

DEFENCE COUNCIL INSTRUCTIONS (ROYAL NAVY)

MINISTRY OF DEFENCE

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By Command of the
Defence Council

Michael Camy

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RESTRICTED

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1. DCI(RN) S4/76 refers, and defines personnel entitled. [FSD 550/3 (DFSD)]
2. All special issues of heavy wool jerseys made in accordance with reference are to be recorded in the individual's Pay Book (S.43a).
3. Issues are to be charged to entitled individuals on their pay account at a flat rate of £1.50 accounted for as a casual payment.
4. Cash receipts are to be brought to account as follows: VAT exclusive price £1.50; VAT inclusive price £1.39 plus 11p VAT, or VAT applied as 8 per cent *within* total.
5. All forms used for the special issue (including Pay Book) are to be endorsed 'JERSEY ISSUE 76'.
6. The methods of issue recommended below are for guidance and may be adapted at the Supply Officer's discretion provided the principles above are observed.

Recommended method—Bulk issues

7. Lists of entitled personnel to be prepared on Forms C.13 (two copies) showing payment figure of £1.50. It is recommended this be arranged with assistance from Divisional Officers.
8. Issues to be made direct from bulk stock (ex Bale room or direct supply from PSTO N)). Transactions should not go through the Cash Clothing Sales Account.
9. Man signs C.13 when issue is made. This signature will authorize debit of £1.50 against pay account; and acknowledge receipt of the jersey in exchange for the £1.50.
10. Issue entered in Pay Book at issue point.

Pay Office:

- a. actions PERs
- b. raises C.10
- c. despatches INDOC to CENTURION

Cash Office:

- a. credits total payment using C.10
- b. debits total value as cash clothing sales, showing VAT where appropriate.

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