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M 1488

D 795  
1922

ROYAL IRISH CONSTABULARY OFFICE,  
DUBLIN CASTLE

15 th March 1922.

PRELIMINARY ARRANGEMENTS FOR DISBANDMENT.

(1) DISTRICTS AS UNITS.

The personnel of Districts are to remain as at present without alteration and no transfers are to be made between Districts. The only exceptions will be the Depots at Phoenix Park and Gormanstown and the personnel of the Transport Division.

(2) RECALL FROM LEAVE.

All officers and men in Ireland are to be recalled from leave immediately.

(3) CHARACTER CERTIFICATES.

The preparation of these is to be put in hands at once, the "date of Disbandment" being left blank until the date of disbandment of the individual is known. An immediate issue of form will be made from this Office to each Co Inspector. County Inspector Officers acting for them will see that the work of preparation is completed within two days of the receipt of the forms.

(4) CONSTABULARY FORCE FUND.

Form Z2 should be completed in the case of every contribution to the Constabulary Force Fund.

Form (Z1) which has to be completed in respect of every member of the Force, should be prepared ready for completion at the time of Disbandment.

(5) PAY SHEETS.

These should be prepared as far as possible, ready for completion when the date of disbandment is known.

(6) PUBLIC DEBTS.

Steps should be taken to ascertain the public debts chargeable against each individual.

(a) Damage to clothing. This may be ignored.

(b) Deficiencies in equipment. Losses of articles of less value than 1/- may be ignored, except when the total deficiency exceeds 2/6 when the full amount should be charged, fractions of 6d being ignored. The value of articles of clothing and equipment for this purpose should be the cast value. Deficiencies in arms should be charged in full, and a special report should be furnished in these cases where this has not already been done. Recovery should be made at the time of payment of salary on day of disbandment.

(7) INCOME TAX.

Amounts payable in respect of Income tax should be deducted from salary payable on day of disbandment as follows:-

(a) When the amount does not exceed £2 it should be recovered in full.

(b) When the amount exceeds £2 the sum of £2 should be deducted from salary payable and a statement of the case should be submitted to the Inspector General (Income Tax Department) on form I.T. (arrears). A supply of these forms is being sent to the ~~Inspector General~~ the District Inspector's

(8) FORMS OF PENSIONABLE SERVICE.

Supplies of these forms are being sent to County Inspector's at once, and the required particulars should be entered as far as practicable forthwith. The date of discharge can be filled in when the dispersal takes place. The query about accepting the terms of the Pensions Order may be ignored if the copy of the order has not been received. When completed, the forms should be sent to the Inspector General (Pensions Section 1.)

As the new Pensions Order will make provisions for reckoning previous service in the Force, which could not be reckoned under existing rules, any cases in which claims in this respect have been made should be submitted separately with a short statement of the facts.

Owing to the large numbers of errors discovered in the forms submitted in respect of the recruits from Gt Britain, County Inspectors are requested to examine the forms carefully before submission.

(9) CERTIFICATE OF HEALTH EXEMPTIONS AND UNEEMPLOYMENT INSURANCE.

Each man on disbandment is to be handed a signed certificate to the effect that, during his service with the Force, he has not been insurable either for health or Unemployment Insurance Benefits. These forms should be prepared at once in readiness for disbandment. A supply of Forms is being sent from this Office,

(10) RECORDS.

(a) All Finance and store records dating from 1st January 1919 up to the present date, with the exception of those in current use, should be tied up into parcels and forwarded to the Inspector General (Finance Department) at once. Finance and Stores records should be packed separately in bundles, for each half-year ending the 30th June and 31st December, the outside of the parcel being plainly marked with the name of the District and the period concerned, and the word FINANCE or STORES as the case may be.

(b) Further instructions will be issued in respect of other records.

11. PAYMENT OF EXISTING PENSIONS.

As a temporary arrangement, existing R.I.C. Pensioners resident in Ireland will henceforth be paid by direct remittance from this Office, except in the case of those who in the past have drawn their Pensions on personal application at the Paymaster General's Office, Dublin Castle.

The following procedure should be observed:

(a) The form of life Certificate should be sent by the District Inspector concerned to each Pensioner with a printed notice requesting him to get the Declaration portion completed and return it to the Inspector General (Pensions Department Sec 2) by the 25th March 1922. Supplies of printed notices will be sent to District Inspectors in a day or so. The Form of receipt on the life Certificate forms now in use should be struck out by the District Inspector before issue.

(b) Pension authorities in the possession of District Inspector should be forwarded immediately to the Inspector General (Pensions Department Sec 2.) together with a statement showing

(1) The name and present postal address (in full) of the pensioner.

(2) Whether the Pension is payable monthly or Quarterly.

(3) The gross amount payable on the 2nd April next, the amount of deductions (if any) and the net amount of the payment to be made.

(Signed) C. A. WALSH

Deputy Inspector General.

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Ssrgt Lette rkenny No.

District Inspector's Office,  
Letteerkenny 17/3/22.

For your information and attention please, especially with regard to paragraph 11. regarding Pehsions and Paying Authorities.

H.C. for D.I.  
on duty.

(1) The name and present postal address (in full) of the pensioner.  
(2) Whether the Pension is payable monthly or quarterly.  
(3) The name and present postal address (in full) of the pensioner.  
(4) The name and present postal address (in full) of the pensioner.  
(5) The name and present postal address (in full) of the pensioner.  
(6) The name and present postal address (in full) of the pensioner.  
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