

Pay Book registered by
20171
20171

A. F. (I.) Form 64A.
Part II

OFFICER'S PAY BOOK.

Release group 24 ... *Crutchank*
Chattanooga

Official No. 54407

Rank F/O

Branch G. D.

Name & Initials CRUTCHANK G.

| | |
|-------------------------------|---|
| Married— | { 1942 Under 30 Over 30 Indian |
| Allowance Rates Issuable | |
| (Delete which not Applicable) | |

Specimen signature (to be signed at the time of issue)

G. Crutchank

For Officer's Information Only.

INSTRUCTIONS TO OFFICER.

1. To draw cash :—

- (a) Produce this book to any Accountant Officer or Imprest Holder.
- (b) Sign receipt in duplicate on the Accountant Officer's or Imprest Holder's Acquittance Rolls.
- (c) The paying officer will enter and sign the cash issue on the "payments" side of the Pay and Allowances Account.

2. Your account will be kept by the Base Accountant Officer, and all communications relating to your account must be addressed to him through your Accountant Officer.

3. This book is to be sent through the Accountant Officer to the Base Accountant Officer when full, and a new book demanded from the Accountant Officer.

4. The B. A. O. will furnish you monthly in arrears with a statement showing the amounts debited to and credited to your I. R. L. A. (other than cash drawings) and indicating the net credit for the month in question. This statement must be produced by you to your Accountant Officer who will enter in column 23 on the entitlements side of the Pay and Allowances account your net credit for the month to which the statement pertains. These statements should be kept for reference in the pocket of this book.

5. Monthly drawings must be within your entitlement as shown by the Pay Book. Drawings are to be made in multiples of Rs. 10.

6. No entries must be made in this book by you apart from your signature. Variations due to promotion etc. in the rates of pay and allowances admissible

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to you may be made by your Accountant Officer on the authority of P. O. Ra.

7. Should you lose this book you must report the loss immediately in writing to your C.O. accompanied by completed F. 840, if married.

A duplicate book will be issued by the Group Accountant Officer. It must be understood that no amount of pay due in respect of the period prior to the reporting of the loss can be issued until the B.A.O. has confirmed the amount outstanding.

8. Final settlement of your account must be authorised by the Base Accountant Officer.

9. If you desire accumulated balances to be paid into your banking account the following procedure will be followed :—

(a) If the Accountant Officer or Imprest Holder has a public banking account, he will hand you a cheque for the amount required and it will be your responsibility to forward it to your bank.

(b) If the Accountant Officer or Imprest Holder has no public banking account, the same procedure as for cash issues should be observed, but an acquittance roll (A. F. N. 1812) should be completed and the Imprest Holder will forward it to the Base Accountant Officer for payment to the required bank.

10. On permanent posting out of India, this book must be surrendered to the Accountant Officer of the port of embarkation or Unit of emplaning for transmission to B.A.O. for check against your Pay Account. After completion of the check the B.A.O. will forward the book to you through U.K. Overseas Pay Accounts Clearing Unit, R.A.F. Blackpool, or Overseas Pay Accounts Clearing Unit c/o Base Accountant Officer of the Command concerned.

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INSTRUCTIONS TO THE PAYING OFFICER.

1. Ascertain that the sum required to be drawn is within entitlement calculated up to the end of the previous month.

2. No issue of pay is to be made above the amount available as shown in this book.

3. Cash issues must be entered and the Officer's receipts obtained in duplicate on Acquittance Rolls, which must be serially numbered. The original copy must bear a one-anna revenue stamp, excepting for payments made in an area in which Field Allowance is in issue.

4. Enter at the time of issue, the amount of cash drawn on the "Payments" side of the Pay and Allowances Account, sign against the entry and endorse the Acquittance Rolls "Certified entered in Pay Book".

5. Enter the payment in your cash Account and :-

- (a) Retain the duplicate copy of the Acquittance Roll to support your cash Account.
- (b) Forward the original to the B.A.O., the same day by Registered Post.

6. If the officer desires to send money to his bank and you keep a local public banking account you should hand him a cheque in lieu of cash for the amount and it will be his responsibility to forward it to his bank. In other respects carry out the procedure set out in paragraphs 4 and 5.

7. If you do not keep a local public banking account, enter the amount required to be remitted in

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duplicate on Acquittance Rolls and follow the same procedure as in paragraph 2 except that no cash will be handed to the officer. Endorse both copies of the acquittance roll boldly in red ink with the name and address of the bank to which remittance is required and forward both rolls to the B. A. O. who will effect payment to the bank. Care must be taken to enter at once the amount of the remittance as a cash payment in column 18 of the Pay Book.

8. Variations due to promotions etc. in the rates of pay and allowances admissible to individual officers may be effected by the Accountant Officer on the authority of P. O. Ra. Confirmatory notifications of the amending entries will be issued by the Base Accounts Officer.

9. When the pay book is becoming full, application for a new book is to be made to the Base Accountant Officer.

10. Accountant Officers and Imprest Holders when entering the net monthly entitlement as per Form 208-S will ensure that the entry will be made opposite the entry recording the net cash issue for same month. When two cash issues are made for any one month, the amounts are to be bracketed.

11. When the loss of a Pay Book is reported, the Accountant Officer will forward the report and, if applicable, the F. 840 to the Group Accountant Officer. The Group Accountant Officer will issue a duplicate pay book and pass the F. 840 with a notification of the duplicate issue, to the B. A. O. in order that the balance of the account at the time of loss may be forwarded to the Unit Accountant Officer or Imprest Holder for entry in the new book.

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3.9.44.

GUIDE TO

Monthly Breakdown of Indian Pay and Allowances.

| Pay of Rank or Appointment. | Command, Staff or special pay. | Leading Allowance. | Marriage or Connected Allowances. | Station Allowance. | Field Allowance. | Gross Monthly Pay. |
|-----------------------------|--------------------------------|--------------------|-----------------------------------|--------------------|------------------|--------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 585 | 85 | 20 | 170 | 35 | 69 | 964 |
| 585 | 85 | 20 | 170 | 35 | 69 | 964 |
| 585 | 85 | 25 | 170 | 35 | 69 | 969 |
| 585 | 102 | 25 | 170 | 35 | 69 | 986 |

CASH ISSUES

| Deduct from Gross Pay | | | | | | Net rate of Pay | P.O. B. authority for clearance with effective date. | Signature of Paying Officer. |
|-----------------------|------|-----------------------------|-----------------------------|----|------|-----------------|--|------------------------------|
| Allocation. | Fund | Approx. Rate of Income tax. | Leading Allowance, at rate. | | | | | |
| | 10 | 11 | 12 | 13 | 14 | 15 | | |
| 300 | | | | | | | | |
| 400 | | 105 | 20 | | 439 | 20/11 | 20/11 | 20/11 |
| 400 | | 105 | 11 | | 428 | 20/11 | 20/11 | 20/11 |
| 520 | | 106 | 14 | | 329 | 16/11 | 16/11 | 16/11 |
| 520 | | 109 | 14 | | 339 | 16/11 | 16/11 | 16/11 |
| | | | | | 3945 | | | |

PAYMENTS

PAY & ALLOWANCES

| Date of payment. | Imprest No. and Serial No. of Acquittance Roll | Amount of each payment. | Progressive total to date. | Signature of Paying Office. |
|------------------|--|-------------------------|----------------------------|-----------------------------|
| 16 | 17 | 18 | 19 | 20 |
| | | Rs. | Rs. | |
| 4.4.45 | QC | 100 | 100 | <i>[Signature]</i> |
| 12.4.45 | QC | 100 | 200 | <i>[Signature]</i> |
| 16.4.45 | W | 150 | 350 | <i>[Signature]</i> |
| 1.5.45 | TN | 150 | 500 | <i>[Signature]</i> |
| 11.5.45 | T.N | 200 | 700 | <i>[Signature]</i> |
| 1.6.45 | N.B | 200 | 900 | <i>[Signature]</i> |
| 13.6.45 | VN | 100 | 1000 | <i>[Signature]</i> |
| 17.45 | N.B | 300 | 1300 | <i>[Signature]</i> |
| 8.7.45 | N.B. | 200 | 1500 | <i>[Signature]</i> |
| 2-1-45 | MC | 250 | 1750 | <i>[Signature]</i> |
| 13.8.45 | LY | 150 | 1900 | <i>[Signature]</i> |
| 28.8.45 | ME | 50 | 1950 | <i>[Signature]</i> |
| Carried forward. | | 1900 | | |

| | | | | |
|-----------------|----|-------------------|--------------------|--------------------|
| Jul | 6 | 25 ¹² | | |
| Apr | | 890 | | |
| May | | 490 | | |
| Jun | | 516 ⁸ | | |
| July | | 356 ¹⁴ | | |
| Aug | | 210 | | |
| Sept | | 155 | 2924 ² | <i>[Signature]</i> |
| Oct | 32 | 605 ⁷ | 3532 ⁹ | |
| Nov | 33 | 291 ³ | 3763 ¹² | |
| Carried forward | | | | |

PAYMENTS

PAY & ALLOWANCES

| Date of payment. | Invoice No. and Serial No. of Acquittance Roll | Amount of each payment. | Progressive total to date. | Signature of Paying Officer. |
|------------------|--|-------------------------|----------------------------|------------------------------|
| 16 | 17 | 18 | 19 | 20 |

| | | | | |
|-----------------|----|--------|-----------------|--------------------|
| 1948. | | b/f | 1900 | |
| Sept. 26 | MF | 300 | 2250 | <i>[Signature]</i> |
| October 16 | MF | 300 | 2550 | <i>[Signature]</i> |
| October 22 | MF | 500 | 3050 | <i>[Signature]</i> |
| " 31 | QC | 340 | 3390 | <i>[Signature]</i> |
| (By b/f + MF) | | | | |
| 3.11.48 | QC | 170 | 3560 | <i>[Signature]</i> |
| 15.11.48 | QC | 100 | 3660 | <i>[Signature]</i> |
| Pay Back | | 103.12 | 3763 | |
| Carried forward | | | | |

For Officer's Information Only.

| | | | | |
|-----------------|------|-------------------|-------------------|--------------------|
| | D/P | 3532 ⁹ | 3532 ¹ | <i>[Signature]</i> |
| | | 365 ⁶ | 3177 ² | |
| Nov. Debit | Bank | | 482 ¹³ | |
| | | | <u>3660</u> | |
| Carried forward | | | | |

V. H. Banker
 Lincoln Trust
 Savings Bank
 Bank St.
 LINCOLN

PAYMENTS

PA

| Date of payment. | Imprest No and Serial No. of Acquittance Roll | Amount. of each payment. | P |
|------------------|---|--------------------------|---|
| 16 | 17 | 18 | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Carried forward | | | |

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11 Southern Rd
 Nettie born
 Huron