

5245.—Civil Servants Serving with H.M. Forces, Civil Defence Forces, etc.—
Entitlement to Balance of Civil Pay and General Provisions Regarding
Period of Absence *see AFO's*

(C.E. 8817/44.—5 Oct. 1944.)

see AFO
5132/46
6046/46
The following consolidated instructions regarding the pay and period of absence of Civil Servants serving with H.M. Forces, Civil Defence Forces, or released to serve in approved occupations, are promulgated for information and necessary action.

2. Entitlement to balance of civil pay depends upon (a) a qualifying period of service in the Civil Service prior to enlistment, and (b) service in one of the Forces or organisations in respect of which the concession is applicable.

(a) QUALIFYING PERIOD IN CIVIL SERVICE

3. The following classes of Civil Servants are entitled to balance of civil pay if the other necessary conditions are satisfied:—

- (i) All Established Civil Servants, both industrial and non-industrial, employed by or under the Crown.
- (ii) Permanent officers to whom the Admiralty have granted the benefit of Federated Superannuation System for Universities, the payment of the 10 per cent. Superannuation Contribution by the Admiralty and of the 5 per cent. contribution by the officers being continued during their service with the Forces.
- (iii) Unestablished staffs, both industrial and non-industrial, including part-time employees, who were directly and continuously employed otherwise than on a casual or seasonal basis by or in any Government department for a period of not less than six months immediately prior to the 3rd September, 1939, and thereafter without any break to date of joining the Forces. For this purpose, periods spent with the Forces prior to the 3rd September, 1939, may be aggregated with applicable civil employment rendered immediately prior to calling up. Unestablished staff who at the date of joining the Forces are under notice of discharge merely for reasons of redundancy may be regarded as eligible for balance of civil pay providing they have the requisite period of Government service specified above.

4. The following classes of Civil Servants are *not* entitled to balance of civil pay:—

- (i) *Married Women*.—Women Civil Servants, whether established or unestablished, who marry whilst serving with the Forces or in approved occupations will not be retained in the Civil Service and from the date of marriage any title to balance of civil pay will cease. Women Civil Servants in receipt of balance of civil pay should be required to furnish quarterly a certificate that they remain continuously employed in the Services or in approved occupations and that they remain unmarried.
- (ii) *Conscientious Objectors*.—Civil Servants, established or unestablished, who are registered as conscientious objectors, unless they are serving in the Royal Navy, Army or Royal Air Force.
- (iii) *Officers Joining without Permission*.—Any member of the Admiralty staff who joins H.M. Forces (including the Women's Auxiliary Services), undertakes liability for whole time Civil Defence duties, or takes up employment in any of the occupations listed in paragraph 6 without obtaining the written assent of the Admiralty will not be eligible for balance of civil pay during his or her service or for any of the benefits accorded by this Order to Civil Servants who join with the permission of their Department.

(b) SERVICE WHICH CONFERS ENTITLEMENT

5. Service under any of the following categories confers entitlement to balance of civil pay provided the other necessary qualifications are satisfied:—

- (i) Service with H.M. Forces including the three Women's Auxiliary Services.
- (ii) Whole time service with the Civil Defence Forces, including the National Fire Service, and whole time service as an Observer, Leading Observer, or Chief Observer in the Royal Observer Corps.

- (iii) Nursing and First Aid Services (except student nurses, *see* paragraph 6 (iv)).
- (iv) Civil Servants released to join the Mercantile Marine under the special scheme organised by the Ministry of Shipping.

SERVICE NOT CONFERRING ENTITLEMENT

6. Civil Servants released to join any of the following services or occupations are not eligible for balance of civil pay while so serving, but if they satisfy the conditions of eligibility contained in paragraph 3 the period spent on approved absence may count for superannuation purposes subject to the usual conditions and for increment (if any). Further, should a Civil Servant be called up for service with H.M. Forces, etc., during such a period of release, he would resume his eligibility for balance of civil pay as from the date he commenced service with H.M. Forces, etc.:—

- (i) Industrial Employment or other work of National importance.
- (ii) Women's Land Army.
- (iii) N.A.A.F.I.
- (iv) Student Nursing.

7. Officers selected for the grant of permanent regular army commissions give an honourable undertaking to serve for at least five years after the statutory end of the war. Accordingly, a Civil Servant who is selected for the grant of a permanent regular army commission will no longer be eligible for balance of civil pay; the period of service cannot be treated as counting for superannuation purposes and the officer's claim to re-instatement on such terms will also lapse.

Officers who have taken up short-service commissions with the R.A.F. are not eligible to receive balance of civil pay either in respect of the six months' probationary period, which is treated as unpaid leave, or of subsequent service.

ASSESSMENT OF BALANCE OF CIVIL PAY

8. Normally, the amount of the balance of civil pay will be assessed on the difference between the civil and service emoluments. No payment, of course, will be made when the service emoluments exceed the civil emoluments, and any increases in service emoluments will involve automatically a corresponding reduction in balance of civil pay.

9. *Civil Emoluments for the Purpose of Assessing Balance of Civil Pay*.—Civil emoluments to be taken into account are the salary or wages of the substantive rank held by the Civil Servant at the time of mobilisation, including any pensionable allowance and Civil Service War Bonus, but not overtime or Sunday pay, subject to the following special provisions:—

- (i) *Increments*.—A Civil Servant released to join the Forces, etc., is entitled to the benefits of increments on his substantive civil scale of salary. If, during the period of his absence, he reaches an efficiency bar in his scale, or the end of a prescribed period in his grade, the requisite certificates need not be withheld; a suitable period to test the efficiency of such officers will be provided for on their return to civil duty. Temporary clerks may be allowed the increments on the temporary clerks' scales of pay irrespective of whether they were in receipt of such increments at the time when they joined the Forces.
- (ii) *Acting Appointments*.—Account will be taken for balance of civil pay purposes of acting appointments made since the outbreak of war. Account will only be taken of pre-war acting appointments for this purpose if the officer was filling a post on a substantive establishment or he had held the acting rank for a period of at least 12 months prior to the date of joining the Forces.
- (iii) *In Absentia Promotion*.—A Civil Servant who is promoted to a superior civil grade while serving with the Forces, etc., is not entitled to the rate of pay appropriate to the higher post until he actually takes up the higher duty, and his balance of civil pay should continue to be assessed on the basis of pay of the lower grade.

In cases where officers assigned to a superior grade (either as a result of success in an examination or otherwise, and either in an acting or in a substantive capacity) are called up for service with the Forces before they are able to take up the superior duties, balance of civil

pay should be reckoned on the emoluments of the lower grade. Seniority and notional incremental progression in the higher grade will, however, reckon as from the date when he would have taken up the duties of that grade but for his calling up.

Departments should not deliberately delay an officer's effective assignment to superior duties merely because they have reason to believe that he will shortly be called up.

- (iv) *Juveniles*.—In certain cases juvenile Civil Servants have been given a formal assurance of appointment to an adult established post on a vacancy becoming available. Such juveniles serving with the Forces, etc., are entitled to the benefit of the rate of pay appropriate to the adult established grade from the date when they would have been appointed to an established post in that grade if they had remained in civil employment.
- (v) *Part-time Work in Addition to Normal Duties*.—In the case of a Civil Servant who undertakes part-time work (e.g. as a part-time night telephonist) in addition to his normal duties, civil emoluments reckonable for balance of civil pay purposes should not include the part-time emoluments.
- (vi) *Clerical Assistants on Trial for Promotion*.—Balance of civil pay of Clerical Assistants on trial for promotion to the Clerical Class up to the time of their release should be definitely determined (before actual release) on the following basis. If, irrespective of whether the normal trial period is completed her establishment is satisfied that the officer is fully fit for promotion to the Clerical Class, acting promotion should be recommended on Form D.131 and, if the promotion is approved, balance of civil pay should be calculated on that basis. If the department cannot so recommend before release, it should be held that the trial period has not been satisfactorily completed and is terminated, balance of civil pay in that event being calculated on the basis of pay of Clerical Assistant.

10. *Industrial Civil Emoluments*.—Balance of civil pay should be calculated on the basic rate of the workman's substantive grade together with Admiralty time workers industrial bonus. Pensionable allowances (e.g. charge pay, ship repair allowance, etc.) are also reckonable, but not payments earned in respect of overtime, shift work or payment by results.

The balance of civil pay of apprentices who are serving with the Forces and who, but for their military service, would be completing their apprenticeship, should be adjusted as from the nominal date of completion of apprenticeship, as though they were in receipt of the ordinary labourer's rate of pay (basic plus bonus).

11. *Reckonable Emoluments, Service, etc., Emoluments—H.M. Forces*.—Service emoluments differ in the several Forces and certain emoluments in each case are disregarded for balance of civil pay purposes. The emoluments which should or should not be included in "service emoluments" are set out in detail in Appendix I for each Force.

Special arrangements apply in respect to the service emoluments of Civil Servants serving in India. The service emoluments will be taken as the pay and allowances that would be deducted from civil pay in the case of an officer or man of comparable rank serving in this country, including any additional pay (other than casual additional pay), plus Indian Army allowances where drawn. The special accounting procedure to be adopted for Civil Servants serving in India who are eligible for balance of civil pay is set out in A.F.O. 1442/44.

12. *Post War Credit*.—The sum of 6d. per man (4d. in the case of the Women's Forces), which is being set aside for all ratings and other ranks in respect of every day of paid service and made available to the individuals concerned after the war and after discharge from the Forces, will be disregarded for balance of civil pay purposes.

13. *Special Allowances*.—In some exceptional cases, special allowances are being granted, in addition to family, marriage or dependants' allowance, by the Ministry of Pensions on the recommendation of the War Service Grants Advisory Committee to the families or dependants of Civil Servants (non-industrial and industrial) serving as soldiers, sailors or airmen. If any such cases occur the special allowances will not be regarded as reckonable service emoluments in calculating balance of civil pay.

14. *Civil Defence, etc., Forces*.—The emoluments to be taken into account in calculating balance of civil pay are the actual rates of pay received from local authorities for whole-time Civil Defence Services.

15. *V.A.Ds. and Civil Nursing Reserve*.—For V.A.Ds., service emoluments are the actual rate of pay received from the Military Hospital. For members of Civil Nursing Reserve, service emoluments should, in all cases, whether the nurse concerned is actually resident or not, be taken as the rate of pay of a non-resident nurse—i.e., basic wage, plus allowance for board, lodging and laundry, etc. It sometimes happens, however, that a V.A.D. is attached as an auxiliary nurse to a non-military hospital, in which case her pay and conditions of service are similar to those of members of the Civil Nursing Reserve and she should be treated, for the purpose of balance of civil pay, as if she were a member of that Reserve.

PROCEDURE ON MOBILIZATION OR ENLISTMENT

16. *Issue of Treasury Circular 13/39*.—The appendices to Treasury Circular 13/39 are promulgated as appendices to this Order. Every member of Admiralty staff who is called up for service with, or given permission to join, H.M. Forces (including Women's Auxiliary Services) or is released for whole-time service with the Civil Defence Forces and who is *prima facie* entitled to receive balance of civil pay should be given a copy of Treasury Circular 13/39 (copies of which should be obtained from the Superintendent, R.N. Store Depot, Elveden Place, Park Royal, N.W.10) either before mobilization or as soon after as may be, Form A (or Form D) being first signed by the appropriate officer of his Civil Department.

17. *Officers on Loan to the Admiralty*.—In the case of officers on loan to the Admiralty from other Government Departments called up for service with the Forces, etc., the loan is deemed to have terminated and responsibility for dealing with the balance of civil pay attaches to the parent Departments, who will arrange for such officers to be given copies of Treasury Circular No. 13/39. In order that these Departments may be informed, Establishments should notify the Admiralty (C.E. Branch II, Bath) whenever a calling-up notice has been received by such an officer.

18. *Action on Forms (see Appendices II and III)*. (i) *Completion by Officer*.—The Civil Servant will be required to complete and sign the certificate in Form C (or Form F) and to give instructions as to the disposal of his balance of civil pay, either by nominating some person to receive it or otherwise. He should then detach Form C (or Form F) and send it to the appropriate officer of his Department. He should also detach the combined Forms A and B (or Forms D and E) and dispose of them in accordance with the instructions at the head of the forms.

(ii) *Action by Service Paying Authority*.—The Service Paying Authority, either direct or through its Headquarters Office, will send Form B to the Civil Servant's civil Establishment, with a statement of service emoluments issuable to the officer or man in question which are to be deducted from civil pay. In the case of Civil Defence Service, the local authority concerned will send Form E to the Admiralty.

(iii) *Action by Paying Officer*.—The Cashier or other Paying Officer is to ensure that Forms B are received suitably signed and stamped, from the Director of Navy Accounts, the Army Paymaster, and the Director of Accounts (Accounts 16B), Air Ministry, respectively, as this is the only guarantee that the case has been fully brought into the service machinery for review and notification. Receipt of a Form B from any other source should be made the subject of an immediate enquiry.

In order to avoid over-issues of civil pay pending receipt from the Navy, Army or Air Force Authorities of particulars of the rates of pay and allowances in issue to an Admiralty employee serving with the Forces, a provisional deduction should be made from the civil pay of an amount approximating to the value of the pay and allowances which is in issue. Assessment of the provisional deductions to be made in these cases should be based on the rates of pay and family, etc., allowances of officers and other ranks of H.M. Forces, as shown in the list which has been issued to Cashiers and Paying Authorities for this purpose. This list does not purport to be a complete statement of all the rates in issue. It represents the minimum rates likely to be payable to the Civil Servants concerned on being called up for service, and has been issued only as a basis for provisional deductions to be made in accordance with the above instructions. As soon as information

is received, either from the Civil Servant himself or from the Service Authorities, of the actual amounts of service emoluments in issue, any necessary adjustment should be made.

19. *Insurance Cards.*—Any Health or Pension Cards held by Cashiers, etc., of Admiralty Establishments in respect of staff joining the Forces should be returned to the officers concerned for production by them when reporting for military service. Where this is not possible, cards should be returned to the Ministry of Health, Insurance Department, Blackpool, Lancs., with a statement giving the date of enlistment and, where known, full Naval, Military or Air Force particulars. As regards those officers who possess Unemployment Insurance Books, men who are called up for service in the Army and Navy should hand their books in to the nearest Employment Exchange, while those called up for service with the Royal Air Force should take their books with them. Form X.6 should be issued only to officers leaving to take up a commission who are insurable as excepted persons and are not voluntary contributors.

20. *Payment of Balance of Civil Pay to Post Office Savings Accounts.*—Where the procedure referred to in the footnote to Forms C and F is adopted and Post Office Savings Bank accounts are opened for officers who are unable to nominate suitable persons to receive any balance of civil pay due to them, Establishments should furnish the Director of Savings and Controller of the Post Office Savings Bank (Harrogate, Yorks) with the following particulars when the first remittance is forwarded :—

- Full name of the officer for whom the account is to be opened.
- Specimen signature (in duplicate).
- Private address.
- Service unit and, if known, the address of the unit.

Future remittances, which should be made at monthly intervals in all cases, need to be accompanied only by the name and private address of the depositor, pending the issue of any further instructions by the Post Office Savings Bank. All envelopes addressed to the Post Office Savings Bank in connection with this matter must be marked :—S.L.S. (Army).

21. *Notation of Home Addresses.*—In order that contact may be readily established—e.g. for the purpose of dispatch of statements of account, etc., with officers who nominate a bank to receive payment of their balance of civil pay, a permanent home address should be obtained from such officers, preferably on Form C. In the case of staff on loan from other Government Departments these particulars should be obtained by the Cashier or Paying Officer and forwarded to the parent Department concerned.

22. *Advance of Salary.*—Junior officers on annual salaries may, on being called up, desire to have an advance of salary in order to settle outstanding financial commitments, particularly if the date of call up falls some fair time after the normal monthly pay day. In such cases, on application being made, Establishments may, at their discretion, make appropriate advances on account of salary within the amount accrued to date, the necessary abatement being made on settlement or on the next normal pay day.

ACCOUNTING PROCEDURE

Armed Forces

23. *Increase of Service Emoluments.*—Any increase of service emoluments and, in the case of airmen, additional service emoluments, will be transferred to the credit of the Civil Servant's Service Account and will be notified immediately to the Cashier or Paying Officer, an acknowledgment of the notification being obtained. If the Cashier or Paying Officer does not at once acknowledge such notification it will be the duty of the Military Authorities to remind them.

It will be for the Civil Servant to make such arrangements with the Navy, Army or Air Force Authority as he may desire for making good to his dependants any reduction in civil pay resulting from increase in Navy, Army or Air Force emoluments by increasing the provision by allotment or otherwise by the amount by which the balance of civil pay is reduced, or by instructing his bankers.

24. *Over-issues.*—As regards Civil Servants in the Navy, Army or Air Force, the Cashier or Paying Officer will reduce the balance of civil pay and notify to the Service Paying Authority the amount of any over-issues of civil pay to be deducted

from the service emoluments, and at the same time request that notification be sent when the amount has been duly charged against the Service Pay Account. Delay in taking action on notifications in many cases leads to a heavy, and often unmanageable, debit arising on the Service Pay Account. It is very important, therefore, that prompt action should be taken on receipt of notifications from Service Authorities.

Over-issues of civil pay are to remain as a charge to the pertinent salary or wages votes for the time being.

Any over-issues reported during a financial year to the Service Authorities for recovery are to be entered on a schedule to be maintained and retained by the Cashier or Paying Officer. These amounts are to be cleared on the schedule when the notifications mentioned above are received from the Service Authorities.

As these notifications are the Cashier's or Paying Officer's sole authority for clearing the items on the schedule, care is to be taken to ensure they are carefully filed with the schedule and are readily available for audit purposes.

At the end of each financial year all outstanding amounts remaining uncleared on the schedule are to be adjusted in the cash account by crediting the votes concerned and debiting "Private Individuals—Unrecovered Over-issues of Civil Pay (H.M. Dockyard.....)." When notification is subsequently received that these amounts have been charged against service pay a contra adjustment is to be made in the Cash Account, namely, by crediting the suspense head and debiting the relevant vote.

It is the Cashier's or Paying Officer's responsibility to effect clearance of the P.I. charges and to see that notifications from the Service Authorities are received within a reasonable time; when delay occurs hastening action is to be taken.

In the case of a deceased Civil Servant, or a Civil Servant whose death is presumed, Cashiers and Paying Officers are instructed to notify any overpayment of balance of civil pay when forwarding applications for death gratuity or in "non-gratuity cases" when forwarding notification of death. If the overpayment has already been reported to the Service Authorities, information should be obtained from that authority, as to the sum, if any, still remaining unrecovered. If the overpayment has not been so reported, this should be clearly indicated.

The manner in which the overpayment was brought to account, viz. "P.I. Unrecovered Over-issues of Civil Pay (H.M. Dockyard.....)" or as a charge against the pertinent salary or wages vote, should also be stated together with a reference to the Cash Account Voucher on which the charge appears.

If, however, the information required from the Service Authority cannot be obtained without unduly delaying the submission of an application for gratuity, the latter should be forwarded into office with a reference to the amount of the original overpayment and the date of acknowledgment from the Service Authority, together with any information that may be available locally bearing on the possibility that partial recovery may have been effected at date of death.

Where in respect of Civil Servants serving in the Army an over-issue of Service Pay has resulted in an equivalent under-issue of balance of civil pay, payment of the arrears of balance of civil pay may at the request of the Regimental Paymaster be withheld in liquidation of the debt.

No financial adjustments between the Admiralty and the War Office will be necessary in these cases, and the net amount paid should be brought to account as a charge against the relevant vote.

The correct rate of balance of civil pay should be paid from a current date in agreement with the Regimental Paymaster.

Cashiers and Paying Officers are not precluded from arranging to recover over-issues from future balance of civil pay and, indeed, if consent to this course can readily be obtained from the officer concerned, Cashiers and Paying Officers are encouraged to adopt this procedure rather than to recover through the Service Departments.

25. *Service Overseas.*—In the case of overseas service, some interval will necessarily elapse between the date from which the service emolument is increased and the balance of civil pay can be reduced. During this period there will necessarily be an over-issue of civil pay. In order that the dependant to whom balance of civil pay is payable may not be inconvenienced these over-issues will normally be deducted from service emoluments. They may be recovered, if necessary, from civil pay. Over-issues may also arise in connection with certain additional pay for temporary or broken periods in the Royal Air Force (airmen only).

26. *Voluntary Deductions.*—Any deduction from his civil pay which a Civil Servant has already authorized for payment of insurance premiums, subscriptions to benevolent funds and other approved objects may be continued on instructions given by the Civil Servant on Form C (see Appendix II), or Form F (see Appendix III). It should, however, be understood that the amount of the deduction so authorized may not be subsequently altered except where the alteration follows automatically from existing arrangements (e.g. termination of insurance policy, variation of subscription according to salary, etc.). Where in the case of Civil Servants serving with H.M. Forces the balance of civil pay is not sufficient to meet these charges, arrangements should be made by the Paying Officer to recover the excess payments from the Civil Servant's service emoluments. This procedure is not practicable in the case of Civil Servants serving with Civil Defence Forces.

Service Departments have represented that the concession by which voluntary deductions may be continued by recovery from military pay where balance of civil pay is not available is resulting in the Service Departments being required to recover very trifling sums. With a view to relieving the burden on Service Paymasters, establishments should, in such cases, arrange with the officer concerned that the deduction as such shall be discontinued, payment to the insurance company or other body being made by the officer direct.

The arrangements made for staff association subscriptions of officers released for service with the Forces to be paid by way of deduction from balance of civil pay (see A.F.O. 3326/39) cease to operate when an officer becomes ineligible for balance of civil pay. In such cases Cashiers and Paying Officers should remind the officer concerned that his staff association subscription will no longer be collected by deduction and that if he wishes to continue in membership of the association he will have to arrange for direct payment.

27. *Payment of National Insurance Contributions.*—As from the date on which a Civil Servant ceases to be employed in his normal civil capacity, the Civil Department will discontinue payment of any contributions for Unemployment, National Health and Contributory Pensions Insurance which may have hitherto been payable in respect of such employment.

28. *Income Tax.*—(a) The "Pay-as-You-Earn" system of collection of Income Tax is applicable. General instructions regarding the system are given in A.F.Os. 960/44 and 1625/44. Special instructions pertaining to balance of civil pay are given below. These instructions relate primarily to non-industrial staffs, but should also be applied to industrial staffs, except that the various notifications should be forwarded to the local Inspector of Taxes concerned instead of to the Chief Inspector of Taxes, Departmental Claims Branch.

Code numbers that will be given in balance of civil pay cases will have regard only to the issues of civil pay and will in general result in this source of income being taxed as if it were the highest part of the income since the allowances will be set first against the Service Pay.

Income Tax will be a first charge on the pay issued and it may be necessary in some cases to make other arrangements for voluntary deductions (see paragraph 26).

(b) *Cessation of Issues.*—Where balance of civil pay ceases either because of death or of marriage of a woman officer in the Forces, the Chief Inspector of Taxes, Departmental Claims Branch, should be notified on Income Tax Form S.290. A supply of these forms should be obtained from the Chief Inspector of Taxes. It is unnecessary for the Chief Inspector of Taxes to be notified when cessation is due to an increase of service pay. The tax deduction cards should be retained until the end of the year.

(c) *New Enlistments.*—A notification on Form P.45 should be sent to the Chief Inspector of Taxes, Departmental Claims Branch, as early as possible, stating the pay issued and the tax taken to the date of discharge, together with such information as may be available with regard to service pay. If tax has been payable prior to enlistment, deductions should be made from balance of civil pay in accordance with Code 1 for week 1 (on month 3 in the case of salaried officers paid on a quarterly basis with monthly advances) until new instructions are received. On no account should the old code number be used for taxing balance of civil pay as the effect would be to give refund of the tax previously deducted. A new code number will be assigned and for the remainder of the year tax should be taken on a non-cumulative basis by reference to week 1 (or month 3) of that code.

(d) *Resumption of Civilian Duties.*—Form P.46 should be sent to the Chief Inspector of Taxes, and the instructions in paragraph 7 of the Yellow Card (Form P.10) or paragraph 8 of the Blue Card (Form P.8) followed. A new code number will be assigned and for the remainder of the year tax should be deducted on a non-cumulative basis by reference to week 1 (or month 3) of that code.

(e) *Indian Cases.*—Immediately information becomes available that a recipient of Balance of Civil Pay has proceeded to India, the Chief Inspector of Taxes should be notified.

(f) *Over-issues.*—Regardless of whether the period of over-issue relates to the current year or to a previous year, action on the Tax Deduction Card should be as follows:—

- (i) Enter the amount of the over-issue in red ink in column 4 and deduct it from the previous total.
- (ii) Ascertain from the tax tables the tax appropriate to the revised total in column 4 and record the amount of tax due in column 5.
- (iii) Enter in column 7 in red ink the difference between the tax due and the tax already deducted.

The excess tax deducted should be set off against the gross over-issue of balance of civil pay and the net amount reported to the Service Department for recovery from service pay.

If the over-issue is in excess of the amount of balance of civil pay issued since the previous 6th April, the resultant total on the Tax Deduction Card will be a minus quantity and the tax nil. Subsequent issues should be entered on the card but tax will not be deductible until the total has reached a positive figure beyond the point of liability.

29. *Service Emoluments in Excess of Civil Emoluments.*—Civil Servants whose deductible service emoluments considerably exceed their reckonable civil emoluments should be excluded from the accounting machinery. Cashiers or Paying Officers are to notify the appropriate Service Authority of individuals whose reckonable service emoluments exceed their rate of civil pay by £40 per annum or more. On receipt of these notifications, the Service Authorities will cease to notify variations of service pay but will continue to render reports of casualties and offences. Balance of civil pay in these cases is not to be resumed without full consultation with the Service Authority. A margin of £40 has been fixed to exclude men who might be likely again to qualify for balance of civil pay and thus confine to the list those who, so far as can be foreseen, will remain permanently outside the balance of civil pay scheme.

30. *Civil Defence Forces.*—Where an officer is serving with the Civil Defence Forces, he should be required to furnish a quarterly certificate signed by a responsible official of the organization in which he is serving, confirming his service and citing the rate of pay which he is receiving in that capacity. Women Civil Servants serving with these Forces should be required, when furnishing these certificates, to certify that they remain unmarried.

31. The procedure of voluntary deductions being continued while a Civil Servant is serving with the Civil Defence Forces can only be continued so long as the balance of civil pay is sufficient to cover the sums involved, and this should be made clear to such officers on joining the Civil Defence Forces.

CIVIL SERVANTS REPORTED KILLED, MISSING OR PRISONERS OF WAR

32. The arrangements in force regarding payment of balance of civil pay of Civil Servants (industrial or non-industrial) who are reported killed, missing or prisoners of war, are set out below:—

CIVIL SERVANTS REPORTED KILLED

33. Balance of civil pay will cease to be payable as from the date of receipt of the notification from the Service Department, or, in the event of a notification going astray or being delayed, as from the date when earlier information reaches the establishment through other channels, e.g. from the casualty lists or from a relative. In the case of staff serving with the Civil Defence Forces, Cashiers and other Paying Officers should arrange with the local authority concerned to be notified of any casualty.

PRESUMPTION OF DEATH

34. On notification that death is presumed, balance of civil pay will cease to be payable as from the date of receipt of such notification if it has not already ceased under the above arrangements; proposals for the award of a death gratuity should then be submitted in appropriate cases.

CIVIL SERVANTS REPORTED MISSING

35. *Category of Nominees.*—Civil Servants reported missing (including "Missing, believed killed" and "Missing, believed prisoner of war") will be dealt with in two categories:—

(i) Those whose nominees for receipt of balance of civil pay are relatives within the following degrees of relationship:—

Wife; unmarried dependant living as a wife; child; grandparent; parent; step-parent; grandchild; brother; sister; half-brother; half-sister; foster-parent (i.e. a person who has acted in the place of a parent and has wholly or mainly supported the man concerned during his minority for a period normally of not less than five years).

Where the nominee is a Post Office Savings Bank or any other bank and a relative within the above degree of relationship can show that he, or she, has been empowered to draw on the account or is otherwise deriving benefit from the balance of civil pay paid into the account, such relatives may be regarded as being nominees.

(ii) All others.

In the case of category (ii), the balance of civil pay will cease as from the date when the notification is received by the establishment that the Civil Servant is missing.

In the case of category (i), the payment of balance of civil pay at the rate payable when the notification is received should be continued to the Civil Servant's nominee for the maximum periods specified below, reckoning from the date when the casualty is notified to relatives (which should normally be the same as the date of notification to the establishment and will, in any case, be specified by the Service Department), always provided that the man concerned remains posted as "missing" during these periods.

For this purpose, the phrase "At the rate payable when the notification is received" should be interpreted as meaning that balance of civil pay should not be proportionately increased when service pay ceases or falls to the amount of allowance and allotment, but that it should continue as if full service pay were still in issue; changes, however, in service emoluments (such as increase in family allowances) or in civil pay (such as progression on an incremental scale) which normally affect the level of balance of civil pay, should continue to be taken into account for this purpose.

36. *Period of Payment of Balance of Civil Pay.*—The maximum periods referred to above are as follows:—

MALAYA AND BURMA—*Those posted missing before 1st November, 1942*

A total of 147 weeks from the date the relatives were notified or until 31st January, 1945, whichever is the earlier.

JAVA AND THE NETHERLANDS EAST INDIES

Those posted missing from 1st. February, 1943.

A total of 95 weeks from the date the relatives were notified or until the 31st January, 1945, whichever is the earlier.

INDIA AND BURMA

Those posted missing on or after 1st November, 1942, and before 1st June, 1943

A total of 104 weeks from the date the relatives were notified or until 31st January, 1945, whichever is the earlier.

Those posted missing on or after 1st June, 1943, and before 1st November, 1943

A total of 78 weeks from the date the relatives were notified or until 31st January, 1945, whichever is the earlier.

FAR EAST, INCLUDING INDIA AND BURMA—*Those posted missing on or after 1st November, 1943*

A period of 52 weeks from the date the relatives were notified or until 31st January, 1945, whichever is the earlier. In the case of Civil Servants missing at Hong Kong of whom nothing had been heard and who had not been reported prisoners of war by the 30th April, 1943, payment to the nominees ceased on that date.

Those posted missing on or after 1st June, 1944

A period of 26 weeks from the date the relatives were notified.

OTHER THAN THE FAR EAST

A maximum period of 26 weeks from the date the relatives were notified.

CIVIL SERVANTS REPORTED PRISONERS OF WAR

37. Balance of civil pay, with benefit of increments, if any, which fall due should be continued to the nominee for the period of the war so long as there is no reason to suppose that the Civil Servant is dead. The nominee should be asked at intervals of three months to confirm that so far as he is aware the Civil Servant is still alive. Where the nominee is the Post Office Savings Bank or any other bank, enquiry should be made of any known near relative. Certain reckonable service emoluments (e.g. of the nature of special duty pay) cease to be payable to prisoners of war; these changes will be notified to establishments by the Service Departments and balance of civil pay should be adjusted accordingly. Certain payments are made by the enemy to some classes of prisoners of war; these are deducted from the service emoluments due to his account, and consequently balance of civil pay should not be adjusted. A Civil Servant reported prisoner of war who has previously been reported missing should be brought within the provision of this paragraph with effect from the date when he was treated as missing.

VOLUNTARY DEDUCTIONS—MISSING OR PRISONERS OF WAR

38. Where deductions are made from balance of civil pay, they should continue for as long as balance of civil pay is payable.

39. Where deductions are taken from service pay, action will be taken as follows:—

(i) In the case of prisoners of war, voluntary deductions will be continued indefinitely unless contrary instructions are received from the men concerned.

(ii) In the case of a man reported missing, voluntary deductions will be continued for so long as service pay is in issue. In the case of unmarried officers and other ranks without dependants, service pay ceases as from the day following the notification to the next of kin that the man is missing (a similar notification is sent to the Civil Establishment concerned on the same day). In the case of married officers and other ranks with dependants as defined in paragraph 35 (1) service pay continues for four weeks after the date of notification to the next of kin that the man is missing.

40. In past cases where deductions have been continued for periods different from those set out above, no steps need be taken to secure retrospective adjustment. Where a missing man is reported prisoner of war, deductions should normally be resumed with retrospective effect.

41. *Reports of Casualties.*—Reports of casualties which are received from Service Departments (Director of Navy Accounts in the case of staff serving in the Royal Navy) are to be acknowledged immediately by Cashiers and other Paying Authorities. Such reports will generally contain information as to the date on which the relatives were notified of the casualty, but if the report does not contain this information in "missing" cases and it has not been received from other sources, e.g. the relatives, an enquiry should be addressed to the appropriate Service Authority.

MISCELLANEOUS

CIVIL SERVANTS DISCHARGED FROM THE FORCES

42. *Return to Civil Employment.*—Civil Servants discharged from the Forces must report for duty in their departments as soon as they cease to draw service pay. While service pay is drawn, balance of civil pay should continue to be issued where appropriate, and in the event of service leave being granted between the end of an officer's service with the Forces and the date of normal discharge, such leave should

be taken before resuming civil duty. Where, however, it is necessary to employ Civil Servants—industrials or non-industrials—in a Government establishment while on furlough prior to normal discharge, they may receive Service emoluments in addition to wages or salary providing the period of furlough does not exceed 28 days. Civil Servants who return under these arrangements and who fall sick prior to the expiration of the 28 days' Service leave should not be granted sick pay under Admiralty regulations.

43. *Disability Pensions or Allowances.*—Disability pensions or allowances (including treatment allowances) or service gratuities which may be awarded to a Civil Servant on discharge from and in respect of service with the Forces will not in any way affect his civil pay, sick pay or superannuation benefits for which he is, or may become, eligible as a Civil Servant, provided, as regards reckoning for superannuation, that any period of time which may have reckoned for Naval, Military or Air Force non-effective pay will not also be reckonable for civil superannuation.

44. *Annual Leave.*—Annual leave allowable to such officers during the leave year in which they return will be the amount they will earn, on the usual accruing basis, between the date of resuming duty and the end of the leave year.

45. *Sick Pay.*—Officers who are unable, owing to sickness, to resume civil duty immediately after their final discharge from the Forces, may be granted the amount of paid and partly paid sick leave for which they are eligible as Civil Servants. For the purpose of assessing the amount of sick leave to be allowed the period of absence with the Forces should be ignored and account taken of the paid sick leave granted in the relevant period preceding the date of enlistment. The grant of paid sick leave in such cases should be subject, as in the normal course, to there being a reasonable prospect of the officer being able to resume duty and give effective service at a later stage.

In the case of officers who are selected for advancement to higher civil posts during the service with the Forces and who are unable, owing to sickness, to resume civil duty immediately on discharge, the sick pay allowable should be based on the pay of the lower post. Similarly, in the case of unestablished officers selected for appointment to an established post, sick pay should be at the rates and under the conditions applicable to their unestablished posts.

46. *Notification of Discharge.*—Naval Authorities discharging men who are Civil Servants should inform the Government department to which the man belongs of the date on which that man is being discharged, giving details of the date on which the issue of service pay will cease.

47. *Boom Defence Service Personnel.*—When personnel in H.M. Boom Defence Service who are in receipt of balance of civil pay are transferred to General Service in the Royal Navy, notification of this transfer with the date should be made at once to the Cashier of the Civil Establishment on the books of which the men are borne for payment of balance of civil pay.

On receipt of this information, the Cashier or Paying Officer concerned should at once terminate payment of balance of civil pay. Full details should then be forwarded to the Secretary of the Admiralty (Labour Branch), of the men's service in Admiralty employment prior to the date of their being mobilized as Naval personnel in H.M. Boom Defence Service; all breaks in service should be shown, together with the reason for the breaks. Where payment of balance of civil pay has been made subsequent to the date of the men's transfer to General Service, the amount so paid should be stated. Instructions will then be issued to the Cashiers as to whether the men concerned should continue to be regarded as eligible for balance of civil pay.

SUPERANNUATION RIGHTS

48. Any period of service with the Forces, etc., rendered by a Civil Servant with the consent of his department will, if otherwise reckonable, be counted for civil superannuation or compassionate gratuity purposes, subject to the provisions of Section 5 of the Superannuation Act, 1887.

No addition will, however, be made to the normal rate of superannuation award, etc., in respect of any service with the Forces in any country or place which has been declared unhealthy under the Superannuation Act, 1876. An award from Naval, Military or Air Force funds in respect of a Civil Servant's death will not preclude the award of a gratuity to the legal personal representatives under Section 2 of the Superannuation Act, 1909, as amended by Section 2 of the

Superannuation Act, 1914, and Section 1 of the Superannuation Act, 1935, or to the dependants of an unestablished Civil Servant under Section 3 of the Superannuation Act, 1914. Nor will an award in respect of disability which contains no Service element preclude the reckoning of the period of service with the Forces for civil superannuation.

If, however, such period or part of it has been reckoned for a Service pension or for the Service element of a disability pension, the period so reckoned cannot, in view of Section 5 of the Superannuation Act, 1887, be also reckoned for any non-effective pay which may be made to, or in respect of, an established Civil Servant.

MARRIAGE GRATUITIES

49. Marriage gratuities will be paid to established women Civil Servants who have the requisite qualifying service.

CIVIL SERVANTS COMMITTING OFFENCES IN THE FORCES

50. All cases of Admiralty staff who commit punishable offences while serving with the Forces, etc., except such misdemeanours as are punishable by disciplinary stoppages (e.g. absence without leave, where the circumstances are not serious) should be reported to the Secretary of the Admiralty, Bath (C.E. Branch II for non-industrials and Labour Branch for industrials), for consideration whether any adjustment is to be made in balance of civil pay. Pending a decision from the Admiralty, payment of balance of civil pay is to be suspended in any examples of detention or imprisonment.

Disciplinary stoppages should continue to be ignored in the calculation of balance of civil pay.

RECORDS AND RETURNS

51. A record should be kept of the number of Civil Servants in each establishment who are called up for service with H.M. Forces or are allowed to serve therein on temporary engagements or are serving whole time, with their department's consent, with the Civil Defence Forces, and a return is to be rendered quarterly to the Admiralty (C.E. Branch II, Bath), showing the position as at 1st January, 1st April, 1st July and 1st October. Care is to be taken that in respect of the smaller out-lying establishments there is no duplication of the return through its being prepared, for example, by both the employing establishment and the paying officer.

52. The return should contain the total number of (a) men, and (b) women, serving with (i) H.M. Forces and (ii) Civil Defence Forces. There is no need to distinguish further between the various services. For the purpose of this return, non-industrial staff should be divided into their various gradings, but industrial staff need not be further sub-divided.

53. The grading in which a Civil Servant is to be shown should be determined by the substantive grading. Where acting appointments are held, the fact should be indicated on the return. Thus, if 10 substantive male Clerical Officers are absent, 9 with H.M. Forces and 1 with Civil Defence Forces, and of the 10, 3 are Acting Higher Clerical Officers and 2 Acting Junior Executive Officers, the position would be shown as follows:—

Grade.	Total.	Men serving with		Number holding Acting Rank.	Acting Rank held.
		H.M.F.	C.D.F.		
Clerical Officers ...	10	9	1	3 2	Higher Clerical Officer.
					Junior Executive Officer.

54. The return should include all Admiralty Civil Servants eligible for balance of civil pay (whether actually in receipt of it or not); Civil Servants ineligible for balance of civil pay and officers on loan from other Government departments should be excluded.

Should any Departmental Clerical Officers be included in the return, the number of such officers who are ex-Second Grade Departmental Clerks should be stated. When any Draughtsmen are included, the number of such officers whose grades are basically industrial should be stated.

Extract from Treasury Circular No. 13/39.

APPENDIX I

NAVY.

The service emoluments to be taken into account or excluded, in calculating the balance of Civil Pay, are set out below:—

(a) Officers (including Warrant Officers).

The service emoluments to be taken into account include Full Pay, Marriage Allowance (see note (1) below), Dependants' Allowance, Specialist Allowances, Duty Allowances (other than casual extra pay), Command Money, Submarine Allowance, Flying Pay and Observers' Pay, *but not* casual extra pay, Hard Lying Money, Climate Pay, Field Allowance, Lodging Money, Provision Allowance, Servants' Allowance, Entertaining Allowance or Colonial Allowance.

In the event of Retired Officers who are Civil Servants being re-employed, the 25 per cent. bonus allowed on Full Pay will be excluded from service emoluments.

When Retired Pay and 25 per cent. thereon is drawn, the Bonus will be excluded from service emoluments for the purposes of this Circular.

(b) Ranks and Ratings below Warrant Rank.

(1) The service emoluments to be taken into account include Substantive Pay (including Difference of Pay where paid), Non-substantive Pay, Duty Allowances, Submarine Pay, Flying Pay, Store Allowances, Good Conduct Pay, Marriage Allowance (see note (1) below), Dependants' Allowance, and in the case of certain Royal Fleet Reservists, Retainer.

(2) The following emoluments *will not* be taken into account:—Casual extra pay, Hard Lying Money, Climate Pay, Tropical Allowance, Field Allowance, Extra Pay for living under canvas, Lodging Money, Provision Allowance, Leave Allowance, Grog Money, Kit Upkeep Allowance, Clothing, Bedding or Outfit Gratuities, or Bounty or Gratuity paid to Reservists on mobilization.

Note (1).—If an officer or rating or his family is in occupation of official married quarters, the value of the quarters will be taken into account in calculating the balance of his civil pay. For this purpose the full amount of marriage allowances for which he would be eligible if the quarters were not available will be regarded as a service emolument.

(2) Disciplinary stoppages from service emoluments will be disregarded in the calculation of balance of Civil pay, i.e. service emoluments will be taken at the full rate of the rank without deducting the amount of stoppages.

ARMY.

Officers.

Service emoluments include all pay, engineer, corps, etc., pay, additional pay (other than casual), command pay, allowances (other than as explained below), Dependants' Allowance, *but not* Colonial Allowance, Field Allowance or Coast pay.

In the event of retired regular officers who are Civil Servants being re-employed, the 25 per cent. bonus allowed on full Army pay will be excluded from service emoluments.

When retired pay and 25 per cent. is drawn, the retired pay only will be regarded as pay for the purpose of this circular.

Other Ranks.

Service emoluments include all pay, additional pay, proficiency pay, long service and good conduct pay, allowances (other than as explained below), Family Allowance, Dependants' Allowance, *but not* Colonial Allowance, Field Allowance or Coast pay.

Disciplinary stoppages from service emoluments will be disregarded in the calculation of balance of civil pay, i.e., the service emoluments will be taken at the full rate of the rank or appointment without deducting the amount of the stoppage.

Allowances and Issues in Kind.

Every officer or soldier, in addition to Army pay, receives in respect of himself (but not necessarily in respect of his family) provision in kind for lodging, fuel and light, rations and clothing (soldiers only) or an allowance in lieu. Such emoluments will not be included in service emoluments. Any allowance for lodging, fuel and light, or furniture, drawn by a married officer in respect of his family or in respect of himself and his family, if he is not separated from them by the exigencies of the Service, will, however, be included in his Service emoluments.

If an officer or his family is in occupation of a married quarter, the value of the quarter will be taken into account in calculating the balance of his civil pay and this value will be assumed to be the amount of the married allowances for which he would be eligible if the quarters were not available.

When the family allowance issuable to a soldier or to his family is reduced in consequence of the allotment of married quarters, the full rate of allowance will be regarded as a service emolument for the purpose of assessing balance of civil pay.

In cases where Indian rates of Army pay are drawn, special instructions will be issued as to the amount to be included in "service emoluments".

ROYAL AIR FORCE.

The service emoluments to be taken into account or excluded in calculating the balance of civil pay are set out below:—

1. *Officers.*—The service emoluments to be taken into account include Full Pay, Additional Pay, Command Pay, *but not* Colonial Allowance, Field Allowance, Entertainment Allowance, or the gratuity on embodiment payable to Auxiliary Air Force officers. See also paragraph 4 below as to allowances of married officers.

2. *Airmen.*—(a) The service emoluments to be taken into account fall into two groups:—

(i) The first includes Substantive Pay (including Progressive Pay, whether drawn in a Substantive or Acting Rank), Good Conduct Pay, Physical Training Instructors' Pay, Mates' Duty Pay, Mental Nursing Orderlies' Pay, Torpedomen's Pay, Family Allowances and Dependants' Allowance. (Changes in these will be notified currently, subject, however, to paragraph 3 below.)

(ii) The second group includes the following additional service emoluments—Air Gunners' Pay, Air Observers' Pay, Flying Bounty, Messing N.C.Os.' Allowance, Service Police Pay, Schoolmasters' Pay, Crew Pay, Telephone Operators' Pay, Bonus to Drivers (Petrol and Winch) Duty Pay for automatic control duties, and Flying Instructional Pay. (Changes in these will be notified quarterly.)

(b) The following emoluments *will not* be taken into account—Duty Pay of Armoured Motor Boat Crew, Interpreters' Pay, Sanitary Duties Pay, Trumpeters' Pay, Parachute Packers' Pay, Diving Pay, Hard Lying Money, Colonial Allowance, Field Allowance, or the Gratuity on embodiment payable to Auxiliary Air Force airmen.

3. *Disciplinary stoppages* from service emoluments will be disregarded in the calculation of balance of Civil Pay, i.e., service emoluments will be notified under paragraph 2 (a) as though the stoppage had not been made. Any withholding of bonus from drivers (petrol and winch) in consequence of accidents or damage, etc., for which they are held to blame will be similarly disregarded.

4. *Allowances and Issues in Kind.*—Every officer and airman, in addition to pay and allowances as above, receives in kind, in respect of himself, lodging, fuel and light, rations and clothing (airmen only) or allowances in lieu. An officer also receives the services of a batman or an allowance in lieu, and in certain circumstances an outfit allowance. These personal issues or allowances will not be included in the service emoluments which will be taken into account for the purpose of calculating the balance of civil pay. Any allowances for lodging, fuel and light, or furniture drawn by a married officer in respect of his family, or in respect of himself and his family if he is not separated from them by the exigencies of the service, will, however, be included in service emoluments for this purpose.

If an officer or his family is in occupation of a married quarter, the value of the quarters will be taken into account in calculating the balance of his civil pay, and this value will be assumed to be the amount of the "married" allowances for which he would be eligible if the quarters were not available.

When the family allowance issuable to an airman or to his family is reduced in consequence of the allotment of married quarters, the full rate of allowance will be regarded as a service emolument for the purpose of assessing balance of civil pay.

5. In the event of retired regular officers who are Civil Servants being re-employed, the 25 per cent. bonus allowed on full Royal Air Force pay will be excluded from service emoluments. When retired pay and 25 per cent. is drawn, the retired pay only will be regarded as pay for the purpose of this circular.

6. In cases where the pay of an officer or airman is drawn at *Indian rates*, special instructions will be issued as to the amount to be included in service emoluments.

CIVIL DEFENCE FORCES.

The emoluments to be taken into account in calculating balance of civil pay are the actual rates of pay received from local authorities for whole-time Civil Defence service in an emergency.

APPENDIX II

CIVIL SERVANTS SERVING WITH THE NAVY, ARMY OR AIR FORCE

Form A

To be detached by the Civil Servant and disposed of with Form B as follows :—

(a) If an officer in any of the Forces, to the Agent, Paymaster or Accountant Officer by whom he is or will be paid.

(b) If a Naval rating or Royal Marine, to the Accountant Officer by whom he is or will be paid.

(c) If a soldier—

(i) if already a member of the Army Reserve or Territorial Army, to his Officer Commanding at the place and time of joining his unit, for transmission to the Regimental Paymaster ;

(ii) if enlisting on a temporary engagement, to the Attesting Officer for attachment to his documents.

(d) If an Airman, to his Commanding Officer, or if not already a member of the Air Force Reserve, to the Attesting Officer for transmission to the Accountant Officer on whose pay ledger he will first be borne for pay.

This is to certify that Mr.....
(Full name in block capitals)

is a Civil Servant employed in this Department.

*He has been given permission to enlist on a temporary engagement or to serve as a commissioned officer.

His Civil Service Grade is.....

Pay Number (if applicable).....

In issuing his balance of civil pay this Department will proceed on the assumption that any increased service emoluments which may become due on account of his promotion, etc., in His Majesty's Forces will be communicated to this office immediately. An acknowledgment of the communication will be forwarded at once and any over-issue of balance of civil pay which may require recovery from service emoluments will be notified.

Signature

Department

Branch or Establishment.....

Date

* Delete in the case of Reservists.

This form to be retained by the Service Paying Authority.

Form B

To be detached from Form A by the Agent Paymaster or Accountant Officer and transmitted as follows :—

(1) Navy ; through the Director of Navy Accounts to the Establishment Officer of the Civil Servant's Department.

(2) Army ; to the Establishment Officer of the Civil Servant's Department.

(3) Air Force ; through the Director of Accounts, Air Ministry, to the Establishment Officer of the Civil Servant's Department.

The Establishment officer.

Civil Department and address of }
office where employed }

The undermentioned* { officer } has* { joined up on mobilization }
 { man } { enlisted on a temporary engagement }
(or been granted a temporary commission) and has handed in a certificate of his employment. He has been noted in my records as a Civil Servant and all variations in his service emoluments deductible from civil pay will be notified to his Civil Department immediately. Particulars of his pay, etc., are given below.

.....Signature of Paymaster, etc.

.....Date.

Full Name in block capitals.....

Civil Service Grade.....

Branch or Establishment.....

Pay number (if applicable).....

Service Unit.....

Rank and Number.....

Whether Married or Single.....

Date of embodiment } *
Date of joining if }
newly enlisted }

Service emoluments deductible from Civil Pay†

Daily rate of service pay.....from.....

Daily rate of allowances.....from.....

Weekly rate of mar- }
riage or family }from.....
allowances }

* Strike out the words that are inapplicable.

† In the case of Naval Ratings and Airmen these emoluments will not show the Marriage, Family, or Dependants Allowance entitlement (if any) which will be notified to the Civil Department by the Admiralty or the Air Ministry.

Form C

To be completed and signed by the Civil Servant and forwarded to the appropriate officer of the Department to which he belongs.

I have duly received a copy of Treasury Circular No. 13/39, dated 17th April, 1939, and accept the terms stated therein.

I fully understand and agree that any overpayments of balance of civil pay that may arise owing to variations in my Service emoluments or otherwise are recoverable

*Naval

and that recovery may be effected from my *Military pay or civil pay and I

*Air Force

accept this condition as part of the privileges of drawing balance of civil pay. I am aware that the issue of family, marriage or dependants' allowance carries with it a compulsory allotment of pay to be issued with the allowance.†

With the exceptions I indicate below at X, I authorize the continued deduction from the balance of my civil pay, or, if this is insufficient, from my service emoluments, of such amounts as have hitherto, on my written authority, been deducted from my civil pay and paid on my behalf to certain organizations. This authority supersedes existing authorities for deductions from my civil pay.

I nominate †.....

Name in block capitals.

Address.....

to receive any balance of civil pay which may be due to me during my absence with the forces.

.....Signature of Civil Servant.

.....Date.

Full name in block capitals.....

Civil Service Grade.....

Department.....

Branch or Establishment.....

Pay number (if applicable).....

Service unit.....

Rank.....

Whether married or single.....

If married, number of children under
16 years of age

* Strike out the words that are inapplicable.

† In the case of officers this sentence applies to dependants' allowance only.

‡ Insert name and address of nominee. If no suitable person can be nominated, the balance of civil pay may be credited to a Post Office Savings Bank Account to be opened in the name of the Civil Servant. If this is desired, the words " Post Office Savings Bank " should be entered.

X

APPENDIX III

CIVIL SERVANTS SERVING WITH CIVIL DEFENCE FORCES

Form D

To be detached by the Civil Servant and sent with Form E intact to the Clerk of the appropriate Local Authority.

This is to certify that Mr.....
(full name in block capitals)

is a Civil Servant employed in this Department.

His Civil Service Grade is.....;

Pay Number (if applicable).....He has been given permission to undertake whole-time Civil Defence Service during the present emergency.

For the purpose of calculating the balance of his civil pay, will you kindly complete the attached form and return it as soon as possible to the Establishment Officer of this Department.

Signature

Department

Branch or Establishment.....

This form to be retained by the Local Authority.

Form E

To be detached from Form D by the Clerk of the Local Authority and transmitted to the Establishment Officer of the Civil Servant's Department.

The Establishment Officer.

Civil Department and address of
office where employed

The undermentioned officer has taken up Civil Defence Duty under this Authority and has handed in a certificate of his employment. Particulars of his pay are given below.

Signature of Clerk.....

Local Authority.....

Date

Full name.....

Date of joining.....

Civil Defence emoluments deductible
from civil pay

Form F

To be completed and signed by the Civil Servant and forwarded to the appropriate Officer of the department to which he belongs.

I have duly received a copy of Treasury Circular No. 13/39, dated 17th April, 1939, and accept the terms stated therein.

With the exceptions I indicate below at X, I authorize the continued deduction from the balance of my civil pay of such amounts as have hitherto, on my written authority, been deducted from my civil pay and paid on my behalf to certain organizations. This authority supersedes existing authorities for deductions from my civil pay.

I nominate *.....
Name in block capitals.

Address

to receive any balance of my civil pay which may be due to me during my absence on Civil Defence duties.

..... Signature of Civil Servant.

..... Date.

Full name in block capitals

Civil Service Grade.....

Department

Branch or Establishment

Pay number (if applicable)

Local authority with whom serving

* Insert name and address of nominee. If no suitable person can be nominated, the balance of civil pay may be credited to a Post Office Savings Bank Account to be opened in the name of the Civil Servant. If this is desired, the words "Post Office Savings Bank" should be entered.

X

(A.F.Os. 2671/39, 3128/39, 3326/39, 1195/40, 2743/40, 4569/40, 5346/41, 1848/42, 5228/42, 101/43, 1401/43, 776/44, 960/44, 1059/44, 1442/44, 1625/44, 4053/44 and 4979/44.)

(A.F.Os. 1135/39, 3127/39, 3542/39, 4114/39, 4116/39, 79/40, 818/40, 3891/40, 502/41, 83/42, 1472/42, 1847/42, 3055/42, 4689/42, 4943/42, 5226/42, 5227/42, 6218/42, 323/43, 794/43, 1147/43, 1148/43, 1400/43, 1512/43, 2217/43, 2908/43, 3236/43, 3767/43, 4025/43, 4653/43, 4890/43, 5039/43, 5428/43, 6298/43, 243/44, 903/44, 1621/44, 2140/44, 4330/44, 4676/44, and C.A.F.O. 1178/41 are cancelled.)