

Adjutant being absent on leave at the date on which the return is due, it should be signed by the officer who is performing his duties.

79. This return will be certified by the Commanding Officer, and transmitted to the Commandant, through the proper channel, on the 1st January, 1st April, 1st July, and 1st October in each year.

80. The Adjutant will also prepare and furnish, under the direction of his Commanding Officer, all such returns as may from time to time be called for from the Defence Office.

81. The Adjutant is responsible for the correctness of all returns, financial and otherwise, which pass through his office.

DISCIPLINE AND INSPECTION OF ACCOUNTS.

82. The travelling expenses of Adjutants of Volunteers, when employed on duties in connection with the Volunteer Force, will be allowed as follows:—

- (a.) Exceeding a distance of 10 miles from his station, and if prevented from returning to his station the same day, 12s. 6d.
- (b.) Exceeding a distance of 10 miles, but if able to return the same day, 6s.
- (c.) Within 10 miles of his station, actual travelling expenses only, for which vouchers must be furnished.

83. As only the actual cost of the conveyance of an Adjutant travelling on the public service is admissible, he will keep an accurate account thereof. When public conveyances are resorted to, the description of conveyance used will be given in the travelling claim; the places from and to which the Adjutant proceeded, the distances travelled, and the dates of departure and arrival, will also be shown.

84. The expenses for each conveyance, whether by railway, steam-boat, coach, omnibus, cab, car, fly, or boat, will be shown separately on the travelling claim, and in sequence as they were incurred; the sums charged being subject to alteration should they exceed the established fares. Booking fees, and fees to railway porters, are inadmissible as charges against the public. Cloak-room charges will be allowed when a saving of cab-hire can thereby be effected.

85. When an Adjutant is detained on duty for more than seven consecutive days at any one place, exclusive of the days of proceeding to and departing from such place, he will, after the seventh day, receive the half-rate of travelling allowance only. No travelling allowance on account of detention at one place will be issued for more than fifteen consecutive days without the sanction of the Defence Minister, on a representation in each case showing the necessity for prolonging the duty on which the officer was engaged.

86. An Adjutant who may be arrested for debt, or may be involved in pecuniary difficulties, will be thereby disqualified from retaining the charge of public money, and will, pending due investigation, be suspended.

87. Adjutants are strictly prohibited from applying public money to any purposes not authorized by the regulations of the service, and they cannot, therefore, on any pretext or in any shape whatever, advance, lend, or exchange any sum for which they are accountable.

88. Adjutants will be liable at any time to be called upon to produce the balance of public money in their possession.

89. Should any circumstance affecting the probity of an Adjutant or his fitness to conduct his financial duties come to the notice of the Commanding Officer, it will be his duty to make such inquiries as he may think fit, and to report the matter, should he deem it necessary, to superior authority.

90. The offices, books, and accounts of Adjutants will be open at all times to the inspection of the officers under whom they may be immediately serving, and of such other officers as may be specially nominated by the Commandant or Government to inspect them.

91. When an Adjutant is transferred from one district to another all books or documents connected with his official proceedings will be left with his successor as office records. Should any delay or difficulty arise in the transfer of duties or books from the relieved Adjutant to his successor, an immediate report on the subject will be made to the Commandant.

92. All money received by the Adjutant to be paid and disposed of as provided by Treasury Regulations.

DRILL INSTRUCTORS.

93. Temporary or permanent Instructors, paid by the Government, are allowed for Volunteers (except as provided in the case of mounted corps) in the following proportion:—

3—H. 10.