

(b.) All such packing-cases and packing will remain the property of the Department, and will normally be taken into store on completion of the removal. (In cases where it would not be economical to return such cases and packing to store such will not be done.)

(c.) All packing will be done by the Army Service Corps or Ordnance Corps, as directed by the O.C. Command.

(d.) The Army Service Corps will make all transport arrangements, using Army Service Corps transport where available.

(e.) Packages will be numbered consecutively, and marked with the initial of the surname of the owner in a diamond-shaped figure over the first letter of name of destination.

(f.) The following particulars will be supplied by the owner to the Army Service Corps officer carrying out the removal: (i) Total value; (ii) markings; (iii) number of packages; (iv) items of special value, stating values.

(g.) The Army Service Corps officer carrying out the removal will effect an insurance policy for the value.

82. When it is not possible for any portion of the work of removal to be carried out by the Department, the following procedure will be adopted:—

(a.) Tenders will be called from at least two business firms, and submitted through the usual channels to General Headquarters, which may then give authority for the acceptance of the more suitable tender. O's.C. Commands must, before making their recommendations to General Headquarters, satisfy themselves that every endeavour has been made to obtain the most favourable quotations. Packing-cases and packing will be dealt with as in Regulation 81 (b) above.

(b.) The G.O. i/c A. may, in exceptional circumstances, authorize a cash payment to the officer, N.C.O., or man concerned, who will then make his own arrangements for the removal of his household effects. Such authorizations will, however, be strictly limited, and will be made according to the following scale:—

Where pay is under £200 per annum: Up to £35.

Where pay is over £200 and under £400 per annum: Up to £45.

Where pay is over £400 and under £600 per annum: Up to £50.

Where pay is £600 or over per annum: Up to £60.

83. When it is possible for only a portion of the service to be carried out by the Department, and it is considered by the O.C. Command that this should be done, then tenders will be called as in Regulation 82 (a) above for the remainder of the service. In such cases the procedure set out in Regulation 81 above will be carried out where it is applicable.

84. All claims for damages incurred in removals carried out by the Department will be investigated by a Court of Inquiry assembled by order of the O.C. Command.

85. In providing for the cost of removal only necessary household furniture and effects shall be taken into consideration. In the case of Mounted soldiers, their horses may be transferred at the public expense if the O.C. Command considers it necessary in the interests of the Forces.

Horse and Forage Allowances.

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

86. Adjutants and Instructors of the Permanent Staff, with the exception of instructors in the large towns, may be allowed the undermentioned allowances if they keep horses for the public service:—

(a.) 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.

(b.) 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.

87. All horses which belong to the Government will be inspected annually by the Government Veterinary Officer and branded, and a proper register kept by the Staff Officer i/c "Q" Branch at General Headquarters.

88. 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 O.C. Command, an amount not exceeding £18 may be allowed to purchase another horse.

89. 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.

Bicycle Allowance.

90. Officers and N.C.O.s of the Permanent Forces 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, and a certificate shall be placed on the voucher stating that the allowance drawn has been duly expended and that the bicycle is in good order and repair. O.C. commands will requisition for all bicycles to Headquarters, Wellington.

Allowances for use of Private Motor Vehicles.

91. 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, including fares, travelling-allowances, and (or) travelling-expenses, is not more than it would have been if the journey had been made by ordinary means of conveyance.

92. 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 where possible, but the cost of such insurance will not be admissible as a charge against the Department.