

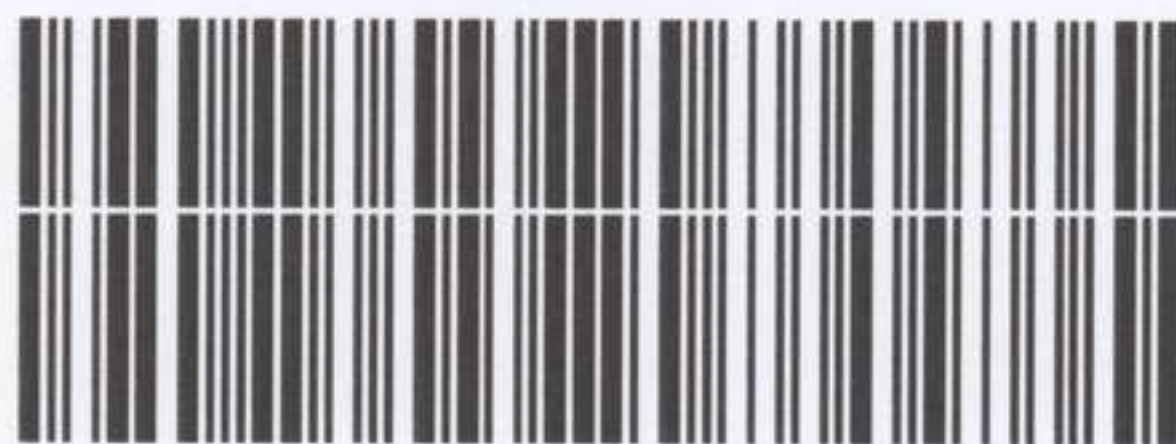
AWM4
Australian Imperial Force unit war diaries,
1914-18 War

Pay

Item number: 5/2/4

Title: Paymaster, Australian Corps

January 1918



AWM4-5/2/4

25.1.1918

TO: ALL PAYMASTERS IN FRANCE.

139. CORRESPONDENCE RECEIVED CONCERNING SOLDIERS EVACUATED OR TRANSFERRED.

All Paymasters who have not already adopted the procedure outlined below are requested to do so in future:-

All correspondence or other matter received concerning soldiers evacuated or transferred and nothing is known of their present whereabouts - should be minuted on to the Paymaster, A.I.F. Rouen in order that the soldier may be traced at Records Section and the correspondence forwarded to the Paymaster concerned for necessary action.

140. ALLOTMENT FORMS.

In future the certificate at foot of Allotment Forms stating that necessary alteration has been made in Paybook may be signed by the Pay Sergeant.

141. ACQUITTANCE ROLLS.

The Chief Paymaster advises that the posting of Ledger Cards is now up to date and requests that Acquittance Rolls be forwarded from the field as promptly as possible.

142. REFUNDS OF AMOUNTS TO SOLDIERS FOR CLOTHING ISSUED.

In future when authority is given by the D.A.G.A.I.F. for the crediting of amounts charged for clothing &c. the file will be passed to London where a credit note will be prepared and forwarded to the Paymaster concerned.

143. PAYBOOKS OF MEN EVACUATED TO V.D. HOSPITALS.

Where it is definitely known that a man has been evacuated to No. 39 General Hospital his Paybook, if in possession of Pay Sergeant, should be forwarded to the Paymaster, Havre, instead of to the Chief Paymaster in order that amount of forfeiture may be entered therein.

144. INVESTIGATION OF RECORDS.

The Officer i/c Records in London has been forwarding direct to Units in the field particulars regarding the ranks held by certain soldiers and requesting that the Paybook be altered. It has now been arranged that these forms shall in the first instance, be passed to the Chief Paymaster who will utilise one copy for the amendment of Ledger records and forward the second copy to the Paymaster concerned in order that Paybook may be amended. Attached is a copy of the draft memo which it is proposed shall accompany each authority.

145. OFFICERS OUTFIT ALLOWANCE OF £15.

The Chief Paymaster states that he no longer requires advices of credit entries made in Officers Paybooks for this allowance. Although these need not be forwarded I think it advisable that you should have a record of all these entries for future reference.

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146. AIR MECHANICS.

With reference to the rates of pay schedule issued by the Chief Paymaster on 2.5.17 please note that after "Air Mechanic" -1st Class (F.U.)" the words "2/Cpl" are to be deleted. It has now been ruled that 1st Class Air Mechanics are to be graded as Privates, for purposes other than pay.

147. PAYBOOKS - CONVERSION OF DUPLICATES INTO CONTINUATIONS.

Applications for conversion of duplicates into continuations may be accepted from soldiers and forwarded to Chief Pay Office for consideration provided a period of four clear months has elapsed since the opening of the duplicate book.

On every occasion when application of the nature above referred to is received, it will be necessary for Divisional and other Paymasters to forward a certified true copy of the duplicate Paybook to the Chief Pay Office.

It is to be understood that the privilege of having duplicate paybooks converted into continuations must not be freely advertised, but that, upon application being made to them in writing, Paymasters or their representatives may put into operation the procedure herein set out.

148. IMPREST RETURNS.

In order that the Imprest Account of each Divisional Paymaster may be squared off once a month in the books of the Chief Pay Office, notice should be sent to me on the day before the closing of last return in each month so that arrangements may be made to call and take over the cash balance held.

(sgd) E.G. Blanshard.
Captain.
Paymaster, A. I. F.
Attd. Aust. Corps Headquarters.