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GOVERNMENT OF INDIA.
FINANCE AND COMMERCE DEPARTMENT.

THE

# CIVIL SERVICE REGULATIONS

EMBODYING

## THE CIVIL PAY AND ACTING ALLOWANCE; LEAVE; PENSION; AND TRAVELLING ALLOWANCE REGULATIONS.

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The Second Edition of the CIVIL SERVICE REGULATIONS is now published. From this date the First Edition of these Regulations will be superseded, and should no longer be quoted. For convenience of reference the numbering of the Articles in the First Edition has been retained.

J. F. FINLAY,

*Secretary to the Government of India.*

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# PART I.—PRELIMINARY.

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THE

# CIVIL SERVICE REGULATIONS.

## PART I.—PRELIMINARY.

## Chapter I.—General Scope.


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### Extent of Application.

**1.** No standing order not contained in these Regulations should be quoted or trusted in deciding or submitting for orders any question affecting the Pay and Allowances, Leave, Pension, or Travelling Allowances of officers the conditions of whose service are not defined by the Army and Marine Regulations. If any officer thinks that any order not embodied in these Regulations ought to be revived, he should refer the question, through the proper channel, to the Government of India. Without the special authority of the Government of India no such order is valid.

**2.** The rules which apply to the ordinary Civil Establishments of the State apply also to officers employed under the Military and Marine Departments

*Article 3.*

*Substitute the following for the first sentence of this article :—*

The Travelling Allowance Regulations in Part XI apply to all officers in Civil employ, except the following officers of the Royal Indian Marine; namely, officers on the graded and supernumerary lists of executive officers and engineers, warrant officers on the afloat establishment and crews of vessels. The rules applying to the officers of the Royal Indian Marine specified above are contained in Appendix No. 20. (75.)

### Orders applicable to Particular Individuals.

**4.** (*a*) Orders which apply only to particular individuals named in them are not included in these Regulations, and will remain in force apart from them.

(*b*) Otherwise the claims of persons now in the Civil Service of the Government will be determined only by these Regulations.

## Right of Changing or Interpreting Rules.

5. The Government of India reserves to itself the right of changing the Pay and Acting Allowance Rules from time to time at its discretion, and of interpreting their meaning. An officer's claim to pay and allowances is regulated by the rules that may from time to time be in force.

6. (*a*) The Government of India reserves to itself the right of modifying the Leave Rules in these Regulations as may from time to time seem to it expedient, and of interpreting them in case of dispute.

(*b*) In all contracts for service in India to which the Secretary of State is a party, [1] provision is made for the exercise by the Government of these rights.

NOTE [1].—[The despatch from the Secretary of State announcing this is No. 15, dated 3rd January 1879; see also note [1] under Article 7.]

(*c*) An officer's claim to leave is regulated by the rules in force at the time that the leave is applied for and granted.

7. (*a*) The Government also reserves to itself the right of changing the Pension Rules from time to time at its discretion, and of interpreting their meaning. An officer's claim to pension is governed by the rules in force at the time when he resigns or is discharged from the service of Government: he is not entitled to concessions withdrawn before, or made after, his resignation or discharge.

NOTE (1).—["You remark that you are unable to admit any obligations on the part of the Government of India to compensate those officers for the indirect and remote effects of any administrative measures which it has been considered necessary to adopt in the interests of the State generally, and that it would be extremely inconvenient, if not wholly impracticable, in carrying out every change, to consider every possible effect, however remote, which such change might have on the prospects of every officer in the Service.

"I concur in the sentiment expressed by your Government in this matter. All administrative reforms would be rendered impossible if the Government were fettered by considerations such as those above referred to."—(*Secretary of State's despatch No. 10, dated 7th October 1880.*) See also note under Article 384 (*e*).]

NOTE (2).—The following extract from a Resolution of the Government of India, No. 4863, dated 4th December 1891, relates to the exercise of the right reserved in Articles 5 to 7 to alter the leave and pension rules from time to time:—

"Her Majesty's Secretary of State for India, having examined the particular instances which were mentioned in support of the complaints referred to in clause (*c*) of paragraph 1 of this Resolution, regarding the manner in which the right to alter the leave and pension rules had been exercised by the Government of India, expressed the opinion that in none of them had there been any interference with the rights of the servants of the Government. The Government of India have always been careful to exercise the right of altering rules with due consideration for the rights of their servants. The ordinary course adopted to prevent hardship arising from any change of rule found necessary has been either to defer the introduction of the change for some time after its publication, or to give the officers affected the right of choosing whether they shall come under the operation of the old or of the new rules. It has been decided that the right of altering rules must be maintained, that care should be taken, as in the past, to prevent the introduction of any new rules from operating harshly, but that the Local Governments and the Government of India should not consider themselves precluded from recommending an exception in any case of individual hardship which may arise in spite of the precautions taken. If any case of apparent hardship arises, the local authorities should understand that, when the officer applies to retire, they are not precluded from examining into its merits and ascertaining whether, in their opinion, he has substantially suffered from the introduction of a rule not in force at the time he entered the service. If, after comparing the advantages secured to the officer by the altered rules with any disadvantages incidentally involved, they find that he has on the whole substantially suffered, the point may be taken into consideration in determining whether some compensation ought not to be granted in the particular instance."

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*Article 11.*

*Insert the following as clause (v) under this article :—*

(v) Examination leave of absence under Article 314 is also active service, provided that not more than twelve months of such leave can be so reckoned to any officer ; and that leave granted under clauses (*c*) and (*d*) of Article 314 is not reckoned as active service, unless the officer passes the examination for which the leave is granted. Leave admissible under Article 315-A. for the purpose of studying the Chinese language also counts as active service, provided that the officer successfully passes the examination for which the leave is granted. (91.)

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*Article 12 (a).*

*Strike out Rule 1 under clause (iii) of this article, Rule 2 being numbered as Rule 1.* (91.)

(*b*) The general purport of this rule is inserted by the Secretary of State in all Covenants for Service in India, to which conditions relating to *Pension* are attached.

(*c*) In accordance with the principle laid down in clause (*a*) the claims of persons who have already left the service of Government must be determined by the rules which were in force at the time they left it. These Regulations do not necessarily apply to them.

## Chapter II.—Definitions.

**8.** Unless there be something repugnant in the subject or context, the terms defined in this Chapter are used in the Regulations in the sense here explained. When these terms are, in the Regulations, printed in italics, it is meant that the rule cannot be fully applied without reference to the definition.

**9. Absentee** means an officer absent from an appointment on which he has a lien, either on leave or on deputation to another appointment, whether permanent or temporary, or on special duty unconnected with his own appointment, or on joining time during transfer to another appointment, or under suspension.

**10. Accountant General** includes "Comptroller General" and "Comptroller."

**11. Active Service** includes, besides time spent on duty in India—

(i) Privilege leave of absence; including the corresponding leave (called "Short Leave on Private Affairs" and "Leave on Private Affairs") under the Covenanted Service Leave Rules in force before the 1st July 1868.

(ii) Subsidiary leave of absence; including the corresponding leave (called "Special Leave") under the Covenanted Service Leave Rules in force before the 1st July 1868, and also the corresponding leave (called "Preparatory Leave") under the previous Indian Service Leave Rules.

(iii) Time spent on the voyage to India by an officer who is recalled to duty before the expiry of any recognised leave out of India, and (if within a year from the date on which he can be spared, the officer takes the unexpired portion of the leave from which he was recalled) the time spent on the return voyage to Europe.

(iv) And, for purposes of pension, period of absence from India on duty of an officer deputed or detained out of India on duty.

NOTE.—[An Officer recalled to duty before the expiry of leave in India, other than Privilege Leave, is treated as on duty from the date on which he starts for the station to which he is ordered.]

**12.** (*a*) In the case of a Member of the Indian Civil Service Active Service includes also—

(i) the interval between the date of an officer's first arrival in India and the date on which he joins his first appointment;

NOTE.—[If an officer does not join his first appointment within the joining time allowed him,

the interval between the end of such joining time and the date on which he actually joins is not Active Service.]

(ii) Time passed in India, out of employ on Subsistence Allowance, but not on Furlough.

NOTE.—[See Chapter IX, Article 207.]

(iii) Leave of Absence on urgent private affairs granted before the 3rd January 1863.

1. Examination leave of absence is also Active Service; provided that not more than twelve months of such leave can be so reckoned to any officer, and that leave granted under clauses (*c*) and (*d*) of Article 314 is not reckoned as Active Service, unless the officer passes the examination for which the leave is granted.

2. One year of leave of absence on medical certificate was reckoned as "Residence" under the Covenanted Service Leave Rules in force before the 1st July 1868. This is not reckoned as Active Service.

(iv) The period not exceeding eight months spent in Russia in studying the Russian language counts as service for pension, but not as service for furlough.

(*b*) The "Active Service" of a Statutory Civil Servant is defined in Section 1 (*a*) of the rules under Article 626.

**13.** In the case of a Military Officer subject to the Civil Leave Rules, "Active Service" for the purpose of calculating the amount of leave admissible under these Regulations commences from the date of first substantive appointment in the Civil Department, or from the date of completion of three years' continuous officiating service in the Civil Department, whichever may be the earlier. But an officer of the Royal Engineers, who was in civil employ on the 1st November 1886, and elected for Continuous Service in India, counts Active Service from the date of his election.

1. For the purpose of determining whether leave may be granted to such an officer, and the amount of the leave allowances, Continuous Service and Active Service include any previous service which would be treated as such under these Regulations.

2. Article 12 (*a*), clauses (ii) and (iii) above, apply to Military Officers subject to the Civil Leave Rules.

**14.** The "Active Service" of a Chaplain is defined in Article 637.

**15. Actual Travelling Expenses.**—When used in the Travelling Allowance Regulations the term "Actual Travelling Expenses" means the actual cost of locomotion for an officer himself, his servants, and personal luggage, including charges for ferry and other tolls, and for carriage of *camp equipment* (when necessary); but not including charges for hotels, dâk bungalows, or refreshments, or for the carriage of stores or conveyances, or for presents to coachmen, nor any allowance for such incidental losses or expenses as the breakage of crockery, the wear and tear of furniture, the entertainment of additional servants and the like.

**16. Appointments** are said to be in the same "Class" when they are in the same Department, and bear the same designation, or have been declared by the Government of India to be in the same class. Appointments in the same Class are sometimes divided into "Grades" according to pay.

NOTE.—[Appointments do not belong to the same Class or Grade unless they have been so constituted or recognised by proper authority. There are no Classes or Grades of Ministerial officers; a Ministerial officer therefore may be appointed to act for another Ministerial officer in the same office whose *pay* is higher than his own.]

A2-1-4

## No. 46.

*Page 4.*

*Insert the following as Articles 14A and 14B:—*

**14A.** In the case of Engineers appointed from the Royal Indian Engineering College at Coopers Hill, who passed out of the College from the years 1878 to 1889, both inclusive, active service includes also the whole period from date of appointment to the service to date of joining their appointments in India, provided they fulfil the conditions in regard to date of landing in India specified in Article 691. The exception in favour of officers of these years is made in consequence of an error in the letters of appointment and in the College prospectus, which affected students of the years 1878 to 1886, as ruled in Secretary of State's Despatches Nos. 24 and 37, dated respectively the 26th April 1883 and 28th July 1892.

**14B.** In the case of officers of the Telegraph Department appointed from the Royal Indian Engineering College at Coopers Hill from the years 1883 to 1891, both inclusive, active service includes also the whole period from date of appointment to the service to date of joining their appointments in India, provided they reach India within the period named in their letter of appointment; otherwise from date of arrival in India. The exception in favour of these officers is made in consequence of an error in the letters of appointment, as ruled in Secretary of State's Despatches Nos. 25 and 37, dated respectively the 12th June 1884 and 28th July 1892. (46.) (Financial Department No. 3570, dated 31st August 1892.)

Definitions.

**17. Audit Officer** means the Account and Audit Officer, whatever his official designation, in whose circle of audit a public servant is serving or (in respect to verification of service) has served, *i.e.*—

For service in an ordinary civil establishment—the *Accountant General;*
" " the Public Works Dept.—the Examiner of P. W. Accounts;
" " the Post Office Dept.—the Comptroller, Post Office;
" " the Telegraph Dept.—the Examiner of Telegraph Accounts;
" " the Military and Marine Depts.—the Controller of Military Accounts;
" " the Forest Dept.—In Madras, Bombay, and the Hyderabad Assigned Districts the *Accountant General:* elsewhere—the Comptroller General.

**18. (*a*) Average Salary** for the purposes of the European Service Leave Rules in Part III means the salary which an officer has earned during so much of his *Continuous Active Service* as is within the three years preceding the day on which he gives up office: Provided that neither Subsidiary leave, nor any period during which an officer has been out of employ in India otherwise than as a penalty for misconduct, shall be included in *Active Service* for the purposes of such calculation.

(*b*) For the purposes of the Indian Service Leave Rules in Part III means the average salary calculated for so much of the three years immediately preceding the day on which the officer gives up office as he has passed on duty, or on Privilege Leave.

NOTE (1).—[ For the purposes of the calculation of " Average Salary," " Privilege Leave in case of regular vacations " on half pay granted under Chapter XII, Articles 306 to 311, shall be treated as if it were on full pay.]

NOTE (2).—[ If the period spent by an officer on special duty in England is allowed to count for leave, it is included in the calculation of average salary, on the assumption that the officer drew full *salary*. Otherwise it is excluded in calculating average salary.]

**19. Barrister** means a practising Barrister of England or Ireland and a practising Member of the Faculty of Advocates of the Court of Session of Scotland. It does not include a person who, though a Barrister, has never practised the profession of Barrister.

**20. Calendar Month.**—Whenever it is necessary to calculate a period in " Calendar months," the period ends either on the day of the month corresponding with the day before the day on which it begins, or, if there is no such corresponding day in that month, then on the last day of the month.

*Examples.*

| | |
|---|---|
| A period of six Calendar months beginning on the— | ends on the— |
| 28th February | 27th August. |
| 31st March or 1st April | 30th September. |
| 29th August | 28th February. |
| 30th August to 1st September | last day of February. |
| A period of three Calendar months beginning on the— | |
| 29th November | 28th February. |
| 30th November or 1st December | last day of February. |

**21. Camp Equipment or Equipage.**—" Camp equipment " includes tents and the requisites for pitching and furnishing them. " Camp equipage " means the apparatus for moving a camp.

**22. Chaplain.**—When used in the Travelling Allowance Regulations the term " Chaplain " includes any Minister of religion, whether in Government service or not, performing under proper authority the duties of a Chaplain.

**23. Civil Medical Officer** is a Medical Officer not being a Commissioned

Medical Officer, or an Assistant Surgeon, or a member of the Subordinate Medical Department as constituted under G. G. O. in the Military Department No. 550, dated 5th June 1868, or a member of the Subordinate Medical Service as constituted under the Resolution in the Home Department, No. 16, dated 9th January 1878.

**24. Class and Grade.**—(*See* "Appointments," Article 16.)

**25. Consolidated Pay** includes Military Pay and Allowances or Staff Corps Pay, which cannot be separately drawn.

**26. Continuous Service** and **Continuous Active Service** mean the Service and *Active Service* of an officer since his last return from Furlough or Extraordinary leave lasting more than three months; or, if he have not had such leave, since the beginning of his Active Service. No leave may be included in Continuous Service, except Privilege leave and Special leave. And in the case of a Royal Engineer who has elected for Continuous Service in India, furlough on urgent private affairs under Rule XI of the Rules of 1868.

NOTE.—[See Chapter XI, Article 263.]

1. Examination leave may also be included, unless the officer have already had twelve months such leave, or, in the case of leave granted under Clauses (*c*) and (*d*) of Article 314, unless the officer have failed to pass the examination for which the leave was granted.

**27. Count.**—*See* "Qualify," Article 55.

**28.** [This Article has been cancelled.]

**29. Day.**—When used in the Travelling Allowance Regulations the term "Day" means a Calendar day, beginning and ending at midnight. But this definition is subject to the proviso (see Articles 1154 and 1155) that a total absence from head-quarters of less than twenty-four hours is not counted as two days.

**30. Extraordinary Leave** means Special Furlough granted under Rule 8 of the Military Furlough and Leave Rules of 1875, Leave without allowances granted under Article 372 of the Indian Service Leave Rules, and Leave of absence from duty granted (see Chapter XIII, Article 366) otherwise than under the Leave Rules.

*Example.*—Leave in extension of the three years admissible under Article 344 of the European Service Leave Rules in Part III.

**31. Family.**—When used in the Travelling Allowance Regulations "Family" includes the wife and legitimate children and step-children of an officer residing with and wholly dependent on him. It also includes a mother or an adult sister residing with, and wholly dependent on, the officer, if he is unmarried or a widower.

**32. First Appointment.**—"First appointment" includes the appointment of a person not at the time holding any appointment under Government even though he may have previously held such an appointment.

**33. Foreign Service** means service under a Native State, Municipality, Port Trust, Court of Wards, or other body financially independent of the Government of India.

**34. General Revenues** for the purposes of pension includes Provincial Revenues and the Revenues of Berar; also, the Revenues of Mysore so far

*Article 40.*

*nsert the following* "NOTE" *under the sixth line of this cle :—*

TE.—[The Chief Commissioner of the Andaman and Nicobar Islands is authorised to make ıments to vacancies for periods not exceeding three months in the case of officers appointed by the Government of India.] —(7) (Financial Department No. 2074, dated 17th May 1892.)

*Page 6.*

*Article 26.*

*After the words* "Examination leave" *in the first line of Rule 1 under this article, insert—*

"under Article 314," *and add the following to the rule :—*

"Leave admissible under Article 315-A. for the purpose of studying the Chinese language may also be included, unless the officer fails to pass the examination for which the leave granted." (91.)

as regards service rendered in Mysore before the 1st October 1882, by civil and military officers who either had a status in the service of the British Government apart from their particular employment in Mysore, or having no such status were employed in Mysore when under British administration, and transferred to British service proper before that date.

NOTE.—[The service in Mysore, of civil and military officers as above described, became "Foreign service" on the 1st October 1882.]

Insert exception - vide S-O-198

**35. Grade and Class.**—(*See* "Appointments," Article 16.)

**36. Gratuity.**—(*See* "Pension," Article 50.)

**36A. Indian Civil Service.**—The expression Indian Civil Service shall mean the service heretofore known as the Covenanted Civil Service.

**37. Lien on Appointment.**—When an officer is said to have a lien on an appointment, it is meant that the right of such an officer to resume on return to duty a substantive or an acting appointment on which he has a lien is subject to the same condition of conformity with the interest of the public service as the tenure of the appointment is. An officer may have a lien on an appointment without having actually joined it.

**38. (*a*) Local Allowance.**—A "Local Allowance" is an allowance not specially declared to be "Pay" or "Salary" given to an officer of Government in addition to *pay* or *salary*, either for duties which do not properly belong to his office, or in consideration of exceptional local circumstances, such as the unhealthiness or expensiveness of the locality or duty, or the specially arduous nature of the work.

(*b*) Subject to the provisions of Articles 78 and 300 to 305 a Local Allowance is paid in full to the officer actually present on duty, and is not taken into account in calculating leave allowances or *pension*.

**39. (*a*) Local Fund.**—When revenue derived from special sources is devoted to special objects, and not to the general purposes of the Administration, whether Imperial or Provincial, the revenue so devoted forms a "Local Fund."

(*b*) An "Incorporated Local Fund" is a Local Fund the receipts of, and disbursements from, which are incorporated in the Public Accounts.

(*c*) An "Excluded Local Fund" is a Local Fund the receipts of, and disbursements from, which are not incorporated in the Public Accounts. The following are the Excluded Local Funds:—

Municipal, Cantonment, Port, Town, and Station Funds. Educational, Dispensary, Hospital, and all other Trust or Endowment Funds. Police Remount Funds. The Persian Famine Relief Fund; the Pooree Pilgrims' Fund; the Barea Tribute Fund; the Bombay Cotton Improvement Fund; the Indus Conservancy and Registration Fund; and any other Funds which may be especially classed by the Governor General in Council among the "Excluded Local Funds."

**40. Local Government.**—Except for the purposes of Article 142 of the rules regarding Pay and Allowances (Part II) and Appendix No. 25—

(*a*) "Local Government" includes—

A Chief Commissioner (including the Chief Commissioner of the Andaman and Nicobar Islands, excepting in the case of officers appointed directly by the Government of India).

The Residents at Hyderabad and in Mysore.

The Agents to the Governor General in Baluchistan, Rajputana, and Central India.

(*b*) And, as regards officers under their orders, excepting officers appointed directly by the Government of India, the term includes—

The Director General of the Post Office of India;
The Surveyor General of India;
The Commissioner of Northern India Salt-revenue;
The Inspector General of Ordnance, Bengal;
The Commissaries General, Eastern and Western Circles, Bengal;
The Director General of Telegraphs;
The Inspector General of Military Works; and
The Director General of Railways.

(*c*) The following officers exercise the powers of a Local Government under the Pension and Pension Procedure Rules in respect to all their subordinates who are not appointed directly by the Government:—

The Director of the Indian Marine;
The Inspectors General of Ordnance, Madras and Bombay; and
The Commissaries General, Madras and Bombay.

(*d*) In respect to officers of the Indian Marine the Director of the Indian Marine also exercises the powers of a Local Government for the purposes of Articles 176 and 177 in Part II, Rules regarding Pay and Allowances.

NOTE.—[Managers of State Railways have powers to decide finally, and without further reference, all questions connected with payments to subordinate employés of the State Railway Department, subject to the following conditions:—

(1) That the Manager and his account officer concur in considering the case to be within the spirit of these Regulations, although not strictly provided for by their letter.

(2) That the case disposed of does not involve more than a single payment nor an expenditure exceeding R100.]

41. (*a*) The Government of India exercises in each Department in respect to officers serving under it, and not under any *Local Government*, the power of a *Local Government* under the following rules:—

Part II.—Rules regarding Pay and Allowances limited in the case of Chapter IV to the provisions of Article 99A.
Part III.—Leave Rules.
Part IV.—Pension Rules. Articles 486, 486 (*c*), 486 (*d*), 503 (*a*), and 507.
Part IX.—Procedure relating to leave.
Part X.—Procedure relating to Pension; Articles 990, 993, and 994.
Part XI.—Travelling Allowance Regulations, except under Articles 1089 to 1091 and 1251.

(*b*) The Government of India in the Public Works and Military Departments exercises the powers of a Local Government under Article 998 of Part X, Pension Procedure Rules.

(*c*) The powers of the Revenue and Agricultural Department of the Government of India under this Article, in respect of officers employed in the Forest Survey Branch, the Imperial Working Plans Branch, and the Forest School at Dehra Dun have been delegated to the Inspector General of Forests.

42. (*a*) **Military Officers.**—"A Military Officer subject to the Civil Leave Rules" means a Military Commissioned Officer in permanent Civil employ (not being a *Warrant Officer*), who is not subject to the Military Furlough Rules of 1854 or 1868.

(*b*) All Military Officers in permanent Civil employ who entered the Staff Corps or the Indian Medical Service after the 31st December 1875, or were subject, previous to their entering Civil employ, to the Leave Rules promulgated by Army Circular dated 30th April 1886, and Royal Engineers in the Public Works Department (excluding the Military Works Branch) and the Survey Department who have elected for continuous service in India, are "subject to the Civil Leave Rules."

(*c*) "A Military Officer subject to the Military Leave Rules" means a Military Commissioned Officer in permanent Civil employ (not being a *Warrant Officer*) who is subject to the Military Furlough Rules of 1854 or 1868, or a *Warrant Officer*. Such an officer is not included in the term "an Officer" used in the Leave Rules.

(*d*) All Military Officers who were in Civil employ on the 30th December 1875, and have been since continuously in such employ, are "subject to the Military Leave Rules," excepting any who may have elected the Rules of 1875, before the 7th December 1877.

(*e*) The term "all Military Officers" means both Military Officers subject to the Civil Leave Rules, and Military Officers subject to the Military Leave Rules.

1. A Military Officer in the Military Secretariat of the Government of India, Madras, or Bombay is not "in Civil employ."
2. A Military Officer who has officiated in the Civil Department continuously for not less than three years is considered to be in permanent Civil employ.
3. A Military Officer does not come under the Civil Leave Rules by reason of his being transferred to an appointment in the Civil Department of which the tenure is limited to a definite period. Such Officers remain subject to Military Leave Rules.
4. When a Military Officer subject to the Civil Leave Rules is temporarily deputed to the Military Department, but retains a lien on his appointment in the Civil Department, the period of his deputation qualifies for leave under the Civil Leave Rules.

**43. Ministerial Officer** means an officer, whether his appointment to the service is gazetted or not, whose duties are not of an administrative or executive character, but who is employed as a member of an office establishment.

*Examples.*—A Registrar, an Accountant or a Clerk is a Ministerial officer. A Tahsildar, a Police Inspector or Constable, or a Teacher in a school is not a Ministerial officer.

**44.** [This Article has been cancelled.]

**45. Native of India** means any person born and domiciled within the dominions of Her Majesty in India, or within the territories of Indian Princes tributary to, or in alliance with, Her Majesty, of parents habitually resident in India, and not established there for temporary purposes only.

**46. Officer.**—In the Leave Rules, "an officer" means an officer of any class to whom leave of absence from duty may be granted under these Regulations, and does not therefore include "a Military Officer subject to the Military Leave Rules."

**47. Pay and Salary.—**

(*a*) "Pay" means "Monthly Substantive Pay."

(*b*) For the purposes of the European Service Leave Rules in Part III "Pay" includes also the Subsistence Allowance of a Member of the Indian Civil Service or a *Military Officer subject to the Civil Leave Rules* who has

an officiating but not a substantive appointment. (*But see Rule 2 under Article 42.*)

(*c*) "Salary" means the sum of pay and acting allowance, or charge allowance under Chapter VIII.

1. Personal Allowance is treated, for the purposes of calculating Leave Allowances and Pensions, as part of an officer's substantive pay.

2. If an officer whose whole time is retained for the public service is appointed to hold conjointly with any other Government office a Minor Professorship under the Medical Warrant of April 1867, or a Professorship or Lecturership in any Government institution, the allowances received by him in such appointment are part of his salary.

3. "Salary" does not include House-rent, Tentage, or Travelling Allowances whether daily, monthly or yearly; nor does it include a *Local Allowance*.

4. The charge allowance admissible to Permanent Telegraph Masters under Public Works Department Resolution No. 125 T. E., dated the 7th August 1889, is included in salary for the purpose of calculating the leave allowances of such officers.

NOTE.—[These definitions do not necessarily apply to the Statutory Rules under Articles 600, 632, etc.]

**48.** The "**Pay of an Appointment**" means the pay which any particular officer would receive monthly if he held the appointment substantively:

*Examples* (1).—The allowances of an officer acting in an appointment the pay of which is subject to increase upon the passing of an examination or upon the completion of a certain period of service, are calculated upon the pay which he would from time to time receive, if he held the appointment substantively.

(2).—The allowances of an officer acting in an appointment the pay of which has been reduced with effect from the next succession thereto, are calculated upon the reduced pay.

**49.**(*a*) The "**Pay of an Officer**" is, in the case of an officer with a substantive appointment,—the amount which he would receive, monthly, under any of the following designations, in his substantive appointment:—

Substantive Pay,
Consolidated Pay,
Military Pay and Allowances and *Staff Salary*,
Staff Corps Pay and *Staff Salary*.

(*b*) In the case of an officer without a substantive appointment,—his monthly Subsistence Allowance (if a Member of the Indian Civil Service, a Statutory Civil Servant, or a Military Officer subject to the Civil Leave Rules); and his Military Pay and Allowances or Staff Corps Pay (if a Military Officer subject to the Military Leave Rules).

**50. Pension.**—Except when the term "Pension" is used in contradistinction to Gratuity, "Pension" includes Gratuity.

**51. Pensionable Office or Pensionable Service.**—Service is said to be "Pensionable" when it qualifies: and an office is said to be "Pensionable" when service therein counts.

**52. Port Officers.**—For the purposes of the Travelling Allowance Regulations "Senior Port Officers" are—

(i) The Port Officers of Calcutta, Madras, Bombay, Rangoon, Karachi, Aden, Akyab, and Maulmain.

(ii) The Assistant Port Officers at Madras and Bombay.

All other Port Officers are included in the term "Junior Port Officers."

**53. Progressive Appointment** means an appointment the pay of which is progressive; and **Progressive Pay** is pay which, subject to the good beha-

viour of an officer, rises, by periodical increments, from a minimum to a maximum.

NOTE.—[For brevity's sake, a Progressive pay is described by three groups of figures, namely, the minimum, the increment, and the maximum.]

*Example.*—A pay of R100-20-200 means a pay rising from R100 by a yearly increment of R20 to R200.

**54. Public Conveyance.**—"Public Conveyance" means a train, steamer, or other conveyance which plies regularly for the conveyance of passengers: the term includes such conveyances as the "express" tongas plying between Simla and Kalka, and palanquins plying in connection with the Pathankot-Dalhousie dhuli dâk.

**55. Qualify.**—"Qualify" and "Count" mean qualify and count for pension from the *General Revenues* or for leave of absence, as the case may be.

**56. Rule of Proportions.**—When pension or leave allowances are said to be chargeable to several accounts according to the "Rule of Proportions," the meaning is that the charge should be debited to such several accounts in the proportions in which, in the case of pension, the aggregate pay drawn by the officer during the whole of his qualifying service has been paid from them; or in the case of leave allowances, the aggregate salary drawn by the officer during the portion of his service immediately preceding the beginning of his leave which is taken into account in calculating the leave granted to him was charged to such several accounts.

**57. Salary.**—(*See* "Pay and Salary," Article 47.)

**58. Staff Salary** is an allowance to a Military Officer in addition to the Military Pay and Allowances or the Staff Corps Pay of his rank.

NOTE.—[The following allowances are not treated as staff salary:—Command allowance of hill convalescent depôts, of depôts of British troops, of all stations and forts (Assirghur excepted) not being brigade commands; and the salaries of Staff Officers of stations and convalescent depôts and of Superintendent of Bazars.]

**58A. Statutory Civil Servant.**—A Statutory Civil Servant is a Native of India who was appointed under Notification No. 1534 of the Government of India, Home Department, dated the 22nd August 1879, to an office, place or employment referred to in Section 6 of 33 Vict., Cap. 3.

**59. Warrant Officer.**—(*a*) "A Warrant Officer" includes every Warrant Officer, to whichever Military Furlough Rules he may be subject, and whether he hold an Honorary or Veteran Commission or not.

(*b*) The grades of Warrant Officers are—

| | |
|---|---|
| 1st class . . | Deputy Commissary.<br>Assistant Commissary.<br>Deputy Assistant Commissary. |
| 2nd class . . | Conductor.<br>Sub-Conductor. |

Of the Subordinate Medical Department, Senior Apothecaries rank as 1st class Warrant Officers (*Army Regulations, Vol. I, Articles 852 and 853*).

# PART II.—RULES REGARDING PAY AND ALLOWANCES.

## GENERAL ARRANGEMENT.


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# PART II.—RULES REGARDING PAY AND ALLOWANCES.

## Chapter III.—General Rules for regulating Allowances.


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### Conditions of Age and Health.

**60.** No person may be appointed to a superior grade in the public service in India without a certificate, by a Commissioned Medical Officer, or by a Medical Officer in charge of a civil station, or (in the case of a candidate for employment in a State Railway) of a State Railway. This certificate must be annexed to the first bill submitted for the pay of the officer. A similar rule is enforced by the Secretary of State in the case of persons selected by him for service in India.

The *Local Government* may, in any individual case, on public grounds, dispense with the production of the certificate required by this rule, and may make any rules it con-
essary for prescribing the particular medical officer or officers whose certificate is required for appointments to any officer dept

**61.** The certificate should be in the following form with suitable modifications :—

I do hereby certify that I have examined A. B., a candidate for employment in the _____ Department, and cannot discover that he has any disease, constitutional affection, or bodily infirmity, except _____. I do not consider this a disqualification for employment in the office of _____.

A. B.'s age is, according to his own statement, (*x*) years, and, by appearance, about (*y*) years.

NOTE.—[When an officer, in whom a defect has been noticed by the Examining Officer, is transferred from one office to another the duties of which are different in character, a Commissioned Medical Officer, or a Medical Officer in charge of a civil station, or (in the case of an officer employed in a State Railway) of a State Railway, should report whether the defect will materially interfere with the discharge of his new duties by the officer transferred.]

**62.** If an officer, who is appointed on a pay not exceeding fifty rupees, cannot conveniently appear before a Commissioned Medical Officer or a Medical Officer in charge of a civil station, or (in the case of an officer appointed to an office in a State Railway) of a State Railway, the *Local Government* may accept a certificate in such form as it considers sufficient from any other Officer who need not even be a medical man.

No medical certificate is necessary upon an officer being promoted from Inferior to Superior service, even though the officer while in Inferior service may have been paid from a *Local Fund.*

**63.** A person, whose age exceeds twenty-five years, may not ordinarily be

admitted into the service of the State (see orders printed as Appendix No. 1). The ordinary limit is extended to thirty years in the case of a person appointed to a Judicial Office, and to twenty-eight years in the case of —

(i) Assistant Surgeons in the Bengal Presidency who had taken a University Degree, or had passed the First Arts Examination before commencing the study of Medicine;

(ii) Assistant Surgeons in the Bombay Presidency who had passed the previous Examination in Arts before taking the Medical Degree; and

(iii) Assistant Surgeons in the Madras Presidency who had passed the First Arts Examination before entering on the course for the Degree of Licentiate in Medicine and Surgery, and those who had gone through the course for the Degree of Bachelor of Medicine before entering the service.

Note [This article does not apply to the employment in civil capacities of reservists and pensioners of the Native Army]

## Date of reckoning Allowances.

**64.** Unless it be otherwise provided by special rule or contract, the salary of an officer begins when he takes charge of the appointment in respect of which it is earned.

If, however, the substantive appointment of an officer is changed while he is officiating in an appointment; or if, while so officiating, an officer is appointed, for the first time, to some substantive office, then, provided that his tenure of his officiating appointment is not interrupted by his new substantive appointment, he may draw the pay thereof without joining it, from the date on which he is appointed thereto, or from any later date on which the substantive office becomes vacant.

**65.** Subject to the provisions of the Subsidiary leave rules in Chapter XIII, Articles 352 to 365, the first day of an officer's leave is the first day on which he has not charge of his office after noon, and the last day of his leave is the last day on which he has not charge before noon.

**66.** An officer may leave India, or return to India, by any port; but his Furlough or Special leave begins on, and includes, the day of the vessel's departure from the port where he first meets it, and ends on the day before its arrival at the port where he last quits it.

*Example.*—The furlough or special leave of an officer sailing from Calcutta in a vessel which touches at Madras, begins on the departure of the vessel from Calcutta, and not from Madras.

## Charge of Office.

**67.** Unless, for special recorded reasons, the authority under whose orders the transfer takes place, permits or requires it to be made in any particular case, elsewhere, or otherwise, the charge of an office must be made over at its head-quarters, both the Relieving and the Relieved Officers being present. If the charge is transferred after noon, the transfer does not affect allowances until the next day.

1. In the Madras Presidency, the Collector may authorise transfer of charge of a Sub-divisional Office in his District at a place other than the head-quarters of the Division, and the Inspector General of Police, Madras, has similar power in respect of Police officers serving under him.

General Rules for regulating Allowances.

**68.** As a general rule, and subject to any special orders to the contrary in particular cases, the head-quarters of an officer on the staff of a Government, as, for instance, a Secretary to a Government, the Surgeon General with the Government of India, or a clerk in a Government Secretariat, are the head-quarters, for the time being, of the Government to which he is attached.

**69.** The head-quarters of any other officer are either the station which has been declared to be his head-quarters by the authority which appoints him, or, in the absence of such declaration, the station where the records of his office are kept.

**70.** If an officer is authorised under Article 67 to make over charge of an office elsewhere than at its head-quarters, any joining time to which he may be entitled shall be reckoned from the place at which he actually makes over charge.

## Leaving Jurisdiction.

**71.** No officer (other than a Police officer acting within his legal powers) is entitled to pay or allowances for any time he may spend beyond the limits of his charge without proper authority, as defined in the following Articles.

**72.** The sanction of his immediate superior is sufficient authority for any officer or subordinate proceeding on duty beyond the limits of his charge, but within those of the jurisdiction of such superior.

**73.** A Local Government may authorise any of its officers to proceed on duty to any part of the territories within its own jurisdiction; and also to any part of British India beyond the limits of its own jurisdiction when the pay and allowances are chargeable to Provincial revenues; but if the pay and allowances are chargeable to Imperial revenues, the sanction of the Government of India is required when the officer is deputed beyond the limits of the Province.

**74.** The sanction of the Government of India is also necessary when the deputation of an officer within the limits of a Province involves additional expenditure chargeable to Imperial revenues.

**75.** An *Accountant General* may, under the orders of a Local Government, pass pay and allowances (according to rule) to the Head of an Administration for any period during which he may be absent from his jurisdiction and to any member of his Personal or Secretariat staff. Such an order is, with reference to the Statute 3 & 4, Will. IV, Cap. 85, s. 79, a sufficient authority to the *Accountant General* for assuming that the absence is on the known actual service of the Government.

## Promotion during Leave.

**76.** If an officer, while absent on "short leave" during which the amount of his leave allowances depends upon the substantive or officiating rank or appointment which he would hold if present on duty, obtains promotion, substantive or officiating, or an increase of *pay* or acting allowance which involves no change in, or addition to, his duties or responsibilities, the pro-

motion or increase has effect at once. Otherwise, the promotion of an absent officer has effect only from the date of his return to duty.

## Personal Allowances.

**77.** Unless in any case it is specially ordered otherwise, a personal allowance should be reduced by any amount by which the recipient's *pay* or *salary* may be increased, and should cease as soon as his *pay* or *salary* is increased by an amount equal to his personal allowance.

## Local Allowances.

**78.** So much of a *local allowance* as is not paid to a substitute may be drawn by an officer absent from his office through deputation on special duty for a period not exceeding one month. If the absence exceeds a month, an officer is not entitled to draw his *local allowance* for any part of the absence. This rule applies also to an officer in receipt of Presidency allowance at a Presidency town who is absent from the Presidency town on duty connected with his office; but an officer in receipt of house-rent at a Presidency town may, during absence from the Presidency town, whether on other duty or on duty connected with his office, continue to draw his house-rent, provided the term of his absence does not exceed two months, exclusive of the months of departure and return; if the absence exceeds this term, the house-rent is not admissible for any part of the absence. A claim to house-rent under this Article must be supported by a certificate by the officer that his previous rate of expenditure for a house at the Presidency town continued during his absence.

1.—Members of the Signalling Establishment of the Telegraph Department at Rangoon, who receive house-rent at that place, are permitted, during periods of absence on deputation to Elephant Point for not more than two months, to draw their house-rent at Rangoon, on furnishing the certificate prescribed in the foregoing Article.

2.—Any medical officer in Medical Charge of a Civil Station who is required to proceed beyond the limits of his charge in order to appear as a witness in any judicial proceedings, shall, in addition to the salary of his office, continue to draw the local allowances attached thereto, without prejudice to the claim of his *locum tenens* to draw these allowances.

Slip no 92 ⟶ 3-
Slip no 167 ⟶ 4-

## Acting Allowances under Local Funds, etc.

**79.** No acting allowances paid from a Local Fund, or from any other sources under the control of any Government officer, shall, without the express sanction of the Government of India, exceed what would be admissible under the rules (see Chapter VI) which apply to an officer paid from General Revenues. If an officer whose substantive office is paid from an *Incorporated Local Fund*, is appointed to act in an office paid from the *General Revenues*, his salary is calculated as it would be if his substantive office also were paid from the *General Revenues*. This rule also applies to an officer whose substantive appointment is in Foreign service and who is transferred in the public interests to act in an appointment paid from the *General Revenues*.

1.—An officer who is *lent to Foreign Service* is not considered as holding a "substantive appointment in Foreign Service" for the purposes of this Article. Such an officer cannot return to acting service under the British Government without reverting to his substantive (British)

*Article 78.*

*Insert the following as Rule 3 under this article :—*

3.—The rule in this article does not apply to the Presidency allowances drawn by officers Accountants of the Accounts Branch of the Public Works Department when absent from Presidency Town on inspection duty. In their case Presidency allowance may be drawn i pective of whether the period of absence is under or over a month. (92.)

(4) – S.O. 167. which see

4— Members of the Persian Section, Indo-European Telegraph Department, who receive hou in Persia, may draw their house-rent for periods of absence on deputation from their statio exceeding two months, on furnishing a certificate that they have actually paid full rent their absence ; and a member in receipt of house-rent may, when transferred to another s draw the rent for one month from date of making over charge of his duties, provided t pays the rent, and that the officer who succeeds him does not also draw house-rent for the station in respect of the same period.

office, the *locum tenens* of this office thereupon falling back upon acting allowances and ceasing to hold a "provisional" appointment under Article 109 or a "sub. *pro tem.* appointment" under Article 110.

## Salaries of Natives of India.

**80.** When a *Native of India* is appointed to an office which has been usually filled by a member of the Indian Civil Service, or of the Staff Corps, or by nomination in England, or otherwise with the specific approval of the Secretary of State, his *salary* should, in the absence of special orders to the contrary, be two-thirds of that assigned to the European.

NOTE (1).—[ In the case of appointments usually filled by members of the Indian Civil Service, the two-thirds is more accurately described as 64 per cent., thus :—

| | R |
|---|---|
| Full salary . . . . . | 100 |
| Deduct four per cent. for annuity—net salary . . . . . | 96 |
| Two-thirds of net salary . . . . . | 64 |

NOTE (2).—[ In a Despatch No. 90 (Public), dated 14th October 1886, the Secretary of State remarked as follows :—"I fully concur in the views of my predecessor in Council, expressed in his Judicial Despatches Nos. 18 and 20 respectively, dated 27th May and 29th July last, as to the equity of the rules under which Natives of India receive two-thirds of the pay drawn by Europeans discharging similar duties, and as to the great importance of admitting no further exceptions to that rule. I see no sufficient reason to make an exception in the present case."]

NOTE (3).—Any local allowance attached to an appointment of the class referred to in this Article should also be reduced to two-thirds when the appointment is held by a Native of India.

## Advances and their Recovery.

**81.** The following rules regulate the grant of advances to officers on arrival in India on first appointment to the service of the Government of India and to officers returning from leave or special duty out of India :—

(*a*) An advance of ~~*pay* for the month in which the officer arrives in India, and for the ensuing month, up to a maximum of~~ R1,000, may be made to any public officer in the Civil Department on arrival in India on *first appointment* or on return from long leave or special duty out of India.

(*b*) The advance may be drawn under the orders of the *Audit Officer* from any treasury in India to be specified in such orders.

(*c*) Such advances, as well as similar advances issued by the Home Government, are to be recovered by monthly instalments of one-third of *salary*.

NOTE.—[ Clause (*c*) does not apply to Covenanted Engine-drivers, Mechanics, Boiler-makers, etc., recoveries from whom are regulated by Article 735 in Chapter XXXI (State Railway Revenue Establishments).]

~~(*d*) This Article also applies to the case of Military Officers obtaining advances under the Military Furlough Rules of 1868.~~

**81A.** A civil officer returning from furlough out of India is not granted an advance of allowance for more than thirty-five days beyond the date of embarkation for India.

**82.** If an officer receives an advance of pay in England to enable him to return to duty in India, the advance will be recovered at the rate, or rates, of

exchange fixed for the adjustment of financial transactions between the Imperial and Indian Governments for the year in which the advance was made. This rule will also apply when an advance is made in England to a person appointed there, proceeding to India to join his appointment.

### Transfer on Duty.

**83.** (*a*) No officer (unless he has been newly appointed to the service of Government) can begin to draw any pay or allowances at any treasury in India, or at the Home treasury of the Government of India, without producing a last-pay certificate from the treasury where his pay or allowances were last disbursed, or from the *Accountant General* within whose jurisdiction this treasury is.

(*b*) The rules regarding the issue of last-pay certificates in connection with "transfer on duty" are laid down in Appendix No. 2.

**84.** A Salary or Establishment Bill on account of an officer, of whatever rank, required to accompany the head-quarters of a Government to a hill station, signed or countersigned by a Gazetted Officer, is exempted from the operation of the preceding Article.

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## Chapter IV.—New Appointments, Deputations, etc.

| | ARTICLE | | ARTICLE |
|---|---|---|---|
| MAXIMUM SALARY . . . . | 85 | PRIVATE SECRETARY TO A LIEUTENANT-GOVERNOR . . . . | 100 |
| INCREASE OF SALARY . . . | 86 | FAMINE DUTY . . . . | 101 |
| ADDITIONS TO SALARY . . | 88 | DEPUTATION TO EUROPE . . . | 102 |
| PERMANENT APPOINTMENTS . . | 92 | | |
| TEMPORARY APPOINTMENTS AND DEPUTATIONS . . . . . | 94 | | |

### Maximum Salary.

**85.** The maximum civil *salary*, except of appointments of which the salary is fixed by statute, is ₹50,000 a year. But sumptuary allowances may be granted in addition to this maximum.

### Increase of Salary.

**86.** No payments may be made on account of increases to pay until the additional expenditure thereby caused has been provided for in the estimates and duly sanctioned.

**87.** Any increase which would have the effect of raising a salary above ₹5,000 a year and any increase to a salary already in excess of ₹5,000 a year

requires the sanction of Her Majesty's Secretary of State for India; and no such increase may be included in the estimates until that sanction has been obtained.

DEFINITION.—The term "salary" used in this Article includes not only "salary" as defined in Article 47 (*c*), but all fixed allowances, of whatever kind (except travelling and conveyance allowances), paid from the *General Revenues* or from any funds administered by the Government. (*Secretary of State's Despatch No. 199 (Financial), dated 29th June 1882.*)

## Additions to Salary.

88. (*a*) Unless in any particular case it be otherwise distinctly provided, the whole time of a public officer must be held to be paid for by the State, and he may be employed in any manner required by proper authority within his own branch of duty, without claim for additional remuneration, whether the services rendered are such as would ordinarily be paid for from the Imperial or Provincial Revenues, or a *Local Fund*.

(*b*) All municipalities and funds administered under a Local Government, inclusive of Port Trust Funds and Wards' Estates, are entitled to the gratuitous advice and services of officers of the Public Works Department, and of all Government Medical, Sanitary and Educational officers, whenever these can, in the opinion of the Local Government, be given without detriment to the public service. It will rest with the Local Government in each case to decide whether this last condition is fulfilled, and to indicate in each instance to what officer application for advice or assistance should be made. When a Municipality has its own Engineer or Manager, it will probably only desire to consult some superior officer of the Public Works or other Department. In other cases more direct supervision and assistance may be considered desirable, and should be freely given without charge, if the Local Government decide that such supervision and assistance can be given without detriment to the public service.

(*c*) This rule does not however affect such Officers as Directors of a Railway Company, Members of a Town Council or a Port Trust, Government Director of the Darjeeling Railway, Chairman or Vice-Chairman of the Rangoon Port Trust who are entitled under any special or local law to receive fees or other remuneration for attendance at meetings of Directors or Commissioners, etc., for the transaction of business.

89. (*a*) An honorarium may be granted to an officer from Imperial, or Provincial, or from Local Funds administered by Government, when the Head of his Department certifies that the work is special and outside the ordinary course of the officer's duties, and that it does not interfere with the discharge of those duties.

(*b*) The powers of sanction of the several authorities in respect of any honorarium payable from Imperial or Provincial revenues, or from Local or other funds administered and controlled by the Government, are as follow:—

Up to R100 by the Head of the Department.
" R500 by the Local Government or Administration.
" R1,000 by the Government of India.
Above R1,000, the sanction of the Secretary of State is required:

Provided that the limit of sanction, when the charge falls on Imperial Funds in the case of a Local Government or Administration, shall be R200 in each case.

(*c*) If it is proposed to grant to any officer for special work of any description a bonus or honorarium which will require the sanction of the Government of India or the Secretary of State, as the case may be, the consent of the Government of India in the Finance Department must be obtained to the payment of a specific sum before the work is begun.

(*d*) Remuneration shall not be given under this rule for superintending an examination rendered compulsory on persons belonging to the public service, or any other examination the conduct of which comes within the ordinary duties of the officer or officers conducting them. But remuneration may be granted to officers superintending an examination of candidates for admission to the public service, or any other examination the conduct of which is declared by the Local Government or Administration not to come within the ordinary duties of the officer or officers conducting them. If fees are levied from the candidates appearing at an examination, and the amount of such fees is sufficient to cover the honoraria of the examiners, the reference required by clause (*b*) to the Government of India or the Secretary of State in certain cases shall not be necessary.

**90.** (*a*) Any servant of Government is eligible to receive without special permission the premium awarded for an essay or plan in public competition.

(*b*) Any servant of Government may also receive without special permission any reward offered for the arrest of a criminal or for information or special services in connection with the administration of justice; and also any reward payable in accordance with the provisions of any Act or Regulation or Rules framed under such enactments.

**91.** In other cases not provided for by existing special orders, the sanction of the Government of India should be obtained to the grant of remuneration from the public revenues in addition to the fixed pay of any public officer.

(*a*) Any officer may receive a fee from a private person or private body, or a public body whose funds are not administered by the Government for work done for it: provided—

(1) he has undertaken the work with the knowledge and sanction in writing of the Head of his Department;

(2) that the Head of the Department certifies that it can be carried out without detriment to his official duties; and

(3) that the acceptance of a fee and the amount of the fee are approved by the authority having under clause (*c*) power to sanction its acceptance.

(*b*) When the work undertaken for a private body is such that it must be done during the time which would otherwise be employed in the service of the Government, the fee should be credited to Government; but the authority having power under clause (*c*) may grant to the officer concerned the whole or such portion of the fee realised as it may deem suitable.

(*c*) The powers of sanction of the several authorities in the case of each fee under clauses (*a*) and (*b*) are as follow:—

Up to R100, the Head of the Department.
,, R500, the Local Government or Administration.
Above R500, the sanction of the Government of India in the Administrative Department concerned is required.

(*d*) This rule does not apply to medical officers, who are allowed to accept fees from private persons for professional attendance subject only to the

orders contained in the Resolution of the Government of India in the Home Department, No. 813, dated 18th December 1888.

(e)

## Permanent Appointments.

**92.** No new appointment with *pay* exceeding ₹3,000 a year may be created without the previous sanction of the Secretary of State for India. If an emergency should arise demanding the immediate creation of such an appointment, it may be made provisionally; but in such case it must be at once reported to the Secretary of State; no expectation being held out to the individual appointed to it which would warrant a claim for compensation in the event of the appointment not being finally sanctioned.

NOTE.—["The Secretary of State has repeatedly objected to the Government of India sanctioning, in anticipation of his approval, increases of pay and establishments, grants of special pensions, and measures involving additional expenditure, and has now requested that the Standing Orders on the subject may be strictly observed in future. It will be therefore out of the power of the Government of India to sanction any such measures provisionally, except in special emergencies. The President in Council accordingly desires that all Departments of the Government of India, Local Governments and Administrations, and Heads of Departments will refrain from recommending the sanction, in anticipation of the approval of the Secretary of State, of any expenditure which requires the sanction of Her Majesty's Government. Nothing short of urgent necessity will be held to justify any disregard of these orders. Whenever such urgent necessity occurs, its nature must be precisely explained, together with the reason why it was not foreseen in time to enable the Government of India to take the orders of Her Majesty's Government in due course."—(*Resolution No. 3648, dated 23rd November 1880.*)]

**93.** As regards Provincial charges, the limits of the authority of the Provincial Government in respect to permanent appointments are as follows:—

Without the authority of the Government of India—

(i) no appointment may be created with a *pay* of more than ₹250 a month; and no addition may be made to the pay and allowances of any officer if they exceed, or would, after the addition, exceed ₹250 a month;

(ii) no appointment, of which the pay and allowances are more than ₹250 a month, may be abolished; and the pay and allowances of no such appointment may be reduced;

(iii) no class or grade of officers may be created or abolished; and the pay of no class or grade of officers may be raised or reduced.

NOTE.—[An addition to the strength of a class or grade is not the creation of a class or grade of officers—(*Finance Department No. 1642, dated 19th July 1878*).]

(iv) no addition may be made to the pay or allowances of any individual officer, or class of officers, that may lead to increase in the emoluments of any public servants doing duty in the same province whose pay and allowances are not charged under one of the transferred heads of service. The Government of India reserves the right to forbid alterations in rates of pay and allowances which, in its opinion, would produce inconvenience in other provinces.

## Temporary Appointments and Deputations.

**94.** An officer is said to be on deputation when he is detached on special temporary duty for the performance of which there is no permanently or

temporarily sanctioned appointment. A temporary appointment is an appointment carrying a definite rate of pay and sanctioned for a limited time.

**95. Temporary appointments and deputations, the cost of which is wholly or partly Provincial, may be sanctioned by a Local Government without reference to the Government of India—**

**(*a*) For any specified period, if the remuneration does not exceed ₹250 a month.**

**(*b*) For not more than six months, if the remuneration exceeds ₹250 a month.**

**In the Public Works Department, temporary appointments on pay not exceeding ₹250 a month, the cost of which is Imperial, may be sanctioned by a Local Government.**

**96. Temporary appointments and deputations may be sanctioned by the Government of India—**

**(*a*) For any specified period, if the remuneration does not exceed ₹250 a month.**

**(*b*) For not more than twelve months, if the remuneration exceeds ₹250 a month.**

**97. The sanction of the Secretary of State, though not necessarily the previous sanction, is required to any temporary appointment or deputation in which the remuneration exceeds ₹250 a month, and which is expected to last or does last for more than twelve months.**

**98. An officer deputed on special duty may be allowed to draw the *pay* or *salary* which, but for his deputation, he would have continued to draw either as substantive or officiating. If the duties involve a decided increase of work or responsibility in comparison with the duties of his regular appointment, or require a change of station, the officer may, in addition, be allowed to draw a deputation allowance which may not, except in special cases and with the special sanction of the Government of India, exceed one-fifth of salary, or ₹10 a day, whichever is less.**

99. Deputation allowance does not include re-imbursement of cost of travelling, and an officer who draws deputation allowance is not thereby debarred from drawing any travelling allowance which would be admissible to him, if the duty on which he is deputed were treated as a new permanent appointment.

99A. The powers of a Local Government under Articles 94 to 99 are exercised by Departments of the Government of India in respect of temporary appointments and deputations in Departments under their control of which the cost is Imperial.

## Private Secretary to a Lieutenant-Governor.

100. A Military Officer on the commission of a Non-regulation Province or a Member of the Indian Civil Service appointed to be Private Secretary to a Lieutenant-Governor is, while so employed, entitled to a *local allowance* of ₹350 a month, in addition to the salary to which he would, but for his appointment as Private Secretary, be entitled: ~~Provided that no officer may be em-~~

## *Article 100.*

Carried out { *Add after the word* "Service" *in the second line of this article* "or any other officer already in the service of Government".

*Substitute the following for the proviso to this article :—*

"Provided that no Military Officer or member of the Indian Civil Service may be employed as Private Secretary, whose substantive appointment is above the grade of a Joint Magistrate or Assistant Commissioner, and provided also that in the case of any other officer holding the appointment, the total emoluments (including the allowance of R350) shall not exceed R1,250 a month. During his tenure of the Private Secretaryship, the officer's place on the establishment of the Government to which he is attached must not be filled up." (101.)

ployed as Private Secretary whose substantive appointment is above the grade of a Joint-Magistrate or Assistant Commissioner, and that during his tenure of the Private Secretaryship the officer's place on the establishment of the Government to which he is attached must not be filled up.

Note - The provisions of this article do not apply to a military officer appointed from Army employ to be Private Secretary - The Pay & Staff Pay of such an officer are laid down in the Army Regns:

## Famine Duty.

**101.** The following allowances in addition to salary are granted to an officer deputed to Famine work in a Presidency or Province other than that in which he is serving, besides the cost of his journeys to and from the scene of his labours and the usual travelling allowances while there :—

| | | |
|---|---|---|
| (i) To a Sub-Engineer in the Public Works Department . . | R75 a month. | Besides the usual sub-divisional allowances permitted by the rules, and cost of one servant's journey to and from the famine districts. |
| To an Overseer in the Public Works Department . . | R60 „ | |
| To a Sub-Overseer in the Public Works Department . . | R25 „ | |
| (ii) To a Military Officer transferred from Regimental or purely Military duty— | | These allowances are admissible to a Military Officer, even if the Officer is employed on famine work in his own Presidency or Province. |
| 1. If the Officer's service is more than five years . | R300 „ | The travelling allowances of a Military Officer are the same as those admissible to a Member of the Indian Civil Service. |
| 2. If the Officer's service is not more than five years | R200 „ | |
| (iii) To every other officer . . | R5 a day | Besides the cost of the journeys to and from the famine districts of his servants, and (if tents and horses are carried) the carriage of his tents and horses. |

## Deputation to Europe.

**102.** A Military Officer in Military employ, who is permitted to proceed to Europe for the purpose of acquiring professional information, or is deputed on special duty to Europe, receives, during the period of his absence from India, the full Indian Pay and Allowances of his rank and half *Staff Salary*.

**103.** A Civil Officer, or a Military Officer in Civil employ, who, with the sanction of the Secretary of State, is deputed to Europe on special civil duty, is entitled, from the date on which he makes over charge of his office in India to the date on which he resumes it, to an allowance not exceeding two-thirds of the salary which he would draw were he on duty in India.

NOTE.—[Under very special circumstances, the Secretary of State may relax this rule.]

**104.** A Civil Officer, or a Military Officer in Civil employ, who, under the orders of the Secretary of State, is detained in Europe on civil duty, or permitted to remain on special civil duty, beyond the period of his leave, is entitled—

(i) if on any leave other than privilege leave—to an allowance not exceeding two-thirds of his pay and allowances in India;

(ii) if on privilege leave—to an allowance not exceeding half his pay and allowances in India, for the period during which he is so detained or permitted to remain on special civil duty.

**105.** Articles 102 and 103 also apply to a Municipal Officer on duty in Europe.

NOTE.—[In a Despatch No. 16, dated 18th January 1877, the Secretary of State declined to lay down a general rule that the period of absence of an officer deputed or detained on duty out of India shall count as service for leave as well as for pension, and wrote—"the occasions when Indian Officers are employed out of India on duty are comparatively so rare, and the circumstances of their employment vary so much, that it will be preferable to consider each case that may arise in future on its merits, and this course I shall be prepared to adopt." In a subsequent Despatch, No. 12, dated 17th January 1889, it was decided that the above order should be adhered to in regard to *all Military Officers* in Civil employment.]

# Chapter V.—Acting Allowances—General Rules.

## Section I.—Definitions and Limitations.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| DEFINITION . . . . | 106 | SUBSTANTIVE *pro tempore* APPOINTMENTS | 110 |
| PROVISIONAL APPOINTMENTS . | 109 | CHARGE ALLOWANCES . . . . | 115 |


### Definition.

**106.** "Acting Allowance" is the allowance given, in addition to substantive pay (if any), to an officer who is appointed to officiate in an appointment of which either there is no holder or of which the holder is an *absentee*. ~~The officiating officer's *salary* is the sum of his *pay* and acting allowance or charge allowances (see Article 108).~~

**107.** In certain cases, as defined in Articles 109 to 114, it is permissible to appoint an officer "provisionally" or "substantively *pro tempore*" instead of appointing him to officiate.

**108.** It is also permissible, instead of appointing an officer to officiate, to appoint him to be in charge of the current duties of the vacant appointment. In such cases a "charge allowance" is given as explained in Articles 115, 116, and 176 to 181.

### Provisional Appointments.

**109.** If an officer is transferred to duty of a permanent kind either in Foreign service, or, if in British service, such that he retains no connection with his own appointment, the *Local Government* may, if it thinks fit, suspend his lien upon his own appointment altogether, and fill up that appointment substantively, reserving only the right to reverse the arrangements thus made in case the absent officer at any time reverts to his original appointment.

Note – The expression 'duty of a permanent kind' as used in this article means duty which there is no reason to believe will terminate within 3 years

*Articles 105—109.*

Note - [Substantive pro tempore promotion may be granted in the place of an officer belonging holding a temporary appt or on deputation within the meaning of Art 94, if the deputation or temporary appt is for six months or more - For shorter periods only acting promotion may be granted]





## Substantive *pro tempore* Appointments.

**110.** If an *absentee* draws no part of the pay of his appointment, another officer may be appointed thereto substantively for a time only on full pay, without disturbing the lien of the absentee. The full pay of an officer thus appointed substantively for a time only may, in like manner and upon the same condition, be given to a substitute appointed substantively for a time only. The status of an officer appointed substantively for a time only under this Article is that of an acting officer, and if he is appointed to officiate in a higher appointment, his *salary* is reckoned upon his substantive *pay* proper and not upon the *pay* of the appointment he held substantively *pro tempore*. S.D-215

Note

**111.** An officer deputed to act in another office is not an *absentee* within the meaning of Article 110, unless the full pay of that office is available and he is appointed substantively to it for a time only.

NOTE 1.—[When a Tahsildar in the North-Western Provinces or Oudh is deputed on Settlement duty or to officiate as a Deputy Collector for a period likely to be not less than one year, the Local Government may, if it thinks fit, declare that his *locum tenens* may be appointed substantively *pro tempore*.]

Note 2—In Bengal, the local Govt may make substn appts in vacancies caused by the deputation of Subdeps, Collrs and other officers to act as Magistrates and by Collrs. —28.12.96

**112.** An *absentee* who receives absentee allowances draws, within the meaning of Article 110, "part of the pay of his appointment;" and that Article is not to be construed as conflicting with Article 242 of the European Service Leave Rules.

NOTE.—[The subsistence allowance of a Member of the Indian Civil Service, a Statutory Civil Servant or a *Military Officer subject to the Civil Leave Rules*, and the English furlough pay of a Military Officer subject to the Military Leave Rules, are not, for the purposes of this rule, treated as a part of the pay of an absentee's appointment.]

**113.** A substantive appointment may be made under Article 110 for a time only in the place of a *Military Officer subject to the Military Leave Rules* whose appointment would be forfeited under Military Furlough Rules but for the operation of Rule II of the Rules published with the General Order of the Government of India in the Military Department, No. 171, dated the 25th February 1874 (*Appendix No. 11*).

**114.** Full pay is not to be drawn under Articles 109 and 110 as a matter of course, or unless the officer claiming it is, by proper authority, formally appointed to the office "provisionally" or "substantively *pro tempore*," as the case may be.

## Charge Allowances.

**115.** Provision is made in Article 176 for the case of an officer appointed to be in charge of the current duties of an office in addition to his own duties. An officer appointed to be in charge of the current duties of an office independently, without retaining charge of his own office, is entitled to a charge allowance of three-quarters of the acting allowance which would be admissible to him if he were appointed to officiate in the office. An officer cannot be thus appointed to be in charge of a "grade."

NOTE.—[The rule laid down in Articles 179 and 181 applies here also.]

**116.** The *Local Government* may, if it thinks fit, assign to the officer a

charge allowance of less than the amount thus admissible, and, on the other hand, if it thinks this amount too small, may grant him, for special recorded reasons, the full acting allowance, excepting that clauses (i) and (ii) of Article 125 shall not apply to such an officer. The charge allowance of an officer under this Article must never exceed what he would draw as acting allowance if appointed to officiate in the appointment.

NOTE.—[The rule laid down in Articles 179 and 181 applies here also.]

## Section II.—Maximum and Minimum Salaries.

| | ARTICLE | | ARTICLE |
|---|---|---|---|
| GENERAL RULE . . . . | 117 | SPECIAL MINIMA . . . . | 118 |

### General Rule.

**117.** The maximum *salary* of an officiating officer is the *pay of the appointment.*

The minimum *salary* of an officiating officer is half the *pay of the appointment.*

### Special Minima.

**118.** Except in the cases provided for in the next Section (Privilege Leave Vacancies) the undermentioned officers, officiating or substantive, are entitled to minimum *salaries* as follows :—

| | R |
|---|---|
| Land Revenue :— | |
| Assistant Commissioner, 3rd Grade, in Berar . . . . . | 400 |
| Supernumerary Deputy Collector, in Sindh . . . . . | 400 |
| Deputy Collector, North-Western Provinces and Oudh . . . . | 250 |
| Probationary or Acting Deputy Magistrate and Deputy Collector in Bengal, whether holding a substantive appointment under Government, or only temporarily employed . . . . . | 200 |
| Extra Assistant Commissioner, except in the Kumaun and Garhwal Districts; Extra Assistant Superintendent in the Andaman and Nicobars . . . | 200 |
| Myo-oke in Lower Burma . . . . . | 150 |
| Tahsildar, and Superintendents of Settlement in the Punjab . . . | 125 |
| Naib Tahsildar in the Punjab . . . . . | 36 |
| Acting Assistant Superintendents of Revenue Survey in the Bombay Presidency, including Sindh :— | |
| On first appointment . . . . . | 100 |
| On being qualified to test measurements and passing a colloquial examination . . . . . | 150 |
| In addition to the Tentage Allowance of R75 admissible under entry No. 10 in Appendix 23, Part II. | |
| Salt :— | |
| Assistant Superintendents in the Northern India Salt Revenue Department . | 100 |
| General Administration (Civil Account Department) :— | |
| Accountant General in Bengal, Madras, or Bombay . . . . . | 1,500 |
| Accountant General in the North-Western Provinces and Oudh, or in the Punjab . . . . . | 1,200 |
| Comptroller in Burma . . . . . | 1,000 |
| Comptroller in the Central Provinces, Assam, or Hyderabad . . . | 800 |

| | R |
|---|---|
| **General Administration (Civil Account Department) :—** | |
| An Officer officiating in the Subordinate Accounts Service, whether he holds a substantive appointment under Government or not : | |
| If he officiates in the grade of R130 rising to R175 a month . . | 100 |
| If he officiates in the grade of R200 . . . . . | 125 |
| **Law and Justice—Courts of Law :—** | |
| A Judge of the Chief Court of the Punjab . . . . . | *Full pay.* |
| A Munsif serving in the Lower Provinces of the Bengal Presidency, whether holding a substantive appointment under Government, or only temporarily employed . . . . . | 200 |
| A Munsif in the Punjab . . . . . | 125 |
| A Subordinate Judge, Bombay . . . . . | 150 |
| **Police :—** | |
| An Assistant Superintendent serving at Jeypore, in the Hill Tracts of the District of Ganjam, in the Parvatipur and Nursipatam Divisions of the District of Vizagapatam, and in the Wynaad Division of the District of Malabar . . . . . | *Full pay.* |
| An Assistant Superintendent serving in the Lower Provinces of the Bengal Presidency holding no substantive appointment under Government . . | 250 |
| An Assistant Superintendent, Berar . . . . . | 300 |
| An Assistant Superintendent serving elsewhere, except when promoted from a lower grade . . . . . | 200 |
| An Inspector of the Calcutta Police Force . . . . . | 100 |
| **Medical :—** | |
| A *Civil Medical Officer* in medical charge of a civil station . . . | 350 |

## Section III.—Privilege Leave Vacancies.

**119.** As a general rule, the duties of an officer absent on privilege leave should be discharged by another officer at the same station. Only in exceptional cases where there is absolutely no officer available on the spot, can the transfer of an officer from another station to act in consequence of the absence of an officer on privilege leave be allowed.

**120.** No acting allowance is given to an officer acting in a higher appointment or grade in consequence of the absence of another officer on privilege leave for the first thirty days of such acting appointment, unless the acting officer is transferred from another station, in which case he may draw three-fourths of the acting allowance otherwise admissible :—

Provided always that the emoluments of the acting officer (that is, the *salary* and allowances other than travelling allowances), whether he be appointed to act at the same station or deputed to act from another station, shall not, for any time during the thirty days, be—

(i) less than the "emoluments" which he would have drawn had such appointment not been made, or

(ii) less than half the *pay of the appointment* (see Article 117).

But in no case shall they be more than the *salary* admissible to him after the thirty days referred to.

1. An officer returning from ~~furlough or special~~ leave other than privilege leave, who without joining any other appointment proceeds at once to officiate in an appointment higher than his substantive appointment in consequence of the absence of an officer on privilege leave, may be treated as an officer transferred from another station for the purposes of this Article.

**121.** The reckoning of the first thirty days, mentioned in the last Article, is subject to the following considerations, and after the said period acting allowances will be drawn by the acting officers under the ordinary rules :—

(i) If an officer officiates continuously in the same appointment, he shall not under any circumstances be deprived of acting allowance for more than thirty days.

(ii) If one officer succeeds another in the same acting appointment, the rule applies, not to the first thirty days of each officer's tenure, but only to the first thirty days of the combined periods of their tenure of the appointment.

NOTE.—[An officer who is placed in charge of the current duties of an office under Article 176 in a privilege leave vacancy, and is debarred from drawing any charge allowance by the last sentence of Article 123, holds an "acting appointment" for the purposes of this rule.]

**122.** Article 120 applies also in the case of a vacancy caused by the deputation of an officer from another station to act in consequence of the absence of an officer on privilege leave.

**123.** Article 120 does not affect the right to any *Local Allowance*, nor does it apply—

(i) To Chief Justices, or Judges, of the High Courts, or of the Chief Court of the Punjab.

(ii) To an officer appointed under Article 184 or Article 188 to officiate in a vacancy caused by privilege leave, while still retaining or officiating in his own appointment.

But it does apply ~~in the case of an officer appointed under Article 176 to be in charge of the current duties of the vacant office in addition to his own duties.~~ in cases falling under Art 176

123A

## Chapter VI.—Acting Allowances—Rules for Calculation.

### Section I.—Indian Civil Service and other Special Services.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| EXTENT OF APPLICATION . . . | 124 | GRADES OF A CLASS . . . . | 126 |
| OFFICER WITH A SUBSTANTIVE APPOINTMENT . . . . . | 125 | OFFICER WITHOUT A SUBSTANTIVE APPOINTMENT . . . . | 127 |


#### Extent of Application.

**124.** The rules in this Section apply to the following services :—

(1) The Indian Civil Service.

(2) ~~Military Officers serving in Civil Departments, except—~~

(i) ~~Those acting in appointments of which the~~ *pay* is a *staff salary* (see Section II),

(ii) Commissioned Medical Officers acting in an appointment reserved exclusively for officers of that class (see Article 135),

123A An officer appointed under Art 176 to be in charge of the current duties of an office in addition to his own duties in consequence of the absence of another officer on privilege leave is not entitled to any charge allowance for the first thirty days he holds charge

*Articles 121—124.*

5. The acting allowances of an officer of the Provincial Civil Service who officiates in a "listed" appointment, of the class specified in Article 124 (5), for the enumeration of which, see Appendix No. 30A., or of an officer holding one of those appointments substantively who officiates in a higher grade, are regulated by this Article

(iii) Officers in the Public Works Department, including the State Railway and Telegraph Departments (see Section VII),

(iv) Officers of the Survey of India (see Section IV),

(v) Officers of the Forest Department (see Section VI),

(3) The graded Educational service.

(4) Officers in the Police service of, and above, the rank of Assistant Superintendent.

(5) An officer who, having a substantive appointment, is appointed to officiate in an appointment which is open to, and may in practice be held by, a Member of the Indian Civil Service or a Military Officer.

*Examples of the appointments referred to.*—The appointments of Postmasters General and Judges of Small Cause Courts of the First Class in Bengal, *viz.*, the Small Cause Courts in Calcutta and Sealdah, the Principal Courts in Jessore, and the Courts in Magurah, Jhenida, Narail, Hughli, Serampore, and Howrah.

1. In case of doubt, if the appointment is not one of a class existing in other Provinces, the Local Government will decide whether this clause applies; otherwise the orders of the Government of India must be obtained.

2. Clause (5) does not apply to the cases of officers officiating in appointments in the Enrolled List of the Financial Department.

## Officer with a Substantive Appointment.

**125.** An officer with a substantive appointment, officiating in another appointment or in a higher grade, is entitled to an acting allowance of one-fifth of the pay of the appointment or grade, but the acting allowance shall not be less than—

(i) Two-thirds of the difference between the *pay of the appointment* or grade and the *pay* of the officiating officer.

(ii) Or, subject to the limit of the maximum *salary* (see Article 117), ₹200.

1. In the North-Western Provinces, when a Settlement Officer officiates in an appointment in another Department, his *salary* shall be calculated as if his *pay* were the *pay* of the ordinary grade next below the standing which he occupies in the Settlement Department.

2. A *Warrant Officer* of the Subordinate Medical Department, appointed under proper authority to officiate as "Civil Surgeon" or in an appointment reserved for Commissioned Medical Officers, is subject to this Article.

3. A probationer in the Police Department of the Bombay Presidency whose appointment was sanctioned by order in the Home Department, No. 287, dated the 17th September 1881, is, for the purposes of this Part of these Regulations, when he officiates in an appointment in the Police Department, treated as holding a substantive appointment under Government, provided that he has passed his examinations, has served two years in the Department, and has attained the age of 20 years. If such an officer is deputed to officiate in an appointment outside the Police Department, he is treated as an officer without a substantive appointment.

4. The rule in Article 125 (i) applies to officers in the Military Account Department. An officer of that Department acting for an absentee in a higher grade is entitled to the consolidated pay of his own grade, *plus* two-thirds of the difference between the pay of that grade and the pay of the grade in which he acts.

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## Grades of a Class.

**126.** An officer officiating in a class divided into grades will officiate in the lowest grade, unless it be otherwise specially ordered.

*Illustration.*—A. is Magistrate, in the first grade, of Nuddea: B. is Magistrate of Midnapore, the senior in the second grade: C. is a Joint-Magistrate. If A. takes leave, then, in ordinary course of promotion, B. would obtain officiating promotion to the first grade without leaving Midnapore, and C., appointed to officiate as Magistrate of Nuddea, would officiate in the second grade.

## Officer without a Substantive Appointment.

**127.** An officer without a substantive appointment is entitled to subsistence allowance with an acting allowance of half the pay of any appointment in which he officiates.

I.—The monthly subsistence allowance for a Member of the Indian Civil Service ~~or a *Military Officer subject to the Civil Leave Rules*~~ is as follows:—

| | *R* |
|---|---|
| To an officer of not more than eight years' actual residence in India . | 250 |
| To an officer of more than eight, but less than twelve years' actual residence in India . . . . . | 320 |
| To an officer of twelve or more years' actual residence in India . . | 400 |

## Section II.—Military Officers.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| EXTENT OF APPLICATION . . | 128 | APPOINTMENTS ON STAFF SALARY | 133 |
| APPOINTMENTS ON CONSOLIDATED PAY | 130 | MEDICAL APPOINTMENTS . . | 135 |


## Extent of Application.

**128.** The rules in this Section apply to Military Officers serving in Civil Departments when acting in any appointment of which the *pay* is a *staff salary* except those—

(i) In the Public Works Department including the State Railway and Telegraph Departments (see Section III).

(ii) In the Survey of India (see Section IV).

(iii) In the Forest Department (see Section VI).

NOTE.—[If a Military Officer officiating in a military appointment has a substantive appointment in the Civil Department, he draws in the Military Department the allowances to which he would have been entitled under Military Rules had his substantive appointment been an appointment in the Military Department.]

**129.** A Military Officer employed in the Military Secretariat of the Government of India, Madras, or Bombay, or as Military Secretary to the Resident at Hyderabad, though drawing pay in the Civil Department, is not subject to these Regulations.

## Appointments on Consolidated Pay.

**130.** An officer officiating in an appointment of which the *pay* is consolidated may be—

*Case 1.*—An officer without a substantive appointment.

*Case 2.*—An officer having a substantive appointment the *pay* of which is consolidated.

*Case 3.*—An officer having a substantive appointment the *pay* of which is a *Staff Salary*.

An appointment of which the pay is fixed upon the assumption that it will be

held by a Civil Officer is treated, for the purposes of this Article, as if the pay of it were "Consolidated."

**131.** In *Case 1* the officer is entitled to his *pay*. If his *pay* is less than the following subsistence allowance added to half the *pay of the appointment*, then the officer is entitled, besides his *pay*, to such acting allowance as will make the total equal to the sum of the following subsistence allowance added to half the *pay of the appointment*:—

*Subsistence Allowances.*

| | R |
|---|---|
| For an officer of the rank of Captain or Subaltern . . . . | 250 a month. |
| For an officer of the rank of Major . . . . . | 320 „ |
| For higher rank . . . . . | 400 „ |

**132.** In *Cases 2 and 3* the acting allowance is regulated by Articles 125 and 126. For the purposes of this Article, the *pay of the officer* is taken at the full *staff salary* plus his military pay and allowance or Staff Corps pay, though for the purposes of the Military Rules he may be considered to take with him to his officiating appointment only half the *staff salary*.

## Appointments on Staff Salary.

**133.** An officer officiating in an appointment of which the *pay* is a *Staff Salary* may be—

*Case 1.*—An officer without a substantive appointment.

*Case 2.*—An officer having a substantive appointment the pay of which is consolidated.

*Case 3.*—An officer having a substantive appointment the pay of which is a *Staff Salary*.

In all cases the salaries are calculated by the Military Rules in Article 134, any excess of the consolidated pay of the substantive appointment in *Case 2* over the military pay and allowances or the Staff Corps pay of the officer being treated as a *staff salary*.

NOTE.—[Allowances only are to be calculated under Military Rules; it is not intended that the restrictions which apply to the grant of privilege leave under the Military Rules are to be applied to officers officiating in the Civil Department.]

**134.** The Military Rules referred to are as follows:—

(*a*) For an officer officiating for an absentee who is subject to the Rules of 1854—

An officiating officer will draw half the staff salary of the appointment for the first six months. After acting for six months (or earlier if it is available), he will become entitled to the full *staff salary*; but in such case, he can draw no portion of the *staff salary* of his substantive appointment.

(*b*) For an officer officiating for an absentee who is subject to the Rules of 1868—

An officiating officer will draw half the *staff salary* of the appointment and half the *staff salary* of his substantive appointment (Civil or Military) if he have one: Provided that the whole *staff salary* thus drawn shall not be less than R100 a month, unless the full *staff salary* of the post in which he is

officiating is less than that sum. If the full *staff salary* is available, he may draw the whole of it, but in such case he can draw no portion of the *staff salary* of his substantive appointment.

NOTE.—[The proviso that the whole *staff salary* shall not be less than R100 is limited by the rule that this minimum is allowed only to an officer acting in the actual appointment held by the absentee. But this limitation does not apply to medical officers officiating as Civil Surgeons.]

(*c*) For an officer officiating for an absentee who is subject to the Rules of 1875—

The Rules are those which apply to an officer officiating for an absentee under the Rules of 1868, except that as the furlough allowance of an officer subject to the Rules of 1875 varies in the case of his transfer from one appointment to another during furlough [*Army Regulations, Vol. I, Appendix D, Rule 5* (*Appendix 12 of the Civil Service Regulations*)], the salary of the acting officer would likewise vary (*Army Regulations, Vol. I, Part I, Article 167*), while the furlough allowance of an officer subject to the Rules of 1868 is unaffected by such transfer [*Army Regulations, Vol. I, Appendix C, Rule V, Clause 5* (*Appendix 11 of the Civil Service Regulations*)].

## Medical Appointments.

**135.** As an exception to Articles 131 and 132, the allowances of a Commissioned Medical Officer, whether he is under Civil or Military Leave Rules, officiating in an appointment reserved exclusively for officers of that class, shall be regulated by Articles 133 and 134, on the assumption that the pay of the appointment is a *Staff Salary* equal to the difference between the officiating officer's unemployed pay and the consolidated pay he would receive if he held the appointment substantively.

Provided that, whatever may be the appointment held by an officer appointed to the Medical Service before the 7th November 1864, his aggregate salary shall not be less than the grade pay of his rank.

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## Section III.—The Public Works Department.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| EXTENT OF APPLICATION . . . | 136 | SPECIAL ALLOWANCES . . . | 142 |
| GENERAL RULES . . . . | 138 | TELEGRAPH MASTERS . . . | 142A |

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## Extent of Application.

**136.** The rules in this Section apply to the Engineer establishment; superior Railway Revenue establishments; superior officers of the Accounts Branch; and superior officers of the Telegraph Department.

*Insert the following as Article 141A.—*

**141A.** When any officer who can be substantively appointed to the Engineer Branch of the Public Works Department, or the Superior Establishment of the Indian Telegraph Department, only under the rules, and on the rates of pay prescribed for the Provincial Services, is appointed to officiate in, or hold charge of, an appointment graded in those services, his acting or charge allowance will be calculated on the rates of pay prescribed for the Provincial Service and in accordance with the rules contained in these Regulations for the grant of such allowance. (98.)

## *Article 134 (b).*

*Insert the following as note (2) under this article, the present note being numbered (1) :—*

NOTE (2).—[The salary of an officer officiating for an absentee who is subject to the civil leave rules is regulated in the same way as if the absentee were subject to the leave rules of 1868.]

They do not apply to cases of temporary promotion, which is given when officers obtain leave which is not privilege leave and which causes a vacancy likely to last more than three months. In such cases the officer temporarily promoted is entitled to the *pay of the appointment.*

NOTE.—[For the purpose of Chapter I, Rule V of the Military Furlough Regulations of 1868, the temporary promotion from one grade to another of an Officer of the Royal Engineers employed in the Public Works Department is an acting appointment, and the grade to which the officer is permanently attached is his "substantive office."]

**137.** The acting allowances of officers of the Public Works Department other than those referred to in the preceding Article are regulated by the rules contained in Section VII.

## General Rules.

**138.** (*a*) An officer of a class divided into grades cannot officiate in this class in a grade higher than that to which he is substantively appointed.

(*b*) An officer officiating in a rank which is divided into classes, or in a class divided into grades, will officiate in the lowest class or grade; but this rule does not apply to an officer officiating in an appointment of which the substantive holder must belong to a particular class.

**139.** An officer with a substantive appointment, officiating in a higher class or in another appointment, is entitled to an acting allowance, in addition to his pay, of one-fifth of the civil pay of the class or appointment in which he officiates.

The civil *pay* of a graded class is the average civil *pay* of the grades (calculated without reference to the number of appointments in each grade); but the officiating officer's *salary* shall not exceed the *pay* of the lowest grade.

**140.** A Civil Officer or a *Military Officer subject to the Civil Leave Rules* without a substantive appointment is entitled to an acting allowance of half the civil pay of the class or appointment in which he officiates. A Military Officer subject to the Military Leave Rules, without an appointment, is entitled to his pay, and to such acting allowance as will make the total equal to the sum of the subsistence allowance stated in Article 131, added to half the civil pay of the class or appointment in which he officiates.

**141.** The net military pay which an Officer of the Royal Engineers serving in the Department of Public Works on consolidated departmental pay receives in addition thereto, is not taken into account in calculating acting allowances. His civil salary is fixed independently of his net military pay, to which he is separately entitled over and above his civil salary.

## Special Allowances.

**142.** In the following cases special allowances may be granted in addition to pay by the *Local Government* or, if the officer is not serving under any *Local Government*, by the Government of India.

NOTE.—[The term *Local Government* has a special application here—see Article 40.]

(*a*) To a Subordinate officiating as an Executive Engineer;—R100, pro-

vided that his salary must not exceed the pay of an Executive Engineer of the 4th grade.

(*b*) To a Subordinate officiating as an Assistant Engineer;—₹50. This allowance is not admissible on the mere circumstance of the Subordinate holding a charge formerly held by an Assistant, but only when the charge involves duties and responsibilities which, in character or extent, are such as are not usually imposed on Subordinate Officers.

(*c*) To an Accountant officiating, with the sanction of the Government of India, for an Examiner or Deputy Examiner;—₹100, provided that, when officiating for a Deputy Examiner, his salary must not exceed the pay of a Deputy Examiner, Second Grade, but this proviso shall not operate so as to reduce the sum of the pay and allowances which, but for this promotion, would have been drawn.

(*d*) Acting allowance will not, as a rule, be granted to an Accountant officiating as Assistant Examiner. If by a special order of the Government of India it is granted, it will not exceed ₹50.

(*e*) To an officer of the Subordinate Revenue Establishment of State Railways acting in an office ordinarily held by an officer of the Superior Revenue Establishment;—₹75, provided that the charge involves duties and responsibilities which in character and extent are such as are not ordinarily imposed on Subordinate Officers.

## Telegraph Masters.

**142A.** The acting allowances of Telegraph Masters are regulated by the following special rules :—

I.—For absences on privilege leave no Permanent Telegraph Master performing the duties of an absentee in a higher grade will receive any acting allowance (it will not be considered a change of duties), and the extra duties consequent on a Permanent Telegraph Master being absent will only entail the appointment of a Temporary 4th grade Telegraph Master on an allowance of ₹20.

II.—For absences on furlough, or sick leave, of beyond one calendar month, absentee allowance will be given, under Section VII, of one-fifth of the allowance, in addition to his own allowance, to an incumbent holding a higher charge; with the exception that for officiating in the lowest grade, the incumbent will draw the full allowance of the appointment.

III.—When such absences on furlough, or sick leave, are for less than one calendar month, acting appointments will not be made; but a 4th grade Temporary Telegraph Master will be appointed to take up the duties.

IV.—When on account of a Permanent Telegraph Master being absent from his appointment on any special duty, it is necessary to fill up his place, the substitute, whether on the Permanent or Temporary list, will receive temporarily the pay of the appointment; and the cost of this will be defrayed from the grant for temporary appointments.

*Article 142 (a).*

*For the word* 4th *in the last line of this article substitute* 3rd.

## Section IV.—The Survey of India.

| | ARTICLE | | ARTICLE |
|---|---|---|---|
| SCALE OF PAY . . . . | 143 | OFFICERS WITHOUT A SUBSTANTIVE OFFICE . . . . | 147 |
| OFFICIATING OFFICERS . . . | 145 | | |

### Scale of Pay.

**143.** The rules in this Section apply only to officers not below the rank of Assistant Superintendent in the Survey Department under the Surveyor General in India. The pay of the officers of the Survey Department is as follows :—

| | £ |
|---|---|
| ADMINISTRATIVE BRANCH:— | |
| Surveyor General . . . . . | 3,000 |
| Deputy Surveyor General . . . . . | 2,200 |
| Deputy Surveyor General . . . . . | 2,000 |
| EXECUTIVE BRANCH :— | |
| Deputy Superintendents— | |
| 1st Grade . . . . . | 1,600 |
| 2nd „ . . . . . | 1,300 |
| 3rd „ . . . . . | 1,000 |
| 4th „ . . . . . | 850 |
| Assistant Superintendents— | |
| 1st Grade . . . . . | 600 |
| 2nd „ . . . . . | 500 |

**144.** An officer of the Royal Engineers holding substantively an appointment not above the rank of Deputy Superintendent, second grade, is entitled to his net military pay; but he ceases to draw it while officiating in a higher appointment.

### Officiating Officers.

**145.** An officer officiating in the grade immediately above his own is entitled to the pay of that grade; Provided that the *salary* of an officer officiating in any grade shall not be greater than that which would be admissible under Article 146 if the officer officiated in the next higher grade.

**146.** An officer officiating in a grade higher than that immediately above his own is entitled to an acting allowance, in addition to his pay, of one-fifth of the pay of the grade in which he officiates.

**146A.** The appointments in the Administrative Branch are not graded. Any officer officiating in an Administrative appointment is entitled to an acting allowance of one-fifth the *pay of the appointment.*

### Officers without a Substantive Office.

**147.** An officer without a substantive appointment is entitled to an acting allowance, in addition to his military pay (if any), of half the pay of the grade in which he officiates.

## Section V.—Geological Survey.

**148.** A graded officer of the Geological Survey may, if specially qualified on the occurrence of a temporary vacancy in the Graded List of the Department, be temporarily allowed a *salary* equal to the *pay* he would have received if his promotion were substantive and permanent (*see also Article 169*).

## Section VI.—The Forest Department.

**149.** The rules of this Section apply only to officers of the Forest Department not below the rank of Assistant Conservators.

**150.** A Deputy Conservator officiating as a Conservator gets a *salary* equal to the *pay* of the lowest grade of Conservator, and similarly an Assistant Conservator officiating as a Deputy Conservator receives a *salary* equal to the *pay* of the lowest grade of Deputy Conservator.

**151.** A Conservator, Deputy Conservator, or Assistant Conservator officiating in the grade immediately above his own is entitled to the *pay* of the said grade.

**152.** An officiating officer in any case not provided for by Article 150 or Article 151 is entitled to an acting allowance of one-fifth of the pay of the grade in which he officiates.

**153.** In exceptional cases, and subject to the consent of the Government of India, a Deputy Conservator may be appointed in a grade of Conservator other than the lowest, and in such case his allowances will be regulated by Article 152.

NOTE.—[No officiating promotions are made to the second grade of Assistant Conservators in the Forest Department, the numbers in the second and third grades of that class not being fixed.]

## Section VII.—Other Officers.

| | ARTICLE | | ARTICLE |
|---|---|---|---|
| EXTENT OF APPLICATION . . . | 154 | MEDICAL APPOINTMENTS . . . | 157 |
| OFFICERS HAVING A SUBSTANTIVE APPOINTMENT . . . . | 155 | OFFICERS WITHOUT A SUBSTANTIVE APPOINTMENT . . . . | 158 |
| APPOINTMENTS ON LESS THAN ₹100 . | 161 | | |

### Extent of Application.

**154.** The following rules are applicable to officers in civil employ whose cases are not provided for in Sections I to VI of this Chapter, or by rules peculiar to the services concerned, such as—

(1) Lieutenant-Governors and Members of Council (see Chapter XXII).

(2) Judges of the High Courts (see Chapter XXIII).
(3) Ecclesiastical Officers (see Chapter XXVII).
(4) Law Officers (see Chapter XXX).

## Officers having a Substantive Appointment.

**155.** An officer with a substantive appointment officiating in an appointment to which this Section applies, and of which the pay is not less than ₹100, is entitled to an acting allowance of one-fifth of the pay of the appointment: Provided that, except in the Post Office Department, and in the case of Forest Rangers, Foresters, and Forest Guards in the Forest Department, no officer may, under this Article, be appointed to officiate in a higher grade of his own class.

*Examples of the appointments referred to.*—Extra Assistant Commissionerships, Judgeships of Small Cause Courts in Bengal not mentioned in the example under Clause (5), Article 124, and the Subordinate Judgeships with which they are classed.

1. In the Public Works Department no increased allowances are admissible to an officer of the Upper Subordinate Establishment, or to a Sub-Overseer, for performing duties previously entrusted to one of a higher grade in either of the Subordinate Establishments.

2. In Madras, the first, second, third and fourth grades of Munsifships are treated as distinct *classes*.

3. In Sindh, the first, second, third and fourth grades of Subordinate Judges are treated as distinct *classes*.

4. A Section-writer, or a Press servant who is paid for piece-work, is, for the purposes of the rules in this Section, held to be an officer without a substantive appointment.

5. A Supernumerary Assistant Surgeon in Bengal is, for the purposes of the acting allowance rules, treated as holding a substantive appointment under Government. When, therefore, a supernumerary Assistant Surgeon officiates in an appointment to which a fixed pay is attached, such as an appointment in a medical school, he draws the usual acting allowance in addition to his pay as a Supernumerary Assistant Surgeon.

**156.** The *pay of an appointment* which belongs to a graded class and is not such as is described in Clause (5) of Article 124, is the average pay of the grades, calculated without reference to the number of appointments in each grade; but the officiating officer's *salary* shall not exceed the *pay* of the lowest grade, unless he belongs to another Department, and is specially appointed to officiate in a grade other than the lowest.

NOTE.—[This Article does not apply to appointments in the Post Office Department.]

## Medical Appointments.

**157.** As an exception to Article 156, an Assistant Surgeon holding, whether substantively or temporarily, the medical charge of a Civil Station, is entitled to a Local Allowance in addition to his pay as follows, or to any smaller allowance which, by any general or special order, the Local Government may fix:—

(i) If he be in the first or second grade—₹150 (but he must forfeit the Punjab allowance of ₹50 if he has it).
(ii) If he be in the third grade—₹100.

NOTE 1.—[For the rule regarding a *Warrant Officer* of the Subordinate Medical Department acting as "Civil Surgeon," &c., see Rule 2 under Article 125.]

NOTE 2.—In Bengal, the Punjab, the Central Provinces and Assam, the undermentioned allowances may be granted under the orders of the Local Government to an Assistant Surgeon or

Warrant Medical Officer performing the duties of the Civil Surgeon at Head Quarters, while the latter is absent for more than seven days *on inspection duty within the District* :—

(*a*) If the substantive holder of the charge is a Commissioned Medical Officer—

| | ₹ |
|---|---|
| To an Assistant Surgeon, first or second grade, a Senior Apothecary or Apothecary | 75 |
| To an Assistant Surgeon, third grade, or an Assistant Apothecary | 50 |

(*b*) If the substantive holder of the charge is an Assistant Surgeon or Warrant Medical Officer—

| | ₹ |
|---|---|
| In all cases | 50 |

**157A.** Warrant Medical Officers above the grade of Assistant Apothecary, when in independent medical charge of Civil Stations, will receive pay at the following monthly rates :—

| | ₹ |
|---|---|
| Under five years in charge | 350 |
| From five and under ten years | 450 |
| From ten and under fifteen years | 550 |
| Over fifteen years | 700 |

Service towards these quinquennial increments will count from the date of assumption of any such charge as a permanent appointment.

Assistant Apothecaries in independent medical charge of Civil Stations, whether in India or Burma, excluding those who were in such charge on 1st August 1889, who will continue to draw pay at ₹350 a month, will receive pay at a fixed rate of ₹250 per mensem. When holding such charges in Burma they will receive in addition a special local allowance of ₹50 a month.

The service of an Assistant Apothecary in permanent independent civil medical charge, whether he receives pay at the rate of ₹350 a month on the ground that he was in such charge on 1st August 1889, or not, will not count towards the quinquennial increments until the date on which he is promoted to be an Apothecary.

NOTE.—[For the rule regarding a *Warrant Officer* of the Subordinate Medical Department acting as "Civil Surgeon," &c., see Rule 2 under Article 125.]

## Officers without a Substantive Appointment.

**158.** An officer without a substantive appointment, officiating in an appointment the pay of which is not less than ₹100, is entitled to an acting allowance of half the *pay of the appointment*. (*See Article 156 and Rule 1 under it.*)

**159.** If the *pay of the appointment* is less than ₹200, and the Local Government, or other authority concerned, considers that the acting allowances admissible by rule are insufficient, it may grant to the officiating officer higher allowances, not exceeding the difference between the *pay of the appointment* and the portion of it drawn by the *absentee* for whom he officiates.

NOTE.—[*See Article 111.*]

**160.** As an exception to Article 158, an acting supernumerary Deputy Collector in Sindh, officiating as Deputy Collector, is entitled, in addition to his minimum salary as acting supernumerary Deputy Collector (see Article 118), to an allowance of two-thirds of the difference between his *salary* and the *pay* of the grade in which he officiates.

### Appointments on less than Rs. 100.

**161.** (*a*) The salary of an officer officiating in an appointment of which the pay is less than R100 should, as far as practicable, be regulated by Articles 155 and 158. The following conditions must be observed :—

(i) If the officiating officer has a substantive appointment, his salary must in no case exceed what it would be if Article 155 were exactly applied.

(ii) If he has no substantive appointment, the officer who appoints him may grant him such allowance, not exceeding the *pay of the appointment*, as he considers necessary.

(iii) If the vacancy is caused by the absence on leave of an officer whose *pay* is less than R100, the absentee allowance of such officer must not exceed the difference between his *pay* and the sum of the acting allowances paid in consequence of his absence. (*See also Rule 1 under Article 368.*)

**162.** The third of the conditions above mentioned is not enforced in the case of—

(i) Officers in superior service on privilege leave for not more than one month at a time.

NOTE.—[An officer drawing less than R100 may be granted one month's privilege leave as an annual holiday irrespective of the expense to Government, but, if such an officer desires to take privilege leave beyond one month, the grant of the leave must be subject to the condition that no extra expense is thereby imposed on the State.]

(ii) Officers on hospital leave under Chapter XII, Articles 320 to 327.

(iii) Superintendents of the Light-houses in the Madras Presidency referred to in Article 294, Rule 3.

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## Chapter VII.—Regulation of Progressive Salaries.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| LIMITATION . . . . . | 163 | INITIAL PAY . . . . . | 170 |
| CALCULATION OF VALUE . . . | 164 | TIME SPENT ON LEAVE . . . | 174 |
| ACCRUAL OF INCREMENT . . . | 165 | TIME UNDER SUSPENSION OR ON FOREIGN SERVICE . . . | 175 |
| ACTING ALLOWANCES . . . | 168 | | |


### Limitation.

**163.** Except under special orders to the contrary, a Progressive pay shall not rise from the minimum to the maximum by less than five equal yearly increments.

### Calculation of Value.

**164.** A Progressive pay is, on an average, equivalent to a fixed pay, the

amount of which lies between the minimum and maximum of the Progressive pay. The exact amount of this equivalent varies according to the conditions of each appointment; but in practice, it is assumed that a Progressive pay rising to its maximum by five equal yearly increments, is equivalent to a fixed pay equal to the minimum *plus* two-thirds, or if the appointment is a ministerial appointment, *plus* three-fourths, of the difference between the minimum and the maximum.

NOTE.—[This Article does not fix the pay of a Progressive appointment, but only indicates the mode of rating the value of such an appointment for financial purposes.]

## Accrual of Increment.

**165.** An increment accrues from the beginning of the calendar month following that in which it is earned, any intermediate broken period being neglected.

*Exception.*—An officer appointed in England by the Secretary of State for service in India receives the increment in his pay in accordance with the terms of his engagement.

**166.** A periodical increment should not be granted to an officer serving on Progressive pay as a matter of course, or unless his conduct has been good. A periodical increment may be withheld from a ministerial or menial officer at the discretion of the head of his office. A periodical increment cannot be withheld from any other officer without the sanction of the *Local Government*, which may, however, delegate the power of withholding such increments to heads of Departments or other supervising officers.

NOTE.—["In reply to your memorandum No. 19E, of the 7th ultimo, enquiring whether the approved service necessary to earn an increment should be continued, I am directed to state that there is no general rule on the subject beyond that laid down in * * * (*Article 166 of these Regulations*). The proper practice to consider, when the time for the increment arrives, is whether during the year the service has been approved or not. But it is not necessary to withhold the increment for another twelve months. It is discretionary with the head of the office to delay granting the increment for any period within twelve months as he considers advisable." (*Government of India, Public Works Department, to Accountant General, Public Works Department,—No. 196G., dated 1st February 1882.*)]

**167.** (*a*) A proposal to grant an increment of Progressive pay in advance of the due date should always be scrutinised with special jealousy: it is contrary to the principle of Progressive pay to grant an increment before it is due, and such a grant should not be recommended or allowed, excepting under circumstances which would justify a personal allowance to an officer whose pay is fixed,—that is to say, seldom if ever.

(*b*) If the value of the appointment calculated under Article 164 is such that the addition of a premature increment would raise it above ₹5,000 a year, such premature increment cannot be granted without the sanction of the Secretary of State.

NOTE.—[In sanctioning, as a special case, increments in the Progressive pay of an officer in advance of the due date, the Secretary of State observed that, "as a rule, there is great objection to giving retrospective effect to a measure of this nature." (*Despatch No. 334, dated 30th September 1880.*)]

**167A.** Reduction to a lower grade or appointment on account of misconduct or inefficiency cancels all title to count for increments previous service in the grade or appointment from which reduction was made, or in a similar appointment.

## Acting Allowances.

**168.** In the case of progressive appointments, acting allowances are fixed as follows:—

(*a*) An officer whose substantive pay is progressive, and who acts in an office of which the pay is fixed. In this case the officer's acting allowances will be calculated as if his substantive pay were a fixed one, equal to the amount at which from time to time it stands.

(*b*) An officer whose substantive pay is fixed, and who acts in an office of which the pay is progressive. In this case the officer's acting allowance will be calculated upon the *pay* to which he would from time to time have risen if he had held the officiating appointment substantively.

(*c*) An officer whose substantive pay is progressive, and who acts in an office of which the pay is progressive. In this case the officer will draw—

(i) His substantive *pay*, with the increments thereof as they fall due.

(ii) The acting allowance which he would have drawn if the substantive and officiating appointments were both on fixed pay equal to the minimum: Provided that the maximum limit of *salary* shall be not the said minimum pay of the officiating appointment, but the pay to which the officer would have risen if his officiating tenure had been substantive.

NOTE.—[When calculating the *salary* of an officer who acts in an appointment, the whole of the acting tenure, whether continuous or not, should be taken into account with the exception of so much of it as under Article 120 gave no claim to acting allowance.]

*Example* (*a*).—An officer who is substantively in the R170 stage of an appointment of R150—10—200 is appointed to act in an office of which the pay is R200—8—240. His salary is thus fixed—

| | R | |
|---|---|---|
| Pay . . . . . | 170 | But this is limited for the first year to R200 |
| Acting allowance ($\frac{1}{5}$ of R200) . | 40 | |
| Total . | 210 | |

Next year he gets pay R180 + acting allowance R40 = total R220. But this is limited for a year to R208.

*Example* (*b*).—A Member of the Indian Civil Service, substantively in the R1,200 stage of an appointment of which the pay is R1,000—50—1,250, acts in an appointment of R1,500—50—1,750. His initial salary is—

| | R | |
|---|---|---|
| Pay . . . . . | 1,200 | Limited for the first year to R1,500. |
| Acting allowance ($\frac{2}{3}$ R1,500—1,000) . | 333⅓ | |
| Total . | 1,533⅓ | |

In future years he receives—

| Second year— | R | |
|---|---|---|
| Pay . . . . . | 1,250 | Limited to R1,550. |
| Acting allowance . . . . | 333⅓ | |
| Total . | 1,583⅓ | |

Hereafter he gets R1,583⅓, which is the limit of *salary* in this case.

**169.** As an exception to the preceding Article an officer of the Geological Survey may, if specially qualified, count all service on the maximum pay of a grade towards increment in the *salary* of the next higher grade.

## Initial Pay.

**170.** If an officer is appointed substantively to a progressive appointment in which he has already officiated, his pay is fixed as follows :

(*a*) If the salary which he drew when last officiating is equal to one of the stages of the pay of the appointment, his pay shall be fixed at that stage, and he shall count in that stage the time during which he has been drawing the said salary.

(*b*) If the salary which he drew when last officiating is intermediate between two stages, his pay shall be fixed at that amount for half the period during which an increment is earned, and on the first day of the month thereafter succeeding he shall be eligible to the next higher stage of the progressive pay.

*Example.*—An officer is on 20th June substantively appointed to an appointment of which the pay is R200—10—250, and in which he is already officiating—

(*a*) If his salary at the time of his appointment and from 1st March last has been R220, he continues to draw R220, and on 1st March next rises to R230.

(*b*) If his salary at time of appointment is R225, he will draw R225 till 1st January, and then will get R230.

NOTE.—[Any period for which an officer has held the progressive appointment as substantive *pro tempore* may be counted as officiating service for the purposes of this Article, the salary during the period of substantive *pro tempore* tenure being taken at what it would have been if the officer had been officiating in the appointment.]

**171.** (*a*) An officer transferred substantively to a progressive appointment from an appointment in which he is drawing pay in excess of the minimum pay of the new appointment will, if the transfer is made by an authority to which both appointments are subordinate, or if the transfer is declared by the *Local Government* or by a Department of the Government of India to have been made for special reasons and in the interests of the public service, draw the nearest stage, or, if two stages are equally near, then the next higher stage of pay in the new appointment, but will count time for increments as if he had commenced on the minimum pay.

When, however, the conditions of an officer's service are such that he is liable to be transferred in the same Department between appointments of which the pay and increments are identical, his service will, in the case of such a transfer, count for increments as if he had not been transferred.

(*b*) On transfer of an officer, as a penalty, from a higher to a lower appointment on a progressive pay, the *Local Government* may allow him to draw any salary, not exceeding the maximum of such appointment, as it may think proper.

**172.** Except as provided in Articles 170 and 171 an officer appointed substantively to an office of which the pay is progressive will begin with the minimum pay.

**173.** The incumbent of an appointment the pay of which is changed shall be treated as if he were transferred to a new appointment on the new pay : Provided that, if he prefers to retain his old pay, the Local Government may allow him to do so, postponing the change of the pay of the appointment till he vacates office.

### Time spent on Leave.

**174.** Time spent on leave with allowances counts towards increments in the same manner as if during it the officer had actually held or officiated in (as the case may be) the appointment on which he has a lien.

NOTE.—[The last sentence of Article 37 must not be held to conflict with this Article. Subject always to the provisions of Article 76, the phrase "the appointment on which he has a lien" means the appointment which the officer relinquished when he proceeded on leave, and does not refer to an appointment to which an officer has been nominated during his absence on leave.]

### Time under Suspension or on Foreign Service.

**175.** Time passed under suspension does not count towards increments if the suspension is a penalty for misconduct; but an officer, in directing reinstatement of a person who has been suspended, may declare that the time shall count. Time spent on foreign service of the first or second kind does not count towards increments (see Article 843).

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## Chapter VIII.—Combination of Appointments and Salaries.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| CHARGE OF CURRENT DUTIES . . | 176 | LOCAL ALLOWANCES NOT AFFECTED . | 187 |
| PERMANENT ARRANGEMENTS . . | 182 | CIVIL SURGEONCY . . . . | 188 |
| TEMPORARY ARRANGEMENTS . . | 184 | MEDICAL CHARGE OF JAILS . . | 190 |
| RESTRICTIONS . . . . . | 186 | CANTONMENT MAGISTRATES . . | 191 |
| MILITARY OFFICER . . . | 192 | | |


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### Charge of Current Duties.

**176.** When an officer is appointed to be in charge of the current duties of an office in addition to his own duties, and the charge, in the opinion of the *Local Government*, entails a substantial increase of responsibility and some additional work, he is entitled to a charge allowance, to be fixed by the *Local Government*, not exceeding one-tenth of the pay of the office. If the office is open to, and may in practice be held by, a Member of the Indian Civil Service or a Military Officer, the allowance shall not be less than ₹100.

**177.** The *salary* of an officer appointed to be in charge of the current duties of an additional office shall never exceed the *salary* which he would receive for officiating in the office: one effect of this rule is that, unless the *Local Government* thinks it necessary to make the declaration indicated in Rule 1 under Article 184, an officer is not entitled to any allowance for taking charge of an office the pay of which is not more than that of his own substantive office.

178. The amount of "charge allowance" has been fixed in the following cases:—

(*a*) Land Revenue—

(i) An officer of the Settlement Department in the Madras Presidency in charge of two parties as a special and temporary arrangement . . R100

NOTE.—[By "parties" is meant one of the three large parties which are employed in the Madras Presidency.]

(ii) A Talati (Village Accountant, Bombay) placed in charge of the duties of another Talati in addition to his own duties, is entitled to allowances as follows:—

(1) If the Talati whose duties he performs in addition to his own receives fixed pay—such portion of that fixed pay, not exceeding one-half, as the Collector of the District may determine.

(2) If the Talati whose duties he performs in addition to his own is remunerated by a percentage on the revenue—such portion of such percentage as the Collector may determine:

Provided always that no extra expense shall be caused to the Government by the arrangement.

(*b*) Salt—

(i) A Sub-Inspector of the Northern India Salt Revenue Department, when placed in charge of the duties of an Inspector or Assistant Inspector . . . R15

(*c*) Forest—

(i) An officer holding charge of two divisions, as a special and temporary arrangement . . . . . R100

(*d*) Telegraph—

As a temporary arrangement under special circumstances, and subject to the confirmation of Government.

(i) A Superintendent holding charge of two divisions . . . . . R100

(ii) An Assistant Superintendent holding charge of two sub-divisions . . R50

(*e*) Law and Justice; Courts of Law—

(i) A Subordinate Judicial Officer placed in charge of a District Judge's office . R150

(*f*) Police—

(i) An officer other than a Police Officer, including, in the Bombay Presidency, a supernumerary Assistant Collector, placed in charge of the Police of a District . . . . . R100

Provided that such appointment does not involve an increase in the sanctioned strength of officers for the whole Province required for the charge of Police Districts.

(*g*) Political—

(i) An officer placed in charge of a Political Agency, or of a Residency of the second or third class . . . . . R150

(*h*) Public Works—

(i) An Executive Engineer in charge of two divisions, as a special and temporary arrangement . . . . . R100

(ii) An upper subordinate in charge of the current duties of an Executive Engineer's office (provided that his salary does not exceed the pay of an Executive Engineer, fourth grade) . . . . . R50

(iii) Any other officer of the Public Works Department, in charge of the current duties of an office of higher class than his own—$\frac{1}{10}$th of the pay of the higher appointment.

(iv) A sub-divisional officer of the Buildings and Roads Branch of the Public Works Department, North-Western Provinces and Oudh, placed in charge of two sub-divisions which comprise two Revenue Districts, may at the discretion of the Local Government be granted an allowance of . . R50

(v) An upper or a lower subordinate in the North-Western Provinces and Oudh, placed in charge of a District in consequence of the absence of a District Engineer on leave or other cause recognised by the Civil Service Regulations, may draw a charge allowance of . . . . . R50

(*i*) Survey Department—

An Assistant Superintendent of Survey placed in charge of a full independent party . . . . . R100

*Article 184, Rule 1.*

*Substitute the words* "(which shall be recorded)" *for the words within brackets in this rule.* (58.) (Financial Department No. 928, dated 7th March 1893.)

**179.** (*a*) No allowance is admissible under Article 176 unless the incumbent has actually given over charge of the office under the orders of competent authority, and is absent on leave or deputation or is under suspension. For instance, no allowance is admissible to a subordinate officer empowered to dispose of routine business while his superior is on tour.

(*b*) But in the Northern India Salt Revenue Department, charge allowance is granted to an officer placed in charge of the current duties of an Assistant Commissioner's Office during the absence of the incumbent on tour.

**180.** No allowance is admissible to a Member of the Indian Civil Service, or to any officer holding an appointment ordinarily held by a Member of the Indian Civil Service, or to a Superintendent of a Central Jail for the executive charge, either permanently or temporarily, of a District Jail. Any other person, whether he does or does not hold any office under Government, if placed in executive charge of a District Jail, is entitled to a *Local Allowance* on the following scale:—

| | |
|---|---|
| 1st Class Jail . . . . . | R150 a month. |
| 2nd „ „ . . . . . | „ 100 „ |
| 3rd „ „ . . . . . | „ 75 „ |
| 4th „ „ . . . . . | „ 50 „ |

**181.** An officer placed in charge of the current duties of an office is not entitled to any *Local Allowances* attached to the office, except under the special orders of the Local Government. (*See also Article 1103 of Part XI.*)

## Permanent Arrangements.

**182.** A Local Government cannot, without the previous sanction of the Government of India (subject to the conditions of Article 87), appoint an officer to hold two or more appointments at the same time, as a permanent arrangement, unless the pay of the appointments is a Provincial charge and unless their aggregate pay does not exceed R250. When an officer is appointed to officiate in two or more appointments, which under due sanction have been allowed to be held as a permanent arrangement by one officer, the *salary* of the officiating officer shall be calculated as if the two or more appointments were one appointment upon the aggregate pay, Article 184 being inoperative in such a case.

**183.** A Local Government may appoint an officer to hold two appointments even though the pay of the appointments be not Provincial, provided one of the appointments be that of Postmaster and provided the total emoluments of the officer for both appointments do not exceed R150 a month.

## Temporary Arrangements.

**184.** A Local Government may, without the sanction of the Government of India, appoint one officer to hold substantively, as a temporary measure, or to officiate in, two or more independent appointments at one time. In such case, the emoluments are regulated as follows:—

(i) He draws the highest *salary* to which he would be entitled if he held, or, as the case may be, officiated in, any one of the appointments alone:

(ii) For the other appointment or appointments, he draws such allowances as the Local Government may fix, not exceeding for each appointment half the *salary* which he would draw if he held, or, as the case may be, officiated in it alone :

(iii) Provided that his aggregate *salary* shall not exceed the pay which he would draw in the most highly paid of the appointments, if he held it substantively and alone.

1. This proviso may be dispensed with if the Local Government declares that, for special reasons (to be recorded, and, unless the extra expense falls only upon Provincial or Local Resources, communicated to the Government of India), it is necessary, on public grounds, to entrust to the one officer the duties of the several offices at once, and that the salary to which he would be limited by this proviso is not enough.

*Illustration.*—A Member of the Indian Civil Service holding a substantive appointment, A., of which the pay is ₹1,000, is appointed, without being relieved of his own duties, to officiate in two appointments, B., of which the pay is ₹1,600, and C., of which the pay is ₹2,200—

| | ₹ |
|---|---|
| If he held A only, he would draw . . . . . | 1,000 |
| If he officiated in B only, he would draw pay ₹1,000 and acting allowance ₹400 . . . . . | 1,400 |
| If he officiated in C only, he would draw pay ₹1,000 and acting allowance ₹800 . . . . . | 1,800 |
| He will therefore draw for C (which carries the highest salary) . . | 1,800 |

And, but for Proviso (iii), he would be entitled for B and A to such allowances as the Local Government may fix, not exceeding ₹$\frac{1,400}{2}$ = 700 for B, and $\frac{1,000}{2}$ = 500 for A.

But, in consequence of this Proviso, his aggregate salary must be limited to ₹2,200 (the pay of appointment C), unless the declaration prescribed in Rule 1 be made.

**185.** Article 184 does not apply to a Government officer appointed to be a Minor Professor under the Medical Warrant of April 1867, or a Professor or Lecturer in any Government institution, to the duties of which offices an officer is not required to devote his whole time.

## Restrictions.

**186.** Article 184 does not apply to the case of an officer discharging the duties of more than one appointment in the same office, or on the same establishment. An officer so employed is entitled to the highest salary to which he would be entitled if he held or officiated in any of the appointments alone, and to nothing more.

*Examples.*—An Under-Secretary discharging the duties of a fellow Under-Secretary in the same Office or Department as well as his own.

A Joint-Magistrate appointed, in addition to his own duties, to officiate as Magistrate of the District. In this case he gets allowances only as Officiating Magistrate of the District.

A District Judge deprived of the help of an Additional or Assistant Judge, and therefore doing the Additional or Assistant Judge's work.

A Joint-Magistrate doing the work of a second Joint-Magistrate in the District as well as his own.

A Subordinate doing the duties of another Subordinate in the same Office.

A Director of Public Instruction doing the work of one of his Inspectors, or one Inspector in the Educational Department doing the work of a fellow Inspector in addition to his own.

## Local Allowances not affected.

**187.** Nor does Article 184 affect *Local Allowances* given for the performance of separate duties. A Local Government may grant a *Local Allowance*

to an officer paid from Provincial Revenues, provided the officer's total emoluments, including the *Local Allowance*, do not exceed R250 a month. If a *Local Allowance* is sanctioned by the Government of India on the understanding that it shall be drawn by any officer who may perform the duties for which it is granted, the sanction of the Government of India will not be required a second time in the case of any particular officer to whom the Local Government may assign the duties.

## Civil Surgeoncy.

**188.** A Regimental Medical Officer appointed to act as Civil Surgeon of a station without relinquishing his Regimental duties is entitled to an allowance of R100 a month. With this exception, the allowances for the additional charge of an appointment of the kind described in Article 135, whether the charge is held by a Regimental Medical Officer or a Commissioned Medical Officer already employed in the Civil Department, are regulated by Military Rules, the pay of the appointment being calculated on the principle indicated in that Article.

1. In the case of a Commissioned Medical Officer holding more than one acting appointment, the acting allowance of *each* appointment is fixed by Military Rules of calculation, but the terms of the combination of the appointments are those laid down in Articles 184 and 185.

**189.** An officer in medical charge of a civil station is entitled to an allowance of R100 a month for holding visiting charge of a second station.

## Medical charge of Jails.

**190.** (*a*) An officer appointed to the medical charge of a Central Jail when the administrative and medical charge is not united is entitled to a local allowance of R100.

(*b*) Or in special cases at the discretion of the Local Government to R150.

Provided always that the aggregate cost for the administrative and medical charges shall not exceed the total *pay* payable for the combination of the two charges in one person.

## Cantonment Magistrates.

**191.** A Civil Officer, whether a Member of the Indian Civil Service or not, placed in charge of a Cantonment Magistracy in addition to his own duties, is entitled to an acting allowance of R100 a month. But, as a rule, only Military Officers should hold Cantonment Magistracies.

A Military Officer in military employ, who may officiate or hold charge as Cantonment Magistrate in addition to his own duties, is entitled to an acting allowance of R100 a month, as a charge against the Civil Department.

## Military Officer.

**192.** When a Military Officer is appointed to officiate in a civil office other than a Cantonment Magistracy without being relieved of his military duty, his allowances for his civil duties are regulated in accordance with Article 184

and Rule 1 under it. If he has no substantive appointment in the Military Department, the pay of his rank is held to be his substantive pay for the purposes of Article 184. The allowances for his civil duties are drawn in the Civil Department, and his allowances for his military duty are drawn in the Military Department.

# Chapter IX.—Joining Time.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| EXPLANATION | 193 | APPOINTMENT CHANGED | 204 |
| PERIOD ADMISSIBLE | 194 | ALLOWANCES | 205 |
| EXTENSIONS | 197 | EXCEEDING JOINING TIME | 209 |
| WHEN LEAVE INTERVENES | 202 | MINISTERIAL OFFICERS | 210 |


## Explanation.

**193.** Joining Time is the time allowed to an officer to proceed from one Station to another when his appointment is changed, or when, being unemployed, he is appointed to any office. An officer is held to be on duty during Joining Time if he is entitled to allowances.

## Period Admissible.

**194.** Only one day is allowed for joining an appointment which does not necessarily involve a change of residence.

**195.** In cases involving a change of station Joining Time is calculated as follows, subject to a maximum of thirty days: Sundays not actually spent in travelling are not included in the calculation:—

(i) Six days for preparation; and, in addition thereto,—

| for the portion of the journey which the officer travels or might travel— | a day for each. | |
|---|---|---|
| By railway | 200 miles. | |
| By ocean steamer | 150 „ | or any longer time actually occupied in the journey. |
| By river steamer | 80 „ | |
| By mail cart or other public stage conveyance drawn by horses | 80 „ | |
| In any other way | 15 „ | |

An extra day is allowed for any *fraction* of distance over that prescribed.

(ii) When part of the journey is by steamer, the days intervening between the officer being set free from his office, or, if he has no office, receiving his orders, and the departure of the steamer, or his start duly regulated to catch the steamer, shall be added.

NOTE.—[An officer, whose salary does not exceed R100 a month, should not ordinarily be required to travel by mail cart or other public stage conveyance drawn by horses.]

**196.** By whatever route the officer travels, his Joining Time shall, unless the Local Government specially permit otherwise, be calculated by the route which travellers habitually use.

## Extensions.

**197.** If the *Local Government* is satisfied that an officer has, through no fault of his own, been unable to avail himself of the usual mode of travelling, it may extend even the maximum Joining Time of thirty days. But in that case it should report its proceedings to the Government of India in the Finance Department with a full statement of the circumstances of the case.

**198.** The *Local Government* may, for reasons stated, extend the Joining Time admissible by rule if it considers such extension necessary for the public convenience, or for the saving of public expense, as, for example, to prevent unnecessary and merely formal transfers. This rule applies in cases falling under Article 194 as well as those falling under Article 195, and is subject to the maximum of thirty days in all.

**198A.** The Joining Time of Officiating Munsifs in Bengal, who are transferred from one station to another during a vacation, may be extended up to the end of the vacation under the orders of the *Local Government*. The thirty days' limit does not apply in such cases.

**199.** On being satisfied that the rules have, in any particular case, operated hardly, as, for example, if an officer has, through no default on his part, missed a steamer, or fallen sick on the journey, the *Local Government* may (provided the maximum of thirty days is not exceeded), for reasons stated, allow concessions in excess of what is admissible by these rules, on such conditions as to allowances or otherwise as it may think fit. Such concessions must not be made as a mere indulgence or otherwise than because the rules do not appear to provide reasonably and equitably for the case.

**200.** If the officer satisfies his new departmental superior that notwithstanding due diligence on his part, the journey has occupied altogether more time than is allowed by the rules, the time actually occupied may be allowed: Provided that the maximum of thirty days is not exceeded.

**201.** The *Audit Officer* shall bring to the notice of the *Local Government* any concession made under the preceding Article which seems to him improper or unreasonable, and shall move the *Local Government* to report to the Government of India any concession made under Article 199, or extension made under Article 198, which appears to him contrary to the spirit of those rules. The *Local Government* may not, in either case, finally overrule the *Audit Officer* without a reference to the Governor General in Council.

1. Upon the application of the Local Government, the Government of India will sanction any necessary relaxation or modification of these rules in exceptional localities where their general application would operate harshly.

## When Leave Intervenes.

**202.** When an officer, after giving over charge of his office at one station, on transfer or reversion to another office, takes Privilege or Examination leave before joining the office to which he has been transferred, or to which he has reverted, or when an officer, while on Privilege or Examination leave, is transferred to a station other than that from which he took leave, he is entitled to Joining Time in addition to his Privilege or Examination leave.

The Joining Time of an officer transferred during Privilege or Examination leave will be counted from his old station, or from the place where he receives the order of transfer, whichever calculation would entitle him to the less Joining Time.

**203.** If an officer, during transit from one appointment to another, obtains Furlough on medical certificate (with or without Subsidiary leave prefixed), he may be allowed only the Joining Time calculated for the journey from his old station to the furthest place to which he has proceeded on his route to his new station.

## Appointment Changed.

**204.** The Joining Time of an officer whose appointment is changed while he is in transit from one appointment to another, begins on the day following that on which he receives his orders.

## Allowances.

**205.** Except in the case mentioned in Article 208, an officer will draw, during Joining Time, the *pay* or *salary* which he drew in his old appointment or that which he will draw on joining his new appointment, whichever may be less: Provided that an officer transferred from one officiating appointment to another shall not draw any acting allowance during Joining Time if he had not a superior lien on either of the officiating appointments to that of the officer relieved by or relieving him. If the officer is entitled to tentage in his old appointment and tentage is also attached to his new appointment, he may draw tentage during Joining Time at the lower of the two rates.

**206.** When, under Article 202, an officer combines Privilege or Examination leave and Joining Time, his allowances during Joining Time,—that is to say, for the period, not exceeding the Joining Time admissible by rule, in excess of his Privilege or Examination leave, during which he is absent from duty,—must be calculated at the rate at which his Joining Time allowance would have been calculated if he had joined the office to which he is transferred directly.

**207.** If a Member of the Indian Civil Service, on his first arrival in India, is unable, from illness, to proceed to the seat of the Government to which he is attached or to any other station to which he is ordered to proceed direct, the Local Government in whose jurisdiction he is, may, on medical certificate, grant to him a Subsistence Allowance of two hundred and fifty rupees a month for not more than two months. Time thus spent is not *Active Service*.

**208.** An officer, who is not in the Indian Civil Service or in the Army, and who has no substantive appointment, is not entitled to any allowance during Joining Time; but if such an officer, officiating in an office, is transferred to another office under the same Local Government, the *Local Government* may allow him to draw, during his transit, the allowance to which he would be entitled under Article 205.

## Exceeding Joining Time.

**209.** An officer who does not join his new appointment within his Joining

*Add the following to ~~this~~ Article :* 205

If the officer in his old appointment drew a local allowance granted on account of special expensiveness of living in any district, province or locality, and the transfer is to another appointment within the same district, province or locality, he may draw the local allowance during joining time. Provided that, if the rates differ in the two appointments or parts of the local area, he may draw the lower rate only.

Time is entitled to no allowances after the end of his Joining Time, and after a week ceases to have a lien on any appointment. But if the *Local Government* considers that his default was due to circumstances beyond his control, it may exempt him from the loss of his appointment.

NOTE.—[The expression "allowances" in this Article does not include travelling allowances.]

### Ministerial Officers.

210. The rules in this Chapter apply to a ministerial officer who with the consent of the head of his office, or under the orders of competent authority, is transferred to service in another office on grounds of public convenience only, and not at his own request, for his own advantage, or in consequence of any fault on his part.

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## Chapter X.—Officers dismissed, suspended, or imprisoned.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| MEMBERS OF THE INDIAN CIVIL SERVICE | 211 | COMMITTALS TO PRISON . . | 216 |
| MILITARY OFFICER IN CIVIL EMPLOY . | 212 | CONVICTIONS . . . . | 217 |
| OTHER OFFICERS . . . . | 213 | LEAVE WHILE UNDER SUSPENSION | 218 |


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### Members of the Indian Civil Service.

211. A Member of the Indian Civil Service is entitled when under suspension to the subsistence allowance of his rank. (*See Article 127, Rule 1.*)

### Military Officer in Civil Employ.

212. A Military Officer in civil employ is entitled when under suspension to the pay and allowances of his rank.

### Other Officers.

213. Saving as provided in Article 215 (*b*), the salary of an officer who is dismissed ceases absolutely from the date of his dismissal; no allowances may be granted to him for any period occupied in his prosecution of appeals against the order dismissing him.

214. Saving as provided in Article 215 (*b*), an officer suspended from office as a penalty for misconduct is entitled to no salary while he is absent from duty.

215. Subject to the proviso that, without the permission of the *Local Government*, no expenditure may be incurred in excess of what would have taken place if the officer had remained on duty—

(*a*) Subsistence allowance, at a rate not exceeding one quarter of his salary

may be granted by the authority suspending him to an officer removed from office pending enquiry into his alleged misconduct: Provided that, if the officer is a European, his subsistence allowance should not commonly be less than ₹25 a month: if his salary be less than ₹100 a month, the rate may be increased accordingly. An officer of the Marine Department, whose duties are not confined to the shore, will draw, in addition to the subsistence allowance, rations, or, when rations are not issued, compensation in lieu thereof.

NOTE.—[ This subsistence allowance is authorized as a matter of grace only and cannot be claimed as of right. The authority suspending an officer in temporary employ, if he considers that some allowance should be granted to the suspended officer, may sanction allowances not exceeding those authorized in this Article. In deciding whether such allowances should be granted, the period of the temporary employment should be taken into consideration.]

(*b*) If the suspension of an officer as a penalty for misconduct is, upon reconsideration or appeal, held to have been unjustifiable or not wholly justifiable, or if an officer dismissed from office or suspended pending enquiry into his alleged misconduct is, after enquiry, or upon reconsideration or appeal, reinstated, then the revising or appellate authority may grant to the officer, for the period of his absence from duty—

(i) if the officer is honourably acquitted, full salary;

(ii) otherwise, such portion of his salary as to the revising or appellate authority may seem expedient.

## Committals to Prison.

**216.** When a servant of Government is committed to prison either for debt or on a criminal charge, he should be considered as under suspension from the date of his arrest, and not allowed to draw any pay until the termination of the proceedings against him, when an adjustment of his allowances will be made according to the circumstances of the case, the full amount being given only in the event of the officer being acquitted of blame or (if the imprisonment was for debt) of its being proved that the officer's liability arose from circumstances beyond his control.—[ *Extract from Despatch from the Secretary of State, No. 80 of 1859, dated the 22nd December.* (*Circular in the Home Department, dated 6th February 1860.*)]

## Convictions.

**217.** Whenever a Government official is judicially convicted of any offence, a copy of the decision should be sent to the head of the Department in which he is employed, in order that such action in the case as may be deemed proper may be taken at once.—(*Circular in the Home Department, dated 7th August 1868.*)

## Leave while under Suspension.

**218.** Leave of absence for a definite period is not admissible to an officer who has been suspended from duty. If permission to proceed to England is granted in such a case, it should only be for such period as the Secretary of State may determine.

*Article 215 (b).*

*Substitute the following for clauses (i) and (ii) of this article :—*

(i) if the officer is honourably acquitted, an allowance equal to the full salary to which he would have been entitled if he had continued to hold the appointment from which he was dismissed;

(ii) otherwise, an allowance equal to such proportion of the full salary as aforesaid, as to the revising or appellate authority may seem expedient. (71.)

# PART III.—LEAVE RULES.

## GENERAL ARRANGEMENT.


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# PART III.—LEAVE RULES.

## Chapter XI.—General Conditions of Leave.

### Section I.—General Rules.


| | | | |
|---|---|---|---|
| EXTENT OF APPLICATION . . | ARTICLE 219 | MAXIMUM LEAVE ADMISSIBLE . | ARTICLE 222 |
| DISCRETION OF GOVERNMENT . | 220 | RECALLED FROM LEAVE . . | 223 |


### Extent of Application.

**219.** The rules in this Chapter apply to all Officers in civil employ, except in as far as they are inconsistent with, or over-ridden by, the special conditions of leave which obtain in the case of the following classes of Officers:—

(*a*) Lieutenant-Governors and Members of Council (see Chapter XXII).

(*b*) Judges of the High Courts (see Chapter XXIII).

(*c*) *Barristers* holding the appointments of Judge of the Chief Court of the Punjab, First Judge of the Small Cause Courts of Presidency Towns, Recorder of Rangoon, or Secretary to the Government of India in the Legislative Department (see Chapter XXIV).

(*d*) *Statutory Civil Servants* (see Chapter XXVI).

(*e*) Ecclesiastical Officers (see Chapter XXVII).

(*f*) *Military Officers subject to the Military Leave Rules* (see Chapter XXVIII and Appendices Nos. 11 and 12).

(*g*) Law Officers (see Chapter XXX).

(*h*) State Railway Establishments (see Chapter XXXI).

(*i*) Bengal Covenanted Pilot Service (see Chapter XXXII).

(*j*) Port Blair Police (see Chapter XXXIII).

(*k*) Officers serving under Special Contracts. (Their contract(2).)

1. An officer under contract (1) is not entitled to leave, except in accordance with the terms of his contract. But if a Civil Engineer or other Officer belonging to one of the classes enumerated in Article 330, and appointed thereto by Her Majesty's Secretary of State, or with his particular sanction, or whose name is entered in Appendix No. 3, is, by the terms of his contract of service, entitled to leave under the "Uncovenanted Service Leave Rules," the Rules referred to shall be held to be the European Service Leave Rules prescribed in this Part of these Regulations.

NOTE (1).—[See Note under Article 384.]

NOTE (2).—[If the health of an officer, who is serving under an agreement which does not give a title to leave until the expiry of a fixed period, fails during that period, his engagement should be terminated, unless—

(i) he has exhibited such special ability that it is desirable on public grounds to retain him even at the cost of the difference between a leave allowance and any passage-money, etc., due under his agreement; and

(ii) it is certified that he will in all probability be able to return to duty at or before the end of six months.

In cases in which the engagement is not terminated, leave may be granted for a period not exceeding six months and on allowances not exceeding half pay.]

## Discretion of Government.

**220.** (*a*) Leave of absence can never be claimed absolutely as of right. Nothing in these Regulations must be understood to limit the free discretion of the Government to refuse, or revoke, leave of absence of any description, at any time, according to the exigencies of the Public Service.

(*b*) The *Local Government* may refuse to grant the full amount of leave applied for in any case, and should, by the exercise of this power, so regulate the date of an officer's return from leave as to cause as little change as possible in administrative arrangements.

(*c*) This Article gives *Local Governments* ample powers for regulating leave of every description, and in dealing with applications for leave the following instructions should be carefully borne in mind:—

1.—*Circular in the Home Department, No. 22 (Public), dated 16th May 1884.*—"In paragraph 4 of the Home Department Resolution No. 24—885-96, dated the 6th July 1883, the Government of India intimated to Local Governments and Administrations that the Secretary of State had approved of the principle to which attention was drawn in paragraph 7 of the Resolution No. 33—1343-54 of the 7th September 1882, of imposing a check on the abuse of the Civil Furlough Rules by recurring grants of furlough on medical certificate, and that the best mode of effecting that object was still under consideration.

"The Secretary of State has now decided that the Civil Furlough Rules, as they stand, appear to make sufficient provision against their frequent or general abuse, and that any present formal modification of those rules is therefore unnecessary. Officers at home on medical leave will not be permitted to return to duty without a medical certificate of fitness for duty in India. At the same time His Lordship expresses his readiness to reconsider the subject should further experience show that more stringent precautions against abuse of the rules are necessary, and is of opinion that the matter might be brought by circular to the notice of Local Governments and Heads of Departments. It is pointed out that to grant leave on urgent private affairs in consideration of the state of an officer's health is not in accordance with the spirit of the Rules. When an officer applies for repeated grants of medical leave within short intervals, the attention of the Medical Board should be drawn to his case with a view to their carefully considering the term of absence necessary for his complete recovery."

* * * * * * * *

2.—*Home Department, No. 513 (Public), dated 16th April 1883.*—"Two Military officers having applied for ordinary furlough within a short period after their transfer to employment in the Civil Department,—namely, before they had completed one year's service in that Department,—the Local Government concerned felt itself justified under the terms in *Clause* (*a*) in refusing to forward the applications unless supported by medical certificate, and reported its proceeding to the Government of India. The Local Government was told that 'the object of the rule contained in *Clause* (*a*) under which these applications fall to be dealt with, is to give Local Governments the fullest power of dealing with applications for leave, subject to the condition that leave may be refused only on public grounds.' The Local Government's action was accordingly approved."

**221.** If a *Local Government*, under the preceding Article, refuse Furlough to a Member of the Indian Civil Service on the Bengal Establishment, it should report the refusal for the confirmation of the Government of India in the Home Department.

## Maximum Leave Admissible.

**222.** After five years' continuous absence, whether with or without leave, an officer is considered to be out of Government employ.

1. In Despatch No. 87, dated 15th March 1883, the Secretary of State noticed a case in which a Local Government had granted to an officer Extraordinary leave for three years under *Chapter XIII, Article 366*, in extension of two years' leave previously granted, and made the following remarks:—

"It appears to me that considerable misapprehension exists in India in regard to the meaning of the rule contained in Article 222 of these Regulations which was framed in analogy with the

provisions of Statute 33, Geo. III, Cap. 52, s. 70, and which provides that after five years' continuous absence, whether with or without leave, an officer is considered to be out of Government employ. In cases like the present, it seems to be thought that this rule merely indicates the maximum amount of leave which, if not inconvenient to the Government, an officer may not unreasonably expect to have granted to him; whereas the intention of the rule is merely to fix a limit of leave which under no circumstances can be exceeded, and to which it is undesirable that any near approach should be made in any but very exceptional cases. The grant of protracted leave of this nature has hitherto been almost exclusively confined to officers whose services have been lent to Foreign Governments of which the cases of the officers who, during the past few years, have been deputed to Egypt are instances in point; though it is true that Native Officers have occasionally been allowed to remain, for the purposes of study, for considerable periods in Europe when it has been thought that the studies in which they were engaged would render them more efficient in the discharge of their duties in India. Such instances are, however, rare, and do not affect the principle on which the rule should be worked: and I have therefore to request that you will draw the attention of the various Local Governments to the fact that, in any recommendations they may have to make in cases similar to that of Mr. A., the view of the rule laid down in this despatch should invariably be borne in mind."—*Resolution No. 463, dated 30th April 1883.*

NOTE.—[This Article does not apply to officers transferred to Foreign service in India.]

## Recalled from Leave.

**223.** An officer recalled to duty before the expiry of leave of any kind is entitled to take the balance of his leave, together with any leave of the same kind subsequently earned, as soon as he can be spared from duty. Time occupied in the voyage to India on recall from recognised leave out of India counts as active service under Article 11 (iii).

**224.** An officer recalled to duty before the expiry of any recognised leave out of India is entitled to free passage to India, besides travelling allowance from the port of debarkation in India to the Station to which he is posted. During the voyage to India, leave allowances only are granted.

**225.** An officer recalled to duty before the expiry of leave in India, other than Privilege leave, is treated as on duty (*i.e.*, on joining time between appointments) from the date on which he starts for the Station to which he is ordered, and is entitled to his travelling allowances on his journey to the Station to which he is posted.

**226.** An officer recalled to duty from Privilege leave is entitled to no concession except that mentioned in Article 223.

## Section II.—Service qualifying for Leave.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| TEMPORARY SERVICE . . . | 227 | PRIVATE SECRETARY . . . | 235 |
| PROBATIONERS AND APPRENTICES . | 228 | NON-QUALIFYING SERVICE . . | 236 |
| SERVICE RENDERED UNDER OTHER RULES . . . . . | 230 | POLICE OFFICERS . . . . | 237 |
| SERVICE IN THE ARMY . . . | 231 | FOREIGN SERVICE AND SERVICE UNDER LOCAL FUNDS . . | 238 |
| SERVICE BEFORE RESIGNATION . . | 232 | | |


## Temporary Service.

**227.** An officer holding a temporary or officiating appointment only is not

desirable that whenever it is found necessary to order an officer to re
to him officially from the Secretary of State.
is before the expiration of his leave, the instructions should be com

Articles 223 – 227.

entitled to leave of any kind; but a limited amount of leave may be allowed to such an officer under the conditions hereinafter stated.

NOTE (1).—[This Rule does not apply to State Railway officers whose service is classed under clauses (*c*) and (*d*) of Article 728.]

NOTE (2).—[Officiating and temporary service, if it counts for pension, counts also for leave other than privilege leave; the latter is specially provided for by Article 273.]

## Probationers and Apprentices.

**228.** (*a*) An officer appointed as Probationer for a certain period before formal appointment, is entitled to the same leave as if he held a substantive appointment.

(*b*) Police probationers and temporary and officiating Assistant Superintendents of Police in all Provinces count their service towards leave, provided they have passed their examinations, have served two years in the Department, and have attained the age of 20 years.

**229.** (*a*) Service as an Apprentice (excepting an Engineer or Examiner Apprentice in the Public Works Department) does not qualify.

(*b*) No leave can be granted to an Apprentice Overseer in the Public Works Department unless supported by a medical certificate. When leave on medical certificate is granted to an Apprentice Overseer, Public Works Department, allowances equal to half pay may be granted to both Civil and Military Apprentices, provided that those of the latter shall not be less than their Military pay and allowances. Time spent as Apprentice Overseers in the Public Works Department counts towards leave when they are appointed to the Department.

## Service rendered under other Rules.

**230.** Except in the following cases, an officer transferred to an office to which these rules apply is not entitled to leave under them in respect to service rendered in an office to which they do not apply.

(*a*) An Apothecary appointed to be an Assistant Surgeon under the 46th paragraph of the General Order of the Government of India in the Military Department, No. 550, dated the 5th June 1868, may count his service as a Warrant Officer towards leave as an Assistant Surgeon, on the understanding that any leave taken by him during his employment as an officer of the Military Subordinate Medical Department in the Warrant grade will be treated as if it had been taken under these Regulations.

(*b*) A Military Hospital Assistant who, under Resolution in the Home Department, No. 16, dated 9th January 1878, is transferred to the civil branch of the Subordinate Medical Service, may count his military service; provided that any leave taken during this service shall be counted as leave taken under these Regulations.

## Service in the Army.

**231.** (*a*) Service in the Army, which, under Article 388, counts towards civil pension, qualifies also for leave. Any leave taken by an officer during

*Insert the following as a new Article :—*

235A. After a continuous service of three years, a Private Secretary, whose case is not provided for by the preceding article, may be granted leave on medical certificate to the extent of one year with a leave allowance equal to half his salary, and subject to a maximum of £1,000 a year.—(19) (Financial Department No. 1848, dated 3rd May 1892.)

## *Article 229.*

*Substitute the following for clause (a) of this article :—*

"Service as an Apprentice (excepting an Engineer or Examiner Apprentice in the Public Works Department or an Assistant Superintendent Apprentice in the Indian Telegraph Department) does not qualify. The service of candidates in the Superior Revenue Establishment of State Railways counts towards leave after they are confirmed in their appointments." (73.)

*Add the following to this clause :—*

The service of candidates in the Superior Revenue Establishment of State Railways counts towards leave after they are confirmed in their appointments. (35.) (Financial Department Diary No. 6658, dated 19th August 1892.)

such service will, in the calculation of future leave, be treated as if it had been taken under these Regulations.

(*b*) Otherwise, save as provided in Articles 230, 275 and 276, these Regulations do not apply to Military Officers or Soldiers, or to the Military Branch of the Subordinate Medical Service.

## Service before Resignation.

**232.** Save as provided for in Articles 233 and 234, an officer who is discharged from, or resigns, the Public Service, and is re-employed after an interval, cannot, without the sanction of the Government of India, count his service before discharge or resignation towards leave after re-employment.

**233.** An officer discharged from the Indian Navy on its abolition, and subsequently re-employed, may count his Naval service towards leave after re-employment, notwithstanding the occurrence of a moderate interval between his discharge from the Indian Navy and his first re-employment. Any leave taken by such officer while in the Indian Navy will be treated, in calculating the leave due to him under these Regulations, as if such leave had been taken under the rules to which he became subject on re-employment.

**234.** The Authority who, on revision or appeal, reverses an order dismissing an officer, may declare that, as regards qualifying service, the dismissal reversed shall be held to have been suspension followed by reinstatement.

## Private Secretary.

**235.** Service as Private Secretary to the Governor General, a Governor or a Lieutenant-Governor qualifies for leave, provided that the officer (before his appointment as Private Secretary) belonged to the Civil Service (whether the Indian Civil Service or not), or to the Staff Corps, or to any of the Indian Establishments of the British Army.

## Non-qualifying Service.

**236.** A Section-writer, or a Press servant who is paid for piece-work, is, for the purposes of this Part of these Regulations, held to be an officer without a substantive appointment. If leave is granted to such an officer, he is not entitled to any allowance whatever during his absence.

## Police Officers.

**237.** A Police officer who, under Article 554, has elected to abide by Scale A in Article 552, is subject to the Leave Rules which applied to him before the abolition of the Police Superannuation Fund.

## Foreign Service and Service under Local Funds.

**238.** The rules regarding the furlough allowanc eof officers lent to

*Foreign Service*, including service under Her Majesty's Government in England or under any Colonial or Foreign Government outside of India, and regarding privilege leave allowance of officers taking employment under the Egyptian Government, are contained in Part VII.

239. The leave allowances of an officer not subject to the Foreign Service Rules (Part VII) who has served in any appointment the salary of which has been derived either wholly or in part otherwise than from Indian Revenues, shall be charged according to the *Rule of Proportions*.

## Section III.—Retention of Appointment.


| | Article | | Article |
|---|---|---|---|
| Lien on Appointment | 240 | Abolition of Appointment | 248 |
| Compulsory Retirement | 244 | Vacating Appointment | 249 |


### Lien on Appointment.

240. (*a*) Subject to his good conduct and efficiency, an officer under the European Service Leave Rules, on Ordinary Furlough, or on Special Leave, has a lien on his substantive appointment, or on a substantive appointment of a like character and not less pay. He has no lien on an acting appointment.

(*b*) On other furlough, a Member of the Indian Civil Service or a *Military officer subject to the Civil Leave Rules*, has no lien; but a Civil Engineer or other officer subject to the European Service Rules has a lien. (*See also Article 345.*)

241. An officer on "long leave" has no claim to substantive promotion; but there is no objection to such promotion. (*See Article 76.*)

242. An officer on leave may not surrender his lien on his substantive appointment, and, except on the ground of the officer's misbehaviour or inefficiency, a *Local Government* may not fill up substantively, even for a time only, an appointment on which an officer has a lien, without transferring the officer to another substantive appointment of not less pay. The saving which accrues to the State by paying acting, instead of substantive, allowance, must be carefully secured as a set-off against the cost of leave allowances.

Note.—[This Article does not interfere in any way with a provisional appointment under Article 109, or with a substantive *pro tempore* appointment under Article 110.]

243. An officer cannot obtain Ordinary Furlough or retain allowances under Article 346 unless he has a substantive appointment. A Military officer who has no substantive civil appointment, and has not been in continuous civil employ for at least three years, continues subject to Military Rules, and can only get Military Furlough Allowances.

Note.—[A Military officer holding the appointment of Commandant or Adjutant of the Burma or Assam Police Battalions retains a lien on his appointment while on furlough under the Military Leave Rules to which he is subject.]

## Compulsory Retirement.

**244.** If a Local Government considers it inexpedient that an officer should return from leave out of India, it should furnish a complete statement of the circumstances to the Secretary of State (in the case of the Government of Madras or Bombay, direct, or otherwise, through the Government of India), if possible, when the Furlough or Special Leave is granted, but, in any case, in time to enable the Secretary of State to take any measures that may seem to him necessary before the officer would, in ordinary course, be permitted to return to duty. The report to the Secretary of State should reach the India Office, at latest, three months before the end of the officer's leave.

**245.** If a *Local Government* decides, before an officer whom it has the power to remove from the Service leaves India, that he shall not be permitted to return to duty in India, it should give notice to him before he leaves India, so that any remonstrance which he may wish to make may be considered on the spot by an authority fully cognisant of the facts of the case. Such notice should not be postponed until after the officer's departure and then communicated to him through the Secretary of State.

**246.** If the question to be determined is the propriety of removing an officer for incapacity, whether mental or physical, which is of such a nature that it is not possible to say, before his departure, whether it will be permanent or temporary, the *Local Government* should report the circumstances fully (in the case of the Government of Madras or Bombay, direct, otherwise through the Government of India) to the Secretary of State for India, in time to enable him to take any necessary measures before the officer would, in ordinary course, be permitted to return to duty. A communication of this nature should not be made direct to the officer concerned, but only to the Secretary of State.

**247.** Articles 244 to 246 must not be understood to authorise the grant of Furlough to an officer who ought to be dismissed or removed from the Service for misconduct or general incapacity.

## Abolition of Appointment.

**248.** In the same way the abolition of the appointment of an officer absent on leave out of India should be communicated to the Secretary of State as long as possible before the officer would, in ordinary course, be permitted to return to duty.

## Vacating Appointment.

**249.** No officer's appointment becomes vacant simply by reason of his taking leave under the Indian Service Leave Rules. But absence without leave, or after the end of leave [except in the case of the week's grace allowed by clause (ii) of Article 261 (*a*)], involves loss of appointment.

**250.** The Secretary of State, in granting to officers extension of leave, sometimes declines to guarantee retention of appointment, if there is no time to communicate with the *Local Government* in India.

## Section IV.—Commencement and end of Leave.

COMMENCEMENT OF LEAVE . . . ARTICLE 251 | TERMINATION OF LEAVE . . . ARTICLE 254

### Commencement of Leave.

**251.** Ordinarily if an officer makes over charge of his office before noon, his leave in India begins on and includes the day on which he makes over charge; otherwise it begins on and includes the following day, but if the absence of the officer does not involve the immediate deputation of any officer from another station, or any formal transfer of charge in the way of taking over money, or the like, then the absentee may leave his station at the close of the last day on which the office is open for business before his leave begins. In such case the several transfers of charge dependent upon the departure of the absentee shall take effect from the close of the last working day as aforesaid. But, subject to the provisions of Article 359, the leave of the absentee and the re-arrangement of allowances, if any, depending upon his departure, shall begin from, and include, the first day thereafter on which the office is open for business. The actual date of the officer's departure from his station must, however, always be reported.

NOTE.—[For the purposes of this Article the office is regarded as closed for business only on Sundays and gazetted holidays.]

**252.** The rules regarding commencement of leave out of India will be found in Article 359.

**253.** An officer taking Furlough or Special Leave out of India must report his embarkation, through the *Audit Officer*, to the *Local Government* (or other authority) which granted his leave, and his arrival in England to the Secretary of State.

### Termination of Leave.

**254.** Subject to the provisions of Article 251, an officer begins to draw pay and acting allowance from the day on which he assumes the office (substantive or officiating) to which he may have been appointed, or in which he may have a lien. But if his leave (or the joining time between two appointments) end on a Sunday or gazetted holiday, and he take charge before noon on the first working day after such Sunday or Holiday, his assumption of office and the re-arrangement of appointments and allowances (if any) consequent thereon shall be held to have taken place on the day after that on which his leave ended: Provided that such re-arrangement (if any) does not involve the transfer of any officer to another station, the formal appointment of any officer to a new office, or the loss of his office by an officer appointed temporarily to the Public Service. But if the *Local Government* considers that the strict application of this Proviso would be inequitable, or if there is any doubt as to its application,

the *Local Government* shall decide which officer shall be held to have been in charge, and to which the salary of the office for the Sunday or Holiday shall be paid.

255. If charge of an office is transferred after noon, the transfer does not affect allowances until the next day.

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## Section V.—Return to Duty.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| PERMISSION TO RETURN . . | . 256 | REPORT OF RETURN . . . | . 260 |
| CHANGE OF APPOINTMENT . . | . 259 | OVERSTAYING LEAVE . . | . 261 |


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NOTE.—[With the exception of Article 263, this Section applies to Military Officers subject to the Military Leave Rules only in respect to leave of absence granted in the Civil Department.]

### Permission to Return.

256. An officer may not, without the permission of the Authority which granted him leave, return to duty more than fourteen days before the end of Long Leave. This rule applies to a *Military Officer subject to the Military Leave Rules;* but he must obtain permission to return to duty from the *Local Government.*

257. An officer on Long Leave in Europe may not return to India without obtaining the permission of the Secretary of State. He must apply for this permission at least three months before the end of his leave. An officer whose Long Leave was granted or has been extended on medical certificate, is required to produce a certificate of fitness before he can be permitted to return to duty. Ordinarily, he must obtain this certificate from the Medical Board of the India Office; but in special cases, particularly if the officer be residing at a distance of more than sixty miles from London, the Secretary of State will, at his discretion, accept a certificate from two medical practitioners in lieu thereof.

257A. An officer on leave on medical certificate in India or in any place out of Europe may be required by the authority who granted the leave to produce, before he is permitted to return to duty, a medical certificate of fitness signed by such medical officer as the authority may direct.

258. An officer is not entitled, at the end of Long Leave or Subsidiary Leave affixed thereto, to resume, as a matter of course, without further orders, the particular appointment which he vacated before his Long Leave. He should report his return to duty in the manner prescribed in Article 260 and await orders.

## Change of Appointment.

**259.** If the appointment of an officer is changed during Long Leave in India, he must join his new appointment within his leave. But the *Local Government* may allow him joining time, if he have not had sufficient notice of the change. During such joining time his allowances will be the same as for subsidiary leave on return from furlough.

## Report of Return.

**260.** A gazetted officer must report his return to duty to the *Local Government* under which he is employed. A Member of the Indian Civil Service on the Bengal Establishment employed directly under the Government of India, returning from Long Leave, must also report his return to the Government of India in the Home Department.

## Overstaying Leave.

**261.** (*a*) An officer who remains absent after the end of his leave is entitled to no allowance for the period of such absence, and ceases to have a lien on any appointment,

(i) if his leave was Furlough under the European Service Leave Rules, or Furlough or Leave on Medical Certificate under the Indian Service Leave Rules,—immediately ; and

(ii) if it was Special Leave under the European Service Leave Rules, Leave on private affairs under the Indian Service Rules, or Privilege Leave,—after a week, unless, in the case of officers stationed in the Andamans and Nicobars, the overstay is authorised by clause (ii) of Article 282 (*a*).

(*b*) The provisions of this Article have no effect on the liability of an officer overstaying leave in regard to the forfeiture of past service, the rule as to which is contained in Article 463 (*b*) in Part IV.

**262.** If the *Local Government* is satisfied that the default of an officer is due to circumstances beyond his control, it may exempt him from loss of appointment under clause (*a*) of the preceding Article, but not from loss of allowances during the period of his absence without leave. The *Local Government* may authorise the payment to an officer subject to the Indian Service Leave Rules of as much as it thinks fit of any allowances during Subsidiary Leave under clause (ii) of Article 352 (*a*), to which he would have been entitled if he had not remained absent after the end of his Furlough, or Leave on private affairs, or Leave on Medical Certificate.

**263.** So long as an officer retains a lien under Section III, or if he is exempted under the preceding Article from loss of appointment, absence after the end of his leave, though not counting as *Continuous Service*, does not operate as an interruption of *Continuous Service* or *Continuous Active Service*.

No. 50.

*Page 67.*

*Article 265.*

*In the fourth line of the note to this article for the word* "continuation" *substitute* "commutation and extension". (50.) (Financial Department No. 4859, dated 6th December 1892.)

STEPHEN JACOB,

## Section VI.—Extension and Commutation of Leave.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| General Rules . . . . | 264 | Privilege Leave . . . | 270 |
| Extension of Leave out of India . | 268 | Military Officers . . . | 271 |


### General Rules.

**264.** No kind of leave, except Extraordinary Leave without allowances under Articles 366 and 372, leave under Article 321, and in certain cases Examination Leave, can be granted in continuation of any other kind of leave; but any leave granted under these Regulations may be restrospectively changed for any other kind or period of leave for which the officer was qualified when the leave was originally granted; and the *Local Government* may commute retrospectively periods of absence without leave into leave without allowances (*see Article 464 in Part IV*). Subsidiary Leave is not, for the purposes of this rule, regarded as a continuation of leave.

NOTE.—[In 1871 two officers were allowed to take Special Leave of absence under *Chapter XIII, Articles 348 to 351*, in continuation of Privilege Leave under *Chapter XII, Articles 277 to 311*. The concessions were made, in each case, on public grounds only, the officers having undertaken to perform certain important public duties in England. The Secretary of State, however, wrote upon the second case:

"In permitting C. D. to take Privilege Leave and Special Leave together, you have followed the course adopted in A. B.'s case.

"Grants of leave in direct opposition to the Furlough Rules cause inconvenience and create embarrassing precedents, and I request that no similar concession may be granted in future".—(*Financial Despatch No. 65, dated 15th February 1872.*)]

**265.** The grant or extension of Furlough, under Article 264 (otherwise than on medical certificate), is subject to Proviso (iv) under Article 340(*b*).

NOTE.—[In the case of an officer who is entitled to furlough without medical certificate, but who, by reason of Proviso (iv) under Article 340(*b*), can get it only on medical certificate, it should be stated in column 13 of the last-pay certificate in Form No. 9 that furlough without medical certificate in continuation of his original leave cannot be granted to him, if by such grant the limit of the number of officers absent on Furlough or Special Leave fixed by Article 341 would be exceeded.]

**266.** If an officer subject to the Indian Service Leave Rules who is absent on Privilege leave, or on Leave on private affairs, or on Furlough, takes an extension of leave on medical certificate, the whole of the absence will be treated as leave on medical certificate.

**267.** Extraordinary leave without allowances cannot be converted retrospectively into leave on medical certificate; but leave on medical certificate may be given in continuation of Extraordinary Leave without allowances.

### Extension of Leave out of India.

**268.** (*a*) An officer absent on Long Leave in Europe or in any of the colonies in America or the West Indies, who wishes to have his leave extended

or commuted, must apply to the Secretary of State about three months before the expiration of his leave and produce with his application evidence that the *Local Government* had been referred to by him, and that the *Local Government* had no objection to the extension or commutation desired.

1. In the case of a Commissioned Medical Officer serving in the Bengal Presidency or Burma, or directly under the Government of India, the *Local Government* should make a reference to the Surgeon General with the Government of India before granting the permission.

(*b*) This Rule will be strictly enforced, and officers returning to India, at times other than those fixed for them by their own Government, must understand that they are liable to be kept on subsistence allowance until a suitable vacancy occurs to which to post them.

(*c*) The Secretary of State, however, reserves to himself the power of granting extension or commutation of leave to an officer, in any case in which it appears to him that sufficient ground has been shown for the application being made without the previous approval of the *Local Government*; but, in the event of it being found necessary by the Secretary of State to communicate with the Government of India or the Government of Madras or Bombay by telegraph in regard to any such application, the cost of the telegrams to and from India will be charged to the applicant.

(*d*) Furlough out of India on medical certificate may be commuted into leave without medical certificate if such leave was due at the time when the original furlough was granted, and if the officer seeking commutation is certified, in the manner prescribed in Article 257, to have recovered his health. When extension of the commuted furlough is applied for, the officer applying for such extension must produce the necessary evidence that the *Local Government* to which he is subordinate consents to the extension of his leave.

Applications for extensions of commuted furlough on medical certificate should be dealt with by Local Governments in such a way that officers who have preferential claims to furlough under Article 342 are not thereby debarred for a considerable time from availing themselves of the furlough at their credit.

NOTE.—[This Article applies to the placing of officers who are on leave out of India on special duty in extension of the leave.]

**269.** An officer on Long Leave in any of the colonies or dependencies named in Appendix No. 17, except the colonies in America or the West Indies, who wishes to have his leave extended or commuted, must apply to the *Local Government* or other authority in India which granted the original leave three months before the expiration of the leave. Whenever leave is extended or commuted under this Article, the fact should forthwith be notified by the *Audit Officer* to the Government of India in the Finance Department in order to its being communicated to the Secretary of State with a view to the payments by Colonial Treasurers or Staff Officers being checked.

## Privilege Leave.

**270.** When Privilege Leave is, on medical certificate, retrospectively changed for Furlough out of India, so much of the leave passed before the departure of the vessel in which the officer sails may be treated as Subsidiary Leave under clause (i) of Article 352 (*a*) as might have been granted as Sub-

sidiary Leave if the officer had originally obtained Furlough and not Privilege Leave, notwithstanding that a portion of such retrospective Furlough has been passed in India.

### Military Officers.

**271.** In the case of a *Military Officer subject to the Military Leave Rules*, leave may be retrospectively commuted by the Authority which granted it to any other kind of leave which the said Authority would have been competent to allow when the original leave was sanctioned.

NOTE.—[Articles 268 to 270 apply to *Military Officers subject to the Military Leave Rules.*]

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# Chapter XII.—Short Leave.

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## Section I.—Extent of Application.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| GENERAL LIMITATION . . | 272 | NON-CONTINUOUS ESTABLISHMENTS . | 274 |
| TEMPORARY SERVICE . . | 273 | PETTY MILITARY OFFICERS . . | 275 |
| SEAMEN . . . . | 276A | | |


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### General Limitation.

**272.** The rules in this Chapter regulate the short leave of all officers in civil employ (whatever may be the rules to which they are subject in regard to other leave) except—

(*a*) The Governor General, Governors, Lieutenant-Governors, and Members of Council (see Chapter XXII).

(*b*) Judges of the High Court (see Chapter XXIII).

(*c*) *Barristers* holding the appointments referred to in Chapter XXIV, except as stated in that Chapter.

(*d*) Ecclesiastical Officers except Articles 312 and 314 (see Chapter XXVII).

(*e*) Law Officers, except as stated in Chapter XXX.

(*f*) State Railway Establishments, except as stated in Chapter XXXI.

(*g*) Bengal Covenanted Pilots, except as stated in Chapter XXXII.

(*h*) Port Blair Police (see Chapter XXXIII).

1. Military Officers and Subordinates of the Army employed in the Military Works Department are subject to these Regulations as regards privilege leave, but as regards leave generally are treated as in military employ.—(*Secretary of State's Despatch* (*Military*), *No. 154, dated 28th June 1888.*)

### Temporary Service.

**273.** (*a*) An officer who has a temporary or officiating appointment only may be allowed Privilege leave, without losing his lien on such appointment, if

no substitute is required, or if his duties can be provided for without additional expense.

(*b*) If such an officer is, without interruption of his service, appointed to a permanent office, his temporary or officiating service may be treated as duty qualifying for Privilege leave within the meaning of Article 279.

NOTE.—[This rule does not apply to the State Railway officers whose service is classed under clauses (*c*) and (*d*) of Article 728.]

### Non-continuous Establishments.

**274.** Privilege leave is not allowed to an officer employed in an establishment the duties of which are not continuous, but are restricted to certain fixed periods in each year. (*See also Article 404 of Part IV.*)

### Petty Military Officers.

**275.** Privilege leave may be granted under this Chapter to a Military Hospital Assistant in civil employ upon condition that no additional expense is thereby caused. A Hospital Assistant is not entitled to Privilege leave in respect of duty done in the Military Department.

**276.** Privilege leave to *Warrant Officers* employed in the Public Works Department is granted under the Rules in this Chapter.

### Seamen.

**276A.** An officer or seaman attached to a Pilot vessel at the Sandheads, may, in addition to the Privilege leave admissible under the rules in this Chapter, be allowed one month's leave on shore, beginning on the date of his arrival at Calcutta, after four months' continuous duty at the Sandheads.

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## Section II.—Privilege Leave—Ordinary Rules.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| AMOUNT EARNED | 277 | CONDITION OF GRANT | 291 |
| CALCULATION | 278 | LIEN ON APPOINTMENT | 292 |
| QUALIFYING SERVICE | 279 | LEAVE ALLOWANCES | 293 |
| LIMIT | 282 | LOCAL ALLOWANCES HOW AFFECTED | 300 |
| AMOUNT DUE | 283 | HOUSE-RENT, HORSE ALLOWANCES, ETC. | 301 |
| INTERRUPTIONS OF DUTY | 284 | TENTAGE | 304 |


### Amount earned.

**277.** The amount of Privilege leave earned by an officer is one-eleventh part of the time during which he has been on duty without interruption: Provided that no Privilege leave can be earned by an officer by duty performed while three months' such leave is due to him, and that, whenever duty is interrupted,

all claim to Privilege leave earned theretofore is forfeited. Absence on Privilege leave, though not counting as duty, is not an interruption of duty within the meaning of this Article.

### Calculation.

278. The calculation must be made as follows:—One *calendar month* for every eleven complete *calendar months* of duty, and one day for every eleven days of the balance.

### Qualifying Service.

279. When an officer is first appointed to the Public Service, duty qualifying for Privilege leave does not begin until he takes charge of the office to which he is appointed.

280. Time spent on Subsidiary leave does not qualify for Privilege leave; but if an officer, returning from leave, not before the expiration thereof, be, only for the convenience of the Local Government and not for any fault of his own, prevented from joining an appointment on which he has a lien, or be kept out of employ on Subsistence allowance, then duty qualifying for Privilege leave begins on the day on which he presents himself to the Local Government ready for duty.

281. (*a*) In calculating the Privilege leave of a *Military Officer subject to the Military Leave Rules*, no distinction should be made between an officer who has a substantive civil appointment and an officer who is merely officiating in the Civil Department.

(*b*) The leave is earned by uninterrupted duty in either the Civil or the Military Department. But such a Military Officer who has taken in any calendar year the whole or a portion of the Privilege leave which is admissible to him for that year, under the Rules of the Military Department, does not begin to count service for Privilege leave in the Civil Department until the first day of the following year.

### Limit.

282. The amount of Privilege leave admissible at one time is by the above rules limited to three calendar months; but in the following cases, an exception to this general rule is allowed:—

(*a*) Officers stationed in the Andamans and Nicobars are allowed, on each occasion when they may wish to take Privilege leave, the option between the following two courses, namely,—

(i) to accumulate Privilege leave up to three months and fifteen days;

(ii) to overstay any Privilege leave due by fifteen days without forfeiting pay or appointment: Provided that, in the case of such overstay, the officer shall not begin to count service towards future Privilege leave until he shall have served a period of time proportionate to the amount of overstay,—that is, eleven times the period of overstay.

NOTE.—The concession in this clause has been extended for a period of five years from 1st July 1899 to all European officers serving in the Civil Department in Burma.

(*b*) A man transferred on or before the 3rd May 1861 from the Army or the Oudh Military Police, or any other Military body, to the Oudh Civil Police, is allowed to accumulate Privilege leave on full pay to the extent of six months if his home is east of the River Indus, and seven months if his home is west of that river.

## Amount due.

**283.** The Privilege leave due to an officer is the Privilege leave which he has earned since the last interruption of duty, less the period during which he has been absent on Privilege leave.

## Interruptions of Duty.

**284.** If an officer remains absent after the end of Privilege leave, his duty is interrupted within the meaning of Articles 277 and 291. But if the *Local Government* considers that his default was due to circumstances beyond his control, it may remit the penalty.

**285.** If an officer remains absent after the end of Examination leave, or of Joining Time, the period of absence cannot count as duty qualifying for Privilege leave, and, unless the absence is accounted for to the satisfaction of the *Local Government*, it is an interruption of duty within the meaning of Articles 277 and 291.

**286.** Examination leave may, if the examination for which it is granted be successfully passed, and if the officer has not already had twelve months' Examination leave, count as duty qualifying for Privilege leave. Examination leave does not interrupt duty within the meaning of this Article, unless, in the case of leave granted under clauses (*c*) and (*d*) of Article 314, the officer fails to pass the examination for which the leave is granted.

**287.** Leave on medical certificate to a member of a State Railway Revenue Establishment under Article 730 is not an interruption of duty.

**288.** Suspension from office as a penalty for misconduct is an interruption of duty within the meaning of Articles 277 and 291.

**289.** The suspension of an officer from office pending enquiry into his conduct interrupts his duty or not as the *Local Government* may in each case decide. Time passed under such suspension does not qualify for Privilege leave, unless, in any case, the *Local Government* expressly orders that it shall so qualify.

**290.** "Leave in India" under Rule 1 of the Leave Rules for the Staff Corps (Indian Army Regulations, Volume I) is an "interruption of duty" within the meaning of Articles 277 and 291. (*Letter No. 4870, dated 5th September 1888, from the Finance Department, to the Accountant General, North-Western Provinces and Oudh.*)

## Condition of Grant.

**291.** To an officer who has been on duty, without interruption, for eleven calendar months, and who has not, for six calendar months, been absent on

*Page 72.*

*Article 286.*

*Substitute the following for this article :—*

**286.** (*a*). Examination leave under Article 314 may, if the examination for which it is granted be successfully passed, and if the officer has not already had twelve months' such leave under that article, count as duty qualifying for privilege leave.

(*b*). Leave admissible under Article 315-A. for the purpose of studying the Chinese language may also count as duty qualifying for privilege leave, provided that the examination for which it is granted is successfully passed.

(*c*). Examination leave does not interrupt duty within the meaning of this article, unless, in the case of leave granted under clauses (*c*) and (*d*) of Article 314 and under Article 315-A., the officer fails to pass the examination for which the leave is granted. (91.)

Privilege leave, the whole or any part of the Privilege leave due to him may be granted.

1. The condition prescribed in this Article by which an interval of six months is required to elapse between two periods of absence on Privilege Leave, does not apply to officers of the State Railway Revenue Establishment referred to in Articles 730 and 732.

## Lien on Appointment.

**292.** An officer on Privilege leave has a lien on his substantive appointment; he has also a lien on his officiating appointment, so long as it is not resumed by an officer having a superior lien on it.

## Leave Allowances.

**293.** Except as provided in Articles 294, 306(*b*), and 310, an officer on Privilege leave is entitled to a leave allowance equal to the salary which he would receive if he were on duty in the appointment on which he has a lien, and he is entitled to this allowance even though another officer be appointed to act for him.

**294.** No extra expense may be imposed on the State in respect to the Privilege leave of an officer whose pay is less than ₹100 and who is allowed Privilege leave for more than one month at a time.

1. Privilege leave for one month at a time may be granted to an officer in superior service whose *pay* is less than ₹100 a month without regard to the fact that extra expense is thereby imposed on the State [see Note to Article 162 (i)]. This rule does not authorise any departure from the rules laid down in Chapter V, Articles 119 to 123 (Privilege leave vacancies).

2. Civil Medical pupils of the Lahore Medical School, who have passed their final examinations for Hospital Assistant, may be granted leave on full pay for a period not exceeding one month.

3. Superintendents of the following light-houses in the Madras Presidency are, provided they are not regularly relieved and permitted to spend a portion of their time away from the light-house on full pay, exempted from loss of absentee allowance under this Article :—

| | |
|---|---|
| Armeghon. | Point Divi. |
| Santopilli. | Pulicat. |
| Hope Island. | Muttim. |

**295.** An officer who has no lien on an appointment is entitled during Privilege leave—

(i) in the case of a Member of the Indian Civil Service or a Military Officer subject to the Civil Leave Rules—to Subsistence allowance;

(ii) in the case of any other Civil officer—to no allowance.

**296.** The right to receive Privilege leave allowances is contingent (except in the case of death) on the return of an officer to duty upon the expiry of such leave, whatever be the branch of the service to which he belongs.

**297.** A non-gazetted officer whose salary is less than ₹200 a month is not entitled to receive his allowances for the period of his leave till he returns to duty; he may, however, with the special sanction of the Head of his Office, receive in advance the allowances which would, but for this rule, become payable to him on the first and second pay days included within the period of his

leave. Such advances will be drawn from the Treasury as final establishment charges.

1. These advances are not recoverable should the officer die before earning the full amount of the advance; but the office held by the deceased will be held to have become vacant from the day following that up to which he was paid, instead of from the date of his decease.

2. Should the Head of the Office prefer it, he may order the allowances to be paid on the pay day of the month for which they are earned instead of granting an advance under this Article.

298. If an officer, on transfer from one appointment to another, obtains Privilege leave without joining his new office, his leave allowance shall not be less than it would have been if he had joined his new office before taking leave.

299. If Privilege leave is granted to an officer who holds an appointment sanctioned only for a limited time and for a special purpose, he is not entitled, during Privilege leave, to any special allowance attached to the appointment.

## Local Allowances how affected.

300. A *Local Allowance* may be drawn by an officer on Privilege leave only if there is no *locum tenens* to whom it is payable.

1. An officer on Privilege leave may draw Presidency allowance or Presidency house-rent, provided that no extra expense is thereby caused to the State.

2. The *Local Allowances* known as Burma, Assam, and Baluchistan allowances may continue to be drawn by officers on Privilege leave, provided that the grant of leave does not necessitate the transfer within the limits of the Province of an officer from outside the Province.

NOTE.—[A Police Inspector in Madras on Privilege leave may draw any horse allowance to which he is entitled while on duty, provided that such allowance is not claimed by an officer officiating for him during his absence.]

## House-rent, Horse Allowances, etc.

301. In the Bombay Presidency, an officer on Privilege leave may draw the house-rent attached to his appointment, if he places his house at the disposal of the officer, if any, who officiates for him. The officiating officer cannot, in such case, draw the house-rent attached to the appointment. But if the officer, for a reason which the Local Government considers sufficient, refuses the accommodation placed at his disposal, the allowance is to be drawn by him and not by the absentee.

302. An Assistant in the Geological Survey of India on Privilege leave may draw the house-rent and horse allowance of his office, provided that they are not claimed by an officer officiating for him during his absence.

303. A Military Medical Subordinate employed in the Civil Department may, when on Privilege leave, draw the special allowances of his appointment, such as house-rent, horse allowance, etc., provided that they are not drawn by any other officer during his absence.

## Tentage.

304. In the Madras Presidency, an officer on Privilege leave is entitled to draw his ordinary tentage, the officer officiating for him being allowed to draw only the tentage of his substantive rank.

305. In the Bombay Presidency, Superintendents and Assistant Superintendents of the Revenue Survey Department on Privilege leave may draw their tentage on the conditions prescribed as to house-rent in the Bombay Presidency in Article 301.

## Section III.—Privilege Leave in cases of regular Vacations.

306. (*a*) Privilege leave is not admissible to District and Sessions Judges who are permitted to avail themselves of the periodical Court vacations, or to Officers serving in departments in which regular vacations are allowed, during which the officers are permitted to be absent from duty, as Judicial Officers, Educational Officers, Officers in a High Court.

(*b*) But in case of urgent necessity, Privilege leave may be granted to any such officer under the ordinary rules, subject to the conditions—

(i) that the officer shall during his absence receive only half the salary and allowances ordinarily admissible during Privilege leave, and

(ii) that the leave cannot in any case be combined with vacation.

307. The preceding Article does not apply to the case of an officer who is, by general or special orders issued by competent authority, prevented in any year from availing himself of the vacation or vacations by reason of his having to remain at his post on duty. In such a case, Privilege leave may be granted under the ordinary rules :—Provided always that the leave shall not in any case be combined with vacation.

NOTE.—[In the case of every officer to whom Articles 306 and 307 apply, the presumption is that he will avail himself of the vacation. No certificate of title to privilege leave, except the leave "in case of urgent necessity" under Article 306(*b*), can be given for the period of service rendered between two vacations, until the second vacation expires. If, however, the conditions required by this Article or by Article 308 to render an officer eligible for privilege leave under the ordinary rules are subsequently fulfilled in respect of the second vacation, any privilege leave which may have been granted on half salary under Article 306(*b*), in consequence of the presumption that the officer would avail himself of the vacation, may be commuted into privilege leave on full salary. Privilege leave on full salary may be combined with privilege leave on half salary to the extent due, granted under Article 306(*b*).]

308. Sessions Judges in most Provinces are ordinarily required to dispose of certain criminal work at their stations during the periodical Court vacations; but the work to be done is often insufficient to require their presence at their stations during the whole vacation. A Sessions Judge or other Officer whose work requires him to be present at his station for a portion of the vacation is eligible for Privilege leave under the ordinary rules, provided he has not been absent from his station for more than fifteen days of the vacation. If he has been absent for more than fifteen days, his title to Privilege leave is regulated by Articles 306 and 309. Any such officer applying for Privilege leave must attach to his application a certificate either—

(i) that he was not absent from his station for more than fifteen days, or

(ii) that he was absent from his station for a specified number of days exceeding fifteen,

in any of the vacations included in the period of service by which the Privilege leave claimed has been earned.

NOTE.—Absence on duty, whether within or out of jurisdiction, is not absence from station for the purposes of this Article.

309. An officer who is, by general or special orders issued by competent authority, prevented from availing himself of a part only of a periodical vacation, may, during Privilege leave subsequently taken, draw his full salary for a period bearing the same proportion, if the vacation be annual, to a month, or if it be half-yearly, to half a month, as the time spent on duty during the vacation bears to the whole vacation.

310. An officer transferred from a department to which the ordinary Privilege leave rules apply, to one in which Articles 306 to 309 apply, loses all claim to take the Privilege leave at his credit, provided that—

(i) Any Privilege leave granted to him during the first three years after his transfer, under Articles 306 and 309, may, to the extent of the Privilege leave at his credit as aforesaid, be leave on full *salary* not exceeding the *salary* which would have been admissible if he had taken the leave immediately before being transferred.

(ii) If he returns to a department in which Privilege leave is regulated by the ordinary rules, he shall be reckoned on such return to have at his credit the amount of leave which was at his credit at the time of the first transfer, less any amount enjoyed under Proviso (i).

311. The reckoning under the preceding Article shall not, in any case, extend backwards over an interruption of duty.

## Section IV.—Examination Leave.

| | ARTICLE | | ARTICLE |
|---|---|---|---|
| EXPLANATION . . . . . | 312 | DEPARTMENTAL EXAMINATIONS | 316 |
| EXAMINATIONS IN LANGUAGES . . | 314 | PROHIBITION . . . . . | 319 |

### Explanation.

312. The Rules in this Section regulate the grant of leave to enable officers to appear at examinations; they do not apply to officers employed in the Public Works Department, in the Survey of India, or in the Forest Department, but they apply to Military Officers subject to the Military Leave Rules serving in any other Civil Department.

313. Examination leave may be affixed or prefixed to Privilege leave, provided that Privilege leave prefixed to the three months' Examination leave admissible under clause (*d*) of Article 314 must be spent in, or in the journey to, one of the appropriate countries mentioned in that clause, and that Privilege leave may not be granted in continuation of the months' leave after examination admissible under Article 314, clause (*b*). Except as herein provided, no kind of leave, except furlough on medical certificate, may be granted in continuation of Examination leave.

### Examinations in Languages.

314. (*a*) In cases not specially provided for in clauses (*b*), (*c*) and (*d*) of this Article, permission to appear at an optional examination in any of the

*Page 77.*

*Insert the following as Article 315-A. :—*

**315-A.** An officer of the Burma Commission, who, by passing an elementary examination in Chinese, evinces thereby his intention to become a candidate for the reward of ₹2,000, may, on application, be granted leave on full pay to Bhamo for six months, or to China for one year, for the purpose of studying the Chinese language. The leave will be granted on the distinct understanding that it is to be spent either at Bhamo or in China. An officer will be eligible for such leave only once. 91.

*Page 76.*

*Article 313.*

*Substitute the following for this article :—*

313 (*a*). Examination leave under Article 314 may be affixed or prefixed to privilege leave, provided that privilege leave prefixed to the three months' leave admissible under clause (*d*) of that article must be spent in, or in the journey to, one of the appropriate countries mentioned in that clause, and that privilege leave may not be granted in continuation of the month's leave after examination admissible under clause (*b*), Article 314.

(*b*). Leave granted under Article 315-A. for the purpose of studying the Chinese language may also be affixed or prefixed to privilege leave, provided that the privilege leave is spent at Bhamo, or in China, or in the journey thereto or therefrom. But privilege leave cannot be allowed in continuation of leave under Article 315-A., if the officer fails to pass the examination.

(*c*). Except as provided above, no kind of leave, except furlough on medical certificate, may be granted in continuation of examination leave. (91.)

Oriental languages prescribed by Government carries with it the grant of joining time (excluding the time allowed for preparation) to and from the place of examination, besides leave for the day or days of examination.

(*b*) A candidate for a reward by the Higher Standard in Arabic, or for High Proficiency in Arabic or Persian, may be allowed leave for one month before the Examination and, if he passes, for another month after it.

(*c*) The whole period of two months' leave authorised by clause (*b*) may be prefixed to the examination if the candidate undertakes to spend it in study under professional tuition at a Presidency Town.

(*d*) An officer who is a candidate for the Degree of Honour in Arabic or Persian, may be allowed, instead of the leave for two months provided in clause (*c*), leave for three months to Persia for Persian; and to Arabia, Mesopotamia, Egypt, or Syria for Arabic.

**315.** An officer on leave under the preceding Article has a lien on his appointment, substantive or officiating, and is entitled to leave allowances, as if he were on Privilege leave, for an aggregate maximum period of twelve months.

## Departmental Examinations.

**316.** (*a*) An officer while absent from his office or from his station to attend an obligatory Departmental Examination, or (in the Punjab) an Examination in Pushtu or Biluchi, is considered to be on duty.

(*b*) Leave may not be given under this Article to an officer to prepare for examination, or for recreation after examination. A reasonable time, including the day or days of examination, should be allowed for the journey to and from the place of examination, and nothing more.

**317.** An officer permitted to present himself at any examination which must be passed before a person is eligible for a higher subordinate appointment in any branch of the Service, such as a Deputy Magistracy, may, under the orders of the Local Government, be allowed leave of absence for the number of days which is actually necessary to enable him to attend at the Examination. During this absence, which is expected to be short, no deduction will be made from the officer's allowances, unless the Head of the office finds such deduction necessary to enable him to make arrangements for carrying on the work. Such leave should not be allowed more than twice for each standard of examination.

**318.** The Master of a Government School in Bengal, in receipt of a salary not exceeding R200 a month, while absent from his office with the object of studying to qualify himself as a Teacher of Surveying, is considered to be absent on duty or on special deputation: Provided that such period of absence shall not exceed three months.

## Prohibition.

**319.** Leave may not be granted under this Section to a Military Officer subject to the Military Leave Rules to enable him to pass an examination under the orders of the Government of India in the Military Department, No. 1009, dated 3rd December 1866.

## Section V.—Hospital Leave.

| | ARTICLE | | ARTICLE |
|---|---|---|---|
| JAIL WARDERS; POSTAL OFFICERS; PEONS, ETC. . . . . | 320 | MARINE AND MILITARY ESTABLISHMENTS . . . . . | 322 |
| POLICE AND SALT DEPARTMENT OFFICERS | 321 | HOSPITAL SERVANTS, MADRAS . . | 326 |
| PRESIDENCY PUBLIC WORKS WORKSHOPS, MADRAS . . . | 327 | | |

### Jail Warders; Postal Officers; Peons; and Guards.

Warder of a Lunatic asylum.

**320.** A Jail Warder, Postman, Mail Carrier or Mail Coachman or a Peon or a Guard in permanent employ, whose case is not provided for in Article 321, while ill in hospital or dispensary, or receiving medical aid as an out-door patient of the hospital or dispensary of the Station at which he serves, may, without reference to the allowance paid to his substitute, be allowed half-pay for a period not exceeding six months altogether, in any one term of three years, whether such leave be taken in one period or by instalments. The Director General of the Post Office may grant full pay for three months to a Postman, Mail Carrier or Mail Coachman under exceptional circumstances, as, for example, if he is wounded by robbers or a wild animal.

NOTE.—[The term 'Peon' in this Article includes a Process server of that class.]

### Police and Salt Department Officers.

**321.** A Police Officer enrolled under any Act of the Legislature (not being a member of the Port Blair Police Force), whose pay does not exceed R20, or an officer of the Northern India Salt-revenue Department, or of the Madras Salt and Abkari Department, whose pay does not exceed R20, may, while sick in hospital or while receiving medical aid as an out-door patient at the Station or Head-quarters of the District in which he serves, be allowed, at the discretion of the Authority granting the leave, and in addition to any other leave admissible to him under these Regulations, leave of absence from duty for six months altogether in any period of three years, whether such leave be taken in one period or by instalments. For the first three months of such leave, the officer may receive full pay, and for the remaining three months, half pay, without the restriction that no extra cost shall be imposed upon the State: Provided always that this concession shall be confined strictly to cases in which illness shall be certified not to have been caused by irregular or intemperate habits.

NOTE (1).—[A Police Officer who, under Article 554 of Part IV, has elected to abide by Scale A in Article 552, cannot be admitted to the benefit of this Article except with the special permission of the Local Government.]

NOTE (2).—[A Police Officer on leave under this Article may for the first three months of such leave, during which full pay is admissible, retain any local allowance attached to his appointment: Provided there is no *locum tenens* to whom it is payable.]

## Marine and Military Establishments.

**322.** An Officer, Warrant or Petty officer, of the Indian Government sea-going, inland, or harbour vessels and hulks, is, in case of sickness or injury, ordinarily treated on board his vessel, and is entitled to full pay for a period not exceeding six weeks. If sent to a hospital, such an officer is, unless the disease or injury is certified by a responsible Medical Officer to have been caused by an offence such as Malingering, Wilful maiming, Wilful aggravating of disease or injury, Drunkenness, etc., committed by him, entitled to full pay for a period of six weeks, inclusive of any time passed on board his ship sick-quarters. Time thus spent in ship sick-quarters or in hospital on shore, up to a period of six weeks, is not an interruption of duty within the meaning of Articles 277 and 291. An officer of the Marine Department who holds a shore appointment is not entitled to this concession.

**323.** A seaman disabled while in the discharge of duty may be allowed pay at harbour rates for a period not exceeding three months, provided that the injuries from which he is disabled are certified to by a Government Medical Officer, and are not owing to the seaman's own carelessness or inexperience, and that the vacancy caused by his absence is not filled up.

**324.** An Engineer of the Marine Department, or an artificer attached to an Ordnance or Government Dockyard Establishment, or a syce in charge of a Government Stallion, or a Public servant in a Commissariat establishment may, during absence from work on account of injuries received in the course of his duty, be allowed full pay for one month, and thereafter half pay for three months. The term "artificer" in this Article includes a temporary or extra artificer.

**325.** A Dockyard artificer on the permanent establishment may, in case of ordinary sickness, be allowed full pay for a week, if his work can be carried on without a substitute and without inconvenience; but no pay can be allowed to him—

(i) if it be necessary to appoint a substitute; or

(ii) if his absence be prolonged beyond a week, whether it be necessary to appoint a substitute or not:

Provided that an artificer in the Bombay Dockyard who was in (permanent) employ on the 1st August 1879 may, on the submission of a medical certificate, be allowed half-pay for fourteen days (without reference to the allowance paid to his substitute, if any is employed), on the understanding that, at the time of falling ill, he has been continuously employed in the Dockyard for not less than twelve months.

## Hospital Servants, Madras.

**326.** Half-pay for a period not exceeding six months altogether, in any one term of three years, whether the leave be taken in one period or by instalments, may be granted to the following hospital servants of the Presidency

Town of Madras during their absence on account of illness, without reference to the allowance paid to their substitutes, on production of a certificate declaring that the person concerned is an in-patient, and under treatment for a disease not the result of imprudence :—

Ward attendants.

Cooks ; Cook's mate ; Cook's assistant mate.

Toties ; Bearers.

### Presidency Public Works Workshops, Madras.

**327.** Labourers in the Presidency Public Works Workshops, Madras, employed on daily wages, when temporarily absent from work in consequence of injuries sustained on duty in the Workshops, may, on production of a Medical Certificate, signed by a properly qualified officer of Government, recommending their absence from work, be granted, under the special orders of the Superintendent or officer in charge of the Workshops, allowances not exceeding those sanctioned in Article 734 for Labourers in State Railway Workshops.

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## Section VI.—Leave during Recess.

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**328.** Leave during the recess may be granted, by the Head of the Party to which he belongs, to—

(i) a Native Surveyor in the Survey of India,—on half pay or less (payable on return to duty), or without pay ;

(ii) a Lower Subordinate in the Forest Survey, or a Forest Subordinate in Kumaun and Garhwal,—on half pay (payable on return to duty) :

Provided always that the officer returns to duty when required by his superior officers.

**329.** Privilege leave may not be granted to an officer who is entitled to leave during recess under the preceding Article, but a Lower Subordinate in the Forest Survey or in the Survey of India, or a Forest Subordinate in Kumaun and Garhwal, who is prevented from availing himself of leave during recess, may be allowed to take Privilege leave under the ordinary Rules, service towards such leave counting from the date of return from Recess leave. Privilege leave will not be granted except upon a certificate from the Head of the Party to which the officer is attached, that he was prevented from availing himself of the Recess leave in consequence of the exigencies of the service.

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# Chapter XIII.—Long Leave—European Services.

## Section I.—Extent of Application.

| | ARTICLE | | ARTICLE |
|---|---|---|---|
| GENERAL . . . . . | 330 | SPECIAL ADMISSIONS . . . | 331 |

### General.

**330.** The Rules in this Chapter apply to—

(*a*) Members of the Indian Civil Service.

(*b*) *Military Officers subject to the Civil Leave Rules.*

(*c*) Officers belonging to one of the classes enumerated below and appointed thereto by Her Majesty's Secretary of State, or with his particular sanction.

**General.**—Officers holding substantive appointments, such as are usually held by Members of the Indian Civil Service or Military Officers.

**Land Revenue.**—Officers of the Settlement Department above the rank of Deputy Collector or Extra Assistant Commissioner.

**Opium.**—Sub-Deputy Opium Agents and Officers of higher rank.

**Customs.**—Commissioner, Deputy Commissioner, and Collector of the Northern India Salt Revenue Department; Deputy and Assistant Commissioners of Sea Customs; Superintendent of Customs Preventive Service at Calcutta and of the Salt Golahs at Sulkea, Assistant Collectors of Sea Customs in Bengal.

**Forest.**—Assistant Conservators and Officers of higher rank.

**Registration.**—Inspectors General of Registration.

**Post Office.**—Presidency Postmasters, Deputy Postmasters General, and Officers of higher rank.

**Telegraph.**—Assistant Superintendents and Officers of higher rank.

**General Administration.**—Assistant and Under-Secretaries to Government, and Officers of the Sixth and higher classes of the Financial Department.

**Judicial.**—Judges of the Chief Court of the Punjab (not being *Barristers*); Judges and Registrars of Presidency Small Cause Courts; Civil Judges in Oudh; Magistrates of Police in Presidency Towns; Registrars of High Courts.

**Police.**—District Superintendents, and Officers of higher rank.

**Marine.**—Port Officers, Deputy and Assistant Port Officers, and Officers of higher rank.

**Educational.**—Officers on the Graded List.

**Medical.**—*Civil Medical Officers* graded by the Notification in the Finance Department, No. 2295, dated 25th April 1867.

**Political.**—Assistant Political Agents.

**Survey**—

(i) Trigonometrical, Topographical and Revenue.—Assistant Superintendents of Survey and Officers of higher rank.

(ii) Geological.—Officers on the Graded List.

**Indian Museum.**—Superintendent and Deputy Superintendent.

**Meteorological.**—The Meteorological Reporter and Assistant Meteorological Reporter to the Government of India.

**Stationery and Printing.**—Superintendent of Government Printing, Government Central Press, Calcutta.

**Public Works.**—Assistant Engineers of the third grade and Officers of higher rank; Assistant Examiners of Accounts and Officers of higher rank; Officers of the Superior Revenue Establishment of State Railways.

## Special Admissions.

**331.** (*a*) The officers whose names are entered in Appendix No. 3 have also been admitted to the benefits of the Rules in this Chapter from the 3rd January 1872, being the day on which the despatch from the Secretary of State, No. 451, dated 6th December 1871, was received.

(*b*) The death, resignation, removal or retirement of any of these officers should be promptly reported by the Government, Department, or Head of Office under whom he is serving directly to the Government of India in the Finance Department.

**332.** It may be explained that the conditions precedent to the entry of the name of an officer in Appendix No. 3 were that—

(i) he was *not* of purely Asiatic descent;

(ii) he held substantively, on the 3rd January 1872, one of the offices described in Article 330; and

(iii) his salary, on the 10th February 1876, was not less than six thousand rupees a year.

**333.** An officer to whom the Rules in this Chapter are declared applicable does not forfeit his privileges upon transfer to some office not included in Article 330, unless such transfer is ordered as a penalty, or because of the officer's inefficiency.

*Article 336 (b).*

*Substitute the following for the first two lines of this article:—*

"Any other officer subject to the Rules of this Chapter who is retained in the service after the age of fifty-five years may, after attaining that age, be granted Privilege leave." (59.)

## Section II.—Furlough.


| | Article | | Article |
|---|---|---|---|
| General Limitation | 334 | Furlough due | 339 |
| Leave after completion of term of Service | 336 | Furlough admissible | 340 |
| Furlough earned | 337 | Extension of Furlough | 344 |
| Leave Allowances | | Ordinary Furlough | 345 |
| | | | 346 |


### General Limitation.

**334.** The amount of furlough admissible to a Member of the Indian Civil Service or a *Military Officer subject to the Civil Leave Rules*, and the aggregate amount of Furlough and of Special leave with allowances admissible to any other officer to whom these rules apply (*see Article 330*), is six years. All the Rules in this part of the Regulations are subject to this limitation.

**335.** The following leave under other Rules is counted as Furlough under the preceding Article :—

(*a*) In the case of a Member of the Indian Civil Service :—Furlough and leave with allowances on medical certificate, under former Rules ;

(*b*) In the case of a *Military Officer subject to the Civil Leave Rules* :—Furlough under Rules 1 and 6 of the Military Furlough and Leave Rules of 1875 ;

(*c*) In the case of any other officer to whom these rules apply,—Furlough and leave with allowances on medical certificate, and leave on private affairs under former Rules, or under the Indian Service Leave Rules.

### Leave after completion of term of Service.

**336.** (*a*) The limitations affecting Members of the Indian Civil Service whose term of service is complete, are prescribed in Article 614, and those affecting Military Officers, in Article 689.

(*b*) A Civil Engineer or other officer subject to the Rules of this Chapter may, after he attains the age of fifty-five years, be granted Privilege leave, or any Special leave (Article 348) to which he may be otherwise entitled, or Extraordinary leave without allowances under Article 366. The total leave granted, under the heads of Special or Extraordinary, must not exceed six months in all. To such an officer no other kind of leave may be granted, and any leave, other than Privilege leave or Special leave, granted to such an officer before the date on which he attains the age of fifty-five years, ceases to have effect on that date.

### Furlough earned.

**337.** The amount of Furlough "earned" by an officer is one-fourth of his *Active Service*.

**338.** (*a*) Provided that, in making this calculation for an officer promoted

from the "Indian Services," only half of the *Active Service* rendered by him in offices other than those included in Article 330 shall be taken into account.

1. The whole of the *Active Service* rendered by the officer while officiating in any of the offices included in Article 330 is to be taken into account.

(*b*) Provided also that a Military Officer subject to Civil Rules may prefix to furlough earned under Civil Rules an amount of furlough in respect of his Military service, calculated as follows :—

(i) An officer who, at the time of coming under Civil Leave Rules, was subject to the Military Furlough Regulations of 1868 or 1875, may be credited with the furlough that may have accrued to him, less any furlough already taken which, under those rules, would reduce the amount of furlough due. The amount of furlough accrued shall, in that case, be calculated proportionably on the whole service qualifying for furlough, without reference to the minimum periods of service which those rules require to be rendered before furlough can be granted.

(ii) The service for furlough of an officer who, at the time of coming under the Civil Leave Rules, was subject to the Leave Rules for the Staff Corps (1886), shall be calculated in accordance with Article 337 retrospectively from the date of his arrival in India, *i.e.*, he shall be credited with an amount of furlough equivalent to one-fourth of his active service, less any leave out of India actually taken.

NOTE.—[When a Military Officer becomes subject to the Civil Leave Rules, the Military Department will, on application and on being furnished with the date of commencement of Active Service, furnish to the *Audit Officer*, to whose audit such officer becomes subject, a memorandum showing the Furlough earned, the different kinds of leave taken (distinguishing those which should be deducted from the *maximum* Furlough admissible), and the balance of Furlough due to him under Military Rules.]

## Furlough due.

339. The amount of Furlough "due" to an officer is the amount which he has "earned," diminished :—

(*a*) In the case of a Member of the Indian Civil Service—

(i) by the Furlough which he has enjoyed under these or any former Rules, except Junior Furlough under the Rules in force before the 8th June 1855 ;

(ii) by the excess over one year in the amount of leave with allowances on medical certificate which he has enjoyed under former Rules.

(*b*) In the case of a *Military Officer subject to the Civil Leave Rules*, by the Furlough which he has enjoyed under these Regulations. (*See also Note to Article 338* (*b*).)

(*c*) In the case of an Officer other than an Officer of the Indian Civil Service or the Army—

(i) by the Furlough, or Special leave with allowances, which he has enjoyed under these or any other Rules ;

(ii) by the leave on private affairs, or on medical certificate with allowances, which he has enjoyed under the Rules formerly applicable to him :

Provided that if more than two years' Furlough be due to an officer when

*Article 338 (b).*

*Add the following after the word* "officer" *in the first line of clause (ii) of this Article :—*

whose case does not fall under clause (iii) of this Article, and

*Insert the following as clause (iii) under this Article :—*

(iii) In the case of an officer who, before electing the Leave Rules for the Staff Corps (1886), was subject to the Military Furlough Regulations of 1868 or 1875, the amount of furlough to be prefixed to furlough earned under the Civil Leave Rules shall be calculated in the following manner :—

(*a*) for the period the officer was subject to the Military Furlough Regulations of 1868 or 1875, he shall be credited with furlough calculated in accordance with clause (i) of this Article;

(*b*) for the period the officer was under the Leave Rules for the Staff Corps (1886), he shall be credited with furlough calculated in the manner described in clause (ii) of this Article, except that the calculation shall be made from the date of coming under the Staff Corps rules, instead of from the date of arrival in India. (97.)

he first becomes subject to the rules in this Chapter, the excess shall be cancelled.

## Furlough admissible.

**340.** To an officer who has rendered three years' *Continuous Service*, Furlough for not more than two years may be granted, as follows :—

(*a*) On medical certificate :—unconditionally ; *see Articles 893 to 902 ;*

(*b*) Without medical certificate :—subject to these provisos :—

(i) that the Furlough be due to him ;

(ii) that he has rendered eight years' *Active Service* in Civil employ;

(iii) if a Military Officer subject to the Civil Leave Rules, who has not rendered eight years' *Active Service* in Civil employ, and

(1) if the Furlough which he applies for is his first Furlough—that he has two years' Furlough due to him under the calculation in Article 338 (*b*) ; or

(2) if the Furlough applied for be other than his first Furlough— that he has rendered three years' *Continuous Service* since his return from Furlough ;

NOTE.—[The restriction in paragraph 5 of Secretary of State's Military Despatch No. 274, dated 18th August 1881, as to the period of Sick leave out of India granted to officers by the Governments in India, does not apply to officers whose leave is granted under the Civil Leave Rules, but only to officers who are granted leave under any of the Military Furlough Rules. (*Letter to Accountant General, Bengal, No. 2804, dated 22nd August 1883.*).]

(iv) that the whole number of officers absent on Furlough and Special leave do not exceed the limit (if any) appointed by the Government of India (*see Articles 341 and 342*).

**341.** Except on medical certificate or on very urgent private affairs, Furlough or Special leave may not be granted to any Member of the Indian Civil Service, or to any Military Officer whether subject to the Civil or the Military Leave Rules, or to any other officer who is, if employed in Oudh, the Central Provinces, Burma, Assam, Ajmir, Coorg or Berar, a member of the Commission, or who is, if employed elsewhere, the holder of an office corresponding to that of a member of a Commission, if one-fifth of all the officers of a Commission, or of all officers holding appointments similar to those of members of a Commission, as the case may be, are already absent on Furlough or Special leave.

**342.** (*a*) If, under the operation of proviso (iv), Article 340, the applications for Furlough (including those under Article 264) cannot all be complied with, Furlough will be granted in the following order :—

*First.*—To the applicant to whom most furlough is due ;

*Secondly.*—Of two or more applicants to whom the same amount is due ;—to him who has rendered longest *Continuous Active Service ;*

*Thirdly.*—Of two or more such applicants who have rendered the same *Continuous Active Service ;*—to the Senior.

(*b*) This Article refers to applications registered for a Furlough not yet vacant. The order of date in which such applications are made has no significance. The Article cannot affect applications made for a Furlough already vacant unless they happen to arrive by the same post.

343. To an officer who has not rendered three years' *Continuous Service*, Furlough for not more than one year may be granted on medical certificate.

## Extension of Furlough.

344. (*a*) Furlough granted under Article 340 may, on medical certificate, be extended to not more than three years.

(*b*) Furlough granted under Article 343 for less than one year may, on medical certificate, be extended to not more than one year.

## Ordinary Furlough.

345. Ordinary Furlough can, under no circumstances, extend beyond two years at one time; it includes—

(i) the first two years of each separate period of Furlough under Article 340, including any extension under Article 344 (*a*);

(ii) so much of Furlough under Article 343, including any extension under Article 344(*b*), as may be due: Provided that the officer have rendered six months' *Continuous Active Service*.

## Leave Allowances.

346. An officer on ordinary Furlough is entitled to a leave allowance equal to half his *average salary*, subject to the following limits:—

(*a*) in the case of a Member of the Indian Civil Service—

(i) if paid at the Home Treasury of the Government of India, maximum £250 a quarter, and minimum £125 a quarter, or his last salary, whichever is less;

(ii) if paid in India, maximum R833⅓ a month, and minimum R416⅔ a month, or his last salary, whichever is less;

(*b*) in the case of a Military Officer subject to the Civil Leave Rules the same maxima and minima as in the case of a Member of the Indian Civil Service: Provided that, during Furlough prefixed under Article 338 (*b*) to the Furlough earned under Civil Rules, the minimum shall (in the case of an officer who entered Civil employ on or after the 1st April 1888) be that prescribed by the Military Rules to which the officer was previously subject;

(*c*) in the case of any other Officer subject to these rules—

*If on furlough other than furlough on medical certificate out of India.*

MAXIMA.

If paid at the Home Treasury of the Government of India, £200 a quarter; no minimum.

If paid in India, R666⅔ a month; no minimum.

*If on furlough on medical certificate out of India.*

MAXIMA.

If paid at the Home Treasury of the Government of India, £200 a quarter.

If paid in India, R666⅔ a month.

*Article 347 (i).*

*Insert the following* "NOTE" *under this rule :—*

NOTE.—[See note under Article 295.]—(2) (Financial Department No, 2468, dated 11th June 1892.)

*Article 346.*

*Clause (b).*

*Substitute the following for the words* "entered Civil employ" *in the fifth line of this clause :—*

"became subject to the Civil Leave Rules". (74.)

MINIMA.

If paid at the Home Treasury of the Government of India, £200 a year, or three-fourths of last salary, whichever is less.

If paid in India, R166⅔ a month, or three-fourths of last salary, whichever is less.

Provided always that the allowances of an officer during leave shall in no case exceed his actual salary when he takes leave.

1. In the case of a Military Officer subject to the Military Leave Rules who takes subsidiary or preparatory leave before Furlough, the words "prior to his proceeding on Furlough" in Rule V of the Military Furlough Regulations of the 10th November 1868 shall be understood to mean *before he is relieved of his duties.*

2. An officer on Furlough does not forfeit his past leave allowances by resigning the service without returning to India.

NOTE.—[Absentee allowances in respect of leave spent out of India will, if paid in India, be subject to the Rupee limits prescribed in this Article.]

**347.** An officer on Furlough other than ordinary is entitled—

(i) if a Member of the Indian Civil Service or a *Military Officer subject to the Civil Leave Rules*, to Subsistence allowance,

(ii) if an officer not in the Indian Civil Service or in the Army, to £120 a quarter paid at the Home Treasury, or R400 a month paid in India, or to one-quarter of his *average* salary, whichever is less. When the furlough is on medical certificate out of India, the following minima shall apply instead of one-quarter salary :—

MINIMA.

If paid at the Home Treasury of the Government of India, £100 a year, or 37½ per cent. of his last salary, whichever is less.

If paid in India, R83⅓ a month, or 37½ per cent. of last salary, whichever is less.

NOTE.—[Absentee allowances in respect of leave spent out of India will, if paid in India, be subject to the Rupee limits prescribed in this Article.]

## Section III.—Special Leave.

GENERAL LIMITATION . . . ARTICLE 348 | LEAVE ALLOWANCES . . . . ARTICLE 350

### General Limitation.

**348.** Special leave on urgent private affairs may be granted at any time for not more than six months :

Provided that an officer who has had special leave must render six years' *Active Service* before he can again have such leave.

1. The corresponding leave under the Covenanted Civil Service Leave Rules in force before the 1st July 1868, and Furlough under Rules XI of the Military Furlough Rules of 1868, are "Special leave" within the meaning of this proviso.

Leave Rules.

NOTE.—[A question having been raised in 1887 as to whether a Military Officer in Civil employ, who is under the Military Leave Rules of 1868, can take ordinary Furlough three years after return from his last Furlough, notwithstanding that he has during the three years' interval taken six months' Special leave under the Civil Leave Rules as allowed by *Article 671 of these Regulations*, the following rulings were made :—

(1) The period of three years required for Furlough is not broken by Special leave intervening ; but

(2) the Special leave does not count as part of the three years ;

(3) Special leave is not included when counting the maximum eight years allowed for furlough ;

(4) Special leave does not count as service for Furlough.

(*Letter from the Secretary, Public Works Department, to the Accountant General, Public Works Department, No. 1068G., dated the 4th June 1887.*)]

**349.** An officer promoted from an office, subject to the Indian Service Rules, is not debarred from obtaining Special leave with allowances under the preceding Article by reason of his having had Leave on Private Affairs under the Indian Service Leave Rules which is Furlough in another form.

## Leave Allowances.

**350.** (*a*) For the first six months for which an officer is on Special leave, whether the six months be included in the same leave or not, he is entitled to the leave allowance admissible under Article 346.

(*b*) Thereafter, he is entitled to no leave allowance.

1. The corresponding leave under the Covenanted Civil Service Rules in force before the 1st July 1868 is "Special Leave" within the meaning of this Article.

(*c*) An officer on Special leave does not forfeit his past leave allowances by resigning the service without returning to India.

**351.** A Military Officer in Civil employ, subject to the Military Furlough Rules of 1868, is entitled, during the first six months of his Special leave under Article 348, to an allowance of half his *average salary*, subject to a minimum of £250 a year. The title to this allowance is not affected by any leave previously taken under Rule XI of the Furlough Rules of 1868.

## Section IV.—Subsidiary Leave.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| NATURE OF SUBSIDIARY LEAVE . . | 352 | PROLONGATION OF SUBSIDIARY LEAVE | 356 |
| GRANT OF LEAVE . . . . | 353 | BEGINNING AND END OF LEAVE . | 359 |
| LEAVE IN AND OUT OF INDIA . | 354 | LEAVE ALLOWANCES . . . | 362 |
| PERIOD ADMISSIBLE . . . | 355 | LIEN . . . . . | 364 |


## Nature of Subsidiary Leave.

**352.** (*a*) SUBSIDIARY LEAVE is the time allowed—

(i) to an officer leaving India, on retiring from the Service, or on Furlough or Special leave, to break up his domestic establishment and travel to the port of embarkation, and

(ii) to an officer returning to India from Furlough or Special leave, to travel from the port of debarkation and reorganise his domestic establishment.

(*b*) The use of the words "port of embarkation" and "port of debarkation" in clause (*a*) limits the grant of Subsidiary leave to an officer leaving *India* by sea,—that is, at an Indian sea-port. No Subsidiary leave is admissible to an officer who does not leave India by sea.

## Grant of Leave.

**353.** (*a*) The grant to an officer leaving India—

(i) of permission to retire from the service, or

(ii) of Furlough or Special leave out of India,

carries with it the grant of Subsidiary leave, including, in the case referred to in Article 352 (*a*), Clause (ii), Subsidiary leave on his return to duty.

(*b*) An officer returning to India, without the permission of the authority which granted him leave, more than fourteen days before the end of his Furlough or Special leave, is not entitled to Subsidiary leave, save under the special orders of the *Local Government*.

## Leave in and out of India.

**354.** (*a*) An officer (including a *Military Officer subject to the Military Leave Rules*) may take Furlough or Special leave partly in and partly out of India. But Subsidiary leave is not admissible unless the Furlough or Special leave begins or, as the case may be, ends, as Furlough or Special leave out of India.

(*b*) If an officer going on Furlough or Special leave out of India is prevented by sickness or other urgent and adequate reason not within his own control,—such, for example, as the postponement of the departure of the vessel in which his passage is engaged,—from embarking within his Subsidiary leave, the *Local Government* may order that his Furlough or Special leave shall begin in India at the end of the Subsidiary leave otherwise admissible, without forfeiture of his Subsidiary leave.

## Period admissible.

**355.** The minimum Subsidiary leave is ten days; otherwise Subsidiary leave is calculated according to the rules and restrictions laid down in Chapter IX for "Joining Time."

## Prolongation of Subsidiary Leave.

**356.** (*a*) If a Medical Board or Officer detains an applicant under observation, under Article 895, before finally granting or refusing a Medical certificate, the Medical Board or Officer should give a certificate to the applicant as follows:—

A. B., having applied to us (or me) for a medical certificate under Article 894 of the Civil Service Regulations, we (or I) consider it expedient, before granting or refusing such a certificate to A. B., to detain him under professional observation for (x) days.

(*b*) If the applicant appears before the Medical Board or Officer during his Subsidiary leave, the effect of this certificate will be to prolong his Subsidiary leave to the date on which the period mentioned in the certificate expires.

**357.** If an officer eventually fails to obtain the medical certificate required by Article 894, he is entitled to Joining Time from the date on which the decision of the Medical Board or Officer is communicated to him, to enable him to return to his appointment. During this Joining Time, his allowances are regulated as if he was on Subsidiary leave.

**358.** If an officer who, under the Rules of his Service, is entitled to a free passage in a troop-ship when proceeding on leave out of India, is, after having been granted Subsidiary leave, detained waiting for a troop-ship, through no fault of his own, his Subsidiary leave may be extended to the date of the sailing of the vessel in which he is provided with a passage, without reference to the maximum period of thirty days for which Subsidiary leave can be granted under the ordinary Rules of this Section.

1. This Article applies to the case of a *Military Officer subject to the Military Leave Rules* unavoidably detained at a Presidency Town beyond the usual period of Subsidiary Leave, waiting for a passage in a troop-ship.

## Beginning and End of Leave.

**359.** Saving as provided in Article 354 (*b*), Furlough and Special leave out of India begin on, and include, the day of the departure of the vessel in which the officer sails, and if an officer remains in India after the end of Subsidiary leave, his Furlough or Special leave dates from the beginning of his Subsidiary leave, his Subsidiary leave being thereby cancelled. Similarly Furlough and Special leave out of India, end on, and include, the day before the arrival of the vessel in which the officer returns, and Subsidiary leave begins the day after.

DEFINITION.—The day on which the vessel in which the officer sails quits her moorings or anchorage, whether she leaves the limits of the port or not on that day, is the day of the departure of the vessel. The day of arrival of the vessel in which the officer returns, is the day on which the vessel reaches her moorings or anchorage in port.

**360.** Any Officer, other than one subject to the rules in Chapter XIV, serving in Persia or Turkish Arabia may leave the country in which he is serving, or return to it, by any port or frontier town except Aden. The date of his departure or return must be certified by the British Consul, or if there be no British Consul, by the officer himself.

**361.** Subsidiary leave granted to an officer preparatory to retirement ceases when he actually resigns the Service.

## Leave Allowances.

**362.** An officer on Subsidiary leave is entitled to allowances as follows:—

(*a*) If the leave be subsidiary to Special leave, and the officer have had leave subsidiary to a former Special leave:—no allowance.

1. The corresponding leave under the Covenanted Civil Service Rules in force before the 1st July 1868 is Special leave within the meaning of this clause.

*Article 362.*

*Insert the following* "NOTE" *at the end of this article :—*

NOTE.—[See note under Article 295.]—(2) (Financial Department No. 2468, dated 11th June 1892.)

(*b*) If the leave be subsidiary to Ordinary Furlough or Special leave (otherwise than as provided in clause (*a*) ):—the allowance admissible under Article 346, but calculated, in the case of a Member of the Indian Civil Service or a Military Officer subject to the Civil Leave Rules, without the limitations of maximum or minimum prescribed by clauses (*a*) and (*b*) of Article 346. The limitations prescribed by clause (*c*) of Article 346 apply to the allowances of any other officer subject to this Article on Subsidiary leave.

(*c*) If the leave be subsidiary to Furlough other than Ordinary :—the allowance admissible under Article 347.

(*d*) If the officer, under Article 261, have ceased to have a lien on a substantive appointment—as, for example, if an Officer has been absent on Extraordinary leave in extension of Furlough—

(i) in the case of a Member of the Indian Civil Service or a Military Officer subject to the Civil Leave Rules :—Subsistence Allowance ; and

(ii) in the case of any other officer subject to this Article :—no allowance.

(*e*) If the leave be preparatory to retirement :—the allowances which would be admissible if the officer were proceeding on leave of such description as may be admissible to him ; and if no leave is admissible :—subsistence allowance only.

**363.** An officer may draw allowances as if he were on Privilege leave, for any part of his Subsidiary leave under clause (i) of Article 352 (*a*) for which, if he were not retiring from the Service, or going on Furlough or Special leave, Privilege leave would be admissible to him. It is to be observed that an officer who has no lien on an appointment cannot benefit by this Rule. (*See Article 295.*)

### Lien.

**364.** An officer on Subsidiary leave under clause (i) of Article 352 (*a*) has or has not a lien on an appointment, according as he has or has not such lien on the first day of the leave to which it is subsidiary.

NOTE.—[A *Military Officer subject to the Military Leave Rules* does not lose his lien during Subsidiary leave preparatory to Furlough.]

**365.** An officer on Subsidiary leave under clause (ii) of Article 352 (*a*) has or has not a lien on an appointment, according as he has or has not such lien on the day last preceding the Subsidiary leave.

## Section V.—Extraordinary Leave.

**366.** Subject always to the provisions of any Statute applicable to the case, the Local Government (or, if the officer be on Furlough or Special leave in Europe, the Secretary of State) may at discretion grant leave of absence from duty otherwise than under these Regulations : Provided that—

(i) such leave may not be granted in continuation of Privilege leave, but may be granted in continuation of any other leave ;

(ii) an officer absent from duty on leave so granted shall receive no absentee allowance ; and

(iii) if he is a Member of the Indian Civil Service or a *Military Officer subject to the Civil Leave Rules,* he shall retain no lien upon any office.

NOTE 1.—[This Article does not refer to casual leave for short periods. Such leave is not recognised and is not subject to any rule. Technically, therefore, an officer on casual leave is not treated as absent from duty, and his salary is not intermitted. Casual leave, however, must not be given so as to cause evasion of the rules regarding—

(i) Date of reckoning allowances
(ii) Charge of office } (see Articles 64 to 70),
(iii) Commencement and end of leave
(iv) Return to duty } (see Articles 251 to 263),

or so as to extend the term of privilege or other leave beyond the time admissible by rule.]

NOTE 2.—[The prohibition to the grant of Extraordinary Leave in continuation of Privilege Leave applies to the combination of the two kinds of leave at the time of grant of Privilege Leave. If an application for Extraordinary Leave is made at or about the time of expiry of the Privilege Leave owing to circumstances which have arisen subsequently to the grant of the Privilege Leave, and which, in the opinion of the Local Government, are such as to justify the concession, then the leave may be sanctioned in continuation of Privilege Leave.]

# Chapter XIV.—Long Leave—Indian Services.

## Section I.—Extent of Application.

**367.** The rules in this Chapter apply to all officers who are not entitled to leave under the other Chapters of these Regulations. They apply *fully* only to those officers whose *pay* is *not less* than ₹100 a month, and who have substantive appointments on permanent establishments under the Government.

**368.** (*a*) Leave may however be granted under this Chapter to an officer whose *pay* is less than ₹100, so far as it can be done without imposing any cost upon the State. The absentee allowance of the substantive incumbent must not exceed what remains from the pay of the appointment after provision is made for the efficient discharge of his duties during his absence. No leave in excess of the leave admissible under these rules may be granted to such an officer, with allowances, or counting as service for pension.

(*b*) This Article authorises the grant of leave upon the condition therein stated, not only to an officer in Superior service whose *pay* is less than a hundred rupees a month, but to an officer whose service is treated as Inferior under the Pension Rules, upon the condition that the grant of the leave shall not impose any cost upon the State.

1. An officer holding an appointment on a Progressive pay, rising to a maximum of one hundred rupees, who is in the receipt of the maximum pay, is not to be treated as an officer whose pay is less than one hundred rupees. The *pay* in such a case is determined by the "definition" in Article 49 (*a*), and not by the "calculation of value" under Article 164.

2. If it becomes necessary to bring an officer from a distance to act for an officer on leave whose pay is less than one hundred rupees, the travelling allowances and transit pay admissible to the substitute may be borne by the State; but such a transfer should never be made if it can be avoided.

## Section II.—Long Leave.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| Leave on Medical Certificate | 369 | Leave without Allowances | 372 |
| Leave on Private Affairs | 370 | Leave Allowances | 373 |
| Furlough | 371 | Leave after Fifty-five years of age | 377 |


### Leave on Medical Certificate.

**369.** Leave on medical certificate may be granted for three years in all, but not for more than two years at one time; and no officer can have leave on medical certificate out of India more than twice.

1. An officer who has a temporary or officiating appointment only may be allowed leave under this Article for not more than three months, if no substitute is required, or if his duties can be provided for without additional expense.

### Leave on Private Affairs.

**370.** Leave on private affairs for six months may be granted to an officer who has not had Furlough, after six years' service, and repeated after intervals of six years.

1. Leave on private affairs does not accumulate, and cannot be taken in instalments.
2. Leave on medical certificate counts as service for leave on private affairs.

### Furlough.

**371.** Furlough may be granted as follows :—

(*a*) After ten years' service;—one year or any less period; and thereafter, at intervals of not less than eight years, one year or such other period as together with all periods already spent in furlough may not exceed two years; or

(*b*) After eighteen years' service;—two years or any less period; and thereafter, at intervals of not less than eight years, ~~one year or any less period:~~ any such period as together with all periods already spent in furlough may not exceed two years.

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Provided that the service for furlough of an officer who has had leave on private affairs counts only from the date of his last return from such leave;

Provided also that the aggregate amount of furlough or of furlough and leave on private affairs taken together shall not exceed two years.

1. Leave on medical certificate counts as service for Furlough.
2. Leave on private affairs under the Rules in force before the 8th June 1863, does not prevent the grant of Furlough under this Article.

### Leave without Allowances.

**372.** Extraordinary leave without allowances may, in case of necessity and when no other leave is by rule admissible, be granted for such time as may be necessary. Time spent on leave under this Article does not count as service for other leave. Subject to the provisions of Article 222 there is no limit to the length or frequency of leave under this Article; ~~and it may be granted in continuation of leave on medical certificate,~~ It may not be granted in combination with the grant of other leave but it may be granted in continuation of other leave if circumstances arise which prevent the return by the officer to duty within the limits of Articles 369—372. authority empowered to grant the leave are such as to justify the Concession. An officer is entitled to Extraordinary leave

leave on private affairs, or Furlough, but not in continuation of Privilege leave.

1. An officer who has a temporary or officiating appointment only may, at the discretion of the Local Government, be allowed leave under this Article for not more than three months.

NOTE.—[See notes to Article 366 which apply to this Article also.]

## Leave Allowances.

**373.** (*a*) An officer on leave on medical certificate under Article 369 is entitled to half his *average salary* for the first fifteen months of each period of absence, but not for more than thirty months in all. For the rest of his leave under Article 369 he is entitled to a quarter of his *average salary*.

(*b*) An officer on Furlough or on Leave on private affairs is entitled to half his *average salary*.

(*c*) But whenever an officer whose appointment is not gazetted takes leave for *not more* than one month, or whenever such an officer's *salary* is less than three hundred rupees, his *pay* (not *salary*) when he gives up office is to be taken in lieu of "*average salary*."

**374.** (*a*) Half "*average salary*" is subject to the following maxima and minima:—

MAXIMA.

If paid at the Home Treasury of the Government of India, £150 a quarter.
If paid in India, ₹500 a month.

MINIMA.

(*i*) *On leave on medical certificate out of India.*

If paid at the Home Treasury of the Government of India, £200 a year, or three-fourths of last salary, whichever is less.

If paid in India, ₹166⅔ a month, or three-fourths of last salary, whichever is less.

(*ii*) *On leave other than leave on medical certificate out of India.*

In the case of non-gazetted officers whose salary is not less than ₹300 a month, ₹150 a month.

(*b*) One quarter "*average salary*" is subject to the following maxima and minima:—

MAXIMA.

If paid at the Home Treasury of the Government of India, £120 a quarter.

If paid in India, ₹400 a month.

MINIMA.

(*i*) *On leave on medical certificate out of India.*

If paid at the Home Treasury of the Government of India, £100 a year, or 37½ per cent. of last salary, whichever is less.

**374.** (*a*) Half "*average salary*" is always subject to a maximum of ₹500 a month if paid in India, and £150 a quarter if paid at the Home Treasury of the Government of India.

(*b*) One quarter "*average salary*" is always subject to a maximum of ₹400 a month if paid in India, and £120 a quarter if paid at the Home Treasury of the Government of India.

(*c*) For non-gazetted officers whose *salary* is not less than ₹300, the minimum of half "*average salary*" is ₹150, and of one quarter "*average salary*" is ₹75 a month.

NOTE 1.—[Absentee allowances in respect of leave spent out of India, if paid in India, are subject to the rupee limits prescribed in this Article.]

**374-A.** When an officer subject to the rules in this Chapter is obliged to take leave out of India under Articles 369, 370 or 371 owing to ill-health, half *average salary* and quarter *average salary* are subject to the following minima:—

Half *average salary*—

| | Minima. |
|---|---|
| If paid in England . . . . | £200 a year or ⅔ths of last salary, whichever is less. |
| If paid in India . . . . . | ₹166⅔ a month, or ⅔ths of last salary, whichever is less. |

Quarter *average salary*—

| | |
|---|---|
| If paid in England . . . . | £100 a year, or 37½ per cent. of last salary, whichever is less. |
| If paid in India . . . . . | ₹83⅓ a month, or 37½ per cent. of last salary, whichever is less. |

NOTE 1.—[The minimum rate of leave allowance prescribed in this Article is also admissible in the case of any leave out of India commuted into leave on medical certificate. An officer claiming the minimum rate must furnish a medical certificate in support of the claim. The certificate should be in the same form as that required by the Civil Service Regulations to entitle an officer to leave on medical certificate and should recommend leave out of India.]

NOTE. 2.—[For the purposes of this Article, Ceylon is not held to be "out of India."]

*Article 379.*

*For the words* "preparatory to his retirement" *in the second line of this article, substitute the words* "preparatory to leaving India by sea on retirement". (62.)

~~If paid in India, R83⅓ a month, or 37½ per cent. of last salary, whichever is less.~~

(*ii*) *On leave other than leave on medical certificate out of India.*

In the case of non-gazetted officers whose salary is not less than R300 a month, R75 a month.

NOTE.—[Absentee allowances in respect of leave spent out of India will, if paid in India, be subject to the Rupee limits prescribed in this Article.]

~~Note 2.—For the purpose of this Article, Ceylon is not held to be out of India.~~

375. All the rules in Article 373 are subject to the proviso that the allowances of an officer during leave shall in no case exceed his actual *salary* when he takes leave.

376. An officer does not forfeit the allowances to which he is entitled under Articles 373 to 375 by resigning the service at the end of the leave.

## Leave after Fifty-five years of age.

377. An officer in superior service who is subject to the rules of this Chapter is eligible, after he attains the age of fifty-five years, for Privilege leave, for any leave on private affairs (Article 370) to which he may be otherwise entitled, and also for leave without allowances under Article 372, provided that the total leave granted, whether on private affairs or without allowances, does not exceed six months in all, and for no other kind of leave. Any leave, other than Privilege leave or leave on private affairs, granted to such an officer before the date on which he attains the age of fifty-five years, ceases to have effect on this date.

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## Section III.—Subsidiary Leave.

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GRANT OF SUBSIDIARY LEAVE . . ARTICLE 378 | SUBSIDIARY LEAVE ALLOWANCES . ARTICLE 380

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## Grant of Subsidiary Leave.

378. An officer going on, or returning from, leave out of India on medical certificate, Leave on private affairs, or Furlough, or going on or returning from leave on medical certificate to a sanitarium, is entitled to Subsidiary leave, under the rules in Chapter XIII, Articles 352 and 354 to 365, and the grant of such leave carries with it the grant of Subsidiary leave, including, as in the cases referred to in Article 352 (*a*), clause (ii), Subsidiary leave on his return to duty.

379. Subsidiary leave on half pay for a period not exceeding fourteen days may be given to an officer preparatory to his retirement from the Service, provided that the grant causes no additional expense to the State.

## Subsidiary Leave Allowances.

**380.** (*a*) An officer on Subsidiary leave prefixed to other leave is entitled to half his *average salary*. But he may draw allowances as if he were on Privilege leave, for any part of this leave for which, if he were not going on leave out of India, Privilege leave would be admissible to him.

(*b*) An officer on Subsidiary leave following other leave is entitled to half his *average salary*, or one quarter of his *average salary*, according to the rate of allowance to which he may be entitled at the end of the leave to which it is subsidiary.

# PART IV.—ORDINARY PENSIONS.

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*Article 382 (3).*

*Strike out this rule.*

(44.) (Financial Department No. 4748, dated 26th November 1892.)

# PART IV.—ORDINARY PENSIONS.

## Chapter XV.—General Rules.

### Section I.—Extent of Application.

**381.** The conditions of service of officers of the following classes include special rules for pension which are laid down in the chapters noted against each, *viz.*:—

(*a*) Judges of the High Courts (see Chapter XXIII).

(*b*) *Barristers* holding the appointments of Judge of the Chief Court of the Punjab, First Judge of the Small Cause Courts in Presidency Towns, Recorder of Rangoon, and Secretary to the Government of India in the Legislative Department (see Chapter XXIV).

(*c*) Members of the Indian Civil Service (see Chapter XXV).

(*d*) *Statutory Civil Servants* (see Chapter XXVI).

(*e*) Ecclesiastical Officers (see Chapter XXVII).

(*f*) Civil Engineers and Telegraph Officers (see Chapter XXIX).

(*g*) State Railway Establishments (see Chapter XXXI).

(*h*) Bengal Covenanted Pilots and their families (see Chapter XXXII).

(*i*) Police Officers drawing less than ₹20 a month (see Chapter XX).

(*j*) Port Blair Police (see Chapter XXXIII).

**382.** The *pensions* of all other officers are regulated by the rules in this Part: Provided that it is open to a *Local Government* to rule that the service of any class of officers serving under it does not qualify for pension.

1. Service in Dâk Bungalow and District Garden Establishments does not qualify.

2. The service of a Patwari, in the North-Western Provinces and Oudh, and in the Central Provinces, and of a Thugyi in Upper Burma, does not qualify.

3. The service of camp followers and regimental servants, such as Dhuli Bearers, Horse and Cattle Attendants, does not as a rule qualify, but, in special cases, gratuities may be allowed under the rules for "Inferior Service" not exceeding six months' pay.

**383.** Future good conduct is an implied condition of every grant of a pension. The Government reserves to itself the right of withholding or withdrawing a pension, if the pensioner be convicted of serious crime or be guilty of grave misconduct.

### Section II.—Cases in which claims are inadmissible.


| | ARTICLE | | ARTICLE |
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#### Specification of Cases.

**384.** In the following cases, no claim to *pension* is admitted :—

(*a*) When an officer is appointed for a limited time only, or for a specified duty, on the completion of which he is to be discharged.

(*b*) When a person is employed temporarily on monthly wages without specified limit of time or duty; but a month's notice of discharge should be given to such a person, and his wages must be paid for any period by which such notice falls short of a month.

(*c*) When a person's whole time is not retained for the public service, but he is merely paid for work done for the State.

1. This clause applies, among others, to the following officers:—Advocate General, Solicitor to Government, Government Pleaders and Law Officers not debarred from private practice, Sheriffs in Presidency Towns, Coroners, Roman Catholic Priests.

(*d*) When a public servant holds some other pensionable office he earns no *pension* in respect of an office of the kind mentioned in clause (*c*) or in respect of duties paid for by a *Local Allowance*.

(*e*) When an officer serves under a covenant which contains no stipulation regarding *pension*, unless the Government of India specially authorizes an officer to count such service towards *pension*.

NOTE.—[" I have considered in Council your Financial letter, dated the 4th June last (1877), No. 155, regarding the insertion, in contracts with mechanics and others engaged in England for service in India, of a clause stipulating that their service under covenant shall, if the Government of India think fit to re-engage them, count as service towards leave and pension under (*ordinary*) Rules.

" Your Government are of opinion that the arrangement should apply to all such persons engaged under covenant or contract in England for the public service in India under all circumstances, and for all Departments, and you express a desire that the covenants should 'be carefully worded, so as to preserve inviolate the indefeasible right of the Government to modify either Leave or Pension Rules from time to time at their discretion, so that no claims may arise to the benefits of either Code of Rules as it stood at the date when any particular covenant was executed.'

" Covenants with mechanics and others engaged for service in India will accordingly in future be prepared, containing provisions to the effect recommended by your Government."—(*Secretary of State's Despatch No. 255, dated 26th July 1877.*)]

## Misconduct or Inefficiency.

**385.** *Pension* may not be granted to an officer whom it is desired to remove for misconduct, insolvency, or inefficiency. (*See also* Appendix No. 4.)

## Claims of Widow.

**386.** (*a*) It being the duty of every Government officer himself to provide for his family, the Government recognises no claim by a widow on account of the services of her husband, and is almost invariably under the painful necessity of rejecting recommendations made in contravention of this rule.

(*b*) The submission of such recommendations, save under very extraordinary circumstances, is disapproved, as calculated only to give rise to hopes which cannot be fulfilled.

NOTE.—(1) [In a despatch, No. 36, dated 17th November 1841, regarding the establishment of the Bengal Uncovenanted Service Family Pension Fund, the Court of Directors observed—"In referring to the causes which may have operated to keep back subscribers, the Directors advert to a reliance supposed to be placed on the special exercise of our bounty in favour of the families of deceased servants. Whether or not such reliance have any effect in discouraging subscriptions to the Fund, it is most important to the interests of the families of our Uncovenanted Servants that it should not be indulged. In our despatch dated the 16th October 1839, No. 31, we called your attention to the fact that the Rules restricted the grant of pension to the family, or any member of the family, of a deceased servant, to cases where the servant shall have been killed in the exercise of his public duty, or shall have died in consequence of wounds or accidents sustained therein,

except in special cases justifying extraordinary indulgence, and which are of very rare occurrence. The belief, therefore, that the fact of a person dying in our service gives his family a claim to pensionary provision (if such belief exist), is a delusion which may be productive of very painful consequences, and which, for this reason, we feel it an imperative duty to endeavour to dispel. We observe that the Committee of the Fund have taken some pains to make our views on the point generally known; and in thus acting, they have contributed not only to promote the interests of the Fund, but to render valuable service to their brethren by disabusing their minds of a dangerous error."]

NOTE.—(2) [In a despatch No. 52, dated 8th February 1870, the Secretary of State remarked that "grave objections exist to the grant of special pensions to the families of Uncovenanted Servants, every such grant forming a precedent which is quoted in support of subsequent applications, with less claims to consideration."]

## Limitations.

**387.** (*a*) An officer cannot earn two *pensions* in the same office at the same time, or by the same continuous service :—

*Example.*—A soldier who obtains his discharge from the Army under *Exception* (4) in Article 388 is not entitled to any pension in the Military Department for the portion of his Military service which he will thereupon count as Civil service.

(*b*) Two officers may not simultaneously count service in respect of the same office.

## Military Service.

**388.** Service which is pensionable under Military Rules does not count; and an officer who is counting service for Military pension cannot simultaneously count service for Civil pension,—for example, an officer of the old Indian Navy in Civil employ cannot count his naval service. The following exceptions have been made to the provisions of this Article :—

(1) Military Hospital Assistants and Enlisted Native Doctors are excluded, by this Article, from pension under these Regulations; but a Military Hospital Assistant or Native Doctor, promoted to be an Assistant Surgeon, or who, under Resolution in the Home Department, No. 16, dated 9th January 1878, is transferred to the Civil Branch of the Subordinate Medical Service, counts service retrospectively from the date on which he passed his examination as Hospital Assistant or Native Doctor, as the case may be, irrespective of the particular age at which the examination may be passed—[*See Articles 390 (a) and 391 (3)*].

(2) Inspectors in the Telegraph Department who came from England as Artificers in 1853, and did not take their discharge from the Army till about 1863, count their departmental service.

(3) In the Public Works Department, Warrant Officers in the grades of Conductor and Sub-Conductor and Non-Commissioned Officers must, when promoted to the Engineeer establishment, take their discharge from the Army, and their whole departmental service then qualifies retrospectively.

(4) A Non-Commissioned Officer or private soldier in civil employ, who took his discharge from the Army before the 1st November 1873, or, if he was in the Public Works Department before the 1st November 1874, counts his whole civil service. A Native soldier employed in the Public Works Department, if he took his discharge from the Army before the 31st December 1875, counts his whole civil service; otherwise, a Non-Commissioned Officer or soldier, whether attached or unattached, cannot count service for civil pension until, with the consent of his Civil departmental superior, he is discharged from the Army, when he may count his Civil Service for one year retrospectively.

NOTE.—[This rule does not apply to soldier-clerks in Military offices. (*See G. G. O. in the Military Department, No. 1292, dated 22nd December 1875.*) But if such a clerk is afterwards employed in the Civil Department, he may count his service in the Military office, provided that he takes his discharge within twelve months after joining his appointment in the Civil Department.]

(5) An Enlisted member of the Bombay Corps of Guides transferred as a draftsman to the office of the Quartermaster General, Bombay Army, counts his service in the Guide Corps as if it had been in Civil employ.

(6) The pension of a Native soldier placed on the Unattached List for employment in the Civil Department under the provisions of G. G. O. No. 260 of 1865, G. O. C. C. No. 289 of 1867, India Army Circular, clause 126 of 1881, and India Army Circular, clause 100, 1885, and of a Warrant Medical Officer in Civil employment (see Special Army Circular, dated 16th July 1884, paragraph 36), is a Civil or a Military charge, according as the greater portion of the *Warrant Officer* or soldier's service is in the Civil or the Military Department.

**389.** The Government of India may, in special cases, allow service which is pensionable under Military Rules to count for pension on the Inferior scale, reporting such grants periodically to the Secretary of State.

# Chapter XVI.—Conditions of Qualifying Service.

## Section I.—Definition of Qualifying Service.

| | ARTICLE | | ARTICLE |
|---|---|---|---|
| BEGINNING OF SERVICE . . . | 390 | CONDITIONS OF QUALIFICATION . | 393 |

### Beginning of Service.

**390.** (*a*) Except for compensation gratuity, an officer's service does not in the case of superior service *qualify* till he has completed twenty years of age.

(*b*) In other cases, unless it be otherwise provided by special rule or contract, the service of every officer begins when he takes charge of the office to which he is first appointed.

NOTE.—[In every covenant with an officer appointed in England by the Secretary of State, not being a Member of the Indian Civil Service or a Civil Engineer or Telegraph Officer educated at the Royal Engineering College, Cooper's Hill, or a Forest Officer, a clause is inserted to the effect that service for leave and pension begins only from the date on which the officer joins his first appointment in India.]

**391.** The following exceptions are admitted to the twenty years' rule :—

(1) The officers described in Articles 446 and 703 ; all officers appointed in England by the Secretary of State for service in India; and "Indian College Engineers" (see Article 690 (*f*) ) are exempt from this disability.

(2) Signallers in the Indian and Indo-European Telegraph Department may count towards pension service rendered by them after they attain the age of eighteen years.

(3) Hospital assistants count service from the date they pass the examinations referred to in exception (1) of Article 388.

**392.** In the case of Inferior service, service *counts* after the age of sixteen years, but if an Inferior officer appointed after the 1st April 1880 has, on the date of such appointment, attained the age of forty years, his service does not *qualify* for pension or gratuity of any kind.

NOTE.—[The proviso in this Article does not apply to an Inferior servant who is re-employed after discharge on compensation pension or gratuity.]

## Conditions of Qualification.

**393.** The service of an officer does not *qualify* for *pension* unless it conforms to the following three conditions :—

**First**—The service must be under Government.

**Second**—The employment must be substantive and permanent.

**Third**—The service must be paid by Government.

These three conditions are fully explained in the following Sections.

## Section II.—First Condition.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| SERVICE UNDER GOVERNMENT . . | 394 | SERVICE UNDER AN EMPLOYER WHOM GOVERNMENT HAS SUCCEEDED . | 402 |
| SERVICE PAID FROM CONTRACT ALLOWANCES . . . . . | 398 | | |


### Service under Government.

**394.** The service of an officer does not qualify unless he is appointed and his duties and pay are regulated by the Government, or under conditions determined by the Government. The following are examples of officers excluded from pension by this Article :—

(1) A Marine officer paid by fees fixed by the Board of Trade ;
(2) Officers of a Municipality ;
(3) Officers of Grant-in-aid Schools and Institutions (*e.g.*, the Asiatic Society and the Canning College at Lucknow) ;
(4) Subordinates appointed by Treasurers on their own responsibility, *e.g.*, Tahvildars in the North-Western Provinces and in the Central Provinces ; and Potadars (money-testers) in Bengal.

**395.** As an exception to the preceding Article the services of Subordinates of Treasurers in the Punjab, including Tahvildars and Potadars (money-testers) who were in employ on the 23rd August 1886 qualify, provided that they were—

(i) appointed by District Officers ;
(ii) discharging duties and receiving pay regulated under conditions laid down by Government ; and
(iii) other than mere servants of Treasurers liable to be removed whenever a change might take place in the incumbency of the office of a Treasurer.

**396.** The service of a Native Accountant appointed to a Silladar Regiment in the Bombay Presidency before the 6th February 1875 *qualifies*. The service of such officers appointed on or after that date does not qualify.

**397.** The Educational authorities in Bengal having induced certain Teachers of Government institutions to accept service in Grant-in-aid schools by declaring a rule regarding Bombay Schools (*see Article 421, example* (*c*)) to be applicable to their case, were directed, in December 1863, to offer to these

Teachers re-employment in Government schools. Those of them who accepted such re-employment reckon their service (not exceeding three years) in Grant-in-aid schools as service under Government.

## Service paid from Contract Allowances.

**398.** Service on an establishment paid from a Contract Establishment Allowance, with the detailed distribution of which the Government does not interfere, does not qualify, whether such contract allowance is a fixed amount or consists of fees.

NOTE.—[The establishments of the Subordinate Judicial Officers, including Munsifs in Bengal and the North-Western Provinces, ceased to be paid from a contract allowance from May and June 1861, respectively.]

**399.** Service on an establishment paid from the Household allowance of the Viceroy, or of a Governor, or Lieutenant-Governor, does not qualify.

1. If an officer has served partly (in a capacity which would have given him claim to *pension* if the service had been paid from the *General Revenues*) on the Household establishment of the Viceroy, and partly on establishments paid from the *General Revenues*, he is entitled, from the *General Revenues*, to a share of any pension to which he would have been entitled if his whole service had been paid from the *General Revenues*, proportionate to the length of the service which has been so paid.

*Example.*—*A. B.*, a Messenger on a pay of R8 a month, has served altogether thirty-two years, of which sixteen years were passed on the Household establishment of the Viceroy. If *A. B.'s* whole service had been paid from the *General Revenues*, he would have been entitled under the rules for inferior service to a maximum pension of R4 a month. *A. B.* will receive from the *General Revenues* a maximum pension of R2 a month.

2. The Governor of Bombay is authorised to grant pensions and gratuities at his discretion to the domestic servants in the Government House establishment retiring from the service, or to the families of such retired domestic servants after their decease, provided that the amount of such pensions and gratuities paid in one year ending 31st March shall not exceed R1,320.

**400.** The maximum Establishment allowance for Registration offices in Bengal is not a Contract allowance within the meaning of Article 398, because the Inspector General of Registration, under the orders of Government, regulates its distribution, and any balance unspent is saved to Government.

**401.** The service of the clerks retained in the Allahabad Pension Pay office, when it became a regular establishment, qualifies, although they were formerly paid from an Establishment allowance.

## Service under an Employer whom Government has succeeded.

**402.** In the following cases service under an employer to whose position Government has succeeded qualifies :—

(*a*) Service in Berar by officers transferred to the Government of India when it undertook the administration of those Provinces.

(*b*) Service rendered to a Native State, and continued to the British Government on the lapse or annexation of the State, when old age or infirmity renders the officer a fit object for pension.

(*c*) Superior service in Talukdari schools which were converted into Government schools on the organisation of the Educational Department in Oudh.

(*d*) Service by officers who were on the establishments of the Military and Medical Funds when the Funds were taken over by Government.

(*e*) Service was guaranteed to the soldiers of the Sikh Government who, on annexation, entered the British service in the following Regiments :—

The 1st, 2nd, 3rd, and 4th Punjab Police Battalions.
The 3rd Punjab Light Field Battery.
The 4th or Garrison Company of Artillery.
Two companies of Punjab Sappers.

In accordance with the guarantee, such soldiers who, on the 28th October 1861, were in employment in any Department, are entitled to receive pension for their service under the Sikh Darbar, and for that under the British Government, under the Rules for Invalid pensions to soldiers in Local or Irregular Corps.

(*f*) Service in the establishment employed in the Khelat territory for the assessment and collection of water-rate on lands watered by the Sindh Canal which was paid in part by the Khan of Khelat prior to the levy of a local cess to meet the charge.

## Section III.—Second Condition.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| GENERAL PRINCIPLES . . . . | 403 | SUBSTANTIVE OFFICE ABOLISHED . | 413 |
| APPRENTICES . . . . . | 407 | PIECE-WORK . . . . . | 414 |
| PROBATIONERS . . . . . | 408 | SURVEYS AND SETTLEMENTS . | 415 |
| PERMANENT OFFICER DEPUTED . . | 410 | EXCEPTIONS . . . . . | 417 |


### General Principles.

**403.** Service does not qualify unless the officer holds a substantive office on a Permanent Establishment; but upon such conditions as it may think fit in each case to impose, the Government of India may allow temporary service to count for pension, if the pension does not exceed ten rupees a month.

**404.** An establishment, the duties of which are not continuous, but are limited to certain fixed periods in each year, is not a temporary establishment. Service in such an establishment, including the period during which the establishment is not employed, qualifies ; but the concession of counting as service the period during which the establishment is not employed, does not apply to an officer who was not on actual duty when the establishment was discharged, after completion of its work, or to an officer who was not on actual duty on the first day on which the establishment was again re-employed.

**405.** An officer transferred from a temporary to a permanent appointment can count his service in the temporary office, if, though at first created experimentally or temporarily, it eventually becomes permanent.

**406.** An officer without a substantive appointment officiating in an office which is vacant, or the permanent incumbent of which does not draw any part of the pay or count service, may, if he is confirmed without interruption in his service, count his officiating service.

## Apprentices.

**407.** Service as an Apprentice does not *qualify*, excepting—

(i) at the Central Forest School in continuation of qualifying service, or

(ii) as an Engineer or Examiner Apprentice in the Public Works Department.

## Probationers.

**408.** The service of a probationer who holds a substantive office and draws substantive pay, qualifies. So does that of an officer who is on probation for a substantive office, if he is employed in a vacancy reserved for him, pending probation, and in which no other officer simultaneously counts service.

**409.** Police probationers and temporary and officiating Assistant Superintendents of Police in all Provinces count their service towards pension, provided they have passed their examinations, have served two years in the Department, and have attained the age of twenty years.

## Permanent Officer deputed.

**410.** If an officer on a Permanent Establishment is detached on Temporary duty, on the understanding that, when the Temporary duty ceases, he will return to the Permanent Establishment, he counts his detached service.

**411.** The preceding Article permits the temporary suspension of the second condition of qualifying service which forms the subject of this Section; it does not authorise any relaxation of the first condition (which is the subject of Section II), or the third condition (which is the subject of Section IV), and, in particular, must not be understood to countenance any modification of the Rules in Part VII, which apply to an officer on Foreign service.

**412.** Service as Private Secretary to the Governor General, a Governor or a Lieutenant-Governor, qualifies, provided that the officer belonged, before his appointment as Private Secretary, to the Civil Service of Government, whether the Indian Civil Service or not.

## Substantive Office abolished.

**413.** If the substantive office of an officer is abolished within the meaning of Article 468, but the officer is, at the time, on special duty, or is, on abolition of his office, deputed on special duty, his service on special duty qualifies, but the duty must be *special ;* mere employment, in continuation of permanent employment, in a temporary appointment which happens at the time to be vacant, does not qualify.

1. The service of an officer of the Marine Service continues to qualify when, upon the abolition of his appointment, he is retained on subsistence allowance or in an acting appointment.

*Article 407.*

*Add the following at the end of this article :—*

"or as an Assistant Superintendent Apprentice in the Indian Telegraph Department." (73.)

## Piece-work.

414. A Section-writer, or a Press servant, who is paid for piece-work, is treated as having held a substantive office, if

(i) he is employed, not casually, but as a member of a fixed establishment; and

(ii) during the last seventy-two months of his actual employment he has been attached to one office uninterruptedly for twenty-four months, or it has not been through his own choice or misconduct that he has not been so attached.

## Surveys and Settlements.

415. (*a*) Service in the undermentioned Settlement and Survey Departments which are (or were) on a quasi-permanent footing, qualifies, provided that the officer is (or was) not engaged on the understanding that his appointment is (or was) only temporary, or that he was, or would be, liable to be discharged after a short period of service :—

The Settlement Departments in Madras, the North-Western Provinces, Oudh, Burma, and the Punjab. The Revenue Survey Departments in Bengal, Madras, and Bombay. The establishments of the Inam Commissioners of Madras and Bombay. The Alienation Settlement Department in Bombay. The Malabar Escheat Establishment, Madras.

(*b*) Elsewhere (and in those Provinces also, except in the Regular Departments), Settlement and Survey work is Temporary Service, and does not count. But if service in the Settlement Department in any Province, and the Survey of India is followed, without interruption, by qualifying Service, it qualifies.

416. Deputy Collectors and similar Gazetted officers, when not especially employed for temporary work, are not affected by the preceding Article, as they count service independently of the particular department to which they happen for the time to be attached.

## Exceptions.

417. A Medical officer in charge of a Government vessel may count his service afloat, if he is transferred, without interruption of his service, to the Civil Medical Service.

418. A claim by an officer of the Public Works Department whose pay was charged to "Works," before the issue of the Circular Order in the Public Works Department, No. 6 of 1862, but whose employment was really permanent, will, if the sanction to his entertainment was regular, be specially considered by the Government of India.

419. If the Collector of Customs in Calcutta, in transferring an officer from the Extra or Contingent List of the Calcutta Customs Preventive Service, declares that the transfer is made on the ground of good service rendered, the service of the transferred officer on the Extra or Contingent List qualifies.

## Section IV.—Third Condition.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| SOURCES OF REMUNERATION . . | 420 | TRUST FUNDS . . . . | 429 |
| GENERAL REVENUES . . . . | 421 | FEES AND COMMISSION . . . | 430 |
| LOCAL FUNDS . . . . . | 428 | TENURES IN LAND, ETC. . . . | 431 |


### Sources of Remuneration.

**420.** Service which satisfies the conditions prescribed in Sections II and III qualifies, or does not qualify, according to the source from which it is paid; with reference to this Article Service is classified as follows:—

(*a*) Paid from *General Revenues*.

(*b*) Paid from *Local Funds*.

(*c*) Paid from Funds in respect to which the Government holds the position of Trustee.

(*d*) Paid by Fees levied by law, or under the authority of the Government, or by Commission.

(*e*) Paid by the Grant, in accordance with Law or Custom, of a tenure in land, or of any source of income, or right to collect money.

### General Revenues.

**421.** Service paid from the *General Revenues* qualifies. The fact that arrangements are made for the recovery, on the part of the Government, of the whole, or part, of the cost of an establishment or officer, does not affect the operation of this principle: Provided that the establishment or officer is appointed, controlled, and paid by the Government.

NOTE.—[In making arrangements for the recovery of cost of establishments, it should not be forgotten that Government has to bear not only the immediate cost but also that of leave allowances and pensions—(*See Article 854*).]

*Examples.*

(*a*) The Shipping Master and Deputy Shipping Master, and their establishments at Bombay and the Deputy Shipping Master in Calcutta, the cost of which offices is provided for by shipping fees.

(*b*) The establishment of the Hughli College and Collegiate Schools, while the cost thereof was borne by the Mohsin Trust Fund, and also that of the Elphinstone College and High School and some other Government Medical and Educational Institutions in Bombay, a portion of the cost of which is recovered from private endowments.

(*c*) Master and Assistant Masters in schools established in Bombay on the old system (converse to the Grant-in-aid system) whose pay was met in part by local contributions. The pension in this case is reckoned only on the share of pay paid by Government.

(*d*) The establishment of the Sehor (Bhupal) School, the expense of which is paid in part by local subscriptions.

(*e*) Certain Customs establishments in Bombay, the cost of which is paid for by private companies.

(*f*) When Police officers are entertained at the cost of individuals and corporate bodies, an additional charge of one-sixth of the pay of officers whose pay is not less than ₹100 a month, and of one-twelfth of the pay of others, must be defrayed by the persons for whose benefit the officers are employed: Provided always that the additional charge shall not be made when such officers do

not belong to the regular Police, but are only temporarily engaged, their service not counting for pension; or when the pay of the officers is a charge upon the *General Revenues*. [*See* Article 542 (*b*).]

(*g*) An Establishment of the Accountant General of the High Court at Bombay whose pay is provided for by a three per cent. commission on invested funds in charge of the Accountant General.

(*h*) The office establishment of the Health Officer of the Port of Bombay and the crew of the boat placed at the disposal of that officer, a portion of whose pay is paid by the Bombay Port Trust.

(*i*) The cost of certain additions to Government establishments in the Bombay Presidency, *e.g.*, the Accountant General, Commissioners, Surgeon-General, Bombay, Deputy Surgeon-General in Sindh, Inspectors of Schools, etc., the cost of which is met from the General (Provincial) Revenues which are recouped by recoveries from the several Local Funds concerned.

**422.** The service of members of Office establishments in the Railway Police in Bombay, who are wholly paid by the Railway Companies, qualifies.

**423.** The service of Process-servers (or Naib Nazirs who were paid from the same source as Process-servers), before the Court Fees Act, 1870, was passed, qualifies as follows:—

(*a*) In *Bengal*—Service paid from the Fund formed under Act V of 1863, Bengal Council.

(*b*) In the *North-Western Provinces*—

(i) Service under the Civil Courts after 31st December 1863.

(ii) Service under the Revenue Courts after 31st December 1865.

(*c*) In *Oudh*, the *Central Provinces*, and *Burma*—All service.

(*d*) In the *Punjab*—Service after 14th March 1859.

(*e*) In *Bombay*—Service paid from the Amins' Fee Fund.

(*f*) In *Berar*—Service paid from the Process-servers' or Talabana Fund.

NOTE.—[In Madras, the service of Process-servers, before their appointment under the Court Fees Act, 1870, did not qualify.]

**424.** The service of a Teacher appointed before the 29th January 1876 to a District or Anglo-Vernacular School in the Central Provinces, who is paid, wholly or partly, by the contributions of Municipalities or local subscriptions, qualifies. The service of a Teacher appointed, on or after the 29th January 1876, to the Zilla School at Kampti, although paid wholly from the *General Revenues*, does not qualify.

**425.** The service of the officers of the Bengal Secretariat Press, who, before August 1868, were paid partly from savings by the reduction of the copying staff of the Secretariat and partly from subscriptions to the *Calcutta Gazette*, qualifies.

**426.** Pensions for service paid, wholly or partly, from the Revenues of Berar, are charged to that Province wholly, or according to the *Rule of Proportions*, as the case may be.

NOTE.—[Pensions granted to officers and men of the Hyderabad Contingent under Military Rules are charged to the revenues of Berar by the same Rules.]

Note 2 - Insert S.D. 106

**427.** (*a*) In the case of officers who, having no status in the service of the British Government, apart from their particular employment in Mysore, were employed in Mysore and transferred to the British service proper before 1st October 1882, the pensions granted are charged according to the *Rule of Proportions*.

(*b*) Pensions for service in Mysore prior to 1st October 1882 of officers who had a status in the service of the British Government, apart from their particular employment in Mysore, are paid wholly from British Revenues.

### Local Funds.

**428.** Service paid from a *Local Fund* qualifies, or does not qualify, according to the rules laid down in Chapter XXXVIII (Service under Local Funds).

### Trust Funds.

**429.** Service paid from Funds which Government holds only as a Trustee, such as under a Court of Wards or in an Attached Estate, does not qualify.

### Fees and Commission.

**430.** (*a*) Service in an office paid only by fees, whether levied by law or under the authority of Government, or by a commission, does not qualify.

(*b*) Service in an office paid by fees or by commission, in addition to pay from the *General Revenues*, qualifies.

1. Service as Administrator General, or as Official Assignee, does not qualify, even though (as in the case of the Administrator General at Madras and Bombay) the income from fees or commission is supplemented by *pay* from the General Revenues.

2. Sheriffs (Nazirs) on the establishments of Civil or Revenue Courts, who were paid wholly or partly by fees, are entitled to pension, unless the establishment on which they have served is excluded by Article 398.

3. Service as a Thugyi (local collector of revenue paid by commission) in Lower Burma qualifies, but this concession does not extend to Upper Burma,—*vide* Rule 2 under Article 382.

### Tenures in Land, etc.

**431.** Service paid by the grant, in accordance with law or custom, of a tenure in land, or of any other source of income, or right to collect money, does not qualify.

**432.** As an exception to the preceding Article, Watandars (hereditary District Officers) and their deputies in the Kaira Collectorate and in the following talukas of the Panch Mahals, namely:—Godhra, Kálol and Dohad, and the Petás of Hálol and Jhalod, if transferred to qualifying service, count their previous service.

## Section V.—Distinction between Superior and Inferior Service.


| | Article | | Article |
|---|---|---|---|
| Qualifying Service | 433 | Service partly Inferior and partly Superior | 436 |
| Inferior Service | 434 | Exceptional Cases | 438 |
| Superior Service | 435 | | |


### Qualifying Service.

**433.** Qualifying service is divided into Superior and Inferior.

## Inferior Service.

**434.** Service on pay not exceeding ₹10, and service in the following capacities, or in any office which has been graded as Inferior by the rule or practice of the Local Government, is Inferior service :—

Artificers, other than those specified in Article 435, Handicraftsmen, and Labourers.
Bázárs : Cháudharies of —.
Daftaries and Muchies ; but service as "Daftari" on ₹20 a month in the Baroda Residency between 1855 and 1873 counts as Superior.
Dockyard and Military Artificers not specially provided for in Article 529.
Forest Guards.
Maistries in the Public Works Department on pay less than ₹25.
Menial and Inferior servants of all sorts.
Messengers, Orderlies, and Peons, and their petty officers.
Money-testers (Potadars).
Pressmen (including Machine Pressmen) and Distributors in Printing and Lithographic establishments.
Priests and other officers employed to administer oaths.
Sarkárs—except Counting Sarkárs in the Stamp Office, Calcutta.
Seamen and Boatmen.
Shroffs whose pay does not exceed ₹15, except in Madras.
Stud Department : Cultivators in the —.
Stipendiary Village Accountants (including those paid according to Wingate's scale), Bombay, whose offices are not hereditary.
Turnkeys.
Weighmen in the Mints whose pay does not exceed ₹15.

NOTE.—[Sirdars and Lascars of the Ordnance Department, Bengal, are eligible for pensions under the Rules of the Military Department, which apply to non-combatants and Regimental followers on the permanent establishment of British and Native Regiments.]

## Superior Service.

**435.** All other service is Superior service. The service of the following officers is Superior if their pay exceeds ₹10 :—

Army Remount Department : Salutries in the —.
Artificers in the Mathematical Instrument Department of the Office of the Surveyor General of India.
Bailiffs.
Bázárs : Kotwáls of —.

NOTE.—[On 14th December 1869 the following was declared to be the establishment of Kotwáls of Bázárs in Bombay. Officers who, on that date, filled these posts may be classed with Superior servants retrospectively in respect of service as Kotwál or as Cháudhari of any of the Bázárs enumerated :—

Poona (two), Belgáum, Disá, Mhow, Nasirábád, Aden, Maligáum, Assírghur, Nimach, Ahmadábad, Ahmadnagar, Sholápur, Hyderábád, Jacobábád.]

Bookbinders whose professional occupation is bookbinding and who are not mere Daftaries.
Catamaran Maistries at Madras.
Commissariat Inspectors.
Compounders.
Divers.
Duffadars in the Thagi and Dakaiti Department drawing ₹15 and ₹20 a month from the date of the new organisation, *viz.*, the 5th September 1887.
Goungs : Bázár and Cattle-Market Goungs in Burma.
Gunpowder Manufactory of Madras : Workmen employed in the — before the 28th January 1871, when they become permanently disabled by sickness or old age. These are admitted even if their pay does not exceed ₹10.
Gunpowder Manufactory, Poona : Fitters and Engine-drivers of the —.
Horse-breeding Operation Department : Salutries in the —.
Hospital Purveyors.

Ordinary Pensions.

Indo-European Telegraph Department: the European splicer and the three tindals drawing R35, R30, and R25 a month, respectively, in the Cable Branch of the Subordinate Establishment of the —

Jail Department: Head Warders whose pay exceeds R10.

Light-houses: Signalmen in —.

Light-keepers (native) in Burma.

Maistries in the Murramat Department under Civil Officers in the Madras Presidency, as respects service up to the year 1856.

Maistries in the Public Works Department whose pay is not less than R25.

Medical Department: Cutlers in the —.

Mint Artificers, if their occupation is injurious to health.

Potadárs in Berar whose designation was, under the order of the Government of India, in the Finance Department, No. 911, dated 31st May 1880, changed into Treasury Karkuns.

Printing Establishments: Workmen employed in — except those whose work is purely mechanical, such as Distributors and Pressmen: but Press-servants admitted under Article 414 count service as Superior for those months only in which their earnings exceed R10.

NOTE.—[Under-warehousemen in the Government Press, Madras, and Impositors are Superior servants.]

Quartermasters, Tindals, Dockyard Tindals, Serangs, Dockyard Serangs, Marine Engine-drivers, Seacunnies and Stoker Tindals, Gunners, Gunners' Mates, Carpenters, Carpenters' Mates, and Pursers' Stewards, employed in the Bombay Marine.

NOTE.—Crews of Indian Government vessels in all ratings entertained after the 21st August 1883 are not entitled to any pension.

Sarkárs: Counting — in the Stamp Office, Calcutta.

Section-writers admitted under Article 414 in those months only in which their earnings exceed R10.

Shroffs whose pay exceeds R15; also all Shroffs in Madras, and those in Bombay who were really Clerks, and those whose designation was, under the order of the Secretary of State, No. 1, dated 22nd October 1858, changed into Karkuns.

Stud-breeding Establishment: Zilladárs in the North-West —.

Taxidermist in the Indian Museum.

Telegraph Department: Artificers, Assistant Artificers, Mounted Artificers, and Linemen in the —. The service of a Lineman is Superior even if his pay does not exceed R10.

Tide-waiter or Kanikapillai in the Customs Department, Madras.

Tomandárs and Náib Tomandárs of the Thagi and Dakaiti Department.

Transport Department: Salutries in the — on receipt of pay at the rate of R30 a month.

Vaccinators, including, in the Madras Presidency and in the North-Western Provinces and Oudh, those whose pay is R10.

Victualling Gomastahs.

Weighmen in the Mints whose pay exceeds R15.

## Service partly Inferior and partly Superior.

**436.** An officer whose service has been for some time Inferior and for some time Superior, may either count the whole as Inferior towards pension on the Inferior scale, or the Superior portion only towards pension on the Superior scale. A gratuity on the Superior scale under this Article is calculated upon the emoluments which the officer drew when last in Superior service. A gratuity on the Inferior scale is calculated upon the pay (whether on the Superior or Inferior scale) which he drew immediately before his retirement. If an officer has been reduced from the Superior to the Inferior class for misconduct, he cannot have the benefit of this Article without the special permission of the *Local Government*.

**437.** The claims of an officer, promoted from an Inferior to a Superior grade as a reward for meritorious service, will be specially considered by the Government of India. This rule is to be strictly interpreted, and a claim under it can be founded only on exceptional promotion made out of the ordinary course.

*Article 435.*

*Substitute the following for the note under the entry beg ning with* "Quarter Masters" *in this Article :—*

NOTE.—[Crews of Royal Indian Marine ve-sels in all ratings entertained after the 21st A 1883 are not entitled to any pension.]—(8) (Financial Department No. 2082, dated 18th May 1892.)

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**No. 47.**

*Page 112.*

*Article 436.*

*Insert the following proviso after the word* "service" *in the 13th line of this article :—*

; provided that the total gratuity or gratuity *plus* pension granted under this clause shall not exceed what would have been admissible, if the whole service had been superior. **(47.)** **(Financial Department No. 4950P, dated 12th December 1892.)**

*Article 436.*

*Substitute the following for Article 436 :—*

**436.** An officer whose service has been for some time Inferior and for some time Superior, may either count—

(*a*) the whole as Inferior towards pension or gratuity on the Inferior scale, or

(*b*) the Superior portion towards pension or gratuity on the Superior scale, and the Inferior portion towards gratuity on the Inferior scale.

Under (*a*) the pension or gratuity is calculated on the pay (whether in Superior or Inferior service) which the officer drew immediately before his retirement.

Under (*b*) the pension or gratuity on the Superior scale is calculated upon the average emoluments or emoluments respectively which the officer drew when last in Superior service, and the gratuity on the Inferior scale upon the pay which he drew when last in Inferior service.

If an officer has been reduced from the Superior to the Inferior class for misconduct, he cannot have the benefit of this article without the special permission of the Local Government. (22) (Financial Department No. 2751, dated 1st July 1892.)

## *Article 441.*

Has effect from 17 April 1933

*Strike out clause (5) and rules 1 and 2 of this article.*

*Insert the following as a new article :—*

**441A.** Subject to the restriction specified against the first three sets of offices, an incumbent of one of the offices enumerated below, appointed on account of professional or other special qualifications, whose whole pensionable service has been passed in one or other of such offices, shall, if appointed at an age exceeding 25, be entitled to reckon as service qualifying for superannuation pension (but not for any other class of pension) the number of completed years by which his age may, at the time of appointment, have exceeded 25 years, subject to the proviso that five years shall be the maximum period which can be so added.

1. Deputy Legal Remembrancership, Bengal.
2. Presidency Magistracy.
3. Judgeship of the Small Cause Court at a Presidency Town (other than the Chief Judgeship) and at Rangoon. } When held by a Barrister, Advocate, Solicitor, or Vakil.

NOTE.—[Mr. G. C. Kilby, the present incumbent of the appointment of Deputy Legal Remembrancer, Bengal, is entitled to the concession in Article 441, if he retires on a pension other than a superannuation pension.]

4. The office of Astronomer at Madras.
5. The office of Director of the Colaba Observatory—(87.)

### Exceptional Cases.

438. If an officer holds two or more offices, each of which is Inferior by reason of its pay not exceeding ₹10, he cannot count service as Superior, on the ground that his aggregate pay exceeds ₹10, unless the offices were arranged and their pay determined with the intention that they should be held by one individual.

439. The service of a postman or village postman, whatever his pay, is Superior service, provided he has served as postman or village postman for five years with approval.

440. (*a*) When the regular duties of an officer whose pay exceeds ₹10, but who bears an inferior designation, are really such as are ordinarily performed by a Superior servant, his claim to pension should be specially referred to the Government of India.

NOTE.—[It is not intended by this Article that an Inferior servant should count service as Superior in virtue of his voluntarily assisting in Superior work. It provides for the case of a person who is *engaged under due authority to do Superior work*, though with an Inferior designation.]

(*b*) On the other hand, an officer whose real duties are those of an Inferior servant, even though his pay exceeds ₹10, is not entitled to pension on the Superior scale merely because he draws pay under a Superior designation:

*Examples.*—Accountants in the North-Western Provinces who served under the designation of "Potadárs." A Lithographic Pressman designated as a Copying Clerk.

## Chapter XVII.—Rules for Reckoning Service.

### Section I.—Special Additions.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| SPECIAL APPOINTMENTS . . . | 441 | MADRAS FAMINE DUTY . . . | 443 |
| GARRISON OF LUCKNOW . . . | 442 | MILITARY DUTY . . . . | 444 |


### Special Appointments.

441. For the purpose of calculating the amount of pension ordinarily admissible to an officer, not being a Native of Asia, whose qualifying service began after twenty-five years of age, and whose service for which pension is claimed amounts to not less than ten years and has been passed wholly in one or other of the following offices, three years shall be added to the qualifying service:

(1) Directors of Public Instruction.
(2) Inspectors of Schools.
(3) Principals and Professors of Colleges.
(4) Head-masters of Colleges and High Schools.

(5) *Barristers* serving in offices, other than those mentioned in Chapter XXIV, to which the Local Government has, with the consent of the Government of India, declared it to be necessary to appoint Barristers.

1. The only office concerning which this declaration has been made is that of Deputy Superintendent and Remembrancer of Legal Affairs, Bengal.

2. No officer is entitled to any special privilege under this Article by reason of his being a *Barrister* unless on first appointment to the Public Service he is appointed to a *Barrister* appointment (see Article 603).

## Garrison of Lucknow.

**442.** Officers subject to this part of the Regulations who served in the Garrison of Lucknow during the siege in 1857, count one year's additional service.

## Madras Famine Duty.

**443.** A period not exceeding one year of pensionable service is added to the service of any specially deserving officer who, during employment on Famine duty in Madras in 1877-78, received no extra allowance for such duty, and whose total salary during such duty did not exceed R600 a month.

## Military Duty.

**444.** An officer who was employed under the Military Department in Afghanistan, and who was obliged to take furlough or leave in or out of India in consequence of illness contracted on service, is entitled to reckon as pensionable service the period of his furlough, to the extent of his employment under the Military Department, but not exceeding a maximum of one year: Provided always that no application for this concession shall be entertained unless the sickness was such as to render the absence of the officer on medical certificate immediately necessary.

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## Section II.—Periods of Leave.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| SUPERIOR SERVICE . . . . | 445 | DEPUTATION OUT OF INDIA . . | 452 |
| SPECIAL PRIVILEGES UNDER OLD RULES | 450 | RECALL TO DUTY . . . . | 454 |
| INFERIOR SERVICE . . . | 455 | | |

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## Superior Service.

**445.** (*a*) Time passed on leave in India other than Privilege or Subsidiary leave does not count as Superior Service. Time passed on leave subsidiary to leave on medical certificate by an officer subject to the Indian Service Leave Rules, who has twice before had leave on medical certificate out of India, does not count.

*Page 115.*

*Article 445A.*

*Add the following as Note 2 to this Article, the present note being numbered 1 :—*

2. For the purposes of this article, Ceylon is *not* held to be "out of India". (38.) (*Diary No. 7261 of 1892.*)

*Article 446.*

*In the first line of this article for the word* "Furlough" *substitute* "leave with allowances".

*In the heading for the words* "*He counts as service furlough*" *substitute* "*He counts as service leave with allowances*". (79.)

*Omit the words* "except Aden" *in the third line of this article.* (96.)

(*b*) This Article applies to leave on medical certificate taken even before 1856, notwithstanding that such leave was reckoned as service under the Rules in Appendix No. 5.

**445A.** Time passed on leave with allowances out of India counts as service as follows :—

| *If the total service of the officer is not less than—* | *He counts as service a period not exceeding—* |
|---|---|
| 15 years . . . . . | 1 year. |
| 25 years . . . . . | 2 years. |

NOTE.—[Total service in this Article means total service reckoning from the date of commencement of service qualifying for pension and includes periods of leave.]

**446.** But the officers noted below count Furlough as service as follows :—

| *If the total service of the officer is not less than—* | *He counts as service furlough to the extent of—* |
|---|---|
| 20 years . . . . . | 2 years. |
| 25 „ . . . . . | 3 „ |
| 30 „ . . . . . | 4 „ |
| 35 „ . . . . . | 5 „ |

If the officer's total service is not less than fifteen years, he counts as service a period not exceeding one year spent on leave with allowances out of India.

(*a*) Graded officers of the Geological Survey Department.

(*b*) Officers of the Forest Department specially trained in Europe under regulations made by the Secretary of State or who have been specially admitted to the benefit of this Article.

NOTE.—[Total service in this Article means total service reckoning from the date of commencement of service qualifying for pension and includes periods of leave.]

**447.** Time passed on leave by the following officers during recess on half pay, or in the case of the Revenue Survey Department, on less than half pay or without pay, provided the officers return to duty when required by their superior officers, counts :—

| | |
|---|---|
| Native Surveyors . . . . . | Survey of India. |
| Lower Subordinates . . . . . | Forest Survey. |
| Forest Subordinates . . . . . | Kumaon and Garhwal. |

**448.** Time passed on leave obtained to be present at an examination which must be passed before an officer is eligible for higher subordinate appointments, such as Deputy Magistracies, counts (*See Article 317 of Part III.*)

**449.** Subordinates in Government employ passing through a course of instruction in the Normal and Agricultural Schools at Madras and Bombay count the time so spent as service towards pension, notwithstanding that, while receiving instruction in the schools referred to, they are treated as absent from their appointments on leave without allowances.

## Special Privileges under Old Rules.

**450.** (*a*) An officer appointed before the 8th June 1863 may, at the discretion of the *Local Government*, be allowed to count service for Invalid pension

according to the Rules contained in Appendix No. 5 : Provided that he has not at any time availed himself of any advantages under the Leave Rules which came into force on the 8th June 1863.

(*b*) This proviso does not give an officer the option of the Leave Rules which were in force before the 8th June 1863. Whatever leave he requires must be taken under the Rules in force when it is granted; but if he desires to retain the benefit of counting service for pension in accordance with the Rules contained in Appendix No. 5, he must abstain from availing himself of so much of the advantages of the Rules under which leave is granted to him as may be in excess of what he could have claimed under the Rules in force before the 8th June 1863.

(*c*) The concession herein granted applies only to counting service for pension; the *amount* of the pension must be calculated in accordance with Chapter XIX, Articles 518 to 523.

**451.** Native Judges who were serving as Judges on the 29th October 1866, and who were entitled to exceptional advantages under the Rules in Appendix No. 5, may count service for one-third and one-half pension in accordance with the Rules in Appendix No. 5.

## Deputation out of India.

**452.** When an officer is deputed out of India on duty, the whole period of his absence from India counts. When an officer on leave out of India is detained on duty, the period of such detention counts.

**453.** When on the recommendation of the Government of India, an officer of the Public Works Department on furlough in Europe is employed in England by the Secretary of State on the inspection of Stores for India, the period of such employment counts.

## Recall to Duty.

**454.** Time spent on the voyage to India by an officer who is recalled to duty before the expiry of any recognised leave, and (if, within a year from the date on which he can be spared, the officer takes the unexpired portion of the leave from which he was recalled), the time spent on the return voyage to Europe counts.

## Inferior Service.

**455.** An Inferior servant counts periods of authorised leave.

**456.** Leave granted by competent authority not exceeding in amount that admissible under the Leave Rules (Part III) is "authorised."

**457.** Leave without allowances may count if the whole amount of leave taken with or without allowances does not exceed what might be given with allowances under the Leave Rules referred to in the preceding Article.

## Section III.—Suspensions, Resignations, Breaks, and Deficiencies in Service.

| | ARTICLE | | ARTICLE |
|---|---|---|---|
| PERIODS OF SUSPENSION . . | 458 | INTERRUPTIONS . . . . . | 463 |
| RESIGNATIONS AND DISMISSALS . | 460 | CONDONATION OF INTERRUPTIONS AND DEFICIENCIES . . . . . | 465 |

### Periods of Suspension.

**458.** (*a*) Time passed under suspension pending enquiry into conduct counts, if the suspension is immediately followed by reinstatement.

(*b*) Time passed under suspension adjudged as a specific penalty does not count.

**459.** If an officer, who has been suspended, pending enquiry into his conduct, is reinstated, but with forfeiture of any part of his allowances for the period of suspension, this period does not count, unless the authority who reinstates the officer expressly declares at the time that the period shall count.

### Resignations and Dismissals.

**460.** (*a*) Resignation of the public service, or removal from it for misconduct, insolvency, inefficiency, or failure to pass a prescribed examination, entails forfeiture of past service.

(*b*) Resignation of an appointment to take up another appointment, service in which counts, is not held to be a resignation of the public service.

**461.** Any authority who, on revision or appeal, reverses an order dismissing an officer, may declare that the past service of the reinstated officer counts.

**462.** An officer who resigned the public service before the 8th June 1863, if he was a Superior servant, or before 1st September 1871, if he was an Inferior servant, and was reappointed to the public service within twelve months from his resignation, counts his service rendered before resignation. This Article only applies to one resignation.

### Interruptions.

**463.** An interruption in the service of an officer entails forfeiture of his past service, except in the following cases:—

(*a*) Authorised leave of absence.

(*b*) Unauthorised absence in continuation of authorised leave of absence, so long as the office of the absentee is not substantively filled; if his office is substantively filled the past service of the absentee is forfeited: Provided that, if the absentee is subsequently reinstated, the Authority

whose duty it is to make the appointment, within three months, or the *Local Government*, within one year, from the end of the authorised leave of absence, may declare, in an order to be communicated to the *Audit Officer*, that his previous service, or any part of it, shall not be forfeited.

(*c*) Suspension immediately followed by reinstatement, which need not be to the same office.

(*d*) Abolition of office or loss of appointment owing to reduction of establishment.

(*e*) Transfer to non-qualifying service in an establishment under Government control. The transfer must be made by competent authority; an officer who voluntarily resigns qualifying service cannot claim the benefit of this exception. Transfer to a Grant-in-aid school entails forfeiture. (*But See Example* (c) *of Article 421.*)

(*f*) Transfer to service on the Household establishment of the Viceroy.

(*g*) Loss of appointment owing to the Mutiny, provided that the officer affected cleared his character, and was reappointed as soon as a suitable vacancy was found for him.

(*h*) Time occupied in transit from one appointment to another, provided that the officer is transferred under the orders of competent authority, or, if he is a non-gazetted officer, with the consent of the Head of his old office.

**464.** The *Local Government* may commute retrospectively periods of absence without leave into leave without allowances.

## Condonation of Interruptions and Deficiencies.

**465.** Upon such conditions as it may think fit, in each case, to impose—

(i) The Government of India may condone all interruptions in service not exceeding twelve months in all; and the *Local Government* may condone all interruptions not exceeding three months in all.

(ii) If the proposed pension does not exceed fifty rupees a month, the Government of India may condone interruptions in service, whatever their duration: and the *Local Government* may exercise the same power if the pension is a provincial charge; otherwise it may condone interruptions not exceeding twelve months in all.

**465A.** (*1*) Upon any conditions which it may think fit to impose, the Government of India, or, if the pension be a Provincial charge, the Local Government, may, in all cases, condone a deficiency of three months, in qualifying service. If the pension is an Imperial charge, the Local Government may not condone a deficiency of more than one month.

(*2*) (*a*) If, besides his qualifying service, an officer has rendered service (actual) paid from the General Revenues, but not counting for pension,

or, if an officer claiming a pension for Superior service, has also rendered Inferior service,

the Government of India, or, if the pension be a Provincial charge, the Local Government, may condone a deficiency in the officer's qualifying service not exceeding half his non-qualifying, or, as the case may be, Inferior service, and, also, not exceeding twelve months in all.

(*b*) If the pension is an Imperial charge, the Local Government may, in these cases, condone a deficiency not exceeding one-fourth the officer's non-qualifying, or, as the case may be, Inferior service, and, also, not exceeding three months.

NOTE.—[The two clauses of this Section are alternative and not cumulative.]

# Chapter XVIII.—Conditions of Grant of Pension.

## Section I.—Classification of Pensions.

| | ARTICLE | | ARTICLE |
|---|---|---|---|
| SUPERIOR SERVICE . . . . | 466 | INFERIOR SERVICE . . . | 467 |

### Superior Service.

466. *Pensions* for "Superior Service" are divided into four classes, the Rules for which are prescribed in the following Sections of this Chapter:—

(*a*) Compensation Pensions (see Section ii).
(*b*) Invalid Pensions (see Section iii).
(*c*) Superannuation Pensions (see Section iv).
(*d*) Retiring Pensions (see Section v).

### Inferior Service.

467. *Pensions* for "Inferior Service" are regulated by Chapter XIX Articles 524 to 529.

## Section II.—Compensation Pension.

| | ARTICLE | | ARTICLE |
|---|---|---|---|
| EXPLANATION . . . . | 468 | SPECIAL CASES . . . . | 476 |
| SELECTION FOR DISCHARGE . . | 470 | NOTICE OF DISCHARGE . . . | 478 |
| DISCHARGE OF INEFFICIENT OFFICER | 471 | OFFER OF RE-EMPLOYMENT . . | 480 |
| RESTRICTIONS . . . . | 472 | ACCEPTANCE OF NEW APPOINTMENT . | 483 |

### Explanation.

468. A Compensation *Pension* is awarded to an officer discharged (1) from the public service because, on a reduction of establishment, his appointment is abolished and other suitable employment cannot be found for him. An appointment, the pay of which is reduced as part of a general scheme of revision, is abolished within the meaning of this Article. But in such case it may sometimes be cheaper to grant a personal allowance than a *pension*.

NOTE (1)—["You report the case of an Overseer of eight years' service, whose pay was R20 a month and who, upon the abolition of his appointment, was offered an acting Overseership on R15 a month, with a probable prospect of recovering his former position after a time.

"The Overseer refused this offer and claimed a compensation gratuity, which you declined to grant. In the absence of any express Rules to guide you, you now enquire whether this procedure was proper.

"The Governor General in Council considers that your action was quite right, and that a public servant of such a class is not entitled to claim a Compensation pension or gratuity as of right merely because his emoluments may be somewhat reduced for a time. A Compensation pension is designed to mitigate hardship caused by loss of office; and a working man who refuses to accept suitable employment, even accompanied with some temporary loss of pay, clearly does not need compensation."—(*Letter to Director General of the Post Office of India, No. 2684, dated 10th September 1879.*)]

**469.** To pension an officer still capable of useful service is a waste of public money; before a *pension* is granted to such an officer discharged on abolition of appointment, it must be carefully considered whether he cannot be otherwise provided for. The Head of a Department, in forwarding an application for Compensation pension, should invariably state for what reasons it has been found impossible to provide suitable employment for the applicant; and in the quarterly statements furnished by Local Governments of such pensions, it should be stated in each case that it has been found, after careful enquiry, impossible to provide for the officer elsewhere.

## Selection for Discharge.

**470.** Whenever, upon the reduction of an establishment, it is necessary to discharge one or more members thereof, the selection of the officers to be discharged should *primâ facie* be so made that the least charge for Compensation pension will be incurred.

## Discharge of Inefficient Officer.

**471.** The discharge of one officer to make room for another better qualified is not the abolition of an appointment within the meaning of Article 468; the abolition must produce a real saving to Government. Particulars of the saving effected should be fully set forth in every application for Compensation *pension*. The saving should always exceed the cost of the *pension*; otherwise it may perhaps be better to postpone the reduction of establishment or abolition of appointment. (*See orders printed as Appendix No. 6.*)

NOTE.—The relaxation of the condition laid down in this Article requires the sanction of the Government of India.

## Restrictions.

**472.** A Deputy Collector, Munsif, or similar officer who belongs to the public service, apart from his particular local appointment, cannot obtain a compensation *pension* on the abolition of a particular appointment.

**473.** No *pension* is admissible to an officer for the loss of an appointment on discharge after the completion of a specified term of service.

**474.** No *pension* may be awarded for the loss of a *Local Allowance.*

**475.** Schoolmasters or other Government officers who, in addition to their other duties, are employed as Postmasters, or in any other capacity in the Post Office Department, are not entitled to Compensation *pension* on being relieved of such duties.

## Special Cases.

476. If it is necessary to discharge an officer in consequence of a change in the nature of the duties of his office, the case should be referred to the Government of India.

477. If of two appointments held by one officer, one is abolished and the other retained, the case should be specially submitted to the Government of India.

## Notice of Discharge.

478. Reasonable notice should be given to an officer in permanent employ before his services are dispensed with on the abolition of his office. If, in any case, such notice is not given at least three months before dispensing with the officer's services, and he shall not have been provided with some other employment on the date on which his services are dispensed with, then, with the sanction on the *Local Government*, a gratuity not exceeding his emoluments for the period by which the notice actually given to him falls short of three months, may be paid to him, in addition to the *pension* to which he may be entitled under Articles 518 to 523, but the *pension* shall not be payable for the period in respect of which he receives full pay in lieu of notice. The responsible officer will, however, be required to explain any neglect on his part which may give rise to expenditure for such a gratuity.

1. The gratuity prescribed in this Article is not granted as compensation for loss of employment, but only in lieu of notice of discharge, with a view to mitigate the hardship caused to an officer by the sudden loss of employment. When, therefore, an officer discharged without notice is provided with some other employmemt on the date on which his services are dispensed with, whether that employment be in qualifying or non-qualifying service, he is not entitled to any gratuity.

2. Unless it contains an express statement to the contrary, an order for the abolition of an office or appointment shall not be brought into operation till the expiry of three months after notice has been given to the officers whose services are to be dispensed with on such abolition. The immediate Head of the Office or of the Department will be held responsible that there is no unnecessary delay in giving such notice.

NOTE.—["I would draw your attention to the necessity of securing that officers whom it may be decided to remove from the service for any cause, shall in future receive timely *official* notice that their services are to be dispensed with." (*Paragraph 4 of Secretary of State's Despatch No. 59, Financial, dated 13th March 1884.*)

479. The abolition of the appointment of an officer absent on leave out of India should be immediately communicated to the Secretary of State. (*See Article 248 of Part III.*)

## Offer of Re-employment.

480. An officer discharged with a Compensation *pension* may not, without surrendering his *pension*, refuse to accept any appointment which the Local Government thinks fit, within six months from the date of his discharge, to offer to him. The salary of such new appointment must not, however, be less than enough to raise his total receipts, under the operation of Article 569, to the amount which he received as salary immediately before his discharge, nor should the new appointment be such as the officer cannot reasonably and equitably be expected to accept.

**481.** The rule in Articles 565 to 568, requiring the refund of a Compensation gratuity on re-employment, applies to a gratuity awarded under Article 478, if the officer is permanently re-employed within three months from the date of notice. But the officer need not refund that proportion of his gratuity under this Rule which the interval of his non-employment bears to the whole period for which the gratuity is given. If the officer is re-employed only temporarily, he need refund no part of his gratuity; but if such temporary employment is foreseen, the gratuity should be proportionately reduced.

**482.** Article 480 applies also to the case of an officer entitled to Compensation *pension* who, upon the abolition of his own appointment, is transferred by competent authority to another appointment. To such an officer a Compensation pension may be simultaneously awarded, subject always to the limitation prescribed by Article 569.

## Acceptance of new Appointment.

**483.** If an officer who is entitled to Compensation pension accepts instead another appointment in the Public Service, and subsequently becomes again entitled to receive a pension of any class, the amount of such pension shall not be less than he could have claimed if he had not accepted the appointment.

**484.** An officer employed in the Risálá of the Rája of Satára, who, on the disbandment of that Force in 1850-52, was transferred to the service of the British Government, is entitled, on his discharge from this service, to a minimum pension equal to his last pay in the Risála multiplied by a fraction, the denominator of which is twenty-five, and the numerator the number of completed years of his service in the Risálá.

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## Section III.—Invalid Pension.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| CONDITIONS OF GRANT . . . . | 485 | SIGNALLERS IN THE TELEGRAPH DEPARTMENT . . . . . | 492 |
| RULES REGARDING MEDICAL CERTIFICATES | 486 | SPECIAL PRECAUTIONS IN THE POLICE | 493 |
| FORM OF MEDICAL CERTIFICATE IN ENGLAND . . . . . | 489 | RESTRICTIONS . . . . . | 496 |
| FORM OF MEDICAL CERTIFICATE IN INDIA . . . . . | 491 | APPLICANT TO BE DISCHARGED . . | 499 |


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## Conditions of Grant.

**485.** An Invalid *pension* is awarded, on his retirement from the public service, to an officer who by bodily or mental infirmity is permanently incapacitated—

(i) for the public service, or

(ii) for the particular branch of it to which he belongs.

## Rules regarding Medical Certificates.

**486.** If an officer applying for an Invalid *pension* is sixty years old or upwards, no certificate by a Medical Officer is necessary; it suffices for the Head of the Office to certify to the incapacity of the applicant. Otherwise, incapacity for service must be established by a medical certificate attested as follows:—

(*a*) If the officer submitting it is on leave in England;—by the Medical Board of the India Office.

(*b*) If he is serving at or near the capital town of a Province;—by the Surgeon-General or Deputy Surgeon-General of the Province, or by a Medical Committee over which the Surgeon-General or Deputy Surgeon-General should, when practicable, preside.

NOTE.—[Where, as in Burma, there is a separate officer in charge of the Civil Administration, such officer, instead of the Deputy Surgeon-General, should preside over the Medical Committee.]

(*c*) If he is an officer in Superior Service, and is serving in the interior of the country under such circumstances that, in the opinion of the *Local Government*, he can be conveniently required to appear before a Medical Invaliding Committee;—by such Committee.

(*d*) In other cases, the *Local Government* may either accept a certificate given by a single Commissioned Medical Officer or Medical Officer in charge of a civil station, or assemble a special Invaliding Committee at a convenient civil station.

(*e*) If the pension applied for exceeds ₹100 a month, a certificate by a single Medical Officer should not be accepted as sufficient, if it is possible, without undue inconvenience, to assemble an Invaliding Committee or to cause the applicant to appear before the Surgeon-General, Indian Medical Department, or the Standing Medical Committee at the Presidency.

(*f*) Except in the case of an officer on leave in England, no medical certificate of incapacity for service may be granted unless the applicant produces a letter from the head of his office or his department, to show that the latter is aware of his intention to appear before the Medical Officer.

**487.** (*a*) A succinct statement of the medical case, and of the treatment adopted, should, if possible, be appended.

(*b*) If the Examining Medical Officer, although unable to discover any specific disease in the officer, considers him incapacitated for further service by general debility while still under the age of fifty-five years, he should give detailed reasons for his opinion, and, if possible, a second medical opinion should always in such a case be obtained.

(*c*) In a case of this kind, special explanation will be expected from the head of the office or department of the grounds on which it is proposed to invalid the officer.

**488.** Medical Officers must not give a certificate that inefficiency is due to old age or natural decay from advancing years, to any officer whose age is less than fifty-five years. In the case of any officer whose age is less than fifty-five years, the cause of inefficiency must be exactly stated. (*See clauses* (*b*) *and* (*c*) *of the preceding Article.*)

## Form of Medical Certificate in England.

**489.** The form of the medical certificate given by the Medical Board attached to the India Office, respecting an officer applying for pension in England, is as follows:—

Certified that we have carefully examined A. B., of the Indian——————His age is, by his own statement,——years, and by appearance about——years. Looking at all the facts of his case and his present condition, we consider that he is so far incapacitated for further service in India that we recommend that he be permitted to retire from the service of Government on pension. So far as we are in a position to judge, *his incapacity has not been occasioned by irregular or intemperate habits.*

NOTE.—[If the incapacity is obviously the result of intemperance, substitute for the words in italics: "In our opinion his incapacity is the result of irregular or intemperate habits."]

**490.** If any doubt arises regarding the validity of a certificate by the Medical Board attached to the India Office, the *Audit Officer* must not of his own motion reject the certificate as invalid, but submit the matter for the decision of the *Local Government.*

## Form of Medical Certificate in India.

**491.** (*a*) The form of the certificate to be given respecting an officer applying for pension in India is as follows:—

Certified that I (we) have carefully examined A. B., son of C. D., a——————in the——————
His age is, by his own statement,——years, and by appearance about——years. I (we) consider, A. B., to be completely and permanently incapacitated for further service of any kind [or in the Department to which he belongs] in consequence of (*here state disease or cause*). His incapacity does not appear to me (us) to have been caused by irregular or intemperate habits.

(*If the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly, and the following addition should be made*:) I am (we are) of opinion that A. B., is fit for further service of a less laborious character than that which he has been doing [or may, after resting for——months, be fit for further service of a less laborious character than that which he has been doing.]

NOTE.—[*See* note under Article 489 which applies here also.]

(*b*) The object of the second alternative certificate (of partial incapacity) is that an officer should, if possible, be employed even on lower pay, so that the expense of pensioning him may be avoided. If there be no means of employing him even on lower pay, then he may be admitted to *pension;* but it should be considered whether, in view of his capacity for partially earning a living, it is necessary to grant to him the full *pension* admissible under Rule. The principle of Article 469 must always be carefully borne in mind.

## Signallers in the Telegraph Department.

**492.** (*a*) In the case of Signallers in the Indian and Indo-European Telegraph Department, the medical certificate prescribed by Article 491 may, if it is found after medical examination that it cannot be granted, be dispensed with in special cases when inefficiency is not the result of misconduct, and instead of it two certificates—

(i) one in form A signed by two superior officers of the Telegraph Department; and

(ii) the other in form B signed by the Director General of Telegraphs—may be substituted.

FORM A. "We certify that, after a perusal of the records of A. B.'s service, and of the report of his immediate superior during the last twelve months of his service, we are satisfied that he is permanently incapacitated for the duties of a signaller in the Telegraph Department.

FORM B. "After a careful consideration of A. B.'s case, I concur with Messrs. C. and D. in thinking that he is permanently incapacitated for the duties of a signaller in the Telegraph Department, and accordingly recommend that he may be permitted to retire on the pension or gratuity for which he may be found eligible."

(*b*) The practice enjoined in Articles 491 (*b*) and 497 of re-employing pensioners should be carefully followed as far as practicable in these cases.

(*c*) Officers permitted to retire under this Article may be granted a pension or gratuity of only four-fifths of the amount that would be admissible for a man permanently unfit for any duty.

NOTE.—[This Article applies only to men who are "Signallers," including in that term Telegraph Masters who are members of the signalling staff, when they retire.—(*Letter No. 2129, dated 24th July 1885, to the Director General of Telegraphs in India.*) ]

## Special Precautions in the Police.

**493.** District Superintendents of Police should be on their guard against endeavours to retire on Invalid pension by officers who are capable of serving longer.

**494.** Medical Officers should confine themselves to recommending leave to such policemen as are not likely to benefit by a further stay in hospital, and should not certify that a policeman is incapacitated for further service unless they are officially requested to report upon his incapacity for further service.

**495.** Medical Officers should be specially searching in their examination of the physical unfitness of every applicant for pension, and, whenever the number of applicants for pension is large, the examination should, if possible, be conducted by two Medical Officers.

## Restrictions.

**496.** An officer discharged on other grounds has no claim under Article 485, even although he can produce medical evidence of incapacity for service.

**497.** Article 469 applies, *mutatis mutandis*, in the case of an officer invalided under Clause (ii) of Article 485 as unfit for employment only in some particular branch of the public service. Every effort should be made to find for such an officer other employment suited to his particular capacity.

**498.** If the incapacity is the result of irregular or intemperate habits, no pension can be granted. Otherwise, it is for the *Local Government* to decide whether the officer's incapacity is such as to render it necessary to admit him to invalid *pension*.

## Applicant to be discharged.

**499.** An officer who has submitted under Article 486 a medical certificate of incapacity for further service, must not (except for special reasons to be reported to the Local Government) be retained in active service pending a decision on his application for pension, nor can he obtain leave of absence

except subsidiary leave preparatory to retirement. Without the further special sanction of the *Local Government*, service after the date of a medical certificate does not count for pension.

**500.** The object of the preceding Article is to discourage tentative applications; but an inferior servant (including in that term a police officer whose pay does not exceed twenty rupees) who, in the opinion of the head of his office, is fit for light work, may be retained in employment till his pension is sanctioned, provided that his place is not filled up till he retires, and that his service counts only to the date of his medical certificate.

**501.** Article 499 refers only to the retention in *active* service of an officer who has furnished a medical certificate in support of an application for invalid pension or gratuity while in India. The retirement of an officer who is absent on leave other than privilege leave, when such certificate is submitted, may have effect from the termination of his leave, and the officer may continue to draw leave allowance to the end of his leave.

## Section IV.—Superannuation Pension.

| | Article | | Article |
|---|---|---|---|
| Explanation | 502 | Delegation of Powers | 506 |
| Survey of India | 505 | Procedure | 507 |
| Optional Retirement at Fifty-five | 508 | | |

### Explanation.

**502.** A superannuation pension is granted to an officer entitled or compelled, by Rule, to retire at a particular age.

**503.** (*a*) An officer in superior service, who has attained the age of 55 years, may be required to retire, unless the *Local Government* considers him efficient, and permits him to remain in the service. But, as the premature retirement of an efficient officer imposes a needless charge on the State, this Rule should be worked with discretion. And in cases in which the rule is enforced, a statement of the reasons for enforcing it shall be placed on record by the *Local Government* or other competent authority.

1. "I trust that the various Governments and Administrations will always be disposed to extend to this Rule a very liberal interpretation, and that the State may, in no case, be deprived of the valuable experience of really efficient Native Officers by the untimely exercise of the powers of compulsory retirement on pension."—(*Secretary of State, No. 87, dated 8th August 1872.*)

(*b*) These orders apply to all officers in superior service without reference to their nationality. If an officer is efficient after attaining the age of 55 years, his retention in the service is not barred by the accident of his being of other than purely native birth, and although the despatch of the Secretary of State mentions *Native* officers only, it has a much wider application, and should be held applicable to all officers in superior service, whether Natives or Europeans.

(c) The following rulings should be kept carefully in view in applying the rules regarding compulsory retirement :—

(1)* * "A Covenanted Civilian, or an officer of the Army in civil employ, is obliged to retire after a certain period of service, unless it is injurious to the public interest that he should do so; but an Uncovenanted officer in a superior grade, who has attained the age of fifty-five years, may be required to retire, unless the Local Government considers him efficient, and permits him to remain in the service. There is thus a clear distinction between the two classes of officers; for the former class is required, as a rule, to retire; while the latter is required, as a rule, to be retained, the result, in both cases alike, being decided by what is most expedient in the public interests.

The Government of India think it unnecessary to add to these Rules; but in the case of officers holding appointments open to the Covenanted Service, the standard of efficiency by which the retention of such officers is to be decided may reasonably be raised above the standard required in lower appointments."—(*Home Department, to Bengal, No. 524, dated 31st March 1876.*)

(2) "As some misapprehension appears to exist * * * on the subject of the Rule regarding the Compulsory Retirement of Uncovenanted officers after the age of fifty-five years, His Honour the President in Council thinks it desirable to state that not only does *Article 503 of these Regulations* not require the compulsory retirement of any efficient officer of whatever age, but that, though the *Article* authorises the Local Authorities, at their discretion, to presume that an officer is inefficient at fifty-five years of age conditionally, and at sixty years of age absolutely, yet the whole tenor of the rules is that such presumption shall be exercised with careful consideration, both for the individual who would suffer by being deprived of his appointment while capable of discharging its duties, and for the finances of the country, which would suffer were officers, still efficient, prematurely thrown upon the Pension List."—(*Revenue Department, No. 31 F., dated 3rd September 1877*).]

504. An officer compelled to retire under the preceding Article, part of whose service has been Inferior, is entitled to pension on the Inferior scale on the same conditions as if he had been invalided under Article 524.

## Survey of India.

505. Officers in the Survey of India, of rank not lower than that of Assistant Surveyor, shall cease to be in employment on attaining the age of fifty-five years, unless specially permitted by the Secretary of State, in the interests of the public service, to remain in the Department for a further definite period.

## Delegation of Powers.

506. (a) The Local Government may delegate to heads of departments or to officers not under the rank of Collectors or District Judges—

(1) the power of declaring any non-gazetted subordinate to be efficient and permitting him to remain in the service, provided he continues to be efficient, for a definite period up to, but not beyond, the age of sixty years;

(2) subject to such conditions as the Local Government may think fit, the power of declaring any non-gazetted subordinate to be inefficient and compelling him to retire either at the age of fifty-five years, or on the expiry of any further period up to which his service has been extended, or before the expiry of such further period if he ceases to be efficient.

Each such subordinate's case must be taken up when he is fifty-five years old and on the expiry of each extension of service.

(*b*) The Government of India have delegated the powers of a Local Government to the following officers:—

(i) the Director General of the Post Office of India in respect of all officers subordinate to him;

(ii) the Comptroller and Auditor General and Head Commissioner of Paper Currency in respect of all non-gazetted officers subordinate to him;

(iii) the Inspector General of Military Works, the Director General of Telegraphs, and the Director General of Railways in respect of all subordinates serving under them, except Accountants;

(iv) the Accountant General in the Public Works Department in respect of all subordinates serving under him, including all Accountants belonging to the establishment under the Government of India.

(v) the Accountant General, Military Department, the Adjutant General in India, and the Quarter Master General in India in respect of all non-gazetted subordinates employed in establishments under their control.

### Procedure.

**507.** The *Audit Officer* will inform the *Local Government*, or the officer empowered under the preceding Article, whenever any officer, other than an officer of the Indian Civil Service or the Army, attains the age of fifty-five years, in order that the *Local Government*, or officer concerned, being apprised of the fact, may take such action as seems fit for the retention or otherwise of the officer in question.

### Optional Retirement at Fifty-five.

**508.** An officer in superior service who has attained the age of fifty-five years may, at his option, retire from the service on a Superannuation *pension*.

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## Section V.—Retiring Pension.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| EXPLANATION . . . . . | 509 | COMBINATION OF APPOINTMENTS . | 511 |
| RETIREMENT WITH VIEW TO RE-EMPLOYMENT . . . . . | 510 | | |

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### Explanation.

**509.** A retiring pension is granted to an officer who voluntarily retires after completing qualifying superior service for thirty years or such less time as may for any special class of officers be prescribed.

### Retirement with view to re-employment.

**510.** No officer may retire with the view of being re-employed, whether in the General Service or in service paid from an *Incorporated Local Fund*, and drawing pension in addition to pay. But a soldier in civil employ who has earned his Army pension may continue in civil employ, on condition that his Army pension remains in abeyance so long as he is in civil employ.

### Combination of Appointments.

**511.** An officer holding two or more separate appointments may not, save with the express sanction of the Government of India in the Finance Department or, if pensions are a Provincial charge, of the Local Government, resign one or more of such appointments on a *pension*, without retiring from the Public Service altogether. There is no objection to his being relieved from one or more of such appointments at any time, without being compelled to leave the service altogether; but, in such case, any *pension* admissible to him for service in the office or offices from which he is relieved, will be deferred until he finally retires.

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## Chapter XIX.—Amount of Pensions.

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### Section I.—General Rules.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| AMOUNT HOW REGULATED . . . | 512 | AWARD OF FULL PENSION . . | 514 |
| CURRENCY . . . . . | 513 | LIMITATIONS . . . . | 515 |


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### Amount how regulated.

**512.** The amount of *pension* that may be granted is determined by length of service as set forth in Articles 518 to 529. Fractions of a year are not taken into account in the calculation of any *pension* admissible to an officer under this Part of these Regulations.

### Currency.

**513.** A pension is fixed in rupees, and not in sterling money, even though it is to be paid in England.

NOTE.—[ "I cannot authorise a violation of the Rule under which all Indian pensions are fixed in rupees, and therefore I am unable to sanction the grant of a pension of £ (*x*) to A. B."— (*Secretary of State, No. 344, dated 25th October 1877.*)]

## Award of Full Pension.

**514.** (*a*) The full pension admissible under the Rules is not to be given as a matter of course, or unless the service rendered has been really approved. (*See instructions of Secretary of State printed as Appendix No. 7.*)

(*b*) If the service has not been thoroughly satisfactory, the *Local Government* should make such reduction in the amount of *pension* as it thinks proper.

NOTE.—["The full pension admissible under the Regulations is not to be given as a matter of course, but rather to be treated as a matter of distinction."—(*Secretary of State, No. 319, dated 21st August 1879.*)]

## Limitations.

**515.** An officer entitled to pension may not take a gratuity instead of pension.

**516.** In the case of an officer who has any service under the Imperial (British) Government, pension from Indian Revenues should not be fixed until it has been ascertained whether any pension is payable from Imperial funds in respect of the service under the British Government.

**517.** An officer, not being a Military Officer or a Member of the Indian Civil Service, transferred to service under a Colonial Government, on final retirement from the Colonial service on pension or compensation allowance, receives, at the charge of the Indian Revenues, for each completed year of qualifying and uninterrupted service in India, a pension of one-sixtieth of his average emoluments at the time of his transfer, such average emoluments to be calculated for the last five years, or, if the whole service in India is less than five years for the whole period of service. The pension is subject to a maximum limit of ₹2,000 a year for an Indian service not exceeding ten years and ₹4,000 a year in any other case.

NOTE.—[The sanction of the Government of India is required to the transfer of an officer to any service of the description mentioned in this Article.]

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## Section II.—Amount of Superior Pension.

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AMOUNT ADMISSIBLE . . . ARTICLE 518 | REDUCTION IN CERTAIN CASES . ARTICLE 521

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## Amount admissible.

**518.** The amount of a pension is regulated by the length of service, as follows:—

(*a*) After a service of less than ten years a gratuity not exceeding (except in special cases, and under the orders of the Government of India) one month's emoluments for each completed year of service. If the emoluments of the officer have been reduced during the last five years of his service, otherwise

than as a penalty, average emoluments may, at the discretion of the *Local Government*, be substituted for emoluments.

(*b*) After a service of not less than ten years a pension not exceeding the following amounts:—

| Years of completed service. | Scale of Pension. | Maximum limit of Pension. |
|---|---|---|
| 10 | 10 sixtieths of average emoluments | Rs. 2,000 a year, or Rs. 166⅔ a month. |
| 11 | 11 „ „ „ | „ 2,200 „ „ 183⅓ „ |
| 12 | 12 „ „ „ | „ 2,400 „ „ 200 „ |
| 13 | 13 „ „ „ | „ 2,600 „ „ 216⅔ „ |
| 14 | 14 „ „ „ | „ 2,800 „ „ 233⅓ „ |
| 15 | 15 „ „ „ | „ 3,000 „ „ 250 „ |
| 16 | 16 „ „ „ | „ 3,200 „ „ 266⅔ „ |
| 17 | 17 „ „ „ | „ 3,400 „ „ 283⅓ „ |
| 18 | 18 „ „ „ | „ 3,600 „ „ 300 „ |
| 19 | 19 „ „ „ | „ 3,800 „ „ 316⅔ „ |
| 20 | 20 „ „ „ | „ 4,000 „ „ 333⅓ „ |
| 21 | 21 „ „ „ | „ 4,200 „ „ 350 „ |
| 22 | 22 „ „ „ | „ 4,400 „ „ 366⅔ „ |
| 23 | 23 „ „ „ | „ 4,600 „ „ 383⅓ „ |
| 24 | 24 „ „ „ | „ 4,800 „ „ 400 „ |
| 25 and above | 30 „ „ „ | „ 5,000 „ „ 416⅔ „ |

NOTE.—[For the precise meaning of average emoluments, see Articles 530 and 531 of this Chapter.]

519. In the following cases the several prescribed maxima limits of Rs2,000 to Rs5,000 prescribed in the preceding Article may be relaxed:—

(*a*) For an officer whose average emoluments exceed Rs10,000 a year, and who entered the service before the 19th May 1855, or whose salary, before the 6th August 1862, exceeded Rs10,000 a year, the maximum pension is ordinarily Rs5,000 a year. But if the service of such an officer has been of *extraordinary merit*, a pension exceeding Rs5,000 a year may be recommended for the sanction of the Secretary of State.

(*b*) To an officer who entered the service before the 19th May 1855, but whose average emoluments do not exceed Rs10,000 a year, the Secretary of State, on the recommendation of the Government of India, sometimes grants a special pension in excess of the prescribed maximum for *unusually meritorious services*.

(*c*) For a Native Judge (*see Part I of Appendix No. 5*) who was in the service on the 29th October 1866, the limit is ordinarily Rs5,000 a year.

NOTE.—[The limits which may be relaxed under the foregoing Rules are the *maxima money limits*, and not the limits of from ten to thirty-sixtieths of "Average Emoluments" referred to in the preceding Article—see orders printed in Appendix No. 7.]

520. An Invalid pension on the following scale, but not being less than Rs1,000 or more than Rs2,000 a year, may, if it is more favourable than the above, be granted—

(i) to a graded officer of the Geological Survey Department.

(ii) to an officer of the Forest Department specially trained in Europe under regulations made by the Secretary of State, or who has been specially admitted to the benefit of this Article;

| *If the qualifying service of the officer be not less than* | *Forty-fifth part of the officer's Average Emoluments.* |
|---|---|
| 10 years | 10 |
| 11 „ | 11 |
| 12 „ | 12 |
| 13 „ | 13 |
| 14 „ | 14 |

## Reduction in certain cases.

**521.** (*a*) A superannuation pension, or an invalid pension granted on account of incapacity for further service due to old age or natural decay from advancing years, shall, if the officer's qualifying service began after the 20th January 1871, and after he attained the age of thirty years, be reduced by one-fortieth for every year or part of a year by which his age at the commencement of his qualifying service exceeded thirty years.

NOTE (1).—[Article 521 (*a*) is not applied in calculating the second pension of an officer who is re-employed after discharge on compensation pension or gratuity.]

NOTE (2).—[The amount of pension under this Article is now—

$P\left(\frac{70-X}{40}\right)$, where P is the full pension and X is the age at entry into service (and therefore greater than 30.)

NOTE (3).—[In the case of Jail officers in the Bombay Presidency who, previously to joining the Jail Department, had served in the Army, the limit of age for the purpose of this Article has been fixed at thirty-eight years.]

NOTE (4).—[Port Officers in Madras are exempt from the operation of this Article.]

(*b*) Gratuities are not subject to any reduction, and in the case of pensions the fixed limits are to be applied before, and not after, making the reduction.

**522.** Clause (*a*) of the preceding Article applies also to the Superior pension of an officer promoted from Inferior to Superior service after the 20th January 1871, if the officer entered the service of Government after he attained the age of twenty-five years.

**523.** In the case of an officer whose qualifying service began after he attained the age of thirty years, the attention of the Examining Medical Officer should always be called to Article 521 (*a*) in order that he may adapt his certificate accordingly.

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## Section III.—Amount of Inferior Pension.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| AMOUNT OF PENSION . . . | 524 | QUALIFYING SERVICE . . . | 528 |
| PREMATURE INVALIDING . . | 527 | DOCKYARD AND MILITARY ARTIFICERS | 529 |


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## Amount of Pension.

**524.** For inferior qualifying service, *pension* may, subject to the conditions laid down in Chapter XVIII, Articles 468 to 501, be granted as follows:—

(*a*) Compensation and Invalid Gratuity:

(i) after a service of less than five years—*Nil*;

(ii) after a service of not less than five years, but less than ten years—three months' pay;

(iii) after a service of not less than ten years, but less than fifteen years—four months' pay;

*Article 521.*

*Insert the following note under this article :—*

(87.) NOTE (5).—[This article does not apply to the officers subject to the rule in Article 441A.]

**No. 113.**

*Page 132, Section III.*

*Add a heading under this section—*

TELEGRAPH MESSENGERS
(113.)

*Page 133.*

*Insert as a new article—*

**Telegraph Messengers.**

**529A.** A telegraph messenger paid on the task-work system shall, for the purposes of calculating pension or gratuity, be regarded as if he drew a monthly salary equal to the highest rate of pay drawn by messengers paid on the consolidated pay system in the locality in which he is serving. (113.)

(iv) after a service of not less than fifteen years, but less than twenty years—five months' pay ;

(v) after a service of not less than twenty years—six months' pay.

(*b*) Compensation and Invalid Pension : After a service of not less than thirty years—half-pay not exceeding four rupees a month.

There is no superannuation or retiring *pension* for Inferior Service.

525. If the pay of an officer has been reduced during the last five years of his service otherwise than as a penalty, his gratuity or pension under this Section may, at the discretion of the *Local Government*, be calculated upon the average of his pay during the last five years of his service.

526. In special cases the Government of India grants more than half-pay, but never more than four rupees a month.

## Premature Invaliding.

527. An officer should not, without urgent necessity, be invalided when he has nearly completed thirty years' service : the Government cannot undertake to overlook a deficiency of service resulting from an officer being prematurely invalided. The principle of this Rule applies to all analogous cases.

## Qualifying Service.

528. Article 521 applies to the Invalid pension of an Inferior servant, if he is invalided on account of incapacity for further service due to old age of natural decay from advancing years. (*See rule laid down in Article 523.*)

## Dockyard and Military Artificers.

529. A Dockyard or Military Artificer whose qualifying service, on pay exceeding ten rupees, excluding interruptions of, and absence from, duty of *every* kind, amounts to not less than twenty-five years, may be granted a Compensation or Invalid pension not exceeding three-fourths of the pension to which he would be entitled if his service on pay exceeding ten rupees were reckoned as Superior.

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# Section IV.—Allowances reckoned for Pension.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| EMOLUMENTS AND AVERAGE EMOLUMENTS . . . . . | 530 | ALLOWANCES WHICH DO NOT COUNT . | 532 |
| | | NET EMOLUMENTS TAKEN . . | 533 |
| COMBINATION OF APPOINTMENTS . | 536 | | |

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## Emoluments and Average Emoluments.

530. The term "Emoluments" when used in this Part of the Regulations means the emoluments which the officer was receiving immediately before his retirement, and include—

(*a*) *Pay* ;

(*b*) Personal allowance;

(*c*) Fees or commission, if they are the authorised emoluments of an appointment, and are *in addition* to *Pay*. In this case "Emoluments" means the average earnings for the last six months of service;

(*d*) Charge allowance to Signallers in the Indian and Indo-European Telegraph Departments;

(*e*) Commission in the case of a Thugyi in Lower Burma, "Emoluments" in this case being held to mean the average of his monthly receipts in commission during the five years' actual service previous to retirement—but see example (3) under Article 533;

(*f*) Bullock Train and Punjab Military Horse Van Dâk allowance in the Post Office Department;

(*g*) Allowances attached to a Minor Professorship in a Medical College under the Medical Warrant of 1867;

(*h*) Allowance attached to a Professorship or Lecturership in a Government Institution;

(*i*) Acting allowances of an officer without a substantive appointment if the acting service counts under Article 406, and allowances drawn by an officer appointed provisionally or substantively *pro tempore* to an office which is substantively vacant and on which no officer has a lien, or to an office temporarily vacant in consequence of the absence of the permanent incumbent on leave without allowances, or on transfer to Foreign Service.

1. In the case of Section writers and Press servants, whose service qualifies under Article 414, "Emoluments" means the average earnings of the last six months of service; but for calculating gratuity on the Superior scale, it means the average of the last six monthly bills exceeding ten rupees.

**531.** The term "Average Emoluments" means the average calculated upon the last five years of service.

1. If, during the last five years of his service, an officer has been absent from duty on leave with allowances, or having been suspended, has been reinstated without forfeiture of service, his Emoluments, for the purpose of ascertaining the average, should be taken at what they would have been had he not been absent from duty or suspended: Provided always that his *pension* must not be increased on account of increase in pay not actually drawn. But if his absence on half-pay during recess is reckoned as service under Article 447, only the allowances actually received during the recess should be taken into account.

2. If, during the last five years of his service, an officer has been absent from duty on leave without allowances (not counting for *pension*), or in Inferior service, or suspended under such circumstances that the period of suspension does not count as service, the periods so passed should be disregarded in the calculation of the average, an equal period before the five years being included.

3. Excepting as provided in Rules 1 and 2, only emoluments actually received can be included in the calculation. For example, when an officer is allowed to count time retrospectively towards increase of pay, but does not receive retrospectively the intermediate periodical increments, these intermediate increments are not reckoned in the calculations.

4. In the case of Section-writers and Press-servants, whose service qualifies under Article 414, "Average Emoluments" means the average of the last seventy-two monthly bills exceeding ten rupees.

5. In the case of a Thugyi in Lower Burma "Average Emoluments" means the average of his monthly receipts as commission during the five years' actual service previous to retirement—*but see example* (3) *under Article 533.*

## Allowances which do not count.

**532.** An officer cannot count the following allowances:—

(1) Local allowances, including allowances given for duties performed in addition to the work of a regular appointment;

Amount of Pension.

(2) Messing allowances, Working allowances, and Provision allowances to officers in the Marine Department;
(3) House-rent allowance, or estimated value of free quarters;
(4) Tour and other allowances (to officers who accompany the Viceroy or any Government);
(5) Compensation for dearness of provisions.

## Net Emoluments taken.

**533.** Any part of an officer's pay or emoluments, which is specially intended to provide for expenses incidental to his duty, must be excluded. The following are examples of the operation of this Article:—

(1) When an officer's pay is intended partly to cover the expense of his providing or keeping a horse, his pay must be taken only at what it would be if it was not intended to cover such expense. When a water-carrier's (puckali) pay includes provision for a bullock, his pay must be taken at what it would be if he were not required to keep a bullock.

(2) When a consolidated pay specially includes Tentage, Travelling allowance, or House allowance, these must be deducted.

(3) The commission paid to a Thugyi in Lower Burma goes in part to pay expenses incidental to his office. In calculating "Emoluments" or "Average Emoluments" for pension purposes, 2½ per cent. on a Thugyi's commission, if the average commission of the last five years of his service exceeds ₹600 a year, is deducted, as representing the expenses of his office; and pension is computed upon the remainder. No deduction is made if the average commission of a Thugyi for the last five years of service does not exceed ₹600 a year; in such cases the pension is computed upon the total amount of such average commission.

(4) When an officer's pay is fixed at two rates a smaller rate during stationary duty and a higher rate during periods passed on tour or travelling, the former rate alone should be the basis of the calculation.

**534.** When an officer in permanent employment is deputed on temporary duty, he cannot count his additional Deputation allowances. (*Article 410.*)

**535.** The preceding Article does not apply to an officer deputed temporarily to service in the Income Tax Department, or to an officer deputed on abolition of his appointment to special duty (*Article 413*), or to an officer who, when his appointment was abolished, was on special duty. In these cases the full allowances are counted.

## Combination of Appointments.

**536.** If an officer has held more than one appointment, in respect of each of which, if he had held it separately and alone, pension would have been admissible to him, the pension admissible to him is the sum of the several pensions which would have been admissible to him if he had held each office separately and alone. The consolidated *pension* thus admissible is subject to the limitations prescribed in Articles 518 to 523.

**537.** An officer is not entitled for service in an office conjointly with another office, to any pension which would not have been admissible to him if he had held the office separately and alone.

# Chapter XX.—Special Rules for the Police.

## Section I.—Extent of Application.


| | Article | | Article |
|---|---|---|---|
| Organised Police Forces | 538 | Municipal Police | 542 |
| Other Government Police | 539 | Railway Police | 545 |


### Organised Police Forces.

**538.** The Rules in this Chapter apply to members of Police Forces constituted under Acts XIII of 1856, XXIV of 1859, and V of 1861 of the Governor General of India in Council, Act IV of 1866, of the Lieutenant-Governor of Bengal in Council, and Acts VII of 1867 and I of 1872 of the Governor of Bombay in Council.

### Other Government Police.

**539. The Trans-Indus** Police Force, though not organised under Act V of 1861 until the 4th August 1873, and never possessing a Superannuation Fund, is on the same footing as to pension as the legally-constituted Police.

**540.** Members of the Salt Preventive Force, employed on the Northern Frontier line and at the Runn Salt Works in the Bombay Presidency, though the Preventive Force to which they belong is not constituted under any Act of the Legislature, and never possessed a Superannuation Fund, are entitled to pensions and gratuities under the Rules in this Chapter. This concession applies to all members of the Preventive Force in employ on the date from which the pay of the Force was revised so as to ensure a saving of half an anna in the rupee on the salaries of all the members of the Force whose pay did not exceed ₹20 a month, and under it all service in the Force, whether rendered before or after the revision of pay, counts.

**541.** Members of the Police Force serving in the Beluchistan Agency, and sowars of the Somali Coast Mounted Police Force, although the Forces are not constituted under any Act of Legislature, are entitled to receive pensions and gratuities under the Rules contained in this Chapter.

### Municipal Police.

**542.** (*a*) If the Police of a town are wholly supported by, and under the control of, a Municipality, the Government has no concern with their pensions.

(*b*) But if the Government, being interested in the efficiency of a Police Force, paid, wholly or partly, by a Municipality, the Calcutta Port Trust, or

from Cantonment Funds, or from the General Revenues subsidised by a contribution from a Municipality, the Calcutta Port Trust, or from Cantonment Funds, undertakes the organisation and control of the Force, as connected with and auxiliary to the Civil Constabulary, service in such a Force qualifies. The contributions of Municipalities, the Calcutta Port Trust, or of Cantonment Funds towards the cost of the pensions of such Forces are, for the present, undetermined.

**543.** The Police Force in the Presidency towns of Calcutta, Madras, and Bombay, and in the Municipalities in Lower Bengal, come under clause (*b*) of the preceding Article.

**544.** Members of the Police Forces, employed by small Municipalities in Sindh, and by Village Communities in the District of Hyderabad in Sindh, are not entitled to *pensions*.

## Railway Police.

**545.** The service of members of the Railway Police, appointed and controlled by Government, *qualifies*, though they may be either wholly or partly paid by the Railway Companies.

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## Section II.—Qualifying Service.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| QUALIFYING SERVICE . . . | 546 | INCIDENCE OF CHARGE . . | 550 |
| SERVICE BEFORE ENLISTMENT . . | 549 | BREAKS IN SERVICE . . . | 551 |


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## Qualifying Service.

**546.** Service in any of the Police Forces mentioned in Articles 538 to 541 after the establishment of a Superannuation Fund in the Force qualifies.

NOTE.—(1) [The Superannuation Funds were Funds to which, with the exception of certain soldiers of the Sikh Darbar (see Article 560) and members of the Oudh Military Police, Police Officers whose pay did not exceed twenty rupees were obliged to contribute. In return for these contributions they became entitled to *pensions* according to the Rules of the several Funds.

Officers whose pay exceeded twenty rupees did not contribute, as they came under the operation of the ordinary Pension Rules.

By Act X of 1869 the Superannuation Funds established under Act XXIV of 1859 and V of 1861 of the Governor General of India in Council, and VII of 1867 of the Governor of Bombay in Council, were abolished. The Superannuation Fund which had been established for the Madras Town Police under Act XIII of 1856 having been, by Act VIII of 1867 of the Governor of Madras in Council, amalgamated with that established under Act XXIV of 1859 of the Governor General in Council, was abolished with the latter.

The Fund established under Act I of 1872 of the Governor of Bombay in Council ceased to exist after the 31st March 1886; but that established under Act IV of 1866 of the Lieutenant-Governor of Bengal in Council for the Calcutta Town Police is still in existence.

In the Police Forces of which the Superannuation Funds were abolished, the pay of the men was reduced, either individually or on the average, to its previous nominal amount, less subscriptions to the Funds, the Government undertaking the liabilities of the Funds.]

NOTE (2) [" I am directed to acknowledge the receipt of your letter No. 1860, dated 27th April 1876, enquiring whether Armourers, Bellows-boys, Bhistees, and Muchies who have subscribed to the Police Superannuation Fund should be allowed *pensions* according to the special Rules for the

Police, or according to the scale prescribed in *Article 524 of these Regulations;* and whether, in the latter case, the subscriptions recovered from them on account of the Police Superannuation Fund should not be refunded.

"In reply, I am to say that, as a general rule, the subscriptions recovered from the employés in question should be refunded to them with interest, and their claims to *pensions* will then be dealt with in accordance with the ordinary Rules for Inferior servants. In the case, however, of men who have served for not less than ten years, the option should be allowed them either of receiving back their subscriptions and coming under the ordinary Pension Rules, or of continuing their subscriptions and eventually receiving *pensions* under the special Rules for the Police."—(*Finance Department to Bombay, No. 1051d., dated 23rd June 1876.*)]

**547.** Members of Office establishments permitted to subscribe to the Police Superannuation Funds by order of the Government of India in the Finance Department, No. 3398, dated 27th July 1863, may count the service during which they so subscribed.

**548.** Men of the Police Force of the City of Bombay who have served the full time for pension in the Force and who joined the Force before the 1st April 1886, the date of the abolition of the Superannuation Fund, are, on being invalided, admitted to the benefits of the Superannuation Fund on paying up their subscriptions for the full period of their service. Under this Rule the service of an officer in the Bombay City Police before the establishment of the Superannuation Fund counts towards *pension* under the Rules of the Fund if he pays up his subscriptions for the whole period of his service in the Police Force.

1. This privilege applies only to Police Officers whose pensions are determined according to the Rules of the Superannuation Fund of the Bombay City Police, and not to any officer whose pension is granted in accordance with the Rules prescribed in Chapters XVIII and XIX for the calculation of pensions for Superior service.

## Service before enlistment.

**549.** In the following cases service rendered before enlistment in the present Police Constabulary *qualifies:*—

(*a*) In the cases referred to in Articles 560 and 561, if the men subscribed to the Superannuation Fund in order to obtain the higher *pensions* admissible under its Rules, or if, by serving on pay exceeding twenty rupees, they have become entitled to the *pension* prescribed in Article 555, the previous service mentioned in Articles 560 and 561 qualifies.

(*b*) Soldiers transferred to the Police on reduction of the Native Army count their Army service.

1. This concession does not apply to a soldier voluntarily taking his discharge from the Army and entering the Police, except as to soldiers who, under the authority of the Order in the Military Department, No. 526 E.S., dated 25th October 1880, volunteered for service in the Port Blair Police.

2. In the Punjab Police men counting service under this Rule, if they were faithful during the Mutiny, when their regiments joined the rebels, are entitled to pension as soldiers of the Line, instead of at the rates of the Superannuation Fund.

3. Native Commissioned or Non-commissioned soldiers who formed part of the Garrison of Lucknow during the siege in 1857 count three years' additional service.

4. Men of the Bhagulpur Hill Rangers, who, on the disbandment of the corps, took employment in the Police, count their service in that corps, including the period of employment in it during the time the corps was under the orders of the Civil Department after the reductions in the Native Army made in 1861.

(*c*) Men who were enlisted in the Central Provinces Police after discharge with gratuity from the Nagpur Irregular Force, or who were transferred to

the Police from that Force, or from the Mulki Horse, count their service in these Forces, and also in the Forces of the late Raja of Nagpur.

(*d*) Men who served with the 1st Regiment, Nagpur Irregular Infantry, or with the Mulki Horse, during the Mutiny in 1857, count two years' additional service.

(*e*) Men of the Berar Police, recruited from the Hill Rangers, count their service in that corps.

(*f*) Service in the 1st Bengal Military Police Battalion and in the Oudh Military Police qualifies.

(*g*) Service in Superior grades in the old Civil and Military Police (*i.e.*, as a Daroga or in any office of higher rank in the Civil Police, and as a Jamadar or in any office of higher rank in the Military Police), or in any other Department, qualifies.

(*h*) Service in the Special Levy, which, during the Mutiny, was organised in the Kaira District under the supervision of Mr. L. R. Ashburner, then First Assistant Magistrate of Kaira, qualifies.

(*i*) In the North-Western Provinces, the Punjab, and Oudh (save as provided in clause (*f*), men count half their service in the Inferior grades in the old Civil and Military Police.

(*j*) Men transferred from the Army to the Military Police in the years 1858-1861 preserved whatever title they had when transferred to pension for Army service. At the same time service in the Military Police did not give any further title to pension, except in the cases specially mentioned above. Accordingly, men who possessed this title to pension for Army Service, and were transferred from the Military Police to the Civil Police count their previous Army service.

(*k*) Service in the Bombay Excise (Abkari) Police, before that force was amalgamated with the Bombay District Police, qualifies.

(*l*) Native commissioned officers and men of the Army, who volunteer for transfer to the new levies and Military Police raised in Burma, in consequence of the annexation of Upper Burma to the British dominions, are allowed to count their Army service for *pension* under the Rules applicable to the police in that Province.

## Incidence of Charge.

**550.** Pensions granted to men who count Army service under the foregoing Rules are, if their Military service was sufficient to entitle them to pension if discharged without fault, a military charge; otherwise they are a civil charge.

## Breaks in Service.

**551.** Subject to the provisions of Chapter XXI a Policeman on pay not exceeding twenty rupees, who re-enlists within one year after discharge or resignation, may, with the sanction of the Inspector General, count his service before such discharge or resignation.

## Section III.—Amount of Pension.

| | ARTICLE | | ARTICLE |
|---|---|---|---|
| OFFICERS ON PAY NOT EXCEEDING R20 | 552 | PREVIOUS INFERIOR SERVICE . | 556 |
| OFFICERS ON PAY EXCEEDING R20 . | 555 | CALCULATION OF PENSION . | 558 |

### Officers on pay not exceeding Rs. 20.

**552.** The pension admissible to an officer whose *pay* at date of discharge or resignation does not exceed twenty rupees, will be determined, as prescribed in Article 554, according to one of the following scales :—

**Scale A.**—According to the Rules of the Superannuation Fund of the Force.

1. As the Rules of the Superannuation Fund did not always provide for Compensation pension, the following orders were issued with reference to the reductions directed in 1869 :—

(1) Compensation pension should be awarded at the same rate as the Superannuation Fund Rules provide for Invalid pensions.

(2) But if a gratuity thus awardable is less than the amount (without interest) of the officer's subscriptions to the Fund, the difference should be made up.

**Scale B.**—According to the Rules prescribed in Chapters XVII to XIX for the calculation of pensions for Superior service; except that—

(i) all service in the Police after the age of eighteen years qualifies;

(ii) in addition to the Privilege leave which, under Article 445, is reckoned as service, one year's leave in fifteen years' service, and two in thirty years' service, is so reckoned.

NOTE.—Policemen in the lower ranks of the Madras City Police, on salaries not exceeding R20 a month, who enlisted after the 19th July 1871, may retire on pension without medical certificate after twenty-five years' service.

**553.** (*a*) The *pension* of an officer of the Town Police of Calcutta, and of an officer of the Town Police of Bombay who was in the Force before the 1st April 1886, is regulated by Scale A.

(*b*) The *pension* of an officer of the Town Police of Bombay, if he was enlisted or re-enlisted on or after 1st April 1886, is regulated by Scale B.

**554.** The *pension* of an officer of any other Force is regulated as follows :—

(*a*) If he was in the Police before the 19th July 1871 and has served continuously since that date, by Scale A or Scale B, according to his election (which, by order in the Finance Department, No. 2091, dated 19th July 1871, he was required immediately to declare) : Provided that, in the case of an officer who has elected to abide by Scale B, such election shall not prejudice his title to count as service for pension any leave obtained by him before his election, which, under the Rules of the Superannuation Fund, would have counted for pension.

(*b*) If he was enlisted or re-enlisted on or after the 19th July 1871, by Scale B.

## Officers on pay exceeding Rs. 20.

**555.** The *pension* admissible to an officer whose pay at date of discharge or resignation exceeds twenty rupees, is determined by the Rules which apply to ordinary Service, except that service rendered after the completion of twenty years of age, and declared by this Chapter to be qualifying, is treated as Superior service, and that the benefit of Article 551 is not withdrawn from a Police Officer by reason of his being promoted to *pay* exceeding twenty rupees a month.

1. When a Police Officer, by promotion to a *pay* exceeding twenty rupees, loses any benefit as to *pension* which he would have enjoyed had his *pay* remained unchanged, his *pension* may be regulated as if he had not received the promotion.

2. Men of the Bombay City Police count as Superior their service in the Force in Inferior grades before the establishment of the Superannuation Fund.

## Previous Inferior Service.

**556.** If part of an officer's continuous service qualifies for *pension* under the general Rules, but does not qualify under the Rules in this Chapter, he may elect to receive, in lieu of the *pension* admissible under this Chapter, such pension as is admissible to him under Articles 436 and 524 to 527 for the whole of his service, both Inferior and Superior (see Article 504).

*Example.*—An officer who was transferred to the present Civil Police from an Inferior grade in the Old Police, or from the Military Police, and who is not entitled, under Articles 549 or 560 to 562, to count former service, may obtain *pension* under this Article.

**557.** An officer who, under Article 554, has elected to abide by Scale B, will, if he takes gratuity under the preceding Article, obtain, in lieu of the scale prescribed in Article 524, one month's pay for every complete two years of service, but not more than twelve months' pay in all.

## Calculation of Pension.

**558.** Except in the case of officers of the Town Police of Calcutta, and of officers of the Town Police of Bombay who were in the Force before the 1st April 1886 (Article 553), pension is to be calculated upon the net pay, *i.e.*, the *pay* actually received by the officer, and not upon the gross pay, *i.e.*, the pay from which were deducted the subscriptions to the Superannuation Funds (*see concluding sentence of Note* (1) *to Article 546*). But this Rule shall not, unless he be either promoted to higher pay or degraded for misconduct to lower pay, be applied to any officer who, on the 19th July 1871, was entitled, by the Rules of the Superannuation Fund, to have his pension calculated on his gross pay.

**559.** Good Service pay is not reckoned in calculating pension, except in the case of those who, before the 19th July 1871, were members of the Police Forces of Bengal (excluding the East Indian Railway Police) or the Punjab.

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## Section IV.—Special Privileges.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| Sikh Darbar Soldiers . . | 560 | Mhairwara Battalion . . | 562 |
| Army and Military Police . | 561 | Satara Local Corps . . . | 563 |


### Sikh Darbar Soldiers.

**560.** Soldiers of the Sikh Government to whom service was guaranteed (*see Article 402* (*e*) ), and who, on the breaking up of the Punjab Military Police, were transferred from that body to the Civil Police, are, if their pay does not exceed twenty rupees, entitled to invalid pensions at Line-rates for their service under the Sikh Darbar, and in the Military Police and in the Civil Police. Second Class Sergeants get pension as Havildars, Third Class Sergeants as Naiks, and Constables as Sepoys.

### Army and Military Police.

**561.** Men who after completing, on 3rd May 1861, four years' service in the Army, or in the Oudh Military Police, were transferred to the Oudh Civil Police, and were in this Force on the 26th January 1864, are, if their pay does not exceed twenty rupees, entitled for their service in the Army and the Military Police, and in the Civil Police, to pensions on the terms applicable to Local and Irregular troops of the rank corresponding with that which they may attain in the Police.

### Mhairwara Battalion.

**562.** Men of the Mhairwara Battalion who were present on parade on the 1st July 1857, and were subsequently transferred to the Ajmir and Mhairwara Police, are entitled to pension as Soldiers of the Line.

### Satara Local Corps.

**563.** The pension of an officer who, on the disbandment of the Satara Local Corps in 1862, or any earlier reduction of the corps, entered the Police, shall not be less than he would have received if, instead of joining the Police, he had resigned the Public Service altogether, namely:—

(i) A gratuity of six times his last monthly pay in the Corps;
(ii) Half his last month's pay in the Corps for each year's service in the Corps in excess of six.

# Chapter XXI.—Re-employment of Pensioners.

## Section I.—Civil Pensioners.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| Notice of Re-employment. | 564 | After Invalid Pension | 574 |
| After Compensation Gratuity | 565 | After Superannuation Pension | 575 |
| After Compensation Pension | 569 | After Retiring Pension | 576 |
| Exceptions | 577 | | |


### Notice of re-employment.

**564.** The rules in this Chapter require in certain cases deductions to be made from the pensions or salaries of re-employed officers. Instances have been brought to notice in which such deductions were not made owing to the officers of Account having been ignorant of the fact that the re-employed officer had been granted a pension for previous service. When a person, who was formerly in Government employ, is re-employed, whether temporarily or permanently, the authority re-appointing him shall specifically state in the order of re-appointment whether he received any gratuity, bonus, or pension, on retirement, and shall communicate a copy of this order to the *Audit Officer*, and, if necessary, direct that the proper deductions be made.

### After Compensation Gratuity.

**565.** An officer who has obtained a Compensation Gratuity, if re-employed in qualifying service, may either retain his gratuity, in which case his former service will not count for future pension, or refund it and count his former service.

**566.** The intention to refund must be stated immediately on re-employment; but the refund may be made by monthly instalments of not less than one-third of the officer's salary, and also not less than the whole gratuity divided by the number of months which have elapsed since the end of the service for which the gratuity was given. The right to count previous service does not revive till the whole amount is refunded.

**567.** The equity of the rule contained in the preceding Article is based upon the consideration that so long as the refund of the gratuity is postponed, the officer avoids the risk and the State loses the possibility of the gratuity lapsing absolutely to the public treasury by the death or dismissal of the officer. A subsequent refund of a gratuity, even with compound interest, does not compensate the State for the loss of this possibility meanwhile. By Resolution No. 3047, dated 8th September 1869, the attention of all re-employed officers was pointedly called to this Rule, and a fresh and special opportunity was given to any officer then in the service who had neglected to refund a gratuity to repair his neglect.

**568.** The attention of every officer who is re-employed should be specially called to Article 566 by the authority re-employing him, and, whenever he becomes aware of such an appointment, by the *Audit Officer*; but the failure of such authority to do this will not be admitted as a ground for allowing the refund at a later date.

## After Compensation Pension.

**569.** (*a*) An officer who has obtained a Compensation Pension, if re-employed, may retain his pension in addition to his pay: Provided that, if he is re-employed in a Government establishment or in an establishment paid from an Incorporated Local Fund, the pension shall remain wholly or partly in abeyance, if the sum total of the pension and the pay on re-employment exceeds the pay of the appointment on abolition of which the pension was given.

(*b*) If his re-employment is in qualifying service, he may either retain his pension (subject to the proviso above stated), in which case his former service will not count for future pension, or cease to draw any part of his pension and count his previous service. Pension intermediately drawn need not be refunded.

NOTE.—[An officer counts his previous service under clause (*b*), if on re-employment his pension remains wholly in abeyance under the proviso to clause (*a*). See also the note to Article 573.]

**570.** In the case of a Section-writer or Press servant (*see Article 414*) re-employed, the pay of the appointment abolished is taken at the average earnings of the last six months of employment.

**571.** If an officer does not, within three months from the date of his re-employment, exercise the option conceded by Article 569, of ceasing to draw pension and counting his former service, he may not thereafter do so without the permission of the Local Government.

**572.** An officer who, under Article 569, draws pension in addition to pay, shall, during leave of absence from his new office, draw so much of his pension as will bring his whole allowances during leave up to the amount which would have been admissible to him if he had taken leave of the same kind under the same circumstances while holding his abolished appointment: Provided that his allowances on leave shall never be less than his pension.

**573.** (*a*) Article 569 applies to an Officer of the Public Works Department who retired under the terms of the Resolution in the Finance Department, No. 2079, dated 31st July 1879, except as regards re-employment in an establishment paid from a *Local Fund*.

(*b*) Any such officer, whether re-employed permanently or temporarily, is required on re-employment to refund the special gratuity received by him under paragraph 5, section II, clause (5) of the Resolution of the 31st July 1879; but if he does not make the refund, his pension will, for the purposes of this Article, be held to be increased by an amount equal to 5 per cent. per annum on his special gratuity. If the officer has capitalised his pension, the same deduction will, if necessary, be made from his allowances as if he had not done so.

(*c*) Any such officer re-employed in service paid from a *Local Fund* may, in addition to his *salary*, draw his pension and retain the special

gratuity received by him under paragraph 5, section II, clause (5) of the Resolution of the 31st July 1879.

NOTE.—[Article 569 provides that if any portion of a pension is drawn by a pensioned officer on re-employment, that portion of his pension *plus* his pay on re-employment shall not exceed the pay he drew on retirement; that is to say, his pension can only be drawn in order to make up his present aggregate emoluments to what he drew at the time of his retirement. If his new pay is equal to the old, he will draw no pension; but there is no limit to the pay that he may draw on re-employment apart from pension, for it is manifest that it was not intended to place a pensioner on re-employment in a worse position than a non-pensioner.

"As "A. B." has capitalised his pension, he should, under the special provisions of this Article, pay to Government an amount equal to the pension thus capitalised; and if he has not refunded his special gratuity, the amount thus payable to Government on account of pension should be increased by an amount equal to five per cent. per annum on his special gratuity. On payment of these amounts direct to Government or on deduction of these amounts from his pay bills, the amounts deducted being credited to Government, there is no restriction, so far as the Government is concerned, on the amount of pay he may draw. It will perhaps be found most convenient to realise the sums to be paid by A. B. by deduction from his pay, and adjust them by credit to the Civil Department in your exchange account."—(*Letter from Accountant General, Public Works Department, to the Joint Auditor and Examiner of Accounts, Southern Mahratta Railway, No. 294E., dated 21st May 1883.*)]

## After Invalid Pension.

574. There is no bar to the re-employment of an officer who has regained health after obtaining Invalid pension, or if an officer is invalided as being incapacitated for employment in a particular branch of the service, to his re-employment in some other branch of the service. The Rules in such a case as to refunding gratuity, drawing pension, and counting service, are the same as in the case of re-employment after Compensation pension.

## After Superannuation Pension.

575. An officer who has obtained a Superannuation pension is, by the nature of the case, excluded from re-employment in the General Service; but may, with the sanction of the Local Government, which should be given only on strong public grounds, be re-employed in Service paid from a *Local Fund*. If so re-employed he is permitted to retain his *pension*. An officer who is superannuated may not be re-employed on the ground that he was entitled to a retiring pension.

## After Retiring Pension.

576. An officer who has obtained a Retiring pension cannot be re-employed, either in the General Service or in Service paid from an *Incorporated Local Fund*, except on strong public grounds, and with the express sanction of the Government of India in the Finance Department, or, if pensions are a Provincial charge, of the Local Government. If so re-employed, he is permitted to draw pension in addition to full pay.

## Exceptions.

577. The foregoing Rules do not apply—

(i) to a pension paid from a Police Superannuation Fund constituted by

contributions from the Force. Such a pension may be drawn, without restriction, in addition to salary; or

(ii) to pensioners re-employed in non-pensionable service on the subordinate establishment of a State Railway. Such pensioners retain their gratuities and continue to draw their pensions, subject, in the case of pensions of all classes, to the provisions of Article 569.

578. A pensioner of any class may be appointed to be Sub-Registrar of Assurances if he be remunerated by fees only.

579. A pensioner of any class may, with the sanction of the *Local Government*, be employed without loss of pension, on duty which is *bonâ fide* temporary, lasting for not more than a year. This rule applies to Military and Naval Pensioners as well as to Civil Pensioners.

## Section II.—Other Pensioners.

| | ARTICLE | | ARTICLE |
|---|---|---|---|
| Civil Servants of Her Majesty's Government . . . . . | 580 | Military Pensioners . . . | 581 |
| | | Indian Navy Pensioners . . | 585 |

### Civil Servants of Her Majesty's Government.

580. For the Statute 35 Vict., Cap. 12, which regulates the re-employment of pensioned Civil Servants of the British Government, see Appendix No. 8. It does not apply to pensioned servants of the Government of India.

### Military Pensioners.

581. The foregoing Rules do not apply to a Military pensioner in civil employ; save as provided in the following Articles, the claims of such an officer to salary and pension in the Civil Department are not affected by his Military pension.

582. The salary in the Civil Department of a Commissioned Military officer, not being a *Native of India*, whether the pay of his office be consolidated or Staff pay, shall be reduced by the amount of any annuity, pension, or pensionary allowances, including the Colonel's allowance, but not including a Good Service pension, which he receives in the Military Department. If he has commuted any such allowance for a single capital payment, the same deduction will be made from his civil salary as would have been made if he had not done so.

583. The pension of the heir of a Native Non-Commissioned Military officer or soldier, or of a Medical subordinate, will, during re-employment, merge in his salary.

584. Provided always that an Invalid Native Commissioned officer shall receive only so much of his Invalid pension as, with his civil pay, will make

## No. 112.

*Page 146, Article 583.*

*Substitute the following for this Article :—*

583. The pension of the heir of a Native commissioned or non-commissioned Military officer or soldier, or of a Medical subordinate will, on employment in any civil department, merge in his salary. (112.)

his whole allowances equal to his Military pay and allowances immediately before his retirement. If, therefore, the pay of his civil appointment is not less than his Military pay and allowances at the date of his retirement, he receives no portion of his Military pension.

*Exception.*—The pensions of Army pensioners who enlist into the Burma Military Police are held in abeyance during the time such pensioners continue to serve in that force.

The gratuities granted to discharged soldiers enlisting into the Burma Military Police need not be refunded.—(*Finance Department Order, No. 161, dated 11th January 1888.*)

## Indian Navy Pensioners.

**585.** (*a*) The foregoing Rules do not apply to an officer pensioned on the abolition of the Indian Navy. If such an officer is re-employed, his service will be on exactly the same terms as if he had never been employed before. But so long as he is employed his Naval pension will be held in abeyance, excepting so much of it (if any) as is necessary to raise his total emoluments to one-and-a-quarter times the amount of his pension.

(*b*) The following Rules apply to the cases of officers of the late Indian Navy, re-employed under Government, who have commuted the whole, or a portion, of their Indian Navy pensions:—

(1) If the re-employment of the officer commenced after the 31st of July 1883, his salary will be subject to a deduction equal to the amount of pension commuted: Provided that his total emoluments shall not thereby be reduced to a less amount than the original pension, together with a quarter thereof. The officer will not be entitled by reason of such deductions to resume, on the termination of his re-employment, any portion of the amount of pension commuted.

(2) If the re-employment of the officer commenced on or before the 31st of July 1883, his salary will be subject to deductions as above; but—

(3) If deductions under Rule (2) have been regularly made during the whole period of his re-employment, he will be allowed to discontinue payment of the deductions when the aggregate amount deducted equals the capital value (calculated at the date of the commencement of his re-employment) of the amount of pension commuted.

(4) An officer under Rule (2) will be allowed, on the termination of his re-employment, to resume the amount of pension commuted, provided that the full capital value, as described in Rule (3) has been repaid by the deductions from his salary. If such capital value has not been repaid in full when the re-employment ceases, the amount of pension commuted may be resumed on the officer paying up the balance, and with effect from the date on which he pays such balance.

(5) An Indian Navy pensioner re-employed on or before the 31st of July 1883, from whose salary the deductions prescribed in Rule (1) have not been regularly made during the whole period of his re-employment, is not entitled to the concessions specified in the subsequent rules, and is subject to deductions under Rule (1) from the date on which it is known that such deductions are not being

made, or such earlier date as may be determined by the Government of India.

**586.** Engineers, Boiler-makers, and Warrant Officers of the Indian Navy, who were pensioned on its abolition, are permitted to draw their pensions, during re-employment, in addition to full pay.

## Section III.—Pension for new service.

WHEN ADMISSIBLE . . . ARTICLE 587 | WHEN GRATUITY IS NOT REFUNDED ARTICLE 588

### When admissible.

**587.** Except as provided in Articles 581 to 586, an Officer who, having been discharged with a *pension*, is subsequently re-employed, may not count his new service for a separate *pension*. *Pension* (if any) is admissible only for the new service combined with the old, the whole being counted as one service.

**587A.** If an officer who has obtained a compensation or invalid pension is re-employed in pensionable service and retains the pension (see Article 569), the pension or gratuity admissible for his subsequent service is subject to the following limitation, namely, that the gratuity or the capital value of the pension shall not be greater than the difference between the value of the pension that would be admissible at the time of the officer's final retirement, if the two periods of service were combined, and the value of the pension already granted for the previous service.

*Illustration.*—A., who had retired at the age of forty after eighteen years' service on a compensation pension of R90 (his salary having been R300), was re-employed after six years in an appointment on R200 continuing to draw his pension, and finally retired at the age of fifty-five. For the second period of service, the gratuity ordinarily admissible would be R1,800. But if the two periods were combined, the pension admissible would be R100. The difference between the value of this pension and of the pension previously granted at the age of fifty-five, is by Table A, Appendix No. 9 (page 362), R1,085. The gratuity must therefore be reduced to R1,085.

### When Gratuity is not refunded.

**588.** (*a*) If a gratuity received for the earlier service has not been refunded, gratuity or pension (as the case may be) may be allowed for the subsequent service, on condition that the amount of such gratuity or the present value of such pension calculated according to Table A in Appendix No. 9 *plus* the amount of the previous gratuity, shall not exceed the amount of gratuity or the present value of the pension that would have been admissible had the gratuity received for the earlier service been refunded.

(*b*) If the amount of such gratuity or the present value of such pension, *plus* the amount of the previous gratuity, exceeds the amount of gratuity or the present value of the pension that would have been admissible if the gratuity received for the earlier service had been refunded, the excess must be disallowed.

# PART V.—RULES APPLICABLE TO SPECIAL DEPARTMENTS OR SPECIAL OFFICERS.

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*Article 591.*

*Insert the following as a note under this article :—*

[NOTE.—A member of the Indian Civil Service, on resignation of the office of Lieutenant-Governor, is entitled to subsidiary leave preparatory to retirement under the ordinary rules.] (60.)
(Financial Department No. 273, dated 18th January 1893.)

# PART V.—RULES APPLICABLE TO SPECIAL DEPARTMENTS OR SPECIAL OFFICERS.

## Chapter XXII.—The Governor General, Governors, Lieutenant-Governors and Members of Council.

### Section I.—Existing Pensions how affected.

589. The following is the Statute Law applicable to the Governor General, Governors, and Members of Council who hold or enjoy pensions :—

"Provided always and be it enacted, that if any Governor General, Governor, or Ordinary Member of the Council of India, or any Member of the Council of any Presidency, shall hold or enjoy any Pension, Salary, or any Place, Office, or Employment of Profit under the Crown or any Public Office, or [1] the said Company (East India Company), or any annuity payable out of the Civil or Military Fund of the said Company, the Salary of his Office of Governor General of India, Governor, or Member of Council, shall be reduced by the amount of the Pension, Salary, Annuity, or Profits of Office so respectively held or enjoyed by him."—(3 and 4 Will. 4, Cap. 85, s. 77.)

[1] (Sic in original—Query "under,")

590. If an Ordinary Member of Council hold or enjoy any pension or any annuity payable out of the Civil or Military Fund, the salary of his office of Member of Council is to be reduced under Acts 3 and 4 Will. 4, Cap. 85, s. 77, by the amount of the pension or annuity held by him. A Good Service Pension enjoyed by Military Officers comes within the meaning of pension under the Act cited above.

### Section II.—Lieutenant-Governors.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| LEAVE RULES . . . . | 591 | ACTING LIEUTENANT-GOVERNOR . | 592 |


#### Leave Rules.

591. (*a*) Leave on medical certificate for not more than six months may be granted to a Lieutenant-Governor. On resuming his duties after such leave, a Lieutenant-Governor is entitled to half his salary for the period of his absence. If he is prevented from resuming his duties, he is entitled to no absentee allowances.

(*b*) A Lieutenant-Governor is not entitled to any other leave.

## Acting Lieutenant-Governor.

**592.** The salary of a person appointed to officiate as Lieutenant-Governor is regulated in the same way as the salary of a person appointed to be a temporary Member of Council (see Article 596).

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## Section III.—Members of Council.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| TENURE OF OFFICE . . . . | 593 | TEMPORARY MEMBER . . . | 596 |
| LEAVE RULES . . . . | 594 | ADDITIONAL MEMBERS . . . | 599 |


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### Tenure of Office.

**593.** The tenure by a Member of Council of his office begins when he takes upon himself the execution of his office; and the resignation of his office by a Member of Council whose successor has not entered upon his office, takes effect from the day following that of his embarkation at any port in India, excluding Aden, or from the expiry of his five years' tenure of office, whichever date is earlier.

### Leave Rules.

**594.** The leave admissible to an Ordinary Member of the Executive Council of the Governor General or of the Governor of Madras or Bombay is regulated by Statute 24 and 25 Vict., Cap. 67, s. 26, as follows:—

*Section 26.*—It shall be lawful for the Governor General in Council, or Governor in Council of either of the Presidencies, as the case may be, to grant to an Ordinary Member of Council Leave of absence under Medical Certificate for a period not exceeding six months, and such Member during his absence shall retain his office, and shall, on his return and resumption of his duties, receive half his salary for the period of such absence; but if his absence shall exceed six months, his Office shall be vacated.

**595.** Subject to any special orders by the Government of India to the contrary, leave of absence granted to an Ordinary Member of the Council of the Governor General (if taken out of India) commences on the day after such Member embarks at any port in India, excluding Aden, and ends on the day before he disembarks at any port in India, excluding Aden: Provided always that such Member has not been relieved of the charge of his office until he embarks, and that he resumes charge immediately upon his disembarkation.

### Temporary Member.

**596.** The salary and the appointment of a temporary Member of the Executive Council of the Governor General or of the Governor of Madras or Bombay, is regulated by Statute 24 and 25 Vict., Cap. 67, s. 27, as follows:—

NOTE.—[The headings which are introduced to facilitate reference are not a part of the Statute.]

*Page 152.*

*Article 594.*

*Insert the following as a note under this article :—*

[NOTE.—A member of the Indian Civil Service, on resignation of the office of Member of Council, is entitled to subsidiary leave preparatory to retirement under the ordinary rules.] (G.O. Financial Department No. 273, dated 18th January 1893.)

## Members of Council.

*In case of vacancy.*

*Section 27.*—If any vacancy shall happen in the office of an Ordinary Member of the Council of the Governor General, or of the Council of either of the Presidencies, when no person provisionally appointed to succeed thereto shall be then present on the spot, then, and on every such occasion, such vacancy shall be supplied by the appointment of the Governor General in Council or the Governor in Council, as the case may be; and until a successor shall arrive the person so nominated shall execute the office to which he shall have been appointed, and shall have all the powers thereof, and shall have, and be entitled to, the salary and other emoluments and advantages appertaining to the said office during his continuance therein, every such temporary Member of Council foregoing all salaries and allowances by him held and enjoyed at the time of his being appointed to such office.

*In case of absence.*

And if any Ordinary Member of the Council of the Governor General or of the Council of either of the Presidencies shall by any infirmity or otherwise, be rendered incapable of acting or of attending to act as such, or if any such Member shall be absent on leave, and if any person shall have been provisionally appointed as aforesaid, then the place of such Member absent or unable to attend shall be supplied by such person, and if no person provisionally appointed to succeed to the office shall be then on the spot, the Governor General in Council, or Governor in Council, as the case may be, shall appoint some person to be a temporary Member of Council, and until the return of the Member so absent or unable to attend, the person so provisionally appointed by the Secretary of State in Council, or so appointed by the Governor General in Council or Governor in Council, as the case may be, shall execute the office to which he shall have been appointed, and shall have all the powers thereof, and shall receive half the salary of the Member of Council whose place he supplies, and also half the salary of his Office under the Government of India, or the Government of either of the Presidencies, as the case may be, if he hold any such office, the remaining half of such last named salary being at the disposal of the Government of India, or other Government as aforesaid.

*Proviso.*

Provided always that no person shall be appointed a temporary Member of the said Council who might not have been appointed as hereinbefore provided to fill the vacancy supplied by such temporary appointment.

**597.** A Good Service pension comes within the "allowances" which a provisional Member of Council appointed on a vacancy occurring in the office of an Ordinary Member must forego.

**598.** The *salary* of the substantive office of a temporary Member of Council appointed in the place of an Ordinary Member of Council who, by reason of infirmity or otherwise, is rendered incapable of acting or is absent on leave, includes the Military pay or Staff Corps pay of an officer holding an appointment the pay of which is a Staff salary, but does not include a Good Service pension. Such a temporary Member is not liable to any deduction of salary on account of Good Service pension.

## Additional Members.

**599.** A Public Officer nominated under Section 10 of the Indian Councils Act, 1861, to be a Member of the Council of the Governor General for the purpose of making Laws and Regulations, shall receive only, while actually present on duty with the Council and not at any other time, a Deputation allowance at the rate of R616⅔ a month, in addition to the *pay*, or if he held an officiating appointment, the *salary* of the appointment held by him at the time of his nomination to the Council: Provided that the aggregate monthly emoluments, including Deputation Allowance, of such officer as

Additional Member of Council shall never be drawn at a *rate* in excess of R4,166⅔ a month.

NOTE.—[A Non-official Member who leaves his ordinary residence to attend Meetings of the Council of the Governor General at Calcutta receives an allowance to meet the expenses attendant on travelling to and from Calcutta, as well as the expenses attendant on residence in that City, on the scale laid down in Article 1282 in Part XI,—see also Article 1283 regarding Meetings of the Legislative Councils of Madras and Bombay away from head-quarters.]

# Chapter XXIII.—Judges of the High Courts.

STATUTORY RULES . . . . ARTICLE 600 | REVERSION TO GENERAL SERVICE . ARTICLE 601

## Statutory Rules.

**600.** The following rules made under Statute 24 and 25 Vict., Cap. 104, s. 6, by the Secretary of State in Council of India, regulate the salaries, allowances, furloughs, retiring pensions, and (when necessary) expenses for equipment and voyage of the Chief Justices and Judges of the several High Courts established under the said statute. They have effect from the 11th of May 1891.

NOTE.—[The notes and the headings (other than those of sections) which are introduced to facilitate reference do not appear in the statutory rules.]

*Definitions.*

1. In these Rules, unless there is something repugnant in the subject or context,—

*Appointments.*

"Acting Chief Justice" means a Judge appointed under Section 7 of Statute 24 and 25 Vict., Cap. 104, to perform the duties of Chief Justice of a High Court.

"Acting Judge" means a person appointed under the said Section 7 to perform the duties of Judge of a High Court.

"Judge" includes a Chief Justice and Acting Chief Justice, and an Acting Judge, except where the contrary is expressed.

*Actual Service.*

"Actual service" includes—

(*a*) time spent by a Judge on duty as Judge, or in the performance of such other functions as he may be directed to discharge by the Governor General of India in Council;

(*b*) time spent by a Judge on privilege or subsidiary leave;

(*c*) duly authorised vacations (provided that the Judge is not absent on furlough or on extraordinary leave under Rule 26).

### *Section I.—Salaries.*

2. The Chief Justice, or Acting Chief Justice, of the High Court at Calcutta shall be paid a salary at the rate of R72,000 per annum.

3. The Chief Justice, or Acting Chief Justice, of the High Courts at Madras and at Bombay and for the North-Western Provinces, respectively, shall be paid a salary at the rate of R60,000 per annum.

4. A Judge, or Acting Judge, of the High Courts at Calcutta, Madras, and Bombay, and for the North-Western Provinces, respectively, shall be paid a salary at the rate of R45,000 per annum: Provided always, that every Judge of the High Court at Calcutta appointed before the 18th day of January 1881 shall be paid a salary at the rate of R50,000 per annum.

## *Section II.—Leave.*

*Furlough earned.*

5. One year's furlough shall be placed to the credit of each Judge after the completion of the fourth, eighth, and twelfth years of actual service: Provided that the aggregate amount of all furlough which can, during the whole period of his service, be granted to a Judge shall not exceed three years: Provided further that the maximum amount of furlough which may be taken at any one time is fifteen months.

*Furlough admissible.*

6. Except under Rules 8 and 9, no furlough shall be granted until at credit under Rule 5. But any Judge already in the service of the Government at the time of being appointed to the High Court, who, when so appointed, was entitled, under the rules applicable to the branch of the service to which he belonged, to furlough without medical certificate, may be granted furlough for a term not exceeding that to which he was so entitled: Provided that such furlough shall not be taken until the completion of two years' actual service in the High Court, and shall not exceed one year.

*Conditions of Grant.*

7. Except under Rules 8 and 9, furlough shall not be granted until after the completion of three years' actual service from the date of the last return from furlough or from extraordinary leave.

8. Under medical certificate, furlough may be granted before it is at credit under Rule 5, and although three years' actual service may not have been completed since the last return from furlough or from extraordinary leave.

9. On urgent private affairs, furlough may be granted to a Judge before it is at credit under Rule 5, and although three years of actual service have not been completed since the last return from furlough or extraordinary leave: Provided that furlough under this Rule shall not exceed six months, and shall be granted only once during the whole period of a Judge's service.

*Commencement and end of Furlough.*

10. Furlough taken in India shall be reckoned from the date on which the Judge quits his office to the date of his resuming duty. Furlough taken out of India shall be reckoned from the date of embarkation at the port of departure from India to the date of debarkation on return to India except in a case falling under Rule 24.

11. If furlough be taken partly in India and partly out of India, the commencement and termination of the furlough shall be respectively determined under the provisions of Rule 10, according as the furlough begins or ends in or out of India.

*Subsidiary Leave.*

12. For the interval between the date of quitting his office and the commencement of furlough out of India, and between the termination of furlough out of India and resuming his office, a Judge may be allowed subsidiary leave not ordinarily exceeding thirty days, which in special cases may be extended.

*Leave Allowances.*

13. A Judge, when on furlough, shall receive allowances at the rate of R833-5-4 a month, if the furlough be taken in India, and at the rate of £1,000 a year, if the furlough be taken out of India, and payment be made in England. A Judge, when on subsidiary leave, shall receive allowances at the rate of R833-5-4 a month.

*Number of Furloughs admissible.*

14. Except under medical certificate, the number of furloughs to be granted at any one time and the grant of furlough to individual Judges, shall be subject to, and limited by, the exigencies of the service, which exigencies shall be determined exclusively by the authority with whom rests the question of granting the furlough.

15. Applications for furlough not supported by medical certificate shall be granted usually in the following order:—

The Judge who has the greatest amount of furlough to his credit under Rule 5 shall have the preference. If two or more applicants are on an equality in this respect, preference shall be given to the applicant whose actual service in a High Court is longest, reckoning, in the case of a Judge who has not taken furlough or extraordinary leave, from the date of his commencement of service in the High Court, and in the case of a Judge who has taken furlough, subsidiary, or extraordinary leave, from the date of his last return from such furlough, or extraordinary leave. If two or more applicants are equal in both the above-mentioned respects, the preference shall be given to the senior in the Court.

## Rules applicable to Special Departments or Special Officers.

### *Privilege Leave—Present Rules.*

16. Subject to the exigencies of the public service, a Judge who has completed eleven months' continuous duty, including the vacation, may take privilege leave for one month in each year, but except as provided in Clause (*a*), his salary will cease during such leave. A Judge may not take privilege leave in instalments, or more than a month at a time; and except as provided in Clause (*b*), privilege leave may not be combined with vacation.

(*a*) A Judge who has been detained on duty as Vacation Judge may, provided that he has not in the meantime had any furlough or leave of any kind, during his next subsequent privilege leave, draw his salary for any period not exceeding one month in the whole by which his vacation may (by reason of his being on duty) have fallen short of one month.

(*b*) Once in three years, and not oftener, privilege leave may be prefixed or affixed to the vacation.

### *Privilege Leave—Special Rules.*

17. Rule 16 does not apply to the following Judges:—

| | |
|---|---|
| T. Muthuswami Aiyar | Madras. |
| Bayley, L. H. | Bombay. |
| Prinsep, H. T. | Calcutta. |
| Sargent, Sir C., Kt. | Bombay. |
| Tottenham, L. R. | Calcutta. |
| Wilson, A. | Calcutta. |

18. Privilege leave may be granted to any of the Judges named in Rule 17, under the following Rules:—

(1) Subject to the exigencies of the public service, privilege leave for one month may be granted to a Judge who has been on duty without interruption for eleven months, including the vacation.

(2) An additional month of privilege leave accrues to a Judge after each further period of eleven months' continuous duty, including the vacation.

(3) Privilege leave may not be taken in instalments, but any balance of privilege leave not taken when due may be added to the next privilege leave which accrues: Provided that the privilege leave taken at one time shall not exceed three months, and that any accumulation of privilege leave beyond that period shall be forfeited.

(4) Save as provided in the next succeeding clause (5), a Judge when on privilege leave shall receive half his salary.

(5) A Judge who discharges the duties of Vacation Judge during the whole or any part of a vacation shall be entitled, for each day of such duty, to draw his full salary for one day of any privilege leave which he may subsequently obtain.

### *Privilege Leave Declaration.*

19. Every Judge applying for privilege leave must sign a declaration that he intends to return to duty on the expiration of the leave applied for, and that he has no intention of resigning his office or retiring from the service or taking leave of any kind within three months after his return to duty. Such declaration shall not be held absolutely to debar the person making it from applying for permission to resign his office, or to retire from the service, or to take leave, within three months after his return to duty; but every such application must be accompanied by an explanation of the special circumstances under which it is made, and it shall be in the absolute discretion of the Government to grant or withhold the permission sought.

### *Commutation of Leave.*

20. Furlough and privilege leave shall not be taken as such in continuation of each other; but if a Judge absent on leave of one of these kinds is allowed to change it for leave of the other kind, the whole period of his absence shall be held to be under leave of the latter kind.

### *Applications for Leave.*

21. Applications for leave shall in all cases be submitted in such manner as the Government shall from time to time prescribe.

### *Payment of Leave Allowances.*

22. Leave allowance shall be payable monthly if payment is made in India, and quarterly if in England.

### *Effect of leave on substantive appointment, etc.*

23. No substantive appointment shall be vacated merely by reason of leave being granted under these Rules.

*Add the following note to this article :—*

NOTE.– Leave allowance is now paid monthly in arrear if payment is made in England.
(54.) (Financial Department No. 4834, dated 2nd December 1892.)

24. If a Judge overstays any leave, he shall forfeit all salary during the time of his remaining so absent; and if he overstays his leave for more than one week his office shall be liable to be declared vacant. But a Judge on leave (other than leave under Rules 16 or 18) is not obliged to return to duty on an authorised holiday, unless another officer is officiating as Judge in consequence of his absence.

Vacation is not an authorized holiday within the meaning of this Rule; and a Judge whose furlough terminates at the commencement of or during a vacation shall not be entitled to full pay for any part of the period of such vacation (except a part subsequent to his return to duty). If, after the termination of his furlough, he remains absent during the whole or any part of a vacation, he will, for such period of absence, draw the leave allowances admissible under Rule 13, but the time will count as actual service, not as furlough, provided that he returns to duty immediately at the end of the vacation.

*Effect of leave on Pensionary Service.*

25. No leave except privilege leave and leave subsidiary to furlough shall count as service for pension.

*Extraordinary Leave.*

26. If the Government shall in its discretion deem it necessary, in any special instance, to grant to any Judge leave of absence which is not expressly provided for in the foregoing rules, such leave shall be without pay: Provided always, that in no case shall such leave exceed six months, or be granted more than once in the whole course of the Judge's service.

Leave under this Rule is termed "Extraordinary" leave.

## *Section III.—Pensions.*

*Chief Justice.*

27. A Chief Justice of the High Court at Calcutta after an actual service of fourteen and a half years as Judge of a High Court, of which period at least seven years shall have been as Chief Justice of the High Court at Calcutta, shall receive a pension not exceeding 1,800*l.* per annum.

28. A Chief Justice of the High Courts at Madras and Bombay, and for the North-Western Provinces, respectively, after an actual service of fourteen and a half years as Judge of a High Court, of which period at least seven years shall have been as Chief Justice, shall receive a pension not exceeding 1,500*l.* per annum.

*Judges.*

29. A Judge of a High Court, not being eligible for pension at a higher rate under Rule 27 or 28, shall, after an actual service of fourteen and a half years as Judge, receive a pension not exceeding 1,200*l.* per annum.

30. A Chief Justice or Judge shall, after an actual service of ten years, receive a pension according to the following graduated table:—

| 1 | 2 | 3 | 4 |
|---|---|---|---|
| Years of actual service. | Chief Justice, Calcutta. | Chief Justice, Madras and elsewhere. | Judge. |
| | £ | £ | £ |
| 10 | 1,200 | 1,000 | 800 |
| 10¼ | 1,320 | 1,100 | 880 |
| 11¼ | 1,440 | 1,200 | 960 |
| 12¼ | 1,560 | 1,300 | 1,040 |
| 13¼ | 1,680 | 1,400 | 1,120 |

*Invalid Pensions.*

31. A Chief Justice or Judge who retires on medical certificate after six years and nine months' actual service, shall receive a pension not exceeding in the case of a Chief Justice of the High Court at Calcutta, 700*l.* per annum; in the case of the Chief Justice of any other High Court, 600*l.* per annum; and in the case of a Judge of a High Court, 500*l.* per annum.

*Previous Service.*

32. In the event of a Judge receiving a pension under the preceding Rules, he will not be entitled to any other pension or retiring allowance.

Rules applicable to Special Departments or Special Officers.

33. When a Judge, who at the time of his appointment to a High Court, was a member of one of the Government Services in India, is permitted to retire without a pension under the preceding rules, he shall receive such a pension as he might receive under the rules applicable to the branch of the service to which he belonged when so appointed, reckoning the period of his service as a Judge of a High Court towards service for that pension.

34. If a Judge who, at the time of his appointment to a High Court, was a member of one of the Government Services in India, shall be permitted to retire on medical certificate after six years and nine months of actual service as Judge, he shall have the option of taking his pension or retiring allowance either under these Rules or under the Rules applicable to the branch of the service to which he belonged when appointed.

*Members of the Indian Civil Service.*

35. No Judge, selected from the Indian Civil Service, shall receive any pension under these Rules unless he shall have fully complied with all the rules and regulations in force for the time being as to payments to be made by him as a Member of the Indian Civil Service on account of the provision for his own pension or retiring allowance, and for pensions to his wife and children.

*Transfer to another High Court.*

36. If a Judge be transferred from one High Court to another, the period he shall have served in each Court shall count towards his qualification for pension.

*Promotion to be Chief Justice.*

37. If a Judge be appointed to be a Chief Justice in the High Court in which he has theretofore served or in another Court, the period of his service as Judge will count for pension according to the rate of a Judge's pension, and the period of his service as Chief Justice will count for pension according to the rate of pension of a Chief Justice of the Court to which he may have been appointed.

38. If a Chief Justice of the High Court at Madras, at Bombay, or for the North-Western Provinces be appointed Chief Justice of the High Court at Calcutta, his period of service in the Court from which he is transferred will count for pension according to the rate of pension of a Chief Justice of that Court, and his period of service as Chief Justice of the High Court at Calcutta will count for pension according to the rate of pension of a Chief Justice of the High Court at Calcutta.

39. A Judge appointed under Statute 24 and 25 Vict., Chapter 104, section 7, to perform the duties of Chief Jusice, is not a Chief Justice within the meaning of these Rules as to pension: Provided that if such Judge be afterwards appointed to be a Chief Justice, the period during which he performed the duties of Chief Justice as aforesaid shall count as service for pension, at the rate of 1,500*l.* or of 1,800*l.* per annum, as the case may be: Provided also, that the period during which a Judge performs [under Section 7 of the Statute 24 and 25 Vict., Chapter 104] the duties of Chief Justice of the High Court at Calcutta shall not count towards pension at a rate exceeding 1,500*l.* a year, unless such Judge is subsequently appointed to the office of Chief Justice of the said High Court at Calcutta.

40. These Rules numbered, respectively, 1 to 26, inclusive, and 34 to 39, inclusive, shall apply to every Chief Justice and Judge now holding office, as well as to those who may be hereafter appointed. Rules 27 to 33 inclusive shall not apply to any Chief Justice or Judge now holding office who shall not before the 1st day of January 1892 give notice to the Government of India that he elects to come under the operation of the said last-mentioned Rules in lieu of the Rules under which he may be now serving.

[*N. B.*—The Rules referred to in the last line of this rule will be found in Appendix No. 29A. of these Regulations.]

## *Section IV.—Expenses for Equipment and Voyage.*

41. For the purpose of defraying the expenses of equipment and voyage from Europe on first appointment, there shall be allowed—

To a Chief Justice or Judge of any High Court, 300*l.* But no such allowance shall be made to any person who, being in India, is appointed to the office of Chief Justice or Judge, or who, having been in India, is in Europe at the time of his appointment with the intention of returning to India.

## Reversion to the General Service.

**601.** (*a*) An officer subject to the Rules of any of the other Chapters of these Regulations who has for a time been removed from the operation of such

*Article 604.*

*Insert the following at the end of this Article :—*

"Judicial Commissioner or Additional Judicial Commissioner of Oudh."

rules by reason of officiating as Judge of the High Court, shall, on return to general service, have to his credit the same amount of service towards privilege leave as was at his credit when he began to officiate as High Court Judge.

(*b*) In addition to this, he is entitled to count towards privilege leave, under the Rules to which he is subject, any period that has elapsed since he last obtained privilege leave or enjoyed vacation as High Court Judge, which he could have counted for privilege leave as a High Court Judge, if his officiating service had been prolonged until leave became admissible under the Rules applicable to Judges of the High Court.

602. If a Judge, who is a Member of the Indian Civil Service or a Statutory Civil Servant, shall be permitted to resign his office and remain in the service, all leave which he may have taken as a Judge of the High Court shall be reckoned as if it had been taken under the Rules for the leave of absence of Members of the Indian Civil Service or Statutory Civil Servants, as the case may be.

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# Chapter XXIV.—Barrister Appointments.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| BARRISTERS' PRIVILEGES . . | 603 | SPECIAL PENSIONS . . . | 607 |
| LEAVE RULES . . . . | 605 | COMPULSORY RETIREMENT . . | 608 |


## Barristers' Privileges.

603. No Civil officer, whether a Member of the Indian Civil Service or otherwise, is entitled to any special privileges by reason of his being a Barrister, unless, on his first admission to the service, he is appointed to some office in which the Local Government, with the sanction of the Government of India, has declared it to be necessary on public grounds to employ a *Barrister*.

NOTE.—[See Clause (5) of Article 441 in Chapter XVII.]

604. The following officers being *Barristers*, and not being Members of the Indian Civil Service, are entitled to the special privileges detailed in this Chapter:—

Judges of the Chief Court of the Punjab;
First Judges of Small Cause Courts of Presidency towns;
Recorder of Rangoon;
Secretary to the Government of India in the Legislative Department.

## Leave Rules.

605. (*a*) The Statutory Rules which regulate the Furlough and Leave of absence of High Court Judges (Article 600, Rules 5 to 26) are applicable also to the officers named in the preceding Article.

(*b*) The allowances of these officers while on Furlough or Subsidiary leave

must not exceed half their salaries, and are limited also to the rate prescribed in Statutory Rule No. 13, Article 600.

(*c*) The Privilege leave of the Secretary to the Government of India in the Legislative Department is regulated by the Rules in Part III.

**606.** Statutory Rule No. 17 of Article 600 applies also to Sir Meredyth Plowden, Judge of the Chief Court of the Punjab, and to the following "First Judges of Small Cause Courts in Presidency towns" so long as they hold their present appointments:—

| | |
|---|---|
| Hart, W. E. . . . . | Bombay. |
| Millett, H. . . . . | Calcutta. |

### Special Pensions.

**607.** (*a*) Special pensions are admissible as follows, but the officers named in Article 604 are otherwise subject to the "Ordinary Pension" regulations in Part IV:—

(i) After not less than six years and nine months' active service in one or other of the offices specified in Article 604,—an Invalid pension of £300 a year.

(ii) After not less than eight years and eight months' such service,—an Invalid pension of £500 a year.

(iii) After not less than eleven years and six months' such service,—a retiring pension of £750 a year.

(*b*) The Active Service of the officers referred to in Article 604 includes, besides time spent on duty, whether in substantive or acting service, Privilege leave, Subsidiary leave, and periods of vacation during which the officer is not on Furlough or Extraordinary leave.

### Compulsory Retirement.

**608.** *Barristers* to whom the rules of this Chapter apply are exempt from the general rule (see Article 503) regarding compulsory retirement at fifty-five years of age.

## Chapter XXV.—Members of the Indian Civil Service.


| | Article | | Article |
|---|---|---|---|
| Application of Rules . . . | 609 | Annuity Deductions . . . | 615 |
| Date of arrival in India . . . | 610 | Civil Fund Deductions . . . | 616 |
| Rules regarding Pay and Allowances | 612 | Retirement and Annuity . . | 620 |
| Leave Rules . . . . . | 613 | Compulsory Retirement . . | 624 |


### Application of Rules.

**609.** The rules in this Chapter are applicable to Members of the Indian Civil Service appointed by the Honourable East India Company, or, after

## *Article 607.*

*Substitute the following for clause (a) of this Article :—*

Special pensions are admissible as follows, but the officers named in Article 604 are otherwise subject to the "Ordinary Pension" regulations in Part IV :—

| | In the case of Judges of the Chief Court of the Panjab. | In the case of persons holding any of the other barrister appointments specified in Article 604 of the Civil Service Regulations. |
|---|---|---|
| (1) After an active service of not less than $6\frac{3}{4}$ years, an invalid pension of | £400 a year. | £300 a year. |
| (2) After 10 years of such service a retiring pension according to the following scale :— | | |
| After 10 years, | £650 a year. | £500 a year |
| „ $10\frac{3}{4}$ „ | £725 „ | £550 „ |
| „ $11\frac{3}{4}$ „ | £800 „ | £600 „ |
| „ $12\frac{1}{2}$ „ | £850 „ | £650 „ |
| „ $13\frac{1}{2}$ „ | £925 „ | £700 „ |
| „ $14\frac{1}{2}$ „ | £1,000 „ | £750 „ |

[NOTE.—This scale of pension applies to Judges of the Chief Court of the Panjab whenever appointed. It does not apply to any other officer appointed substantively before 2nd November 1892, or to Mr. Shaw, Chief Judge of the Small Cause Court of Madras. These officers are subject to the rules in Appendix No. 29B.] (99.)

competitive examination in England, by Her Majesty's Secretary of State for India.

1. No Member of the Indian Civil Service is entitled to any special privileges by reason of his being a *Barrister* (see Chapter XXIV).

2. The rules applicable to a Member of the Indian Civil Service occupying the position of a High Court Judge are laid down in Chapter XXIII.

3. The grant of privilege leave to a Member of the Indian Civil Service occupying the position of a Judge of the Chief Court of the Punjab is regulated by Rule 16, Article 600.

## Date of Arrival in India.

610. From the 5th May 1869 the date of an officer's first arrival in India is held to be as follows:—

(*a*) In the case of an officer who is posted in England to Upper India, and arrives *viâ* Bombay, and who has been instructed by the Secretary of State to enquire at the Secretariat of the Government of Bombay for any orders as to his ultimate destination,

(i) if he receives no orders at Bombay;—the date on which he reports himself at Allahabad to the Secretary to the Government of India in the Home Department, and to the Secretary to the Government of the North-Western Provinces;

(ii) if he receives orders at Bombay;—the date on which he reports his arrival at any Station or Province to which he is attached by such orders.

(*b*) In the case of any other officer;—the date on which he reports his arrival at the capital town of the Presidency or Province to which he is attached.

NOTE 1.—[Before the 31st January 1868, the date to be taken is the date of his actual arrival in India.]

(2) [From the 31st January 1868 to the 4th May 1869 inclusive, the date to be taken is the date on which he reported his arrival at the capital town of the Presidency to which he was attached, or, if he was attached to the North-Western Provinces, the Punjab, or Oudh, and had permission to enter India *viâ* Bombay, the date on which he reported his arrival at Bombay.]

611. Article 207 in Chapter IX (joining time) provides for the case of an officer being unable from illness to proceed to the seat of Government.

## Rules regarding Pay and Allowances.

612. Unless there be something repugnant in the subject or context, the pay and allowances of a Member of the Indian Civil Service are governed by the rules in Part II. The rules regarding calculation of acting allowances are laid down in Chapter VI, Articles 124 to 127.

## Leave Rules.

613. The European Service Leave Rules, prescribed in Part III, apply to Members of the Indian Civil Service.

614. No leave but Privilege leave may be granted to a Member of the Indian Civil Service who has completed thirty-five years' service. Any leave

other than Privilege leave granted to a Member of the Indian Civil Service before such date ceases to have effect on the date he completes thirty-five years' service.

## Annuity Deductions.

**615.** (*a*) Four per centum shall be deducted at the time of payment from every officer's *pay*, and from such of his other public emoluments as are mentioned in the last column of the following table:—

| | | |
|---|---|---|
| If the officer was in the service in 1875, or was appointed to it after passing a competitive examination held before the end of the year 1875, and belongs to the | Bengal Establishment . | Every allowance, excepting—<br>(1) Minimum Furlough allowance,<br>(2) Subsistence allowance while on Furlough,<br>(3) Establishment allowance,<br>(4) Sumptuary allowance, and<br>(5) Travelling allowance. |
| | Madras or Bombay Establishment. | The following allowances, *viz.*—<br>(1) Acting allowance,<br>(2) Deputation allowance,<br>(3) Personal allowance,<br>(4) Fees,<br>(5) Allowances while on Privilege or Subsidiary leave,<br>(6) Subsistence allowance when not on leave other than Privilege and Subsidiary leave, and<br>(7) Local allowances other than Travelling allowance and Tentage.<br>[*N.B.*—An Assistant or Head Assistant Collector in the Madras Presidency is not required to pay the contribution on account of annuity on that part of his consolidated pay which, before the orders of the Government of India, in the Finance Department, No. 956, dated 1st June 1880, was drawn as house-rent allowance.] |
| If the officer is appointed to the Service after passing a competitive examination held in or after the year 1876. | | Every allowance, excepting:—<br>(1) Minimum Furlough allowance,<br>(2) Subsistence allowance while on Furlough,<br>(3) Establishment allowance,<br>(4) Sumptuary allowance,<br>(5) Travelling allowance, and<br>(6) Tentage. |

[*N.B.*—The deduction prescribed in this Article is not made from the salary of an Ordinary Member of the Council of the Governor General, or of the Council of the Governor of Madras or Bombay.]

(*b*) The deduction from allowances required to be made by this Article is included in the contribution levied from an officer on Foreign Service of the first and second kind under the regulations contained in Part VII; when, however, a Member of the Indian Civil Service is on Foreign Service, and no contribution is made by him or on his behalf under Part VII, he is required to contribute four per cent. under clause (*a*).

*Example.*—The Chairman of the Commissioners of the Town of Calcutta, the Municipal Commissioner for the City of Bombay, or any of the officers referred to in Articles 815 to 817.

## Civil Fund Deductions.

**616.** (*a*) Deductions on account of subscriptions to Civil Funds shall be made at the time of payment from the emoluments of officers according to the rules of the Fund to which the officer belongs. The Funds are—

A.—Bengal Civil Fund.
B.—Madras Civil Fund.
C.—Bombay Civil Fund.
D.—Indian Civil Service Family Pension Regulations.

(*b*) The rates of subscriptions to the several Funds are given in Appendix No. 10.

**617.** European officers who arrived before 1881-82 are alone allowed to subscribe to the three Civil Funds—A, B, and C, but the following Native members of the Indian Civil Service on the Bengal and Bombay Establishments are allowed, on payment of equal subscriptions, to secure like benefits to those which the Civil Funds secure to European members:—

*Bengal Establishment.*

(1) Mr. R. C. Dutt.
(1) „ B. L. Gupta.
(2) „ A. Barroah.
(2) Mr. B. De.
(2) „ C. Rustamji.
(2) „ K. J. Badshah.

*Bombay Establishment.*

(1) Mr. S. N. Tagore.

(1) Specially admitted to the Civil Funds.
(2) Allowed to subscribe to the "General Revenues" at Civil Fund rates.

**618.** The following members of the Indian Civil Service who arrived in 1881-82, and all European members junior to them, are required to subscribe under the "Indian Civil Service Family Pension Regulations":—

| | |
|---|---|
| Mr. E. T. Lloyd . . . . . | Bengal. |
| „ F. E. Robinson . . . . . | Madras. |
| „ A. C. Logan . . . . . | Bombay. |

**619.** The recovery of subscriptions due on the absentee allowances of subscribers to these Funds is made under the following rules:—

(*a*) If the officer is on leave out of India and draws his allowances in England and has not paid his subscription in advance, recovery will be made at the Home Treasury by deductions from his absentee allowances, unless he is a member of the Bengal or Madras Civil Fund, and has exercised the option allowed to members of those Funds of postponing the payment of his subscriptions until after return to duty.

[*N.B.*—The option allowed to subscribers to the Bengal Civil Fund of postponing payment of subscriptions on absentee allowances limited to a period of one year.]

(*b*) For payment of leave allowances in any of Her Majesty's Colonies, warrants will be issued only on condition that the subscriptions shall be either

paid in advance or taken by deduction; in the latter case, the warrant to the Colony should show only the net allowance payable after such deduction.

## Retirement and Annuity.

**620.** An officer who has been twenty-five years in the service, counting from the date of his covenant, or from the date of the despatch of the Secretary of State announcing his appointment (whichever may have been earlier), and who has rendered twenty-one years' *active service*, is entitled, on his resignation of the service being accepted, to an annuity of £1,000.

**621.** An officer who resigns the service will, by such resignation, vacate any office under the Government which he may then be holding. But this rule does not apply to the offices of Viceroy and Governor General of India, Governor of Madras, and Governor of Bombay.

**622.** The resignation of the Civil Service by a Lieutenant-Governor, Member of the Council of the Governor General, or Judge of a High Court, shall not be accepted unless his resignation of his office is at the same time tendered and accepted.

**623.** An officer who, having proceeded to India and made or become liable to any payment on account of the provision for the annuity to which he might become entitled under Article 620, is declared by a medical certificate in due form to be incapacitated for further service, and is thereupon permitted to resign the service before he is entitled to such an annuity, is entitled to a gratuity or annuity as follows:—

(i) If he have been in the service for less than five years;—a gratuity of £500.

(ii) If he have been in the service for five years or more;—an annuity of £150, *plus* £20 for each complete year of service in excess of five; provided that the whole annuity shall not exceed £450.

## Compulsory Retirement.

**624.** (*a*) After thirty-five years' service, counting from the date of his arrival in India, an officer shall not, except for special reasons, and with the sanction of the Secretary of State, retain his office or be appointed to any new office: Provided that if such an officer has held his office for less than five years, he may, for special reasons, with the sanction of the Government of India, be permitted to retain his office until he has held it for five years. The term "office" in this Article includes an officiating appointment.

(*b*) The period of five years referred to in this Article begins to run from the date on which the officer first takes up the office, whether substantively or temporarily, provided that, if temporary, he is confirmed without reverting to his substantive appointment; but the currency of the period is not interrupted by any subsequent temporary promotion to a higher appointment.

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*Article 622.*

*Insert the words* "or of the Council of the Governor of Madras or Bombay" *after the words* "Governor General" *in the second line of this Article.*—(5) (Financial Department Official Diary No. 3390 of 1892.)

*Article 624 (a).*

*Insert the following* "NOTE" *under this Article :—*

NOTE.—[The term "office" as used in this article does not include any office held under direct appointment by Her Majesty the Queen-Empress of India, but the retention of such an office should be subject to the condition prescribed in Article 622.]—(5) (Financial Department Official Diary No. 3390 of 1892.)

*Article 625.*

*Insert the words* "(or salary)" *after the word* "pay" *in the second line of rule 1 under this article.* (81.)

# Chapter XXVI.—Statutory Civil Servants.


| | Article | | Article |
|---|---|---|---|
| Pay and Allowances | 625 | Regulations relating to the confirmation of Statutory Civil Servants appointed on probation | 628 |
| Pension Regulations | 626 | | |
| Leave Regulations | 627 | | |


## Pay and Allowances.

**625.** The following Rules regulate the pay and allowances of Statutory Civil Servants:—

1. The pay (or salary) of an office held by a Statutory Civil Servant is, unless otherwise specially ordered, 64 per cent. of what would be the gross pay of the office if it were held by a Member of the Indian Civil Service appointed after competitive examination in England.

2. The subsistence allowance of a Statutory Civil Servant when out of employ is as follows:—

| | R |
|---|---|
| To an officer who has rendered not more than eight years' Active Service (as defined in *Article 626* (*Section 1* (*a*)) | 250 |
| To an officer who has rendered more than eight but less than twelve years' such active service | 320 |
| To an officer who has rendered not less than twelve years' such active service | 400 |

## Pension Regulations.

**626.** The following rules regulate the *Pensions* of *Statutory Civil Servants*:—

*Section 1.*—In these Regulations—

(*a*) "Active Service" means Active Service in an office ordinarily held by a Member of the Indian Civil Service, and includes—

(1) Time spent on duty:
(2) Any period not exceeding two years spent on probation in India:
(3) Privilege leave of absence:
(4) Subsidiary leave of absence:
(5) Time passed in India out of employ on subsistence allowance:
(6) Time passed on leave with allowances out of India as follows:—

| *If the total service of the officer is not less than*— | *He counts as service a period not exceeding*— |
|---|---|
| 15 years | 1 year. |
| 25 years | 2 years. |

[Note.—Total service in this clause means total service reckoning from the date of commencement of service qualifying for pension and includes periods of leave.]

*Section 2.*—Except with the special sanction of the Governor General in Council, a Statutory Civil Servant, who has reached the age of fifty-five years, shall not be appointed, either substantively or officiating to a new office, or be permitted to retain any office which he has held, either substantively or officiating, for five years.

Rules applicable to Special Departments or Special Officers.

*N.B.*—[It has been ruled that the period of five years referred to in this section begins to run from the date on which the officer first takes up the office, whether substantively or temporarily, provided that, if temporary, he is confirmed without reverting to his substantive appointment; but the currency of the period is not interrupted by any subsequent temporary promotion to a higher appointment.]

*Section 3.*—The pension of a Statutory Civil Servant shall in no case exceed the following limits, namely—

| | R |
|---|---|
| After an active service of not less than 25 years . . . . | 5,000 a year. |
| Ditto ditto 30 „ . . . . | 6,000 „ |

All the rules in this part are subject to these maxima.

*Section 4.*—(*a*) On his resignation of the service being accepted after not less than twenty-five years' active service, a Statutory Civil Servant is entitled to a retiring pension of half his average salary during the three last years of his active service.

(*b*) A Statutory Civil Servant who, upon a medical certificate in the form prescribed in *Article 491 of these Regulations*, is permitted to resign the service before he has completed twenty-five years' active service, is entitled to invalid pension as follows:—

(1) After an active service of less than ten years, gratuity of one month's pay for each year of active service.

(2) After an active service of not less than ten years, pension of R1,500 a year, *plus* R150 for each complete year of active service in excess of ten.

*Section 5.*—(*a*) A Statutory Civil Servant removed from the service, under Section 2, after an active service of less than twenty-five years, is entitled to a superannuation pension.

(*b*) On reaching the age of fifty-five years, a Statutory Civil Servant may retire upon a superannuation pension.

(*c*) The amount of a superannuation pension is the same as that of an invalid pension.

*Section 6.*—(*a*) A Statutory Civil Servant who filled a pensionable office before his appointment to an office ordinarily held by a Member of the Indian Civil Service, may, at his option, count his whole pensionable service and receive a consolidated pension, made up as follows:—

(1) That proportion of the pension to which he would have been entitled under Sections 4 and 5 if his whole service had been passed in an office ordinarily held by a Member of the Indian Civil Service, which his active service in such an office or offices bears to the whole of his qualifying service.

(2) That proportion of the pension to which he would have been entitled if his whole service had been in an office not ordinarily held by a Member of the Indian Civil Service, which his previous qualifying service bears to the whole of his qualifying service.

(*b*) If such Statutory Civil Servant is entitled to gratuity only, his gratuity shall be calculated as if his whole service had been passed in an office ordinarily held by a Member of the Indian Civil service.

*Section 7.*—The procedure upon an application for pension and upon the payment of pension is that described in *Chapter XLV of Part X.*

## Leave Regulations.

**627.** The following rules regulate the leave of *Statutory Civil Servants*:—

*Section 1.*—In these Regulations—

"Average salary" means average salary for a month, calculated for so much of the three years immediately preceding the day on which a Statutory Civil Servant gives up office as he has passed on duty, or on privilege or examination eave. Average salary in excess of R1,400 a month is not reckoned.

"Service" means all qualifying service, whether rendered in an office ordinarily held by a Member of the Indian Civil Service or otherwise, and includes periods spent on leave with allowances.

*Section 2.*—During leave on medical certificate in excess of fifteen months at one time, or of thirty months in all, and during subsidiary leave follo wing such excess leave, a Statutory Civil

Servant is entitled to a quarter of his average salary. During any other leave excepting privilege leave, examination leave or extraordinary leave, an officer is entitled to half his average salary :

Provided that the leave allowances of an officer shall in no case exceed his actual salary when he was last before on duty.

*Section 3.*—Leave on Medical Certificate may be granted for three years in all, but not for more than two years at one time.

*Section 4.* (*a*) An officer may take either leave on private affairs or furlough as follows, but not both these kinds of leave :—

(*b*) Leave on private affairs may be taken, first, after not less than six years' service, and, thereafter, at intervals of not less than six years. The duration of leave on private affairs must not exceed six months at one time.

(*c*) Furlough, not exceeding two years in all, may be taken, first, after not less than ten years' service, and thereafter at intervals of not less than eight years. The duration of furlough must not exceed one year at one time, unless it be taken, for the first time, after not less than eighteen years' service, when it may extend to two years.

*Section 5.*—Subsidiary leave, privilege leave and examination leave may be granted to Statutory Civil Servants *under Part III.*

*Section 6.*—The Local Government may grant extraordinary leave without allowances at its discretion. Subject to the provisions of Section 10, there is no limit to the length or frequency of leave under this section; and it may be granted in continuation of any leave with allowances excepting privilege leave.

*Section 7.*—Leave taken by a Statutory Civil Servant before his appointment to an office ordinarily held by a Member of the Indian Civil Service shall, for the purpose of calculating the leave admissible to him under this *Chapter*, be treated as leave taken under *this Chapter.*

*Section 8.*—Leave on private affairs or furlough may not be granted in continuation of any leave except subsidiary leave, but any leave granted under these rules may be retrospectively changed for any other kind or amount of leave which might at first have been granted. If a Statutory Civil Servant absent on privilege leave, leave on private affairs, or furlough, takes extension of leave on medical certificate, the whole of his absence must be treated as leave on medical certificate.

1. Extraordinary leave cannot be changed retrospectively into leave on medical certificate; but leave on medical certificate may be given in continuation of extraordinary leave.

*Section 9.*—A Statutory Civil Servant who has reached the age of fifty-five years is not eligible for any leave, excepting privilege leave. Leave, other than privilege leave, granted to a Statutory Civil Servant before his fifty-fifth birthday cannot extend beyond that date.

*Section 10.*—If a Statutory Civil Servant is absent without leave, or remains absent after the end of the leave (excepting privilege leave, in which case a week's grace is allowed), he vacates his appointment; and, after five years' continuous absence from duty, whether with or without leave, a Statutory Civil Servant ceases to belong to the Public Service.

1. A Statutory Civil Servant who takes leave other than privilege leave, or examination leave, has no claim to return to the particular appointment from which he took leave.

*Section 11.*—The procedure upon application for leave is that prescribed in *Part IX.*

## Regulations relating to the confirmation of Statutory Civil Servants appointed on probation.

**628.** The following orders were passed by the Government of India in the Home Department in Resolution No. 1—27-38, dated 31st January 1881, regarding the terms on which officers appointed to be Statutory Civil Servants on probation may be confirmed in their appointments :—

Under the rules sanctioned by Her Majesty's Secretary of State for regulating the appointment of Natives of India to offices ordinarily held by *Members of the Indian Civil Service*, *Statutory* Civilian Probationers cannot, unless specially exempted by the Governor General in Council, be recommended for confirmation in the *offices to which they were nominated* until they have passed such examination as may from time to time be prescribed by the Local Government, subject to the approval of the Government of India.

2. In consequence of certain enquiries and suggestions from the Government of Bengal as to the nature of the examination to which probationers should be subjected, and as to the period to be allowed for passing them, Local Governments have been consulted on those points, and the

Governor General in Council, after considering their replies, is pleased to rule that Probationers appointed under the Statutory Rules may be confirmed in their appointments at the close of the probationary period of two years, provided that they pass within that period the Departmental examination by the Lower Standard prescribed for *Members of the Indian Civil Service* appointed in England. With regard to the Departmental examination by the Higher Standard, the Government of India do not consider it necessary to fix any obligatory period within which that examination must be passed by *Statutory* Civilians appointed in India; but it should be understood that no promotion or increase of pay will be attainable until the Higher Standard examination has been passed; and further, that the Governor General in Council reserves to himself power to dispense with the services of any *Statutory* Civilian who may fail to pass by the Higher Standard within a reasonable time, and who, as a result of such failure, is found to be disqualified for the efficient discharge of the duties *of the office to which he was appointed.*

NOTE.—The words italicised in this Article have been adopted in lieu of the original phraseology to meet the orders of the Secretary of State as conveyed in Despatches No. 23, dated 8th March 1883, and No. 104 (Public), dated 12th September 1889.

**629, 630 and 631.** [These Articles have been cancelled.]

# Chapter XXVII.—Ecclesiastical Officers.

## Section I.—Bishops.

**632.** The leave of absence of the Bishops of Calcutta, Madras, and Bombay are regulated by the following Statutory Rules made under Royal Warrant, dated 4th November 1884, under Statute 33 and 34 Vict., Cap. 62, and amended by Royal Warrant, dated 28th July 1888.

[*N.B.*—The italicised headings are introduced merely to facilitate reference, and are not in the Statutory Rules.]

*Statutory Rules.*

Bishops may be allowed leave of absence either on medical certificate or on furlough.

*Leave on Medical Certificate.*

2. The amount of leave of absence on medical certificate admissible to a Bishop is limited to two years.

3. Subject to the limitation in Rule 2, leave of absence may be granted to a Bishop upon medical certificate for a period not exceeding one year. Leave so granted may be extended upon medical certificate to any period not exceeding eighteen calendar months.

*Furlough.*

4. The amount of furlough admissible to a Bishop at one time is limited to six calendar months.

5. The amount of furlough earned by a Bishop is one-eleventh of the time during which he has been on duty, provided that no additional furlough can be earned by duty done while six months' furlough is due. The furlough due to a Bishop is the furlough which he has earned, less the period during which he has been absent on furlough.

6. To a Bishop who has been on duty without interruption for thirty-three calendar months, and who has not for twelve calendar months been absent on furlough, the whole or any part of the furlough due to him may be granted.

NOTE.—[For the purposes of this rule, leave on medical certificate is, and furlough is not, an interruption of duty.]

7. Furlough and leave on medical certificate cannot be taken in continuation of each other; but furlough granted under these rules may be retrospectively changed into leave on medical certificate.

*Acting Allowance of Locum Tenens.*

8. An Archdeacon or a Chaplain appointed to hold charge of a Diocese during the absence of the Bishop is entitled to an allowance of R500 a month in addition to the pay of his substantive office.

*Absentee Allowance.*

9. A Bishop while absent upon furlough or upon leave on medical certificate is entitled to full pay less R500 a month, but not to any other allowances.

*Travelling and similar Allowances of Locum Tenens.*

10. An Archdeacon or a Chaplain appointed to hold charge of a Diocese during the absence of the Bishop upon leave on medical certificate, is entitled to the travelling and other similar allowances admissible to the Bishop.

*Acting Allowances of Locum Tenens of Metropolitan.*

11. The allowances of the Bishop of Madras or Bombay when performing the functions of the Bishop of Calcutta during his absence on leave are regulated by 5 and 6 Victoria, Chapter 119. In such case the Bishop of Madras or Bombay is entitled to an allowance at the rate of R833-5-4 per mensem in addition to his salary as Bishop of Madras or Bombay, and the Bishop of Calcutta will receive during such absence the salary of his office less R833-5-4 per mensem.

*Grant of leave.*

12. Leave under these rules may be granted to the Metropolitan by the Governor General in Council, and to the Bishops of Madras and Bombay by the Governments of those Presidencies on the recommendation of the Metropolitan.

**633.** A Bishop of Madras or Bombay exercising the Episcopal Jurisdiction and Functions appertaining to the See of Calcutta during a vacancy of the See by the demise of the Bishop thereof for the time being, or otherwise, is entitled to the full pay fixed for the office, *viz.*, R3,831-6-8.

[*N.B.*—By Act 53 Geo. III, Cap. 155, s. 49, the pay of the Bishop of Calcutta is fixed at £5,000, to be paid at an exchange of two shillings for the Bengal current rupee. One hundred Bengal current rupees = $\frac{100}{116}$ of one hundred sicca rupees = sicca rupees 86·2068 = rupees 91·9540. Thus, the pay of the Bishop of Calcutta is Rupees 3,831-6-8 a month. *(Resolution by the Government of India, Finance Department, No. 490, dated 31st May 1876, paragraph 3.)* ]

**634.** The Statutory rules in Article 632 do not apply to the Bishops of Rangoon or Lahore, whose official status is that of a Senior Chaplain, and who, as such, are subject to the rules prescribed for Chaplains, Articles 637 to 662 of this Chapter.

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## Section II.—Archdeacons, and Senior Chaplains of the Church of Scotland.

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**635.** The following special allowances are granted to Archdeacons, and Senior Chaplains of the Church of Scotland :—

| | Allowance to substantive officers. | Allowance to officiating officers. |
|---|---|---|
| | R | R |
| Archdeacon of Calcutta, Madras, or Bombay . . | 266⅔ | 166⅔ |
| „ of Lahore, or Senior Chaplain of the Church of Scotland in Calcutta . . . . | 200 | 100 |
| Senior Chaplain of the Church of Scotland in Madras or Bombay . . . . . | 150 | 75 |

**636.** (*a*) Formal appointment of the Archdeacon by the Government to hold charge of a Diocese is not necessary to enable the Accountant General to

pass the extra allowance of ₹500 (see Statutory Rule 8 in Article 632) and the travelling and other allowances admissible to the Bishop.

(*b*) It is sufficient for the Accountant General if he has received notice officially that the Government has directed the Archdeacon to undertake the Bishop's jurisdiction or take charge of the Diocese.

(*c*) The allowance of ₹500 is paid to an Archdeacon or Acting Archdeacon for holding charge of the Diocese in addition to his allowances as Archdeacon or Acting Archdeacon.

## Section III.—Chaplains.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| RESIDENCE AND SERVICE . . | 637 | BENEFICES IN THE UNITED KINGDOM. | 660 |
| DATE OF ARRIVAL IN INDIA . . | 638 | RIGHT AND TITLE TO PENSION . . | 661 |
| RULES REGARDING PAY AND ALLOWANCES . . . . | 640 | COMPULSORY RETIREMENT . . | 663 |
| RULES REGARDING LEAVE . . | 644 | LEAVE AFTER COMPLETION OF PERIOD OF SERVICE . . . . | 664 |


### Residence and Service.

**637.** (*a*) Residence (or Active Service) is reckoned, in the case of a Chaplain appointed in England, from the date of his arrival in India; and in the case of a Chaplain who is appointed while resident in India, from the date on which he takes charge of his office. It includes—

(i) time spent on duty,
(ii) Privilege and Subsidiary leave,
(iii) time passed out of employ in India otherwise than on leave.

(*b*) A Chaplain who is appointed while resident in India must not take charge of his office before the despatch appointing him is received in India. His service cannot count before the date of such receipt.

(*c*) "Service" includes "Residence," and also all time spent on leave of any description, but no time before the beginning of "Residence."

~~(*d*) The period spent by a Chaplain on probation is not included in "Residence."~~

### Date of Arrival in India.

**638.** A Chaplain is held to have arrived in India on the date on which he reports his arrival either at the head-quarters of the Diocese to which he is attached or at any other station to which he may be appointed and to which he may proceed direct.

**639.** (*a*) A Chaplain on the Bengal Establishment who is posted in England to the Lahore Diocese or to any station in the Central Provinces, or north of Allahabad, who comes to India *viâ* Bombay, or by direct steamer to Karachi, and who is instructed by the Secretary of State to enquire from the Secretary to the Government of Bombay, or, at Karachi, from the Commissioner in

*Add the following to Article 640 :—*

A Chaplain appointed after the 25th June 1891 is required to serve on probation for a term of three years on a pay of R400 a month. At the end of that period he will be confirmed in the service as a Junior Chaplain, if reported fit by a Medical Board in India, and if his conduct and character are approved by the Bishop of the Diocese in which he is serving. Time spent in India on service under the Additional Clergy Society, or on other approved service, may be included in the period of probation. With the exception of such service probationary service counts towards leave and gratuity. Chaplains, however, appointed after 17th March 1892 can count *all* probationary service towards pension also.

NOTE.—A Clergyman must have been three years in priest's orders before his nomination a a probationer.

*Add at the end of the first sentence of Article 641 the words* " in the grade of Junior Chaplain ". (32.) (Financial Department No. 2257, dated 31st May 1892.)

*Page 171.*

*Insert the following as a note below the heading* "**Rules regarding Leave**":—

A Chaplain on probation is not entitled to any leave during his probation, except privilege leave under Article 656. (32.) (Financial Department No. 2257, dated 31st May 1892.)

Sindh, for orders as to his ultimate destination, is held to have arrived in India on the date on which he reports his arrival at the station to which he is directed to proceed in the orders he receives at Bombay, or at Karachi if he travels by direct steamer to that port.

(*b*) A Chaplain who is *not* on the Bombay Establishment, and who is *not* posted to any station in the Lahore Diocese or to any station in the Central Provinces or north of Allahabad, but who comes out to India *viâ* Bombay, is held to have arrived in India from the date on which he reports his arrival at the Presidency Town of the Presidency to which he is attached, or if he receives orders at Bombay to proceed to any particular station, from the date of his arrival at that station.

(*c*) The report of arrival, in each instance, is to be made to the Bishop of the Diocese to which the Chaplain is attached.

## Rules regarding Pay and Allowances.

**640.** Chaplains are divided into two grades :—

(i) Senior Chaplains on ₹800 a month.

(ii) Junior Chaplains on ₹500 a month.

The pay of each grade is personal, hence a Junior Chaplain succeeding a Senior Chaplain in a particular charge is not entitled to any acting allowance.

**641.** Junior Chaplains are entitled to be appointed "Senior Chaplains" after ten years' service as defined in Article 637 (*c*). ~~If promoted on the occurrence of vacancies before completing ten years' service, they are entitled to the pay and privileges of the higher rank from the date of promotion.~~

**642.** The pay and allowances of a Chaplain of the Church of England are paid in the Civil Department.

**643.** It is only on rare occasions that a Chaplain of the Church of Scotland is specially attached to a particular Regiment, although usually he is moved with the Regiment, and is appointed Chaplain of the Station where the Regiment is quartered. When so appointed, he draws pay from the Civil Department. On the other hand, when attached to a Regiment, his pay becomes a charge upon the Military Department, and should be drawn thence.

## Rules regarding Leave.

### Furlough.

**644.** The amount of Furlough "admissible" to a Chaplain is limited to six years. All the rules in this Section are subject to this limitation.

Furlough and leave with allowances on medical certificate under former rules are counted as Furlough under this rule.

**645.** The amount of Furlough "earned" by a Chaplain is one-fourth of his Active Service, and three months in addition thereto.

**646.** The amount of Furlough "due" to a Chaplain is the amount which he has earned, diminished by—

(i) the amount of Furlough which he has enjoyed under these or any former rules ;

(ii) the excess over one year in the amount of leave with allowances on medical certificate which he has enjoyed under former rules.

**647.** (*a*) To a Chaplain who has rendered three years' *Continuous Service* Furlough for not more than two years may be granted as follows :—

*First*, on medical certificate, unconditionally (see Chapter XL, Articles 893 to 902, for the procedure rules).

*Secondly*, without medical certificate, subject to the following provisos :—

(i) that the Furlough be due to him ;

(ii) that he have rendered seven years' Active Service ;

(iii) that the whole number of Chaplains absent on Furlough and Special leave do not exceed the limit appointed by the Government of India. Except on medical certificate or on very urgent private affairs, Furlough or Special leave may not be granted to a Church of England Chaplain if twenty per cent. of the whole number of Chaplains belonging to his Diocese are already absent on Furlough or Special leave. The Bishop of Calcutta, Lahore, or Rangoon, as the case may be, will report to the Government of India when the limit is reached.

(*b*) Furlough taken under this Article may, on medical certificate, be extended to not more than three years.

(*c*) The Furlough of a Chaplain is strictly limited to a period of three years at one time, and cannot be extended even without allowances. But the Secretary of State for India reserves to himself the power of allowing a Chaplain to remain in Europe beyond three years, should special and exceptional circumstances require it.

**648.** (*a*) To a Chaplain who has not rendered three years' *Continuous Service*, Furlough for not more than one year may be granted on medical certificate.

(*b*) Furlough granted under this Article for less than one year may, on medical certificate, be extended to not more than one year.

### Furlough Allowances.

**649.** (*a*) A Chaplain on Furlough is entitled to allowances as follows :—

| | On Ordinary Furlough. | On Other Furlough. |
|---|---|---|
| | £ | £ |
| Archdeacon of Calcutta, Madras, or Bombay, and the Senior Chaplain of the Church of Scotland at the same places . | 600 a year. | 480 a year. |
| Senior Chaplain . . . . . | 500 „ | 384 „ |
| Junior Chaplain . . . . . | 350 „ | 300 „ |

(*b*) To a Chaplain proceeding on Furlough to England, an advance of the first quarter's allowances may be made, which advance is not recoverable in the event of his death.

(*c*) Ordinary Furlough includes—

(i) the first two years of each separate period of Furlough under Article 647 ;

## No. 111.

*Page 172, Article 647 (a).*

*Substitute the following for the last sentence of clause (iii) of this Article :—*

"The Bishop of Calcutta will report to the Government of I... when the limit is reached, and the Bishops of Lucknow, La... or Rangoon, as the case may be, to their respective Local Go... ments." (111.)

*Article 647 (a).*

*Insert the word* "Lucknow" *between the words* "Calcutta, Lahore" *in the eighth line of clause (iii) of this article.* (78.)

(ii) so much of Furlough under the preceding Article (648) as may be due: Provided that the Chaplain have rendered six months' *Continuous Active Service.*

A Chaplain on Furlough or special leave does not forfeit his past leave allowances by resigning the service without returning to India.

650. An Archdeacon of Rangoon or Lahore draws no extra "Furlough allowance" by reason of his office as Archdeacon.—[*Secretary of State's (Ecclesiastical) Despatch No. 37, dated 19th April 1888.*]

### Special Leave.

651. Special leave on urgent private affairs may be granted, at any time for not more than six months:

Provided that a Chaplain who has had Special leave must render six years' *Active Service* before he can again have such leave.

652. For the first period of a Chaplain's Special leave he is entitled to the leave allowance admissible during Ordinary Furlough. In subsequent periods he is entitled to no leave allowance.

### Subsidiary Leave.

653. The Subsidiary leave of a Chaplain and the beginning and ending of his Furlough and Special leave are regulated by the Rules in Chapter XIII.

654. A Chaplain on subsidiary leave is entitled to the same allowances as during the leave to which it is subsidiary.

655. A Chaplain may draw allowances as if he were on Privilege leave, for any part of his Subsidiary leave, preparatory to retiring from the service or going on Furlough or Special leave, for which, if he were not retiring from the service or going on Furlough or on Special leave, Privilege leave would be admissible to him.

### Privilege Leave.

656. Privilege leave may be granted as follows:—

(i) After five months' uninterrupted duty,—for not more than one month

(ii) After ten months' uninterrupted duty,—for not more than two months.

(iii) After fifteen months' uninterrupted duty,—for not more than three months.

NOTE.—[Time spent by a Chaplain in Kashmir under Foreign Department Order No. 84, dated 13th March 1863, counts as time spent on duty, except for the purposes of this Article.]

657. In applying for Privilege leave, a Chaplain must record a declaration that he has no intention of retiring or of taking Furlough, Special leave, Subsidiary leave, or leave on medical certificate for three months after his return to duty. Though not absolutely debarred by this declaration from applying to retire or to take such leave within three months, he should, if he does so, explain his change of mind.

658. A Chaplain may not take Privilege leave in instalments.

659. A Chaplain on Privilege leave is entitled to the same Pay and House-rent as if he were on duty.

1. An Archdeacon, a Senior Chaplain of the Church of Scotland, or a Chaplain, on privilege leave, may draw any Local Allowance attached to his office, such as his Special Allowance (*see Article 635*), Conveyance Allowance, or Jail Allowance, provided that it is not drawn by his *locum tenens*.

2. An officiating Archdeacon or Senior Chaplain of the Church of Scotland may not, during Privilege leave, draw his Special Allowance.

3. The Chaplain's substitute may draw the House-rent, although it is also drawn by the absentee.

659A. Extraordinary leave under Article 366 may be granted to the officers in this Section.

## Benefices in the United Kingdom.

660. The orders in the following Resolution by the Secretary of State for India in Council, dated 11th December 1888, regarding the acceptance by Chaplains of Benefices in the United Kingdom should be strictly adhered to:—

"A Chaplain accepting a Benefice in the United Kingdom must forthwith report his having done so to the Government under which he is serving, if he is in India, or to the Secretary of State if he is out of India on furlough; and on the expiry of any leave which may (whether before or after such acceptance) have been granted to him, his Indian appointment will be deemed vacant. If he desires to retain his Indian appointment, he must before the expiry of his leave resign the Benefice, having first obtained the consent of the Secretary of State and of the Bishop of the Diocese in which the Benefice is situated to his doing so.

"No extension of leave will, under any circumstances, be granted to a Chaplain on furlough who has accepted a Benefice in the United Kingdom, unless he has resigned the same before the expiry of such furlough with the consent before mentioned."—*Secretary of State's Despatch No. 132 Public (Ecclesiastical), dated 27th December 1888.*)

## Right and Title to Pension.

661. A Chaplain who has completed seventeen years' Residence and twenty years' Service is entitled to a Retiring pension of £365 a year.

662. (*a*) A Chaplain who retires on medical certificate before completing the periods of Residence and Service required by the preceding Article will receive an Invalid pension according to the following scale:—

| | £ | *s.* | *d.* | |
|---|---|---|---|---|
| If he have completed ten years' Residence . . . . . | 173 | 7 | 6 | a year. |
| If he have completed seven years' Residence . . . . | 127 | 15 | 0 | „ |
| If he have not completed seven years' Residence . . . | 63 | 17 | 6 | „ |

[*N.B.*—The pension after less than seven years' residence is not admissible to Chaplains appointed after 25th June 1891.]

(*b*) These allowances are admissible only after a trial of a temperate climate and upon a certificate from the Medical Board attached to the Office of the Secretary of State for India, that the officer is permanently unfit to serve in India.

(*c*) A Chaplain may retire on production of an ordinary medical certificate (*see Articles 489 to 491*) after completing fifteen years' residence and will receive an Invalid pension of £292 per annum.

*Substitute the following for Articles 661 and 662, Civil Service Regulations :—*

Chaplains are entitled to pension according to the following scale :—

| Chaplains appointed before 25th June 1891. | Chaplains appointed after 25th June 1891, but before 17th March 1892, and the following : Revds. A. Y. Browne, H. W. Bush, C. J Palmer, A. Still, W. A. Dickins, H. R. Coulthard, L. H. Lermit, H. Naish, G. H. N. Ingle, L. Klugh, C. P. Cory, C E. C. deCoetlogon, C. Mayhew, G. J. Chree. | Chaplains appointed after 17th March 1892. |
|---|---|---|
| | *Retiring Pension.* | |
| Per annum. | | Per annum. |
| After 17 years' residence and 20 years' service . . £365 | The same as Chaplains appointed before 25th June 1891. | After 20 years' residence and 23 years' service . . £365 |

*Gratuity and Pension on Medical Certificate.*

| Per annm. £ s. d. | Gratuity. £ s. d. | Gratuity. £ s. d. |
|---|---|---|
| Under seven years' residence . 63 17 6 | Over three years' residence, for each completed year . . 80 0 0 | Under ten years' residence, for each completed year . 80 0 0 |
| Seven years and over . 127 15 0 | Seven years and over, the same as Chaplains appointed before 25th June 1891. | Per annum. £ s. d. |
| Ten . . 173 7 6 | | Ten years and over . 127 15 0 |
| Fifteen . . 292 0 0 | | Thirteen . . 173 7 6 |
| | | Eighteen . . 292 0 0 |

NOTES.— a) Gratuities are subject to a maximum of £800 and a minimum of £200.
(b) The Invalid pensions of £63-17-6, £127-15-0, and £173-7-6 a year are admissible only after a trial of a temperate climate and upon a certificate from the Medical Board attached to the Office of the Secretary of State for India that the officer is permanently unfit to serve in India. (32.) (Financial Department No. 2257, dated 31st May 1892.)

## Compulsory Retirement.

663. A Chaplain must retire after twenty-five years' service, unless especially exempted by the Secretary of State, on the recommendation of the Governor General in Council, or if he belong to the Madras or Bombay Establishment, of the Governor in Council of his Presidency.

NOTE.—[Articles 663 and 664 do not apply to the Bishops of Rangoon and Lahore (see Article 634).]

## Leave after completion of period of Service.

664. No Leave, other than Privilege leave under Article 656, may be granted to a Chaplain who has completed twenty-five years' service (*see preceding Article*). Leave other than Privilege leave granted to a Chaplain before his completion of twenty-five years' service ceases to have effect on such completion.

664A. ~~The following rules apply, in modification of the other rules in this Chapter, to Chaplains appointed after the 25th June 1891:—~~

## Appointment and Pay.

I.—A Chaplain on first appointment will be on probation for a term of three years on a pay of R400 a month. At the end of that period he will be confirmed in the service as a Junior Chaplain, if reported fit by a Medical Board in India, and if his conduct and character are approved by the Bishop of the Diocese in which he is serving.

II.—If a Clergyman resident in India at the time of his nomination to the Ecclesiastical Establishment has rendered in India service under the Additional Clergy Society or other approved service, his period of probation may be reduced by the amount of such service; or omitted altogether if such service exceeds three years.

NOTE.—A Clergyman must have been three years in priest's orders before his nomination as a probationer.

## Rules regarding Leave.

III.—A Chaplain on probation is not entitled to any leave during his probation, except privilege leave under Article 656. He may, however, on confirmation, count the time spent on probation towards furlough.

## Gratuities.

IV.—A probationer who retires on medical certificate, or is finally rejected after a period of probation, may be granted a gratuity of £80 for each complete year of service as probationer. A Junior Chaplain who retires on medical certificate before completing seven years' pensionable service (*i.e.*, seven years *plus* the three years of probation) may be granted a gratuity of £80 for each

year's service, including the probationary period, subject to a maximum of £800 and a minimum of £200.

NOTE.—The following Chaplains who were appointed before the 25th June 1891, namely,

Reverend A. Y. Browne, Bombay ;
" H. W. Bush, Lahore ;
" C. J. Palmer, Calcutta ;
" A. Still, Bengal Scotch Establishment ;
" W. A. Dickins, Bombay ;
" H. R. Coulthard, Calcutta ;
" L. H. Lermit, Calcutta ;

are not entitled to any pension on retirement with less than seven years' actual residence in India, they are, however, on retirement on medical certificate before they have earned any pension, entitled to a gratuity calculated on the scale laid down in this Article.

## Return Passage.

V.—If a probationer's health compels him to leave India during the probationary period, he must resign the service entirely, in which case he will not be entitled to anything beyond a free return passage to his country.

VI.—A probationer removed from the service for misconduct of any kind, or who resigns his position for any cause other than certified ill-health, will not be entitled to a return passage to his country and will be bound to refund the cost of his passage to India.

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## Section IV.—Ministers other than Chaplains.

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**665.** A Clergyman appointed to perform the duties of a Chaplain on the Regular Establishment is entitled to an allowance of ₹100.

**666.** The allowances of a Clergyman (whether of the Additional Clergy Society or any other recognised Society) are regulated by the Local Government within an annual grant for each Government.

**667.** Allowances as follows may be granted to Wesleyan or Presbyterian Ministers officiating with British troops in any station in India :—

(i) A monthly capitation allowance of one rupee for each man up to one hundred, with eight annas additional for each man beyond one hundred ; and

(ii) Travelling allowance, under the ordinary rules, for ministers visiting out-stations under proper authority.

**668.** The Treasury Officer shall pass the allowances referred to in the preceding Article on receipt of—

(i) evidence as to the nomination ;

(ii) a certificate from the Officiating Minister that he has substantially performed the required duties ; and

(iii) a return countersigned by the District, or Station, Staff Officer showing the number of soldiers (officers and men) at the particular station who have entered themselves in the regimental records as "Presbyterians" or "Wesleyans."

NOTE.—[In the case of the Church of Scotland the evidence referred to in clause (i) should be in the form of a certificate from the Senior Chaplain of the Church of Scotland that the services of the Minister are recognised by that Church.]

# Chapter XXVIII.—Military Officers. (1)

## Section I.—Pay, Allowance, and Leave Rules.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| ACTING ALLOWANCE RULES . . | 669 | OFFICERS SUBJECT TO THE MILITARY LEAVE RULES . . . . | 671 |
| OFFICERS SUBJECT TO THE CIVIL LEAVE RULES . . . . | 670 | | |


### Acting Allowance Rules.

**669.** The acting allowances of Military Officers in Civil employ are prescribed in Part II,—*vide* Chapter VI, Articles 124 to 135.

### Officers subject to the Civil Leave Rules.

**670.** *Military Officers subject to the Civil Leave Rules* are granted leave under the European Service Rules in Part III.

### Officers subject to the Military Leave Rules.

**671.** The *Local Government* in the Civil Department may grant special leave under Article 348 or Furlough *in India* under Military Rules to a *Military*

(1) The following is the Rule of the Military Department for regulating the treatment of regimental officers selected for temporary employment in certain Civil Departments:—

*Clause 129.*—With the sanction of the Secretary of State for India, it is notified that a regimental officer selected for temporary employment with a department of the State in an appointment other than those (1) whose seconding is regulated by the provisions of paragraph 4 of G. G. O. No. 811 of 1877, will, on the expiration of a year of such temporary duty, be seconded, provided that the department employing him certifies that there is a fair likelihood of his being brought on the permanent establishment of that department; otherwise he must immediately be returned to his regiment.

(1) Army or personal staff appointments tenable for fixed periods.

An officer so seconded must either return to his regiment at the end of five years, or be struck off its strength on retention in a department for any period beyond that term.—(*Indian Army Circulars, Military Department, No. 1451, dated 20th October 1880.*)

*Officer subject to the Military Leave Rules*, who is entitled to Furlough under Chapter I of the Rules published by G. G. O. in the Military Department, No. 171, dated 25th February 1874 (*see Appendix No. 11*). Such special Leave or Furlough *in India* should be granted only upon the certificate referred to in Articles 933(*b*) and 934(*a*).

NOTE.—[The grant of Furlough *out of India* by the Military Department or of "Special Leave" under this clause to a *Military Officer subject to the Military Leave Rules* carries with it the grant of Subsidiary Leave under the provisions of Article 353. See also note under Article 348.]

**672.** A *Local Government* may also grant Short Leave under Chapter XII to a *Military Officer subject to the Military Leave Rules:* Provided that he is not employed in the Military Secretariat of the Government of India, Madras, or Bombay, or as Military Secretary to the Resident at Hyderabad.

NOTE.—[This Article also applies to officers of the British Service employed in a Civil Department in India.]

**673.** No other leave of absence may be granted under the Regulations in Part III to a *Military Officer subject to the Military Leave Rules.*

1. A Local Government may not, in the Civil Department, grant Furlough *out of India* under Military Rules to any *Military Officer subject to the Military Leave Rules.* An officer proceeding on Furlough forfeits, *ipso facto*, his lien on any acting appointment. Consequently, a Military Officer, with no substantive appointment in the Civil Department, loses, on proceeding on Furlough, his lien on any temporary or officiating appointment in the Civil Department that he may have held. It is not, therefore, competent to a Local Government in the Civil Department to grant Furlough under the Military Leave Rules to such an officer; but if a Local Government is prepared to re-employ a Military Officer so situate in the Civil Department immediately on the expiry of his Furlough, it may, with reference to *Article 671*, grant him, in the Civil Department, Furlough *in India* under the Military Leave Rules.—(*No. 3453, dated 16th October 1878.*)

**674.** No leave of absence can be granted, under the Regulations in Part III, to a *Warrant Officer*, excepting under Article 672.

**675.** The allowances of a *Military Officer subject to the Military Leave Rules* during Subsidiary leave are regulated as if he were subject to the Civil Leave Rules: Provided that—

(i) If under the action of the Leave Rules such an officer have lost his lien on his appointment, he draws allowances under Military Leave Rules during his Subsidiary leave.

(ii) His allowances on Subsidiary leave must not be less than his allowances during the Furlough to which the leave is subsidiary.

NOTE.—[The Subsistence allowance of a Military Officer subject to the Military Leave Rules is that prescribed in Article 131.]

**676.** With the previous consent of the Government of India, or, as the case may be, of the Government of Madras or Bombay, in the Military Department, Subsidiary leave preparatory to his retirement from the Service may be granted to a Military Officer subject to the Military Leave Rules.

**677.** Whenever the Furlough of a Military Officer subject to the Military Leave Rules begins before embarkation or ends after disembarkation, the *Audit Officer* should inform the Government of India, Madras, or Bombay, as the case may be, of the date on which it begins or ends.

**678.** The Military Leave Rules are printed as Appendices Nos. 11 and 12.

## Section II.—Compulsory Retirement from Civil Employ.

| | ARTICLE | | ARTICLE |
|---|---|---|---|
| ORDINARY RULES . . . | 679 | LEAVE AFTER COMPLETION OF PERIOD OF CIVIL EMPLOY . . . | 689 |
| PUBLIC WORKS DEPARTMENT . | 683 | | |

### Ordinary Rules.

**679.** (*a*) A Military or Naval Officer in Civil employ, after attaining the age of fifty-five years, shall not, except for special reasons, with the sanction of the Secretary of State, retain his office or be appointed to any new office: Provided that, if such an officer has held his office for less than five years, he may, for special reasons, with the sanction of the Government of India, be permitted to retain his office until he has held it for five years. The term "office" in this Article includes an officiating appointment, and the currency of the period of five years is not interrupted by any subsequent temporary promotion to a higher appointment.

1. This rule will be applied to Military and Naval Officers who were in Civil employ on 7th February 1889, from the 7th February 1891 (being two years after the receipt of the Secretary of State's Despatch (Public) No. 4, dated 17th January 1889). Till then the rule formerly in force will continue to be applied; it is as follows:—

After the age of fifty-five years, no Military or Naval Officer shall be appointed to a new office in Civil employment, whether substantive or officiating; nor, except in special cases sanctioned by the Secretary of State, (1) shall he be permitted to retain any such office which he has held for five years and upwards. This rule should be strictly enforced, unless the retirement of any officer should be considered by the Government under which he is serving to be injurious to the public interest.—(*Secretary of State's Despatch No. 106, dated 30th August 1873.*)

NOTE.—(1) ["Her Majesty's Secretary of State has recently pointed out that when his authority is required for the extension of the term of service of a Military Officer in Civil employment after attaining the age of fifty-five years, the necessary sanction should be obtained previous to the event. I am accordingly directed to request that this order may in future be observed, and that sufficient notice may always be given to the Government of India in such cases to admit of a timely reference being made to the Secretary of State."—(*Circular in the Home Department, No. 57—1922-28, dated 20th December 1880.*)]

(*b*) The period of five years referred to in clause (*a*) begins to run from the date on which the officer first takes up the office, whether substantively or temporarily: Provided that, if temporary, he is confirmed without reverting to his substantive appointment; but the currency of the period is not interrupted by any subsequent temporary promotion to a higher appointment.

**680.** There are two exceptions to the preceding Article:

(*a*) Medical Officers of the Administrative grades in the Service—namely, Surgeons-General and Deputy Surgeons-General—are not compelled to retire from the service until they attain the age of sixty years. The appointment to the administrative grade of a medical officer who entered the service prior to the 13th January 1860, and who is disqualified by age from serving the full term of five years, is limited to those officers who will be able to complete upwards of three years' service in that grade, and will then be sanctioned only on exceptional and special grounds, and exclusively in the interests of the public service.

(*b*) Medical Officers of the rank of Surgeon-Major or Brigade Surgeon who entered the service prior to the 13th January 1860 may, on attaining the age of fifty-five years, be allowed to retain their appointments in the Civil

Department for a period not exceeding three years, if they are permitted to remain in the Medical Service under the provisions of Article 8 of the Royal Warrant of the 16th November 1880.—(*G. G. O. Military Department, No. 13, dated 7th January 1881.*)

**681.** The undermentioned officers cease to be in Civil employment on attaining the age of fifty-five years :—

(*a*) Military Officers in the Survey of India, unless specially permitted by the Secretary of State, in the interests of the Public Service, to remain in the department for a further definite period ;

(*b*) Brigade Surgeons or Surgeons-Major, who entered the service on or after the 13th January 1860.

(*c*) *Warrant Officers*,—see Article 37 of clause 83 of the Indian Army Circulars of 1884 quoted below :—

*Clause 83, Article 37.*—Retirement will be compulsory at the age of fifty-five years, and all warrant medical officers of that age now in the service, as well as those who may attain that age within one year, will be required to retire at the expiration of one year from the date of this order.—(*Issued as a Special Army Circular on the 16th July 1884.*)

**682.** On succession to the Colonel's Allowance, a Military Officer (not holding an appointment the tenure of which is limited to five years) must vacate any Civil appointment which he then holds. But, with the sanction of the Secretary of State in Council, he is eligible for reappointment or for employment in the same or any other appointment, at the discretion of the Government of India (or, if he belongs to the Madras or Bombay Army, as the case may be, of Madras or Bombay) in the Military Department.

## Public Works Department.

**683.** A Military Officer in the Public Works or Military Works Department, who, on reaching the age of fifty years, has not attained the rank of Superintending Engineer, will be liable to be called upon to vacate his appointment : Provided that before finally quitting the department under this Article he be allowed to take any furlough admissible under the rules of the Public Works Department applicable to him. This proviso shall be in force up to the 26th September 1892, or for five years from the date of Public Works Department Resolution No. 1884 G., dated 26th September 1887.

**684.** Military Officers in the Public Works and Telegraph Departments cease to be in Civil employ on attaining the age of fifty-five years.

**685.** A Military Officer serving in the Public Works Department must vacate absolutely any appointment he may hold in that Department on succession to the Colonel's allowance.

**686.** An officer of the rank of Lieutenant-General is not eligible to hold an appointment of any kind in the Secretariat or departmental branches of any of the Public Works Departments in India, and an officer holding any such appointment shall vacate his appointment on promotion to the rank of Lieutenant-General, being allowed, however, to retain his appointment to the 31st March following his promotion, provided he shall not, under any other regulation, vacate it in the interval.—[*Secretary of State's Despatch No. 8 (Military), dated 6th January 1887.*]

*Article 689 (c).*

*Substitute the following for the* 'NOTE' *under this article:—*

NOTE.—[Medical Officers, whose service is extended to the age of fifty-eight years under clause (c) of this article, can take no leave in the Civil Department during their period of extended service, except privilege leave and such leave on medical certificate as may be admissible under the furlough regulations to which they are subject.] (102.)

687. (*a*) Article 684 applies to officers of Royal Engineers serving in the Public Works Department.

(*b*) Officers of the Royal Engineers, who have attained or hereafter may attain the rank of General officers, must vacate their appointments in the Public Works Department. But if an officer at the time of so vacating office is a Chief Engineer, 1st class, or holds a post carrying that rank, he may be continued in the position which he had been required to vacate, for the remainder of the term of five years referred to in clause (*c*), unless in the meantime he must vacate office by some other regulation. Officers of the Royal Engineers holding rank below that of Chief Engineer, 1st class, vacating office under this rule are not ordinarily eligible for reappointment to the Public Works Department, but exceptions to this rule may, at the discretion of the Government of India, be made in the case of officers who, on account of specially accelerated Military promotion for distinguished service in the field, have reached the rank of Major-General without attaining the Departmental rank of Chief Engineer, 1st class.

(*c*) No Chief Engineer of the Corps of Royal Engineers shall, without reappointment, hold the same post for more than five years.

(*d*) The foregoing Rules are applicable to officers of Royal Engineers who hold the post of Secretary or of Deputy Secretary to the Government of India in the Public Works Department.—(*Notification in the Public Works Department, No. 293, dated 3rd September 1880.*)

NOTE.—[Clauses (*c*) and (*d*) were extended to all officers of the Public Works Department by Public Works Department Resolution No. 2023 G., dated 12th October 1887, *vide* Article 718 in Chapter XXIX and note thereto.]

688. The tenure of the appointment of the Director General of Telegraphs is limited to five years. (*See also Article 717 in Chapter XXIX.*)

## Leave after completion of period of Civil Employ.

689. (*a*) No leave but Privilege leave may be granted to a Military Officer in Civil employ, whether subject to Civil Leave Rules or Military Leave Rules, or to any Naval Officer who is more than fifty-five years old. Any leave, other than Privilege leave, granted in the Civil Department to a Military or Naval Officer in Civil employ before he is fifty-five years old ceases to have effect on his fifty-fifth birthday, on which date he reverts to Military employ. The absentee allowances of a Military Officer in Civil employ on leave other than Privilege leave become a Military charge, and he becomes subject to Military Rules on his fifty-fifth birthday, whether his leave was granted in the Military or the Civil Department.

NOTE.—[In the case of a Military or Naval Officer in Civil employ, who reverts to Military employ under the operation of the rules in this Section, privilege leave cannot be granted at the end of his service in the Civil Department for any period which will expire within the three months previous to his reversion.]

(*b*) In applying clause (*a*) to Medical Officers of the Administrative grades in the service,—namely, Surgeons-General and Deputy Surgeons-General,—"sixty" or "sixtieth," as the case may be, should be substituted for the words "fifty-five" or "fifty-fifth."

(*c*) In applying clause (*a*) to Medical Officers of the rank of Surgeon-Major or Brigade Surgeon who entered the service prior to the 13th January

1860, and are, under the provisions of Article 8 of the Royal Warrant of the 16th November 1830 (*G. G. O., Military Department, No. 13, dated 7th January 1881*), allowed to remain in the Medical Service for a period not exceeding three years after attaining the age of fifty-five years, "fifty-eight" or "fifty-eighth," as the case may be, should be substituted for the words "fifty-five" or "fifty-fifth."

NOTE.—[Medical officers, whose service is extended to the age of sixty and fifty-eight years respectively under clauses (*b*) and (*c*) of this Article, can take no leave in the Civil Department during their period of extended service, except privilege leave and such leave on medical certificate as may be admissible under the furlough regulations to which they are subject.]

# Chapter XXIX.—Civil Engineers and Telegraph Officers.

## Section I.—Pay and Leave Allowances.

| | ARTICLE | | ARTICLE |
|---|---|---|---|
| EXTENT OF APPLICATION . . . | 690 | RULES REGARDING PAY AND ALLOWANCES | 696 |
| COMMENCEMENT OF SERVICE . . | 691 | LEAVE RULES . . . . . | 697 |

### Extent of Application.

**690.** The rules in this Chapter apply, to the extent stated in the several Articles, to the following officers:—

**Appointed in England.**

(*a*) "Cooper's Hill Engineers" of the Public Works Department, *i.e.*, Civil Engineers trained in the Royal Indian Engineering College at Cooper's Hill.

(*b*) "Stanley Engineers" of the Public Works Department, *i.e.*, Civil Engineers appointed in England in the years 1859-1871 under covenant and after competitive examination, in general accordance with Lord Stanley's Despatch No. 11 (Public), dated 9th March 1859.

(*c*) Other Civil Engineers appointed to the Public Works Department, by the Secretary of State, before the 1st November 1873.

(*d*) Officers of the Telegraph Department specially trained in Europe who entered the Department under covenant with the Honourable Court of Directors or with the Secretary of State, including the following officers who were specially trained in England to introduce the Morse system into India:—

| | |
|---|---|
| Bignell, W. K. D. | Ffinch, B. T. |
| Brooke, W. R. | Lane, J. H. |
| Charles, G. G. | Thompson, H. E. |

NOTE.—[Messrs. A. Herbage and J. Possman, of the Indo-European Telegraph Department, have been admitted on special considerations to the benefit of this Article.]

(*e*) "Cooper's Hill Telegraph officers," *i.e.*, Officers of the Telegraph Department appointed from, and trained in, the Royal Engineering College at Cooper's Hill.

*Page 183.*

*Expunge Rule 1 to Article 691.*

(46.) (Financial Department No. 3570, dated 31st August 1892.)

Appointed in India.

(*f*) "Indian College Engineers" of the Public Works Department, *i. e.*, Civil Engineers trained in the Civil Engineering Colleges in India and appointed by competent authority in India.

(*g*) Other Civil Engineers, who are not of purely Asiatic descent, appointed by competent authority in India.

NOTE.—[Sections II and IV of this Chapter apply not only to the Civil Engineers and Telegraph officers enumerated in this Article, but also to the following classes:—

(*a*) Superior Civil officers of the Telegraph Department not included in clauses (*d*) and (*e*);

(*b*) Civil Engineers of the class described in clause (*g*) who are of pure Asiatic descent.]

## Commencement of Service.

**691.** If a "Cooper's Hill Engineer" lands in India on or before the 1st December of the year in which he passes out of College, his service counts from the preceding 1st October, unless another date should be specified in his letter of appointment.

1. In the case of Cooper's Hill Engineers who passed out of the College from the years 1878 to 1886, inclusive, Active Service includes also the whole period from date of appointment to the service to date of joining their appointments in India, provided they fulfil the conditions in regard to date of landing in India specified in this Article. The exception in favour of officers of these years is made in consequence of an error in the letters of appointment and in the College prospectus which affected students of these years, as ruled in Secretary of State's Despatch No. 24, dated 26th April 1883.

**692.** If a "Cooper's Hill Engineer" is, after completing his three years' residence at College, required to go through a course of practical engineering in England under a Civil or Mechanical Engineer, his service, unless another date should be specified in his letter of appointment, will reckon from the commencement of the practical course, or from such later date as will be consistent with the regulation that he may count as service towards pension the time spent on such practical course to the extent of one year only.

**693.** The service of a "Cooper's Hill Engineer," whose case is not provided for in Article 691 or 692, and who does not land in India by the 1st December, and that of any other Civil Engineer appointed by the Secretary of State, counts from the date on which he landed in India.

**694.** The service of an officer appointed to the Telegraph Department, after training or competitive examination, by the Honourable Court of Directors or the Secretary of State, begins as follows:—

(i) If appointed by the Honourable Court of Directors, from date of arrival in India.

(ii) If appointed by the Secretary of State after competitive examination, from date of covenant.

(iii) If appointed by the Secretary of State after training at the Royal Engineering College at Cooper's Hill, from date of sailing of vessel selected by Secretary of State, or 1st October in the year of passing out of the College, whichever is named in his letter of appointment, provided that he reaches India within two months of that date or other approximate date named in his letter of appointment; otherwise from date of arrival in India. Except in the case of officers appointed from the years

1883 to 1885, both inclusive, whose service will reckon from date of appointment, *i.e.*, date of passing out of College, provided they arrive in India by the vessel in which they were ordered to embark, or within two months of the date on which such vessel was advertised to sail, or other approximate date named in their letter of appointment; otherwise from date of arrival in India.

**695.** The service of an officer appointed in India begins ordinarily from the date on which he takes charge of the office to which he is first appointed (*see Article 64 in Part II*).

## Rules regarding Pay and Allowances.

**696.** (*a*) Unless there be something repugnant in the subject or context, the rules in Part II govern the pay and allowances of officers to whom the rules in this Chapter apply.

(*b*) The rules regarding the calculation of acting allowances are laid down in Chapter VI, Section III.

## Leave Rules.

**697.** The leave of the officers described in Article 690, if they were appointed to their offices by the Secretary of State or with his particular sanction, is governed by the regulations in Part III for European services. The leave of certain officers otherwise appointed, whose names are included in Appendix No. 3, is also governed by the European Service Leave Rules. The leave of all other officers is regulated by the Indian Service Leave Rules.

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## Section II.—Provident Fund.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| CHARACTER OF FUND . . . | 698 | DISPOSAL AND ADMINISTRATION OF FUND . . . . . | 701 |
| AMOUNT OF CONTRIBUTION AND INTEREST . . . . . | 700 | | |

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## Character of Fund.

**698.** A Provident Fund, on the following basis, is sanctioned for the following officers of the Public Works and Telegraph Departments:—

(*a*) Civil Engineers on the effective list of the Public Works Department.

(*b*) Civil Engineers transferred to the Accounts Branch, or Superior Railway Revenue Establishments, or to Foreign Service under Part VII.

(*c*) All Civil Members of the Superior Accounts Establishment who are not Civil Engineers.

(*d*) All Superior Civil Officers of the Indian Telegraph Department.

(*e*) All Civil Officers of the Superior Revenue Establishments of State Railways who are pensionable.

(*f*) Civil Under-Secretaries and Assistant Secretaries in the Public Works Branch of the Secretariat of the Government of India or a Local Government or Administration.

699. In the case of officers who were in the Public Works or Telegraph Departments before the constitution of the Fund, the deposits are voluntary, and may be discontinued and renewed at the option of the contributor. But officers who joined the departments after the constitution of the Fund must contribute to it. Apprentices may contribute to the Fund, but are not compelled to do so.

NOTE.—[The Fund was constituted as a compulsory Fund for "Civil Engineers," and Civil Members of the Superior Account Establishment who are not Civil Engineers who entered the Department on and after 4th February 1835, and was extended to "Telegraph officers" with effect from 13th October 1886. It was extended to Civil Under, and Assistant Secretaries of the Public Works Department with effect from 16th August 1888.]

## Amount of Contribution and Interest.

700. (*a*) The obligatory contribution to the Fund is five per cent. on *salaries*, with voluntary contributions of a further five per cent.

(*b*) Compound interest at four per cent. on all sums contributed under clause (*a*) is annually credited by Government to each contributor's account.

## Disposal and Administration of Fund.

701. The sum which will accumulate under Articles 699 and 700 to the credit of an officer will be his absolute property, to be handed over to him, or to his heirs, unconditionally, on his leaving the service, or in the event of his death, as the case may be.

702. The administration of the Fund rests with the Government of India in the Public Works Department.

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## Section III.—Pension Rules.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| EXTENT OF APPLICATION . . . | 703 | PERIOD ADDED ON ACCOUNT OF PREVIOUS EXPERIENCE . . . | 708 |
| APPLICATION OF ORDINARY PENSION RULES . . . . . | 706 | PERIODS OF LEAVE AND SUSPENSION . | 711 |
| SERVICE UNDER AGE . . . . | 707 | AMOUNT OF PENSION . . . | 712 |
| SPECIAL ADDITIONAL PENSIONS . . | 714 | | |


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## Extent of Application.

703. The rules in this Section apply to all officers of the classes described in Article 690 as "appointed in England," and also to those Engineers "appointed in India" who have been specially admitted to the benefits of this

Section on account of previous European training; the names of officers so admitted are given in Appendix No. 13.

NOTE.—[The death, resignation, removal, or retirement of any of these officers should be promptly reported by the Government Department or Head of Office, under whom he is serving, directly to the Government of India in the Finance Department.]

**704.** The pensionary claims of "Indian College Engineers" and of "other Civil Engineers" (whether of purely Asiatic descent or not) "appointed in India," whose names are not included in Appendix No. 13, and of Telegraph Officers not included under clauses (*d*) and (*e*) of Article 690, are governed by the ordinary rules prescribed for officers in "superior" service in Part IV. But in the case of officers of this class who may rise to the rank of Superintending Engineer, or in the Telegraph Department, of Superintendent, 1st grade, or in the Indo-European Telegraph Department, of Director, the Government of India will be prepared to consider favourably their admission to the pension rules, including those contained in Article 714, applicable to the officers specified in Article 703, subject to any general restriction that may be prescribed as to the amount of pension payable to public servants who are *Natives of India*.

1. The concessions made under this Article will not in any case include permission to count as qualifying service rendered under the age of twenty.

**705.** The Government of India may, on special grounds, recommend for sanction of the Secretary of State the grant of an invalid pension on the scale referred to in Article 713 (*a*) to an officer belonging to the classes referred to as "appointed in India" in Article 690, provided that he be not of purely Asiatic descent.

## Application of Ordinary Pension Rules.

**706.** Unless there is something repugnant in the subject or context, the rules of Part IV apply to officers defined in Article 703, but they are modified in the points noted in the following Articles.

## Service under age.

**707.** The rule which excludes service under the age of twenty years does not apply to the officers defined in Article 703. "Indian College Engineers" are also exempted from this disability.

## Period added on account of previous experience.

**708.** The Government of India may, in special cases, add a period, not exceeding three years, to the service of any Civil Engineer appointed to the Public Works Department before the 1st November 1873, with initial rank higher than that of a 1st grade Assistant Engineer.

**709.** The Civil Engineers whose names are included in lists (*a*) and (*b*) of Appendix No. 14, who were appointed to the Department as Assistant Engineers, 1st grade, are, subject to the proviso in Article 710, allowed, on account of previous experience, to add to their pensionable service a period not exceeding

*Article 711 (a).*

*In the second line of this article for the word* "furlough" *substitute* "leave with allowances".

*For the heading* "*He counts as service furlough for—*" *substitute* "*He counts as service leave with allowances for—*". (63.)

three years: Provided such previous experience was not acquired before the age of twenty-five.

1. The service of an officer who receives any benefit from this concession cannot commence from a date anterior to that on which he attained the age of twenty-five.

NOTE.—[The death, resignation, removal, or retirement of any of these officers should be promptly reported by the Government Department or Head of Office, under whom he is serving, directly to the Government of India in the Finance Department.]

**710.** The concessions referred to in Articles 708 and 709 will not, however, be granted to any officer taken over, directly or indirectly, from one of the Guaranteed Railway Companies who received a bonus on leaving the service of the Company.

## Periods of Leave and Suspension.

**711.** (*a*) An officer belonging to any of the classes defined in Article 703 counts furlough as service as follows:—

| *If the total service of the officer is not less than—* | *He counts as service furlough for—* |
|---|---|
| 20 years | 2 years |
| 25 „ | 3 „ |
| 30 „ | 4 „ |
| 35 „ | 5 „ |

If the officer's total service is not less than fifteen years, he counts as service a period not exceeding one year spent on leave with allowances out of India.

(*b*) Otherwise time passed on leave, other than Privilege or Subsidiary leave, does not count.

(*c*) Total service in this Article means total service reckoning from the date of commencement of service qualifying for pension and includes periods of leave and any period that may be added under Article 708 or 709.

## Amount of Pension.

**712.** The following special scale of *Pensions* is admissible to the officers defined in Article 703:—

(*a*) *After a service of less than ten years, an invalid gratuity on the scale laid down in Article 518* (*a*).

(*b*) *After a service of not less than ten years, an invalid pension not exceeding the following amounts:—*

| Years of completed service. | Scale of Pension. | Maximum limit of Pension. | |
|---|---|---|---|
| | | ₹ | ₹ |
| 10 | 20 sixtieths of Average Emoluments | 1,000 a year or | $83\frac{1}{3}$ a month. |
| 11 | 21 „ „ „ | 1,400 „ | $116\frac{2}{3}$ „ |
| 12 | 22 „ „ „ | 1,800 „ | 150 „ |
| 13 | 23 „ „ „ | 2,200 „ | $183\frac{1}{3}$ „ |
| 14 | 24 „ „ „ | 2,600 „ | $216\frac{2}{3}$ „ |
| 15 | 25 „ „ „ | 3,000 „ | 250 „ |
| 16 | 26 „ „ „ | | |
| 17 | 27 „ „ „ | | |
| 18 | 28 „ „ „ | | |
| 19 | 29 „ „ „ | | |

(*c*) *After a service of not less than twenty years, a retiring pension not exceeding the following amounts :—*

20 to 24 / 25 and above } 30 sixtieths of Average Emoluments { 4,000 a year or 333⅓ a month. / 5,000 „ 416⅔ „

**713.** The officers to whom the above scale applies, who were in the Public Works Department on the 18th April 1884 or in the Telegraph Department on the 23rd January 1885, will, at the time of retirement, be allowed an option between the above scale and the pensions allowable under rules in force on the dates named ; namely :—

(*a*) *An invalid pension on the following scale, not being less than R1,000 or more than R2,000 a year :—*

| *If the qualifying service of the officer be not less than—* | *Forty-fifth part of the officer's Average Emoluments.* |
|---|---|
| 10 years | 10 |
| 11 „ | 11 |
| 12 „ | 12 |
| 13 „ | 13 |
| 14 „ | 14 |

(*b*) *An invalid or superannuation pension on the following scale : —*

(i) *After a service of not less than fifteen years, but less than twenty-five years :—*
A pension not exceeding one-third of Average Emoluments, and also not exceeding R3,000 a year; or if the Average Emoluments do not exceed R12,000 a year, R2,000 a year.

(ii) *After a service of not less than twenty-five years :—*
A pension not exceeding one-half of Average Emoluments, and also not exceeding R5,000 a year; or if the Average Emoluments do not exceed R12,000 a year, R4,000 a year.

1. For the exact meaning of the term "Average Emoluments" see Article 531 in Part IV.

## Special Additional Pensions.

**714.** The following special additional pensions, over and above those allowed in Article 712, may be allowed by the Government of India as rewards of approved service in the responsible positions referred to below :—

(*a*) *Additional pensions of R2,000 per annum to those who have served three years as—*

(i) Chief Engineers, or officers who may have been graded as such.
(ii) Director General, or Deputy Director General, of Telegraphs.

(*b*) *Additional pensions of R1,000 per annum to those who have served three years as—*

(i) Superintending Engineers.
(ii) Director of Construction ; Director of Traffic ; or Superintendent, 1st Grade, in the Indian Telegraph Department.
(iii) Directors of the Persian and Persian Gulf Telegraphs in the Indo-European Telegraph Department.

For the purpose of awarding these special additional pensions the following officers are treated as of equivalent rank to a Superintending Engineer :—

(i) Civil Engineers (of the classes enumerated in Article 703) in Class I of the State Railway Revenue Establishments.
(ii) Civil Engineers (of the classes enumerated in Article 703) in Classes I, II, and III of Examiners, Public Works Accounts.

"It is important to bear in mind that these additional pensions cannot be claimed as a matter right, but that they will be granted at the discretion of the Government of India as rewards

*Article 715.*

*Substitute the following for clause (b) of this Article :—*

"**715.** (*b*) All periods during which an officer officiates for another absent on privilege leave are excluded ; also all periods, not exceeding three months, during which an officer officiates for another, who counts, or would, if he were a Civil Engineer, count the time for the special pension." (70.)

## No. 49.

*Page 188.*

*Article 714 (a).*

*Insert the following note under this clause :—*

NOTE.—[If an officer to whom this clause applies is compelled to retire under the 55 years rule, or on medical certificate, before he has served the full period of three years, he may, with the special sanction of the Government of India, receive a special pension, which bears the same ratio to the full pension of R2,000, as the number of complete months of service in the grade referred to in this clause bears to the full period of 3 years.] (49.) (Official Diary No. 3027 of 1892.)

of 'approved services.'"—(*Secretary of State's Despatch No. 21 (Public Works), dated 27th May 1888.*)

NOTE.—[See special addition to the form of certificate in form of application for Pension.]

715. (*a*) All service, whether temporary or substantive, counts as service towards these special additional pensions, but periods passed on leave, other than privilege leave, will be excluded.

(*b*) Periods of three months and under, during which an officer merely officiates as a purely temporary measure, will not count, nor will any period count during which an officer is officiating in a vacancy caused by the absence of an officer on privilege leave whose service counts under clause (*a*).

716. Certain officers of the Indo-European Telegraph Department, appointed before or during 1878, who have a clause in their covenant assuring them of the same status in respect to pensions as officers of the Indian Public Works Department, will, if they rise to or above the grade of Assistant Superintendent, obtain the pensions provided in this Section for officers of the Public Works Department. Their names are as follows:—

| NAME. | Year of appointment. | NAME. | Year of appointment. |
|---|---|---|---|
| *Persian Gulf Section.* | | Barker, W. | 1874 |
| | | Butcher, S. | 1876 |
| Ffinch, B. T. | 1857 | Johnson, F. W. | 1876 |
| Herbage, A. | 1863 | Kelly, J. H. C. | 1876 |
| Possman, J. | 1863 | McDouall, W. | 1875 |
| Pattens, T. A. | 1866 | Pechell, E. D. | 1876 |
| Pierce, E. | 1869 | | |
| Andrews, H. | 1869 | | |
| Barber, G. | 1869 | | |
| Hawkins, J. P. | 1869 | *Persian Section.* | |
| Johnstone, T. Y. | 1866 | | |
| Leach, E. A. | 1873 | Daniell, F. T. B. | 1862 |

(*Secretary of State's Despatch No. 13 (Tel.), dated 22nd July 1886.*)

1. Officers of the Indian Telegraph Department, who may be transferred to the Indo-European Telegraph Department, retain the pensionary privileges of their own branch of the department.

## Section IV.—Compulsory Retirement.

LIMITED TENURE OF CERTAIN OFFICES . ARTICLE 717 | COMPULSORY RETIREMENT . . ARTICLE 719

### Limited Tenure of certain Offices.

717. The tenure of the appointment of Director General of Telegraphs is limited to five years. Extensions of this term can be sanctioned by the Secretary of State alone.

Rules applicable to Special Departments or Special Officers.

**718.** No Chief Engineer of the Engineer Branch of the Public Works Department, nor any officer of corresponding rank in the Superior Revenue Establishment of State Railways, or in the Superior Accounts Establishment of the Public Works Department, nor any officer holding the office of Secretary or Deputy Secretary to the Government of India in the Public Works Department, can, without reappointment, hold the same post for more than five years.

NOTE.—[This rule applied to Royal Engineers of the Engineer Branch of the Public Works Department, and to Royal Engineers holding the appointments specified in the Public Works Secretariat of the Government of India, under Public Works Department Notification No. 293, dated 3rd September 1880; it applies to all other officers of the classes enumerated in this Article with effect from the 12th October 1887, from which date the period of five years began to run.—(*Public Works Department Resolution No. 2023G., dated 12th October 1887.*)]

**718A.** The following rules apply to officers, whether civil or military, holding the appointments enumerated below :—

Secretary to Government of India, Public Works Department.
Director General of Railways.
Inspector General of Irrigation.
Accountant General, Public Works Department.
Chief Engineers, Class I, who have held one appointment with that rank for five years continuously.
Consulting Engineer with the Government of India.
Manager, North-Western Railway.
Director General of Telegraphs.

(1) An Officer who is granted a special extension of time in any high appointment in the Public Works or Telegraph Department, the tenure of which is limited by rule, shall not be allowed any leave during such extension except privilege leave; and, should longer leave be necessary on account of ill-health, urgent private affairs, or other cause, the extension shall, *ipso facto*, cease from the departure of the officer on such leave.

(2) An Officer who has served his full time in any of the posts referred to, whose time is not extended, and for whom no suitable post can be found, and who desires to take leave to England until the time for his retirement arrives, whether leave is permissible to him under the rules or not, shall be permitted to take leave on leave allowances not exceeding a maximum limit of £600 a year until he completes the service which entitles him to the maximum pension attainable by him. The same rule applies to an officer compelled to vacate his appointment under rule (1).

(3) The appointments vacated under rule (2) shall be considered vacant, and substantive promotions made in the vacant places.

## Compulsory Retirement.

**719.** Any Civil Engineer of the Public Works Department, who, on reaching the age of fifty years, has not attained the rank of Superintending Engineer, will be liable to be called upon to retire: Provided—

(i) That no officer having less than twenty-five years' service to his credit for pension shall be called upon to retire under this Article before 26th September 1889.

(ii) That no officer having less than twenty years' service to his credit for pension shall be called upon to retire under this Article before 26th September 1890.

(iii) That an officer called upon to retire under this Article shall be allowed to take any furlough admissible under the rules before his final retirement, subject to the condition of Article 720, in regard to retirement on attaining the age of fifty-five years. This proviso to be in force up to 26th September 1892, *i.e.*, for five years from the date of the Resolution of the Government of India in the Public Works Department, No. 1884 G., dated 26th September 1887.

720. All Civil Engineers in the Public Works Department, Civilian Under, and Assistant, Secretaries in the Public Works Branch of the Secretariat of the Government of India, or of a Local Government or Administration, and Civilians in the Superior Accounts Branch of the Public Works Department, in the Superior Railway Revenue Establishment, and in the Superior Establishment of the Telegraph Department, are required to retire on attaining the age of fifty-five years.

NOTE.—[The above rule is applicable to all Civilians of the several establishments named whatever the source of their appointment may be.]

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# Chapter XXX.—Law Officers.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| DEFINITION . . . . . | 721 | OFFICERS ON FULL-TIMED SALARIES | 724 |
| MEMBERS OF THE INDIAN CIVIL SERVICE | 722 | OFFICERS RETAINED ON FIXED ALLOWANCES . . . | 725 |
| GOVERNMENT PLEADER OR GOVERNMENT PROSECUTOR . . . | 723 | OFFICERS PAID BY FEES . . | 726 |
| OTHER OFFICERS . . . | 727 | | |


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## Definition.

721. In this Chapter, unless there is something repugnant in the subject or context, the term "Law Officer" includes—

An Advocate General.
A Standing Counsel.
An Administrator General.
An Official Trustee.
An Official Assignee.
A Receiver of a High Court.
An Officer of a High Court who holds an appointment which by law can be held only by a *Barrister*.
A Secretary in the Legislative Department to a Local Government.
A Remembrancer or Deputy Remembrancer of Legal Affairs.
A Government Advocate, or Assistant to the Government Advocate in Burma, and the Junior Government Advocate in the Punjab.
A Clerk of the Crown.
A Government Solicitor.
A Government Pleader, and a Government Prosecutor.

## Members of the Indian Civil Service and of the Statutory Civil Service.

**722.** The leave of absence and acting allowances of a Law Officer who is a Member of the Indian Civil Service or a Statutory Civil Servant are regulated by the rules applicable to the Indian Civil Service or the Statutory Civil Service, as the case may be.

## Government Pleader or Government Prosecutor.

**723.** A Government Pleader or Government Prosecutor is entitled to such leave of absence and allowances when on leave, and to such acting allowances, as the Authority who appoints him may think fit to grant, provided that no extra expense be caused to the Government.

## Officers on full-timed Salaries.

**724.** The leave of absence and acting allowances of a Law Officer who is not a Member of the Indian Civil Service or a Statutory Civil Servant or a Government Pleader, or a Government Prosecutor, but whose pay is fixed, and his whole time retained for the service of Government, are regulated as if he were a Member of the Indian Civil Service.

1. A Barrister without a substantive appointment, appointed to act in an office which is either reserved for a Barrister or for which a Barrister is generally selected, may, with the special sanction of the Government of India, be allowed to draw an acting allowance not exceeding two-thirds of the *pay of the appointment*.

## Officers retained on fixed allowances.

**725.** The leave of absence and acting allowances of a Law Officer who is not a Member of the Indian Civil Service or a Statutory Civil Servant, or a Government Pleader, or a Government Prosecutor, whose pay is fixed, but whose whole time is not retained for the public service, are regulated by the following Rules which received the sanction of the Secretary of State in his Despatch No. 48, dated 4th November 1875 :—

*Active Service.*

1. "Active Service" includes, besides time spent on duty, leave of absence taken under Rule 3, and Subsidiary leave of absence taken under Rule 8.

*Application.*

2. An application for leave of absence must be submitted through the officer who passes his pay to the Authority to whom the officer is directly subordinate.

*Leave during Vacation.*

3. Leave of absence during the vacation of the High or Chief Court within whose jurisdiction the officer serves may be granted without deduction of pay, provided that no expense be caused by the grant of such leave.

*Medical Certificate.*

4. Leave may be granted on medical certificate for a period not exceeding one year, and leave so granted may, on medical certificate, be extended to twenty months.

5. Leave of absence on medical certificate may not be granted again until after three years' "Active Service."

## Law Officers.

*Private Affairs.*

6. Leave of absence on Private Affairs for a period not exceeding six months may be granted once only to an officer who has rendered six years' "Active Service."

*Furlough.*

7. After four years' "Active Service" Furlough without pay, but with retention of appointment, may be granted for a period not exceeding one year.

*Subsidiary Leave.*

8. In very urgent cases, Subsidiary leave of absence may be granted under *Chapter XIII*, provided that no expense be caused by the grant of such leave.

*Commutation of Leave.*

9. Excepting Subsidiary leave, no kind of leave may be granted in continuation of any other kind of leave; but any leave granted under these Rules may be retrospectively changed for any other kind or amount of leave which might at first have been granted.

*Commencement and termination of Leave.*

10. If an officer who has obtained leave of absence makes over charge of his office before noon, his leave begins on, and includes, the day on which he makes over charge; otherwise, it begins on, and includes, the following day.

11. If an officer resumes charge of his office after noon, his leave of absence ends on, and includes, the day on which he resumes charge; otherwise, it ends on, and includes, the day before he resumes charge.

*Leave Allowances.*

12. An officer, while on leave under Rule 4, 5, or 6, is entitled to half-pay: provided that his maximum leave allowance shall be, if paid in India, R833⅓ a month, and if paid at the Home Treasury of the Government of India, £250 a quarter.

*Acting Officers.*

13. (*a*) An officer officiating for an officer on leave under these Rules is entitled to the pay of the appointment, less the fraction of it drawn by the absentee, in addition to the same fraction of the pay of his own substantive office, if any. In calculating this fraction the maximum leave allowance of £250 a quarter, payable from the Home Treasury of the Government of India, is held to be equal to R2,500.

*Illustrations.*—A., the Remembrancer of Legal Affairs in Bombay (pay R1,000 a month), officiates for B., the Advocate General (pay R2,000 a month), who is on leave with an absentee allowance of £1,000 a year = R833⅓ a month, or $\frac{5}{12}$ths of the pay of the Advocate General. A. is entitled to $\frac{7}{12}$ths of the pay of the Advocate General = R1,166⅔, and $\frac{5}{12}$ths of that of Legal Remembrancer = R416⅔, *i.e.*, to a total of R1,583⅓ a month.

(*b*) Provided that—

(i) The minimum salary of a Standing Counsel at Calcutta is R1,000 a month:

(ii) The minimum salary of a Government Advocate at Lahore, Allahabad, Rangoon, or Moulmein, is three quarters of the pay of the appointment.

Substituted S.O. 147

*Deputation Vacancy.*

14. An officer officiating for an officer deputed to act in another appointment or on special duty is entitled to two-thirds of the pay of the appointment in which he officiates, *plus* one-third of the pay of his own substantive appointment, if any.

*Combination of Offices.*

15. If an officer holds more than one appointment, his salary is regulated by *Chapter VIII.*

NOTE.—[Mr. A. B. Miller, Official Assignee, Calcutta, remains (by his own desire) under the Indian Service Leave Rules in Part III, subject to the provisions of Article 726 down to the word "appointed."]

## Officers paid by Fees.

726. Leave of absence may be granted under the Rules in the preceding Article to a Law Officer who is paid by Fees, whether his whole time be

o

*Article 726.*

retained for the service of Government or not, on condition that he make such arrangements for the performance of his duties as are satisfactory to the Authority by which he is appointed, and on condition that, in case of his obtaining leave of absence on private affairs under Rule 6 in that Article, the officiating officer shall receive the whole of the Fees attached to the office.

### Other Officers.

**727.** An officiating Law Officer, who is not subject to the foregoing rules, draws, as acting allowance, the difference between the allowance attached to the appointment and the portion of it drawn by the absentee for whom he officiates: Provided the maximum *salary* (*see Article 117*) is not exceeded.

**727A.** Extraordinary leave under Article 366 may be granted to the officers in this Chapter.

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## Chapter XXXI.—State Railway Establishments.

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### Section I.—Revenue Establishments.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| CLASSIFICATION OF SERVICE . . | 728 | SPECIAL SERVICE LEAVE RULES . | 732 |
| ORDINARY LEAVE RULES. . . | 730 | LABOURERS . . . . . | 734 |
| RECOVERY OF ADVANCES . . | 735 | | |


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### Classification of Service.

**728.** In the State Railway Revenue Establishment the different classes of service are as follows:—

(*a*) *Permanent pensionable,*—that is, service in all permanent appointments made before 1st September 1881, and service of officers, such as Civil Engineers and members of the Engineer and Upper Subordinate Establishment, who may be transferred to the Revenue Establishment, as Managers, etc., even after 31st August 1881.

The service of an officer in the Traffic Department (appointed before 1st September 1881), before he passed the test examination does not qualify.

NOTE (1).—[If after 1st September 1881 it is considered advisable to employ on a State Railway any permanent servant of the State, whose transfer is not covered by this clause, the case must be specially referred to the Government of India.]

NOTE (2).—[When a pensionable servant is transferred in the interests of the public service and by competent authority, from one Railway to another, in the same capacity, or on analogous work in the same Department of the Railway Establishments, and on the same pay, he retains his pensionable status.]

*Exception.*—The service of Civilian Upper Subordinates appointed after the 3rd October 1888, to open State Railways and not transferred from permanent pensionable posts, does not *qualify* unless they were serving on that date as apprentices after passing through the Thomason College course, or were attached as students to the Upper Subordinate class of the Thomason College, Rurki, eventually obtaining one of the guaranteed appointments.

(*b*) *Permanent non-pensionable*,—that is, service in all permanent appointments made after 31st August 1881, except as allowed for in clause (*a*).

(*c*) *Temporary*,—that is, service in appointments made from time to time for periods not exceeding six months according to the requirements of traffic.

(*d*) *Special service*,—that is, service of engine-drivers, firemen and mechanics, etc., under covenant with the Secretary of State, or who, at the expiry of the term of their covenant, have renewed their engagement under a covenant with the Government of India.

**729.** A subordinate officer transferred before 1st September 1881 from the temporary to the permanent Revenue Establishment of a State Railway may, with the sanction of the *Local Government*, count towards *pension* the whole or a part of so much of his temporary service as immediately preceded his qualifying service, without interruption.

## Ordinary Leave Rules.

**730.** (*a*) Leave on medical certificate, with half-pay to the extent of sixty days in any calendar year, may, in addition to any leave admissible under the Indian Service Leave Rules in Part III, be granted, at the discretion of the Manager, to drivers and other subordinate employés of the State Railway Revenue Establishment, whose service is classed as *Permanent "pensionable"* or "*non-pensionable*" under clauses (*a*) and (*b*) of Article 728, and who are not employed exclusively on in-door work, provided the illness has not been caused by the man's misconduct.

(*b*) It may be granted without prejudice to privilege leave, and in continuation of privilege leave, or *vice versâ*. (*See also Rule 1 under Article 291.*)

(*c*) The leave thus granted is included in the leave to which the limit of three years prescribed in Article 369 applies.

**731.** Leave to members of superior and subordinate State Railway Revenue Establishments classed as "pensionable" or "non-pensionable" under Article 728, clauses (*a*) and (*b*), other than those referred to in the preceding Article, are governed by the ordinary leave rules for European or Indian Services (as the case may be) laid down in Part III.

## Special Service Leave Rules.

**732.** Members of subordinate State Railway Revenue Establishments whose service is classed as "special" under clause (*d*) in Article 728, may be allowed leave as follows, at the discretion of the Manager :—

(*a*) Privilege leave on full pay to the extent of one month in twelve, irrespective of the conditions laid down in Article 291. Any subordinate may, however, be permitted to exercise the option of allowing his privilege leave to accumulate up to three months under the usual conditions regarding such accumulation.

(*b*) Leave on medical certificate on half-pay to the extent of sixty days in one calendar year, provided that the illness has not been caused by misconduct. This leave may be granted without prejudice to privilege leave, and in continuation of privilege leave, or *vice versâ*. (*See also Rule 1 under Article 291.*)

(*c*) In the case of deserving men, the Manager may extend the leave on medical certificate admissible under clause (*b*) to a maximum of six months in one calendar year.

**733.** The Manager may grant furlough according to the following scale to any of the officers mentioned in the preceding Article who can be conveniently spared :—

(*a*) A first furlough for a period not exceeding—

12 months, after 7 years' service.
14 ditto 8 ditto.
16 ditto 9 ditto.
18 ditto 10 or more ditto.

(*b*) A second or subsequent furlough for a period not exceeding—

6 months, after 3 years' further service,
8 ditto 4 ditto,
10 ditto 5 ditto,
12 ditto 6 ditto,
14 ditto 7 ditto,
16 ditto 8 ditto,
18 ditto 9 ditto,

} dating from the expiration of the previous furlough, or sick leave.

(*c*) The period of service upon which furlough may be granted is to be exclusive of time spent on leave of absence of any kind whatever except privilege leave. No second or subsequent furlough shall be granted till after a further actual service of three years, commencing from the date of the expiration of the previous furlough; and no single furlough shall be granted for a longer period than eighteen months.

(*d*) An officer absent on furlough will be allowed half the substantive pay of his appointment, excluding all allowances, except personal allowances.

(*e*) The service towards first or subsequent furlough is not cancelled by the grant of sick leave lasting more than sixty days; but an interval of three years of service must elapse between the return of an officer from sick leave and the grant of any furlough that may be due to him.

(*f*) When an officer has earned either first or subsequent furlough, if from any cause it may be found inconvenient to grant him the whole of the furlough earned, an instalment may be granted, leaving the balance at his credit to be taken when convenient, subject, however, to the maximum limit of eighteen months prescribed above.

## Labourers.

**734.** Labourers in State Railway workshops employed upon daily wages when temporarily absent from work in consequence of injuries sustained while on duty in workshops, etc., may, under the authority of the Managers of the State Railways concerned, be granted allowances, during their absence, as under, the amount not to exceed—

(i) fifty rupees;
(ii) one month's pay;
(iii) (in cases where the absence is less than a month) the pay which the absentee would have earned during the period of leave if he were present on duty.

## Recovery of Advances.

**735.** (*a*) Advances whether made in India (*see Articles 81 and 82,*

*Article 733(e).*

*Transfer the words* "lasting more than sixty days" *from the second line, to after the word* "leave" *in the third line of clause* (e) *of this article.* (84.)

*Part II*) or by the Home Government should be recovered by monthly instalments of one-third *salary* except in the case of—

(i) Covenanted Engine Drivers, and

(ii) Covenanted Mechanics, Boiler Makers, etc.

(*b*) In such cases the recovery should be in such a manner as will ensure their receiving in any one month not less than—

(i) Rupees twenty-five, exclusive of overtime or other allowances, or

(ii) Rupees fifty.

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## Section II.—Upper and Lower Subordinates and Office and Petty Establishments on lines under construction.

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**735A.** The service of Civilian Upper Subordinates appointed after the 3rd October 1888 to State Railways under construction or survey and not transferred from permanent pensionable posts, does not *qualify* for pension unless they were serving on that date as apprentices after passing through the Thomason College course, or were attached as students to the Upper Subordinate class of the Thomason College, Rurki, eventually obtaining one of the guaranteed appointments.

**735B.** All Lower Subordinates appointed to lines under construction or survey since 21st July 1880 are non-pensionable.

**736.** All members of the office and petty establishments of State Railways under construction are regarded as temporary servants, unless they were before the 20th July 1880.transferred from a permanently sanctioned post, not being a post on a Railway when under construction. They are not eligible for *pension*, and are liable to discharge whenever their services are no longer required, after one month's notice, as provided for in Article 384 (*b*) in Part IV.

**737.** As regards officers who were, before the 20th July 1880, transferred to railways under construction from permanently sanctioned posts, not attached to railways under construction, the pensionable service of such officers is in no way prejudiced by their fresh employment, and they will continue to enjoy their right to *pension*, even if transferred from the line on which they were on that date engaged to another line also under construction.

**738.** The service of persons whose service prior to July 21st, 1880, had been solely on lines under construction, and who had been transferred from another line under construction to the line under construction on which they were engaged on the above date, was ordered to be treated as pensionable until the work on which they were engaged was completed. On that date their pensionable service ceased, and if their services were then dispensed with, they were allowed to be paid the pension or gratuity to which they were entitled. If re-employed on another line under construction, their services in the new appointment are not pensionable.

**739.** The service of officers whose service under Government began on the line on the construction of which they were engaged on July 21st, 1880, is pensionable up to that date only. Service subsequent to that date, though

in the same capacity, and on the same line, is non-pensionable, and if entered in the officer's service-book, must be shown as such. Officers whose service, under this rule, changed from pensionable to non-pensionable, were not allowed to claim their pensions until the work on which they were engaged was completed.

**740.** The service of all officers engaged for a line under construction since 21st July 1880 is temporary and non-pensionable.

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### Section III.—Other Offices.

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**740A.** Sub-storekeepers, and Lower Subordinate, Petty, and Clerical Establishments, entertained for any Railway Survey, come under the general rules in Articles 736—740.

**740B.** The services of all clerks appointed after the 31st January 1889 to the Railway Branch of the Public Works Secretariat of the Government of India, and to all Consulting Engineers' and Port Store-keepers' Offices, and of all Accountants and clerks appointed after the 16th July 1889 to any of the Offices of Examiners of Guaranteed Railway Accounts, do not qualify for *pension* unless transferred from a permanent pensionable post.

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## Chapter XXXII.—The Bengal Covenanted Pilot Service.

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### Section I.—Pay and Leave Rules.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| PAY OF GRADES . . . . | 741 | SPECIAL LEAVE . . . . | 744 |
| FURLOUGH . . . . . | 742 | SUBSIDIARY LEAVE . . . | 745 |
| LEAVE ON MEDICAL CERTIFICATE | 743 | PRIVILEGE LEAVE . . . | 746 |
| LEAVE AFTER SUPERANNUATION AGE . | 747 | | |


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### Pay of Grades.

**741.** (*a*) For the purposes of the Leave Rules, the pay of the several grades of the Service shall be taken to be as follows:—

| | R | | R |
|---|---|---|---|
| Branch Pilot . . | 1,000 a month. | 1st Mate Leadsman . . | 150 a month. |
| Master Pilot . . | 700 „ | 2nd Mate Leadsman . . | 125 „ |
| Mate Pilot . . . | 450 „ | Leadsman Apprentice . . | 100 „ |

(*b*) The allowances of Pilots while on special duty are regulated by the special rules sanctioned in letter No. 606, dated 5th February 1887, from the

Government of India in the Finance Department, to the Bengal Government, and embodied in Appendix No. 15.

## Furlough.

**742.** Furlough may be taken to the extent of four years during the entire period of service, in the following instalments, *viz.*, after ten years' service, two years, and after every subsequent eight years, one year, on an allowance of half the average pay for the last three years: Provided that no Furlough can be granted to an officer who has taken leave on medical certificate until three years after his return from leave on medical certificate.

If a portion of an instalment is taken, the remainder may be added to any later instalment: Provided that not more than two years' Furlough may be taken at one time.

## Leave on Medical Certificate.

**743.** Leave on medical certificate may be taken to the extent of three years during the whole period of service, but not for more than two years at a time, and not more than twice out of India. Such leave cannot be taken for more than one year, except after three years' continuous service immediately preceding. Leave on medical certificate cannot be counted as service for Furlough, and no leave on medical certificate can be taken while any Furlough is due. An officer on leave under this Article is entitled to half his Average *Pay* for the first fifteen months of each period of absence, but not for more than thirty months in all. For the rest of his leave under this Article he is entitled to a quarter of his Average *Pay*. The minimum furlough allowance during leave on medical certificate to the officer to whom any allowance is due shall be—

| | R |
|---|---|
| In the case of a Branch Pilot, Master Pilot, and Mate Pilot . . | 100 a month. |
| In the case of a Mate Leadsman and Leadsman Apprentice . . | 50 ,, |

## Special Leave.

**744.** (*a*) Special leave on urgent private affairs may be granted at any time for not more than six months: Provided that an officer who has had Special leave must render six years' Active Service before he can again have such leave.

(*b*) For the first six months for which an officer is on Special leave, whether the six months be included in the same leave or not, he is entitled to a leave allowance of half his Average *Pay* for the last three years.

(*c*) Thereafter he is entitled to no leave allowance.

## Subsidiary Leave.

**745.** Subsidiary leave on half Average *Pay*, on the terms and conditions prescribed in Chapter XIII, Articles 352 to 365, may be prefixed and affixed to Furlough, Leave on medical certificate, and Special leave on urgent private affairs, taken out of India.

## Privilege Leave.

**746.** (*a*) Privilege leave may be taken either under the ordinary rules prescribed in Chapter XII, Articles 277 to 305 ; or

(*b*) For a period of two months in every twelve, on half pay (which cannot be accumulated), on a medical certificate showing that the applicant requires, through sickness, more leave than he could take under the ordinary Privilege Leave Rules. When such leave is taken in extension of ordinary Privilege leave, the period of ordinary Privilege leave first taken under clause (*a*) must be commuted to double the period on half pay under this clause. Leave taken under this clause shall be reckoned as Active Service: Provided that if leave taken under this clause be extended under medical certificate, the whole of the leave shall be treated as leave on medical certificate under Article 743.

(*c*) The leave authorised in clause (*b*) may be taken in instalments; but a Pilot may not take leave under clause (*a*) for eleven months after his return to duty from his last leave taken under clause (*b*).

**746A.** Extraordinary leave under Article 366 may be granted to the officers in this Chapter.

## Leave after Superannuation Age.

**747.** A Pilot is eligible after he attains the age of fifty-five years for Privilege leave, and for any Special leave on urgent private affairs to which he may be otherwise entitled. No leave, other than Privilege leave or Special leave on urgent private affairs, granted to a Pilot before his fifty-fifth birthday, has effect after that date.

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## Section II.—Pension Rules.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| RETIRING PENSION . . . | 748 | INVALID PENSION . . . | 749 |
| | | COMPULSORY RETIREMENT . . | 751 |

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## Retiring Pension.

**748.** (*a*) After an actual service of thirty years in India, a member of the Bengal Covenanted Pilot Service is entitled to a Retiring pension according to his rank, as follows:—

| Rank of retiring officer. | Monthly pension. R |
|---|---|
| Branch Pilot . . . . . | 200 |
| Any lower rank . . . . . | 100 |

(*b*) Provided that not more than four Retiring pensions may be granted in three consecutive years.

*Page 200.*

Section II.—Pension Rules.

*For the heading* "COMPULSORY RETIREMENT" *substitute* "SUPERANNUATION PENSION." (90.)

*Article 748.*

*Strike out clause (b) of this Article.* (90.)

## *Article 751.*

*Substitute the following for this Article :—*

**Superannuation Pension.**

**751.** A Pilot who has attained the age of 55 years may be required to retire unless the Local Government considers him efficient and permits him to remain in the service. But as the premature retirement of an efficient officer imposes needless charge on the State the rule should be worked with discretion. A Pilot who has attained the age of 55 years may not at his option retire from the service on a superannuation pension. In every case the question whether retirement should be allowed is one for settlement by the Local Government. (90.)

*Insert the following as Article 751A :—*

**751A.** The scale for superannuation pensions is the same as that laid down in Article **749** for invalid pensions. (90.)

## Invalid Pension.

**749.** Upon a certificate [in the form prescribed in Article 489 or 491 (as the case may require) of the Ordinary Pension Rules] of incapacity for further service from the Medical Board of the India Office, or from the Surgeon-General or Deputy Surgeon-General in Calcutta, or from a Medical Committee over which the Surgeon-General or Deputy Surgeon-General should, when practicable, preside, such a Pilot is entitled to an Invalid pension, varying according to his rank, as follows:—

| Rank of retiring officer. | Monthly pension. R |
|---|---|
| Branch Pilot | 200 |
| Master „ | 100 |
| Mate „ | 60 |
| Leadsman Apprentice | 30 |

**750.** A Pilot retiring on an Invalid pension while absent on leave in England or in the colonies will receive the pension of the rank which he held when his leave began, unless he have been promoted within twelve months from that date, in which case he will receive the pension of the rank to which he has been thus promoted.

## Compulsory Retirement.

**751.** Except with the special sanction of the Secretary of State, no Pilot, who has reached the age of fifty-five years, shall be appointed to a new office, or shall be permitted to retain any office which he has held for five years and upwards. The word "office" for the purposes of this Article includes "grade."

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## Section III.—Family Pension Rules.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| CONTRIBUTIONS | 752 | EFFECT OF RESIGNATION OR DISMISSAL | 758 |
| AMOUNT OF PENSIONS | 753 | DECLARATIONS | 759 |
| BIRTHS, DEATHS AND MARRIAGES | 757 | RE-MARRIAGE | 760 |
| FORFEITURES | 761 | | |


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## Contributions.

**752.** (*a*) Members of the Bengal Covenanted Pilot Service other than those described in clause (*b*) must make the following monthly contributions towards the cost of pensions for their widows and orphans:—

| | R |
|---|---|
| Branch Pilot | 40 |
| Master „ | 20 |
| Mate „ | 10 |
| Leadsman Apprentice | 4 |

(*b*) Under a special concession made on the reorganisation of the Service in 1873, the Pilots whose names are entered below, by a monthly contribution of R16 each, secure for their widows pensions of R100 a month, and full pensions for their children :—

| | | |
|---|---|---|
| Ancell, F. | Hough, A. | Reddie, T. |
| Anderson, G. M. | Hudson, E. F. | Rust, R. |
| Broadhead, J. T. | Lash, O. | Rutherfurd, R. C. |
| Burn, G. | Lindquist, W. H. | Scott, D. J. |
| Christie, J. | Mills, C. S. | Wawn, N. T. |
| Collingwood, C. | Milner, A. J. B. | Wells, J. R. |
| Collingwood, F. F. | Ransom, S. | West, W. O'B. |
| Daly, R. M. | Rayner, F. T. | Williams, W. R. |

NOTE.—[In the despatch from the Marine Department to the Court of Directors, No. 26, dated 3rd August 1842, the Government of Bengal recommended, at the instance of the Marine Board, that pensions on the following scale should be paid from the General Revenues to the widow and orphans of a pilot lost with any vessel on board of which his duty may have placed him; the pensions to be in addition to those admissible under this Article:—

| | R | |
|---|---|---|
| Widow of Branch Pilot | 30 | a month. |
| Ditto Master Pilot | 25 | ,, |
| Ditto First Mate Pilot | 20 | ,, |
| Ditto Second Mate and Volunteer Pilot | 15 | ,, |
| Girls until ten years of age | 6 | ,, |
| Girls over ten years of age until married | 5 | ,, |
| Boys until fifteen years of age | 6 | ,, |

The Court of Directors did not, however, sanction the scale, observing in their Marine Department's despatch to the Government of Bengal, No. 6, dated 22nd February 1843, that they thought it preferable that each case should continue to be decided upon according to its merits.]

## Amount of Pensions.

**753.** Pensions are granted to the widows of Pilots married before their husbands retired on pension from the service at the following monthly rates :—

(*a*) To the widow of a Branch Pilot and, excepting as provided in Article 755, of any Pilot whose name is entered in Article 752(*b*), rupees one hundred.

(*b*) To the widow of any other Pilot according to the rank of her husband at the time of his death or retirement, as follows :—

| | R |
|---|---|
| (i) The widow of a Master Pilot | 50 |
| (ii) ,, ,, ,, Mate ,, | 30 |
| (iii) ,, ,, ,, Leadsman Apprentice | 15 |

**754.** Pensions are granted at the following monthly rates to the children of Pilots of all ranks by wives married before their husbands retired on pension from the service :—

| | R |
|---|---|
| (*a*) To each son until the age of fifteen years | 12 |
| (*b*) ,, daughter until the age of ten years | 14 |
| (*c*) ,, ,, over the age of ten years until marriage | 20 |

**755.** If any Pilot whose name is entered in clause (*b*) of Article 752 dies or retires on pension before attaining the rank of Branch Pilot, and before his subscription aggregates R5,000, his widow's pension will be reduced by one-sixth, *i.e.*, to R83⅓ a month, until the deficiency is made up.

756. A wife married to a Pilot after his retirement on pension from active service and her children are entitled to no pension.

## Births, Deaths and Marriages.

757. To entitle widows and orphans to pensions under these Regulations, Pilots are to forward to the Port Officer certificates of their marriage, and of the births of their children and their baptisms, within one month after the occurrence thereof. Notices of death are in like manner to be forwarded to the Port Officer.

## Effect of Resignation or Dismissal.

758. Subscriptions by a Pilot for the purpose of securing pensions for his wife and children are refunded in the event of his resignation or dismissal.

## Declarations.

759. Widows and female orphans above the age of fifteen years are required to forward to the Office of the Accountant General, Bengal, declarations, half-yearly, in May and November, that they are not married, and that they have not been married at any intervening period. The declarations are to be countersigned by the Executor to the estate of the deceased member of the Pilot Service, or pensioner, or by the guardian of an orphan, and by a member of the Pilot Service, or a person exercising any of the powers of a Magistrate, or of a Minister of Religion, certifying to the truth of the declaration to the best of their knowledge and belief. Forms of the declaration will be furnished on application to the Accountant General, Bengal.

## Re-marriage.

760. If a widow pensioner marries, her pension ceases during her coverture; but in the event of her again becoming a widow, she is re-admitted to the pension to which she was entitled during her first widowhood, unless her second husband was a member of the Pilot Service, and, at his death, of a higher grade than her first husband, in which case she is entitled to the pension of the higher rank.

## Forfeitures.

761. No widow who may have been legally divorced or separated from her husband for adultery, or who, at the period of her husband's demise, may have quitted his protection and be living in a state of notorious adultery, though, not divorced or separated from him by law, or who, after her husband's decease, may be living in a notorious state of incontinence, and no female orphan living in such state, shall be entitled to receive, or continue to receive, any pension under these rules.

## Section IV.—Rate of Exchange for Pensions.

**762.** (*a*) The pension of a Pilot who was in the service prior to the 30th August 1883, if drawn in England or in the Colonies, is payable at the rate of 1*s.* 11*d.* per rupee.

(*b*) The pension of the family of a Pilot who was in service on the 15th September 1881, if drawn in England or in the Colonies, is paid at the rate of 1*s.* 11*d.* per rupee.

(*c*) The pension of a Pilot or of the family of a Pilot, as the case may be, who was appointed to the service after the dates named in clauses (*a*) and (*b*), will be paid at the rate of exchange fixed yearly for the adjustment of financial transactions between the Imperial and Indian Governments.

# Chapter XXXIII.—Port Blair Police.

## Section I.—Leave Rules.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| Privilege Leave . . . | 763 | Extraordinary Leave . . | 769A |
| Leave to India . . . | 764 | Leave Allowances . . . | 770 |


### Privilege Leave.

**763.** (*a*) Privilege leave may be granted to the men employed in the Port Blair Police Force as under :—

(i) Two months after thirty months' consecutive service.

(ii) Three months after thirty-six months' consecutive service.

(*b*) Such leave cannot be claimed as a right, and will only be granted when it can be given without inconvenience to the Public Service.

(*c*) Such leave, if taken to India, may be overstayed without forfeiture of pay by such a period not exceeding eight days as may intervene between the date of the expiration of the leave and the date preceding that of the departure of the next mail steamer from Calcutta to Port Blair.

### Leave to India.

**764.** Furlough and leave on Medical Certificate to India is granted to Inspectors and Sub-Inspectors under the Indian Service Leave Rules in Part III.

765. (*a*) Furlough to unmarried men, or men whose families remain at their homes in India, may be given, in turn, after five years' continuous service in the Settlement.

(*b*) Furlough may also be given, in special cases, at the discretion of the Superintendent, to married men having their families at the Settlement, after a continuous service of not less than five years.

(*c*) It may be granted for periods of from four to six months, according to the distance of the applicant's home from Calcutta.

766. Policemen of all ranks below that of Inspector proceeding to India on leave of any kind are entitled to free passages both ways by sea, and Sergeants and Constables proceeding on furlough or leave on medical certificate are also entitled to free passages by rail to and from their homes.

767. (*a*) Policemen proceeding to India on leave of any description should ordinarily be employed on the voyage in guarding transferred convicts.

(*b*) On the expiration of their leave they will report themselves to the Commissioner of Police, Calcutta, with a view to their employment as convict guards on the return journey.

768. The total number of men on leave at one time from all causes other than Privilege leave shall not exceed ten per cent. of the Force.

769. Absence without leave is punishable by dismissal or forfeiture of pay.

## Extraordinary Leave.

769A. Extraordinary leave under Article 366 may be granted to the officers in this Chapter.

## Leave Allowances.

770. During Privilege leave full pay is admissible.

771. While ill in hospital at Port Blair or Nancowri, absentee allowances are granted as follows :—

(*a*) Constables and Sergeants.—Full pay for so long as they may be in hospital.

NOTE.—[This concession does not interfere with the grant of any leave admissible under this Section.]

(*b*) Chief Constables, Sub-Inspectors, and Inspectors.—In accordance with the Indian Service Leave Rules in Part III.

772. During leave on Medical Certificate spent in *India* an absentee allowance is granted at the following rates :—

(*a*) Constables—Subsistence allowance of R6 a month.

(*b*) Naiks—Subsistence allowance of R8 a month.

(*c*) Sergeants—Subsistence allowance of R10 a month.

(*d*) Chief Constables.—Half-pay for fifteen months and subsistence allowance of R15 a month after that term.

773. During Furlough under Article 765 an absentee allowance of half-pay is granted.

## Section II.—Pension Rules.

PENSION ADMISSIBLE . . . ARTICLE 774 | HOSPITAL LEAVE NOT COUNTED . ARTICLE 775

### Pension admissible.

**774.** Members of the Port Blair Police Force are entitled to *pensions* under the regulations contained in Part IV, for the calculation of ordinary *pensions* for Superior service, except that the amount of the pension or gratuity which may be granted shall not, except in the case of an Inspector, a Subadar, or a Jemadar exceed three-fourths of what is admissible under Chapter XIX.

### Hospital Leave not counted.

**775.** Time spent in hospital at Port Blair or Nancowri by constables and sergeants of the Port Blair Police Force, during which they receive full pay under Article 771, does not *qualify* for *pension*.

# Chapter XXXIIIA.—Assam Military Police.

**775A.** Pensions will be granted to policemen, and, in the exceptional cases specified in the rules, to their heirs, in accordance with Parts IV and VI of the Civil Service Regulations.

**775B.** Furlough on private affairs may be granted by Commandants of Battalions on the following conditions, namely:—

(*a*) That the number absent on furlough and sick leave at any one time shall not exceed 5 per cent. of the strength of the Battalion from 15th October to 15th April, and 10 per cent. from 16th April to 14th October.

(*b*) That the pay of all ranks on furlough shall be half Assam pay.

(*c*) That free passages to and from their homes by river and rail shall be given to all ranks.

(*d*) That the period of furlough shall not exceed six months, counting from the day of departure from the head-quarters to the date of return to those head-quarters.

**775C.** Sick leave on medical certificate may be granted by Battalion Commandants to all ranks on the following conditions, namely:—

(*a*) That leave may be given without regard to the number of men absent.

(*b*) That a man taking sick leave shall forfeit his turn for furlough, and that his name shall be placed at the bottom of the furlough roster.

(*c*) That sick leave shall not be given for a period of longer than six months, counting from the date of departure from the head-quarters to the date of return to them without the sanction of the Chief Commissioner.

(*d*) That pay on sick leave shall be full pay for as long a time as the man is entitled to privilege leave, and half-pay for the remainder of the first six months; and, in case of extension being granted, half-pay. The pay of a man on sick leave taken in extension of furlough shall be half Assam pay.

(*e*) That free passage by river and rail to and from their homes shall be given to all ranks proceeding on sick leave.

(*f*) Sick leave on full pay for a period not exceeding one month may be granted to all ranks while in hospital. In exceptional cases, *e.g.*, in consequence of wounds received in action, or for other special reasons, this privilege may be extended to two months under the special sanction of the Chief Commissioner. After this period, such leave may be granted on half-pay. Leave granted under this rule shall not interfere with the grant of ordinary sick leave on medical certificate.

**775D.** Privilege leave on urgent private affairs may be given under Part III of these Regulations to men whose conduct has been good. The granting of leave under this Section shall be at the discretion of the Commandant.

Free passages will not be given by river or rail to men going on privilege leave or returning from it.

The Inspector General of Police may frame subsidiary rules not inconsistent with these rules for the guidance of Commandants in granting furlough and leave.

**775E.** Any member of the force belonging to races foreign to Assam, who may be recruited outside the Province, may bring his family to Assam on the following conditions, namely :—

(*a*) That the term "family" means his children, his wife, and one relative; not more than one wife may be brought.

(*b*) That quarters are available in the police lines.

(*c*) That the permission in writing of the Commandant has been obtained.

For the conveyance of families, third-class passages will be granted by railway, and deck passages by steamer, in the case of all Native officers on payment of one-third of the passage money and fare; in the case of 20 per cent. of the non-commissioned officers of each battalion, free of charge; in the case of 5 per cent. of the privates of each battalion, free of charge. The percentage must be reckoned on the number of foreigners only.

Return passages to their homes will be granted to the families of such officers and men dying in Assam.

# PART VI.—WOUND AND OTHER EXTRAORDINARY PENSIONS.

## GENERAL ARRANGEMENT.

CHAPTER XXXIV.—WOUND AND OTHER EXTRAORDINARY PENSIONS:—


| | ARTICLES. | PAGE. |
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| III.—State Railway Rules . . . . . | 792—796 | 216 |
| IV.—Procedure . . . . . | 797—799 | „ |
| V.—Re-employment of Wound Pensioners . . | 800—801 | 217 |

*Article 776.*

*Insert the following as a note under this Article :—*

NOTE.—In a case falling clearly and strictly within the letter of the rules, the Local Government may grant the wound pension admissible, the report to the Secretary of State being made through the usual channel.—(55.) (Official Diary No. 10048 of 1892.)

# PART VI.—WOUND AND OTHER EXTRAORDINARY PENSIONS.

## Chapter XXXIV.—Wound and other Extraordinary Pensions.

### Section I.—Wounds on Military Service.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| EXPLANATION . . . . . | 776 | CIVIL OFFICERS OF GOVERNMENT . | 778 |
| VOLUNTEERS . . . . . | 777 | MUTINY PENSIONS . . . . | 780 |


#### Explanation.

**776.** Gratuities and pensions to officers wounded, and to the families of officers killed in action, or in the execution of duty otherwise than in action, may, in cases in which, under the Army Regulations, India, they would be admissible to the officers or men of the Regular Forces or to their families, be granted under the following Regulations, the grant being reported to Her Majesty's Secretary of State for India.

#### Volunteers.

**777.** To officers and men (or their families) enrolled as Volunteers in a force which has a military organisation, who are not entitled under the following rules, or under special conditions of service, to gratuities or pensions at higher rates,—the gratuities or pensions which would be admissible if they held the same rank in the Regular Forces.

#### Civil Officers of Government.

**778.** Gratuities and pensions are granted to Members of the Indian Civil Service and other Civil officers wounded, and to the families of such officers killed, while serving (in circumstances justifying their presence) with a military force, according to the scale applicable to officers or men of the Regular Forces or their families, the rank of the officers being determined as follows:—

(i) In the case of Members of the Indian Civil Service:—

| An officer of— | Ranks as— |
|---|---|
| Less than 5 years' standing | a Lieutenant. |
| More than 5 „ „ | a Captain. |
| „ 12 „ „ | a Major. |
| „ 18 „ „ | a Lieutenant-Colonel. |
| „ 23 „ „ | a Colonel. |
| „ 31 „ „ | a Major-General. |
| Lieutenant-Governor or Chief Commissioner . . . | a Lieutenant-General. |

(ii) In the case of any other Civil officer :—

| An officer whose salary is— | | Ranks as— |
|---|---|---|
| R | | |
| 16 a month or upwards | | a Sepoy. |
| 50 | ditto | a Jemadar. |
| 100 | ditto | a Subadar. |
| 200 | ditto | a Lieutenant of less than 3 years' service. |
| 300 | ditto | a Lieutenant of more than 3 years' service. |
| 500 | ditto | a Captain. |
| 1,000 | ditto | a Major. |
| 1,500 | ditto | a Lieutenant-Colonel. |
| 2,000 | ditto | a Colonel. |
| 2,500 | ditto | a Major-General. |

(iii) A Viceroy of India or Governor of a Presidency ranks as a Field Marshal, General, or Lieutenant-General Commanding-in-Chief.

(iv) A person who is not in the service of Government ranks according to his status in life as compared with an officer of the Regular Forces.

### Other Persons.

**779.** [This Article has been cancelled.]

### Mutiny Pensions.

**780.** The widow of a civil officer (not being a Member of the Indian Civil Service) who receives a pension on account of her husband having been killed in the Mutiny, retains half her pension after re-marriage. Her half pension is not increased on second widowhood.

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## Section IA.—Wounds on other Service.

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**780A.** In special cases, as, for instance, when an officer is wounded in an encounter with dacoits, the Government of India may relax the condition of Article 778 as to service with a military force.

### Wound Leave.

**780B.** An officer who has been granted a wound pension or gratuity under Article 778 may be allowed extraordinary leave on medical certificate in consequence of the wound, irrespective of the period that has elapsed since his last return from leave of any description. Such leave will not reckon as part of the maximum admissible under general rules, and it will count as service for pension up to a limit of eighteen months, but not for furlough. The grant of the leave will, however, be subject to the following conditions :—

(*a*) it must be taken immediately in consequence of the wound, *i.e.*, without any intervening period of active service ;

## No. 34.

*Page 212.*

*Insert the following as Article 779, the heading* "**Place of Payment**" *being substituted for* "**Other Persons**"—

**779.** A civil officer in receipt of a wound pension cannot draw it from the Home Treasury of the Government of India, while serving in India, but must draw the pension at the place where his pay, absentee allowance, or pension is disbursed. (34.) (Despatch from the Secretary of State for India, No. 109 (Financial), dated 23rd June 1892.)

(*b*) it cannot be combined with any other kind of leave, except leave on medical certificate;

(*c*) allowances during such leave will be half average salary, subject to the maxima applicable to ordinary furlough; and no allowances will be paid for any leave in excess of two years;

(*d*) the medical certificate must state the term for which leave is necessary in consequence of the wound, and any extension of that period can be granted only on a fresh medical certificate;

(*e*) an interval of three years must intervene between expiry of such leave and furlough, except in the case of furlough on medical certificate, when the interval need not exceed six months.

## Section II.—Injuries received on Duty.

EXTENT OF APPLICATION . . . ARTICLE 781 | AMOUNT OF PENSION . . . ARTICLE 785

### Extent of Application.

**781.** (*a*) The rules in this Section are analogous to the Regulations for the grant of pensions to soldiers wounded in action and to the heirs of soldiers killed in action, and provide for a *pension* in cases of injury or death :—

(i) to a man so injured in the execution of a public duty as to be incapacitated for earning a livelihood;

(ii) to the family of a man killed in the execution of a public duty.

(*b*) They apply to any person employed in the service of the Government, whether permanently, temporarily, or even casually, and whether remunerated by fixed pay, or (as, for example, Miners in the Salt mines) for piece-work.

(*c*) They apply also to a Village Watchman (including a Municipal Chowkidar in the North-Western Provinces and Oudh) or his family, even though he receives no pay from the State.

**782.** A wound or extraordinary *pension* is granted only when injury or death is met in the performance of a duty which is attended with extraordinary bodily risk. The Government recognises no claims on account of loss of life or bodily injury resulting from an ordinary accident. The following are examples of cases of ordinary accident:—

A Policeman falling from a horse; a Policeman on escort duty killed by sunstroke; a Lascar killed by the snapping of a hawser; a Labourer falling under a burden.

NOTE.—[In an Order by the Government of India in the Finance Department, No. 3131, dated 20th September 1873, it was observed that this rule being based upon the analogy of the regulations for the grant of pensions to soldiers wounded, and to the families of soldiers killed in action, the Government is compelled strictly to limit its application to the cases for which it is intended to provide; and, moreover, that it is obviously inexpedient for the Government to dispense charity in individual cases, or to do anything which might weaken the inducements to officers to secure proper provision for their families.]

783. A pension is granted to the family of a man killed in the execution of his duty, only if he had a wife, legitimate child, father or mother, dependent upon him for support.

784. The Government does not bind itself to grant pension in every case, or, if it grants pension, to grant it for life.

## Amount of Pension.

785. The amount of *pension* is to be regulated by—

(i) the character and service of the injured or killed;

(ii) the nature of the risk undergone, and the conduct of the man in accepting it;

(iii) the nature and extent of the injury received;

(iv) the pecuniary circumstances and prospects of the claimant.

786. Injuries for the purposes of this Section are classed in four degrees :—

*1st Degree.*—Men losing two limbs or both eyes from wounds; or being so severely wounded as to be totally incapable of earning a livelihood and to require the care and assistance of some other person.

*2nd Degree.*—Men losing one limb or one eye; or being so disabled as to be incapable of earning a livelihood, though not requiring the care of another person.

*3rd Degree.*—Men not losing a limb or an eye who have received an injury equal to the loss of a limb, or who are otherwise so disabled as to be capable of contributing in only a small degree towards earning a livelihood.

*4th Degree.*—Men able to contribute materially towards a livelihood, although unfit, from wounds, for the ordinary duties of the service.

787. Under ordinary circumstances, the Local Government may grant a gratuity not exceeding six months' pay and also not exceeding R600, reporting the grant as in the case of an ordinary gratuity. The Government of India may likewise grant a gratuity not exceeding six months' pay or R1,000, whichever is greater.

787A. The Government of India has also the power to grant gratuities not exceeding in any case R1,000, to officers injured and to the families of officers dying or killed in the execution of public duties, in circumstances which do not fall strictly within the conditions of Article 782.—(*Despatch from Secretary of State, No. 1 (Financial), dated 8th January 1891*).

788. A *Local Government* may, as a special case, grant a gratuity not exceeding R20, or two months' pay, whichever is less, to a day labourer or mechanic injured, or to his representatives if he is killed, in the execution of duty by causes beyond his control, if the injury is not such as to allow of a wound or extraordinary pension being granted under the foregoing rules.

The object of such gratuity is to enable the injured person or the representative of the deceased to return to his friends or to afford him subsistence for a little time. The gratuity is chargeable to the work on which the injured person or the deceased was engaged.

A list of gratuities granted under this rule during the year should be

forwarded annually on the 1st March to the Government of India in the Public Works Department.

**789.** Under special circumstances the *Local Government* may grant a pension not exceeding R10 a month, and the Government of India may grant a pension not exceeding R25 a month, to a Government officer injured, or to the family of a Government officer killed, in the execution of his duty as follows:—

(i) To an officer wounded in the first or second degree, a pension not exceeding full pay.

(ii) To an officer wounded in the third or fourth degree, a pension not exceeding half pay; or, if the officer is entitled to an invalid pension of half pay under the ordinary rules for superior or inferior service, then not exceeding three-quarters pay.

(iii) To the family of an officer killed in the execution of his duty, a pension not exceeding half the pay of the deceased officer, and not less than R2¾ a month.

**790.** (*a*) A pension granted under clauses (i) or (ii) of the preceding Article will, unless the pensioner is more than sixty years old (in which case it will be permanent) continue, in the first instance, for two years only.

(*b*) At the end of eighteen months, the pensioner shall be examined afresh by a Medical Officer in charge of a civil station, upon whose report the Local Government will decide whether the pension shall be continued or not for a further term, or permanently, and whether the pensioner shall be subjected, or not, to further medical examination.

**791.** (*a*) If a pension is granted to a family under Article 789 (iii), it is allotted for the support of the family to the eldest surviving son:—

(i) failing sons, to the eldest widow, for the same purpose;
(ii) failing both sons and widows, to the eldest surviving unmarried daughter, for the same purpose;
(iii) these failing, to the father, for the same purpose;
(iv) and, failing all others, to the mother for the same purpose.

(*b*) To a male, pension is given as follows:—

(i) if the pensioner is under six years of age, till he is eighteen years old;
(ii) if above six and under fifty years, for twelve years;
(iii) if not under fifty years, for life.

(*c*) The pension to a female is for life or until marriage; [1] but, on her suitable marriage, the Local Government may, at its discretion, grant her five years' pension as a dowry.

NOTE[1].—[A Political, Extraordinary, or other pension granted in the Civil Department to a female infant, native of Asia, shall, in the absence of special orders to the contrary, last until she leaves her own family to cohabit with a husband, or, being married, attains the age of sixteen years, whichever event happens first.—(*Finance Resolution No. 3767, dated 2nd November 1876.*)]

(*d*) A pension is given to only one member of each family, and no transfer of the pension to another member is permitted on its lapse either by the demise of the pensioner or for any other reason, or on its remaining in abeyance under the operation of the rules in Chapter XXI.

NOTE.—[The words "for the support of the family" should be inserted in every order sanctioning a pension under Article 789 (iii).]

## Section III.—State Railway Rules.

RAILWAY SERVANTS . . . ARTICLE 792 | OTHER PERSONS . . . . ARTICLE 796

### Railway Servants.

**792.** A Local Government having State Railways under its control may grant a gratuity to any State Railway servant who may be injured, or to the representatives of any State Railway servant who may be killed, by the working of trains or engines, otherwise than through his own negligence or wilful action: Provided that such gratuity shall not exceed a sum equal to six months' pay of the servant injured or killed, or a maximum of R200.

**793.** If the Local Government thinks R200 insufficient, a reference must be made to the Government of India.

**794.** The Director General of Railways exercises the powers of a Local Government on State Railways not under Local Governments.

**795.** Gratuities paid to Railway servants or their families under Article 792, or, if the sanction of the Government of India is required, under Articles 792 and 793, are paid by the *Accountant General* and charged to the head "Superannuations" on the accounts of the Civil Department.

### Other Persons.

**796.** Gratuities to injured persons who are not in Government employ are dealt with under departmental rules, and not under these Regulations.

## Section IV.—Procedure.

PRELIMINARY INQUEST . . . ARTICLE 797 | APPLICATION FOR PENSION . . ARTICLE 798

### Preliminary Inquest.

**797.** Whenever a claim for Wound or Extraordinary *pension* arises, the Head of the Office in which the man killed or injured was employed must hold a formal inquest, taking evidence on the following matters:—

(i) the circumstances under which the injury was received, or the life lost;

(ii) the relationship (in the case of a death) and the pecuniary circumstances of the claimants.

## Application for Pension.

**798.** The Head of the Office will then submit the case with a report through his official superiors, to the Government, together with, in the case of a man injured, an application in the usual form (No. 15), and in the case of a man killed, an application in the following form :—

*Application for an Extraordinary pension (or gratuity) for the family of A. B., late a* _____ *killed in the execution of duty. Submitted by the* _____

Description of claimant.
1.—Name and residence, showing Village and Pergunnah.
2.—Age.
3.—Height.
4.—Race, caste, or tribe.
5.—Marks for identification.
6.—Present occupation and pecuniary circumstances.
7.—Degree of relationship to deceased.

Description of deceased.
8.—Name.
9.—Occupation and service.
10.—Length of service.
11.—Pay when killed.
12.—Nature of injury causing death.

13.—Amount of pension or gratuity proposed.
14.—Place of payment.
15.—Date from which pension is to commence.
16.—Remarks.

(*Place.*)
(*Date.*)

*Signature of Head of Office.*

**799.** Whenever application is made for a pension under the preceding Article, a list should be given of the names and ages of the surviving kindred of the deceased officer, as follows :—

| | Name. | Date of birth by the Christian era. |
|---|---|---|
| Sons | | |
| Widows | | |
| Daughters | | |
| Father | | |
| Mother | | |

If the deceased has left no son, or no widow, or no daughter, or no father, or no mother surviving him, the word "None" or "Dead" should be entered opposite to such relative.

## Section V.—Re-employment of Wound Pensioners.

**800.** A Wound or Extraordinary pension granted under these Regulations, or under Military Rules, to a Native Commissioned officer or a Non-

Commissioned officer or soldier for wounds and injuries, may, in the event of the pensioner's subsequent employment in the Civil Department, be, during such employment, reduced or suspended by the Government which granted the pension.(1)

(1).—["The withdrawal of pension is optional with the Local Government, and it should not be withdrawn except in cases of *complete* recovery. If A. B. is still capable of contributing in only a small degree towards earning a livelihood, his pension should not be withdrawn now that he is serving in the Custom House, Bombay, as he is not earning as much as he might have done had he not suffered from the wound or injury."—(*Military Department, to Bombay, No. 500 S., dated 13th September 1878.*)]

**801.** If, however, the Wound or Injury pension of a Native Commissioned officer or a Non-Commissioned officer or soldier includes an Invalid pension, he may, if the Wound or Injury pension is withheld, draw the Invalid pension in addition to civil salary.

# PART VII.—FOREIGN SERVICE AND SERVICE UNDER LOCAL FUNDS.

## GENERAL ARRANGEMENT.


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# PART VII.—FOREIGN SERVICE AND SERVICE UNDER LOCAL FUNDS.

## Chapter XXXV.—General Definitions and Conditions.

CLASSIFICATION . . . . ARTICLE 802 | BERAR OFFICERS . . . . ARTICLE 804

### Classification.

**802.** Foreign service is of three kinds, *viz.* :—

**First.**—When an officer of Government is allowed to take service under an employer who is not under the orders of Government and is allowed while in such service to maintain his claim to *pension* and leave in the same way as if he were still in the service of Government.

*Examples.*—Officers lent to Egypt, or to the Colonies, or to a Native State, or a Port Trust, or a Municipality, or a Railway Company.

**Second.**—When Government having obtained control over or having received in trust certain funds other than *General Revenues,* creates special appointments or special establishments at the cost of the said funds for the purpose of exercising such control or trust.

*Examples.*—Administrators of Native States, Managers of Courts of Wards' Estates, Officers serving in Berar.

Strike out vide S.O. 19

**Third.**—When additions are made to an existing service or an existing establishment to provide for work which has to be done under the supervision and control of the supervising and controlling officers of the service or establishment, the cost of the additions being charged to, or recovered from, the persons or bodies in whose interest the work is done.

*Examples.*—Political Agents appointed at the cost of the States concerned; Assistant Opium Agents in Native States and their Establishments; Establishments employed in Government offices for the control of local funds, the members of which are appointed and controlled by Government, but the cost of which is recovered from the foreign services or local funds concerned.

**803.** (*a*) Foreign service of the first and second kinds qualifies for leave and *pension* or for *pension* only, in the case of officers transferred by competent authority from qualifying service under Government with the privilege of retaining their title to leave or pension, which in all but special cases is made subject to payment of contributions to Government in respect of the cost of such leave or *pension.*

(*b*) Foreign service of the third kind qualifies for leave and *pension* in the same way as service in the rest of the department or establishment, of which the appointment forms a part; but arrangements are made for the recovery of the cost, as laid down in Chapter XXXVII.

### Berar Officers.

**804.** An officer may be transferred from qualifying service payable from the revenues of Berar in the same way and on the same conditions as from general qualifying service. In such case his contributions, unless he is a member of some general establishment or service under the British Government, will be credited to the revenues of Berar, and the service will *qualify* in the same way as if it were paid from the revenues of Berar.

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## Chapter XXXVI.—Foreign Service of the first and second kinds.

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### Section I.—Conditions of Foreign Service of the first kind.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| EXPLANATION . . . . | 805 | SERVICE IN EGYPT . . . | 811 |
| SANCTION TO TRANSFER . . . | 806 | FOREIGN SERVICE DURING LEAVE . | 812 |
| SALARY FROM FOREIGN EMPLOYER . | 807 | TEMPORARY TRANSFERS . . | 815 |
| CONTRIBUTION REQUIRED . . | 808 | EXEMPTIONS FROM CONTRIBUTION . | 817 |


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### Explanation.

**805.** The position of the Government of India, and the difficulty experienced by Native States and public bodies in obtaining competent officers without its assistance, frequently render it necessary for the Government, for political or for public reasons, to transfer its officers to the service of such States or bodies. Such transfers would, as a general rule, be impossible if the condition were insisted on, that the officer transferred should give up his privileges as an officer in the service of the Government of India, and the rules prescribed in this Part of these Regulations show what financial arrangements are to be made in the case of officers of Government lent or transferred to service paid by Native States, Municipalities, and other bodies whose revenues are distinct from the public revenues of Government, such as Courts of Wards, Port Trusts, etc., and permitted at the same time to retain their privileges as servants of Government.

### Sanction to Transfer.

**806.** An officer may not be transferred to Foreign service of the first kind unless the following conditions are complied with :—

(i) The service required of the officer transferred is one which it is advantageous for public reasons (and not merely in the interest

of the officer concerned) should be provided for by a servant of the British Indian Government.

(ii) The transfer is made by, or with the consent of, the *Local Government* under which the officer is serving, and also if he is transferred for service under a Native State and the pay offered exceeds R250 a month, with the consent of the Government of India in the Foreign Department.

The consent of the Government of India is not required in the case of an officer appointed to officiate during the absence of the permanent incumbent of a sanctioned appointment in a Native State, provided that the officiating allowance is regulated in accordance with Part II.

The sanction of the Government of India is also required to the transfer of any officer to the service of Her Majesty's Government in England, or of any Colonial or Foreign Government.

(iii) The officer transferred has either ten years' qualifying service (for pension) under Government or belongs to one of the following services:—The Indian Civil Service; the Army; the "Commission" of any Non-Regulation Province; the graded Political Departments; the Superior Service of the Public Works (including Railway Revenue and Account Branches), Telegraph, Survey, or Forest Department; the graded Educational Service; the Indian Marine.

(iv) The officer transferred shall receive only the remuneration agreed upon or sanctioned by the *Local Government* or the Government of India, as the case may be, in his behalf.

(v) The officer transferred shall remain, while on Foreign Service, subject to the general and disciplinary rules which apply to officers on active Government service.

NOTE.—[Service under a landholder who retains the management of his own estate is not "Foreign Service" for the purposes of these Regulations, unless, in an altogether exceptional case, the importance of the estate or its owner is such as to justify the transfer of the services of a Government officer to occupy an important position, such as manager, etc.]

## Salary from Foreign Employer.

**807.** The consent of the Government of India in the Foreign Department is required to any increase to the salary of an officer already transferred to the service of a Native State, which has the effect of raising the officer's net salary above R250 a month. And also to any increase to a net salary which, before the increase, exceeds R250 a month.

## Contribution required.

**808.** Whatever may be the actual pay and allowances drawn by an officer in Foreign service from his employers, his salary, for the purpose of calculating his leave allowances and *pension*, and of requiring a contribution towards

the cost of such leave allowances and *pension*, shall be assumed to be as follows :—

(*a*) *If he is a member of any of the special services mentioned in Article 806 (iii)*—

| | Members of the Indian Civil Service. | Other Special Services. |
|---|---|---|
| (i) During the first two years of his service reckoning from the first day of April next following his arrival in India, or date of appointment if he was appointed in India . . . . . | ₹ 400 | ₹ 350 |
| (ii) For each subsequent year of service . . | 100 | 50 |
| Up to a maximum of . . . . | 2,500 | Twice the maximum Furlough allowance admissible to the officer concerned.(1) |

*Example* (1).—If an officer's furlough allowance is subject to a minimum of £250 per quarter, and the official rate of exchange for the year is 1 shilling 4 pence per rupee, the maximum on which a contribution is required would be ₹2,500 per mensem. If the furlough allowance is subject to a maximum of £120 per quarter, the maximum on which a contribution is required would be ₹1,200 per mensem.

NOTE.—[Percentage deductions (*e.g.*, for Civil Fund in the case of a Member of the Indian Civil Service) will be calculated upon the "assumed salary."]

(*b*) *If the officer is not a member of any of the above services, then*—

(i) If he belongs to a graded service, his name will be retained on it (as seconded), promotion from grade to grade being given to him in due course, and his assumed pay will be that of the grade in which from time to time he is.

(ii) If he does not belong to a graded service, the assumed pay will be, and will remain, that which he last drew when in Government employ.

**809.** (*a*) From every officer transferred in the manner specified in Article 806, who does not wholly resign the service of the British Government, or who is not, for recorded special and public reasons, exempted from the operation of the rules in this Chapter, a contribution is levied as follows :—

(i) In the case of officers of the special services mentioned in Rule 806 (iii), on account of leave allowances (excepting privilege leave) and *pension*—one-fourth of the assumed pay : Provided that in the case of an officer whose pension is subject to the maximum of ₹5,000 a year, the contribution shall not be calculated on a higher salary than (*a*) of ₹1,250 a month in the case of officers subject to European Service leave rules, and (*b*) of ₹1,000 a month in the case of officers subject to Indian Service leave rules.

NOTE. 1.—[In the case of officers subject to European Service leave rules, a higher limit has been fixed because of the higher maximum furlough allowance drawn by them.]

NOTE. 2.—[The pensions of officers who, though not yet eligible, may in the future become eligible for the special additional pensions admissible under Article 714 are not considered to be subject to the maximum of ₹5,000 a year.]

(ii) In the case of others, on account of *pension* only—one-eighth of the assumed pay : Provided that, in the case of an officer whose

## No. 43.

*Page 224.*

*Article 808 (a).*

*Substitute the word* "maximum" *for the word* "minimum" *in the first line of the example under this article.* (43.) (Official Diary No. 9418 of 1892.)

*Article 808 (b).*

*Insert the following note under clause (1) of this article :—*

NOTE.—[If the officer belongs to a graded service in which the pay of appointments is progressive, his assumed pay will be the pay he last drew in Government employ. If he is promoted to a higher grade while in foreign service, his assumed pay will be the minimum pay of the grade to which he is promoted.]

pension is subject to the maximum of R5,000 a year, the contribution will not be calculated on a higher salary than R833⅓ a month.

(*b*) An officer is not permitted to withhold the contribution upon condition that the time of his Foreign service shall not count for *pension* or leave: he must either wholly resign the British service or, unless he is specially exempted, make the contribution required by this Article.

(*c*) An officer of a *Local Fund* transferred to Foreign service of the first kind cannot make any contribution under the terms of this Section, even though the *Local Fund* by which he is employed may contribute for a *pension* for him under these Regulations. Transfers to Foreign service of the first kind can only be made from qualifying (British) service.

**810.** (*a*) The rates of Contribution prescribed in the preceding Article apply to all officers transferred to Foreign service after the 7th January 1889, the date of Finance Department Resolution No. 109. The rates which were previously in force will continue to operate, in the case of all officers transferred to Foreign service before that date, subject to the following conditions:—

(1) That in cases of officers of the Public Works Department transferred to the service of a Railway Company on terms agreed upon between Government and the Company, their appointments under the Company remain unchanged. If their appointments under the Company are changed, or if they enter on fresh engagements even without returning to the service of Government, they become subject to the new rates of contribution. It will rest with the Government of India in the Public Works Department to decide whether the appointments have been changed or not;

(2) That in the cases of all officers transferred to Foreign service, the former rates of contribution will operate only until the new rates are applied, in each case, under the orders of the Local Government by whom the officer was transferred. In all cases in which the new rates have not been so applied, and in which the officers' salary may not, under existing rules, be increased without the sanction of the British Government, such sanction will, in future, be subject to the condition that the increase shall not be liable to contribution, and shall not be reckoned for any purpose of leave allowance or *pension*.

(*b*) Previous to the issue of the Resolution of 7th January 1889 above referred to, the rates of contribution were determined by the following Rules:—

From every officer transferred to Foreign service who does not wholly resign the service of the British Government, or who is not, for recorded special and public reasons, exempted from the operation of this Rule, a contribution is levied as follows:—

(A) In the case of a Member of the Indian Civil Service:—at the rate of 16⅔ per cent. (one-sixth) on the gross salary which he receives from his Foreign employers.

(B) In the case of any other officer:—at the rate of 14⅔ per cent. (one-seventh) on the gross salary which he receives from his Foreign employers; provided always that the contribution from a Civil Officer other than a Member of the Indian Civil Service or a Civil Engineer shall in no case exceed R166⅔ a month, and from a Civil Engineer, R233⅓ a month.

That is to say, the officer receives from his Foreign employers salary fixed in accordance with the rules of the public service for the appointment which he holds or in which he officiates, and retaining five-sixths or six-sevenths accordingly as he is an Officer of Class (A) or (B), pays one-sixth or one-seventh, as the case may be, to the Government of India.

In return for this contribution, the Government accepts the charge for the officer's pension, and also that for his absentee allowances (except on privilege leave, when the Government will pay only its share according to the rule of proportions, and during which the contribution must be paid in the same manner as if the officer were on duty) in the same manner and to the same extent as if he were in the regular service of the British Government, saving only that the calculation of pension or absentee allowance is based upon the five-sixths or six-sevenths (as the case may be) pay which he retains; and not upon the full amount which he receives.

## Service in Egypt.

**811.** Officers transferred for service under the Egyptian Government shall contribute for pension only. Such contributions shall, in the case of all officers transferred on or after the 1st of April 1890, be regulated by the provisions of Articles 808 and 809. The rate leviable in the case of officers of the special services mentioned in Rule 806 (iii) will be one-sixth of their assumed pay, which represents the proportionate share on account of pension only, of the one-fourth prescribed in Article 809 (*a*) (i) on account of both leave and pension. Service in Egypt will in no case count as service towards Indian furlough. To officers transferred before 1st April 1890, Article 811 as published in the 1st Edition of the Civil Service Regulations will continue to apply.

NOTE 1.—[In the case of a Military Officer, the contribution prescribed covers the liability of Indian Revenues for temporary half-pay, or half-pay pension in any case of an officer losing his health during Egyptian service before becoming entitled to ordinary so-called full-pay pension.]

NOTE 2.—[See note under Article 828 (*c*).]

## Foreign Service during Leave.

**812.** (*a*) When the services of an officer are lent for employment out of India either to Her Majesty's Government in England, or to any Colonial or Foreign Government, the officer shall make a contribution to the Indian Exchequer in accordance with the rules in this Chapter.

(*b*) But if an officer while absent on furlough is permitted to take employment of the above kind, or if an officer is allowed to take furlough for the purpose of taking such employment, he may draw his furlough allowance from Indian revenues in addition to any allowance which may be assigned to him for the employment; in this case the contribution is not required for the period of the officer's employment as above, but will be payable from the date of the expiry of the furlough should the officer continue in it. Service under Her Majesty's Government in England or under any Colonial or Foreign Government outside of India will in this case be held to begin from the date of the expiry of the furlough.

NOTE.—[The sanction of the Government of India is required to the transfer of an officer to any service of the description mentioned in this Article.]

**813.** No officer employed as above on any duty unconnected with India shall, except as provided in Articles 812 and 814, receive any allowances from Indian revenues while so employed.

**814.** If an officer is at the time of his transfer entitled to privilege leave and obtains it with the avowed intention of taking employment under the Egyptian Government, he may draw his privilege leave allowances from Indian revenues in addition to any allowances which may be assigned to him by the Egyptian Government without being required during the period of

leave to make the contribution for pension in respect of employment in Egypt. The right to receive privilege leave allowance is, however, contingent on his return to duty under the Indian Government on the expiry of the leave: if, therefore, an officer continues in the service of the Egyptian Government after the end of seven days from the date of expiry of his privilege leave, the leave will be considered as cancelled, and the officer's Foreign service will be held to have begun on the date from which he availed himself of his privilege leave.

## Temporary Transfers.

**815.** (*a*) No contribution is levied from an officer who is transferred to Foreign service for a special temporary duty not lasting more than six months: Provided that exemption can only be claimed under this Article if it is specially provided for from the beginning as part of the terms of the arrangement under which the officer's services are transferred.

(*b*) In determining whether contributions are payable or not, the point to be considered is the duration of the appointment or duty to which the officer is transferred, and not the duration of the particular officer's employment in the appointment or on the special duty.

(*c*) In these cases the stipulation of Article 806 (iii) as to ten years' qualifying service need not be applied, and the officer cannot, for the purposes of leave allowance and pension, count for the time passed in such service higher *salary* than he had when he was transferred to it.

1. In arranging for the transfer of an officer's services under this Article it should always be stipulated that, in the event of the transfer exceeding the limit of six months, the prescribed contribution must be paid for the whole period of transfer.

NOTE.—[The Local Government may, by a general or special order, delegate its powers to sanction transfers for temporary duty, not lasting more than six months, to any officer not below the rank of Political Agent.]

**816.** The Local Government may remit the contribution for any period during which an officer on Foreign service is temporarily employed under the British Government on duties additional to, or distinct from, his duties on Foreign service.

## Exemptions from Contribution.

**817.** The following officers are exempted from contribution under the above rules, and the leave allowances and pensions are calculated according to the rules applied to Government service:—

(*a*) Officers transferred before 14th October 1871 by competent authority to service under Native States for a purpose in which Government is interested.

NOTE.—[Before 14th October 1871, the date of the promulgation of the rules relating to Foreign service, Foreign service did not ordinarily qualify, as it did not satisfy the first and third conditions of qualifying service. Unless especially exempted, or unless their case fell within one of the exceptions stated beneath, officers, not being Members of the Indian Civil Service or Officers of the Army, who accepted such service, ceased to have any claim on the Government of India in respect of pensions or gratuities.]

(*b*) Teachers transferred before 22nd October 1875 to the service of the Chamba State. In this case the pension is paid by the Government of India and the Raja of Chamba, according to the *Rule of Proportions*.

(*c*) Officers transferred before 22nd October 1875 to service in the Kolhapur School, the pension being chargeable, according to the *Rule of Proportions*, to the Government of India, and to a fund formed by contribution proportional to salary paid by the Chief of Kolhapur. If such an officer is transferred to British service, any pension to which he may thereafter become entitled

is payable, according to the *Rule of Proportions*, by the British Government and from the said fund.

(*d*) Officers transferred before 14th October 1871 under the authority of the Government of the Punjab to service under the Bhawalpur State. In this case the charge for the pension will be shared by the Bhawalpur State according to the *Rule of Proportions*.

(*e*) Subordinates in the Revenue Survey, temporarily lent to Municipalities for duty, which, though paid for by them, also promotes Imperial interests.

(*f*) The Chairman of the Commissioners of the Town of Calcutta, the Municipal Commissioner for the City of Bombay, the President of the Municipal Commission for the Town of Madras or the President of the Rangoon Municipality. The exemption of these officers from the operation of the rules in this Chapter is a substantial contribution by the Government to the municipal revenues, granted in consideration of the fact that the Local Government, and not the Municipalities, appoints these officers.

(*g*) Officers lent to the Nair Brigade of the Travancore State. The Travancore State pays a portion of the furlough allowances of officers attached to the Brigade.

(*h*) Officers lent to the Travancore State to fill the office of Durbar Physician or any offices held by officers of the British Government on the 29th January 1873.

(*i*) Medical officers lent to charitable dispensaries or hospitals in British India.

(*j*) The undermentioned officers employed in the Vaccination Department, who are paid from Municipal Funds:—

Deputy Superintendent of Vaccination, Calcutta;

Superintendent of Vaccination, Karachi, and the clerk in his office;

Assistant Superintendent of Vaccination, Bombay, and the head, second, third and fourth clerks in the Presidency Vaccination Office, Bombay.

(*k*) Native Superintendents of Vaccination and Vaccinators enrolled as officers of Government and employed in Military cantonments or under Municipalities or paid from Local Funds.

(*l*) Officers of the Indian Marine lent to Port Trusts. The pensions and leave allowances of these officers will (except in the case of privilege leave) be borne wholly by Government with effect from 1st May 1889.

(*m*) Assistant Opium Agents in Native States, and their establishments, who are paid by the Native States.

## Section II.—Conditions of Foreign Service of the second kind.

| | ARTICLE | | ARTICLE |
|---|---|---|---|
| GENERAL RULES . . . | . 818 | RECOVERY OF COST . . | . 822 |
| ACTING APPOINTMENTS . | . 821 | CONTRIBUTION REQUIRED . | . 823 |

### General Rules.

**818.** Foreign service of the second kind *counts* for *pension* from the *General Revenues* only in the case of Officers transferred by competent authority from qualifying service; and to enable Government to appoint to such service officers who are already in service qualifying for *pension* from *General Revenues*, the following rules are prescribed.

**819.** Appointments to this class of Foreign service will require the sanction of the Local Government which controls the expenditure, and the transfer of officers from qualifying service should be regulated by Article 806. If the service is paid from the revenues of a Native State, the consent of the Government of India in the Foreign Department will be required (*see Article 807*) to any salary above R250 a month; but when an appointment of a permanent character has been sanctioned under proper authority, the separate sanction of the Government of India is not required in the case of each officer who may from time to time be appointed to it.

Foreign Service of the first and second kinds.

820. The service must be strictly connected with the management or control of the Government, and appointments existing apart from that management and control can be made only under the conditions of Foreign service of the first kind. Also should it be necessary, after Government has relinquished control of the funds, to continue the services of the Government officer, he cannot continue under the rules laid down in this Section, but should be considered to be transferred to "Foreign service of the first kind."

*Example.*—An officer having been appointed administrator of a State during the minority of its chief is permitted on public grounds to continue in the service of the chief after he has attained his majority. Such an officer would cease to be in "Foreign service of the second kind," and arrangements for his continued employment should be made under Section I of this Chapter.

## Acting Appointments.

821. The *salary* of an officer appointed to act for an officer on Foreign service of the second kind shall be calculated according to the rules laid down in Part II.

*Example.*—A. B., a Member of the Indian Civil Service, receiving a pay of R500 from the British Government, officiates in an appointment in Foreign service, the *pay* of which is R1,000. A. B.'s *salary* is—

| | R |
|---|---|
| Pay | 500 |
| Acting allowance (⅔ 1,000—500) | 333⅓ |
| SALARY | 833⅓ |

The charge to the Foreign service would be R833⅓ + ¼ of R833⅓, or R1,041⅔.

The above illustration is equally applicable to the case of a Military Officer, a Civil Engineer, or any other officer subject to the European Service Leave Rules.

## Recovery of cost.

822. Whenever an officer is transferred by competent authority from qualifying service to Foreign service of the second kind, arrangements should be made not only to pay such officer the sanctioned *salary* of the office, but also to recover from the funds of the Foreign service, or Trust, a contribution sufficient to cover the cost of his pension and leave allowances.

## Contribution required.

823. For every officer transferred in the manner specified in Article 819, who is not, for recorded special and public reasons, exempted, wholly or in part, from the operation of the rules in this Chapter, contribution should be levied as follows:—

(*a*) In the case of a Member of the Indian Civil Service, a Military Officer, a Civil Engineer, and any other officer subject to the European Service Leave Rules, one-fourth of his actual sanctioned *salary*.

(*b*) In the case of an officer subject to the Indian Service Leave Rules—

(i) If he is of gazetted standing, 20 per cent. (one-fifth) of his actual sanctioned *salary*.

(ii) If he be of clerical standing, 16⅔ per cent. (one-sixth) of his actual sanctioned *salary*.

That is, if the officer's sanctioned *salary* is ₹1,000, the Foreign funds must pay him ₹1,250, or ₹1,200, or ₹1,166⅔, as the case may be; he will retain the ₹1,000, and pay the rest to Government by way of contribution.

Provided that, in the case of an officer whose pension is subject to the maximum of ₹5,000 a year, the contribution will not be calculated on a higher salary than—

(*a*) ₹1,250 a month in the case of officers subject to European Service Leave Rules, and

(*b*) ₹1,000 a month in the case of officers subject to Indian Service Leave Rules.

Nothing in this rule shall be deemed to entitle an officer to include "acting allowances" in "emoluments" for the purpose of the calculation of *pension*.

NOTE (1).—[For a Member of the Indian Civil Service a sanctioned *salary* of ₹1,000 in Foreign service is the equivalent of a sanctioned *salary* of ₹1,041⅔ in Government service; as the latter is subject to 4 per cent. deduction, while the former is not. The Civil Fund deductions will be calculated at a percentage on the ₹1,000.]

NOTE (2).—[The provisions of Article 810 (*a*) apply to Foreign service of the second kind.]

(*c*) From inferior servants the contribution required is one anna in the rupee for *pension* only: the Government of India pays no leave allowances to such servants.

**824.** In the case of officers transferred between 23rd April 1863 and 14th October 1871 by the authority of Government, or their official superiors, from qualifying service under Government, to service of the following description:—

Service under the Court of Wards.
Service in Jágír States in Bombay.
Service under the Talukdari Settlement Officer in Bombay.

Only six per cent. of the salary was required to be contributed to the Government of India, either by the officer himself, or from the funds whence the salary was paid. This rate had effect from the 9th November 1870 in the case of service under the Court of Wards, and from the 6th July 1871 in the case of service in Jágír States or under the Talukdari Settlement Officer.

NOTE.—[In the Madras Presidency an officer transferred between 21st August 1862 and 14th October 1871 from qualifying service to service under the Court of Wards, counts service under the Court of Wards rendered before that date as if it were under Government.]

**825.** No contribution was required from Political Officers employed in the Savant-Wadi and Kolhapur States on the 18th August 1875, and the same rule applies to those who may be thereafter appointed to offices held by British Officers in those States on the 18th August 1875.

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## Section III.—Rules for payment of Contributions.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| RESPONSIBILITY . . . . | 826 | REPORT OF DATES . . . | 829 |
| PROCEDURE ON ORDER OF TRANSFER | 827 | REMITTANCE REQUIRED . . | 831 |


### Responsibility.

**826.** If the salary of an officer is paid under the orders of the *Accountant General* at a British Government Treasury, the required contribution is deducted at the time of payment. In all other cases the officer himself must pay the amount directly to the British Government in the manner prescribed in the following rules: the Government will not ordinarily enter into any direct arrangements with the Foreign employers of its officers or make any direct demands upon them.

NOTE.—[The contributions in the case of officers lent to the Mysore State are paid by that State through the Comptroller, Mysore, and not by the officers themselves, under the Foreign Department letter No. 1714 I., dated 13th May 1884.]

### Procedure on order of Transfer.

**827.** An officer transferred to Foreign service of the first or second kind and permitted by competent authority to retain claim to pension or absentee allowance must, immediately on receiving the order of transfer, furnish a copy thereof to the *Accountant General* of the province within which he is serving, and must apply for orders, to whom he is to account for the contribution required.

**828.** (*a*) If the salary of the transferred officer in his new appointment is to be paid from a Government Treasary upon a bill subject to the audit of the *Accountant General*—it will be the said *Accountant General*.

(*b*) Otherwise—it will be the *Accountant General* of the province within which the Municipality, Port Trust, Local Fund or other body concerned, is situated; or, if the case is one of service under a Native State, the *Accountant General* of the Government under whose administration the Native State is.

NOTE.—[In the case of officers transferred with the Rajputana-Malwa Railway to the Bombay, Baroda and Central India Railway Company, and of officers transferred with the Bellary-Kistna State Railway to the Southern Maratha Railway Company, the arrangement for payment of the required contributions form part of the contract with the Company, and are recovered by the Public Works Department from the Company, and credited in the "India" Civil Accounts.]

(*c*) If the Foreign service is outside India—it will be the Comptroller, India Treasuries (1).

NOTE (1).—[The contributions for pension from Military Officers lent from India for service under the Egyptian Government will be realised by the Comptroller, India Treasuries, in the manner laid down in the *Civil Service Regulations*.

In addition to the report to be made by the officer himself direct to the Account Officer in accordance with *Article 828 of these Regulations*, the Comptroller of Military Accounts of each Presidency should forward quarterly to the Comptroller, India Treasuries, a return showing the names of the officers lent for, or withdrawn from, the service of the Egyptian Government during the quarter, with such other particulars as are required by the above-quoted rules.

Officers should be required to remit their fund subscriptions direct to the Examiner of Fund Accounts of the Presidency to which they belong. The decision will be notified in India Army Circulars.—(*Military Department No. 358-S.F., dated 18th July 1883.*)]

## Report of Dates.

**829.** The officer transferred must, immediately on his being relieved of his duty under the British Government, report to the *Accountant General*, mentioned in Article 828, the date and time on which he made over charge, and furnish particulars regarding his salary in Foreign service, and his postal address: he should also report the date on which he takes charge of his appointment in Foreign service. Any change in these particulars, and any leave taken by him, should also be reported to the *Accountant General*; and he must furnish all information which may at any time be required from him by the *Accountant General*.

**830.** (*a*) The salary of an officer on Foreign service must be borne by the Foreign body to whose service he is transferred, and his contribution to Government must commence from the date on which he is relieved from his duty under the British Government.

(*b*) The salary to be paid by the Foreign body and the contribution to Government will close from the date on which he is relieved from his duty under the Foreign body.

NOTE.—[But when an officer on leaving Foreign service proceeds on privilege leave, and the Foreign body is liable to pay a share of his allowances according to the *Rule of Proportions* (*see Article 835* (*a*)), the contribution payable to Government must continue to be paid.]

(*c*) The amount of net salary to be paid to the officer during joining time will be regulated by the rules in Chapter IX.

## Remittance required.

**831.** The officer must, not later than fifteen days after the end of the quarter for which salary in Foreign service is earned, remit direct to the *Accountant General* mentioned in Article 828, the amount payable by him on account of contribution under these Regulations in respect of his salary for the said quarter: the remittance to be advised in such form as the said *Accountant General* may require.

**832.** If the officer fails to make the remittance within the said period of fifteen days, or if the amount remitted is less than that properly payable, interest at the rate of 4 pies a day per 100 rupees (about 8 per cent.) will be levied upon the amount due from the date of expiry of the said fifteen days until the date of receipt of the remittance by the *Accountant General*. If any amount due, including interest, is not paid up within twelve months of its accrual, the *Accountant General* should submit a report to the Government of India in the Finance Department, in order that it may be decided whether the officer's claims upon the British Government shall not be deemed to have lapsed.

## No. 48.

*Page 232.*

*Article 829.*

*Insert the words* "and that on which he relinquishes" *before the word* "charge" *in the fifth line of this article.* (48.) (Financial Department No. 4871, dated 6th December 1892.)

## No. 36.

*Page 232.*

*Article 831.*

*Add the following to this article :—*

When the contribution falls into arrears, the *Accountant General* should forward to the officer a copy of Article 832 of these Regulations with a request for payment.

*Article 832.*

*Substitute the following for this article :—*

If the officer fails to make the remittance within the said period of fifteen days, or if the amount remitted is less than that properly payable, interest at the rate of 4 pies a day per 100 rupees (about 8 per cent.) will be levied upon the amount due from the date of expiry of the said fifteen days until the date of receipt of the remittance by the *Accountant General.* If any amount due is not paid up, together with interest for the time it has been overdue, within twelve months of its accrual, the *Accountant General* should inform the officer that in consequence of the default in payment his claim on the Government for pension and leave allowances has lapsed, and should intimate to the officer the amount due up to the date of the communication. If the officer desires to have his claim revived, he should pay the amount specified in the Accountant General's letter, and submit a representation to the Local Government for submission to the Government of India. (36.) (Financial Department No. 6368, dated 10th August 1892.)

833. In the case of members of clerical establishments, transferred to Foreign service of the second kind, the contributions should be levied in accordance with the rules laid down in Section I of this Chapter, but the responsibility for paying the contributions to the *General Revenues* rests with the officer entrusted by Government with the control of the funds or administration of the Trust, who should see that the rules are complied with in other respects.

834. No officer has any right of property in contributions made under Article 809 or 823 or any claim upon Government in respect to such contributions, except to receive such *pension* or absentee allowance as may become admissible to him in accordance with the rules of the service to which he belongs.

## Section IV.—General Conditions of Service.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| As to Leave and Pension . | 835 | Uncovenanted Service Funds . | 841 |
| Pensions from Native States . | 840 | Lien on Government appointment | 842 |
| Applications for Leave . . | 845 | | |


### As to Leave and Pension.

835. (*a*) In return for the contributions prescribed in Article 809 (*a*) (i) (Foreign Service of the first kind), the Government accepts the charge for the officer's pension, and also that for his absentee allowances (except on privilege leave, when the Government will pay only its share, according to the *Rule of Proportions*, calculated on the assumed pay referred to in Article 808(*a*), and during which contribution calculated on the share of the leave allowances payable by the foreign body must be paid in the same manner as if the officer were on duty), in the same manner and to the same extent as if he were in the regular service of the British Government, saving only that the calculation of pension or absentee allowance is based upon the pay upon which he contributes (see Article 808) and not upon the amount which he receives from his Foreign employer.

NOTE.—[In calculating the leave allowances of a Member of the Indian Civil Service one twenty-fourth must be added to the assumed or actual salary, in order to provide for the four per cent. annuity deduction. For example: if the average salary is R960 (net) the half average fixed for leave allowance will be R500 and not R480; because the leave allowance of R500, being subject to four per cent. deduction, the net amount payable will be only R480.]

(*b*) In return for the contribution prescribed in Article 809 (*a*) (ii), the Government accepts the charge for the officer's *pension* only, but not for his absentee allowances, of which the British Government will thenceforth only pay its share according to the *Rule of Proportions*, calculated on the assumed pay referred to in Article 808(*b*).

836. In return for the contribution prescribed in clauses (a) and (b) of Article 823 (Foreign Service of the second kind), the Government accepts the charge for the officer's *pension* and absentee allowances (except during privilege leave when the Government will pay only its share according to the *Rule of*

*Proportions* and during which the contribution must be paid in the same manner as if the officer were on duty) in the same way as if he were in its own service.

**837.** An officer who contributes for *pension* only must, during privilege leave, pay his contribution in the same manner as if he were on duty, and if, after return to his British appointment, he takes privilege leave, a portion of which is earned by Foreign service, he will receive from the *General Revenues* the Government share of his leave allowance, according to the *Rule of Proportions*, and must pay to the *General Revenues* the contribution required by Article 809 (*a*) (ii) for that portion of his privilege leave which was earned by his Foreign service.

**838.** The *pension* and leave of an officer on Foreign service, whether acting or permanent, are regulated by the rules which apply to officers of the Government of India. And an officer may not get leave unless he actually quits duty and proceeds on leave.

NOTE.—[The Government of India cannot recognise any leave granted, otherwise than in accordance with these Regulations, to an officer on Foreign service who is permitted to contribute towards pensionary and leave allowances or for pension only under the rules in this Chapter. If such leave is granted to an officer, the *Accountant General* shall, on the fact coming to his notice, require the leave so granted to be commuted to the leave for which the officer is eligible under rule, and call upon him to refund any allowance drawn by him in excess of the amount admissible under rule. If the officer fails to comply with these conditions, he will be liable to forfeit his previous service under Government, and to cease to have any claim on Government in respect of either pensionary or leave allowances. (*See also Article 829.*)]

**839.** Subject to the regular rules, any saving arising from the absence of a permanent officer accrues to his employer, except when an officer is exempted from the payment of the contribution prescribed in Article 809 [*see Article 817, Exception* (*f*) ], when the saving should be paid to the British Government.

## Pensions from Native States.

**840.** Except with the sanction of the Government of India, no officer belonging to the service of, or in receipt of a pension from, the British Government, who is employed under a Native State, may accept a pension or gratuity from such State.

## Uncovenanted Service Funds.

**841.** (*a*) In addition to his contribution under Article 809 or 823, a subscriber to the Bengal or Bombay Uncovenanted Service Family Pension Fund must pay to the British Government one-fourth of the premium which he pays to the Fund. This contribution is required to compensate the Public Treasury for the cost of favourable interest paid to the Fund on behalf of the subscriber.

(*b*) This premium when due from subscribers to the Bengal Fund is collected by the Directors of the Fund and adjusted in communication with the Comptroller, India Treasuries.

(*c*) The arrangements for the Bombay Fund are somewhat different; if the subscription is paid at a Government Treasury, the premium is collected at the same time without the intervention of the Directors of the Fund; but in cases in which subscription is paid to the Directors direct, they collect the

article 343

NOTE.—[The object of this article is to secure to an officer the right to resume, on his return to British Service, the position he held when he left it. A Local Government is not debarred from giving an officer any promotion to which his standing in the British Service would have entitled him had he not been transferred to foreign service, but the officer has no claim to such promotion.]

premium also and adjust it in communication with the Accountant General, Bombay.

*Exception* (*1*).—An officer who, being at the time of transfer a subscriber to either of the above-mentioned funds, was transferred to Foreign service before the 24th December 1879, and has not returned to Government service since then, is not required to pay any additional premium.

*Exception* (*2*).—An officer who has been on Foreign service and has gone on furlough retaining a lien upon any appointment in Government service, or who, being a member of any Government establishment, has his allowance on furlough paid by Government, is not required, while on such furlough, to pay any extra premium in respect of his fund subscriptions.

NOTE.—[Subscribers to the Uncovenanted Service Family Pension Funds paid from the Berar Revenues are liable to pay the additional premium prescribed in this Article, on that part of their salary which is charged to Berar, the charge on this account being borne by the Berar Revenues.]

## Lien on Government Appointment.

**842.** Whenever an officer is, under the rules in this Chapter, transferred from qualifying service to *Foreign service*, it must be arranged that he does not forfeit a lien upon or a right to return to a substantive office under the British Government. His *locum tenens* can hold the appointment only in subordination to such lien by the *absentee*, but, subject to this condition, the status of the *locum tenens* is that of a substantive officer.

**843.** An officer so transferred when he returns to British service is entitled to resume the same position as that in which he left it; if he holds a progressive appointment his Foreign service does not count towards increments; and he cannot return to acting service under the British Government without reverting also to his substantive British office, the *locum tenens* of this office thereupon falling back upon acting allowances. (*See also Rule 1 under Article 79.*)

**844.** No officer, while acting in any appointment under the British Government, or the pay of which is regulated by the British Government, is entitled to allowances on account of any Foreign office. But there is no objection to his being permitted to retain a lien upon such an office, or to the actual incumbent being appointed thereto, during his absence substantively for a time only.

NOTE.—[This rule refers to an officer of the British Government lent to Foreign service, who subsequently returns to service under the British Government, and is not affected by the last sentence of Article 79 (Chapter III), which refers only to a servant of a Foreign State, &c., whose services are temporarily borrowed by the British Government.]

## Applications for Leave.

**845.** Privilege leave may be granted by the Foreign employer after receiving a report from the *Account Officer* concerned that it is admissible under rule.

**846.** Applications for any other description of leave should be made, through the Foreign employer, to the *Local Government* under which the officer was serving before transfer to Foreign service.

**847.** Article 846 does not apply and no report need be called for from the *Accountant General* under Article 845 in cases in which the applicant contributes for pension only [*See Article 809* (*a*) (*ii*)], and no claim arises against the British Government for a share of the absentee allowance.

848. An officer must furnish all information which may be required from him by the *Accountant General* as directed in Article 829; exact compliance with this rule is absolutely essential when leave is granted under the preceding Article.

## Section V.—Special Cases.

| | ARTICLE | | ARTICLE |
|---|---|---|---|
| AIDED SCHOOL TEACHERS . . | 849 | RAJKOOMAR COLLEGE, KATHIÁWAR . | 852 |

### Aided School Teachers.

849. The Government of the Punjab in August 1882 referred for the orders of the Government of India certain questions connected with the loan to aided schools of the services of schoolmasters belonging to the Educational Department; and the Government of Bombay in November of the same year submitted for orders an application from managers of certain schools at Ahmedabad, praying for permission to pay the prescribed contribution in order to secure pensions from Government for the teachers employed in their schools. After consulting the Education Commission then sitting in Calcutta, the Governor General in Council arrived at the following conclusions on the question of the pensionary position of teachers in aided and other schools :—

(1) that it is unnecessary for the State to concern itself with arrangements for pensions to teachers in aided schools;

(2) that teachers then employed in Government schools which might hereafter be transferred to local bodies should be held to be still rendering service qualifying for pension;

(3) that in the case of teachers hereafter employed in institutions under local bodies, it will be optional for such bodies, with the previous sanction of the Provincial Government, to secure pensions for the teachers by contributing a lump sum annually on this account, unless the Provincial Government should prefer to make a part of its contribution to the school in the form of free pensions; and

(4) that, save in very exceptional cases, Government should not undertake to lend teachers to aided schools.

NOTE.—[The concession granted by clause (2) of the above Article applies to all the members of the pensionable establishment of a Government school who were on the establishment of the school at the time of its transfer.]

849A. An officer of the Education Department, who is transferred by the Local Government in the public interests to a non-departmental College or School managed by a Board on which the Local Government is represented or which is administered under a constitution and regulations approved by the Local Government, and of which the scale of superior appointments is sanctioned by the Local Government, may pay contribution to secure pension and leave allowances (except during privilege leave) in accordance with these Regulations, from the General Revenues.

850 and 851. [These Articles have been cancelled.]

### Rajkumar College, Kathiáwar.

852. The officers at present, and those who may hereafter be, employed in the Rajkumar College, Kathiáwar, are allowed to contribute under these Regulations. Officers who avail themselves of this concession count service under these Regulations from the date on which they begin to pay the prescribed contribution. The pension and leave allowance due to officers in respect of their service in the College, before the date on which they begin to contribute, will be charged to the source from which they received their pay, any adjustment necessary on account of service rendered before the date of contribution being made according to the *Rule of Proportions*.

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## Chapter XXXVII.—Foreign Service of the third kind.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| GENERAL RULE . . . . | 853 | CONTRIBUTIONS REQUIRED . . | 854 |
| RULE OF ACCOUNT . . . | 856 | | |


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### General Rule.

853. In the case of Foreign service of the third kind the relations between Government and the officers employed in respect to their pensions and leave allowances are the same as if they were in ordinary Government service.

### Contributions required.

854. The cost of the service should be recovered from the person or body on whose account the service is rendered. The amount to be recovered should not vary with the actual expenditure of any month. It should be the sum of—

(1) the gross sanctioned cost of the service; and

(2) the amounts required according to Article 823 to provide for pensions and leave allowances; these amounts being calculated on the sanctioned rates of pay of the members of the establishment.

The amount to be recovered will not be altered, because of the grant of privilege leave to any member of the establishment, unless additional expense is caused by the appointment of an officiating officer; if additional expense is so caused, the amount of it should be recovered in addition to the amount fixed as above, but without any provision for leave and pension contribution under (2).

If in any period the expenditure incurred, or to be incurred, should be considerably less than the sanctioned cost, the Local Government may reduce the amount of the recovery, the reduction being roughly proportionate to the difference.

The omission of item (2) from the amount of the recovery will require the same special sanction as is required for the remission of contributions under Article 823.

1. When a Political Agency is established at the charge of a Native State, the State must pay to the British Government, in respect of the pension and absentee allowances of every member of the establishment, whether gazetted or not, the contribution prescribed in Article 823.

NOTE.—[This condition was ordered, on the 30th December 1871, to be introduced gradually whenever existing arrangements were revised. Officers of the Rewah Political Agency then already paid 6 per cent.]

**855.** These contributions should be recovered by the direct action of the department concerned, the officers themselves not being responsible for it.

### Rule of Account.

**856.** Ordinary establishments pertaining to this kind of Foreign service should be charged direct to the *General Revenues* as a separate section or branch of the establishment to which it is attached, and the recovery should be treated as a departmental receipt if it cannot conveniently be taken by deduction.

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# Chapter XXXVIII.—Service under Local Funds.

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## Section I.—Pensions.

| | ARTICLE | | ARTICLE |
|---|---|---|---|
| GENERAL RULE . . . . . | 857 | POST OFFICE ANNUITIES . . | 867 |
| PENSIONS CHARGED TO LOCAL FUNDS . | 858 | LOCAL FUND PENSION FUNDS . . | 868 |
| PENSIONS FROM THE GENERAL REVENUES . . . . . | 863 | EXCEPTIONAL CASES . . . | 869 |

### General Rule.

**857.** Apart from any special provisions made under the following rules, service paid for from a *Local Fund* does not qualify for pension :—

### Pensions charged to Local Funds.

**858.** In the case of *Incorporated Local Funds*, the Local Government may, subject to any provisions of law applicable to the case, allow the Trustees, Committee, or Managers to treat the service as qualifying, and may itself do so in the case of funds under its own direct administration.

**859.** The same procedure should be observed in the calculation, grant, and payment of pensions for service treated as qualifying under the preceding Article, as is prescribed for pensions payable from General Revenues (but the pensions must be paid from and charged against the Local Fund).

860. When part of the pensionable service of an officer qualifies for pension from the *General Revenues* and part under the above Articles from *Incorporated Local Funds*, his pension is paid and charged according to the *Rule of Proportions*: it is not admissible to disregard the pensionable Local Funds service, and award a pension only for the service paid from General Revenues: Provided that if, under this rule, less than one-fourth of the pension would be payable from either source, no distribution shall be made; in such case the other source shall bear the whole charge.

861. In the case of an *Excluded Local Fund*, the rule that service does not *qualify* does not prohibit the grant and payment of pensions in conformity with the general terms of the pension rules by the authorized administrators of the fund concerned. But the Government is in no way responsible for the sanction or continuance of such pensions, and no standing order for their payment may be issued to, or received by, any Government Treasury, and the procedure rules in Part X do not apply to these pensions.

862. The rule in the preceding Article does not apply to establishments paid from Port Funds managed by Government. Service in such establishments is treated as qualifying, provided that pension for service under a Port Fund is paid by the Port Fund, the *Rule of Proportions* being applied in the case of service paid partly from the Port Fund and partly from other sources. The rule regarding officers of the Indian Marine lent to Port Trusts is given in Article 817(*l*).

## Pensions from the General Revenues.

863. The administrators of a *Local Fund* which banks with a Government Treasury may, with the permission of the Local Government, make a permanent arrangement for contributing for *pensions* from the *General Revenues* for its permanent employés, or for any specified classes of them, by paying to Government an amount equal to one-ninth of the sanctioned salaries of the several appointments; provided that the bills on which the establishment charges are drawn from the treasury are subject to the audit of the *Accountant General* under the rules from time to time prescribed for the audit of Government establishment charges, and that the contribution is added to the establishment bill and paid from the Local Fund by transfer credit to the *General Revenues* at the time the establishment bill is cashed.

The Municipal Corporation of the City of Bombay and the Committees of District Municipalities in the Presidency of Bombay may make a similar arrangement for contribution to pensions from the General Revenues for teachers employed in Municipal schools, without enforcement of the conditions of banking with a Government Treasury and of audit by the Accountant General, provided the Accountant General is furnished with—

(1) An annual list of the Establishment of teachers in Civil Account Form No. 3, with accompaniment in Form No. 3A.

(2) Health certificates of all new employés.

(3) Last-pay certificates of all teachers transferred from other schools.

1. (This rule has been cancelled).

2. (*a*) Teachers employed in schools maintained from Local or Municipal Funds in Bombay,

(i) who were appointed to Local (not Municipal) Fund service before the 26th June 1882, and on whose behalf contributions were made from Local Funds to the Local Fund Pension Fund; or

(ii) who were appointed or transferred from Government service after the 26th June 1882 (the date the Local Fund Pension Fund was closed to new entrants) and before the 7th January 1889, the date of the new Foreign service rules, and on whose behalf contributions were specially permitted by the Local Government to be paid to secure

a title to pension from General Revenues under the rules in force before 7th January 1889 (see "note" below), continue to be in pensionable service when they are transferred, together with the schools in which they are employed, from Local to Municipal service, and *vice versâ*.

(*b*) Also teachers, fulfilling either of the conditions (i) and (ii) above, who are transferred under orders or the Local Government and in the interests of the Public service, and not for private reasons, between Local Fund and Municipal schools, continue to render service pensionable from the *General Revenues*: Provided that contributions are paid in all cases under the rules in this Chapter.

(*c*) In case (i) any pension granted is charged to the Local Fund Pension Fund and to the *General Revenues* according to the *Rule of Proportions*.

NOTE.—[Under the rules in force prior to the issue of Finance Department Resolution No. 109, dated 7th January 1889, an officer paid from a Local Fund was allowed on first appointment with the permission of the Local Government, and upon production of a medical certificate under Article 61 (Chapter III), to subscribe for a pension from the *General Revenues*, the contribution being calculated at one-eleventh of the gross salary received from his Foreign employers subject to a maximum of R100 a month. This permission, in so far as it relates to individual officers (apart from the regular system of contribution under the above Article), is now withdrawn, but officers who have already been permitted to subscribe may continue to do so subject to the conditions prescribed in Article 810 (*a*). These regulations will then apply to such officers so long as they continue to subscribe for pension as if they were paid from the *General Revenues*.]

**864.** An officer who is in qualifying service under Government may be transferred by the Local Government to service under a Local Fund under the same limitations and conditions as are applicable to transfers to Foreign service. If the establishments are fixed and controlled by Government in the same way as Government establishments, the limitations and conditions are those applicable to Foreign service of the second kind; otherwise they are those of Foreign service of the first kind.

**865.** If an officer, whose service is reckoned as pensionable under the provisions of Article 863, is transferred to the similarly pensionable establishment of another Local Fund, the transfer will not interrupt the continuity of service for pension. Transfers may also be made between such service under Local Funds and service in Government establishments.

**866.** Article 842 does not apply to an officer transferred to service under a *Local Fund* under the conditions and limitations of Foreign service of the second kind otherwise than as a merely temporary arrangement; but it does refer to transfers to service under a *Local Fund* under the conditions and limitations of Foreign service of the first kind.

## Post Office Annuities.

**867.** With the permission of the Government, the Trustees, Committee, or Managers of any *Local Fund* may purchase from the Post Office (Life Assurance Branch) a pension or annuity for any of their servants for whom such pension or annuity is not otherwise admissible: Provided that such pension shall not exceed the amount which the servant might have obtained if his service had been paid from the *General Revenues*.

## Local Fund Pension Funds.

**868.** The Government does not guarantee the solvency of funds (such as the Educational and Public Works Local Fund Pension Funds, Bombay)

*Article 869.*

*Strike out clause (d) of this Article.* (27.) (Financial Department No. $\frac{P.}{3273}$, dated 9th August 1892.)

formed by the subscriptions of Local Fund Officers, and established to provide pensions for the subscribers thereto.

NOTE.—[The funds above named were closed to new entrants from 26th June 1882 by the Government of Bombay, and a general permission was given to the employés of the Local Funds in question to contribute for pension from the *General Revenues* under the rule referred to in the note to Article 863 of this Chapter.]

### Exceptional cases.

869. In the following cases, service paid from *Local Funds* qualifies :—

(*a*) Public officers transferred to establishments under the Cotton Frauds Act, Bombay, before the receipt of the Secretary of State's Despatch to the Government of India, No. 302, dated 16th December 1864, which directed their early re-transfer to the regular service.

(*b*) Officers of the Lithographic Press, Calcutta, transferred with it to the Alipur Jail in January 1860, and afterwards paid from the Convict Labour Fund.

(*c*) Second writers and daroghas on Jail establishments in the Bombay Presidency formerly paid from a Jail Labour Fund.

(*d*) Members of the Regular Public Works establishments employed, under the authority of the Local Government, on Local Fund works. From the 10th January 1872 this permission was restricted to Engineer Officers.

(*e*) Mubarirs attached to the court of any Honorary Magistrate in the Central Provinces, and paid from Municipal Funds.

(*f*) Officers in the North-Western Provinces and Oudh, transferred in connection with the introduction of the Local Self-government scheme before the 1st April 1885 to service under the Local Committees constituted under Acts III and IV of 1878.

(*g*) Officers in Assam transferred after the issue of the Chief Commissioner's Resolution No. 1912 of 10th May 1882, and before the 12th May 1884, to service under the Local or District Committees constituted by the Assam Local Rates Regulation (1879).

(*h*) Officers in the Punjab transferred before the 1st July 1886 to service under District Boards constituted under Act XX of 1883.

(*i*) Service paid from the "Window Delivery Ticket Fund" (abolished from 1st September 1863).

(*j*) Service paid from the "Quetta Revenue Fund" before the 1st April 1883, from which date the charges previously paid from the Fund became charges on the *General Revenues*.

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## Section II.—Leave Rules.

GENERAL RULES . . . ARTICLE 870 | APPLICATIONS FOR LEAVE . ARTICLE 872

### General Rules.

870. Service under an *Incorporated Local Fund* may qualify for leave

under Part III of these Regulations; but the allowances given during such leave must be disbursed from the *Local Fund* and *General Revenues* according to the *Rule of Proportions*: Provided that if less than one-fourth of the said allowances would be payable from either source, the whole of the allowances shall be charged to the other source.

871. No leave or allowances during leave to an officer paid from a *Local Fund*, or from any other sources under the control of a Government officer, shall, without the express sanction of the Government of India, exceed what would be admissible under the rules which apply to an officer paid from *General Revenues*.

### Applications for Leave.

872. Applications for leave are ordinarily made to the Managers of the *Local Fund* concerned; but when the officer contributes for *pension* and leave or *pension* only, under Chapter XXXVI, Articles 845 to 848 of that Chapter should be complied with.

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## Section III.—Travelling Allowances.

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873. The travelling allowance rules in Part XI do not apply to officers paid from a *Local Fund* or from any sources other than *General Revenues* under the control of any Government officer; but the travelling allowance paid to such officers shall not, without the express sanction of the Local Government, exceed what would be admissible to similar officers under these Regulations.

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# PART VIII.—RECORD OF SERVICE.

## GENERAL ARRANGEMENT.


| CHAPTER XXXIX.—RECORD OF SERVICE:— | ARTICLES. | PAGE. |
|---|---|---|
| i.—Gazetted Officers . . . . . | 874—875 | 245 |
| ii.—Non-Gazetted Officers . . . . . | 876—885 | ,, |
| iii.—Non-Gazetted Police Service . . . . | 886—888 | 248 |

# PART VIII.—RECORD OF SERVICE.

## Chapter XXXIX.—Record of Service.

### Section I.—Gazetted Officers.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| GENERAL RULES . . . . | 874 | RULES REGARDING CHAPLAINS . | 875 |


#### General Rules.

**874.** A record of the service of Gazetted Officers is maintained by the *Audit Officer* under arrangements which differ in different departments. The general arrangement to be observed is that the service registers should be kept by the *Audit Officer* who audits the salaries, and that when an officer passes from one audit circle to another, a record of his past service should be passed on from the *Audit Officer* whose circle he leaves to the *Audit Officer* to whose circle of audit he is transferred.

1. When a Gazetted Officer is transferred to Foreign service under the rules in Part VII, a copy of his service register will be sent by the *Audit Officer* whose duty it was to keep it, to the *Accountant General* who will account for the contribution, and the latter will return the register (or an extract from it), duly written up to date, when the officer is re-transferred to British service.

2. Examiners of Public Works Accounts will keep the service registers and service books of officers and subordinates of the Public Works Department transferred to Foreign service, and will issue their last-pay certificates, all contributions paid into the treasuries on account of these officers being reported to the Examiners by the *Accountant General*.

#### Rules regarding Chaplains.

**875.** (*a*) A record of each Chaplain's services shall be kept in the office of the Comptroller, India Treasuries, for Chaplains of the Bengal Ecclesiastical establishments, and in the office of the Accountants General of Bombay and Madras for those of Bombay and Madras establishments.

(*b*) When a Chaplain of the Church of Scotland is attached specially to a regiment, and when he is relieved from that charge, the *Accountant General* concerned should be informed by the Military Department.

### Section II.—Non-Gazetted Officers.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| SERVICE BOOKS AND SERVICE ROLLS | 876 | RECORD OF LEAVE . . . | 884 |
| RESPONSIBILITY FOR ENTRIES . | 882 | FOREIGN SERVICE . . . | 885 |


#### Service Books and Service Rolls.

**876.** With the exceptions noted below, every Non-Gazetted Officer holding

a substantive appointment on a permanent establishment is required to keep up a service book in which every step in his official life should be recorded, each entry being contemporaneously attested by the head of his office. If the officer is himself the head of an office (*e.g.*, a Deputy Postmaster, or a Sub-Inspector of Police), the contemporaneous attestation should be made by his immediate superior. The following are the exceptions referred to :—

(1) Police officers whose pay does not exceed R20.

(2) Officers of the Northern India Salt Revenue Department and of the Kohat Salt Mines Establishment whose pay does not exceed R10.

(3) Officers of the Salt and Customs Department in the Bombay Presidency whose pay does not exceed R10.

(4) Postmen, village postmen, runners, boatmen, and coolies in the Post Office Department.

(5) Menial and inferior servants belonging to local offices of the Telegraph Department for whom the Director General of Telegraphs may consider service books to be unnecessary.

(6) Mandals employed in the Assam Valley Districts.

**877.** Except in the case of runners, boatmen, and coolies in the Post Office Department, in all cases where service books are not kept, service rolls, such as those prescribed for the Police in Article 886, should be maintained.

**878.** (*a*) The opening page of the service book should contain the following entries :—

(1) Name.

(2) Race.

(3) Residence.

(4) Father's name and residence.

(5) Date of birth by the Christian era as nearly as can be ascertained.

(6) Exact height by measurement.

(7) Personal marks for identification.

(8) Signature of (non-gazetted) officer.

(9) Signature and designation of the head of the office or other attesting officer.

(*b*) The entries in this page should be renewed or re-attested at least every five years, and the signatures in lines (8) and (9) should be dated.

**879.** The remaining folios of the service book should be divided into twelve columns, *viz.*,—

(1) Name of appointment.

(2) Whether substantive or acting, and whether permanent or temporary.

(3) If acting, here state substantive appointment.

(4) Pay.

(5) Acting allowance.

(6) Date of appointment.

(7) Signature of (non-gazetted) officer.

(8) Signature and designation of the head of the office or other attesting officer.

(9) Date of termination of appointment.

(10) Reason of termination (such as promotion, transfer, dismissal, &c.).

(10A) Leave taken—nature and duration of.

(11) Signature of head of the office or other attesting officer.

(12) Reference to any recorded punishment or censure, or reward or praise of the officer.

**880.** No uniform rule can be laid down regarding the language in which service books should be written. But in an office the head of which is acquainted with English, that language should, as far as is convenient, be employed. All the headings in the service book, without exception, should be printed in both English and the Vernacular.

## Record of Service.

881. A service book is supplied, at his own cost, to every officer on his *first appointment*. It is to be kept in the custody of the head of the office in which he is serving, and transferred with him from office to office. It may be given up to the officer if he resigns or is discharged without fault, an entry being first made therein to this effect.

## Responsibility for entries.

882. It is the duty of every officer to see that his own service book is properly kept up, and that all erasures in it are properly attested. If the book is not carefully kept up, difficulties may arise as to verification of service, when the officer applies for *pension*.

883. (*a*) Personal certificates of character should not, unless the *Local Government* so directs, be entered in column (12).

(*b*) When, however, an officer is reduced to a lower substantive appointment, the cause of the reduction should always be briefly stated thus—"reduced for inefficiency," "reduced owing to revision of establishment," &c.

## Record of Leave.

884. Leave of every description, every period of suspension from employment, and every other interruption in service should be noted, with full details of its duration, by an entry written across the page, and attested by the head of the office or other attesting officer.

1. The head of the office should take efficient measures to see that these entries are made with regularity. The duty should not be left to the non-gazetted officer who enjoys the leave.

## Foreign Service.

885. (*a*) If the officer is transferred to Foreign service under the Rules in Part VII, the head of his office or department should send his service book to the *Accountant General*, who will return it to the officer submitting it after noting therein, under his signature, the orders of Government sanctioning his transfer to Foreign service, the effect of the transfer in regard to leave admissible during his Foreign service, and any other particulars which the *Accountant General* may consider to be necessary in connection with the transfer.

(*b*) If the officer is re-transferred to the British service, his service book should again be sent to the *Accountant General*, who will then note therein, under his signature, all necessary particulars connected with the officer's Foreign service.

1. No entries made in the service book of an officer on Foreign service of the first kind can be attested by any officer except the *Accountant General*.
2. Rule I does not apply in the case of Public Works Subordinates (*vide rule 2 under Article* 874).

(*c*) In cases in which the salaries are audited by an *Accountant General*, this Article does not apply to Foreign service of the second and third kind.

## Section III.—Non-Gazetted Police Service.

### Service Rolls.

**886.** In the case of Police Officers who are exempted, under Article 876, from keeping service books, there shall be kept up for each district by the District Superintendent of Police a Service Roll in English, in which shall be recorded the date of the enrolment of each man in the Constabulary; his caste, tribe, village, age, height, and marks of identification when enrolled; his rank, promotion, reduction or other punishment; his absences from duty, on leave or without leave; the interruptions in his service; and every other incident in his service which may involve forfeiture of portions of his service, or affect the amount of his pension.

**887.** The Roll shall be checked by the Vernacular Roll and Order Book and the Punishment Register, and every entry in it shall be signed by the District Superintendent of Police.

**888.** From this Roll the necessary Statement of service of every applicant for pension shall be prepared, additional proofs being collected, as prescribed in Article 989, in respect of any service rendered before enrolment in the Constabulary which the applicant may be entitled to count.

# PART IX.—PROCEDURE RELATING TO LEAVE.

## GENERAL ARRANGEMENT.


| | ARTICLES. | PAGE. |
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# PART IX.—PROCEDURE RELATING TO LEAVE.

## Chapter XL.—Applications for and grant of Leave.

### Section I.—Applications.


| | ARTICLE | | ARTICLE |
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#### To whom submitted.

910 & 916 A and 920

**889.** Except as provided in Articles ~~908 to 916~~ of this Chapter, every application for leave should be submitted to the *Local Government*, or other authority whose duty it would be to fill up the appointment of the applicant if it was vacant.

1. When a Gazetted Officer applies for leave, he should quote the Article or Section of these Regulations under which he considers himself entitled to the leave.

#### Privilege Leave.

**890.** An application for privilege leave should not be made more than six weeks before the leave is wanted, or more than eight weeks if the officer is employed at Aden, or under the Resident at Aden. This rule does not apply to officers serving at Port Blair or the Nicobars.

**891.** An officer applying for privilege leave must record a declaration that he has no intention of retiring or of taking Furlough, Special leave, Subsidiary leave, Leave on Private Affairs, or Leave on Medical Certificate, for three months after his return to duty. Though not absolutely debarred by this declaration from applying for permission to retire or to take such leave within the three months, he should, if he does so, explain his change of mind.

1. Formal joining at the end of privilege leave with the intention of taking other leave within a few days is not permitted, as the other leave granted in such circumstances would practically be in continuation of the Privilege leave. The principle on which this rule and the requirements of this Article should be enforced, is that no deliberate or intentional evasion of the rule should be permitted; but so long as this condition is satisfied, it is left to the discretion of the authority granting the leave to grant or refuse it, as may seem proper in each case.

**892.** In applying the preceding Article to officers of the State Railway Revenue Establishments referred to in Article 730, clause (*a*), the words "otherwise than as provided by Article 730 (*a*)" should be added after "Certificate."

## Medical Certificates—Gazetted officers.

**893.** An application from an Officer in India for leave, or extension, or commutation of leave, on medical certificate, must be accompanied by a certificate in the following form, or as nearly in this form as the circumstances allow :—

I, *A. B.*, Surgeon at (*or of*)——————do hereby certify that *C. D.* of the——— service, is in a bad state of health, and I solemnly and sincerely declare that, according to the best of my judgment, a change of air is essentially necessary to his recovery, and do therefore recommend that he may be permitted to proceed to sea [*or to such place as the Surgeon may think proper, expressing it in the certificate*].

**894.** (*a*) With the cognizance of the head of his office, or, if he is himself the head of his office, of the head of his department, the applicant must, except in the cases provided for in Articles 897 and 898, present himself with two copies of the statement of his case at the seat of the Government under which he is serving, or at such other place as may be appointed by that Government, where a Committee of Medical Officers can be assembled under the orders of the Surgeon-General or Deputy Surgeon-General of the Province, and when practicable, presided over by him. From this Committee the officer should obtain a certificate as follows :—

We do hereby certify that according to the best of our professional judgment, after careful personal examination of the case, we consider the health of C. D. to be such as to render leave of absence for a period of (x) months absolutely necessary for his recovery.

(*b*) Where, as in Burma, there is a separate officer in medical charge of the Civil Administration, such officer, instead of the Deputy Surgeon General, should preside over the Committee.

**895.** Before deciding whether to grant or refuse the certificate to an applicant for a medical certificate under the preceding Article, a Medical Board may, in a doubtful case, detain him under professional observation during a period not exceeding fourteen days. (*See Article 356.*)

**896.** The time spent by an officer after leaving his station in obtaining a certificate under ~~this~~ Article 894 reckons as subsidiary leave, unless he is expressly permitted by the *Local Government* to retain charge of his duties, and to resume them before proceeding on leave.

**897.** If the state of the applicant's health be certified by a Commissioned Medical Officer or by a Medical Officer in charge of a Civil Station, to be such as to make it highly inconvenient for him to repair to the seat of the Government under which he is serving, or to any other place, the *Local Government* may accept a certificate from any two Medical Officers, either Commissioned or in charge of Civil Stations, ~~provided neither of them is the regular medical attendant of the applicant.~~ The certifying officers need not belong to the same Province as the applicant.

NOTE.—[The Government of Bengal may grant sick leave for a period not exceeding three months to an Officer on production of a medical certificate from the Civil Surgeon or Civil Medical Officer of the Station, countersigned by the District Officer or by the Commissioner of the Division.]

**898.** If an applicant for furlough in India is exempted by a *Local Government* from appearing at the seat of the Government, or at any other place,

897 NOTE.—[A medical certificate from the Civil Surgeon or Civil Medical Officer of the Station, countersigned by the District Officer or by the Commissioner of the Division, may be accepted in exceptional cases in which the Local Government considers it impracticable or undesirable to insist on the production of a certificate signed by two Medical Officers.] (45.) Finance Department No. 4865, dated 5th December 1892.)

898 see below the slip

he should produce a certificate signed by at least two Medical Officers, either Commissioned or in charge of Civil Stations, provided neither of them is his regular medical attendant.

899. The certificate obtained should then be submitted to Government for orders. The grant in Article 894 of the option of undergoing medical examination at the seat of the Government under which he is serving, or at any other place, does not confer on the applicant a right to proceed on leave without the sanction of the Government to which he is subordinate.

900. If the officer is going on leave out of India, he should take with him one copy of the medical report upon his case.

901. A duplicate of the medical report upon the case of an officer going to Europe on leave on medical certificate should be forwarded direct to the India Office, addressed to the Under-Secretary of State for India, by the Local Government under which the officer is employed, for the information of the Medical Board attached to the India Office, so as to arrive as soon as the officer reaches England. No delay should be allowed to occur in the transmission of the duplicate report to the India Office.

902. If an applicant for an extension or commutation of leave on medical certificate be residing out of India, and within sixty miles from London, he must produce a certificate from the Medical Board attached to the India Office, showing the necessity for the extension or commutation. If he be residing more than sixty miles from London, certificates in the form given in Article 893 must be produced from two medical practitioners; and he may be called upon to produce other evidence.

## Medical Certificates—Non-Gazetted Officers.

903. Application for leave or extension or commutation of leave on medical certificate must, in the case of an Officer in superior service, be accompanied by a certificate from the applicant's medical attendant. The certificate should distinctly state the nature of the illness, its symptoms, causes and duration, and the period of absence from duty considered to be absolutely necessary for the restoration of the applicant's health. It should be countersigned by a Presidency Surgeon, if the applicant is at a Presidency Town, and in all other cases, by the Officer in chief medical charge of the district where the applicant resides.

904. The countersigning Officer may at his discretion require the applicant to appear before him, unless it appears from the certificate of his medical attendant that he is too ill to bear the journey, in which case such Officer may, after careful investigation of the case, either countersign the certificate or refuse to do so as he thinks fit. No certificate should be submitted for countersignature without the cognizance of the head of the applicant's office, or, if the applicant be himself the head of his office, without immediate report to the head of his department.

905. (*a*) If the leave be for more than six months, the papers must, in the case of an Officer in superior service, be submitted for countersignature by the Surgeon-General or Deputy Surgeon-General of the Province to which he belongs.

(*b*) It is not necessary that the applicant for leave should appear in person before the Surgeon-General or Deputy Surgeon-General, unless that officer call upon him so to appear. The Surgeon-General or Deputy Surgeon-General should only call upon an applicant from a distant station to appear for very special reasons.

1. In the case of an officer who is granted leave on medical certificate for three months, and who subsequently applies for an extension which, if granted, would have the effect of making the entire period of leave more than six months, it is necessary that the application for extension should be supported by a medical certificate countersigned by the Surgeon-General or the Deputy Surgeon-General.

2. Where, as in Burma, there is a separate Officer in Medical charge of the Civil Administration, such officer shall take the place of the Deputy Surgeon-General.

(*c*) An officer employed in Burma is not required to appear in person before the Surgeon-General.

**906.** If the applicant be already on leave out of India, the certificate under Article 903 must state the period during which the Surgeon or Physician has attended the officer, and it must be countersigned, after personal examination, by the Medical Board of the India Office, or by the Principal Medical Authority of the colony or country where the absentee may be.

**907.** The forms of certificate prescribed in Articles 893 to 902 should be used as far as they are applicable.

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## Section II.—Grant of Leave.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| General Rules . . . | 908 | Gazetted Officers . . . | 910 |
| | | Non-Gazetted Officers . . | 915 |

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### General Rules.

**908.** Leave may be granted with retrospective effect from the date on which it is admissible.

**909.** Unless specially otherwise ordered, Leave must begin within thirty-five days of the date on which it is granted.

### Gazetted Officers.

**910.** (*a*) After obtaining a report from the *Audit Officer* upon the title of the applicant to the leave applied for, the *Local Government* may grant any leave admissible under the Regulations.

(*b*) In the case of Gazetted Officers the *Local Government* may, with or without restrictions, empower any heads of departments or Commissioners of

(*b*) In the case of Gazetted Officers the *Local Government* may, with or without restrictions, delegate its powers of granting leave conferred by clause (*a*) to any officer who, in its opinion, can judge of the expediency of granting the leave and can make the necessary arrangements during the leave. The *Local Government* may at any time withdraw powers delegated under this clause.

(*c*) An officer acting under clause (*b*) must first obtain a report from the *Audit Officer* that the leave is admissible. If he grants the leave he must communicate his orders to the *Audit Officer* by insertion in the Gazette or otherwise. In delegating its powers of granting leave in accordance with clause (*b*) the *Local Government* will decide whether either the grant or the refusal of the leave should be reported to it.

Divisions or the Commissioner in Sindh, to grant privilege leave in cases where no substitute is required and no extra expense involved.

[NOTE.—The Commissioner in Sindh has power to grant privilege leave to officers in that province without any restriction.]

1. Leave may be granted to Tahsildars in the North-Western Provinces and Oudh by Commissioners of the Divisions in which they are serving.

(*c*) The head of a department or a Commissioner acting under clause (*b*) must first obtain a report from the *Audit Officer* that the leave is admissible. If he grants the leave, he must report it to the *Local Government* (which will, if necessary, gazette the leave); and if he refuses it, he must transmit the application to the *Local Government*.

**911.** A *Local Government* granting leave to a Member of the Indian Civil Service on the Bengal, Madras, or Bombay Establishment serving out of his own Presidency, should inform the Government of India, Madras, or Bombay, as the case may be.

**912.** Leave to an officer appointed by a High Court is granted by the Chief Justice, subject, in the case of gazetted officers, to the report of the *Accountant General*, that the officer is entitled to the leave.

**913.** An *Accountant General* may deal with an application for privilege leave from an enrolled officer whose rank is not higher than Assistant, or from a Chief Superintendent serving under his immediate orders, unless the absence of an applicant involves the appointment of an officer to act for him. Grants of leave and the date of each officer's departure on, and return from, leave should be reported to the Government of India. If leave be refused in any case, the reason for the refusal should be reported to the Government of India.

**914.** An application for leave from any officer in the Financial Department, which requires the sanction of the Government of India, should be submitted to the Comptroller General, who will forward it to the Government of India with his opinion as to whether the leave should be granted, and suggest the departmental arrangements to be made if the leave is granted.

## Non-Gazetted Officers.

**915.** (*a*) In the case of an officer who is not gazetted, leave may be granted by the authority whose duty it would be to fill up his appointment if vacant. The *Local Government* may empower heads of departments, or Commissioners of Divisions or the Commissioner in Sindh, to grant privilege leave to officers under their orders who are appointed by Government.

(*b*) An *Audit Officer* is not required to submit any report on the title to leave of an applicant who is not a Gazetted Officer.

**916.** The Inspector-General of Ordnance may grant privilege leave under the ordinary rules to Mechanical Engineers and men of that class serving in the Ordnance Department, under covenants, although they may have been originally appointed by the Government of India.

**916A.** Divisional Officers in the Forest Department may grant short leave on account of sickness to Non-Gazetted Officers employed under them, provided that the grant of such leave does not involve the transfer from another Division of a subordinate to officiate for the absentee.

## Section III.—Rules regarding Chaplains.

CHURCH OF ENGLAND . . . ARTICLE 917 | CHURCH OF SCOTLAND . . ARTICLE 927
QUARTERLY LEAVE RETURN . 928

### Church of England.

**917.** Applications for leave from Chaplains on the Bengal Ecclesiastical Establishment, and from Chaplains on other establishments serving in the Bengal Presidency, are dealt with under the Rules in this Section, the priority of claim being determined in accordance with Chapter XIII, Article 342.

**918.** Subject to the exigencies of the Public Service, Local Governments in the Bengal Presidency are empowered, with the concurrence of the Bishop of the Diocese, to grant any Furlough or Special leave authorized by those Regulations to Chaplains serving within their respective jurisdictions.

**919.** If a Chaplain applying for Furlough or Special leave belong to the Madras or Bombay Ecclesiastical Establishment, the Local Government under which he is serving will, if the Furlough or leave be granted, inform the Government of Madras or Bombay, as the case may be.

**920.** The Bishop of the Diocese is empowered to grant Privilege leave to Chaplains under Article 656, subject to the public exigencies, of which the Bishop shall be the judge. But the grant, cancelment, or extension of such leave should be reported to the Local Government concerned.

**921.** (*a*) All applications for leave should be accompanied by a certificate from the *Accountant General*, shewing that the applicant is entitled to the leave asked for, and should, as a general rule, be forwarded, in the first instance, through the proper channel, to the Bishop of the Diocese, who will transmit applications for furlough or special leave, with His Lordship's remarks, to the Local Government concerned, and will himself dispose of applications for Privilege leave.

(*b*) But in cases of urgency, leave on medical certificate may be granted by the Local Government in anticipation of the concurrence of the Bishop, who should, however, be informed without delay.

**922.** Except under orders of the Secretary of State, the term of Furlough or Special leave cannot be altered without the permission of the Government by which it may have been granted.

**923.** Every Chaplain who obtains leave shall supply himself with a last-pay certificate, and with a statement shewing the allowances which he is entitled to draw while absent. It shall be the duty of the *Accountant General* to furnish these documents (*see Chapter XLII*), and no leave allowances will be payable without their production.

NOTE.—[If a Chaplain's term of twenty-five years' service expires (*see Article 664*) during his leave, or during the period to which it is stated that it may be extended, the fact should be noted on the last-pay certificate.]

924. A Chaplain shall report his return to duty to the Bishop, and to the Local Government by which his leave or Furlough may have been granted.

925. If any Local Government shall see fit to refuse a Furlough to any Chaplain on the ground of the exigencies of the Public Service, it shall report such refusal for the confirmation of the Government of India.

926. Applications for leave from Chaplains on the Madras and Bombay establishments are made in accordance with the foregoing rules, but Article 925 applies only to Chaplains on the Bengal establishment.

## Church of Scotland.

927. (*a*) As noted in Article 643, it is only on rare occasions that a Chaplain of the Church of Scotland is attached to a particular regiment. Leave of absence, however, whether the Chaplain is attached to a regiment or not, should be granted by the Local Government, and notified in the local gazette.

(*b*) When the Chaplain is attached to a regiment, the application for leave will be forwarded through the Commanding Officer.

(*c*) In the case of the Senior Chaplain of the Church of Scotland in Bengal, the leave should be granted by the Local Government and by the Government of India concurrently, and be notified in the local gazette and in the *Gazette of India*.

## Quarterly Leave Return.

928. (*a*) A quarterly statement of Chaplains on the Bengal Ecclesiastical Establishment absent on Furlough or Special leave, with the dates of the grant and expiry of such Furlough or leave, brought up to the 31st March, 30th June, 30th September, and 31st December of each year, shall be punctually furnished by Local Governments to the Government of India in the Home Department.

(*b*) From these quarterly returns a register will be compiled and kept at the Office of the Secretary to the Government of India in the Home Department, of all grants to Chaplains of leave or Furlough, of all extensions of leave or Furlough, and of returns to duty from absence.

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## Section IV.—Rules regarding Military Officers.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| OFFICERS SUBJECT TO THE CIVIL LEAVE RULES . . . . . | 929 | OFFICERS SUBJECT TO THE MILITARY LEAVE RULES . . . . | 930 |
| COMMISSIONED MEDICAL OFFICERS . | 935 | | |

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## Officers subject to the Civil Leave Rules.

929. A *Local Government* granting leave, other than Short Leave, under Chapter XII to an officer of the Bengal, Madras, or Bombay Army who is

subject to the Civil Leave Rules, should forward a copy of the order granting the leave to the Military Department of the Government of India, Madras, or Bombay, as the case may be.

NOTE.—[The *Audit Officer* concerned should also report to the Military Department the dates of commencement and termination of the furlough or leave granted by the *Local Government*.]

## Officers subject to the Military Leave Rules.

**930.** (*a*) An application by a *Military Officer subject to the Military Leave Rules* for Furlough *out of India* must be submitted in the manner prescribed in the order of the Governor General in Council in the Military Department, No. 34, dated 11th January 1869, to the *Local Government*.

(*b*) A *Local Government* receiving such an application from an Officer of the Bengal Army will, if it thinks that the application should be granted, submit it to the Government of India in the Military Department at Calcutta.

(*c*) The Government of Madras or Bombay receiving such an application from an Officer belonging to its own Army will, after considering in the Civil Department whether the application should be granted, dispose of it in the Military Department.

(*d*) Any other *Local Government* receiving such an application by an Officer of the Madras or Bombay Army shall, if it consider that the application should be granted, forward it to the Government of Madras or Bombay, as the case may be, in the Military Department.

**931.** The preceding Article does not apply to Medical Officers, whose applications must be forwarded—

(i) If for furlough on medical certificate, through the Local Government, to the Military Department.

(ii) If for furlough without medical certificate, through the Local Government, who should forward them to the Surgeon-General with the Government of India, the Government of Madras or the Government of Bombay, as the case may be, for disposal.

**932.** (*a*) When a *Military Officer subject to the Military Leave Rules* applies for leave of absence on Medical Certificate, or proceeds to a seaport for the purpose of appearing before a Medical Board, he should communicate his intention to his immediate departmental superior when he sends in his application, or before he leaves his station, as the case may be.

(*b*) A copy of the order granting leave on medical certificate should be forwarded to such departmental superior by the Government which grants the leave.

**933.** (*a*) An application from an Officer subject to the Military Leave Rules for special leave under Article 348 or furlough *in India*, should be submitted to the *Local Government*.

(*b*) A *Local Government* receiving such an application should grant the leave applied for only on a certificate that he is entitled thereto:—

(i) in the case of an Officer of the Bengal Army, by the Secretary to the Government of India in the Military Department; and

(ii) in the case of an Officer of the Madras or Bombay Army, by the Adjutant General of the Army to which he belongs.

*Article 935(a).*

*For the words* "furlough without medical certificate" *in the first line substitute* "any leave except privilege leave and leave on medical certificate". (26) (Official Diary No. 5947 of 1892.)

(*c*) A copy of the order granting the leave should be sent to the Government in the Military Department of the Presidency to which he belongs.

NOTE.—[The *Audit Officer* concerned should also report to the Military Department the dates of commencement and termination of the furlough or leave granted by the *Local Government*.]

**933A.** In the case of Military Officers, subject to the leave rules for the Staff Corps, holding appointments in the Civil Department, the tenure of which is limited to a definite period, and who are referred to in Rule 3 to Article 42 (*e*), leave in or out of India should be granted by the Local Governments and Administrations under whom they may be serving.

The leave should be stated to be granted under the leave rules for the Staff Corps and must be notified in the Local Gazette, the only exception being in the case of leave out of India, when the leave granted will be published by the Military Department of the Government of India or of Madras or Bombay according to the Presidency to which the officer may belong.

In every case of the grant of leave to the officers in question by the Local Governments and Administrations, a report should be made to the Military Department of the Government concerned, and in the case of leave out of India, the whole of the Officers' leave papers (including the Medical Board's proceedings when the leave is on medical certificate) should be forwarded with the report.

**934.** (*a*) A *Military Officer subject to the Military Leave Rules*, proceeding on Furlough, cannot obtain a Last-pay certificate or a Warrant, as the case may be, until he submits to the *Audit Officer* a certificate in Form No. 1, 2, 3, 4, 5, 5A or 5B, as the case may be—

(i) in the case of an Officer of the Bengal Army, by the Secretary to the Government of India in the Military Department; and

(ii) in the case of an Officer of the Madras or Bombay Army, by the Adjutant General of the Army to which he belongs.

(*b*) Whenever the furlough of such an Officer begins before embarkation or ends after disembarkation, the *Audit Officer* should inform the Government of India, Madras or Bombay, as the case may be, of the date on which it begins or ends.

## Commissioned Medical Officers.

**935.** (*a*) An application for furlough without medical certificate from a Commissioned Medical Officer subject to the Civil Leave Rules, serving in the Bengal Presidency or Burma, or directly under the Government of India, should be submitted by the local administrative medical officer to the Surgeon-General with the Government of India, who is the administrative head of the Indian Medical Department.

(*b*) The Surgeon-General will countersign the application, if the state of the public service admits of leave being granted, and return it to the local administrative medical officer. If the state of the public service does not admit of leave being granted, the Surgeon-General with the Government of India will abstain from countersigning the application.

(*c*) On the application so countersigned, or from which countersignature has been withheld, the *Local Government* will at once be in a position to pass the necessary orders.

(*d*) The same procedure will be followed in the case of medical officers applying for extension of furlough on private affairs.

# Chapter XLI.—Payment of Leave Allowances.

| | Article | | Article |
|---|---|---|---|
| Place of Payment | 936 | Rate of Exchange | 945 |
| Payment in India | 937 | Method of Payment in England | 948 |
| Payment out of India | 942 | If not drawn in England | 949 |

## Place of Payment.

**936.** Leave allowances are payable in India after the end of each calendar month; but an officer on Furlough or Special leave out of India may, at his option, take payment at the Home Treasury of the Government of India, and, if he proceeds to any colony named in the list in Appendix No. 17, in such colony.

An officer having selected the country in which he desires to draw his leave allowances is permitted to change only once during any one period of leave.

## Payment in India.

**937.** Except in the Public Works Department, a Gazetted Officer on leave in India may draw his allowances at any treasury in India. An officer on Furlough or Special leave out of India may draw his allowances in India either at his own Head-quarters, or at the Chief Town of the Province, or Capital Town of the Presidency in which he is employed.

Note.—[For the purposes of this Article Bombay may be treated as their Chief Town in the case of officers serving in Hyderabad Assigned Districts, Rajputana and Central India.]

**938.** If a Gazetted Officer signs his bill himself, he must either appear in person at the place of payment, or furnish a life certificate signed by a responsible officer of Government, or some other well-known and trustworthy person. If he draws his allowances through an authorised agent, the agent, whether he has or has not a Power-of-Attorney, must either furnish a life certificate as aforesaid, or execute a bond to refund over-payments. A life certificate may be given periodically, a bond being given to cover intermediate payments not supported by the life certificate.

**939.** The proper stamp duty upon bonds executed under the preceding Article is that chargeable upon Indemnity Bonds according to the First Schedule of the Indian Stamp Act, I of 1879.

**940.** The leave allowances of a Non-Gazetted Officer on leave in India can be drawn only at the treasury where his salary is paid, and under the signature of the head of his office, who is responsible for any overcharges: no other security is required.

**941.** The following special departmental rules regulate the payment of

*Article 941 (b).*

*Strike out the words* "by a Remittance Transfer Receipt" *from the second and third lines of this article.* (25) (Official Diary No. 5469 of 1892.)

the leave allowances of officers of the Public Works Department during absence on leave in India :—

(*a*) The allowances of an officer or subordinate of the Public Works Department who is absent on leave in India, and who is entitled to draw allowances during such absence, should be included monthly, as they become due, in the salary bill of the Division or Office to which he is attached, and submitted for audit to the Examiner. The allowances, if admissible, should be audited by the latter Officer provisionally, subject to receiving an assurance that the officer is alive.

(*b*) If the absentee is attached to a Division, the Executive Engineer of this Division, on receipt of the audited bill, should either remit the amount by a Remittance Transfer Receipt, on receipt of a life certificate, or request the Executive Engineer at the station at or nearest which the absentee resides during his leave, to pay the allowances to the absentee on his appearing in person to receive payment, or on his furnishing a life certificate by a Member of the Indian Civil Service, a Magistrate, a Notary, a Banker, a Military Officer, a Chaplain, an officer of the Engineer Establishment of the Public Works Department, or any other officer of the Department holding an analogous position. If the amount exceeds ₹500, and has to be paid in another Province or Branch of the Department, the requisition for payment should be sanctioned by the Superintending Engineer of the Circle, in accordance with the orders contained in Public Works Department Circular No. 63, dated 21st December 1872.

(*c*) The Executive Engineer who complies with the requisition should send the Executive Engineer of the Division to which the absentee belongs an advice of transfer of the payment, accompanied by the necessary life certificate or statement of the absentee having appeared in person for the payment.

(*d*) If the absentee is attached to an office, the head of the office should request the Executive Engineer by whom the bills of the office are paid, to arrange for the payment of the absentee's leave allowances, and the procedure indicated in the preceding Rules will then be gone through.—*Circulars of the Public Works Department, Government of India, No. 58, dated 10th October 1873, and No. 61, dated 12th August 1879; and Circular of the Accountant General, Public Works Department, No. 81, dated 23rd December 1876.*

NOTE.—[If a life certificate cannot be furnished, a bond executed by a recognised Bank or Agency firm may be accepted.—*Circular of the Public Works Department, Government of India, No. 32, dated 2nd June 1874.*]

## Payment out of India.

**942.** An officer proceeding on Furlough or Special leave out of India cannot draw his leave allowances at the Home or any Colonial treasury unless he is provided with a Last-pay certificate or warrant in accordance with the rules laid down in Chapter XLII.

**943.** (*a*) Privilege leave allowances are not payable out of India; but in case an officer leaving India should afterwards want his leave to be commuted, he should take with him a certificate as follows:—

(*Name of, and designation of office held by, the officer.*)

PRIVILEGE LEAVE CERTIFICATE.

1. Government under which employed.
2. Date of beginning of leave.
3. Date on which leave will end.
4. Whether Furlough or Special leave is admissible on privilege leave being commuted, and if so, to what extent and on what terms.

NOTE.—[If Furlough or Special leave is granted, the leave allowances admissible will not be paid out of India until the officer produces a last-pay certificate.]

(Place)

(Signature)

(Date)

*Audit Officer.*

*N.B.—Privilege leave allowances are not payable out of India.*

(*b*) This certificate should be furnished to those officers only who may

apply for it, and the *Audit Officer* need make no enquiries as to the place in which an officer intends to spend his Privilege leave. *A Military Officer subject to the Military Leave Rules* must himself obtain the certificate prescribed in Rule 1 of Article 949, and submit it to the *Audit Officer* with a view to the preparation of his Privilege leave certificate, should he require one.

**944.** Duplicate of a Privilege leave certificate is not to be forwarded to the Secretary of State.

## Rate of Exchange.

**945.** Except as provided in Articles 946 and 947, when payment is made at the Home Treasury, rupees are converted into sterling at the rate of exchange fixed for the time being, for the adjustment of financial transactions between the Imperial and the Indian treasuries. Unless otherwise arranged, this rate of exchange is also applied in the payment of leave allowances in a Colony. If any payments are made at a different rate, or otherwise, erroneously, they should be adjusted in subsequent payments.

*Exception.*—The officers whose names are mentioned in Appendix No. 30 have been specially authorised by the Secretary of State to receive leave allowances, while on leave out of India, at the rate of exchange of 2 shillings to the rupee.

**946.** If, in any covenant or contract, dated before the 23rd day of November 1871, with any officer for service in India, it is provided that, in payments to be made under, or in pursuance of, the contract, a pound sterling shall be considered an equivalentor equal to, and calculated after the rate of, ten rupees, any leave allowance which the officer is, under his covenant or contract, entitled to receive in England, shall be converted into sterling at that rate. But if, in such contract, no provision is made for the payment of any allowances during leave, the aforesaid rate of exchange will not apply to any leave allowances.

**947.** The absentee allowance of a Military Officer on Furlough out of India and drawn in England, who elected the Military Furlough Rules of 1868 before the 1st July 1871, is paid at the rate of two shillings the Government rupee, but this exception does not apply to a Military Officer in Civil employ subject to the Military Furlough Regulations of 1868 on Special leave under Article 348. The absentee allowance of such an officer if drawn in England is paid at the official rate of exchange for the time being.

## Method of Payment in England.

**948.** Payment is made at the Home Treasury—

(*a*) In respect of civil officers, on or after January 1st, April 1st, July 1st, and October 1st, for the quarters ending respectively on December 31st, March 31st, June 30th, and September 30th.

(*b*) And in respect of military officers, on or after February 1st, May 1st, August 1st, and November 1st, for the quarters ending respectively on January 31st, April 30th, July 31st, and October 31st—

(i) to the officer on his personal application; or

(ii) to his banker or other agent, duly authorised under power-of-attorney, on production of a life certificate, filled up and

*Article 948.*

*Page 262.*

*Substitute the following for the first seven lines of this article :—*

The furlough allowances of all officers are issued at the Home Treasury monthly in arrear.

"The quarterly dates to which the allowances of Military (including Military Officers in Civil employ), Medical, Ecclesiastical, and Marine Officers are made up, are 15th February, 15th May, 15th August, and 15th November; whilst the quarterly dates to which the allowances of other officers are made up are 15th January, 15th April, 15th July, and 15th October, respectively. Payment in each case is made on or after the day following".

Advances (omitting shillings and pence) of one-third, approximately, of the net quarterly amount are payable on the 16th of the first and second months of each quarter, and the balance of the three months, less Income Tax, and other deductions (if any) on the quarterly dates on which the allowances are payable as specified above.

Payment is made

executed in the manner directed thereon (except in cases where proof of existence is not required owing to the banker having guaranteed the Secretary of State against loss consequent on his dispensing with the production of such proof); or

(iii) on presentation of a draft, duly filled up and signed by the officer, in a form which, with the requisite form of life certificate attached, may be obtained from the India Office, London, on the officer's written application.

## If not drawn in England.

949. (*a*) If an officer preceeding on Long Leave to Europe does not intend to draw allowances from the Home treasury during his absence, he must nevertheless take with him a Certificate of Leave in the following form, from the *Audit Officer* in whose circle of audit his appointment is held. If the officer visits England, this certificate is to be presented at the India Office :—

CERTIFICATE OF LEAVE GRANTED TO (*name of, and designation of office held by, the officer*) PROCEEDING OUT OF INDIA.

NOTE.—[ *The allowances admissible to the officer during leave will be paid in India.*]

1.—Government under which employed.

2.—Date of beginning and ending of any leave already taken; the nature of such leave, and the rule under which it was taken.

3.—Article of the Civil Service Regulations under which the leave is granted.

NOTE.—[ *Distinguish Furlough granted on medical certificate from Furlough granted without medical certificate.*]

4.—Period of leave.

5.—Date of commencement of leave.

6.—Monthly rate of absentee allowance.

7.—Source from which absentee allowance is payable.

8.—Period for, and terms on which leave may be extended or commuted* otherwise than to Extraordinary leave.

(Place)

(Signature)

*Audit Officer.*

* In filling up space 8 the *Audit Officer* should *always* mention that no extension or commutation of the leave, otherwise than on medical certificate, will be allowed by the Secretary of State for India, unless the previous consent of the Local Government has been obtained. (*Despatch from Secretary of State, No. 25 (Financial), dated 29th January 1891.*)

1. A *Military Officer subject to the Military Leave Rules* proceeding on Furlough cannot obtain the certificate in this Article until he submits to the *Audit Officer* a certificate in Form No. 1, 2, 3, 4 or 5, as the case may be—

(i) in the case of an officer of the Bengal Army, by the Secretary to the Government of India in the Military Department; and

(ii) in the case of an officer of the Madras or Bombay Army, by the Adjutant General of the Army to which he belongs.

(*b*) If the officer afterwards desires to draw his leave allowances at the Home treasury of the Government of India or at some Colonial treasury, he must obtain a last-pay certificate from the *Audit Officer* in whose Circle of Audit he was employed when he proceeded on leave.

950. An officer proceeding on Long Leave to a Colony in America or the West Indies must take with him a "certificate of leave granted" in the form referred to in Article 949 (*a*). If the officer visit England or has occasion to apply for an extension of leave, the certificate should be presented at the India Office. If not previously presented, it must be forwarded to the India Office when permission to return to duty is applied for.

# Chapter XLII.—Last-pay Certificates and Warrants.

## Section I.—Last-pay Certificates.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| General Rules . . . . | 951 | Leave out of India . . . | 958 |
| Extensions and Commutations | 954 | Colonial Warrants . . . | 966 |
| Leave in India . . . . | 955 | Copy of Rules to be furnished | 972 |


### General Rules.

**951.** Except as provided in Article 956, no officer can begin to draw his leave allowances at any treasury in India, or at the Home treasury of the Government of India, without producing a last-pay certificate from the treasury where his pay or allowances were last disbursed, or from the *Accountant General* within whose jurisdiction this treasury is.

1. No-demand certificates are not required by an officer going on leave.

**952.** Last-pay certificates (and warrants) cannot be issued to *Military Officers subject to the Military Leave Rules*, until Article 934 has been complied with.

**953.** Except in respect to Colonial Warrants (Articles 966 to 971), this Section does not apply to Public Works Officers whose Last-pay certificates are issued under departmental rules. [*See Chap. IV (paragraphs 33 to 47) of the Public Works Code.*]

### Extensions and Commutations.

**954.** If the leave of an officer, whether in or out of India, is extended or commuted, the *Audit Officer* within whose jurisdiction the officer is employed must, on receiving advice of such extension or commutation, forthwith communicate it to the *Audit Officer* within whose jurisdiction his leave allowances are drawn. He should also communicate any other circumstances connected with the leave which may be required to be known to the *Audit Officer* who passes the officer's leave allowances.

### Leave in India.

**955.** When an officer proceeds on leave from one place to another in India he should obtain a certificate in Form No. 8 from the *Accountant General* of his Presidency or Province.

**956.** An officer on leave, who does not leave his district, does not require a last-pay certificate: nor does an officer who leaves his district on leave in India without allowances.

**957.** If during leave the officer desires to change the treasury at which he receives payment of his allowances, he must obtain a new last-pay certificate.

## Leave out of India.

**958.** When an officer proceeds on leave out of India, other than privilege leave, and is entitled to allowances during the leave, the *Accountant General* who audits the pay of the officer will, as soon as the leave is gazetted or otherwise notified to him, send to the officer a letter in Form No. 6 with enclosure in Form No. 7 requiring him to call at his office or give the necessary information.

**959.** If the officer calls at the *Accountant General's* office, the *Accountant General* will pay him up to the day before he leaves India. The *Accountant General* will also—

(i) if the officer proceeds to Europe and intends to draw leave allowances at the Home treasury of the Government of India, give him a completed last-pay certificate in Form No. 8;

(ii) if the officer proceeds to a Colony and intends to draw leave allowances there, a last-pay certificate in Form No. 9.

**960.** If the officer is unable to call at the *Accountant General's* office, the *Accountant General* will prepare a Bill for the officer's allowances from the end of the month preceding that of his making over charge, to the day before he sails, and will (if the officer intends to draw leave allowances at the Home treasury of the Government of India or in a Colony) forward it with the certificate in Form No. 8 or 9, as the case may be, to the Treasury Officer, for delivery to the officer according to the instructions in Form No. 10.

**961.** With every such last-pay certificate a blank Form No. 11 will be given, on which the officer proceeding on leave is to report to the *Accountant General*, from the first port at which the vessel touches, the day of his departure from India.

**962.** When the *Accountant General* delivers, or receives from the Treasury Officer, a report in Form No. 12 that he has delivered a last-pay certificate to the officer concerned, he will, if he is not the Accountant General at Bombay or Madras, and the cert ificate is in Form No. 8, forward a duplicate of the certificate to the Comptroller General, for transmission to the India Office in London. In the case of Bombay or Madras, the Accountant General himself will forward a duplicate to the India Office.

**963.** When an officer proceeding to England is compelled to leave without a last-pay certificate, the necessary document should be forwarded to the India Office at the earliest possible date through the Government of India, Madras, or Bombay, as the case may be. If delayed beyond fifteen days, or the second mail after the officer's departure, it should be accompanied by an explanation as to the cause of delay.

**964.** An officer proceeding to Europe should present his last-pay certificate at the India Office in London. When he returns to India, he should obtain a last-pay certificate from the India Office.

**965.** A last-pay certificate in Form No. 8—the 11th and 13th columns, and the notes below it, being omitted—is required in the case of an officer proceeding on leave out of India whose leave allowances, payable in India, are required to be paid in a circle of audit other than that under which the

officer's appointment is held. If change of treasury is at any subsequent time desired, a new last-pay certificate in the same form must be issued by the *Accountant General* who last paid the allowances.

## Colonial Warrants.

**966.** (*a*) An officer, including an officer of the Public Works Department (*see Article 953*), proceeding to a Colony should submit his last-pay certificate—

(i) to the Comptroller, India Treasuries, at Calcutta, if he embarks at any port not in the Madras or Bombay Presidency;

(ii) to the Accountant General at Madras or Bombay, as the case may be, if he embarks at any port in the Madras or Bombay Presidency.

(*b*) The Comptroller, India Treasuries, or the Accountant General at Madras or Bombay, as the case may be, will retain the last-pay certificate, and, in lieu thereof, issue a Warrant in Form No. 13 upon the Colonial Authority concerned.

**967.** Every Warrant shall be issued in duplicate. The original, bearing the payee's signature, should be forwarded to the Colonial Authority concerned, and the duplicate should be made over to the payee. Each payment should be endorsed on the back of both the original and the duplicate Warrant, an acknowledgment of receipt of money being rendered by the payee. When no space for such entries remains, or when a Warrant is lost or destroyed, a fresh Warrant shall be issued by the officer who issued the original Warrant, on application being made through the Colonial disbursing officer.

**968.** Upon his return to India, an officer should delivert up his duplicate Warrant, which will serve the purpose of a last-pay certificae.

**969.** In case an absentee desires transfer of payment of his leave allowance from one Colony to another, the Government of India will recognise the proceedings of the Colonial Authorities sanctioning such transfer, which should, however, be reported separately by the absentee to the Government of India and to the Under-Secretary of State for India.

**970.** The Accountants General, Madras and Bombay, and the Comptroller, India Treasuries, will forward to the Comptroller General a Statement prepared for each of the quarters ending on the 31st March, 30th June, 30th September, and 31st December, showing the Warrants for leave allowances issued during the quarter. These quarterly statements will be forwarded by the Comptroller General to the India Office. If any leave allowance is chargeable, either wholly or in part, to other than Indian Revenues, the proportion chargeable to each separate source should be shown in these quarterly statements.

**971.** Payments made in those Colonies which exchange Accounts Current with the Government of India will be adjusted through those Accounts Current. Payments made in other Colonies will be adjusted in the Accounts of the Home treasury of the Government of India.

## Copy of Rules to be furnished.

**972.** A copy of Articles 260 and 909 should be given to an officer going on leave, and a copy of Articles 81A, 257, 268, 346 (and note), 347 (and note), and 374 (and note) to an officer going on leave out of India. A copy of Article 256 should also be given to an officer proceeding on Furlough or Special leave.

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## Section II.—Rules for preparing Last-pay Certificates.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| GENERAL RULES . . . . | 973 | ARREARS OF INDIAN PAY AND ALLOWANCES . . . . . | 982 |
| AMENDED CERTIFICATES . . . | 978 | COMPLETION OF SERVICE . . | 983 |
| SOURCE FROM WHICH ABSENTEE ALLOWANCE IS PAYABLE . . . | 980 | CIVIL FUND DEDUCTIONS . . . | 984 |
| CHAPLAINS . . . . . | 985 | | |


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## General Rules.

**973.** In Forms Nos. 8 and 9, the Presidency to which an officer belongs should be stated in the title, and the Presidency or Province in which he is employed should be stated under the first heading, and it should be distinctly stated in the certificates whether the absentee allowance is chargeable to the Civil, the Military, or the Public Works Department.

**974.** (*a*) The certificates of officers proceeding on leave to Europe shall be prepared—

(i) in BLACK ink for officers in the employ of the Military Department.

(ii) in BLUE ink for officers in the employ of the Public Works Department.

(iii) in RED ink for officers in the employ of the Civil Department.

(*b*) The object of the use of ink of different colours is to enable the Home Authorities to ascertain at once the Department to which the absentee allowance of an officer is to be charged.

**975.** Except in the case of Chaplains, allowances should be stated in rupees a month, and not in pounds a year; and in entering "the rate of absentee allowances," it should be stated, in the first place, without reference to the maximum or minimum applicable, and then, if a maximum or minimum applies, or if the allowance is such that a future change in the official rate of exchange may render a maximum or minimum applicable, the words should be added "subject to a maximum (or minimum) of," &c.

**976.** In Form No. 8 it must be shown whether an officer is entitled to the full amount of Furlough permitted by the Rules.

NOTE.—[See Note under Article 923.]

**977.** In column 11 in Forms Nos. 8 and 9, the Articles of these Regulations or of the Military Furlough Regulations under which the advance is made, should be mentioned.

## Amended Certificates.

**978.** Whenever a corrected last-pay certificate, whether original or duplicate, is furnished, it should invariably be marked "Amended Certificate."

**979.** (*a*) If it becomes necessary to amend a last-pay certificate in Form No. 8, the amended certificate should not be forwarded to the officer, but to the Local Government, for transmission to the Secretary of State, with appropriate explanations direct or through the usual channel.

(*b*) The last-pay certificate is issued on the assumption of the correctness of the intended dates of making over charge and of leaving India. If these dates are changed, the required adjustment of allowances will be made when the officer returns to India, or, if necessary, sooner. No alteration may be made in the certificate as issued by the *Accountant General* unless there is time to send it to him for alteration.

## Source from which Absentee Allowance is payable.

**980.** In making entries against the heading "Source from which," &c., the term "Indian Revenues" should be used in all certificates intended to be sent to England, as the term "Imperial Revenues" has there a different signification. If the allowance is not chargeable finally to the Government of India, the Local Administration or Fund from which it is recoverable must be expressly stated.

**981.** When leave allowances are chargeable according to the *Rule of proportions*, the following is the service to be thus taken into account:—

(*a*) *Privilege Leave, under Chapter XII, Articles 277 to 311:*—

Privilege leave; duty without interruption for a period eleven times as long as the Privilege leave.

(*b*) *Long Leave, European Services, under Chapter XIII:*—

Furlough on medical certificate (Articles 340 to 343); the whole continuous service.
Furlough without medical certificate, including extensions (Articles 340 and 341); the whole continuous active service.
Special leave; active service for six years.
Subsidiary leave; as for the leave to which it is subsidiary.

(*c*) *Military Furlough Regulations of 1868, Appendix No. 11:*—

Furlough without medical certificate—
First two years (Rule IX); actual service in India for eight years.
The rest; actual service in India for six years.

(*d*) *Military Furlough Regulations of 1875, Appendix No. 12:*—

Furlough without medical certificate (Rule 1); proportion of service in India or under the Government of India taken into calculation in the grant of furlough.

(*e*) *Leave Rules for the Staff Corps. See Army Regulations, Vol. I, Part I, Articles 709 to 741:*—

All leave; the whole pensionable service; but, in this case, in calculating the charge to be borne by a Foreign Body and the British Government the period of service, and not the aggregate *salary* drawn, is taken into account.

(*f*) *Long Leave, Indian Services, under Chapter XIV, and Statutory Civil Servants, under Chapter XXVI:—*

Leave on Private Affairs [Articles 370 or 627, Section 4 (*b*)]; service for six years.

Furlough [Articles 371 or 627, Section 4 (*c*)]—

First year; service for ten years counting in the case of the Indian Services from date of last return from Leave on private affairs.

The rest; service for eight years.

(*g*) *Other cases.*

In unenumerated cases the whole service in India is counted.

## Arrears of Indian Pay and Allowances.

**982.** No entries in regard to arrears of Indian pay and allowances due to an officer proceeding on leave or on retirement to Europe should be made in his last-pay certificate. Such allowances are not paid at the Home treasury of the Government of India.

## Completion of Service.

**983.** The date on which any officer will, during the currency of leave, complete the term of service, or attain the age after which by any Rule he is required to retire from the service, should be shown.

## Civil Fund Deductions.

**984.** (*a*) The Secretary of State recovers subscriptions on account of the different Civil Funds from subscribers absent from India on leave who draw their leave allowances in England, who either are required by the Rules of their Fund to pay their subscriptions in that country during leave, or elect to do so. Particulars of the Fund deductions to be made from the absentee allowances of officers on leave drawing their leave allowances in England should be noted on the last-pay certificates; and where a subscriber elects to make payments of his subscriptions in India while on leave, or to postpone such payments until his return to India, the fact should also be noted on the last-pay certificate. The rules under which the deductions are made, and the method by which they are calculated in the cases of the different Funds, will be found in Chapter XXV, Articles 616 to 619.

(*b*) The deductions to which the allowances of a Member of the Indian Civil Service are subject while he is on leave on account of his annuity should invariably be stated in his last-pay certificate. (*See Chapter XXV, Article 615.*)

## Chaplains.

**985.** A certificate in the form in Article 1078 (*b*) showing the service and residence of a Chaplain proceeding on leave to Europe, should be attached to his last-pay certificate.

# PART X.—PROCEDURE RELATING TO PENSIONS.

## GENERAL ARRANGEMENT.


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# PART X.—PROCEDURE RELATING TO PENSIONS.

## Chapter XLIII.—Applications for and Grants of Pensions.

### Section I.—Applications.


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#### Extent of Application.

**986.** The rules in this Chapter apply to all officers applying for *pension* under these Regulations, except—

(*a*) Members of the Indian Civil Service—vide *Chapter XLV;*

(*b*) Chaplains,—vide *Chapter XLVI;*

(*c*) Judges of the High Courts, for whom no special procedure is laid down.

**987.** There is no limitation on the period after retirement within which an application for pension or gratuity must be submitted; but apart from special orders, a pension applied for after the officer has retired begins from the date of application. (*See also Article 1013.*) An officer may be admitted to *pension* while absent on leave, whether in or out of India.

#### Non-Gazetted Officers—Preliminary Verification.

**988.** (*a*) An applicant for pension, not being a Gazetted Officer, should submit to the Authority whose duty it would be to fill up his appointment, if vacant, his service-book, and a statement of the following particulars:—

1. The date, by the Christian era, on which the applicant was born.
2. List of appointments, substantive and acting, held during the service for which pension is claimed, showing, when any appointment was only an acting one, what substantive appointment was held at the same time. The dates of beginning and ending of each appointment should be stated, and the pay and acting allowance drawn in each.
3. Dates of beginning and ending of each period of leave.
4. An explanation of each interruption in service.

(*b*) An officer may submit this statement even though he has not ceased to be borne on the establishment, provided that, before it is sent to the *Audit Officer*, it is supported by a certificate from the Authority receiving

it that the officer is likely, within six months, to retire from the public service.

(*c*) This provision is intended to obviate delay in the verification of service; and it is not to be understood as justifying the preparation of the formal application in the Form prescribed in Article 990 before the officer has actually retired.

**989.** The Authority receiving the statement should then, in communication with the Account and Audit Department, verify the services claimed according to the following procedure :—

(*a*) If the service has been wholly or in part inferior (regarding which service the records of the Audit Offices are sometimes incomplete), he should first gather from official records and other sources all the information procurable. In respect to superior service, it will be sufficient to gather, in the first place, only such information as is easily procurable.

(*b*) The information thus received should then be forwarded to the *Audit Officer* concerned for information as to whether his office records bear out the applicant's statements.

(*c*) If there be any discrepancy, the *Audit Officer* will detail the nature of such discrepancy; for instance, that the post which the applicant states that he filled during a certain period is shown by the Audit Office registers to have been filled by another man.

(*d*) If the service claimed cannot be wholly verified from the records of the Audit Offices, reference must be made to the head of the office in which the applicant states that he served during the period in doubt.

(*e*) If it be found impossible to verify the service otherwise, the officer receiving the application should take the statement in writing of the applicant on plain paper [*see Indian Stamp Act, I of 1879, Schedule II, No. 1* (*c*)], and should also collect such collateral evidence as may be procurable; for instance, certificates, such as those given by an officer to a subordinate on his leaving an office, and the testimony of contemporary servants.

NOTE.—["The Governor General in Council has recently had under consideration a case in which a Public Officer, the Head of a Department, in granting a certificate to one of his subordinates, suppressed the true reason for which the subordinate had been removed from his appointment. Such an omission may obviously be injurious to the interests of the public service. I am therefore directed to draw attention to the subject, and to request the issue of orders to all Public Officers, warning them to be careful, in giving certificates to their subordinates, to state the whole truth in respect of character and cause of dismissal or resignation of appointment."—(*Circular, Home Department, dated 15th June 1869.*)]

## Non-Gazetted Officers—Formal Application.

**990.** After completing the verification in the manner prescribed in the preceding Article, the Authority receiving the statement of services should draw up the application in Form No. 15, and arrange with it all the documents relied upon for verification of the service claimed, in such manner that they can be conveniently consulted, and then forward it, together with the officer's service book, through his official superiors to the *Audit Officer* for submission to the *Local Government* (*see Article 994*). If an applicant for pension (not gratuity) is no longer in active service, a last-pay certificate should be attached to the application, except when he retires from the service while on leave in England and desires to draw his pension in England.

*Page 274.*

*Insert the following as article 989A. :—*

"989-A. In the case of a gazetted officer, part of whose service has been rendered in non-gazetted appointments, the ungazetted portion of his service should be similarly verified. The statement mentioned in Article 988 (*a*) may, however, be sent to the Audit officer direct or through the head of the department." (94.)

## *Article 993.*

*Substitute the following for clause (b) of this Article :—*

(*b*) The application of a gazetted officer of the classes mentioned in Articles 330 (*c*), 724 and 748, whether appointed by the Secretary of State or not, should be prepared in Form 15-A. In the case of other gazetted officers the application should be prepared in Form (15) prescribed in Article 990 either by the officer himself or by the head of the department in which he is serving ; and the rules under that Article apply, save that it is not necessary, if all the service has been gazetted, to have the service formally verified before forwarding the application. (94.)

## *Article 994 (a).*

*Add the following at the end of this Article :—*

"In the case of officers whose service has been partly gazetted and part non-gazetted, the verification statement prepared in the Audit office shou be attached to the application on its submission to the local Gover ment." (94.)

991. (*a*) The officer who submits the application should certify on the application, whether the character, conduct, and past services of the applicant are such as to entitle him to the favourable consideration of the Government. If the application is for 'pension' on the superior scale, he must be careful to enter all periods of leave, suspension, &c., which are not reckoned as service.

(*b*) He must also invariably record his own opinion whether the service claimed has been established, and should be admitted or not; more especially in those cases in which it becomes necessary to resort to the procedure prescribed by clause (*e*) of Article 989, when the exact nature of the investigation made, and the conclusion at which the Authority has arrived, must be especially reported.

(*c*) If the application is for an Invalid pension, and the applicant is less than sixty years old, the requisite medical certificate should be attached to the application. But if omission has been made in this respect, the *Local Government* may accept a certificate bearing a later date.

## Remarks on Pension Applications.

992. If an officer in superior service whose age is less than sixty years, is required to retire under Article 503 (*a*), the head of his office must certify in the column for "Any other remarks," on the third page of the application for his pension, the cause of the applicant's inefficiency, and quote the order of the Local Government sanctioning the applicant's retirement as superannuated. If the officer wishes to retire of his own accord under Article 508, the fact should be stated.

## Gazetted Officer's Application.

993. (*a*) A Gazetted Officer should submit his application through his official superiors and the *Audit Officer* (*see Article 994*) to the *Local Government*.

(*b*) The application should be prepared in the Form (No. 15) prescribed in Article 990, either by the officer himself or by the head of the department in which he is serving; and the rules under that Article apply, save that it is not necessary, if all the service has been gazetted, to have the service formally verified before forwarding the application.

## Submission to Government.

994. (*a*) The last officer through whom the application passes should send it to the *Audit Officer*, who will (after verifying the service in the manner prescribed in Article 989 or satisfying himself that it has already been so verified) submit the application to the *Local Government*, with a report upon the claim for pension and the rules applicable to the case.

(*b*) He will also certify the correctness of the calculations of service and of pension, and retain the last-pay certificate (*Article 990*) unless the pension, if granted, will be payable in another circle of audit, in which case he will forward the certificate to the *Audit Officer* of that audit circle, noting in the application that the certificate has been so forwarded.

1. If the case is plainly incorrect or incomplete, the *Audit Officer* should return it for correction or explanation.

2. In the column of Form No. 15 reserved on the second page for the remarks of the *Audit Officer*, he should note briefly his reasons for disallowing any service claimed, and his explanation of any apparent discrepancies, and the like.

3. The *Audit Officer* should always call special attention to Article 514, in his report of the amount of *pension* admissible.

NOTE.—[Each *Audit Officer* shall submit in Form No. 14, quarterly, to the Government of India, in the Finance Department, a return of applications received and disposed of under this Article.]

## Premature Applications.

**995.** (*a*) The Government of India is ordinarily unwilling to pass orders on questions affecting the *pension* of an officer until he actually retires, because their premature discussion occupies valuable time almost always to no purpose, and uselessly.

(*b*) Accordingly, no question about the pension of an officer who has not retired from the public service should be submitted either to the *Local Government*, or by the *Local Government* to the Government of India, unless there are special reasons (which should always be set forth) for a departure from the general rule. The mere desire of an officer for a decision upon some doubtful abstract questions affecting his prospects does not justify public correspondence on his behalf.

**996.** Except under orders from the Government of India or the *Local Government*, an *Audit Officer* should, as a rule, decline to advise upon any questions connected with the claim of an officer to pension until he absolutely retires or is about to retire. Memorials which relate to such questions addressed prematurely to the Secretary of State are uniformly returned.

**997.** Articles 995 and 996 do not prohibit the submission of a preliminary application for pension [*see Article 988* (*b*)] on behalf of an officer intending to retire immediately, while he is still in employ.

## Section II.—Powers of Sanction.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| ORDINARY CASES . . . | 998 | POWER OF REVISION . . . | 1003 |
| DELEGATION OF POWERS . . | 999 | SPECIAL CASES . . . . | 1004 |
| NON-GAZETTED POLICE OFFICERS . | 1001 | QUARTERLY RETURN OF PENSIONS GRANTED . . . . . | 1006 |


## Ordinary Cases.

**998.** In a case falling clearly and strictly within the letter of the Regulations, the *Local Government* may grant the *pension* admissible; but the grant is subject to revision by the Government of India, in the Finance Department.

*Article 994.*

[*Note 2.*]

*After the words* "*Audit officer*" *in the second line of this note add :—*

"Or in his certificate and report on the third page of Form 15-A." (94.)

## Delegation of Powers.

**999.** Commissioners of Divisions in Bombay and the Commissioner in Sindh have been empowered to grant *pensions* to men on Revenue Establishments subordinate to them drawing twenty rupees a month and less, in cases where such claims are certified by the *Accountant General* to be admissible under the strict letter of the Regulations.

**1000.** The Director of the North-Western Railway has also been empowered to grant pensions to such of his subordinates as may not have been appointed by the Government of India, in cases where claims to pensions are certified by the *Audit Officer* to be admissible under the strict letter of the Regulations.

## Non-Gazetted Police Officers.

**1001.** A claim to pension by a Police officer, on pay not exceeding twenty rupees, only for the period of continuous and verified service in the Force in which at the time of his application he is serving, may, if admissible under the strict letter of the rules, be allowed by the Inspector General of Police, and reported to the *Accountant General*, with the necessary particulars for identification. All other claims will be treated under the ordinary rules.

1. Claims to Wound and other Extraordinary *pensions* (*see Chapter XXXIV*), even though they may be provided for by other rules of the Superannuation Fund, are subject to the rules in Articles 787 and 789.

**1002.** The Political Agent in Kathiáwar exercises the powers of an Inspector General of Police under the preceding Article in respect to the members of the Kathiáwar Police.

## Power of Revision.

**1003.** Should the amount granted to an officer be found to be in excess of that to which the Government of India in the Finance Department considers him entitled under the Regulations, he will be called upon to refund such excess.

## Special Cases.

**1004.** (*a*) If any interpretation of the rules is involved, or if any indulgence not provided for by the rules is proposed, the Local Government should submit the case, with its opinion and recommendation, (1) to the Government of India in the Department in which the service to which the communication relates is administered.

NOTE (1).—[ In respect to such recommendations, see orders printed as Appendix No. 7. ]

(*b*) Until the orders of the Government of India are received, a recommendation for any special indulgence should never be communicated, directly or indirectly, to the officer concerned.

(*c*) The Governments of Madras and Bombay should, upon questions of pension, communicate with the Secretary of State, through the Supreme Government, and not directly.

(*d*) An application in Form No. 15, or the form given in Article 798, as the case may be, should accompany every special recommendation made under this Article.

**1005.** (*a*) Pensions in excess of the amounts admissible under these Regulations, or involving any relaxation of rule, require the sanction of the Secretary of State. (1)

NOTE. (1).—[See Note (1) of clause (*a*) of the preceding Article and note to Article 92.]

(*b*) The Government of India have, however, been authorized to grant pensions in excess of the amounts admissible under rule, without reference to the Secretary of State in special cases, provided that the pension granted in each case does not exceed R10 a month.

(*c*) When special circumstances appear to justify a departure from the rules laid down regarding "Ordinary pensions" to Civil officers, it is generally desirable that the allowance granted should be an arbitrarily fixed sum, rather than any exact proportion of the amount to which it might be supposed that the rules afford a claim.

## Quarterly Return of Pensions Granted.

**1006.** (*a*) Returns, in the following Form, of *pensions* granted during the quarter, should be submitted by the *Local Governments* to the Government of India as soon as possible after the end of each quarter of the financial year.

$\frac{\text{Pensions}}{\text{Gratuities}}$ *sanctioned by the Secretary of State, the Government of India or the Government of*_____*in all Departments during the Quarter ended* _____ *18*—

Column 1.—Serial number.
" 2.—Name of Recipient.
" 3.—Date of Recipient's birth by Christian era.
" 4.—Designation of last employment.
" 5.—Name of office in which last employed.
" 6.—Date of commencement of service.
" 7.—Date on which employment ceased.
" 8.—Character.
" 9.—Period counted as service.
" 10.—$\frac{\text{Average Emoluments.}}{\text{Pay or Emolument at time of discharge.}}$
" 11.—Amount of $\frac{\text{Monthly Pension}}{\text{Gratuity}}$ granted—
(*a*)—Chargeable to Indian Revenues.
(*b*)—Chargeable otherwise than to Indian Revenues.
(*c*)—Total of (*a*) and (*b*).
" 12.—Remarks. (Here note any cases where less than the full pension or gratuity admissible has been granted; also note the number and date of the Order of the Government of India or Secretary of State in cases in which the pensions and gratuities are sanctioned by the Government of India or the Secretary of State.)

(*b*) A separate Return should be made of each of the following classes of pensions and gratuities, a note being added of such of these separate Returns as are blank :—

I.—Compensation Pensions. Superior Service.
II.—Invalid Pensions. Superior Service.
III.—Superannuation Pensions. Superior Service.
IV.—Retiring Pensions. Superior Service.
V.—Compensation Pensions. Inferior Service.
VI.—Invalid Pensions. Inferior Service.
VII.—Compensation Gratuities. Superior Service.
VIII.—Invalid Gratuities. Superior Service.

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*Section III.*

*After* "Anticipatory Pensions" *insert*—

PAYABLE IN INDIA . . . . ARTICLE 1009 | PAYABLE IN ENGLAND . . . ARTICLE 1011A
PREVENTION OF DELAY . 1012 (61.)

*Insert as a heading to Article 1009*—

**Payable in India.** (61.)

*Article 1009 (a).*

*In the first line of this article after the word* "officer" *insert* "whose pension is payable in India." (61.)

IX.—Superannuation Gratuities. Superior Service.
X.—Compensation Gratuities. Inferior Service.
XI.—Invalid Gratuities. Inferior Service.
XII.—Wound and other Extraordinary Pensions.
XIII.—Wound and other Extraordinary Gratuities.
XIV.—Wound and other Extraordinary Family Pensions.
XV.—Wound and other Extraordinary Family Gratuities.
XVI.—Compassionate Pensions. } See Article 1008.
XVII.—Compassionate Gratuities. }

**1007.** These returns should include all civil *pensions* granted during the quarter under, or with reference to, any rule in Part IV, Chapter XXIV, XXIX, or XXXIII of Part V or Part VI of these Regulations, in whatever department, by the Government of India or the Secretary of State, as well as by the *Local Government*, the Inspector General of Police, or other authority, care being taken, however, to enter each pension once only.

**1008.** The Return should also include Compassionate allowances specially granted with the sanction of the Secretary of State to officers discharged on account of inefficiency or misconduct.

## Section III.—Anticipatory Pensions.

**1009.** (*a*) When an officer retires before the necessary enquiries preliminary to the settlement of the *pension* to which he is entitled can be completed, the *Audit Officer* may, upon a declaration, as follows, by the officer, sanction the immediate disbursement of the pension to which, after the most careful summary investigation that he can make without delay, he believes the officer likely to be entitled.

(*b*) If the *Audit Officer* thinks it likely that the officer would be found entitled to a gratuity only, one-sixth of the amount of such probable gratuity may, upon a similar declaration, be disbursed to him monthly until the amount is finally settled.

(*c*) The settlement of such provisional payments should be made so as to admit of their disbursement not later than one month after the officer has ceased to hold his post.

(*d*) When the sanction under this Article is given by an *Audit Officer* other than the *Accountant General*, he shall send a copy of his order to the *Accountant General* for the issue of the requisite orders for disbursement from the Treasury concerned.

DECLARATION.—*Whereas the (here state the designation of the officer sanctioning the advance) has consented, provisionally, to advance to me the sum of* ₹ *a month in anticipation of the completion of the enquiries necessary to enable the Government to fix the amount of my pension, I hereby acknowledge that, in accepting this advance, I fully understand that my pension is subject to revision on the completion of the necessary formal enquiries, and I promise to base no objection to such revision on the ground that the provisional pension now to be paid to me exceeds the pension to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess of the pension to which I may be eventually found entitled.*

**1010.** (*a*) If, upon the completion of the regular investigation, it be found that the pension thus summarily assigned differs from the pension finally settled, the difference must be adjusted in the first subsequent payments.

(*b*) Provided that, if a gratuity summarily assigned under Article 1009 proves to be larger than the amount found actually due upon completion of the enquiries, the officer shall not be required to refund any excess actually paid to him, except as provided in Chapter XXI (Re-employment of Pensioners).

**1011.** (*a*) To enable the *Audit Officer* to exercise the jurisdiction thus entrusted to him, the head of the office from which the officer is removed should furnish to the *Audit Officer*, as early as possible, immediately that it becomes known to him that the officer must retire, and without waiting for his actual retirement, the fullest information that can be obtained regarding the officer's service, without correspondence, which must cause delay.

(*b*) This information is to be furnished in anticipation of the regular investigation required by Article 989, which also should on no account be delayed until the officer has actually retired.

**1012.** All officers should bear in mind that delay in the payment of pensions may involve peculiar hardship, and everything should be done to prevent or shorten to the utmost such delays.

# Chapter XLIV.—Payments.

## Section I.—Place of Payment.


| | Article | | Article |
|---|---|---|---|
| Beginning of Payment . . | 1013 | Covenanted rate of Exchange . | 1016 |
| Option allowed . . . . | 1015 | Transfers between England and India . . . . . | 1017 |


### Beginning of Payment.

**1013.** Apart from special orders, a pension, other than a Wound or Extraordinary pension under Part VI, is payable from the date on which the pensioner ceased to be borne on the establishment, or from the date of his application under Article 988, whichever is later. The object of this latter alternative is to prevent unnecessary delay in the submission of applications. The rule may be relaxed, in this particular, by the *Local Government* when the delay is sufficiently explained.

1. The pension of an officer who, under Article 478, has received a gratuity in lieu of notice, is not payable for the period in respect of which the gratuity is paid.

**1014.** The preceding Article applies to ordinary, not to special, cases. If under special circumstances, a pension is granted long after an officer has retired,

*Article 1015 A.*

*For the words* "in any other country", *in the third line of this article, substitute* 'in any country other than India".

*For the words* "in a country", *in the second and third lines of note 1, and in the first line of note 2 under this article, substitute the words* 'in any country [illegible] India". (93.)

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*Insert the following as Article 1011A :—*

**Payable in England.**

**1011A.** When an Officer whose pension is payable in England, retires before the necessary enquiries preliminary to the settlement of the pension to which he is entitled can be completed, the *Audit Officer*, if he sees reason to believe that there will be delay before the pension can be finally sanctioned, should, after the most careful summary investigation that he can make without delay, report to the authority who will sanction the pension, the minimum amount of pension to which he believes the Officer to be entitled. This report should be forwarded at once to the India Office through the usual channel. The India Office will then, on receiving from the Officer a declaration similar to that in Article 1009, at discretion, sanction the immediate disbursement of the amount of pension reported to be the minimum amount to which the Officer is likely to be entitled, or such smaller amount as may be deemed proper. The final pension certificate in due form should follow the provisional certificate with the least possible delay. (64.)

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*Article 1012.*

*Insert the following as a heading to this article :—*

**Prevention of delay.** (64.)

*Insert the following as Article 1014A :—*

**1014A.** In cases where considerable delay has occurred in making application for a wound or injury pension, it will be granted only from the date of the report by the Medical Board, and no application for a gratuity or pension will be entertained unless submitted within five years of the date of the wound or injury. (72.)

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## No. 37.

*Page 281.*

*Article 1015.*

*Substitute the following for this article :—*

When a pension is stated in rupees, it is payable at any treasury of the Government of India in India; or, at the pensioner's option, at the Home Treasury of the Government of India.

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*Article 1015A.*

*Add the following at the end of this article :—*

This condition does not apply to pensioners residing in Asia who are permitted to draw their pensions in the United Kingdom through an agent. In their case pensions are paid at the official rate of exchange for the year.

(37.) (Diary No. 7887 of 1892.)

retrospective effect should not be given to it without the special orders of the Government which granted it; in the absence of which special orders such a pension will take effect only from the date of sanction.

## Option allowed.

**1015.** (*a*) When a pension is stated in rupees, it is payable at any treasury of the Government of India in India; or

(*b*) if the pensioner is resident elsewhere than in Asia, at his option, at the Home treasury of the Government of India.

**1015A.** All pensions granted in rupees, which are payable at the Home treasury to residents in the United Kingdom, or which are payable to residents in any other country in which the standard of currency is gold, are paid, with effect from the 1st April 1890, at the rate of exchange annually fixed for the adjustment of transactions between the British and Indian Governments, subject to the condition that the rate of 1*s.* 9*d.* the rupee is fixed as the minimum rate at which the conversion into sterling shall be effected.

NOTE 1.—[The same rate of exchange is adopted in issuing gratuities to persons residing in a country in which gold is the standard of currency. But when the service of an officer to whom a gratuity is granted terminates in India, the gratuity should be paid in India.]

NOTE. 2.—[A pensioner who has been resident in a country in which the standard of currency is gold, ceases to be entitled to draw his pension at the minimum rate of 1*s.* and 9*d.* the rupee after a continuous absence of six months. After such absence he shall be held to be no longer resident therein, unless he shall adduce satisfactory evidence of continued residence to the Secretary of State. Failing such evidence all pension accruing after the first six months of absence will be converted at the rate of exchange annually fixed for transactions with the British Government.]

## Covenanted Rate of Exchange.

**1016.** The rule for the payment at the Home treasury of a pension at the rate of exchange fixed yearly for the adjustment of financial transactions between the Imperial and Indian Governments applies to an officer under covenant who is entitled by his covenant to pension; the covenanted rate of exchange for his pay and allowances does not, unless it is expressly so stated, apply to his pension.

## Transfers between England and India.

**1017.** (*a*) Transfer of a pension from the Home treasury to an Indian treasury is permitted whenever desired.

(*b*) Transfer of a pension from an Indian treasury to the Home treasury is permitted only once.

**1018.** An application for transfer of payment from India to the Home treasury should be made to the *Accountant General* within whose jurisdiction the treasury of payment is. If the transfer is admissible, he will grant a last-pay certificate, forwarding a duplicate, with copy of the first page of the application upon which the pension was originally granted, to the Comptroller General (or, in Bombay and Madras, to the Local Government) for transmission to England; if the transfer is not admissible, he will take the orders of the Government of India in the Finance Department.

## Section II.—Payment in India.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| COMMUNICATION OF SANCTION . | 1019 | CERTIFICATE OF NON-EMPLOYMENT . | 1035 |
| AUTHORITY TO PAY . . . | 1020 | RENEWAL OF PERMANENT PAY-ORDER . . . . | 1036 |
| PROCEDURE IN PAYING . . | 1021 | LAPSES AND FORFEITURES . . | 1038 |
| IDENTIFICATION . . . . | 1026 | DECEASED PENSIONERS . . . | 1041 |
| PAYABLE TO AGENTS . . . | 1031 | ANNUAL (MORTALITY) RETURNS . | 1045 |
| TRANSFERS IN INDIA . . . | 1032 | | |


### Communication of Sanction.

**1019.** (*a*) The order granting a *pension* to be paid in India should be forwarded, with a copy of the first page of the application if in Form No. 15, or of the whole application if in the Form given in Article 798, as the case may be, to the *Accountant General* of the province in which payment is to be made.

(*b*) A copy of the order should also be furnished to the *Audit Officer* who submitted the application.

(*c*) In the case of officers for whom the forms referred to in clause (*a*) are not used, the information required for the Permanent Pay-order should be communicated in a separate letter.

### Authority to pay.

**1020.** The *Accountant General* of the Province in which payment is to be made will then communicate to the officer who is to pay the *pension*, authority to make the payment; in the case of a pension, such authority will be a Permanent Pay-order in Form No. 16.

NOTE.—[Form No. 16 may not be used when for pensions chargeable to *Excluded Local Funds* (*see Article 861 in Part VII*) or "Native States." The following extract from a letter No. 1769, dated 28th November 1884, from the Government of India in the Finance Department, to the Accountant General, Bombay, indicates the form of Permanent Pay-order to be used and procedure to be followed when a Treasury is authorised to pay a pension on behalf of a Native State.

"I am directed to acknowledge the receipt of your letter No. 13470 (Pension Department), dated 14th October 1884, enquiring, with reference to *Article 861 of these Regulations*, whether the payment of pensions from Government Treasuries on behalf of Native States is permitted.

2. "In reply I am directed to say that if a Native State desires a periodical payment to be made from a Government Treasury, the amount being recovered from the Native State, there is no objection to the request being granted with the sanction of the Local Government, provided the amount of each payment is not less than R100, and provided that the treasury at which payment is desired is under the Government which is in political connection with the Native State concerned. Such payments will be made by Government merely as an agent for the Native State.

3. "When such payments on account of pensions are arranged for, the form of pay-order should not be the same as that used for pensions payable from Indian Revenues. The order should be of the same kind as the ordinary permanent pension pay-order, but should be clearly distinguished in form."]

### Procedure in paying.

**1021.** A gratuity is paid in a single sum, and not by instalments, on receipt of the *Accountant General's* authority.

## *Article 1026.*

### *Insert the following as a note under this Article :—*

"NOTE.—Officers of the classes mentioned in Articles 330 (*c*), 724 and 748, whether appointed by the Secretary of State or not are, when pensioned, paid on pay orders in Form No. 16-A, which do not contain a full description of the payee. In case of doubt, if such a pensioner is not known to the paying officer, he may be required to produce a life certificate or other evidence of identity." (94.)

*Article 1019 (a).*

*After* "No. 15" *in the second line of this Article, insert* "or No. 15-A." (94.)

*Article 1020.*

*After* "No. 16" *in the fourth line of this Article insert* "or No. 16-A." (94.)

Payments.

**1022.** A gratuity may, at the discretion of the Government of India, or with the sanction of the Government of India, on the application of the recipient, be converted either into a life annuity, or into a temporary life annuity, or into an annuity payable for a fixed number of years with remainder to the annuitant's heirs in case of his death.

**1023.** The amount of the life annuity or temporary life annuity will be determined by Table A printed as Appendix No. 9.

**1024.** The Government of India will never insist on the conversion of a gratuity into a life annuity, or temporary life annuity, unless the expectation of life of the officer be reported by competent medical authority to be equal to the average.

**1025.** A pension is payable in India monthly on and after the first day of the following month under the following rules :—

1. On receipt of the Permanent Pay-order the Disbursing Officer will deliver one half to the pensioner, and keep the other half carefully, in such manner that the pensioner shall not have access thereto.

2. Each payment made is to be entered on the reverse both of the pensioner's half and of the Disbursing Officer's half of the Permanent Pay-order, both entries being attested at the time of payment by the signature of the Disbursing Officer.

3. With reference to Articles 1038 and 1039, a pension should, under no circumstances, be paid for the first time in arrears for more than six months without special orders of the Local Government.

NOTE.—[The Local Government may delegate its powers under this rule to Commissioners of Divisions and to such other Officers as it may desire.]

4. A pension is payable for the day on which the pensioner dies.

5. In regard to the liability of *Pensions* to attachment by a Civil Court, see Section 11 of Act XXIII of 1871, which runs as follows :—

*Section 11.*—"No pension granted or continued by Government on political considerations, or on account of past services or present infirmities or as a compassionate allowance, and no money due, or to become due, on account of any such pension or allowance, shall be liable to seizure, attachment or sequestration by process of any Court in British India at the instance of a creditor, for any demand against the pensioner, or in satisfaction of a decree or order of any such Court."

## Identification.

**1026.** As a rule, a pensioner must take payment in person after identification by comparison with the Permanent Pay-order.

**1027.** A pensioner specially exempted by the Local Government from personal appearance, a female pensioner not accustomed to appear in public, or a male pensioner who is unable to appear in consequence of bodily illness or infirmity, may receive his or her pension upon the production of a life certificate signed by a responsible officer of Government, or by some other well-known and trustworthy person.

**1028.** A pensioner of any description, who produces a life certificate signed by some person exercising the powers of a Magistrate of any class under the Criminal Procedure Code, or by any Registrar or Sub-Registrar under the Registration Act, or by any pensioned officer who, before retirement, exercised the powers of a Magistrate, or by a Chaplain, or any Gazetted Officer of Government, is also exempted from personal appearance.

**1029.** (*a*) In all cases referred to in Articles 1027 and 1028, the Disbursing Officer must take precautions to prevent imposition, and must, at least once a year, require proof independent of that furnished by the life certificate of the continued existence of the pensioner.

(*b*) For this purpose he should (save in cases of exemption from personal appearance granted by the Local Government) require the personal attendance and due identification of all male pensioners who are not incapacitated by bodily illness or infirmity from so attending, and in all cases where such inability may be alleged, he should require proof thereof in addition to the proof submitted of the pensioner's existence.

1. The Disbursing Officer is personally responsible for any payment wrongly made. In case of doubt he should consult the *Accountant General*.

2. A pensioner of rank may be privately identified by the Disbursing Officer and need not be required to appear at a Public Office.

**1030.** Payment of pensions to retired members of the Police force are made in accordance with the rules in this Section, but if the Disbursing Officer entertains any doubt as to the identity of a Police pensioner, he may require the local Inspector of Police to identify the pensioner. The Inspector would then be responsible for the correct identification of the pensioner.

## Payable to Agents.

**1031.** (*a*) A pensioner not resident in India may draw his pension at any treasury in India through a duly authorised agent, who must either produce a certificate by a Magistrate, a Notary, a Banker, or a Minister of Religion, on each occasion, that the pensioner was alive on the date to which his pension is claimed, or execute a bond to refund over payments, and produce such a certificate as aforesaid at least once a year.

(*b*) The pension of such an officer should not be paid on account of more than a year after the date of the life certificate last received, and the *Accountant General* should be on the watch for authentic information of the decease of any such pensioner, and, on receipt thereof, should promptly forbid further payments.

## Transfers in India.

**1032.** A Local Government or an *Accountant General* may, on application and on sufficient cause being shown, permit transfer of payment from one treasury in India to another. This jurisdiction may be delegated by the Local Government to Commissioners of Divisions, or to any higher Executive Authority.

**1033.** (*a*) A copy of any order issued by a *Local Government* or other Executive authority under the preceding Article, should be forwarded to the *Accountant General*, and the Collector of the District from which the payment is to be transferred should be instructed to return his half of the Permanent Pay-order.

(*b*) The *Accountant General* will then issue a new pay-order to the Treasury Officer, who will in future pay the pension, or, if the officer belongs to another Province, will move the *Accountant General* of his Province to do so.

**1034.** A Collector or other District Officer may authorise payment in any of the outlying treasuries subordinate to his District treasury of a pension payable, under proper authority, at his head-quarters, and may transfer the

payment of a pension from such subordinate treasury to the District treasury, or from one subordinate treasury to another in the same district.

## Certificate of Non-Employment.

**1035.** (*a*) A pensioner drawing pension in India is required to append to his bill a certificate as follows :—

*"I declare that I have not received any remuneration for serving in any capacity, either in a Government establishment or an establishment paid from an Incorporated Local Fund, during the period for which the amount of pension claimed in this bill is due.*

(*b*) In the case of a pensioner permitted under Chapter XXI to draw pension after re-employment, this certificate should be modified according to the facts.

## Renewal of Permanent Pay-order.

**1036.** When the reverse of a Permanent Pay-order is filled up, or when the pensioner's half is found to be worn or torn, both halves should be returned to the *Accountant General* for renewal.

**1037.** If a pensioner loses his half of the Permanent Pay-order, the Disbursing Officer's half should be returned to the *Accountant General,* in order that he may issue a new order. The observance of Rule 2 under Article 1025 will prevent any payment being made on the half alleged to be lost.

## Lapses and Forfeitures.

**1038.** If a pension payable in India remains undrawn for more than six months, the Permanent Pay-order must be returned to the *Accountant General,* and the pension ceases to be payable.

**1039.** If the pensioner afterwards appears, the Disbursing Officer may reclaim the Permanent Pay-order and renew his payments; but the arrears cannot be paid without the order of the *Accountant General,* and if the pension in arrears is to be paid for the first time, or if the amount of arrears exceeds ₹1,000, without the previous sanction of the Local Government obtained through the *Accountant General.*

NOTE.—[The Local Government may delegate its powers under this Article to Commissioners of Divisions or to such other Officers as it may desire.]

**1040.** If the suspension of payment is attributable to error or neglect by any Public Officer, the *Accountant General* may direct payment of the arrears without taking the orders of the Government.

## Deceased Pensioners.

**1041.** (*a*) On the death of a pensioner, payment of any arrear actually due may be made to his heirs, provided that they apply within six months

from his death : it cannot be paid thereafter without the sanction of the Local Government.

NOTE.—[The Local Government may delegate its powers under this Article to Commissioners of Divisions or to such other Officers as it may desire.]

(*b*) But if the arrears do not exceed R100, and the case presents no peculiar features, the *Accountant General* is empowered to pass the arrears on his own authority.

(*c*) After payment of the arrears of pension, the Permanent Pay-order should be returned to the *Accountant General* with a report of the date of the death of the pensioner.

**1042.** Subject to the provisions of the preceding Article, the arrears of pension of a deceased pensioner may, if the amount does not exceed R500, be paid to the heirs of the deceased after such enquiry into the rights and title of the claimants as the Collector or other officer responsible for the payment may deem sufficient. If, however, there is any reasonable doubt in regard to the claim or title of the heirs, or if the amount due exceeds R500, the payment should be made only to the person duly authorised to receive assets belonging to the estate of the deceased.

**1043.** Even if the pension has not been sanctioned before the death of the officer, the payment may be made under the orders of the authority who would have been competent to sanction the pension if the officer had not died.

**1044.** If an officer dies before actually retiring or being discharged, his heirs have no claim to anything in respect to the officer's pension.

## Annual (Mortality) Returns.

**1045.** (*a*) An annual return of pensioners in Form No. 17 should be sent to the *Accountant General* from every office whence pensions are disbursed.

(*b*) The *Accountant General* will submit to the Government of India a consolidated abstract of these returns in the same form ; and also a statement in Form No. 18, comparing the actual rates of mortality with the probable rates calculated for Native Army Pensioners according to the table at foot of the Statement.

(*c*) The return should include all pensioners to whom civil pensions have been granted.

(*d*) The object of the return is explained in the following extract from a Resolution of the Government of India in the Finance Department, No. 1586, dated 22nd March 1871 :—

"The Governor General in Council has had under consideration the question of how to guard against fraudulent claims to pensionary allowances being put forward by strangers after the actual incumbents are dead.

"The chief protection against such claims must be the careful testing by the Disbursing Officer of each claim at the time it is presented.

"But it seems advisable also that statistical information regarding pensions should be kept up and, for this purpose, His Excellency in Council is pleased to direct that, from every office where pensions are disbursed, Returns in the annexed Form (No. 17) shall annually be made to the Account Office to which it is subordinate :—

(1) For pensions not exceeding R10.
(2) For pensions exceeding R10 and not exceeding R50.
(3) For pensions exceeding R50.

"The Account Officers should scrutinise the information thus received, in order that enquiry may be at once made where any remarkable longevity appears, or where any other anomalous features present themselves.

*Article 1049.*

*Page 287.*

*Substitute the words* "monthly in arrear" *for the word* "quarterly" *in this article, and add the following :—*

The quarterly dates to which Military (including those of Military Officers in Civil employ), Medical (including annuities), Ecclesiastical, and Marine annuities and pensions are made up, are 15th February, 15th May, 15th August, and 15th November; whilst the quarterly dates to which other annuities and pensions are made up are 15th January, 15th April, 15th July, and 15th October, respectively. Payment in each case is made on or after the day following.

Advances (omitting shillings and pence) of one-third, approximately, of the net quaterly amount are payable on the 16th of the first and second month of each quarter, and the balance of the three months, less Income Tax, and other deductions (if any) on the quarterly dates on which the annuity or pension is payable as specified above. (54.) (Financial Department No. 4834, dated 2nd December 1892.)

"His Excellency in Council is well aware that there is great difficulty in exercising a check by such means on the action of local officers. The instances in any single Disbursing Office are necessarily too few to warrant the assumption that their departure from mathematical regularity requires any special explanation; and, on the other hand, in the compilation of the figures of several Offices, the effects caused by the perpetration of frauds in any one would probably disappear in the mass.

"But while His Excellency in Council, in view of this difficulty in supervising this particular part of their work, confidently expects at the hands of local Officers extreme caution in dealing with claims to pension, he does not doubt that the information contained in the Forms now prescribed will be found, in both central and local Offices, to be of great value."

**1046.** The Local Government should instruct the Police or some other suitable subordinate agency to report promptly to the District Officer the death of any civil pensioner; and District Officers should enquire immediately into the cause of the non-appearance of any pensioner to draw his pension.

## Section III.—Payment in England.

ARTICLE

PROCEDURE . . . . 1047 | INTIMATION OF REVISION . . 1050

### Procedure.

**1047.** When a pension is granted to an officer who desires that payment thereof from the date of its commencement should be made at the Home treasury of the Government of India, the *Audit Officer*, who audits the pay of the officer or the pay of the establishment in which the officer has been employed, should, on receipt of sanction to the grant of pension, issue a last-pay certificate, and forward a duplicate thereof, together with copy of the first page of application for pension and the order of the *Local Government* granting the pension—

(i) In the case of a pension granted to an officer serving elsewhere than under the Government of Madras or Bombay, to the Government of India, in the Finance Department;

(ii) In the case of a pension granted to an officer serving under the Government of Madras or Bombay to the Government of Madras or Bombay, as the case may be:

in view to the necessary instructions being sent to the Secretary of State. These instructions should always request that payment be made from some specific date, the date being ascertained from the last-pay certificate.

**1048.** If the pension is not wholly chargeable against the *General Revenues*, care must be taken to state in the certificate how it is to be charged.

**1049.** At the Home treasury pensions are payable quarterly.

### Intimation of Revision.

**1050.** Intimation of any revision of a pension paid at the Home treasury should be made to the Secretary of State, so as to reach him before the pensioner is informed.

## Section IV.—Payment in a Colony.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| General Rule . . . | 1051 | Rate of Exchange . . | 1057 |
| Issue of Warrant . . . | 1053 | Transfer of Payment . . | 1058 |
| Account Rules . | 1060 | | |


### General Rule.

**1051.** The rules in this Section apply to pensions granted under the rules in any Chapter of these Regulations.

**1052.** The pension of a pensioner residing in any Colony named in Appendix No. 17 may be paid there.

### Issue of Warrant.

**1053.** The authority for payment of a pension in a Colony shall be a Warrant in Form No. 19 to be issued—

(i) in the case of a pension granted to an officer serving elsewhere than under the Government of Madras or Bombay, or paid from an Indian treasury not in account with the Accountant General, Madras or Bombay;—by the Comptroller, India Treasuries.

(ii) in the case of a pension granted to an officer serving under the Government of Madras or Bombay, or paid at any treasury in account with the Accountant General, Madras or Bombay;—by the Accountant General, Madras or Bombay, as the case may be.

**1054.** When a pension is first granted to an officer serving otherwise than under the Government of Madras or Bombay, and the pensioner desires that his pension shall be paid in a Colony, or when transfer of payment of a pension heretofore paid at some Indian treasury not in account with the Accountant General, Madras or Bombay, from India to a Colony is desired, the *Accountant General* shall furnish all particulars to the Comptroller, India Treasuries, who will issue the necessary Warrant.

**1055.** When a pension is first granted to an officer serving under the Government of Madras or Bombay, and the officer desires that his pension shall be paid in a Colony, or, if transfer of payment of a pension hitherto paid at some treasury in account with the Accountant General, Madras or Bombay, from India to a Colony is desired, the Accountant General, Madras or Bombay, as the case may be, will issue the necessary Warrant.

**1056.** Every Warrant shall be issued in duplicate. The original, bearing the payee's signature, should be forwarded to the Colonial Authority concerned, and the duplicate should be made over to the payee. Each payment should be endorsed on the back of both the original and the duplicate Warrant,

*Article 1057.*

*For the words* "in a country", *in the first and second lines of note 1, and in the first line of note 2 under this article, substitute the words* "in any country other than India". (93.)

an acknowledgment of receipt of money being rendered by the payee. When no space for such entries remains, or when a Warrant is lost or destroyed, a fresh Warrant shall be issued by the Officer who issued the original Warrant on application being made through the Colonial Disbursing Officer.

## Rate of Exchange.

**1057.** Pensions stated in Indian money shall, where the standard of currency of the Colony is gold, except when it is otherwise arranged, be paid in sterling money at the rate of exchange annually fixed for the adjustment of transactions between the British and Indian Governments, subject to the condition that the rate of 1*s.* 9*d.* the rupee is fixed, with effect from the 1st of April 1890, as the minimum rate at which the conversion into sterling shall be effected. If any payments are made at a different rate or otherwise erroneously, they should be adjusted in subsequent payments.

NOTE 1.—[The same rate of exchange is adopted in issuing gratuities to persons residing in a country in which gold is the standard of currency. But when the service of an officer to whom a gratuity is granted terminates in India, the gratuity should be paid in India.]

NOTE 2.—[A pensioner who has been resident in a country in which the standard of currency is gold, ceases to be entitled to draw his pension at the minimum rate of 1*s.* and 9*d.* the rupee after a continuous absence of six months. After such absence he shall be held to be no longer resident therein, unless he shall adduce satisfactory evidence of continued residence to the Secretary of State. Failing such evidence all pension accruing after the first six months of absence will be converted at the rate of exchange annually fixed for transactions with the British Government.]

## Transfer of Payment.

**1058.** In case a pensioner desires transfer of payment of his pension from one Colony to another, the Government of India will recognise the proceedings of the Colonial Authorities sanctioning such transfer, which should, however, be reported separately by the pensioner to the Government of India and to the Under-Secretary of State for India.

**1059.** Upon his return to India an officer should deliver up his duplicate Warrant, which will serve the purpose of a last-pay certificate.

## Account Rules.

**1060.** The Accountants General, Madras and Bombay, and the Comptroller, India Treasuries, will forward to the Comptroller General a statement prepared for each of the quarters ending on the 31st March, 30th June, 30th September, and 31st December, showing the Warrants for pensions issued during the quarter. These quarterly statements will be forwarded by the Comptroller General to the India Office. If any pension is chargeable, either wholly or in part, to other than Indian Revenues, the proportion chargeable to each separate source should be shown in these quarterly statements.

**1061.** Payments made in those Colonies which exchange Accounts Current with the Government of India will be adjusted through those Accounts Current. Payments made in other Colonies will be adjusted in the Accounts of the Home treasury of the Government of India.

# Chapter XLV.—Members of the Indian Civil Service.

## Section I.—Applications.


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| MEMBERS OF THE INDIAN CIVIL SERVICE ON THE BENGAL ESTABLISHMENT SERVING UNDER LOCAL GOVERNMENTS . . . . | 1064 |
| MEMBERS OF THE INDIAN CIVIL SERVICE ON THE MADRAS OR BOMBAY ESTABLISHMENT . . | 1065 |
| DURING LEAVE TO EUROPE . . | 1066 |
| GRANT OF PENSION . . . | 1067 |


### Extent of Application.

**1062.** The rules in this Section apply to all members of the *Indian Civil Service*.

### Members of the Indian Civil Service on the Bengal Establishment serving under the Government of India.

**1063.** A Member of the Indian Civil Service on the Bengal Establishment serving immediately under the Government of India, if he be in India, shall submit his application for permission to resign the service, and for an annuity, to the Government of India, in the Department under which he is serving; and the Department receiving the application will forward it, with any remarks that may be necessary, to the Home Department, which should obtain the report of the Comptroller, India Treasuries, upon the officer's claim in respect of service and active service, and also as to whether there are any demands against him on account of the deduction prescribed in Article 615, or on any other account.

### Members of the Indian Civil Service on the Bengal Establishment serving under Local Governments.

**1064.** Any other Member of the Indian Civil Service on the Bengal Establishment, if he be in India, shall submit his application to the Local Government under which he may be serving; and the Local Government will forward the application, with any observations which may be necessary, to the Government of India in the Home Department, together with a No-demand Certificate from the *Accountant General*.

1. When preparing the No-demand Certificate, the *Accountant General* should send the officer a copy of Article 1070.

## Members of the Indian Civil Service on the Madras or Bombay Establishment.

**1065.** A Member of the Indian Civil Service on the Madras or Bombay Establishment if he be in India, shall submit his application to the Government of Madras or Bombay, as the case may be, who will obtain the report of the Accountant General and the No-demand Certificate as provided in the two preceding Articles.

## During leave to Europe.

**1066.** (*a*) A Member of the Indian Civil Service, who wishes to retire from the service while on leave in Europe, must submit his application to the Secretary of State.

(*b*) When an officer makes his application under this Article, whether after completing his full period of service, or after having been declared by the Medical Board to be unfit for further service in India, his resignation is accepted, subject to the adjustment of any demands that may be standing against him in India; and he is directed to apply to the Government of India, the Government of Madras, or the Government of Bombay, as the case may be, for the annuity or gratuity to which his length of service may entitle him.

## Grant of Pension.

**1067.** (*a*) In the case of a Member of the Indian Civil Service on the Bengal Establishment, if his resignation be accepted, the case should be forwarded to the Finance Department of the Government of India, in which Department a Resolution will be recorded, granting the annuity or gratuity to which the officer may be entitled.

(*b*) The copy of this Resolution forwarded to the officer will be his authority for drawing his annuity or gratuity.

(*c*) In the case of a Member of the Indian Civil Service on the Madras or Bombay Establishment, the Resolution will be issued by the Government of Madras or Bombay, as the case may be.

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## Section II.—Payment.

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| | Article | | Article |
|---|---|---|---|
| Commencement of Annuities | 1068 | Transfer of Payment | 1073 |
| Manner of Payment | 1071 | Account Rules | 1074 |
| Payment in a Colony | 1076 | | |


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## Commencement of Annuities.

**1068.** The annuity of an officer who leaves India by sea, when retiring

from the service at the end of subsidiary leave, begins, and his subsidiary leave ends, on the day of the departure of the vessel in which he sails.

NOTE.—[As soon as an officer gives over charge of his office, the *Accountant General* should furnish the following information to the Government of India in the Finance Department, if the officer is a Member of the Indian Civil Service on the Bengal Establishment, and to the Government of Madras or Bombay, if the officer is a Member of the Indian Civil Service on the Madras or Bombay Establishment :—

(1) Name of officer.
(2) Date on which he made over charge of his office.
(3) The amount of subsidiary leave granted, if any.
(4) Date up to (and including) which subsidiary leave allowances have been drawn.
(5) What demands, if any, are outstanding against the officer.]

**1069.** The annuity of a Member of Council who has not previously resigned his seat in Council, or whose successor has not entered upon his office, commences from the day following that on which the vessel in which he leaves India sails, or from the expiry of his five years' tenure of office, whichever date is earlier.

**1070.** An officer leaving India on resignation of the service must report the date of the departure of the vessel in which he sails, if he is a Member of the Indian Civil Service on the Bengal Establishment, to the Government of India in the Finance Department; and if he is a Member of the Indian Civil Service on the Madras or Bombay Establishment, to the Government of Madras or Bombay, as the case may be.

NOTE.—[A copy of this Rule should be furnished by the *Accountant General* to every officer (if he be in India) who applies to resign, with an intimation that there will be delay in the commencement of his annuity if he does not report the date of his departure. (*See also Rule 1 under Article 1064.*)]

## Manner of Payment.

**1071.** Annuities are payable in arrear, quarterly, and to date of decease.

**1072.** (*a*) Payment of annuities and gratuities may be taken at the Home treasury in sterling money, or in India in Government rupees, at the following rate :—

(i) If the annuitant was a Member of the Indian Civil Service on the Bengal Establishment,—10⅔ Government rupees for each pound sterling.

(ii) If the annuitant was a Member of the Indian Civil Service on the Madras or Bombay Establishment—10·65 Government rupees for each pound sterling.

NOTE.—[The reasons for the difference in the rates of exchange are to be found in the history of the Annuity Funds. The rates of exchange differ considerably in the various Service Funds.]

(*b*) Provided that any annuitant, who is a permanent resident in India, may, if he wishes to draw his annuity in that country, exercise the option of receiving it at the rate of exchange annually fixed for the adjustment of transactions between the British and Indian Exchequers.

NOTE.—[This rule applies to all officers whose pensions are stated in sterling, and who, being resident in Asia, take payment in India.]

## Transfer of Payment.

**1073.** Transfer from the Home treasury to an Indian treasury, and *vice versâ*, is permitted twice only.

*Article 1071.*

*Page 292.*

*Substitute the word* "monthly" *for the word* "quarterly" *in this article.* (54.) (Financial Department No. 4834, dated 2nd December 1892.)

### Account Rules.

**1074.** Whenever a certificate is issued for the payment of an annuity from the Home treasury, the amount of the annuity must be stated in pounds sterling and not in rupees, and, in the case of transfer of payment from India to the Home treasury, it must be distinctly recorded that no further payment on account thereof will be made in India.

**1075.** A Member of the Indian Civil Service who resigns the Service while he is in Europe, and who has completed the requisite period of service and residence, and elected to draw his annuity from the Home treasury, can obtain advances from the Secretary of State for India, pending receipt of the authorities referred to in Article 1067.

### Payment in a Colony.

**1076.** Payment of annuities may be made in any of the Colonies named in Appendix No. 17 in accordance with the procedure laid down in Chapter XLIV, Articles 1051 to 1061.

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## Chapter XLVI.—Chaplains.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| APPLICATIONS TO WHOM MADE | 1077 | APPLICATIONS IN INDIA | 1079 |
| APPLICATIONS IN ENGLAND | 1078 | GRANT OF PENSION IN INDIA | 1084 |
| LAST-PAY CERTIFICATE | 1085 | | |


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### Applications to whom made.

**1077.** Applications may be made to, and pensions are granted either by the Government of India, the Government of Bombay, or the Government of Madras (as the case may be), or by the Secretary of State.

1. At least six months before a Chaplain, whether of the Church of England or the Church of Scotland, completes his full period of service, a statement should be furnished by the Local Government concerned to the Government of India in the Home Department, for transmission to the Secretary of State, showing the date on which the Chaplain completes such service, whether he is in England or in India. It should also be stated whether he is on duty or on leave, and if the latter, for what period.

### Applications in England.

**1078.** (*a*) A Chaplain proceeding to England on retirement without applying for pension to the Government of India, the Government of Bombay, or the Government of Madras (as the case may be), should procure a certificate—

(i) if he is a Chaplain on the Bengal Establishment, or a Chaplain of

the Church of Scotland serving in the Bengal Presidency;—from the Comptroller, India Treasuries;

(ii) if he is a Chaplain on the Bombay or the Madras Establishment or a Chaplain of the Church of Scotland serving in Madras or Bombay;—from the Accountant General at Bombay or Madras (as the case may be);

showing his service, residence, the amount of pension to which he is entitled, and the date from which his pension may be paid.

The following is the form of the certificate referred to in clause (*a*) :—

CERTIFICATE of service and residence of *A. B.*, a Chaplain of the———Establishment, and of the amount of annuity for which he is eligible :—

| | | | |
|---|---|---|---|
| Total period of service | years | months | days. |
| Total period of residence | years | months | days. |

Computed up to

(Here enter the date of embarkation if that date falls within the period of subsidiary leave; otherwise the date of resignation.)

Amount of annuity for which eligible £ *s.* *d.*

NOTE.—[If the periods of residence and service are less than seventeen and twenty years respectively, a medical certificate is required.]

There are no demands on the books of the Government of India against *A. B.*

*Accountant General.*

Forwarded to the Secretary to the Government of.....

*N. B.*—The above CERTIFICATE having been given on an examination of the Public Accounts up to the latest period found to be practicable on this date, is not to preclude the Government of India from claiming any amount for which the above named officer may hereafter be found to be justly liable.

## Applications in India.

**1079.** A Chaplain belonging to the Bengal Ecclesiastical Establishment, who wishes to obtain pension from the Authorities in India, must submit his application to the Government of India in the Home Department, through the Archdeacon or Bishop of his Diocese.

**1080.** A Chaplain belonging to the Madras or Bombay Ecclesiastical Establishment, must submit his application to the Government of Madras or the Government of Bombay, as the case may be, through the Archdeacon or the Bishop of his Diocese.

**1081.** A Chaplain of the Church of Scotland serving in the Bengal Presidency, who wishes to obtain pension from the Authorities in India, must submit his application to the Government of India in the Home Department, if he is not Senior Chaplain, through the Senior Chaplain of the Church of Scotland.

**1082.** A Chaplain of the Church of Scotland serving in Madras or Bombay must submit his application to the Government of Madras or Bombay, as the case may be, if he is not Senior Chaplain, through the Senior Chaplain of his Presidency.

**1083.** The Home Department, before accepting the resignation of a Chaplain on the Bengal Establishment, or a Chaplain of the Church of Scotland serving in the Bengal Presidency, should obtain a certificate from the Comptroller, India Treasuries, showing the Chaplain's service, residence, and the amount of pension to which he is entitled. The Government of Madras or Bombay, as the case may be, should obtain a like certificate from the Accountant General of the Presidency concerned.

## Grant of Pension in India.

1084. (*a*) In the case of the Bengal Presidency if the Chaplain's resignation is accepted, the case should be forwarded to the Finance Department of the Government of India, in which Department a Resolution will be recorded granting the pension to which the Chaplain may be entitled.

(*b*) In the case of the Madras or Bombay Presidency the procedure is the same, but the Resolution is issued by the Government of Madras or Bombay, as the case may be.

## Last-pay Certificate.

1085. A Chaplain to whom pension has been granted in India should be careful before proceeding to England to obtain the usual certificate of the last issue of pay or pension to him in India.

# PART XI.—REGULATIONS RELATING TO TRAVELLING ALLOWANCES.

## GENERAL ARRANGEMENT.


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# Part XI.—REGULATIONS RELATING TO TRAVELLING ALLOWANCES.

## Chapter XLVII.—Definitions and General Rules.

### Section I.—Principles of Calculation.


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#### Definitions.

**1086.** Travelling allowance is given to an Officer to cover the actual travelling expenses incurred by him in travelling in the interests of the public service.

**1087.** It is a fundamental principle that the allowance is not to be a source of profit, and, save as specially provided in these Regulations, no allowances are granted to meet the expenses of the families of Officers accompanying them when travelling on duty.

#### Route for calculation of Travelling Allowance.

**1088.** (*a*) For the purpose of calculating Travelling Allowance, a journey between two stations shall be held to be performed by the shortest of two or more practicable routes, or by the cheapest of such routes as may be equally short.

(*b*) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling.

(*c*) If an Officer travels by a route which is not the shortest, but which is cheaper than the shortest, his Travelling Allowance is calculated by the route by which he makes the journey.

**1089.** In case of doubt the Local Government may declare which shall be regarded as the shortest of two or more routes between any two stations.

**1090.** The Local Government, for special recorded reasons, may permit Travelling Allowance to be calculated by a route other than the shortest or cheapest, provided that the journey is actually performed by such route.

**1091.** The point in any station from which a journey is to be held to commence, or at which it is to be held to end, shall be the chief public office

or any other point which may be fixed for the purpose by the Local Government.

NOTE.—[In this and the two preceding Articles, the term "Local Government" does not include the Head of a Department.]

## When means of locomotion are supplied.

**1092.** An Officer who is provided with the means of locomotion at the expense of the State or of *Local Funds*, either—

(i) may draw, in lieu of all other travelling allowance, any *actual travelling expenses* not exceeding half the allowance ordinarily admissible, or

(ii) is subject to the deduction from his travelling allowance of such fixed hire or charge as the *Local Government* may by any general rules determine.

NOTE.—[Elephants required for the conduct of professional operations, which cannot be conveniently or safely performed without such aid, and not for personal use, may be supplied at the charge of Government.]

1. The case of an officer who is supplied with a boat or carriage, but who pays all expenses of its use or propulsion, does not fall within clause (i) of this Article: in such cases a fixed hire under clause (ii) may be charged.

2. Except in the cases mentioned in clauses (*b*), (*c*), and (*e*) of Rule 3, the claim to travelling allowance of an officer who is entitled to or is allowed free transit by railway, whether under a free pass (see Appendix No. 18) or otherwise, is dealt with under clause (i).

3. The rules contained in this Article do not apply to the following officers:—

(*a*) officers of the fourth class;

(*b*) the officers specified in Article 1171 except in cases of transfer;

(*c*) Police Superintendents, Inspectors, and Chief Constables in Bombay employed exclusively on railways, who are not liable to have their allowances reduced when they use a free pass;

(*d*) officers and establishments referred to in Articles 1264, 1268, and 1268A, who are in all cases entitled to half the daily allowance ordinarily admissible.

(*e*) Postal officers of the first, second and third classes when travelling by railway. To these officers, except those provided for in Articles 1172 and 1173, travelling allowance is admissible under the ordinary rules for a journey by railway for which they are allowed or entitled to free transit. But the amount admissible is reduced by the amount of the fare which but for such free transit would have been paid.

This rule also applies in the case of transfer to all Postal officers of the first, second, and third classes, including those provided for by Articles 1172 and 1173.

(*f*) The establishment which accompanies the Commissioner in Sindh when travelling on board the S. S. *Jhelum*, on a certificate from the Commissioner that complete camp equipage was maintained throughout the period occupied by such journeys.

## Camp Equipment and Horses.

**1093.** When the Local Government is satisfied that it is in the interests of the public service that an officer required to travel on public duty should send his horses or camp equipment or both by steamer or railway, it may, by special order in each case, permit him to recover, in addition to his authorised travelling allowance, the actual cost of their carriage, including, whether separately charged for or not, the cost of conveyance of one syce and one grass-cutter for each horse.

NOTE.—[An officer in receipt of a permanent monthly travelling allowance is not entitled to the privilege of this Article.]

**1092.** An officer who is provided with the means of locomotion at the expense of the State or of *Local Funds*, either—

(i) may draw, in lieu of all other travelling allowance, any *actual travelling expenses* not exceeding half the allowance ordinarily admissible, or

(ii) is subject to the deduction from his travelling allowance of such fixed hire or charge as the *Local Government* may by any general rules determine.

NOTE.—[Elephants required for the conduct of professional operations, which cannot be conveniently or safely performed without such aid, and not for personal use, may be supplied at the charge of Government.]

1. The case of an officer who is supplied with a boat or carriage, but who pays all expenses of its use or propulsion, does not fall within clause (i) of this article: in such cases a fixed hire under clause (ii) may be charged.

2. The rules contained in this article do not apply to the claim to travelling allowance of an officer who is entitled to or is allowed free transit by railway, whether under a free pass or otherwise. They apply to officers who are allowed a reserved railway carriage at Government expense.

3. The rules contained in this article do not apply to the following officers:—

(*a*) officers of the fourth class;

(*b*) officers and establishments referred to in Articles 1264, 1268 and 1268-A., who are in all cases entitled to half the daily allowance ordinarily admissible;

(*c*) the establishments accompanying the following officers:—

(*a*) Commissioner, Sind
(*b*) Deputy Commissioner, Upper Sind Frontier
(*c*) Superintending Engineer, Sind
} when travelling on board the steamer placed at their disposal.

(*d*) Executive Engineer, Eastern Nara . . when travelling on board the steamer placed at his disposal,

on a certificate from the officer concerned that complete camp equipage was maintained throughout the period occupied by the journey.

(*d*) The Commissioner of Customs, Salt, Opium and Abkari, and the Collector, Deputy Collector, and Assistant Collectors of Salt Revenue in Bombay, when travelling by boat supplied at the expense of the State.

(*e*) Gazetted officers of the Forest Department serving in the Sunderbans Division, when provided with the means of locomotion at the expense of the State, are entitled to half the daily allowance ordinarily admissible.

(1093) See below the Slip

**1094.** The *Local Government* may prescribe such limitation as it thinks fit regarding the maximum weight of *camp equipment* and number of horses to be carried by an Officer of any class or Department, and may, subject to such limitations, delegate its power of special sanction under Article 1093 to any Head of a Department or Controlling or Inspecting Officer.

**1095.** In Burma, Article 1093 may, at the discretion of the Chief Commissioner, be applied to the carriage of horses by vessels other than steamers.

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## Section II.—Classification of Officers.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| GENERAL CLASSIFICATION . . . | 1096 | TEMPORARY EMPLOYÉS . . . | 1101 |
| COMBINATION OF APPOINTMENTS . | 1102 | | |


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### General Classification.

**1096.** For the purposes of this Part of the Regulations "Officers" are divided into four classes:—

**First.**—The first class includes Members of the Indian Civil Service, *Statutory Civil Servants*, Military Commissioned Officers (including Officers holding honorary commissions), *Warrant Officers of the first class*, *Chaplains*, the Officers mentioned in Appendix No. 19 (whatever be their pay), and any other Officer who holds an appointment the pay or maximum pay of which exceeds ₹500.

**Second.**—The second class includes *Warrant Officers of the second class*, Non-Commissioned Military Officers, Assistant Surgeons, Civil Apothecaries in Madras, Probationary and Assistant Superintendents of the Post Office, Sub-Deputy Collectors in Bengal and Assam, Assistant Deputy Educational Inspectors in Bombay, the Deputy Superintendent of the Toshakhana Establishment attached to the Foreign Department, Probationary Deputy Collectors in Lower Bengal, when employed on famine relief duty, and any other Officer, not included in the first class, who holds an appointment the pay or the maximum pay of which exceeds ₹100.

**Third.**—The third class includes all Officers in superior service not included in the first or second classes, and jail warders in the Bombay Presy drawing more than Rs 10 a month.

**Fourth.**—The fourth class includes all Officers in inferior service.

NOTE.—[Fitters and other mechanics employed on State Railways, and drawing a higher rate of pay than ₹12 a month, are held to be officers of the second or third class, according as their pay does or does not exceed ₹100 a month.]

**1097.** Honorary Magistrates, who are not officials of Government, may, when employed on local investigations at a distance of more than five miles from their residence, or the Court in which they sit, draw for journeys by rail double second class fare, and for journeys by road four annas a mile.

**1098.** The *Local Government* may declare to what class an Officer, whose whole time is not retained for the Public Service, or who is paid partly or

wholly by fees, belongs, and to what daily allowance such an Officer is entitled; provided that no Officer of the second class may receive a higher daily allowance than R3, and no Officer of the first class may, without the sanction of the Government of India, receive a higher daily allowance than R5.

NOTE.—[In Bombay the Travelling Allowance of Government Pleaders is regulated by special local rules.]

**1099.** An Officer on Special Duty belongs, in the absence of a special order of the *Local Government* to the contrary, to the class to which he belonged immediately before he was placed on such duty.

**1100.** An Officer during transfer from an appointment in one class to an appointment in another class belongs to the class to which he would belong if holding the lower of the two appointments.

## Temporary Employés.

**1101.** Whenever any person is employed temporarily, by competent authority, as an extra servant on any establishment, he is entitled to Travelling Allowances under the Rules applicable to public servants of corresponding rank permanently employed on that establishment.

## Combination of appointments.

**1102.** An Officer holding, either temporarily or permanently, two separate appointments, is entitled only to the Travelling Allowance attached to one of the appointments; but in the case of permanent allowances, the Local Government may grant such allowance as may be necessary, not exceeding the aggregate of the allowances attached to both appointments, if it considers that the Officer is, by reason of holding both appointments, obliged to incur additional travelling expenses beyond what he would have incurred if holding only one of them.

**1103.** An Officer placed in charge of the current duties of an office is not entitled to the Travelling Allowance attached to the office, except under the special order of the *Local Government* and in the following cases:—

(*a*) An Officer placed in charge of the office of a District Superintendent or Assistant District Superintendent of Police may draw Travelling Allowance as if he were a District Superintendent or Assistant District Superintendent of Police, if he actually travels on public duty during the period of the charge. But Inspectors placed in charge of districts in Assam are allowed a special rate of daily allowance (*see Part II of Appendix No. 25*).

(*b*) A Survey Officer in the Survey of India, whatever his substantive rank may be, draws, when in charge of a Survey Party, the Travelling Allowance of a Deputy Superintendent.

(*c*) In the North-Western Provinces and Oudh, Upper or Lower Subordinates when placed in charge of a district in the Buildings and Roads Branch, in consequence of the absence of a District Engineer on leave or other cause recognized by the rules of the Civil Service Regulations, or Upper Subordinates when placed in charge of "Irrigation Revenue Subdivisions," are allowed

(c) A certain number of Upper or Lower Subordinates, according to a scale to be sanctioned from time to time by the Government of India, Public Works Department, placed in charge of Districts of the Buildings and Roads Branch, North-Western Provinces and Oudh; and Upper Subordinates, according to a scale similarly sanctioned, placed in charge of Sub-Divisions of the Irrigation Branch, Bengal, North-Western Provinces and Oudh, and the Punjab, are allowed travelling allowance at the rates admissible to Assistant Engineers.

Travelling Allowance at the rates admissible to Assistant Engineers. This rule applies to Upper Subordinates placed in charge of Irrigation Revenue Subdivisions in the Punjab and in Bengal. The number of Subordinates who may be placed in charge of Irrigation Revenue Subdivisions is fixed from time to time by the Government of India in the Public Works Department.

# Chapter XLVIII.—Mileage Allowances.

## Explanation.

**1104.** The rules in this Chapter are rules of calculation only; that is, they prescribe the method of calculating travelling allowances in those cases in which they are regulated by the distance travelled. The succeeding Chapters must be referred to for a definition of the circumstances under which the title to the allowances accrues.

## Section I.—Travelling by Railway.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| CLASS ACCOMMODATION . . . | 1105 | HIGHER CLASS FOR LOWER FARE . | 1108 |
| ORDINARY ALLOWANCE . . . | 1107 | UNOPENED LINE . . . . | 1109 |


### Class Accommodation.

**1105.** Officers travelling by railway on the Public Service are entitled to class accommodation according to the following scale:—

(*a*) *Officers of the First Class*—First, or, where there are only two classes, upper class.

(*b*) *Officers of the Second Class*—Second, or, where there are only two classes apart from the intermediate, upper class.

(*c*) *Officers of the Third Class*—Intermediate class, or if there be in the train by which he is required to travel no accommodation intermediate between the second and the lowest class, then—

(i) where there are only two classes,—Lower class;

(ii) where there are three classes—

(1) if the Officer's pay is not less than ₹50, second class;

(2) otherwise, third class.

(*d*) *Officers of the Fourth Class*—Lowest class, whether called lower, third, or fourth.

**1106.** As an exception to the preceding Article the Native Assistant to the Agent to the Governor General at Baroda, and the Lady Superintendents in

the Female Training Colleges at Ahmedabad and Poona, are entitled to first class accommodation when travelling by railway.

## Ordinary Allowance.

**1107.** (*a*) The allowance admissible to an Officer of the first, second, or third class for journeys by railway, is double the fare of the class in which he is entitled to accommodation.

(*b*) An Officer of the fourth class draws as Travelling Allowance the fare of the class in which he is entitled to accommodation.

*Exception.*—The undermentioned Revenue and Forest Officers in Madras receive mileage at the following rates when "travelling by railway" with *camp equipment* within their jurisdiction:—

| | Annas. |
|---|---|
| Collectors and Conservators . . . . . | 6 |
| Sub-Collectors, Head, Senior, and Special Assistant Collectors, Deputy Conservators and Forest Settlement Deputy Collectors . . . . | 4 |
| Assistant and Deputy Collectors and Assistant Conservators . . . | 3 |

## Higher Class for Lower Fare.

**1108.** When an Officer is entitled to travel in a higher class at a lower fare, his Travelling Allowance must be reduced by the amount by which the fare of the class in which he travels exceeds the fare actually paid.

## Unopened Line.

**1109.** (*a*) An Officer of the Public Works and Telegraph Departments travelling on an unopened line of railway by trolly, material train, or engine, draws in addition to the actual cost of haulage (if any) the following mileage allowances, *i.e.*—

| | | |
|---|---|---|
| If an Officer of the first class . . . . . | | 1½ annas. |
| Ditto | second „ . . . . . | 9 pies. |
| Ditto | third or fourth class . . . . . | 3 „ |

(*b*) This Article is not applicable to Officers of the Consulting Engineer's Department, or to Officers attached to open lines of railway.

(*c*) An Officer cannot draw any other allowance in lieu of, or in addition to, this special allowance, except—

(i) when he makes a journey of less than twenty miles partly by trolly and partly by road, in which case he can only draw daily allowance for the whole journey;* and

(ii) when he remains absent from head-quarters for a night, in which case he can draw, at his option, either daily allowance, or the allowance admissible under this Article.

(iii) when the conditions of Article 1166 (*a*) are satisfied, in which case he may draw also the allowances admissible under that Article.

NOTE.—[The special allowance declared admissible by this Article is not affected by Article 1092.]

* When the journey is more than twenty miles, and is made partly by road and partly by trolly, the allowances are regulated by Article 1170 (iii).

## Section II.—Travelling by Sea or River.


| | Article | | Article |
|---|---|---|---|
| Scale of Accommodation | 1110 | Government Vessels | 1120 |
| Table-Money | 1115 | Crossing River by Steamer | 1124 |
| | | Embarking and Disembarking | 1125 |


### Scale of Accommodation.

**1110.** The allowance admissible to an Officer when travelling by sea or in a river steamer, is either free accommodation on the undermentioned scale, or the amount of passage-money actually paid for accommodation on that scale:—

(*a*) *Officer of the First Class*—First class accommodation for himself, and lowest class accommodation for two or (if the Officer's salary is not less than R1,000) three servants.

(*b*) *Officer of the Second or Third Class*—Middle or second class accommodation for himself and lowest class accommodation for one servant.

1. If there are only two classes of accommodation in a steamer, an officer of the second class is entitled to accommodation by the higher of the two classes, and an officer of the third class to accommodation by the lower of the two. If there are four classes of accommodation, an Officer of the second class is entitled to second class accommodation and an Officer of the third class to third class accommodation.

(*c*) *Officer of the Fourth Class*—Lowest class accommodation.

**1111.** The preceding Article is subject to the following provisos:—

(*a*) An Officer of the second class whose pay is not less than R200 may elect for any journey to claim accommodation under clause (*a*), in which case he will also come under the other rules in this Section applicable to first class Officers.

(*b*) The Head of the Office may direct that any non-gazetted Officer whose pay does not exceed R30 shall be allowed accommodation under clause (*c*) only.

**1112.** The Director of the Indian Marine, when travelling on duty by sea or in a river steamer, may recover the actual cost incurred by him in securing reserved accommodation up to an amount not exceeding double that admissible as passage-money for himself under Article 1110 (*a*).

**1113.** Local Governments shall have power to decide to what class of accommodation any particular Officer is entitled, in cases of doubt or in cases in which, owing to the arrangement of the classes on the steamer, the rules, if construed strictly, involve hardship.

**1114.** Except as provided in Articles 1093, 1205, and 1208, no more personal luggage can be carried at the expense of the State than the quantity the freight on which by custom is included in the charge for passage.

## Table-money.

**1115.** If board is provided on the vessel either by its owners or its Commander or otherwise, the charge for such board, whether actually included in the passage-money or not, is reckoned as passage-money for the purpose of Articles 1110 to 1114, but in that case table-money is recovered from an Officer of the first class (other than a *Native of India*, hindered by caste or other scruples from availing himself of the board so provided) at the following rates for every day on which dinner is provided for him on board:—

(i) If the board includes wines and liquors, three-twentieths of salary up to a maximum of ₹8.

(ii) If the board does not include wines and liquors, three-fortieths of salary up to a maximum of ₹4.

**1116.** If board is not provided on the vessel, or, though provided, cannot, owing to caste or other religious scruples, be availed of, an Officer of the second, third, or fourth class is entitled to table-money for every day on which he dines on board—

(i) At the rate of daily allowance prescribed in Article 1167, subject to a minimum of four annas for himself and for each member of his family for whom passage-money is admissible and who is not less than six years of age; and

(ii) At half such rate for each such member of his family who is less than six years of age.

*Explanation.*—Table-money is not recovered from an Officer of the second, third, or fourth class in the case mentioned in Article 1115, nor paid to an Officer of the first class in the case mentioned in Article 1116.

**1117.** As an exception to Articles 1115 and 1116, *Port Officers* are entitled to table-money at the rate of daily allowance prescribed in Appendix No. 20.

**1118.** A second class passenger is not entitled to be supplied with mess at the Commander's table, unless no other mess is provided on the steamer.

**1119.** When the route by which an Officer is entitled to draw Travelling Allowance embraces a journey by sea which is not actually undertaken (whether owing to the Officer's not travelling by the direct route or otherwise), table-money should be recovered from or paid to such Officer for the average number of days which the passage occupies; such average, in case of doubt, being determined by the Local Government.

## Government Vessels.

**1120.** An Officer is bound to travel in an Indian Government vessel, if suitable accommodation be offered to him.

**1121.** (*a*) Articles 1110 and 1111 apply, so far as regards the nature and amount of accommodation to be furnished, to an Officer travelling otherwise than on payment of passage-money in a vessel the cost of which is paid by the State or from *Local Funds*. Article 1204 applies to such an Officer.

(*b*) This Article does not apply to an Officer travelling by a vessel the crew of which is not paid for by the State or *Local Funds*, but by the Officer using it. Article 1092 applies to such a case.

*Articles 1127, 1170 (ii),*

*and Rule 1 under 1170 (ii).*

*Strike out the comma which appears between the words* "Non-
etted" *and* "Ministerial" *in these Articles, and insert* "a" *be-*
en "or" *and* "Menial". (1) (Official Diary No. 8401 of 1889.)

*Article 1117.*

*Substitute the following for this article:—*

**1117.** Port Officers when travelling on detached duty are not subject to any deduction on account of table-money if board is provided on the vessel; and, if board is not provided, they are entitled to table-money at the rates of daily allowances prescribed in Appendix No. 25. (82.)

1122. The rates payable to Commanders of Indian Government vessels for the entertainment on board of such vessels of Officers of the first and second classes, together with their families and servants, and all Officers in inferior service, when such Officers travel as ordinary passengers, are given in Appendix No. 21.

1123. The rates payable for the entertainment of any Officers and their families on board Her Majesty's ships of war in the Indian seas, and for the entertainment on board of an Indian Government vessel of Officers travelling on special occasions, are contained in Tables I and II in Appendix No. 21.

NOTE.—[The Superintendent of Port Blair when crossing on board the station steamer travels in his capacity of Superintendent, and not of Chief Commissioner. The rates payable for his entertainment are therefore those provided in Article 1122.]

## Crossing River by Steamer.

1124. The Rules in this Chapter apply to an Officer crossing a river by steamer in the course of a journey; but when such river-crossing occurs in the course of a railway journey and the charge therefor is included in the railway fare, the rules in Section I of this Chapter regarding travelling by railway are applied.

## Embarking and Disembarking.

1125. In addition to passage-money an Officer travelling by sea shall be reimbursed the actual expenses incurred by him in embarking and disembarking at ports, *i.e.*, the charges from the quay to the vessel, such as wharfage-fees, boat-hire, and the like. Charges incurred on shore may not be reimbursed under this Article.

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## Section III.—Travelling by Road.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| DEFINITION. . . . . | 1126 | SPECIAL MILEAGE RATES . | 1129 |
| ORDINARY MILEAGE RATES . . . | 1127 | SPECIAL CONVEYANCE . . | 1131 |


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## Definition.

1126. Travelling by road includes travelling by sea or river otherwise than in a steamer (*e.g.*, by steam launch or by boat), and travelling by canals.

## Ordinary Mileage Rates.

1127. For journeys by road, mileage allowance is calculated at the following rates:—

| | |
|---|---|
| Officers of the 1st class . . . . . | 8 annas |
| " " 2nd " . . . . . | 4 " |
| " " 3rd " . . . . . | 2 " |
| " " 4th " . . . . . | 1 anna |

provided that (except in cases of transfer) a Non-gazetted, Ministerial, or Menial Officer is only entitled to *actual travelling expenses* not exceeding the rate for his class. [*See Rule 1 under Article* 1170 (ii).]

**1128.** In calculating Travelling Allowance at mileage rates, fractions of a mile should be omitted; but only in the total of a bill for any one journey, and not in the various items which make up the bill.

## Special Mileage Rates.

**1129.** (*a*) The under-mentioned Revenue and Forest Officers in Madras receive mileage at the following rates when travelling on tour within their respective districts or charges:—

| | Without Camp. Annas. | With Camp. Annas. |
|---|---|---|
| Collectors and Conservators . . . . . | 8 | 12 |
| Sub-Collectors, Head, Senior, and Special Assistant Collectors, Deputy Conservators and Forest Settlement Deputy Collectors . . . | 6 | 8 |
| Assistant and Deputy Collectors and Assistant Conservators . . . . . | 4 | 6 |

(*b*) A *junior Port Officer* in Madras, although of the second class, draws a mileage of eight annas for a journey on tour.

(*c*) An Overseer in the Public Works Department draws a mileage of only two annas, even though he belongs to the second class.

(*d*) Joint and Assistant Inspectors of Schools in Bengal draw a mileage of six annas for a journey on tour.

**1130.** An Officer travelling by boat in Assam is entitled to mileage at half the rate for his class.

## Special Conveyance.

**1131.** (*a*) When an Officer of a class lower than the first is required by a superior authority to travel by any special means of conveyance the cost of which exceeds the daily allowance under Article 1167 when daily allowance only is admissible, or the mileage allowance admissible under Article 1127, the actual cost of transit by such means may be drawn in lieu of such daily allowance or mileage.

(*b*) When the actual cost of transit is drawn under this Article, the bill must be supported by a certificate signed by the superior authority and countersigned by the controlling authority, certifying that the use of the special means of conveyance was absolutely necessary, and specifying the circumstances which rendered it necessary.

(*c*) The *Audit Officer* will report, for the orders of the *Local Government*, any case in which the concession appears to have been improperly granted.

*Article 1132.*

*Insert the following after the words* "Public Officer" *in the second line of Rule 2 under this Article :—*

"which he is not bound to attend free of charge as a part of his regular duties." (Official Diary No. 83 of 1893.)

# Chapter XLIX.—Travelling Allowances for Journeys on Tour.

## Section I.—General Rules.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| TITLE TO ALLOWANCE . . . | 1132 | JOURNEYS BEYOND JURISDICTION | 1136 |
| LIMITS OF ORDINARY JURISDICTION . | 1135 | TENTS . . . . . | 1141 |
| TENTAGE ALLOWANCES . . | 1142 | | |


### Title to Allowance.

**1132.** An Officer other than one of those referred to in Article 1133, whose duties, whether ordinary or special, necessitate his travelling within, or (under proper authority) beyond the circle of his ordinary jurisdiction, is entitled to Travelling Allowance which may be either—

(*a*) a permanent monthly allowance;

(*b*) a daily allowance.

These may, under certain conditions, be exchanged for mileage under Chapter XLVIII.

(*c*) a conveyance allowance or actual conveyance hire.

Journeys to hill stations do not come within this rule.

1. An Officer, undertaking a journey to attend a Chapter of the Star of India to which he has been summoned, travels on duty within the meaning of this Article.

2. A Chaplain proceeding to a distance from head-quarters to solemnise a marriage, or a Medical Officer leaving his station to attend upon the family of a Public Officer, is not travelling on duty within the meaning of this Article.

**1133.** (*a*) The pay of the Officers named in Appendix No. 22 has been fixed so as to compensate them for the cost of ordinary journeys (other than journeys performed by rail or steamer) within their respective jurisdictions. These officers are not entitled to Travelling Allowance for such journeys. When travelling by rail or steamer within jurisdiction these officers are entitled to the Travelling Allowance admissible under Chapter XLVIII, Articles 1105 to 1125.

(*b*) Such an Officer, when proceeding under proper authority beyond the circle of his ordinary jurisdiction, is entitled to Travelling Allowance for the entire journey, including such part of it as is within his circle.

(*c*) The Judicial Commissioner, Central Provinces, is also under this rule, and is not entitled to any Travelling Allowance for journeys on duty within his jurisdiction.

**1134.** The *Local Government* is empowered to add to Appendix No. 22 subject to confirmation, on report of its proceedings to the Government of India.

### Limits of Ordinary Jurisdiction.

**1135.** A Local Government may fix the limits of ordinary jurisdiction for any Officer or class of Officers, and may impose restrictions upon the duration

and frequency of the journeys of any Officer or class of Officers on any specified duty.

## Journeys beyond Jurisdiction.

**1136.** The sanction of his immediate superior is sufficient authority for any Officer or subordinate proceeding on duty beyond the limits of his charge, but within those of the jurisdiction of such superior.

**1137.** A Local Government may authorise any of its Officers to proceed on duty to any part of the territories within its own jurisdiction; and also to any part of British India beyond the limits of its own jurisdiction when their pay and allowances are chargeable to Provincial revenues; but if their pay and allowances are chargeable to Imperial revenues, the sanction of the Government of India is required when the Officer is deputed beyond the limits of the Province.

**1138.** [This Article has been cancelled.]

**1139.** The orders contained in Articles 1136 and 1137 do not apply to Police Officers acting within their legal powers.

**1140.** An *Accountant General* may, under the orders of the Local Government, pass travelling allowance, or travelling expenses (according to these Regulations) to the Head of an Administration, when he travels on the public service in India outside his jurisdiction, and to any member of his Personal or Secretariat Staff in attendance on him. Such an order is, with reference to the Statute 3 and 4 Will. IV., Cap. 85, s. 79, sufficient authority to the *Accountant General* for assuming that the absence is on the known actual service of the Government.

## Tents.

**1141.** (*a*) The Local Government is empowered to lay down the scale of Government tents to be supplied for the use on tour of any particular Officer or class of Officers for office and, if it think fit, private purposes.

(*b*) When Government tents are used only for office purposes by an Officer on tour, they are carried at Government expense.

(*c*) When Government tents are used partly for office and partly for private purposes, the Officer so using them must, save as provided in Article 1093, pay half the cost of carriage.

(*d*) When Government tents are used wholly for private purposes, the Officer so using them must, unless the case is met by Article 1093, pay the whole cost of their carriage.

## Tentage Allowances.

**1142.** An allowance called tentage is made to the Officers mentioned in Appendix No. 23, to enable them to provide themselves with tents required for their use on tour. Tents so provided are not Government tents within the meaning of the preceding Article.

**1143.** When an Officer proceeds from one appointment, which carries tentage, to another, which also carries tentage, he may draw tentage at the lower of the two rates, during joining time between the two appointments.

NOTE.—[See Rule 1 to Article 1149.]

*Page 310.*

*Article 1137.*

*After the word* "chargeable" *in line 4 of this article insert the words* "wholly or partially", *and before the word* "chargeable" *in line 5 insert the word* "wholly". (76.)

**1144.** An Assistant Superintendent of the Bombay Revenue Survey Department, who is temporarily in charge of a second party, during the absence of another Officer, may draw an additional tentage allowance equal to half the full allowance. In cases, however, in which this rule would cause hardship, the full allowance may be given under the authority of the Government of Bombay.

## Section II.—Permanent Allowances.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| CONDITIONS OF GRANT . . . | 1145 | NOT DRAWN DURING LEAVE, etc. . | 1149 |
| UNDER WHAT CONDITIONS EXCHANGEABLE . . . . . | 1147 | RATE OF ALLOWANCES . . . | 1150 |


### Conditions of Grant.

**1145.** A permanent monthly Travelling Allowance is granted in lieu of all other Travelling Allowances (except Tentage under Article 1142) for journeys within an Officer's circle of duty, and is drawn all the year round, whether the Officer entitled to it is at the time absent from his head-quarters or not. Officers in receipt of permanent monthly travelling allowance should deduct, from the amount drawn each month, the value of the fares for any railway journeys for which they have used a free pass during the month.

**1146.** There are the following exceptions to the preceding Article:—

(*a*) An Excise Darogah in the Central Provinces is entitled, for a journey by rail, to single fare of his class, without deduction of permanent allowance, on a certificate from the Deputy Commissioner of the District that the journey by rail was necessary, and that the Darogah has duly earned the monthly allowance

(*b*) Police Inspectors in Madras and Bombay, who draw permanent monthly Travelling Allowance, may draw single railway fare for a journey by rail, in addition to permanent allowance.

### Under what Conditions exchangeable.

**1147.** The Local Government may, either by a general order applying to a class of Officers or, by a special order, permit an Officer, whose circle of duty extends beyond the limits of a single district, to draw, whenever his *actual travelling expenses* for a duly authorised journey on public duty by *public conveyance* exceed double the amount of his permanent allowance for the period occupied in such journey, the difference between such double permanent allowance and the allowances admissible under Chapter XLVIII, in addition to his ordinary permanent allowance for such period.

**1148.** An Officer in receipt of a permanent monthly allowance may, when proceeding, under proper authority, beyond his jurisdiction, exchange his per-

manent allowance for the entire journey, including such part of it as is within his jurisdiction, for the allowances admissible under Article 1170, the daily allowance being taken to be one-thirtieth of permanent monthly allowance.

## Not drawn during Leave, etc.

**1149.** A permanent monthly allowance cannot be drawn during absence on leave of any description, or joining time between appointments, or for any period for which Travelling Allowance of any other kind is drawn. But save as provided in this Article, a permanent allowance may, at the option of the Officer receiving it, be drawn in lieu of any other Travelling Allowances admissible under these Regulations.

1. The Officer deputed to compile the Administration Report of the Bombay Presidency is entitled to draw any permanent Travelling Allowance and Tentage, to which he would be otherwise entitled during such deputation.

## Rate of Allowances.

**1150.** (*a*) Permanent monthly allowances are granted to the Officers named in Appendix No. 24 at the rates shown therein.

(*b*) Additions to this Appendix can be made only with the sanction of the Government of India.

**1151.** (*a*) The Local Government may grant to a Forest Officer in charge of a circle, division, or range a permanent monthly Travelling Allowance in lieu of all other such allowances, according to the following scale :—

| | ₹ |
|---|---|
| To an Officer in charge of a circle . . . . . | 150 |
| To an Officer in charge of a division— | |
| (i) if a member of the controlling staff or a Sub-Assistant Conservator . . . . . | 100 |
| (ii) if below the rank of Sub-Assistant Conservator . . . . | 50 |
| To an Officer in charge of a range— | |
| (i) if a member of the controlling staff or a Sub-Assistant Conservator . . . . . | 60 |
| (ii) if below the rank of Sub-Assistant Conservator . . . . | 20 |

(*b*) Where a charge is specially extensive, or travelling is unusually costly, the above scale may be increased, with the previous sanction of the Government of India, by twenty-five or fifty per cent.

**1152.** Conservators of Forests in Madras may grant a Forester not in charge of a Range a permanent monthly Travelling Allowance not exceeding R8.

**1153.** Munshis and Clerks attached to Canal Divisions of the Public Works Department, who are liable to be at any time required to go on tour, may, at the option of the Local Government, be granted a permanent monthly allowance of R7½ to cover all travelling expenses, in lieu of all other allowances admissible under these Regulations.

*Article 1156.*

*(Addendum No. 32, 3rd Edition.)*

*Insert the following as a note under this article :—*

NOTE.—[See note under Article 1164.] (57.) (Financial Department No. 491, dated 4th February 1893.)

## Section III.—Daily Allowances—Conditions.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| CONDITIONS OF GRANT . . | 1154 | HALTS DURING TOUR . . | 1159 |
| BEGINNING AND END OF TOUR . | 1155 | HALTS AT HEAD-QUARTERS . . | 1164 |
| MINIMUM LIMIT OF DISTANCE . | 1157 | HEAD-QUARTERS DEFINED . . | 1165 |

CUMULATIVE ALLOWANCES . . 1166.


### Conditions of Grant.

**1154.** (*a*) A daily allowance is intended to cover the ordinary daily charges of an Officer on tour; it is drawn only during absence from head-quarters on duty, including the period of halts on duty, or on an authorised holiday, during such absence.

(*b*) Save where otherwise expressly provided, daily allowance is inadmissible for journeys, or halts in the course of journeys, under any other chapter of these Regulations.

### Beginning and End of Tour.

**1155.** The period of absence from head-quarters begins on the *day* on which the Officer actually leaves head-quarters, and ends on the *day* on which he returns to them. It is not reckoned by the departure or return of his *camp equipage*.

**1156.** (*a*) The *Local Government* may apply the provisions regarding a halt at head-quarters, contained in Article 1164, subject to the conditions and certificates therein specified (as far as applicable), and subject to such other restrictions as may seem requisite, to the period, if any, intervening between the departure from, or arrival at, head-quarters of an Officer and of his *camp equipage*.

(*b*) In the case of Officers in Sindh, the Local Government may similarly apply the provisions of Article 1164 to the period, if any, intervening between the engagement of *camp equipage*, and the departure from head-quarters on tour.

### Minimum Limit of Distance.

**1157.** No Travelling Allowance, other than a permanent monthly allowance, is admissible for any *day* on which an Officer does not reach a distance exceeding five miles from head-quarters, or return thereto from a distance exceeding five miles. But an Officer travelling on duty within five miles of head-quarters is entitled to draw the actual amount spent by him in payment of ferry and other tolls or railway fare.

**1158.** There are the following exceptions to the preceding Article:—

(*a*) No Travelling Allowance, other than a permanent monthly allowance, is admissible to a District Superintendent or Assistant District Superintendent of Police for visiting a Police Station, otherwise than in the course of a tour, unless he travels at least twenty miles in one day.

1. In this clause "Tour" means a journey which involves the absence of the Officer from his head-quarters for two or more consecutive nights, and the visitation of two or more police stations or posts.

(*b*) In the Bombay Presidency, general-duty Karkuns, Talatis deputed on duty outside their jurisdiction, and such Excise (Abkari) Inspectors and Sub-Inspectors as do not receive a horse allowance, and in Calcutta, Income Tax Assessors, are exempted from the operation of the rule.

## Halts during Tour.

**1159.** A daily allowance may not be drawn for more than ten days of a halt at one place. But the *Local Government* may exempt any officer from the operation of this rule—

(i) in special cases in which it is satisfied that the prolonged halt was necessary in the interests of the public service, and that it was necessary to maintain *camp equipage* during it; or

(ii) by a general rule applicable to Officers whose duty is such as to bring them frequently under clause (i), and subject to any limits or conditions it thinks fit to impose.

*Explanation.*—An Officer who remains more than ten days halted at a place may, after the completion of the ten days' halt there, draw travelling allowance under the ordinary rules applicable to him for any journey made on one day from and to the halting-place, if he reaches a point more than five miles distant from it. A halt is not interrupted for the purpose of this rule by an absence on duty from the place of halting for less than three nights.

**1160.** The following Officers have under clause (ii) of the preceding Article been exempted from the operation of the general rule in that Article:—

(*a*) Officers in Sindh and Biluchistan and their establishments (subject to the necessity for the production of certificates similar to that mentioned in Article 1164).

(*b*) Political Officers in Turkish Arabia and the Persian Gulf and their establishments.

(*c*) The British Girasia Agent, Baroda.

(*d*) Officers of the Forest Department and their establishments.

(*e*) Officers of the Public Works Department employed on surveys.

(*f*) A Police or any other officer attending a fair, durbar, or agricultural exhibition, when the Magistrate of the District certifies the necessity of his presence.

**1161.** The following special rules have been prescribed under clause (ii) of Article 1159:—

(*a*) To Officers of the undermentioned Departments, the Head of the De-

## *Article 1158 (b).*

***For the words*** "the rule" ***substitute*** "Article 1157".—(22) (Financial Department No. 5214, dated 31st December 1891.)

***Substitute the following for Article 1159:—***

**1159.** A daily allowance may not be drawn for more than ten days of a halt at one place. But the *Local Government* may exempt any officer from the operation of this rule in special cases in which it is satisfied that the prolonged halt was necessary in the interests of the public service, and

(*a*) that it was necessary to maintain *Camp equipage* during it; or

(*b*) that the officer was put to extra expense by his halt after the expiration of the first ten days, although no Camp equipage may have been maintained.

This exemption may also be made by a general rule in the case of officers whose duty is such as to bring them frequently under clause (*a*), and may in either case be made subject to any limits or conditions the Local Government thinks fit to impose. For instance, when an exemption is made under this article, the full daily allowance admissible under rule may be reduced by such an amount and may be granted for such number of days as the Local Government may deem proper in each case.

*Explanation.*—An officer who remains more than ten days halted at a place may, after he ceases to draw the daily allowance, draw travelling allowance under the ordinary rules applicable to him for any journey made on one day from and to the halting place, if he reaches a point more than five miles distant from it. A halt is not interrupted for the purpose of this rule by absence on duty from the place of halting for less than three nights.—(4) (Financial Department Official Diary No. 3357 of 1892.)

## *Article 1161.*

***Substitute the following for this Article:—***

"The following special rules have been prescribed under the general rule in Article 1159:—

(*a*) As regards officers of the undermentioned Departments, the Head of the Department has the power of a Local Government:—

(1) Survey Department.

(2) Geological Survey Department.

(*b*) As regards officers of the Settlement Dapartment and their establishments, the Local Government may delegate its power to any officer of not lower rank than Settlement Commissioner." (Official Diary No. 9828 of 1893.)

*Article 1162.*

*Clause (i).*

*Strike out the words* "and his clerk" *in the second line of this clause.* (67.)

partment may pass either full or half allowance for halts of more than ten days at one place :—

(1) Survey Department.

(2) Telegraph Department.

(3) Archæological Survey Department.

(4) Geological Survey Department.

(*b*) To Officers of the Settlement Department and their establishments full or half allowance may be granted by the Local Government, or by any Officer of not lower rank than Settlement Commissioner, to whom the Local Government may delegate its powers in this behalf.

**1162.** The following Officers and establishments have been for special reasons exempted absolutely from the operation of Article 1159 :—

(*a*) The Secretariat staff and establishment of the North-Western Provinces Government when halting with the Government at Lucknow, and the Burma Secretariat staff and establishment when halting with the Chief Commissioner at Mandalay.

(*b*) The Deputy Auditors General and the Deputy Accountant General, Public Works Department, and their establishments.

(*c*) The Inspector of Local Fund Accounts, Madras, and his assistants.

(*d*) Chief Superintendents and clerks of the Accountant General's Office, Bombay, when deputed on inspection duty under orders of the Accountant General.

(*e*) Officer of the Opium Department employed on settlement or weighment duties.

(*f*) Establishments accompanying Revenue Officers on their visits to the Laccadives.

(*g*) Clerks and Potadars of the Currency Department travelling in charge of remittances : Provided that the Commissioner of Paper Currency certifies that detention for a longer period than ten days was unavoidable.

(*h*) Draughtsmen in the Divisional Offices under the control of the Quarter Master General, Bombay, when specially detached on survey duty.

(*i*) The Assistant Superintendent in the Special Branch of the Thagi and Dakaiti Department and his clerk when in Calcutta with the head-quarters of the Government of India.

(*j*) Menial servants in all departments.

(*k*) Local Auditors in Bengal.

(*l*) Officer in charge of light-houses on the Coast of Burma, while actually detained on duty in any of these light-houses.

(*m*) The clerk who accompanies the Inspector General of Ordnance, Bombay Circle, on tour to Bombay.

**1163.** A general-duty Karkun in Bombay draws daily allowance for the first 120 days of absence from head-quarters in each financial year irrespective of the limit of the duration of halts imposed by Article 1159. For periods of absence after the first 120 days, the limit imposed by Article 1159 is applied.

## Halts at Head-quarters.

**1164.** (*a*) *A Local Government* may, by general or special order, permit any officer or class of officers to draw, during a halt at head-quarters, the actual expense (not exceeding the daily allowance) of keeping up *camp equipage* (when it is necessary to do so) during a halt: Provided such actual expense may not be drawn for a longer period than twenty-one days in Sind or Rajputana, and ten days in other places.

*Explanation.*—A halt is not interrupted for the purpose of this rule by an absence on duty from the place of halting for less than three nights.

(*b*) An officer drawing an allowance under this Article, for a halt at head-quarters, must certify that he has during such period kept up the whole or part of his *camp equipage*, as the case may be, and that the expense so incurred is not less than the halting allowance drawn. In the case of a non-gazetted or Menial officer, the head of the office must also certify that it was necessary for such officer to keep up the whole or a part of his *camp equipage*, as the case may be.

(*c*) Except in the case of officers to whom Article 1158 (*b*) applies, a halt within five miles of head-quarters in the course of a tour is, for the purpose of this Article, treated as a halt at head-quarters.

## Head-quarters defined.

**1165.** The Local Government may determine, in case of doubt, what are the head-quarters of any officer serving under it.

## Cumulative Allowances.

**1166.** (*a*) An officer compelled, on a sudden emergency, to leave his camp and proceed rapidly on duty to a place more than twenty miles distant may, under the special order of the *Local Government*, draw the actual expense of maintaining such camp not exceeding the daily allowance, in addition to the allowances admissible under Chapter XLVIII, whether the camp be moved or not.

(*b*) The *Local Government* may delegate its power under this Article to the head of a department.

**1166A.** An officer entitled to daily allowance, whose jurisdiction extends over a whole Province, may, when making a journey of over a hundred miles to the first and from the last camp of a tour, in lieu of the daily allowance admissible for the days occupied by such journey, recover the whole necessary expenditure incurred thereupon, including the conveyance of camp equipment, servants, and private baggage. The number of servants and the quantity of private baggage to be thus charged for should be fixed by the Local Government to which he is subordinate.

*Article 1164.*

*Insert the following as a note under this article :—*

NOTE.—[In the case of all munshis and clerks in Sind, riding camels may, under the orders of the Local Government, be treated as camp equipage for the purposes of Articles 1156 (*b*) and 1164.] (56.) (Financial Department No. 491, dated 4th February 1893.)

## Section IV.—Daily Allowances—Rates.

ORDINARY RATES . . . . ARTICLE 1167 | EXCEPTIONS . . . . . ARTICLE 1168
PUBLIC WORKS SECRETARIAT . . 1169

### Ordinary Rates.

**1167.** An officer of the first, second, or third class, mentioned in Appendix No. 25, is entitled to a daily allowance as shown therein; an officer not mentioned in the Appendix is entitled to a daily allowance as follows:—

(i) An officer of the first class, ₹5.

(ii) An officer of the second class, four annas for every ₹25 or fraction of ₹25 of the *pay* or maximum *pay* of the appointment which he holds, subject to a maximum of ₹3.

(iii) An officer of the third class, two annas for every ₹12½, or fraction of ₹12½, of the *pay* or maximum *pay* of the appointment which he holds, subject to a minimum of six annas in the Bombay Presidency, or four annas elsewhere.

(iv) An officer of the fourth class, two annas if his *pay* exceed ₹8, and one anna if his *pay* is ₹8 or less.

NOTE.—[When used in Appendix No. 25 the term "Local Government" includes only the Governments of Madras, Bombay, Bengal, North-Western Provinces and Punjab.]

### Exceptions.

**1168.** There are the following exceptions to the preceding Article:—

(*a*) An officer of the second, third or fourth class in the Forest Department is entitled to daily allowance one-third greater than that admissible under the preceding Article.

(*b*) The *Local Government* may grant to any inferior servant accompanying an Inspecting or Controlling Officer, whose circuit of inspection or control extends beyond the limits of a single district, a daily allowance of two annas.

(*c*) The Vice-Consul at Jeddah and the Vice-Consul for Hodeida and Kamaran, when travelling in their Vice-Consular capacity on the public service in the Hedjaz, Red Sea, etc., will be reimbursed their *actual travelling expenses* and receive in addition £1 per diem for subsistence.

(*d*) The office establishments of the Director General of Railways, moving with him as Deputy Secretary to Government in the Public Works Department from Simla to Calcutta and back every year, are entitled to an extra allowance of 30 per cent. on their salaries for the whole period of their absence from head-quarters (Simla), except for the days for which they draw travelling allowances for railway and other journeys.

(*e*) Peons employed under His Excellency the Commander-in-Chief (in his capacity of Member of the Executive Council of the Viceroy) are entitled

to an allowance of one-third of their salary for the whole period of their absence from Simla on tour.

(*f*) The duffadar and two peons attached to His Excellency the Commander-in-Chief of Madras as Member of Council are entitled to similar allowances during their absence from Ootacamund on tour.

(*g*) Clerks and inferior servants accompanying His Excellency the Viceroy or a Member of the Council of the Governor General on tour draw extra allowances at rates varying with their *salaries*, according to the following scale. These allowances are admissible for the whole period of the tour. Travelling allowance admissible under Chapter XLVIII may be drawn in addition to these allowances:—

(i) Clerks on salaries of less than ₹100—Full salary, provided the sum of salary and allowance does not exceed ₹150 a month.

(ii) Clerks on salaries of not less than ₹100, but less than ₹200—Half salary, provided the sum of salary and allowance does not exceed ₹266⅔ a month.

(iii) Clerks on salaries of ₹200 and above—One-third salary to a maximum of ₹200 a month.

(iv) Inferior servants—One-third salary.

(*h*) Village Accountants (Talatis) in Bombay, when deputed on duty outside their jurisdiction, draw daily allowance at five annas.

(*i*) The Head Commissioner of the department of Issue of Paper Currency may grant to clerks and peons deputed to accompany a remittance of twenty lakhs or more, daily allowance at the rates shown below for the necessary period of their absence:—

| | |
|---|---|
| Clerks | ₹2½ |
| Peons | annas 4 |

and in special cases where the remittance is below twenty lakhs, an allowance not exceeding 4 annas a day or 50 per cent. of their salaries to any officers of the 4th class.

(*j*) Clerks and the Hospital Assistant accompanying His Honour the Lieutenant-Governor of the Punjab on tour are granted a special allowance of one-third salary, subject to a maximum of ₹50 and a minimum of ₹20 a month, from the date on which the Lieutenant-Governor's camp leaves headquarters to the date of its return. Inferior servants are entitled to the free carriage of their baggage.

## Public Works Secretariat.

**1169.** (*a*) An officer of the Public Works Department holding an appointment in a Secretariat, or any other special appointment, draws the daily allowance of his class in the Department, in the absence of a special order of the Government of India.

(*b*) Clause (*a*) does not apply to Secretaries or Joint Secretaries to the Government in the Public Works Department of Madras, Bombay, Bengal, the North-Western Provinces and Oudh, and the Punjab, when travelling with the Governor or Lieutenant-Governor, who are then entitled to the daily rate shown in entry No. 46 of Part I, Appendix No. 25.

## Section V.—Mileage in lieu of Daily Allowances.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| When daily Allowances are exchangeable . . . . | 1170 | Postal (Mail) Officers . . | 1172 |
| Officers attached to Railways . | 1171 | Survey Officers . . . | 1174 |
| Inferior Servants . . . | 1177 | Other Special Cases . . . | 1176 |


### When daily Allowances are exchangeable.

**1170.** An officer may for any day draw in lieu of his daily allowance—

(i) if he travels by railway or steamer, or both, the allowances admissible under Chapter XLVIII, Articles 1105 to 1109 or Articles 1110 to 1125, or both, as the case may be;

(ii) if he travels more than twenty miles by road, or if, being a Non-gazetted, Ministerial or Menial Officer, he travels by boat or *public conveyance* under a certificate from the head of the office that he was required so to do, the allowances admissible under Chapter XLVIII;

Vide art. 1127

1. Under this clause a Non-gazetted, Ministerial or Menial officer is only entitled to actual expenses within the limit of the mileage rate admissible for his class. Such actual expenses are also subject to any further restriction which the *Local Government* may prescribe, *e.g.*, a *Local Government* may absolutely prohibit the exchange of daily allowance for mileage either for any class of officers or in any specified tract.

2. The Local Government may impose restrictions on the application of this Article to any officer or class of officers, either in respect of the distance to be travelled in any one day in order to entitle an officer to exchange his daily allowance, or otherwise, as it thinks fit.

[NOTE.—On the question of the advisability of laying down a scale or limit of actual expenses within the general limits of the rates for each class, the Government of India passed the following orders:—

"After a full consideration of all the reports received, the Governor General in Council has arrived at the conclusion that it is impossible to lay down any general subsidiary scale which should have force throughout India. It must be left to each Local Government or Administration to determine whether owing to local peculiarities or special causes any such scale is practicable, either for their jurisdictions generally or for any portions of them. And the Governor General in Council will merely rule generally that the actual expenses for which ministerial officers or menial servants may on certain occasions exchange daily allowance, besides being subject to the general mileage limits prescribed *in these Regulations*, shall also be subject to any further restrictions or limits which the Local Government may from time to time think fit to prescribe. Such restrictions or limits may, if considered advisable, amount to an absolute prohibition of the exchange of daily allowance for mileage in certain cases,.....or they may consist only in the prescribing of a subsidiary scale." (*Finance Department No. 6355, dated 1st December 1887.*)]

(iii) if he travels partly by road and partly by rail or steamer, or both—

(1) in respect of the road journey, the allowances admissible under Chapter XLVIII, Articles 1126 to 1131, limited, unless the conditions of clause (ii) of this Article are fulfilled, to the amount of the daily allowance;

(2) in respect of the journey by railway or steamer, the allowances admissible under Chapter XLVII, Article 1092, or Chapter XLVIII, Articles 1105 to 1109, or Articles 1110 to 1125, or both, as the case may be.

**1170A.** In the case of officers whose salary does not exceed ₹200 a month, the Local Government may, by general or special order, and subject to such

conditions as it thinks fit to impose, permit any officer or class of officers to draw allowances admissible under Chapter XLVIII for the whole period of any absence from head-quarters, on condition that no daily allowance is drawn for such period if it considers that their duty is such that the daily allowance is not sufficient to cover travelling expenses.

## Officers attached to Railways.

**1171.** The following officers, whose duties require them to travel constantly by railway, are not entitled to allowances under Chapter XLVIII, Articles 1105 to 1109, for journeys within the limits of the railway to which they are attached, but are granted their daily allowances for any *day* on which they are absent from their station for more than eight hours, in addition to a free pass, or if they are not allowed a free pass, the fares for themselves and for the servants and baggage accompanying them which a free pass would cover:—

Assistant Inspector General, Railway Police.
Police Officers in charge of Railway Police.
All officers and men of State Railway Police.
All officers of the Public Works and Telegraph Departments, and Medical Subordinates attached to open lines of Guaranteed or State Railways, except the Train Staff or Running Establishment.
The Additional Clergy Society's *Chaplain* at Indore.

1. This Article does not apply to cases of transfer from one line to another, but it applies, except in cases of transfer, to officers travelling on duty over railways other than those to which they may be attached.

2. Inspectors of maintenance on State Railways are not entitled to draw the allowances described in this Article, except when they are, under special circumstances, absent from head-quarters for more than four hours between 9 P.M. and 5 A.M., such absence being certified by the head of their department.

3. The proviso of Article 29 applies to allowances drawn under this Article.

4. In cases in which any of the above-mentioned officers makes a road or steamer journey in combination with a Railway journey, he may, if he travels to a place distant five miles or more from the point where he leaves the Railway, draw in addition allowances under Articles 1126 to 1128, or Articles 1110 to 1114.

[NOTE.—The time thus spent on the road or steamer journey must be neglected by the officer in calculating the duration of absence from his station for the purpose of claiming daily allowance under this Article.]

## Postal (Mail) Officers.

**1172.** Superintendents and Assistant Superintendents, Railway Mail Service, for journeys by railway, and Superintendents of Mail Carts for journeys by postal conveyance within the limits of the railways and lines to which they are attached, are entitled only to free conveyance, and to their daily allowance for any *day* on which they are absent from their head-quarters for not less than six consecutive hours.

NOTE 1.—[Superintendents and Assistant Superintendents, Railway Mail Service, when on deputation beyond the limits of the railways and lines to which they are attached and those not attached to any railways or lines, are entitled to special daily allowances at the following rates:—

| | |
|---|---|
| Superintendents . . . . | Rs 6 a day of not less than six consecutive hours. |
| Assistant Superintendents . . | Rs 4 " " " " ] |

2.—[In case of transfer the officers mentioned in this Article are entitled to travelling allowance under rule 3 (*e*) of Article 1092.]

Travelling Allowances for Journeys on Tour.

1173. Superintendents and Assistant Superintendents, Railway Mail Service, may also draw daily allowance, if they are absent from head-quarters for a continuous period of six hours, forming part of one *day* and part of the next; Provided that if further daily allowance on account of any other journeys is earned under the preceding Article on both the *days*, it shall be drawn for only one of the two *days*.

## Survey Officers.

1174. The following special rules apply to officers in the Survey of India and of Madras :—

(i) A Survey Officer may, for a journey in the field, exchange his daily allowance for the allowance admissible under Chapter XLVIII only when he is specially authorised by the Surveyor General or Deputy Surveyor General, and when he has to travel by *public conveyance*, or is employed on special duty.

(ii) Whenever for a journey to or from the field or any other journey in which an officer has to travel with *camp equipment*, the actual expenses by *public conveyance* of a Survey Officer, including charges for servants and baggage, not exceeding the limit named in the table below, exceed the amount admissible under Chapter XLVIII, he may for such journey, in lieu of the amount so admissible, draw such actual expenses on a bill prepared in sufficient detail and countersigned by the Surveyor General or Deputy Surveyor General :—

| | When obliged to travel with *camp equipment*. | Otherwise. |
|---|---|---|
| *Servants.* | No. | No. |
| For an officer of not lower rank than an officer in charge of a party | 6 | 3 |
| For an Assistant Superintendent or Surveyor, 1st grade | 4 | 2 |
| For a Surveyor of any other grade or Assistant Surveyor | 3 | 1 |
| *Camp Equipment and Baggage.* | Mds. | Mds. |
| For an officer of not lower rank than an officer in charge of a party | 35 | 12 |
| For an Assistant Superintendent or Surveyor | 25 | 8 |
| For an Assistant Surveyor or Apothecary | 15 | 5 |
| For Sub-Surveyors, Writers, Hospital Assistants— | | |
| (*a*) whose salaries are not less than R50 | 8 | 2 |
| (*b*) whose salaries are less than R50 | 5 | |

(iii) When the actual expenses for a whole month for carriage in the field of *camp equipment* and baggage, limited as in the preceding clause, exceed half the daily allowance admissible for that month, a Survey Officer may appropriate half his daily allowance to pay for *camp equipment* and extra servants, and in lieu of the other half of the daily allowance may recover such actual expenses by bills prepared and countersigned as in the preceding clause. When coolies are employed, *camp equipment* and baggage must be limited to half these weights.

**1175.** Clause (ii) of the preceding Article applies to officers of the Geological Survey, the bill in their case being countersigned by the Director.

### Other Special Cases.

**1176.** (*a*) An Inspector, Postal Department, may not exchange his daily allowance for mileage, but when travelling by rail he draws single fare of his class and single lowest class fare for one servant (if actually paid) in addition to his daily allowance.

(*b*) An Income Tax Assessor in the interior of Bengal is not entitled to exchange his daily allowance for mileage.

### Inferior Servants.

**1177.** An officer in inferior service, if entitled to daily allowance under Article 1132, may, for a journey by railway, draw his daily allowance in addition to railway fare. An officer in inferior service named in Appendix No. 22 may draw daily allowance in addition to the fare admissible under Article 1133 (*b*), but not in addition to the fare admissible under Article 1133 (*a*).

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## Section VI.—Conveyance Allowances.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| CONDITIONS OF GRANT . . . | 1178 | TO WHOM GRANTED . . . | 1181 |
| HOW AFFECTED WHEN ON TOUR OR ON LEAVE . . . . . | 1179 | PUBLIC WORKS, TELEGRAPH AND FOREST DEPARTMENTS . . | 1183 |

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### Conditions of Grant.

**1178.** When an officer has a large amount of travelling at or within a short distance from head-quarters, for which travelling allowance is inadmissible under the Regulations for "Journeys on Tour," a permanent conveyance or horse allowance is granted to him, which is drawn like salary all the year round.

### How affected when on Tour or on Leave.

**1179.** (*a*) Save as provided in Article 1183 (*b*), a permanent conveyance allowance is not forfeited during absence from head-quarters, and may be drawn in addition to any other travelling allowance admissible under these Regulations.

(*b*) It is, however, inadmissible during joining time or save as provided in the note to Article 300 and in Articles 302, 303 and 1180 during leave of any description.

**1180.** A conveyance allowance may be drawn by an Archdeacon, a Senior Chaplain of the Church of Scotland, or a Chaplain on privilege leave, provided it is not drawn by his *locum tenens*.

## To whom granted.

**1181.** The rates of conveyance allowance and the officers to whom it is granted are shown in Appendix No. 26.

Additions to this Appendix can be made only with the sanction of the Government of India.

**1182.** A monthly allowance of R2 is granted to a schoolmaster in Sind who has to inspect a branch school, on condition that he visits the branch school once a week if within three miles, and once a fortnight if at a greater distance.

## Public Works, Telegraph and Forest Departments.

**1183.** (*a*) A conveyance or horse allowance not exceeding the amount shown in each case in the following table may be granted to a subordinate named in the first column of the table by the authority specified in the third column if such subordinate has a large amount of travelling at or near head-quarters.

(*b*) This allowance is forfeited whenever daily allowance or road mileage is drawn.

(*c*) The provisions of clause (1) of Article 1170 (iii) may be applied to such of these officers as draw no daily allowance, the limit of road mileage in these cases being the amount of horse allowance for the day.

| 1<br>Subordinate to whom conveyance allowance may be granted. | 2<br>Amount of allowance. | 3<br>Authority empowered to grant allowance. |
|---|---|---|
| *Public Works Department.* | R | |
| Upper Subordinate . . . | 30 | Manager and Engineer-in-Chief of State Railways. |
| Canal Zilladars . . . . | 15 | |
| *Lower Subordinate . . . | 15 | |
| Assistant Surgeon or Civil Apothecary . . . . . | 15 | Superintending Engineer of Irrigation, Buildings and Roads or Military Works Branch. |
| Hospital Assistant . . . | 7½ | |
| Ditto . . . | 15 | Local Government (in special and exceptional cases). |
| Apprentice Overseer . . . | 15 | Principal, Thomason Civil Engineering College, Rurki. |
| Cashier . . . . . | 15 | Local Government. |
| *Telegraph Department.* | | |
| Upper Subordinate . . . | 30 | Director General of Telegraphs. |
| *Forest Department.* | | |
| Hospital Assistant . . . | 7½ | Government of Bengal. |

* A lower subordinate placed in charge of a regularly constituted subdivision in Rajputana and Central India may, under the special orders of the Local Government, be allowed to draw horse allowance not exceeding the rate admissible to an upper subordinate.

**1184.** (*a*) The Director General of Railways may grant a conveyance or horse allowance to subordinate employés on open lines of railway, in cases where the use of a trolly is, in his opinion, a source of danger or of inconvenience, whether with reference to the physical features of the line, or to the passage of public trains.

(*b*) The allowance, which is not to exceed R30 a month for an officer who ranks with an upper subordinate, and R15 a month for an officer who ranks with a lower subordinate, should be given on the understanding that an employé who draws it is on no account to be allowed the use of a trolly on the length in question, and cannot draw ordinary travelling allowance while in receipt of this allowance.

1. Sub-Inspectors of Maintenance on the Bolan Railway, who are prohibited from using trollies may be given allowances not exceeding R30 a month under this Article.

## Section VII.—Conveyance Hire.

| | ARTICLE | | ARTICLE |
|---|---|---|---|
| Despatch of Messenger . . | 1185 | Special Rules, Bengal Presidency . | 1187 |
| Temporary Duty at Presidency . | 1186 | Special Rules, Bombay Presidency. | 1188 |
| Bombay City Police . . . | 1189 | | |

### Despatch of Messenger.

**1185.** When a Non-gazetted or Menial Officer of any rank, a Police Officer not higher in rank than a Sub-Inspector, an European Police Sergeant, a member of the Signalling Establishment, Sub-Inspector or Linemen of the Telegraph Department, or the Head Preventive Officer at Karachi, is despatched, as a messenger, on business to a place in the neighbourhood of the office to which the business appertains, the actual expenses incurred may be charged to Government, provided the head of the office certifies that the charge was unavoidable.

### Temporary Duty at Presidency.

**1186.** The *Local Government* may grant to any officer summoned temporarily on duty to a Presidency town or to Rangoon such conveyance allowance not exceeding R3 a day as it thinks fit, provided that an officer may not draw conveyance allowance under this rule if or while he is entitled to a daily travelling allowance under these Regulations.

### Special Rules, Bengal Presidency.

**1187.** (*a*) An Opium Factory Assistant while employed in superintending the unloading, &c., of opium chests is entitled, in addition to any other travelling allowance which may be admissible, to a daily conveyance allowance of R2 if at Calcutta and R1 if at Howrah.

*Article 1185.*

*After the word* "appertains" *in the sixth line of this Article insert the following:—*

"or is, outside the ordinary course of duty, suddenly summoned to, or despatched from, office or some place in the neighbourhood on urgent business."—

(9) (Financial Department No. 2063, dated 18th May 1892.)

(*b*) The Clerk of the Additional Judge of the 24-Pergunnahs is allowed actual conveyance hire between Alipur and Howrah while the sessions are held at the latter place.

(*c*) The Jailor of the Presidency Jail, Calcutta, may draw carriage hire at the rate of R1½ a day for journeys to and from the High Court on duty.

(*d*) The Deputy Shipping Master, Calcutta, is entitled to actual travelling expenses for boarding vessels for the purposes of shipping and discharging crews and inspecting provisions, &c.

## Special Rules, Bombay Presidency.

**1188.** (*a*) The Karkuns of the Uran Taluka and the Talati of Shve Saza in the Uran Mahal of the Panvel Taluka are entitled to *actual travelling expenses* by boat, within a maximum of one rupee, for journeys to and from the Island of Elephanta.

(*b*) Head constables and constables of Police, travelling on duty between Uran and Elephanta and between Uran and Hog Island, are also entitled to *actual travelling expenses* by boat, subject to a maximum of one rupee for head constables and of eight annas for constables.

(*c*) The two forest guards in charge of the Uran sub-range of the Panvel Taluka are entitled to a special allowance of one rupee a month each for journeys by boat to and from the Island of Elephanta on duty.

## Bombay City Police.

**1189.** A subordinate officer of the Bombay City, and of the Calcutta Town and Suburban, Police, draws actual conveyance hire when travelling on duty within a short distance of head-quarters in the following cases: Provided always that, whenever practicable, the tramway cars shall be used, and not hack carriages:—

(*a*) To any Court and back to quarters, when attending Court on duty, or to give evidence, provided the quarters are not near to the Court.

(*b*) When directed by the Court to serve any immediate process.

(*c*) When directed to bring a witness who is immediately required in Court.

(*d*) When taking to and from Court a prosecutor, prisoner, or witness, who is unable, from illness, injuries, or any other good cause, to walk to and from the Court, and who has no money.

(*e*) When proceeding to ships in harbour by the direction of a Magistrate, and for serving processes of the Court in marine cases, whenever such expenses are not recoverable from the parties concerned. In this case boat hire may also be sanctioned when necessary.

(*f*) When bringing European or any other prisoners, whom it may not be safe to lead along the public streets, from jail, &c., and taking them back.

(*g*) When required to go on duties which the Commissioner of Police may certify to be emergent.

(*h*) In the case of heinous offences or other crimes which, in accordance with standing Police rules, have to be investigated on the spot by European officers or detectives.

(*i*) When searching for, or pursuing, escaped criminals.

(*j*) When employed upon special duty, in connection with the Mohurrum, or to preserve order at any place of public resort, worship, entertainment or public gathering, provided that the distance exceeds one mile and the Commissioner certifies that the charge is necessary.

(*k*) In the case of European members of the Police Force not drawing permanent horse or conveyance allowance to and from their head-quarters when employed on any of the duties mentioned in the preceding rules, or when required to attend the Commissioner's Office, provided the Commissioner certifies that the charge is necessary.

(*l*) European Inspectors and Constables of the Bombay City Police and of the Calcutta Town and Suburban Police may charge the actual cost of moving their luggage on transfer from one station to another in the City, provided that the charge shall not exceed ₹8 in the case of an Inspector and ₹5 in the case of a Constable.

### Special Rules, Madras Presidency.

**1189A.** The Jailor of Her Majesty's Penitentiary, Madras, may draw carriage hire at the rate of ₹1-8 a day for journeys to and from the High Court on duty.

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## Chapter L.—Other Journeys.

### Section I.—Joining first Appointment.


| | Article | | Article |
|---|---|---|---|
| Allowances when admissible | 1190 | Journeys by Sea | 1193 |
| Pensioner re-employed | 1192 | Officers appointed in Europe | 1195 |
| Journeys from Port | 1200 | | |


### Allowances when admissible.

**1190.** Travelling allowance is not ordinarily granted to any person for the journey to join a *first appointment* in the Public Service, but when a person is entitled to travelling allowance for joining a *first appointment*, he is classed under Article 1096 as he would be if he had already joined such appointment.

**1191.** In the following cases travelling allowances are admissible :—

(*a*) Any person appointed to the Public Works Department, the Telegraph Department, the Survey of India, the Medical or any other Department, in any capacity requiring technical skill or knowledge for which he has been specially trained, is entitled to travelling allowance for joining his *first appointment* in such department.

1. Under this clause a *Local Government* may grant travelling allowance to a student selected for education at a Normal School, for the journey to the school, at the rates allowed to officers of the third class.

*Add the following as Article 1197 A :—*

If the health of a Chaplain appointed on probation compels him to leave India during the probationary period, he must resign the service entirely, in which case he will not be entitled to anything beyond a free return passage to his country.

A probationer removed from the service for misconduct of any kind, or who resigns his position for any cause other than certified ill health, will not be entitled to a return passage to his country, and will be bound to refund the cost of his passage to India. (32.) (Financial Department No. 2257, dated 31st December 1892.)

(*b*) A person selected in Calcutta to be European Warder or Assistant Warder on pay not exceeding R100 in a jail in the interior of Bengal is entitled to travelling allowance for the journey from Calcutta to such jail.

(*c*) Travelling allowance for joining an appointment in the Postal Department may be granted under the special orders of the Director General to a person newly appointed to that department to fill a temporary vacancy or a vacancy in another Province in which no suitable person is procurable locally.

(*d*) Foreign recruits for the armed portion of the Police in the North-Western Provinces and Oudh, and Assam, and recruits enlisted in India for the Port Blair Police, may be allowed *actual travelling expenses* for the journey to join their *first appointment*.

(*e*) A passed candidate for the Government of India Secretariat clerical service, appointed either permanently or temporarily as clerk in any of the offices specified in paragraph 18 of the rules published with Home Department Notification No. 1817, dated 3rd July 1888, is entitled to travelling allowance for the journey from the railway station nearest to his home to join his appointment, if he is required to travel beyond the limits of the Province in which he appeared for his examination.

## Pensioner re-employed.

**1192.** The *Local Government* may grant travelling allowance to a pensioner, or an officer thrown out of employment by reduction of establishment or abolition of appointment, for such part of the journey to take up a new office on re-appointment to the Public Service, as falls within India.

## Journeys by Sea.

**1193.** The *Local Government* may grant a free passage for so much of the journey to join an appointment as is performed by sea, to any person appointed to an office which he cannot join except by sea.

**1194.** The Government of Bombay and the Superintendent of Port Blair may grant a free passage for the family of any person engaged in India, for service as a subordinate at Aden and Port Blair, respectively.

## Officers appointed in Europe.

**1195.** The rules regarding—

(*a*) passage to India and outfit allowances (in case of appointment in Europe),

(*b*) return to Europe (on termination of appointment),

of certain high officers, which have been framed by Her Majesty's Secretary of State for India, are given in Appendix 29.

NOTE.—[The rule regarding a Chief Justice or Judge of any of the High Courts is included in Statutory Rule, No. 41 in Article 600.]

**1196.** Officers appointed in Europe to the Telegraph, Public Works, Forest, and Educational Departments, to the Geological Survey of India, and to the Bengal Pilot Service, are ordinarily allowed by the Secretary of State a free passage to India.

**1197.** Chaplains also are ordinarily allowed a free passage to India and in

the contracts now entered into by them they engage to refund the cost of their passage to India, in the event of their resigning their appointments within three years after the date of their arrival in India on grounds other than ill-health under a medical certificate.

**1198.** An Officer appointed to the Bengal Pilot Service is granted an Outfit Allowance of £20.

**1199.** An Officer appointed in Europe to the Geological Survey of India is also granted an Outfit Allowance of £40.

## Journeys from Port.

**1200.** An Officer, who is appointed by the Secretary of State, while resident in Europe, and who is not one of the high officers mentioned in Article 1195, is entitled to Travelling Allowance at the rates laid down in Chapter XLVIII from the capital town of the Presidency to which he is attached, to the first station to which he is posted.

**1201.** (*a*) If such an Officer disembarks in India at any port other than the capital town of the Presidency to which he is attached, he is entitled to Travelling Allowance from such port to the first station to which he is posted, limited to the amount to which he would have been entitled under the preceding Article if he had disembarked at such capital town.

(*b*) But if an Officer is directed by the Secretary of State to proceed to a particular port, he is entitled to Travelling Allowance from that port.

**1202.** For the purposes of the preceding Articles, an Officer attached to any Province or Presidency, other than Bombay or Madras, is held to be attached to the Bengal Presidency.

## Section II.—Journeys on Transfer.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| General Rules | 1203 | Transfers for Misconduct | 1207 |
| Families of Subordinates for journeys by Sea or River Steamer | 1204 | Exceptions | 1208 |
| ~~Imperial Departments~~ | 1205 | Transfers from the Army | 1210 |
| Transfers not on public grounds | 1206 | When Appointment is changed | 1212 |
| | | When Leave intervenes | 1213 |

Officers in Inferior Service . 1216


Transfers of Subordinates

### General Rules.

**1203.** An Officer in superior service is entitled to Travelling Allowance at the rates prescribed in Chapter XLVIII for a journey on transfer from one station to another, if he is transferred for the public convenience, and not at his own request, or in consequence of misconduct, and if he is entitled to *pay* or *salary* during the time occupied in such journey.

*Explanation.*—Officers of the Forest Department, whether belonging to the superior or to the subordinate staff, deputed to attend the annual course of instruction at the Forest School at Dehra Dun, and Hospital Apprentices and Medical Pupils, attending under orders a Medical School or College, are considered to be transferred for the public convenience from one station to another.

**No. 41.**

*Page 328.*

*Article 1199.*

*Strike out this article.*

(41.) (Official Diary No. 8846 of 1892.)

*(Takes effect from 1st August 1893.)*

*Page 328.*

Section II.—Journeys on Transfer.

*For* "IMPERIAL DEPARTMENTS" *between* "FAMILIES OF SUBORDINATES", *etc.*, *and* "TRANSFERS NOT ON PUBLIC GROUNDS," *substitute* "TRANSFERS OF SUBORDINATES". (83).

*Page 329.*

*For* "Imperial Departments" *substitute* "Transfers of Subordinates". (83.)

*Article 1205.*

*Substitute the following for the first nine lines of the article:—*

A non-gazetted officer, whose salary after transfer does not exceed R40 a month, is, however, entitled to travelling allowance as follows—

Provided that the transfer is to a station more than 200 miles distant by the ordinary route, and is made for a period exceeding three months. (83.)

## Families of Subordinates for Journeys by Sea or River Steamer.

**1204.** (*a*) An Officer of the classes specified below is, in case of transfer, entitled to free passage or refund of passage-money for each member of his *family* actually travelling with him, at the rates admissible for himself or at half those rates, according as, by the rules of the vessel, full or half passage-money is payable for such member :—

(i) *Warrant Officers ;*
(ii) Non-Commissioned Military Officers ;
(iii) European Soldiers ; and
(iv) Officers of the second or third class whose pay is less than R200.

(*b*) If, however, any member of the family of such an Officer is prevented by good and sufficient cause from actually travelling with him, the *Local Government* may sanction the grant of passage-money for such member : Provided such member follows the officer within a period not exceeding six months from the date of his transfer or precedes him by a period not exceeding one month.

Transfers of Subordinates

### Imperial Departments.

**1205.** A non-gazetted officer of an Imperial Department (that is, a department by the ordinary conditions of service in which an officer is liable to transfer beyond the limits of a single Province), whose salary after transfer does not exceed R400 a month, is, however, entitled to travelling allowances as follows—

Provided that the transfer is from a station in one Province to a station in another, the two stations being more than two hundred miles apart by the ordinary route, and that the transfer is made for a period exceeding three months.

(*a*) For a journey by steamer or railway, to the fares actually paid for the officer himself, his family, and servants, subject to the following limits :—

(i) For himself and family—four full fares of the class of accommodation to which he is ordinarily entitled.
(ii) For servants—three full fares of the lowest class.

Also to the actual cost of carriage by cargo steamer or goods train of personal effects within the limits of the following scale :—

| Salary of officer. | Weight of luggage. Maunds. |
|---|---|
| Rupees 100 or less | 5 |
| More than R100, but not more than R200 | 8 |
| More than R200 | 12 |

(*b*) For a journey by road, to the actual charges of locomotion for himself, his family, and three servants, up to a maximum of three times the rate of mileage to which he is ordinarily entitled ; and the actual cost of carriage of personal effects within the scale given in the preceding clause.

(*c*) If any member of the officer's family is prevented by good and sufficient cause from actually travelling with him, his or her journey may be charged for within these limits : Provided he or she follows the officer within a period of two months after the date of his transfer or precedes him by a

period not exceeding one month. (*Public Works Department No. 3169 O., dated 10th December 1888.*)

NOTE 1.—[Every officer proposing to draw travelling allowance under this Article shall, before proceeding upon his journey, submit a detailed statement explanatory of the charges to be incurred upon it to the officer from whose office he is transferred, who shall, after satisfying himself of their reasonableness and necessity, sign a written order (which should be attached to the bill) passing them to that extent.

No charges incurred in excess of the amount thus passed should be admitted by the audit officer who should require vouchers for actual expenses except in respect of steamer and railway journeys for which the officer's certificate will suffice. Heads of offices are held responsible that no unnecessary or excessive charges are allowed under this Article.]

## Transfers not on Public Grounds.

**1206.** (*a*) When an officer is transferred otherwise than for the public convenience, a copy of the order of transfer shall be sent to the *audit officer* of the circle of audit in which he is serving, with an endorsement stating the reason of the transfer. In the absence of such an endorsement the *audit officer* shall assume that the officer has been transferred for the public convenience.

(*b*) In the case of non-gazetted Officers a certificate from the head of the office may be accepted in lieu of the copy of the order prescribed by clause (*a*).

## Transfers for Misconduct.

**1207.** The Local Government may, if it thinks fit, by special order, permit an officer transferred for misconduct to draw travelling allowance.

## Exceptions.

**1208.** A Police officer, below the rank of Assistant Superintendent, transferred from one station to another in the same district, is not entitled to travelling allowance except for journeys by rail or steamer, but may be allowed the actual cost of conveyance of his necessary baggage.

**1209.** In the North-Western Provinces and Oudh, Tahsildars and Revenue and Judicial Ministerial Officers in superior service transferred from one tahsil to another (or to or from the District head-quarters (Sadar) station from, or to, a tahsil) in the same District are allowed actual expenses not exceeding the allowances admissible under Chapter XLVIII.

## Transfers from the Army.

**1210.** A Military officer joining an appointment in the Civil Department may draw travelling allowance subject to the conditions laid down in this Section.

**1211.** A Non-Commissioned Officer of the Native Army, who elects at his own request for service in the Forest Department, under the rules in force in that Department, is entitled to travelling allowance to join his *first appointment* for the journey from his station to the head-quarters of the Forest Division to which he is posted, even though the conditions laid down in this Section are not fulfilled.

## When Appointment is changed.

**1212.** An officer whose appointment is changed while he is in transit from one appointment to another is entitled to travelling allowance from his old station to the place (on the route to the first station to which he was proceeding) at which he receives his further orders, and thence to his new station.

## When Leave intervenes.

**1213.** An officer is entitled to travelling allowance under this Section if, after giving over charge of his office, he takes privilege or examination leave before joining his new office.

**1214.** The Travelling Allowance of an Officer transferred during Privilege or Examination Leave will be calculated from his old station, or from the place where he receives the order of transfer, whichever calculation would entitle him to the less Travelling Allowance.

**1215.** An Officer who, while in transit, obtains furlough on medical certificate is entitled to Travelling Allowance calculated for the journey from the old station to the furthest place to which he has proceeded on the route to his new station.

## Officers in Inferior Service.

**1216.** (*a*) Save as provided in the two succeeding Articles, an officer in inferior service may not draw travelling allowance for a journey on transfer, except under the special orders of the Local Government.

(*b*) The Local Government may delegate its powers under this Article to an Inspector General of Jails, or Conservator of Forests, in regard to servants in their respective departments.

**1217.** A Police officer in inferior service is entitled to travelling allowance on transfer on the same conditions as apply to a Police officer in superior service below the rank of Assistant Superintendent—(*see also Article 1208*).

NOTE.—[A Police subordinate on pay exceeding R10 a month is, for the purposes of the travelling allowance regulations, reckoned to be in superior service.]

**1218.** Inferior servants in the following departments may be granted travelling allowance under the circumstances stated against each :—

(*a*) Northern India Salt Department, when transferred from one division to another.

(*b*) Madras Salt Department, when transferred from one circle to another.

(*c*) Bombay Salt Department, when transferred from one salt taluka to another.

Inferior servants in the Bombay Salt Department may also be granted, when transferred from one station to another in the same taluka, the actual cost of conveyance of their necessary baggage, or, if the journey is made by rail, travelling allowance.

(*d*) Postal Department, when transferred from one station to another.

(*e*) In the Bombay Presidency, Karkuns of the Registration Department, transferred to act as, or to be, Village Registrars, may, under the orders of the Inspector General of Registration, draw travelling allowance for the journey on transfer.

## Section III.—Journeys to Hill Stations.

ACCOMPANYING THE GOVERNMENT . ARTICLE 1219 | ACCOUNTANT GENERAL . . ARTICLE 1222
OTHER OFFICERS . . . 1224

### Accompanying the Government.

**1219.** For officers and establishments moving with the head-quarters of a Government to and from a hill sanitarium, including Poona, special rules and special rates are laid down.

**1220.** Clerks formerly attached to the Office of the Director General of Railways but now employed in the Railway and other branches of the Public Works Secretariat, who in 1890 elected to retain the personal allowances granted in 1879, while annually moving with the Director General as Deputy Secretary to Government in the Public Works Department, from Simla to Calcutta and back, are entitled to draw personal Travelling Allowance under the Rules referred to in the preceding Article.

**1221.** When an officer is permitted for his own convenience to conduct his duties at a hill station, neither he, nor any of the establishment which accompanies him, is entitled to Travelling Allowance for the journey to or from such station.

### Accountant General.

**1222.** When an Accountant General is permitted by the Government of India to proceed to a hill station, he will draw Travelling Allowance at the ordinary rates for his journey to and from the hill station, and will charge to Government the cost of the carriage of his records.

**1223.** An Accountant General should not take with him to a hill station more clerks or records than are absolutely essential to the efficient discharge of his duties. Any small establishment which an Accountant General may require to take with him will be entitled to the following allowances, if admissible under, and subject to the conditions of, the rules which apply to members of the office establishment of the Secretariat of the Local Government of the Province in which the Accountant General is serving :—

(i) Personal Travelling Allowance.
(ii) Special Maintenance Allowance, or Deputation Allowance.
(iii) Family Maintenance Allowance.

## *Article 1224.*

*Insert the following note under this Article:—*

NOTE.—[In applying the ordinary rules to halts at hill stations under this Article, the general exemptions from the rule laid down in Article 1159 made by Local Governments under that Article and those enumerated in Article 1160 shall be held to be inapplicable.]—(21) (Financial Department No. 2962, dated 7th June 1892.)

(iv) House-rent—the amount of house-rent admissible being calculated according to the proportion which the period of residence of the Accountant General's Office establishment at the hill station bears to the whole period of the residence of the Secretariat establishment of the Local Government at the hill station.

## Other Officers.

**1224.** Officers other than those mentioned in the Hill Allowance Regulations (*see Article 1219*), who require to go to a hill station on duty, are, under the ordinary rules, entitled to Travelling Allowance for the journey there and back and to daily allowances for the period of halt on duty at the hill station. But Local Governments and Heads of Departments have power to refuse, and should refuse, Travelling Allowance to an Officer who visits a hill station on duty, the performance of which would require his presence at the hill station for a short time only, if he prolongs his visit beyond the period required for the performance of the duty.

**1225.** An *Audit Officer* should retrench the Travelling Allowance, for a journey to and from a hill station, of an Officer who remains at the hill station for more than ten days, unless the Head of the Department or, where the Officer is himself the Head of a Department, the *Local Government* officially intimates that the presence of the Officer was required on duty throughout the period.

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## Section IV.—Journeys to attend Examinations.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| DEPARTMENTAL AND HILL OR FRONTIER LANGUAGES . . . . . | 1226 | HIGH PROFICIENCY AND DEGREE OF HONOUR . . . . . | 1230 |
| MEDICAL SUBORDINATES FOR PROMOTION . . | 1231 | | |


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## Departmental and Hill or Frontier Languages.

**1226.** An officer is entitled to Travelling Allowance twice, but not more than twice, for each standard, for journeys to and fro, consequent on attendance at an obligatory departmental examination, or at an examination held under any rules in force for a reward for passing in the vernacular language of any Frontier or Hill Tribe, or, in the case of Military Officers in Civil employ, at an examination for promotion in Military rank.

**1227.** The Local Government may extend the provisions of the preceding Article to any departmental examination, even though it be not obligatory.

**1228.** If a candidate appears to have culpably neglected the duty of preparing himself for an obligatory departmental examination during the period available for the purpose, the Local Government may disallow the Travelling Allowance to which he would otherwise have been entitled under Article 1226.

**1229.** The Local Government may disallow Travelling Allowance to a candidate who fails to obtain a reward for passing in the language of a Frontier or Hill Tribe, if such candidate does not attain to such reasonable standard as the Local Government prescribes.

### High Proficiency and Degree of Honour.

**1230.** A Member of the Indian Civil Service or a Military Officer in Civil employ who obtains a reward for proficiency in an Oriental language, or who, for the first time, obtains a Degreeof Honour in any language in the Second Division, is entitled to Travelling Allowance to and from the place of examination.

### Medical Subordinates for Promotion.

**1231.** An Assistant Surgeon or a Medical Subordinate is entitled to Travelling Allowance for a journey to attend an examination for promotion to a higher grade in his own service, and, if he passes the examination, for the return journey to his own station.

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## Section V.—Journeys occasioned by Leave or Retirement.

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| | ARTICLE | | ARTICLE |
|---|---|---|---|
| GENERALLY INADMISSIBLE . . . | 1232 | LEAVE OF SUBORDINATE POLICE OFFICERS, PORT BLAIR . . | 1237 |
| LEAVE ON MEDICAL CERTIFICATE— | | RECALL FROM LEAVE . . . | 1238 |
| MILITARY OFFICER . . . | 1233 | RECESS OF SURVEY SUBORDINATES | 1239 |
| MILITARY HOSPITAL ASSISTANT . | 1234 | RETIREMENT OF SUBORDINATES IN CERTAIN CASES . . . | 1240 |
| WARRANT OFFICER . . . | 1235 | | |
| CIVIL HOSPITAL ASSISTANT IN BURMA | 1236 | | |

TERMINATION OF TEMPORARY EMPLOYMENT . . 1243


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### Generally inadmissible.

**1232.** Save as provided in this Section, an Officer is not entitled to travelling allowance for a journey—

(i) on proceeding on leave;

(ii) on rejoining from leave;

(iii) during leave of any kind; or

(iv) on retirement or dismissal from the Public Service.

### Leave on Medical Certificate.

*Military Officer.*

**1233.** (*a*) A Military Officer in Civil employ is entitled to the same privileges when proceeding to England on furlough on medical certificate or return-

*Articles 1233 to 1235.*

*For the words—*

"Military Transport Regulations, Part II", *in Article 1233 (b)*

"Ditto ditto ditto, Part II, Edition 1883," *in Artic*
*1234 (b);*

"Transport Military Regulations", *in Article 1235;*

*Substitute—*

"Army Regulations, India, Vol. X, Part II". (100.)

ing therefrom, as if he were in Military employ, but this Article does not entitle a Military Officer in Civil employ, when proceeding on or returning from leave, to use the certificate in (Military) Form E, giving the right to travel in the next higher class of carriage to that for which he purchases a ticket. This can only be used by Officers in Military employ.

(*b*) The extracts from the Military Transport Regulations, Part II, reprinted as Appendix No. 27, Extract (1), indicate the privileges referred to in clause (*a*).

*Military Hospital Assistant.*

**1234.** (*a*) A Military Hospital Assistant employed in the Civil Department is entitled, when proceeding on sick leave, to the same advantages in respect of Travelling Allowance as if he were serving with a regiment, but this Article does not entitle a Military Officer in Civil employ, when proceeding on or returning from leave, to use the certificate in (Military) Form E., giving the right to travel in the next higher class of carriage to that for which he purchases a ticket. This can only be used by Officers in Military employ.

(*b*) The concessions referred to in clause (*a*) are contained in the extracts from the Military Transport Regulations, Part II (*Edition* 1883), reprinted as Appendix 27, Extract (2).

*Warrant Officer.*

**1235.** (*a*) The provisions of the Military Transport Regulations applicable to *Warrant Officers* proceeding on or returning from leave on medical certificate apply also to *Warrant Officers* in civil employ.

(*b*) The extracts from the Transport Military Regulations, reprinted as Appendix 27, Extract (3), contain the rules referred to in clause (*a*).

*Civil Hospital Assistant in Burma.*

**1236.** A Civil Hospital Assistant from another province serving in Burma is entitled to a free passage for himself and his family to his home, when proceeding on leave on medical certificate.

## Leave of Subordinate Police Officers, Port Blair.

**1237.** Sergeants and Constables of Police employed in Port Blair and the Nicobars may be granted a deck passage to or from Calcutta or Madras, when proceeding on, or returning from, leave, if they cannot be employed as convict guards.

## Recall from Leave.

**1238.** (*a*) An Officer recalled to duty on public grounds before the expiration of leave, other than privilege leave, is entitled to Travelling Allowance for the journey from the place at which the order of recall reaches him, or, if

such place be out of India, from the port of debarkation in India to the station to which he is recalled.

(*b*) An Officer recalled from a place out of India is also entitled to a free passage to India.

## Recess of Survey Subordinates.

**1239.** Native surveyors and menial servants, attached to Survey Parties employed in Assam and Burma, may be granted by the Surveyor General such portion of their travelling expenses as he thinks fit, for the journey from the place of employment to Calcutta and back, when proceeding to their homes on leave at the end of a field season, and when rejoining at the commencement of the next field season.

## Retirement of Subordinates in certain Cases.

*Port Blair and Nicobars.*

**1240.** The Superintendent of Port Blair and the Nicobars may grant to any subordinate employed there a free passage to India for himself and his family, on dismissal or retirement.

*Aden.*

**1241.** The Government of Bombay may grant to any subordinate employed at Aden a free passage to India for himself and his family, on dismissal or retirement.

*North-Western Provinces and Oudh Police.*

**1242.** (*a*) Members of the Police Force in the territories subject to the Lieutenant-Governor of the North-Western Provinces and Chief Commissioner of Oudh, whose homes lie west of the Sutlej, may, on discharge or retirement from the service, be provided with a railway ticket to enable them to reach their homes if their pay was less than ₹20 a month.

(*b*) They may also be allowed subsistence allowance at the rate of two annas a day for a period not exceeding ten days.

(*c*) Provided that no policemen shall be entitled to these allowances if they have been discharged for disgraceful conduct or by sentence of a Criminal Court for an offence other than a breach of discipline.

## Termination of Temporary Employment.

**1243.** A person employed by a competent authority for a temporary purpose, who has received Travelling Allowance for joining his appointment, is also entitled, on the termination of his temporary employment, to Travelling Allowance for the return journey not exceeding the amount of Travelling Allowance drawn by him for joining his appointment.

*Articles 1239—1243.*

*Article 1239.*

*Substitute the following :—*

**1239.** Native surveyors and menial servants, attached to Survey Parties of the Survey of India, employed in Assam and Burma, may be granted by the Surveyor General, and members of the lower subordinate establishment of the Forest Survey Branch, employed in those provinces, may be granted by the Superintendent of Forest Surveys, such portion of their travelling expenses as may be thought fit, for the journey from the place of employment to Calcutta and back, when proceeding to their homes on leave at the end of a field season, and when rejoining at the commencement of the next field season.
(61.) (Financial Department No. 673, dated 20th February 1893.)

*Article 1244.*

*Insert the following as a note under this article :—*

NOTE.—[An officer on leave summoned to give evidence of the kind contemplated in this cle is entitled to travelling allowance under this article from and to the place from which s summoned, as if he were on duty.] (95.)

## Section VI—Other Occasions.

To give Evidence. . . . ARTICLE 1244 | To obtain Medical Advice . . ARTICLE 1247

### To give Evidence.

1244. An Officer summoned to give evidence of facts which have come to his knowledge, or of matters with which he has had to deal in his public capacity, either—

(i) in a criminal case (including a case before a Court Martial), or

(ii) in a civil case to which Government is a party,

may draw Travelling Allowance under the rules for Journeys on tour.

Provided that he must obtain from the Court any Travelling or Subsistence Allowance to which he is entitled by the rules of the Court, and must deduct the amount from the Travelling Allowance claimed under this Section.

1245. (*a*) An Officer summoned to give evidence under other circumstances is not entitled, by reason of his being an Officer of Government, to any allowances, other than those admissible by the rules of the Court.

(*b*) But if the Court pays him any sum by way of subsistence allowance or compensation, apart from any allowance for travelling expenses, he must repay that amount to Government before drawing full pay for the day or days of absence.

1246. As an exception to Articles 1244 and 1245, Patwaris and Chaukidars, in the North-Western Provinces and Oudh summoned as witnesses in Criminal Courts, receive their expenses at the same rates as persons of their rank in life who are not Government servants.

### To obtain Medical Advice.

1247. An Officer compelled to leave his station, whether permanent or temporary, where there is no Medical Officer, to procure medical advice, is entitled to Travelling Allowance for the journey to and from the nearest station where a Medical Officer is located.

1248. The permission of superior authority should be obtained beforehand where it is possible to obtain such permission without risk to the Officer requiring advice.

1249. Bills for travelling allowance under Article 1247 must be countersigned by the Medical Officer consulted, who must certify that the journey was, in his opinion, absolutely necessary.

**1250.** Controlling Officers must take care that undue advantage is not taken of this privilege. If the absence of the invalid Officer from his station be prolonged, he should be required to take leave on medical certificate.

**1250A.** An Officer applying for an invalid pension, who is required to leave his station to appear before a medical board at another station for the purpose of obtaining the requisite certificate, may, in all cases in which the pension is applied for under the direction of the applicant's official superior on the ground of his incapacity for work and in the interest of the public service, be granted an allowance for the journey not exceeding his actual expenses, and also not exceeding the amount he would be entitled to receive if travelling allowance were admissible. If it is necessary for the officer to return to his station after appearing before the medical board, he may be granted travelling expenses subject to the same limit. The bill should be supported by a certificate that the applicant was directed in the interest of the public service to apply for an invalid pension, and that he did not voluntarily ask to retire.

The same concession may be granted when the application is made voluntarily, if the circumstances of the applicant are, in the opinion of the Local Government, such as to justify the grant of travelling allowance.

# Chapter LI.—Special Rates for Special Localities.


| | ARTICLE | | ARTICLE |
|---|---|---|---|
| DAILY ALLOWANCE AND MILEAGE MAY BE SPECIALLY INCREASED . . | 1251 | MADRAS . . . . . | 1258 |
| INCREASE IN CERTAIN SPECIFIED TRACTS | 1252 | BERAR . . . . . | 1261 |
| TELEGRAPH OFFICERS IN SPECIAL LOCALITIES . . . . . | 1253 | SINDH . . . . . | 1262 |
| BENGAL AND ASSAM . . . | 1254 | ADEN . . . . . | 1264 |
| | | PERSIA AND PERSIAN GULF . . | 1265 |
| | | PERSIAN GULF TELEGRAPH STEAMERS | 1273 |


## Daily Allowance and Mileage may be specially increased.

**1251.** A Local Government may, with the previous sanction of the Government of India, prescribe that the ordinary rates of daily allowance, or mileage, or both, shall be increased either in a definite ratio or in any other suitable manner for all persons travelling in any specified district or locality in which travelling is specially expensive, provided that—

(i) No daily allowance shall be increased so as to exceed R10.

(ii) No mileage shall be increased so as to exceed one rupee.

(iii) No increased allowances shall be drawn for journeys by railway.

(iv) The *Local Government* may, if it thinks fit, except any Officer or class of Officers from the general rate of increase, and direct that either the ordinary rates, or a lower rate of increase, be granted to such Officer or class of Officers.

## Increase in certain Specified Tracts.

**1252.** In the Provinces, Districts, or Tracts mentioned below, daily allow-

ances are subject to the provisos in the preceding Article, increased in the proportions stated against them.

| Names of Tracts. | Increase. |
|---|---|
| Kashmir and Nepal . . . . . | Double. |
| Simla (including Simla Hill States and the Hill country of the Patiala State) and Darjeeling (confined to officers stationed in these districts) . . . . . | |
| Periyar, *i.e.*, West of Kuravanath . . . . . | |
| Coorg . . . . . | 66⅔ per cent. or two-thirds as much again. |
| Agency Tracts of Northern Circars (but see also Article 1258) . . | 50 per cent. or half as much again. |
| Kollegal Taluk, that portion of the Satyamangalam Taluk which lies above the Ghâts and the Anamalai Hills in the Coimbatore District. | |
| Wynaad Taluk of the Malabar District (but see also Article 1259) and South-East Wynaad . . . . . | |
| Nilgiris . . . . . | |
| Upper and Lower Pulney Hills . . . . . | |
| Assam, Ladak, Chittagong Hill Tracts, Biluchistan, places beyond the North-Western Frontier of the Peshawar and Derajat Divisions of the Punjab, Mekran coast west of the River Hubb, and Sonthal Pergunnahs . . . . . | |
| For journeys by boat only in the several Districts of the Chittagong and Dacca Divisions and the Districts of Khulna, Jessore, and Twenty-four-Pergunnahs in Bengal . . . . . | |
| Burma (generally) . . . . . | |
| Ditto for journeys— | |
| (1) by boat in the Bhamo District . . . . | Double. |
| (2) by land in the Shan States administered by the Superintendents of those States . . . | |
| Melghat in Berar . . . . . | 25 per cent. or one quarter as much again. |

1. In Coorg, Biluchistan, places beyond the North-Western Frontier of the Peshawar and Derajat Divisions of the Punjab, Chittagong Hill Tracts, Kashmir, Nepal, Periyar, *i.e.*, West of Kuravanath, and Burma, mileage is increased in the same proportion as the daily allowance.

2. In the Hill Tracts of the Northern Circars, the mileage of the Inspectors of Schools is increased in the same proportion as the daily allowance.

3. Deputy Inspectors of Schools, while travelling in these tracts in Madras for which an increase of 50 per cent. over ordinary travelling allowance is sanctioned, draw a mileage at ordinary rates for the distance travelled in addition to their permanent allowance.

4. In the special tracts of Ganjam, Vizagapatam, Godavari, the Nilgiri Hills and Wynaad, the mileage rates by road are increased by fifty per cent.

5. Postal officials, when travelling on duty in the Shimoga, Kadur, and Hassan Districts of Mysore, are entitled to the same rates as are admissible for journeys in Coorg.

6. In the Nallamalai Hills, Kurnool District, the daily allowance admissible to Officers of the Forest Department is increased by 50 per cent.

## Telegraph Officers in Special Localities.

**1253.** The daily allowances of Telegraph Officers in the following localities are increased as specified below :—

| Name of locality. | Increase. |
|---|---|
| Nilgiris, west of Ootacamund . . . | Double ordinary rates. |
| Portuguese Territory of Goa . . . | Double ordinary rates. |
| Between Deesa and Hyderabad (Sindh) and Deesa and Cutch Mandvi . . . | 25 per cent. above the ordinary rates. |
| Between Chittagong and Prome . | 50 per cent. above the ordinary rate from 16th November to 15th May; and 100 per cent. above the ordinary rate from 16th May to 15th November. |
| Between Maulmain and Siamese Frontier . | |

## Bengal and Assam.

**1254.** A Commissioner of a Division in Bengal, or the Chief Commissioner in Assam, may grant a monthly Boat Allowance not exceeding R40 to a Sub-Inspector of Schools employed in a river district to be drawn during the marching season; no allowances except those admissible for travelling by railway under Chapter XLVIII, Articles 1105 to 1109, may be drawn in addition to this allowance.

**1255.** In the Sunderbans the following Boat Allowances are given during absence on tour, in addition to the daily allowances admissible under these Regulations :—

| | R | |
|---|---|---|
| (1) Commissioner, Sunderbans . . . . . | 100 | a month. |
| (2) Deputy Collector, Sunderbans . . . . . | 100 | „ |
| (3) Commissioner, Sunderbans, for establishment and records . . | 105 | „ |
| (4) Deputy Collector, Sunderbans, for establishment and records . | 45 | „ |

Items (3) and (4) are maxima, the whole or part of which may be drawn at the discretion of the Commissioner.

**1256.** The Deputy Commissioner of Darjeeling and the Political Agent, Sikkim, are entitled to a special daily allowance of R15 for journeys in Independent Sikkim only.

**1257.** (*a*) The Sub-divisional Officers of Palamow in the Lohardugga District, and Alipore in the Jalpaigori District in Bengal, are entitled, when on tour, to draw a daily allowance of R5, or 8 annas a mile for journeys by road, whatever their branch of the service may be.

(*b*) The Assistant Superintendent of Police in charge of the Sub-division of Palamow is allowed to draw the daily allowance of a District Superintendent of Police.

(*c*) A Sub-Deputy Collector, placed in charge of the Sungoo Sub-division of the Chittagong Hill Tracts, is entitled to travelling allowance at the rates admissible to the lowest grade of Deputy Collectors.

**1257A.** Officers of the Postal Department travelling on inspection duty in Sikkim, are entitled to double the ordinary rates of daily allowance.

## Madras.

**1258.** Members of the office establishment of the Agents and Special Assistant Agents, Ganjam and Vizagapatam, and the Deputy Inspectors of Vaccination, Ganjam and Vizagapatam, when travelling in the Hill Tracts of Ganjam and Vizagapatam, receive daily allowances as in the following scale :—

| Rate of Pay. | | | Travelling Allowance admissible. |
|---|---|---|---|
| R | | R | |
| 250 and above | | . . . . . | R 4 |
| Less than 250 | but not less than | 200 . . . . . | 3 |
| „ 200 | „ | 150 . . . . . | 2½ |
| „ 150 | „ | 100 . . . . . | 2 |
| „ 100 | „ | 50 . . . . . | 1 |
| „ 50 | „ | 25 . . . . . | 1 |
| „ 25 | „ | 15 . . . . . | Annas 8 |
| „ 15 | „ | 8 . . . . . | „ 4 |
| „ 8 | | . . . . . | „ 2 |

*Article 1258.*

*In the table under this article, substitute* R1½ *for* R1, *as the travelling allowance admissible for rates of pay less than* R100, *but not less than* R50. (24) (Financial Department No. P./2937, dated 14th July 1892.)

Special Rates for Special Localities.

1259. An Officer of the third or fourth class travelling in the Malabar or South Kanara district draws increased daily allowances as below :—

(i) In the Wynaad—three times the ordinary allowances, subject to a maximum of R1½.

(ii) While absent from the mainland on visits to the Laccadives—four times the ordinary allowances, subject to a maximum of R2.

(iii) Elsewhere—twice the ordinary allowances, subject to a maximum of R1.

1260. Taluk Officials in Madras are allowed to draw Travelling Allowance at the ordinary rates—

(i) when travelling in the Bhadrachellam Taluk;

(ii) when travelling in any of the tracts mentioned in Article 1252 for which an increase of 50 per cent. over ordinary travelling allowance is sanctioned.

## Berar.

1261. Peons travelling in the Melghat, Berar, are also allowed Travelling Allowance at the ordinary rates.

## Sindh.

1262. Officers of the second and third classes stationed in Sindh draw daily allowance at the following rates :—

(*a*) Head Clerk to the Commissioner in Sindh; Chief Clerk to the Judicial Commissioner in Sindh; Head Clerk to the District Judge of Karachi; Head Clerk to the Superintending Engineer in Sindh and Assistant Sindhi Translator in Sindh; and Head Clerk to the Deputy Commissioner, Thar and Parkar . . . . . } R2, or any higher rate admissible under Article 1167.

(*b*) Other members of the office establishment of the—

(i) Commissioner in Sindh,
(ii) Sindhi Translator,
(iii) Superintending Engineer, Sind,
(iv) Judicial Commissioner in Sindh, and
(v) Clerks attached to the Travelling Audit Circle in Sindh—

| | R |
|---|---|
| (I) if their pay is not less than R50 . . . . . | 1¾ |
| (II) if their pay is less than than R50 . . . . . | 1¼ |

(*c*) Members of the office establishment of the—

(i) Conservator of Forests, Sindh Circle,
(ii) Deputy Sanitary Commissioner, Sindh Registration District,
(iii) Educational Inspector, Sindh, and
(iv) Assistant Commissioner of Salt Revenue and such of the Clerks of the Customs Department as may accompany that officer on tour—

| | R |
|---|---|
| (I) if their pay is not less than R70 . . . . . | 1¾ |
| (II) if their pay is less than R70 . . . . . | 1¼ |

(*d*) Members of the office establishment of—

(i) Collectors,
(ii) Assistant and Deputy Collectors in charge of talukas,
(iii) Deputy Commissioner, Upper Sindh Frontier,
(iv) Executive and Assistant Engineers,
(v) Deputy Educational Inspectors,
(vi) Forest Settlement and Demarcation Officer,
(vii) District Superintendents of Police, and
(viii) District Judges in Sindh—

| | R |
|---|---|
| (I) if their pay is not less than R70 . . . . . | 1½ |
| (II) if their pay is less than R70 . . . . . | 1 |

(*e*) Members of the office establishment of the Deputy Commissioner, Thar and Parkar, except the Head Clerk—

| | |
|---|---|
| (I) if their pay is not less than R50 . . . . . | 1½ |
| (II) if their pay is less than R50 . . . . . | 1 |

**1263.** In Sindh, mileage is allowed to an Officer of any class only for journeys on transfer, or by special conveyance, or at times when the Officer is not maintaining permanent carriage. When an Officer, who maintains permanent carriage, travels partly by road and partly by rail on the same day, he may draw, in addition to the allowance admissible for the journey by rail actual expenses for the journey by road, within the limit of the daily allowance.

## Aden.

**1264.** On the conditions of Rule 3 (*d*) under Article 1092 officers of the Political and Military Works Departments in Aden are, when travelling by road, provided with camels on the following scale :—

| | | | | |
|---|---|---|---|---|
| Resident . . . . | not exceeding 20 in number. | | | |
| Assistant to Resident and the Deputy Assistant Political Agent in the Somali Coast | ditto | 10 | ditto. | |
| Native Assistants and Interpreter to the Resident . | ditto | 4 | ditto. | |
| Executive Engineer . . | ditto | 10 | ditto | whether stationed on the Arabian or African Coast. |
| Assistant do. . . | ditto | 6 | ditto | |

## Persia and Persian Gulf.

**1265.** An Officer of the second, third, or fourth class, in the Persian Gulf Telegraph Division, or in the Political Residency, Persian Gulf, is entitled to a daily allowance one-third greater than the ordinary rate.

**1266.** The Director, Persian Gulf Telegraph Division, may exercise the power referred to in Article 1164 in regard to Officers of the Indo-European Telegraph Department on the Mekran Coast, the period of halt at Headquarters being twenty-one days, as in Sindh and Rajputana.

**1267.** (*a*) The following members of the establishment of the Bagdad Residency draw daily allowances at rates noted against their names instead of the allowances admissible under Article 1154 :—

| | |
|---|---|
| Vernacular clerks . . . . . | 12 annas a day. |
| Jemadar . . . . . | 12 „ |
| Cavasses . . . . . | 6 „ |

(*b*) The grooms attached to the establishment draw a daily allowance of four annas each when accompanying the Resident on tour.

**1268.** On the conditions of Rule 3 (*d*) under Article 1092, Officers of the Political Residency, Persian Gulf, are entitled, when travelling by road, to be provided with mules not exceeding the number in the following scale :—

| | Number of Mules. With tents. | Without tents. | |
|---|---|---|---|
| Resident . . . . . | 36 | 30 | |
| Political Assistant, including Medical Officers— | | | |
| (i) When accompanying Resident . . . . | 10 | 6 | |
| (ii) When travelling independently . . . . | 16 | 10 | |
| Other Assistants— | | | |
| (i) When accompanying Resident . . . . | 7 | 4 | |
| (ii) When travelling independently . . . . | 9 | 6 | |
| Clerks, Native Agents, Moonshis and others . . . | 4 | 3 | including one riding animal. |
| Inferior servants . . . . . | 1 | 1 | |
| Sowars, for every two . . . . . | 1 | 1 | |

## Special Rates for Special Localities.

**1268A.** On the conditions of Rule 3 (*d*) under Article 1092, the Agent to the Governor General of India and Her Britannic Majesty's Consul General for Khorassan and Seistan, and his establishment, are entitled, when travelling by road, to be provided with mules according to the following scale :—

| | Number of Mules. With tents. | Without tents. |
|---|---|---|
| The Governor General's Agent | 36 | 25 |
| Political Assistant, including Medical Officers— | | |
| (i) When accompanying the Governor General's Agent | 8 | 6 |
| (ii) When travelling independently | 12 | 8 |
| Other Assistants— | | |
| (i) When accompanying the Governor General's Agent | 6 | 4 |
| (ii) When travelling independently | 8 | 6 |
| Translators, Clerks, Munshis, Native Agents, and others | 4 | 3 |
| Hospital | 6 | 4 |
| Inferior servants | 1 | 1 |
| Sowars for every two | 1 | 1 |
| For the Agency Office | 10 | 4 |

**1269.** (*a*) Officers of the Persian Telegraph Division are entitled in lieu of the mileage rates in Article 1127 to draw, when travelling by road, the daily allowances to which they are entitled and to be provided with mules and riding-horses according to the following scale :—

(i) *For journeys on transfer* :—

Superintendents, Assistant Superintendents, and Medical Officers—20 mules.
Inspectors and Signallers—10 mules and one riding-horse.

(ii) *When marching within their circle* :—

| | Number of Mules. With tents. | Without tents. |
|---|---|---|
| Director | 20 | 14 |
| Superintendent | 16 | 10 |
| Assistant Superintendent | 14 | 8 |
| Inspectors | 7 | 3 |

The Director General of Telegraphs, when travelling within the limits of the Persian Telegraph Division, is provided with the same number of mules as the Director. (*Public Works Department No. 210 T.E., dated 27th December 1888.*)

[Note.—The Inspector in charge of the Teheran-Meshed line draws a permanent monthly allowance of R65 in lieu of daily allowance.]

**1270.** The Director, Persian Gulf Telegraphs, may grant any Officer of the second, third, or fourth class of his Department employed in the Persian Gulf a free passage to India (Karachi) for himslf and his family, on dismissa or retirement.

**1271.** (*a*) The Director, Persian Gulf Telegraph Division, may, in addition, also pass, to any officer of the second or lower class, amounts not exceeding the maxima shown below, to cover certain special actual expenses incurred by those Officers at the ports named, which are not included in the expenses incurred in embarking and disembarking :—

| | R |
|---|---|
| Karachi, if one passenger | 3½ |
| „ if two or more, each | 3 |
| Ormara | 1 |
| Gwadur | 1 |
| Jask | 1 |
| Bushire, if one passenger | 7 |
| „ if two or more, each | 5 |
| Reshire | 2 |

(*b*) Officers of the second or lower class attached to the Persian Gulf

Telegraph Division are also entitled to daily allowance for halts at a seaport while waiting for the arrival of a mail steamer, or of a departmental steamer.

**1272.** Officers of the first class employed in the Persian Gulf Telegraph Division are entitled, when travelling on tour by steamer, to half daily allowance in addition to passage-money.

NOTE.—[This Article applies to the Director General of Telegraphs and to the Examiner or Deputy Examiner of Indo-European Telegraph Accounts when travelling within the limits of the Persian Gulf Division.—(*Public Works Department No. 210 T.E., dated 27th December 1888*).]

### Persian Gulf Telegraph Steamers.

**1273.** (*a*) Officers of the Persian Gulf Telegraph Division, when on board the vessel attached to the Department for telegraph duties, will, for the purpose of messing, be divided into two classes, *i.e.*—

*Class A.*
- Director-in-Chief.
- Directors.
- Assistant Director, Persian Telegraphs.
- Examiner or Deputy Examiner, Indo-European Telegraph Accounts.
- Engineer and Electrician.
- Superintendents.
- Assistant Superintendents.

*Class B.*
- Inspectors.
- Clerks and others.

(*b*) For Officers of the class A, the general mess will receive the sum of R4 per head a day, exclusive of wines, beer, &c.

(*c*) For Officers of the class B, the general mess will be paid the sum of R3 per head a day, exclusive of wines, beer, &c.

(*d*) Families of Officers will be entertained at the rates fixed in Article 1122.

(*e*) Table-money will be recovered from Officers of Class A for themselves and families at the rates laid down in Article 1115, but no recovery will be made from Officers of Class B.

## Chapter LII.—Special Rules for High Officers.


| | ARTICLE |
|---|---|
| VICEROY | 1274 |
| GOVERNOR OR LIEUTENANT-GOVERNOR | 1275 |
| ORDINARY MEMBERS OF VICEROY'S COUNCIL | 1280 |
| NON-OFFICIAL MEMBERS OF VICEROY'S COUNCIL | 1282 |
| NON-OFFICIAL MEMBERS OF GOVERNOR'S COUNCIL | 1283 |
| BISHOPS OF CALCUTTA, MADRAS, AND BOMBAY | 1284 |
| CHIEF COMMISSIONER, A MEMBER OF A GOVERNOR'S EXECUTIVE COUNCIL, &C. | 1285 |
| JUDGE OF A HIGH COURT | 1286 |
| DIRECTOR GENERAL OF RAILWAYS AND CONSULTING ENGINEER TO GOVERNMENT | 1286A |
| COMMISSIONER IN SIND | 1286C |


### Viceroy.

**1274.** The Viceroy and Governor General controls his own travelling expenses and those of his household, including the members of his personal Staff, with the exception of his Private and Military Secretaries.

*Page 344.*

*Chapter LII.*

*For the 5th heading under this chapter substitute th*
*lowing :—*

NON-OFFICIAL MEMBERS OF THE LEGISLATIVE COUNCILS OF LOCAL GOVERNMENTS . . . . . 1283

*Article 1282.*

*Substitute the following :—*

1282. A non-official Additional Member of the Council of the Governor General for making Laws and Regulations, who has to leave his ordinary residence and reside at Calcutta for the purpose of attending meetings of the Council, shall receive an allowance of ₹1,000 for each month or part of a month during which he may attend the session, *plus* a sum of ₹1,000 for travelling and other expenses incidental to a change of residence, provided that the total amount paid to a Member for any one session shall not exceed ₹5,000.

These rates will also apply to non-official Additional Members who may be specially required to attend meetings of the Council at Simla. (69.)

## Governor or Lieutenant-Governor.

**1275.** A Governor or Lieutenant-Governor controls his own travelling expenses and those of his household, with the exception of the Officers of his personal Staff. The Military Secretary and Aides-de-Camp to the Governor of Bombay receive their *actual travelling expenses* while on tour with His Excellency the Governor.

**1276.** The travelling expenses of the Governors of Madras and Bombay, and of their households, are paid out of the contract allowance for household charges.

**1277.** A Local Government (other than the Governments of Madras and Bombay) should report to the Government of India, in the Finance Department, any representations made with regard to its travelling expenses by the *Accountant General* and any measures taken in consequence of such representations.

**1278.** A Governor or Lieutenant-Governor, resident in India at the time of his appointment, is entitled for the journey to join his appointment to *actual travelling expenses* for himself and for any member of his family travelling with him.

**1279.** A Governor or Lieutenant-Governor retiring from the service and leaving India is allowed, for any part of his journey by railway in India, a special carriage at the public expense, besides the *actual travelling expenses* of any members of his family travelling with him.

## Ordinary Members of Viceroy's Council.

**1280.** An Ordinary Member of the Governor General's Council travelling on duty by road or steamer is entitled to charge to Government his personal *bonâ fide* travelling expenses, appending to his bill a certificate as follows :—

"I certify that I have actually paid the amount of this bill, and that it does not include any charge for the freight of any stores or goods, other than my personal luggage, or any charge for refreshments, hotels or staging bungalows."

**1281.** An Ordinary Member of the Governor General's Council when travelling on duty by railway is entitled to a reserved first class carriage for himself, together with such accommodation, not exceeding one compartment of a third class carriage, as he considers needful for his personal servants. Further rules on this subject are contained in Appendix No. 28.

## Non-Official Members of Viceroy's Council.

**1282.** Every Non-Official Additional Member of the Council of the Governor General for the purpose of making Laws and Regulations, whether European or Native, who has to leave his ordinary residence and reside at Calcutta for the purpose of attending meetings of the Council, receives an allowance to meet the expenses of travelling to and from Calcutta, as well as the expenses attendant upon residence in that city of—

(i) R5,000 if he attends the Council for less than two months, or

(ii) R10,000 if he attends for the whole session.

The allowance is payable on the breaking up of the Council at Calcutta.

## Non-Official Members of Governor's Council.

**1283.** Non-official Members of the Legislative Council of Madras and Bombay, summoned to attend a Council from a place other than the head-quarters of the Government, may, at the discretion of the Local Government, be allowed their actual travelling and other necessary expenses, within a limit of ₹1,000 for each session.

## Bishops of Calcutta, Madras, and Bombay.

**1284.** The Bishops of Calcutta, Madras, and Bombay, when on tours of visitation, draw a monthly allowance of ₹1,000 (which is intended to cover all their expenses and those of their clerks and messengers for journeys by land) for the whole period of visitation, in addition to the actual expenses of journeys by sea: Provided that the monthly allowance may not be drawn by any individual Bishop for more than eighteen months in every three years of his tour of office.

## Chief Commissioner, a Member of a Governor's Executive Council, &c.

**1285.** A Chief Commissioner, a Member of the Executive Council in Madras or Bombay, and a Resident of the first class, when travelling by railway, are entitled to a reserved first class carriage at the expense of Government.

They are also entitled to railway fares actually paid for the carriage of four servants at lowest class rates, and to the freight of luggage not exceeding ten maunds.

## Judge of a High Court.

**1286.** A Judge of a High Court is entitled to a reserved first class compartment when travelling on duty by railway, and also to four fares (if actually paid) for the carriage of four servants at lowest class rates. When travelling by road on a tour of inspection he draws a mileage of one rupee.

## Director General of Railways and Consulting Engineer to Government.

**1286A.** The Director General of Railways and the Consulting Engineer to the Government of India for State Railways, when travelling on duty over any of the Railways in India, are entitled to a reserved carriage each, with accommodation for servants and cooking, and to conveyance at the public expense of all their personal luggage which may be vouched for as such by them.

**1286B.** The officers mentioned in Articles 1281, 1285, 1286 and 1286A. should pay the usual fares for any persons besides themselves travelling in the reserved carriages provided for them.

## Commissioner in Sind.

**1286C.** For journeys within his jurisdiction, the Commissioner in Sind is entitled to a reserved first class carriage subject to the payment of first class fares for himself and for each person using the carriage.

*Page 346.*

*Article 1283.*

*Substitute the following for this article :—*

**Non-Official Members of the Legislative Councils of Local Governments.**

**1283.** Non-official Members of the Legislative Councils of Local Governments, when summoned to attend a Council from a place other than the headquarters of the Government, shall receive first class travelling allowances at the ordinary rates for the journeys to and from the place of meeting. (65.)

# Chapter LIII.—Rules of Procedure.

| | ARTICLE | | ARTICLE |
|---|---|---|---|
| COUNTERSIGNATURE . . . | 1287 | CARRIAGE OF CONSTABULARY . | 1293 |
| CONTROLLING AND AUDIT OFFICER'S DUTIES . . . . . | 1290 | INCIDENCE OF CHARGE . . | 1294 |

## Countersignature.

**1287.** A bill for Travelling Allowance (other than a permanent allowance) of an Officer, other than the Head of a Department, on tour should not be paid unless countersigned by the Controlling Officer.

**1288.** The *Local Government* may declare who shall be the Controlling Officer for all or any of the Officers of any particular Department.

1. For the purposes of this Article the Director General of Railways and the Director General of Telegraphs have the full powers of a *Local Government* in regard to officers of whatever rank employed under their orders.

**1289.** In the following cases bills may be paid without countersignature :—

(*a*) A *Chaplain's* bills, but they must be accompanied by the order of the Bishop or Commissary of the Diocese authorising him to make the journey.

(*b*) Bills for Travelling Allowance of non-gazetted Officers, provided that detailed countersigned bills are subsequently submitted to the *Audit Officer* for adjustment.

## Controlling and Audit Officer's Duties.

**1290.** (*a*) It is the duty of the Controlling Officer to scrutinise the necessity, frequency, and duration of journeys or halts for which Travelling Allowance (whether permanent or other) is claimed. The Controlling Officer may disallow the whole or a portion of the Travelling Allowance claimable for any journey or halt, if he considers that the journey was unnecessary, or that it was not completed with due expedition, or that the halt was of excessive duration. He should also carefully check any tendency to abuse the option of exchanging a daily rate for mileage under Article 1170.

(*b*) The Local Government may lay down any subsidiary regulations that it thinks fit, for the guidance of a Controlling Officer of any Department under this Article.

**1291.** A Controlling Officer (other than the Head of a Local Government or Administration, including the Commissioner in Sindh) may not delegate the duty of countersignature to a subordinate.

**1292.** Countersignature does not dispense with the necessity for formal audit with reference to rates, distances, and general conditions. An *Audit Officer* will accept countersignature by the proper authority as final evidence that the facts of the journey on which the claim is founded are correct, and that the claim is admissible with reference to Article 1290 (*a*) and to any departmental rules. It is the duty of the Controlling and not of the *Audit Officer* to enforce departmental rules.

## Carriage of Constabulary.

~~**1293.** (*a*) In the Punjab the "Carriage of Constabulary" is dealt with as~~

Regulations relating to Travelling Allowances.

1293. A local Govt may deal with the "carriage of constabulary" as contingent expenditure under the ~~following~~ rules sanctioned in Finance Department letter No. 6095, dated 9th November 1888 :—

1. These rules apply to all non-gazetted Police officers deputed on duty when required to travel by road or train on journeys for which, under the Civil Service Regulations, travelling allowance is admissible.

2. Advances may be made by the District Superintendent of Police out of his permanent advance to a subordinate Police officer for payment of his railway fare or expenses by road, up to the amount of such fare or expenses, and limited, in the case of a road journey, to the amounts stated in Article 1127 of the Civil Service Regulations. These advances may be treated in the same way as payments for ordinary contingent expenditure made from the permanent advance and recouped from the treasury on abstract bills. The charges must be vouched for in the ordinary way in the detailed contingent bill, and charged under the grant for *carriage of constabulary*. The Account Office will audit the charge in the same way as other contingent expenditure. No officer to whom an advance is made under this rule will be entitled to any travelling allowance under Articles 1107 or 1127, but an officer who does not draw an advance under this rule may draw the travelling allowance ordinarily admissible.

3. Subordinate Police officers drawing R10 a month and under, to whom advances are made for railway and road expenses under Rule 2, may receive in addition, if otherwise entitled to it, the daily allowance admissible under Article 1177.

## Incidence of Charge.

**1294.** Except in the following cases the Travelling Allowance of an Officer, on whatever duty he may be employed, is charged to the same head as his pay. This Article applies to the Travelling Allowance of a Medical Officer for a journey to attend on an Officer entitled to such attendance.

(*a*) Travelling Allowance paid to Gazetted Officers for attending examination is debited to the head "Miscellaneous."

(*b*) The Travelling Allowance of a Military Officer attached to a Horse-Breeding Department is debited to the Civil Department, even when his pay is debited to the Military Department.

(*c*) The Travelling Allowance drawn by the Medical Officer in charge of the British Troops at Calicut, for journeys to and from the Lunatic Asylum at that station, is debited to the Civil Department.

(*d*) The Travelling Allowance of an Officer paid from a Local Fund may, when travelling in the execution of Government duty, be paid and charged to General Revenues. Similarly, the Travelling Allowance of an Officer paid from the general revenues, when travelling on duty connected with a Local Fund, may be charged to the Local Fund.

(*e*) The Travelling Allowance of native military students, while under training with Survey Parties, is debited to the Survey Department.

(*f*) The actual travelling expenses of the Military Secretary and Aides-de-Camp to the Governor of Bombay and the Travelling Allowance drawn by the Aide-de-Camp to the Lieutenant-Governor of the North-Western Provinces and Oudh, while on tour with His Excellency the Governor and His Honour the Lieutenant-Governor, respectively, are charged in the Civil Department, although their salaries are charged in the Military Department.

**1295.** The Travelling Allowance of an Officer transferred from one Department to another is debited to the Department to which he is transferred.

**1296.** The Travelling Allowance of an Officer, called away from his duty to give evidence in any Court, is, during the period of his absence, debited to the Department which would bear the charge if the Officer were on duty.

# PART XII.—APPENDICES.

## LIST OF APPENDICES.

No. 1.—Orders relating to admission of officers into the service at an advanced age, *see Article 63.*

" 2.—Rules regarding the preparation of last-pay certificates in cases of "Transfers on duty," *see Article 83 (b).*

" 3.—Nominal roll of officers specially admitted to the benefit of the European Service Leave Rules, *see Article 331.*

" 4.—Correspondence regarding the compulsory retirement of inefficient officers, *see Article 385.*

" 5.—Ordinary Pension—Old Rules, *see Articles 450 and 451.*

I.—Pension Rules of 4th January 1831.

II.—Limitation of Pensions.

" 6.—Correspondence regarding the conditions on which a "compensation pension" is admissible, *see Article 471.*

" 7.—Orders of the Secretary of State deprecating recommendations for "special pensions," *see Article 514.*

" 8.—Re-employment of Pensioned Civil Servants of the British Government, Statute Vict. 35, Cap. 12, *see Article 580.*

" 9.—Rules relating to "Commutation of Pensions" with Annuity and Assurance Tables, *see Articles 588 (a)* and 1023.

" 10.—Summary of rates for subscriptions to Civil Funds, *see Article 616 (b).*

" 11.—Military Furlough Regulations of 1868, } *see Article 678.*
" 12.—Military Furlough Regulations of 1875, }

" 13.—List of Civil Engineers of European training appointed in India and granted certain concessions, *see Article 703.*

" 14.—Lists of Civil Engineers appointed to the Public Works Department as Assistant Engineers, 1st grade, and granted certain concessions, *see Article 709.*

" 15.—Allowances to Bengal Covenanted Pilots on special duty, *see Article 741 (b).*

" 16.—Formation of Local Fund Pension Funds, *see Article 868.*

" 17.—List of Colonial Treasuries, District Paymasters, and other Imperial Agents in the Colonies, *see Articles 936 and 1052.*

" 18.—Rules for free passes by railway, *see Article 1092, Rule 2.*

" 19.—List of Officers rated as in the "first class" for the purpose of the travelling allowance regulations, *see Article 1096.*

" 20.—Rules regulating the travelling allowances of officers of the Indian Marine holding appointments afloat or in dockyards, *see Article 1117.*

" 21.—Scale of table-money payable by the Indian Government for the entertainment of its officers on board of Her Majesty's Ships of War and Indian Government Vessels, *see Articles 1122 and 1123.*

" 22.—List of Officers not entitled to travelling allowances for journeys on tour, *see Article 1133.*

" 23.—List of "tentage allowances" and of the officers entitled to them, *see Article 1142.*

" 24.—List of "permanent monthly travelling allowances," *see Article 1150.*

" 25.—List of daily travelling allowances, *see Article 1167.*

" 26.—List of conveyance allowances, *see Article 1181.*

" 27.—Extracts from Military Transport Regulations, *see Articles 1233 to 1235.*

" 28.—Rules relating to an Ordinary Member of the Viceregal Council travelling by railway, *see Article 1281.*

" 29.—Rules relating to the allowances for Equipment and Voyage of the Governor-General of India, Members of Council, Governors of Madras and Bombay, Commanders-in-Chief of Madras and Bombay, and Bishops of Calcutta, Madras and Bombay, *see Article 1195.*

" 29A.—Extract from the Old Statutory Rules regarding Pensions of High Court Judges.

" 30.—List of Engineers and Telegraph Officers specially authorized to receive leave allowances at the rate of exchange of 2*s.* the rupee, *see exception to Article 945.*

# PART XII.—APPENDICES.

## Appendix No. 1.—*Referred to in Article 63.*

### Orders relating to admission of officers into the service at an advanced age.

EXTRACT I.—The Governor General in Council observes that the admission into the Service of Government of other than young men tends to throw upon the State an undue liability for pensions.

2. His Excellency in Council is accordingly pleased to declare that, as a general rule, no person should be admitted into the Service of Government after he has attained the age of twenty-five years. But if, for special reasons, any one is, after this date, admitted at a later age, then, in the event of his being required to retire, under the operation of any Rule for the removal of officers from the Service as superannuated on their attaining a particular age, the pension to which he would, but for this Rule, be entitled, shall be reduced in the proportion which the number of years of pensionable service which he has completed bears to thirty years, the full period required for a Good Service (Retiring) pension.—(*Government of India, Finance Department, No. 423, dated 20th January 1871.*)

EXTRACT II.—I am directed to acknowledge the receipt of your letter No. 816, dated 13th June 1871, enquiring whether the Rule of 20th January 1871, prohibiting the employment in the Civil Service of persons above the age of 25 years, except on special grounds, is to be applied to the case of persons who having voluntarily resigned the service, seek to obtain re-admission.

2. In reply, I am desired to say that, so far as regards the re-admission of persons so situated, it is a question for the officer appointing to determine, and, probably, previous service, if it proved the capacity of the person, might be a special reason for employment.

3. In the case of re-employment of such persons, the Rule for the reduction of pensions will apply.

4. In regard to this Rule, it should be remarked that it imposes no "specified disadvantage as regards pension," but only prevents the undue advantage which the persons to whom it applies would otherwise obtain by being permitted to earn a full pension by a service of less than thirty years.—(*Government of India, Finance Department, to Government of Madras, No. 2065, dated 15th July 1871.*)

EXTRACT III.—The Governor General in Council desires to draw the attention of the Comptroller General, the Director General of the Post Office of India, the Mint Masters, Calcutta and Bombay, the several Accountants General, and the several Deputy Accountants General in independent charge, to Resolution No. 423, dated 20th January 1871, by which the admission into the Service of any person after the age of twenty-five years was discouraged.

There is reason to believe that sufficient attention is not paid to the rule contained in this Resolution, and His Excellency in Council would remind Heads of Departments that men of advanced age ought never to be admitted to the Government Service, except upon public grounds of a special character.—(*Government of India, Finance Department, No. 1047, dated 5th June 1877.*)

## Appendix No. 2.—*Referred to in Article 83 (b).*

### Rules regarding the preparation of last-pay certificates in cases of transfers on duty.

RULE 1. Transfers on duty may be of two kinds:—

**First.**—An officer may proceed on duty from one Province or Circle of Audit to another.

**Second.**—An officer may proceed on duty from one place to another in the same Province or Circle of Audit.

## Appendix No. 2.

### First case.

RULE 2. In the first case the officer should obtain a certificate in the following form:—

(OBVERSE.)

Last-pay certificate of A. B., of the _____ proceeding to _____ to join the appointment of (or to officiate as _____) _____ on duty _____

He has drawn pay as _____ at the rate of R _____ a month, and acting allowance as _____ at the rate of R _____ a month, less the deductions shown below, up to the _____. He made over charge of the office of _____ on the _____ noon of the _____ of _____

No recoveries (or, the recoveries noted on the reverse) are to be made from the pay of this officer.

Deductions: *R a. p.*

DATED AT

*The* _____ *189* .

*Accountant General.*

(REVERSE.)

*Details of recoveries.*

Nature of recovery _____

Amount R _____

How to be recovered (in one sum, or in what instalments) _____

RULE 3. If he be employed at the station of the *Accountant General* of his Presidency or Province, the certificate should be given by that officer.

RULE 4. If he have to pass through that station on his way to his new Presidency or Province, the certificate should be given by the officer in charge of the treasury from which he last drew pay, and countersigned by the *Accountant General*.

RULE 5. If he be not employed at, and have not to pass through, the *Accountant General's* station, the certificate should be given by the officer in charge of the treasury from which he last drew pay, and a duplicate of it should be forwarded by the Treasury Officer to the *Accountant General*, for countersignature and transmission to the *Accountant General* of the transferred officer's new Presidency or Province.

### Second case.

RULE 6. In the Second case the officer should obtain a last-pay certificate in the same form from the officer in charge of the treasury from which he last drew pay.

**No. 40.**

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*Appendix No. 3.*

*Insert the following in the list in this Appendix :—*

| | |
|---|---|
| ..., C., F.R.S. (Official Diary No. 853 of 1892.) | Superintendent, Government Observatory, Bombay. |

## Appendix No. 3.

### Appendix No. 3.—*Referred to in Article 331.*

Nominal roll of officers to whom personally, by special permission of Her Majesty's Secretary of State, Leave of Absence may be granted under the European Service Rules in Chapter XIII, subject to certain specified restrictions, instead of under the Indian Service Leave Rules in Chapter XIV.

| Names. | Designation of Office held when the Officers were recommended for admission to the European Service Leave Rules. |
|---|---|
| **A** | |
| Adams, J. | Assistant Engineer, 2nd grade, P. W. D., Bombay. |
| Addis, H. B. | Assistant Engineer, 1st grade, P. W. D. |
| Anderson, J. A. | Assistant Engineer, 1st grade, P. W. D. |
| Armstrong, C. M. | Sub-Deputy Opium Agent, 3rd grade. |
| **B** | |
| Bagshawe, C. | Assistant Conservator of Forests. |
| Barker, J. | Assistant Superintendent, Revenue Survey, 2nd grade, Mysore. |
| Barker, R. A. | Medical Officer, Birbhum. |
| Barrett, E. C. | Assistant Superintendent, Revenue Survey, 2nd grade. |
| Barron, A. H. | Assistant Engineer, 1st grade, P. W. D. |
| Bartlett, T. W. | Assistant Engineer, 1st grade, P. W. D. |
| Barwise, J. W. | Chief Inspector of Post Offices in Burma. |
| Bayly, W. G. | Assistant Controller of Public Works Accounts, 1st grade. |
| Beckett, H. B. | Assistant Commissioner, 3rd grade, Punjab. |
| Belchambers, R. | Registrar, High Court, Calcutta. |
| Benson, C. | Assistant Superintendent, Government Farms, Madras. |
| Berrill, E. | Superintendent of Police, 4th grade, N.-W. P. |
| Biddulph, T. H. S. | Officiating Deputy Accountant General, Madras. |
| Biggs, T. H. | Assistant to the Comptroller General. |
| Bird, G. R. | Assistant Engineer, 1st grade, P. W. D. |
| Blanford, H. F. | Professor in the Presidency College, Bengal. |
| Blood, B. W. | Executive Engineer, 4th grade, P. W. D. |
| Bolton, W. H. | Deputy Collector in Sindh. |
| Bradley, R. | Assistant Engineer, 2nd grade, P. W. D. |
| Brereton, C. | Assistant Engineer, 3rd grade, P. W. D., Bombay. |
| Brockman, W. D. | Executive Engineer, 2nd grade, P. W. D. |
| Browning, C. A. R., *M. A.* | Director of Public Instruction, Oudh. |
| Bruce, R. J. | Assistant Commissioner, 2nd grade, Punjab. |
| Buckle, H. | Assistant Commissioner, 2nd grade, Burma. |
| Butcher, E. H. | Assistant Superintendent, Revenue Survey, 2nd grade, Mysore. |
| Butts, H. H. | Assistant Settlement Officer, 3rd grade, Oudh. |
| Buyers, W. L. | Executive Engineer, 2nd grade, P. W. D., Bombay. |
| **C** | |
| Campbell, H. F. | Sub-Deputy Opium Agent, 5th grade. |
| Campbell, A. C. | Officiating Deputy Commissioner, Goalpara. |
| Cardozo, H. O'C. | Deputy Superintendent of Revenue Survey, Madras. |
| Carson, H. | Assistant Superintendent, Telegraph Department. |
| Cherry, J. W. | Deputy Conservator of Forests, Madras. |
| Chisholm, J. W. | Inspector General of Registration, Central Provinces. |
| Christie, J. T. | District Superintendent of Police, 4th grade, Punjab. |
| Clark, F. B. | Assistant Superintendent, Revenue Survey, 3rd grade, Mysore. |
| Cleghorn, J. P. | Assistant Engineer, 3rd grade, P. W. D. |
| Cloete, H. N. C. | Assistant Engineer, 1st grade, P. W. D., Bombay. |
| Cole, W. H., *M.A.* | Assistant Superintendent, Great Trigonometrical Survey, 1st grade. |
| Constable, E. T. | Educational Inspector, 1st Circle, N.-W. P. |
| Cooke, C. H. | Assistant Superintendent, Revenue Survey, 3rd grade. |
| Cooke, J. E. | Deputy Accountant General, Madras. |
| Cooke, S. | Professor, Civil Engineering College, Poona. |
| Cooke, T., *M.A.* | Principal of the Poona Civil Engineering College, Bombay. |
| Coombes, H. A. | Superintendent of Police, Sibsagar. |
| Cooper, C. P. | Senior Magistrate of Police, Bombay. |
| Cordner, R. A. | Executive Engineer, 4th grade, P. W. D. |

## Appendix No. 3.

| Names. | Designation of Office held when the Officers were recommended for admission to the European Service Leave Rules. |
|---|---|
| Cornish, W. H. | Superintendent of Police, 5th grade, Bengal. |
| Cotegrave, T. M. | Assistant Collector of Salt Revenue, Bombay. |
| Cowie, H. G., *B.A.* | Assistant Accountant General, N.-W. P. |
| Cox, J. H. M. | Deputy Director of Revenue Settlement, Madras. |
| Cumberlege, N. R. | Superintendent of Police, 2nd grade, Berars. |
| **D** | |
| Daly, W. W. | Superintendent of Police, 4th grade, Bengal. |
| Dalzel, A. | Acting Superintendent of Police, and Bhil Agent, Rewa-Kantha. |
| Davidson, B. H. | Superintendent of Police, Burma. |
| Davis, H. H. | Deputy Conservator of Forests. |
| Dease, P. P. | Assistant Engineer, 2nd grade, P. W. D. |
| Deighton, K. | Principal of the Agra College, N.-W. P. |
| Dempster, J. I. R. | Assistant Engineer, 2nd grade, P. W. D. |
| Dickson W. P. | Medical Officer and Superintendent, Central Jail, Rupar, Punjab. |
| Disney, H. K. | Assistant Superintendent, Revenue Survey and Assessment, Poona and Nasik. |
| Dobbie, G. | Assistant Superintendent, Revenue Survey, 2nd grade, P. W. D. |
| Dodd, A. J. | Master Attendant of Maulmain. |
| Doig, S. B. | Assistant Engineer, 1st grade, P. W. D., Bombay. |
| Douglas, C. G. | Deputy Conservator of Forests, Madras. |
| Drake, R. | Sub-Deputy Opium Agent, 4th grade. |
| Drysdale, T. | Registrar, Court of the Judicial Commissioner, Central Provinces. |
| Duff, J. C. | Superintendent of Police, 4th grade, Central Provinces. |
| Duffin, C. | Assistant Superintendent, Telegraph Department. |
| Duke, C. J. | Assistant Commissioner, 2nd grade, Burma. |
| Duthie, J. F. | Superintendent, Botanical Gardens, N.-W. P. |
| Dyson, J. | Judge, Small Cause Court, Oudh. |
| **E** | |
| Elliott, C. F. | Assistant Conservator of Forests. |
| Ellis, R. H. M. | Assistant Conservator of Forests. |
| Evans, C. T. | Assistant Engineer, 1st grade, P. W. D. |
| **F** | |
| Faulkner, G. W. | Assistant Engineer, 2nd grade, P. W. D. |
| Ferdinands, J. B. | Medical Officer in charge of the Civil Station, and Superintendent of the Jail, Bilaspur. |
| Ferguson, J. | Civil Surgeon, Gujrat. |
| Fforde, A. B. | Assistant Superintendent, Revenue Survey, Poona and Nasik. |
| Field, G. | Sub-Deputy Opium Agent, 2nd grade. |
| Filgate, T. M. | Inspector General of Registration, Bombay. |
| Fletcher, W. M. | Assistant Superintendent, Revenue Survey, Poona and Nasik. |
| Foote, R. B., *F.G.S.* | Assistant, 2nd grade, Geological Survey. |
| Forrest, E. | Assistant Conservator of Forests. |
| Foster, C. W. E. | Civil Surgeon, Burma (Unattached). |
| Fox, C. E. | Master and Registrar in Equity, High Court, Bombay. |
| **G** | |
| Garstin, N. A. | Superintendent of Police, 4th grade, Oudh. |
| Gibson, H. W. | Assistant Commissioner, 1st grade, Oudh. |
| Gibson, J. R. | Deputy Superintendent, Revenue Survey, Ratnagiri. |
| Giles, A. H. | Superintendent of Police, 3rd grade, Bengal. |
| Giles, R., *B.A.* | Supernumerary Deputy Collector in Sindh. |
| Glass, J. G. H. | Executive Engineer, 4th grade, P. W. D. |
| Goad, H. B. | Superintendent of Police, 4th grade, N.-W. P. |
| Godfrey, F. E. | Assistant Controller of Public Works Accounts, 3rd grade. |
| Gompertz, H. J. C. | Deputy Superintendent, Madras Survey. |
| Gordon, D. C. | Deputy Controller of Public Works Accounts. |
| Gouldsbury, J. M. E. | Superintendent of Police, 5th grade, Bengal. |
| Gramatzki, E. L. | Assistant Engineer, 1st grade, P. W. D. |
| Grant, J. G. Garrow, *M.D.* | Protector of Emigrants, Bengal. |
| Grant, T. W. | Assistant Engineer, 2nd grade, P. W. D. |
| Griffiths, J. | Artist, School of Arts, Bombay. |
| Grimes, J. | Assistant Engineer, 2nd grade, P. W. D., Madras. |
| Grimes, H. R. | Superintendent, Central Jail, Coimbatore. |

*Appendices 3, 13, and 14 (b).*

*Strike out the following name from these appendices,* Henslowe, F. B.

—(14) (Financial Department Official Diary No. 3133 of 1892.)

## Appendix No. 3.

| Names. | Designation of Office held when the Officers were recommended for admission to the European Service Leave Rules. |
|---|---|
| **H** | |
| Hacket, C. A. | Assistant, 3rd grade, Geological Survey. |
| Hamilton, R. E. | Assistant to the Accountant General, Bombay. |
| Hamilton, R. H. | Superintendent of Police, 5th grade, Central Provinces. |
| Havell, E. B. | Superintendent of the School of Arts, Madras. |
| Hayne, W. C. | Deputy Conservator of Forests, Madras. |
| Hearn, E. | Assistant Superintendent, Revenue Survey and Assessment, Ratnagiri. |
| Hennessey, S. H. | Assistant Commissioner, 3rd grade, Central Provinces. |
| Henslowe, F. B. | Executive Engineer, 4th grade, P. W. D. |
| Hervey, H. J. A. | Assistant Superintendent, Telegraph Department. |
| Hexton, W. S. | Assistant Conservator of Forests, 2nd grade, in Sindh. |
| Hicks, F. C. | Assistant Conservator of Forests. |
| Higgins, J. J. | Superintendent of Police, 3rd grade, Central Provinces. |
| Higginson, F. W. | Civil Surgeon, Oudh. |
| Hill, S. A. | Professor of Physical Science, Muir Central College, Allahabad. |
| Hill, T. C. | Assistant Superintendent, Telegraph Department. |
| Hodson, R. G. | Inspector of Schools in the first Circle in Mysore. |
| Holmwood, F. | Assistant to the Political Agent, Zanzibar. |
| Home, A. L. | Deputy Conservator of Forests, 3rd grade. |
| Hughes, E. W. M. | Assistant Engineer, 2nd grade, P. W. D. |
| Hughes, T. W. H. | Assistant, 3rd grade, Geological Survey. |
| Hutchinson, P. R. | Assistant Controller of Public Works Accounts, 3rd grade. |
| **I** | |
| Irvine, R. H. G. | Superintendent of Police, Bengal. |
| Irwin, H. | Executive Engineer, 4th grade, P. W. D. |
| **J** | |
| Jackson, E. J. | Assistant Superintendent, Revenue Survey, 2nd grade. |
| Jameson, T. D. | Superintendent of Police, 5th grade, Burma. |
| Jerdon, C. M. | Sub-Deputy Opium Agent, 4th grade. |
| Johnson, W. H. | Assistant Engineer, 1st grade, P. W. D. |
| Johnstone, F. J. | Executive Engineer, 1st grade, P. W. D. |
| Jones, T. | 5th Judge, Court of Small Causes, Calcutta. |
| **K** | |
| Keelan, E. J. | Assistant Engineer, 1st grade, P. W. D. |
| Kellner, E. W. | Assistant to the Comptroller General. |
| King, M. | Assistant Engineer, 1st grade, P. W. D. |
| King, W., Jr., B.A. | Assistant, 2nd grade, Deputy Supdt., Geological Survey, Madras. |
| Kipling, J. L. | Principal, Mayo School of Art, Lahore. |
| Kirkham, T. B. | Professor, Elphinstone College, Bombay. |
| Knowlys, H. B. | Assistant Commissioner, 2nd class, Berars. |
| Knox, G. | Deputy Commissioner, 1st grade, Punjab. |
| Knyvett, R. | Superintendent of Police, 4th grade, Futtehgarh, N.-W. P. |
| **L** | |
| Lackersteen, M. R. | Assistant Engineer, 1st grade, P. W. D. |
| Lambert, J. | Deputy Commissioner of Police, Calcutta and Suburbs. |
| Lambert, R. M. | 3rd Class Deputy Collector in Sindh. |
| Livesay, C. E. | Assistant Engineer, 1st grade, P. W. D. |

## Appendix No. 3.

| Names. | Designation of Office held when the Officers were recommended for admission to the European Service Leave Rules. |
|---|---|
| **M** | |
| Macdonald, R. G. | Controller of Public Works Accounts, 2nd class. |
| MacGeorge, H. J. | Assistant Commissioner, 1st grade, Central Provinces. |
| Mackinnon, M. C. | Assistant Engineer, 2nd grade, P. W. D. |
| Macleod, D. G. | First Judge, Court of Small Causes, Burma. |
| Macnaghten, C. | Principal of the Rajkumar College, Kathiáwar. |
| Macrae, J. K. | Deputy Commissioner, 4th grade, Burma. |
| Mallet, F. R., *F.G.S.* | Assistant, 2nd grade, Geological Survey. |
| Man, E. H. | Assistant Superintendent, Port Blair. |
| Marriott, A. B. | Superintendent of Police, 5th grade, Central Provinces. |
| Martin, C. A. | Professor in the Krishnagar College, Bengal. |
| Masters, J. | Superintendent of Police, Bengal. |
| Masters, W. | Sub-Deputy Opium Agent, Bengal. |
| McAndrew, J. | Superintendent of Police, 3rd grade, Punjab. |
| McCudden, E. G. J. | Assistant Engineer, 3rd grade, P. W. D., Bombay. |
| McDonell, J. C. | Assistant Conservator of Forests. |
| McDowell, G. R. | Assistant Engineer, 1st grade, P. W. D. |
| McEwen, R. S. T. | Judge, Court of Small Causes, Calcutta. |
| McLeod, R. | Medical Officer, Gya. |
| McReddie, G. D. | Civil Surgeon, Oudh. |
| Meiklejohn, G. F. | Assistant Superintendent, Revenue Survey, 3rd grade, Mysore. |
| Meiklejohn, R. M. | Civil Surgeon, Muscat. |
| Meredith, J. | Medical Officer, Nowgong. |
| Metcalfe, E. P. | Head Master, Provincial School, Rajahmundri. |
| Midwinter, W. C. | Assistant Commissioner, 4th grade, Burma. |
| Milsom, B. P. | Assistant Engineer, 3rd grade, P. W. D. |
| Minniken, G. G. | Assistant Conservator of Forests. |
| Monk, H. L. | Executive Engineer, 4th grade, P. W. D. |
| Moore, G. E. | Executive Engineer, 4th grade, P. W. D. |
| Morgan, R. W. | Deputy Conservator of Forests, Coimbatore. |
| Morland, H. | Agent for Transports and Assistant Resident Transport Officer, Bombay. |
| Morrison, F. | Assistant Controller of Public Works Accounts, 1st grade. |
| Morse, F. H. W. | Assistant Engineer, P. W. D. |
| Mowat, M. | Graded Officer, Educational Department, Bengal. |
| **N** | |
| Nedham, W. A. | Assistant Commissioner, 3rd grade, Central Provinces. |
| Nelson, R. | Assistant Engineer, 2nd grade, P. W. D. |
| Nesfield, J. C. | Director of Public Instruction, Oudh. |
| Nicholetts, H. S. | Assistant Commissioner, 3rd grade, Berars. |
| Norfor, C. H. T. | Assistant Engineer, 2nd grade, P. W. D., Madras. |
| **O** | |
| O'Conor, J. E. | Assistant Secretary to the Government of India, Revenue Department. |
| Odling, T. F. | Medical Officer, Persian Telegraph Department. |
| Orr, J. W. | Prothonotary, High Court, Bombay. |
| Osborne, H. | Sub-Deputy Opium Agent, 4th grade. |
| **P** | |
| Palliser, H. G. | Assistant Engineer, P. W. D. |
| Palmer, C. G. | Assistant Engineer, 1st grade, P. W. D. |
| Palmer, E. M. | Officiating Assistant Accountant General, Madras. |
| Parker, W. H. | Executive Engineer, 1st grade, P. W. D. |
| Parry, R. | Professor in the Hughli College, Bengal. |
| Parry, W. E. | Executive Engineer, 3rd grade, P. W. D. |
| Partridge, T. d'O. | Inspector of Immigrants, Upper Assam. |
| Patch, J. | Superintendent of Police, Bengal. |
| Peacock, E. B. | Assistant Commissioner, 3rd grade, Punjab. |
| Peet, A. W. | Deputy Conservator of Forests, Wynaad. |
| Peppe, T. F. | Sub-Deputy Opium Agent, 2nd grade. |
| Peterson, F. W. | Deputy Assay Master, Calcutta Mint. |
| Pitt, R. B. | Assistant Superintendent, Revenue Survey, Hyderabad. |
| Pope, J. Van Somereu | Graded Officer, Education Department, Bengal. |
| Possman, J. | Superintendent, Indo-European Telegraph Department. |
| Pratt, J. F. | Sub-Deputy Opium Agent, Bareilly. |
| Pratt, W. D. | Superintendent of Police, 4th grade, Bengal. |
| Price, J. A. | Assistant Engineer, 2nd grade, P. W. D. |
| Price, W. S. | First Class Settlement Officer, Southern Marátha Country. |

## Appendix No. 3.

| Names. | Designation of Office held when the Officers were recommended for admission to the European Service Leave Rules. |
|---|---|
| **R** | |
| Reily, H. M. | Superintendent of Police, Bengal. |
| Reynolds, W. H. | Assistant Conservator of Forests. |
| Rice, B. L. | Director of Public Instruction, Mysore. |
| Richards, V. | Civil Medical Officer of Balasore. |
| Robertson, W. R. | Superintendent, Government Farms, Madras. |
| Robson, S. | Graded Officer, Education Department, Bengal. |
| Rogers, A. C. C. | Assistant Engineer, 3rd grade, P. W. D. |
| Rollo, J. T. C. | Assistant Engineer, 2nd grade, P. W. D. |
| Rose, F. E. | Assistant Engineer, 1st grade, P. W. D. |
| Rowe, F. J., *M.A.* | Professor in the Hughli College, Bengal. |
| Rundall, J. W. | Executive Engineer, 2nd grade, P. W. D., Madras. |
| Russell, C. M. | Medical Officer, Sarun. |
| Ryan, P. | Assistant Secretary to the Government, Bombay. |
| Ryves, T. J. | Superintendent of Police, 3rd grade, N.-W. P. |
| **S** | |
| Salmon, A. McD. | Assistant Engineer, 2nd grade, P. W. D. |
| Scannell, H. | Superintendent of Police, Bombay. |
| Sconce, G. C. | Judge, Court of Small Causes, Calcutta. |
| Sealy, G. W. | Officer in the Telegraph Department. |
| Shakspeare, W. | Assistant Conservator of Forests. |
| Shuttleworth, A. T. | Conservator of Forests, Northern Division, Bombay. |
| Sibold, E. A. | Executive Engineer, 4th grade, P. W. D. |
| Sime, J. | Principal of the Delhi College, Punjab. |
| Simpson, J. T. | Assistant Engineer, 2nd grade, P. W. D. |
| Slater, J. S. | Assistant Engineer, 2nd grade, P. W. D. |
| Smallman, H. | Assistant Engineer, 2nd grade, P. W. D. |
| Smith, H. | Officiating Superintendent of Police, Oudh. |
| Smith, S. | Police Surgeon, and Surgeon to the Coroner, Bombay. |
| Smith, S. | Superintendent of Police, 4th grade, N.-W. P. |
| Smith, T. | Superintendent of Police, 3rd grade, Punjab. |
| Stack, G. A. | Professor, Presidency College, Calcutta. |
| Stack, O. S. | Superintendent of Police, 2nd grade, Bengal. |
| Steele, C. E. S. | Supernumerary Deputy Collector in Sindh. |
| Stent, W. K. | Assistant Engineer, 2nd grade, P. W. D. |
| Start, J. V. | Assistant Commissioner, N.-W. P. |
| Summers, H. H. | 1st Class Assistant Settlement Officer, Gujarat. |
| **T** | |
| Taylor, J. | Assistant to the Accountant General, Bengal. |
| Tawney, C. H., *M.A.* | Professor in the Presidency College, Bengal. |
| Thomas, W. P. | Assistant Conservator of Forests. |
| Thomas, W. C. | Superintendent of Police, 3rd grade, N.-W. P. |
| Thomson, A. | Senior Inspector of Schools, Oudh. |
| Thomson, D. W. | Inspector of Schools, 4th grade, Multan, Punjab. |
| Thompson, Dr. Murray | Professor, Thomason College at Rurki. |
| Thomson, R. H. E. | Deputy Conservator of Forests, 3rd grade. |
| Trotter, E. W. | Assistant Secretary to Government, Punjab. |
| Turnbull, W. S. | Assistant Superintendent, Revenue Survey, Bombay. |
| Tyler, J. W. | Superintendent of District and Central Jails, Meerut. |
| Tyndell, S. W. | 2nd Class Deputy Collector in Sindh. |
| Tytler, A. G. | Sub-Deputy Opium Agent, 5th grade. |
| **W** | |
| Waddington, R. | Superintendent of Police, 3rd grade, N.-W. P. |
| Walch, G. T. | Executive Engineer, 3rd grade, P. W. D., Madras. |
| Walker, F. B. | Executive Engineer, 3rd grade, P. W. D. |
| Wallis, B. G. | Assistant Engineer, 2nd grade, P. W. D. |
| Wallis, E. F. | Assistant Superintendent, Telegraph Department. |
| Ward, W. | Superintendent of Police, 3rd grade, Punjab. |
| Warden, J. L. | 3rd Judge of Small Cause Court, Bombay. |
| Warden, Captain F. | Extra Assistant Master Attendant, Calcutta. |
| Warden, H. W. | Assistant Engineer, 2nd grade, P. W. D. |
| Watson, H. E. | 2nd Class Deputy Collector in Sindh. |

## Appendix Nos. 3 and 4.

| Names. | Designation of Office held when the Officers were recommended for admission to the European Service Leave Rules. |
|---|---|
| Webb, W. T. | Graded Officer, Education Department, Bengal. |
| Whitcombe, J. C. | Assistant Superintendent, Revenue Survey, Poona and Nasik. |
| White, H. F. | Executive Engineer, 2nd grade, P. W. D. |
| White, P. J. | Assistant Commissioner, 1st grade, N.-W. P. |
| Whitten, R. J. | Collector, 3rd grade, Inland Customs. |
| Wickes, T. H. | Executive Engineer, 2nd grade, P. W. D. |
| Williams, J. W. | Superintendent of Police, 3rd grade, N.-W. P. |
| Willmot, R. | Medical charge of Rajputana State Railway. |
| Willson, J., *B.A.* | Assistant, 3rd grade, Geological Survey. |
| Wingate, R. T. | 1st Class Assistant Settlement Officer, Gujarat. |
| Wiseman, W. | Assistant Engineer, 1st grade, P. W. D. |
| Wood-Mason, J. | Assistant Curator, Indian Museum. |
| Wordsworth, W. | Principal of the Elphinstone College at Bombay. |
| Wright, F. W. | Superintendent of Police, 2nd grade, Berars. |
| Wright, H. L. | Acting Deputy Commissioner of Customs and Opium, Bombay. |
| Wright, W. C. | Executive Engineer, 4th grade, P. W. D. |
| Wright, W. H. | Principal in Bareilly College, N.-W. P. |
| **Y** | |
| Young, A. P. | Assistant Superintendent, Revenue Survey, Southern Maratha Country. |

## Appendix No. 4.—*Referred to in Article 385.*

### Correspondence regarding the compulsory retirement of inefficient Officers.

Reference I.—We often experience great difficulty from the Rules in force not allowing the grant of a pension when, owing to inefficiency, which may, perhaps, not always be his fault, an officer is no longer able to perform satisfactorily the duties required of him.

* * * * * * * *

3. We forward herewith a copy of papers relating to the case of A. B., as an illustration of this inconvenience. After serving Government for about 28 years, A. B. was removed for inefficiency, for which he was clearly not to blame.

4. Even the rules applicable to pension on medical certificate would not always meet such cases; and we should be glad to be allowed to exercise a discretion in granting to officers whom it is desirable to remove from the Service for inefficiency, due to whatever cause, such pension as may in each case seem to us expedient. We should limit such pension, ordinarily, to the amount admissible under *Article 518 of the Civil Service Regulations:* it would probably be very seldom necessary to grant even so much.

5. What we wish is to be able to discharge, upon some reasonable conditions, an officer whom it is not desired to keep in the public service, but whose conduct has not been such as to justify his dismissal without any provision for his subsistence, or perhaps the infliction upon him of any penalty whatever.—(*Government of India to Secretary of State, No. 39, dated 17th January 1873.*)

Reference II.—I cannot sanction any general arrangement by which pensions not authorised by existing Rules could be granted without reference to the Secretary of State. I shall, however, be prepared to consider any proposal you may make for the grant of a special pension in a case of the nature to which you refer; but such proposed grant should always be made to and be sanctioned by me, before any communication on the subject is made to the officer concerned.—(*Secretary of State, No. 133, dated 27th March 1873.*)

Reference III.—I have considered in Council your Financial letter dated the 7th August 1876, No. 270, reporting the circumstances under which you have decided to dispense with the services of C. D., an Executive Engineer, giving him a gratuity of six months' pay, with a free passage to England or the Colonies.

2. It appears from the papers forwarded with your letter that C. D. has been in the Department about eleven years, but that he has not proved an efficient officer, which may, however, be probably accounted for in some measure by the bad health from which he has suffered, and that the Local Government are of opinion that the most economical course to pursue in his case would be to give him a gratuity, and dispense with his services.

3. You state that there were hardly sufficient grounds for C. D.'s dismissal, while, on the other hand, as the medical report on his case did not declare him to be permanently incapacitated for further service in India, he had no claim, under the Pension Rules, to any gratuity on removal from the Service, and that it appeared to you to be more advisable to dispense with his services on the terms above referred to than to retain him in the Department, even in reduced position.

4. Your proceedings are confirmed.—(*Secretary of State, No. 369, dated 5th October 1876.*)

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## Appendix No. 5.—*Referred to in Articles 450 and 451.*

### Ordinary Pensions—Old Rules.

### *Part I—Pension Rules of 4th January 1831.*

RULES RELATIVE TO THE GRANT OF SUPERANNUATION PENSIONS TO SUBORDINATE OFFICERS IN THE CIVIL DEPARTMENT.

NOTE.—[Subsidiary and Supplementary Rules of date later than 4th January 1831 are printed in *italics*.]

Superannuation Pensions will be granted only to the Superior Classes of Public Servant indicated in the annexed List.

NOTE.—[This list is not published, as the regulations sufficiently declare to whom these Rules may now be applied.]

*Section 1.*—Inferior servants, sowars, armed or organised peons, including jamadars and other ranks, lascars, boatmen, artificers, labourers, and menials are to have no claim to such provision.

*Section 2.*—With the exception of Native Judges and Law Officers the applicant must have been employed in the Public Service for a period of at least twenty years.

*Section 3.*—The Public Servant, whatever may have been the period of his service, must be incapacitated for further employment by old age, protracted ill-health, loss of sight, or other bodily or mental infirmity.

*Section 4.*—The character, conduct, and past service of the Public Servant must be favourably certified by the Officer or Officers under whom he may have beem employed, and must appear to be such as to entitle him to the favourable consideration of Government.

*Section 5.*—Whenever it may be judged expedient to grant a pension to a Public Officer whose case may come within the foregoing provisions, the amount of the pension shall be limited as follows:—

*Clause 1st.*—If the period, during which the individual may have been actually employed in the Public Service, shall be more than twenty years, but less than thirty years, the amount of the pension shall not exceed one-third of the monthly Salary or authorised Official Allowances of such individual, calculated on an average of five years previously to the date of application for such pension.

*Clause 2nd.*—If the period of Actual Service shall have been thirty years or upwards, the amount of the pension shall not exceed one-half of the Salary or authorised Allowances of the individual, calculated in the manner above stated.

*1.—Pension may be awarded on this scale to persons thrown out of employ by reduction of establishment, without their being required to produce a medical certificate.*

*2.—In a despatch from the Court of Directors, No. 18, dated 5th May 1854, the following further Rule is prescribed:*

*"We authorise you to grant to any Uncovenanted Servant belonging to a class recognised by the present Rules, who, though not possessed of a medical certificate of incapacity, may be permitted to retire from the service, and who can produce unquestionable testimonials of a faithful, efficient discharge of his duties during a period of 35 years, a pension equal to half the average salary which he may have received during the last five years of his service. These pensions are to be regarded as the rewards of good service; they will not, in any case, be claimable as of right, and every pension which you may see sufficient reason to grant, must be reported to us, with a statement of the grounds of your proceedings."*

## Appendix No. 5.

### Rules regarding Service.

*3. The period of service must be continuous, but a break between two periods of employment, if it does not exceed twelve months, and was not caused by dismissal from Office for misconduct, will not prejudice the Officer in whose service it occurs.*

*4. To the following extent, leave counts as actual service :—*

*(a) All leave taken before the Uncovenanted Service Leave Rules of 1856.*

*(b) The following leave taken under the Rules of 1856 :—*

*Two out of three years obtainable on medical certificate.*

*Leave subsidiary to leave on medical certificate.*

*Privilege leave.*

*Leave on private affairs on half pay.*

*(c) Leave during recess on half pay granted to Native Surveyors in the Revenue Survey Department, Bengal, North-Western Provinces, and the Punjab.*

*5. Service before the attainment of 16 years of age does not qualify for pension.*

### Rules for calculation of Pension.

*6. "Authorised Official Allowances" include the following :—*

*(a) House-rent Allowance, or value of official residence.*

*(b) Personal Allowance given as compensation for reduction of salary.*

*The following are not included :—*

*(a) Personal Allowances, otherwise than as above.*

*(b) Horse and Tent Allowances.*

*Clause 3rd.*—For Law Officers and Native Judges, the period of 15 years shall be substituted for that specified in Clause 1st, and 22 years for the term mentioned in Clause 2nd.

*1. This Rule applies also to Principals and Head Masters of Colleges and Schools, and also to Inspectors and Professors.*

*2. The concession granted by the Rule applies only to cases where the whole of the prescribed period of service has been rendered in the privileged capacities.*

*3. Law Officers are a class which now no longer exists. The designation "Native Judges" applies to Officers in such positions as Subordinate Judge and Munsif. Goung gyoups in Burma are also "Native Judges." Magistrates of Police and Judges of Small Cause Courts are not "Native Judges;" but a "Native Judge" transferred to be a Judge of a Small Cause Court will retain his privileges.*

*Clause 4th.*—The rates of pensions shall be fixed on a graduated scale, within the prescribed limitations, with reference to the responsibility and arduousness of the employment, the degree of merit of the individual, and the nature and length of his service.

*1. The limit of pension in ordinary cases is R5,000 a year, but this is subject to the Rule under Article 519 of Part IV.*

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## *Part II.—Limitations of Pensions.*

*Resolution by the Government of India, Finance Department,—No. 1555, dated 1st July 1870.*

[Note.—Wherever, in the following Resolution, a pension is stated in sterling, the equivalent in rupees is meant, at 2*s.* the rupee, which had been, at that time, and for several years, the fixed rate of exchange for the adjustment of financial transactions between the Imperial and Indian Governments.]

As considerable misapprehension exists in regard to the limitations of pensions of Uncove-

## Appendix No. 5.

nanted Servants, both under the old and the new Rules, the Governor General in Council is pleased to issue the following Resolution:—

RESOLUTION.—Up to 1855 the pensions admissible under the Uncovenanted Service Pension Rules were not formally limited within any maximum amount.

2. On 19th May 1855 the Government of India published a despatch of the Court of Directors, which limited pensions for Uncovenanted Servants, appointed after that day, to £500 a year if their pay exceeded R1,000 a month, or to £400 a year if their pay ranged from R700 to R1,000 a month. This limitation applied alike to the one-third pay pension and to the half-pay pension.

3. In 1862, with reference to the increasing number of well-paid appointments which were being thrown open to the Uncovenanted Service, the Government of Bombay recommended that the class who, in the opinion of that Government, were exempt from the foregoing limitation, *viz.*, those Uncovenanted Servants who had been appointed to the Government service before 19th May 1855, should, on promotion to an appointment the salary of which is R10,000 per annum, be called upon to renounce formally any claim to pension beyond the sum of £500 per annum.

4. The Government of India agreed with the Government of Bombay as to the propriety of the limitation, but demurred to the proposal for exacting a formal renunciation of title to a pension exceeding £500 a year from those admitted into the service before 19th May 1855, who might be offered promotion to a salary amounting to, or exceeding, R10,000 a year. Hesitation was felt on the following grounds, *viz.*:—

I.—That if a right to a pension exceeding £500 a year ever existed under the Pension Rules of 1831, in favour of those appointed to the service before 19th May 1855, it would be a "doubtful proceeding" to refuse "promotion to a deserving officer, unless he will consent to abandon that to which, it is assumed, he has a right under the existing Rules."

II.—That no such right existed under the Rules of 1831; inasmuch as those Rules did not pledge Government to any particular *amount* of pension, but merely prescribed that the pension should not exceed a certain fixed proportion of the effective pay of the applicant, and that, accordingly, it was within the competence of the Government to define specifically by subsequent Rules, as was done on 19th May 1855, the precise amount, within the limit of the prescribed proportions of effective pay, which should not be exceeded in awarding pension.

III.—That in this view, the wording of the order of 19th May 1855, which applied the limitation mentioned in the 2nd paragraph of this Resolution to those only who might be appointed to the service after 19th May 1855, was unhappy; inasmuch as no specific rate of pension had ever been guaranteed to those appointed before that date.

5. Accordingly, the Government of India inclined to think, "notwithstanding the difficulty caused by the proceedings of 1855 . . . that, even now, it will be better that the Government should assert its right to alter the Rules of 1831 as regards all appointments clearly not embraced by the original intention of those Rules, and to declare such alteration applicable to all Uncovenanted Servants, whether they entered the public service before 1855 or since.

*i.e.*, appointments on salaries exceeding R600, 700, or 800 a month.

6. "But if this be done, it may be right, having regard to the expectations which must naturally have been created by the order of 1855, to allow the full advantage of the Rules of 1831 with respect to all appointments *made up to the present time* (*6th August 1862*), and held by officers who entered the public service before 1855. Thus, such an officer, already holding an appointment of R1,500 a month, will, on superannuation after 20 or 30 years' service, according to the class of appointment, be able to claim a pension of £900 a year; but he will not, if hereafter promoted to higher emoluments, be able to claim a still larger pension calculated on those higher emoluments."

7. This reference was submitted to the Secretary of State quite apart from a memorial from Uncovenanted Servants praying for increased pensionary advantages. The Secretary of State, however, answered this reference and the memorial in the same despatch.

8. In reply to the memorial, he conceded certain additional benefits, but qualified them by a condition that pensions should be limited as follow, *viz.*,—

*1st.*—That half-pay pensions should not exceed £500 a year, whatever the amount of salary, or £400 a year when the salary does not exceed R12,000 per annum.

*2nd.*—That one-third pay pensions should not exceed £300 a year, whatever the amount of salary, or £200 a year if the salary shall not exceed R12,000 per annum.

These form a part of the new Rules.

Appendix No. 5.

9. In reply to the reference from the Government of Bombay, regarding pensions beyond £500 a year to those who were in the service on 19th May 1855, the Secretary of State decided that, "under the existing Pension Rules an Uncovenanted Servant is not entitled to claim a pension of the full amount, which is only authorised as the reward of approved service; and, when the Rules were framed, it could not have been contemplated that a larger pension than £500 per annum could ever be granted."

Para. 23 of despatch dated 8th December 1862.

10. Under any circumstances, therefore, the full pension should only be awarded in cases of extraordinary merit.

Para. 24 of despatch dated 8th December 1862.

11. "With this reservation, therefore, I concur in the expediency of the propositions (paragraph 6 of this Resolution) made by you, which must be invariably acted upon as regards promotion subsequent to this date (8th December 1862), and a clause to that effect should be included in the new Rules."

12. The 23rd and 24th paragraphs of the Secretary of State's despatch of 8th December 1862 (paragraphs 9 and 10 of this Resolution) were published; but paragraph 25 not having been published, a memorial was submitted asking for an interpretation of the published paragraphs. In forwarding this memorial, the Government of India explained that "the recommendation which the Government of India submitted on this point was that those officers who entered the service before the 19th of May 1855 should be allowed, in respect of all appointments made previously to the time of the reference, a pension at the full rate allowed by the Rules of 1831, *whether more or less than £500 a year;* but that persons appointed to highly-paid offices subsequently to this date (*i.e.*, the time of writing) should be limited as to the amount of pension by the Rule which fixes the maximum pension at £500 a year. The Government of India then contemplated a more liberal application of the Rules of 1831 as regards the class of servants referred to, than would be admissible under a strict interpretation of the 24th paragraph of your despatch."

13. The reply of the Secretary of State, which was published with Notification No. 1523, dated 19th March 1864, was as follows:—

"I have considered in Council your Financial letter dated the 13th October 1863, No. 127, forwarding a memorial from certain Uncovenanted Officers at your Presidency, requesting an interpretation of paragraphs 21 to 25 of my Financial despatch, dated the 8th December 1862, No. 205, which relates to the limitation of pensions to Uncovenanted Servants to £500 per annum.

"2. In the letter from your Government, dated the 6th August 1862, No. 111, you stated that the Uncovenanted Service cannot claim to have any rights under the Rules of 1831 beyond what may be considered to arise out of the general pledge which those Rules may be taken to give, that a member of that service, when rendered incapable of further duty, shall not be discharged without some pensionary support. As regards the amount of pension to be given, the Rules merely fix a limit which is not to be exceeded; and although it has, with rare exceptions, been the practice to allow the highest pension of which the Rules allow, this practice cannot be admitted to confer on the Uncovenanted Service any right to claim that maximum in all cases, without any regard whatever to the original design and scope of the Rules.

"3. In that view Her Majesty's Government fully concurred. It was therefore decided that Uncovenanted Servants appointed prior to the 19th May 1855 (the date of the Court's despatch limiting pensions to £500 per annum), whose average salary during the last five years of their service shall have exceeded R10,000 per annum, and also those who were promoted prior to the 6th August 1862 (the date of the letter from the Government of India relative to the limitation of pension to Uncovenanted Servants) to offices to which salaries exceeding R10,000 per annum are attached, shall, if their average salary during the last five years of their service exceed that amount, be allowed, in cases of extraordinary merit, pensions exceeding £500 per annum, the amount of excess to be governed by the merits and services of the retiring servants and to be limited to an amount consistent with a due regard to the public interests. In regard to Uncovenanted Servants who have rendered approved services of only an ordinary character, the pension must in no case exceed £500 per annum.

"4. An Uncovenanted Servant promoted subsequently to the 6th August 1862 to an office to which a salary exceeding R10,000 per annum is attached, is not to be granted an increased pension in consequence of the increase to his salary."—(*Secretary of State, No. 20, dated 9th February 1864.*)

14. This reply did not embrace the cases of persons appointed before 19th May 1855, whose salaries, at the time of retirement, may be less than R10,000 per annum. In respect of such persons it was urged by the Government of India, in a despatch to the Secretary of State, No. 31, dated 5th February 1868, that inasmuch as the orders of the 9th February 1864 "recognise the claim to a pension of R5,000 per annum, or one-half of salary, on the part of an Uncovenanted Servant, whose average salary for the last five years of service is R10,000 per annum, Uncovenanted Servants with salaries of less than R10,000 per annum, who were appointed before the 19th May 1855, might be allowed one-third or half-pay pension, irrespective of the limits laid down in the new Pension Rules, which may be restricted to the cases of Uncovenanted Servants appointed after the 19th May 1855."

15. The Secretary of State, however, in a despatch, No. 400, dated 18th November 1869, negatived the recommendation, observing that there was no ground "for excepting Uncovenanted Servants with salaries of less than R10,000 per annum from the rules applicable to Uncovenanted Servants with salaries exceeding that amount;" and added that "if, in any particular case of a servant whose salary is less than R10,000, you should consider that unusually meritorious service calls for a relaxation of the restriction contained in the Rules, I shall be prepared to consider any recommendation you might make for the grant of special pension, as already allowed in regard to servants with higher salaries."

16. Three other classes of officers have been exempted from the limitations of the half and one-third pensions prescribed by the new Pension Rules, *viz.*,—

I.—In a despatch, No. 84, dated 31st March 1865, the Secretary of State ruled that "Civil Engineers who entered into covenants when the old Uncovenanted Leave and Pension Rules were in force" might be allowed "the benefit of those Rules in regard both to leave of absence and pension, and any Covenanted Engineer so situated may, therefore, have the option of selecting which Rules he will abide by; but, having once made his selection, he is not to be permitted to avail himself of any of the advantages of the other Rules."

II.—In Financial Resolution No. 1852, dated 16th August 1865, the benefit of the foregoing decision was extended to certain officers of the Telegraph Department who had executed their covenants before the publication, in June 1863, of the new Uncovenanted Service Leave and Pension Rules.

III.—Under an impression that the classes of officers who in the old Pension Rules were designated as Law Officers and Native Judges had ceased to exist, the Secretary of State, in a despatch No. 290, dated 23rd December 1865, declared the new Rules applicable to all Uncovenanted Officers in the Judicial Department. In reply, the Government of India explained that the term "Native Judges" included Principal Sudder Amins, Sudder Amins, and Munsiffs, and that to these the old Rules assured a pension equal to one-third salary after 15 years' service and equal to one-half after 22 years' service, when the applicants were certified to be unfit for further duty. Thereupon the Secretary of State observed, in his despatch No. 174, dated 31st July 1866, that "it was not understood that the exceptional advantages granted by the old Uncovenanted Service Pension Rules to "Native Judges" extended to Native Judicial Officers of other grades. So far as relates to any who can be considered entitled to benefits granted by the old Rules to officers of that class, I am willing that they shall still be considered eligible to the pensions allowed by those Rules; but, with reference to all future appointments, I see no ground for making a distinction between Native Judges and the general body of Uncovenanted Servants, for whom the new Rules make liberal provision."

The despatch of the 31st July 1866 was published by the Government of India on the 29th October 1866.

17. The Rules, therefore, regarding the limitations of the amount of pensions of Uncovenanted Servants may be thus summarised:—

I.—The limitations prescribed by the Uncovenanted Service Pension Rules of April 1864 in regard to one-third and one-half pensions do not apply to Uncovenanted Servants of the three classes noted in the margin. Ordinarily the limit of pension for these classes of servants will be £500 per annum. In cases of extraordinary merit, Uncovenanted Servants of the first of the said classes may be allowed pensions exceeding £500 per annum, the amount of excess to be governed by the merits and services of the retiring servant, and to be limited to an amount consistent with a due regard to the public interests.

1. Officers who entered the service before 19th May 1855, or were promoted before 6th August 1862 to salaries exceeding R10,000 a year, and whose average salary during the last five years of service exceeds that sum.
2. Covenanted Civil Engineers in the Public Works Department, and certain Civil Covenanted Officers of the Telegraph Department, who entered the service before the promulgation of the new Rules, and have elected to abide by the old Pension Rules.
3. Native Judges who were in the service on the 29th October 1866.

II.—In all other cases the pensions of Uncovenanted Servants are subject to the limitations of the new Pension Rules of 8th June 1863 and 13th April 1864, but for "unusually meritorious services," special pensions may be allowed by the Secretary of State to any officer appointed before 19th May 1855.

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## Appendix No. 6.—*Referred to in Article 471.*

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### Correspondence regarding the conditions on which a "compensation pension" is admissible.

REFERENCE I.—The Governor General in Council desires that the attention of the several Departments of the Government of India, and of Local Governments, be drawn to the conditions prescribed in the . . . . . (Civil Service Regulations) for the admission of claims to Compensation pension. Such pension is only granted to an officer discharged from the public service when, *on a reduction of establishment*, his appointment is abolished. It is further prescribed that such

abolition must produce a real saving to Government in respect of the cost of the appointment, and that the saving should always exceed the cost of the pension to be granted to the incumbent of the abolished appointment.

2. Notwithstanding these clear provisions in the Rules, applications are frequently made for the grant of pension to officers discharged from the public service, though the discharge of the officer does not result in any saving to the State. The consequence is that the Governor General in Council is under the necessity of rejecting such applications, or to refer cases of more than ordinary hardship to the Secretary of State for special consideration.

3. It is not desirable that frequent relaxations of the Rules should be permitted. At the same time it involves serious hardship if officers are thrown out of employment when they have not failed in the discharge of their public duties, and are refused all compensation therefor.

4. The Governor General in Council therefore deems it necessary to remind all Departments, Local Governments, and Officers concerned that, in any scheme for reorganising an establishment, the claims to pension that may arise in consequence of the reorganisation should always be considered before a change is made, and, except in cases of very urgent necessity, no revision of establishment should be carried out which would have the effect of giving rise to claims to Compensation pension, the cost of which cannot be met out of savings effected by the revision. As stated in . . . . . (Article 471), if the saving does not exceed the cost of the pension, "it may be better to postpone the reduction of establishment or abolition of appointment."—(*Circular by the Government of India, Finance Department, No. 1690, dated 22nd July 1878.*)

REFERENCE II.—5. It is, doubtless, the duty of all public officers to take every suitable opportunity to introduce improvements in the Administration, and as the Rules now stand, personal claims, such as those of A. B., often impede administrative reforms otherwise desirable. But it is easy to see that, if the Government were prepared to compensate every one whom it is desired to supersede on such occasions, reforms might indeed proceed more rapidly, but an indefinitely large expenditure for Compensation pensions might ensue; and this the Government of India is not at present authorised to incur, or prepared to recommend to the Secretary of State.

6. Local improvements must, therefore, be carried out with a due regard to these considerations; and it should be clearly understood that if a public servant is discharged, as, in the present instance, A. B., has been discharged, a remedy at the charge of the Public Revenues for the loss he sustains is not to be expected.—(*Government of India, Finance Department, to Bombay, No. 2753, dated 6th September 1878.*)

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## Appendix No. 7.—*Referred to in Article 514.*

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### Orders of the Secretary of State deprecating recommendation for "special pensions."

EXTRACT I.—8. I take this opportunity of calling your attention to the practice of recommending Uncovenanted Servants for special pensions. The Code of Rules, which was published on the 4th of January 1831, prescribed that "the rates of pension shall be fixed on a graduated scale, within the prescribed limitations, with reference to the responsibility and arduousness of the employment, the degree of merit of the individual, and the nature and length of his service," and in my Financial Despatch of the 8th of December 1862, No. 205, I observed (*paragraph 9*) that "pensions of the full amount stated are to be granted only as the reward of approved service." It appears, however, to be the custom of heads of Departments in India to recommend, in nearly every case, the full amount of pension which the Rules permit; and whenever the service rendered has been at all above the average character, a special pension is recommended in excess of that which the Rules authorise.

9. It cannot be too strongly insisted upon, and made known to the whole body of Uncovenanted Officers, that the full pension authorised under the Rules is not to be given as a matter of course, but only when the service performed has been really such as to merit the approval of Government, and this should be invariably kept in view in considering recommendations for pension. It is easy for your Government to keep within the limits which the Rules authorise; but there is a manifest inconvenience in the Home Government refusing to grant a Special pension which may have been submitted to them with the weight which must always attach to a recommendation by your Government.—(*Secretary of State, No. 174, dated 30th September 1863.*)

EXTRACT II.—3. You enquire whether it is open to your Government, under* * (Article 519) to recommend to the Home Government the grant of Special pensions, not only in excess of the money limits prescribed by the Rules, but also in excess of the limits of one-third or one-half of Average Emoluments, as the case may be.

4. The Pension Code published by you merely embodies existing Rules as to the grant of pensions, and interpretations thereof, and is intended for the guidance and information of your

officers; but it can scarcely be held to absolutely preclude your Government from making any special representation to the Secretary of State you may see fit in any particular case.

5. The inconvenience, however, of recommending Uncovenanted Servants for Special pensions unauthorised by the Rules was pointed out in paragraphs 8 and 9 of the Financial Despatch, dated 30th September 1863, No. 174, and I see no reason to modify the opinion therein expressed. —(*Secretary of State, No. 401, dated 24th September 1872.*)

EXTRACT III.—2. I authorise you to grant Lieutenant A. B. the higher pension of a Deputy Commissary, in lieu of that of an Assistant Commissary, to which only he is entitled under the Regulations. I desire, however, to express my general disinclination to increase the Non-effective charges by the grant of any pensions in excess of what the Regulations of the Service provide, save in cases of very exceptional and distinguished service. Mere length of Service, however faithfully performed, is not, I consider, in itself a sufficient ground for exceptional reward.—(*Secretary of State, No. 92, dated 8th March 1877.*)

EXTRACT IV.—4. The recommendations for the grant of pensions in excess of the amount admissible under Rule have of late been frequent, and it appears to have been occasionally overlooked that service of an approved character does not give an officer a claim to a Special pension, but as pointed out in the Despatch of 1863, above referred to, is the condition on which the grant of a pension of the full amount authorised by the Regulations should depend.—(*Secretary of State, No. 218, dated 30th June 1880.*)

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## Appendix No. 8.—*Referred to in Article 580.*

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### Re-employment of pensioned Civil Servants of the British Government (Statute 35 Vict., Cap. 12).

*An Act to amend an Act of the fourth and fifth years of King William the Fourth, Chapter twenty-four, intituled "An Act to alter, amend, and consolidate the laws for regulating the pensions, compensations, and allowances to be made to persons in respect of their having held civil offices in His Majesty's Service.*

*13th May 1872.*

Whereas by an Act passed in the Session holden in the fourth and fifth years of King William the Fourth, Chapter twenty-four, "to alter, amend, and consolidate the laws for regulating the pensions, compensations, and allowances to be made to persons in respect of their having held civil offices in His Majesty's Service," it is provided, amongst other things, "that in case any person enjoying any superannuation allowance in consequence of retiring from office on account of age, infirmity, or any other cause, or enjoying any compensation for past services, upon the abolition or reduction of office, shall be appointed to fill any office in any public department, every such allowance or compensation shall cease to be paid for any period subsequent to such appointment, if the annual amount of the profits of the office to which he shall be appointed shall be equal to those of the office formerly held by him; and in case they shall not be equal to those of his former office, then no more of such superannuation allowance or compensation shall be paid to him than what with the salary of his new appointment shall be equal to that of his former office."

And whereas doubts have lately been entertained as to whether the expression "office in any public department" as used in the above-mentioned provisions extends to public departments in any part of Her Majesty's dominions beyond the limits of the United Kingdom;

And whereas it is expedient to remove such doubts:

Be it enacted by the Queen's Most Excellent Majesty, by and with the advice and consent of the Lords, Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows:—

Explanation of Section 20 of 4 and 5 Will. IV., c. 24.

1. It is hereby declared that the expression "office in any public department" as used in the above-mentioned provisions of the said Act extends, and shall, from the date of the passing of the said Act, be deemed to have extended to any office in any public department in the British possessions.

Definition of colony.

2. In this Act, "British possession" shall include any territories for the time being vested in Her Majesty by virtue of any Act of Parliament for the Government of India; also any colony, plantation, island, territory, or settlement within Her Majesty's dominions, and not within the United Kingdom.

Short title.

3. This Act may be cited for all purposes as "The Superannuation Act, 1872."

## Appendix No. 9.—*Referred to in Articles 588 (a) and 1023.*

### Rules Relating to "Commutation of Pensions"; with Annuities and Insurance Tables.

### COMMUTATION OF PENSIONS.

1. The only general rules for the commutation of pensions are those in this Appendix. The Government of India is opposed to the commutation of pensions save under very exceptional circumstances; the *Local Government* should invariably consult the Government of India before ordering (under section 10 of Act XXIII of 1871) the commutation of pensions otherwise than as provided for in this section.

*Section 10.*—"The Local Government may, with the consent of the holder, order the whole or any part of his pension, or grant of money, or land revenue, to be commuted for a lump sum on such terms as may seem fit."

2. Rule 1 is not to be understood as interfering with the rules issued with the sanction of the Government of India for the commutation of any special classes of pension in any Presidency or Province.

3. (*a*) A life pension not exceeding twenty rupees a year may, at any time, on certificate of good health by the Medical Officer (whether commissioned or not) of the district, and provided the pensioner's age does not exceed seventy years, be commuted at the rates shown in the annexed table A.

(*b*) The pension of a pensioner whose age is more than seventy years cannot be commuted, except by special order of the Government of India.

4. Before sanctioning, or submitting for the orders of the Government of India, as the case may be, an application for the commutation of a pension, the *Local Government* shall obtain a report from the *Audit Officer* as to the amount payable in commutation.

NOTE.—[This rule also applies to Political Pensions.]

5. If a pensioner whose pension has been commuted dies before receiving the commutation value, this value is payable to his heirs.

### ANNUITIES AND ASSURANCES TABLES.

MEMORANDUM BY MR. J. WESTLAND, COMPTROLLER GENERAL, DATED 18TH MARCH 1882.

*Tables of Annuities and Assurances prepared for the Post Office (Life Assurance Branch).*

Tables of annuities and assurances depend upon two data,—(1) the rate of interest, (2) the rate of mortality.

As regards the first, I have the instructions of Government to adopt 3½ per cent. per annum as the foundation of my tables. The question is not what the present rate of interest is, but what rate Government can afford to give for the next twenty or thirty years. The Government is to receive amounts now, which it is to repay, in the form of annuities or assurances, any time within the next half century; and the question is, therefore, what it may take as the prevailing rate at which it can improve money during all that time. On this ground the rate has been taken at 3½ per cent.

As regards the second,—the rate of mortality,—the Uncovenanted Service Fund have kindly placed at my disposal the latest results of the investigation of the life rates prevailing among their subscribers. As is explained in my paper quoted in page 126 of the last edition of the *Pension Code*, there is a want of good statistics of Indian lives, and no rates can be given for India with such exactness, or with such a certainty of induction, as they can for Europe. But, all matters considered, I think the best rates available for my present purpose are those based on the recent (1837 to 1872) experience of the Uncovenanted Service Fund: and I have accordingly adopted them. The rates are stated in two columns of the table below, the former of which shows the number living at each age out of 10,000 living at age 21, and the latter of which shows the number dying in each year out of that number.

## Appendix No. 9.

The fact that the rate of interest is taken at $3\frac{1}{2}$ per cent. instead of the present existing value of money (say 4 per cent.) practically affords to Government a certain small margin for the uncertainty of Indian rates of life; and seeing that in this respect a small margin exists, I have not made allowances in any other respect, but deduced and stated the values accurately upon the given data.

| Age. | No. living at each age. | No. dying during year following age. | Age. | No. living at each age. | No. dying during year following age. | Age. | No. living at each age. | No. dying during year following age. |
|---|---|---|---|---|---|---|---|---|
| 21 | 10,000 | 61 | 43 | 7,379 | 175 | 65 | 2,583 | 228 |
| 22 | 9,939 | 66 | 44 | 7,204 | 183 | 66 | 2,355 | 211 |
| 23 | 9,873 | 72 | 45 | 7,021 | 191 | 67 | 2,144 | 199 |
| 24 | 9,801 | 76 | 46 | 6,830 | 199 | 68 | 1,945 | 190 |
| 25 | 9,725 | 80 | 47 | 6,631 | 207 | 69 | 1,755 | 182 |
| 26 | 9,645 | 85 | 48 | 6,424 | 214 | 70 | 1,573 | 174 |
| 27 | 9,560 | 89 | 49 | 6,210 | 221 | 71 | 1,399 | 165 |
| 28 | 9,471 | 96 | 50 | 5,989 | 227 | 72 | 1,234 | 155 |
| 29 | 9,375 | 101 | 51 | 5,762 | 231 | 73 | 1,079 | 146 |
| 30 | 9,274 | 109 | 52 | 5,531 | 229 | 74 | 933 | 137 |
| 31 | 9,165 | 118 | 53 | 5,302 | 224 | 75 | 796 | 127 |
| 32 | 9,047 | 126 | 54 | 5,078 | 215 | 76 | 669 | 116 |
| 33 | 8,921 | 135 | 55 | 4,863 | 206 | 77 | 553 | 107 |
| 34 | 8,786 | 143 | 56 | 4,657 | 200 | 78 | 446 | 95 |
| 35 | 8,643 | 149 | 57 | 4,457 | 201 | 79 | 351 | 85 |
| 36 | 8,494 | 153 | 58 | 4,256 | 209 | 80 | 266 | 74 |
| 37 | 8,341 | 156 | 59 | 4,047 | 224 | 81 | 192 | 61·8 |
| 38 | 8,185 | 157 | 60 | 3,823 | 239 | 82 | 130·2 | 50·7 |
| 39 | 8,028 | 159 | 61 | 3,584 | 251 | 83 | 79·5 | 38·7 |
| 40 | 7,869 | 159 | 62 | 3,333 | 256 | 84 | 40·8 | 26·6 |
| 41 | 7,710 | 163 | 63 | 3,077 | 253 | 85 | 14·2 | 14·2 |
| 42 | 7,547 | 168 | 64 | 2,824 | 241 | 86 | 0 | |

## Appendix No. 9.

TABLE A.—POST

*Present value of a monthly payment of*

| Nearest exact age. | Number of years for which | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 21 | 11·7 | 23·0 | 34·0 | 44·5 | 54·0 | 63·3 | 72·3 | 81·1 | 89·7 | 97·9 | 105·7 | 113·0 | 119·9 | 126·4 | 132·6 | 138·4 |
| 22 | 11·7 | 23·0 | 34·0 | 44·4 | 53·9 | 63·2 | 72·2 | 80·9 | 89·5 | 97·5 | 105·4 | 112·6 | 119·5 | 125·9 | 131·9 | 137·6 |
| 23 | 11·7 | 23·0 | 34·0 | 44·4 | 53·9 | 63·1 | 72·1 | 80·7 | 89·3 | 97·3 | 105·0 | 112·2 | 119·0 | 125·4 | 131·3 | 137·0 |
| 24 | 11·7 | 23·0 | 34·0 | 44·3 | 53·8 | 63·0 | 72·0 | 80·5 | 89·0 | 96·9 | 104·6 | 111·8 | 118·5 | 124·8 | 130·6 | 136·2 |
| 25 | 11·7 | 23·0 | 33·9 | 44·3 | 53·8 | 62·9 | 71·8 | 80·3 | 88·7 | 96·5 | 104·2 | 111·4 | 118·0 | 124·2 | 129·9 | 135·4 |
| 26 | 11·7 | 23·0 | 33·9 | 44·2 | 53·7 | 62·8 | 71·7 | 80·1 | 88·5 | 96·2 | 103·8 | 110·9 | 117·5 | 123·6 | 129·2 | 134·6 |
| 27 | 11·7 | 23·0 | 33·9 | 44·2 | 53·3 | 62·7 | 71·5 | 79·8 | 88·1 | 95·8 | 103·3 | 110·4 | 116·9 | 123·0 | 128·5 | 133·8 |
| 28 | 11·7 | 22·9 | 33·9 | 44·2 | 53·5 | 62·6 | 71·3 | 79·6 | 87·7 | 95·3 | 102·8 | 109·8 | 116·3 | 122·3 | 127·7 | 133·0 |
| 29 | 11·7 | 22·9 | 33·8 | 44·1 | 53·4 | 62·5 | 71·1 | 79·3 | 87·4 | 94·9 | 102·3 | 109·3 | 115·7 | 121·5 | 126·8 | 132·0 |
| 30 | 11·1 | 22·9 | 33·8 | 44·1 | 53·4 | 62·4 | 70·9 | 79·1 | 87·0 | 94·6 | 101·8 | 108·7 | 115·0 | 120·7 | 125·9 | 131·1 |
| 31 | 11·7 | 22·9 | 33·8 | 44·0 | 53·3 | 62·2 | 70·8 | 78·9 | 86·8 | 94·4 | 101·4 | 108·3 | 114·6 | 120·1 | 125·6 | 130·4 |
| 32 | 11·7 | 22·9 | 33·7 | 44·0 | 53·3 | 62·1 | 70·6 | 78·7 | 86·6 | 94·0 | 101·1 | 107·8 | 114·2 | 119·8 | 124·8 | 129·7 |
| 33 | 11·7 | 22·8 | 33·7 | 43·9 | 53·1 | 62·0 | 70·5 | 78·5 | 86·4 | 93·6 | 100·7 | 107·3 | 113·5 | 119·0 | 124·0 | 128·8 |
| 34 | 11·7 | 22·8 | 33·6 | 43·8 | 53·0 | 61·9 | 70·3 | 78·3 | 86·2 | 93·2 | 100·3 | 106·8 | 112·9 | 118·3 | 123·2 | 127·9 |
| 35 | 11·7 | 22·8 | 33·6 | 43·7 | 52·8 | 61·8 | 70·2 | 78·1 | 85·9 | 92·8 | 99·8 | 106·2 | 112·3 | 117·6 | 122·4 | 127·1 |
| 36 | 11·7 | 22·8 | 33·5 | 43·6 | 52·8 | 61·7 | 70·1 | 77·9 | 85·7 | 92·5 | 93·3 | 105·6 | 111·5 | 116·8 | 121·6 | 126·2 |
| 37 | 11·7 | 22·7 | 33·5 | 43·6 | 52·7 | 61·6 | 70·0 | 77·7 | 85·5 | 92·1 | 98·7 | 104·8 | 110·6 | 116·0 | 120·7 | 125·3 |
| 38 | 11·6 | 22·7 | 33·4 | 43·5 | 52·5 | 61·5 | 69·8 | 77·5 | 85·1 | 91·6 | 98·0 | 104·0 | 109·7 | 115·0 | 119·7 | 124·2 |
| 39 | 11·6 | 22·6 | 33·4 | 43·4 | 52·4 | 61·4 | 69·7 | 77·3 | 84·7 | 91·2 | 97·4 | 103·3 | 108·9 | 114·1 | 118·7 | 123·1 |
| 40 | 11·6 | 22·6 | 33·3 | 43·3 | 52·3 | 61·2 | 69·5 | 77·0 | 84·2 | 90·7 | 96·8 | 102·6 | 108·0 | 113·0 | 117·6 | 122·0 |
| 41 | 11·6 | 22·6 | 33·2 | 43·2 | 52·2 | 61·0 | 69·2 | 76·7 | 83·8 | 90·5 | 96·2 | 101·9 | 107·2 | 112·1 | 116·8 | 121·1 |
| 42 | 11·6 | 22·6 | 33·1 | 43·1 | 52·1 | 60·8 | 68·8 | 76·3 | 83·3 | 89·6 | 95·5 | 101·1 | 106·3 | 111·2 | 115·5 | 119·5 |
| 43 | 11·6 | 22·5 | 33·1 | 42·9 | 52·0 | 60·5 | 68·4 | 75·9 | 82·9 | 88·8 | 94·6 | 100·1 | 105·2 | 109·9 | 114·1 | 118·1 |
| 44 | 11·6 | 22·5 | 33·0 | 42·8 | 51·8 | 60·3 | 68·1 | 75·4 | 82·1 | 87·9 | 93·7 | 99·1 | 104·1 | 108·7 | 112·8 | 116·6 |
| 45 | 11·6 | 22·5 | 32·9 | 42·7 | 51·6 | 60·0 | 67·8 | 74·9 | 81·5 | 87·2 | 92·8 | 98·0 | 102·9 | 107·5 | 111·5 | 115·2 |
| 46 | 11·6 | 22·5 | 32·9 | 42·5 | 51·3 | 59·7 | 67·4 | 74·4 | 80·8 | 86·4 | 91·8 | 96·9 | 101·8 | 106·3 | 110·2 | 113·8 |
| 47 | 11·6 | 22·4 | 32·8 | 42·4 | 51·0 | 59·4 | 67·0 | 73·9 | 80·3 | 85·7 | 90·9 | 95·9 | 100·6 | 105·0 | 108·8 | 112·3 |
| 48 | 11·6 | 22·4 | 32·7 | 42·3 | 50·8 | 59·1 | 66·7 | 73·4 | 79·6 | 84·9 | 90·1 | 94·9 | 99·5 | 103·7 | 107·4 | 110·6 |
| 49 | 11·6 | 22·4 | 32·6 | 42·1 | 50·5 | 58·8 | 66·3 | 72·9 | 79·0 | 84·2 | 89·2 | 93·8 | 98·2 | 102·3 | 105·9 | 109·1 |
| 50 | 11·6 | 22·4 | 32·5 | 42·0 | 50·5 | 58·5 | 65·9 | 72·4 | 78·6 | 83·6 | 88·4 | 92·9 | 97·1 | 101·0 | 104·5 | 107·6 |
| 51 | 11·6 | 22·4 | 32·4 | 41·9 | 50·4 | 58·3 | 65·6 | 72·2 | 78·3 | 83·4 | 87·8 | 91·9 | 96·1 | 100·0 | 103·5 | 106·4 |
| 52 | 11·5 | 22·3 | 32·2 | 41·7 | 50·3 | 58·1 | 65·4 | 72·0 | 78·0 | 82·8 | 87·0 | 90·8 | 95·0 | 98·8 | 102·0 | 104·8 |
| 53 | 11·5 | 22·3 | 32·1 | 41·6 | 50·3 | 57·9 | 65·1 | 71·5 | 77·5 | 82·2 | 86·3 | 90·0 | 93·9 | 97·4 | 100·4 | 103·0 |
| 54 | 11·5 | 22·2 | 31·9 | 41·5 | 50·1 | 57·7 | 64·8 | 71·0 | 76·7 | 81·2 | 85·4 | 89·2 | 92·7 | 95·8 | 98·6 | 101·1 |
| 55 | 11·5 | 22·2 | 31·8 | 41·3 | 50·0 | 57·3 | 64·2 | 70·2 | 75·7 | 80·0 | 84·1 | 87·7 | 91·0 | 94·0 | 96·6 | 98·9 |
| 56 | 11·5 | 22·1 | 31·7 | 41·0 | 49·6 | 56·9 | 63·5 | 69·2 | 74·4 | 78·6 | 82·4 | 85·9 | 89·0 | 91·8 | 94·2 | 96·3 |
| 57 | 11·5 | 22·1 | 31·5 | 40·6 | 48·9 | 55·9 | 62·2 | 67·7 | 72·7 | 76·7 | 80·4 | 83·8 | 86·7 | 89·2 | 91·4 | 93·4 |
| 58 | 11·5 | 22·0 | 31·3 | 40·2 | 48·2 | 54·9 | 60·9 | 66·2 | 71·0 | 74·8 | 78·3 | 81·5 | 83·9 | 86·6 | 88·6 | 90·4 |
| 59 | 11·4 | 21·9 | 31·2 | 39·8 | 47·3 | 53·8 | 59·5 | 64·7 | 69·2 | 72·8 | 76·1 | 79·0 | 81·6 | 83·9 | 85·7 | 87·3 |
| 60 | 11·4 | 21·8 | 31·0 | 39·3 | 46·6 | 52·7 | 58·2 | 63·3 | 67·6 | 71·3 | 74·4 | 76·9 | 79·3 | 81·3 | 82·9 | 84·3 |
| 61 | 11·4 | 21·7 | 30·8 | 39·0 | 46·1 | 52·0 | 57·6 | 62·3 | 66·3 | 70·2 | 72·9 | 75·2 | 77·5 | 79·4 | 80·9 | 82·1 |
| 62 | 11·4 | 21·6 | 30·6 | 38·6 | 45·5 | 51·5 | 56·8 | 61·5 | 65·4 | 68·8 | 71·4 | 73·7 | 75·7 | 77·3 | 78·7 | 79·8 |
| 63 | 11·4 | 21·5 | 30·4 | 38·3 | 45·0 | 50·9 | 56·1 | 60·7 | 64·5 | 67·5 | 70·0 | 72·2 | 73·9 | 75·3 | 76·6 | 77·5 |
| 64 | 11·3 | 21·4 | 30·2 | 38·0 | 44·7 | 50·5 | 55·6 | 60·0 | 63·6 | 66·4 | 68·6 | 70·5 | 72·2 | 73·5 | 74·7 | 75·5 |
| 65 | 11·3 | 21·3 | 30·0 | 37·7 | 44·3 | 49·9 | 54·8 | 59·1 | 62·6 | 65·2 | 67·2 | 68·8 | 70·3 | 71·5 | 72·6 | 73·4 |
| 66 | 11·3 | 21·2 | 29·8 | 37·4 | 43·8 | 49·3 | 54·0 | 58·1 | 61·4 | 63·8 | 65·5 | 66·9 | 68·2 | 69·2 | 70·2 | 70·7 |
| 67 | 11·3 | 21·1 | 29·5 | 36·9 | 43·3 | 48·6 | 53·0 | 56·8 | 59·9 | 62·1 | 63·6 | 64·8 | 65·9 | 66·8 | 67·7 | 68·1 |
| 68 | 11·2 | 21·0 | 29·3 | 36·4 | 42·5 | 47·5 | 51·7 | 55·4 | 58·2 | 60·2 | 61·5 | 62·5 | 63·3 | 64·0 | 64·8 | 65·4 |
| 69 | 11·2 | 20·9 | 29·0 | 35·9 | 41·7 | 46·4 | 50·3 | 53·7 | 56·2 | 58·0 | 59·1 | 59·9 | 60·6 | 61·0 | 61·7 | 62·7 |
| 70 | 11·2 | 20·6 | 28·7 | 35·4 | 41·2 | 45·4 | 49·0 | 52·0 | 54·2 | 55·8 | 57·0 | 57·8 | 58·4 | 59·0 | 59·6 | |
| 71 | 11·1 | 20·4 | 28·2 | 34·9 | 40·6 | 44·4 | 47·8 | 50·1 | 52·0 | 53·9 | 54·5 | 55·2 | 55·8 | 56·4 | | 53·0 |
| 72 | 11·0 | 19·9 | 27·7 | 34·3 | 39·7 | 43·5 | 46·2 | 48·2 | 49·8 | 51·2 | 51·9 | 52·4 | 53·0 | | 49·8 | |
| 73 | 10·9 | 19·4 | 27·2 | 33·6 | 38·5 | 41·6 | 44·0 | 45·7 | 47·1 | 48·4 | 49·2 | 49·8 | | 46·4 | | |
| 74 | 10·8 | 19·0 | 26·5 | 32·7 | 37·2 | 39·9 | 41·7 | 43·1 | 44·1 | 45·3 | 46·4 | | 43·0 | | | |
| 75 | 10·7 | 18·6 | 25·7 | 31·3 | 35·5 | 37·9 | 39·6 | 41·0 | 42·0 | 43·0 | | | | | | |
| 76 | 10·6 | 18·2 | 24·7 | 29·9 | 33·7 | 35·9 | 37·3 | 38·4 | 39·5 | | | 39·5 | | | 76 | |
| 77 | 10·5 | 17·8 | 23·6 | 28·2 | 31·6 | 33·7 | 35·0 | 36·0 | | | 36·0 | | | | 77 | |
| 78 | 10·4 | 17·3 | 22·5 | 26·5 | 29·3 | 31·3 | 32·5 | | | 32·5 | | | | | 78 | |
| 79 | 10·3 | 16·8 | 21·5 | 24·8 | 26·5 | 28·9 | | | 28·9 | | | | | | 79 | |
| 80 | 10·2 | 16·2 | 20·2 | 23·2 | 25·2 | | | 25·2 | | | | | | | 80 | |
| 81 | 10·2 | 15·5 | 19·5 | 21·5 | | | 21·5 | | | 81 | | | | | | |
| 82 | 10·1 | 14·7 | 17·8 | | | 17·8 | | | | 82 | | | | | | |
| 83 | 10·1 | 13·9 | | | 13·9 | | | | | 83 | | | | | | |
| 84 | 10·1 | | | 10·1 Whole life. | | | | | | 84 | | | | | | |
| 85 | | | | | | | | | | 85 | | | | | | |

## Appendix No. 9.

OFFICE INSURANCES.

*1 lasting, during life, for any number of years.*

the monthly payment is to last.

| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | Whole life. | Nearest exact age. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 144·0 | 149·4 | 154·6 | 159·6 | 164·3 | 168·6 | 172·6 | 176·3 | 179·7 | 183·0 | 186·2 | 189·2 | 192·0 | 194·5 | 219·1 | 21 |
| 143·2 | 148·5 | 153·6 | 158·5 | 163·1 | 167·4 | 171·4 | 175·0 | 178·3 | 181·5 | 184·6 | 187·5 | 190·2 | 192·6 | 215·9 | 22 |
| 142·5 | 147·7 | 152·8 | 157·6 | 162·1 | 166·3 | 170·2 | 173·8 | 177·0 | 180·1 | 183·0 | 185·8 | 188·5 | 190·9 | 212·8 | 23 |
| 141·6 | 146·8 | 151·8 | 156·5 | 160·9 | 165·1 | 168·9 | 172·4 | 175·5 | 178·5 | 181·4 | 184·1 | 186·7 | 189·0 | 209·5 | 24 |
| 140·8 | 145·9 | 150·9 | 155·5 | 159·8 | 163·8 | 167·5 | 171·0 | 174·0 | 176·9 | 179·6 | 182·2 | 184·7 | 187·0 | 206·3 | 25 |
| 139·9 | 144·9 | 149·7 | 154·3 | 158·5 | 162·5 | 166·2 | 169·5 | 172·4 | 175·2 | 177·9 | 180·4 | 182·8 | 185·0 | 203·0 | 26 |
| 139·0 | 143·9 | 148·7 | 153·2 | 157·3 | 161·2 | 164·8 | 168·0 | 170·8 | 173·5 | 176·1 | 178·5 | 180·8 | 183·0 | 199·8 | 27 |
| 138·1 | 142·9 | 147·6 | 152·0 | 156·1 | 159·9 | 163·4 | 166·4 | 169·1 | 171·7 | 174·3 | 176·6 | 178·8 | 180·9 | 196·4 | 28 |
| 137·0 | 141·7 | 146·3 | 150·7 | 154·7 | 158·4 | 161·8 | 164·7 | 167·3 | 169·8 | 172·4 | 174·6 | 176·7 | 178·7 | 193·1 | 29 |
| 135·8 | 140·5 | 145·0 | 149·3 | 153·3 | 156·9 | 160·2 | 163·0 | 165·5 | 167·9 | 170·4 | 172·4 | 174·5 | 176·7 | 189·7 | 30 |
| 135·1 | 139·7 | 144·1 | 148·6 | 152·3 | 155·7 | 158·9 | 161·8 | 164·2 | 166·5 | 168·7 | 170·9 | 173·0 | 174·7 | 186·5 | 31 |
| 134·4 | 138·8 | 143·2 | 147·3 | 151·0 | 154·4 | 157·4 | 160·1 | 162·5 | 164·7 | 166·8 | 168·9 | 170·9 | 172·7 | 183·2 | 32 |
| 133·4 | 137·7 | 141·9 | 145·9 | 149·6 | 152·9 | 155·8 | 158·4 | 160·7 | 162·8 | 164·8 | 166·8 | 168·7 | 170·4 | 180·0 | 33 |
| 132·5 | 136·7 | 140·8 | 144·6 | 148·2 | 151·3 | 154·3 | 156·8 | 159·0 | 161·0 | 162·9 | 164·8 | 166·4 | 168·2 | 176·9 | 34 |
| 131·5 | 135·6 | 139·6 | 143·3 | 146·7 | 149·8 | 152·6 | 155·1 | 157·2 | 159·1 | 160·9 | 162·7 | 164·4 | 165·9 | 173·8 | 35 |
| 130·5 | 134·6 | 138·5 | 142·0 | 145·3 | 148·2 | 151·0 | 153·4 | 155·5 | 157·4 | 159·1 | 160·7 | 162·3 | 163·7 | 170·8 | 36 |
| 129·6 | 133·5 | 137·3 | 140·7 | 143·9 | 146·7 | 149·4 | 151·7 | 153·7 | 155·5 | 157·1 | 158·6 | 160·0 | 161·3 | 167·6 | 37 |
| 128·4 | 132·2 | 135·9 | 139·2 | 142·3 | 145·0 | 147·5 | 149·7 | 151·6 | 153·3 | 154·8 | 156·3 | 157·7 | 158·8 | 164·4 | 38 |
| 127·2 | 130·9 | 134·5 | 137·7 | 140·6 | 143·1 | 145·5 | 147·7 | 149·5 | 151·1 | 152·5 | 153·9 | 155·2 | 156·2 | 161·2 | 39 |
| 126·0 | 129·7 | 133·1 | 136·2 | 138·8 | 141·2 | 143·4 | 145·5 | 147·3 | 148·9 | 150·3 | 151·6 | 152·7 | 153·6 | 157·9 | 40 |
| 124·8 | 128·3 | 131·6 | 134·8 | 137·5 | 139·6 | 141·4 | 143·7 | 145·4 | 146·8 | 148·1 | 149·3 | 150·3 | 151·0 | 154·4 | 41 |
| 123·4 | 127·0 | 130·1 | 132·9 | 135·5 | 137·3 | 139·2 | 141·1 | 142·8 | 144·1 | 145·3 | 146·4 | 147·4 | 148·0 | 151·0 | 42 |
| 121·9 | 125·2 | 128·2 | 130·8 | 133·4 | 134·9 | 136·8 | 138·5 | 140·1 | 141·3 | 142·4 | 143·4 | 144·3 | 144·9 | 147·4 | 43 |
| 120·3 | 123·4 | 126·3 | 128·8 | 131·3 | 132·7 | 134·4 | 136·0 | 137·5 | 138·6 | 139·6 | 140·5 | 141·3 | 141·8 | 143·9 | 44 |
| 118·7 | 121·7 | 124·5 | 126·8 | 129·3 | 130·5 | 132·1 | 133·5 | 134·9 | 136·0 | 136·9 | 137·7 | 138·3 | 138·8 | 140·5 | 45 |
| 117·1 | 120·0 | 122·6 | 124·7 | 127·1 | 128·1 | 129·6 | 131·0 | 132·3 | 133·3 | 134·1 | 134·8 | 135·3 | 135·8 | 137·1 | 46 |
| 115·4 | 118·1 | 120·5 | 122·5 | 124·9 | 125·6 | 127·0 | 128·4 | 129·6 | 130·5 | 131·2 | 131·8 | 132·3 | 132·7 | 133·8 | 47 |
| 113·8 | 116·3 | 118·5 | 120·4 | 122·7 | 123·3 | 124·6 | 125·8 | 126·9 | 127·7 | 128·3 | 128·8 | 129·3 | 129·7 | 130·5 | 48 |
| 112·0 | 114·4 | 116·5 | 118·2 | 119·9 | 120·9 | 122·1 | 123·2 | 124·2 | 124·9 | 125·5 | 125·9 | 126·2 | 126·6 | 127·3 | 49 |
| 110·5 | 112·6 | 114·5 | 116·1 | 117·4 | 118·6 | 119·7 | 120·7 | 121·6 | 122·3 | 122·8 | 123·2 | 123·5 | 123·7 | 124·2 | 50 |
| 109·0 | 111·2 | 113·0 | 114·4 | 115·6 | 116·6 | 117·5 | 118·3 | 119·1 | 119·7 | 120·1 | 120·4 | 120·6 | 120·7 | 121·1 | 51 |
| 107·2 | 109·3 | 111·0 | 112·3 | 113·4 | 114·2 | 115·0 | 115·8 | 116·5 | 117·0 | 117·3 | 117·5 | 117·7 | 117·8 | 118·1 | 52 |
| 105·2 | 107·2 | 108·9 | 110·1 | 111·1 | 112·0 | 112·7 | 113·2 | 113·8 | 114·2 | 114·4 | 114·6 | 114·7 | 114·8 | 115·1 | 53 |
| 103·2 | 105·0 | 106·5 | 107·6 | 108·5 | 109·2 | 109·8 | 110·3 | 110·8 | 111·0 | 111·2 | 111·4 | 111·5 | 111·6 | 111·8 | 54 |
| 100·8 | 102·5 | 103·9 | 104·9 | 105·7 | 106·3 | 106·8 | 107·2 | 107·7 | 107·9 | 108·1 | 108·3 | 108·4 | 108·5 | 108·5 | 55 |
| 98·1 | 99·6 | 100·9 | 101·8 | 102·6 | 103·1 | 103·5 | 103·8 | 104·2 | 104·4 | 104·6 | 104·7 | 104·8 | | 100·7 | 104·8 | | 56 |
| 95·0 | 96·0 | 97·5 | 98·3 | 99·0 | 99·4 | 99·7 | 99·9 | 100·2 | 100·4 | 100·6 | 100·7 | | | | | | 57 |
| 91·8 | 93·0 | 94·1 | 94·8 | 95·4 | 95·7 | 95·9 | 96·1 | 96·3 | 96·5 | 96·7 | | | 96·7 | | | | 58 |
| 88·6 | 89·7 | 90·6 | 91·1 | 91·7 | 92·0 | 92·2 | 92·3 | 92·4 | 92·8 | | | 92·8 | | | | | 59 |
| 85·5 | 86·5 | 87·3 | 87·8 | 88·2 | 88·5 | 88·7 | 88·9 | 89·0 | | | 89·0 | | | | | | 60 |
| 83·0 | 83·8 | 84·3 | 84·7 | 85·0 | 85·3 | 85·6 | 85·7 | | | 85·7 | | | 61 | | | | |
| 80·0 | 81·2 | 81·6 | 81·9 | 82·3 | 82·6 | 82·7 | | | 82·7 | | | | 62 | | | | |
| 78·2 | 78·7 | 79·0 | 79·3 | 79·7 | 79·9 | | | 79·9 | | | | | 63 | | | | |
| 75·8 | 76·3 | 76·6 | 77·0 | 77·4 | | | 77·4 | | | | | | 64 | | | | |
| 73·0 | 74·1 | 74·5 | 74·8 | | | 74·8 | | | | | | | 65 | | | | |
| 71·2 | 71·6 | 72·0 | | | 72·0 | | | 66 | | | | | | | | | |
| 68·5 | 69·1 | | | 69·1 | | | | 67 | | | | | | | | | |
| 66·0 | | | 66·0 | | | | | 68 | | | | | | | | | |
| | | 62·7 | | | | | | 69 | | | | | | | | | |
| | 59·6 | | | | | | | 70 | | | | | | | | | |
| 56·4 | | | | | | | | | | | | | | | | | |
| | | | 71 | | | | | | | | | | | | | | |
| | | | 72 | | | | | | | | | | | | | | |
| | | | 73 | | | | | | | | | | | | | | |
| | | | 74 | | | | | | | | | | | | | | |
| | | | 75 | | | | | | | | | | | | | | |

The tabular values are those of monthly sum, the payment to *commence immediately* and last so many years if the person lives so long. But the value of a monthly payment, which does not commence immediately, can also be found by the table, namely, by taking the difference between two values.

For the value of a monthly payment commencing after A years and lasting B years, is equal to the value of the payment commencing immediately and lasting for A + B years, less the value of the payment commencing immediately and lasting for A years.

Thus the value of a payment commencing after 13 years and lasting for 9 years, contingent upon the life of a person whose present age is 30, is 156·9—115·0 or 41·9.

## Appendix No. 10.—*Referred to in Article 616 (b).*

### Summary of the Rates for Subscription to Civil Funds.

*A.—Bengal Civil Fund.*

| | | R | a. | |
|---|---|---|---|---|
| Civil Fund ordinary | | 2 | 8 | per centum. |
| Additional. Wife | | 2 | 0 | „ |
| Additional. Sons, each | | 0 | 2 | „ |
| Additional. Daughters, each | | 0 | 4 | „ |

Widowers' subscriptions are the subscription to the ordinary branch and double rates for children. The subscriptions should be calculated on the rupee entry of the absentee allowance in the officer's Last-Pay Certificate; but in no case is subscription calculated on a smaller leave allowance than R416⅔, or on a higher allowance than R833⅓ a month. Payments made in England are converted into sterling at the rate of 2 shillings the rupee. If the officer is entitled to no absentee allowance, his contributions should be calculated as if he were in receipt of the subsistence allowance noted below :—

R250 a month—for an officer of not more than eight years' actual residence in India.

R320 a month—for an officer of more than eight but less than twelve years' actual residence in India.

R400 a month—for an officer of twelve or more years' actual residence in India.

*B.—Madras Civil Fund.*

| | R |
|---|---|
| During the first sixteen years' service in all cases | 2¼ per cent. |

At the same rate during the whole further service in the case of married men or widowers with families. In the case of unmarried subscribers and widowers without families, the rate is reduced to 1 per cent. after sixteen years' service, to be raised to the higher rate of 2¼ per cent. on the remarriage of the subscriber.

The subscriptions to be paid on absentee allowance are reckoned on the rupee entry in the Last-Pay Certificate; but in no case is subscription calculated on a smaller leave allowance than R416⅔, or on a higer leave allowance than R833⅓.

In the cases of subscribers in England who are not in receipt of any absentee allowances and who are allowed by the Rules of the Fund to make payments in order to retain their interest in the Fund, the allowance on which the rates are calculated is the allowance from Government last drawn when on furlough or sick leave.

Payments made in England are converted into sterling at the rate of two shillings or one shilling and nine pence the rupee, according as the subscription is paid to the 8 per cent. or 4 per cent. Capital of the Fund.

*C.—Bombay Civil Fund.*

| | R |
|---|---|
| Married members | 3 per cent. |
| Widowers or unmarried members | 2 „ |

For daughters (if upon the Fund)—2 annas or 4 annas per cent.
For sons (if upon the Fund)—2 annas per cent.

A member on furlough and in receipt of an absentee allowance exceeding £500 a year contributes at the rates shown above on the amount in excess of £500 a year. Any member drawing no allowance, or drawing furlough or subsistence allowance of £500 a year or less, is not required to contribute.

Payments of subscriptions in England are converted into sterling money at the rate of exchange annually fixed for the adjustment of financial transactions between the Imperial and Indian Governments.

## Appendix Nos. 10 and 11.

*D.—Indian Civil Service Family Pension Regulations.*

(These rates shew the monthly contribution and are subject to alteration, from time to time, by the Secretary of State.)

| Class. | Years' service. | By each married subscriber. | | By each subscriber who is unmarried or a widower. | |
|---|---|---|---|---|---|
| | | In India. | In Europe. | In India. | In Europe. |
| | | R | £ s. d. | R a. p. | £ s. d. |
| V. . . . . | 0 to 7 . . | 20 | 1 13 4 | 15 0 0 | 1 5 0 |
| IV . . . . . | 7 to 12 . . | 34 | 2 16 8 | 21 0 0 | 1 15 0 |
| III . . . . . | 12 to 15 . . | 52 | 4 6 8 | 31 3 2 | 2 12 0 |
| II . . . . . | 15 to 18 . . | 82 | 6 16 8 | 43 3 2 | 3 12 0 |
| | 18 and over . . | 116 | 9 13 4 | ... | ... |
| I . . . . . | 18 to 23 . . | ... | ... | 57 0 0 | 4 15 0 |
| | 23 to 28 . . | ... | ... | 69 0 0 | 5 15 0 |
| | 28 till retirement . | ... | ... | 87 0 0 | 7 5 0 |
| After retirement irrespective of class . . | | 50 | 4 3 4 | 25 0 0 | 2 1 8 |

| Additional contribution in respect of children. | Monthly Contribution. | |
|---|---|---|
| | In India. | In Europe. |
| | R a. p. | £ s. d. |
| For a son . . . . . | 6 13 7 | 0 11 5 |
| For a daughter . . . . . | 12 12 0 | 1 1 2 |

Note.—[Pensions when paid in India to annuitants residing there must be issued at the official rate of exchange. The option of receiving the pensions in sterling in England may, however, be granted to annuitants residing in India, but this option having once been exercised, any subsequent change can only be permitted at the commencement of the official year.]

## Appendix No. 11.—*Referred to in Article 678.*

### Military Furlough Regulations of 1868.

### GENERAL ARRANGEMENT.

**Extent of Application.**

RULES—


Preliminary and Definitions . . . . . I to IV
Chapter I.—Furlough . . . . . V to XXIV
Chapter II.—General Leave on Private Affairs and Medical Certificate in India . . XXV to XXVIII
Chapter III.—Privilege Leave . . . . . XXIX to XXXII
Military Officer in Civil Employ . . . . . XXXIII
Subsidiary Rule . . . . . XXXIV


Note.—[All the headings except the above are introduced for facility of reference; they do not form part of the regulations and must not be relied on in interpreting their meaning.]

Appendix No. 11.

# Extent of Application.


Previous Rules . . . . . 1
Staff Corps and Indian Army Officers . . 2
Officers of Royal Artillery and Royal Engineers . . . . . 3
Officers of British Service . . . . . 4
Invalid or Invalid Pension Establishment . 5
Regimental Officers, British Service . . 6
Royal Engineers, Imperial List . . . . 7
Indian Service before joining Staff Corps . 9
Warrant Officers . . . . . 10
Furlough Pay . . . . . 14


## Previous Rules.

1. The rules previously in force will be designated, as heretofore, the Furlough Rules of 1796 and 1854.

## Staff Corps and Indian Army Officers.

2. These rules are applicable to all officers who, on the 1st July 1868, belonged to the several Indian Staff Corps, or to the Indian Army, and who have elected, or may elect, to adopt them: officers of the British Army who entered the Staff Corps after that date, and prior to the 1st January 1876, are subject to them.

## Officers of the Royal Artillery and Royal Engineers.

3. In regard to the periods of leave of absence during which appointments may be held, and in regard to the increased allowances, they are also applicable to officers of the Royal Artillery and Royal Engineers, late of the Indian Army, holding permanent staff appointments not of a regimentaal nature, and to such officers of the Engineers of the Imperial Establishment as may be permanently employed on the staff in India, or who are receiving a staff salary as on the fixed establishment of the Sappers and Miners. (But see Article 702 of Army Regulations, India, Volume I, Part I.)

## Officers of the British Service.

4. Should an officer of the British service holding such permanent staff appointment proceed on leave under circumstances which, by these rules, would involve loss of appointment, he cannot take leave under them, but simply as a British officer holding no appointment. Such leave will, however, reckon as a portion of the aggregate eight years of furlough on pay to which an officer is restricted during his service by Rule XVI, should he again become permanently employed and resume his right of obtaining furlough under these rules.

## Invalid or Invalid Pension Establishment.

5. These rules are not applicable to officers on the Invalid or Invalid Pension Establishment, even if previous to their transfer they should have elected them, being intended solely for officers on the effective list.

## Regimental Officers, British Service.

6. They are not applicable to regimental officers generally of the British service, whether formerly belonging to the Indian Army and now in the Royal Artillery, Royal Engineers and new line regiments, or on the old line establishment; nor are they applicable to officers of the British Army holding staff appointments, the tenure of which is limited to five years. (See Articles 687 and 689 of Army Regulations, India, Volume I, Part I.)

## Royal Engineers, Imperial List.

7. Officers of the Royal Engineers on the Imperial List in permanent staff employ, and those who receive a staff salary, as on the fixed establishment of the Sappers and Miners (but see Article 702 of Army Regulations, India, Volume I, Part I), will be entitled to a furlough of two years on private affairs after eight years' service in India from date of arrival, or at the expiration of such service in India from the date of their return (for a

second tour of service) on the completion of the prescribed home service after the first period of seven years' service in India, as will entitle them to furlough under Rule IX of these Regulations. (See note following.)

NOTE.—[Officers of the Royal Imperial Engineers proceeding to England on furlough and reverting to home duty after three months of the commencement of such furlough, but again returning to India for further service, must complete three years' service from date of such return before becoming eligible for any furlough earned by length of service. But officers reverting to home duty after qualifying for furlough under these rules, and again returning to India for service, must serve one year before they can avail themselves of the furlough at credit.]

8. Such an officer's claim to furlough pay and passage will be regulated under Articles 703 to 705 of Army Regulations, India, Volume I, Part I.

## Indian Service before joining Staff Corps.

9. Officers of British regiments who have joined the Staff Corps can count as service towards furlough all their military service in India, provided that half of it (in no case less than four years) has been passed in the Staff Corps; but any leave to England, otherwise than on medical certificate, they may have taken during service so counted will be reckoned as furlough already taken. Officers of the British service who formerly belonged to the Indian Armies are exempted from the above proviso.

## Warrant Officers.

10. These rules apply also to all Honorary Commissioned Officers and Warrant Officers holding Veteran Commissions who may elect them, the period of service qualifying for furlough being calculated from the date of the attainment of a commission. They will receive during furlough half their total receipts, calculated as laid down in Rule V, but without any reference to a minimum or maximum rate. (But see Articles 911 and 912 of Army Regulations, India, Volume I, Part I.)

11. Warrant Officers can obtain furlough under these rules only on medical certificate. Such furlough may be for two years (one year only or less being granted in the first instance), with retention of appointment and half of the aggregate allowances ; but any extension of such leave (which will not be granted for more than one year in excess of the two years), or any leave taken within three years from the date of last return to duty, will be on "English furlough pay." [See Note (1) to para. 14.]

12. Every Warrant Officer who attained warrant rank before the 19th February 1869 and who has not made his election, will be required, on the first occasion of his applying for furlough out of India, to state whether he desires to take the furlough under these rules, or under those previously in force applicable to Warrant Officers, *viz.*, Government General Orders Nos. 518 and 531 of 1854, Government General Order No. 1559 of 1857, and subsequent orders. That election will be considered final. (See Articles 905 to 909, Army Regulations, India, Vol. I, Part I, of 1888.)

13. Warrant Officers who became such between the 19th February 1869 and 1st January 1876 are subject to these rules, and cannot elect any *previous* rules.

NOTE.—[These rules respecting Honorary Commissioned Officers and Warrant Officers apply to Officers of the Subordinate Medical Department.]

## Furlough pay.

14. The term "furlough pay" having now changed and having a two-fold signification, in all future orders and references "furlough pay" will be understood as the half Indian salary within the prescribed limits specified in Rule V of these regulations, converted at the rate of exchange fixed by the Secretary of State for the official year, whilst "English furlough pay" will represent the rates heretofore allowed to the several grades as English pay under the rules of 1796 and 1854.

NOTE (1).—[Where in these rules English furlough pay is mentioned as that to which an Honorary Commissioned Officer or a Warrant Officer is to be restricted, the rates laid down in Articles 854-E and 855-D, Army Regulations, India, Vol. I, Part I, are to be understood as intended.]

NOTE (2).—[(1) Officers who *elected* these rules prior to 1st July 1871, or before Government General Order No. 588 of 1871 reached their stations, will receive pay during furlough at the exchange of two shillings the rupee.]

# Rules.

## Preliminary and Definitions.

FURLOUGH DEFINED . . . . . I.—1 | RETENTION OF APPOINTMENT . . . . I.—2
KINDS OF LEAVE . . . . . IV

### Furlough defined.

RULE I.—1. The distinction with respect to allowances, which has been hitherto drawn between furlough on private affairs and sick leave, is abolished, both kinds of leave being included under the general term *furlough*; provision, however, being made for the obtainment of furlough under medical certificate without all the restrictions applicable to furlough when taken without medical certificate.

### Retention of Appointment.

2. Leave under these rules will not involve forfeiture of appointment, except in the cases herein specially provided for.

RULE II.—All military and medical officers taking furlough or leave under these Regulations retain their appointments during *all* leave of absence granted by competent authority; but their pay during such absence will be the same as they would obtain under these rules, had this exemption from forfeiture of appointment not been granted.

RULE III.—The rules now prescribed do not affect the provisions of Act XXXIII of George III, Chapter 52, Section 70 (2); but an absentee cannot retain his appointment and draw absentee allowances except under the rules herein prescribed. Nor do they affect the regulations by which officers holding five-year appointments can only obtain limited periods of leave without forfeiting their appointments. (See Article 687 of Army Regulations, India, Volume I, Part I.)

### Kinds of Leave.

RULE IV.—Leave of absence will in future be of three kinds, *viz.*,—

(*i*) Furlough in or out of India.

(*ii*) General leave on private affairs, or medical certificate in India, or short leave to sea.

(*iii*) Privilege leave.

(1) This rule does not apply to Officers who were admitted to the Staff Corps on and after the 1st July 1868.—(G. G. O., Military Department, No. 991, dated 22nd September 1876.)

(2) The section referred to is quoted below:—

*Section* 70.—"And be it further enacted that no person who shall have held any civil or military station whatever in *India*, in the service of the said United Company being under the rank or degree of a Member of Council or Commander-in-Chief of the Forces, and who, having departed from *India* by leave of the Governor General in Council, shall not return to *India* within the space of five years next after such departure, shall be entitled to any rank or restoration of office, or be capable of again serving in *India* either in the *European* or Native corps of troops, or in the civil line of the Company's service, unless, in the case of any Civil Servant of the Company, it shall be proved to the satisfaction of the Court of Directors that such absence was occasioned by sickness or infirmity, or unless such person be permitted to return with his rank to *India* by a vote or resolution passed by way of ballot by three parts in four of the proprietors assembled in General Court specially convened for that purpose, whereof eight days' previous notice of the time and purpose of such meeting shall be given in *The London Gazette*, or unless, in the case of any military officer, it shall be proved to the satisfaction of the said Court of Directrs and the Board of Commissioners for the affairs of *India* that such absence was occasioned by sickness or infirmity, or some inevitable accident."

# Chapter I.—Furlough.

ALLOWANCES DURING FURLOUGH . . . V
FURLOUGH ON PRIVATE AFFAIRS . . . VI
INTERVAL BETWEEN TWO FURLOUGHS . . VIII
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## Allowances during furlough.

RULE V.—1. An officer drawing staff pay in addition to pay of rank, proceeding on furlough, will be allowed pay at the rate of 50 per cent. of the salary of his substantive office.[1]

2. [2] But an officer in civil employ, and drawing consolidated salary, will be allowed 50 per cent. of the average salary drawn by him during the three years prior to his proceeding on furlough, or during his actual service in India, should that be less than three years; and the time spent and the allowances drawn during any leave other than "privilege leave" will be omitted in the calculation of average salary.

3. No absentee shall in any case draw more than £1,000 or less than £250 per annum.

NOTE (1).—[Should the furlough pay of an officer in civil employ be less than the furlough pay of his substantive military rank, the difference will be passed to him as a charge of the department from which he draws his pay.]

NOTE (2).—The maximum furlough allowance, if paid in India, is the equivalent of £1,000 at the rate of exchange fixed for the time being for the adjustment of financial transactions between the Imperial and Indian Governments.

4. The term "salary" will signify the total amount drawn by an officer, whether as consolidated pay or staff allowances in addition to pay, but will not include any extra or special allowances. But in the case of a military officer in civil employ, his acting allowances shall be taken into account as a part of his salary in calculating his furlough pay.

NOTE.—[The personal allowance drawn by military officers in the Police under the order in the Finance Department, No. 999, dated the 19th May 1883, is included in the term "salary."]

5. An officer absent on furlough, who may be transferred to another office during his absence, shall be entitled, for the entire period of his furlough, to pay at the rate sanctioned to him when leaving India, whatever the salary of the office to which he may be transferred may be. This pay will be continued to an officer in military employ after his return to India, until he rejoins his appointment, provided it is not less than the military pay or pay and allowances of his rank.

NOTE.—[An officer promoted whilst on furlough to a higher grade in his own department is entitled, from the date of his return to India, to that on which he takes up the duties of his appointment, to the pay and Indian allowances of his rank, *plus* the half staff he was in receipt of when he proceeded on furlough.]

6. But an officer whose term of office shall lapse, who shall vacate his appointment, or whose appointment shall be abolished during his furlough, will revert at once to the furlough pay which he would draw in virtue of his rank, as laid down in clause 8 of this rule. Any case of sudden abolition of appointment may, however, be specially considered in the department of the Government under which the officer may have been employed. An

(1) For the purpose of this rule, the temporary promotion from one grade to another of an officer of the Royal Engineers employed in the Public Works Department is an acting appointment, and the grade to which the officer is permanently attached is his substantive office.—(Finance Order No. 893, dated 31st May 1879.)

(2) The allowance of a Commissioned Medical Officer in civil employ will not be less than half his unemployed pay, or if he was appointed to the Medical Service before the 7th November 1864, half the grade pay of his rank.

officer (1) will also be entitled to the benefit of his promotion to a higher Staff Corps or regimental rank whilst on furlough, subject to the maximum limit.

NOTE.—[A Staff Officer seconded in his regiment may, on the expiry of the tenure of his staff appointment whilst on furlough, fall back upon the furlough pay of his regimental appointment.]

7. Officers holding regimental medical charges will be allowed to retain such charges during the authorised periods of furlough, as if they were medical staff appointments. And the difference between the unemployed grade pay of the officer holding the substantive charge and the consolidated salary of the charge will be considered the staff salary divisible between the absentee and the officer officiating for him.

8. Officers not in staff employ will receive half the Indian pay of their rank, provided that an officer entitled to furlough shall in no case receive less than the minimum of £250 per annum.

NOTE.—[Officers who may be entitled to income allowance from the Military Fund during absence in Europe, will draw their half salary or minimum absentee allowance under the foregoing clause, subject to a deduction equivalent to the amount of such income allowance.]

## Furlough on private affairs.

RULE VI.—All grants of furlough on private affairs are subject to the exigencies of the public service (of which exigency the Government is to be exclusively the judge), and to any regulations that may be found necessary for limiting the number of absentees.

NOTE.—[It is therefore within the competency of Local Governments and of the Commander-in-Chief to decline to forward the application of any officer whose absence would, in their opinion, be detrimental to the interest of the public service, until such time as arrangements can be made for removing the difficulty; and it is the duty of the head of every department to decline to forward any application for furlough whenever the services of the officer cannot be spared without risking the efficiency of the department, any doubtful case being referred for the orders of Government.]

RULE VII.—The maximum amount of furlough on private affairs to be taken at any one time carrying pay and retention of appointment will be two years; any extension of such furlough will be without pay, unless it is on medical certificate. [See rule XIII, and Notes (4) and (5), rule IX.] And no extension on private affairs beyond two years will be granted, though without pay, except upon satisfactory evidence of very urgent necessity.

## Interval between two furloughs.

RULE VIII.—1. A period of at least three years' service after return from last furlough (except furlough for a period not exceeding six months under rule XI, and, in the case of an officer in civil employ, furlough in India not exceeding three months, or special leave under civil rules) must be completed before furlough can again be taken, unless obtained under medical certificate. [See rule XIII, rule XIV, clause 1, and rule IX, Note (4).]

NOTE.—[Although special leave under civil leave rules and furlough not exceeding three months taken by officers in civil employ are not considered as furlough requiring an interval of three years' duty, such absence will not be reckoned as part of three years' service required between two furloughs.]

2. An officer who, while on furlough, may be *ordered* out for special duty, or on account of the exigencies of the service, may take the balance of such furlough at any time after the termination of the duty for which he was recalled.

NOTE (1).—[Officers ordered out for special duty, or on account of the exigencies of the service, are allowed a free passage out, but not a return passage home, and furlough pay for the period of the voyage to India, and the voyage home, in the event of their returning to England to avail themselves of the residue of their furlough; as also the privilege of counting both periods as service for pension, and as exclusive of the residue of furlough due.]

NOTE (2).—[Residue furlough is obtainable at any time either on medical certificate or on private affairs, provided the original furlough was earned by service. (See Note (3) to rule XVII.)]

(1) An officer in civil employ, who, when on furlough, draws one-half of the salary of his substantive office under the first clause of rule V, Chapter I, derives no benefit as regards the rate of his furlough pay from departmental promotion and consequent increase to his staff salary during his furlough. His furlough pay will be increased beyond what he was entitled to at the commencement of his furlough only if he is promoted to a higher Staff Corps or Regimental rank while on furlough.—(Finance Order No. 3140, dated 29th August 1884.)

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### Furlough earned.

RULE IX.—An officer will be eligible for two years' furlough on the completion of eight years' *actual service in India;* for a third year, after a further period of six years' actual service; and for a fourth and fifth year, after similar intervals of six years; and so on up to the maximum prescribed in rule XVI. The grant of furlough to an officer eligible for it will be subject only to the conditions specified in rules VI and VII. But see notes to this rule.

NOTE (1).—Furlough granted under these rules, without "furlough pay," will not reckon as furlough already taken in calculating the balance at an officer's credit, or as part of the total of eight years allowed, as shown in rule XVI; but all furlough with "frulough pay," whether on private affairs or on medical certificate taken under these rules, will so reckon.

NOTE (2).—Furlough and leave previously taken under the rules of 1796 or 1854 will count, as respects officers who have elected these rules, as follows:—

(*a*) Furlough on private affairs, with pay, taken under the rules of 1796 or 1854, counts in all respects as furlough.

(*b*) Furlough on medical certificate, under the rules of 1796, does not count in any respect as furlough.

(*c*) Furlough on medical certificate, with pay, under the rules of 1854, counts as part of the maximum of eight years allowed under these rules; but until the maximum thus made up be reached, this furlough will not count as furlough already taken in determining the amount of furlough to which an officer is entitled.

(*d*) Furlough without pay under the rules either of 1796 or 1854 does not count in any respect as furlough.

*N.B.*—Furlough on medical certificate with "furlough pay" obtained by officers under rule IX, Note (1) of these Regulations, between the publication of Government General Orders No. 171 of the 25th February 1874 and No. 197 of the 1st March 1877, will not be reckoned as "furlough already taken" in computing the amount of furlough at the credit of such officers; but it will form part of the aggregate of eight years allowed to officers.

NOTE (1).—[An officer of less than eight years' service in India may obtain furlough not exceeding two years on medical certificate, with furlough pay and retention of appointment, provided he has been three years in the Staff Corps, or—in the case of a Royal Engineer officer holding a permanent staff appointment, or an officer not in the Staff Corps— has served for three years in India; but such furlough will, in the first instance, be restricted to one year.]

NOTE (2).—[If the officer has not been three years in the Staff Corps, or served three years in India, as the case may be, he will receive "English furlough pay" only.]

NOTE (3).—[The rule in Note (2) and the proviso in Note (1) are not applicable to officers of the Indian Army who entered the new Line Regiments or Royal Artillery, and subsequently the Staff Corps.]

NOTE (4).—[Unemployed General Officers of the Staff Corps or local service can be granted furlough without serving the interval of three years prescribed in rule VIII; and they can remain in Europe, after they have exhausted the full period of furlough allowed during an officer's service by rule XVI (eight years on the whole), on the English furlough pay of their rank.]

NOTE (5).—[A Major-General of the Staff Corps who proceeds to England on promotion to that rank, or on ceasing to be employed, can receive half his Indian pay for the period of furlough at his credit, but not exceeding the three years during which he would have been entitled to draw his full Staff Corps pay if he were in India.]

NOTE (6).—[A General Officer of the late Indian Artillery or Engineers, who may have never volunteered for general service, nor benefited by its rules, and who may have furlough at his credit under the Regulations of 1868, when becoming unemployed, is eligible for furlough as if he were a General Officer of the Indian Army. (See above note.)]

NOTE (7).—[If an officer appointed to any *duty* in England draws his pay and Indian allowances with or without any portion of his staff salary, he can count the period of such employment as service towards furlough (1); but if he is appointed to an office in England to which a fixed consolidated salary is attached, he cannot reckon the time of such employment as service towards furlough.]

(1) This rule does not apply to a Military Officer in Civil employment who is otherwise subject to these rules. (See note to Article 105 in Chapter IV of these Regulations.)

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## Furlough admissible.

RULE X.—An officer eligible for furlough need not take the whole amount to which his service entitles him, but may apply for any portion thereof as an instalment; and in that case the balance will remain at his credit in any future computation of the amount of furlough for which he may be eligible.

*Illustrations.*

1. An officer, who has served nine years in India, is entitled to two years' furlough. He takes only one year, and after his return remains in India for five years. He is then eligible for two years' furlough as follows :—

| | |
|---|---|
| Total service in India . . . . . | 14 years. |
| Furlough due on that service . . . . . | 3 „ |
| Furlough already taken . . . . . | 1 year. |
| Balance for which he is eligible . . . . . | 2 years. |

2. An officer, who has served twenty years in India without taking furlough, is entitled to four years' furlough. He can only take, however, two years at one time carrying pay, the balance remaining at his credit in any future computation of furlough to which he may be entitled. He can take that balance after completing three years' service from the date of his return from the first instalment.

NOTE.—[An officer is said to have furlough at his credit, even though he may not be able to obtain it owing to the number of absentees or other causes, when the calculation of his service, as in illustration I above, shows a "balance for which he is eligible."]

RULE XI.—1. Furlough on urgent private affairs for six months on pay, equivalent to the British regimental pay of his rank, may be granted when the officer has less than six months furlough at his credit, or when, from other causes, *e.g.*, the number of absentees, or his not having served three years since his last return to duty, etc., he is not able to take it. The said period may form part of the periods of either eight or six years referred to in rule IX, and of the three years which are required to intervene between two periods of furlough by rule VIII.

2. This furlough cannot be given in extension of any furlough, neither can it be extended beyond the six months, except on medical certificate, in which case the whole of the absence will be considered as furlough taken under rule XIV, clause 1.

NOTE (1).—[Furlough under this rule is not admissible to officers in Civil employ. They are, however, eligible for "special leave" under the Civil Leave Rules. (See Note (2) to Rule XXXIII, Chapter III.)]

NOTE (2).—Ill-health is not considered as warranting furlough under this rule to any officers who under the provisions of these regulations can obtain furlough on medical certificate.]

## Residence during furlough.

RULE XII.—Subject to State considerations, there will be no restriction as to the places to which an officer may resort during furlough. But if he desires to spend out of India any portion of a furlough taken in India, or *vice versâ*, he must obtain permission to do so from the Government of his presidency, or from the Secretary of State for India, as the case may be; and on landing in either country, he must report his arrival accordingly to the Military Department of his own presidency, or to the India Office, forwarding a copy of the permission granted him to change his destination. He must also communicate his address. An officer who, on his return to India, reports his debarkation without forwarding *at once* a copy of the permission granted him to change his destination, or submitting an application for such permission, will be considered to have returned to his duty.

## Furlough on Medical Certificate.

RULE XIII.—1. Furlough on medical certificate is obtainable under Notes (1) and (2) of rule IX and rule XIV to the extent of two years. Such furlough may, however, be extended on a fresh medical certificate up to a third year on "English furlough pay," and an officer on furlough on private affairs, who may be obliged to obtain an extension on medical certificate, will be thenceforward entitled to the same advantages, and subjected to the same disadvantages as to retention of appointment, pay, etc., as if he had originally obtained furlough on medical certificate.

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2. In the event of an officer not being able to return to his duty after an absence of three years, it will rest with the Secretary of State for India in Council to order him to appear before a medical board, with a view to placing him on the retired list, if entitled to pension, or on the half-pay list.

3. Should the circumstances of the case, however, warrant a further extension of furlough it can only be granted without pay.

NOTE.—[All officers, however employed, and whatever the amount of furlough granted them may be, who leave India on medical certificate, are required to produce a certificate of fitness for duty before they can be allowed to return.]

RULE XIV.—1. An officer whose health may necessitate his taking furlough within three years from the date of last return from any furlough, except that taken for a period not exceeding six months under rule XI (and excepting also, in the case of an officer in civil employ, *ordinary furlough not exceeding three months or special leave not exceeding six months under civil rules*), may obtain under the usual medical certificate such amount as may be duly certified to be necessary for the restoration of his health, not, however, exceeding one year in the first instance; but he will receive only "English furlough pay."

2. If, however, he shall have served three years since the date of his last return to duty, although there may be no balance of furlough at his credit, he will be entitled, on obtaining furlough on medical certificate, to receive "furlough pay," as laid down in rule V, for the entire period not exceeding two years. Should the latter period be exceeded, he will come under the provisions of rule XIII.

RULE XV.—1. An officer entitled to furlough, whose health may necessitate his absence from India, must take the leave as furlough under rule IX, but without forfeiting any passage-money to which he may be entitled under Military Fund Rules, or if a subaltern, by Regulation, when proceeding on medical certificate.

2. Should such an officer, however, be declared fit for duty before the expiration of two years, he may be granted an extension on private affairs up to that limit, provided he has so much furlough at his credit, and that if he remains he will not be in excess of the established proportion of absentees.

3. Any extension, on medical certificate, of furlough taken under this rule beyond two years must be on "English furlough pay" under rule XIII, and without pay if on private affairs.

NOTE.—[All officers in military or civil employ on furlough in Europe requiring extensions on private affairs must themselves obtain and attach to their applications to the India Office a letter from the Government under which they are serving, showing that there are no objections to the grant of the extension.]

### Aggregate furlough admissible.

RULE XVI.—The aggregate amount of furlough, with pay and retention of appointment, on private affairs and on medical certificate that may be granted to an officer during his service, will be limited to eight years.

NOTE (1).—[This aggregate is calculated agreeably to clauses 1 and 2 of rule IX. (See also rule XXVI.)]

NOTE (2).—[Furlough allowed by proper authority to reckon as service for pension under the provisions of Government General Orders Nos. 1113 of 1857 and 95 of 1866, or in consequence of an officer's employment on any duty during his furlough, will not reckon as part of the aggregate period of eight years.]

### Beginning and termination of furlough.

RULE XVII.—If taken in India, furlough is reckoned from the date of the absentee's quitting his station to that of his return thereto. If taken out of India, furlough commences from the date on which the vessel on which the officer embarks quits her moorings or anchorage, whether she leaves the limits of the port or not, and terminates on the day immediately preceding that on which the vessel on which he returns to India drops her anchor or is moored at any Indian port. An officer's furlough begins on the vessel's departure from any Indian port at which he first joins her, and ends on the day before her arrival at the port where he last quits her.

NOTE (1).—[Furlough out of India taken before the 17th November 1883, reckoned from the date of the sailing of the vessel on which an officer embarked, or (if from Calcutta) the date on which she left the Sandheads to the date of disembarkation, the latter being considered as a day of duty. But see exception in Note (2).]

NOTE (2).—[From the 4th April 1870 to the 14th September 1874, inclusive, the date of disembarkation was reckoned as a day of furlough and not of duty.]

NOTE (3).—[The furlough of an officer ordered to India before its expiration for special duty, or on account of the exigencies of the service, terminates on the day previous to that of his embarkation for India from any port in England or the Continent of Europe. When the officer avails himself of the balance of his furlough, it commences on the day of his first landing either in England or on the Continent of Europe.]

### Subsidiary leave.

RULE XVIII.—Subsidiary leave to embark for Europe or elsewhere on furlough will be granted for any period deemed necessary, not ordinarily exceeding thirty days. Leave up to the same limit, to enable him to rejoin on his return from furlough, will be granted from the date of his disembarkation in India. This applies equally to furloughs taken under rule XI. The authority, which has power to grant subsidiary leave, can, on due cause being shown, grant any necessary extension of it; but this can be done only on very sufficient reasons.

NOTE (1).—[The grant of furlough and leave out of India holds good only for three months from the date of the general order notifying it; officers must therefore embark within that period or take up the first portion in India, otherwise the furlough or leave out of India will lapse, and a fresh application must be submitted, which will be dealt with in all respects as the original application. Officers are forbidden to embark after the expiry of the three months, unless with the special sanction of the Government previously obtained. This period of three months is inclusive of all subsidiary leave. The only exception to this ruling is in the case of an officer detained on public grounds, who, in reporting his departure, should attach a certificate signed by the head of his department, or other authority, to that effect; but officers, whose furlough or leave out of India has appeared in orders, are not, if it can be avoided, to be placed on duties which are likely to cause their detention in India beyond the above-mentioned time.]

NOTE (2).—[The amount of subsidiary leave admissible, and the allowances of military officers in civil employ during such leave, will be adjusted according to Civil Rules.]

NOTE (3).—[Leave preparatory to retirement from the service does not reckon as service towards pension.]

NOTE (4).—[An officer unavoidably detained at the presidency for passage in a troop-ship, beyond the usual subsidiary leave, shall count the period of such detention as subsidiary leave.]

NOTE (5).—[An officer proceeding on furlough while on general leave, without rejoining, is not entitled to subsidiary leave.]

### Payment of furlough allowances and advances.

RULE XIX.—Furlough allowances are payable monthly if payment is taken in India, and quarterly if payment is taken in England.

RULE XX.—Advances of furlough pay will continue to be made in India to those officers who desire it for three months from date of embarkation. Payments in continuation will be made in England on the expiration of six months from that date. (See rules on the subject, articles 523 to 532 [1] and 883 of Army Regulations, Vol. I., Part I.)

### Last-pay certificate.

RULE XXI.—The last-pay certificate issued to each officer who may be granted furlough, whether on private affairs or on medical certificate, will specify the rate of the pay and staff salary of his last substantive appointment, and the rate to which he will be entitled in Europe in virtue of rule V.

*N.B.*—For rules regarding the obtainment of last-pay certificates by officers quitting India, see clause 46, India Army Circulars for May 1880.

### Acting allowances.

RULE XXII.—1. An officer acting in India for an absentee on furlough will be restricted,

[1] The provisions of article 529 are not applicable to military officers in civil employ taking leave under the rules applicable to Members of the Indian Civil Service. When advances are made under article 529 to officers taking leave under the rules applicable to military officers, recovery should be made in accordance with the Civil Service Regulations [see article 81 (*d*)], and not under article 529 of the Army Regulations, Vol. I, Part I.

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for the entire period that he may so act, to the half staff salary of the appointment in which he may be acting, in addition to the full pay of his rank and the half staff salary of his own appointment, if he possess one. The aggregate staff salary granted to the acting officer in such cases will not be less than ₹100 per mensem, unless the full staff salary of the post in which he is officiating is less than that sum.

NOTE.—[The indulgence granted by the above rule is only allowed to one *directly* officiating in the place of the officer absent on furlough, not to one acting in the room of an officer who is himself acting for an absentee on furlough.]

2. A Warrant Officer acting for one of a higher grade on furlough receives half of the aggregate allowances of the absentee, added to half of the aggregate of his own allowances.

### Leave that counts as service for Pension under the Rules of 1854 and 1868.

RULE XXIII.—1. Military and medical officers under the Regulations of 1854 and 1868 count the following proportion of leave taken under those Regulations as service for pension, subject (in the case of officers under the rules of 1796) to the condition laid down in clause 4 of rule XXXIV:—

| MILITARY. | | | MEDICAL. | | |
|---|---|---|---|---|---|
| Yrs. | | Yrs. | Yrs. | | Yrs. |
| 2 | in | 20 | 1½ | in | 17 |
| 3 | „ | 25 | 3 | „ | 20 |
| 4 | „ | 30 | 4 | „ | 25 |
| 5 | „ | 35 | 5 | „ | 30 |
| 6 | „ | 38 | | | |

NOTE (1).—[The following proportion of leave taken under the Regulations of 1854 and 1868 reckons for pension with effect from the 1st July 1881:—

| MILITARY. | | | MEDICAL. | | |
|---|---|---|---|---|---|
| Yrs. | | Yrs. | Yrs. | | Yrs. |
| 2 | in | 20 | 2 | in | 17 |
| 3 | „ | 24 | 3 | „ | 20 |
| 4 | „ | 28 | 4 | „ | 25 |
| 5 | „ | 32 | 5 | „ | 30 |
| 6 | „ | 38 | | | |

NOTE (2).—[Officers of the old Indian Cadres of Royal Artillery and Engineers, and of the 12 new Line Regiments of Cavalry and Infantry, who are serving under Indian Pension Rules, are allowed to count all full-pay service, past or future, towards pension on retirement.]

2. Warrant Officers obtaining that rank after the 24th August 1872 can only reckon as service towards pension the following periods of leave whether taken in or out of India:—

15 months in 12 years' departmental service
20 „ 14 „ „ „
24 „ 16 „ „ „
} irrespective of whether taken in the non-commissioned or warrant grade.

3. Those who were promoted to warrant rank before that date are allowed to continue if they prefer it, on the old rule, and reckon all leave in India as service, all out of India being deducted from their service for pension.

*Illustration of the mode of computing service for pension in any case.*

| | Yrs. | M. | Yrs. |
|---|---|---|---|
| Total service from date of arrival in India, say . . | | | 30 |
| Leave— | | | |
| In Europe, say . . | 6 | 7 | |
| In India . . . | 3 | 5 | |
| | 10 | 0 | |
| Of which he can reckon . | 4 | 0 | |
| Remaining to be deducted . | 6 | 0 | 6 |
| Service counting for pension . . . . . | | | 24 |

Appendix No. 11.

### Calculation of furlough on private affairs.

RULE XXIV.—In computing the furlough on private affairs to which an officer, who has already enjoyed some portion of such furlough, will be entitled under these rules, it will be necessary to deduct the total amount of the furlough with "furlough pay" of which he may have availed himself during his service from the total periods to which under rule IX he can lay claim. The balance (within the limit of eight years' total furlough on private affairs and medical certificate laid down in rule XVI) will represent the leave to which he will be entitled on the expiration of not less than three years from his last return to duty. (See sections 1 and 2 and the *N.B.* to rule XI.)

*Illustrations.*

(1) An officer who had obtained under the existing rules two years' furlough after ten years' service returns to India on the date on which this order is promulgated. He accepts its conditions and serves four years longer in India. On the expiration of that term he can take one year's furlough, thus—

| | |
|---|---|
| Total service in India | 14 years. |
| Leave to which that service entitles him | 3 „ |
| Already enjoyed | 2 „ |
| Balance | 1 year. |

(2) An officer of four years' service has proceeded on sick certificate to England for twenty months, extended afterwards to two years. He returns, serves six years in India, takes two years' furlough, and returns to India about the time of the promulgation of these rules, which he accepts. He must serve four years before be can take an additional year's furlough, thus—

| | |
|---|---|
| Total service up to return from furlough | 14 years. |
| Total service in India | 10 „ |
| Furlough enjoyed on that service | 2 „ |
| Further period of service to entitle him to one year's furlough | 4 „ |

## Chapter II.—General Leave on Private Affairs and Medical Certificate in India.

GENERAL LEAVE IN INDIA . . . XXV | SHORT LEAVE TO SEA . . . . XXVII
SHORT LEAVE ON MEDICAL CERTIFICATE. XXVI | GENERAL LEAVE COUNTS FOR PENSION . XXVIII

### General leave in India.

RULE XXV.—An officer will be eligible, as at present, to take leave on private affairs or medical certificate anywhere in India for any period not exceeding six months, at the discretion of His Excellency the Commander-in-Chief, or of the Government under which he may be serving. During the entire period of his absence on this account the officer will be entitled, as at present, to his full pay and a moiety of his staff salary. Leave taken under this rule will form no part of the eight years' aggregate furlough. If this indulgence should be taken advantage of for a third year consecutively, the officer will lose his staff appointment, unless entitled to retain it under rule II.

NOTE.—[See Note (4) to rule XXXIII.]

### Short leave on medical certificate.

RULE XXVI.—Leave on medical certificate for a period exceeding six months, capable of extension under renewed medical certificate to a limit of one year, may be granted to any

officer who, in the opinion of a medical board, may require it. Leave of this nature, taken after the promulgation of these rules, will be held to constitute a part of the maximum period of eight years' leave of absence to which an officer is entitled in his entire period of service, but will not be regarded as furlough, nor will it affect the intervals entitling to furlough laid down in rule IX. During this leave the absentee will draw a moiety of his staff salary in addition to the pay of his rank. But if the twelve months be exceeded, the whole leave must be reckoned as furlough, and allowances adjusted accordingly.

### Short leave to sea.

RULE XXVII.—Short leave, not exceeding three months, on private affairs or medical certificate, may also be taken to sea on the above condition; but absence from India for any longer period will be treated as furlough.

NOTE.—[This leave is reckoned from the date of embarkation to that of debarkation; but an officer is not permitted to visit Europe on such leave.]

### General leave counts for pension.

RULE XXVIII.—All general leave taken in India counts as part of the leave reckoning against service for pension.

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## Chapter III.—Privilege Leave.

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CONDITIONS OF GRANT . . . . XXIX | RESIDENCE DURING LEAVE . . . . XXXI
SPECIAL LOCALITIES . . . . . XXX | RESTRICTIONS . . . . . XXXII

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### Conditions of grant.

RULE XXIX.—Privilege leave may be granted, as at present, for sixty days in each year to all officers in military employ, without deduction from the salaries and emoluments drawn by them. General leave, in extension of privilege leave, can only be granted on the ground of sickness or some other serious emergency which could not have been foreseen when the officer proceeded on privilege leave. Privilege leave may, however, be converted into general leave with the sanction of the Commander-in-Chief or the Government.

NOTE (1).—[Privilege leave for ninety days, after thirty-three months' duty which may be spent anywhere, in or out of India, is admissible to Commissioned and Warrant Officers under these rules; but to claim the privilege, it shall be necessary for an officer to show that he has had no privilege leave for thirty-three months previous to the date of his application, and that he has made satisfactory arrangements for the performance of his duties during his absence at no additional cost to the State. If leave for a shorter period than ninety days is taken the balance is forfeited.]

NOTE (2).—[Officers are not required to report themselves to the India Office should they go to England; but it will be incumbent on them to keep their departmental superiors in India acquainted with their address.]

NOTE (3).—[No furlough or leave out of India, if exceeding six months, can be counted as part of the required thirty-three months' duty; but an officer who may have thirty-three months' service at credit *before* proceeding on such furlough or leave (in excess of six months) may be allowed to take accumulated privilege leave on his return, if he can be spared.]

NOTE (4).—[Warrant Officers proceeding out of India on privilege leave under Note (1) must deposit the amount of their return passage-money, or give security for the payment of the same.]

NOTE (5).—[General Officers Commanding Districts are not eligible for the ninety days' privilege leave referred to in the above Note (1).]

Appendix No. 11.

### Special localities.

RULE XXX.—In the case of the stations noted in the margin privilege leave may, as at present, be granted for ninety days to officers of local corps, or of corps which are usually employed in one or other of the districts named.

Assam. (All stations.)
Kherwara.
Khotri.
Edwardesabad.
Dera Ismail Khan.
Dera Ghazi Khan.
Rajanpur.
Jacobabad.
Beluchistan. (All stations.)

NOTE.—[The above rule is not applicable to officers of regiments moved in course of relief to any of the stations, or who are only temporarily employed there.]

### Residence during leave.

RULE XXXI.—An officer is at liberty to proceed wherever he may desire on privilege leave, provided he can ensure his return before the expiration of his leave.

### Restrictions.

RULE XXXII.—Privilege leave cannot be taken in continuation of furlough, nor can furlough be obtained in continuation of privilege leave. If furlough be obtained by an officer while absent on privilege leave, the privilege leave will be converted into general leave, the officer for that period sacrificing a moiety of his staff salary.

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## Military Officers in Civil Employ.

RULE XXXIII.—Military officers (including Honorary Commissioned Officers, as also Warrant Officers who hold veteran or unattached commissions) in civil or political employ, who are subject to these rules when they take leave in India, come, as respect periods of leave obtainable and amount of pay to be granted, under the Civil Leave Rules. When they take leave out of India, they come under the Military Leave Rules. (But see the notes following.)

NOTE (1).—[Furlough in India under these rules, and privilege, subsidiary, and examination leave, as also special leave out of India, under Civil Leave Rules, is allowed to a military officer in civil employ by the Government to which he is subordinate.]

NOTE (2).—[An officer who has had furlough under rule XI of these Regulations, must complete six years' service from date of return therefrom before becoming eligible for special leave. The special leave is not admissible in extension of any furlough, neither can it be extended beyond the six months. If, however, an officer continues absent on medical certificate beyond the six months, the whole period of his absence will be considered as furlough on medical certificate under these Regulations.]

NOTE (3).—[When furlough *in India* is required by a military officer in civil employ, he must obtain from the Military Department, and submit to the Accountant General, a "furlough certificate," and when furlough is granted by the Government to which the officer is subordinate, a copy of the order granting the furlough should be sent to the Military Department.]

NOTE (4).—[No officer in civil employ, except those employed in the Police and all such as have previously been refused permission to revert to military duty, is eligible for leave under Chapter II.]

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## Subsidiary Rules.

RULE XXXIV.—1. Officers of the Indian Military and Medical Services will be required generally to notify their intention to accept these rules, or to adhere to those now existing, on the first occasion of their taking furlough or general leave after the publication of this order. Such election must be considered final, and under no plea whatever will an officer be subsequently relieved from the choice thus made.

2. Officers going home under these rules will pay English rates of subscription only to the Military Fund.

*Appendix No. 11.*

3. Officers who may determine to abide by existing rules will be allowed to proceed on furlough on the conditions laid down in rules VII, VIII and XIII to the extent to which they may be entitled under the Furlough Regulations of 1854 or of 1796, whichever of the two they may have elected, and on the rates of pay contemplated in those Regulations, but retaining their appointments. The principle laid down in rule XV must, however, be applied in those cases.

4. If an officer, under the Furlough Rules of 1796, elects the present rules, his service for pension will be reckoned under the former rules up to 1st July 1868, and thenceforward under the rules of 1868; and the fact of the officer having been on furlough on 1st July 1868, and not then having elected the rules of 1868, will not affect the case. All periods of leave out of Indian limits taken previous to 1st July 1868 will be wholly excluded from his service for pension; but he may reckon towards pension periods of leave taken subsequent to that date, according to the length of his service counting for pension, as shown in rule XXIII.

5. His election of these Furlough Rules in no way affects his right to *retire* under the Pension Rules of 1796.

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## Appendix No. 12.—*Referred to in Article 678.*

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### Military Furlough Regulations of 1875.

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### GENERAL ARRANGEMENT.

PRELIMINARY.
FURLOUGH AND LEAVE RULES:—
SCHEDULE A.
SUBSIDIARY RULES.
SUPPLEMENTARY REGULATIONS FOR MILITARY COMMISSIONED OFFICERS IN CIVIL EMPLOY.

NOTE.—[All the headings except the above are introduced for facility of reference; they do not form a part of the Regulations and must not be relied on in interpreting their meaning.]

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## Preliminary.

Under instructions from Her Majesty's Government, the Right Honourable the Governor General in Council is pleased to publish the following revised Furlough and Leave Rules applicable to the Staff Corps and Indian Local and Medical Services.

NOTE.—[These rules are not applicable to officers of the Royal Artillery or Engineers, whether of the late Indian Army or not.]

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## Furlough and Leave Rules.

FURLOUGH EARNED . . . . . 1
FURLOUGH ADMISSIBLE . . . . . 2
RETENTION OF APPOINTMENT . . . . . 4
FURLOUGH ALLOWANCES AND ADVANCES . . 5
FURLOUGH ON MEDICAL CERTIFICATE. . . 6
SPECIAL FURLOUGH . . . . . 8
ADVANCES FOR PASSAGE-MONEY . . . 9
SPECIAL (SIX MONTHS') LEAVE . . . 10
BEGINNING AND END OF LEAVE . . . 11
OFFICERS NOT IN SCHEDULE A . . . 12
PENSIONARY SERVICE OF OFFICERS ELECTING THESE RULES . . . . . 13

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### Furlough earned.

RULE 1. Officers included in Schedule A may receive, after five years' service in India or under the Government of India, from the date of coming under these rules, one year's

furlough, and an additional year for each subsequent five years' service. Furlough not taken at the time it becomes due is not lost, and can, subject to these rules, be taken later.

NOTE.—[Service for furlough under these rules, in the case of an officer *electing* them, is reckoned from the date of his *election*. (See also Notes (2), (3) and (4) to Schedule A.)]

### Furlough admissible.

RULE 2. An officer may receive at any time any portion of the furlough to which he is entitled, but, except under rule 8, he may not be absent from duty on any ground for more than three years consecutively; nor on return from furlough may he receive, except under rule 6, any further portion of the furlough to which he is entitled until after the interval of two years.

RULE 3. It must be distinctly understood that furlough is subject to the exigencies of the public service. Officers commanding regiments and heads of departments will forward no application for furlough unless able to satisfy the superior authorities that the officer's services can be spared without any inconvenience to the public service.

### Retention of appointment.

RULE 4. Furlough does not involve forfeiture of appointment, may be spent anywhere, and counts as service for pension. (See rule 8.)

NOTE (1).—[All furlough necessitated by wounds or illness contracted by active service on the field is treated as "extraordinary furlough" to the extent of two years, reckoning as service for pension and as not subject to repayment irrespective of whether it is earned by length of service or not.]

### Furlough allowances and advances.

RULE 5. A Commissioned Officer on furlough receives (up to, but not beyond, the sum of £1,000 a year) half the emoluments of his office, computed according to a rate of exchange to be fixed in each year by the Secretary of State; but in any case he does not receive less than £250 a year. The emoluments of his office include all pay, Staff Corps pay, staff salary, and Indian allowances he would receive in respect to it if he were on duty; and for the purpose of each payment, his office is the office he fills on the day when that payment becomes due. (See Note (2) to rule 6 and rule 8.)

NOTE.—[An officer may receive furlough pay for three consecutive years if he is entitled to and is allowed so much furlough at one time, and is also entitled to increased pay if promoted during furlough from date of promotion.]

(1) A Warrant Officer receives half the emoluments of his office, calculated in the same manner as those of Commissioned Officers; no Warrant Officer, however, receiving as furlough pay less than the English furlough pay of his rank.

NOTE.—[For rules regarding advances to officers proceeding on or returning from furlough out of India, see articles 523 to 532 and 883 of Army Regulations, Vol. I, Part I.]

### Furlough on medical certificate.

RULE 6. Upon certificate of a medical board, an officer not entitled to furlough, if he has served not less than two years in India, may receive it for any period not exceeding two years; but such furlough will be deducted from his next accruing furlough until it is paid off. An officer will not be allowed to anticipate furlough under this rule to an aggregate amount of more than two years. [See Note (2) to this rule.]

NOTE (1).—[The grant of furlough on medical certificate is restricted to a maximum period of one year in the first instance.]

NOTE (2).—[An officer of less than two years' service from date of coming under the new rules falling sick, will be sent to England on medical certificate, without the period of his furlough being fixed, on "English furlough pay," subject to the decision of Her Majesty's Government as to his ultimate disposal; a special report on each case being submitted to Her Majesty's Government by the Government of India, or, in the case of officers of the Madras or Bombay Army, by the Governments of those presidencies. (See Notes (2) and (3) to Schedule A.)]

(1) Officers who, under the operation of rule 111 of the Supplementary Regulations on page 373, have become subject to Civil Rules, are entitled to the concession made by this note.—(Finance Order No. 2785, dated 2nd September 1885.)

NOTE (3).—[Furlough to the extent of two years in all may be anticipated a second time under rule 6, when the first anticipation was rendered necessary by wounds or illness contracted by active service in the field. (See Note to rule IV.)]

RULE 7. An officer who has exhausted the furlough obtainable under these rules, and who may be certified by a medical board to be still unfit for duty, will be placed temporarily or permanently on half-pay, according to the circumstances of the case.

NOTE.—[An officer anticipating furlough a second time will be placed on half-pay at once, and allowed to proceed to England in the same manner as under Note (2) to rule 6. (But see Note (3) to rule 6.)]

### Special furlough.

RULE 8. Under very urgent circumstances, special furlough may be granted for private affairs, which need not be paid back; but it will be in all cases without any kind of pay, and will not count for pension.

NOTE.—[The amount of leave which may be granted under this rule will be restricted to such periods as the Government granting it is satisfied to be actually necessary, with reference to the urgency of the case.]

### Advances for passage-money.

RULE 9. Advances for passage-money, on need shown, will be granted to officers on furlough, to be recovered in manner specified at the time of the grant: in India, at the discretion of the local Government; and in England, at the discretion of the Secretary of State.

### Special (six months') Leave.

RULE 10. Leave may be granted for any period not exceeding six months at a time, and may not, except for very urgent reasons, to be specially reported to the Government of India, be renewed till after six months have elapsed from its expiration. It must be spent at some place east of the 40th degree of east longitude. Subject to these conditions it may be granted or refused entirely at the discretion of the local authorities, who, in granting it, shall fix its duration, and may fix the limits within which it shall be spent, and whether during its continuance half-pay and allowances are to be deducted for the payment of a substitute; and they may grant it as preparatory or subsidiary to furlough or for the purpose of a medical examination. Leave counts as service for pension and furlough. The local authorities shall be defined for the purpose of this rule by the Government of India. (See Subsidiary Rules II and III.)

NOTE (1).—[If a Commissioned or Warrant Officer under these rules has had no leave on full Indian pay and allowances for thirty-three months, he can draw full staff salary for the first ninety days of any leave allowed under rule 10 (see Note (1) to clause (2), Subsidiary Rule III).]

NOTE (2).—[If an officer exceeds the six months' leave admissible at one time under the above rule, the entire period will be converted to *furlough*, and his allowances adjusted accordingly.]

NOTE (3).—[An officer cannot take leave under rule 10 piecemeal. (But see clause (2) to Subsidiary Rule III.)]

### Beginning and termination of leave.

RULE 11. Leave and furlough are reckoned from and to the close of the day named in the order granting them. (But see articles 659 and 660 of Army Regulations, India, Vol. I, Part I.)

### Officers not in Schedule A.

RULE 12. The position of officers not included in Schedule A will be unchanged as respects leave or furlough.

### Pensionary service of officers electing these rules.

RULE 13. Officers now in the service placing themselves, from a given date, under these rules, shall count service for pension up to that date under the rules to which they were then subject.

Appendix No. 12.

NOTE (1).—[An officer who elects the Regulation of 1875 takes with him so much service for pension as he had become entitled to under former rules. Under the rules of 1854 and 1868 two years' leave in twenty years' service counts for pension; but in periods of less than twenty years no leave counts. Therefore, if an officer, now under the rules of 1854 or 1868, of twenty years' service with two years' leave, elects the present rules, his service for pension will be twenty years; if an officer of nineteen years' service, with the same amount of leave, elects these rules, his service for pension will be seventeen years only.]

NOTE (2).—[When, however, officers joining the Staff Corps and coming compulsorily under these rules have joined with less than twenty years' service under the rules of 1854 or 1868, they shall, after completing twenty years' service in all, be permitted to count as service for pension a proportion of any leave they may have taken under earlier rules, at the rate of two years' leave for twenty years' service, or one-tenth. Thus an officer who, before coming under the rules of 1875, had a service of 14 years and 99 days, of which 2 years 142 days were on leave under the rules of 1868, would count 1 year and 156 days' leave, and would have 13 years and 113 days' total service for pension.]

## Schedule A.

(*Referred to in Rules 1 and 12.*)

(1) Officers entering the Staff Corps or Indian Medical Service, and Warrant Officers attaining that rank, after the 21st December 1875; and

(2) Any other officers, Commissioned or Honorary Commissioned and Warrant, belonging to the Indian Army or Medical Service, or officers of the Staff Corps, who joined after the 31st December 1875, shall, before asking for leave or furlough, apply in writing to their local Governments to be placed definitely upon this schedule; but their service for furlough under Rule 1 shall commence from the date of such entry or such application, respectively.

NOTE (1).—[The date of entry into the Staff Corps is that of entry for choice of Furlough Rules, *viz.*, the date on which the officer was originally appointed on probation. An officer, therefore, whose date of admission to the Staff Corps is not after the 31st December 1875, will have the choice of rules; but an officer whose date of admission is after that date will have no option.]

NOTE (2):—

I.—[Officers compulsorily placed under these Regulations on entering the Staff Corps will be allowed to count their previous military service in India towards furlough, provided and only if they shall have served five years in India, of which not less than half shall have been in the Staff Corps; but any leave out of India on private affairs taken by them during service so counted will be reckoned as furlough taken under rule I, and any leave taken on medical certificate will be reckoned as taken under rule 6.

II.—Should, therefore, an officer, who took leave out of India on medical certificate whilst in the British service, again require furlough on medical certificate on his admission to the Staff Corps, and proceed under rule 6, he will be granted, in the first instance, only so much furlough as will complete the period admissible under that rule. This furlough may be extended to two years on "English furlough pay," but it will rest with Her Majesty's Government to determine whether any, and, if so, what extension shall be granted.]

NOTE (3).—[Warrant Officers promoted to that grade after the 31st December 1875, and thus compulsorily brought under these rules, will be allowed to count their previous service for furlough under rule VI; but furlough is not to be granted under this rule until a Warrant Officer has completed two years' service since his last return to duty from furlough as a non-commissioned officer, otherwise he can only be granted leave under Note (2) to rule 6.]

NOTE (4).—[An officer electing these regulations, and having furlough to his credit under previous rules, forfeits such furlough absolutely, he being required to serve five years from date of such *election* to entitle him to one year's furlough, unless it be furlough on medical certificate under rule 6. An officer similarly circumstanced, but having furlough to his debit, is, equally with the others, entitled to take one year's furlough five years after electing the new rules.]

## Appendix No. 12.

(3) Any officer in civil employment, declared by the Government of India to be under Civil Leave Rules, shall not be under these rules.

NOTE.—[These Regulations are not applicable to Commissioned Officers employed in the Public Works Department, but they are applicable to Honorary Commissioned and Warrant Officers so employed.]

(4) The last-pay certificate issued to an officer to whom furlough or leave has been granted shall state the pay to which, under rule 5, he is at that date entitled in respect to the office he is holding, noticing the date, if any, fixed at which he will vacate it.

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## Subsidiary Rules.

CALCULATION OF FURLOUGH PAY . . . I
LOCAL AUTHORITIES DEFINED . . . II
SPECIAL (SIX MONTHS') LEAVE . . . III
LEAVE TO REJOIN APPOINTMENT . . . *ibid*

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### Calculation of Furlough Pay.

RULE I.—That no "extra or special allowances" drawn by an officer, which are now excluded from the account in calculating furlough pay under the rules of 1868, can be reckoned in calculating furlough pay under these rules (rule 5).

### Local Authorities defined.

RULE II.—That the Governments of the three presidencies, or Their Excellencies the Commanders-in-Chief, in regard to officers serving directly under them, shall be held to be the "local authorities" named in rule 10.

### Special (six months') Leave.

RULE III.—That, pending further orders, a Staff Officer granted leave under rule 10 shall receive, as heretofore, the pay or Staff Corps pay of his rank and half the staff salary of his appointment during such leave; but full staff salary may be allowed him for the first sixty days (as now during privilege leave) when he makes approved arrangements for the performance of his duties during that period. In such cases the G. O. granting the leave must state that the first sixty days are to be on full staff pay.

### Leave to rejoin Appointment.

CLAUSE (1). Leave under rule 10 may also be granted to an officer on return from furlough to enable him to rejoin his appointment. During such leave he will receive the pay of his rank and the half staff pay of the appointment held by him, or to which he may have been transferred or promoted while on furlough, the officer acting in the appointment being restricted to the half staff pay thereof.

CLAUSE (2). The leave up to sixty days in each year on full staff pay, under the foregoing rule, may be taken either for the full time or by instalments, in the same way as privilege leave under other furlough rules is taken, the condition that six months must elapse between the return of an officer to duty and the grant of a fresh period of leave not being enforced in respect of *such* leave of absence. (See Note following.)

NOTE (1).—[Privilege leave for ninety days after thirty-three months' duty, which may be spent anywhere in or out of India, is admissible to Commissioned and Warrant Officers under these rules; but to claim the privilege it shall be necessary for an officer to show that he has had no leave on full Indian pay and allowances for thirty-three months previous to the date of his application, and that he has made satisfactory arrangements for the performance of his duties during his absence at no additional cost to the State. If leave for a shorter period than ninety days is taken, the balance is forfeited.]

NOTE (2).—[Officers are not required to report themselves to the India Office should they go to England; but it will be incumbent on them to keep their departmental superiors in India acquainted with their address.]

NOTE (3).—[No furlough or leave out of India, if exceeding six months, can be counted as part of the required thirty-three months' duty; but an officer who may have thirty-three months' service at credit *before* proceeding on such furlough or leave (in excess of six months) may be allowed to take accumulated privilege leave on his return, if he can be spared.]

NOTE (4).—Warrant Officers proceeding out of India on privilege leave under Note (1) above must deposit the amount of their return passage-money, or give security for the payment of the same.]

NOTE (5).—[General Officers Commanding Districts are not eligible for the ninety days' privilege leave referred to in the above Note (1).]

NOTE (6).—[The "Staff Officers" referred to in the above rule III apply to Regimental as well as Departmental Staff.]

*N.B.*—It is distinctly to be understood that the rule regarding the pay to be drawn on leave under rule 10 is liable to be modified at any time in any way that the Government of India may deem expedient.

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## Supplementary Regulations for Military Commissioned Officers (1) in Civil employ.

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OFFICER SUBJECT TO CIVIL OR OTHER RULES . I | OFFICER REVERTING TO MILITARY DUTY . IV

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### Officer subject to Civil or other Rules.

RULE I.—Any officer now in civil employ, who is subject to the Military Furlough Regulations of 1854 or 1868, shall remain so subject.

RULE II.—Any military officer who may hereafter enter civil employ, who is not already subject to the Military Furlough and Leave Rules of 1875, shall remain subject to the rules applicable to him when he enters civil employ.

NOTE.—[An officer, referred to in rules I and II, cannot elect the Military Furlough and Leave Rules of 1875 so long as he continues in civil employ.]

RULE III.—Any officer who may enter civil employ, who is already subject to the Military Furlough and Leave Rules of 1875, shall be subject to the rules in the Civil Leave Rules applicable to Covenanted Civil Servants, both as regards furlough and leave taken out of India and in India.

NOTE (1).—[An officer counts his service for furlough in the Civil Department from the date of his substantive employment in that department.]

NOTE (2).—[An officer takes with him to the Civil Department furlough to the extent of one-fifth of his service in the Military Department, less any already taken, to be added to the furlough that may be earned in the Civil Department.]

### Officer reverting to Military Duty.

RULE IV.—If an officer, who has been subject to the rules in the Civil Leave Rules under the third of these rules, is again employed in the Military Department, and so again becomes subject to the Military Furlough and Leave Rules of 1875, any furlough or special leave taken by him under the Civil Leave Code will be treated, in calculating the furlough admissible to him under the said Military Rules, as if it had been furlough taken under the said Military Rules. Privilege leave taken under the Civil Leave Rules will be treated as if it had been leave taken under the tenth Military Rule. Subsidiary or examination leave taken under the Civil Leave Rules will not affect the claims of such an officer under the Military Furlough and Leave Rules.

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(1) An officer who entered permanent civil employ after the 10th January 1880, or who, being already in such permanent employ on that date, had not then been continuously in civil employ, whether officiating or substantively, for five years, holds his appointment subject to any change in his position as a Military officer which may hereafter be ordered. (G. G. O., Military Department, No. 6A., dated 10th January 1880, and order No. 781A., dated 2nd April 1880.)

**Appendix No. 13.**—*Referred to in Article 703.*

List of Civil Engineers with European training still in the service appointed to the Public Works Department in India and admitted by the Government of India, with the concurrence of the Secretary of State for India, to the benefits of the special pension rules for Civil Engineers contained in Section III of Chapter XXIX of these Regulations.—(*Public Works Department Notification No. 150, dated 17th May 1888.*)

**A**

Adams, J.
Algie, W.
Anderson, J. A.

**B**

Barron, A. H.
Blood, B. W.
Beeston, R. C.
Brereton, A.

**C**

Cantopher, B. W.
Chabrel, M. J.
Cloete, H. N. C.
Cordner, R. A.

**D**

Dangerfield, P. W.
Davies, J. D.
Dempster, J. I. R.
Duncan, P.

**F**

Faulkner, G. W.

**G**

Gahan, H. H.
Gerrard, A. S.
Gramatzki, E. L.
Grant, T. W.

**H**

Hayes, A.
Henslowe, F. B.
Hodges, R. N.
Hughes, E. W. M.

**I**

Irwin, H.

**J**

Jones, W. R. S.

**K**

Keddie, J. C. G.
Ker, T.
Knolles, A. S.
Küster, E. E. A.

**L**

Leeson, G. J. R.
List, G. H.

**M**

Martyn, G. V.
Maclaren, F. B.
McCudden, E. G. J.
McLaughlin, F. J.
Mackinnon, M. C.
Meares, W. E.
Moore, G. E.
Morse, F. H. W.
Morris, D.

**O**

Oldham, A. J.

**S**

Salmond, J. M.
Sills, F.
Stent, W. K.

**T**

Thornhill, J.
Thompson, T. M. L.
Toogood, J. H.

**W**

Walch, G. T.
Walker, F. B.
Wallis, B. G.
Warden, H. W.
White, W. H.
Wickes, T. H.

## Appendix No. 14.—*List of Civil Engineers referred to in Article 709.*

### (*a*) *List of Civil Engineers appointed in England by the Secretary of State.*

| Names. | Appointed 1st grade Assistant Engineer in |
|---|---|
| Bell, J. R. | October 1868. |
| Clift, H. W. | Ditto. |
| Croudace, C. H. | Ditto. |
| Ramsay, J. | Ditto. |

### (*b*) *List of Civil Engineers appointed in India.*

| Names. | Grade in which appointed. | Date of appointment. |
|---|---|---|
| Anderson, J. A. | Assistant Engineer, 1st grade | December 1871. |
| Birkbeck, M. | Ditto ditto | November 1872. |
| Dangerfield, P. W. | Ditto ditto | Ditto. |
| Henslowe, F. B. | Ditto ditto | October 1868. |
| Irwin, H. | Ditto ditto | February 1868. |
| Keddie, J. C. G. | Ditto ditto | January 1873. |
| List, G. H. | Ditto ditto | March 1873. |
| Maclaren, F. B. | Ditto ditto | April 1875. |
| Moore, G. E. | Ditto ditto | December 1871. |
| Parker, W. H. | Ditto ditto | August 1860. |
| Rundall, J. W. | Supernumerary Engineer | August 1855. |
| White, W. H. | Assistant Engineer, 1st grade | April 1875. |

## Appendix No. 15.—*Referred to in Article 741 (b).*

### Allowances to Bengal Covenanted Pilots on special duty.

1. The following rules apply only to Licensed Pilots and to Government Pilots on the Free List. They shall not affect the right of the latter to revert to the Salaried List, but such reversion shall be allowed only on the present rates of salary. The term Pilot in these rules includes leadsman.

2. Allowances to Pilots who may be temporarily employed under orders of Government on special duties will ordinarily be granted at the following rates per mensem :—

| | ₹ |
|---|---|
| Branch Pilots | 1,000 |
| Master „ | 700 |
| Mate „ | 450 |
| Leadsmen | 150 |

3. (*a*) Allowances at the above rates will be granted in the following cases :—

(i) To Pilots summoned as jurors in the Marine Court.

(ii) To Pilots employed as assessors in cases tried under Act V of 1883.

(iii) To Pilots serving on Departmental Committees of Enquiry held under the orders of the Port Officer.

(iv) To Pilots serving on Examination Committees.

(v) To Pilots attending as witnesses on trials under Act XII of 1859 or Act V of 1883, provided that the grant of allowances in such cases is recommended by the Port Officer.

*N.B.*—In all the above five cases the Pilots shall, on the termination of the special duty, revert to the Turn List in the position which they occupied when taken away for that duty.

(vi) To Pilots tried by the Marine Court and acquitted of all blame for such time as they may have been suspended from duty.

(vii) In all other cases in which the Government may think fit to grant allowances at the above rates.

(*b*) Pilots attending criminal or civil courts to give evidence on behalf of Government in matters of which they are cognisant shall not be entitled to allowances at these rates, unless the circumstances of the case are such that the Government consider it right to compensate them specially for their attendance.

4. Detention allowance shall be calculated at the above rates for all periods exceeding 24 hours, the 24 hours to be reckoned from the time at which the vessel was announced to sail, or from the time at which the stoppage necessitating the detention of the Pilot off pilotage work began : provided—

(i) That no detention allowance whatever shall be charged when a vessel is prevented from proceeding by stress of weather, insufficiency of water, inability to procure a tug, or some accident.

(ii) That detention allowance shall be charged for the entire period (not excepting the first 24 hours) when the vessel is stopped—

(1) to await orders from her owners or agents, or

(2) to await inspection in consequence of sickness on board, or

(3) to discharge a cargo of gunpowder at Moyapore.

5. Pilots carried off to sea under protest shall receive compensation for the period of their enforced absence from duty at the rate of R10 a day. Leadsmen in these cases will receive an allowance of R5 a day.

6. There is no command allowance for the Pilot brigs. A Branch Pilot appointed to the command of a brig shall be entitled to draw pay at the rate specified above, provided that no allowance shall be granted to a Pilot who is only in casual and temporary command, and who does not lose his chance of taking a vessel.

7. A Pilot, whether acting or temporary in a grade, shall, in respect of these rules, be entitled to the same privileges as if he were permanent in the grade.

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## Appendix No. 16.—*Referred to in Article 868.*

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### Formation of Local Fund Pension Funds.

*Extract from a letter No. 3177, dated 31st August 1871, from the Government of India, in the Finance Department, to the Government of Bengal.*

"4. The references made in your letter to a proposed formation of a Pension Fund by deduction from salaries probably arise from the orders in this Department, No. 940, dated 16th June 1870, which contained, as models, certain rules proposed by the Government of Bombay for the constitution of an Educational Pension Fund there.

"5. The Government of India, on a reconsideration of the whole subject, is disposed to withdraw the approval which it then expressed of the scheme set forth in these rules. There is an almost entire absence of data on which to estimate the amount of deduction which would be necessary to render such a Fund solvent; such calculations as can be made render it extremely doubtful whether five per cent. is nearly enough to cover the contingent charge; and it is of course out of the question to guarantee from Imperial Revenues the solvency of any such fund. A Pension Fund formed by deduction from salary is, perhaps, objectionable also on another ground, namely, that it, to a certain extent, unnecessarily fetters the hands of the employer.

"6. In the case, therefore, of Local Funds which will, beyond a doubt, be able, without embarrassment, to meet the pensionary claims of employés, it seems to the Government of India that it would be best, should the Local Government think proper to grant to the employés a right to pension, to leave the pensionary claims to be met when they arise. And in the case of Local Funds regarding whose position there is not the same absence of doubt, it would appear to be the wiser course to abstain from making any absolute promise of pension. The ability of such Funds to provide any pensions which, on special grounds, it may be deemed desirable to grant, can be more easily determined when the claim is presented for consideration than it can be at a time antecedent, by many years, to the actual accrual of the charge.

"7. It might even be a matter for the consideration of the Local Government whether, considering the peculiar constitution of Local Funds, it would not be well, especially in the case of such as are of uncertain solvency or stability, to credit to a separate account the capital value of any pension granted. The necessity of providing at once the entire value of a pension, instead of throwing the charge forward upon future years, would, perhaps, afford a useful check against indiscriminate recommendations by those who have the management of the funds."

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## Appendix No. 17.—*Referred to in Articles 936 and 1052.*

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### List of Colonial Treasurers, District Paymasters, and other Imperial Agents in the Colonies.

| Station. | Designation of Agent. |
|---|---|
| Bahamas | The Acting District Paymaster. |
| Barbados (including British Guiana, Trinidad, etc.). | The District Paymaster. |
| Bermuda | The District Paymaster. |
| British Columbia | The Naval Storekeeper, Esquimalt Yard (British Columbia). |
| British Honduras | The Colonial Treasurer. |
| Canada East, Montreal District | The District Paymaster, Halifax, Nova Scotia. |
| Canada West, London and Ottawa Districts. | The District Paymaster, Halifax, Nova Scotia. |
| Canada West, Hamilton District | The Staff Officer of Pensioners, Toronto, Canada West; and the District Paymaster, Halifax, Nova Scotia. |
| Canada West, Toronto District | The Staff Officer of Pensioners, Toronto. |
| Cape of Good Hope | The District Paymaster, Cape Town. |
| Ceylon | The District Paymaster. |
| Cyprus | The District Paymaster. |
| Falkland Islands | The Colonial Treasurer. |
| Fiji Islands | The Governor. |
| Fort Garry | The District Paymaster, Halifax, Nova Scotia. |
| Gambia | The Colonial Treasurer. |
| Gibraltar | The District Paymaster. |
| Gold Coast | The Acting District Paymaster, Cape Coast Castle. |
| Hong-Kong | The District Paymaster. |
| Jamaica | The District Paymaster. |
| Lagos (Africa) | The Colonial Treasurer. |
| Malta | The District Paymaster. |
| Mauritius | The Acting District Paymaster. |
| Natal | The District Paymaster, Pietermaritzburg. |
| New South Wales | The Colonial Treasurer, Sydney. |
| New Zealand | The Colonial Treasurer, Wellington. |
| Nova Scotia (including London, Montreal, Ottawa, and part of Hamilton Districts). | The District Paymaster, Halifax. |
| Queensland | The Colonial Treasurer, Brisbane. |
| Sierra Leone | The Acting District Paymaster. |
| South Australia | The Colonial Treasurer, Adelaide. |
| St. Helena | The Acting District Paymaster. |
| Straits Settlements | The District Paymaster. |

## *Appendix 17.*

### *Substitute the following for this Appendix :—*

List of Colonial Treasurers, District Paymasters, and other Imperial Agents in the Colonies.
F. 1022 of 1892.)

| | |
|---|---|
| Bahamas | The Receiver General and Treasurer, Nassau, Ba |
| Barbados (including British Guiana, Trinidad, etc.) | The District Paymaster, Barbados. |
| Bermuda | The District Paymaster, Bermuda. |
| British Columbia | The Naval Storekeeper, Esquimalt Yard, B Columbia. |
| British Honduras | The Colonial Treasurer, Belize, British Hondura |
| Dominion of Canada (except British Columbia) and Newfoundland. | The District Paymaster, Halifax, Nova Scotia. |
| Cape of Good Hope | The District Paymaster, Cape Town. |
| Ceylon | The District Paymaster, Ceylon. |
| Cyprus | The District Paymaster, Cyprus. |
| Falkland Islands | The Colonial Treasurer, Falkland Islands. |
| Fiji Islands | The Governor, Fiji Islands. |
| Gambia | The Colonial Treasurer, Gambia, West Africa. |
| Gibraltar | The District Paymaster, Gibraltar. |
| Gold Coast | The Colonial Treasurer, Accra, West Africa. |
| Hong-Kong | The District Paymaster, Hong-Kong. |
| Jamaica | The District Paymaster, Jamaica. |
| Lagos | The Colonial Treasurer, Lagos, West Africa. |
| Malta | The District Paymaster, Malta. |
| Mauritius | The District Paymaster, Mauritius. |
| Natal | The District Paymaster, Pietermaritzburg, Natal |
| New South Wales | The Colonial Treasurer, Sydney, New South Wal |
| New Zealand | The Colonial Treasurer, Wellington, New Zealan |
| Nova Scotia | Included in the Dominion of Canada (see above). |
| Queensland | The Colonial Treasurer, Brisbane, Queensland. |
| Sierra Leone | The Acting District Paymaster, Sierra Leone, Africa. |
| South Australia | The Colonial Treasurer, Adelaide, South Australi |
| St. Helena | The Acting District Paymaster, St. Helena. |
| Straits Settlements | The District Paymaster, Straits Settlements. |
| Tasmania | The Agent for Imperial Expenditure, Hobart, mania. |
| Transvaal | The District Paymaster, Pietermaritzburg, Natal |
| Vancouver's Island | The Naval Storekeeper, Esquimalt Yard, B Columbia. |
| Victoria | The Colonial Treasurer, Melbourne, Victoria. |
| Western Australia | The Colonial Treasurer, Perth, Western Australi |

 (Financial Department No. 1914, dated 6th May 1892.)

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*Appendix No. 17.*

*Substitute the following for the entries opposite* "Ceylon" *and* "Straits Settlements" *in this appendix :—*

| | |
|---|---|
| Ceylon . . . . | The Colonial Treasurer, Ceylon. |
| Straits Settlements— | |
| (*a*) Singapore . . . | The Colonial Treasurer, Singapore. |
| (*b*) Penang . . . | The Assistant Treasurer, Penang. |

Appendix Nos. 17 and 18.

| Station. | Designation of Agent. |
|---|---|
| Tasmania | The Agent for Imperial Expenditure, Hobart. |
| Transvaal | The District Paymaster, Pietermaritzburg, Natal. |
| Vancouver's Island | The Naval Storekeeper, Esquimalt Yard (British Columbia). |
| Victoria | The Colonial Treasurer, Melbourne. |
| Western Australia | The Colonial Treasurer, Perth. |

## Appendix 18.—*Referred to in Article 1092, Rule 2.*

STATE RAILWAYS—RULES FOR FREE PASSES—[Enclosure to Public Works Department Circular No. XLII (Railway) of 1881.]

*Nature of Passes.*

1. Free passes are of four kinds—

(A).—Gold Passes.
(B).—Silver „
(C).—Card „
(D).—Cheque „

but it must be distinctly understood that these rules give no one a title to claim a free pass except those officers of the Postal Department hereafter mentioned.

2. A gold pass entitles the holder to travel at any time over all Indian State Railways.

3. A silver pass entitles the holder to travel at any time over the particular railway or railways for which it is granted.

A silver pass held by an officer of a Guaranteed Railway Company will permit the holder to travel over every State line in immediate connection with the railway to which the officer belongs.

A silver pass held by an officer of the Consulting Engineer's Department holds good over every State line on which officers of that Department have official business. This also applies to Chief Engineers of Provincial Railways, and to analogous cases.

4. A card pass entitles the holder to travel over the particular railway, or portion of the railway, for which it is granted, at any time within the dates specified on the pass.

As a rule, a card pass should only be issued for that portion of the railway over which the employé has to travel. It is left, however, to the discretion of the Manager to extend the privilege of the pass as occasion may require.

5. A cheque pass entitles the holder to travel on the particular railway, or portion of the railway, for which it is granted, on the date and within the limits of distance specified on the pass.

*Issue of Passes.*

6. The officers empowered to issue passes under the following rules are:—

| | |
|---|---|
| (*A*) *Gold Passes* . . . . | The Director General of Railways. |
| (*B*) *Silver* „ . . . . | |
| (*C*) *Card* „ . . . . | The Manager(1) of the Railway for which the pass is available. |
| (*D*) *Cheque* „ . . . . | |

NOTE (1).—[By "Manager" in these rules is meant the Chief Officer charged with the executive control of the railway for the time being.]

As regards cheque passes, the Manager can depute this power to any officer of the railway being a head of a department, and also to the Assistant Superintendent of Telegraphs; but passes given by such officers must be confined to persons employed in their own departments.

The Director General of the Post Office can issue cheque passes to employés travelling on *bonâ fide* Railway Mail Service. He can depute this power to such officers of the Railway Mail Service as he may desire.

Appendix No. 18.

7. In the absence of any of the officers to whom power may be deputed, one assistant, to be named by each of them, may issue cheque passes for, and on the responsibility of, the said officer or officers.

8. The persons to whom passes may be given are—

(*A*) *Gold Passes.*

The Secretary to Government of India, Public Works Department.
„ Director General of Railways.
„ Director General of the Post Office of India.
„ Director General of Telegraphs.
„ Consulting Engineer to the Government of India for State Railways.
„ Inspector General, Railway Mail Service.
„ Accountant General, Public Works Department, or the officer of his Department in immediate charge of Railway Accounts.

(*B*) *Silver Passes.*

The Manager . . . . . } Permanently attached to, and actually employed on, the particular railway for which the pass is available.
„ Superintendent of Way and Works . . . }
„ Locomotive Superintendent . . . . }
„ Traffic Superintendent . . . . }
„ Examiner of Accounts . . . . }
„ Carriage and Wagon Superintendent . . . }
„ Consulting Engineers to the Governments of India, Madras, and Bombay, and their Deputies.
„ Agent . . . . . } of each Guaranteed Railway in direct connection with a State Railway.
„ Chief Engineer . . . . . }
„ Locomotive Superintendent . . . }
„ Traffic Manager . . . . . }
„ Chief Auditor . . . . . }
„ Superintendents, Railway Mail Service . } when their beats of service extend over the whole length of the railway.
„ Assistant Superintendents of Telegraphs . }
„ Chief Executive Officer, Railway Police . }

(*C*) *Card Passes.*

Executive Officer, Railway Police, over portion of line within his beat.
All other officers and employés permanently or temporarily attached to, and actually employed on, a particular railway, and whose duties demand frequent travelling over the railway or portions of it.

The following officers and employés of the Post Office and Telegraph Departments:—
Local Heads of Postal Circles, over portions of lines within their circles.
Superintendents, Railway Mail Service, over portions of lines within their beats.
Inspectors . } attached to the Railway Mail Service.
Record Clerks . }
Camp Clerks . }
Superintendents } within their divisions.
Mail Overseers }
Village-postmen within their beats.
Such officers and employés of the Telegraph Department whose duties in regard to the Railway Telegraph necessitate constant travelling over the line, or over certain portions of it.

Also at the discretion of the Manager—
Ministers who constantly minister to the spiritual wants of the servants of the railway.
Contractors or Contractors' Agents employed in the construction or maintenance of the railway.
Refreshment Contractors.

(*D*) *Cheque Passes.*

Assistants Director General of the Post Office, when travelling on *bonâ fide* Postal service.
Employés of the Railway Mail Service.
Persons other than those above mentioned, whose duties are connected with the railway service, but which do not involve frequent travelling on the railway.

*Appendix No. 18.*

Also to the following, at the discretion of the Manager :—

Officers of English, Foreign, Guaranteed, or other railways and their families.

NOTE.—[Officers travelling in the course of duty, and who are eligible for travelling allowance for the performance of that duty, are not entitled to a free pass.]

Wives and children of officers and subordinates employed on the railway.

Ministers when occasionally ministering to the spiritual wants of the servants of the railway.

Refreshment Contractors' Agents, and Managers attached to the Railway refreshment-rooms.

9. Gold and silver passes entitle the holders to 1st class accommodation.

10. On card and cheque passes the class in which the holders are to travel will be entered, according to the following rules :—

| | |
|---|---|
| All officers of the superior establishment . . . | 1st Class. |
| All persons employed in the subordinate establishment drawing salaries of *more* than R100 per mensem . | 2nd ,, |
| All persons employed in the minor establishment drawing salaries of R100 per mensem and less, intermediate class, or where intermediate accommodation does not exist, 2nd class for those drawing salaries of not less than R50 ; otherwise . . . . . | 3rd ,, |

(*At the discretion of the issuer.*)

All officials of the Postal and Telegraph Departments according to the rule prescribed by the Government.

(*E*) *Form of Passes.*

11. Gold and silver passes will be of forms approved by the Government of India, and will have the name or official title (as the case may be) of the holder legibly engraved upon them. Each kind will be numbered consecutively.

12. Gold and silver passes will be provided and issued by the Director General of Railways, and must be returned to him on an officer vacating his appointment, and not handed over to his successor. Complimentary metal passes issued to officers of Guaranteed Railways will be issued through the Manager of the principal State Railway in connection, and must be returned through him on an officer vacating his appointment. Similarly metal passes for officers of State Railways will be issued through the Manager of each line, and returned through him on any change of appointment occurring.

13. Card and cheque passes will be written in the prescribed forms. The name and title of the holder must be entered in each pass, as well as the dates on which cheque passes, and within which card passes, are available.

NOTE.—[When, in the case of subordinate members of the Railway Establishments, Police Force, Postal and Telegraph Departments, it is found impracticable to enter the names, they may be omitted at the discretion of the Manager. In the case of gangs, the name of the mate and number of men will be sufficient.]

14. Cheque passes will be issued for single journeys only.

15. Card passes should not be issued for a less period than one month, and may be for any length of time at the discretion of the Manager.

16. Card passes will be issued by Managers to employés of the Postal and Telegraph Departments on requisitions from authorised officers. The issue of these passes will be strictly confined to those employés specified in paragraph 8 (*C*); and they should be made available only over those portions of the railway within the respective circles or beats of the holders. The period for which these passes may be issued is left to the discretion of the Manager, but it should not exceed one year.

In the event of any officer having to be provided with card passes over several State lines or portions of them, the Director General of Railways or the Local Government administering its Provincial lines will arrange for one pass to hold good over the several portions.

17. Card and cheque passes will also be numbered consecutively.

*Use of Passes.*

18. Gold and silver passes can only be used by the holders, and are in every case to be considered personal.

NOTE.—[The gold passes held by the Directors General of the Post Office and Telegraphs may also be used by the Deputies Director General.]

19. Subject to the provisions of paragraph 13, card and cheque passes can only be used by the persons whose names are entered on the passes.

20. Card passes can only be used within the dates, and cheque passes on the dates, specified therein.

21. Each holder of a gold, silver or card pass must return it to the issuer on ceasing to hold office, or upon going on furlough or leave necessitating the appointment of a substitute.

22. Each holder of a card pass must return it to the issuer on the day next following that upon which the pass expires. (See rule 38.)

23. Each holder of a cheque pass must deliver it up at the end of his journey under the pass, whether called upon to do so or not.

24. All passes of every kind are to be examined by ticket collectors as minutely as ordinary tickets, whenever the tickets of other passengers are examined.

25. Ticket collectors are directed to enquire the name of every holder of a gold or silver pass, and enter it, as well as the title engraved on the pass, in their reports.

26. Each holder of a pass who is unable to produce it when travelling, and called upon to do so by a ticket collector, will be required to pay full fare in precisely the same way as an ordinary passenger who is unable to produce his ticket.

*Free Passes for Servants and Baggage.*

27. All first class passes entitle the holders to take two servants, and all second class passes one servant, with them in a third class carriage free of charge.

Inspecting Signallers and Inspecting Telegraph Masters of the Government Telegraph Department whose salaries are R100 per mensem or less are, when travelling within the limits of the railway to which they are attached, entitled to take one servant with them in the lowest carriage free of charge.

28. The holder of any description of pass will be entitled to have his baggage conveyed free to the following extent:—

| | |
|---|---|
| 1st class pass . . . . . | 3 maunds. |
| 2nd „ „ . . . . . | 1½ „ |
| 3rd „ „ . . . . . | 20 seers. |

29. In the case of the first appointment or of the transfer of any officer or subordinate employed on the railway, or on the issue of a complimentary free pass under the last paragraph of rule 8 (*D*), the Manager may, at his discretion, issue a cheque pass for additional servants, or for the carriage of a reasonable amount of baggage or such horses and other domestic animals as are really wanted for use in addition to the amount mentioned in the last rule. The Manager may also depute this power to any officer of the railway being head of a department, subject to the proviso attached to paragraph 6.

30. Railway employés who are obliged to reside at a distance from any centre of supply may, subject to the discretion of the Manager, have a package conveyed free daily between such centre of supply and the railway station nearest to them. The free conveyance of such a package is subject to the condition of its containing *bonâ fide* supplies for personal use, and not for sale. The size and character of the package and any other necessary regulations will be laid down by the Manager.

Refreshment contractors may also be allowed free carriage of a box of provisions and ice daily for each refreshment-room, at the discretion of the Manager.

A card pass may be allowed at the Manager's discretion for a servant of employés, and also one amongst the inferior native employés at remote stations for the convenience of obtaining supplies for daily use. This indulgence should, however, be only given in very special cases.

*Audit of Passes.*

31. A return of the card and cheque passes issued by every officer will be made to the Audit Office of the railway each month in the prescribed form (G 21).

32. This return will be rigidly scrutinised in the Audit Office, and compared with the collected passes. It is the duty of the auditing officer to bring to the notice of the Manager every case in which it appears to him that passes have been irregularly issued.

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*Appendix No. 19.*

*sert the following under* "TELEGRAPH" :—

"(iii) Assistant Superintendent Apprentices in the Indian Telegraph Department."

The column of this return, in which the reason for the issue of every pass is to be entered, must be invariably filled up.

33. An abstract statement of the numbers of free passes issued, together with a note of any passes to which he may take exception, is to be forwarded monthly by the Auditor to the Manager, and the return will be duly recorded in the minutes of the next official meeting.

34. The issue of any metal pass is to be promptly notified to the Manager of each railway for which such pass is available.

*Miscellaneous Rules.*

35. The transfer of passes is strictly prohibited.

36. Any pass used irregularly is liable to be stopped.

37. On short lines, where the ticket collectors and examiners can have no difficulty in making themselves acquainted with all the superior officers, metal passes are not required, and will not be issued. The Director General of Railways will take the orders of the Government of India in all such cases before issuing passes.

38. State Railway passes will not, as a rule, be issued for any State line worked by the East Indian or a Guaranteed Railway unless so stated in the Articles of agreement. Instead the rules of such railway will have force on those lines.

39. A copy of these rules will be issued to an officer at the time he is provided with a metal pass. A receipt for the pass will be taken from the recipient, and will be returned on the return of the pass.

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## Appendix No. 19.—*Referred to in Article 1096.*

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List of Officers rated as in the first class for the purposes of the Travelling Allowance Regulations.

LAND REVENUE—

(i) Assistant Collectors in Sindh.
(ii) Assistant Commissioners in Non-Regulation Provinces, with the exception of the 2nd Assistant Commissioner in Coorg.
(iii) Extra Assistant Superintendents, Port Blair.
(iv) Deputy Magistrate and Deputy Collector employed under the Director of Agriculture in Bengal.
(v) Officers of the Settlement Department in the Central Provinces whose pay and local allowance together exceed ₹500 a month.

OPIUM—

(i) Sub-Deputy Opium Agents.

SALT DEPARTMENT—

(i) Assistant Collectors, Bombay.
(ii) Ditto Commissioners, Madras.
(iii) Ditto ditto, Northern India.

CUSTOMS—

(i) Assistant to the Collector of Sea Customs, &c., Karachi.

FOREST—

(i) Deputy Conservators.
(ii) Assistant ditto.
(iii) Forest Settlement Deputy Collectors, Madras.

POST OFFICE—

(i) Examiners.
(ii) Personal Assistants to Postmasters-General.
(iii) Superintendents.

TELEGRAPH—

(i) Assistant Superintendents, except those employed on the Persian Section of the Indo-European Telegraph Department.
(ii) Officers on the Mekran Line whose pay is not less than ₹250.

GENERAL ADMINISTRATION—

(i) Assistant to the Commissioner in Sindh.
(ii) Superintendent of the Toshakhana Establishment attached to the Foreign Department.
(iii) Chief Superintendents of the Financial Department.
(iv) Probationers of the Financial Department.
(v) Deputy Examiners of the Military Accounts Department.

JAILS—

(i) Assistant Superintendents of Jails, Bengal.

Appendix Nos. 19 and 20.

POLICE—
(i) District Superintendents.
(ii) Assistant ditto.
(iii) Probationers.

MARINE—
(i) Senior Port Officers.

EDUCATION—
(i) Inspectress of Schools, Madras, Calcutta and the Punjab.
(ii) Officers on the graded list of the Superior Educational Service.
(iii) Superintendent of the School of Arts, Madras.
(iv) Deputy Inspectress of Schools, Lucknow.

MEDICAL—
(i) Chemical Examiner, Burma.
(ii) Uncovenanted Medical Officers.

POLITICAL—
(i) Assistant Political Agents.
(ii) Native Attachés, Foreign Department—
(*a*) Beluchistan.
(*b*) Indore.
(*c*) Rajputana.

SCIENTIFIC AND OTHER MINOR DEPARTMENTS—
(i) Meteorological Reporter.
(ii) Quinologist, Government, Madras.
(iii) Assistant Superintendents of Government Farms, Madras.
(iv) Government Archæologist, Burma.
(v) Surveyors, 1st grade, of the Survey of India.
(vi) Assistant Superintendents, 2nd class, Madras Survey.
(vii) Assistant (Probationary) Superintendents, Madras Survey.
(viii) Assistant Superintendents, Geological Survey.

PUBLIC WORKS—
(i) Apprentices.
(ii) Assistant Engineers (including Warrant Officers and Civil Upper Subordinates holding the rank of Honorary Assistant Engineers, provided they forego their claim to horse allowance).
(iii) Assistant Examiners (including Accountants holding the rank of "Honorary Assistant Examiners").
(iv) Deputy Examiners.
(v) Officers of class III and Apprentices or candidates of the Revenue Establishment of State Railways.
(vi) Mining Manager of the Khost Colliery, North-Western Railway.

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## Appendix No. 20—*Referred to in Article 1117.*

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**Travelling Allowance Rules for Officers of the Marine Department holding Appointments afloat or in Dockyards.**—(*Marine Circular No. 5, dated the 30th January 1853.*)

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1. The following rules regulating the travelling allowance of officers of the Indian Marine holding appointments afloat or in dockyards are published in supersession of all previous orders on the subject.

NOTE.—[These rules do not apply to the Director or Deputy Director of the Indian Marine, who come under the ordinary Civil rules.]

2. Officers are for the purposes of these rules divided into the following classes:—

*Class I.*—Commanders of I. G. vessels, Dockyard Gazetted Officers, Marine Survey Officers, and all other Executive Officers, Engineers and Assistant Engineers.

*Class II.*—All other European employés and native employés in receipt of R50 per mensem and upwards.

*Class III.*—All others.

3. An officer is entitled to travelling allowance—
(*a*) When transferred from one appointment to another for the public convenience, and not at his own request.
(*b*) When ordered by competent authority to proceed on any Government duty.

NOTE.—[Travelling Allowance is not granted to an officer going on, or returning from, leave.]

*Appendix No. 19.*

*Insert the following under* "MEDICAL":—

(iii) Assistant Sanitary Engineer, Madras.

(18)—(Financial Department No. 1304, dated 30th March 1892.)

*Page 400.*

*Appendix No. 20.*

*Substitute the following for the heading of this appendix:—*

**Travelling Allowance Rules for Officers of the Royal Indian Marine on the Graded and Supernumerary Lists of Executive Officers and Engineers, for Warrant Officers on the Afloat Establishment and for Crews of Vessels.**—(*Marine Circulars, No. 5, dated 30th January 1883, and No. 2, dated 20th February 1893*)

*Strike out Rule 1 (except the note) of this appendix putting asterisks in its place.* (75.)

4. An officer of the 1st class travelling by sea, or in a river steamer, or by railway, is entitled to carry with him at Government expense two servants.

5. (i) When travelling by sea or in a river steamer, an officer is entitled to free passage or passage-money according to his class.

NOTE.—[No more personal luggage can be carried at the expense of the State than the quantity the freight on which by custom is included in the charge for passage.]

(ii) If board is provided on the vessel, either by its owners or its commander or otherwise, the charge for such board, whether included in the charge for passage or not, is paid by Government; but in that case table-money is recovered from an officer of the 1st class (other than an officer proceeding from and to appointments in which he is entitled to rations) at the following rates for every day on which dinner is provided for him on board:—

(*a*) If the board includes wines and liquors, three-twentieths of salary up to a maximum of R8.

(*b*) If the board does not include wines and liquors, three-fortieths of salary up to a maximum of R4.

(iii) If board is not provided on the vessel, an officer of the 1st class proceeding from and to appointments in which he is entitled to rations will be reimbursed his actual messing expenses (exclusive of wines and beer) up to a limit of R4 a day; and an officer of the 2nd or 3rd class is entitled to table-money at the rate of three-tenths of salary, subject to a maximum of R3 and a minimum of annas 4 for every day on which he dines on board.

NOTE (1).—[An officer travelling on an I. G. vessel will join the appropriate mess and receive rations in the same way as the permanent Officers of the vessel.]

NOTE (2).—[An officer of the 2nd class is not entitled to be messed at the Commander's table, unless no other mess is provided on the vessel.]

6. For journeys by rail, an officer is entitled to travel under a Marine Railway Warrant with accommodation according to his class, and with free carriage of baggage according to the subjoined scale, including the railway free allowance:—

| | lb |
|---|---|
| Dockyard Gazetted Officers and Officers of the Marine Survey | 400 |
| Other officers of the 1st class | 320 |
| Officers of the 2nd class | 160 |
| „ „ 3rd „ | 40 |

NOTE (1).—[Marine Railway Warrants are obtainable—

At Bombay, from the Director of the Indian Marine.

At Calcutta, from the Deputy Director of the Indian Marine.

At Madras, from the Port Officer.]

The officer who signs a warrant is personally responsible for its correctness in every particular.

NOTE (2).—[Charges for cartage, carriage hire to stations, and other small incidental expenses may be charged for in contingent bills.]

7. For journeys by land otherwise than by railway, an officer is entitled to mileage allowance at the following rates:—

| | |
|---|---|
| Officers of the 1st class | 8 annas. |
| „ „ 2nd „ | 4 „ |
| „ „ 3rd „ | 2 „ |

8. An officer travelling by land from and to appointments in which he is entitled to rations will be granted the following allowance, which includes compensation in lieu of provisions, lodging, servants, &c.:—

| | R a. | |
|---|---|---|
| Officers of the 1st class | 4 0 | per diem. |
| „ „ 2nd „ | 2 0 | |
| „ „ 3rd „ | 0 4 | |

## Appendix No. 21.—*Referred to in Articles 1122 and 1123.*

[Scales of Table-Money.—Marine Circular No. 2 of 1884.]

GOVERNMENT OF INDIA.

Military (Marine) Department.

*Fort William, the 9th February 1884.*

The following scales of table-money payable by the Indian Government for the entertainment of its officers and their families on board Her Majesty's Ships-of-War employed in the Indian Seas as well as on board Indian Government Vessels are published for information.

2. Civil and Military Officers are liable to deduction for messing under existing rules.

### I.—Her Majesty's Ships-of-War.

| Class. | Passengers. | ALLOWANCE PER DIEM. For Males. | For Females. | For Children of both Sexes. Between 16 and 7 years. | For Children of both Sexes. Under 7 years. |
|---|---|---|---|---|---|
| | *Captain's Table.* | £ s. d. | s. d. | s. d. | s. d. |
| I | Viceroy and Governor-General of India. | 6 0 0 for the first 7 days. | 16 8 | 8 4 | 6 3 |
| | | 1 5 0 afterwards . . | | | |
| | Each individual composing the suite. | 1 5 0 for every day . . | | | |
| II | Governors and Commanders-in-Chief. | 4 0 0 for the first 7 days . | | | |
| | | 1 1 0 afterwards . . | | | |
| | Each member of their suite . | 1 1 0 for every day . . | | | |
| III | Lieutenant-Governors, Bishops, and Chief Commissioners. | 3 0 0 for the first 7 days . | | | |
| | | 1 1 0 afterwards . . | | | |
| | Each member of their suite . | 1 1 0 for every day . . | 14 0 | 7 0 | 5 3 |
| | Members of Council, Commissioners, Political Residents, and Secretaries to Government of India, Madras, or Bombay. | 3 0 0 for the first 7 days . | | | |
| | | 1 1 0 afterwards . . | | | |
| IV | General Officers, Deputy and Assistant Secretaries to Government of India, Madras, or Bombay, and Political Agents. | 1 1 0 for the first 14 days | | | |
| | | 0 15 0 afterwards . . | | | |

## Appendix No. 21.

| Class. | Passengers. | ALLOWANCE PER DIEM. For Males. | For Females. | For Children of both sexes. Between 16 and 7 years. | For Children of both sexes. Under 7 years. |
|---|---|---|---|---|---|
| | *Captain's Table.* | £ s. d. | s. d. | s. d. | s. d. |
| V | Field Officers on the Staff, Colonels, Lieutenant-Colonels, and Officers of the Civil Departments of the Army of the rank of General Officer, and also Civil Officers of equal rank in India. | 0 15 0 for every day . . | 10 0 | 5 0 | 3 9 |
| VI | Majors not on the Staff, and Officers junior in rank to Field Officers when not able to be received at the ward-room mess. | 0 12 0 for the first 14 days | 8 0 | 4 0 | 3 0 |
| | | 0 9 0 afterwards . . | 6 0 | 3 0 | 2 3 |
| | *Ward-room Mess.* | | | | |
| VII | Majors not on the Staff, Military Officers junior in rank to Field Officers, and Officers of the Civil Departments of the Army under the rank of General Officer, and also Civil Officers of equal rank in India | 0 7 6 for every day . . | 5 0 | 3 4 | 0 6 |
| | *Gun-room Mess.* | | | | |
| VIII | Military Officers . . . | 0 5 0 for every day . . | ... | ... | ... |
| | Other individuals on board . | 0 9 0 for the first 14 days | 6 0 | 3 0 | 2 0 |
| | | 0 6 0 afterwards . . | 4 0 | 2 0 | 1 6 |
| | *Servants.* | | | | |
| | Female servants . . . | ..... | 2 0 | ... | ... |

(a) As wine and beer no longer form part of the messing provided for Officers on passage in Her Majesty's vessels, except in the case of those entertained at the Captain's table, Officers entertained at the ward-room or gun-room messes will make their own arrangements with the Mess Committees for such wines as they may require.

(b) When clerks are embarked, the Officer applying for the passage will settle, in communication with the Officer commanding the vessel, what mess they should join, and the messing rates to be paid for them. If their position entitles them to do so, Clerks may join either the ward-room or gun-room mess, when the allowance admissible for "Civil Officers" or "other individuals in Classes VII and VIII" will be paid.

3. When the Viceroy, a Governor, or Commander-in-Chief proceeds in a ship on a tour of inspection which requires him to disembark at various ports, the higher rate a day will, in general, only be paid for the seven days' entertainment following his first embarkation. If there are special reasons for repeating this payment, the Captain or Officer in command of the vessel may represent the circumstance in the first instance to the official entertained for consideration; and if subsequently necessary, to the Admiralty.

4. When more than one distinguished person is embarked at the same time, the person of the highest rank is to be paid for according to the scale, and the other or others only at the rate of £1-5 or £1-1 a day per head, as the case may be.

5. When persons ordered passages shall prefer to join an inferior mess to that to which they are entitled to join by their rank, they will be permitted to do so. If a person entitled to be entertained at one table should, by personal invitation or favour, be received at a superior

table, no additional allowance will be required for his entertainment; if the change be to an inferior table, such charge only will be made as would be payable for a person of the proper rank for entertainment at such inferior table.

6. The Captain's table includes the table of a Flag Officer or a Commodore, should there be one on board, and also the table of a commander in the actual command of a ship. The ward-room is to be understood as including also the table of a Lieutenant or of a Navigating Officer in actual command.

7. When a person entitled to mess at a Captain's table (Classes I to VI) is entertained by a Lieutenant or Navigating Officer in command, such person is to be paid for as if entertained at a Captain's table.

8. The sums specified in the scale include provision for a reasonable number of servants and for extra expenses of every kind. Rations are issued on account of the entertainment of a reasonable number of servants belonging to and embarked with passengers, the cost of which rations is borne by the Admiralty; while any further expense is regarded as covered by the sum paid on account of the officer's entertainment, except for bedding and such fittings as a dockyard may be ordered to furnish.—(6) (Marine Circular No. 2 of 10th February 1885, Diary L. 384—1362.)

9. The periods for which the rates are to be paid shall commence on the day on which the first, and shall terminate on that on which the last, dinner is taken on board.

10. Should a passenger, for whom provision is made under competent authority, not embark, or having embarked subsequently disembark, or be transferred to another ship, the mess will be entitled to half the allowance to cover the expenses incurred in making the necessary preparations. No deduction is to be made from the allowance for the time passengers may land at intermediate places for their own pleasure.

11. When any official is ordered a passage, the Accountant Officer of the vessel will, under the orders of the Captain or Officer commanding, inform such passenger of the rate authorised for his entertainment, and arrange for payment of the amount before the passenger leaves the ship, if possible, or upon his certificate by the Indian Government Treasury at the port of disembarkation, or at the nearest chief port, as the case may be.

12. Should the passenger not be satisfied with the statement of the Accountant Officer as to the class in the scale under which he is required to pay, the matter is to be at once referred to the authority ordering the passage. In the event of the latter Officer agreeing with the passenger, the rate specified by the Accountant Officer should be paid, and the circumstance reported to the Government of India in the Marine Department.

13. When payments are made in Indian currency, they should be at the rate of exchange annually fixed by the Secretary of State for the adjustment of transactions between the Home and Indian Governments.

## II.—Indian Government Vessels.

| Class. | Passengers. | ALLOWANCE PER DIEM. | | | |
|---|---|---|---|---|---|
| | | For Males. | For Females. | For Children of Both Sexes. | |
| | | | | Between 16 and 7 years. | Under 7 years. |
| | | *R a. p.* | *R a. p.* | *R a. p.* | *R a. p.* |
| | *Captain's Table.* | | | | |
| I | Viceroy and Governor-General of India. | 68 0 0 for the first 7 days.<br>14 0 0 afterwards . | 9 0 0 | 5 0 0 | 4 0 0 |
| | Each individual composing the suite. | 14 0 0 for every day . | | | |

## Appendix No. 21.

| Class. | Passengers. | ALLOWANCE PER DIEM. For Males. | For Females. | For Children of Both Sexes. Between 16 and 7 years. | For Children of Both Sexes. Under 7 years. |
|---|---|---|---|---|---|
| | *Captain's Table.* | *R a. p.* | *R a. p.* | *R a. p.* | *R a. p.* |
| II | Governors and Commanders-in-Chief. | 45 0 0 for the first 7 days. | 8 0 0 | 4 0 0 | 3 0 0 |
| | | 12 0 0 afterwards . | | | |
| | Each Member of their suite | 12 0 0 for every day . | | | |
| III | Lieutenant-Governors, Bishops, and Chief Commissioners. | 34 0 0 for the first 7 days. | | | |
| | | 12 0 0 afterwards . | | | |
| | Each Member of their suite | 12 0 0 for every day . | | | |
| | Members of Council, General Officers, Political Residents, and Secretaries to Government of India, Madras, or Bombay. | 34 0 0 for the first 7 days. | | | |
| | | 12 0 0 afterwards . | | | |
| IV | Political Agents . . | 12 0 0 for the first 14 days. | | | |
| | | 8 0 0 afterwards . | | | |

NOTE (1).—[The rates are intended to cover all charges for messing, including wines, etc.]

NOTE (2).—[The above rates will be allowed for Officers under Class IV only when embarking under special circumstances: when travelling as ordinary passengers, the rates laid down in Table III will be allowed.]

14. When the Viceroy, a Governor, or Commander-in-Chief proceeds in a ship on a tour of inspection which requires him to disembark at various ports, the higher rate a day will, in general, only be paid for the seven days' entertainment following his first embarkation. If there are special reasons for repeating this payment, the Officer in command of the vessel may represent the circumstance to the official entertained for consideration; and, if subsequently necessary, to the Government of India in the Marine Department.

15. When more than one distinguished person is embarked at the same time, the person of the highest rank is to be paid for according to the scale, and the other or others only at the rate of R14 or R12 a day per head, as the case may be.

15A. The sums specified in the scale include provision for a reasonable number of servants and for extra expenses of every kind.

Rations are issued on account of the entertainment of a reasonable number of servants belonging to and embarked with passengers, the cost of which rations is borne by the Government of India; while any further expense, except for bedding and such fittings as a dockyard may be ordered to furnish, is to be covered by the sum paid on account of the officer's entertainment.

16. The periods for which the rates are to be paid shall commence on the day on which the first, and shall terminate on that on which the last, dinner is taken on board.

17. Should a passenger for whom provision is made under competent authority not embark, or having embarked subsequently disembark, or be transferred to another ship, the mess will be entitled to half the allowance to cover the expenses incurred in making the neces-

sary preparations. No deduction is to be made from the allowance for the time passengers may land at intermediate places for their own pleasure.

18. When any official is ordered a passage, the Officer commanding the vessel will inform such passenger of the rate authorised for his entertainment, and arrange for payment of the amount before the passenger leaves the ship, if possible, or upon his certificate by the Indian Government Treasury at the port of disembarkation, or at the nearest chief port, as the case may be.

19. Should the passenger not be satisfied with the statement of the commander of the vessel as to the class in the scale under which he is required to pay, the matter is to be at once referred to the authority ordering the passage. In the event of the latter Officer agreeing with the passenger, the rate specified by the commander of the vessel should be paid, and the circumstance reported to the Government of India in the Marine Department.

### III.—First, second, and third class passengers, their families and servants, in hired transport, and when travelling as ordinary passengers in Indian Government vessels.

*First Class.*—Members of the Indian Civil Service, Statutory Civil Servants, Military Commissioned Officers, Warrant Officers of the First Class, including Senior Apothecaries, Chaplains, Officers mentioned in Schedule A of the Civil Travelling Allowance Code, and any other Officer who holds an appointment, the pay or maximum pay of which exceeds R500.

*Second Class.*—Warrant Officers of the Second Class, Non-Commissioned Officers, Assistant Surgeons, Probationary and Assistant Superintendents of the Post Office, Sub-Deputy Collectors in Bengal and Assam, and any other Officer in Superior Service not included in the first class.

*Third Class.*—All Officers in Inferior Service, including menial servants of the State.

| *First Class.* | R | a. | p. | |
|---|---|---|---|---|
| Officers, Civil or Military | 4 | 0 | 0 | per diem. |
| Lady or female child of 16 years and upwards | 3 | 0 | 0 | „ |
| Children of 2 and under 16 years of age | 2 | 0 | 0 | „ |
| Children under 2 years of age | | Free. | | |

The above rates are exclusive of the charges for liquors, &c.

| *Second Class.* | R | a. | p. | |
|---|---|---|---|---|
| Passengers messed at the warrant officers' or second class table | 3 | 0 | 0 | per diem. |
| Passengers messed at the commander's table when only one mess is maintained in the vessel | 4 | 0 | 0 | „ |
| Wife or female child of 16 years of age and upwards at any mess | 2 | 0 | 0 | „ |
| Children of 2 and under 16 years of age | 1 | 8 | 0 | „ |
| Children under 2 years of age | | Free. | | |

| *Third Class.* | R | a. | p. | |
|---|---|---|---|---|
| Inferior and menial servants of Government | 0 | 4 | 0 | per diem. |

| *Servants of First and Second Class Passengers.* | R | a. | p. | |
|---|---|---|---|---|
| Servant, European, male or female | 2 | 0 | 0 | per diem. |
| Servant, Native, male or female | 0 | 3 | 0 | „ |

The second class rates include an imperial pint of good ale or beer.

Marine General Orders Nos. 71 of 1878 and 34 and 35 of 1880, and Marine Circular No. 8 of 1883, are cancelled.

*Appendix No. 21.*

## Appendix No. 22.—*Referred to in Article 1133.*

### List of Officers not entitled to Travelling Allowance for journeys on tour.

| No. of Entry. | Designation of Officer. | Limitations and Exceptions. |
|---|---|---|
| | LAND REVENUE. | |
| 1 | Clerks to Sub-Deputy Collectors in the Assam Valley Districts. | |
| 2 | Field establishments of the Revenue Settlement Department, Madras. | |
| 3 | Menials attached to Survey parties in the field. | |
| 4 | Peons accompanying Settlement Officers in the Central Provinces on tour. | Entitled to the free carriage of their necessary baggage including utensils. |
| 5 | Save in Madras, Bengal, and Assam, peons and other petty officers (Jemadars, &c.) attached to the office of the District Officer or his assistants or deputies of all grades, to whatever Department their salary may be charged. | Entitled to have their necessary baggage, including utensils, conveyed at Government expense when employed on escort duty. |
| 6 | Settlement Field Establishments in the Punjab and Central Provinces, including Deputy Superintendents and Munserims and chaprasis of District Settlement Establishments. | Chaprasis are entitled to have their necessary baggage, including utensils, conveyed at Government expense when employed on escort duty. |
| 7 | Sub-Deputy Collectors in Bengal and Kanungoes in Bengal and Assam. | For journeys in a boat, they are entitled to travelling allowance; for journeys in a public conveyance, they are entitled to travelling allowance at mileage rates for the whole distance on a certificate from the Controlling Officer that it was necessary to travel by such means of conveyance. For other journeys of more than 15 miles in one day, they may draw travelling allowance for the excess over 15 miles on a certificate from the Controlling Officer that it was necessary for them to travel at so rapid a rate. The expression "other journeys" includes a journey the first part or any intermediate part of which is by boat or public conveyance.<br>The daily rate for Sub-Deputy Collectors employed in the Western Dooars of Julpiguri has been fixed at ₹3.<br>Sub-Deputy Collectors in the Sonthal Perganahs, Bengal, are entitled to travelling allowance under the ordinary rules. |

Appendix No. 22.

| No. of Entry. | Designation of Officer. | Limitations and Exceptions. |
|---|---|---|
| | LAND REVENUE—*contd.* | |
| 8 | Subordinate Officers of Revenue Survey, Madras, with the exception of office establishment of the Superintendent and Deputy and Assistant Superintendents. | Entitled to travelling allowance when employed on Topographical and other special surveys. |
| 9 | Supervisor and Registrar of Kanungoes in the North-Western Provinces and Oudh. | |
| 10 | Tahsildars (other than those employed in the Punjab and in Chittagong and Orissa, Bengal) and Tahsili officials (other than those employed in Chittagong and the Angul and Khondmals of Orissa, Bengal). | Tahsildars in the Dacca Division are entitled to travelling allowance for journeys by boat. |
| 11 | Talatis (Village Accountants) in Bombay. | As in Article 1188 (*a*). |
| 12 | Taluk officials in Madras and Coorg . | Gumashtas, shroffs, peons, and masalchies in Madras are excepted. |
| 13 | Tent-pitchers in the Punjab. | |
| | SALT. | |
| 14 | Assistant Collector of Salt Revenue, Kharagora (Bombay Presidency). | |
| 15 | Kotegasts, Jemadars, and peons of the Northern India Salt Department. | |
| 16 | Sub-Inspectors and other subordinates of the Madras Salt Department, except office establishment of Commissioners and Deputy and Assistant Commissioners. | Entitled to travelling allowance for forced marches by road under special orders. |
| | EXCISE. | |
| 17 | Darogahs in the Punjab . . . | |
| | FOREST. | |
| 18 | Foresters not in charge of Ranges and Forest Guards (elsewhere than in Madras). | |
| 19 | Peons on the establishments of Divisional Forest Officers in Bombay. | |

No. 39.

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*Appendix No. 22.*

*Entry No. 18.*

*Insert the following in the column headed "Limitations, etc.," against this entry:—*

All Foresters whose duties necessitate the keeping of a horse or pony or the maintenance of other carriage may, under the orders of the Local Government, draw travelling allowance at the ordinary rates. (Financial Department No. 4402, dated 29th October 1892.)

## Appendix No. 22.

| No. of Entry. | Designation of Officer. | Limitations and Exceptions. |
|---|---|---|
| | REGISTRATION. | |
| 20 | Rural Sub-Registrars in Bengal. | |
| | POSTAL DEPARTMENT. | |
| 21 | Overseers of Mail Lines . . . | May be granted horse allowances not exceeding R20 a month under the special sanction of the Director General, Post Office, provided the pay and allowance together do not exceed R100. |
| | TELEGRAPH. | |
| 22 | Telegraph Department Sub-Inspectors, Linemen, and Batterymen. | May be granted travelling allowance under the special sanction of the Director General of Telegraphs, who may impose any restrictions he thinks fit.<br>Linemen may draw actual ferry charges. |
| | LAW AND JUSTICE—COURTS OF LAW. | |
| 23 | Civil Courts Amins in the North-Western Provinces and Oudh. | |
| 24 | Court-criers in Bombay. | |
| 25 | Havildars and peons of Civil and Sessions Judges, Assistant Sessions Judges and Subordinate Judges in Bombay. | |
| 26 | Process-servers and Bailiffs. | |
| | POLICE. | |
| 27 | Police Officers and men of all grades (including the Najib establishment[1] of the Thagi and Dakaiti Department) below the rank of Assistant Superintendent, with the following exceptions:— | Entitled to have their necessary baggage, including utensils, conveyed at Government expense when employed on escort duty.<br>NOTE (1)—[The ordinary jurisdiction of Police officers attached to this establishment is confined to a radius of 50 miles from the head-quarters of each sub-agency in Rajputana, Central India, and Hyderabad territory.] |
| | (*a*) Bombay. Mounted policemen in —, when deputed beyond their districts for the purpose of receiving instruction in cavalry drill and as farriers. | Entitled to batta at the rate of 3 annas a day for the whole period of their absence. |
| | (*b*) Burma. European inspectors in the interior of districts in—. | |

Appendix No. 22.

| No. of Entry. | Designation of Officer. | Limitations and Exceptions. |
|---|---|---|
| | POLICE—*contd.* | |
| | (*c*) Madras Presidency. District Armourers in the—. | |
| | (*d*) Port Blair Police. Officers of the —, when employed on special duty beyond their district. | Entitled to daily allowances at the maximum rates noted below, in accordance with section 20 of the Police Manual of the Andaman and Nicobar Settlements :— |
| | | R a. p.<br>European Inspectors and Sub-Inspectors 2 0 0<br>Native Inspectors and Chief Constables 0 8 0 |
| | (*e*) Punjab. Policemen employed as clerks in district or divisional offices in the —. | |
| | (*f*) Punjab. Policemen travelling on escort duty in the —. | May draw travelling allowances, under special sanction given in each case by the Local Government, when the Local Government considers the circumstances of the journey such as to require this concession. |
| | (*g*) Punjab Border Militia. A Subordinate Police officer employed as commandant of the —. | |
| | (*h*) Railway Police. Officers and men of —. | |
| | (*i*) Railway Police. Inspectors of —. | |
| | (*j*) Officers entered in Appendix No. 24 as entitled to a fixed monthly travelling allowance. | |
| | (*k*) Head Constables and Constables other than those in receipt of permanent monthly travelling allowance. | May draw actual expenses for journeys by boat where this is the ordinary mode of travelling. |
| | (*l*) European Inspectors and Head Constables of the Burma Police when on duty outside Burma. | Entitled to daily allowance at R2. |
| | (*m*) Kumaon-Garhwal District. Inspector of Police of—. | Entitled to travelling allowance of R1-8 a day during absence on duty from headquarters. |
| | MEDICAL. | |
| 28 | Officers of the Vaccination Department below the rank of Deputy Superintendent elsewhere than in Madras, Bengal, Burma, and Assam. | Vaccinators on the staff of a Deputy Sanitary Commissioner in the Punjab may be granted travelling allowance at mileage rates with the sanction of the Local Government, when required to travel rapidly to a distant place. |

## Appendix No. 22.

| No. of Entry. | Designation of Officer. | Limitations and Exceptions. |
|---|---|---|
| | MEDICAL—*contd.* | |
| | Inspectors of Sanitation and Vaccination in Bombay and Assistant Superintendents of Vaccination in the Western Guzerat Circle receive fixed monthly travelling allowance. *Vide* entries Nos. 90 A, (i), (ii) and (iii) in Appendix No. 24.) | Vaccinators in Coorg, as well as the Inspector of Vaccination in that Province, receive fixed allowances. (*Vide* entries Nos. 92 and 93 in Appendix No. 24.)<br>Native Assistant Superintendents of Vaccination in Bombay receive fixed monthly travelling allowance. (*Vide* entries Nos. 90A, 90B, and 90C in Appendix No. 24.) |
| | SCIENTIFIC AND OTHER MINOR DEPARTMENTS. | |
| 29 | Salutries, Ziladars, and Nalbands of the Horse-Breeding Department. | Branders of the Horse-Breeding Department are entitled to travelling allowance when accompanying Assistant Superintendents on inspection duty. |
| | PUBLIC WORKS DEPARTMENT. | |
| 30 | Petty establishments expressly engaged for services in the field. | The Local Government in case of doubt may decide whether any particular officer or class of officers comes within this term or not. |
| 31 | Sub-Overseers . . . . . | May be granted conveyance allowance under Article 1183.<br>And allowed mileage under the special order of the Executive or Assistant Engineer. |
| 32 | Surveyors . . . . . | |
| | *State Railways.* | |
| 33 | Train staff or running establishment of a State Railway. | Are not entitled to any allowance under Articles 1105 to 1108, both inclusive. |

## Appendix No. 23.—*Referred to in Article 1142.*

### List of "Tentage Allowances" and of Officers entitled to them.

| No. of Entry. | Designation of Officer. | Rate of Monthly Tentage Allowance. |
|---|---|---|
| | PART I.—MADRAS. | R a. p. |
| | LAND REVENUE— | |
| 1 | Collectors and Magistrates | 50 0 0 |
| 2 | Sub-Collectors and Joint-Magistrates, and Head Assistant Collectors | 35 0 0 |
| 3 | Passed, Unpassed, and Supernumerary Assistant Collectors | 11 1 9 |
| 4 | Such Deputy Collectors as the Local Government require to maintain the prescribed equipment of tents | 11 1 9 |
| | FOREST— | |
| 5 | Deputy Collector employed on Forest Settlement work | 25 0 0 |
| | PART II.—BOMBAY. | |
| | LAND REVENUE— | |
| | *District Administration*— | |
| 1 | Collectors, including those in Sindh | 30 0 0 |
| 2 | Deputy Commissioners in Sindh | 30 0 0 |
| 3 | First and Second Assistant Collectors | 25 0 0 |
| *4 | Head Assistant Collectors in Sindh | 22 3 6 |
| *5 | 2nd and 3rd grade and Supernumerary Assistant Collectors in Sindh | 11 1 9 |
| 6 | Assistant Collectors (in charge of Talukas) | 11 1 9 |
| 7 | District Deputy Collectors in Sindh | 11 1 9 |
| 8 | District Deputy Collectors, Bombay Proper | 11 1 9 |
| 9 | Daftardars to Collectors, including those in Sindh | 10 0 0 |
| | *Survey and Settlement*— | |
| 10 | Superintendents, Deputy Superintendents, Assistant Superintendents, and Acting Assistant Superintendents of Revenue Survey | 75 0 0 |
| 11 | Survey and Settlement Commissioner, Bombay Proper | 50 0 0 |
| 12 | Talukdari Settlement Officer, Gujárat | 25 0 0 |
| | *Land Records and Agriculture*— | |
| 13 | Director of Land Records and Agriculture | 25 0 0 |
| 14 | Divisional Inspectors, Bombay | 25 0 0 |
| | SALT— | |
| 15 | Collector and Deputy Collector of Salt Revenue, Bombay | 30 0 0 |
| 16 | Extra Assistant Collector of Salt Revenue at Goa and Assistant British Delegate for the Portuguese Treaty | 25 0 0 |
| 17 | First and second class Assistant Collectors of Salt Revenue | 25 0 0 |
| 18 | Third and fourth class Assistant Collectors of Salt Revenue | 11 1 9 |
| 19 | Native Assistant to the Collector of Salt Revenue | 10 0 0 |

* NOTE.—Members of the Indian Civil Service serving in Sindh draw the tentage to which they would have been entitled had they served in the Presidency Proper.

## Appendix Nos. 23 and 24.

| No. of Entry. | Designation of Officer. | Rate of Monthly Tentage Allowance. |
|---|---|---|
| | | ₹ a. p. |
| | PART II.—BOMBAY—*contd.* | |
| | CUSTOMS— | |
| 20 | Commissioner | 50 0 0 |
| 21 | Personal Assistant to the Commissioner of Customs, Salt, Opium, and Excise | 15 0 0 |
| | ADMINISTRATION— | |
| 22 | Commissioners of the three Revenue Divisions | 50 0 0 |
| 23 | Assistant Commissioner in Sind | 30 0 0 |
| 24 | Assistants (Deputy Collectors) to the three Divisional Commissioners, including the Native Assistant (Deputy Collector) Commissioner, Northern Division | 15 0 0 |
| 25 | Daftardar of the Commissioner in Sindh | 11 1 9 |
| | POLICE— | |
| 26 | Inspector General of Police | 30 0 0 |
| | EDUCATION— | |
| 27 | Educational Inspectors (excluding Sindh) | 11 1 9 |
| 28 | Educational Inspector in Sindh | 20 0 0 |
| | MEDICAL— | |
| 29 | Deputy Sanitary Commissioner and Superintendent of Vaccination | 20 0 0 |
| | POLITICAL— | |
| 30 | Assistant Political Agent, Mahi Kantha | 25 0 0 |
| 31 | Ditto, Rewa Kantha | 15 0 0 |

## Appendix No. 24.—*Referred to in Article 1150.*

### List of Permanent Monthly Travelling Allowances.

| No. of Entry. | Designation of Officer. | Rate of Permanent Travelling Allowance. |
|---|---|---|
| | LAND REVENUE. | ₹ a. p. |
| | *District Administration—* | |
| 1 | Collectors and Magistrates, Head and Second Assistant Collectors and (when in charge of a Division of a District) Third and Supernumerary Assistant Collectors in Sindh | 150 0 0 |
| 2 | Deputy Commissioner of Arakan Hill Tracts | 150 0 0 |
| 3 | Deputy Commissioner of Upper Sindh Frontier District | 150 0 0 |
| 4 | Deputy Commissioner of the Salween District | 150 0 0 |
| 5 | Collectors and Magistrates in Bombay | 125 0 0 |
| 6 | First and Second Assistant Collectors in Bombay | 125 0 0 |
| 7 | Assistant Collectors in charge of Talukas, Bombay | 100 0 0 |

Appendix No. 24.

| No. of Entry. | Designation of Officer. | Rate of Permanent Travelling Allowance. |
|---|---|---|
| | | *R a. p.* |
| | LAND REVENUE—*contd.* | |
| | *District Administration*—contd. | |
| 8 | Third Assistant Collectors in Sindh not otherwise provided for (see entry No. 1) | 100 0 0 |
| 9 | District Deputy Collectors in Bombay and Deputy Collectors in charge of Sub-divisions in Sindh | 75 0 0 |
| 10 | District Deputy Collectors not in charge of Sub-divisions in Sindh, including Commissioner's Daftardar | 50 0 0 |
| 11 | Mamlatdars in Bombay | 25 0 0 |
| 12 | Mahalkaris in Bombay | 15 0 0 |
| 13 | Sheristadars of Assistant Collectors and Magistrates, of District Deputy Collectors, and of the Talukdari Settlement Officer in Bombay | 15 0 0 |
| 14 | Karkuns of Assistant Collectors and Magistrates, of District Deputy Collectors, and of the Talukdari Settlement Officer in Bombay | 10 0 0 |
| 15 | Writer attached to the office of the Inkunwon of the Thongwa District in Burma | 10 0 0 |
| | *Survey and Settlement*— | |
| 16 | Manager, Encumbered Estates in Sindh (including tentage allowance, both paid from the Encumbered Estates funds) | 250 0 0 |
| 17 | Survey and Settlement Commissioner, Bombay | 200 0 0 |
| 18 | Talukdari Settlement Officer, Gujerat | 200 0 0 |
| 19 | Superintendent and Deputy Superintendent of Revenue Survey and Settlement, Bombay | 150 0 0 |
| 20 | Assistant Settlement Officers in the Revenue Survey and Settlement Department, Bombay | 100 0 0 |
| 21 | Assistant Superintendents of Revenue Survey of the 1st and 2nd grades in Bombay | 60 0 0 |
| 22 | Assistant Superintendents of the 3rd, 4th and 5th grades, and qualified acting Assistant Superintendents (on R150 a month), Revenue Survey in Bombay | 30 0 0 |
| 23 | Supervising Measurers (Tappedars) in Sindh | 8 0 0 |
| 24 | Measurers (Tappedars) in Sindh | 7 0 0 |
| | *Land Records and Agriculture*— | |
| 25 | Divisional Inspectors in Bombay | 125 0 0 |
| 26 | Circle Inspectors in Bombay | 7 0 0 |
| | SALT. | |
| 27 | Assistant Collector of Salt Revenue, Bombay, when in charge of the Northern Frontier Range | 150 0 0 |
| 28 | Collector, Deputy Collectors, and Assistant Collectors of Salt Revenue, Bombay, save as provided for in Entry No. 26 | 100 0 0 |
| 29 | Extra Assistant Collector of Salt Revenue, Goa, and Assistant to the British Delegate for the Portuguese Treaty | 100 0 0 |
| 30 | Native Assistant to the Collector of Salt Revenue in Bombay | 75 0 0 |
| 31 | Inspector in the Salt Department in Sind | 25 0 0 |
| 32 | Sheristadars of Deputy and Assistant Collectors and of the Native Assistant Collector of Salt Revenue in Bombay | 15 0 0 |
| 33 | Head Clerks of Deputy and Assistant Collectors of Salt Revenue in charge of the Northern Frontier and Kharagora Ranges in Bombay | 15 0 0 |
| 34 | Clerks and Karkuns (not otherwise provided for) of Deputy and Assistant Collectors of Salt Revenue in charge of Ranges in Bombay | 10 0 0 |

## Appendix No. 24.

| No. of Entry. | Designation of Officer. | Rate of Permanent Travelling Allowance. R a. p. |
|---|---|---|
| | **EXCISE.** | |
| 35 | Second Karkuns in the Office of the Native Assistant Collector of Salt Revenue in Bombay | 10 0 0 |
| 36 | Assistant Inspector of Excise, South Arcot District | 60 0 0 |
| 37 | Inspector and Assistant Inspector, Madras Town Excise | 60 0 0 |
| 38 | Abkari Inspector, Aden | 30 0 0 |
| 39 | Excise Sub-Inspector, Mymensingh | 25 0 0 |
| 40 | Sub-Deputy Collector of Nowgong employed in supervising ganja cultivation | 25 0 0 |
| 41 | Assistants to the Ganja Supervisor, Rajshahye | 20 0 0 |
| 42 | Excise Darogahs in the Central Provinces | 15 0 0 |
| | **CUSTOMS.** | |
| 43 | Commissioner of Customs, Salt, Opium and Excise, Bombay | 200 0 0 |
| 44 | Personal Assistant to ditto | 100 0 0 |
| | **FOREST.** | |
| 45 | Conservators of Forests, Bombay | 200 0 0 |
| 46 | Assistant Collectors employed as Forest Settlement Officers in Sindh | 200 0 0 |
| 47 | Deputy Conservators of Forests in Bombay | 150 0 0 |
| 48 | Assistant Conservators of Forests in Bombay who have passed in a vernacular language | 150 0 0 |
| 49 | Assistant Collectors appointed Forest Settlement Officers, Bombay, any allowance the Local Government may grant, subject to a maximum of | 150 0 0 |
| 50 | Sub-Assistant Conservators of Forests in Bombay | 60 0 0 |
| 51 | Forest Ranger in charge of the Ratnagiri Sub-Division | 30 0 0 |
| 52 | Sheristadar of the Forest Demarcation Officer, Dangs | 20 0 0 |
| 53 | Forest Rangers in Bombay (except the officer in charge of the Ratnagiri Sub-Division) | 15 0 0 |
| 54 | Sheristadars of Divisional Forest Officers and of Forest Settlement Officers in Bombay (but see Entry No. 52) | 15 0 0 |
| 55 | Karkun of the Forest Demarcation Officer, Dangs | 15 0 0 |
| 56 | Foresters in charge of Ranges in Madras | 12 0 0 |
| 57 | Karkuns of Divisional Forest Officers and of Forest Settlement Officers in Bombay (but see Entry No. 55) | 10 0 0 |
| 58 | Foresters on pay of R20 and upwards in Bombay | 10 0 0 |
| | **REGISTRATION.** | |
| 59 | Inspectors of Registration Offices, Bombay | 75 0 0 |
| 60 | Inspectors of Village Registration in the districts in which the Deccan Agriculturists' Relief Act, 1879, is in force | 25 0 0 |
| 61 | Karkuns of Inspectors of Registration and Stamps, Bombay | 15 0 0 |
| | **POST OFFICE.** | |
| 62 | District Dâk Inspectors, Punjab | 30 0 0 |
| 63 | Coorg Anché Inspector | 10 0 0 |

Appendix No. 24.

| No. of Entry. | Designation of Officer. | Rate of Permanent Travelling Allowance. |
|---|---|---|
| | | *R a. p.* |
| | **ADMINISTRATION.** | |
| 64 | Commissioner in Sindh | 250 0 0 |
| 65 | Commissioner of Division (including the Commissioner, Hyderabad Assigned Districts), except in Bombay and Ajmir | 250 0 0 |
| 66 | Assistant Commissioner in Sindh | 200 0 0 |
| 67 | Commissioner of Division, Bombay | 200 0 0 |
| 68 | Assistants (Deputy Collectors) to the three Divisional Commissioners including the Native Assistant (Deputy Collector) to the Commissioner, Northern Division | 100 0 0 |
| 69 | Officers on the establishments of Commissioner of Divisions, Bombay:— | |
| | (i) whose pay is not less than R100 a month | 30 0 0 |
| | (ii) whose pay is less than R100, but not less than R75 a month | 25 0 0 |
| | (iii) whose pay is less than R75, but not less than R50 a month | 20 0 0 |
| | (iv) whose pay is less than R50 a month | 15 0 0 |
| | **JAILS.** | |
| 70 | Inspector-General of Prisons and Registration, Bombay | 200 0 0 |
| | **POLICE.** | |
| 71 | Inspector-General of Police, Bombay | 200 0 0 |
| 72 | Superintendents of Police, first grade, Bombay | 200 0 0 |
| 73 | Superintendents of Police, below the first grade, and Assistant Superintendents of Police (except at Karachi) in Bombay | 150 0 0 |
| 74 | Assistant Superintendent of Police, Arakan Hill Tracts | 100 0 0 |
| 75 | Inspectors of Police in Bombay | 25 0 0 |
| 76 | Inspectors, Thagi and Dakaiti Department | 25 0 0 |
| | NOTE.—[These permanent monthly travelling allowances have been sanctioned in lieu of the allowances at ordinary rates admissible only for journeys beyond jurisdiction (as defined in Note (1) to entry No. 27 in Appendix No. 22). The option of exchanging these permanent allowances admissible under Article 1147 can therefore be exercised only in the case of very special journeys, and with the special sanction of the General Superintendent of Thagi and Dakaiti.] | |
| 77 | The two special Sub-Inspectors of Police in Bengal employed for the purpose of dealing with cases of robbery by the administration of stupefying drugs | 20 0 0 |
| 78 | Chief and Head Constables of Police in Bombay who have separate charges | 10 0 0 |
| 79 | Building Head Constables of Police, Madras | 10 0 0 |
| 80 | Sheristadars, Clerks, and Karkuns of Superintendents and Assistant Superintendents of Police in Bombay, except in the Sindh Districts | 10 0 0 |
| | **EDUCATION.** | |
| 81 | Educational Inspector in Sindh | 125 0 0 |
| 82 | Educational Inspectors in Bombay (excluding Sind) | 100 0 0 |
| 83 | Deputy Inspectors of Schools in the Hill Tracts of the Northern Circars | 50 0 0 |

## Appendix No. 24.

| No. of Entry. | Designation of Officer. | Rate of Permanent Travelling Allowance. R a. p. |
|---|---|---|
| | **EDUCATION—*contd.*** | |
| 84 | Deputy Inspector of Schools, Nilgiri District | 37 8 0 |
| 85 | Deputy Inspector of Schools in Malabar and South Kanara and North Coimbatore | 37 8 0 |
| 86 | Deputy Inspectors of Schools in the town of Bombay | 25 0 0 |
| 87 | Deputy Inspectors of Schools, Madras Presidency, except in the Nilgiris District, North Coimbatore, Malabar, South Kanara, and the Hill Tracts, Northern Circars | 25 0 0 |
| 88 | Deputy Inspector of Schools in Coorg | 25 0 0 |
| 89 | Superintendents of Hill Schools, Northern Circars | 20 0 0 |
| 90 | District Inspectors of Schools in the Punjab (except the District Inspector employed as Personal Assistant to the Additional Inspector of Schools, Derajat Circle) | 15 0 0 |
| | **MEDICAL.** | |
| 91 | Inspectors of Sanitation and Vaccination and Assistant Superintendents of Vaccination in Bombay— | |
| | (i) Whose pay is ₹100 per mensem | 30 0 0 |
| | (ii) Whose pay is ₹75 „ „ | 25 0 0 |
| | (iii) Whose pay is ₹55 „ „ | 20 0 0 |
| 92 | Hospital Assistants in the Punjab engaged upon itinerary duties | 15 0 0 |
| 93 | Inspector of Vaccination, Coorg (for eight months in the year only) | 10 0 0 |
| 94 | Vaccinators in Sind | 5 0 0 |
| 95 | Vaccinators in Coorg (for eight months in the year only) | 3 0 0 |
| | **POLITICAL.** | |
| 96 | Agent to the Governor-General in Biluchistan | 250 0 0 |
| 97 | President of Rajasthanik Sabha in Kathiawar (payable by the Native States) | 250 0 0 |
| 98 | Political Agent, Kathiawar | 200 0 0 |
| 99 | Political Agent, Kolhapur and Southern Mahratta Country | 200 0 0 |
| 100 | Superintendent of Surveys under Rajasthanik Court (payable by the Native States) | 200 0 0 |
| 101 | Joint Administrators of the Rajpipla, Gondal, and Sangli Estates (payable by Native States) | 200 0 0 |
| 102 | Political Agents, Thal Chotiali, South-Eastern Biluchistan, Khelat, and the Quetta and Pishin Districts, Biluchistan | 180 0 0 |
| 103 | Deputy Commissioner, Thar and Parkar | 175 0 0 |
| 104 | Political Agents, Mahi Kantha, and Political Superintendent, Palanpur | 150 0 0 |
| 105 | Political Officer in the Khyber | 150 0 0 |
| 106 | Assistant to the Agent, Governor-General, Biluchistan, at headquarters, and the Assistant Political Agent, Thal-Chotiali | 150 0 0 |
| 107 | Assistant Political Agents in the Southern Mahratta Country and Mahi Kantha | 150 0 0 |
| 108 | Joint Commissioner, Ladak | 110 0 0 |
| 109 | Assistant Political Agents in Kathiawar | 100 0 0 |
| 110 | Political Agent, Kutch, and Political Superintendent, Sawantwadi | 100 0 0 |
| 111 | Assistant Political Agent, Rewa Kantha | 100 0 0 |

Appendix Nos. 24 and 25.

| No. of Entry. | Designation of Officer. | Rate of Permanent Travelling Allowance. |
|---|---|---|
| | | *R a. p.* |
| | POLITICAL—*contd.* | |
| 112 | The Native Assistants to the Agent to the Governor-General in Biluchistan | 90 0 0 |
| 113 | Vice-Consul, Chiengmai | 60 0 0 |
| 114 | Head Clerk to the Assistant Political Agent at Thal-Chotiali | 25 0 0 |
| 115 | Sheristadars of Assistant Political Agents in the Mahi Kantha and Rewa Kantha | 15 0 0 |
| 116 | Karkuns of Assistant Political Agents in the Mahi Kantha and Rewa Kantha | 10 0 0 |
| 117 | Sheristadar and Karkun of the Western Bhil Agent in Khandeish | 10 0 0 |
| 118 | Clerk attached to the office of the Agent for Wild Tribes, Khandeish | 10 0 0 |

## Appendix No. 25.—*Referred to in Article 1167.*

### List of Daily Allowances.

NOTE.—[When used in this Appendix the term "Local Government" includes only the Governments of Madras, Bombay, Bengal, the North-Western Provinces and the Punjab.]

| No. of Entry. | Designation of Officer. | Rate of Daily Allowance. |
|---|---|---|
| | | *R a. p.* |
| | PART I.—OFFICERS OF THE 1ST CLASS. | |
| | LAND REVENUE. | |
| 1 | Director of Land Records and Agriculture, Bengal | 10 0 0 |
| 2 | Director of Land Records and Agriculture, Bombay | 7 8 0 |
| 3 | Director of Agriculture and Commerce, Assam and Burma | 10 0 0 |
| 4 | The three Deputy Commissioners of Almorah, Garhwal and Naini Tal | 7 8 0 For tours in the hills. |
| 5 | The Assistant Commissioners in the Almorah and Naini Tal Districts | 7 8 0 For tours in the hills. |
| 6 | Superintendent of Revenue Survey, Madras | 7 8 0 |
| 7 | Director of Settlements and Revenue Records, Punjab | 7 8 0 |
| 8 | District Officers (Collectors and Deputy Commissioners) in Bengal and Collectors in Madras | 7 8 0 |
| 9 | Director of Agriculture and Commerce, North-Western Provinces and Oudh | 7 8 0 |
| 10 | Commissioner of Settlements and Agriculture, Central Provinces | 7 8 0 |
| 11 | Sub and Head, Senior, and Special Assistant Collectors in Madras | 4 0 0 |
| 12 | Assistant Superintendent of Revenue Survey, Madras | 4 0 0 |
| 13 | Deputy Collector of the first class (except in Madras), or Extra Assistant Commissioner of the first class | 4 0 0 |
| 14 | Assistant Commissioners of Revenue Settlement, Madras | 4 0 0 |
| 15 | Deputy Commissioners of Settlement in Madras | 4 0 0 |
| 16 | Deputy Superintendent of Revenue Survey in Madras | 4 0 0 |
| 17 | Assistant Collector and Deputy Collector of the first class in Madras | 3 0 0 |

## *Appendix No. 25.*

*Insert the following under* "POST OFFICE":—

| | | |
|---|---|---|
| 31A. | The Director General of the Post Office of India . . . . | 10 0 0 |

(1) (Financial Department No. 2017, dated 13th May 1892.)

## *Page 419.*

## *Appendix No. 25.*

*Insert the following under* "TELEGRAPHS":—

| | | |
|---|---|---|
| "42A | Assistant Superintendent Apprentices in the Indian Telegraph Department . . . . . | 4 0 0" |

## Appendix No. 25.

| No. of Entry. | Designation of Officer. | Rate of Daily Allowance. R a. p. |
|---|---|---|
| | PART I.—OFFICERS OF THE 1st CLASS—*contd.* | |
| | OPIUM. | |
| 18 | Opium Agents | 10 0 0 |
| | SALT. | |
| 19 | Commissioner of Salt Revenue, Northern India | 10 0 0 |
| 20 | Deputy Commissioner, Northern India Salt Revenue | 7 8 0 |
| 21 | Assistant Commissioner of Salt Revenue in Sindh | 7 8 0 |
| 22 | Deputy Commissioner of Salt Revenue, Madras | 6 0 0 |
| | FOREST. | |
| 23 | Inspector General of Forests | 15 0 0 |
| 24 | Assistant Inspector General of Forests:— | |
| | (*i*) When travelling with *camp equipment* | 7 8 0 |
| | (*ii*) When travelling without *camp equipment* | 5 0 0 |
| 25 | Superintendent of Forest Surveys | 7 8 0 |
| 26 | Conservators of Forests, Madras | 7 8 0 |
| 27 | Conservator of Forests elsewhere than in Bombay and Madras | 6 0 0 |
| 28 | Deputy Collectors employed on Forest Settlement work in Madras | 4 0 0 |
| 29 | Assistant Conservator of Forests | 4 0 0 |
| | REGISTRATION. | |
| 30 | Inspector General of Registration, Madras | 7 8 0 |
| 31 | Inspectors of Registration Offices in Bengal | 4 0 0 |
| | POST OFFICE. | |
| 32 | Deputy or Assistant Director General of the Post Offices | 6 0 0 |
| | NOTE.—[The travelling allowance drawn by the Assistant Director General, who is also Inspector General, Railway Mail Service, is limited to R3,000 a year.] | |
| 33 | Postmaster General or Deputy Postmaster General | 6 0 0 |
| 34 | Superintendent, Postal Department, and Personal Assistant to Postmaster General | 4 0 0 |
| | TELEGRAPHS. | |
| 35 | Director General of Telegraphs | 10 0 0 |
| 36 | Director of the Persian Gulf Division of Indo-European Telegraph Department | 10 0 0 |
| 37 | Deputy Director General of Telegraphs | 7 8 0 |
| 38 | Director of Traffic and Director of Construction, Telegraph Department | 7 8 0 |
| 39 | Assistant Superintendent of the Mekran Telegraph Line | 7 8 0 |
| 40 | Superintendent, Telegraph Department | 6 0 0 |
| 41 | Engineer and Electrician and Traffic Manager, Persian Gulf Division of the Indo-European Telegraph Department | 6 0 0 |
| 42 | Superintendent, Persian Telegraph Line | 4 0 0 |
| | MINT. | |
| 43 | Mint Masters | 10 0 0 |

Appendix No. 25.

| No. of Entry. | Designation of Officer. | Rate of Daily Allowance. |
|---|---|---|
| | | *R a. p.* |
| | PART I.—OFFICERS OF THE 1st CLASS—*contd.* | |
| | GENERAL ADMINISTRATION. | |
| 44 | Members of the Executive Councils in Bombay or Madras | 15 0 0 |
| 45 | Chief Commissioners | 15 0 0 |
| 46 | Secretary to the Government of India or to a Local Government | 10 0 0 |
| 47 | Commissioner of Ajmere and Merwara | 10 0 0 |
| 48 | Members of Board of Revenue | 10 0 0 |
| 49 | Financial Commissioners, Punjab and Burma | 10 0 0 |
| 50 | Comptroller and Auditor General | 10 0 0 |
| 51 | Accountants General | 7 8 0 |
| | LAW AND JUSTICE—COURTS OF LAW. | |
| 52 | Judges of a High Court | 15 0 0 |
| 53 | Judges of Chief Court, Punjab | 10 0 0 |
| 54 | Judicial Commissioners | 10 0 0 |
| 55 | Recorder of Rangoon | 10 0 0 |
| 56 | District and Sessions Judges in Bengal and Bombay :— | |
| | (*i*) When travelling with camp | 7 8 0 |
| | (*ii*) When travelling without camp | 7 8 0 |
| 57 | District and Sessions Judges, except in Bengal, Bombay, and Punjab | 7 8 0 |
| 58 | Legal Remembrancer, North-Western Provinces and Oudh ; Bombay ; or Bengal | 7 8 0 |
| 59 | Divisional Judges, Punjab | 7 8 0 |
| 60 | Senior Assistant Judge, Bombay | 7 8 0 |
| 61 | Joint Judge and Assistant Judge with the full powers of a Judge, Bombay | 4 0 0 |
| 62 | Subordinate Judge or Munsiff (when belonging to the first class) | |
| | JAILS. | |
| 63 | Inspector General of Jails, except in Bombay | 7 8 0 |
| 64 | Assistant Superintendents of Jails in Bengal | 4 0 0 |
| | POLICE. | |
| 65 | Inspectors General of Police, except as noted in Appendix No. 24 | 10 0 0 |
| 66 | General Superintendent of Operations for the Suppression of Thagi and Dakaiti :— | 10 0 0 |
| | (*i*) When travelling with *camp equipment* | 7 8 0 |
| | (*ii*) When travelling without *camp equipment* | 6 0 0 |
| 67 | Deputy Inspector General of Police | 6 0 0 |
| 68 | District Superintendent of Police, Kumaun Division | 4 0 0 |
| 69 | Assistant Superintendents of Police, including probationers, except as noted in Appendix No. 24 | |
| | MARINE. | |
| 70 | *Senior Port Officers* and the Port Officer, Bassein | 4 0 0 |

*Appendix No. 25, Part I.*

*Insert the following under* "LAW AND JUSTICE—COURTS OF LAW":—

| | | |
|---|---|---|
| 57A | Two Judicial Assistants and Additional Sessions Judges, Central Provinces . . . . . | 7 8 0 |

—(13) (Financial Department No. 1796, dated 29th April 1892.)

*Appendix No. 25, Part I.*

*Insert the following under* "MEDICAL":—

| | | |
|---|---|---|
| 78A | Assistant Sanitary Engineer, Madras . . . . . | 4 0 0 |

(16)—(Financial Department No. 1304, dated 30th March 1892.)

## Appendix No. 25.

| No. of Entry. | Designation of Officer. | Rate of Daily Allowance. |
|---|---|---|
| | | *R a. p.* |
| | PART I.—OFFICERS OF THE 1st CLASS—*contd.* | |
| | EDUCATION. | |
| 71 | Directors of Public Instruction with a Local Government . . | 7 8 0 |
| 72 | Principals, Professors, and Inspectors on the graded list of the Educational Department; the Inspectress of Schools in Madras, Calcutta, and the Punjab; Deputy Inspectress of Schools, Lucknow; the Principal and Vice-Principal, Agricultural College, Madras; the Principal, Teacher's College, Madras; and the Superintendent of the School of Arts, Madras . . . . . | 4 0 0 |
| | MEDICAL. | |
| 73 | Surgeon-General with the Government of India . . . . | 10 0 0 |
| 74 | Sanitary Commissioner, Bengal . . . . . | 7 8 0 |
| 75 | Surgeon General with a Local Government and Deputy Surgeon General, Central Provinces . . . . . | 7 8 0 |
| 76 | Sanitary Commissioner, North-Western Provinces and Oudh and Bombay . . . . . | 7 8 0 |
| 77 | Sanitary Commissioner and Sanitary Engineer, Madras . . . | 6 0 0 |
| 78 | Deputy Sanitary Commissioners, Bombay . . . . . | 6 0 0 |
| 79 | Uncovenanted Medical Officer in Madras on pay exceeding R500 per mensem . . . . . | 4 0 0 |
| 80 | Uncovenanted Medical Officer in Madras on pay not exceeding R500 per mensem . . . . . | 3 0 0 |
| | POLITICAL. | |
| 81 | Resident at Hyderabad or Mysore . . . . . | 15 0 0 |
| 82 | Agent to the Governor-General for Central India or Rajputana . | 15 0 0 |
| 83 | Agent to the Governor-General at Baroda and in Khorassan . . | 10 0 0 |
| 84 | Resident at Aden, in the Persian Gulf, in Turkish Arabia, or in Travancore . . . . . | 10 0 0 |
| 85 | Political Agent, Jeypur, Jodhpur, Oodeypur, and Gwalior . . | 7 8 0 |
| 86 | Assistant Agent to the Governor-General at Sujangarh . . . | 7 8 0 |
| 87 | Judicial Assistant to the Political Agent, Kathiawar . . . | 7 8 0 |
| | SCIENTIFIC AND OTHER MINOR DEPARTMENTS. | |
| 88 | Surveyor General . . . . . | 10 0 0 |
| 89 | Director, Superintendent, Deputy or Assistant Superintendent, Geological Survey . . . . . | 10 0 0 |
| 90 | Director of the Botanical Department, Northern India . . . | 10 0 0 |
| 91 | Superintendent-General of Horse-Breeding Operations :— | |
| | (*i*) When travelling with *camp equipment* . . . . | 10 0 0 |
| | (*ii*) When travelling without *camp equipment* . . . . | 7 8 0 |
| 92 | Deputy Surveyor General . . . . . | 7 8 0 |
| 93 | Director General of the Archæological Survey of India . . . | 7 8 0 |
| 94 | Assistant Superintendent and Surveyor of first grade in the Survey of India . . . . . | 4 0 0 |
| 95 | Meteorological Reporter to the Government of India or a Local Government or Administration . . . . . | 4 0 0 |
| 96 | Superintendent of Government Gardens, Saharanpur . . . . | 4 0 0 |
| 97 | Government Quinologist, Madras . . . . . | 4 0 0 |

Appendix No. 25.

| No. of Entry. | Designation of Officer. | Rate of Daily Allowance. |
|---|---|---|
| | PART I.—OFFICERS OF THE 1ST CLASS—*concld.* | *R a. p.* |
| | PUBLIC WORKS DEPARTMENT. | |
| 98 | Chief Engineers | 7 0 1 |
| 99 | Superintending Engineers and Examiners, first, second, or third class, in the Public Works Department | 6 0 0 |
| 100 | Executive and Assistant Engineers stationed in the Kumaon Division for *bonâ fide* travelling in the hills<br>NOTE.—[This special rate of daily allowance does not apply to Upper and Lower Subordinates in the Kumaun Division who may become entitled under Article 1103(c) to the travelling allowance admissible to an Assistant Engineer in consequence of being in charge of a District.] | 6 0 0 |
| 101 | Assistant Engineers and (except in the Madras Presidency) Apprentice Engineers | 4 0 0 |
| 102 | Mining Manager of the Khost Colliery, North-Western Railway | 4 0 0 |
| 103 | Deputy Examiners, second grade, or Assistant Examiners in the Public Works Department and (except in the Madras Presidency) Apprentice Examiners | 4 0 0 |
| 104 | Apprentice Engineer or Examiner in the Madras Presidency | 3 0 0 |
| | STATE RAILWAYS. | |
| 105 | Officers of Class I of the Revenue Establishment, State Railways | 6 0 0 |
| 106 | Officers of Class III and apprentices or candidates of the Revenue Establishment of State Railways | 4 0 0 |
| | PART II.—OFFICERS OF THE 2ND AND 3RD CLASSES. | |
| | LAND REVENUE. | |
| 1 | Deputy Collectors or Magistrates or Extra Assistant Commissioners (when belonging to the second class) and Tahsildars in the Central Provinces employed as Assistant Settlement Officers of the second class | 3 0 0<br>3 0 0 |
| 2 | British Girasia Agent, Baroda | 3 0 0 |
| 3 | Daftardar of Collectors and Magistrates in Bombay | |
| 4 | Tahsildars (other than Tahsildars, including extra Tahsildars, employed on Settlement duties, who draw travelling allowance at ordinary rates) and Naib Tahsildars in the Punjab | 1 0 0<br>0 8 0 |
| 5 | District Kanungoes in the Punjab | |
| | OPIUM. | |
| 6 | Assistant Sub-Deputy Opium Agent | 3 0 0 |
| | SALT. | |
| 7 | Inspector in the Northern India Salt Revenue Department | 3 0 0 |
| 8 | Inspector (and Assistant Inspector in a Factory Circle) of the Salt Department in the interior in Madras | 3 0 0<br>2 0 0 |
| 9 | Assistant Inspector, Salt Revenue Department, Northern India | |
| 10 | Inspector (and Assistant Inspector in a Factory Circle) of the Madras Salt Department on the coast | 2 0 0 |
| | ASSESSED TAXES. | |
| 11 | Income Tax Assessors and Assessor Inspectors (Excise and Income Tax), Bengal (Mofussil)<br>NOTE.—[The total amount in any one month not to exceed R60, except in the districts of Dacca, Faridpur, Backergunge, Mymensing, Chittagong, Noakhally, Tipperah, Jessore, Khulna, twenty-four Pergunnahs, and Sonthal Pergunnahs, in which the limit is R 90.] | 3 0 0<br>1 0 0 |
| 12 | Income Tax Assessors, Calcutta | |

**No. 42.**

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*Appendix No. 25.*

*Substitute "7 8 0" for "7 0 1" as the rate of daily allowance for Chief Engineers in entry No. 98 of this Appendix.* (42.) (Office Diary No. 9473 of 1892.)

## Appendix No. 25.

| No. of Entry. | Designation of Officer. | Rate of Daily Allowance. |
|---|---|---|
| | PART II.—OFFICERS OF THE 2ND AND 3RD CLASSES—*contd.* | *R a. p.* |
| | FOREST. | |
| 13 | The Forest Ranger in charge of the Coast Timber Depôts in the Southern Forest Division, Bombay . . . . . | 3 0 0 |
| | POST OFFICE. | |
| 14 | Assistant or Probationary Superintendent, Postal Department . | 3 0 0 |
| 15 | Inspector, Postal Department . . . . . | 2 0 0 |
| 16 | Inspector, Postal Department, of the 3rd grade, in the Madras Presidency . . . . . | 1 8 0 |
| | TELEGRAPH. | |
| 17 | Sub-Assistant Superintendent of the Telegraph Department . . | 3 0 0 |
| 18 | Assistant Superintendents in the Persian Division of the Indo-European Telegraph Department . . . . . | 3 0 0 |
| 19 | Inspector, Telegraph Department . . . . . | 2 0 0 |
| | ADMINISTRATION. | |
| 20 | Local Auditors in the establishment of the Accountant General, Bengal . . . . . | 2 8 0 |
| 21 | Clerks of the Deputy Auditors General, not being Superintendents . | 2 0 0 |
| 22 | Clerks and Potadars in the Office of the Commissioner of Issue, Bombay, when travelling in charge of remittances . . . . | 1 8 0 |
| | LAW AND JUSTICE—COURTS OF LAW. | |
| 23 | Subordinate Judges or Munsiffs (when belonging to the second class) | 3 0 0 |
| | POLICE. | |
| 24 | Inspectors of Police when placed in charge of a district in Assam . | 4 8 0 |
| | MARINE. | |
| 25 | Junior Port Officers, except the Port Officer, Bassein. (See Entry No. 70 of Part I) . . . . . | 3 0 0 |
| | EDUCATION. | |
| 26 | Assistant Inspectors of Schools, Punjab, and Native Inspectors, Kumaon and Jhansi . . . . . | 3 0 0 |
| 27 | The District Inspector employed as Personal Assistant to the Additional Inspector of Schools, Derajat Circle . . . . . | 3 0 0 |
| | POLITICAL. | |
| 28 | Deputy Assistant to the Political Agent in Kathiawar, and Daftardar, Political Agency, Kathiawar . . . . . | 3 0 0 |
| 29 | Native Assistant to the Political Superintendent, Palanpur . . | 3 0 0 |
| 30 | Attaché to a Resident, etc. (when belonging to the second class) . | 3 0 0 |
| 31 | Native Agent of Bagdad Residency . . . . . | 3 0 0 |
| 32 | Native Assistant Agent to the Governor-General in Baroda . . | 3 0 0 |

## Appendix Nos. 25 and 26.

| No. of Entry. | Designation of Officer. | Rate of Daily Allowance. |
|---|---|---|
| | | *R a. p.* |
| | PART II.—OFFICERS OF THE 2ND AND 3RD CLASSES—*concld.* | |
| | SCIENTIFIC AND OTHER MINOR DEPARTMENTS. | |
| 33 | Assistant Surveyor in the Survey of India . . . . . | 3 0 0 |
| 34 | Head Clerk in the Office of the Meteorological Reporter, Bengal, who acts as Inspector of Meteorological Observatories . . . | 2 0 0 |
| | PUBLIC WORKS DEPARTMENT. | |
| 35 | Sub-Engineer in the Public Works Department . . . . | 3 0 0 |
| 36 | Supervisor in the Public Works Department . . . . | 2 0 0 |
| 37 | Overseer or Canal Zilladar of the Public Works Department . . (Provided a Canal Zilladar maintains at least one habitable tent.) | 1 8 0 |

## Appendix No. 26.—*Referred to in Article 1181.*

### List of Conveyance Allowances.

| No. of Entry. | Designation of Officer. | Rate of Conveyance Allowance. |
|---|---|---|
| | | *R a. p.* |
| | LAND REVENUE. | |
| 1 | Sub-Deputy Collector, Darjeeling . . . . . | 30 0 0 |
| 2 | Head Surveyor on the establishment of the Collector of Bombay . | 35 0 0 |
| 3 | Akunwan and Registrar of Town Lands, Rangoon . . . . | 35 0 0 |
| 4 | Sub-Deputy Collectors employed in the Jalamatha and Majnamatha Estates in the Midnapore District . . . . . | 25 0 0 |
| 5 | Tahsildars of Jalpaigoree . . . . . | 20 0 0 |
| 6 | Naib-Tahsildar of Bhulka . . . . . | 15 0 0 |
| 7 | Deputy Collector of Calcutta . . . . . | 15 0 0 |
| | OPIUM. | |
| 8 | Two Inspectors of the Opium Department in Bombay . . . | 20 0 0 |
| 9 | Two Assistant Inspectors of the Opium Department in Bombay . | 15 0 0 |
| | SALT. | |
| 10 | Superintendent of the Calcutta Circle, Northern India Salt Revenue Department . . . . . | 30 0 0 |
| 11 | Sar Karkun of Matanga . . . . . | 25 0 0 |
| 12 | Officers holding charge of ranges in the Preventive Department, North Frontier, Bombay and Kharagora . . . . . | 25 0 0 |
| 13 | Salt Inspector, Shikarpur (Sindh) . . . . . | 15 0 0 |
| 14 | Salt Assistant Superintendents, Thar and Parkar, and Salt Inspectors, Hyderabad (Sindh) . . . . . | 10 0 0 |
| 15 | Two Inspectors and one Sub-Inspector of the Salt Tax Department, Karachi . . . . . | 10 0 0 |
| 16 | One Salt Inspector and three Sub-Inspectors, Shikarpur (Sindh) . | 10 0 0 |

*Appendix No. 26.*

*Entry 12.*

*For the words* "North Frontier" *in this entry substitute the words*
"North Goa and Damaun Frontiers."—(16) (Financial Department No. 1851, dated 3rd May 1892.)

## *Appendix No. 26.*

*Insert the words* "City Inspectors, Rawalpindi and Amritsar Post Offices" *at the end of entry No. 40 under* "POST OFFICE."—(17) (Financial Department No. 1497, dated 11th April 1892.)

## Appendix No. 26.

| No. of Entry. | Designation of Officer. | Rate of Conveyance Allowance. R | a. | p. |
|---|---|---|---|---|
| | **Assessed Taxes.** | | | |
| 17 | Collector of Income Tax, Bombay | 100 | 0 | 0 |
| 18 | Assistant to the Collector of Income Tax, Bombay | 50 | 0 | 0 |
| | **Excise.** | | | |
| 19 | Surveyor of Distilleries in Calcutta and its suburbs and Howrah | 130 | 0 | 0 |
| 20 | The Assistant in charge of Excise Detective Force, Calcutta | 50 | 0 | 0 |
| 21 | The Assistant Collector of Bombay Excise | 50 | 0 | 0 |
| 22 | The Superintendent of Excise Department, Aden | 30 | 0 | 0 |
| 23 | Inspectors of the Excise Department in the Town and Island of Bombay, who, if posted in the districts, would be entitled to an allowance of R15 under entry No. 24 | 30 | 0 | 0 |
| 24 | Inspectors of the Excise Department in the Bombay Presidency (outside the Town and Island of Bombay) who are not in charge of distilleries and whose pay is not less than R100; also all such Inspectors and Assistant Inspectors (whatever their pay) whose charges extend over more than two talukas | 15 | 0 | 0 |
| 25 | Excise Inspector in charge of a portion of the Alibag Taluka of the Kolaba Collectorate | 15 | 0 | 0 |
| 26 | Excise Sub-Inspector, Poona | 10 | 0 | 0 |
| | **Customs.** | | | |
| 27 | Assistant Collector in charge of the Branch Custom House, Prince's Dock, Bombay | 35 | 0 | 0 |
| 28 | Superintendent and Inspectors of the Customs Preventive Service in Bombay | 35 | 0 | 0 |
| 29 | Port and Customs Officer, Mangalore, for duties connected with the Coir Depôt at that place | 25 | 0 | 0 |
| | **Forest.** | | | |
| 30 | Officer in charge of the Government Agency and Timber Depôts at Rangoon for a conveyance for his own use and that of his office | 90 | 0 | 0 |
| 31 | The Forest Officer in charge of the Changa-Manga Plantation in the Punjab, provided his pay does not exceed R250 | 30 | 0 | 0 |
| 32 | Forest Rangers of the 1st and 2nd classes in Madras | 25 | 0 | 0 |
| 33 | Forest Rangers of the 3rd class in Madras | 20 | 0 | 0 |
| 34 | Forest Ranger, Battery Point Depôt, Kado Division, Moulmein | 20 | 0 | 0 |
| 35 | Forest Rangers of the 4th and 5th classes in Madras | 15 | 0 | 0 |
| 36 | Forest Ranger of the Changa-Manga Plantation of the Lahore Forest Division | 12 | 0 | 0 |
| | **Post Office.** | | | |
| 37 | City Inspectors in the Postal Department, any amount the Director General may grant, not exceeding | 30 | 0 | 0 |
| 38 | Inspector of Town Sub-Offices | 30 | 0 | 0 |
| 39 | City Inspector, Lahore | 20 | 0 | 0 |
| 40 | Town Inspector, Sub-Post Offices, Delhi | 15 | 0 | 0 |
| | **Telegraph Department.** | | | |
| 41 | The Director and Superintendents of the Persian Telegraph Division | 60 | 0 | 0 |
| 42 | Assistant Director of the Persian Section, Indo-European Telegraph Department | 60 | 0 | 0 |
| 43 | Officers in charge of Telegraph sub-divisions at Calcutta, Bombay Island, and Rangoon | 35 | 0 | 0 |

Appendix No. 26.

| No. of Entry. | Designation of Officer. | Rate of Conveyance Allowance. R a. p. |
|---|---|---|
| | TELEGRAPH DEPARTMENT—*contd.* | |
| 44 | Medical Superintendents and all Assistant Superintendents of Persian Telegraph line, Inspectors of such line in charge of sections, and the Head Clerk of the Director's Office | 30 0 0 |
| 45 | Assistant Superintendent, Persian Gulf Telegraphs, in charge of the Store Department at Karachi | 30 0 0 |
| 46 | Officer in charge of the Telegraph Division at Madras | 30 0 0 |
| 47 | Officer in charge of the Telegraph sub-divisions at Lahore | 25 0 0 |
| 48 | Line-riders of the Telegraph Department in Beluchistan | 20 0 0 |
| 49 | Line-riders of the Telegraph Department, with the exception of those provided for in entry No. 48 | 15 0 0 |
| | ADMINISTRATION. | |
| 50 | Officers of the Financial Department engaged on outside audits in Calcutta and Madras | 25 0 0 |
| | LAW AND JUSTICE—COURTS OF LAW. | |
| 51 | Coroner, Bombay | 60 0 0 |
| 52 | City and Cantonment Magistrates, Poona | 50 0 0 |
| 53 | Coroner of Calcutta | 36 0 0 |
| 54 | Coroner's Interpreter and Coroner's Constable, Bombay | 30 0 0 |
| 55 | Bailiffs (two) at Aden | 10 0 0 |
| 56 | Two Hackney Carriage Inspectors, Madras | 10 0 0 |
| | JAILS. | |
| 57 | Superintendent of a Central and a District Jail which are at a distance from each other, any allowance the Local Government may grant, not exceeding | 50 0 0 |
| 58 | The Superintendents of the Gokak and Mahaswad Convict Gangs, Bombay | 30 0 0 |
| 59 | Superintendent of Prisons, Madras | 30 0 0 |
| 60 | Superintendent, Bijapur Convict Gang | 25 0 0 |
| 61 | Civil Surgeon of Sultanpur who holds the appointment of Governor of the Local Sansia Reformatory | 25 0 0 |
| 62 | Superintendent of Nara Jail | 20 0 0 |
| 63 | Jailor of Shikarpur | 15 0 0 |
| 64 | Jailors of Hyderabad (Sindh) and Nara | 15 0 0 |
| | POLICE. | |
| 65 | Assistant District Superintendents of Police in charge Patna City and Karachi | 50 0 0 |
| 66 | European Assistant Superintendents of Police of the Rangoon Town District | 50 0 0 |
| 67 | Police Probationer doing duty at Poona as a temporary Assistant Superintendent of Police | 50 0 0 |
| 68 | Superintendent and one Inspector of the City Police, Bombay, performing the duties of Superintendent and having charge of a District | 50 0 0 |
| 69 | Assistant Superintendent of Police, Secunderabad | 30 0 0 |
| 70 | Superintendent of the Foot Police in the Town of Madras | 25 0 0 |

## *Appendix No. 26.*

*Insert the following under* "LAW AND JUSTICE—COURTS OF LAW":—

| | | |
|---|---|---|
| 56A | Head Clerk of the Establishment of the Registrar of the Joint Stock Companies, Madras . . . . . | 5 0 0 |
| 56B | Second Clerk of the Establishment of the Registrar of the Joint Stock Companies, Madras . . . . . | 4 0 0 |

—(15) (Financial Department No. 1462, dated 7th May 1892.)

## Appendix No. 26.

| No. of Entry. | Designation of Officer. | Rate of Conveyance Allowance. R a. p. |
|---|---|---|
| | POLICE—*contd.* | |
| 71 | Police Inspectors in Madras, whatever their grade, employed in the Nilgiri Hills | 25 0 0 |
| 72 | Honorary Assistant District Superintendents of Police, Baluchistan | 30 0 0 |
| 73 | Chief Constable of the Poona and Kirkee Cantonments | 20 0 0 |
| 74 | European Inspector, Poona and Kirkee Cantonments | 30 0 0 |
| 75 | Police Inspectors of the Civil and Military Station of Bangalore | 20 0 0 |
| 76 | Three Police Inspectors (Kotwals), Karachi | 15 0 0 |
| 77 | Police Inspectors of the 1st, 2nd, 3rd, and (except in the town of Madras) 4th class in the Madras Presidency | 15 0 0 |
| 78 | Police Inspectors of the 4th class in the Town of Madras | 10 0 0 |
| 79 | Chief Constables of Police employed in the Cities of Poona, Surat, and Ahmedabad | 10 0 0 |
| 80 | Chief Constable of Police, Bijapur | 10 0 0 |
| 81 | Sub-Inspector of Police in the Town of Madras | 6 0 0 |
| | MARINE. | |
| 82 | Assistant Shipping Master, Calcutta | 30 0 0 |
| 83 | First and Second Engineers and Shipwright Surveyors at the Port of Calcutta | 35 0 0 |
| | EDUCATION. | |
| 84 | Head Mistresses, Female Normal Schools, Poona and Ahmedabad | 50 0 0 |
| 85 | Lady Superintendent, Female Normal School, Madras | 50 0 0 |
| 86 | Assistant Lady Superintendent, Female Normal School, Poona | 40 0 0 |
| 87 | Deputy Inspector of Schools, Calcutta | 35 0 0 |
| 88 | The Inspectress of Schools in Bengal stationed at Calcutta | 30 0 0 |
| 89 | The Agricultural Inspector, College of Science, Bombay | 30 0 0 |
| 90 | Inspector and Assistant Inspector of European Schools in Bengal *stationed in Calcutta for journeys in Calcutta and suburbs* | 30 0 0 |
| 91 | Assistant Inspector of Schools, Presidency Division | 30 0 0 |
| 92 | Sub-Inspector of Schools, Calcutta | 30 0 0 |
| 93 | Assistant Lady Superintendents (two), Ahmedabad Female Normal School | 20 0 0 |
| 94 | Teacher of the Agricultural Class, Hyderabad (Sindh) | 20 0 0 |
| 95 | Second Assistant Lady Superintendent, Poona Female Normal School | 20 0 0 |
| 96 | Inspecting Schoolmaster of the Mahomedan Schools in the Town of Madras | 10 0 0 |
| 97 | Pandits employed for the inspection of Patshalas in connection with the scheme for the administration of primary education in Calcutta | 3 0 0 |
| | ECCLESIASTICAL. | |
| 98 | Chaplain of St. Thomas' Mount, Madras, while also in charge of Pallavaram | 150 0 0 |
| 99 | The Episcopalian Chaplains of Aden, Agra, Ahmedabad, Allahabad, Anarkali, Howrah, Lucknow, Meerut, Mhow, Mian Mir, Peshawar, Rangoon, Rawalpindi, Secunderabad, Sialkot, Trimulgheri, and Umballa | 50 0 0 |
| 100 | The Chaplain of St. Paul's Cathedral, Calcutta, visiting the Presidency General Hospital, and the Chaplain of St. Stephen's Church, Kidderpore, Calcutta | 50 0 0 |

## Appendix No. 26.

| No. of Entry. | Designation of Officer. | Rate of Conveyance Allowance. |
|---|---|---|
| | | *R a. p.* |
| | ECCLESIASTICAL—*contd.* | |
| 101 | The Presbyterian Chaplain of Bombay appointed to perform funeral services at Sewree | 50 0 0 |
| 102 | The Episcopalian Chaplain of Bombay appointed to perform funeral services at Sewree | 50 0 0 |
| 103 | The Presbyterian Chaplains of Aden, Allahabad, Calcutta, Poona, and Secunderabad | 50 0 0 |
| 104 | A Roman Catholic Priest of the St. Xavier's Institution, Calcutta, who ministers to the Roman Catholic Students of the Sibpore Engineering College. (This includes contingent expenses for the maintenance of Divine Service) | 50 0 0 |
| 105 | Each of the two Roman Catholic Chaplains visiting respectively the Presidency General Hospital and the Jail at Calcutta | 50 0 0 |
| 106 | Chaplain of Hyderabad (Sindh) for visiting Kotri | 30 0 0 |
| 107 | The Episcopalian Chaplain of Kampti | 30 0 0 |
| 108 | The Missionary of the Society for the Propagation of the Gospel who performs the pastoral duties of Civil Station at Cawnpore | 30 0 0 |
| 109 | Chaplain of St. Paul's Church, Poona | 25 0 0 |
| 110 | Chaplain of Mussoorie | 25 0 0 |
| 111 | Chaplains of Dinapore and Bankipore | 20 0 0 |
| 112 | Chaplain (Additional Clergy Society) of the Railway Church, Rawalpindi | 20 0 0 |
| 113 | Principal of the Lawrence Asylum, Murree, for visiting Cliffdon Barracks to hold Divine Service during the seven months of the year that they are occupied by the troops | 20 0 0 |
| 114 | Chaplain of Chinsura, for visiting Chandernagore | 15 0 0 |
| 115 | Roman Catholic Priest at Poona, for visiting the Yerrowda Central Jail | 15 0 0 |
| 116 | Each of the two Chaplains of Karachi, for visiting Ghizri | 10 0 0 |
| | MEDICAL. | |
| 117 | Civil Surgeon of Chittagong as Health Officer of that Port | 100 0 0 |
| 118 | Medical Inspector of Emigrants, Calcutta (Inland Emigration) | 60 0 0 |
| 119 | Officer in Medical Charge of the Government of India Secretariat Establishments at Simla | 50 0 0 |
| 120 | Deputy Superintendent of Vaccination, Calcutta and Suburbs | 30 0 0 |
| 121 | Superintendent of Vaccination, Presidency Circle, Bombay | 30 0 0 |
| 122 | Assistant Surgeon, Kelat | 30 0 0 |
| 123 | Assistant to Civil Surgeon, Naini Tal | 30 0 0 |
| 124 | Civil Surgeon, Lohardugga { (debitable to Inland Labour Transport Fund) | 25 0 0 |
| 125 | Civil Surgeon, Manbhoom Ditto | 25 0 0 |
| 126 | Assistants to the Civil Surgeons of Allahabad and Lucknow | 25 0 0 |
| 127 | Hospital Assistants and Native Doctors when placed in temporary charge of a Civil Station elsewhere than in the North-Western Provinces and Oudh (see entry No. 118) | 25 0 0<br>20 0 0 |
| 128 | Assistant Surgeon in Medical Charge of the Bijapur Convict Gang | 60 0 0 |
| 129 | Health Officer of the Port at Karachi | |
| 130 | Hospital Assistants and Native Doctors when in temporary charge of a Civil Station in the North-Western Provinces and Oudh | 15 0 0 |
| 131 | Hospital Assistant attached to the Ramnagar Branch Dispensary in the Bara Banki District for visiting employés of the Forest Department at the Bahramghât Timber Depôt | 7 8 0 |

## Appendix No. 26.

| No. of Entry. | Designation of Officer. | Rate of Conveyance Allowance. R a. p. |
|---|---|---|
| | MEDICAL—*contd.* | |
| 132 | Hospital Assistant of the Karimganj Charitable Dispensary in Sylhet for visiting the cooly cholera hospital at that station during that period of the cold weather when immigration is taking place on an extensive scale | 6 0 0 |
| | SCIENTIFIC AND OTHER MINOR DEPARTMENTS. | |
| 133 | Protector of Emigrants and Superintendent of Emigration, Calcutta | 100 0 0 |
| 134 | Superintendent, Geological Survey | 60 0 0 |
| 135 | Agent for Government Consignments, Calcutta: Provided that the total emoluments of the officer holding the appointment, including this allowance, do not exceed R650 | 50 0 0 |
| 136 | Assistant Collector performing the duties of Inspector of Factories, Bombay | 50 0 0 |
| 137 | Superintendent, Government Farms, and Agricultural Reporter to Government, Madras | 30 0 0 |
| 138 | Deputy and Assistant Superintendents, Geological Survey | 30 0 0 |
| 139 | The Assistant Gardener whose charge includes the trans-Tista Plantations | 30 0 0 |
| 140 | Superintendent of Model Farm, Cawnpore | 25 0 0 |
| 141 | Superintendents, Experimental Farm, Khandesh | 25 0 0 |
| 142 | Assistant Superintendent in charge of the Experimental Farm at Poona | 20 0 0 |
| 143 | Superintendent of Taj Gardens, Agra | 20 0 0 |
| 144 | The Officer on special duty in the Andamans in connection with the cultivation and curing of tobacco | 20 0 0 |
| 145 | Assistant Manager of Government Tea Gardens at Port Blair | 20 0 0 |
| 146 | European Assistant Gardeners of Cinchona Plantations, Darjeeling | 15 0 0 |
| 147 | Museum-keeper, Dehra Dun Forest School, for visiting the Kaouli Garden, and the Ramgarh Meteorological Observatory and Phandawalla | 5 0 0 |
| | STATIONERY AND PRINTING. | |
| 148 | Superintendent, Government Press, Madras | 40 0 0 |
| | PUBLIC WORKS DEPARTMENT. | |
| 149 | Executive Engineer, Jubbulpore, while in charge of the Jubbulpore Water-Works (paid by the Municipality) | 50 0 0 |
| 150 | Consulting Architect to the Government of Madras | 50 0 0 |
| 151 | Upper Subordinates of the Public Works Department at Aden | 35 0 0 |
| 152 | Public Works Lower Subordinates at Coorg | 30 0 0 |
| 153 | Presidency Store-keeper, Public Works Department, Madras | 30 0 0 |
| 154 | Overseer of the Bhabar Canals | 30 0 0 |
| 155 | Executive Engineer, Poona and Kirkee, and his Assistant | 30 0 0 |
| 156 | Store-keeper at Karachi | 30 0 0 |
| 157 | District Traffic Superintendent, North-Western Railway, for journeys on duty between Karachi and Kiamari | 30 0 0 |
| 158 | Executive Engineer, Cuddapa Division, while in charge of the Cuddapa water-supply project | 25 0 0 |
| 159 | Lower Subordinates at Aden and the Somali Coast | 22 8 0 |
| 160 | Mining Engineer, Dandote Colliery | 15 0 0 |

Appendix Nos. 26 and 27.

| No. of Entry. | Designation of Officer. | Rate of Conveyance Allowance. |
|---|---|---|
| | STATE RAILWAYS. | *R a. p.* |
| 161 | Executive Engineer, Sind-Pishin State Railway, employed at Mangi (the allowance is temporary) . . . . . | 75 0 0 |
| 162 | Assistant Engineers, 2nd Division, Sind-Pishin State Railway, while they are employed at Mangi or until the rails are laid and trollies can work through the rift . . . . . | 50 0 0 |
| 163 | Port Store-keepers, Calcutta and Bombay . . . . . | 35 0 0 |
| 164 | Store-keeper, Burma State Railway, Rangoon . . . . . | 35 0 0 |

## Appendix No. 27.—*Referred to in Articles 1233 to 1235.*

## Extract from Military Transport Regulations.

EXTRACT (1).—*Referred to in Article 1233.*

*Commissioned Officers.*

*Article 513* (*h*).—Officers of the British Service, and Subaltern Officers of the Indian Service proceeding home on leave on medical certificate, are entitled to free passage by rail only to the port of embarkation, but are not allowed free conveyance to their stations on return from leave.

* * * * * * * * * * * *

(*o*).—Officers of the Indian Service, who may be entitled to passage-money under the rules of the Military Funds, and Subaltern Officers of the same service, whether in military or civil employ, when proceeding to England on medical certificate, are entitled to free conveyance for themselves and families by rail only to Bombay, on production of a certificate from the General Officer Commanding at Bombay that accommodation has been secured for them on board of one of Her Majesty's troop-ships.

(*p*).—Subaltern Officers, who cannot be provided with a passage in a troop-ship, or who, during the trooping or non-trooping season, are directed or allowed to proceed from any port other than Bombay, will also be allowed free conveyance for themselves and families by rail to the port at which they are permitted to embark.

* * * * * * * * * * * *

*Article 555.*—All officers under the rank of General Officers, who are entitled to passages to Europe at the public expense, and are proceeding to Bombay, or to the port at which they may be permitted to embark (when under any of the circumstances detailed in paragraph 245 of the Revised Transport Regulations, Part I, they may be provided with a passage in a private ship or steamer), are allowed free passages for their families by rail to port of embarkation.

*Article 556.*—Officers of the British Service invalided to England are entitled to free conveyance by rail to Bombay for their families.

* * * * * * * * * * * *

*Article 562.*—Free conveyance by rail is allowed for the family of every Officer (except that of an officer who may be called upon to retire, and is granted the pension or half pension of his rank or special annuity), who may be entitled to a free passage by sea, or who may be ordered to England on duty or on medical certificate, if he is entitled to a passage at the expense of the State, whether he embarks on one of Her Majesty's troop-ships, or in a vessel with troops round the Cape of Good Hope, or is allowed to embark where he pleases on the authority of medical opinion. The family of an officer who draws passage-money from the Military Fund is not entitled to this indulgence.

*Article 563.*—The family of an Officer provided with free conveyance by rail is entitled to a free passage by railway and steamer when the journey by railway and steamer is continuous and viewed as one.

*Pages 430 to 432.*

*Substitute the following for Appendix No. 27 :—*

**Appendix No. 27.**—*Referred to in Articles 1233 to 1235.*

**Extract from Army Regulations, India, Volume X, Part II.**

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EXTRACT (1).—*Referred to in Article 1233.*

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*Commissioned Officers.*

518. An officer is not entitled to travelling allowance, or railway or river passage warrant, or to be reimbursed the cost of the journey

* * * * * * * *

(*iii*) When proceeding on leave of any description (officers of the British service and Subalterns and Surgeon-Lieutenants of the Indian service proceeding out of India on leave on medical certificate excepted, but see paragraph 519 (*ii*) (*a*) ).

(*iv*) Returning from leave of any description (except officers of the British service as well as Subalterns and Surgeon-Lieutenants of the Indian service returning from leave out of India on medical certificate, but see paragraph 519 (*ii*) (*a*) ). * *

* * * * * *

519. Except as detailed in the foregoing paragraph (518) free passage by rail and river is allowed to all officers—

(*i*) Travelling "on duty," which term covers all movements of officers from one station to another in the interests of the public service, as distinct from their personal convenience, and not at their own request or in consequence of misconduct.

Officers proceeding to another station to appear before a Medical Board with a view to obtaining a medical certificate to England are granted a free passage by a rail only if they are entitled to a free passage to England.

(*ii*) Travelling to or from a port when entitled to free passage by sea.

(*a*) Free passage under this rule for officers of the British service and Subalterns and Surgeon-Lieutenants of the Indian service when proceeding on, or returning from, leave on medical certificate out of India is restricted to rail only.

* * * * * * * *

523. Except as detailed in paragraph 522 free passage *by railway only* (or by river steamer when there is through booking and the journey by rail and Railway Company's steamer is continuous and viewed as one) is allowed for the family of an officer.

(*i*) Travelling to or from a port when furnished with a free regulation passage by sea for himself, except when he is proceeding on active service.

* * * * * * * *

*Departmental Honorary Commissioned and Warrant Officers of the Indian Lists.*

*Paragraph 571.*—Honorary Commissioned and Warrant Officers proceeding to Bombay in view to being provided with passages in one of Her Majesty's troopships, or when ordered to England on duty or on medical certificate, are entitled to free passages *by rail* to the port of embarkation for themselves and families, has also on their return to their stations on the expiration of such leave, except in the case of leave being overstayed, when the privilege will be forfeited.

*Paragraph 572.*—Honorary Commissioned and Warrant Officers of the Public Works and Military Departments proceeding to England or the Colonies on medical certificate, in view to retiring at the end of their leave, or on being admitted to the Europe rate of pension, and who are entitled to the passage-money of their ranks to Europe, or when invalided in India but qualified by service to retire in Europe, if desirous of admission to the English rate of pension, are, on finally relinquishing all claims to the Indian rate of pension, entitled to a free passage, or the regulated passage-money of their rank to Europe, and are also entitled to free passage for themselves and their families by railway to the port of embarkation.

* * * * * *

*Paragraph 575.*—An Honorary Commissioned Officer, when entitled to free conveyance, is, in respect of accommodation, on the same footing as a Commissioned Officer of corresponding substantive rank.

* * * * * *

*Paragraph 584.*—A Warrant Officer returning from leave on *medical certificate* is considered to be travelling on duty, and is allowed to travel in the next higher class of carriage to that for which he purchases a ticket on producing a certified extract of orders directing him to travel on duty.—This privilege does not extend to his family. (See paragraph 517-I.)

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*Regimental Warrant Officers, Non-Commissioned Officers and Men.*

*Paragraph 603.*—Warrant Officers promoted under the terms of the Royal Warrant, dated 11th March 1882, and Non-Commissioned Officers of the Indian Unattached Lists or serving with the Sappers and Miners, when proceeding to England on medical certificate, are allowed free passages *by rail* to the port of embarkation for themselves and families, and back to their stations on the expiration of such leave. Any charges incurred for their transport other than by rail must, as in the case of Warrant Officers similarly situated, be defrayed by themselves.

* * * * *

*Paragraph 623.*—Free passage by rail is not admissible to British Non-Commissioned Officers or soldiers when on short furlough in India.

EXTRACT (2).— *Referred to in Article 1234.*

*Paragraph 661 (g).*—A free passage by rail is granted to an Hospital Assistant, who may be invalided or discharged with gratuity as physically unfit for further service, when such mode of conveyance is available for his homeward route.

(*h*).—The rules under which free passages by rail and steamer are allowed to Native Commissioned and Non-Commissioned Officers, to Native soldiers, and medical subordinates, when proceeding on, or returning from, leave on medical certificate, are not applicable to unpassed Native pupils.

*Paragraph 671.*—Free conveyance to their homes, with return passage, is allowed to all Native Commissioned Officers and soldiers of the Native Army, mahouts and drivers of heavy field batteries, drivers of mountain batteries of Royal Artillery and of the Punjab Frontier Force, as well as to Hospital Assistants and passed medical pupils attached to corps, when travelling on medical certificate from station of regiment by railway or by Government steamer by sea or river, whether in the presidency to which they may belong or beyond its limits. If a Government vessel is not available, passage by a private one is allowed if it is certified by a Medical Officer that a passage by water is absolutely necessary on medical grounds. A free passage by rail is also allowed to any of the above grades who may be invalided or discharged as physically unfit for further service, when such mode of conveyance is available on their homeward routes; also to Native Commissioned and Non-Commissioned Officers and soldiers returning home after being pensioned.

---

EXTRACT (3).—*Referred to in Article 1235.*

1. The rules regarding passages prescribed for officers are generally applicable to Warrant Officers, whether holding honorary commissions or not. (Paragraph 574, Army Regulations, India, Volume X, Part II.)

2. *Paragraph 228, Army Regulations, India, Vol. X, Part I.*—Free passage is allowed to *all officers*—

(*i*) Travelling "on duty" which term covers all movements of officers from one station to another in the interests of the public service, as distinct from their personal convenience, and not at their own request or in consequence of misconduct.

* * * * * * * * *

(*vi*) Proceeding on medical certificate from any station beyond sea at which employed to their own Presidency, and back to their station on return from such leave.

3. Married officers doing duty with troops on boardship will be entitled to free cabin accommodation for their wives and children, if permitted to accompany the officers. If accommodation not required for the public service can be provided without cost to the public in a vessel belonging to, or wholly freighted or chartered by, the Government, the wife or children of an officer accompanying him, when he is not doing duty with troops, will be allowed free accommodation. This indulgence, however, is under no circumstance to be given to the exclusion of those entitled to passages at the public expense. (Paragraph 50, Army Regulations, India, Volume X, Part I.) (100.)

## Appendix No. 27.

*Warrant Officers.*

*Article 570.*—Warrant Officers, whether holding honorary commissions or not, proceeding to Bombay in view to being provided with passages in one of Her Majesty's troop-ships, or when ordered to England on duty or on medical certificate, are entitled to free passages *by rail* to the port of embarkation for themselves and families, as also on their return to their stations on the expiration of such leave, except in the case of leave being overstayed, when the privilege will be forfeited.

*Article 571.*—Warrant Officers of the Public Works and Military Departments, proceeding to England or the Colonies on medical certificate, in view to retiring at the end of leave, or on being admitted to the Europe rate of pension, and who are entitled to the passage-money of their ranks to Europe, or when invalided in India, but qualified by service to retire in Europe, if desirous of admission to the English rate of pension, are, on finally relinquishing all claims to the Indian rate of pension, entitled to a free passage or the regulated passage-money of their rank to Europe, and are also entitled to free passage for themselves and their families by railway to the port of embarkation.

* * * * * * * * * * *

*Article 574.*—A Warrant Officer holding an honorary commission, when entitled to free conveyance, is, in respect of accommodation, on the same footing as a Commissioned Officer of corresponding substantive rank.

* * * * * * * * * * *

*Article 580.*—A Warrant Officer returning from leave on *medical certificate* is considered to be travelling on duty, and is allowed to travel in the next higher class of carriage to that for which he purchases a ticket on producing a certified extract of orders directing him to travel on duty; this privilege does not extend to his family.—(See para. 5451.)

*Non-Commissioned Officers and Men.*

*Article 596.*—Non-Commissioned Officers of departments, when proceeding to England on medical certificate, are allowed a free passage *by rail* to the port of embarkation for themselves and families, and back to their stations on expiration of such leave. Any charges incurred for their transport other than by rail must, as in the case of Warrant Officers similarly situated, be defrayed by themselves.

* * * * * * * * * * *

*Article 615.*—Free passage by rail is not admissible to British Non-Commissioned Officers or soldiers when on short furlough in India.

---

EXTRACT (2).—*Referred to in Article 1234.*

*Article 653* (*g*).—A free passage by rail is granted to a Hospital Assistant, who may be invalided or discharged with gratuity as physically unfit for further service, when such mode of conveyance is available for the homeward route.

(*h*).—The rules under which free passages by rail and steamer are allowed to Native Commissioned and Non-Commissioned Officers, to Native soldiers, and medical subordinates, when proceeding on, or returning from, leave on medical certificate, are not applicable to unpassed Native pupils.

(*i*).—When furlough to England on medical certificate is granted to passed hospital apprentices, they are entitled to free conveyance by rail, and by rail only, to the port of embarkation for themselves and their families, as well as to their station from the port of debarkation on return.

* * * * * * * * * * *

*Article 663.*—Free conveyance to their homes, with return passage, is allowed to all Native Commissioned Officers and soldiers of the Native Army, drivers of mountain batteries of Royal Artillery and of the Punjab Frontier Force, as well as to Hospital Assistants and passed medical pupils attached to corps, when travelling on medical certificate from station of regiment by railway or by Government steamer by sea or river, whether in the presidency to which they may belong or beyond its limits. If a Government vessel is not available, passage by a private one is allowed if it is certified by a Medical Officer that a passage by water is absolutely necessary on medical grounds. A free passage by rail is also allowed to any of the above grades who may be invalided or discharged with gratuity as physically unfit for further service, when such mode of conveyance is available on their homeward routes; also to Native Commissioned and Non-Commissioned Officers and soldiers returning home after being pensioned. A copy of the medical certificate to be endorsed on the warrants.

EXTRACT (3).—*Referred to in Article 1235.*

1. The rules regarding passages prescribed for officers are generally applicable to Warrant Officers, whether holding honorary commissions or not. (Art. 573, Part II, T. R.)

2. All Officers are entitled to passages at the public expense (1) who may be required to proceed by sea on any duty from port to port in India, or to or from any stations beyond sea; and also who may be required to proceed by sea on medical certificate from any station beyond sea at which they may be quartered and employed, and back to their station on return from such leave. (Art. 214 (*a*), Part I, T. R.) * * * * * * * * * *

3. Married officers doing duty with troops on board ship will be entitled to free cabin accommodation for their wives and children, if permitted to accompany the officers. If accommodation not required for the public service can be provided without cost to the public, in a vessel belonging to or wholly freighted or chartered by, the Government, the wife or children of an officer accompanying him when he is not doing duty with troops will be allowed free accommodation. This indulgence, however, is under no circumstance to be given to the exclusion of those entitled to passages at the public expense. (Art. 56, Part I, T. R.)

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## Appendix No. 28.—*Referred to in Article 1281.*

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*Resolution by the Government of India, Public Works Department (Railway Traffic), No. 0030 R. T., dated 13th December 1890.*

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### Reserved accommodation to be provided for Ordinary Members of the Governor-General's Council whilst travelling by Railway.

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Read—

Despatch from the Secretary of State, No. 189 (Financial), dated 29th August 1889.

Read again—

Public Works Department Resolution No. 171—189 R. T., dated the 5th March 1883, laying down rules under which the Ordinary Members of the Governor-General's Council will travel over any railway in India on duty.

Read also—

Public Works Department Resolution No. 191 R. T., dated 3rd February 1888, laying down that special carriages should be provided for Ordinary Members of the Governor-General's Council whilst travelling on any railway in India otherwise than on duty (*e.g.*, on proceeding or returning from leave, or on joining or resigning office).

---

RESOLUTION.—The Governor-General in Council is pleased to decide that when an Ordinary Member of the Supreme Council travels on duty over any railway in India, he shall be provided with a reserved carriage for himself on the railway lines on which he travels, together with such accommodation, not exceeding one compartment, as he considers needful for his personal servants.

2. The Member of Council is on such occasions entitled to the conveyance of all his personal luggage at the public expense, whether taken in the luggage van of the train to which his reserved carriage is attached, or whether sent by him by any other train. All freight charges for stores or goods so carried shall be paid for by the Member out of his private funds, but whatever the Member vouches for as personal luggage should pass as such.

3. In future special carriages shall not be reserved for the exclusive use of Members of Council. The existing special carriages may be used for any purpose for which they are suited, but shall, when practicable, be supplied for the use of Members of Council.

4. Members of the family of a Member of Council are not entitled to conveyance at the public expense, and should pay the ordinary fares whether they are travelling with the Honourable Member or not.

*Insert the following as Appendix No. 28A :—*

## Journeys by railway performed otherwise than on duty by Ordinary Members of the Governor General's Council.

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Read again—

Public Works Department Resolution No. 0030 R. T., dated the 13th December 1890, and the documents therein referred to.

Public Works Department Resolution No. 079 R. T., dated the 21st December 1888.

RESOLUTION.—In continuation of the orders issued in Public Works Department Resolution No. 0030 R. T., dated the 13th December 1890, which revised the rules for the provision of, and adjustment of charges for, reserved accommodation for an Ordinary Member of the Supreme Council when travelling by railway *on duty*, His Excellency the Governor General in Council is pleased to direct, in supersession of Public Works Department Resolutions Nos. 191 R. T., dated the 3rd February 1888, and 079 R. T., dated the 21st December 1888, that, when an Honourable Member of the Supreme Council travels by railway otherwise *than* on duty, *i.e.*, when joining or resigning office, proceeding on or returning from leave, or making any other private journey—

(*i*) the special carriage assigned to such Honourable Member should, whenever practicable, be placed at his disposal if so desired ;

(*ii*) the charges for the haulage of such carriages, whether empty or occupied, which are ordinarily payable by Government for similar services, are to be paid in full by the Honourable Member ;

(*iii*) the procedure, both as to the issue of requisition forms and payments to the railway administrations, prescribed in paragraph 6 of Public Works Department Resolution No. 0030 R. T., dated the 13th December 1890, should (as in the case of journeys performed on duty) be followed, except that before the words "on public duty" in the certificate at foot of the requisition therein referred to, the words "otherwise than" should be inserted by the Honourable Member, the charges being subsequently recovered from the Honourable Member by the Comptroller, India Treasuries, to whom the Civil Accountant General will forward the documents received from the railway. (31.) (Finance Department No. $\frac{P}{3362}$, dated 17th August 1892.)

Appendix No. 28.

5. The reserved carriage referred to in these rules is to be entirely at the disposal of the Member of Council when used by him, and must be detached and detained at any station on his requisition.

6. When travelling under the above rules, the Member of Council should send to the Agent or Manager of the Railway on which the journey commences a requisition in the form annexed, on receipt of which the Agent or Manager will send all necessary instructions to the Station Master or other Railway officials of that or other railway over which the journey is made or the luggage sent. He will also, after obtaining the Honourable Member's signature to the certificate that the accommodation has been provided, draw up a bill for the cost of the journey, which, together with the requisition, will be submitted by the Auditor or Examiner of Accounts of the railway on which the journey is commenced to the Civil Accountant General with whom he is in account for payment, all such vouchers being accepted as sufficient authority for pre-audit payment. Should the Accountant General desire further information before according final audit, he should refer the matter to the Secretary to the Government of India in the Public Works Department.

## CHARGEABLE TO GOVERNMENT.

Requisition *for special accommodation for Ordinary Members of the Supreme Council when travelling by Railway.*

To _____

Dated _____

| Nature of accommodation. | From | To |
|---|---|---|
| (1) Special saloon carriage with servants' accommodation, or Reserved 1st class carriage with one reserved compartment of 3rd class carriage for servants. | | |
| (2) Extra luggage not carried in the above, mds. _____ srs. _____ | | |
| (3) Government chaprasis,* &c., in ordinary 3rd class. Number _____ | | |

* Station Masters will issue ordinary passenger tickets to chaprasis or others not travelling in the special carriage or reserved compartment.

By train leaving _____ Station at _____ h _____ m on _____

_____

*Member of Council.*

Certified that conveyance as above has been provided on this requisition; also certified that the conveyance is required for a journey on public duty.

_____

*Member of Council.*

Dated _____

*Note.*—When on tour the Honourable Member will sign a fresh requisition at the commencement of each journey in order that a complete record may be maintained of the accommodation supplied.

CHARGEABLE TO GOVERNMENT.

2 F 2

**Requisition** *for the carriage by Railway at the public expense of the personal luggage of Ordinary Members of Governor-General's Council.*

*N. B.*—This form is only intended to be used in the case of luggage sent by a different train from that in which the Honourable Member himself travels.

LUGGAGE TO BE CONVEYED FROM _____ TO _____

| Consignee. | Number of articles. | Description. | Approximate weight. | | By passenger or goods train. | Remarks. |
|---|---|---|---|---|---|---|
| | | | Mds. | Srs. | | |
| | | | | | | |

*Note.*—For the satisfaction of the Honourable Member, and to enable him to recover his luggage in the usual manner, the Booking Clerk should give a receipt note for the luggage, with a note thereon, that the goods are to be delivered at destination without payment.

This requisition will serve as a voucher on which the Railway will recover the amount due from Government.

*Member of Council.*

## Appendix No. 29.—*Referred to in Article 1195.*

**Rules made under the Statute 43 Victoria, Chap. 3, by the Secretary of State for India in Council, fixing the allowances for equipment and voyage of the Governor General of India, Members of Council of the Governor-General of India, Governors of Madras and Bombay, Commander-in-Chief of the Forces in India, Commanders-in-Chief of Madras and Bombay, Bishops of Calcutta, Madras, and Bombay, dated the 3rd day of January 1888.**

*I.*

1. The allowance for equipment and voyage of a Governor General of India, resident in Europe at the time of his appointment, is fixed at 3,500*l.*

2. Except as declared in these Rules, Government will make no arrangements for, and will defray none of the expenses connected with, the conveyance or passage of a Governor-General, his family, or suite, to or from India.

3. A newly-appointed Governor-General proceeding to India from Europe to enter upon his office may be accompanied by three combatant Military Officers for his personal staff, the expenses of whose passage will be defrayed by Government according to the rules in force in the Military Department as to Military Officers proceeding to India on duty.

4. For an *ex* Governor-General returning to Europe on resignation, a steamer belonging to the Indian Marine Service will (if consistent with the requirements of the public service) be gratuitously provided to convey him and his family and suite to Suez; but the homeward voyage of the ship thus provided shall not be continued beyond Suez. The *ex* Governor-General will bear the cost of entertainment and messing incurred, while on board, in respect of himself and his party according to the rules in force relating to the conveyance of passengers in Indian Marine troop-ships.

5. No grant from Indian revenues will be made to any *ex* Governor-General for his homeward journey from Suez.

6. An *ex* Governor-General returning to Europe may be accompanied by two officers of his personal staff, for whom free passages to England will be allowed according to the rules in the Military Department, and also free return passages to India, if they start on their return voyage within two months from the date of quitting India.

7. In the event of a Governor-General dying and leaving a widow in India, a steamer belonging to the Indian Marine Service will (if consistent with the requirements of the public service) be provided to convey her to Suez in like manner as in the case of an *ex* Governor-General. The widow of a deceased Governor-General so returning to Europe may be accompanied by one officer of the personal staff on the conditions mentioned in the preceding rule, and shall bear all such expenses as would, in ordinary course, be borne by an *ex* Governor-General returning to Europe.

*II.*

8. The allowances for equipment and voyage of the Governors of Madras and Bombay, the Commander-in-Chief of the Forces in India, of Madras, and of Bombay, if resident in Europe at the time of appointment, respectively, are fixed as follows:—

| | £ |
|---|---|
| The Governor of Madras | 1,000 |
| The Governor of Bombay | 1,000 |
| The Commander-in-Chief of the Forces in India | 500 |
| The Commander-in-Chief, Madras | 500 |
| The Commander-in-Chief, Bombay | 500 |

9. A Commander-in-Chief of the Forces in India proceeding from Europe to assume his command may be accompanied by three combatant Military Officers for his personal staff, and newly-appointed Governors of Madras and of Bombay and Commanders-in-Chief of Madras and of Bombay proceeding from Europe to take up their duties may respectively be accompanied by two combatant Military Officers for their personal staff, the passages of these officers being provided at the expense of Government according to the rules in force in the Military Department as to Military Officers proceeding to India on duty; but, with these exceptions, Government will make no arrangements for, and will defray none of the expenses connected with, the passage or conveyance of any of the officers mentioned in Rule 8, or of their families, to or from India.

10. An *ex* Governor of Madras or Bombay or an *ex* Commander-in-Chief of the Forces in India, or of Madras or Bombay, or the widow of a Governor or of a Commander-in-Chief who may die in India leaving a widow there returning to Europe, may be accompanied by one officer of his personal staff, for whom a free passage will be allowed by Government according to the rules in force in the Military Department, and also a free return passage if he starts on the return voyage within two months from the date of quitting India.

*III.*

11. The allowances for equipment and voyage of Members of the Council of the Governor-General of India, and of Bishops of Calcutta, of Madras and of Bombay, if resident in Europe at the time of appointment, respectively, are fixed as follows:—

| | £ |
|---|---|
| Members of the Council of the Governor-General of India | 300 |
| The Bishop of Calcutta | 300 |
| The Bishop of Madras | 300 |
| The Bishop of Bombay | 300 |

12. An officer of any of the Indian Services, temporarily residing in Europe, or a Military Officer transferred from one Superior Command in India to another during temporary residence out of India, shall not be deemed to be resident in Europe at the time of appointment, within the meaning of Rule 8 or Rule 11.

*IV.*

**Rules made under Statute 24 & 25 Vict., Chap. 104, Sect. 6, by the Secretary of State in Council of India, fixing the expenses for equipment and voyage of the Chief Justice and Judges of the several High Courts established under the said Statute, dated the 31st January 1888.**

39. For the purposes of defraying the expenses of equipment and voyage from Europe on first appointment there shall be allowed—

| | £ |
|---|---|
| To a Chief Justice or Judge of any High Court | 300 |

But no such allowance shall be made to any person who, being in India, is appointed to the office of Chief Justice or Judge, or who having been in India, is in Europe at the time of his appointment with the intention of returning to India.

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**Appendix No. 29A.**—*Referred to in the note to Article 600, Section III, Rule 40.*

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**Extract from the Old Statutory Rules regarding the Pensions of High Court Judges.**

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SECTION III.—PENSIONS.

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*Chief Justices.*

27. A Chief Justice of the High Court at Calcutta after an actual service of eleven and a half years as Judge of a High Court, of which period at least five years and nine months shall have been as Chief Justice of the High Court at Calcutta, shall receive a pension not exceeding 1,800*l.* per annum.

28. A Chief Justice of the High Courts at Madras and Bombay, and for the North-Western Provinces, respectively, after an actual service of eleven and a half years as Judge of a High Court, of which period at least five years and nine months shall have been as Chief Justice, shall receive pension not exceeding 1,500*l.* per annum.

*Judges.*

29. A Judge of a High Court not being eligible for pension at a higher rate under Rule 27 or 28, shall, after an actual service of eleven and a half years as Judge, receive a pension not exceeding 1,200*l.* per annum.

## Appendix No. 29A.

*Invalid Pensions.*

30. A Chief Justice or Judge who retires on medical certificate after six years and nine months' actual service, shall receive a pension not exceeding one-half the amount of pension allowed for the full period of service.

*Previous Service.*

31. In the event of a Judge receiving a pension under these Rules, he will not be entitled to any other pension or retiring allowance.

32. When a Judge, who at the time of his appointment to a High Court was a member of one of the Government services in India, is permitted to retire before completing the full period of service qualifying him for pension as a Judge of a High Court, he shall receive such a pension as he might receive under the rules applicable to the branch of the service to which he belonged when so appointed, reckoning the period of his service as a Judge of a High Court towards service for that pension.

*Insert the following as Appendix 29B :—*

**ppendix No. 29B.**—*Referred to in the note to Article 607.*

*Special Pensions to Barristers.*

Special pensions are admissible as follows, but the officers named in Article 604 are otherwise subject to the "Ordinary Pension" regulations in Part IV :—

(I) After not less than six years and nine months' active service in one or other of the offices specified in Article 604,—an Invalid pension of £300 a year.

(II) After not less than eight years and eight months' such service,—an Invalid pension of £500 a year.

(III) After not less than eleven years and six months' such service,—a retiring pension of £750 a year.

The Active service of the officers referred to in Article 604 includes, besides time spent on duty, whether in substantive or acting service, Privilege leave, Subsidiary leave, and periods of vacation during which the officer is not on Furlough or Extraordinary leave. (99.)

## Appendix No. 30.

**List of Engineer and Telegraph Officers specially authorised to receive leave allowances at the rate of exchange of 2 shillings to the rupee (see exception to Article 945).**

*(1) Engineers who entered Cooper's Hill College between the years 1871-74, including non-collegiate and non-resident students of corresponding years.*

Allen, W. G.
Anderson, G. A.
Arundell, E. W.
Atkinson, R. P.
Baker, C. J. S.
Baker, E.
Baker, H. V. S.
Bellasis, E. S.
Benton, J.
Bewley, A.
Bickerton, C. H. C.
Bolinarayan Borrah.
Boyce, H. G.
Brodie, W. P.
Brown, J. S.
Burlton, C. H. B.
Cameron, W. L. S. L.
Carless, G. P.
Carswell, E. E. A.
Chanter, F. W.
Clementson, E. H.
Clifton, C. N.
Cole, W. H.
Colebrook, H. W. V.
Coles, G. E.
Coode, M. P.
Crampton, A. C.
Curry, T. E.
Dallas, J. E.
Dashwood, F. A.
Davidson, J. P.
Day, C. E.
DeBrath, S.
DeMorgan, W. C.
Denne, R. T.
deWinton, W. B.
Dunn, G. O. W.
English, R. A.
Evans, H. E. G.
Finney, S.
Forsyth, J. H. P.
Fox, H. H.
Gabbett, J. E.
Garrett, A. H.
George, D.
Gilbert, C. F.
Goodfellow, A. T.
Haddon, H. E.
Haig, W. S.
Handley, J. H.
Harington, H. S.
Harris, G. S. T.
Harrison, A. G.
Hatten, J. J.
Hebbert, F. B.
Hebbert, H. L.
Hewitt, St. J.
Hight, A. E.
Hill, C.
Hodson, C. W.
Holme, C. H.
Home, W.
Horn, D. B.
Inglis, W. A.
Ivens, H. J. A.
Jacob, E. F.
Jacob, L. M.
Johns, E. H.
Jopp, W.
Joyce, A.
Kennedy, R. G.
Knapp, C. C. B.
Knox, H. C.
Lambert, G. B.
Lang, F.
Leefe, C. G.
LeQuesne, W. H.
Leslie, M.
Leventhorpe, J. B.
Lewis, W. C.
Livingstone-Learmonth, A. C.
Malet, A. A. G.
Manson, G. E.
Marsh, H.
Michell, W.
Michell, T.
Mills, C. A.
Molloy, R. A.
Monckton, M. J.
Montague, J. M.
Morley, G. S.
Moyle, G.
Mullaly, J. J.
Newcombe, A. C.
Newham, W. E.
Newton, W. G.
Oddie, H. J.
Pargiter, E. H.
Parkes, B.
Parry, J. W.
Paul, J. E.
Penny, E.
Perrin, C.
Pinhey, E.
Rebsch, S.
Reilly, F.

Appendix No. 30.

*Engineer Officers*—continued.

Reynolds, G. B.
Roberts, R. W.
Rose, G. P.
Routh, R. S. J.
Russell, A. S.
Sadler, R.
Sage, E. M.
Savielle, G. A.
Scobie, M. J.
Shadbolt, E. I.
Sharp, F.
Shawe, G. A. G.
Shedlock, O. J.
Simeon, L. B.
Sivewright, R.
Smith, W.
Smith, C. M.
Smithe, E. duC.
St. Clair, Hon'ble L. M.
Summers, T.
Sutherland, A. S.
Tait, J.
Talbot, H. S.
Taylor, H. S.
Taylor, C.
Tebbs, F. R.
Tickell, C.
Todd, A. B.
Traill, J.
Ussher, C. J.
Vincent, C.
Wallace, J.
Watson, C. J. K.
Watts, G. K.
Way, R. A.
White, G. G.
White, J. C.
Wilson, W. J.
Wolley-Dodd, F.
Wright, T. H.
Yates, O. V.
Young, B. H.

(2) *Telegraph Officers.*

Adams, M. R. W. P.
Cromartie, D. B.
Hand, E.
Hensley, F. F.
Hill, A. D.
Horsley, C. E.
Hutchinson, H. S. C.
Walker, E. O.

# PART XIII.—FORMS.

## LIST OF FORMS.

### Leave Procedure Forms.

No. 1.—Military Form A.
„ 2.— Ditto B. 1.
„ 3.— Ditto B. 2
„ 4.— Ditto D.
„ 5.— Ditto E.
„ 5A.— Ditto 5A.
„ 5B.— Ditto 5B.
} Military Department Certificates of title to Leave,—*see Article 934 and Rule 1 of Article 949.*

„ 6.—*Accountant General's* letter to officer proceeding on leave out of India.
„ 7.—Information to be given by officer in reply to Form No. 6.
} *see Article 958.*

„ 8.—Last-pay Certificate to an officer proceeding on leave in India or to Europe,—*see Articles 955 to 979.*

„ 9.—Last-pay Certificate to an officer proceeding on leave to a Colony,—*see Articles 959* (ii) *to 977.*

„ 10.—Letter from an *Accountant General* to the Treasury officer when an officer proceeding on leave is unable to call at the *Accountant General's* office,—*see Article 960.*

„ 11.—Report of date of actual sailing,—*see Article 961.*

„ 12.—Treasury officer's report of having complied with No. 10,—*see Article 962.*

„ 13.—Colonial (leave allowance) warrant,—*see Article 966* (*b*).

### Pension Procedure Forms.

„ 14.—Quarterly return of pending *pension* applications,—*see Article 994* (*Note*).

„ 15.—Application for *pension*,—*see Articles 990 to 994 and 1019.*

„ 16.—Permanent pay-order,—*see Article 1020.*

„ 17.—Annual (mortality) return,—*see Article 1045* (*a*) and (*b*).

„ 18.—Comparison of rates of mortality,—*see Article 1045* (*b*).

„ 19.—Colonial (pension payment) warrant,—*see Article 1053.*

# PART XIII.—FORMS.

**Forms Nos. 1 to 5 (Leave).**—*Referred to in Article 934 and Rule 1 of Article 949.*

Military Department Certificates of title to Leave.

FORM No. 1 (MILITARY FORM A).

[OBVERSE.]

*Furlough Rules of 1854.*

Certified that A. B. has_____years_____months_____days' furlough on private affairs at his credit, and is under the Furlough Rules of 1854.

A. B. is eligible for such furlough for_____years_____months_____days on English Furlough Pay, and to such extension on medical certificate without pay as may be granted.

Should A. B. proceed on medical certificate, he will be eligible for furlough for twenty months on pay in the first instance, drawing for the first six months Indian Pay (or Pay and Allowances) and Half Staff Salary, and for the remaining fourteen months English Furlough Pay. Extension of this leave up to three years in all on English Furlough Pay can be given on medical certificate, but any further extension will be without pay.

MILITARY DEPARTMENT
*or* ADJUTANT GENERAL'S OFFICE,
*(as the case may be.)*
*The*_____*18* .

*Secretary to the Government of India,*
or *Adjutant General of the Army*
*(as the case may be).*

NOTE.—[On the back is noted the date of beginning and ending of any leave already taken, the nature of such leave, and the rule under which it was taken.]

[REVERSE.]

| LEAVE ALREADY TAKEN. | | Nature of leave. | Rule under which taken. |
|---|---|---|---|
| Date of beginning. | Date of ending. | | |
| | | | |

FORM No. 2 (MILITARY FORM B (1)).

[OBVERSE.]

*Furlough Rules of 1868.*

Certified that_____
has_____years_____days' furlough at his credit, and is under the Furlough Rules of 1868.

He is eligible for furlough on "furlough pay" up to_____years_____days in all, on private affairs, also to_____year_____days more, if granted an extension on medical certificate.

Thereafter on "English furlough pay" only for one year if further extension is granted on medical certificate.

But no pay can be granted under any circumstances after he has been three years absent.

He is not entitled to draw furlough pay at the rate of exchange of two shillings the rupee.

NOTE.—[If the Officer *is* entitled to draw furlough pay at the rate of exchange of two shillings the rupee, *blue paper* is used in this Form, the word *not* being omitted from the last clause of the certificate.]

MILITARY DEPARTMENT;
*The*_____*18* .

*Secretary to the Government of India.*

NOTE.—[On the back are noted the dates of beginning and ending of any leave already taken, the nature of such leave, and the rule under which it was taken.]

[REVERSE.]

(As in Form A.)

FORM No. 3 (MILITARY FORM B (2)).

[OBVERSE.]

*Furlough Rules of 1868.*

Certified that_____
has_____years_____days' furlough at his credit, and is under the Furlough Rules of 1868, but cannot obtain any on private affairs, not having served three years since last return to duty.

He has obtained furlough on medical certificate on "English furlough pay" only for ——, which can be extended on medical certificate up to three years in all on the same pay.

But no pay can be granted under any circumstances after he has been three years absent.

MILITARY DEPARTMENT;
*The*_____*18* .

*Secretary to the Government of India.*

NOTE.—[On the back are noted the dates of beginning and ending of any leave already taken, the nature of such leave, and the rule under which it was taken.]

[REVERSE.]

(As in Form A.)

---

FORM No. 4 (MILITARY FORM D).

[OBVERSE.]

*Furlough Rules of 1868.*

Certified that_____ has no furlough at his credit, and is under the Furlough Rules of 1868.

Having served three years since last return to duty he is eligible for furlough on "furlough pay" up to two years on medical certificate, and thereafter on "English furlough pay" only for one year if extension is granted on medical certificate.

But no pay can be granted under any circumstances after he has been three years absent. He is not entitled to draw furlough pay at the rate of exchange of two shillings the rupee.

NOTE.—[If the officer *is* entitled to draw furlough pay at the rate of exchange of two shillings the rupee, *blue paper* is used for this Form, the word *not* being omitted from the last clause of the certificate.]

MILITARY DEPARTMENT;
*The*_____*18* .

*Secretary to the Government of India.*

NOTE.—[On the back are noted the dates of beginning and ending of any leave already taken, the nature of such leave, and the rule under which it was taken.]

[REVERSE.]

(As in Form A.)

---

FORM No. 5 (MILITARY FORM E).

[OBVERSE.]

*Furlough Rules of 1868.*

Certified that_____ has no furlough at his credit, and is under the Furlough Rules of 1868, but cannot obtain any on "furlough pay," not having served three years since last return to duty. He can obtain furlough on medical certificate on "English furlough pay" only for one year, which can be extended on medical certificate up to three years in all on the same pay.

But no pay can be granted under any circumstances after he has been three years absent.

MILITARY DEPARTMENT;
*The*_____*18* .

*Secretary to the Government of India.*

NOTE.—[On the back are noted the dates of beginning and ending of any leave already taken, the nature of such leave, and the rule under which it was taken.]

[REVERSE.]

(As in Form A.)

## Forms Nos. 5A to 7 (Leave).

### FORM No. 5A (MILITARY FORM 5A).

[OBVERSE.]

*Furlough Rules of 1875.*

Certified that _____ who is subject to the Military Furlough Regulations of 1875, has under those regulations _____ years and _____ days' furlough at credit, which he can take either on private affairs or on medical certificate, or on furlough pay.

2. He is not entitled to any extension of this furlough excepting on urgent private affairs without pay (or for _____ year and _____ days on medical certificate on furlough pay).

MILITARY DEPARTMENT,
FORT WILLIAM;
*The* _____ *18* .

*Secretary to the Government of India.*

*N.B.*—Strike out the portion bracketed when the furlough at credit amounts to two years or more.

See Reverse.

[REVERSE.]

(As in Form A.)

### FORM No. 5B (MILITARY FORM 5B).

[OBVERSE.]

*Furlough Rules of 1875.*

Certified that _____ who is subject to the Military Furlough Regulations of 1875, has no furlough at credit under those regulations; but he is eligible for two years on medical certificate on English furlough pay.

MILITARY DEPARTMENT,
FORT WILLIAM;
*The* _____ *18* .

*Secretary to the Government of India.*

*N.B.*—Strike out the word "English" when the furlough is under rule VI.

See Reverse.

[REVERSE.]

(As in Form A.)

## Forms Nos. 6 and 7 (Leave).—*Referred to in Article 958.*

### FORM No. 6 (ACCOUNTANT GENERAL'S LETTER TO OFFICER PROCEEDING ON LEAVE OUT OF INDIA).

To _____

SIR,

With reference to the order noted in the margin, granting you leave out of India, I have the honour to say that it is necessary for you to obtain from me a Last-pay certificate, stating the circumstances of your leave.

*(Here enter the number and date of the order, name of Authority granting the leave, and page of the Gazette in which the leave is notified.*

2. *If you are in, or intend to pass through (Accountant General's Station)*, your certificate will be prepared, and your allowances up to the date before you leave India paid, on your calling personally at my office, *and presenting a Last-pay certificate from the Treasury Officer of the District where you last drew your allowances.*

NOTE.—[Omit the italicised parts of this paragraph and the whole of paragraph 3 if the officer draws pay from *Accountant General's* Office direct.]

3. Otherwise, I shall cause the Last-pay certificate to be delivered to you, and the allowance to be paid through the Treasury Officer of your District; but to enable me to do so, it is necessary that you send me the information in the enclosed form, so as to reach me one clear week before you make over charge and can receive the certificate.

4. You are requested to note that the Subsidiary leave admissible to you is—

(i) If you are to embark at Bombay . . . . . days.
(ii) If you are to embark at . . . . . ,,

If you exceed this period without special order of Government, your leave to Europe dates from the day you give over charge.

## Forms Nos. 7 and 8 (Leave).

### FORM No. 7 (INFORMATION REQUIRED BY ACCOUNTANT GENERAL BEFORE LAST-PAY CERTIFICATE CAN BE DRAWN UP).

1. On what date do you intend to make over charge of your office?
2. Before or after noon?
3. At what port do you intend to embark?
4. By what ship will you sail, and on what date?
5. At what Treasury do you wish to draw your leave allowances?
6. What advance, if any, do you require now?
7. How do you propose to pay your subscriptions to the (Bengal, Bombay or Madras) Civil Fund during your absence on furlough?

(*Column 6 is for Military Officers subject to the Military Leave Rules, and for Chaplains, only.*

(Signed)

(*Designation*)

DATED AT
*The* *of* 18 .

TO THE ACCOUNTANT GENERAL OF _____

### Form No. 8 (Leave).—*Referred to in Articles 955 to 979.*

LAST-PAY CERTIFICATE

OF (*title and name*) OF THE (*Corps or Service*) PROCEEDING ON (*nature of leave*) TO (*name of station in India or to Europe as the case may be*).

| | |
|---|---|
| 1. Government under which employed | 1 |
| 2. Substantive appointment | 2 |
| 3. Acting appointment, if any | 3 |
| 4. Date of beginning and ending of any leave already taken, the nature of such leave, and the rule under which it was taken | 4 |
| 5. Article and clause of the Civil Service Regulations under which the leave is granted | 5 |

[*Note.—Distinguish Furlough granted on medical certificate from Furlough granted without medical certificate.*]

| | |
|---|---|
| 6. Period of leave. | 6 |
| 7. Date of commencement of leave | 7 |
| 8. Monthly rate of absentee alllowance. (Subject to the deductions noted at foot in the case of Members of the Indian Civil Service.) | 8 |
| 9. Place of payment. | 9 |
| 10. Date from which first payment is to be made. | 10 |
| 11. Amount, if any, paid in advance. | 11 |
| 12. Source from which absentee allowance is payable. | 12 |
| 13. Period for, and terms on which, leave may be extended or commuted* otherwise than to Extraordinary leave. | 13 |

NOTE.—[See Note under Article 265.]

(SIGNATURE)
*Audit Officer.*

(*Place and date.*)

NOTE.—(1) When the leave cannot be extended or commuted, the fact should be stated. *In the case of an officer not being a Military Officer subject to the Military Leave Rules, note whether he is entitled to the full amount of Furlough permitted by the Regulations.*

NOTE.—(2) The date to which recovery has been made in India on account of payments made from the Home Treasury of the Government of India for the Family allotments of a Civil Officer should be entered in the certificate of such an officer proceeding on leave to Europe.

| | | |
|---|---|---|
| Annuity Fund deductions | | .— |
| Civil Fund Subscriptions (1) | Ordinary | . |
| | For wife | . |
| | Sons | . |
| | Daughters | .— |
| | TOTAL | .— |
| *or* | | |
| Subscriptions to the Indian Civil Service Family Pension Fund | For self | . |
| | Sons | . |
| | Daughters | .— |
| | TOTAL | .— |

NOTE.—(1) [These details relate to the Bengal Civil Fund; for details of the subscriptions to the Madras and Bombay Funds, see Appendix No. 10.]

* In filling up space 13 the *Audit Officer* should *always* mention that no extension or commutation of the leave, otherwise than on medical certificate, will be allowed by the Secretary of State for India, unless the previous consent of the Local Government has been obtained. (*Despatch from Secretary of State, No. 25 (Financial), dated 29th January 1891.*)

**Form No. 9 (Leave).**—*Referred to in Articles 959* (ii) *to 977.*

LAST-PAY CERTIFICATE

OF (*title and name*) OF THE (*service*) PROCEEDING ON (*nature of leave*) TO THE COLONY OF (*place*).

1. Government under which employed. 1
2. Substantive appointment. 2
3. Acting appointment, if any. 3
4. Date of beginning and ending of any leave already taken, the nature of such leave, and the rule under which it was taken.
5. Article and clause of the Civil Service Regulations under which the leave is granted. 5

NOTE.—[*Distinguish Furlough granted under medical certificate from Furlough granted without medical certificate.*]

6. Period of leave. 6
7. Date of commencement of leave. 7
8. Monthly rate of absentee allowance (subject to the deductions noted at foot in the case of Members of the Indian Civil Service). 8
9. Place of payment. 9
10. Date from which first payment is to be made. 10
11. Amount, if any, paid in advance. 11
12. Source from which absentee allowance is payable. 12

(SIGNATURE)

(*Place and date.*) *Audit Officer.*

---

| | | |
|---|---|---|
| Annuity Fund Deductions | | ___ |
| Civil Fund Subscriptions (1) | Ordinary | |
| | For wife | |
| | Sons | |
| | Daughters | |
| | TOTAL | ___ |
| *or* | | |
| Subscriptions to the Indian Civil Service Family Pension Fund. | For self | |
| | Sons | |
| | Daughters | |
| | TOTAL | ___ |

NOTE.—(1) [These details relate to the Bengal Civil Fund; for details of the subscriptions to the Madras and Bombay Civil Funds, see Appendix No. 10.]

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**Forms Nos. 10 to 12 (Leave).**—*Referred to in Articles 960, 961, and 962.*

FORM No. 10.—LETTER FROM *ACCOUNTANT GENERAL* WHEN AN OFFICER IS UNABLE TO CALL AT HIS OFFICE.

TO TREASURY OFFICER OF_____

SIR,

I have the honour to enclose the following documents:—

(1) A Bill for R_____, being the allowances of _____ proceeding on leave out of India, up to the date before he leaves India. This you are to deliver to him on his giving you a certificate of his having made over charge of his office, and, after he has signed it, to pay.

(2) _____'s Last-pay certificate, which you should give him when you pay his bill.

(3) A blank form (Form No. 11) of report of date of leaving India, to be delivered along with the Last-pay certificate.

(4) A form (No. 12) of report of your having carried out these instructions, which you will send to me.

(*Place and date.*)

*Accountant General.*

Forms Nos. 11 to 13.

## FORM No. 11.—REPORT OF ACTUAL SAILING.

FROM _____

TO ACCOUNTANT GENERAL OF _____

SIR,

I have the honour to report that I sailed from India by the steamer "_____" which left _____ on _____ day the _____ of _____ 18 .

I have, &c.,

(Signed)

## FORM No. 12.—TREASURY OFFICER'S REPORT.

FROM THE TREASURY OFFICER OF _____

TO THE ACCOUNTANT GENERAL, _____

SIR,

With reference to your letter No. _____, dated _____, I have the honour to report that the bill for ₹ _____ therein enclosed was delivered to _____ on his giving me a certificate of having made over charge of his office; and, further, that the bill having been paid, Mr. _____'s Last-pay certificate was delivered to him, together with a blank form (No. 11) of report of date of leaving India.

I have, &c.,

(*Place and date.*)

*Treasury Officer.*

## Form No. 13 (Leave).—*Referred to in Article 966 (b).*

### COLONIAL (LEAVE ALLOWANCE) WARRANT.

[OBVERSE.]

WARRANT No. _____ OF 18 .

A. B., having been granted _____ for a period of (*x*) months under the orders of the Government of _____ is hereby allowed the privilege of drawing his leave allowance (*y*) from _____ during the above-mentioned period, commencing from _____, at the rate of exchange fixed yearly by the Right Honourable the Secretary of State for India for the adjustment of transactions between the Imperial and Indian Governments.

Leave allowance (*y*) equivalent at present rate of (*z*) per rupee to £ (*yy*) (1) a month.

To be paid quarterly.

*Signature of A. B. (to be entered in the original only).*

DATED AT

*The* _____ *18* .

*Comptroller (or Accountant) General.*

NOTE.—(1) [The actual net amount of the allowance payable is to be shewn here, *e.g.*, in the cases of Members of the Indian Civil Service, after Civil Annuity and Civil Fund deductions.]

[REVERSE.]

| Name, rank, and description of Payee. | Period for which payment is | Monthly rate. | | | Amount. | | | Signature of Paying Officer. |
|---|---|---|---|---|---|---|---|---|
| | | £ | *s.* | *d.* | | | | |
| | | | | | | | | |

Any re-adjustment of leave allowances necessitated by difference in the rate of exchange during the period of absence will be made on the first issue of pay after return to India.

This certificate will be returned by A. B., and will be given up to the Account Office in India on his return to India. Each payment will be recorded on the reverse, certified by the Paying Officer, and receipted by A.B.

*Forms Nos. 11 to 13 (Leave).*

**Form No. 14 (Pension).**—*Referred to in note to Article 994 (Note).*

## QUARTERLY RETURN OF PENDING APPLICATIONS.

*Applications for Pensions and Gratuities received and disposed of during the Quarter ended , showing also cases not disposed of.*

| 1 | 2 | | | 3 | | | 4 |
|---|---|---|---|---|---|---|---|
| | Disposed of during the quarter by submission in complete form to the Local Government. | | | Remaining undisposed of at the end of the quarter. | | | |
| Number received during the quarter. | (*a*) Within one month from receipt. | (*b*) Within two months from receipt. | (*c*) More than two months from receipt. | (*a*) Received less than two months before the end of the quarter. | (*b*) Received two months or more before the end of the quarter. | (*c*) Received during the previous quarter. | Particulars of each case not disposed of within two months from the date of receipt. (*See* entries in columns 2 (*c*) *and* 3 (*b*) *and* (*c*), with explanation of the cause of the delay.) |
| | | | | | | | |

**Form No. 15 (Pension).**—*(Four pages) referred to in Articles 990 to 994 and 1019.*

## APPLICATION FOR PENSION.

HISTORY OF SERVICE (SHOWING INTERRUPTION) OF

| Establishment. | Appointment. | Pay. | Acting allowance. | Date of beginning. | Date of ending. | Period reckoned as service. | Period not reckoned as service. | Remarks. | How verified. | Remarks by the *Audit Officer.* |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Y. M. D. | Y. M. D. | | | |
| Collector of Hughli . | Mohurrir . | 10 | ... | 1st May 1851 | 15th Aug. 1851 | ... | 0 3 15 | Inferior grade. | By Accountant General, Bengal.—*See* enclosure A. | SECOND PAGE. |
| Ditto . | Ditto . | 15 | ... | 16th Aug. 1851 | 30th Sep. 1852 | ... | 1 1 15 | Under 22 years of age. | | |
| Ditto . | Ditto . | 15 | ... | 1st Oct. 1852 | 7th May 1856 | 3 7 7 | ... | ... | | |
| On sick leave . | | .. | ... | 8th May 1856 | 7th Nov. 1856 | ... | 0 6 0 | ... | | |
| Collector of Hughli . | Mohurrir . | 15 | ... | 8th Nov. 1856 | 15th Jan. 1859 | 2 2 8 | ... | ... | | |
| Out of employ . | | .. | ... | 16th Jan. 1859 | 17th Jan. 1859 | ... | 0 0 2 | Resigned to join new appointment. | | |
| Post Office, Burdwan. | Deputy Post Master . | 25 | ... | 18th Jan. 1869 | 11th July 1865 | 6 5 24 | ... | ... | Comptroller, Post Office.—*See* enclosure B. | |
| Under suspension . | | .. | ... | 12th July 1865 | 1st Sep. 1865 | ... | 0 1 21 | Suspension adjudged as a penalty. | | |
| Post Office, Burdwan. | Deputy Post Master . | 25 | ... | 2nd Sept. 1865 | 3rd Mar. 1868 | 2 6 2 | ... | ... | | |
| Ditto . | Ditto Offg. Post Master | 25 | 10 | 4th Mar. 1868 | 3rd Dec. 1869 | 1 9 0 | ... | ... | | |
| Out of employ in consequence of abolition of appointment | | | ... | 4th Dec. 1869 | 1st Nov. 1870 | ... | 0 10 29 | ... | | |
| Judge of Nuddea . | Clerk . | 40 | ... | 2nd Nov. 1870 | 30th June 1871 | 0 7 29 | ... | ... | Accountant General, Bengal.—*See* enclosure C. | |
| Total Period of superior service . | | | | . . . . . | | 17 2 10 | | | | |

FIRST PAGE.

APPLICATION FOR PENSION OR GRATUITY.

1. Name of applicant.
2. Father's name.
3. Race, sect, and caste.
4. Residence, showing Village and Pergunnah.
5. Present or last employment, including name of establishment.
6. Date of beginning of service . . . 1st May 1851.
7. Date of ending of service . . . 30th June 1871.

| | Y. M. D. |
|---|---|
| 8. Length of service, including interruptions . | 20 2 0 |
| of which Superior . | 17 2 10 |
| Inferior . . . | 1 5 0 |
| non-qualifying and interruptions. . . . | 1 6 22 |

9. Class of pension or gratuity applied for, and cause of application.*
10. [Average] Emoluments or pay.
11. Proposed pension.
12. Proposed gratuity.
13. Date from which pension is to commence.
14. Place of payment.
15. Date of applicant's birth by Christian era.†
16. Height.
17. Marks.
18. Date.

* If the application is for a compensation pension or gratuity, the nature of the change of establishment which has given rise to the claim should be fully stated.

† If not known exactly, must be stated on the best information or estimate.)

SIGNATURE OF HEAD OF OFFICE.

*Form No. 15 (Pension).*

| | Years. | Months. | Days. |
|---|---|---|---|
| 5. Length of service including interruptions | | | |
| *Deduct*— | | | |
| Interruptions including leave . . | | | |
| Balance . | | | |
| *Add* – | | | |
| Leave counting as service . . | | | |
| Total qualifying service . . | | | |

. Class of pension or gratuity . .
. Average emoluments* . . .
. Proposed pension . . . .
. Proposed gratuity . . .
. Date from which pension is to commence
. Place of payment . . . .
. Date of applicant's birth .
Date

*Signature of Applicant.*

SECOND PAGE.

rticulars of leave and other interruptions in the service of _____

Leave of absence, other than privilege and subsidiary, taken during service as detailed below—

| ind of leave. | From (date). | To (date). | Period. Y. M. D. |
|---|---|---|---|
| ,, | ,, | ,, | ,, ,, ,, |
| ,, | ,, | | ,, ,, ,, |
| ,, | ,, | ,, | ,, ,, ,, |
| ,, | ,, | ,, | ,, ,, ,, |
| ,, | ,, | ,, | ,, ,, ,, |
| ,, | ,, | ,, | ,, ,, ,, |

Or emoluments in case of applications for gratuity.

(*b*) Other interruptions of active service (overstay of leave, period out of employ, etc.)

| *Nature of interruption.* | From | To | Y. | M. | D. |
|---|---|---|---|---|---|
| ,, | ,, | ,, | ,, | ,, | ,, |
| ,, | ,, | ,, | ,, | ,, | ,, |
| | | Total leave and interruptions | ,, | ,, | ,, |

Particulars of appointments held and pay drawn during last five years of service.

| Appointment. | From (date) | To (date) | Pay | Acting allowance. | Period. Y. | M. | D. |
|---|---|---|---|---|---|---|---|
| ,, | ,, | ,, | ,, | ,, | ,, | ,, | ,, |
| ,, | ,, | ,, | ,, | ,, | ,, | ,, | ,, |
| ,, | ,, | ,, | ,, | ,, | ,, | ,, | ,, |
| ,, | ,, | ,, | ,, | ,, | ,, | ,, | ,, |
| ,, | ,, | ,, | ,, | ,, | ,, | ,, | ,, |
| ,, | ,, | ,, | ,, | ,, | ,, | ,, | ,, |
| | | TOTAL | ,, | | ,, | ,, | ,, |

THIRD PAGE.

*Remarks by Head of Department.*

1. As to character and past conduct of applicant . . . .
2. Explanation of any suspension or degradation . . . .
3. Regarding any gratuity or pension already received by applicant (See Chapter XXI) . . . . . .
4. Explanation under Article 469 so far as the Head of the Department can give it . . . . . .
5. Any other remarks . . . . . .
6. Specific opinion of Head of Department, whether the service claimed is established and should be admitted or not (See Article 991 *b*.).

*Signature*

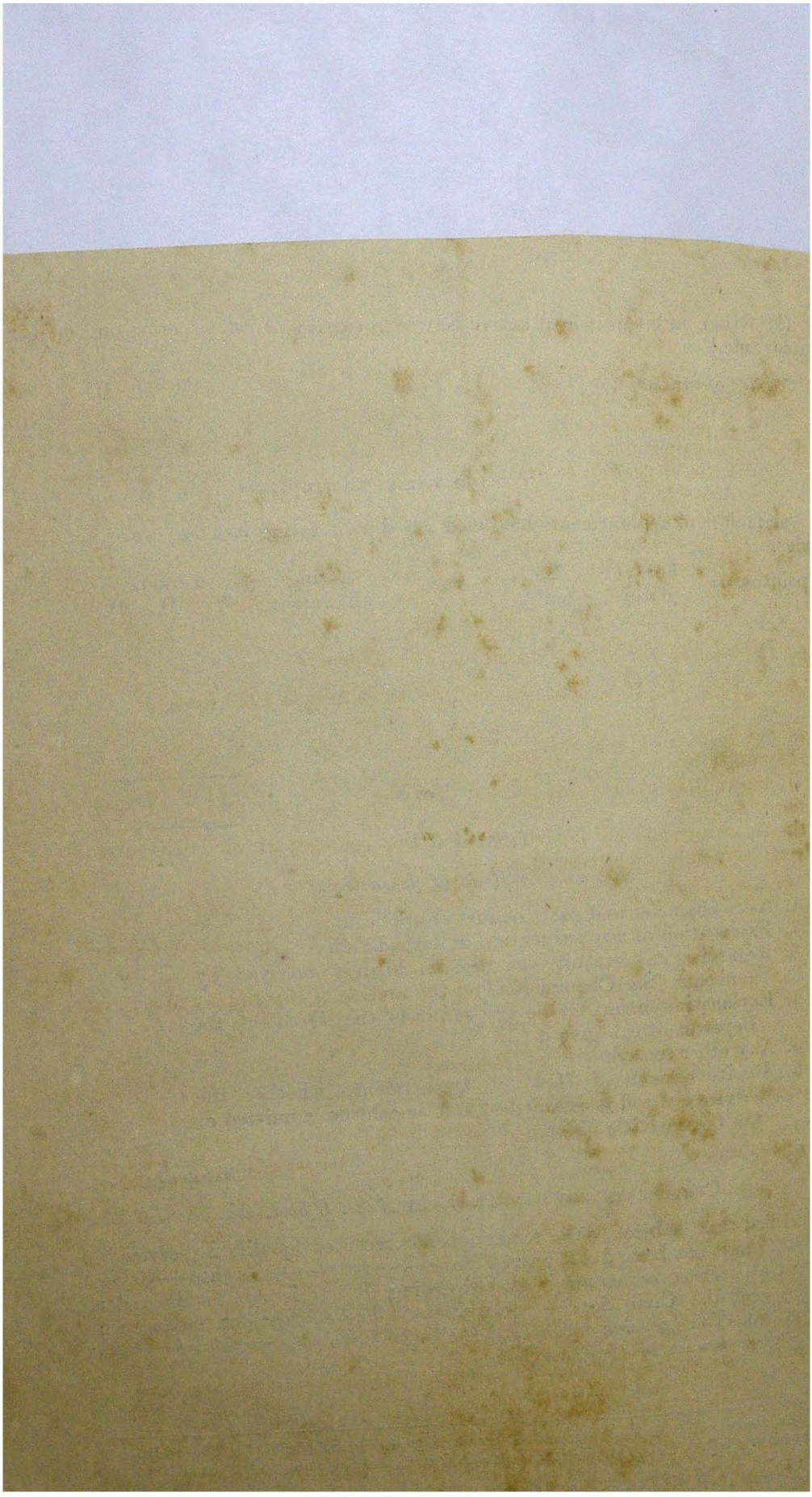
CERTIFICATE AND REPORT OF THE *Audit Officer*. (1)

Certified that (subject to the remarks below recorded) qualifying service in *Superior* grades has been duly proved for———years——months——days; and that a [*pension or gratuity*] not exceeding R is admissible under Article——of the Civil Service Regulations. The calculations have been duly verified. The (*pension or gratuity*) is chargeable to (*here specify whether to General Revenues, or to what fund.*)

*Audit Officer.*

(1) In the case of Civil Engineers and Telegraph Officers who are eligible for the additional pensions authorised in Article 714, the following addition should be made to the usual form of certificate :—

He has served for three years as (*Chief Engineer, Superintending Engineer, etc., as the case may be*) and is eligible for a special additional pension of R $\frac{1000}{2000}$ if he is considered to have rendered "approved service" under Article 714 of the Civil Service Regulations.



FOURTH PAGE—(Docket.)

*Application for Pension or Gratuity.*

Date of Application
Name of Applicant
Last appointment
Class of pension or gratuity
Amount of pension sanctioned
Amount of gratuity sanctioned
Date of commencement
Date of sanction

*Signature.*

PAGE 452.

*Insert the following as Form 16-A. :—*

Form No. 16A. (Pension) referred to in Article 1026 (note).

*Obverse.*

Pay order No. of
A. B. is permitted to draw his pension from the Treasury commencing from
at the following rate on production of "the counterpart of" (Disbursing Officer's copy only) this certificate

Signature of A. B.

Signed.

*Accountant-General.*

Each payment should be recorded on the reverse of this order and certified by the Paying Officer.

(*Reverse.*)

| Name, rank, and description of payee. | Period for which payment is made. | MONTHLY RATE. | | | Amount paid. | Signature of Paying Officer. |
|---|---|---|---|---|---|---|
| | | *R* | *a.* | *p.* | | |
| | | | | | | |

(94.)

J. F. FINLAY,

*Secretary to the Government of India.*

FINANCE AND COMMERCE DEPARTMENT;

*The th November 1893.*

*Page 451.*

*Insert the following as Form 15-A—*

FORM 15-A.

NOTE.—This form to be used by Gazetted Officers of the classes mentioned in Articles 330 (*c*), 724 and 748 of the Civil Service Regulations.

FIRST PAGE.

*Application for pension or gratuity.*

1. Name of applicant (in full)
2. Last substantive appointment
3. Date of commencement of service
4. Date of termination of service

Form No. 15 (Pension).

Form No. 15 (Pension)—*continued.*

THIRD PAGE.

REMARKS BY HEAD OF OFFICE.

1. As to character and past conduct of applicant.

2. Explanation of any suspension or degradation.

3. Regarding any gratuity or pension already received by applicant.—(*See Chapter XXI.*)

4. Explanation under Article 469 so far as the Head of the Office can give it.

5. Any other remarks.

6. Specific opinion of Head of Office, whether the service claimed is established and should be admitted or not.—(*See Article 991 (b).*)

SIGNATURE.

CERTIFICATE AND REPORT OF THE *Audit Officer.* (1)

Certified that (subject to the remarks below recorded) qualifying service in [ *Inferior or Superior* ] grades has been duly proved for——years——months——days; and that a [*pension or gratuity*] not exceeding R is admissible under Article——of the Civil Service Regulations. The calculations have been duly verified. The (*pension or gratuity*) is chargeable to (*here specify whether to General Revenues, or to what Fund*).

*Audit Officer.*

FOURTH PAGE—(DOCKET).

APPLICATION FOR PENSION OR GRATUITY.

Date of Application.

Name of Applicant.

Last appointment.

Class of pension or gratuity.

Amount of pension sanctioned.

Amount of gratuity sanctioned.

Date of commencement.

Date of sanction.

(1) In the case of Civil Engineers and Telegraph Officers who are eligible for the additional pensions authorised in Article 714, the following addition should be made to the usual form of certificate:—.

He has served for three years as (*Chief Engineer, Superintending Engineer, etc., as the case may be*) and is eligible for a special additional pension of R$\frac{1833}{3333}$ if he is considered to have rendered "approved service" unde Article 714 of the Civil Service Regulations.

## Form No. 16 (Pension).—*Referred to in Article 1020.*

PERMANENT PAY-ORDER (OBVERSE).

### COLLECTOR'S HALF.

Place for signature of pensioner on the first payment made hereon——————

| Class of pension, and date of order sanctioning it. | Personal identification. | Height. | | Date or approximate date of birth. | Sect. | Residence showing Village and Pergunnah. | Amount of monthly pension. |
|---|---|---|---|---|---|---|---|
| | | Feet. | Inches. | | | | |
| | | | | | | | |

ACCOUNTANT GENERAL'S OFFICE;
*Calcutta,*——————*18* .

No.

SIR,

Until further notice, and on the expiration of every month, be pleased to pay to A. B. the sum of R——————
being the amount of——————pension, as——————

upon the production of the counterpart hereof taking from the claimant a receipt for the amount according to usual form.

To the Collector of——————

*Accountant General.*

NOTE.—Payment under this order is to be made only to the pensioner in person, with the following exceptions :—

(*a*) To persons specially exempted by the Local Government.

(*b*) To females unaccustomed to appear in public, and to persons unable to appear on account of illness or bodily infirmity.

(Payment in both classes (*a*) and (*b*) is made on production of a Life certificate signed by a responsible officer of Government, or other well-known and trustworthy person). (Articles 1026 to 1029.)

(*c*) To any person sending a Life certificate signed by some person exercising the powers of a Magistrate of any class under the Criminal Procedure Code, or by any Registrar or Sub-Registrar under the Registration Act, or by any pensioned officer who, before retirement, exercised the powers of a Magistrate (Articles 1026 to 1029).

### PENSIONER'S HALF.

NAME OF PENSIONER——————

HEAD OF CHARGE——————

| Class of pension, and date of order sanctioning it. | Date or approximate date of birth. | Sect. | Residence showing Village and Pergunnah. | Amount of monthly pension. |
|---|---|---|---|---|
| | | | | |

ACCOUNTANT GENERAL'S OFFICE;
*Calcutta,*——————*18* .

No.

SIR,

Until further notice, and on the expiration of every month, be pleased to pay to A. B. the sum of R——————
being the amount of——————pension, as——————

upon the production of this order and a receipt according to usual form.

To the Collector of——————

*Accountant General.*

NOTE. (1).—Payment under this order is to be made only to the pensioner in person, with the following exceptions :—

(*a*) To persons specially exempted by the Local Government.

(*b*) To females unaccustomed to appear in public, and to persons unable to appear on account of illness or bodily infirmity.

(Payment in both classes (*a*) and (*b*) is made on production of a Life certificate signed by a responsible officer of Government, or other well-known and trustworthy person) (Articles 1026 to 1029).

(*c*) To any person sending a Life certificate signed by some person exercising the powers of a Magistrate of any class under the Criminal Procedure Code, or by any Registrar or Sub-Registrar under the Registration Act, or by any pensioned officer who, before retirement, exercised the powers of a Magistrate (Articles 1026 to 1029).

(2).—On the decease of the pensioner, this order should be immediately returned by his family to the District Officer, with a report of the date of his decease.

Form No. 16 (Pension).

**Form No. 16 (Pension)—*continued.***

## PERMANENT PAY-ORDER (REVERSE).

### REVERSE OF PENSIONER'S HALF.

*Every separate payment is to be recorded below by the Disbursing Officer.*

| When paid. | For the month of | Amount. | Initials of Disbursing Officer. | When paid. | For the month of | Amount. | Initials of Disbursing Officer. |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

### REVERSE OF COLLECTOR'S HALF.

*This document is to be retained by the Disbursing Officer so long as the authority remains in force in such manner that the pensioner shall have no access to it. Every separate payment is to be recorded below.*

| When paid. | For the month of | Amount. | Initials of Disbursing Officer. | When paid. | For the month of | Amount. | Initials of Disbursing Officer. |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

*Form No. 16 (Pension).*

## Form No. 17 (Pension).—*Referred to in Article 1045 (a) and (b).*

### ANNUAL (MORTALITY) RETURN.

RETURN OF PENSIONS PAID AT _____ DURING THE OFFICIAL YEAR 18 .

*Pension exceeding* *not exceeding* R_____.

NOTE.—[The Return is in three parts—(1) for pensions not exceeding R10 a month; (2) for pensions exceeding R10, but not exceeding R50 a month; (3) for pensions exceeding R50 a month.]

| | PRESENT AGE (LAST BIRTH-DAY) OF PENSIONERS. | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Not more than 50 years. | 51 to 60 inclusive. | 61 to 65 inclusive. | 66 to 70 inclusive. | 71 to 75 inclusive. | 76 to 80 inclusive. | 81 to 85 inclusive. | 86 and upwards. | TOTAL. | REMARKS. |
| 1.—Number of Pensioners on the list at end of last year, Heading 9 of last year's Return . . . . | | | | | | | | | | |
| 2.—Deduct the number transferred into the next period of age . . . . . | | | | | | | | | | |
| 3.—Add the number transferred from the last period of age | | | | | | | | | | |
| 4.—Number from last year thus corrected for age . . | | | | | | | | | | |
| 5. NEW NAMES BROUGHT ON THE LIST. By new pensions . . . . | | | | | | | | | | |
| 6. ,, renewal after being struck off . | | | | | | | | | | |
| 7. ,, transfer from other offices . . | | | | | | | | | | |
| 8.—Total of Headings 4 to 7 being total number to be accounted for . . . . . | | | | | | | | | | |
| 9.—Number on Pension List at end of year . . . | | | | | | | | | | |
| 10. REMOVED DURING THE YEAR. By transfer to other offices . . | | | | | | | | | | |
| 11. Reported dead . . . . | | | | | | | | | | |
| 12. By non-appearance for six months . | | | | | | | | | | |
| 13.—Total of Headings 9 to 12, being total number accounted for . . . . . | | | | | | | | | | |

NOTES.—Headings 2 and 3 show the transfers rendered necessary by Pensioners passing from one of the periods of age into the next. Hence each entry under Heading 3 will be the same as the entry under Heading 2 in the next preceding column.

Heading 6.—Enter here any persons who, after being previously entered under Heading 12 of the statement as having been struck off the list, on account of non-appearance for six months (Article 1038), are again admitted into the List.

Form No. 17 (Pension).

**Form No. 18 (Pension).**—*Referred to in Article 1045 (b).*

## COMPARISON OF THE RATES OF MORTALITY.

| Age. | I. Pensions not exceeding R10. | | | | II. Pensions exceeding R10 and not exceeding R50. | | | | III. Pensions exceeding R50. | | | | Total of the three grades of Pensions. | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Number exposed to risk, namely, half the sum of the numbers on the roll at the beginning and at the end of the year as shewn in lines 4 and 9 of Form No. 17. | Number died in 188(8)-8(9).(1) | Expected deaths as per table. (2) | Difference between expected and actual mortality, plus or minus. | Number exposed to risk, namely, half the sum of the numbers on the roll at the beginning and at the end of the year as shewn in lines 4 and 9 of Form No. 17. | Number died in 188(8)-8(9).(1) | Expected deaths as per table. (2) | Difference between expected and actual mortality, plus or minus. | Number exposed to risk, namely, half the sum of the numbers on the roll at the beginning and at the end of the year as shewn in lines 4 and 9 of Form No. 17. | Number died in 188(8)-8(9).(1) | Expected deaths as per table. (2) | Difference between expected and actual mortality plus or minus. | Number exposed to risk, namely, half the sum of the numbers on the roll at the beginning and at the end of the year as shewn in lines 4 and 9 of Form No. 17. | Number died in 188(8)-8(9).(1) | Expected deaths as per table (2) | Difference between expected and actual mortality, plus or minus. |
| Under 50 . | | | | | | | | | | | | | | | | |
| 51 to 60 . | | | | | | | | | | | | | | | | |
| 61 to 65 . | | | | | | | | | | | | | | | | |
| 66 to 70 . | | | | | | | | | | | | | | | | |
| 71 to 75 . | | | | | | | | | | | | | | | | |
| 76 to 80 . | | | | | | | | | | | | | | | | |
| 81 to 85 . | | | | | | | | | | | | | | | | |
| 86 & upwards | | | | | | | | | | | | | | | | |
| Total . | | | | | | | | | | | | | | | | |

(1) The number to be entered in this column is the number of reported deaths (line 11 of Form No. 17), plus the number of lapses (line 12 of Form No. 17), minus the number of renewals (line 6 of Form No. 17).

| Age. | Rate of mortality per cent. |
|---|---|
| (2) Under 50 | 4· |
| 51 to 60 | 4·5 |
| 61 to 65 | 6·5 |
| 66 to 70 | 8· |
| 72 to 75 | 10· |
| 76 to 80 | 12· |
| 81 to 85 | 12·5 |
| 86 and upwards | 14· |

**Form No. 19 (Pension).**—*Referred to in Article 1053.*

## COLONIAL (PENSION PAYMENT) WARRANT.

[OBVERSE.]

WARRANT No._____ OF 18 .

A. B. is permitted to reside and draw his pension from_____

commencing from_____ at the following rate:—

*Signature of A. B. (to be entered in original only).*

This certificate will be retained by A. B., and will be given up to the *Audit Officer* in India on his return to India. Each payment will be recorded on the reverse, certified by the Paying Officer and receipted by A. B.

[REVERSE.]

| Name, rank, and description of Payee. | Period for which payment is made. | Monthly rate. | | | Amount. | | | Signature of Paying Officer. |
|---|---|---|---|---|---|---|---|---|
| | | £ | *s.* | *d.* | | | | |
| | | | | | | | | |

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NOTE.—[This Index has been compiled solely for the purpose of assisting references. No expression used in it should be considered in any way as interpreting the rules.]


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*In the third entry under the head* "PAYMENT OF PENSIONS (INDIAN CIVIL SERVICE)" *for the words* "Payable quarterly in arrears" *substitute the words* "Payable monthly in arrear". (54.) (Financial Department No. 4334, dated 2nd December 1892.)

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