External:

HQ LAND – 2 (G1/SPS and Support Unit)
HQ 2 Div – 2 (SPS Branch and Scotland Support Cell)
HQ 3 (UK) Div – SPS Branch
HQ 4 Div – SPS Branch
HQ 5 Div – SPS Branch
HQ 2 (SE) Bde – SPS Branch
HQ 12 Mech Bde – SPS Branch
HQ 15 (NE) Bde – SPS Branch
HQ 16 Air Assault Bde – SPS Branch
HQ 19 Mech Bde – SPS Branch
HQ 143 (WM) Bde – SPS Branch
HQ 160 (Wales) Bde – SPS Branch
HQ 101 Log Bde
HQBG - 2
HQ BRIGNEPAL Kathmandu – 3 (2 for CI Reset Wg)
HQ Mil Work Force Chetwynd Bks Chilwell NG9 5HA – for Admin Office
7 RHA
36 Engr Regt
39 Engr Regt
69 Gurkha Fd Sqn QGE
70 Gurkha Fd Sp Sqn QGE
2 Signal Regt
11 Signal Regt
30 Signal Regt
35th (S Mid) Sig Regt (V)
1 R IRISH
1 HLDRS
2 Para
3 Para
1 RGR
2 RGR
2 RGJ
22 SAS
2 Trg Regt AAC
4 Regt AAC
7 Regt (V) AAC
HQ 4 GS Regt RLC
6 Supply Regt RLC
9 Supply Regt RLC
10 Tpt Regt RLC – FAO RAO
20 Tpt Sqn RLC
16 CS Med Regt
1 RSME
3 RSME
3 Bn ITC Catterick – 2 RAO and Gurkha Coy
MAS(A)
ITC(W) Brecon – 2 RAO and GDC
ASPT
DST Leconfield
Tidworth & Bulford GSU
Warminster Sp Unit
Joint Sp Unit Corsham (for Mil Admin Office Fwd HQ)
Royal Military School of Music
Army School of Catering RLC – FAO RAO
Worthy Down Support Unit – for RAO
APC – 3 (Global RAO, Inf MCM Div, Gurkha Sp Wing)
RMAS - 2 (RAO, GDC)
SET – for STW (for Gurkha WO1)
PPO Itahari
BG Kathmandu
BG Pokhara
UNICOM – 4

Internal:
AG Pol Gurkha
PS10a2(A)
AFPAA(WD) – FAO Demanders SO3 Gurkhas
EDS - GPPS Bray House - (2)
EDS - ESG 1
THE GURKHA PAY AND PENSION MANUAL

POLICY

1. The policy governing Gurkha Pay and Pension matters is formulated by AG Sec in consultation with PS10(A). DSPS(A) in conjunction with Headquarters The Brigade of Gurkhas is responsible for the implementation and administration of the policy.

GURKHA PAY

2. The policy on Gurkha Pay and Allowances takes account of the Tripartite Agreement 1947 signed by the Governments of the United Kingdom, India and Nepal.

GURKHA PENSIONS

3. The policy on Gurkha Pensions is issued in accordance with the Pension Regulations for the Army (India) 1961 Part 1.

THIS MANUAL

4. Situations which are not covered by this manual are to be dealt with in accordance with regulations applicable to British Servicemen in accordance with the Pay Warrant and Regulations for Army Allowances and Charges. If a situation arises which is considered unique to the Brigade of Gurkhas, it should be referred through normal staff channels for clarification and where necessary, a ruling.

5. DSPS(A) is responsible for any amendments to this manual.
## AMENDMENT SHEET

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<tr>
<td>APC, PPPA</td>
<td>Army Personnel Centre, Pay Personnel and Pensions Administration</td>
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<tr>
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<td>Acquittance Roll</td>
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<td>G Wing, Foot Guards and Infantry Manning and Record Office</td>
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<td>British Gurkhas Kathmandu</td>
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<td>Directorate Staff and Personnel Support (Army)</td>
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<td>FDD</td>
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<td>General Accounting Rate of Exchange</td>
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<td>GEA</td>
<td>Gurkha Education Allowance</td>
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<tr>
<td>GOR</td>
<td>Gurkha Other Rank</td>
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<td>GPF</td>
<td>Gurkha Provident Fund</td>
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<td>GPPS</td>
<td>Gurkha Pay and Pension Section</td>
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<td>HQ BG</td>
<td>Headquarters Brigade of Gurkhas</td>
<td></td>
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Original

3
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CHAPTER 3 ALLOWANCES

CHAPTER 4 DEDUCTIONS FROM PAY AND OTHER CHARGES

CHAPTER 5 LEAVE

CHAPTER 6 NON-EFFECTIVE MATTERS

CHAPTER 7 AWARDS

CHAPTER 8 GURKHA COMMISSIONED OFFICERS

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ANNEX:

A. List of Employment Qualifications Applicable to the Brigade of Gurkhas.
CHAPTER 1

PAY

SERVICE

0101. Gurkha Other Ranks (GOR). In accordance with the Manual of Military Law Part 2 (which supersedes the Regular Army Enlistment and Service Regulations 1961), the initial period of service for which GORs enlist or re-enlist into the Brigade of Gurkhas is four years from the age of 18. Further extensions or re-enlistments may be granted, normally up to a maximum total of 22 years colour service.

0102. Queen’s Gurkha Officers (QGO). A QGO Commission in the Brigade of Gurkhas in the rank of Lt, Capt or Maj may be granted to a candidate approved by the Defence Council, Pay Warrant 1964 (PW) Article 38c. A QGO is normally only allowed to serve until he attains the age of 45 unless promoted to Maj.

0103. Short Service Commission (Gurkha) (SSC(G)). A SSC(G) Commission in the Brigade of Gurkhas in the rank of Capt may be granted to a candidate approved by the Defence Council. SSC(G) officers are permitted to serve initially for a period of six years which may be extended to the age of 55 in the same manner as British SSC(LE) officers. Full details are contained in BGSI No 4.07.

0104. Re-employed Gurkha Officers (RGO). Retired QGOs may be selected to fill appointments as RGOs. Those selected hold the status of military officers but are administered as Locally Employed Civilians for disciplinary purposes. Initial appointments are for one year with extensions up to a normal maximum total of three years for Lt (RGO) or four years for those promoted to Capt (RGO), or to age 55 whichever is the sooner. Comd BGN may extend these periods in the interests of the service.

0105. Length of Service. The length of service to which a Gurkha is committed does not affect his rate of pay. A Gurkha's rate of Indian Army (IA) Basic Pay is governed by his rank, service completed, trade and classification.

0106-0110. Reserved.

RANKS

0111. Nomenclature. The nomenclature of ranks and appointments for Gurkha WOs, NCOs and ORs conform to those applicable to the British Army. Indian Army ranks only have equivalents at Pte, Cpl and Sgt, the remaining British rank equivalents are covered by appointments within Indian Army units for which IA Appointment Pay is paid on top of the pay for the rank held. Accordingly, pay rates for British Gurkhas in the ranks of LCpl and CSgt to WO1 are a combination of IA Basic Pay and IA Appointment Pay.

0112-0114. Reserved.
RATES OF PAY

0115. General. Indian Army pay rates are set every 10 years by the Indian authorities and the current rates are based on those issued in Oct 97 which were effective from 1 Jan 96. These rates are converted from Indian Rupees to Sterling at the GAR as at 1 Apr each year and the resultant rates are then issued by AG Gurkha Pol in lieu of the rates shown in the PW and promulgated through the normal chain of command. Depending on the trade of the QGO or GOR he will be paid Group X rates as a technician, Group A rates as a Tradesman or Group B/NT rates as a non-tradesman. These Groups are aligned to Indian Army Groups X, Y and Z respectively. The allocation of trades to pay groups is shown at Annex A. It should be noted that currency fluctuations affect the rates of Basic Pay in issue, but any loss or increase in value is compensated by a corresponding increase or decrease in Universal Addition (UA).

0116. Gurkha Other Ranks (GOR). The Basic Pay of GOR shall be at the daily rates laid down in PW Article 532.

0117. Queen’s Gurkha Officers (QGO). The Basic Pay of QGOs shall be at the daily rates laid down in PW Article 193.

0118. Queen’s Gurkha Officer (QGO) Excess. On commissioning, a QGO will receive pay at the rate he last received as a GOR plus 5p per day. This rate of pay will remain in issue until any entitlement under Paragraph 0117 exceeds the mark time rate. Pay as a GOR is calculated as Basic Pay plus Length of Service Increments plus Good Service Pay. This increase to the rates detailed at Paragraph 0117 shall be known as the QGO Excess (PW Article 194 refers). Amendment 70 to the PW when promulgated will change the basis of QGO Excess to ensure a 5% increase is achieved on commissioning.

0119. Gurkha Commissioned Officers (GCO). The Basic Pay of GCOs shall be at the rates laid down in PW Article 187(b). These rates will continue to be published even though there are no serving GCOs because of the need to calculate Death Cum Retirement Gratuities on retirement for the GCOs who converted to SSC(G).

0120. Short Service Commission (Gurkha) (SSC(G)). Officers commissioned as SSC(G) will not receive Indian Army rates of pay but will be employed under the same conditions of service as SSC(LE) officers. On commissioning they will be paid the same rates as SSC(LE) officers in accordance with PW Article 182 depending on the rank from which they were commissioned. Full details are contained in Chapter 9 of these regulations.

0121. Re-employed Gurkha Officers (RGO).

  a. Those RGOS appointed as Area Retired Officers (ARO) before the new RGO TACOS came into effect in May 00 will receive the same rates of IA Basic Pay as QGOs. The rate of pay issued to an ARO on his appointment will be equal to that in issue on the last day of service as a QGO. Service for subsequent increments, where applicable, will commence from the date of appointment as an ARO. If prior to his appointment as an ARO, a QGO held the honorary rank of GCO, his rate of pay whilst fulfilling the ARO appointment will be based on his last substantive QGO rank i.e. Captain or Major (QGO). AROs will receive the same rates of allowances applicable to QGOs.

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b. Those RGOs appointed after May 00 will receive the rate of IA Basic Pay at the Others Group according to their rank as an RGO. No incremental progression is admissible.

0122-0125. Reserved.

INCREMENTS TO BASIC PAY

0126. Length of Service Increments (LSI). GORs shall be paid an LSI at the rate appropriate to their present rank and number of years reckonable service rendered. LSIs are laid down in PW Article 533 and are updated as part of the annual Gurkha Pay Review.

0127. Good Service Pay (GSP). In addition to any LSI admissible under PW Article 533, Gurkha WOs, SNCOs and Cpls with more than 3 years seniority may receive an award of GSP subject to satisfactory conduct and efficiency. Unless a Part 2 Order is published to the contrary, GPPS will credit the pay accounts of those personnel who qualify for this award in accordance with PW Article 534. GSP is normally updated annually as part of the Gurkha Pay Review. With the exception of the calculation of QGO Excess, in which GSP is included, QGOs and GORs below the rank of Cpl are not eligible for the award of GSP.

0128. Reckonable Service for Pay Purposes. Service reckonable for LSIs shall be reckonable man's service calculated under the general conditions of the PW Articles 450 to 452, subject to the special provisions laid down in PW Article 535.

0129-0134. Reserved.

TRADESMEN

0135. Groups for Pay. Lists of trades and the groups of pay applicable to those trades are laid down in Annex A. These lists replace those previously detailed in Record Office Instructions (Gurkha) Chapter 4.

0136. Queen’s Gurkha Signals (QG SIGNALS) Technicians. Having qualified as Class 3 tradesmen, QG Signals Technicians shall receive Group X Class 3 rates of pay until such time as they complete one year in their trade. After one year they may, subject to confirmation by Comd QG Signals, be granted Group X Class 2 rates of pay. Any such reclassification is to be published on unit Part 2 Orders.

0137. Technical Pay. Gurkha personnel classified as technicians who are serving with either Queen’s Gurkha Engineers (QGE) or QG SIGNALS units will be eligible for Technical Pay. Technical Pay is to be treated for assessment purposes as Basic Pay and not Additional Pay. Current rates of Technical Pay are as follows:

a. Class 1 Technicians: £1.00 per day.

b. Class 2 Technicians: £0.60 per day.

c. Class 3 Technicians: £0.40 per day.
Technical Pay is to be included in the assessment of pay for Long Leave with Dearness Allowance, and in the calculation of Special Capital Payments payable to personnel selected for redundancy. Those GOR in receipt of Technical Pay who are commissioned as QGO retain entitlement to Technical Pay but if then commissioned as SSC(G) lose further entitlement.

0138-0143. Reserved.

NON-TRADESMEN

0144. Specialists. A listing of Non-Tradesmen Specialists is laid down in Annex A.

0145. Upgrading. COs are responsible for the testing and grading of non-tradesmen. The qualifications required for non-tradesmen grades are detailed in Annex A.

0146-0148. Reserved.

ADDITIONAL PAY

0149. General. Additional Pay may be granted to entitled Gurkha personnel at the rates and under the conditions laid down in the PW Articles 220-234 for QGOs and Articles 550-555 for GORs. Gurkha personnel on Nepal Long Leave may continue to receive Additional Pay in accordance with PW Articles 220 and 550.¹

0150. Rates. The rates of Additional Pay for Gurkha personnel will be promulgated by AG Gurkha Pol through normal chains of command. The rates issued for Gurkha personnel are based on the normal rates for Regulars but are abated to take into account basic rate tax and National Insurance contributions that a Regular would have to pay, thus ensuring equivalent net receipts.

0151. Gurkha Technical Addition (GTA). Qualifying GOR of QGE and QG SIGNALS are entitled to GTA under PW Article 553 (to be issued). GTA is to be issued concurrently with Technical Pay and is designed to remove the discrepancy in income of certain technicians when compared to their British counterparts.

0152. Reserved.

SUBSTITUTION PAY (SUPA) FOR TEMPORARY PERFORMANCE OF DUTIES OF A HIGHER RANK/GRADE

0153. General. All Gurkha personnel are eligible for SUPA in accordance with PW Articles 153 to 155 for QGOs and Article 455A for GORs. The method of claim for SUPA is identical to that used for Regular personnel as laid down in PAM 02.05084. The only additional rule for Gurkha personnel regarding SUPA is that the absence of the incumbent on Nepal Long Leave constitutes a vacancy being created if the incumbent remains on the strength of the unit establishment.

¹ D/DPS(A)/4/3/5/PS10(A) dated 5 Jul 00
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0154. Rates for Maj (QGO). In the event of a Maj (QGO) qualifying for SUPA an appropriate rate of UA will need to be calculated by AG Gurkha Pol as no IA Basic Pay or UA rates exist for Lt Cols.

0155-0161. Reserved.

ADJUSTMENTS

0162. Monthly Rates. Emoluments for Gurkhas were issued on a monthly basis prior to 1 Apr 00 when daily rates were introduced. When an adjustment is calculated for a period when rates were issued monthly any odd days are to be converted on the basis of 30 days = 1 month. For example, the period 27 May 99 to 8 Oct 99 is calculated as follows:

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<th>Complete months:</th>
<th>Jun, Jul, Aug and Sep</th>
<th>= 4 months</th>
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<tr>
<td>Odd days:</td>
<td>27 May - 31 May</td>
<td>= 5</td>
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<tr>
<td></td>
<td>1 Oct - 8 Oct</td>
<td>= 8</td>
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<tr>
<td>Total Days</td>
<td></td>
<td>=13 days</td>
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</tbody>
</table>

The total adjustment is therefore 4 months plus 13/30 of a month.

ACTION ON TRANSFER OR POSTING OF GURKHA SOLDIERS

0163. Unit Transfer Information Pay Slip (UTIPS) – AF O9597. When a soldier is posted or detached/attending a course for more than 21 days a UTIPS is to be used to control continuity of action between the losing and gaining units. The standard UTIPS form, AF O9597 is to be used for Gurkha personnel with details of UA occurrences published entered at Part 4.c under Other Occurrences. The procedures relating to soldiers going on Nepal Long Leave who are to be posted to a new unit after Long Leave are detailed at Chapter 5.

0164. Action to be Taken by the Losing Unit.

a. UTIPS Action. A UTIPS is to be initiated prior to the soldier's departure, or as soon as details of the course/posting are known, if later. The form is linked to the current updated AF O9639A and a photocopy of the latter retained in the soldier's file. On completion:

(1) Part 6 is to be endorsed with any 'in confidence' correspondence which has been sent separately. (e.g. civilian debts or non banking status).

(2) UTIPS should include all relevant information regarding pay and allowances and other financial circumstances.

b. Despatch of UTIPS. The form is to be sent to the receiving unit within 72 hrs of the soldier's departure.

c. Pay Documents. Remaining documents are to follow with the soldier's personal documents.

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d. **UNICOM.** The soldier's record is to be despatched to the receiving unit by fastest means once the SOS has been published.

e. **Action by Training Establishments.** The procedures at Subparagraphs a to d above apply to permanent staff. In the case of recruits the following will apply:

(1) No UTIPS is required but the current AF O9639A is to be removed and updated by endorsement with PUTAI date, drawing rate, SOS date, outstanding acquittance roll charges, relevant Part 2 Orders and debit vouchers.

(2) UNICOM records are to be extracted as in Subparagraph d.

(3) Pay documents including separate "in confidence" correspondence are to be despatched to the receiving unit under a covering letter with a nominal roll and certificate that AF O9639A action has been taken.

0165. **Action to be Taken by the Receiving Unit.**

a. If the appropriate documentation is not received within 6 days of the soldier's TOS date a call-up signal is to be sent to the losing unit.

b. All necessary follow-up action indicated on UTIPS and AF O9639A is to be taken.

c. Appropriate action to publish a Part 2 Order for TOS, start UA etc is to be taken.

d. The soldier's record is to be created and merged with the floppy disk/e-mail.

e. AF O9639A is to be taken into unit collation and checked against the next statement for any outstanding occurrence action.

0166-0199. Reserved.
### LIST OF EMPLOYMENT QUALIFICATIONS APPLICABLE TO THE BRIGADE OF GURKHAS

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<tr>
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<td>F OF S</td>
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<td>System Analyst</td>
<td>SYSTEMS ANL</td>
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<td>2040</td>
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Amdt 19 - Mar 03
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</table>

Notes:

1. Gurkha soldiers employment qualifications are divided into 3 groups for Indian Army (IA) basic pay purposes, i.e. group X, A and B/NT. As UNICOM does not have an input facility for IA pay groups the British pay band system within module AI01 Maintain Qualifications is utilised to pass the necessary occurrences to GPPS where they are translated back to the IA pay group. The IA pay groups utilise the pay band system as follows:

<table>
<thead>
<tr>
<th>IA Pay Group</th>
<th>Cpls and Below</th>
<th>Sgts and Above</th>
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<td>6</td>
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<tr>
<td>A</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>B/NT</td>
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</tbody>
</table>

2. Armourers and Vehicle Mechanics have been placed in the Infantry CEG as the employment qualifications are only applicable to Infantry personnel.
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CHAPTER 2

UNIVERSAL ADDITION

GENERAL

0201. Eligibility. Universal Addition (UA) is payable to all QGOs and GORs serving in UK, Brunei, on the strength of BGN and when in transit between these stations. For the purpose of this manual, these areas are defined as UA areas. The payment of UA in these areas constitutes the allowance permitted under the Tri-Partite Agreement to cater for the additional cost of living related to service outside Nepal, therefore it is not payable for periods of Long Leave and Terminal Leave, nor is it payable to attested recruits prior to departure for training in UK. In addition to the UA areas of UK, Brunei and BGN, UA is also paid to those personnel permanently stationed outside these areas.

0202. Definition of a Family. The family of a QGO or GOR is defined as one legal wife and all legal children and/or legally adopted children below the age of 18 years who are normally resident in the household of the officer or soldier. In the case of a QGO or a GOR who is a widower, estranged from his wife, or whose marriage has been dissolved, a family is defined as one or more legitimate or legally adopted children under the age of 18 years whom the QGO or GOR is maintaining.

0203. Calculation Mechanism. UA is calculated using a mechanism which ensures that Gurkha remuneration is broadly in line with the net pay of British soldiers of equivalent rank. For the purpose of this calculation British Infantry rates are used which results in all Gurkhas, regardless of capbadge, receiving the same rates of UA for each rank according to the rules of Pay 2000. The mechanism takes the gross pay for each British rank and Incremental Level within the appropriate Range for Infantry and applies as abatements all the various mandatory deductions and charges that a British soldier would face. In addition, Indian Army Basic Pay at Group A rates is deducted to arrive at the rate of UA. Good Service Pay and Length of Service Increments are not included in the calculation process as the number of variables is too high to produce a fair mean figure.

0204. Abatements. The nature of the calculation process means that certain elements have to be applied across the board and do not take account of an individual’s circumstances. The charges that would be imposed on British personnel according to marital circumstances are applied in the abatement process. In addition, married unaccompanied personnel holding the rank of Sgt and below have limited family permission and are deemed to be INVOLSEP. Conversely, married unaccompanied CSgts and above have permanent family permission and as such are deemed to be VOLSEP.

0205. Rates. UA is subject to an annual review based on the Armed Forces Pay Review Body award for the 3 services. The calculation process is dependent on the Sterling value of Indian Army Basic Pay (based on GAR for the Indian Rupee as at 1 Apr) and CILOCT rates which are produced at the end of Mar each year. UA rates are then promulgated by AG Gurkha Pol and disseminated through normal chains of command. The rates are expressed in £ Sterling and paid in local currency at the relevant FFR.

0206. Pay 2000. The full rules for Pay 2000 were implemented for the payment of Universal Addition from 1 Apr 02. From this date incremental progression has been instituted subject to
satisfactory performance and the attainment of specified qualifications. The Pay Warrant 1964 has been amended to reflect these changes and should be referred to for further information on Pay 2000.

0207. **Notification of Entitlement.** All entitlements to UA are to be notified on Part 2 Orders via UNICOM. Changes to entitlement are to be actioned as separate Stops and Starts. Units are to ensure prompt publication of UA occurrences, particularly prior to Long Leave, to avoid over payments. Units are to follow the instructions contained in Chapter 5 concerning the administration of personnel proceeding on Long Leave and discharge.

0208. **Tax Liability.** Gurkha personnel have no individual tax liability for UA. All tax liability for UA is met by a central payment from MOD under an Annual Voluntary Settlement (AVS). GPPS uses the distinction between UA types of UK and Rest of the World to determine the level of payments in the AVS and it is for this reason that units are required to publish changes when personnel move to and from the UK.

0209-0210. **Reserved.**
SINGLE UNIVERSAL ADDITION (SUA)

0211. Conditions of Entitlement. SUA will be paid to a QGO or GOR whose marital status category is 5. SUA will also be paid to widowed/divorced personnel who do not have any dependant children.

0212. Effective Dates of Entitlement. Unless stipulated elsewhere in this Chapter, SUA is payable from the date of arrival in a theatre where UA is payable, up to and including the day prior to the date the Gurkha serviceman ceases to be entitled to UA.

MARRIED UNACCOMPANIED UNIVERSAL ADDITION (MUUA)

0213. Conditions of Entitlement. MUUA is paid to a QGO or GOR who is marital status category 1 but is not accompanied by his wife/family at his permanent duty station. MUUA will be paid to widowed/divorced personnel who have dependant children but who are not residing with the serviceman at the duty station.

0214. Effective Dates of Entitlement. Unless stipulated elsewhere in this Chapter, MUUA is payable from the date of arrival in a theatre where UA is payable, up to and including the day prior to the date the Gurkha serviceman ceases to be entitled to UA.

MARRIED ACCOMPANIED UNIVERSAL ADDITION (MAUA)

0215. Conditions of Entitlement. MAUA is paid to a QGO or GOR who is Marital Status Category 1 and whose family is residing with him at his permanent duty station during a period of official family permission. MAUA will be paid to widowed/divorced personnel who have dependant children who are residing with the serviceman at the permanent duty station during a period of official family permission.

0216. Effective Dates of Entitlemet. Unless stipulated elsewhere in this Chapter, MAUA is admissible for the periods shown below:

a. From the date the unaccompanied family joins the QGO or GOR at his permanent duty station.

b. When a QGO or GOR returns from Nepal or India with his family, MAUA is admissible from the day on which he reports to BG Kathmandu.

c. MAUA at the permanent duty station rate is to cease on the day prior to the date the family departs BG Kathmandu to proceed on leave at the end of an accompanied tour.

0217-0220. Reserved.
TEMPORARY ABSENCE FROM PERMANENT DUTY STATION

0221. **Temporary Duty in a Non-UA Area.** With the exception of Nepal Leave, servicemen who proceed on temporary duty from a UA area to a Non-UA area will receive the appropriate rate of UA plus an appropriate temporary duty rate of LOA as notified by DSPS(A), from the date of arrival in the non-UA Area. The appropriate rate of LOA is paid up to and including the day before the date of departure from the non-UA Area. LOA is to be initiated by UNICOM P2O.

PERMANENT DUTY STATION OUTSIDE UA AREA

0222. **Permanent Duty Station Outside a Designated UA Area.** Where a serviceman’s permanent duty station is outside a designated UA area, personnel will receive the appropriate rate of UA plus the appropriate rate of LOA from the date of arrival at the new permanent duty station. LOA is payable up to and including the day before the date of departure from the country. LOA is to be initiated by UNICOM P2O for single and married unaccompanied personnel and by manual P2O for married accompanied personnel.

REORIENTATION/RESETTLEMENT PRIOR TO DISCHARGE

0223. **Reorientation Course (RC).**

   a. Immediately prior to discharge or retirement it is a mandatory requirement for Gurkha personnel to attend a RC in Nepal. Personnel attending the RC are entitled to SUA or MUUA from the date of arrival in Nepal for resettlement purposes up to and including the final day of attendance on the RC, providing the course starts within 30 days from arrival in Nepal. Those arriving in Nepal more than 30 days prior to the start of RC will only be entitled to Dearness Allowance (Indian Addition) from the day after the arrival date in Nepal up to and including the day prior to the first day of the RC. They are then entitled to UA from the first day until up to and including the final day of attendance on the RC.

   b. Any personnel granted exemption from the RC by HQBG may receive UA for the duration of the period in BG Kathmandu while final documentation takes place but will cease to be entitled to UA on the day they leave BG Kathmandu on terminal leave.

0224. **Penultimate Nepal Leave (PNL) Course.** Personnel allocated to a PNL course are entitled to retain UA for the duration of the course in BG Kathmandu. UA is also admissible for the period spent in BG Kathmandu prior to the course if it is attended before Long Leave commences, or after the course prior to returning to parent unit if the course is attended after Long Leave.

0225. **Resettlement Training.** All resettlement training takes place in the UK and personnel will be entitled to UA for the duration of their training. Time in Lieu of Resettlement is no longer an option since the adoption of the normal Army resettlement package from 1 Jul 97.

0226-0230. Reserved.

Amdt 19 – Mar 03
ABSENCE ON LEAVE

0231. **Nepal Long Leave.** Unless the conditions set out at Paragraphs 0233 and 0234 apply, servicemen proceeding on long leave to Nepal/India will be entitled to receive the appropriate rate of UA up to and including the day before they leave BG Kathmandu to proceed on leave. Dearness Allowance is admissible with effect from the date the serviceman departs BG Kathmandu to start leave until the day before he reports back from his leave. MAUA/MUUA/SUA becomes admissible on the day the serviceman reports back to BG Kathmandu, following his period of Long Leave.

0232. **Sick Leave.** In all cases where personnel return to Nepal on sick leave authorised by the appropriate Service medical authority, the regimental details of the individual concerned, together with details of his personal and financial circumstances are to be forwarded to HQBG for consideration with respect to an entitlement to UA.

0233. **Compassionate Leave.** A serviceman in receipt of UA who is granted compassionate leave to India or Nepal will remain entitled to UA for a maximum period of 61 days, plus the standard journey time (as defined in Chapter 3 to this manual) to his home and return. This period of entitlement to UA starts on the day of departure from BG Kathmandu. Thereafter he will, until his return to duty, be entitled to:

   a. In receipt of SUA/MUUA at permanent duty station: Dearness Allowance (Indian Addition).

   b. In receipt of MAUA at permanent duty station:

      (1) Dearness Allowance (Indian Addition) or,

      (2) If the family remain behind at the permanent duty station, then MAUA will remain in issue.

0234. **Family Not Accompanying Serviceman.** When a serviceman in receipt of MAUA proceeds on long leave, but his family is unable to accompany him for reasons of ill health, MAUA will be paid in accordance with Paragraph 0233b(2).

0235-0240. Reserved.

TEMPORARY ABSENCE OF FAMILY ONLY

0241. **Entitlement to MAUA.** Where the family's temporary absence from the permanent duty station exceeds 61 continuous days, the family's accompanied status will be reviewed, and:

   a. If the family does not intend to return to the husband's duty station, MAUA will cease from the day the quarter is vacated and MUUA will be admissible.

   b. If the head of family's CO is satisfied that the family intends to return to the permanent duty station, MAUA should remain in issue. Reasons for the family's absence from or delay in returning to the permanent duty station may be on compassionate, medical or similar grounds.

Amdt 19 – Mar 03
DEATH OF SPOUSE

0246. **Entitlement to UA.** In the event of the death of a serviceman's spouse at the permanent duty station, MAUA will cease:

   a. From the date the quarter is vacated if there are no children at the duty station. If there are dependant children resident elsewhere then MUUA is admissible, otherwise SUA is due.

   b. From the date the soldier returns to BG Kathmandu following a period of compassionate leave while returning children to Nepal providing the period of leave does not exceed the limits laid down in para 0233. MUUA is to be paid from the date of return to BG Kathmandu. If the period of compassionate leave exceeds the limits laid down in para 0233 Dearness Allowance is to be paid up to the day before his return to BG Kathmandu. MUUA becomes admissible from the date of return to BG Kathmandu.

0247. **Children Remain at Duty Station.** If the serviceman keeps his children at the duty station and does not vacate his quarter MAUA is to continue.

0248. **Spouse in Nepal.** In the event of the death of a serviceman’s spouse in Nepal, MUUA will cease from the date of death if there are no dependant children and SUA will commence. If there are dependant children MUUA will remain in issue.

0249-0250. Reserved.
ENTITLEMENT ON CESSATION OF PAY

0251. Dismissal. When a serviceman ceases to be entitled to pay as a result of misconduct and is dismissed from the Services, UA is to cease from the date that pay is forfeited. However, personnel in receipt of MAUA on the date entitlement to pay ceases may retain 50% of MAUA up to the earliest date the family could have left the UA area for India/Nepal.

0252. AWOL/Detention/Imprisonment. The principles of RAAC Chapter 2 Section 2 concerning Family Maintenance Grant are to be followed for Gurkha personnel who are AWOL or serving a period of detention or imprisonment. Additional rules are required for Gurkhas because of the non-entitlement to State benefits in the UK and the absence of similar welfare provision for families resident in Nepal. To avoid over complicated rules for Gurkha personnel the payment made to families under these rules is to be based on 50% of the UA in issue at the time. Where there is an entitlement to some form of UA for the family of a soldier serving a period of detention or imprisonment the money is to be paid to the family direct and is not to be controlled by the soldier concerned. For families resident in Nepal the parent unit is to liaise with HQ BGN to institute payments.

a. Soldier AWOL – family accompanying at duty station. 50% of MAUA is admissible until the family returns to Nepal or until the family unreasonably refuses to accept the first available passage, or until the soldier rejoins from absence, whichever is the earliest.

b. Soldier AWOL – family resident in Nepal. 50% of MUUA is admissible until the Board of Inquiry sits or the soldier rejoins whichever is earlier.

c. Soldier in detention or serving a prison sentence – family accompanying at duty station. 50% of MAUA until:

(1) The family returns to Nepal or until the family unreasonably refuses to accept the first available passage if the soldier has or will be discharged.

(2) The soldier is released from detention or prison and continues to serve, when MAUA is admissible.

d. Soldier in detention or serving a prison sentence – family resident in Nepal:

(1) If the soldier has been or will be discharged no UA entitlement exists.

(2) If the soldier is to continue to serve after release from detention or prison 50% of MUUA is admissible.

e. Soldier in military or civil custody awaiting confirmation and promulgation of sentence. The sentence runs from the date of the award and 50% of the appropriate rate of UA is admissible from this date. However, if confirmation of sentence is withheld and full pay and UA are restored any payments made to the family at the 50% rate of UA are to be treated as an advance of pay.

f. Soldier in hospital through sickness or injury occasioned by an offence under the Army Act 1955. Payment of UA to the family at 50% of the appropriate rate is admissible.
0253-0255. Reserved.

**HOSPITALIZATION**

0256. **Entitlement to UA.** A serviceman who is admitted to hospital will continue to receive the appropriate rate of UA providing the hospital is within the UA Area. A serviceman admitted to a hospital/MRS whilst on Nepal long leave and who is subsequently CASEVACED to a hospital in a UA area will receive the appropriate rate of UA from the date of hospitalization in the UA area.

0257. **Temporary Duty/Exercise.** A serviceman hospitalized whilst on Temporary Duty/Exercise or where the permanent duty station is in a non-UA area, will continue to receive the rates of UA in issue immediately prior to hospitalization, together with any LOA admissible, for the duration of his hospitalization.

0258-0260. Reserved.

**RE-EMPLOYED GURKHA OFFICERS (RGO)**

0261. **Entitlement to UA.** RGOs receive UA as follows:

a. Those appointed as Area Retired Officers prior to the new RGO TACOS will receive UA at the rate applicable to QGOs, based on their last substantive QGO rank.

b. Those appointed as RGOs after the introduction of the new TACOS in Aug 00 will receive UA at the special rates promulgated each year. These rates of UA are based on the equivalent gross rates used to calculate UA for Lt(QGO) and Capt(QGO) but less the X Factor, currently 13%.

0262. **Pay 2000.** Following the implementation of Pay 2000 for the Bde in Apr 02 RGOs are also entitled to incremental progression in accordance with the normal rules and regulations detailed in the Pay Warrant.

0263-0265. Reserved.
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ALLOWANCES

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CHAPTER 3
ALLOWANCES

GENERAL

03001. **Entitlement.** This chapter details for QGOs and GORs the entitlement for Gurkha specific allowances and also the additional rules to be applied for allowances covered by the RAAC for which Gurkhas have an entitlement. SSC(G) officers entitlement is detailed in Chapter 9 of this manual.

03002. **Rates.**

   a. **Compensatory Allowances.** The rates for compensatory allowances for Gurkha personnel are the same as those contained in RAAC.

   b. **Taxable Allowances.** The rates for taxable allowances for Gurkha personnel are based on the normal rates for Regulars but are abated to take into account basic rate tax and National Insurance contributions that a Regular would have to pay, thus ensuring equivalent net receipts. Rates for these allowances are promulgated by AG Gurkha Pol annually.

03003. **Admissible Allowances and Grants.** Gurkha servicemen are eligible for many of the allowances and grants detailed in the RAAC, dependant on meeting the qualifying conditions. The most commonly claimed allowances are detailed in Annex A. Any doubt as to the entitlement to a specific allowance should be addressed up the chain of command for guidance.

REGIMENTAL MUFTI ALLOWANCE

03004. **General.** Regimental Mufti Allowance is no longer paid to Gurkha recruits, instead recruits at BG Pokhara receive a free initial issue of the Regimental Mufti listed below. Once issued, maintenance of Regimental Mufti is the responsibility of the individual. Regimental Mufti comprises:

   Anorak (1).
   White Shirts (2).
   Trousers, grey (2 prs).
   Heavy Pullover (1).
   Socks, grey (2 prs).

03005-03010. **Reserved.**

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CIVILIAN CLOTHING ALLOWANCE AND GRANT

03011. Entitlement. GOR and QGO worldwide are entitled to claim Civilian Clothing Allowance and Grant in accordance with the regulations contained in RAAC Chap 15 Section 4 wef 1 Jul 97. QGO entitlement stems from the fact that they do not benefit from Inland Revenue’s Uniform Upkeep Allowance unlike Regular officers.

03012. Servicemen on Strength of HQ BGN and BG Kathmandu - Entitlement. Personnel on the strength of HQ BGN and BG Kathmandu are also entitled to receive Civilian Clothing Allowance at the higher rate in accordance with D/DPS(A)/10/14/PS10(A) dated 27 Nov 98.

OFFICERS' OUTFIT ALLOWANCES

03013. General. QGOs are not entitled to receive officers' outfit allowances as their uniform is issued from service sources. The exception to this are those QGOs selected as Queen's Gurkha Orderly Officers (QGOO) who are entitled to the following allowances in accordance with Material Regulations for the Army Volume 3, Pamphlet 3, Section 3:

a. Para 313.h permits the purchase of a No1 Dress jacket. See RAAC 15.182.

b. Annex A permits the purchase of a second suit of No 2 Dress. See RAAC 15.183.

03014-03015. Reserved.

DISTURBANCE ALLOWANCE

03016. Entitlement. Disturbance Allowance at the Basic, Lower and Child Element rates will be paid to married Gurkha Officers and Other Ranks in accordance with the regulations contained in RAAC Chap 9 Section 1 wef 1 Jul 97. An entitlement matrix is at Annex M. Exceptionally single/married unaccompanied Gurkhas may have an entitlement to the single rates of disturbance allowance in accordance with Para 09.040 of RAAC.

03017. Application of Regulations to Gurkha Personnel. The regulations at RAAC Chap 9 Sect 1 are to be fully implemented but the following interpretation is to be applied to them when determining a Gurkha’s entitlement to Disturbance Allowance:

a. First Setting up of Home. The Gurkha must have previously set up and occupied a family home for himself and his wife in their own rented or purchased accommodation on or after their marriage, or on first joining, or re-joining the service as a married man to be eligible to claim the Basic Rate of Disturbance Allowance for the first move of the family to a designated married accompanied posting.

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b. **Completion of an Accompanied Posting.** At the end of a period of married accompanied service the Basic Rate of Disturbance Allowance may be claimed when the family are returning to Nepal.

c. **Proceeding on Long Leave.** When a married accompanied Gurkha proceeds on Long Leave, accompanied by his family, the Basic Rate of Disturbance Allowance may be claimed for the family move from his duty station to his next duty station or where the family will not accompany him at the next duty station, for the family move to Nepal.

d. **Move of Duty Station without Long Leave.** Where a Gurkha and his family move between accompanied postings at different duty stations, for example Unit Arms Plot moves, without Long Leave, there is an entitlement to Basic Rate of Disturbance Allowance provided all other requirements are met.

e. **Qualifying Periods.** For any family move the individual must have an expectation of, or in fact complete, a full 6 months service at the new place of duty. The qualifying period starts from the date the Gurkha joins for duty or the date of the move of the family, whichever is the latest. On return to Nepal from an accompanied posting the Gurkha must have an expectation of, or in fact complete, 3 months service from the date he, or his family arrive in Nepal, whichever is the later.

03018. **Method of Claim.** Claims for Basic, Lower and Child Element of Disturbance Allowance are to be submitted electronically by units to AFPAA (Glasgow) by UNICOM input.

03019. **Gurkha Unit Arms Plot Moves.** On a Gurkha unit Arms Plot move, the Basic Rate and Child Element may be claimed in bulk in accordance with the current procedures for regular British servicemen on Arms Plot moves as detailed in PAM 02.05151.

03020. Reserved.
SUBSISTENCE ALLOWANCE

03021. Nepal and Brunei. Subsistence allowance rates for Gurkha personnel serving in Nepal and Brunei were brought into line with the rates for Regular personnel from 1 Apr 01.

03022. Gurkha Recruits. An allowance equal to the over 10 hour rate of DRSA payable to CPIs/LECs Grade 3 is payable to recruits for travel to recruiting centres. This allowance is also payable to potential recruits. In addition to the subsistence allowance detailed above, failed potential recruits may be refunded the actual travel costs incurred in returning to their home villages.

03023. Food and Incidentals Allowance (FIA). Single and married unaccompanied Gurkha personnel are entitled to FIA. Gurkha personnel whose UA status is married unaccompanied are to receive the married unaccompanied rate of FIA.

03024-03035. Reserved.

LONGER SEPARATED SERVICE ALLOWANCE (GURKHA) (LSSA(G))

03036. Rules. The rules for LSSA(G) follow those for LSSA, LSSA (AT) and (AT+) as detailed in the RAAC with the following amplification:

a. Travel Home. Travel home is travel to the family residence of a Gurkha officer or soldier who is on authorised Family Permission in accordance with Brigade of Gurkhas Standing Instructions, and travel to his accommodation at his Permanent Duty Station for all other Gurkha officers and soldiers.

b. Ineligibility. A Gurkha serviceman is ineligible for LSSA(G) if his absence from his Permanent Duty Station is attributable to Long Leave in Nepal or India.

c. Effect on Other Allowances. LSSA(G) is not admissible concurrently with GYH(G) allowance.

03037. Rates. LSSA is a taxable allowance and rates for LSSA(G) are promulgated by AG Gurkha Pol.

03038-03047. Reserved.

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1 D/AGSec/527/1/4 dated 13 Mar 01
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GET YOU HOME (GURKHA) (GYH(G)) ALLOWANCE

03048. Rules and Rates. The rules and rates for GYH(G) follow those for GYH(D) as detailed in the RAAC with the following amplification:

   a. Travel Home. Travel home is travel to the family residence of a Gurkha officer or soldier who is on authorised Family Permission in accordance with Brigade of Gurkhas Standing Instructions, and travel to his accommodation at his Permanent Duty Station for all other Gurkha officers and soldiers

   b. In the case of a Gurkha officer or soldier who is on authorised Family Permission and is admitted to hospital, the hospital is in the theatre in which the family resides.

   c. Gurkhas whose UA status is married unaccompanied are to receive the Single rate of the allowance.

03049. Effect on Other Allowances. GYH(G) is not admissible concurrently with LSSA(G) or RPOD.

03050-03056. Reserved.

GET YOU HOME (POSTING) (GURKHA) (GYH(P)(G)) ALLOWANCE

03057. Rules and Rates. The rules and rates for GYH(P)(G) follow those for GYH(P) as detailed in the RAAC.

03058. Conditions. GYH(P)(G) is not admissible concurrently with LSSA(G), or GYH(G).

03059-03070. Reserved.
LOCAL OVERSEAS ALLOWANCE (LOA)

03071. **General.** LOA is a non-taxable allowance which may be paid to Gurkha servicemen who serve outside of their permanent UA areas (UK, Brunei and Nepal). LOA may be paid concurrently with UA.

03072. **QGOs.** From 1 Apr 01 the rates of LOA for QGOs are to follow the rules for SSC(LE) officers\(^2\) as follows:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Allowance Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maj(QGO)</td>
<td>Majs rate of LOA</td>
</tr>
<tr>
<td>Capt(QGO)</td>
<td>Majs rate of LOA</td>
</tr>
<tr>
<td>Lt(QGO)</td>
<td>Capts rate of LOA</td>
</tr>
</tbody>
</table>

03073-03080. Reserved.

RENT AND CONSEQUENTIAL ALLOWANCE (RCA)

03081. **General.** RCA is a non-taxable allowance designed to compensate Gurkha servicemen, serving with HQ BGN, BG Kathmandu and BG Pokhara, who live in private accommodation in either Kathmandu or Pokhara, irrespective of whether the accommodation is owned or rented.

03082. **Conditions.** The claimant must be in receipt of MAUA and the family resident in the furnished accommodation for which RCA is claimed.

03083. **Period of Claim.** RCA will only be paid for the actual period of occupation of the accommodation. The MOD will not bear any responsibility for rent deposits, insurance or other conditions attached to a lease.

03084. **Initial Claims.** All initial claims are to be authorised by the claimant’s CO who is to examine the lease, where applicable, before the claimant signs, to ensure that a break clause exists to allow it to be terminated without undue penalty.

03085. **Method of Payment.** RCA is to be paid from the Imprest Account each month. Claim forms are held by Admin Offices at BG Kathmandu and BG Pokhara and are to be signed by a responsible officer who is to certify that the claimant's details are correct and that the accommodation is occupied by the claimant and his family for Service reasons.

03086. **Rates.** Rates are promulgated by AG Gurkha Pol and disseminated through the normal chain of command. RCA is reviewed biennially, the following costs are taken into consideration when carrying out this review:

   a. Rent.

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\(^{2}\) D/AGSec/527/5 dated 8 Feb 01  
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b. Electricity.

c. Other Fuels.

d. Water.

e. Conservancy.

03087-03090. Reserved.

LOAN SERVICE AND SECONDMENTS

03091. Loan Service. Gurkha servicemen who serve on loan service will be entitled to receive Loan Service Pay and the appropriate rate of LOA. Loan Service Pay, which is taxable, is calculated as a percentage of Basic Pay and UA for the on appointment rate of the rank of the individual concerned. Gurkha servicemen will normally be attached to the UK Battalion before proceeding on loan service. They will therefore be entitled to receive UA but not LSSA(G) during the period of their loan service.

03092. Secondment. Personnel on secondment to another nation receive their emoluments direct from that nation and no pay or allowances are admissible from MOD sources.

03093. Rates. Rates of Loan Service Pay and other allowances admissible for servicemen on loan service are published in DSPSIs.

03094-03095. Reserved.

DEARNESS ALLOWANCE

03096. General. Dearness Allowance is a taxable emolument issued to Gurkha personnel in Nepal who are not entitled to receive UA. Rates of Dearness Allowance are related to reckonable pay and are calculated annually based on the cost of living in Nepal. The cost of living percentage rates used in the calculation of Dearness Allowance are issued by AG Gurkha Pol annually and are detailed at Annex B.

03097. Entitlement. The following categories of personnel are entitled to receive Dearness Allowance:

a. Personnel on Long and Terminal Leave. QGOs and GORs on authorised long leave, and terminal leave prior to discharge, in India or Nepal are granted Dearness Allowance from the date of departure from BG Kathmandu on leave until the date prior to reporting back to BG Kathmandu following leave, or the date of discharge.

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b. **Recruits.** From the date of attestation all new recruits held in BG Pokhara will be entitled to Dearness Allowance up to the day prior to reporting to BG Kathmandu before departing to the UK. From the day of arrival in BG Kathmandu new recruits are entitled to UA.

03098. **Calculation Mechanism.** Reckonable pay for the purpose of calculating Dearness Allowance comprises:

a. **QGOs.**
   - Basic Pay
   - QGO Excess (if in issue)
   - Technical Pay (if in issue)

b. **GORs.**
   - Basic Pay
   - Length of Service Increment
   - Good Service Pay (if in issue)
   - Technical Pay (if in issue)

03099. **Method of Payment.** Dearness Allowance is to be notified to GSW on Part 2 Orders by the unit. Advance payments of Dearness Allowance may be made by Unit RAOs using A/Rolls.

03100. Reserved.

**LEAVE ALLOWANCES**

03101. **General.** Gurkha servicemen proceeding on long leave to Nepal/India, including discharge personnel proceeding on Nepal leave prior to Final Date of Discharge (FDD), may be eligible for all or some of the following allowances.

a. Leave Allowance.

b. Family Road Allowance.

c. Porterage Allowance.

03102. **Method of Claim.** Any entitlement to the leave allowances detailed at Paragraph 03101 is to be paid in advance by respective unit RAOs on AF O1771A.

03103. **Leave Allowance.** Leave Allowance, which is non-taxable, is paid to QGOs and GORs on authorised leave in Nepal/India. The allowance, which is payable on a daily basis includes elements of Road Allowance, Haircutting and Washing Allowance and Road/Rail Ration Allowance. It is payable from the date of leaving BG Kathmandu on

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leave until the date prior to reporting back following leave. The rate of Leave Allowance is based on Indian Army rates and is promulgated by AG Gurkha Pol. Leave Allowance rates are detailed at Annex B.

03104. **Family Road Allowance (FRA)**. FRA which is non-taxable, is issued to QGOs and GORs in respect of members of their families, up to a maximum of three, who are authorised to travel at public expense for the standard journey between BG Kathmandu and their homes in Nepal or vice versa. Family members may be either accompanied or unaccompanied by the serving spouse. Rates of FRA are based on Indian Army rates and are issued by AG Gurkha Pol. FRA rates are detailed at Annex B.

03105. **Porterage Allowance.**

a. **General.** This allowance which is non-taxable, is issued to QGOs and GORs for travel between their homes and BG Kathmandu when proceeding on or returning from long leave according to the scale laid out below. The rate of Porterage Allowance is promulgated by AG Gurkha Pol and is contained at Annex B.

b. **Scale of Allowance.**

(1) **Gurkhas Proceeding on and Returning from Inter-Tour Leave**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer</td>
<td>1</td>
</tr>
<tr>
<td>WO/SNCO</td>
<td>Nil</td>
</tr>
<tr>
<td>Cpl and below</td>
<td>Nil</td>
</tr>
</tbody>
</table>

(2) **Gurkhas Returning Home on Discharge/Pension**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer</td>
<td>6</td>
</tr>
<tr>
<td>WO/SNCO</td>
<td>4</td>
</tr>
<tr>
<td>Cpl and below</td>
<td>2</td>
</tr>
</tbody>
</table>

(3) **Family Proceeding on and Returning from Inter-Tour Leave or Joining Husband at Duty Station for the First Time**

<table>
<thead>
<tr>
<th>Category</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wife</td>
<td>1</td>
</tr>
<tr>
<td>1 - 2 children</td>
<td>1</td>
</tr>
<tr>
<td>3 - 4 children</td>
<td>2</td>
</tr>
</tbody>
</table>

(4) **Family Returning on Discharge/Pension or when Returning with Husband on Leave when they will not return to Duty Station**

<table>
<thead>
<tr>
<th>Category</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wife</td>
<td>Offr</td>
</tr>
<tr>
<td>WO &amp; below</td>
<td>5</td>
</tr>
<tr>
<td>1 - 2 children</td>
<td>3</td>
</tr>
<tr>
<td>3 - 4 children</td>
<td>6</td>
</tr>
</tbody>
</table>

03106-03110. Reserved.

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ALLOWANCES PAYABLE DURING COMPASSIONATE LEAVE

03111. **General.** Gurkha servicemen on compassionate leave in Nepal/India will, for the first 61 days plus standard journey time, be entitled to UA in accordance with Paragraph 0233. Those in receipt of Rent and Consequential Allowance prior to departing on compassionate leave will retain this allowance. Dearness Allowance and Leave Allowance are not admissible during periods of Compassionate Leave when UA is in issue. FRA and Porterage Allowance are not admissible for the elements of journeys arranged by HQ BGN as part of the compassionate leave process.

STANDARD JOURNEY TIMES

03112. **Definition.** Standard journey times are set periods of time calculated for the duration of journeys from BG Kathmandu/Airheads by road and rail, to destinations in Nepal and India. Standard journey times are in Annexes C-F and are to be used when calculating the following allowances:

a. Porterage Allowance.

b. Family Road Allowance.

TREK ALLOWANCES PAYABLE TO BRITISH OFFICERS AND GURKHAS

03113. British Officers undertaking authorised duty treks in accordance with BGSI No 13, recruiting staff authorised by HQ BGN and Gurkha soldiers nominated as official guides/escorts, are entitled to claim a Trek Allowance. From 1 Sep 02 PS10(A), DPS(A), took responsibility for Trek Allowance and the rules are now contained in the RAAC3. Rates will be promulgated annually by PS10(A). For historical purposes previous rates are detailed at Annex G.

GURKHA EDUCATION ALLOWANCE (GEA)

03114. **General.** GEA is provided to assist a Gurkha Service parent in ensuring continuity of education for his children in a Nepali curriculum to School Leaving Certificate (SLC) which would otherwise be denied because of the necessity to accompany the Service parent on posting abroad. In claiming GEA, a Gurkha Service parent must fully accept that family permission is an essential condition of maintaining entitlement to the allowance. Each claim will be subject to a minimum parental contribution of 10% in respect of each child which will be recovered by GSW on notification from HQ BGN. Full details of the allowance are contained in BGSI No 3.23. Rates of the allowance are issued by AG Gurkha Pol.

03115. **Gurkha Servicemen Serving on Approved Family Permission in Nepal.** A Gurkha serviceman who is serving on approved Family Permission in Nepal may also

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3 D/DPS(A)/10/2/57/1/PS10(A) dated 11 Jul 02.
Amdt 19 – Mar 03
claim GEA if, immediately prior to his posting to Nepal, he has been in receipt of GEA as a result of an approved Family Permission tour of duty in either UK or Brunei. In these circumstances GEA may remain in issue until either:

a. The end of the approved Family Permission tour of duty in Nepal, or
b. The end of the child’s stage of education for which GEA is being claimed.

Whichever is the earlier. However, if he is subsequently re-posted to either UK or Brunei, and continues to fulfil the eligibility criteria for GEA, the allowance may continue in issue. A Gurkha serviceman who is serving on approved Family Permission in Nepal, and who has not previously been in receipt of GEA, may not claim the allowance until he is posted to either UK or Brunei under circumstances which make him eligible for GEA.

03116. Method of Claim. The Gurkha Service parent is to pay the school direct and then claim a refund of entitled expenses via the unit RAO to HQ BGN for validation and registration. Once validated, claims are submitted by HQ BGN to AFPAA (Glasgow) for payment. Claims are to be made separately for each eligible child for the complete annual school fees, and:

a. **General.** All claims are to completed on an AF O9468(G)

b. **Initial Claims.** Current original school bills or other statement of school fees, receipt of payment and a current school prospectus are to be attached to initial claims, plus the child’s original Birth Certificate, together with a certified unit UNICOM printout specifying the child’s and the Gurkha serviceman’s details.

c. **All Claims.** Initial claims, follow on claims and claims in respect of a new stage of education are to be supported by the certificate on AFO 9468(Gurkha) from the claimant stating that he has read and understood the rules relating to payment of GEA.

d. **Continuation Claims.** Annual continuation claims are to be supported by original bills and receipt of payment from the school and a current school prospectus for the new academic year. In addition, this applies where:

(1) A change of school has been made for the child.

(2) Extras are being claimed. (See BGSI No 3.23 paragraph 18).

(3) There has been an increase in fees resulting in an increased claim.

e. **The assessment of the parental contribution will be validated by HQ BGN following the submission of the claim.** All Gurkha claimants must endorse the
certificate of authorisation on the AF O9468(Gurkha) to debit the assessed parental contribution at the time GEA plus any school costs above entitlement are paid.

SCHOOL CHILDREN’S VISITS

03117. Gurkha personnel serving accompanied in the UK whose children are at school in Nepal will be required to contribute to the cost of terminal travel in Nepal when Schools Children’s Visits (SCVs) are made to the UK. Costs up to 50 miles are to be met by parents. For journeys over 50 miles a parental contribution will be made amounting to 50 miles at Converted Leave Rate (CLR) of Motor Mileage Allowance (MMA) for each child journey, ie a total of 100 miles at CLR per child per visit. The contribution for children who are eligible for half fare on public transport will be half, ie 50 miles at CLR per child per visit. Any coach, taxi or air fares incurred are only refundable up to a maximum of £45 less the parental contribution. Refunds are not admissible for journeys by private car.

03118. Where no officially arranged transport is available, the cost of the child’s travel within the UK, between the port of entry and the parental home, may be claimed from public funds. Air travel is permitted where the journey, by any other means, would be long or difficult. The following options are admissible:

a. One return rail/air warrant per child from the airport to the parents’ residence

or

b. MMA at PTR up to the cost of a rail/air warrant (The passenger rate of MMA may be paid for each additional entitled child carried) or

c. Costs of hired road transport up to the cost which would have been incurred on rail/air warrants if the child had travelled by rail/air.

The cost of any overnight accommodation and the provision of escorts, if necessary, is a parental responsibility.

03119. Reserved.
CHILD BENEFIT

03120. General. Child Benefit is a tax-free Government benefit paid to eligible parents in the UK. Service personnel temporarily absent from the UK solely on the grounds of employment, for whom there is a liability to UK income tax on at least 50% of their earnings, also qualify for Child Benefit. Gurkha personnel qualify under these conditions and are eligible to submit claims. Child Benefit, therefore, is payable to Gurkha servicemen for qualifying children who reside with them at their duty station during the period of an approved accompanied tour, private visit at own expense or visit on an authorised School Children’s Visit (SCV). Applications for Child Benefit are dealt with by the Child Benefit Office (CBO), Washington, for personnel serving in UK and overseas. A separate procedure is in place for those personnel serving in NI and is not covered by this instruction.

03121. Entitlement. Wives of Gurkha servicemen will normally be subject to immigration control and therefore will not be entitled to claim Child Benefit. However, Gurkha servicemen are not subject to immigration control and will be able to claim Child Benefit for children for whom they are responsible and who are living with them at a duty station. Entitlement commences from the child(ren)’s arrival date at the duty station and ceases on the departure date at the end of a SCV, on completion of an accompanied tour or when a Gurkha serviceman proceeds on long leave or on discharge to Nepal, or at the end of a private visit.

03122. Temporary Absences from Duty Station. A married accompanied Gurkha serviceman’s entitlement to Child Benefit continues during periods of temporary absence from his duty station when the absence is for service reasons only, e.g. exercise deployments, short temporary duty attachments, emergency tours (Bosnia/Falklands) and temporary return to Nepal for compassionate reasons.

03123. Long Leave in Nepal. Long Leave does not count as temporary absence from the UK solely on the grounds of employment. Accordingly, the payment of Child Benefit will cease as follows:

a. Sgts and Below. As the children of Sgts and below will not be returning with the father from Nepal after Long Leave, Child Benefit will cease on the day the family departs the duty station for Nepal to proceed on Long Leave.

b. CSgts and Above. In normal circumstances it is expected that the children of CSgts and above will accompany their parents on the next posting after Long Leave, Child Benefit will, therefore, cease 8 weeks after the day the family departs the duty station for Nepal to proceed on Long Leave. On arrival at the new duty station after Long Leave following any absence of 8 weeks or more of the family a new claim will need to be submitted in accordance with paragraph 03128.

03124. Personnel Proceeding to Nepal on Discharge. The principle of temporary absence from the UK detailed in paragraph 03120 is not met by the circumstances of personnel.

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returning to Nepal for discharge as the individual will not be returning to the UK. Accordingly, the payment of Child Benefit will cease for all ranks on the day the family departs the duty station for Nepal.

03125. **Children Remaining at Boarding School in Nepal/India.** Child Benefit cannot be claimed for dependant children who are not resident with the parents at the duty station. However, when a child, normally at boarding school in Nepal/India, arrives at the father’s duty station for an authorised SCV Child Benefit will be payable for those weeks in which the child is living with the family.

03126. **Children Born During an Accompanied Tour.** Entitlement for Child Benefit commences from the Monday following the date of birth of the new child and ceases according to the rules outlined in the preceding paragraphs.

03127. **Private Family Visits.** Where a Gurkha privately funds the travel of his family from Nepal to a duty station, entitlement to Child Benefit for qualifying children exists for the period of the visit only. The duration of the private visit should be stated on the application form under Other Information.

03128. **Age Limitations.** Child Benefit may be claimed for a child who is under 16 years or aged 16, 17 or 18 but still studying up to and including A-level equivalent standard in the UK.

03129. **Application Forms.** All application forms are to be strictly controlled by RAO staff and only issued to those personnel who are eligible to make a claim. A copy of the application form is to be placed in the individual’s file for checking purposes. Stocks of forms can be obtained as follows:

a. **Units in UK.** Applications Forms for units in UK should be obtained by the RAO from the CBO or local District Office to meet the demand from accompanied Gurkha servicemen. The application form that will be issued by the CBO is the same that is used by the general public. The mother of a child born in a hospital in UK will be given an application form in the information pack provided by the hospital authorities.

b. **Units Abroad.** Application forms for units stationed abroad are to be obtained from Llangennech using the normal process for ordering stationery. The form that is issued by Llangennech is the variant designed for Forces Families and Civil Servants abroad. On the stationery indent it should be described as the Child Benefit Claim Pack. The maximum order size is 50 per indent.

03130. **Method of Claim.** Instructions for completion of the claim forms are attached at Annexes H, I and J. All claims are to be accompanied by the child(ren)’s birth certificate. In the case of a Nepali certificate, where all detail is in Nagri, it should be accompanied by a declaration that the details of the birth certificate have been checked and verified.

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against the Nepali passport (mother’s or child’s) and the father’s Kindred Roll. An
example of the declaration is at Annex K.

03131. Additional Information. To assist CBO in processing claims for CB certain
additional information is needed and this should be included on the claim form under
'Other Information'. In particular, the start and end dates of accompanied tours or private
visits and the rank of the individual should be included, as should their service number.

03132. Submission of Claims. All claim forms are to be submitted to the CBO through
the RAO. Any claim form that is submitted without a covering letter from the unit RAO
will be returned by CBO for the correct action to be taken at unit level. Any claim
returned by the CBO will have been date stamped and subsequent entitlement will be
taken from this date. Belated claims for Child Benefit will only be paid for up to a
maximum of 3 months prior to the date of receipt of the application by the CBO
providing the claimant qualifies for the benefit.

03133. Payment of Child Benefit. Child Benefit will be paid every 4 weeks. For UK
based personnel it is recommended that Child Benefit is paid to the bank account to
which pay credits are made. For personnel stationed abroad Child Benefit can only be
paid into a UK bank account.

03134. Bank Accounts. All Gurkha personnel who are proceeding abroad on posting are
to retain a bank account in the UK if at any stage during that or subsequent overseas tours
they are likely to receive some form of state benefit such as Child Benefit, or new tax
credits after Apr 03. It is not possible to open a bank account while stationed outside the
UK because of Government restrictions. The retention of a bank account in the UK will
enable prompt payment of any benefits due and reduce considerably the likelihood of
dispute with the agency concerned of any disagreements over the accuracy of payments
made. Where an individual abroad cannot provide bank details he should make this fact
clear on the application form. CBO will then liaise with DSPS(A) to seek an alternative
mechanism for payment.

03135. Rates. Rates are issued by the DWP and published periodically in DSPSIs.

03136. Cessation of Child Benefit. When it is known that a Gurkha serviceman’s
accompanied tour is to end (i.e. at the completion of family permission for Sgts and
below, or routine Long Leave for CSgts and above, or when proceeding on discharge) or
at the end of a private visit, a cessation order is to be sent to the International Liaison
Section at CBO. This order notifies the Section of the last day the child(ren) will be
resident with the parents at the duty station and must be forwarded at least 4 weeks prior
to the departure date. To ensure that Child Benefit is stopped this action must be carried
out for all accompanied personnel with children regardless whether or not the unit has a
record of a Child Benefit application being made. For a child on an SCV the cessation
order is to be sent to the CBO with the application form because of the short duration of
the holiday. This action will avoid overpayments. A copy of the cessation order is to be

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maintained in the individual’s file and be available for checking on the annual SPS Inspection. An example of the order is at Annex L.

03137. Enquiries. Any questions relating to Child Benefit are to be referred by the parent unit to the International Liaison Section, CBO, at the address below. In addition to quoting their National Insurance number, Gurkha personnel should also quote their service number on all correspondence. If any advice given by the Section directly affects the contents of the GPPM or where other units should be made aware of the advice, details are to be forwarded to DSPS(A) for consideration and promulgation.

International Liaison Section
Child Benefit Office (Washington)
PO Box 1
Newcastle upon Tyne
NE88 1AA

UK - Tel: 0845 3021454 - Mon to Fri only between 0830 and 1730 hrs.
Abroad - Tel: 0044 191 2251000.

03138. National Insurance Numbers. When completing the claim forms for Child Benefit, Gurkha personnel who have already been issued a National Insurance number by DSS/DWP should use this number on the forms. Personnel who have not been issued a National Insurance number by DSS/DWP are to leave that element blank. For personnel in the UK, CBO will arrange for the local District Office to call forward the individual for interview when a National Insurance number will be issued. Once issued, details of the National Insurance number should be passed to GSW for addition to the individual’s record. CBO will issue guidance on the issue of National Insurance number to Gurkha personnel serving abroad in due course.

03139 - 03140. Reserved.

WORKING FAMILIES TAX CREDIT (WFTC)

03141. General. When serving accompanied in the UK some married Gurkha soldiers may be eligible to apply for WFTC which replaced Family Credit (FC) from 5 Oct 99. The equivalent gross rate of pay for a Gurkha soldier can be determined by using the details from his pay statement, i.e. Rank, Range and Incremental Level and then applying this information to the Regular Army Pay Review Directed Letter. Guidance on possible entitlement will need to be obtained from unit administrative offices.

03142. Applications. Potential applicants are to obtain a WFTC leaflet from one of the following: Benefits Agency offices, job centres, post offices or Citizens’ Advice Bureaux, and then apply for a WFTC pack. They are to complete page one of the FC500 and forward it to Inland Revenue Tax Credit Office (IRTCO), Preston via their unit administrative office. The RAO will provide the gross rates of pay for a Regular equivalent under Pay 2000. The rates shown on Gurkha pay statements are not to be used.

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in WFTC applications. Gurkhas are also to complete the FC1 in accordance with the
guidance published in DSPSIs and forward it directly to Inland Revenue Tax Credit
Office, Preston. Having submitted the forms it is likely that the applicants will have to
report to a local IR office with their wife to prove identities. They should produce their
ID Card plus either a passport, birth or marriage certificate for their wife.

03143. **Payment.** It should be noted that all WFTC payments will be made direct to the
individual and not through their pay account as the GPPS is not a registered PAYE
system.

03144. **Cessation of Entitlement.** The entitlement to WFTC ceases in the following
circumstances:

a. Death – WFTC continues to be paid to the wife until the end of the current
period of entitlement or the day of departure on repatriation to Nepal, whichever
is the sooner.

b. Long Leave and Discharge – WFTC is paid up to the day of departure to
Nepal.

c. Posting outside UK – WFTC is paid up to the day of departure.
BRUNEI EXCHANGE RATE ADJUSTMENT (GURKHA) (BERA(G))

03146. **General.** Following the introduction of Universal Addition (UA) for Gurkha personnel on 1 Jul 97 it was recognised that there was a need for a mechanism to safeguard the value of UA in Brunei against fluctuations in the exchange rate as there was no entitlement to LOA. The mechanism which has subsequently been introduced pegs the BERA(G) rates, be they positive or negative, to the comparative rank and marital status daily rates of British LOA, excluding children, to maintain a money differential. This means that if the FFR changes and the LOA rates move, BERA(G) will increase or decrease in direct relationship to currency fluctuations. Equally, LOA updates based upon revised price indices will also automatically affect BERA(G), for example; if prices fall, LOA will reduce and, by maintaining a known differential, so will the BERA(G) rates. The reverse would obviously apply if the price indices increase. BERA(G) is a non-taxable allowance.

03147. **BERA(G) Rates.** The BERA(G) rates are as follows:

**SINGLE/MARRIED UNACCOMPANIED**

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For Example: A single Gurkha Rfn will not receive any BERA(G) until LOA for a UKTAP Pte rises above and beyond £13.00. If British LOA for a single Pte was £14.25 the Gurkha Rfn would receive BERA(G) of £1.25.
## ANNEX A TO CHAPTER 3

### ADMISSIBLE ALLOWANCES AND GRANTS

1. **RAAC.**

   - Agency Rented Single Accommodation  
     RAAC Chap 10 Sect 13.
   - Compensation for lost/damaged effects  
     RAAC Chap 15 Sect 5.
   - Food and Incidentals Allowance  
     RAAC Chap 8 Sect 10.
   - Funeral Expenses and Grant  
     RAAC Chap 15 Sect 8.
   - Furniture Removal (not applicable for long leave)  
     RAAC Chap 7.
   - Insurance Premiums for Service Risks  
     RAAC 15 Sect 6.
   - Leave Travel (4 warrants)  
     RAAC Chap 5 Sect 1.
   - Meals Out Allowance  
     RAAC Chap 8 Sect 6.
   - Missed Meals  
     RAAC Chap 8 Sect 8.
   - Officers’ Outfit Allowances (SSC(G), QGOO only)  
     RAAC Chap 15 Sect 7.
   - Residence to Place of Duty Travel (See Note 1)  
     RAAC Chap 4 Sect 2.
   - Refund of Insurance for Baggage (See Notes 1 & 2)  
     RAAC Chap 7.
   - Subsistence Allowance (UK)  
     RAAC Chap 8.
   - Travel on Duty  
     RAAC Chap 4 Sect 1.

**Notes:**

1. New rules effective from 1 Dec 97 (DSPSI 10/97 refers).
2. Applicable for long leave (D/DPS(A)/10/12/PS4(A) IR dated 14 Oct 97).

2. **DCIs.**

   - Standard Learning Credit Scheme  
     DCI JS 57/02.
   - Individual Resettlement Training Costs Grant  
     DCI JS 75/00 and .

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DEARNESS ALLOWANCE AND LEAVE ALLOWANCE RATES

1. **Dearness Allowance (DA) Percentage.**

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Note: D/AG SEC/527/4/1 dated 11 Dec 98 laid the basis for variance with the Indian Army DA system with the new mechanism to be based on cost of living index for Nepal that is applied to BG pensions. This mechanism was at first authorised on a simple interest basis but in D/AG SEC/527/4/1 dated 11 Jan 99 the method was changed to a compound interest basis.

2. **Leave Allowance.** The current rate of Leave Allowance is £1.13 per day.

3. **Family Road Allowance (FRA).** The current rate of FRA is £1.25 per day per person.

4. **Porterage Allowance.**

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Notes:
1. LAND/G9(Fin Pol) 01/26 dated 23 Sep 99.
2. LAND/G9/01/26 dated 15 May 01.
3. D/AG Sec/527/5/4 dated 22 Jul 02.
# ANNEX C TO CHAPTER 3

## STANDARD JOURNEY PERIOD IN DAYS - EAST NEPAL (1)

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### MECHI

#### Jhapa

1. Chandragari 1 - 1 Chandragari
2. Damak 1 - 1 Damak
3. Gauriganj 1 - 1 Gauriganj

#### Ilam

4. Ilam 1 - 1 Ilam
5. Maimajhuwa 2 1 3 Biblate
6. Chisapani 2 1 3 Birtamod
7. Paspatinagar 2 - 2 Paspatinagar

### Panchthar

8. Phidim 2 - 2 Phidim
9. Yasok 2 2 4
10. Rabi 2 1 3 Ilam
11. Chyangthapu 2 2 4 Gopetar

### Taplejung

12. Taplejung 2 2½ 4½ Basontapur
13. Hellok 2 6 8
14. Mamangkhe 2 3 5
15. Bokhim 2 2 4 Kabeli

### KOSHI

#### Morang

16. Biratnagar 1 - 1 Biratnagar
17. Urlabari 1 - 1 Urlabari
18. Boraban 1 - 1 Laxmimarga

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1. Revised annually by HQ BGN and promulgated by DSPS(A) after notification by HQ BG

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### ANNEX D TO CHAPTER 3

**STANDARD JOURNEY PERIOD IN DAYS - WEST NEPAL** (1)

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#### GANDAKI

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2. Naudanda 1 1 2 Naudanda
3. Phedi Khola 1 1 2 Phedi Khola
4. Syangja 1 1 2 Syangja
5. Helue 1½ 2 3½ Helue
6. Galleng 1½ 3 4½ Galleng

#### Kaski.

7. Pokhara 1 ½ 1½ Pokhara

#### Tanahun.

8. Ambukhaireni 1 1 2 Ambukhaireni
9. Dhumre 1 1 2 Dhumre
10. Tarkughat 1 1 2 Tarkughat
11. Turture 1 1 2 Turture
12. Satrasay Besi 1 1 2 Satrasay Besi
13. Damauli 1 1 2 Damauli
14. Dule Gaunda 1 1 2 Dule Gaunda
15. Jamune Bhanjyang 1 1 2 Jamune Bhanjyang
16. Khainenitar 1 1 2 Khainenitar

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1. Revised annually by HQ BGN and promulgated by DSPS(A) after notification by HQBG.
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42. Arebhanjyang 2 - 2 Arebhanjyang
43. Ramdi Pul 2 1 3 Ramdi Pul
44. Dumre 1 1 2 Dumre

**RAPTI**

**Piuthan.**

45. Bhalubang 2 4 6 Bhalubang
46. Bagdula 2 2 4 Bagdula
47. Bhingiri 2 1 3 Bhingiri

**Dang.**

48. Tulsipur 2 - 2 Tulsipur
49. Dang Ghorai 2 - 2 Dang Ghorai

**Sallyan.**

50. Sallyan 2 - 2 Sallyan

**Rolpa.**

51. Libang 3 - 3 Sulichaur

**Rukum.**

52. Jumlikhalanga 2 6 8 Dang Ghorai

**BHERI**

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<th>Foot</th>
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<tr>
<td>71.</td>
<td>Galleng</td>
<td>1½</td>
<td>1</td>
<td>2½</td>
<td>Galleng</td>
<td></td>
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<td></td>
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</table>

**MAHAKALI**

**Kanchanpur.**

| 72. | Mahendranagar | 3   | -    | 3     | Mahendranagar |
|     |               |     |      |       |               |

**Dadeldhura.**

| 73. | Dadeldhura    | 3   | -    | 3     | Dadeldhura    |
|     |               |     |      |       |               |

**Baitadi.**

| 74. | Baitadichaur  | 3   | -    | 3     | Baitadichaur  |
|     |               |     |      |       |               |

**Darchula.**

| 75. | Darchula      | 3   | 2    | 5     | Darchula      |
|     |               |     |      |       |               |

**SETI**

**Kailali.**

| 76. | Chisapani     | 3   | 1    | 4     | Chisapani     |
|     |               |     |      |       |               |

**Doti.**

| 77. | Silgadhi      | 3   | -    | 3     | Silgadhi      |
|     |               |     |      |       |               |

**Achham.**

| 78. | Mangalsen     | 3   | -    | 3     | Mangalsen     |
|     |               |     |      |       |               |

**Bajang.**

| 79. | Chainpur      | 3   | 2    | 5     | Chainpur      |
|     |               |     |      |       |               |

**Bajura.**

| 80. | Martadi       | 3   | 6    | 9     | Martadi       |
|     |               |     |      |       |               |

**KARNALI**

**Humla.**

| 81. | Simikot       | 3   | 10   | 13    | Simikot       |
|     |               |     |      |       |               |

**Mugu.**

Amendment

Amdt 1 - 08/97
<table>
<thead>
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<td>Gamghadi</td>
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<td>Jumla</td>
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<td>12</td>
<td>Dang Ghorai</td>
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### ANNEX E TO CHAPTER 3

#### STANDARD JOURNEY PERIOD IN DAYS - CENTRAL NEPAL

<table>
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<tr>
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<th>Remarks</th>
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<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
<td>(f)</td>
<td>(g)</td>
</tr>
</tbody>
</table>

**BAGMATI**

**Rasuwa.**
1. Rasuwa Dunche 1 - 1 Dunche

**Dhading.**
2. Dhading Besi 1 - 1 Dhading Besi
3. Dhading (North) 1 3 4

**Nuwakot.**
4. Bidur area 1 - 1 Bidur
5. Nuwakot 1 2 3

**Sindhu Palchok.**
6. Chautara Area 1 - 1 Chautara

**Kabhre Palanchok.**
7. Dhulikhel area 1 - 1 Dhulikhel

**Kathmandu.**
8. Kathmandu area ½ - ½ Kathmandu Area

**Lalitpur.**
9. Patan/Lalitpur ½ - ½ Lalitpur Area

**Bhaktapur.**
10. Bhaktapur area ½ - ½ Bhaktapur Area

1. Revised annually by HQ BGN and promulgated by DSPS(A) after notification by HQBG.

---

Amdt 1 - 08/97
<table>
<thead>
<tr>
<th>Ser</th>
<th>Loc</th>
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<th>Remarks</th>
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<tr>
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<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
<td>(f)</td>
<td>(g)</td>
</tr>
</tbody>
</table>

**NARAYANI**

**Chitwan.**

11. Narayanghat 1 1 - 1 Narayanghat
12. Narayanghat (South) 1 1 2 Narayanghat
13. Chitwan (North/South) 1 1 2

**Makwanpur.**

14. Makwanpur 1 - 1 Makwanpur

**Parsa.**

15. Parsa 1 1 2 Parsa

**Barah.**

16. Barah 1 1 2 Barah

**Rautahat.**

17. Rautahat Roadside 1 1 2 Rautahat Roadside
**ANNEX F TO CHAPTER 3**

**RAIL JOURNEY VIA JOGBANI (DHARAN)**

<table>
<thead>
<tr>
<th>Location</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darjeeling</td>
<td>2 days</td>
</tr>
<tr>
<td>Kalimpong</td>
<td>2 days</td>
</tr>
<tr>
<td>Shillong</td>
<td>3 days</td>
</tr>
<tr>
<td>Sikkim</td>
<td>3 days</td>
</tr>
<tr>
<td>Nepalganj Road</td>
<td>3 days</td>
</tr>
<tr>
<td>Jarwa</td>
<td>2½-3 days</td>
</tr>
<tr>
<td>Dehradun</td>
<td>3 days</td>
</tr>
<tr>
<td>Pathankot</td>
<td>4 days</td>
</tr>
<tr>
<td>Kathgodam</td>
<td>4 days</td>
</tr>
<tr>
<td>Kangra</td>
<td>4½-5 days</td>
</tr>
</tbody>
</table>
ANNEX G TO CHAPTER 3

RATES OF TREK ALLOWANCE EAST AND WEST NEPAL

EFFECTIVE DATE 1 DECEMBER 1995 (1)

<table>
<thead>
<tr>
<th></th>
<th>East Nepal (NCR)</th>
<th>West Nepal (NCR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK Col and above</td>
<td>1226</td>
<td>1336</td>
</tr>
<tr>
<td>UK Lt Col and below</td>
<td>958</td>
<td>1045</td>
</tr>
<tr>
<td>Gurkhas with porters</td>
<td>624</td>
<td>685</td>
</tr>
<tr>
<td>Gurkhas without porters</td>
<td>201</td>
<td>205</td>
</tr>
<tr>
<td>Rebated Allowance (2)</td>
<td>278</td>
<td>300</td>
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</table>

RATES EFFECTIVE FROM 1 DECEMBER 1997 (3)

<table>
<thead>
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<th></th>
<th>East Nepal (NCR)</th>
<th>West Nepal (NCR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK Col and above</td>
<td>1530</td>
<td>1644</td>
</tr>
<tr>
<td>UK Lt Col and below</td>
<td>1196</td>
<td>1251</td>
</tr>
<tr>
<td>Gurkhas with porters</td>
<td>780</td>
<td>851</td>
</tr>
<tr>
<td>Gurkhas without porters</td>
<td>260</td>
<td>284</td>
</tr>
<tr>
<td>Rebated Allowance (2)</td>
<td>356</td>
<td>379</td>
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</table>

RATES EFFECTIVE FROM 1 SEPTEMBER 1998 (4)

<table>
<thead>
<tr>
<th></th>
<th>East Nepal (NCR)</th>
<th>West Nepal (NCR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK Col and above(4 Porters)</td>
<td>1731</td>
<td>1777</td>
</tr>
<tr>
<td>UK Lt Col and below (3 porters)</td>
<td>1353</td>
<td>1389</td>
</tr>
<tr>
<td>Gurkha with 2 porters</td>
<td>891</td>
<td>922</td>
</tr>
<tr>
<td>Gurkhas without porters</td>
<td>297</td>
<td>307</td>
</tr>
<tr>
<td>Rebated Allowance (2)</td>
<td>398</td>
<td>407</td>
</tr>
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**RATES EFFECTIVE FROM 1 SEPTEMBER 1999 (5)**

<table>
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<tr>
<th>Role</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>East and West Nepal (NCR)</td>
<td></td>
</tr>
<tr>
<td>UK Col and above (4 porters)</td>
<td>1933</td>
</tr>
<tr>
<td>UK Lt Col and below (3 porters)</td>
<td>1510</td>
</tr>
<tr>
<td>Gurkha with 2 porters</td>
<td>1006</td>
</tr>
<tr>
<td>Gurkha without porters</td>
<td>335</td>
</tr>
<tr>
<td>Rebated Allowance (2)</td>
<td>443</td>
</tr>
</tbody>
</table>

**RATES EFFECTIVE FROM 1 SEPTEMBER 2000 (6)**

<table>
<thead>
<tr>
<th>Role</th>
<th>Rate</th>
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</thead>
<tbody>
<tr>
<td>East and West Nepal (NCR)</td>
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</tr>
<tr>
<td>UK Col and above (4 porters)</td>
<td>2003</td>
</tr>
<tr>
<td>UK Lt Col and below (3 porters)</td>
<td>1562</td>
</tr>
<tr>
<td>Gurkha with 2 porters</td>
<td>1051</td>
</tr>
<tr>
<td>Gurkha with porter</td>
<td>634</td>
</tr>
<tr>
<td>Gurkha without porters</td>
<td>192</td>
</tr>
<tr>
<td>Rebated Allowance (2)</td>
<td>466</td>
</tr>
</tbody>
</table>

**Notes:**

1. Authority: UK LAND WAS 211530Z Dec 95.
2. Daily rate for retention of porter for one day prior to and one day post trek for preparation/packing up and return of stores.
3. Authority: LAND/G9 (Fin)/01/26 dated 7 Oct 97
4. Authority LAND /G9(Fin)/01/26 dated 15 Sep 98
5. Authority LAND /G9(Fin Pol)/01/26 dated 23 Sep 99
6. Authority LAND/G9/01/26 dated 15 May 01
GUIDE FOR GURKHA SERVICEMEN STATIONED IN GREAT BRITAIN

CLAIM FORM FOR CHILD BENEFIT - CH2-CP APRIL 2002

The following guide has been provided by the CBO to help in the completion of applications:

**Part 1 - About you**: Please answer all questions in this section:

National Insurance number (NINO). If you do not have a NINO do not delay in sending your claim. We will arrange to have a NINO allocated.

What is your nationality? Please state your nationality and in addition write ‘Gurkha serving with the MOD’.

**Part 2 - About your partner**: Do not complete this section.

**Part 3 – About Income Tax**: Do not complete this section.

**Part 4 - About Income Support and Job seeker’s Allowance**: Tick no.

**Part 5 - About the children who you want to claim for**: Answer all questions in this section giving details of any children who are living with you in GB. Do not include details of any children who have remained in Nepal.

**Part 6 - About the children who are not your own**: Answer all questions in this section.

**Part 7 - How you want to be paid – you can choose**: Complete this section. Remember, the account must be in the UK.

**Part 8 - Other Information**: Please tell us your service number, the name of your unit and the dates you, your spouse and your child(ren) arrived in GB. In addition, tell us the expected date of departure of you, your spouse and your child(ren) to Nepal at the end of this period of accompanied service. Finally, please tell us your rank.

**Part 9 - Declaration**: Please sign and date the form.

**Part 10 - What to do now**: Check that the form has been completed as advised in this section. If a Nepalese birth certificate is to be used to verify the child’s birth please attach the child’s birth certificate and the unit’s declaration of the validity of the birth certificate.
GUIDE FOR GURKHA SERVICEMEN STATIONED OVERSEAS

CLAIM FORM 1 - CHILD BENEFIT FOR HM FORCES FAMILIES AND CIVIL SERVANTS LIVING OUTSIDE GREAT BRITAIN, WHO ARE NOT GETTING CHILD BENEFIT NOW - CH1795/HMF/CS-CP APRIL 2000

This instruction has been based on the Apr 00 version of the form. Details of how to fill in the Apr 02 re-print will be issued in due course. Complete the brown form (CH1795/HMF/CS-CP) if this is your first claim for Child Benefit and your children are accompanying you.

**Part 1 - About you**: Answer all questions in this section. If you do not have a National Insurance number (NINO), do not delay in claiming benefit. We will arrange to have a NINO allocated if you do not have one.

**Part 2 - About your partner if you have one**: Do not complete this section.

**Part 3 - About work or benefits outside Great Britain**: Do not complete this section.

**Part 4 - About the children you want to claim for**: Answer all questions giving details of any children who are living with you.

**Part 5 - About the children who are NOT your own**: Answer all questions in this section.

**Part 6 - How you want to be paid – you can choose**: Answer all questions in this section. The normal method of payment should be through a UK bank or building society account. If you do not have a UK account please state so and the CBO will attempt to make alternative arrangements with DSPS(A).

**Part 7 - Other Information**: Please tell us your service number, the name of your unit and insert ‘Gurkha serving with the MOD’. Also, please tell us the dates you, your spouse and your child(ren) arrived in your duty station. In addition, tell us the expected date of departure of you, your spouse and your child(ren) to Nepal at the end of this period of accompanied service. Finally, please tell us your rank.

**Part 8 - Declaration**: Please sign and date the form.

**Part 9 – How we collect and use information**: Please read.

**Part 10 - What to do now**: Please read and check that the form has been completed as advised in this section. If a Nepalese birth certificate is to be used to verify the child’s birth attach the birth certificate and the unit’s declaration of the validity of the birth certificate.
GUIDE FOR GURKHA SERVICEMEN STATIONED OVERSEAS

CLAIM FORM 2 - CHILD BENEFIT FOR HM FORCES FAMILIES AND CIVIL SERVANTS LIVING OUTSIDE GREAT BRITAIN, WHO ARE ALREADY GETTING CHILD BENEFIT BUT WANT TO CLAIM FOR ADDITIONAL CHILDREN CH1796/HMF/CS-CP APRIL 2000

This instruction has been based on the Apr 00 version of the form. Details of how to fill in the Apr 02 re-print will be issued in due course. Complete the blue form (CH1796/HMF/CS-CP) if you wish to claim for a newborn child, or a child who comes to live with you after you made your first claim for Child Benefit.

Part 1 - About you: Answer all questions in this section. If you do not have a National Insurance number (NINO), do not delay in claiming benefit. We will arrange to have a NINO allocated if you do not have one.

Part 2 - About your partner if you have one: Do not complete this section.

Part 3 - About the additional children you want to claim for: Answer all questions giving details of any children who are living with you overseas. Do not include details of any children who have remained in Nepal.

Part 4 - About the children who are NOT your own: Answer all questions in this section.

Part 5 – For People getting Child Benefit from their Service Paying Authority or Employing Department: Answer No. You will already be receiving CB by other means because you do not have a bank account in the UK. Once you do manage to open a UK bank account please inform us and we will transfer the payment of your CB to it.

Part 6 - Other Information: Please tell us your service number, the name of your unit and insert ‘Gurkha serving with the MOD’. Also, please tell us the dates you, your spouse and your child(ren) arrived in your duty station. In addition, tell us the expected date of departure of you, your spouse and your child(ren) to Nepal at the end of this period of accompanied service. Finally, please tell us your rank.

Part 7 - Declaration: Please sign and date the form.

Part 8 - What to do now: Please read and check that the form has been completed as advised in this section. If a Nepalese birth certificate is to be used to verify the child’s birth attach the birth certificate and the unit’s declaration of the validity of the birth certificate.
International Liaison Section  
Child Benefit Office (Washington)  
PO Box 1  
Newcastle upon Tyne  
NE88 1AA

DECLARATION OF VALIDITY - NEPALI BIRTH CERTIFICATE  
(To be completed for each certificate)

1. This is to certify that the attached Nepali Birth Certificate No:  
……………………………… 
issued on: ………………….. at: ………………………………………………………….. is that of  
Master/Miss* …………………………………………………………………………………………  
born on ………………………………………………………………………………………………  
son/daughter* of No: ………………. Rank: ………… Name:……………………………………….

serving in: ……………………………………………………………………………………………..  
It is also certified that I have checked and can confirm that the details on the attached Nepali Birth  
Certificate are identical to those on the Nepalese Passport/Ministry of Foreign Affairs Travel  
Document of the mother/child* and the Kindred Roll of the child’s father.

Signature:
Name:
Rank (1):
Records Officer
The Person Whose Duty it is to make Records
Unit:
Tel No (Civ):
Date:

* Delete whichever is inapplicable.
(1) Officer only.
ANNEX L TO CHAPTER 3

International Liaison Section
Child Benefit Office (Washington)
PO Box 1
Newcastle upon Tyne
NE88 1AA

CESSATION OF CHILD BENEFIT

Notification is given for the cessation of Child Benefit No(s): ……….….. / …………. received by

No: ………………. Rank: …………

Name:………………………………………. Unit …………………………………………

for his children*: …………………………………………………………………….. (name in full)
…………………………………………………………………….. (name in full)
…………………………………………………………………….. (name in full)

OR child(ren)* on School Children’s Visit (SCV):
…………………………………………………………………….. (name in full)
…………………………………………………………………….. (name in full)

on: ………/……/……….. which is the date on which his married accompanied tour ends OR his child(ren) return(s) to school in Nepal.*

Signature:
Name:
Rank (1):
Records Officer
The Person Whose Duty it is to make Records
Unit:
Tel No (Civ):
Date:

Unit Stamp/Address

* Delete whichever is inapplicable.
(1) Officer only.
# MARRIED ACCOMPANIED GURKHA DISTURBANCE ALLOWANCE – ENTITLEMENT MATRIX

Please note that this matrix is only a general guide, it is not authoritative and must be read in conjunction with the appropriate regulations in GPPM Chapter 3 and RAAC Chapter 9.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nepal (In privately owned or rented accommodation) On Posting or Call Forward of Family Nepal (SFA)</td>
<td>1 x Basic DA. Officers who authorise these claims must see evidence which convinces them that the Gurkha and his family were living in their own or privately rented accommodation prior to this move.</td>
</tr>
<tr>
<td>Brunei (SFA) UK (SFA)</td>
<td>Nepal (SFA) UK (SFA)</td>
</tr>
<tr>
<td>Brunei (SFA) On Posting to a different Unit in the same or different theatre</td>
<td>1 x Basic DA</td>
</tr>
<tr>
<td>UK (SFA)</td>
<td>Nepal (SFA) UK (SFA)</td>
</tr>
<tr>
<td>Nepal (SFA) Brunei (SFA) On a move of SFA within the same duty station for service reasons without an associated posting order</td>
<td>1 x Lower DA</td>
</tr>
<tr>
<td>UK(SFA)</td>
<td>Brunei (SFA) UK(SFA)</td>
</tr>
<tr>
<td>Nepal (SFA) Brunei (SFA) LONG LEAVE accompany Gurkha following Long Leave</td>
<td>1 x Basic DA</td>
</tr>
<tr>
<td>UK (SFA)</td>
<td></td>
</tr>
<tr>
<td>Nepal (SFA) Brunei (SFA) LONG LEAVE</td>
<td>1 x Basic DA for the full scenario detailed provided that the pre Long Leave SFA is vacated and the Gurkha returns with his family and occupies a SFA. There is no additional entitlement for the return element of the journey.</td>
</tr>
<tr>
<td>UK (SFA)</td>
<td>Nepal (SFA) UK (SFA)</td>
</tr>
<tr>
<td>Scenario</td>
<td>Entitlement</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Nepal (SFA)</td>
<td>Brunei (SFA)</td>
</tr>
<tr>
<td>Brunei (SFA)                <strong>LONG LEAVE</strong></td>
<td>Nepal (SFA)</td>
</tr>
<tr>
<td>UK (SFA)</td>
<td>UK (SFA)</td>
</tr>
<tr>
<td>Pokhara (SFA)               <strong>On Posting</strong></td>
<td>Kathmandu (SFA)</td>
</tr>
<tr>
<td>Kathmandu (SFA)             Pokhara (SFA)</td>
<td>1 x Basic DA</td>
</tr>
<tr>
<td>Pokhara (SFA)               <strong>On a move of SFA within the same duty station for service reasons without an associated posting order</strong></td>
<td>Pokhara (SFA)</td>
</tr>
<tr>
<td>Kathmandu (SFA)             Kathmandu (SFA)</td>
<td>1 x Lower Rate DA</td>
</tr>
<tr>
<td>Brunei (SFA)                 <strong>Re-Orientation</strong></td>
<td>Re-Orientation</td>
</tr>
<tr>
<td>UK (SFA)</td>
<td>Course</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes**

SFA – Service Families Accommodation previously known as Married Quarters

The matrix only includes countries where there are large numbers of Gurkhas. There may also be entitlement for accompanied moves from/to other countries like Germany, Canada, Falkland Islands etc.

This matrix is not exhaustive. There may be other scenarios which are not shown above but which may give an entitlement when compared with the appropriate regulations.

All authorised claims should show the rate applicable at the date of qualification not the date when the claim form was completed or the claim was paid.

Individuals with authorised claims for Basic rate may also have an entitlement to claim Child Element for the same move. See regulations.
There may be exceptional cases when single/married unaccompanied Gurkhas may have an entitlement to the single basic rate of disturbance allowance in accordance with RAAC Para 09.040.
CHAPTER 4
DEDUCTIONS FROM PAY AND OTHER CHARGES

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Original
CHAPTER 4

DEDUCTIONS FROM PAY AND OTHER CHARGES

ALLOTMENTS

0401. Advice to Payees. Gurkha servicemen may make allotments to either a payee or bank account in Nepal, Brunei or UK directly from their pay accounts. It is imperative that when a voluntary allotment is commenced, varied or stopped, payees are informed of the effective date and nature of the occurrence. A list of commercial banks in Nepal and India is given at Annex A to this Chapter.

0402. Maximum Allotment. There are no restrictions on the amount which a QGO or GOR may allot from his pay, providing his CO is satisfied that the sum remaining in issue is sufficient to meet the individual's personal expenses and other items chargeable to his account.

0403. Voluntary Allotments - Documentation.

   a. Commencement or Increase

      (1) AF O1796A (Gurkha) is to be completed by the individual requesting a fixed monthly sterling sum to be paid to a nominated payee. Payments will be made in the local currency. Allotments will start from the first day of the month following completion of the form.

      (2) The QGOs or GORs AB 64 (Gurkha) and AF O9639 are to be amended to show the allotment as a deduction from pay against the "Issued by Paymaster" item, and the AF O1796A (Gurkha) should then be dispatched to GSW, AFPAA(Glasgow).

   b. Cessation or Reduction

      (1) A completed AF O1796A (Gurkha) is to be submitted to GSW requesting cessation or reduction from the first day of a stipulated month.

      (2) Sufficient time must be allowed between completion of AF O1796A (Gurkha) and the effective date of the cessation or reduction to facilitate any necessary GSW action.

      (3) Where a cessation is requested and the individual is due for discharge, the effective date for cessation should be no later than 2 months prior to the date of discharge.

      (4) Unit pay documents are not to be amended or cash issues adjusted until a AF O9639 is received confirming that the requested change has been effected.
(5) For personnel due to go on Long Leave the Voluntary Allotment is to be ceased at the same time he comes off the bank i.e the with effect from the first day of the month preceding the month that leave is due to start.

0404. Uncollected Allotments.

a. An allotment which remains uncollected by the payee may be paid to the serviceman making the allotment, by the paying agent in Nepal, if that serviceman passes through the depot on leave or discharge. This payment cannot be made by units.

b. An officer or soldier making an allotment which remains uncollected may nominate another Gurkha officer or soldier to collect the accumulated allotment from the paying agent. The individual nominated must be supplied with written authority from the person making the allotment and this authority must be countersigned by his CO.

c. Allotments which remain uncollected for a period of one year will be cancelled and the amount re-credited to an individual’s pay account by GSW.

0405. Occurrences Affecting Allotments.

a. Debt. When a debit balance of over £50 is notified to a unit, and the serviceman cannot or does not clear the debit balance within one month, GSW has the discretion to suspend any allotments in issue until the debit balance is cleared. Allotments in issue to a wife or parent will not be suspended but the provisions of PAM ................... will apply.

b. Absence and Forfeiture of Pay. An allotment will be stopped by GSW on receipt of notification of absence or desertion or for any period that a forfeiture of pay exceeds 28 days. The allotment will be re-issued when the soldier becomes entitled to pay, subject to his pay account being in credit.

c. Death. An allotment ceases on the day following the death of the serviceman, any overissue being charged to the estate of the deceased.

0406. Sterling Allotments to Standard Chartered Bank. A facility exists whereby all Gurkha QGOs and GORs may make one allotment in sterling, to a bank account held with Standard Chartered Bank (formerly ANZ Grindlays Bank). Requests to commence or vary a sterling allotment are to be made on AF O9540/AF O1875, which should be completed and forwarded to GSW, to arrive no later than the sixth day of the month prior to the effective date of the commencement or variation. Allotments will normally be credited to an individual's bank account on the last working day of a month. Standard Chartered Bank have retained the existing Grindlays Bank details of individuals including the fact that Grindlays Bank account numbers consist of thirteen digits.

0407-0411. Reserved.

Amtd 6 - 04/98

4 - 4
FAMILY PAYMENTS

0412. **Eligibility.** Where a QGO or GOR in receipt of MAUA at his permanent duty station is temporarily separated from his family, payment may be made to wives from unit imprest accounts.

0413. **Initial Action.** When separation is imminent, the serviceman is to be interviewed to ascertain what financial provisions he wishes to make for his family during his absence. No minimum scales are laid down, but COs should satisfy themselves that adequate provision is made for the family.

0414. **Documentation.** When the amount to be paid to the spouse has been determined, the following action is to be taken:

   a. In AB 64 (Gurkha) and on AF O9639 insert "Family Allotment" as a deduction from pay. The AB 64 (Gurkha) should be in the possession of the individual whilst he is on detached duty.

   b. Prepare a specially adapted AF O9639, on which details of the spouse's entitlement is to be recorded for the purpose of assessing payments to be made to her during the serviceman's absence.

0415. **Method of Payment to Spouse.** Payments are to be made monthly in arrears using acquittance rolls. The regimental particulars of the soldier on the acquittance roll are to be prefixed by the words "Wife of" and the wife is to sign the acquittance roll in the space provided for the serviceman's signature. Details of payments made to the wife are also to be recorded in the remarks space on the reverse of the specially adapted AF O9639. Where payment is made to wives who are unable to sign their names, the wife is required to make her mark adjacent to the entry in the casual payment column of the acquittance roll in the presence of a third party, other than the paying officer. The independent witness is also required to sign the acquittance roll as witness to the payment.

0416. **Subsequent Documentation.** When the serviceman returns to his permanent duty station, the following action is to be taken:

   a. In AB 64 (Gurkha) and on AF O9639 remove the deduction for Family Allotment.

   b. Enter in the cash payments folio of AB 64 (Gurkha), the total of payments made to the spouse during the serviceman's absence. This information is obtained from the reverse of the AF O9639, which should then be retained in the serviceman's pay file.

0417. **AF O9639.** As a family payment is a deduction from pay that is assessed and controlled within a unit, AF O9639 produced by GPPS will show entitlement to the full net rate of Pay and Additions. Care must be taken to amend ABs 64 (Gurkha) and AF O9639, to Amdt 1 – 08/97
ensure that the family payment continues to be shown as a deduction from net entitlement for the period of its issue.

0418-0420. Reserved.

RECOVERY OF DEBTS, INCLUDING MILITARY FINES AND FORFEITURES OF PAY, OVERPAYMENTS, DEBIT BALANCES, PAYMENT OF CIVIL FINES AND JUDGEMENT DEBTS

0421. General. With the exception of the procedure for the control of Debit Balances, the provisions contained in PAM 02.05509 relating to the recovery of debts, including military fines and forfeitures of pay; overpayments; debit balances; payment of civil fines and judgement debts, apply to Gurkha servicemen. A summary of the effects of AWOL, Detention, Imprisonment, Forfeitures and Military Fines on the issue of Pay and Additions to Gurkha servicemen is at Annex B to this chapter.

0422. Recovery of Public Debts. Subject to the limitations of PAM Part 2 Chapter 5, the following elements of a Gurkha serviceman's emoluments are to be used when assessing those earnings available for the recovery of a Public Debt:

   a. Basic Pay including Tech Pay, LSI and GSP.

   b. Additional Pay.

   c. MAUA/MUUA/SUA.

   d. Dearness Allowance.

0423. Minimum Rates of Pay. When it becomes necessary for restrictions of pay to be imposed in order to clear a debit balance, the provisions of PAM Part 3 Chapter 5 Section 11 are to apply.

0424. Debit Balances. At the end of each quarter, RAO staff are to carry out a 100% scrutiny of Gurkha pay accounts. A list of those accounts showing a true debit balance is to be forwarded to GSW to arrive by the 15th day of the month following the respective quarter end. The list, to be signed by the RAO personally, is to include the regimental details of the serviceman, amount of the debit balance, reason for the debit balance and confirmation that Restricted Cash Issues have been imposed as necessary.

0425. Reserved

ARMY DEPENDANTS’ TRUST (ADT)

0426. General. With effect from 1 Jan 99 all Gurkha servicemen who were previously members of the Gurkha Dependants’ Fund (GDF) and all new Gurkha personnel were to subscribe to the Army Officers Dependents’ Fund/Soldiers Dependents’ Fund (AODF/SDF).

Amdt 1 – 08/97
These two funds have in turn been amalgamated to form the ADT which is a charitable fund set up to provide a sum of money for the immediate needs of the dependants of a member who dies whilst serving. A soldier will notify his intention to become a member on the Form in lieu of AF N9284 (for Gurkhas only), a copy of which is to be forwarded to GSW for input to GPPS.

0427. Payment and Rates of Subscription. Subscriptions are charged from the date that the initial application form is received and thereafter on 1 January annually.

0428. Documentation. Initial and annual deductions will appear only on AF O9639.

0429. Withdrawal from the ADT. A subscriber who on 1 January is a deserter will cease to belong to the fund and no subscription will be debited from his account. A serviceman who is on terminal leave on 1 January will remain a member of the fund until 31 December of that year.

0430. Further Details. Further details of this scheme are contained in BGS1 No 32.

ONE DAY'S PAY SCHEME (ODPS) - GURKHA WELFARE TRUST

0431. General. All Gurkhas servicemen are eligible to be subscribers to the ODPS in accordance with BGSI No 3.41. The aim of the scheme is to provide income to the Gurkha Welfare Trust for disbursement, in the form of charity grants and ad-hoc pensions to needy ex-servicemen and/or their dependants. Serviceman are to notify their intention to become a subscriber to the scheme by completing an AF N9308/AF N9326 which is to be forwarded to HQBG by the unit. An example of an AF N9308 is contained at Annex A to BGSI No 3.41.

0432. Rates of Subscription and Payment. The calculation of a day's pay for QGOs and GORs is a day's Basic Pay including Technical Pay, GSP and LSI, plus the equivalent of one day's rate of UA. SSC(G) officers pay the same rate as British Officers - see BGSI No 3.41 for details. Subscriptions will be recovered by the GPPS in two equal instalments in April and November.

0433. Subscriptions When on Long Leave, or Awaiting Discharge, in Nepal. Gurkhas on leave at the time an instalment is recovered will pay ODPS based on Dearness Allowance plus Basic Pay, Technical Pay, GSP and LSI. Subsequent instalments will be based on the rates detailed above. Gurkhas in Nepal awaiting discharge at the time an instalment is due will not pay. A Gurkha who is in a unit at the time of the first instalment but awaiting discharge in Nepal at the second, will pay the rate described in Para 0432 for the former but nothing for the latter. If he is awaiting discharge at the time of the first instalment he will pay no annual ODPS subscription.

0434. Documentation. Deductions from pay will be shown as a charge only on AF O 9639 (Pay Statement) in the months of April and November.

INCOME TAX

Amdt 1 – 08/97
0435. **General.** Gurkha personnel only have a tax liability on IA pay elements. These rates of pay are well below the threshold for tax and as a result no tax deductions are shown on the pay statement. It is highly unlikely that any Gurkha will pay tax directly on his IA pay except if a large arrears of IA pay was generated following late implementation of an Indian Pay Commission change. Should any tax be due it will be assessed on a Month 1 basis and will be subject to review by GSW for a tax refund when the liability is re-assessed for the whole tax year. All liability for tax on UA, Additional Pay and taxable allowances is met by the MOD through an Annual Voluntary Settlement with Inland Revenue. Gurkha personnel do not have an individual relationship with Inland Revenue; no records are held by Inland Revenue for any Gurkha except for RMAS commissioned officers and SSC(G).

0436-0455. Reserved.

**CHARGES FOR CLOTHING, EQUIPMENT AND GARAGES**

0456. **General.** Any sum chargeable to QGOs or GORs in respect of stoppages from pay to make good the loss, damage or destruction of any article of personal or public equipment, stores, arms, vehicles etc, will be debited to the serviceman's pay account by GSW, using normal Debit Voucher procedures.

0457. **Garage/Carport Charges.** Although QGOs and GORs are not liable to pay quartering charges, they are liable for garage/carport charges and any loss or damage to fixtures and fittings. Any debit vouchers raised are to be treated in accordance with the procedures laid down in PAM .................. In the case of private visits by dependants to the UK, the QGO or GOR concerned will be liable for all charges arising from the occupation of Service Families Accommodation, e.g. quarter charges and CILOCT.

0458. Reserved.

**GURKHA ARMY DEPENDANTS ASSURANCE TRUST (ADAT) SCHEME**

0459. **Membership.** Membership of this scheme is open to all Gurkha personnel. Membership subscriptions which will be deducted from pay accounts are non-taxable. Further details of this scheme are laid down in Annex B to Chapter 90 of AGAI Volume 3.

0460. **Units of Benefit.** A Gurkha serviceman may hold a minimum of one 'unit of benefit'. The monthly premium is £1.43 and the monthly unit of benefit is currently £43.33.

0461. **Payments to Beneficiaries.** Benefits payable to nominated dependants as a result of the death of a member will be forwarded by Britannia Life to the RAO BG Pokhara, via HQ BG.

0462. **Army ADAT Scheme.** Those Gurkha personnel who elected to remain members of the Army ADAT Scheme and not join the Gurkha Scheme (above) in 1985, may continue to do so. Their holding of units cannot be increased as this scheme is closed for new business. Details of the scheme are contained in PAM 02.05427.

Amdt 1 – 08/97
BRIGADE OF GURKHAS PERSONAL ACCIDENT INSURANCE SCHEME

0463. **Eligibility.** The Brigade of Gurkhas Personal Accident Insurance Scheme is available to all ranks of the Brigade of Gurkhas. Details of benefits, conditions, premium and claim procedure are at Annex C to this chapter. This scheme does not provide cover for death or injury as a result of UN or NATO Operations in Bosnia or other theatres. Individuals deploying on operations are strongly advised to seek cover through the PAX+ Scheme (see below) which does provide cover in operational theatres.

0464. **Beneficiary.** Payments of death benefits under this scheme are to the estate of the deceased. All personnel are to be warned of this fact so that their Will Form/Kindred Roll reflects their true wishes as to who should receive the payment.

BRITISH ARMED FORCES PERSONAL ACCIDENT AND OPTIONAL LIFE INSURANCE PLAN (PAX+)

0465. **General.** Membership of PAX+ is open to all Gurkha personnel. There is provision for cover of an individual's family including those resident in Nepal. Details of the scheme are available in PAM 02.05446

0466. **Application Forms.** Enrolment Application Forms are held by RAOs.

0467. **Beneficiary.** Payment of PAX+ benefits on death is made to the estate of an individual. All personnel are to be warned of this fact so that their Will Form/Kindred Roll reflects their true wishes as to who should receive the payment.

0468-0499. Reserved.
## ANNEX B TO CHAPTER 4

### EFFECTS OF AWOL, DETENTION, IMPRISONMENT AND MILITARY FINES ON THE ISSUE OF PAY AND UNIVERSAL ADDITION

#### AWOL/DETENTION/IMPRISONMENT

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<th>SITUATION</th>
<th>BASIC PAY</th>
<th>LSI/GSP</th>
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<th>SUA</th>
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<td></td>
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<td>ADD PAY</td>
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<td>(b)</td>
<td>(c)</td>
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<td>Forfeits</td>
<td>Forfeits 50%</td>
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<td>3</td>
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#### FORFEITURE OF PAY/MILITARY FINES

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<td>(f)</td>
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<td>5</td>
<td>AA 1955 8.78(3)aa</td>
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**Original**

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ANNEX C TO CHAPTER 4
PERSONAL ACCIDENT AND DISABILITY INSURANCE SCHEME
CENTRAL POLICY FOR THE BRIGADE OF GURKHAS

1. General. This Annex is not a copy of the formal insurance policy. It is only intended as a guide to agreed benefits, conditions, cost and claim procedure.

2. Death and Disability
   a. Benefits
      
      | Benefits                                                                 | Amount   |
      |-------------------------------------------------------------------------|----------|
      | Death:                                                                  | £5,000.00|
      | Total and irrecoverable loss of sight in both eyes:                     | £5,000.00|
      | Total and irrecoverable loss of sight in one eye:                       | £3,000.00|
      | Loss of two limbs:                                                      | £5,000.00|
      | Loss of one limb:                                                       | £3,000.00|
      | Total and irrecoverable loss of sight in one eye plus loss of one limb: | £3,000.00|
      | Any form of disability which results in discharge from the services including gradual deterioration over a period of time, arising as the result of one single and special insured incident without the intervention of other factors: | £3,000.00|

   b. Conditions. This policy provides 24 hour cover in all countries and would not in any way be affected by considerations of whether the Insured was on or off duty, or whether the accident was attributable or non-attributable to Service reasons. There are no activity exclusions but this policy does not cover death or disablement directly or indirectly resulting from or consequent upon:

      (1) War, whether declared or not, between any of the following countries namely, China, France, the United Kingdom, the Russian Federation and the United States of America or

      (2) War in Europe, whether declared or not (other than civil war but including any enforcement action by or on behalf of the United Nations), in which any of the said countries or any armed forces thereof are engaged. Thus cover is not provided for SFOR duties in Bosnia. Personal accident insurance cover must therefore be arranged through PAX+ which does cover such duties

      (3) The Insured Person engaging in air travel except as a passenger in a properly licensed multi-engine aircraft being operated by a licensed commercial air-carrier or owned and operated by a commercial concern or Ministry of Defence.

   c. Premium. The annual premium is based on the total number of members in the scheme as at 1 Jan each year divided into the cost of the arranging the policy. Premiums are deducted from members pay accounts in the preceding Dec.

   d. Claims. Any injury which is covered by paragraph 2a above or could result in a future claim due to deterioration of health is to be forwarded to HQBG immediately. Should death occur as a result of an accident, then a copy of the death certificate must accompany the claim or be sent separately when available. All claims must be received by HQBG within one month of an accident. Claims submitted beyond a 60 day deadline will be rejected by the underwriters.
ANNEX A TO CHAPTER 4

LIST OF BRANCHES OF COMMERCIAL BANKS IN NEPAL AND INDIA

NEPAL BANK LIMITED
<table>
<thead>
<tr>
<th>BRANCH</th>
<th>ZONE</th>
<th>DISTRICT</th>
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<tbody>
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<td><strong>Biratnagar Area</strong></td>
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<tr>
<td>Dharan</td>
<td>Kosi</td>
<td>Sunsari</td>
</tr>
<tr>
<td>Dharan Cantonment</td>
<td>Kosi</td>
<td>Sunsari</td>
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<tr>
<td>Bhadrapur</td>
<td>Mechi</td>
<td>Jhapa</td>
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<tr>
<td>Rangeli</td>
<td>Kosi</td>
<td>Morang</td>
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<td>Lahan</td>
<td>Sagarmatha</td>
<td>Sirha</td>
</tr>
<tr>
<td>Tehrathum</td>
<td>Kosi</td>
<td>Tehrathum</td>
</tr>
<tr>
<td>Itahari</td>
<td>Kosi</td>
<td>Sunsari</td>
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<td>Phidim</td>
<td>Mechi</td>
<td>Panchthar</td>
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<tr>
<td>Dubi</td>
<td>Kosi</td>
<td>Sunsari</td>
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<tr>
<td>Mills Area/Biratnegar</td>
<td>Kosi</td>
<td>Morang</td>
</tr>
<tr>
<td>Rajhiraj</td>
<td>Sagarmatha</td>
<td>Saptari</td>
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<td>Mechi</td>
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<td>Dhulabari</td>
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<td>Jhapa</td>
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<td>Taplejung</td>
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<td>Makwanpu</td>
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<td>Ralpa (Tansen)</td>
<td>Lumbini</td>
<td>Rupendahi</td>
</tr>
<tr>
<td>Syangja</td>
<td>Gandaki</td>
<td>Syangja</td>
</tr>
<tr>
<td></td>
<td>4 - A - 2</td>
<td></td>
</tr>
</tbody>
</table>
CHAPTER 5

LEAVE

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LEAVE

GENERAL

0501. **Entitlement.** These regulations cover the entitlement to leave of all Gurkha personnel with the exception of RMAS Gurkha and SSC(G) officers who are covered by the Army Leave Manual, Chapter 5, Section 6.

TYPES OF LEAVE

0502. **Nepal Leave.** The following rules apply to Nepal Leave:

   a. Serving Gurkha personnel are entitled to a period of 5 months Long Leave in Nepal for each complete term of 3 years served outside Nepal. The 3 year period is assessed from the date that personnel rejoined their units following the last period of Nepal Leave or for new recruits, the date of enlistment.

   b. At the discretion of COs and for manning reasons, a reduced period of 4 months Nepal Leave may be taken at a point 2 years following the last period of Nepal Leave.

   c. Gurkha personnel serving in Nepal are eligible for 30 working days leave each year. From this entitlement those personnel serving continuously in Nepal for 2 - 3 years may take up to 20 working days as local leave with the remainder being accumulated, which should then be taken on the completion of that period of service in Nepal.

   d. Nepal Leave is deemed to commence from the serviceman's departure date from BG Kathmandu or BG Pokhara and ends on his return to the same location following leave.

0503. **Compassionate Leave.** The granting of Compassionate Leave and associated free travel to Nepal will normally exhaust all other entitlement to Nepal Leave in the current tour of duty. The procedure for granting of compassionate leave is as follows:

   a. **Single/Married Unaccompanied Personnel.** When personnel in this category are granted compassionate leave, they are to take their full entitlement of Nepal Leave under normal rules, unless within 18 months of discharge.

   b. **Married Accompanied Personnel.**

      (1) Personnel granted Category 'A' compassionate leave in accordance with the Army Leave Manual, may take up to 20 working days leave unaccompanied. On return from this period of compassionate leave, personnel are to proceed on Nepal Leave under normal rules, except that the period of
Nepal Leave is to be reduced by the total number of days (i.e. the number of rest days and working days combined) spent on compassionate leave.

2) If an individual has completed at least 2 1/2 years of his current tour and is granted Category 'B' compassionate leave he is to proceed on Nepal Leave with his family, under normal rules. Those servicemen who have not served at least 2 1/2 years are to be treated in accordance with Subparagraph 0503.b.(1) above.

0504. **Local Leave.** Up to two 10 working day local leave periods may be granted to Gurkha personnel serving outside Nepal annually. Such leave cannot be granted in any year (1 Apr - 31 Mar) in which Nepal Leave is to be taken.

0505-0507. Reserved.

**TRAVEL**

0508. **Nepal Leave Travel.** Gurkha personnel and their families may travel at public expense to Nepal for leave purposes providing that the serviceman is not within 18 months of discharge or retirement at the time of intended movement. Similarly, on completion of Nepal Leave, members of a serviceman’s family will not be entitled to travel at public expense if he has less than 18 months service remaining prior to discharge or retirement.

0509. **Local Leave Travel.** Travel at public expense within local leave limits is permissible when authorised local leave is granted as per Paragraph 0506 above. Details of annual local leave limits for Gurkha personnel are as follows:

a. **United Kingdom.** Four return rail warrants to any mainland destination. These warrants may be converted to the Converted Leave Rate (CLR) of Motor Mileage Allowance (MMA) in accordance with RAAC, Chapter 5. These warrants may also be transferred to family members during family visits to the UK subject to the following conditions:

(1) The visit of the Gurkha soldier's family is properly authorised by the soldier's unit.

(2) Up to 2 warrants may be transferred in any one leave year.

(3) Family members will be defined in accordance with RAAC Chapter 5 Paragraph 05.056.
(4) Where the journey by rail is made by a child under the age of 16 years each child may count as a half warrant.

(5) Travel is restricted to rail, the use of a private motor vehicle or hired vehicle. In each case, the conditions at RAAC Paragraph 05.059 apply for rail travel and the conditions at RAAC Paragraphs 05.060 and 05.061 apply for the use of a private motor vehicle or hired vehicles. Claims for the refund of hired vehicle costs relate to the outward and return journey only.

b. Cyprus. On postings of less than 6 months, Gurkha personnel may exchange one warrant from UK entitlement in return for one journey under Option 3 of the Cyprus leave travel scheme i.e. 100 miles at CLR.

c. Belize. For postings of less than 6 months, Gurkha personnel may exchange one warrant from UK entitlement for one journey under Option 3 of the Belize leave travel scheme i.e. 750 miles at CLR.

d. Brunei. Unaccompanied Gurkha personnel in Brunei are to take leave under the provisions of the Gurkha Brunei Leave Scheme.

PAY AND ALLOWANCES

0510. General Allowances. Gurkha personnel proceeding on leave may be entitled to some or all of the following allowances:

a. Dearness Allowance/Indian Addition.

b. Family Road Allowance.

c. Leave Allowance.

d. Porterage Allowance.

Details of these allowances can be found in Chapter 3 of this manual.

0511. Leave Pay Procedures.

a. Nepal Leave. Gurkha personnel proceeding on Nepal Leave are to adopt the following procedures:

(1) Personnel are to have their entitlement to pay and allowances assessed in their units. Such assessments are to be made on a locally produced proforma an example of which can be found at Annex A to this Chapter.

(2) The assessed amount is to be paid to servicemen on acquittance rolls/AF O1771. The acquittance roll should include details of the paid up to
and including (PUTAI) date. Any monies paid to servicemen and not required until arrival at BG Kathmandu, may be remitted to Nepal in accordance with Chapter 10 of this manual.

(3) On arrival in Nepal, servicemen are entirely responsible for exchanging any foreign currency into NCRs and for ensuring that they are in possession of sufficient cash to pay any customs dues. Personnel are to be made aware that Brunei Dollars are not acceptable for exchange in Nepal. Personnel are to make their own arrangements for exchanging Brunei Dollars into a currency acceptable for exchange in Nepal; see Annex B to this chapter.

(4) Personnel proceeding on Nepal Leave are to deposit their ABs 64 (Gurkha) with the RAO BG Kathmandu. Any remittances previously requested by servicemen will be paid to them prior to their departure from BG Kathmandu on leave. Remittances and Currency Exchanges are covered in depth in Chapter 10 of this manual.

b. **Other Leave.** Gurkha personnel proceeding to Nepal for reasons other than Long Leave, are to be treated as per Paragraph 0511 except that their pay is to be calculated in accordance with normal rules as opposed to those applied in calculating leave pay assessments. Such personnel are entitled to make use of the Remittance and Currency Exchange facilities detailed in Chapter 10 of this manual.

c. **Withdrawal of NCRs Following Leave.** Due to the stringent currency export regulations imposed by the Nepalese Government, personnel departing Nepal following a period of leave, are to pay any unused NCRs to the Imprest Holder at BG Kathmandu for transmission to their final destination, in accordance with Paragraph 1016 et seq of Chapter 10 of this manual.

**PART 2 ORDER PUBLICATIONS**

0512. **Part 2 Order Publications.** From 1 Jun 99 the responsibility for publishing Part 2 Order entries for personnel on leave is as follows:

a. Nepal Long Leave and Compassionate Leave the parent unit. Details of actions to be taken by units are contained in Annex C.

b. Personnel on Terminal Leave BG Kathmandu.

0513-0599. Reserved.
ANNEX A TO CHAPTER 5

ASSESSMENT OF PAYMENT FOR LONG LEAVE IN NEPAL/INDIA

PERSONAL DETAILS

1. Number: ______________  Rank: _________  Name: __________________________

2. Leave Dates: From: __________________________ To: ________________________________

3. Place of Domicile (To be completed for Married Accompanied personnel and all QGOs only).
   Village: _______________________________  District: ___________________________________

4. Pay Assessment to be paid on Acquittance Roll:

<table>
<thead>
<tr>
<th>Months/Days</th>
<th>Rate</th>
<th>Persons</th>
<th>Credits £</th>
<th>Debits £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Debit/Credit Balance from Pay Statement:</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Basic Pay, LSI, GSP, Tech Pay, QGO Excess</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dearness Allowance (Indian Addition)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Universal Addition (SUA/MUUA/MAUA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADAT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GPF (if continued during leave)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allotment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Amount to be paid on Acquittance Roll £ ____________________________

5. Amounts to be paid through AF O1771 and charged to IACs through Imprest.

<table>
<thead>
<tr>
<th>Months/Days</th>
<th>Rate</th>
<th>Persons</th>
<th>Credits</th>
<th>Debits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Porterage Allowance</td>
<td>IAC 01E21110</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave Allowance</td>
<td>IAC 01A40200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Road Allowance</td>
<td>IAC 01A40200</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total to be paid through Imprest Account £ ____________________________

Date: ______________  Rank/Name: __________________________  Signature: __________________________

RAO / Imprest Holder (delete as necessary)

Original

5 - A - 1
ANNEX B TO CHAPTER 5

FOREIGN CURRENCIES ACCEPTABLE FOR EXCHANGE IN NEPAL

The following currencies are accepted for exchange into NCRs by the Nepal Rastra Bank:

a. US Dollars (US$)
b. Pounds Sterling (£)
c. Australian Dollars
d. Canadian Dollars
e. Swiss Francs
f. Deutsche Marks (DM)
g. Dutch Guilders
h. Singapore Dollars
i. French Francs
j. Japanese Yen
k. Asian Monetary Units
l. Swedish Kroner
m. Austrian Schillings
n. Belgian Francs
o. Italian Lira
p. Danish Kroner
q. Hong Kong Dollars
r. Saudi Arabian Riyals
1. The RAO in Kathmandu who are currently responsible for administering and publishing all Part Two Order occurrences for individuals proceeding on Nepal Long Leave are experiencing difficulties with their UNICOM system, primarily caused by the large number of individuals who are recorded on that system. To alleviate that problem it has been agreed that the responsibility for future Nepal Long Leave publications will be moved from HQ BGK to the various parent units who send individuals on Nepal Long Leave. In addition to the change of responsibility the revised procedures outlined below also take account of the change of the Nepal Long Leave UIN from A5338L to A7014A.

2. With effect from 1 Jun 99 the use of UIN A5338L is to cease for all Gurkha personnel who are starting Nepal Long Leave and A7014A is to be used in its place. The Gurkha Pay and Personnel System (GPPS) has been reprogrammed to ensure that it recognises both UINs for start/stop of Indian Addition/Dearness Allowance. From the same date all units who send individuals on Nepal Long Leave are to implement the action outlined in the following Paras and the Annexures.

3. Gurkhas Already on Long Leave. Gurkhas who as at 1 Jun 99 are already on Nepal Long Leave and who are already on the HQ BGK UNICOM system having been TOS A5338L will continue to be administered by HQ BGK using the same procedures as they currently use. These procedures are outlined at Annex A. With effect from 1 Jun 99 HQ BGK are to cease the publication of TOS occurrences to A5338L and are not to start TOS occurrences to A7014A for individuals arriving in Nepal for Long Leave from UK or Brunei. They should however publish the necessary SOS from A5338L to the parent unit and Dep Nepal for UK or Brunei for the individuals they previously TOS to A5338L. Over the following 5 month period the records held on the HQ BGK UNICOM system for Nepal Long Leave personnel should reduce to zero. This will achieve the required effect, which is, to remove the administrative burden from HQ BGK for Nepal Long Leave and free up spare capacity on their small UNICOM system.

4. Gurkhas Going on Long Leave From, and Returning to The Same UK Based Unit, Post 1 Jun 99. With effect from 1 Jun 99 all publications for these Gurkhas when they proceed on Nepal Long Leave will become the responsibility of their parent unit. Prior to any publications being made for these individuals there is a requirement to create a sub-unit on the parent unit UNICOM system. This is done using the instructions at Annex B. Once the sub-unit has been set up the first publications for Gurkhas going on Nepal Long Leave, after 1 Jun 99 may begin. The action outlined at Annex C is required for each soldier proceeding on and returning from Nepal Long Leave.

5. Gurkhas Going on Long Leave From, and Returning to The Same Brunei Based Unit, Post 1 Jun 99. The same details apply for Brunei based units as those at Para 3 above. The only difference is the action required following the set up of the sub-unit. For Brunei based Gurkhas the action outlined at Annex D is required.

6. Gurkhas Going on Long Leave From UK or Brunei but Returning to a Different Unit, Possibly in a Different Theatre, Post 1 Jun 99. The same details apply for these Gurkhas as outlined at Paras 3 and 4 above except that the responsibility for issuing the relevant publications switches from the parent unit pre-Nepal Long Leave to the future parent unit post-Nepal Long Leave when the individual returns from Nepal Long Leave. Full details of the actions required are at Annex E.
7. **Effective Date.** The effective date for the start of the revised procedures is 1 Jun 99. An individual going on long leave on 31 May 99 will continue to be dealt with by HQ BGK in accordance with the current procedures outlined at Annex A.

8. **Short Term Attachments in Nepal.** The instructions outlined above and detailed in Annex B – E cover individuals who are proceeding and returning from Nepal Long Leave. Some of those individuals may carry out a period as a Recruiting Assistant during that Long Leave period. The same instructions can and should be adapted for use to cater for individuals who are sent on short–term attachments in Nepal. For example individuals sent on Nepal compassionate leave are to be published by the parent unit using attachment standard entries. (eg ATT to A7015A and cease ATT on RTU etc). This should be published prior to the entries detailed in the relevant Annex to this letter if the period of compassionate leave was followed by Nepal Long Leave. Part 2 Order publications for individuals sent to Training Teams or as Language Instructors will depend on the details contained in the attachment/posting authorities issued by the Gurkha MCM Div APC Glasgow but the parent unit will be responsible for publishing the correct occurrences starting from 1 Jun 99.

9. **Action for Officers.** Due to the way occurrences are created for officers on UNICOM some of the procedures differ slightly and this should be noted when following the instructions contained in the Annexes.

Annexes:

A. Publications For Those Already On Leave As At 1 Jun 99.
B. Action Required By Units To Set Up A UNICOM Sub-Unit.
C. Publications For Gurkhas Going On Long Leave From, And Returning To The Same UK Parent Unit Post 1 Jun 99.
D. Publications For Gurkhas Going On Long Leave From, And Returning To The Same Brunei Parent Unit Post 1 Jun 99.
E. Publications For Gurkhas Going On Long Leave From One Parent Unit But Returning To A Different Parent Unit, Possibly In A Different Theatre Post 1 Jun 99.

**ANNEX A**
**TO D/DSPS(A)/101/5**
**DATED JUN 99**

**PUBLICATIONS FOR THOSE ALREADY ON LEAVE AS AT 1 JUN 99**

On conclusion of Nepal Long Leave:

1. **HQ BGK Publish:**
   
a. Depart Nepal to UK or Brunei – wef date of actual flight.
b. SOS **A5338L** to New Parent Unit UIN - The effective date for this publication is one day before the Gurkha rejoins from Nepal Long Leave.

HQ BGK are only to publish the above for Gurkhas who were previously TOS A5338L prior to 1 Jun 99. HQ BGK will notify relevant units of the date of arrival at HQ BGK and also the flight manifest details, preferably by signal.

2. **Parent Units Publish:**

**All** Parent Units Publish:

a. TOS Parent Unit UIN from A5338L - wef the date the Gurkha rejoins from Nepal Long Leave (as notified by HQ BGK). This publication automatically stops Indian Addition.

b. Grant appropriate rate of UA
   - Accompanied Rest of World
   - Unaccompanied Rest of World
   - Single Rest of World
   - wef date soldier rejoins HQ BGK from Nepal Long Leave.

**UK Parent Units also Publish:**

c. Arr UK From Nepal – wef date of arrival in UK

d. Stop UA published above - wef date soldier departs Nepal

e. Start appropriate rate of UA
   - Accompanied UK
   - Unaccompanied UK
   - Single UK
   - wef date soldier departs Nepal

**Brunei Parent Units also publish:**

f. Arr Brunei From Nepal – wef date of arrival in Brunei.

No change is required to the UA publication as Nepal and Brunei are on the same Rest of the World rates.
ACTION REQUIRED BY UNITS TO SET UP A UNICOM SUB-UNIT

Note:

This action has only to be completed once on each unit UNICOM system for each sub-unit to be created.

1. To create a sub-unit for Long Leave Nepal personnel the unit UNICOM systems administrator should:
   a. Use access word UNIT to navigate to the Unit and Sub-Unit Records Menu.
   b. Select PV01 – Maintain Sub-Unit and press <ENTER>
   c. Select the main UIN for the Unit and press <NEXT BLOCK>
   d. Press <INSERT RECORD> and add the following information:
      (1) Sub Unit Title – A7014A – Gurkha Leave Increment.
      (2) Select the Main Superior Sub-Unit Code for the UNICOM system.
      (3) Press <COMMIT> to add the new sub-unit to the UNICOM system.
      (4) Press <EXIT> to leave Maintain Sub-Unit.
   e. Use Access word SYSTEM to navigate to the System Maintenance Menu.
   f. Select QW02 – Maintain Sub-Unit Authority and grant permission to access the newly created sub-unit only to those clerks that action sending Gurkhas on and returning them from Long Leave Nepal.

2. To create a sub-unit for short-term attachments in Nepal, such as compassionate leave, the procedure detailed above should be repeated using:

   Sub-Unit Title – A7015A – HQ BRIGNEPAL
PUBLICATIONS FOR GURKHAS GOING ON LONG LEAVE FROM, AND RETURNING TO THE SAME UK PARENT UNIT, POST 1 JUN 99

Note: This action is only to be carried out once the signal from BGK has been received confirming the date that the Gurkhas have left the camp in BGK. The publications and UNICOM action are to be carried out for all Gurkhas proceeding on Nepal Long Leave after 1 Jun 99.

1. Units are to publish the following for the outward journey.

   a. Depart UK for Nepal - wef date of departure
   b. Arr Nepal from UK - wef date of arrival in Nepal (UK-Nepal is usually a two day journey)
   c. Stop UA currently in issue
      - Accompanied UK )
      - Unaccompanied UK ) wef date Gurkha arrives in Nepal
      - Single UK )
   d. SOS to A7014A - wef one day before the Gurkha starts his Long Leave.
   e. TOS to A7014A - wef date the Gurkha starts his Long Leave. (This will automatically start the Indian Addition)
   f. Grant appropriate rate of UA
      - Accompanied Rest of World )
      - Unaccompanied Rest of World ) wef date Gurkha arrives in Nepal
      - Single Rest of World )
   g. Stop appropriate rate of UA
      - Accompanied Rest of World ) wef date Gurkha departs BGK- start date
      - Unaccompanied Rest of World )
      - Single Rest of World ) of leave

2. UNICOM Action.

To ensure that the Gurkha records are transferred correctly the unit must ensure that they produce the above occurrences by working through the UNICOM Service Records Menu. They should use access word SERR to navigate to the Service Records Menu, then:

   a. Select CHO1 – Maintain Theatre Details.

      (1) For soldiers the unit should work through this module and input the appropriate dates and information as applicable for either individuals or as group update if there are a number of Gurkhas going on Long Leave at the same time. The Theatre Code for Nepal is 332. The UIN for the Theatre Description Field is A7014A and this will automatically convert to the Unit Title – Gurkha Leave Increment. Page to the second screen and in the Reason for Changing Theatre Field press F3 for
a List of Value, select code E – Nepal Leave, commit and exit. Most of the occurrences will be created automatically and they will then require authorisation and transmission.

(2) For officers there is no 2nd screen so after entering departure date, theatre code and UIN, commit and exit.

b. The other occurrences, mainly UA can be created via the Occurrence Creation Menu using the Access word OCC to navigate to it.

c. Once all the occurrences have been created the unit should then transfer the individual(s) to the sub-unit – A7014A – Gurkha Leave Increment, created on the system in accordance with Annex B, using the following procedure:

(1) Use access word PERD to navigate to the Personal Details Menu.

(2) Select PO02 – Maintain Individual Details.

(3) Select the Gurkha or group of Gurkhas that are going on Long Leave.

(4) Press <NEXT BLOCK> on the first Gurkha record, which will move the cursor into the Date Record Last Seen Field.

(5) Pressing <NEXT FIELD> to move the cursor to the Sub-Unit Field.

(6) Enter the sub-unit code for A7014A – Gurkha Leave Increment.

(7) Pressing <GROUP UPDATE> will update all of the selected records and move them into the Gurkha Leave Increment sub-unit.

3. Individual Record. The parent unit should printout a full record report for each Gurkha going on Long Leave which is to be carried to HQ BGK by the individual. This information is then available should they exceptionally need to add him to their UNICOM system.

4. Units are to publish the following for the inward journey.

HQ BGK will notify relevant units of the date of arrival at HQ BGK and also the flight manifest details, preferably by signal.

a. SOS A7014A to new parent unit UIN - The effective date for this publication is one day before the Gurkha rejoins from Long Leave.

b. Grant appropriate rate of UA
   - Accompanied Rest of World
   - Unaccompanied Rest of World
   - Single Rest of World
   The effective date is Date soldier rejoins HQ BGK from Leave.

c. TOS from A7014A - wef the date the Gurkha rejoins from Long Leave. This publication automatically stops Indian Addition.

d. Depart Nepal to UK – wef date of actual flight.
e. Arr UK From Nepal – wef date of arrival in UK

f. Stop UA published above - wef date soldier departs Nepal

g. Start appropriate rate of UA
   Accompanied UK )
   Unaccompanied UK ) wef date soldier departs Nepal
   Single UK )

5. **UNICOM Action.** To ensure that the Gurkhas records are transferred correctly the unit must ensure that they produce the above occurrences by working through the UNICOM Service Records Menu. They should use access word SERR to navigate to the Service Records Menu, then:

   a. Select CHO1 – *Maintain Theatre Details.*

      (1) For soldiers the unit should work through this module reversing the action which was input at 2.a.(1) above. In the *Reason for Changing Theatre Field* press **F3**, select *Other* and enter the exact terminology RETURN FROM NEPAL LONG LEAVE. This must be used to allow the system to work properly, no abbreviations are to be used. Once all the data has been inserted and committed most of the occurrences will be created automatically and they will then require authorisation and transmission.

      (2) For officers there is no 2nd screen so after entering arrival date, theatre code and UIN, commit and exit.

   b. The other occurrences, mainly UA can be created via the Occurrence Creation Menu using the access word OCC to navigate to it.

   c. Once all the occurrences have been created the unit should then transfer the individual(s) from the sub-unit – A7014A – Gurkha Leave Increment, created on the system in accordance with Annex B, using the following procedure:

      (1) Use access word PERD to navigate to the Personal Details Menu.

      (2) Select PO02 – *Maintain Individual Details.*

      (3) Select the Gurkha or group of Gurkhas that are going on Long Leave.

      (4) Press *<NEXT BLOCK>* on the first Gurkha record which will move the cursor into the Date Record Last Seen Field.

      (5) Pressing *<NEXT FIELD>* to move the cursor to the Sub-Unit Field.

      (6) Enter the appropriate Sub-Unit Code from the *<LIST>* for the selected soldier record.

      (7) Continue this process for each Gurkha returning from Long Leave.
PUBLICATIONS FOR GURKHAS GOING ON LONG LEAVE FROM, AND RETURNING TO THE SAME BRUNEI PARENT UNIT, POST 1 JUN 99

Note: This action is only to be carried out once the signal from BGK has been received confirming the date that the Gurkhas have left the camp in BGK. The publications and UNICOM action are to be carried out for all Gurkhas proceeding on Long Leave after the implementation date.

1. **Brunei Units are to publish the following for the outward journey.**
   a. **Depart Brunei for Nepal** - wef date of departure
   b. **Arr Nepal from Brunei** - wef date of arrival in Nepal
   c. **SOS to A7014A** - wef one day before the Gurkha starts his Long Leave.
   d. **TOS to A7014A** - wef date the Gurkha starts his Long Leave. (This will automatically start the Indian Addition)
   e. **Stop appropriate rate of UA**
      - Accompanied Rest of World - wef Date Gurkha departs BGK- start date of
      - Unaccompanied Rest of World - wef date soldier rejoins
      - Single Rest of World - wef HQ BGK from Leave

2. **UNICOM Action.**  Same as Para 2 to Annex C.

3. **Individuals Record.**  Same as Para 3 to Annex C.

4. **Brunei Units are to publish the following for the inward journey.**  HQ BGK will notify relevant units of the date of arrival at HQ BGK and also the flight manifest details, preferably by signal.
   a. **SOS A7014A to new parent unit UIN** - The effective date for this publication is one day before the Gurkha rejoins from Long Leave.
   b. **TOS from A7014A** - wef the date the Gurkha rejoins from Long Leave. This publication automatically stops Indian Addition.
   c. **Grant appropriate rate of UA**
      - Accompanied Rest of World - wef date soldier rejoins
      - Unaccompanied Rest of World - wef HQ BGK from Leave
      - Single Rest of World - wef date soldier rejoins
   d. **Depart Nepal to Brunei** – wef date of actual flight.
   e. **Arr Brunei from Nepal** – wef date of arrival in Brunei.

5. **UNICOM Action.**  Same as Para 5 Annex C.
PUBLICATIONS FOR GURKHAS GOING ON LONG LEAVE FROM ONE PARENT UNIT BUT RETURNING TO A DIFFERENT PARENT UNIT, POSSIBLY IN A DIFFERENT THEATRE, POST 1 JUN 99

Note:
This action is only to be carried out once the signal from BGK has been received confirming the date that the Gurkhas have left the camp in BGK.

1. **Parent unit is to publish the following for the outward journey:**

   All the occurrences from Para 1 of either Annex C or D for the **outward** journeys depending on which theatre the parent unit is based in.

2. **UNICOM Action.** The parent unit is to carry out the action at Para 2 of Annex C. The parent unit is to retain the individual on their system as part of the Gurkha Leave Increment sub-unit. During the Long Leave period the unit are to remain responsible for any occurrences which may require publication. One of the more common occurrences which is required during Long Leave is the publication of occurrences for Recruiting Assistant (RA) duty personnel. In these circumstances BG Kathmandu and BG Pokhara would need to notify the parent unit, prior to Long Leave of the start and end dates of the RA duty by signal. The parent unit would then issue:
   
   a. TOS A7015A from A7014A wef start of period of RA duty.
   b. Grant UA Single Rest of World – wef start of period of RA duty.
   c. SOS A7015A to A7014A – wef one day before leave restarts
   d. TOS A7014A from A7015A – wef date leave restarts (this restarts Indian Addition)
   e. Stop UA Single Rest of World – wef date leave restarts.

3. **Individuals Record.** Same as Para 3 to Annex C.

4. **The parent unit pre-Long Leave is to publish the following for the inward journey:**

   SOS A7014A to new parent unit UIN - The effective date for this publication is one day before the Gurkha rejoins from Long Leave.

As soon as this occurrence has been published the old parent unit is to forward the individual’s documentation to his new parent unit and take the necessary action to remove him from their system.
5. **The new parent unit is to publish the following for the inward journey:**

All the occurrences from Para 4 of either Annex C or D for the **inward** journey depending on which theatre the new parent unit is based in, less the SOS A7014A which should have already been published by the pre-Long Leave parent unit (see para 4 above).

6. **UNICOM Action.** The unit is to carry out only the appropriate action at Para 5 of Annex C. It is expected that most new parent units will not add the individual as a member of their sub-unit – A7014A – Gurkha Leave Increment but will TOS him directly to their unit UIN from A7014A on his rejoining HQ BGK from Long Leave.
**CHAPTER 6**

**NON-EFFECTIVE MATTERS**

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Amdt 14 – Aug 99
CHAPTER 6
NON EFFECTIVE MATTERS

ABSENTEES, DESERTERS AND IMPRISONMENT

0601. General. The action to be taken by units in cases of absence and desertion is detailed in ROIG Chapter 5. The requirement to send signals to the GPPS when applicable is drawn to the attention of RAO staff. The correct publication of Part 2 Orders is of particular importance. Units are to note the contents of Section 3 to MAPD Chapter 12.

0602. Payments to Wives. In accordance with Paragraph 0248 of this manual, the wife of an absentee, deserter or soldier undergoing imprisonment may be paid 50% of MAUA, provided that all other conditions for the issue of MAUA are fulfilled. Payments to wives are to be made in accordance with Paragraphs 0415-0417 of this manual.

0603. Allotments. In accordance with Paragraph 0405b of this manual, any allotment in issue will be ceased by GPPS upon receipt of notification that a QGO or GOR is an absentee, a deserter or has forfeited pay for a period of 28 days. Allotments will re-commence automatically once the officer or soldier concerned is in receipt of pay, subject to his pay account being in credit.

0604. Reserved.

DEATH CASES

0605. Death in Service. The action to be taken by units when a Gurkha Serviceman dies whilst serving is explained in ROIG Chapter 17. The following concessions and allowances are admissible as a charge against public funds to widows of deceased Gurkhas who are awaiting repatriation to Nepal:

a. Free accommodation.

b. Free CILOCT for the widow and all children.

c. A cash allowance made on MOD 824/AB57 to the widow in accordance with Paragraph 0625 of this manual.

d. Death Cum Retirement Gratuity (DCRG). See Annex A to this chapter.

Amdt 14 – Aug 99
BURIALS

0606. General. The local purchase of burial and cremation stores and the payment of special Burial/Cremation grants in respect of deceased Gurkha personnel is to be carried out in accordance with Section 1 Part A of HQBG Administrative Instruction No 1 - Gurkha.

DISCHARGE AND RETIREMENTS

0607. General. The authority for the discharge/retirement of Gurkha troops is Queen's Regulations 1975 Paragraphs 9.379 - 9.414. The general conditions of release and unit procedures to be followed are contained in ROIG Chapter 18. The following paragraphs give guidance on pay procedures to be carried out by units prior to discharge, together with details of a serviceman's entitlement to pay and allowances at the time of discharge or retirement.

0608. Assessment of Balance. Four months before an individual leaves his unit for Nepal or India on retirement/discharge, the current balance on his account is to be assessed. This procedure is to be repeated at the end of each month until the individual's departure. A record of these monthly balance assessments is to be maintained in a register which is to show the following details:

a. Number, Rank, Name.
b. Date of Retirement/Discharge.
c. Details of first assessed balance.
d. Signature of RAO and date seen.
e. Details of subsequent end of month balance assessments.
f. Signature of RAO and date seen.
g. Remarks.

0609. Debit Balances. If either the first or any of the subsequent assessments indicate a debit balance, action is to be taken to recover the debit balance involved as quickly as possible either by restricting cash issues or by a refund to imprest as appropriate.

0610. Confirmation of Balance. If for any reason the Unit RAO is in doubt as to the correctness of an assessed balance, he is to forward to GPPS the latest AF O9639 (boldly endorsed in red "Pre-Discharge") requesting confirmation of balance.

0611. Debit Vouchers. Care is to be taken that allowance is made for march-out debit vouchers eg fuel & light/garage charges, deficiencies, damages etc, when assessing future cash issues after the calculation of the balance required by Paragraph 0608.

Amdt 14 – Aug 99
0612. **Allotments.** Action to request cessation of any allotment should be taken in accordance with Paragraph 0403b(3) at least 2 months prior to the date of discharge.

**DOCUMENTATION ON DISCHARGE**

0613. **General.** As a general guide, the procedures detailed in the MAPD Chapter 11 Section 3 are to be followed. Detailed instructions are also published in ROIG Chapter 18.

0614. **Notification of Occurrences.** One month prior to a Gurkha serviceman departing his unit on discharge or retirement, he must complete the Method of Payment Form at Annex B to this chapter and forward it to APC, GPPS. 10 - 12 days prior to the serviceman’s departure, the proforma at Annex C to this chapter in lieu of AF O1809 must be completed and faxed to APC, GPPS (with hard copy in the post). Details of fines, forfeitures, promotions, reversions etc which occur in the last two months of service at the unit are to be recorded in addition to normal charges and credits. Where a Gurkha serviceman is on the held strength of a unit in Nepal and is to be discharged direct from that unit, these proformae are to be completed and forwarded to GPPS no later than 6 weeks prior to the commencement of terminal leave. Subsequent cash issues, entitlements, fines, deductions, etc are to be notified by a supplementary signal followed by a confirmatory copy of Annex C which is to be clearly endorsed in red ink "Supplementary Copy - Confirmation of Occurrence Notified on SIC DTG".

0615. **Known Debit Vouchers.** All known debit vouchers are to be recorded on the proforma at Annex C and are to be forwarded to the GPPS under cover of a Debit Voucher Schedule in the normal manner. Debit Voucher Schedules are to be clearly annotated in red "Serviceman Due Discharge".

0616. **Belated Debit Vouchers.** Where debit vouchers are received after the dispatch of Annex C, they are to be entered on a Debit Voucher Schedule and forwarded to GPPS by the fastest possible means. A signal containing details of the belated Debit Voucher should be transmitted to GPPS and a supplementary Annex C showing details of the debit be completed and also forwarded to GPPS. This copy of Annex C is to be clearly endorsed in red ink "Supplementary Copy - Confirmation of DV Notified on SIC DTG".

0617-0621. Reserved.

**TERMINAL BENEFITS**

0622. **Assessment of Final Payment.** GPPS is responsible for the assessment of the final payment to be made to Gurkha servicemen on retirement or discharge. This assessment will be based on information supplied by Gurkha Discharge Wing, APC and will be provided prior to a serviceman commencing Terminal Leave. In general, a serviceman's entitlement to pay and
allowances whilst on terminal leave is the same as his entitlement for periods of long leave in Nepal (see Paragraph 0510 of this manual). In addition, where an entitlement exists, payment of the following items may be authorised:

a. Service and Rank Increments which become due whilst on terminal leave. This includes any entitlement to Technical Pay.

b. Service Gratuity as defined in Annex D to this Chapter.

c. Resettlement Grants.

d. Gratuity earned in respect of the Long Service and Good Conduct Medal (see Paragraph 0710).

e. Death-Cum-Retirement Gratuity (DCRG) as defined in Annex A to this chapter. This gratuity will not be paid until a serviceman has completed his Resettlement Course in UK.

0623. Notification of Assessment. The assessment of amounts due is made by GPPS on AF O9586 for discharge payments and on AF O9585 for DCRG payments. These forms will be forwarded to the appropriate RAO in Nepal. The forms should be checked and agreed and adjustments made where any cash payments have been made or where allowances have become due since completion by GPPS.

0624. Payment by RAOs in Nepal. The RAOs in Nepal are to make payments as follows:

a. Discharges. Payments to discharges are to be made on AFs N1560. The totals on the AF O9586 are to be entered on an AF N1560.

b. DCRGs. DCRGs are to be paid at FFR Nepal on AFs N1560. The payment from imprest is to be supported by AF O9585 which is to be signed by the recipient.

PAYMENT OF ALLOWANCES TO WIDOWS AWAITING REPATRIATION TO NEPAL

0625. General. Where a married accompanied Gurkha serving in Brunei or UK dies, his widow will be entitled to MAUA which is to be paid from the unit imprest account on MOD F824. The allowance is to be paid in local currency at the prevailing FFR.

0626. Period of Entitlement. MAUA is paid from the date of death to the date of emplanement plus 7 days. In addition, the widow will receive free service families accommodation for an initial period of 6 months. The entitlement to free food ceased on 1 Jul 97.

Amdt 14 – Aug 99
DISMISSAL FROM SERVICE - EFFECT ON TERMINAL BENEFITS

0627. General. Gurkha personnel tried by a court-martial and sentenced to dismissal from Her Majesty's Service, are to be treated in the same way as their British counterparts so sentenced, in respect of terminal benefits, in that there may be an entitlement to a discretionary award.

0628-0699. Reserved.
DEATH-CUM-RETIREMENT GRATUITY SCHEME

1. **Introduction.** Under this scheme all ranks who qualify for a Service/Invalid Gratuity or Pension will also be eligible for a Retirement Gratuity. Those who die while in service or within a period of 5 years from the date of discharge/retirement will qualify for a Death Gratuity which will be paid to their nominated heir. The maximum limit of death-cum-retirement gratuity is as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Maximum Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 January 1973</td>
<td>ICRs 100,000/-</td>
</tr>
<tr>
<td>01 January 1996</td>
<td>ICRs 350,000/-</td>
</tr>
</tbody>
</table>

2. **Retirement Gratuity.** An individual who has completed 5 years qualifying service and is eligible for service/invalid gratuity or pension of any type, shall be granted on the termination of his service, a retirement gratuity equal to one fourth of reckonable monthly emoluments for each completed six monthly period of qualifying service subject to a maximum of 33 years service.

3. **Death Gratuity.** Death gratuity at the following rates will be admissible in the event of death in service:

<table>
<thead>
<tr>
<th>Length of qualifying service</th>
<th>Maximum rate of death gratuity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than one year</td>
<td>Two months emoluments</td>
</tr>
<tr>
<td>One year or more but less than 5 years</td>
<td>Six months emoluments</td>
</tr>
<tr>
<td>5 years or more but less than 20 years</td>
<td>Twelve months emoluments</td>
</tr>
<tr>
<td>20 years or more</td>
<td>Half of monthly emolument for each completed six months of qualifying service subject to a minimum of twelve months emoluments and a maximum of 33 years service.</td>
</tr>
</tbody>
</table>

4. **Definition of Emoluments.** For the purpose of this instruction emoluments shall include the following:

   a. In the case of GCOs – Basic pay of the rank last held.

   b. In the case of QGOs granted honorary commissions as GCOs it will either be the basic pay of the rank last held as an honorary GCO or the basic pay, including portion of dearness allowance for those who retire on or after 30 September 1977 and Home Saving Element, of the rank last held as a QGO, whichever is the higher.

   c. In the case of QGOs and Other Ranks:

      (1) Basic pay of the rank last held in the concerned pay group (including Good Service Pay/Rank and Service Increments).

      (2) Dearness Allowance.
(3) Where Service/Invalid Gratuity is awarded the Death-cum-Retirement Gratuity is to be reduced by one eighth of a months emoluments for each completed six monthly period of service beyond 4 years.

5. **Effect of Higher Paid Acting Rank.** The effects are as follows:

   a. If the higher paid acting rank is held for less than ten months, gratuity will be assessed on the basis of pay of substantive rank plus 50% of the difference between the pay of the higher paid acting rank and substantive rank.

   b. If the higher paid acting rank is held for ten months or more, gratuity will be assessed on the basis of pay of the higher paid acting rank i.e. in such cases, full benefit of holding higher paid acting rank will be admissible in the assessment of gratuity.
**ANNEX B TO CHAPTER 6**

**METHOD OF PAYMENT - NON EFFECTIVE BENEFITS**

**GURKHA OFFICER/SOLDIER ABOUT TO LEAVE REGULAR ARMY SERVICE**

To: Gurkha Support (Pay and Records Group 4)  
Discharge Pay  
MP 465  
AFPAA(G)

Date Stamp:

---

### Part 1 - Personal Details

<table>
<thead>
<tr>
<th>Number</th>
<th>Rank</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I, the above named Gurkha Officer/Soldier* am due to shortly leave Regular Army Service (The Brigade of Gurkhas) on Pension/Discharge/Redundancy* on ………………… (FDD/FDR*).

---

### Part 2 - Method of Payment Details

I enclose photocopies of my personal Bank Account Passbooks/Cards/Statements as required. I am aware that funds cannot be credited to a third party’s account. I have read the notes at the end of this form and understand them. I request that any monies due to me are disposed of as follows:

1. **Option 1** - for balance from pay account and lump sums e.g., Resettlement Grant/DCRG/SCP/Service or Invaliding Gratuity as appropriate:

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Branch Location</th>
<th>Sort Code</th>
<th>Account Number</th>
<th>Account Title</th>
</tr>
</thead>
</table>

2. **Option 2** - for commutation of pension: (If bank details are the same as Option 1 enter 'As for Option 1' in the Bank Name field)

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Branch Location</th>
<th>Sort Code</th>
<th>Account Number</th>
<th>Account Title</th>
</tr>
</thead>
</table>

---

Amdt
3. **Option 3** - for Pension payments: (If bank details are the same as Options 1 or 2 enter 'As for Option (insert number)' in the Bank Name field)

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Branch Location</th>
<th>Sort Code</th>
<th>Account Number</th>
<th>Account Title</th>
</tr>
</thead>
</table>

**Part 3 - Correspondence Address**

Please provide an address for the despatch of your P45 and any future correspondence on pension matters:

<table>
<thead>
<tr>
<th>Address Line 1</th>
<th>Address Line 2</th>
<th>Address Line 3</th>
<th>Address Line 4</th>
<th>Postcode</th>
<th>Country</th>
</tr>
</thead>
</table>

If pension is to be paid into a UK bank account at option 3 above, a UK address must be provided.

**Part 4 - Declaration by Officer/Soldier**

I declare that I am the person named above.

*I understand that subject to the authority of Gurkha Support, AFPAA(G), I will be entitled to receive pension for service in the Army. I further understand that a condition of payment of my pension is that I must complete and return Life Certificates sent to me periodically and that my failure to do so may result in suspension of my pension. (*Delete if not entitled to pension)*

I understand that my pay account will be adjusted with the details shown on the Proforma in Lieu of Army Form O1809, Annex C to GPPM Part 1 Chapter 6, and any other vouchers I authorise, and that in the event of any overpayment of my final pay and allowances or terminal benefits, such overpayment is recoverable. I authorise any such recovery to be made by the AD(Ops), AFPAA(G) from any monies due to me. Where I have no immediate payment of monies due to me I agree to refund the money within 14 days of notification.

<table>
<thead>
<tr>
<th>Signature of Soldier:</th>
<th>Date:</th>
</tr>
</thead>
</table>
Part 5 - Certificate of RAO

To the best of my knowledge the details quoted above are complete and correct.

<table>
<thead>
<tr>
<th>Signature of RAO:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name in Capitals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Telephone No:</th>
<th>Unit Stamp:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Fax No:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Copy to:

RAO BG Kathmandu/BG Pokhara/RFO Itahari* - with photocopies of bank details
HQ BGN
Individual

* Delete as appropriate

Notes:

1. All monies due to an individual from his pay account or from his pension entitlement will be paid to the bank accounts nominated at Part 2. It should be understood that cash payment of any of these elements is not an option, and the payment of pension will only be permitted to a bank account, cash payment of pension is no longer an option for all personnel discharged on or after 1 Apr 05.

2. Once an election has been made for the disposal of monies due to an individual it may not be changed before FDD/FDR. After FDD/FDR the pension account details may be changed on submission of the new account details to the individual's controlling PPO or Paymaster (1836) Ltd as appropriate.

3. All personnel are encouraged to have pensions paid into a joint bank account with their wives to ensure funding for them in the event of the pensioner seeking work overseas.

4. The bank account options may be in any country but individuals should be aware of the following regarding pensions:

Amdt
a. Payments made through the Nepal Pension Payments System (NPPS) to the PPOs in Nepal and Singapore will be in local currency at no cost to the individual. No UK tax is liable under present arrangements providing the individual is not resident or working in the UK. If the individual is resident or working in the UK then their pension income paid through the NPPS must be declared by them to HM Revenue and Customs.

b. Payments made in the UK through Paymaster (1836) Ltd will be at no cost to the individual but will subject to currency fluctuations. Pension payments will also be taxed at the basic rate by Paymaster (1836) Ltd irrespective of where the individual is resident, with any adjustments necessary to be agreed between the individual and their HM Revenue and Customs office.

c. Payments made outside the UK by Paymaster (1836) Ltd will be liable for tax if the individual is resident or working in the UK. If they are resident outside the UK then no UK tax is liable under present arrangements. Payments made abroad can be made as follows:

   (1) By direct debit to the account abroad using the BACS system, which operates mainly in countries of the developed world. There is no obvious charge but the £2.55 or 1.5% fee is covered by the exchange rate used.

   (2) By airmail Sterling cheque to a bank overseas. There is no charge by Paymaster but the overseas bank may charge.

5. It is the responsibility of all pensioners to ensure that their PPO, for those paid by the NPPS, or Paymaster (1836) Ltd are given their current address. Failure to inform pension payment authorities of changes to these address details will lead to Life Certificates not being returned on time and the temporary suspension of pension payments.
ANNEX C TO CHAPTER 6
PROFORMA IN LIEU OF ARMY FORM O1809

PART 1 (Personal Details)
Number:____________ Rank:_____ Name:_____________________ Unit:_____________

PART 2 (Particulars of Transfer)
New Unit:____________________________ Draft Serial Number: ____________________
Date of Transfer:______________________

PART 3 (Details of Charges)
Current month’s A/Roll: ¥____________
A/Roll details from previous two months: ¥____________
Details of any other outstanding charges/outstanding unactioned Part 2 Orders:
__________________________________________________________________________ ¥__________
__________________________________________________________________________ ¥__________

PART 4 (Details of Credits)
__________________________________________________________________________ ¥__________
__________________________________________________________________________ ¥__________
Details of any other outstanding credits/outstanding Part 2 Orders:
__________________________________________________________________________ ¥__________
__________________________________________________________________________ ¥__________

PART 5 (RAO Use Only)
Posting Details:_______________________ Slip No: _________________________________
Posted:_____________________________ Checked: _________________________________

PART 6 (Certificate by RAO)
I certify that the above details are correct. Should any further credits or charges arise in respect of this serviceman, particulars will be forwarded to GPPS by the fastest possible means. Where applicable the CO/OC of the receiving unit will be notified and requested to record details of the belated charge or credit in the serviceman’s AB 64 (Gurkha).

Date:____________ Signature:_______________________ Rk/Name: _______________
Unit/Station:_____________________________

Original
ANNEX D TO CHAPTER 6

SERVICE GRATUITIES - GURKHA RANKS

1. **GCOs.**

Service gratuities may be granted to GCOs permitted to retire after 10, but with less than 20 years qualifying service. The gratuity will be as follows:

- After 10 years qualifying service: ICRs 10,000
- Each additional year: ICRs 1,000

2. **QGO and GOR.**

Service Gratuities payable to QGOs and Gurkha Soldiers who retire on or after 1 March 1968, will be as follows:

   a. **Minimum Service.**

   The minimum qualifying service for service gratuities will be 5 years.

   b. **Pay for Assessment of Service Gratuity.**

   Pay for purposes of assessment of service gratuity will consist of:

   (1) Basic pay of the appropriate group and substantive rank last held in accordance with Articles 193 and 532 of the Pay Warrant.

   (2) Service and rank increments of the substantive rank last held.

   (3) Part value of concession in kind (Home Saving Element) at the following monthly rates:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major(QGO)</td>
<td>£3.61</td>
</tr>
<tr>
<td>Captain(QGO)</td>
<td>£3.33</td>
</tr>
<tr>
<td>Lieutenant (QGO)</td>
<td>£2.78</td>
</tr>
<tr>
<td>Warrant Officers</td>
<td>£2.23</td>
</tr>
<tr>
<td>CSgt and Sgt</td>
<td>£1.95</td>
</tr>
<tr>
<td>Cpl and below</td>
<td>£1.68</td>
</tr>
</tbody>
</table>
Wef 1 January 1973

<table>
<thead>
<tr>
<th>Rank</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major(QGO)</td>
<td>£4.54</td>
</tr>
<tr>
<td>Captain(QGO)</td>
<td>£4.28</td>
</tr>
<tr>
<td>Lieutenant(QGO)</td>
<td>£3.74</td>
</tr>
<tr>
<td>Warrant Officer</td>
<td>£3.31</td>
</tr>
<tr>
<td>CSgt and Sgt</td>
<td>£2.94</td>
</tr>
<tr>
<td>Cpl</td>
<td>£2.67</td>
</tr>
<tr>
<td>Below Cpl</td>
<td>£2.53</td>
</tr>
</tbody>
</table>

Note: Conversion will be at the FFR rate of exchange.

3. Where it is more favourable to the individual, pay for the purposes of assessment of service gratuity will consist of:

   a. Basic pay of the appropriate group and substantive rank last held in accordance with Articles 193 and 532 of the PW.
   b. Service and Rank increments of the substantive rank last held.
   c. Indian addition appropriate to the emoluments of the substantive rank last held.
   d. Home saving element at the rates given in Paragraph 2b(3) above.
   e. Parachute pay (if in issue at time of discharge).
   f. Flying/Observer Pay (if in issue at time of discharge).

4. **Effect of Higher Paid Acting Rank.** Effects are as follows:

   a. If the higher paid acting rank is held for less than 3 years, gratuity will be assessed on the basis of pay of substantive plus 50% of the difference between the pay of the higher paid acting rank and substantive rank.

   b. If the higher paid acting rank is held for 3 years or more, gratuity will be assessed on the basis of the pay of the higher paid acting rank i.e., in such cases, full benefit of holding higher paid acting rank will be admissible in the assessment of gratuity.

**Scales of Service Gratuity.**

5. Individuals with 5 or more years but less than 15 years qualifying service discharged for the following reasons will be awarded a service gratuity of one month's pay for each completed year of service when pay is assessed in accordance with Paragraph 2 and two thirds of a month’s pay when pay is assessed in accordance with Paragraph 3:
a. Compulsory discharge with gratuity.

b. Services no longer required.

c. Otherwise than at their own request, having reached the stage at which discharge may be enforced.

6. Individuals with 5 or more years service, who are discharged at their own request on compassionate grounds or for other personal reasons, will be awarded service gratuity at the following scale:

a. On compassionate grounds - 75% of the gratuity already earned.

b. For other personal reasons - 25% of the gratuity already earned.
CHAPTER 7
AWARDS

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GALLANTRY AWARDS

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A. Monetary Payments for Gallantry Awards – Rates.

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CHAPTER 7

AWARDS (SERVING SOLDIERS)

GALLANTRY AWARDS

0701. **Conditions.** The Brigade of Gurkhas is governed by the conditions applicable to the Indian Army on 1 January 1948 and not by the provisions of the Pay Warrant Articles 612 to 616. The issue of monetary payments to QGOs and GORs is restricted to one decoration which includes any bar or bars appertaining to that decoration. Where more than one decoration is held, the monetary payment most beneficial to the holder is issued. In the case of a second or subsequent decoration being awarded which confers an entitlement to a higher monetary payment than that already in issue, the less favourable is to be relinquished from the date on which the higher award became admissible. Only those gallantry awards that were in existence at the time of Independence in 1947 qualify. New gallantry awards instituted by the British or Indian Governments since 1947 are not included.

0702. **Payments after Discharge.** The regulations for the continuation of monetary payments for gallantry awards to pensioners after discharge are contained in Part 2 Chapter 5 of this manual.

0703. **Revised Rules.** A review of monetary payments for gallantry awards was conducted in Apr 00 after receipt of new information on changes the Indian Government had instituted from 1 Mar 94. As a result of this review payments for gallantry awards received on or after 25 Apr 00 are subject to revised rules as follows:

   a. QGO and GOR will not receive a monetary payment until they retire or are discharged.

   b. SSC(G) officers are to have British rules applied, i.e. no payments except for the VC and then only after retirement. If an SSC(G) officer receives a gallantry award as a GOR or QGO on or after 25 Apr 00 prior to becoming an SSC(G) officer they may receive a monetary payment after they retire or are discharged.

   c. Personnel who gained a gallantry award prior to 25 Apr 00 may continue to receive monetary payments while they are serving.

0704. **GCOs.** Monetary payments in respect of gallantry awards received by GCOs were payable at those rates applicable to the British Army. However, this regulation ceased to be effective following the retirement of the last GCO in Jul 00.

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1. MOD A/7/Gen/1454F2c(AD) dated 8 Dec 66.
2. Pay Warrant Article 617.
3. D/AG Sec/527/4/1(240/00) dated 25 Apr 00.

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0705. **Effective Dates.** The effective dates for the grant of gallantry awards are as follows:

a. **Intermediate or Immediate Awards.** These are effective from the date of the act of gallantry. In cases where the qualifying act or acts are performed on more than one day, the effective date of the award will be that notified in the London Gazette.

b. **Periodic Awards.** These awards will be effective from the day following the end of the operational period concerned.

0706. **Eligibility.** Monitory payments for gallantry awards are admissible for two lives, the recipient and on his death to his surviving widow. The monitory payment will normally cease when the eligible widow either dies or remarries. However, if she marries her husband's brother and lives a communal life with the other living heirs then the payment may continue after her subsequent marriage.

0707. **Qualifying Gallantry Awards.** With effect from 6 Sep 93\(^4\) the gallantry awards for which Gurkhas are eligible for monitory payments were reduced to the VC, GC and MC. From this date the DSO was awarded for meritorious service and the DCM and MM were discontinued. Personnel with any of the latter awards retained monitory payments for the remainder of their service.

0708. **Rates.**

a. Current and historic rates in respect of gallantry awards are as detailed at Annex A to this chapter. These rates are based on the ICR rates for ex-servicemen, which are contained in Chapter 5 to Part 2 of this manual, converted at the prevailing GAR as at 1 Apr annually and rounded up to the next whole penny.

b. The distinction between officers and soldiers and pre and post 1956 awards has ended with effect from 1 Mar 94.

c. Rates for bars are equalised with the original medal with effect from 1 Mar 94.

d. Rate increases brought in by the Indian Government in 94 and 99 have been applied and any arrears due paid.

0709. Reserved.

**LONG SERVICE AND GOOD CONDUCT (LS & GC) MEDAL - GRATUITY**

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\(^4\) 1993 Review of Honours and Awards.

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0710. **General.** A one time gratuity of ICR 100.00 will be credited to pay accounts by GPPS for GORs who are awarded the LS & GC medal. This gratuity will be paid on only one of the following occasions, whichever is first:

   a. On being granted a commission.

   b. On being promoted to the rank of WO1.

   c. On discharge.

0711. Reserved.

**COLLOQUIAL AWARDS**

0712. **General.** An award of £50.00 is payable to GORs who pass the English Colloquial Test. This award is paid to individuals from unit Imprest accounts.

0713-0799. Reserved.
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MONETARY PAYMENTS FOR GALLANTRY AWARDS - RATES

Monthly Rates prior to 1 Mar 94

<table>
<thead>
<tr>
<th>AWARDS WON PRIOR TO 1 JAN 56</th>
<th>AWARDS WON ON OR AFTER 1 JAN 56</th>
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<td>AWARD</td>
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<tr>
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<tr>
<td>EACH BAR</td>
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<tr>
<td>DSO/DCM</td>
<td>£0.60</td>
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Monthly Rates on or after 1 Mar 94

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<thead>
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<th>ICR GAR 1 Apr</th>
<th>MC and Bar</th>
<th>MM and Bar</th>
<th>DSO and Bar</th>
<th>DCM and Bar</th>
<th>VC and GC 5</th>
</tr>
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<tbody>
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Daily Rates on or after 1 Apr 00 6

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<th>VC and GC</th>
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5 D/SPP(Pers) 1/8/3 dated 8 Nov 95.
6 No serving personnel with DSO, DCM or MM in FY 00/01 therefore rates suspended.

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CHAPTER 8
GURKHA COMMISSIONED OFFICERS

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CHAPTER 8
GURKHA COMMISSIONED OFFICERS

Original
INTRODUCTION

0801. **General.** This chapter deals only with those ex-QGOs who are granted a commission as GCOs and whose pay accounts are maintained by GPPS. Many of the provisions of the foregoing chapters concerning QGOs may also apply to GCOs. This chapter therefore only deals with those aspects of pay and allowances which specifically apply to GCOs.

0802. **Conditions of Service.** Conditions of Service for GCOs are laid down in Annex B to BGSI No 4.07.

METHOD OF PAYMENT

0803. **General.** The emoluments of a GCO are paid monthly in arrears into a nominated bank account by GPPS. Details of the amount to be paid into the GCOs account at the end of a month will be notified to him on an AF O9639 produced by GPPS.

0804. **Long Leave.** GCOs proceeding to India or Nepal on Long Leave are to give at least one month's notice in writing to GPPS, with full details of the leave period and destination. GPPS who will provide details of amounts due to the GCO before he leaves his duty station.

0805. **UK Bank Allotments.** GCOs may only make UK bank allotments from pay accounts whilst serving in UK.

PAY AND ALLOWANCES

0806. **Basic Rates.** The basic monthly rates of pay of a GCO are laid down in the Pay Warrant Article 187(b). Pay rates are reviewed annually, promulgated by MOD SP Pol 1c and issued through the normal chain of command.

0807. **Increments.** Increments in respect of length of service in a rank are issued to GCOs in accordance with the Pay Warrant Article 187(b). These increments are reviewed annually, promulgated by MOD SP Pol 1c and issued through the normal chain of command.

0808. **Additions/LOA.** GCOs are entitled to UA irrespective of where they are serving in the world. Rates are subject to annual review and published by MOD SP Pol 1c. In addition, GCOs are entitled to receive the same rates of LOA as British Serviceman when serving in Brunei and Nepal. For entitlement to LOA, for periods of temporary duty, the rules at Paragraph 0814 apply.

Original
0809. **Dearness Allowance (Indian Addition)**. Dearness Allowance (Indian Addition) is payable to GCOs in accordance with Paragraph 0368 of this manual.

0810. **Disturbance Allowance**. Disturbance Allowance is admissible under the same conditions and at the same rates as those for British officers. The rules regarding the issue of Disturbance Allowance are contained in RAAC Chapter 9.

0811. **Allowances When Travelling on Duty**. When travelling on duty, GCOs are entitled to allowances under the same conditions and at the same rates as apply to British officers.

0812. **Motor Mileage Allowance (MMA)**

   a. **Official Duty Journeys**. GCOs using their private motor vehicles on official duty journeys may be paid MMA under the same conditions and at the same rates as those that apply to British officers.

   b. **Residence to Place of Duty (RPOD)**. GCOs may claim MMA in respect of RPOD travel in accordance with RAAC.

0813. **Outfit Allowances**. GCOs are entitled to Outfit Allowances under the same conditions and at the same rates as those that apply to their British counterparts (RAAC Chapter 15 Section 7 refers).

0814. **LOA**. Maj and Capt GCOs will receive LOA at the rates applicable to their respective British counterparts, however, in certain circumstances, Capt GCOs may receive separate rates as issued by MOD SP Pol 1c. GCOs proceeding on temporary duty, exercise or leave outside of their permanent LOA area for periods in excess of 17 days, are to have their LOA abated in accordance with Paragraphs 11.097-11.010 of RAAC, (see also paragraph 0347 of this manual).

0815-0821. Reserved.

**DEDUCTIONS AND CHARGES**

0822. **Gurkhas Dependants Fund (GDF)**. The aim of this fund is to provide a sum of money to meet the immediate needs of the dependants of subscribers who die whilst on active service, either as an officer on the Active Service List or as a soldier on a Regular Engagement. Full details of this scheme are contained in BGSI No 32. The annual rate of subscription for a GCO, deducted by GPPS on 1 January each year, is £5.00.

0823. **Gurkha Welfare Trust (One Day’s Pay Scheme)**. The GWT is a UK registered charity whose aim is to relieve distress of Gurkha ex-Servicemen and their dependants. Full details of this scheme are contained in BGSI No 1. A deduction of One Day’s Pay will be made by GPPS in April and November each year. One Day’s Pay is defined at Paragraphs 6-9 of BGSI No 1.

0824. **Married Quarter/Overseas Facilities/CILCOT Charges**. Normal charges applicable to British officers will be raised against GCOs in respect of these items. AFs K1325 in respect
of the occupation and vacation of married quarters are to be raised in the normal manner and forwarded to GPPS for recovery action.

0825-0830. Reserved.

HONORARY GCOs

0831. **General.** The grant of Honorary GCO rank is authorised for selected serving QGOs. The effective date for the grant of Honorary rank is dependant on the amount of final leave that a nominee has prior to retirement. For those with 150 days or more final leave, the effective date is to be 6 months prior to retirement. The date must be after the emplanement date to Nepal for final leave. For those personnel with less than 150 days final leave, the effective date will be the day following the completion of the Resettlement Course in UK. For those personnel exempted attendance on a Resettlement Course with less than 180 days final leave, the effective date of Honorary GCO rank is to be the day following the completion of the 18 day processing period for retiring personnel. Further details concerning Honorary GCOs are contained in ROIG Chapter 28.

0832-0899. Reserved.
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INTRODUCTION

0901. **General.** This chapter deals only with officers who are granted a commission as Short Service Commission (Gurkha) (SSC(G)) officers whose pay accounts are maintained by GPPS. They are paid as SSC(LE) officers and are eligible for allowances under the same criteria for British Servicemen.

0902. **Conditions of Service.** Conditions of Service, rules for selection and promotion for SSC(G) are laid down in BGSI No 4.07.

METHOD OF PAYMENT

0903. **General.** The monthly emoluments of a SSC(G) officer are paid monthly in arrears into a nominated bank account by GPPS. Details of the amount to be paid into the account at the end of a month will be notified to the officer on an AF O9639 produced by GPPS.

0904. **Leave.** SSC(G) officers are entitled to the same amount of leave and travel warrants as SSC(LE) officers, detailed in the Army Leave Manual as superseded by the Personnel Administration Manual.

PAY

0905. **Basic Rates.** The basic monthly rates of pay of SSC(G) officers are closely aligned with SSC(LE) officers and will be paid as follows, dependent on rank:

a. A Lt (QGO) granted an SSC(G) commission will be paid at the “On Appointment” rate of pay for officers with over 15 years’ service, on the SSC(LE) scale, in accordance with the Pay Warrant 1993 Article 182. Thereafter progression will occur depending on time in rank.

b. A Capt (QGO) or Capt (GCO) granted an SSC(G) commission will be paid at the “after 5 years’ service” rate of pay for officers with over 15 years service on the SSC(LE) scale, in accordance with the Pay Warrant 1993 Article 182. Thereafter progression will occur depending on time in rank.

c. A Major GCO on conversion to SSC(G) will paid at the next highest point on the main pay scale for officers at Pay Warrant 1993 Article 176.

d. A Capt SSC(G) promoted to Maj will be assimilated onto the main pay scale for officers at Pay Warrant Article 176 in accordance with Pay Warrant Article 169d.
0906. **Additional Pay.** SSC(G) officers will be eligible for all forms of Additional pay detailed in Pay Warrant 1993 Articles 211 to 234C at the same rates as British Servicemen as announced in the Annual Pay Review Directed Letter.

**ALLOWANCES**

0907. **General.** With the exception of the Long Service Advance of Pay, SSC(G) officers will be entitled to the same allowances as British Servicemen as laid down in the RAAC:

0908. **Gurkha Education Allowance (GEA) or Boarding School Allowance (BSA).** Gurkha personnel appointed to a SSC(G) may claim either GEA or BSA in respect of the education of their children. The aim of both allowances is to ensure continuity of education for the child of a Service parent which would otherwise be denied because of the need to accompany the Service parent on frequent postings: GEA is for those children at school in Nepal or India and who are being educated in accordance with a Nepali curriculum leading to the School Leaving Certificate; BSA is for those children educated in accordance with the curriculum set by the education authorities in England, Scotland, Wales and Northern Ireland. A Gurkha appointed to a SSC(G) commission is required to elect to which allowance he wishes to be entitled, having been fully appraised of the effect of that election, and is not permitted to change to the other allowance without the prior permission of MOD.

**DEDUCTIONS AND CHARGES**

0909. **General.** SSC(G) officers will pay the same charges as those applied to British Servicemen as laid down in the RAAC.

0910. **Gurkha Welfare Trust (One Day’s Pay Scheme).** The GWT is a UK registered charity whose aim is to relieve distress of Gurkha ex-Servicemen and their dependants. Full details of this scheme are contained in BGSI No 1. A deduction of One Day’s Pay will be made by GPPS in April and November each year. One Day’s Pay is defined at Paragraphs 6-9 of BGSI No 1.

0911. **Earnings Related National Insurance Contributions (ERNIC).** ERNIC will be abated from an SSC(G) officer’s pay to ensure comparability with British officers who are required to pay contributions, but he will not be eligible for DSS benefits either during or after his service.

0912. **Taxation.** Gurkha personnel appointed to a SSC(G) are liable for deduction of Income tax on their pay, additional pay and allowances in accordance with the Income and Corporation Taxes Act 1988 as applicable to members of the Regular Army.

0913-0930. **Reserved.**
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CHAPTER 10
REMITTANCES/CURRENCY EXCHANGES

REMITTANCES

1001. **General.** Gurkha personnel are permitted to make periodic remittances to immediate dependants in Nepal or India through Imprest accounts. This facility is permitted to enable rapid movement of money to Nepal or India to assist the serviceman in dealing with an urgent situation of a welfare nature such as death rites, medical expenses or other welfare emergencies where the commercial banking system in Nepal is unable to react in the timeframe necessary. Such remittances are to be judged on their merits and no absolute limit is placed on the numbers that may be sent but Regimental Administrative Officers are to scrutinise requests from personnel if the frequency of application is more than one per quarter. Each remittance is limited to a maximum value equivalent to one month’s pay and emoluments. In exceptional circumstances remittances in excess of this value are permitted but must be justified to, and approved by, the CO/OC of the Gurkha serviceman’s unit. Personnel requiring frequent payments to the same payee are to arrange a regular Voluntary Allotment from salary to a bank account or payee in Nepal or India. Remittances are not to be used for repatriation of capital during service or prior to discharge. Such transfers are the individuals own responsibility and are to be made using the commercial banking system. Should Gurkhas wish to open a Sterling account with Nepal Grindlays Bank the Regimental Administrative Office in Kathmandu will assist in making the necessary arrangements. HQ BG letter BG 1250 dated 21 Jul 00 gives unit Regimental Administrative Offices instructions on how to initiate such an account.

1002. **Exchange Losses/Gains.** Under no circumstances will any loss due to exchange rate fluctuations be borne by the public. Personnel are not entitled to Exchange Compensation nor liable to Exchange Benefit refunds.

1003. **Rates of Exchange.** All remittances paid into Imprest accounts are to be expressed in pounds Sterling (£), where applicable converted at the FFR in issue at the time of receipt. Personnel are to be made aware that rates of exchange are liable to change prior to payment to recipients being effected.

1004. **Payments.** Payments are normally only permitted to the wife or immediate dependant of a Gurkha serviceman but may be for self collection where a serviceman is granted compassionate leave. For cases of compassionate leave if the serviceman has a UK bank account he is to cash a Sterling cheque with the RAO in Kathmandu rather than use a remittance. Payments of remittances are made as follows:

a. **Nepal.** A remittance paid out of Imprest in Nepal will be at the NCR equivalent of the £ Sterling amount originally paid into Imprest, converted at the FFR in force on the date of payment.

b. **India.** As above but paid out in ICRs converted at the GAR in force on the date of payment.
1005. **Requests for Remittances.** Remittances may be initiated by a Gurkha serviceman, or by a dependant in Nepal or India. In the case of dependants initiating the request, the RWO (SSW) is to fully investigate the case prior to any action by the unit. Once the relevant RAO in Nepal is satisfied that a welfare case exists they are to signal details of the request to the serviceman's unit. If it is considered that journey expenses may be incurred by the dependant as a result of any remittance being refused this should be included in the signal together with the financial amount involved. Where a remittance is subsequently made by the serviceman, journey expenses will not be charged to the serviceman, the dependant will be expected to meet all expenses from the amount remitted by the serviceman.

1006. **Civilian Entitlement.** The remittance facility is extended to Nepalese civilians paid by CPRO.

1007. **Unpaid Remittances.** Remittances that remain unpaid after a period of 3 months will be transferred back to the unit where the remittance originated and the unit informed accordingly so that the serviceman can be refunded.

1008. **Remittance Procedures**

a. **Action by Serviceman**

   (1) Decides how much he wishes to remit.

   (2) Completes Part 1 of a Gurkha Remittance Form. An example of this form can be found at Annex A.

   (3) Completed Remittance Form together with cash should be submitted to the unit Imprest Holder.

b. **Action by Receiving Imprest Holder**

   (1) Receives cash into Imprest account and issues a receipt on MOD Form 824. The original Remittance Form is to be used to support the relevant entry in the Imprest account. A copy of the Remittance Form is to be retained in the serviceman's pay file for 9 months.

   (2) Completes Part 2 of the Remittance Form, having allotted a remittance control number. The sequence of control numbers changed in Nov 00 to cater for the many non-Bde units now administering Gurkha personnel. Control numbers are to be made up as follows:

   PPO Code/UIN/Current Year/Sequential Number

   PPO codes are:  
   KT - Kathmandu  
   PK - Pokhara  
   IT - Itahari

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UIN – is the UIN of the administering unit in whose GSA the payment is made

Current Year – is the current calendar year

Sequential Number – is a number starting at 001

An example of a control number is: KT/A0039A/00/001

(3) Completes a Remittance Control Form. An example of this form can be found at Annex B. Separate Control Forms are required in respect of Itahari, Pokhara and Kathmandu.

(4) Completes and dispatches an authorising signal in the format shown at Annex C. The monetary amounts at serial ECHO are to be stated in both figures and words. No more than ten remittances are to be included on one signal. Separate signals are to be prepared in respect of those remittances for dependants and those for self-collection by servicemen on compassionate leave in Nepal. All signals are to be signed by the Regimental Administrative Officer personally.

c. Action by Imprest Holder in Nepal.

(1) On receipt of the signal the Imprest Holder is to verify the control number and record details of the remittance in a register.

(2) The Imprest Holder is to pay the amount of the remittance to the payee using a Remittance Payment form. Payment is to be made in NCRs at the FFR (GAR if paid in ICRs) prevailing on the date of payment. An example of a Remittance Payment Form can be found at Annex D. The Remittance Payment Form once completed is to have copies of the relevant remittance signals attached.

(3) Details of the payment are to be recorded in the control register.

1009. Use of Money Orders. Any charges incurred when Money Orders are used to remit money to India will be deducted from the amount authorised in the signal received in Nepal.

1010. Imprest Accounting Procedures. The following procedures are to be followed when accounting for remittances in the Imprest account:

a. For non-Sterling Imprest accounts, local currency is to be converted into Sterling at FFR.

b. When booking this transaction in the Imprest account the unit initiating the remittance is to credit the unit GSA that will effect the payment in Nepal. The unit GSAs that exist in Nepal are as follows:

(1) BG Kathmandu - 89J945.

Amdt 18 – Apr 01
(2) BG Pokhara - 89J949.

(3) PPO Itahari - 89J953.

Remittances for India are to be credited to the BG Kathmandu GSA.

c. Imprest holders of non-Sterling accounts are reminded that they are required to take the appropriate stabilising action so that the Sterling value reported to the Nepal unit's GSA is the FFR value requiring payment.

d. If, after 3 months, the remittance has not been collected, the RAO in Nepal will transfer the value of the remittance back to the unit that initiated the request and inform that unit accordingly so the individual can be refunded and clear the GSA.

1011-1015. Reserved.

CURRENCY EXCHANGES - PERSONNEL TRAVELLING BETWEEN UK, NEPAL AND BRUNEI ON TEMPORARY DUTY

1016. **General.** Gurkha personnel who travel between UK, Nepal and Brunei on temporary duty may under certain circumstances exchange currency through Imprest accounts. There is no entitlement for personnel to make such exchanges when travelling to Nepal for reasons other than temporary duty. All personnel travelling to Nepal on temporary duty should be made aware of the currency restrictions that exist there in order that they can plan personal finances accordingly.

1017. **Method of Funding.** The procedures for the method of funding depends on the circumstances of the personnel concerned:

   a. Personnel in possession of a UK bank account with the facility to encash a Sterling cheque are to do so in accordance with JSP 501 Chapter 7.

   b. Personnel without a UK bank account or who are cash paid may use the currency exchange system detailed in para 1020 below.

1018. **Limits.** Personnel are limited to drawing or exchanging currency up to a maximum equating to the net pay and allowances to be earned during the period of temporary duty.

1019. **Rates of Exchange.** The relevant FFR in issue on the date of receipt into and payment from Imprest accounts is to govern all currency exchange transactions. Under no circumstances will losses due to exchange rate fluctuations between the date on which personnel pay money into an Imprest account and the date on which it is withdrawn from an Imprest account be borne by the public. Personnel using this facility are not entitled to exchange compensation nor liable for exchange benefit in the event of a change in FFR.

1020. **Currency Exchange Procedures**
a. **Action by Unit Receiving Currency**

(1) The unit is to receive local currency into their Imprest account and complete a Currency Exchange Schedule. A copy of this schedule is at Annex E.

(2) Separate schedules are to be prepared in respect of each unit that will eventually pay the equivalent local currency out.

(3) Allot each schedule a sequential control number made up as follows:

Unit/Month/Year/Schedule Number  
e.g. 1RGR/03/01/001

(4) Convert local currency into £ Sterling at the prevailing FFR and enter the Sterling amount in the relevant column of the schedule.

(5) Despatch a signal to the paying unit, providing the following details:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALPHA</td>
<td>NUMBER RANK NAME OF PAYEE(S)</td>
</tr>
<tr>
<td>BRAVO</td>
<td>ETA AT PAYING UNIT</td>
</tr>
<tr>
<td>CHARLIE</td>
<td>STERLING AMOUNT DUE TO PAYEE(S)</td>
</tr>
<tr>
<td>DELTA</td>
<td>CURRENCY EXCHANGE SCHEDULE NUMBER</td>
</tr>
<tr>
<td>ECHO</td>
<td>CREDITED TO GSA (NUMBER) IN IMPREST ACCOUNT (MONTH)</td>
</tr>
</tbody>
</table>

At least 10 working days notice should be given to paying units.

(6) The Exchange Schedule is to be disposed of as follows:

   (a) Original to support Imprest account.

   (b) Copy to be placed in a sealed envelope and handed to the OIC party or individual as appropriate.

   (c) Copy to be held in unit files.

(7) For Imprest Voting Summary purposes, monies received are to be credited to the GSA number of the unit that will effect payment.

b. **Action by Paying Unit**

(1) Retrieve copy of Currency Exchange Schedule from either the OIC party or individual. This schedule is to be compared to the signal received from the initiating unit.
(2) Convert the Sterling amounts shown on the schedule into local currency at the FFR in issue on the date of payment to payees.

(3) Payees are to certify receipt of local currency in the relevant column on the schedule. Where it is not possible to pay all personnel listed on any one schedule at one time, all outstanding amounts should be transferred to a new schedule prepared by the paying unit. This schedule must include the control number of the original schedule. For UNICOM units, payees are to certify receipt of local currency on a UNICOM TCP receipt. A copy of the signal notifying receipt of money is to be filed with the GSA of the unit effecting payment.

(4) Completed schedules are to be used to support Imprest accounts.

(5) For Imprest Voting Summary purposes, monies paid out are to be charged to the unit GSA number of the unit that has effected the payment.

1021-1030. Reserved.

CURRENCY EXCHANGES - PERSONNEL RETURNING TO UK OR BRUNEI FROM NEPAL FOLLOWING A PERIOD OF TEMPORARY DUTY OR ON RHE, AND GURKHA PERSONNEL MOVING TO AND FROM NEPAL ON LONG LEAVE

1031. General. This section deals primarily with the currency exchange facilities available to personnel returning to the UK or Brunei at the conclusion of a period of temporary duty, Nepal Leave or on RHE following a period of permanent duty in Nepal. British personnel are included due to the unique position of service in Nepal and the conditions that apply there.

1032. Eligible Personnel.

a. British or Gurkha Personnel Departing Nepal on RHE Following a Period of Permanent Duty. Personnel in this category may transfer cash through an Imprest account subject to a maximum of one month’s net pay and allowances in respect of each tour of duty in Nepal.

b. British or Gurkha Personnel Departing Nepal for UK or Brunei Following a Period of Temporary Duty. Personnel in this category may transfer cash through an Imprest account subject to a maximum of the NCR equivalent of £100.00.

c. Gurkha Personnel Arriving in Nepal from UK or Brunei Preceding a Period of Nepal Leave. Personnel may exchange up to a maximum of £100, or equivalent in Brunei currency, through an Imprest account.

d. Gurkha Personnel Departing Nepal for UK or Brunei Following a Period of Nepal Leave. Personnel may transfer surplus cash not used in Nepal through an Imprest account subject to a maximum of £100.00 (or the NCR equivalent).
1033. **Transfer Procedures.** The transfer is to be effected using the procedures detailed in Paragraph 1020.

1034-1099. Reserved.
GURKHA REMITTANCE FORM

PART 1 (to be completed by serviceman requesting a remittance)

<table>
<thead>
<tr>
<th>NUMBER:</th>
<th>RANK:</th>
<th>NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIT:</td>
<td>COY:</td>
<td></td>
</tr>
</tbody>
</table>

I wish to remit the sum of £________ to the payee listed below. I understand that this Sterling amount will be paid out in the relevant local currency at the FFR prevailing on the date of payment to the payee in Nepal. I also understand that I will not be entitled to exchange compensation or liable for a refund of exchange benefit due to any FFR fluctuation.

<table>
<thead>
<tr>
<th>PAYEE’S NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAYEE’S ADDRESS:</td>
</tr>
</tbody>
</table>

Date: _________ Signature: ____________________________

PART 2 (to be completed by Imprest Holder)

I certify that the sum of _______ (the local equivalent of £________ from PART 1) was received into Imprest (UIN) on _______ (Date). A signal authorising the relevant Imprest Holder in Nepal to effect the payment requested at PART 1 has been despatched. Details of this remittance are:

<table>
<thead>
<tr>
<th>To Imprest Holder:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remittance Control Number:</td>
</tr>
<tr>
<td>Amount Local Currency:</td>
</tr>
<tr>
<td>Amount: £________ (must agree with £ figure at PART 1) and credited to GSA ____________</td>
</tr>
<tr>
<td>Amount NCRs: (to be inserted by paying unit in Nepal)</td>
</tr>
<tr>
<td>Authorising Signal Reference is SIC: ____________ DTG:</td>
</tr>
</tbody>
</table>

PART 3 (detachable receipt for issue to serviceman)

To:

<table>
<thead>
<tr>
<th>NUMBER:</th>
<th>RANK:</th>
<th>NAME:</th>
</tr>
</thead>
</table>

The sum of _______ being the local currency equivalent of £________ was received into Imprest on (date) in respect of Remittance Control Number ____________.

Date:

Imprest Holders Signature:

Rank/Name:

Amdt 18 – Apr 01  10 - A - 1
## REMITTANCE CONTROL FORM

**UNIT:** ________________________________  **MONTH/YEAR:** ________________

**PAYING IMPREST**; KATHMANDU/POKHARA/ITAHARI (Delete as necessary)

<table>
<thead>
<tr>
<th>DATE</th>
<th>CONTROL NO</th>
<th>NUMBER</th>
<th>RANK</th>
<th>NAME</th>
<th>LOCAL AMOUNT INTO IMPREST (1)</th>
<th>£ AT FFR ON DATE OF RECEIPT</th>
<th>DAILY TOTAL TO CASH BOOK (2)</th>
<th>FOR MANAGEMENT GROUPING USE</th>
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</tbody>
</table>

**NOTES:**

1. Insert local equivalent of £ sum to be remitted at FFR on date of receipt into Imprest.
2. This figure should equate to the total amount of remittances booked into Cash Book daily.
3. Insert NCR equivalent of £ remittance converted at FFR in issue on the date of payment from Imprest.

**Amdt 18 – Apr 01**
ANNEX C TO CHAPTER 10

REMITTANCE AUTHORISING SIGNAL - FORMAT

ROUTINE/PRIORITY

UNCLAS

TABULATE

SIC : TGQ

FROM : (Remitter’s unit)

TO : (Paying unit in Nepal)

REMITTANCES PD

ONE PD

ALPHA PD : (Reference of any signals or correspondence)

 BRAVO PD : (Control number)

 CHARLIE PD : (Number, rank and name of remitter)

 DELTA PD : (Name and address of payee, to include citizen number and telephone contact number if known)

 ECHO PD : (Amount in £ Sterling, to be completed in figures and words)

 FOXTROT PD : (GSA number remittance credited to)

 GOLF PD : (ETA of payee, if remittance is for self collection)

 HOTEL : (Reason for remittance)

 INDIA : (Authorising officer’s name)

 TWO PD : (Details of other remittances to be paid by same paying unit in Nepal, subject to a maximum of ten per signal)

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10 - C - 1
ANNEX D TO CHAPTER 10

REMITTANCE PAYMENT FORM

UNIT: ________________________________

MONTH: ______________________________

<table>
<thead>
<tr>
<th>DATE</th>
<th>CONTROL NO</th>
<th>NUMBER</th>
<th>RANK</th>
<th>NAME</th>
<th>PAYEE’S NAME</th>
<th>£</th>
<th>NCRs</th>
<th>PAYEE’S SIG OR DETAILS OF MONEY ORDER</th>
</tr>
</thead>
</table>

Amdt 18 – Apr 01
ANNEX E TO CHAPTER 10

CURRENCY EXCHANGE SCHEDULE

The original of this form is to support the Imprest account, a copy is to be handed to the OIC party or individual concerned and a copy is to be retained in the unit.

From (Unit) ____________________ To (Unit) ______________________

Schedule Serial Number _______________________ Sheet ____ of ____

Destination of Payees ____________________________________

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>RK</th>
<th>NAME</th>
<th>TYPE AND AMOUNT OF CURRENCY RECEIVED</th>
<th>£ EQUIV OF COL (d)</th>
<th>TYPE AND AMOUNT OF CURRENCY PAID</th>
<th>SIGNATURE OF SOLDIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
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<td>(g)</td>
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</tbody>
</table>

**TOTALS**

RECEIVING UNIT CERTIFICATE

This is to certify that the sum total of column (d) has been received into Imprest account ________ (UIN) on ________ (Date). All amounts received at column (d) have been converted to £ at the FFR in issue on the date of receipt, and entered at column (e). This Sterling amount has been credited to GSA ________

Imprest Holder’s Signature ________________ Rank/Name ________________

PAYING UNIT CERTIFICATE

I certify that the £ amount shown against the servicemen detailed on this schedule have been converted into local currency at the FFR in issue on the date of payment, and entered at column (f). All personnel have been warned that they will only be permitted to exchange the equivalent of £100.00 at the end of their period of temporary duty.

Imprest Holder’s Signature ________________ Rank/Name ________________

Amdt 18 – Apr 01
THE GURKHA PAY AND PENSIONS MANUAL

PART 2

PENSIONS
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<td></td>
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<td></td>
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<td></td>
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</tr>
</tbody>
</table>
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GURKHA SERVICE PENSIONS

GENERAL

1. Basic rates of Gurkha Pensions are based upon the Indian Army Pensions Code in accordance with the terms of the Tripartite and Bipartite agreements signed in 1947 between the Governments of India, Nepal and the United Kingdom.

2. For those going to pension prior to 1 Jan 73 a number of Ad Hoc increases, as a supplement to the basic rate, were put into effect from time to time. These were initiated by the Indian Government and subsequently promulgated by the Ministry of Defence UK.

3. From 1 Jan 73 Ad Hoc increases ceased and were replaced by the Indian Army System of Cost of Living Addition (COLA), also known as Grant of Relief.

4. A review of Gurkha Pensions was carried out in 1981 and as a result a number of changes were introduced with effect from 1 Apr 81.

5. Future pension increases are to be announced on an annual basis as a percentage increase to be applied to the gross pension in issue. All pensions in issue to individuals, including any disability element or child allowance that may be issued, are eligible for the percentage increase, with the following exceptions:
   a. Gallantry Award.
   b. Enhanced Family Pensions.
   c. Constant Attendance Allowance.
   d. Ad Hoc payment wef 1 Sep 84.

6. Authority is given in accordance with Indian Army letters No 1(3)/84/D (Pens/Sers) dated 29 Aug 84, No 1(3)/84/I/D (Pensions/Services) dated 29 Aug 84, for the payment of certain Ad Hoc payments to Gurkha Pensioners as detailed at Annex A.

7. The effective date for these payments is 1 Sep 84. It should be noted that these payments should not be included in the amounts of pension in issue for the purpose of calculating the annual pensions increases.
AD HOC PAYMENTS TO GURKHA PENSIONERS

<table>
<thead>
<tr>
<th>RANK</th>
<th>RETIRED PRIOR TO 10 SEP 70</th>
<th>RETIRED BETWEEN 10 SEP 70 AND 31 DEC 72</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cpl and below</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Sgt to WO1</td>
<td>30</td>
<td>25</td>
</tr>
<tr>
<td>Lt (QGO), Capt (QGO)</td>
<td>30</td>
<td>25</td>
</tr>
<tr>
<td>Maj (QGO)</td>
<td>35</td>
<td>25</td>
</tr>
<tr>
<td>Honorary Commissioned Officer</td>
<td>35</td>
<td>-</td>
</tr>
<tr>
<td>Lt, Capt, Maj (GCO)</td>
<td>40</td>
<td>-</td>
</tr>
</tbody>
</table>

(Payments are shown in ICR’s per month)
CHAPTER 1

SECTION 1

GURKHA SERVICE PENSIONS

BACKGROUND

01001. Service pensions have been revised with effect from 1 Apr 00 to take account of changes that the Indian Government have brought in after 5 IPC. These changes are:

a. Re-alignment to IA rates of pay effective at 1 Jan 96 (issued Oct 97).

b. Moving all pensioners to a single rate table for each type of pension.

01002. In addition to these changes the outcome of the Ministerial examination\(^1\) into pensions and gratuities has produced a new rate of BG service pension which is set at 200% of the Indian Army equivalent. This 100% increase is based on a cash uplift to take account of the substantial welfare provision provided by the Indian Government to IA Gurkha pensioners in India and Nepal that the British Government cannot provide.

01003. It should be noted that the rates resulting from the changes detailed above are effective from 1 Apr 00 and were subsequently subject to the pension increase for FY 00/01.

RATES OF PENSION

01004. BG service pensions are representative rates for each rank. The rates are based on IA Basic Pay, for GOR Group X plus Length of Service Increment, in accordance with IA pension rules.

MINIMUM RATES OF PENSION

01005. The minimum level of service pension or family pension payable to Gurkha personnel was introduced with effect 1 Jan 86 at the rate of ICR 375.00 (revised 1 Jan 96 to ICR 1275.00) and has since been subject to annual increases. This minimum is to apply to the service element only of any pension in issue and payments such as gallantry awards and disability element should not be included in the calculation. The minimum pension rate, after annual increases, is laid down at Annex C to Section 3 of this Chapter.

01006. Where a pensioner has commuted a portion of his pension, any increase payable to raise his pension up to the minimum rate will be calculated on the total rate of his pension before commutation.

RANK FOR PENSION PURPOSES

01007. Service pension shall be assessed on the basis of the paid rank actually held continuously for at least 10 months prior to discharge regardless of whether it is in a substantive or paid acting

\(^1\) D/AG Sec/527/3 dated 23 Dec 99

Amdt 20 – Jun 07
capacity. This instruction\(^2\) is effective from 1 Jul 79 and applies to all ranks who became non-effective after that date.

**PENSION INCREASES**

01008. Pension increases (PI) will be applied to service pensions with effect from 1 Apr annually when authorised by LF Sec (Gurkha). If the PI is announced late arrears will be paid in the month the PI is applied to the NPPS. PI will also be applied to the Hon Lt (QGO) increment.

**PENSION PAYMENTS**

01009. BG pension rates are expressed in ICR and all calculations are carried out in ICR. Pensions are paid in various locations as detailed below with the costs of currency exchange and transfer being borne by MOD:

a. **Nepal.** Conversion is carried out by the PPOs at the peg rate of ICR1 to NCR 1.6 prior to payment either in cash or into bank accounts.

b. **India.** Paid in ICR as calculated by NPPS.

c. **Hong Kong.** As no FFR exists for Hong Kong the ICR value of the pension is converted to Sterling at FFR and then converted to HK$ at GAR.

d. **Brunei.** ICR value of pension converted to Sterling at FFR and then to Brunei $ at FFR.

01010. Where a pension is requested to be paid to any other country the ICR value will be converted to Sterling and then paid by the MOD's payment agent, Paymaster (1836) Ltd as follows:

a. **BACS to any UK bank account.** No charge.

b. **By direct debit to the nominated account abroad mainly in countries of the developed world.** No obvious charge but a £2.55 or 1.5% fee is covered by the exchange rate used.

c. **Airmail Sterling cheque to a nominated bank overseas.** No charge by Paymaster (1836) Ltd but the overseas bank may charge for handling the cheque or for currency conversion.

**INDIVIDUALS DISMISSED OR DISCHARGED UNDER THE ARMY ACT**

01011. Prior to 1 Apr 93 Indian Army rules\(^3\) applied as follows:

a. An individual who is dismissed under the provisions of the Army Act, is ineligible for a pension in respect of all previous service.

b. An individual who is discharged under the provisions of the Army Act and the rules made thereunder remains eligible for a pension.

---

\(^2\) MODUK D/F2(AS) 31/4/1F dated 29 Jan 80.

\(^3\) PRA(I) 1961 Part 1 Reg 113

Amrdt 20 – Jun 07
01012. From 1 Apr 93 the British Army regulations regarding the pension rights of personnel discharged or dismissed from the Army under the provisions of the Army Act were applied to all Gurkha personnel.\(^4\)

**FORFEITURE OF SERVICE AND ITS RESTORATION**

01013. Rules for forfeiture of service and its restoration are to be the same as those applied to British personnel in the Pay Warrant, AC 14173, with effect from 1 Apr 93

**CONDONATION OF SERVICE**

01014. A QGO or GOR who has insufficient reckonable service to reach the next pension increment may in certain circumstances have the deficiency of service condoned. The following rules\(^5\) apply:

a. Deficiency in service cannot be condoned for individuals who are discharged at their own request or for those individuals invalided out with less than 15 years service.

b. All service condoned will be without pay.

c. For GORs a maximum of 6 months deficiency of service may be condoned.

d. From 1 Apr 07, after the implementation of the GTACOS Review, condonation will not be admissible as a mechanism to discharge an individual prior to his normal end of service date.

01015. QGOs whose actual service has reached a point one year less than the maximum pension point may be condoned up to one years service.\(^6\) This means that Lts whose actual service is 23 years or Capts and Majs whose actual service is 27 years will be eligible for this condonation in order to gain maximum pension for their rank. Condonation rules were extended to Maj (QGO) from 10 Apr 02. Condonation for QGOs is not applicable to those eligible for, and cannot be combined with, condonation admissible under para 01014.

**PENSION FORECASTS**

01016. If unit RAO staff are requested to provide pension and gratuity forecasts for serving Gurkha personnel they are to ensure that the following disclaimer is included in any forecast:

“Every care has been taken to ensure that the information given is correct and in accordance with current regulations. However, should this assessment subsequently be found to be inaccurate, the Ministry of Defence can accept no liability for it, nor is the Ministry bound, by reason of anything stated therein, to pay a particular sum at a future date. Should you enter into any financial commitment based on this assessment you will therefore do so at your own risk.”

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\(^4\) D/PS(A)/8/62/2PS2(A) dated 23 Feb 93.
\(^5\) PRA(I) 1961 Part 1 Reg 125
\(^6\) MODUK D/F2(AD) 13/4/1Fc(1)(AD) dated 1 Jan 73

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1-1-4
01017. Personnel should be told that the forecast is not an entitlement but merely an estimate. The current unit of a serviceman often does not have all the details, such as periods of non-reckonable service, required to give a completely accurate forecast. The proper authority for the provision of pension benefits is SPVA who will be aware of all the factors that would affect the serviceman.

01018. In producing forecasts units are to convert entitlements calculated in ICR to NCR at the peg rate of ICR 1 to NCR 1.6. Under no circumstances should any other currency be used. In the calculation of DCRG the Home Saving Element and any form of Additional Pay should be converted from Sterling to ICR at the prevailing GAR but the individual must be warned that the rate of GAR is likely to change over time and in the case of Additional Pay they must still be in receipt of it at the time of discharge.

**AD HOC AWARDS**

01019. Ad hoc awards were subsumed by the increases awarded by the Ministerial examination and will not be paid after 31 Mar 00.

**TRAVEL ALLOWANCE FOR DISCHARGED/PENSIONED GURKHA SOLDIERS PENSIONERS AND THEIR HEIRS**

01020. Pensioners and their heirs were entitled to a road allowance of 67p per day for all journeys of two days or more, up to a maximum of 28 days from 1 Sep 937. This allowance was admissible only when collecting pension and once a year. The IA discontinued road allowance prior to 4 IPC and so in accordance with the UK’s obligations under the TPA road allowance has been discontinued for BG pensioners and heirs.\(^7\) For new pensioners this allowance was stopped from 1997 and for existing pensioners it was stopped with effect from 31 Dec 99.

**RESETTLEMENT GRANTS**

01021. Resettlement Grants are payable to personnel leaving the service as per Annex A.

**LIFE CERTIFICATES**

01022. The Gurkha pension scheme administrators, SPVA, are responsible for the production of life certificates for Gurkha pensioners administered through the NPPS, and the rules they work to are detailed below:

a. With effect from 1 Jul 07 all pensioners receiving a pension under the Gurkha Pension Scheme and who have their pension paid through the NPPS will be required to complete an annual Life Certificate. Certificates will be produced based on either date of discharge or the completion date of the previous year's certificate.

b. Pensioners collecting their pension in cash from either a PPO or via an AWC will be provided with a certificate for them to complete in front of the PPO or AWC staff. Pensioners who have their pension collected by a nominated representative will either have to appear in person annually at the appropriate PPO or AWC or will have to meet the witness criteria laid down for bank paid pensioners.

\(^7\) MODUK D/Sec(1)/31/6/1 dated 2 Sep 84

\(^8\) D/AG Sec 527/5/4 dated 4 Apr 00

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c. Bank paid pensioners will have a Life Certificate created 4 months in advance of their annual renewal date. This will be dispatched to them at their last known address recorded on NPPS. Bank paid pensioners will be responsible for completing it and having it witnessed in accordance with the direction for witnesses issued by HQ BGN.

d. Pensioners who do not complete and return their Life Certificate by the annual renewal date will have their pension payments stopped until such time as a valid Life Certificate has been submitted to the appropriate PPO or AWC.

01023. Pensions paid through the MOD's pension paying agent, Paymaster (1836) Ltd, will follow the normal life certification requirements in place for Armed Forces Pension Scheme pensioners.

**TAX**

01024. Pensions paid in Nepal are not taxed before payment is made as a concession from HMRC. However, Gurkha pensioners resident in the UK will incur a tax liability on their pensions which must be declared as income to HMRC.

01025. Those pensions paid in the UK by Paymaster (1836) Ltd will automatically have basic rate tax deducted. This action is taken as it assumed that an individual resident in the UK is in employment and their personal tax allowances are used against their salary by their employer. Should a pensioner not be in employment they can apply to HMRC for their personal tax allowance to be applied to their pension by Paymaster (1836) Ltd.

01026 – 30. Reserved.
GURKHA RESETTLEMENT GRANTS
IN NEPALESE CURRENCY RUPEES (NCR)
EFFECTIVE FROM 1 APR 07

1. With effect from 1 Apr 07 the rates of Resettlement Grant in NCR payable to Gurkha personnel in accordance with paragraph 01021 are as follows:

   a. Resettlement Grant payable to those personnel who have served for a minimum of 15 years are detailed below. SSC(G) officers receive the rate according to their previous commission type of QGO.

   ![Table]
<table>
<thead>
<tr>
<th>RANK</th>
<th>AMOUNT (NCR)</th>
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<td>Sgt and above</td>
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<td>QGO</td>
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<td>Lt and Capt</td>
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<tr>
<td>Maj</td>
<td>1038288.34</td>
</tr>
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</table>

   (D/AG(G)/141/1(MGS 117-07) dated 19th March 2007)

   b. Resettlement Grant payable to those personnel who are discharged on termination of their engagement, or on compassionate grounds, with insufficient service to qualify for a pension:

   ![Table]
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<th>YEARS OF QUALIFYING SERVICE</th>
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<td>On completion of 10 but less than 12 years Service</td>
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<tr>
<td>On completion of 12 but less than 15 years Service</td>
<td>417947.29</td>
</tr>
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SECTION 2

GURKHA COMMISSIONED OFFICERS (GCOs)

GENERAL

01031. This section deals with the retirement pensions of Gurkha Commissioned Officers (GCOs). GCOs did not attend Sandhurst but were commissioned from QGO. GCO pensions are based on the rules for Indian Army (IA) Regular Commissioned officers laid down in PRA(I) 1961 Part 1.

01032. From 1 Jul 00 there should be no serving GCOs, however, there were 2 SSC(G) officers who were commissioned from GCO and as such they retained the pension rights of GCOs and had the appropriate pension paid when they retired based on their GCO reckonable service and rank at the time they received their SSC(G) commission. Time spent as an SSC(G) officer does not count for pension purposes.

SERVICE QUALIFYING FOR PENSION

01033. The following periods of service qualify for retirement pension:

a. Commissioned Service. All service as a GCO with the exception of:
   (1) Any service which was forfeited by orders.
   (2) Any period of unauthorised absence for which pay was not in issue.

b. Pre-Commissioned Service.
   (1) All qualifying service as a QGO or WO1.
   (2) Two thirds of all qualifying service in the ranks below that of WO1.

c. Periods of Leave. All leave qualifies except that leave without pay shall not qualify unless specifically authorised by the Defence Council.

d. Period of Suspension from Duty. Any period of suspension from duty in the case of an officer who is not brought to trial or who emerges from a summary trial or court martial with results favourable to him. In all other cases the period passed under suspension shall count for pension only under the orders of the Defence Council.

01034. IA rules require 20 or 22 years service for pension as a GCO for Capts and Majs respectively. The mechanism for abatement of pension for those GCOs with less than the required period of service that was applied prior to 1 Apr 00 was not indexed correctly to keep it in line with the value of the pension. A more suitable mechanism based on the mid value of the original abatement as laid down in PRA(I) 1961 is to be used from 1 Apr 00.
01035. For GCOs who have less than the prescribed period of service the full pension is to be 
abated by 1/35th for each whole or part year short of the maximum. This abatement is subject to the 
following limitations irrespective of the actual deficiency in service of the officer:

a. **Capt GCO.** To be abated by up to a maximum of 3 years.

b. **Maj GCO.** To be abated by up to a maximum of 4 years.

01036. The new rules for the abatement of GCO pensions are to be applied to all existing 
pensioners.

**RATES**

01037. The rates for GCO service pensions are laid down at Annex A to this Section.

01038 – 40. Reserved.
ANNEX A TO 
CHAPTER 1
SECTION 2

GURKHA COMMISSIONED OFFICERS – RATES OF RETIREMENT PENSION 
IN INDIAN CURRENCY RUPEES (ICR) 
EFFECTIVE 1 APR 07

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<tr>
<th>RANK FOR PENSION</th>
<th>STANDARD SERVICE PERIOD (YEARS)</th>
<th>MONTHLY PENSION (ICR)</th>
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<td>Major (GCO)</td>
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</table>

Note:

1. These rates include the annual PI for FY 07/08.
SECTION 3
QUEEN’S GURKHA OFFICERS (QGO) AND GURKHA OTHER RANKS (GOR)

GENERAL
01041. This section deals with the service pensions of QGOs and GORs. It also covers those QGOs granted Honorary GCO prior to 3 May 00, those granted the new honorary ranks on or after 3 May 00 and those GORs granted Honorary QGO. In addition, it will also apply to those QGO granted SSC(G) who will receive a pension at the current rates when they retire based on their QGO reckonable service and rank at the time they received their SSC(G) commission. Time spent as an SSC(G) officer will not count for pension purposes.

MINIMUM QUALIFYING SERVICE
01042. Unless otherwise stated the minimum qualifying service for earning a service pension is 15 years.

SERVICE QUALIFYING FOR PENSION
01043. Service for pension purposes is determined as follows:

   a. All service from the date of appointment or enlistment qualifies for pension, with the exception of:

      (1) Any period of service on a temporary establishment or for which a special rate of pay is granted on the understanding that no pension is admissible.

      (2) Any period of service before the age of 17.

      (3) Any period of service after the date of which the proceedings of the medical board that found the individual unfit for military service were countersigned.

      (4) Any period of unauthorised absence, unless pay and allowances are admitted.

      (5) Any period of absence without leave that is regularised as extraordinary leave without pay and allowances.

      (6) Any period intervening between the date of dismissal/discharge/release and that of its cancellation which is regularised as extraordinary leave without pay and allowances.

      (7) Any period of imprisonment by sentence of a civil court or court martial.

   b. In cases of claims to disability pension all service from the date of appointment shall qualify for pension subject to the exceptions in sub paras a.(1), (3) and (7) above.

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9  PRA(I) 1961 Part 1 Reg 122
Amdt 20 – Jun 07

1-3-1
RATES OF SERVICE PENSION

01044. The rates of service pension for QGOs and GOR are given at Annexes to this Section as shown below:

a. Annex A. Monthly rates of Service Pension for QGOs granted honorary rank.

b. Annex B. Monthly rates of Service Pension for Queen’s Gurkha Officers and Gurkha Other Ranks.

c. Annex C. Minimum rates of Service Pension before commutation and annual pension increase percentages since 1 Jan 86.

d. The basic pension rates in respect of Gurkha Soldiers granted Honorary Lt (QGO) are to be increased by a pension increment. The rate of this increment is detailed in Annex B. The effective date of the increment is to be the date of discharge or date of appointment, whichever is the later.

HONORARY RANK

01045. The policy for granting honorary ranks has been reviewed and a new system of ranks has been instituted with effect from 3 May 00 for those QGOs selected on or after that date. QGOs selected for Honorary GCO prior to 3 May 00 but who retire on or after 3 May 00 are not entitled to the new ranks but retain the Honorary GCO rank awarded.

01046 – 01050. Reserved.

10 BGSI No 4.11
Amdt 20 – Jun 07
MONTHLY GURKHA SERVICE PENSION RATES (ICRS) FOR QGOs GRANTED HONORARY RANK – EFFECTIVE 1 APR 07

QGOs Granted Honorary Rank of GCO – pre 3 May 00

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<tbody>
<tr>
<td>Maj(QGO)</td>
<td>27264.52</td>
<td>28310.45</td>
<td>29362.73</td>
<td>30408.70</td>
<td>31454.63</td>
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<td>34598.82</td>
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<tr>
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<td>29 &amp; Over 34598.82</td>
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QGOs Granted Honorary Rank – on or after 3 May 00

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Note:
1. PI for FY 07/08 has been applied.

Amdt 20 – Jun 07

1-3A-1
MONTHLY GURKHA SERVICE PENSION RATES (INDIAN CURRENCY RUPEES) FOR QUEENS'S GURKHA OFFICERS AND GURKHA OTHER RANKS – EFFECTIVE 1 APR 07 (See Note 1)

From 1 Apr 07

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Notes:

1. PI for FY 07/08 has been applied.
2. Minimum pension wef 1 Apr 07 is ICR 7599.53.
3. Hon Lt (QGO) increment to pension wef 1 Apr 07 is ICR 988.55.
## ANNEX C TO CHAPTER 1 SECTION 3

### MINIMUM RATES OF SERVICE PENSION BEFORE COMMUTATION AND ANNUAL PERCENTAGE INCREASES

<table>
<thead>
<tr>
<th>EFFECTIVE DATE</th>
<th>MONTHLY RATE</th>
<th>PI APPLIED</th>
<th>REMARKS</th>
</tr>
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<tbody>
<tr>
<td>1 Jan 86</td>
<td>ICR 375.00</td>
<td></td>
<td></td>
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<tr>
<td>1 Apr 86</td>
<td>ICR 409.61</td>
<td>9.23%</td>
<td>From 4 IPC</td>
</tr>
<tr>
<td>1 Apr 87</td>
<td>ICR 485.47</td>
<td>18.52%</td>
<td></td>
</tr>
<tr>
<td>1 Apr 88</td>
<td>ICR 537.12</td>
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<td></td>
</tr>
<tr>
<td>1 Apr 89</td>
<td>ICR 584.55</td>
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<td>1 Apr 90</td>
<td>ICR 638.50</td>
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</tr>
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<td>1 Jan 96</td>
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<td></td>
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</tr>
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<td>1 Apr 06</td>
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<td>1 Apr 07</td>
<td>ICR 7599.53</td>
<td>7.30%</td>
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</tbody>
</table>

Notes:
1. Ministerial examination doubled the 99 rate of minimum pension to ICR 3744.38 with effect 1 Apr 00 to which the 00 PI was then applied.
2. 6 IPC not yet announced.

Amdt 20 – Jun 07
SECTION 4

AREA RETIRED OFFICERS (AROs) AND RE-EMPLOYED GURKHA OFFICERS (RGOs) EMPLOYED BY BRITISH GURKHAS NEPAL APPOINTED ON OR AFTER 1 APR 96

PENSION AND GRATUITIES

01051. On appointment as an ARO or RGO, any pension earned during service as a QGO will be held in abeyance. Service as an ARO or RGO will, however, count towards an enhanced pension. On final retirement as an ARO or RGO, the pension which was held in abeyance, or any higher pension earned by virtue of ARO or RGO service, will be paid.

01052. In addition, if on appointment as an ARO or RGO an officer who commuted a portion of his pension is still within the 15 year period before restoration, then the restoration date of the pension will be put in abeyance. When the officer subsequently relinquishes his appointment as an ARO or RGO and starts to draw pension again the restoration of his full pension will occur after a total of 180 monthly pension payments have been made, i.e. after he has actually drawn a commuted pension for a period of 15 years.

RESERVED RIGHTS

01053. All AROs in service prior to 1 Apr 86 were permitted to retain their service pension unabated, as well as their basic pay and Gurkha Addition applicable to their QGO rank. They were not, however, permitted to earn incremental credit on the pension in issue.

01054 – 01060. Reserved.

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11 D/AG Sec 2/31/31/8 dated 27 Mar 86

Amdt 20 – Jun 07

1-4-1
SECTION 5
SHORT SERVICE COMMISSION (GURKHA) (SSC(G))

GENERAL

01061. This section deals with the service pension and award of a gratuity for officers commissioned on a Short Service Commission (Gurkha) (SSC(G)).

PENSION/GRATUITY

01062. Gratuity. An SSC(G) on retirement will be awarded a gratuity. This award is based on a gratuity earning formula in line with retired pay on compulsory retirement for a British Army Major with 34 years service\textsuperscript{12} at a rate of 34\% for every year of service and on a pro-rata basis for each additional day served. Rates of the service gratuity are promulgated annually by LF Sec (Gurkha) in the pensions directed letter.

01063. Tax. HMRC have stated that as the gratuity is an expectation as a result of service it is liable for tax. The implementation of tax liability has altered as a result of the GTACOS changes of 1 Apr 07:

\begin{enumerate}
\item Prior to GTACOS changes it was taken that since SSC(G) officers would retire in Nepal, and they should receive their gratuities in Nepal after retirement, the Miles Formula applied and tax was only liable at the basic rate. Accordingly, as part of the process of issuing rates LF Sec (Gurkha) grossed up the gratuity for basic rate tax, currently 22\%, so that officers receive the full value of their gratuities in Nepal. The full rules are detailed below:
\begin{enumerate}
\item Providing the officer retires in Nepal, and the payment of a gratuity is post retirement, under the Miles formula only basic rate tax is to be deducted.
\item If the officer becomes resident in the United Kingdom post retirement in the same tax year, i.e. up to and including the 5th of April following retirement, he would be liable to the marginal difference between basic and higher rates of tax, i.e. currently an additional 18\%. Residency in the United Kingdom from the 6th of April following retirement is in the next tax year and no additional liability would be incurred.
\item If the gratuity is paid into a United Kingdom bank account within the tax year of retirement, even if the officer is not resident in the United Kingdom, the officer will also be liable to the marginal difference between basic and higher rates of tax.
\end{enumerate}
\end{enumerate}

\item From 1 Apr 07 SSC(G) officers will retire in the UK and so normal rules for tax will apply for those who stay on gratuity earning terms, in that they will be liable for tax at their highest rate. LF Sec (Gurkha) will continue to gross up the gratuity each year for basic rate tax only.

01064. An example of how the gratuity would be calculated based on the Mar 06 Pension Code\textsuperscript{13} is as follows:

\begin{itemize}
\item D/AG(G) Pol/140/2 dated 23 October 2003
\item D/SPP(Pens)/1/17/2 dated 15 Mar 06.
\end{itemize}
a. **Annual Gratuity.** 34% of £24727 = £8407.18 rounded to nearest £5 = £8405. Grossed up for tax at 22% results in a gratuity of £10775.64 per annum times the number of whole years served as an SSC(G).

b. **Daily Addition.** For each day above a whole year SPVA will calculate the exact amount due by use of a table which expresses days as a decimal value of a year rounded to 4 decimal places. To show the mechanism for 200 days service:

\[
\frac{200}{365} = 0.5479452 \text{ which is rounded to 0.5479 on the table.}
\]

\[
0.5479 \times £10775.64 = £5903.9732 \text{ which is rounded to £5903.97 for payment.}
\]

01065. **Preserved Entitlements.** An SSC(G) will also receive a pension, DCRG and resettlement grant for his previous service as a QGO or GCO, which will be increased by the annual PI, but which will not be paid until termination of his service as an SSC(G).

01066. **Death in Service.** For death in service the following benefits apply:

a. A gratuity for SSC(G) service calculated as per the rules laid down in the Army Pensions Warrant.

b. An appropriate family pension depending on the circumstances of death based on former GCO or QGO status and rank immediately prior to conversion to SSC(G) calculated according to the normal rules at Chapter 4, Part 2 of this manual.

c. For non-attributable deaths the death element of a DCRG based on former GCO or QGO status and rank immediately prior to conversion to SSC(G) calculated according to the normal rules at Chapter 6, Part 1 of this manual.

d. Where a death in service is deemed to be attributable a Death in Service Gratuity, as described at Chapter 4, Part 2 of this manual, is paid instead of the death element of the DCRG. Rates of the Death in Service Gratuity are promulgated annually by LF Sec (Gurkha) in the pensions directed letter.

01067 – 01070. Reserved.
CHAPTER 2
RULES AND PROCEDURES FOR COMMUTATION OF PENSIONS

APPLICATION OF RULES

02001. Authority is given for members of the Gurkha Pension Scheme (GPS) to be permitted to commute part of earned pensions. This concession is available to all serving members of the GPS, but it cannot be claimed as a matter of right.

CONDITIONS AND LIMITS OF COMMUTATION

02002. Prior to 6 Apr 06 a serving member of the scheme was permitted to commute a portion of his pension subject to:

   a. **Medical Report.** The report of a medical authority as to his physical fitness. The medical certificate as shown at Appendix 2 to this instruction must accompany the application for commutation.

   b. **Not Exceeding:**

      (1) 43 per cent in the case of GCOs, QGOs with honorary rank and QGOs.

      (2) 45 per cent in the case of Gurkha Other Ranks (GORs).

02003. With effect from 6 Apr 06 a limit of 10% for all ranks has been placed on commutation for pension earned after this date. This change has been necessary due to the Pensions Act 2004 which became effective on 6 Apr 06. The Gurkha Pension Scheme, as a registered pension scheme, is affected by limitations on capital sums paid as a proportion of the value of a member's benefits earned by service from 6 Apr 06. Any payment that breaches the limit is classed as an unauthorised payment and is liable for tax at 40% together with a scheme sanction charge of 15%. Transitional protection is provided for benefits earned by service prior to 6 Apr 06 and commutation limits for pension earned for that period remain at 43% and 45% depending on rank. A composite limit for commutation taking into account service pre and post 6 Apr 06 has been calculated and is attached at Annex C1.

02005. **Restoration of Commutation Portion.** MOD (Army) have ruled2,3, that wef 1 Apr 85:

   a. Gurkha pensioners who have commuted a portion of their pension on or before 1 Apr 85 and who have completed 15 years from their respective dates of retirement may have their commuted portion of pension restored wef 1 Apr 85.

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1 D/AG(G)/141 (MGS 139-07) dated 2 May 07.
3 MODUK ARMY SIG ABA/ACA/W6K/WAS/Z2U of 301237Z Jul 87.

Amdt 20 - Jun 07
b. Gurkha pensioners who have commuted a portion of their pension after 1 Apr 85 and have completed or will complete 15 years from their respective dates of retirement may have their commuted portion of pension restored wef their respective dates of completing 15 years from date of retirement.

**Note:** Arrears may be assessed for all pensions who have completed 15 years pension but are only payable wef 1 Apr 85 or later as applicable in line with Indian Army Pension rules.

02006. Where an over-payment is in the process of recovery from the pension, commutation may be permitted subject to the condition that the overpaid amount remaining unadjusted at the time of commutation will be recovered as a lump sum from the commuted value payable.

**CALCULATION OF COMMUTED VALUE**

02007. Commutation is calculated by the following formula: value of monthly pension commuted x 12 x commutation factor for the age next birthday. An example is shown at the bottom of Annex A. The calculation will be governed by the following factors:

a. The basis for commutation, subject to an addition of years of age (normally referred to as “age loading”) in the case of impaired lives, shall be as shown on the table given at Annex A.

b. The age of the pensioner used to calculate commutation shall be the age he will attain on his next birthday following his FDD/FDR.

c. In the event of the commutation rates at Annex A being modified between the date of application to commute and the FDD/FDR, payment shall be made in accordance with the modified table. If the modified table is less favourable to the applicant than that previously in force, he will be permitted to withdraw his application by notice in writing despatched within 2 months of the date on which he receives notice of the modification.

**PAYMENT OF COMMUTED VALUE**

02008. a. **Average Lives.** If the medical authority reports that the applicant has a normal expectation of life the commutation shall be at the rates stated at Annex A.

b. **Impaired Lives.** In cases where an addition to his age (“age loading” of 3, 5, 6, 7 or 10 years) is recommended, the pensioner shall be informed officially by means of Appendix 2 to this instruction of the medical authority’s recommendation. The effect of “age loading” is to reduce the capital sum payable by lowering the value for each Rupee commuted. The pensioner may then withdraw his application if he so wishes.

c. **Payment of Commuted Value.** Payment of the commuted value shall be made as soon as possible after FDD/FDR.

d. **Payment in the Event of the Death of the Applicant.**

   (1) If a serving applicant for commutation dies before his FDD/FDR commutation will be deemed to be cancelled.
(2) If a pensioner dies on or after FDD/FDR the commuted sum shall be paid to his Heir(s) or NOK.

**REDUCTION OF PENSION BY ITS COMMUTED VALUE**

02009. Commutation shall become absolute, that is, the title to receive the commuted portion of the pension shall cease and the title to receive the commuted value shall accrue, on FDD/FDR. Whatever the date of actual payment, the amount paid and the effect upon the pension shall be the same as if the commuted value were paid on the date on which commutation became absolute. Pensioners will only be entitled to receive annual pension increases on the residual element of their pension. By taking commutation pensioners lose title to the commuted portion of their pension as well as the annual increases on that amount for a period of 15 years, after which pension will be restored to its full value.

**NO REFUND OF INCIDENTAL EXPENSES INCURRED BY AN APPLICANT**

02010. No refund of any travelling or other expenses incurred by a pensioner in connection with the commutation of a portion of his pension shall be admissible.

**RECOVERING OF PUBLIC CLAIMS FROM THE COMMUTED VALUE**

02011. Before the capitalised sum is paid, RAOs of the discharging units will ascertain whether any public claim is outstanding against the applicant, and deduct the amount of any such claim from the lump sum which would, but for the claim, be payable to him.

**COMMUTATION OF DISABILITY PENSION**

02012. With effect from 1 Dec 67 authority is given for British Gurkhas to commute a proportion of their disability pension, subject to the following proviso:

a. That the disability can clearly be classified as permanent and there is no question of improvement in the degree of disability (eg, the loss of a limb).

b. That the Gurkha retains at least 50 per cent of the service element and 50 per cent of the disability element.

c. In cases where an individual has been granted a disability pension but has completed 5 years or more qualifying service, commutation of pension shall be allowed with reference to the special pension admissible under Regulation 186 (a) Pension Regulations for the Army (India) Part 1 (1961); if less than 5 years qualifying service has been completed commutation is not admissible.

**BRIGADE OF GURKHAS GUIDANCE ON COMMUTATION OF PENSION AND INVESTMENT**

02013. Individuals seeking to commute their pensions should be warned that commutation should never be considered unless the commuted portion can compensate for the reduction in the original pension by capital investment producing a better return.
02014. Commanding Officers should ensure that all prospective pensioners wishing to commute their pensions are fully aware of the Brigade guidance.

**INSTRUCTIONS GOVERNING PROCEDURES FOR COMMUTATION OF PENSION**

02015. The instructions governing the procedures for the commutation of pension are given at Annex B to this instruction.

Annexures:

A. Pension Commutation Table.
B. Instructions Governing the Procedure for Commutation of Pensions.
C. Permitted Limits for Commutation.
PENSION COMMUTATION TABLE

Commutation Table prescribed under Rule 7 of the Civil Pension (Commutation) Rules and will be taken into use with effect from 1 Apr 72.

Commutation values for a pension of Rs 1 per annum. (Auth: MOD/7/Gen/1415 F2c(i) (AD) dated 2 May 72).

<table>
<thead>
<tr>
<th>Age next birthday</th>
<th>Commutation value expressed as number of years purchased</th>
<th>Age next birthday</th>
<th>Commutation value expressed as number of years purchased</th>
<th>Age next birthday</th>
<th>Commutation value expressed as number of years purchased</th>
</tr>
</thead>
<tbody>
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</table>

Example:

A Cpl with 15 years service is discharged in May 07 with a pension of ICRs 9101.58 per month, who wishes to commute ICRs 3640.63 per month (40%) and who will be aged 35 next birthday would expect to receive, subject to a medical report, a commuted sum of ICRs 3640.63 x 12 x 16.92 = ICRs 739193.52 and still have a pension due to him ICRs 5460.95 per month.
APPLICATIONS FOR COMMUTATION

1. Gurkha personnel wishing to apply for commutation are to submitted their application through their Commanding Officers to SPVA no earlier than 3 months before FDD/FDR. No applications will be accepted on or after FDD/FDR.

2. All applications for Commutation are to be made on the form at Appendix 1 to this instruction and are to be forwarded, together with the Medical Report (Appendix 2), to SPVA.

3. Medical Documents. The medical reports for the purpose of commutation of pension will be made on the form as shown at Appendix 2. F Med 4 or other medical documents are not required unless specifically asked for by the GPS medical consultant with respect to cases where a disability award is being considered.

COMPETENT AUTHORITY TO SANCTION COMMUTATION OF PENSION

4. The competent authority to sanction commutation of pension shall be SPVA.

ACTION TO BE TAKEN BY SPVA AND PENSION PAYING OFFICES NEPAL

5. a. On receipt of an application accompanied by the medical report, SPVA is to inform Records at BG Pokhara and the relevant PPO of the capital sum which will be payable to the pensioner and the date from which the reduced rate of pension will become effective. This notification shall constitute administrative sanction for commutation of a pension.

b. If an individual wishes to withdraw his application, which he may do so at any time before his FDD/FDR, he must apply in writing to SPVA. On receipt of such a request SPVA will cancel the application/sum commuted.

CONDITIONS FOR MAKING PAYMENT

6. Payment of the commuted value should be made as expeditiously as possible at the time of FDD/FDR. If the commuted portion of the pension has been drawn after the date on which the commutation became absolute, the amount shall be deducted from the amount payable in commutation.

COMPETENT MEDICAL AUTHORITY

7. Medical examinations will be carried out by the unit Regimental Medical Officer (RMO) or by an authorised civilian medical practitioner (CMP) employed at HQ BGN establishments. The RMO/CMP will complete Appendix 2 to this instruction for the purpose of commutation and any
disability pension claim. A copy of Appendix 2 completed in all parts is to be attached with the application for commutation and sent to SPVA.

**PROOF OF AGE**

8. Age shall be established in accordance with service/medical documents.

Appendices:

1. Gurkha Pension Scheme Application for Commutation.
2. Medical Report on Eligibility for Commutation and/or Disability Pension.
GURKHA PENSION SCHEME APPLICATION FOR COMMUTATION

1. Number:……………………… Rank:………. Name:…………………………………………………..

2. Unit:…………………………………………………………………………………………………….

3. Date of Birth: ..................................................................................................................
   (Verified and Confirmed by OC Unit/RAO)

4. Amount of Pension Desired to be Commuted: ..........................................................
   (See Annex C for maximum limits)

5. Date and Place of Final/Release Medical Examination: ..........................................
   (i.e., date(s) of completion of F Med 1/F Med 19)

6. Final Date of Retirement/Discharge (FDD/FDR): ......................................................

   Signature of Soldier: .................................................................

To be Completed by OC Unit/RAO

Commutation of pension as requested is recommended. Medical Report is enclosed herewith.

Place: ...............................  Signature: ..........................

Date: ...............................  Rank/Name ..........................

Appointment: .............................
APPENDIX 2 TO
ANNEX B TO
CHAPTER 2

MEDICAL REPORT ON
ELIGIBILITY FOR COMMUTATION AND/OR DISABILITY PENSION

PART 1 - PERSONAL DETAILS
(To be completed by unit RAO/Records Officer BG Pokhara)

Number:…………………… Rank:……………….. Unit:…………………………………………………

Name:………………………………………………………………………………………………………

Run Out Date(ROD):……………………….. Final Date of Discharge (FDD):……………………

PART 2 - ELIGIBILITY FOR COMMUTATION OF PENSION/DISABILITY PENSION
(To be completed by the unit medical officer)

1. Dates and Places of:
   a. Release/Discharge Medical Board Report (F Med 1):…………………………
   b. Medical Board Proceedings (F Med 19)/ ):…………………………………..

2. Commutation of Pension. (Serving personnel only)
   I certify that the above named:
      *a. Has a normal life expectancy and is therefore eligible for commutation of pension.
      *b. May have a restricted life expectancy.¹

3. Disability Pension.
   I certify that the above named soldier:
      *a. Has no pensionable disability.
      *b. May have grounds for disability pension.¹

Date:……………………………….. Signature:…………………………………………

Rank/Name:…………………………………………

Appointment:……………………………………..

* Delete where applicable

¹ In all cases where paras 2b or 3b apply and in any case of doubt, this form and supporting medical documents are to be forwarded to the Scheme Medical Consultant for completion of Part 3.

Amdt 20 - Jun 07

2-B2-1
PART 3 - RECOMMENDATION BY THE SCHEME MEDICAL CONSULTANT.
(Only to be completed if paragraphs 2b and 3b at Part 2 apply)

Commutation of Pension

*1. Fit for unrestricted commutation of pension.

*2. Fit for commutation but with age loading of 3, 5 or 7 years (delete as appropriate).

Disability Pension

*3. I confirm that the disablement summarised in the officer’s/soldier’s final release
medical/medical board is due to a medical condition which:

   *a. Is attributable to military service.

   *b. Existed before, or arose during military service and has been and remains aggravated
thereby.

I therefore authorise¹ ……% disability pension for …… year(s)*/ indeterminate duration/*final.

*4. I do not consider that the disability is attributed to, or aggravated by military service. No
disability award is therefore recommended.

5. Comments:…………………………………………………………………………………………

…………………………………………………………………………………………………………

…………………………………………………………………………………………………………

…………………………………………………………………………………………………………

Date:…………………………………. Signature:…………………………………………

Rank/Name:…………………………………………

Appointment:………………………………………..

* Delete where applicable

¹ The scheme medical consultant is to record the condition(s) and % disability awarded on Fs Med 1 and 19.
Amdt 20 - Jun 07
PART 4 - CO'S/RECORDS OFFICER BG POKHARA CERTIFICATE

*1. For Serving Soldiers Only. The soldier named in this form has been interviewed and informed of the decisions contained in this document regarding his Commutation of Pension and/or Service Disability Pension. Where necessary he has been advised of his right to appeal for Service Disability Pension within 7 years after his Final Date of Discharge (FDD).

*2. For Pensioners/Discharged Personnel. The soldier named in this form has been informed of the decisions regarding Service Disability Pension.

Date:…………………………………. Signature:……………………………………………

Rank/Name:…………………………………………

Appointment:…………………………………………

Date:……………………………………….. Signature of Soldier

Completion and Distribution of Appendix:

Parts 1 and 2 are to be completed in the unit/BGP, then:

a. If Part 2 Para 2.b and/or Para 3.b apply it is to be sent to the Scheme Medical Consultant for completion at Part 3.

b. Otherwise the unit is to complete Part 4 as below.

Part 3 is to be completed by the Scheme Medical Consultant and returned to the originating unit/BGP for Part 4 to be completed.

Part 4 is to be completed in the unit/BGP and then despatched to SPVA(Glasgow) together with Appendix 1, with a copy to be placed in the individual's F Med 4.

If the soldier has left on terminal leave or is not available then a letter should be sent to him and the form annotated accordingly.

Amdt 20 - Jun 07
PERMITTED LIMITS FOR COMMUTATION

The following limits apply for all ranks for commutation in the years of discharge as shown:

<table>
<thead>
<tr>
<th>Length of Service in Years</th>
<th>Percentage of Commutation Permitted By Year of Retirement/Discharge</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>42</td>
</tr>
<tr>
<td>16</td>
<td>42</td>
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<tr>
<td>17</td>
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<td>43</td>
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<td>30</td>
<td>43</td>
</tr>
<tr>
<td>31</td>
<td>43</td>
</tr>
<tr>
<td>32</td>
<td>43</td>
</tr>
</tbody>
</table>

Notes:

1. The year shown applies to discharges from 1 Apr to 31 Mar, i.e. the percentage for 2006 applies from 1 Apr 06 to 31 Mar 07.
2. Length of service is that used for calculating pension entitlement and includes condoned service.

Amdt 20 - Jun 07
PERMITTED LIMITS FOR COMMUTATION

The following limits apply for all ranks for commutation in the years of discharge as shown:

| Length of Service in Years | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
|---------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| 15                        |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 16                        |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 17                        | 10   |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 18                        | 11   | 10   |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 19                        | 13   | 11   | 10   |      |      |      |      |      |      |      |      |      |      |      |      |      |
| 20                        | 15   | 13   | 11   | 10   |      |      |      |      |      |      |      |      |      |      |      |      |
| 21                        | 16   | 15   | 13   | 11   | 10   |      |      |      |      |      |      |      |      |      |      |      |
| 22                        | 17   | 16   | 14   | 13   | 11   | 10   |      |      |      |      |      |      |      |      |      |      |
| 23                        | 19   | 17   | 16   | 14   | 13   | 11   | 10   |      |      |      |      |      |      |      |      |      |
| 24                        | 20   | 18   | 17   | 15   | 14   | 12   | 11   | 10   |      |      |      |      |      |      |      |      |      |
| 25                        | 21   | 19   | 18   | 17   | 15   | 14   | 12   | 11   | 10   |      |      |      |      |      |      |      |      |
| 26                        | 22   | 20   | 19   | 18   | 16   | 15   | 14   | 12   | 11   | 10   |      |      |      |      |      |      |      |
| 27                        | 22   | 21   | 20   | 19   | 17   | 16   | 15   | 13   | 12   | 11   | 10   |      |      |      |      |      |      |
| 28                        | 23   | 22   | 21   | 20   | 18   | 17   | 16   | 15   | 13   | 12   | 11   | 10   |      |      |      |      |      |
| 29                        | 24   | 23   | 22   | 20   | 19   | 18   | 17   | 16   | 14   | 13   | 12   | 11   | 10   |      |      |      |      |
| 30                        | 25   | 24   | 22   | 21   | 20   | 19   | 18   | 17   | 15   | 14   | 13   | 12   | 11   | 10   |      |      |      |
| 31                        | 25   | 24   | 23   | 22   | 21   | 20   | 19   | 17   | 16   | 15   | 14   | 13   | 12   | 11   | 10   |      |      |
| 32                        | 26   | 25   | 24   | 23   | 22   | 20   | 19   | 18   | 17   | 16   | 15   | 14   | 13   | 12   | 11   | 10   |      |
CHAPTER 3

DISABILITY PENSIONS

DISABILITY - ATTRIBUTABLE/AGGRAVATED

GENERAL

03001. A disability pension is to be granted to an individual who is invalided from the service on account of disability attributable to, or aggravated by, military service assessed at 20% or more. Disabilities of less than 20% do not attract an award of a disability pension. The nominated medical consultant is responsible for assessing the % of disability for all Gurkha personnel including those granted retrospective disability pensions. Personnel assessed at 20% disability or more are entitled to a service pension regardless of their length of service. Those assessed at less than 20% are to be awarded either a service pension or a service gratuity according to their entitlement under normal rules.

03002. A disability pension is a combination of a disability element and a service element. The service element is the service pension due:

a. Where a GCO, QGO or GOR has completed sufficient service to qualify for a service pension as detailed in Part 2, Chapter 1 of this manual.

b. Where a GCO, QGO or GOR has not completed sufficient service to qualify for a service pension then he is to be awarded:

   (1) For a GCO the rules under Section 2, Chapter 1, Part 2 of this manual should be applied.

   (2) For a QGO or GOR with a disability sustained while on flying or parachute jumping duty in a service aircraft or while being carried on duty in a service aircraft under proper authority the minimum service pension appropriate to his rank.

   (3) For a QGO or GOR for all other disability cases that proportion of the minimum service pension appropriate for his rank that his completed years of qualifying service bear to 15, but in no case less than the minimum rate of pension laid down at Annex C to Section 3, Chapter 1, Part 2 of this manual.

03003. An SSC(G) officer qualifies for a disability pension service element at the rate he would have received as a GCO or QGO prior to conversion plus the annual % pension increases up to the date of retirement.

03004. Where an individual, who is discharged without a service pension, is subsequently granted a disability pension which will attract a service element, any service gratuity paid on discharge will be refunded.

03005. An individual who is retired/discharged from the service, other than at his own request, with a pension or gratuity, but who, within a period of seven years from the date of retirement/discharge is found to be suffering from a disease which is accepted as attributable to his military service, may be granted, in addition to his service pension/gratuity, a disability element at a
rate appropriate to the accepted degree of disablement and the substantive rank last held, with effect from such date as may be decided upon in the circumstances of the case.

**RANK FOR DISABILITY PENSION**

03006. Rank for the service element of a disability pension for GCOs is not to be assessed at less than Captain.

03007. Rank for the disability element and service element for QGOs and soldiers is to be the rank for which pay was received on the date of invaliding from the service or the date on which the injury was sustained whichever is the more favourable.

**REFUSAL OF MEDICAL TREATMENT**

03008. Where an individual suffering from a disability accepted as attributable or aggravated by military service refuses to undergo an operation or other medical treatment, which in the opinion of the service medical authorities would cure the disability or reduce the degree of disablement, the disability element of his pension may be reduced to the percentage which his condition would improve to if he were to undergo such treatment.

**RATES OF DISABILITY ELEMENT**

03009. The rates of disability element are at Annex A.

03010. Pensioners discharged on or before 31 Dec 85 are to have the post 1986 rules applied to them.

(D/AG Sec 527/3 dated 22 Oct 98)

**CONSTANT ATTENDANCE ALLOWANCE**

03011. The grant of constant attendance allowance is subject to the condition that the pensioner actually employs an attendant to look after him. The allowance will not be payable for any period during which the pensioner is an inmate or inpatient of a Government institution or hospital.

03012. For those going on discharge the medical consultant is responsible for sanctioning the allowance at the time the % disability is assessed.

03013. Constant attendance allowance is for 100% disability cases only. The allowance may be granted if in the opinion of the medical consultant the individual needs the services of a constant attendant for at least a period of 3 months, and the need arises solely from the condition of the accepted disability. A reduced award may be made if the disability is wholly or partly due to the individual’s own serious negligence or misconduct.

(PRA(I) 1961 Part 1 Reg 189)

03014. Payment of constant attendance allowance will be made in arrears along with the disability pension proper. Payment will be made on the basis of a declaration as at Annex B.

Amtd 14 – Aug 99
The current rate of constant attendance allowance is shown at Annex A. This rate is payable to all recipients.

(MOD letter D/AG Sec 2/31/35/5 dated 1 Feb 88)

GRANT OF INVALID PENSION AND GRATUITY - NON ATTRIBUTABLE

GCOs, QGOs (including those granted Honorary rank) and soldiers who are invalided out of the service on account of causes neither attributable to nor aggravated by military service, on or after 1 Apr 64, will be granted an invalid pension or gratuity at the scale laid down in Annex C.

Rank for assessment of an invalid pension will be the same as for the assessment of service pension.

For individuals invalided out of the service while holding higher paid acting rank, the invalid gratuity will be assessed on the basis indicated below:

a. If the higher paid acting rank is held for less than 3 years the gratuity will be assessed on the basis of pay of the substantive rank plus 50% of the difference between the pay of the higher paid acting rank and the substantive rank.

b. If the higher paid acting rank is held for a period of 3 years or more, the gratuity will be assessed on the basis of the higher paid rank.

(SPECIAL PENSION - BLIND GURKHA SOLDIERS (Including GCOs and officers granted Honorary rank)

An ex-Serviceman who is precluded from earning his livelihood on account of total or partial blindness caused as a result of his Army service will be awarded a special pension. This special pension will be administered by OC BG Pokhara in consultation with DCOS, HQ BGN on the merits of each case. It will be payable in addition to a disability pension or any other pension admissible under the normal pension rules.

SPVA Gurkha Pensions will report all such cases to the OC BG Pokhara or OC BGN Kathmandu supported by a copy of the proceedings of the invaliding medical board, and a copy of the pension authority showing that the blindness of the serviceman has been accepted as attributable to military service. In cases where the blindness is temporary, and the soldier concerned is to be brought before a medical review board, the continuance of the special pension will depend on the recommendations of the board and the decision of OC BG Pokhara or OC BGN Kathmandu.

The current rate of the special pension for blind Gurkha soldiers is at Annex A.
PENSIONARY AWARDS WHEN THE DEGREE OF DISABILITY IS RE-ASSESSED BELOW 20 PER CENT - GCO, QGO, GURKHA SOLDIERS

03022. An individual who was in receipt of a disability pension may be granted pension as under, when the accepted degree of disability is re-assessed at less than 20%.

a. If his qualifying service on the date of discharge/retirement was 10 years or more, but less than 15, he may be granted a pension proportionate to the minimum service pension at the substantive rank held at the time of discharge. The calculation being in the ratio that the completed years of qualifying service bears to 15, but in no case less than the minimum rate of pension laid down at Annex C to Section 3, Chapter 1, Part 2 of this manual.

(PRA(I) 1961 Part 1 Reg 186a)

b. If his qualifying service is 15 years or more, pension is assessed on the substantive rank held at the date he was discharged and the qualifying service up to that date.

c. For QGOs and Gurkha Soldiers with less than 10 years qualifying service the service element of disability pension will be made permanent, provided the qualifying service for which the service element was granted was 5 years or more.

(Indian Army Order 473/1968)

REVIEW MEDICAL AWARDS

03023. Officers and soldiers of the Brigade of Gurkhas who are initially granted a temporary disability pension, or a disability element of a pension, are to be treated in the same manner as a disability considered incapable of improvement. That is to say that where the degree of disability is assessed at the same percentage on the basis of 3 successive medical boards the disability pension, or disability element of pension is to be approved for a period of 10 years in the first instance. Where the percentage disability remains unchanged after this amount of time the disability pension, or disability element of pension may be converted to a life disability pensionary award.

03024. This arrangement will apply irrespective of when the individual became non-effective but the initial award of a period of 10 years shall only be authorised where the third or subsequent medical board was held on or after 30 Aug 76.

03025. It remains open to the pensioner to apply for a review at any time if he considers that his degree of disability has increased.

TRAVEL ALLOWANCE FOR DISCHARGED DISABILITY PENSIONER

03026. The road allowance as authorised by MOD letter Sec 2(A)/31/6/1 dated 3 Sep 84 ceased to be payable from 31 Dec 99 as detailed in Section 1, Chapter 1, Part 2 of this manual.
METHOD OF CLAIM

03027. Guidance notes for the completion of disability claims and the forms to be used are contained in Annex D.

ASSESSMENT OF PENSION

03028. Gurkha Pensions, SPVA(G) are responsible for assessing the rate of the disability pension and any additional allowances. The % disability awarded by the medical consultant is to be rounded on a 4/5 split to the nearest 0 to determine the rate of disability element to be awarded, e.g. 24% becomes 20% and 25% becomes 30%.

MINIMUM RATE OF DISABILITY PENSION

03029. The minimum rate of disability pension will be determined by the status of the individual concerned. All personnel are protected by the minimum level of the service element of the disability pension which is ICR 7599.53 at 1 Apr 07. To this has to be added the 20% rate of disability element according to status. The table below shows the minimum levels of disability pension effective wef 1 Apr 07 after PI:

<table>
<thead>
<tr>
<th>Status</th>
<th>Minimum Service Element</th>
<th>20% Disability Element</th>
<th>Minimum Disability Pension</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCO</td>
<td>7599.53</td>
<td>1549.71</td>
<td>9149.24</td>
</tr>
<tr>
<td>QGO</td>
<td>7599.53</td>
<td>1132.48</td>
<td>8732.01</td>
</tr>
<tr>
<td>GOR</td>
<td>7599.53</td>
<td>923.86</td>
<td>8523.39</td>
</tr>
</tbody>
</table>

It should be noted that this is for illustrative purposes as it is very unlikely that GCOs, QGOs or the more senior GORs would have insufficient service to require the minimum service element to be applied.

03030. Reserved.
ANNEX A TO
CHAPTER 3

DISABILITY ELEMENT AND ALLOWANCES - MONTHLY RATES

DISABILITY ELEMENT (REVISED 1 APR 07) IN ICRs

<table>
<thead>
<tr>
<th></th>
<th>100%</th>
<th>90%</th>
<th>80%</th>
<th>70%</th>
<th>60%</th>
<th>50%</th>
<th>40%</th>
<th>30%</th>
<th>20%</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCO &amp; QGO</td>
<td>7748.55</td>
<td>6973.71</td>
<td>6198.85</td>
<td>5423.98</td>
<td>4649.13</td>
<td>3874.28</td>
<td>3099.42</td>
<td>2324.58</td>
<td>1549.71</td>
</tr>
<tr>
<td>Granted Hon Rank*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>QGO</td>
<td>5662.39</td>
<td>5096.15</td>
<td>4529.92</td>
<td>3963.67</td>
<td>3397.44</td>
<td>2831.20</td>
<td>2264.95</td>
<td>1698.72</td>
<td>1132.48</td>
</tr>
<tr>
<td>GOR</td>
<td>4619.31</td>
<td>4157.37</td>
<td>3695.44</td>
<td>3233.51</td>
<td>2771.58</td>
<td>2309.65</td>
<td>1847.73</td>
<td>1385.79</td>
<td>923.86</td>
</tr>
</tbody>
</table>

* QGOs granted Hon GCO prior to 3 May 00 and Hon Capt or Hon Maj from 3 May 00 onwards.

RATES OF DISABILITY ELEMENT AT 100% DISABILITY FOR GOR.

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Monthly Rate</th>
<th>Annual Increase Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Jan 1986 – post 4 IPC</td>
<td>ICR 465.00</td>
<td></td>
</tr>
<tr>
<td>1 Apr 1986</td>
<td>ICR 507.92</td>
<td>9.23%</td>
</tr>
<tr>
<td>1 Apr 1987</td>
<td>ICR 601.99</td>
<td>18.52%</td>
</tr>
<tr>
<td>1 Apr 1988</td>
<td>ICR 666.04</td>
<td>10.64%</td>
</tr>
<tr>
<td>1 Apr 1989</td>
<td>ICR 724.85</td>
<td>8.83%</td>
</tr>
<tr>
<td>1 Apr 1990</td>
<td>ICR 791.75</td>
<td>9.23%</td>
</tr>
<tr>
<td>1 Apr 1991</td>
<td>ICR 863.48</td>
<td>9.06%</td>
</tr>
<tr>
<td>1 Apr 1992</td>
<td>ICR 1008.46</td>
<td>16.79%</td>
</tr>
<tr>
<td>1 Apr 1993</td>
<td>ICR 1167.70</td>
<td>15.79%</td>
</tr>
<tr>
<td>1 Apr 1994</td>
<td>ICR 1258.20</td>
<td>7.75%</td>
</tr>
<tr>
<td>1 Apr 1995</td>
<td>ICR 1362.00</td>
<td>8.25%</td>
</tr>
<tr>
<td>1 Jan 96 - post 5 IPC</td>
<td>ICR 1550.00</td>
<td></td>
</tr>
<tr>
<td>1 Apr 1996</td>
<td>ICR 1782.50</td>
<td>15.00%</td>
</tr>
<tr>
<td>1 Apr 1997</td>
<td>ICR 1951.30</td>
<td>9.47%</td>
</tr>
<tr>
<td>1 Apr 1998</td>
<td>ICR 2107.40</td>
<td>8.00%</td>
</tr>
<tr>
<td>1 Apr 1999</td>
<td>ICR 2275.99</td>
<td>8.00%</td>
</tr>
<tr>
<td>1 Apr 2000</td>
<td>ICR 2546.83</td>
<td>11.90%</td>
</tr>
<tr>
<td>1 Apr 2001</td>
<td>ICR 2824.43</td>
<td>10.90%</td>
</tr>
<tr>
<td>1 Apr 2002</td>
<td>ICR 3118.17</td>
<td>10.40%</td>
</tr>
<tr>
<td>1 Apr 2003</td>
<td>ICR 3492.35</td>
<td>12.00%</td>
</tr>
<tr>
<td>1 Apr 2004</td>
<td>ICR 3841.59</td>
<td>10.00%</td>
</tr>
<tr>
<td>1 Apr 2005</td>
<td>ICR 3956.84</td>
<td>3.00%</td>
</tr>
<tr>
<td>1 Apr 2006</td>
<td>ICR 4305.04</td>
<td>8.80%</td>
</tr>
<tr>
<td>1 Apr 2007</td>
<td>ICR 4619.31</td>
<td>7.30%</td>
</tr>
</tbody>
</table>

5 IPC changes promulgated by D/AGSec/527/3 dated 15 May 01.

CONSTANT ATTENDANCE ALLOWANCE

ICR 300.00 per month (wef 1 Jan 86).
ICR 600.00 per month (wef 1 Jan 96).

Amdt 19 – Mar 03
SPECIAL PENSION – BLIND GURKHA SOLDIERS

ICR 15.00 per month (on or before 31 Dec 85)
ICR 50.00 per month (wef 1 Jan 86)
DECLARATION FOR PURPOSES OF DRAWING
CONSTANT ATTENDANCE ALLOWANCE
(GCO, QGO, SOLDIERS)

NB. Any person wilfully making a false declaration is liable to prosecution.

Name of Pensioner: ...........................................................................................................

Address: ...........................................................................................................................

Personal Number: .....................................  Rank: ..................................................

Regiment, Corps or Service: ................................................................................................

Pension Circular Number: .................................  Serial No: ...........................................

Disability/Disabilities for Which Pension is in Issue: ..........................................................

Rate of Constant Attendance Allowance: ..........................................................................

Particulars of any period spent as an inmate or in-patient of a Government hospital or institution since the allowance was last drawn:

a. Date of Admission to Hospital or Institution: ..............................................................

b. Date of Discharge from Hospital or Institution: ...........................................................

c. Address of Hospital or Institution: ..............................................................................

........................................................................................................................................
DECLARATION

I hereby declare that I am the pensioner ascribed above, that the particulars given on this form are true, and that for a period, viz, .................................. to .............................................. for which I now claim Constant Attendance Allowance:

a. I was not an inmate or in-patient of a Government Hospital or Institution.

b. I actually employed Shri .............................................................. son of Shri ....................................................... paid attendant to look after me, such attendance having been necessitated by disability/disabilities for which I am drawing the disability pension.

Shri ....................................................... is not related to me in any way. I further declare that I understand that I am not entitled to receive Constant Attendance Allowance for any period, during which the foregoing conditions are not fulfilled.

Date:................................................. Pensioner’s Signature:..............................................
ANNEX C TO
CHAPTER 3

SCALE OF INVALID PENSION/GRATUITY WEF 1 APR 63

<table>
<thead>
<tr>
<th>Ser</th>
<th>Length of Service</th>
<th>Scale of Invalid Pension/Gratuity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Gurkha Commissioned Officers</td>
</tr>
<tr>
<td>1</td>
<td>20 years or more</td>
<td>Retiring pension as admissible under the normal rules.</td>
</tr>
<tr>
<td>2</td>
<td>10 years or more</td>
<td>Invalid pension at the percentage detailed below of the service element of a disability pension that would have been admissible were disablement attributable to or aggravated by military service. For GCOs invalided after 1 Apr 00 an invalid pension equal to the service pension entitlement detailed in Chapter 1 using the new abatement method.</td>
</tr>
<tr>
<td></td>
<td>but less than 20 years.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ser</th>
<th>Length of Service</th>
<th>Scale of Invalid Pension/Gratuity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Queen’s Gurkha Officers and Soldiers Including Those Granted Honorary Rank</td>
</tr>
<tr>
<td>3</td>
<td>15 years or more</td>
<td>Service pension as admissible under the normal rules.</td>
</tr>
<tr>
<td>4</td>
<td>10 years or more</td>
<td>Invaliding pension proportionate to the minimum service pension appropriate to the individual’s rank in the ratio that the years of qualifying service rendered by him bear to 15, but in no case less than the minimum rate of pension as detailed in Annex C, Section 2, Chapter 1, Part 2 of this manual.</td>
</tr>
<tr>
<td></td>
<td>but less than 15 years.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Less than 10 years</td>
<td>Invalid gratuity equal to one months pay of the substantive rank last held for each year of service.</td>
</tr>
</tbody>
</table>

Note:

Pay for the purpose of assessment of invalid gratuity in respect of QGO and GOR will be as defined in regulation 141 of Pension Regulations for the Army (India) Part 1 (1961).

Percentage of Service Element

<table>
<thead>
<tr>
<th>Service Years</th>
<th>Capt</th>
<th>Maj</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>11</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>12</td>
<td>65</td>
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<td>13</td>
<td>65</td>
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<td>14</td>
<td>66</td>
<td>70</td>
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<td>15</td>
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<td>101</td>
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<td>16</td>
<td>71</td>
<td>101</td>
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<td>17</td>
<td>75</td>
<td>103</td>
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<td>18</td>
<td>79</td>
<td>109</td>
</tr>
<tr>
<td>19</td>
<td>84</td>
<td>115</td>
</tr>
</tbody>
</table>
ANNEX D TO
CHAPTER 3

GUIDANCE NOTES FOR THE COMPLETION OF FORMS

1. This Annex is yet to be issued. In the interim the procedures laid down in ROIG Chapter 23 are to be followed.

2. The form at Appendix 2 to Annex B, Chapter 2, Part 2 of the GPPM is to be used for processing disability cases.
CHAPTER 4

SECTION 1

GURKHA FAMILY PENSIONS

BACKGROUND

04001. Family Pensions have been revised to take into account changes in Service Pensions brought into effect since 5 IPC and also to implement measures that the Indian Government have introduced that had not been previously applied to British Gurkhas. These changes have been applied from 1 Apr 00 with an effective date of 1 Jan 96 unless otherwise stated. From 1 Apr 00 all Family Pensions will benefit from the revised rates of Service Pensions which have been brought in following the Ministerial examination of Gurkha pensions.

PENSION TYPES

04002. The pension types detailed in this chapter apply to families of SSC(G), GCO, QGO and GOR. With effect from 1 Apr 00 the following pension types will be applicable for families of British Gurkhas:

a. Ordinary Family Pension (OFP). The OFP is payable to dependants following the death of a pensioner where death is neither attributable to nor aggravated by military service. It is also paid to the family of a serving officer or soldier following the end of a period of payment of the enhanced pension detailed below. In addition, it becomes payable to entitled dependants on the cessation of entitlement to another type of Family Pension.

b. Ordinary Family Pension At Enhanced Rates (OFP(ER)). The OFP(ER) is payable to the dependants of an officer or soldier who dies in service and his death is neither attributable to nor aggravated by military service. The dependants will receive OFP(ER) for a period of 7 years following death or:

(1) For GOR until the date the soldier would have reached the normal maximum service point for his rank,

(2) For GCO and QGO until the date the officer would have reached the age of 45, (from 18 Mar 02 additional rules have been brought in for Maj(QGO), SSC(G) and RGO which are covered in full at Section 3),

whichever is the less, and then be awarded a normal OFP.

c. Special Family Pension (SFP). The SFP is payable to dependants where:

(1) An officer or soldier dies in service, but not on operations or preparatory training for deployment on operations, and his death is attributable to or aggravated by military service.

(2) A pensioner dies from the injury or disease for which he was receiving a disability element to his pension.

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1 IMOD Order No1(1)/99/D(Pen/Services) dated 7 Jun 99.
2 D/AG Sec/527/3 dated 30 Nov 99.
3 D/AG Sec/527/3 dated 23 Dec 99.

Amdt 20 – Jun 07
d. Liberalised Family Pensions (LFP). The LFP is payable to dependants of officers or soldiers who die whilst on operations, or for those who die during preparatory training for deployment on operations.

**CHANGES EFFECTIVE 1 APR 00**

04003. The major changes to pensions effective from 1 Apr 00 are:

a. Child and Education Allowances have been discontinued. For SFP provision has been made for a separate rate for widows with children.

b. OFP(ER) formerly known as Enhanced Special Family Pension (ESFP) has been simplified and the option of 50% of pay has been removed.

04004. Full details of the 4 types of pension are laid down in sections later in this Chapter.

**ELIGIBLE DEPENDANT CHILDREN**

04005. The age limit for dependant children has been reduced from age 25 to age 23 from 1 Apr 06 as a result of the 2004 Pensions Act. For all types of Family Pensions the following rules apply in determining the eligibility of children to qualify for pensionary benefits. Dependant children\(^1\), both natural and legally adopted, will be eligible if they are:

a. Male children until the age of 23 or in full time employment whichever is sooner.

b. Female children until the age of 23 or marriage whichever is sooner. A widowed or divorced daughter under 23 will be eligible unless she herself is the widow of a British Gurkha and receiving a Family Pension in her own right.

c. Mentally or physically handicapped children who are incapable of self support, who are recorded as such before they reach the age of 23, will receive the pension for life once all other eligible children have ceased to be entitled by age or circumstances. Such cases should be submitted to the Medical Adviser for verification and recorded on the pensioners records. A certificate from a Medical Officer or civil doctor is to be produced every 3 years to show that they continue to suffer from the disorder or disability.\(^2\)

d. Recorded on the kindred roll.

**DEPENDANT RELATIVES**

04006. Heirs to pension are detailed in the Will of a serving Gurkha, usually completed on enlistment, and they must be dependant relatives. It would be normal for the Will to refer to the Kindred Roll for the exact details of the precedence of heirs. Since the Will Form is destroyed on discharge for pensioners heir to pension is taken direct from the Kindred Roll. The proportion of the pension to be issued will depend on whether the actual heir has a first or a second life entitlement as defined below:

a. First life award at full pension rates:

\[\text{(1) Widow.}\]

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\(^1\) IMOD Order No1(6)/98/D(Pension/Services) dated 3 Feb 98.

\(^2\) IMOD No1(5)/87/D(Pensions/Services) dated 30 Oct 87.

Amendt 20 – Jun 07
(2) Dependant children (sons then daughters).

(3) Parents (father then mother). Father must be over age of 50.

   (a) If a parent is nominated as heir and there is a widow or dependant children, on the death or disqualification of the parent the widow or dependant children will be considered to be first life awardees.

   (b) Where the pensioner or serviceman is a bachelor.

b. Second life award at 50% of the pension in issue, but not less than the minimum rate of pension, for those financially dependant on the deceased pensioner or soldier. Prior to entitlement being established an AWO must satisfy himself that the applicant was genuinely financially dependant on the pensioner or soldier.

   (1) Parents (father then mother). Father must be over age of 50.

   (2) Dependant brothers and sisters who meet the criteria for status, age or incapacity that apply to eligible children in para 04005.

c. The pension is an entitlement and will be paid at authorised rates regardless of the recipients income from other means.

MINIMUM RATE OF PENSION

04007. The minimum rate of pension as laid down in Chapter 1 applies to all Family Pension types. Where a split Family Pension is in issue the whole pension is subject to the minimum rate not the constituent parts.

RATES OF PENSION

04008. All Family Pensions are based on the rate of Service Pension due for the rank of the deceased at the normal maximum service point irrespective of the actual length of service. Each type of Family Pension is expressed as a percentage of the Service Pension rate table. The rate of Family Pension for SSC(G) officers is dependant on their previous commission type of GCO or QGO and the rank held as a GCO or QGO.

PURPOSE OF FAMILY PENSION

04009. A Family Pension is intended to be a contribution to the support of all the eligible members of a family, irrespective of in whose name it stands. If the recipient refuses to contribute proportionately towards the support of other eligible dependant family members the family pension may be split among the eligible heirs of the deceased pensioner or soldier.

RANK FOR PENSION PURPOSES

04010. The rank to be used for Family Pensions is to be:

   a. Deceased Pensioners. The rank for which a pensioner was drawing Service Pension shall be the rank for determining the appropriate Family Pension. Honorary rank also

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1 IA Pension Regulations 1961 para 228.
Amdt 20 – Jun 07
counts for pension purposes for Honorary GCO, including the new Honorary Maj and Capt, but Honorary QGO does not. The dependants of Honorary QGO shall be awarded a pension based on the deceased’s GOR rank.

b. Deceased Servicemen. The rank for pension purposes for deceased servicemen shall be the rank, substantive or acting, held on the date of death\(^1\).

### PENSION INCREASES

04011. All Family Pensions are based on the Service Pensions rate tables and as such will benefit from the annual pension increase.

### RE-MARRIAGE

04012. The rules on re-marriage for the recipients of LFP and SFP have been relaxed to permit a Family Pension to be paid to a widow who re-marries irrespective of the relationship of the new husband to the deceased pensioner\(^2\). For each type of pension specific rules dictate the type of Family Pension to be paid.

### NOTIFIABLE OCCURRENCES

04013. All occurrences or changes in circumstances relating to the issue of Family Pensions, such as the death of pensioners or recipients of Family Pensions, are to be notified to Records Officer BG Pokhara. Any occurrences should be reported as quickly as possible making full use of the closest PPO or AWC which will inform the Records Officer accordingly.

### PENSION DISPUTES

04014. In the event of a dispute over a Family Pension the circumstances are to be reported to the closest PPO or AWC for the matter to be passed up to the relevant authority.

### GRATUITIES

04015. Death Cum Retirement Gratuity (DCRG). The death element of a DCRG is payable to the dependants of a deceased serviceman, where death is not attributable to service, or pensioner where death is within 5 years of discharge/retirement according to the rules detailed at Chapter 10.

04016. Death in Service Gratuity. From 26 May 99 dependants of Gurkha service personnel who die in circumstances that are deemed to be attributable to service will be awarded a Death in Service Gratuity. This gratuity is designed to give parity with the award granted to dependants of British personnel who die in similar circumstances. The award is based on the rate of the Widows Attributable Gratuity published in the annual AFPS Pension Code. There are 2 rates payable depending on whether the deceased was married (or if not married had eligible dependant children), or was single. Rates of the Death in Service Gratuity are promulgated annually by AG Gurkha Pol in the pensions directed letter. The death element of the DCRG is not paid concurrently with this award.

### MARRIAGE AFTER RETIREMENT

04017. Eligibility for the grant of an OFP was extended to the widows of ex-Gurkha servicemen in cases where the marriage took place following the retirement or discharge of the serviceman. This

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\(^1\) MOD letter D/F2(AD)/31/4/1Fc(1)(AD) dated 29 Jan 80.

\(^2\) GOI No1 (2)/97/I/D(Pen-C) dated 31 Jan 01.

Amdt 20 – Jun 07
ruling was introduced in 1994 based on GOI letter No 6(7)/87/D(Pens/Sers) dated 5 Apr 91. Retrospective claims were admissible back to 22 Sep 77.

START OF FAMILY PENSION ENTITLEMENT

04018. Pensioners. Entitlement to family pensions for dependants of Gurkha pensioners who die in retirement starts on the day after the death of the pensioner.

04019. Serving Personnel. Entitlement to family pensions for dependants of serving Gurkha personnel is governed by whether or not they are married and by the location of their families:

a. Single personnel entitlement to family pension starts the day after death.

b. Married personnel:

1. Family resident at place of duty or in the UK at public expense, entitlement to family pension starts the day after the Short Term pension stops.

2. Family resident in Nepal, not at place of duty, or outside Nepal at private expense, entitlement to family pension starts the day after death.

SHORT TERM PENSIONS

04020.

a. Short Term pensions have been introduced to replace the allowance that used to be paid to widows of personnel who died in service whilst they were awaiting repatriation to Nepal. This allowance was equivalent to the rate of Universal Addition paid to the deceased officer or soldier and which represented over 95% of their gross basic pay. Following the introduction of UK rates of pay from 1 Apr 07, and the demise of Universal Addition, this allowance for widows has been formalised as part of the GPS as a Short Term pension.

b. A Short Term pension equivalent to the rate of basic pay of the deceased, i.e. excluding specialist pay and allowances, is to be paid to the widow of a member of the GPS who is resident at the place of duty of her late husband, or in the UK at public expense if her husband had elected to serve unaccompanied outside the UK. The Short Term pension is to be paid for a period of up to 3 months, extended to 6 months if there are dependant children, starting on the day following death of the member. If the widow elects to return and reside in Nepal the Short Term pension is to cease 7 days after arrival in Kathmandu if still within the 3 or 6 month payment period. If she decides to reside in the UK and does not return to Nepal permanently the Short Term pension will cease after the maximum period of entitlement of 3 or 6 months as detailed above.

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1 D/SP Pol 1/28/5/5 dated 2 Jul 97
Amdt 20 – Jun 07
SECTION 2
ORDINARY FAMILY PENSION (OFP)

ELIGIBILITY

04021. OFP is payable where:

a. An officer or soldier dies in service from causes which are found to be neither attributable to nor aggravated by military service.

b. A pensioner dies and death is neither attributable to nor aggravated by military service.

c. A pensioner in receipt of a Disability Pension dies aged 65 or over.

EXISTING FAMILY PENSIONERS

04022. From 1 Apr 86, the existing OFP Scheme, was extended to the widows/eligible family members of Gurkha pensioners who died/retired prior to 1 Jan 64. Further to that, the rule changes resulting from 5 IPC are to be applied to all existing OFP recipients from 1 Jan 96¹.

RATE OF ORDINARY FAMILY PENSION

04023. The OFP is to be a representative rate based on rank only, irrespective of the length of service of the officer or soldier. The rate of OFP will be 60% of the Service Pension rate at the normal maximum service point for each rank.

RECIPIENT OF PENSION

04024. The permitted recipients of OFP are:

a. Widows.

   (1) A widow until her death, including those widows of pensioners who married after retirement.

   (2) Where a widow re-maries pension entitlement will be:

<table>
<thead>
<tr>
<th>Widow with children who marries a real brother of her late husband</th>
<th>Continues to support children after remarriage</th>
<th>OFP to widow</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Does not support children after remarriage</td>
<td>OFP to the eligible children</td>
</tr>
<tr>
<td>Widow with no children who marries a real brother of her late husband</td>
<td></td>
<td>OFP to widow</td>
</tr>
<tr>
<td>Widow with children who marries a man other than a real brother of her late husband</td>
<td></td>
<td>OFP to children</td>
</tr>
</tbody>
</table>

¹ IMOD Order No1(1)/99/D(Pen/Services) dated 7 Jun 99.
Amdt 20 – Jun 07
Widow with no children who marries a man other than a real brother of her late husband | Family pension at first or second life award, as appropriate, to qualifying dependant relative of deceased husband

(3) Should there be more than one widow the OFP is divided equally between each widow and on their death may be passed on to eligible surviving children. If a widow in receipt of a divided family pension should die without heir her share is paid to the other recipient, or if there is more than one recipient, divided amongst them. The share basis should be the same as the shared pension already in issue.

b. Eligible children as defined in para 04005.

c. Dependant relatives as defined in para 04006.

04025. On the death of the final entitled recipient the pension will cease.

04026 – 04030. Reserved.
SECTION 3
ORDINARY FAMILY PENSION (ENHANCED RATES)(OFP(ER))

BACKGROUND

04031. Prior to 1 Apr 00 OFP(ER) was known as Enhanced Special Family Pension (ESFP). This title was deemed to be confusing since the rates for ESFP were not superior to SFP rates and the title that the Indian Army uses of OFP(ER) has been adopted instead. The rules for the calculation of OFP(ER) have been simplified with the pension based solely on Service Pension entitlement rather than having an option for 50% of last basic pay drawn. Since the pension is based on 50% of pay at the normal maximum service point dependants will be better off under the new rules. The new rates are applicable to all existing pensioners from 1 Jan 96.

ELIGIBILITY

04032. OFP(ER) is payable in the following circumstances: The OFP(ER) is payable to the dependants of an officer or soldier who dies in service and his death is neither attributable to nor aggravated by military service. The dependants will receive OFP(ER) for a period of 7 years following death or:

a. For GOR until the date the soldier would have reached the normal maximum service point for his rank,

b. For GCO, Lt(QGO) and Capt(QGO) until the date the officer would have reached the age of 45,

c. From 18 Mar 02 the following additional entitlements were authorised:

   (1) For Maj(QGO) until the date the officer would have reached the age of 48,

   (2) For SSC(G) commission type and rank held prior to attaining SSC(G) determine the age to be used. Those commissioned to SSC(G) from:

      (a) GCO, until the date the officer would have reached the age of 50,

      (b) Maj(QGO) until the date the officer would have reached the age of 48,

      (c) Capt(QGO) and Lt(QGO) until the date the officer would have reached the age of 45,

   (3) For RGO an OFP(ER) is paid up to the date that their RGO engagement would have been expected to end.

   whichever is the less, and then be awarded a normal OFP.

RATE OF ORDINARY FAMILY PENSION

04033. The OFP(ER) is to be a representative rate based on rank only, irrespective of the length of service of the soldier. The rate of OFP(ER) will be 100% of the Service Pension rate at the normal maximum service point for each rank.
RECIPIENT OF PENSION

04034. The permitted recipients of OFP(ER) are:

a. Widows.

(1) A widow until her death.

(2) Where a widow re-maries pension entitlement will be:

<table>
<thead>
<tr>
<th>Widow with children who</th>
<th>Continues to support</th>
<th>OFP(ER) to widow</th>
</tr>
</thead>
<tbody>
<tr>
<td>marries a real brother of her late husband</td>
<td>children after remarriage</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Does not support children after remarriage</td>
<td>OFP(ER) to the eligible children</td>
</tr>
<tr>
<td>Widow with no children who</td>
<td></td>
<td></td>
</tr>
<tr>
<td>marries a real brother of her late husband</td>
<td>OFP(ER) to widow</td>
<td></td>
</tr>
<tr>
<td>Widow with children who</td>
<td></td>
<td></td>
</tr>
<tr>
<td>marries a man other than a real brother of her late husband</td>
<td>OFP(ER) to children</td>
<td></td>
</tr>
<tr>
<td>Widow with no children who</td>
<td></td>
<td></td>
</tr>
<tr>
<td>marries a man other than a real brother of her late husband</td>
<td>Family pension at first or second life award, as appropriate, to qualifying dependant relative of deceased husband</td>
<td></td>
</tr>
</tbody>
</table>

(3) Should there be more than one widow the OFP(ER) is divided equally between each widow and on their death may be passed on to eligible surviving children. If a widow in receipt of a divided family pension should die without heir her share is paid to the other recipient, or if there is more than one recipient, divided amongst them. The share basis should be the same as the shared pension already in issue.

b. Eligible children as defined in para 04005.

c. Dependant relatives as defined in para 04006.

04035. On the death of the final entitled recipient the pension will cease.

04036 – 04040. Reserved.
SECTION 4

SPECIAL FAMILY PENSION (SFP)

BACKGROUND

04041. SFP prior to 1 Apr 00 included Child and Education Allowances in addition to the basic SFP award. The Indian Army had originally paid these elements separately but when they consolidated them with the basic pension award BG pensions did not do so. The opportunity to re-align pensionary awards has now been taken with the new rates applicable to all existing pensioners from 1 Jan 96. The changes to SFP as a result of 5 IPC were restricted to a unification of the rates payable, which were backdated to 1 Jan 96.

ELIGIBILITY

04042. SFP are payable to dependants where:

a. An officer or soldier dies in service and his death is attributable to or aggravated by military service.

b. A pensioner dies before the age of 65 from the injury or disease for which he was receiving a disability element to his pension.

RATES OF SFP

04043. The SFP is to be a representative rate based on rank only, irrespective of the length of service of the officer or soldier. The rates of SFP prior to 1 Jan 96 were according to circumstances:

a. Widow with eligible dependant children 120% of the Service Pension rate at the normal maximum service point for each rank.

b. Widow with no eligible dependant children 100% of the Service Pension rate at the normal maximum service point for each rank.

However, from 1 Jan 96 a single rate based on 120% of the Service Pension rate at the normal maximum service point for each rank is paid irrespective of the number of children.

RECIPIENT OF PENSION

04044. The permitted recipients of SFP are:

a. Widows.

(1) A widow until her death, including those widows of pensioners who married after retirement.

(2) A widow who re-marries will still be entitled to a Family Pension according to the following conditions:

(a) First life award to widow:
Widow with children

| Continues to support children after remarriage | SFP to widow. |
| Does not support children after remarriage | OFP to the widow. 50% of SFP to the eligible children. |

Widow with no children

| SFP to widow. |

(b) First life award to parents:

| Widow with children | Continues to support children after remarriage | 50% of SFP to the widow. 50% of SFP to the parents. Note 1. |
| Does not support children after remarriage but children are supported by parents | OFP to the widow. SFP to the parents. Note 2. |
| Neither widow nor parents support children | OFP to widow. 50% of SFP to the parents. Note 2. 50% of SFP to the eligible children. |

Widow with no children

| 50% of SFP to the widow. 50% of SFP to the parents. Note 1. |

Notes:

1. On death or disqualification of the parents and the widow supports the children, or has no children, full SFP to the widow.

2. On death or disqualification of the parents and the widow does not support the children full SFP to the eligible children, OFP to the widow.

3. Should there be more than one widow the SFP is divided equally between each widow and on their death may be passed on to eligible surviving children. If either widow has an eligible child the SFP at the 120% rate is to be used. If a widow in receipt of a divided SFP should die without heir her share is paid to the other recipient, or if there is more than one recipient, divided amongst them. The share basis should be the same as the shared pension already in issue.

b. Eligible children as defined in para 04005 who are to get the childless mother rate.

c. Dependant relatives as defined in para 04006.

04045. On the death of the final entitled recipient the pension will cease.

**AUTHORISATION/MEDICAL EVIDENCE**

04046. All potential claims for SFP are to be treated as follows:

a. **Disability Pensioners.** If a doctor considers that the cause of death of a pensioner in receipt of a Disability Pension was the injury or disease for which he was receiving the Disability Pension the case is to be referred to the scheme Medical Adviser for confirmation. The Medical Adviser will then inform SPVA(G) if an SFP is appropriate.
b. **Serving Personnel.** For serving personnel the decision as to whether the cause of death is attributable to or aggravated by military service is made by LF Sec (Gurkha). Copies of the AF B2090 Death Report, MOD Form 298 Report on Injuries of Immediate Death Resulting from other than Natural Causes and reports from Coroners Inquests or Boards of Inquiry are to be used to determine if an SFP is admissible.

04047. Pending receipt of an authority to issue an SFP SPVA(G) is to initiate a Family Pension immediately so as to ensure funding for dependants. To prevent an over issue the type of Family Pension is to be the minimum otherwise admissible:

a. **Disability Pensioners.** The dependants of Disability Pensioners are to be awarded an OFP.

b. **Serving Personnel.** The dependants of serving personnel are to be awarded an OFP(ER) if there is no entitlement to a Short Term pension under Para 04020.

04048. If the pensioner is over 65 years of age, the death is deemed to be from natural causes, and the issue of SFP is not admissible.

**CESSATION OF PENSION**

04049. The payment of Family Pension is to cease when the recipient dies or is disqualified, and there is no other eligible heir.

04050. Reserved.
SECTION 5
LIBERALISED FAMILY PENSION (LFP)

GENERAL

04051. The LFP was introduced for British Gurkhas with effect from 26 May 99 when the Indian Government broadened the eligibility criteria. The LFP has been applied on the NPPS from 1 Apr 00 with an effective date for eligibility of 26 May 99.

ELIGIBILITY

04052. The LFP is payable to dependants of officers or soldiers who die whilst on operations, or for those who die during preparatory training for deployment on operations. The qualifying period for training for operations is limited to the date the unit was officially warned for operational deployment or a date 6 months prior to deployment whichever occurs last. The end of the period of operations is when the individual returns to the permanent duty station. Travel to and from R and R counts for LFP but the actual periods spent on R and R outside the operational theatre during operations do not.

EXISTING FAMILY PENSIONERS

04053. The introduction of LFP is not retrospective beyond the start date of the pension type. Widows or dependants of personnel who died in qualifying circumstances on or after 26 May 99 will have the difference between their previous pension award and the LFP entitlement paid as arrears following the changes to NPPS effective from 1 Apr 00.

RATE OF LIBERALISED FAMILY PENSION

04054. The LFP is to be a representative rate based on rank only, irrespective of the length of service of the officer or soldier. The rate of LFP will be 200% of the Service Pension rate at the normal maximum service point for each rank.

RECIPIENT OF PENSION

04055. The permitted recipients of LFP are:

   a. Widows.

      (1) A widow until her death.

      (2) A widow who re-marries will still be entitled to a Family Pension according to the following conditions:

         (a) First life award to widow:

<table>
<thead>
<tr>
<th>Widow with children</th>
<th>Continues to support children after remarriage</th>
<th>LFP to widow</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Does not support children after remarriage</td>
<td>30% of LFP to the widow</td>
</tr>
<tr>
<td></td>
<td></td>
<td>60% of LFP to the eligible children</td>
</tr>
<tr>
<td>Widow with no children</td>
<td></td>
<td>LFP to widow</td>
</tr>
</tbody>
</table>
(b) First life award to parents:

<table>
<thead>
<tr>
<th>Widow with children</th>
<th>Continues to support children after remarriage</th>
<th>60% of LFP to the widow. Note 1. 60% of LFP to the parents. Note 2.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Does not support children after remarriage but children are supported by parents</td>
<td>OFP to the widow. LFP to the parents. Notes 3 and 5.</td>
</tr>
<tr>
<td></td>
<td>Neither widow nor parents support children</td>
<td>OFP to widow. 50% of LFP to parents. Notes 4 and 5. 50% of LFP to children.</td>
</tr>
<tr>
<td>Widow with no children</td>
<td></td>
<td>60% of LFP to the widow. Note 1. 60% of LFP to the parents. Note 2.</td>
</tr>
</tbody>
</table>

Notes:

1. On death or disqualification of the parents LFP to the widow for life.

2. If the re-marriage occurs within 7 years of the death of the servicemen the parents pension rate is 60% of an LFP until 7 years after the date of death. After 7 years from the date of death of the serviceman the pension reduces to 30% of an LFP. If the re-marriage is more than 7 years after the date of death of the serviceman the widow is entitled to 60% of an LFP and the parents entitlement is 30% of an LFP.

3. If the re-marriage occurs within 7 years of the death of the servicemen the parents pension rate is a full LFP until 7 years after the date of death of the serviceman when it reduces to 60% of an LFP. If the re-marriage is more than 7 years after the date of death of the serviceman the parents entitlement is 60% of an LFP.

4. If the re-marriage occurs within 7 years of the death of the serviceman the children and parents share the LFP until 7 years after the date of death of the serviceman. After 7 years from the date of death of the serviceman the rate of pension reduces to 60% of an LFP which is shared between the children who receive 30% of an LFP and the parents who receive 30% of an LFP. If the re-marriage is more than 7 years after the date of death of the serviceman the children and parents share the pension entitlement of 60% of an LFP with the children receiving 30% of an LFP and the parents receiving 30% of an LFP.

5. On death or disqualification of the parents 60% of an LFP to the children.

(3) Should there be more than one widow the LFP is divided equally between each widow and on their death may be passed on to eligible surviving children. If a widow in receipt of a divided family pension should die without heir her share is paid to the other recipient, or if there is more than one recipient, divided amongst them. The share basis should be the same as the shared pension already in issue.

b. Eligible children as defined in para 04005.

c. Dependant relatives as defined in para 04006.

04056. On the death of the final entitled recipient the pension will cease.

04057 – 04060. Reserved.

Amdt 20 – Jun 07
CHAPTER 5

MONETARY ALLOWANCES FOR GALLANTRY AWARDS

GENERAL

05001. Since 1947 UK MOD has perpetuated the IA practice of paying monetary allowances to British Gurkha holders of gallantry awards in recognition of its obligations under the TPA. Only awards for gallantry that were in existence at the time of Independence in 1947 apply. With the exception of the Distinguished Conduct Medal new gallantry awards created by the British or Indian Governments since 1947 are not included.

TYPES OF AWARDS

05002. Awards for which a monetary payment is made are:

a. Victoria Cross. Awarded for acts of gallantry performed in the face of the enemy.

b. George Cross. Awarded for acts of gallantry performed not in the face of the enemy.

c. Indian Order of Merit (IOM). This award was normally restricted to Hon GCOs, and GCOs, but was granted to soldiers in exceptional cases.

d. Military Cross (MC). This award may be granted to Hon GCOs and soldiers in recognition of services of a lower standard than that required for the IOM.

e. Distinguished Conduct Medal. This award was granted to soldiers only and is equivalent to the old award of the Indian Distinguished Service Medal (IDSM).

f. Military Medal (MM). This award was granted to soldiers only.

g. Jangi Inam (JI). This is an Indian award for gallantry during war service and is the only monetary award which may be drawn concurrently with another award. Only soldiers currently in pension can receive this award. (War Office 48/Gen/8586(F3M) dated 18 Mar 54; see Annex A supported by Annex B).

RATES

05003. Current and previous rates are as shown in Annex C and apply to relevant decorations awarded for acts of gallantry performed on or after 15 Feb 44. A holder of more than one gallantry award may only receive a monetary allowance for one award plus allowances for any bars to that award. In addition, the monetary allowance for a Jangi Inam may be paid as detailed above.

05004. Rates of allowances will be reviewed whenever the Indian Government issue revised rates for pre-Independence gallantry awards. The rates for VC/GC are set by the UK Government and will be updated whenever authorised.
SECOND LIFE AWARD

05005. On the death of a pensioner in receipt of a monetary allowance for a gallantry award there is a second life award entitlement at the full rate of the allowance for the widow only. On the subsequent death of the widow the monetary allowance is to cease.

POSTHUMOUS AWARDS

05006. The following may receive the monetary allowance where a gallantry award is made posthumously whilst they qualify for a family pension:
   a. Widow.
   b. Parents of a bachelor.
   c. Children of a widower.

REVIEW APR 00

05007. The payment of monetary allowances for gallantry awards was reviewed in Apr 00 to incorporate the changes made by the IA that had not been actioned for BG. Principle changes effective from 1 Mar 94 are:
   a. Pre and post 1 Jan 56 differential payments were ended with one rate for each award.
   b. The rates paid to officers and soldiers were harmonised.
   c. The rates for bars were set at the same level as for the original award.

(D/AG Sec/527/4/1(240/00) dated 25 Apr 00)

VC/GC

05008. Following the increases in rates payable to the holders of the VC and GC promulgated by D/SPP (Pers) in Nov 95 all recipients of the VC annuity were offered the choice in 1996 of continued payment or converting the annuity into a lump sum. If the lump sum option was taken the second life entitlement of a widow was void. (SPP(Pens)1/8/3 & 2/5/12 dated 24 Mar 00).

05009 – 05010. Reserved.
ANNEX A TO
CHAPTER 5

COPY

48/Gen/8586(F3M)

Your Ref: CRME/30099/S/AC3(b)

Memorandum for: The War Office
General Headquarters
LONDON SW1
Far East Land Forces 18 Mar 54

GURKHA MONETARY AWARDS - JANGI INAMS, ETC

Your memorandum of 19 December 1953.

1. From paragraph 2 it is now clear that so far as Jangi Inams are concerned there are 7 awards in payment from Army Funds, which strictly should have continued to be the liability of the India Government. The earlier correspondence to which you refer, however, dealt with other awards (eg your 3522 of 8 December 1948, spoke of 2 other ranks awarded the Military Medal) and it is assumed therefore that there may be involved cases in which other monetary awards are in payment. It is appreciated, however, once payment in respect of any monetary award had been accepted as a charge against Army Funds, because the Gurkhas had entered British Service, that tore-transfer payment to the Indian Government would not be possible without considerable difficulty, though it is not abundantly clear that there would be any loss of prestige as suggested in your letter of 22 January 1953. In all circumstances, however, it is agreed in respect of all those Gurkhas who are at present serving and in receipt of monetary awards, that the charges for such awards should remain finally against Army Vote both during and after service and irrespective of whether pension or gratuity becomes payable at the conclusion of service.

2. There is, however, a possible complication as regards payments for awards of Jangi Inams. These are payable in respect of war service and those awarded following the 1914-1918 war were payable not only to the actual recipient, but his nominated heir, 1939-1945 war awards are payable generally only to the recipient. It follows seemingly that a case might in future arise of a Gurkha enlisting for service with HMG who might be in receipt of, or become eligible to receive, an award of the Jangi Inam as the nominated heir of his father. In such cases, unless the award to the father had been in issue from Army Funds, because the father served HMG payments should not be taken over from the Indian Government.

(sgd…………………………………………………………..)
Subject: **GURKHA MONETARY AWARDS**

1. It has now been agreed by the War Office that all INDIAN monetary awards paid from Army Funds to entitled GURKHAS who are now serving, may continue as a charge against Army Funds both during and after service, irrespective of whether a pension or a gratuity becomes payable at the conclusion of service. It has also been agreed that those Jangi Inams now paid from Army Funds to serving GURKHAS may continue to be paid in the same way as monetary responsibility of the INDIAN Government.

2. A case may arise in the future of a GURKHA enlisting for service in HM Gurkhas who is the nominated recipient of a Jangi Inam awarded to his father for service during the 1914-1918 war. In such a case the payment will not be taken over from the INDIAN Government, unless the award has been paid from BRITISH Army Funds because the father has subsequently served in HM Gurkhas.

(sgd……………………………….)
Major General
Chief of Staff
Far East Land Forces
## GALLANTRY AWARDS AND JANGI INAM – PREVIOUS AND CURRENT RATES OF MONTHLY MONETARY ALLOWANCES FOR BRITISH GURKHA EX-SERVICEMEN.

<table>
<thead>
<tr>
<th>Award</th>
<th>Rates wef 1 Jan 76</th>
<th>Rate wef 1 Mar 94</th>
<th>Rate wef 25 Jan 95</th>
<th>Rate wef 1 Apr 99</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Awards Prior to 1 Jan 56</td>
<td>Awards on or after 1 Jan 56</td>
<td>All Ranks</td>
<td>All Ranks</td>
</tr>
<tr>
<td>Hon GCO, QGO</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Soldiers</td>
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<tr>
<td>All Ranks</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>VC</td>
<td></td>
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<tr>
<td>Award on or after 1 Jan 56</td>
<td></td>
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</tr>
<tr>
<td>Hon GCO, QGO</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Soldiers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Ranks</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>VC</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>GC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Each Bar</td>
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<td></td>
</tr>
<tr>
<td>IOM</td>
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</tr>
<tr>
<td>Each Bar</td>
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</tr>
<tr>
<td>IDSM</td>
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<td></td>
</tr>
<tr>
<td>Each Bar</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Each Bar</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>MM</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Each Bar</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>DSO/DCM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Each Bar</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jangi Inam</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:

1. All rates in ICR less VC/GC.
2. VC/GC £1300 per year from 17 Aug 95 (D/SPP (Pens) 1/8/3 dated 8 Nov 95).

Amdt 17 – Jul 00
06001. General. Regulations regarding the eligibility for Gurkha pensions are based on those issued to the Indian Army\(^1\) in accordance with the TPA. The administration of pensions, however, is to follow British lines with the rules regarding forfeiture and restoration that would be applied to British personnel being applied to Gurkhas. The application of British administrative procedures, as detailed in the Army Act, for Gurkha personnel was effective from 1 Apr 93\(^2\).

06002. Responsibilities. There are particular responsibilities in the administration of Gurkha pensions as detailed below:

a. **HQ AG.** DCS (P&S) through AG Sec (Gurkha) is responsible for all policy matters regarding Gurkhas. DCS (P&S) is the ultimate authority on specific casework.

b. **HQ BG.** Col BG through SO2 G1 (Fin) is the principle advisor to HQ AG on all matters relating to Gurkhas.

c. **HQ BGN.** Comd BGN through DCOS HQ BGN is responsible for the disbursement of pensions in Nepal and India, the investigation of pensions cases and the provision of recommendations on casework.

d. **APC.** Col PPPA through HEO GSW is responsible for the assessment and authorisation of all service, disability and family pensions for Gurkha ex-servicemen and their dependants. Col PPPA is also the sole authority for any write-off action on individual cases.

e. **DSPS(A).** Col Tech through SO2 SPS (Gurkha) is responsible for the publication of pension regulations and for the provision of advice on the implementation and interpretation of these regulations.

06003. All cases that fall within the rules and regulations of the GPPM are to be processed in two stages as follows:

a. Investigation by HQ BGN to determine grounds for each case. Where an entitlement exists all cases are to be passed to the APC for action.

b. APC to authorise payment of appropriate pension rate and ensure any arrears are assessed and paid.

06004. Any cases that fall outside the regulations in the GPPM are to be staffed up the BG G1 chain. These cases are to be processed in four stages as follows:

a. Investigation by HQ BGN with report and comment to the APC.

b. APC to finalise the case and pass it with comments to HQ BG and DSPS(A) who are to review the case and submit recommendations to HQ AG via AG Sec (Gurkha) for a decision.

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\(^1\) Pension Regulations for the Army (India) 1961

\(^2\) D/PS(A)/8/62/2PS2(A) dated 23 Feb 93.

Amdt 18 – Apr 01
c. HQ AG to make a decision on merits of the case. HQ BG, HQ BGN, DSPS(A) and the APC will be informed of decision reached by HQ AG with the APC to take the necessary action if the case is agreed.

d. APC to authorise payment of appropriate pension rate and ensure any arrears are assessed and paid.
CHAPTER 7

UNCOLLECTED PENSIONS

GENERAL

07001. As in most cases where pensions remain uncollected, for more than 3 years, there are dependants. All Gurkha pensioners will be invited to sign the undertaking in Annex A. Existing pensioners are to be treated as though they signed the undertaking.

07002. Cases where the pensioner refuses to sign the undertaking and the pension remains uncollected for more than 3 years are to be referred to GPPS via Records Officer, BG Pokhara.

07003. If the pension remains undrawn for a period in excess of 3 years and the undertaking at Annex A has been signed or deemed to be signed, the Regimental Paymaster The Brigade of Gurkhas (RPBG) will request HQ BRIGNEPAL to investigate the case. If HQ BRIGNEPAL is satisfied that there is no evidence of the pensioner being alive, a recommendation will be forwarded to the Gurkha Pensions Committee for the dependant to receive the pension. If there is more than one dependant the recommendation will include the suggested proportion for each. HQ BRIGNEPAL will only recommend payment to the dependant where there is little or no chance of the pensioner reappearing.

07004. If the Gurkha Pensions Committee approves the case, GPPS will authorise payment at the 3 year one day point of a pension to the dependant at a rate equal to an Ordinary Family Pension (OFP), or, if this is lower in instances where the pensioner has commuted a proportion of his pension on discharge, a sum equal to but not classed as the residual service pension. Should the pensioner reappear once an award of this nature has been made but before 7 years has elapsed the restoration of any arrears payable is at the discretion of the Gurkha Pensions Committee.

07005. If after 7 years the pensioner is still missing he will be presumed dead for pension purposes and the appropriate family pension will be issued to the dependant. GPPS will review the case and authorise payment of all arrears including the undrawn pension for the first 3 years and the difference, if any, between the amounts due and the amounts actually drawn by the dependant.

07006. Should the pensioner reappear after the 7 year point the case, with a recommendation from HQ BRIGNEPAL, will be considered by the Gurkha Pensions Committee. If at any stage a pensioner is not satisfied with the action decided by the committee, the case will be referred to MOD SP Sec 2.
ANNEX A TO
CHAPTER 7

WITHDRAWN PENSION UNDERTAKING CERTIFICATE

LAPSED PENSION

I, No:………………. Rank:…………. Name:…………………. Unit:……………………………………

Voluntarily agree that in the event of my pension being undrawn for a period exceeding 3 years it may be drawn by my dependants.

Signed:……………………………………. Witness:……………………………………………………

Appt:…………………………………………………..

Date:………………………………………..

Notes:

It should be pointed out to the officer/soldier that the advantage of signing the above voluntary undertaking is that if he should disappear unexpectedly his dependants will be able to draw his pension after 3 years. If he does not sign it they would have to wait for a period of 7 years after which he would be presumed dead.
CHAPTER 8
PENSIONER IN PRISON OR FOUND GUILTY OF MISCONDUCT

GENERAL

08001. A Gurkha pensioner imprisoned without trial on political or other grounds should in general be entitled to continue to receive any pension in issue until after trial in a court of law.

08002. Should a pensioner misconduct himself, with or without legal proceedings, such misconduct may constitute grounds for suspension or reduction of his or her pension.

RULES RELATING TO THE ENTITLEMENT TO PENSION OF PERSONS INCREASE RATED WITH OR WITHOUT TRIAL

08003. A convicted and imprisoned pensioner is to be seen at least once in any 2 years period by an Officer, who is to prepare a Life Certificate for submission to Inf MCM Div, APC Glasgow through HQ BRIGNEPAL.

08004. Where a pensioner is imprisoned after conviction the pension payable to the family is not normally to exceed the family pension payable had he died, and the payee (wife, child or parent) of such a pension is to attest to the life of the pensioner and to having seen him on a stated date. The Commander, British Gurkhas Nepal is to make a recommendation under para 06002c to Inf MCM Div, APC if the conditions under which the pensioner is imprisoned are such as to warrant consideration of a greater payment to the family. Before such a recommendation is made, an officer must visit the pensioner and report in writing to the Commander, British Gurkhas Nepal. The Inf MCM Div is to submit the recommendation to the ‘competent authority’. Every such recommendation is to be treated as a matter of urgency by all concerned.

08005. The date of imprisonment and duration of sentence (if known) are to be notified to the ‘competent authority’ and to Inf MCM Div, APC by HQ BRIGNEPAL, as soon as possible after they have been completed.

08006. The pension of pensioners imprisoned for offences of a political nature is not to be withheld without prior authority of the MOD SP Sec 2. The Commander, British Gurkhas Nepal is to report the circumstances of such is then to be submitted to MOD SP Sec 2 with the specific recommendation of the ‘competent authority’ for further consideration by that Branch.

RULES RELATING TO PENSIONERS CONSIDERED TO HAVE COMMITTED MISCONDUCT COMMITTAL TO PRISON

08007. In every case of misconduct of a pensioner in Nepal or India, the Commander, British Gurkhas Nepal is to consider the circumstances and make specific recommendations. The recommendation is to be sent to Inf MCM Div, APC for confirmation to the ‘competent authority’ with the case file, and is to comprise:

a. A statement of the misconduct giving dates and the nature of the incident.

b. Full particulars of the pensioner, and any other person involved if the information is relevant.

c. The Commander’s opinion of the nature and seriousness of the misconduct.
d. The Commander’s recommendation as to the withholding, in whole or in part, of the pension.

08008. A pension having been withheld in whole or in part as a result of such a recommendation may be reinstated only after receipt of such a recommendation from the Command, British Gurkhas Nepal, of a recommendation to this effect, which is to give sufficient detail of the pensioner’s subsequent conduct to explain and justify the recommendation. The recommendation is to be sent to Inf MCM Div who are to submit it to the ‘competent authority’ together with the pensioner’s case file.
CHAPTER 9

MINIMUM RATES OF PENSION

RAISING THE MINIMUM RATE OF PENSION

09001. With effect from 1 Jan 86, where the existing rate in issue to service and disability pensioners (before commutation) and families in receipt of Ordinary Family Pension (OFP) and Special Family Pension (SFP) together with ad hoc increase admissible under MOD letter D/AG Sec 2/31/33/1 dated 21 Nov 85 is less than ICR 375.00 with effect from 1 Jan 86 in accordance with reference to Government of India MOD letter No 1(5)/87/0(Pens/Svcx) dated 30 Oct 87 Pt II para 6.2(b) and this monthly pension will attract the Pension Increase annually.

Example: (a) Service Pension (No Commutation)

<table>
<thead>
<tr>
<th>Pension Type</th>
<th>ICR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Pension</td>
<td>200.00</td>
</tr>
<tr>
<td>Ad Hoc</td>
<td>25.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>225.00</strong></td>
</tr>
<tr>
<td>Increase to Minimum</td>
<td>375.00</td>
</tr>
<tr>
<td><strong>ICR 1733.51</strong></td>
<td><strong>1 Apr 86</strong></td>
</tr>
</tbody>
</table>

09002. Where a pensioner has commuted a portion of his pension, any increase payable to raise his pension up to the minimum rate will be calculated on the total rate of his pension before commutation. The remainder of his pension will not attract the minimum rate of pension.

Example: (a) Service Pension (With Commutation)

<table>
<thead>
<tr>
<th>Pension Type</th>
<th>ICR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Pension</td>
<td>264.90</td>
</tr>
<tr>
<td>Commutation</td>
<td>119.20</td>
</tr>
<tr>
<td><strong>Total Rate</strong></td>
<td><strong>145.70</strong></td>
</tr>
<tr>
<td>Restoration of Commutation</td>
<td><strong>454.16</strong></td>
</tr>
<tr>
<td>Minimum Rate</td>
<td><strong>1733.51</strong></td>
</tr>
<tr>
<td><strong>ICR 1733.51</strong></td>
<td><strong>1 Apr 94</strong></td>
</tr>
</tbody>
</table>

09003. The commuted part of the pension will be restored in full after 15 years.

(D/SP POL 1/28/3 dated 11 Oct 96)

Example: (a) Disability Pension (No Commutation)

<table>
<thead>
<tr>
<th>Pension Type</th>
<th>ICR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Pension</td>
<td>200.00</td>
</tr>
<tr>
<td>Ad Hoc</td>
<td>25.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>225.00</strong></td>
</tr>
<tr>
<td>Increase to Minimum</td>
<td>375.00</td>
</tr>
<tr>
<td><strong>ICR 1733.51</strong></td>
<td><strong>1 Apr 86</strong></td>
</tr>
</tbody>
</table>

(D/SP POL 1/28/3 dated 11 Oct 96)
09004. If the Medical Adviser decides at a later date that the pensioner is now fit and should therefore lose his disability element, the pensioner will then be awarded his Service Pension at the increase minimum rate of normal pension.

09005. Where a disability pensioner has commuted a portion of his pension, any increase payable to raise his pension up to the minimum rate will not be calculated on the total rate of his pension before commutation.

**Example:**
(a) Disability Pension (With Commutation)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Pension</td>
<td>ICR 264.90</td>
</tr>
<tr>
<td>Commutation</td>
<td>ICR 119.20</td>
</tr>
<tr>
<td></td>
<td>ICR 145.70</td>
</tr>
<tr>
<td>20% Disability Element</td>
<td>ICR 90.00</td>
</tr>
<tr>
<td>Monthly Rate</td>
<td>ICR 235.70…… 1 Apr 86</td>
</tr>
<tr>
<td>Restoration of Commutation</td>
<td>ICR 661.07 …..1 Apr 94</td>
</tr>
<tr>
<td>Minimum Rate</td>
<td>ICR 1733.51 …..1 Apr 98</td>
</tr>
</tbody>
</table>

09006. Reserved

**GALLANTRY AWARDS AND CONSTANT ATTENDANCE ALLOWANCE**

09007. A pensioner who is in receipt of a Gallantry Award and/or Constant Attendance will not have these taken into account when assessing the minimum rate of pension.

**Example:**
Service Pension  ICR 200.00
Ad Hoc  ICR 25.00
**ICR 225.00**
Increase to Minimum  ICR 375.00
MM Award  ICR 10.00
**ICR 385.00**…… 1 Jan 86
ICR 1382.76
MM Award  ICR 10.00
**ICR 1733.51**…… 1 Apr 98