

necessary that the pensioner's name should be written also; his mark is sufficient. Care should be taken that a pensioner does not make his mark in one place and sign his name in another.

(e.) When a stoppage is made in a pension the whole amount is to be signed for, the stoppage being noted in the column of remarks.

(f.) When a part of a man's pension is paid to his wife, the man must sign for the whole amount, but a separate receipt should be taken from the wife for the portion she receives.

(g.) When a pensioner is a patient in a hospital or a mental hospital, and his pension is paid to the local authorities on account of his maintenance, a life certificate must invariably accompany the receipt. In these cases the pension is not payable until the end of the quarter.

(h.) The death of a pensioner must be reported as early as possible, stating date and place, if known.

(i.) An army pensioner who has neglected to apply for payment during a current quarter may be paid the arrears in the following quarter, provided he can furnish a satisfactory reason for not having applied within the proper period. If he shall have neglected to apply during any period between six and twelve months he must furnish satisfactory certificates showing the manner in which his time has been occupied during such period. As regards navy pensioners, these certificates must be furnished in every case where a pensioner fails to draw his pension for any quarter.

(j.) If a pensioner is absent for four successive quarters no payment will be made to him without a reference to the Secretary of the War Office.

(k.) If a pensioner is convicted on a criminal charge no further payment is to be made to him without special authority from the Controller of Accounts, to whom a report of the case should be immediately made.

(l.) If a pensioner wishes to be transferred to another postal district, his application should reach Wellington before the end of the second month of the quarter, so that his name may be included in the pay-list of the district to which he is removing, otherwise there will be delay in the payment of the pension. Any transfer made at a pensioner's request after issue of pay-list must be reported to the Controller of Accounts, on Form P.O. 33.

(m.) An army pensioner who applies to be transferred out of New Zealand will, if married, be required by the paying officer to state whether he will be accompanied by his wife and family, and, if not, what arrangements have been made for their support. If the paying officer receives a satisfactory explanation on these points he is to forward the pensioner's application to the Controller of Accounts. If the pensioner states that he is unmarried, he must make a statutory declaration in support of his statement. The declaration should accompany the application for transfer.

*Retired Pay, &c., and Civil Pension.*

919. (a.) The declaration is not to be made before the last day of the quarter.

(b.) The paying officer is to require the production of the "duplicate remittance-bill" in the case of army and navy retired pay, &c., R.I. Constabulary, and civil pensions, and upon being satisfied therewith he should sign the certificate and see that the amount paid and date of payment are entered in the columns provided for that purpose on the back of the bill. When the endorsement on the back of a remittance-bill has been exhausted,