



SUPPLEMENT
TO THE
NEW ZEALAND GAZETTE
OF
THURSDAY, MARCH 13, 1913.

. Published by Authority.

WELLINGTON, FRIDAY, MARCH 14, 1913.

Financial Instructions and Allowance Regulations for the New Zealand Military Forces.

LIVERPOOL, Governor.

IN pursuance and exercise of the powers conferred on me by the Defence Act, 1909, and its Amendments, and of all other powers enabling me in this behalf, I, Arthur William de Brito Savile, Earl of Liverpool, the Governor of the Dominion of New Zealand, do hereby make the regulations set forth in the Schedule hereto, and do hereby declare that the said regulations shall come into force on the eleventh day of March, nineteen hundred and thirteen.

SCHEDULE.

THESE regulations are divided in Sections and Parts, as follows :—

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SECTION I.

Part I.—Definitions.

In these regulations, unless inconsistent with the context,—

- “G.O.C.” means an officer appointed to be General Officer Commanding the Military Forces of New Zealand :
- “Headquarters” means the office of the central administration :
- “Director of Accounts” means the officer appointed to be Director of Accounts at Headquarters, Wellington :
- “O.C. District” means the officer commanding the Military District :
- “The Accountant” means the Accountant at Headquarters :
- “District Accountant” means the officer appointed District Accountant in a Military District :
- “Certifying Officer” means the officer appointed to certify to vouchers for payment in accordance with the Treasury Regulations.

Part II.—Duties of and General Instructions for Officers Commanding Districts.

1. The O.C. District shall be responsible that due economy is observed by all officers and others charged with expenditure of public money, or with the care, use, or expenditure of stores, &c.

Every credit will be given to him, and to all Staff and other officers concerned, for economical administration, coupled with efficiency.

2. He is authorized to certify to expenditure within his district, and may pay claims for the following matters, provided that the expenditure is strictly in accordance with regulations :—

- (a.) Travelling expenses and allowances.
- (b.) Pay of the Royal New Zealand Artillery.
- (c.) Services for which payments require to be made in prompt cash.

All other vouchers for expenditure must be sent to Headquarters for payment through the Treasury in the ordinary way.

3. The following books are to be kept in the district headquarters office :—

- 1. Alphabetical Register of Claims received, showing (1) district number, (2) date of receipt, (3) name of claimant, (4) amount, (5) action.
- 2. Cash-book, showing account of moneys paid out of imprest.
- 3. Journal, showing particulars of all vouchers which have been passed on for payment to Headquarters or paid out of Imprest Account. Each entry should give name of claimant, particulars of service, date of service, amount of claim, and how the voucher has been dealt with, and date of being passed on.
- 4. Ledger, showing (1) amount allocated or appropriated under each head of service, (2) the expenditure entered up daily from the Journal under the various appropriations for services within the district.

In addition to above, such other books shall be kept as may be required.

He may authorize payments of claims, but must distinctly understand that, in the event of the payment not being finally approved, he will be held personally liable.

4. A monthly schedule of expenditure incurred by each Officer Commanding a District shall (after being signed by him) be forwarded for the information of the Director of Accounts not later than the 7th of each month, in the following form :—

RETURN OF EXPENDITURE.

Date.	Name.	Particulars.	Amount.	Vote to which charged.

5. He shall not vary any payments provided for under regulations.

6. He shall make himself thoroughly acquainted with the regulations governing pay and allowances. Before passing a claim for payment he shall satisfy himself that the claim is correct in every particular, and that no pay or allowance is made in excess of the scale or the establishment.

7. He shall, not later than the 31st day of March in each year, forward to Headquarters a list setting forth the proposed expenditure under votes for gun and small-arm ammunition and for warlike stores ; and details of expenditure of the training-grant, showing the requirements under the various headings as laid down in para. 609, Regulations, New Zealand Military Forces.

8. He is not authorized to overdraw the amount of appropriation made for each head of the service without authority from Headquarters.

9. Should he at any time experience difficulty in recovering money due from officers or others, he must at once report the matter officially to Headquarters.

10. He shall be held responsible that no arrears occur in the work of his office, and that the books are posted up daily, so that they may at all times be ready for examination.

11. When he submits any proposal involving expenditure, such proposal should be accompanied by a statement from the District Accountant, showing—

(a.) The division, subdivision, and item of the estimates to which the expenditure should be charged.

(b.) That money is available on the vote.

He shall, in addition, state that with his knowledge of the requirements for the remaining period of the financial year the proposed expenditure will not involve the necessity for applying for additional funds on any vote concerned.

12. He shall be responsible that all accounts in his office are kept strictly in accordance with the Treasury regulations.

13. If any circumstance affecting the probity or fitness of a district clerk for his position comes under his notice, he shall make all such inquiries as he deems necessary, and shall report the matter to Headquarters.

14. He shall not apply public moneys to any purpose not authorized by the regulations of the service, nor advance (except as hereinafter provided), lend, or exchange any sums for which he is accountable, nor cash private cheques out of public funds.

15. All payments authorized by these regulations shall be subject to the necessary provision being made by Parliament.

16. He shall not advance any moneys to a member of another military district on account of travelling or other expenses, unless authority has first been obtained for so doing from Headquarters.

17. Any payment made on account of travelling or other expenses to a member of another military district must be at once communicated to the District Accountant to which such member belongs.

18. He shall be liable for the amount of disallowances arising from errors or over-issues made by him in disregard of regulations or in the absence of proper authority.

19. He shall see that a copy of the Public Revenues Act and of the Treasury Regulations is supplied to every officer receiving or disbursing public moneys.

20. No officer is to be paid the salary attached to any position to which he has not been duly appointed.

21. In no case, unless governed by regulation, is an allowance to be paid to any member of the Forces, unless such allowance has been authorized by Headquarters.

22. In no case should any person be temporarily employed without the approval of the Minister obtained through Headquarters.

Part III.—Duties of Accountants.

DUTIES OF ACCOUNTANT AT HEADQUARTERS.

23. The Accountant shall keep a proper set of books in his office, in accordance with Treasury regulations and requirements.

24. A Register of Vouchers shall be kept at Headquarters, and shall contain the particulars of all certified vouchers chargeable to votes or accounts under the control of the Department, whether payable through the Treasury, or through the imprestee, or through the Post Office.

25. Each voucher as entered is to receive a consecutive number (commencing with the unit for each year), which is to be clearly shown on all vouchers in the space marked, the corresponding number appearing in the first column of the Register.

26. Where a voucher is paid through imprest or the Treasury the date of payment is to be entered in the proper column in the Register, after the entry has been duly made.

27. Vouchers which have been returned to Headquarters for correction or further information should be dealt with immediately on receipt, and information as to the date of receipt and return kept in the Register, as a record in case of inquiry.

28. The expenditure shown on each voucher is to be classified under the respective headings as set out in the Register, and the total of the classification of each voucher is to be carried into the last column and checked with the entry in "Total Amount of Voucher" column.

29. At the close of the financial year the totals of each of the money columns are to be ascertained and inserted, and the books in the office properly balanced in accordance with Treasury regulations.

DUTIES OF DISTRICT ACCOUNTANTS.

30. He shall receive, disburse, and account for, under the orders of the O.C. District, moneys payable for services, and shall carry out such other instructions as from time to time may be issued, provided that such instructions are not contrary to the provisions of the Public Revenues Act or the Treasury Regulations.

31. It shall be his duty to bring to the notice of the O.C. District any expenditure which he may consider improper or unnecessary. No claims will be paid or passed on for payment without the certificate of the O.C. District or his Staff Officer. In the event of his receiving for payment a claim which appears to him not authorized by regulations, it shall be his duty to point out in writing to the O.C. District that the claim is not covered by regulations. It then rests with the officer concerned to refer the claim to Headquarters for decision. Pending the receipt of such decision the payment will be deferred.

32. The office books and accounts of district headquarters shall be open at all times to the inspection of the Director of Accounts.

33. The books in a district headquarters office must be written up daily. The totals in the Journal are to be carried forward from page to page. The Ledger will show the available balance under each appropriation or head of service after each day's entries, such entries being made from the Journal.

34. He shall be responsible that disbursements are in accordance with the regulations or with any instruction or authority issued by the O.C. District.

35. He shall assist the O.C. District upon all matters involving expenditure.

36. All accounts in connection with the district shall pass through his hands, and he shall be responsible that the amount of the appropriation for any division or subdivision of the estimates is not exceeded without authority.

37. In referring to any voucher when corresponding with the Director of Accounts the authority and sub-number must be quoted if the voucher is charged to an authority. If charged to the departmental vote, the name of the claimant and the amount and charge are to be quoted.

38. He shall not take charge of any regimental or other funds.

39. Should difficulty be experienced in recovering vouchers, supporting receipts, statements, &c., or money due from officers or others, he must at once report the matter in writing to the O.C. District, who will, if necessary, refer the same to Headquarters for instructions.

GENERAL INSTRUCTIONS.

Part IV.—Vouchers, Claims, Receipts, &c.

40. The following forms are to be used where applicable :—
1. Contingency vouchers. Fourteenth Form.
 2. Travelling-expenses and travelling-allowances. Fifth Form.
 3. Salary abstracts. Thirteenth Form.
 4. Requisitions for advances. Eighteenth Form.
 5. Pension forms.
41. Every voucher is to contain full particulars of the items comprised therein, and such references "As per attached accounts," or "Vide sub-vouchers attached," are not to appear on any vouchers, except in the case of travelling-claims, when a special form is provided for the purpose.
42. The mark of any payee unable to write, and the mark or signature of every Maori, must be witnessed by a European able to write, other than the paying or countersigning officer. The Treasury, however, may exempt Maoris who can read and write English from the operation of this regulation.
43. All vouchers must show the rate according to the number, weight, or measurement of all articles by which the computed value of any item on the voucher has been arrived at. If this cannot be shown, the words "The price is as agreed upon" must be incorporated in the voucher.
44. In the event of any voucher being lost, payment may be made on another voucher certified and approved in the same manner as the original; but such voucher must be marked "Duplicate," and a certificate should be given by the certifying officer that every search has been made for the lost voucher without result, and that the claim has not been paid. Payment shall not be made until the certificate of the Paymaster-General is obtained that the payment has not already been made.
45. No vouchers having the word "Duplicate" thereon will be passed without a full and satisfactory explanation as to the reason. Officers are cautioned against certifying duplicate vouchers unless they know positively that the original has not been paid, and that all endeavours to find it have failed. The voucher in such case should be marked "Duplicate," and a statement made thereon that the original has not been paid.
46. When any doubt or difficulty arises as to any receipt to be taken, the countersigning officer must apply to the Paymaster-General, Treasury, who will issue the instructions accordingly.
47. Officers certifying vouchers are requested to observe that unless the foregoing instructions are strictly complied with the accounts cannot be passed, and the responsibility for the delay thus caused must rest upon them. Officers certifying to vouchers shall be held responsible for all errors in calculation.
48. It is the duty of the officer who incurs the expenditure to see that all claims against the Department are rendered within one month from the date of executing the service, and tradesmen and others with whom he deals should be informed that unless the accounts are furnished promptly no further supplies will be ordered from them. In the case of an account for which the service was rendered three months or more prior to the receipt of the account, a special certificate is required from the officer on the voucher that "the account has not been previously certified to in whole or in part," and an explanation of the cause of the delay should be added.
49. The officer authorized to certify to a claim is required to alter the certificate as occasion may require before signing it, taking care that it is so worded as to afford assurance that the conditions upon which, in each case, the payment of the claim depends have been completely and satisfactorily fulfilled. Thus, when the expenditure is incurred under a contract, it should be certified that "the charge is according to contract, and that the service has been satisfactorily performed, and the supplies have been duly delivered and entered in my Departmental Property Ledger." This refers to purchase of stores, &c., and also to contract work performed. The certificate on a claim for travelling-expenses should read, "I certify that to the best of my knowledge and belief the foregoing account is true and correct in every particular; that the charges are reasonable; that I actually expended on the services named the sums included in such charges which are not supported by receipts; and that I was absent from my headquarters at night on each of the occasions for which a full day's travelling-allowance is claimed, and that I was travelling on the public service during the period for which the claim is made."
50. The first and last days of the period of service are to be shown on every voucher.
51. Claims for supplies *must* be accompanied by the original requisition for the goods. Accounts will not be passed otherwise.
52. In the case of stores purchased by weight or quantity, the certifying officer is required to take steps, before certifying the voucher for the same, to see that the actual quantity charged for has been supplied, and, in case of goods supplied by contract, that they are of the quality charged for. In claims for supply of timber the class thereof should in all cases be stated.
53. There should be attached to advertising claims the original order given and also a clipping copy of each advertisement as printed, without which the account will not be passed. No advertisement should be inserted without first obtaining the necessary authority.
54. All claims on account of advertising must be submitted to the Advertising Department for checking before payment is made.
55. Payment for any special service will not be sanctioned unless authority for such service has been previously obtained from Headquarters.
56. A penny stamp is required on all receipts for sums of £2 or over, except for payment of salaries and wages. Receipts for payments by way of refund to an imprestee for expenditure incurred out of pocket for travelling-expenses, &c., must also bear a penny stamp if the amount is £2 or over.

57. Receipts (stamped when necessary) for *all* fares and other expenses, including freight, when over 5s., must accompany the claim.

58. Receipts for *all* disbursements, even below 5s., must be forwarded in the case of a claimant not travelling on or engaged in the public service.

Part V.—Salaries.

59. Salaries shall not be paid from imprest, but all abstracts must be sent to the Director of Accounts at Headquarters, Wellington, not later than the seventh day in each month to which the payment relates.

60. Salaries which are payable by cheques on different branches of the bank must be entered on a separate abstract for each branch. The abstract must state the first and last day of the period of service, and both must be included in the calculation. If the last day of the period of service shown on the voucher has not arrived, a provisional certificate only may be given, except in special cases—as, for instance, where leave of absence has been granted, in which case the certificate is to be amended to suit the circumstances.

61. One month's pay at an annual salary must be calculated at one-twelfth part of such salary. Pay for a broken part of a month must be computed by multiplying the month's pay by the number of days in the broken part, and dividing the result by the number of days in the month.

62. Care must be exercised in seeing that on the voucher the surname and initials of the claimant agree with his signature, otherwise the acquittance will not be accepted.

63. Every salary abstract shall show the name of the officer appointed to countersign the cheque, and the branch of the bank on which the cheque is to be drawn.

Part VI.—Transfer of Members of the Forces.

64. In every case where an officer, warrant or non-commissioned officer, or man of any branch of the Military Forces is transferred, the O.C. District to which the officer, warrant or non-commissioned officer, or man is transferred is to be immediately advised by the O.C. District from which the transfer takes place of the following particulars: Rate of pay; details of all allowances, and whether in quarters; and date to which payment has been drawn.

65. Should an O.C. District fail to receive these particulars on the transfer of any officer, warrant or non-commissioned officer, or man, he must at once communicate with the O.C. District from which the transfer took place, with a view to obtaining them.

Part VII.—Correspondence.

66. On questions of departmental procedure or routine respecting financial matters the District Accountants shall communicate direct with the Director of Accounts, Headquarters.

67. All other communications and returns shall pass through the usual channel to Headquarters.

Part VIII.—Returns.

68. The following is a list of the returns to be forwarded by O.C. Districts to Headquarters, not later than the seventh day of each month:—

- Return of Expenditure by Officers Commanding Districts.
- Return showing all Appointments, Promotions, and Transfers (in duplicate), both as regards the Military Forces and the public service.
- Sale of Government Property.
- Receiver's Declaration.

Part IX.—Payments to be made by 31st March.

69. It is very necessary that the amount of outstanding expenditure on the 31st March in each year shall be as small as possible, and, with a view of attaining that end, officers are responsible that the following steps be taken:—

- (a.) Supplies, &c., required to the end of March should be ordered so that the accounts might be paid as early as possible.
- (b.) The requisitions for repairs and similar works should be sent in as early as possible, and the works should, wherever practicable, be completed by the last day in February of each year.
- (c.) Where accounts outstanding are likely to be of considerable amount, the persons interested should be requested to furnish the accounts promptly. A memorandum to that effect could be written across the orders when given.
- (d.) With regard to the pay and allowances of the Forces, such arrangements should be made as will enable all payments due for the financial year to be made prior to the 31st March.
- (e.) It is the duty of officers to see that all claims are promptly paid.

Part X.—Moneys received from Tenderers for Canteen Rights.

70. In cases where arrangements do not exist in regiments or units for a brigade or regimental canteen—

- (a.) An officer appointed to the command of a camp of continuous training may be authorized to call for and approve of any tenders received for the sale of groceries or for the conduct of booths for non-alcoholic liquors, barbers' shops, &c.
- (b.) He shall forward a list of accepted tenders, accompanied by a balance-sheet, showing the amounts received and the manner in which they have been disposed of, to the Officer Commanding the District, for the information of Headquarters.
- (c.) On the conclusion of a camp, steps are to be immediately taken to settle all accounts in connection therewith, and the proceeds (if any) are to be distributed without delay.

- (d.) The moneys so received shall be divided proportionately between each regiment or unit, &c., or portion of same in camp, and forwarded to the respective commanding officers, who shall give receipts for amounts received. Such receipts shall be attached to documents forwarded to the Officer Commanding the District.
- (e.) Sums so received shall be paid into regimental funds, to be used at the discretion of the commanding officer in providing games, gymnastic gear, &c., for regimental recreation-rooms, or for the necessary expenditure for the benefit of the troops in camp.

**SECTION II.—PAY AND SPECIAL ALLOWANCES OF THE
NEW ZEALAND STAFF CORPS, ROYAL NEW ZEALAND
ARTILLERY, AND PERMANENT STAFF.**

General Instructions.

71. All persons appointed to the New Zealand Staff Corps, Permanent Staff, or Royal New Zealand Artillery shall be entitled to draw pay and allowances for their rank from the date on which they commence duty.

72. In every case where the pay provided for under these regulations has an increment attached to it, such increment will be payable when the officer, warrant officer, non-commissioned officer, or man has been in receipt of the pay for a period of twelve months, unless otherwise provided under regulation. The right to receive such increment in any year shall depend on the good and diligent conduct of the person to whose pay it is attached. If in the opinion of the G.O.C. any officer, non-commissioned officer, or man is not entitled to an increment, he may issue an order directing that it shall not be paid.

73. Officers and others in excess of the authorized number of any rank may be carried on the strength, provided that there are vacancies in higher ranks and that the total establishment is not exceeded.

74. Officers holding temporary, brevet, or honorary rank shall receive the rates of pay and allowances fixed for their substantive rank, except as provided in paragraphs 77 and 111 hereof.

75. Consolidated rates of pay cover all payments or issues to which members may be entitled for pay, quarters, rations, forage allowance, fuel, light, uniform, bedding, and cooking utensils, except where otherwise provided in these regulations.

76. Daily rates of pay include payment for Sundays (seven days in the week).

77. The following shall be the rates of pay in the New Zealand Staff Corps and Royal New Zealand Artillery:—

OFFICERS.

Rank.	Pay.			Remarks.
	Minimum.	After Two Years.	After Four Years.	
Major-General ..	£ 1,000	£ ..	£ ..	
Colonels ..	750	
Lieut.-Colonels ..	550	600	..	If recommended.
Majors ..	450	475	..	"
Captains ..	350	375	400	"
Lieutenants ..	250	275	300	"
2nd Lieutenants ..	160	180	200	"

77A. An amount of £50 per annum extra pay will be granted to any officer below the rank of Colonel holding the appointment of Officer Commanding a District, head of department at Headquarters or, if passed the Staff College, on the General Staff either at Headquarters or in a district.

77B. The General Staff appointments will be confined to the Chief of the General Staff, two subordinates under him, and one General Staff Officer in each district.

77C. Notwithstanding anything in the preceding regulations, the present salary of an officer who is in receipt of more than above rates shall not be reduced.

78. Where an officer is occupying free quarters he shall be required to pay back to the Public Account £50 per annum, or such other amount as may be determined by the G.O.C.

79. WARRANT OFFICERS AND N.C.O.S OF THE PERMANENT STAFF.

Rank.	Maximum Pay.	Increment.
Sergeant-instructors and Quarter-master-Sergeants	£ 160	On first appointment
Sergeants-major and Quarter-master-Sergeants	180	On completion of 3 years' service.
Warrant officers	200	On completion of 5 years' service.

80. No increase of rank or pay under paras. 77 and 79 hereof shall be allowed unless on the recommendation of the commanding officer or other immediate superior under whom the officer or N.C.O. is serving, and all such increases shall be subject to the approval of the Minister, and provision being made by Parliament.

OUTFIT GRANT.

81. An outfit grant of £5 shall be payable to each non-commissioned officer of the Permanent Staff on joining.

UNIFORM ALLOWANCE.

82. Warrant officers and N.C.O.'s of the Permanent Staff shall be granted an allowance of £2 10s. per annum for upkeep of uniform, payable yearly in advance.

83. DAILY RATES OF PAY OF WARRANT OFFICERS, NON-COMMISSIONED OFFICERS, AND MEN OF THE ROYAL NEW ZEALAND ARTILLERY.

Rank.	On First Appointment.	After Three Years' Service as such.	After Six Years' Service as such.	
			s. d.	s. d.
Second-class master-gunner	9 3	10 0	10 0	..
Gunnery instructor or regimental sergeant-major	9 3	10 0	10 0	..
Company sergeant-major	9 0	9 6	9 6	9 9
Quartermaster-sergeant	9 0	9 6	9 6	9 9
Sergeant	8 6	8 9	8 9	..
Corporal	8 0	8 3	8 3	..
Bombardier	7 6	7 9	7 9	..
Acting-bombardier	7 3

The daily rate of pay for gunners will be 6s., but in addition each gunner may qualify for proficiency pay and good-conduct pay, hereinafter provided.

84. Proficiency pay is classified into—

Class	Pay per Diem.
First class	s. d. 1 0
Second class	0 6

To qualify for proficiency pay a man is required to pass a gunnery and specialist examination every twelve months. Should he fail twice in succession to pass any such examination, a special report is to be made as to whether it is advisable to retain his services. The conditions for the examination for proficiency are laid down from time to time in R.N.Z.A. Regimental Orders.

Store Pay.

85. Store pay at the rate of sixpence per diem will be paid to the N.C.O. or man in charge of the Equipment Ledger of each Field Battery.

Good-conduct Pay.

86. Good-conduct pay will be awarded to men of the Royal New Zealand Artillery as under:—

Service.	Pay per Diem.
After 5 years' and up to 10 years' service	s. d. 0 3
" 10 " 15 "	0 6
" 15 " 20 "	0 9
" 20 years' service	1 0

N.C.O.s are not eligible for good-conduct or proficiency pay.

GUNNERS AND DRIVERS.

87. The following table shows the maximum amount of pay that may be drawn by gunners and drivers of the Royal New Zealand Artillery:—

Service.	Regimental Pay.	Additional Pay.		Total.
		If qualified for First-class Proficiency Pay.	If qualified for Good-conduct Pay.	
On enlistment	s. d. 6 0	s. d. ..	s. d. ..	s. d. 6 0
On qualifying for proficiency pay	6 0	1 0	..	7 0
After 5 years' service and up to 10 years	6 0	1 0	0 3	7 3
" 10 " 15 "	6 0	1 0	0 6	7 6
" 15 " 20 "	6 0	1 0	0 9	7 9
" 20 years' service	6 0	1 0	1 0	8 0

ARTIFICERS.

88. The following table shows the rates of pay to be granted to artificers of the Royal New Zealand Artillery :—

Rank.	Daily Rate of Pay on First Appointment.		—
	s.	d.	
Assistant artificer	7	0	After 3 years' service as assistant artificer to be promoted to bombardier-artificer.
Bombardier-artificer and saddler	7	6	After 7 years' service in artificer rank to be promoted to corporal-artificer.
Corporal-artificer	8	0	After 10 years' service in artificer rank to be promoted to sergeant-artificer.
Sergeant-artificer	8	6	After 12 years' service in artificer rank to be promoted to staff-sergeant-artificer.
Staff-sergeant-artificer ..	9	0	After 15 years' service in artificer rank to be promoted to quartermaster-sergeant-artificer.
Quartermaster-sergeant-artificer	10	0	After 20 years' service in artificer rank rate of pay to be increased to 11s. per diem.
Armanent-sergeant-major Sergeant-major-artificer	11	0	

89. The above rates shall apply equally to corresponding ranks of the farriers, saddlers, and fitters of the Field Artillery Section.

All promotions are to be subject to good character and efficiency.

All artificers serving in the regiment prior to 7th December, 1907, will be allowed to count their total service as qualifying service for promotion.

ALLOWANCE IN LIEU OF QUARTERS.

90. When public quarters are not available a monthly allowance in lieu of quarters shall be granted in accordance with the following scale to married N.C.O.s and men of the Royal New Zealand Artillery who have been duly permitted to marry and who have completed eight years' service —

Warrant officers and Staff sergeants	£25 per annum.
Sergeants	£20 "
Rank and file	£15 "

MARRIED ESTABLISHMENT: REGULATIONS TO GOVERN MARRIED ESTABLISHMENT IN THE ROYAL NEW ZEALAND ARTILLERY.

91. All N.C.O.s and gunners over eight years' service may, on the recommendation of the O.C. R.N.Z.A. detachment, be granted permission to marry.

92. All married N.C.O.s and men who are on the strength, and who are ordered away from their station on duty, will be entitled to 1s. 6d. per diem separation-allowance for each day on which no travelling-allowance is payable. This is not to apply to a camp at which they draw free rations.

EFFICIENCY BADGES AND PERSONAL PAYMENTS, R.N.Z.A.

93. Forty badges, each carrying a personal payment of £1, shall be issued annually to the Royal New Zealand Artillery, and shall be distributed regimentally by the O.C. Depot, R.N.Z.A., to those men who best qualify as specialists at the annual examination.

UNIFORM.

94. In addition to the above pay and allowances, warrant officers of the R.N.Z.A. will be allowed 2s. 6d. per mensem, and N.C.O.s and men will be granted an amount of 2s. per mensem, for the upkeep of uniform.

Clerks.

95. Appointment to the Clerical Section of the Royal New Zealand Artillery will be confined to such men as are educationally qualified, and who have served for at least one year, have passed all their drills, and are efficient gunners.

96. A gunner, on appointment to the Clerical Section, shall serve for six months on probation as a clerk before being confirmed in the appointment. Subsequent promotion will be governed by establishment.

97. No increment or increase of pay shall be paid to any officer or man unless the permanent head of the Department certifies that the duties performed by such officer or man, and the manner in which they are performed, justify the granting of the increased pay.

98. No increments will be automatic. The clerk must be recommended, and amount duly approved by the Minister, before any increase is paid.

ARMOURERS.

99. The scale of pay for armourers shall be as follows :—

No.	Rank.	Pay per Diem, Seven Days per Week.	Remarks.
1	Armourer-sergeant-major (W.O.) ..	s. d. 12 0	No allowances other than travelling, as laid down in the Financial Instructions and Allowance Regulations.
2	Armourer Quartermaster Sergeants ..	10 0	
3	Armourer Staff Sergeants ..	9 0	
4	Apprentices	3 6	

99A. Increments in pay of armourer apprentices shall be as follows: First year, 3s. 6d. per diem; second year, 4s. per diem; third year, 5s. per diem; fourth year, 6s. per diem; fifth year, 7s. per diem.

100. Appointments to the rank of armourer Staff sergeants will be made on passing the necessary qualifying examination.

101. Boys will be enrolled between the ages of fifteen and eighteen years as apprentices, and will serve as such for five years.

SECTION III. — TRAVELLING ALLOWANCES AND EXPENSES, AND OTHER ALLOWANCES OF IMPERIAL GENERAL STAFF, NEW ZEALAND STAFF CORPS, ROYAL NEW ZEALAND ARTILLERY, AND PERMANENT STAFF.

General Instructions.

102. All vouchers or allowances for travelling-expenses must be made out in detail on the proper form, and signed and certified by the claimant, and certified as correct by the O.C. District or other authorized authority. All items of expenditure for sums of 5s. and over must be accompanied by receipted accounts. In all cases a day means a day of twenty-four hours.

103. Every care must be taken that the expenditure under the head of travelling-allowance is kept down to the lowest possible limit, and Officers Commanding Districts are held responsible that the least possible expenditure is entailed by those under their command in the performance of their duties.

104. No officer shall proceed on any duty without first informing the head of his department or commanding officer, and such head of department or commanding officer, before granting permission, shall satisfy himself that the travelling is necessary. If, through the exigency of the service, it is not practicable to obtain the permission of the head of the department or commanding officer, the circumstances should be at once reported in writing, or verbally if the officer travelling returns within twenty-four hours.

105. All persons on first taking up appointments must join at their own cost; no travelling or other expense will be allowed for themselves, wives, or families. A special agreement may, however, be made by the authority of the Minister, if the person joining comes from outside the Dominion, or in cases of persons proceeding from one Island to another.

106. In all cases where military or Government transport is available it must be utilized.

107. Any case not coming within the above should be submitted to Headquarters for a special ruling.

108. The travelling-claims of members of the Military Forces shall be signed or certified as under :—

Headquarters—By the head of each department.

Districts—

- (1.) District Staff—By the Officer Commanding the District, or in his absence by the Assistant Adjutant and Quartermaster-General.
- (2.) Units in district—Signed by the officer commanding the unit and countersigned by the Officer Commanding the District, or by the Assistant Adjutant and Quartermaster-General in his absence.

109. In every case the officer signing the claim will satisfy himself that the cheapest mode of public conveyance has been used, and that the charges are in accordance with the regulations.

110. Claims for travelling-expenses and for travelling-allowance shall be prepared in full detail, and in order of occurrence, on the proper voucher form, to be submitted for payment not later than one month after the completion of the journey.

IMPERIAL GENERAL STAFF, NEW ZEALAND STAFF CORPS, ROYAL NEW ZEALAND ARTILLERY, AND PERMANENT STAFF.

111. Travelling-allowances on the following scale on substantive rank shall be paid, and such allowances shall include meals and portorage, and shall be paid only on defined absence from residence or headquarters. (The travelling-allowances may not be drawn while under canvas, or while in receipt of camp or messing allowance, or while with the troops who are rationed) :—

	Per Day.
	£ s. d.
G.O.C.	1 5 0
Colonels	0 15 0
Lieut.-Colonels and Majors	0 12 6
Captains and Lieutenants	0 11 0
Warrant officers and all N.C.O.s of and above the rank of sergeant	0 10 0
All other ranks below that of sergeant	0 8 0

112. Where a [Lieut.-Colonel] holding the temporary rank of Colonel is in command of a district or is occupying the position of the head of a department on the Headquarters Staff, he shall be entitled to 15s. per diem travelling-allowance.

113. For all journeys where an officer, N.C.O., or man is not obliged to be absent from his headquarters for a full day of twenty-four hours, actual and reasonable expenses shall be paid up to an amount in no case exceeding the full daily rate above authorized, for personal expenses, on production of a statement giving the details of the nature of such charges. In no case must the charge for a meal exceed the sum of 2s.

114. Where it is necessary for an officer to proceed direct to sea from his headquarters an allowance of 5s. for the first night, and 2s. 6d. for each subsequent whole day spent at sea, shall be payable in lieu of the above rates.

115. Porterage includes the cost of the employment of a porter to handle luggage at a wharf, hotel, or railway-station, and must be paid for out of the daily allowance. The conveyance of personal luggage from or to a railway-station or wharf or other terminus, to or from the home of an officer travelling on public service, or to or from the hotel or boardinghouse at which he is staying, shall not be regarded as porterage, and may be allowed, provided that cab-hire is not charged for the same journey.

116. Forage allowance will be paid to the officer, warrant officer, or N.C.O. when travelling on duty for which detailed (with his horse) at the rate of 2s. 6d. per day, provided the distance travelled is not less than ten miles from his Headquarters.

LODGING-ALLOWANCE.

117. Officers, N.C.O.s, or men posted for temporary duty at any station outside their own headquarters shall be entitled to draw travelling-allowance for seven days only. After the seventh day lodging-allowance in lieu of the travelling-allowance shall be drawn at the undermentioned rates:—

	Per Day.	
	s.	d.
Colonels and Lieut.-Colonels	7	6
Majors	6	3
Captains and Lieutenants	5	0
Warrant officers and all other ranks	4	0

118. The Director of Medical Services and the Director of Veterinary Services, when travelling on duty, shall be entitled to the travelling-allowance of their rank as governed by paras. 111, 113, and 114.

Camp or Field Allowances.

IMPERIAL GENERAL STAFF, NEW ZEALAND STAFF CORPS, AND ROYAL NEW ZEALAND ARTILLERY,

119. The camp or field allowances for all camps for the Imperial General Staff, New Zealand Staff Corps, and Royal New Zealand Artillery shall be as follows:—

	Per Day.	
	s.	d.
G.O.C. New Zealand Forces	7	6
Colonels, Lieut.-Colonels, and Majors	5	0
Captains	3	6
Lieutenants	3	0

Messing-allowance.

120. A messing-allowance of 4s. per diem, or free rations will be allowed to officers of the Imperial General Staff, New Zealand Staff Corps, and Royal New Zealand Artillery when in camps of training or attending continuous courses of instruction, unless lodging or travelling allowances are drawn.

121. Warrant officers, N.C.O.s, and men will be rationed free while attending camps, &c., or will be allowed a ration allowance of 2s. per diem in lieu thereof. They will not draw camp or field allowance.

Transfer and Removal Allowances.

122. When an officer, N.C.O., or man of the Staff Corps, R.N.Z.A., or Permanent Staff is transferred from one station to another or from one military district to another, the actual cost of rail, steamer, or coach fares of such member, as well as that of the fares of his wife and children, in addition to travelling-allowance for such member, shall be paid by the Department, except where transfers are made by way of punishment or on request.

123. Claims may also be submitted for payment of the actual cost of removal of furniture in accordance with the following scale.

Scale.

124. The maximum amounts for removal of furniture shall in no case exceed the following:—

	£
In the case of officers, N.C.O.s, and men whose salaries are under £200 per annum	25
In the case of officers, N.C.O.s, and men with salaries of £200 and under £400 per annum	35
In the case of officers with salaries of £400 and under £600 per annum	40
In the case of officers with salaries of £600 per annum and over	50

In providing for cost of removal, only necessary household furniture shall be taken into consideration, and Officers Commanding Districts must in every case see that the expenses in this connection are kept down to the minimum cost.

125. *All removals shall be subject to the following conditions :—

- (a.) Vouchers must be produced for all payments.
- (b.) A member of the Forces shall not be entitled to any compensation from the Government for losses or damage arising from removal.
- (c.) Before the removal is undertaken the member concerned shall, where practicable, obtain offers from at least two carriers, and submit to the Officer Commanding the District, who shall authorize the acceptance of the more suitable, provided that the maximum amount under these regulations is not exceeded.
- (d.) In all cases where military transport is available it must be used.
- (e.) In cases of transfer from one station to another of Mounted officers, or of warrant or non-commissioned officers permanently employed, their horses may also be transferred at the public expense when it is considered to be in the interests of the Defence Forces.

126. In cases where the household furniture of an officer, N.C.O., or man on transfer has not arrived at its destination at the time of his arrival thereat, travelling-allowance may be drawn for a period not exceeding three days if such non-arrival is caused through circumstances beyond the control of the officer, N.C.O., or man.

127. Travelling-allowance will be allowed for the wives of all married officers, N.C.O.s, and men when being transferred. The rate of such travelling-allowance shall be the same as that paid to the officers, N.C.O.s, or men so transferred, and 3s. per diem shall be allowed for each other member of his family.

Horse, Forage, and Grooming Allowance.

NEW ZEALAND STAFF CORPS, ROYAL NEW ZEALAND ARTILLERY, AND PERMANENT STAFF.

128. Brigade-Majors, Adjutants, and Area N.C.O.s of the Permanent Staff, with the exception of N.C.O.s in the large towns, shall be allowed forage allowance if they keep horses for the public service.

129. Officers shall provide their own horses, but a N.C.O. shall, where necessary, be allowed a sum not exceeding £18 with which to buy a horse. Such horse shall be the property of the Department, and passed by the Government Veterinary Officer.

130. An allowance at the rate of £30 per annum shall be allowed to each officer and N.C.O. who is required to keep a horse, for the upkeep of the same.

131. All horses which belong to the Government will be inspected annually by a Government Veterinary Officer and branded, and a proper register kept by the Quartermaster-General.

132. In the event of an officer's or N.C.O.s horse being injured, or dying, otherwise than in camp, the case must be immediately reported on, and a Board held; and if a recommendation is made by the Officer Commanding the District, an amount not exceeding £18 shall be allowed to purchase another horse.

133. Either a forage allowance of 1s. 6d. per diem or a free issue of forage in kind may be drawn by Mounted officers and Sergeant-major Instructors who have horses while in camp. A grooming-allowance of 1s. 6d. a day may also be drawn by Mounted officers while in camp.

Bicycle Allowance.

134. Officers of the New Zealand Staff Corps and N.C.O.s of the Permanent Staff may, where it is found more economical, use bicycles in lieu of horses. The cost of such bicycles shall, on the approval of Headquarters, become a charge against the Department, and an allowance not exceeding £3 per annum shall be allowed for upkeep of same. Officers Commanding Districts will requisition for all bicycles to Headquarters, Wellington.

Allowances for Use of Private Motor Vehicles.

135. Officers and others using their own motor vehicles on public journeys may draw the allowances hereinafter authorized in all cases where conveyance is admissible, provided that the total charge is not more than it would have been if the journey had been made by ordinary means of conveyance.

136. No expenses in connection with injuries or damage caused to or by a privately owned vehicle, when used on the public service, shall be admitted as a charge against the department. Officers should protect themselves by insurance when possible, but the cost of such insurance will not be admissible as a charge against the department.

137. In cases in which these allowances amount to more than the cost by ordinary means of conveyance, they may be drawn if approved by the G.O.C. on either of the following grounds :—

- (a.) That the employment of the motor vehicle enabled duties to be carried out which could not have been satisfactorily performed by other means—e.g., Staff rides :
- (b.) That the gain in time consequent on the use of the motor vehicle justified the extra expense.

In all cases the use of the motor-vehicle must be approved by the O.C. District prior to its employment at the public expense.

138. It is to be noted that as the rates for motor-cars are based on the size of the car, and not on the number of persons carried on duty in it, the use of a larger car entails additional expense, and it is the duty of officers to utilize in the case of journeys of one or two individuals a smaller car when available in preference to a larger one.

139. When a motor vehicle has to be brought from one officer's station to the point at which its employment on service is to commence, mileage rates will be admissible for this journey. In the case of a motor bicycle or tricycle actually conveyed by passenger train, the cost of such conveyance may be granted in lieu of mileage rates.

140. The rates shall be as follows :—

(a.) MILEAGE.		Per Mile.
Motor bicycle or tricycle		2d.
A motor with two or three seats		4d.
A motor with four or more seats		6d.

141. The foregoing regulations apply to warrant officers, N.C.O.s, and men as far as regards motor bicycles and tricycles, if the claim is supported by a certificate signed by the Officer Commanding the District that the use of the vehicle was required in the interests of the public service.

Interchange of Officers and Instruction Abroad.

142. Officers sent abroad for courses of instruction or exchange shall continue in receipt of their rates of pay.

143. Officers will be granted a first-class return fare, and the passage-money may, if so desired, be paid to the officer direct, to enable him to make his own arrangements, but he must produce a shipping company's voucher for the full amount of the passage-money.

144. While travelling on board steamer from and to the Dominion an allowance of 2s. 6d. per diem shall be paid.

145. The travelling allowance and expenses while in England, India, South Africa, Canada, or Australia shall be at the rates as laid down in the Regulations of the country in which the officer is serving when actually travelling on duty.

146. The camp, or field, and travelling allowances of officers interchanged will be in accordance with the scale fixed by the regulations of the Government under which the officer is serving, and will be paid by that Government.

147. A special lodging-allowance of £100 per annum will be allowed to officers who are sent to England, India, South Africa, or Canada for training.

148. On embarkation and disembarkation in the Dominion, the carriage of necessary baggage to and from the steamer may be allowed.

149. When it is necessary for an officer while in England, India, South Africa, or Canada to keep a horse, on the public service, he may, if the Minister approves, be granted an allowance at the rate of £100 per annum to cover all the expenses he may be put to in respect thereof.

150. New Zealand officers sent to Australia will be granted a special allowance of 5s. per diem if married and 3s. 6d. per diem if single, during the full period they are stationed in the Commonwealth.

OUTFIT ALLOWANCE FOR OFFICERS, WARRANT OFFICERS, AND N.C.O.s PROCEEDING ABROAD.

151. A grant for outfit allowance may be paid to officers, warrant officers, and N.C.O.s proceeding abroad for instruction or other duty, as follows :—

	£
Officers proceeding to India, Canada, and South Africa ..	15
" England	15
" Australia	5
Warrant officers and N.C.O.s	5

Cadets attending Royal Military College of Australia.

152. Cadets attending the Royal Military College of Australia shall be granted the travelling allowances and expenses as laid down in the Regulations governing the administration of the Royal Military College of Australia.

Accommodation when Travelling in the Dominion.

153. The following table shows the classes of accommodation by rail and sea available for officers and other members of the Permanent Force and Permanent Staff :—

Rank.	Class of Accommodation.	
	By Rail.	By Steamer.
<i>Permanent Force and Permanent Staff.</i>		
Officers	1st	1st
Warrant officers, Staff Sergeants-major, Sergeant-Instructors, and Quartermaster-Sergeants; also Compan and Battery Sergeant-majors when on instructional duty)	1st	1st
All other ranks	2nd	2nd

A superior class of accommodation may, upon medical recommendation, be assigned to invalids.

SECTION IV.—PAY AND ALLOWANCES OF THE TERRITORIAL FORCE.

Officers and Men of the Territorial Force.

GENERAL.

154. Pay and allowances will be drawn by officers, N.C.O.s, and men of the Territorial Force only for the days of actual attendance at annual training in camp (including days of leave authorized with pay and days of arrival and departure), at continuous obligatory courses of instruction, and, if approved by the G.O.C., at Staff rides, instructional tours, continuous voluntary courses of instruction, when specially called up for duty, or when serving on Courts-martial

or Courts of Inquiry. They shall in no case be drawn during attendance at the obligatory drills, musketry, &c., performed outside the period of annual training in camp, nor for attendance at rifle meetings or Guards of Honour.

155. An officer on the Unattached List, or a seconded officer, who is ordered to attend an annual camp of the Territorial Force under para. 239 "Regulations for the New Zealand Military Forces" shall receive the pay and allowances of his rank, or, should the rank of the officer whose place he fills be lower than his own, the pay and allowances of that lower rank.

156. Officers attending as supernumerary officers under para. 79 (a) "Regulations for the New Zealand Military Forces" shall be allowed pay and allowances while attending camp.

157. A warrant officer, N.C.O., or man of the Territorial Force appointed to perform the duties of a higher rank or appointment during a vacancy at the annual camp shall be granted the minimum rate of pay attached to the rank or appointment, provided the proportionate establishment of such higher ranks in the unit is not exceeded.

RATES OF PAY.

158. The pay of officers, warrant officers, non-commissioned officers, and men of the Territorial Force shall be at the following daily rates:—

	£	s.	d.	
Colonels	1	1	0	per day.
Lieut.-Colonels.. .. .	0	15	0	"
Majors	0	12	0	"
Captains	0	10	0	"
Lieutenants and 2nd Lieutenants	0	8	0	"
Sergeants-major, Staff Sergeants, and Colour-Sergeants	0	5	6	"
Sergeants	0	5	0	"
Corporals	0	4	6	"
Other ranks	0	4	0	"

159. When it is necessary for parties to be detailed to pitch or strike camp, an amount of 4s. per diem for each extra day, not exceeding four days, may be paid to N.C.O.s and men so employed, in addition to free rations and pay of rank.

MESSING-ALLOWANCE.

160. A messing-allowance of 4s. per diem, or free rations, shall be allowed to officers of the Territorial Force when in camps of training or attending continuous courses of instruction, unless lodging or travelling allowances are drawn.

161. N.C.O.s and men shall be rationed free when attending camps or continuous courses of instruction, or shall be allowed ration allowance at 2s. per diem in lieu thereof, this amount to cover cost of fuel. They shall not draw camp or field allowance.

MEDICAL OFFICERS AND VETERINARY OFFICERS.

162. An allowance shall be paid, on the certificate of the officer of an area duly certified to by the O.C. District, for medical examination on registration, at the rate of 2s. 6d. per head.

163. When attending camps of continuous training, or any local camp, medical officers and veterinary officers will receive as remuneration the pay and allowances of their rank as Territorial officers.

CHAPLAINS.

164. For each service held on a Sunday or Good Friday a chaplain will receive, as remuneration, the sum of £1 1s., provided the number of his denomination in a unit attending camp is not less than 130. No other allowances will be paid to a chaplain in connection with holding Divine service.

165. In exceptional cases, where the General Officer Commanding considers that more than one chaplain is required to conduct service for the Territorials when in camp, he may approve payment to additional chaplains.

PAY AND ALLOWANCES WHILE AT COURSES OF INSTRUCTION.

Pay.

166. Pay will be issued to an officer whilst attending an obligatory continuous course of instruction or other continuous course, provided he remains for the period prescribed and obtains a satisfactory report on completion of the whole course, or, in the case of a musketry course, is placed on the list of qualified officers. If obliged to leave the course in consequence of sickness, duly certified, pay will be issued for the period of attendance.

167. In cases of failure to obtain the report referred to in the last preceding paragraph, or where the officer has completed as a continuous period only one half of the course, pay will be admitted for the first half of the course on a certificate from the officer conducting the course that he has displayed all proper zeal and industry, and has profited by the course.

168. The issue of pay to N.C.O.s and men during authorized courses of instruction will be made at the end of the course, and will be subject to the production of a certificate that they have been punctual and attentive during the period for which pay is issued.

169. The issue of pay during attendance at voluntary continuous courses of instruction will be subject to the discretion of the G.O.C. and approval of the Minister.

170. Pay due will be issued by the Adjutant of the unit to which the officer or man belongs, and the charge will be vouched by a copy of the order for the officer or man to attend (containing the decision of the O.C. District regarding the admissibility of pay in the case of a voluntary course), a certificate showing the period of attendance, and, in the case of an officer a reference to the date of the order notifying that the officer has received a satisfactory report. In the case of a man the certificate will be attached.

Lodging-allowance.

171. When attending a continuous course of instruction with pay, officers who do not reside at the station where instruction is given will, if not provided with quarters or tents, receive lodging-allowance.

172. N.C.O.s or men who do not reside at their usual place of abode while attending a continuous course of instruction will be provided with quarters or tent, or with lodging-allowance in lieu thereof, if accommodation is not available during the period.

173. The following will be the rates of lodging-allowance to be drawn by officers and N.C.O.s of the Territorial Force when attending continuous courses of instruction under para. 294-297 "Regulations for the New Zealand Military Forces." This allowance will be granted only where tent accommodation or quarters are not provided.

	s.	d.
Colonels and Lieut.-Colonels	7	6 per day.
Majors	6	3 "
Captains and Lieutenants	5	0 "
Warrant officers and N.C.O.s	4	0 "

The allowance in lieu of rations will not be granted when lodging-allowance is drawn.

Ration Allowance.

174. When under instruction at continuous courses of instruction, N.C.O.s and men (if not able to live at their own homes) will be entitled to rations in kind or an allowance of 2s. per diem in lieu thereof.

Horse Hire, Forage, and Grooming Allowances.

175. All officers, N.C.O.s, and men other than those belonging to units of the Mounted brigades, or detached squadrons of Mounted Rifles, authorized to be mounted at annual training in camp or other duty sanctioned by the O.C. District shall be entitled to the allowance for horse-hire if a horse is not provided by the Department.

176. Where a horse is not provided by the Department an allowance not exceeding 10s. per diem will be granted for the hire of a horse when necessary, if approved by O.C. District.

177. An amount of 1s. 6d. per diem will be allowed for forage (when forage is not supplied free) for one horse each for Mounted officers and men during annual training in camp or other authorized duty for which the employment of a horse has been sanctioned by the O.C. District, a grooming-allowance of 1s. 6d. per diem may also be drawn by Mounted officers while in camp.

178. An officer of the Territorial Force serving temporarily as Acting Brigade-Major or Acting Adjutant in the place of an officer of the Staff Corps or Royal New Zealand Artillery will be allowed the sum actually and necessarily expended in horse-hire, not exceeding 10s. per diem, for any mounted duties he may be called upon to perform. When horse-hire is claimed for an Acting Brigade-Major or Acting Adjutant, the name of the officer for whom he is acting must be shown in the claim.

TRAVELLING-ALLOWANCES.

179. Officers Commanding Brigades—15s. per day (or 10s. per day: see below).
Coast Defence Commanders—15s. per day (or 10s. per day: see below).
Officers commanding units—12s. 6d. per day (or 10s. per day: see below).
Other officers—10s. per day.
N.C.O.s and men—8s. per day.

180. Brigadiers, Coast Defence Commanders, and officers commanding units shall draw the above allowance of 15s. per diem in addition to steamer, rail, or coach fares for a period not exceeding twenty-one days per annum, for the purpose of inspecting their units.

181. All officers (including Brigadiers, Coast Defence Commanders, and officers commanding units) shall be entitled to a travelling-allowance of 10s. per day in addition to steamer, rail, and coach fares when ordered to attend—(1) Staff tours, (2) Courts-martial, (3) obligatory or voluntary courses of instruction, (4) Boards, (5) conferences. This allowance shall only be drawn for the day (or days) of arrival and departure.

182. All officers (including Brigadiers, Coast Defence Commanders, and officers commanding units) shall be entitled to a travelling-allowance of 10s. per day in addition to steamer, rail, or coach fares when travelling to or from the annual camp, for each day on which pay is not drawn.

183. N.C.O.s and men shall be entitled to a travelling-allowance of 8s. per day in addition to steamer, rail, or coach fares when ordered to attend—(1) Courts-martial, (2) obligatory or voluntary courses of instruction, (3) Boards. This allowance shall only be drawn for the day (or days) of arrival and departure.

184. N.C.O.s and men shall be entitled to a travelling-allowance of 8s. per day, in addition to steamer, rail, or coach fares, when attending the annual camp for each day on which pay is not drawn. The four extra days in camp are not to be reckoned as days for which pay is not drawn (i.e., no travelling-allowance is payable for the four extra days in camp, although pay is not drawn for that period).

185. No travelling-allowance whatsoever shall be payable to any officer, N.C.O., or man unless the distance travelled exceeds ten miles.

186. All travelling-allowances are to be calculated from the officers' official headquarters, or, if no greater expense is involved, may be calculated from the officers' residences.

187. The cost of conveyance of units to and from annual training in camp, drills, and musketry shall be defrayed out of the district training grant.

188. No grant from public funds shall be made for the conveyance of officers' horses or other horses in excess of the number laid down in the Territorial Force establishments.

189. Officers and men joining a continuous course of instruction for which pay is drawn shall be allowed travelling-allowances from their places of residence to the nearest available place of instruction. Travelling-allowances in connection with the same course will be admitted only once. If an officer or man is permitted for his own convenience to attend a school or course which is not the nearest available one, any extra expense caused thereby will not be admissible. Officers and men attending a course of instruction shall not be entitled to travelling-allowances for their horses unless they are required to be mounted, and it is certified that they could not be supplied with a horse belonging to the Government.

190. Officers and men who reside at their homes while attending a continuous course of instruction will be allowed their actual daily travelling-expenses, if such expenses do not exceed the lodging-allowances to which they would otherwise have been entitled.

191. Travelling-allowances to and from voluntary courses of instruction, whether pay is given or not, may be admitted as laid down in para. 189, if the O.C. District so directs when sanctioning the attendance.

192. Officers will be allowed travelling-allowances not exceeding 10s. per diem of twenty-four hours to and from the nearest place at which arrangements can be conveniently made for their examination when attending,—

- (1.) The examination for promotion. Such travelling-allowances will be admitted for one journey only in respect of each examination, although the subjects of examination are taken up separately;
- (2.) An examination in a foreign language, provided they qualify as interpreters.

193. Travelling-allowances will not be admissible for officers attending voluntary examinations, except as provided in para. 192 (2).

194. Officers travelling on military duties, specially authorized by Headquarters or O.C. District, may be granted travelling-allowances as laid down in these instructions.

195. Officers travelling in the Dominion on duty of a nature which entitles them to travel at the public expense should be provided with a warrant, which must be given up at the railway booking office in exchange for a ticket. The warrant will be indorsed as follows, and signed by the authorized person: "Territorial Force officer travelling on military duty at the Government expense."

ACCOMMODATION WHEN TRAVELLING IN THE DOMINION.

196. The following table shows the classes of accommodation by rail and sea:—

Rank.	Class of Accommodation.	
	By Rail.	By Steamer.
<i>Territorial Force.</i>		
Officers	1st	1st
Warrant officers, Squadron, Battery, and Company Sergeants-major, and Quartermaster-Sergeants ..	1st	1st
All other ranks	2nd	2nd

OUTFIT ISSUE.

197. Officers gazetted to the Territorial Force, other than those referred to in paragraph 199, who have not previously held commissions in the Volunteers, will be allowed on first appointment an outfit supplied free of charge by the Department. The issue of the outfit shall be subject to the conditions contained in the New Zealand Military Regulations for the time being in force.

198. Officers on first appointment to commissions on the Unattached List for service with the Senior Cadets, who have not previously served as Defence Cadet officers, will be supplied with an outfit free of charge by the Department. The issue of this grant is subject to the conditions of the last preceding paragraph, except that the officer will be required to serve only three years from the date of his appointment instead of five.

199. An outfit will not be issued to officers whose services are only available on mobilization until they are called up on mobilization being ordered. Such officers will then receive the outfit, and will not be required to qualify for it.

200. All claims for outfits will be submitted through O.C. units on the proper requisition form.

201. O.C. units will furnish a certificate to the effect that the outfit claimed is strictly in accordance with authority.

SECTION V.

Part I. - Compensation for Injuries received or Disease contracted on Duty.

ROYAL NEW ZEALAND ARTILLERY.

202. Compensation may be recommended by a Board appointed to inquire into the case of any member of the R.N.Z.A. who is retired or discharged on account of wounds or injuries received, or disease contracted on duty, if the wound, injury, or disease was not due to the member's default. The compensation shall be according to the following scale, and will only be allowed in cases where superannuation is not claimable:—

- (a.) The maximum amount.
- (b.) Three-quarters of the maximum amount.
- (c.) One-half of the maximum amount.
- (d.) One-quarter of the maximum amount.

203. The maximum amount shall be a sum equivalent to three years' pay, including any allowances for quarters or rations at the rate the member received or was allowed immediately prior to his retirement or discharge. The maximum amount shall only be awarded in case of total disability to earn a livelihood. In case of partial disability, the compensation shall be less than the maximum amount, and shall be fixed in accordance with the scale, and so that the amount awarded shall be proportionate to the degree of disability of the member.

204. Compensation may be recommended, by a Board appointed to inquire into the case, to the widow and family of any member of the R.N.Z.A. who is killed when on duty, or dies of any disease contracted on duty, if the death or disease was not due to the member's default. The amount of compensation awarded shall not exceed three years' pay, including allowances for quarters or rations at the rate the member received or was allowed immediately prior to his death. No claim for compensation shall be considered unless it is made within six months after the death of the member.

TERRITORIAL FORCE.

205. Sums not exceeding the pay of his rank per diem may be recommended for payment to an officer, a warrant officer, non-commissioned officer, or man of the Territorial Force for a period not exceeding six months, out of any moneys which may be voted by Parliament for that purpose, to compensate for loss of salary or wages such officers, warrant officers, non-commissioned officers, or men who may be injured in the performance of military duty, and temporarily incapacitated from resuming their calling or trade in consequence of such injury. *Full particulars as to any injury must be communicated to the Officer Commanding the District within forty-eight hours after its occurrence (otherwise claims will not be considered);* and the Officer Commanding the District shall thereupon direct an officer (of the New Zealand Medical Corps, if possible) to report on the case. Wherever possible, a Court of Inquiry shall be assembled to inquire into the circumstances of each case, and submit its recommendation to the Officer Commanding the District. The compensation shall be limited to the period during which the officer or man shall be shown to have been wholly unable to follow his occupation, and shall not be issuable for the day of the accident or any Sunday, or for any period during which he shall have been in camp.

206. In cases where, although the N.C.O. or man is able to follow his trade or calling, medical attendance is necessary in consequence of injury or sickness, his actual medical expenses up to a maximum of 4s. a day may be repaid, provided that the Director of Medical Services is satisfied that the disability was contracted in and through the performance of military duty. The total amount issued will not in any case exceed that of a payment of 4s. a day for six months.

207. Compensation will not be allowed to a member in respect of any injury sustained by him whilst proceeding to the place of assembly, or whilst returning home after the dismissal of the company, &c., from duty.

208. If, in the opinion of the medical officer, the injury is of a permanent nature, a report shall be forwarded to the Officer Commanding the District, who shall convene a Medical Board to inquire into the case, which may recommend an amount of compensation, if any, in accordance with the following scale.

209. Permanent disability will be classified as follows:—

- One-quarter disablement.
- One-half disablement.
- Three-quarters disablement.
- Total disablement.

210. The maximum grant for total disability will not exceed three years' pay of the member's rank.

211. Application for the payment of the compensation shall be forwarded to Headquarters for consideration, and must be supported by the following documents:—

- (a.) The proceedings of the Court of Inquiry or Medical Board, if any, which reported on the case, or, if no Court of Inquiry or Medical Board was assembled, a statement setting forth in detail the circumstances under which the injury was sustained.
- (b.) A certificate showing the period during which the officer or soldier was unable to follow his calling or trade. When, however, the injury is of so severe a nature as to incapacitate the officer or soldier from following his employment for a period exceeding two months, a medical certificate showing the state of the case must be forwarded to the Officer Commanding the District at intervals of one month.
- (c.) A certificate from the employer of the officer or soldier showing the officer's or soldier's average weekly earnings, and that his pay has been stopped during the period for which compensation is claimed.
- (d.) A report from the medical officer who attended the individual or examined him.
- (e.) A statement of all medical expenses that are recommended to be defrayed by the Government.

212. An officer or soldier may be required by the Principal Medical Officer of a military district to go into a military or public hospital for treatment. Should such officer or soldier refuse to do so, the medical expenses, if any, otherwise incurred will not be defrayed by the Government.

213. It shall be the duty of the Director of Medical Services to report upon each case submitted as above.

214. Compensation may be recommended, by a Board appointed to inquire into the case, to the widow and children of any member of the Territorial Force who is killed when on duty, or dies of any injury received or disease contracted on duty, if the death, injury, or disease was not due to the member's default.

215. The compensation awarded shall not exceed three years' pay of the member's rank in the same branch of the R.N.Z.A.

216. No claim for compensation shall be considered unless made within six months after the death of the member.

SENIOR CADETS.

217. Senior cadets will be entitled to free medical attendance and compensation for any loss of wages during such period as they may be suffering from injury or sickness incurred while on duty.

Part II.—Compensation for Injury to or Loss of Horse.

218. Compensation not exceeding £25 may be granted for the loss of, and not exceeding £10 (including veterinary expenses) for injury to, a horse the *bona fide* property of a mounted officer, non-commissioned officer, or man of the N.Z. Staff Corps, R.N.Z.A., Permanent Staff, or Territorial Force.

219. The certified value of the horse lost, not exceeding £25, will be granted to the owner thereof, upon application of the officer commanding the units, &c., in cases where it can be certified:—

- (a.) That the accident which caused the loss occurred in the actual performance of duty in the field, or while on the march to or from the place of assembly for duty, with a detachment in military formation, and under the command of an officer or non-commissioned officer of the N.Z. Staff Corps, R.N.Z.A., Permanent Staff, or Territorial Force;
- (b.) That the accident was not occasioned by any fault or want of due care;
- (c.) That the loss was wholly occasioned by the act of duty which resulted in the horse's death.

220. Compensation for horses will not be allowed in the following cases, viz.:—
Loss on account of injury when the animal is being taken from its owner's stables to the place of assembly for duty, or returning home after the dismissal of the company, &c., from duty, except as provided for in para. 219 (a).

Sprains or lameness.

Loss resulting from internal causes, such as inflammation of the bowels, rupture, hæmorrhage, cold, fever, &c.

221. Where it can be clearly shown that the loss of a horse is actually occasioned by its being necessarily subjected to severe or extraordinary exertion in the public service, the Minister will be prepared to take into consideration such cases upon the recommendation of the G.O.C.

Full particulars as to any injury must be communicated to the Officer Commanding the District within forty-eight hours after its occurrence, otherwise claims will not be considered.

222. All applications for compensation will be submitted through Headquarters, and must be accompanied by—

- (a.) The proceedings of a Board which reported on the case; or, if no Board was assembled (for which special reasons must be shown), by a detailed statement of the circumstances of the case;
- (b.) A certificate in the case of an officer, and a declaration by the owner in the case of other ranks, made before a J.P., showing the period during which the horse was unfit, and that it was fit for service prior to the accident;
- (c.) Where obtainable, a report from the veterinary surgeon who examined or attended the horse;
- (d.) In case of death, the age and the estimated value of the horse at that time, and, in the case of injury, the age and estimated value of the animal both prior and subsequently to such injury, supported by a certificate from a veterinary surgeon (where obtainable), and also from the Officer Commanding the District;
- (e.) All correspondence on the subject, bearing the remarks and recommendations of the Officer Commanding the District concerned.

223. In order to avoid the inconvenience which arises from time to time in settling the claims of civilian veterinary surgeons, the Officer Commanding will take care that whenever the services of a civilian practitioner are required he is informed that, in case of objections being raised to the charges he may make for his professional attendance, they will be submitted for the examination and decision of Headquarters, and that its award must be considered as final by the practitioner. The practitioner will only be employed if he makes an agreement to this effect, and Officers Commanding will be held responsible that such agreements are duly made.

SECTION VI.—SPECIAL GRANTS FOR THE TERRITORIAL FORCE.

Training Grant.

224. A training grant will be allocated annually to the O.C. District to enable him to meet the cost of training and instruction.

225. The O.C. District will forward to Headquarters by 31st March in each year an estimate of the amount he will require for training purposes during the following year. His estimate, which will be shown in detail, will be based on the following payments:—

- (a.) Nine days' pay at the rates laid down for the various ranks and arms of the Territorial Force attending the annual camps.
- (b.) Allowances for officers for nine days at the rates admissible.
- (c.) Rations in kind or an allowance in lieu thereof, as provided for in the General Regulations for the New Zealand Military Forces, for each N.C.O. and man, including the Permanent Staff and Permanent Force.

- (d.) General expenses of training outside the annual camp, including travelling grants and allowances, pay and allowances at courses of instruction, Staff rides, regimental tours, towage of targets, &c.
- (e.) Hire of horses and vehicles required for annual camp and other training.
- (f.) Cost of conveyance of units, with their horses, wagons, stores, guns, cycles, and baggage, to and from annual training camps, drills, and instruction.
- (g.) Expenses of camps, hiring of ground, laying-on of water, sanitation, &c.
- (h.) Grants for rents of buildings used for training purposes (other than for Royal New Zealand Artillery), lighting, and for structural repairs.

226. O.C. Districts will be duly advised by Head Office as to the amount allocated for expenditure under this grant.

227. The O.C. District shall be held responsible that no liability is incurred against this grant in excess of the provision made.

228. Vouchers in connection with the training grant, providing they are correct and in accordance with regulations, will, on the certificate of the O.C. District, or, in his absence, on that of the A.A. and Q.M.G., be sent to Headquarters for payment through the Treasury Department in the usual manner. In the case of urgent payments they may be paid through Imprest account.

Maintenance Grant.

229. A maintenance grant will be made annually to each unit of the Territorial Force and each company of Senior Cadets, also to each Rifle Club, to enable the O.C. to meet the general expenses in connection with administration.

Maintenance grants will be issued at the following rates, and will only be paid in respect of those men who complete the number of annual drills and parades required by regulations and who attend the annual camp:—

For each mounted unit in which men supply their own horses, a sum equal to £1 per man.

For each dismounted unit and mounted units in which the man does not bring his own horse, 10s. per man.

For each company of Senior Cadets, 2s. 6d. per cadet.

For each Territorial soldier posted to Rifle Clubs, 2s. 6d. per man.

230. Applications for maintenance grants will be forwarded by officer commanding units &c., to the O.C. District as soon as possible after 31st May in each year.

231. The O.C. District, after satisfying himself that the claims are correct in every particular and in accordance with regulations, shall forward the same to Headquarters for payment through the Treasury Department in the usual manner.

232. The correct designation of each unit's banking account (also rifle club's) must be clearly stated on all vouchers before they are sent forward to the Director of Accounts for payment.

233. In the event of an officer commanding a unit wishing to obtain an advance against his present year's maintenance grant it will be necessary for him to forward his application to the O.C. District, who will send the same to Headquarters together with his recommendation.

234. An advance under this grant may be approved on the recommendation of the O.C. District.

235. No advances will be allowed before the last day of July in each year.

INSTRUCTIONS WITH REGARD TO THE FINANCIAL ADMINISTRATION, BY COMMANDING OFFICERS OF UNITS, ETC. (INCLUDING RIFLE CLUBS), OF MONEYS RECEIVED OR DISBURSED ON ACCOUNT OF MAINTENANCE GRANTS, AND ANY OTHER PUBLIC MONEYS RECEIVED IN CONNECTION WITH UNITS, ETC.

236. All such moneys are to be immediately paid into one banking account to the credit of the regimental account in such banks as may be approved by the Officer Commanding the District.

237. No moneys other than public moneys are to be dealt with under such account.

238. The account will be operated on by the respective commanding officers, and under no circumstances is it to be overdrawn.

239. Payments shall in all cases be made by cheque signed by the officer commanding the units, &c., and countersigned by the Adjutant or other officer nominated by the O.C. District.

240. Commanding officers will be responsible for keeping the account of all receipts and disbursements in the authorized cash-book, in accordance with the prescribed form. Every separate sum received or paid should be entered in the cash-book, with the date on which the transaction takes place.

241. Commanding officers will be required to keep a Guard-book, to contain—

The roll and pay list for brigade or battalion staff;

The roll and pay list for units, &c.;

Copy of annual balance-sheet; and

All cash vouchers, which should be numbered consecutively.

SECTION VII.—AUDIT.

242. The official accounts of all commanding officers or other persons in military employ will be audited at least once annually by officers appointed for the purpose by the Auditor-General.

243. O.C. Districts will arrange to have the accounts of all units, &c., in his district ready for audit in accordance with the Defence Act as soon as possible after 30th June in each year.

244. Before the transfer or retirement of any officer commanding a unit, or other responsible officer, takes place, his official accounts are to be audited, and the necessary application should be made through the Officer Commanding the District to the Auditor-General.

245. The following form, which will be forwarded by O.C. Units to the O.C. District by the 30th June in each year, shows in what manner the accounts of the units, &c., must be kept.

PRO FORMA.

STATEMENT OF ACCOUNTS.

Cash Account for Financial Year ending 31st May, 19 .

Receipts.	Amount.	Expenditure.	Amount.
Maintenance grant ..	£ s. d. 250 0 0	Advertising, &c. ..	25 0 0
(Full particulars to be stated.)		Stationery ..	25 0 0
		Cleaning material for arms ..	30 0 0
		Regimental band ..	50 0 0
		Instructional appliances ..	50 0 0
		Other incidentals (full details to be given)	10 0 0
		Balance in hand ..	60 0 0
Total	250 0 0	Total	250 0 0

Countersigned :

, Commanding.

All receipts must be available for audit.

246. It is to be clearly understood that all vouchers must contain fullest details to satisfy the requirements of the Audit Department, and O.C. Districts will forward to Headquarters a general report of the audit of all accounts in his district as soon as they have been completed.

SECTION VIII.—RATIONS.

247. In brigade camps or on active service, rations and forage in accordance with the standard scales will be issued to all units of the New Zealand Military Forces by the Army Service Corps; but in the case of brigade camps, ration allowance will be drawn by all units for the days of arrival at and departure from camp in lieu of rations in kind.

248. When rations are issued by the Army Service Corps one complete field ration may be drawn for every officer, warrant officer, N.C.O., and man, and also for every authorized civilian attached to the troops; likewise, one complete forage ration will be drawn for each authorized horse.

Scale of Rations.

Description.	Quantity.	Remarks.
Breadstuffs—		
Bread	1½ lb.	When flour is issued, seven cakes of patent yeast or 3 lb. of baking-powder, if available, to be supplied per 100 lb. of flour.
Or biscuit	1 lb.	
Or flour	1 lb.	
Meat or equivalents—		
Fresh meat	1½ lb.	In lieu of 4 oz. fresh or 3 oz. preserved meat.
Or preserved meat	1 lb.	
Cheese	2 oz.	
Groceries—		
Coffee	½ oz.	Includes any required for limejuice or early morning coffee.
Tea	¾ oz.	
Sugar	3 oz.	
Salt	½ oz.	
Pepper	¾ oz.	
Butter	2 oz.	
Mustard	⅛ oz.	
Vegetables—		
Potatoes (and ¼ lb. other vegetables if available)	1 lb.	Daily when available. On medical officer's recommendation when fresh vegetables are not obtainable.
Jam	¼ lb.	
Limejuice (⅓ gill)	½ oz.	

249. On manoeuvres or camps of training the above scale of rations may be increased by the order of the G.O.C.

General.

250. A regimental canteen may be established in every unit to supply the troops with the best of articles at the lowest prices, and to provide for their recreation and amusement.

251. At camps of training, continuous courses of instruction, Staff tours, or active service, all rations must, if possible, be drawn in kind.

252. Biscuits and preserved meat shall only be issued under exceptional circumstances, when bread and fresh meat are not available.

253. Rations in money or kind shall not be admissible—(a) For days on which travelling-allowance is granted; (b) for soldiers dieted in hospital; (c) for soldiers on board ship.

254. In regimental, battery or unit camps, no rations or forage will be issued by the Army Service Corps. As regards rations, an allowance of 2s. per day per head will be allowed in lieu of rations in kind, including both the day of arrival and departure; and all O.C. units will make their own arrangements for feeding their men. It is to be clearly understood that the 2s. per day is to include all fuel necessary for cooking, wages of cooks, waiters, &c. Where it is necessary for advance parties to be detailed in connection with pitching the camp they will be entitled to free rations.

255. R.N.Z.A. Ration: No rations will be issued to officers, warrant officers, N.C.O.s, and men of the Permanent Staff and R.N.Z.A., except as in para. 247, as their consolidated pay includes ration allowance.

256. As regards forage, all O.C. units before proceeding to camp will ascertain from the O.C. the district in which his camp is to be situated the contract rates for all articles of forage as fixed for that district, and also the cost of the standard ration as laid down in para. 258. Having received this information, the O.C. unit will then indent on the contractor for whatever articles of forage he may require, taking care that the total value of the forage drawn does not exceed the value of the standard ration multiplied by the number of authorized horses rationed by him.

Forage (Standard Value).

257. All officers' chargers and other horses over 15 hands: In quarters—Oats, 10 lb.; hay, 12 lb.; straw, 8 lb.

258. Standard ration in camp, or in other circumstances which are in the opinion of the O.C. District equivalent to being in camp: Oats, 12 lb.; hay, 12 lb.

259. The ration of forage counts from the midday feed of the day for which it is drawn, and therefore includes the morning feed of the next day.

260. An extra issue of 2 lb. of oats may be made as follows: For all draught horses of the R.N.Z.A. or A.S.C. of 16 hands and over, in addition to the rations they are otherwise entitled to, whether in quarters or in camp.

261. Forage: Instructions laid down in para. 256 will always be observed, whether in quarters or in camp.

262. Straw for Tents: 10 lb. of straw per officer, warrant officer, N.C.O., or man, to be replaced after eight days if considered necessary by the O.C. unit.

Mode of Issue and Accounting.

A. When rations and forage are obtained regimentally.

B. When rations and forage are drawn from the Army Service Corps.

263. A. In this case all O.C. units make their own arrangements. They will indent in the case of rations on their own selected contractor, and for forage on the district contractor, for whatever supplies they may require, stating on the indent the time and place at which delivery is to be made.

264. At the close of the camp the O.C. unit will carefully check the contractor's bills to see (1) that the quantities shown agree with those demanded, and (2) that the quantities demanded are in accordance with the scales or allowances as laid down for the number of men in camp. Having certified to these two points, he will forward the bills to the O.C. District for payment.

265. B. Units indenting on the Army Service Corps for supplies will make use of the Army Book supplied for the purpose. These indents are to reach the Officer in Charge of Supplies at least twenty-four hours before the supplies are required. The quantities are to be carefully worked out in accordance with the standard scales as laid down in para. 258, from which no variations will be allowed.

266. As far as the unit is concerned, as soon as the Army Book as supplied has been receipted, the issue will be treated as final and no further account need be kept.

267. At the close of the camp all O.C. units will forward to the Officer in Charge of Supplies a certificate as under: "I certify that the number of rations for men and horses drawn by me is in accordance with the number of men and horses shown on my acquittance roll or voucher as the case may be."

SECTION IX.—FUEL AND LIGHT.

268. Fuel and light will not be granted to officers and soldiers occupying Government quarters, except on the authority of the Minister. In no case will fuel and light be granted where the occupant is drawing consolidated pay.

COAL (SCALES FOR).

- (a.) Married quarters and quarters occupied by small detached units (two rooms and kitchen): $\frac{1}{2}$ ton per quarter.
- (b.) (1.) Barracks: For heating purposes (by hot water) as required, on certificate from O.C. unit.
(2.) Barracks: For cooking purposes, 112 lb. per man per month.
- (c.) Offices (fireplaces), Guard-room, Gun-shed, and harness-room, and other authorized buildings: $\frac{1}{2}$ ton per fireplace per quarter.
- (d.) Farrier-shops, workshops, engines, and Defence vessels as required: All indents for coal.
 - (1.) For heating purposes it will be necessary to show clearly the number of fireplaces in use.
 - (2.) For cooking purposes it will be necessary to show the number of men using the cookhouse.

In all cases where the scale has not been fixed the O.C. unit will certify that the amount demanded is actually necessary.

WOOD (SCALES FOR).

- (a.) One bag, 112 lb., per ton of coal drawn.
 (b.) (1.) One bag, 112 lb., per ton of coal drawn.
 (2.) 6 lb. per man per month.
 (c.) One bag, 112 lb., per ton of coal drawn.
 (d.) One bag, 112 lb., per ton of coal drawn.

In brigade camps and on active service: 3 lb. per officer, warrant officer, N.C.O., and man per day. The wood to be in 2 ft. lengths.

OIL (SCALES FOR).

269. Whenever electric light is not supplied, oil will be issued as follows: Married quarters or quarters occupied by small detachments—Two tins (of $4\frac{1}{2}$ gallons each) per occupied quarter per quarter.

Oil for lamps for hospital tents and marquees used for medical purposes shall be supplied in such quantities as may be demanded by the medical officer in charge.

Illuminants and lubricating-oil for the undermentioned services shall be supplied as required upon demand from the officer concerned: Engineering machinery; workshops; launches and vessels; electric-light apparatus; magazines and defences; signalling.

In all cases where the scale is not fixed, the O.C. unit will certify that the amount demanded is actually necessary.

Wick: Wick may be demanded at the rate of 6 in. per tin of oil supplied.

Lamp Chimneys: Ten chimneys per annum per authorized lamp.

CANDLES (SCALES FOR).

270. Candles for minor services, such as for lanterns for visiting stables or sentries, may be supplied as actually necessary on certificate from O.C. unit.

When candles are drawn in lieu of oil, 6 oz. of candle are equal to 1 pint of oil.

One per bell tent; two per marquee.

Hospital tents, or marquees used as hospital tents, as may be directed by the medical officer in charge.

When candles are demanded, a certificate as under shall be given on the requisition showing the number of tents, &c., in occupation, and candles for use in tents will not be issued until such certificate has been received:—

"I certify that marquees and tents, for which these candles are required, are in actual occupation by the *personnel* of the undermentioned.

"[Date.]

"O.C. Unit."

SECTION X.—ALLOWANCES TO WITNESSES AT COURTS-MARTIAL OR COURTS OF INQUIRY.

271. The following is the scale of fees and allowances payable to witnesses in pursuance of section 71 of the Defence Act, 1909:—

ALLOWANCES TO WITNESSES.

Gentlemen, merchants, bankers, and professional men, per diem ..	15s. to 21s.
Auctioneers, accountants, clerks, farmers, and tradesmen, per diem ..	12s. ,, 15s.
Artisans and journeymen, per diem	10s. ,, 12s.
Labourers, per diem	8s. ,, 10s.

Female witnesses: Two-thirds the above sums.

Children: A reasonable amount for expenses, to be fixed by the Court.

272. Travelling-expenses: The cost of conveyance by railway, coach, or other public conveyance, or, if no such conveyance, 9d. per mile one way. Witnesses of the artisan and labourer classes to be allowed second-class fare, the others first-class. Witnesses shall also be allowed a sum of 3s. for each night during which they are necessarily detained from their own homes, except when travelling by sea.

If the witnesses attend in more than one action they will be entitled to a proportionate part in each action only.

ALLOWANCES TO SCIENTIFIC OR EXPERT WITNESSES.

For qualifying to give evidence, from	10s. to £5
Attending Court on trial, per diem	10s. ,, £2

SECTION XI.—MEDICAL ATTENDANCE.

OFFICERS OF THE NEW ZEALAND STAFF CORPS AND ROYAL NEW ZEALAND ARTILLERY.

273. Officers of the New Zealand Staff Corps and officers of the Royal New Zealand Artillery prevented from performing their duty through wounds, injury, or sickness incurred in the performance of their duty shall be entitled to free medical attendance.

NEW ZEALAND PERMANENT STAFF.

274. Warrant officers and N.C.O.s of the New Zealand Permanent Staff prevented from performing their duty through wounds, injury, or sickness incurred through the performance of their duty shall be entitled to free medical attendance.

ROYAL NEW ZEALAND ARTILLERY.

275. Medical attendance will be granted to warrant officers, non-commissioned officers, and men of the R.N.Z.A., under the regulations and conditions hereafter defined, except when on ordinary leave or furlough.

276. (A.) Warrant officers, N.C.O.s, and men prevented from performing their duty through wounds, injury, or sickness incurred in the performance of their duty shall be termed "first-class sick," and receive their full pay.

Warrant officers, N.C.O.s, and men prevented from performing their duty through ordinary sickness or accident while off duty shall be termed "second-class sick," and 1s. 6d. per diem shall be stopped out of their pay for subsistence.

Warrant officers, N.C.O.s, and men prevented from performing their duty through sickness incurred by their own misconduct, as defined in Art. 902 (d), R.W. for pay, &c., shall be termed "third-class sick," and shall forfeit all their pay except 1s. 6d. per diem, for subsistence.

277. (B.) Warrant officers, N.C.O.s and men receiving injuries while on duty, of such a nature as to incapacitate them for a continuous period of upwards of three months, shall, on the expiration of that term, if so recommended by a Medical Board selected by D.M.S, be granted leave for such term as Headquarters may determine.

278. (C.) When an officer, warrant or N.C. officer, or man of the R.N.Z.A. is considered to be, through being frequently on the sick-list, or for any other cause, physically unfit for the service, a report shall be obtained from a Medical Board as above, and if, in their opinion, the person is medically unfit, an application will be made for the person to be medically examined by the medical examiners of the Superannuation Board, and Headquarters will then take such action as the report may indicate to be necessary.

279. The O.C. detachment to which the man belongs will determine the "class" for purposes of stoppage.

280. Medical attendance will be restricted to the persons detailed in the regulations and subject to the conditions therein laid down. It will include the supply of medicines, &c., provided by the medical officer in charge of the case, and ordered by him from a hospital or dispensary.

SECTION XII.—ALLOWANCES WHILE ABSENT ON GROUNDS OF ILLNESS, R.N.Z.A.

281. Absence from regular duty on account of sickness or injury, whether in hospital or otherwise, shall be considered leave of absence within the meaning of these regulations.

282. All cases of leave of absence granted on the grounds of illness shall be at once notified to Headquarters.

283. In case of sickness or ill-health Headquarters may, on the production of satisfactory evidence, grant extended leave, not exceeding three months, in accordance with the following schedule:—

Length of Service.	Period for which Leave may be granted, on—	
	Full Pay.	Half-pay.
Under five years	Months. 1	Months. 2
Over five and under ten years	2	1
Over ten years	3	..

284. In exceptional cases the Minister may take any special circumstances into consideration, and may vary the scale of payments; provided that in no case shall the leave granted exceed three months on full pay.

285. Where in case of illness an officer or soldier who has received leave of absence for three months is not so far recovered as to be able to resume his duties, further extensions of leave may be granted, with the approval of the Minister, in accordance with the following schedule, provided that on each extension of leave the applicant shall be subjected to an examination by the Regimental Medical Officer, or by a Medical Board if necessary.

Length of Service.	Period for which Leave may be granted, on—		
	Half-pay.	Third-pay.	Without Pay.
Under five years	Months. 1	Months. 6	Months. 8
Over five and under ten years	3	6	6
Over ten years	6	3	6

286. In exceptional cases, special circumstances may be taken into consideration—e.g., where a member in discharge of his duty sustains injuries of such a nature as to incapacitate him for all duty, this scale may be varied: provided that in no case shall full pay be allowed for a period exceeding nine months in addition to leave granted by the Minister on full pay.

287. If any member is absent from duty on account of illness, and such absence has extended beyond three months, he shall not be permitted to return to duty unless and until the Principal Medical Officer, or some other medical practitioner approved by the G.O.C., or a Medical Board has certified that he is fit to resume work.

288. When extended leave is granted other than on full pay, the rate paid for Sundays and holidays shall be the same as that allowed for the period of leave.

289. No leave on account of illness shall be granted with pay if the sickness or ill-health has been caused by the misconduct of the member.

SECTION XIII.—POSTAGE AND TELEGRAMS.

Postage.

290. The amount of postage will in all cases be ascertained before letters and packets are despatched, and no unnecessary papers are to be sent through the post. The cost of such postage in the case of letters and packets sent by book or parcel post will be defrayed by means of official postage-stamps, which O.C. Districts will obtain by requisition on the Postmaster, and issue in such quantities as may be determined.

291. Officers commanding units, &c., will requisition for stamps through the O.C. District, the cost of the same to be paid for out of the maintenance grant.

292. Except in very special cases, large files of papers are not to be transmitted through the post. Book or parcel post must, as far as possible, be utilized for returns, &c., so as to insure the cheapest rate.

293. In transmitting correspondence through the post, care should be taken that any documents sent separately as "Commercial papers" or "Parcel post" are posted at the same time.

Telegrams.

294. Telegraphic communications will be limited to messages on the public service of urgent necessity, and recourse will be had to telegraphic communication in cases only where the delay involved in the transmission of a letter by post would be prejudicial to the public service. Cablegrams are not to be sent without Ministerial authority except in cases when they are chargeable to the funds of the unit, &c.

295. A telegraphic message sent on the public service will have attached to the form on which it is made out the necessary stamps of the proper value in the same manner as if the message were a private one. It will be the duty of the Director of Accounts to bring under the notice of the G.O.C. any telegrams which do not appear to be in strict compliance with the regulations.

296. In the event of any messages being improperly sent as on the public service, or of any messages not being of sufficient urgency or importance, the officers or others sending them will be called upon to defray the cost.

297. Official stamps are not to be used on telegraphic messages relating to private business sent by officers of the Military Forces and its departments for the personal convenience of the senders or receivers. The cost of such messages will not be admissible.

Stamp Accounts.

298. Accounts shall be kept as per form below, in which the addresses of all official letters and telegrams will be entered. These accounts will be examined by the officers responsible for the expenditure, whose signatures will be affixed as a voucher for their correctness, and the accounts will be subject to audit.

299. O.C. Districts will see that all payments for stamps issued by them are duly adjusted.

STAMP ACCOUNT.

Date.	Number of Letter or Telegram.	To whom sent.	Address.	Hour of Despatch.		By whom delivered.	Cash.	
				H.	M.		Received.	Expended
							£ s. d.	£ s. d.

SECTION XIV.—SALE OF GOVERNMENT STORES.

300. Government stores must not be lent or sold without Ministerial approval. To obtain approval for sale a memorandum with a schedule of the articles proposed to be sold shall be forwarded for the consideration of the Minister.

301. Obsolete or unserviceable stores, arms, and equipment may be lent, on payment, with the approval of the G.O.C.

302. Where stores are approved to be sold by public auction, tender, &c., the proceeds must be paid to the credit of the Public Account. The bank receipt therefor, together with account sales, duly certified, must be sent to the Storekeeper, who will account for the same to the Treasury Department through his Receiver's Account, and will issue a Receiver's Receipt, First Form, for all such sales.

303. Cash sales of clothing, ammunition, arms, spare parts, &c., will be at rates laid down from time to time, the moneys for which must be paid to the credit of the Public Account within the time prescribed in the Treasury Regulations, and accounted for in the Receiver's Account by the Storekeeper to Treasury, a duplicate of which account will be forwarded to the Director of Equipment and Stores, who will supply the Director of Accounts with a copy.

As witness the hand of His Excellency the Governor, this eleventh day of March, one thousand nine hundred and thirteen.

R. HEATON RHODES,
Acting Minister of Defence.

