands.

This will be used by the C. M. T. S. D. and A. H. Q. when ordering stores from the D. G., I. S. D., London.

#### 109. I. A. F. (M.T.)-38—Running Account for P. O. L.

This form constitutes the monthly balance sheet of a unit in which account is made for the consumption of P. O. L. by units with an annual allotment of P. O. L. Instructions for the maintenance of this form are contained in Section 35.

#### 110. I. A. F. (M.T.)-39—Adjustment of Overdraft on Running Account for P. O. L.

This form is a monthly notification to the individual to whom a vehicle has been allotted for duty of any excess over the authorised allotment of P. O. L. authorized, and forms a voucher to support overdrawals appearing monthly in I. A. F. (M.T.)-38.

#### 111. I. A. F. (M.T.)-42—Cancellation and Query form.

For use by the C. M. T. S. D. to inform a unit that an item demanded by it has been placed under objection. If the article is still required by the unit, a fresh demand will be submitted, accompanied by an explanation of the necessity for the demand.

**112. I. A. F. (M.T.)-43\*—Register of Issue Notes.**

For use in C. M. T. S. D.

**113. I. A. F. (M.T.)-44—Tally Card.**

For use by the C. M. T. S. D. and H. R. Ss. as a tally in connection with the actual deposit and withdrawal of stores from bins [*vide* Section 70 (17)].

**114. I. A. F. (M.T.)-45—Supply and Demand Statement.**

For internal use in the C. M. T. S. D.

**115. I. A. F. (M.T.)-46—Invitation to Tender.**

When technical stores are to be purchased in India, the C. M. T. S. D. will invite firms to tender on this form.

**116. I. A. F. (M.T.)-47—Local Purchase Order.**

When a tender for the supply of technical stores has been accepted, this form will be used by the C. M. T. S. D. to place the order on the vendor.

**117. I. A. F. (M.T.)-48—Vehicle Equipment List.**

This is the driver's receipt for the moveable equipment and hand tools accompanying a vehicle. It will be completed in duplicate, and will be signed both by the officer and driver concerned. One copy will be retained by the driver and the other copy will be kept for section record.

**118. I. A. F. (M.T.)-49—Vehicle Issue Order.**

The D. D. T. (M.) will issue orders on this form to the O. C., H. R. S. concerned for the issue of a replacement vehicle from "repair" reserve or for the re-issue of the vehicle on completion of repairs.

**119. I. A. F. (M.T.)-50\*—Demands for Technical Stores.**

Demands on the C. M. T. S. D. will be made on this form. When the demand is for a spare part which has no ledger item number, the type and make of the vehicle for which it is required will be stated. If there is any doubt as to the type, the B. A. number and chassis number of the vehicle will be stated so as the C. M. T. S. D. will be able to identify the part without doubt.

**120. I. A. F. (M.T.)-51—Consolidated Monthly Return of Transport for Command and District.**

This will be compiled in accordance with Appendix 5.

**121. I. A. F. (M.T.)-52—Indent on the D. G. I. S. D., London.**

To be used by the C. M. T. S. D. in demanding stores required from the United Kingdom.

**122. I. A. F. (M.T.)-53—Vehicle Issue Note.**

This form serves a two-fold purpose:—

(i) It is a voucher to support all permanent transfers of vehicles from one unit to another. This includes transfers between H. R. S. and V. R. D. before and after overhauls or repairs. When a cost accounting unit is involved in the transaction the cost will be entered in the remarks column.

(ii) It also contains all necessary information regarding the transfer and obviates the necessity of any forwarding correspondence.

**123. I. A. F. (M.T.)-54—Man's Time Sheet.**

For use in H. R. S. in accordance with procedure laid down by the D. D. T. (M.).

**124. I. A. F. (M.T.)-55—Load Tally.**

For use by load carrying vehicles when transporting stores. The O. C. unit is responsible for supplying drivers with sufficient forms before starting out for any particular duty (see Section 22).

**125. I. A. F. (M.T.)-56—Railway Receipt and Issue Vouchers Forwarding Memorandum.**

For use by the C. M. T. S. D. when forwarding stores to units.

**126. I. A. F. (M.T.)-57—Issue Voucher Forwarding Memorandum.**

For use by the C. M. T. S. D. only.

**127. I. A. F. (M.T.)-69—Record of Work Card, for Reserve Vehicles.**

This form will be maintained by units holding reserve vehicles, in accordance with the instructions laid down in Maintenance Handbook for Mechanical Vehicles.

**128. I. A. F. (M.T.)-63—Vehicles History Card.**

This form will be used for record purposes at A. H. Q., Command H. Q. and by the C. M. T. S. D.

**129. I. A. F. (M.T.)-64—Return of Vehicles and Major Unit Assemblies under orders for heavy repair.**

This form will be used by H. Q.'s Command, R. I. A. S. C. M. T. Depot and Maintenance Group to inform A. H. Q. of casualties to vehicles and M. U. As. (separate forms being used for vehicles and M. U. As.) and to intimate the degree of urgency of replacement. The form will be rendered weekly when there is any casualty to report. "Nil" returns are not required.

**130. I. A. F. (M.T.)-65—Weekly Statement of Solid Tyres and Accessories.**

To be used by the C. M. T. S. D. only. This form is forwarded weekly by the O. C. the C. M. T. S. D. to the firm from whose bonded stock issues have been made during the week, and serves as a voucher to support the firms claim for supplying stores. A copy of the return is to be rendered to A. H. Q. by the O. C., the C. M. T. S. D.

**131. I. A. F. (M.T.)-66—Weekly Statement of Motor Covers and Motor Tubes.**

To be used by the C. M. T. S. D. only. This form is forwarded weekly by the O. C., the C. M. T. S. D. to the firm from whose bonded stock issues have been made during the week, and serves as a voucher to support the firms claim for supplying stores. A copy of the return will be rendered to A. H. Q. by the O. C., the C. M. T. S. D.

**132. I. A. F. (M.T.)-67—Monthly return of petrol used by units on account of "Manceuvres".**

To be rendered in accordance with Appendix 5.



**133. I. A. F. (M.T.)-69—Monthly return of petrol used by units on account of  
“ Instruction and Maintenance ”.**

To be prepared in accordance with Appendix 5.

**134. I. A. F. (M.T.)-70—Cautionary Form.**

This form will be prepared in duplicate in respect of all new vehicles and newly overhauled vehicles, by the unit of issue. The original of the form will be forwarded to the unit to which the vehicle is issued, who will acknowledge the receipt of the form on the receipt voucher for the vehicle. The duplicate will be pasted on the wind-screen, dashboard or any other conspicuous part of the vehicle. This is to ensure that the vehicle is not over-driven during the “ running in ” period. At the conclusion of the “ running in ” period the duplicate on the vehicle will be removed and destroyed, and the original will be completed and filed with the vehicle records.

2. The above procedure will also be adopted in cases when a M. U. A. (engine) is exchanged.

**135. I. A. F. (M.T.)-73—Monthly return of petrol used by units on account of  
“ Transportation ”.**

To be prepared in accordance with Appendix 5.

**136. I. A. F. (M.T.)-74—Damage or Deficiency Report.**

To be used by the C. M. T. S. D. only.

**137. I. A. F. (M.T.)-75—Alterations and additions to Depot Catalogues.**

To be used by the C. M. T. S. D. only.

**138. I. A. F. (M.T.)-76—S. T. Os. monthly consolidated return of petrol  
consumed on account of “ Transportation ”.**

To be rendered in accordance with Appendix 5.

**139. I. A. F. (M.T.)-77—C. M. T. S. Depot Memorandum B. (Forwarding  
Railway Receipts.)**

To be used by the C. M. T. S. D. only.

140.

**141. I. A. F. (M.T.)-81—Monthly certificates of running of military hospital  
ambulances.**

To be rendered in accordance with Appendix 5.

This form will also be used by staff cars (See Section 34.)

**142. I. A. F. (M.T.)-84—Store Label.**

**143. I. A. F. (M.T.)-85—Index Card of Vehicles.**

To be used by the C. M. T. S. D. only.

**144. I. A. F. (M.T.)-86—Record of Vehicles on charge of units.**

To be used by the C. M. T. S. D. only.

**145. I. A. F. (M.T.)-87—Unit Demands Index Card.**

To be used by the C. M. T. S. D. only.

**146. I. A. F. (M.T.)-88—Monthly Strength Return of Personnel and Vehicles on the strength of R. I. A. S. C. (M.T.) Units.**

To be rendered in accordance with instructions on the form.

**147. I. A. F. (M.T.)-89—Certificate of preparation of new and over-hauled mechanically propelled vehicles for issue to units.**

To be used whenever a new vehicle or overhauled vehicle is prepared for issue to a unit.

**148. I. A. F. (M.T.)-90—Light Tank Inspection Reports.**

This is the form on which the periodical routine inspections of light tanks are recorded.

**149. I. A. F. (M.T.)-91—Light Tank Inspection Report. Inspection Details.**

This is the questionnaire on which periodical routine inspections will be based.

**150. I. A. F. (M.T.)-91A—Mark IV, Light Tank, Inspection Report, Inspection Details.**

As for I. A. F. (M.T.)-91 but adopted to Mark IV.

**151. I. A. F. (M.T.)-92—Roznamcha for use in Mechanical Transport Units, R. I. A. S. C.**

This is a compact record and reference book for compilation by V. C. Os. of M. T. Sections or equivalent unit or N. C. Os. commanding detachments. It will be completed daily where necessary, and will be ready for inspection at all times. It will be handed over by V. C. Os. and N. C. Os. on relief to their successors.

**152. A. F. G-1056—Company Repair Requisition.**

1. This is a War Office form to be used when spare parts are sent by units to H. R. Ss. for retrieving and return (see Section 72). Six copies will be sent by the unit to the H. R. S. One copy will be returned to the unit to signify acceptance, one will be retained in H. R. S. to support the job card, one to support the deposit ledger receipt entry and one will be returned to the unit completed as a deposit receipt.

2. On completion of the work the remaining two copies will be returned to the unit one of which will be returned to the H. R. S. to support the deposit ledger issue entry.

3. In the event of items being found beyond repair, one copy of A. F. G-1056 will be returned to the unit en faced—"Beyond Repair items converted to scrap and retained in H. R. Ss."

This will support the strike off of the items from the units ledger. Another copy will be en faced with the same certificate showing scrap occurring. This will support the transaction in the H. R. Ss. books.

**153. Forms in use in Heavy Repair Shops in accordance with the procedure laid down by the D. D. T. (M.).**

1. I. A. F. (M.T.)-93—Vehicle-Passing out Certificate.
2. I. A. F. (M.T.)-94—Job Material Debit/Credit Sheet.
3. I. A. F. (M.T.)-95—Labour Debit Sheet.
4. I. A. F. (M.T.)-96—Engine Test Card.

5. I. A. F. (M.T.)-97—Monthly Summary of man hours (Vehicles).
6. I. A. F. (M.T.)-98—Monthly Summary of man hours (Miscellaneous Jobs).
7. I. A. F. (M.T.)-99—Monthly Extract of Labour (Vehicles).
8. I. A. F. (M.T.)-100—Monthly Extract of Labour (Miscellaneous Jobs).
9. I. A. F. (M.T.)-101—Consumable Stores Requisition.
10. I. A. F. (M.T.)-102—Inter-section Requisition.
11. I. A. F. (M.T.)-103—Lost Time Return.
12. I. A. F. (M.T.)-104—Statistical Chart.
13. I. A. F. (M.T.)-105—Job Folder Minute Sheet.
14. I. A. F. (M.T.)-106-A to H—Vehicle Progress Cards.
15. I. A. F. (M.T.)-107—Petrol Issue Slip.
16. I. A. F. (M.T.)-108—Cover for Job Folders.
17. I. A. F. (M.T.)-109—Vehicle Test Report.
18. I. A. F. (M.T.)-110—Test Report for motor cycles.

**154. I. A. F. (M.T.)-111—Monthly Summary of vehicle running.**

This is a summary from I. A. F. (M.T.)-28 to assist in the compilation of I. A. Fs. (M.T.)-67, 69 and 73.

**155. I. A. F. (M.T.)-112—Workshop Vehicle Inspection Chart.**

This is a monthly record of vehicle inspection for use in second line workshops.

**156. I. A. F. (M.T.)-113—Test Report for Light Tanks.**

For use in H. R. Ss. in accordance with procedure laid down by the D. D. T. (M.).

**157. I. A. F. (M.T.)-114—Accident report relating to Mechanical Vehicles.**

Prepared in accordance with Appendix 3.

**158. I. A. F. (M.T.)-115—Technical Stores Ledger Folio Register.**

To be maintained, at one book per I. A. F. (M.T.)-19 maintained in accordance with Section 95, paragraph 7.

159:

160.



## APPENDIX 1

## Forms to be used in respect of Base Repairs and Replacements of vehicles and M. U. As.

(Referred to in Section 47.)

- I. The forms shown in this appendix will be used for the following purposes:—  
 (i) *Form A.*—List of vehicles estimated to require base repairs or M. U. A. exchange.  
 (ii) *Form B.*—Replacement of mechanically propelled vehicles evacuated for base repairs by repair reserve vehicles.  
 (iii) *Form C.*—Replacement of major unit assemblies under orders for repairs.

## FORM "A"

## LIST OF VEHICLES ESTIMATED TO REQUIRE BASE REPAIRS OR M. U. A. EXCHANGE

Serial No.	Date when put on list.	B. A. No.	Make and Type.	Mileage since New or Last overhaul	Whether overhaul or M. U. A. exchange required.	Mech. reasons for inclusion.	Date on which I. A. F. (M.T.)-12 submitted.	Remarks.
1	2	3	4	5	6	7	8	9

## FORM "B"

## REPLACEMENT ON M. P. VEHICLES EVACUATED FOR HEAVY REPAIRS BY REPAIR RESERVE VEHICLES

V. R. D. (M. T.)<sub>1</sub> Chaklala or H. R. S. (M. T.) Class.

For week ending.....

Serial No.	No. and date of I. A. F. (M.T.)-64.	Makes, types & B. A. Nos. of vehicles evacuated or being evacuated for heavy repairs.	Makes, Types & B. A. Nos. of vehicle issued or earmarked for issue in replacement of vehicles shown in Col. 3.	Date of issue of replacement vehicles.	If not issued, is it available for immediate issue?	If not available, probable date it is likely to be issued.	Unit to which the replacement vehicle (see Col. 4.) is or is to be despatched.	Remarks.
1	2	3	4	5	6	7	8	9

To

Deputy Director of Transport (M.), H. Q., M. G. (M. T.), Chaklala.  
 Forwarded. Would you please accord covering approval for the vehicles issued.

O. C. V. R. D. (M. T.), Chaklala.  
 H. R. S. (M. T.) Class.

Copies forwarded for information to:—

D. S. & T., A. H. Q., D. D. S. & T.....Command.

*New Delhi, 1st April 1958*

No. 62 of April 1958

Para 2 of appendix 2 as amended vide correction slip 61 of Aug 56 is amended as under:—

Sub Para (c)

Delete "in the vicinity of unit lines".

Reconstruct "NOTE" as under:—

"Clause (c) above is applicable to EME Workshop Officers only and Clause (d) to Commandants, Instructional Staff at the MT Schools/Training Centres and Officers Commanding and MTOs in Units.

*Case No. 70389/Q/ST3/6410/D (QS), dated 11-11-1957*

*Ministry of Finance (Defence) u/o No. 5599/QA of 25.10.1957*

In normal circumstances, however, vehicles should be driven by the regular drivers, as they are directly responsible for the safety and proper care of their vehicles."

*Discontinued by - 23. 62*  
*58*

NOTE:—Clause (c) above is applicable to EME Work-  
ing Officers only and Clause (d) to Commandants and  
Instructional Staff at the MT Schools/Training Centre.

Case No. 70389/Q/ST3/19679/D(S&T)  
M. of F(Def.) Dy. No. 7217/Q.A of 8-1155.

M. K. VELLODI,  
Secretary to the Govt. of India,  
Ministry of Defence.



es. 62  
58

Reconstruct Para. 2 of Appendix 2, as substituted by Amendment No. 43 of April 1941, as under:—

delete 62  
58

"2. Licences authorised under para. 1 (ii) above, may be issued to all officers who pass the test prescribed in para. 9 below. The object of issuing licences, is to enable the officers to drive vehicles in an emergency, or in the following circumstances:—

- (a) In the case of the regular driver becoming a casualty.
- (b) On long journeys, should it be considered advisable to relieve the regular driver.
- (c) When testing a vehicle in the vicinity of unit lines for its road worthiness.
- (d) When imparting unit training in driving, i.e., when giving driving lessons and demonstration to drivers.
- (e) When a VIP/Inspecting Officer is being driven around unit lines.
- (f) In addition, Commanding Officers and Senior Officers of the ranks of Brig. and above, may permit officers holding valid licences, to drive vehicles from time to time in order to keep them proficient in driving. Vehicles will not, however, be detailed specifically for the purpose, but advantage may be taken, when vehicles are detailed for normal trips for providing such opportunities to officers.

In such cases, the officer driving the vehicle will be considered as having assumed charge of the vehicle.

## FORM "C"

REPLACEMENT OF MAJOR UNIT ASSEMBLIES UNDER ORDERS FOR REPAIRS

Unit.....

For week ending.....

Serial No.	No. and date of I.A.F. (M.T.)-84.	Makes, types and B.A. Nos. of the vehicles the major unit assemblies of which require replacement.	Description of major unit assemblies.	Date of issue of the M.U.As.	If not issued, is it available for immediate issue.	If not available probable date it is likely to be issued.	Consignee.	Remarks.
1	2	3	4	5	6	7	8	9

To

The Deputy Director of Transport (Maintenance), H. Q., Maintenance Group (M. T.), Chaklala.

Forwarded. Would you please accord covering approval for the M. U. As. issued No.

Heavy Repair Shop (M. T.) Class.

.....(Stn.).....Dated.....

Commanding, H. R. S. (M. T.) Class.

Copy, forwarded for information, to:—

The D. D. S. &amp; T.....Command.....(Stn.).

,, A. D. S. &amp; T.....Distt.....(Stn.).

,, O. C., No.....M. T. Coy. R. I. A. S. C.....(Stn.).

## APPENDIX 2

## Rules Regarding Issue of Driving Licences

(Section 23 refers.)

1. Military vehicles will not be driven by any individual, officer or other rank, without a Military "Driving Licence" I. A. F. (M. T.)-2, which must be actually carried at the time of driving.

These licences may be issued as follows:—

(i) Personnel of units with mechanical vehicles. Officers Commanding units with mechanical vehicles have authority to issue licences to personnel serving with their units, provided that the driving and other tests, pertaining to that arm or branch of the service have been passed. Authority to drive, for personnel under training, may be issued by officers commanding in any convenient form.

(ii) All officers other than those serving with units at (i) above.

Army, District, Brigade and Area Commanders are empowered to issue licences to officers other than those serving with mechanized units, provided that they pass a test supervised by an officer serving with a mechanized unit, who has passed a course in M. T. driving and maintenance.

2. Licences authorised under para. 1 (ii) above may be issued to all officers who pass the test prescribed in para. 9 below. The object of issuing these licences is to enable the officer to drive vehicles in an emergency, e.g., in the case of the regular driver becoming a casualty or on long journeys should it be considered advisable to relieve the regular driver. In such cases the officer driving the vehicle will be considered as having assumed direct charge of the vehicle.

In normal circumstances vehicles should be driven by the regular drivers as they are directly responsible for the safety and proper care of their vehicles.

CS 61  
11/55

6. The proceedings of the Court of Inquiry will be prepared in duplicate. After giving due consideration thereto the commanding officer will take disciplinary action in the normal manner and will attach a record of his action to the proceedings. He will send the duplicate copy of the proceedings to the convening officer for retention.

7. When it is necessary to submit a loss statement to the competent financial authority for the adjustment of the cost of the damage, the loss statement will be accompanied by a copy of the proceedings of the Court of Inquiry.

Should it subsequently be discovered that the amount recovered from the person found responsible exceeds the actual value of the damage, the excess will be refunded.

8. (i) Stoppages to make good any damage to, or loss of property, occasioned by an offence are in the nature of penal deductions. They can therefore only be made under Section 137 or 138 of the Army Act or Section 43 (h) (iv) or 50, of the Indian Army Act. They cannot be dealt with as public claims, but can only be ordered under the above quoted Sections by the man's commanding officer or by a Court Martial before which the man is arraigned for an offence.

(ii) In applying these Sections of the Army Act and of the Indian Army Act to damage or loss occurring as a result of an accident in which a government mechanical vehicle is involved, the words "loss or damage" are not limited to the amount of the damage to the government vehicle or property, but include all loss, compensation for personal injury, or damage to property, both of the government and of the other party. The amount of such loss, compensation for personal injury or damage will be shown in the charge sheet in the case of trial by Court Martial, or included in the Guard Report if the soldier is dealt with summarily by his commanding officer.

(iii) The value of the damage will be included in the charge entered in the Guard Report. In the absence of information regarding the extent of the damage, the soldier will as a rule be summarily charged and then released from arrest, without prejudice to re-arrest pending receipt of this information. If dealt with summarily before this information is available a soldier cannot subsequently be awarded stoppages in relation to the same offence as such action would constitute a double punishment.

(iv) It must be noted that—

(a) A person subject to the Army Act has the right to claim trial by Court Martial instead of accepting an award of his commanding officer which involves a forfeiture of pay.

(b) A person subject to the Indian Army Act may not have more than half a month's pay altogether deducted in any one month. In the case of a person subject to the Army Act the total amount of deductions must not exceed such a sum as will leave to the soldier, after paying for his messing and washing, less than one penny a day.

(v) The principle laid down in King's Regulation, 1935, paras. 582-574, of a stoppage limited to four pounds without reference to higher authority is intended to apply to all ordinary cases of summary disposal where an award of stoppages is made from the pay of a British soldier in respect of damage to a government vehicle. In the case of Indian troops a limit of 14 days' pay will be observed. There is, however, nothing to prevent the infliction of a stoppage in excess of 14 days' pay where the offence discloses gross neglect and carelessness, by such enhanced stoppages will be the exception and not the rule.

(vi) Liability for stoppages of pay is in no way affected by the existence of traffic accident agreements either on the part of government, or of the other party; and in computing the amount of damage for the purpose of trial by a Court Martial or summary disposal by a commanding officer, no regard must be taken of the existence of any such agreement.

In dealing with these cases, the commanding officer or Court Martial must be satisfied that the damage or loss was the natural result of negligence of wrongful act of the soldier.

(vii) Separate instructions relating to the defence of soldiers (Both British and Indian) against whom claims at civil law are preferred in respect of damage to persons or property arising out of accidents in which they may be involved when driving government mechanical vehicles on duty, or not on duty but with permission, are contained in Regulations for the Army in India.

## APPENDIX 4

### Hiring of Military Vehicles

(Section 18 refers.)

1. Certain types of military vehicles may be hired out to:—

(i) Any government department.

(ii) Military personnel (*i.e.*, individuals of regular units, corps or department, the staff and other establishments whose pay is debitable to the military estimates), regimental messes and sports clubs.

2. The types of vehicles which are available for hire and the rates to be charged are laid down in A. Is. (India) from time to time.



3. When no other suitable means of transport are available military ambulances may be hired out to civilians in real cases of emergency provided:—

(i) That military requirements are in no way prejudiced, and

(ii) That the senior medical officer of the station concerned shall be the sole judge of whether or not the circumstances render such use of a motor ambulance necessary and the full circumstances of the case are reported by him to the A. D. M. S. concerned.

(iii) Civilians on leave to and from Waziristan—See para. 6 of Section 16, Chapter III.

4. Military motor ambulances may also be hired out for the conveyance of sick families of Indian troops (including followers) provided the officer commanding, Indian military hospital concerned is satisfied that (1) military requirements are in no way prejudiced, and (ii) conveyance otherwise than by motor ambulance would be detrimental to the welfare of the patient. The bonus specified in para. 10 below will not be payable to drivers of ambulances employed in this work.

5. Hiring charges will be made from garage to garage, unless empty vehicles are utilized for other purposes when the charge will be to the point where the vehicles undertake a fresh service.

6. The officer responsible for hiring out vehicles will satisfy himself that the financial result of hiring will not involve a loss to government on the transaction. That is to say, the sum which must be charged in respect of hiring must cover the actual running cost incurred in the employment of the vehicle, plus the sum payable to the driver. It is obvious that in respect of hiring involving short journeys little profits, if any, will accrue, but in computing the cost, loss to government must be obviated.

7. Subject to the conditions imposed by para. 5 above a vehicle will be regarded as being hired from the time it first reports to the intended hirer until it has been discharged from the hirer's service.

8. In after a day's hiring, the hirer wishes to retain the vehicle for a day or more, before returning it to its unit lines, such retention will be paid for at the rate of Rupees five a day provided that (i) the vehicle is not run during the period of retention and (ii) the O.C. unit and S.T.O. concerned concur in the retention. A day will be reckoned as of 24 hours from midnight to midnight. No charge will be made for a fraction of a day.

9. Except in the case of the hiring out of ambulances which is provided for in Appendix 5, para. 22, station transport officers will be responsible that hire charges are credited to government. This may be effected by the issue to the hirer of a military receivable order for the amount involved, when the hirer will be responsible for paying the amount into the treasury and forwarding the treasury receipt to the S. T. O., or the S. T. O. may accept cash payment for the hire which he will credit into the nearest treasury.

"The officer supplying M. T. Vehicles on hire is primarily responsible for seeing that recoveries are effected with reasonable promptitude and shall bring to the notice of the District/Independent Area Commander any cases in which repayment is delayed by the party to whom the vehicle was hired."

10. Each driver and supervising rank will be paid eight annas per diem for each day's work (or part of a day's work) performed. These amounts will be obtained on a contingent bill submitted to the C. M. A. through the S. T. O. who will quote the month's account in which credit is given for the Government Departments (i.e., Civil Departments and also Military Departments or formations hiring vehicles on payment) or work performed and the name of the person hiring the vehicle. In the case of ambulances hired out to civilians under para. 3 above the bonus will be claimed and paid by the responsible medical officer (see Appendix 5, para. 22).

11. The officer responsible for hiring out vehicles will be the deciding authority in determining the mileage traversed.

12. (i) Accommodation available in M. T. vehicles running on government duty may be occupied by military personnel not proceeding on government duty, and by their families, private servants and baggage. The rates of hire to be recovered will be notified from time to time in A. Is. (India). The amounts so recovered will be credited in full to the State and no payment will be made to drivers, etc., on this account.

(ii) Where previous arrangements are made to avail of this concession, a regular indent will be submitted in the usual manner and the details of the lifts given to non-entitled military personnel will be recorded on the transport Indent and Order Form (I. A. F. Z-2150).

(iii) When no previous intimation is received and individuals are picked up during the journey of the vehicle the details of the lifts will be recorded on the transport Indent and Order Form (I. A. F. Z-2150).

(iv) These forms will be forwarded to the C. M. A. concerned by the S. T. O. duly supported by the treasury receipt for the amounts due, in the same manner as is done in the case of services rendered on payment.

13. (i) A government vehicle hired out to any person, unit or department, entitled by regulations to hire such a vehicle, is in charge of a government driver who is "on duty". IN CASE OF ACCIDENTS government is liable for all risks, including third party.

(ii) Government is the owner of the vehicle and is responsible for the actions of its driver. The hirer of the vehicle will not be liable for any damage to the vehicle or for

third party risks unless he is proved to be criminally responsible for any accident. His position will be the same in a government vehicle as in any other hired vehicle, e.g. taxi, bus or train.

(iii) entitled hirers of government vehicles will not insure these vehicles against damage or against third party risks.

## APPENDIX 5

### Employment of carrying vehicles and motor ambulances in peace

(Section 16 refers.)

1. The conditions under which the carrying vehicles of the R. I. A. S. C. and the motor ambulances allotted to military hospitals may be used for general military purposes are laid down in this appendix.

2. The term "carrying vehicles" will include the motor cars, vans, cycles, workshop, store, petrol tank and breakdown lorries of load carrying M. T. units, petrol tank lorries used under the petrol distribution scheme and with the sanction of the G. O. C.-in-C., and military ambulances other than those allotted to military hospitals. In the case of workshop lorries, both static and road running will be included under this term.

In stations where insufficient transport is available, the load carrying vehicles of non-R. I. A. S. C. units may be utilized for transportation and manœuvres under these instructions.

3. Units affected by these instructions will draw P. O. L. on an "as required" basis and will account for the same in the normal manner as laid down in these regulations.

4. For the purpose of accounting for P. O. L. consumed under the provisions of the appendix, calculations will be made in terms of petrol only. Issues of oil and lubricants will be accounted for in the normal manner for accounting for P. O. L. within units and issues will be checked against the petrol consumption in the proportion of one gallon of oil and lubricants of ten gallons of petrol. Carbide and oil, kerosene, second quality, for vehicle lamps and distilled water will not be included in this proportion but will be issued on an "as required" basis.

The checking of petrol consumption by individual R. I. A. S. C. vehicles will be carried out regularly by section officers and Os. C. units. Inspector R. I. A. S. C., D. Ds. S. T. and A. Ds. S. T. will also check a proportion during their inspections.

5. The running of carrying vehicles and of ambulances allotted to military hospitals will be divided into:—

(i) Manœuvres; (ii) Instruction and maintenance; and (iii) Transportation; and the consumption of petrol in units will be accounted for separately under these heads.

#### *Manœuvres.*

6. In order that the expenditure of petrol by carrying vehicles on training camps, divisional, brigade, or unit exercises, manœuvres or moves connected with concentrations for any of the above may be controlled, units will account for the same separately to commands in I. A. F. (M. T.)-67, when called for by commands. These figures will be scrutinized by commands and the amounts finally approved will be sanctioned in arrears in command orders. Commands will submit a consolidated report to the Q. M. G. in India or I. A. F. (M. T.)-51.

When training of M. T. units is carried out in conjunction with other units the P. O. L. consumed will be accounted for under Manœuvres.

#### *Instruction and Maintenance.*

7. All running of carrying vehicles not supported by a transport Indent and Order Form (I. A. F. Z-2150) issued by the S. T. O. (except such running as is carried out under paragraph 6 above), will be considered as "Instruction and Maintenance" and will include for instance such items as:—

(i) Training of unit personnel and driver reservists (including collective training in the elementary stage, when its object is the training of personnel within the unit).

(ii) Running of unit cars, vans, vehicles, mechanical tyre pumps, etc., and technical vehicles except when accompanying a convoy.

(iii) Testing of vehicles.

(iv) Static running of workshop lorries.

Where workshop lorries are run off the electric main, cost of electricity will be converted to the equivalent number of gallons of petrol.

8. In the case of motor ambulances allotted to military hospitals all station running other than that specified in para. 22 (i), (ii) and (iii) below or that accounted for under "Manœuvres" (para. 6) will be considered as "Instruction and maintenance". It will include workshop testing of ambulances, running from hospital garages to parent units or other place for inspection, or issues of P. O. L. and will be recorded in accordance with para. 20.



9. Commands will restrict the consumption of petrol in units for the purpose of "Instruction and maintenance" within the unit to such amounts as they consider adequate to maintain the efficiency of units and to carry out the training required of them.

10. For this purpose quantitative allotments will be made by commands to districts and independent brigades for sub-allotments to units and detachments located within their areas.

Allotments and sub-allotments will not be exceeded without previous sanction of the next higher authority.

11. Units and detachments will submit by the twentieth of the month following that to which they pertain, returns on I. A. F. (M. T.)-69 to the A. D. S. T., of the district or D. A. D. S. T., of the independent brigade in which they are located, who will consolidate them for command headquarters periodically as ordered by the latter. Command H. Q. will submit a consolidated return to reach the Q. M. G. in India, periodically as ordered by him showing the total amount of petrol consumed in "Instruction and maintenance" on I. A. F. (M. T.)-51. For the purpose of "Manœuvres" and "Instruction and maintenance" non-load carrying units of the R. I. A. S. C. (M. T.) will be subject to paras. 6 to 11 to the extent considered necessary by the G. O. C.-in-C. commands to enable them to carry out the work required of them and to maintain their efficiency.

#### TRANSPORTATION.

##### *Carrying vehicles.*

12. The use of all carrying vehicles for transportation purposes will be supported by a Transport Indent and Order Form (I. A. F. Z-2150) signed by the S. T. O. who is responsible that the duty is authorized by regulations. In the case of transfer of vehicles including ambulances by road between units, including the V. R. D. and H. R. S.'s the petrol consumption will be supported by a covering Transport Indent and Order Form obtained from the S. T. O. on completion of the journey.

13. On completion of the duty, the O. C. unit performing the duty will enter on the I. A. F. Z-2150 the number and type of vehicles detailed and the total mileage run in the execution of that duty and will return the I. A. F. Z-2150 to the S. T. O.

14. No account other than the unit petrol account will be maintained by the unit but on the fifth of each month, the O. C. unit will render a return in duplicate on I. A. F. (M. T.)-73 to the S. T. O. showing:—

(i) The total mileage run and the amount of petrol consumed by different types of vehicles during the previous month in the performance of transportation duty.

(ii) The average miles to the gallon of petrol for each type of vehicle attained by the vehicles of his unit in the performance of the duties at (i) above.

15. S. T. Os. will issue I. A. Fs. Z-2150 separately under the following categories:—

(i) M. T. supplied to all branches and departments of the army other than those referred to in (ii) and (iii) below.

(ii) (a) M. T. supplied to M. E. S., Military Farms Department, R. A. F. in India, Ordnance Factories, Auxiliary Force Units, Territorial Force Units and (b) in connection with tour of H. E. the C.-in-C., the C. G. S. and the G. Os. C.-in-C. when the cost of such tours are debitable to the respective tour grants.

(iii) M. T. supplied to civil government departments for which credits are compiled under the budget head for receipts. Such use of M. T. (which is repayment) requires special Government sanction.

16. I. A. F. Z-2150 for duties under para. 15 (ii) (a) will be clearly endorsed in red ink "debitable to....."; those for duties under para. 15 (ii) (b) will be endorsed "on payment—debitable to....." and those for duties under para. 15 (iii) will be endorsed "Book debit".

17. At the close of the month the S. T. O. will deal with his completed Transport Indent and Order Forms as follows:—

(i) He will total the mileage run as shown in the Transport Indent and Order Forms for each M. T. unit and will compare this with the return submitted by the unit in I. A. F. (M. T.)-73. Any discrepancy and any case where excessive transport has been employed will be referred back to the unit for explanation.

(ii) "Debitable" Transport Indent and Order Forms will then be separated according to the head to which debitable and will be forwarded to the C. M. A. concerned (D. A. C. A. F. A./Accountant in charge, attached to the factory concerned for M. T. Services rendered to Ordnance and Clothing Factories) who, after acknowledging them, will price them at the rates shown in A. Is. (L) from time to time. (Transport Indent and Order Forms relating to M. T. supplied to Medical Stores Depots will also be separated and forwarded to the C. M. A. for costing and inclusion in the trading accounts of the depot concerned.)

(iii) Transport Indent and Order Forms and Payment indents together with the Treasury Receipts will be forwarded to the C. M. A. concerned.

(iv) Non-debitable Transport Indent and Order Forms except those for medical store depots will be retained in the office of the S. T. O. for audit purposes.

NOTE.—Where more than one service or department is served on one trip, the charges will be proportionately distributed between the users by the S. T. O. concerned.



18. After checking the unit petrol consumption returns, see para. 17, the S. T. O. will countersign them as agreeing with the duties ordered and will forward them in duplicate to the A. D. S. T. district or D. A. D. S. T. independent brigade.

The A. D. S. T. or D. A. D. S. T. will carefully scrutinize the average performance of the vehicles of the unit and, if he considers that the petrol consumption is satisfactory, will countersign the return and forward it to the C. M. A. who will regard this issue of petrol as then being fully vouched. If he considers that the consumption is excessive, he will inform the C. M. A. accordingly and will at once take steps to enquire into the reasons for the excess consumption.

S. T. Os. will prepare a consolidated return in I. A. F. (M. T.)-76 showing separately under each head the amount of petrol consumed during the month in carrying out transportation duties mentioned in paras. 15 above and 19 below and submit the same to the A. D. S. T. or the D. A. D. S. T. concerned so as to reach his headquarters by the twentieth of the following month. Command headquarters will call for these returns periodically and further consolidate them in I. A. F. (M. T.)-51 and forward them to reach the Q. M. G. in India periodically as ordered by him.

#### Ambulances.

19. "Transportation" in the case of these vehicles will apply to normal station running under the control of the O. C. British or Indian Military Hospital, to which ambulances have been allotted, or any other officer deputed by him.

20. No running will take place except under the orders of the responsible medical officer, or, in his absence, under the orders of the medical officer, assistant surgeon or sub-assistant surgeon on duty. When an ambulance is required for "Instruction and maintenance" (para. 8) the officer commanding parent unit or his representative will apply to the responsible medical officer to make it available.

The medical officer, assistant surgeon or sub-assistant surgeon ordering a run under the heading "Transportation" (para. 19) will be responsible that it is recorded in columns 1 to 4 of I. A. F. (M. T.)-4. In the case of "instruction and maintenance" running, the officer commanding parent unit or his representative will record the running in I. A. F. (M. T.)-4 and will initial the entry. All running will be accounted for in the Daily Running Report—I. A. F. (M. T.)-28/I. A. F. Z-2212 (see Section 103). Separate copies of I. A. F. (M. T.)-80 will be kept for each vehicle.

21. At the end of each day's running the driver of the ambulance will record in I. A. F. (M. T.)-4 the odometer reading of his vehicle in the appropriate column. At the beginning of each day the responsible medical officer will compare the previous two odometer readings shown in I. A. F. (M. T.)-4 with the mileage authorized for the previous day. He will frequently, and invariably on the first day of each month, check the odometer reading recorded on I. A. F. (M. T.)-4 with the odometer. He will also take dip stick readings of the petrol in the tank before duty on the first day of each month for record on I. A. F. (M. T.)-28/I. A. F. Z-2212.

22. The responsible medical officer will ensure that ambulances are only employed for authorized purposes which are:—

- (i) The conveyance of entitled sick and injured personnel.
- (ii) Attendance at practice camps, field firing, aerodromes, with moveable columns and on such other occasions as ordered by the local commander.
- (iii) The conveyance of sick families of Indian personnel and conveyance of civilians on repayment in accordance with Appendix 4.
- (iv) Instruction and maintenance (see paras. 8 and 20 above).
- (v) For the conveyance of lady nurses of the British Military Hospital, Wellington, for journeys between their quarters and the hospital. Two trips at night during the dry season and four trips per day during the rainy season.
- (vi) For the conveyance of lady nurses of the British Military Hospital, Colaba and the combined Indian Military Hospital, Bannu, for journeys between their quarters and the hospitals to the extent considered necessary by the O. C. hospital concerned, except that in the case of Bannu this is only authorized for six months of year, *viz.*, April to September.
- (vii) For the conveyance of authorized attendants between railway stations and hospitals when accompanying entitled sick persons for admission into hospitals and when returning therefrom if required to carry stretchers, blankets, pillows, etc.

The medical officer is further responsible that the most economical system is adopted for collecting personnel and that sick and injured are not conveyed by ambulances, unless it is necessary in the interests of their health (*e.g.*, Ambulances will not be used within the grounds of a hospital for patients who can be carried on stretchers without detriment, nor for lightly sick who are able to march).

The medical officer will maintain a separate record of ambulances running on hire for civilians and the families of Indian soldiers under Appendix 4. He is responsible that the hire charges are received and credited to government *vide* Appendix 4, para. 9, and for the collection and payment of bonuses *vide* Appendix 4, para. 10, to the drivers in the case of ambulances hired out under Appendix 4, para. 3.

O. L. for station ambulances will be issued by the O. C. parent unit or by an officer deputed by the O. C. station.

24. The totals shewn on I. A. F. (M. T.)-28/I. A. F. Z-2212 will be recorded on I. A. F. Z-2210 and/or I. A. F. (M. T.)-69 and submitted monthly by the O. C. hospital to the A. D. M. S. for check and record.

## APPENDIX 6

### Disposal of equipment of vehicles ordered for disposal out of the service

(Section 49 refers.)

1. Items of equipment as shown below will be removed from all vehicles before they are put up for disposal.
2. Serviceable items will be utilised as far as possible to complete new vehicles received as replacements. The items not so utilized will be disposed of as under:—
  - (i) R. I. A. S. C. (M. T.) supply—  
Will be transferred to the C. M. T. S. D., where they will be taken on charge and utilized against subsequent requirements.
  - (ii) R. I. A. S. C. supply—  
Will be returned to the nearest supply depot.
  - (iii) I. A. O. C. supply—  
Will be dealt with under Equipment Regulations (India), Part I, 1933, para. 138.
- Unserviceable items will be disposed of in accordance with current instructions on the subject.
3. The remaining items of equipment will be disposed of with the vehicle.

*List showing items of equipment which should be removed before vehicles are put up for disposal.*

#### Item of equipment—

#### R. I. A. S. C. (M. T.) SUPPLIES.

Brackets, for sparking plug.  
Brushes, engine, cleaning.  
Cans, P. O. W. 1 gall.  
Carriers, spare petrol can.  
Chains, non-skid, for rear wheels.  
Covers, or muff, radiator.  
Covers, Waterproof.  
Covers, Curtains, rear.  
Funnels, Oil.  
Funnels, Petrol.  
Horns, bulb or mechanical (only if fitted with electric horn).  
Lamp, inspection.  
Mirrors, driving.  
Overall chains, with fittings tools.  
Plugs, sparking.  
Pourers, Petrol.  
Ropes, towing, steel.  
Scotch, and chain.  
Screwdrivers, special, combination.  
Spanners, sparking plug, box.  
Tins, for carbide or grease.  
Tins, for engine oil, 1 gall.  
Tins, for gear oil, 1 gall.  
Towing attachment, complete.  
Tommy, bar, for use with spanner sparking plug box.  
Tyre pressure gauges, with holders.  
Vulcanizers, Shaler, 5 minute.  
Unit Manufacture.

#### I. A. O. C. SUPPLIES.

##### Section F.

Crowbars, steel, 5-ft. 6-in.  
Hammers, engineers, ball-pane, 1 lb. 8 oz.

Hammers, engineers, ball-pane, 1 lb.  
Pliers, side cutting, 6-in.  
Pliers, side cutting, 7-in.  
Punches, round,  $\frac{3}{8}$ -in.  
Screwdrivers, cabinet, 4-in.  
Screwdrivers, cabinet, 6-in.  
Spanners, adjustable, 6-in.  
Spanners, adjustable, 11-in.  
Spanners, double ended,  $\frac{3}{8}$ -in. and  $\frac{1}{2}$ -in.  
Spanners, double ended,  $\frac{5}{8}$ -in. and  $\frac{3}{4}$ -in.  
Spanners, double ended,  $\frac{7}{16}$ -in. and  $\frac{1}{2}$ -in.  
Spanners, double ended,  $\frac{9}{16}$ -in. and  $\frac{5}{8}$ -in.

##### Section G-1.

Padlocks, I. G. 1 $\frac{1}{2}$ -in.

##### Section H-2.

Skins, chamois leather.

##### Section J.

Axes, felling.  
Axes, pick, 4 $\frac{1}{2}$  lbs., heads.  
Axes, pick, 4 $\frac{1}{2}$  lbs., helves.  
Buckets, water, canvas.  
Shovels, G. S.

##### Section K.

Sponges, motor car and aircraft.  
Stretchers, ambulance.

##### Section L.

Extinguishers fire, C. T. C. type, 1 quart.  
Refills.

#### R. I. A. S. C. SUPPLIES.

Cans, petrol 2 I. G.



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