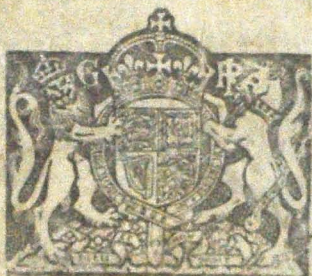


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OFFICE OF THE ACCOUNTANT GENERAL, MADRAS

THE AUDIT MANUAL

(Volume I)



CALCUTTA
GOVERNMENT OF INDIA PRESS
1931

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P R E F A C E.

This manual is a new compilation which is subjected to a close scrutiny by the Accountant General himself. It is a companion to the Fundamental Rules, Supplementary Rules of the Government of India and the subsidiary rules and the travelling allowance rules of the Madras and Coorg Governments.

The arrangement follows that of the rules themselves and an attempt has been made to incorporate all important orders and audit instructions. The paragraphs in Part I referring to the Fundamental Rules themselves will apply to all officers.

The manual will be kept up to date by the issue of addenda and corrigenda from time to time.

All mistakes and omissions should be brought to the notice of the Accountant General, Madras.

J. C. NIXON,
Accountant General.

OFFICE OF THE ACCOUNTANT GENERAL,

Madras, the 1st February 1926.



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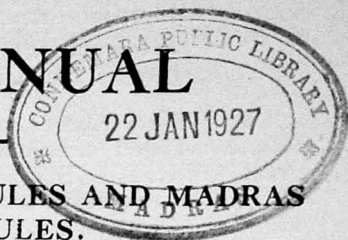
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AUDIT MANUAL



PART I.—FUNDAMENTAL RULES AND MADRAS SUBSIDIARY RULES.

Preamble.

(Extract of para. 4 of G. I., F. D., No. 1079-C. S. R., dated 26th October 1921.)

(1) Fundamental Rule 58 permits any Government servant to exercise the option of remaining under the leave rules to which he has hitherto been subject, provided that this option is specifically exercised within six months from the 1st January 1922 or, if the Government servant is on leave on that date, within six months from his return from leave. As an inducement to Government servants to accept the new rules, the Government of India obtained the consent of the Secretary of State to the grant of the following concession. *On the first occasion after 1st January 1922 on which any Government servant who accepts the new rules takes leave, he is permitted, at his option, to draw, during that portion of his leave which corresponds to privilege leave, the pay of the post on which he holds a lien, instead of his average pay without limit.*

Explanation of the above.

(2) The phrase "*the first occasion after 1st January 1922 on which any Government servant who accepts the new rules takes leave*" should be interpreted to refer, in the case of a Government servant who was on leave on 1st January 1922 and who postponed coming under the Fundamental Rules till after his return from leave, to the first subsequent occasion on which he takes leave. If a Government servant who exercised the option of cancelling the unexpired portion of his leave and came under the Fundamental Rules, with effect from 1st January 1922, did so without reference to the concession of drawing during "*leave corresponding to privilege leave*" the pay of the post on which he had a lien, then he would be entitled to enjoy that concession on the next occasion on which he takes leave. This is, however, subject to the proviso that if he definitely asks that the substituted leave from 1st January 1922 should be reckoned as the first occasion on which he takes leave under the Fundamental Rules his request should be complied with.

(A. G.'s letter No. 838-Code—Ref.-22, dated 13th December 1922.)

(3) The expression "*that portion of his leave which corresponds to privilege leave*" should be interpreted to mean in the case of leave taken after the 1st January 1922 the first four months of any period of leave on average pay or any longer period of leave during

which note 1 under Fundamental Rule 89 makes maximum limits of average pay inapplicable.

(G. I., F. D., No. 342-C. S. R., dated 16th February 1923.)

(4) If a Government servant, on the first occasion of his taking leave under the Fundamental Rules, exercises the option under paragraph 4 of G. I. F. D. letter No. 1079-C. S. R., dated 26th October 1921, of drawing leave-salary at the rate of pay of the post on which he holds a lien, then if an increment falls due to him in the post on which he holds such lien (as defined in the Civil Service Regulations) during the period (four months ordinarily but up to six months with war concession accumulation), his leave-salary should be increased from the date on which the increment falls due.

(5) Leave-salary of such a Government servant may, therefore, be increased by the amount of an increment which falls due in his substantive or officiating appointment on which he holds a lien in the sense used in the Civil Service Regulations during the currency of the first four months (or six months as the case may be) of the period of leave on average pay taken for the first time after the 1st January 1922.

(Ar. Gl.'s No. 194-A.—174-23, dated 3rd March 1924.)

(6) The term "*lien*" used in paragraphs (1) and (4) above should be interpreted in the sense in which it is used in the Civil Service Regulations and not in the limited sense as used in the Fundamental Rules.

(G. I., F. D., No. 765, dated 15th July 1922.)

(Extract of para. 5 of G. I., F. D., No. 1079-C. S. R., dated 26th October 1921.)

(7) Any Government servant who was on leave on the 1st January 1922 might, if he did not desire to exercise the option of remaining under the old leave rules, cancel the unexpired portion of his leave and substitute for it any period of leave to which he will be entitled under the new rules. This concession was subject to the condition that it should not operate to secure to him a larger total period of *leave on average pay or its equivalent* than he would have been able to enjoy had he been subject to the Fundamental Rules from the commencement of his leave.

Explanation of the above.

(8) The term "*leave on average pay or its equivalent*" should be interpreted to the effect that privilege leave is the equivalent of leave on average pay; thus a Government servant who has taken privilege leave combined with furlough on average pay for a period of eight months (or up to ten months with war concession accumulation) was not eligible for any further period of leave on average pay until he has resumed duty.

(Ar. Gl.'s No. 90-Code—1 of 22, dated 4th April 1922.)

CHAPTER I.—EXTENT OF APPLICATION.

Application of rules to pay and allowances and leave.

[F. R. 8.]

(1) The omission of the general principles of interpretation inculcated in the second sub-paragraph of Article 4 of the Civil Service Regulations, *viz.*, that a Government servant's claim to pay and allowances should be regulated by the rules in force at the time in respect of which the pay and allowances are earned, to leave by the rules in force at the time the leave is applied for and granted, etc., in the Fundamental Rules does not mean that the principles are to be abrogated and the intention is that they should be followed.

(Circular letter No. 202-A.-18-24, dated 5th March 1924, from the Auditor General.)

CHAPTER II.—DEFINITIONS.

How periods of duty are reckoned for calculation of average pay.

[F. R. 9 (2).]

(1) The period of twelve months should be the twelve calendar months ending on the last day of the month preceding that in which leave is taken.

(Audit Instn. No. 3, Vol. I.)

From the period of 12 months should be omitted:—

(a) periods of leave,

(b) periods of joining time taken under Fundamental Rule 105 (b) and 105 (c), (but pay drawn during periods of joining time taken on transfer without leave intervening should be treated as drawn on duty).

(A. G.'s Circular letter No. T. M.-24-40-1224, dated 22nd July 1924.)

Example:—

An officer proceeds on leave from 12th March 1924. He has been on leave from 14th April 1923 to 9th December 1923. The pay drawn from 1st March 1923 to 13th April 1923 and from 10th December 1923 to 29th February 1924 should be divided by $3 + \frac{13}{30}$ (for April) + $\frac{22}{31}$ (for December).

(Ar. Gl.'s No. 388-A—110-24, dated 13th June 1924.)

When on leave during 12 complete calendar months.

(2) If in certain circumstances an officer has been on leave all the twelve months immediately preceding the event which necessitates a calculation of average pay, then the average pay of the twelve calendar months immediately preceding the month in which leave was originally taken shall be used.

(Audit Instn. No. 2, Vol. I.)

When Vacation pay is drawn.

(3) Emoluments drawn during the period of twelve months as vacation pay should be treated as pay drawn on duty and included for this purpose.

(Audit Instn. No. 83, Vol. II.)

When leave is prefixed and affixed to a vacation.

(4) When leave is both prefixed and affixed to a vacation, the leave-salary for the leave affixed should be calculated on the emoluments drawn by the Government servant during the 12 complete months immediately preceding that portion of the leave thus including the vacation.

(Audit Instn. Circular No. 27, dated 31st August 1925.)

(5) If an officer of a vacation department takes in the first instance leave which includes a period of vacation, and afterwards extends his leave so as to include the next vacation, then unless the authority sanctioning the extension specifically refers to the second period of vacation, it should be assumed that there is an administrative objection to reversing the arrangements already made and that therefore the second vacation will be only leave to which the officer is eligible. Only if the order of extension of leave specifically authorises the enjoyment of the second vacation as vacation, will a readjustment, of leave salary already drawn and of the leave account be made. Vacation cannot be admitted by the audit office as a matter of course. If a second period of vacation is treated as ordinary leave there will be no recalculation of leave-salary for any time spent on leave after the second vacation.

(Ar. Gl.'s No. 82-Admn.—387-25, dated 26th January 1926; Case G. A. of 1925-26.)

When on deputation out of India.

[F. R. 9 (2), proviso (a).]

(1) If a Government servant's pay while on deputation out of India is regulated by special orders of the Secretary of State under Fundamental Rule 51 and not under the clause (a) of that rule, proviso (a) to Fundamental Rule 9 (2) does not apply. The average pay should, therefore, be calculated in such cases on the basis of the actual pay earned during the twelve complete months preceding the month in which the officer proceeded on leave.

(Ar. Gl.'s letter No. 1098-A.—383-23, dated 3rd November 1923.)

Compensatory allowances.

Allowances for loss of privilege of private practice.

[F. R. 9 (5).]

(1) Any allowances granted to Professors of Medical Colleges to compensate them for loss of the privilege of private practice should be treated as compensatory allowances.

(Audit Instn. No. 84, Vol. II.)

Duty of periods of service not rendered in the post.

[F. R. 9 (6) (b).]

(1) Pending the issue of general orders by Local Governments under this rule, the special orders of the Local Government concerned should be called for in each case in which periods of the nature referred to in this rule are treated as duty except in accordance with the rules which were in existence immediately prior to 1st January 1922, as set out in Articles 52 (c) and 68A of the Civil Service Regulations.

(Audit Instn. No. 4, Vol. I.)

(The Madras Government and Central Government have issued subsidiary rules for the purpose but not the Coorg Government.)

Subsidiary rules issued by the Central Government.

(2) The Governor General in Council is pleased to issue, under Fundamental Rules 9 (6) (b) and 20, the following general orders applicable to all Government servants under his administrative control other than Government servants employed in Chief Commissioners' provinces:—

1. A Government servant, who has been substantively appointed to a post or to a cadre in Government service, shall be treated as on duty during any course of instruction or training which he may be required or permitted to undergo in accordance with the terms of any general or special orders of the Governor General in Council.
2. A student, stipendiary or otherwise, who is entitled to be appointed to Government service on passing through a course of training at a university, college or school, shall, unless in any case it be otherwise expressly provided in the terms of his appointment, be treated as on duty during the interval between the satisfactory completion of the course and his assumption of his duties.
3. (a) A Government servant shall be treated as on duty during any period which he is permitted to spend in preparation for an examination of any of the following kinds in an oriental language:—
 - (i) An optional examination by the high proficiency or degree of honour test in any vernacular language.
 - (ii) An optional examination by the higher standard or high proficiency test in Sanskrit, Arabic or Persian.
 - (iii) An optional examination by the degree of honour test in Sanskrit, Arabic or Persian.
 - (iv) In the case of Government servants of the Railway Department, a compulsory examination by the lower standard test in Hindustani.
 - (v) In the case of officers appointed in the United Kingdom to the Indian Service of Engineers, the Sanitary and Electrical Services of the Public Works Department, the engineering branch of the Telegraph Department, or the Indian Forest Service, a compulsory examination in a vernacular language.
- (b) The period to be spent in preparation is limited to six months in a case covered by sub-clause (iii) of clause (a) of this paragraph, and to three months in all other cases: provided that it may be extended to six months in the case of an officer of the Political Department preparing for an examination by the higher standard or high proficiency test in Persian or Arabic.
- (c) The period of preparation under sub-clause (v) of clause (a) of this paragraph shall be spent only in India.

(d) Preparation shall not be permitted to count as duty more than once under each of the sub-clauses of clause (a) of this paragraph, except that in the case of the services enumerated in sub-clause (v), the period of preparation may be taken in instalments by officers preparing themselves for one or more examinations, provided that the total of the instalments does not exceed the maximum period of three months.

(e) Periods spent in preparation under this paragraph may be combined with periods of leave as follows:—

(i) under sub-clause (i) to (iv) of clause (a) with leave on average pay.

(ii) under sub-clause (v) of clause (a) with leave on average or half average pay.

4. When a Government servant is treated as on duty under paragraph 1 or 3 above, his right to draw during such period any compensatory allowance attached to the post on which he holds a lien shall be governed, as though he were on leave, by Supplementary Rules 6 and 7.

(G. I., F. D., Resolution No. 724-C. S. R., dated 16th May 1923.)

Compulsory wait for orders of posting.

[F. R. 9 (6) (b).]

(3) When a Government servant on return from leave has compulsorily to wait for orders of posting, such period of waiting should be treated as duty under this rule.

(G. I., F. D., No. F.-192-C. S. R.-25, dated 20th June 1925, and G. O. No. 984-W., dated 9th July 1925, with Fin. Endt. No. 24819-1, dated 21st July 1925; Case G. A. 40-A.-1 of 1925-26.)

[F. R. 9 (6) (b) (iv).]

(1) The concession of treating the period of waiting referred to in Fundamental Rule 9 (6) (b) (iv) as duty is subject to the proviso that the interval between the receipt of orders and the assumption of his duties shall not exceed the amount of joining time which would be admissible to a Government servant entitled to joining time under Fundamental Rule 105 (a).

(G. I., F. D., No. 122-C. S. R., dated 10th February 1922.)

• •

Ministerial servants.

[Note to F. R. 9 (17).]

(1) The following Government servants have been specially declared by the Madras Government to be ministerial servants.

Forest Department.

Draftsmen in the Conservators' and District Forest Officers' Offices.	}	G. O. No. Press 585-Dev., dated 24th April 1923, communicated with Fin. Endt. No. 1370-1, dated 30th April 1923.
Tracers in the Forest Engineer's Office.		
Store-keeper in the Forest College.		

Judicial Department.

Nazirs	}	G. O. No. Mis.-1984-Law (Genl.), dated 24th June 1925, communicated with Fin. Endt. No. 23128-1-C. S. R., dated 29th June 1925.
Amins		

Government Museum.

Personal Assistant to the Superintendent.

Connemara Public Library.

Sub-librarian
Attendants

G. O. No. 669-Law (Edn.), dated 11th May 1924.

Education Department.

Librarians
Store-keepers
The Herbarium keeper and the Zoology Laboratory Assistant in the Presidency College, Madras.

Agricultural Department.

Artists
Laboratory Attendants
Setters
Plant Collectors
Museum Curator and Draftsmen attached to the Government Agricultural Engineer.

G. O. No. Press-585-Dev., dated 24th April 1923, communicated with Fin. Endt. No. 1370-1, dated 30th April 1923.

Co-operative Department, Registrar's Office.

Chief Inspector on Rs. 100—125 .
Chief Inspectors on Rs. 80—100 and
Inspectors on Rs. 40—60.

Assistant Registrar's Office.

Inspectors on Rs. 40—60

Fisheries Department.

Personal Assistant to the Director of
Fisheries.

Cinchona Department.

Store-keepers on Rs. 35—60

Industries Department.

The services of the following men will be treated as ministerial (superior) only when the pay exceeds Rs. 20 per mensem.

Draftsmen	} G. O. No. 668-Dev., dated 12th May 1923, communicated with Fin. Endt. No. 1572-1- C. S. R., dated 16th May 1923.
Tracers	
Laboratory Attendants	
Store-keepers	
Bill Collectors	

(Case T. M. 20-4-(b) of 1922-23-24.)

Calculation of calendar month.

[F. R. 9 (18).]

(1) In calculating a period of 3 months and 20 days from 25th January, 3 months should be taken as ending on 24th April, and the 20 days on 14th May. In the same way, the period from 30th January to 2nd March should be reckoned as one month and 2 days, because one month from 30th January ends on 28th February.

(Audit Instn. No. 5, Vol. I.)

Pay.

[F. R. 9 (21) (a).]

(1) If the allowances granted to medical officers in medical charge of Railway employees are paid from general revenues they may be classified as "special pay." If they are paid by companies they cannot be treated as "special pay" unless contribution is paid.

(Audit Instn. No. 85, Vol. II.)

[F. R. 9 (21) (a) (iii).]

(1) The following emoluments have been allowed to count as pay:—

- (1) Language allowances when they are recurring payments.
- (2) Personal pay drawn as compensation for the withdrawal of exchange compensation allowance.

The following are not allowed to count as pay. (The list is not necessarily exhaustive):—

- (1) Fees paid to Law officers in addition to their pay, unless the Governor General in Council declares them to be pay.
- (2) Hill allowances.
- (3) Exchange compensation allowance drawn as such.

Presumptive pay.

[F. R. 9 (24).]

(1) The first part of the definition is intended to facilitate the use of the term in relation to a Government servant who has been absent from a post for some time but still retains a lien on it.

(Audit Instn. No. 7, Vol. I.)

SPECIAL PAY—CONDITIONS LAID DOWN BY MADRAS GOVERNMENT FOR DRAWING SPECIAL PAY.

Special pay for X-Ray work.

[F. R. 9 (25).]

(1) In support of the claim for special pay drawn for Government servants doing part time X-Ray work in medical institutions, a certificate in the following form should be attached to the pay bill:—

“Certified that the Government servants for whom the special pay has been drawn have done X-Ray work and have undergone the requisite training at the X-Ray institute or elsewhere.”

(G. O. No. 656-P. H., Mis. (L. S. G.), dated the 18th August 1924 and No. T. M.-24-3-756, dated the 17th June 1924.)

Special pay for clerks and others possessing advanced qualifications in typewriting.

(2) Where special pay has been sanctioned for *clerks and others* possessing advanced qualifications in typewriting, the Madras Government have decided that in cases where it is claimed for *clerks* the claims should be supported by a certificate that the individuals were actually engaged in typewriting during the month. No certificate is necessary in the case of *typists*.

(3) Typist-clerks and typists of the vacation department may draw special pay during the vacation period.

(Circular No. T. M.-24-8-1858, dated 5th September 1924.)

Special pay drawn for unhealthiness of locality.

(4) A certificate in the following form should be furnished by the drawing officers in the bills in which the special pay sanctioned on account of the unhealthiness of the locality is drawn:—

“Certified that the special pay has not been claimed for officers or subordinates who are natives of or domiciled in the localities for which the special pay is drawn.”

(Circular No. T. M.-24-11-8114, dated 20th March 1924.)

Calculation of special pay on sterling overseas pay.

[F. R. 9 (25)]

(5) When special pay has been sanctioned in the form of a portion or percentage of pay in the ordinary line and the pay in the ordinary line includes an element of sterling overseas pay, such special pay should be determined as follows:—

- (a) the special pay is admissible on the sterling overseas pay as well as on the rupee basic pay;
- (b) the special pay must be expressed and drawn wholly in rupees;
- (c) the sterling overseas pay should for the purpose of calculating the special pay be converted into rupees at the rate of 2-sh. to the rupee.

(Audit Instn. Circular No. 27, dated 31st August 1925.)

Special pay for unhealthiness of locality—when admissible.

[F. R. 9 (25) (c).]

(6) The Secretary of State has expressed the opinion that, provided sanctioning authorities limit the allowances for the unhealthiness of a locality to cases in which the locality is likely to cause illness or impaired vitality, it is reasonable that the allowance should be taken into account in calculating leave salary and pension. This limitation is inherent in the rule as it stands and Local Governments should in granting the allowance invariably see that the condition is satisfied.

(G. I., F. D., No. 914-C. S. R., dated 8th May 1924; Case G. A. 42-1 of 1924-25.)

Time-scale pay.*Formulae for calculating average cost.*

Formula 1.—Composite services.

[F. R. 9 (31).]

In the case of services on time-scales of pay broken up into stages or grades or where there are selection grades and efficiency bars, the following formula may be applied for ascertaining the average cost:—

Let “a” be the initial pay of all who join the services. Let the total service be made up of:—

W	whose	maximum	pay	is	b	
X	„	„	„	„	d	• •
Y	„	„	„	„	f	
Z	„	„	„	„	h	

Then the average cost

$$S = \frac{a}{2} + \frac{Wb + Xd + Yf + Zh}{2(W + X + Y + Z)}$$

(Audit Instn. No. 8, Vol. I.)

Example.

Applying this formula to the case of an establishment consisting of—

1 post on	. . .	Rs. 500—30—800.
8 posts on	. . .	Rs. 150—20—450. (Efficiency bar at Rs. 270.)
87 posts on	. . .	Rs. 50—4—90—3—150 with two further annual increments of Rs. 10. (Efficiency bars at Rs. 90, with two quinquennial increments of Rs. 5, and at Rs. 120.)

96

Let 59 be the number of men whose maximum pay is Rs. 170.

Let 6 be the number of men whose maximum pay is Rs. 90 with two quinquennial increments of Rs. 5.

Let 3 be the number of men whose maximum pay is Rs. 120.

Let 1 be the number of man whose maximum pay is Rs. 270.

Let 7 be the number of men whose maximum pay is Rs. 450.

Let 1 be the number of man whose maximum pay is Rs. 800.

Let 19 be the number of men whose maximum pay is Rs. 150.

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Then the average cost of a post in this establishment = $\frac{50}{2} + \frac{1}{2}$

$$\frac{59 \times 170 + (6 \times 90) + (3 \times 120) + (1 \times 270) + (7 \times 450) + (1 \times 800) + (19 \times 150)}{59 + 6 + 3 + 1 + 7 + 1 + 19} = 119.$$

NOTE.—For the numbers of men stopped at various stages by efficiency bars the average over a period of, say, the last five years, may be taken.

(G. I., F. D., No. 441-E. A., dated 16th May 1922.)

Formula 2.

In the case of clerical establishments on a continuous time-scale, i.e., rising from the minimum to the maximum by a uniform rate of increment, the average cost may be calculated as below :—

If “a” be the initial pay of the scale, “s” the average total period of service in the scale, “b” the pay attainable in the scale at, and just preceding the end of the average period of service and “r” the period of rise from “a” to “b” then the average cost

$$= \frac{a + b}{2} - \left[\left(\frac{1}{60} \text{ '00006 of } s \right) (r + 1) - \frac{s}{60} \right] (b - a).$$

(Audit Instn. No. 2, Vol. I.)

Example.

Thus, the average cost of a post on Rs. 200—20—680 will be as follows:—

When $a=200$, $b=680$, $s=33$ and $r=24$, average cost is

$$\frac{200 + 680}{2} - \left[\left(\frac{1}{60} + \frac{6}{100000} \text{ of } 33 \right) (24 + 1) - \frac{33}{60} \right] (680 - 200)$$

$$\frac{880}{2} - \left[\left(\frac{1}{60} + \frac{198}{100000} \right) 25 - \frac{33}{60} \right] (480)$$

$$440 - \left[\frac{111880}{600000} \times 25 - \frac{11}{20} \right] \times 480$$

$$440 - \left[\frac{2797}{6000} - \frac{11}{20} \right] \times 480$$

$$440 - \left[\frac{2797 - 3300}{6000} \right] \times 480$$

$$440 + \frac{503}{6000} \times 480$$

$$440 + \frac{1006}{25} = \frac{11000 + 1006}{25}$$

$$\frac{12006}{25} = 480.24$$

Short-term time-scales.*Formula 3.*

When the increment is annual and the period of rise is five years.

The average monthly cost will be taken in the case of ministerial posts at the minimum *plus* three-fourths, and in the case of other than ministerial posts at the minimum *plus* two-thirds of the difference between the minimum and the maximum.

Formula 4.

When the increment is annual or biennial and the period of rise is above five years.

(a) In the case of ministerial posts:—

Value = Minimum + $\left(\frac{3}{4} - \frac{x}{60} \right)$ of the difference between maximum and the minimum.

(b) In the case of other than ministerial posts:—

Value = Minimum + $\left(\frac{2}{3} - \frac{x}{90} \right)$ of the difference between maximum and the minimum.

where x represents the excess in the period of rise in years over five years when the increments are annual, or over four years, when the increments are biennial.

Formula 5.

When the period is less than five years.

(a) In the case of ministerial posts:—

Value = Minimum + $(\frac{3}{4} - \frac{X}{20})$ of the difference between the maximum and the minimum.

(b) In the case of other than ministerial posts:—

Value = Minimum + $(\frac{2}{3} - \frac{X}{15})$ of the difference between the maximum and the minimum.

when x represents the difference between 5 and the number of years required to reach the maximum.

(G. O. No. 338-Pub., dated 5th May 1910, communicated with Finance Endorsement No. 3788, dated 5th September 1910.)

Formula 6.

When the increments are other than annual or biennial, e.g., half-yearly. The value shall be taken at the average of 12 years in the case of ministerial posts and of 9 years in the case of non-ministerial posts, as illustrated below:—

Ministerial post, Rs. 300—10—400 where increment is every half-year.

$$\begin{aligned} \text{Value} &= \text{Rs. } (300 + 310 + 320 + 330 + 340 + 350 + 360 + 370 + 380 + 390 + \\ &400 + 400 + 400 + 400 + 400 + 400 + 400 + 400 + 400 + 400 + 400 + 400) \div 24 = \frac{9050}{24} = 377 \frac{1}{12}. \end{aligned}$$

NOTE.—If, in these cases, the maximum cannot be reached before the expiry of the twelfth year in the case of ministerial posts and before the expiry of the ninth year in the case of non-ministerial posts the average value shall be taken at the mean between the maximum and the minimum.

(G. O. No. 447-Finl., dated 16th July 1904, and G. O. No. 106-Finl., dated 6th February 1905.)

Instructions.

1. *Formula 1.*—This provides for stoppage at efficiency bars and therefore the data required should be ascertained with care but extreme accuracy is not essential.

2. *Formula 2.*—The use of this formula should be restricted to cases where the time-scale is a simple one rising to a maximum by uniform increments and where the term of total service in that time-scale is known approximately.

3. In applying formula 1, W, X, Z, etc., are variables which have to be determined by estimation or by scrutiny of past records for each service separately.

4. In cases which do not fall wholly under 1 or 2 above, the calculation is difficult and such cases should be referred to the Auditor General through the Accountant General.

[M. G. Subsy. Defn.]

(1) A list of officers in the several departments, who are considered as "Competent authority" with reference to the subsidiary definition under Fundamental Rule 9 (32) (i) is given in Appendix A to this part of the manual.

CHAPTER III.—GENERAL CONDITIONS OF SERVICE.

Conditions of age and health—Women Government Servants.

[M. G. Suby. Rule 1 under F. R. 10.]

(1) The following procedure should be adopted in regard to the medical examination of women officers in the Education Department and the Medical Department.

(2) In the case of Government servants in the subordinate service, women registered medical practitioners will be recognised as competent to grant certificates of physical fitness; and

(3) In the case of Gazetted Government servants, a medical board consisting of women registered medical practitioners only should be formed.

(G. O. No. 601-Law (Edn.), dated 1st May 1923 and G. O. No. 854-P. H. (L. S. G.), dated 30th May 1923.)

Police Constables.

[M. G. Suby. Rule 7 under F. R. 10.]

(1) Deputy Inspectors-General of Police are authorised to sanction the enlistment of overaged men in the constabulary. They should, however, forward copies of their orders every six months to the Inspector-General of Police for information.

(G. O. No. 323-Judicial Police, dated 5th July 1923.)

Pay—ordinarily remuneration for whole-time.

[F. R. 11.]

(1) The grant to members of permanent establishments in Government offices of any portion of the fees collected for the purpose of preparing and examining copies of documents granted to private parties is contrary to the principles contained in this rule and should not be permitted.

(G. O. No. 572-Finance, dated 4th September 1905.)

Exceptions.—(1) The monegar, the clerks and the peons of the Amindivi islands are allowed to receive the fees collected for the preparation and examination of copies of documents granted to private parties in the islands.

(G. O. No. 377-Finance, dated 6th June 1905.)

(2) The members of the Deputy Tahsildar's office, Yercaud, are allowed to do copying work and to receive the remuneration admissible under the rules.

(G. O. No. 2269-Revenue, dated 28th August 1900.)

Suspension of lien.

[F. R. 13.]

(1) In the case of posts sanctioned for a shorter period and subsequently extended to three years, suspension of lien is permissible from the date of the creation of the temporary post; but

whether provisionally substantive arrangement is permissible from this date or from any subsequent date is a matter which is entirely at the discretion of the head of the office or of the Government.

(G. I., F. D., No. 172-C. S. R., dated 10th March 1913.)

Special concessions to I. C. S. officers to subscribe to funds after resignation.

[F. R. 16.]

(1) A member of the Indian Civil Service, who resigns the service before becoming entitled to annuity will ordinarily cease *ipso facto* to be a contributor, and in that event he will have no claim to any refund and his family will not be entitled to any pensions under the regulations (the Indian Civil Service Family Pension Regulations); but the Secretary of State in Council may in special cases allow members who resign without annuities to continue their subscriptions. When such permission is granted, the member will be required to subscribe until his 54th birthday.

(G. I. No. 1533-F. E. (Pensions and Gratuities, Field Service and others), dated the 16th September 1919, communicated in G. O. No. 538-Public, dated the 23rd September 1919.)

Pay and Allowances—how ordinarily reckoned.

[F. R. 17.]

(1) A Government servant will begin to draw the pay and allowances attached to his tenure of a post from the date on which he assumes the duties of that post if the charge is transferred before noon of that date. If the charge is transferred afternoon, he commences to draw them from the following day.

(Audit Instn. No. 9, Vol. I.)

Special rule for officers appointed to Public Works Department by Secretary of State.

(2) A Government servant appointed to the Public Works Department by the Secretary of State begins to draw pay from the date of his landing in India unless the letter of appointment distinctly specifies another date.

(Audit Instn. No. 10, Vol. I.)

Special rules when the transfer of charges takes time.

(3) Transfer of an office is not completed until the certificate of transfer of charge has been signed by both the relieving and the relieved Government servants. When once signed, the relieved Government servant must be regarded as on joining time and must take charge of his new office before its expiry. Ordinarily, the transfer should be completed before the expiry of the joining time of the relieving Government servant and it is his duty to arrive at the place of transfer in time to enable him within his joining time to complete the transfer. In cases in which the relieving Govern-

ment servant does not sign the transfer certificate within this period, he should be treated as having exceeded his joining time.

(G. O. No. 633-Finance, dated 4th October 1906.)

NOTE.—The period taken in the verification of coin balances by Currency Officers before assumption of charge should be treated as on special duty and covered by the creation of a temporary post.

(G. I., F. D., No. 110-F. E., dated 23rd January 1925, communicated with Auditor General's Endorsement No. 233-E., 254-14, dated the 3rd February 1915; G. A. 15-3 of 1914-15.)

Date of reckoning allowances, special rules for officers appointed to temporary plague, etc., duty.

(4) All classes of medical men who are engaged, or re-engaged, temporarily for service under Government, whether on plague, famine, cholera or any other duty, may be allowed pay and allowances from the date on which they leave the station at which they were residing when engaged, or re-engaged, instead of from the date of their taking over charge of their duties as required by Fundamental Rule 17, provided that such officers, previous to engagement, or re-engagement, depended on private practice for the greater part of their income and reached their places of employment within a reasonable time.

(G. I., H. D., No. 2152-Med., dated 22nd November 1900, communicated with G. I., F. D., No. 6005-P., dated 4th December 1900.)

Incidence of transit pay of Health Inspectors.

(5) The transit pay of Local Fund servants appointed as Health Inspectors in the Madras Presidency may not be met from provincial funds, but should be met from local funds.

(G. O. No. Mis.-182 R. H. (L. S. G.), dated 23rd January 1925, with Finance Endorsement No. 3014-1, C. S. R., dated 2nd February 1925.)

(6) The headquarters of a Government are either the station which has been declared to be his headquarters by the authority which appoints him or, in the absence of such declaration, the station where the records of his office are kept.

NOTE.—A Local Government may delegate to subordinate authorities the power to fix or change the headquarters of officers even when such officers are appointed by authorities higher than the subordinate authority.

(Article 55, Civil Service Regulations.)

(i) The Auditor General has been empowered to fix or change the headquarters of Government servants under his control.

(G. I., F. D., No. 1576-F. D., dated 4th January 1919.)

(ii) The Commissioner of Labour, Madras, is empowered to fix or change the headquarters of Government servants serving under him but who are appointed by Government.

(G. O. No. 191-Law (Genl.), dated 26th April 1921, with Finance Endorsement No. 2021-A-1, dated 29th April 1921; Case T. M. 1-16 of 1920-21-22.)

[M. G. Subsy. rule 3 (ii) under F. R. 17.]

(1) If, in consequence of the absence during vacation of a Government servant whose leave is governed by Fundamental Rule 82 it is necessary to place another Government servant in charge for the performance of work that may arise during the vacation such charge must be arranged for without extra expense to Government.

(M. G. No. 806-Pub., dated 16th August 1900.)

CHAPTER IV.—PAY.

Scope of the rule.

[F. R. 19.]

(1) It is not the intention of Fundamental Rule 19 that it should give a Local Government power to grant less pay than is permissible under Fundamental Rules 22 and 23.

(Audit Instn. No. 86, Vol. II.)

Pay of medical officers deputed for X-Ray Institution.

[F. R. 20.]

(1) Medical officers and subordinates in civil employ permitted to attend the Institute at Dehra Dun for instruction in the management and use of the X-Ray apparatus will draw their substantive pay. The course of instruction will extend over a period of about three months.

(G. I., No. 1076-Ex., Fin., dated 24th March 1906 and G. O. No. 206-Public, dated 16th March 1909.)

Pay of Government servants while on training.

(2) The Madras Government have decided that a Government servant deputed to undergo a course of training while officiating in an appointment should not be allowed during the period of training anything higher than his substantive pay without the special sanction of Government.

(G. O. No. 476-Finance, dated 2nd June 1925; Case T. M.-24-13 of 1925-26.)

Pay of purely officiating Government servants while on training.

(3) The Madras Government have directed that in the case of a Government servant who holds no substantive appointment undergoing training or a course of instruction, a temporary post should be created for the period of training on a rate of pay not higher than that last drawn by him and the temporary vacancy in the officiating post vacated by him filled up in ordinary course. The requisite sanction to the creation of such a temporary post must be obtained before the officer is deputed for training or instruction. The period of training will not however count for increment in the officiating post which the Government servant is vacating.

(G. O. No. 814-Mis., Financial, dated 8th October 1925.)

Application of the rule when pay is split up into pay and special pay.

[F. R. 22.]

(1) When the pay of a post is changed but not its duties and the old pay is split up into pay and special pay the initial pay fixed

for the holder of the post under the new scale including both pay and special pay should be the next higher stage above his old pay.

Thus an officer on Rs. 450 whose post is changed into one on Rs. 350—25—500 *plus* Rs. 100 special pay should get Rs. 375 *plus* Rs. 100 special pay and not Rs. 475 *plus* Rs. 100 special pay.

(A. G.'s orders, dated 16th March 1923.)

Re-employment after resignation or after discharge on reduction of establishment.

(2) Past permanent service of a Government servant who is re-employed after resignation or after discharge on reduction of establishment will not count for increments under Fundamental Rule 26 (a). Such a re-employment amounts to a fresh appointment for purposes of Fundamental Rule 22, and the Government servant will, therefore, draw the minimum of the time-scale. If, in any case, it is considered that a higher rate of pay should be given the case can be dealt with under Fundamental Rule 27.

(Audit Instn. Circular No. 27, dated 31st August 1925.)

According to this instruction, a Government servant who held a permanent post on a time-scale prior to discharge on reduction of establishment when re-employed and appointed to that time-scale, unless action is taken under Fundamental Rule 27, will automatically get only the minimum of the time-scale. On the other hand, if a man employed under the Central Government has no substantive post and after officiating on a time-scale is discharged and then re-appointed to the time-scale he draws under Fundamental Rule 32 automatically the pay which he was last drawing [*vide* paragraph (1) under Fundamental Rule 32 *infra*]. If, however, he is under the Madras Government, the amount of his officiating pay is restricted as in subsidiary rule 1 under Fundamental Rule 35.

Transfer from one time-scale to another identical with the former.

[F. R. 22.]

(3) If the maximum pay of a post is altered with no change in the rate of increment and the minimum, the initial pay of the holder of that post should be fixed under Fundamental Rule 22 (b) and not under Fundamental Rule 22 (a), even though he be holding the post substantively.

(Audit Instn. No. 87, Vol. II.)

Applicability of the rule.

[F. R. 22.]

(4) Fundamental Rule 22 does not automatically apply to the fixation of initial pay of a Government servant whose post is abolished, owing to reduction of establishment, and who is provided

with an appointment in a new office. This is not a case of transfer from one scale of pay to another, but of the abolition of one appointment followed by a reappointment to a new post within the meaning of Article 426 of the Civil Service Regulations.

(Ar. Gl.'s Endt. No. 467-E.-2088-25, dated 30th January 1926.)

Transfers to posts on identical time-scales of pay.

[F. R. 22.]

(5) Fundamental Rule 22 applies also to cases of permanent transfers between posts on identical time-scales of pay but not on the same scale of pay.

Any two posts are for the above purposes said to be on the same scale of pay when they fall within a cadre which includes the two posts, which cadre was created in order to supply all such posts involving duties of approximately the same character or degree of responsibility.

Thus only transfers from a post on a time-scale of pay to a post in an identical scale of pay in a different cadre will be governed by Fundamental Rule 22. Transfers between posts on the same time-scale of pay within the same cadre are not transfers from one time-scale to another. They are transfers between posts on the same scale of pay and consequently Fundamental Rule 22 will not apply in such cases.

(Ar. Gl.'s Endt. No. 486-A.—11-24, dated 24th August 1925; Case T. M. 24-59 of 1925-26.)

(6) The Madras Government have directed that for purposes of Rules 22 and 30 of the Fundamental Rules, Deputy Inspectors of Schools and School Assistants should be considered as on the same scale of pay and that they should not be given higher initial pay when transferred from one cadre to another.

(G. O. No. 94-Misc. (Law, Edn.), dated 22nd January 1926; Case T. M. 24-59 of 1925-26.)

Service in administrative posts.

(7) All temporary or officiating service in the undermentioned administrative posts in the Imperial Services and all service and leave during which a Government servant held a lien on such a post or would have held a lien had it not been suspended counts for increments in the time-scale applicable to that post, whether such service be continuous or not. This rule should be so applied to Government servants holding the administrative posts so as to permit them to draw pay in the time-scale applicable to those posts calculated on the assumption that all service of the kinds in question has counted for increments. One effect of the above ruling is that service in a temporary post bearing similar duties and the same rate of pay as a permanent administrative post will count for increments in the time-scale applicable to the permanent post if the Government

servant holding or officiating in the temporary post is subsequently promoted substantively to the permanent post.

1. Chief Engineers.
2. Superintending Engineers.
3. Collector of Customs.
4. Chief Conservator of Forests.
5. Conservators of Forests.
6. Director of Agriculture.
7. Director of Public Health.
8. Director of Public Instruction.
9. Surgeon General.
10. Accountant General.
11. Deputy Controller of the Currency.
12. Inspector General of Police.
13. Deputy Inspector General of Police.
14. Commissioner of Police.
15. Inspector General of Prisons.

(G. I., F. D., No. 85-Ex., dated the 15th January 1924 and G. O. No. 145-Fin., dated the 15th February 1924 and G. I., F. D., No. 9607-Ex., dated the 29th November 1924 and G. O. No. 889-Fin., dated the 17th December 1924.)

Application of the rule to officiating Government servants.

[F. R. 23.]

(1) Fundamental Rule 23 applies to an officiating as well as to a substantive holder of a post, whether such officiating incumbent holds any substantive post under Government or not.

Any break in the officiating period such as that due to transfer to another post, or leave without pay, or non-employment would operate as a vacating of the post. The pay during any subsequent officiating period in the post would be governed by Fundamental Rule 32 in its application to the new rates of pay subject in the case of Government servants under the Madras Government who hold no substantive post to the subsidiary rule under Fundamental Rule 35.

(Audit Instn. Cir. No. 27, dated 31st August 1925, and T. M. Cir. No. 24-4 of 25-26, dated 2nd November 1925.)

Effect of withholding increments on future increments.

[F. R. 24.]

(1) The order withholding an ordinary increment in a time-scale must specify the period for which it is to be withheld if the order is to be operative. If the order does not state that the withholding of the increment shall have the effect of postponing future increments, the Madras Government have decided that it shall be assumed that the officer's pay is restored to what it would have been had his increment not been withheld from the next natural date from which he would have drawn an increment.

(M. G., Fin. Secretary's D. O. No. 34644-1-C. S. R., dated 9th October 1925.)

Competent authority in Police Department to withhold increments.

(2) Superintendents of Police in the Madras Presidency are authorised to withhold increments to Sub-Inspectors under their jurisdiction. The Deputy Inspector-General of Police for Railways and Criminal Investigation Department is authorised to exercise similar powers with regard to Inspectors of that department.

(Para. 1 of G. O. No. 275-Mis. Judl. (Police), dated 13th June 1923.)

Health Inspectors—Failure to pass examination—liable to stoppage of increments.

(3) Health Inspectors in the Madras Presidency undergoing the quinquennial training but who fail at the second and third examinations will be punished with stoppage of increments for one year.

(G. O. No. Mis. 1322-P. H. (L. S. G.), dated 17th September 1924, with Fin. Endt. No. 3532-Ex.-P.-1, dated 24th September 1924.)

Effect of removal of bar on increments.

[F. R. 25.]

(1) In the case of a Government servant who was stopped at an efficiency bar and who is subsequently declared fit to pass the bar the authority competent to remove the bar has full discretion in the matter of fixing the pay at any stage not exceeding what would have been attained if there had been no stopping at the bar.

(Ar. Gl.'s letter No. 897-A. & A.—225-21, dated 16th May 1921, in Case Rec. 13-Mis.-23 of 1921-22.)

Counting of service in the Army Reserve for increments.

[F. R. 25 (a).]

(1) The Madras Government have directed that service in the Army Reserve of *ex*-military men who enlist in the Police shall not count for increments in the Police Department except for the periods during which the reservist was mobilised for active service.

(G. O. No. 492-Judl., dated 31st August 1925.)

Counting of military active service before enlistment for increments.

(2) The Madras Government have directed that Indian *ex*-soldiers who enlist in the Madras Police on discharge from the Army may count any military active service rendered between the 4th August 1914 and 11th November 1918 inclusive for increments. Only periods within these dates may count and the concession is to be allowed only to those whose conduct in the Army according to their discharge certificate was "exemplary," "very good" or "good." The concession is admissible irrespective of whether a man was discharged at his own request or resigned from the Army before the expiry of the period for which he was enlisted.

These orders will not adversely affect those men who had already been granted advance increments under formerly existing orders.

(G. O. No. 469-Judl., dated 20th August 1925, with Fin. Endt. No. 29743-1-C. S. R., dated 26th August 1925; Case T. M. 24-28 of 1925-26.)

Effect of promotion during leave for increments.

[F. R. 26 (b).]

(1) In the case of an officer who acted in the grade of Rs. 1,000—1,200 in the minimum pay from 16th April 1921 to 6th April 1922 and then proceeded on 10 months' leave on average pay from 7th April 1922 to 6th February 1923 and who was promoted substantively while on leave to the grade of Rs. 1,000—1,200 on 2nd August 1922, it was decided by the Auditor General that the Government servant could count the period of his leave from 2nd August 1922 for increment in the grade of Rs. 1,000—1,200 as he held a lien on a post in that grade with effect from that date [*vide* Fundamental Rule 12 (c) and 26 (b)].

(Ar. Gl.'s letter No. 816-A.—299-23, dated 23rd/24th July 1923, to A. G. P. T., Calcutta.)

Effect of overstayal of leave on increments.

(2) A period of overstayal of leave does not count towards increments under the Fundamental Rules.

(Audit Instn. Cir. No. 22, dated 15th/22nd January 1925.)

Effect of leave taken by officiating Government servants for increments.

(3) Leave taken during the officiating service of a Government servant on a time-scale rate of pay does not count for increments in that time-scale.

Whenever increments are drawn for officiating non-gazetted Government servants in respect of the posts in which they officiate, a note should invariably be made in the increment certificate to indicate whether any leave was taken during the period of approved service for which an increment is claimed.

(T. M. Cir. No. 24-1094, dated 10th/11th July 1924.)

Explanation of Fundamental Rule 26 (c).

[F. R. 26 (c).]

(1) The intention of the rule was to introduce a fresh concession permitting a Government servant to count officiating service in a higher post as service for increment in a lower post if he is re-appointed to the lower post. This is not merely an alternative to the ordinary rules in Fundamental Rules 26 (a) and 32 which permit such officiating service to count for increment in the higher post.

A Government servant can also count this officiating service in the higher post for increments in that post if he is subsequently appointed to it either in an officiating or permanent capacity.

(Ar. Gl.'s Endt. No. 6-A.—412-23, dated 7th January 1924.)

(2) The concession mentioned in this clause may be allowed to a Government servant who, while officiating in a post on a time-scale of pay, is appointed to hold a higher temporary post outside the department to which he belongs, irrespective of the fact whether the Government servant but for his appointment to the higher post, would have continued to officiate in the lower post or not.

(Ar. Gl.'s letter No. T.-695-10-A.-24, dated 31st May 1924, to A. G., Bengal, forwarded with Endt. No. 390-A.—101-24, dated 4th June 1924.)

Powers of Local Government to grant premature increments.

[F. R. 27.]

(1) If the maximum pay of a time-scale is in excess of Rs. 1,200 the grant of premature increment requires the sanction of the Secretary of State even though by the grant of such premature increment the Government servant's pay does not at that time exceed Rs. 1,200.

(Ar. Gl.'s Endt. No. 179-A.—21-24, dated 26th February 1925; Case G. A. 42-3 of 1924-25.)

Effect of grant of premature increments on future increments.

(2) When increments are granted in advance, it is usually the intention that the Government servant should be entitled to subsequent increments in the same manner as if he had reached his position in the scale in the ordinary course, and in the absence of special orders to the contrary he should be placed on exactly the same footing as regards future increments as a Government servant who has so risen.

(G. I., Fin. D., No. 752-C. S. R., dated 11th July 1919; G. O. No. 567-Fin., dated 6th August 1919; Case G. A. 42-6 of 1919-20.)

Explanation of the proviso.

[Proviso to F. R. 30 (1).]

(1) In ministerial and other establishments in which there are no grades in the sense in which the word is used in the Civil Service Regulations, it is held that the proviso to paragraph 1 under Fundamental Rule 30 is intended to cover, where necessary, all cases of the grant of acting allowances from one fixed rate of pay to another without change of duty, in other than All-India Services.

(G. I., F. D., No. 738-C. S. R., dated 13th July 1922, and G. O. No. 662-Mis. Fin., dated 5th August 1922.)

Lists of posts between which officiating promotions are admissible.

[M. G. Subsy. Rule under F. R. 30.]

(1) A list of posts between which officiating promotions have been declared to be admissible will be found in Appendix B to this part of the Manual.

Pay of officiating Government servants, when the pay of post is reduced.

[F. R. 31.]

(1) The pay of a Government servant officiating in a post the pay of which has been reduced with effect from the next succession thereto is regulated on the reduced pay.

(Audit Instn. No. 12, Vol. I.)

When the pay is subject to increase.

(2) The pay of a Government servant officiating in a post the pay of which is subject to increase upon the passing of an examination or upon the completion of a certain period of service is the pay which he would from time to time receive if he held the post substantively.

(Audit Instn. No. 11, Vol. I.)

Explanation of the notes.

[Notes under F. R. 31 & 32.]

(3) These notes provide for cases in which the pay of post is undetermined because the post may be held by a Government servant in any one of several grades or in any stage of a time-scale. In such cases Local Governments have full power to fix the pay of the officiating Government servant up to the maximum which could be drawn by a substantive holder, provided that such maximum is within their powers of sanction. Cases in which pay has been fixed on the assumption that the post will be held by a member of a particular service will be covered by these notes as well as Rule 33 read with Rule 21. If the service concerned is an All-India service, Rule 21 will apply. If it is not an All-India service, the Local Government have full powers provided that the maximum pay of the post is within their powers of sanction.

(Audit Instn. No. 14, Vol. I.)

Scope of Fundamental Rule 32.

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[F. R. 32.]

(1) Rule 32 of the Fundamental Rules regulates the pay of all Government servants whether they hold or do not hold substantively other posts under Government who are officiating in posts on time-scale rates of pay.

(Ar. Gl.'s letter No. 155-A.—31-24, dated 18th February 1924, to A. G., Madras.)

Example of Fundamental Rule 32:—

(2) A Government servant on Rs. 250 per mensem officiating in a post of which the pay is Rs. 225—50—425 gets an initial pay at the next higher stage, Rs. 275 per mensem. If while so officiating, his substantive pay is raised to Rs. 300 per mensem, his pay on the officiating post will not again be refixed at the next higher stage. He will draw Rs. 300 as pay and will go on to Rs. 325 after he has served a full year in the post on Rs. 275 or above.

(Ar. Gl.'s No. 66-A.—349-22, dated 18th January 1923.)

How pay is regulated when duty has been performed prior to time-scale pay introduction.

(3) A time-scale is generally attached to a particular cadre or class in a cadre or a time-scale may be of recent introduction, whereas the class to which it is attached may have been in existence before the time-scale came into force with a different rate of pay attached to it. If a Government servant has officiated in the cadre or class prior to the introduction of the new time-scale and has drawn during the officiating tenure salary equal to a stage or intermediate between two stages in a time-scale, then such officiating service may be counted for increment in the same stage or if the salary was intermediate between two stages in the lower stage.

English Head Clerks—Deputy Tahsildars and Stationery Sub-Magistrate—one cadre.

(4) The Madras Government have directed that the posts of English Head Clerk in the Collectors' offices and those of Stationery Sub-Magistrate or Deputy Tahsildar should be treated as belonging to the same cadre for the purpose of Fundamental Rule 32.

(G. O. No. 1740-Mis. Rev., dated 8th/11th January 1924.)

Explanation of the phrase "not exceeding the lowest stage."

[F. R. 33.]

(1) This rule prescribes the initial rate of pay of a Government servant officiating in a post the pay of which has been fixed at a rate personal to another Government servant. If the pay thus personally fixed is on a time-scale it is not intended that an officiating incumbent should be debarred from drawing increments in that time-scale according to the ordinary rules.

(Audit Instn. No. 15, Vol. I.)

Scope of the rule.

[F. R. 35.]

(1) One class of case falling under this rule is that in which a Government servant merely holds charge of the current duties and does not perform the full duties of the post.

(Audit Instn. No. 16, Vol. I.)

Regulation of increments when pay has been reduced under this rule.

(2) When a Government servant is appointed to officiate in a post, but is allowed no, or less than full, officiating pay under this rule the period for which no, or less than full, officiating pay is admissible should be treated for purposes of counting for increments, in the same manner as if full officiating pay had been drawn under Fundamental Rule 32.

This decision applies to cases where additional pay for officiating is admissible.

(Audit Instn. Cir. No. 27, dated 31st August 1925.)

Continuity of service not interrupted by duty in other posts.

[Subsy. rule to F. R. 35.]

(1) In the case of a Government servant without a substantive post who has been continuously in Government employ, but whose tenure of officiating service in a time-scale is interrupted by duty in another time-scale, the intervening service should not be regarded as a breach of continuity for the purpose of the above rule.

(G. O. No. 582-Fin., dated 9th August 1924.)

Nor by leave with or without allowances taken.

(2) Any period of leave whether with or without allowances taken during the officiating service will not count for increments but such leave will not interrupt the continuity of officiating service for the purpose of this subsidiary rule.

(G. O. No. 648-Mis. Fin., dated 6th September 1924.)

Application of Fundamental Rule 35 to medical subordinates (male and female).

(3) Lady Sub-Assistant Surgeons in the Madras Presidency while officiating in posts intended for lady apothecaries or lady assistant surgeons are not entitled to the minimum pay in the scale fixed for lady apothecaries or assistant surgeons as the case may be, as the difference in the scales of pay fixed for these several grades of Government servants depends on their qualifications and not on the nature or the amount of work done by them. • •

The same principle is also applicable to the case of male sub-assistant surgeons, who are temporarily posted to stations reserved for Civil Assistant Surgeons. They should, while officiating in such appointments draw pay only in the sub-assistant surgeons scale as non-gazetted Government servants.

(G. O. No. 1048-P. H. (L. S. G.), dated 28th June 1923.)

Officiating appointments in the place of Government servants undergoing training in the Indian Territorial Force.

[Subsy. Rule under F. R. 36.]

(1) No substitutes should ordinarily be appointed in the place of Government servants who are allowed to undergo training in the Indian Territorial Force. Where there is only one clerk in an office he should not be permitted to join the force. Subject to the provision in subsidiary rule 2 under Fundamental Rule 36, Heads of Departments may at their discretion relax this rule only in the case of menials whose work cannot otherwise be performed during their absence.

(M. G. Pub. Memo. Nos. 4215-1, dated 13th May 1922; No. 10956-2, dated 23rd December 1922; G. O. No. 189-Mis. Pub., dated 17th March 1924.)

Arrangements in place of Government officials attending Sessions of the Legislative Assembly or the Council of the State.

[F. R. 38.]

(1) The Government of India have ruled that when a Government servant is nominated as a member of the Legislative Assembly or the Council of State, it is permissible for the Local Government to create a temporary post for the period of his absence from his headquarters and to appoint him thereto. Officiating arrangements may then be made under the ordinary rules for the performance of his regular duties at his permanent headquarters.

(Audit Instn. Cir. No. 19, dated 15th September 1924.)

Special duty or deputation in India.

[F. R. 39 & 40.]

(1) Under the Fundamental Rules, special duty or deputation in India will not be recognised. A temporary post will be created for the performance of that duty. If the special duty is to be undertaken in addition to the ordinary duties of the Government servant then Rules 39 and 49 will apply.

(Audit Instn. No. 17, Vol. I.)

Temporary posts under the Madras Government for famine duty.

[F. R. 40.]

(1) In the matter of sending Government servants to famine duty, temporary posts should be created by the competent authority concerned on a fixed pay which would give the Government servant employed an increase over his permanent pay on the scale sanctioned to Government servants employed in hill stations. (See Class V—II Hill Stations of Appendix to Part I of the Madras Manual of Allowances). This concession will not be admissible in the case of Government servants employed in connection with test

works, nor will it apply to temporary men or those recruited on special pay for famine work.

No allowance is admissible in the case of Government servants solely employed on office work and not responsible for regular famine relief operations, such as famine accountants, travelling auditors and accountants.

(G. O. No. Mis. 1420-Rev., dated 21st September 1923, with Fin. Endt. No. 3025-C. S. R.-1, dated 25th September 1923.)

Subsistence grant to members of the Indian Civil Service, Military Commissioned Officers and to officers appointed in the United Kingdom.

[F. R. 43 (a).]

(1) The Secretary of State in Council has been pleased to issue the following general orders under Fundamental Rule 43 (a):—

The subsistence grant of a member of the Indian Civil Service, a statutory civil servant or a military commissioned officer subject to the civil leave rules shall be as shown in the following table:—

Period spent by the Government servant on duty in India.	AMOUNT OF THE GRANT.	
	If drawn out of Asia.	If drawn in Asia.
	£	Rs.
Not more than 8 years	33½	333½
More than eight, but not more than 12 years.	42½	426½
More than 12, but not more than 16 years.	53½	533½
More than 16 years	66½	666½

The subsistence grant of a Government servant appointed in the United Kingdom, other than the Government servants mentioned above who on first arrival in India, is prevented by illness from proceeding to the seat of the Government to which he is attached or to any other station to which he is ordered to proceed direct, shall be Rs. 250 or the pay to which he will be entitled when he takes over charge of his duties, whichever is less.

(G. I., F. D., No. 421-C. S. R., dated 10th May 1922.)

CHAPTER V.—ADDITIONS TO PAY.

Hill Allowance.

[F. R. 44.]

(1) A hill allowance is a compensatory allowance.

(Audit Instn. No. 20, Vol. I.)

Grant of compensatory allowance for liability to British Income-tax through detention on duty.

(2) The Secretary of State in Council has decided that where a Government servant who has made arrangements to spend less than six months on leave in the United Kingdom during the fiscal year becomes liable to British income-tax through being detained on duty beyond that period, he may be granted a compensatory allowance equal to the income-tax on leave-salary, up to a maximum of six months, which he would have escaped but for such detention on duty.

(G. I., F. D., No. F.-217-C. S. R.-25, dated 29th July 1925; G. O. No. Mis.-701-Fin., dated 22nd August 1925; G. A. 47-22 of 1924-25-26.)

Rules for Exchange Compensation Allowance.

[F. R. 44.]

(3) With reference to Fundamental Rule 44 the Secretary of State in Council is pleased to reserve to himself the power of sanctioning the grant to Government servants of exchange compensation allowance; and to issue the following orders regarding the conditions under, and the rate at, which exchange compensation allowance may be drawn:—

1. In these orders—

- (a) *Current rate of exchange* means the rate of exchange for telegraphic transfers from Calcutta on London on the twentieth day of the month preceding that in which a claim for exchange compensation allowance is made.
- (b) *Exchange compensation allowance* means a compensatory allowance granted to compensate a Government servant for a fall of the sterling value of the rupee below one shilling and six pence.
- (c) *Quarter* means a period of three months, ending on the 31st March, the 30th June, the 30th September or the 31st December.

2. The following classes of Government servants may draw exchange compensation allowance:—

- (a) Members of the Indian Police Service, recruited prior to 1906, who were in receipt of the allowance on the date on which these orders came into force.

- (b) Government servants, who, on the date on which these orders came into force, were serving under a contract which provided for the grant of the allowance, for so long as they continue so to serve.
- (c) Any other Government servant whom the Secretary of State in Council may declare to be eligible for the allowance.

3. The amount of exchange compensation allowance admissible to a Government servant is the number of rupees by which one-half of his pay falls short of the sum which, when converted at the current rate of exchange, will yield the sterling equivalent of one-half of his pay converted at the rate of one shilling and six pence; provided that the total amount of exchange compensation allowance drawn by a Government servant in any quarter shall not exceed the number of rupees by which a sum of £250 converted into rupees at the rate of one shilling and six pence, falls short of the rupee equivalent of the same sum when converted at the current rate of exchange.

4. (a) Exchange compensation allowance cannot be drawn by a Government servant while on foreign service or under suspension.

(b) Exchange compensation allowance, if otherwise admissible, may be drawn by a Government servant during the first four months of any period of leave on average pay.

(G. I., F. D., No. 2657-F. E., dated 19th December 1922.)

Exchange compensation allowance, if otherwise admissible, may also be drawn during the whole of the period of leave on average pay corresponding to the amount of privilege leave at a Government servant's credit on 1st January 1922; which may extend to six months under the special concession referred to in Note 1 to Fundamental Rule 89.

(Audit Instrn. No. 103, Vol. II.)

Explanation of the note.

[Note to F. R. 44.]

(1) This rule does not restrict the power of the Government of India or a Provincial Government to grant free passages to and from the United Kingdom to a non-official, recruited by them in the United Kingdom on a temporary basis, whether under a formal contract or not, in a case in which the Secretary of State's sanction is not required to the temporary appointment.

(Audit Instrn. Cir. No. 19, dated 15th September 1924.)

Rules about passages.

(2) Detailed rules about passages are contained in Appendix C to this part of the Manual.

Allowances for famine duty—Compensatory.

[Madras Govt. Subsy. Rules under F. R. 44.]

(1) It has been held that allowances granted to Civil officers serving outside their provinces or to Military officers within their province for famine duty are compensatory allowances and not special pay.

(G. O. No. 457-Finl., dated 6th June 1918.)

Application of the rule.

[F. R. 45 (b).]

(1) The Governor General in Council has decided that Fundamental Rule 45 applies only to residences leased, acquired or constructed at the expense of a Local Government (including the Central Government in that capacity) and supplied by it to a Government servant under its administrative control. It does not apply to residences belonging to one Government and supplied to an officer paid from the revenues of another Government. It applies, however, to residences belonging to the Central Government but under the control of the Local Government acting as Agent to the Governor General in Council, which are supplied by the Local Government to Government servants under its administrative control but paid from the Central Revenues.

(G. I., F. D., No. F.-233-C. S. R., dated 30th July 1925, and G. I., F. D., No. F.—233-II-C. S. R.-25, dated 6th January 1926; Case T. M. 24-37 of 1925-26.)

Application of the rule to Government servants on leave.

[F. R. 45 (b).]

(1) The Governor General in Council has decided under Fundamental Rule 8 that Fundamental Rule 45 applies to Government servants on leave and that in such cases the officers on leave are liable for the full assessed rent subject to 10 per cent. of the leave-salary drawn by the Government servant. The Government of India have further decided that a Government servant who goes on leave, other than leave on average pay not exceeding four months, should be held to have ceased to be in occupation of the building from the date of commencement of such leave, unless for any reason the Local Government decides otherwise.

(G. I., F. D., letter No. F.-259-C. S. R.-24, dated 3rd January 1925; G. O. No. 93-Fin., dated 5th February 1925, and G. I., F. D., letter No. F.-198-C. S. R.-25, dated 21st August 1925.)

Treatment of hill allowance as emoluments.

(2) The Hill Allowance paid to the members of the Secretariat staff taken to Ootacamund falls under the category of "Compensatory Allowances" under this rule and it should, therefore, be treated as part of the emoluments of the staff for purposes of calculating rent for the quarters occupied by them under Fundamental Rule 45 (b).

(G. O. No. Mis. 370-W., dated 12th March 1925.)

(3) House-rent should not be assessed on the allowance paid to holders of the Order of British India.

(Ar. Gl.'s No. 17-A.—388-25, dated 13th January 1926; Case T. M. 24-92 of 1925-26.)

Concession to low paid Government servants.

[F. R. 45 (e).]

(1) As a special concession, the Madras Government have directed that a Government servant on low pay, *i.e.*, holding a post the average pay of which is less than Rs. 50 per mensem occupying Government quarters, shall not be required to pay rent in excess of the rates specified below:—

Government servants.	Rate of rent.
	Rs. A. P.
I. Government servants whose pay is Rs. 50 or the average pay of whose grade is less than Rs. 50 but not less than Rs. 35	2 8 0
II. Government servants whose average pay is less than Rs. 35 but not less than Rs. 25	1 8 0
III. Government servants whose average pay is less than Rs. 25 but less than Rs. 15	1 0 0
IV. Government servants whose average pay is less than Rs. 15	0 8 0

(2) The following table shows the average pay of the different time-scales and grades for this purpose. Special pay and compensatory allowances, if any, should be excluded from pay in determining the amount of rent payable.

Scale of Pay.	Average.
40—2—50	48½
30—2—60	48
35—60	47½
40—½—45	43½
30—1—50	40
30, 35, 40, 45, 50	40
30—2—40	38½
35—½—40	38½
25—1—50	37½
30—1—40	37½
30—1—40—5—50	37
30—35	33½
22—1—35	30½
26, 27, 30 and 35	29½
25—1—30	29½
20—1—35	29
20—2—30	28½
20—1—30	27½
15—1—30	24
20—½—25	23½
15 to 24	19½
15—1—20	19½
17—22	19
16½—21½ and 17—22	19
12—18	15½

(3) The average pay of the compounders and that of midwives should be taken at Rs. 37 and Rs. 55 per mensem respectively. Accordingly, rent at Rs. 2-8-0 per mensem or the standard rent of the quarters whichever is less is recoverable from compounders only and rent under *ordinary* rules, i.e., at 10 per cent. of the emoluments or the standard rent is recoverable from midwives.

(G. O. No. 152-Fin., dated 18th February 1926.)

(4) The Government do not recognise any liability to provide quarters for menials paid from contingencies such as sweepers, waterman, peons and tailors, etc., as it is always presumed that they belong to the localities in which they are employed and are, therefore, expected to have their own houses. If, however, they occupy Government quarters they should be treated as Government servants and rent at the above concessional rates should be recovered.

This order will not affect Government servants who have been provided with quarters free of rent and in respect of whom certificates under Fundamental Rule 45 (e) are forthcoming.

(G. O. No. 201-Fin., dated 11th March 1925; Fin. Memo. No. 14503-1-C. S. R., dated 7th May 1925; Memo. No. Fin. 158999-1, dated 15th May 1925; Fin. Endt. No. 23909-1-C. S. R., dated 6th July 1925, and Fin. Endt. No. 21561-1-C. S. R., dated 17th June 1925, and Memo. No. 2343-1-C. S. R., dated 29th January 1926; Case T. M. 24-1 of 1925-26.)

Application of the order of the discontinuance of rent free concession on change of incumbency.

(5) The Madras Government have decided that when they order the discontinuance of the concession of rent free quarters or house-rent allowance attached to a post, on the occurrence of a "*change in the incumbency*," it should be taken that "*change in the incumbency*" occurs as soon as the incumbent of the post, to which the concession is attached, is transferred either permanently or temporarily to another post; the concession is not admissible even when the incumbent is subsequently retransferred to his original post. If, however, the incumbent goes on leave and returns, on the expiry of the leave, directly to the same post, he will be entitled to the concession, although the person officiating in his place will not be eligible for it.

(G. O. No. Mis. 1561-Law (Genl.), dated 11th May 1925, with Fin. Endt. No. 18543-1-C. S. R., dated 18th May 1925.)

Continuance of rent free concession during leave.

(6) The Madras Government have decided, that if a Government servant who has been, by virtue of the post he holds, provided with quarters rent free, is granted *leave of any kind* for a period not exceeding four months and no substitute is appointed in his place, he may be allowed during the period of that leave to continue to occupy the same quarters rent free. A subordinate who is granted leave for a period exceeding four months in the first instance is

ineligible for the concession. The concession should also cease when a subordinate is granted an extension of leave beyond the four months limit. It will be for the authority granting the leave to decide in each case whether the concession may be granted or not.

(M. G. Fin. Endt. No. 13665-1-C. S. R., dated 18th April 1925; No. 26227-1-C. S. R., dated 28th July 1925; No. 34237-1-C. S. R., dated 5th October 1925; Case T. M. 24-40 of 1922-25.)

Concession to keep furniture, etc., free of rent.

[F. R. 45 (e).]

(7) A Government servant may, during absence on leave or on duty elsewhere, be permitted by the Superintending Engineer to store his furniture and other belongings in his residence, at his own risk, free of rent, when both the following conditions are fulfilled:—

- (i) the temporary incumbent does not require the residence and is exempted from the payment of its rent; and
- (ii) arrangements cannot be made to lease the house during the absence of the permanent incumbent.

This concession is not applicable to a Government servant who is absent from the station on tour or who is permitted to spend part of the summer at some hill station. In these circumstances the officer is still responsible for the full rent of the house.

This rule applies to all Government servants whether under the administrative control of the Government of India or the Local Government.

(G. I., F. D., letter No. F.-201-C. S. R.-24, dated 16th October 1924; M. G., P. W. D., Memo. No. 5199-Ac.-24-C. P., dated 15th January 1925, with Fin. Endt. No. 2146-1-C. S. R., dated 24th January 1925.)

Grant of Honoraria and Fees:

[F. R. 46.]

(1) The rule requires that the reasons for the grant should be recorded in writing, so that the honorarium or fee should be subject to Departmental and Audit scrutiny. Audit officers may, therefore, require that the reasons for the grant of an honorarium or fee should be communicated to them in each case.

(Audit Instn. No. 22, Vol. I.)

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Overtime allowances to customs officers—Honoraria.

(2) Overtime allowances paid to customs officers at various ports are treated as "Honoraria."

(G. I., F. D., No. 243-C. S. R., dated 31st January 1923.)

Additional remuneration to High Court Judges.

(3) It is not desirable that Judges of the High Court should undertake, for remuneration, work in addition to their duties as Judges. They should not, therefore, accept fees for examining.

(S. of S.'s Desp. No. 180-Pub., dated 18th July 1912, communicated with G. I., F. D., No. 962-E. B., dated 6th September 1913.)

Additional remuneration to members of the Indian Civil Service.

(4) The Madras Government considers it unbecoming for any member of the Indian Civil Service to appear as a paid examiner at a school examination in the district in which he is employed.

(G. O. No. 603-Pub., dated 19th May 1897.)

Remuneration granted for services on purely personal grounds is Honorarium.

[F. R. 47.]

(1) The honorarium paid to an officer selected as an examiner or lecturer on purely personal grounds irrespective of his position under Government, though these grounds may bring about his appointment in successive years, or for a term of years, should be dealt with under Fundamental Rule 46 and not treated as a recurring charge.

(Audit Instn. No. 53, Vol. I.)

Remuneration for port health work.

(2) No allowance shall be given in the Madras Presidency to medical officers for doing port health work whether such work forms part of their ordinary duties or is their sole charge and whether it is done on Sundays or other holidays or out of recognised office hours on working days.

(G. O. No. 420-Fin. (Marine), dated 30th August 1923.)

Appropriation of fees received for private work.

(3) The staff of the Veterinary College, Madras, is permitted to receive fees for analyses not done on behalf of Government but 4 per cent. of them should be credited to Government to defray the cost of materials.

(G. O. Mis. No. 2650-Rev., dated 4th November 1920.)

Remuneration to Electric Inspector and his staff.

(4) The Electric Inspector, Madras, and his establishment may not receive any remuneration for the work to be done by them in connection with the Technical examination for the grant of certificates of competency to Electric Wiremen.

(G. O. No. 1068-63-A. W., dated 11th September 1918, communicated in Fin. Endt. No. 9249-1, dated 30th October 1918.)

Explanation of the note.

[F. R. 47, Note.]

(5) The honoraria and fees referred to in this note are concerned with work done in a professional capacity and are governed by the rules in Article 74 (*d*), Civil Service Regulations, till these are modified. If a medical officer in civil employ performs such work as the conduct of a University examination, this work is not professional, and the fees payable for it should be regulated by the rules in Article 72 (*c*), Civil Service Regulations, till subsidiary rules are issued by the Local Government under Fundamental Rule 47.

(Audit Instn. No. 88, Vol. II.)

CHAPTER VI.—COMBINATION OF APPOINTMENTS.

Powers of Chief Commissioner of Coorg.

[F. R. 49.]

(1) The Chief Commissioner of Coorg is competent to sanction the grant of additional pay and compensatory allowance to an officer placed in charge of another post in addition to his own duties.

(G. I., Dept. of Ind. and Labour, P. W. Branch, No. E.-40, dated 5th August 1925, with Fin. Endt. No. D.-4199-C. S. R., dated 7th August 1925; Personal case of Mr. C. R. S. Richardson of the P. W. D.)

Pay of an additional post.

[F. R. 49 (b).]

(1) This rule requires that such pay as may be considered “reasonable” in the circumstances may be given; half the presumptive pay of the post is not therefore to be regarded as the amount automatically permissible.

(Audit Instn. No. 23, Vol. I.)

Explanation of delegation.

[Delegation under F. R. 49.]

(1) The expression “each of the posts concerned” occurring in this delegation includes also the post substantively held by the Government servant and not merely the additional post or posts which he is appointed to officiate in, or to hold charge of, temporarily.

(G. O., No. 41-Fin., dated 14th January 1924; Case G. A. 42-13 of 1924-25.)

Additional remuneration for charge of subordinate posts.

[Subsy. Rules 1 and 2 under F. R. 49.]

(1) Additional remuneration under subsidiary rules 1 and 2 to Fundamental Rule 49 is not admissible to an officer holding a post and performing the full or current duties of an additional post or posts subordinate to the post held by him, as such subordinate posts are not independent posts within the meaning of the rules. These orders should be applied to the converse case also, *i.e.*, the case of an officer holding an inferior post and appointed to *officiate* in a superior post in addition to his own duties, as he is then equally an officer holding a superior post in addition to one subordinate to it.

(G. O. No. 615-Fin., dated 21st July 1925, and G. O. No. 74-Mis. Fin., dated 25th January 1926.)

CHAPTER VII.—DEPUTATION OUT OF INDIA.

Deputation outside India otherwise than in Europe or America.

[F. R. 50 and 51.]

(1) The Government of India may sanction the deputation of an officer of Government, whether paid from General revenues or a local fund or in foreign service on duty outside India otherwise than in Europe or America for not more than 12 months at the cost of Indian Revenues.

(G. I., F. D., No. 633-C. S. R., dated 22nd June 1922; G. O. No. 589-Fin., dated 8th July 1922.)

Deputation outside India of subordinate police officers.

(2) The Government of India or in cases the cost is met from Provincial Revenues a Local Government may depute a subordinate police officer to any country outside India to accompany or take charge of criminals or lunatics or on any other business which is part of his duty as a police officer; and may grant to the officer so deputed (a) full pay, for the entire period of absence from India; (b) with actual travelling expenses and a subsistence allowance not exceeding the following scale while in any country outside India:—

	£	s.	d.	
To an officer of the Inspector class	1	2	6	a day.
To an officer of the Sergeant class	0	15	0	a day.
To an officer of the Constable class	0	15	0	a day.

A Local Government may delegate its powers under this rule to officers of a rank not lower than Deputy Inspectors-General of Police or Commissioners of Police in the Presidency towns and Rangoon.

(G. I., F. D., No. 1224-C. S. R., dated 10th November 1922.)

Period of deputation—How reckoned.

(3) The period of the deputation runs from the date on which the Government servant makes over charge of his office in India to the date on which he resumes it. If the Government servant is on leave out of India at the time he is placed on deputation, the period of the deputation is the time actually occupied by the duty.

(Audit Instn. No. 89, Vol. I.)

Honorarium to Government servants placed on deputation while on leave out of India.

[F. R. 51.]

(1) The Secretary of State in Council has decided that Officers on deputation out of India, whether sent on deputation from India

or placed on deputation while on leave out of India, may, if leave on average pay would otherwise be admissible, convert the period of deputation into leave on average pay and claim an honorarium of one-sixth of Indian pay, on the condition that in both cases the cost of passages from and to India is borne by the officer.

Periods of deputation thus converted into leave will count for pension as leave and not as deputation.

(G. I., F. D., No. 120-C. S. R.-25, dated 4th and 19th November 1925, recorded in G. O. No. 969-Fin., dated 15th December 1925.)

Concession of free return passage on termination of deputation.

(2) When an officer has been deputed to service out of India, any free return passage for which he is eligible will ordinarily lapse if on the termination of his deputation and before his departure he takes any considerable period of leave unless any arrangement to the contrary effect should be specially permitted at the time the deputation closes, or is about to close.

(G. I., F. D., No. 598-C. S. R., dated 26th April 1923; G. O. No. 437-Mis. Fin., dated 16th May 1923.)

(3) The pay of officers serving under the Government of India who may be deputed to work in Europe or America is governed by Fundamental Rule 51.

NOTE.—The Secretary of State has framed special rules regulating the Compensatory or Travelling allowance of officers on deputation in Europe or America. See Government of India, Finance Department, No. F.-220, dated 14th November 1924.

(G. O. No. 33-Mis. Fin., dated 12th January 1925.)

Meaning of market rate.

[F. R. 51 (b).]

(1) The expression “market rate” used in this rule means the market rate in Calcutta (on the date on which each payment becomes due) for immediate telegraphic transfers on London and not the market rate as defined in Articles 344 and 345 of the Account Code.

(Aud. Cir. No. 27, dated 31st August 1925.)

CHAPTER VIII.—DISMISSAL AND SUSPENSION.

Subsistence grant.

[F. R. 53 (b).]

(1) In the case of Government servants under suspension, other than officers of the Indian Civil Service the suspending authority has discretion, under Fundamental Rule 43 (b), to fix the amount of subsistence grant at such figure as he may think fit, subject to the prescribed maximum; but he has not authority under clause (b) of Fundamental Rule 53, to refuse a subsistence grant altogether, in any case which falls under that clause.

(G. I., F. D., No. F.-157-C. S. R., dated 9th September 1924 with Ar. Gl.'s Endt. No. 657-A.—K. W.-339-22, dated 17th October 1924; T. M. 24-17 of 1924-25.)

CHAPTER IX.—COMPULSORY RETIREMENT AND RESIGNATION OF OFFICE.

Definition of age.

[F. R. 56.]

(1) When a Government servant is required to retire, revert, or cease to be on leave, on attaining a specified age, the day on which he attains that age is reckoned as a non-working day, and the Government servant must retire, revert or cease to be on leave (as the case may be) with effect from and including that day. This rule applies to all Government servants, Civil, Military or Naval.

(Audit Instn. No. 24, Vol. I.)

Government servants in inferior service.

[F. R. 56 (a).]

(2) Fundamental Rule 56 (a) shall not apply to a Government servant in inferior service serving under the administrative control of the Governor General or in a Chief Commissioner's province.

(G. I., F. D., Resoln. No. 723-C. S. R., dated 16th May 1923.)

Members of the Navigation Establishment.

(2) Members of the Navigation Establishment including Lock and Wharf establishments who hold posts the pay of which exceeds Rs. 20 and the Dam Superintendent, Assistant Dam Superintendent and Sluice Superintendent at Periyar are declared to be ministerial servants for purposes of this rule.

(G. O. No. Mis.-14-W., dated 5th January 1924.)

Interpretation of "five years."

[F. R. 56 (c) (i).]

(1) The period of five years referred to in sub-clause (i) of this rule begins to run from the date on which the Government servant first takes up the office whether substantively or temporarily, provided, that, if temporary, he is confirmed without reverting to his substantive post; but the currency of the period is not interrupted by any subsequent temporary promotion to a higher post, *i.e.*, the period of temporary promotion is included in the period of five years.

(Audit Instn. No. 25, Vol. I.)

Scope of the rule.

[F. R. 56 (c) (iii).]

(1) This rule applies whether the officer was recruited direct to the post or promoted to it from a subordinate post.

(G. I., F. D., No. 2053-C. S. R. dated 16th November 1923.)

High Court Judges.

(2) A High Court Judge, when appointed, is required to agree to resign his appointment on attaining the age of 60 years and he must therefore compulsorily vacate his office in conformity with his own undertaking.

(Ar. Gl.'s Endt. No. 317-A.—56-25, dated 5th May 1925.)

(3) The Government of India is precluded from granting extension of service merely to enable a Judge of the High Court to complete pensionable service.

(G. I., F. D., telegram No. 1588-C. S. R., dated 7th September 1920.)

Specialist services.

[F. R. 56 (c) (iv).]

(1) The specialist services being organised outside the Indian Service of Engineers, the Government of India have decided that Rule 56 (c) (iv) of the Fundamental Rules cannot be held to be applicable to the specialist officers of the Public Works Department, and their case is consequently governed by Rule 56 (a) under which the services of such an officer may be retained after the age of 55 years for the recorded reason that his services are required on public grounds.

(G. I., Dept. Ind. and Labour, P. W. Branch, No. E.-34, dated 4th June 1924.)

[F. R. 56 (c) (vi) (3).]

(1) The period of five years referred to in sub-clause (vi) (3) of Fundamental Rule 56 (c) begins to run from the date on which the Government servant becomes entitled to draw the full pay of the post whether holding the post substantively or only in an officiating capacity; provided also that, if officiating he is confirmed in the post without a break of service.

(Audit Instn. No. 27, Vol. I.)

Other Military Officers.

[F. R. 56 (c) (vi) (4).]

(1) The period of five years referred to in sub-clause (vi) (4) of Fundamental Rule 56 (c) begins from the date on which the Government first takes up the office whether substantively or temporarily; provided that if temporary he is confirmed without reverting to his substantive post; but the currency of the period is not interrupted by any subsequent temporary promotions to a higher post, i.e., the period of temporary promotion is included in the period of 5 years.

(Audit Instn. No. 28, Vol. I.)

Members of Council.

[F. R. 57.]

(1) If a Member of Council succeeds to the office of Governor during a vacancy in that office the term of his service as such Governor should reckon as part of his five years service as a Member of Council. However in the event of his five years service expiring while he is holding the office of Governor, the Member of Council would continue to hold that office until the Governor duly appointed takes charge.

(G. I., F. D., No. 4956-P., dated 26th September 1901; G. O. No. 1028-Pub., dated 9th October 1901.)

(2) An officer appointed provisionally, *i.e.*, pending the intimation of His Majesty's pleasure and afterwards confirmed as a Member of Council ceases to retain a lien on his substantive appointment not from the date of the occurrence of the vacancy but from the date of his confirmation as a Member of Council by the Crown. Consequently, the promotions made in his place should be regarded as only officiating until such confirmation.

(G. I., F. D., No. 7649-P., dated 6th December 1904.)

CHAPTER X.—LEAVE.

Section I.—Extent of Application.

Officers on leave on 1st January 1922.

[F. R. 58.]

(1) The Simplified Leave Rules promulgated with the Government of India, Finance Department, Resolution No. 1367-C. S. R., dated the 29th July 1920 and amended from time to time are printed as Appendix D to this part of the Manual.

(2) A Government servant on leave on the 1st January 1922 who does not take advantage of the option of cancelling the unexpired portion of his leave and coming under the Fundamental Rules from the 1st January 1922 is to be regarded as coming under the new rules from the date of his return from leave unless he specifically elects to remain under the old rules within six months of his return from leave.

(3) The words “ Government servants to whom the Fundamental Rules as a whole apply ” used in this rule are intended to mean “ Government servants referred to in Fundamental Rule 2.”

Leave to officers engaged on contract.

[F. R. 59.]

(1) The model terms to regulate the grant of leave to officers engaged on contract are set out in the Annexure I to this chapter.

Leave to officers whose lien on substantive posts has been suspended.

(2) A Government servant who has been detached for other duty and whose lien on his substantive post has been suspended under Fundamental Rules 13 and 14 continues to earn leave under sections I to V of Chapter X of the Fundamental Rules.

(Audit Instn. No. 92, Vol. II.)

Military officers holding substantive posts in civil employ.

[F. R. 61 (a) (i).]

(1) A military officer appointed substantively under Fundamental Rule 13 holds a “ substantive appointment ” in civil employ from the date of such appointment and becomes subject to the Fundamental Rules from that date.

(G. I., F. D., No. 4043-P., dated 30th June 1907.)

Military officers in temporary civil employ appointed to tenure posts.

(2) If a military commissioned officer in temporary civil employ is appointed to one of the tenure posts, he is not debarred from coming under the Fundamental Rules by reason of his being substantively appointed to the tenure post and counts the period of his service in such post as officiating service for the purposes of Fundamental Rule 61 (a) (i).

(G. I., F. D., No. 31518, dated 11th June 1902.)

Military officers retained as supernumeraries in Civil Department.

(3) The period during which a member of the Indian Medical Service is retained as a supernumerary in the Civil Department under the orders contained in the Home Department Resolutions, Nos. 14-M.-760-772, dated 12th December 1894, counts as continuous officiating service in the Civil Department for the purpose of this rule.

(G. I., F. D., No. 4167-P., dated 30th September 1896.)

The period of transit from Military to Civil duty.

(4) The period of transit of a military officer from the Military Department to the Civil Department should be treated as part of the three years' continuous officiating service referred to in Fundamental Rule 61 (a) (i).

(G. I., F. D., No. 4043-P., dated 30th June 1907.)

Study leave not included in three years officiating service.

[F. R. 61 (a) (i) (2).]

(1) Study leave granted to a member of the Indian Medical Service officiating in Civil employ shall not operate as a break within the meaning of this rule but it is not to count towards the three years' continuous officiating service necessary to entitle him to be treated, for the purposes of the leave rules, as in permanent civil employ.

(G. I., F. D., No. 4043-P., dated 30th June 1907.)

Period of military service rendered during the war.

(2) The period of military service rendered during the war by members of the Indian Medical Service in temporary civil employ who were recalled to Military duty counts as service towards the period of three years which they are required to pass in civil employ to become subject to Fundamental leave rules. In the case of those taking leave in continuation of military service, such service will count for the above purpose only if the Local Governments concerned are prepared to re-employ them on return from leave.

(G. I., F. D., No. 1741-C. S. R., dated 27th September 1920; G. O. No. 545-Medl. Mis. L. and M., dated 29th September 1920.)

Leave to Indian Medical Service officers holding administrative posts.

[F. R. 61 (b).]

(1) A Government servant of the Indian Medical Service holding an administrative medical appointment in the civil department shall only be permitted to take a total of 12 months' leave, if due under the Fundamental Rules during the four years' tenure of appointment, subject to the limitation of the leave to a period of 8 months on any one occasion; continuous absence from duty in excess of 8 months will involve vacation of appointment.

(G. I. 244-Medl., Dept. of Edn. and Health, dated 5th April 1922 and G. O. No. 570-P. H. Mis., dated 25th April 1922; G. I., Edn. Dept. No. 694-Health, dated 15th September 1923, with G. I., F. D. Endt. No. 1770-C. S. R., dated 24th September 1923.)

(2) The test whether the rule in Fundamental Rule 61 (b) applies to a post of limited tenure is whether the Government servant holding the post would or would not revert to military duty at the end of the period to which the tenure is limited.

(G. I., F. D., No. 3639-P., dated 6th September 1892.)

Previous service of re-employed pensioners for leave.

[F. R. 65.]

(1) Officers, in receipt of pensions, re-employed cannot count their previous service for leave.

(A. G.'s decision, dated 6th November 1925 in case Pen. Mis. 3-17 of 1925-26.)

Leave to officers whose posts are to be abolished.

[F. R. 65 (a).]

(2) A Government servant who holds no lien on any other post except that which it is proposed to abolish, may be granted leave up to the amount which was admissible to him immediately before the abolition of his post, but in that case the orders abolishing the post should state explicitly that the post is abolished from the date on which the leave so granted terminates.

(Ar. Gl.'s No. 641-A.—194-22, dated 13th September 1922.)

Leave to Government servants whose substantive posts are abolished and who hold temporary or officiating posts.

(3) In the case of Government servants who are under the administrative control of the Madras Government and are thrown out of permanent posts but continue to hold temporary posts, or to officiate in other posts without break, the leave earned by them while holding the permanent post will not lapse and can be carried forward under Subsidiary Rule 3 to Fundamental Rule 103 and Fundamental Rule 65 (a). They are not, however, eligible for the concessions admissible under Fundamental Rule 81.

(G. O. No. 372-Fin., dated 17th April 1923.)

Section II.—General conditions.

Definition of extra expense.

[Subsy. Rule 2 to F. R. 66.]

(1) Expenditure on transit pay and travelling allowance may be disregarded in the calculation of "extra expense" referred to in this subsidiary rule; other charges such as increased remuneration granted to a Government servant under Fundamental Rules 31, 32 and 49 should be treated as "extra expense."

(G. O. No. 603-Fin., dated 4th July 1923.)

Grant of leave to medical subordinates in the employ of local bodies

[Subsy. Rules 2 and 3 to F. R. 66.]

(2) Presidents of local boards and chairmen of municipal councils have been authorised to grant leave to Civil Assistant Surgeons (and sub-assistant surgeons) employed under them subject to the condition that substitutes can be found by the Surgeon General from the leave reserves provided for in the respective cadres or that other temporary arrangements can be made for the performance of the duties of the absentees without increasing the cadres concerned.

The grant of leave under the delegation sanctioned above should also involve no "extra expense" as defined in the above rule.

(G. O. No. 683-Fin., dated 31st July 1923.)

Powers of competent authority to decide nature of leave.

[F. R. 67.]

(1) A Government servant cannot be compelled against his wishes to take leave on half average pay when leave on full average pay is admissible to him, unless it be deemed necessary in the public interest and in the interest of the individual also to prevent the too rapid exhaustion of the limited amount of full pay leave available under the Fundamental Rule. These orders must not be interpreted as interfering with the discretion entrusted to an authority competent to grant leave to determine whether leave should or should not be granted.

(Ar. Gl.'s No. 588-A.—72-23, dated 26th/30th April 1923.)

Recall of Government servants from leave out of India.

[F. R. 70.]

(1) All orders recalling a Government servant from leave out of India should be communicated to him through the High Commissioner for India. The orders should state whether the return to duty is optional or compulsory, as required by Fundamental Rule 70.

(G. I., F. D., No. 331-C. S. R., dated 28th February 1924; Ar. Gl.'s Endt. No. 223-A.—71-24, dated 12th March 1924; G. O. No. 210-Mis. Fin., dated 13th March 1924.)

Production of medical certificate of fitness.

[F. R. 71.]

(1) The term "Government servant" in line 1 of this rule applies to a permanent Government servant only.

(Audit Instn. No. 93, Vol. II.)

Treatment of overstayals of leave in the leave account.

[F. R. 73.]

(1) Periods of overstayals of leave after 1st January 1922 only should be debited as leave on half average pay in accordance with Fundamental Rule 73; periods of overstayals of leave prior to that date being regulated by Article 231 of the Civil Service Regulations.

Section III.—Special and Ordinary Leave Rules.*Eligibility for the benefit of special leave rules.*

[F. R. 75 (2).]

(1) A Government servant who becomes eligible to the special leave rules while he is on leave under the ordinary leave rules may, from the date he becomes so eligible change the balance of his leave to leave under the special leave rules.

(Audit Instn. No. 94, Vol. II.)

Explanation of the rules.

[F. R. 75 to 75C.]

(1) The special leave rules in these rules are based on a recognition of the principle that officers serving out of their own country can legitimately be given more generous leave terms than officers serving in their own country. Thus, any Government servant, whether gazetted or not even though he might have been subject to the Indian Service Leave Rules under the Civil Service Regulations is entitled under Fundamental Rule 75 (2) (a) to the benefits of the special leave rules, with effect from the 24th July 1923 provided the criterion for the eligibility is fulfilled, i.e., if, at the time of his appointment, he had his domicile elsewhere than in Asia. This decision also applies to such Government servants as elected to remain under the leave rules in the Civil Service Regulations.

(Ar. Gl.'s No. 1458-A.—187-23, dated 16th November 1923.)

Section IV.—Grant of Leave. . .*Leave Account.*

[F. R. 76.]

(1) Fractions of a day should not appear in the leave account; fractions below half should be ignored and those of half and more should be reckoned as one day.

(Audit Instn. No. 30, Vol. I.)

(2) Two sets of leave accounts should be maintained for Government servants employed under District Boards for whom the Boards previously paid contribution for pension only, but whose appointments have now been provincialised and for whom the Boards are now paying an equated sum on account of pay, leave and pension. The first leave account should show leave earned and taken under the Boards. The second leave account should show the leave earned and taken after the appointments were provincialised. Leave granted should be charged against the first leave account until the account becomes exhausted and the second account drawn upon only thereafter. It should of course be seen that the Government servants concerned do not get more leave than would be admissible if the whole had been kept as one account. In cases in which any leave was taken after entering Government service and the leave was charged according to Rule of proportions the debit of the leave taken should be distributed between both the accounts according to the proportion in which the leave allowances were distributed.

This procedure applies to the cases of officers taking leave either under the simplified leave rules (1920) or the Fundamental Rules but in the case of those who have elected to remain under the old Civil Service Regulations the leave-salary should be charged according to the rule of proportions, *Vide* Articles 45 and 900 of the Civil Service Regulations.

(T. M. 24-40-4977, dated 1st June 1923.)

Calculation of $\frac{5}{22}$ and $\frac{1}{11}$ of periods of duty.

[F. R. 77.]

(1) Five-twenty-seconds of the period spent on duty should be calculated thus:—

The amount of duty in terms of years, months and days should be multiplied by 5 and the product divided by 22. In this process of multiplication and division a month should be reckoned as equal to 30 days. $\frac{2}{11}$ ths of the period spent on leave should also be calculated similarly.

To facilitate the calculation of $\frac{5}{22}$ nds of a period, a table is printed as Annexure II to this chapter.

Treatment of subsidiary leave.

(2) The expression “ period spent on duty ” in clause (b) (i) (2) and (b) (ii) (2) of the above rule includes also periods of subsidiary leave taken under the rules in force prior to 29th July 1920.

(Audit Instn. No. 30, Vol. I and No. 95, Vol. II.)

Preparation of leave accounts of Government servants whose leave is earned partly under Indian and partly under European service rules or ordinary and special rules.

(3) In calculating the leave admissible to a Government servant subject to the ordinary leave rules for a part of his service and

to the special leave rules for the remainder of his service, the periods spent on duty under each of those rules should be taken separately and the calculation of the leave admissible in respect of each of these periods should be made separately and added together. According to this interpretation of the rule, the amount of leave to be credited to the leave account of a Government servant who was originally under the Indian Service Leave Rules and then came under the European Service Leave Rules will, under Fundamental Rule 77 (b) be:—

1. the privilege leave which it would, on the date on which he becomes subject to the Fundamental Rules, be permissible to grant to him under the rules in force prior to that date, *plus*
2. one-twelfth of the period spent on duty or on privilege leave during the periods he was under the Indian Service Leave Rules, *plus*
3. one-eighth of the period spent on duty or on privilege leave during the period he was subject to the European Service Leave Rules, *plus*
4. five-twenty-seconds of the period spent on duty subsequent to the date of his coming under the Fundamental Rules.

The concession in Fundamental Rule 77 (e) should also be allowed subject to the proviso that the total leave so credited under Fundamental Rule 77 (b) (ii) should not exceed what would have been admissible, had the Government servant been under the European Service Leave Rules from the beginning of his service.

When an officer who was under the ordinary leave rules on the 1st January 1922 subsequently comes under the Special leave rules the amount of leave at his credit on the date of his coming under the Special leave rules will be separately calculated and shown as the initial entry in his leave account subject to the special leave rules.

(Audit Instn. No. 32, Vol. I.)

Officiating service rendered prior to the introduction of the Fundamental Rules.

[F. R. 77 (b) (ii) 2.]

(1) In the case of a Government servant who after a period of officiating or temporary service was, without interruption of such service appointed substantively to a permanent post, all such uninterrupted temporary or officiating service rendered before the introduction of the Fundamental Rules, including any privilege leave taken during such service may be taken into account in calculating the amount of leave to be credited to the Government servant's leave account. Leave taken under rule 1 in Article 336 or rule 2 in Article 339 of the Civil Service Regulations should not be regarded as constituting an interruption of service for this purpose.

(Ar. Gl.'s No. 777-A.—205-22, dated 20th November 1922.)

Concession to civil officers who took sick leave while serving with Forces during the Great War.

[F. R. 78.]

(1) If a civil officer who served with the Forces during the Great War, and who was granted sick leave during that service (other than the 3 months' absence on full pay allowed to officers wounded or invalided), has reason to think that the amount of civil leave earned by him in respect of his military service was less than the amount debited in his leave account in respect of the same service, his leave account will, on his making application, be examined and, if such should be found to be the case, the excess debit will be cancelled.

(G. I., F. D., No. F.-21-II-C. S. R.-24, dated 28th August 1925; Case T. M. 24-42 of 1925-26.)

Leave "not due" granted to members of the Indian Civil Service or military commissioned officers.

[Note 2 (ii) to F. R. 78.]

(1) Leave "not due" taken under Fundamental Rule 81 (c) whether on medical certificate or not, should not, up to a maximum of 3 months expressed in terms of leave on average pay, be debited to the leave account of a member of the Indian Civil Service or a Military commissioned officer subject to the Fundamental Rules.

(G. I., F. D., No. 622-C. S. R., dated 20th April 1923.)

Commutation of furlough on average salary into leave on half average pay.

[F. R. 81.]

(1) An officer may not subsequently commute into leave on half average salary any period of furlough on average salary taken prior to 1st January 1922.

(Ar. Gl.'s No. 84-A.—310-24, dated 4th February 1925.)

Calculation of leave on average pay to officers of Vacation Department.

(2) The only distinction which the Fundamental Rules make between a vacation and a non-vacation officer is that the leave account and the amount of leave which can be taken on average pay have to be calculated for the former in the light of Fundamental Rule 82 (b) and that the waiving of the maximum limit for leave-salary is subject to the condition in Note (2) to Fundamental Rule 89. A vacation officer can be given leave on average pay provided that the leave is at his credit and that the maximum prescribed in Fundamental Rule 81 (b) (ii) calculated with reference to Fundamental Rule 82 (b) is not exceeded. The effect of this ruling is that an officer of the vacation department who enjoys each vacation can have leave on average pay without the production of a

medical certificate to the extent of 1/11th of duty subsequent to 1st January 1922 *minus* one month for each year of duty or a proportionate fraction thereof if the period of duty is less than a year.

(Cir. No. T. M.-24-40-4234, dated 5th April 1923.)

Effect of eligibility to special leave rules while on leave.

(3) If a Government servant becomes eligible for the special leave rules (*vide* Fundamental Rules 75 (2) (b) and (c) while he is on leave under the ordinary leave rules, his leave salary certificate should be revised to enable him to change his leave allowances to the amount admissible under the special leave rules subject to the maximum and minimum prescribed in Rules 89 and 90 with effect from the date he becomes so eligible and also in order to entitle him to the benefits of the maximum amount of leave prescribed in Rule 81 (a) (1).

(Ar. Gl.'s No. 151-A.—187-22, dated 14th February 1924.)

Grant of leave on average pay in continuation of leave on half average pay.

[F. R. 81 (b).]

(1) Under the proviso to sub-clause (ii) of this rule, if a Government servant on leave under the ordinary leave rules produces a medical certificate or proceeds out of India or Ceylon during his leave, the period of leave on average pay that may be granted in excess of the period up to 4 months ordinarily admissible should be limited to the period actually covered by the medical certificate or spent elsewhere than in India or Ceylon subject to the total maximum limit of 8 months on average pay admissible at one time.

(2) If leave on average pay is applied for while a Government servant is enjoying leave on half average pay in continuation of a period of leave on average pay, either by the production of a medical certificate or on proceeding out of India or Ceylon, the period of leave on average pay that may then be granted should be similarly limited to the period actually covered by the medical certificate or spent elsewhere than in India or Ceylon. The grant of the leave should also be so regulated that the total period of leave on average pay, *i.e.* (including the portion at the beginning of the leave) during that spell of leave does not exceed 8 months. In such cases the total period of leave on average pay shall be treated as one continuous spell of leave on average pay in order to determine whether the first four months of the leave should be treated as privilege leave for purposes of pension.

(Audit Instn. No. 33, Vol. I.)

Effect of orders of recall on the concession allowed by the note.

[Note to F. R. 81 (b).]

(1) A Government servant under the ordinary leave rules who has been granted leave on average pay for the first time after the

introduction of the Fundamental Rules for more than 4 months under the provisions of the above note and who was compulsorily recalled to duty before the expiry of the full period of his leave, cannot again have the concession of the note, *i.e.*, the note to Fundamental Rule 81 (b) does not provide in any circumstances for the grant of leave of more than four months to a Government servant on the second occasion of his taking leave under the Fundamental Rules.

(G. I., F. D., No. F.-130-C. S. R.-25, dated 9th June 1925.)

Extent of total leave on average pay.

[F. R. 81 (b) (ii).]

(1) The total leave on average pay without medical certificate spent in India or Ceylon should not exceed the privilege leave, if any, at credit on the 1st January 1922 *plus* 1/11th of the period spent on duty subsequent to that date.

The total leave on average pay taken with or without medical certificate and spent in or outside India or Ceylon should not exceed the privilege leave, if any, at credit on the 1st January 1922 *plus* 1/11th of the period spent on duty subsequent to that date *plus* one year less any period of furlough on full average salary taken prior to the 1st January 1922.

In both cases, leave can be granted only if there is sufficient leave in the leave account itself.

(Ar. Gl.'s letter No. 1136-A.—390-23, dated 14th November 1923.)

Incidence of debit of leave on average pay on medical certificate or taken out of India or Ceylon.

(2) Under the proviso to Fundamental Rule 81 (b) (ii), any leave on average pay to Government servants subject to ordinary leave rules granted or extending beyond the first four months of leave on average pay can be only on medical certificate or for the consideration that the leave is spent out of India or Ceylon. But such leave on average pay which may be taken on medical certificate or outside India and Ceylon up to a maximum of 12 months in a Government servant's whole service, if due, does not consume the leave on average pay which may be taken without medical certificate. Thus it will be seen, that when the leave on average pay already taken on medical certificate or out of India or Ceylon has exhausted the one year referred to in Fundamental Rule 81 (b) (i) any further leave on average pay that may be granted on medical certificate or out of India or Ceylon should be debited to the "B" account.

(Aud. Instn. Cir. No. 26, dated 26th May 1925; T. M. Cir. 24-20 of 1925-26, dated 5th July 1925.)

Treatment of "leave not due" granted to officers of vacation department.

[F. R. 81 (c).]

(1) On the question whether a Government servant of a vacation department can get the benefit of Fundamental Rule 81 (c) in addi-

tion to that conferred by Fundamental Rule 82 (c), it has been ruled that, when the privilege permitted by the latter rule is exercised, the additional leave permissible under that rule becomes "leave due" and thus acquires a character different from the "leave not due" which may be granted under Fundamental Rule 81 (c). Leave under Fundamental Rule 81 (c) and under Fundamental Rule 82 (c) may be granted in conjunction.

(Ar. Gl.'s No. 648-A.—172-23, dated 16th May 1923.)

Conditions for grant of "leave not due."

[F. R. 81 (c) (ii).]

(1) Leave not due under Fundamental Rule 81 (c) (ii) may not be granted to a Government servant unless there is a reasonable prospect of his returning to duty and earning leave equivalent to the amount of leave not due which he has taken. This condition does not, however, apply in the case of a member of the Indian Civil Service or a Military Commissioned officer subject to the Civil leave rules who takes leave not due up to the maximum limit prescribed in Note 2 (ii) under Fundamental Rule 78.

In the case of a Government servant who is granted leave not due under sub-clause 2 of clause (c) of Fundamental Rule 81 and then applies for permission to retire, the period of leave not due should be cancelled and the retirement should take effect from the date of termination of the leave at credit in the Government servant's leave account. If, however, a Government servant is granted leave under sub-clause (i) of clause (c) of the rule, and it is subsequently found that he is unfit to return to duty, he should be regarded as having retired at the expiration of the period of leave granted under the recommendation of the Medical Board.

(G. I., F. D., No. F.-42-C. S. R.-24, dated 23rd August 1924.)

Twenty-eight months' continuous absence explained.

[F. R. 81 (d).]

(1) The limit of 28 months of continuous absence prescribed in this rule includes the period of vacation if any with which study and other leave is combined.

(Aud. Instn. No. 97, Vol. II.)

Leave not due.

[F. R. 81 (e).]

(1) Fundamental Rule 81 (e) does not prevent the grant of leave "not due" as such on the ground that the previous leave "not due" taken has not been cleared provided that the total period of leave not due does not exceed the maximum of 6 months in terms of average pay.

The authority competent to sanction leave can, however, refuse to grant a fresh period of leave not due if the application for such leave is not supported by a medical certificate.

(Ar. Gl.'s No. 98-A.—492-25, dated 28th January 1924.)

Medl. officers treated as belonging to vacation dept.

[M. G. Subsy. Rule 2 (c) under F. R. 82 (a).]

(1) This rule is not applicable to Medical Officers who are not solely employed in teaching. Such officers cannot, therefore, be permitted to take the school or college vacations. Any period of absence during the period should be treated as leave under the ordinary rules.

(G. O. No. Mis.-730-P. H., dated 10th May 1924.)

(2) The following is the list of medical posts the holders of which are solely employed in teaching:—

Posts.

Medical College, Madras—

Professor of Anatomy.

Assistant to Professor of Anatomy.

Assistant to Professor of Biology and Medical Jurisprudence.

1st Assistant to Professor of Physiology.

2nd Assistant to Professor of Physiology.

1st Assistant to Professor of Hygiene.

2nd Assistant to Professor of Hygiene.

Assistant to Professor of Materia Medica.

Assistant to Professor of Chemistry.

Medical School, Royapuram—

Assistant Lecturers in Anatomy.

Medical College, Vizagapatam—

Professor of Anatomy.

Professor of Biology.

Professor of Physiology.

Professor of Materia Medica.

Medical School, Vizagapatam—

Lecturer in Anatomy.

Assistant Lecturer in Physiology.

Assistant Lecturer in Pathology.

Assistant Lecturers in Anatomy.

Medical School, Tanjore—

Assistant Lecturer in Physiology.

Assistant Lecturers in Anatomy.

Medical School for Women—

Lecturer in Anatomy.

Lecturer in Physiology.

Demonstrator in Anatomy.

Medical School, Calicut—

Assistant Lecturers in Anatomy.

(S. G.'s letters No. Nil E., dated 2nd June 1924 and R.-210-E., dated 15th October 1925; G. A. Case 35-2 of 1924-25.)

[F. R. 82 (a).]

(1) If a Government servant of the vacation department does duties during vacation and is separately remunerated therefor, he should not be considered as having been deprived of vacation.

(G. I., Ind. and Lab. No. G. (M.) 39, dated 17th November 1924; G. O. Mis. 843-Fin. (C. S.), dated 26th November 1924; G.A. case 43-16 of 1924-25.)

Calculation of leave on average pay to officers of vacation department.

[F. R. 82 (b).]

(1) For an officer of the vacation department subject to the ordinary leave rules having no privilege leave at his credit, one month's leave on average pay accrues for every eleven months and one month is deducted for 1 year's (12 months) duty, a balance of $2\frac{8}{11}$ days' leave on average pay remains at credit for each year of duty including vacation.

The audit officer should certify to the admissibility of such extra leave on average pay being at credit.

(Ar. Gl.'s No. 1068-A.—402-23, dated 20th October 1925.)

Calculation of period of vacation.

[F. R. 82 (b).]

(2) In the case of a District munsif, transferred during the recess from a court which took its vacation late to one which took it early, the deduction to be made under this rule should be based on the actual period of vacation enjoyed, excluding that part of six weeks' recess (six weeks being the period fixed for the annual recess of District munsif's courts) which the District munsif was precluded from enjoying by reason of his transfer. In making the calculation, the time actually spent in travelling from one station to the other and not the full joining time admissible under the rules, should be added to the period by which the recess actually enjoyed fell short of six weeks.

(G. I., F. D., No. P.-3130, dated 22nd July 1897; G. O. No. 1199-Judl., dated 20th August 1897.)

Leave in vacation dept.

[F. R. 82 (c).]

(1) It is not the intention that the privilege leave admissible in cases of urgent necessity under Article 271, Civil Service Regulations, should be carried into the leave account under the Fundamental Rules. Such privilege leave is not leave due though it may be granted under certain circumstances. When urgent necessity arises, Fundamental Rule 82 (c) permits an increase of the leave on the credit side by one month for every two years of duty. In this manner, the period of duty rendered before the 1st January 1922 which would have counted for leave under Article 271, Civil Service Regulations, will likewise be reckoned as duty for the calculation of leave permissible in cases of urgent necessity after the 1st January 1922.

(G. I., F. D., No. 448-C. S. R., dated 20th March 1923.)

(2) The amount credited to the leave account under this rule as well as that added to the maximum under Rule 81 (a) should be the actual amount of additional leave taken under this rule and not the total amount theoretically permissible, viz., one month for every two years of duty.

(A. I. No. 35, Volume I.)

Intention of special disability leave.

[F. R. 83 (c).]

(1) The intention of the rule is not that special disability leave should be given to cover any portion of an officer's military service but that it should be admissible only after the officer's discharge as unfit for further military service.

(G. I., F. D., No. F.-21—11- C. S. R.-24, dated 30th July 1924.)

(2) If a civil officer who served with the Forces during the Great War was invalided from military service, any such period of sick leave allowed to count for pension should be deducted from any period of disability leave that might otherwise be admissible to him on his release from military service.

(G. I., F. D., No. F.-21—11-C. S. R.-24, dated 28th August 1925; Case T. M. 24-42 of 1925-26.)

Study Leave Rules.

[F. R. 84.]

(1) The Secretary of State in Council is pleased to prescribe, with reference to Fundamental Rule 84, the following * rules to regulate the grant of leave to officers for the study of scientific, technical or similar problems, or in order to undertake special courses of instruction. They have effect from the 1st January 1922.

(G. I., F. D., No. F.-20 (2)-C. S. R.-25, dated 4th February 1925.)

* For rules see Appendix E. to this portion of the manual.

Eligibility of non-gazetted Government servants to study leave rules.

[F. R. 84.]

(2) The Study Leave Rules are not ordinarily applicable to non-gazetted Government servants. Any proposals for the grant of Study leave to the non-gazetted Government servants under the respective control of the Central and Provincial Governments should be sent to them for consideration only in very exceptional circumstances.

(G. I., F. D., No. F.-20-III-C. S. R.-25, dated 15th April 1925; G. O. No. 593-Mis. Fin., dated 13th July 1925.)

Application for grant of concessions allowed by study leave rules.

(3) The High Commissioner for India has been permitted to exercise discretion in dealing with applications from Government servants prosecuting courses of study or tours of inspection for the grant of concessions under the study leave rules particularly as regards travelling expenses (Rule 7) and fees (Rule 9), etc.

In order to enable him to deal with such applications, the reports from India under Rule 13 of the Study Leave Rules and the documentary evidence furnished to officers under Rule 6 conveying concurrence to the course of study should specially state whether the Government of India or the Local Government concerned are prepared to meet the cost of travelling expenses or tuition fees, should the High Commissioner consider their grant desirable. A report under rule 13 is not necessary in cases where Government servants are on leave out of India and wish to convert part of their leave into Study leave or to extend their leave for study but the information will be given in the documentary evidence furnished to the Government servants under Rule 6. In the absence of this information the High Commissioner will have to consult Local Government before exercising discretion.

(Case G. A. 43-13 of 1924-25.)

Extraordinary leave without pay granted under the Civil Service Regulations.

[F. R. 85.]

(1) Extraordinary leave without pay granted under the rules of the Civil Service Regulations will not be debited against the leave account under note (2) to Fundamental Rule 78.

(Audit Instn. No. 36, Volume I.)

Limit of Extraordinary leave.

(2) Extraordinary leave under Fundamental Rule 85 may be granted either by itself or in combination with, or in continuation of, other leave subject only to the provision in Fundamental Rule 18. The maximum laid down in Fundamental Rule 81 (d) does not apply in the case of extraordinary leave.

(Ar. Gl.'s No. 1115-A.—433-23, dated 7th November 1925.)

Casual leave.

(3) The rules regarding the grant of casual leave to Government servants under the administrative control of the Madras Government are printed as annexure III to this chapter. Similar rules applicable to Government servants under the Governor General in Council are contained in rules in Part V (2) of the Administrative instructions printed as Appendix F to this part of this manual.

Application of the rule.

[F. R. 86.]

(1) This rule simply limits the *amount* of leave that may be granted to Government servants who have reached or are about to reach the date on which they are required to retire. The kind of leave and the leave-salary are determined not by this rule but by the general rules in Fundamental Rules 81 and 87. The proviso to Fundamental Rule 81 (b) (ii) should therefore be held to apply in cases of leave granted under Fundamental Rule 86.

(Ar. Gl.'s No. 314-A.—63-24, dated 22nd April 1924; G. A. 2-1 of 1924-25.)

Retirement of ministerial servants and application of the rule.

(2) The date on which a ministerial Government servant must compulsorily retire is ordinarily the date on which he attains the age of 60 years, but in the case of a ministerial servant who is required to retire between the ages of 55 and 60 the date of compulsory retirement is the date from which he is required to retire. It follows from this ruling that the restriction imposed by Fundamental rule 86 does not operate in the case of a ministerial servant between the ages of 55 and 60 unless an order is passed requiring him to retire.

(G. I., F. D., No. 25-C. S. R.-25; Aud. Instn. Cir., dated 16th March 1925.)

Grant of leave after the age of superannuation.

(3) The Government of India have decided that in respect of Government servants under their administrative control the proper test in applying this rule is whether it would be more convenient on general administrative grounds for a Government servant to take leave before or after the age of superannuation, and that they should be warned that the rule is intended to apply only in cases in which a Government servant with leave due to him has applied for leave in sufficient time before the date of retirement and his application has been refused owing to the exigencies of the public service, and that it is not intended to apply so as to enable a Government servant at his own option to take leave after instead of before the date of retirement.

(G. I., F. D., No. 2081-C. S. R., dated 26th November 1923.)

For rules relating to Government servants under the administrative control of the Madras Government, see Madras Government subsidiary rules under Fundamental Rule 86.

Grant of leave during period of extended service.

(4) When a Government servant who is already on extension of service applies for leave during the period of his extended service the conditions for the grant of such leave should be the same as for the grant of leave in an ordinary case after the age of compulsory retirement (see above paragraph).

Grant of leave to an officer of Indian Civil Service beyond the date of compulsory retirement.

(5) An Indian Civil Service Officer may be granted leave for six months beyond the date of his compulsory retirement as laid down under Fundamental Rule 56 (c) (i).

(D. Ar. Gl.'s D. O. No. 543-A.—302-25, dated 18th September 1925.)

Leave to High Court Judges after the age of 60.

(6) Leave under Fundamental Rule 86 is not admissible to a High Court Judge after he has vacated his office, as such grant of leave after his attainment of 60 years of age would involve the grant of an extension of service as a High Court Judge. The Government of India can extend the service of a High Court Judge only when such an extension of service is in the public interest (*vide* Secretary of State's Public Despatch No. 21, dated the 22nd February 1918). It cannot be said to be in the public interest to sanction an extension of service beyond the age of 60 years merely in order to allow an officer to take leave.

(Ar. Gl.'s Endt. No. 317-A.—56-25, dated 5th May 1925.)

Section V.—Leave Salary.

Election of leave salary.

[F. R. 87.]

(1) Fundamental Rule 87 (a) provides that a Government servant on leave shall during leave, if the leave is due, draw leave-salary equal to average pay or to half average pay or to average pay during a portion of the leave and half pay during the remainder as he may elect.

The election given by the above rule is the election between the three different forms of leave-salary mentioned therein and the rule is not intended to give any choice as to the period during which average pay or half average pay can be drawn if the officer elects the third form. In that case, the intention is that the period of average pay should be taken first and should be succeeded by the period on half average pay.

(G. I., F. D., No. 604-C. S. R., dated 26th April 1924 with Ar. Gl.'s Endt. No. 332-A.—30-24, dated 20th May 1924; G. A. Case 43-9 of 1924-25.)

Leave Accounts of inferior servants.

(2) In recording the leave granted to inferior servants in their leave accounts, the accounts should be debited with the kind of leave sanctioned to them without regard to the leave-salary actually drawn by them. Taking for example, the case of a peon on Rs. 15 per mensem who is granted leave on average pay, his leave salary will be Rs. 15 when no substitute is employed. If a substitute is taken on the lowest pay, viz., Rs. 12 the absentee will draw a leave-salary of Rs. 3 or under the discretion vested in the authority sanctioning the leave Rs. 9. In either case, the leave account should be debited with the actual period of leave on average pay sanctioned.

(Ar. Gl.'s Endt. No. 1139-C.—83-25, dated 31st October 1923 and Cir. No. T. M. 24-40-6698, dated 16th November 1923.)

Leave-salary of non-gazetted servants taking leave from gazetted posts.

[Proviso to F. R. 87.]

(3) The proviso to this rule applies only to Government servants proceeding on leave from non-gazetted posts. The leave-salary of a Government servant holding a non-gazetted post substantively and proceeding on leave from a gazetted post after officiating in it for some time, should be regulated by the main rule itself, i.e., the leave-salary should be based on the average pay earned during the preceding twelve months.

(G. I., F. D., No. F.-175-C. S. R.-25, dated 11th July 1925; G. A. 43-18 of 1925-26.)

Leave-salary of Government servants whose lien has been suspended.

[Proviso to F. R. 87.]

(4) Leave-salary should be based upon the pay at the time of taking leave in respect of the permanent post to which the Government servant has been appointed substantively irrespective of whether his lien on that post is retained or has been suspended.

(Audit Instn. Cir. No. 25, dated 13th May 1925.)

Definition of pay occurring in the rule.

(5) The term "pay" in the expression "his pay is less than Rs. 300" occurring in the proviso should be interpreted according to the definition in Fundamental Rule 9 (21).

(Audit Instn. Cir. No. 25, dated 13th May 1925.)

Application of the proviso to the rule.

(6) The Government of India have decided that the proviso to this rule has effect from the 8th October 1924 and affects Government servants who proceeded on leave on or after that date. In

the case of persons who proceeded on leave before the 8th October 1924, but take extensions of leave on or after that date, their leave salary for the period of such extensions should be regulated under the same rules as for the original leave, *i.e.*, the rules as they stood prior to the amendment.

The Government of India have also decided that an increment falling due during leave on average pay for 4 months taken on other than the first occasion after 1st January 1922 does not take immediate effect but only from the date of return of the Government servant to duty. This does not however have the effect of postponing date of accrual of future increments.

(G. I., F. D., No. 143-C. S. R., dated 24th February 1925.)

Commutation of leave.

[F. R. 87 (a).]

(7) The words "as he may elect" in Fundamental Rule 87 (a) imply election once for all and therefore debar a Government servant from claiming commutation of leave as of right. The Government of India have therefore decided that though under the Fundamental Rules the authority which granted leave can (if so disposed) commute it retrospectively into leave of a different kind, yet a Government servant does not possess any right to insist that it should be so commuted.

(Ar. Gl.'s No. 755-A.—345-25, dated 2nd January 1926.)

Incidence of leave-salaries.

(8) When a Government servant is transferred for service under a Government other than that under which he was first employed, a separate leave account should be opened for showing the leave earned under that Government and the leave the cost of which will be debited to that Government. This leave account will be in addition to the main leave account, which must be a complete record of all leave earned and taken under the Fundamental Rules throughout his service. The object of the maintenance of the subsidiary leave account is to ensure that the leave-salary drawn by him during any leave taken after the date of transfer is charged to the borrowing Government until the entire leave earned under that Government has been exhausted.

The following audit instructions have been issued defining "Lending Government", "Borrowing Government" and the order in which leave should be debited to the borrowing and lending Governments:—

Audit Instructions.

(i) The general principle is that leave-salary must not be debited to the lending Government until the entire leave earned under the borrowing Government or Governments has been exhausted.

(ii) A lending Government is primarily the Government under which an officer first obtains permanent employment.

In cases, however, in which an officer while in permanent service under one Government is transferred to equally permanent service under another Government, *e.g.*, officers of Indian Medical Service and Royal Engineer transferred to permanent civil employment and members of the Indian Civil Service transferred to permanent employment in Central Departments, such as the Customs Service or the Indian Audit and Accounts Service, the Government to which such an officer is permanently transferred should not be regarded as a borrowing Government but should be regarded as occupying the same position as the original lending Government. In other words, for the purposes of these rules, it is to be regarded, in respect of that officer, in future, as a lending Government.

One important corollary of this rule is that when an officer of the Indian Audit, Indian Medical Service or Royal Engineer in permanent civil employ is retransferred temporarily to the Army Department for war work, etc., the Army Department should be regarded as a borrowing Government.

NOTE.—This rule does not apply to the case of an officer transferred from one Government to another to fill a permanent post for a limited period, *e.g.*, a Secretaryship in the Government of India.

(iii) The classification of leave-salaries should be regulated by the following governing principles:—

NOTE.—The principle of reverse order should also apply to the case of an officer who has served under one particular Government during different periods of his service, the leave-salary in respect of the leave earned in each different period of his service being dealt with separately in accordance with this rule.

(1) As between a lending Government and a borrowing Government, the leave-salary should first be charged to the borrowing Government until the entire leave earned under that Government has been exhausted irrespective of whether the leave is taken while actually serving under the borrowing Government or not.

(2) As between lending Governments or as between borrowing Governments the leave-salary should be classified in the reverse order to that of the employment by which the leave was earned.

(iv) When a Military Commissioned Officer claims, under Note 2 to Fundamental Rule 90, the privilege of drawing the minimum leave-salary fixed by military rules in respect of any period of leave earned under those rules before coming under civil leave rules, such portion of the leave as was actually earned by Military service should be debited to the Army Department.

(v) Leave taken while in the service of a borrowing Government should be regarded for the purpose of Article 183 (2) of the Audit Code as helping to exhaust the leave earned under that Government

only if that leave had been taken on or after 1st April 1921 when the rules in article 183 of the Audit Code came into force.

(vi) In the case of services (the Bengal Pilot Service) which were provincial prior to 1st April 1921 but which became central with effect from that date, the Central Government should be regarded as a second lending Government and not as borrowing Government. This principle should apply also to service in departments or services which were central prior to 1st April 1921 but which have been provincialised on the introduction of the Reforms.

(vii) In determining the classification of leave-salary of a Government servant in permanent civil employ under a Provincial Government but employed temporarily on an Agency subject, *i.e.*, a subject in respect of which a Local Government acts as an agent of the Central Government, the Central Government should be regarded as the borrowing Government.

(viii) For the purpose of these rules the following should be regarded as separate Government, *viz.* :—

- (1) The Army Department.
- (2) The Shan States Federation.

(ix) If, under the rules of the Government under which a Government servant, who has no lien on a permanent post, is temporarily employed for the time being, temporary service previously rendered by him under other Governments counts for leave, the Government employing him for the time being should bear the leave-salary until the leave earned by service under that Government is exhausted; thereafter the leave salary should be charged to other Governments according to the reverse order to the Governments under which he was employed.

(x) In the case of Gazetted Government servants the subsidiary leave accounts will be kept by the Accountant General and the allocation of leave-salaries to different Governments done by him.

(xi) When, however, the leave-salary is drawn by heads of offices for non-gazetted Government servants, the subsidiary leave account should be referred to and the debit of leave-salary allocated strictly in accordance with the instructions above. The same procedure should be observed in respect of non-gazetted Government servants who have served under District Boards and other foreign employers and for whom no contributions for leave-salaries were recovered. In the case of those Government servants who, however, are exempted altogether from payment of leave and pension contribution, the entire leave-salary is payable by Government.

(xii) Where it becomes necessary to charge the leave-salary of a Government servant to another Government or the District Board or foreign employer, a memorandum should be attached to the establishment pay bill showing the particulars of charge with a certificate to the effect that the incidence of leave-salary adopted is in accordance with the rules. The memorandum should also state

the last appointment held by that Government servant under other Governments.

(xiii) In respect of debits against the Military Department the debits should be against the Controller of Military Accounts, Bangalore.

In all establishment pay bills the following certificate should also be inserted:—

“ Certified that where a Government servant has served outside the service of this Madras Government the debit of leave-salary is in accordance with rule .”

(xiv) Where the leave-salary is chargeable to another Government the amount will be debited through account current to the Government concerned and where it relates to a District Board or foreign employer, the charge should be classified under the same head as pay and the recovery should be effected direct from the District Board or foreign employer and when recovered, intimated to this office.

(T. M. 24-1627, dated 20th August 1924; T. M. 24-23 of 1925-26, dated 9th September 1925 and T. M. 24-34—4902, dated 24th March 1925.)

Interpretation of the rule.

[F. R. 88.]

(1) The expression “ continuous absence from duty on leave ” occurring in rule 88 of the Fundamental Rules does not include absence on extraordinary leave.

(Ar. Gl.'s No. 1148-A.—440-23, dated 15th November 1923.)

(2) The period of 28 months' continuous absence from duty on leave referred to in Fundamental Rule 88 includes any period of leave on quarter average salary granted under the Civil Service Regulations.

The reason for the exclusion of extraordinary leave is that such leave is not debited against the leave account (*vide* Fundamental Rule 85 (a)) while leave on quarter average salary is debited (*vide* Fundamental Rule 78 (b).)

(Ar. Gl.'s No. 237-A.—58-24, dated 17th March 1924.)

(3) The period of 28 months mentioned in this rule includes the period of vacation, if any, with which leave is combined.

(Audit Instn. Cir. No. 28, dated 19th January 1926.)

Application of maxima where vacation is combined with leave.

[F. R. 89.]

(1) The intention is that when vacation is combined with leave on average pay the period of vacation should be treated exactly as the equivalent of leave on average pay for the purposes of this rule.

(G. I., F. D., No. 1289-C. S. R., dated 10th January 1922.)

Application of the rule where portion of leave-salary is fixed in sterling.

[F. R. 89 and 90.]

(2) When a portion of the leave-salary is paid in sterling it should, for the purpose of applying the rupee limits of leave-salary prescribed in these rules be converted into rupees at the current rate of exchange as defined in Article 343, Account Code.

(Audit Instn. No. 27, dated 31st August 1925.)

Explanation of Civil Leave Rules.

[F. R. 90, Note 2.]

(1) In applying note 2 under the rule to a military officer who had already become subject to the Civil Leave Rules before 1st January 1922, the term "these rules" appearing in lines 4, 5 and 8 of the note should be read as equivalent to "Civil Leave Rules."

(Audit Instn. No. 38, Volume I.)

Conversion of leave-salary into sterling.

[F. R. 91.]

(1) For the purposes of Note (i) to Fundamental Rule 91, a Government servant who had more than four months' privilege leave credited to his account on 1st January 1922 under Fundamental Rule 77 will, on the first occasion on which he takes leave on average pay convert his leave-salary at 1s. 4d. the rupee for the whole period of the leave on average pay so credited to his account.

(Audit Instn. No. 101, Volume II.)

Deduction of Indian income-tax.

[F. R. 91 (1).]

(1) Indian income-tax need not be deducted on account of the sterling portion of leave-salary except when the officer must (not may) draw his rupee portion in India owing to his spending his leave in Asia.

(Ar. Gl.'s orders, dated 24th September 1925.)

Application of the rule to vacation prefixed to leave.

[Proviso (a) to F. R. 91 (1).]

(1) The vacation prefixed to leave on average pay should form part of the four months up to which leave-salary may be drawn in India even though the leave is spent out of Asia.

(Ar. Gl.'s D. O., dated 2nd May 1925, to Mr. F. G. Butler, I.C.S.)

Continuance of compensatory allowance during leave.

[F. R. 93.]

(1) Under this rule the maximum period during which a Government servant can be allowed to draw compensatory allowances while on leave is four months (or up to six months in the case of leave admissible under the special concession referred to in Note 1 to Fundamental Rule 89). The length of the total period of leave is irrelevant, but compensatory allowances cannot be drawn during any period of leave which is not leave on *average pay*.

(Audit Instn. No. 102, Vol. II.)

SECTION VI.—EXCEPTIONS AND SPECIAL CONCESSIONS.

Service and pay as Member of Council counts for leave and leave-salary under ordinary rules.

[F. R. 94 (a).]

(1) An officer who is appointed either substantively or temporarily to a post of Governor or Member of Council counts his service in that post for subsequent leave under the leave rules applicable to the service to which he belongs. A Government servant whether belonging to the Indian Civil Service or not who is appointed Governor or Member of Executive Council is, therefore, entitled to have his service as Governor or Member and the pay drawn in respect of that service taken into account in the calculation of his leave and leave-salary under the ordinary rules.

(Ar. Gl's Endt. No. 675-A.—397-25, dated 1st December 1925 and letter No. 690-A.—397-25, dated 4th December 1925.)

Chaplains of the Church of Scotland.

[F. R. 95.]

(1) The following procedure is prescribed regarding the grant of leave to chaplains of the Church of Scotland attached to regiments:—

- (i) A chaplain, Church of Scotland, Indian Ecclesiastical establishment, attached to a regiment and likely to return to that or some other regiment on the expiration of leave, may be granted leave, under the Fundamental Rules, up to a maximum of four months, by the military authorities under the procedure laid down in item 19, Appendix II, Army Regulations, India, Volume II; but when the period of leave applied for exceeds four months, or when it is known that the chaplain's services will not remain at the disposal of the Army Department, the

chaplain's services will be replaced at the disposal of the civil authority concerned with a view to his being granted the leave by that authority;

- (ii) when, under the ruling above, a chaplain is granted leave by the military authorities, he will be paid his leave-salary by the military accounts department, and when granted leave by the civil authority he will draw these allowances from the civil treasury; and
- (iii) when a chaplain of the Church of Scotland is proceeding to the United Kingdom on leave granted by the civil authority, on his being reverted for the purpose from military to civil duty, the Controller of Military Accounts from whose office he has been in receipt of pay, will forward at once the chaplain's last pay certificate to the Accountant General concerned. The latter officer, on receipt of the last pay certificate will transmit it without delay to the High Commissioner for India to enable the chaplain to draw his leave-salary in the United Kingdom.

When a Chaplain of the Church of Scotland attached to a regiment applies for leave, the Presidency Senior Chaplain, Church of Scotland, Bengal, will advise the Army Department of the relief arrangements which he proposes. If the period of leave applied for exceeds four months or if it is known that, on the expiration of the leave, the services of the chaplain will not be at the disposal of the Army Department, the Presidency Senior Chaplain, Church of Scotland, Bengal, should state the Local Government at whose disposal the services of the chaplain are to be replaced. In the latter case, he will, at the same time, forward the application for leave with his recommendation thereon, to the Local Government concerned.

(G. I., F. D., 6-C. S. R., dated 7th April 1924; G. O. No. 24 Mis. Eccl., dated 1st April 1924.)

Leave-salary.

(1) The maximum limit of average pay of Rs. 4,000 referred to in this rule applies only to the leave-salary drawn during the first four months of leave on average pay, by officers who take leave under this rule. For any remaining period of leave taken under this rule the maxima laid down in Fundamental Rule 89 apply.

(Audit Instn. No. 41, Volume II.)

Leave to Military Officers, subject to Military leave rules in civil employ.

[Proviso to F. R. 100 (a) (ii).]

(1) Before Military Officers, subject to the Military leave rules, who are in civil employ for a fixed term, are granted leave by civil

authorities for a period extending beyond that term, the concurrence of the Military authorities should invariably be obtained by direct communication with the General Officer Commanding the District in which the Officer's unit is serving at the time.

A copy of the letter to the General Officer Commanding, should, at the same time, be endorsed to the Military Secretary, Army Head Quarters, for information.

(G. I., H. D., No. F.-210-25 Ests., dated 1st September 1925; G. O. No. 886 Pup., dated 14th September 1925.)

Maternity or Hospital leave to temporary or officiating servants.

[M. G. Subsy. Rules under F. R. 101 (a).]

(1) A Government servant who holds only a temporary or officiating post and has no lien on a permanent post is not entitled to maternity or hospital leave, but only to leave under Fundamental Rule 103.

(G. O. No. 346 Mis. Fin., dated 1st May 1924.)

[Madras Government Subsidiary Rule 2 under F. R. 101 (a).]

(2) Maternity leave may be granted in continuation of other kinds of leave.

(G. O. No. 980 Fin., dated 21st December 1925; T. M. Case 24-40 of 1925-26.)

Calculation of Hospital leave.

[Subsy. Rules 2 and 3 under F. R. 101 (b).]

(1) The exact intention of the subsidiary rules 2 and 3 under Fundamental Rule 101 (b) is as follows:—

1. The six months' leave referred to in subsidiary rule 2 is admissible to the Government servants referred to in rule 1 "in every three years of service"; that is to say a constable may not take more than 6 months' hospital leave before he has completed his 3rd year of service; not more than 6 months between completing his 3rd and his 6th year; and so on.

2. The three months' leave on average pay referred to in subsidiary rule 3 should be reckoned as part of the six months referred to in subsidiary rule 2; that is the Government servants mentioned in subsidiary rule 1 are eligible for three months' leave on average pay followed by 3 months' leave on half average pay in every three years of service. The total period of hospital leave should still not exceed six months during any period of three years. An application for hospital leave should be examined to see how much hospital leave the individual will have taken during the period of three years counting back from the date on which the hospital leave, applied for, will expire.

(G. O., No. 316 Mis. (Pol.) Judl., dated 4th July 1923; Cir. T. M. 24-40-5669, dated 31st July 1923.)

Explanation of detention in hospital.

[Subsy. Rule 3 under F. R. 101 (b).]

(1) The Government are unable to declare attendance by a policeman unfit for duty at a hospital as an out-patient to be "detention in hospital" for the purposes of the above rule.

(G. O. No. 315 Mis. Judl. (Police), dated 4th July 1923.)

Extra expenses.

[Subsy. Rules under F. R. 103 (a).]

(1) Expenditure on transit pay and travelling allowance may be disregarded in the calculation of "extra expenses." Other charges such as increased remuneration granted to a Government servant under the above rules should be treated as "extra expenses."

(G. O. No. 603 Fin., dated 4th July 1923.)

Different leaves admissible to temporary and officiating Government servants cumulative.

[Subsy. Rule 2 under F. R. 103 (a).]

(1) The different kinds of leave referred to in clauses (a), (b) and (c) of subsidiary rule (2) to Fundamental Rule 103 (a) are cumulative and not alternative.

(Cir. No. T. M. 24-40-8086, dated 17th March 1924.)

Leave taken is not interruption of service.

[Subsy. Rule 3 under F. R. 103 (a).]

(1) Leave on medical certificate taken under rule 1 in article 336 or leave without allowances taken under rule 2 in article 339 of the Civil Service Regulations will not be regarded as constituting an interruption of service for the purpose of this rule; nor does the interruption of duty referred to in article 420 (g) of the Civil Service Regulations, constitute an interruption of duty within the meaning of this rule.

(M. G. U. O. Reply dated 8th March 1923.)

Suspension is an interruption of service. ••

(2) The Madras Government have decided that for purposes of subsidiary rule 3 under Fundamental Rule 103 (a) suspension should be treated as an interruption of duty and will involve the forfeiture of past service.

(G. O. No. 253 Fin., dated 26th March 1925; T. M. 24-36 of 1924-25.)

ANNEXURE I.

(See paragraph (1) under F. R. 59.)

Model leave terms for officers engaged on contract.

1. Where the contract is for one year or less, no leave except on medical certificate (on average or half average pay), which would ordinarily be limited to two months reckoned in terms of leave on average pay.

2. Where the contract is for more than one year and less than three years, leave on average pay up to 1/11th of the period spent on duty, to which may be added on medical certificate leave on average or half average pay, provided that the total leave granted shall not exceed three months reckoned in terms of leave on average pay.

3. Where the contract is for three years or over, leave on average pay up to 1/11th of the period spent on duty, up to a maximum of four months at a time, to which may be added on medical certificate leave on average or half average pay up to a maximum of three months reckoned in terms of leave on average pay.

In the case of officers coming under Rules 2 and 3:—

- (a) three months' extraordinary leave without pay may be granted in addition to the above, and
- (b) if the officer is in a vacation department, leave may only be granted in case of urgent necessity and if granted shall be on half average pay for a period not exceeding 1/11th of the period spent on duty in addition to any leave admissible on medical certificate. The officer may, however, be granted leave on leave-salary equivalent to average pay, to the extent of one month for each year on duty in which he has not availed himself of any part of a vacation.

In cases where:—

- (a) the contract is for a longer term than 5 years, or
- (b) an original contract for 5 years is extended, or
- (c) on completion of his original contract of whatever term, a Government servant is taken into permanent employment, the ordinary or special leave rules, as the case may be, as contained in the Fundamental Rules, will be made applicable.

Leave may be granted after the expiry of contract only where it has been applied for during the period of the contract and refused owing to the exigencies of the public service.

This concession is applicable also to officers serving on contract at the time the model leave terms were promulgated.

An officer whose services are dispensed with on grounds of ill-health shall be permitted to take all leave due to him before his service is terminated.

(G. I., F. D., No. F.-31-C. S. R.—24, dated 14th November 1924.)

NOTE.—The above model leave terms are applicable to Government servants engaged on contract in the United Kingdom or to those who, though residing in India at the time of engagement on contract originally came out from the United Kingdom for employment in India.

(G. I., F. D., No. F.-19-C. S. R., R.—25, dated 26th June 1925.)



ANNEXURE II.

[See para. (1) under F. R. 77.]

LEAVE CALCULATION TABLES

SPECIAL LEAVE—5/22NDS.

• 5/22nds Table for calculation of leave earned from 1st

Days.	Months.												Days
	0			1			2			3			
	M.	D.	22nds.	M.	D.	22nds.	M.	D.	22nds.	M.	D.	22nds.	
0	6	18	...	13	14	...	20	10	0
1	5	...	7	1	...	13	19	...	20	15	1
2	10	...	7	6	...	14	2	...	20	20	2
3	15	...	7	11	...	14	7	...	21	3	3
4	20	...	7	16	...	14	12	...	21	8	4
5	...	1	3	...	7	21	...	14	17	...	21	13	5
6	...	1	8	...	8	4	...	15	21	18	6
7	...	1	13	...	8	9	...	15	5	...	22	1	7
8	...	1	18	...	8	14	...	15	10	...	22	6	8
9	...	2	1	...	8	19	...	15	15	...	22	11	9
10	...	2	6	...	9	2	...	15	20	...	22	16	10
11	...	2	11	...	9	7	...	16	3	...	22	21	11
12	...	2	16	...	9	12	...	16	8	...	23	4	12
13	...	2	21	...	9	17	...	16	13	...	23	9	13
14	...	3	4	...	10	16	18	...	23	14	14
15	...	3	9	...	10	5	...	17	1	...	23	19	15
16	...	3	14	...	10	10	...	17	6	...	24	2	16
17	...	3	19	...	10	15	...	17	11	...	24	7	17
18	...	4	2	...	10	20	...	17	16	...	24	12	18
19	...	4	7	...	11	3	...	17	21	...	24	17	19
20	...	4	12	...	11	8	...	18	4	...	25	...	20
21	...	4	17	...	11	13	...	18	9	...	25	5	21
22	...	5	11	18	...	18	14	...	25	10	22
23	...	5	5	...	12	1	...	18	19	...	25	15	23
24	...	5	10	...	12	6	...	19	2	...	25	20	24
25	...	5	15	...	12	11	...	19	7	...	26	3	25
26	...	5	20	...	12	19	12	...	26	8	26
27	...	6	3	...	12	21	...	19	17	...	26	13	27
28	...	6	8	...	13	4	...	20	26	18	28
29	...	6	13	9	...	20	5	...	27	1	29

January 1922 by officers subject to the special leave rules.

Days.	Months.									Days.
	4			5			6			
	M.	D.	22nds.	M.	D.	22nds.	M.	D.	22nds.	
0	...	27	6	1	4	2	1	10	20	0
1	...	27	11	1	4	7	1	11	3	1
2	...	27	16	1	4	12	1	11	8	2
3	...	27	21	1	4	17	1	11	13	3
4	...	28	4	1	5	...	1	11	18	4
5	...	28	9	1	5	5	1	12	1	5
6	...	28	14	1	5	10	1	12	6	6
7	...	28	19	1	5	15	1	12	11	7
8	...	29	2	1	5	20	1	12	16	8
9	...	29	7	1	6	3	1	12	21	9
10	...	29	12	1	6	8	1	13	4	10
11	...	29	17	1	6	13	1	13	9	11
12	1	1	6	18	1	13	14	12
13	1	...	5	1	7	1	1	13	19	13
14	1	...	10	1	7	6	1	14	2	14
15	1	...	15	1	7	11	1	14	7	15
16	1	...	20	1	7	16	1	14	12	16
17	1	1	3	1	7	21	1	14	17	17
18	1	1	8	1	8	4	1	15	...	18
19	1	1	13	1	8	9	1	15	5	19
20	1	1	18	1	8	14	1	15	10	20
21	1	2	1	1	8	19	1	15	15	21
22	1	2	6	1	9	2	1	15	20	22
23	1	2	11	1	9	7	1	16	3	23
24	1	2	16	1	9	12	1	16	8	24
25	1	2	21	1	9	17	1	16	13	25
26	1	3	4	1	10	...	1	16	18	26
27	1	3	9	1	10	5	1	17	1	27
28	1	3	14	1	10	10	1	17	6	28
29	1	3	19	1	10	15	1	17	11	29

5/22nds Table for calculation of leave earned from 1st

Days.	Months.									Days.
	7			8			9			
	M.	D.	22nds.	M.	D.	22nds.	M.	D.	22nds.	
0	1	17	16	1	24	12	2	1	8	0
1	1	17	21	1	24	17	2	1	13	1
2	1	18	4	1	25	...	2	1	18	2
3	1	18	9	1	25	5	2	2	1	3
4	1	18	14	1	25	10	2	2	6	4
5	1	18	19	1	25	15	2	2	11	5
6	1	19	2	1	25	20	2	2	16	6
7	1	19	7	1	26	3	2	2	21	7
8	1	19	12	1	26	8	2	3	4	8
9	1	19	17	1	26	13	2	3	9	9
10	1	20	...	1	26	18	2	3	14	10
11	1	20	5	1	27	1	2	3	19	11
12	1	20	10	1	27	6	2	4	2	12
13	1	20	15	1	27	11	2	4	7	13
14	1	20	20	1	27	16	2	4	12	14
15	1	21	3	1	27	21	2	4	17	15
16	1	21	8	1	28	4	2	5	...	16
17	1	21	13	1	28	9	2	5	5	17
18	1	21	18	1	28	14	2	5	10	18
19	1	22	1	1	28	19	2	5	15	19
20	1	22	6	1	29	2	2	5	20	20
21	1	22	11	1	29	7	2	6	3	21
22	1	22	16	1	29	12	2	6	8	22
23	1	22	21	1	29	17	2	6	13	23
24	1	23	4	2	2	6	18	24
25	1	23	9	2	...	5	2	7	1	25
26	1	23	14	2	...	10	2	7	6	26
27	1	23	19	2	...	15	2	7	11	27
28	1	24	2	2	...	20	2	7	16	28
29	1	24	7	2	1	3	2	7	21	29

January 1922 by officers subject to the special leave rules—contd.

Days.	Months.						Y.	M.	D.	22nds.	Yrs.
	10			11							
	M.	D.	22nds.	M.	D.	22nds.					
0	2	8	4	2	15	2	21	18	1
1	2	8	9	2	15	5	...	5	13	14	2
2	2	8	14	2	15	10	...	8	5	10	3
3	2	8	19	2	15	15	...	10	27	6	4
4	2	9	2	2	15	20	1	1	19	2	5
5	2	9	7	2	16	3	1	4	10	20	6
6	2	9	12	2	16	8	1	7	2	16	7
7	2	9	17	2	16	13	1	9	24	12	8
8	2	10	...	2	16	18	2	...	16	8	9
9	2	10	5	2	17	1	2	3	8	4	10
10	2	10	10	2	17	6	2	6	11
11	2	10	15	2	17	11	2	8	21	18	12
12	2	10	20	2	17	16	2	11	13	14	13
13	2	11	3	2	17	21	3	2	5	10	14
14	2	11	8	2	18	4	3	4	27	6	15
15	2	11	13	2	18	9	3	7	19	2	16
16	2	11	18	2	18	14	3	10	10	20	17
17	2	12	1	2	18	19	4	1	2	16	18
18	2	12	6	2	19	2	4	3	24	12	19
19	2	12	11	2	19	7	4	6	16	8	20
20	2	12	16	2	19	12	4	9	8	4	21
21	2	12	21	2	19	17	5	22
22	2	13	4	2	20	...	5	2	21	18	23
23	2	13	9	2	20	5	5	6	13	14	24
24	2	13	14	2	20	10	5	8	5	10	25
25	2	13	19	2	20	15	5	10	27	6	26
26	2	14	2	2	20	20	6	1	19	2	27
27	2	14	7	2	21	3	6	4	10	20	28
28	2	14	12	2	21	8	6	7	2	16	29
29	2	14	17	2	21	13	6	9	24	12	30
							7	...	16	8	31
							7	3	8	4	32
							7	6	33
							7	8	21	18	34
							7	11	13	14	35

Example.—Leave earned by 23 y. 10 m. and 6 d. of duty.

	Y.	M.	D.	22nds.
23 years	...	5	2	21
10 months and 6 days	2	9
Total	...	5	5	1
				8

or 5 y. 5 m. & 1 d.

ANNEXURE III.

Executive instructions issued by the Government of Madras regarding casual leave.

[See para. (3) under F. R. 85.]

I.—Ordinary casual leave.

Casual leave is not provided for in the Fundamental Rules and is a concession to enable Government servants in special circumstances to be absent from duty for short periods without such absence being treated as leave under the Fundamental Rules.

2. No Government servant may in any case be absent on casual leave for more than fifteen days in the course of one calendar year. Nor may any single period of absence on casual leave exceed seven days. Casual leave may be combined with Sundays or other authorized holidays provided that the resulting period of absence from duty does not exceed ten days. The fact that a maximum has been fixed for the amount of casual leave which may be taken within a year, does not mean that an officer is entitled to take the full amount of casual leave as a matter of course.

3. Heads of departments should intimate their intention of taking casual leave to Government in the department concerned.

4. A register of casual leave taken should be maintained in every office.

5. Members of works establishment may be granted casual leave on full pay or on reduced wages.

6. Menial servants paid from contingencies whose service is non-pensionable may be granted such casual leave as would be given to private servants, the ordinary limits of ten or fifteen days not being applicable.

II.—Special casual leave.

7. (a) Special casual leave not counting against ordinary casual leave may be granted to a Government servant in the following circumstances:—

- (i) When he is detained in a plague camp on the way to re-join duty.
- (ii) When he is directed by the head of his office to absent himself from duty in consequence of the presence of infectious disease in his house: provided that arrangements for conduct of his duties can be made without extra expense to Government or that the special sanction of the

Local Government is obtained in cases in which a substitute is employed in the place of the absentee, without prejudice to his pay.

NOTE.—When the Government servant himself catches the infection, regular leave under the Fundamental Rules must be taken for the period of absence.

(iii) When he is summoned to serve as a juror or assessor or to give evidence before a Court in British India or Foreign Territory as a witness in civil and criminal cases in which his private interests are not in issue: the leave to cover the total period of absence necessary.

(iv) When he is deputed to another station for training, or when he is returning to his post after training, to cover the period required for joining the training centre or for returning therefrom to his post.

(v) When he attends a camp of exercise or rifle meeting as a member of the territorial forces with the permission of the head of his department or office, and when an officer of the Royal Naval Reserve serving under Government attends with the permission of the head of his department the annual fourteen days' training prescribed by the Royal Naval Reserve Regulations: the leave to cover the entire period of absence.

(vi) When a medical officer, stationed in the mufassal has to be absent from his headquarters, in order to serve in Madras, with the Surgeon General's permission, as an examiner in connection with the University Medical Examinations: the leave to cover the total period of absence necessary.

(vii) When he has to proceed for anti-rabic treatment at the Pasteur Institute, Coonoor, or at the General Hospital, Madras, or at a headquarters hospital: casual leave up to one month may be granted provided no substitute is necessary.

(b) In the cases coming under clauses (i) to (vi) above when the absence from duty exceeds the period which may reasonably be treated as casual leave under the discretion vested in the head of the office, the Government servant may be granted for the entire period of absence such regular leave with leave-salary as may be due to him and thereafter extraordinary leave. In the cases coming under clause (vii) the excess over one month of the period of absence should be treated as regular leave and debited to the leave account.

8. Casual leave cannot ordinarily be taken in combination with any leave recognized by the Fundamental Rules, with joining time, or with vacation. Heads of departments may, however, sanction such combination in special cases provided there is no evasion of the rules, for instance, when an officer obliged to be absent owing to the prevalence of infectious disease in his house and placed on special

casual leave, himself contracts the illness and has to be granted regular leave in continuation.

(G. O. No. 406-Fin., dated 7th May 1923, and No. 51-Fin., dated 19th January 1926.)

9. Subject to rule 7 (b) above, Government servants serving in the Indian Army Reserve of Officers, will be granted special casual leave up to one month for their annual training.

(G. O. No. 255-Mis. Public, dated 10th April 1924.)

CHAPTER XI.—JOINING TIME.

Joining time on return from leave, combined with vacation.

[F. R. 105.]

(1) If vacation is combined with leave, joining time should be regulated under clause (b) (i) of Fundamental Rule 105 if the total period of leave and vacation combined is of not more than four months' duration and under clause (c) if the leave out of India and vacation combined is more than four months.

(Audit Instn. No. 105, Vol. II.)

Joining time on change of appointment during leave.

(2) In the case of a Government servant who is appointed while on leave of not more than four months' duration to a post other than that from which he took leave, the full joining time calculated under Government of India Supplementary Rule 300 or Madras Government Subsidiary Rule 9 under Fundamental Rule 106 is admissible irrespective of the date on which the orders of transfer were received by the Government servant concerned. Should the Government servant join his new appointment before the expiry of such leave *plus* the joining time admissible, the period short taken may be cancelled without any reference to the authority which granted the leave.

(Audit Instn. No. 106, Vol. II.)

Station from which joining time should be reckoned.

(3) If a Government servant is authorised to make over charge of an office elsewhere than at his headquarters, any joining time to which he may be entitled shall be reckoned from the place at which he actually makes over charge.

(Audit Instn. No. 42, Vol. I.)

Transfer from one province to another.

(4) The rules relating to joining time applicable to a Government servant transferred from one province to another will be those in force in the province to which the Government servant is transferred.

(Audit Instn. No. 43, Vol. I.)

Interpretation of clause (b) of Fundamental Rule 105.

(5) The intention of sub-clause (b) (i) of this rule is that joining time should be allowed to those Government servants who are granted privilege leave or leave on average pay for not more than four

months, or those who are granted privilege leave up to a maximum of six months under the special war concession, and who are transferred to a new station on the termination of such leave.

(Audit Instn. No. 44, Vol. I.)

Inferior servants.

[F. R. 106.]

(1) The Madras Government have declared that the rules regarding joining time contained in Chapter XI of the Fundamental Rules are applicable to inferior servants.

(M. G. Fin. Memo. No. 35364-1-C. S. R., dated 26th October 1925.)

Cases where transfer is not held to involve change of station.

(2) No joining time is admissible in cases where the change of post does not involve an actual change of office.

(G. I., F. D., No. 3136-P., dated 29th June 1900.)

Change of Ecclesiastical district.

(3) A change of Ecclesiastical districts within a station makes an officer eligible only for the one day joining time of Government of India supplementary rule 299 and Government of Madras subsidiary rule 2 under Fundamental Rule 106.

(G. I., F. D., No. 2032-P., dated 8th May 1895.)

Applications for extensions of joining time.

(4) Applications from Gazetted Government servants under the administrative control of Madras Government for extensions of joining time should be forwarded through the Accountant General.

(G. O. No. 918-Pub., dated 10th July 1897.)

Admissibility of joining time to Government servants sent for training.

(5) The Madras Government have declared that regular joining time is not admissible to Government servants deputed for training. They may, however, be allowed the time actually required to get to and from the place of training. When, however, the need of a few days' relief from work to prepare for departure exists, there is no objection to the grant of casual leave for the purpose provided the grant of the leave does not cause any evasion of the rules regarding date of reckoning allowances and charge of office.

(G. O. No. 165-Finl., dated 18th March 1916.)

Transfer of charge.

[F. R. 107.]

(1) No extra pay (when the transfer involves the grant of extra pay) can be drawn in any case by a relieving Government servant until the transfer is complete; but as far as ordinary pay and allowances are concerned an exception may be made to the general rule in all cases in which the charge to be transferred (whether division or sub-division or other charge) consists of several scattered works which the relieving and relieved Government servants are required by the orders of a superior officer to inspect together before the transfer can be completed. The relieving Government servant will be considered as on duty if the period taken in carrying out these inspections is not considered by the Superintending Engineer to be excessive. While so taking charge, therefore, the Government servant will draw full pay and will be regarded as on duty and not as on joining time.

(Audit Instn. No. 45, Vol. I.)

Pay and increments during joining time on transfer from one officiating post to another.

[F. R. 107 (a).]

(1) An Indian Civil Service officer when transferred from one officiating post on the superior scale to another such post, is entitled to the superior scale rate of pay during joining time and if his increment on the superior scale accrues to him within the period of the joining time, he is entitled to draw it from the date on which it falls due.

(Audit Instn. No. 107, Vol. II.)

Lien for purposes of increments during joining time.

(2) For a Government servant who, while officiating in one post appointed to officiate in another, the period of joining time spent in proceeding from one post to the other should be treated as duty in the post, the pay of which the Government servant draws during the period and will count for increments in the same post under Fundamental Rule 26 (a).

For a Government servant who, while officiating in a post, proceeds on training or to attend a course of instruction and who is treated as on duty, while under training the period of such duty will count for increment in the post in which he was officiating prior to his being sent for training or instruction if he is allowed the pay of the officiating post during such period.

(Audit Instn. Circular No. 28, dated 19th January 1926.)

CHAPTER XII.—FOREIGN SERVICE.

Government servants on foreign service prior to 1st January 1922 and coming under the new rules.

[F. R. 109.]

(1) The rules in Chapter XII of the Fundamental Rules apply to those Government servants only who are transferred to foreign service after the 1st January 1922. Those transferred previously remain subject to the rules in force at the time of transfer. Government servants of the latter class are, however, entitled to take the benefit of the other rules in the Fundamental Rules and will be adjudged to have elected to do so if they do not exercise the option given by Fundamental Rule 58. To cover cases in which such Government servants came under the new leave rules it has been ruled:—

- (i) that their pay in foreign service shall be treated as pay for the purpose of calculating leave-salary, and
- (ii) that the existing obligation of foreign employers to pay a portion of leave allowances during privilege leave shall be held to continue during the first four months of any period of leave on average pay.

(Audit Instn. No. 46, Vol. I.)

(2) Fundamental Rule 109 applies only to the original period beginning before and terminating after 1st January 1922. Any further extension should be treated as a fresh transfer and governed by the Fundamental Rules. This principle will apply also as to the date from which the new rates of contribution will apply as prescribed in Government of India, Finance Department letter No. 64-E. B., dated 27th January 1922. The terms of extensions commencing after 1st January 1922 already sanctioned will not be affected by this order, unless the foreign employer was specifically warned of the liability to revision.

(G. I., F. D., No. 1391-C. S. R., dated 17th August 1923; G. O. No. 772-Mis. Fin., dated 30th July 1923.)

(3) The Governor General in Council has decided that for officers to whom the Fundamental Rules do not apply, transferred to foreign service after the 28th February 1924, the rules regarding contributions, leave-salary and pension shall be the same as those applicable to Government servants whose employment on foreign service is governed by the Fundamental Rules. For this purpose transfer to foreign service includes an extension of the term of employment of an officer who is already on foreign service.

(G. I., F. D., Resln. No. 323-C. S. R., dated 28th February 1924.)

Delegations.

[M. G. Subsy. Rules under F. R. 110 (c).]

[Delegation (i).]

(1) This extends to all subordinates of offices and departments under the Board's control.

For transfers to Indian States sanctioned by the Board of Revenue it may be presumed that the consent of the Finance Department has been given.

(G. O. Mis.-485-Fin., dated 30th May 1923.)

Government servants on probation.

[F. R. 111 (b).]

(1) The transfer to foreign service from the date on which an individual is appointed to a post under Government on probation is permissible.

(Ar. Gl.'s No. T.-1191-A.—204-24, dated 22nd August 1924; Pen. C. P. 2 of 1922-25.)

Acceptance of employment under an Indian State while on leave preparatory to retirement.

[F. R. 112 and 115.]

(1) The Secretary of State has issued the following orders on the application of Foreign Service Rules to officers accepting employment under an Indian State, while on leave preparatory to retirement:—

(i) In the case of an officer on leave preparatory to retirement on proportionate pension, service under an Indian State, if permitted by the Government of India, should be treated as being private employment unless in any special cases the circumstances are such that the Government of India think it right to treat the officer as one for whom an alternative career has been found by them. In the latter case, the officer would not be on leave, the service should be treated as foreign service counting for pension, contribution should be taken from the State concerned and the proportionate pension should remain in suspense.

Officers about to retire on ordinary pension should be treated on similar lines (*i.e.*),—

(a) In the usual course (*e.g.*, that of an officer who has reached or is approaching the age of superannuation) the officer notwithstanding his employment with the permission of the proper authority in an Indian State, should be allowed to take any leave which would be admissible to him had he not accepted such employment and pension contribution should not be required.

(b) In exceptional cases acceptance of employment might be made conditional on the officer remaining in Government service and being placed on the usual Foreign Service terms.

(Secretary of State's Desp. No. 4-Finl., dated 22nd February 1923, communicated in G. I., F. D., No. 602-C. S. R., dated 26th April 1923, and G. O. No. 463-Finl., dated 21st May 1923.)

Extension of the above rule to all foreign service.

(2) These decisions may be taken as applying to all foreign service and not only to service in an Indian State.

(G. I., F. D., No. 957-C. S. R., dated 13th June 1923; Ar. Gl.'s Endt. No. 701-A.—189-23, dated 8th June 1923.)

Acceptance of employment under private employers.

(3) The sanction of the Government of India will be required only in the case of officers of All-India Services desiring to accept private employment, and no reference need be made to them in the case of officers appointed by the Local Government or any lower authority.

(G. I. No. F.-261-3-24-Pub., dated 1st October 1923, with Fin. Endt. No. 1881-C. S. R., dated 11th October 1923; G. O. No. 814-Pub., dated 23rd October 1923.)

Procedure on retirement of Government servants on foreign service.

[F. R. 114.]

(1) When any Government servant lent on foreign service conditions retires from British service, without at the same time retiring from the service of his foreign employer, the Audit Officer shall communicate to the foreign employer through the usual authorities a statement showing the date of retirement and the amount of pension drawn from the British Government so as to give the foreign employer the opportunity, if he be so inclined, of revising the existing terms of employment.

(Audit Instn. No. 47, Vol. I.)

Calculation of leave-salary of Government servants whose foreign service extends from prior to 1st January 1922.

[F. R. 116.]

(1) In calculating the leave-salary of a Government servant subject to the leave rules of the Fundamental Rules and whose term of foreign service extends from prior to 1st January 1922 the following principles should be observed:—

1. If under the terms of the service, the foreign employer pays the contribution in addition to the officer's pay, it cannot be said that the contribution is a part of his pay and the leave-salary should be based on the actual pay received in foreign service.

2. The concession of determining leave-salary on the basis of actual pay drawn in foreign service is independent of the possibility that under the provisions of Article 766, Civil Service Regulations, contributions may continue to be levied on assumed pay.
3. The first four months of leave on average pay or such longer period as may be admissible to a Government servant as privilege leave under the orders previously in force should be treated as corresponding to privilege leave.

(Ar. Gl.'s No. 974-A.—352½-23, dated 17th September 1923, and 1078-A.—352½-23, dated 29th October 1923.)

Rate of contribution of officers transferred to foreign service before 27th January 1922.

[F. R. 117.]

(1) The rates of contributions in respect of officers transferred to foreign service on or after 1st January 1922 and before the 27th January 1922 will be those prescribed in Article 770, Civil Service Regulations.

(G. I., F. D., No. 80-E. B., dated 1st February 1922.)

Military officers.

(2) In the case of military officers the rates prescribed for the Indian Civil Service Officers are fixed provisionally as a temporary measure (*vide* G. I., F. D., letter No. 64-E. B., dated 27th January 1922).

The term military officer referred to in the above paragraph should be interpreted to mean Regimental officers of the Army and Officers of the Indian Medical Service who were subject to Indian Army Leave Rules when they came to civil employ. The term should not be used in the sense in Fundamental Rule 9 (16) (b) so as to include Departmental officers with honorary rank and Warrant Officers (combatants or medical) of the Indian Army.

(Ar. Gl.'s No. 261-A.—152-23, dated 28th March 1924.)

Officers of the Royal Indian Marine.

(3) The revised rates of contributions payable on account of military officers are also applicable to officers of the Royal Indian Marine in foreign service.

(G. I. Marine, No. 1035-M., dated 6th July 1922; G. O. No. 328-Mis. Fin. (Marine), dated 1st August 1922.)

Indian Civil Service officers.

(4) The revised rates are to be recovered from Indian Civil Service officers during any extension of foreign service sanctioned after 27th January 1922.

(Ar. Gl.'s No. 2036-Admn.—498-22, dated 24th November 1922.)

Officers whose extension in foreign service have effect from or after 27th January 1922.

(5) The revised rates of foreign service contributions apply to officers who were transferred to foreign service prior to 27th January 1922 but the extension of whose service is sanctioned on or after that date; in such cases they take effect from the date from which the extension commences.

(Ar. Gl.'s No. Nil, dated 1st February 1923.)

Officers lent to the Administration of Iraq.

(6) In the case of officers deputed on foreign service under the Administration of Iraq, the Government of India have decided that if the original transfer of an officer was for a definite period the Foreign Service rules in the Fundamental Rules should apply from the earliest date from which an extension has been sanctioned after 1st January 1922, while if no definite period has been fixed then any extension beyond 5 years from the original date if sanctioned should be taken as under those rules. In cases of extensions coming under the Fundamental Rules, the new rates of contribution will apply from the date on which they come under these rules or the 27th January 1922, whichever is later.

(G. I., F. D., No. 1321-C. S. R., dated 31st July 1923.)

(7) The expression "officers of All-India Services (other than the Indian Civil Service), etc." used in paragraph 2 of the Government of India, Finance Department letter No. 81-C. S. R., dated the 4th August 1924, includes provincial service officers holding posts borne on the provincial cadres of the All-India Services (including the Indian Civil Service. The rates of contributions payable for pension only and for leave-salary and pension in respect of such officers on foreign service are, therefore, three-sixteenths and 30 per cent. respectively of pay actually drawn in foreign service.

(Ar. Gl.'s Endt. No. 1521-Admn.—482-25, dated 8th January 1926 in case Pen. C. Mis. 3-4 of 1921-26.)

[F. R. 119.]

(1) With effect from 1926-27, leave and pensionary contributions should be paid by the Indian Research Fund Association on account of the subordinate personnel, such as Sub-Assistant Surgeons, etc., whose services have been lent to the Association.

(G. I., Edn. Health and Lands, No. 1492-Health, dated 28th October 1925, with G. I., F. D., No. D-5951-C. S. R., dated 11th November 1925; Case Pen. C. Mis. 3-9 of 1925-26.)

Remission of contribution.

[F. R. 119 (a).]

(1) The Government of India do not propose to issue any orders under this rule.

(G. I., F. D., No. 1360-E. B., dated 10th December 1921.)

Contribution on account of officers lent to local bodies or funds outside Madras Presidency.

[Subsy. Rules under F. R. 119 (a).]

(1) The Madras Government have directed that contributions on account of leave-salary and pensions should be recovered in future from local bodies or funds outside the Madras Presidency in respect of all medical officers lent for service under them. The contributions will be calculated at the rates fixed from time to time under Fundamental Rule 117 and will be levied with effect from the 1st August 1923.

(G. O. No. 1268-Mil. P. H., dated 30th July 1923; T. M. 24-25A of 1922-24.)

CHAPTER XIII.—SERVICE UNDER LOCAL FUNDS.

[F. R. 128.]

(1) Employees of local funds administered by Government who are not paid from general revenues and are therefore not Government servants are subject to the provisions of Chapters I to XI of the Fundamental Rules.

(Audit Instn. No. 110, Vol. II.)

Verification of entries made in service books.

[Annexure II, Part II of the M. G. Subsy. Rules.]

(2) The verification of entries made in service books may be entrusted to his immediate departmental superior if the head of the office sees fit, but the responsibility as to their accuracy will rest with the latter officer who has to attest them.

(Para. 1 under C. S. R. 821, Note (1) in the Madras Suppt.)

Leave procedure in the case of a Government servant on leave out of India.

Applications for extensions of leave.

[Rules made by the Governor General in Council
under F. R. 72 (b), Annexure II, Part II.]

(3) When an application for extension of leave is received from a Government servant on leave in any of the localities mentioned in this rule, the Local Government will inform the officer whether or not there is any objection to the grant of the desired extension, and if the extension is approved, instruct him to apply to the High Commissioner for the formal grant.

(G. I., F. D., No. F.-303-C. S. R.-25, dated 14th October 1925.)

Leave procedure in the case of Government servant in India.

[Rule 36 of Annexure II, Part I, and Rule 4
of Annexure II, Part II.]

(1) The payment to another Government servant or to any person other than a well-known Banker or Agent of the salary and allowances of a Government servant is not permissible.

If the Banker or Agent to whom a salary bill is endorsed for payment endorses it again to another Banker or Agent, the bill is virtually used as a Negotiable Instrument a practice prohibited by Government (Finance Department No. 1375-A., dated 30th March 1896). The cheque should, therefore, be issued in favour of the party to whose favour the drawer of the bill endorses it.

(Ar. Gl.'s No. 1641, dated 8th November 1901.)

Record of the nature of leave rules in service books.

[M. G. Subsy. Rules under
Rule 74 (a) (iv), Annexure II, Part III.]

*(1) Where a non-gazetted Government servant is subject to the leave rules of 1920 or the special leave rules, the entry "leave rules, 1920" or "leave rules, *special*" should be made in his service book; where no such entry is made, it is to be understood that the Government servant is governed by the ordinary leave rules.

In the case of non-gazetted Government servant subject to the Special Leave Rules, a copy of the Government order allowing the benefit of the special leave rules under Fundamental Rule 75 (2) (a) should be attached to the service book.

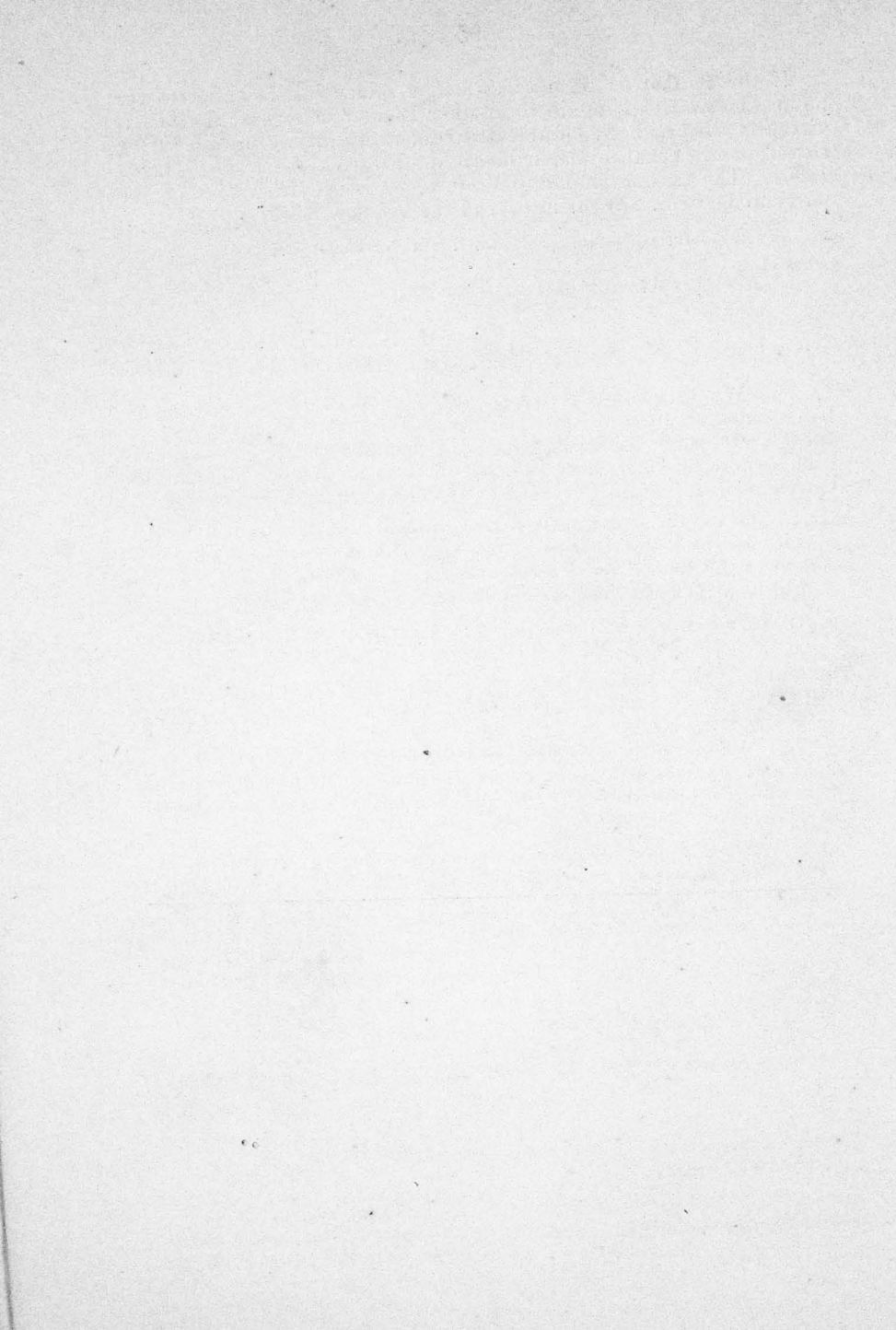
(G. O. No. 532-Mis. Fin., dated 19th July 1924; G. A. 43-3 of 1924-25, and Cir. No. T. M. 24-40-1422, dated 17th August 1924.)

[Annexure II, Part III, of the M.
G. Subsy. Rules.]

*(2) When a military employee is transferred to a Civil Department and assumes a civilian status, the date of birth to be entered in his service book should be the date stated by him at the time of attestation.

(G. I., F. D., No. 1450-C. S. R., dated 24th August 1923; G. O. No. Mis.-411 Fin. (Pen.), dated 24th September 1923; Case Pen. Mis. 3-14 of 1923-24.)

* This order is applicable to all Government servants subject to the audit control of the Accountant General, Madras.



APPENDIX A.

[See para. (1) under F. R. 9 (32) (1).]

List of officers in the several departments who are considered as "Competent authority" with reference to the subsidiary definition under Fundamental Rule 9 (32) (i).

[T. M. Special Case No. III-9 of 1925-26.]

Competent authority.	Powers of appointment.
<i>Land Revenue.</i>	
<i>Board of Revenue, Land Revenue and Settlement.</i>	
Members	Office Manager and Court of Wards Manager.
Secretary	Superintendents and clerks.
Assistant Secretaries (Land Revenue and Settlement).	Attenders, muchis, peons, etc.
<i>Settlement parties.</i>	
Member (Commissioner of Land Revenue and Settlement).	Uncovenanted Assistants, Settlement Tahsildars, Supervisors.
Officers in charge of Settlement Parties.	All appointments except those specified above.
<i>Revenue Survey.</i>	
Director of Survey	All non-gazetted subordinates on the permanent or temporary establishment drawing more than Rs. 60 per mensem.
Officers in charge of Survey Parties	All subordinates whether permanent or temporary within the sanctioned strength whose pay does not exceed Rs. 60 per mensem.
<i>Excise.</i>	
Assistant Commissioners	All inferior servants, clerks and sub-inspectors of all grades within their divisions.
<p>N.B.—Appointments of sub-inspectors must be made from a list of candidates approved by the Commissioner and in the order determined by him.</p>	
Excise Inspectors	All inferior servants within the circle.
(Proceedings No. R. 20-Press, dated 15th May 1924, of the Commissioner of Excise.)	
<i>Stamps.</i>	
Board of Revenue	Collectors under the Stamp Act.
The Superintendent of Stamps and Stationery.	His office staff including the Manager.

(B. P. No. 1588, dated 12th October 1923.)

Competent authority.

Powers of appointment.

Forests.

Chief Conservator

Conservator

District Forest Officer

Chief Forest Engineer

Forest Research Officer

Forest Engineer (Madras & Sappal)

Forest Utilization Officer

Forest Economist

Special Forest Officer, Parlakimedi
Maliahs.

Principal, Forest College

Chief Forest Engineer

Rangers.

Members of his office establishment.

Members of the temporary establishment (excluding office staff) on pay exceeding Rs. 30 per mensem.

Members of his office establishment.
Forest Guards.

Members of the temporary establishment (excluding office staff) on Rs. 30 per mensem or less.

Range office establishment.

Foresters (subject to the control of the Conservator).

Members of his office establishment (subject to the control of the Collector).

Members of their establishments.

Members of the temporary establishment (excluding office staff) in the Engineering branch.

(No. L. Dis. 6837—25, dated 6th October 1925, from the Chief Conservator.)

Registration.

Inspector General of Registration

Sub-Registrars of the lower or the ordinary grade (Rs. 65—5—150).

Clerks in the upper division (Rs. 60—4—80 in the mufassal and Rs. 65—4—85 in the Madras City).

Clerks in the lower division (Rs. 40—65) and menials of his office.

Substitutes in the place of District Registrars granted leave by the Inspector General.

Create temporary Joint Sub-Registrars and temporary peons.

Probationary Sub-Registrars.

Clerks in the lower division (Rs. 35—60 in the mufassal and Rs. 40—65 in the Madras City).

Menials in their offices and in the sub-offices in their districts.

Create temporary clerks both in Sub-registry Offices and in the original registration branch of their own offices on a pay of Rs. 22½ per mensem.

To appoint fully qualified Probationary Sub-Registrars as acting Sub-Registrars in place of Sub-Registrars granted leave by them.
To appoint substitutes in the place of menials granted leave by them.

District Registrars

Sub-Registrars

(I. G. of Registration's No. 350-Accts., dated 6th October 1925.)

Competent authority.

Powers of appointment.

*General Administration.**Legislative Council office.*

H. E. the Governor	Secretary. Establishment.
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[Memo. No. 3103-A.-1, dated 9th November 1923, from Law (Leg.) Dept.]

Translators' Department.

Local Government	Translator to Government. Assistant Translators. Senior Assistants. Junior Assistants. Clerks. Typists. Peons.
Senior Translator to Government	

Local Self-Government Department.

Secretary	Non-gazetted officers of the Local Self-Government department.
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(Memo. No. 25840-1, dated 17th November 1923.)

Development Department.

Secretary	Non-gazetted staff in the Develop- ment Secretariat.
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(Memo. No. 1554-Gl.—23-1, dated 15th December 1923.)

Law Department.

Secretary	Non-gazetted officers of the Law Secretariat.
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(Memo. No. O. P. 500-1, dated 1st November 1923.)

Revenue Department.

Secretary	Non-gazetted staff of the Revenue Secretariat.
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(Memo. No. 3968-C.—23-2, dated 9th January 1924.)

P. W. Department.

Secretary	Superintendents, Clerks, Typists, Attenders and menials of the Pub- lic Works Secretariat.
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Collectors	<i>Vide</i> the tabular statement printed at pages 274-279 of the Board's Standing Orders, Vol. I.
Treasury Deputy Collectors	
Divisional officers	
Tahsildars	
Deputy Tahsildars	
Sub-Magistrates	

(Endt. No. D.-2776, dated 20th October 1923.)

Competent authority.

Powers of appointment.

Administration of Justice.

The Hon'ble the Chief Justice . . .	All appointments in the High Court including the Official Assignee under the Presidency Town Insolvency Act.
Chief Presidency Magistrate . . .	Chief Clerks. Accountants. Interpreters. Clerks. Inferior servants.

(No. Dis. 1610-23, dated 24th September 1923, from the High Court.)

Jails and Convict Settlements.

Inspector General of Prisons . . .	Jailors, Probationary Jailors, Deputy Jailors, Probationary Deputy Jailors, Clerks, European Warders, Teachers and Instructors, Chief Head Warders, Reserve Head Warders, Matrons, Manager, Head Accountant, Clerks, and peons of his office and Gate-keepers.
Superintendent of Jails . . .	Warders including selection grade Warders, Compounders.

NOTE.—Sub-Assistant Surgeons in Jail Service are appointed by the Surgeon General and placed at the disposal of the Inspector General of Prisons for Jail service for a period of three years.

(Nos. 9495, dated 25th September 1923, and 10340, dated 3rd October 1925, from the I. G. of Prisons.)

Police.

Inspector General . . .	Inspectors. Sergeants.
Deputy Inspector General . . .	Sub-Inspectors. Managers and Accountants of District Police Offices. Office establishment of the Deputy Inspector General.
Deputy Inspector General of Police, C. Range.	Plan drawing instructor, Vernacular Munshies and riding instructor, Police Training School, Vellore.
Assistant Inspector General . . .	Office establishment of the Inspector General of Police.
Superintendent of Police . . .	Office establishment of District Police Offices, other than Managers and Accountants. Havildars Major (subject to the approval of the Deputy Inspector General). Head Constables and Constables. Havildars, Naicks and Lance Naicks in Special Police, Subadars and Jamadars in Special Police (subject to confirmation by the Inspector General of Police at the end of probationary period).

(I. G. of Police No. F. O. C. 1463, dated 30th September 1925.)



Competent authority.

Powers of appointment.

Commissioner of Police	All non-gazetted officers of the City Police.
Deputy Commissioners of Police .	Head Constables (which are made by promotion from the rank of constables).

(Commr. of Police No. R. C. 743-Genl., dated 30th October 1925.)

(Ports and Pilotage.)

Presidency Port Officer	All non-gazetted officers of the Madras Port Department.
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(No. 2632-M., dated 19th October 1923, from the P. P. O.)

Ecclesiastical.

The Presidency Senior Chaplain, Church of Scotland.	The office establishment under him.
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(Letter No. P. S. C.-158, dated 2nd November 1923.)

Education.

Director of Public Instruction	All non-gazetted officers under his control except those who belong to the cadre of the Public Works Department employed in the Engineering Schools and College.
District Educational Officers, Inspector of European Schools, Principals of Government Colleges except the Principal, Lady Willingdon Training College and Inspectresses of Girls' Schools.	Appointments to posts carrying a pay of less than Rs. 75.
Superintendents of Schools of Engineering, Trichinopoly and Vizagapatam and Head Master, School of Commerce, Calicut.	Appointments to posts carrying a pay not exceeding Rs. 60.
Superintendents, Hobart Training School and Secondary School, Royapettah, and Presidency Training School, Egmore, and Principal, Lady Willingdon Training College.	Appointments to posts on a scale of Rs. 45—3—90 and to posts on a pay of less than Rs. 75.
Principal, Institute of Commerce, Madras, Superintendent of Sanskrit Schools and Curator, Oriental Manuscripts Library.	To make appointments to posts on pay not exceeding Rs. 65.
Agency Educational Officer	Appointments of clerks (other than Head Clerk), attenders and peons in his office as well as in the office of the Deputy Inspectors.

(R. C. No. 1593—C.-25, dated 5th October 1925, from the D. P. I.)

The following Government servants are empowered to countersign increment certificates of non-gazetted Government servants under them whose appointment vests in the Director of Public Instruction :—

1. District Educational Officers.
2. Inspector of European Schools.
3. Principals of Government Colleges.
4. Inspectresses of Girls' Schools.
5. Superintendents of Government Hobart Secondary and Training School, Royapettah and Presidency Training School, Egmore.
6. Superintendents, Reformatory and Senior Certified School, Chingleput, and Industrial and Junior Certified School, Ranipet.
7. Principal, Institute of Commerce, Madras.
8. Superintendent of Sanskrit Schools.
9. Superintendents, School of Engineering, Trichinopoly and Vizagapatam.
10. Head Master, School of Commerce, Calicut.
11. Curator, Oriental Manuscripts Library.

(G. O. No. 530-Law (Edn.), dated 9th April 1924.)

Competent authority.

Powers of appointment.

Medical.

Surgeon General

Superintendents of Presidency State Hospitals in the Madras City.
Superintendents of Government Headquarter Hospitals.
Presidency District Surgeons . . .
District Medical Officers : . . .
District Medical and Sanitary Officer, the Nilgiris.
Principals of Medical Colleges, Madras and Vizagapatam.
Superintendents of Medical Schools
Superintendents of Mental Hospitals.
Director, King Institute, Guindy .

Sub-Assistant Surgeons.
Lady Apothecaries.
Lady Sub-Assistant Surgeons.
Matrons, Sisters and Nurses in Government Hospitals.

To appoint the following staff of their institutions :—
Stewards.
Storekeepers.
Clerks.
Typists.
Compounders.
Midwives.
Ward attendants.
Peons and Menials.
Other non-medical staff of their respective institutions.

(No. 3125-E., dated 5th November 1923.)

Public Health.

Director of Public Health, Madras .

His office establishment.
Mufassal establishment (II class Health Inspectors).
Health Inspectors.
Peons of Health Inspectors in their districts.

District Health officers

(No. R. 808-2-A., dated 29th October 1925.)

Competent authority.

Powers of appointment.

Agriculture.

Director of Agriculture

Appointment of all members of the non-gazetted staff of the Department irrespective of pay.

All gazetted officers of the Department.

All appointments to posts carrying a maximum pay of Rs. 35 and below.

(No. L. Dis. 966-23, dated 25th September 1923.)

Veterinary.

Chief Superintendent, Civil Veterinary Department.

To appoint graduates of the Madras Veterinary College to the grade of the Veterinary Assistant.

Members of his office staff.

Compounders to Veterinary Hospitals.

Circle officers

Permanent clerks in their offices (subject to the approval of the Chief Superintendent).

Peons of their own offices and control peons under touring Veterinary Assistants and of the menials of each Government Institution in their circles.

(No. L. Dis. 687-B.-25, dated 2nd October 1925.)

Co-operative.

Registrar of Co-operative Societies .

All non-gazetted subordinates of the department.

Assistant Registrars

Inferior servants working under them.

Leave vacancies not exceeding three months in the clerical grade.

(No. L. Dis. 4223-23, dated 15th October 1923.)

Industries.

Director of Industries

All the non-gazetted appointments of the department.

Industrial Engineer

Boring Maistries. . .

Draftsmen.

Tracers.

Textile Expert

Subordinate staff working under the control of the Sericultural Assistant.

Weaving Superintendents.

Factory Manager of the Textile Institute, Madras.

Heads of Offices

Menials.

(No. 536 E.-23, dated 12th November 1923.)

Competent authority.

Powers of appointment.

*Miscellaneous Departments.*Chief Inspector of Steam Boilers
and Prime-movers.

Electrical Inspector to Government

Commissioner of Labour

Clerks.

Fitters or Travelling mechanics.

Menials of his office.

Non-gazetted appointments except
those of upper subordinates.Works establishment subject to the
limit of salary of Rs. 100 for each
person employed.Teachers in the Perambur Indus-
trial School and Salvation Army
Girls' School, Nellore, on salaries
mentioned in Educational Code
subject to Budget provision.(G. O. No. 3338-Law (Genl.), dated 4th November 1925, with Fin. Ent.
No. 39425-G., dated 13th November 1925.)

Commissioner of Labour

District Collectors subject to the ap-
proval of the Commissioner.

District Collectors

District Labour Officers

Commissioner of Labour

Local Government

Kallar Special Officer

Local Government

Protectors of Emigrants

Local Government

Chief Inspector of Factories

Inspectors of Factories

Manager, clerks and peons of his
office.District Labour Officers except
Madras.Non-gazetted officers under District
Labour Officers except Madras
(Ministerial and Non-ministerial).Menials except those working under
the District Labour Officer,
Madras.District Labour Officer, Madras, and
his staff.

Kallar Special Officer, Madura.

Clerks and peons.

Protectors of Emigrants.

Clerks and peons.

Inspectors of Factories.

All clerks and peons of the Chief
Inspector of Factories only.

Peons under Circle Inspectors.

(No. C.-1027-25, dated 15th October 1925, from Commr. of Labour.)

Civil Works.

Chief Engineers

Superintending Engineers

Executive Engineers

Managers, Superintendents, Clerks,
draftsmen, typists, attenders and
menials of their offices.Upper Subordinates and Electri-
cians.Lower subordinates of circles in-
cluding draftsmen, lower subor-
dinates.

Clerks of circles.

Typists and Tracers of circles and
inferior establishments of their
offices.Works establishment, subject to the
limit of pay of Rs. 250 for each
person employed.

Inferior servants of the division.

Works establishment, subject to the
limit of pay of Rs. 100 for each
person employed.

Competent authority.

Powers of appointment.

Executive Engineer in charge of
Temporary Gauging Division.

Electrical Engineer to Government

Sanitary Engineer to Government .

Deputy Sanitary Engineers . . .

Draftsmen, lower subordinates and
other office and posty establish-
ment.

Non-gazetted appointments, except
those of Upper Subordinates and
Electricians.

Works establishment subject to the
limit of pay of Rs. 100 for each
person employed.

Surveyors, draftsmen and clerks of
his office and of the offices of the
Deputy Sanitary Engineers and
menials of his office.

Menials and the Works establish-
ment under them.

Stationery and Printing.

The Superintendent of Stamps and
Stationery.

His office staff including the Mana-
ger.

APPENDIX B.

(See para. (1) under subsidiary rule under Fundamental Rule 30.)

List of posts between which officiating promotions are admissible.

(Fundamental Rule 30.)

General.

Fundamental Rule 30 explains in what cases enhanced pay may be granted to a Government servant holding one post substantively who is appointed to officiate in another post.

The Madras Government have declared that enhanced pay may be granted to permanent Government servants officiating as Head Clerks, Managers and Superintendents in cases where they are entrusted with definite duties of control and supervision over the rest of the clerical staff.

They have also declared that enhanced pay is admissible when a clerk holding a substantive post in a lower class office is made to officiate on a higher scale of pay in a higher class office and that attenders should for purposes of Fundamental Rule 30 be treated as doing duties of a different character from that of peons.

They have also decided that a person with no substantive post under Government can be made to officiate direct in a higher scale of pay and receive the sanctioned pay of the post.

Major head of account.	Name of office.	POSTS BETWEEN WHICH OFFICIATING ARRANGEMENTS ARE ADMISSIBLE.		Authority.	REMARKS.
		From	To		
(1)	(2)	(3)	(4)	(5)	(6)
1.—Customs	Madras Customs House	Clerks	(1) Deputy Superintendent	G. O. No. 383, Finance, dated 7th September 1922. G. I. (Central Revenue) No. 4516, dated 26th September 1924. G. O. Mis. No. 458, Finance (Separate Revenue), dated 30th October 1922. G. I. (Central Revenue) No. R. Dia 467-C. E. / 25, dated 23rd December 1925.	
	Departments of Accounts, Statistics, Imports and Exports.	Deputy Superintendent	(2) Superintendent		
	Customs Outports and Land Customs.	Tally clerks	Ordinary clerks		
	Madras Customs House	Examining or Postal Appraisers.	Appraisers		
2.—Taxes	Commissioner's Office	(1) Third clerk (85—4—125).	(1) Head clerk (125—5—175)		
		(2) Fourth clerk (65—4—85).			
		(3) Fifth clerk. (40—40—21—65—1—80).	(2) Second clerk (125—5—175).		
		(4) Sixth clerk (40—40—21—65—1—80).			
	Assistant Commissioner's Office.	(1) Appeal clerk (60—4—80 (mufassal), 65—4—85 (City)).	(1) Head clerk [80—4—120 (mufassal), 85—4—125 (City)].	Letter dated 23rd April 1923, from the Commissioner of Income-tax, Madras.	

Major head of account.	Name of office.	POSTS BETWEEN WHICH OFFICIATING ARRANGEMENTS ARE ADMISSIBLE.		Authority.	REMARKS.
		From	To		
(1)	(2)	(3)	(4)	(5)	(6)
2.—Taxes— <i>contd.</i>	Assistant Commissioner's office.	(2) Routine clerk [35—1½—50—1—60 (mufassal), 40—1½—55—1—65 (City)].	(1) Head clerk [80—4—120 (mufassal), 85—4—125 (City)]. (2) Appocal clerk [60—4—80 (mufassal), 65—4—85 (City)].	Letter dated 23rd April 1923, from the Commissioner of Income-tax, Madras.	
	Income-tax Offices.	Routine clerks (35—1½—50—1—60).	Head clerks (80—4—120).		
3.—Salt	Salt Department	...	Assistant Inspectors.	G. O. No. 290, Mis. Fin., C. S., dated 12th September 1924.	
5.—Land Revenue	Revenue Parties.	...	(1) Uncovenanted Assistants (200—10—300). (2) Supervisors (150—5—200). (3) Head classifiers (60—4—80). (1) Sub-Assistants (175—10—275).	G. O. No. 1557, Revenue, dated the 28th August 1922.	
	Survey Office	...	(2) Store Manager (200—10—250). (3) Publication Manager (200). (4) Head Draftsman (200—10—250). (5) Head Computer (200—10—250). (6) Head Accountant (125—5—150).		

Central Survey Office	Head Compositor	(1) Sub-Assistants (175-10-275). (2) Head Surveyors (75-5-125). (3) Deputy Surveyors (35-60). (4) Head Draftsman or Computer-Draftsman.* (5) Draftsman (70-3-100). (6) Head Clerk	G. O. Mis. No. 1662, Revenue, dated 28th November 1924. G. O. No. 1642, Mis. Revenue, dated 21st October 1925 with Finance Endt. No. 37592-1 C. S. R., dated 26th October 1925. G. O. No. 1557, Revenue, dated 28th August 1922. G. O. No. 26, Finance (Separate Revenue), dated 18th January 1923. G. O. Mis. No. 383, Finance, dated 7th September 1922.
Survey Parties	Sub-Inspector, Salt and Abkari and Customs Department.	
Inam Commissioner's Office	Assistant in the Board's Laboratory.	
Deputy Commissioner's Office.	Head Clerks	
Board's Excise Laboratory	First Assistant	
Excise Inspector for Railways.	Assistant Superintendent	

No officiating promotions are admissible to the posts of Head Clerk and Head Record Keeper in the Central Survey Office and to the post of Under study in Survey parties.

* Subject to the condition that they have control and supervision over the duties of other subordinates.

Major head of account.	Name of office.	POSTS BETWEEN WHICH OFFICIATING ARRANGEMENTS ARE ADMISSIBLE.		Authority.	REMARKS.
		From	To		
(1)	(2)	(3)	(4)	(5)	(6)
6.—Excise— <i>contd.</i>	Madras Customs House	(1) Deputy Superintendents (2) Superintendents . .	G. O. Mis. No. 383, Finance, dated 7th September 1922.	} Officiating promotions between these two grades of Superintendents is, however, inadmissible.
	Board of Revenue (Separate Revenue).	...	(1) Senior Superintendents on Rs. 200—19—250. (2) Junior Superintendents on Rs. 125—5—175.		

Ditto.

NOTE.—Clerks grades as Sub-Inspectors and other clerks in the divisional, sub-divisional and circle offices will be treated as forming one class and no officiating promotions will be admissible among them; nor will any officiating promotion be admissible from the posts of Lower Division clerks to the posts of Upper Division clerks.

7.—Stamps	Stamp and Stationery Office.	...	Assistant Inspectors	G.O. No. 1181, Mis. Revenue, dated 2nd August 1924 with Finance Endt. No. 2972—1 C. S. R., dated 9th August 1924.	...
8. Forest	District Forest Offices	...	(1) Manager (125—5—175) (2) Storekeeper (85—4—125) (3) Head Accountants (85—4—125). (4) Head Clerk (85—4—125) (1) Head clerks	Do. G. O. No. 504, Development, dated 11th April 1923. Do.	...
9—Registration	Forest Engineering Office Sub-Registrar's Office	...	(2) Accountants on Rs. 60—4—80 Accountant and Manager Sub-Registrar Clerk Probationary Sub-Registrar.	G. O. No. 105, Law (Legislative), dated 6th June 1922. Do.	<p>I. (a) The pay of clerks whose substantive pay is less than the minimum pay of the Sub-Registrar by a sum exceeding Rs. 15 shall be their substantive pay plus a uniform allowance of Rs. 15 both in the mufassal and in the Madras City.</p> <p>(b) The case of those clerks whose substantive pay is less than the minimum pay of a Sub-Registrar by a sum not exceeding Rs. 15 will be regulated by Fundamental Rule 32 subject to the condition that the pay</p>

Major head of account.	Name of office.	POSTS BETWEEN WHICH OFFICIATING ARRANGEMENTS ARE ADMISSIBLE.		Authority.	REMARKS.
		From	To		
(1)	(2)	(3)	(4)	(5)	(6)
22.—General Administration.	Translators Department .	Clerks, Junior Assistant, Senior Assistant.	Junior or Senior Assistants, Assistant Translators.	G. O. Mis. No. 144, Law (Legislative), dated 13th May 1922, and G. O. No. 181, Law (Legislative), dated 21st June 1923.	<p>shall, in no case, exceed Rs. 65, and that the officiating service shall not count for increments.</p> <p>(c) The case of clerks whose substantive pay is not less than the minimum pay of a Sub-Registrar will be governed by Fundamental Rule 32.</p> <p>II. "Sub-Registrar" includes "Sub-Registrar clerks" / Accountant-General's letter No. Spl. III-1-215, dated 19th August 1922, to the Inspector-General of Registration, Madras.</p> <p>Officiating promotions will not be admissible from the Lower Division clerk to the Upper Division clerk and among the reporting staff <i>inter se</i>.</p>
	Legislative Council office clerk.	Assistant Translator	Translators		
		...	Superintendent		

Board of Revenue (Land Revenue and Settlement).	..	(1) Superintendents (300—10—350) (2) Do. (200—10—250) (3) Do. (125—5—175)	No officiating allowance is admissible between the grades of superintendents.
Collectorate	..	(1) Hazur Sarishtadar (200—10—300). (2) English Head Clerk (150—5—200). (3) Cashkeepers (150) (4) Head Accountants (125) (5) Amindivi Monegar (100) (6) Oriya Translator (100—5—150). (7) Head Auditor, Tanjore (100) (8) Second Accountants (90) (9) Vernacular Head Clerks (90) (10) Cashkeepers (90) (11) Local Fund Head Auditors (90) Cashkeeper, Malabar Collectorate (Rs. 90 <i>plus</i> Rs. 15 special pay). (12) Mica Inspector in the Nellore District (80—4—100). Coir Superintendent	
Malabar Coir Establishment (South Kanara).	...		G. O. No. 1557, Revenue, dated 28th August 1922.
Treasury	One scale of shroff	To another higher scale of shroff	G. O. No. 1640-Mis. Rev., dated 24th October 1925 with Fin. Endt. No. 37590-1-C. S. R., dated 28th October 1925.
			Acting allowance will be admissible only from the date of furnishing the full amount of security prescribed for the officiating appointment.

Major head of account. (1)	Name of office. (2)	POSTS BETWEEN WHICH OFFICIATING ARRANGEMENTS ARE ADMISSIBLE.		Authority. (5)	REMARKS. (6)
		From (3)	To (4)		
22.—General Administration— <i>contd.</i>	Divisional offices	*Head Clerks in civilian divisional offices (Rs. 90).	G. O. Press No. 1557, Revenue, dated 28th August 1922.	* The post of Head Clerk in the Divisional Office, Tiruvannamalai, North Arcot district, is included in this (G. O. Mis. No. 354-Revenue, dated 21st February 1923).
	Taluk and Deputy Tahsildar's office.	..	(1) Tahsildar (200 --10—300) . (2) Deputy Tahsildar and Stationary Sub-Magistrate on Rs. 150—5—200. (3) Taluk Head Accountant on Rs. 100. (4) Taluk Sariishtadar on Rs. 100 (5) Accountant in the Deputy Tahsildar's office, Tuticorin	G. O. No. 1557, Revenue, dated 28th August 1922.	
	Office of the Military Secretary.	...	Manager and Cashier	G. O. Mis. No. 1405-Rev., dated 9th September 1925. G. O. No. 641-Public, dated 26th September 1921, communicated with Financial endorserment No. 4416-C-1, dated 3rd October 1921.	

Office of the Private Secretary.	Clerk and Record-keeper.	Superintendent
Agent to the Governor, Vizagapatam.	Head clerk on Rs. 125	G. O. No. 125, Political, dated 22nd March 1923.
Agent to the Governor, Ganjam.	Head clerks on Rs. 80—4—120.	G. O. Mis. No. 387, Revenue, dated 3rd March 1923.
Agent to the Governor, Godavari.	(1) Sub-Assistant Registrars	<p>(1) Officiating promotion is permissible from the post of interpreter of a lower court to the same post in the High Court G. O. Mis. No. 2903, Law (General), dated 3rd December 1923.</p> <p>(2) Promotions are not admissible as between the appointments specified in item No. 3 or 11 or 13.</p>
High Court	(2) Managers	
		(3) Interpreters (including deputy and assistant interpreters).	
		(4) Shorthand writers	
		(5) Head Accountant	
		(6) Bench clerks	
		(7) Translators	
		(8) Head Clerk (Correspondence).	
		(9) Head Clerk (Statistics)	G. O. No. 324, Law (General), dated 30th January 1923.

Major head of account. (1)	Name of office. (2)	POSTS BETWEEN WHICH OFFICIATING ARRANGEMENTS ARE ADMISSIBLE.		Authority. (5)	REMARKS. (6)
		From (3)	To (4)		
24.—Administration of Justice. — <i>contd.</i>	City Civil Court		<i>Menial Establishment.</i>	G. O. No. 324, Law (General), dated 30th January 1923.
			(10) Overseer . . .		
			(11) Courtkeeper (including Assistant Courtkeeper).		
			(12) Gollah (where held by a man whose substantive pay is not Rs. 23—23—23—1—35).
			(13) Bookbinders, Muchis and attenders.		
			(14) Senior Probate clerk . .		
			(15) Senior Deeree clerk . .	G. O. No. 1202, Law (General), dated 30th April 1923.	...
			(16) Taxing clerk . . .		
		...	(1) Sarishtadar . . .		
			(2) Head Clerk . . .	G. O. No. 1639, Law (General), dated 6th July 1922.	...
				G. O. No. 1626, Mis. Law (General), dated 19th May 1924.	...

Court of Small Causes, Madras.	...	<p>(1) Head clerk . . .</p> <p>(2) Treasurer . . .</p> <p>(3) Nazir . . .</p> <p>(4) Interpreter (including chief Interpreter).</p>	<p>G. O. No. 2011, Law (General), dated 19th August 1922.</p>	<p>(1) No acting promotion is allowed from the post of interpreter to that of chief interpreter.</p> <p>(2) Officiating promotions to the posts of Treasurer and Nazir may also be allowed provided (i) the security deposit of the permanent incumbent is made legally liable for the default of the acting incumbent or (ii) the acting incumbents also furnish security—<i>vide</i> G. O. No. 293, Law (Education), dated 26th January 1923.</p>
Mufassal Civil Court and the City Civil Court, Madras.	...	<p>(5) Head European Bailiff</p> <p>Translator</p>	<p>G. O. No. 2407, Law (General), dated 2nd October 1923.</p> <p>G. O. No. 1986, Mis. Law (General), dated 8th July 1924.</p>	<p>(3) No officiating promotion is admissible to the post of Chief Judge's Clerk—G. O. No. 598, Law (General), dated 4th March 1922.</p> <p>Subject to the condition that clerks who officiate in the post are fully qualified by passing the prescribed tests. In other cases no acting promotions will be allowed.</p>

Major head of account. (1)	Name of office. (2)	POSTS BETWEEN WHICH OFFICIATING ARRANGEMENTS ARE ADMISSIBLE.		Authority. (5)	REMARKS. (6)
		From (3)	To (4)		
24.—Administra- tion of Justice — <i>contd.</i>	Mufassal Civil Courts— Regular Establishment. District Court	(1) Sarishadar . . .	G. O. No. 1832, Law (General), dated 25th May 1922.
		...	(2) Head clerk . . .		
		...	(3) Record keeper . . .		
	Sub-Court and Mufassal Small Cause Courts.	...	(1) Sarishadar . . .		
		...	(2) Head clerk . . .		
		...	Head clerk . . .		
	District Munsifs' Courts . Law Courts . . .	Amins and Readers	Clerks . . .	G. O. No. 934, Law (General), dated 19th March 1923.
	Mufassal Courts . .		<i>Copyist Establishment.</i>	G. O. No. 897, Law (General), dated 15th March 1923.	Officiating promotions in respect of these posts is admissible whether the acting incumbent belongs to the regular copyists or process service establish- ment.
		...	(1) Superintendent . . .		
			(2) Assistant Superintendent . .		
			(3) Examiner . . .		

POSTS BETWEEN WHICH OFFICIATING ARRANGEMENTS ARE ADMISSIBLE.					REMARKS.
Major head of account.	Name of office.	From	To	Authority.	
(1)	(2)	(3)	(4)	(5)	(6)
24.—Administration of Justice.— <i>could.</i>	Offices of the— (1) Administrator-General. (2) Advocate-General. (3) Government Pleader (4) Public Prosecutor.	Subordinates	Managers	G. O. No. 1210, Law (General), dated 10th May 1922.	Officiating promotions should be allowed between the Managers <i>inter se</i> except between those of the offices of the Government Pleader and of the Public Prosecutor.
	Presidency Magistrates' Courts.	...	Chief Clerks	G. O. No. 757, Judicial, dated 13th June 1922, communicated with Finance Department No. 3122-A-1, dated 16th June 1922.
		Second Grade Process Peons.	First Grade Process Peons	G. O. No. 1775, Law (General), dated 2nd June 1925.	The officiating promotions are admissible without the limitation that not more than one-third of the peons shall receive Rs. 15 a month.

25.—Jails and Convicts, etc.	Peons	Process Peons	Letter No. Roc. 2022-24, dated 14th October 1924, from the Registrar, High Court, Case No. S. K. 1—1 of 1924-25.
District Jails and sub-jails	(1) Deputy Jailors.	(1) Jailors	G. O. No. 2102, Law (General), dated 29th August 1921.	Promotion in the case of (3) is subject to the condition that the individual concerned is actually transferred to the more responsible post.
	(2) Probationary Deputy Jailors.	(2) Deputy Jailors		
	(3) Jailors in sub-jails on Rs. 20—1—25 and Rs. 20—1—35.	(3) Jailors in sub-jails and assistant jailor on Rs. 35—35—1½—50—1—60.		
Office of the Inspector-General of Prisons.	...	Manager	G. O. No. 1163, Law (General), dated 22nd August 1921.
	...	Head Accountant	G. O. No. 143, Law (General), dated 21st January 1922.
	...	Female Matrons (35—1—40)	G. O. No. 1308, Law (General), dated 20th May 1923.
	...	Do. (40—2—60)	
	...	Female head warders	
	Jailor and Assistant Jailor in sub-jails.	Jailor, sub-jail, Russelkonda (60—80).	G. O. No. 1492, Law (General), dated 4th June 1923.

Major head of account.	Name of office.	POSTS BETWEEN WHICH OFFICIATING ARRANGEMENTS ARE ADMISSIBLE.		Authority.	REMARKS.
		From	To		
(1)	(2)	(3)	(4)	(5)	(6)
26.—Police	Inspector-General of Police	...	Four appointments of Superintendents, three on Rs. 125—5—175 and one on Rs. 200—10—250.	G. O. No. 760, Judicial, dated 14th September 1922, communicated in No. 195-11-C.S.R., dated 9th October 1922.	Officiating promotions are not admissible from the post of Superintendent on Rs. 125—5—175 to that on Rs. 200—10—250.
	Commissioner of Police	...	(1) Manager . . . (2) Cashier . . .	Do.	In the case of cashiers and accountants acting only when the acting incumbent furnishes security.
	District Superintendent of Police.	...	(1) Manager . . . (2) Accountant . . .	Do.	
	Range Deputy Inspectors-General of Police and the Principal, Provincial Training School, Vellore.	...	(1) Cashier . . . (2) Head clerk . . .	Do.	
	Subordinate Police Staff—	(1) Sergeants	Inspectors . . .		Subject to the provisions in Police Order No. 54, Volume IV.
	(Executive) City and Mufassal.	(2) Sub-Inspectors	Inspectors . . .		
		(3) Head Constables.	Sub-Inspectors . . .		
		(4) Constables	{ (1) Head Constables . . . (2) Naiks . . .		

27.—Ports and Pilotage.	Office of the Agent for Government Consignments.	(5) Naiks (6) Havildars (7) Havildar-Majors (8) Jamadars Kanakapillays (shipping clerks and peons).	Havildars Havildar-Majors Jamadars Subadars Overseer, Head clerk, Clerks and Shipping clerks.	{ G. O. Mis. No. 636, Judicial (Police), dated 5th December 1923. G. O. No. 356, Finance (Marine), dated 22nd August 1922.
29.—Political	Office of the Resident in Travancore and Cochin.	Port Conservators on Rs. 60—4—80.	Port Conservators on Rs. 80—4—120. Manager and Treasury officer	{ G. O. Mis. No. 511, Finance (Marine), dated 1st November 1923. G. O. No. 584, Political, dated 14th December 1921.	Acting allowances are admissible only when the officiating incumbents furnish the security which the Port Conservators on the higher scale have to furnish. NOTE.—Acting allowance is inadmissible to the post of Manager, Office of the Paymaster, Carnatic Stipends (G. O. No. 277, Political, dated 27th June 1922).
	Office of the Britannic Majesty's Consul for Pondicherry and Karaikal.	...	Head Clerk, Head Accountant Head Clerk at Pondicherry Clerk at Karaikal	Do.

Major head of account. (1)	Name of office. (2)	POSTS BETWEEN WHICH OFFICIATING ARRANGEMENTS ARE ADMISSIBLE.		Authority. (5)	REMARKS. (6)
		From (3)	To (4)		
30.—Scientific Departments.	Government Museum	...	Head Clerk	G. O. No. 49, Law, dated 11th January 1923.
31.—Education	(1) Deputy Inspectors of Schools. (2) Licentiate School Assistants. (3) Supervisors of Schools. (4) Pandits and Munshis in Colleges or School departments of Colleges. (5) Trained teachers of the secondary grade working in the lower forms of secondary schools.	Subordinate Educational Service (Collegiate branch). Deputy Inspectors of Schools Pandits and Munshis in Colleges or College Departments. Teachers of higher forms whose posts are borne in the cadre of Deputy Inspectors.	G. O. No. 920, Law (Education), dated 28th June 1923. ... G. O. No. 400, Law (Education), dated 1st April 1922. Do. No officiating promotions are admissible from the posts of secondary grade teachers to the posts of Commercial Instructors in the Educational Department. [G. O. No. 423, Law (Edn.), dated 26th March 1925.]

Registrar of Books	Head Clerk	G. O. No. 554, Public, dated 3rd July 1922.	No officiating promotions are allowed in the case of (1) Head Clerks, Arts and Professional Colleges and Institute of Com- merce; (2) Librarian, Presidency College; (3) Accountant, College of Engineering; and (4) Upper divisional cadre of the office of the Director of Public Instructions.
District Educational officers Inspector of European Schools.	...	Head Clerk	G. O. No. 1594, Law (Educa- tion), dated 19th December 1922.	Acting promotions with allowances are admissible from the posts of clerks on Rs. 40—65 or Rs. 35 —60 and Rs. 65—4—85 or Rs. 60—4—80 respec- tively, in the offices sub- ordinate to the Director of Public Instruction to the posts of clerks in the Upper division of the Director's office. [G. O. No. 775, Law (Edn.), dated 15th May 1924.]
Inspectress of Girls' Schools.	...	Do.		
Oriental Manuscripts Library.	...	Do.		
Teacher's College, Suidapet	...	Librarian		
Agency Tracts .	Carpenters on Rs. 25—1—50.	Workshop Assistant on Rs. 40— 2—60.	G. O. No. 141, Law (Education), dated 29th January 1924.	Provided the clerk has passed the trained teach- ers' certificate examina- tion of the secondary grade.
• Do.	Secondary grade teachers on Rs. 35—60.	Supervisors of Elementary Schools on Rs. 40—2—60—1— 70.	G. O. No. 1589- Mis. Law (Edn.), dated 31st October 1924.	
		Ditto	G. O. Mis. 1365, Law (Edn.), dated 7th August 1925.	

Major head of account. (1)	Name of office. (2)	POSTS BETWEEN WHICH OFFICIATING ARRANGEMENTS ARE ADMISSIBLE.		Authority. (5)	REMARKS. (6)
		From (3)	To (4)		
32.—Medical	Surgeon-General's office.	...	(1) Manager (300—10—350) (2) Superintendents (200—10—250 and 125—5—175).	G. O. Press No. 444, P.H., dated 22nd March 1922.	Officiating promotion is inadmissible from the post of Junior Superintendent to that of the Senior Superintendent (G. O. Mis. No. 359, P.H., Local Self-Government, dated 1st March 1923). Officiating promotion is inadmissible from Lower to Upper division in the clerical establishment (G. O. Mis. No. 403, P.H., dated 12th March 1923).
	Director of Public Health	..	Head Clerk	G. O. Mis. No. 1670, P. H., dated 1st December 1922.
	Medical College, Madras	Do.		
	Medical School, Rayapuram.	...	Do.		
	King Institute, Guindy . All Government Medical Institutions.	Accountant (1) Matrons and Assistant Matrons.		
				...	No officiating promotion will be allowed from the class of storekeepers to that of stewards in medical institutions.

Major head of account.	POSTS BETWEEN WHICH OFFICIATING ARRANGEMENTS ARE ADMISSIBLE.			Authority.	REMARKS.
	Name of office.	From	To		
(1)	(2)	(3)	(4)	(5)	(6)
32.—Medical— <i>contd.</i>	X-ray Institute, General Hospital, Madras.	...	Photographer and attendant	G. O. Mis. 1121, P.H. (L. S. G.), 1st June 1925 with F.m. Endt. No. 20960-1 C.S. R., dated 12th June 1925.	...
33.—Public Health.	Vaccination Department.	...	District Health Inspectors	G. Os. No. 817, P.H., dated 10th June 1922, Mis. No. 1670, P.H., dated 1st December 1922, and No. 560, P.H., dated 30th March 1923.
34.—Agriculture	Co-operative Department	Clerks on Rs. 35—60 and 40—65. Inspectors (both clerical and executive).	Inspectors on executive duty Chief Inspectors - whether as clerks or in Executive work.	G. O. Mis. No. 424, Development, dated 28th March 1922.	No grade-to-grade promotion will be allowed in the case of Chief Inspectors.
	Chief Superintendent, C.V.D.	Attender of the College.	Clerk in the Principal's office	G. O. Mis. No. 424, dated 28th March 1922.

.....	Accountant on Rs. 65-4-85	G. C. No. 610, Development, dated 2nd May 1922.
.....	Head Clerk	G. O. No. 1315, Development, dated 10th September 1923.
.....	Manager	G. O. No. 424, Development, dated 28th March 1922.
.....	Veterinary Assistants	G. O. Press No. 830, dated 8th June 1923.
.....	Inspector of Agricultural offices.	
.....	Head clerk in the Director's office.	
.....	Upper Division	
.....	Plant collectors, settlers and laboratory attendants.	
.....	Clerk on a lower grade than that of the office of the Manager in the Superintendent's office.	
.....	Clerk
.....	Any Clerk on lower grade than that of the Head Clerk in the Director's office.	
.....	Lower subordinates	
.....	Members of the inferior service.	

Norm.—If when a revision of pay of the staff in the office of the Director of Agriculture is sanctioned the orders of the Government should be obtained as to the grades to which acting promotions should be permitted.

Major head of account.	POSTS BETWEEN WHICH OFFICIATING ARRANGEMENTS ARE ADMISSIBLE.				Authority.	REMARKS.	
	Name of office.	From	To				
(1)	(2)	(3)	(4)	(5)	(6)		
35.—Industries	Director's Office, Madras	Head Clerk	} G. O. Mis. No. 487, Development, dated 4th April 1922.		
			Bureau Superintendent				
			Head Accountant				
	School of Arts and Crafts, Madras.	...	Head Clerk	} G. O. Mis. No. 1667, Development, dated 14th November 1923.	Provided officiating incumbents furnish the security that may be fixed for the permanent post.		
	Madras Trades School .	Assistant Lecturer	Lecturer		G. O. 1340, dated 28th July 1924 with Fin. Endt. No. 990-E.T-1, dated 31st July 1924.	
Office of the Director of Industries and the Industrial Engineering Branch.	...	Supervisors, Surveyors, mechanics and draftsman.	} G. O. No. 239, Mis. Development, dated 13th February 1925, communicated with Fin. Endt. No. 6593-I, C.S.R., dated 23rd February 1925.	No officiating promotion will however be admissible among the several grades of the same class of officers, <i>e.g.</i> , when a supervisor or mechanic of a lower grade officiates in the higher grade or when the machine shop foreman in the Government Industrial institute, Madras.			
Industrial Institute, Madras.	...	Assistant Superintendent and Foreman.					
Leather Trades Institute	...	Assistants					
Textile Branch	Weaving Superintendent					

officials as the motor shop foreman or when the second assistant in the Leather Trades Institute acts as the first assistant and officiating promotions are also inadmissible to the several posts in the subordinate teaching staff of the School of Arts and Crafts or to the post of Head clerk in the office of the Assistant Industrial Engineer.

....

Madura Industrial Institute.	...	Manager, Accountant	G. O. Mis. No. 487 Development, dated 4th April 1922.
Kerala Soap Institute	...	Head Clerk	
Fisheries Department—	...	Personal Assistant	
Office of the Director of Fisheries.	...	Head Clerk	
Cinchona Department	Overseer	Head Overseer	G. O. Mis. No. 1033, Development, dated 8th August 1922.
	Store-keeper	Overseer	

Provided that officiating promotions were given under old rules in respect of these appointments.

Major head of account.	Name of office.	POSTS BETWEEN WHICH OFFICIATING ARRANGEMENTS ARE ADMISSIBLE.		Authority.	REMARKS.
		From	To		
(1)	(2)	(3)	(4)	(5)	(6)
35.—Industries— <i>contd.</i>	Deputy Director of Agriculture, Cinchona.	...	Manager	G. O. No. 2051, Mis. Dev., dated 1st December 1924, with Finance endorsement No. 5131-1 C. S. R., dated 15th December 1924.
37.—Miscellaneous Departments.	Secretary to the Commissioner for Government Examinations.	Clerks	Assistant Secretary	G. O. Mis. No. 400, Law (General), dated 1st April 1922.	...
	Office of the Protector of Emigrants.	...	Manager	G. O. No. 2407, Law (General), dated 9th October 1922.	Provided the full amount of security required for the post is furnished and the allowance will be admissible only from the date of furnishing the security.
	Assistant Registrar of Joint Stock Companies.	...	Head Clerk	G. O. No. 904, Law (General), dated 3rd April 1922.
	Inspectors of Factories, Madras.	...	Do.	G. O. No. 487, Development, dated 4th April 1922.

Electrical Inspector to Government.	...	Do. on Rs. 65—4—85	Memo. No. 2870-C., dated 27th April 1922, communicated with Financial endorsement No. 2306, dated 4th May 1922.
Inspector of Steam-boilers and Prime-movers.	...	Head Clerk	Memo. No. 1939-C., Public Works Department, dated 21st March 1922.
Office of the Chief Engineer.	...	Three heads of sections (draftsman) in the Consulting Architect's Technical (Buildings and Roads) and Technical Irrigation Section.	G. O. No. 1079 W., dated 3rd December 1922.
		Clerks of the Lower Division.	G. O. No. 1220, Financial, dated 13th December 1921.
Office of the Electrical Inspector to Government.	Testing Assistant	Sub-Inspectors (130—10—180)	G. O. No. 1079-W., dated 3rd November 1922.	NOTE.—Officiating promotion is not admissible in the following cases (1) draftsman, electrician and testing assistants and from Local Superintendents in Rs. 15—1—25 grade to those in Rs. 20—1—35 grade.

Major head of account.	POSTS BETWEEN WHICH OFFICIATING ARRANGEMENTS ARE ADMISSIBLE.			Authority.	REMARKS.
	Name of office. (2)	From (3)	To (4)		
(1)				(5)	(6)
41.—Civil Works —contd.	Superintending Engineer's Office.	..	Manager (180—10—240)	Public Works Department Memo. No. 1939, dated 21st March 1922.	To avoid frequent transfers and the consequent dislocation of work the following principle should be observed in making officiating promotions. In vacancies lasting for less than 12 months, the promotion should be given to the next senior man on the spot (if capable to hold the appointment) in preference to the next senior man in the circle, if the promotion of the latter would involve a transfer
	Divisional offices	...	Head clerk (125—5—150)		
		...	Head clerk [80—4—120, (mufassal), 80—4—120 plus 5 (City)].		
	P. W. Workshops	Foreman	General Foreman	G. O. Mis. 1678-W., dated 27th October 1925 with Fin. Endt., No. 38250 A-1, dated 2nd November 1925.	
46.—Stationery and Printing Government Press.	Publication Assistant (200—10—250).	G. O. Mis. No. 305, dated 1st April 1922.	
			Head clerk (125—5—175)		
			Accountant (85—4—125)		

Deposits of Local Funds	Presidency Port Service— (1) Coast lights Establishment. (2) (a) Presidency Port Officer. (b) Outports . . . (3) Port Conservator's Office.	...	Overseer (150—5—200) .	G. O. Mis. No. 496, Finance, dated 1st June 1923.
			Head Reader (150—5—200) .	
			Head Despatcher (80—5—120) .	
			Head Computer (60—2—80) .	
Coorg	Office of the Chief Commissioner, Coorg. Ditto . . . Commissioner's English Branch.	...	Foreman (Type Storkeeper) (100—5—150).	G. O. No. 356, Finance (Marine), dated 22nd August 1922.
			Foreman Penitentiary (100—5—150).	
			Head lightkeeper . . .	
			Manager, Head clerk . . .	
Coorg	Office of the Chief Commissioner, Coorg. Ditto . . . Commissioner's English Branch.	...	Head clerk . . .	G. O. No. 308, Fin. (Marine), dated 23rd June 1923.
			Port Conservator . . .	
			Manager (275—15—350)	
			Head Clerk (150—5—175)	
Coorg	Office of the Chief Commissioner, Coorg. Ditto . . . Commissioner's English Branch.	...	Record Attender (25—1—35)	Letter No. 133-71-22, dated 11th January 1926, from the Secretary to the Chief Commissioner of Coorg.
			Mutchi (20—1—30)	
			Head Accountant (125—5—150).	
			Shorthand typist (50—3—80)	

Major head of account. (1)	Name of office. (2)	POSTS BETWEEN WHICH OFFICIATING ARRANGEMENTS ARE ADMISSIBLE.		Authority. (5)	REMARKS. (6)
		From (3)	To (4)		
Coorg - <i>contd.</i>	Commissioner's Revenue Branch.	...	Head Clerk (75-5-100)	(5)	(6)
	Commissioner's Treasury Branch.	...	Treasurer (100-5-125)		
			Head Accountant (80-4-100)		
			2nd Accountant (60-3-75)		
	Sub-Divisional Establishment.	...	Sheristadars (50-2-60)		
	Land Records Office	...	Head Clerk (60-4-80)		
	Land Records Establishment.	...	Surveyor (55-2-75)		
			Do. (40-2-50)		
			Do. (30-1-40)		
			Draftsman (40-2-50)		
	Subordinate Judge's Court.	...	Sheristadar (75-5-100)		
	Vinajpet Munsif's Court.	...	Head Clerk (50-2-60)		
	Commissioner's Judicial Branch.	...	Sheristadar (100-5-125)		

Letter No 133-71-22, dated 11th January 1926, from the Secretary to the Chief Commissioner of Coorg.

District Magistrate's Office.	...	Do. (75—5—100)		
Office of the Assistant Superintendent of Police.	...	Head Clerk (50—5—75)		
Education Department	...	Head Master, English School, Virupet (200—10—300). Assistant Masters (100—5—150—10—250). Supervisors of Schools, Coorg (60—4—80). Head Clerk, Office of Assistant Inspector of Schools (50—23—75). Head Clerk, Central High School (30—2—40—1—50).		
Forest Department (Division Division).	...	Manager (150—5—175). Accountant (100—5—125)		
(South Division)	...	Head Clerk (80—4—100). Accountant (60—4—80)		
Public Works Department	...	* Accountant and Manager	G. I. No. E-67 (P. W. Branch), dated 16th October 1923, from Government of India to Chief Commissioner, Coorg, copy forwarded with endorsement No. 1924-C.S.R., dated 23rd October 1923.	* Deputed by the Accountant-General, Madras.
		Head Draftsman (100—10—150)		
		Head Clerks and Chief Accounts Clerk (90—3—105).		
		Storekeeper (75—3—90)		

APPENDIX C.

(See para. (2) under Fundamental Rule 44.)

Passages.

I.

Rules regarding the grant of passages to civilian personnel of British domicile engaged for service in India who are entitled to second class passages.

(G. I., F. D., 200-C. S. R., dated 30th January 1923 and 495-C. S. R., dated 25th April 1923; G. O. 436 Mis., Fin., dated 16th May 1923.)

I. Free passage to India shall be granted—

- (a) for the employee on proceeding to join his appointment;
- (b) to the wife and family of an employee in respect of their first voyage to India, whether they actually accompany the employee or join him later.

II. Free passages to England shall be granted to the widow and family of an entitled employee who dies whilst in Government service.

III. Free passages both out and home shall be granted to the wife of an entitled employee who entered the service as a bachelor but came home on leave and married.

IV. Free passages shall be granted to children born after the signing of the employee's agreement.

V. Free passages to India shall be granted to the intended wife of an employee when proceeding to India to be married.

VI. Free passages to England shall be granted (for the employee only) when invalided in this country during his service and free passage back to India when pronounced fit to resume duty.

VII. Free passage shall be granted to any port in Europe or in a British colony to an employee if recommended by the proper Medical Officers to proceed to such places and free return passage when pronounced fit to resume duty. The Government will also, but not more than twice during an employee's service, pay half the cost of passage from and to India for his wife and dependent children if they accompany him on leave when invalided.

The grant of free passage and the payment of half the cost of passages under this rule, shall not in any case exceed the cost of similar facilities to and from the United Kingdom.

VIII. An employee, who, whilst on ordinary leave during his service is granted leave on Medical Certificate for a period exceeding two months on account of an illness which is certified by the proper Medical Officer to have been contracted in India or to be due to service in that country, shall be granted a free passage to

India for himself together with half the cost of passages for his wife and dependent children (subject to the limitation stated in rule VII) from the United Kingdom or any port in Europe or in a British colony on the termination of such leave, and on his being pronounced fit to resume duty by the proper Medical Officer. In the case of an employee being on leave in a British colony, the Government of India or the Local Government will decide, for the purpose of this rule, what medical evidence shall be accepted.

IX. The concession under rules VII and VIII shall have effect from 20th July 1922—

i.e. (1) No concessions under VII will be admissible in respect of the homeward journey of the dependents of an employee who left India before 20th July 1922.

(2) The concessions under rules VII or VIII will be admissible on the outward journey for the dependents of an employee returning to India from sick leave after 20th July 1922, irrespective of the date of arrival in this country, or in the case of an employee who purchased return tickets for his family, he will be entitled to a refund of half the cost to him of the return halves of such tickets.

X. Free passages home shall be granted for the employee and his wife and family at the end of his service, notwithstanding that his service may be continued beyond the term of his original agreement, provided always that his service is regarded as satisfactory.

XI. At the employee's option, Government will, at the end of his service pay or contribute to the cost of a passage for himself and his wife and dependent children, if any, to another country, in the event of his not desiring to return to the United Kingdom and having proper authority to reside in such other country, and subject to his formally renouncing any claim to return passage to the United Kingdom, and to a limitation of Government contribution to a maximum of the amount which the provision of the return passage to the United Kingdom admissible under the man's agreement would have cost them.

XII. When such passages are provided prior to the man's retirement no further claim to passages is admissible when the man finally leaves the service, and the sum paid in respect of the passages is liable to recovery should the man's subsequent service prove unsatisfactory or should he terminate his service in circumstances other than such as could reasonably be covered by the term "retirement including invaliding."

NOTE 1.—Free passages are also admissible under these rules to employees of similar status appointed in India and to their families provided that in each case the man's domicile is British.

NOTE 2.—The concession of free passage in each case is held to include, in addition to the actual passage—

(a) third-class railway fare from the man's home to the port of embarkation and *vice versa* plus a fixed allowance (15 shillings for the

man himself, 20 shillings for the man travelling with his wife and family, 15 shillings for a wife travelling by herself, and 20 shillings for a wife accompanied by children) towards the other expenses;

- (b) a free railway pass (or an allowance in lieu thereof) for the journey from the port of disembarkation in India to his station and *vice versa* plus the usual allowance (Rs. 20) for incidental expenses;
- (c) a mileage allowance at the rate laid down for the time being by the Government for each person for such journeys by road as may be necessary;
- (d) a halting allowance at the rate laid down for the time being by Government for each person for every day if detained under orders at the port of disembarkation or elsewhere.

NOTE 3.—The passages for which provision is made under rules X and XI, may in exceptional circumstances be granted at a time other than at the end of an employee's service, provided that all claim is relinquished to the grant of passages under rule X or rule XI at any subsequent time.

Auditor-General's Instructions.

In order to ensure that half the cost of passages of an employee's wife and children, under rule VII and VIII above, is not granted more than twice, the following checks are required to be maintained:—

- (1) Each time the concession is availed of, an entry to that effect should be made in the History of Service or Service Register of the individual concerned.
- (2) In all cases of leave out of India of an employee coming under the scope of the rules, a note should be inserted in the last-pay certificate showing whether he or his family have been given the benefits of rule VII and whether they are entitled to a similar benefit under rule VII or VIII, on returning to India.

Similar information should also be given in the last-pay certificates issued from England, so that it may not be lost sight of by the account officers in India.

- (3) When an officer is transferred from the audit control of one account office to another, the last-pay certificate should show the number of occasions on which the concession has been availed of.

“ (Ar. Gl.'s 1610-Admn. 401-23, dated 26th October 1923.)

The above procedure should be followed in the case of passages under note 3, *i.e.*, a record of the grant of passages under rules X and XI should be made in the History of Services, or service register, if such a register is maintained by the Audit Officer.

(Ar. Gl.'s Letter No. 456, Admn./401-23, dated 18th March 1924.)

II.

Rates of passage money.

The rates of passage allowance for issue to officers who are allowed to make their own arrangements have been fixed as under with effect from 1st October 1923:—

	I class. £ s. d.	II class. £ s. d.
Between the United Kingdom and any port in India proper	49 10 0	39 0 0
Between the United Kingdom and Aden direct	43 10 0	33 0 0
Between the United Kingdom and Rangoon direct	72 0 0	62 0 0

These rates are subject to conversion at the market rate of exchange based on the Calcutta Bank's selling rates for demand drafts on London as advised weekly by the Controller of the Currency.

(G. I., Fince. 280-C. S. R., dated 21st February 1924.)

NOTE.—Where officers entitled to certain passages wish to travel by another class than that to which they are entitled, they can only be given the passage allowance of the appropriate class.

(G. I., Fin. Dept., Endt. E.-8-XI-C. S. R. 1924, dated 10th February 1925, forwarding copy of India Office letter, G. A. Case 47/28 of 1924-25.)

III.

Class of steamer passages that should be granted to candidates selected in India for Imperial services who proceed to the United Kingdom for probation.

The class of passage to be provided shall be P. and O. 2nd class A and no railway fares are to be allowed to the port of embarkation in India. No application for refund of expenses incurred in travelling overland from Marseilles will be considered except where, on grounds of urgency, a probationer is provided in India with a steamer ticket to Marseilles only.

(G. I., H. D., F.-584, Estt., dated 14th August 1922, and G. O. 705-Pub., dated 1st September 1922.)

(G. I., H. D., No. 370-Estt., dated 8th February 1923.)

IV.

The following rules have been prescribed by the Government of India for their own employees in respect of accommodation to be provided in the case of civil officers for whom passages from India are furnished at Government expense:—

- (a) Except in special cases "B" class and not "A" class accommodation should be provided.
- (b) If an officer is entitled to a return passage a return ticket should be taken. This would not, however, apply to

cases such as that of Indian Civil Service probationers, where the period of absence is likely to exceed the period of currency of a return ticket.

(G. I., F. D., No. 182-C. S. R., dated 12th April 1924.)

The above procedure is also applicable to the officers under the control of the local Government.

(G. O. No. 397-Fin., dated 19th May 1924.)

In the case of officers proceeding from Madras only "B" Class accommodation should be provided, if available, except in special cases.

G. O. No. 397-Finance, dated 19th May 1924, issued by the Governor in Council should be taken to apply to all Government servants whether in the reserved or in the transferred department, as the order is general in application.

(Govt. Memo. 4505-1-C. S. R., dated 18th December 1924. G. A. 45-1 of 1924-25.)

V.

The Secretary of State for India by whom these rules were framed has decided that they are applicable to officers who were originally engaged on contract for specified periods but were subsequently appointed to pensionable posts.

(G. I., F. D., F.-246-C. S. R.-24, dated 13th December 1924, and G. O. 85, Fin., dated 3rd February 1925.)

VI.

In exercise of the powers conferred by sub-section (2) of section 96E of the Government of India Act, the Secretary of State in Council, with the concurrence of the majority of votes at a meeting of the Council held on the 21st day of October 1925, hereby makes the following rules:—

1. These rules may be called the Passage Rules (1925).
2. A local Government may sanction for any officer whom it has appointed in Europe to the public service in India, a free passage to India.
3. A local Government may sanction for any officer deputed out of India free return passage from India to the country in which the officer is deputed.

NOTE.—Eligibility of officers placed on deputation outside India for a return passage to India on the expiry of their deputation.

(G. I., F. D., 598-C. S. R., dated 26th April 1923; G. O. Mis. 437, Fin., dated 16th May 1923.)

The following is an extract from paragraph 2 of India Office letter No. F.-911-23, dated 8th March 1923:—

"2. * * * * *

It must always be a question of fact whether the return passage was connected with the deputation or with subsequent leave, if any. A short interval

of leave or holiday, on conclusion of a long deputation should hardly in fairness debar the free passage originally contemplated, whereas long leave would have a different effect. A free passage granted for government purposes ought not to be used mainly or largely to enable a man to charge private expenses to Government . . . It may be made clear to Local Governments, and to officers proceeding on deputation from time to time, that the grant of a return passage to India on conclusion of a deputation is conditional on an officer's return to duty forthwith on conclusion of the deputation, unless an arrangement to the contrary effect should be specially permitted at the time the deputation closes, or is about to close, and the proposed leave is begun."

4. A local Government may grant free passages, including travelling expenses by rail to the port of embarkation in urgent cases where in their opinion it is desirable that an officer or his dependants should leave India and where the pecuniary circumstances of the individuals concerned are such that they are unable to leave without such assistance.
5. A local Government may sanction a free return passage for any officer entitled to a return passage on the termination of his agreement, whose services are retained in the public interest beyond the original period of his engagement. The local Government may also sanction an extension of an original concession in regard to free passages home for an officer's family.
6. A departmental officer of the commissary class or a departmental warrant officer in civil employ shall be entitled to the same passage concessions as he would receive if he were in military employ.

(G. I., F. D., No. F.-200-I. C. S. R.-25, dated 18th December 1925. Case G. A. 47-33 of 1925-26.)

APPENDIX D.

(See para. (1) under Fundamental Rule 58.)

Simplified Leave Rules.

C. S. R. CHAPTER XI.

GENERAL CONDITIONS OF LEAVE.

Section I.—General Rules.

196. The rules in this Chapter apply to all officers in Civil employ except in as far as they are inconsistent with, or overridden by, the special conditions of leave which obtain in the case of the following classes of officers:—

- (a) Lieutenant-Governors and Members of Council.
- (b) Judges of the High Courts.
- (c) Barristers and Pleaders holding the appointments specified in article 547.
- (d) Statutory Civil Servants.
- (e) Ecclesiastical Officers.
- (f) Officers subject to the Military Leave Rules.
- (g) Army Veterinary Officers of the Civil Veterinary Department.
- (h) Law Officers.
- (i) State Railway Establishments.
- (j) Bengal Covenanted Pilot Service.
- (k) Port Blair Police.
- (l) Assam and Dacca Military Police.
- (m) Calcutta and Suburban Police Forces.
- (n) Burma Military Police.
- (o) Officers serving under special contracts, (their contract).

1. An officer appointed under contract for any term of years without prospect of permanent employment is not entitled to leave, other than privilege leave and leave on medical certificate (regarding which see Note below), except in accordance with the terms of his contract (*see* Note under Article 352).

NOTE.—(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 allowance not exceeding half pay.)

Discretion of Government.

197. (a) Leave of absence cannot be claimed 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.

Local Governments should not grant leave of any description to an extent which would unduly deplete the strength of a service or department available for active duty. Consequently, when the duty strength has been reduced to a point which, in the opinion of the Local Government, is for the time being an essential minimum, no further leave of any description should be given save in cases of the most absolute necessity, such as sickness or most urgent private affairs—until the strength available for duty has increased. In applying this principle, Local Governments may take into special consideration the case of officers who apply for privilege leave in India, for as they can be readily recalled if necessary, they stand on a different footing to officers who are out of convenient reach.

1. The Local Government may lay down such conditions as it may consider administratively desirable to check any undue frequency of leave in the case of officers holding isolated appointments not filled by members of a regularly organised service.

2. When the cadre of a service includes provision for appointments under the Government of India or in another province, the Local Government should take particular care that the needs of other Governments are properly complied with.

(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. *Extract from Circular in the Home Department, No. 22 (Public), dated 16th May 1884.*—"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 latter 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 consider-

ation 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 certificates, 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.”

Maximum Leave Admissible.

198. After five years' continuous absence, whether with or without leave, an officer is considered to be out of Government employ. But this rule may, on public grounds and with the sanction of the Secretary of State in Council, be relaxed in the case of any Civil officer other than a member of the Indian Civil Service.

1. *Extract from Despatch from the Secretary of State, No. 87, dated 15th March 1883.*—“It appears to me that considerable misapprehension exists in India in regard to the meaning of the rule contained in *Article 198 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.”

NOTE 1.—(This Article does not apply to officers transferred to Foreign Service in India.)

NOTE 2.—(The Government of India have the power to relax the rule in this Article without a reference to the Secretary of State in the case of officers who are lent to Siam and who are not members of the Indian Civil Service.)

Recall from Leave.

199. An officer recalled to duty before the expiry of leave of any kind is entitled, if the return to duty is optional, to no concession save the exception in Article 233 (iv). If the return to duty is compulsory he is entitled—

(a) to take the balance of his leave, together with any leave which was admissible at the time of recall, or for which he has subsequently become eligible, as soon as he can be spared from duty; and

(b) if the leave from which he is recalled is out of India—

(i) to the concessions in Articles 8 (iii) and 1127 subject to the conditions and limitations specified therein; and

(ii) to leave allowances during the voyage to India; and for the period from the date of landing in India to the date of joining his appointment, to the subsidiary leave allowance which he would have drawn had he not been recalled, but simply returned on the termination of his leave.

(c) If the leave from which he is recalled is in India—

(i) to the concessions in Article 1127 subject to the conditions and limitations specified therein;

(ii) to be treated (if the recall is from leave other than privilege leave) as on duty from the date on which he starts for the station to which he is ordered, but he is entitled until he rejoins his appointment to draw leave allowances only.

NOTE 1.—(All orders recalling an officer before the expiry of his leave should distinctly state whether the return to duty is optional or compulsory. Orders recalling an officer from leave out of India should be communicated to him officially through the Secretary of State.)

NOTE 2.—(The concession allowed by clause (a) of this Article ordinarily lapses on the grant of any leave subsequent to recall, except privilege leave taken by itself for a period not exceeding six weeks. If, however, on the first occasion on which leave other than privilege leave of the duration mentioned is granted under that clause, a portion only of the leave applied for is granted, on the ground that the officer cannot be spared for a longer period, the remainder of the leave, which was then admissible, together with any leave for which he has subsequently become eligible, may be granted on the next occasion upon which he can be spared.)

200. An officer who is on leave may not take service, or accept any employment which involves the receipt of a fee or honorarium, without obtaining the previous sanction of—

(i) the Secretary of State, if the officer is residing in Europe, North Africa, America or the West Indies; and

(ii) the Government of India, or the Local Government under which he is employed, as the case may be, if he is residing in India or in any place out of India not mentioned in clause (i); provided that when the officer is non-

gazetted and is resident in India, the special permission of the officer empowered to appoint him is sufficient authority for the acceptance of such employment.

NOTE.—This Article does not apply to the acceptance of fees for literary work or for service as an examiner or to similar employment. Nor does it apply to acceptance of foreign service during leave, which is governed by Article 761 of these Regulations.

Service out of India.

200A. Time spent on duty in any part of Asia under Article 85 and 85-A counts for leave in the absence of special directions to the contrary. Time spent on duty in any other place out of India is not an interruption of service for leave, but it does not, without the special sanction of the Secretary of State, count as service for leave.

Section II.—Service Qualifying for Leave-Temporary Service.

201. Temporary and officiating service, if it counts for pension, counts also for leave.

NOTE.—(The rules providing for the grant of leave to an officer who has a temporary or officiating appointment only are contained in Articles 242, 336, Rule 1, and 339, Rule 2.)

Probationers and Apprentices.

202. (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.

1. Officers appointed under contract in England on probation in view to permanent service in India are entitled to leave as follows:—

- (i) Officers appointed for three years or more, (*see* appendix No. 33) the same leave as if they held permanent appointments.
- (ii) Officers appointed for less than three years, (*see* appendix No. 33) privilege leave and if necessary, leave on medical certificate, not more than six months of such leave carrying allowances.

NOTE 1.—(Officers appointed in England to posts created temporarily but with the prospect more or less definite, of their being eventually made permanent, are entitled to leave under clause (i) of this rule, if they are otherwise qualified.)

NOTE 2.—(Leave on medical certificate under clause (i) or (ii) shall not be granted for a period extending beyond the term of an officer's contract unless or until it has been decided to retain him in permanent employment.)

NOTE 3.—(The Government of India have the power to revise Appendix 33 without reference to the Secretary of State.)

(b) Police probationers and temporary and officiating Assistant Superintendents of Police in all Provinces count their service as follows:—

- (1) If recruited in England—from the date on which they report their arrival in India.
- (2) If recruited in India under the orders in the Secretary of State's despatch No. 14, dated the 15th March 1894—from the date of assuming charge of their appointments.

(3) If recruited in India before the date of the orders of 1894 mentioned in (2) above—from the date either of attaining the age of 20 years or of assuming charge of their appointments, whichever is later, provided that the service has been continuous.

(c) The service of—

(1) Probationary, officiating and temporary Deputy Magistrate, Collectors and Sub-Deputy Collectors and sub. *pro tempore* Sub-Deputy Collectors in Bengal, Bihar, Orissa and Assam,

(2) Probationary, officiating and temporary Deputy Collectors in the United Provinces,

(3) Probationary, officiating and temporary extra Assistant Commissioners in the Punjab and Assam, and

(4) Officiating and temporary extra Assistant Commissioners in the Central Provinces, counts for leave from the date on which all the three following conditions are fulfilled, namely:—

(a) Two years' continuous probationary or officiating service as such has been rendered,

(b) Departmental examinations have been fully passed, and

(c) the age of 20 years has been attained.

NOTE 1.—(The above conditions do not apply to Deputy Collectors and Sub-Deputy Collectors who began service in the Settlement Department on a temporary footing and were promoted to be probationary, officiating or sub. *pro tempore* Deputy Collectors or Sub-Deputy Collectors in the Provincial and Subordinate Civil services. Such officers are allowed to count for leave the whole of their continuous service from the date of their first appointment in the Settlement Department.)

NOTE 2.—(Condition (b) does not apply to Sub-Deputy Collectors in Bengal, Bihar and Orissa who were appointed before the 4th July 1892 and exempted from the operation of the rules for Departmental Examinations laid down in Resolution No. 3111-A. of the Government of Bengal, dated the 4th July 1892.)

NOTE 3.—(Sub-Deputy Collectors in Bengal and Bihar and Orissa who were appointed before the 4th July 1892, and were brought under the operations of the rules for Departmental Examinations laid down in Resolution No. 3111-A of the Government of Bengal, dated the 4th July 1892, shall be held to have passed their Departmental Examinations at a date calculated by taking the period of time between the 4th July 1892 and the actual date of passing the examinations as the time taken to pass after first appointment as an officiating or substantive *pro tempore* Sub-Deputy Collector.)

203. (a) Service as an Apprentice does not qualify except in the following cases:—

Engineer or Examiner Apprentices.

Qualified students of the Thomason College under practical training.

Assistant Superintendent Apprentices in the Indian Telegraph Department.

in the Public Works or Railway Department.

(b) Apprentice Overseers in the Public Works or Railway Department and Apprentice Permanent-Way Inspectors on State Railways may be allowed leave on medical certificate on half pay subject, in the case of Military Apprentices to the proviso that the leave allowance shall not be less than Military pay and allowances. An Apprentice of either class counts his service as such for leave if on the termination of his apprenticeship he is appointed to the department.

Officers under Training.

203A. A Local Government may at its discretion decide, in the case of an officer who is selected to undergo a course of training, whether the time spent in training shall count as service qualifying for leave; and also whether or not such time shall be regarded as an interruption entailing forfeiture of leave already earned.

NOTE 1.—(The Local Government may delegate its power under this Article to Heads of Departments in respect of officers serving under them.)

NOTE 2.—(A Local Government may issue general orders under this Article in regard to any specified class of officers under training.)

Service under other Rules.

204. An Officer transferred to an office to which these rules apply is not entitled to Long Leave under them in respect of service rendered in an office to which they do not apply. But service in the army which under Article 356 counts towards Civil Pension qualifies also for leave under Civil rules. Any leave taken by an officer during such service will in the calculation of future leave be treated as if it had been taken under these regulations.

Service before Discharge, Resignation, or Dismissal.

205. (a) An officer who is discharged on reduction of establishment from, or resigns, the public service and is re-employed after an interval cannot, without the permission of the authority sanctioning the re-employment, count his former service towards leave.

(b) An officer who is dismissed or removed from the public service and who is re-instated on appeal, cannot count his former service towards leave unless the authority who, on revision or appeal, reverses the order of dismissal or removal declares that his former qualifying service shall count.

Private Secretary.

206. 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 Indian Army, or to any of the Indian Establishments of the British Army.

207. 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.

Press Servants.

208. A Section-writer, or a Press servant, paid under the piece work system, if granted leave, is not entitled to any allowance whatever during his absence.

Rule of Proportions.

209. 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, is charged according to the rule of proportions.

Section III—Retention of Appointment Lien on Appointment.

210. 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.

211. (a) 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 leave rules has a lien (*see also Article 313*).

212. An officer on Long Leave under the Indian service leave rules retains a lien on his substantive appointment, but has no lien on an acting appointment.

213. An officer on Subsidiary leave has or has not a lien on an appointment according as he has or has not such a lien on the first or last day, as the case may be, 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.)

214. An officer on leave may not surrender his lien on his substantive appointment, and, except as provided in articles 90 and 755, a Local Government may not fill up substantively, even for a time, the appointment on which an officer has a lien, without transferring him to another substantive appointment which, save in cases of misbehaviour or inefficiency, must be one of not less pay than his standing in the regular line would justify.

215. An officer cannot obtain ordinary Furlough or Special leave unless he has a substantive appointment.

NOTE 1.—(A Military Officer who has officiated continuously in the Civil Department for at least three years is an officer with a substantive appointment for the purposes of this rule.)

NOTE 2.—(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.

216. 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 cognizant 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.

217. If when an officer is going on leave out of India it is necessary to consider the propriety of removing him for incapacity, whether mental or physical, which is of such a nature that it is not possible to say, before his departure from India, whether it will be permanent or temporary, or if for any reason it is considered in-expedient that an officer who is on leave should return to India, the Local Government should report the circumstances fully (in the case of the Government of Madras, Bombay or Bengal direct; otherwise through the Government of India) to the Secretary of State. A communication of this nature should not be made direct to the officer concerned. The report should be made in time to enable the Secretary of State to take any necessary measures before the officer would in ordinary course be permitted to return to duty, and in any case should reach the India Office at latest three months before the end of the officer's leave.

218. Articles 216 and 217 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.

219. The abolition of the appointment of an officer absent on leave out of India should be immediately communicated to the Secretary of State.

Section IV : Commencement and End of Leave.

220. Ordinarily leave in India including Subsidiary leave, and leave out of India when Subsidiary leave is not taken, begins on the day on which transfer of charge is effected, or, if charge is transferred after-noon, on the following day; similarly such leave ordinarily ends on the day preceding that on which charge is resumed, or, if charge is resumed after-noon, on that day. But if

a Sunday or one or more gazetted holidays fall on the day immediately preceding that on which the leave begins, or on the day on which the leave or the joining time between two appointments ends, an officer may leave his station at the close of the day before, or return to it at the end of, such holidays, provided his departure or return does not involve:—

- (i) The immediate transfer of an officer from or to another station or the loss of his appointment by an officer appointed temporarily to the service.
- (ii) the taking over of money, unless, subject to the condition that the departing officer remains responsible for the money in his charge the Local Government specially allows transfer of charge to take place before or after the holidays.

If holidays are as above prefixed to leave, the leave and consequent rearrangement of allowances, if any, take effect from the first day after the holidays on which the office is opened for business, and if holidays are affixed to leave or joining time, the leave or joining time is treated as having terminated on, and the rearrangement of allowances, if any, takes effect from the day on which the officer would have resumed charge had holidays not followed the leave or joining time.

In cases in which the application of the above rules as to prefixing and affixing holidays to leave is doubtful or inequitable, 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.

221. When Subsidiary leave is taken Furlough and Special leave out of India begin on, and include, the day of the departure from the port where the officer first meets it of the vessel in which he sails. 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, unless he is specially exempted from forfeiture of his Subsidiary leave by his Local Government under the provision of Article 323 (b). Furlough and Special leave out of India end on, and include, the day before the arrival at the port where the officer last quits it of the vessel in which he returns, and Subsidiary leave begins the day after.

NOTE 1.—(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.)

NOTE 2.—(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.)

221A. Special rules have been laid down in Appendix 6A for reckoning leave in the case of officers stationed in certain remote districts outside India.

222. An officer taking Furlough or Special leave out of India, whether by itself or in combination with Privilege leave, 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.

Section V.—Return to Duty.

NOTE.—(With the exception of Article 231, this Section applies to Military officers in Civil employ subject to the Military Leave Rules.)

Permission to Return.

223. (a) 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.

(b) Officers returning to India at times other than those fixed for them by their own Government are liable to be kept on subsistence allowance until a suitable vacancy occurs to which to post them.

224. An officer on Long Leave in Europe, North Africa, America, or the West Indies must, if the leave was granted or has been extended on account of ill-health whether it be technically leave on medical certificate or not, satisfy the Medical Board at the India Office as to his fitness to return to duty. Ordinarily he must attend at the India Office for examination by the Board, but, in special cases, particularly if he be residing at a distance of more than sixty miles from London, a certificate in a form to be obtained from the India Office from two medical practitioners may be accepted. On the required evidence of fitness being furnished, the officer will receive from the India Office permission to return to India. An officer whose leave was not granted, and has not been extended, on medical grounds, does not require permission from the India Office to return to India. He must, however, take steps, either personally or through his agents, to obtain from the India Office a last-pay certificate, and should also inform the authority in India who granted him the leave, of the date on which he expects to return to duty, at least a month before he is due to arrive in India.

NOTE.—(An Officer who has taken leave on medical certificate, or whose leave has been extended on medical certificate should ordinarily appear before the Medical Board at the India Office or should furnish a certificate from two medical practitioners at least two months before the expiry of his leave. An officer who fails to do so, and who is not permitted to return to India within the period of his leave, will ordinarily be charged with the cost of the telegram which will be sent to the authorities in India informing them of the extension of leave granted.)

225. An officer who has taken leave on account of ill-health, whether the leave be technically leave on medical certificate or not, may if he is residing in India or in any place not mentioned in Article 224 be required by the authority which 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.

226. 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 leave. He should report his return to duty as prescribed in Article 228 and await orders.

Change of Appointment.

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

Report of Return.

228. 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.

229. 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 without Medical Certificate under the European Service Leave Rules; or Furlough under the Indian Service Leave Rules, immediately; and
- (ii) if it was Furlough on Medical Certificate, or Special Leave, under the European Service Leave Rules; Leave on Medical Certificate or on Private Affairs under the Indian Service Leave Rules; Vacation; or Privilege Leave,—after a week. In the case of officers to whom exception (ii) under Article 251 applies, the week commences from the end of the fifteen days mentioned therein.

NOTE 1.—(This Article does not affect the liability of an officer overstaying leave to forfeit past service under the rule in Article 420 (b).)

NOTE 2.—(Short extensions of leave may be granted retrospectively in India to officers who under certain specified circumstances overstay their leave. See Article 237 (c).)

230. 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 the preceding Article, but not from loss of allowances during the period of his absence without leave. The Local Government may authorize 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 321 (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.

NOTE.—(The Local Government may delegate the power exercised by it under the first sentence of this Article to any subordinate authority in respect of officers to whom such authority is empowered to grant leave.)

231. 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.

Section VI.—Combination and Extension of Leave.

232. The authority which has the power to sanction leave may—

- (1) grant to an officer any kind of leave admissible under these Regulations (including extraordinary leave without allowances) in combination with any other kind of leave so admissible;
- (2) grant to an officer any kind of leave admissible under these Regulations in continuation of leave of any other kind already taken;
- (3) commute the whole or any portion of any leave granted under these Regulations retrospectively into any other kind of leave, which was admissible when the original leave was granted; and
- (4) commute retrospectively periods of absence without leave into leave without allowances (see Art. 421).

1. Extraordinary leave without allowances cannot be converted retrospectively into furlough on medical certificate, but furlough may be given on medical certificate in continuation of extraordinary leave without allowances.

2. Leave granted to a Military Officer subject to the Military Leave Rules 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. When the privilege leave of such an officer is, on medical certificate respectively 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 (1) of Article 321 (a) (as it stood prior to 29th July 1920) as might have been granted as subsidiary 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.

233. (a) Except when furlough is extended on medical certificate or extraordinary leave is granted in continuation of other leave, the total leave enjoyed by an officer at one time shall not exceed two years.

(b) The total period for which Military Officers in civil employ who are subject to Military Leave Rules may be absent from duty is regulated by the rules in Army Regulations and not by this Article.

NOTE.—(Extensions of furlough, see Article 299).

Section VII.—Leave after Completion of Term of Service.

234. (a) The limitations affecting members of the Indian Civil Service, whose term of service is complete, are prescribed in Article 555, and those affecting Military Officers in Article 620.

(b) In the case of other officers the Local Government may grant on the attainment of 55 years of age such leave as is necessary for the purpose of breaking up establishments and proceeding to the port of embarkation or frontier town by which he quits the country; or in exceptional cases, when leave has been deferred in the public interest, may in its discretion grant leave extending to not more than six months beyond an officer's fifty-fifth birthday; or may grant leave for not more than six months in all to an officer who is being retained in the service after the age of 55 years. The leave granted must be of a kind which is due and not in excess of the amount at credit.

Save as above stated all leave expires on the date of attaining 55 years and no fresh leave be granted.

In the case of an officer of the Persian Gulf Section of the Indo-European Telegraph Department who proceeds *via* an Indian port, the words 'port of embarkation' in clause (b) of this article shall be read as meaning the Indian port.

NOTE 1.—The rule in 234 (b) does not apply to inferior servants for the reason that the rule occurs in section VII "Leave after completion of term of service" and that there is no "term of service" for inferior servants.

(Ar. Gl.'s letter No. 1737-Accts., dated 27th May 1921.)

NOTE 2.—The limit of six months mentioned in Rule 234 (b) should be taken as referring to the actual period of absence and the period spent on furlough should not therefore be doubled.

(G. I., letter No. 750-C. S. R., dated 1st July 1921, to the Government of Madras, forwarded with Endt. No. 751-C. S. R., dated 11th July 1921.)

235—240. *Cancelled.*

C. S. R. CHAPTER XII.

SHORT LEAVE.

Section I.—Extent of Application.

241. 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.

(b) Judges of High Courts.

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

(d) Ecclesiastical Officers appointed before 29th July 1906.
But Articles 264, 279, and 280 do apply.

(e) Law officers, except as stated in Chapter XXXI.

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

(g) Port Blair Police.

(h) Calcutta and Suburban Police Forces.

1. Medical Storekeepers to Government are subject to those Regulations as regards Privilege leave, but as regards other leave they remain subject to the Leave Rules, Military or Civil, under which they were serving at the time of their transfer to the Medical Store Department.

Temporary and Non-Continuous Service.

242. (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.

NOTE.—[This rule does not apply to the State Railway officers whose service is classed under clauses (c) and (d) of Article 659.]

243. 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 Art. 369*).

Petty Military Officers.

244. Privilege leave may be granted under this Chapter to a Military Hospital Assistant temporarily lent to the Civil Department. A Hospital Assistant is not entitled to Privilege leave in respect of duty done in the Military Department.

Seamen.

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

Section II.—Privilege leave—Ordinary Rules.

Amount earned.

246. 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 four months' such leave is due to him (or 3 months in the case of non-Gazetted officers) 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.

247. 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.

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

249. *Cancelled.*

250. (a) In calculating the Privilege leave of a Military officer no distinction should be made between an officer who has a substantive Civil appointment and one 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 a Military officer who has taken in any calendar year the whole or a portion of the Privilege leave admissible to him for that year, under Military Rules, does not begin to count service for Privilege leave in the Civil Department until the first day of the following year.

251. The amount of privilege leave admissible at one time is limited to four calendar months in the case of Gazetted officers and to three calendar months in the case of others.

Exception.—Officers stationed in the Andamans and Nicobars; officers stationed in Persia at places such as Ahwaz and Kermanshah, and in the Persian Gulf or at Maskat and Bagdad, Gyantsi or in Chumbi, and European officers in Burma who take Privilege leave by itself and spend it out of Burma or India, 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 four months and fifteen days if they are gazetted officers and three months and fifteen days if they are not;
- (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.

Amount due.

252. 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.

253. If an officer remains absent after the end of Privilege leave, his duty is interrupted within the meaning of Articles 246 and 260. But if the Local Government considers that his default was due to circumstances beyond his control, it may remit the penalty.

NOTE.—(The Local Government may delegate its power under this article to any subordinate authority in respect of officers to whom such authority is empowered to grant leave.)

254. 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.

NOTE.—(The Local Government may delegate its power under this article to any subordinate authority in respect of officers to whom such authority is empowered to grant leave.)

255. (a) Leave under Articles 279 and 280 may, if the examination for which it is granted be successfully passed, and if the officer has not already had twelve months' leave under that Article, count as duty qualifying for Privilege leave.

(b) Leave under Article 281 may also count as duty qualifying for Privilege leave if the examination for which it is granted is successfully passed.

(c) Examination leave does not interrupt duty.

256. Hospital leave under articles 287, 288, 288A, and 291 and leave on medical certificate under articles 661 and 663 are not interruptions of duty.

257. Suspension from office as a penalty for misconduct is an interruption of duty.

258. Suspension from office pending enquiry into an officer's conduct interrupts duty or not as may be decided in each case by the authority having power to pass final orders in the case. Time passed under suspension does not qualify for Privilege leave, unless, in any case, such authority expressly orders that it shall so qualify.

259. "Leave in India" under Rule 1 of the Leave Rules for the Indian Army is an interruption of duty.

260. Subject to the exigencies of the public service an officer may be granted the whole or any part of the privilege leave due to him,

Leave Allowances.

261. Except as provided in Articles 266, 271, and 275, 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.

NOTE 1.—(The term salary in this article includes a duty allowance attached to the appointment on which the officer has a lien.)

NOTE 2.—(An officer on privilege leave may draw a deputation (duty) allowance provided that he would have continued to draw the allowance had he not proceeded on leave and that it is intended that he shall return to his special temporary duty at the end of the leave.)

262. *Cancelled.*

263. 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.

Exception.—Officers of the Indian Medical Service who have rendered not less than 3 years' officiating service but have not yet been confirmed in a civil appointment may draw, during Privilege leave, when they have no lien on any appointment the allowances that would be admissible under the Military Leave Rules.

264. *Cancelled.*

265. 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, provided that the rate of pay attached to the new appointment is not different from and higher than the rate of pay attached to the old appointment. Where, however, the transfer involves an increase in the officer's duties or responsibilities, and is to an office on a different and higher rate of pay from that drawn by the officer in the old office the officer shall not draw the higher rate of salary until he actually joins his new office.

Example.—The rate of pay drawn by a Collector and by an Accountant-General is different from and higher than the rate of pay drawn by a Joint Magistrate or by an officer in class I of the Indian Finance Department respectively.

266. An officer who holds an appointment of the kind specified in Article 76-B sanctioned for not more than six months is not entitled, during Privilege leave, to the special rate of pay of, or any special allowance attached to, the appointment.

267. (1) A local allowance attached to an appointment may not be drawn by an officer on privilege leave unless he has a lien on the appointment, and

(2) A deputation (local) allowance drawn by an officer before going on privilege leave may not be drawn by him during the leave unless he would have continued to draw it had he not proceeded on leave and if it is intended that he should return to the special temporary duty at the end of the leave.

268. Provided that the conditions laid down in Article 267 are fulfilled:—

- (a) the house rent attached to his appointment may be drawn by an officer on privilege leave if he places his house at the disposal of the officer, if any, who officiates for him. The officiating officer cannot in such cases draw the house rent attached to the appointment. But if the officiating 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.

Exception.—This rule does not apply to the Calcutta, Bombay and Rangoon House Rent Schemes, which are governed by special rules.

- (b) A local allowance given on account of the expensiveness of the locality or duty may be drawn by an officer on privilege leave if the officer continues to incur the expenditure to meet which the allowance was sanctioned. The fact that the expenditure continues during privilege leave should be certified in writing by the officer himself if he is a gazetted officer, by the head of the office in the case of a non-gazetted officer and by the immediate superior in the case of a non-gazetted officer who is himself the head of an office.
- (c) Any other local allowance may be drawn by an officer on privilege leave under rules framed by the Local Government.

NOTE 1.—The local allowances known as Burma, Assam and Baluchistan allowances and the local allowances drawn by certain Executive and Assistant Engineers, in Sind, the Punjab and the North-West Frontier Province may continue to be drawn by officer 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. For the purposes of this rule the Punjab and the North-West Frontier Provinces whose Irrigation Departments are manned from a single cadre may be regarded as one Province.

NOTE 2.—Provincial Forest officers and Executive officers serving in the Andamans who are recruited from Burma draw their local allowances while on privilege leave.

269. and 270. *Cancelled.*

Section III.—Grant of Privilege leave to officers entitled to Regular vacations.

271. Privilege leave is not admissible 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 (other than District and Sessions Judges), Educational Officers, Officers in a High Court. But in case of urgent necessity and subject to the exigencies of the public service, privilege leave may be

granted to any such officer under the ordinary rules, provided that the officer shall during his absence receive only half the salary and allowances ordinarily admissible during privilege leave.

NOTE.—(The rule in this article does not apply to the Judicial Commissioners and Additional Judicial Commissioners of Oudh, Sindh and the Central Provinces in cases where the conditions of Note 1 to Article 277 are satisfied.)

272. The preceding article does not apply to 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. To such an officer privilege leave may be granted under the ordinary rules.

NOTE.—(In the case of every officer to whom Articles 271 and 272 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 271, 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 273, 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 271, 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, the extent due, granted under Article 271.)

273. An 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 except on duty for more than fifteen days of the vacation. If he has been absent for more than fifteen days except on duty, his title to privilege leave is regulated by Articles 271 and 274. 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.

274. 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.

275. An officer transferred from a non-vacation to a vacation department can take the privilege leave which was at his credit at the time of such transfer; provided that the allowances during such privilege leave shall not exceed the allowances which would have been admissible if he had taken the leave immediately before being transferred.

276. (a) An officer transferred from a vacation to a non-vacation department counts his service for privilege leave under the ordinary rules from the date on which the last vacation in the former department ended.

(b) If, however, he had at his credit at the time of his transfer any privilege leave on full salary admissible to him under Articles 272 to 275 the amount of such privilege leave shall be added to the privilege leave calculated under clause (a) above.

276A. The reckoning under Articles 275 and 276 shall not in any case extend backwards over an interruption of duty.

277. The foregoing rules do not apply to District and Sessions Judges; to them privilege leave is granted under the ordinary rules.

NOTE 1.—(The rule in this article has been extended to the Judicial Commissioners, and Additional Judicial Commissioners of Oudh, Sindh and Central Provinces for such time as the Court of the Judicial Commissioners in each case consists of not less than three judges and provided the Court's annual vacation does not exceed one month.)

NOTE 2.—(The provisions of this article also apply to Sessions and Subordinate Judges in the United Provinces and to Assistant Judges with full powers and Joint and Additional Sessions Judges in the Bombay Presidency.)

278. Officers, whose privilege leave is regulated by the rules in Articles 271, 272, 273, 274, 275 and 277, may combine vacation with privilege or other leave whether taken by itself or combined under Article 232 (1) either at the beginning or end thereof. Provided that—

- (1) no additional expense is incurred by the State for the period of the vacation;
- (2) vacation is not both prefixed and suffixed to the leave, and
- (3) when vacation is taken in conjunction with privilege leave, whether taken by itself or in combination with other leave, the total period of privilege leave and vacation should not together exceed four months in the case of gazetted officers and three months in the case of other officers.

RULE.—Proviso (3) is not applicable to officers coming under Article 277, when vacation is combined with privilege leave taken by itself.

Section IV.—Examination Leave.

279. In cases not specially provided for in the section, permission to appear at an optional examination prescribed by Government in any of the Oriental languages 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.

280. (a) A candidate for the High Proficiency and Degree of Honour Examinations in all vernacular languages may, at the discretion of the Local Government, be granted study leave up to three months before the examination.

(b) A candidate for a reward by the Higher Standard or High Proficiency in Sanskrit, Arabic or Persian may be allowed leave for a period not exceeding three months if he undertakes to spend it in study under professional tuition at any place approved by the Local Government.

(c) An officer who is a candidate for the Degree of Honour in Sanskrit, Arabic or Persian may be allowed either leave for a period not exceeding three months under clause (b), or if he leaves India for study, leave for six months to Persia for Persian, or for six months to Arabia, Mesopotamia, Egypt and Syria for Arabic, or for six months to any place approved by the Local Government for Sanskrit. Officers of Political Department of the Government of India may be granted this leave even when they are candidates only for the Higher Standard or High Proficiency Test in Arabic or Persian.

NOTE.—[Leave under clause (a), (b) or (c) is not admissible more than once; nor can such leave be combined.]

(d) Leave under this article may be combined with Privilege leave, provided that Privilege leave prefixed to leave under clause (c) must be spent in, or in travelling to, one of the countries mentioned in the clause.

(e) An officer on leave under this 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.

NOTE.—(An officer serving in a department in which regular vacations are allowed is entitled, during Examination leave, 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.)

281. An officer of the Burma Commission, who has passed an elementary examination in Chinese, and is a candidate for the reward of Rs. 2,000, may, on condition that the leave must be spent in China, be granted leave, on Privilege leave allowances, to China for fifteen months, for the purpose of studying the Chinese language. This leave may be affixed or prefixed to (1) Privilege leave, (2) Furlough or (3) Privilege leave and Furlough combined under Article 233, provided that in the case of (2) and (3) the whole period of absence shall not exceed two years, exclusive of Subsidiary leave. But Privilege leave cannot be allowed in continuation if the officer fails to pass the examination.

Such leave can be granted only once to any officer.

NOTE.—(Leave granted under Articles 280 and 281, covers the whole period of absence from regular duty, including the day or days of examination and the time spent in proceeding to and from the place of examination. The leave cannot be taken in instalments.)

282. Except as provided in Articles 280 and 281, no kind of leave, except Furlough on medical certificate may be granted in continuation of Examination leave.

283. The rules in this section apply to Military officers subject to the Military Leave Rules serving in any Civil Department other than the Public Works, Railway, the Survey of India and Forest Departments, to which Departments they are not applicable.

Departmental Examinations.

284. (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 Baluchi, 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.

285. 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 his immediate departmental superior, be allowed leave of absence for the number of days actually necessary to enable him to attend at the examination. During this short absence, 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.

286. *Cancelled.*

Section V.—Hospital Leave.

Jail Warders, Postal Officers; Peons and Guards.

287. A warder of a Lunatic Asylum (except in Central Provinces and other provinces where the Local Government has extended the concession of Article 288 to this class of officers), Postman, Mail Carrier or Mail Coachman, or a Peon or a Guard in permanent employ whose case is not provided for in Article 288, 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 Posts and Telegraphs and Postmasters General may grant full pay for three months to a Postman, Mail Carrier or Mail Coachman in exceptional circumstances, as, for example, if he is wounded by robbers or a wild animal, and may also, at his discretion, dispense with the condition requiring attendance at a hospital or dispensary. The Director General may also grant leave on full pay in India for a period not exceeding six months to subordinates of the Railway

Mail Service who may be injured in the execution of their duty, subject to the conditions under which such leave is granted to State Railway employees by the Managers of State Railways under Article 665.

NOTE.—(The term “Peon” in this Article includes a process-server of that class.)

Police and Salt Department Officers.

288. 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 Rs. 20, or if he be a member of the Bombay City Police Force, Rs. 25, or an officer of the Northern India Salt Revenue Department, or of the Madras Salt and Abkari Department, or of the Customs Department in the outports and land customs stations in the Madras Presidency, or of the Bengal Excise and Salt Department, or of the Bihar and Orissa Excise and Salt Department, or the Bombay Salt and Abkari Departments (including officers of the Opium Preventive Service) whose pay does not exceed Rs. 20, or an Orderly, Warder or a Head Warder of the Jail Department, on a pay not exceeding Rs. 35 a month in Burma or Rs. 25 a month in any other province or a Head Warder or Warder of a Lunatic Asylum whose pay does not exceed Rs. 20 in the Central Provinces or in any other Province where the Local Government extends the concession of this Article to this class of officers, or a Matron of the Jail Department whose pay does not exceed Rs. 20 a month, or a Forest Subordinate (not being a clerk) whose pay does not exceed Rs. 25 a month if employed elsewhere than in Burma, the North-West Frontier Province and Baluchistan, Rs. 30 a month if employed in Burma or the North-West Frontier Province or a Deputy Ranger employed in Baluchistan whose pay does not exceed Rs. 40 a month, may, while sick in hospital or while receiving medical aid as an outdoor patient at the station or headquarters of the district in which he serves be allowed, at the discretion of the sanctioning authority, leave of absence from duty for six months altogether in any period of three years. Such leave may be taken in one period or by instalments and may be followed by or taken in continuation of, any other leave admissible under these Regulations. 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.—(An officer on leave under this Article may for the first three months of such leave, during which full pay is admissible, retain any local or duty allowance attached to his appointment: Provided in the case of a local allowance that there is no *locum tenens* to whom it is payable.)

NOTE 2.—(Constables of the Bombay City Police and policemen in the Bombay Presidency while on leave under this Article may draw the house rent allowance admissible to them, provided it is not paid to their substitutes.)

NOTE 3.—(This Article so far as it applies to Head Warders or Warders includes both female and male Warders.)

School Mistresses.

288A. Maternity leave of absence from duty may be granted on full pay by a Local Government or any subordinate authority empowered in this behalf whether by general or special order by a Local Government to married female educational officers in the service of Government for a period which shall not ordinarily exceed two months, but which may be extended to three months at the discretion of the sanctioning authority.

Marine and Military Establishments.

289. 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 246 and 260. An officer of the Marine Department who holds a shore appointment is not entitled to this concession.

NOTE.—(The provisions of this Article apply to the crew of the Indo-European Telegraph Department Steamer.)

290. 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.

291. An Engineer of the Marine Department, an employé in a Government Press, a subordinate employé (including a temporary or extra employé) in an Ordnance or Government Dockyard establishment, a syce whether permanent or temporary 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.

292. 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.

Hospital Servants, Madras and Bombay.

293. 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, 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, Toties, Bearers, Cooks, Cook's mate, Cook's assistant mate, in the Presidency Town of Madras; and Ward attendants (including dispensary servants, and dressers), Cooks, Sweepers, Bhistis, Dhobis, in the Bombay Presidency.

Presidency Public Works Workshops, Madras.

294. Labourers in the Presidency Public Works Workshops, Madras, the Government Public Works Workshops at Dowlaishwaram and Bezwada, the Public Works Stores at Madras and in the **Pumping station at Divi**, employed on daily wages and labourers working under the Electrical Engineer to the Government of Madras whether paid on the daily or monthly wages system, provided that they are in regular employ and are not nearly casual labourers, when temporarily absent from work in consequence of injuries sustained on duty, 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, allowances not exceeding those sanctioned in Article 666 for Labourers in State Railway Workshops.

Section IV.—Departmental Leave.

295. Departmental leave may be granted during the Recess by the Head of the party or office to which he belongs to—

- (i) a Native Surveyor or other subordinate in the Survey of India, or in the Traverse Survey Party of the Central Provinces, whose service is superior,—on half pay or less (payable on return to duty), or without pay;
- (ii) such of the Tindals, Mates, Khalasis, Jamadars, Chaprasis, Burkandazes attached to any Party or Office of the Survey of India or to the Traverse Survey Party in the Central Provinces, as the Head of the Party or Office may deem it desirable to re-entertain for the ensuing season,—on allowances not exceeding half pay (payable on return to duty):

Provided always that the officer returns to duty when required by his superior officers.

1. Superintendents in charge of Survey circles and the Superintendent of the Trigonometrical Survey may at their discretion and in the interest of Government grant departmental leave, not exceeding six months at a time, to officers mentioned in clauses (i) and (ii) at time other than the Recess; and

the Surveyor-General may in special cases extend any departmental leave granted under this Article or under this rule to a period not exceeding one year in all. Particular care should, however, be taken that the grant of departmental leave in such cases does not override the provisions of Chapter XIV of these Regulations, and in all cases where an extension of the departmental leave is asked for on a medical certificate, the entire absence should be converted into leave under Article 336.

2. This Article does not apply to the establishments attached to the Headquarters Offices, Calcutta and Dehra Dun.

3. The establishments of the Bengal and Bihar and Orissa Survey Departments employed purely on field work may be granted leave under this Article on the same conditions as similar officers of the Survey of India.

296. Privilege leave may not be granted to an officer who is entitled to departmental leave under the preceding Article, but a Lower Subordinate in the Survey of India, or in the Traverse Survey Party of the Central Provinces, a menial in the Survey of India, or a Lower Subordinate or menial in the Bengal and Bihar and Orissa Survey Departments employed purely in field work, who is prevented from availing himself of departmental leave, may be allowed to take privilege leave under the ordinary rules, service towards such leave counting from the date of return from departmental leave. Privilege leave will not be granted except upon a certificate, from the Head of the Party or Office to which the officer is attached, that he was prevented from availing himself of departmental leave in consequence of the exigencies of the service.

C. S. R. CHAPTER XII-A.

LONG LEAVE—GENERAL RULES.

Section I.—Extent of Application.

297. The rules in the chapter apply to all officers subject to the rules in Chapters XIII and XIV.

298. *Omitted.*

Section II.—Extension of Long leave out of India.

299. (a) An officer absent on long leave in Europe, North Africa, 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, unless the extension is desired on medical grounds, or is for a period of not more than fourteen days, he must produce with his application evidence that the Local Government has been referred to by him, and has no objection to the extension or commutation desired.

If on medical grounds the officer desires an extension for more than fourteen days he must satisfy the Medical Board at the India Office of the necessity for the extension. If application for extension be delayed until the last two months of leave, advice of any extension granted for a period of more than seven days will be sent to India by telegraph and the cost of the telegram will ordinarily be charged to the officer.

If the officer has been granted furlough on medical certificate and desires an extension on grounds other than medical he must satisfy the Medical Board as prescribed in Article 224 that he has recovered his health. Any such extension without medical certificate will only be admissible if the extension was due at the time the original furlough was granted

1. In the case of a Commissioned Medical Officer the Local Government should make a reference to the Director-General, Indian Medical Service, before granting the permission.

(b) The Secretary of State 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 telegraph to India in regard to any such application, the cost of the telegrams to and from India will be charged to the applicant.

NOTE.—(The Secretary of State in granting extension of leave sometimes declines to guarantee retention of appointment, if there is no time to communicate with the Local Government in India.)

(c) The authority in India, by which the leave was originally granted, is empowered, in any case in which it is satisfied that the non-return of an officer within the period of his leave was due to circumstances beyond his control, and of such a nature that an application to the Secretary of State for an extension was impossible before embarkation, or that non-return was for administrative convenience, to sanction retrospectively extension of furlough or leave up to a maximum period of fourteen days. It is also empowered in the case of an officer returning from furlough on medical certificate to sanction an extension, if the circumstances seem to require it, up to a maximum of fourteen days inclusive of any short extension that may have been granted by the Secretary of State.

NOTE 1.—(Extensions of furlough up to a maximum of fourteen days granted under this clause are not limited by the provisions of Article 233, and may be granted whether the furlough be due or not and in excess of the six months admissible under Article 302.)

NOTE 2.—(This article applies to Military Officers subject to the Military Leave Rules.)

300. An Officer on long leave in any place out of India not mentioned in Article 299 (a) who wishes to have his leave extended or commuted must apply three months before the expiry of the leave to the authority in India which granted it. 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 payment by Colonial Treasurers or Staff Officers being checked.

NOTE.—(This Article applies to Military Officers subject to the Military Leave Rules.)

Section III.—Furlough.

301. Subject to the provisions of Article 233, furlough for not more than two years at a time may be granted to an officer as follows:—

- (a) On medical certificate—unconditionally, see Articles 828 to 832.
- (b) Without medical certificate—subject to the condition that the furlough is “due.”

302. In respect of urgent private affairs, an officer may be granted furlough for a period exceeding the amount “due” to him, provided that furlough which is not “due,” shall not be granted for a period exceeding six months at one time or twelve months in his whole service. An officer, who has enjoyed furlough under this article, may not again be granted a furlough on the same condition until the furlough earned by him after his return to duty exceeds so much of the furlough granted under this article as was not “due.”

303. If in the interests of public service, all applications of furlough cannot be complied with, the Local Government will have full discretion in deciding which should be granted and in so doing it may take into consideration the following circumstances:—

- (1) The officers who can for the time being best be spared.
- (2) The furlough due to the various competing applicants.
- (3) The amount and character of the previous continuous active service that they have rendered.
- (4) The fact that an officer was compulsorily recalled from the leave last enjoyed by him.
- (5) The fact that an officer has been refused leave in the public interests.

304. (a) On medical certificate furlough may be extended to a total period not exceeding three years.

(b) Otherwise than on medical certificate furlough may be extended to a total period not exceeding two years, provided that—

- (i) when furlough is combined with other leave the total period of leave granted shall not exceed two years, and,
- (ii) the furlough granted under Article 302 which is “not due” shall not exceed six months.

305. *Cancelled.*

Section IV.—Extraordinary and Casual Leave.

306. (a) Subject always to the provisions of any Statute applicable to the case, the authority competent to grant leave may, in special circumstances and when no other kind of leave is by rule admissible, grant leave of absence from duty otherwise than under these Regulations: provided that—

- (i) an officer absent from duty on leave so granted shall receive no absentee allowance; and,

- (ii) 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 except when the extraordinary leave does not exceed a fortnight.

(b) No officer is entitled to extraordinary leave, but subject to the provisions of Article 198, there is no limit to the length or frequency of leave under this article.

NOTE.—The Local Government, may, for special reasons, dispense with the ordinary condition that extraordinary leave can be granted only when no other kind of leave is by rule admissible.

307. A Military Officer subject to the Civil Leave Rules, who has exhausted the full period of furlough admissible to him under these Regulations and who is granted extraordinary leave on medical certificate, will continue to be treated as wholly in civil employ for all purposes, with the exception that, if the Medical Board at the India Office report that there is no prospect of the officer returning to duty within a reasonable period, he will be placed on Military half-pay. If an officer thus placed on half-pay is afterwards permitted to revert to the effective list and returns to duty in India, he will not be entitled to be re-instated in Civil employment, but will be posted to Civil or Military duty as may be decided in India.

308. Articles 306 and 307 do 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 | } See Articles 52—55 |
| (ii) Charge of Office | |
| (iii) Commencement and end of leave | } See Articles 220—231 |
| (iv) Return to duty | |

or so as to extend the term of privilege or other leave beyond the time admissible by rule.

309. Article 308 is not to be read as precluding the treatment as casual leave, of absence from duty following on leave granted under the rules, so long as such absence is due to reasons involving no evasion of the rules in regard to the matters above specified, as for instance, when it is necessitated by—

- (1) detention in plague camps on the way to rejoin, or
- (2) orders not to attend office in consequence of the presence of infectious diseases in the family or house-hold of the person concerned.

When, however, absence from duty for reasons of the nature above indicated, exceeds the period which may reasonably be treated as casual leave under the discretion vested in the Local Government or the head of the office, the officer may be granted leave with allow-

ances of any kind which may be due to him and thereafter leave without allowances.

NOTE 1.—(These examples are not meant to be in any way exhaustive.)

NOTE 2.—(The Government of India or the Local Government may sanction a substitute for an absentee who is prohibited from attending his duties on account of some infectious disease in his family and whose duties can be arranged for, without prejudice to his pay; provided that the absence does not exceed thirty days and the pay or salary of the absentee is not more than Rs. 100 a month.)

C. S. R. CAPTER XIII.

LONG LEAVE—EUROPEAN SERVICES.

Section I.—Extent of application.

310. (1) All officers who are not hereinafter declared to be subject to the rules in this chapter shall be subject to the Indian Service Leave Rules.

(2) The following officers shall be subject to the rules in this chapter, namely:—

- (a) Any officer having at the time of his appointment his domicile elsewhere than in Asia:

Provided that no such officer shall be entitled to the benefits of these rules who, prior to such appointment, has, for the purpose of his appointment to any office under the Government or of the conferment upon him by the Government of any scholarship, emoluments, or other privilege, claimed or been deemed to be a native of India;

- (b) Any officer having at the time of his appointment his domicile in Asia who was admitted to the benefits of these rules prior to the 24th July 1923.

- (c) Any officer having at the time of his appointment his domicile in Asia who, prior to the 24th July 1923, held substantively an appointment in any of the departments enumerated below, provided that such an officer shall be admitted to the benefits of the rules in this chapter only when he attains the rank or rate of pay shown against the particular entry relating to him.

Judicial Department.—(1) Judges (other than Chief Judges) and Registrars of Presidency Small Cause Courts; Presidency Magistrates; Legal Remembrancer and Secretary to the Legislative Council, Punjab, when these appointments are held by Barristers or Solicitors.

(2) Registrar, Original Side, Calcutta High Court; Master and Registrar in Equity, Original Side, Bombay High Court; Prothonotary, Testamentary and Admiralty Registrar, Original Side, Bombay High Court; Deputy Registrar, Original Side, Madras High Court, when these appointments are held by Barristers or Solicitors.

Police Department.—Assistant Superintendents and officers of higher rank.

Jail Department.—Inspectors-General and Superintendents of Central and Presidency Jails.

Education Department.—Principals of the following institutions:—Lawrence Military Asylum, Sanawar; Mayo College, Ajmer; Residency College, Indore; Government College, Ajmer; Rajkumar College, Rajkot.

Berar Commission.—Assistant Commissioners and officers of higher rank appointed by the Secretary of State, or with his particular sanction.

Port Blair Commission.—Assistant Superintendents and officers of higher rank.

Accounts Department (Civil)—

(a) Officers of the Indian Audit and Accounts Service, including members both of the late Enrolled List and of the late Superior Accounts Branch of the Public Works Department—

- (i) if appointed in England by the Secretary of State;
- (ii) if appointed otherwise, but drawing pay not less than Rs. 800 a month.

(b) Officers of the late Postal Accounts Department drawing pay not less than Rs. 800 a month.

Military Accounts Department.—Officers appointed in England by the Secretary of State.

Postal Department.—Officers of higher rank than Superintendent.

Opium Department.—Sub-Deputy Opium Agents and officers of higher rank.

Salt Department.—Assistant Commissioners and Assistant Collectors and officers of higher rank.

Minor Scientific Departments.—Civil officers of the Civil Veterinary Department and all other officers originally appointed to the public service by the Secretary of State or with his special sanction.

Archæological Department.—Director-General, Epigraphist, and Superintendents of circles.

Imperial Customs Department—

- (1) Officers appointed in England by the Secretary of State.
- (2) Other officers on pay of not less than Rs. 900 a month.

Public Works and Railway Departments, General.—Officers of the Engineer Establishment and the Superior Revenue Establishment of State Railways, appointed thereto by the Secretary of State or with his particular sanction.

Engineer Establishment.—Engineer officers of whatever rank in the department, who belong to the Imperial Branch of the establishment, except those who were appointed in India as Natives of India.

Special Engineers (ungraded) who were taken over from the service of Guaranteed Railway Companies when the lines were transferred from the companies to the Government, from the time they reach a substantive pay of Rs. 850 or over.

Superior Revenue Establishment of State Railways.—Officers whose pay is not less than Rs. 800 a month.

Government of India, Public Works Department Secretariat.—Under Secretary not being a member of a graded establishment.

Indian Telegraph Department.—The Imperial Branch of the department.

Indo-European Telegraph Department.—Officers of the graded establishment of Directors; Electrician; Superintendents and Assistant Superintendents.

Medical officers, if appointed by the Secretary of State.

The Commander, First and Second Officers, and Chief Engineer of the Cable Ship.

Marine Department.—Constructors, Bombay and Kidderpore Dockyards.

Medical Department.—Matron, Assistant Matron and the Nursing Sisters of the General Hospital, Rangoon, when recruited in England.

Printing Department.—Superintendents of Government Printing, India, Madras, Bombay, Bengal, United Provinces and Burma on pay not less than Rs. 800 a month.

Other Officers.—The First Engineer and Ship-wright Surveyor to the Government of Bengal; the Agent for Government Consignments, Calcutta; and the Superintendent of the Government Museum and Principal Librarian of the Connemara Public Library, Madras.

NOTE.—The concession allowed by clause (c) above is not admissible to an officer who attains such rank or rate of pay by reason of being promoted by selection from a subordinate service or post after the 24th July 1923.

310A. (a) For the purpose of rule (2) of Article 310, the domicile of a person shall be determined in accordance with the provisions set out in the schedule below :

Provided that a person who was born and has been educated exclusively in Asia and has not resided out of Asia for a total period exceeding six months shall be deemed to have his domicile in Asia.

(b) No officer who, after his appointment to a service or post, acquires a new domicile shall thereby lose his right to, or become entitled to admission to, the benefits of these rules.

(c) If any question arises as to the domicile of any officer at the time of his appointment, the decision thereon of the Secretary of State in Council, in the case of persons appointed by him, of the

Governor-General in Council in the case of persons appointed by him, or of the Local Government in the case of persons appointed by them, shall be final.

THE SCHEDULE.

Provisions for the Determination of Domicile.

1. A person can only have one domicile.
2. The domicile of origin of every person of legitimate birth is in the country in which at the time of his birth his father was domiciled, or, if he is a posthumous child, in the country in which his father was domiciled at the time of the father's death.
3. The domicile of origin of an illegitimate child is in the country in which at the time of his birth his mother was domiciled.
4. The domicile of origin prevails until a new domicile has been acquired, and a new domicile continues until the former domicile has been resumed or another has been acquired.
5. (1) A person acquires a new domicile by taking up his fixed habitation in a country which is not that of his domicile of origin.
(2) Any person may, if the law of any country so provides, and subject to any such provisions, acquire a domicile in that country by making, in accordance with the said provisions, a declaration of his desire to acquire such domicile.

Explanation 1.—A person is not to be considered as having taken his fixed habitation in a country merely by reason of his residing there in His Majesty's civil or military service or in the exercise of any profession or calling.

Explanation 2.—A person does not acquire a new domicile in any country merely by reason of residing as part of the family or as a servant of any ambassador, consul or other representative of the Government of another country.

6. The domicile of a minor follows the domicile of the parent from whom he derives him domicile of origin:

Provided that the domicile of a minor does not change with that of his parent if the minor is married or holds any office or employment in the service of His Majesty or has set up with the consent of the parent in any distinct business.

7. After marriage a woman acquires the domicile of her husband if she had not the same domicile before and her domicile during the marriage follows the domicile of her husband:

Provided that if the husband and wife are separated by the order of a competent court or if the husband is undergoing a sentence of transportation, the wife becomes capable of acquiring an independent domicile.

8. Save as otherwise provided above a person cannot during minority acquire a new domicile.

9. An insane person cannot acquire a new domicile in any other way than by his domicile following the domicile of another person.

311. An officer to whom the rules in this chapter are applicable under clauses (b) and (c) of article 310 does not forfeit his privileges upon transfer to an office which does not entitle him to the benefits of those rules.

Section II.—Furlough.

312. The total amount of furlough admissible (a) to a member of the Indian Civil Service or a Military Officer subject to the Civil Leave Rules is six years and six months, and (b) to any other officer to whom these rules apply (see Article 310) is six years. All the rules in this part of the Regulations are subject to this limitation.

NOTE.—(The following leave under rules is counted as Furlough under this article:—

- (1) Furlough and special leave with allowance taken under the rules in force prior to 29th July 1920.
- (2) In the case of a Military Officer subject to the Civil Leave Rules, leave in and out of India with pay under the Leave Rules for the Indian Army, 1886.
- (3) In the case of an officer who becomes entitled to the rules contained in this chapter after being subject to the Indian Service Leave Rules—all leave counting towards the maximum in Article 322.)

313. The amount of furlough “earned” by an officer subject to the rules in this chapter is one-fourth of the active service rendered by him while subject to such rules.

314. An officer, who becomes entitled to the rules in this chapter after being subject to other Leave Rules, may add to furlough earned under Article 313 an amount of furlough in respect of his previous service calculated as shown below. Any minus result of the calculation may be neglected, while, in the case of an officer other than a Military Officer subject to Civil Leave Rules, the maximum permissible addition is two years—

- (i) The service for furlough of a Military Officer subject to the Civil Leave Rules who before coming under the rules in this chapter, was subject to the Leave Rules for the Indian Army (1886), shall be calculated in accordance with Article 313 retrospectively from the date of his arrival in India or from the date of coming under the Indian Army Leave Rules, whichever is later, *i.e.*, he shall be credited with furlough equivalent to one-fourth of his active service, as defined in Article 8, less any leave with pay in or out of India actually taken. The provisions of this clause apply to Royal Engineers in Civil employ who, while serving under British Army Leave Rules, either (a) have elected for continuous service in India, whether the election was made before or after their entry into Civil employment, or (b) have completed five years’ Indian service and elect to come under Civil Leave Rules.

NOTE 1.—An officer of the Royal Engineers who has not elected for continuous service in India remains under British Army Leave Rules, till he completes five years’ Indian Service.

NOTE 2.—When a Military officer becomes subject to the Civil Leave Rules, the Account officer in charge of his record of pension service will, on application and on being furnished with the date of commencement of active service, furnish to the Audit Officer to whose audit he 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 under Military Rules.

- (ii) An officer who, after being subject to the Indian Service Leave Rules becomes entitled to the rules contained in this chapter, shall be credited with furlough equivalent to one-sixth of his active service rendered under the former rules less any leave actually taken under such rules which counts as furlough under Article 322.

NOTE 1.—An officer who comes under the rules in this chapter, while he is on leave under the Indian Service Leave Rules, may at his option:—

- (a) change his leave allowances to the amount admissible under the European Service Leave Rules and come under them immediately; or
(b) postpone his coming under them until his return from leave.

NOTE 2.—(If an officer who was at first subject to the Indian Service Leave Rules became prior to 29th July 1920 entitled to the European Service Leave Rules, or if an officer elects under the note to Article 320 to remain under the old Indian Service Rules as contained in the 5th edition of these Regulations, and subsequently becomes entitled to the Leave Rules in this chapter, the amount of furlough due to him in respect of his service under the Indian Service Leave Rules shall be calculated under Article 305 as it stood prior to 29th July 1920.)

315. The amount of furlough “due” to an officer is the amount he has “earned” diminished by the furlough and special leave with allowances taken under the rules in force prior to 29th July 1920, and by the furlough taken under these rules.

NOTE.—(In calculating the amount of furlough “due” to a member of the Indian Civil Service or a Military Officer subject to the Civil Leave Rules, special leave taken under the rules in force prior to 29th July 1920, and furlough which was not “due” granted under Article 302, may be disregarded subject to a maximum of six months in all.)

316. Whether such furlough be due or not due, an officer is entitled during the first two years of each separate period of furlough 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 the leave is spent out of Asia maximum £111 a month and minimum £55½ a month, or the salary last drawn by him on duty whichever is less;
(ii) if the leave is spent in Asia, maximum Rs. 1,111 a month, and minimum Rs. 555½ a month or the salary last drawn by him on duty 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 added under Article 314 (i) to the furlough earned under Civil Rules, the maximum shall (in

the case of an officer who became subject to the Civil Leave Rules on or after the 1st April 1888) be that prescribed by the Military Rules to which an officer was subject immediately before coming under the Civil Leave Rules, and that in the case of an officer of the Royal Engineers, whose case is also governed by Article 314 (i), the minimum shall be the rate prescribed by the Leave Rules for the Indian Army, according to the length of the service for Indian pension. In the case, however, of an officer of the Royal Engineers, who was serving under British Army Leave Rules immediately before he became subject to the rules in this chapter, the minimum for so much of the furlough credited under Article 314 (i) as has been earned by service in Civil employment shall be at the rate of (1) £55 $\frac{1}{2}$ a month if the leave is spent out of Asia and Rs. 555 $\frac{2}{3}$ a month if the leave is spent in Asia—if he elected for continuous service in India before the 1st February 1898, (2) £55 $\frac{1}{2}$ a month if the leave is spent out of Asia and Rs. 556 $\frac{2}{3}$ a month if the leave is spent in Asia or the salary last drawn by him on duty, whichever is less—if he elects to come under the Civil Leave Rules after completing five years' Indian Service.

NOTE.—(A Military Officer in Civil employ who is granted furlough on medical certificate in excess of the amount earned by him both under the Civil and Military Rules, may be allowed the Civil minimum rate of leave allowance for the period of leave enjoyed in excess of the amount so earned; but such officer must exhaust all leave that he has so earned before he can be eligible for this concession).

(c) In the case of any other officer subject to these rules—

- (i) if the leave is spent out of Asia, maximum £100 a month; no minimum, except as provided in Article 319;
- (ii) if the leave is spent in Asia, maximum Rs. 1,000 a month; no minimum, except as provided in Article 319:

Provided always that the allowances of an officer during leave shall in no case exceed his actual salary when he takes leave.

316A. An officer on furlough may be granted by the authority sanctioning the furlough, a leave allowance equal to his full average salary, subject to the following conditions:—

- (a) Average salary will be granted during furlough for a total period not exceeding one year in an officer's whole service.
- (b) When an officer has taken furlough on average salary, he will be treated as having taken furlough on half average salary for twice the period actually taken on average salary except for purposes of Article 408.
- (c) The maximum period of furlough on average salary in each separate period of leave is 8 months.

- (d) The period during which an officer may draw during furlough average salary in lieu of the allowances ordinarily admissible should be so regulated that at the termination of the period he will still have six months' furlough due to him; but this condition is not absolute and may be relaxed at its discretion by the authority granting the furlough.
- (e) The officer's average salary, if paid at the Home Treasury of the Government of India or in a Colony where the standard of currency is gold, will be converted into sterling at the same rate of exchange as ordinary furlough allowances (*vide* Article 868). The average salary is subject to the following maximum limits:—
- (i) In the case of a member of the Indian Civil Service or a Military Officer subject to the Civil Leave Rules, £222 a month if the leave is spent out of Asia and Rs. 2,222½ a month if the leave is spent in Asia.
 - (ii) In the case of any other officer subject to these rules £200 a month if the leave is spent out of Asia and Rs. 2,000 a month if the leave is spent in Asia.
- (f) Privilege leave to the extent due may be prefixed to furlough on average salary, subject to a maximum of eight months for the two kinds of leave combined on each occasion of such combination.

NOTE.—(The maximum limit prescribed in this clause is applicable in cases falling under Article 278, in which furlough on average salary is taken in combination with vacation or vacation and privilege leave.)

- (g) Furlough on half average salary may be granted in continuation of furlough on average salary or of combined privilege leave and furlough on average salary.

Audit Instruction.

1. Furlough on average pay may be granted to non-Gazetted Government servants who proceed on leave out of India or Ceylon, whether the leave be furlough with or without medical certificate.

2. Furlough on average pay will be admissible from 7th November 1920. A Government servant on leave on that date may also have his leave commuted into furlough on average pay from or after that date if commuted furlough be admissible.

3. Furlough on average pay can be granted to a Government servant only when ordinary furlough for twice the period of commuted furlough is due to him.

4. The grant of commuted furlough should be so regulated that at the end of commuted furlough there should still be 6 months' ordinary furlough due to a Government servant, *vide* clause (d) of Article 316A (new), Civil Service Regulations. That is, the ordinary

furlough due to a Government servant should be first calculated, 6 months should be deducted from the same and the furlough on average pay granted should be based on the balance of ordinary furlough due. Thus if a Government servant has one year's ordinary furlough due to him the period available for commutation would be only 6 months which will give him 3 months' furlough on average pay. The condition that 6 months' furlough should remain due after commutation is absolute.

5. If a Government servant taking furlough on medical certificate applies for commuted furlough the full extent of the leave recommended by the medical certificate should be due before commuted furlough can be granted. Thus, if the medical certificate recommends one year's leave commuted furlough for 8 months and ordinary furlough for four months can be taken by the Government servant only if 1 year 8 months ordinary furlough be due to him.

6. When combined privilege leave, furlough on average pay and furlough on half average pay is taken, the combined leave should still be limited to 2 years, limit of 2 years being applied after converting furlough on average pay into twice the period of furlough on half average pay. Thus four months' privilege leave *plus* four months' furlough on average pay *plus* one year's ordinary furlough will be equivalent to 2 years' combined leave.

7. In combining privilege leave with furlough on average pay the limit of 8 months laid down in Article 316A (f) Civil Service Regulations should be applied after excluding any excess of privilege leave over four months earned under the concession granted of accumulating privilege leave up to six months in G. I. No. 168-C. S. R., dated 24th February 1919.

317. After the expiry of the first two years of each separate period of furlough an officer on furlough is entitled—

- (i) if a member of the Indian Civil Service or a Military Officer subject to the Civil Leave Rules, to subsistence allowance [see Article 108 (a)].
- (ii) if an officer not in the Indian Civil Service or the Army, to £60 a month if the leave is spent out of Asia and Rs. 600 a month if the leave is spent in Asia, or to one-quarter of his average salary, whichever is less. In the case provided for in Article 319 quarter average salary is subject to the minima prescribed in that article.

NOTE.—(In the case of officers drawing their leave allowances in India, the Government of India, in exceptional circumstances, may grant leave allowances under Article 316, and not under this article for any leave taken which due under Article 315, even though it be in excess of two years.)

318. *Omitted.*

319. The leave allowances of the officers referred to in Articles 316 (c) and 317 (ii) are subject to the following minima:—

If the leave has been granted or extended on account of ill-health—

Half average salary.

Minima.

If the leave is spent out of Asia £33 a month or $\frac{3}{4}$ ths of the salary last drawn on duty, whichever is less.

If the leave is spent in Asia . Rs. 333 $\frac{1}{2}$ a month or $\frac{3}{4}$ ths of the salary last drawn on duty, whichever is less.

Quarter average salary.

Minima.

If the leave is spent out of Asia £16 $\frac{1}{2}$ a month or 37 $\frac{1}{2}$ per cent. of the salary last drawn on duty, whichever is less.

If the leave is spent in Asia . Rs. 166 $\frac{3}{4}$ a month or 37 $\frac{1}{2}$ per cent. of the salary last drawn on duty whichever is less.

NOTE.—(The benefit of this Article is not admissible unless the following conditions are fulfilled:—

- (i) The leave is taken out of India elsewhere than in Ceylon or the Straits Settlements.
- (ii) Leave out of India has either been recommended by a medical certificate or if not so recommended has been extended on medical certificate or has been commuted into furlough on Medical certificate.)

(G. I., F. D., No. 1735-C. S. R., dated 30th September 1920.)

C. S. R. CHAPTER XIV.

LONG LEAVE—INDIAN SERVICES.

Section I.—Extent of application.

320. (a) The rules in this chapter apply to all officers holding substantive appointments on permanent establishments under the Government to whom neither the rules in Chapter XIII nor the special rules in Part V of these Regulations apply. They apply *fully* only to officers in superior service.

(b) An officer who has a temporary or officiating appointment only may be allowed—

- (i) Furlough on medical certificate for not more than three months at a time on half his pay or salary, if no substitute is required or if his duties can be provided for without additional expense.

- (ii) Extraordinary leave without allowances for not more than three months at one time.

NOTE.—(An officer who at the time of promulgation of the rules in this chapter was subject to the Indian Service Leave Rules as contained in the fifth edition of the Civil Service Regulations will remain under those rules unless and until he elects to substitute the rules now promulgated. Such choice, once made, will be final. The officer is not debarred by this selection from coming under the European Service Leave Rules in Chapter XIII if by any rules or orders applicable to him he is entitled to some period of his service to come under those rules.)

321. (a) Leave may, however, be granted under this chapter to an officer in inferior service 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 his pay after provision is made for the efficient discharge of his duties during his absence except when, in the resultant acting arrangements, an officer who has no substantive appointment is given more than half the pay of the appointment in which he acts, in which case the excess over half pay granted to him may, at the discretion of the Local Government, be disregarded altogether in calculating the sum available for the leave allowance of the absentee and the acting allowances paid in consequence of his absence.

1. The Local Government may delegate its power under this clause to heads of offices and departments.

Section II.—Furlough.

322. The total amount of furlough admissible to an officer to whom these rules apply is five years. All the rules in this part of the Regulations are subject to this limitation.

NOTE.—(Furlough and leave on medical certificate and on private affairs taken under the rules in the fifth and previous editions of these Regulations count as furlough for the purposes of this article.)

323. The amount of furlough “earned” by an officer is one-sixth of the active service rendered by him.

324. The amount of furlough “due” to an officer is the amount which he has “earned” diminished by the furlough which he has enjoyed under these rules and the furlough, leave on medical certificate and on private affairs taken under the rules in force prior to 29th July 1920.

325. (a) Except as provided in clause (b), an officer is entitled during the first two years of each separate period of furlough, whether such furlough be “due” or “not due”, to a leave allowance equal to half his average salary and thereafter to one quarter of his average salary.

(b) 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 Rs. 300, his pay (not salary) when he gives up office is to be taken in lieu of average salary.

Provided that the allowances of an officer during furlough shall in no case exceed his actual salary when he takes furlough.

NOTE 1.—(For the purpose of clause (b) of this article duty and deputation (duty) allowances are deemed to be included in pay and salary.)

(G. I., F. D., No. 2157-C. S. R., dated 10th December 1920.)

NOTE 2.—(In the case of officers drawing their leave allowances in India, the Government of India, in exceptional circumstances, may grant leave allowances admissible under this article during the first two years for any leave taken, which is due under Article 324, even though it be in excess of two years.)

326. (a) Half average salary is subject to the following maxima:—

(i) if the leave is spent in Asia, Rs. 750 a month.

(ii) if the leave is spent out of Asia, £75 a month.

(b) Quarter average salary is subject to a maximum of Rs. 600 a month if the leave is spent in Asia and £60 a month if the leave is spent out of Asia.

(c) For non-gazetted officers, whose salary is not less than Rs. 300, the minimum of half average salary is Rs. 168 $\frac{3}{4}$, and of quarter average salary, Rs. 84 $\frac{3}{8}$ a month.

327. The leave allowances of the officers subject to the rules in this chapter are subject to the following minima:—

If the leave has been granted or extended on account of ill-health—

Half average salary.

Minima.

If the leave is spent out of Asia £25 a month, or $\frac{3}{4}$ ths of the salary last drawn on duty, whichever is less.

If the leave is spent in Asia . Rs. 250 a month or $\frac{3}{4}$ ths of the salary last drawn on duty, whichever is less.

Quarter average salary.

If the leave is spent in out of Asia. . . . £12 $\frac{1}{2}$ a month, or 37 $\frac{1}{2}$ per cent. of the salary last drawn on duty, whichever is less.

If the leave is spent in Asia . Rs. 125 a month or 37 $\frac{1}{2}$ per cent. of the salary last drawn on duty, whichever is less.

NOTE.—The benefit of this article is not admissible unless the following conditions are fulfilled:—

(i) The leave is taken out of India elsewhere than in Ceylon or the Straits Settlements.

(ii) Leave out of India has either been recommended—by a medical certificate or if not so recommended has been extended on medical certificate or has been commuted into furlough on medical certificate.

(G. I., F. D., No. 1735-C. S. R., dated 30th September 1920.)

APPENDIX E.

(See para. (1) under Fundamental Rule 84.)

Rules for the grant of additional leave to Government servants for the study of scientific, technical or similar problems, or in order to undertake special courses of instruction.

The following rules relate to study leave only. They are not intended to meet the case of Government servants deputed to other countries at the instance of Government, either for the performance of special duties imposed on them or for the investigation of specific problems connected with their technical duties. Such cases will continue to be dealt with on their merits under the provisions of rules 50 and 51 of the Fundamental Rules. The rules apply to the Archæological Department, the Public Health and Medical Research Departments (other than as regards officers of the Indian Medical Service, to whom special rules apply), the Botanical Survey (including the officers of the Royal Botanic Garden, Calcutta), the Civil Veterinary Department, the Factory Department, the Geological Survey, the Agricultural Department, the Meteorological Department, the Railway Department (Traffic, Locomotive and Engineering Branches), the Telegraph Department, the Zoological Survey, the Education Department, the Public Works Department and the Forest Department (except in respect of continental tours, to which special rules apply). The rules also apply to Government servants selected for the Judicial Branch of the Indian Civil Service who are admitted to the benefit of the rules for the assistance of Government servants prosecuting legal studies at one of the Inns of Court, London or the King's Inns, Dublin, for the period when they are reading in the Chambers of a practising Barrister in England, but in their case study leave should not ordinarily be granted after the twelfth year of service. The rules may be extended by the authorities empowered to sanction study leave under rule 1 to any Government servant, including a Government servant of a Provincial Service, not belonging to any of the departments mentioned above, in whose case the sanctioning authority is of opinion that leave should be granted in the public interests to pursue a special course of study or investigation of a scientific or technical nature.

NOTE.—The extension of these rules to the Public Works and Railway Departments does not affect the existing rules under which Government servants are allowed to visit engineering works when on Leave in Great Britain.

1. The powers granted by these Rules to the Government of India or to Local Governments may be delegated by them to the High Commissioner for India, subject to any condition they may think fit to impose.

1A. Extra leave on half average pay for the purpose of study leave may be taken either in or outside India. It may be granted

to a Government servant of any of the departments named above by the Local Government or Chief Commissioner under whom he is serving, provided that when a Government servant borne permanently on the cadre of one province or department is serving temporarily in another province or department the grant of leave is subject to the conditions (a) that the sanctioning authority can make local arrangements to carry on his work in his absence, and (b) that the sanction of the province or department to which he is permanently attached is obtained before leave is given. Study leave should not ordinarily be granted to Government servants of less than five years' service or to Government servants within three years of the date at which they have the option of retiring, or, if they have the option of retiring after 20 years' service, within three years of the date at which they will complete 25 years' service. Nor should it be granted to Government servants who are about to retire on proportionate pension.

NOTE.—*Departments of the Government of India may grant study leave to Government servants under their administrative control, subject to the restrictions which apply to the powers of a local Government.

2. The grant of study leave should be made with due regard to the exigencies of the public service. In no case should the grant of this leave, in combination with leave other than extraordinary leave or leave on medical certificate, involve an absence of over 28 months from a Government servant's regular duties, or exceed two years in the whole period of a Government servant's service; nor should it be granted with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave. A period of 12 months at one time should ordinarily be regarded as a suitable maximum, and should not be exceeded save for exceptional reasons.†

Foot note:—

*[Note to paragraph 1A of the Study Leave Rules.]

Reimbursement of charges for hotel bills.

(1) Officers of the Public Works Department permitted by the High Commissioner for India on his own initiative or on the recommendation of the Local Government to visit the Engineering Works in the United Kingdom and elsewhere will be reimbursed their *bonâ fide* travelling expenses and not their hotel bills.

(G. I., F. D., No. F-33-XXX-C. S. R.-25, dated 22nd December 1925; Case G. A. 40A-7 of 1925-26.)

†[Note to Rule 2 of the Study Leave Rules.]

Treatment of vacation.

(1) The limit of two years for combined study leave and other leave laid down in Rule 2 of the Study Leave Rules, includes the period of vacation which may be prefixed to the combined leave.

(Ar. Gl.'s No. 483-A.—65-24, dated 21st July 1924.)

Extraordinary leave.

(2) Extraordinary leave may be taken in conjunction with Study Leave without regard to the maximum prescribed in this rule.

(Aud. Instn. Cir. No. 24, dated 16/24 March 1925.)

3. A Government servant whose study leave is combined with any other kind of leave should be required to take his period of study leave at such a time as to retain, at its conclusion, a balance of other previously sanctioned leave sufficient to cover the period spent in returning to duty.

4. When a Government servant has been granted a definite period of study leave and finds subsequently that his course of study will fall short of the sanctioned period to any considerable extent, his absence from duty should be reduced by the excess period of study leave unless he produces the assent of the sanctioning authority in India to his taking it as ordinary leave.

5. Except as provided in rule 6, all applications for study leave should be submitted with the audit officer's certificate to the Head of the Department through the prescribed channel, and the course or courses of study contemplated and any examination which the candidate proposes to undergo should be clearly specified therein.

6. Government servants on leave in Europe or America, who wish to have part if it converted into study leave, should address the High Commissioner for India and should attach (1) a statement showing how they propose to spend the study leave, and (2) documentary evidence that their application for the particular course of study or examination proposed has the approval of the proper authorities in India. Similarly, Government servants on leave in Europe or America who desire to have it extended for purposes of study should address the High Commissioner, but in addition to the above requirements they must support their applications with documentary evidence of their having obtained the approval of the authorities concerned in India to their applying for an extension of leave.

7. A study allowance will be granted for the period spent in prosecuting a definite course of study at a recognized institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study. The rates as at present fixed are 12*s.* a day in the United Kingdom, 1*l.* a day on the continent of Europe, and 30*s.* a day in the United States of America. These rates are liable to revision. The rate to be granted to Government servants who take study leave in other countries, including India, will be specially considered by the Government of India, or the Local Government, in each case. In no case will subsistence allowance be granted in addition to study allowance and ordinarily travelling expenses will not be paid, but in exceptional cases claims will be considered on their merits by the Government of India or the Local Government.

8. Study allowance will be admissible up to 14 days for any period of vacation. A period during which a Government servant interrupts his course for his own convenience cannot be considered as vacation. In the case of a Government servant retiring from the service without returning to duty after a period of study leave the study allowance will be forfeited. If the Government servant is under civil leave rules the study leave will be converted into ordin-

ary leave to the extent of the ordinary leave standing to his credit at the date of retirement. Any balance of the period of study leave mentioned above which cannot be so converted will be excluded in reckoning service for pension.

9. Government servants granted study leave are ordinarily required to meet the cost of fees paid for courses of study. In exceptional cases the Government of India or the Local Government will be prepared to consider proposals that such fees should be paid by Government.

10. On completion of a course of study a certificate on the proper form (which may be obtained from the High Commissioner), together with certificates of examinations passed or of special study, shall, when the study leave has been taken in Europe or America, be forwarded to the High Commissioner. When the study leave has been taken in any other country certificates of examinations passed or of special study, which should show the dates of commencement and termination of the course, with any remarks by the instructor, shall be forwarded to the authority which sanctioned the leave. In the case of definite course of study at a recognized institution the study allowance will be payable by the High Commissioner or in India, as the case may be, on claims submitted by the Government servant from time to time, supported by proper certificates of attendance. When the programme of study approved under rule 5 does not include or does not consist entirely of such a course of study, the Government servant shall submit to the High Commissioner or to the authority in India which sanctioned his leave, as the case may be, a diary showing how his time has been spent, and a report indicating fully the nature of the methods and operations which have been studied, and including suggestions as to the possibility of applying such methods or operations to India. The sanctioning authority in India, will decide whether the diary and report show that the time of the Government servant has been properly employed, and will determine accordingly for what period the study allowance referred to in rule 7 may be granted.

11. Study leave will count as service for promotion and pension, but not for leave. It will not affect any leave which may already be due to a Government servant; it will count as extra leave on half average pay and will not be taken into account in reckoning the aggregate amount of leave on half average pay taken by the Government servant towards the maximum period admissible under the Fundamental Rules.

12. During study leave a Government servant will draw half average pay as defined in rule 9 (2) of the Fundamental Rules, subject to the maxima and minima laid down in rules 89 and 90 *ibid.* The rate of exchange prescribed by the Secretary of State in Council for the conversion of leave salary (other than that admissible during the first four months of a period of leave on average pay) shall apply to study leave allowances. A Government servant may, subject to the approval of the proper authorities being obtained as required by rule 5 or 6, undertake or commence a course of study during leave

on average pay, and, subject to paragraphs 7 and 8, draw study allowance in respect thereof, provided that study allowance is not drawn for an aggregate period exceeding two years during the whole of a Government servant's service. This rule applies to military officers in civil employment taking leave under the Fundamental Rules.

13. On an application for study leave in Europe or America being sanctioned by the Government of Madras, Bombay or Bengal, the local Government should inform the High Commissioner of the particulars of the case. When such leave is sanctioned by any other local Government or Administration a report should be made to the Government of India, who will inform the High Commissioner. It will be necessary for the Government servant concerned to place himself in communication with the High Commissioner, who will arrange any details and issue any letters of introduction that may be required. In all cases in which study leave in any other country is sanctioned the particulars should be reported to the Government of India.

(G. I., F. D., No. F.-20 (2)-C. S. R.-25, dated 4th February 1925 and G. I., F. D., No. F.-3-II-C. S. R.-26, dated 18th January 1926.)

APPENDIX F.

(See para. (3) under Fundamental Rule 85)

Administrative instructions in connexion with the Fundamental Rules.

(G. I., Finance Department, Resolution No. 205-C. S. R., dated 8th February 1924.)

The Governor General in Council is pleased to make the following rules in connexion with the Fundamental Rules, in respect of Government servants under his administrative control or serving in a Chief Commissioner's province:—

I.—CONDITIONS OF AGE ON APPOINTMENT TO GOVERNMENT SERVICE.

A person whose age exceeds twenty-five years may not ordinarily be admitted into the service of the State in superior pensionable service without the sanction of the Head of a Department. The ordinary limit is extended to thirty years in the case of a person appointed to a Judicial office.

NOTE.—This rule does not apply to the employment in civil capacities of reservists and pensioners of the Indian Army.

II-A.—CHARGE OF OFFICE.

1. Unless for special recorded reasons (which must be of a public nature) 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 headquarters, both the relieving and the relieved Government servants being present.

(1) The Chief Commissioners and Agents to the Governor General, North-West Frontier Province and Baluchistan, and the Auditor General may delegate to a subordinate authority the power to relax, for special and recorded reasons of a public nature, the provisions of this rule in the case of any class of Government servants serving under the latter whose transfer has been ordered by competent authority not higher than that of the Chief Commissioner or Auditor General, as the case may be.

(2) Sanction to the delivery of charge away from headquarters, but within the jurisdiction of the officer relieved, may be accorded by Minor Local Governments and by Heads of Central Departments in respect of all Government servants serving under them who are transferred under competent authority. In special cases where the Head of the Minor Local Government or Central Department desires, for particular reasons connected with the public service, to confer at his own headquarters with the relieving Government servant before the latter enters upon his local duties, he may permit the transfer to be made at his own headquarters.

(3) The condition imposed by this rule that both the relieving and the relieved Government servants must be present is not enforced in the case of Government servants who are permitted to combine vacation with long leave under Fundamental Rule 81, or the Judicial Commissioner of the North-West Frontier Province. In such cases the following procedure has been laid down:—

- (a) When vacation is prefixed to leave the outgoing Government servant will report, before leaving headquarters, or if for urgent reasons the leave is granted during vacation, as soon as it is granted, that he makes over charge with effect from the end of the vacation. The relieving Government servant will then take over charge at the end of the vacation in the ordinary way.
- (b) When vacation is affixed to leave the Government servant to be relieved will make over charge in the ordinary way before the vacation, the incoming Government servant on return at the end of the vacation taking over charge with effect from the beginning of the vacation.

NOTE.—Charge of an office may not, without the previous sanction of the Government of India, be relinquished or resumed by Government servants visiting Aden on duty preparatory to retirement from the service or while proceeding on, or returning from, leave.

2. As a general rule, and subject to any special orders to the contrary in particular cases, the headquarters of a Government servant on the staff of a Government, as, for instance, a Secretary to a Government, the Director General, Indian Medical Service, or a clerk in a Government secretariat, are the headquarters, for the time being, of the Government, to which he is attached.

3. The headquarters of any other Government servant are either the station which has been declared to be his headquarters by the authority which appoints him, or, in the absence of such declaration, the station where the records of his office are kept.

NOTE.—An authority mentioned in the annexed schedule may, to the extent indicated therein, delegate to a subordinate authority the power to fix, or change, the headquarters of Government servants serving under the latter who are appointed by higher authority.

II-B.—LEAVING JURISDICTION.

1. No Government servant (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.

2. An authority mentioned in the annexed schedule may authorize any Government servants under its control to proceed on duty to any part of British India, whether within or beyond its own jurisdiction, or to any Indian State or Foreign Settlement in India.

NOTE.—An authority mentioned in the annexed schedule may, to the extent indicated therein, delegate its powers under this rule to Heads of Departments

A Government servant permitted under this rule to proceed to any place on duty may take with him such establishment and records as are absolutely necessary for the efficient discharge of his duties.

3. A controlling officer (see supplementary rule 191) may allow any Government servant subordinate to him to proceed on duty to any part of the territories of his Local Government or to a District or Foreign State or Settlement adjoining the jurisdiction of the controlling officer and to draw travelling allowance under rule.

4. An Accountant General may pass pay and allowances to the head of an administration under the latter's own orders for any period during which he may be absent from his jurisdiction and to any member of his personal or secretariat staff.

III.—SUBSISTENCE GRANTS.

No extra cost may ordinarily be imposed on the State by the grant of an allowance under Fundamental Rules 53 (b) and 54 without the permission of one of the authorities in the annexed schedule. In cases, however, where it does not exceed Rs. 500 and where the period during which the Government servant has remained unemployed through suspension or dismissal does not exceed six months, the excess expenditure may be admitted on the sanction of the suspending authority or the revising or appellate authority as the case may be.

IV.—COMMITTALS TO PRISON.

A servant of Government committed to prison either for debt or on a criminal charge 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 should be made according to the circumstances of the case, the full amount being given only in the event of the Government servant being acquitted of blame or (if the imprisonment was for debt) of its being proved that the Government servant's liability arose from circumstances beyond his control.

V.—LEAVE.

(1) *Probationers and apprentices.*

Leave on medical certificate under Fundamental Rule 104 (a) (i) shall not be granted for a period extending beyond the term of a Government servant's contract unless or until it has been decided to retain him in permanent employment.

(2) *Casual leave.*

(a) Fundamental Rule 85 does not refer to casual leave for short periods. Such leave is not recognized and is not subject to

any rule. Technically, therefore, a Government servant on casual leave is not treated as absent from duty, and his pay is not intermitted. Casual leave, however, must not be given so as to cause evasion of the rules regarding—

- (i) date of reckoning pay and allowances,
- (ii) charge of office,
- (iii) commencement and end of leave,
- (iv) return to duty,

or so as to extend the term of leave beyond the time admissible by rule.

(b) Clause (a) is not to be read as prohibiting the treatment as casual leave of absence from duty following on leave granted under the rules, so long as such absence is due to reasons involving no evasion of the rules in regard to the matters above specified, as for instance, when it is necessitated by—

- (1) detention in plague camps on the way to rejoin, or
- (2) orders not to attend office in consequence of the presence of infectious diseases in the family or household of the person concerned.

When, however, absence from duty for reasons of the nature above indicated exceeds the period which may reasonably be treated as casual leave under the discretion vested in the authority competent to grant leave, the Government servant may be granted leave with leave-salary of any kind which may be due to him and thereafter leave without leave-salary.

NOTE. 1.—These examples are not meant to be in any way exhaustive.

NOTE. 2.—The Government of India and the authorities mentioned in the annexed schedule may, to the extent indicated therein, sanction a substitute for an absentee who is prohibited from attending his duties on account of some infectious disease in his family and whose duties cannot be arranged for without prejudice to his pay; provided that the absence does not exceed 30 days and the pay of the absentee is not more than Rs. 100 a month.

(3) *Recall from leave.*

Orders recalling a Government servant from leave should be communicated to him officially through the High Commissioner for India.

(G. I., F. D., No. 59-C. S. R., dated 9th April 1924.)

VI.—FOREIGN SERVICE.

(1) *Procedure for payment of contribution.*

1. A copy of the orders sanctioning a Government servant's transfer to foreign service must always be communicated to the Account officer (referred to in rule 2) by the authority by whom the transfer is sanctioned. The Government servant himself should, without delay, communicate a copy to the officer who audits his pay, and take his instructions as to the officer to whom he is to

account for the contribution; report to the latter officer the time and date of all transfers of charge to which he is a party when proceeding on, while in, and on return from, foreign service; and furnish from time to time particulars regarding his pay in foreign service, leave taken by him, his postal address and any other information which that officer may require.

2. (a) In the case of foreign service out of India, the "Account Officer" is the Accountant General, Central Revenues.

(b) In the case of foreign service in India—

- (i) if pay in foreign service is paid from a Government treasury, and is subject to audit by an audit officer of Government, the Account Officer is such audit officer;
- (ii) otherwise, the Account Officer is the Accountant General of the province in which the Municipality, Port Trust or other body concerned is situated, or in the case of service under an Indian State, the Accountant General of the Government under whose administration the State is.

NOTE.—In the case of Government servants in Commercial Departments (*e.g.*, Railways and Posts and Telegraphs) employed on foreign service in or out of India, the "Account Officer" is the Account Officer of the Department concerned.

(G. I., F. D., No. F.-91-V.-C. S. R., dated 28th November 1924.)

(2) *Rules regarding leave and the grant of leave.*

1. A Government servant on foreign service in India is himself personally responsible for the observance of the rule contained in Fundamental Rule 122; by accepting leave to which he is not entitled under the rules he renders himself liable to refund leave-salary irregularly drawn, and in the event of his refusing to refund, to forfeit his previous service under Government, and to cease to have any claim on Government in respect of either pension or leave-salary.

VII.—TRAVELLING ALLOWANCES.

(1) *Transfer not on public grounds.*

(a) When a Government servant 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 Government servant has been transferred for the public convenience.

(b) In the case of non-gazetted Government servants a certificate from the head of the office may be accepted in lieu of the copy of the order prescribed by clause (a).

- (2) *Grant of travelling allowance to persons not in the Civil service of the Crown, who are required to attend commissions of enquiry, etc.*

The grant of travelling allowance under the rules is desirable, as far as possible, in all cases falling under Supplementary Rule 190, as it avoids correspondence and tends to facility of audit.

VIII.—RULES GOVERNING THE APPOINTMENT AND PAY OF SETTLEMENT OFFICERS AND ASSISTANT SETTLEMENT OFFICERS.

1. A member of the Indian or Statutory Civil Service or of the Commission of a Non-Regulation province, or an officer of the Provincial Civil Service holding a listed post of Collector or Deputy Commissioner, who is employed as a Settlement Officer draws (a) the pay which would be admissible to him if serving in the regular line and not holding a special post and (b) a special pay of Rs. 150 per mensem.

2. A member of the Indian or Statutory Civil Service or of the Commission of a Non-Regulation province who is employed as an Assistant Settlement Officer draws (a) the pay which would be admissible to him if serving in the regular line and (b) a special pay of Rs. 100 per mensem. This rule does not apply to an Assistant who is attached to a Settlement for training only, and is not in subordinate charge of any portion of the operations.

3. Settlement Officers and Assistant Settlement Officers who are members of the Indian or Statutory Civil Service or of the Commission of a Non-Regulation province or are members of the Provincial Civil Service holding listed posts of Collector or Deputy Commissioner may, while on actual duty or on leave on average pay for not more than four months, be seconded from the regular line, of the Government of India may by general or special order so direct and if the post held by such officer is not provided for in the regular grades of Collectors or Deputy Commissioners or Joint Magistrates, etc. An officer of the regular line may be appointed to officiate for a Settlement Officer or an Assistant Settlement Officer absent on leave for not more than six consecutive months during the progress of a settlement; but in such cases the *locum tenens* cannot be seconded. If a Settlement Officer or an Assistant Settlement Officer belonging to the services mentioned in this rule, who is seconded, takes leave on average pay combined with leave on half average pay during the progress of a settlement for a longer period than six consecutive months, he reverts to his substantive appointment in the regular line after the expiry of the first four months of his leave on average pay, or if the leave on average pay is for less than four months, after the expiry of such leave; but if he takes leave of any other description for a period exceeding six months during the progress of a settlement, or if he takes any leave after the termination of his settlement, he must first revert to his substantive appointment in the regular line.

4. A Collector or a Deputy Commissioner who is a member of the Indian or Statutory Civil Service or of the Commission of a Non-Regulation province or who is a member of the Provincial Service holding a listed post of Collector or Deputy Commissioner and who is placed in charge of the settlement of his district in addition to his ordinary duties draws, in addition to his pay as Collector or Deputy Commissioner, a special pay of Rs. 150 per mensem. It is open to the Government of India to declare that such Collector or Deputy Commissioner who is in charge of the settlement of a less area than an entire district shall be entitled to special pay not exceeding Rs. 150 a month.

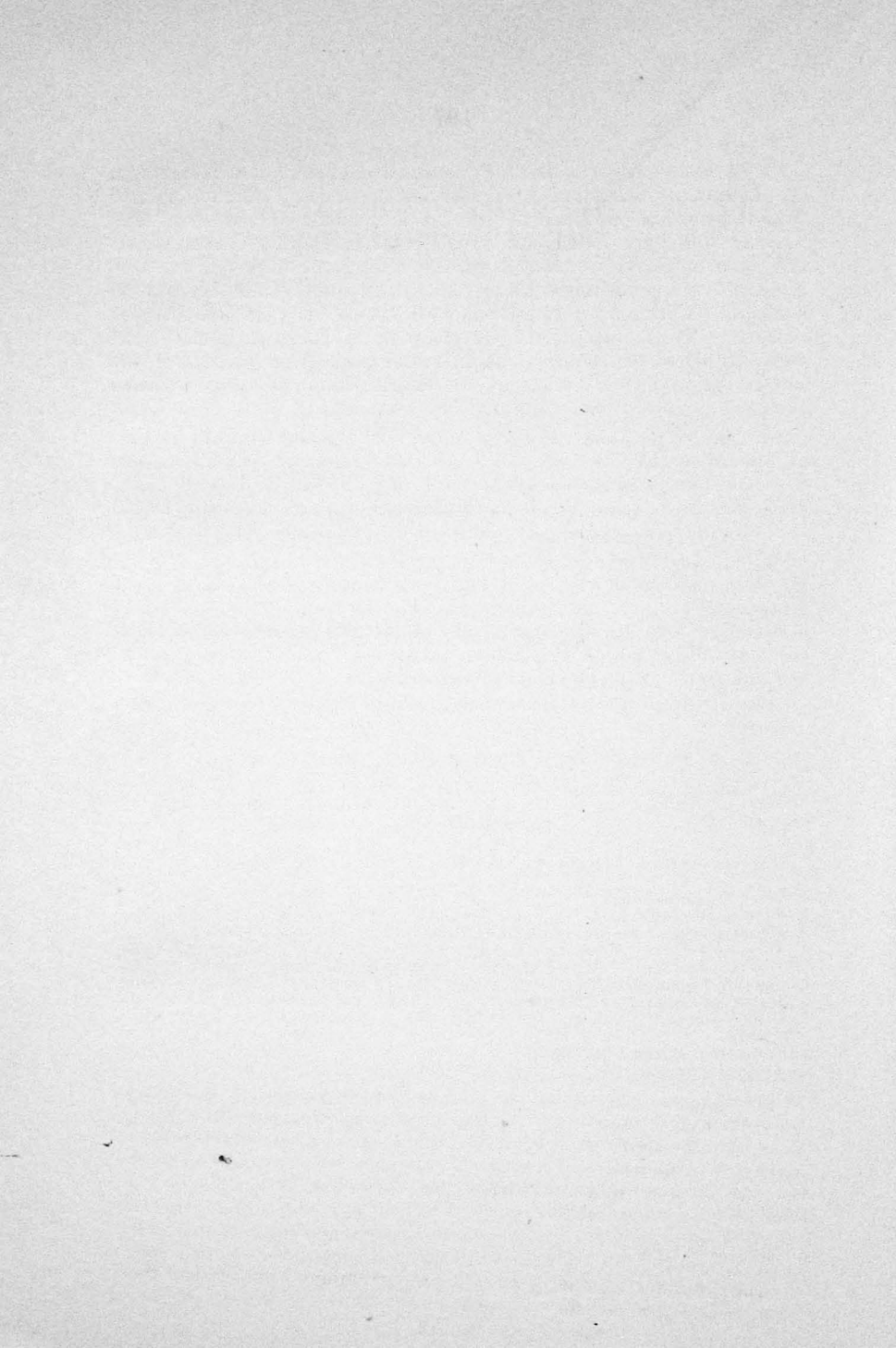
5. The Government of India may grant a member of the Indian or Statutory Civil Service or of the Commission of a Non-Regulation province who is below the rank of Collector or Deputy Commissioner and is employed on settlement work in addition to his ordinary duties, special pay not exceeding Rs. 100 per mensem in addition to the pay otherwise admissible to him.

6. A member of the Provincial Civil Service in the North-West Frontier Province and Baluchistan who is specially appointed to settlement work draws a special pay of Rs. 100 per mensem in addition to the pay which would be admissible to him if serving in the regular line. A member of the Subordinate Civil Service in Baluchistan draws a special pay of Rs. 50 per mensem in similar circumstances.

(G. I., F. D., No. F-13-XII-C. S. R.-24, dated 11th July 1925.)

SCHEDULE.

Administration Department or Officer.	Powers.
1. Chief Commissioners	} Full powers.
2. First-class Residents	
3. Departments of the Government of India	
4. Director-General, Posts and Telegraphs	} Full powers in respect of Government servants under their orders who are not appointed directly by the Government of India.
5. Director-in-Chief, Indo-European Telegraph Department	
6. Inspector-General of Forests	
7. Commissioner, Northern India Salt Revenue	
8. Controller of the Currency	
9. Auditor General	



PART II.—GOVERNMENT OF INDIA SUPPLEMENTARY RULES.

Application of old orders at variance with Fundamental Rules and other Rules.

(1) All orders issued by the Government of India prior to 1st January 1922, which are at variance with the Fundamental Rules or the Supplementary Rules framed under them should be regarded as cancelled with effect from that date unless subsequently ratified.

(G. I., F. D., No. F-7 (6)-C. S. R.-24, dated 5th July 1924.)

Explanation of "child" or "children."

[G. I. Supplementary Rule 2 (8).]

(1) The term "child" or "children" used in Supplementary Rule 2 (8) includes major sons, and major daughters so long as they are residing with or wholly dependent upon the parent (the Government servant).

(Ar. GI's No. 1025-A.—344-23, dated 2nd October 1923.)

Heads of Departments.

[G. I. Supplementary Rule 2 (10).]

(1) Appendix A to this portion of the Manual contains a list of authorities who have been declared to be "Heads of Departments" for purposes of the Supplementary Rules.

Drawing of Compensatory Allowance.

[G. I. Supplementary Rules 6 and 7.]

(1) Under these rules the maximum period during which a Government servant can draw compensatory allowances while on leave is four months (or six months in the case of leave admissible under the special concession referred to in Note 1 to Fundamental Rule 89). The length of the total period of leave is irrelevant but these allowances cannot be drawn during any period of leave which is not leave on average pay. A Government servant can draw such allowances while on transfer to another post only if the period of transfer does not exceed four months.

In regard to the certificate required under clause (1) of Rule 6, the certifying authority (though he may write the certificate at any time) should certify that when the officer went on leave or on temporary duty, he had an expectation to return to the post from which he took leave or was transferred and to which the compensatory allowances were attached.

As regards the certificate of the Government servant (*vide* clause (2) under Rule 6) that he actually incurred the expenditure, the Audit Officer is entitled to call for particulars and disallow the claim, if he is not satisfied with the details given.

(Audit Instn. No. 111, Vol. II.)

Compensatory and house-rent allowance.

(2) The drawing during leave of the compensatory and house-rent allowance sanctioned to the undermentioned officers stationed in Madras should be regulated by Supplementary Rules 6 and 7 respectively:—

- (i) Officers of the Indian Audit and Accounts Service and the Imperial Customs Service.
- (ii) Officers of the Indian Civil Service employed in any of the above departments.
- (iii) Assistant Accounts and Assistant Currency Officers.

(G. I., F. D., No. F.-266-C. S. R., dated 2nd March 1925.)

Actual pay.

[G. I. Supplementary Rule 17.]

(1) The expression “ actual pay ” in Supplementary Rule 17 includes all emoluments drawn under Fundamental Rule 9 (21) (a) (i), (ii) and (iii).

(G. I., F. D., No. 1213-C. S. R., dated 18th July 1923.)

Assistant Accounts Officers and Assistant Currency Officers.

(2) The ordinary classification as adopted in the above rule will apply to Assistant Accounts Officers and to Assistant Currency Officers.

(G. I., F. D., No. 2745-F. E., dated 21st November 1923; G. I., F. D., No. 2747-F. E., dated 21st November 1923.)

Fixed Travelling Allowance.

[G. I. Supplementary Rule 22.]

The Sub-Inspectors of Land Customs Department at Pondicherry and Karikal draw a fixed travelling allowance of Rs. 25 a month.

(G. I., F. D., No. 1321, dated 8th March 1922 in G. O. No. 144-Fin. (Sep. Rev.), dated 20th March 1922, communicated with Fin. Endt. No. 1233-C.—1, dated 24th March 1922 in Case Cus. 2-2 of 1921-22.)

Conveyance Allowance.

[G. I. Supplementary Rule 25.]

The subjoined table gives a list of conveyance allowances drawn in this Province.

	Rs.
One Accountant of the Office of the Accountant General, Madras, employed on outside Audit Work in Madras City	15
One clerk of the Office of the Accountant General, Madras, employed on outside Audit Work in Madras City	10

(G. I., F. D., No. D.-2640-F. E., dated 24th September 1924; Rec. 13-51 of 1924-25.)

Through Booking.

[G. I. Supplementary Rule 38.]

(1) This rule should not be interpreted as limiting the concession of through booking to cases in which re-booking at the junction stations would cause inconvenience to the Government servant. The rule should be applied literally.

(Audit Instn. Cir. No. 27, dated 31st August 1925.)

Daily allowance of fourth class Government servants.

[G. I. Supplementary Rule 51 (a) (iv).]

(1) Daily allowance at annas 3 a day, mentioned in clause (iv) of Rule 51 (a) is admissible throughout the tour to a Government servant whose journey extends over more than one province, except when travelling in a province in which under Rule 51 (b) a higher rate is permissible.

(Audit Instn. No. 112, Vol. II.)

Peons of the Director and Inspectors of Commercial Audit.

[G. I. Supplementary Rule 52.]

(1) The peons attached to the Director and the Inspectors of Commercial Audit receive, while on tour, a uniform rate of daily allowances of eight annas for days on which they travel by rail or steamer and six annas *per diem* for other days during the tour.

(Ar. Gl.'s No. 726-E.—746-24, dated 14th February 1925.)

Special rates of daily allowance.

(2) The subjoined table shows the special rates of daily allowances drawn in this province.

Government Servants.	Rates of daily allowance.		
	Rs.	A.	P.
Divisional Accountants of the Inspecting staff of the Accountant General, Madras, drawing less than Rs. 150	1	8	0
Divisional Accountants of the Inspecting staff of the Accountant General, Madras, on Rs. 150 and above	2	8	0
Clerks of the Inspecting staff	0	12	0

or

the rates laid down by the Madras Government for its own employees whichever is more beneficial.

(Ar. Gl.'s No. 867-E.—1394-24, dated 20th February 1925; Rec. 13-59 of 1924-25-26.)

Journeys beyond sphere of duty.

[G. I. Supplementary Rules 60 and 61.]

(1) The Resident in Travancore and Cochin is permitted to halt at Courtallam to enable him to visit the neighbouring parts of the Shencottah taluk.

(G. O. No. 412-Pol., dated 30th August 1921; G. A. case 45-3 of 1921-22.)

(2) The Commissioner of Income-tax is permitted to visit the headquarters of other provinces in India including Burma whenever necessary in connection with income-tax work.

(G. O. Mis. No. 244-Rev., dated 30th January 1920.)

Exemption from the operation of 10 days' rule.

[G. I. Supplementary Rule 73.]

(1) The following Government servants are exempted from the operation of this rule and are authorised to draw full daily allowances for all continuous halts away from headquarters in excess of 10 days.

Government servants exempted.	Authority.
The Director of Commercial Audit, Inspectors of Commercial Audit and their respective establishments.	Auditor General's No. 727-E.—91-25, dated 20th February 1925.
The members of the local and outside Audit Staff under the control of the Accountant General, Madras.	Auditor General's No. 867-E.—1394-24, dated 20th February 1925, Case Rec. 13-59 of 1924-25.
The Assistant Accounts Officer, Commercial Branch and his audit staff.	Auditor General's letter No. 2779-E.—627-25, dated 29th June 1925.

(2) In calculating the ten days' limit referred to in this rule the days of arrival at, and departure from, the place of halt should be taken into account when daily allowance is drawn for these days under Supplementary Rule 76-A.

(Audit Instn. Cir. No. 28, dated 19th January 1926.)

Daily allowance in addition to Railway mileage.

[G. I. Supplementary Rule 76-A.]

(1) The proviso "when the day of arrival and the day of departure are consecutive, daily allowance can be drawn for one day only" applies not only when an officer arrives at a station on one day and departs the next day but also when an officer leaves one station and arrives at another station the next day. In this case also only one day's daily allowance for the two days concerned may be drawn.

(Ar. Gl.'s No. 995-A.—354-23, dated 11th September 1923.)

(2) The concession allowed under this rule is not admissible when the day of departure from one station and the day of arrival at another station are the same.

(Ar. Gl.'s No. 23-A.—453-23, dated 11th January 1924.)

(3) No daily allowance is admissible to an officer under Supplementary Rule 76-A unless he arrives at a place on the forenoon and stays there for the remaining part of the day, as defined in Supplementary Rule 2 (7). Also daily allowance in addition to mileage allowance is not admissible when the day of arrival and the day of departure happen to be same.

(Ar. Gl.'s No. 1182-A.—452-23, dated 29th November 1923.)

[G. I. Supplementary Rule 81 (a).]

(1) The Hon'ble Resident in Mysore is competent to sanction the payment by Government of the cost of conveyance of his own horses, etc., by railway or steamer under the provisions of this rule.

(G. I. No. 821-F. D., dated 2nd February 1907.)

Officers appointed to the Council of India.

[G. I. Supplementary Rule 106 and 108.]

(1) A gentleman who is habitually resident in India at the time of receiving notice of his intended appointment to the Council of India, shall receive £250 as allowance for equipment and £100 for the voyage to England to be paid on appointment and £100 to be paid on termination of office for the return voyage to India.

(G. I., F. D., No. F.-17 (1)-C. S. R., dated 25th June 1924.)

Bishops of Calcutta, Madras and Bombay.

(2) In exercise of the powers conferred on him by section 118 (1) of the Government of India Act, the Secretary of State for India in Council, in supersession of previous orders on the subject, hereby fixes the allowances, payable to a Bishop of Calcutta, Madras, or Bombay for the expenses of equipment and voyage at the amounts specified below, provided that the allowance is not payable to a Bishop who was a member of the Government services in India at the time of his appointment:—

- (a) If resident in Europe at the time of appointment, £500 for equipment and voyage.
- (b) If resident in India or Ceylon at the time of appointment, £250 for equipment, but no allowance for voyage.
- (c) If resident elsewhere than in Europe, India or Ceylon at the time of appointment, £250 for equipment, and such further allowance for voyage not exceeding £250 as shall be decided by the Secretary of State for India in Council according to the circumstances of the case.

(S. of S.'s Desp. No. 51-Pub., dated 1st June 1923, with G. I., F. D., No. 1936-C. S. R., dated 24th October 1923.)

Passages from India furnished at Government expense.

[G. I. Supplementary Rule 108 and
Annexure VIII, M. T. A. Rules.]

(1) In the cases of civil officers for whom *passages from India* are furnished at Government expense the following rules have been issued both by the Government of India and the Madras Government:—

- (a) that, except in special cases, “ B ” class and not “ A ” class accommodation should be provided and
- (b) that if an officer is entitled to a return passage a return ticket should be taken. This would not apply to cases such as that of Indian Civil Service probationers where the period of absence is likely to exceed the period of currency of a return ticket.

The rules issued by the High Commissioner for India in regard to officers *proceeding to India* are as follows:—

- (1) First class “ A ” accommodation to Bombay is only to be obtained,
 - (i) in cases where “ B ” accommodation is unobtainable on the boat in which it is desired to book a passage or
 - (ii) for high officials for whom it is considered appropriate.
- (2) In other cases “ B ” accommodation to Bombay and “ A ” accommodation to Calcutta shall be provided for civil officers in all departments. This applies both to first and second class passages.

(G. I., F. D., Resoln. No. 182-C. S. R., dated 12th April 1924.)

See also rules in Section IV in Appendix C in Part I.

Transfers otherwise than for the public convenience.

[G. I. Supplementary Rule 114.]

(1) When a Government servant is transferred otherwise than for the public convenience, a copy of the order of transfer should be sent to the Audit Officer of the circle of audit in which he is serving, with an endorsement stating the reasons for the transfer. In the absence of such an endorsement, the Audit Officer shall assume that the Government servant has been transferred for the public convenience.

In the case of non-gazetted Government servants a certificate from the head of the office will be accepted by the audit office in lieu of the copy of the order of transfer.

(Audit Instn. No. 114, Vol. II.)

Deputation of Sub-Inspectors to the Salt Depot is not transfer.

(2) The deputation of sub-inspectors in the Salt Department on storage duty at the Madras depot should be regarded as strictly temporary and such officers should not be permitted to take their families with them at the public cost unless the period of deputation exceeds three months.

(M. G. Fin. U. O. Note No. 406-1-C. S. R., dated 2nd February 1924.)

Transport of personal effects by rail.

[G. I. Supplementary Rule 116 (a) I (iii).]

(1) Claims preferred under this rule should be paid at the "Owner's risk" rate.

(Audit Instn. Cir. No. 20, dated 17th November 1924.)

(2) The Government of India have decided that in cases where a Government servant is transferred from A to B and is again transferred within a reasonably short time to C, he may be allowed under Supplementary Rule 116 (a) I (iii) to recover the cost of carriage of personal effects from A to C subject to the conditions (i) that the total weight carried from B to C and from A to C does not exceed the maximum limit prescribed in the rule and (ii) that the total cost of transporting the effects from A to B, from B to C and from A to C does not exceed that admissible from A to B *plus* that admissible from B to C.

(G. I., F. D., No. F.-294-C. S. R.—25, dated 7th October 1925, with Ar. Gl.'s Endt. No. 590-A.—308-25, dated 23rd October 1925.)

[G. I. Supplementary Rule 116 (a) I (iv).]

(1) The authorities competent to allow officers under the control of the Central Government, the concession laid down in Supplementary Rule 116 (a) I (iv) (2), will be the Heads of Departments. Any case in which it is considered that the privilege has been abused should be brought to the notice of the Government of India by the Accountant General.

(G. I., F. D., No. F.-148-C. S. R., dated 4-11th November 1924.)

Transport of conveyances on transfer.

(2) The Commissioner of Income-tax, Madras, has declared that for the purpose of clause (iv) of Rule 116 (a) I, the Assistant Commissioners of Income-tax and Income-tax Officers belong to the class of officers holding posts in which the possession of a conveyance would be advantageous from the point of view of their efficiency and permits them to draw the actual cost of transporting their conveyances during journeys on transfer within the limits prescribed in sub-clause (3) of clause (iv) of Rule 116 (a) I.

(Commr. of I. T. Procdgs. D. Dis. No. 2368-25, dated 18th December 1925.)

(3) Having regard to the railway rule that motor cycles are not carried by goods train unless they are created, the Government of

India have decided that freight by passenger train should be taken as the "Actual cost" for the purpose of Supplementary Rule 116 (a) I (iv) (3) in respect of motor cycles.

(Ar. Gl.'s No. 698-A.—212-24, dated 3rd November 1924.)

Reimbursement of conveyance of personal effects by road between stations connected by rail.

[G. I. Supplementary Rule 116 (a) II (iii).]

(1) Heads of Departments may accord sanction to the carriage at Government expense of personal effects by road instead of by rail between stations connected by railway.

(Ar. Gl.'s No. 961-A.—348-23, dated 11th September 1923.)

Travelling allowance of family.

[G. I. Supplementary Rule 116-II (b) (iii).]

(1) Travelling allowance, under this rule, of the family of an officer on transfer should be regulated with reference to the facts at the time of the journey in respect of which the travelling allowance is claimed.

(Audit Instn. Cir. No. 20, dated 17th November 1924.)

Government servants taking war concession leave.

[G. I. Supplementary Rule 124.]

(1) Supplementary Rule 124 is also applicable to an officer who is transferred to a new station while on leave on average pay in excess of 4 months when the excess over 4 months is covered by the war concession leave referred to in the note to Fundamental Rule 81.

(Ar. Gl.'s No. 45-A.—9-23, dated 17th January 1924.)

Journeys to Hill Stations.

[G. I. Supplementary Rule 128.]

(1) All Deputy Auditors General (Inspection) and other touring officers working directly under the Auditor General's orders have been exempted from the operation of this rule.

(G. I., F. D., No. 103-F. D., dated 17th September 1924.)

Free transit at the expense of the Indian State.

[G. I. Supplementary Rule 182.]

(1) When a Government servant uses for a journey, other than a journey by railway or by sea or river steamer, a means of locomotion provided at the expense of an Indian State and does not pay the cost of its use or propulsion, and when such a journey is combined with a journey by railway, the allowance admissible to him should be regulated in accordance with Supplementary Rule 76

modified in respect of the journey other than the Railway journey with reference to the provisions of Supplementary Rule 182.

(Audit Instn. Cir. No. 27, dated 31st August 1925.)

Controlling Officers.

[G. I. Supplementary Rule 191.]

(1) The following Heads of Departments under Finance Department shall be their own controlling officers for travelling allowance purposes:—

1. Auditor General.
2. Controller of the Currency.
3. Accountants General and Comptroller, Assam.
4. Deputy Controllers of the Currency.
5. Chief Auditors and Government Examiners of Railway Accounts except Government Examiner of Accounts of Assam Bengal Railway.
6. Mint and Assay Masters.
7. Collectors of Customs, Madras, Bombay, Calcutta, Rangoon and Karachi.

As regards officers subordinate to those mentioned above, the latter are competent to declare what authority shall be the controlling officer.

(G. I., F. D., No. 431-E. B., dated 12th May 1922 and G. I., F. D., No. D-5658-C. S. R., dated 10th November 1924.)

(2) The Government servants mentioned in column (2) of the statement below are the controlling officers of those mentioned in column (1) for purposes of travelling allowance bills.

Government servants. (1)	Controlling officer. (2)	Authority. (3)
Subordinates of the Customs Department, both Gazetted and Non-Gazetted.	Collector of Customs, Madras.	Government of India, Central Board of Revenue, No. 1700, dated 15th May 1924.

Audit.

Staff of the Assistant Accounts Officer, Commercial Branch.	Assistant Accounts Officer, Commercial Branch.	Auditor General's No. 2779-E-627-25, dated the 29th June 1925.
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Payment of travelling allowance bills without countersignature.

[G. I. Supplementary Rule 193 (b).]

(1) The Director of Commercial Audit, the Assistant Accounts Officer, Army Factory Audit and the Inspectors of Commercial

Audit are exempted from the operation of Supplementary Rule 192 and are authorised to present their travelling allowance bills in anticipation of the countersignature of their controlling officers, under this rule.

(Ar. Gl.'s No. 726-E.—746-24, dated 14/18th February 1924 and G. I., F. D., No. D.-2007-F. E., dated 4th July 1925.)

Leave to temporary and officiating Government servants.

[G. I. Supplementary Rule 285.]

(1) The different kinds of leave referred to in clauses (a), (b) and (c) of Supplementary Rule 285 are cumulative and not alternative.

(Audit Instn. No. 115, Vol. II.)

Fees.

[Appendix 3 to G. I. Supplementary Rules.]

(1) The various authorities including Chief Commissioner, named in Appendix III, Serial No. 4, exercise full powers under Supplementary Rule 9. The fact that the word "fee" is not included in column 3 of Appendix III in the abbreviated "Nature of powers" does not mean that these competent authorities named in column 4 are therefore not entitled to sanction *fees* also.

(Ar. Gl.'s No. 1150-A.—444-23, dated 16th November 1923.)

APPENDIX A.

[See paragraph (1) under G. I. Supplementary Rule 2 (10).]

List of Heads of Departments under the Central Government for the purpose of the Government of India Supplementary Rules.

Foreign and Political Department.

1. Resident at Baroda.
2. Resident at Kashmir.
3. Military Adviser-in-Chief, Indian State Forces.
4. British Envoy at the Court of Nepal.
5. Consul-General and Agent of the Government of India in Khorasan.
6. Political Officer in Sikkim.
7. Resident at Gwalior.
8. The Agent to the Governor-General, Punjab States.

Home Department.

9. Director, Intelligence Bureau.
10. High Court, Calcutta.

Department of Revenue and Agriculture.

11. Surveyor-General.
12. Agricultural Adviser.
13. Director-General, Observatories.
14. Inspector-General, Forests.
15. President, Forest Research Institute.
16. Director, Botanical Survey.

Department of Education and Health.

17. Director-General, Indian Medical Service.
18. Director-General, Archæology.
19. Educational Commissioner.
20. Director, Zoological Survey.
21. The Metropolitan.
22. Secretary, Board of Examiners.
23. Council of Imperial Library.
24. Keeper of the Records of the Government of India.

Department of Industries.

25. Commissioner, Northern India Salt Revenues.
26. Director, Geological Survey.
27. Chief Inspector of Mines.
28. Controller of Printing, Stationery and Stamps.
29. Chief Controller of Stores, Indian Stores Department.

Public Works Department.

30. Director-General, Posts and Telegraphs.
31. Superintending Engineer, Simla Imperial Circle.

Railway Department.

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|--|----------------------|
| 32. (a) Agents | } of State Railways. |
| (b) Chief Engineers | |
| (c) Chief Transportation Superintendents | |
| (d) Chief Commercial Managers | |
| (e) Chief Operating Superintendents | |
| (f) Chief Traffic Managers | |
| (g) Chief Mechanical Engineers | |
| (h) Locomotive and Carriage and
Wagon Superintendents | |
| (i) Controllers of Stores | |
33. Engineers-in-Chief of lines under construction or survey.
 34. Senior Government Inspectors of Railways at Calcutta, Lahore, Lucknow, Bombay and Madras.
 35. Chief Mining Engineer, Railway Board.

Finance Department.

36. Auditor General.
37. Controller of the Currency.
38. Accountants General and the Comptroller, Assam.
39. Deputy Controllers of the Currency.
40. Chief Auditors and Government Examiners of Railway Accounts except the Government Examiner of Accounts, Assam Bengal Railway.
41. Mint and Assay Masters.
- 41-A. Commissioners of Income-tax.
- 41-B. Central Board of Revenue.
- 41-C. Collectors of Customs at Calcutta, Bombay, Madras, Rangoon and Karachi.

Department of Commerce.

42. Director General of Commercial Intelligence.

Chief Commissioner's Province.

43. Any authority which a Chief Commissioner may declare to be a Head of a Department.

(G. I., F. D., No. 336-C. S. R., dated 25th April 1922; G. I., F. D., No. 613-C. S. R., dated 26th March 1922; G. I., F. D., No. F.-261-C. S. R.-25, dated 24th August 1925; G. I., F. D., No. 233-C. S. R., dated 12th February 1924 and G. I. 1188-C. S. R., dated 16th May 1924.)



PART III.—MADRAS TRAVELLING ALLOWANCE RULES.

EXTENT OF APPLICATION.

Travelling allowance of Divisional Accountants.

[M. T. A. Rule 1.]

(1) The travelling allowance of all divisional accountants (working in Public Works divisions as well as in the Accountant General's Office) are governed by the Madras Travelling Allowance Rules.

(G. I., F. No. D.-3251-F. E., dated 16th December 1924; Case Rec. 13 P. W., 39 of 1923-24.)

DEFINITIONS.

Family.

[M. T. A. Rule 2 (iv).]

(1) A Government servant cannot make claims in respect of travelling allowance or travelling expenses on account of more than one wife.

(M. G. Fin. U. O. Note No. 406-1-C. S. R., dated 2nd February 1924.)

List of Public conveyances.

[M. T. A. Rule 2 (ix).]

(1) The list of public conveyances plying in this presidency is given in Appendix A to this part of the Manual.

Controlling offices.

[M. T. A. Rule 3.]

(1) The authorities declared by Government and by Heads of Departments as the Controlling officers for the countersignature of the travelling allowance bills of each Government servant or class of Government servants under this rule will be found in Appendix B to this part of the Manual.

Journeys on transfer.

[M. T. A. Rule 7 (a) (iii).]

(1) Controlling officers have no discretion to restrict the travelling allowance for journeys on transfer to travelling allowance admissible for journeys on tour.

(G. O. No. 543-Mis. Fin., dated 23rd July 1924; Case H. A. 1-2 of 1924-25.)

Scale of establishments to be taken on tour.

[M. T. A. Rule 7 (c).]

(1) The scales of establishments which subordinate authorities may take with them on tour without the special sanction of their

controlling officers are given in Appendix C to this part of the manual.

GRADES OF OFFICERS.

Promotions or reversions with retrospective effect.

[M. T. A. Rule 8.]

(1) The travelling allowance of a Government servant who is promoted or reverted with retrospective effect should not be revised in respect of the period intervening between the date of promotion or reversion and that on which it is notified, except when the notification implies a change of duties. In the case of all bills audited before the notification appears, the audit officer should be guided by facts known officially at the time, but in the case of travelling allowance bills not presented or audited before the promotion is gazetted, there is no objection to the audit officer recognising the retrospective effect of the notification.

(M. G. Fin. U. O. Note No. 406-1-C. S. R., dated 2nd February 1924.)

(2) A Government servant's claims to travelling allowance should be regulated by the rules in force at the time the journey in respect of which they are made were undertaken.

(Audit Instn. No. 104, Vol. II.)

Continuance of travelling allowance for days spent in casual leave.

[M. T. A. Rule 11.]

(1) Government servants on casual leave may draw fixed monthly travelling allowance or conveyance allowance, but under no circumstances whatever, can they draw travelling allowance of any other kind during such leave.

(M. G. Fin. U. O. Note No. 406-1-C. S. R., dated 2nd February 1924.)

Sphere of duty.

[M. T. A. Rule 12.]

(1) A Government servant is not considered to have travelled beyond his sphere of duty for the purposes of this rule if in order to shorten his journey to some place within his sphere of duty, he has to pass through stations which are not situated within it.

(M. G. Fin. U. O. Note No. 406-1-C. S. R., dated 2nd February 1924.)

FIXED TRAVELLING ALLOWANCE.

Rules for claiming and admissibility of the same—Government servants who should perform minimum tour in a month.

(1) A claim for fixed travelling allowance should be included in the main pay bill for the month, the claim being made out on the

assumption that the minimum touring required for the month has been performed.

(2) The amount thus drawn should be disbursed along with pay.

(3) The Government servants concerned should submit journals for the tours made in a month in about the beginning of the next month to which they relate, and any amount paid in excess should be adjusted by short deduction of that amount from the fixed travelling allowance due for the next month.

(4) The pay bills of establishments in which claim for fixed travelling allowance is included, should be supported by the following certificate:—

“Certified that, in respect of fixed travelling allowance claims drawn in previous months, I have obtained the necessary journals and have satisfied myself that the Government servants concerned made the requisite tours and that in cases where the requisite tours have not been made the necessary recoveries have been effected.”

(5) Where the pay bills require the countersignature of a controlling officer, the certificate referred to in paragraph (4) should also be countersigned by the controlling officer.

(6) Fixed travelling allowance should be drawn for a Government servant only for the period he is on duty. (No fixed travelling allowance is admissible for periods of absence on leave or joining time—*vide* Madras Travelling Allowance Rule 14.)

Examples:—

(a) A supervisor of the Public Works Department, whose minimum amount of touring is 20 days in a month is on duty for 21 days in a month of 31 days and on leave or on joining time or both for the remaining 10 days. He is entitled to a fixed travelling allowance of $\frac{21}{31}$ of Rs. 40 or Rs. 27-1-7 or Rs. 27-2-0 provided he puts in not less than the proportionate number of tour days, *viz.*, $\frac{21}{31} \times 20$ days or 14 days.

(b) For every day short toured he would lose Rs. 2, *i.e.*, $\frac{1}{20}$ of Rs. 40.

(c) He is not entitled to draw more than Rs. 27-2-0 for the period he is on duty (*i.e.*, 21 days) even if he tours more than 14 days and not even if he completes the 20 days.

(d) If he is on duty the whole month and tours for only 15 days a reduction of $\frac{20-15}{20}$, *i.e.*, $\frac{5}{20}$ ths should be made from the amount of fixed travelling allowance for the month.

(e) Similarly if a Government servant who was on duty for half a month only and has, therefore, to do a minimum touring for 10 days to earn the fixed travelling allowance for half the month does touring only for 8 days, a retrenchment of $\frac{10-8}{10}$ ths, *i.e.*, $\frac{2}{10}$ ths of

Rs. 20, the amount due for the fixed travelling allowance for the month should be made.

(7) The days spent on tour outside jurisdiction may be counted towards the minimum number of tour days prescribed for a month irrespective of the fact whether fixed travelling allowance has been exchanged for travelling allowance under the ordinary rules for those days or not.

(8) Whenever fixed travelling allowance is exchanged for mileage under Madras Travelling Allowance Rule 59, it should be stated in the remarks column of the Travelling Allowance bill that the journey was performed beyond jurisdiction.

(9) When the option of exchanging fixed travelling allowance is exercised under Rule 59, the only other allowances that can be drawn are those mentioned in the rule. It follows that no daily allowance or other allowance can be drawn for a day of halt or for a day in which the only journey was a journey by road not exceeding 20 miles.

(N.B.—Full mileage may, however, be drawn for road journeys made in continuation of railway journeys out of jurisdiction irrespective of the number of miles travelled by road alone.)

(10) In all cases where mileage is claimed for journeys beyond jurisdiction, fixed travelling allowance should be deducted for the entire period occupied by the journeys including the days of halt and road journeys of less than 20 miles (for which no daily allowance is admissible under clause 9 above). The deduction should be made from the travelling allowance bills themselves at the rate of $\frac{1}{28}$, $\frac{1}{29}$, $\frac{1}{30}$ or $\frac{1}{31}$ per diem of the rate sanctioned for a month.

Government servants for whom minimum half-yearly tours are prescribed.

(11) No monthly certificates of touring need be furnished in these cases.

(12) Half-yearly statements are furnished by Collectors in the case of Tahsildars and Deputy Tahsildars and by the Examiner of Local Fund Accounts in the case of District Inspectors of Local Fund Accounts.

(13) For purposes of regulating the minimum touring of Tahsildars and Deputy Tahsildars, the half-years should be taken as ending on 30th June and 31st December. In the case of District Inspectors of Local Fund Accounts half-years begin from 1st April and 1st October.

(14) Recoveries on account of proportionate reduction of fixed travelling allowance should be calculated as follows:—

(15) A Tahsildar whose monthly fixed travelling allowance is Rs. 37-8-0 and who has to tour for 3 months (i.e., 90 days) in each half-year actually tours for 40 days. He will have to refund $\frac{50-40}{9}$ of Rs. 37-8 × 6, i.e., Rs. 125.

Special rules for Deputy Inspectors of Schools.

(16) If the number of days spent on tour in a month by a Deputy Inspector falls short of the prescribed number but exceeds or equals 14 or 10 days in the months for which 20 and 15 days are respectively prescribed, his permanent travelling allowance shall be reduced by one-half, unless the special sanction of the District Educational Officer has been obtained. If the number of days falls below 14 or 10 days the allowance shall lapse altogether.

(17) If a Deputy Inspector is in charge of a range for only part of a month, to entitle him to a proportionate part of his fixed travelling allowance, he must have been on tour for such number of days as the District Educational Officer approves as sufficient.

(18) The above rules do not apply to the Deputy Inspectors of Madras, the Sub-Assistant Inspectress of Girls' Schools and the Deputy Inspector of Muhammadan Schools.

(19) For the purpose of calculating the minimum period prescribed in the above rule *a day on tour* generally means a day as defined in Madras Travelling Allowance Rule 2 (b) (iii), spent away from headquarters. If a Deputy Inspector returns to headquarters on the same day on which he went out, such day shall not be counted as a day of tour for the above purpose unless he has spent at least eight hours in the day out of headquarters.

Survey subordinates.

(20) The journeys of Survey subordinates while on the special duty of instructing in surveying shall be considered as "on tour" and on duty "beyond their jurisdiction."

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

Conditions of drawing Fixed Travelling Allowance.

[M. T. A. Rule 13.]

(21) The following table shows the conditions under which the Government servants for whom fixed travelling allowance have been sanctioned may draw the same.

Government servants for whom Fixed Travelling Allowance have been sanctioned.	Conditions of minimum touring, etc., prescribed for earning the full amount of Fixed Travelling Allowance.	Authority.
(1)	(2)	(3)
Special Tahsildars . . .	<i>Land Revenue.</i>	
	20 days per mensem . . .	G. O. No. 7-Mis. Rev., dated 4th January 1926, with Fin. Endt. No. 258—1-C. S. R., dated 7th January 1926.

Government servants for whom Fixed Travelling Allowance have been sanctioned.	Conditions of minimum touring, etc., prescribed for earning the full amount of Fixed Travelling Allowance	Authority.
(1)	(2)	(3)
Tahsildars and Deputy Tahsildars (except in Wynad Taluq).	3 months in the half-year, the periods of half-years ending with 30th June and 31st December.	G. O. No. 1193-Rev., dated 5th August 1924 and T. M. Circular No. 24-9 of 24-25-1242, dated 9th June 1925.
Tahsildars and Deputy Tahsildars in Wynad Taluq.	2 months Do. do.	
Tahsildars and Deputy Tahsildars in the South Kanara District and Malabar District except the Wynad Taluq.	3 months in the first half of the year (i.e., from 1st January to 30th June).	
	and	
	2 months in the second half of the year (i.e., from 1st July to 31st December).	
Head Surveyors, Deputy Surveyors and Sub-Assistants.	The Fixed Travelling Allowance can be drawn only when they are placed in charge of sections.	G. O. No. 739-Fin., dated 1st September 1922.
Revenue Inspectors and their peons and Taluq peons.	25 days in the month	G. O. No. 962-Mis. Rev., dated 20th July 1923.
Minor Irrigation Overseers	20 Do. do.	G. O. No. 1558-Mis., Rev., dated 17th October 1923.
Do. Supervisors	10 Do. do.	G. O. No. 1516-Rev. Mis., dated 29th September 1924.
Do. Lascars	20 Do. do.	
Excise.		
Excise Inspectors	(1) 21 days in the month	G. O. No. 431-Rev., dated 15th March 1924.
	(2) Should maintain a suitable horse.	
	(3) Deductions should be made at Rs. 3 a day for days that fall short of the minimum touring and at Rs. 1-4 a day for days on which horse is not maintained and also when they are exempted from maintaining a horse.	
	(4) The following certificate should be furnished in the monthly salary bills:— “I hereby certify that during the month I was on tour for.....days and maintained a suitable horse for.....days”.	
	Note.—In exceptional cases and for special reasons the Commissioner of Excise may grant exemptions from maintaining a horse.	

Government servants for whom Fixed Travelling Allowance have been sanctioned.	Conditions of minimum touring, etc., prescribed for earning the full amount of Fixed Travelling Allowance.	Authority.
(1)	(2)	(3)
Assistant Inspectors while they are attached to preventive circles.	(1) 21 days in the month (2) should maintain a suitable horse. (3) Deductions to be made at Rs. 2 per day for days that fall short of the minimum touring and at Rs. 1-4 a day for days on which horse is not maintained.	G. O. No. 431-Rev., dated 15th March 1924.
Sub-Inspectors while they are attached to preventive circles.	No minimum touring and no conditions.	G. O. No. 79-Fin. (S. R.), dated 25th February 1922.
Forest.		
Foresters in charge of ranges and those serving in Agency.	4 months in every half-year. Journeys made within 5 miles of head-quarters may also be included in the period of minimum touring prescribed.	G. O. No. 195-Mis. Dev., dated 4th February 1925.
Other Foresters	4 months in every half-year	
Special Veterinary Assistant, Mount Stuart.	(1) 3 months in every half-year (2) Tours to be confined to visiting live stock.	
Local Fund Accounts.		
Inspectors of Local Fund Accounts whose Head Quarters are not in Madras City.	3 months in every half-year beginning from 1st April and 1st October.	G. O. No. 986-Mis. Fin., dated 15th November 1923.
Police.		
Sub-Inspectors of Police	The Deputy Inspector General should decide the nature of conveyance for each station.	G. O. No. 82 Press Judicial, dated 18th February 1925 and G. O. No. 561-Fin., dated 1st July 1925.
Education.		
Deputy Inspectors of Schools.	20 days in each of July, August, September and October 15 days in each of January, February, March, June, November and December.	Paragraph 81 of the Madras Inspection Code.
	No days in April and May	
	Note.—The total number of days on tour in a year should not fall below 190.	

Government servants for whom Fixed Travelling Allowance have been sanctioned.	Conditions of minimum touring, etc., prescribed for earning the full amount of Fixed Travelling Allowance.	Authority.
(1)	(2)	(3)
Supervisors of Elementary and Sanskrit Schools.	20 days in each of January, March, June and November. 15 days in December. No days in April and May.	Paragraph 81 of the Madras Inspection Code.
	<i>Vaccination.</i>	
Vaccinators in Agency	No condition fixed.	G. O. No. 1776-P. H., dated 30th October 1923.
	<i>Public Works.</i>	
Supervisors (Upper Subordinates).	20 days in the month.	G. O. No. 358, dated 22nd March 1924.
Overseers (Lower Subordinates).		

Deduction from the fixed travelling allowance on account of journeys on free pass.

[M. T. A. Rule 14.]

(1) When a Government servant in receipt of a fixed travelling allowance travels on a free pass either in a company's steamer or in a railway train within his sphere of duty he should deduct the value of the fares for the journey for which he has used the pass during the month from the amount of the fixed travelling allowance for the month.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

MILEAGE ALLOWANCE.

Shortest route.

[M. T. A. Rule 19.]

(1) The route *via* Lower Anicut and Aduturai has been declared to be the shortest route to Trichinopoly from Jayankondasolapuram.

(2) The route from Kodaikanal road station to Kodaikanal *via* the new ghat road is a shorter one than the old Coolie ghat road.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

Special reasons for drawing mileage allowance.

[M. T. A. Rule 22.]

(1) The special reasons to be furnished under this rule when mileage allowances are claimed for journeys by road exceeding 20 miles should be given in the travelling allowance bills.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

Scope of the rule.

[M. T. A. Rule 23.]

(1) So long as a Government servant is required by his superior either on account of the urgency of the work or for some special reason, to travel by a conveyance in which a Government servant of his class would not ordinarily travel, Rule 26 applies and the actual cost of transit may be drawn. But, it is not intended that any general orders should be given or that any general practice should prevail allowing, a certain class of officials, actual expenses for all journeys performed.

The fact that travelling in any particular locality is unusually expensive does not warrant the indiscriminate use of Rule 26. In such a locality special rates of travelling allowance may be necessary, but they must be sanctioned by Government.

In the case of a non-gazetted Government servant who is himself the head of an office, claims under Rule 23 of the Madras Travelling Allowance Rules for actual expenses incurred in connection with journeys by public or hired conveyances should be admitted only if the subordinate concerned obtains the necessary authorization from his controlling officer. Every claim under this rule should be supported by a memo. signed by the head of the office, containing the details of the actual expenses incurred.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

Actual expenses for transport of camp equipment by road.

[M. T. A. Rules 24 and 54.]

(1) The following instructions may be helpful in preferring claims under these rules:—

- (i) if a Government servant takes camp furniture alone by road he is not entitled to any additional allowance except the mileage of his grade;
- (ii) if a Government servant carries his own tents, he gets 50 per cent. extra mileage. He has no claim to recover in addition the actual cost of transport by road under Rule 54 on the ground that his subordinates have been allowed the use of the tents;
- (iii) when a Government tent is taken by a Government servant into camp, *primarily* for the use of his subordinates Rule 54 applies and the actual charges thereof are borne by Government and treated as office contingencies. No

recovery need be made from the Government servant even if both the Government servant as well as his subordinates use the tents. In such a case, it is not open to the Government servant to claim enhanced mileage under Rule 24;

- (iv) when a Government servant carries a Government tent for his personal use he gets increased mileage under Rule 24; he cannot, however, claim in lieu of this, ordinary mileage *plus* actual cost of transport of tent when this is more advantageous;
- (v) the above instructions do not apply to non-gazetted Government servants who have been supplied with Government tents for journeys in the Agency Tracts. They can carry the tents at Government expense under Rule 54 whether the tents are used for office or for private purposes but they cannot draw enhanced mileage allowance under Rule 24.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

JOURNEYS BY RAILWAY.

Through booking.

[M. T. A. Rule 28.]

(1) All claims under this rule on account of travelling allowance for a class higher than that ordinarily admissible must be supported by a certificate furnished in the travelling allowance bills that a through ticket was actually purchased.

(Cir. No. T. M. 24-11-2667, dated 30th July 1923.)

(2) Please see also audit instruction under Rule 38 of the Government of India Supplementary Rules.

Reserve Inspectors and Sergeants.

[M. T. A. Rule 29.]

(1) Reserve Inspectors and Sergeants who proceed on treasure escort duty, should travel in the same railway compartment as the escort which is under their charge and their travelling allowance will be regulated under this rule.

(G. O. No. 365 (Mis.) Judl. Pol., dated 4th July 1924.)

JOURNEYS BY STEAMER.

Scope of the rule.

[M. T. A. Rules 30 to 32.]

(1) Rules 30 to 32 are intended to govern only journeys within Indian Waters.

(2) The term "Indian Waters" is intended to cover journeys to and from Indian ports and beyond sea-stations administered by the

Government of India, viz., Aden, the Andamans and Burma, in accordance with the definition of the term "Indian Waters" in the Army Regulations, India, Volume X (Passage).

Passage money for the journey between the United Kingdom and any port in India.

(3) The Accountant General, Madras, will make necessary arrangements for free passages to England direct with the Shipping Companies or through their Agents.

(4) The matter of selection of a particular Steamship line is left to the discretion of the Accountant General who would be guided by considerations of economy and by the particular circumstances and needs of each case; e.g., the comparative cheapness of some other line of steamers might in cases of urgency be more than counter-balanced by the greater speed and regularity of the mail service.

(5) In certain cases where a satisfactory reasons are given by the officers concerned a cash allowance in lieu of a free passage may suitably be granted; as, for instance, when an officer wishes to travel with his wife or family or when he already has a return ticket for a line by which Government would not ordinarily book passage themselves.

(6) Rates of passage money to be paid in cash when officers are left to make their own arrangements, shall be as follows:—

	1st class.	2nd class.
Between the United Kingdom and any port in India proper .	£49-10	£39
Between the United Kingdom and Aden direct . . .	£43-10	£33
Between the United Kingdom and Rangoon direct . . .	£72	£62

These rates are subject to conversion at the official rate of exchange that may be current when the allowances are paid.

(M. G. Fin. U. O. Note No. 406-I-C. S. R., dated 2nd February 1924.)

Passages arranged through B. I. S. N. Company.

(7) In view of Government of India Finance No. F.-64-C. S. R.-25, dated 6th March 1925, it has been held in this office that three-fourths of the B. I. S. N. rates from time to time should be adopted both for single and return passages when cash payments are made to officers.

(G. A. D. file No. 45/1 of 1924-26.)

DAILY ALLOWANCE.

Journeys and halts made within 5 miles radius from Headquarters.

[M. T. A. Rule 36.]

(1) In cases where a village is less in a straight line than five miles from headquarters but more than 5 miles by the only practi-

cable route to it travelling allowances may be admitted by that route; but an allowance cannot be granted simply on the ground that a journey exceeding 5 miles was performed in visiting several villages none of which was more than 5 miles from headquarters by the ordinary direct route.

(2) Rule 36 applies to cases where the Government servant comes to a halt without reaching a distance exceeding 5 miles from headquarters. But it does not apply when the journey is continued without interruption to a point more than 5 miles distant from headquarters even though at the expiration (mid-night) of the day on which he started he has not yet reached such a point.

(3) The radius of 5 miles from headquarters for journeys within which no travelling allowance is admissible should be determined with reference to the provisions of Rule 21 Madras Travelling Allowance Rules.

(4) A Government servant is not entitled to add short journeys within the 5 miles radius to separate journeys made on the same day which extended beyond the 5 mile radius and charge mileage for the whole distance travelled.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

EXCHANGE OF MILEAGE ALLOWANCE FOR DAILY ALLOWANCE FOR THE WHOLE JOURNEY.

Medical subordinates.

[M. T. A. Rule 40.]

(1) Civil Assistant Surgeons and Sub-Assistant Surgeons on a pay of Rs. 200 and less may draw mileage allowance instead of daily allowance for the whole period of any absence from their headquarters in cases in which the daily allowance will not be sufficient to cover their travelling expenses. A certificate to the effect that the nature of the medical officer's duty is such that the daily allowance is not sufficient to cover his travelling expenses, signed by the District Medical Officer, should, however, be attached to his travelling allowance bill.

Assistant Inspector, Sunkesula Fish Farm.

(2) The Assistant Inspector, Sunkesula Fish Farm, is permitted to draw mileage allowances admissible for the whole of his absence from headquarters on condition that no daily allowance is drawn for such periods. He will not be entitled to daily allowance for halts during the course of his journeys.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

Move of Government.

[M. T. A. Rule 43.]

(1) The concession in this rule is not to be applied to the annual moves between Madras and Ootacamund.

(G. O. No. 474-Fin., dated 19th October 1909.)

Scope of the rule.

(2) Where economy of an officer's time is involved, there can be no difficulty in deciding that transport by rail (or steamer) of horses and camp equipment is necessary in the interests of the public service. Such, for example, are the cases where an officer, while on tour, finds that his duty requires him to move to a new camp at such a distance that if he travels by road he must halt in the journey at places where he has no work, while to travel by rail himself, parting from his horses and camp equipment and sending them by road, involves a waste of time at one or other of the camps. The sanctioning authority within whose knowledge the details of the officer's duty will be in each case, will be in a position to decide whether the long move was necessary.

(G. O. No. 272-Fin., dated 26th March 1897.)

(3) Sanctions under this rule should be given with the following provisions in view:—

- (a) the fundamental principle to be applied is to observe whether the public interests (including in this expression the economy of the Government's time) necessitate or make it desirable that the conveyances or equipment should be sent by rail instead of by road;
- (b) public service and public duty do not include riding or driving to and from office at headquarters;
- (c) no sanction should be given unless the Government servant's duties require that he should keep a conveyance or camp equipment;
- (d) in each case, it is a question of fact whether the public interests require that the conveyance should be railed.

Government servants claiming concessions under Rule 46 (a) should submit their applications in the subjoined form.

(4) Railway receipts for camp equipment and private luggage conveyed by rail should be obtained separately.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

Country craft.

[M. T. A. Rule 43 (a).]

(1) The term "country craft" occurring in this rule is used in the sense of a boat only and does not include a motor bus, etc.

(G. A. 56-1678, dated 16th June 1924.)

Servants.

(2) The servants, the cost of whose conveyance is recoverable under Rule 43 (a) of the Madras Travelling Allowance Rules include domestic servants only and not grass-cutters. In addition to the charges for domestic servants, officers are permitted to recover the charge for the conveyance of one grass-cutter for each horse carried at Government expense.

(G. O. No. 579-Fin., dated 9th April 1905.)

(3) A motor bicycle with or without a side-car shall not be treated as bicycle for this purpose.

(G. O. No. 393-Fin., dated 20th May 1919.)

Limitation of tent equipment and camp furniture.

[M. T. A. Rule 43 (e).]

(G.O. No. 584-
Fin., dated
20th Nov.
1911.)

(1) Maximum weight of camp equipment, cost of carriage of which may be recovered, under this rule by Government servants, are given below:—

Government servants.	MAXIMUM WEIGHT OF CAMP EQUIPMENT.	
	Tents (including poles, pegs, mal- lets, durries, sali- tas, chicks, etc., and camp fur- niture).	Camp furniture when tents are not carried.
	Maunds.	Maunds.
	(82 $\frac{2}{7}$ lb)	(82 $\frac{2}{7}$ lb)
<i>Land Revenue.</i>		
Land Revenue Commissioner	90	10
Collect rs (except Collector of Madras)	55	10
Sub-Collectors (all grades)	35	5
Assistant Collectors (passed)	35	5
Ditto (Unpassed)	25	5
Deputy Collectors and Tehsildars on transfer to Deputy Collector's posts and on reversion to their permanent posts.	25	5
Commissioner of Land Revenue and Settlement	90	10
Special Settlement and Assistant Settlement Officers	The scales admissible to these officers in the regular line.	
Assistant Commissioners of Revenue Settlement	25	5
Director of Land Records	Scale in regular line plus 5 maunds.	5

Government servants.	MAXIMUM WEIGHT OF CAMP EQUIPMENT.	
	Tents (including poles, pegs, mallets, durries, salitas, chicks, etc., and camp furniture).	Camp furniture when tents are not carried.
	Maunds. (82½ lb.)	Maunds. (82½ lb.)
<i>Forest.</i>		
Conservators of Forests	35	5
Deputy Conservators and District Forest Officers	25	5
Assistant and Extra Assistant Conservators not in charge of a division.	15	5
Forest Engineer	25	
Chief Conservator of Forests	90	10
Forest Exploitation officer	25	5
Forest Sylviculturist	25	5
Forest Panchayat Officer	25	5
<i>Excise.</i>		
Commissioner of Excise	90	10
Assistant Commissioners of Excise	30	5
Inspectors	25	5
Assistant Inspectors	25	5
<i>Survey.</i>		
Director of Survey	35	5
Assistant Directors	25	5
<i>Jail.</i>		
Inspector General of Prisons
<i>Registration.</i>		
Inspector General of Registration	35	5
<i>Police.</i>		
Inspector General of Police	37	7½
Deputy Inspectors General	35	5
Superintendents	25	5

G. O. No. 956-
Fin., dated
17th Dec.
1919.
G. O. No. 827-
Fin., dated
12th Nov.
1919.
G. O. No.
1012 Rev.,
dated 14th
July 1925.
G. O. No. 386-
Fin., dated
17th June
1915.
G. O. No. 677-
Fin., dated
16th Nov.
1916.
G. O. No. 432-
Fin., dated
28th June
1917.

		MAXIMUM WEIGHT OF CAMP EQUIPMENT.	
Government servants.		Tents (including poles, pegs, mallets, durries, salitas, chick, etc., and camp furniture).	Camp furniture when tents are not carried.
		Maunds. (82½ lb.)	Maunds. (82½ lb.)
<i>Police—concl.</i>			
Assistant Superintendents		25	5
Deputy Superintendents		25	5
Inspectors
<i>Education.</i>			
Director of Public Instruction		35	5
District Educational Officers and Inspectresses of Schools.		Camp furniture 5 maunds.	...
<i>Medical.</i>			
G.O. No. 183- Surgeon General		35	5
Fin., dated 3rd Mar. 1916.			
<i>Public Health.</i>			
Director of Public Health		30	5
Assistant Director of Public Health		30	5
<i>Agriculture.</i>			
Director of Agriculture		Scale in regular line plus 5 maunds.	5
G.O. No. 308- Other gazetted officer in the Agricultural Department.		25	5
Fin., dated 15th May 1917.			
Chief Superintendent, Civil Veterinary Department		30	5
G.O. No. 523- Government Entomologist		25	5
Fin., dated 3rd Aug. 1914.			
Assistant Director of Agriculture		25	5
Lecturing Botanist		25	5
<i>Public Works.</i>			
G.O. No. 204- Chief Engineer, P. W. D.		45	7½
Fin., dated 26th Mar. 1912.			
Chief Engineer for Irrigation		45	7½
Superintending Engineers		40	5
Executive Engineers		35	5
Assistant Engineers		30	5
Upper Subordinates		20	3
General Superintendent, Public Works Workshops and Stores.		25	5
Sanitary Engineer		40	5

is admissible under the other rules on the occasions specified subject to the conditions (if any) mentioned against them.

Government servants permitted.	Purposes or occasions.	REMARKS.
(1)	(2)	(3)
LAND REVENUE.		
Stationary Sub-Magistrate, Kumbakonam.	For his journeys from Kumbakonam to Swaminimalai and back in connection with the inspection of the vital statistics accounts of the Swaminimalai Union.	Actual expenses. (B. P. No. 5616 Routine, dated 17th November 1925.)
FOREST.		
Peons of the Forest Engineer.	For the journey from Pollachi to Sethumadai when an appreciable amount of Government money has to be carried.	Actual expenses until the completion of the New Mount Stuart Ghat Road. (G. O. No. 1267-Dev., dated 12th July 1924.)
REGISTRATION.		
Joint Sub-Registrar, Nagapatam.	For hiring a conveyance for each journey to and fro the Registrar's office, Negapatam, to Velippalayam, when he happens to be in charge of the Sub-treasury, Negapatam.	Actual expenses not exceeding 12 annas each time. (Letter No. 354-Accts., dated 19th October 1925, from the Inspector General of Registration.)
Sub-Registrar, Manantoddy	When he happens to be in charge of the Sub-treasury.	
GENERAL ADMINISTRATION.		
Any subordinates under the Secretary, Legislative Council, Madras.	The Secretary can sanction the charge provided the claim is approved by the Hon'ble the President. (G. O. No. 272-Mis. Law (Leg.), dated 10th July 1924.)
The Sub-Assistant Surgeon and the compounder in the Amindivi Islands.	For journeys by boat from one Island to another.	(G. O. No. Mis. 805-Rev., dated 1st June 1925, with Fin. Endt., No. 20772-1-C.S.R., dated 15th June 1925.)

Government servants permitted. (1)	Purposes or occasions. (2)	REMARKS. (3)
<p>ADMINISTRATION OF JUSTICE.</p> <p><i>High Court.</i></p> <p>Short-hand writers . . .</p> <p>The Golla . . .</p> <p><i>City Civil Court, Madras.</i></p> <p>The Short-hand writer . . .</p>	<p>When attending the Judges' residences on holidays or outside office hours on working days.</p> <p>For carrying money to and from the bank.</p> <p>Whenever he goes to the residence of the City Civil Judge on duty.</p>	<p>They are allowed to draw conveyance charges ranging from Rs. 2 to Rs. 2-12.</p> <p>Conveyance allowance of 4 annas if the Golla takes or brings sums amounting to more than Rs. 500.</p> <p>(Letter No. Dis. 2143—25, dated 20th October 1925, from the High Court.)</p> <p>Actual expenses.</p> <p>(High Court's proceedings No. 920—24, dated 26th April 1924.)</p>
<p>POLICE.</p> <p><i>Office of the Commissioner of Police.</i></p> <p>Clerks of the Pay Section</p> <p>Two clerks of the Statistical Section.</p>	<p>For going to office in the morning for preparing pay bills.</p> <p>For going to office early in morning for the preparation of annual returns.</p>	<p>Sanction has been accorded for a sum not exceeding Rs. 10 per mensem.</p> <p>(The claim will be admitted in audit on the strength of a certificate of actual expenses from the Commissioner.)</p> <p>Sanction has been accorded for a sum not exceeding Rs. 10 annually.</p> <p>(The claim will be admitted in audit on the strength of a certificate of actual expenses from the Commissioner.)</p>

Government servants permitted. (1)	Purposes or occasions. (2)	REMARKS. (3)
<i>POLICE—contd.</i>		
<i>Office of the Commissioner of Police—contd.</i>		
Clerk	For going to the Accountant General's Office to get the pay cheques.	Conveyance charge of Re. 1.
Cashier	For going to the bank on the 1st of every month and once or sometimes twice a week to cash cheques.	(Commissioner's letters Nos. 103-Mis.-25, dated 26th January 1925; 103-Mis.-25, dated 23rd February 1925 and No. 780-Genl.-25, dated 10th October 1925)
<i>Other Police offices subordinate to the Inspector General of Police.</i>		
Government servants subordinate to the respective controlling officers.	When the necessity is established.	Actual expenses. (I. G.'s letter No. F. O. C.-1510-Audit of 1925, dated 26th October 1925.)
<i>PORTS AND PILOTAGE.</i>		
<i>Office of the Agent for Government Consignments.</i>		
Clerks	To go to the Railway Stations, to Kassimode when landing explosives, occasionally to the Secretariat and other offices.	The limit of allowances admissible under these cases is left to the discretion of the Agent for Government Consignments, Madras.
Overseer	For his attendance at surveys of damaged stores and also to supervise the landing and delivery of explosives which are not allowed by the Deputy Port Conservator, Madras, to be landed inside the harbour.	
<i>Presidency Port Officer's Office and all other Outport offices.</i>		
Superior servants in the Presidency Port office and Ministerial establishment in the Outport offices.	In special cases on duty to other public offices situated at a distance not exceeding 5 miles.	Subject to such limits as the Presidency Port Officer and the Port Officer may decide. (Letter No. 2083 A-2, dated 29th/30th October 1925, from the Presidency Port Officer.)

Government servants permitted. (1)	Purposes or occasions. (2)	REMARKS. (3)
SCIENTIFIC DEPARTMENTS.		
Subordinates under the Superintendent, Government Museum.	For journeys performed on duty by his subordinates provided (a) the charges are certified by him as unavoidable and (b) are restricted to the actual expenses incurred by them in hiring a conveyance.	G. O. No. Mis. 337-Law (Edn.), dated 5th March 1924.
EDUCATION		
<i>Government servants in the:—</i>		
Government Training Secondary and Elementary Schools under the District Educational Officer, Madras.	For encashment of bills . . .	Maximum amount per mensem allowed is Re. 1.
Office of the District Educational Officer, Madras.	Ditto . . .	Maximum amount per mensem allowed is Re. 0-8-0.
Deputy Inspector of Schools, Georgetown.	Ditto . . .	Ditto
Deputy Inspector of Schools, Triplicane Range.	Ditto . . .	Ditto.
Office of the Superintendent of Sanskrit Schools.	Ditto . . .	Ditto.
Head clerk of the office of the Superintendent of Sanskrit Schools.	To go to any place in the city of Madras in the interests of the public service.	Maximum amount per mensem allowed is Rs. 1-8-0.
Head clerk of the Presidency College, Madras.	Ditto ditto .	Maximum amount sanctioned per trip is Rs 1-4-0.

Government servants permitted.	Purposes or occasions.	REMARKS.
(1)	(2)	(3)
EDUCATION— <i>contd.</i>		
Office of the Inspectress, Central Circle.	For encashment of bills, etc.	Maximum amount sanctioned per mens- sem is Re. 0-8-0.
Clerk of the Inspectress, Central Circle.	To go to any place in the city of Madras in the interests of the public service.	Maximum amount sanctioned per mens- sem is Rs. 1-8-0.
Office of the Assistant Inspectress, Madras Girls' range.	For encashment of bills, etc.	Maximum amount sanctioned per mens- sem is Re. 0-8-0.
A clerk of the Assistant Inspectress, Madras Girls' range.	To go to any place in the city of Madras in the interests of the public service.	Maximum amount sanctioned per mens- sem is Rs. 1-8-0.
The peon of the office of the Assistant Inspectress, Madras Girls' range.	To accompany the officer in connection with the inspection of schools in the city of Madras.	Maximum amount sanctioned per mens- sem is Rs. 1-8-0 or the actual cost of conveyance which- ever is less.
Queen Mary's College, Mylapore.	Encashment of bills	Maximum amount sanctioned per mens- sem is Rs. 1-8-0.
Head clerk of the Lady Willingdon Training College, Triplicane.	To go to any place in the city of Madras in the interests of the public service.	Ditto.
Peon of the Lady Willingdon Training College, Triplicane.	ditto ditto	Maximum amount sanctioned per mens- sem is Re. 1-0-0.
Woman specialist in Physical Instruction, Madras.	For the encashment of bills and the carrying of messages to Schools in the city of Madras.	Maximum amount sanctioned per mens- sem is Rs. 2-0-0 or the actual cost of conveyance incurred in a month which- ever is less.
		(D. P. I.'s letter No. Dis. 3864-25, dated 14th October 1925.)

Government servants permitted.	Purposes or occasions.	REMARKS.
(1)	(2)	(3)
MEDICAL.		
Clerk of the Director of Anklostomiasis campaign, Madras.	For having conveyance to and from the Imperial Bank for cashing and remitting amounts in the bank.	Actual expenses but not exceeding as. 12.
Clerk of Medical College, Madras.	For having conveyance to and from the Imperial Bank for cashing and remitting amounts in the bank.	Actual expenses.
Clerk, X-ray Institute	Ditto	Actual expenses but not exceeding as. 12.
Cashkeeper of the office of the Surgeon General.	For cashing establishment bills	Rs. 1-8-0. (Surgeon General's letter R. No. T.-A.-Accts, dated 12th November 1925.)
Assistant Surgeon at Manantody.	For their journeys to Begur and Chedleth ranges respectively and back when attending Forest Subordinates.	Subject to a maximum of Rs 7-8-0 per visit. (G. O. No. Mis.-51-Dev., dated 12th January 1926, with Fin. Endt. No. 1374-1-C.S.R., dated 21st January 1926.)
Sub-Assistant Surgeon at the Sultan's Battery.		
AGRICULTURE.		
Assistant Farm Manager or Farm clerk.	For journeys between Samalkota to Peddapur Sub-treasury when the amount of the bill to be cashed or of the remittance to be made exceeds Rs. 500.	Actual expenses not to exceed Re. 1 for each journey. (Letter No. D.-Dis. B.-1310—25, dated 2nd October 1925, of the Director of Agriculture.)

Government servants permitted. (1)	Purposes or occasions. (2)	REMARKS. (3)
<p>CIVIL VETERINARY.</p> <p>The Professor of Pathology and Bacteriology.</p> <p>The Assistant Professor and the Personal Assistant to the Principal.</p>	<p>For journeys performed by them outside the college within the limits of Madras in connection with their official duties enumerated herein. The charges should be only for hiring a special conveyance; no allowance should be drawn in respect of journeys performed in their own conveyances.</p>	<p>Visits to the slaughter house in connection with the instruction of refresher course to final year students in meat inspection.</p> <p>Conveyance hire subject to a maximum of Rs. 4 per day.</p> <p>(i) Attendance at courts in cases intimated by the Government Solicitor for the recovery of amounts due to the college by owners of patients and assistance to the bailiff in executing warrants of arrest obtained against defaulters;</p> <p>(ii) Inspection of horses arriving in Madras by steamer;</p> <p>(iii) Visits to Fort St. George to attend to the horses and mules belonging to the Military Department; and</p> <p>(iv) Visits in connection with outbreaks of contagious diseases amongst the corporation animals or amongst other animals within the corporation limits.</p> <p>Conveyance hire subject to a maximum of Rs. 2 per day.</p> <p><i>Note.</i>—If at any time the Principal himself undertakes a journey in connection with any of these duties, he shall also be eligible to draw actual conveyance hire up to a maximum of Rs. 4 per day.</p> <p>(G. O. No. Mis. 1537 Dev., dated 1st September 1924, with Fin. Endt. No. 4288-1 C.S.R., dated 11th October 1924, and G. O. No. 1947-Mis. Dev., dated 14th November 1924.)</p> <p>The Accountant, Madras Veterinary College.</p> <p>For hiring a conveyance whenever he is sent under the orders of the Principal to the Imperial Bank of India, Madras, for cashing cheques or for remitting the hospital collections.</p> <p>(G. O. No. R. 27-Dev., dated 10th January 1924.)</p>

Government servants permitted. (1)	Purposes or occasions. (2)	REMARKS. (3)
CIVIL VETERINARY—contd.		
Menials attached to the Veterinary dispensary.	When on duty with the Assistant Surgeon on outbreak duty.	Pay to be increased so as to include travelling expense admissible to officers of the lowest class. (Letter No. R. O. C. 715-B-25, dated 14th October 1925, from the Chief Superintendent, Civil Veterinary Department.)
INDUSTRIES.		
Lecturers in the Madras Trades School.	In respect of the journeys made to perform duties both in the main school in George Town and its branch at Perambur in the course of a single day.	The claim for the journeys to and fro is subject to a maximum of Rs. 20 per month provided that the claim is supported by a certificate of actual expenses signed by the head of the office.
Cashier of the Office of the Director of Industries, Madras.	For journeys within the City of Madras, undertaken by him for cashing bills and disbursing money.	Actual expenses. (Letter No. 381-E-25, dated 19th October 1925, from the Director of Industries.)
FISHERIES.		
Subordinates of the Fisheries Department.	For the following classes of journeys undertaken by them under the orders of the Director or of the Assistant Director (Inland), the Assistant Director (Coast), the Superintendent of Pearl and Chank Fisheries or the Master fisherman as the case may be:— (a) to and from the Bank for the encashment of establishment pay cheques and other cheques when the aggregate value at a time exceeds Rs. 500 ; (b) to and from the Stationery Office for taking delivery of stationery articles ;	(G. O. No. MIs. 838, dated 29th April 1924, with Fin. Endt. No. 1551-1-C.S.R., dated 7th May 1924; Trichy. P. A. case 4 of 1923-24.)

Government servants permitted.	Purposes or occasions.	REMARKS.
(1)	(2)	(3)
FISHERIES— <i>contd.</i>	<p>(c) to and from the office of the Agent for Government Consignments to take delivery of Europe stores or to be present at the survey held by him when articles are received in a damaged condition ;</p> <p>(d) to and from shops when large quantities of stores are purchased, <i>e.g.</i>, for fish farms ;</p> <p>(e) for checking stores, <i>e.g.</i>, in the store shed at the Powder Factory Fish Farm, in the Research station at Calicut, the Fisheries Training Institute, Calicut, and the Salt Gollahs at Calicut, and</p> <p>(f) to and from the Railway Station when large quantities of stores are received.</p>	Actual expenses.
FACTORY INSPECTION DEPARTMENT.		
Clerks	When going on inspection duty or to receive payments of amounts exceeding Rs. 100.	<p>Actual expenses for hiring conveyance whenever office cycles are not used.</p> <p>(Letter No. L. Dis. C. 1065-25, dated 21st October 1925, from the Commissioner of Labour.)</p>
A member of the establishment of the President, Board of Examiners.	For the purpose of cashing office cheques.	<p>Letter No. 1272, dated 8th October 1924, from the Secretary, Board of Examiners ; Try. P. A. Case 15th January 1924-25.</p>
The non-gazetted subordinates of the Public Works Department including menials.	<p>Admissible only when the head of the office certifies that the charge was actually incurred and was unavoidable.</p> <p>(Chief Engineer's (P. W. D.) Memo. No. 3401-Ad-23-cp., dated 8th January 1924.)</p>

Government servants permitted.	Purposes or occasions.	REMARKS.
(1)	(2)	(3)
STATIONERY AND PRINTING.		
Subordinates of the Superintendent, Government Press, Madras, <i>viz.</i> ,	(a) Between Mount Road and Mint Buildings for the annual Stock-taking of Arts and Publications.	(G. O. No. 747 Mis. Fin., dated 9th September 1925.)
1. Clerks and Computers .	(b) Between Mint Buildings and the Accountant General's office buildings for the verification of figures, etc., or the Secretariat for any special reference.	
2. Storekeepers and Warehousemen.	(c) Between Mint Buildings and Mount Road for checking cash books and registers of valuables.	
3. Cash keeper . . .	(d) Between the office of the Superintendent of Stationery and Mint Buildings of Mount Road for bringing stationery articles.	
4. Electricians and Mechanics.	(e) Between shops and Mint Buildings for making local purchases.	
	(f) Between the office of the Agent for Government Consignments and Mint Buildings for surveying damaged packages that have been imported.	
	(g) Between the Imperial Bank and Mint Buildings for making remittance and for cashing cheques.	
	(h) Between Mint Buildings and Mount Road, Penitentiary or High Court Branches for disbursing salaries to the establishment.	
	(i) To and from the post office for taking delivery of articles received in a damaged condition.	
	(j) To and from the Central Press and its branches for special inspection of electrical fittings and repairs to same occasionally.	

Note.—All claims under rule 44 (b) of the Madras Travelling Allowance Rules should be drawn on 'contingent bills and classified under 'office expenses'. (Letter No. T.M Spl. 31, dated 28th March 1923, from the A. G., Madras.)

JOURNEYS BY CONVEYANCES PROVIDED BY GOVERNMENT.

Journeys on transfer.

[M. T. A. Rule 45.]

(1) This rule may be applied to journeys on transfer also.

(G. O. No. 739-Fin., dated 7th September 1925.)

Travelling allowance of officers travelling on a free pass on a Company's steamer.

(2) In cases where the issue of a free pass on a Company's steamer to an officer has no connection with his official status (or his official duties) full travelling allowance may be allowed for the journey, but in cases where, a steamer company is bound to issue or in practice does issue free passes, to certain classes of Government servants as part of some regular arrangement for the conveyance of mails, etc., the provisions in Rule 48 of the Madras Travelling Allowance Rules should be applied.

(G. I., F. D., No. 762-E. B., dated 3rd July 1913.)

Deductions of hire when means of locomotions are supplied.

[M. T. A. Rule 47.]

(1) The classes of Government servants who are ordinarily supplied with means of locomotion at the expense of the State and rates of hire to be deducted from their monthly travelling allowance bills are shown in the subjoined list.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

Class of Government servants.	Means of locomotion supplied.	Hire charged.	REMARKS.
(1)	(2)	(3)	(4)
<i>Guntur.</i>	<i>Revenue Department.</i>		
Collector	One first-class boat	Rs. 30 a month or Rs. 2 a day on days on which the boat is used.	All boats rented out to Revenue Officers in Godavari, Kistna and Guntur should be returned to the Public Works Workshops for repairs and maintenance when the canals are closed and no charge of any kind should be levied from the officer concerned for that period (G. O. No. 1501 Rev., dated 7th May 1914).

Class of Government servants.	Means of locomotion supplied.	Hire charged.	REMARKS.
(1)	(2)	(3)	(4)
Divisional Officer, Tenali .	One second-class boat.	Rs. 16 a month .	(G. O. No. 2765 Rev., dated 24th September 1914, G. A. 45 of 1914-15.)
Tahsildar, Bapatla .	One 'dinghy' of the standard type in use in the Public Works Department costing Rs. 150 each.	Nil.	G. O. No. 2092 Rev., dated 15th September 1915, and G. O. No. 2880, Rev., dated 23rd December 1915. T. M. 24-17 of 1915-16.
Do. Tenali . . .			
Do. Repalle . . .			
Godavari. Divisional Officer, Rajahmundry.	One boat . . .	Rs. 30 a month or Rs. 2 a day on days on which the boat is used.	...
Tahsildar, Amalapur .	One 'dinghy' of the standard type in use in the Public Works Department costing Rs. 150 each.	Nil.	G. O. No. 2092 Rev., dated 15th September 1915, and G. O. No. 2880 Rev., dated 23rd December 1915, T. M. 24-17 of 1915-16.
Do. Razole . . .			
Do. Ramachandrapur.			
Deputy Tahsildar, Mummidivaram.			
Deputy Tahsildar, Kotapetta.			
Deputy Tahsildar, Alamur			
Deputy Tahsildar, Coringa			
Kistna. Collector	One first-class boat	Rs. 30 a month or Rs. 2 a day on days on which the boat is used.	G. O. Mis. No. 1290 Rev., dated 4th February 1914, with Finl. Endt. No. 4451-1, dated 8th July 1904 G. A. 45-5 of 1914-15.
Divisional Officer, Narasapur.	Do.	Rs. 30 a month or Rs. 2 a day on days on which the boat is used.	...
Tahsildar, Narasapur taluk.	One boat . . .	Rs. 12 a month .	Under G. O. No. 3253 Rev., dated 17th December 1900, the boat was rented to the then Tahsildar of Tanuku with permission to retain it at the same rent even if he was transferred on promotion to another delta taluk in the district. The officer who rented the boat at the time the Government Order was passed was subsequently transferred to Narasapur and took with him the boat which has presumably remained in the taluk.

Class of Government servants.	Means of locomotion supplied.	Hire charged.	REMARKS.	
(1)	(2)	(3)	(4)	
Divisional Officer, Ellore	One boat	Rs. 16 a month to officers drawing Rs. 200 or over. Rs. 12 a month to officers drawing less than Rs 200.	The boat is now temporarily used by the Tahsildar of Tanuku.	
Tahsildar, Narasapur	One 'dinghy' of the standard type in use in the Public Works Department costing Rs. 150	Nil.	G. O. No. 2092 Rev., dated 15th September 1915, and G. O. No. 2880 Rev., dated 23rd December 1915, T. M. 24-17 of 1915-16.	
Do. Tanuku				
Do. Bhimavaram		Do. and a nava costing from Rs. 250 to Rs. 300.		...
Tahsildar, Divi.	One 'dinghy' of the standard type in use in the Public Works Department costing Rs. 150.	Nil.	* This dinghy was first constructed for the Revenue Inspectors of Kaikalur and Kalindi, but was subsequently assigned for the sole use of the Tahsildar, Gudivada taluk.	
Do. Bandar				
Do. Nuzwid				
Deputy Tahsildar, Pentapadu.				
Deputy Tahsildar, Penugonda.				
Revenue Inspector, Sisali	One small dinghy*	Nil.		
Revenue Inspector, Ganapavaram.				
Revenue Inspector, Tummid.				
Divisional Officer, Gudivada.				
Tahsildar, Gudivada taluk.	One small pinnace	Nil.		
Deputy Tahsildar, Kaikalur.	Do.	Nil.		
Revenue Inspector, Kaikalur.	Do.	Nil.		
Revenue Inspector, Kalindi.	Do.	Nil.		
Kurnool.				
Collector	First-class staff boat.	Vide rule (4) <i>infra</i> .		
Sub-Collector, Nandyal	Do.	Do.	G. O. Mis. No. 370 Rev., dated 16th February 1916, Fin. Encl. No. 1036-1, dated 19th February 1916.	
Deputy Collector (Head Quarters).	Do.	Do.		

Class of Government servants.	Means of locomotion supplied.	Hire charged.	REMARKS.
(1)	(2)	(3)	(4)
Nellore.			
Divisional Officer, Gudur . Tahsildar, Gudur taluk Deputy Tahsildar, Kota.	} One third-class boat.	4 annas a day.	
Commissioner and Agent to the Governor in the Agency tracts.			
Divisional Officer, Khond Agency, Russelkonda.	} 1 elephant each.	} Rs. 1-8-0 a day for each elephant on days on which it is actually used either for the carriage of furniture, tents or luggage or for inspection.	
Divisional Officer, Savara Agency, Waltair .			
Divisional Officer, Ghats Agency, Waltair.			
Divisional Officer, Oriya Agency, Koraput.			
Divisional Officer, Koya Agency, Bhadrachalam.	3 elephants . 1 boat .	} Rs. 30 a month or Rs. 2 a day on days on which the boat is actually used.	
Divisional Officer, Rampa Agency Polavaram.	1 elephant and 1 boat .		
	2 elephants .		
Forest Department.			
District Forest Officer, Ganjam.	3 elephants .	Rs. 1-8-0 a day for each elephant on days on which it is actually used.	The elephants are almost entirely used for inspection and very very rarely for carriage of tents. M. G. Memo. No. 5809-3 Finl., dated 21st December 1911.
Special Forest Officer, Parlakimedi Maliahs.	2 elephants .	Do.	
District Forest Officer, Vizagapatam.	1 elephant .	Rs. 1-8-0 a day on which the elephant is used.	The elephant is used for the carriage of furniture, tents or luggage and not as a means of locomotion.
District Forest Officer, Lower Godavari.	One boat	One rupee a day	
District Forest Officer, Upper Godavari.	One boat and one elephant .	One rupee a day for the boat and Rs. 1-8-0 for each day on which the elephant is used.	

Class of Government servants.	Means of locomotion supplied.	Hire charged.	REMARKS.
(1)	(2)	(3)	(4)
District Forest Officer, Kurnool (West).	One elephant and 1st class staff boat.	Rs. 1-8-0 a day on each day on which the elephant is used for the carriage of furniture, tents or luggage.	The elephant is used for the carriage of furniture, tents or luggage and also as a means of locomotion. When used for the latter purpose no fee is paid.
Special Chentsus Officer, Kurnool.	1 elephant.	Rs. 1-8-0 a day on which the elephant is used for the carriage of furniture, tents or luggage.	G. O. No. 151 Rev. (Spl.), dated 28th January 1919.
District Forest Officer, Kistna.	One first class boat	1 rupee a day	G. O. Mis. No. 370 Rev., dated 16th February 1916.
District Forest Officer, Guntur.	One second-class staff boat.	8 annas a day	Fin. Endt. No. 1036-1, dated 19th February 1916.
Range Officer, Bapatla.	Do.	Do.	...
District Forest Officer, Nellore.	On first-class staff boat including the oathen boat.	1 rupee a day	Conservator of Forest's No. 52, dated 23rd April 1914, G. A. 45-2 of 1914-15.
Forest Range Officer, Coast Range, Nellore.	One second-class boat.	8 annas a day	
Range Officer, Sriharkotta.	Do.	Do.	...
<i>Police Department.</i>			
Deputy Inspector General of Police, Northern Range.	Two elephants	Rs. 1-8-0 a day for each day on which an elephant is used.	The elephants are used only for the carriage of tents and not as a means of locomotion.
Superintendent of Police, Ganjam.	1 elephant		
Assistant Superintendent of Police, Parlakimedi.	Do.		
Assistant Superintendent of Police, Khond.	3 elephants		
Superintendent of Police, Vizagapatam.	1 elephant		
Assistant Superintendent of Police, Ghats.	Do.		
Assistant Superintendent of Police, Savara.	Do.	Do.	Do.
Assistant Superintendent of Police, Oriya.	2 elephants.		
Superintendent of Police, Agency.	3 elephants		
			G. O. No. 1072 Judl., dated 11th July 1910.

NOTE.—When not required for the use of the Forest Department, the boats may be lent either to officials or to non-officials at discretion of the District Forest Officer on payment of 50 per cent. in addition to the rates fixed for the first, second and 3rd class boats. (Rule 5, Appendix III of the Forest Code.)

Class of Government servants.	Means of locomotion supplied.	Hire charged.	REMARKS.
(1)	(2)	(3)	(4)
Superintendent of Police, Godavari.*	Two elephants and one boat.	Rs. 1-8-0 a day for each day on which an elephant is used and Rs. 30 for a boat	The elephants are used only for the carriage of tents and not as a means of locomotion. G. O. No. 831 Judl., dated 6th April 1918 *All boats rented out to Police officers in the Kistna and Godavari districts should be returned to the Public Works Workshops for repair and maintenance when the canals are closed in the same way as those rented out to Public Works Department officers.
Ditto . . .	Mullin's steel dinghy.	Rs. 2 a month	I. G. of Police No. 444, Budget, dated 22nd August 1912; G. O. No. 446 Judl., dated 8th March 1912.
Assistant Superintendent of Police, Koza.	One boat . . .	Rs. 30 a month	...
Ditto . . .	Mullin's steel dinghy.	Rs. 2 a month	I. G. of Police No. 444 Budget, dated 22nd August 1912. G. O. No. 446 Judl., dated 18th March 1912, and G. O. No. 2830 Judl., dated 31st December 1918.
Superintendent of Police, Kistna.†	One boat . . .	Rs. 30 a month	†All boats rented out to Police officers in the Kistna and Godavari districts should be returned to the Public Works Workshops for repair and maintenance when the canals are closed in the same way as those rented out to Public Works Department officers.

Class of Government servants. (1)	Means of locomotion supplied. (2)	Hire charged. (3)	REMARKS. (4)
Superintendent of Police, Kistna.	Mullin's steel dinghy.	Rs. 2 a month	I. G. of Police No. 444 Budget, dated 22nd August 1912, and G. O. No. 446 Judl., dated 18th March 1912.
Assistant Superintendent of Police, Ellore.	One boat	Rs. 30 a month	...
Ditto	One pinnae	Re. 1 a month	I. G. of Police No. 444 Budget, dated 22nd August 1912, and G. O. No. 41, dated 11th February 1919 with P. W. D. No. R-89-P. W., dated 4th April 1911. Handed over by the Superintendent of Police, Kistna.
Inspector of Police, Gndivada division, Kistna District.	One boat	Rs. 7½ per mensem	G. O. No. 1155 Home Judl., dated 5th June 1917.
<i>Education Department.</i>			
Deputy Inspector of Schools, Kaikalur.	Two small dinghy boats.	Nil.	G. O. No. Mis. 672 Edl., dated 21st June 1915.
<i>Medical Department.</i>			
District Medical Officer, Godavari.	One boat	1 rupee a day, the boat serang being paid separately by the officer by private management.	The boats were constructed at the expense of the District Board.
District Medical Officer, Kistna.	Do.	2 rupees a day which includes the wage of the boat serang.	

(2) In submitting travelling allowance bills for journeys performed by boats, elephants, or other means of locomotion supplied

by Government, officers should attach a certificate in the following form :—

Details of deduction made from the travelling allowance bill on account of rent for the use of Government boats, elephants, etc.

Means of locomotion.	Days on which used.	Prescribed rate of rent or hire.	Amount deducted in bill.
(1)	(2)	(3)	(4)
Elephants . . . No.
Boats, first class . . ,
„ second „ . . ,
„ third „ . . ,
Total

(3) This rate should be charged for each day or part of a day the boat is used for travelling or as a residence during a halt in the case of a tour. Boats used by officers should be returned at their expense to the places where they are kept.

(G. O. No. 6710-Rev., dated 17th October 1889.)

Rules for the levy of rent for the use of the Public Works Department boats.

(4) The following scale of rent has been prescribed :—

Class of boats.	For officers of Government on duty whose salary is above Rs. 300 per mensem.		For officers of Government on duty whose salary is Rs. 300 per mensem or below.		For officers of Government not on duty and private individuals.	
	Godavari, Kistna and Buckingham canals.	Kurnool-Cuddapah canal.	Godavari, Kistna and Buckingham canals.	Kurnool-Cuddapah canal.	Godavari, Kistna and Buckingham canals.	Kurnool-Cuddapah canal.
	Per mensem.	Per mensem.	Per mensem.	Per mensem.	Per diem.	Per diem.
1	2	3	4	5	6	7
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Boats, first class . . .	60	30	4	2
Boats, second class . . .	30	16	18	12	2	1
Cargo boats . . .	45	45	45	45

(G. O. No. 60-I., P. W. D. (Irrigation), dated 1st March 1924.)

(5) The rent payable by all officers of Government on duty except those covered by Rule (6) should be calculated at the monthly rate shown in Rule (4) for the number of days during which the boats are in use by them. Officers of Government not on duty and private individuals shall always be charged at the daily rate shown in Rule (4).

(6) Every officer of Government to whom a boat is specially assigned shall pay rent at the monthly rate shown in Rule (4) *for the whole of every month* provided that when his boat is out of use owing to (a) the canals being unnavigable or closed, (b) the boat being under repair, or (c) the officer himself being on tour outside the canal system he shall not be liable for payment in respect of the period during which his boat is thus out of use.

(7) When such an officer is not using his boat under Rule (6) (c) he may keep the boat at his headquarters or elsewhere as found most convenient, but shall, whenever possible, give notice to the Boat Superintendent to the effect that his boat is available for general use between certain dates and the cost of conveying the boat to wherever it is required and of returning it will be borne by the persons temporarily hiring it during the period. On all other occasions except when boat is sent to boat office or other appointed places for periodical annual repairs the cost of conveying a boat from and to the Boat Superintendent's headquarters shall be borne by the officer to whom the boat is assigned.

(G. O. No. 79-I., dated 23rd February 1917.)

(8) The rates and terms for hire of cargo boats to officers of Government not on duty and private individuals shall be decided specially for each case by the Superintending Engineer who shall communicate the decision to the Accountant General.

(9) Revenue officers, like Public Works Officers, are exempted from paying rent for the staff boats assigned to them for periods during which they are on tour outside the canal system.

(G. O. No. 2765-Rev., dated 24th September 1914; G. A. 45-9 of 1914-15.)

(10) Police officers are exempted from payment of rent for their staff boats for periods during which they are on tour outside the canal system.

(11) The boats of all these officers, excepting that of the Assistant Superintendent of Police, Bhadrachalam, should be taken charge of when not in use by the boat office at Dowlaiswaram or Bezwada. The cost of conveyance of the boats to and from the boat office should be borne by the Police officer concerned except when sent in on account of the annual closure of the canals and any hiring of them should also be arranged for direct between the Police officer and the person desiring to hire the boat.

(12) The Assistant Superintendent of Police, Bhadrachalam, will be charged rent for the boat assigned to him on the same scale as that laid down for the Public Works Department Sub-Divisional

Officer, Dammagudam, in the order of the Superintending Engineer, I Circle, No. 175-G. 1, dated 17th March 1918. The boat when not in use may be left in charge of a syrang employed at the cost of Government. The pay of the syrang should be included in the monthly rental and a consolidated rent levied from the Assistant Superintendent.

(G. O. 1976-Home (Judl.), dated 2nd September 1918.)

(13) The Superintendent of Police, Godavari, is provided with a Government boat for which he should pay a rent at Rs. 30 per mensem. No rent need be charged on account of the accommodation provided in the boat for the office.

(G. O. No. 67-Judl., dated 22nd January 1903, with G. O. No. 476-F. D., dated 10th February 1903.)

(14) Forest Officers on duty will not be charged for the use of the Forest Steam Launch "Thistle."

[B. P. (L. R.), Forest No. 144, dated 15th June 1910.]

(15) Assistant Executive Engineers in receipt of pay not exceeding Rs. 500 per mensem should be expected to use second class staff boats only.

JOURNEYS ON TOUR.

Temporary Headquarters.

[M. T. A. Rule 50.]

(1) The following Government servants who are permitted to reside outside their ordinary headquarters for a portion of the year may draw travelling allowance at the rates admissible for the journeys on tour, to and from the temporary headquarters. The officers and the establishments may also draw daily allowance for the first ten days of their halt at the temporary headquarters:—

Government servants.		Permitted to reside at
Revenue Divisional Officer,	Koraput.	Vizagapatam.
Ditto	Bhadrachalam.	Rajahmundry.
Ditto	Coondapur.	Mangalore.
District Forest Officer,	Upper Godavari.	Rajahmundry.

(G. O. No. 648-Fin., dated 19th July 1923.)

(2) The Inspector of Schools, Coimbatore-Nilgiris Circle, is permitted to live in Coonoor and discharge his official duties from there as a temporary measure, subject to the condition that Government is thereby put to no additional expense. His office will, however, remain at Coimbatore.

[G. O. No. 61-Law (Edn.), dated 10th January 1921.]

(3) The previous sanction of the Chief Conservator of Forests is necessary to allow junior assistant or extra assistant conservators travelling allowance admissible as on regular transfer when they are posted from one range to another within the same division.

(Proceedings No. 180-Mis., dated 12th May 1924, of the Chief Conservator of Forests, Madras.)

When additional charge of the current duties of another official is held.

[M. T. A. Rule 52 (a).]

(1) A Government servant placed in charge of the current duties of another office in addition to his own should, when visiting the second office on duty, be treated as on tour.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

Director of Agriculture.

(2) The Director of Agriculture is permitted to visit the Civil and Military Station, Bangalore, and to tour in Mysore and Cochin in connection with the work of the Agricultural Department with regard to Planters' crops.

(G. O. No. Mis. 1575-Dev., dated 29th October 1923; G. A. 451 of 1923-24.)

To give evidence in a Court of Law.

(3) The sanction of the Local Government is not necessary to the journey of an officer who is summoned to a place outside his province by a Court of Law to give evidence in his official capacity.

(G. I. No. 2495-F. O. A., dated 17th May 1910, and M. G. Fin. U. O. Note No. 1674-1, dated 19th September 1924.)

Journeys to Pudukottah State.

(4) The Registrar of Co-operative Societies will arrange for an annual visit to selected co-operative societies in the Pudukottah State to be made either by himself or by the Deputy Registrar, VI Circle.

(G. O. No. 309-Pol., dated 15th July 1916, and M. G. Fin. U. O. Note No. 1674—1, dated 19th September 1924.)

Journeys to Bangalore.

(5) The Director of Industries is authorised to visit Bangalore in connection with his duties.

(G. O. No. 124-Rev. (Spl.), dated 20th January 1920, and M. G. Fin. U. O. Note No. 1674—1, dated 19th September 1924.)

Journeys to Mysore and Nanjangod.

(6) The Conservator of Forests, Sixth Circle, Ootacamund, is authorised to make journeys to Mysore and Nanjangod and back and

halt there, whenever necessary, on duty connected with his department, such as timber sales, etc.

(B. P. Forest No. 104-Mis., dated 1st March 1916; G. A. 45—27 of 1915-16 and M. G. Fin. U. O. Note 1674—1, dated 19th September 1924.)

(7) A Government servant permitted under Rule 52 of the Madras Travelling Allowance Rules to proceed to any place on duty may take with him such records as are absolutely necessary for the efficient discharge of his duties.

As regards the establishment to be taken, specific orders of the Government or of the authority competent to sanction the journey beyond jurisdiction have to be obtained in each case.

(M. G. Fin. Memo. No. 3128—1-C. S. R., dated 10th February 1926; Case T. M. 24—12 of 1924-25.)

Medical officers.

[M. T. A. Rule 53.]

(1) Medical officers posted to medical institutions for short periods not exceeding a month to take the place of officers summoned to give evidence or on casual leave and who return to their original stations on the termination of such temporary duty, shall be paid travelling allowance as on tour under rule 53. They are also eligible for daily allowance for the first 10 days of their halt in the new station. No family travelling allowance under Rule 68 may be allowed in such cases.

(G. O. No. 755-L. S. G. (P. H.), dated 4th April 1925, and F. D. Endt. No. 28212—1-C. S. R., dated 13th August 1925; T. M. case 24—33 of 1925-26.)

Cost of carriage of tents.

[M. T. A. Rule 54.]

(1) When the cost of carriage of tent is claimed under this rule the claim should be supported by a certificate to the effect that nothing is charged beyond actual expenses.

(A. G.'s letters No. 61, dated 29th June 1898, and No. 132-1-A. C. M., dated 19th September 1898, to B. R. Sep. Rev.)

Exchange of ordinary travelling allowance for double fixed travelling allowance.

[M. T. A. Rule 55 (2).]

(1) The Government servants to whom this concession has been extended are:—

- (1) Deputy Inspectors of Mohammadan Schools.
- (2) Supervisors of Sanskrit Schools.
- (3) Deputy Inspectors in charge of Girls' Ranges.
- (4) Field establishments of the Survey Department while working in the field.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

JOURNEY OF A NEWLY APPOINTED GOVERNMENT SERVANT.

Plague and Famine duties.

[M. T. A. Rule 59.]

(1) Retired medical officers appointed for plague or famine duty are entitled to travelling allowance as for joining first posts.

(G. O. No. 941-Fin., dated 16th November 1897.)

Scope of the rule.

[M. T. A. Rule 62.]

(1) The training referred to in this rule should be in a recognised institution and should embrace a definite curriculum.

It has been held that neither typewriting clerks nor District Munsiffs are entitled to travelling allowance for joining first posts.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

Health Inspectors appointed from Local Funds.

(2) Travelling allowance from provincial funds may be paid to Local Fund servants appointed as Health Inspectors for journeys to and fro at the rates admissible to officers on tour.

[G. O. No. Mis. 182-P. H. (L. S. G.), dated 23rd January 1925, with Fin. Endt. No. 3014—1-C. S. R., dated 2nd February 1925.]

JOURNEYS ON TRANSFER.

Government servants holding temporary charge of distilleries.

[M. T. A. Rule 68.]

(1) A Government servant who is in temporary charge of a distillery in order to enable the permanent incumbent to go out on tour will be considered to be on tour.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

Transfer of Government servants otherwise than for public convenience.

(2) Please see Audit Instruction under Government of India Supplementary Rule 114.

Officers of the Excise Department deputed for temporary duty at Santavasal.

[M. T. A. Rule 69.]

(1) Officers of the Excise Department deputed for temporary duty at Santavasal are permitted to draw travelling allowance under this rule only on the following occasions:—

(i) when the temporary duty exceeds 3 months, or

(ii) when they are posted to a station different from their original one on the expiry of the temporary duty.

(Progs. of the Commr. of Excise No. 1036-Abkari, dated 31st July 1924, in Case G. A. 14—6 of 1924-25.)

Police constables.

(2) Police constables on transfer may charge for the transport of their personal effects subject to the following maxima:—

	Maunds.
For a constable accompanied by his family	8
For a constable not accompanied by his family	5

(G. O. No. 927-Fin., dated 16th September 1921.)

Journeys performed by families by motor cars between stations connected by rail.

[M. T. A. Rule 69 (ii).]

(1) As the rule requires the actual payment of railway fare in the case of the family, an officer on transfer cannot claim railway fare for any member of his family who performs the journey by motor car between two places connected by rail, as the concession in Rule 25 is applicable only to the Government servant and not to the members of his family.

(G. O. Mis 3610-Law (Genl.), dated 3rd December 1925; Case G. A. 45—19 of 1925-26.)

Conveyance of personal effects.

[M. T. A. Rule 69 (iii).]

(2) Claims for recovery of cost of carriage of personal effects may be admitted if they are carried within one month before or six months after transfer; but claims beyond these periods should not be admitted.

(A. G.'s Orders, dated 18th November 1925, in case G. A. 14—1 of 1925-26.)

Scope of the rule.

[M. T. A. Rule 73.]

(1) This rule is applicable to journeys by road or canal as well as to journeys by rail or steamer. For journeys by road or canal, a Government servant may, in addition to the allowances ordinarily admissible under Rule 70 draw actual expenses for the transport of tents within the limits laid down.

(G. O. No. 550-Fin., dated 28th June 1923.)

Travelling allowance of family.

[M. T. A. Rule 75.]

(1) Please see Audit Instruction under Government of India Supplementary Rule 116 II (b) (iii).

JOURNEYS TO A HILL STATION.

[M. T. A. Rule 80.]

Establishment permitted to be taken to Hill Stations.

(1) Each of the Government servants mentioned in this rule is permitted to take with him a personal clerk and two peons or orderlies.

(G. O. No. 530-Fin., dated 9th June 1922.)

Members of the Board of Revenue.

(1) The following rules are laid down regarding the visits of the Members of the Board of Revenue to Ootacamund:—

1. The Board of Revenue will submit to the Government on or about the 1st March of each year a statement showing the periods, which should not exceed two months in the case of each member, during which the Members of the Board propose to stay at Ootacamund during the ensuing hot weather. In this statement the visits of the Board to the hills should be so arranged that not more than two members are there at the same time.
2. When the statement above referred to has been sanctioned by the Government, the Members of the Board will be required in accordance therewith to visit the hills for the periods therein sanctioned unless they obtain permission not to do so, and such visits shall be held to be on duty and to be in the interests of the State.
3. Members of the Board of Revenue who act for short periods not exceeding three months will not ordinarily be required to go to Ootacamund under the foregoing arrangement.

(G. O. No. 369-Finl., dated 29th May 1914; G. A. 45—18 of 1913-15.)

Officers of the Agriculture Department.

(2) Government are prepared to permit certain officers of the Agricultural Department to carry on their work at a hill station for a period not exceeding six weeks in any year. The concession will be enjoyed subject to the conditions below:—

1. The stay must be at some station on the Nilgiri Hills.
2. The Director of Agriculture should report to Government in each successive year the officers to whom he proposes to extend the concession in that year and at the same time certify that the officer has work which he can as well perform in the hills as at Coimbatore.

3. The concession must be enjoyed at a time of the year which will not interfere with the office work, *viz.*, in the case of officers employed wholly or partly on educational duties during the college recess and in the case of those employed on plant investigation during the season when the principal crops engaging his attention are not on the ground.
 4. The concession is subject to the condition that no extra cost to Government is involved.
- (G. O. Mis. No. 603-Dev., dated 14th April 1921.)

Principal, Madras Veterinary College.

(3) The Principal, Madras Veterinary College, is permitted for the period of the vacation to carry on his office work at Ootacamund in the years in which he does not avail himself of the vacation, provided that either the Assistant Principal, or the Senior Lecturer remains in Madras to attend to work at the Veterinary Hospital.

(G. O. No. Mis.-896-Rev., dated 24th April 1919, in Case G. A. 47—4 of 1919-20.)

Scope of the rule.

[M. T. A. Rule 81.]

(1) This rule is intended to restrict a Government servant from converting ordinary tour visit to a hill station into a temporary residence. It does this by limiting the grant of travelling allowance, the travelling allowance of the establishments of such Government servant being subject to the same limitations. The question of a Government servant's halt at a hill station is treated as a question of control but in the matter of allowances it is not deemed right that a Government servant should obtain at the charge of the public revenues compensation for extra expenditure which he has incurred for his own convenience and comfort and which is not imposed on him by the discharge of the duties of his office.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

(2) The term "holidays" in clause (b) includes "casual leave" and the intention of the rule is that daily allowance should be passed to the Government servant only for the period of duty and for that reason it is required that this period should be stated. It is not intended that any daily allowance should be given for holidays whether including casual leave or not spent on the hills on the completion of the period of duty. During the period of duty itself, daily allowance is admissible under Rule 33 (a) on holidays and inadmissible for days on which the Government servant is granted casual leave.

Staff and students of the Forest College.

(3) The staff and students of the Forest College, Coimbatore, are exempted from the operation of this rule in respect of their halts in

the Nilgiris for a period of six weeks, and for such halts they may draw full halting allowance for the first ten days, and half the rate for the remaining period.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

JOURNEYS TO ATTEND AN EXAMINATION. *

[M. T. A. Rule 83.]

(4) A list of the obligatory examinations referred to in this rule is given below :—

Name of Test.	For whom prescribed.	Authority.	Whether obligatory or not.
Lower and Higher Standard Examinations.	Assistant Collectors	Rule 14 of the I.C.S., Manual.	} Obligatory.
Law and Vernacular Examinations.	Police officers	G. O. No. 1070-Judl., dated 4th August 1903, and Police Orders Nos. 21 to 31 of Volume I.	
Languages, Law, Land Revenue and Procedure and Accounts.	Officers of the Imperial and Provincial Forest Services.	Sections 63 to 66 of the Madras Forest Code.	
Departmental Tests in Forest Code and Accounts.	Head Clerks of District Forest Offices, Managers and 2nd clerks of Conservators' offices and all Accountants.	Section 68 of the Madras Forest Code.	
Departmental Tests.	Excise officers	G. O. No. 478-Rev., dated 22nd March 1924.	
Do.	Customs officers	G. O. No. 126-Fin. (S.R.), dated 1st April 1924.	
Vernacular Tests	European Anglo-Indian officers of the Educational Department.	G. O. No. 354-Law (Edn.), dated 13th March 1925.	
Do.	Officers of the Agricultural Department.	G. O. No. 2135-Rev., dated 24th August 1907.	
Do.	Officers of the Civil Veterinary Department.	G. O. No. 1490-Rev., dated 19th June 1919.	
Do.	Officers of the Public Works Department	G. O. No. 1239-W., dated 7th September 1912.	
Do.	Officers of the Public Health Department.	G. O. No. Press, 1517-P.H., dated 10th September 1923; No. 1973-P.H., dated 4th December 1923 and No. 184-P.H., dated 23rd January 1925.	

Name of Test	For whom prescribed.	Authority.	Whether obligatory or not.
Vernacular Tests	Deputy Collectors	G. O. No. 772-Home (Mis), dated 13th November 1918.	Obligatory.
Do.	Sub-Judges and District munsiffs.	G. O. No. 409-Public, dated 6th March 1916.	Not an obligatory test in respect of candidates in Government service, but travelling allowance would be sanctioned to such candidates as were specially permitted by the High Court to appear.
Do.	Officers of the Indian Medical Service.	Annexure to G. O. No. 231-Pub., dated 24th March 1910 and Rule 5 of the rules in para. 99 of the Civil Medical Code.	Obligatory.

JOURNEYS TO GIVE EVIDENCE.

Travelling allowance to Government servants incurred in cases brought against them.

[M. T. A. Rule 92.]

(1) The sanction of Government is necessary to the drawing of travelling allowance under the ordinary rules, where a Government servant is compelled to leave his sphere of duty to answer a criminal or civil case brought against him in respect of an act done by him in the discharge of his official duty and in which Government has decided to undertake his defence at the public cost.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

Medical subordinates.

(2) Medical subordinates employed either under Government or under local bodies are allowed travelling allowance under this rule as for journeys on tour which is drawn on a travelling allowance bill form supported by a certificate of attendance given by the court. In the case of those employed under local bodies, however, such charges are paid by the presiding Judge and debited to contingencies.

Journeys during vacation.

(3) A Government servant absent from headquarters during vacation summoned to give evidence is entitled to the concession described in this rule from the place at which he received the summons.

Journeys while under suspension.

(4) Travelling allowance is admissible to a Government servant under suspension for journeys performed by him to give evidence in a court in his official capacity.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

JOURNEYS ON A COURSE OF TRAINING.

Government servants undergoing training in the Indian Defence Force or the Auxiliary Force.

[M. T. A. Rule 99.]

(1) Government servants in Civil employ undergoing training in the Indian Defence Force or the Auxiliary Force may be granted travelling allowance under the civil rules, if while undergoing such training, they perform a substantial amount of civil work in addition to all the military duties prescribed by the officer commanding.

It is left to the Local Government to decide in each case with reference to facts, the nature and amount of travelling allowance to be granted.

Expenditure on account of travelling allowance on the civil scale should be treated as a civil charge.

(G. I., F. D., No. 568-E. B., dated 10th April 1919; G. O. No. 397-Fin., dated 20th May 1919; G. I., F. D., No. F.-59-C. S. R.-24, dated 14th April 1925 and G. O. No. 506-Fin., dated 12th June 1925.)

Deputy Collectors undergoing treasury training.

[M. T. A. Rule 99 (a).]

(2) Deputy Collectors undergoing treasury training at a place other than their headquarters should under Rule 100 (a) of the Madras Travelling Allowance Rules be allowed daily allowance for the first ten days of the training.

(Memo. No. 1173-A.—24-1, dated 17th October 1924, of Revenue Department.)

JOURNEYS FOR SPECIAL PURPOSES.

Journeys for attending District Educational Councils.

[M. T. A. Rule 100.]

(1) Government servants who are members of a District Educational Council will, when attending a meeting of the Council, draw travelling allowance admissible under the Madras Travelling Allowance Rules and the charges will be met from Provincial Revenues.

Journeys of newly appointed Civil Assistant Surgeons for executing bonds.

(2) The execution of the bond of agreement by Civil Assistant Surgeons chosen from private candidates, is considered to be in the interests of Government and travelling allowance may be allowed for the journeys performed in that connection.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

Official members of the Madras Students Advisory Committee.

(3) The official members of the Madras Students Advisory Committee should be considered to be on duty while travelling to Madras on business connected with the committee and should be granted travelling allowance according to the Madras Travelling Allowance Rules.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

Registration officers.

(4) Registration officers travelling for registration purposes to private residences may not charge Government for travelling allowance; such expenses should be met by the parties concerned.

(5) Sub-Magistrates undertaking journeys to the private residences of gosha women for the attestation of Powers-of-Attorney for use in the Straits Settlements or the Federated Malay States are allowed travelling allowance at the following rates, which is levied from the parties concerned:—

- (i) For proceeding to and returning from a private residence, a Magistrate may levy actual travelling expenses for himself as well as for a peon when the latter accompanies him.
- (ii) For journeys by railway, such actual travelling expenses shall not exceed the fare of the class to which the Magistrate is entitled under the Madras Travelling Allowance Rules, and in the case of a peon, the fare of the lowest class.
- (iii) For journeys by road, actual travelling expenses shall be subject to a minimum of 8 annas for the journey to and from and to a maximum of 4 annas a mile. A peon or other inferior servant accompanying the Magistrate on a journey by road shall be allowed the daily allowance admissible under the Madras Travelling Allowance Rules when the distance each way exceeds five miles.
- (iv) No travelling allowance shall be levied when the Magistrate performs the journey in respect of the whole distance in a conveyance provided by the applicant.

NOTE.—The bill for the travelling allowance should point out credit for the full amount realised from the party before it is paid.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

Journeys for attending a Sessions Court as a Juror.

(6) No travelling allowance is admissible under the Madras Travelling Allowance Rules to a Government servant for attending a Court as a Juror.

(D. A. G.'s order, dated 27th August 1925, in Case P. W. P. A. 2 of 1925-26.)

JOURNEYS BY PERSONS OTHER THAN GOVERNMENT SERVANTS.

Journeys as presiding or polling officers.

[M. T. A. Rules 100 and 101.]

(1) Government servants selected as presiding or polling officers for stations situated beyond 5 miles of their headquarters will be granted the usual travelling allowance under the Madras Travelling Allowance Rules, and non-officials selected as presiding or polling officers will be paid, without any limit of distance, a single second class railway fare to and fro and mileage which will be at the rate of six annas a mile in the plains and 50 per cent. more in the Agency tracts.

(Memo. No. 641-B-2-Law (Leg. Elections), dated 20th July 1923.)

Incidence of travelling allowance to persons not in Government service.

(2) The expenses incurred by persons not in Government employ but in connection with a public object when passed by a proper authority should be charged to "contingencies" of the department concerned.

Non-official visitors of jails.

(3) Non-official gentlemen appointed to be visitors of sub-jails are expected to bear their own travelling expenses.

Inspection of colleges on behalf of Universities.

(4) The travelling allowance of all persons employed by the University to inspect colleges are payable from University Funds.

(5) No person within the scope of whose ordinary official duties the inspection of colleges clearly falls should receive special payment for undertaking inspection on behalf of the Syndicate. The work of inspecting affiliated colleges is not outside the ordinary course of the duties of the Director of Public Instruction, an officer who is responsible for all educational matters within the Presidency. His travelling allowance for the inspection of such colleges should be charged to the departmental budget.

Non-official members of the Provincial Cotton Committee.

(6) The non-official members of the Provincial Cotton Committee and of the Local Cotton Committee are paid travelling allowance at

the following rates for journeys performed by them in connection with the meetings of the Committee.

	Members of the Provincial Cotton Committee.	Members of the Local Cotton Committee.
Railway Journey	One 1st class and one 3rd class railway fare.	One 1st class and one 3rd class railway fare.
Daily allowance	Rs. 7 8 0	Rs. 4 8 0
Mileage	Rs. 0 12 0	Rs. 0 6 0

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

Non-official Presidents of Village Panchayat Courts.

(7) Non-official Presidents of Village Panchayat Courts may draw travelling allowance and batta as noted below for attendance at District Munsif's Courts for inspection of records if they claim travelling allowance for such journeys.

Mileage	Not exceeding 2 annas per mile.
Railway fare	Single third class.
Batta	Not exceeding 12 annas per diem.

Village munsifs are not, however, entitled to draw travelling allowance in similar circumstances.

(G. O. No. 2980-Law (Genl.), dated 12th December 1923.)

Non-official members of Labour Advisory Board and Visitors to criminal settlements, etc.

(8) Non-official members of the Labour Advisory Board and Visitors to criminal settlements and emigration depôts will be paid travelling and daily allowances at the rates specified below:—

	Railway fare for journeys by rail.	Mileage for journeys by road.	Daily allowance for halts.
Non-official members of the Labour Advisory Board.	One 1st class and one 3rd class fare.	Annas twelve	Rs. 7½
Non-official visitors to criminal settlements and emigration depôts.	One 2nd class and one 3rd.	Annas six	Rs. 4½

(G. O. No. 2590-Law (Genl.), dated 13th September 1924.)

(9) The case of private individuals does not come within the purview of the Madras Travelling Allowance Rules and any allowance paid to them should be with the sanction of Government and treated as a contingent charge.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

[Annexure I to M. T. A. Rules.]

Subadars of the Malabar and East Coast Special Police.

(1) Subadars of the Malabar and East Coast Special Police forces irrespective of their pay are eligible for second class accommodation for journeys by rail.

(G. O. No. 9-Mis. Judl. (Police), dated 7th January 1924.)

Clergymen attached to the additional Clergy Society.

(2) Missionaries and clergymen attached to the additional Clergy Society, visiting out-stations to conduct divine service (who were hitherto classed as first class officers) are now placed in Group III.

Marriage Registrars.

(3) Marriage Registrars are treated as officers of Grade VIII.

Interpretation of the expression "where there are only two classes."

(4) The expression "where there are only two classes" used in Note 1 is to be taken as meaning "where only two such classes are provided in the general passenger trains of the railways concerned."

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

Pilgrim-tax.

(5) The pilgrim-tax, whether included in the railway fare or collected separately, may be taken into account for the purpose of calculating travelling allowance based on the railway fare.

(G. O. No. Mis. 538-Fin., dated 21st July 1924.)

[Annexure II.]

Field and Deputy Surveyors.

(1) The sphere of duty of Deputy and Field Surveyors and the peons of the Deputy Surveyor shall be the Deputy Surveyor's Range as fixed from time to time.

(2) Deputy and Field Surveyors as well as the peons of Deputy Surveyors of the Survey Department may be granted travelling allowance for journeys made on transfer from one Deputy Surveyor's range to another.

(G. O. No. 2423-Rev. Press, dated 7th August 1911, with Fin. Endt. No. 3864—1, dated 12th August 1911.)

[Rule 5. of Annexure II.]

(3) It is not the intention of Government to grant travelling allowance to subordinate police officers for journeys performed by them beyond their circle limits if the distance travelled does not exceed ten miles from the stations to which they are attached.

(G. O. No. 39-Misc. Judl. (Police), dated 26th January 1925, with Fin. Endt. No. 3260—1- C. S. R., dated 11th February 1925; Case T. M. 24—39 of 1924-25.)

The above order was not intended to apply to Inspectors of Police.

(M. G. Judl. Memo. No. 5381—2, dated 23rd December 1925.)

[Annexure III.]

(1) Revenue Inspectors in the districts of Malabar and South Kanara are eligible for the higher rate of fixed travelling allowance.

(G. O. No. Mis. 1466-Rev., dated 28th September 1923.)

[Annexure V.]

Agency tracts.

(1) The Agency tracts include the portions of His Exalted Highness the Nizam's territory lying between (a) Yellandu and Burugampadu and (b) Puchikepadu and Rudramkota.

NOTE.—The Nagur, Albaka and Cherla talukas of the Central Provinces transferred to the Madras Presidency in July 1909 are treated as forming part of the Bhadrachalam Agency Division of the Godavari district and travelling allowance is granted in these localities at the same rates as are drawn for journeys in the rest of Bhadrachalam Agency division.

(2) The same rates of travelling allowances are granted for journeys in the portion of His Exalted Highness the Nizam's territory between Warangal and Yutarnagaram as are granted for journeys between (a) Yellandu and Burugampadu and (b) Puchikapadu and Rudramkota.

Travancore Hill States.

(3) The hill tracts of the Travancore State include the mountainous portion of the Thodupusha, Shencotta, Meenachil, Bhangancherry, Chenganur, Pattanpuram, Kottaracara, Naduvengad, Villuvangode, Neyyatinkarai, Kalculam, Thovala, Alangad, and Kumathanad taluks—Cochin State—the Nilampathi and Kodashery hills in the State.

Nallamalai Hills.

(4) The following are the special tracts in the Nallamalai Hills:—

1. Sirvel Reserve.
2. Sirvel Reserve addition No. I (Kotakonda).

3. Sirvel Reserve addition No. II (Ahobilam).
4. Sirvel Reserve addition No. III (Bachepalle).
5. Nandyal Reserve.
6. Nandyal Reserve addition No. I (Gazupalle).
7. Nandyal Reserve addition No. II (Ernipad).
8. Nandyal Reserve addition Velgode Reserve.
9. Nandikotkur Reserve.
10. Nandikotkur Reserve addition Guvvalagunta Reserve.
11. Uyyalawada Reserve.
12. Uyyalawada addition.
13. Cumbum Reserve.
14. Mundlapad.
15. Cumbum Reserve addition Eastern Nallamalai Block
No. I.
16. Cumbum Reserve addition Eastern Nallamalai Block
No. II.
17. Cumbum Reserve addition Eastern Nallamalai Block
No. III.
18. Cumbum Reserve addition Eastern Nallamalai Block
No. IV.
19. Cumbum Reserve addition Eastern Nallamalai Block
No. V.
20. Cumbum Reserve, addition Eastern Nallamalai Block
No. VI-B.
21. Cumbum Reserve addition Eastern Nallamalai Block
No. VI-C.
22. Markapur Reserve.
23. Markapur Reserve addition Eastern Nallamalai Block
No. VI-A.
24. Markapur Reserve addition Eastern Nallamalai Block
No. VII.
25. Markapur Reserve addition Eastern Nallamalai Block
No. VIII.
26. Markapur Reserve addition Eastern Nallamalai Block
No. IX.
27. Markapur Reserve addition Eastern Nallamalai Block
No. X.
28. Markapur Reserve addition Eastern Nallamalai Block
No. XI.
29. Markapur Reserve addition Eastern Nallamalai Block
No. XII.
30. Markapur Reserve addition Eastern Nallamalai Block
No. XIII.
31. Markapur Reserve addition Eastern Nallamalai Block
No. XIV.

Regulation of travelling allowance where part of a day is spent in special tracts and part in ordinary tracts.

(5) The rate of allowance of a Government servant who spends part of a day in one of those localities and part in a place in which the ordinary rate prevails is determined according to the place where he halts, after the journey.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

[Annexure VII.]

Nilgiris Railway.

(1) The orders regarding the provision of reserved railway accommodation for high officials of Government are not applicable to the Nilgiris Railway owing to the limited load of trains on that line.

(M. G. Fin. U. O. Note No. 406—1-C. S. R., dated 2nd February 1924.)

[Rule 7A to Annexure VII.]

Honourable Members and Ministers of Government.

(2) Daily allowance may be granted to Honourable Members and Ministers of Government for each complete calendar day halted or for an absence from headquarters for a period that does not include one complete calendar day, provided that during the period neither mileage is drawn nor the railway concession enjoyed for a journey by rail.

(G. O. No. 889-Mis. Fin., dated 10th November 1925.)

[Annexure VIII.]

Students deputed for study to the Victoria Jubilee Technical Institute, Bombay, and Tata Institute.

(1) Candidates selected for scholarships tenable at the Victoria Jubilee Technical Institute, Bombay, and the Indian Institute of Science, Bangalore, will be given on joining the institutions and on leaving them after the completion of their course a single intermediate fare, or if there is no intermediate class then one-and-a-half third class fares together with the cost of their excess luggage, for the journey by rail between the railway stations nearest to their places of residence and Bombay or Bangalore.

Travelling allowance at these rates will also be allowed to those selected candidates who proceed to Bombay but are not admitted to the Victoria Jubilee Technical Institute owing to their failure in the entrance examination, or for other good cause.

(G. O. No. 59-Dev., dated 10th January 1925; Case Trichy. P. A. III-3 of 1924-25.)

Journey to the United Kingdom.

(2) Candidates selected in India for All-India services who proceed to the United Kingdom for probation and all State scholars should be required to travel by the all sea route in cases where the boat is going through to England unless they elect to pay the extra expenses of the overland journey from Marseilles from their own pockets.

(G. I., F. D., No. 59-E. B., dated 10th January 1920, communicating G. I., Edn. Dept., No. 1308, dated 4th December 1919; Case T. M. 23—81 of 1919-20, and G. I., No. D.-370-Est., dated 8th February 1923.)

(3) A free second class passage to England will be provided for each scholar and the cost of the overland journey from Marseilles will in no circumstances be refunded to a scholar unless he (or she) is expressly instructed by the Government to travel overland and is provided with a steamer ticket to Marseilles only. In the latter event, the High Commissioner for India will refund the (further) expenses on the direct instruction of the Government.

(G. O. No. Mis. 470-Law (Edn.), dated 4th February 1924.)

Journeys to Ootacamund and return journey from Ootacamund on account of move of Government.

(4) If a Government servant or any member of his family entitled to travelling expenses proceeds to Ootacamund from any place other than Madras or proceeds from Ootacamund to any place other than Madras, his or her travelling expenses to or from that other place may be recovered provided that no higher charge can be admitted than would have been admitted had the journey been made from or to Madras direct.*

NOTE 1.—All claims under this rule as well as all applications for relaxation of these rules or for special concessions in cases not exactly covered by the rules will be dealt with in the Finance Department.

NOTE 2.—The following rulings will be observed in all departments of the Secretariat in regard to claims under these rules:—

- (i) Clerks accompanying Government to Ootacamund will be required to decide before they leave Madras whether their families will accompany them or not "and there should be some contemporary record of the reasons why the family cannot start with the clerk." Otherwise travelling allowance will not be admitted for families proceeding to Ootacamund after offices open there.
- (ii) When families leave Ootacamund before the expiry of the stay of Government on the hills and before the clerk concerned is ordered down to Madras, family travelling allowance will not be admitted save under very exceptional circumstances such as sudden illness.

* This rule is not intended to provide travelling allowances for a member of an officer's family making the journey otherwise than with the headquarters of the Government or about the time of the move of the headquarters of the Government: provided that such allowances may be granted by the Local Government, when the journey is made before or after the move of the headquarters, when the circumstances have been considered in each case and the concession is for sufficient reason admitter.

NOTE 3.—No claim to travelling allowance for a member of a family will, ordinarily, be admitted for a journey made more than fourteen days before or after the establishment of Government headquarters at Ootacamund or Madras as the case may be.

NOTE 4.—Travelling allowance should not, except under the special sanction of Government in the Finance Department, be granted to any member of the family of a clerk who does not accompany the clerk to Ootacamund, and the concession of the grant of travelling allowance for families should not be extended to provide the cost of a journey to or from Ootacamund of a member of a clerk's family who remains at that station for a shorter period than the stay on the hills of the clerk himself. Orders will issue in the Finance Department as regards all claims for travelling allowance to members of a clerk's family who do not perform the journey to and from the hills at the same time as the clerk.

NOTE 5.—As an exception to Note 4, a clerk who accompanies Government to Ootacamund for two or more successive seasons and who on account of the education of his children, leaves his family in Madras for those reasons will be entitled to draw actual travelling expenses, based on the class of railway to which the clerk himself is entitled for the journeys to and from Ootacamund made by his family in order to join him during one school vacation in each season. The concession will be subject to the provisos that—

- (i) no charges shall be admissible for male children of 15 years of age and above;
- (ii) the fact of the attendance at school shall be supported by a certificate from the head of the school;
- (iii) the actual expenses of the journeys shall be scrutinised by the head of the office; and
- (iv) intimation of all such claims shall be given by the clerk concerned to the head of his office before the clerk makes the journey to Ootacamund with the headquarters of Government. Orders on all claims under this rule will issue in the Finance Department.

NOTE 6.—Subject to the conditions laid down in Note 5 the concession to claim actual travelling expenses will be extended to cases—

- (i) in which a clerk takes his family with him to Ootacamund during the school vacation of a child and the family returns before the stay of the clerk at Ootacamund has been completed with a view to the child rejoining his school, and
- (ii) in which a clerk takes his family to Ootacamund and for the first time sends a child to school from Ootacamund.

Children spending vacation at Ootacamund.

(5) Clerks who bring their families to Ootacamund for the school vacation of their children from schools outside Madras are entitled to draw only the amount by which the travelling expenses, from the station where the school is situated, to Ootacamund exceed the travelling expenses from the former station to Madras.

(G. O. No. 565-Finl., dated 20th August 1917.)

Government servants on leave.

(6) A Government servant who is absent on leave on average pay when the headquarters of the Government are moved to or from Ootacamund, or who takes leave on average pay (not exceeding four months) during the move, and is permitted to rejoin his appointment at Ootacamund or Madras, as the case may be, may draw after his return to duty the travelling allowance which he would have received if he had accompanied the Government on its removal.

Government servants proceeding to Ootacamund in short acting vacancies.

(7) Travelling allowance is admissible to an officer summoned from Madras to act for another who has been granted leave on average pay while in Ootacamund.

Travelling allowance to family when the Government servant dies at Ootacamund.

(8) If a Government servant dies at Ootacamund, the adult member and the children who accompanied him to the hills may charge travelling expenses for their journey to Madras at the rates which would have been applicable to the deceased Government servant if he had lived.

Withdrawal of hill allowances during absence on leave.

(9) The hill allowance granted to the non-gazetted subordinates in the Secretariat offices and in the Government House establishment under Rule 2 (iv), and the subordinates of the establishment of the Government Press, Madras, under Rule 3 (3), in Annexure VIII to the Madras Travelling Allowance Rules is not admissible during any period of absence on leave.

(G. O. No. 702-Fin., dated 22nd September 1924.)

APPENDIX A.

[See paragraph (1) under M. T. A. Rule 2 (ix).]

List of Public Conveyances as defined in Rule 2 (ix) of the Madras Travelling Allowance Rules.

[Case T. M. Spl. III of 1925-26.]

District.	Nature of public conveyance.	Between what places plying.
(1)	(2)	(3)
Ganjam	Motor Bus	Berbampore-Aska-Russelkonda.
	Do.	Berbampore-Aska-Kontiapelli-Surada.
	Do.	Berbampore-Digupudi-Ichchapur-Pattupur.
	Do.	Berbampore-Gopalpore.
	Do.	Chicacole Road Station-Chicacole Town.
Vizagapatam	Do.	Vizagapatam-Bimilipatam.
Godavari	Boats	Dowlaisheram and Cocanada.
		Do. and Samalkota.
		Do. and Kotipalli.
		Do. and Ramachandrapur.
		Cocanada and Kotipalli.
		Do. and Angara and Mandepeta via Ramachendrapuram.
		Rajahmundry and Amalapur.
		Do. and Mukteswaram.
		Do. and Razole.
		Rajahmundry and Polavaram.
	Motor Bus	Cocanada and Kotipalli.

District.	Nature of public conveyance.	Between what places plying.
(1)	(2)	(3)
Kistna	Boats	Nidadavolu and Maruteru (Palacole).
		Nidadavolu and Tanuku.
		Tanuku and Bhimavaram.
	Radhari boats . .	Plying in Mnslipatam, Pulleru and Pulraj canals.
		Plying in Bezwada-Ellore and Bezwada Masulipatam canals.
	Motor conveyance .	Bezwada to Kanchikacherala.
	Motor Bus	Kanchikacherala to Jaggayya-pettn. Ellore to Chintalapudi.
Guntur	Do.	Nuzwid to Nuzwid Railway Station.
	Do.	Tadepalligudem to Palacole.
	Do.	Do. to Koderu (<i>via</i> Mertern).
	Motor car	Narasarowpet and Gurajala.
	Boats	Jagarlamudi and Chebsdin on the Kommamur canal.
	Do.	Tenali and Nizampatam on the Nizampatam canal.
	Motor Bus	Guntur to Chilakalurpet.
Nellore		Chilakalurpet to Chirala.
		Ongole to Addanki.
		Addanki to Santamagulu.
		Sattenapalle to Piduguralla.
Nellore		Sattenapalle to Narasaraopet.
		Narasaraopet to Chilakalurpet.
		Narasaraopet to Moherla.
Nellore	Motor Bus	Nellore and Kaluboy.
		Nellore and Atmakur.
		Singarayakonda and Kanigiri.

District.	Nature of public conveyance.	Between what places plying.
(1)	(2)	(3)
Cuddapah	Bullock carts	Cuddapah and Badvel. Cuddapah and Royachoty. Cuddapah to Mydukur. Cuddapah to Vempalli.
Anantapur	Motor Bus	Guntakal to Uravakonda. Anantapur to Kayyandrug.
Bellary		Nil.
Kurnool	Motor Bus	Markapur and Dornal.
	Do. . . .	Do. and Yerragondapalem.
	Do. . . .	Koilkuntla and Nandyal.
	Do. . . .	Nandyal and Thammaraajupalli Kanama.
	Do. . . .	Kurnool and Nandyal.
	Do. . . .	Allagadda and Nandyal.
	Do. . . .	Nandyal and Atmakur.
	Do. . . .	Nandyal and Chagalmarri.
	Do. . . .	Nandyal and Owk.
	Do. . . .	Banganiipalli and Paniem R. S.
	Motor Bus and Horse Jutkas.	Kurnool and Atmakur.
	Horse Jutkas and Motor Buses.	Kurnool and Kokumur.
	Jutkas	Kurnool and Gudur.
	Bullock Carts, Jutkas, and Motor Buses.	Pattikonda and Tuggali R. S.
Madras	Motor Buses and Tram Cars, etc.	Throughout the city.
Chingleput	Motor Bus	Conjeevaram and Kaveripaukam.
	Do. . . .	Do. and Tiruvottiyur (Cheyyar taluk).
	Do. . . .	Chingleput and Tirukkalkundram.

District.	Nature of public conveyance.	Between what places plying.
(1)	(2)	(3)
Chingleput— <i>contd.</i>	Tiruvallur Tramway	Tiruvallur Town to Tiruvallur Railway Station.
	Motor Bus . . .	Avadi and Sreperumbadur <i>via</i> Poonamallee.
	Do. . . .	Acharapakkam to Wandiwash.
	Do. . . .	Madurantakam to Cheyyur.
North Arcot	Motors	Kalambut to Arni town.
		Conjeeveram to Tiruvettipuram.
		Wandiwash to Arni.
		Do. to Tiruvettipuram.
		Tiruvettipuram to Conjeevaram.
		Arcot to Vellore.
		Gudiyattam town to Gudiyattam Railway Station.
		Conjeeveram to Wandiwash <i>via</i> Dusi and Cheyyar and from Conjeeveram to Wallajah Road station <i>via</i> Damal and Kaveripakkam.
		Chengam to Tiruvannamalai.
		Tiruvannamalai to Pennathur.
		Wandiwash to Arni.
		Wallajah to Wallajah Road station.
		Sholinghur Railway Station to Sholinghur town and Kaveripakkam
Chittoor	Mail Jutka	Arni Railway station to Arni town and Timiri.
		Madanapalle Town and Madanapalle Railway station.
		Jutka
		Madanapalle and Kurabalkota.
		Venkatagirikota and Coromandal Railway station.
	Do. . . .	Punganur and Madanapalle.

District.	Nature of public conveyance.	Between what places plying.
(1)	(2)	(3)
South Arcot	Motor Bus	Porto Novo to Vriddachalam.
		Panruti to Ulundurpet.
		Ulundurpet to Mangalampet.
		Pennathur to Gingee.
		Cuddalore to Vriddachalam.
		Vriddachalam to Titnagudi.
		Tindivanam to Merkanam.
		Mannargudi to Chidambaram.
		Chidambaram to Vriddachalam.
		Villupuram to Gingee.
		Cuddalore to Tindivanam <i>via</i> Pondicherry and Mailam.
		Mangalampettai to Tyagadurgam.
		Cuddalore N. T. to Pondicherry.
		Do. to Kuringipadi.
Tanjore	Motor car	Tanjore and Pudukotah <i>via</i> Ghandarvakottai.
		Tanjore and Pattukkottai <i>via</i> Orathanad.
		Budalur and Tirnkattupalli.
Trichinopoly	Jutkas	Budalur and Tirnkattupalli.
		Trichinopoly to Pudukottah.
		Colleroon Toll gate to Perambalur
		Coleroon Toll Gate to Turaiyur.
		Musiri to Turaiyur.
Madura	Horse jutkas	Karur to Chinnadarapuram
		Dindigul to Vedasandur.
		Dindigul to Palni.
	Motor	Dindigul to Palni.
	Motor car	Kodaikanal Road to Kodaikanal.

District.	Nature of public conveyance.	Between what places plying.
(1)	(2)	(3)
Madura—contd.	Double bullocks . . .	Periakulam to Kodaikanal Road station.
	Transits and Jutka and motor.	Periakulam to the foot of Kodaikanals.
		Periakulam to Uttampaliam.
		Periakulam to Bodinaikanur.
	Double bullock transit and motor.	Uttampaliam to Madura <i>via</i> Theni and Usilampatti.
	Double bullock transit . .	Tirumangalam to Usilampatti and Bodinaikanur.
Tinnevely . . .	Ditto . . .	Usilampatti to Perayur.
	Motor . . .	Madura to Melur.
	Transit carriages . .	Tinnevely to Sankaranainar Koil.
	Public motor cars . .	Sankaranainar Koil to Koilpatti.
	Transit carriages and public motor cars.	Tinnevely Bridge to Tiruchendur.
Ramnad . . .		Tinnevely Bridge to Nagercoil <i>via</i> Panagudi and Nanguneri.
	Motor bus . . .	Devakottai to Karaikudi.
	Do. . .	Karaikudi to Tirupatur.
	Do. . .	Tirupatur to Madura.
	Do. . .	Manamadurai to Sivaganga.
	Do. . .	Tirupatur to Sivaganga.
	Do. . .	Virudupatti to Aruppukottai.
Coimbatore . . .	Do. . .	Sattur to Rajapalayam <i>via</i> Sivakasi and Srivalliputtur.
	Mail Jutkas . . .	Erode to Bhavani & Satya-mangalan.
	Do. . .	Maddur to Kollegal.
	Do. . .	Tirupur to Kangayam.
	Do. . .	Do. to Palladam.
	Do. . .	Do. to Avanashi.
	Motor Bus . . .	Bhavani to Gobichettipalayam.
	Do. . .	Do. to Andiyur.

District.	Nature of public conveyance.	Between what places plying.
(1)	(2)	(3)
Coimbatore— <i>contd.</i>	Motor bus . . .	Coimbatore to Satyamangalam.
	Do. . . .	Do. to Dharapuram.
	Do. . . .	Dharapuram to Tirupur.
	Do. . . .	Do. to Erode.
	Do. . . .	Do. to Karur.
	Do. . . .	Erode to Gobichettipalayam.
	Do. . . .	Erode to Bhavani and Satyamangalam.
	Do. . . .	Gobichettipalayam to Uthukuli.
	Do. . . .	Do. to Satyamangalam.
	Do. . . .	Pollachi to Udumalpet and Palni.
	Do. . . .	Tiruppur to Udumalpet.
	Jutkas carrying mail on contract with Postal Department.	Pollachi and Valparai.
	Motor buses and carts .	Dharapuram to Udumalpet.
	Motor buses . . .	Do. to Palni (Madura District).
The Nilgiris . . .	<i>Nil</i>	Do. to Uttukuli.
		Kollegal and Sattegal.
Salem	Motor bus . . .	Balakavadi and Maddur (Mysore State).
		...
		Between Komarapalayam and Salem <i>via</i> Sankari and Macdonalds Choultry.
		Attur and Salem through Valapadi, Attur and Kallakurichi.
		Between Namakkal and Salem.
		Between Rasipur and Salem and Rasipur and Namakkal.
	Do. . . .	Salem to Atur through Valapady.
	Do. . . .	Salem to Namakkal through Rasipur.

District. (1)	Nature of Public conveyance. (2)	Between what places plying. (3)
Salem— <i>contd.</i>	Motor bus . . .	Salem to Komarapalayam through MacDonalds Choultry and Sankari.
	Do. . . .	From Hosur to Bangalore.
	Do. . . .	Between Dharmapuri and Pennagaram.
Malabar . . .	One motor bus . . .	Calicut to Vytri.
	One launch . . .	Cochin to Aleppey (night service).
	Two launches . . .	Do. (day service).
	Do. . . .	Cochin to Kottapuram (near Cranganore).
	Do. . . .	Cochin to Ernakulam.
	Transit carriages drawn by horses.	Between Taliparamba and Taliparamba road railway station.
	Jutkas	Do. do.
	One motor car . . .	Do. do.
	One motor bus . . .	Between Calicut and Nilambur.
	Do. . . .	Perintalamanna and Pilamthol.
	Do. . . .	Pilamthol and Pattambi.
	Do. . . .	Ottapalem and Cherupulcherry.
	One motor car . . .	Mannarghat and Olavakkot.
	Two motor buses . . .	Tellicherry and Iritty.
	One motor bus . . .	Manjeri and Tirur.
	Two motor boats . . .	Ponnani and Tirur (only 1 is worked).
	One motor bus . . .	Guruvayur and Pattambi.
South Kanara . . .	Motor bus . . .	Mangalore-Bantwal-Beltangady.
	Do. . . .	Mangalore-Panemangalore-Pattur-Sampaje.
	Motor bus . . .	Mangalore-Mulki-Udipi-Coondapoor.
	Do. . . .	Mangalore-Gurupur-Karkal.
	Do. . . .	Karkal-Udipi-Malpe.

District.	Nature of Public conveyance.	Between what places plying.
(1)	(2)	(3)
South Canara— <i>contd.</i>	Motor bus . . .	Karkal-Ajekar-Mudradi-Someshwar.
	Do. . . .	Mudabidri-Kallamundkur-Mully.
	Do. . . .	Puttur-Uppinangady.
	Do. . . .	Puttur-Vittal.
	Do. . . .	Vittal-Panemangalore.
	Do. . . .	Karkal-Nette-Padubidri-Mully.
	Do. . . .	Puttur and Sullya.
	Do. . . .	Kasargod-Jaslur-Puttur.
Travancore	Motor cars . . .	Mattanchery, British Cochin and Pallanuthy.
	Do. . . .	Chittur to different places.
	Motor bus . . .	Trivandrum and Quilon.
		Trivandrum and Aramboly.
		Kottakara and Kottayam.
		Kottayam-Meennachil.
		Kottayam-Vandiperiyar.
		Kottayam-Ernakulam.
		Alwaye-Mavahupuzha.
		Alwaye-Parur.
		Alleppey-Ambalapuzha.
		Karanagapally-Haripad.
		Mattancherry, Palluruthy.
		Nemmara-Palghat (<i>via</i> Chittur).
		Chowghat-Pattamby (<i>via</i> Kunnamkulam).
		Trichur-Chatbakulam (<i>via</i> Kunnamkulam).
		Irinjalakuda-Irinjalakuda Railway station.
		Irinjalakuda to Karupadana.
	Motor boats . . .	Erakulam-Cochin.
		Ernakulam-Alleppey.

District.	Nature of public conveyance.	Between what places plying.
(1)	(2)	(3)
Travancore— <i>contd.</i>	Motor Boats	Ernakulam-Kottapuram.
		Cochin and Kottapuram.
		Cochin and Parur.
		Mattanchery-Cberthala.
		Mattanchery-Alleppey.
		Alleppey-Sherthala.
		Quilon-Kayenkulam.
		Quilon-Karunagapally.
	Steam Boats	Ernakulam-Cochin.
		Ernakulam-Alleppey.
		Mattanchery-Parur.
		Mattanchery-Kottapuram.
		Mattanchery-Alleppey.
		Kottapuram-Ernakulam.
	Ordinary Country Boats	Ernakulam-Vycome, Alleppey, etc.
		Cochin, Vycome, Alleppey, etc.
		Ernakulam-Kottapuram.
		Cranganore-Ernakulam.
		Cranganore-Cochin.
		Kottapuram-Karupadana.
		Kottapuram-Chowghat.
		Cranganore-Karupadana.
	Transit Carts	Nagarcoil-Trivandrum.

APPENDIX B.

[See paragraph (1) under M. T. A. Rule 3.]

List of controlling officers.

(T. M. Special Case III of 1925-26.)

Government servants. (1)	Controlling officer. (2)	Authority. (3)
<i>Land Revenue.</i>		
Divisional Officers	Collectors	
Tahsildars, Deputy Tahsildars and Sub-Magistrates, and their subordinates including Minor Irrigation Establishments working in their divisions.	Divisional Officers	G. O. No. 862-Finl., dated 16th December 1903.
Divisional Officers' Establishments	Divisional Officers	G. O. No. 346-Finl., dated 15th August 1910.
Special Assistant Settlement Officers and other subordinate officers.	Special Settlement Officers	Ditto.
Gazetted Officers of the Survey Department.	Director of Survey	G. O. No. 245-Fin., dated 18th May 1911.
Non-gazetted subordinates	Officers in charge of Survey parties and Assistant Director of Survey in charge of Central Office.	G. O. No. 344-Fin., dated 20th May 1914 and G. O. No. 351-Rev., dated 23rd March 1885.
Special Settlement Officer of Udayagiri and his staff.	Special Assistant Agent, Balliguda.	Agent's letter No. L. Dis. 215-28, dated 25th January 1924.
Tahsildar under the Andamans Administration, while on special duty in the Madras Presidency.	Collector of Malabar	G. O. No. 1987-Law (Genl.), dated 24th June 1925.
<i>Forests.</i>		
Officers of the Imperial and Provincial Services in the Forest Department below the rank of Conservator.	Conservator	Sec. 170, Madras Forest Code, and G. O. No. 2270-Rev., dated 25th July 1911.

Government servants.	Controlling Officer.	Authority.
(1)	(2)	(3)
<i>Forests—contd.</i>		
The respective subordinate establishments.	1. The Forest Exploitation Officer. 2. Forest Research Officer. 3. Forest Engineer. 4. Forest Utilization Officer. 5. Forest Panchayat Officer.	Letter L. Dis. No. A-1-7231—23, dated 1st October 1923 from the C. C.
Officers of the Forest Department subordinate to the District Forest Officer including establishments.	District Forest Officer	Sec. 171, Madras Forest Code.
The staff and students of the Madras Forest College, Coimbatore.	Principal, Madras Forest College.	G. O. No. 221-Fin., dated 2nd April 1912.
Forest Assistant, Balliguda and his staff	Special Assistant Agent, Balliguda.	Letter No. L. Dis. 215-23, dated 25th January 1924, from the Agent.
Special Forest Officer, Parlakimedi Maliahs.	Agent to the Governor, Ganjam.	Ditto.
<i>Registration.</i>		
All officers of and below the rank of Sub-Registrar except clerks accompanying District Registrars on tours.	District Registrar	G. O. No. 346-Fin., dated 15th August 1910.
Clerks accompanying District Registrars on tours.	Personal Assistant to the Inspector General of Registration.	Ditto.
Peons of Sub-Registrars' Offices (for journeys performed by them in connection with the remittance of registration collection into treasuries).	District Registrars	G. O. No. 306-Fin., dated 10th April 1905.
District Registrars	Inspector General of Registration.

NOTE.—The Inspector of Registration Offices, Madras, will be considered as the head of an office for the purpose of Rule 23 of the Madras Travelling Allowance Rules in respect of his travelling establishments.

Government servants.	Controlling officer.	Authority.
(1)	(2)	(3)
<i>General Administration.</i>		
Council Secretaries of the Hon'ble the Ministers.	The Hon'ble the Ministers.	G. O. Mis. No. 376, (Law Leg.), dated 23rd September 1924.
Members of the Legislative Council	The Secretary, Legislative Council.	Paragraph 4 under Art. 1148 of the Madras Supplement to C. S. R.
Office establishment of the Chief Secretariat.	Assistant Secretary, Chief Secretariat.	G. O. No. 688-Fin., dated 20th August 1918.
Office establishment of the Registrar General of Panchayats.	Registrar General of Panchayats.	G. O. No. 187-Fin., dated 3rd March 1922.
Establishment of the Senior Translator to Government.	Senior Translator to Government.	G. O. No. 72-Fin., dated 21st January 1922.
Putdars of District Treasuries accompanying remittances beyond the province.	The District Officer	Aud. Gen.'s No. 3338, dated 21st January 1909.
Establishment of the Madras Record Office.	The Curator	G. O. No. 240-Fin., dated 21st March 1918.
Office Establishment of the Local Self Government Department.	Assistant Secretary, Local Self Government Department.	G. O. No. 106-Fin., dated 2nd February 1920.
Persian and Hindustani Translator to Government and his establishment.	Persian and Hindustani Translator to Government.	G. O. No. 387-Fin., dated 20th June 1912.
Honorary Aides-de-camp on the personal staff of His Excellency the Governor.	Military Secretary	G. O. No. 151-Fin., dated 26th February 1914; G. A. No. 45-17 of 1913-14.
Office Establishment of the Development Secretariat.	Under Secretary, Development Secretariat.	M. G. Memo. No. 1553-Gl. 23-1, dated 3rd January 1924.
<i>Administration of Justice.</i>		
All Subordinate Civil Judicial Officers.	District Judge	G. O. No. 727-Fin., dated 12th September 1894.

Government servants.	Controlling officer.	Authority.
(1)	(2)	(3)
<i>Administration of Justice—contd.</i>		
Government Pleader	Collector and District Magistrate.	G. O. No. 320-Fin., dated 21st May 1917.
Junior Presidency Magistrates . .	Chief Presidency Magistrate.	M. G. Memo. No. 4103-A—2, dated 1st December 1923 of Judl. Police Department.
<i>Jails and Convict Settlements.</i>		
The non-gazetted establishment of Jails.	Superintendents of Jails	G. O. No. Mis. 1238-Fin., dated 6th June 1884.
The non-gazetted establishment of the office of the Inspector General and Gazetted Officers of the Department.	The Inspector General of Prisons.	I. G.'s No. 9173, dated 15th September 1923.
<i>Police.</i>		
Gazetted Police Officers (other than Deputy Inspectors General).	Deputy Inspector General and Commissioner of Police in the case of Officers in the Madras City.	G. O. No. 346-Fin., dated 15th August 1910.
Non-gazetted officers including clerical establishments and constabulary.	District Superintendents of Police and Commissioner of Police in the case of subordinates in the Madras City Police.	Ditto.
Non-gazetted subordinates in the Provincial Training School and the Central Recruits' School, Vellore.	Principal, Provincial Training School, Vellore.	Ditto.
Non-gazetted subordinates in other Police Schools.	District Superintendents of Police of the District in which the school is situated.	Ditto.
Non-gazetted subordinates in the Criminal Investigation Department .	Personal Assistant to the Deputy Inspector General of Police, Railways and Criminal Investigation Department.	Ditto.
All gazetted and non-gazetted Police officers in the Madras City.	Commissioner of Police .	Police Order No. 184, Part I, Madras Police Gazette, dated 16th September 1922.

Government servants. (1)	Controlling officer. (2)	Authority. (3)
<i>Ports and Pilotage.</i>		
<i>Port Establishment</i> —Gazetted Officers and non-gazetted Officers.	Personal Assistant to the Presidency Port Officer.	G. O. No. 788-Fin., dated 29th October 1914 and No. 346-Fin., dated 15th August 1910.
<i>Ecclesiastical.</i>		
Chaplains	Presidency Senior Chaplain.	G. O. No. 25-Eccl., dated 21st February 1902.
<i>Scientific Departments.</i>		
Establishment of the Superintendent, Government Museum.	Superintendent, Government Museum.	G. O. No. 233-Fin., dated 9th April 1912.
Staff and subordinates under the Assistant Engineer in charge of Hydro-Electric Survey.	Assistant Chief Engineer for Irrigation.	M. G. P. W. (Irrign.) Memo. No. 2014-E., dated 4th December 1923.
<i>Education.</i>		
Officers and establishment subordinate to District Educational Officers, Inspector of European Schools and Inspectresses.	District Educational Officers, Inspector of European Schools and Inspectresses.	G. O. No. 473-Fin., dated 30th July 1912.
The non-gazetted staff and subordinates to Heads of Colleges; Reformatory and Senior Certified School, Chingleput, Schools of Engineering, Vizagapatam and Trichinopoly, Institute of Commerce and Curator, Oriental Manuscripts Library.	Heads of Colleges, Superintendents, Reformatory School and Senior Certified School, Chingleput, Schools of Engineering, Vizagapatam and Trichinopoly, Principal, Institute of Commerce and Curator, Oriental Manuscripts Library.	D. P. I.'s letter No. R. O. C. 2172-D., dated 25th October 1923.
Gazetted officers of the department except the Deputy Director of Public Instruction and Additional Deputy Director of Public Instruction.	Deputy Director of Public Instruction and Additional Deputy Director of Public Instruction.	G. O. No. 144-Fin., dated 9th March 1917.
Deputy Director of Public Instruction and Additional Deputy Director of Public Instruction.	Director of Public Instruction.	Do. and D. P. I.'s No. R. O. C. 2172-D.—23, dated 25th October 1923.
Non-gazetted staff and subordinates to the Superintendent, Junior Certified School, Ranipet.	Chief Inspector of Certified Schools.	Ditto.

Government servants.	Controlling officer.	Authority.
(1)	(2)	(3)
<i>Education—contd.</i>		
Non-gazetted staff and establishment subordinate to the Superintendents, Presidency Training School for Mistresses and Government Hobart Secondary and Training School for Mistresses, Madras.	Superintendents of the Institutions concerned.	G. O. No. 144-Fin. dated 9th March 1917 and D. P. I.'s No. R. O. C. 2172-D-23, dated 25th October 1923.
Members of the Madras Students Advisory Committee.	Secretary, Madras Students Advisory Committee.	D. P. I.'s Proceedings, No. Dis. 4714/23, dated 5th December 1923.
Teachers of Elementary Schools.	Special Assistant Agent	Agent's letter No. L. Dis. 215—23, dated 25th January 1924.
Establishment under Agency Educational Officer.	Agency Educational Officer, Waltair.	D. P. I.'s Memo. No. R. O. C. 2874 C-23, dated 4th March 1924.
Non-gazetted officers and Establishment of the Government School of Commerce, Calicut.	Head Master of the School.	D. P. I.'s Proceedings, Dis. No. 2893-24, dated 19th August 1924.
Non-gazetted Government servants and establishment of the Government School of Commerce, Vizagapatam.	Ditto.	D. P. I.'s Proceedings, No. Dis. 2835/25, dated 4th July 1925.
<i>Medica.</i>		
Teaching staff and office establishment of the Vizagapatam Medical College.	Principal, Medical College, Vizagapatam.	S. G.'s Memo. No. 236-A., dated 20th August 1923.
Assistant Surgeons and non-gazetted subordinates under the Principal, Medical College.	Principal, Medical College, Madras.	S. G.'s Memo. No. Nil, dated 15th January 1924.
Indian Medical Service officers, Assistant Surgeons and non-gazetted subordinates of the General Hospital, Madras.	Superintendent, Government General Hospital, Madras.	
Assistant Surgeons and non-gazetted subordinates.	Superintendents of other Presidency Hospitals, Medical Schools and Mental Hospitals. Director, Tuberculosis Hospital, Madras.	
<i>Public Health.</i>		
Assistant Directors of Public Health.	Director of Public Health.	Director of Public Health's No. D. 113-A., dated 9th November 1923.
District Health Officers.	Presidents of District Boards.	
Health Inspectors and their peons.	District Health Officer.	

Government servants.	Controlling officer.	Authority.
(1)	(2)	(3)
<i>Agricultural Department.</i>		
Officers of the Agricultural Department.	Director of Agriculture	G. O. No. 346-Fin., dated 15th August 1910.
Non-gazetted subordinates	<p>All Assistant Directors of Agriculture whether in charge of Deputy Directors' divisions or not.</p> <p>Principal, Agricultural College, Coimbatore.</p> <p>Agricultural Engineer.</p> <p>Government Agricultural Chemist.</p> <p>Government Mycologist.</p> <p>" Entomologist.</p> <p>" Sugar-cane Expert.</p> <p>" Economic Botanist.</p> <p>" Lecturing Botanist.</p> <p>Professor of Agriculture and Superintendent, Central Farm, Agricultural College and Research Institute, Coimbatore.</p> <p>Government Lecturing Chemist, Agricultural College and Research Institute, Coimbatore.</p> <p>Cotton Specialist.</p> <p>Millet Specialist.</p> <p>Assistant Economic Botanist, Aduthurai.</p> <p>Curator, Government Botanic Gardens, Ootacamund.</p> <p>Rubber Mycologist, Mumdakayam</p>	<p>G. O. No. 344-Fin., dated 29th May 1914 and G. O. No. 785-Fin., dated 5th February 1917.</p> <p>G. O. No. 740-Fin., dated 16th December 1916.</p>
Curator, Government Gardens and Parks, Ootacamund.	Director of Agriculture	G. O. No. 534-Rev. Spl., dated 15th March 1920.
<i>Veterinary.</i>		
Superintendent, Civil Veterinary Department, 1st division.	Chief Superintendent	G. O. No. 633-Fin., dated 12th July 1920.
Subordinates in the 1st division	Superintendent, 1st division.	G. O. No. 143-Mis., dated 13th February 1922.

Government servants.	Controlling officer.	Authority.
(1)	(2)	(3)
<i>Veterinary—contd.</i>		
Office Establishment of the Deputy Superintendents.	Deputy Superintendents	G. O. No. 575-Mis., Fin., dated 3rd July, 1922.
Subordinates in the Veterinary College	Principal, Veterinary College.	G. O. No. 347-Fin., dated 15th August 1910.
<i>Co-operative.</i>		
Officers subordinate to the Registrar of Co-operative Societies including Special Deputy Collectors.	Registrar of Co-operative Societies.	G. O. No. 57-Fin., dated 10th February 1912.
Non-gazetted establishment under the Registrar of Co-operative Societies.	Assistant Registrar of Co-operative Societies.	G. O. No. 620-Fin., dated 9th September 1914.
Co-operative Assistant to the Agency missioner.	Registrar of Co-operative Societies.	G. O. No. 795-Fin., dated 1st September 1919.
<i>Industries.</i>		
Establishment of Fishery Bureau, Pearl and Chank Fisheries Office, Tuticorin.	Director of Fisheries	G. O. No. 2635-Mis. Rev., dated 30th August 1911; Case T. M. 1-16 of 1919- 20.
The non-gazetted staff and establishment subordinate to the Superintendent, School of Arts.	Superintendent, School of Arts.	G. O. No. 46-Fin., dated 15th January 1915.
Officers and establishment subordinate to the Director of Industries.	Director of Industries	G. O. No. 620-Fin., dated 9th September 1914.
Non-gazetted subordinate of the District Industrial Staff.	Assistant Industrial Engineers.	G. O. No. 681-Fin., dated 27th July 1920; G. O. No. 1030- Rev., dated 3rd August 1922.
Non-gazetted subordinates of the Weaving Branch.	Textile Expert	G. O. No. Mis. 1639 Rev. Spl., dated 26th July 1920; No. Mis. 1498-Rev. Spl., dated 14th August 1920; No. 1256-Dev., dated 19th September 1922.

Government servants.	Controlling officer.	Authority.
(1)	(2)	(3)
<i>Industries—contd.</i>		
Assistant and the establishment of the Leather Trades Institute.	Principal, Leather Trades Institute.	G. O. No. 1639-Rev. Spl., dated 26th July 1920.
Superintendent, Lecturers and staff of the Madras Trades Schools.	Inspector of Industrial Schools.	Ditto.
Non-gazetted subordinates of the School of Arts and Crafts.	Superintendent, School of Arts and Crafts.	G. O. No. 40-Fin., dated 15th January 1915.
Non-gazetted subordinates of the Sericultural Branch.	Sericultural Assistant, Kollegal.	...
Non-gazetted subordinates in the Fisheries Department.	Each of the following Officers :— 1. Marine Biologist. 2. Business Manager of the Beypore Cannery. 3. Assistant Director, Fisheries, Marine. 4. Do. Coast 5. Do. Inland should exercise the power in respect of his establishment.	G. O. No. 719-Rev. Spl., dated 9th April 1920, with Fin. Endt. No. 1314-A.I., dated 17th April 1920; Case Tri. P. A. 1-1 of 1920-21.
Deputy Director of Agriculture, Cinchona.	Secretary to Government, Development Department.	G. O. No. 595-Mis. Dev., dated 20th April 1923.
Establishment of Agriculture, Cinchona.	Deputy Director of Agriculture, Cinchona.	M. G. Memo. No. 1553 Gl. 23-1, dated 3rd January 1924.
<i>Miscellaneous.</i>		
Establishment under the Electrical Inspector to Government.	Electrical Inspector to Government.	G. Os. No. 1033-W., dated 21st May 1913; No. 1334-W., dated 11th November 1918; No. 1469-W., dated 21st September 1920.
Electrical Inspector to Government.	Secretary to Government, P. W. D.	G. O. No. 1033-W., dated 21st May 1913; and 1334-W., dated 11th November 1918.
Inspector of Steam Boilers.	Sanitary Engineer to Government.

Government servants.	Controlling officer.	Authority.
(1)	(2)	(3)
<i>Miscellaneous—contd.</i>		
Medical Inspector of Emigrants, Dhanushkodi.	Commissioner of Labour .	G. O. No. 2380-Law (Genl.), dated 27th September 1923.
Inspectors and Assistant Inspectors of Factory, Madras.	Ditto . . .	G. O. No. 271-Rev., dated 2nd February 1920; B. P. No. 164-Routine, dated 17th February 1920.
Establishment of the Chief Inspector of Steam Boilers.	Chief Inspector of Steam Boilers.	G. O. No. 1094-Fin., dated 30th December 1923.
Assistant Chenchu Officer and subordinates of Chenchu Officer.	Special Chenchu Officer
Assistant Commissioners of Labour .	Commissioner of Labour .	G. O. Mis. No. 36-Law (Genl.), dated 6th April 1924.
<i>Civil Works.</i>		
Establishment under the Electrical Engineer.	Electrical Engineer	G. O. No. 1033-W., dated 21st May 1913; No. 1334-W., dated 11th November 1918.
Assistant Electrical Engineer . . .	Ditto . . .	Ditto.
Staff under the Electrical Engineer .	Ditto . . .	Memo. No. 2343-C., dated 25th March 1920.
Electrical Engineer . . .	Chief Engineer, P. W. D.	Memo. No. 7539-C., dated 3rd November 1920.
Executive Engineers, Assistant Executive Engineers, and Assistant Engineers in charge of sub-divisions.	Superintending Engineer of the circle.	G. O. No. 3332-W., dated 19th October 1883 and No. 3990-W., dated 20th December 1888; <i>Vide</i> also para. 26 of P. W. Examiner's Office Manual of rules and procedure.
Any other officer whatever rank attached to a division.	Executive Engineers in Charge of divisions.	
<i>Stationery and Printing.</i>		
Subordinates employed in the Secretariat Press, Madras.	Superintendent, Government Press.	G. O. No. 559-Pub., dated 12th July 1907, with G. O. R. No. 157-Fin., dated 29th July 1907.

APPENDIX C.

[Paragraph (1) under M. T. A. Rule 7 (c) of Manual.]

Scale of establishments that subordinate officers may take on tour without the special sanction of the Controlling authorities.

(Case. T. M. Special III-14 of 1925-26.)

Designation of subordinate officers.	Number of clerks allowed.	Number of peons allowed.
(1)	(2)	(3)
<i>Board of Revenue Separate Revenue</i>		
Commissioner	1	1 duffadar, 4 peons.
Deputy Commissioner	1	1 duffadar, 4 peons.
Assistant Commissioner	1	1 duffadar, 4 peons.
*Assistant Commissioner of distilleries	1	1 duffadar, 3 peons.
Inspectors (Preventive and Factory Circles).	1	6 peons.

Commissioners, Deputy Commissioners and Assistant Commissioners should be able to manage with 2 peons and a duffadar. If officers are going with tents in places where local help will not be available these limits may be exceeded.

Forest.

District Forest officers in the V circle, Coimbatore.	One at times of Range Office inspections and depot inspections.	3
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In urgent cases where a draftsman is required in camp, the District Forest Officer may take the draftsman in anticipation of sanction of the Conservator and apply for sanction afterwards.

Registration.

District Registrars	1	1
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*General Administration.**Cuddapah—*

Deputy Tahsildars	1 for Jamabandi tours or when absolutely necessary for attending to magisterial cases.	2
Stationary Sub-Magistrates	1 when absolutely necessary for attending to magisterial cases.	2

* Assistant Commissioners have been instructed to take only junior clerks in view of economy.

Designation of subordinate officers. (1)	Number of clerks allowed. (2)	Number of peons allowed. (3)
<i>Cuddapah—contd.</i>		
Tahsildar	1*	3
Treasury Deputy Collector . .	1	1
Revenue Divisional Officers . .	4†	‡ 3 peons or 2 peons and 1 attendant.
<i>Anantapur—</i>		
Treasury Deputy Collector . .	1 of the lowest scale	1
Revenue Divisional Officers . .	1 clerk of any scale	2
Tahsildars	1 of the lowest scale	2
Deputy Tahsildars	Do.	1
Stationary Sub-Magistrates, going to investigate murder cases.	Do.	1
Sarishtadar going to investigate murder cases.	Do.	1
Minor irrigation supervisor . .	Nil	1 lascar.
Minor irrigation Sub-overseers .	Nil	1 „
Revenue Inspectors	Nil	1 „
Sub-Collector, Penukonda . . .	2	
The above scale does not apply when officers are on Jamabandi duty.		
<i>Bellary—</i>		
Collector	1	5 with tents and 4 without.
Sub-Collectors	1	4
Deputy Collectors	1	2
Tahsildars	1	2
Deputy Tahsildars	1	1

* To be taken with the permission of the Revenue Divisional Officer.

† One clerk for ordinary tours, and 3 clerks including the Head clerk for Jamabandi Standing Order Accounts, and Taluk Office Inspection. For Jamabandi the additional clerk should be taken only to Taluk Head quarters. The Sub-Collector, Rajampet is allowed to take 5 clerks for Jamabandi.

‡ They can in addition take 1 taluk peon to accompany them on tours besides on or more taluk peons according to necessity to carry tapals.

Designation of subordinate officers. (1)	Number of clerks allowed. (2)	Number of peons allowed. (3)
<i>Kurnool—</i>		
Revenue Divisional Officers . . .	1*	2
Tahsildars	1*	2
Deputy Tahsildars	1*	2
<i>Chingleput—</i>		
Revenue Divisional Officers . . .	1	2
<i>Chittoor—</i>		
Revenue Divisional Officer, Chittoor.	1 on exceptional occasions	2
Revenue Divisional Officer, Chandragiri.	2†	(1 attender, 1 duffadar, 2 peons).
Revenue Divisional Officer, Madanapalle.	1	3
Tahsildars	1	2
Deputy Tahsildars	1	1
<i>During Jamabandi.</i>		
<i>North Arcot—</i>		
Tahsildars	1	3
Deputy Tahsildars	1	1
Divisional Officers	1	2 excluding the Police Orderly.
On ordinary occasions each of the above three classes of officers are permitted to take one clerk and one peon only.		
If there are magisterial cases for enquiry in camp, one clerk and also 2 peons excluding the Police orderly may be taken by Divisional Officers.		
<i>South Arcot—</i>		
Divisional Officers	1	3 with tents and 2 without.
Tahsildars	1	3 for Kist and 2 succeeding months and 2 at other times.

* No clerks should be taken into camp, unless absolutely necessary and then never more than one except for Jamabandi.

† One clerk and one attender for magisterial work, and one clerk on Fridays and Mondays for suits work.

Designation of subordinate officers. (1)	Number of clerks allowed. (2)	Number of peons allowed. (3)
<i>South Arcot—contd.</i>		
Deputy Tahsildars	1	2 for Kist and 2 succeeding months and 1 at other times.
<i>Ramnad—</i>		
Revenue Divisional Officers . . .	1	2 without tents and 3 with tents.
Tahsildars and officers in charge of Zamin Taluks.	1	2
<i>Coimbatore—</i>		
All touring officers under the Collector.	(Not prescribed) . . .	2
<i>Nilgiris—</i>		
Revenue Divisional Officer, Coonoor	1 whenever there is magisterial or Income tax work.	1
Deputy Tahsildar, Ootacamund	1 only very rarely . . .	1
Tahsildar, Coonoor	1	1
Deputy Tahsildar, Gudalur . . .	1 only when there are criminal sittings outside Head Quarters.	1
Stationary Sub-Magistrate, Coonoor	1 when going to Kotagiri for Criminal sittings.	1
<i>Salem—</i>		
Revenue Divisional Officers	1	2
Treasury Deputy Collectors	1	1
Tahsildars	Nil	1
Deputy Tahsildars	1	1
Tahsildars may take a clerk and an additional peon when necessary.		
<i>South Kanara—</i>		
Divisional Officers	1	2
Tahsildars	1	1
Deputy Tahsildars		

NOTE.—The above scale does not apply to Jamabandi tours.

Designation of subordinate officers. (1)	Number of clerks allowed. (2)	Number of peons allowed. (3)
Malabar—		
Divisional Officers	1	2 except on particular occasions such as Jamabandi and office inspection.
Tahsildars	1 when they go for Jama- bandi and Abkari sales.	1
Deputy Tahsildar	1	1
<i>On ordinary tours.</i>		
Trichinopoly—		
Collector	1 shorthand typist	5
Revenue Divisional Officer	1 clerk	2
Treasury Deputy Collector		
Tahsildar		
Deputy Tahsildar	1	1
Stationary Sub-Magistrate		
<i>On Jamabandi tours.</i>		
Collector	Sheristadar, 1 shorthand typist and 6 clerks.	9
Revenue Divisional Officer, Head Quarters taluk.	2	3
Revenue Divisional Officer, Other taluks.	5	3
Tahsildars	3	4
Kistna—		
Revenue Divisional Officer	1 ordinarily and 2 for Jamabandi and inspec- tion of taluk offices.	
Tahsildar	1 only from September to March.	1 and an additional peon for special pur- poses such as collec- tion.
Godavari—		
Sub-Collector, Rajamundry	Nil	1 duffadar. 2 peons.
Treasury Deputy Collector	1	2

Designation of subordinate officers. (1)	Number of clerks allowed. (2)	Number of peons allowed. (3)
<i>Godavari</i> —contd.		
Divisional officer	1 generally and 2 when absolutely necessary, e. g., office inspection, etc.	2
Tahsildars	1 when absolutely necessary.	2
Deputy Tahsildar	1 when cases are posted in camp.	1
Special Tahsildars, Palm duty .	<i>Nil</i>	2
District Labour officer, Amalapur .	1 when absolutely necessary.	2
Lankas Tahsildar, Cocanada . .	1 when absolutely necessary.	1 ordinarily and 1 more when on tour for lankas inspection.
Special Deputy Tahsildar, Revision of Adangals, Razole.	<i>Nil</i>	1
Income-tax Assistant Tahsildars .	<i>Nil</i>	1
Do. Deputy Collector	<i>Nil</i>	1

The scale fixed for Divisional Officers and Tahsildars does not apply to Jamabandi tours.

Ganjam—

Sub-Collector, Chatrapur . . .	1	2
Do. Berhampore	1	4 with tents and 2 without.
Revenue Divisional Officer, Chicacole	1 clerk. Additional clerks on special occasions like Jamabandi, etc.	2
Do. Ghumsur	1	2
Treasury Deputy Collector . . .	1	1
District Forest Officer	<i>Nil</i>	2
Tahsildar, Ghumsur	1	2
Do. Parlakimedi	<i>Nil</i>	1
Do. Chicacole	<i>Nil</i>	2
Do. Berhampur	<i>Nil</i>	1
		and in addition one clerk and one peon on rare occasions like Jamabandi.

Designation of subordinate officers. (1)	Number of clerks allowed. (2)	Number of peons allowed. (3)
<i>Ganjam—contd.</i>		
Tahsildar, Aska	1 clerk on Jamabandi .	2
Do. Chatrapur	1	1
Deputy Tahsildar, Tekkali	1	1
Do. Kudala	1	1
	During Jamabandi 1 additional clerk.	
Do. Ichchhapur	Do.	1
Do. Narasannapeta	1	1
Do. Surada	1	1
Do. Sompeta	1	1
<i>Administration of Justice.</i>		
District Judges	1	1
<i>Police.</i>		
Deputy Inspectors-General of Police	1	2 orderlies (3 on exceptional occasions).
Superintendents of Police	} 1 clerk or reader	2 orderlies.
Sub-divisional Officers		
Personal Assistants		
<i>Ports and Pilotage</i>		
Port officers	Nil	1
<i>Scientific Departments.</i>		
Weather Assistant	Nil	1
<i>Education.</i>		
District Educational Officers	1 (not the Head clerk)	1
Inspectresses	Do.	2
Deputy Inspectors, Assistant Inspectresses and Sub-Assistant Inspectresses.	*Do.	1

*No clerk should be taken for short absence from Head Quarters of less than 8 days.

Designation of subordinate officers. (1)	Number of clerks allowed. (2)	Number of peons allowed. (3)
<i>Medical.</i>		
District Medical Officer, Tanjore	1	1
" " " Salem		
" " " North Arcot		
" " " Vizagapatam		
Other District Medical Officers	Nil	1
<i>Public Health.</i>		
Assistant Director of Public Health	1	1
District Health Officers		
Assistant Surgeons of Cholera parties	Nil	1
District Health Inspectors		
<i>Agriculture.</i>		
<i>Indian Agricultural Service—</i>		
Principal and Superintendent, Central Farm.	1	2
Deputy Directors of Agriculture	*1	2
Scientific Experts (except the Rubber Mycologist).	Nil	2
Government Agricultural Engineer (Sine Generies).	Nil	2
<i>Madras Agricultural Service—</i>		
Assistant Directors of Agriculture.	Nil	1 without and 2 with tents.
Gazetted Assistants (Science section)	Nil	1
Curator	Nil	1
<i>Temporary—</i>		
Sericultural Expert	Nil	1
<i>Co-operative—</i>		
Assistant Registrars and Co-operative Assistants to the Agency Commissioner.	1	2

*The clerk can be taken only if the tour extends to more than 7 days.

Designation of subordinate officers. (1)	Number of clerks allowed. (2)	Number of peons allowed. (3)
<i>Agriculture—contd.</i>		
<i>Co-operative—contd.</i>		
C.-operative Inspectors working under the District Labour Officer, Tanjore, and Co-operative Inspectors of Aska and Wynad circles, and the Chief Inspector working in the Nilgiris.	<i>Nil</i>	1
<i>Veterinary—</i> Superintendent, Civil Veterinary Department, I division, and Deputy Superintendents, Civil Veterinary Department.	1	2
<i>Industries.</i>		
I		
Deputy Director	<i>Nil</i>	1
Industrial Engineer		
Industrial Chemist		
Inspector of Industrial Schools		
II		
Textile Expert	<i>Nil</i>	1
As-sistant Industrial Engineers		
All other touring officers		
The Industrial Engineer is permitted to take a draftsman or a Supervisor to assist him in working out calculations in respect of Building work for which payments have been made.		
The Officers in class I should apply to the Director of Industries for permission to take a clerk or a second peon.		
<i>Fisheries—</i>		
Assistant Director (Marine)	1	2
Do. (Coast)		
Do. (Inland)		
Cannery Manager	<i>Nil</i>	1
Personal Assistant to the Director		
Sub-Assistants		
Senior operator		
Chank Fishery Supervisor		

Designation of subordinate officers. (1)	Number of clerks allowed. (2)	Number of peons allowed. (3)
<i>Industries—contd.</i>		
<i>Fisheries—contd.</i>		
Head Accountant of the Office of the Director.	Nil	Nil
Survey Assistants.		
Assistant Inspectors		
Overseers.		
Fieldmen		
<i>Miscellaneous.</i>		
Subordinate officers of the Commissioner of Labour.	1	2
Electrical Inspector to Government Chief Inspector of Boilers	Nil	3 with and 2 without tents.
Inspectors of Steam Boilers and Prime Movers.	1	2
<i>Civil Works.</i>		
Superintending Engineers	1	4 with tents and 3 without tents.
Sanitary Engineer	1	3 with tents and 2 without tents.
Executive Engineers, Koraput and Godavari Northern Divisions.	1	3 with tents and 2 without tents.
Other Executive Engineers, Deputy Sanitary Engineer.	Nil	3 with tents and 2 without tents.
Assistant Sanitary Engineer, Sub-divisional Officers, Assistant Electrical Engineer.	Nil	2 with or without tents.
Section Officers	Nil	1 with or without tents.

