

12. Where an officer is proceeding to his post on transfer or on first appointment abroad or leaving his post on retirement on pension or on an appointment to the United Kingdom, or when an officer dies while serving abroad, the cost of transporting his personal effects by an approved route and method of transport will be allowed up to such limits as to volume, cost and nature as the Secretary of State may consider to be reasonable, except in the circumstances indicated in paragraph 2 (d) or when the officer retires in circumstances in which he is not granted a pension.

*Comment:—*

This paragraph applies to heavy luggage containing personal effects as opposed to ordinary travelling luggage, which is covered by paragraph 11 above, and furniture which is dealt with in paragraph 14 below. It includes such things as clothes, household linen, blankets, cutlery, crockery, books and small articles of decoration and will normally be restricted to one-third of the limits referred to in paragraph 14 below as to weight and size or 15 cwt., whichever is the greater. Whenever possible three competitive tenders should be obtained for packing and transport of personal effects exceeding a gross weight of 10 cwt. The cost of transporting heavy articles such as pianos would not be allowed under this head. The cost of transport of drink and stores is not allowed in any circumstances. As regards the transport of motor cars, see paragraph 17.

13. When an officer proceeds on leave and transfers to another post abroad, he may be allowed storage charges on his personal effects at either his old post or his new post until he occupies furnished accommodation at the latter. If he leaves his old post prior to notification of his new post he may be allowed storage charges on his personal effects at his old post, at a port in the United Kingdom or at a port *en route*.

14.—(a) Where an officer is appointed or transferred to a post and has been authorised by the Secretary of State to rent unfurnished accommodation, the cost of packing, unpacking and transporting the officer's own furniture by an approved route and method of transport to his post will be allowed, but only within the following limits:—

*Branch A*

(i) In the case of unmarried officers of Grades 1 to 6 and married officers of lower grades, up to 10½ tons or 2,100 cubic feet or 60 cubic metres (equivalent to about three van loads).

(ii) In the case of unmarried officers below Grade 6, up to 4 tons or 800 cubic feet or 23 cubic metres.

*Branch B*

(i) In the case of married officers of Grade 4 and above up to 7 tons or 1,400 cubic feet or 40 cubic metres.

(ii) In the case of unmarried officers of Grade 4 or above or married officers of Grade 5, up to 4 tons or 800 cubic feet or 23 cubic metres.

(iii) In the case of married and unmarried officers of Grade 6 and unmarried officers of Grade 5, up to 2 tons or 400 cubic feet or 12 cubic metres.

*Branch C*

Branch C officers will not be authorised to transport furniture.

*Branch D*

Up to 1½ tons or 350 cubic feet or 10 cubic metres.

*Comment:—*

(i) In order to ensure that claims for the cost of transporting furniture and personal effects are as low as possible, officers should, whenever possible, obtain three competitive tenders for packing and transport.

(ii) Where the cost of packing cases or lift vans is included in the charge for removal of furniture, these may be either retained for further use or sold and the proceeds credited to public funds. No storage charges for empty cases or vans can be allowed.

(b) Where an officer is allowed the cost of transporting his furniture under (a) above but cannot immediately find suitable unfurnished accommodation at his new post, he will be allowed charges for storage abroad of his furniture up to the limits specified in (a) above, for a reasonable period.

*Comment:—*

This storage may be at his new post or his old post. The period allowed will not ordinarily exceed three months. Storage charges in the United Kingdom will not be accepted.

(c) Where an officer has been given a rent allowance for furnished accommodation or where his official residence, though furnished, has not been completely equipped, he will be allowed the cost of transporting by an approved route and method of transport any essential articles of furniture which are not included in the furniture provided.

(d) Where an officer is leaving his post on retirement on pension or on appointment to the United Kingdom, or when an officer serving abroad dies, the cost of transporting his furniture to the United Kingdom or place of retirement by an approved route and method of transport will be allowed up to the limits as to quantity specified in (a) above, and up to the limits as to cost of the transport to London. In the case of an officer on retirement the cost of transport to his place of retirement in the United Kingdom may be paid.

(e) Where the officer is being removed in the circumstances indicated in paragraph 2 (d) and in the comment to paragraph 3 no allowances can be claimed under this paragraph.

15. Where an officer serving abroad is, at the time of his transfer to a new appointment, in possession of furniture at his old post and is not granted an allowance for transferring his furniture to his new post under paragraph 14 (a) above, the officer will, at his option, be allowed (unless the transfer is made in the circumstances indicated in paragraph 2 (d)) either the cost of removing the furniture to London up to the limits of the quantity of furniture specified in paragraph 14 (a), or the cost of storing the furniture up to these limits as to quantity, and up to the limits as to cost of the transport of the furniture to London.

*Comment:—*

If the officer is subsequently transferred to another post abroad in circumstances where he may be allowed the cost of removing his furniture to this post, he may then apply for the cost of removing his furniture under paragraph 14 (a) from London or the place abroad where he stored it, as the case may be. If he retires on pension or dies and his furniture has been stored abroad under paragraph 15, application may be made for the cost of removing his furniture to London under paragraph 14 (d).

16. Where an officer serving abroad insures personal and household effects in any part of the world against all risks of loss and damage (including breakage), by means of a comprehensive world-wide policy, one-third of the annual premium within certain limits, as laid down from time to time and subject to the following limits of value, may be paid from public funds:—

	Grade of officer	Insurance limit £
(1) Where an allowance for the removal of furniture has been given.	Head of Mission ...	6,000
	A 4 to A 6 (other than Head of Mission) ...	3,750
	A 7, A 8 and B 1 to B 4 (married) ...	2,500
	A 7, A 8 and B 1 to B 4 (single) ...	1,600
	B 5 and B 6 (married) ...	1,200
	B 5 and B 6 (single) ...	600
	Branch D (married) ...	1,050
Branch D (single) ...	600	
(2) Where an allowance for the removal of any essential articles of furniture or items of equipment has been given.	Head of Mission ...	4,500
	A 4 to A 6 (other than Head of Mission) ...	2,400
	A 7, A 8 and B 1 to B 4 (married) ...	1,700
	A 7, A 8 and B 1 to B 4 (single) ...	1,350
	B 5 and B 6 (married) ...	850
	B 5 and B 6 (single) ...	500
	Branch C ...	500
Branch D (married) ...	800	
Branch D (single) ...	450	
(3) Where an allowance for the removal of personal effects only has been given.	Head of Mission ...	2,000
	A 4 to A 6 (other than Head of Mission) ...	1,500
	A 7, A 8 and B 1 to B 4 (married) ...	1,000
	A 7, A 8 and B 1 to B 4 (single) ...	700
	B 5 and B 6 (married) ...	350
	B 5 and B 6 (single) ...	200
	Branch C ...	200
Branch D (married) ...	350	
Branch D (single) ...	200	